FINANCE/CLAIMS COMMITTEE MEETING
Thursday, July 9, 2020, 7:00 P. M.
By Zoom Virtual Teleconference:

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

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Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will called on by the host of the meeting during the public comment section. Please find the information using the link above.

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

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

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

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

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https://zoom.us/webinar/register/WN_miOKKmxEReeaUB3Z4xaMbA

AGENDA

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

   June 11, 2020 – Regular Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   July 9, 2020
6. Narrative on Tax Collections dated July 9, 2020 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated June 2020 – Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for May 2020.
9. Authorize the Mayor, Harry Rilling, to execute a contract for management and administration of the City's Workers Compensation and Heart & Hypertension Program for the three year period beginning July 1, 2020 and ending June 30, 2023

at a cost per claim based on the following schedule: Report Only Claims - $27 per claim cost; Medical Only Claims - $215 per claim cost; Indemnity Claims - $1,175 per claim cost; and Heart & Hypertension Claims - $1,175 per claim cost. Total estimate annual cost is $104,747 and total estimate three year cost is $314,241. Accounts: 16-1344-5258 and 16-5054-5258.

10. Receive information on Tax Relief Programs for the elderly and discuss.

11. Adjournment.

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ATTENDANCE:	Gregory Burnett, Chair; David Heuvelman; Thomas Keegan; John Kydes; Nicholas Sacchinelli; George Theodoridis
STAFF:	Henry Dachowitz, CFO; Lisa Biagiarelli, Tax Collector; Karen DelVecchio, Director of IT
OTHERS:	Carl Dickens, Chair Oak Hills Park Authority; Matt Ritter, Shipman & Goodwin

1. CALL TO ORDER

Mr. Burnett called the meeting to order at 7:33 p.m.

2. ROLL CALL

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

3. PUBLIC PARTICIPATION

No members of the public wished to participate this evening.

4. APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:

May 14, 2020 – Regular Meeting

The following corrections were made to the minutes:

Correct the spelling of the following names throughout, Ms. Biagiarelli, Mr. Burnett and Mr. Heuvelman.

Correct the spelling of Mr. Brescia's name.

Page 2: second paragraph should read: The City collected 98.12% of the budgeted tax collection.

**** MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MR. HEUVELMAN; MR. KEEGAN; MR. KYDES; MR. SACCHINELLI; MR. THEODORIDIS**

5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: JUNE 11, 2020

Ms. Biagiarelli explained there were three claims for approval. In December 2018 there was a rush of residents paying their taxes before the law changed. These are duplicate payments.

**** MR. SACCHINELLI MOVED TO APPROVE THE CLAIMS AS REQUIRED FOR THE CLAIMS REPORT DATED JUNE 11, 2020**

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

6. **NARRATIVE ON TAX COLLECTIONS DATED JUNE 11, 2020**
Receive Report and discuss.

7. **MONTHLY TAX COLLECTOR'S REPORTS DATED MAY 2020**
Receive Report and discuss.

Ms. Biagiarelli highlighted her reports and explained they are at 98.34% of collection. She noted they had a robust May. They collected $2.3 million toward the tax sale. She said she has been in touch with taxpayers who are part of the sale.

The new tax levy due on July 1st, will be in the mail by the middle of next week. The taxes are due on July 1st, but the grace period has been extended to October 1st. Ms. Biagiarelli reported they transitioned to a new vendor that is more customer friendly for on-line payments.

The outside payment window at the employee's lounge is busy and working well.

Mr. Dachowitz added that while the grace period has been extended to October 1st, if the taxes are not paid by that date, interest and penalties will run from the original due date of July 1st.

Mr. Dachowitz said for this fiscal year the current collection is 98.3% which equates to $328 million. He said that is very high and that he expects they will collect revenue in fy 2021 at or above that rate.

Ms. Biagiarelli said they are usually at 99%. They have an arrangement with Norwalk bank branches where taxpayers can make payments at the bank branches, but some of the branches are still closed. Mr. Dachowitz said that Ms. Biagiarelli is customer service oriented in her department and they want to make payments as convenient as possible.

Ms. Biagiarelli said that she thinks the City Hall building being closed is going to impact their collection rate. In addition, there are issues with the Motor Vehicle Department because they changed their registration cycle from two to three years. All those people who waited to register their cars will now wait another year.

Mr. Dachowitz said that ultimately, they will get the payments, but they can withstand the cashflow because of the rainy day funds.

Mr. Kydes asked when City Hall was going to open. Mr. Dachowitz said they are being cautious and are working on a process where no more than half of the office comes in at a time. City Hall is opening by phases. No one in the State is allowed to conduct a Tax Sale right now until the State of Emergency is lifted.

Mr. Kydes asked if there have been any cost savings by closing the building. Mr. Dachowitz said they are tracking the numbers and there have been utility and maintenance reductions; however, there are additional costs for cleaning and the installation of plexiglass.

8. **RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR MARCH 2020 AND APRIL 2020.**

Mr. Dickens gave an overview of their current financial status since re-opening. He said they re-opened on May 8, 2020. Since then, they've paid $50,000 against the line of credit. Their current outstanding debt as of today is $248,154. They earned $95,000 from the sale of season passes.

Mr. Dickens reported that their Golf Pro, Mr. Ruiz was offered a new position and submitted his resignation; they are currently looking for a replacement.

Mr. Kydes asked Mr. Dickens if they are offering food at the golf course. Mr. Dickens said they opened the Half Way House on May 15th. They are looking at doing a soft opening for the restaurant for Phase II. He noted they have a new Board member who has been in the restaurant business for a number of years. There is no contract for the person currently running the restaurant. Mr. Kydes said it would be a shame to lose the season, especially since the patio is very large.

Mr. Dickens reported that they are going to start paying the City on July 1st.

9. **SPECIFIC ACTION FOR IT 2020/2021 CAPITAL PROJECTS**:

****	MR. HEUVELMAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTER WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS AND OBSOLETE ASSET DISPOSAL, ACCORDING TO CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED $203,349.75, ACCOUNT 09211370-5777-C0375 (BUDGETED 2020/2021 IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio said this is their annual desk top refresh program. She described program and said it was put place in 2005.

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

** **MR. KEEGAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF INFORMATION SECURITY SOFTWARE, SUBSCRIPTIONS, AND PROFESSIONAL SERVICES OR AN AMOUNT NOT TO EXCEED $70,000.00 ACCOUNT 09211370-5777-C0375 (BUDGETED IT 2020/2021 CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. Mr. Dachowitz explained that this was a coordinated joint venture where Bloom Shapiro looked at the City, Board of Education and the WPCA.

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

** **MR. KEEGAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO TOTAL COMMUNICATIONS, STATE OF CT CONTRACT 18PSX0202, FOR THE SUPPLY, INSTALLATION, AND TRAINING FOR CISCO CALL MANAGER SOFTWARE UPGRADE FOR AN AMOUNT NOT TO EXCEED $60,865, ACCOUNTS 09211370-5777-C0375 (CITY: $30,865) AND 158- 28400-430-58 (BOARD OF EDUCATION PORTION $30,000. (BUDGETED EXPENSES; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. She said that this is a joint project and the telephone system serves both the City and the Board of Education. The upgrade is timed so it does not impact the Board of Education. If the upgrade can't get completed by August 15th, it will be rescheduled to the December vacation so there is no impact on the schools.

Mr. Sacchinelli asked if people will be able to work from home using this system. Ms. DelVecchio said people are able to work from home now using the existing system. She said they have been using Zoom and MicroSoft Teams for internal meetings.

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

** **MR. SACCHINELLI MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO BARAMUNDI SOFTWARE, USA INC, FOR THE BARAMUNDI MANAGEMENT SUITE, 800 ENDPOINTS, INCLUDING SUPPORT, MAINTENANCE, AND SUBSCRIPTIONS SERVICES, AND TRAINING, PER VENDOR QUOTATION DATED 1/22/2020, FOR AN AMOUNT NOT TO EXCEED $31,512.00, ACCOUNT 09211370-5777-C0375 (BUDGETED 2020/2021 IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. She said this is an efficiency tool for IT. This is for people working from home and allows them to do remote tasks. She said this is for the addition of 800 endpoints.

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

** **MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH CAVANAUGH MACDONALD CONSULTING, LLC TO PERFORM THE CITY'S PENSION AND OPEB ACTUARIAL VALUATIONS FOR THE FIVE-YEAR PERIOD BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2025 IN ACCORDANCE WITH THEIR RFP PROPOSAL AND THEIR FINAL FEE STRUCTURE PROPOSAL AS OF MAY 22, 2020 FOR AN AMOUNT NOT TO EXCEED $318,500 ACCOUNT # 050000-5258; 060000-5258; 070000-5258; 080000-5258; 711340-5258**

Mr. Dachowitz reviewed the item. He noted the fee was very competitive.

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

** **MR. HEUVELMAN MOVED TO APPROVE THE FOLLOWING RESOLUTION MAKING APPROPRIATIONS FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING $153,832,356 FOR THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF $129,001,956 GENERAL OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE 2020-2021 CAPITAL BUDGET.**

Mr. Dachowitz explained this is the annual resolution to authorize the issuance of $129,001,956 general obligation bonds.

Mr. Ritter reviewed the resolution.

Mr. Dachowitz said that based on information he received from Mr. Ritter they have been assured, with the City's good bond rating, they will probably not have any problems. He said there are quite a number of authorized projects that are not yet bonded.

Mr. Burnett asked about any obstacles or concerns if the City does not have a AAA bond rating. Mr. Dachowitz said that in a choppy market like this, people are not investing. Even with all the money people are receiving in unemployment, they are saving their money instead of investing.

AAA bonding lowers the interest rate and allows the City access to markets they may not have had otherwise. Mr. Ritter added that having a AAA bond rating is very advantageous.

Mr. Dachowitz reviewed investment procedures.

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

12. **ADJOURNMENT**

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

There was no further business and the meeting was unanimously adjourned at 9:22 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

MOTOR VEHICLE

BENT KIERAN JOHN	18-MV-305681	$14.82	PRORATION
CAB EAST LLC	18-MV-308634	$225.96	PRORATION
CRUCITTI SAMANTHA LYNN	18-MV-314930	$271.10	PRORATION
DELGUIDICE CASSIODORO	18-MV-317050	$61.77	PRORATION
	18-MV-317051	$204.24	PRORATION
ELLIS JEREMIAH DANIEL	18-MV-320476	$932.33	PRORATION
GOMEZ-MEJIA JARVIN NEPTALI	18-MV-405748	$52.78	PRORATION
RUIZ-FERNANDEZ GUSTAVO G	18-MV-358482	$49.16	PRORATION
SANCHO-MEONO DANNY J	18-MV-359377	$32.08	PRORATION
TOYOTA LEASE TRUST	18-MV-366667	$124.68	PRORATION
	18-MV-366699	$55.56	PRORATION
	18-MV-366763	$289.42	PRORATION
	18-MV-366805	$203.27	PRORATION
	18-MV-366923	$218.57	PRORATION
	18-MV-367136	$211.97	PRORATION
WHEELS LT	18-MV-372257	$203.26	PRORATION

REAL ESTATE

CALGER CHRISTOPHER & SUSAN			
84 PARTRICK RD			
5-30-7-0	16-RE-103889	$690.66	OVER/DUP PYMT

JACOBY SPENCER			
115 FILLOW ST			
5-58-12-15	18-RE-117635	$1,859.30	OVER/DUP PYMT
MCSPORRAN KATHERINE			
104 EAST ROCKS RD			
5-14-43-0	16-RE-117565	$4,677.42	OVER/DUP PYMT
PEDROZA LUCY HAYDA			
97 RICHARDS AVE UNIT D16			
5-70-78-D16	16-RE-104284	$2,172.30	OVER/DUP PYMT
RUTKOWSKI ROBERT & KATARZYNA			
16 ALVIN DR			
5-45-92-0	16-RE-123176	$4,218.42	OVER/DUP PYMT
TEMPLE LILIA			
25 WOODBINE ST			
6-32A-7-0	16-RE-126439	$5,097.52	OVER/DUP PYMT

May 2020 Financial Commentary

General Note:

Oak Hills Park reopened to the public on May 9th after nearly eight weeks shut down due to the COVID-19 pandemic.

Balance Sheet

Cash is higher than the prior year by $186k and receivables are higher by $6k, offset by $52k in higher accruals / payables and higher bank loan of $30k. This leaves us at a net positive cash position of $110k over last year.

May Month vs Prior Year Month

Golf Revenue is flat compared to prior year month. Note that we were only open for 23 days this May due to COVID park closure, so green fees and cart revenue were down by $33k but ID Cards and our new season passes made up for $31k of that. Restaurant rent was reduced to $500 for half the month's use of the hallway house only.

Personnel and employee benefits expenses are down $46k due to a combination of course closure for part of the month, furloughed employees and operating with minimal staff upon reopening. Future wage cost should rise but is expected to be kept as a lower than normal balance.

Administrative expenses are $8k less than prior year due to lower credit card fees of $3k (there is a month lag involved) and lower utilities of $2k due to closure for a portion of the time.

Sales & Operations are down $2k with no money spent in this department for the month.

Park Maintenance is $4k lower than prior year month due mainly to grass treatment supplies.

Cart Expenses are down $3k due to a buyout of our GolfBoards resulting in no lease payment for the month of May, as well as lower electricity expense due to our closure.

Operating Income is $60k higher compared to the prior year month attributable to unfavorable revenues of $4k and favorable expenses of $64k.

May YTD vs Prior YTD

Golf Revenue is lower by $51k year over year for the eleven month period, along with higher Other Revenue of $23k due to restaurant rent.

Personnel and employee benefits expenses are lower by $48k due to nearly two full months of course closure due to COVID, offset by wage increases and FY19 wage savings due to some workers comp benefits being paid instead.

Administrative expenses are $17k higher than last year due mainly to utility expense.

Sales & Operations is $12k lower than prior year due to heavy repairs and maintenance on the Clubhouse / restaurant equipment after our initial move-in last year, offset by more janitorial / normal maintenance this year. No expense over the past two months.

Park Maintenance is $12k lower driven by grass treatments ($8k), grounds/tree /irrigation/building maint ($12k) and heating fuel ($2k), offset by water ($8k) and equipment maint ($3k),

Cart expenses are lower by 8k due to two yrs of property taxes being charged in FY19 (for the previous year) and a buyout of GolfBoard lease.

Operating Income is higher than the prior year by $35k due to unfavorable revenue of $28k and favorable expenses of $63k.

Budget Comparison YTD

The YTD Revenue is under budget by $144k due mainly to nearly eight weeks of course closure due to COVID.

Personnel and employee benefits expenses are $85k lower compared to budget due to course closure and minimal staff upon reopening.

Administrative expenses are $19k lower mainly due to utilities ($9k) allocation to restauranteur beginning in Jan which was not budgeted for along with course closure which resulted in lower utility expense. Nearly all other Admin costs are also lower than budget due to closure.

Sales & Operations are under budget by $10k mainly due to lower janitorial expenses than expected and course closure.

Park Maintenance is under budget by $53k driven by less grass treatments used ($14k), all maintenance ($26k) and water ($3k), along with nearly all other costs.

Cart Expenses are $6k under budget – less maintenance than expected along with one month less GolfBoard lease.

Net Operating Income $28k higher than budget for the eleven month period. Unfavorable revenue of $158k and favorable expenses of $173k.

OAK HILLS SALES ANALYSIS MAY 2020 FISCAL

Description	May-20	May-19	Inc/(Dec)	YTD FY20	YTD FY19	Inc/(Dec)
Revenue Rounds	3,114	4,384	-29.0%	23,501	26,784	-12.3%
Barter Rounds	82	200	-59.0%	1,441	1,544	-6.7%
Season Pass Rounds	577	0	0.0%	577	0	0.0%
Comp Rounds	11	38	-71.1%	519	584	-11.1%
Total All Rounds	3,784	4,622	-18.1%	26,038	28,912	-9.9%
Total Carts	1,621	2,509	-35.4%	14,461	15,410	-6.2%
Total Boards	0	0	0.0%	147	207	-29.0%
Total Golf ID Cards	347	231	50.2%	1,074	1,331	-19.3%
Total Season Passes	79	0	0.0%	79	0	0.0%
Total Gift Cards	13	12	8.3%	250	253	-1.2%
Total GPS Ad Sales	0	0	0.0%	7	0	0.0%
Total $ Revenue Rounds	$112,031	$138,639	-19.2%	$766,789	$817,931	-6.3%
Total Carts $	$27,349	$42,726	-36.0%	$233,808	$255,725	-8.6%
Total Board $	$0	$0	0.0%	$3,080	$4,413	-30.2%
Total Golf ID Cards $	$37,307	$20,530	81.7%	$105,787	$120,185	-12.0%
Total Season Pass $	$98,610	$0	0.0%	$98,610	$0	0.0%
Total Gift Cards $	$1,670	$935	78.6%	$17,593	$19,004	-7.4%
Total GPS Advertising $	$0	$0	0.0%	$1,475	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$2,361	-$3,485	-32.2%	-$17,247	-$20,773	-17.0%
	$274,605	**$199,345**	**37.8%**	**$1,209,895**	**$1,454,957**	**-16.8%**
$ Revenue/Revenue Round	**$35.98**	**$31.62**	13.8%	**$32.63**	**$30.54**	6.8%
Carts/Revenue Round	**$0.52**	**57.2%**	-9.0%	**61.5%**	**57.5%**	7.0%
Cart $/Revenue Round	**$8.78**	**$9.75**	-9.9%	**$9.95**	**$9.55**	4.2%
Cart $/Cart Round	**$16.87**	**$17.03**	-0.9%	**$16.17**	**$16.59**	-2.6%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$20.95**	**$21.32**	-1.7%
ID Card $/Card	**$107.51**	**$88.87**	21.0%	**$98.50**	**$90.30**	9.1%
Resident Adult 18 Rounds	853	1,177	-27.5%	6,840	7,824	-12.6%
Resident Senior 18 Rounds	510	830	-38.6%	4,377	5,541	-21.0%
Junior/Golf Team 18 Rounds	100	211	-52.6%	662	831	-20.3%
Golf League 18 Rounds	0	52	-100.0%	114	217	-47.5%
Employee 18 Rounds	40	97	-58.8%	377	459	-17.9%
Non Resident 18 Rounds	1,565	1,776	-11.9%	9,997	10,748	-7.0%
Total 9 Hole Rounds	46	241	-80.9%	1,134	1,164	-2.6%
Total Revenue Rounds	***3,114***	***4,384***	***-29.0%***	***23,501***	***26,784***	***-12.3%***
Resident Adult 18 Rounds $	$29,218	$35,638	-18.0%	$206,887	$219,803	-5.9%
Resident Senior 18 Rounds $	$14,783	$21,225	-30.4%	$114,040	$130,642	-12.7%
Junior/Golf Team 18 Rounds $	$1,959	$1,629	20.3%	$12,882	$10,719	20.2%
Golf League 18 Rounds	$0	$1,196	-100.0%	$2,615	$4,331	-39.6%
Employee 18 Rounds $	$280	$679	-58.8%	$2,639	$3,213	-17.9%
Non Resident 18 Rounds $	$64,731	$73,431	-11.8%	$403,127	$424,142	-5.0%
Total 9 Hole Rounds $	$1,060	$4,841	-78.1%	$24,599	$25,082	-1.9%
Total $ Revenue Rounds	***112,031***	***138,639***	***-19.2%***	***766,789***	***817,931***	***-6.3%***
Senior Non-Resident ID	11	8	37.5%	58	71	-18.3%
Adult Non-Resident ID	26	16	62.5%	72	95	-24.2%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***37***	***24***	***54.2%***	***130***	***166***	***-21.7%***
GolfNow/TeeOff Rounds	271	82	230.5%	521	727	-28.3%
GolfNow/TeeOff Dollars	$12,168	$2,938	314.1%	$19,549	$25,661	-23.8%
Dollars/Round	$44.90	$35.83	25.3%	$37.52	$35.30	6.3%

OAK HILLS SALES ANALYSIS MAY 2020 CALENDAR

Description	May-20	May-19	Inc/(Dec)	YTD 2020	YTD 2019	Inc/(Dec)
Revenue Rounds	3,114	4,384	-29.0%	4,844	8,221	-41.1%
Barter Rounds	82	200	-59.0%	131	376	-65.2%
Season Pass Rounds	577	0	0.0%	577	0	#DIV/0!
Comp Rounds	11	38	-71.1%	12	57	-78.9%
Total All Rounds	3,784	4,622	-18.1%	5,564	8,654	-35.7%
Total Carts	1,621	2,509	-35.4%	1,700	4,104	-58.6%
Total Boards	0	0	0.0%	0	16	-100.0%
Total Golf ID Cards	347	231	50.2%	948	1,223	-22.5%
Total Season Passes	79	0	0.0%	79	0	0.0%
Total Gift Cards	13	12	8.3%	34	50	-32.0%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$112,031	$138,639	-19.2%	$160,788	$253,555	-36.6%
Total Carts $	$27,349	$42,726	-36.0%	$28,623	$69,740	-59.0%
Total Board $	$0	$0	0.0%	$0	$352	-100.0%
Total Golf ID Cards $	$37,307	$20,530	81.7%	$96,417	$110,810	-13.0%
Total Season Pass $	$98,610	$0	0.0%	$98,610	$0	#DIV/0!
Total Gift Cards $	$1,670	$935	78.6%	$3,783	$4,786	-21.0%
Total GPS Advertising $	$0	$0	0.0%	1,475	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$2,361	-$3,485	-32.2%	-$3,220	-$7,737	-58.4%
	$274,605	**$199,345**	**37.8%**	**$386,475**	**$431,506**	**-10.4%**
$ Revenue/Revenue Round	**$35.98**	**$31.62**	13.8%	**$33.19**	**$30.84**	7.6%
Carts/Revenue Round	**$0.52**	**57.2%**	-9.0%	**35.1%**	**49.9%**	-29.7%
Cart $/Revenue Round	**$8.78**	**$9.75**	-9.9%	**$5.91**	**$8.48**	-30.3%
Cart $/Cart Round	**$16.87**	**$17.03**	-0.9%	**$16.84**	**$16.99**	-0.9%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$22.00**	-100.0%
ID Card $/Card	**$107.51**	**$88.87**	21.0%	**$101.71**	**$90.61**	12.3%
Resident Adult 18 Rounds	853	1,177	-27.5%	1,970	2,601	-24.3%
Resident Senior 18 Rounds	510	830	-38.6%	654	1,531	-57.3%
Junior/Golf Team 18 Rounds	100	211	-52.6%	235	417	-43.6%
Golf League 18 Rounds	0	52	-100.0%	0	52	-100.0%
Empl 18 Rounds	40	97	-58.8%	51	155	-67.1%
Non Resident 18 Rounds	1,565	1,776	-11.9%	1,845	3,064	-39.8%
Total 9 Hole Rounds	46	241	-80.9%	89	401	-77.8%
Total Revenue Rounds	***3,114***	***4,384***	***-29.0%***	***4,844***	***8,221***	***-41.1%***
Resident Adult 18 Rounds $	$29,218	$35,638	-18.0%	$59,229	$74,446	-20.4%
Resident Senior 18 Rounds $	$14,783	$21,225	-30.4%	$18,486	$37,787	-51.1%
Junior/Golf Team 18 Rounds $	$1,959	$1,629	20.3%	$4,597	$3,331	38.0%
Golf League 18 Rounds	$0	$1,196	-100.0%	$0	$1,196	-100.0%
Empl 18 Rounds $	$280	$679	-58.8%	$357	$1,085	-67.1%
Non Resident 18 Rounds $	$64,731	$73,431	-11.8%	$76,261	$127,468	-40.2%
Total 9 Hole Rounds $	$1,060	$4,841	-78.1%	$1,858	$8,242	-77.5%
Total $ Revenue Rounds	***112,031***	***138,639***	***-19.2%***	***160,788***	***253,555***	***-36.6%***
SR NONRES DISC	11	8	37.5%	56	67	-16.4%
NONRES DISCOUNT	26	16	62.5%	70	85	-17.6%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***37***	***24***	***54.2%***	***126***	***152***	***-17.1%***
GolfNow Rounds	271	82	230.5%	275	124	121.8%
GolfNow Dollars	$12,168	$2,938	314.1%	$12,267	$4,270	187.3%
Dollars/Round	$44.90	$35.83	25.3%	$44.61	$34.43	29.5%

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

	Total			
	As of May 31, 2020	As of May 31, 2019 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	234,501.15	48,486.29	186,014.86	383.64%
1022 NBT Payment Account	-15,205.55	-15,431.95	226.40	1.47%
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	$ 222,046.60	$ 35,805.34	$ 186,241.26	520.15%
Total Bank Accounts	$ 222,046.60	$ 35,805.34	$ 186,241.26	520.15%
Accounts Receivable				
1201 Accounts Receivable	0.00	7,954.05	-7,954.05	-100.00%
Total Accounts Receivable	$ 0.00	$ 7,954.05	-$ 7,954.05	-100.00%
Other Current Assets				
1100 Inventory	89,239.08	92,644.35	-3,405.27	-3.68%
1200 Receivables	14,757.02	735.56	14,021.46	1906.23%
1300 Prepaid Expenses	26,886.38	32,028.98	-5,142.60	-16.06%
1400 Deposits	2,100.00	0.00	2,100.00	100.00%
Total Other Current Assets	$ 132,982.48	$ 125,408.89	$ 7,573.59	6.04%
Total Current Assets	$ 355,029.08	$ 169,168.28	$ 185,860.80	109.87%
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,032,548.99	1,015,495.99	17,053.00	1.68%
1510 Accumulated Depreciation/Amort.	-3,707,685.68	-3,448,396.69	-259,288.99	-7.52%
1520 Furniture & Fixtures	50,085.23	0.00	50,085.23	100.00%
1560 Leasehold Improvements	30,035.97	0.00	30,035.97	100.00%
1561 Park Improvements	1,773,864.03	1,747,046.15	26,817.88	1.54%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-10,483.41	-1,838.37	-8,645.04	-470.26%
1570 Capital Projects in Progress	29,200.00	7,853.00	21,347.00	271.83%
Total 1500 Fixed Assets	$ 1,474,699.79	$ 1,597,294.74	-$122,594.95	-7.68%
Total Fixed Assets	$ 1,474,699.79	$ 1,597,294.74	-$122,594.95	-7.68%
TOTAL ASSETS	$ 1,829,728.87	$ 1,766,463.02	$ 63,265.85	3.58%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	135,710.26	63,034.31	72,675.95	115.30%
Total Accounts Payable	$ 135,710.26	$ 63,034.31	$ 72,675.95	115.30%

Other Current Liabilities				
2010 Accounts Payable - Payroll	33,801.52	29,567.00	4,234.52	14.32%
2050 Accounts Payable-Tennis Revenue	205.00	24,170.00	-23,965.00	-99.15%
2051 Accounts Payable - OHMGA Revenue	4,324.00	1,870.00	2,454.00	131.23%
2052 Accounts Payable - F&B Revenue	0.00	3,665.00	-3,665.00	-100.00%
2100 Accrued Payroll	10,067.51	10,391.88	-324.37	-3.12%
2104 Accrued retirement contribution	1,824.06	1,025.83	798.23	77.81%
2105 Accrued Vacation Pay	32,088.61	31,442.77	645.84	2.05%
2200 Accrued Expenses	37,045.50	37,658.11	-612.61	-1.63%
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	200,000.00	170,000.00	30,000.00	17.65%
2250 Deferred Revenue				
2251 Tournament Deposits	6,300.00	1,300.00	5,000.00	384.62%
2253 Deferred Tennis Revenue	11,666.00	3,345.06	8,320.94	248.75%
2254 Other Deferred	155,021.17	58,255.50	96,765.67	166.11%
Total 2250 Deferred Revenue	**$ 172,987.17**	**$ 62,900.56**	**$ 110,086.61**	**175.02%**
2400 Cart Sales Tax Due	1,664.00	2,551.00	-887.00	-34.77%
Total Other Current Liabilities	**$ 495,357.37**	**$ 376,592.15**	**$ 118,765.22**	**31.54%**
Total Current Liabilities	**$ 631,067.63**	**$ 439,626.46**	**$ 191,441.17**	**43.55%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,981,729.88	1,981,729.88	0.00	0.00%
2730 Capital Debt (150k)	76,750.01	76,750.01	0.00	0.00%
2731 Operating Expense Debt (150k)	76,752.55	76,752.55	0.00	0.00%
2764 NBT Truck Loan	0.00	5,176.94	-5,176.94	-100.00%
2765 Deere Credit Inc. Progator Sprayer	1.21	7,101.65	-7,100.44	-99.98%
2766 Wells Fargo Eq Bandit Chipper	1,472.31	5,625.26	-4,152.95	-73.83%
2767 Deere Credit, Inc. Sweeper Vac	3,522.21	8,602.46	-5,080.25	-59.06%
2768 Deere Credit Inc. Greens Roller	4,029.56	7,328.18	-3,298.62	-45.01%
2770 Deere Credit Inc. Hybrid Mower	1,050.43	7,213.60	-6,163.17	-85.44%
2771 Yard Card-Skid Mount	0.00	458.43	-458.43	-100.00%
2772 Wells Fargo 2017 Aera-Vator	1,939.38	2,994.18	-1,054.80	-35.23%
2773 DLL Finance Club Car CA550G Utility Cart	3,870.50	5,418.50	-1,548.00	-28.57%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	38,723.90	48,972.24	-10,248.34	-20.93%
2775 Deere Credit, Inc. Hybrid Mower	17,440.35	23,054.97	-5,614.62	-24.35%
2776 Wells Fargo MTE 2018 TurfCo Blower	5,758.84	7,329.46	-1,570.62	-21.43%
2777 DLL Finance Club Car CA502 Utility Cart	7,666.65	0.00	7,666.65	100.00%
2778 Wells Fargo Used Kubota Tractor Mini Ex	26,280.01	0.00	26,280.01	100.00%
Total Long-Term Liabilities	**$ 2,246,987.79**	**$ 2,264,508.31**	**-$ 17,520.52**	**-0.77%**
Total Liabilities	**$ 2,878,055.42**	**$ 2,704,134.77**	**$ 173,920.65**	**6.43%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	**-$ 42,873.28**	**-$ 42,873.28**	**$ 0.00**	**0.00%**
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%

Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-1,142,991.32	-966,350.59	-176,640.73	-18.28%
Net Income	-267,830.05	-333,815.98	65,985.93	19.77%
Total Equity	**-$1,048,326.55**	**-$ 937,671.75**	**-$110,654.80**	**-11.80%**
TOTAL LIABILITIES AND EQUITY	**$ 1,829,728.87**	**$ 1,766,463.02**	**$ 63,265.85**	**3.58%**

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

	Total			
	May 2020	May 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	122,589.52	134,393.60	-11,804.08	-8.78%
4020 I.D. Cards	38,965.42	20,530.00	18,435.42	89.80%
4025 Season Pass	12,603.33	0.00	12,603.33	100.00%
4030 Tournament Fees	0.00	6,960.00	-6,960.00	-100.00%
4050 Cart Revenue	26,197.00	40,175.00	-13,978.00	-34.79%
4055 GolfBoard Revenue	0.00	0.00	0.00	0.00%
4060 Golf Revenue - Gift Certif.	1,670.00	935.00	735.00	78.61%
4070 Gift & Rain Checks Redeemed	-2,361.42	-3,485.78	1,124.36	32.26%
Total 4001 Golf Revenue	**$199,663.85**	**$ 199,507.82**	**$ 156.03**	**0.08%**
4100 Tennis Revenue	5,000.00	5,017.60	-17.60	-0.35%
4200 Rental Income	1,375.00	1,375.00	0.00	0.00%
4300 Investment Income	11.64	5.22	6.42	122.99%
4400 Misc. Income	0.00	505.00	-505.00	-100.00%
4600 Restaurant Income	500.00	4,000.00	-3,500.00	-87.50%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Total Income	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Gross Profit	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	10,236.42	13,116.94	-2,880.52	-21.96%
5030 Operations	4,702.13	21,502.16	-16,800.03	-78.13%
5040 Operations O/T	158.40	0.00	158.40	0.00%
5050 Course Personnel	18,528.03	24,102.30	-5,574.27	-23.13%
5060 Course Personnel O/T	10.32	51.94	-41.62	-80.13%
5070 Seasonal Personnel	3,884.43	17,747.86	-13,863.43	-78.11%
5080 Seasonal Personnel O/T	0.00	52.90	-52.90	-100.00%
Total 5000 PERSONNEL EXPENSE	**$ 37,519.73**	**$ 76,574.10**	**-$39,054.37**	**-51.00%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	2,820.59	5,796.09	-2,975.50	-51.34%
5230 State Unemployment	598.23	2,439.67	-1,841.44	-75.48%
5250 Health Insurance	2,728.19	2,702.50	25.69	0.95%
5260 Workmans Compensation	-272.61	1,574.97	-1,847.58	-117.31%
5270 Retirement Plans	367.60	514.78	-147.18	-28.59%
Total 5200 EMPLOYEE BENEFITS	**$ 6,242.00**	**$ 13,028.01**	**-$ 6,786.01**	**-52.09%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	757.04	1,265.99	-508.95	-40.20%

5430 Professional Fees	2,500.00	2,500.00	0.00	0.00%
5436 Advertising	986.76	2,060.11	-1,073.35	-52.10%
5440 Office Expense	532.47	1,108.43	-575.96	-51.96%
5441 Bank Charges	14.30	28.10	-13.80	-49.11%
5442 Credit Card Fees	54.14	3,544.03	-3,489.89	-98.47%
5450 Training and Dues	0.00	1,161.00	-1,161.00	-100.00%
5461 Authority Secretarial Services	240.00	240.00	0.00	0.00%
5469 Other Outside Services	317.36	678.63	-361.27	-53.24%
5470 Other Administrative	569.66	599.32	-29.66	-4.95%
5480 Utilities	3,352.39	5,429.36	-2,076.97	-38.25%
5500 Liability Insurance	7,177.39	5,998.19	1,179.20	19.66%
5520 Interest Expense	1,403.51	1,719.35	-315.84	-18.37%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 17,905.02**	**$ 26,332.51**	**-$ 8,427.49**	**-32.00%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	0.00	727.97	-727.97	-100.00%
5640 Golf Pro Supplies	0.00	1,671.38	-1,671.38	-100.00%
Total 5600 SALES AND OPERATIONS	**$ 0.00**	**$ 2,399.35**	**-$ 2,399.35**	**-100.00%**
5700 PARK MAINTENANCE				
5710 Water	1,636.41	1,051.39	585.02	55.64%
5720 Heating Fuel	2,830.98	995.84	1,835.14	184.28%
5730 Grounds Maintenance	563.75	1,535.10	-971.35	-63.28%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	5,952.83	-2,306.00	8,258.83	358.15%
5752 Agriculture/Chemicals Utilized	963.50	12,337.56	-11,374.06	-92.19%
Total 5750 Agriculture and Chemicals	**$ 6,916.33**	**$ 10,031.56**	**-$ 3,115.23**	**-31.05%**
5760 Irrigation Maintenance	2,730.57	0.00	2,730.57	100.00%
5770 Consumable Tools	0.00	899.94	-899.94	-100.00%
5780 Tee and Green Supplies	363.75	58.87	304.88	517.89%
5800 Equipment Maintenance	677.51	3,420.06	-2,742.55	-80.19%
5820 Building Maintenance	183.54	598.93	-415.39	-69.36%
5860 Gasoline/Diesel Fuel	0.00	1,501.93	-1,501.93	-100.00%
Total 5700 PARK MAINTENANCE	**$ 15,902.84**	**$ 20,093.62**	**-$ 4,190.78**	**-20.86%**
6000 CART EXPENSE				
6010 Cart Lease Expense	16,116.00	16,116.00	0.00	0.00%
6015 Board Lease Expense	0.00	1,264.71	-1,264.71	-100.00%
6020 Electricity	304.85	1,372.90	-1,068.05	-77.80%
6030 Maintenance	0.00	745.08	-745.08	-100.00%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 16,820.85**	**$ 19,898.69**	**-$ 3,077.84**	**-15.47%**
Total Expenses	**$ 94,390.44**	**$ 158,326.28**	**-$63,935.84**	**-40.38%**
Net Operating Income	**$112,160.05**	**$ 52,084.36**	**$ 60,075.69**	**115.34%**
Other Income				
7002 Capital Contribution	20,000.00	0.00	20,000.00	100.00%
Total Other Income	**$ 20,000.00**	**$ 0.00**	**$ 20,000.00**	
Other Expenses				
8000 Depreciation/Amortization	19,973.46	19,973.46	0.00	0.00%
8001 Capital projects				

8100 Capital Projects - Cash	0.00	3,881.60	-3,881.60	-100.00%
Total 8001 Capital projects	**$ 0.00**	**$ 3,881.60**	**-$ 3,881.60**	**-100.00%**
8006 Disposed Assets	0.00	-1,901.00	1,901.00	100.00%
Total Other Expenses	**$ 19,973.46**	**$ 21,954.06**	**-$ 1,980.60**	**-9.02%**
Net Other Income	**$ 26.54**	**-$ 21,954.06**	**$ 21,980.60**	**100.12%**
Net Income	**$112,186.59**	**$ 30,130.30**	**$ 82,056.29**	**272.34%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2019 - May 2020

	Total			
	Jul 2019 - May 2020	Jul 2018 - May 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	747,878.00	778,512.24	-30,634.24	-3.93%
4020 I.D. Cards	107,025.42	120,005.00	-12,979.58	-10.82%
4025 Season Pass	12,603.33	0.00	12,603.33	100.00%
4030 Tournament Fees	62,875.00	66,167.10	-3,292.10	-4.98%
4050 Cart Revenue	221,761.00	240,405.00	-18,644.00	-7.76%
4055 GolfBoard Revenue	2,897.00	4,098.00	-1,201.00	-29.31%
4060 Golf Revenue - Gift Certif.	17,593.00	17,784.95	-191.95	-1.08%
4070 Gift & Rain Checks Redeemed	-17,247.52	-20,776.78	3,529.26	16.99%
Total 4001 Golf Revenue	**$ 1,155,385.23**	**$ 1,206,195.51**	**-$50,810.28**	**-4.21%**
4100 Tennis Revenue	20,052.80	20,017.60	35.20	0.18%
4200 Rental Income	15,125.00	14,925.00	200.00	1.34%
4300 Investment Income	47.83	46.78	1.05	2.24%
4400 Misc. Income	353.27	555.00	-201.73	-36.35%
4600 Restaurant Income	29,500.00	8,007.00	21,493.00	268.43%
4700 Advertising Revenue	1,475.00	0.00	1,475.00	0.00%
Total 4000 REVENUES	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Total Income	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Gross Profit	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	139,476.92	138,883.46	593.46	0.43%
5030 Operations	125,462.24	145,601.72	-20,139.48	-13.83%
5040 Operations O/T	1,241.99	584.64	657.35	112.44%
5050 Course Personnel	259,047.41	264,642.75	-5,595.34	-2.11%
5060 Course Personnel O/T	777.84	507.59	270.25	53.24%
5070 Seasonal Personnel	98,325.27	111,223.53	-12,898.26	-11.60%
5080 Seasonal Personnel O/T	806.70	456.14	350.56	76.85%
Total 5000 PERSONNEL EXPENSE	**$ 625,138.37**	**$ 661,899.83**	**-$36,761.46**	**-5.55%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	47,410.55	50,188.16	-2,777.61	-5.53%
5230 State Unemployment	17,736.80	18,106.04	-369.24	-2.04%
5250 Health Insurance	29,179.24	35,963.17	-6,783.93	-18.86%
5260 Workmans Compensation	14,392.22	14,507.60	-115.38	-0.80%
5270 Retirement Plans	5,483.00	6,512.52	-1,029.52	-15.81%
Total 5200 EMPLOYEE BENEFITS	**$ 114,201.81**	**$ 125,277.49**	**-$11,075.68**	**-8.84%**
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone		9,451.53		9,925.10	-473.57	-4.77%
5430 Professional Fees		27,515.14		27,622.16	-107.02	-0.39%
5436 Advertising		11,612.85		11,748.71	-135.86	-1.16%
5440 Office Expense		11,310.03		11,838.75	-528.72	-4.47%
5441 Bank Charges		237.10		452.00	-214.90	-47.54%
5442 Credit Card Fees		23,834.59		24,611.69	-777.10	-3.16%
5445 Postage		22.00		44.70	-22.70	-50.78%
5450 Training and Dues		1,375.00		3,261.00	-1,886.00	-57.84%
5461 Authority Secretarial Services		1,490.00		2,350.00	-860.00	-36.60%
5469 Other Outside Services		4,602.29		4,846.60	-244.31	-5.04%
5470 Other Administrative		7,277.20		6,956.69	320.51	4.61%
5480 Utilities		54,872.91		49,392.02	5,480.89	11.10%
5500 Liability Insurance		69,625.52		50,597.63	19,027.89	37.61%
5520 Interest Expense		9,260.20		11,777.01	-2,516.81	-21.37%
Total 5400 ADMINISTRATIVE EXPENSES	**$**	**232,486.36**	**$**	**215,424.06**	**$ 17,062.30**	**7.92%**
5600 SALES AND OPERATIONS						
5620 Clubhouse Maintenance		5,860.59		15,341.64	-9,481.05	-61.80%
5640 Golf Pro Supplies		1,323.31		3,884.04	-2,560.73	-65.93%
Total 5600 SALES AND OPERATIONS	**$**	**7,183.90**	**$**	**19,225.68**	**-$12,041.78**	**-62.63%**
5700 PARK MAINTENANCE						
5710 Water		34,438.51		25,724.59	8,713.92	33.87%
5720 Heating Fuel		11,071.89		12,668.59	-1,596.70	-12.60%
5730 Grounds Maintenance		12,534.38		21,185.31	-8,650.93	-40.83%
5740 Tree Maintenance		200.00		1,060.00	-860.00	-81.13%
5750 Agriculture and Chemicals						
5751 Agriculture&Chemicals-Purchased		38,011.45		94,702.60	-56,691.15	-59.86%
5752 Agriculture/Chemicals Utilized		28,516.08		-20,045.89	48,561.97	242.25%
Total 5750 Agriculture and Chemicals	**$**	**66,527.53**	**$**	**74,656.71**	**-$ 8,129.18**	**-10.89%**
5760 Irrigation Maintenance		10,328.64		12,481.98	-2,153.34	-17.25%
5770 Consumable Tools		2,413.68		3,293.38	-879.70	-26.71%
5780 Tee and Green Supplies		2,774.51		1,518.53	1,255.98	82.71%
5795 Janitorial Supplies		0.00		29.01	-29.01	-100.00%
5800 Equipment Maintenance		27,006.07		23,795.75	3,210.32	13.49%
5810 Equipment Rental		98.64		0.00	98.64	100.00%
5820 Building Maintenance		12,360.06		12,869.25	-509.19	-3.96%
5840 Small Equipment		516.19		920.00	-403.81	-43.89%
5860 Gasoline/Diesel Fuel		10,172.95		12,742.16	-2,569.21	-20.16%
5880 Employee work clothes		151.59		0.00	151.59	100.00%
Total 5700 PARK MAINTENANCE	**$**	**190,594.64**	**$**	**202,945.26**	**-$12,350.62**	**-6.09%**
6000 CART EXPENSE						
6010 Cart Lease Expense		85,137.74		87,050.43	-1,912.69	-2.20%
6015 Board Lease Expense		5,442.72		7,245.51	-1,802.79	-24.88%
6020 Electricity		11,544.58		11,412.52	132.06	1.16%
6030 Maintenance		1,266.66		3,350.59	-2,083.93	-62.20%
6050 Cart Insurance		4,400.00		4,400.00	0.00	0.00%
6060 Misc. Cart Expense		0.00		2,000.00	-2,000.00	-100.00%
Total 6000 CART EXPENSE	**$**	**107,791.70**	**$**	**115,459.05**	**-$ 7,667.35**	**-6.64%**

Total Expenses	**$ 1,277,396.78**	**$ 1,340,231.37**	**-$62,834.59**	**-4.69%**
Net Operating Income	**-$ 55,457.65**	**-$ 90,484.48**	**$ 35,026.83**	**38.71%**
Other Income				
7002 Capital Contribution	20,000.00		20,000.00	
Total Other Income	**$ 20,000.00**	**$ 0.00**	**$ 20,000.00**	**100.00%**
Other Expenses				
8000 Depreciation/Amortization	219,708.06	219,150.24	557.82	0.25%
8001 Capital projects				
8100 Capital Projects - Cash	12,664.34	26,082.26	-13,417.92	-51.44%
Total 8001 Capital projects	**$ 12,664.34**	**$ 26,082.26**	**-$13,417.92**	**-51.44%**
8006 Disposed Assets	0.00	-1,901.00	1,901.00	100.00%
Total Other Expenses	**$ 232,372.40**	**$ 243,331.50**	**-$10,959.10**	**-4.50%**
Net Other Income	**-$ 212,372.40**	**-$ 243,331.50**	**$ 30,959.10**	**12.72%**
Net Income	**-$ 267,830.05**	**-$ 333,815.98**	**$ 65,985.93**	**19.77%**

Oak Hills Park Authority
FY20 Actual vs. Budget

ITEM 8

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$122,589.52	$139,923	-$17,333	-12.4%	$747,878	$831,577	-$83,699	-10.1%
4020 · I.D. Cards	$38,965	$22,323	$16,642	74.6%	$107,025	$130,006	-$22,981	-17.7%
4025 · Season Pass	$12,603	$0	$12,603	0.0%	$12,603	$0	$12,603	0.0%
4030 · Tournament Fees	$0	$7,143	-$7,143	-100.0%	$62,875	$65,714	-$2,839	-4.3%
4050 · Cart Revenue	$26,197	$42,510	-$16,313	-38.4%	$221,761	$256,943	-$35,182	-13.7%
4055 · GolfBoard Revenue	$0	$280	-$280	-100.0%	$2,897	$4,781	-$1,884	-39.4%
4060 · Golf Revenue - Gift Certif.	$1,670	$1,153	$517	44.8%	$17,593	$18,800	-$1,207	-6.4%
4070 · Gift & Rain Checks Redeemed	-$2,361	-$3,828	$1,467	-38.3%	-$17,248	-$21,284	$4,036	-19.0%
Total 4001 · Golf Revenue	**$199,664**	**$209,504**	**-$9,841**	**-4.7%**	**$1,155,385**	**$1,286,538**	**-$131,153**	**-10.2%**
4100 · Tennis Revenue	$5,000	$5,003	-$3	-0.1%	$20,053	$20,041	$12	0.1%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$15,125	$15,125	$0	0.0%
4300 · Investment Income	$12	$15	-$3	-19.9%	$48	$146	-$98	-67.3%
4400 · Misc. Income		$285	-$285	-100.0%	$353	$344	$10	2.8%
4600 · Restaurant Income	$500	$4,000	-$3,500	-87.5%	$29,500	$44,000	-$14,500	-33.0%
4700 · Advertising Revenue	$0	$250	-$250	-100.0%	$1,475	$750	$725	96.7%
Total Other Revenue	**$6,887**	**$10,927**	**-$4,041**	**-37.0%**	**$66,554**	**$80,406**	**-$13,852**	**-17.2%**
TOTAL REVENUE	**$206,550**	**$220,432**	**-$13,881**	**-6.3%**	**$1,221,939**	**$1,366,944**	**-$145,005**	**-10.6%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$10,236	$13,721	$3,485	25.4%	$139,477	$146,467	$6,990	4.8%
5030 · Operations	$4,702	$21,319	$16,617	77.9%	$125,462	$135,056	$9,594	7.1%
5040 · Operations O/T	$158	$0	-$158	0.0%	$1,242	$0	-$1,242	0.0%
5050 · Course Personnel	$18,528	$26,222	$7,694	29.3%	$259,047	$284,625	$25,577	9.0%
5060 · Course Personnel O/T	$10	$6	-$4	-63.8%	$778	$149	-$629	-421.1%
5070 · Seasonal Personnel	$3,884	$19,257	$15,372	79.8%	$98,325	$133,764	$35,438	26.5%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$807	$0	-$807	0.0%
Total 5000 · PERSONNEL EXPENSE	**$37,520**	**$80,526**	**$43,006**	53.4%	**$625,138**	**$700,061**	**$74,922**	10.7%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$2,821	$5,375	$2,554	47.5%	$47,411	$53,394	$5,983	11.2%
5230 · State Unemployment	$598	$2,477	$1,878	75.8%	$17,737	$19,056	$1,320	6.9%
5250 · Health Insurance	$2,728	$2,389	-$339	-14.2%	$29,179	$29,472	$293	1.0%
5260 · Workmans Compensation	-$273	$1,800	$2,073	115.1%	$14,392	$16,083	$1,691	10.5%
5270 · Retirement Plans	$368	$579	$211	36.5%	$5,483	$6,449	$966	15.0%
Total 5200 · EMPLOYEE BENEFITS	**$6,242**	**$12,620**	**$6,378**	50.5%	**$114,202**	**$124,455**	**$10,253**	8.2%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$757	$1,006	$249	24.7%	$9,452	$10,988	$1,536	14.0%
5430 · Professional Fees	$2,500	$2,700	$200	7.4%	$27,515	$29,300	$1,785	6.1%
5436 · Advertising	$987	$1,776	$789	44.4%	$11,613	$13,439	$1,827	13.6%
5440 · Office Expense	$532	$1,444	$911	63.1%	$11,310	$12,625	$1,315	10.4%
5441 · Bank Charges	$14	$38	$23	62.1%	$237	$450	$213	47.4%
5442 · Credit Card Fees	$54	$3,305	$3,251	98.4%	$23,835	$25,818	$1,983	7.7%
5445 · Postage	$0	$20	$20	100.0%	$22	$109	$87	79.7%
5450 · Training and Dues	$0	$906	$906	100.0%	$1,375	$3,253	$1,878	57.7%
5461 · Authority Secretarial Services	$240	$123	-$117	-95.1%	$1,490	$1,377	-$113	-8.2%
5469 · Other Outside Services	$317	$538	$220	41.0%	$4,602	$4,544	-$58	-1.3%
5470 · Other Admin	$570	$675	$105	15.5%	$7,277	$7,336	$59	0.8%
5471 · Charitable Donations		$200				$200		
5480 · Utilities	$3,352	$6,661	$3,309	49.7%	$54,873	$64,864	$9,991	15.4%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$9,324**	**$19,392**	**$9,867**	51.9%	**$153,601**	**$174,303**	**$20,502**	11.9%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$7,177	$6,585	-$592	-9.0%	$69,626	$66,879	-$2,747	-4.1%

Oak Hills Park Authority
FY20 Actual vs. Budget

ITEM 8

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5520 · Interest	$1,404	$1,215	-$189	-15.5%	$9,260	$10,720	$1,459	13.6%
Total 5500 · DEBT SERVICE AND INSURANCE	**$8,581**	**$7,800**	**-$781**	-10.0%	**$78,886**	**$77,598**	**-$1,288**	-1.7%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$0	$1,268	$1,268	100.0%	$5,861	$12,732	$6,871	54.0%
5640 · Golf Pro Supplies	$0	$319	$319	100.0%	$1,323	$3,181	$1,858	58.4%
5680 · Golf Pro Work Clothes	$0	$900	$900	100.0%	$0	$900	$900	100.0%
Total 5600 SALES AND OPERATIONS	**$0**	**$2,487**	**$2,487**	100.0%	**$7,184**	**$16,813**	**$9,629**	57.3%
5700 · PARK MAINTENANCE								
5710 · Water	$1,636	$1,154	-$482	-41.8%	$34,439	$37,410	$2,972	7.9%
5720 · Heating Fuel	$2,831	$748	-$2,083	-278.4%	$11,072	$12,701	$1,629	12.8%
5730 · Grounds Maintenance	$564	$5,891	$5,327	90.4%	$12,534	$26,320	$13,786	52.4%
5740 · Tree Maintenance		$0	$0	0.0%	$200	$5,000	$4,800	96.0%
5751 · Agriculture&Chemicals-Purch	$5,953		-$5,953	0.0%	$38,011	$0	-$38,011	0.0%
5752 · Agriculture/Chemicals Utilized	$964	$11,654	$10,691	91.7%	$28,516	$80,304	$51,788	64.5%
5760 · Irrigation Maintenance	$2,731	$149	-$2,582	-1737.7%	$10,329	$12,176	$1,847	15.2%
5770 · Consumable Tools		$307	$307	100.0%	$2,414	$2,976	$562	18.9%
5780 · Tee and Green Supplies	$364	$67	-$297	-442.0%	$2,775	$2,612	-$163	-6.2%
5795 · Janitorial Supplies	$0	$26	$26	100.0%	$0	$331	$331	100.0%
Total 5700 · PARK MAINTENANCE	**$15,042**	**$19,997**	**$4,955**	24.8%	**$140,289**	**$179,830**	**$39,541**	22.0%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$678	$4,555	$3,878	85.1%	$27,006	$30,630	$3,624	11.8%
5810 · Equipment Rental	$0		$0	0.0%	$99	$3,000	$2,901	96.7%
5820 · Building Maintenance	$184	$956	$773	80.8%	$12,360	$14,162	$1,802	12.7%
5840 · Small Equipment	$0	$0	$0	0.0%	$516	$2,000	$1,484	74.2%
5860 · Gasoline/Diesel Fuel	$0	$2,442	$2,442	100.0%	$10,173	$12,963	$2,790	21.5%
5880 · Employee work clothes	$0	$468	$468	100.0%	$152	$532	$380	71.5%
Total 5800 · PARK EQUIPMENT	**$861**	**$8,421**	**$7,560**	89.8%	**$50,306**	**$63,287**	**$12,982**	20.5%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$16,116	$16,477	$361	2.2%	$85,138	$86,219	$1,082	1.3%
6015 · Board Lease Expense	$0	$1,419	$1,419	100.0%	$5,443	$7,170	$1,727	24.1%
6020 · Electricity	$305	$1,311	$1,007	76.8%	$11,545	$11,772	$227	1.9%
6030 · Maintenance	$0	$995	$995	100.0%	$1,267	$3,586	$2,319	64.7%
6050 · Cart Insurance	$400	$400	$0	0.0%	$4,400	$4,400	$0	0.0%
6060 · Misc. Cart Expense	$0	$100	$100	100.0%	$0	$900	$900	100.0%
Total 6000 · CART EXPENSE	**$16,821**	**$20,702**	**$3,881**	18.7%	**$107,792**	**$114,047**	**$6,255**	5.5%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$94,390**	**$171,944**	**$77,354**	45.1%	**$1,277,397**	**$1,450,394**	**$172,797**	11.9%
TOTAL OPERATIONAL NET INCOME	**$112,160**	**$48,488**	**$63,672**	131.3%	**-$55,458**	**-$83,450**	**$27,992**	-33.5%
Depreciation/Amortization								
Restructured Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Funding $150k	$0	$0	$0	0.0%	$0	$0	$0	0.0%
$150K Operating Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Expense	**$0**	**$0**	**$0**	0.0%	**$0**	**$0**	**$0**	0.0%
NET INCOME BEFORE CAPITAL EXPENSES	**$112,160**	**$48,488**	**$63,672**	131.3%	**-$55,458**	**-$83,450**	**$27,992**	-33.5%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	$0	$2,119	$2,119	100.0%	$12,664	$27,881	$15,217	54.6%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution	-$20,000				-$20,000			
Total 8000 · OTHER EXPENSE	-$20,000	$2,119	$2,119	1043.8%	-$7,336	$27,881	$15,217	126.3%
NET INCOME	**$132,160**	**$46,368**	**$85,792**	185.0%	**-$48,122**	**-$111,331**	**$63,209**	-56.8%

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

Date: June 29, 2020

To: The Members of the Finance Committee

From: Craig Schmidt, Risk Manager

Regarding: Contract for Workers Compensation Administration Services

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

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

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

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

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

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

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

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

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

CITY OF NORWALK
OFFICE OF THE ASSESSOR
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

P: 203-854-7888 / F: 203-854-7986
norwalkct.org

MEMORANDUM

Date: July 6, 2020

TO: Greg Burnett, Chairman,
Finance/Claims Committee

FROM: William J. Ford, Assessor

RE: Local Elderly Tax Relief Program

The goals of the City of Norwalk's Elderly Homeowners Program, Norwalk Code - Chapter 103-12, the Elderly Homeowners program, are to provide meaningful tax relief to the most financially vulnerable seniors in Norwalk.

The application period this year was from February 1, 2020 through May 15, 2020.

The Finance/Claims Committee adopted changes in September 2019, and the Office of Policy and Management updates to income limits, altered the Chapter 103-12 Elderly Homeowners Local EHO program in following ways:

- The maximum qualifying income for **Tier 1** has increased to **$ 57,000** (up $1,000), and set the income maximum at **126.42%** of the State EHO Program maximum income $45,100 for FY 2020-21.
- The maximum tax relief provided to **Tier 1** recipient increased by $50 to **$1,500** from **$1,450**.
- The **Tier 2** income maximum increased to **$ 70,200** (up $1,200), and to **155.76%** of the estimated State EHO Program maximum income from the current ordinance maximum of **150.70%.**
- The maximum tax credit for **Tier 2** recipients increased to **$900,** (up $100) from the previous **$800**.

Impact of the ordinance changes:

- **Tier 1** recipient count was projected to increase to **1,036** in FY 2020-21, from **986** in FY 2019-20, the actual number of recipients increased to **1,084**
- **Tier 2** was projected to have a total count at **122** for FY 2020-21the actual was 90.
- Total **Local EHO** participants was estimated at **1,157** for FY 2020-21, actual was 1175 exceeding expectations.
- **Tier 1** maximum credits are at $**1,500** for FY 2020–21, up from $**1,450** in FY 2019-20.
- **Tier 2** maximum benefit was increase to $**900** for FY 2020–21, up from $**800** in FY 2019-20.
- Total tax relief for elderly homeowners with incomes of $57,000 or less (**Tier 1)** for Fiscal 2020-21 is $**1,538,852** an increase of $179,851 from $1,359,001 in FY 2019-20, and total credits for elderly homeowners with incomes between $57,001 and $70,200 (**Tier 2)** was $77,625.
- The total initial applicants for FY2020-21 was 129.
- Total **Local EHO Tax Credit** will increase by $132,561 to **$1,580,569** for FY 2020–21, up from $**1,448,008**.
- The total expenditure for Norwalk's Local EHO program in FY 2020-21 of **$1,616,477** is up $468,170 from **$1,112,397** in FY 2013-14.
- Average tax credits increased to **$1,376** for FY 2020–21, from $1,312 in FY 2019-20, and $**967** in FY 2013-14.

CC: Finance/Claims Committee
Brian Candela, Associate Corporation Counsel
Henry M. Dachowitz, Chief Financial Officer
Chitsamay Lam, Comptroller

NORWALK LOCAL ELDERLY HOMEOWNERS PROGRAM ACTUAL

	GL 2015 FY 2016-17 State Max Income		GL 2016 FY 2017-18 State Max Income		GL 2017 FY 2018-19 State Max Income		GL 2018 FY 2019-20 State Max Income		GL 2019 FY 2020-21 State Max Income		Year-over-Year	
											Amount	%
		$ 42,900		$ 42,900		$ 43,000		$ 43,900		$ 45,100	$ 1,200	2.73%
ORDINANCE § 103-12	Percent of State Max		Percent of State Max		Percent of State Max		Percent of State Max		Percent of State Max			
TIER #1												
Min Income		$ -		$ -		$ -		$ -		$ -		
Max Income	100.01%	$ 42,900	108.50%	$ 46,500	117.44%	$ 50,500	117.44%	$ 51,600	126.42%	$ 57,000	$ 5,400	10.47%
Max Benefit		$ 1,390		$ 1,400		$ 1,450		$ 1,450		$ 1,500		
TIER #2												
Min Income		$ 42,901		$ 46,501		$ 50,501		$ 51,601		$ 57,001		
Max Income	121.45%	$ 52,100	127.77%	$ 54,800	150.70%	$ 64,800	150.70%	$ 66,200	155.76%	$ 70,200	$ 4,000	6.04%
Max Benefit		750		750		800		800		900		

ACTUAL	GL 2015	Percent of Total	GL 2016	Percent of Total	GL 2017	Percent of Total	GL 2018	Percent of Total	GL 2019	Percent of Total	Year-over-Year	Percent of Total
TIER #1												
Taxpayer Count	971	86.77%	977	92.08%	984	93.36%	986	89.31%	1084	92.33%	98	9.94%
Tax Relief	$ 1,284,411	92.21%	$ 1,293,251	95.44%	$ 1,347,038	96.25%	$ 1,359,001	93.85%	$ 1,538,852	95.20%	$ 179,851	13.23%
Average / Taxpayer	$ 1,323		$ 1,324		$ 1,369		$ 1,378		$ 1,420		$ 41.31	3.00%
TIER #2												
Taxpayer Count	$ 148	13.23%	$ 84	7.92%	$ 70	6.64%	$ 118	10.69%	$ 90	7.67%	(28)	-23.73%
Tax Relief	$ 108,494	7.79%	$ 61,744	4.56%	$ 52,467	3.75%	$ 89,007	6.15%	$ 77,625	4.80%	$ (11,382)	-12.79%
Average / Taxpayer	$ 733		$ 735		$ 750		$ 754		$ 863		$ 108.20	14.34%
TOTAL												
Taxpayer Count	$ 1,119		$ 1,061		$ 1,054		$ 1,104		$ 1,174		70	6.34%
Tax Relief	$ 1,392,905		$ 1,354,995		$ 1,399,505		$ 1,448,008		$ 1,616,477		$ 168,469.00	11.63%
Average / Taxpayer	$ 1,245		$ 1,277		$ 1,328		$ 1,312		$ 1,377		$ 65.30	4.98%

Maximum Relief Estimated tax relief for each FY and year end Tax Relief Balance.

- o In FY 2016-17 the Max Available was $ 1,483,044 Actual used $1,392,905 and Variance or unspent $ 90,139.00
- o In FY 2017-18 the Max Available was $ 1,510,759 Actual used $1,354,995 and Variance or unspent $ 155,764.00
- o In FY 2018-19 the Max Available was $ 1,516,645 Actual used $1,354,995 and Variance or unspent $ 161,650.00
- o In FY 2019-20 the Max Available was $ 1,546,665 Actual used $1,448,000 and Variance or unspent $ 98,665.00

FINANCE/CLAIMS COMMITTEE MEETING
Thursday, July 9, 2020, 7:00 P. M.
By Zoom Virtual Teleconference:

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

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

Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the “raise your hand indicator” and you will called on by the host of the meeting during the public comment section. Please find the information using the link above.

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

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

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

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

Register in advance for this webinar only to take part in public participation:
https://zoom.us/webinar/register/WN_miOKKmxEReeaUB3Z4xaMbA

AGENDA

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

   June 11, 2020 – Regular Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   July 9, 2020
6. Narrative on Tax Collections dated July 9, 2020 – Receive Report and discuss.
7. Monthly Tax Collector’s Reports dated June 2020 – Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for May 2020.
9. Authorize the Mayor, Harry Rilling, to execute a contract for management and administration of the City’s Workers Compensation and Heart & Hypertension Program for the three year period beginning July 1, 2020 and ending June 30, 2023

at a cost per claim based on the following schedule: Report Only Claims - $27 per claim cost; Medical Only Claims - $215 per claim cost; Indemnity Claims - $1,175 per claim cost; and Heart & Hypertension Claims - $1,175 per claim cost. Total estimate annual cost is $104,747 and total estimate three year cost is $314,241. Accounts: 16-1344-5258 and 16-5054-5258.

10. Receive information on Tax Relief Programs for the elderly and discuss.

11. Adjournment.

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

Register in advance for this webinar only to take part in public participation:

https://zoom.us/webinar/register/WN_miOKKmxEReeaUB3Z4xaMbA

ATTENDANCE: Gregory Burnett, Chair; David Heuvelman; Thomas Keegan; John Kydes; Nicholas Sacchinelli; George Theodoridis

STAFF: Henry Dachowitz, CFO; Lisa Biagiarelli, Tax Collector; Karen DelVecchio, Director of IT

OTHERS: Carl Dickens, Chair Oak Hills Park Authority; Matt Ritter, Shipman & Goodwin

1. <u>CALL TO ORDER</u>

Mr. Burnett called the meeting to order at 7:33 p.m.

2. <u>ROLL CALL</u>

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

3. <u>PUBLIC PARTICIPATION</u>

No members of the public wished to participate this evening.

4. <u>APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS</u>:

May 14, 2020 – Regular Meeting

The following corrections were made to the minutes:

Correct the spelling of the following names throughout, Ms. Biagiarelli, Mr. Burnett and Mr. Heuvelman.

Correct the spelling of Mr. Brescia's name.

Page 2: second paragraph should read: The City collected 98.12% of the budgeted tax collection.

**** MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MR. HEUVELMAN; MR. KEEGAN; MR. KYDES; MR. SACCHINELLI; MR. THEODORIDIS**

5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: JUNE 11, 2020

Ms. Biagiarelli explained there were three claims for approval. In December 2018 there was a rush of residents paying their taxes before the law changed. These are duplicate payments.

**** MR. SACCHINELLI MOVED TO APPROVE THE CLAIMS AS REQUIRED FOR THE CLAIMS REPORT DATED JUNE 11, 2020**

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

6. **<u>NARRATIVE ON TAX COLLECTIONS DATED JUNE 11, 2020</u>**

Receive Report and discuss.

7. **<u>MONTHLY TAX COLLECTOR'S REPORTS DATED MAY 2020</u>**

Receive Report and discuss.

Ms. Biagiarelli highlighted her reports and explained they are at 98.34% of collection. She noted they had a robust May. They collected $2.3 million toward the tax sale. She said she has been in touch with taxpayers who are part of the sale.

The new tax levy due on July 1st, will be in the mail by the middle of next week. The taxes are due on July 1st, but the grace period has been extended to October 1st. Ms. Biagiarelli reported they transitioned to a new vendor that is more customer friendly for on-line payments.

The outside payment window at the employee's lounge is busy and working well.

Mr. Dachowitz added that while the grace period has been extended to October 1st, if the taxes are not paid by that date, interest and penalties will run from the original due date of July 1st.

Mr. Dachowitz said for this fiscal year the current collection is 98.3% which equates to $328 million. He said that is very high and that he expects they will collect revenue in fy 2021 at or above that rate.

Ms. Biagiarelli said they are usually at 99%. They have an arrangement with Norwalk bank branches where taxpayers can make payments at the bank branches, but some of the branches are still closed. Mr. Dachowitz said that Ms. Biagiarelli is customer service oriented in her department and they want to make payments as convenient as possible.

Ms. Biagiarelli said that she thinks the City Hall building being closed is going to impact their collection rate. In addition, there are issues with the Motor Vehicle Department because they changed their registration cycle from two to three years. All those people who waited to register their cars will now wait another year.

Mr. Dachowitz said that ultimately, they will get the payments, but they can withstand the cashflow because of the rainy day funds.

Mr. Kydes asked when City Hall was going to open. Mr. Dachowitz said they are being cautious and are working on a process where no more than half of the office comes in at a time. City Hall is opening by phases. No one in the State is allowed to conduct a Tax Sale right now until the State of Emergency is lifted.

Mr. Kydes asked if there have been any cost savings by closing the building. Mr. Dachowitz said they are tracking the numbers and there have been utility and maintenance reductions; however, there are additional costs for cleaning and the installation of plexiglass.

8. **RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR MARCH 2020 AND APRIL 2020.**

Mr. Dickens gave an overview of their current financial status since re-opening. He said they re-opened on May 8, 2020. Since then, they've paid $50,000 against the line of credit. Their current outstanding debt as of today is $248,154. They earned $95,000 from the sale of season passes.

Mr. Dickens reported that their Golf Pro, Mr. Ruiz was offered a new position and submitted his resignation; they are currently looking for a replacement.

Mr. Kydes asked Mr. Dickens if they are offering food at the golf course. Mr. Dickens said they opened the Half Way House on May 15th. They are looking at doing a soft opening for the restaurant for Phase II. He noted they have a new Board member who has been in the restaurant business for a number of years. There is no contract for the person currently running the restaurant. Mr. Kydes said it would be a shame to lose the season, especially since the patio is very large.

Mr. Dickens reported that they are going to start paying the City on July 1st.

9. **SPECIFIC ACTION FOR IT 2020/2021 CAPITAL PROJECTS**:

**** MR. HEUVELMAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTER WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS AND OBSOLETE ASSET DISPOSAL, ACCORDING TO CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED $203,349.75, ACCOUNT 09211370-5777-C0375 (BUDGETED 2020/2021 IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio said this is their annual desk top refresh program. She described program and said it was put place in 2005.

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

** **MR. KEEGAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF INFORMATION SECURITY SOFTWARE, SUBSCRIPTIONS, AND PROFESSIONAL SERVICES OR AN AMOUNT NOT TO EXCEED $70,000.00 ACCOUNT 09211370-5777-C0375 (BUDGETED IT 2020/2021 CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. Mr. Dachowitz explained that this was a coordinated joint venture where Bloom Shapiro looked at the City, Board of Education and the WPCA.

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

** **MR. KEEGAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO TOTAL COMMUNICATIONS, STATE OF CT CONTRACT 18PSX0202, FOR THE SUPPLY, INSTALLATION, AND TRAINING FOR CISCO CALL MANAGER SOFTWARE UPGRADE FOR AN AMOUNT NOT TO EXCEED $60,865, ACCOUNTS 09211370-5777-C0375 (CITY: $30,865) AND 158- 28400-430-58 (BOARD OF EDUCATION PORTION $30,000. (BUDGETED EXPENSES; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. She said that this is a joint project and the telephone system serves both the City and the Board of Education. The upgrade is timed so it does not impact the Board of Education. If the upgrade can't get completed by August 15th, it will be rescheduled to the December vacation so there is no impact on the schools.

Mr. Sacchinelli asked if people will be able to work from home using this system. Ms. DelVecchio said people are able to work from home now using the existing system. She said they have been using Zoom and MicroSoft Teams for internal meetings.

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

** **MR. SACCHINELLI MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO BARAMUNDI SOFTWARE, USA INC, FOR THE BARAMUNDI MANAGEMENT SUITE, 800 ENDPOINTS, INCLUDING SUPPORT, MAINTENANCE, AND SUBSCRIPTIONS SERVICES, AND TRAINING, PER VENDOR QUOTATION DATED 1/22/2020, FOR AN AMOUNT NOT TO EXCEED $31,512.00, ACCOUNT 09211370-5777-C0375 (BUDGETED 2020/2021 IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. She said this is an efficiency tool for IT. This is for people working from home and allows them to do remote tasks. She said this is for the addition of 800 endpoints.

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

** **MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH CAVANAUGH MACDONALD CONSULTING, LLC TO PERFORM THE CITY'S PENSION AND OPEB ACTUARIAL VALUATIONS FOR THE FIVE-YEAR PERIOD BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2025 IN ACCORDANCE WITH THEIR RFP PROPOSAL AND THEIR FINAL FEE STRUCTURE PROPOSAL AS OF MAY 22, 2020 FOR AN AMOUNT NOT TO EXCEED $318,500 ACCOUNT # 050000-5258; 060000-5258; 070000-5258; 080000-5258; 711340-5258**

Mr. Dachowitz reviewed the item. He noted the fee was very competitive.

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

** **MR. HEUVELMAN MOVED TO APPROVE THE FOLLOWING RESOLUTION MAKING APPROPRIATIONS FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING $153,832,356 FOR THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF $129,001,956 GENERAL OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE 2020-2021 CAPITAL BUDGET.**

Mr. Dachowitz explained this is the annual resolution to authorize the issuance of $129,001,956 general obligation bonds.

Mr. Ritter reviewed the resolution.

Mr. Dachowitz said that based on information he received from Mr. Ritter they have been assured, with the City's good bond rating, they will probably not have any problems. He said there are quite a number of authorized projects that are not yet bonded.

Mr. Burnett asked about any obstacles or concerns if the City does not have a AAA bond rating. Mr. Dachowitz said that in a choppy market like this, people are not investing. Even with all the money people are receiving in unemployment, they are saving their money instead of investing.

AAA bonding lowers the interest rate and allows the City access to markets they may not have had otherwise. Mr. Ritter added that having a AAA bond rating is very advantageous.

Mr. Dachowitz reviewed investment procedures.

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

12. **ADJOURNMENT**

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

There was no further business and the meeting was unanimously adjourned at 9:22 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

MOTOR VEHICLE

BENT KIERAN JOHN	18-MV-305681	$14.82	PRORATION
CAB EAST LLC	18-MV-308634	$225.96	PRORATION
CRUCITTI SAMANTHA LYNN	18-MV-314930	$271.10	PRORATION
DELGUIDICE CASSIODORO	18-MV-317050	$61.77	PRORATION
	18-MV-317051	$204.24	PRORATION
ELLIS JEREMIAH DANIEL	18-MV-320476	$932.33	PRORATION
GOMEZ-MEJIA JARVIN NEPTALI	18-MV-405748	$52.78	PRORATION
RUIZ-FERNANDEZ GUSTAVO G	18-MV-358482	$49.16	PRORATION
SANCHO-MEONO DANNY J	18-MV-359377	$32.08	PRORATION
TOYOTA LEASE TRUST	18-MV-366667	$124.68	PRORATION
	18-MV-366699	$55.56	PRORATION
	18-MV-366763	$289.42	PRORATION
	18-MV-366805	$203.27	PRORATION
	18-MV-366923	$218.57	PRORATION
	18-MV-367136	$211.97	PRORATION
WHEELS LT	18-MV-372257	$203.26	PRORATION

REAL ESTATE

CALGER CHRISTOPHER & SUSAN			
84 PARTRICK RD			
5-30-7-0	16-RE-103889	$690.66	OVER/DUP PYMT

JACOBY SPENCER			
115 FILLOW ST			
5-58-12-15	18-RE-117635	$1,859.30	OVER/DUP PYMT
MCSPORRAN KATHERINE			
104 EAST ROCKS RD			
5-14-43-0	16-RE-117565	$4,677.42	OVER/DUP PYMT
PEDROZA LUCY HAYDA			
97 RICHARDS AVE UNIT D16			
5-70-78-D16	16-RE-104284	$2,172.30	OVER/DUP PYMT
RUTKOWSKI ROBERT & KATARZYNA			
16 ALVIN DR			
5-45-92-0	16-RE-123176	$4,218.42	OVER/DUP PYMT
TEMPLE LILIA			
25 WOODBINE ST			
6-32A-7-0	16-RE-126439	$5,097.52	OVER/DUP PYMT

May 2020 Financial Commentary

General Note:

Oak Hills Park reopened to the public on May 9th after nearly eight weeks shut down due to the COVID-19 pandemic.

Balance Sheet

Cash is higher than the prior year by $186k and receivables are higher by $6k, offset by $52k in higher accruals / payables and higher bank loan of $30k. This leaves us at a net positive cash position of $110k over last year.

May Month vs Prior Year Month

Golf Revenue is flat compared to prior year month. Note that we were only open for 23 days this May due to COVID park closure, so green fees and cart revenue were down by $33k but ID Cards and our new season passes made up for $31k of that. Restaurant rent was reduced to $500 for half the month's use of the hallway house only.

Personnel and employee benefits expenses are down $46k due to a combination of course closure for part of the month, furloughed employees and operating with minimal staff upon reopening. Future wage cost should rise but is expected to be kept as a lower than normal balance.

Administrative expenses are $8k less than prior year due to lower credit card fees of $3k (there is a month lag involved) and lower utilities of $2k due to closure for a portion of the time.

Sales & Operations are down $2k with no money spent in this department for the month.

Park Maintenance is $4k lower than prior year month due mainly to grass treatment supplies.

Cart Expenses are down $3k due to a buyout of our GolfBoards resulting in no lease payment for the month of May, as well as lower electricity expense due to our closure.

Operating Income is $60k higher compared to the prior year month attributable to unfavorable revenues of $4k and favorable expenses of $64k.

May YTD vs Prior YTD

Golf Revenue is lower by $51k year over year for the eleven month period, along with higher Other Revenue of $23k due to restaurant rent.

Personnel and employee benefits expenses are lower by $48k due to nearly two full months of course closure due to COVID, offset by wage increases and FY19 wage savings due to some workers comp benefits being paid instead.

Administrative expenses are $17k higher than last year due mainly to utility expense.

Sales & Operations is $12k lower than prior year due to heavy repairs and maintenance on the Clubhouse / restaurant equipment after our initial move-in last year, offset by more janitorial / normal maintenance this year. No expense over the past two months.

Park Maintenance is $12k lower driven by grass treatments ($8k), grounds/tree /irrigation/building maint ($12k) and heating fuel ($2k), offset by water ($8k) and equipment maint ($3k),

Cart expenses are lower by 8k due to two yrs of property taxes being charged in FY19 (for the previous year) and a buyout of GolfBoard lease.

Operating Income is higher than the prior year by $35k due to unfavorable revenue of $28k and favorable expenses of $63k.

Budget Comparison YTD

The YTD Revenue is under budget by $144k due mainly to nearly eight weeks of course closure due to COVID.

Personnel and employee benefits expenses are $85k lower compared to budget due to course closure and minimal staff upon reopening.

Administrative expenses are $19k lower mainly due to utilities ($9k) allocation to restauranteur beginning in Jan which was not budgeted for along with course closure which resulted in lower utility expense. Nearly all other Admin costs are also lower than budget due to closure.

Sales & Operations are under budget by $10k mainly due to lower janitorial expenses than expected and course closure.

Park Maintenance is under budget by $53k driven by less grass treatments used ($14k), all maintenance ($26k) and water ($3k), along with nearly all other costs.

Cart Expenses are $6k under budget – less maintenance than expected along with one month less GolfBoard lease.

Net Operating Income $28k higher than budget for the eleven month period. Unfavorable revenue of $158k and favorable expenses of $173k.

OAK HILLS SALES ANALYSIS MAY 2020 FISCAL

Description	May-20	May-19	Inc/(Dec)	YTD FY20	YTD FY19	Inc/(Dec)
Revenue Rounds	3,114	4,384	-29.0%	23,501	26,784	-12.3%
Barter Rounds	82	200	-59.0%	1,441	1,544	-6.7%
Season Pass Rounds	577	0	0.0%	577	0	0.0%
Comp Rounds	11	38	-71.1%	519	584	-11.1%
Total All Rounds	3,784	4,622	-18.1%	26,038	28,912	-9.9%
Total Carts	1,621	2,509	-35.4%	14,461	15,410	-6.2%
Total Boards	0	0	0.0%	147	207	-29.0%
Total Golf ID Cards	347	231	50.2%	1,074	1,331	-19.3%
Total Season Passes	79	0	0.0%	79	0	0.0%
Total Gift Cards	13	12	8.3%	250	253	-1.2%
Total GPS Ad Sales	0	0	0.0%	7	0	0.0%
Total $ Revenue Rounds	$112,031	$138,639	-19.2%	$766,789	$817,931	-6.3%
Total Carts $	$27,349	$42,726	-36.0%	$233,808	$255,725	-8.6%
Total Board $	$0	$0	0.0%	$3,080	$4,413	-30.2%
Total Golf ID Cards $	$37,307	$20,530	81.7%	$105,787	$120,185	-12.0%
Total Season Pass $	$98,610	$0	0.0%	$98,610	$0	0.0%
Total Gift Cards $	$1,670	$935	78.6%	$17,593	$19,004	-7.4%
Total GPS Advertising $	$0	$0	0.0%	$1,475	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$2,361	-$3,485	-32.2%	-$17,247	-$20,773	-17.0%
	$274,605	**$199,345**	**37.8%**	**$1,209,895**	**$1,454,957**	**-16.8%**
$ Revenue/Revenue Round	**$35.98**	**$31.62**	13.8%	**$32.63**	**$30.54**	6.8%
Carts/Revenue Round	**$0.52**	**57.2%**	-9.0%	**61.5%**	**57.5%**	7.0%
Cart $/Revenue Round	**$8.78**	**$9.75**	-9.9%	**$9.95**	**$9.55**	4.2%
Cart $/Cart Round	**$16.87**	**$17.03**	-0.9%	**$16.17**	**$16.59**	-2.6%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$20.95**	**$21.32**	-1.7%
ID Card $/Card	**$107.51**	**$88.87**	21.0%	**$98.50**	**$90.30**	9.1%
Resident Adult 18 Rounds	853	1,177	-27.5%	6,840	7,824	-12.6%
Resident Senior 18 Rounds	510	830	-38.6%	4,377	5,541	-21.0%
Junior/Golf Team 18 Rounds	100	211	-52.6%	662	831	-20.3%
Golf League 18 Rounds	0	52	-100.0%	114	217	-47.5%
Employee 18 Rounds	40	97	-58.8%	377	459	-17.9%
Non Resident 18 Rounds	1,565	1,776	-11.9%	9,997	10,748	-7.0%
Total 9 Hole Rounds	46	241	-80.9%	1,134	1,164	-2.6%
Total Revenue Rounds	***3,114***	***4,384***	***-29.0%***	***23,501***	***26,784***	***-12.3%***
Resident Adult 18 Rounds $	$29,218	$35,638	-18.0%	$206,887	$219,803	-5.9%
Resident Senior 18 Rounds $	$14,783	$21,225	-30.4%	$114,040	$130,642	-12.7%
Junior/Golf Team 18 Rounds $	$1,959	$1,629	20.3%	$12,882	$10,719	20.2%
Golf League 18 Rounds	$0	$1,196	-100.0%	$2,615	$4,331	-39.6%
Employee 18 Rounds $	$280	$679	-58.8%	$2,639	$3,213	-17.9%
Non Resident 18 Rounds $	$64,731	$73,431	-11.8%	$403,127	$424,142	-5.0%
Total 9 Hole Rounds $	$1,060	$4,841	-78.1%	$24,599	$25,082	-1.9%
Total $ Revenue Rounds	***112,031***	***138,639***	***-19.2%***	***766,789***	***817,931***	***-6.3%***
Senior Non-Resident ID	11	8	37.5%	58	71	-18.3%
Adult Non-Resident ID	26	16	62.5%	72	95	-24.2%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***37***	***24***	***54.2%***	***130***	***166***	***-21.7%***
GolfNow/TeeOff Rounds	271	82	230.5%	521	727	-28.3%
GolfNow/TeeOff Dollars	$12,168	$2,938	314.1%	$19,549	$25,661	-23.8%
Dollars/Round	$44.90	$35.83	25.3%	$37.52	$35.30	6.3%

OAK HILLS SALES ANALYSIS MAY 2020 CALENDAR

Description	May-20	May-19	Inc/(Dec)	YTD 2020	YTD 2019	Inc/(Dec)
Revenue Rounds	3,114	4,384	-29.0%	4,844	8,221	-41.1%
Barter Rounds	82	200	-59.0%	131	376	-65.2%
Season Pass Rounds	577	0	0.0%	577	0	#DIV/0!
Comp Rounds	11	38	-71.1%	12	57	-78.9%
Total All Rounds	3,784	4,622	-18.1%	5,564	8,654	-35.7%
Total Carts	1,621	2,509	-35.4%	1,700	4,104	-58.6%
Total Boards	0	0	0.0%	0	16	-100.0%
Total Golf ID Cards	347	231	50.2%	948	1,223	-22.5%
Total Season Passes	79	0	0.0%	79	0	0.0%
Total Gift Cards	13	12	8.3%	34	50	-32.0%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$112,031	$138,639	-19.2%	$160,788	$253,555	-36.6%
Total Carts $	$27,349	$42,726	-36.0%	$28,623	$69,740	-59.0%
Total Board $	$0	$0	0.0%	$0	$352	-100.0%
Total Golf ID Cards $	$37,307	$20,530	81.7%	$96,417	$110,810	-13.0%
Total Season Pass $	$98,610	$0	0.0%	$98,610	$0	#DIV/0!
Total Gift Cards $	$1,670	$935	78.6%	$3,783	$4,786	-21.0%
Total GPS Advertising $	$0	$0	0.0%	1,475	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$2,361	-$3,485	-32.2%	-$3,220	-$7,737	-58.4%
	$274,605	**$199,345**	**37.8%**	**$386,475**	**$431,506**	**-10.4%**
$ Revenue/Revenue Round	**$35.98**	**$31.62**	13.8%	**$33.19**	**$30.84**	7.6%
Carts/Revenue Round	**$0.52**	**57.2%**	-9.0%	**35.1%**	**49.9%**	-29.7%
Cart $/Revenue Round	**$8.78**	**$9.75**	-9.9%	**$5.91**	**$8.48**	-30.3%
Cart $/Cart Round	**$16.87**	**$17.03**	-0.9%	**$16.84**	**$16.99**	-0.9%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$22.00**	-100.0%
ID Card $/Card	**$107.51**	**$88.87**	21.0%	**$101.71**	**$90.61**	12.3%
Resident Adult 18 Rounds	853	1,177	-27.5%	1,970	2,601	-24.3%
Resident Senior 18 Rounds	510	830	-38.6%	654	1,531	-57.3%
Junior/Golf Team 18 Rounds	100	211	-52.6%	235	417	-43.6%
Golf League 18 Rounds	0	52	-100.0%	0	52	-100.0%
Empl 18 Rounds	40	97	-58.8%	51	155	-67.1%
Non Resident 18 Rounds	1,565	1,776	-11.9%	1,845	3,064	-39.8%
Total 9 Hole Rounds	46	241	-80.9%	89	401	-77.8%
Total Revenue Rounds	***3,114***	***4,384***	***-29.0%***	***4,844***	***8,221***	***-41.1%***
Resident Adult 18 Rounds $	$29,218	$35,638	-18.0%	$59,229	$74,446	-20.4%
Resident Senior 18 Rounds $	$14,783	$21,225	-30.4%	$18,486	$37,787	-51.1%
Junior/Golf Team 18 Rounds $	$1,959	$1,629	20.3%	$4,597	$3,331	38.0%
Golf League 18 Rounds	$0	$1,196	-100.0%	$0	$1,196	-100.0%
Empl 18 Rounds $	$280	$679	-58.8%	$357	$1,085	-67.1%
Non Resident 18 Rounds $	$64,731	$73,431	-11.8%	$76,261	$127,468	-40.2%
Total 9 Hole Rounds $	$1,060	$4,841	-78.1%	$1,858	$8,242	-77.5%
Total $ Revenue Rounds	***112,031***	***138,639***	***-19.2%***	***160,788***	***253,555***	***-36.6%***
SR NONRES DISC	11	8	37.5%	56	67	-16.4%
NONRES DISCOUNT	26	16	62.5%	70	85	-17.6%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***37***	***24***	***54.2%***	***126***	***152***	***-17.1%***
GolfNow Rounds	271	82	230.5%	275	124	121.8%
GolfNow Dollars	$12,168	$2,938	314.1%	$12,267	$4,270	187.3%
Dollars/Round	$44.90	$35.83	25.3%	$44.61	$34.43	29.5%

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

	Total			
	As of May 31, 2020	As of May 31, 2019 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	234,501.15	48,486.29	186,014.86	383.64%
1022 NBT Payment Account	-15,205.55	-15,431.95	226.40	1.47%
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	**$ 222,046.60**	**$ 35,805.34**	**$ 186,241.26**	**520.15%**
Total Bank Accounts	**$ 222,046.60**	**$ 35,805.34**	**$ 186,241.26**	**520.15%**
Accounts Receivable				
1201 Accounts Receivable	0.00	7,954.05	-7,954.05	-100.00%
Total Accounts Receivable	**$ 0.00**	**$ 7,954.05**	**-$ 7,954.05**	**-100.00%**
Other Current Assets				
1100 Inventory	89,239.08	92,644.35	-3,405.27	-3.68%
1200 Receivables	14,757.02	735.56	14,021.46	1906.23%
1300 Prepaid Expenses	26,886.38	32,028.98	-5,142.60	-16.06%
1400 Deposits	2,100.00	0.00	2,100.00	100.00%
Total Other Current Assets	**$ 132,982.48**	**$ 125,408.89**	**$ 7,573.59**	**6.04%**
Total Current Assets	**$ 355,029.08**	**$ 169,168.28**	**$ 185,860.80**	**109.87%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,032,548.99	1,015,495.99	17,053.00	1.68%
1510 Accumulated Depreciation/Amort.	-3,707,685.68	-3,448,396.69	-259,288.99	-7.52%
1520 Furniture & Fixtures	50,085.23	0.00	50,085.23	100.00%
1560 Leasehold Improvements	30,035.97	0.00	30,035.97	100.00%
1561 Park Improvements	1,773,864.03	1,747,046.15	26,817.88	1.54%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-10,483.41	-1,838.37	-8,645.04	-470.26%
1570 Capital Projects in Progress	29,200.00	7,853.00	21,347.00	271.83%
Total 1500 Fixed Assets	**$ 1,474,699.79**	**$ 1,597,294.74**	**-$122,594.95**	**-7.68%**
Total Fixed Assets	**$ 1,474,699.79**	**$ 1,597,294.74**	**-$122,594.95**	**-7.68%**
TOTAL ASSETS	**$ 1,829,728.87**	**$ 1,766,463.02**	**$ 63,265.85**	**3.58%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	135,710.26	63,034.31	72,675.95	115.30%
Total Accounts Payable	**$ 135,710.26**	**$ 63,034.31**	**$ 72,675.95**	**115.30%**

Other Current Liabilities				
2010 Accounts Payable - Payroll	33,801.52	29,567.00	4,234.52	14.32%
2050 Accounts Payable-Tennis Revenue	205.00	24,170.00	-23,965.00	-99.15%
2051 Accounts Payable - OHMGA Revenue	4,324.00	1,870.00	2,454.00	131.23%
2052 Accounts Payable - F&B Revenue	0.00	3,665.00	-3,665.00	-100.00%
2100 Accrued Payroll	10,067.51	10,391.88	-324.37	-3.12%
2104 Accrued retirement contribution	1,824.06	1,025.83	798.23	77.81%
2105 Accrued Vacation Pay	32,088.61	31,442.77	645.84	2.05%
2200 Accrued Expenses	37,045.50	37,658.11	-612.61	-1.63%
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	200,000.00	170,000.00	30,000.00	17.65%
2250 Deferred Revenue				
2251 Tournament Deposits	6,300.00	1,300.00	5,000.00	384.62%
2253 Deferred Tennis Revenue	11,666.00	3,345.06	8,320.94	248.75%
2254 Other Deferred	155,021.17	58,255.50	96,765.67	166.11%
Total 2250 Deferred Revenue	$ 172,987.17	$ 62,900.56	$ 110,086.61	175.02%
2400 Cart Sales Tax Due	1,664.00	2,551.00	-887.00	-34.77%
Total Other Current Liabilities	$ 495,357.37	$ 376,592.15	$ 118,765.22	31.54%
Total Current Liabilities	$ 631,067.63	$ 439,626.46	$ 191,441.17	43.55%
Long-Term Liabilities				
2701 Consolidated City Debt	1,981,729.88	1,981,729.88	0.00	0.00%
2730 Capital Debt (150k)	76,750.01	76,750.01	0.00	0.00%
2731 Operating Expense Debt (150k)	76,752.55	76,752.55	0.00	0.00%
2764 NBT Truck Loan	0.00	5,176.94	-5,176.94	-100.00%
2765 Deere Credit Inc. Progator Sprayer	1.21	7,101.65	-7,100.44	-99.98%
2766 Wells Fargo Eq Bandit Chipper	1,472.31	5,625.26	-4,152.95	-73.83%
2767 Deere Credit, Inc. Sweeper Vac	3,522.21	8,602.46	-5,080.25	-59.06%
2768 Deere Credit Inc. Greens Roller	4,029.56	7,328.18	-3,298.62	-45.01%
2770 Deere Credit Inc. Hybrid Mower	1,050.43	7,213.60	-6,163.17	-85.44%
2771 Yard Card-Skid Mount	0.00	458.43	-458.43	-100.00%
2772 Wells Fargo 2017 Aera-Vator	1,939.38	2,994.18	-1,054.80	-35.23%
2773 DLL Finance Club Car CA550G Utility Cart	3,870.50	5,418.50	-1,548.00	-28.57%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	38,723.90	48,972.24	-10,248.34	-20.93%
2775 Deere Credit, Inc. Hybrid Mower	17,440.35	23,054.97	-5,614.62	-24.35%
2776 Wells Fargo MTE 2018 TurfCo Blower	5,758.84	7,329.46	-1,570.62	-21.43%
2777 DLL Finance Club Car CA502 Utility Cart	7,666.65	0.00	7,666.65	100.00%
2778 Wells Fargo Used Kubota Tractor Mini Ex	26,280.01	0.00	26,280.01	100.00%
Total Long-Term Liabilities	$ 2,246,987.79	$ 2,264,508.31	-$ 17,520.52	-0.77%
Total Liabilities	$ 2,878,055.42	$ 2,704,134.77	$ 173,920.65	6.43%
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	-$ 42,873.28	-$ 42,873.28	$ 0.00	0.00%
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%

Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-1,142,991.32	-966,350.59	-176,640.73	-18.28%
Net Income	-267,830.05	-333,815.98	65,985.93	19.77%
Total Equity	**-$1,048,326.55**	**-$ 937,671.75**	**-$110,654.80**	**-11.80%**
TOTAL LIABILITIES AND EQUITY	**$ 1,829,728.87**	**$ 1,766,463.02**	**$ 63,265.85**	**3.58%**

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

	Total			
	May 2020	May 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	122,589.52	134,393.60	-11,804.08	-8.78%
4020 I.D. Cards	38,965.42	20,530.00	18,435.42	89.80%
4025 Season Pass	12,603.33	0.00	12,603.33	100.00%
4030 Tournament Fees	0.00	6,960.00	-6,960.00	-100.00%
4050 Cart Revenue	26,197.00	40,175.00	-13,978.00	-34.79%
4055 GolfBoard Revenue	0.00	0.00	0.00	0.00%
4060 Golf Revenue - Gift Certif.	1,670.00	935.00	735.00	78.61%
4070 Gift & Rain Checks Redeemed	-2,361.42	-3,485.78	1,124.36	32.26%
Total 4001 Golf Revenue	**$199,663.85**	**$ 199,507.82**	**$ 156.03**	**0.08%**
4100 Tennis Revenue	5,000.00	5,017.60	-17.60	-0.35%
4200 Rental Income	1,375.00	1,375.00	0.00	0.00%
4300 Investment Income	11.64	5.22	6.42	122.99%
4400 Misc. Income	0.00	505.00	-505.00	-100.00%
4600 Restaurant Income	500.00	4,000.00	-3,500.00	-87.50%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Total Income	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Gross Profit	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	10,236.42	13,116.94	-2,880.52	-21.96%
5030 Operations	4,702.13	21,502.16	-16,800.03	-78.13%
5040 Operations O/T	158.40	0.00	158.40	0.00%
5050 Course Personnel	18,528.03	24,102.30	-5,574.27	-23.13%
5060 Course Personnel O/T	10.32	51.94	-41.62	-80.13%
5070 Seasonal Personnel	3,884.43	17,747.86	-13,863.43	-78.11%
5080 Seasonal Personnel O/T	0.00	52.90	-52.90	-100.00%
Total 5000 PERSONNEL EXPENSE	**$ 37,519.73**	**$ 76,574.10**	**-$39,054.37**	**-51.00%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	2,820.59	5,796.09	-2,975.50	-51.34%
5230 State Unemployment	598.23	2,439.67	-1,841.44	-75.48%
5250 Health Insurance	2,728.19	2,702.50	25.69	0.95%
5260 Workmans Compensation	-272.61	1,574.97	-1,847.58	-117.31%
5270 Retirement Plans	367.60	514.78	-147.18	-28.59%
Total 5200 EMPLOYEE BENEFITS	**$ 6,242.00**	**$ 13,028.01**	**-$ 6,786.01**	**-52.09%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	757.04	1,265.99	-508.95	-40.20%

5430 Professional Fees	2,500.00	2,500.00	0.00	0.00%
5436 Advertising	986.76	2,060.11	-1,073.35	-52.10%
5440 Office Expense	532.47	1,108.43	-575.96	-51.96%
5441 Bank Charges	14.30	28.10	-13.80	-49.11%
5442 Credit Card Fees	54.14	3,544.03	-3,489.89	-98.47%
5450 Training and Dues	0.00	1,161.00	-1,161.00	-100.00%
5461 Authority Secretarial Services	240.00	240.00	0.00	0.00%
5469 Other Outside Services	317.36	678.63	-361.27	-53.24%
5470 Other Administrative	569.66	599.32	-29.66	-4.95%
5480 Utilities	3,352.39	5,429.36	-2,076.97	-38.25%
5500 Liability Insurance	7,177.39	5,998.19	1,179.20	19.66%
5520 Interest Expense	1,403.51	1,719.35	-315.84	-18.37%
Total 5400 ADMINISTRATIVE EXPENSES	$ 17,905.02	$ 26,332.51	-$ 8,427.49	-32.00%
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	0.00	727.97	-727.97	-100.00%
5640 Golf Pro Supplies	0.00	1,671.38	-1,671.38	-100.00%
Total 5600 SALES AND OPERATIONS	$ 0.00	$ 2,399.35	-$ 2,399.35	-100.00%
5700 PARK MAINTENANCE				
5710 Water	1,636.41	1,051.39	585.02	55.64%
5720 Heating Fuel	2,830.98	995.84	1,835.14	184.28%
5730 Grounds Maintenance	563.75	1,535.10	-971.35	-63.28%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	5,952.83	-2,306.00	8,258.83	358.15%
5752 Agriculture/Chemicals Utilized	963.50	12,337.56	-11,374.06	-92.19%
Total 5750 Agriculture and Chemicals	$ 6,916.33	$ 10,031.56	-$ 3,115.23	-31.05%
5760 Irrigation Maintenance	2,730.57	0.00	2,730.57	100.00%
5770 Consumable Tools	0.00	899.94	-899.94	-100.00%
5780 Tee and Green Supplies	363.75	58.87	304.88	517.89%
5800 Equipment Maintenance	677.51	3,420.06	-2,742.55	-80.19%
5820 Building Maintenance	183.54	598.93	-415.39	-69.36%
5860 Gasoline/Diesel Fuel	0.00	1,501.93	-1,501.93	-100.00%
Total 5700 PARK MAINTENANCE	$ 15,902.84	$ 20,093.62	-$ 4,190.78	-20.86%
6000 CART EXPENSE				
6010 Cart Lease Expense	16,116.00	16,116.00	0.00	0.00%
6015 Board Lease Expense	0.00	1,264.71	-1,264.71	-100.00%
6020 Electricity	304.85	1,372.90	-1,068.05	-77.80%
6030 Maintenance	0.00	745.08	-745.08	-100.00%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	$ 16,820.85	$ 19,898.69	-$ 3,077.84	-15.47%
Total Expenses	$ 94,390.44	$ 158,326.28	-$63,935.84	-40.38%
Net Operating Income	$112,160.05	$ 52,084.36	$ 60,075.69	115.34%
Other Income				
7002 Capital Contribution	20,000.00	0.00	20,000.00	100.00%
Total Other Income	$ 20,000.00	$ 0.00	$ 20,000.00	
Other Expenses				
8000 Depreciation/Amortization	19,973.46	19,973.46	0.00	0.00%
8001 Capital projects				

8100 Capital Projects - Cash	0.00	3,881.60	-3,881.60	-100.00%
Total 8001 Capital projects	**$ 0.00**	**$ 3,881.60**	**-$ 3,881.60**	**-100.00%**
8006 Disposed Assets	0.00	-1,901.00	1,901.00	100.00%
Total Other Expenses	**$ 19,973.46**	**$ 21,954.06**	**-$ 1,980.60**	**-9.02%**
Net Other Income	**$ 26.54**	**-$ 21,954.06**	**$ 21,980.60**	**100.12%**
Net Income	**$112,186.59**	**$ 30,130.30**	**$ 82,056.29**	**272.34%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2019 - May 2020

	Total			
	Jul 2019 - May 2020	Jul 2018 - May 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	747,878.00	778,512.24	-30,634.24	-3.93%
4020 I.D. Cards	107,025.42	120,005.00	-12,979.58	-10.82%
4025 Season Pass	12,603.33	0.00	12,603.33	100.00%
4030 Tournament Fees	62,875.00	66,167.10	-3,292.10	-4.98%
4050 Cart Revenue	221,761.00	240,405.00	-18,644.00	-7.76%
4055 GolfBoard Revenue	2,897.00	4,098.00	-1,201.00	-29.31%
4060 Golf Revenue - Gift Certif.	17,593.00	17,784.95	-191.95	-1.08%
4070 Gift & Rain Checks Redeemed	-17,247.52	-20,776.78	3,529.26	16.99%
Total 4001 Golf Revenue	**$ 1,155,385.23**	**$ 1,206,195.51**	**-$50,810.28**	**-4.21%**
4100 Tennis Revenue	20,052.80	20,017.60	35.20	0.18%
4200 Rental Income	15,125.00	14,925.00	200.00	1.34%
4300 Investment Income	47.83	46.78	1.05	2.24%
4400 Misc. Income	353.27	555.00	-201.73	-36.35%
4600 Restaurant Income	29,500.00	8,007.00	21,493.00	268.43%
4700 Advertising Revenue	1,475.00	0.00	1,475.00	0.00%
Total 4000 REVENUES	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Total Income	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Gross Profit	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	139,476.92	138,883.46	593.46	0.43%
5030 Operations	125,462.24	145,601.72	-20,139.48	-13.83%
5040 Operations O/T	1,241.99	584.64	657.35	112.44%
5050 Course Personnel	259,047.41	264,642.75	-5,595.34	-2.11%
5060 Course Personnel O/T	777.84	507.59	270.25	53.24%
5070 Seasonal Personnel	98,325.27	111,223.53	-12,898.26	-11.60%
5080 Seasonal Personnel O/T	806.70	456.14	350.56	76.85%
Total 5000 PERSONNEL EXPENSE	**$ 625,138.37**	**$ 661,899.83**	**-$36,761.46**	**-5.55%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	47,410.55	50,188.16	-2,777.61	-5.53%
5230 State Unemployment	17,736.80	18,106.04	-369.24	-2.04%
5250 Health Insurance	29,179.24	35,963.17	-6,783.93	-18.86%
5260 Workmans Compensation	14,392.22	14,507.60	-115.38	-0.80%
5270 Retirement Plans	5,483.00	6,512.52	-1,029.52	-15.81%
Total 5200 EMPLOYEE BENEFITS	**$ 114,201.81**	**$ 125,277.49**	**-$11,075.68**	**-8.84%**
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	9,451.53	9,925.10	-473.57	-4.77%
5430 Professional Fees	27,515.14	27,622.16	-107.02	-0.39%
5436 Advertising	11,612.85	11,748.71	-135.86	-1.16%
5440 Office Expense	11,310.03	11,838.75	-528.72	-4.47%
5441 Bank Charges	237.10	452.00	-214.90	-47.54%
5442 Credit Card Fees	23,834.59	24,611.69	-777.10	-3.16%
5445 Postage	22.00	44.70	-22.70	-50.78%
5450 Training and Dues	1,375.00	3,261.00	-1,886.00	-57.84%
5461 Authority Secretarial Services	1,490.00	2,350.00	-860.00	-36.60%
5469 Other Outside Services	4,602.29	4,846.60	-244.31	-5.04%
5470 Other Administrative	7,277.20	6,956.69	320.51	4.61%
5480 Utilities	54,872.91	49,392.02	5,480.89	11.10%
5500 Liability Insurance	69,625.52	50,597.63	19,027.89	37.61%
5520 Interest Expense	9,260.20	11,777.01	-2,516.81	-21.37%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 232,486.36**	**$ 215,424.06**	**$ 17,062.30**	**7.92%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	5,860.59	15,341.64	-9,481.05	-61.80%
5640 Golf Pro Supplies	1,323.31	3,884.04	-2,560.73	-65.93%
Total 5600 SALES AND OPERATIONS	**$ 7,183.90**	**$ 19,225.68**	**-$12,041.78**	**-62.63%**
5700 PARK MAINTENANCE				
5710 Water	34,438.51	25,724.59	8,713.92	33.87%
5720 Heating Fuel	11,071.89	12,668.59	-1,596.70	-12.60%
5730 Grounds Maintenance	12,534.38	21,185.31	-8,650.93	-40.83%
5740 Tree Maintenance	200.00	1,060.00	-860.00	-81.13%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	38,011.45	94,702.60	-56,691.15	-59.86%
5752 Agriculture/Chemicals Utilized	28,516.08	-20,045.89	48,561.97	242.25%
Total 5750 Agriculture and Chemicals	**$ 66,527.53**	**$ 74,656.71**	**-$ 8,129.18**	**-10.89%**
5760 Irrigation Maintenance	10,328.64	12,481.98	-2,153.34	-17.25%
5770 Consumable Tools	2,413.68	3,293.38	-879.70	-26.71%
5780 Tee and Green Supplies	2,774.51	1,518.53	1,255.98	82.71%
5795 Janitorial Supplies	0.00	29.01	-29.01	-100.00%
5800 Equipment Maintenance	27,006.07	23,795.75	3,210.32	13.49%
5810 Equipment Rental	98.64	0.00	98.64	100.00%
5820 Building Maintenance	12,360.06	12,869.25	-509.19	-3.96%
5840 Small Equipment	516.19	920.00	-403.81	-43.89%
5860 Gasoline/Diesel Fuel	10,172.95	12,742.16	-2,569.21	-20.16%
5880 Employee work clothes	151.59	0.00	151.59	100.00%
Total 5700 PARK MAINTENANCE	**$ 190,594.64**	**$ 202,945.26**	**-$12,350.62**	**-6.09%**
6000 CART EXPENSE				
6010 Cart Lease Expense	85,137.74	87,050.43	-1,912.69	-2.20%
6015 Board Lease Expense	5,442.72	7,245.51	-1,802.79	-24.88%
6020 Electricity	11,544.58	11,412.52	132.06	1.16%
6030 Maintenance	1,266.66	3,350.59	-2,083.93	-62.20%
6050 Cart Insurance	4,400.00	4,400.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	2,000.00	-2,000.00	-100.00%
Total 6000 CART EXPENSE	**$ 107,791.70**	**$ 115,459.05**	**-$ 7,667.35**	**-6.64%**

Total Expenses	**$ 1,277,396.78**	**$ 1,340,231.37**	**-$62,834.59**	**-4.69%**
Net Operating Income	**-$ 55,457.65**	**-$ 90,484.48**	**$ 35,026.83**	**38.71%**
Other Income				
7002 Capital Contribution	20,000.00		20,000.00	
Total Other Income	**$ 20,000.00**	**$ 0.00**	**$ 20,000.00**	**100.00%**
Other Expenses				
8000 Depreciation/Amortization	219,708.06	219,150.24	557.82	0.25%
8001 Capital projects				
8100 Capital Projects - Cash	12,664.34	26,082.26	-13,417.92	-51.44%
Total 8001 Capital projects	**$ 12,664.34**	**$ 26,082.26**	**-$13,417.92**	**-51.44%**
8006 Disposed Assets	0.00	-1,901.00	1,901.00	100.00%
Total Other Expenses	**$ 232,372.40**	**$ 243,331.50**	**-$10,959.10**	**-4.50%**
Net Other Income	**-$ 212,372.40**	**-$ 243,331.50**	**$ 30,959.10**	**12.72%**
Net Income	**-$ 267,830.05**	**-$ 333,815.98**	**$ 65,985.93**	**19.77%**

Oak Hills Park Authority

FY20 Actual vs. Budget

ITEM 8

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$122,589.52	$139,923	-$17,333	-12.4%	$747,878	$831,577	-$83,699	-10.1%
4020 · I.D. Cards	$38,965	$22,323	$16,642	74.6%	$107,025	$130,006	-$22,981	-17.7%
4025 · Season Pass	$12,603	$0	$12,603	0.0%	$12,603	$0	$12,603	0.0%
4030 · Tournament Fees	$0	$7,143	-$7,143	-100.0%	$62,875	$65,714	-$2,839	-4.3%
4050 · Cart Revenue	$26,197	$42,510	-$16,313	-38.4%	$221,761	$256,943	-$35,182	-13.7%
4055 · GolfBoard Revenue	$0	$280	-$280	-100.0%	$2,897	$4,781	-$1,884	-39.4%
4060 · Golf Revenue - Gift Certif.	$1,670	$1,153	$517	44.8%	$17,593	$18,800	-$1,207	-6.4%
4070 · Gift & Rain Checks Redeemed	-$2,361	-$3,828	$1,467	-38.3%	-$17,248	-$21,284	$4,036	-19.0%
Total 4001 · Golf Revenue	**$199,664**	**$209,504**	**-$9,841**	**-4.7%**	**$1,155,385**	**$1,286,538**	**-$131,153**	**-10.2%**
4100 · Tennis Revenue	$5,000	$5,003	-$3	-0.1%	$20,053	$20,041	$12	0.1%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$15,125	$15,125	$0	0.0%
4300 · Investment Income	$12	$15	-$3	-19.9%	$48	$146	-$98	-67.3%
4400 · Misc. Income		$285	-$285	-100.0%	$353	$344	$10	2.8%
4600 · Restaurant Income	$500	$4,000	-$3,500	-87.5%	$29,500	$44,000	-$14,500	-33.0%
4700 · Advertising Revenue	$0	$250	-$250	-100.0%	$1,475	$750	$725	96.7%
Total Other Revenue	**$6,887**	**$10,927**	**-$4,041**	**-37.0%**	**$66,554**	**$80,406**	**-$13,852**	**-17.2%**
TOTAL REVENUE	**$206,550**	**$220,432**	**-$13,881**	**-6.3%**	**$1,221,939**	**$1,366,944**	**-$145,005**	**-10.6%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$10,236	$13,721	$3,485	25.4%	$139,477	$146,467	$6,990	4.8%
5030 · Operations	$4,702	$21,319	$16,617	77.9%	$125,462	$135,056	$9,594	7.1%
5040 · Operations O/T	$158	$0	-$158	0.0%	$1,242	$0	-$1,242	0.0%
5050 · Course Personnel	$18,528	$26,222	$7,694	29.3%	$259,047	$284,625	$25,577	9.0%
5060 · Course Personnel O/T	$10	$6	-$4	-63.8%	$778	$149	-$629	-421.1%
5070 · Seasonal Personnel	$3,884	$19,257	$15,372	79.8%	$98,325	$133,764	$35,438	26.5%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$807	$0	-$807	0.0%
Total 5000 · PERSONNEL EXPENSE	**$37,520**	**$80,526**	**$43,006**	53.4%	**$625,138**	**$700,061**	**$74,922**	10.7%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$2,821	$5,375	$2,554	47.5%	$47,411	$53,394	$5,983	11.2%
5230 · State Unemployment	$598	$2,477	$1,878	75.8%	$17,737	$19,056	$1,320	6.9%
5250 · Health Insurance	$2,728	$2,389	-$339	-14.2%	$29,179	$29,472	$293	1.0%
5260 · Workmans Compensation	-$273	$1,800	$2,073	115.1%	$14,392	$16,083	$1,691	10.5%
5270 · Retirement Plans	$368	$579	$211	36.5%	$5,483	$6,449	$966	15.0%
Total 5200 · EMPLOYEE BENEFITS	**$6,242**	**$12,620**	**$6,378**	50.5%	**$114,202**	**$124,455**	**$10,253**	8.2%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$757	$1,006	$249	24.7%	$9,452	$10,988	$1,536	14.0%
5430 · Professional Fees	$2,500	$2,700	$200	7.4%	$27,515	$29,300	$1,785	6.1%
5436 · Advertising	$987	$1,776	$789	44.4%	$11,613	$13,439	$1,827	13.6%
5440 · Office Expense	$532	$1,444	$911	63.1%	$11,310	$12,625	$1,315	10.4%
5441 · Bank Charges	$14	$38	$23	62.1%	$237	$450	$213	47.4%
5442 · Credit Card Fees	$54	$3,305	$3,251	98.4%	$23,835	$25,818	$1,983	7.7%
5445 · Postage	$0	$20	$20	100.0%	$22	$109	$87	79.7%
5450 · Training and Dues	$0	$906	$906	100.0%	$1,375	$3,253	$1,878	57.7%
5461 · Authority Secretarial Services	$240	$123	-$117	-95.1%	$1,490	$1,377	-$113	-8.2%
5469 · Other Outside Services	$317	$538	$220	41.0%	$4,602	$4,544	-$58	-1.3%
5470 · Other Admin	$570	$675	$105	15.5%	$7,277	$7,336	$59	0.8%
5471 · Charitable Donations		$200				$200		
5480 · Utilities	$3,352	$6,661	$3,309	49.7%	$54,873	$64,864	$9,991	15.4%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$9,324**	**$19,392**	**$9,867**	51.9%	**$153,601**	**$174,303**	**$20,502**	11.9%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$7,177	$6,585	-$592	-9.0%	$69,626	$66,879	-$2,747	-4.1%

Oak Hills Park Authority
FY20 Actual vs. Budget

ITEM 8

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5520 · Interest	$1,404	$1,215	-$189	-15.5%	$9,260	$10,720	$1,459	13.6%
Total 5500 · DEBT SERVICE AND INSURANCE	**$8,581**	**$7,800**	**-$781**	-10.0%	**$78,886**	**$77,598**	**-$1,288**	-1.7%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$0	$1,268	$1,268	100.0%	$5,861	$12,732	$6,871	54.0%
5640 · Golf Pro Supplies	$0	$319	$319	100.0%	$1,323	$3,181	$1,858	58.4%
5680 · Golf Pro Work Clothes	$0	$900	$900	100.0%	$0	$900	$900	100.0%
Total 5600 SALES AND OPERATIONS	**$0**	**$2,487**	**$2,487**	100.0%	**$7,184**	**$16,813**	**$9,629**	57.3%
5700 · PARK MAINTENANCE								
5710 · Water	$1,636	$1,154	-$482	-41.8%	$34,439	$37,410	$2,972	7.9%
5720 · Heating Fuel	$2,831	$748	-$2,083	-278.4%	$11,072	$12,701	$1,629	12.8%
5730 · Grounds Maintenance	$564	$5,891	$5,327	90.4%	$12,534	$26,320	$13,786	52.4%
5740 · Tree Maintenance		$0	$0	0.0%	$200	$5,000	$4,800	96.0%
5751 · Agriculture&Chemicals-Purch	$5,953		-$5,953	0.0%	$38,011	$0	-$38,011	0.0%
5752 · Agriculture/Chemicals Utilized	$964	$11,654	$10,691	91.7%	$28,516	$80,304	$51,788	64.5%
5760 · Irrigation Maintenance	$2,731	$149	-$2,582	-1737.7%	$10,329	$12,176	$1,847	15.2%
5770 · Consumable Tools		$307	$307	100.0%	$2,414	$2,976	$562	18.9%
5780 · Tee and Green Supplies	$364	$67	-$297	-442.0%	$2,775	$2,612	-$163	-6.2%
5795 · Janitorial Supplies	$0	$26	$26	100.0%	$0	$331	$331	100.0%
Total 5700 · PARK MAINTENANCE	**$15,042**	**$19,997**	**$4,955**	24.8%	**$140,289**	**$179,830**	**$39,541**	22.0%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$678	$4,555	$3,878	85.1%	$27,006	$30,630	$3,624	11.8%
5810 · Equipment Rental	$0		$0	0.0%	$99	$3,000	$2,901	96.7%
5820 · Building Maintenance	$184	$956	$773	80.8%	$12,360	$14,162	$1,802	12.7%
5840 · Small Equipment	$0	$0	$0	0.0%	$516	$2,000	$1,484	74.2%
5860 · Gasoline/Diesel Fuel	$0	$2,442	$2,442	100.0%	$10,173	$12,963	$2,790	21.5%
5880 · Employee work clothes	$0	$468	$468	100.0%	$152	$532	$380	71.5%
Total 5800 · PARK EQUIPMENT	**$861**	**$8,421**	**$7,560**	89.8%	**$50,306**	**$63,287**	**$12,982**	20.5%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$16,116	$16,477	$361	2.2%	$85,138	$86,219	$1,082	1.3%
6015 · Board Lease Expense	$0	$1,419	$1,419	100.0%	$5,443	$7,170	$1,727	24.1%
6020 · Electricity	$305	$1,311	$1,007	76.8%	$11,545	$11,772	$227	1.9%
6030 · Maintenance	$0	$995	$995	100.0%	$1,267	$3,586	$2,319	64.7%
6050 · Cart Insurance	$400	$400	$0	0.0%	$4,400	$4,400	$0	0.0%
6060 · Misc. Cart Expense	$0	$100	$100	100.0%	$0	$900	$900	100.0%
Total 6000 · CART EXPENSE	**$16,821**	**$20,702**	**$3,881**	18.7%	**$107,792**	**$114,047**	**$6,255**	5.5%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$94,390**	**$171,944**	**$77,354**	45.1%	**$1,277,397**	**$1,450,394**	**$172,797**	11.9%
TOTAL OPERATIONAL NET INCOME	**$112,160**	**$48,488**	**$63,672**	131.3%	**-$55,458**	**-$83,450**	**$27,992**	-33.5%
Depreciation/Amortization								
Restructured Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Funding $150k	$0	$0	$0	0.0%	$0	$0	$0	0.0%
$150K Operating Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Expense	**$0**	**$0**	**$0**	0.0%	**$0**	**$0**	**$0**	0.0%
NET INCOME BEFORE CAPITAL EXPENSES	**$112,160**	**$48,488**	**$63,672**	131.3%	**-$55,458**	**-$83,450**	**$27,992**	-33.5%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	$0	$2,119	$2,119	100.0%	$12,664	$27,881	$15,217	54.6%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution	-$20,000				-$20,000			
Total 8000 · OTHER EXPENSE	-$20,000	$2,119	$2,119	1043.8%	-$7,336	$27,881	$15,217	126.3%
NET INCOME	**$132,160**	**$46,368**	**$85,792**	185.0%	**-$48,122**	**-$111,331**	**$63,209**	-56.8%

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

Date: June 29, 2020

To: The Members of the Finance Committee

From: Craig Schmidt, Risk Manager

Regarding: Contract for Workers Compensation Administration Services

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

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

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

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

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

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

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

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

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

CITY OF NORWALK
OFFICE OF THE ASSESSOR
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

P: 203-854-7888 / F: 203-854-7986
norwalkct.org

MEMORANDUM

Date: July 6, 2020

TO: Greg Burnett, Chairman,
Finance/Claims Committee

FROM: William J. Ford, Assessor

RE: Local Elderly Tax Relief Program

The goals of the City of Norwalk's Elderly Homeowners Program, Norwalk Code - Chapter 103-12, the Elderly Homeowners program, are to provide meaningful tax relief to the most financially vulnerable seniors in Norwalk.

The application period this year was from February 1, 2020 through May 15, 2020.

The Finance/Claims Committee adopted changes in September 2019, and the Office of Policy and Management updates to income limits, altered the Chapter 103-12 Elderly Homeowners Local EHO program in following ways:

- The maximum qualifying income for **Tier 1** has increased to **$ 57,000** (up $1,000), and set the income maximum at **126.42%** of the State EHO Program maximum income $45,100 for FY 2020-21.
- The maximum tax relief provided to **Tier 1** recipient increased by $50 to **$1,500** from **$1,450**.
- The **Tier 2** income maximum increased to **$ 70,200** (up $1,200), and to **155.76%** of the estimated State EHO Program maximum income from the current ordinance maximum of **150.70%.**
- The maximum tax credit for **Tier 2** recipients increased to **$900,** (up $100) from the previous **$800**.

Impact of the ordinance changes:

- **Tier 1** recipient count was projected to increase to **1,036** in FY 2020-21, from **986** in FY 2019-20, the actual number of recipients increased to **1,084**
- **Tier 2** was projected to have a total count at **122** for FY 2020-21the actual was 90.
- Total **Local EHO** participants was estimated at **1,157** for FY 2020-21, actual was 1175 exceeding expectations.
- **Tier 1** maximum credits are at $**1,500** for FY 2020–21, up from $**1,450** in FY 2019-20.
- **Tier 2** maximum benefit was increase to $**900** for FY 2020–21, up from $**800** in FY 2019-20.
- Total tax relief for elderly homeowners with incomes of $57,000 or less (**Tier 1)** for Fiscal 2020-21 is $**1,538,852** an increase of $179,851 from $1,359,001 in FY 2019-20, and total credits for elderly homeowners with incomes between $57,001 and $70,200 (**Tier 2)** was $77,625.
- The total initial applicants for FY2020-21 was 129.
- Total **Local EHO Tax Credit** will increase by $132,561 to **$1,580,569** for FY 2020–21, up from $**1,448,008**.
- The total expenditure for Norwalk's Local EHO program in FY 2020-21 of **$1,616,477** is up $468,170 from **$1,112,397** in FY 2013-14.
- Average tax credits increased to **$1,376** for FY 2020–21, from $1,312 in FY 2019-20, and $**967** in FY 2013-14.

CC: Finance/Claims Committee
Brian Candela, Associate Corporation Counsel
Henry M. Dachowitz, Chief Financial Officer
Chitsamay Lam, Comptroller

NORWALK LOCAL ELDERLY HOMEOWNERS PROGRAM ACTUAL

	GL 2015 FY 2016-17 State Max Income		GL 2016 FY 2017-18 State Max Income		GL 2017 FY 2018-19 State Max Income		GL 2018 FY 2019-20 State Max Income		GL 2019 FY 2020-21 State Max Income		Year-over-Year Amount	 %
		$ 42,900		$ 42,900		$ 43,000		$ 43,900		$ 45,100	$ 1,200	2.73%
ORDINANCE § 103-12	Percent of State Max		Percent of State Max		Percent of State Max		Percent of State Max		Percent of State Max			
TIER #1												
Min Income		$ -		$ -		$ -		$ -		$ -		
Max Income	100.01%	$ 42,900	108.50%	$ 46,500	117.44%	$ 50,500	117.44%	$ 51,600	126.42%	$ 57,000	$ 5,400	10.47%
Max Benefit		$ 1,390		$ 1,400		$ 1,450		$ 1,450		$ 1,500		
TIER #2												
Min Income		$ 42,901		$ 46,501		$ 50,501		$ 51,601		$ 57,001		
Max Income	121.45%	$ 52,100	127.77%	$ 54,800	150.70%	$ 64,800	150.70%	$ 66,200	155.76%	$ 70,200	$ 4,000	6.04%
Max Benefit		750		750		800		800		900		

ACTUAL												
TIER #1		Percent of Total		Percent of Total		Percent of Total		Percent of Total		Percent of Total		Percent of Total
Taxpayer Count	971	86.77%	977	92.08%	984	93.36%	986	89.31%	1084	92.33%	98	9.94%
Tax Relief	$ 1,284,411	92.21%	$ 1,293,251	95.44%	$ 1,347,038	96.25%	$ 1,359,001	93.85%	$ 1,538,852	95.20%	$ 179,851	13.23%
Average / Taxpayer	$ 1,323		$ 1,324		$ 1,369		$ 1,378		$ 1,420		$ 41.31	3.00%
TIER #2												
Taxpayer Count	$ 148	13.23%	$ 84	7.92%	$ 70	6.64%	$ 118	10.69%	$ 90	7.67%	(28)	-23.73%
Tax Relief	$ 108,494	7.79%	$ 61,744	4.56%	$ 52,467	3.75%	$ 89,007	6.15%	$ 77,625	4.80%	$ (11,382)	-12.79%
Average / Taxpayer	$ 733		$ 735		$ 750		$ 754		$ 863		$ 108.20	14.34%
TOTAL												
Taxpayer Count	$ 1,119		$ 1,061		$ 1,054		$ 1,104		$ 1,174		70	6.34%
Tax Relief	$ 1,392,905		$ 1,354,995		$ 1,399,505		$ 1,448,008		$ 1,616,477		$ 168,469.00	11.63%
Average / Taxpayer	$ 1,245		$ 1,277		$ 1,328		$ 1,312		$ 1,377		$ 65.30	4.98%

Maximum Relief Estimated tax relief for each FY and year end Tax Relief Balance.

o In FY 2016-17 the Max Available was	$ 1,483,044	Actual used	$1,392,905	and Variance or unspent	$ 90,139.00
o In FY 2017-18 the Max Available was	$ 1,510,759	Actual used	$1,354,995	and Variance or unspent	$ 155,764.00
o In FY 2018-19 the Max Available was	$ 1,516,645	Actual used	$1,354,995	and Variance or unspent	$ 161,650.00
o In FY 2019-20 the Max Available was	$ 1,546,665	Actual used	$1,448,000	and Variance or unspent	$ 98,665.00

FINANCE/CLAIMS COMMITTEE MEETING
Thursday, July 9, 2020, 7:00 P. M.
By Zoom Virtual Teleconference:

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

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

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Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

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

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

Register in advance for this webinar only to take part in public participation:
https://zoom.us/webinar/register/WN_miOKKmxEReeaUB3Z4xaMbA

AGENDA

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

   June 11, 2020 – Regular Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   July 9, 2020
6. Narrative on Tax Collections dated July 9, 2020 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated June 2020 – Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for May 2020.
9. Authorize the Mayor, Harry Rilling, to execute a contract for management and administration of the City's Workers Compensation and Heart & Hypertension Program for the three year period beginning July 1, 2020 and ending June 30, 2023

at a cost per claim based on the following schedule: Report Only Claims - $27 per claim cost; Medical Only Claims - $215 per claim cost; Indemnity Claims - $1,175 per claim cost; and Heart & Hypertension Claims - $1,175 per claim cost. Total estimate annual cost is $104,747 and total estimate three year cost is $314,241. Accounts: 16-1344-5258 and 16-5054-5258.

10. Receive information on Tax Relief Programs for the elderly and discuss.

11. RESOLUTION:
General Obligation Refunding Bonds of the City of Norwalk (the "City") in a principal amount not exceeding $53,000,000 are hereby authorized to be issued, and the proceeds thereof appropriated, in such amount or in such lesser amount as shall be necessary to refund all or any portion of the City's outstanding general obligation bonds and Clean Water Fund project loan obligations and interim funding obligations.

    The Bonds, or any portion thereof, may bear interest which is includable in the gross income of holders thereof for Federal income tax purposes pursuant to the Internal Revenue Code of 1986, as amended, as the issuance of such taxable bonds is hereby determined to be in the public interest.

    The Common Council hereby delegates to the Mayor and Director of Finance, subject to the final approval of the President of the Common Council, the Majority Leader of the Common Council, the Minority Leader of the Common Council and the Chairman of the Finance Committee of the Common Council, or any two of them (the "Committee"), the authority to determine the number of series to be issued, the principal amount of the refunding bond of each series to be issued, the annual installments of principal, redemption provisions, if any, other terms, details and particulars of such Bonds, including the rate or rates of interest payable thereon, to make appointments and execute documents referenced in this resolution and to execute such other agreements, instruments, documents and certificates necessary or desirable for the issuance of the Bonds.

12. Adjournment.

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ATTENDANCE:	Gregory Burnett, Chair; David Heuvelman; Thomas Keegan; John Kydes; Nicholas Sacchinelli; George Theodoridis
STAFF:	Henry Dachowitz, CFO; Lisa Biagiarelli, Tax Collector; Karen DelVecchio, Director of IT
OTHERS:	Carl Dickens, Chair Oak Hills Park Authority; Matt Ritter, Shipman & Goodwin

1. <u>CALL TO ORDER</u>

Mr. Burnett called the meeting to order at 7:33 p.m.

2. <u>ROLL CALL</u>

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

3. <u>PUBLIC PARTICIPATION</u>

No members of the public wished to participate this evening.

4. <u>APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS</u>:

May 14, 2020 – Regular Meeting

The following corrections were made to the minutes:

Correct the spelling of the following names throughout, Ms. Biagiarelli, Mr. Burnett and Mr. Heuvelman.

Correct the spelling of Mr. Brescia's name.

Page 2: second paragraph should read: The City collected 98.12% of the budgeted tax collection.

**** MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MR. HEUVELMAN; MR. KEEGAN; MR. KYDES; MR. SACCHINELLI; MR. THEODORIDIS**

5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: JUNE 11, 2020

Ms. Biagiarelli explained there were three claims for approval. In December 2018 there was a rush of residents paying their taxes before the law changed. These are duplicate payments.

**** MR. SACCHINELLI MOVED TO APPROVE THE CLAIMS AS REQUIRED FOR THE CLAIMS REPORT DATED JUNE 11, 2020**
**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MR. HEUVELMAN; MR. KEEGAN; MR. KYDES; MR. SACCHINELLI; MR. THEODORIDIS)**

6. **NARRATIVE ON TAX COLLECTIONS DATED JUNE 11, 2020**
Receive Report and discuss.

7. **MONTHLY TAX COLLECTOR'S REPORTS DATED MAY 2020**
Receive Report and discuss.

Ms. Biagiarelli highlighted her reports and explained they are at 98.34% of collection. She noted they had a robust May. They collected $2.3 million toward the tax sale. She said she has been in touch with taxpayers who are part of the sale.

The new tax levy due on July 1st, will be in the mail by the middle of next week. The taxes are due on July 1st, but the grace period has been extended to October 1st. Ms. Biagiarelli reported they transitioned to a new vendor that is more customer friendly for on-line payments.

The outside payment window at the employee's lounge is busy and working well.

Mr. Dachowitz added that while the grace period has been extended to October 1st, if the taxes are not paid by that date, interest and penalties will run from the original due date of July 1st.

Mr. Dachowitz said for this fiscal year the current collection is 98.3% which equates to $328 million. He said that is very high and that he expects they will collect revenue in fy 2021 at or above that rate.

Ms. Biagiarelli said they are usually at 99%. They have an arrangement with Norwalk bank branches where taxpayers can make payments at the bank branches, but some of the branches are still closed. Mr. Dachowitz said that Ms. Biagiarelli is customer service oriented in her department and they want to make payments as convenient as possible.

Ms. Biagiarelli said that she thinks the City Hall building being closed is going to impact their collection rate. In addition, there are issues with the Motor Vehicle Department because they changed their registration cycle from two to three years. All those people who waited to register their cars will now wait another year.

Mr. Dachowitz said that ultimately, they will get the payments, but they can withstand the cashflow because of the rainy day funds.

Mr. Kydes asked when City Hall was going to open. Mr. Dachowitz said they are being cautious and are working on a process where no more than half of the office comes in at a time. City Hall is opening by phases. No one in the State is allowed to conduct a Tax Sale right now until the State of Emergency is lifted.

Mr. Kydes asked if there have been any cost savings by closing the building. Mr. Dachowitz said they are tracking the numbers and there have been utility and maintenance reductions; however, there are additional costs for cleaning and the installation of plexiglass.

8. **RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR MARCH 2020 AND APRIL 2020.**

Mr. Dickens gave an overview of their current financial status since re-opening. He said they re-opened on May 8, 2020. Since then, they've paid $50,000 against the line of credit. Their current outstanding debt as of today is $248,154. They earned $95,000 from the sale of season passes.

Mr. Dickens reported that their Golf Pro, Mr. Ruiz was offered a new position and submitted his resignation; they are currently looking for a replacement.

Mr. Kydes asked Mr. Dickens if they are offering food at the golf course. Mr. Dickens said they opened the Half Way House on May 15th. They are looking at doing a soft opening for the restaurant for Phase II. He noted they have a new Board member who has been in the restaurant business for a number of years. There is no contract for the person currently running the restaurant. Mr. Kydes said it would be a shame to lose the season, especially since the patio is very large.

Mr. Dickens reported that they are going to start paying the City on July 1st.

9. **SPECIFIC ACTION FOR IT 2020/2021 CAPITAL PROJECTS**:

**** MR. HEUVELMAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTER WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS AND OBSOLETE ASSET DISPOSAL, ACCORDING TO CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED $203,349.75, ACCOUNT 09211370-5777-C0375 (BUDGETED 2020/2021 IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio said this is their annual desk top refresh program. She described program and said it was put place in 2005.

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

** **MR. KEEGAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF INFORMATION SECURITY SOFTWARE, SUBSCRIPTIONS, AND PROFESSIONAL SERVICES OR AN AMOUNT NOT TO EXCEED $70,000.00 ACCOUNT 09211370-5777-C0375 (BUDGETED IT 2020/2021 CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. Mr. Dachowitz explained that this was a coordinated joint venture where Bloom Shapiro looked at the City, Board of Education and the WPCA.

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

** **MR. KEEGAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO TOTAL COMMUNICATIONS, STATE OF CT CONTRACT 18PSX0202, FOR THE SUPPLY, INSTALLATION, AND TRAINING FOR CISCO CALL MANAGER SOFTWARE UPGRADE FOR AN AMOUNT NOT TO EXCEED $60,865, ACCOUNTS 09211370-5777-C0375 (CITY: $30,865) AND 158- 28400-430-58 (BOARD OF EDUCATION PORTION $30,000. (BUDGETED EXPENSES; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. She said that this is a joint project and the telephone system serves both the City and the Board of Education. The upgrade is timed so it does not impact the Board of Education. If the upgrade can't get completed by August 15th, it will be rescheduled to the December vacation so there is no impact on the schools.

Mr. Sacchinelli asked if people will be able to work from home using this system. Ms. DelVecchio said people are able to work from home now using the existing system. She said they have been using Zoom and MicroSoft Teams for internal meetings.

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

** **MR. SACCHINELLI MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO BARAMUNDI SOFTWARE, USA INC, FOR THE BARAMUNDI MANAGEMENT SUITE, 800 ENDPOINTS, INCLUDING SUPPORT, MAINTENANCE, AND SUBSCRIPTIONS SERVICES, AND TRAINING, PER VENDOR QUOTATION DATED 1/22/2020, FOR AN AMOUNT NOT TO EXCEED $31,512.00, ACCOUNT 09211370-5777-C0375 (BUDGETED 2020/2021 IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. She said this is an efficiency tool for IT. This is for people working from home and allows them to do remote tasks. She said this is for the addition of 800 endpoints.

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

** **MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH CAVANAUGH MACDONALD CONSULTING, LLC TO PERFORM THE CITY'S PENSION AND OPEB ACTUARIAL VALUATIONS FOR THE FIVE-YEAR PERIOD BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2025 IN ACCORDANCE WITH THEIR RFP PROPOSAL AND THEIR FINAL FEE STRUCTURE PROPOSAL AS OF MAY 22, 2020 FOR AN AMOUNT NOT TO EXCEED $318,500 ACCOUNT # 050000-5258; 060000-5258; 070000-5258; 080000-5258; 711340-5258**

Mr. Dachowitz reviewed the item. He noted the fee was very competitive.

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

** **MR. HEUVELMAN MOVED TO APPROVE THE FOLLOWING RESOLUTION MAKING APPROPRIATIONS FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING $153,832,356 FOR THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF $129,001,956 GENERAL OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE 2020-2021 CAPITAL BUDGET.**

Mr. Dachowitz explained this is the annual resolution to authorize the issuance of $129,001,956 general obligation bonds.

Mr. Ritter reviewed the resolution.

Mr. Dachowitz said that based on information he received from Mr. Ritter they have been assured, with the City's good bond rating, they will probably not have any problems. He said there are quite a number of authorized projects that are not yet bonded.

Mr. Burnett asked about any obstacles or concerns if the City does not have a AAA bond rating. Mr. Dachowitz said that in a choppy market like this, people are not investing. Even with all the money people are receiving in unemployment, they are saving their money instead of investing.

AAA bonding lowers the interest rate and allows the City access to markets they may not have had otherwise. Mr. Ritter added that having a AAA bond rating is very advantageous.

Mr. Dachowitz reviewed investment procedures.

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

12. ADJOURNMENT

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

There was no further business and the meeting was unanimously adjourned at 9:22 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

MOTOR VEHICLE

BENT KIERAN JOHN	18-MV-305681	$14.82	PRORATION
CAB EAST LLC	18-MV-308634	$225.96	PRORATION
CRUCITTI SAMANTHA LYNN	18-MV-314930	$271.10	PRORATION
DELGUIDICE CASSIODORO	18-MV-317050	$61.77	PRORATION
	18-MV-317051	$204.24	PRORATION
ELLIS JEREMIAH DANIEL	18-MV-320476	$932.33	PRORATION
GOMEZ-MEJIA JARVIN NEPTALI	18-MV-405748	$52.78	PRORATION
RUIZ-FERNANDEZ GUSTAVO G	18-MV-358482	$49.16	PRORATION
SANCHO-MEONO DANNY J	18-MV-359377	$32.08	PRORATION
TOYOTA LEASE TRUST	18-MV-366667	$124.68	PRORATION
	18-MV-366699	$55.56	PRORATION
	18-MV-366763	$289.42	PRORATION
	18-MV-366805	$203.27	PRORATION
	18-MV-366923	$218.57	PRORATION
	18-MV-367136	$211.97	PRORATION
WHEELS LT	18-MV-372257	$203.26	PRORATION

REAL ESTATE

CALGER CHRISTOPHER & SUSAN			
84 PARTRICK RD			
5-30-7-0	16-RE-103889	$690.66	OVER/DUP PYMT

JACOBY SPENCER			
115 FILLOW ST			
5-58-12-15	18-RE-117635	$1,859.30	OVER/DUP PYMT
MCSPORRAN KATHERINE			
104 EAST ROCKS RD			
5-14-43-0	16-RE-117565	$4,677.42	OVER/DUP PYMT
PEDROZA LUCY HAYDA			
97 RICHARDS AVE UNIT D16			
5-70-78-D16	16-RE-104284	$2,172.30	OVER/DUP PYMT
RUTKOWSKI ROBERT & KATARZYNA			
16 ALVIN DR			
5-45-92-0	16-RE-123176	$4,218.42	OVER/DUP PYMT
TEMPLE LILIA			
25 WOODBINE ST			
6-32A-7-0	16-RE-126439	$5,097.52	OVER/DUP PYMT

TAX COLLECTOR'S REPORT
JUNE 2020

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 19 - JUN 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,298,846.95	$18,899,047.57	93.10%	$19,879,593.31	($419,253.64)	95.07%
AUTOMOBILE-SUPPLEMENTAL	$3,411,633.59	$2,987,125.58	87.56%	$3,400,025.18	($11,608.41)	87.86%
PERSONAL PROPERTY	$18,801,474.70	$18,037,532.31	95.94%	$18,706,007.34	($95,467.36)	96.43%
REAL ESTATE	$292,525,761.66	$288,176,988.90	98.51%	$291,356,067.62	($1,169,694.04)	98.91%
TOTAL TAX	**$335,037,716.90**	**$328,100,694.36**	**97.93%**	**$333,341,693.45**	**($1,696,023.45)**	**98.43%**
SEWER USE	$16,686,428.00	$16,334,624.72	97.89%	$16,582,171.30	($104,256.70)	98.51%
IPP FEE	$203,250.00	$177,615.84	87.39%	$205,500.00	$2,250.00	86.43%

FISCAL YEAR 2018-2019 (2017 GRAND LIST)	ORIGINAL LEVY	JUN 18 - JUN 19				
AUTOMOBILE-REGULAR	$19,785,892.64	$18,539,916.30	93.70%	$19,394,092.40	($391,800.24)	95.60%
AUTOMOBILE-SUPPLEMENTAL	$3,590,970.07	$3,141,453.37	87.48%	$3,514,846.44	($76,123.63)	89.38%
PERSONAL PROPERTY	$21,248,718.54	$20,632,761.24	97.10%	$21,243,784.64	($4,933.90)	97.12%
REAL ESTATE	$280,979,420.26	$278,985,152.05	99.29%	$281,453,258.73	$473,838.47	99.12%
TOTAL TAX	**$325,605,001.51**	**$321,299,282.96**	**98.68%**	**$325,605,982.21**	**$980.70**	**98.68%**
SEWER USE	$15,844,431.00	$16,091,995.77	101.56%	$16,272,566.00	$428,135.00	98.89%
IPP FEE	$207,250.00	$182,342.12	87.98%	$207,000.00	($250.00)	88.09%

TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$9,432,715.39	$6,801,411.40	-0.75%	$7,735,711.24	($1,697,004.15)	-0.25%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$841,997.00	$242,628.95	-3.67%	$309,605.30	($532,391.70)	-0.38%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	($4,000.00)	($4,726.28)	-0.59%	($1,500.00)	$2,500.00	-1.66%

BACK TAXES COLLECTED	FISCAL YR 2018-2019 (JUL 19 - JUN 20)	FISCAL YR 2017-2018 (JUL 18 - JUN 19)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,210,725.47	$1,911,269.13	($700,543.66)
PRIOR SEWER USE FEE	$144,336.36	$268,233.22	($123,896.86)
PRIOR IPP FEE	$12,864.88	$12,900.03	($35.15)
TOTAL PRIOR TAX, SEWER & IPP	**$1,367,926.71**	**$2,192,402.38**	**($824,475.67)**
CURRENT INTEREST	$844,174.71	$841,069.72	$3,104.99
PRIOR INTEREST	$732,624.09	$682,194.46	$50,429.63
SEWER USE FEE INTEREST	$86,911.09	$68,040.57	$18,870.52
IPP FEE INTEREST	$6,850.04	$7,824.00	($973.96)
TOTAL INTEREST COLLECTED	**$1,670,559.93**	**$1,599,128.75**	**$71,431.18**
PRIOR LIEN FEE	$13,634.28	$11,190.21	$2,444.07
CURRENT LIEN FEE	$5,885.97	$7,689.16	($1,803.19)
TOTAL LIEN FEE COLLECTED	**$19,520.25**	**$18,879.37**	**$640.88**
MISC FEES COLLECTED**	**$129,741.39**	**$412,883.43**	**($283,142.04)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$3,187,748.28**	**$4,223,293.93**	**($1,035,545.65)**

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

TAX COLLECTOR'S REPORT
JUNE 30, 2020
ADVANCE COLLECTIONS

FISCAL YEAR 2020-2021 (2019 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 2019	COLLECTION %	CORRECTED LEVY*	COLLECTION %
AUTOMOBILE-REGULAR	$20,760,190.24	$1,877,238.45	9.04%	$20,737,776.38	9.05%
PERSONAL PROPERTY	$20,000,411.00	$349,816.40	1.75%	$19,984,661.90	1.75%
REAL ESTATE	$310,928,205.46	$7,884,507.94	2.54%	$310,272,138.14	2.54%
TOTAL	**$351,688,806.70**	**$10,111,562.79**	**2.88%**	**$350,994,576.42**	**2.88%**
SEWER USE FEE	$16,883,967.00	$341,634.20	2.02%	$16,895,291.00	2.02%
IPP FEE	$200,500.00	$15,250.00	7.61%	$201,500.00	7.57%

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	JUN 2018			
AUTOMOBILE-REGULAR	$20,298,846.96	$1,920,525.51	9.46%	$20,261,980.75	9.48%
PERSONAL PROPERTY	$18,801,474.70	$347,987.09	1.85%	$18,779,061.06	1.85%
REAL ESTATE	$292,525,761.66	$7,535,616.95	2.58%	$291,991,598.54	2.58%
TOTAL	**$331,626,083.32**	**$9,804,129.55**	**2.96%**	**$331,032,640.35**	**2.96%**
SEWER USE FEE	$16,686,428.00	$366,290.56	2.20%	$16,683,950.00	2.20%
IPP FEE	$203,250.00	$11,000.00	5.41%	$208,750.00	5.27%
DIFFERENCE 2019 G.L. vs. 2018 G.L. TAX ONLY - INC/(DEC)	$20,062,723.38	$307,433.24	-0.08%	$19,961,936.07	-0.08%
DIFFERENCE 2019 G.L. vs. 2018 G.L. SEWER USE FEE ONLY - INC/(DEC)	$197,539.00	($24,656.36)	-0.17%	$211,341.00	-0.17%
DIFFERENCE 2019 G.L. vs. 2018 G.L. IPP FEE ONLY - INC/(DEC)	($2,750.00)	$4,250.00	2.19%	($7,250.00)	2.30%

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

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

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

125 East Avenue Room 105
Norwalk, Connecticut 06851
www.norwalkct.org

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: July 8, 2020
Re: Narrative for June 2020 Tax Collector's Reports (2 qty)

There are two reports for the month of June, 2020. We are providing information on both the prior fiscal year's levy (2018 grand list), as well as advance collections on what is now the current year's levy (2019 grand list).

As of the end of June, 2020, and the close of our current fiscal year, we had collected more than $328 million, or **98.43%** of our $333+ million adjusted tax levy on the 2018 grand list. This falls slightly short (0.17%) of our conservatively budgeted collection rate of 98.6% for FYE 2020. Dealing with the effects of COVID 19 brings home exactly why conservative municipal budgeting is sound policy. As of the end of June, 2020, we collected more than $16.3 million of our sewer use levy, or **98.51%.** We also collected 86.43% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we remained slightly behind with regard to taxes (-0.25%) and sewer use collections (-0.38%). With regard to prior years' collections, through June, 2020, we showed a net collection of more than $3.1 million in back taxes, interest, lien fees and other fees. Down $400,000 from last month, this figure is net, as we lost some prior year revenue due to recent settlements of court cases initiated by taxpayers who appealed their tax assessments.

The good news is that we also collected in excess of $10 million in "advance" tax collections during the month of June 2020, representing about 2.88% of the new fiscal year's nearly $352 million tax levy. This is represented by the second report. In other words, we collected in excess of $10 million in new taxes even before they were technically "due" on July 1. These bills were mailed beginning on June 18 and we began accepting payments on these bills at the end of May. With a few caveats, most Norwalk taxpayers will have an extended grace period for this collection, and will have until Thursday, October 1, 2020 to pay their July 1 tax installment without interest.

Taxpayers are reminded that in spite of the pandemic, they still can pay their property taxes by mail, over the telephone, online, or in person at one of 13 participating bank branches, or at city hall. Information is available on the tax collector's home page of the city website, www.norwalkct.org/taxcollector . When paying online, they may use an electronic check (ACH payment), or a debit, credit or ATM card. The cost of an electronic check is only $0.95. We are encouraging taxpayers to consider using this as a convenient, cost effective and safe alternative that avoids the delays inherent in mailing payment and allows for a contact-less transaction.

City Hall remains closed to the public, and we are concluding week #17 of work under COVID 19 restrictions. Our office continues to operate at reduced staff and hours due to physical distancing directives, but we have continued to perform all of our statutory obligations. Our 'tax payment station' on the first floor of City Hall adjacent to the sidewalk has been open since April 28. The window is open Monday through Friday from 9 am – 4:30 pm. Beginning next week, Parks and Rec staff will vacate their window at noon. This will allow a second tax collector's employee to also serve the public at the payment station during the afternoon hours. Lines have been steady and somewhat long due to limited staffing during this collection cycle.

Last month, our office transitioned to a new online and telephone payment provider, Invoice Cloud, with the expectation that their system would provide some enhancements and make online payments easier and more convenient for taxpayers. Also, Invoice Cloud charges only 95 cents for an E Check, while our former provider charged $1.50. The cost of using a credit card is 2.95% with Invoice Cloud, but since all the charges are borne by the taxpayer using the service, and not by the City, we felt the platform, the payment experience, and the services offered, were better with the new company. There were some issues, as is always expected with these types of transitions, but on the whole the new system appears to be well received.

Our collections, and all of our operations, remain significantly impacted by the closure of the building and the other effects of Covid 19. We have attempted to mitigate the drop in collections and to work around restrictions, including advertising payment options, communicating through the city website and social media, and opening the walk up window.

Were it not for the pandemic, we would now be in the last stages of preparing for our tax sale that was scheduled for July 20. However, on April 1, the state of Connecticut issued an executive order that, among other things, halted tax sales. So for now, our tax sale remains “on hold.” Since we began working on the sale in November 2019, 66 accounts have been paid in full, and we have collected just under $2.5 million on tax sale properties. The planned tax sale has been a significant factor in stabilizing our tax collections, in spite of the effects of the pandemic; were it not for the planned sale, our collections from the prior fiscal year would have been significantly lower. It is still too early to speculate when we might be able to resume work on the sale. We are still communicating with the taxpayers whose properties are involved.

We consider ourselves ‘essential’ in terms of both function and service. We will continue to update our website with our hours of operation and other matters. I will keep everybody informed, and do whatever is necessary to fulfill our obligations.

May 2020 Financial Commentary

General Note:
Oak Hills Park reopened to the public on May 9th after nearly eight weeks shut down due to the COVID-19 pandemic.

Balance Sheet
Cash is higher than the prior year by $186k and receivables are higher by $6k, offset by $52k in higher accruals / payables and higher bank loan of $30k. This leaves us at a net positive cash position of $110k over last year.

May Month vs Prior Year Month
Golf Revenue is flat compared to prior year month. Note that we were only open for 23 days this May due to COVID park closure, so green fees and cart revenue were down by $33k but ID Cards and our new season passes made up for $31k of that. Restaurant rent was reduced to $500 for half the month's use of the hallway house only.

Personnel and employee benefits expenses are down $46k due to a combination of course closure for part of the month, furloughed employees and operating with minimal staff upon reopening. Future wage cost should rise but is expected to be kept as a lower than normal balance.

Administrative expenses are $8k less than prior year due to lower credit card fees of $3k (there is a month lag involved) and lower utilities of $2k due to closure for a portion of the time.

Sales & Operations are down $2k with no money spent in this department for the month.

Park Maintenance is $4k lower than prior year month due mainly to grass treatment supplies.

Cart Expenses are down $3k due to a buyout of our GolfBoards resulting in no lease payment for the month of May, as well as lower electricity expense due to our closure.

Operating Income is $60k higher compared to the prior year month attributable to unfavorable revenues of $4k and favorable expenses of $64k.

May YTD vs Prior YTD
Golf Revenue is lower by $51k year over year for the eleven month period, along with higher Other Revenue of $23k due to restaurant rent.

Personnel and employee benefits expenses are lower by $48k due to nearly two full months of course closure due to COVID, offset by wage increases and FY19 wage savings due to some workers comp benefits being paid instead.

Administrative expenses are $17k higher than last year due mainly to utility expense.

Sales & Operations is $12k lower than prior year due to heavy repairs and maintenance on the Clubhouse / restaurant equipment after our initial move-in last year, offset by more janitorial / normal maintenance this year. No expense over the past two months.

Park Maintenance is $12k lower driven by grass treatments ($8k), grounds/tree /irrigation/building maint ($12k) and heating fuel ($2k), offset by water ($8k) and equipment maint ($3k),

Cart expenses are lower by 8k due to two yrs of property taxes being charged in FY19 (for the previous year) and a buyout of GolfBoard lease.

Operating Income is higher than the prior year by $35k due to unfavorable revenue of $28k and favorable expenses of $63k.

Budget Comparison YTD
The YTD Revenue is under budget by $144k due mainly to nearly eight weeks of course closure due to COVID.

Personnel and employee benefits expenses are $85k lower compared to budget due to course closure and minimal staff upon reopening.

Administrative expenses are $19k lower mainly due to utilities ($9k) allocation to restauranteur beginning in Jan which was not budgeted for along with course closure which resulted in lower utility expense. Nearly all other Admin costs are also lower than budget due to closure.

Sales & Operations are under budget by $10k mainly due to lower janitorial expenses than expected and course closure.

Park Maintenance is under budget by $53k driven by less grass treatments used ($14k), all maintenance ($26k) and water ($3k), along with nearly all other costs.

Cart Expenses are $6k under budget – less maintenance than expected along with one month less GolfBoard lease.

Net Operating Income $28k higher than budget for the eleven month period. Unfavorable revenue of $158k and favorable expenses of $173k.

OAK HILLS SALES ANALYSIS MAY 2020 FISCAL

Description	May-20	May-19	Inc/(Dec)	YTD FY20	YTD FY19	Inc/(Dec)
Revenue Rounds	3,114	4,384	-29.0%	23,501	26,784	-12.3%
Barter Rounds	82	200	-59.0%	1,441	1,544	-6.7%
Season Pass Rounds	577	0	0.0%	577	0	0.0%
Comp Rounds	11	38	-71.1%	519	584	-11.1%
Total All Rounds	3,784	4,622	-18.1%	26,038	28,912	-9.9%
Total Carts	1,621	2,509	-35.4%	14,461	15,410	-6.2%
Total Boards	0	0	0.0%	147	207	-29.0%
Total Golf ID Cards	347	231	50.2%	1,074	1,331	-19.3%
Total Season Passes	79	0	0.0%	79	0	0.0%
Total Gift Cards	13	12	8.3%	250	253	-1.2%
Total GPS Ad Sales	0	0	0.0%	7	0	0.0%
Total $ Revenue Rounds	$112,031	$138,639	-19.2%	$766,789	$817,931	-6.3%
Total Carts $	$27,349	$42,726	-36.0%	$233,808	$255,725	-8.6%
Total Board $	$0	$0	0.0%	$3,080	$4,413	-30.2%
Total Golf ID Cards $	$37,307	$20,530	81.7%	$105,787	$120,185	-12.0%
Total Season Pass $	$98,610	$0	0.0%	$98,610	$0	0.0%
Total Gift Cards $	$1,670	$935	78.6%	$17,593	$19,004	-7.4%
Total GPS Advertising $	$0	$0	0.0%	$1,475	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$2,361	-$3,485	-32.2%	-$17,247	-$20,773	-17.0%
	$274,605	**$199,345**	**37.8%**	**$1,209,895**	**$1,454,957**	**-16.8%**
$ Revenue/Revenue Round	**$35.98**	**$31.62**	13.8%	**$32.63**	**$30.54**	6.8%
Carts/Revenue Round	**$0.52**	**57.2%**	-9.0%	**61.5%**	**57.5%**	7.0%
Cart $/Revenue Round	**$8.78**	**$9.75**	-9.9%	**$9.95**	**$9.55**	4.2%
Cart $/Cart Round	**$16.87**	**$17.03**	-0.9%	**$16.17**	**$16.59**	-2.6%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$20.95**	**$21.32**	-1.7%
ID Card $/Card	**$107.51**	**$88.87**	21.0%	**$98.50**	**$90.30**	9.1%
Resident Adult 18 Rounds	853	1,177	-27.5%	6,840	7,824	-12.6%
Resident Senior 18 Rounds	510	830	-38.6%	4,377	5,541	-21.0%
Junior/Golf Team 18 Rounds	100	211	-52.6%	662	831	-20.3%
Golf League 18 Rounds	0	52	-100.0%	114	217	-47.5%
Employee 18 Rounds	40	97	-58.8%	377	459	-17.9%
Non Resident 18 Rounds	1,565	1,776	-11.9%	9,997	10,748	-7.0%
Total 9 Hole Rounds	46	241	-80.9%	1,134	1,164	-2.6%
Total Revenue Rounds	***3,114***	***4,384***	***-29.0%***	***23,501***	***26,784***	***-12.3%***
Resident Adult 18 Rounds $	$29,218	$35,638	-18.0%	$206,887	$219,803	-5.9%
Resident Senior 18 Rounds $	$14,783	$21,225	-30.4%	$114,040	$130,642	-12.7%
Junior/Golf Team 18 Rounds $	$1,959	$1,629	20.3%	$12,882	$10,719	20.2%
Golf League 18 Rounds	$0	$1,196	-100.0%	$2,615	$4,331	-39.6%
Employee 18 Rounds $	$280	$679	-58.8%	$2,639	$3,213	-17.9%
Non Resident 18 Rounds $	$64,731	$73,431	-11.8%	$403,127	$424,142	-5.0%
Total 9 Hole Rounds $	$1,060	$4,841	-78.1%	$24,599	$25,082	-1.9%
Total $ Revenue Rounds	***112,031***	***138,639***	***-19.2%***	***766,789***	***817,931***	***-6.3%***
Senior Non-Resident ID	11	8	37.5%	58	71	-18.3%
Adult Non-Resident ID	26	16	62.5%	72	95	-24.2%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***37***	***24***	***54.2%***	***130***	***166***	***-21.7%***
GolfNow/TeeOff Rounds	271	82	230.5%	521	727	-28.3%
GolfNow/TeeOff Dollars	$12,168	$2,938	314.1%	$19,549	$25,661	-23.8%
Dollars/Round	$44.90	$35.83	25.3%	$37.52	$35.30	6.3%

OAK HILLS SALES ANALYSIS MAY 2020 CALENDAR

Description	May-20	May-19	Inc/(Dec)	YTD 2020	YTD 2019	Inc/(Dec)
Revenue Rounds	3,114	4,384	-29.0%	4,844	8,221	-41.1%
Barter Rounds	82	200	-59.0%	131	376	-65.2%
Season Pass Rounds	577	0	0.0%	577	0	#DIV/0!
Comp Rounds	11	38	-71.1%	12	57	-78.9%
Total All Rounds	3,784	4,622	-18.1%	5,564	8,654	-35.7%
Total Carts	1,621	2,509	-35.4%	1,700	4,104	-58.6%
Total Boards	0	0	0.0%	0	16	-100.0%
Total Golf ID Cards	347	231	50.2%	948	1,223	-22.5%
Total Season Passes	79	0	0.0%	79	0	0.0%
Total Gift Cards	13	12	8.3%	34	50	-32.0%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$112,031	$138,639	-19.2%	$160,788	$253,555	-36.6%
Total Carts $	$27,349	$42,726	-36.0%	$28,623	$69,740	-59.0%
Total Board $	$0	$0	0.0%	$0	$352	-100.0%
Total Golf ID Cards $	$37,307	$20,530	81.7%	$96,417	$110,810	-13.0%
Total Season Pass $	$98,610	$0	0.0%	$98,610	$0	#DIV/0!
Total Gift Cards $	$1,670	$935	78.6%	$3,783	$4,786	-21.0%
Total GPS Advertising $	$0	$0	0.0%	1,475	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$2,361	-$3,485	-32.2%	-$3,220	-$7,737	-58.4%
	$274,605	**$199,345**	**37.8%**	**$386,475**	**$431,506**	**-10.4%**
$ Revenue/Revenue Round	**$35.98**	**$31.62**	13.8%	**$33.19**	**$30.84**	7.6%
Carts/Revenue Round	**$0.52**	**57.2%**	-9.0%	**35.1%**	**49.9%**	-29.7%
Cart $/Revenue Round	**$8.78**	**$9.75**	-9.9%	**$5.91**	**$8.48**	-30.3%
Cart $/Cart Round	**$16.87**	**$17.03**	-0.9%	**$16.84**	**$16.99**	-0.9%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$22.00**	-100.0%
ID Card $/Card	**$107.51**	**$88.87**	21.0%	**$101.71**	**$90.61**	12.3%
Resident Adult 18 Rounds	853	1,177	-27.5%	1,970	2,601	-24.3%
Resident Senior 18 Rounds	510	830	-38.6%	654	1,531	-57.3%
Junior/Golf Team 18 Rounds	100	211	-52.6%	235	417	-43.6%
Golf League 18 Rounds	0	52	-100.0%	0	52	-100.0%
Empl 18 Rounds	40	97	-58.8%	51	155	-67.1%
Non Resident 18 Rounds	1,565	1,776	-11.9%	1,845	3,064	-39.8%
Total 9 Hole Rounds	46	241	-80.9%	89	401	-77.8%
Total Revenue Rounds	***3,114***	***4,384***	***-29.0%***	***4,844***	***8,221***	***-41.1%***
Resident Adult 18 Rounds $	$29,218	$35,638	-18.0%	$59,229	$74,446	-20.4%
Resident Senior 18 Rounds $	$14,783	$21,225	-30.4%	$18,486	$37,787	-51.1%
Junior/Golf Team 18 Rounds $	$1,959	$1,629	20.3%	$4,597	$3,331	38.0%
Golf League 18 Rounds	$0	$1,196	-100.0%	$0	$1,196	-100.0%
Empl 18 Rounds $	$280	$679	-58.8%	$357	$1,085	-67.1%
Non Resident 18 Rounds $	$64,731	$73,431	-11.8%	$76,261	$127,468	-40.2%
Total 9 Hole Rounds $	$1,060	$4,841	-78.1%	$1,858	$8,242	-77.5%
Total $ Revenue Rounds	***112,031***	***138,639***	***-19.2%***	***160,788***	***253,555***	***-36.6%***
SR NONRES DISC	11	8	37.5%	56	67	-16.4%
NONRES DISCOUNT	26	16	62.5%	70	85	-17.6%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***37***	***24***	***54.2%***	***126***	***152***	***-17.1%***
GolfNow Rounds	271	82	230.5%	275	124	121.8%
GolfNow Dollars	$12,168	$2,938	314.1%	$12,267	$4,270	187.3%
Dollars/Round	$44.90	$35.83	25.3%	$44.61	$34.43	29.5%

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

	Total			
	As of May 31, 2020	As of May 31, 2019 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	234,501.15	48,486.29	186,014.86	383.64%
1022 NBT Payment Account	-15,205.55	-15,431.95	226.40	1.47%
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	**$ 222,046.60**	**$ 35,805.34**	**$ 186,241.26**	**520.15%**
Total Bank Accounts	**$ 222,046.60**	**$ 35,805.34**	**$ 186,241.26**	**520.15%**
Accounts Receivable				
1201 Accounts Receivable	0.00	7,954.05	-7,954.05	-100.00%
Total Accounts Receivable	**$ 0.00**	**$ 7,954.05**	**-$ 7,954.05**	**-100.00%**
Other Current Assets				
1100 Inventory	89,239.08	92,644.35	-3,405.27	-3.68%
1200 Receivables	14,757.02	735.56	14,021.46	1906.23%
1300 Prepaid Expenses	26,886.38	32,028.98	-5,142.60	-16.06%
1400 Deposits	2,100.00	0.00	2,100.00	100.00%
Total Other Current Assets	**$ 132,982.48**	**$ 125,408.89**	**$ 7,573.59**	**6.04%**
Total Current Assets	**$ 355,029.08**	**$ 169,168.28**	**$ 185,860.80**	**109.87%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,032,548.99	1,015,495.99	17,053.00	1.68%
1510 Accumulated Depreciation/Amort.	-3,707,685.68	-3,448,396.69	-259,288.99	-7.52%
1520 Furniture & Fixtures	50,085.23	0.00	50,085.23	100.00%
1560 Leasehold Improvements	30,035.97	0.00	30,035.97	100.00%
1561 Park Improvements	1,773,864.03	1,747,046.15	26,817.88	1.54%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-10,483.41	-1,838.37	-8,645.04	-470.26%
1570 Capital Projects in Progress	29,200.00	7,853.00	21,347.00	271.83%
Total 1500 Fixed Assets	**$ 1,474,699.79**	**$ 1,597,294.74**	**-$122,594.95**	**-7.68%**
Total Fixed Assets	**$ 1,474,699.79**	**$ 1,597,294.74**	**-$122,594.95**	**-7.68%**
TOTAL ASSETS	**$ 1,829,728.87**	**$ 1,766,463.02**	**$ 63,265.85**	**3.58%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	135,710.26	63,034.31	72,675.95	115.30%
Total Accounts Payable	**$ 135,710.26**	**$ 63,034.31**	**$ 72,675.95**	**115.30%**

Other Current Liabilities				
2010 Accounts Payable - Payroll	33,801.52	29,567.00	4,234.52	14.32%
2050 Accounts Payable-Tennis Revenue	205.00	24,170.00	-23,965.00	-99.15%
2051 Accounts Payable - OHMGA Revenue	4,324.00	1,870.00	2,454.00	131.23%
2052 Accounts Payable - F&B Revenue	0.00	3,665.00	-3,665.00	-100.00%
2100 Accrued Payroll	10,067.51	10,391.88	-324.37	-3.12%
2104 Accrued retirement contribution	1,824.06	1,025.83	798.23	77.81%
2105 Accrued Vacation Pay	32,088.61	31,442.77	645.84	2.05%
2200 Accrued Expenses	37,045.50	37,658.11	-612.61	-1.63%
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	200,000.00	170,000.00	30,000.00	17.65%
2250 Deferred Revenue				
2251 Tournament Deposits	6,300.00	1,300.00	5,000.00	384.62%
2253 Deferred Tennis Revenue	11,666.00	3,345.06	8,320.94	248.75%
2254 Other Deferred	155,021.17	58,255.50	96,765.67	166.11%
Total 2250 Deferred Revenue	**$ 172,987.17**	**$ 62,900.56**	**$ 110,086.61**	**175.02%**
2400 Cart Sales Tax Due	1,664.00	2,551.00	-887.00	-34.77%
Total Other Current Liabilities	**$ 495,357.37**	**$ 376,592.15**	**$ 118,765.22**	**31.54%**
Total Current Liabilities	**$ 631,067.63**	**$ 439,626.46**	**$ 191,441.17**	**43.55%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,981,729.88	1,981,729.88	0.00	0.00%
2730 Capital Debt (150k)	76,750.01	76,750.01	0.00	0.00%
2731 Operating Expense Debt (150k)	76,752.55	76,752.55	0.00	0.00%
2764 NBT Truck Loan	0.00	5,176.94	-5,176.94	-100.00%
2765 Deere Credit Inc. Progator Sprayer	1.21	7,101.65	-7,100.44	-99.98%
2766 Wells Fargo Eq Bandit Chipper	1,472.31	5,625.26	-4,152.95	-73.83%
2767 Deere Credit, Inc. Sweeper Vac	3,522.21	8,602.46	-5,080.25	-59.06%
2768 Deere Credit Inc. Greens Roller	4,029.56	7,328.18	-3,298.62	-45.01%
2770 Deere Credit Inc. Hybrid Mower	1,050.43	7,213.60	-6,163.17	-85.44%
2771 Yard Card-Skid Mount	0.00	458.43	-458.43	-100.00%
2772 Wells Fargo 2017 Aera-Vator	1,939.38	2,994.18	-1,054.80	-35.23%
2773 DLL Finance Club Car CA550G Utility Cart	3,870.50	5,418.50	-1,548.00	-28.57%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	38,723.90	48,972.24	-10,248.34	-20.93%
2775 Deere Credit, Inc. Hybrid Mower	17,440.35	23,054.97	-5,614.62	-24.35%
2776 Wells Fargo MTE 2018 TurfCo Blower	5,758.84	7,329.46	-1,570.62	-21.43%
2777 DLL Finance Club Car CA502 Utility Cart	7,666.65	0.00	7,666.65	100.00%
2778 Wells Fargo Used Kubota Tractor Mini Ex	26,280.01	0.00	26,280.01	100.00%
Total Long-Term Liabilities	**$ 2,246,987.79**	**$ 2,264,508.31**	**-$ 17,520.52**	**-0.77%**
Total Liabilities	**$ 2,878,055.42**	**$ 2,704,134.77**	**$ 173,920.65**	**6.43%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	**-$ 42,873.28**	**-$ 42,873.28**	**$ 0.00**	**0.00%**
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%

Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-1,142,991.32	-966,350.59	-176,640.73	-18.28%
Net Income	-267,830.05	-333,815.98	65,985.93	19.77%
Total Equity	**-$1,048,326.55**	**-$ 937,671.75**	**-$110,654.80**	**-11.80%**
TOTAL LIABILITIES AND EQUITY	**$ 1,829,728.87**	**$ 1,766,463.02**	**$ 63,265.85**	**3.58%**

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

	Total			
	May 2020	May 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	122,589.52	134,393.60	-11,804.08	-8.78%
4020 I.D. Cards	38,965.42	20,530.00	18,435.42	89.80%
4025 Season Pass	12,603.33	0.00	12,603.33	100.00%
4030 Tournament Fees	0.00	6,960.00	-6,960.00	-100.00%
4050 Cart Revenue	26,197.00	40,175.00	-13,978.00	-34.79%
4055 GolfBoard Revenue	0.00	0.00	0.00	0.00%
4060 Golf Revenue - Gift Certif.	1,670.00	935.00	735.00	78.61%
4070 Gift & Rain Checks Redeemed	-2,361.42	-3,485.78	1,124.36	32.26%
Total 4001 Golf Revenue	**$199,663.85**	**$ 199,507.82**	**$ 156.03**	**0.08%**
4100 Tennis Revenue	5,000.00	5,017.60	-17.60	-0.35%
4200 Rental Income	1,375.00	1,375.00	0.00	0.00%
4300 Investment Income	11.64	5.22	6.42	122.99%
4400 Misc. Income	0.00	505.00	-505.00	-100.00%
4600 Restaurant Income	500.00	4,000.00	-3,500.00	-87.50%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Total Income	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Gross Profit	**$206,550.49**	**$ 210,410.64**	**-$ 3,860.15**	**-1.83%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	10,236.42	13,116.94	-2,880.52	-21.96%
5030 Operations	4,702.13	21,502.16	-16,800.03	-78.13%
5040 Operations O/T	158.40	0.00	158.40	0.00%
5050 Course Personnel	18,528.03	24,102.30	-5,574.27	-23.13%
5060 Course Personnel O/T	10.32	51.94	-41.62	-80.13%
5070 Seasonal Personnel	3,884.43	17,747.86	-13,863.43	-78.11%
5080 Seasonal Personnel O/T	0.00	52.90	-52.90	-100.00%
Total 5000 PERSONNEL EXPENSE	**$ 37,519.73**	**$ 76,574.10**	**-$39,054.37**	**-51.00%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	2,820.59	5,796.09	-2,975.50	-51.34%
5230 State Unemployment	598.23	2,439.67	-1,841.44	-75.48%
5250 Health Insurance	2,728.19	2,702.50	25.69	0.95%
5260 Workmans Compensation	-272.61	1,574.97	-1,847.58	-117.31%
5270 Retirement Plans	367.60	514.78	-147.18	-28.59%
Total 5200 EMPLOYEE BENEFITS	**$ 6,242.00**	**$ 13,028.01**	**-$ 6,786.01**	**-52.09%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	757.04	1,265.99	-508.95	-40.20%

5430 Professional Fees	2,500.00	2,500.00	0.00	0.00%
5436 Advertising	986.76	2,060.11	-1,073.35	-52.10%
5440 Office Expense	532.47	1,108.43	-575.96	-51.96%
5441 Bank Charges	14.30	28.10	-13.80	-49.11%
5442 Credit Card Fees	54.14	3,544.03	-3,489.89	-98.47%
5450 Training and Dues	0.00	1,161.00	-1,161.00	-100.00%
5461 Authority Secretarial Services	240.00	240.00	0.00	0.00%
5469 Other Outside Services	317.36	678.63	-361.27	-53.24%
5470 Other Administrative	569.66	599.32	-29.66	-4.95%
5480 Utilities	3,352.39	5,429.36	-2,076.97	-38.25%
5500 Liability Insurance	7,177.39	5,998.19	1,179.20	19.66%
5520 Interest Expense	1,403.51	1,719.35	-315.84	-18.37%
Total 5400 ADMINISTRATIVE EXPENSES	$ 17,905.02	$ 26,332.51	-$ 8,427.49	-32.00%
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	0.00	727.97	-727.97	-100.00%
5640 Golf Pro Supplies	0.00	1,671.38	-1,671.38	-100.00%
Total 5600 SALES AND OPERATIONS	$ 0.00	$ 2,399.35	-$ 2,399.35	-100.00%
5700 PARK MAINTENANCE				
5710 Water	1,636.41	1,051.39	585.02	55.64%
5720 Heating Fuel	2,830.98	995.84	1,835.14	184.28%
5730 Grounds Maintenance	563.75	1,535.10	-971.35	-63.28%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	5,952.83	-2,306.00	8,258.83	358.15%
5752 Agriculture/Chemicals Utilized	963.50	12,337.56	-11,374.06	-92.19%
Total 5750 Agriculture and Chemicals	$ 6,916.33	$ 10,031.56	-$ 3,115.23	-31.05%
5760 Irrigation Maintenance	2,730.57	0.00	2,730.57	100.00%
5770 Consumable Tools	0.00	899.94	-899.94	-100.00%
5780 Tee and Green Supplies	363.75	58.87	304.88	517.89%
5800 Equipment Maintenance	677.51	3,420.06	-2,742.55	-80.19%
5820 Building Maintenance	183.54	598.93	-415.39	-69.36%
5860 Gasoline/Diesel Fuel	0.00	1,501.93	-1,501.93	-100.00%
Total 5700 PARK MAINTENANCE	$ 15,902.84	$ 20,093.62	-$ 4,190.78	-20.86%
6000 CART EXPENSE				
6010 Cart Lease Expense	16,116.00	16,116.00	0.00	0.00%
6015 Board Lease Expense	0.00	1,264.71	-1,264.71	-100.00%
6020 Electricity	304.85	1,372.90	-1,068.05	-77.80%
6030 Maintenance	0.00	745.08	-745.08	-100.00%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	$ 16,820.85	$ 19,898.69	-$ 3,077.84	-15.47%
Total Expenses	$ 94,390.44	$ 158,326.28	-$63,935.84	-40.38%
Net Operating Income	$112,160.05	$ 52,084.36	$ 60,075.69	115.34%
Other Income				
7002 Capital Contribution	20,000.00	0.00	20,000.00	100.00%
Total Other Income	$ 20,000.00	$ 0.00	$ 20,000.00	
Other Expenses				
8000 Depreciation/Amortization	19,973.46	19,973.46	0.00	0.00%
8001 Capital projects				

8100 Capital Projects - Cash	0.00	3,881.60	-3,881.60	-100.00%
Total 8001 Capital projects	**$ 0.00**	**$ 3,881.60**	**-$ 3,881.60**	**-100.00%**
8006 Disposed Assets	0.00	-1,901.00	1,901.00	100.00%
Total Other Expenses	**$ 19,973.46**	**$ 21,954.06**	**-$ 1,980.60**	**-9.02%**
Net Other Income	**$ 26.54**	**-$ 21,954.06**	**$ 21,980.60**	**100.12%**
Net Income	**$112,186.59**	**$ 30,130.30**	**$ 82,056.29**	**272.34%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2019 - May 2020

	Total			
	Jul 2019 - May 2020	Jul 2018 - May 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	747,878.00	778,512.24	-30,634.24	-3.93%
4020 I.D. Cards	107,025.42	120,005.00	-12,979.58	-10.82%
4025 Season Pass	12,603.33	0.00	12,603.33	100.00%
4030 Tournament Fees	62,875.00	66,167.10	-3,292.10	-4.98%
4050 Cart Revenue	221,761.00	240,405.00	-18,644.00	-7.76%
4055 GolfBoard Revenue	2,897.00	4,098.00	-1,201.00	-29.31%
4060 Golf Revenue - Gift Certif.	17,593.00	17,784.95	-191.95	-1.08%
4070 Gift & Rain Checks Redeemed	-17,247.52	-20,776.78	3,529.26	16.99%
Total 4001 Golf Revenue	**$ 1,155,385.23**	**$ 1,206,195.51**	**-$50,810.28**	**-4.21%**
4100 Tennis Revenue	20,052.80	20,017.60	35.20	0.18%
4200 Rental Income	15,125.00	14,925.00	200.00	1.34%
4300 Investment Income	47.83	46.78	1.05	2.24%
4400 Misc. Income	353.27	555.00	-201.73	-36.35%
4600 Restaurant Income	29,500.00	8,007.00	21,493.00	268.43%
4700 Advertising Revenue	1,475.00	0.00	1,475.00	0.00%
Total 4000 REVENUES	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Total Income	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Gross Profit	**$ 1,221,939.13**	**$ 1,249,746.89**	**-$27,807.76**	**-2.23%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	139,476.92	138,883.46	593.46	0.43%
5030 Operations	125,462.24	145,601.72	-20,139.48	-13.83%
5040 Operations O/T	1,241.99	584.64	657.35	112.44%
5050 Course Personnel	259,047.41	264,642.75	-5,595.34	-2.11%
5060 Course Personnel O/T	777.84	507.59	270.25	53.24%
5070 Seasonal Personnel	98,325.27	111,223.53	-12,898.26	-11.60%
5080 Seasonal Personnel O/T	806.70	456.14	350.56	76.85%
Total 5000 PERSONNEL EXPENSE	**$ 625,138.37**	**$ 661,899.83**	**-$36,761.46**	**-5.55%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	47,410.55	50,188.16	-2,777.61	-5.53%
5230 State Unemployment	17,736.80	18,106.04	-369.24	-2.04%
5250 Health Insurance	29,179.24	35,963.17	-6,783.93	-18.86%
5260 Workmans Compensation	14,392.22	14,507.60	-115.38	-0.80%
5270 Retirement Plans	5,483.00	6,512.52	-1,029.52	-15.81%
Total 5200 EMPLOYEE BENEFITS	**$ 114,201.81**	**$ 125,277.49**	**-$11,075.68**	**-8.84%**
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	9,451.53	9,925.10	-473.57	-4.77%
5430 Professional Fees	27,515.14	27,622.16	-107.02	-0.39%
5436 Advertising	11,612.85	11,748.71	-135.86	-1.16%
5440 Office Expense	11,310.03	11,838.75	-528.72	-4.47%
5441 Bank Charges	237.10	452.00	-214.90	-47.54%
5442 Credit Card Fees	23,834.59	24,611.69	-777.10	-3.16%
5445 Postage	22.00	44.70	-22.70	-50.78%
5450 Training and Dues	1,375.00	3,261.00	-1,886.00	-57.84%
5461 Authority Secretarial Services	1,490.00	2,350.00	-860.00	-36.60%
5469 Other Outside Services	4,602.29	4,846.60	-244.31	-5.04%
5470 Other Administrative	7,277.20	6,956.69	320.51	4.61%
5480 Utilities	54,872.91	49,392.02	5,480.89	11.10%
5500 Liability Insurance	69,625.52	50,597.63	19,027.89	37.61%
5520 Interest Expense	9,260.20	11,777.01	-2,516.81	-21.37%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 232,486.36**	**$ 215,424.06**	**$ 17,062.30**	**7.92%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	5,860.59	15,341.64	-9,481.05	-61.80%
5640 Golf Pro Supplies	1,323.31	3,884.04	-2,560.73	-65.93%
Total 5600 SALES AND OPERATIONS	**$ 7,183.90**	**$ 19,225.68**	**-$12,041.78**	**-62.63%**
5700 PARK MAINTENANCE				
5710 Water	34,438.51	25,724.59	8,713.92	33.87%
5720 Heating Fuel	11,071.89	12,668.59	-1,596.70	-12.60%
5730 Grounds Maintenance	12,534.38	21,185.31	-8,650.93	-40.83%
5740 Tree Maintenance	200.00	1,060.00	-860.00	-81.13%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	38,011.45	94,702.60	-56,691.15	-59.86%
5752 Agriculture/Chemicals Utilized	28,516.08	-20,045.89	48,561.97	242.25%
Total 5750 Agriculture and Chemicals	**$ 66,527.53**	**$ 74,656.71**	**-$ 8,129.18**	**-10.89%**
5760 Irrigation Maintenance	10,328.64	12,481.98	-2,153.34	-17.25%
5770 Consumable Tools	2,413.68	3,293.38	-879.70	-26.71%
5780 Tee and Green Supplies	2,774.51	1,518.53	1,255.98	82.71%
5795 Janitorial Supplies	0.00	29.01	-29.01	-100.00%
5800 Equipment Maintenance	27,006.07	23,795.75	3,210.32	13.49%
5810 Equipment Rental	98.64	0.00	98.64	100.00%
5820 Building Maintenance	12,360.06	12,869.25	-509.19	-3.96%
5840 Small Equipment	516.19	920.00	-403.81	-43.89%
5860 Gasoline/Diesel Fuel	10,172.95	12,742.16	-2,569.21	-20.16%
5880 Employee work clothes	151.59	0.00	151.59	100.00%
Total 5700 PARK MAINTENANCE	**$ 190,594.64**	**$ 202,945.26**	**-$12,350.62**	**-6.09%**
6000 CART EXPENSE				
6010 Cart Lease Expense	85,137.74	87,050.43	-1,912.69	-2.20%
6015 Board Lease Expense	5,442.72	7,245.51	-1,802.79	-24.88%
6020 Electricity	11,544.58	11,412.52	132.06	1.16%
6030 Maintenance	1,266.66	3,350.59	-2,083.93	-62.20%
6050 Cart Insurance	4,400.00	4,400.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	2,000.00	-2,000.00	-100.00%
Total 6000 CART EXPENSE	**$ 107,791.70**	**$ 115,459.05**	**-$ 7,667.35**	**-6.64%**

Total Expenses	**$ 1,277,396.78**	**$ 1,340,231.37**	**-$62,834.59**	**-4.69%**
Net Operating Income	**-$ 55,457.65**	**-$ 90,484.48**	**$ 35,026.83**	**38.71%**
Other Income				
7002 Capital Contribution	20,000.00		20,000.00	
Total Other Income	**$ 20,000.00**	**$ 0.00**	**$ 20,000.00**	**100.00%**
Other Expenses				
8000 Depreciation/Amortization	219,708.06	219,150.24	557.82	0.25%
8001 Capital projects				
8100 Capital Projects - Cash	12,664.34	26,082.26	-13,417.92	-51.44%
Total 8001 Capital projects	**$ 12,664.34**	**$ 26,082.26**	**-$13,417.92**	**-51.44%**
8006 Disposed Assets	0.00	-1,901.00	1,901.00	100.00%
Total Other Expenses	**$ 232,372.40**	**$ 243,331.50**	**-$10,959.10**	**-4.50%**
Net Other Income	**-$ 212,372.40**	**-$ 243,331.50**	**$ 30,959.10**	**12.72%**
Net Income	**-$ 267,830.05**	**-$ 333,815.98**	**$ 65,985.93**	**19.77%**

Oak Hills Park Authority
FY20 Actual vs. Budget

ITEM 8

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$122,589.52	$139,923	-$17,333	-12.4%	$747,878	$831,577	-$83,699	-10.1%
4020 · I.D. Cards	$38,965	$22,323	$16,642	74.6%	$107,025	$130,006	-$22,981	-17.7%
4025 · Season Pass	$12,603	$0	$12,603	0.0%	$12,603	$0	$12,603	0.0%
4030 · Tournament Fees	$0	$7,143	-$7,143	-100.0%	$62,875	$65,714	-$2,839	-4.3%
4050 · Cart Revenue	$26,197	$42,510	-$16,313	-38.4%	$221,761	$256,943	-$35,182	-13.7%
4055 · GolfBoard Revenue	$0	$280	-$280	-100.0%	$2,897	$4,781	-$1,884	-39.4%
4060 · Golf Revenue - Gift Certif.	$1,670	$1,153	$517	44.8%	$17,593	$18,800	-$1,207	-6.4%
4070 · Gift & Rain Checks Redeemed	-$2,361	-$3,828	$1,467	-38.3%	-$17,248	-$21,284	$4,036	-19.0%
Total 4001 · Golf Revenue	**$199,664**	**$209,504**	**-$9,841**	**-4.7%**	**$1,155,385**	**$1,286,538**	**-$131,153**	**-10.2%**
4100 · Tennis Revenue	$5,000	$5,003	-$3	-0.1%	$20,053	$20,041	$12	0.1%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$15,125	$15,125	$0	0.0%
4300 · Investment Income	$12	$15	-$3	-19.9%	$48	$146	-$98	-67.3%
4400 · Misc. Income		$285	-$285	-100.0%	$353	$344	$10	2.8%
4600 · Restaurant Income	$500	$4,000	-$3,500	-87.5%	$29,500	$44,000	-$14,500	-33.0%
4700 · Advertising Revenue	$0	$250	-$250	-100.0%	$1,475	$750	$725	96.7%
Total Other Revenue	**$6,887**	**$10,927**	**-$4,041**	**-37.0%**	**$66,554**	**$80,406**	**-$13,852**	**-17.2%**
TOTAL REVENUE	**$206,550**	**$220,432**	**-$13,881**	**-6.3%**	**$1,221,939**	**$1,366,944**	**-$145,005**	**-10.6%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$10,236	$13,721	$3,485	25.4%	$139,477	$146,467	$6,990	4.8%
5030 · Operations	$4,702	$21,319	$16,617	77.9%	$125,462	$135,056	$9,594	7.1%
5040 · Operations O/T	$158	$0	-$158	0.0%	$1,242	$0	-$1,242	0.0%
5050 · Course Personnel	$18,528	$26,222	$7,694	29.3%	$259,047	$284,625	$25,577	9.0%
5060 · Course Personnel O/T	$10	$6	-$4	-63.8%	$778	$149	-$629	-421.1%
5070 · Seasonal Personnel	$3,884	$19,257	$15,372	79.8%	$98,325	$133,764	$35,438	26.5%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$807	$0	-$807	0.0%
Total 5000 · PERSONNEL EXPENSE	**$37,520**	**$80,526**	**$43,006**	53.4%	**$625,138**	**$700,061**	**$74,922**	10.7%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$2,821	$5,375	$2,554	47.5%	$47,411	$53,394	$5,983	11.2%
5230 · State Unemployment	$598	$2,477	$1,878	75.8%	$17,737	$19,056	$1,320	6.9%
5250 · Health Insurance	$2,728	$2,389	-$339	-14.2%	$29,179	$29,472	$293	1.0%
5260 · Workmans Compensation	-$273	$1,800	$2,073	115.1%	$14,392	$16,083	$1,691	10.5%
5270 · Retirement Plans	$368	$579	$211	36.5%	$5,483	$6,449	$966	15.0%
Total 5200 · EMPLOYEE BENEFITS	**$6,242**	**$12,620**	**$6,378**	50.5%	**$114,202**	**$124,455**	**$10,253**	8.2%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$757	$1,006	$249	24.7%	$9,452	$10,988	$1,536	14.0%
5430 · Professional Fees	$2,500	$2,700	$200	7.4%	$27,515	$29,300	$1,785	6.1%
5436 · Advertising	$987	$1,776	$789	44.4%	$11,613	$13,439	$1,827	13.6%
5440 · Office Expense	$532	$1,444	$911	63.1%	$11,310	$12,625	$1,315	10.4%
5441 · Bank Charges	$14	$38	$23	62.1%	$237	$450	$213	47.4%
5442 · Credit Card Fees	$54	$3,305	$3,251	98.4%	$23,835	$25,818	$1,983	7.7%
5445 · Postage	$0	$20	$20	100.0%	$22	$109	$87	79.7%
5450 · Training and Dues	$0	$906	$906	100.0%	$1,375	$3,253	$1,878	57.7%
5461 · Authority Secretarial Services	$240	$123	-$117	-95.1%	$1,490	$1,377	-$113	-8.2%
5469 · Other Outside Services	$317	$538	$220	41.0%	$4,602	$4,544	-$58	-1.3%
5470 · Other Admin	$570	$675	$105	15.5%	$7,277	$7,336	$59	0.8%
5471 · Charitable Donations		$200				$200		
5480 · Utilities	$3,352	$6,661	$3,309	49.7%	$54,873	$64,864	$9,991	15.4%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$9,324**	**$19,392**	**$9,867**	51.9%	**$153,601**	**$174,303**	**$20,502**	11.9%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$7,177	$6,585	-$592	-9.0%	$69,626	$66,879	-$2,747	-4.1%

Oak Hills Park Authority
FY20 Actual vs. Budget

ITEM 8

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5520 · Interest	$1,404	$1,215	-$189	-15.5%	$9,260	$10,720	$1,459	13.6%
Total 5500 · DEBT SERVICE AND INSURANCE	**$8,581**	**$7,800**	**-$781**	-10.0%	**$78,886**	**$77,598**	**-$1,288**	-1.7%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$0	$1,268	$1,268	100.0%	$5,861	$12,732	$6,871	54.0%
5640 · Golf Pro Supplies	$0	$319	$319	100.0%	$1,323	$3,181	$1,858	58.4%
5680 · Golf Pro Work Clothes	$0	$900	$900	100.0%	$0	$900	$900	100.0%
Total 5600 SALES AND OPERATIONS	**$0**	**$2,487**	**$2,487**	100.0%	**$7,184**	**$16,813**	**$9,629**	57.3%
5700 · PARK MAINTENANCE								
5710 · Water	$1,636	$1,154	-$482	-41.8%	$34,439	$37,410	$2,972	7.9%
5720 · Heating Fuel	$2,831	$748	-$2,083	-278.4%	$11,072	$12,701	$1,629	12.8%
5730 · Grounds Maintenance	$564	$5,891	$5,327	90.4%	$12,534	$26,320	$13,786	52.4%
5740 · Tree Maintenance		$0	$0	0.0%	$200	$5,000	$4,800	96.0%
5751 · Agriculture&Chemicals-Purch	$5,953		-$5,953	0.0%	$38,011	$0	-$38,011	0.0%
5752 · Agriculture/Chemicals Utilized	$964	$11,654	$10,691	91.7%	$28,516	$80,304	$51,788	64.5%
5760 · Irrigation Maintenance	$2,731	$149	-$2,582	-1737.7%	$10,329	$12,176	$1,847	15.2%
5770 · Consumable Tools		$307	$307	100.0%	$2,414	$2,976	$562	18.9%
5780 · Tee and Green Supplies	$364	$67	-$297	-442.0%	$2,775	$2,612	-$163	-6.2%
5795 · Janitorial Supplies	$0	$26	$26	100.0%	$0	$331	$331	100.0%
Total 5700 · PARK MAINTENANCE	**$15,042**	**$19,997**	**$4,955**	24.8%	**$140,289**	**$179,830**	**$39,541**	22.0%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$678	$4,555	$3,878	85.1%	$27,006	$30,630	$3,624	11.8%
5810 · Equipment Rental	$0		$0	0.0%	$99	$3,000	$2,901	96.7%
5820 · Building Maintenance	$184	$956	$773	80.8%	$12,360	$14,162	$1,802	12.7%
5840 · Small Equipment	$0	$0	$0	0.0%	$516	$2,000	$1,484	74.2%
5860 · Gasoline/Diesel Fuel	$0	$2,442	$2,442	100.0%	$10,173	$12,963	$2,790	21.5%
5880 · Employee work clothes	$0	$468	$468	100.0%	$152	$532	$380	71.5%
Total 5800 · PARK EQUIPMENT	**$861**	**$8,421**	**$7,560**	89.8%	**$50,306**	**$63,287**	**$12,982**	20.5%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$16,116	$16,477	$361	2.2%	$85,138	$86,219	$1,082	1.3%
6015 · Board Lease Expense	$0	$1,419	$1,419	100.0%	$5,443	$7,170	$1,727	24.1%
6020 · Electricity	$305	$1,311	$1,007	76.8%	$11,545	$11,772	$227	1.9%
6030 · Maintenance	$0	$995	$995	100.0%	$1,267	$3,586	$2,319	64.7%
6050 · Cart Insurance	$400	$400	$0	0.0%	$4,400	$4,400	$0	0.0%
6060 · Misc. Cart Expense	$0	$100	$100	100.0%	$0	$900	$900	100.0%
Total 6000 · CART EXPENSE	**$16,821**	**$20,702**	**$3,881**	18.7%	**$107,792**	**$114,047**	**$6,255**	5.5%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$94,390**	**$171,944**	**$77,354**	45.1%	**$1,277,397**	**$1,450,394**	**$172,797**	11.9%
TOTAL OPERATIONAL NET INCOME	**$112,160**	**$48,488**	**$63,672**	131.3%	**-$55,458**	**-$83,450**	**$27,992**	-33.5%
Depreciation/Amortization								
Restructured Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Funding $150k	$0	$0	$0	0.0%	$0	$0	$0	0.0%
$150K Operating Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Expense	**$0**	**$0**	**$0**	0.0%	**$0**	**$0**	**$0**	0.0%
NET INCOME BEFORE CAPITAL EXPENSES	**$112,160**	**$48,488**	**$63,672**	131.3%	**-$55,458**	**-$83,450**	**$27,992**	-33.5%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	$0	$2,119	$2,119	100.0%	$12,664	$27,881	$15,217	54.6%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution	-$20,000				-$20,000			
Total 8000 · OTHER EXPENSE	-$20,000	$2,119	$2,119	1043.8%	-$7,336	$27,881	$15,217	126.3%
NET INCOME	**$132,160**	**$46,368**	**$85,792**	185.0%	**-$48,122**	**-$111,331**	**$63,209**	-56.8%

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

Date: June 29, 2020

To: The Members of the Finance Committee

From: Craig Schmidt, Risk Manager

Regarding: Contract for Workers Compensation Administration Services

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

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

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

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

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

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

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

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

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

CITY OF NORWALK
OFFICE OF THE ASSESSOR
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

P: 203-854-7888 / F: 203-854-7986
norwalkct.org

MEMORANDUM

Date: July 6, 2020

TO: Greg Burnett, Chairman,
Finance/Claims Committee

FROM: William J. Ford, Assessor

RE: Local Elderly Tax Relief Program

The goals of the City of Norwalk's Elderly Homeowners Program, Norwalk Code - Chapter 103-12, the Elderly Homeowners program, are to provide meaningful tax relief to the most financially vulnerable seniors in Norwalk.

The application period this year was from February 1, 2020 through May 15, 2020.

The Finance/Claims Committee adopted changes in September 2019, and the Office of Policy and Management updates to income limits, altered the Chapter 103-12 Elderly Homeowners Local EHO program in following ways:

- The maximum qualifying income for **Tier 1** has increased to **$ 57,000** (up $1,000), and set the income maximum at **126.42%** of the State EHO Program maximum income $45,100 for FY 2020-21.
- The maximum tax relief provided to **Tier 1** recipient increased by $50 to **$1,500** from **$1,450**.
- The **Tier 2** income maximum increased to **$ 70,200** (up $1,200), and to **155.76%** of the estimated State EHO Program maximum income from the current ordinance maximum of **150.70%.**
- The maximum tax credit for **Tier 2** recipients increased to **$900,** (up $100) from the previous **$800**.

Impact of the ordinance changes:

- **Tier 1** recipient count was projected to increase to **1,036** in FY 2020-21, from **986** in FY 2019-20, the actual number of recipients increased to **1,084**
- **Tier 2** was projected to have a total count at **122** for FY 2020-21the actual was 90.
- Total **Local EHO** participants was estimated at **1,157** for FY 2020-21, actual was 1175 exceeding expectations.
- **Tier 1** maximum credits are at $**1,500** for FY 2020–21, up from $**1,450** in FY 2019-20.
- **Tier 2** maximum benefit was increase to $**900** for FY 2020–21, up from $**800** in FY 2019-20.
- Total tax relief for elderly homeowners with incomes of $57,000 or less (**Tier 1)** for Fiscal 2020-21 is $**1,538,852** an increase of $179,851 from $1,359,001 in FY 2019-20, and total credits for elderly homeowners with incomes between $57,001 and $70,200 (**Tier 2)** was $77,625.
- The total initial applicants for FY2020-21 was 129.
- Total **Local EHO Tax Credit** will increase by $132,561 to **$1,580,569** for FY 2020–21, up from $**1,448,008**.
- The total expenditure for Norwalk's Local EHO program in FY 2020-21 of **$1,616,477** is up $468,170 from **$1,112,397** in FY 2013-14.
- Average tax credits increased to **$1,376** for FY 2020–21, from $1,312 in FY 2019-20, and $**967** in FY 2013-14.

CC: Finance/Claims Committee
Brian Candela, Associate Corporation Counsel
Henry M. Dachowitz, Chief Financial Officer
Chitsamay Lam, Comptroller

NORWALK LOCAL ELDERLY HOMEOWNERS PROGRAM ACTUAL

	GL 2015 FY 2016-17 State Max Income		GL 2016 FY 2017-18 State Max Income		GL 2017 FY 2018-19 State Max Income		GL 2018 FY 2019-20 State Max Income		GL 2019 FY 2020-21 State Max Income		Year-over-Year Amount	%
		$ 42,900		$ 42,900		$ 43,000		$ 43,900		$ 45,100	$ 1,200	2.73%
ORDINANCE § 103-12	Percent of State Max		Percent of State Max		Percent of State Max		Percent of State Max		Percent of State Max			
TIER #1												
Min Income		$ -		$ -		$ -		$ -		$ -		
Max Income	100.01%	$ 42,900	108.50%	$ 46,500	117.44%	$ 50,500	117.44%	$ 51,600	126.42%	$ 57,000	$ 5,400	10.47%
Max Benefit		$ 1,390		$ 1,400		$ 1,450		$ 1,450		$ 1,500		
TIER #2												
Min Income		$ 42,901		$ 46,501		$ 50,501		$ 51,601		$ 57,001		
Max Income	121.45%	$ 52,100	127.77%	$ 54,800	150.70%	$ 64,800	150.70%	$ 66,200	155.76%	$ 70,200	$ 4,000	6.04%
Max Benefit		750		750		800		800		900		

ACTUAL	GL 2015	Percent of Total	GL 2016	Percent of Total	GL 2017	Percent of Total	GL 2018	Percent of Total	GL 2019	Percent of Total	Year-over-Year	Percent of Total
TIER #1												
Taxpayer Count	971	86.77%	977	92.08%	984	93.36%	986	89.31%	1084	92.33%	98	9.94%
Tax Relief	$ 1,284,411	92.21%	$ 1,293,251	95.44%	$ 1,347,038	96.25%	$ 1,359,001	93.85%	$ 1,538,852	95.20%	$ 179,851	13.23%
Average / Taxpayer	$ 1,323		$ 1,324		$ 1,369		$ 1,378		$ 1,420		$ 41.31	3.00%
TIER #2												
Taxpayer Count	$ 148	13.23%	$ 84	7.92%	$ 70	6.64%	$ 118	10.69%	$ 90	7.67%	(28)	-23.73%
Tax Relief	$ 108,494	7.79%	$ 61,744	4.56%	$ 52,467	3.75%	$ 89,007	6.15%	$ 77,625	4.80%	$ (11,382)	-12.79%
Average / Taxpayer	$ 733		$ 735		$ 750		$ 754		$ 863		$ 108.20	14.34%
TOTAL												
Taxpayer Count	$ 1,119		$ 1,061		$ 1,054		$ 1,104		$ 1,174		70	6.34%
Tax Relief	$ 1,392,905		$ 1,354,995		$ 1,399,505		$ 1,448,008		$ 1,616,477		$ 168,469.00	11.63%
Average / Taxpayer	$ 1,245		$ 1,277		$ 1,328		$ 1,312		$ 1,377		$ 65.30	4.98%

Maximum Relief Estimated tax relief for each FY and year end Tax Relief Balance.

o In FY 2016-17 the Max Available was	$ 1,483,044	Actual used	$1,392,905	and Variance or unspent	$ 90,139.00
o In FY 2017-18 the Max Available was	$ 1,510,759	Actual used	$1,354,995	and Variance or unspent	$ 155,764.00
o In FY 2018-19 the Max Available was	$ 1,516,645	Actual used	$1,354,995	and Variance or unspent	$ 161,650.00
o In FY 2019-20 the Max Available was	$ 1,546,665	Actual used	$1,448,000	and Variance or unspent	$ 98,665.00

CITY OF NORWALK
COMMON COUNCIL

RESOLUTION TO AUTHORIZE, ISSUE AND SELL
GENERAL OBLIGATION REFUNDING BONDS

Section 1. General Obligation Refunding Bonds of the City of Norwalk (the "City") in a principal amount not exceeding $53,000,000 (hereinafter, the "Bonds") are hereby authorized to be issued, and the proceeds thereof appropriated, in such amount or in such lesser amount as shall be necessary to refund all or any portion of the City's outstanding general obligation bonds and Clean Water Fund project loan obligations and interim funding obligations, including, but not limited to, the City's outstanding General Obligation Refunding Bonds, Issue of 2011, Series A, dated and issued July 1, 2011, the City's outstanding General Obligation Refunding Bonds, Issue of 2012, Series A, dated and issued July 24, 2012 and the City's outstanding General Obligation Bonds, Issue of 2015, dated and issued July 16, 2015 (collectively, referred to herein as the "Refunded Bonds"). The proceeds of the Bonds may be expended to fund the escrow account provided for in Section 4 hereof, to pay an underwriter's discount on the Bonds and to pay all costs of issuance related to the Bonds.

Section 2. The Bonds shall be issued and sold in one or more series, in such principal amounts and in such manner, subject to final approval by the Committee (as defined and described below), as the Mayor and Director of Finance shall determine to be in the best interest of the City. The Mayor and Director of Finance are authorized to determine the Refunded Bonds to be redeemed and the amount, date, interest rates, maturities, redemption provisions, form and other details of the Bonds which shall comply with the requirements set forth in Section 7-370c of the Connecticut General Statutes, as amended. The Bonds shall be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor, Comptroller and the Director of Finance, bear the City seal or facsimile thereof, and be approved as to their legality by Shipman & Goodwin LLP, bond counsel to the City. The Bonds shall be general obligations of the City and each of the Bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon.

Section 3. The Bonds shall be issued and sold either in a negotiated underwriting or a competitive offering, at such time or times as the Mayor and the Director of Finance shall determine to be the most opportune for the City. If sold in a competitive offering, the Bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City. If the Bonds are sold by negotiation, the purchase agreement shall be signed by the Mayor and Director of Finance, subject to final approval by the Committee.

Section 4. The net proceeds from the sale of the Bonds, after payment of underwriter's discount and other costs of issuance, may be deposited in an irrevocable escrow account and invested in a portfolio of non-callable direct obligations of, or obligations guaranteed by, the United States of America, including United States Treasury State and Local Government Series ("SLGS") securities, Federal National Mortgage Association ("FNMA") securities and any other securities permitted by Section 7-400 of the Connecticut General Statutes, all of which shall not be callable or prepayable at the option of the issuer thereof ("Government Obligations") in an amount sufficient to pay at maturity, or to redeem at the redemption price prior to maturity, the Refunded Bonds. The Mayor and Director of Finance are authorized to appoint an escrow agent and a verification agent to verify the sufficiency of the Government Obligations and to execute and deliver any and all escrow and related agreements necessary to provide for the payment when due of the principal of and interest on and the redemption premium, if any, the Refunded Bonds.

Section 5. The Mayor and Director of Finance are authorized to prepare and distribute a Preliminary Official Statement and a final Official Statement of the City for use in connection with the offering and sale of the Bonds and are further authorized to execute and deliver a Continuing Disclosure Agreement in connection with the issuance and sale of the Bonds on behalf of the City in such form as they shall deem necessary and appropriate.

Section 6. The Mayor and Director of Finance are authorized to execute and deliver a Tax Certificate and a Tax Compliance Agreement for the Bonds on behalf of the City in such form as they shall deem necessary and appropriate, and to rebate to the United States Treasury such amounts as may be required pursuant to the Tax Certificate and Tax Compliance Agreement for the purpose of complying with the requirements of the Internal Revenue Code of 1986, as amended.

Section 7. The Bonds, or any portion thereof, may bear interest which is includable in the gross income of holders thereof for Federal income tax purposes pursuant to the Internal Revenue Code of 1986, as amended, as the issuance of such taxable bonds is hereby determined to be in the public interest.

Section 8. The Mayor and Director of Finance are authorized to appoint a certifying, transfer and paying agent and a registrar for the Bonds; and to execute and deliver any and all additional agreements, documents and certificates necessary to effect the issuance, sale and delivery of the Bonds and the refunding of the Refunded Bonds in accordance with the terms of this resolution.

Section 9. The Common Council hereby delegates to the Mayor and Director of Finance, subject to the final approval of the President of the Common Council, the Majority Leader of the Common Council, the Minority Leader of the Common Council and the Chairman of the Finance Committee of the Common Council, or any two of them (the "Committee"), the authority to determine the number of series to be issued, the principal amount of the refunding bond of each series to be issued, the annual installments of principal, redemption provisions, if any, other terms, details and particulars of such Bonds, including the rate or rates of interest payable thereon, to make appointments and execute documents referenced in this resolution and to execute such other agreements, instruments, documents and certificates necessary or desirable for the issuance of the Bonds.

Section 10. This resolution shall be effective until January 1, 2021.