FINANCE/CLAIMS COMMITTEE MEETING
Thursday May 11, 2017 7:00P.M.

CITY HALL
Common Council Chambers
125 East Avenue
Norwalk, Connecticut
AGENDA

1. Public Participation

2. Approve the Minutes of the following Finance Committee Meeting:
   April 13, 2017

3. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
   May 11, 2017

4. Narrative on Tax Collections dated May 11, 2017- Receive Report and discuss.

5. Monthly Tax Collector's Reports - Receive Reports and discuss:
   April 30, 2017.

6. Receive Oak Hills Authority Monthly Financial Statements for March, 2017.

7. Discuss and approve FY 2017-18 Parking Authority Budget as revised.

8. Discuss and Approve FY 2017-18 Water Pollution Authority Budget.

9. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Tyler Technologies to assist the Assessor with real property valuation for a sum not to exceed $680,000.00 (Account 011321-5258)

10. Resolution making appropriations for various public improvements aggregating $120,718,000 for the 2017-2018 capital budget and authorizing the issuance of $120,080,000 general obligation bonds of the city to meet certain appropriations in the 2017-2018 capital budget.

11. Authorize the Mayor, Harry W. Rilling, to sign a Letter of Agreement regarding the agreement of Prime AE Group, Inc., The Capital Region Council of Governments (CRCOG), and the City of Norwalk as one of the members of the IT Services Cooperative, for an Electronic Document Management System, commencing June 29, 2017 and ending June 30, 2022 with additional three-year options to renew.

12. Authorize the Purchasing Agent to issue purchase orders to The Capital Region Council of Governments for base Software Licenses, implementation, and hosting services for Phase I Electronic Document Management Systems at a cost not to exceed $19,250.00 and additional customized interfaces and workflows not to exceed $60,000 (total $79,250.00) account 09160600-5777-C0375. Budgeted IT capital project; no special appropriation required.

13. Authorize the Mayor, Harry Rilling, to execute an agreement with CDR Solutions for email archiving system for an amount not to exceed $34,250.00, account 09150600-5777-C0375 (budgeted IT capital project; no special appropriation required)

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
APRIL 13, 2017

ATTENDANCE: Bruce Kimmel, Chair; John Kydes, Shannon O'Toole-Giandurco, Travis Simms

OTHERS: Lisa Biagiarelli, Tax Collector; Robert Barron, Finance Director; Dick Brescia, Parking Authority Chairman; Kathryn Hebert, Parking Authority Administrative Service Manager; Jeffry Spahr, City Attorney

CALL TO ORDER

Mr. Kimmel called the meeting order at 7:09 p. m. A quorum was present

1. PUBLIC PARTICIPATION

No member of the public came forward.

2. APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETING: MARCH 9, 2017

** **MR. KYDES MOVED TO APPROVE THE MARCH 9, 2017 MINUTES AS SUBMITTED.**
** **THE MOTIOIN PASSED UNANIMOUSLY.**

** **MR. KIMMEL MOVED TO TAKE ITEMS FIVE AND SIX ON THE AGENDA OUT OF ORDER.**
** **THE MOTION PASSED UNANIMOUSLY.**

5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: APRIL 13, 2017

** **MR. KYDES MOVED TO ACCEPT THE REPORT ON THE APRIL 13, 2017 MONTHLY CLAIMS REPORT**
** **THE MOTION PASSED UNANIMOUSLY.**

6. NARRATIVE ON TAX COLLECTIONS DATED APRIL 13, 2017- RECEIVE REPORT AND DISCUSS.

Ms. Biagiarelli came forward to present the narrative for the March 2017, Tax Collector's Report. She stated that through the end of March, 2017, we collected more than $300 million, or 98.29% of our $305 million adjusted tax levy. She stated that as of the end of March 2017, we collected in excess of $15 million of our sewer use levy or 98.34%.She stated that through March, we collected nearly $3.9 million in back taxes. We appear to be on target to meet or exceed our budgeted collection goals for this fiscal year.

Ms. Biagiarelli stated that delinquent notices were issued at the end of February with a pay-by-date of March 15, 2017. She stated that we have collected in excess of $2.5 million in past due business personal property taxes through the direct involvement of the state marshals and our delinquent tax collector. She stated that we plan to work with the Recreation and Parks Department to ensure that residents are not able to receive resident beach passes unless their motor vehicle taxes are paid.

Ms. Biagiarelli stated that a company called the Original Grasso Construction Company filed for federal bankruptcy protection in 2009. She stated that the company is still I bankruptcy ad there are nine years of taxes due. The new entity that was awarded the City of Norwalk paving project bid on April 11 does not currently owe any property taxes although in the past, it has been late in paying property taxes to the City. She stated that this information was provided to the Common Council prior to April 11, 2017.

Ms. Biagiarelli stated that the past due business personal property tax obligation of the Original Grasso Construction Company could not be included in any tax sale because the company owing the bill is in bankruptcy and tax sale is precluded in this situation. She stated that the tax collector's office did not compromise our position in any way or show favoritism or leniency to this entity.

7. MONTHLY TAX COLLECTOR'S REPORTS - RECEIVE REPORTS AND DISCUSS: MARCH 31, 2017.

The monthly tax collector's reports were submitted.

4. DISCUSS AND APPROVE FY 2017-18 PARKING AUTHORITY BUDGET.

Ms. Kathryn Hebert and Mr. Dick Brescia came forward in favor of the item. Mr. Kimmel stated that revenues and expenses usually equal but that the Parking Authority budget has revenues that are $300 thousand higher than expenses. Mr. Barron stated that it is best practice but not a requirement for the Parking Authority to have a ten percent fund balance. He stated that last year it had a 13% unrestricted fund position. He stated that the 13% will carry over to this year and it is not necessary to add an additional $300 thousand in revenue to the balance.

Ms. Hebert stated that actual activity is up and parking rates are designed to create turnover in the South Norwalk area. Parking spots closer to businesses have higher rates than garages. This is done to create incentive for the public to park in the garages. Mr. Brescia stated that last year there were 22 thousand more parking activities over the previous year. This increase was after the parking rate increases were put in place. He stated that an increase in enforcement revenues led to an increase in revenues. He stated that in response to the increase enforcement, certain parking areas had meter hours cut back from ending at midnight to ending at 9:00 p. m.

Mr. Simms stated that he has heard from business owners stating that the parking rates were too high and that the maximum time limits on the meters were not long enough. He stated that the Parking Authority seems to have no trouble generating revenue each year and does not see a need to approve a budget with a $300 thousand surplus.

Mr. Kimmel stated that he does not see how short time limits on parking meters and increases in rates helps local businesses. He stated we are trying to attract people to come and have lunch at local restaurants. Having them go out to fill the meter before they can finish a meal does not create that attraction.

** MR. KIMMEL MOVED TO APPROVE FY 2017-18 PARKING AUTHORITY BUDGET AND FORWARD IT TO THE COMMON COUNCIL.

** THE MOTION PASSED UNANIMOUSLY.

3. DISCUSS AND APPROVE FOI ACT LNDIGENCY POLICY

Mr. Jeffry Spahr came forward in favor of the item. He stated that people are charged for each sheet of paper when an FOI request is made. He stated that there are cases when a person making an FOI request claims to be indigent. He stated that it is not clear what qualifies an individual as indigent. A policy defining indigent would allow people qualifying to gain access to records they would not otherwise be able to access. He stated that a policy must be fair and objective. He stated that a policy may need to cap the number of pages an individual can request per day or in a certain period of time in order to prevent requests being put in every day for thousands of pages. He stated that the use of a straw man needs to be prevented.

Mr. Kimmel asked Mr. Spahr to come back before the committee in a month with more detail in the proposed policy. Mr. Spahr agreed to do so.

8. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH THOMSON REUTERS WESTLAW FOR SUBSCRIPTION SERVICES RELATED TO LEGAL RESEARCH FOR A SUM NOT TO EXCEED $78,446.00. ACCOUNT 010300-5234.

Mr. Spahr stated that the subscription provides city attorneys with research information. It billed based on the number of attorneys that will be using the software and is less expensive that purchasing the hardbound books that were used in the past.

** MR. KIMMEL MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH THOMSON REUTERS WESTLAW FOR SUBSCRIPTION SERVICES RELATED TO LEGAL RESEARCH FOR A SUM NOT TO EXCEED $78,446.00. ACCOUNT 010300-5234.

** THE MOTION PASSED UNANIMOUSLY.

9. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR FEBRUARY, 2017.

Mr. Barron stated that for the first eight months of this year, Oak Hills had $10 thousand more revenue than expenses. In the same period last year, they had $72 thousand more revenue than expenses. This year they have been spending more on staffing to provide a better customer experience. Significant work has been done on the course and they expect to see a significant increase revenues in May and during the upcoming season.

10. Receive Board of Estimate and Taxation Appropriations dated April 3, 2017.

The Board of Estimate and Taxation Appropriations dated April 3, 2017 were submitted.

ADJOURNMENT

** MR. KIMMEL MOVED TO ADJOURN.

** **THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:00 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
ALVARADO, GONZALO		15-MV-301481	($52.52)	PRORATION
AMEC CARTING LLC		15-MV-301693	($1,103.81)	ABATEMENTS
		15-MV-301694	($1,103.81)	ABATEMENTS
		15-MV-301695	($1,103.81)	ABATEMENTS
	($3,570.44)	15-MV-301696	($259.01)	ABATEMENTS
BASSIERE, BENJAMIN R		15-MV-307645	($95.19)	ABATEMENT
CARTAGENA, ARLIN		15-MV-309983	($38.01)	PRORATION
CCAP AUTO LEASE LTD		15-MV-310622	($1,113.32)	PRORATION
CHASE AUTO FINANCE CORP		15-MV-311405	($243.02)	PRORATION & ABATEMENT
	($445.37)	15-MV-800641	($202.35)	PRORATION & ABATEMENT
COSTA, ALBANO R		15-MV-402981	($323.44)	PRORATION
CRUZ-SOTO, PATRICIA		15-MV-314294	($62.73)	ABATEMENT
DELOACH, MARILYN		15-MV-316122	($30.23)	OVERPAID THRU P+P 4/1/17
DURAN, ESPERANZA A		15-MV-318413	($190.42)	PRORATION
HARVEY INDUSTRIES INC		15-MV-327802	($196.80)	ABATEMENT PER DMV REG. EXP
		15-MV-327803	($357.15)	ABATEMENT PER DMV REG. EXP
		15-MV-327804	($552.93)	ABATEMENT PER DMV REG. EXP
	($3,544.75)	15-MV-327805	($2,437.87)	ABATEMENT PER DMV REG. EXP
HERNANDEZ, DISSELYS M		15-MV-328420	($34.78)	PRORATION
HOCON GAS INC	($1,132.43)	15-MV-SEE BACK UP		ABATEMENT PER DMV REG. EXP
HONDA LEASE TRUST		15-MV-330204	($25.90)	PRORATIONS
		15-MV-330327	($239.03)	PRORATIONS
		15-MV-406636	($209.89)	PRORATIONS
	($538.53)	15-MV-406710	($63.71)	PRORATIONS
HONDA LEASE TRUST		15-MV-329982	($214.43)	PRORATIONS
		15-MV-330306	($47.87)	PRORATIONS

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
		15-MV-406704	($23.42)	PRORATIONS
		15-MV-406807	($34.02)	PRORATIONS
	($413.75)	15-MV-406893	($94.01)	PRORATIONS
HONDA LEASE TRUST		15-MV-329708	($124.50)	PRORATION
HYUNDAI LEASE TITLING TRUST		15-MV-407096	($130.28)	PRORATION
JP MORGAN CHASE BANK		15-MV-333213	($66.22)	PRORATIONS
	($348.93)	15-MV-407737	($282.71)	PRORATIONS
NISSAN INFINITI LT		15-MV-346216	($243.55)	PRORATION
NISSAN INFINITI LT		15-MV-346621	($237.21)	PRORATION
OCHOA, SILVIA A		15-MV-800092	($13.67)	PRORATION
OROZCO, LUZ M		15-MV-348292	($32.55)	PRORATION
PETERSON DL TRUST		15-MV-350641	($375.36)	ABATEMENT
PETRO INC	($269.39)	15-MV-SEE BACK UP		ABATEMENTS
PFISTER, GARY C		15-MV-411479	($51.60)	PRORATION
PIDHIYAR, JYOTIKA		15-MV-351052	($76.82)	OVERPAYMENT
PIERRE, LUC		15-MV-351129	($74.75)	PRORATION
PIERRE, ROSELEINE		15-MV-411522	($37.06)	PRORATION
PINEDA, OSCAR		15-MV-411541	($466.66)	OVERPAYMENT
ROBINSON, JOSHUA		15-MV-412228	($34.49)	PRORATION
ROMAN-ARROYO, DAVID		15-MV-355062	($90.52)	PRORATION
	($229.81)	15-MV-355063	($139.29)	PRORATION
RYDER TRUCK RENTAL INC		15-MV-356046	($383.97)	PRORATION
SHIFRIN, DAVID A		15-MV-358661	($134.30)	PRORATION
SINGH, SHARAN		14-MV-358840	($61.01)	PRORATION
TOBY, COREY G		15-MV-363196	($113.84)	OVERPAYMENT
TOYOTA LEASE TRUST		15-MV-364088	($538.58)	PRORATION

AGENDA MAY 11, 2017

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		**APPROVED BY TAX COLLECTOR**		**REPORTED TO CLAIMS COMMITTEE**
TOYOTA LEASE TRUST		15-MV-364279	($147.58)	PRORATIONS
	($611.46)	15-MV-364346	($463.88)	PRORATIONS
USB LEASING LT		15-MV-365464	($192.38)	PRORATION
USB LEASING LT		15-MV-365514	($24.40)	PRORATION
VALDEZ, ERI E		15-MV-366155	($42.51)	PRORATION
VW CREDIT LEASING LTD		15-MV-415246	($401.87)	PRORATION
VW CREDTI LEASING LTD		15-MV-415352	($68.95)	PRORATION
	($501.75)	15-MV-415392	($432.80)	PRORATION
VW CREDIT LEASING LTD		15-MV-415207	($68.95)	PRORATION
VW CREDIT LEASING LTD		15-MV-415235	($357.78)	PRORATION
		15-MV-415334	($257.99)	PRORATION
	($677.71)	15-MV-415356	($61.34)	PRORATION
VW CREDIT LEASING LTD		15-MV-365916	($424.93)	ABATEMENT
VW CREDIT LEASING LTD		15-MV-415290	($260.10)	PRORATIONS
	($494.97)	15-MV-415391	($234.87)	PRORATIONS
VW CREDTI LEASING LTD		15-MV-415344	($160.76)	PRORATION
WARCHICK, AMY LYNN		15-MV-415450	($39.75)	PRORATION

BUCH, ROBERT JR RE: 19 OAK HILL AVE 5-73B-33-0		15-RE-125971	($1,000.00)	VOC FF TAX CRDT/DARIEN/NWKL

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
CORDERO RICHARD				
RE: 63 TOILSOME AVE				
5-26-21-0		13-RE-105611	($300.00)	ADJ SEWER USE FEE PER WPCA
		14-RE-105641	($315.00)	ADJ. SEWER USE FEE PER WPCA
	($945.00)	15-RE-105693	($330.00)	ADJ SEWER USE FEE PER WPCA
CORELOGIC REAL ESTATE TAX SERVICE				
RE: 184 ROWAYTON WOODS DRIVE				
5-80-200-11184		15-RE-111051	($3,395.41)	DUPLICTE PYMT / PROP SOLD
STACY REALTY CO.INC				
RE: 307 CONNECTICUT AVE				
5-74-7-0		13-RE-125401	($2,663.92)	COURT STIP SETTLEMENT
		14-RE-125342	($2,698.94)	COURT STIP SETTLEMENT
	($8,069.54)	15-RE-125402	($2,706.68)	COURT STIP SETTLEMENT
GREENE, PEARL A				
RE: 16 SNOWDEN ST				
2-66-26-0		14-RE-110989	($283.13)	OVERPAYMENT

SPECIAL REQUEST

2 TAFT STREET LLC				
RE: 2 TAFT ST				
5-82-91-0		14-RE-100116	($835.00)	ADJ. SEWER USE FEE PER WPCA
	($11,147.87)	15-RE-100125	($10,491.00)	ADJ. SEWER USE FEE PER WPCA

HOCON GAS INC

BILL #	PLATE #	VIN#	AMOUNT	
15-329191	14550A	1FDXF708XPVA39280	$ 82.38	
15-329208	28225A	1FDXR82AXLVA01474	$ 87.07	
15-329209	37606A	1FDYW82A9NVA16774	$ 87.47	- W 202
15-329192	22307A	1FDXF7083VVA32328	$ 139.71	
15-329212	43382A	2NKML29X77M182644	$ 735.80	- N 102 (302)
TOTAL			$ 1,132.43	

PETRO INC

BILL #	PLATE #	VIN#	AMOUNT
15-350768	6750A	D80UVGD9069	$ 52.96
15-350767	6749A	D80UVHA6084	$ 52.96
15-350769	13845A	1FDXR8OU2DVA36038	$ 96.17
15-350771	16285A	R606T1030	$ 33.65
15-350770	17883A	1GDM7D1G8EV539665	$ 33.65
TOTAL			$ 269.39

March 2017 Financial Commentary

Balance Sheet
Cash is flat to the month of February. March shows a cash intake of $22k from revenue and a drawdown of $55k on the credit line which was required to cover expenses for the month. No further drawdown should be required.

March Month vs Prior Year Month
Total Revenue is lower by $64k. Golf Revenue is lower than the prior year month by $58k all attributable to poor weather conditions. Other income is lower by $6k due to the prior year sale of equipment.

Personnel and employee benefits expenses are lower than the prior year month due to a delay in bringing back seasonal personnel and a refund of $12k for FUTA taxes.

Administrative expenses are $6k lower than the prior year month due to a prior year expense of $2,300 for an engineering report for the restaurant and planned advertising expenses.

Park Maintenance is $15k lower primarily due to a prior year jump start on the seasonal maintenance activities as a result of exceptionally warm March weather.

Cart Expenses are higher due to final costs related to the disposition of the carts under the prior lease.

Operating Income is lower than the prior year month by $32k mainly due to lower revenue. Unfavorable Revenue $64k, Favorable Expenses $32k.

March YTD vs Prior YTD
Golf Revenue is lower by $127k year over year for the 9 month period. *

Personnel and employee benefits expenses are higher by $26 over the prior year. Operations expenses are up $14k due to the summer intern and additional cashiers and cart employees on the same shifts (prior year only had one per shift). Course and seasonal personnel expenses each increased $13k and $8k respectively over the prior ytd expense due to salary increases and additional work time for course renovations. Benefits are lower by $13k compared to the prior year due to a charge of $5k in Jan 2016 for prior period payroll taxes offset by a current year credit of $12k for FUTA taxes and $4k higher costs for health insurance.

Administrative expenses are $38k lower than the prior year due to lower credit card fees, lower insurance rates, audit adjustment reversals that moved expenses back to the prior year and a prior year expense for a golf course study.

Park Maintenance is lower by $32k compared to the prior ytd primarily due to lower utility and maintenance costs which likely is due to timing of expenses.

Cart expenses are higher by $11k due to battery/maintenance expenses and the final property tax bill.

Operating Income is lower than the prior year by $95k primarily due to lower revenue. Decrease in Revenue $127k, Decrease in Expenses $32k.

Capital Projects includes a fencing project ($6k) and financed John Deere equipment ($33k).

*It's important to note that through 9 months the only difference when comparing the 2 years is $127k lower revenue which was primarily sacrificed due to the closing of the back nine in October for renovations and poor weather conditions in March which kept the course closed.

Budget Comparison YTD
The YTD Revenue is below budget by $83k, attributable to poor March weather.

Personnel expenses are higher than budget $15k primarily due to higher Operations personnel expenses. Benefits are favorable to budget due to a refund of FUTA taxes paid in prior periods.

Administrative expenses are lower than budget by $21k due to lower credit card fees and marketing expenses.

Park Maintenance is under budget by $36k due to lower ag & chem and utility expenses; Park Equipment is under budget by $10k due to lower fuel and equipment costs.

Operating Income is $16k under budget for 9 months. This gap remains constant from the prior month. While there was a revenue deficit of $83k, it was offset by $67k favorable expenses.

OAK HILLS SALES ANALYSIS MARCH 2017

Description	Mar-17	Mar-16	Inc/(Dec)	YTD FY17	YTD FY16	Inc/(Dec)
Revenue Rounds	200	1,452	-86.2%	20,948	25,017	-16.3%
Barter Rounds	32	76	-57.9%	1,408	1,452	-3.0%
Sub Total	232	1,528	-84.8%	22,356	26,469	-15.5%
Comp Rounds	0	9	-100.0%	422	237	78.1%
Total All Rounds	232	1,537	-84.9%	22,778	26,706	-14.7%
Total Carts	11	361	-97.0%	12,681	15,087	-15.9%
Total Golf ID Cards	121	328	-63.1%	1,081	1,139	-5.1%
Total Gift Cards	7	6	16.7%	255	204	25.0%
Total $ Revenue Rounds	$3,777	$37,729	-90.0%	$589,832	$645,396	-8.6%
Total Carts $	$187	$5,036	-96.3%	$191,277	$214,849	-11.0%
Total Golf ID Cards $	$8,620	$25,231	-65.8%	$76,500	$56,095	36.4%
Total Gift Cards $	$701	$358	95.8%	$19,237	$14,343	34.1%
Rain Chks/Gift Cards Redeemed	-$32	-$531	-94.0%	-$12,807	-$13,593	-5.8%
	$13,253	**$67,823**	**-80.5%**	**$864,039**	**$917,090**	**-5.8%**
$ Revenue/Revenue Round	**$18.89**	**$25.98**	-27.3%	**$28.16**	**$25.80**	9.1%
Carts/Revenue Round	**5.5%**	**24.9%**	-77.9%	**60.5%**	**60.3%**	0.4%
Cart $/Revenue Round	**$0.94**	**$3.47**	-73.0%	**$9.13**	**$8.59**	6.3%
Cart $/Cart Round	**$17.00**	**$13.95**	21.9%	**$15.08**	**$14.24**	5.9%
ID Card $/Card	**$71.24**	**$76.92**	-7.4%	**$70.77**	**$49.25**	43.7%
Resident Adult 18 Rounds	65	595	-89.1%	5,469	8,139	-32.8%
Resident Senior 18 Rounds	33	197	-83.2%	4,305	4,256	1.2%
Junior/Golf Team 18 Rounds	18	48	-62.5%	551	760	-27.5%
Empl 18 Rounds	2	33	-93.9%	310	529	-41.4%
Non Resident 18 Rounds	75	413	-81.8%	7,836	8,517	-8.0%
Total 9 Hole Rounds	7	166	-95.8%	2,477	2,816	-12.0%
Resident Adult 18 Rounds $	$1,145	$14,495	-92.1%	$142,874	$212,534	-32.8%
Resident Senior 18 Rounds $	$424	$3,690	-88.5%	$90,881	$83,924	8.3%
Junior/Golf Team 18 Rounds $	$302	$567	-46.7%	$10,313	$12,950	-20.4%
Empl 18 Rounds $	$10	$165	-93.9%	$2,010	$3,233	-37.8%
Non Resident 18 Rounds $	$1,801	$15,656	-88.5%	$291,299	$312,137	-6.7%
Total 9 Hole Rounds $	$95	$3,156	-97.0%	$52,455	$58,347	-10.1%
SR NONRES DISC	8	14	-42.9%	102	77	32.5%
NONRES DISCOUNT	12	35	-65.7%	91	93	-2.2%
FAMILY REG	2	3	-33.3%	16	13	23.1%
CITY/OWNER REG	0	6	-100.0%	17	20	-15.0%
Total	22	58	-62.1%	226	203	11.3%
GolfNow Rounds	7	0	0.0%	518	352	47.2%
GolfNow Dollars	$121	$0	0.0%	$26,623	$20,287	31.2%
Dollars/Round	$17.29	$0.00	0.0%	$51.40	$57.63	-10.8%

OAK HILLS SALES ANALYSIS MARCH 2017 CALENDAR

Description	Mar-17	Mar-16	Inc/(Dec)	YTD 2017	YTD 2016	Inc/(Dec)
Revenue Rounds	200	1,452	-86.2%	750	1,680	-55.4%
Barter Rounds	32	76	-57.9%	45	76	-40.8%
Sub Total	232	1,528	-84.8%	795	1,756	-54.7%
Comp Rounds	0	9	-100.0%	0	9	-100.0%
Total All Rounds	232	1,537	-84.9%	795	1,765	-55.0%
Total Carts	11	361	-97.0%	11	361	-97.0%
Total Golf ID Cards	121	328	-63.1%	970	1,032	-6.0%
Total Gift Cards	7	6	16.7%	23	10	130.0%
Total $ Revenue Rounds	$3,777	$37,729	-90.0%	$15,892	$40,138	-60.4%
Total Carts $	$187	$5,036	-96.3%	$187	$5,036	-96.3%
Total Golf ID Cards $	$8,620	$25,231	-65.8%	$67,965	$73,661	-7.7%
Total Gift Cards $	$701	$358	95.8%	$2,465	$760	224.3%
Rain Chks/Gift Cards Redeemed	-$32	-$531	-94.0%	-$177	-$661	-73.2%
	$13,253	**$67,823**	**-80.5%**	**$86,332**	**$118,934**	**-27.4%**
$ Revenue/Revenue Round	**$18.89**	**$25.98**	-27.3%	**$21.19**	**$23.89**	-11.3%
Carts/Revenue Round	**5.5%**	**24.9%**	-77.9%	**1.5%**	**21.5%**	-93.2%
Cart $/Revenue Round	**$0.94**	**$3.47**	-73.0%	**$0.25**	**$3.00**	-91.7%
Cart $/Cart Round	**$17.00**	**$13.95**	21.9%	**$17.00**	**$13.95**	21.9%
ID Card $/Card	**$71.24**	**$76.92**	-7.4%	**$70.07**	**$71.38**	-1.8%
Resident Adult 18 Rounds	65	595	-89.1%	316	768	-58.9%
Resident Senior 18 Rounds	33	197	-83.2%	131	216	-39.4%
Junior/Golf Team 18 Rounds	18	48	-62.5%	30	48	-37.5%
Empl 18 Rounds	2	33	-93.9%	3	33	-90.9%
Non Resident 18 Rounds	75	413	-81.8%	196	449	-56.3%
Total 9 Hole Rounds	7	166	-95.8%	74	166	-55.4%
Resident Adult 18 Rounds $	$1,145	$14,495	-92.1%	$6,729	$16,174	-58.4%
Resident Senior 18 Rounds $	$424	$3,690	-88.5%	$1,806	$3,823	-52.8%
Junior/Golf Team 18 Rounds $	$302	$567	-46.7%	$497	$567	-12.3%
Empl 18 Rounds $	$10	$165	-93.9%	$15	$165	-90.9%
Non Resident 18 Rounds $	$1,801	$15,656	-88.5%	$5,367	$16,253	-67.0%
Total 9 Hole Rounds $	$95	$3,156	-97.0%	$1,478	$3,156	-53.2%
SR NONRES DISC	8	14	-42.9%	101	76	32.9%
NONRES DISCOUNT	12	35	-65.7%	91	92	-1.1%
FAMILY REG	2	3	-33.3%	14	11	27.3%
CITY/OWNER REG	0	6	-100.0%	15	19	-21.1%
Total	22	58	-62.1%	221	198	11.6%
GolfNow Rounds	7	0	0.0%	7	0	#DIV/0!
GolfNow Dollars	$121	$0	0.0%	$121	$0	#DIV/0!
Dollars/Round	$17.29	#DIV/0!	#DIV/0!	$17.29	#DIV/0!	#DIV/0!

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Accrual Basis

OAK HILLS PARK AUTHORITY
Balance Sheet 2017
As of March 31, 2017

	Mar 31, 17	Mar 31, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash		
1010 · CAP Account - Wells Fargo	0.00	3,553.76
1011 · Money Market - Wells Fargo	0.00	-0.03
1021 · NBT Money Market	24,137.37	71,301.54
1022 · NBT Payment Account	-20,760.03	-41,651.35
1023 · NBT Rent Escrow Sec Apt Right	1,351.00	1,261.00
1050 · Petty	400.00	400.00
Total 1000 · Cash	5,128.34	34,864.92
Total Checking/Savings	5,128.34	34,864.92
Accounts Receivable		
1201 · Accounts Receivable	2,500.00	600.00
Total Accounts Receivable	2,500.00	600.00
Other Current Assets		
1100 · Inventory	104,434.77	119,515.84
1200 · Receivables		
1205 · Rents Receivable	0.00	6,000.00
Total 1200 · Receivables	0.00	6,000.00
1300 · Prepaid Expenses	46,732.66	27,538.96
Total Other Current Assets	151,167.43	153,054.80
Total Current Assets	158,795.77	188,519.72
Fixed Assets		
1500 · Fixed Assets		
1505 · Machinery and Equipment	1,018,735.83	1,006,903.10
1510 · Accumulated Depreciation/Amort.	-3,051,696.18	-2,871,512.21
1561 · Park Improvements	1,721,835.42	1,692,467.75
1562 · Restaurant	2,277,134.66	2,277,134.66
Total 1500 · Fixed Assets	1,966,009.73	2,104,993.30
Total Fixed Assets	1,966,009.73	2,104,993.30
TOTAL ASSETS	2,124,805.50	2,293,513.02
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · *Accounts Payable	21,756.21	103,524.61
Total Accounts Payable	21,756.21	103,524.61
Other Current Liabilities		
2050 · Accounts Payable-Tennis Revenue	810.00	765.00
2100 · Accrued Payroll	11,789.08	18,425.66
2104 · Accrued retirement contribution	-497.58	1,576.90
2105 · Accrued Vacation Pay	29,080.69	27,501.21
2106 · Accrued Sick Leave Pay	28,044.08	23,879.05
2200 · Accrued Expenses	86,506.93	25,209.92
2210 · Security Deposit-Entrance House		
2212 · Security Dep - Apt 2 Right	1,350.00	1,350.00
Total 2210 · Security Deposit-Entrance H...	1,350.00	1,350.00
2230 · NBT Credit Line	90,000.00	0.00
2250 · Deferred Revenue		
2251 · Tournament Deposits	1,800.00	1,100.00
2250 · Deferred Revenue - Other	10,595.37	11,553.37

OAK HILLS PARK AUTHORITY
Balance Sheet 2017
As of March 31, 2017

	Mar 31, 17	Mar 31, 16
Total 2250 · Deferred Revenue	12,395.37	12,653.37
2400 · Cart Sales Tax Due	11.00	-95.00
2500 · Monies due City of Norwalk		
2501 · Bond Due to City of Norwalk	33,785.24	33,111.43
2503 · 150k Capital Debt	1,230.09	1,218.79
2504 · 150k Operating Debt	1,741.59	1,673.71
Total 2500 · Monies due City of Norwalk	36,756.92	36,003.93
Total Other Current Liabilities	296,246.49	147,270.04
Total Current Liabilities	318,002.70	250,794.65
Long Term Liabilities		
2701 · Consolidated City Debt	2,034,195.80	2,111,209.55
2730 · Capital Debt (150k)	93,361.74	107,922.89
2731 · Operating Expense Debt (150k)	93,364.28	107,925.43
2763 · Wells Fargo Toro Utility	23,300.83	49,890.72
2764 · NBT Truck Loan	17,721.27	22,979.85
2765 · Deere Credit Inc. Hybrid Mower	25,104.25	26,745.63
2766 · Wells Fargo Eq Bandit Chipper	13,410.51	16,381.70
2767 · Deere Credit, Inc. Sweeper Vac	18,797.50	0.00
2768 · Deere Credit Inc. Greens Roller	14,290.09	0.00
2769 · Deere Credit, Inc. Pro Gator	2,629.40	0.00
2770 · Deere Credit, Inc. Sprayer	22,794.16	0.00
2771 · Yard Card-Skid Mount	3,474.83	0.00
2772 · Wells Fargo 2017 Aera-Vator	5,186.10	0.00
Total Long Term Liabilities	2,367,630.76	2,443,055.77
Total Liabilities	2,685,633.46	2,693,850.42
Equity		
3000 · Fund Balance		
3010 · Fund Balance - Beginning	-42,873.28	-42,873.28
Total 3000 · Fund Balance	-42,873.28	-42,873.28
3500 · Reserves		
3550 · Reserve for Contingencies	405,368.10	405,368.10
Total 3500 · Reserves	405,368.10	405,368.10
3900 · Retained Earnings	-627,977.01	-588,752.15
Net Income	-295,345.77	-174,080.07
Total Equity	-560,827.96	-400,337.40
TOTAL LIABILITIES & EQUITY	2,124,805.50	2,293,513.02

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
March 2017

	Mar 17	Mar 16	$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · REVENUES				
4001 · Golf Revenue				
4010 · Golf Fees	3,830.00	40,195.71	-36,365.71	-90.5%
4020 · I.D. Cards	8,720.00	25,258.00	-16,538.00	-65.5%
4030 · Tournament Fees	600.00	1,700.00	-1,100.00	-64.7%
4050 · Cart Revenue	176.00	5,036.00	-4,860.00	-96.5%
4060 · Golf Revenue - Gift Certif.	690.00	358.00	332.00	92.7%
4070 · Gift & Rain Checks Redeemed	-32.00	-541.00	509.00	94.1%
Total 4001 · Golf Revenue	13,984.00	72,006.71	-58,022.71	-80.6%
4200 · Rental Income	1,350.00	1,350.00	0.00	0.0%
4300 · Investment Income	2.25	8.02	-5.77	-72.0%
4400 · Misc. Income	500.00	6,300.00	-5,800.00	-92.1%
4600 · Restaurant Income	6,000.00	6,000.00	0.00	0.0%
Total 4000 · REVENUES	21,836.25	85,664.73	-63,828.48	-74.5%
Total Income	21,836.25	85,664.73	-63,828.48	-74.5%
Gross Profit	21,836.25	85,664.73	-63,828.48	-74.5%
Expense				
5000 · PERSONNEL EXPENSE				
5010 · Management Salary	14,138.13	12,188.64	1,949.49	16.0%
5030 · Operations	4,905.01	5,998.27	-1,093.26	-18.2%
5040 · Operations O/T	112.50	0.00	112.50	100.0%
5050 · Course Personnel	24,866.47	23,638.30	1,228.17	5.2%
5060 · Course Personnel O/T	0.00	62.13	-62.13	-100.0%
5070 · Seasonal Personnel	1,080.00	7,117.23	-6,037.23	-84.8%
5080 · Seasonal Personnel O/T	0.00	99.59	-99.59	-100.0%
Total 5000 · PERSONNEL EXPENSE	45,102.11	49,104.16	-4,002.05	-8.2%
5200 · EMPLOYEE BENEFITS				
5210 · Payroll Taxes	4,053.47	3,827.26	226.21	5.9%
5230 · State Unemployment	-9,866.00	2,379.57	-12,245.57	-514.6%
5250 · Health Insurance	7,401.53	4,421.61	2,979.92	67.4%
5260 · Workmans Compensation	954.08	923.92	30.16	3.3%
5270 · Retirement Plans	377.18	391.91	-14.73	-3.8%
Total 5200 · EMPLOYEE BENEFITS	2,920.26	11,944.27	-9,024.01	-75.6%
5400 · ADMINISTRATIVE EXPENSES				
5420 · Telephone	525.20	898.07	-372.87	-41.5%
5430 · Professional Fees	2,375.00	4,675.00	-2,300.00	-49.2%
5436 · Advertising	2,000.00	4,614.69	-2,614.69	-56.7%
5440 · Office Expense	1,082.29	857.96	224.33	26.2%
5441 · Bank Charges	18.35	44.90	-26.55	-59.1%
5442 · Credit Card Fees	334.51	361.39	-26.88	-7.4%
5445 · Postage	96.40	0.00	96.40	100.0%
5450 · Training and Dues	442.00	195.00	247.00	126.7%
5461 · Authority Secretarial Services	130.00	120.00	10.00	8.3%
5469 · Other Outside Services	144.33	251.00	-106.67	-42.5%
5470 · Other Administrative	45.00	185.80	-140.80	-75.8%
5480 · Utilities	1,675.40	2,628.72	-953.32	-36.3%
5490 · Water	0.00	239.65	-239.65	-100.0%
5500 · Liability Insurance	3,904.17	3,832.00	72.17	1.9%
5520 · Interest Expense	191.13	214.07	-22.94	-10.7%
5400 · ADMINISTRATIVE EXPENSES - Ot...	-14.98	0.00	-14.98	-100.0%
Total 5400 · ADMINISTRATIVE EXPENSES	12,948.80	19,118.25	-6,169.45	-32.3%
5700 · PARK MAINTENANCE				
5710 · Water	663.96	0.00	663.96	100.0%

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
March 2017

	Mar 17	Mar 16	$ Change	% Change
5720 · Heating Fuel	721.48	1,004.50	-283.02	-28.2%
5730 · Grounds Maintenance	452.47	9,023.29	-8,570.82	-95.0%
5740 · Tree Maintenance	1,500.00	0.00	1,500.00	100.0%
5750 · Agriculture and Chemicals				
5751 · Agriculture&Chemicals-Purcha...	70,623.15	60,040.94	10,582.21	17.6%
5752 · Agriculture/Chemicals Utilized	-64,627.65	-56,165.04	-8,462.61	-15.1%
Total 5750 · Agriculture and Chemicals	5,995.50	3,875.90	2,119.60	54.7%
5760 · Irrigation Maintenance	452.01	198.00	254.01	128.3%
5770 · Consumable Tools	390.18	0.00	390.18	100.0%
5780 · Tee and Green Supplies	0.00	3,869.94	-3,869.94	-100.0%
5795 · Janitorial Supplies	0.00	248.01	-248.01	-100.0%
5800 · Equipment Maintenance	1,044.51	3,945.08	-2,900.57	-73.5%
5810 · Equipment Rental	0.00	154.20	-154.20	-100.0%
5820 · Building Maintenance	1,082.41	2,505.55	-1,423.14	-56.8%
5860 · Gasoline/Diesel Fuel	0.00	2,301.19	-2,301.19	-100.0%
Total 5700 · PARK MAINTENANCE	12,302.52	27,125.66	-14,823.14	-54.7%
6000 · CART EXPENSE				
6010 · Cart Lease Expense	936.31	0.00	936.31	100.0%
6020 · Electricity	1,006.26	418.71	587.55	140.3%
6030 · Maintenance	922.56	98.64	823.92	835.3%
6050 · Cart Insurance	400.00	400.00	0.00	0.0%
Total 6000 · CART EXPENSE	3,265.13	917.35	2,347.78	255.9%
Total Expense	76,538.82	108,209.69	-31,670.87	-29.3%
Net Ordinary Income	-54,702.57	-22,544.96	-32,157.61	-142.6%
Other Income/Expense				
Other Expense				
8000 · Depreciation/Amortization	17,957.30	17,957.30	0.00	0.0%
8001 · Capital projects				
8100 · Capital Projects - Cash	2,086.45	0.00	2,086.45	100.0%
8101 · Captial Projects - Financed	5,465.58	0.00	5,465.58	100.0%
8001 · Capital projects - Other	0.00	21,315.00	-21,315.00	-100.0%
Total 8001 · Capital projects	7,552.03	21,315.00	-13,762.97	-64.6%
8002 · Bond to City	4,762.29	4,762.29	0.00	0.0%
8004 · Capital Debt to City	174.65	174.65	0.00	0.0%
8005 · Operating Debt to City	193.51	193.51	0.00	0.0%
Total Other Expense	30,639.78	44,402.75	-13,762.97	-31.0%
Net Other Income	-30,639.78	-44,402.75	13,762.97	31.0%
Net Income	-85,342.35	-66,947.71	-18,394.64	-27.5%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2016 through March 2017

	Jul '16 - Mar 17	Jul '15 - Mar 16	$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · REVENUES				
4001 · Golf Revenue				
4010 · Golf Fees	536,175.09	623,080.60	-86,905.51	-14.0%
4020 · I.D. Cards	76,945.00	81,362.00	-4,417.00	-5.4%
4030 · Tournament Fees	48,009.00	60,351.00	-12,342.00	-20.5%
4050 · Cart Revenue	181,827.00	209,958.00	-28,131.00	-13.4%
4060 · Golf Revenue - Gift Certif.	19,026.00	14,313.00	4,713.00	32.9%
4070 · Gift & Rain Checks Redeemed	-12,789.00	-13,605.00	816.00	6.0%
Total 4001 · Golf Revenue	849,193.09	975,459.60	-126,266.51	-12.9%
4100 · Tennis Revenue	27,000.00	24,000.00	3,000.00	12.5%
4200 · Rental Income	12,150.00	11,758.00	392.00	3.3%
4300 · Investment Income	235.89	419.81	-183.92	-43.8%
4400 · Misc. Income	4,804.69	8,658.59	-3,853.90	-44.5%
4600 · Restaurant Income	54,000.00	54,000.00	0.00	0.0%
Total 4000 · REVENUES	947,383.67	1,074,296.00	-126,912.33	-11.8%
Total Income	947,383.67	1,074,296.00	-126,912.33	-11.8%
Gross Profit	947,383.67	1,074,296.00	-126,912.33	-11.8%
Expense				
5000 · PERSONNEL EXPENSE				
5010 · Management Salary	115,052.70	109,642.45	5,410.25	4.9%
5030 · Operations	98,090.06	86,105.67	11,984.39	13.9%
5040 · Operations O/T	1,848.14	253.99	1,594.15	627.6%
5050 · Course Personnel	227,810.29	215,182.87	12,627.42	5.9%
5060 · Course Personnel O/T	1,074.19	1,168.60	-94.41	-8.1%
5070 · Seasonal Personnel	75,822.85	67,947.44	7,875.41	11.6%
5080 · Seasonal Personnel O/T	1,049.92	1,235.90	-185.98	-15.1%
Total 5000 · PERSONNEL EXPENSE	520,748.15	481,536.92	39,211.23	8.1%
5200 · EMPLOYEE BENEFITS				
5210 · Payroll Taxes	40,589.06	42,674.06	-2,085.00	-4.9%
5230 · State Unemployment	4,817.90	16,846.17	-12,028.27	-71.4%
5250 · Health Insurance	40,316.89	35,999.09	4,317.80	12.0%
5260 · Workmans Compensation	8,345.44	11,154.56	-2,809.12	-25.2%
5270 · Retirement Plans	3,668.48	3,878.72	-210.24	-5.4%
Total 5200 · EMPLOYEE BENEFITS	97,737.77	110,552.60	-12,814.83	-11.6%
5400 · ADMINISTRATIVE EXPENSES				
5420 · Telephone	4,726.28	4,293.95	432.33	10.1%
5430 · Professional Fees	21,375.00	45,400.64	-24,025.64	-52.9%
5436 · Advertising	10,095.01	8,867.42	1,227.59	13.8%
5440 · Office Expense	12,593.95	12,564.43	29.52	0.2%
5441 · Bank Charges	362.80	494.50	-131.70	-26.6%
5442 · Credit Card Fees	15,248.46	19,926.10	-4,677.64	-23.5%
5445 · Postage	148.90	29.00	119.90	413.5%
5450 · Training and Dues	2,869.45	4,045.77	-1,176.32	-29.1%
5461 · Authority Secretarial Services	1,940.00	2,050.00	-110.00	-5.4%
5469 · Other Outside Services	2,299.39	2,960.96	-661.57	-22.3%
5470 · Other Administrative	1,328.09	5,531.16	-4,203.07	-76.0%
5480 · Utilities	25,861.64	25,116.41	745.23	3.0%
5490 · Water	682.88	1,036.85	-353.97	-34.1%
5500 · Liability Insurance	33,118.17	38,382.64	-5,264.47	-13.7%
5520 · Interest Expense	3,451.02	3,485.80	-34.78	-1.0%
5400 · ADMINISTRATIVE EXPENSES - Ot...	-14.98	0.00	-14.98	-100.0%
Total 5400 · ADMINISTRATIVE EXPENSES	136,086.06	174,185.63	-38,099.57	-21.9%
5700 · PARK MAINTENANCE				
5710 · Water	51,202.33	59,136.53	-7,934.20	-13.4%
5720 · Heating Fuel	8,728.87	8,867.93	-139.06	-1.6%
5730 · Grounds Maintenance	11,983.92	24,388.57	-12,404.65	-50.9%
5740 · Tree Maintenance	4,440.00	0.00	4,440.00	100.0%
5750 · Agriculture and Chemicals				
5751 · Agriculture&Chemicals-Purchas...	70,665.91	83,488.64	-12,822.73	-15.4%
5752 · Agriculture/Chemicals Utilized	-22,457.34	-39,543.92	17,086.58	43.2%
Total 5750 · Agriculture and Chemicals	48,208.57	43,944.72	4,263.85	9.7%
5760 · Irrigation Maintenance	8,954.35	4,369.38	4,584.97	104.9%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2016 through March 2017

	Jul '16 - Mar 17	Jul '15 - Mar 16	$ Change	% Change
5770 · Consumable Tools	1,776.43	1,424.74	351.69	24.7%
5780 · Tee and Green Supplies	555.68	4,540.28	-3,984.60	-87.8%
5790 · Other Supplies	0.00	318.60	-318.60	-100.0%
5795 · Janitorial Supplies	814.95	1,405.92	-590.97	-42.0%
5800 · Equipment Maintenance	19,692.61	30,693.13	-11,000.52	-35.8%
5810 · Equipment Rental	0.00	188.12	-188.12	-100.0%
5820 · Building Maintenance	16,726.87	21,927.42	-5,200.55	-23.7%
5840 · Small Equipment	598.00	287.42	310.58	108.1%
5860 · Gasoline/Diesel Fuel	7,035.74	11,038.39	-4,002.65	-36.3%
Total 5700 · PARK MAINTENANCE	180,716.32	212,531.15	-31,812.83	-15.0%
6000 · CART EXPENSE				
6010 · Cart Lease Expense	31,906.44	28,030.73	3,875.71	13.8%
6020 · Electricity	8,745.29	8,646.11	99.18	1.2%
6030 · Maintenance	12,464.11	4,954.72	7,509.39	151.6%
6050 · Cart Insurance	3,600.00	3,600.00	0.00	0.0%
Total 6000 · CART EXPENSE	56,715.84	45,231.56	11,484.28	25.4%
Total Expense	992,006.14	1,024,037.86	-32,031.72	-3.1%
Net Ordinary Income	-44,622.47	50,258.14	-94,880.61	-188.8%
Other Income/Expense				
Other Expense				
8000 · Depreciation/Amortization	161,615.70	161,615.70	0.00	0.0%
8001 · Capital projects				
8100 · Capital Projects - Cash	10,392.98	0.00	10,392.98	100.0%
8101 · Captial Projects - Financed	32,540.57	0.00	32,540.57	100.0%
8001 · Capital projects - Other	0.00	53,361.11	-53,361.11	-100.0%
Total 8001 · Capital projects	42,933.55	53,361.11	-10,427.56	-19.5%
8002 · Bond to City	42,860.61	49,563.53	-6,702.92	-13.5%
8004 · Capital Debt to City	1,571.85	1,605.81	-33.96	-2.1%
8005 · Operating Debt to City	1,741.59	1,673.71	67.88	4.1%
8500 · Modification of City Debt	0.00	-43,481.65	43,481.65	100.0%
Total Other Expense	250,723.30	224,338.21	26,385.09	11.8%
Net Other Income	-250,723.30	-224,338.21	-26,385.09	-11.8%
Net Income	-295,345.77	-174,080.07	-121,265.70	-69.7%

Oak Hills Park Authority
2017 Actual vs. Budget

	Mar Act	Mar Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$3,830	$20,891	-$17,061	-81.7%	$536,175	$579,472	-$43,297	-7.5%
4020 · I.D. Cards	$8,720	$25,920	-$17,200	-66.4%	$76,945	$85,047	-$8,102	-9.5%
4030 · Tournament Fees	$600	$1,809	-$1,209	-66.8%	$48,009	$57,628	-$9,619	-16.7%
4050 · Cart Revenue	$176	$5,235	-$5,059	-96.6%	$181,827	$213,768	-$31,941	-14.9%
4060 · Golf Revenue - Gift Certif.	$690	$209	$481	230.7%	$19,026	$9,482	$9,544	100.7%
4070 · Gift & Rain Checks Redeemed	-$32	-$365	$333	-91.2%	-$12,789	-$12,301	-$488	4.0%
Total 4001 · Golf Revenue	**$13,984**	**$53,699**	**-$39,715**	**-74.0%**	**$849,193**	**$933,096**	**-$83,903**	**-9.0%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$27,000	$27,000	$0	0.0%
4200 · Rental Income	$1,350	$1,350	$0	0.0%	$12,150	$12,150	$0	0.0%
4300 · Investment Income	$2	$8	-$6	-71.8%	$236	$437	-$201	-46.0%
4400 · Misc. Income	$500	$580	-$80	-13.9%	$4,805	$3,632	$1,173	32.3%
4600 · Restaurant Income	$6,000	$6,000	$0	0.0%	$54,000	$54,000	$0	0.0%
Total Other Revenue	**$7,852**	**$7,938**	**-$86**	**-1.1%**	**$98,191**	**$97,219**	**$972**	**1.0%**
TOTAL REVENUE	**$21,836**	**$61,637**	**-$39,801**	**-64.6%**	**$947,384**	**$1,030,315**	**-$82,931**	**-8.0%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$14,138	$11,888	-$2,250	-18.9%	$115,053	$106,995	-$8,058	-7.5%
5030 · Operations	$4,905	$4,357	-$548	-12.6%	$98,090	$79,037	-$19,053	-24.1%
5040 · Operations O/T	$113	$0	-$113	0.0%	$1,848	$970	-$879	-90.6%
5050 · Course Personnel	$24,866	$26,040	$1,173	4.5%	$227,810	$232,296	$4,486	1.9%
5060 · Course Personnel O/T	$0	$82	$82	100.0%	$1,074	$1,543	$469	30.4%
5070 · Seasonal Personnel	$1,080	$12,650	$11,570	91.5%	$75,823	$83,836	$8,013	9.6%
5080 · Seasonal Personnel O/T	$0	$106	$106	100.0%	$1,050	$1,317	$267	20.3%
Total 5000 · PERSONNEL EXPENSE	**$45,102**	**$55,124**	**$10,022**	18.2%	**$520,748**	**$505,993**	**-$14,755**	-2.9%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$4,053	$3,440	-$614	-17.8%	$40,589	$39,104	-$1,485	-3.8%
5230 · State Unemployment	-$9,866	$2,101	$11,967	569.5%	$4,818	$15,712	$10,894	69.3%
5250 · Health Insurance	$7,402	$5,433	-$1,968	-36.2%	$40,317	$47,621	$7,305	15.3%
5260 · Workmans Compensation	$954	$1,000	$46	4.6%	$8,345	$9,000	$654	7.3%
5270 · Retirement Plans	$377	$353	-$24	-6.9%	$3,668	$3,492	-$176	-5.0%
Total 5200 · EMPLOYEE BENEFITS	**$2,920**	**$12,327**	**$9,407**	76.3%	**$97,738**	**$114,930**	**$17,192**	15.0%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$525	$470	-$55	-11.7%	$4,726	$4,232	-$494	-11.7%
5430 · Professional Fees	$2,375	$2,583	$208	8.1%	$21,375	$23,042	$1,667	7.2%
5436 · Advertising	$2,000	$1,320	-$680	-51.5%	$10,095	$15,040	$4,945	32.9%
5440 · Office Expense	$1,082	$1,040	-$43	-4.1%	$12,594	$15,321	$2,727	17.8%
5441 · Bank Charges	$18	$68	$49	72.9%	$363	$792	$429	54.2%
5442 · Credit Card Fees	$335	$376	$42	11.1%	$15,248	$20,756	$5,508	26.5%
5445 · Postage	$96	$0	-$96	0.0%	$149	$0	-$149	0.0%
5450 · Training and Dues	$442	$195	-$247	-126.2%	$2,869	$3,653	$784	21.5%
5461 · Authority Secretarial Services	$130	$122	-$8	-6.1%	$1,940	$2,092	$152	7.3%
5469 · Other Outside Services	$144	$265	$121	45.6%	$2,299	$3,131	$832	26.6%
5470 · Other Admin	$30	$533	$503	94.4%	$1,313	$4,800	$3,487	72.6%
5480 · Utilities	$1,675	$2,216	$541	24.4%	$25,862	$24,533	-$1,329	-5.4%
5490 · Water	$0	$185	$185	100.0%	$683	$1,300	$617	47.5%
Total 5400 · ADMINISTRATIVE EXPENSES	**$8,854**	**$9,375**	**$522**	5.6%	**$99,517**	**$118,693**	**$19,176**	16.2%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$3,904	$4,482	$577	12.9%	$33,118	$33,697	$579	1.7%
5520 · Interest	$191	$542	$351	64.7%	$3,451	$4,872	$1,421	29.2%
Total 5500 · DEBT SERVICE AND INSURANCE	**$4,095**	**$5,023**	**$928**	18.5%	**$36,569**	**$38,569**	**$2,000**	5.2%
5700 · PARK MAINTENANCE								
5710 · Water	$664	$0	-$664	0.0%	$51,202	$57,569	$6,367	11.1%
5720 · Heating Fuel	$721	$2,191	$1,470	67.1%	$8,729	$18,823	$10,094	53.6%

Oak Hills Park Authority
2017 Actual vs. Budget

	Mar Act	Mar Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5730 · Grounds Maintenance	$452	$9,717	$9,265	95.3%	$11,984	$23,488	$11,504	49.0%
5740 · Tree Maintenance	$1,500	$0	-$1,500	0.0%	$4,440	$0	-$4,440	0.0%
5751 · Agriculture&Chemicals-Purch	$70,623	$54,516	-$16,107	-29.5%	$70,666	$74,627	$3,961	5.3%
5752 · Agriculture/Chemicals Utilized	-$64,628	-$44,635	$19,993	-44.8%	-$22,457	-$13,309	$9,149	-68.7%
5760 · Irrigation Maintenance	$452	$1,064	$612	57.5%	$8,954	$4,401	-$4,553	-103.4%
5770 · Consumable Tools	$390	$0	-$390	0.0%	$1,776	$2,771	$995	35.9%
5780 · Tee and Green Supplies	$0	$2,231	$2,231	100.0%	$556	$2,644	$2,088	79.0%
5795 · Janitorial Supplies	$0	$299	$299	100.0%	$815	$1,530	$715	46.7%
Total 5700 · PARK MAINTENANCE	**$10,176**	**$25,384**	**$15,209**	59.9%	**$136,665**	**$172,546**	**$35,881**	20.8%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$1,045	$3,879	$2,835	73.1%	$19,693	$27,521	$7,828	28.4%
5810 · Equipment Rental	$0	$0	$0	0.0%	$0	$180	$180	100.0%
5820 · Building Maintenance	$1,082	$841	-$242	-28.7%	$16,727	$12,536	-$4,191	-33.4%
5840 · Small Equipment	$0	$0	$0	0.0%	$598	$328	-$270	-82.4%
5860 · Gasoline/Diesel Fuel	$0	$2,909	$2,909	100.0%	$7,036	$13,954	$6,918	49.6%
5880 · Employee work clothes	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5800 · PARK EQUIPMENT	**$2,127**	**$7,629**	**$5,502**	72.1%	**$44,053**	**$54,519**	**$10,465**	19.2%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$936	$0	-$936	0.0%	$31,906	$36,028	$4,121	11.4%
6020 · Electricity	$1,006	$328	-$679	-207.1%	$8,745	$7,886	-$860	-10.9%
6030 · Maintenance	$923	$104	-$819	-787.7%	$12,464	$6,383	-$6,081	-95.3%
6050 · Cart Insurance	$400	$400	$0	0.0%	$3,600	$3,600	$0	0.0%
Total 6000 · CART EXPENSE	**$3,265**	**$832**	**-$2,434**	-292.6%	**$56,716**	**$53,896**	**-$2,820**	-5.2%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	$76,539	$115,695	$39,156	33.8%	$992,006	$1,059,146	$67,140	6.3%
TOTAL OPERATIONAL NET INCOME	-$54,703	-$54,057	-$645	1.2%	-$44,622	-$28,831	-$15,791	54.8%
Depreciation/Amortization								
Restructured Debt	$4,762	$10,917	$6,154	56.4%	$42,861	$98,250	$55,389	56.4%
Capital Funding $150k	$175	$1,384	$1,210	87.4%	$1,572	$12,459	$10,887	87.4%
$150K Operating Debt	$194	$1,384	$1,191	86.0%	$1,742	$12,459	$10,717	86.0%
Total Other Expense	**$5,130**	**$13,685**	**$8,555**	62.5%	**$46,174**	**$123,168**	**$76,994**	62.5%
NET INCOME BEFORE CAPITAL EXPENSES	-$59,833	-$67,743	$7,910	-11.7%	-$90,797	-$151,999	$61,203	-40.3%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects			$0	0.0%			$0	0.0%
8100 - Capital Proj Cash	$2,086	$4,167	$2,080	49.9%	$10,393	$37,500	$27,107	72.3%
8101 - Capital Proj Financed	$5,466	$0	-$5,466	0.0%	$32,541	$0	-$32,541	0.0%
Contingency								
Total 8000 · OTHER EXPENSE	$7,552	$4,167	-$3,385	-81.2%	$42,934	$37,500	-$5,434	-14.5%
NET INCOME	-$67,385	-$71,909	$4,524	-6.3%	-$133,730	-$189,499	$55,769	-29.4%

OPERATING BUDGET / FISCAL YEAR 2017-2018

The operating budget for FY 2018 reflects the Parking Authority's mission to enhance economic development and quality of life as a critical contributors through community partnerships, opportunities and financially balanced parking programs. The 2018 Operating Expense Budget of $6,740,852 addresses these goals.

Expense Highlights:

1. Improved customer and security services
2. Collaborative community parking programs that promote economic development
3. Enhanced field ambassador presence
4. Enhanced security systems
5. City expense allocations

Expense Drivers:

1. $64,000 increase for extended customer service hours in the Wall and SoNo Districts during peak activity periods.
2. $56,000 for security services roving patrol
3. $33,000 to replace maintenance/enforcement vehicle as per the fleet replacement plan
4. $40,000 for a hybrid security roving patrol vehicle
5. $89,188 increase for City allocated expenses for salaries and benefits for city services provided to the Parking Authority.

Rate Highlights:

1. No recommended changes to current rate structure approved for FY 2017
2. Reduced on street hours of operation in the SoNo District to 9 p.m.
3. Discount for parking violation on site payment within 24 hours of issuance

Revenue Drivers:

1. $34,698 increase transient parking reflecting activity changes
2. $44,755 increase for on street parking reflecting activity and hours of operation changes and additional on street meter installations around the Waypoint Development and Washington Streets.
3. $186,213 increase to violations reflecting parker compliance, a broader enforcement area on West Avenue and SoNo and increased district activity. Represents 14% of total annual revenue.

Norwalk Parking Authority
PROPOSED BUDGET (SUMMARY)
FY 2018

	Budget FY 2017	PROPOSED Budget FY 2018	Variance $ to Budget FY 2017	Variance % to Budget FY 2017
REVENUE:				
Monthly	2,553,639	2,551,308	(2,331)	-0.09%
Transient	2,789,826	2,824,524	34,698	1.24%
Meters	419,739	464,494	44,755	10.66%
Violations	786,501	972,714	186,213	23.68%
Sales Tax/Refunds	(173,275)	(176,388)	(3,113)	1.80%
TOTAL PARKING REVENUE	**6,376,431**	**6,636,652**	**260,221**	**4.08%**
Other Revenue	111,240	104,200	(7,040)	-6.33%
TOTAL SYSTEM REVENUE	**6,487,671**	**6,740,852**	**253,181**	**3.90%**
EXPENSES:				
Payroll/Benefits	1,872,745	2,049,235	176,489	9.42%
All Other Oper Exp	2,540,763	2,546,923	6,160	0.24%
City Support Charges	780,358	869,558	89,200	11.43%
Debt Service	986,011	974,884	(11,126)	-1.13%
Capital Outlay	307,794	300,251	(7,542)	-2.45%
TOTAL EXPENSES	**6,487,671**	**6,740,852**	**253,181**	**3.90%**

Norwalk Parking Authority
PROPOSED BUDGET (by LOCATION)
FY 2010

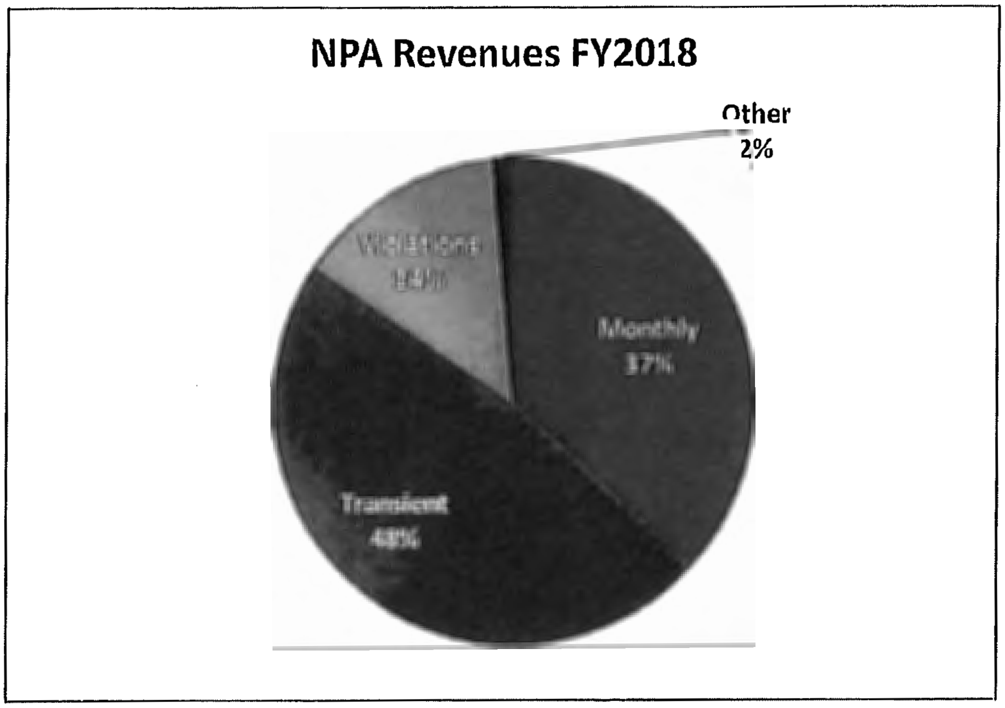
	Meters/ Enforcmt 301	SNRR Garage 305	SNRR Lot 306	Maritime Garage 307	Haviland 300	YDG 309	Webster 310	N. Water Lot 311	Wall St. Lot 313	Main St. Lot 314	ENRR Lots 316	TOTAL
REVENUE:												
Monthly	0	002,312	0	377,037	380,603	145,200	521,794	0	30,670	31,165	165,640	2,551,308
Transient	0	503,200	739,720	532,505	274,500	47,550	370,261	244,200	4,600	22,140	5,760	2,024,524
Meters	464,494	0	0	0	0	0	0	0	0	0	0	464,494
Violations	972,714	0	0	0	0	0	0	0	0	0	0	972,714
Sales Tax/Refunds	0	0	0	(54,355)	(39,593)	(9,267)	(53,156)	(14,581)	(2,253)	(3,183)	0	(176,388)
TOTAL PARKING REV.	1,437,200	1,465,512	739,720	855,907	623,510	183,563	838,899	229,619	41,097	50,122	171,400	6,636,052
Other Revenue	8,000	73,860	0	6,500	0	15,840	0	0	0	0	0	104,200
TOTAL SYSTEM REV.	1,445,200	1,539,372	739,720	862,407	623,510	199,403	838,899	229,619	41,097	50,122	171,400	6,740,852
EXPENSES:												
Operating Exp.	959,727	968,034	279,723	812,539	333,920	320,131	516,598	113,701	79,675	70,200	125,020	4,596,158
City Support Charges	141,179	126,206	75,357	152,159	87,658	61,367	121,439	33,033	27,325	26,723	17,112	869,558
Debt Service	33,910	107,329	8,991	586,462	112,111	26,972	64,943	1,798	0	0	32,367	974,884
Capital Outlay	310,391	337,802	375,657	(688,674)	89,813	(217,068)	135,918	81,007	(65,903)	(54,801)	(3,891)	300,251
TOTAL EXPENSES	1,445,200	1,539,372	739,720	862,407	623,510	199,403	838,899	229,619	41,097	50,122	171,400	6,740,852

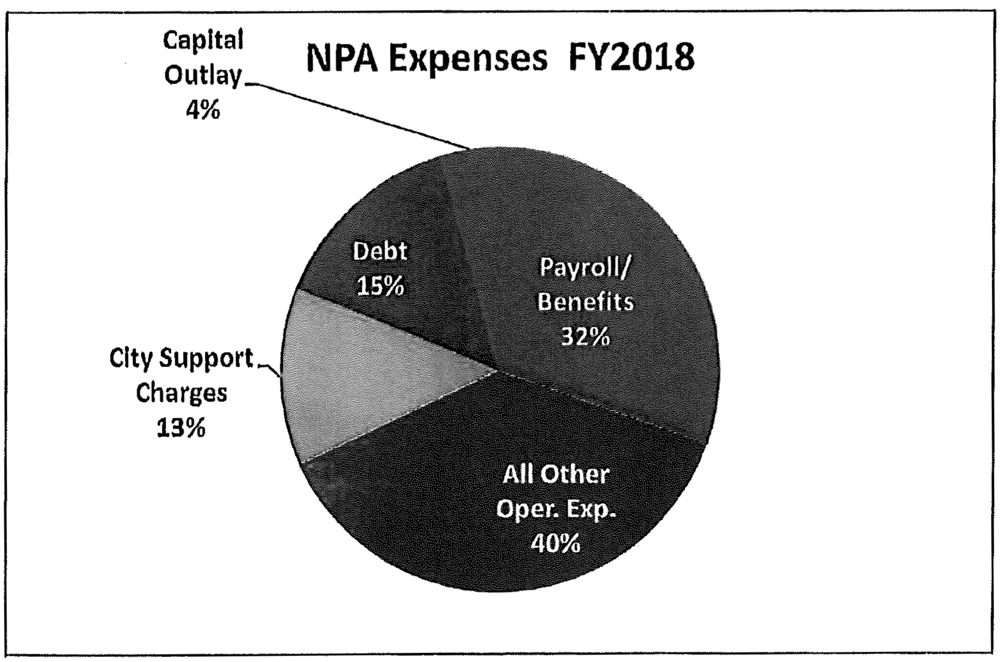
Norwalk Parking Authority
PROPOSED BUDGET (Detail)
FY 2018

	Actual FY 2016	Budget FY 2017	PROPOSED Budget FY 2018	Variance $ to Budget FY 2017	Variance % to Budget FY 2017
PARKING REVENUE					
Monthly	2,418,961	2,553,639	2,551,308	(2,331)	-0.09%
Transient	2,721,462	2,789,826	2,824,524	34,698	1.24%
Meters	282,845	419,739	464,494	44,755	10.66%
Violations	969,688	786,501	972,714	186,213	23.68%
Less: Refunds	(1,665)	0	0	0	0
Less Sales Tax	(176,244)	(173,275)	(176,388)	(3,113)	1.80%
TOTAL PARKING REVENUE	**6,215,048**	**6,376,431**	**6,636,652**	**260,221**	**4.08%**
OTHER REVENUE					
Art Program - MG	1,576	0	0	0	0
Advertising	1,200	1,000	1,000	0	0.00%
Lease Income - SNRR	14,913	14,400	15,000	600	4.17%
Lease Income - YDG	16,204	15,840	15,840	0	0.00%
SNRR/ENRR Concessions	53,851	50,000	51,360	1,360	2.72%
Investment Income	23,637	6,000	8,000	2,000	33.33%
Enhanced Parking Svcs.	1,958	0	0	0	0
Storm Reimbursement (FEMA)	0	0	0	0	0
ATM Machines	13,241	24,000	13,000	(11,000)	-45.83%
TOTAL OTHER REVENUE	**126,580**	**111,240**	**104,200**	**(7,040)**	**-6.33%**
TOTAL SYSTEM REVENUE	**6,341,628**	**6,487,671**	**6,740,852**	**253,181**	**3.90%**
EXPENSES					
Personnel/Benefits (FTE 36.5)	1,707,805	1,872,745	2,049,235	176,489	9.42%
Security Service Contracts	103,395	115,000	115,000	0	0.00%
Equipment Expense	107,302	87,540	90,000	2,460	2.81%
Vehicle Expense	64,386	95,000	90,000	(5,000)	-5.26%
Building & Property R&M	887,859	545,989	550,689	4,700	0.86%
Sanitation Expense	21,359	17,520	17,520	0	0.00%
Sweeper Lease	0	0	0	0	0
Truck Payments	0	0	0	0	0
Operating Expense	107,116	95,000	95,000	0	0.00%
Elevator Repair & Maintenance	19,644	27,600	27,600	0	0.00%
Snow Removal	117,409	275,000	250,000	(25,000)	-9.09%
Signage	48,682	50,000	50,000	0	0.00%
Tickets	23,711	15,000	15,000	0	0.00%
Liability Insurance	153,238	157,031	163,196	6,165	3.93%
Maritime Garage Condo Fees.	20,037	20,441	20,845	404	1.98%
Uniforms	8,436	15,000	10,000	(5,000)	-33.33%
Utilities	74,363	65,516	66,830	1,315	2.01%
Management Fees	126,905	100,000	100,000	0	0.00%
Office Expense	18,033	16,700	18,000	1,300	7.78%
Service Contracts	103,244	180,160	150,000	(30,160)	-16.74%
Telephone/Data Communnications	76,697	60,000	75,000	15,000	25.00%
Credit Card Fees	172,580	167,267	177,243	9,976	5.96%
Permit/Violation Management	186,701	100,000	130,000	30,000	30.00%
Marketing & Communictaions	44,894	50,000	50,000	0	0.00%
Capital Reserve & Replacement	135,000	135,000	135,000	0	0.00%
Parking Programs	0	100,000	100,000	0	0.00%
Contingency Fund	0	50,000	50,000	0	0.00%
TOTAL OPERATING EXPENSES	**4,329,943**	**4,413,508**	**4,596,158**	**182,650**	**4.14%**
CITY ADMINISTERED EXPENSES					
Personnel/Benefits (city alloc.)	448,854	410,716	509,153	98,437	23.97%
Contingency -unsettled negotiation	0	0	10,183	10,183	0.00%
Electric	210,066	296,217	301,163	4,946	1.67%
Business Exp.	3,591	4,500	4,500	0	0.00%
Sewer (WPCA)	4,701	8,925	9,559	634	7.11%
Professional Service	24,781	30,000	30,000	0	0.00%
Legal Service	0	30,000	5,000	(25,000)	-83.33%
TOTAL CITY ADMINISTERED	**691,993**	**780,358**	**869,558**	**89,200**	**11.43%**
SUB-TOTAL OPERATING EXP.	**5,021,936**	**5,193,867**	**5,465,716**	**271,850**	**5.23%**
Debt Service Interest	348,075	368,098	348,695	(19,403)	-5.27%
Debt Service Principal	661,195	617,912	626,189	8,277	1.34%
SUB-TOTAL DEBT SERVICE	**1,009,270**	**986,011**	**974,884**	**(11,126)**	**-1.13%**
Capital Outlay	**310,422**	**307,794**	**300,251**	**(7,542)**	**-2.45%**
TOTAL EXPENSES	**6,341,628**	**6,487,671**	**6,740,852**	**253,181**	**3.90%**

Norwalk Parking Authority
PROPOSED BUDGET NARRATIVE
FY 2010

	PROPOSED Budget FY 2010	Notes
PARKING REVENUE		
Monthly	2,551,308	Approx. 3,000 permits per month systemwide.
Transient	2,020,524	Based on current activity levels and trends. Approx. 600,000 paid transactions annually
Meters	464,490	443,000 transactions includes meter operations from 8am-8pm. Rates $1.50/hr.
Parking Violation Revenue	922,719	Estimate 20,000 tickets issued & 14% of total revenue. Enforcement extended to 8pm. Includes early payment discount.
Less: Refunds	0	
Less Sales Tax	-176,380	
TOTAL PARKING REVENUE	6,636,052	
OTHER REVENUE		
Art Program - MG	0	registrations & sales per curator contract
Advertising	1,000	advertising program sales
Lease Income - SNRR	15,000	fashion institute lease, including 2 parking spaces
Lease Income - YDG	15,840	storage and NPD lease
SNRR/ENRR Concessions	51,360	concession agreement, electricity included (3%)
Investment Income	8,000	per city of norwalk comptroller
Enhanced Parking Svcs.	0	Valet parking revenue. Moved to Transient revenue
Storm Reimbursement (FEMA)	0	
ATM Machines	13,000	MG & SNRR. Based on activity
TOTAL OTHER REVENUE	104,200	
TOTAL SYSTEM REVENUE	6,740,052	
EXPENSES		
Personnel/Benefits (FTE 36.5)	2,049,235	Includes expanded CSR hours at both SoNo and wall offices Thursday – Sat evenings and Saturday days. Add in hours for roving security patrol Thurs – Sat evenings. Add in enforcement hours assuming multi-space meters installed in the Wall District.
Security Service Contracts	115,000	Stanley, Dunbar services
Equipment Expense	90,000	Includes equip. purchase and leased equipment, Bobcat lease during winter (Nov. - April). Meter & paystation replacement program.
Vehicle Expense	90,000	Vehicle repairs, gas; replacement enforcement vehicle as part of contractual Fleet Replacement program. Includes new electric roving patrol vehicle
Building & Property R&M	550,669	Building repairs, HVAC, parking equipment, electrical, plumbing, landscaping, doors & hardware, irrigation, painting, fire alarm, fence repairs, minor paving/drainage repairs
Sanitation Expense	17,520	Dumpster services SNRR(2), MG(1), Wall St)(1), pest control (SNRR, ENRR)
Operating Expense	95,000	Payroll processing, cleaning exp., art show exp., janitorial supplies, access cards, coin count maint fee, internet service, Parkmobile fees. Based on actual.
Elevator Repair & Maintenance	27,600	Elevator R&M and service contract
Snow Removal	250,000	Reflects average historical costs
Signage	50,000	Reflects average historical costs
Paper products v/c equip	15,000	Citations, spitter tickets, paystation receipt paper.
Liability Insurance	163,196	based on total revenues
Maritime Garage Condo Fees.	20,845	Increase 2%
Uniforms	10,000	Field personnel
Utilities	66,830	Includes water costs; 2.0% increase based on City proforma
Management Fees	100,000	per contract
Office Expense	10,000	Includes printing, postage, office supplies, professional publications, memberships. Incl. SONO & YDG customer service offices
Service Contracts	150,000	Includes communications equip., copier, PARCS PM contract, Galo, IPS fees, Internet/phone system maint. Contracts, Streetline fees. Reduction based on 2-year average
Telephone/Data Communications	75,000	Cell phones, landlines, data lines. Includes customer service/security intercoms in facilities & paystations
Credit Card Fees	177,242	74% of parking revenue is via CC
Permit/Violation Management	130,000	Includes LPR, permit, enforcement & collections costs; software maint. Fees; Increase based on historical cost average
Marketing & Communications	50,000	Includes website maint., public relations, marketing programs
Capital Reserve & Replacement	135,000	Infrastructure improvements
Parking Programs	100,000	Collaborative community parking programs
Contingency Fund	50,000	
TOTAL OPERATING EXP.	4,596,180	
CITY ADMINISTERED EXP.		
Personnel/Benefits (city alloc.)	509,153	City of Norwalk Contractual obligations. Includes new allocation for Corporation Counsel services. Assumes 2% increase
Contingency -unsettled negotiation	10,183	2% contingency for unsettled union contract increases negotiation
Electric	301,163	SNEW utility expenses paid by the city of norwalk comptroller; 2.0% increase per City proforma
Business Exp.	4,500	City allocated expenses
Sewer (WPCA)	9,559	City expense increased 5.0%
Professional Service	30,000	Engineering, architectural consulting services
Legal Service	5,000	Contract development
TOTAL CITY ADMINISTERED	869,558	
SUB-TOTAL OPERATING EXP.	5,465,736	
Debt Service Interest	348,695	Based on DS schedule provided by City
Debt Service Principal	626,189	Based on DS schedule provided by City
SUB-TOTAL DEBT SERVICE	974,884	
capital outlay	300,281	parking capacity planning and building
TOTAL EXPENSES	6,740,052	


NPA Revenues FY2018
Other
2%
Monthly
37%
Transient
48%


NPA Expenses FY2018
Capital
Outlay
4%
Debt
15%
Payroll/
Benefits
32%
City Support
Charges
13%
All Other
Oper. Exp.
40%

OPERATING BUDGET – FISCAL YEAR 2017/2018

DESCRIPTION OF SERVICES

The Norwalk Parking Authority is an advocate for downtown development and commerce supporting mobility, sustainability, growth and improvement while creating easy to park and pay options through mobile platforms and wayfinding systems.

HIGHLIGHTS for FY 2016-2017

1. Customer Experience:
   - Opened a customer service office inside the Yankee Doodle Garage to service the Wall Street District
   - Enhanced customer service through LAZ Parking ambassador training and urban center presence.
   - Offered discounted parking to pay by cell users during the month of December to activate the downtown and increase mobile app usage.
   - Reevaluated and implemented on street enforcement hours of operation changes.

2. Development and Construction Projects
   - Collaborated with the Head of the Harbor Developers to plan for parking alternatives during construction of the Main Street Parking Lot.
   - Collaborated with the Walk Bridge Project planning team
   - Collaborated with City departments, agencies, CTDOT and the business community to increase parking capacity at the East Norwalk Railroad Station.

3. Economic Development:
   - Implemented an outreach program through community, customer and business meetings.
   - Assisted the SoNo Business Community in an attempt to develop a SoNo restaurant marketing plan.
   - Explored enhancing the alleyway between the Webster Parking Lot and N. Main Street providing improved pedestrian experience.
   - Participated in a citywide parking capacity study collaborating with the Mayor appointed Steering Committee to evaluate future parking needs and recommend alternatives.
   - Showcased the Art in Parking Places program through quarterly exhibits at the Maritime Garage Gallery collaborating with the Norwalk Arts Commission.
   - Installed aesthetically functional lights on the façade of the YDG and installed new elevators to create a safer and improved parking experience.

4. Energy Management:
   - Replaced fluorescent lighting with LED lighting at the Yankee Doodle Garage and at the Webster Parking Lot through a grant program offered by Eversource and SNEW.

5. Financial Stability:
   - Continued to operate with a balanced financial portfolio and diversified revenue stream
   - Continued to monitor parking compliance.
   - Continue to budget for a capital reserve account to ensure facility sustainability and customer safety.
   - Implemented recommendations from the rate study while increasing activity and creating necessary on street turnover and enhancing development and mobility.
   - Monitored the impact of the rate increases and on street policy changes. We learned that rather than decreased activity the rate increases resulted in increased activity compared to the prior fiscal year of over 20,000 more transactions for the first 6 months of fiscal year 2017.

6. Maintenance and Security:
   - Implemented facility maintenance improvements to extend facility useful life;
   - Upgraded and installed additional security cameras and systems collaborating with the NPD.

7. Technology and Communication:
   - Continued to provide communication through an interactive website, mobilized smartphone applications and social media alerts
   - Increased pay by cell usage through collaborate marketing efforts.
   - Implemented prepayment online parking reservation technology for Maritime Aquarium customers.

8. Transportation:
   - Collaborated with city agencies/departments and the business community to evaluate an urban circulator and/or valet services.

GOALS FY 2017-2018

1. Customer Experience:
   - Increase the Customer Service hours of operation during peak activity periods.
   - Implement a customer service tracking program to respond quickly to the public.
   - Continue outreach efforts through the field ambassador program.
   - Evaluate wayfinding improvement opportunities

2. Development and Construction –
   - Coordinate and collaborate with developers, Redevelopment Agency and the State to offer parking alternatives during district construction projects.

3. Economic Development

- Expand district marketing program and advertising opportunities through collaborative business efforts.
- Evaluate a parking capacity plan based on recommendations from the study. Collaborate with the Mayor's Office, Redevelopment Agency, Planning and Zoning, SoNo and Wall Street Task Forces, the Library and the Common Council.
- Continue to expand the Art in Parking Places program collaborating with the Arts Commission.

4. Energy Management:
   - Replace the fluorescent lights with LED lighting at the South Norwalk Railroad Station.
   - Purchase a hybrid security vehicle for the roving patrol program in the downtown districts for improved security services.
   - Evaluate solar energy options.

5. Financial Stability:
   - Operate with a balanced financial portfolio and diversified revenue stream;
   - Fund capital reserve and replacement account to ensure facility sustainability and customer safety.
   - Continue to evaluate system wide rate options that places the appropriate value on the best locations and times, maximizes turnover and enhance development and mobility.

6. Maintenance and Security:
   - Perform facility maintenance and structural improvements to extend facility useful life and enhance operational efficiency.
   - Enhance security through lighting and camera system installations.
   - Implement a roving security patrol program during peak activity periods in the districts.

7. Technology and Communication:
   - Provide superior communication through interactive website, mobilized smartphone applications, social media and other online and mobile platforms.
   - Continue to implement the smartparking/technology plan to capture utilization data and provide easy and convenient payment options

- Improve wayfinding, payment and operational efficiency efforts through the use of technology;
- Expand the prepayment online reservation at the Maritime Garage and the South Norwalk Railroad Station to the business community

8. Transportation
    - Evaluate alternative transportation options and interests at the South Norwalk Railroad Station.

WPCA NORWALK

Norwalk Water
Pollution Control
Authority
www.wpcanorwalk.org

MEMORANDUM

TO: Board of Estimate and Taxation

FROM: Ralph Kolb, Sr. Environmental Engineer, WPCA

CC: Chris Torre, Superintendent of Operations, DPW WPCA
File

DATE: April 27, 2017

REASON: Norwalk Water Pollution Control Authority
Approved FY17/18 Operating Budget

The 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 FY2017-18 budget as approved at the Board meeting on April 17, 2017. This budget includes a $5 rate increase for a single family residence and an overall blended rate increase of approximately 1.5% over the previous fiscal year.

Some items on the budget to point out are as follows:

Revenues:

- Norwalk WPCA to receive $90,959 in Nitrogen Credits
- Includes line item for reimbursement of WPCA support services billed to City and City sewer use fee

Expenditures:

- Legal services increased due to ongoing MLP litigation
- Includes line item for reimbursement of City support services billed to WPCA

15 South Smith Street, Second Floor, Norwalk, CT 06855 ♦ Phone: (203) 854-7791 ♦ Fax: (203) 854-3224

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
FY 2017-18 Operating Budget Summary

REVENUES (224062)

ACCOUNT	DESCRIPTION	APPROVED FY 16-17	PROJECTED ACTUAL FY 16-17	PROPOSED FY 17-18	
	Sewer Use Charges	$ 15,429,300	$ 15,922,561	$ 16,104,026	
4513	*Norwalk Customers[1]*	*$ 14,884,300*	*$ 15,314,311*	*$ 15,544,026*	
4521	*Wilton Interlocal Agreement[2]*	*$ 490,000*	*$ 552,922*	*$ 505,000*	
4522	*Other Contract Customers*	*$ 55,000*	*$ 55,328*	*$ 55,000*	
	Other Revenues	$ 1,594,065	$ 1,599,965	$ 1,292,827	
452C	*Industrial Pretreatment Surcharge[3]*	*$ 220,000*	*$ 215,900*	*$ 220,000*	
452D	*Sewer Connection Fees*	*$ 100,000*	*$ 100,000*	*$ 100,000*	
4453	*Septage Haulers Licenses*	*$ 1,500*	*$ 1,500*	*$ 1,500*	
4516	*Septage Disposal Fees*	*$ 325,000*	*$ 325,000*	*$ 325,000*	
4121	*Nitrogen Credits[4]*	*$ 351,824*	*$ 351,824*	*$ 77,701*	
4901	*Investment Income[5]*	*$ 100,000*	*$ 110,000*	*$ 110,000*	77712+11
4051	*Interest on Delinquent Accounts[6]*	*$ 65,000*	*$ 65,000*	*$ 65,000*	
489F	*Reimbursement for Indirect Expenses[7]*	*$ 430,741*	*$ 430,741*	*$ 393,626*	
XXXX	Transfer from Fund Balance - Replacement Reserve[8]	$ 850,000	$ -	$ 850,000	$ -
4513	Allowance for Uncollectibles[9]	$ (268,000)	$ (276,000)	$ (280,000)	
4513	Adjustments	$ (100,000)	$ (100,000)	$ (100,000)	
	TOTAL	$ 17,505,365	$ 17,146,526	$ 17,866,853	

[1] Rate increase $5 residential; $7 commercial; $0.13/1000 gallons commercial consumption per WPCA Financial Model.
[2] Billed on actual metered wastewater flow. Varies based on audited expenditures.
[3] Assumes no change in IPP rates although WPCA Financial Model recommends increase to meet future debt service requirements.
[4] CTDEEP proposed credit price for FY17-18.
[5] Per Comptroller.[6] Per Comptroller.
[7] Salaries, benefits and other direct costs for WPCA support services, City Sewer Use Fee, IPP/FOG billing and stormwater O&M.
[8] Nets out in replacement reserve on expenditures sheet and is only an administrative exercise.
[9] Assumes 98.2% collection rate per Tax Collector's Office. May decrease based upon economic conditions.

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
FY 2017-18 Operating Budget Summary

EXPENDITURES (224062)

ACCOUNT	DESCRIPTION	APPROVED FY 16-17	PROJECTED ACTUAL FY 16-17	PROPOSED FY 17-18
	Personnel/Benefits	**$ 564,958**	**$ 487,391**	**$ 564,958**
5110	*Salaries[1]*	*$ 361,372*	*$ 315,992*	*$ 361,372*
5428	*Benefits*	*$ 192,611*	*$ 168,424*	*$ 192,611*
5120	*Overtime*	*$ 10,000*	*$ 2,000*	*$ 10,000*

5150	*Longevity*	*$*	*975*	*$*	*975*	*$*	*975*
5258	**Operations & Maintenance Fees**[2]	**$**	**5,597,910**	**$**	**5,545,913**	**$**	**5,674,831**
5651	**Indirect Expenses**[3]	**$**	**576,171**	**$**	**576,171**	**$**	**647,286**
5241	**Electricity**[4]	**$**	**1,412,700**	**$**	**1,412,700**	**$**	**1,426,827**
	Professional Services	**$**	**200,000**	**$**	**432,839**	**$**	**360,000**
5298	*Contract Monitoring*	*$*	*125,000*	*$*	*125,000*	*$*	*285,000*
5298	*Engineering Consulting*	*$*	*75,000*	*$*	*307,839*	*$*	*75,000*
5252	**Legal Services**[5]	**$**	**200,000**	**$**	**300,000**	**$**	**400,000**
	Administration	**$**	**64,000**	**$**	**64,000**	**$**	**64,000**
5286	*General Office*	*$*	*12,000*	*$*	*12,000*	*$*	*12,000*
5286	*Billing Costs*	*$*	*8,000*	*$*	*8,000*	*$*	*8,000*
5245	*Telephone*	*$*	*24,000*	*$*	*24,000*	*$*	*24,000*
5741	*IT Hardware*	*$*	*20,000*	*$*	*20,000*	*$*	*20,000*
5235	**Professional Dues/Memberships**	**$**	**10,000**	**$**	**10,000**	**$**	**10,000**
5295	**Training/Conferences**	**$**	**6,000**	**$**	**6,000**	**$**	**6,000**
5418	**Property Insurance/Liability Premium Worker's Compensation**[6]	**$**	**223,622**	**$**	**223,622**	**$**	**212,121**
5789	**Replacement Reserve - Wilton's portion per agreement**	**$**	**-**	**$**	**-**	**$**	**-**
5789	**Replacement Reserve - Norwalk**[7]	**$**	**3,266,443**	**$**	**-**	**$**	**3,226,080**
5521	**Debt Service - Principal**	**$**	**4,542,428**	**$**	**4,542,428**	**$**	**4,561,154**
5522	**Debt Service - Interest**	**$**	**841,133**	**$**	**841,133**	**$**	**713,595**
		TOTAL $	**17,505,365**	**$**	**14,442,197**	**$**	**17,866,853**

[1] *Includes step increases. No COL increases.*

[2] *Assumes CPI increase of 2.0% and nitrogen credit share of $18,000 as per Amendment #2.*

[3] *Salaries, benefits and other direct costs for City support services including Finance Department (Tax Collector, Tax Assessor, Comptroller, IT, and Management & Budgets). Also includes allocation for DPW management.*

[4] *Assumes 1% increase over previous year.*

[5] *Legal fees are higher due to MLP litigation.*

[6] *Per Finance Department.*

[7] *Includes $850K transfer from fund balance (shown on revenue sheet). Replacement reserve funded at $2,376,080. Funds to be used for rate stabilization in future years related to multiple collection system projects and Phase III solids handling facility project included in WPCA Financial Model.*

tyler technologies

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Moraine, Ohio 45439
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April 26, 2017

Mr. Benjamin Luce
Purchasing Agent
Purchasing Department, Room 103
125 East Avenue
Norwalk, Connecticut 06865

Re: Appraisal Services - Property Revaluation, RFP #3735

Dear Mr. Luce:

Thank you for the opportunity for Bob Marshall and Melissa Baer to meet with the evaluation committee regarding the above referenced RFP. As discussed, Tyler Technologies' CLT Appraisal Services is providing a revised fee for the 2018 Revaluation Services, including the following options from the City's RFP. Additionally, we will include Tyler Technologies' Verify Sketch Validation services.

The total fixed fee for the revised scope will be **Six Hundred Eighty Thousand Dollars ($680,000)**.

The following RFP options are included:

Part 1 - Data collection including measuring and interior inspection of real property within the City of Norwalk. Collecting site and external data relevant to property values. Data collection of all significant market activity of real property within the city.

Option 1: 7,500 Parcels consisting of approximately:
- Residential 4,500 parcels
- Commercial 550 parcels
- Sales 1,000 parcels
- Data Mailer 1,450 parcels

Part 2 - Valuation and review of all residential properties using all applicable established appraisal approaches to value. This will include: creation and mailing of real property valuation notices and assessment change notices, as well as scheduling and performing informal taxpayer appeal hearings.

Part 3 - Valuation and review of income-producing properties and other non-residential properties using all applicable established appraisal approaches to value. This will include: creation and mailing of real property valuation notices and assessment change notices, as well as scheduling and performing informal taxpayer appeal hearings.

Tyler Technologies' Verify Sketch Validation Services
This scope of work presents services for consideration by the City. The desired outcome is for the City to validate their existing active Vision Government Solutions – Vision 7 CAMA sketch vectors and related information are accurately depicted and complete to assure current and historic sketch vectors, which in turn generate building areas used in assessment calculations.

The scope of work, using the City's existing data sets and aerial photography, is for Tyler to take extracted building sketch vectors and aggregate, scale, locate to the parcel centroid and place the rendered building sketches over recent City provided orthophotography. Each building sketch will be rotated and placed over its associated structure and ranked for fit. This will be completed for all improved properties in the jurisdiction where sketch(s) exist, and a corresponding GIS parcel match is feasible.

The deliverable will be an ESRI shapefile and/or Geo database that includes all georeferenced sketches as a polyline/polygon layer. Metadata will be presented on the ranking of all sketches and software which will enable Tyler and the City to review exceptions for acting to correct or confirm.

This is meant to act as an addendum to Tyler's original proposal submitted on March 31, 2017. If there are any questions, please contact Melissa Baer or Bob Marshall. Bob can be reached by phone at 800-800-2581 x1506 or by email at bob.marshall@tylertech.com.

This proposal is effective for 90 days from submission.

Sincerely,

Gus Tenhundfeld

Gus Tenhundfeld
Inside Sales Manager

	Municipal Valuation Services	% of total	Vision Government Solutions	% of total	Tyler Technologies	% of total
Proposal Pricing - Part I (option #1)						
Exterior / Interior Inspections – 7500 parcels	$ 43,500	30%	$ 143,200	68%	$ 88,890	30%
Data Entry – 7500 parcels	$ 7,250	5%	$ 10,300	5%	$ 44,445	15%
Quality Control Program – 5%	$ 14,500	10%	$ 7,800	4%	$ 29,630	10%
Data Mailer – preparation & mailing – 100%	$ 43,500	30%	$ 32,800	16%	$ 44,445	15%
Data Mailer – Data Entry – 100%	$ 21,750	15%	$ 13,600	6%	$ 44,445	15%
Data Mailer – Field Verification – 100%	$ 14,500	10%	$ 1,700	1%	$ 44,445	15%
Total	**$ 145,000**	**100%**	**$ 209,400**	**100%**	**$ 296,300**	**100%**
Proposal Pricing - Part I (option #2)						
Exterior / Interior Inspections – 100%	$ 353,500	70%	$ 495,800	84%	$ 500,250	50%
Data Entry – 100%	$ 101,000	20%	$ 44,900	8%	$ 300,150	30%
Quality Control Program – 100%	$ 50,500	10%	$ 48,000	8%	$ 200,100	20%
Data Mailer – preparation & mailing – 5%	$ -	0%	$ -	0%	$ -	0%
Data Mailer – Data Entry – 5%	$ -	0%	$ -	0%	$ -	0%
Data Mailer – Field Verification – 5%	$ -	0%	$ -	0%	$ -	0%
Total	**$ 505,000**	**100%**	**$ 588,700**	**100%**	**$ 1,000,500**	**100%**
Proposal Pricing - Part II						
Development valuation models	$ 55,000	25%	$ 31,000	13%	$ 107,450	35%
Estimate market value of properties	$ 88,000	40%	$ 28,400	12%	$ 46,050	15%
Review all residential properties	$ 44,000	20%	$ 98,500	41%	$ 76,750	25%
Preparation of Documentation	$ 11,000	5%	$ 17,000	7%	$ 15,350	5%
Preliminary valuations for 9/01/2018	$ 11,000	5%	$ 42,000	17%	$ 30,700	10%
Final valuations for 11/01/2018	$ 11,000	5%	$ 25,200	10%	$ 30,700	10%
Total	**$ 220,000**	**100%**	**$ 242,100**	**100%**	**$ 307,000**	**100%**
Proposal Pricing - Part III						
Development of Direct Capitalization	$ 12,500	5%	$ 18,300	14%	$ 15,000	10%
Analysis of Income and Expense Forms	$ 50,000	20%	$ 27,900	22%	$ 30,000	19%
Development of Income Model	$ 75,000	30%	$ 10,900	8%	$ 30,000	19%
pplication of Income and Market Models to Each Property	$ 12,500	5%	$ 33,300	26%	$ 45,000	29%
Preliminary valuations for 10/01/2018	$ 75,000	30%	$ 18,200	14%	$ 15,000	10%
Final valuation model for 11/01/2018	$ 12,500	5%	$ 10,300	8%	$ 15,000	10%
Preparation of Documentation	$ 12,500	5%	$ 10,100	8%	$ 7,500	5%
Total	**$ 250,000**	**100%**	**$ 129,000**	**100%**	**$ 157,500**	**100%**
Proposal Pricing - Parts I through III						
Option #1	**$ 615,000**		**$ 580,500**		**$ 760,800**	
Option #2	**$ 975,000**		**$ 959,800**		**$ 1,465,000**	
Other Pricing						
Part II						
Fees for appraiser for narrative appraisals	$500 / appraisal		$115 / hr		$125 / appraisal	
Hourly fees for expert testimony in 2018	$250 / hr		$115 / hr		$175 / hr	
Part III						
Fees for appraiser for narrative appraisals	$2,500 - $10,000 / appraisal		$115 / hr		$150 / appraisal	
Hourly fees for expert testimony in 2018	$250 / hr		$115 / hr		$200 / hr	

NORWALK
The Sound of Connecticut

DEPARTMENT OF FINANCE

PURCHASING DIVISION

RE: RFP #3735 Appraisal Services – Property Revaluation for the City of Norwalk

The City of Norwalk's Purchasing department, along with the RFP evaluation and selection committee, recommends that Tyler Technologies receives a contract in the amount of $680,000 to assist the Assessor's office with real property valuation for the 2018 Grand List.

The City of Norwalk (along with all municipalities in the state of Connecticut) is required to conduct a property revaluation every five years per CT General Statute § 12-62 (2012) in order to secure a more equitable distribution of the tax burden, to bring the assessment level up to date, and to modernize assessment procedures. Norwalk most recently completed a revaluation in 2013 (a full valuation completed by Vision Government Solutions), with our next revaluation due in 2018. The City contracts the services of an appraisal firm to assist the Assessor's office with this undertaking.

A Request for Proposals (RFP) was issued on March 6, 2017 for appraisal consulting services to assist the Assessor with real property valuation (RFP #3735), and the City received three (3) proposals from the following firms: Tyler Technologies, Vision Government Solutions and Municipal Valuation Services. The City requested proposal pricing for two options – option one is a partial inspection of 7,500 parcels and option #2 is a full inspection of approximately 29,000 parcels (a summary of the pricing for both options is shown below):

Firm	Option #1	Option #2
Vision Government Solutions	$580,500	$959,800
Municipal Valuation Services	$615,000	$975,000
Tyler Technologies	$760,800	$1,465,000

A selection committee consisting of Councilman Tom Livingston, Councilman John Kydes, Assessor Michael Stewart, Assistant Assessor Bill O'Brien, Director of Finance Robert Barron and Purchasing Agent Ben Luce interviewed the three firms for one hour each on Friday, April 21.

Vision Government Solutions proved to be capable of completing the revaluation, but they did not offer any new technology solutions from the 2013 revaluation. The size of Municipal Valuation Services was a concern (not large enough), they did not offer any technology based solutions, and their methods seemed to be subjective rather than objective – which is required for a revaluation. Tyler offered a technology solution – Verify Sketch Validation – which allows for more value to be captured even when "entry" into a structure is not available, although this feature was not included in their base bid but could be included for approximately $20,000. The Verify Sketch Technology is used to verify the accuracy of property sketches in the City's computer-assisted mass appraisal (CAMA) system, which allows the City to capture any additions or new structures on a property and update the value of the property accordingly. Tyler also had better data mailers that include more information and receive a higher response rate than the other two firms.

The committee was leaning towards a full inspection (Option #2) due to the belief that values would be more defensible for the City, but Tyler Technologies made a compelling case that partial inspection (Option #1) was in the best interest of the City given the advances in technology that have occurred since the last revaluation in 2013, and the superior data mailers that they issue versus their peers. It was the committee's belief that Tyler was the best choice of the three firms, but it could not accept their price for Option #1 of $760,800 given that it was $180,300 higher than the lowest bid. The committee decided that if Tyler would agree to a reduced price of $680,000, and include the Verify Sketch Validation in that price, then the City would award the contract to Tyler.

Tyler responded in a formal letter on April 26, 2017 that they would agree to the reduced price of $680,000, which included the Verify Sketch Validation. The committee believes that Tyler will deliver the most value for the City versus the other two firms, and the City is saving money by going with the partial revaluation versus the full revaluation.

Regards,

Ben Luce

Purchasing Agent

CITY OF NORWALK
Department of Information Technology

NORWALK
The Sound of Connecticut

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: Electronic Document Management System

Date: April 27, 2017

Departments are required to maintain documents, maps and other printed materials for long periods of time. The result is file cabinets and storage areas filled with archive materials. Moreover, staff spends significant time locating these historical documents related to infrastructure, permits, parcels and the like.

Norwalk IT requested and received $135,000.00 funding in its 2015/2016 capital budget for a phase 1 Electronic Document Management System. The goal of this project is to increase efficiency, reduce costs related to filing and storage, improve document access and sharing, provide disaster recovery, improve business continuity, and reduce the costs associated with lost documents and audit. The objective was to find an Electronic Document Management solution that could be easily integrated to existing and future software applications, like GIS, as well as capture email, Microsoft office documents, and offline scanned documents and maps/plans.

In November, 2015, Norwalk submitted a letter of interest to the Capital Region Council of Government (CRCoG) to participate in a Nutmeg Network Electronic Document Management demonstration program funded by the CT OPM's Regional Performance incentive Program (RPIP). Norwalk was selected as one of 8 towns to participate in this pilot program. The project intention was to provide a pilot program for the pilot communities with a cooperatively purchased Electronic Document Management System (EDMS) that would be hosted at the Connecticut Center for Advanced Technology.

Business requirements scoping and RFP development, solicitation and other administrative functions were paid for by the grant and performed by CRCoG with the municipalities input and review. Norwalk's IT and DPW departments participated in the process. The RFP was released in May of 2016. Ten vendors submitted responses to the RFP. After vendor demos, interviews, reference checking, and a great deal of discussion, the municipal teams narrowed the field down to one document management product and two implementation partners. Prime AG Group was ultimately selected in early 2017 by the municipalities to implement the ImageSoft document management system.

Contract and pricing terms were negotiated by the CRCoG teams. Because Norwalk is a pilot municipality, our base software and implementation costs are offset by 50% by the RPIP Grant. Annual maintenance and hosting costs are not included in the grant. The cost of the base system is $16,000.00 plus $3,250.00 for mobile device (tablet) integration for a total of $19,250.00. The base system includes integration with GIS, email, Microsoft office documents, and offline scanned documents and maps/plans. It also includes an Agenda Management system.

The base system *does no*t include integration with the City's VISION Assessor CAMA system or the City's MUNICITY Building and Zoning Permit System. Norwalk considers integration between these applications and a document management system to be key and has developed budget numbers with the vendors of approximately $30,000 per application interface developed.

The contracting entity for the software and implementation is CRCog; Norwalk needs to execute a side-letter agreement with CRCoG in order to move forward with implementing the EDMS system.

The ITT Committee unanimously approved the project at its May 5, 2017 meeting.

The specific action requested is:

1a) Authorize the Mayor, Harry W. Rilling, to sign a Letter of Agreement regarding the agreement of Prime AE Group, Inc., The Capital Region Council of Governments (CRCOG), and the City of Norwalk as one of the members of the IT Services Cooperative, for an Electronic Document Management System, commencing June 29, 2017 and ending June 30, 2022 with additional three-year options to renew.

1a) Authorize the Purchasing Agent to issue purchase orders to The Capital Region Council of Governments for base Software Licenses, implementation, and hosting services for Phase I Electronic Document Management Systems at a cost not to exceed $19,250.00 and additional customized interfaces and workflows not to exceed $60,000 (total $79,250.00) account 09160600-5777-C0375. Budgeted IT capital project; no special appropriation required.

And forward onto the Common Council for further action.

Atts: ITT Approval Form

CRCOG EDMS Phase 1 Features and Modules.

City of Norwalk

Information Technology Department
125 East Ave., Rm203
Norwalk, CT 06850
Phone: 203-854-7714 Fax:203-854-7803

ITT Request Form

Electronic Document Management Project. Phase 1

Request Number: EDMS-1 Modification Number : 0 Date of Request: 03-May-17

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES **CONSISTENT WITH CITY TECHNOLOGY PLAN:** Yes

BUDGET ACCOUNT: 19160600-5777-C0375

VENDOR DATA

Capital Region Council of Government

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1	All licenses and services to	implement ImageSoft & partner	Prime per CRCOG costing model	$19,250.00	$19,250.00
2	Additional custom interfaces			$30,000.00	$60,000.00
					$0.00
					$0.00
					$0.00
				Shipping	
				Total Price	$79,250.00

Date Presented: 03-Sep-17 **Date Approved:** 03-May-17

PROJECT EDMS-1 **ITT Signature:** signature on file

CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
Working together for a better region.

Electronic Document Management System (EDMS) Phase 1 Features and Modules

Base EDMS System

- Electronic document management system hosted at CCAT data center
- Includes full document capture, indexing and retrieval, storage and archiving features

Additional Features and Modules

- Integration with Outlook
- Integration with MS Office
- Integration with GIS
- Document Retention – Manage compliance with retention requirements
- Advanced Capture – Automatically index documents based on identified field(s)
- Agenda Management – Automates approval, assembly and distribution of agenda and minutes
- ICR/OCR - Intelligent Character Recognition/Optical Character Recognition. Allows for data recognition from an image or handwritten characters
- Reporting Services – A system management tool that tracks system usage data and performance data.
- Signature Pad – Module for applying digital signatures to documents
- Public Sector Web Constituent Access – Browser based access to documents. Can be used by internal users as well as external
- Workflows - Business process automation. The specific workflows to be developed in Phase 1 will be determined by participating pilot municipalities based on needs assessment consultations, pricing and complexity.
- Employee File Management (Optional)
- Possible – integration with Municity/Viewpermit (based on pricing and complexity)

NORWALK
The Sound of Connecticut

CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: Email Archive System

Date: April 27, 2017

The City receives/sends approximately 6,000 emails a day with external sources. These transactions do not include the thousands of internal emails between City employees and other authorized City email users.

Emails are considered public records if they are sent or received in the conduct of the public business. Emails are subject to disclosure under FOIA, a court action, or an audit, and require treatment in the same manner as any other recorded information. Retention of email is based on the **content** of the message, not the media type, and emails must be retained according to the equivalent **content** type.

In practice, with the exception of spam or junk mail, it's fair to say that very few users evaluate the content of each email and delete or keep it based on content type and its associated retention requirement. The vast majority of email users keep every email longer than needed because of the time and effort involved to evaluate the content of the volume of email correspondence received each day. This is not unique to Norwalk or the public sector.

Users regard inboxes as filing cabinets, storing emails and attachments in this one place, rather than moving the attachments to a corresponding network folder. Many users create multiple folders within email to store correspondence by category, date, or sender. This storage methodology contributes toward the nearly 500 gigabytes of email storage Norwalk maintains and backups for protection against loss.

The level of complexity and degree of thoroughness required by FOI requests, subpoenas for emails, and litigation hold have significantly increased over the past 24 months. The tools we have at our disposal are insufficient to respond in a timely manner and moreover, take up significant amounts of staff time to quickly produce, in particular email of former employees. IT initially identified this situation as a growing concern in the 2015 capital budget development cycle.

In December, 2016, IT released an RFQ for an email management archiving system. Key elements of this system would address the need more efficient storage and retrieval of email for both short and long term (legacy employee), ease the burden on IT in responding to FOIA requests, enhance logging and auditing capabilities for both internal and external email, ability to set expiration date warnings, and other management and reporting tools.

Seven vendors responded, proposing both on-premise and cloud solutions, and four were interviewed. Responses were rated on a number of factors including: feature richness; municipal references; data kept in US borders; ISO cloud certification; compatibility with existing systems; cost; ease of use for non-technical types; simple/fast/robust searching and retrieving; ability to meet CT State Librarian archive requirements. The IT evaluation team selected CDR Solutions proposed Mimecast cloud solution.

The ITT Committee unanimously approved this project at its February 1, 2017 meeting.

The specific action requested is:

Authorize the Mayor, Harry Rilling, to execute an agreement with CDR Solutions for email archiving system for an amount not to exceed $34,250.00, account 09150600-5777-C0375 (budgeted IT capital project; no special appropriation required) and forward onto the Common Council for further action.

Att: ITT Approval Form

RESOLUTION MAKING APPROPRIATIONS FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING $120,718,000 FOR THE 2017-2018 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF 120,080,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE 2017-2018 CAPITAL BUDGET.

RESOLVED:

Section 1. Appropriations aggregating $120,718,000 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") below. 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 follows:

Fire			
	SCBA Airpaks	360,000	
	Building Repairs Various Stations	35,000	
	Fairfield Ave Construction Match	475,000	
	Vehicle Replacement	75,000	
Subtotal Fire			$ 945,000
Public Works			
	Paving Management Program	5,000,000	
	Sidewalks & Curbing	975,000	
	Perry Ave Bridge Over Norwalk River	233,000	
	Safe Routes To School	250,000	
	James Street Bridge	705,000	
	Footpath Replacement	100,000	
	Pavement Markings & Signage	175,000	
	Projected Crosswalks/Warnings	50,000	
	Pavement Markings For Biking	50,000	
	Seaview Ave Improvements	200,000	
	General Drainage	250,000	
	Watercourse Maintenance	500,000	
	Tree Planting General	50,000	
	Fleet Replacement	665,000	
	Transfer Station	21,000	
	DPW Center Repairs	17,000	
	Main Library Repairs	158,000	
	Energy Conservation	56,000	
	City Hall Repairs	195,000	
	Various City Buildings Capital Repairs	20,000	
	Sidewalk Curb	25,000	
Subtotal Public Works			9,695,000

Parking			
	Parking Facilities	781,000	
	Revenue Control Equipment	287,000	
Subtotal Parking			1,068,000
WPCA			
	Pump Station Upgrade	250,000	
	Collection System Rehab	1,000,000	
	SCADA & I&C Systems	100,000	
	Solids Handling Facility	7,000,000	
	WWTP Miscellaneous Upgrades	1,000,000	
Subtotal WPCA			9,350,000
Board of Education			
	District Technology	650,000	
	District Paving	350,000	
	BOE Capital Repairs	200,000	
	BOE Nathaniel Ely School	41,912,000	
	Ponus Ridge School	43,349,000	
	Curriculum Materials & Textbooks	252,000	
	Facilities Master Plan	6,358,000	
Subtotal Board of Education			93,071,000
Recreation & Parks			
	Backstops And Fencing	50,000	
	Basketball & Tennis Courts	50,000	
	School & Park Playgrounds	175,000	
	Calf Pasture	40,000	
	Cranbury Park	260,000	
	Vet Park	1,900,000	
	Tree Planting	50,000	
	Open Space Fund	50,000	
	Wallace Bell Parks Garage	25,000	
	Vehicles	84,000	
	Malmquist Field Aux Parking	100,000	
	Paving Sidewalk Projects	60,000	
Subtotal Recreation & Parks			2,844,000

Library			
	Norwalk Newspaper Digitization	21,000	
	Strategic Plan Library	35,000	
	Innovation Place Headquarters	25,000	
	SONO Branch Repurposing	55,000	
	Library Signage	10,000	
Subtotal Library			146,000
Historical Commission			
	LMMM Roof Leak Repair	150,000	
	Mathews Park Building	15,000	
	LMMM Improvement Project	500,000	
	Cemetery Site Work	15,000	
	Mill Hill Master Plan	178,000	
	Museum Collection Archive	10,000	
	Lockwood House Ada Access	107,000	
	WPA Murals	15,000	
Subtotal Historical Commission			990,000
Redevelopment Agency			
	Wall Street Improvement	1,000,000	
	Affordable Housing	250,000	
	50 Washington St Plaza	300,000	
Subtotal Redevelopment Agency			1,550,000
Information Technology			
	City Technology	398,000	
Subtotal Information Technology			398,000
Health			
	Health Building Upgrades	28,000	
Subtotal Health			28,000
Human Relations			
	Ada Compliance	250,000	
Subtotal Human Relations			250,000
Sixth District			
	Sixth District	300,000	
Subtotal Sixth District			300,000
Capital Budget 2017-18			120,718,000

Section 2. To meet such portion of the appropriation for each Department not funded from other sources, a maximum of $120,080,000 bonds of the City are hereby authorized to be issued to fund the Projects set forth below:

Fire			
	SCBA Airpaks	360,000	
	Building Repairs Various Stations	35,000	
	Fairfield Ave Construction Match	475,000	
	Vehicle Replacement	75,000	
Subtotal Fire			945,000
Public Works			
	Paving Management Program	4,362,000	
	Sidewalks & Curbing	975,000	
	Perry Ave Bridge Over Norwalk River	233,000	
	Safe Routes To School	250,000	
	James Street Bridge	705,000	
	Footpath Replacement	100,000	
	Pavement Markings & Signage	175,000	
	Projected Crosswalks/Warnings	50,000	
	Pavement Markings For Biking	50,000	
	Seaview Ave Improvements	200,000	
	General Drainage	250,000	
	Watercourse Maintenance	500,000	
	Tree Planting General	50,000	
	Fleet Replacement	665,000	
	Transfer Station	21,000	
	DPW Center Repairs	17,000	
	Main Library Repairs	158,000	
	Energy Conservation	56,000	
	City Hall Repairs	195,000	
	Various City Buildings Capital Repairs	20,000	
	Sidewalk Curb	25,000	
Subtotal Public Works			9,057,000
Parking			
	Parking Facilities	781,000	
	Revenue Control Equipment	287,000	
Subtotal Parking			1,068,000

WPCA			
	Pump Station Upgrade	250,000	
	Collection System Rehab	1,000,000	
	SCADA & I&C Systems	100,000	
	Solids Handling Facility	7,000,000	
	WWTP Miscellaneous Upgrades	1,000,000	
Subtotal WPCA			9,350,000
Board of Education			
	District Technology	650,000	
	District Paving	350,000	
	BOE Capital Repairs	200,000	
	BOE Nathaniel Ely School	41,912,000	
	Ponus Ridge School	43,349,000	
	Curriculum Materials & Textbooks	252,000	
	Facilities Master Plan	6,358,000	
Subtotal Board of Education			93,071,000
Recreation & Parks			
	Backstops And Fencing	50,000	
	Basketball & Tennis Courts	50,000	
	School & Park Playgrounds	175,000	
	Calf Pasture	40,000	
	Cranbury Park	260,000	
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	Vehicles	84,000	
	Malmquist Field Aux Parking	100,000	
	Paving Sidewalk Projects	60,000	
Subtotal Recreation & Parks			2,844,000
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	Lockwood House Ada Access	107,000	
	WPA Murals	15,000	
Subtotal Historical Commission			990,000
Redevelopment Agency			
	Wall Street Improvement	1,000,000	
	Affordable Housing	250,000	
	50 Washington St Plaza	300,000	
Subtotal Redevelopment Agency			1,550,000
Information Technology			
	City Technology	398,000	
Subtotal Information Technology			398,000
Health			
	Health Building Upgrades	28,000	
Subtotal Health			28,000
Human Relations			
	Ada Compliance	250,000	
Subtotal Human Relations			250,000
Sixth District			
	Sixth District	300,000	
Subtotal Sixth District			300,000
Capital Budget 2017-18			120,080,000

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 Director of Finance 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 Director of Finance, bear the City seal or a facsimile thereof, be payable at a bank or trust company designated by the Director of Finance, 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 Pullman & Comley, LLC, Attorneys at Law. 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 Director of Finance, subject to the final approval of the President of the Common Council, the Majority Leader of the Common Council, the Minority Leader of the Common Council, and the Chairman of the Finance Committee of the Common Council, or any two of them (the "Committee"), the authority to determine the number of series to be issued, the principal amount of the 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 Director of Finance 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 Finance Director, subject to the final approval by the Committee. The Mayor and the Director of Finance 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 Director of Finance 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 Director of Finance, be executed in the name of the City by the manual or facsimile signatures of the Mayor and the Director of Finance, have the City seal or a facsimile thereof affixed, be certified by a bank or trust company designated by the Director of Finance, and be approved as to their legality by Pullman & Comley, LLC 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 Director of Finance, 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 Director of Finance shall determine. The Mayor and Director of Finance 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, Director of Finance 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) above. 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, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution 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 Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of Tax Exempt Obligations. The Director of Finance 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 Director of Finance are hereby authorized, on behalf of the City, to enter into agreements or otherwise covenant for the benefit of bondholders 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 Director of Finance 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.