SPECIAL FINANCE AND CLAIMS COMMITTEE OF THE COMMON COUNCIL MEETING
AGENDA
Monday, June 17, 2024, 7:30 P. M.
By Zoom Virtual Teleconference:

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

Members of the public who wish to provide "live comments" can 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 be 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. Please find the information using the link above.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. Please email Chitsamay Lam at clam@norwalkct.gov at least three hours in advance of the meeting start time to provide written public comment prior to the meeting.

Agenda

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

   May 16, 2024-Special Finance and Claims Committee Meeting

5. Tax Assessor report.
6. Claims Committee Report: June 2024.
7. Narrative on Tax Collections dated June 2024 – Receive Report and discuss.
8. Monthly Tax Collector's Reports dated May 2024 – Receive Report and discuss.
9. Received Oak Hills Park Authority Monthly Financial Statements for March and April 2024.
10. Discuss and approve FY 2024-2025 Parking Authority Budget.
11. Authorize the Purchasing Agent to issue a purchase order to APPLE Computer Inc., for the supply of 25 iMac Computers, for an amount not to exceed $47,450.00 account 09245010- 5777-C0112, and forward to the Common Council for further action.
12. Authorize the purchasing agent to issue a purchase order to Total Communication, Inc, in an amount not to exceed $159,600.35 for data storage server replacement. Account No. 9241370-5777-C0375 Information Technology Project
13. Approve Norwalk Procurement Guidelines Revision

14. RESOLUTION MAKING APPROPRIATIONS, FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING $70,217,280 FOR THE FY 2024-2025 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF $70,217,280 GENERAL OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE FY 2024-2025 CAPITAL BUDGET.

15 a. Requesting a Special Capital Appropriation in the amount of $17,100 to increase the appropriation and authorization for account 09250313-5777-C0385 (Building Repairs-Various Buildings) to contract GZA GeoEnvironmental, Inc for $16,855 to perform preliminary soil testing in order to determine the scope of work necessary to repair/replace the current sinking and unstable apparatus floor.

b. Requesting a reduction in the amount of $16,549.24 to the appropriation in account 09233110-5777-C0385 (Station 5-Roof Replacement). The project will be closed.

c. Requesting a reduction in the amount of $550.76 to the appropriation in account 09223110-5777-C0385 (Station 5-Roof Replacement). The project will be closed.

16. RESOLUTION MAKING A SUPPLEMENTAL APPROPRIATION OF $189,000,000 FOR THE CONSTRUCTION OF A NEW NORWALK HIGH SCHOOL AND AUTHORIZING THE ISSUANCE OF AN ADDITIONAL $15,000,000 GENERAL OBLIGATION BONDS OF THE CITY TO FINANCE THE APPROPRIATION, OR SO MUCH AS MAY BE NECESSARY AFTER DEDUCTING GRANTS TO BE RECEIVED FOR THE PROJECT

17. RESOLUTION TO TRANSFER UNEXPENDED FUNDS

a. WHEREAS, the Common Council previously adopted a resolution to appropriate $72,000,000 for the renovation of the South Norwalk Community School (the "Project") and to authorize the issue of bonds, notes or temporary notes in an amount not to exceed $72,000,000 to finance said appropriation (the "Resolution"); and

b. WHEREAS, after the Common Council adopted the Resolution, the State of Connecticut increased the City's school construction grant for the Project; and

c. WHEREAS, due to the increase in State grants, upon reimbursement to the City, there will be unexpended bond proceeds that the Common Council may, by resolution, transfer to other projects.

d. BE IT RESOLVED, that the Common Council hereby authorizes the transfer of $19,000,000 of unexpended bond proceeds from the Project to the construction of a new Norwalk High School.

18. RESOLUTION TO DEAUTHORIZE BONDS

a. WHEREAS, the Common Council previously adopted a resolution to appropriate $72,000,000 for the renovation of the South Norwalk Community School (the "Project") and to authorize the issue of bonds, notes or temporary notes in an amount not to exceed $72,000,000 to finance said appropriation (the "Resolution"); and

b. WHEREAS, after the Common Council adopted the Resolution, the State of Connecticut increased the City's school construction grant for the Project; and

c. WHEREAS, due to the increase in State grants, the City will not need to issue $72,000,000 in bonds.

d. BE IT RESOLVED, that the Common Council hereby deauthorizes bonds for the Project as follows:

	Original Amount	Increase/(Decrease)	Revised Amount
Renovation of South Norwalk Community School	$ 72,000,000	$(19,000,000)	$53,000,000
TOTAL:	$72,000,000	$(19,000,000)	$53,000,000

19. Authorize the purchasing agent to issue a purchase order to Charles Feldman and Associates, in an amount not to exceed $60,000 for professional audit services. Account No. 011320-5253 Tax Assessor Professional Services

20. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with ClearGovfor the electronic platform to create Digital Budget Books. Account 09241350-5777-C0090 Digital Budget Book Capital Project

21. Adjournment.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
SPECIAL MEETING
MAY 16, 2024

ATTENDANCE: Greg, Burnett, Chair; Heather Dunn, Jim Frayer, Johan Lopez, Doug Sutton

OTHERS: Chitsamay Lam, Comptroller; Lisa Biagiarelli, Tax Collector, Atty. Darien Callahan, Jared Schmitt; Ralph Kolb, WPCA; Paul Gorman, Tax Assessor; Jessica Vonashek, Chief of Community and Economic Development, Joel Rottman, the Norwalk Housing Authority Development Consultant

CALL TO ORDER

Council Member Burnett called the meeting to order at 7:11 p.m.

ROLL CALL

Council Member Burnett called the roll. A quorum was present.

PUBLIC PARTICIPATION

There was no one present who wished to address the Committee at this time.

APPROVE THE MINUTES

- **April 11, 2024-Regular Finance and Claims Committee Meeting.**

**** COUNCIL MEMBER FRAYER MOVED THE MINUTES OF THE APRIL 11, 2024-REGULAR FINANCE AND CLAIMS COMMITTEE MEETING.**
**** THE MOTION TO APPROVE THE MINUTES OF THE APRIL 11, 2024-REGULAR FINANCE AND CLAIMS COMMITTEE MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

TAX ASSESSOR REPORT.

Mr. Gorman said that he had been appointed as the Tax Assessor which was effective two weeks ago. He said that he had submitted a report to Ms. Lam last week, but the numbers have changed dramatically. Unfortunately, his office was not able to produce a new report for this meeting because information was still being entered for the elderly and disabled home owners and for those who have applications in for Board of Assessment Appeals. The deadline for the elderly and disabled home owners was on May 15th. The advertising that the office did with the tax bills and through other means was very effective. Mr. Gorman said that the Board of Assessment

Appeals were awarding something in the neighborhood of $11 million dollars. Mr. Gorham will send the report to Council Member Burnett to distribute to the other Committee members.

CLAIMS COMMITTEE REPORT: MAY 2024.

Ms. Biagiarelli said that there were a number of items that were special request. One was a real estate refund request for $682,389.66 from Home Depot due to a duplicate payment in 2022 that was made electronically. She reviewed the details to the Committee members for their consideration.

**** COUNCIL MEMBER FRAYER MOVED TO APPROVE THE REFUND OF $682,389.66 TO HOME DEPOT BECAUSE OF A DUPLICATE PAYMENT.**
**** THE MOTION PASSED UNANIMOUSLY**.

Council Member Burnett stated that this item would be presented to the full Council for final approval on May 28th.

The second special refund request was from the Toyota Lease Trust for an overpayment of $40,185.87 due to a pro-rated estimate.

**** COUNCIL MEMBER FRAYER MOVED TO APPROVE THE REFUND OF $40,185.87 TO THE TOYOTA LEASE TRUST DUE TO A PRO-RATED PAYMENT.**
**** THE MOTION PASSED UNANIMOUSLY**.

Council Member Burnett stated that this item would be presented to the full Council for final approval on May 28th.

MONTHLY TAX COLLECTOR'S REPORTS DATED APRIL 2024 – RECEIVE REPORT AND DISCUSS.

Ms. Biagiarelli presented her April report as follows:

> As of the end of April 2024, having concluded ten months of the fiscal year, we collected more than $372 million against what is now our $379 million adjusted levy. The cumulative net adjusted levy remains significantly reduced from the original budgeted levy by more than $4.1 million, primarily due to credits resulting from stipulated judgments in property tax appeal cases. As of the end of April 2024, our current collection rate was 98.13%. We also collected 98.8% of our sewer use levy, more than $18 million, and 86.26% of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA.
>
> Compared with the prior fiscal year, we ended April 2024 very slightly behind last year for collection of taxes (-0.03%); and slightly ahead for sewer use (.25%), and the IPP fee (.33%). Through the end of April, we continue to see the effects of transferred payments from prior years taxes to current taxes, in accordance with court stipulated judgments in property tax

appeal cases, as noted above. I have addressed this issue in greater detail in prior narratives. Please note that the figures we report are net of refunds and credits.

With regard to prior years' collections, we have collected (net) in excess of $3.4 million in past due taxes and interest in the first ten months of this fiscal year. Our year-to-date collections of back taxes and interest through the end of April 2024 are $2 million more than what we collected during the same time period of the prior fiscal year. This variance is primarily a result of the tax sale endeavor.

We filed lien continuing certificates for accounts with balances due on the 2022 grand list in the town clerk's office on April 2, and expect to resume our normal schedule of filing liens in mid-March next year.

Our third-party collection agency continues to bill on our behalf for suspended motor vehicle accounts. We began working with this agency in late 2022. Through the end of March 2024, in conjunction with their efforts, we collected more than $933,094 in past due motor vehicle taxes and interest due directly to the City, as well as more than $140,282 in fees due to the agency. The agency's fees are charged in addition to the taxes and interest due to the City and are paid by the taxpayers who owe the past due bills. This has been a successful endeavor, and we will continue to work with the agency going forward.

We continue working on the tax sale, scheduled for Monday, September 9, 2024. Our targeted collection for this sale was approximately $4.5 million. We started work on the sale in November 2023, and mailed preliminary letters to owners of about 100 properties scheduled to be included. We subsequently added more properties and sent another set of letters in early 2024, bringing the total number of properties to 191. As of this writing, we have already collected in excess of $2.9 million on sale properties since November 2023, and there are 114 properties remaining in the sale. We will begin photographing the individual properties within the next few weeks, and will issue our tax sale demands later in May. We expect to file notices of sale on the land records and post the properties online within the next four to six weeks, officially commencing the tax sale process.

The purpose of the tax sale is to enforce collection of past due taxes. I provided some information on what a tax sale involves and why we do them in the January 2024 narrative. The 2024 tax sale will be our 10th sale since 2003. We have collected a cumulative total of more than $43 million on properties directly included in tax sales; this figure does not include ancillary collections on properties not included in the sales that were nonetheless brought current due to publicity surrounding the sale initiatives.

Usually 90 – 95% of the properties originally slated for sale are removed from the sale when the back taxes are paid. More effective tax collections and higher current and back collection rates allow the rate makers (Board of Estimate and Taxation) to set lower mill rates, as they will require a smaller allowance for uncollectible taxes.

Conversely, lower tax collection rates require higher mill rates to be set, because not everybody pays on time, and the funds nonetheless are being allocated for spending, so the on-time taxpayers make up the difference. Lower mill rates allow for more stable budgeting, contribute to higher bond ratings, and serve as de facto tax relief for every taxpayer.

We are moving quickly to the end of our fiscal year in June, and the beginning of the new fiscal year on July 1, 2024. With regard to the upcoming billing of our 2023 grand list, we will be working with the Assessor's Office to try to get our billing files to our printer as soon as possible with a target date of the last week of May. This would enable us to get bills in the mail to taxpayers by the second week of June. This is optimal, as it extends the collection period to six to seven weeks, rather than condensing it to only the weeks of the month of July, which is
what occurs when we mail bills late in the month of June. Our division is entirely dependent upon the Assessors for billing and assessment information. They are responsible for real estate and business personal property assessment data; for data they receive from the Department of Motor Vehicles for our vehicle tax bills; and for property transfers, which also affect our billing. They also receive, analyze, and process the property tax relief applications submitted by the 1,300+ households that receive city or state property tax relief. The billing cannot proceed until the Assessors have completed all their tasks and released their information to us. Further,
we are dependent on our software vendor to process the data, so we can then release it to our third-party printing and mailing vendor. This will be our third major billing using our QDS software, following the June 2023 and January 2024 tax billings, and we anticipate being more familiar with the process this year. I will continue to keep all stakeholders advised of our progress, and am available to respond to any questions, issues or concerns.

NARRATIVE ON TAX COLLECTIONS DATED MAY 2024 –
Receive Report and discuss.

Ms. Biagiarelli explained that due to the fact they were still in the month of May, there was no finalized data available at this time.

Council Member Burnett thanked Ms. Biagiarelli for her reports.

RECEIVED OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR MARCH 2024.

Mr. Burnett said that no one from the Oak Hills Authority was in attendance to present the item so the item would be tabled to next month.

Discuss and approve FY 2024-2025 Parking Authority Budget.

Mr. Burnett said that there was no one from the Parking Authority was in attendance to present the item so the item would be tabled to next month.

Discuss and approve FY 2024-2025 Water Pollution Authority Budget.

Mr. Ralph Kolb, the Senior Engineer for the WPCA greeted the Committee and gave a brief overview of the system. He then presented his report as follows:

The Norwalk Water Pollution Control Authority (WPCA), an enterprise fund, manages the City's sanitary sewer collection system, pumping stations and wastewater treatment facility in accordance with environmental standards and regulations in the most cost effective and responsible manner.

Enclosed is the WPCA's FY2024/25 budget as approved at the WPCA Board of Directors meeting held on February 20, 2024. The WPCA approved a 4.5% sewer use charge increase.

In early 2024, the WPCA's consultant, Woodard & Curran, finished updating its Dynamic Financial Model with current and future capital and operating budget spending, future bonding, and feedback from the WPCA Board of Directors, Mayor's Office and Finance Department. This model covers a forecast period of five years, from FY2025 through FY2029, and emphases the FY25 budget. The WPCA anticipates updating the model at least annually for future financial planning and budget preparation.

The WPCA and Veolia Water North America (Veolia) partnership continues to make significant progress in many key areas such as collections system operation and maintenance, emergency response, customer service, asset preservation, enhanced operations, and high quality effluent. In FY2023/24, multiple projects were completed including enhanced nutrient and nitrogen monitoring at the WWTP, sludge blend tank #1 rehabilitation, scum/filtrate processing enhancement, smart ball to assess the condition of the Keeler Brook Pump Station Force Main, and removal of building pile from 60-inch sanitary sewer interceptor.

In September 2022, the WPCA submitted a Sanitary Sewer Collection System Master Plan Update to the Connecticut Department of Energy and Environmental Protection (DEEP). In September 2023, a Facility Plan Update was submitted to DEEP. In February 2024, DEEP and City staff participated in progress meeting discussing both plans and long-term capital improvement recommendations.

The WPCA looks forward to continuing its ongoing capital improvements of rehabilitating collection system infrastructure, pump stations, and improvements at the Wastewater Treatment Plant.

Several key operating budget line items to note are as follows:

Revenues:

- Rate increase of 4.5%, which is an increase of $18 residential; $26 commercial; and

$0.46/1,000 gallons commercial consumption per WPCA Financial Model.
• Nitrogen Credits (~$30k) for 2023, waiting for pricing from DEEP
• Includes line item for reimbursement ($139,806) of WPCA support services billed to the City.

Expenditures:
• Operation and maintenance fee account increase of 3.5%
• Includes line item for reimbursement ($763,653) of City support services billed to WPCA
• Debt service payments increasing due to bond funding of capital improvement projects
• Includes 2 new positions for FY24/25 (positions are to support the current and future projects)

Council Member Burnett said that the report was very detailed and clear.

**** THE MOTION TO APPROVE THE FY 2024-2025 WATER POLLUTION AUTHORITY BUDGET AS PRESENTED PASSED UNANIMOUSLY**.

Council Member Burnett stated that this item would be presented to the full Council for final approval on May 28th.

Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the Norwalk Housing Authority, Sound Communities, Inc. and SC Meadow LLC for the abatement of real property taxes pursuant to C.G.S. § 8-215 and Norwalk Code 58-1 et. seq. at a rate of five percent (5%) of the aggregate rents collected with respect to the Meadow Gardens affordable housing development excluding any rental assistance subsidies, and reduced by direct costs of utilities and trash payments paid by the Developer for such fiscal year for the following Term:

> **(i) seventeen (17) years from the date of completion of the project as reflected by the issuance of the first certificate of occupancy or temporary certificate of occupancy for the last unit in the project, or**
>
> **(ii) nineteen (19) years from the date when all parties have signed the Agreement, whichever shall occur first**.

**** COUNCIL MEMBER FRAYER MOVED THE ITEM**.

Council Member Burnett said that Atty. Callahan, Mr. Joel Rottman, the Norwalk Housing Authority Development Consultant; and Ms. Vonashek, the City of Norwalk's Chief of Community and Economic Development, were present to give an overview of the item.

Atty. Callahan greeted the Committee and said that this was a request by the Norwalk Housing Authority to set the taxes. These type of tax agreements had been done in the past.

Atty. Callahan said that Meadows Street had been built in the 1960s, and has been deemed as obsolete by HUD's standards, which means it will cost more to rehab than it would be for new construction. Atty. Callahan said that it was a $35 million dollar project and was being funded partially by Low Income Housing Tax Credits and partially by HUD funding.

The development itself is 55 affordable housing units, 36 of which are reserved for households earning 30% of AMI (Area Median Incomes) and 19 of the remaining units are reserved for those earning up to 50% of the AMI.

The tax agreement that is being proposed is quite similar to previous ones and is pursuant to CGS 8-215, which has been codified in Chapter 58 of the Code. The specifics as it relates to the collection of taxes is that instead of paying taxes based on an assessment and the mill rate, the developer or owner will pay taxes based on a formula, which was just read into the record.

The formula is determined by multiplying the aggregate rent collected over the fiscal year reduced by the rental assistance subsidies along with the cost of utilities and trash collection payments. This number is multiplied by 5%.

Atty. Callahan said that it was his understanding that the estimated collection per year would be around $30,000. He said that Mr. Rottman would provide more clarity on that.

Atty. Callahan said that there was a typo in the agreement. He said that the following changes should be made from:

> **(i) seventeen (17) years from the date of completion of the project as reflected by the issuance of the first certificate of occupancy or temporary certificate of occupancy for the last unit in the project, or**
>
> **(ii) nineteen (19) years from the date when all parties have signed the Agreement, whichever shall occur first**.
>
> TO:
>
> **(i) sixteen (16) years from the date of completion of the project as reflected by the issuance of the first certificate of occupancy or temporary certificate of occupancy for the last unit in the project, or**
>
> **(ii) eighteen (18) years from the date when all parties have signed the Agreement, whichever shall occur first**.

Mr. Rottman said that Mr. Bovilsky, the Norwalk Housing Authority Executive Director and Lisa Endow, the Norwalk Housing Authority Development Project Management had a scheduling conflict and could not attend.

Mr. Rottman said that there were 81 children that lived in the project, which is in dire need of replacement. They hope to demolish and abate the existing structures and construct a fully redesigned town home community for these families. They hope to receive Federal Low Income Housing Tax Credits and funding from the Department of Housing. In addition, there has been some State support in the form of Community Investment Funds that have already been awarded to the project.

Mr. Rottman said that they hope to take something that had become an eyesore into something new and attractive. This project is for households earning 30% of AMI (Area Median Incomes) and for those earning up to 50% of the AMI. Most of the units will have higher bedroom counts to serve families that have struggled to find housing. The reason the tax rebate is being requested was because of the lower rent agreements.

Council Member Dunn asked if they were residential or commercial properties. Mr. Rottman said that they were residential units.

Council Member Burnett asked why the numbers had changed in the agreement. Mr. Rottman explained that it had to do with acquiring the Federal Low Income Tax Credits and gave the details.

**** THE MOTION TO APPROVE THE AGREEMENT AS MODIFIED PASSED UNANIMOUSLY**.

Council Member Burnett stated that this item would be presented to the full Council for final approval on May 28th.

ADJOURNMENT.

**** COUNCIL MEMBER DUNN MOVED TO ADJOURNED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

ITEM #5

	RE	PP	MV	Total
Total Applications	748	4	3	755
Total Received	742	3	3	748

			BAA Comm Denial	Cancellation	Decrease	Increase	No Change	No Show	Total
MV		2	0	0	0	0	0	1	3
	Total	2	0	0	0	0	0	1	3
PP		0	0	1	1	0	1	0	3
	Total	0	0	1	1	0	1	0	3
RE		0	0	0	0	0	3	0	3
	C	0	87	2	9	0	70	1	169
	I	0	9	1	1	0	1	0	12
	R	1	3	13	310	2	219	9	557
	Total	1	99	16	320	2	293	10	741
Total		3	99	17	321	2	294	11	747

		Decrease	**Increase**	**No Change**	**Total**
PP	**Current**		0	59,040	59,040
	Revised	1,500	0	59,040	60,540
	Diff		**0**	**0**	**0**
RE	**Current**	292,025,010	3,008,080	199,608,245	494,641,335
	Revised	257,241,762	3,235,000	199,608,245	460,085,007
	Diff	**-34,783,248**	**226,920**	**0**	**-34,556,328**
Total	**Current**	292,025,010	3,008,080	199,667,285	**494,700,375**
	Revised	257,243,262	3,235,000	199,667,285	**460,145,547**
	Diff	**-34,783,248**	**226,920**	**0**	**-34,556,328**

AGENDA

CLAIMS COMMITTEE MEETING **JUNE 13TH 2024**

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

PAY TO:	BILL No & AMOUNT REFUNDED	REASON

MOTOR VEHICLE

AVALO BERKIS B	20-MV-303681 $137.56	ABATEMENT
	21-MV-303630 $165.28 + $7.44 INT	ABATEMENT
	22-MV-303701 $171.68	ABATEMENT
CIANI LINARES VIRNA J	22-MV-312849 $229.93 + $37.94 INT	PRORATION
DAIMLER TRUST	22-MV-SEE ATTACHMENT $1,284.55	ASSMT CORRECTION
DINARDO KRISTEN FLORENCE	22-MV-318480 $286.64	PRORATION
FRIENDS HOME IMPROVEMENT LLC	22-MV-324441 $972.77 + $173.92 INT	OVERPAYMENT
GUEVARA TORRES RAUL ANDRES	22-MV-328712 $19.41	PRORATION
HONDA LEASE TRUST	22-MV-331875 $603.52	PRORATION
	22-MV-331788 $395.06	PRORATION
	22-MV-331915 $611.32	PRORATION
	22-MV-332040 $590.20	PRORATION
	22-MV-332044 $476.26	PRORATION
HYUNDAI LEASE TITLING TRUST	22-MV-SEE ATTACHMENT $2,483.17	PRORATION
JOYCE WILLIAM P JR	21-MV-334306 $16.94	PRORATION
NISSAN INFINITI LT LLC	22-MV-349452 $178.08	PRORATION
	22-MV-349891 $438.27	PRORATION
	22-MV-349372 $616.22	PRORATION
OTOOLE FRANKLIN D & KAREN A	22-MV-351764 $327.64	PRORATION
ROHS DONNA	22-MV-358676 $257.45	PRORATION
ROYCE HEATHER A	22-MV-411349 $364.63	PRORATION
TOYOTA LEASE TRUST	22-MV-412864 $442.99	PRORATION

TOYOTA LEASE TRUST	22-MV-368592 $794.00	PRORATION
TOYOTA LEASE TRUST	22-MV-367826 $117.36	PRORATION
	22-MV-367904 $612.11	PRORATION
USB LEASING LT	22-MV-376522 $263.63	PRORATION
USB LEASING LT	22-MV-SEE ATTACHMENT $1,633.77	ASSMT CORRECTION
VAULT TRUST	22-MV-376314 $539.75	PRORATION
VAULT TRUST	22-MV-370819 $768.32	PRORATION
	22-MV-370936 $249.10	PRORATION
VAULT TRUST	22-MV-370958 $440.92	PRORATION
VILLATORO DOMINGUEZ JOSE O	22-MV-413644 $42.44 + $ .54 INT	PRORATION
VW CREDIT LEASING	22-MV-372751 $627.80	PRORATION
	22-MV-372814 $279.11	PRORATION

REAL ESTATE

HERNANDEZ YOHALYS		
9 HAMILTON AVE UNIT 2		
2-48-52-2	21-RE-100607 $382.00	SEWER ABATEMENT PER WPCA
2-48-52-2	22-RE-112148 $396.00	SEWER ABATEMENT PER WPCA
MARK LOWENSTEIN LLC		
19 CONCORD STREET		
2-82-8A-0	22-RE-116722 $2,665.00	ADJUSTMENT PER WPCA
PENTECOSTAL CHURCH		
8 WOODWARD AVE		
2-82-8-0	20-RE-121014 $2,000.00	REMOVE SEWER FEE PER WPCA
2-82-8-0	21-RE-121025 $2,080.01	REMOVE SEWER FEE PER WPCA
2-82-8-0	22-RE-129424 $2,153.00	REMOVE SEWER FEE PER WPCA

SPECIAL REQUEST

LAMPERT, TOOHEY & RUCCI LLC

300 WILSON AVE SONO ICE HOUSE

140629	20-PP-202824 $41,951.69	COURT STIP SETTLEMENT

ITEM #6

Inquiry Report — NORWALK TAX COLLECTOR — Interest Date : 05/30/2024

Bill# / Unique_id / Dist	Name / Address / City/State/Zip	Prop Loc/Veh.Info./Plan-Sew / MBL/LINK # / Flags	TOT Inst / TOT Adj / TOT Paid	Tax Due / Int Due / L/F/Bint Due	Balance / Due Now / Discount
2022-03-0315878-00 315878 M M023	DAIMLER TRUST 14372 HERITAGE PARKWAY FORT WORTH TX 76177	BB66927/4JGFF5KE1NA779467/2022/MERCE/GLS 450 Bank - M023/DMV CIVLS: 104389-6793489-N	1,913.14 -270.48 1,913.14	-270.48 0.00 0.00	-270.48 -270.48 0.00
2022-03-0315934-00 315934 M M023	DAIMLER TRUST 14372 HERITAGE PARKWAY FORT WORTH TX 76177	AY04156/W1K6G6DB0NA104547/2022/MERCE/S 500 4M Bank - M023/DMV CIVLS: 104389-6624113-N	2,549.69 -88.57 2,549.69	-88.57 0.00 0.00	-88.57 -88.57 0.00
2022-03-0315937-00 315937 M M023	DAIMLER TRUST 14372 HERITAGE PARKWAY FORT WORTH TX 76177	BH14765/4JGFF5KE3NA738631/2022/MERCE/GLS 450 Bank - M023/DMV CIVLS: 104389-6699337-N	2,122.79 -487.02 2,122.79	-487.02 0.00 0.00	-487.02 -487.02 0.00
2022-03-0315984-00 315984 M M023	DAIMLER TRUST 14372 HERITAGE PARKWAY FORT WORTH TX 76177	BJ05169/W1KAF4HB8NR059631/2022/MERCE/C 300 4M Bank - M023/DMV CIVLS: 104389-6811382-N	1,126.82 -179.51 1,126.82	-179.51 0.00 0.00	-179.51 -179.51 0.00
2022-03-0316036-00 316036 M M023	DAIMLER TRUST 14372 HERITAGE PARKWAY FORT WORTH TX 76177	BH24795/W1K5J4HB9NN298578/2022/MERCE/CLA 250 Bank - M023/DMV CIVLS: 104389-6728957-N	902.13 -44.79 902.13	-44.79 0.00 0.00	-44.79 -44.79 0.00
2022-03-0316045-00 316045 M M023	DAIMLER TRUST 14372 HERITAGE PARKWAY FORT WORTH TX 76177	BG08972/W1KWK8EB5NG111094/2022/MERCE/C 300 4M Bank - M023/DMV CIVLS: 104389-6665401-N	1,224.16 -214.18 1,224.16	-214.18 0.00 0.00	-214.18 -214.18 0.00
# Of Acct (s) : 6			9,838.73 -1,284.55 9,838.73	-1,284.55 0.00 0.00	-1,284.55 -1,284.55 0.00

ITEM #6

Inquiry Report NORWALK TAX COLLECTOR Interest Date : 06/04/2024

Bill# / Unique_id / Dist	Name / Address / City/State/Zip	Prop Loc/Veh.Info./Plan-Sew / MBL/LINK # / Flags	TOT Inst / TOT Adj / TOT Paid	Tax Due / Int Due / L/F/Bint Due	Balance / Due Now / Discount
2022-03-0332901-00	HYUNDAI LEASE TITLING TRUST	/KMHH35LE0KU118488/2019/HYUND/ELANTRA	426.02	-390.65	-390.65
332901	4100 WILDWOOD PARKWAY		-390.65	0.00	-390.65
M057	ATLANTA GA 30339	Bank - M057	426.02	0.00	0.00
2022-03-0333016-00	HYUNDAI LEASE TITLING TRUST	/KM8R3DHE6NU358656/2022/HYUND/PALISADE	929.85	-697.39	-697.39
333016	4100 WILDWOOD PARKWAY		-697.39	0.00	-697.39
M057	ATLANTA GA 30339	Bank - M057	929.85	0.00	0.00
2022-03-0333216-00	HYUNDAI LEASE TITLING TRUST	/3KPF24AD7LE178898/2020/KIA/FORTE FE	455.33	-303.70	-303.70
333216	4100 WILDWOOD PARKWAY		-303.70	0.00	-303.70
M057	ATLANTA GA 30339	Bank - M057	455.33	0.00	0.00
2022-03-0333221-00	HYUNDAI LEASE TITLING TRUST	/KM8J2CA49JU766395/2018/HYUND/TUCSON S	426.02	-426.02	-426.02
333221	4100 WILDWOOD PARKWAY		-426.02	0.00	-426.02
M057	ATLANTA GA 30339	Bank - M057	426.02	0.00	0.00
2022-03-0333275-00	HYUNDAI LEASE TITLING TRUST	/KNDPMCAC8L7783979/2020/KIA/SPORTAGE	555.57	-323.90	-323.90
333275	4100 WILDWOOD PARKWAY		-323.90	0.00	-323.90
M057	ATLANTA GA 30339	Bank - M057	555.57	0.00	0.00
2022-03-0333277-00	HYUNDAI LEASE TITLING TRUST	/3KPF24AD5LE206827/2020/KIA/FORTE FE	455.33	-341.51	-341.51
333277	4100 WILDWOOD PARKWAY		-341.51	0.00	-341.51
M057	ATLANTA GA 30339	Bank - M057	455.33	0.00	0.00
# Of Acct (s) : 6			**3,248.12**	**-2,483.17**	**-2,483.17**
			-2,483.17	**0.00**	**-2,483.17**
			3,248.12	**0.00**	**0.00**

ITEM #6

Inquiry Report — NORWALK TAX COLLECTOR — Interest Date : 05/29/2024 — Page :1

Bill# Unique_id Dist	Name Address City/State/Zip	Prop Loc/Veh.Info./Plan-Sew MBL/LINK # Flags	TOT Inst TOT Adj TOT Paid	Tax Due Int Due L/F/Bint Due	Balance Due Now Discount
2022-03-0369842-00 369842 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BH77605/1C4JJXR60PW515265/2023/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6805808-N	1,463.60 -182.61 1,463.60	-182.61 0.00 0.00	-182.61 -182.61 0.00
2022-03-0369858-00 369858 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BG19833/1C4JJXP62NW222600/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6668147-N	1,243.63 -123.36 1,243.63	-123.36 0.00 0.00	-123.36 -123.36 0.00
2022-03-0369870-00 369870 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BF48263/1C4HJXEN5NW103836/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6550052-N	1,062.63 -199.80 1,062.63	-199.80 0.00 0.00	-199.80 -199.80 0.00
2022-03-0369873-00 369873 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BG79047/1C4HJXEN8NW258848/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6699830-N	1,008.76 -145.93 1,008.76	-145.93 0.00 0.00	-145.93 -145.93 0.00
2022-03-0369897-00 369897 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BG19837/1C4JJXP68NW214839/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6672333-N	1,226.66 -91.70 1,226.66	-91.70 0.00 0.00	-91.70 -91.70 0.00
2022-03-0369922-00 369922 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BG01714/1C4HJXDGXNW169138/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6599970-N	1,051.87 -274.96 1,051.87	-274.96 0.00 0.00	-274.96 -274.96 0.00
2022-03-0369923-00 369923 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BG96579/1C4HJXDN3NW244308/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6740004-N	845.12 -68.21 845.12	-68.21 0.00 0.00	-68.21 -68.21 0.00
2022-03-0369924-00 369924 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BH19996/1C4JJXP66PW505794/2023/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6803502-N	1,302.40 -124.61 1,302.40	-124.61 0.00 0.00	-124.61 -124.61 0.00
2022-03-0369930-00 369930 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BH19946/1C4JJXP67NW278726/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6759779-N	1,213.77 -78.81 1,213.77	-78.81 0.00 0.00	-78.81 -78.81 0.00
2022-03-0369935-00 369935 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BG19842/1C4HJXEN4NW150002/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6673680-N	1,008.76 -145.93 1,008.76	-145.93 0.00 0.00	-145.93 -145.93 0.00
2022-03-0369956-00 369956 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BG19840/1C4JJXP6XNW215166/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6672491-N	1,218.77 -98.50 1,218.77	-98.50 0.00 0.00	-98.50 -98.50 0.00
2022-03-0369997-00 369997 M M101	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902	BF48236/1C4HJXEN8NW120954/2022/JEEP/WRANGLER Bank - M101/DMV CIVLS: 115150-6535783-N	962.18 -99.35 962.18	-99.35 0.00 0.00	-99.35 -99.35 0.00
# Of Acct (s) : 12			13,608.15	-1,633.77	-1,633.77

2020020202824

GENERAL DATA PERSONAL PROPERTY NORWALK TAX COLLECTOR

AS OF 06/04/2024

BILL NO:	2020-02-0202824	ORIGINAL OWNER:	SONO ICE HOUSE
UNIQUE ID:	140629	C/O:	
LINK#	2020LK0301777	ADDRESS:	300 WILSON AVE
FILE#		ADDRESS2:	
BANK:		CITY ST ZIP:	NORWALK CT 06854
ESCROW:		COUNTRY:	
		PROP LOC.:	300 WILSON AVE
		EXR PROP LOC:	
DISTRICT:	4 -	D.B.A.:	
PLAN CODE:	4	DESCRIPTION:	
PROP ASSESSED:	2,975,819	EXMPT CHANGE:	
EXEMPTIONS:			
COC CHANGE:	-2,350,819		
NET VALUE:	625,000		
MILL RATE:	24.0540		

***** BILLED *****

	TOWN	DISTRICT	TOTALS
INST1	28,492.72	0.00	28,492.72
INST2	28,492.72	0.00	28,492.72
INST3	0.00	0.00	0.00
INST4	0.00	0.00	0.00
ADJS	-41,951.69	0.00	-41,951.69
TOT TAX	15,033.75	0.00	15,033.75
TOTAL PAID:	56,985.44	0.00	56,985.44

***** PAYMENTS *****

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	11	05/17/2024	21 2214183P	99/9999/1	T	-41,951.69	0.00	0.00	0.00	0.00
Pmt	8	02/01/2022		50/55392/3441292	T	28,492.72	0.00	0.00	0.00	28,492.72
Pmt	2	08/02/2021		50/53272/3349440	T	28,492.72	0.00	0.00	0.00	28,492.72
		TOTAL PAYMENTS				56,985.44	0.00	0.00	0.00	56,985.44

TOTAL BALANCE DUE AS OF 06/04/2024

	TOWN	SEWER	TOTAL
INT DUE	0.00	0.00	0.00
LIEN DUE	0.00	0.00	0.00
FEES DUE	0.00	0.00	0.00
TAX DUE NOW	-41,951.69	0.00	-41,951.69
TOT DUE NOW	-41,951.69	0.00	-41,951.69
BALANCE DUE	-41,951.69	0.00	-41,951.69

***** FLAGS *****

Circuit Breaker Amount 0 Benefit Year 0
Invalid Address Flag No
Last Adjustment Reason REDUCED ASSMT TO 3.0M LESS 150k GOODFAIT

ITEM #6

ITEM #7

CITY OF NORWALK
Tax Collector's Office
Department of Finance
125 East Avenue Room 105
Norwalk, CT 06851
Phone: 203- 854-7731 (main line)
Fax: 203-854-7770

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance and Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: June 5, 2024
Re: Tax Collector's Narrative: May 2024 End of Month report

As of the end of May 2024, having concluded eleven months of the fiscal year, we collected nearly $373 million against what is now our $379 million adjusted levy. The cumulative net adjusted levy remains significantly reduced from the original budgeted levy by more than $4.1 million, primarily due to credits resulting from stipulated judgments in property tax appeal cases. As of the end of May 2024, our current collection rate was **98.37%**. We also collected **99.01%** of our sewer use levy, more than $18 million, and **86.63%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA.

Compared with the prior fiscal year, we ended May 2024 at exactly the same rate as last year for collection of taxes (0% difference); slightly ahead for sewer use (.32%), and the IPP fee (.05%). We continue to see the effects of transferred payments from prior years taxes to current taxes, in accordance with court stipulated judgments in property tax appeal cases, as noted above. I have addressed this issue in greater detail in prior narratives. Please note that the figures we report are net of refunds and credits.

With regard to prior years' collections, we have collected (net) in excess of $4 million in past due taxes and interest in this current fiscal year. Our year-to-date collections of back taxes and interest through the end of May 2024 are $2.2 million more than what we collected during the same time period of the prior fiscal year. This variance is primarily a result of the tax sale endeavor.

Our third-party collection agency continues to bill on our behalf for suspended motor vehicle accounts. We began working with this agency in late 2022. Through the end of April 2024, in conjunction with their efforts, we collected more than $954,978 in past due motor vehicle taxes and interest due directly to the City, as well as more than $143,564 in fees due to the agency. The agency's fees are charged in addition to the taxes and interest due to the City and are paid by the taxpayers who owe the past due bills. This has been a successful endeavor, and we will continue to work with the agency going forward.

We continue working on the tax sale, scheduled for Monday, September 9, 2024. Our targeted collection for this sale was approximately (originally) $4.5 million. We started work on the sale in November 2023, and mailed preliminary letters to owners of about 100 properties. We subsequently added more properties and sent two other sets of letters in early 2024, bringing the total number of properties to approximately 230.

As of this writing, **we have already collected in excess of $3.5 million, up from $2.9 million** reported as of the end of April 2024, on sale properties. There are approximately 130 properties remaining in the sale, with approximately $3.3 million still to be collected, including more than $410,000 in blight fees. We issued our tax sale demands the third week of May. We expect to file the notices of sale on the land records and to post the properties online by the end of the month, officially commencing the tax sale process.

The 2024 tax sale will be our 10th sale since 2003. We have collected a cumulative total of more than $44 million on properties directly included in tax sales; this figure does not include ancillary collections on properties not included in the sales that were nonetheless brought current due to publicity surrounding the sale initiatives.

Usually, 90 – 95% of the properties originally slated for sale are removed from the sale when the back taxes are paid. More effective tax collections and higher current and back collection rates allow the rate makers (Board of Estimate and Taxation) to set lower mill rates, as they will require a smaller allowance for uncollectible taxes. Conversely, lower tax collection rates require higher mill rates to be set, because not everybody pays on time, and the funds nonetheless are being allocated for spending, so the on-time taxpayers make up the difference. Lower mill rates allow for more stable budgeting, contribute to higher bond ratings, and serve as de facto tax relief for every taxpayer.

Our fiscal year ends on June 30, and the new fiscal year begins on July 1, 2024. With regard to the billing of our 2023 grand list, we did not get our billing files to our printer by the last week of May, as we had hoped. This year, our endeavor was complicated by two primary drivers of delay: first, the motor vehicle credits from the June 2023 tax billing of the 2021 grand list that were carried over to this billing; and, the phase in of the 2023 grand list valuations for real estate. There is also compilation of sewer and IPP data, property transfers, property tax relief applications for approximately 1,300+ households that receive city or state property tax relief, and other variables. Further, we are dependent on our software vendor to process the data and provide it to our third-party printing and mailing vendor.

This is our third major billing using our QDS software, following the June 2023 and January 2024 tax billings, and while we are more familiar with the process this year, there are still issues. As of this writing, our motor vehicle bills are at the printer, and we expect to have the motor vehicle bills online and available to be downloaded and paid by the week of June 10. We anticipate sending the real estate and business personal property files to the printer within the next few days.

We will post updates on our website when we know exactly when taxpayers can expect to receive their bills in the mail. The last day on which to pay these bills will be August 1, 2024. I will continue to keep all stakeholders advised of our progress, and am available to respond to any questions, issues or concerns.

ITEM #8

TAX COLLECTOR'S REPORT
MAY 2024

FISCAL YEAR 2023-2024 (2022 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 23 - MAY 24	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$30,725,059.50	$26,982,920.14	87.82%	$29,433,482.81	($1,291,576.69)	91.67%
AUTOMOBILE-SUPPLEMENTAL	$4,210,689.03	$3,581,920.39	85.07%	$4,199,400.25	($11,288.78)	85.30%
PERSONAL PROPERTY	$22,422,652.30	$21,471,239.04	95.76%	$22,223,516.15	($199,136.15)	96.61%
REAL ESTATE	$325,927,765.40	$320,893,787.66	98.46%	$323,266,714.32	($2,661,051.08)	99.27%
TOTAL TAX	**$383,286,166.23**	**$372,929,867.23**	**97.30%**	**$379,123,113.53**	**($4,163,052.70)**	**98.37%**
SEWER USE	$18,240,059.00	$18,237,561.16	99.99%	$18,419,672.00	$179,613.00	99.01%
IPP FEE	$199,250.00	$172,179.89	86.41%	$198,749.84	($500.16)	86.63%

FISCAL YEAR 2022-2023 (2021 GRAND LIST)	ORIGINAL LEVY	JUN 22 - MAY 23				
AUTOMOBILE-REGULAR	$27,605,498.25	$25,138,746.03	91.06%	$27,145,624.14	($459,874.11)	92.61%
AUTOMOBILE-SUPPLEMENTAL	$4,572,442.02	$3,328,708.23	72.80%	$4,406,332.53	($166,109.49)	75.54%
PERSONAL PROPERTY	$26,217,238.98	$21,178,379.50	80.78%	$21,782,348.34	($4,434,890.64)	97.23%
REAL ESTATE	$315,360,461.09	$309,585,466.05	98.17%	$311,846,310.54	($3,514,150.55)	99.28%
TOTAL TAX	**$373,755,640.34**	**$359,231,299.81**	**96.11%**	**$365,180,615.55**	**($8,575,024.79)**	**98.37%**
SEWER USE	$17,981,973.00	$17,378,175.94	96.64%	$17,608,319.48	($373,653.52)	98.69%
IPP FEE	$190,750.00	$167,092.66	87.60%	$193,000.00	$2,250.00	86.58%

TAX DIFFERENCE 2022 G.L. vs. 2021 G.L. INCREASE/(DECREASE)	$9,530,525.89	$13,698,567.42	1.18%	$13,942,497.98	$4,411,972.09	0.00%
SEWER DIFFERENCE 2022 G.L. vs. 2021 G.L. INCREASE/(DECREASE)	$258,086.00	$859,385.22	3.34%	$811,352.52	$553,266.52	0.32%
IPP DIFFERENCE 2022 G.L. vs. 2021 G.L. INCREASE/(DECREASE)	$8,500.00	$5,087.23	-1.18%	$5,749.84	($2,750.16)	0.05%

BACK TAXES COLLECTED	FISCAL YR 2023-2024 (JUL 23 - MAY 24)	FISCAL YR 2022-2023 (JUL 22 - MAY 23)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,283,441.90	($560,823.81)	$1,844,265.71
PRIOR SEWER USE FEE	$169,840.10	$127,220.87	$42,619.23
PRIOR IPP FEE	$11,086.59	$4,450.82	$6,635.77
TOTAL PRIOR TAX, SEWER & IPP	**$1,464,368.59**	**($429,152.12)**	**$1,893,520.71**
CURRENT INTEREST	$1,098,031.37	$941,020.45	$157,010.92
PRIOR INTEREST	$1,211,575.65	$1,013,073.68	$198,501.97
SEWER USE FEE INTEREST	$76,270.89	$77,614.46	($1,343.57)
IPP FEE INTEREST	$6,060.64	$4,209.93	$1,850.71
TOTAL INTEREST COLLECTED	**$2,391,938.55**	**$2,035,918.52**	**$356,020.03**
PRIOR LIEN FEE	$11,086.90	$9,488.87	$1,598.03
CURRENT LIEN FEE	$5,151.58	$912.00	$4,239.58
TOTAL LIEN FEE COLLECTED	**$16,238.48**	**$10,400.87**	**$5,837.61**
MISC FEES COLLECTED**	**$132,144.13**	**$129,498.22**	**$2,645.91**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$4,004,689.75**	**$1,746,665.49**	**$2,258,024.26**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

Oak Hills Park Authority
March 2024 Financial Commentary

Operations Updates:

- Golf revenue rounds and cart rounds are performing above budget in total for the first nine months of FY24. However, January and February underperformed due to weather closings and cold temps. March numbers were back up and beat budget.
- OHPA plans on making substantial capital improvements throughout the course of this fiscal year and has already spent $236k to date.
- We are at the end of our third year (of five) in our cart fleet lease and are seeing some expected wear and tear. However, the lithium batteries are holding up better than the standard batteries in previous leases.

YTD Financial Highlights:

- FY24 YTD net operating income was over budget by $29k and we ended March with a $541k cash balance which includes $46k in the capital reserve bank account.
    - Revenue was over-budget by $77k thanks to strong golf and Outings rounds.
    - Expenses were over-budget by $48k.
- OHPA made $98k in repayments to the City for the first nine months of the fiscal year, including the annual 1% of gross golf revenue additional debt payment.

Other:

- As part of our initiative of investing and diversifying excess cash, we now have money spread out among three banks in various types of interest-bearing accounts.
- We have begun the budgeting process for our upcoming 2025 fiscal year.

Updated through 3/31/2024

Fiscal Year To Date

		Budget	Actuals	Variance	Var %	Comments
Sales	Revenue Rounds	24,745	27,196	2,451	9.9%	Rounds have been higher than budget in most months this fiscal year
	Non-Revenue Rounds	3,795	2,946	(849)	-22.4%	Less season passholder rounds than anticipated
	Total Rounds	**28,540**	**30,142**	1,602	5.6%	
	Carts	15,431	15,886	455	2.9%	Rounds have been higher than budget in most months this fiscal year
	ID Cards	711	578	(133)	-18.7%	January - February budget was a bit aggressive; weather closures also kept people away. Catching up now

		Budget	Actuals	Variance	Var %	Comments
P&L	Golf Revenue	1,337,182	1,413,557	76,375	5.7%	Driven primarily by greens fees and outings
	Tennis Revenue	26,400	31,067	4,667	17.7%	We began running a USTA youth program ourselves after our tenant's tennis season ended
	Restaurant Revenue	36,000	27,200	(8,800)	-24.4%	
	Other Revenue	29,172	34,201	5,029	17.2%	Moving cash to higher interest-bearing accounts was not budgeted for
	Total Revenue	**1,428,754**	**1,506,025**	**77,271**	**5.4%**	
	Management Salary	190,780	192,573	1,793	0.9%	
	Operations Salary	153,416	171,835	18,419	12.0%	Increase in minimum wage; more staffing needed to cover higher revenue volume
	Maintenance Salary	345,850	337,901	(7,949)	-2.3%	Overall lower staffing
	Employee Benefits	111,397	94,244	(17,153)	-15.4%	Driven by lower health insurance (less employees covered than expected) and workers compensation
	Administrative	136,696	168,428	31,732	23.2%	Overage driven by restaurant bad debt, utilities, office expense, and credit card fees
	Interest & Insurance	86,479	91,593	5,114	5.9%	Higher and earlier financed equipment than expected resulted in higher interest expense
	Sales & Operations	5,714	5,208	(506)	-8.9%	
	Park Maintenance	170,572	143,212	(27,360)	-16.0%	Driven mostly by lower water exp thanks to plenty of rain over the summer; also less maintenance needed
	Park Equipment	60,146	96,198	36,052	59.9%	Higher building and equipment maintenance than expected, including many repairs to Clubhouse kitchen
	Carts	22,382	27,397	5,015	22.4%	Higher electricity and maintenance than budgeted
	Tennis	-	2,873	2,873		Not budgeted
	Operating Expense	**1,283,432**	**1,331,462**	**48,030**	**3.7%**	
	Operating Income	**145,322**	**174,563**	**29,241**	**20.1%**	
Balance Sheet	Capital Improvements	(225,000)	(235,525)	(10,525)	4.7%	Cart paths, cold storage units, refurb buildings, fencing, new turf at range, warm up cages, kitchen equip
	Line of Credit Balance	-	-	-		
	Capital Reserve Cash Bal	68,854	45,983	(22,871)	-33.2%	Portion of cash reserved for capital improvements per our lease requirements
	Cash Balance	314,509	495,039	180,530	57.4%	Deferred revenue from annual pass sales accounts for the bulk of this excess

Updated through ***3/31/2024***

Rest of Fiscal Year

		Budget	Proj.	Variance	Var %	Comments
Sales	Revenue Rounds	14,382	14,813	431	3.0%	Projections are slightly above Budget
	Non-Revenue Rounds	2,205	2,205	-	0.0%	Projections are still in line with Budget
	Total Rounds	**16,587**	**17,018**	431	2.6%	
	Carts	8,969	9,238	269	3.0%	Projections are slightly above Budget
	ID Cards	481	614	133	27.7%	Projections are still in line with Budget for full fiscal year

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	789,623	813,312	23,689	3.0%	Projections are slightly above Budget
	Tennis Revenue	18,400	18,400	-	0.0%	
	Restaurant Revenue	12,000	5,000	(7,000)	-58.3%	No rental revenue expected for March during Food & Beverage operator transition
	Other Revenue	13,128	16,628	3,500	26.7%	Higher than budgeted interest is expected on our cash balance
	Total Revenue	**833,151**	**853,340**	**20,189**	**2.4%**	
	Salaries	299,345	303,845	4,500	1.5%	Projections are slightly above Budget
	Employee Benefits	46,397	46,397	-	0.0%	Projections are still in line with Budget
	Administrative	57,650	65,650	8,000	13.9%	There will be more Bad Debt Expense next month
	Debt Service & Insurance	32,621	33,821	1,200	3.7%	Projections are slightly above Budget
	Sales & Operations	3,586	3,586	-	0.0%	Projections are still in line with Budget
	Park Maintenance	90,728	90,728	-	0.0%	Projections are still in line with Budget
	Park Equipment	25,604	25,604	-	0.0%	Projections are still in line with Budget
	Carts	6,418	6,418	-	0.0%	Projections are still in line with Budget
	Operating Expense	**562,349**	**576,049**	**13,700**	**2.4%**	
	Uncategorized Exp/Rev					
	Operating Income	**270,802**	**277,291**	**6,489**	**2.4%**	
Balance Sheet	Capital Improvements	(49,000)	(38,475)	10,525	-21.5%	Maintenance equipment, improvement to structures
	Line of Credit Balance	-	-	-		We do not expect to borrow during the remainder of this fiscal year.
	Capital Reserve Cash Bal	74,854	51,000	(23,854)	-31.9%	Portion of cash reserved for capital improvements per our lease requirements
	Cash Balance	430,703	634,496	203,793	47.3%	

ITEM #9

Oak Hills Park Authority
FY24 Actual vs. Budget

	March Act	March Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$53,123	$39,896	$13,227	33.2%	$914,654	$842,334	$72,320	8.6%
4020 · I.D. Cards	$34,905	$24,275	$10,630	43.8%	$72,901	$91,443	-$18,542	-20.3%
4025 · Season Pass	$9,498	$8,476	$1,023	12.1%	$78,352	$76,073	$2,278	3.0%
4030 · Tournament Fees	$0	$0	$0	0.0%	$63,702	$45,481	$18,221	40.1%
4050 · Cart Revenue	$9,829	$13,156	-$3,327	-25.3%	$276,401	$277,762	-$1,361	-0.5%
4060 · Golf Revenue - Gift Certif.	$1,820	$1,016	$804	79.2%	$16,714	$14,679	$2,035	13.9%
4070 · Gift & Rain Checks Redeemed	-$1,164	-$662	-$502	75.8%	-$9,167	-$10,591	$1,424	-13.4%
Total 4001 · Golf Revenue	**$108,011**	**$86,155**	**$21,856**	**25.4%**	**$1,413,557**	**$1,337,182**	**$76,375**	**5.7%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$26,400	$26,400	$0	0.0%
4101 · Tennis Program Revenue	$0	$0	$0	0.0%	$4,667	$0	$4,667	0.0%
4200 · Rental Income	$1,800	$1,500	$300	20.0%	$16,200	$13,500	$2,700	20.0%
4300 · Investment Income	$911	$533	$379	71.1%	$10,301	$7,179	$3,122	43.5%
4400 · Misc. Income	$366	$290	$76	26.2%	$7,700	$8,494	-$793	-9.3%
4500 · Golf Simulator Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
4600 · Restaurant Income	$0	$4,000	-$4,000	-100.0%	$27,200	$36,000	-$8,800	-24.4%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$3,077**	**$6,322**	**-$3,246**	**-51.3%**	**$92,468**	**$91,572**	**$896**	**1.0%**
TOTAL REVENUE	**$111,088**	**$92,478**	**$18,610**	**20.1%**	**$1,506,025**	**$1,428,754**	**$77,271**	**5.4%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$22,484	$21,167	-$1,317	-6.2%	$192,573	$190,780	-$1,793	-0.9%
5030 · Operations	$10,032	$8,683	-$1,350	-15.5%	$171,749	$153,416	-$18,333	-12.0%
5040 · Operations O/T	$0	$0	$0	0.0%	$86	$0	-$86	0.0%
5050 · Course Personnel	$26,707	$26,509	-$198	-0.7%	$232,263	$236,671	$4,408	1.9%
5060 · Course Personnel O/T	$0	$0	$0	0.0%	$3,541	$0	-$3,541	0.0%
5070 · Seasonal Personnel	$4,710	$7,156	$2,446	34.2%	$100,279	$108,038	$7,759	7.2%
5075 · Outside Seasonal Personnel	$0	$0	$0	0.0%	$871	$0	-$871	0.0%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$948	$1,141	$193	16.9%
Total 5000 · PERSONNEL EXPENSE	**$63,933**	**$63,514**	**-$419**	-0.7%	**$702,310**	**$690,046**	**-$12,264**	-1.8%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$4,340	$4,859	$519	10.7%	$48,899	$52,793	$3,894	7.4%
5230 · State Unemployment	$1,535	$1,523	-$12	-0.8%	$16,500	$16,245	-$256	-1.6%
5250 · Health Insurance	$1,729	$2,655	$926	34.9%	$12,357	$22,100	$9,743	44.1%
5260 · Workmans Compensation	$850	$961	$111	11.5%	$12,058	$15,314	$3,257	21.3%
5270 · Retirement Plans	$515	$560	$45	8.0%	$4,430	$4,946	$516	10.4%
Total 5200 · EMPLOYEE BENEFITS	**$8,970**	**$10,558**	**$1,588**	15.0%	**$94,244**	**$111,397**	**$17,153**	15.4%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$646	$890	$244	27.4%	$7,276	$8,130	$854	10.5%
5430 · Professional Fees	$3,000	$2,917	-$83	-2.9%	$27,223	$26,250	-$973	-3.7%
5436 · Advertising	$676	$1,001	$326	32.5%	$7,936	$9,493	$1,557	16.4%
5440 · Office Expense	$3,236	$1,208	-$2,029	-168.0%	$18,160	$12,084	-$6,076	-50.3%
5441 · Bank Charges		$17	$17	100.0%	$74	$223	$149	66.9%
5442 · Credit Card Fees	$1,589	$1,873	$284	15.2%	$33,399	$29,074	-$4,326	-14.9%
5445 · Postage	$0	$0	$0	0.0%	$132	$200	$68	34.0%
5450 · Training and Dues	$598	$415	-$184	-44.3%	$2,173	$1,379	-$794	-57.5%
5461 · Authority Secretarial Services	$120	$133	$13	10.0%	$1,450	$1,200	-$250	-20.8%
5469 · Other Outside Services	$712	$545	-$167	-30.7%	$6,493	$5,555	-$937	-16.9%
5470 · Other Administrative	$785	$792	$6	0.8%	$9,682	$7,125	-$2,557	-35.9%
5480 · Utilities	$5,004	$1,024	-$3,981	-388.9%	$46,600	$35,982	-$10,618	-29.5%
5499 · Bad Debt Expense	$0	$0	$0	0.0%	$7,829	$0	-$7,829	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$16,367**	**$10,814**	**-$5,553**	-51.3%	**$168,428**	**$136,696**	**-$31,732**	-23.2%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$9,542	$10,307	$765	7.4%	$79,437	$81,379	$1,942	2.4%
5520 · Interest	$1,823	$567	-$1,256	-221.6%	$12,157	$5,100	-$7,057	-138.4%

ITEM #9

Oak Hills Park Authority
FY24 Actual vs. Budget

	March Act	March Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
Total 5500 · DEBT SERVICE AND INSURANCE	**$11,365**	**$10,874**	**-$491**	-4.5%	**$91,593**	**$86,479**	**-$5,114**	-5.9%
5600 · SALES AND OPERATIONS								
5630 · Golf Genius Software	$308	$258	-$50	-19.4%	$1,858	$2,325	$467	20.1%
5640 · Golf Pro Supplies	$197	$10	-$187	-1965.0%	$2,326	$2,349	$23	1.0%
5680 · Golf Pro Work Clothes	$0	$520	$520	100.0%	$1,024	$1,040	$16	1.6%
Total 5600 SALES AND OPERATIONS	**$505**	**$788**	**$283**	35.9%	**$5,208**	**$5,714**	**$506**	8.8%
5700 · PARK MAINTENANCE								
5710 · Water	$841	$1,023	$182	17.8%	$25,539	$49,410	$23,871	48.3%
5715 · Nature and Open Space	$0	$200	$200	100.0%		$700	$700	100.0%
5720 · Heating Fuel	$1,926	$3,099	$1,174	37.9%	$13,272	$13,561	$289	2.1%
5730 · Grounds Maintenance	$1,916	$1,389	-$527	-38.0%	$27,257	$28,609	$1,351	4.7%
5740 · Tree Maintenance	$0	$1,000	$1,000	100.0%	$4,750	$3,000	-$1,750	-58.3%
5751 · Agriculture&Chemicals-Purch	$63,015	$2,523	-$60,492	-2397.6%	$100,943	$61,799	-$39,145	-63.3%
5752 · Agriculture/Chemicals Utilized	-$59,336	$0	$59,336	0.0%	-$37,077	$0	$37,077	0.0%
5760 · Irrigation Maintenance	$561	$2,420	$1,859	76.8%	$3,472	$8,723	$5,250	60.2%
5770 · Consumable Tools	$831	$35	-$797	-2305.7%	$1,583	$2,010	$428	21.3%
5780 · Tee and Green Supplies	$1,672	$610	-$1,062	-173.9%	$3,417	$2,561	-$856	-33.4%
5795 · Janitorial Supplies	$18	$0	-$18	0.0%	$56	$200	$145	72.2%
Total 5700 · PARK MAINTENANCE	**$11,444**	**$12,299**	**$855**	7.0%	**$143,212**	**$170,572**	**$27,360**	16.0%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$6,457	$3,496	-$2,962	-84.7%	$34,729	$24,819	-$9,910	-39.9%
5810 · Equipment Rental	$101	$250	$149	59.6%	$301	$250	-$51	-20.3%
5820 · Building Maintenance	$13,901	$2,843	-$11,058	-389.0%	$46,138	$21,413	-$24,725	-115.5%
5840 · Small Equipment	$0	$146	$146	100.0%	$1,020	$1,101	$81	7.4%
5860 · Gasoline/Diesel Fuel	$0	$825	$825	100.0%	$13,636	$11,064	-$2,572	-23.2%
5880 · Employee work clothes	$0	$0	$0	0.0%	$374	$1,500	$1,126	75.0%
Total 5800 · PARK EQUIPMENT	**$20,459**	**$7,559**	**-$12,900**	-170.6%	**$96,198**	**$60,146**	**-$36,051**	-59.9%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$0	$0	0.0%	$7,302	$8,000	$698	8.7%
6020 · Electricity	$712	$467	-$244	-52.3%	$13,067	$9,484	-$3,583	-37.8%
6030 · Maintenance	$235	$35	-$200	-575.0%	$3,371	$1,298	-$2,073	-159.7%
6050 · Cart Insurance	$400	$400	$0	0.0%	$3,600	$3,600	$0	0.0%
6060 · Misc. Cart Expense	$56	$0	-$56	0.0%	$56	$0	-$56	0.0%
Total 6000 · CART EXPENSE	**$1,403**	**$902**	**-$501**	-55.5%	**$27,397**	**$22,382**	**-$5,015**	-22.4%
6500 · TENNIS								
6510 ·Professional Services	$0	$0	$0	0.0%	$2,000	$0	-$2,000	
6530 ·Supplies	$0	$0	$0	0.0%	$514	$0	-$514	0.0%
6570 ·Other Expense	$0	$0	$0	0.0%	$359	$0	-$359	
Total 6500 · TENNIS	**$0**	**$0**	**$0**	0.0%	**$2,873**	**$0**	**-$2,873**	0.0%
TOTAL OPERATIONAL EXPENSE	**$134,445**	**$117,308**	**-$17,137**	-14.6%	**$1,331,462**	**$1,283,432**	**-$48,030**	-3.7%
TOTAL OPERATIONAL NET INCOME	**-$23,357**	**-$24,831**	**$1,473**	-5.9%	**$174,563**	**$145,322**	**$29,241**	20.1%
Restructured City Debt	$1,101	$756	-$345	-45.6%	$98,266	$89,651	-$8,615	-9.6%
Commercial Debt	$1,955	$15,500	$13,545	87.4%	$64,922	$92,422	$27,500	29.8%
Total BS Debt Payments	**$3,056**	**$16,256**	**$13,200**	81.2%	**$163,189**	**$182,073**	**$18,884**	10.4%
NET INCOME BEFORE CAPITAL EXPENSES	**-$23,357**	**-$24,831**	**$1,473**	-5.9%	**$174,563**	**$145,322**	**$29,241**	20.1%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$31,430	$23,750	-$7,680	-32.3%	$282,870	$213,750	-$69,120	-32.3%
8001 · Capital projects								
8100 - Capital Proj Cash	$4,566	$20,000	$15,434	77.2%	$235,525	$225,000	-$10,525	-4.7%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
8006 · Disposed Assets	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution	$0	$0	$0	0.0%	-$1,450	$0	$1,450	0.0%
Total 8000 · OTHER EXPENSE	$31,430	$23,750	$7,754	-32.3%	$281,420	$213,750	-$78,195	-31.7%
NET INCOME	**-$54,787**	**-$48,581**	**-$6,207**	12.8%	**-$106,857**	**-$68,428**	**-$38,429**	56.2%

OAK HILLS PARK AUTHORITY
Balance Sheet FY24
As of March 31, 2024

	Total			
	As of Mar 31, 2024	As of Mar 31, 2023 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	78,994.18	360,970.76	-281,976.58	-78.12%
1022 NBT Payment Account	-44,052.21	-13,334.97	-30,717.24	-230.35%
1023 NBT Rent Escrow Sec Apt Right	1,801.00	1.00	1,800.00	180000.00%
1024 NBT Capital Reserve Savings Account	359.33	24,006.74	-23,647.41	-98.50%
1030 Chase Platinum Checking	10.00	0.00	10.00	
1031 Chase CD	227,960.00	0.00	227,960.00	
1040 Bankwell Money Market	228,905.89	0.00	228,905.89	
1041 Bankwell Capital Reserve Savings Account	45,623.78	0.00	45,623.78	
1050 Petty	1,420.00	1,400.00	20.00	1.43%
Total 1000 Cash	$ 541,021.97	$ 373,043.53	$167,978.44	45.03%
Total Bank Accounts	$ 541,021.97	$ 373,043.53	$167,978.44	45.03%
Accounts Receivable				
1201 Accounts Receivable	7,498.03	7,068.69	429.34	6.07%
Total Accounts Receivable	$ 7,498.03	$ 7,068.69	$ 429.34	6.07%
Other Current Assets				
1100 Inventory	140,390.77	133,631.12	6,759.65	5.06%
1200 Receivables	0.00	40,232.80	-40,232.80	-100.00%
1300 Prepaid Expenses	36,038.32	37,098.01	-1,059.69	-2.86%
1400 Deposits	557.00	557.00	0.00	0.00%
Total Other Current Assets	$ 176,986.09	$ 211,518.93	-$ 34,532.84	-16.33%
Total Current Assets	$ 725,506.09	$ 591,631.15	$133,874.94	22.63%
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,738,987.71	1,597,008.13	141,979.58	8.89%
1510 Accumulated Depreciation/Amort.	-4,706,426.10	-4,444,601.83	-261,824.27	-5.89%
1520 Furniture & Fixtures	47,635.23	47,635.23	0.00	0.00%
1560 Leasehold Improvements	162,997.83	157,690.84	5,306.99	3.37%
1561 Park Improvements	2,168,049.89	2,043,360.87	124,689.02	6.10%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-222,721.00	-102,677.28	-120,043.72	-116.91%
1570 Capital Projects in Progress	104,048.43	0.00	104,048.43	
Total 1500 Fixed Assets	$1,569,706.65	$1,575,550.62	-$ 5,843.97	-0.37%
Total Fixed Assets	$1,569,706.65	$1,575,550.62	-$ 5,843.97	-0.37%
TOTAL ASSETS	$2,295,212.74	$2,167,181.77	$128,030.97	5.91%
LIABILITIES AND EQUITY				

Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	152,003.16	126,990.86	25,012.30	19.70%
Total Accounts Payable	**$ 152,003.16**	**$ 126,990.86**	**$ 25,012.30**	**19.70%**
Other Current Liabilities				
2010 Accounts Payable - Payroll	31,343.05	27,571.12	3,771.93	13.68%
2051 Accounts Payable - OHMGA Revenue	1,730.00	4,045.00	-2,315.00	-57.23%
2054 Accounts Payable - OHWGA Revenue	182.00	0.00	182.00	
2100 Accrued Payroll	8,247.57	5,560.46	2,687.11	48.33%
2104 Accrued retirement contribution	1,114.74	1,168.83	-54.09	-4.63%
2105 Accrued Vacation Pay	21,320.54	20,817.27	503.27	2.42%
2200 Accrued Expenses	33,997.50	26,714.06	7,283.44	27.26%
2210 Security Deposits - Tenants				
2212 Security Dep - Apt 2 Right	1,800.00	0.00	1,800.00	
2213 Sec Deposit - Restaurant	2,997.33	0.00	2,997.33	
Total 2210 Security Deposits - Tenants	**$ 4,797.33**	**$ 0.00**	**$ 4,797.33**	
2250 Deferred Revenue	0.00	0.00	0.00	
2251 Tournament Deposits	8,280.00	9,600.00	-1,320.00	-13.75%
2254 Other Deferred	154,005.00	139,887.61	14,117.39	10.09%
Total 2250 Deferred Revenue	**$ 162,285.00**	**$ 149,487.61**	**$ 12,797.39**	**8.56%**
2400 Cart Sales Tax Due	1,340.00	0.00	1,340.00	
Total Other Current Liabilities	**$ 266,357.73**	**$ 235,364.35**	**$ 30,993.38**	**13.17%**
Total Current Liabilities	**$ 418,360.89**	**$ 362,355.21**	**$ 56,005.68**	**15.46%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,716,883.77	1,842,101.39	-125,217.62	-6.80%
2772 Wells Fargo 2017 Aera-Vator	197.16	197.16	0.00	0.00%
2775 Deere Credit, Inc. Hybrid Mower	0.00	1,090.55	-1,090.55	-100.00%
2776 Wells Fargo MTE 2018 TurfCo Blower	0.00	1,528.11	-1,528.11	-100.00%
2777 DLL Finance Club Car CA502 Utility Cart	919.91	2,453.26	-1,533.35	-62.50%
2778 Wells Fargo Used Kubota Tractor Mini Ex	5,508.14	11,816.99	-6,308.85	-53.39%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration	23,102.82	34,957.35	-11,854.53	-33.91%
2780 DLL Club Car 2021 Cart Fleet	145,957.92	206,773.72	-60,815.80	-29.41%
2781 GPSi Visage Software 2021 Cart Fleet	24,480.00	48,960.00	-24,480.00	-50.00%
2782 Wells Fargo 2 Reelmaster 3555D Fairway Mowers	98,081.27	0.00	98,081.27	
2783 Wells Fargo 2 Baroness LM315GC Greens Mowers	63,859.38	0.00	63,859.38	
2784 Wells Fargo 2023 Spreader Trailer Roller	39,728.67	0.00	39,728.67	
2785 Wells Fargo Lastec 2023 Rotary Mower	64,349.34	0.00	64,349.34	
Total Long-Term Liabilities	**$2,183,068.38**	**$2,149,878.53**	**$ 33,189.85**	**1.54%**
Total Liabilities	**$2,601,429.27**	**$2,512,233.74**	**$ 89,195.53**	**3.55%**
Equity				
3900 Retained Earnings	36,165.64	-307,610.18	343,775.82	111.76%
Net Income	-342,382.17	-37,441.79	-304,940.38	-814.44%
Total Equity	**-$ 306,216.53**	**-$ 345,051.97**	**$ 38,835.44**	**11.25%**
TOTAL LIABILITIES AND EQUITY	**$2,295,212.74**	**$2,167,181.77**	**$128,030.97**	**5.91%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
March 2024

	Total			
	Mar 2024	Mar 2023 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	53,122.68	31,195.56	21,927.12	70.29%
4020 I.D. Cards	34,905.00	27,955.00	6,950.00	24.86%
4025 Season Pass	9,498.34	8,120.57	1,377.77	16.97%
4030 Tournament Fees	0.00	0.00	0.00	
4050 Cart Revenue	9,829.00	10,250.94	-421.94	-4.12%
4060 Golf Revenue - Gift Certif.	1,820.00	1,473.00	347.00	23.56%
4070 Gift & Rain Checks Redeemed	-1,164.00	-599.00	-565.00	-94.32%
Total 4001 Golf Revenue	**$108,011.02**	**$ 78,396.07**	**$ 29,614.95**	**37.78%**
4200 Rental Income	1,800.00	0.00	1,800.00	
4300 Investment Income	911.10	162.23	748.87	461.61%
4400 Misc. Income	365.59	178.04	187.55	105.34%
Total 4000 REVENUES	**$111,087.71**	**$ 78,736.34**	**$ 32,351.37**	**41.09%**
Total Income	**$111,087.71**	**$ 78,736.34**	**$ 32,351.37**	**41.09%**
Gross Profit	**$111,087.71**	**$ 78,736.34**	**$ 32,351.37**	**41.09%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	22,483.52	14,307.70	8,175.82	57.14%
5030 Operations	10,032.45	9,773.03	259.42	2.65%
5040 Operations O/T	0.00	0.00	0.00	
5050 Course Personnel	26,706.98	27,159.77	-452.79	-1.67%
5060 Course Personnel O/T	0.00	0.00	0.00	
5070 Seasonal Personnel	4,709.68	5,146.13	-436.45	-8.48%
5080 Seasonal Personnel O/T	0.00	0.00	0.00	
Total 5000 PERSONNEL EXPENSE	**$ 63,932.63**	**$ 56,386.63**	**$ 7,546.00**	**13.38%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	4,340.31	4,272.37	67.94	1.59%
5230 State Unemployment	1,534.59	1,374.13	160.46	11.68%
5250 Health Insurance	1,729.09	2,588.65	-859.56	-33.20%
5260 Workmans Compensation	850.37	786.92	63.45	8.06%
5270 Retirement Plans	515.49	579.97	-64.48	-11.12%
Total 5200 EMPLOYEE BENEFITS	**$ 8,969.85**	**$ 9,602.04**	**-$ 632.19**	**-6.58%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	645.77	1,380.72	-734.95	-53.23%
5430 Professional Fees	3,000.00	3,000.00	0.00	0.00%
5436 Advertising	675.75	832.19	-156.44	-18.80%
5440 Office Expense	3,236.29	1,687.35	1,548.94	91.80%
5441 Bank Charges	0.00	17.75	-17.75	-100.00%

5442 Credit Card Fees	1,589.39	1,756.71	-167.32	-9.52%
5445 Postage	0.00	0.00	0.00	
5450 Training and Dues	450.00	550.00	-100.00	-18.18%
5451 Travel Expenses	148.30	0.00	148.30	
Total 5450 Training and Dues	**$ 598.30**	**$ 550.00**	**$ 48.30**	**8.78%**
5461 Authority Secretarial Services	120.00	140.00	-20.00	-14.29%
5469 Other Outside Services	712.03	638.63	73.40	11.49%
5470 Other Administrative	785.25	497.59	287.66	57.81%
5480 Utilities	5,004.15	-3,467.08	8,471.23	244.33%
5500 Liability Insurance	9,542.14	8,809.82	732.32	8.31%
5520 Interest Expense	1,822.63	376.85	1,445.78	383.65%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 27,731.70**	**$ 16,220.53**	**$ 11,511.17**	**70.97%**
5600 SALES AND OPERATIONS				
5630 Golf Genius Software	308.33	1,275.00	-966.67	-75.82%
5640 Golf Pro Supplies	196.98	34.01	162.97	479.18%
Total 5600 SALES AND OPERATIONS	**$ 505.31**	**$ 1,309.01**	**-$ 803.70**	**-61.40%**
5700 PARK MAINTENANCE				
5710 Water	840.69	840.69	0.00	0.00%
5720 Heating Fuel	1,925.71	4,340.66	-2,414.95	-55.64%
5730 Grounds Maintenance	1,916.13	224.50	1,691.63	753.51%
5740 Tree Maintenance	0.00	3,000.00	-3,000.00	-100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	63,015.01	26,467.00	36,548.01	138.09%
5752 Agriculture/Chemicals Utilized	-59,336.18	-28,419.40	-30,916.78	-108.79%
Total 5750 Agriculture and Chemicals	**$ 3,678.83**	**-$ 1,952.40**	**$ 5,631.23**	**288.43%**
5760 Irrigation Maintenance	560.99	4,537.74	-3,976.75	-87.64%
5770 Consumable Tools	831.47	0.00	831.47	
5780 Tee and Green Supplies	1,672.00	128.00	1,544.00	1206.25%
5795 Janitorial Supplies	17.82	0.00	17.82	
5800 Equipment Maintenance	6,457.34	2,243.49	4,213.85	187.83%
5810 Equipment Rental	101.03	0.00	101.03	
5820 Building Maintenance	13,900.90	1,712.99	12,187.91	711.50%
5880 Employee work clothes	0.00	415.78	-415.78	-100.00%
Total 5700 PARK MAINTENANCE	**$ 31,902.91**	**$ 15,491.45**	**$ 16,411.46**	**105.94%**
6000 CART EXPENSE				
6020 Electricity	711.64	294.01	417.63	142.05%
6030 Maintenance	234.95	77.77	157.18	202.11%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
6060 Misc. Cart Expense	56.10	0.00	56.10	
Total 6000 CART EXPENSE	**$ 1,402.69**	**$ 771.78**	**$ 630.91**	**81.75%**
Total Expenses	**$134,445.09**	**$ 99,781.44**	**$ 34,663.65**	**34.74%**
Net Operating Income	**-$ 23,357.38**	**-$ 21,045.10**	**-$ 2,312.28**	**-10.99%**
Other Expenses				
8000 Depreciation/Amortization	31,430.00	24,582.00	6,848.00	27.86%
8001 Capital projects				
8100 Capital Projects - Cash	4,565.56	32,034.62	-27,469.06	-85.75%
Total 8001 Capital projects	**$ 4,565.56**	**$ 32,034.62**	**-$27,469.06**	**-85.75%**

Total Other Expenses	$ 35,995.56	$ 56,616.62	-$20,621.06	-36.42%
Net Other Income	-$ 35,995.56	-$ 56,616.62	$ 20,621.06	36.42%
Net Income	-$ 59,352.94	-$ 77,661.72	$ 18,308.78	23.58%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2023 - March 2024

	Total			
	Jul 2023 - Mar 2024	Jul 2022 - Mar 2023 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	914,654.43	870,658.04	43,996.39	5.05%
4020 I.D. Cards	72,901.00	66,590.00	6,311.00	9.48%
4025 Season Pass	78,351.75	80,530.86	-2,179.11	-2.71%
4030 Tournament Fees	63,702.00	53,056.00	10,646.00	20.07%
4050 Cart Revenue	276,400.85	264,753.86	11,646.99	4.40%
4060 Golf Revenue - Gift Certif.	16,714.00	14,384.00	2,330.00	16.20%
4070 Gift & Rain Checks Redeemed	-9,167.00	-8,708.00	-459.00	-5.27%
Total 4001 Golf Revenue	$ 1,413,557.03	$ 1,341,264.76	$ 72,292.27	5.39%
4100 Tennis Revenue	26,400.00	25,200.00	1,200.00	4.76%
4101 Tennis Program Revenues	4,667.34	0.00	4,667.34	
Total 4100 Tennis Revenue	$ 31,067.34	$ 25,200.00	$ 5,867.34	23.28%
4200 Rental Income	16,200.00	0.00	16,200.00	
4300 Investment Income	10,300.55	1,158.10	9,142.45	789.44%
4400 Misc. Income	7,700.31	11,468.99	-3,768.68	-32.86%
4600 Restaurant Income	27,200.00	46,916.06	-19,716.06	-42.02%
Total 4000 REVENUES	$ 1,506,025.23	$ 1,426,007.91	$ 80,017.32	5.61%
Total Income	$ 1,506,025.23	$ 1,426,007.91	$ 80,017.32	5.61%
Gross Profit	$ 1,506,025.23	$ 1,426,007.91	$ 80,017.32	5.61%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	192,573.44	127,051.99	65,521.45	51.57%
5030 Operations	171,749.41	144,032.25	27,717.16	19.24%
5040 Operations O/T	85.57	772.50	-686.93	-88.92%
5050 Course Personnel	232,262.91	231,103.53	1,159.38	0.50%
5060 Course Personnel O/T	3,540.88	1,440.20	2,100.68	145.86%
5070 Seasonal Personnel	100,278.77	68,038.31	32,240.46	47.39%
5075 Outside Seasonal Personnel	870.99	29,003.97	-28,132.98	-97.00%
5080 Seasonal Personnel O/T	947.66	610.06	337.60	55.34%
Total 5000 PERSONNEL EXPENSE	$ 702,309.63	$ 602,052.81	$ 100,256.82	16.65%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	48,899.00	43,602.99	5,296.01	12.15%
5230 State Unemployment	16,500.43	16,802.29	-301.86	-1.80%
5250 Health Insurance	12,356.76	20,852.01	-8,495.25	-40.74%
5260 Workmans Compensation	12,057.61	15,199.03	-3,141.42	-20.67%
5270 Retirement Plans	4,430.00	5,115.40	-685.40	-13.40%
Total 5200 EMPLOYEE BENEFITS	$ 94,243.80	$ 101,571.72	-$ 7,327.92	-7.21%

5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	7,276.22	9,779.21	-2,502.99	-25.60%
5430 Professional Fees	27,222.95	25,768.96	1,453.99	5.64%
5436 Advertising	7,936.21	7,856.44	79.77	1.02%
5440 Office Expense	18,160.49	13,506.47	4,654.02	34.46%
5441 Bank Charges	73.74	185.39	-111.65	-60.22%
5442 Credit Card Fees	33,399.48	30,569.53	2,829.95	9.26%
5445 Postage	132.00	60.00	72.00	120.00%
5450 Training and Dues	2,025.00	1,195.00	830.00	69.46%
5451 Travel Expenses	148.30	0.00	148.30	
Total 5450 Training and Dues	**$ 2,173.30**	**$ 1,195.00**	**$ 978.30**	**81.87%**
5461 Authority Secretarial Services	1,450.00	990.00	460.00	46.46%
5469 Other Outside Services	6,492.55	5,551.28	941.27	16.96%
5470 Other Administrative	9,681.98	6,529.85	3,152.13	48.27%
5480 Utilities	46,599.79	38,822.70	7,777.09	20.03%
5499 Bad Debt Expense	7,828.92	0.00	7,828.92	
5500 Liability Insurance	79,436.62	71,082.49	8,354.13	11.75%
5520 Interest Expense	12,156.73	2,163.97	9,992.76	461.78%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 260,020.98**	**$ 214,061.29**	**$ 45,959.69**	**21.47%**
5600 SALES AND OPERATIONS				
5630 Golf Genius Software	1,858.34	1,275.00	583.34	45.75%
5640 Golf Pro Supplies	2,326.38	3,236.13	-909.75	-28.11%
5680 Golf Pro Work Clothes	1,023.69	521.38	502.31	96.34%
Total 5600 SALES AND OPERATIONS	**$ 5,208.41**	**$ 5,032.51**	**$ 175.90**	**3.50%**
5700 PARK MAINTENANCE				
5710 Water	25,539.08	69,053.87	-43,514.79	-63.02%
5715 Nature and Open Space	0.00	179.99	-179.99	-100.00%
5720 Heating Fuel	13,272.01	14,544.13	-1,272.12	-8.75%
5730 Grounds Maintenance	27,257.37	17,341.11	9,916.26	57.18%
5740 Tree Maintenance	4,750.00	4,419.56	330.44	7.48%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	100,943.08	74,331.08	26,612.00	35.80%
5752 Agriculture/Chemicals Utilized	-37,076.74	-48,863.00	11,786.26	24.12%
Total 5750 Agriculture and Chemicals	**$ 63,866.34**	**$ 25,468.08**	**$ 38,398.26**	**150.77%**
5760 Irrigation Maintenance	3,472.26	10,977.62	-7,505.36	-68.37%
5770 Consumable Tools	1,582.69	2,531.26	-948.57	-37.47%
5780 Tee and Green Supplies	3,416.69	2,018.49	1,398.20	69.27%
5795 Janitorial Supplies	55.66	301.72	-246.06	-81.55%
5800 Equipment Maintenance	34,729.11	25,021.43	9,707.68	38.80%
5810 Equipment Rental	300.81	0.00	300.81	
5820 Building Maintenance	46,137.65	17,620.12	28,517.53	161.85%
5840 Small Equipment	1,019.98	579.99	439.99	75.86%
5860 Gasoline/Diesel Fuel	13,635.94	11,175.93	2,460.01	22.01%
5880 Employee work clothes	374.33	530.78	-156.45	-29.48%
Total 5700 PARK MAINTENANCE	**$ 239,409.92**	**$ 201,764.08**	**$ 37,645.84**	**18.66%**
6000 CART EXPENSE				
6010 Cart Lease Expense	7,302.22	7,916.17	-613.95	-7.76%

6020 Electricity	13,067.05	9,934.04	3,133.01	31.54%
6030 Maintenance	3,371.27	1,333.58	2,037.69	152.80%
6050 Cart Insurance	3,600.00	3,600.00	0.00	0.00%
6060 Misc. Cart Expense	56.10	0.00	56.10	
Total 6000 CART EXPENSE	**$ 27,396.64**	**$ 22,783.79**	**$ 4,612.85**	**20.25%**
6500 TENNIS				
6510 Professional Services	2,000.00	0.00	2,000.00	
6530 Supplies	513.79	0.00	513.79	
6570 Other Expense	359.00	0.00	359.00	
Total 6500 TENNIS	**$ 2,872.79**	**$ 0.00**	**$ 2,872.79**	
Total Expenses	**$ 1,331,462.17**	**$ 1,147,266.20**	**$ 184,195.97**	**16.06%**
Net Operating Income	**$ 174,563.06**	**$ 278,741.71**	**-$104,178.65**	**-37.37%**
Other Income				
7002 Capital Contribution	1,449.81	0.00	1,449.81	
Total Other Income	**$ 1,449.81**	**$ 0.00**	**$ 1,449.81**	
Other Expenses				
8000 Depreciation/Amortization	282,870.00	221,238.00	61,632.00	27.86%
8001 Capital projects				
8100 Capital Projects - Cash	235,525.04	94,945.50	140,579.54	148.06%
Total 8001 Capital projects	**$ 235,525.04**	**$ 94,945.50**	**$ 140,579.54**	**148.06%**
Total Other Expenses	**$ 518,395.04**	**$ 316,183.50**	**$ 202,211.54**	**63.95%**
Net Other Income	**-$ 516,945.23**	**-$ 316,183.50**	**-$200,761.73**	**-63.50%**
Net Income	**-$ 342,382.17**	**-$ 37,441.79**	**-$304,940.38**	**-814.44%**

OAK HILLS SALES ANALYSIS MARCH 2024 FISCAL REPORT

Description	Mar-24	Mar-23	Inc/(Dec)	YTD FY24	YTD FY23	Inc/(Dec)
Revenue Rounds	1,637	1,356	20.7%	27,196	25,722	5.7%
Season Pass Rounds	144	140	2.9%	1,405	1,968	-28.6%
POS System Servicer Rounds	241	80	201.3%	1,541	1,618	-4.8%
Barter Rounds	0	0	0.0%	0	0	0.0%
Comp Rounds	0	0	0.0%	0	0	0.0%
Total All Rounds	2,022	1,576	28.3%	30,142	29,308	2.8%
Total Carts	533	535	-0.4%	15,886	15,201	4.5%
Total Golf ID Cards	253	213	18.8%	578	537	7.6%
Total Season Passes	1	0	0.0%	51	45	13.3%
Total Gift Cards	16	13	23.1%	207	237	-12.7%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$53,124	$31,162	70.5%	$947,018	$922,518	2.7%
Total Carts $	$10,453	$10,251	2.0%	$293,950	$280,913	4.6%
Total Golf ID Cards $	$34,925	$27,955	24.9%	$72,941	$66,590	9.5%
Total Season Pass $	$1,650	$0	0.0%	$113,190	$96,635	17.1%
Total Gift Cards $	$1,820	$1,473	23.6%	$17,661	$16,444	7.4%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$1,164	-$599	94.3%	-$7,608	-$8,672	-12.3%
	$100,808	**$70,242**	**43.5%**	**$1,437,152**	**$1,374,428**	**4.6%**
$ Revenue/Revenue Round	**$32.45**	**$22.98**	41.2%	**$34.82**	**$35.86**	-2.9%
Carts/Revenue Round	**32.6%**	**39.5%**	-17.5%	**58.4%**	**59.1%**	-1.2%
Cart $/Revenue Round	**$6.39**	**$7.56**	-15.5%	**$10.81**	**$10.92**	-1.0%
Cart $/Cart Round	**$19.61**	**$19.16**	2.4%	**$18.50**	**$18.48**	0.1%
ID Card $/Card	**$138.04**	**$131.24**	5.2%	**$126.20**	**$124.00**	1.8%
Resident Adult 18 Rounds	115	230	-50.0%	3,260	3,688	-11.6%
Resident Senior 18 Rounds	81	63	28.6%	2,193	3,080	-28.8%
Junior/Golf Team 18 Rounds	121	42	188.1%	1,502	1,282	17.2%
Golf League 18 Rounds	0	0	0.0%	50	60	-16.7%
Employee 18 Rounds	13	27	-51.9%	485	435	11.5%
Non Resident 18 Rounds	1,298	973	33.4%	18,274	15,753	16.0%
Total 9 Hole Rounds	9	21	-57.1%	1,432	1,424	0.6%
Total Revenue Rounds	***1,637***	***1,356***	***20.7%***	***27,196***	***25,722***	***5.7%***
Resident Adult 18 Rounds $	$3,963	$5,065	-21.8%	$119,469	$121,020	-1.3%
Resident Senior 18 Rounds $	$2,332	$1,391	67.6%	$25,919	$91,262	-71.6%
Junior/Golf Team 18 Rounds $	$2,516	$837	200.6%	$31,394	$27,978	12.2%
Golf League 18 Rounds	$0	$0	0.0%	$17	$0	0.0%
Employee 18 Rounds $	$91	$182	-50.0%	$3,338	$2,928	14.0%
Non Resident 18 Rounds $	$43,961	$23,261	89.0%	$732,178	$646,721	13.2%
Total 9 Hole Rounds $	$261	$426	-38.7%	$34,702	$32,609	6.4%
Total $ Revenue Rounds	***53,124***	***31,162***	***70.5%***	***947,018***	***922,518***	***2.7%***
Senior Non-Resident ID	14	11	27.3%	54	45	20.0%
Adult Non-Resident ID	13	11	18.2%	29	22	31.8%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***27***	***22***	***22.7%***	***83***	***67***	***23.9%***
GolfNow Rounds	824	665	23.9%	8,810	5,446	61.8%
GolfNow Dollars	$26,471	$13,544	95.5%	$312,181	$189,753	64.5%
Dollars/Round	$32.13	$20.37	57.7%	$35.43	$34.84	1.7%
City of Norwalk debt paydown	**$4,347.30**					

OAK HILLS SALES ANALYSIS MARCH 2024 CALENDAR

Description	Mar-24	Mar-23	Inc/(Dec)	YTD 2024	YTD 2023	Inc/(Dec)
Revenue Rounds	1,637	1,356	20.7%	2,274	2,345	-3.0%
Season Pass Rounds	144	140	2.9%	253	346	-26.9%
POS System Servicer Rounds	241	80	201.3%	393	323	21.7%
Barter Rounds	0	0	0.0%	0	0	0.0%
Comp Rounds	0	0	0.0%	0	0	0.0%
Total All Rounds	2,022	1,576	28.3%	2,920	3,014	-3.1%
Total Carts	533	535	-0.4%	558	535	4.3%
Total Golf ID Cards	253	213	18.8%	460	453	1.5%
Total Season Passes	1	0	0.0%	51	44	15.9%
Total Gift Cards	16	13	23.1%	22	28	-21.4%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$53,124	$31,162	70.5%	$65,121	$49,789	30.8%
Total Carts $	$10,453	$10,251	2.0%	$10,927	$10,251	6.6%
Total Golf ID Cards $	$34,925	$27,955	24.9%	$62,655	$58,855	6.5%
Total Season Pass $	$1,650	$0	0.0%	$113,190	$94,510	19.8%
Total Gift Cards $	$1,820	$1,473	23.6%	$2,430	$3,298	-26.3%
Total GPS Advertising $	$0	$0	0.0%	0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$1,164	-$599	94.3%	-$1,921	-$879	118.5%
	$100,808	**$70,242**	**43.5%**	**$252,402**	**$215,824**	**16.9%**
$ Revenue/Revenue Round	**$32.45**	**$22.98**	41.2%	**$28.64**	**$21.23**	34.9%
Carts/Revenue Round	**32.6%**	**39.5%**	-17.5%	**24.5%**	**22.8%**	7.6%
Cart $/Revenue Round	**$6.39**	**$7.56**	-15.5%	**$4.81**	**$4.37**	9.9%
Cart $/Cart Round	**$19.61**	**$19.16**	2.4%	**$19.58**	**$19.16**	2.2%
ID Card $/Card	**$138.04**	**$131.24**	5.2%	**$136.21**	**$129.92**	4.8%
Resident Adult 18 Rounds	115	230	-50.0%	124	710	-82.5%
Resident Senior 18 Rounds	81	63	28.6%	81	63	28.6%
Junior/Golf Team 18 Rounds	121	42	188.1%	126	54	133.3%
Golf League 18 Rounds	0	0	0.0%	0	0	0.0%
Empl 18 Rounds	13	27	-51.9%	14	27	-48.1%
Non Resident 18 Rounds	1,298	973	33.4%	1,920	1,444	33.0%
Total 9 Hole Rounds	9	21	-57.1%	9	47	-80.9%
Total Revenue Rounds	***1,637***	***1,356***	***20.7%***	***2,274***	***2,345***	***-3.0%***
Resident Adult 18 Rounds $	$3,963	$5,065	-21.8%	$4,139	$15,715	-73.7%
Resident Senior 18 Rounds $	$2,332	$1,391	67.6%	$2,332	$1,391	67.6%
Junior/Golf Team 18 Rounds $	$2,516	$837	200.6%	$2,610	$1,063	145.5%
Golf League 18 Rounds	$0	$0	0.0%	$0	$0	0.0%
Empl 18 Rounds $	$91	$182	-50.0%	$98	$182	-46.2%
Non Resident 18 Rounds $	$43,961	$23,261	89.0%	$55,681	$30,531	82.4%
Total 9 Hole Rounds $	$261	$426	-38.7%	$261	$907	-71.2%
Total $ Revenue Rounds	***53,124***	***31,162***	***70.5%***	***65,121***	***49,789***	***30.8%***
SR NONRES DISC	14	11	27.3%	43	45	-4.4%
NONRES DISCOUNT	13	11	18.2%	21	21	0.0%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***27***	***22***	***22.7%***	***64***	***66***	***-3.0%***
GolfNow Rounds	824	665	23.9%	1,217	1136	7.1%
GolfNow Dollars	$26,471	$13,544	95.5%	$33,506	$20,814	61.0%
Dollars/Round	$32.13	$20.37	57.7%	$27.53	$18.32	50.3%

Oak Hills Park Authority
April 2024 Financial Commentary

Operations Updates:

- Golf revenue rounds and cart rounds are performing above budget in total for the first ten months of FY24. Discount ID card sales have also caught up to budget.
- OHPA plans on making substantial capital improvements throughout the course of this fiscal year and has already spent $240k to date.
- We are at the end of our third year (of five) in our cart fleet lease and are seeing some expected wear and tear. However, the lithium batteries are holding up better than the standard batteries in previous leases.

YTD Financial Highlights:

- FY24 YTD net operating income was over budget by $91k and we ended April with a $590k cash balance which includes $52k in the capital reserve bank account.
    - Revenue was over-budget by $137k thanks to strong golf and Outings rounds.
    - Expenses were over-budget by $46k.
- OHPA made $102k in repayments to the City for the first ten months of the fiscal year, including the annual 1% of gross golf revenue additional debt payment.

Other:

- As part of our initiative of investing and diversifying excess cash, we now have money spread out among three banks in various types of interest-bearing accounts.
- The FY2025 budget has been prepared and a preliminary presentation was made in the May Authority meeting with only a couple of small changes suggested.

Updated through ***4/30/2024***

Fiscal Year To Date

		Budget	Actuals	Variance	Var %	Comments
Sales	Revenue Rounds	27,995	31,027	3,032	10.8%	Rounds have been higher than budget in most months this fiscal year
	Non-Revenue Rounds	4,293	3,455	(838)	-19.5%	Less season passholder rounds than anticipated
	Total Rounds	**32,288**	**34,482**	2,194	6.8%	
	Carts	17,458	17,984	526	3.0%	Rounds have been higher than budget in most months this fiscal year
	ID Cards	900	908	8	0.9%	Right on target

		Budget	Actuals	Variance	Var %	Comments
P&L	Golf Revenue	1,517,699	1,652,505	134,806	8.9%	Driven primarily by greens fees and outings
	Tennis Revenue	26,400	31,067	4,667	17.7%	We began running a USTA youth program ourselves after our tenant's tennis season ended
	Restaurant Revenue	40,000	28,200	(11,800)	-29.5%	Food & Beverage operator left, less rent than anticipated
	Other Revenue	32,674	41,604	8,930	27.3%	Moving cash to higher interest-bearing accounts was not budgeted for
	Total Revenue	**1,616,773**	**1,753,376**	**136,603**	**8.4%**	
	Management Salary	212,127	214,332	2,205	1.0%	
	Operations Salary	181,865	200,162	18,297	10.1%	Increase in minimum wage; more staffing needed to cover higher revenue volume
	Maintenance Salary	392,323	380,558	(11,765)	-3.0%	Overall lower staffing
	Employee Benefits	126,112	112,173	(13,939)	-11.1%	Driven by lower health insurance (less employees covered than expected) and payroll taxes
	Administrative	154,218	194,693	40,475	26.2%	Overage driven by restaurant bad debt, utilities, office expense, and credit card fees
	Interest & Insurance	97,353	103,256	5,903	6.1%	Higher and earlier financed equipment than expected resulted in higher interest expense
	Sales & Operations	6,692	6,171	(521)	-7.8%	
	Park Maintenance	199,678	164,869	(34,809)	-17.4%	Driven mostly by lower water exp thanks to plenty of rain over the summer; also less maintenance needed
	Park Equipment	67,959	99,331	31,372	46.2%	Higher building and equipment maintenance than expected, including many repairs to Clubhouse kitchen
	Carts	23,686	29,258	5,572	23.5%	Higher electricity and maintenance than budgeted
	Tennis	-	2,873	2,873		Not budgeted
	Operating Expense	**1,462,013**	**1,507,676**	**45,663**	**3.1%**	
	Net Operating Income	**154,760**	**245,700**	**90,940**	**58.8%**	
Balance Sheet	Capital Improvements	(245,000)	(240,284)	4,716	-1.9%	Cart paths, cold storage units, refurb buildings, fencing, new turf at range, warm up cages, kitchen equip
	Line of Credit Balance	-	-	-		
	Capital Reserve Cash Bal	70,854	51,750	(19,104)	-27.0%	Portion of cash restricted for capital improvements per our lease requirements
	Cash Balance	275,040	538,189	263,149	95.7%	Deferred revenue from annual pass sales, net operating income overage

Updated through ***4/30/2024***

Rest of Fiscal Year

		Budget	Proj.	Variance	Var %	Comments
Sales	Revenue Rounds	11,132	11,800	668	6.0%	Projections are slightly above Budget
	Non-Revenue Rounds	1,707	1,707	-	0.0%	Projections are still in line with Budget
	Total Rounds	12,839	13,507	668	5.2%	
	Carts	6,942	7,150	208	3.0%	Projections are slightly above Budget
	ID Cards	292	292	-	0.0%	Projections are slightly above Budget

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	609,107	645,654	36,546	6.0%	Projections are slightly above Budget
	Tennis Revenue	18,400	18,400	-	0.0%	
	Restaurant Revenue	8,000	5,000	(3,000)	-37.5%	Lower rent than budgeted expected for remainder of year
	Other Revenue	9,626	10,426	800	8.3%	Higher than budgeted interest is expected on our cash balance
	Total Revenue	**645,133**	**679,480**	**34,346**	**5.3%**	
	Salaries	203,076	205,076	2,000	1.0%	Projections are slightly above Budget
	Employee Benefits	31,683	32,683	1,000	3.2%	Projections are slightly above Budget
	Administrative	40,128	40,128	-	0.0%	Projections are still in line with Budget
	Debt Service & Insurance	21,747	22,447	700	3.2%	Projections are slightly above Budget
	Sales & Operations	2,608	2,608	-	0.0%	Projections are still in line with Budget
	Park Maintenance	61,621	61,621	-	0.0%	Projections are still in line with Budget
	Park Equipment	18,041	18,041	-	0.0%	Projections are still in line with Budget
	Carts	5,115	5,115	-	0.0%	Projections are still in line with Budget
	Operating Expense	**384,019**	**387,719**	**3,700**	**1.0%**	
	Uncategorized Exp/Rev					
	Net Operating Income	**261,114**	**291,761**	**30,646**	**11.7%**	
Balance Sheet	Capital Improvements	(29,000)	(33,716)	(4,716)	16.3%	Maintenance equipment, improvement to structures
	Line of Credit Balance	-	-	-		We do not expect to borrow during the remainder of this fiscal year.
	Capital Reserve Cash Bal	74,854	53,250	(21,604)	-28.9%	Portion of cash restricted for capital improvements per our lease requirements
	Cash Balance	430,703	705,781	275,078	63.9%	

ITEM #9

Oak Hills Park Authority
FY24 Actual vs. Budget

	April Act	April Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$138,713	$110,632	$28,082	25.4%	$1,053,368	$952,966	$100,402	10.5%
4020 · I.D. Cards	$45,045	$25,822	$19,223	74.4%	$117,946	$117,265	$681	0.6%
4025 · Season Pass	$9,732	$8,476	$1,256	14.8%	$88,083	$84,549	$3,535	4.2%
4030 · Tournament Fees	$10,512	$0	$10,512	0.0%	$74,214	$45,481	$28,733	63.2%
4050 · Cart Revenue	$37,334	$36,481	$853	2.3%	$313,735	$314,243	-$509	-0.2%
4060 · Golf Revenue - Gift Certif.	$1,271	$1,424	-$153	-10.8%	$17,985	$16,104	$1,881	11.7%
4070 · Gift & Rain Checks Redeemed	-$3,659	-$2,318	-$1,341	57.8%	-$12,826	-$12,909	$83	-0.6%
Total 4001 · Golf Revenue	**$238,948**	**$180,516**	**$58,432**	**32.4%**	**$1,652,505**	**$1,517,698**	**$134,807**	**8.9%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$26,400	$26,400	$0	0.0%
4101 · Tennis Program Revenue	$0	$0	$0	0.0%	$4,667	$0	$4,667	0.0%
4200 · Rental Income	$1,800	$1,500	$300	20.0%	$18,000	$15,000	$3,000	20.0%
4300 · Investment Income	$4,849	$627	$4,222	673.1%	$15,150	$7,806	$7,344	94.1%
4400 · Misc. Income	$753	$1,375	-$622	-45.2%	$8,454	$9,868	-$1,415	-14.3%
4500 · Golf Simulator Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
4600 · Restaurant Income	$1,000	$4,000	-$3,000	-75.0%	$28,200	$40,000	-$11,800	-29.5%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$8,403**	**$7,502**	**$901**	**12.0%**	**$100,871**	**$99,074**	**$1,797**	**1.8%**
TOTAL REVENUE	**$247,351**	**$188,018**	**$59,332**	**31.6%**	**$1,753,376**	**$1,616,773**	**$136,603**	**8.4%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$21,758	$21,347	-$412	-1.9%	$214,332	$212,127	-$2,205	-1.0%
5030 · Operations	$28,327	$28,449	$122	0.4%	$200,076	$181,865	-$18,211	-10.0%
5040 · Operations O/T	$0	$0	$0	0.0%	$86	$0	-$86	0.0%
5050 · Course Personnel	$26,709	$26,509	-$200	-0.8%	$258,972	$263,180	$4,208	1.6%
5060 · Course Personnel O/T	$123	$0	-$123	0.0%	$3,663	$0	-$3,663	0.0%
5070 · Seasonal Personnel	$15,826	$18,824	$2,998	15.9%	$116,105	$126,861	$10,757	8.5%
5075 · Outside Seasonal Personnel	$0	$0	$0	0.0%	$871	$0	-$871	0.0%
5080 · Seasonal Personnel O/T	$0	$1,141	$1,141	100.0%	$948	$2,282	$1,334	58.5%
Total 5000 · PERSONNEL EXPENSE	**$92,743**	**$96,269**	**$3,526**	3.7%	**$795,053**	**$786,315**	**-$8,737**	-1.1%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$6,516	$7,365	$849	11.5%	$55,415	$60,158	$4,743	7.9%
5230 · State Unemployment	$1,562	$2,026	$463	22.9%	$18,063	$18,270	$208	1.1%
5250 · Health Insurance	$8,084	$3,400	-$4,684	-137.8%	$20,441	$25,500	$5,059	19.8%
5260 · Workmans Compensation	$1,266	$1,378	$112	8.1%	$13,323	$16,692	$3,369	20.2%
5270 · Retirement Plans	$501	$546	$44	8.1%	$4,931	$5,492	$560	10.2%
Total 5200 · EMPLOYEE BENEFITS	**$17,929**	**$14,714**	**-$3,215**	-21.8%	**$112,173**	**$126,112**	**$13,939**	11.1%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$645	$890	$245	27.5%	$7,921	$9,020	$1,099	12.2%
5430 · Professional Fees	$3,000	$2,917	-$83	-2.9%	$30,223	$29,167	-$1,056	-3.6%
5436 · Advertising	$600	$964	$364	37.8%	$8,536	$10,457	$1,921	18.4%
5440 · Office Expense	$1,591	$1,382	-$209	-15.1%	$20,001	$13,466	-$6,535	-48.5%
5441 · Bank Charges	$0	$18	$18	100.0%	$74	$241	$167	69.4%
5442 · Credit Card Fees	$5,355	$3,925	-$1,430	-36.4%	$38,754	$32,999	-$5,756	-17.4%
5445 · Postage	$0	$50	$50	100.0%	$132	$250	$118	47.2%
5450 · Training and Dues	$511	$105	-$406	-385.0%	$2,684	$1,485	-$1,199	-80.8%
5461 · Authority Secretarial Services	$260	$133	-$127	-95.0%	$1,710	$1,333	-$377	-28.3%
5469 · Other Outside Services	$669	$724	$56	7.7%	$7,161	$6,279	-$882	-14.0%
5470 · Other Administrative	$860	$792	-$69	-8.7%	$10,542	$7,917	-$2,626	-33.2%
5480 · Utilities	$5,028	$5,622	$595	10.6%	$51,627	$41,604	-$10,023	-24.1%
5499 · Bad Debt Expense	$7,498	$0	-$7,498	0.0%	$15,327	$0	-$15,327	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$26,016**	**$17,522**	**-$8,493**	-48.5%	**$194,693**	**$154,218**	**-$40,475**	-26.2%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$10,086	$10,307	$221	2.1%	$89,522	$91,686	$2,164	2.4%
5520 · Interest	$1,577	$567	-$1,010	-178.2%	$13,733	$5,667	-$8,067	-142.4%

Oak Hills Park Authority
FY24 Actual vs. Budget

ITEM #9

	April Act	April Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
Total 5500 · DEBT SERVICE AND INSURANCE	**$11,662**	**$10,874**	**-$789**	-7.3%	**$103,256**	**$97,353**	**-$5,903**	-6.1%
5600 · SALES AND OPERATIONS								
5630 · Golf Genius Software	$308	$258	-$50	-19.4%	$2,167	$2,583	$417	16.1%
5640 · Golf Pro Supplies	$654	$200	-$454	-227.0%	$2,980	$2,549	-$431	-16.9%
5680 · Golf Pro Work Clothes	$0	$520	$520	100.0%	$1,024	$1,560	$536	34.4%
Total 5600 SALES AND OPERATIONS	**$962**	**$978**	**$16**	1.6%	**$6,171**	**$6,692**	**$522**	7.8%
5700 · PARK MAINTENANCE								
5710 · Water	$1,054	$2,663	$1,610	60.4%	$26,593	$52,073	$25,481	48.9%
5715 · Nature and Open Space	$0	$200	$200	100.0%		$900	$900	100.0%
5720 · Heating Fuel	$1,027	$1,896	$869	45.8%	$14,299	$15,458	$1,158	7.5%
5730 · Grounds Maintenance	$1,256	$4,669	$3,412	73.1%	$28,514	$33,277	$4,763	14.3%
5740 · Tree Maintenance		$0	$0	0.0%	$4,750	$3,000	-$1,750	-58.3%
5751 · Agriculture&Chemicals-Purch	$140	$16,290	$16,150	99.1%	$101,083	$78,089	-$22,995	-29.4%
5752 · Agriculture/Chemicals Utilized	$17,882	$0	-$17,882	0.0%	-$19,194	$0	$19,194	0.0%
5760 · Irrigation Maintenance	$252	$1,437	$1,185	82.5%	$3,724	$10,159	$6,436	63.3%
5770 · Consumable Tools	$46	$622	$576	92.6%	$1,629	$2,632	$1,003	38.1%
5780 · Tee and Green Supplies	$0	$1,330	$1,330	100.0%	$3,417	$3,890	$474	12.2%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$56	$200	$145	72.2%
Total 5700 · PARK MAINTENANCE	**$21,657**	**$29,106**	**$7,449**	25.6%	**$164,869**	**$199,679**	**$34,809**	17.4%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$504	$2,915	$2,411	82.7%	$35,233	$27,734	-$7,499	-27.0%
5810 · Equipment Rental	$0	$250	$250	100.0%	$301	$500	$199	39.8%
5820 · Building Maintenance	$2,629	$2,610	-$19	-0.7%	$48,767	$24,023	-$24,744	-103.0%
5840 · Small Equipment	$0	$0	$0	0.0%	$1,020	$1,101	$81	7.4%
5860 · Gasoline/Diesel Fuel	$0	$2,038	$2,038	100.0%	$13,636	$13,101	-$534	-4.1%
5880 · Employee work clothes	$0	$0	$0	0.0%	$374	$1,500	$1,126	75.0%
Total 5800 · PARK EQUIPMENT	**$3,133**	**$7,813**	**$4,679**	59.9%	**$99,331**	**$67,959**	**-$31,372**	-46.2%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$0	$0	0.0%	$7,302	$8,000	$698	8.7%
6020 · Electricity	$1,108	$548	-$560	-102.2%	$14,175	$10,032	-$4,144	-41.3%
6030 · Maintenance	$353	$355	$2	0.6%	$3,724	$1,654	-$2,071	-125.2%
6050 · Cart Insurance	$400	$400	$0	0.0%	$4,000	$4,000	$0	0.0%
6060 · Misc. Cart Expense	$0	$0	$0	0.0%	$56	$0	-$56	0.0%
Total 6000 · CART EXPENSE	**$1,862**	**$1,304**	**-$558**	-42.8%	**$29,258**	**$23,686**	**-$5,573**	-23.5%
6500 · TENNIS								
6510 ·Professional Services	$0	$0	$0	0.0%	$2,000	$0	-$2,000	
6530 ·Supplies	$0	$0	$0	0.0%	$514	$0	-$514	0.0%
6570 ·Other Expense	$0	$0	$0	0.0%	$359	$0	-$359	
Total 6500 · TENNIS	**$0**	**$0**	**$0**	0.0%	**$2,873**	**$0**	**-$2,873**	0.0%
TOTAL OPERATIONAL EXPENSE	**$175,964**	**$178,581**	**$2,616**	1.5%	**$1,507,676**	**$1,462,013**	**-$45,664**	-3.1%
TOTAL OPERATIONAL NET INCOME	**$71,387**	**$9,438**	**$61,949**	656.4%	**$245,700**	**$154,760**	**$90,940**	58.8%
Restructured City Debt	$4,347	$2,906	-$1,441	-49.6%	$102,614	$92,557	-$10,057	-10.9%
Commercial Debt	$23,624	$24,000	$376	1.6%	$88,547	$116,422	$27,875	23.9%
Total BS Debt Payments	**$27,972**	**$26,906**	**-$1,066**	-4.0%	**$191,160**	**$208,979**	**$17,819**	8.5%
NET INCOME BEFORE CAPITAL EXPENSE	**$71,387**	**$9,438**	**$61,949**	656.4%	**$245,700**	**$154,760**	**$90,940**	58.8%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$31,430	$23,750	-$7,680	-32.3%	$314,300	$237,500	-$76,800	-32.3%
8001 · Capital projects								
8100 - Capital Proj Cash	$4,167	$20,000	$15,833	79.2%	$240,284	$245,000	$4,716	1.9%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
8006 · Disposed Assets	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution	$0	$0	$0	0.0%	-$1,450	$0	$1,450	0.0%
Total 8000 · OTHER EXPENSE	$31,430	$23,750	$8,153	-32.3%	$312,850	$237,500	-$70,634	-31.7%
NET INCOME	**$39,957**	**-$14,312**	**$54,269**	-379.2%	**-$67,150**	**-$82,740**	**$15,590**	-18.8%

OAK HILLS PARK AUTHORITY
Balance Sheet FY24
As of April 30, 2024

	Total			
	As of Apr 30, 2024	As of Apr 30, 2023 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	133,448.56	503,962.10	-370,513.54	-73.52%
1022 NBT Payment Account	-40,031.60	-40,927.87	896.27	2.19%
1023 NBT Rent Escrow Sec Apt Right	1,801.00	1.00	1,800.00	180000.00%
1024 NBT Capital Reserve Savings Account	5,959.35	24,007.73	-18,048.38	-75.18%
1030 Chase Platinum Checking	10.00	0.00	10.00	
1031 Chase CD	231,860.00	0.00	231,860.00	
1040 Bankwell Money Market	209,681.03	0.00	209,681.03	
1041 Bankwell Capital Reserve Savings Account	45,790.47	0.00	45,790.47	
1050 Petty	1,420.00	1,400.00	20.00	1.43%
Total 1000 Cash	**$ 589,938.81**	**$ 488,442.96**	**$ 101,495.85**	**20.78%**
Total Bank Accounts	**$ 589,938.81**	**$ 488,442.96**	**$ 101,495.85**	**20.78%**
Accounts Receivable				
1201 Accounts Receivable	0.00	8,131.03	-8,131.03	-100.00%
Total Accounts Receivable	**$ 0.00**	**$ 8,131.03**	**-$ 8,131.03**	**-100.00%**
Other Current Assets				
1100 Inventory	122,508.42	133,631.12	-11,122.70	-8.32%
1200 Receivables	2,115.00	31,603.59	-29,488.59	-93.31%
1300 Prepaid Expenses	38,843.68	38,895.61	-51.93	-0.13%
1400 Deposits	557.00	557.00	0.00	0.00%
Total Other Current Assets	**$ 164,024.10**	**$ 204,687.32**	**-$ 40,663.22**	**-19.87%**
Total Current Assets	**$ 753,962.91**	**$ 701,261.31**	**$ 52,701.60**	**7.52%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,738,987.71	1,597,008.13	141,979.58	8.89%
1510 Accumulated Depreciation/Amort.	-4,734,337.10	-4,465,954.83	-268,382.27	-6.01%
1520 Furniture & Fixtures	47,635.23	47,635.23	0.00	0.00%
1560 Leasehold Improvements	162,997.83	157,690.84	5,306.99	3.37%
1561 Park Improvements	2,168,049.89	2,043,360.87	124,689.02	6.10%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-226,240.00	-105,906.28	-120,333.72	-113.62%
1570 Capital Projects in Progress	104,048.43	195,389.43	-91,341.00	-46.75%
Total 1500 Fixed Assets	**$ 1,538,276.65**	**$ 1,746,358.05**	**-$ 208,081.40**	**-11.92%**
Total Fixed Assets	**$ 1,538,276.65**	**$ 1,746,358.05**	**-$ 208,081.40**	**-11.92%**
TOTAL ASSETS	**$ 2,292,239.56**	**$ 2,447,619.36**	**-$ 155,379.80**	**-6.35%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				

Accounts Payable				
2000 *Accounts Payable	108,040.85	136,393.98	-28,353.13	-20.79%
Total Accounts Payable	**$ 108,040.85**	**$ 136,393.98**	**-$ 28,353.13**	**-20.79%**
Other Current Liabilities				
2010 Accounts Payable - Payroll	39,028.35	33,298.56	5,729.79	17.21%
2051 Accounts Payable - OHMGA Revenue	2,900.00	1,175.00	1,725.00	146.81%
2054 Accounts Payable - OHWGA Revenue	182.00	0.00	182.00	
2100 Accrued Payroll	24,086.38	14,432.85	9,653.53	66.89%
2104 Accrued retirement contribution	1,147.99	1,206.25	-58.26	-4.83%
2105 Accrued Vacation Pay	21,320.54	20,817.27	503.27	2.42%
2200 Accrued Expenses	33,667.50	29,714.06	3,953.44	13.30%
2210 Security Deposits - Tenants				
2212 Security Dep - Apt 2 Right	1,800.00	0.00	1,800.00	
2213 Sec Deposit - Restaurant	2,997.33	333.00	2,664.33	800.10%
Total 2210 Security Deposits - Tenants	**$ 4,797.33**	**$ 333.00**	**$ 4,464.33**	**1340.64%**
2250 Deferred Revenue				
2251 Tournament Deposits	8,280.00	11,400.00	-3,120.00	-27.37%
2253 Deferred Tennis Revenue	15,500.00	14,667.00	833.00	5.68%
2254 Other Deferred	146,373.33	134,331.49	12,041.84	8.96%
Total 2250 Deferred Revenue	**$ 170,153.33**	**$ 160,398.49**	**$ 9,754.84**	**6.08%**
2400 Cart Sales Tax Due	3,087.00	2,978.57	108.43	3.64%
Total Other Current Liabilities	**$ 300,370.42**	**$ 264,354.05**	**$ 36,016.37**	**13.62%**
Total Current Liabilities	**$ 408,411.27**	**$ 400,748.03**	**$ 7,663.24**	**1.91%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,712,536.47	1,838,791.79	-126,255.32	-6.87%
2772 Wells Fargo 2017 Aera-Vator	197.16	197.16	0.00	0.00%
2775 Deere Credit, Inc. Hybrid Mower	0.00	1.17	-1.17	-100.00%
2776 Wells Fargo MTE 2018 TurfCo Blower	0.00	1,537.02	-1,537.02	-100.00%
2777 DLL Finance Club Car CA502 Utility Cart	306.57	2,146.59	-1,840.02	-85.72%
2778 Wells Fargo Used Kubota Tractor Mini Ex	4,416.29	10,753.26	-6,336.97	-58.93%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration	21,014.87	32,911.39	-11,896.52	-36.15%
2780 DLL Club Car 2021 Cart Fleet	133,794.76	194,610.56	-60,815.80	-31.25%
2781 GPSi Visage Software 2021 Cart Fleet	24,480.00	48,960.00	-24,480.00	-50.00%
2782 Wells Fargo 2 Reelmaster 3555D Fairway Mowers	94,025.71	115,979.97	-21,954.26	-18.93%
2783 Wells Fargo 2 Baroness LM315GC Greens Mowers	61,225.93	74,675.14	-13,449.21	-18.01%
2784 Wells Fargo 2023 Spreader Trailer Roller	38,360.84	0.00	38,360.84	
2785 Wells Fargo Lastec 2023 Rotary Mower	64,738.12	0.00	64,738.12	
Total Long-Term Liabilities	**$ 2,155,096.72**	**$ 2,320,564.05**	**-$ 165,467.33**	**-7.13%**
Total Liabilities	**$ 2,563,507.99**	**$ 2,721,312.08**	**-$ 157,804.09**	**-5.80%**
Equity				
3900 Retained Earnings	36,165.64	-307,610.18	343,775.82	111.76%
Net Income	-307,434.07	33,917.46	-341,351.53	-1006.42%
Total Equity	**-$ 271,268.43**	**-$ 273,692.72**	**$ 2,424.29**	**0.89%**
TOTAL LIABILITIES AND EQUITY	**$ 2,292,239.56**	**$ 2,447,619.36**	**-$ 155,379.80**	**-6.35%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
April 2024

	Total			
	Apr 2024	Apr 2023 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	138,713.41	153,517.95	-14,804.54	-9.64%
4020 I.D. Cards	45,045.00	46,635.00	-1,590.00	-3.41%
4025 Season Pass	9,731.67	8,441.12	1,290.55	15.29%
4030 Tournament Fees	10,512.00	0.00	10,512.00	
4050 Cart Revenue	37,334.00	46,294.66	-8,960.66	-19.36%
4060 Golf Revenue - Gift Certif.	1,271.00	832.00	439.00	52.76%
4070 Gift & Rain Checks Redeemed	-3,659.00	-2,784.00	-875.00	-31.43%
Total 4001 Golf Revenue	**$ 238,948.08**	**$ 252,936.73**	**-$ 13,988.65**	**-5.53%**
4200 Rental Income	1,800.00	0.00	1,800.00	
4300 Investment Income	4,849.49	166.37	4,683.12	2814.88%
4400 Misc. Income	753.23	1,013.75	-260.52	-25.70%
4600 Restaurant Income	1,000.00	4,000.00	-3,000.00	-75.00%
Total 4000 REVENUES	**$ 247,350.80**	**$ 258,116.85**	**-$ 10,766.05**	**-4.17%**
Total Income	**$ 247,350.80**	**$ 258,116.85**	**-$ 10,766.05**	**-4.17%**
Gross Profit	**$ 247,350.80**	**$ 258,116.85**	**-$ 10,766.05**	**-4.17%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	21,758.25	13,846.16	7,912.09	57.14%
5030 Operations	28,327.02	25,609.71	2,717.31	10.61%
5040 Operations O/T	0.00	0.00	0.00	
5050 Course Personnel	26,709.21	25,400.18	1,309.03	5.15%
5060 Course Personnel O/T	122.54	0.00	122.54	
5070 Seasonal Personnel	15,825.93	14,680.50	1,145.43	7.80%
5080 Seasonal Personnel O/T	0.00	0.00	0.00	
Total 5000 PERSONNEL EXPENSE	**$ 92,742.95**	**$ 79,536.55**	**$ 13,206.40**	**16.60%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	6,515.83	6,034.32	481.51	7.98%
5230 State Unemployment	1,562.25	2,077.36	-515.11	-24.80%
5250 Health Insurance	8,083.89	2,706.03	5,377.86	198.74%
5260 Workmans Compensation	1,265.60	1,284.69	-19.09	-1.49%
5270 Retirement Plans	501.30	562.94	-61.64	-10.95%
Total 5200 EMPLOYEE BENEFITS	**$ 17,928.87**	**$ 12,665.34**	**$ 5,263.53**	**41.56%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	644.97	1,046.78	-401.81	-38.39%
5430 Professional Fees	3,000.00	3,000.00	0.00	0.00%
5436 Advertising	600.00	726.60	-126.60	-17.42%
5440 Office Expense	1,590.52	974.92	615.60	63.14%
5441 Bank Charges	0.00	18.95	-18.95	-100.00%
5442 Credit Card Fees	5,354.88	5,369.55	-14.67	-0.27%

5445 Postage	0.00	63.00	-63.00	-100.00%
5450 Training and Dues	511.00	200.00	311.00	155.50%
5461 Authority Secretarial Services	260.00	260.00	0.00	0.00%
5469 Other Outside Services	668.55	639.57	28.98	4.53%
5470 Other Administrative	860.25	747.58	112.67	15.07%
5480 Utilities	5,027.64	6,572.80	-1,545.16	-23.51%
5499 Bad Debt Expense	7,498.03	0.00	7,498.03	
5500 Liability Insurance	10,085.54	8,137.82	1,947.72	23.93%
5520 Interest Expense	1,576.70	2,936.28	-1,359.58	-46.30%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 37,678.08**	**$ 30,693.85**	**$ 6,984.23**	**22.75%**
5600 SALES AND OPERATIONS				
5630 Golf Genius Software	308.33	0.00	308.33	
5640 Golf Pro Supplies	653.91	0.00	653.91	
5680 Golf Pro Work Clothes	0.00	482.87	-482.87	-100.00%
Total 5600 SALES AND OPERATIONS	**$ 962.24**	**$ 482.87**	**$ 479.37**	**99.28%**
5700 PARK MAINTENANCE				
5710 Water	1,053.50	1,528.22	-474.72	-31.06%
5720 Heating Fuel	1,027.26	1,707.68	-680.42	-39.84%
5730 Grounds Maintenance	1,256.42	-2,800.22	4,056.64	144.87%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	140.00	26,808.88	-26,668.88	-99.48%
5752 Agriculture/Chemicals Utilized	17,882.35	0.00	17,882.35	
Total 5750 Agriculture and Chemicals	**$ 18,022.35**	**$ 26,808.88**	**-$ 8,786.53**	**-32.77%**
5760 Irrigation Maintenance	251.63	1,809.95	-1,558.32	-86.10%
5770 Consumable Tools	45.98	685.75	-639.77	-93.29%
5780 Tee and Green Supplies	0.00	3,076.65	-3,076.65	-100.00%
5800 Equipment Maintenance	504.31	1,412.39	-908.08	-64.29%
5820 Building Maintenance	2,629.03	2,587.82	41.21	1.59%
5860 Gasoline/Diesel Fuel	0.00	2,470.61	-2,470.61	-100.00%
5880 Employee work clothes	0.00	319.92	-319.92	-100.00%
Total 5700 PARK MAINTENANCE	**$ 24,790.48**	**$ 39,607.65**	**-$ 14,817.17**	**-37.41%**
6000 CART EXPENSE				
6020 Electricity	1,108.37	1,229.77	-121.40	-9.87%
6030 Maintenance	353.13	59.57	293.56	492.80%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 1,861.50**	**$ 1,689.34**	**$ 172.16**	**10.19%**
Total Expenses	**$ 175,964.12**	**$ 164,675.60**	**$ 11,288.52**	**6.86%**
Net Operating Income	**$ 71,386.68**	**$ 93,441.25**	**-$ 22,054.57**	**-23.60%**
Other Expenses				
8000 Depreciation/Amortization	31,430.00	24,582.00	6,848.00	27.86%
8001 Capital projects				
8100 Capital Projects - Cash	4,167.27	500.00	3,667.27	733.45%
Total 8001 Capital projects	**$ 4,167.27**	**$ 500.00**	**$ 3,667.27**	**733.45%**
8006 Disposed Assets	0.00	-3,000.00	3,000.00	100.00%
Total Other Expenses	**$ 35,597.27**	**$ 22,082.00**	**$ 13,515.27**	**61.20%**
Net Other Income	**-$ 35,597.27**	**-$ 22,082.00**	**-$ 13,515.27**	**-61.20%**
Net Income	**$ 35,789.41**	**$ 71,359.25**	**-$ 35,569.84**	**-49.85%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2023 - April 2024

	Total			
	Jul 2023 - Apr 2024	Jul 2022 - Apr 2023 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	1,053,367.84	1,024,175.99	29,191.85	2.85%
4020 I.D. Cards	117,946.00	113,225.00	4,721.00	4.17%
4025 Season Pass	88,083.42	88,971.98	-888.56	-1.00%
4030 Tournament Fees	74,214.00	53,056.00	21,158.00	39.88%
4050 Cart Revenue	313,734.85	311,048.52	2,686.33	0.86%
4060 Golf Revenue - Gift Certif.	17,985.00	15,216.00	2,769.00	18.20%
4070 Gift & Rain Checks Redeemed	-12,826.00	-11,492.00	-1,334.00	-11.61%
Total 4001 Golf Revenue	**$ 1,652,505.11**	**$ 1,594,201.49**	**$ 58,303.62**	**3.66%**
4100 Tennis Revenue	26,400.00	25,200.00	1,200.00	4.76%
4101 Tennis Program Revenues	4,667.34	0.00	4,667.34	
Total 4100 Tennis Revenue	**$ 31,067.34**	**$ 25,200.00**	**$ 5,867.34**	**23.28%**
4200 Rental Income	18,000.00	0.00	18,000.00	
4300 Investment Income	15,150.04	1,324.47	13,825.57	1043.86%
4400 Misc. Income	8,453.54	12,482.74	-4,029.20	-32.28%
4600 Restaurant Income	28,200.00	50,916.06	-22,716.06	-44.61%
Total 4000 REVENUES	**$ 1,753,376.03**	**$ 1,684,124.76**	**$ 69,251.27**	**4.11%**
Total Income	**$ 1,753,376.03**	**$ 1,684,124.76**	**$ 69,251.27**	**4.11%**
Gross Profit	**$ 1,753,376.03**	**$ 1,684,124.76**	**$ 69,251.27**	**4.11%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	214,331.69	140,898.15	73,433.54	52.12%
5011 Management Salary - Contractor	0.00	0.00	0.00	
Total 5010 Management Salary	**$ 214,331.69**	**$ 140,898.15**	**$ 73,433.54**	**52.12%**
5030 Operations	200,076.43	169,641.96	30,434.47	17.94%
5040 Operations O/T	85.57	772.50	-686.93	-88.92%
5050 Course Personnel	258,972.12	256,503.71	2,468.41	0.96%
5060 Course Personnel O/T	3,663.42	1,440.20	2,223.22	154.37%
5070 Seasonal Personnel	116,104.70	82,718.81	33,385.89	40.36%
5075 Outside Seasonal Personnel	870.99	29,003.97	-28,132.98	-97.00%
5080 Seasonal Personnel O/T	947.66	610.06	337.60	55.34%
Total 5000 PERSONNEL EXPENSE	**$ 795,052.58**	**$ 681,589.36**	**$ 113,463.22**	**16.65%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	55,414.83	49,637.31	5,777.52	11.64%
5230 State Unemployment	18,062.68	18,879.65	-816.97	-4.33%
5250 Health Insurance	20,440.65	23,558.04	-3,117.39	-13.23%
5260 Workmans Compensation	13,323.21	16,483.72	-3,160.51	-19.17%

5270 Retirement Plans	4,931.30	5,678.34	-747.04	-13.16%
Total 5200 EMPLOYEE BENEFITS	**$ 112,172.67**	**$ 114,237.06**	**-$ 2,064.39**	**-1.81%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	7,921.19	10,825.99	-2,904.80	-26.83%
5430 Professional Fees	30,222.95	28,768.96	1,453.99	5.05%
5436 Advertising	8,536.21	8,583.04	-46.83	-0.55%
5440 Office Expense	20,001.01	14,481.39	5,519.62	38.12%
5441 Bank Charges	73.74	204.34	-130.60	-63.91%
5442 Credit Card Fees	38,754.36	35,939.08	2,815.28	7.83%
5445 Postage	132.00	123.00	9.00	7.32%
5450 Training and Dues	2,536.00	1,395.00	1,141.00	81.79%
5451 Travel Expenses	148.30	0.00	148.30	
Total 5450 Training and Dues	**$ 2,684.30**	**$ 1,395.00**	**$ 1,289.30**	**92.42%**
5461 Authority Secretarial Services	1,710.00	1,250.00	460.00	36.80%
5469 Other Outside Services	7,161.10	6,190.85	970.25	15.67%
5470 Other Administrative	10,542.23	7,277.43	3,264.80	44.86%
5480 Utilities	51,627.43	45,395.50	6,231.93	13.73%
5499 Bad Debt Expense	15,326.95	0.00	15,326.95	
5500 Liability Insurance	89,522.16	79,220.31	10,301.85	13.00%
5520 Interest Expense	13,733.43	5,100.25	8,633.18	169.27%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 297,949.06**	**$ 244,755.14**	**$ 53,193.92**	**21.73%**
5600 SALES AND OPERATIONS				
5630 Golf Genius Software	2,166.67	1,275.00	891.67	69.93%
5640 Golf Pro Supplies	2,980.29	3,236.13	-255.84	-7.91%
5680 Golf Pro Work Clothes	1,023.69	1,004.25	19.44	1.94%
Total 5600 SALES AND OPERATIONS	**$ 6,170.65**	**$ 5,515.38**	**$ 655.27**	**11.88%**
5700 PARK MAINTENANCE				
5710 Water	26,592.58	70,582.09	-43,989.51	-62.32%
5715 Nature and Open Space	0.00	179.99	-179.99	-100.00%
5720 Heating Fuel	14,299.27	16,251.81	-1,952.54	-12.01%
5730 Grounds Maintenance	28,513.79	14,540.89	13,972.90	96.09%
5740 Tree Maintenance	4,750.00	4,419.56	330.44	7.48%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	101,083.08	101,139.96	-56.88	-0.06%
5752 Agriculture/Chemicals Utilized	-19,194.39	-48,863.00	29,668.61	60.72%
Total 5750 Agriculture and Chemicals	**$ 81,888.69**	**$ 52,276.96**	**$ 29,611.73**	**56.64%**
5760 Irrigation Maintenance	3,723.89	12,787.57	-9,063.68	-70.88%
5770 Consumable Tools	1,628.67	3,217.01	-1,588.34	-49.37%
5780 Tee and Green Supplies	3,416.69	5,095.14	-1,678.45	-32.94%
5795 Janitorial Supplies	55.66	301.72	-246.06	-81.55%
5800 Equipment Maintenance	35,233.42	26,433.82	8,799.60	33.29%
5810 Equipment Rental	300.81	0.00	300.81	
5820 Building Maintenance	48,766.68	20,207.94	28,558.74	141.32%
5840 Small Equipment	1,019.98	579.99	439.99	75.86%
5860 Gasoline/Diesel Fuel	13,635.94	13,646.54	-10.60	-0.08%
5880 Employee work clothes	374.33	850.70	-476.37	-56.00%
Total 5700 PARK MAINTENANCE	**$ 264,200.40**	**$ 241,371.73**	**$ 22,828.67**	**9.46%**

6000 CART EXPENSE				
6010 Cart Lease Expense	7,302.22	7,916.17	-613.95	-7.76%
6020 Electricity	14,175.42	11,163.81	3,011.61	26.98%
6030 Maintenance	3,724.40	1,393.15	2,331.25	167.34%
6050 Cart Insurance	4,000.00	4,000.00	0.00	0.00%
6060 Misc. Cart Expense	56.10	0.00	56.10	
Total 6000 CART EXPENSE	**$ 29,258.14**	**$ 24,473.13**	**$ 4,785.01**	**19.55%**
6500 TENNIS				
6510 Professional Services	2,000.00	0.00	2,000.00	
6530 Supplies	513.79	0.00	513.79	
6570 Other Expense	359.00	0.00	359.00	
Total 6500 TENNIS	**$ 2,872.79**	**$ 0.00**	**$ 2,872.79**	
Total Expenses	**$ 1,507,676.29**	**$ 1,311,941.80**	**$ 195,734.49**	**14.92%**
Net Operating Income	**$ 245,699.74**	**$ 372,182.96**	**-$ 126,483.22**	**-33.98%**
Other Income				
7002 Capital Contribution	1,449.81	0.00	1,449.81	
Total Other Income	**$ 1,449.81**	**$ 0.00**	**$ 1,449.81**	
Other Expenses				
8000 Depreciation/Amortization	314,300.00	245,820.00	68,480.00	27.86%
8001 Capital projects				
8100 Capital Projects - Cash	240,283.62	95,445.50	144,838.12	151.75%
Total 8001 Capital projects	**$ 240,283.62**	**$ 95,445.50**	**$ 144,838.12**	**151.75%**
8006 Disposed Assets	0.00	-3,000.00	3,000.00	100.00%
Total Other Expenses	**$ 554,583.62**	**$ 338,265.50**	**$ 216,318.12**	**63.95%**
Net Other Income	**-$ 553,133.81**	**-$ 338,265.50**	**-$ 214,868.31**	**-63.52%**
Net Income	**-$ 307,434.07**	**$ 33,917.46**	**-$ 341,351.53**	**-1006.42%**

OAK HILLS SALES ANALYSIS APRIL 2024 FISCAL REPORT

Description	Apr-24	Apr-23	Inc/(Dec)	YTD FY24	YTD FY23	Inc/(Dec)
Revenue Rounds	3,831	4,217	-9.2%	31,027	29,939	3.6%
Season Pass Rounds	236	266	-11.3%	1,641	2,234	-26.5%
POS System Servicer Rounds	273	188	45.2%	1,814	1,806	0.4%
Barter Rounds	0	0	0.0%	0	0	0.0%
Comp Rounds	0	0	0.0%	0	0	0.0%
Total All Rounds	4,340	4,671	-7.1%	34,482	33,979	1.5%
Total Carts	2,098	2,632	-20.3%	17,984	17,833	0.8%
Total Golf ID Cards	330	361	-8.6%	908	898	1.1%
Total Season Passes	1	1	0.0%	52	46	13.0%
Total Gift Cards	35	9	288.9%	242	246	-1.6%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$148,771	$153,515	-3.1%	$1,127,622	$1,076,033	4.8%
Total Carts $	$39,725	$49,885	-20.4%	$333,675	$330,798	0.9%
Total Golf ID Cards $	$45,045	$46,635	-3.4%	$117,986	$113,225	4.2%
Total Season Pass $	$2,100	$2,885	-27.2%	$115,290	$99,520	15.8%
Total Gift Cards $	$1,458	$832	75.2%	$19,119	$17,276	10.7%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$3,659	-$2,784	31.4%	-$11,267	-$11,456	-1.6%
	$233,440	**$250,968**	**-7.0%**	**$1,702,426**	**$1,625,396**	**4.7%**
$ Revenue/Revenue Round	**$38.83**	**$36.40**	6.7%	**$36.34**	**$35.94**	1.1%
Carts/Revenue Round	**54.8%**	**62.4%**	-12.3%	**58.0%**	**59.6%**	-2.7%
Cart $/Revenue Round	**$10.37**	**$11.83**	-12.3%	**$10.75**	**$11.05**	-2.7%
Cart $/Cart Round	**$18.93**	**$18.95**	-0.1%	**$18.55**	**$18.55**	0.0%
ID Card $/Card	**$136.50**	**$129.18**	5.7%	**$129.94**	**$126.09**	3.1%
Resident Adult 18 Rounds	404	596	-32.2%	3,664	4,284	-14.5%
Resident Senior 18 Rounds	376	383	-1.8%	2,569	3,463	-25.8%
Junior/Golf Team 18 Rounds	169	159	6.3%	1,671	1,441	16.0%
Golf League 18 Rounds	0	0	0.0%	50	60	-16.7%
Employee 18 Rounds	79	94	-16.0%	564	529	6.6%
Non Resident 18 Rounds	2,704	2,864	-5.6%	20,978	18,617	12.7%
Total 9 Hole Rounds	99	121	-18.2%	1,531	1,545	-0.9%
Total Revenue Rounds	***3,831***	***4,217***	***-9.2%***	***31,027***	***29,939***	***3.6%***
Resident Adult 18 Rounds $	$15,254	$22,050	-30.8%	$134,723	$143,071	-5.8%
Resident Senior 18 Rounds $	$12,096	$10,617	13.9%	$69,849	$101,879	-31.4%
Junior/Golf Team 18 Rounds $	$3,549	$3,259	8.9%	$34,943	$31,237	11.9%
Golf League 18 Rounds	$0	$0	0.0%	$17	$0	0.0%
Employee 18 Rounds $	$521	$658	-20.8%	$3,859	$3,586	7.6%
Non Resident 18 Rounds $	$114,716	$114,022	0.6%	$846,894	$760,743	11.3%
Total 9 Hole Rounds $	$2,635	$2,909	-9.4%	$37,337	$35,518	5.1%
Total $ Revenue Rounds	***148,771***	***153,515***	***-3.1%***	***1,127,622***	***1,076,033***	***4.8%***
Senior Non-Resident ID	28	25	12.0%	82	70	17.1%
Adult Non-Resident ID	21	28	-25.0%	50	50	0.0%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***49***	***53***	***-7.5%***	***132***	***120***	***10.0%***
GolfNow Rounds	1,580	1568	0.8%	10,390	7,014	48.1%
GolfNow Dollars	$62,139	$60,855	2.1%	$374,320	$250,607	49.4%
Dollars/Round	$39.33	$38.81	1.3%	$36.03	$35.73	0.8%
City of Norwalk debt paydown	**$9,331.00**					

OAK HILLS SALES ANALYSIS APRIL 2024 CALENDAR

Description	Apr-24	Apr-23	Inc/(Dec)	YTD 2024	YTD 2023	Inc/(Dec)
Revenue Rounds	3,831	4,217	-9.2%	6,105	6,562	-7.0%
Season Pass Rounds	236	266	-11.3%	489	612	-20.1%
POS System Servicer Rounds	273	188	45.2%	666	511	30.3%
Barter Rounds	0	0	0.0%	0	0	0.0%
Comp Rounds	0	0	0.0%	0	0	0.0%
Total All Rounds	4,340	4,671	-7.1%	7,260	7,685	-5.5%
Total Carts	2,098	2,632	-20.3%	2,656	3,167	-16.1%
Total Golf ID Cards	330	361	-8.6%	790	814	-2.9%
Total Season Passes	1	1	0.0%	52	45	15.6%
Total Gift Cards	35	9	288.9%	57	37	54.1%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$148,771	$153,515	-3.1%	$213,891	$203,303	5.2%
Total Carts $	$39,725	$49,885	-20.4%	$50,652	$60,136	-15.8%
Total Golf ID Cards $	$45,045	$46,635	-3.4%	$107,700	$105,490	2.1%
Total Season Pass $	$2,100	$2,885	-27.2%	$115,290	$97,395	18.4%
Total Gift Cards $	$1,458	$832	75.2%	$3,888	$4,130	-5.9%
Total GPS Advertising $	$0	$0	0.0%	0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$3,659	-$2,784	31.4%	-$5,580	-$3,663	52.3%
	$233,440	**$250,968**	**-7.0%**	**$485,842**	**$466,792**	**4.1%**
$ Revenue/Revenue Round	**$38.83**	**$36.40**	6.7%	**$35.04**	**$30.98**	13.1%
Carts/Revenue Round	**54.8%**	**62.4%**	-12.3%	**43.5%**	**48.3%**	-9.9%
Cart $/Revenue Round	**$10.37**	**$11.83**	-12.3%	**$8.30**	**$9.16**	-9.5%
Cart $/Cart Round	**$18.93**	**$18.95**	-0.1%	**$19.07**	**$18.99**	0.4%
ID Card $/Card	**$136.50**	**$129.18**	5.7%	**$136.33**	**$129.59**	5.2%
Resident Adult 18 Rounds	404	596	-32.2%	528	1,306	-59.6%
Resident Senior 18 Rounds	376	383	-1.8%	457	446	2.5%
Junior/Golf Team 18 Rounds	169	159	6.3%	295	213	38.5%
Golf League 18 Rounds	0	0	0.0%	0	0	0.0%
Empl 18 Rounds	79	94	-16.0%	93	121	-23.1%
Non Resident 18 Rounds	2,704	2,864	-5.6%	4,624	4,308	7.3%
Total 9 Hole Rounds	99	121	-18.2%	108	168	-35.7%
Total Revenue Rounds	***3,831***	***4,217***	***-9.2%***	***6,105***	***6,562***	***-7.0%***
Resident Adult 18 Rounds $	$15,254	$22,050	-30.8%	$19,393	$37,765	-48.6%
Resident Senior 18 Rounds $	$12,096	$10,617	13.9%	$14,428	$12,008	20.2%
Junior/Golf Team 18 Rounds $	$3,549	$3,259	8.9%	$6,159	$4,322	42.5%
Golf League 18 Rounds	$0	$0	0.0%	$0	$0	0.0%
Empl 18 Rounds $	$521	$658	-20.8%	$619	$840	-26.3%
Non Resident 18 Rounds $	$114,716	$114,022	0.6%	$170,397	$144,552	17.9%
Total 9 Hole Rounds $	$2,635	$2,909	-9.4%	$2,896	$3,816	-24.1%
Total $ Revenue Rounds	***148,771***	***153,515***	***-3.1%***	***213,891***	***203,303***	***5.2%***
SR NONRES DISC	28	25	12.0%	71	70	1.4%
NONRES DISCOUNT	21	28	-25.0%	42	49	-14.3%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***49***	***53***	***-7.5%***	***113***	***119***	***-5.0%***
GolfNow Rounds	1,580	1568	0.8%	2,797	2704	3.4%
GolfNow Dollars	$62,139	$60,855	2.1%	$95,645	$81,668	17.1%
Dollars/Round	$39.33	$38.81	1.3%	$34.20	$30.20	13.2%

Norwalk Parking Authority
BUDGET (SUMMARY)
FY 2025

	Actual FY 2023	Budget FY 2024	Budget FY 2025	Variance $ to budget FY 2024	Variance % to Budget FY 2024
REVENUE:					
Monthly	2,270,766	2,355,698	2,445,246	89,548	3.80%
Transient	2,490,530	2,428,471	2,553,030	124,559	5.13%
Meters	678,995	676,027	681,260	5,232	0.77%
Violations	1,359,590	1,384,396	1,414,045	29,649	2.14%
Sales Tax/Refunds	(324,924)	(326,020)	(339,117)	(13,096)	4.02%
TOTAL PARKING REVENUE	**6,474,958**	**6,518,572**	**6,754,464**	**235,892**	**3.62%**
Other Revenue	98,083	97,376	138,020	40,644	41.74%
TOTAL SYSTEM REVENUE	**6,573,041**	**6,615,948**	**6,892,484**	**276,536**	**4.18%**
EXPENSES:					
Payroll/Benefits	1,652,234	1,810,900	1,828,170	17,270	0.95%
All Other Oper Exp	2,820,469	2,628,300	2,714,080	85,780	3.26%
City Support Charges	711,303	760,524	853,506	92,982	12.23%
Debt Service	1,286,162	1,255,121	1,278,156	23,036	1.84%
Total Expenses	**6,470,168**	**6,454,844**	**6,673,913**	**219,068**	3.39%
Fund Balance	**102,873**	**161,104**	**218,572**	**57,468**	35.67%

ITEM #10

Norwalk Parking Authority
BUDGET (Detail)
FY 2025

	Actual FY 2023	Budget FY 2024	Budget FY 2025	Variance $ to Budget FY 2024	Variance % to Budget FY 2024
PARKING REVENUE					
Monthly	2,270,766	2,355,698	2,445,246	89,548	3.80%
Transient	2,490,530	2,428,471	2,553,030	124,559	5.13%
Meters	678,995	676,027	681,260	5,232	0.77%
Violations	1,359,590	1,384,396	1,414,045	29,649	2.14%
Less: Refunds	(34)	0	0	0	0
Less Sales Tax	(324,890)	(326,020)	(339,117)	(13,096)	4.02%
TOTAL PARKING REVENUE	**6,474,958**	**6,518,572**	**6,754,464**	**235,892**	**3.62%**
OTHER REVENUE					
Advertising	24,100	18,000	21,600	3,600	20.00%
Lease Income - SNRR	54,493	36,960	37,968	1,008	2.73%
Lease Income - YDG	5,016	5,016	17,356	12,340	246.01%
SNRR/ENRR Concessions	8,640	32,400	56,096	23,696	73.14%
Investment Income	2,578	1,000	1,000	0	0.00%
ATM Machines	3,256	4,000	4,000	0	0.00%
TOTAL OTHER REVENUE	**98,083**	**97,376**	**138,020**	**40,644**	**41.74%**
TOTAL SYSTEM REVENUE	**6,573,041**	**6,615,948**	**6,892,484**	**276,536**	**4.18%**
EXPENSES					
Personnel/Benefits (FTE)	1,652,234	1,810,900	1,828,170	17,270	0.95%
Security Service Contracts	82,864	129,831	129,867	35	0.03%
Equipment Expense	0	30,000	30,000	0	0.00%
Vehicle Expense	73,499	70,000	70,000	0	0.00%
Building & Property R&M	1,086,334	554,150	603,510	49,360	8.91%
Sanitation Expense	24,475	29,520	30,000	480	1.63%
Operating Expense	124,625	125,000	150,000	25,000	20.00%
Elevator Repair & Maintenance	(372)	0	0	0	0
Snow Removal	25,178	177,500	177,500	0	0.00%
Signage	53,344	50,000	50,000	0	0.00%
Tickets	4,036	15,000	7,500	(7,500)	-50.00%
Liability Insurance	157,371	164,624	171,368	6,744	4.10%
Maritime Garage Condo Fees.	21,353	23,574	23,574	0	0.00%
Uniforms	7,869	40,000	40,000	0	0.00%
Utilities	89,771	79,314	80,898	1,585	2.00%
Management Fees	100,000	100,000	100,000	0	0.00%
Office Expense	11,005	16,000	16,000	0	0.00%
Service Contracts	210,382	201,373	201,574	201	0.10%
Telephone/Data Communications	86,471	90,000	80,000	(10,000)	-11.11%
Credit Card Fees	307,080	297,414	342,289	44,875	15.09%
Permit/Violation Management	119,983	150,000	125,000	(25,000)	-16.67%
Marketing & Communications	20,720	50,000	50,000	0	0.00%
Capital Reserve & Replacement	112,500	135,000	135,000	0	0.00%
Parking Programs	101,982	100,000	100,000	0	0.00%
TOTAL OPERATING EXPENSES	**4,472,702**	**4,439,200**	**4,542,250**	**103,050**	**2.32%**
CITY ADMINISTERED EXPENSES					
Personnel/Benefits (city alloc.)	462,366	460,000	552,999	92,999	20.22%
Electric	184,671	235,705	235,705	0	0.00%
Business Exp.	3,200	3,200	3,184	(17)	-0.52%
Sewer (WPCA)	11,066	11,619	11,619	0	0.00%
Professional Service	45,000	45,000	45,000	0	0.00%
Legal Service	5,000	5,000	5,000	0	0.00%
TOTAL CITY ADMINISTERED	**711,303**	**760,524**	**853,506**	**92,982**	**12.23%**
SUB-TOTAL OPERATING EXP.	**5,184,006**	**5,199,724**	**5,395,756**	**196,032**	**3.77%**
Debt Service Interest	284,445	215,719	177,228	(38,490)	-17.84%
Debt Service Principal	1,001,717	1,039,402	1,100,928	61,526	5.92%
SUB-TOTAL DEBT SERVICE	**1,286,162**	**1,255,121**	**1,278,156**	**23,036**	**1.84%**
Capital Outlay	**102,873**	**161,104**	**218,572**	**57,468**	**35.67%**
TOTAL EXPENSES	**6,573,041**	**6,615,948**	**6,892,484**	**276,536**	**4.18%**

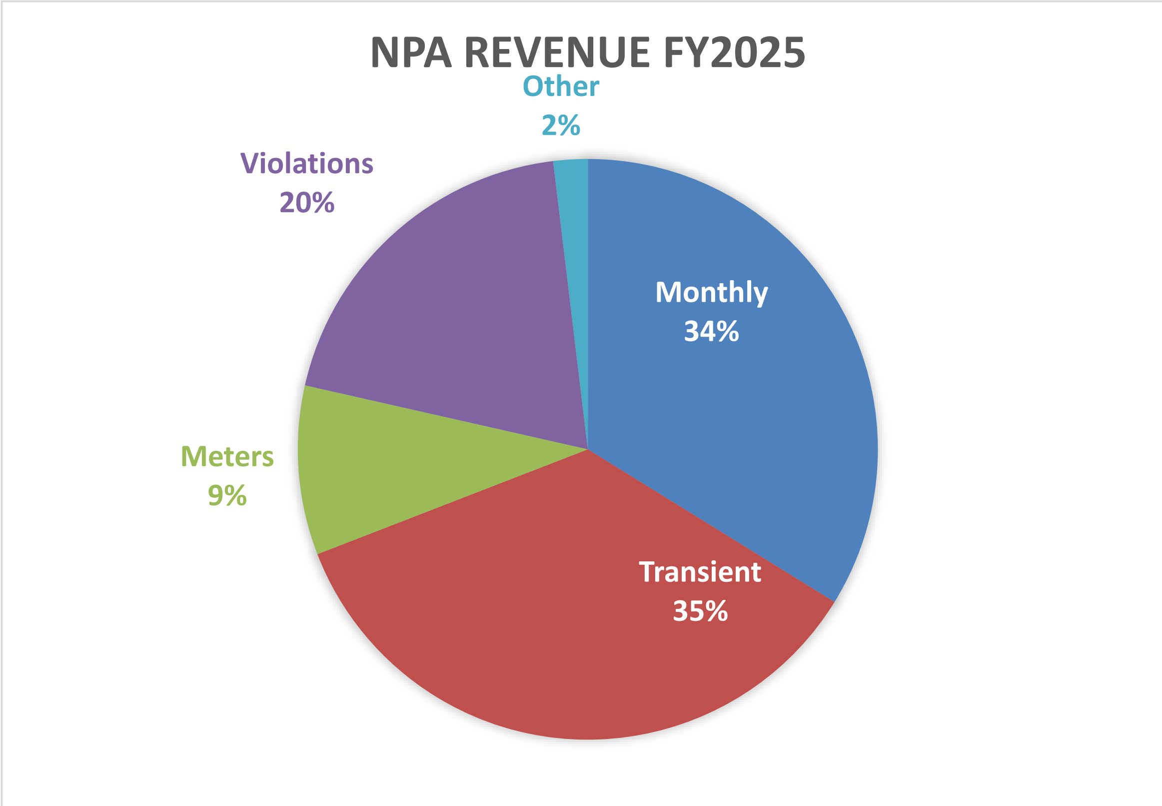
ITEM #10

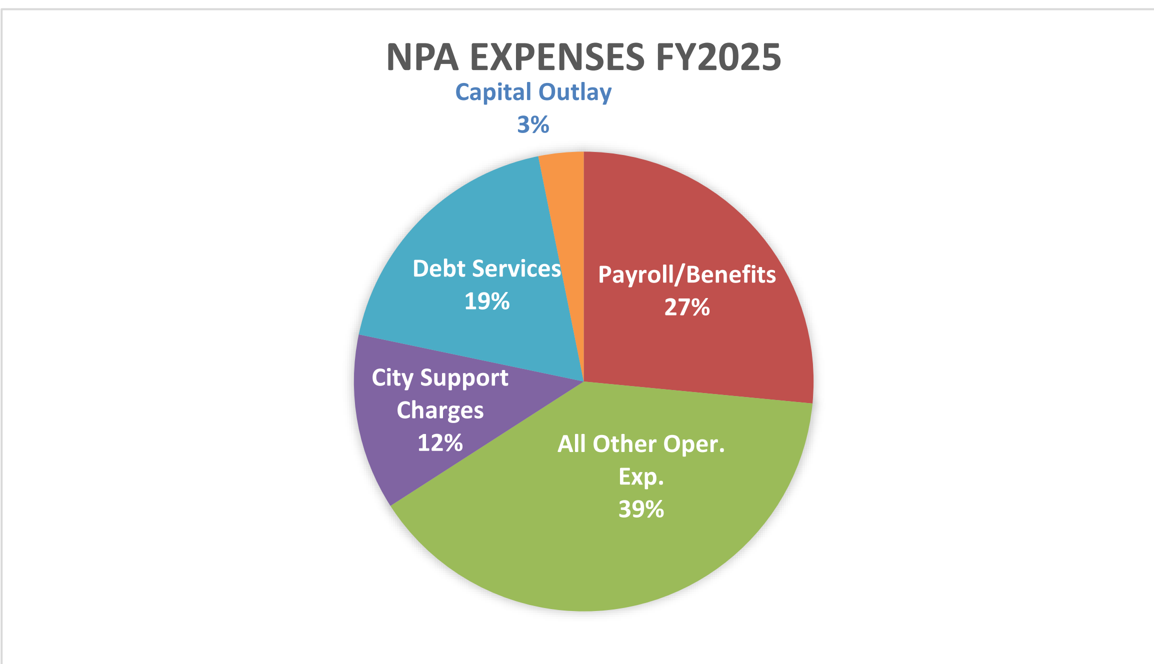
Norwalk Parking Authority
BUDGET NARRATIVE
FY 2025

	Budget FY 2025	Variance % to Budget FY 2024	Notes
PARKING REVENUE			
Monthly	2,445,246	3.80%	Increased permit demand from SONO railroad station following current trend. Increased Monthly revenue at the Maritime garage in an anticipation of some bridge project workers parking at the garage.
Transient	2,553,030	5.13%	Increased transient revenue coming mainly from SNRR garage, ENRR lots and YDG based on current activity.
Meters	681,260	0.77%	Slight increase based on current demand.
Parking Violation Revenue	1,414,045	2.14%	Based on five months of actual ticket payment and 7 months of forecasted number of collections.
Less: Refunds	0	0	0
Less Sales Tax	-339,117	4.02%	0
TOTAL PARKING REVENUE	**6,754,464**	**3.62%**	
OTHER REVENUE			
Art Program - MG	0	0	0
Advertising	21,600	20.00%	Advertising program w/ A Lot Media (20% of Gross Ad sales) & they manage ad content for local businesses
Lease Income - SNRR	37,968	2.73%	$1,469/ month for fashion institute lease, including 1 parking spaces, includes SNEW condo income of $20,340 per year.
Lease Income - YDG	17,356	246.01%	Transit district new contract.
SNRR/ENRR Concessions	56,096	73.14%	Concession lease of $21,912 from East bound station, $19,776 from West bound station and $14,400 from vending machine.
Investment Income	1,000	0.00%	Figure provided by City of Norwalk comptroller.
ATM Machines	4,000	0.00%	Based on current activity. ATM located in SNRR
TOTAL OTHER REVENUE	**138,020**	**41.74%**	
TOTAL SYSTEM REVENUE	**6,892,484**	**4.18%**	
EXPENSES			
Personnel/Benefits (FTE)	1,828,170	0.95%	Remains consistent.
Security Service Contracts	129,867	0.03%	Contract for existing camera system, security call boxes, alarm system.
Equipment Expense	30,000	0.00%	Place holder for possible equipment purchase.
Vehicle Expense	70,000	0.00%	Vehicle expense includes repair of vehicles. Remain Consistent.
Building & Property R&M	603,510	8.91%	Based on current trend. We are expecting major repair to Overhead gates and electrical repairs at SNRR Garage. Based on how we finish current fiscal year, we also would like to finish some projects that have been deferred due to COVID19.
Sanitation Expense	30,000	1.63%	Price remains consistent.
Operating Expense	150,000	20.00%	Based on 5 years trend and in anticipation of condition appraisals.
Elevator Repair & Maintenance	0	0	Moved under R&M
Snow Removal	177,500	0.00%	Place holder for possible snow. We have not incurred much snow expense this year but would like to keep a reasonable budget number similar to previous years with more snow accumulation.
Signage	50,000	0.00%	New On-Street sign upgrade and way finding signs.
Tickets	7,500	-50.00%	Based on current supply.
Liability Insurance	171,368	4.10%	Function of revenue
Maritime Garage Condo Fees.	23,574	0.00%	Increased 2% per condo association.
Uniforms	40,000	0.00%	Purchase of new uniforms with new logo.
Utilities	80,898	2.00%	2% increase based on current rate and usage.
Management Fees	100,000	0.00%	Contractual expense
Office Expense	16,000	0.00%	Includes printing, postage, office supplies, professional publications, memberships.
Service Contracts	201,574	0.10%	Includes communications equip., copier, PARCS PM contract, Cale, IPS fees, Amano equipment.
Telephone/Data Communications	80,000	-11.11%	Cell phones, landlines, data lines/internet. Includes customer service/security intercoms in facilities & pay stations.
Credit Card Fees	342,289	15.09%	Function of revenue. Increased credit card usage, EMV charges.
Permit/Violation Management	125,000	-16.67%	Includes LPR, permit, enforcement & collections costs; software maintenance fees; decrease based on upgrade needed for our permitting system gets completed in current fiscal year.
Marketing & Communications	50,000	0.00%	Contractual expense and increased budget for outreach, Park Norwalk branding, and various events throughout the year.
Capital Reserve & Replacement	135,000	0.00%	Reserve for Infrastructure improvements.

Norwalk Parking Authority
BUDGET NARRATIVE
FY 2025

	Budget FY 2025	Variance % to Budget FY 2024	Notes
Parking Programs	100,000	0.00%	Engagement with surrounding businesses
TOTAL OPERATING EXP.	**4,542,250**	**2.32%**	
CITY ADMINISTERED EXP.			
Personnel/Benefits (city alloc.)	552,999	20.22%	City of Norwalk contractual obligations. Includes TM&P as separate line item includes assistant director position.
Contingency -unsettled negotiation	0	0.00%	
Electric	235,705	0.00%	SNEW/Eversource utility expenses ; 2.0% increase built in for any usage or change increase.
Business Exp.	3,184	-0.52%	City allocated expenses
Sewer (WPCA)	11,619	0.00%	City expense increased 5.0% per WCPA
Professional Service	45,000	0.00%	Engineering, architectural consulting services.
Legal Service	5,000	0.00%	Contract development
TOTAL CITY ADMINISTERED	**853,506**	**12.23%**	
SUB-TOTAL OPERATING EXP.	**5,395,756**	**3.77%**	
Debt Service Interest	177,228	-17.84%	Based on Debt Service schedule provided by City
Debt Service Principal	1,100,928	5.92%	Based on Debt Service schedule provided by City
SUB-TOTAL DEBT SERVICE	**1,278,156**	**1.84%**	
capital outlay	**218,572**	**35.67%**	Net Operating Surplus
TOTAL EXPENSES	**6,892,484**	**4.18%**	


NPA REVENUE FY2025
Other
2%
Violations
20%
Monthly
34%
Meters
9%
Transient
35%


NPA EXPENSES FY2025
Capital Outlay
3%
Debt Services
19%
Payroll/Benefits
27%
City Support
Charges
12%
All Other Oper.
Exp.
39%

Norwalk Public Schools
Technology Department
P: 203-854-4039 / F: 203-806-4289
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

TO: Chitsamay Lam
CC: Finance & Claims Committee
FROM: David B. Hopp, Director of Technology, BOE
RE: NHS Lab
DATE: 6/3/2024

Finance Committee Members,
The BOE Technology Department is seeking approval to purchase 25 new iMac computers for the NHS art lab. This request is driven by several compelling reasons:

Replace Outdated Hardware:
- The current lab equipment is approximately 8 years old and increasingly difficult to maintain.
- Upgrading to new hardware will enable the installation of updated software and applications that demand higher specifications.
- Students need access to the latest tools and technology, to enhance their learning experience and creative capabilities.

I am happy to answer any questions during the upcoming committee meeting on June 13th, 2024.

Regards,

David B. Hopp
Director of Technology

ACTION REQUESTED:
Authorize the Purchasing Agent to issue a purchase order to APPLE Computer Inc., for the supply of 25 iMac Computers, for an amount not to exceed $47,450.00 account 09245010-5777-C0112, and forward to the Common Council for further action.

ITEM #11

SEAL OF THE CITY OF NORWALK
E PLURIBUS UNUM
INCORPORATED 1913

DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 5/23/2024 **DEPARTMENT:** BOE Tech Department

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

Check One:

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

TOTAL COST: $47,450.00 **MUNIS Account:** 09245010-5777-C0112

VENDOR: Apple

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
	✔	**Supports**	[signature]
Purchasing Agent Name	☐	**Does Not Support**	**Department Head Name**
			Ralph Valenzisi
Date	✔	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	**Date** 5/23/2024

JUSTIFICATION:

To replace an Art lab for a high school.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): ______________________

Vendor 1: ____

Vendor 2: ____

EMERGENCY: Explain in detail the nature of the emergency

Apple Store for Education Institution

Proposal

Proposal Number

2111697183

Account Number/Name

67695

NORWALK PUBLIC SCHOOLS

Created On

05/23/2024

Created By

Yeimy Ballesteros

Thank you for creating your proposal, details are provided below. You can access this proposal from your Apple Store for Education Institution by searching proposal number 2111697183.

Item	Product / Description	Total Quantity	Unit Price	Total Price
1	Z19E 24-inch iMac with Retina 4.5K display: Apple M3 chip with 8-core CPU and 10-core GPU - Silver Specifications • Processor: Apple M3 chip with 8-core CPU with 4 performance cores and 4 efficiency cores, 10-core GPU and 16-core Neural Engine • Unified Memory: 16GB unified memory • Storage: 512GB SSD storage • Mouse or Trackpad: Magic Mouse • Ethernet: Gigabit Ethernet • Thunderbolt: Two Thunderbolt / USB 4 ports • USB: Two USB 3 ports • Pro Apps Bundle for Education: None • Keyboards: Magic Keyboard with Touch ID - US English • Accessory Kit: Accessory Kit	25	1,779.00	44,475.00 USD
2	S7729LL/A 3-Year AppleCare+ for Schools - iMac	25	119.00	2,975.00 USD

Subtotal	47,450.00 USD
Estimated Tax	0.00 USD
Total	47,450.00 USD

Please note that your order subtotal does not include sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed. Your order total may include estimated sales tax that is subject to change at the time your order is processed.

Joyce Liu
Director of Information Technology
Jliu@norwalkct.gov

TO: Finance & Claim Committee

FROM: Joyce Liu, Director of Information Technology

RE: Data Storage Server Upgrade

DATE: June 20th, 2024

****

Dear Finance Committee Members,

I am writing to highlight the urgent need to upgrade our second data storage server in the data center.

The city currently operates two data storage servers in our data centers. In 2023, I requested capital to refresh one of the older servers, which had surpassed its 5-year lifespan. We completed the installation in our Fire Data Center, and we are very pleased with the performance of the new server.

Now, we need to replace the second data storage server located in the Police Data Center. This server, installed in 2019, has reached the end of its 5-year lifespan. The proposed new server will utilize the latest Flash storage technology, offering significantly faster response times compared to the older hard drives. This request includes the necessary hardware, server licenses, installation, and a 3-year refreshment plan.

Additionally, we need to expand the storage capacity to 44 TB for the second server to meet our growing storage demands.

I would be happy to provide further information and address any questions or concerns you may have during our upcoming finance committee meeting on June 20h, 2024. Thank you for your attention to this matter.

Joyce Liu

Joyce Liu

IT Director

ACTION REQUESTED:

Authorize the purchasing agent to issue a purchase order to Total Communication, Inc,, in an amount not to exceed $159,600.35 for data storage server replacement.

Account No. 0924 1370 5777 C0375

TOTAL COMMUNICATIONS

Norwalk: Pure SAN Active Cluster (Stage 2: PD)

Itemized Pricing: FlashArray 36 Month EverGreen Forever Support

Pure State Contract Pricing Applied: Contract #20PSX0108AG

Quote Prepared For: City of Norwalk | Quote Expires: 7/24/2024

CPE MATERIAL

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		FlashArray//X Async		
1	FA-X20R4-ETH-44TB-20x2.2TB	Pure Storage FlashArray X20R4-ETH-44TB-20x2.2TB	90,402.35	90,402.35
36	FA-X20R4-44TB, 1MO,ADV,FVR	FA-X20R4-44TB 1 Month Evergreen Forever Subscription,NBD Delivery,24/7 Support	1,568.00	56,448.00
1	TOTAL PURE INSTALL	Total Professional Services + Active Clustering	12,750.00	12,750.00

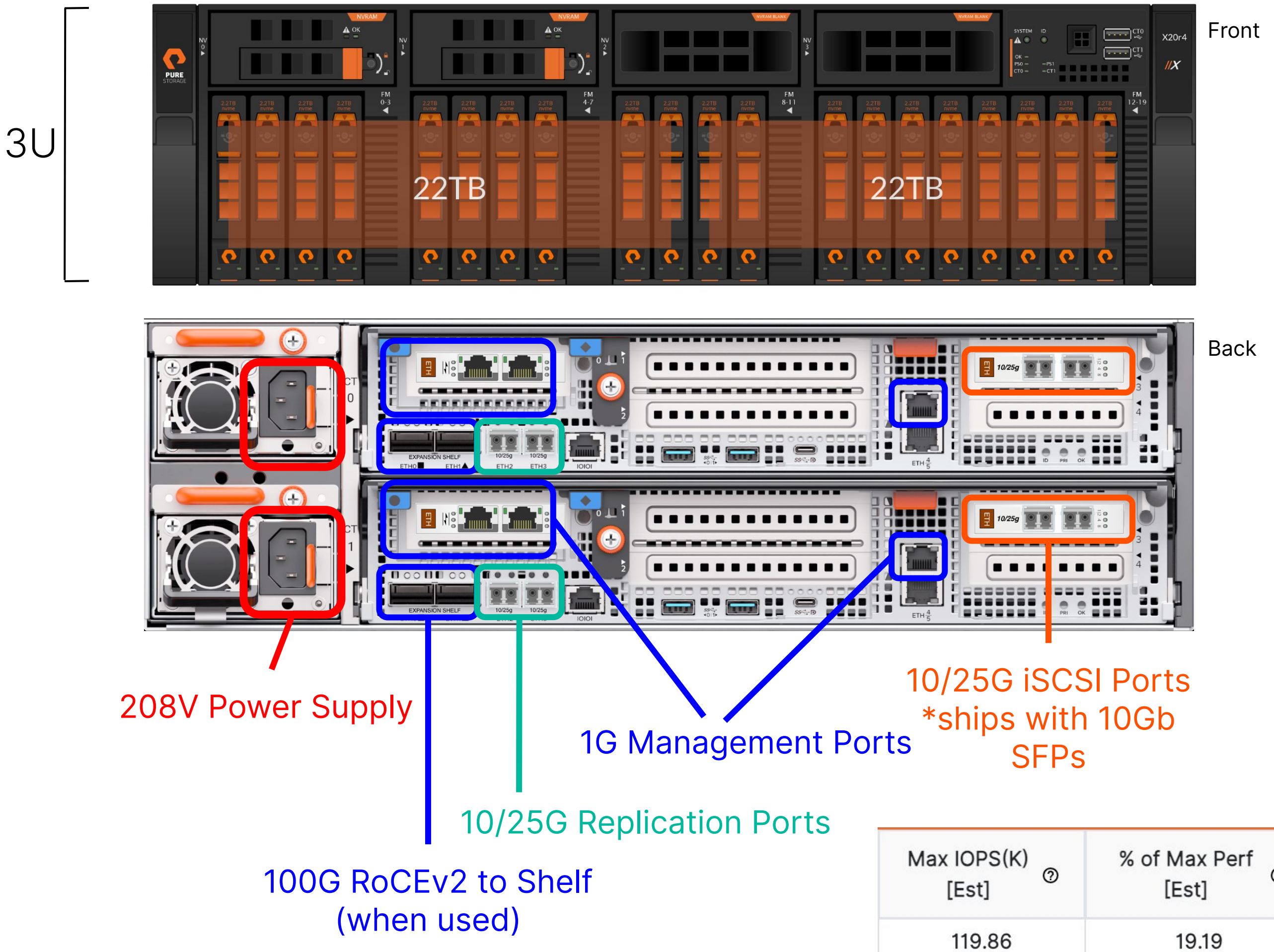
Material Summary	159,600.35
Total Customer Price	159,600.35

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

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

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

//FA-X20R4-ETH-44TB



Model	X20R4
Min Purity Version	6.4.7
Configuration	20×2.25TB
RAW	44TB
Purity RAW	42.16 TB
Usable TB	29.51 TB
Usable TiB	26.84 TiB
Data Reduction Rate	2.68:1
Effective TB	79.08 TB
Effective TiB	71.93 TiB

Max RAW Capacity	94 TB
Protocols	FC, iSCSI NFS, SMB
Software	All Inclusive

(3)	Rack Units
(2)	208V Power Cables
(2)	1G Management Ports
(0)	16 or 32G FC Ports
(4)	10 or 25G Replication Ports
(4)	10 or 25G iSCSI Ports

Max IOPS(K) [Est]	% of Max Perf [Est]	Block Latency(μs)[Est]		Usable Capacity (TiB)	Capacity Fullness (%) (DRR Value)	Replication B/w(%)	Limit
		Read	Write				
119.86	19.19	422 - 609	332 - 398	26.84	65.54 (@2.68:1)	4.37% (0.87Gbps)	Capacity

PROCUREMENT GUIDELINES

Originally adopted by the Norwalk Common Council on 02/08/2005

Revisions adopted by the Norwalk Common Council on 07/08/2014

Revisions adopted by the Norwalk Common Council on XX/XX/XXXX

CITY OF NORWALK
Purchasing Department

125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125
(203)854-7712
Purchasing@norwalkct.gov

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CHAPTER 1 - GENERAL PROVISIONS OF THESE PROCUREMENT GUIDELINES

Part A - Purposes, Construction and Application

§1-101 Purposes, Rules of Construction of These Procurement Guidelines.

(1) *Interpretation.* These Procurement Guidelines shall be construed and applied to promote its underlying purposes and policies.

(2) *Purposes and Policies.* The purpose of these Procurement Guidelines is to provide for a systematic and uniform standard of Purchasing policies throughout the City.

(3) *Singular-Plural and Gender Rules.* In these Procurement Guidelines, unless the context requires otherwise:

(a) words in the singular number include the plural, and those in the plural include the singular; and

(b) words of a particular gender include any gender and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender.

§1-102 Supplementary General Principles of Law Applicable. Unless displaced by the particular provisions of these Procurement Guidelines, the principles of law and equity, State of Connecticut Statutes, including the Uniform Commercial Code of this State, and law relative to capacity to contract, authority, agency, fraud, misrepresentation, duress, coercion, mistake, or bankruptcy shall supplement the provisions of these Procurement Guidelines.

§1-103 Requirement of Good Faith. These Procurement Guidelines require all parties involved in the negotiation, performance, or administration of City contracts to act in good faith.

§1-104 Application of these Procurement Guidelines. These Procurement Guidelines apply only to contracts solicited or entered into after the effective date of these Procurement Guidelines unless the parties agree to its application to a contract solicited or entered into prior to the effective date.

§1-105 Severability. If any provision of these Procurement Guidelines or any application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or application of these Procurement Guidelines which can be given effect without the invalid provision or application, and to this end the provisions of these Procurement Guidelines are declared to be severable.

§1-106 Specific Repealer. Reserved

§1-107 Specific Amender. Reserved

§1-108 Construction Against Implicit Repealer. Since these Procurement Guidelines are intended to be general application, no part of it shall be deemed to be impliedly repealed by subsequent actions of the City if such construction of the subsequent actions can be reasonably avoided.

§1-109 Effective Date. These Procurement Guidelines shall become effective upon adoption by the Common Council.

Part B - Determinations

§1-201 Determinations. Written determinations required by these Procurement Guidelines shall be retained in the appropriate official contract file of the Corporation Counsel.

§1-202 Conflict Resolution. It is recognized that there is the potential for overlap in the areas of responsibility between various Departments in the Procurement Guidelines and the potential for conflict in the application of the Rules and Procedures set forth herein. In such instances, the process of resolving any such internal conflicts is as follows:

(a) The Department Head of using Agency and the Purchasing Agent are to meet in person, define and attempt to resolve the problem(s). If this opportunity for mutual agreement fails, the Purchasing Agent and the Department Head/using Agency will;

(b) Meet with the Chief Financial Officer to discuss and resolve the stalemated issues defined in Step (a). If the Chief Financial Officer cannot bring the two parties to a mutual agreement, they will;

(c) Refer the matter to the Mayor for review, upon the advice of the Corporation Counsel, to resolve any conflicts or disagreements.

Part C - Definitions of Terms Used in these Procurement Guidelines

§1-301 Definitions. The words defined in these Procurement Guidelines shall have the meanings set forth in the appendix, unless:

(a) the context in which they are used clearly requires a different meaning; or

(b) a different definition is prescribed for a particular Chapter or provision.

Part D - Public Access

§1-401 Public Access to Procurement Information. Procurement information shall be a public record to the extent provided in Connecticut Statutes and shall be available to the public as provided in such statute. See Connecticut Statue 1-210(b) (24).

§1-402 Authorization for the Use of Electronic Transmissions. The use of electronic media, including acceptance of electronic signatures, is authorized consistent with the State of Connecticut's applicable statutory, regulatory, or other guidance for use of such media, so long as such guidance provides for:

(a) appropriate security to prevent unauthorized access to the bidding, approval, and award processes; and

(b) accurate retrieval or conversion of electronic forms of such information into a medium which permits inspection and copying.

CHAPTER 2 - PROCUREMENT ORGANIZATION

Part A – Division of Purchasing

§2-101 Creation of the Division of Purchasing. The Division of Purchasing (hereafter the Purchasing Department) was created by section 8-4 (D) of the Norwalk City Charter and is headed by the Purchasing Agent.

§2-102 Appointment and Qualifications. The Mayor, subject to the confirmation of the Common Council shall appoint the Purchasing Agent. The Purchasing Agent shall have relevant, recent experience in public procurement and in the large-scale procurement of supplies, services, or construction, and shall be a person with demonstrated executive and organizational ability.

§2-103 Tenure, Removal, and Compensation.

(1) *Tenure and Removal.* The Purchasing Agent shall be a full- time public official of the City appointed to serve a term of four (4) years and until their successor shall be appointed and qualified.

(2) *Compensation.* The salary of the Purchasing Agent shall be fixed by the Common Council.

§2-104 Authority of the Purchasing Agent.

(1) *Principal Procurement Officer of the City.* The Purchasing Agent shall serve as the central procurement officer of the City. The Purchasing Agent derives their authority from and City Charter, which shall include the power to review, approve and issue Purchase Orders.

(2) *Power to Adopt Operational Procedures.* The Common Council shall have the power to establish and amend the Procurement Guidelines, consistent with generally accepted procurement practices, as it may deem necessary or appropriate to define and govern the powers, duties, responsibilities, and operations of the Purchasing Division, in accordance with City Charter.

(3) *Duties.* Except as otherwise specifically provided in these Procurement Guidelines, the Purchasing Agent shall, in accordance with the City Charter:

(a) procure or supervise the procurement of all supplies, services, and construction needed by the Board of Education and City;

(b) exercise general supervision and control over all inventories belonging to the City;

(c) execute any resolution duly passed by the Common Council to sell, trade, or otherwise dispose of surplus property, both real and personal, belonging to the City as set forth in §9-3 of the City Code

(d) establish and maintain programs for the inspection, testing, and acceptance of supplies, services, and construction; and

(e) ensure compliance with these Procurement Guidelines and implement procedures to review and monitor procurements conducted by any designee, department, agency, or official delegated authority under Section 2-105 (Delegation of Authority by the Purchasing Agent).

§2-105 Delegation of Authority by the Purchasing Agent. The authority conferred on the Purchasing Agent may be delegated, in writing, by the Purchasing Agent, subject to the approval of the Chief Financial Officer to designees or to any department, agency or official of the City. Such delegations of authority shall remain in effect unless modified or until revoked in writing by the Purchasing Agent, the Chief Financial Officer or by resolution of the Common Council.

§2-106 Procurement - Areas of Responsibility.

(1) *Purchasing Department.* The Purchasing Agent or their designee shall be responsible for:

(a) reviewing the technical specifications submitted by the User Department to ensure that such specifications are suitable, complete and consistent and conform to all applicable specification requirements;

(b) reviewing the insurance requirements with the Risk Manager;

(c) preparing the bid package to facilitate the bidding process (except for those specific areas that are exempt, see §2-203);

(d) approving the bid evaluation criteria that will be included in bid package;

(e) Conducting public bid openings and ensuring bid compliance and verifying that proper bid securities are provided;

(f) recommending the award and /or rejection of bids;

(g) completing and processing of the Purchase Order(s) for the awarded item(s); and

(h) insuring that all required insurance and bond requirements are secured and satisfied by the vendor when acquired by Purchase Order.

(2) *User Department(s)*. The Department Head or their designee shall be responsible for:

(a) proposing the technical specifications to be used in the bids or proposals;

(b) providing any special procurement requirements that may need to be incorporated into the bid document, from a Grant Agreement, State Agency, etc.;

(c) forwarding all required materials, in a timely manner, to the Purchasing Department for review and processing;

(d) ensuring that all bid, proposal, and award recommendations, that were processed through the Purchasing Department, are reviewed, and approved by the Purchasing Agent prior to the submission of that award recommendation to any City Common Council Committee; and

(e) coordinating the bid award recommendation through the contracting process.

(3) *Corporation Counsel*. The Corporation Counsel or their designee shall be responsible for:

(a) supervising the preparation of all contracts, agreements and other legal papers of any nature; and

(b) representing, advising, and providing legal counsel in the negotiation and development of agreements.

Part B - Organization of Purchasing Department

§2-201 Centralization of Purchasing. Except as otherwise provided in these Procurement Guidelines, all rights, powers, duties, and authority relating to the procurement of supplies, services, and construction, and the management, control, warehousing, sale, and disposal of supplies, services, and construction now vested in, or exercised by, any City governmental body under the several statutes relating thereto are hereby transferred to the Purchasing Agent, as provided in these Procurement Guidelines.

§2-202 Authority to Contract for Legal Services. No contract for the services of legal counsel may be awarded without the approval of the Corporation Counsel.

§2-203 Authority to Contract for Utilities. Utility Services are defined as water, electricity, gasoline, diesel, heating oil, phone, cable, and internet. If not deemed a single source and if there are multiple suppliers providing for these services, the selection process of the supplier of utility services shall follow §3-201 Methods of Source Selection. However, the Chief Financial Officer or their designee shall be authorized to execute the transaction sales pricing agreement of the qualified supplier for the term and pricing in the best interest of the City.

§2-204 Exemptions. Unless otherwise determined by, with the approval of the Common Council, the following supplies, services need not be procured through the Purchasing Department but shall nevertheless be procured by the appropriate Purchasing Agency subject to the requirements of these Procurement Guidelines: (See also Chapter 3-Source Selection and Contract Formation.)

(a) works of art for museum and public display;

(b) published books, maps, periodicals, and technical pamphlets;

(c) Insurance Coverage: The placement of insurance coverage is exempt from the competitive bid and request for proposal process, except for the selection of the broker who places any insurance on behalf of the City;

(d) Artists / Entertainment; and

(e) Training and Education and memberships to Trade Association.

Part C – Competitive Bidding Requirements

§2-301 Bid Thresholds. In all purchases, leases or rentals of supplies, services and construction which are listed on a requisition to a single vendor, and which are anticipated to *exceed* $25,000.00 or such amount as subsequently established by the State of Connecticut (C.G.S. Section 7-148v(a)), or such other maximum amount as set by amendment to these Procurement Guidelines, shall be made by the Methods of Source Selection outlined in section *3-202 or 3203*. Requisitions shall not be split to avoid this requirement.

In all purchases, leases or rentals of supplies, services and construction which are listed on a requisition to a single vendor, and which are anticipated to *exceed* $2,500.00 *and not greater than* $24,999.99, shall be made by the Methods of Source Selection outlined in section *3-204 or* 3-205. Requisitions shall not be split to avoid this requirement.

§2-302 Waiver *of Public Bidding Requirements.* All procurements, funded out of capital and operating budgets, are subject to procurement guidelines as outlined herein. Subject to the requirements of Sects. 3-206, 3-207, 3-209 and 3-210, the public bidding requirements shall be waived for Single Source Procurements (Sect. 3-

206), Emergency Procurements (Sect. 3-207), Cooperative Purchasing (Sect. 3-209) and Legal Service Procurements (Sect. 3-210).

Part D – Terms and Conditions

§**2-401 Construction.** The Purchasing Agent or the head of a Purchasing Agency shall establish general terms and conditions that shall be included within the construction bidding documents.

§**2-402 Professional Services.** The Purchasing Agent or the head of a Purchasing Agency shall establish general terms and conditions that shall be included within professional services bidding documents.

§**2-403 Equipment, Supplies and Miscellaneous Services.** The Purchasing Agent or the head of a Purchasing Agency shall establish general terms and conditions that shall be included within equipment, supplies and miscellaneous services bidding documents.

§**2-404 State, Federal Grant Funded Purchases.** Federal Grant Funded Purchases and some State Funded purchases must adhere to the Federal Uniform Guidance Procurement Standards (UGPS) of the Code of Federal Regulations (CFR) as prescribed in sections 200-318 through 200.326. The City shall use the UGPS standards when applicable, if they are more restrictive than the City's standards issued in these Procurement Guidelines. The Purchasing Agent or the head of a Purchasing Agency shall assist the User Department in the formation of unique general terms and conditions that may need to be included within bidding documents involving the use of State, Federal or other Grant funds. In the formation of such unique general terms and conditions it shall be the responsibility of the User Department in consultation with the Corporation Counsel to forward such requirements to the Purchasing Agent or the head of the Purchasing Department, so they are included within the bidding documents.

Exhibit A in the Appendix is the City's review and compliance to the response Federal Uniform Guidance Procurement Standards (UGPS) of the Code of Federal Regulations (CFR) as prescribed in sections 200-318 through 200.326.

Part E - Bonds, Insurance, Guarantees

§**2-501 Bid Security.**

(1) Requirement for *Bid Security.* Bid security shall be required for all competitive sealed bidding for all contracts when the price is estimated by the Purchasing Agent to exceed $25,000. Bid security shall be a bond provided by a surety company having a Best rating of A- or better and be Treasury listed, submitted with necessary contact information to verify authenticity of the bond and authorized to do business in this State, or a certified or cashier's check or bid bond in the amount indicated in the solicitation document must accompany Bidder's response. The Certified cashiers' checks will be returned to all unsuccessful candidates upon the awarding of the contract. Nothing herein prevents the requirement of such bonds on contracts under $25,000 when the circumstances warrant.

(2) Amount of Security. Bid security shall be in an amount equal to at least 10% of the amount of the bid.

(3) Rejection of Bids for Noncompliance with Bid Security Requirements. When the Invitation for Bids requires security, noncompliance requires that the bid be rejected.

(4) Withdrawal of Bids. After bids are opened, they shall be irrevocable for the period specified in the Invitation for Bids (except as provided for bids in Section *3-202 (6)). If* a bidder is permitted to withdraw its bid (or proposal) before award, or is excluded from the competition before award, no action shall be had against the bidder or the bid security.

§2-502 Contract Performance and Labor & Material Bonds.

(1) *When Required -Amounts.* When a construction, design-build, design-build-operate-maintain, or design-build-finance-operate-maintain contract is awarded in excess of $100,000.00 (C.G.S Section 49-41 Public Building and Public Works) the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of the contract:

(a) a performance bond satisfactory to the City, executed by a surety company having a Best rating or A- or better and be Treasury listed, submitted with necessary contact information to verify authenticity of the bond and authorized to do business in the State of Connecticut, or otherwise secured in a manner satisfactory to the City, in an amount equal to 100% of the contract price;

(b) a labor & material payment bond satisfactory to the City, executed by a surety company having a Best rating of A- or better and be Treasury listed, submitted with necessary contact information to verify authenticity of the bond and authorized to do business in the State of Connecticut or otherwise secured in a manner satisfactory to the City, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the construction work provided for in the contract. The bond shall be in an amount equal to 100% of the contract price; and

(c) a maintenance bond guaranteeing the Work pursuant to the Contract for a period of one (1) year from the date of written acceptance by the City, executed by a surety company having a Best rating or A- or better and be Treasury listed, submitted with necessary contact information to verify authenticity of the bond and authorized to do business in the State of Connecticut, or otherwise secured in a manner satisfactory to the City, in an amount equal to 25% of the contract price; and

(2) *Reduction of Bond Amounts. T*he Corporation Counsel in its sole discretion is authorized to reduce the amount of performance bonds to 50% of the amounts established in Subsection (1) of this Section.

(3) *Authority to Require Additional Bonds.* Nothing in this Section shall be construed to limit the authority of the City to require a performance bond or other security in addition to such bonds, or in circumstances other than specified in Subsection (1) of this Section.

§2-503 Bond Forms and Copies.

(1) *Bond Forms.* The City shall outline in the proposal the form of the bonds required by this Part.

(2) *Certified Copies of Bonds.* Any person may request and obtain from the Purchasing Department a certified copy of a bond upon payment of the cost of reproduction of the bond and postage, if any. A certified copy of a bond shall be *prima facie* evidence of the contents, execution, and delivery of the original.

§2-504 Insurance.

The Risk Manager, in coordination with the Corporation Counsel, shall determine insurance requirements. The approved insurance requirements shall be included within the bid document. The insurance requirements shall be project specific and shall be reviewed and revised in the best interests of the City. The Purchasing Agent, in coordination with the Risk Manager and Corporation Counsel, shall determine when a bidder shall be required to provide the City with a Certificate of Insurance and policy endorsements.

When a Certificate of Insurance is required, the approval of such shall be made by the Corporation Counsel. An approved Certificate of Insurance must be on file with the City prior to the commencement of any work.

§2-505 Other Forms of Security.

The Purchasing Agent or head of a Purchasing Agency may require that certain Request for Proposals include one or more of the following forms of security to assure the timely, faithful, and uninterrupted provision of operations and maintenance services procured separately:

(a) Operations period surety bonds that secure the performance of the contractor's operations and maintenance obligations;

(b) Letters of credit in an amount appropriate to cover the cost to the City of preventing infrastructure service interruptions for a period up to twelve (12) months under the project delivery methods set forth in Section 5-201 (1) (b), (d) and (e); and

(c) Appropriate written guarantees from the contractor (or depending upon the circumstances, from parent entities) to secure the recovery of re-procurement costs to the City in the event of a default in performance by the contractor.

Part F - Coordination, Training, and Education

§2-601 Collection of Data Concerning Public Procurement. The Purchasing Agent shall cooperate with the Chief Financial Officer, Office of Management & Budgets, and the Office of the Comptroller in the preparation of statistical data concerning the procurement, usage, and disposition of all supplies, services, and construction, and employ such trained personnel as may be necessary to carry out this function. All User Departments and Agencies shall furnish such reports as the Purchasing Agent may require concerning usage, needs, and stocks on hand, and the Purchasing Agent shall have authority to prescribe forms to be used by the User Department and Agencies in requisitioning, ordering, and reporting of supplies, services, and construction.

CHAPTER 3 - SOURCE SELECTION AND CONTRACT FORMATION

Part A - Methods of Source Selection

§3-201 Methods of Source Selection.

Unless otherwise authorized by law, all City Purchase Orders and Agreements shall be awarded by one of the following methods:

(a) Section 3-202 (Competitive Sealed Bidding);
(b) Section 3-203 (Competitive Sealed Request for Proposals or Qualifications);
(c) Section 3-204 (Informal Competitive Quotations);
(d) Section 3-205 (Informal Competitive Request for Proposals);
(e) Section 3-206 (Single Source Procurement);
(f) Section 3-207 (Emergency Procurements);
(g) Section 3-208 (Special Committee Procurements);
(h) Section 3-209 (Cooperative Procurements);

An IT Vendor Security Review shall be required if the system/product, software, or the vendor has access to personal identifiable information (PII) or is on/transferring information or accessing the City of Norwalk's network(s). The IT Vendor Security Review may impact the recommendation of selecting the vendor.

§3-202 Competitive Sealed Bidding.

(1) *Conditions for Use*. All Purchases, leases or rentals of supplies, services and construction which are listed on a requisition to a single vendor, and which are anticipated to exceed the City's bid threshold, pursuant to Section 2-301 hereof, shall be made by Competitive Sealed Bidding as described herein, except as otherwise provided in Section 3-201 (Methods of Source Selection).

(2) *Invitation for Bids.* An Invitation for Bids shall be issued requesting sealed bids from qualified potential vendors. The invitation shall include a purchase description, and all contractual terms and conditions applicable to the procurement. The failure to provide any supplier with an invitation of any bid shall not invalidate the bid process nor shall it prejudice the City in any manner.

(3) *Public Notice. N*otice of the Invitation for Bids shall be published at least once in a daily local newspaper in the City of Norwalk. The notice shall be published not less than seven (7) working days before the final date for opening of the bids. The notice shall contain a general description of supplies, services or construction desired, the location where the bid documents may be obtained and the day, hour, and location the bids will be opened. Notice will also be published on the City's website and/or other solicitation portals.

(4) *Bid Opening.* Bids shall be opened publicly by the Purchasing Agent or their designee, in the presence of one or more witness(es) at the time and place designated in the Invitation for Bids. The amount of each bid, and such other relevant information as may be specified by the bid, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection. When there is only a single bidder, the bid amount shall not be made available until it has been determined to recommend to award to the single responsible bidder.

(5) *Bid Acceptance and Bid Evaluation.* Bids shall be accepted without alteration or correction, except as authorized in these Procurement Guidelines. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts,

transportation costs, and total or life cycle costs. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that are not set forth in the Invitation for Bids.

(6) *Bidder Correction or Withdrawal of Bids; Cancellation of Awards.* Correction or withdrawal of inadvertently erroneous bids before the scheduled bid opening shall be permitted in accordance with these Procurement Guidelines. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City shall be permitted.

(7) *Award.* The award of a Contract may not be based solely on price. Rather, the City reserves its rights to accept or reject any and all proposals / bids, or any part thereof, to waive defects in the same, or accept any proposal / bid or a combination of proposals / bids deemed to be in its best interests. Such contract shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids.

In the event all bids for a construction project, of less than $25,000.00, exceed available funds as certified by the Comptroller, and the low responsive and responsible bid does not exceed such funds by more than five (5) percent, the Purchasing Agency is authorized in situations where time or economic considerations preclude re-solicitation of work or a reduced scope, to negotiate an adjustment of the bid price, including changes in the bid requirements, with the low responsive and responsible bidder, to bring the bid within the amount of available funds.

In the event all bids for a construction project, in excess of $25,000.00 or more, exceed available funds as certified by the Comptroller, approval of the Common Council is required prior to the commencement of any negotiations regarding adjustments in price or changes in the bid requirements. There shall also be the requirement of obtaining at least two sealed competitive bids before making the award for purchases over $25,000.00; however, with the approval of the Common Council this requirement may be waived.

(8) *Multi-Step Sealed Bidding.* When it is considered impractical to initially prepare a purchase description to support an award based on price, an Invitation for Bids or Request for Qualifications may be issued requesting the submission of unpriced offers to be followed by an Invitation for Bids limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.

§3-203 Competitive Sealed Request for Proposals or Qualifications. Any procurement of special or professional services or design-bid-build, which are in excess $25,000.00, shall be based upon competitive sealed request for proposals. The Purchasing Department shall assist the User Department. The procurement of these services shall not be artificially divided so as to avoid this requirement under this Section.

(1) *Selection Committee.* In the procurement of special or professional services, the Purchasing Agent shall include within the bid documents an overview of the award process. When the award process involves a Selection Committee the Mayor may designate the members of this committee. The Mayor may designate: the Purchasing Agent, City Architect/Project Manager, either the Director of Public Works or the Assistant Director or their designees, either the Superintendent of Schools or the Assistant Superintendent of Schools, the Mayor or his designee and the chairman of the Land Use Committee of the Common Council to comprise the Selection Committee for each contract over $100,000.

The Selection Committee for contracts under this amount shall be established in accordance with procedures established by the Purchasing Department. It is recommended that the Selection Committee should have a minimum of three (3) members. The Selection Committee shall evaluate current statements of qualifications and performance data on file with the State of Connecticut together with information that may be submitted regarding the proposed contract. The Selection Committee may conduct interviews with a shortened list of proposers regarding the project and the relative utility of alternative methods of approach for furnishing the required services, and then shall select there from, in order of preference, based upon criteria established and published in the bid documents.

(2) *Invitations Soliciting Request for Qualification or Proposals.* Requests for Proposals shall be solicited in the same manner as provided in Section *3-202(2)* (Competitive Sealed Bidding, Invitation for Bids).

(3) *Public Notice.* Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Section *3-202(3)* (Competitive Sealed Bidding, Public Notice).

(4) *Receipt* of *Proposals.* Proposals shall be opened so as to avoid disclosure of contents to competing proposers during the process of negotiation. A Register of Proposals shall be prepared in accordance with these Procurement Guidelines and shall be open for public inspection after contract award.

(5) *Evaluation Factors.* The Request for Proposals shall state the relative importance of the factors and other sub factors if any, in addition to the price, that will be considered in the award.

(6) *Interviews with Responsible Proposers and Revisions to Request for Qualifications or Proposals. As* provided in the Request for Qualifications or Proposals, and these Procurement Guidelines, discussions may be conducted with responsible proposers for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Such proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing proposers.

(7) *Negotiation.* The Purchasing Agent, head of a Purchasing Agency, Selection Committee or designee shall negotiate a contract with the highest qualified firm for services at compensation which they determine in writing to be fair and reasonable to the City. In making this decision, they shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. Should they be unable to negotiate a satisfactory contract with the firm initially considered to be the most qualified, at a price they determine to be fair and reasonable to the City, negotiations with that firm shall be formally terminated. They shall then undertake negotiations with the second most qualified firm. If unable to negotiate a satisfactory contract with the second most qualified firm, they shall formally terminate negotiations. They shall then undertake negotiations with the third most qualified firm. Should they be unable to negotiate a contract at a fair and reasonable price with any of the selected firms, they shall select additional firms in order of their competence and qualifications and continue negotiations in accordance with this Section until an agreement is reached or a decision is rendered to re-advertise the RFQ or RFP.

(8) *Award.* The award of a Contract may not be based solely on price. Rather, the City reserves its rights to accept or reject any and all proposals / bids, or any part thereof, to waive defects in the same, or accept any proposal / bid or a combination of proposals / bids deemed to be in its best interests. Award shall be made to the responsible proposer whose proposal is responsive to the solicitation and is determined in writing to be the most advantageous to the City taking into consideration price and the evaluation factors set forth in the Request for Proposals. The contract file shall contain the basis on which the award is made. Written notice of the award of a contract to the successful Proposer shall be promptly given to all proposers. In all awards of $25,000.00 or more, there shall be the requirement of obtaining at least two proposals before making the award; however, with the approval of the Common Council this requirement may be waived.

(9) *Debriefings.* The Purchasing Agent is authorized to provide debriefings that furnish the basis for the source selection decision and contract award. Debriefings shall as prescribed in §1-401 Public Access to Procurement Information.

(10) *Multi-Step Sealed Bidding.* When it is considered impractical to initially prepare a purchase description to support an award based on price, an Invitation for Bids or Request for Qualifications may be issued requesting the submission of unpriced offers to be followed by an Invitation for Bids limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.

§3-204 Informal Competitive Quotations. Any procurement of supplies, services, or construction, which are greater than or equal to $2,500.00 but less than $25,000.00, shall be based upon informal competitive quotations. The quotes must be dated and no older than ninety (90) days. The procurement of supplies, services and construction shall not be artificially divided so as to avoid this requirement under this Section.

(1) $2,500.00 - $4,999.99

(a) Purchase quotations, written (on company letterhead/company email), shall be solicited from at least two (2) vendors or service providers or obtained from current catalogues or price sheets. The refusal to quote from an otherwise valid supplier shall qualify as a quotation. The process shall be documented in writing by the department.

(b) A purchase of supplies, services or construction shall be counted as one (1) purchase for like items. Unlike items, grouped together on one (1) purchase requisition, shall require price quotations only for those items on the purchase requisition that are greater than or equal to $2,500.00.00 but less than $5,000.00. The determination of like and unlike items shall be based on the commodity codes assigned such items under the then current City Financial system.

(2) $5,000.00 - $24,999.99

(a) Written Purchase quotations, written (on company letterhead /company email), shall be solicited from at least three (3) vendors or service providers or obtained from current catalogues or price sheets. The refusal to quote from an otherwise valid supplier shall qualify as a quotation. The process shall be documented in writing by the department.

(b) A purchase of supplies, services or construction shall be counted as one (1) purchase for like items. Unlike items, grouped together on one (1) purchase requisition, shall require price quotations only for those items on the purchase requisition that are greater than or equal to $5,000.00 but less $25,000.00, The determination of like and unlike items shall be based on the commodity codes assigned such items under the then current City Financial system.

§3-205 Informal Competitive Request for Proposals. Any procurement of special or professional services or design-bid-build, which are greater than or equal to $2,500.00 but less than $25,000.00 shall be based upon informal competitive request for qualifications or proposals. The submissions must be dated and no older than ninety (90) days. The procurement of these services shall not be artificially divided so as to avoid this requirement under this Section.

(1) $2,500.00 - $4,999.99

(a) Written Request for Proposal quotations, written (on company letterhead/company email), shall be solicited from at least two (2) vendors or service providers or obtained from current catalogues or price sheets. The refusal to quote from an otherwise valid supplier shall qualify as a quotation. The process shall be documented in writing by the department.

(b) A purchase of these services shall be counted as one (1) purchase for like services. Unlike services, grouped together on one (1) purchase requisition, shall require price quotations only for those services on the purchase requisition that are greater than or equal to $2,500.00 but less than $5,000.00. The determination of like and unlike services shall be based on the commodity codes assigned such items under the then current City Financial system.

(2) $5,000.00 - $24,999.99

(a) Written Request for Proposal quotations, written (on company letterhead /company email), shall be solicited from at least three (3) vendors or service providers or obtained from current catalogues or price sheets. The refusal to quote from an otherwise valid supplier shall qualify as a quotation. The process shall be documented in writing by the department.

(b) A purchase of these services shall be counted as one (1) purchase for like services. Unlike services, grouped together on one (1) purchase requisition, shall require price quotations only for those services on the purchase requisition that are greater than or equal to $5,000.00 but less than $25,000.00, The determination of like and unlike services shall be based on the commodity codes assigned such items under the then current City Financial system.

§3-206 Single Source Procurement. A contract may be awarded for a lease, rental, supply, service, or construction item without competition when, the Purchasing Agent or his/her designee and the requesting Department Head determines that, in the best interests of the City, the City should procure the required supply, service, or construction item from a specific source. When such determination is made by a Department Head that there is only one source, the written justification for such determination must be submitted to the Purchasing Agent for approval. However, every such single source purchase in excess of $20p0,000.00 shall be subject to the approval of the Common Council after the authorization from the Purchasing Agent or a designee.

(A) Factors considered by the Purchasing Agent. Among the factors the Purchasing Agent may take into consideration are the following:

(1) Equipment, material, services or supplies for which there is no comparable competitive product from more than one supplier;
(2) A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer;
(3) An item where compatibility is the overriding consideration, such as computer operating software enhancements for an existing system;
(4) Whether there is only one authorized service provider:
(5) A used item that becomes immediately available and is subject to prior sale; and
(6) Maintenance on a particular piece of equipment is required by a particular vendor in order to preserve a warranty.

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(B) Application: The provisions of this section apply to all single source purchases unless emergency conditions exist as defined by the policy on Emergency Procurements, see section 3-207.

§3-207 Emergency Procurements. Notwithstanding any other provision of these Procurement Guidelines, the Purchasing Agent or a designee, any Department Head, the Mayor, and the Common Council may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.

(1) *Funding.* The source and availability of funding for such emergency procurement(s) must be verified through the Comptroller's Office, where practical, prior to any procurement. If it is not possible to verify the source and availability of funds prior to the procurement, they must be identified and verified as soon as is practical after any emergency procurement.
(2) *Source Selection Method.* The procedure(s) used shall be selected to assure that the required supplies, services or construction items are procured in adequate time, with such competition as is practicable, to meet the emergency. The emergency procurement shall be limited to those supplies, services, or construction items necessary to meet and satisfy the emergency.
(3) *Determination & Recording*. See section §3-704.

§3-208 Special Committee Procurements. The Common Council may empower special committees to obtain for the City supplies, services or construction and the requirements for advertising and bidding shall apply to such committees. The Common Council shall further have the power to establish and amend by ordinance such rules, regulations, policies, and procedures as it may deem necessary or appropriate to define and govern the powers, duties, responsibilities, and operations of such special committee.

§3-209 Cooperative Procurements. See also Chapter 10. The Purchasing Agent, their designee, or Department Head may determine that, in the best interests of the City, the City should procure the required supply, service, or construction item from a cooperative purchase agreement. When such determination is made by a Department Head, the written justification for such determination must be submitted to the Purchasing Agent for approval**.** However, every such Cooperative Procurement in excess of $100,000, shall be subject to the approval of the Common Council.

Part C - Cancellation of Invitations for Bids or Requests for Proposals

§**3-301 Cancellation of Invitations for Bids or Requests for Proposals** An Invitation for Bids, a Request for Proposals, or other solicitation may be cancelled at any time, or any or all bids or proposals may be rejected at any time in whole or in part as may be specified in the solicitation, when it is in the best interests of the City in accordance with these Procurement Guidelines. The reasons shall be made part of the contract file.

Part D - Qualifications and Duties

§3-401 Responsibility of Bidders and Proposers.

(1) *Determination of Non-Responsive.* A non-responsive bid is any bid or proposal that omits a material or substantive requirement or fails in any way to meet the prescribed criteria required of all bidders or proposals. *A* written determination of a particular bid or proposal shall be made by the Purchasing Agent or Purchasing Agency in accordance with the above standard. The unreasonable failure of a bidder or proposer to promptly supply information in connection with a bid, proposal, or subsequent inquiry with respect to responsibility may be grounds for a determination of non-responsive with respect to such bidder or proposer.

(2) *Right of Nondisclosure.* Confidential or trademark information furnished by a bidder or proposer pursuant to this Section may not be disclosed outside of the Purchasing Department or the Purchasing Agency; unless such information is deemed a public record pursuant to §1-401.

(3) Anti-Pass Through. For all city contracts having a labor component, the contracting entity (whether prime or subcontractor) must self-perform at least thirty (30) percent of the labor (which may and should include site management) or obtain a written waiver from the Purchasing Agent.

(4) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

§3-402 Responsible Bidder.

A. As set forth in the Norwalk Code §19-3 Responsible bidders, it is the policy of the City of Norwalk to award to the lowest responsible bidders for any contract. Any person or organization is deemed not to be a responsible bidder if such bidder:

(1) Is not an equal opportunity employer.

(2) Has been found by any court or administrative body of competent jurisdiction to be in violation of the National Labor Relations Act or State of Connecticut Department of Labor regulations concerning wage rates or local preference and relevant derivative regulations and such violation continues to exist as of the date of the contract award.

(3) Is in arrears to the City of Norwalk or any of its related entities upon any debt or contract or is in default of any obligation to the City of Norwalk or any of its related entities, including by way of example any payment for real or personal property taxes, sewer use charges, parking fees or penalties, permit fees or penalties, payment for services (e.g., flagging and traffic control).

B. The payment of any such obligation or debt owed to the City of Norwalk or any related entity shall be a condition precedent to the award of any contract for the performance of work or furnishing of any services, equipment, or materials to the City. The Purchasing Agent may require, prior to an award, written certification in a form acceptable to the City, indicating that any such obligation or debt has been paid in full, including all interest owed thereon and all applicable penalties.

C. Such payment shall not, however, preclude the City from considering the nature and amount of such debt owed (despite its having been paid) as bearing on a determination of the bidder's responsibility.

D. Notwithstanding the above, the City may, in its discretion, determine a bidder not to be responsible despite the payment of all debts and obligations if such bidder has a history of nonpayment of debts or a repeated pattern of such at any point within the past five (5) years.

E. Notwithstanding the above, the City may, in its discretion, determine a bidder not to be responsible if such bidder or a related legal entity has uncured violations of the Norwalk City Code, or has had such a violation(s) within the past twelve (12) months.

F. Notwithstanding the above, the City reserves the right to reject any or all bids and/or bidders as it may consider to be in its best interests or when it is determined that the public interest would be served by doing so.

G. Whenever any contract is not awarded to the lowest bidder, the City will provide a statement of the reasons for such rejection.

H. Disbarment: See section **§11-104.**

§3-403 Prequalification of Bidders and Proposers. Prospective bidders and proposers may be prequalified for particular types of supplies, services, and construction. The method of submitting pre-qualification information, and the information required in order to be pre-qualified, shall be determined by the Purchasing Agent.

§3-404 Substantiation of Offered Prices. The Purchasing Agent may request factual information reasonably available to the bidder or proposer to substantiate that the price or cost offered, or some portion of it, is reasonable, if the price is not:

(1) based on adequate price competition;

(2) based on established catalogue or market prices; or

(3) set by law or ordinance.

§3-405 Unauthorized Procurements. An unauthorized procurement means a procurement that does not conform to either the requirements of these Procurement Guidelines or the provisions of the Norwalk Charter or Code. Such procurements include those made by individuals acting outside of their prescribed limits of authority and those procurements made without the required fiscal appropriations in place. Any individual or vendor doing business with the City is presumed to know the extent and, specifically, the limits of the authority of the employee(s) with whom it conducts business.

The City is not obligated to accept or pay for unauthorized procurements. Section 8-2.D of the Charter provides that any officer or employee who willfully or knowingly incurs, in the name of the City, any debt or obligation that the City may be compelled (a) to pay without any appropriation having been made for the benefit of same, or (b) that willfully or knowingly incurs any such debt or obligation in excess of any appropriation that may have been made, therefor is deemed personally liable for the payment and reimbursement of such debt or obligation, and the Corporation Counsel is authorized to sue said employee to recover same, in the name and for the benefit of the City.
Questions as to whether a Department Head or staff has authority to make procurements should be referred to the Purchasing Agent or Corporation Counsel. All procurements, whether for single or multiple items, must be supported by a purchase order or other document appropriately encumbering the necessary funds which must be authorized in advance.

§3-406 Authorized Procurements. All authorized procurements shall be issued a purchase order prior to contracting the goods /services and/or after Common Council authorization and/or contract execution. These procurements shall adhere to 3-Way Matching rules. Only the following procurements shall follow 2-Way Matching and may be an exception to purchase order issuance:

- Membership Dues
- Employee Reimbursement
- Utility Bills:
    - Cell Phones/Telephone
    - Water
    - Electricity
    - Cable TV
    - Fuels (Natural Gas, Diesel, Heating Oil, Gasoline, Propane)
- Postage
- Travel, Catering & Conference Expenses that cannot be paid on a City's Purchase Card.

§3-407 Bid Protests.

1. <u>Form of Bid Protest.</u> In the event that any bidder wishes to protest the potential award of a bid, or any procedure in the advertising or soliciting of the bids, said bidder must make said protest in writing, which shall state the reason therefor and request a conference with respect thereto. Each protest must be in writing and delivered to the Purchasing Agent, said protest must be received in the Purchasing Department within FIVE (5) business days after the publication of the bid results and shall be addressed as follows:

   Bid Protest
   Purchasing Agent
   City of Norwalk
   125 East Avenue, Room 211
   Norwalk, CT 06851

   The protest shall be accompanied by the following:

(a) Bid security to cover the City's cost for determining a bid protest shall be made in the form of a certified check, bank or teller's check or money order payable to the City of Norwalk, in the following amount applicable to the nature of the protest or the value of the contact award:

(i) Five percent (5%) of the protester's bid; or

(ii) In the case where the protestor did not submit a bid, five percent (5%) of the lowest responsive and responsible bid received by the City; or

(iii) In the case of an RFP or RFQ, the following amount based on the Purchasing Agent's estimation of the value of such contact:

I. Greater than $7,500 and less than $25,000: $1,000.
II. Equal to or greater than $25,000 and less than $100,000: $1,500
III. $100,000 or greater: $2,500

Such fee shall be returned if the bid protest is upheld, otherwise the fee is non-refundable.

(b) A detailed description of the nature of the protest, the issues, a statement of facts and any further supporting documentation which might prove helpful to the Purchasing Agent.

2. Notification of Bid Protest. The Purchasing department shall contact the project manager responsible for the bid and inform them of the bid protest. The Purchasing department shall gather the relevant information about the solicitation, evaluation, and award of the bid and provide it to the Purchasing Agent within ten (10) calendar days of notification of the Bid Protest.

3. Conference. A conference with respect to said protest shall be scheduled by the Purchasing Agent and shall be attended by them and other people within the Purchasing Department. A representative from Corporation Counsel and the project manager shall be required to attend. The subject matter of said conference shall be limited to the reasons for the protest specified in the written request for said conference. Said conference shall also include a discussion of all reasonable possibilities for a resolution of dispute.

4. Decision. The Purchasing Agent shall review the information relevant to the bid and shall render a decision on the protest, with the advice of the Corporation Counsel, in a prompt manner but not later than thirty (30) days after the bid protest was received.

The decision shall contain the action taken and the reasons for such action, and shall be mailed, certified mail, return receipt requested, to the protestor at the address set forth in the bid protest. A copy of the decision shall be distributed to the project manager and Corporation Counsel. All documentation concerning the bid protest and the decision shall be retained in the Purchasing Department in accordance with its retentions schedule.

A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. In the event that any protesting bidder wishes to take legal action against the City, they must fully comply with all of these instructions to bidders.

Part E - Types of Contracts

§3-501 Types of Contracts. Subject to the limitations of this Section, any type of contract which will promote the best interests of the City may be used.

Pursuant to Charter Section §5-2. C., it is the Mayor alone who shall, on behalf of the City, execute all contracts and other papers necessary. Pursuant to the Charter Section §8-4. D., the Purchasing Agent is to procure competitive bids to insure the procurement of quality supplies, services, and construction on a timely basis for the City. Pursuant to Code Section §63-2, the Corporation Counsel is to supervise the preparation of all contracts and any other legal papers of whatever nature.

Pursuant to Charter Section §4-4, the powers of the Common Council include the power to provide for the due execution of contracts and of indebtedness issued by said City. Under Code Section §95-2 it is the duty of the Chief of Operations and Public Works to execute, cause to be executed, and supervise the execution of all orders of the Common Council for the construction, maintenance and repair of all public works not ordered to be supervised by other officers or persons.

A. Purchase Orders

(1) Determination of use. A Purchase Orders' use is limited to ordinary routine procurements of supplies, services, or construction. A Purchase Order may be executed by the Purchasing Agent utilizing the following guidelines:

(A) Expenditures Up to $100,000.00: (a) the Purchasing Agent shall be authorized to execute a Purchase Order to acquire supplies, services, or construction, including equipment up to $100,000.00.

(B) Expenditures Over $100,000.00: All other purchases, of supplies, construction acquisition and retention of trade services, professional services, and construction work in excess of $100,000.00 must be authorized by the Common Council and shall require the execution of a formal contract signed by the Mayor. Section 3-50.C establishes the threshold for formal contracts.

(C) Contingency and Change Orders on Purchase Orders and Contracts: Shall be not greater than twenty-five (25) of the contracted base amount. If the contracted base amount plus the total change or contingency amount exceeds more than the $100,000.00 threshold, subject to the interpretation of the Purchasing Agent, it may require authorization from the Common Council.

(2) Scope. Purchase Orders are an accepted type of commercial contract for the procurement or lease or rental of supplies, services, or construction. Purchase Orders, when read together with the bid documentation, form the entire contract between the parties; there is no separate agreement form signed by the supplier and the City.

B. "Blanket" Purchase Orders

(1) Determination of Use. The use of "blanket" purchase orders will be a negotiated process between vendors and the Department Head, with prior approval of the Purchasing Department. The Purchasing Department will make the determination as to applicable vendors and with the following conditions:

(A) Specific gross amount limitation will be stated based on past average payments made to the vendor.

(B) Only authorized individuals will be permitted to pick up supplies and parts under a blanket purchase order. Department heads will designate and authorize those individuals.

(C) Blanket purchase orders will state the "open period" for the current fiscal year only. The open period will not exceed the twelve (12) month fiscal period and in some cases the open period required may be less than one year. In all cases, the open purchase order will be closed out at the end of the fiscal year, as directed by the Purchasing Department and if required, reissued for the new fiscal year.

C. Formal Contracts

(1) *Trade Services, Professional Services and Construction Services*

(A) Determination of use. The acquisition and retention of trade services, professional services and construction services in projects exceeding $25,000.00.

(B) Scope. Construction Contracts allow for (i) the inclusion of specific and protective terms and conditions in the performance of the project, and (ii) to allow for the monitoring of the contractor`s compliance with these specific terms, to ensure compliance, or, where necessary, to facilitate the City`s legal recourse where the contractor is in breach of the terms. In addition, with the inclusion of an indemnification/hold harmless clause and insurance clause, the City`s exposure to liability for any damage or injuries that occur as a result of the performance of the contract is greatly reduced.

(2*) Performance Based Services*

(A) Determination of use. Performance Based service contracts are used in projects exceeding $25,000.00.

(B) Scope: Performance Based Contracts allow for (i) the inclusion of specific efficiency measures and protective terms and conditions in the performance of the project, and (ii) allow for the monitoring of the bidder or proposer's compliance with these specific efficiency requirements, to ensure compliance, or, where necessary, to facilitate the City`s legal recourse where the bidder or proposer is in breach of the terms. In addition, with the inclusion of an indemnification/hold harmless clause, a penalty clause and an insurance clause, the City`s exposure to liability for any damage or injuries that occur as a result of the performance of the contract is greatly reduced.

(3) *No Fee Services*

(A) Determination of use. No Fee Service Contracts are used in projects when there are no fees being charged to the City of Norwalk.

(B) Scope: No Fee Service contracts allow for(i) the inclusion of specific efficiency measures and protective terms and conditions in the performance of the project, and (ii) allow for the monitoring of the bidder or proposer's compliance with these specific efficiency requirements, to ensure compliance, or, where necessary, to facilitate the City`s legal recourse where the bidder or proposer is in breach of the terms. In addition, with the inclusion of an indemnification/hold harmless clause, a penalty clause and an insurance clause, the City`s exposure to liability for any damage or injuries that occur as a result of the performance of the contract is greatly reduced.

§3-502 Approval of Accounting System. The Purchasing Agent or head of the Purchasing Agency may require that bidder or proposer submit appropriate documentation prior to the award of contracts in which the City agrees to reimburse costs, confirming that:

(a) the bidder or proposer's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated; and

(b) the bidder or proposer's accounting system is adequate to allocate costs in accordance with generally accepted accounting practices.

§3-503 Multi-Year Contracts.

(1) *Specified Period.* Unless otherwise provided by law, a contract for supplies, services or construction may be entered into for any period of time deemed to be in the best interests of the City provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

(2) *Use. A* multi-year contract is authorized where:

(a) estimated requirements cover the period of the contract and are reasonably firm and continuing; and;

(b) such a contract will serve the best interests of the City by encouraging effective competition or otherwise promoting economies in City procurement.

(3) *Cancellation Due to Unavailability of Funds in Succeeding Fiscal* Periods. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled at the City's sole discretion and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from any appropriations available for such purposes.

(4) *Extensions.* No contract may be extended more than two times unless: (a) a written determination is made that (a) solicitation of competitive bids for such purchase would cause hardship or interruption services, (b) such solicitation would cause a major increase in cost, or (c) contractor is a single source supplier; or (d) a written determination is made that no competitive quote which complies with the existing specification for the contract is lower than or equal to the existing contractor's present quotation.

Part F - Inspection of Plant and Audit of Records

§3-601 Right to Inspect Plant. The City may, at reasonable times, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded or to be awarded by the City.

§3-602 Right to Audit Records.

(1) *Audit of Cost or Pricing Data.* The City may, at reasonable times and places, audit the books and records of any person who has submitted data in substantiation of offered prices pursuant to Section *3-404 (Substantiation* of Offered Prices) to the extent that such books and records relate to that data. Any person who receives a contract, change order, or contract modification for which such data is required, shall maintain such books and records that relate to such cost or pricing data for five (5) years from the date of final payment under the contract, unless a shorter period is otherwise authorized in writing.

(2) Contract Audit. The City shall be entitled to audit the books and records of a contractor or any subcontractor under any negotiated contract or subcontract, other than a firm fixed-price contract, to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three (3) years from the date of final payment under the prime contract and by the subcontractor for a period of three (3) years from the date of final payment under the subcontract, unless a shorter period is otherwise authorized in writing.

(3) Retention Requirements: Notwithstanding subsection 1 and 2, records shall be kept for the time period specified by the funding source.

Part G - Determinations and Reports

§3-701 Finality of Determinations. The determinations required by Section 3-202(6) (Competitive Sealed Bidding, Correction or Withdrawal of Bids; Cancellation of Awards), Section 3-203(8) (Competitive Sealed Proposals or Qualifications, Award), Section 3-206 (Single Source Procurement), Section 3-207 (Emergency Procurements), Section 3-208 (Special Committee Procurements), Section 3-209 (Cooperative Procurements), Section 3-401(1) (Responsibility of Bidders and Proposers, Determination of Non-responsive), Section 3-404 (Substantiation of Offered Prices), Section 3-501 (Types of Contracts), Section 3-502 (Approval of Accounting System), and Section 3-503(2) (Multi-Year Contracts, Use) are final and conclusive unless they are clearly erroneous, arbitrary, capricious, or contrary to law.

§3-702 Reporting of Anti-competitive Practices. When for any reason collusion or other anti-competitive practices are suspected by the Purchasing Agent, or any Purchasing Agency, among any bidders or proposers, a written notice of the relevant facts shall be transmitted to the Corporation Counsel.

§3-703 Retention of Procurement Records. All procurement records shall be retained and disposed of in accordance with records retention guidelines and schedules approved by the State of Connecticut Public Records Administrator. All retained documents shall be made available to the State of Connecticut Public Records Administrator or a designee upon request and proper receipt therefor.

§3-704 Record of Procurement Actions Taken Under Section 3-206 (Single Source Procurement), Section 3-207 (Emergency Procurements), Section 3-208 (Special Committee Procurements) and Section 3-209 Cooperative Procurements.

(1) Contents of Record. The Purchasing Agent shall maintain a record listing all contracts made under Section 3-206 (Single Source Procurement), Section 3-207 (Emergency Procurements), 3-208 (Special Committee Procurements) or 3-209 (Cooperative Procurements) for a minimum of five (5) years. The record shall contain:

(a) each contractor's name;

(b) the amount and type of each contract

(c) listing of the supplies, services, or construction procured under each contract; and

(d) justification for procurement.

(2) Submission to Corporation Counsel. A copy of the record required by Subsection (1) shall be submitted to the Corporation Counsel on an annual basis. The records shall be available for public inspection.

CHAPTER 4 - SPECIFICATIONS

Part A - Specifications

§4-201 Specification Preparation. The Purchasing Agent or designee, together with the User Department or agency, shall set standards for the preparation, maintenance, and content of specifications for supplies, services, and construction required by the City.

The Purchasing Agent or designee, together with the User Department or agency, shall have the authority to standardize any products, supplies, services or construction or require minimum performance standards when such standardization or minimum performance standards best serves the interests of the City.

§4-202 Duties of the Purchasing Agent. The Purchasing Agent or designee, together with the User Department or agency, shall monitor the preparation, maintenance, content, and use of specifications for supplies, services, and construction required by the City.

§4-203 [Reserved]

§4-204 Relationship With User Departments. The Purchasing Agent shall obtain expert advice and assistance from the User Department in the development of specifications.

§4-205 Maximum Practicable Competition. All specifications shall seek to promote overall economy for the purposes intended and encourage competition in satisfying the City's needs.

§4-206 Specifications Prepared by Other Than City Personnel. The requirements of this Chapter regarding the preparation of specifications shall apply to all specifications including, but not limited to, those prepared by architects, engineers, and designers.

CHAPTER 5 – RESERVED

CHAPTER 6 – CONTRACT FORM, MODIFICATION AND TERMINATION OF CONTRACTS

§6-101 Contract Clauses and Their Administration.

(1) *Standard Contract Form*. A written contract between the City and a bidder is required for any purchase that exceeds twenty-five thousand dollars ($25,000.00); however, Corporation Counsel may require contracts below that amount. Such requirement may be satisfied with a contract form included in the solicitation documents and executed by the parties, a contract negotiated and executed by the parties after award, or by the standard terms set forth on the City's purchase order form acceptable to the Corporation Counsel, as such purchase order may be amended from time to time. Except for purchases where the contract is contained on the purchase order, any other contract shall be reviewed and approved by the Corporation Counsel. Corporation Counsel and/or the city's Risk Manager shall determine when insurance, indemnification, guarantees, bonds, or other security is required. Such contracts shall be signed by the Mayor or other designee in the manner authorized by the Common Council. Bidders may not take exception to the substantive terms of the standard contract forms provided in the solicitation.

(2) *Contract Clauses.* Contract clauses provided are sample terms only and the City reserves the right to modify or amend such clauses based on the specific arrangement and terms of the procurement. The Purchasing Agent shall have the authority to permit, or require the inclusion of, clauses providing for adjustments in prices, time of performance, or other contract provisions as appropriate covering the following subjects:

(a) the unilateral right of the City to order in writing

(i) changes in the work within the scope of the contract; and

(ii) temporary stopping of the work or delaying performance.

(b) variations occurring between estimated quantities of work in a contract and actual quantities.

(c) contract requirements from the funding source.

(3) *Price Adjustments.*

(a) Adjustments in price pursuant to clauses promulgated under Subsection (1) of this Section shall be computed in one or more of the following ways:

(i) by agreement on a fixed-price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;

(ii) by unit prices specified in the contract or subsequently agreed upon;

(iii) by the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;

(iv) in such other manner as the contracting parties may mutually agree; or

(v) in the absence of agreement by the parties, by a unilateral determination by the City of the costs attributable to the events or situations under such clauses, with adjustment of profit or fee, all costs are computed by the City in accordance with applicable sections of the guidelines promulgated under CHAPTER 7 (Cost Principles).

(b) A contractor shall be required to submit cost or pricing data if any adjustment in contract price is subject to the provisions of Section 3-404 (Substantiation of Offered Prices).

(4) *Additional Contract Clauses.* The Purchasing Agent, the Corporation Counsel or Head of a Purchasing Agency shall have the authority to permit or require the inclusion in City contracts, of clauses providing for appropriate remedies and covering the following subjects:

(a) liquidated damages as appropriate;

(b) specified excuses for delay or nonperformance;

(c) termination of the contract for default; and

(d) termination of the contract in whole or in part for the convenience of the City or non-appropriation of funds.

(5) *Modification of Clauses.* The Purchasing Agent, the Corporation Counsel, or the head of a Purchasing Agency may vary the clauses established under Subsection (2) and Subsection (4) of this Section for inclusion in any particular City contract; provided that any variations are supported by a written determination that states the circumstances justifying such variation and provided that notice of any such material variation be stated in the Invitation for Bids or Request for Proposals.

§6-102 Fiscal Responsibility.

Every contract modification, change order, or contract price adjustment under a contract with the City in excess of the maximum amount payable under the contract terms shall be subject to prior written certification by the City Comptroller as to the effect of the contract modification, change order, or adjustment in contract price on the total project budget or the total contract budget. In the event that the certification of the City Comptroller discloses a resulting increase in the total project budget and/or the total contract budget, the Purchasing Agent or Purchasing Agency shall not execute or make such contract modification, change order, or adjustment in contract price unless sufficient funds are available, or the scope of the project or contract is adjusted so as to permit the degree of completion that is feasible within the total project budget and/or total contract budget as it existed prior to the contract modification, change order, or adjustment in contract price under consideration; provided, however, that with respect to the validity, as to the contractor, of any executed contract modification, change order, or adjustment in contract price which the contractor has reasonably relied upon, it shall be presumed that there has been compliance with the provisions of this Section. If such allowance for change orders or change order has been duly approved by the Common Council, approval of the Purchasing Agent is not required.

CHAPTER 7 - COST PRINCIPLES

§7-101 Cost Principles Guidelines Required.

The Purchasing Agent, the head of the Purchasing Agency, or Corporation Counsel shall establish guidelines setting forth cost principles which shall be used to determine the allowability of incurred costs for the purpose of reimbursing costs under any award. Such guidelines shall provide for the reimbursement of costs, provided that such determination has been approved by the Purchasing Agent, the head of the Purchasing Agency or Corporation Counsel, such cost principles may be modified by contract.

CHAPTER 8 - SUPPLY MANAGEMENT

Part A – Supply Management Procedures

§8-201 Supply Management Procedures.

The Purchasing Agent shall establish procedures governing: (a) the management of supplies during their entire life cycle; (b) the sale, lease, or disposal of surplus real and personal property by public auction, competitive sealed bidding, or other appropriate method designated by procedures, provided that no employee of the owning or disposing agency shall be entitled to purchase any such supplies as set forth in the Norwalk Code §9-3; and (c) transfer of excess supplies.

Part B - Proceeds

§8-301 Allocation of Proceeds from Sale or Disposal of Surplus Supplies.

Unless otherwise provided by law, the Purchasing Agent shall be empowered, pursuant to existing procurement guidelines, to allocate proceeds from the sale, lease, or disposal of surplus excess supplies, unless otherwise specified by the Common Council or the Board of Estimate and Taxation.

CHAPTER 9 - RESERVED

CHAPTER 10 – INTERGOVERNMENTAL RELATIONS

Part A - Definitions

§10-101 Definitions of Terms Used in this Chapter.

(1) *Cooperative Purchasing* means procurement conducted by, or on behalf of, one or more Public Procurement Units, as defined in these Procurement Guidelines.

(2) *External Procurement Unit* means any buying organization not located in this State which, if located in this State, would qualify as a Public Procurement Unit. Agencies of the United States and of any other State in the United States of America are External Procurement Unit.

(3) *Local Public Procurement Unit* means any county, city, town, and any other subdivision of the State or public agency of any such subdivision, public authority, educational, health, or other institution, and to the extent provided by law, any other entity which expends public funds for the procurement of supplies, services, and construction, and any nonprofit corporation operating a charitable hospital.

(4) *Public Procurement Unit* means any one of the following:

(a) a Local Public Procurement Unit,

(b) an External Procurement Unit,

(c) a State Public Procurement Unit, and

(d) any not-for-profit entity comprised of more than one Unit listed in subparagraphs (a), (b), or (c).

(5) *State Public Procurement Unit* means the Department of Administrative Services of this or any other State and any other Purchasing Agency of this State or any other State.

§10-201 Cooperative Purchasing Authorized

(1) The Purchasing Agent may either participate in, sponsor, conduct, administer or use a Cooperative Purchasing agreement for the procurement of any supplies, services, or construction with one or more Public Procurement Units in accordance with an agreement entered into between the participants. Such Cooperative Purchasing associations may include, but are not limited to, State of Connecticut, Federal Agency, or through a cooperative association of municipalities' contracts that are made available to other Public Procurement Units.

(2) The Purchasing Agent may, at their discretion, in the best interest of the City, and for the purpose of satisfying the bid requirements set forth previously, employ such agreements secured by these other Public Procurement Units, provided that the Purchasing Agent receives verification from these Units that said agreements are still valid for the purposes of price, quality and quantity. Purchases secured by use of these agreements do not require quotes or competitive bids. All Cooperative Purchasing conducted under this CHAPTER shall be through contracts awarded through full and open competition, including use of source selection methods substantially equivalent to those specified in CHAPTER 3 (Source Selection and Contract Formation) of these Procurement Guidelines.

§10-202 Sale, Acquisition, or Use of Supplies by a Public Procurement Unit.

Any Public Procurement Unit may sell to, acquire from, or use any supplies belonging to another Public Procurement Unit independent of the requirements of CHAPTER 3 (Source Selection and Contract Formation) and CHAPTER 8 (Supply Management) of these Procurement Guidelines.

§10-203 Cooperative Use of Supplies or Services.

Any Public Procurement Unit may enter into an agreement, independent of the requirements of CHAPTER 3 (Source Selection and Contract Formation) and CHAPTER 8 (Supply Management) of these Procurement Guidelines, with any other Public Procurement Unit for the cooperative use of supplies or services under the terms agreed upon between the parties.

§10-204 Joint Use of Facilities.

Any Public Procurement Unit may enter into agreements for the common use or lease of warehousing facilities, capital equipment, and other facilities with another Public Procurement Unit under the terms agreed upon between the parties.

§10-205 Supply of Personnel, Information, and Technical Services.

(1) *Supply of Personnel.* Any Public Procurement Unit is authorized, in its discretion, upon written request from another Public Procurement Unit to provide personnel to the requesting Public Procurement Unit. The Public Procurement Unit making the request shall pay the Public Procurement Unit providing the personnel the direct and indirect cost (worker's comp, overtime, union approval and similar related costs) of furnishing the personnel, in accordance with an agreement between the parties.

(2) *Supply of Services and Information.* The informational, technical, and other services of any Public Procurement Unit may be made available to any other Public Procurement Unit. The requesting Public Procurement Unit shall pay for the expenses of the services so provided, in accordance with an agreement between the parties.

§10-206 Use of Payments Received by a Supplying Public Procurement Unit

All payments from any Public Procurement Unit received by a Public Procurement Unit supplying personnel or services shall be available to the supplying Public Procurement Unit as authorized by law.

§10-207 Public Procurement Units in Compliance with Code Requirements.

Where the Public Procurement Unit administering a Cooperative Purchase complies with the requirements of these Procurement Guidelines, any Public Procurement Unit participating in such a purchase shall be deemed to have complied with these Procurement Guidelines. Public Procurement Units may not enter into a Cooperative Purchasing agreement for the purpose of circumventing these Procurement Guidelines.

§10-208 Review of Procurement Requirements.

To the extent possible, the Purchasing Agent may collect information concerning the type, cost, quality, and quantity of commonly used supplies, services, or construction being procured or used by Public Procurement Units. The Purchasing Agent may make available all such information to any other Public Procurement Unit upon request.

CHAPTER 11 – VENDOR RELATIONS

§11-101 Objective – Regarding Connecticut General Statute (C.G.S.) section 4a-60, the City recognizes its responsibility to minorities and the population of disadvantaged and physically challenged persons. This responsibility is twofold: (a) to insure nondiscrimination in its purchasing and contracting policies; and (b) to take affirmative steps to purchase from and contract with those businesses that themselves fairly employ those disadvantaged groups. It is the stated objective of the City to give such disadvantaged groups the opportunity to compete on an even and equal basis with other vendors and contractors in the competitive marketplace.

§11-102 Applicability This policy shall apply to all purchasing and contracting functions of the City.

§11-103 Procedure --

(a) It is the responsibility of all Purchasing personnel to identify disadvantaged enterprises and assist them in becoming familiar with City requirements for supplies, services, and construction. Such Purchasing personnel are also encouraged to develop suppliers and contractors who might not be disadvantaged enterprises, but whose work force statistics can be defined as being predominantly consisting of disadvantaged persons.

(b) While it is the firm policy of the City to expand its business relationship with disadvantaged group suppliers and contractors, none of the provisions of this policy are to be construed as diminishing the Purchasing Department's responsibility to the City, and to the taxpayers, for providing a quality product on a timely basis, at a reasonable cost.

(c) The contractor agrees and warrants that in the performance of this contract it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by the contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated in a nondiscriminatory manner.

(d) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission concerning its practices and procedures.

(e) The contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered under these guidelines so that such provisions will be binding upon each subcontractor.

(f) The contractor or supplier may, upon request, be required to submit a list of those persons whose ownership of the company is represented by the contractor or supplier as qualifying said company as a disadvantaged group enterprise as defined herein.

§11-104 Debarment --

No contract shall be awarded by the City to the persons, firms, corporations, partnerships, or associations noted on the Labor Commissioner's State List for having disregarded their obligations pursuant to Connecticut General Statute Sections 31-53a and 31-76c or having been barred from the Federal Government contracts pursuant to the provisions of the Davis-Bacon and Related Acts (DBRA), Connecticut General Statute Sections 4b-95, 31-57b, and 31-57d. The Labor Commissioner shall determine when a period of up to three (3) years has elapsed from the date of publication of the list containing the names of such persons or firms.

§11-105 Contract Requirements

Pursuant to C.G.S. Section 4a-60, every contract shall contain the following provisions:

(a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;

(b) The contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission on Human Rights and Opportunities;

(c) The contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;

(d) The contractor agrees to comply with each provision of this section and C.G.S. sections 4a-60, 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e, 46a-68f and 46a-86; and

(e) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records, and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and C.G.S. sections 4a-60 and 46a-56.

CHAPTER 12 – CODE OF ETHICS

REFER TO THE NORWALK CODE - CHAPTER 32 Code of Ethics.

All employees and officers of the City of Norwalk, salaried and unsalaried, including the members of all boards, agencies and commissions elected or appointed in the City of Norwalk, shall be subject to the Code of Ethics contained in Chapter 32 of the Norwalk Code, as it may be amended from time to time.

The proper operation of democratic government requires that public officers, members of commissions, boards and/or agencies and employees be independent, impartial, and responsible to the people; that government decisions and policies be made in the proper channels of the governmental structure; that public office be not used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals there is hereby established a Code of Ethics for all officers, members of commissions, boards and/or agencies and employees whether elected or appointed, paid or unpaid. The purpose of this code is to establish ethical standards of conduct for all such officers and employees by setting forth those acts or actions that are incompatible with the best interest of the city and by directing disclosure by such officers and employees of private financial or other interests in matters affecting the City. The provisions and purposes of this code and such rules and regulations as may be established are hereby declared to be in the best interest of the City of Norwalk.

Public officers, members of boards, commissions and agencies and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Connecticut and to carry out impartially the laws of the nation, state and municipality and thus to foster respect for all government. They are bound to observe in their official acts duties of their office regardless of personal considerations recognizing that the public interest must be their primary concern.

GIFTS AND GRATUITIES

An employee should not engage in any business or transaction that is incompatible with the proper discharge of their official duties or accept certain gifts, as set forth in by Sect. 32-8 of the Norwalk Code, from any person, firm, or corporation which has any business dealings with the City. Such action may result in the dismissal of the employee and the vendor may be barred from further business with the City.

APPENDIX
DEFINITIONS OF TERMS USED IN THIS GUIDE

Bidder means any person submitting a competitive bid to a solicitation.

Business means any corporation, limited liability corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

Change Order means a written order signed by the Purchasing Agent, directing the contractor to make changes which the Change Order clause of the contract authorizes the Purchasing Agent to order without the consent of the contractor.

Construction means the process of building, altering, repairing, improving, or demolishing any public infrastructure facility or public building, or other public improvements of any kind to real property. It does not include the routine operation, routine repair, or routine maintenance of any existing public infrastructure facility or public building.

Contract means all types of City agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction.

Contract Modification means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, quality or other provisions of any contract accomplished by mutual action of the parties to the contract.

Contractor means any person or entity having a contract with the City.

Data means recorded information, regardless of form or characteristic.

Design-bid-build means a project delivery method in which the Purchasing Agent sequentially awards separate contracts, the first for Professional Services to design the project; the second for a Construction Manager Services to oversee the project; and third to obtain bids for construction of the project according to the design.

Designee means a duly authorized representative of a person holding a superior position.

Design requirements means the written description of the infrastructure facility or service to be procured under this CHAPTER, including:

(a) features, functions, characteristics, qualities, and properties that are required by the City;

(b) the anticipated schedule, including start, duration, and completion; and

(c) estimated budgets (as applicable to the specific procurement) for design, construction, operation and maintenance. The design requirements may, but need not, include drawings and other documents illustrating the scale and relationship of the features, functions, and characteristics of the project.

Direct or Indirect Participation means involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

Disadvantaged individual/group -- shall mean that individual or group fitting within the definition of "physically disabled" individual or group as such terms as defined herein.

Disadvantaged business / enterprise -- shall mean any contractor or supplier of materials, of which 51% or more of the capital stock, if any, or assets of which is owned by a person or persons: (a) who are active in the daily affairs of the enterprise; (b) who have the power to direct the management and policies of the enterprise; and (c) who are members of a "disadvantaged group", as such terms are defined herein.

Electronic means electrical, digital, magnetic, optical, electromagnetic, or any other similar technology.

Employee means an individual drawing a salary from a governmental body, whether elected or not, and any non-compensated individual performing services for any governmental body.

Established Catalog Price means the price included in a catalog, price list, schedule, or other form that:

(a) is regularly maintained by a manufacturer or contractor;

(b) is either published or otherwise available for inspection by customers; and

(c) states prices at which sales are currently or were last made to a significant number of any category of buyers or buyers constituting the general buying public for the supplies or services involved.

Excess Supplies means any supplies other than expendable supplies having a remaining useful life but which are no longer required by the User Department in possession of the supplies.

Expendable Supplies means all tangible supplies other than nonexpendable supplies.

Financial Interest means:

(a) ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive, any monetary remuneration or item of value which could create the perception of impropriety or undue influence.

(b) ownership of such interest in any property or any business as may be specified by the Norwalk Code of Ethics; or

(c) holding a position in a business such as an officer, director, trustee, partner, employee, or the like, or holding any position of management.

Governmental Body means any department, commission, council, board, bureau, committee, agency, authority or other establishment of the City of Norwalk.

Grant means the furnishing by the City, State or Federal Government of assistance, whether financial or otherwise, to any person to support a program authorized by law. It does not include an award whose primary purpose is to procure an end product, whether in the form of supplies, services, or construction; a contract resulting from such an award is not a grant but a procurement contract.

Gratuity means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

***Highest Scoring Bidder** in multiple criteria bid* means the bidder that achieves the highest score in providing the City with a unique combination of attributes including, but not limited to, price, skill, ability based on multiple criteria considering quality of product, warranty, life cycle cost, past performance, and other objective criteria to be established for the award.

Immediate Family has the meaning set forth in Section 32-3 of the Norwalk Code.as amended.

Independent Peer Reviewer means any professional that provides the City with an independent professional opinion, advice or assurance concerning keys elements of the project.

Invitation for Bids means all documents, whether attached or incorporated by reference, utilized for soliciting bids.

Lowest Responsible Qualified Bidder means the bidder whose bid is the lowest of those bidders possessing the skill, ability, and integrity necessary to faithful performance of the work based on objective criteria considering past performance and financial responsibility.

May denotes the permissive.

Multiple Criteria Bid means a bid evaluation is evaluated on but not limited to, price, skill, ability based on multiple criteria considering quality of product, warranty, life cycle cost, past performance, and other objective criteria to be established for the award.

Nonexpendable Supplies means all tangible supplies having an original acquisition cost of over ($100) per unit and a probable useful life of more than one year.

Non-responsive bid means any bid or proposal that omits a material or substantive requirement or fails in any way to meet the prescribed criteria required of all bidders or proposals.

Operations and Maintenance means a project delivery method whereby the Purchasing Agent enters into a single contract for the routine operation, routine repair, and routine maintenance of a public building or public infrastructure facility.

Person means any business, individual, union, committee, club, organization, group of individuals or legal entity.

Physically Disabled – has the meaning set forth in CGS §46a-51 (15), as amended.

Procurement means buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

***Procurement Officer** means* any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority.

Professional Services *means***:**

(a) professional services of an architectural, surveying, professional design or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described below;

(b) professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and

(c) such other professional services of an architectural or engineering nature, or incidental services, which members of the professions (and individuals in their employ) may logically or justifiably perform, including: studies, investigations, surveying, mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

Proposal Development Documents means drawings and other design related documents that are sufficient to fix and describe the size and character of a public building or public infrastructure facility as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate to the applicable project delivery method.

Proposer means any person submitting a proposal in response to Request for Proposal (RFP).

Public Building means a building, structure or network or buildings. Included are government office buildings and public-school buildings.

Public Infrastructure Facility means pipes, controls, and equipment that provide transportation, utilities, or public safety services. Included are: water treatment plants, distribution systems, and pumping stations; wastewater treatment plants, collection systems, and pumping stations; solid waste disposal plants, incinerators, landfills, and related facilities; public roads and streets; highways; public parking facilities and public transportation systems.

Public Notice means the distribution or dissemination of information to interested parties using methods that are reasonably available or required. Such methods will often include publication in newspapers of general circulation, electronic or paper mailing lists, and web site(s) designated by the City and maintained for that purpose.

Purchase Description means the words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specifications attached to, or made a part of the solicitation.

Purchase Request means that document whereby a User Department requests that a contract be entered into for a specified need, and may include, but is not limited to, the technical description of the requested item, delivery schedule, transportation, criteria for evaluation, suggested sources of supply, and information supplied for the purpose of making of any written determination required by these Procurement Guidelines.

Purchasing Agency means any governmental body, official or department head, other than the Purchasing Agent, which is duly authorized by these Procurement Guidelines to undertake certain purchasing functions.

Purchasing Agent means the person holding the position created by Charter Section 8-4. D, as the head of the Purchasing Department of the City.

Request for Proposals means all documents, whether attached or incorporated by reference, utilized for soliciting proposals.

Request for Qualifications means all documents, whether attached or incorporated by reference, utilized for soliciting qualifications.

Responsible Bidder* or *Proposer means a person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder means a person who has submitted a bid which conforms in all material respects to the Invitation for Bids.

Services means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This definition of "services" includes, but is not limited to, consulting, personal, professional, technical, and client services. This term shall not include employment agreements or collective bargaining agreements.

Shall denotes the imperative.

Signature means a manual or electronic identifier, or the electronic result of an authentication technique attached to or logically associated with a record that is intended by the person using it to have the same force and effect as a manual signature.

Specification means any description of the physical or functional characteristics, or of the nature of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

Supplies means all property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding a permanent interest in land.

Surplus Supplies means any supplies, other than expendable supplies, no longer having any use to the City. This includes obsolete supplies, scrap materials, and nonexpendable supplies that have completed their useful life cycle.

Two (2) Way Matching is an Accounts Payable process used in validating all data on the purchase order and invoice aligns and checks for discrepancies between the two before the invoices are approved and paid.

Three (3) Way Matching **i**s an Accounts Payable process, which validates what was ordered (the purchase order), what was delivered (receipt) and the supplier's invoice to verify there are no discrepancies between the three and that an invoice is legitimate and ready to be paid.

Unauthorized Purchases means those purchases that do not conform to either the requirements of these Procurement Guidelines or the provisions of the Norwalk Charter and Code. Such purchases include those made by individuals acting outside of their prescribed limits of authority and those purchases made without the required fiscal appropriations in place. Any individual or entity doing business with the City is presumed to know the extent and, specifically, the limits of the authority of the employee(s) with whom it conducts business.

User Department means any governmental body of the City which utilizes any supplies, services, or construction procured under these Procurement Guidelines.

Written or In writing means the product of any method of forming characters on paper, other materials, or viewable screens, which can be read, retrieved, and reproduced, including information that is electronically transmitted and stored.

City of Norwalk

Comparison of Federal Uniform Guidance Procurement Standards to City's Standard Procurement Policies

CFR: https://www.govinfo.gov/app/details/CFR-2023-title2-vol1/CFR-2023-title2-vol1-part200

CFR Subsection	Full Text of CFR Section	Summary of CFR Section	City Code and/or Purchasing Guideline Reference	Links	Procurement Guidelines
200.318(a)	The non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.	City must follow its own purchasing policies	§19-2 Procurment Guide		The City's procurement Guidleines are established by the Charter and Code of Ordinances. Pursuant to Charter § 8-4(D)(2) of the Code of the City of Norwalk, a Procurement Guide may be adopted by a majority vote of the Common Council, which Guide shall govern the Purchasing Department. The Guide shall be reviewed by the Finance Committee no later than every three years following its adoption
200.318(b)	Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	City must provide oversight of its contractors			The Purchasing Agent, the Department Heads and Project Managers/Supervisors shall oversee contractors in the ordinary course of business.
200.318(c)(1)	The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.	City must have written standards covering conflicts of interest	Chapter 32-Code of Ethics, §32-4 Conflict of Interest	https://www.ecode360.com/NO0086/laws/LF1282439.pdf	The City's code meets the UGPS standards
		City must have written standards governing the performance of its employees engaged in the selection, award, and administration of contracts.	Chapter 32-Code of Ethics, §32-4 Conflict of Interest; §32-12 Board of Ethics	https://www.ecode360.com/NO0086/laws/LF1282439.pdf	The City shall use the UGPS standards when applicable, if they are more restrictive than the City's standards.
		The City must not solicit nor accept gifts.	Chapter 32-Code of Ethics, §32-8 Prohibited Gifts	https://www.ecode360.com/27048778?highlight=32&searchId=189890271607957#27048778	The City's Procurement Guidelines meets/exceeds the UGPS standards
		The City may define what gifts are of a nominal value	Chapter 32-Code of Ethics, §32-8 Prohibited Gifts	https://www.ecode360.com/27048778?highlight=32&searchId=189890271607957#27048778	The City's Procurement Guidelines meets/exceeds the UGPS standards
		The standards of conduct must provide disciplinary actions for violations	Chapter 32-Code of Ethics, §32-4 Conflict of Interest; §32-12 Board of Ethics	https://www.ecode360.com/NO0086/laws/LF1282439.pdf	The City's code meets the UGPS standards
200.318(c)(2)	If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.	The City's conflict of interest policy must cover relationships with related parties	Chapter 32-Code of Ethics, §32-4 Conflict of Interest	https://www.ecode360.com/NO0086/laws/LF1282439.pdf	The City's Code of Ethics define the definituin of applicability, employee, officer, person, and/or agency.
200.318(d)	The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.	The City must avoid purchasing unnecessary items			The City avoids purchasing unnecessary items, but it is not specifically addressed in the Charter or Purchasing Guideline
		The City should consider bundling or unbundling procurements and analyze purchase alternatives to achieve the most economical outcome			The City considers the bundling or unbundling of purchases,per the Procurement Guidelines, §2-301 Bid Thresholds, requisistions shall not be split to avoid this requirement.
200.318(e)	To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.	The City is encouraged to use cooperative purchasing agreements			The City may use cooperative purchasing agreements when deemed advantageous. §3-209 Cooperative Procurements {DRAFT}. See also Section 10 of Procurement Guideline
200.318(f)	The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.	The City is encouraged to use Federal surplus in lieu of purchasing new			The City shall use the UGPS standards when applicable.
200.318(g)	The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.	The City is encouraged to use value engineering			The City shall include value engineering clauses in contracts for construction projects above the Simplified Acquisition Threshhold
200.318(h)	The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	The City must award contracts only to responsible contractors	Purchasing Guidelines: §3-202 Competitive Sealed Bidding (7) and §3-203 Competitive Sealed Request for Proposals(9)		The City shall use the UGPS standards when applicable.

ITEM #13

CFR: https://www.govinfo.gov/app/details/CFR-2023-title2-vol1/CFR-2023-title2-vol1-part200

CFR Subsection	Full Text of CFR Section	Summary of CFR Section	City Code and/or Purchasing Guideline Reference	Links	Procurement Guidelines
200.318(i)	The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	The City must maintain procurement records	Procurement Guidelines: §3-703 Retention of Procurement Records.		The City maintains such records for at least as long as the State of Connecticut Librarian-Municipal Record Management Program prescribes. https://ctstatelibrary.org/publicrecords/municipal
200.318(j)(1)	The non-Federal entity may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and material type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; and (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.	The City may only use time and material type contracts in very limited circumstances			The City shall use the UGPS standards when applicable.
200.318(j)(2)	Since this formula generates an open-ended contract price, a time-and materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.	The City must set a ceiling price and provide a high degree of oversight on time and material type contracts			The City shall use the UGPS standards when applicable.
200.318(k)	The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.	The City is responsible for setting contract disputes with vendors	Purchasing Guideline: BID PROTESTS		The City shall address contract resolution language when drafting contracts with vendors.
200.319(a)	(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.	The City must avoid all practices that would discourage open competition	Purchasing Guideline: CHAPTER 11 – VENDOR RELATIONS		The City develops specs and bid requirements that encourage free and open competition. All requests for information are directed to and answered by the Purchasing Agent and these Q&A are made available to all potential bidders. However, Municipal Public Works contracts funded in whole or in part by the State of CT are the contracts subject to the contract compliance requirements and set-aside goals. Other municipal contracts are not subject to the new requirements. See June 2015 Special Session P.A. 15-5. The City shall use the UGPS standards when applicable.
200.319(b)	(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a ''brand name'' product instead of allowing ''an equal'' product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.	The City is generally prohibited from using local vendor preference	Article 1 Requirements for Contracts with City	https://ecode360.com/27048871?highlight=contract,contractor,contractors,contracts&searchId=7871480945476713	The City does have a local vendor preference rule, however it has not been enforced. The solicitation documents are developed to encourage free and open competition
200.319(c)	(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract	The City is generally prohibited from using local vendor preference	Article 1 Requirements for Contracts with City	https://ecode360.com/27048871?highlight=contract,contractor,contractors,contracts&searchId=7871480945476713	The City does have a local vendor preference rule, however it has not been enforced. The solicitation documents are developed to encourage free and open competition
200.319(d)	(d) The non-Federal entity must have written procedures for procurementtransactions. These procedures mustensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it isimpractical or uneconomical to make aclear and accurate description of the technical requirements, a ''brand name or equivalent'' description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.	The City must have written procedures which ensure that solicitations have clear descriptions for the goods and services that are sought which do not inhibit competition.	SECTION 3-GENERAL BIDDING INFORMATION FOR CONSTRUCTION, 3.10 and SECTION 3-GENERAL INFORMATION, TERMS AND CONDITIONS FOR MISCELLANEOUS SERVICES & EQUIPMENT PURCHASES, 3.8-3.9		These items are not specifically mentioned in the City's Purchasing Guidelines. However, in practice, the City develops the solicitation documents that encourage free and open competition. Additonally, Section 3 of the solicitation documents it outlines acceptable brands and how to respond to the specification offered.

ITEM #13

City of Norwalk

Comparison of Federal Uniform Guidance Procurement Standards to City's Standard Procurement Policies

CFR: https://www.govinfo.gov/app/details/CFR-2023-title2-vol1/CFR-2023-title2-vol1-part200

CFR Subsection	Full Text of CFR Section	Summary of CFR Section	City Code and/or Purchasing Guideline Reference	Links	Procurement Guidelines
200.319 (e)	(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period	The City must ensure that there are enough qualified vendors to ensure maximum open and free competition	§3-202 Competitive Sealed Bidding, (3) and §3-203 Competitive Sealed Request for Proposals. (4)		The City meets or exceeds this requirement, besides the newspaper the solicitations are posted on the City's website, the Purchasing Department eProcurement Portal (Bonfire) and the State of CT DAS Soliciation Portal. The City also adheres to any advertisement requirements in State funding or other grants.
200.319 (f)	(f) Noncompetitive procurements can only be awarded in accordance with §200.320(c).				
200.320	The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or subaward.	Must have and documented procurement procedures.			The City's standards are more restrictive than the UGPS.
200.320 (a)	(a) Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in §200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include: (1) Micro-purchases—(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micropurchase in §200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers. (ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity. (iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section. (iv) Non-Federal entity increase to the micro-purchase threshold up to $50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following: (A) A qualification as a low-risk auditee, in accordance with the criteria in §200.520 for the most recent audit; (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or, (C) For public institutions, a higher threshold consistent with State law. (v) Non-Federal entity increase to the micro-purchase threshold over $50,000. Micro-purchase thresholds higher than $50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved. (2) Small purchases—(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity. (ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the nonFederal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.	The City has thresholds for purchase limits and required competitive quotes/proposals.	Purchasing Guideline: §3-204 Informal Competitive Quotations and §3-205 Informal Competitive Request for Proposals.		The City's standards are more restrictive than the UGPS.
200.320(b)	(b) Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with §200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate: (1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason. (2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.	The City must follow formal procurement methods	Purchasing Guideline: §3-202 Competitive Sealed Bidding and §3-203 Competitive Sealed Request for Proposals.		The City's standards will meet or exceed the UGPS.

ITEM #13

City of Norwalk

Comparison of Federal Uniform Guidance Procurement Standards to City's Standard Procurement Policies

CFR: https://www.govinfo.gov/app/details/CFR-2023-title2-vol1/CFR-2023-title2-vol1-part200

CFR Subsection	Full Text of CFR Section	Summary of CFR Section	City Code and/or Purchasing Guideline Reference	Links	Procurement Guidelines
200.320(c)	(c) Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro purchase threshold (see paragraph (a)(1) of this section); (2) The item is available only from a single source; (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or (5) After solicitation of a number of sources, competition is determined inadequate.	The City may procure goods without competitive proposals only when the item is available only from a single source, in times of public emergency, the Federal awarding agency expressly authorizes noncompetitive proposals, or competition is determined inadequate.	Purchasing Guideline §3-206 Single Source Procurement and §3-207 Emergency Procurements.		The City's Purchasing Guideline has established sourcing requirements. The City shall use the UGPS standards when applicable.
200.321(a)	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.	The City must take steps to utilize small and minority businesses, women's business enterprises, and labor surplus area firms.	Purchasing Guideline: CHAPTER 11 – VENDOR RELATIONS		The City develops solicitations that encourage free and open competition. However, Municipal Public Works contracts funded in whole or in part by the State of CT are the contracts subject to the contract compliance requirements and set-aside goals. Other municipal contracts are not subject to the new requirements. See June 2015 Special Session P.A. 15-5.
200.321(b)	Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	Describes the actions needed for small and minority businesses, women's business enterprises, and labor surplus area firms.	Purchasing Guideline: CHAPTER 11 – VENDOR RELATIONS		The City shall use the UGPS standards when applicable.
200.322 (a)	(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.	Domestic preference for procurement			The City shall use the UGPS standards when applicable.
200.322 (b)	(b) For purposes of this section: (1) ''Produced in the United States'' means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) ''Manufactured products'' means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	Domestic preference for procurement			The City shall use the UGPS standards when applicable.
200.323	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	The City must follow its Recycling Policy	SECTION 3-GENERAL BIDDING INFORMATION FOR CONSTRUCTION and SECTION 3-GENERAL INFORMATION, TERMS AND CONDITIONS FOR MISCELLANEOUS SERVICES & EQUIPMENT PURCHASES		The City shall use the UGPS standards when applicable.
200.324(a)	The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.	The City must receive cost estimates before going out to bid			The City shall use the UGPS standards when applicable.
200.324(b)	The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.	The City must negotiate profit for sole-source procurements			The City shall use the UGPS standards when applicable.
200.324(c)	Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.	Estimated costs are only allowable when the comply with Federal Cost Principles			The City shall use the UGPS standards when applicable.
200.324(d)	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.			The City shall use the UGPS standards when applicable.
200.325(a)	The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements where the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.	The City must make technical specs for procurements available upon request by Federal awarding agency			The City shall use the UGPS standards when applicable.

CFR: https://www.govinfo.gov/app/details/CFR-2023-title2-vol1/CFR-2023-title2-vol1-part200

CFR Subsection	Full Text of CFR Section	Summary of CFR Section	City Code and/or Purchasing Guideline Reference	Links	Procurement Guidelines
200.325(b)	The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a ''brand name'' product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.	The City must make pre-procurement review and procurement documents available upon request by Federal awarding agency in a number of circumstances.			The City shall use the UGPS standards when applicable.
200.325(c)	The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may selfcertify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.	The City may self-certify its procurement system to avoid some pre-procurement reviews.			The City shall use the UGPS standards when applicable.
200.326	Bonding requirements. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:	The awarding agency may accept the City's bonding requirements if it determines that its interest is adequately protected. If the awarding agency does not accpt the City's bonding requirements, then (a), (b), and (c) would apply	Purchasing Guideline Part E- Bonds, Insurance, Guarantees		The City shall use the UGPS standards when applicable, if they are more restrictive than the City's standards issued in this Purchasing Guideline.
200.326(a)	A bid guarantee from each bidder equivalent to five percent of the bid price. The ''bid guarantee'' must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.	The City must require a bid guarantee of 5% of bid price	Purchasing Guideline §2-501 Bid Security		The City Bid Security requirements exceed UGPS standard
200.326(b)	A performance bond on the part of the contractor for 100 percent of the contract price. A ''performance bond'' is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.	The City must require a performance bond for 100% of the contract price	Purchasing Guideline §2-502 Contract Performance and Labor and Materials Bond		The City use the UGPS standards when applicable. See Reference
200.326(c)	A payment bond on the part of the contractor for 100 percent of the contract price. A ''payment bond'' is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.	The City must require a payment bond for 100% of the contract price	Purchasing Guideline §2-502 Contract Performance and Labor and Materials Bond		The City uses UGPS standards when applicable. See Reference
200.327	Contract provisions. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200— Contract Provisions for non-Federal Entity Contracts Under Federal Awards.	The City must include the Federal contract provisions in its contracts			The City shall use the UGPS standards when applicable.

ITEM #13

RESOLUTION: MAKING APPROPRIATIONS FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING $70,217,280 FOR THE FISCAL YEAR 2024-2025 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF $70,217,280 GENERAL OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE FY 2024-2025 CAPITAL BUDGET.

RESOLVED:

Section 1. Appropriations aggregating $70,217,280 are hereby made by the City of Norwalk, Connecticut (the "City") for each subtotal set forth opposite the City's departments and entities (herein collectively "Departments") attached hereto as Exhibit A. Each Departmental subtotal shall constitute an appropriation to meet the estimated costs of the projects or purposes (the "Projects") specified for each Department, respectively, as attached on Exhibit A.

Section 2. To meet such portion of the appropriation for each Department not funded from other sources, a maximum of $70,217,280 of bonds of the City are hereby authorized to be issued to fund the Projects in the amounts set forth on Exhibit B attached hereto.

Section 3. Said bonds may be issued and sold, subject to final approval by the Committee (as defined and described below) in one or more series as determined by the Chief Financial Officer in an amount necessary to meet the City's share of the cost of the Projects determined after considering the estimated amount of State and Federal grants-in-aid of the Projects, or the actual amounts thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, financing, legal and other costs of issuance of such bonds. Subject to final approval by the Committee, the bonds of each series shall mature not later than the maximum maturity permitted by the General Statutes of Connecticut, as amended from time to time (the "Connecticut General Statutes") and may be issued subject to earlier redemption by the City. The bonds of each series shall be in the denomination of $1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor, Comptroller and the Chief Financial Officer, bear the City seal or a facsimile thereof, be payable at a bank or trust company designated by the Chief Financial Officer, be certified by such bank or trust company, which bank or trust company may also be designated as the registrar and transfer agent, 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. The Common Council hereby delegates to the Mayor and the Chief Financial Officer, 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 bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, and other terms, details and particulars of such bonds including the rate or rates of interest payable thereon and the terms of any purchase agreement executed in connection with the sale of the bonds in a negotiated underwriting.

Section 4. Said bonds shall be sold by the Mayor and the Chief Financial Officer in a competitive offering or by negotiation, in their discretion. 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 the Chief Financial Officer, subject to the final approval by the Committee. The Mayor and the Chief Financial Officer are authorized to prepare and distribute preliminary and final Official Statements of the City for use in connection with the offering and sale of any bonds.

Section 5. The Mayor and the Chief Financial Officer are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be in such denominations, bear interest at such rate or rates and be payable at such time or times as shall be determined by the Mayor and the Chief Financial Officer, be executed in the name of the City by the manual or facsimile signatures of the Mayor and the Chief Financial Officer, have the City seal or a facsimile thereof affixed, be certified by a bank or trust company designated by the Chief Financial Officer, and be approved as to their legality by Shipman & Goodwin LLP, as bond counsel. Such notes shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note 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. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the capital improvements for the financing of which said notes were issued. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. In connection with the issuance of any bonds or notes authorized herein, the City may exercise any power delegated to municipalities pursuant to Section 7-370b, as may be approved and executed by the Mayor and the Chief Financial Officer, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be subject to final approval by the Committee.

Section 7. To meet any portion of the costs of such projects determined by the State of Connecticut Department of Energy and Environmental Protection to be eligible for funding under Section 22a-475 et seq. of the Connecticut General Statutes, as the same may be amended from time to time (the "Clean Water Fund Program"), the City is authorized and may issue interim funding obligations in anticipation of project loan obligations and project loan obligations ("Clean Water Fund Obligations") in such denominations as the Mayor and the Chief Financial Officer shall determine. The Mayor and the Chief Financial Officer are hereby authorized to determine the amount, date, maturity, interest rate, form and other details and particulars of such Clean Water Fund Obligations, subject to the provisions of the Clean Water Fund Program, and the Mayor, Chief Financial Officer and Treasurer are authorized to execute and deliver the same. Said Clean

Water Fund Obligations shall be secured as to both principal and interest by (i) a pledge of revenues to be derived from sewage system use and/or connection charges, benefit assessments, or both, (ii) the full faith and credit of the City, or (iii) any combination of (i) and (ii). The Mayor is hereby authorized to execute and deliver to the State in the name of and on behalf of the City Project Loan and Project Grant Agreements under the Clean Water Fund Program.

Section 8. Any appropriation, or portion thereof, not required, in the determination of the Common Council, for any Department set forth in Section 1, may be transferred by resolution of the Common Council to any other Department of the City.

Section 9. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution, or otherwise as may be allowed under the Regulations, in the maximum amount and for the Projects with the proceeds of bonds, notes, or other obligations ("Tax Exempt Obligations") authorized to be issued by the City. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Projects, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Chief Financial Officer or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax Exempt Obligations. The Chief Financial Officer is authorized to amend such expression of official intent to bind the City pursuant to such changes he deems necessary or advisable to maintain the continued exemption from federal income taxation of interest on the Tax Exempt Obligations.

Section 10. The Mayor and the Chief Financial Officer are hereby authorized, on behalf of the City, to enter into agreements or otherwise covenant for the benefit of bondholders or noteholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 11. The Mayor and the Chief Financial Officer are hereby authorized, on behalf of the City, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution. The Mayor is hereby authorized, on behalf of the City, to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Projects, to expend said funds in accordance with the terms hereof, and in connection therewith to contract in the name of the City with engineers, contractors and others to complete the Projects.

Section 12. The Mayor and the Chief Financial Officer are hereby authorized, on behalf of the City, to issue all or any portion of the bonds as bonds which 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, and the issuance of such taxable bonds is hereby determined to be in the public interest.

City of Norwalk and NPS / Board of Ed			Exhibit A		*FINAL*
Final Approved FYE 2025 Capital Budget			Capital Budget Appropriations		
04/30/24 -- Version 9					FYE 2025
printed:	4/30/2024 13:57		new this year =		Council
Division	SubDivision	Rank	ProjectName	Proj ID	Approved 4/9/24
FINANCE DEPT	INFORMATION TECH	1	INFORMATION TECHNOLOGY PROJECTS	C0375	1,000,000
FINANCE DEPT Total					***1,000,000***
COMMUNITY SVCS	CHIEF OF COMM SERVICES	1	ADA COMPLIANCE	C0536	221,470
COMMUNITY SVCS	HEALTH ADMINISTRATION	2	PAINTING	C0690	10,000
COMMUNITY SVCS	HEALTH ADMINISTRATION	3	BUILDING RENOVATIONS	C0691	20,000
COMMUNITY SVCS	LIBRARY ADMIN	1	MAIN LIBRARY ADA COMPLIANT DOOR HANDLES	C0692	16,000
COMMUNITY SVCS	LIBRARY ADMIN	2	SONO LIBRARY ADA COMPLIANT PARKING LOT	C0693	46,362
COMMUNITY SVCS	LIBRARY ADMIN	4	SONO LIBRARY SECURITY ALARM & INTERCOM	C0694	11,000
COMMUNITY SVCS	LIBRARY ADMIN	5	SONO LIBRARY SECURITY CAMERAS	C0695	18,037
COMMUNITY SVCS	LIBRARY ADMIN	6	MAIN LIBRARY SECURITY CAMERAS	C0696	18,037
COMMUNITY SVCS	LIBRARY ADMIN	7	NORWALK NEWSPAPER DIGITIZATION	C0548	22,800
COMMUNITY SVCS	LIBRARY ADMIN	8	TECHNOLOGY UPGRADES	C0828	23,700
COMMUNITY SVCS Total					***407,405***
POLICE & COMB DISP	ADMINISTRATION	1	CARS & VANS	C0665	657,000
POLICE & COMB DISP	ADMINISTRATION	2	MOTORCYCLES	C0697	140,000
POLICE & COMB DISP	ADMINISTRATION	3	SAFE BOAT REPAIR	C0698	75,000
POLICE & COMB DISP	ADMINISTRATION	4	DUTY PISTOL REPLACEMENT	C0699	105,000
POLICE & COMB DISP	ADMINISTRATION	5	GAS PUMP REPLACEMENTS	C0696	-
POLICE & COMB DISP	ADMINISTRATION	6	PARKING GARAGE CONSULTING FIRM	C0696	-
POLICE & COMB DISP	ADMINISTRATION	7	SAFE BOAT DEFENDER	C0700	325,000
POLICE & COMB DISP Total					***1,302,000***
FIRE DEPARTMENT	FIREFIGHTING	3	STATION OVERHEAD DOOR REPLACEMENT	C0701	320,000
FIRE DEPARTMENT	FIREFIGHTING	4	REPLACE SHIFT COMMANDER VEHICLE # 2	C0702	156,000
FIRE DEPARTMENT	FIREFIGHTING	5	VEHICLES -- FIRE MARSHAL STAFF	C0486	100,000
FIRE DEPARTMENT	FIREFIGHTING	6	SCBA VEHICLE COMPRESSOR	C0703	250,000
FIRE DEPARTMENT	FIREFIGHTING	7	BUILDING REPAIRS VARIOUS STATIONS	C0385	225,000
FIRE DEPARTMENT Total					***1,051,000***
ECD	ART COMMISSION	1	ARTS IN PUBLIC PLACES PROGRAM	C0804	-
ECD	ART COMMISSION	3	PUBLIC ART MAINTENANCE	C0674	-
ECD	ART COMMISSION	4	ARTS & CULTURE PLAN	C0704	100,000
ECD	CHIEF OF ECD	1	SMALL BUSINESS MAIN ST PROGRAM	C0773	125,000
ECD	CHIEF OF ECD	2	MAIN LIBRARY EXPANSION PROJECT	C0662	-

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ECD	CHIEF OF ECD	3	WELCOME CENTER / TRANSIENT FACILITY / MARINE UNIT	C0705	350,000
ECD	CODE ENFORCEMENT	1	STREETSCAPE IMPROVEMENTS	C0806	150,000
ECD	P & Z COMMISSION		NORDEN FEASABILITY STUDY	C0675	-
ECD	P & Z COMMISSION		GENERAL CODE MAP LINK	C0676	-
ECD	P & Z COMMISSION	1	OPEN SPACE PLAN	NEW	-
ECD	TMP	1	ROADWAY DESIGN & RECONSTRUCTION	C0824	500,000
ECD	TMP	2	TRAFFIC SIGNAL EQUIPMENT	C0232	350,000
ECD	TMP	3	NEW SIDEWALK CONSTRUCTION	C0649	500,000
ECD	TMP	4	TRAFFIC SYSTEM ENHANCEMENT	C0528	60,000
ECD	TMP	5	SAFE ROUTES TO SCHOOL	C0441	250,000
ECD	TMP	6	WALL STREET CORRIDOR IMPROVEMENTS	C0800	500,000
ECD	TMP	7	PAVEMENT MARKINGS & SIGNAGE	C0562	200,000
ECD	TMP	8	WEST ROCKS ROAD SIDEWALKS	C0706	350,000
ECD	TMP	9	EAST AVENUE CORRIDOR IMPROVE	C0678	-
ECD	TMP	10	STREET LIGHTS	C0679	75,000
ECD	TMP	11	GEORGE AVENUE SIDEWALKS	C0707	100,000
ECD	TMP	12	TRAFFIC SAFETY DATA	C0708	60,000
ECD	TMP	13	PROTECTED CROSSWALKS	C0581	-
ECD	TMP	14	PEDESTRIAN CROSSWALK - 40 CROSS ST.	C0823	75,000
ECD	TMP	15	NORWALK RIVER VALLEY TRAIL	C0777	-
ECD	TMP	17	GREGORY BLVD AT 5TH ST/MARVIN CIRCLE IMPROVE	C0825	-
ECD	TMP	18	SEAVIEW AVENUE CORRIDOR IMPROVEMENTS	C0599	-
ECD	BUSINESS DEV & TOUR	1	NORWALK SPECIAL EVENTS	C0680	250,000
ECD	BUSINESS DEV & TOUR	2	ENTREPRENEURSHIP MICROGRANT PROGRAM	C0803	-
ECD	HISTORICAL COMM	1	L-M MANSION CODE & REPAIR	C0186	3,000,000
ECD	HISTORICAL COMM	2	SMITH STREET BUILDINGS	C0430	75,000
ECD	HISTORICAL COMM	3	ADA ACCESS MILL HILL & MASTER	C0521	-
ECD	HISTORICAL COMM	4	MUSEUM COLLECTION	C0533	-
ECD	HISTORICAL COMM	5	CEMETERY SITE WORK	C0294	-
ECD	HISTORICAL COMM	6	LOCKWOOD HOUSE - ADA	C0549	-
ECD	HISTORICAL COMM	7	WPA MURALS	C0574	-
ECD	REDEVELOPMENT	1	URBAN CORE INFRASTRUCTURE	C0663	200,000

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Division	SubDivision	Rank	ProjectName	Proj ID	Approved 4/9/24
ECD	REDEVELOPMENT	2	COMMUNITY DEV BLOCK GRANT PLAN	C0709	70,000
ECD	REDEVELOPMENT	3	WEST AVE/QUINCY/ORCHARD CONTINGENCY	C0710	500,000
ECD Total					*7,840,000*
OPERATIONS AND PW	OPERATIONS	1	ELECTRICAL UPGRADES / CHARGING STATION	C0681	30,000
OPERATIONS AND PW	SOLID WASTE	1	TRANSFER STATION IMPROVEMENTS	C0711	348,000
OPERATIONS AND PW	ENGINEERING	A1	BRIDGE REPAIRS	C0315	210,000
OPERATIONS AND PW	ENGINEERING	A2	STRUCTURAL INSPECTION / REPAIRS	C0617	50,000
OPERATIONS AND PW	ENGINEERING	B1	PAVEMENT MANAGEMENT PROGRAM	C0021	6,000,000
OPERATIONS AND PW	ENGINEERING	B2	SIDEWALKS AND CURBS	C0318	3,500,000
OPERATIONS AND PW	ENGINEERING	B3	FOOTPATH REPLACEMENT	C0503	200,000
OPERATIONS AND PW	ENGINEERING	B4	GENERAL DRAINAGE	C0302	400,000
OPERATIONS AND PW	ENGINEERING	C1	WATERCOURSE MAINTENANCE	C0440	1,500,000
OPERATIONS AND PW	ENGINEERING	C2	DREDGING MARINAS AND EASEMENTS	C0281	-
OPERATIONS AND PW	ENGINEERING	C3	STORMWATER MANAGEMENT PLAN	C0425	270,000
OPERATIONS AND PW	ENGINEERING	C4	NORWALK RIVER FLOOD CONTROL	C0643	50,000
OPERATIONS AND PW	ENGINEERING	C6	NEW CANAAN AVE / PONUS STORM DRAIN	C0712	1,200,000
OPERATIONS AND PW	ENGINEERING	C7	GLENDENNING / CANNON ST STORM DRAIN	C0713	231,000
OPERATIONS AND PW	ENGINEERING	C8	LAWRENCE ST STORM DRAINAGE	C0714	60,000
OPERATIONS AND PW	ENGINEERING	D1	TREE PLANTING DPW	C0233	100,000
OPERATIONS AND PW	ENGINEERING	E1	EAST AVENUE RDWY & BRIDGE RECONSTRUCTION	C0471	1,500,000
OPERATIONS AND PW	ENGINEERING	E2	GRANT LOCAL MATCHING FUNDS	C0816	450,000
OPERATIONS AND PW	ENGINEERING	E3	INFRASTRUCTURE REINVEST (CAPITAL RESERVE)	C0817	-
OPERATIONS AND PW	ENGINEERING	E5	STATE NON-PARTICIPANT CITY STANDARD AMENITIES	C0818	-
OPERATIONS AND PW	ENGINEERING	E6	ELIZABETH ST STREETSCAPE & UNDERGROUND UTIL	C0819	500,000
OPERATIONS AND PW	ENGINEERING	E8	GREEN INFRASTRUCTURE	C0715	100,000
OPERATIONS AND PW	FLEET MAINTENANCE	1	FLEET REPLACEMENT	C0313	610,000
OPERATIONS AND PW	FLEET MAINTENANCE	2	VARIOUS DEPT FLEET VEHICLES	C0716	125,000
OPERATIONS AND PW	BUILDING MAINT	H01	CITY HALL REPAIRS & IMPROVEMENTS	C0439	200,000
OPERATIONS AND PW	BUILDING MAINT	H02	ROOSEVELT CENTER IMPROVEMENTS	C0683	83,375
OPERATIONS AND PW	BUILDING MAINT	H03	BEN FRANKLIN IMPROVEMENTS	C0295	-
OPERATIONS AND PW	BUILDING MAINT	H04	POLICE FACILITIES	C0137	-
OPERATIONS AND PW	BUILDING MAINT	H05	PUBLIC WORKS CENTER IMPROVEMENTS	C0119	475,500

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Division	**SubDivision**	**Rank**	**ProjectName**	**Proj ID**	**Approved 4/9/24**
OPERATIONS AND PW	BUILDING MAINT	H06	VARIOUS CITY BLDG REPAIRS	C0476	60,000
OPERATIONS AND PW	BUILDING MAINT	H07	MATTHEWS PARK	C0717	75,000
OPERATIONS AND PW	BUILDING MAINT	H08	ELECTRIC VEHICLES / SUSTAINABILITY PROJECTS	C0718	75,000
OPERATIONS AND PW	BUILDING MAINT	H09	ENVIRONMENTAL REMEDIATION	C0543	20,000
OPERATIONS AND PW	BUILDING MAINT	H10	BRANCH LIBRARY IMPROVEMENTS	C0644	-
OPERATIONS AND PW	BUILDING MAINT	H12	SIDEWALK & CURB BLDG MGT	C0583	25,000
OPERATIONS AND PW	BUILDING MAINT	H13	HEALTH DEPARTMENT	C0645	-
OPERATIONS AND PW	BUILDING MAINT	H14	NATHANIEL ELY IMPROVEMENTS	C0266	-
OPERATIONS AND PW	BUILDING MAINT	H15	MAIN LIBRARY	C0133	-
OPERATIONS AND PW	PARK MAINTENANCE	1	CALF PASTURE BEACH	C0365	1,140,000
OPERATIONS AND PW	PARK MAINTENANCE	2	98 SOUTH MAIN COMMUNITY CENTER	C0719	2,500,000
OPERATIONS AND PW	PARK MAINTENANCE	3	BROAD RIVER BASEBALL COMPLEX	C0658	1,000,000
OPERATIONS AND PW	PARK MAINTENANCE	4	VETERANS PARK	C0367	2,000,000
OPERATIONS AND PW	PARK MAINTENANCE	5	SCHOOL & PARK PLAYGROUNDS	C0364	30,000
OPERATIONS AND PW	PARK MAINTENANCE	6	VEHICLES	C0486	142,000
OPERATIONS AND PW	PARK MAINTENANCE	7	CRANBURY PARK	C0366	-
OPERATIONS AND PW	PARK MAINTENANCE	8	PARKS SUSTAINABILITY	C0684	100,000
OPERATIONS AND PW	PARK MAINTENANCE	9	BASKETBALL & TENNIS COURTS	C0321	-
OPERATIONS AND PW	PARK MAINTENANCE	10	BACKSTOPS AND FENCING	C0131	60,000
OPERATIONS AND PW	PARK MAINTENANCE	11	ATHLETIC FIELDS	C0771	30,000
OPERATIONS AND PW	PARK MAINTENANCE	12	PAVING SIDEWALK PROJECTS	C0588	60,000
OPERATIONS AND PW	PARK MAINTENANCE	13	TREE PLANTING	C0830	50,000
OPERATIONS AND PW	PARK MAINTENANCE	14	PARKS GARAGE REPAIRS	C0472	25,000
OPERATIONS AND PW	PARK MAINTENANCE	15	TAYLOR FARM	C0720	165,000
OPERATIONS AND PW	PARK MAINTENANCE	16	OPEN SPACE FUND	C0372	-
	OPS/BUILD/PARKS Total				**25,749,875**
OPERATIONS AND PW	WPCA	1	COLLECTIONS SYSTEM REHABILITATION	C0361	13,350,000
OPERATIONS AND PW	WPCA		PUMP STATION UPGRADE/REPLACEMENT	C0360	-
OPERATIONS AND PW	WPCA		WWTP REHABILITATION/IMPROVEMENT	C0791	10,000,000
	WPCA Total				**23,350,000**
OPERATIONS AND PW Total					***49,099,875***
BOARD OF EDUCATION	PUBLIC SCHOOL	1	CURRICULUM MATERIALS & TEXTBOOKS	C0609	250,000

City of Norwalk and NPS / Board of Ed			Exhibit A		*FINAL*
Final Approved FYE 2025 Capital Budget			Capital Budget Appropriations		
04/30/24 -- Version 9					FYE 2025
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Division	SubDivision	Rank	ProjectName	Proj ID	Approved 4/9/24
BOARD OF EDUCATION	PUBLIC SCHOOL	2	BAND /STRINGS INSTRUMENT REPLACEMENTS	C0685	300,000
BOARD OF EDUCATION	PUBLIC SCHOOL	3	BROOKSIDE-MONTESSORI PROGRAM EXPANSION	C0686	125,000
BOARD OF EDUCATION	PUBLIC SCHOOL	4	ENHANCEMENT TO SCHOOL SECUITY	C0537	86,500
BOARD OF EDUCATION	PUBLIC SCHOOL	5	INSTRUCTIONAL TECHNOLOGY	C0112	437,500
BOARD OF EDUCATION	PUBLIC SCHOOL	6	AIR CONDITIONING PROGRAM	C0652	500,000
BOARD OF EDUCATION	PUBLIC SCHOOL	7	CAPITAL REPAIRS AND REPLACEMENT	C0587	250,000
BOARD OF EDUCATION	PUBLIC SCHOOL	8	BOE ASBESTOS ABATEMENT PROGRAM	C0595	600,000
BOARD OF EDUCATION	PUBLIC SCHOOL	9	HEATING SYSTEMS REPLACEMENTS	C0721	200,000
BOARD OF EDUCATION	PUBLIC SCHOOL	10	DISTRICT VEHICLES	C0623	198,000
BOARD OF EDUCATION	PUBLIC SCHOOL	11	FUEL TANK REPLACEMENT	C0789	500,000
BOARD OF EDUCATION	PUBLIC SCHOOL	12	SCHOOL DISTRICT PAVING & ADA COMPLIANCE	C0516	700,000
BOARD OF EDUCATION	PUBLIC SCHOOL	13	REPLACEMENT OF MIDDLE SCHOOL LOCKERS	C0722	500,000
BOARD OF EDUCATION	PUBLIC SCHOOL	14	SONO LAND ACQUISITION	C0723	3,370,000
BOARD OF EDUCATION	PUBLIC SCHOOL	15	AIR CONDITIONING PROGRAM	C0652	-
	PUBLIC SCHOOL Total				**8,017,000**
BOARD OF EDUCATION Total					***8,017,000***
PARKING AUTHORITY	PARKING AUTHORITY	P1	PARKING GARAGES	C0303	1,500,000
PARKING AUTHORITY	PARKING AUTHORITY	P2	REVENUE CONTROL EQUIPMENT	C0465	-
	PARKING AUTHORITY Total				**1,500,000**
PARKING AUTHORITY Total					***1,500,000***
Grand Total					***70,217,280***
			Less WPCA		**(23,350,000)**
			Less Parking Authority		**(1,500,000)**
			Total City and Board of Ed only		***45,367,280***
			Total Board of Ed only		***8,017,000***
			Total City only		***37,350,280***

City of Norwalk and NPS / Board of Ed			Exhibit B		*FINAL*
Final Approved FYE 2025 Capital Budget			Capital Budget Bonding		
04/30/24 -- Version 9					FYE 2025
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Division	SubDivision	Rank	ProjectName	Proj ID	Approved 4/9/24
FINANCE DEPT	INFORMATION TECH	1	INFORMATION TECHNOLOGY PROJECTS	C0375	1,000,000
FINANCE DEPT Total					*1,000,000*
COMMUNITY SVCS	CHIEF OF COMM SERVICES	1	ADA COMPLIANCE	C0536	221,470
COMMUNITY SVCS	HEALTH ADMINISTRATION	2	PAINTING	C0690	10,000
COMMUNITY SVCS	HEALTH ADMINISTRATION	3	BUILDING RENOVATIONS	C0691	20,000
COMMUNITY SVCS	LIBRARY ADMIN	1	MAIN LIBRARY ADA COMPLIANT DOOR HANDLES	C0692	16,000
COMMUNITY SVCS	LIBRARY ADMIN	2	SONO LIBRARY ADA COMPLIANT PARKING LOT	C0693	46,362
COMMUNITY SVCS	LIBRARY ADMIN	4	SONO LIBRARY SECURITY ALARM & INTERCOM	C0694	11,000
COMMUNITY SVCS	LIBRARY ADMIN	5	SONO LIBRARY SECURITY CAMERAS	C0695	18,037
COMMUNITY SVCS	LIBRARY ADMIN	6	MAIN LIBRARY SECURITY CAMERAS	C0696	18,037
COMMUNITY SVCS	LIBRARY ADMIN	7	NORWALK NEWSPAPER DIGITIZATION	C0548	22,800
COMMUNITY SVCS	LIBRARY ADMIN	8	TECHNOLOGY UPGRADES	C0828	23,700
COMMUNITY SVCS Total					*407,405*
POLICE & COMB DISP	ADMINISTRATION	1	CARS & VANS	C0665	657,000
POLICE & COMB DISP	ADMINISTRATION	2	MOTORCYCLES	C0697	140,000
POLICE & COMB DISP	ADMINISTRATION	3	SAFE BOAT REPAIR	C0698	75,000
POLICE & COMB DISP	ADMINISTRATION	4	DUTY PISTOL REPLACEMENT	C0699	105,000
POLICE & COMB DISP	ADMINISTRATION	5	GAS PUMP REPLACEMENTS	C0696	-
POLICE & COMB DISP	ADMINISTRATION	6	PARKING GARAGE CONSULTING FIRM	C0696	-
POLICE & COMB DISP	ADMINISTRATION	7	SAFE BOAT DEFENDER	C0700	325,000
POLICE & COMB DISP Total					*1,302,000*
FIRE DEPARTMENT	FIREFIGHTING	3	STATION OVERHEAD DOOR REPLACEMENT	C0701	320,000
FIRE DEPARTMENT	FIREFIGHTING	4	REPLACE SHIFT COMMANDER VEHICLE # 2	C0702	156,000
FIRE DEPARTMENT	FIREFIGHTING	5	VEHICLES -- FIRE MARSHAL STAFF	C0486	100,000
FIRE DEPARTMENT	FIREFIGHTING	6	SCBA VEHICLE COMPRESSOR	C0703	250,000
FIRE DEPARTMENT	FIREFIGHTING	7	BUILDING REPAIRS VARIOUS STATIONS	C0385	225,000
FIRE DEPARTMENT Total					*1,051,000*
ECD	ART COMMISSION	1	ARTS IN PUBLIC PLACES PROGRAM	C0804	-
ECD	ART COMMISSION	3	PUBLIC ART MAINTENANCE	C0674	-
ECD	ART COMMISSION	4	ARTS & CULTURE PLAN	C0704	100,000
ECD	CHIEF OF ECD	1	SMALL BUSINESS MAIN ST PROGRAM	C0773	125,000
ECD	CHIEF OF ECD	2	MAIN LIBRARY EXPANSION PROJECT	C0662	-

City of Norwalk and NPS / Board of Ed			Exhibit B		*FINAL*
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Division	SubDivision	Rank	ProjectName	Proj ID	Approved 4/9/24
ECD	CHIEF OF ECD	3	WELCOME CENTER / TRANSIENT FACILITY / MARINE UNIT	C0705	350,000
ECD	CODE ENFORCEMENT	1	STREETSCAPE IMPROVEMENTS	C0806	150,000
ECD	P & Z COMMISSION		NORDEN FEASABILITY STUDY	C0675	-
ECD	P & Z COMMISSION		GENERAL CODE MAP LINK	C0676	-
ECD	P & Z COMMISSION	1	OPEN SPACE PLAN	NEW	-
ECD	TMP	1	ROADWAY DESIGN & RECONSTRUCTION	C0824	500,000
ECD	TMP	2	TRAFFIC SIGNAL EQUIPMENT	C0232	350,000
ECD	TMP	3	NEW SIDEWALK CONSTRUCTION	C0649	500,000
ECD	TMP	4	TRAFFIC SYSTEM ENHANCEMENT	C0528	60,000
ECD	TMP	5	SAFE ROUTES TO SCHOOL	C0441	250,000
ECD	TMP	6	WALL STREET CORRIDOR IMPROVEMENTS	C0800	500,000
ECD	TMP	7	PAVEMENT MARKINGS & SIGNAGE	C0562	200,000
ECD	TMP	8	WEST ROCKS ROAD SIDEWALKS	C0706	350,000
ECD	TMP	9	EAST AVENUE CORRIDOR IMPROVE	C0678	-
ECD	TMP	10	STREET LIGHTS	C0679	75,000
ECD	TMP	11	GEORGE AVENUE SIDEWALKS	C0707	100,000
ECD	TMP	12	TRAFFIC SAFETY DATA	C0708	60,000
ECD	TMP	13	PROTECTED CROSSWALKS	C0581	-
ECD	TMP	14	PEDESTRIAN CROSSWALK - 40 CROSS ST.	C0823	75,000
ECD	TMP	15	NORWALK RIVER VALLEY TRAIL	C0777	-
ECD	TMP	17	GREGORY BLVD AT 5TH ST/MARVIN CIRCLE IMPROVE	C0825	-
ECD	TMP	18	SEAVIEW AVENUE CORRIDOR IMPROVEMENTS	C0599	-
ECD	BUSINESS DEV & TOUR	1	NORWALK SPECIAL EVENTS	C0680	250,000
ECD	BUSINESS DEV & TOUR	2	ENTREPRENEURSHIP MICROGRANT PROGRAM	C0803	-
ECD	HISTORICAL COMM	1	L-M MANSION CODE & REPAIR	C0186	3,000,000
ECD	HISTORICAL COMM	2	SMITH STREET BUILDINGS	C0430	75,000
ECD	HISTORICAL COMM	3	ADA ACCESS MILL HILL & MASTER	C0521	-
ECD	HISTORICAL COMM	4	MUSEUM COLLECTION	C0533	-
ECD	HISTORICAL COMM	5	CEMETERY SITE WORK	C0294	-
ECD	HISTORICAL COMM	6	LOCKWOOD HOUSE - ADA	C0549	-
ECD	HISTORICAL COMM	7	WPA MURALS	C0574	-
ECD	REDEVELOPMENT	1	URBAN CORE INFRASTRUCTURE	C0663	200,000

City of Norwalk and NPS / Board of Ed			Exhibit B		*FINAL*
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Division	SubDivision	Rank	ProjectName	Proj ID	Approved 4/9/24
ECD	REDEVELOPMENT	2	COMMUNITY DEV BLOCK GRANT PLAN	C0709	70,000
ECD	REDEVELOPMENT	3	WEST AVE/QUINCY/ORCHARD CONTINGENCY	C0710	500,000
ECD Total					***7,840,000***
OPERATIONS AND PW	OPERATIONS	1	ELECTRICAL UPGRADES / CHARGING STATION	C0681	30,000
OPERATIONS AND PW	SOLID WASTE	1	TRANSFER STATION IMPROVEMENTS	C0711	348,000
OPERATIONS AND PW	ENGINEERING	A1	BRIDGE REPAIRS	C0315	210,000
OPERATIONS AND PW	ENGINEERING	A2	STRUCTURAL INSPECTION / REPAIRS	C0617	50,000
OPERATIONS AND PW	ENGINEERING	B1	PAVEMENT MANAGEMENT PROGRAM	C0021	6,000,000
OPERATIONS AND PW	ENGINEERING	B2	SIDEWALKS AND CURBS	C0318	3,500,000
OPERATIONS AND PW	ENGINEERING	B3	FOOTPATH REPLACEMENT	C0503	200,000
OPERATIONS AND PW	ENGINEERING	B4	GENERAL DRAINAGE	C0302	400,000
OPERATIONS AND PW	ENGINEERING	C1	WATERCOURSE MAINTENANCE	C0440	1,500,000
OPERATIONS AND PW	ENGINEERING	C2	DREDGING MARINAS AND EASEMENTS	C0281	-
OPERATIONS AND PW	ENGINEERING	C3	STORMWATER MANAGEMENT PLAN	C0425	270,000
OPERATIONS AND PW	ENGINEERING	C4	NORWALK RIVER FLOOD CONTROL	C0643	50,000
OPERATIONS AND PW	ENGINEERING	C6	NEW CANAAN AVE / PONUS STORM DRAIN	C0712	1,200,000
OPERATIONS AND PW	ENGINEERING	C7	GLENDENNING / CANNON ST STORM DRAIN	C0713	231,000
OPERATIONS AND PW	ENGINEERING	C8	LAWRENCE ST STORM DRAINAGE	C0714	60,000
OPERATIONS AND PW	ENGINEERING	D1	TREE PLANTING DPW	C0233	100,000
OPERATIONS AND PW	ENGINEERING	E1	EAST AVENUE RDWY & BRIDGE RECONSTRUCTION	C0471	1,500,000
OPERATIONS AND PW	ENGINEERING	E2	GRANT LOCAL MATCHING FUNDS	C0816	450,000
OPERATIONS AND PW	ENGINEERING	E3	INFRASTRUCTURE REINVEST (CAPITAL RESERVE)	C0817	-
OPERATIONS AND PW	ENGINEERING	E5	STATE NON-PARTICIPANT CITY STANDARD AMENITIES	C0818	-
OPERATIONS AND PW	ENGINEERING	E6	ELIZABETH ST STREETSCAPE & UNDERGROUND UTIL	C0819	500,000
OPERATIONS AND PW	ENGINEERING	E8	GREEN INFRASTRUCTURE	C0715	100,000
OPERATIONS AND PW	FLEET MAINTENANCE	1	FLEET REPLACEMENT	C0313	610,000
OPERATIONS AND PW	FLEET MAINTENANCE	2	VARIOUS DEPT FLEET VEHICLES	C0716	125,000
OPERATIONS AND PW	BUILDING MAINT	H01	CITY HALL REPAIRS & IMPROVEMENTS	C0439	200,000
OPERATIONS AND PW	BUILDING MAINT	H02	ROOSEVELT CENTER IMPROVEMENTS	C0683	83,375
OPERATIONS AND PW	BUILDING MAINT	H03	BEN FRANKLIN IMPROVEMENTS	C0295	-
OPERATIONS AND PW	BUILDING MAINT	H04	POLICE FACILITIES	C0137	-
OPERATIONS AND PW	BUILDING MAINT	H05	PUBLIC WORKS CENTER IMPROVEMENTS	C0119	475,500

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Division	SubDivision	Rank	ProjectName	Proj ID	Approved 4/9/24
OPERATIONS AND PW	BUILDING MAINT	H06	VARIOUS CITY BLDG REPAIRS	C0476	60,000
OPERATIONS AND PW	BUILDING MAINT	H07	MATTHEWS PARK	C0717	75,000
OPERATIONS AND PW	BUILDING MAINT	H08	ELECTRIC VEHICLES / SUSTAINABILITY PROJECTS	C0718	75,000
OPERATIONS AND PW	BUILDING MAINT	H09	ENVIRONMENTAL REMEDIATION	C0543	20,000
OPERATIONS AND PW	BUILDING MAINT	H10	BRANCH LIBRARY IMPROVEMENTS	C0644	-
OPERATIONS AND PW	BUILDING MAINT	H12	SIDEWALK & CURB BLDG MGT	C0583	25,000
OPERATIONS AND PW	BUILDING MAINT	H13	HEALTH DEPARTMENT	C0645	-
OPERATIONS AND PW	BUILDING MAINT	H14	NATHANIEL ELY IMPROVEMENTS	C0266	-
OPERATIONS AND PW	BUILDING MAINT	H15	MAIN LIBRARY	C0133	-
OPERATIONS AND PW	PARK MAINTENANCE	1	CALF PASTURE BEACH	C0365	1,140,000
OPERATIONS AND PW	PARK MAINTENANCE	2	98 SOUTH MAIN COMMUNITY CENTER	C0719	2,500,000
OPERATIONS AND PW	PARK MAINTENANCE	3	BROAD RIVER BASEBALL COMPLEX	C0658	1,000,000
OPERATIONS AND PW	PARK MAINTENANCE	4	VETERANS PARK	C0367	2,000,000
OPERATIONS AND PW	PARK MAINTENANCE	5	SCHOOL & PARK PLAYGROUNDS	C0364	30,000
OPERATIONS AND PW	PARK MAINTENANCE	6	VEHICLES	C0486	142,000
OPERATIONS AND PW	PARK MAINTENANCE	7	CRANBURY PARK	C0366	-
OPERATIONS AND PW	PARK MAINTENANCE	8	PARKS SUSTAINABILITY	C0684	100,000
OPERATIONS AND PW	PARK MAINTENANCE	9	BASKETBALL & TENNIS COURTS	C0321	-
OPERATIONS AND PW	PARK MAINTENANCE	10	BACKSTOPS AND FENCING	C0131	60,000
OPERATIONS AND PW	PARK MAINTENANCE	11	ATHLETIC FIELDS	C0771	30,000
OPERATIONS AND PW	PARK MAINTENANCE	12	PAVING SIDEWALK PROJECTS	C0588	60,000
OPERATIONS AND PW	PARK MAINTENANCE	13	TREE PLANTING	C0830	50,000
OPERATIONS AND PW	PARK MAINTENANCE	14	PARKS GARAGE REPAIRS	C0472	25,000
OPERATIONS AND PW	PARK MAINTENANCE	15	TAYLOR FARM	C0720	165,000
OPERATIONS AND PW	PARK MAINTENANCE	16	OPEN SPACE FUND	C0372	-
	OPS/BUILD/PARKS Total				**25,749,875**
OPERATIONS AND PW	WPCA	1	COLLECTIONS SYSTEM REHABILITATION	C0361	13,350,000
OPERATIONS AND PW	WPCA		PUMP STATION UPGRADE/REPLACEMENT	C0360	-
OPERATIONS AND PW	WPCA		WWTP REHABILITATION/IMPROVEMENT	C0791	10,000,000
	WPCA Total				**23,350,000**
OPERATIONS AND PW Total					***49,099,875***
BOARD OF EDUCATION	PUBLIC SCHOOL	1	CURRICULUM MATERIALS & TEXTBOOKS	C0609	250,000

City of Norwalk and NPS / Board of Ed			Exhibit B		*FINAL*
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Division	SubDivision	Rank	ProjectName	Proj ID	Approved 4/9/24
BOARD OF EDUCATION	PUBLIC SCHOOL	2	BAND /STRINGS INSTRUMENT REPLACEMENTS	C0685	300,000
BOARD OF EDUCATION	PUBLIC SCHOOL	3	BROOKSIDE-MONTESSORI PROGRAM EXPANSION	C0686	125,000
BOARD OF EDUCATION	PUBLIC SCHOOL	4	ENHANCEMENT TO SCHOOL SECUITY	C0537	86,500
BOARD OF EDUCATION	PUBLIC SCHOOL	5	INSTRUCTIONAL TECHNOLOGY	C0112	437,500
BOARD OF EDUCATION	PUBLIC SCHOOL	6	AIR CONDITIONING PROGRAM	C0652	500,000
BOARD OF EDUCATION	PUBLIC SCHOOL	7	CAPITAL REPAIRS AND REPLACEMENT	C0587	250,000
BOARD OF EDUCATION	PUBLIC SCHOOL	8	BOE ASBESTOS ABATEMENT PROGRAM	C0595	600,000
BOARD OF EDUCATION	PUBLIC SCHOOL	9	HEATING SYSTEMS REPLACEMENTS	C0721	200,000
BOARD OF EDUCATION	PUBLIC SCHOOL	10	DISTRICT VEHICLES	C0623	198,000
BOARD OF EDUCATION	PUBLIC SCHOOL	11	FUEL TANK REPLACEMENT	C0789	500,000
BOARD OF EDUCATION	PUBLIC SCHOOL	12	SCHOOL DISTRICT PAVING & ADA COMPLIANCE	C0516	700,000
BOARD OF EDUCATION	PUBLIC SCHOOL	13	REPLACEMENT OF MIDDLE SCHOOL LOCKERS	C0722	500,000
BOARD OF EDUCATION	PUBLIC SCHOOL	14	SONO LAND ACQUISITION	C0723	3,370,000
BOARD OF EDUCATION	PUBLIC SCHOOL	15	AIR CONDITIONING PROGRAM	C0652	-
	PUBLIC SCHOOL Total				**8,017,000**
BOARD OF EDUCATION Total					***8,017,000***
PARKING AUTHORITY	PARKING AUTHORITY	P1	PARKING GARAGES	C0303	1,500,000
PARKING AUTHORITY	PARKING AUTHORITY	P2	REVENUE CONTROL EQUIPMENT	C0465	-
	PARKING AUTHORITY Total				**1,500,000**
PARKING AUTHORITY Total					***1,500,000***
Grand Total					***70,217,280***
			Less WPCA		**(23,350,000)**
			Less Parking Authority		**(1,500,000)**
			Total City and Board of Ed only		***45,367,280***
			Total Board of Ed only		***8,017,000***
			Total City only		***37,350,280***

ITEM #15

I ♥ NORWALK
FINANCE DEPARTMENT

City of Norwalk
Tom Ellis
Director of Management & Budgets
tellis@norwalkct.gov

Office: 203-854-7708

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

MEMORANDUM

June 3rd, 2024

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

From: Tom Ellis, Director of Management & Budgets

Re: Special Capital Appropriation Request from the Fire Department for $17,100 for Building Repairs.

Below is a request from the Fire Department for a special capital appropriation in the amount of $17,100 for Building Repairs. There will be an increase of $17,100.00 in the Building Repairs account #0925-0313-5777-C0385 and a decrease of $16,549.24 in the Station 5 Roof Replacement account #0923-3110-5777-C0385 as well as a decrease of $550.76 in the Station 5 Roof Replacement account #0922-3110-5777-C0385. All three of these accounts are within the Fire Department. The current plan for this appropriation is to test bore holes in the floor of the Station 1 before design and repairs can be made.

ACTION REQUESTED:

1. REQUESTING a Special Capital Appropriation in the amount of $17,100.00 to increase the authorization for account # 0925-0313-5777-C0385 (Building Repairs-Various Buildings) to contract GZA GeoEnvironmental, Inc. for $16,855.00 to perform preliminary soil testing in order to determine the scope of work necessary to repair/replace the current sinking and unstable apparatus floor.
2. REQUESTING a reduction in the amount of $16,549.24 to the appropriation in account # 0923-3110-5777-C0385 (Station 5- Roof Replacement). The new appropriation of this project will be $0 and the project will be closed.
3. REQUESTING a reduction in the amount of $550.76 to the appropriation in account # 0922-3110-5777-C0385 (Station 5- Roof Replacement). The new appropriation of this project will be $0 and the project will be closed.

Finance recommends approval.

CITY OF NORWALK
Office of the Mayor

P: 203-854-7701/ F: 203-854-7939

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

MEMORANDUM

June 3rd, 2024

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

From: Harry W. Rilling, Mayor -- City of Norwalk

Re: Special Capital Appropriation Request from the Fire Department for $17,100 for Building Repairs.

Below is a request from the Fire Department for a special capital appropriation in the amount of $17,100 for Building Repairs. There will be an increase of $17,100.00 in the Building Repairs account #0925-0313-5777-C0385 and a decrease of $16,549.24 in the Station 5 Roof Replacement account #0923-3110-5777-C0385 as well as a decrease of $550.76 in the Station 5 Roof Replacement account #0922-3110-5777-C0385. The current plan for this appropriation is to test bore holes in the floor of the Station 1 before design and repairs can be made.

ACTION REQUESTED:

1. REQUESTING a Special Capital Appropriation in the amount of $17,100.00 to increase the authorization for account # 0925-0313-5777-C0385 (Building Repairs-Various Buildings) to contract GZA GeoEnvironmental, Inc. for $16,855.00 to perform preliminary soil testing in order to determine the scope of work necessary to repair/replace the current sinking and unstable apparatus floor.
2. REQUESTING a reduction in the amount of $16,549.24 to the appropriation in account # 0923-3110-5777-C0385 (Station 5- Roof Replacement).
3. REQUESTING a reduction in the amount of $550.76 to the appropriation in account # 0922-3110-5777-C0385 (Station 5- Roof Replacement).

CITY OF NORWALK
FIRE DEPARTMENT

121 CONNECTICUT AVENUE NORWALK, CT. 06854

Date: 5/22/2024

Subject: Special Capital Appropriation Request

The Fire Department is requesting a special capital appropriation for the amount of $17,100.00 from the balance of the Station 5 Roof Replacement project. The project has been completed under budget for the requested amount. The Fire department is requesting to appropriate the remaining funding to account # 0925-3110-5777-C0385 (Building Repairs-Various Buildings) in order to cover the costs for preliminary geotechnical services required at Station 1.

The Purchasing Department has approved contracting the Geotechnical Engineering firm GZA) to open up a portion of the floor and bore test holes in order to ascertain the scope of work necessary to replace the sinking apparatus floor.

The apparatus floor bounces at the edges when the fire apparatus enters and exits the building. This movement occurs at all three bays. There is at least one floor drain that is out of service, presumably from ground settlement under the slab, as well. This movement indicates that the ground underneath the slab has settled, leaving a void. The movement has caused the slab to crack in several places, indicating that only the rebar in the slab is holding up portions of the floor. The floor is original and was installed in 1964 to house much smaller and lighter apparatus. Actual floor capacity cannot be obtained. Bill Ireland, Head of the Building Department, has deemed the repair an emergency and agrees with hiring the requested contractors to perform the work. Alan Lo has also approved contracting GZA.

After obtaining information with the test holes, GZA will provide an additional price to complete a full set of drawings for the apparatus floor replacement project.

The action request is as follows:

1. REQUESTING a Special Capital Appropriation in the amount of $17,100.00 to increase the authorization for account # 0925-0313-5777-C0385 (Building Repairs-Various Buildings) to contract GZA GeoEnvironmental, Inc. for $16,855.00 to perform preliminary soil testing in order to determine the scope of work necessary to repair/replace the current sinking and unstable apparatus floor.
2. REQUESTING a reduction in the amount of $16,549.24 to the appropriation in account # 0923-3110-5777-C0385 (Station 5- Roof Replacement). This new appropriation of this project will be $0 and the project will be closed.
3. REQUESTING a reduction in the amount of $550.76 to the appropriation in account # 0922-3110-5777-C0385 (Station 5- Roof Replacement). This new appropriation of this project will be $0 and the project will be closed.

RESOLUTION MAKING A SUPPLEMENTAL APPROPRIATION OF $189,000,000 FOR THE CONSTRUCTION OF A NEW NORWALK HIGH SCHOOL AND AUTHORIZING THE ISSUANCE OF AN ADDITIONAL $15,000,000 GENERAL OBLIGATION BONDS OF THE CITY TO FINANCE THE APPROPRIATION, OR SO MUCH AS MAY BE NECESSARY AFTER DEDUCTING GRANTS TO BE RECEIVED FOR THE PROJECT

RESOLVED:

Section 1. A supplemental appropriation of $189,000,000 is hereby made by the City of Norwalk, Connecticut (the "City") for the construction of a new Norwalk High School (the "Project"). The supplemental appropriation is in addition to the $50,279,655 previously appropriated by the Common Council.

Section 2. To finance the appropriation, an additional $15,000,000 bonds of the City is hereby authorized to be issued to fund the Project, or so much thereof as may be necessary after deducting grants to be received for the Project. The authorization of $15,000,000 of bonds is in addition to the $50,279,655 of bonds previously authorized by the Common Council.

Section 3. Said bonds may be issued and sold, subject to final approval by the Committee (as defined and described below) in one or more series as determined by the Chief Financial Officer in an amount necessary to meet the City's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amounts thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, financing, legal and other costs of issuance of such bonds. Subject to final approval by the Committee, the bonds of each series shall mature not later than the maximum maturity permitted by the General Statutes of Connecticut, as amended from time to time (the "Connecticut General Statutes"), and may be issued subject to earlier redemption by the City. The bonds of each series shall be in the denomination of $1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor, Comptroller and the Chief Financial Officer, bear the City seal or a facsimile thereof, be payable at a bank or trust company designated by the Chief Financial Officer, be certified by such bank or trust company, which bank or trust company may also be designated as the registrar and transfer agent, 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. The Common Council hereby delegates to the Mayor and the Chief Financial Officer, 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 bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, and other terms, details and particulars of such bonds including the rate or rates of interest payable thereon and the terms of any purchase agreement executed in connection with the sale of the bonds in a negotiated underwriting.

Section 4. Said bonds shall be sold by the Mayor and the Chief Financial Officer in a competitive offering or by negotiation, in their discretion. 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 the Chief Financial Officer, subject to the final approval by the Committee. The Mayor and the Chief Financial Officer are authorized to prepare and distribute preliminary and final Official Statements of the City for use in connection with the offering and sale of any bonds.

Section 5. The Mayor and the Chief Financial Officer are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be in such denominations, bear interest at such rate or rates and be payable at such time or times as shall be determined by the Mayor and the Chief Financial Officer, be executed in the name of the City by the manual or facsimile signatures of the Mayor and the Chief Financial Officer, have the City seal or a facsimile thereof affixed, be certified by a bank or trust company designated by the Chief Financial Officer, and be approved as to their legality by Shipman & Goodwin LLP, as bond counsel. Such notes shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note 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. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the capital improvements for the financing of which said notes were issued. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. In connection with the issuance of any bonds or notes authorized herein, the City may exercise any power delegated to municipalities pursuant to Section 7-370b, as may be approved and executed by the Mayor and the Chief Financial Officer, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be subject to final approval by the Committee.

Section 7. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution, or otherwise as may be allowed under the Regulations, in the maximum amount and for the Project with the proceeds of bonds, notes, or other obligations ("Tax Exempt Obligations") authorized to be issued by the City. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Chief Financial Officer or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax Exempt Obligations. The Chief Financial Officer is authorized to amend such expression of official intent to bind the City pursuant to such changes he deems necessary or advisable to maintain the continued exemption from federal income taxation of interest on the Tax Exempt Obligations.

Section 8. The Mayor and the Chief Financial Officer are hereby authorized, on behalf of the City, to enter into agreements or otherwise covenant for the benefit of bondholders or noteholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 9. The Mayor and the Chief Financial Officer are hereby authorized, on behalf of the City, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution. The Mayor is hereby authorized, on behalf of the City, to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project, to expend said funds in accordance with the terms hereof, and in connection therewith to contract in the name of the City with engineers, contractors and others to complete the Project.

RESOLUTION TO TRANSFER UNEXPENDED FUNDS

WHEREAS, the Common Council previously adopted a resolution to appropriate $72,000,000 for the renovation of the South Norwalk Community School (the "Project") and to authorize the issue of bonds, notes or temporary notes in an amount not to exceed $72,000,000 to finance said appropriation (the "Resolution"); and

WHEREAS, after the Common Council adopted the Resolution, the State of Connecticut increased the City's school construction grant for the Project; and

WHEREAS, due to the increase in State grants, upon reimbursement to the City, there will be unexpended bond proceeds that the Common Council may, by resolution, transfer to other projects.

BE IT RESOLVED, that the Common Council hereby authorizes the transfer of $18,000,000 of unexpended bond proceeds from the Project to the construction of a new Norwalk High School.

RESOLUTION TO DEAUTHORIZE BONDS

WHEREAS, the Common Council previously adopted a resolution to appropriate $72,000,000 for the renovation of the South Norwalk Community School (the "Project") and to authorize the issue of bonds, notes or temporary notes in an amount not to exceed $72,000,000 to finance said appropriation (the "Resolution"); and

WHEREAS, after the Common Council adopted the Resolution, the State of Connecticut increased the City's school construction grant for the Project; and

WHEREAS, due to the increase in State grants, the City will not need to issue $72,000,000 in bonds.

BE IT RESOLVED, that the Common Council hereby deauthorizes bonds for the Project as follows:

	Original Amount	Increase/(Decrease)	Revised Amount
Renovation of South Norwalk Community School	$ 72,000,000	$(19,000,000)	$53,000,000
TOTAL:	$72,000,000	$(19,000,000)	$53,000,000

ITEM #19

DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 5-13-2024 **DEPARTMENT:** Assessor

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

Check One:

☐	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☐	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
☐	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). **Please forward this form and supporting documentation within 48 hours of the Emergency**
☑	6	Other, please explain: see page 2

TOTAL COST: up to $60,000 **MUNIS Account:** 11320-5253

VENDOR: Charles Feldman and Associates

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
	☒	**Supports**	Paul J Gorman
Purchasing Agent Name	☐	**Does Not Support**	**Department Head Name**
			Paul J Gorman
Date	☐	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	**Date** 6-12-24

JUSTIFICATION:

I am looking to extend Chuck Feldman for an additional year so that we may continue the process of cleaning up the errors and omissions that occurred during Covid. Many audits were missed and or misplaced by prior assessors. Mr. Feldman has a unique grasp on the direction we need to head and due to his many years of service to the city, he has a clear understanding of the business practices and values within the city. I believe it to be in the best interest of Norwalk to continue this relationship for one more fiscal year on a non competitive basis.

PA Comments: Technically a single source request. If the need of this type of service is required in the future, a RFP should be issued for the service.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): ______________________

Vendor 1: ____

Vendor 2: ____

EMERGENCY: Explain in detail the nature of the emergency

ITEM #20

DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: ________ **DEPARTMENT:** ____________________

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

Check One:

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

TOTAL COST: ________________________________ **MUNIS Account:** ____________________________

VENDOR: ____

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
	☑	**Supports**	
Purchasing Agent Name	☐	**Does Not Support**	**Department Head Name**
	☑	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	
Date			**Date**

JUSTIFICATION:

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): ______________________

Vendor 1: ____

Vendor 2: ____

EMERGENCY: Explain in detail the nature of the emergency

ClearGov® Service Order

2 Mill & Main; Suite 630; Maynard, MA 01754

Created by	Rob Battaglia
Contact Phone	631-747-3253
Contact Email	rbattaglia@cleargov.com

Order Date	May 10, 2024
Order valid if signed by	**Jun 30, 2024**

Customer Information

Customer	City of Norwalk	**Contact**	Tom Ellis	**Billing Contact**	
Address	125 East Avenue	**Title**	Director of Management and Budgets	**Title**	
City, St, Zip	Norwalk, CT 06851	**Email**	tellis@norwalkct.gov	**Email**	
Phone	203-854-7708			**PO # (If any)**	

The Services you will receive and the Fees for those Services are...

Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 4	$ 6,180.00
ClearGov Setup: BCM Bundle Discount - Discount for bundled BCM solutions	Tier 4	$ (4,180.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		**$ 2,000.00**
Subscription Services	**Tier**	**Service Fees**
ClearGov BCM Capital Budgeting - Civic Edition	Tier 4	$ 15,500.00
ClearGov BCM Digital Budget Book - Civic Edition	Tier 4	$ 14,160.00
ClearGov BCM Bundle Discount: Discount for bundled BCM solutions	Tier 4	$ (5,932.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		**$ 23,728.00**

ClearGov will provide your Services according to this schedule...

Period	Start Date	End Date	Description
Setup	Jul 1, 2024	Jul 1, 2024	ClearGov Setup Services
Initial	Jul 1, 2024	Jun 30, 2029	ClearGov Subscription Services

To be clear, you will be billed as follows...

Billing Date(s)	Amount(s)	Notes
Jul 1, 2024	$2,000.00	One Time Setup Fee
Jul 1, 2024	$23,728.00	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

Billing Terms and Conditions

Valid Until	**Jun 30, 2024**	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	**Net 30**	All invoices are due Net 30 days from the date of invoice.
Initial Period Rate Increase	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
Rate Increase	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.

Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order **DO NOT** include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Appropriations	Customer shall have the option to terminate this ClearGov Service Order in advance of any annual renewal in the event that the applicable appropriating body does not appropriate funds for such upcoming renewal period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an ***"Annual Term"***), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions. This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.
CRCOG Agreement and Conflicting Terms	This ClearGov Service Order and the BCM Service Agreement shall be subject to the Professional Services Agreement by and between Capitol Region Council of Governments and ClearGov for Municipal Budget Software (the "CRCOG Agreement") executed by both Parties. In the event that any terms set forth in the ClearGov Service Order or BCM Service Agreement should conflict in any way with the terms set forth in the CRCOG Agreement, the CRCOG Agreement terms shall prevail and take precedence.

Customer	
Signature	
Name	
Title	

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Customer Upgrades (ClearGov internal use only)			
This Service Order is a Customer Upgrade	No	**If Yes: Original Service Order Date**	

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.

- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.

- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.

- If Customer is subscribing to any products that require data onboarding:
   - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
   - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
   - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
   - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.

- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.

- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.

- If Customer is subscribing to any products that require data onboarding:
   - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
   - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.

- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.

- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.

APPENDIX A
SIDE LETTER AGREEMENT

____

____

____
(Member Name and Address)

Re: Budgeting Software to CRCOG as an agency and to member communities for a partnership to be administered by the Capitol Region Council of Governments ("CRCOG"); such to be provided by (the "Vendor").

Dear_______________ and _____ClearGov______:
(Member) (Vendor)

This letter ("Letter Agreement") is intended to confirm the agreement of (the "Vendor"), CRCOG and the Town/Agency of ________________ (the "Member") as one of the members of the CRCOG (each a "Member", collectively, the "Members") to participate in the Budgeting Software Agreement (the "Agreement") for the provision of budgeting software to CRCOG member communities for the period commencing November 15, 2022 and ending June 30, 2025, with additional multiple two-year extension options. By executing this side letter agreement, the undersigned Member agrees to be bound by the terms and conditions of the agreement.

The parties to this side letter agreement agree that (the "Vendor") will provide budgeting software. This software product and services shall be provided during the term of the Agreement and under the terms and conditions contained in the Agreement to be attached to this letter and thereby incorporated herein by reference.

Further, (the "Member") agrees to promptly pay all fees in accordance with the terms and conditions of the Agreement and any and all attachments thereto. If (the "Member") fails to meet its obligations under this letter, (the "Vendor") quote and any and all attachments thereto, (the "Vendor") agrees that it shall pursue its legal remedies against the (the "Member") and that (the "Vendor") shall have no legal remedies whatsoever against CRCOG. The (the "Member") agrees to indemnify, defend and hold CRCOG harmless against any and all claims made by (Vendor) arising from this side letter agreement and/or any services rendered hereunder by (the "Vendor") to (the "Member").

The Parties agree that CRCOG has agreed to act as the administrator of the Agreement, which includes the duties to manage any renewal options, or other administrative tasks that exist under the Agreement.

Acting as the administrator does not include any of the following day-to-day management tasks: monitoring services, monitoring of town-based project work, or responsibility for any payments under the Agreement.

Please acknowledge your acceptance of the terms contained in this letter by **signing three copies** of this letter where indicated below, **retaining one original for your file, and returning two to my attention.**

Sincerely,

Matthew W. Hart
Executive Director, CRCOG

Accepted and agreed to:

VENDOR

Signature: ____

Name: VENDOR PRESIDENT/OWNER

Date: ____________________

Accepted and agreed to:

Member Organization: ____

Signature: ____

Printed Name: ____

Date: ____________________