FINANCE/CLAIMS COMMITTEE MEETING
Thursday, April 14, 2022, 7:00 P. M.
By Zoom Virtual Teleconference:

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

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

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

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

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

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

To take part in public participation:
https://www.norwalkct.org/1913/Meeting-Notices

AGENDA

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

   March 10, 2022 – Regular Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated: April 14, 2022
6. Narrative on Tax Collections dated April 7, 2022 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated March 2022– Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for January and February 2022.
9. Authorize the Mayor, Harry W. Rilling to execute the Grant Assignment Certification, SFY 2023 assigning State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program apportioned funds to operation of transportation services coordinating entity, Norwalk Transit District.
10. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut for grant funds provided under the State of Connecticut's Local Capital Improvement Fund for Local Capital Improvement Program ($648,140-2022 Entitlement).

11. RESOLUTION: requesting for various Department of Public works public improvements projects aggregating in the amount of $9,759,820 from the ARPA (American Rescue Plan Act) fund. Accounts: 134010-5796-APW01 DRG2021-1 DREAMY HOLLOW BETTS; 134010-5796-APW02 GLENDENNING STREET STORM SEWER; 134010-5796-APW03 GLENWOOD AVENUE STORM SEWER; 134010-5796-APW04 DRG2022-1 LOCKWOOD LANE HEATHE; 134010-5796-APW05 GENERAL DRAINAGE-VARIOUS CITY; 134010-5796-APW06 STORMWATER MANAGEMENT PLAN; 134010-5796-APW07 COASTAL RESILIENCY CITYWIDE; 134010-5796-APW08 TREE PLANTING DPW CITYWIDE; 134010-5796-APW09 GREEN INFRASTRUCTURE CITYWIDE

12. RESOLUTION: requesting for Community Service projects aggregating in the amount of $2,000,000 from the ARPA (American Rescue Plan Act) fund to address ongoing public health needs. Accounts: 132010-5796-ACS01 NORWALK COMMUNITY RECOVERY and 132010-5796-ACS02 COMMUNITY SERVICES DIRECT PROGRAM.

13. RESOLUTION: requesting for Economic and Community Development ARPA Projects aggregating in the amount of $8,178,750 from the ARPA (American Rescue Plan Act) fund. Accounts: 133710-5796-AEC01 WALL STREET CONSTRUCTION; 133710-5796-AEC02 MOBILITY SIDEWALK AND BIKE; 133710-5796-AEC03 COMPLETE STREETS; 133710-5796-AEC04 PROJECT MANAGER; 133710-5796-AEC05 BUSINESS COVID ASSISTANCE; 133710-5796-AEC06 REDEVELOPMENT SMALL BUSINESS; 133710-5796-AEC08 CAPITAL ACCESS MANAGER MICROLO; 133710-5796-AEC09 WMBE GRANTS TO SMALL BUSINESS; 133710-5796-AEC10 INNOVATION GRANTS FOR START UP; 133710-5796-AEC11 PERMITTING AND LICENSING SOFTW; 133710-5796-AEC12 DIGITIZING DOCUMENTATION; 133710-5796-AEC13 BUSINESS NAVIGATION ONLINE; 133710-5796-AEC14 ADMINISTRATOR FOR ARP; 133710-5796-AEC15 PERMIT COORDINATOR; 133710-5796-AEC16 EVENT IMPLEMENTATION PROGRAM; 133710-5796-AEC17 TREE PLANTING PROGRAM; 133710-5796-AEC18 TREE PLANTING SIDEWALK; 133710-5796-AEC19 CLIMATE ACTION PLAN; 133710-5796-AEC20 REDEVELOPMENT MARTIME AQUARIU; 133710-5796-AEC21 HARBOR USE PLAN STUDY; 133710-5796-AEC22 AFFORDABLE HOUSING PLAN;133710-5796-AEC22 SOUTH NORWALK SCHOOL SIDEWALKS

14. RESOLUTION: requesting for Broadband fiber optic cable network project in the amount of $100,000 for legal costs from the ARPA (American Rescue Plan Act) fund. Accounts: 131340-5796-AFN01 BROADBAND FIBER OPTIC

15. Receive Board of Estimate and Taxation Other Business from April 4, 2022:

    a. Adoption of the Tentative FY2022-2023 Operating Budget

    b. Discuss and approve FY 2022-2023 Parking Authority Budget as revised.

    c. Discuss and Approve FY 2022-2023 Water Pollution Authority Budget.

    d. Appointment of Auditors to audit Fiscal Year 2022.

16. Adjournment.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
VIA TELECONFERENCE
MARCH 10, 2022

ATTENDANCE: Greg Burnett, Chair; Nora Niedzielski-Eichner, David Heuvelman, Tom Keegan, Diana Revolus, Jenn McMurrer, John Kydes (7:45 pm)

STAFF: Lisa Biagiarelli, Tax Collector, Chitsamay Lam, Comptroller; Henry Dachowitz, Chief Finance Officer
OTHERS: Gino Gatto, Fire Chief; Mark Conte, Assistant Fire Chief

CALL TO ORDER

Chairman Burnett called the meeting to order at 7:03 p.m., and called the roll. He acknowledged the above members in attendance, (as appeared on the Zoom meeting screen), and stated that a quorum was present.

PUBLIC PARTICIPATION

Mr. Burnett reported there were no emails or correspondence, or members of the public requests for participation.

ACCEPTANCE OF MINUTES

Approve the Minutes of the following Finance Committee Meetings:

February 10, 2022 – Regular Meeting

Mr. Burnett noted the following corrections to the minutes: Pg.2 Change Pickens to Dickens in paragraphs 4-5; Pg.3: paragraph 6 insert 'said' after Rilling; Sentence 3 correct 'Rillng' to Rilling and change 'gave' to 'have.' Following sentence 5: change counsel to Committee.

**** MS. REVOLUS MOVED TO ACCEPT THE MINUTES OF REGULAR MEETING OF FEBRUARY 10, 2022 AS AMENDED WITH CORRECTIONS AS NOTED.**
**** THE MOTION PASSED UNANIMOUSLY**.

February 17, 2022 – Minutes - Public Hearing and Special Meeting

**** MS. REVOLUS MOVED TO ACCEPT THE MINUTES OF SPECIAL MEETING PUBLIC HEARING OF FEBRUARY 17, 2022 AS SUBMITTED.**
**** THE MOTION PASSED UNANIMOUSLY.**

Claims Committee: Receive the monthly Claims Report; review and approve claims as required for Claims Report dated March 10, 2022.

Ms. Biagiarelli reported there were three claims needing approval—two were overpayments and one was a special abatement. She referred to the claims page of her report and explained the abatement was for Rowayton Senior Housing based on a 40 yr. term income level.

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

Narrative on Tax Collections dated March 10, 2022 – Receive Report and discuss.

Ms. Biagiarelli reported that collections were 97.7% of current levy as of the end of February. She referred to the Narrative as contained in the agenda packet and reported all was going well operationally with the renewal of health permits and enforcement activities on target. She reported the tax sale ended with sale of 234 of 240 properties resulting in revenue of $8.6 million on the sale. The next sale will be 2023 and staff will be beginning the work involved this fall.

Mr. Niedzielski-Eichner asked about the deeding of the sold properties, and Ms. Biagiarelli explained the process of public auction of properties sold and deeded to the highest bidders. She further explained there is only one unsold property that the City has claimed the deed.

Monthly Tax Collector's Reports dated February 2022– Receive Report and discuss.

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

Ms. Biagiarelli noted that she will not be in attendance for the April meeting, as she will be on vacation. Mr. Al Palumbo, Assistant tax Collector will attend the meeting in her absence.

Receive Oak Hills Authority monthly Financial Statements for January 2022.

There was no one in attendance to represent Oak Hills Authority. Mr. Burnett noted that this would be added to the agenda for next month's meeting.

Update from the Tax Assessor's Office on Senior Tax Relief Program and preparation for City of Norwalk revaluation.

Mr. William Ford presented the item and referred to the charts in the agenda packet. Ms. Niedzielski-Eichner asked if this was state and local tax relief overlap, and Mr. Ford replied that yes, seniors do get both. He explained it was 50-50 state/city reimbursement but that the state part is going away.

Ms. Revolus asked if there was mortgage relief for transfer of ownership to families. Mr. Ford answered that this is based upon taxes paid. He added that he is not in a position to provide tax advice, but there may be trust funds that could be set up, and local agencies such as Senior Centers could provide tax advice referrals for families.

There was discussion on how this is communicated to seniors, and if there are strings attached to those homeowners. Mr. Ford explained that applications are mailed, it is posted on the City website, and there is a two-year renewal for the program.

There was further discussion on the values of residential versus commercial property. Mr. Ford explained that both are rising in value, but that commercial has raised at a lower rate compared to residential. He further explained the factors that go in to the property evaluations, city services such as police, schools, etc. that are factored in to the value formula equation.

Mr. Heuvelman asked about the Tax Assessor's Office role and if there was a primer on how the office operates. Mr. Ford gave an overview of the Tax Assessor's role relative to the levy process for property revaluations, both commercial and residential, and an overview of personal property tax. Mr. Dachowitz added that it is a complex process that cannot be done in isolation, as there are many factors that must be taken into account.

Mr. Ford explained the audit process that crosses over fiscal years and although costs are budgeted in 2022-23 revenue is reflected in 2023-24 fiscal year. He added that there are contracted services based on an RFP for a company to provide the best services and pricing for the City.

Mr. Burnett added that this education is very important for this Committee and equally important for the public. He asked that the RFP include an educational element to provide tax payers with explanations of how the revaluation process is done.

RESOLUTION:

Requesting Special Emergency Funding from the ARPA Fund in the amount of $301,066 for the Fire Department to carry out Emergency repairs at Fire Station No. 1 at 90 New Canaan Avenue.

Fire Chief Gatto, and Assistant Fire Chief Conte provided an overview of the background of a dispute with the contractor for work uncompleted and code violations that occurred with the project over the past few years.

There was discussion over the scope of the revised project since walls are now open and repairs can be done properly. Deputy Chief Conte explained that ventilation issues and HVAC problems can be corrected with the project as outlined. Mr. Heuvelman asked about pending legal action with the former contractor, and Chief Gatto replied that nothing has been paid to the previous contractor.

There was further discussion on ARPA Funds for the City. Mr. Dachowitz replied that ARPA funds have been allocated, and due to actual expenses, there are funds leftover that the Mayor recommended be used for this project. He added that $39 million has been allocated to the City along with $27 million to the Board of Education. He explained that Capital Projects have been developed and approved for the City's funding, but he has not seen the funding plans from the Board of Education.

**** MR. HEUVELMAN MOVED TO ADOPT THE RESOLUTION AND FORWARD ON TO THE COMMON COUNCIL FOR APPROVAL:**

REQUESTING SPECIAL EMERGENCY FUNDING FROM THE ARPA FUND IN THE AMOUNT OF $301,066 FOR THE FIRE DEPARTMENT TO CARRY OUT EMERGENCY REPAIRS AT FIRE STATION NO. 1 AT 90 NEW CANAAN AVENUE.
**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

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

The meeting was adjourned at 8:27 p.m.

Respectfully Submitted,
M. Knox
Telesco Secretarial Services

AGENDA

APRIL 14th 2022

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE | APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON

MOTOR VEHICLE

AVALOS ADRIANA	20-MV-303683	$17.73	PRORATION
BAMFORD DONNA R	20-MV-304275	$227.22	PRORATION
BASTIEN MYRTHA	19-MV-305104	$209.76	PRORATION
	20-MV-304865	$191.02	PRORATION
CAB EAST LLC	20-MV-308457	$258.91	PRORATION
COUNTY CONSTRUCTION INC	18-MV-314666	$20.55	PRORATION
DAIMLER TRUST	20-MV-403598	$210.01	PRORATION
DAIMLER TRUST	20-MV-315261	$413.74	PRORATION
	20-MV-315431	$486.68	PRORATION
ELMAJDOUBI KHAOULA	20-MV-319776	$236.73	PRORATION
EVEREST MARBLE LLC	18-MV-321289	$1,298.32	PRORATION
	19-MV-321425	$1,343.63	PRORATION
	20-MV-320555	$1,472.62	PRORATION
FINANCIAL SER VEH TRUST	20-MV-321627	$363.07	PRORATION
	20-MV-321875	$277.67	PRORATION
	20-MV-321962	$347.91	PRORATION
	20-MV-321981	$146.09	PRORATION
FINANCIAL SER VEH TRUST	20-MV-405252	$1,028.50	PRORATION
GETNER AARON C	20-MV-324957	$37.35	PRORATION
HOLOMAKOFF GREGG	20-MV-329501	$182.80	PRORATION
HONDA LEASE TRUST	20-MV-330313	$353.12	PRORATION
HONDA LEASE TRUST	20-MV-330460	$373.07	PRORATION
HONDA LEASE TRUST	20-MV-330099	$743.15	PRORATION
KAREN E SALERNO	18-MV-336020	$11.79	PRORATION

AGENDA

APRIL 14th 2022

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE — APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
KING JAMES T 3RD	20-MV-335459	$190.58	PRORATION
KOENIG JUERGEN	20-MV-335842	$133.23	PRORATION
LEWIS CHRISTOPHER J	20-MV-338142	$51.61	PRORATION
MARTINEZ-PARTIDA JESUS	18-MV-342797	$26.45	PRORATION
MILAZZO ROSE	20-MV-343616	$259.12	PRORATION
MIRANDA-RUIZ EDGA	20-MV-343971	$84.84	PRORATION
MORA CHAVEZ VERONICA	20-MV-344764	$64.71	PRORATION
PARKER BRIAN J	19-MV-312598	$510.21	PRORATION
PLOTECHER SALINA JUSTINE JACOBSEN	19-MV-354235	$533.82	PRORATION
PONTOJA JORGE	20-MV-352178	$15.41	PRORATION
REED RAVEN Y	20-MV-353879	$85.46	PRORATION
SANTOS JOSEFINA	20-MV-357903	$66.56	PRORATION
SCAGGS ALISON	20-MV-358174	$17.57	PRORATION
SINGER JASON LOUIS	20-MV-359975	$20.08	PRORATION
SMART SOLUTION CONTRATORS LLC	20-MV-414614	$234.08	PRORATION
TOYOTA LEASE TRUST	20-MV-364595	$356.71	PRORATION
	20-MV-364647	$306.59	PRORATION
TOYOTA LEASE TRUST	20-MV-415566	$230.33	PRORATION
TOYOTA LEASE TRUST	20-MV-364656	$658.48	PRORATION
	20-MV-365074	$400.94	PRORATION
	20-MV-415769	$26.66	PRORATION
VANEGAS LUIS ALBERTO	20-MV-366857	$55.54	PRORATION
VAULT TRUST	20-MV-367203	$90.73	PRORATION
VCFS AUTO LEASING CO	20-MV-416481	$168.66	PRORATION
VW CREDIT LEASING LTD	20-MV-369060	$184.63	PRORATION

AGENDA

APRIL 14th 2022

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR
PAY TO:	**BILL No & AMOUNT REFUNDED**	**REASON**
VW CREDIT LEASING LTD	20-MV-SEE ATTACHED $4,403.53	PRORATION

PERSONAL PROPERTY

RAY MCGOWAN PLUMBING & HEATING LLC		
PROP ID:130718	20-PP-202480 $823.71	OVER PAYMENT

REAL ESTATE

152 EAST AVENUE LLC		
152 EAST AVE		
1-51-7-0	20-RE-100105 $1,475.00	ADJ SEW USE
BREITWIESER THOMAS E		
1 ARBOR CT		
2-50-31-0	20-RE-103432 $2,561.12	OVER PAYMENT
CALDERON MARK		
8 VAN ZANT ST UNIT 8		
3-36-9-8	20-RE-104083 $62.62	REF INT
CALDERONE TERESA & PASQUALE		
33 LEDGEBROOK DR		
5-64-200-20/03	20-RE-119198 $118.22	REFUND OF INT
CORELOGIC		
71 AIKEN ST GARAGE UNIT 7/1		
5-21-382-7/1	20-RE-115332 $122.00	PAID IN ERROR

AGENDA

APRIL 14th 2022

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
MCCALLY JOHN & CHERYL			
145 FILLOW ST			
5-64-160A-0	20-RE-117257	$132.24	REFUND INT
MINDRUM ERIC T			
41 COVE AVE			
3-59-36-0	20-RE-118097	$4194.06	OVER/DUP PYMT
ROBERTO NAPOLITANO			
17 AVENUE D			
5-76A-41-0	20-RE-109074	$221.40	OVER PAYMENT

VW CREDIT LEASING LTD

BILL #	PLATE #	VIN#	AMOUNT
20-368639	AN10810	3VV0B7AX8JM083238	$ 217.81
20-368709	AL87216	WA1ANAFY9J2052672	$ 210.04
20-368711	AM26113	3VW2B7AJ9JM220171	$ 184.96
20-368722	934STK	1V2GR2CAXJC517325	$ 265.27
20-368781	AL42699	3VV0B7AX4JM048437	$ 326.73
20-368810	AN50277	WA1CNAFY2J2129312	$ 203.27
20-368881	AH69931	3VW4T7AJ3HM286909	$ 167.87
20-368995	AL95057	1V2MR2CA9JC539464	$ 435.98
20-368998	AK58152	3VW2B7AJ5HM377173	$ 141.03
20-368625	AV01610	3VV0B7AX2KM119751	$ 78.45
20-368646	AP20168	3VWC57BU1KM063256	$ 60.45
20-368686	AR33822	WA1BNAFY8J2195620	$ 187.56
20-368700	AN10841	1V2LR2CA2JC538880	$ 305.79
20-368725	AR25119	1V2LR2CA0JC547027	$ 203.64
20-368751	AN85608	3VW5DAAT5JM502720	$ 36.56
20-368760	AR26191	WA1BNAFY9J2227605	$ 62.28
20-368786	AW14383	WA1BNAFY9J2227605	$ 100.36
20-368822	AP20149	3VWC57BU2KM063119	$ 60.45
20-368884	AR07141	WAUENCF57JA097332	$ 61.30
20-369000	AR17208	WAULNAF59JA080396	$ 57.82
20-369038	AT57288	WUABWCF54KA902243	$ 953.80
20-416868	AP20125	3VV2B7AX1JM182671	$ 82.11
TOTAL			**$ 4,403.53**

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

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

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

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: April 7, 2022
Re: Narrative for March 2022 Tax Collector's Report

As of the end of March, 2022, representing three quarters of the fiscal year, we collected more than $348 million against our nearly $353 million adjusted levy, or **98.82%**. We collected **97.54%** of our sewer use levy, nearly $16 million, and **91.11%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended the month of March ahead of last year for collection of taxes (1.1%), sewer use (1.19%), and the IPP fee (5.37%). Please note the change in the actual collectible levy: a decrease of more than $4.6 million to date (between July 1, 2021 and now). This significant decrease in our current collectible levy is primarily due to court settlements and stipulated judgments in court cases involving property tax appeals.

For prior years' collections, through the end of March 2022, we show a net collection of in excess of $4.6 million since the beginning of this fiscal year on July 1, 2021. This amount is approximately $1.9 million more than what we collected during the first nine months of the prior fiscal year, and is attributable to the tax sale held in October 2021. We collected in excess of **$9.4 million** on behalf of the city since November 2019 on properties originally slated for the tax sale. Our budgeted collection goals for both the fiscal year ending 2021, and the current fiscal year ending 2022, are predicated on the infusion of revenue generated by the tax sale.

The redemption period for the tax sale expires on April 18, 2022, less than two weeks from now. Properties that are not redeemed will be deeded over to the successful bidders. As of this writing, six out of 12 properties have not redeemed, meaning six properties out of the original 248 properties have the potential to be deeded over on April 19, 2022. The six remaining properties each owed from four to eight years' taxes. The link to the sale website is: City of Norwalk Tax Sale 2021 (arcgis.com)

Since February 2022, we have been issuing alias tax warrants for selected accounts owing past due business personal property taxes. These are served by a state marshal. We have also coordinated with the Department of Health, and any business establishment owing past due business personal property taxes for more than one year was not able to renew their health permit without paying their back taxes. Businesses including restaurants and any locations where food is served, as well as nail and hair salons and barber shops, require health permits. Maintaining high current and back tax collection rates promotes budgetary stability and allows the Board of Estimate and Taxation to set lower mill rates for all taxpayers. A higher current collection rate enables less of an allowance for "uncollectible" taxes, and correspondingly lower mill rates.

The second installment collection period ended on February 1. We issued delinquent notices at the end of February, and filed our lien continuing certificates on the land records on March 16. We will continue to work on the health permit initiative as well as our semiannual wage garnishment for city and board of education employees who owe back taxes. Additionally we are preparing to conclude work on the 2021 tax sale after the redemption period ends later this month.

I will be on vacation in mid April, and consequently, Assistant Tax Collector Al Palumbo will report at the April 14, 2022 Finance and Claims Committee meeting. He will be able to respond to any questions you may have.

ITEM #7

TAX COLLECTOR'S REPORT
MARCH 2022

FISCAL YEAR 2021-2022 (2020 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 21 - MAR 22	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$21,672,160.18	$19,993,027.18	92.25%	$21,334,265.76	($337,894.42)	93.71%
AUTOMOBILE-SUPPLEMENTAL	$4,219,965.63	$3,514,503.64	83.28%	$4,201,355.57	($18,610.06)	83.65%
PERSONAL PROPERTY	$22,966,731.64	$22,089,058.47	96.18%	$23,003,599.96	$36,868.32	96.02%
REAL ESTATE	$308,716,745.40	$303,170,014.79	98.20%	$304,386,367.81	($4,330,377.59)	99.60%
TOTAL TAX	**$357,575,602.85**	**$348,766,604.08**	**97.54%**	**$352,925,589.10**	**($4,650,013.75)**	**98.82%**
SEWER USE	$16,488,685.00	$15,929,578.72	96.61%	$16,331,455.55	($157,229.45)	97.54%
IPP FEE	$187,000.00	$173,107.36	92.57%	$190,000.00	$3,000.00	91.11%

FISCAL YEAR 2020-2021 (2019 GRAND LIST)	ORIGINAL LEVY	JUN 20 - MAR 21				
AUTOMOBILE-REGULAR	$20,760,190.24	$19,090,169.93	91.96%	$20,446,471.32	($313,718.92)	93.37%
AUTOMOBILE-SUPPLEMENTAL	$2,974,458.75	$2,333,194.43	78.44%	$2,981,143.94	$6,685.19	78.27%
PERSONAL PROPERTY	$20,000,411.00	$19,298,167.55	96.49%	$20,040,502.48	$40,091.48	96.30%
REAL ESTATE	$310,928,205.46	$302,683,960.26	97.35%	$307,949,045.62	($2,979,159.84)	98.29%
TOTAL TAX	**$354,663,265.45**	**$343,405,492.17**	**96.83%**	**$351,417,163.36**	**($3,246,102.09)**	**97.72%**
SEWER USE	$16,883,967.00	$16,266,262.71	96.34%	$16,882,257.04	($1,709.96)	96.35%
IPP FEE	$200,500.00	$172,117.54	85.84%	$200,749.78	$249.78	85.74%

TAX DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	$2,912,337.40	$5,361,111.91	0.71%	$1,508,425.74	($1,403,911.66)	1.10%
SEWER DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	($395,282.00)	($336,683.99)	0.27%	($550,801.49)	($155,519.49)	1.19%
IPP DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	($13,500.00)	$989.82	6.73%	($10,749.78)	$2,750.22	5.37%

BACK TAXES COLLECTED	FISCAL YR 2020-2021 (JUL 21 - MAR 22)	FISCAL YR 2019-2020 (JUL 20 - MAR 21)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$2,000,265.38	$764,269.03	$1,235,996.35
PRIOR SEWER USE FEE	$222,322.94	$204,971.79	$17,351.15
PRIOR IPP FEE	$24,302.59	$11,109.66	$13,192.93
TOTAL PRIOR TAX, SEWER & IPP	**$2,246,890.91**	**$980,350.48**	**$1,266,540.43**
CURRENT INTEREST	$794,581.35	$670,044.93	$124,536.42
PRIOR INTEREST	$1,084,965.51	$814,613.52	$270,351.99
SEWER USE FEE INTEREST	$100,334.58	$69,926.44	$30,408.14
IPP FEE INTEREST	$11,384.57	$6,575.76	$4,808.81
TOTAL INTEREST COLLECTED	**$1,991,266.01**	**$1,561,160.65**	**$430,105.36**
PRIOR LIEN FEE	$12,153.26	$11,020.36	$1,132.90
CURRENT LIEN FEE	$1,877.58	$0.00	$1,877.58
TOTAL LIEN FEE COLLECTED	**$14,030.84**	**$11,020.36**	**$3,010.48**
MISC FEES COLLECTED**	**$370,339.21**	**$100,448.48**	**$269,890.73**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$4,622,526.97**	**$2,652,979.97**	**$1,969,547.00**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

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

Oak Hills Park Authority
February 2022 Financial Commentary

Operations Updates:

- The Clubhouse had a soft opening for friends and family on March 11th and opened to the public on March 17th (St. Patrick's Day). The opening went well with both tables and bar area being full.
- Continuous cart path paving, a significant capital project included in the FY22 capital expense budget, is completed for the season. One small section by the 7th hole will be completed upon seasonal reopening of asphalt plants.
- Both golf rounds and cart rounds are up over budget year-to-date even after course closure due to weather for the bulk of Jan and Feb. We opened for the season with golf carts available on Monday, March 14 successfully.

YTD Financial Highlights:

- YTD net operating income was over budget by $22k and ended with ~$253k cash.
  - Revenue was under-budget by $39k due to course closure during most of Jan-Feb.
  - Expenses were $61k lower than budget mainly due to our cart fleet lease being reclassed as a capital lease. Effect is a $55k reduction on YTD expense.
- OHPA made $81k in repayments to the City during this fiscal year to date, including the annual 1% of gross revenue payment (approx. $22k).
- OHPA is in the process of extending our Line of Credit with Norwalk Bank & Trust

Other:

- The FY23 budget process has already begun.
- Audits of workers' compensation and general business insurance are taking place over the next month.

Updated through ***2/28/2022***

Year To Date

		Budget	Actuals	Variance	Var %	Comments
Sales	Revenue Rounds	22,422	22,834	412	1.8%	Closing the course for the bulk of Jan-Feb has eroded our positive variance somewhat.
	Non-Revenue Rounds	4,264	5,131	867	20.3%	Includes season passholder rounds
	Total Rounds	**26,686**	**27,965**	1,279	**4.8%**	
	Carts	15,201	15,993	792	5.2%	Closing the course for the bulk of Jan-Feb has eroded our positive variance somewhat.
	ID Cards	557	221	(336)	-60.3%	Course closure kept players away. Many renew membership when they return to play for the season

		Budget	Actuals	Variance	Var %	Comments
P&L	Golf Revenue	1,179,027	1,164,794	(14,233)	-1.2%	
	Tennis Revenue	24,000	24,000	-	0.0%	
	Restaurant Revenue	15,000	14,363	(637)	-4.2%	Revenue to be booked and received quarterly
	Other Revenue	30,550	6,347	(24,203)	-79.2%	Budget includes $15k for golf simulator not purchased; tenant rental income ended in Aug'21
	Total Revenue	**1,248,577**	**1,209,504**	**(39,073)**	**-3.1%**	
	Management Salary	140,404	142,311	1,907	1.4%	
	Operations Salary	121,316	121,071	(245)	-0.2%	
	Maintenance Salary	294,457	291,516	(2,941)	-1.0%	
	Employee Benefits	104,052	97,753	(6,299)	-6.1%	Payroll taxes and health insurance premiums are slightly under budget
	Administrative	125,362	125,914	552	0.4%	
	Interest & Insurance	59,870	58,523	(1,347)	-2.2%	
	Sales & Operations	10,429	32,716	22,287	213.7%	Fridge/freezer/electrical repairs in Clubhouse not budgeted for
	Park Maintenance	139,395	120,939	(18,456)	-13.2%	Water ($14k), Ag&Chem ($3k) and Tree Maint ($5k) lower than expected, offset by Grounds Maint +$7k
	Park Equipment	46,043	45,227	(816)	-1.8%	
	Carts	69,638	13,536	(56,102)	-80.6%	New cart lease treated as capital lease (added to fixed assets) rather than operating as assumed in budget
	Operating Expense	**1,110,966**	**1,049,506**	**(61,460)**	**-5.5%**	
	Operating Income	**137,611**	**159,998**	**22,387**	**16.3%**	
Balance Sheet	Capital Improvements	(243,500)	(219,110)	24,390	-10.0%	Restaurant construction / improvements; cart path paving project completed; stone house upgrades
	Line of Credit Balance	-	-	-		
	Cash Balance	271,094	252,764	(18,330)	-6.8%	

Updated through ***2/28/2022***

		Budget	Proj.	Variance	Var %	Comments
		Rest of Year				
Sales	Revenue Rounds	12,949	13,300	351	2.7%	With cart path paving complete and an operating restaurant, expect a slight uptick in revenue
	Non-Revenue Rounds	2,463	2,463	-	0.0%	Projections are still in line with Budget
	Total Rounds	**15,412**	**15,763**	**351**	**2.3%**	
	Carts	8,779	9,100	321	3.7%	With cart path paving complete and an operating restaurant, expect a slight uptick in revenue
	ID Cards	604	900	296	49.0%	Projections are still in line with Budget

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	702,498	720,000	17,502	2.5%	With cart path paving complete and an operating restaurant, expect a slight uptick in revenue
	Tennis Revenue	16,800	16,800	-	0.0%	Projections are still in line with Budget
	Restaurant Revenue	15,000	15,000	-	0.0%	Projections are still in line with Budget
	Other Revenue	16,850	380	(16,470)	-97.7%	No movement on golf simulator nor new tenant for front entrance house
	Total Revenue	**751,148**	**752,180**	**1,032**	**0.1%**	
	Salaries	324,079	324,079	-	0.0%	Projections are still in line with Budget
	Employee Benefits	47,548	47,548	-	0.0%	Projections are still in line with Budget
	Administrative	53,210	53,210	-	0.0%	Projections are still in line with Budget
	Debt Service & Insurance	34,853	34,853	-	0.0%	Projections are still in line with Budget
	Sales & Operations	6,571	8,000	1,429	21.7%	Most of the overage should be over with but there will likely be additional expenses
	Park Maintenance	76,305	95,000	18,695	24.5%	Some timing of Ag&Chem ytd; more spend will come in the spring
	Park Equipment	22,957	22,957	-	0.0%	Projections are still in line with Budget
	Carts	52,021	5,000	(47,021)	-90.4%	Renewed cart lease will be treated as a capital lease, expensed as Depreciation. No effect on cash
	Operating Expense	**617,544**	**590,647**	**(26,897)**	**-4.4%**	
	Uncategorized Exp/Rev					
	Operating Income	**133,604**	**161,533**	**27,929**	**20.9%**	
Balance Sheet	Capital Improvements	(35,898)	(60,288)	(24,390)	67.9%	Includes additional restaurant improvements and golf simulators
	Line of Credit Balance	-	-	-		We do not expect to borrow during the remainder of this fiscal year.
	Cash Balance	319,567	315,718	(3,849)	-1.2%	YTD projections are still close to being in line with Budget

Oak Hills Park Authority
FY22 Actual vs. Budget

ITEM #8

	February Act	February Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$2,862	$7,965	-$5,103	-64.1%	$761,343	$714,328	$47,015	6.6%
4020 · I.D. Cards	$10,880	$30,519	-$19,639	-64.4%	$29,095	$73,246	-$44,151	-60.3%
4025 · Season Pass	$9,763	$11,250	-$1,487	-13.2%	$84,786	$90,000	-$5,214	-5.8%
4030 · Tournament Fees	$0	$0	$0	0.0%	$45,195	$49,230	-$4,035	-8.2%
4050 · Cart Revenue	$0	$0	$0	0.0%	$243,417	$255,854	-$12,437	-4.9%
4055 · GolfBoard Revenue	$0	$0	$0	0.0%	$0	$861	-$861	-100.0%
4060 · Golf Revenue - Gift Certif.	$275	$226	$49	21.9%	$15,664	$15,070	$594	3.9%
4070 · Gift & Rain Checks Redeemed	$0	-$146	$146	-100.0%	-$14,705	-$19,564	$4,859	-24.8%
Total 4001 · Golf Revenue	**$23,780**	**$49,814**	**-$26,033**	**-52.3%**	**$1,164,795**	**$1,179,027**	**-$14,232**	**-1.2%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$24,000	$24,000	$0	0.0%
4200 · Rental Income	$0	$1,375	-$1,375	-100.0%	$2,750	$11,000	-$8,250	-75.0%
4300 · Investment Income	$44	$20	$23	113.8%	$839	$283	$556	196.3%
4400 · Misc. Income	$0	$33	-$33	-100.0%	$2,758	$267	$2,491	934.1%
4500 · Golf Simulator Revenue	$0	$4,000	-$4,000	-100.0%	$0	$19,000	-$19,000	-100.0%
4600 · Restaurant Income	$0	$0	$0	0.0%	$14,363	$15,000	-$637	-4.2%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$44**	**$5,429**	**-$5,385**	**-99.2%**	**$44,710**	**$69,550**	**-$24,840**	**-35.7%**
TOTAL REVENUE	**$23,824**	**$55,242**	**-$31,418**	**-56.9%**	**$1,209,504**	**$1,248,576**	**-$39,072**	**-3.1%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$16,312	$17,500	$1,188	6.8%	$142,311	$140,404	-$1,907	-1.4%
5030 · Operations	$2,163	$2,633	$469	17.8%	$121,086	$121,316	$230	0.2%
5040 · Operations O/T	$0	$0	$0	0.0%	-$16	$0	$16	0.0%
5050 · Course Personnel	$22,795	$24,813	$2,018	8.1%	$197,382	$192,631	-$4,751	-2.5%
5060 · Course Personnel O/T	$113	$0	-$113	0.0%	$1,404	$0	-$1,404	0.0%
5070 · Seasonal Personnel	$810	$0	-$810	0.0%	$91,724	$100,561	$8,837	8.8%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$1,006	$1,266	$260	20.5%
Total 5000 · PERSONNEL EXPENSE	**$42,193**	**$44,946**	**$2,752**	6.1%	**$554,898**	**$556,177**	**$1,280**	0.2%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$3,191	$3,335	$144	4.3%	$42,127	$46,682	$4,556	9.8%
5230 · State Unemployment	$2,163	$1,512	-$651	-43.1%	$18,274	$16,961	-$1,313	-7.7%
5250 · Health Insurance	$2,325	$2,509	$184	7.3%	$17,129	$20,073	$2,944	14.7%
5260 · Workmans Compensation	$1,141	$1,093	-$48	-4.4%	$15,819	$15,835	$16	0.1%
5270 · Retirement Plans	$510	$523	$14	2.6%	$4,404	$4,500	$96	2.1%
Total 5200 · EMPLOYEE BENEFITS	**$9,329**	**$8,972**	**-$357**	-4.0%	**$97,753**	**$104,052**	**$6,299**	6.1%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$1,025	$757	-$269	-35.5%	$7,083	$6,052	-$1,031	-17.0%
5430 · Professional Fees	$2,400	$2,792	$392	14.0%	$20,965	$22,333	$1,368	6.1%
5436 · Advertising	$1,108	$934	-$174	-18.6%	$8,173	$9,232	$1,059	11.5%
5440 · Office Expense	$592	$670	$77	11.5%	$9,840	$9,785	-$55	-0.6%
5441 · Bank Charges	$14	$16	$2	11.4%	$280	$219	-$61	-27.7%
5442 · Credit Card Fees	$951	$1,231	$280	22.7%	$31,764	$29,725	-$2,039	-6.9%
5445 · Postage	$0	$0	$0	0.0%	$116	$122	$6	4.9%
5450 · Training and Dues	$175	$0	-$175	0.0%	$1,166	$2,854	$1,688	59.1%
5461 · Authority Secretarial Services	$130	$140	$10	7.1%	$1,220	$1,120	-$100	-8.9%
5469 · Other Outside Services	$310	$319	$8	2.6%	$4,665	$4,196	-$469	-11.2%
5470 · Other Admin	$797	$951	$154	16.2%	$8,001	$7,606	-$395	-5.2%
5480 · Utilities	$6,375	$2,208	-$4,167	-188.7%	$32,642	$32,119	-$523	-1.6%
5499 · Bad Debt Expense	$0	$0	$0	0.0%	$0	$0	$0	0.0%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$13,879**	**$10,017**	**-$3,862**	-38.6%	**$125,914**	**$125,362**	**-$552**	-0.4%
5500 · DEBT SERVICE AND INSURANCE								

Oak Hills Park Authority
FY22 Actual vs. Budget

ITEM #8

	February Act	February Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$6,950	$7,177	$226	3.2%	$55,534	$57,414	$1,880	3.3%
5520 · Interest	$353	$312	-$41	-13.0%	$2,989	$2,456	-$533	-21.7%
Total 5500 · DEBT SERVICE AND INSURANCE	**$7,303**	**$7,489**	**$185**	2.5%	**$58,523**	**$59,870**	**$1,346**	2.2%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$3,897	$1,000	-$2,897	-289.7%	$29,756	$8,000	-$21,756	-272.0%
5640 · Golf Pro Supplies	$0	$0	$0	0.0%	$2,036	$2,029	-$7	-0.4%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$924	$400	-$524	-130.9%
Total 5600 SALES AND OPERATIONS	**$3,897**	**$1,000**	**-$2,897**	-289.7%	**$32,716**	**$10,429**	**-$22,287**	-213.7%
5700 · PARK MAINTENANCE								
5710 · Water	$754	$980	$226	23.1%	$29,019	$43,485	$14,467	33.3%
5720 · Heating Fuel	$2,021	$1,213	-$809	-66.7%	$6,724	$7,494	$771	10.3%
5730 · Grounds Maintenance	$238	$0	-$238	0.0%	$27,790	$20,878	-$6,912	-33.1%
5740 · Tree Maintenance	$0	$0	$0	0.0%	$0	$4,750	$4,750	100.0%
5751 · Agriculture&Chemicals-Purch	$32,904	$0	-$32,904	0.0%	$54,023	$51,910	-$2,113	-4.1%
5752 · Agriculture/Chemicals Utilized	-$19,277		$19,277	0.0%	-$4,720	$0	$4,720	0.0%
5760 · Irrigation Maintenance	$155	$159	$4	2.6%	$4,483	$8,312	$3,828	46.1%
5770 · Consumable Tools	$89	$65	-$23	-35.8%	$1,802	$2,176	$373	17.2%
5780 · Tee and Green Supplies	$1,225	$195	-$1,031	-529.5%	$1,799	$341	-$1,457	-427.0%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$20	$48	$28	59.1%
Total 5700 · PARK MAINTENANCE	**$18,109**	**$2,612**	**-$15,497**	-593.4%	**$120,939**	**$139,395**	**$18,456**	13.2%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$2,558	$1,482	-$1,076	-72.6%	$24,226	$22,898	-$1,328	-5.8%
5820 · Building Maintenance	$1,217	$2,282	$1,065	46.7%	$11,938	$13,159	$1,221	9.3%
5840 · Small Equipment	$0	$0	$0	0.0%	$456	$2,500	$2,044	81.8%
5860 · Gasoline/Diesel Fuel	$0	$0	$0	0.0%	$7,852	$7,486	-$366	-4.9%
5880 · Employee work clothes	$0	$0	$0	0.0%	$754	$0	-$754	0.0%
Total 5800 · PARK EQUIPMENT	**$3,774**	**$3,764**	**-$10**	-0.3%	**$45,227**	**$46,043**	**$817**	1.8%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$0	$0	0.0%	$0	$55,328	$55,328	100.0%
6020 · Electricity	$408	$371	-$37	-9.8%	$9,405	$9,950	$545	5.5%
6030 · Maintenance	$0	$0	$0	0.0%	$931	$1,160	$229	19.8%
6050 · Cart Insurance	$400	$400	$0	0.0%	$3,200	$3,200	$0	0.0%
6060 · Misc. Cart Expense	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 6000 · CART EXPENSE	**$808**	**$771**	**-$37**	-4.7%	**$13,536**	**$69,638**	**$56,102**	80.6%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$99,292**	**$79,570**	**-$19,722**	-24.8%	**$1,049,507**	**$1,110,966**	**$61,459**	5.5%
TOTAL OPERATIONAL NET INCOME	**-$75,468**	**-$24,328**	**-$51,140**	210.2%	**$159,998**	**$137,611**	**$22,387**	16.3%
Restructured City Debt	$70	$562	$492	87.6%	$80,888	$64,780	-$16,108	-24.9%
Commercial Debt	-$265	$5,672	$5,937	104.7%	$73,730	$45,377	-$28,353	-62.5%
	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total BS Debt Payments	**-$195**	**$6,234**	**$6,429**	103.1%	**$154,618**	**$110,157**	**-$44,460**	-40.4%
NET INCOME BEFORE CAPITAL EXPENSES	**-$75,468**	**-$24,328**	**-$51,140**	210.2%	**$159,998**	**$137,611**	**$22,387**	16.3%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$22,462	$22,500	$38	0.2%	$179,698	$180,000	$302	0.2%
8001 · Capital projects								
8100 - Capital Proj Cash	$449	$8,000	$7,551	94.4%	$219,110	$243,500	$24,390	10.0%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
8006 · Disposed Assets	$0	$0			-$2,450			
Capital Contribution								
Total 8000 · OTHER EXPENSE	$22,462	$22,500	$7,589	0.2%	$177,248	$180,000	$24,692	1.5%
NET INCOME	**-$97,930**	**-$46,828**	**-$51,103**	109.1%	**-$17,250**	**-$42,389**	**$25,139**	-59.3%

OAK HILLS PARK AUTHORITY
Balance Sheet FY22
As of February 28, 2022

	Total			
	As of Feb 28, 2022	As of Feb 28, 2021 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	262,643.73	275,936.02	-13,292.29	-4.82%
1022 NBT Payment Account	-17,431.21	-11,662.88	-5,768.33	-49.46%
1023 NBT Rent Escrow Sec Apt Right	1.00	1,351.00	-1,350.00	-99.93%
1024 NBT Capital Reserve Savings Account	6,150.83	0.00	6,150.83	
1050 Petty	1,400.00	1,400.00	0.00	0.00%
Total 1000 Cash	**$ 252,764.35**	**$ 267,024.14**	**-$ 14,259.79**	**-5.34%**
Total Bank Accounts	**$ 252,764.35**	**$ 267,024.14**	**-$ 14,259.79**	**-5.34%**
Accounts Receivable				
1201 Accounts Receivable	11,451.30	450.00	11,001.30	2444.73%
Total Accounts Receivable	**$ 11,451.30**	**$ 450.00**	**$ 11,001.30**	**2444.73%**
Other Current Assets				
1100 Inventory	74,322.53	67,509.00	6,813.53	10.09%
1200 Receivables	5,063.25	0.00	5,063.25	
1300 Prepaid Expenses	6,980.44	5,068.12	1,912.32	37.73%
Total Other Current Assets	**$ 86,366.22**	**$ 72,577.12**	**$ 13,789.10**	**19.00%**
Total Current Assets	**$ 350,581.87**	**$ 340,051.26**	**$ 10,530.61**	**3.10%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,597,008.13	1,067,156.87	529,851.26	49.65%
1510 Accumulated Depreciation/Amort.	-4,166,959.01	-3,910,248.59	-256,710.42	-6.57%
1520 Furniture & Fixtures	47,635.23	50,085.23	-2,450.00	-4.89%
1560 Leasehold Improvements	88,497.24	35,894.79	52,602.45	146.55%
1561 Park Improvements	1,821,963.05	1,782,769.53	39,193.52	2.20%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-43,791.88	-28,552.50	-15,239.38	-53.37%
Total 1500 Fixed Assets	**$1,621,487.42**	**$1,274,239.99**	**$ 347,247.43**	**27.25%**
Total Fixed Assets	**$1,621,487.42**	**$1,274,239.99**	**$ 347,247.43**	**27.25%**
TOTAL ASSETS	**$1,972,069.29**	**$1,614,291.25**	**$ 357,778.04**	**22.16%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	61,247.78	46,819.08	14,428.70	30.82%
Total Accounts Payable	**$ 61,247.78**	**$ 46,819.08**	**$ 14,428.70**	**30.82%**
Other Current Liabilities				

2051 Accounts Payable - OHMGA Revenue	465.00	185.00	280.00	151.35%
2100 Accrued Payroll	17,040.64	13,129.79	3,910.85	29.79%
2104 Accrued retirement contribution	181.19	158.05	23.14	14.64%
2105 Accrued Vacation Pay	24,800.92	26,216.93	-1,416.01	-5.40%
2200 Accrued Expenses	33,455.50	50,397.50	-16,942.00	-33.62%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	0.00	1,350.00	-1,350.00	-100.00%
Total 2210 Security Deposit-Entrance House	$ 0.00	$ 1,350.00	-$ 1,350.00	-100.00%
2250 Deferred Revenue				
2251 Tournament Deposits	7,300.00	3,300.00	4,000.00	121.21%
2254 Other Deferred	165,088.61	186,029.61	-20,941.00	-11.26%
Total 2250 Deferred Revenue	$ 172,388.61	$ 189,329.61	-$ 16,941.00	-8.95%
Total Other Current Liabilities	$ 248,331.86	$ 280,766.88	-$ 32,435.02	-11.55%
Total Current Liabilities	$ 309,579.64	$ 327,585.96	-$ 18,006.32	-5.50%
Long-Term Liabilities				
2701 Consolidated City Debt	1,965,898.33	2,067,873.05	-101,974.72	-4.93%
2767 Deere Credit, Inc. Sweeper Vac	0.00	1.09	-1.09	-100.00%
2768 Deere Credit Inc. Greens Roller	0.00	1,749.29	-1,749.29	-100.00%
2770 Deere Credit Inc. Hybrid Mower	0.00	0.89	-0.89	-100.00%
2772 Wells Fargo 2017 Aera-Vator	285.06	1,148.28	-863.22	-75.18%
2773 DLL Finance Club Car CA550G Utility Cart	1,548.50	3,096.50	-1,548.00	-49.99%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	14,199.90	27,852.14	-13,652.24	-49.02%
2775 Deere Credit, Inc. Hybrid Mower	7,482.67	13,582.94	-6,100.27	-44.91%
2776 Wells Fargo MTE 2018 TurfCo Blower	3,234.68	4,449.99	-1,215.31	-27.31%
2777 DLL Finance Club Car CA502 Utility Cart	4,599.95	6,439.97	-1,840.02	-28.57%
2778 Wells Fargo Used Kubota Tractor Mini Ex	17,718.91	22,386.69	-4,667.78	-20.85%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration	48,147.62	0.00	48,147.62	
2780 DLL Club Car 2021 Cart Fleet	291,915.84	0.00	291,915.84	
2781 GPSi Visage Software 2021 Cart Fleet	73,440.00	0.00	73,440.00	
Total Long-Term Liabilities	$2,428,471.46	$2,148,580.83	$ 279,890.63	13.03%
Total Liabilities	$2,738,051.10	$2,476,166.79	$ 261,884.31	10.58%
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	0.00	-42,873.28	42,873.28	100.00%
Total 3000 Fund Balance	$ 0.00	-$ 42,873.28	$ 42,873.28	100.00%
3500 Reserves				
3550 Reserve for Contingencies	0.00	405,368.10	-405,368.10	-100.00%
Total 3500 Reserves	$ 0.00	$ 405,368.10	-$405,368.10	-100.00%
3900 Retained Earnings	-529,621.39	-1,295,566.94	765,945.55	59.12%
Net Income	-236,360.42	71,196.58	-307,557.00	-431.98%
Total Equity	-$ 765,981.81	-$ 861,875.54	$ 95,893.73	11.13%
TOTAL LIABILITIES AND EQUITY	$1,972,069.29	$1,614,291.25	$ 357,778.04	22.16%

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
February 2022

	Total			
	Feb 2022	Feb 2021 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	2,862.00	-167.00	3,029.00	1813.77%
4020 I.D. Cards	10,880.00	7,970.00	2,910.00	36.51%
4025 Season Pass	9,763.36	20,044.54	-10,281.18	-51.29%
4030 Tournament Fees	0.00	0.00	0.00	
4050 Cart Revenue	0.00	0.00	0.00	
4055 GolfBoard Revenue	0.00	0.00	0.00	
4060 Golf Revenue - Gift Certif.	275.00	106.00	169.00	159.43%
4070 Gift & Rain Checks Redeemed	0.00	0.00	0.00	
Total 4001 Golf Revenue	$ 23,780.36	$ 27,953.54	-$ 4,173.18	-14.93%
4200 Rental Income	0.00	1,375.00	-1,375.00	-100.00%
4300 Investment Income	43.81	42.89	0.92	2.15%
Total 4000 REVENUES	$ 23,824.17	$ 29,371.43	-$ 5,547.26	-18.89%
Total Income	$ 23,824.17	$ 29,371.43	-$ 5,547.26	-18.89%
Gross Profit	$ 23,824.17	$ 29,371.43	-$ 5,547.26	-18.89%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	16,312.08	12,290.60	4,021.48	32.72%
5030 Operations	2,163.30	1,742.50	420.80	24.15%
5040 Operations O/T	0.00	0.00	0.00	
5050 Course Personnel	22,794.84	22,967.76	-172.92	-0.75%
5060 Course Personnel O/T	113.27	0.00	113.27	
5070 Seasonal Personnel	810.00	0.00	810.00	
5080 Seasonal Personnel O/T	0.00	0.00	0.00	
Total 5000 PERSONNEL EXPENSE	$ 42,193.49	$ 37,000.86	$ 5,192.63	14.03%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	3,190.56	2,790.72	399.84	14.33%
5230 State Unemployment	2,163.01	1,543.46	619.55	40.14%
5250 Health Insurance	2,324.73	2,301.39	23.34	1.01%
5260 Workmans Compensation	1,140.85	985.72	155.13	15.74%
5270 Retirement Plans	509.59	491.70	17.89	3.64%
Total 5200 EMPLOYEE BENEFITS	$ 9,328.74	$ 8,112.99	$ 1,215.75	14.99%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	1,025.29	959.03	66.26	6.91%
5430 Professional Fees	2,400.00	2,650.00	-250.00	-9.43%
5436 Advertising	1,108.36	989.05	119.31	12.06%
5440 Office Expense	592.43	868.41	-275.98	-31.78%
5441 Bank Charges	14.30	15.80	-1.50	-9.49%

5442 Credit Card Fees	950.92	1,253.69	-302.77	-24.15%
5450 Training and Dues	175.00	0.00	175.00	
5461 Authority Secretarial Services	130.00	0.00	130.00	
5469 Other Outside Services	310.19	304.58	5.61	1.84%
5470 Other Administrative	797.19	940.62	-143.43	-15.25%
5480 Utilities	6,374.88	3,684.97	2,689.91	73.00%
5500 Liability Insurance	6,950.49	3,830.58	3,119.91	81.45%
5520 Interest Expense	352.81	169.53	183.28	108.11%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 21,181.86**	**$ 15,666.26**	**$ 5,515.60**	**35.21%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	3,897.01	0.00	3,897.01	
Total 5600 SALES AND OPERATIONS	**$ 3,897.01**	**$ 0.00**	**$ 3,897.01**	
5700 PARK MAINTENANCE				
5710 Water	753.63	692.76	60.87	8.79%
5720 Heating Fuel	2,021.39	1,173.46	847.93	72.26%
5730 Grounds Maintenance	238.41	0.00	238.41	
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	32,903.73	16,758.25	16,145.48	96.34%
5752 Agriculture/Chemicals Utilized	-19,277.05	-16,758.25	-2,518.80	-15.03%
Total 5750 Agriculture and Chemicals	**$ 13,626.68**	**$ 0.00**	**$ 13,626.68**	
5760 Irrigation Maintenance	155.00	310.00	-155.00	-50.00%
5770 Consumable Tools	88.56	0.00	88.56	
5780 Tee and Green Supplies	1,225.18	0.00	1,225.18	
5800 Equipment Maintenance	2,557.96	1,460.41	1,097.55	75.15%
5820 Building Maintenance	1,216.50	4,722.87	-3,506.37	-74.24%
Total 5700 PARK MAINTENANCE	**$ 21,883.31**	**$ 8,359.50**	**$ 13,523.81**	**161.78%**
6000 CART EXPENSE				
6020 Electricity	407.87	236.13	171.74	72.73%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	377.95	-377.95	-100.00%
Total 6000 CART EXPENSE	**$ 807.87**	**$ 1,014.08**	**-$ 206.21**	**-20.33%**
Total Expenses	**$ 99,292.28**	**$ 70,153.69**	**$ 29,138.59**	**41.54%**
Net Operating Income	**-$ 75,468.11**	**-$ 40,782.26**	**-$34,685.85**	**-85.05%**
Other Expenses				
8000 Depreciation/Amortization	22,462.26	22,124.56	337.70	1.53%
8001 Capital projects				
8100 Capital Projects - Cash	449.00	10,150.00	-9,701.00	-95.58%
Total 8001 Capital projects	**$ 449.00**	**$ 10,150.00**	**-$ 9,701.00**	**-95.58%**
Total Other Expenses	**$ 22,911.26**	**$ 32,274.56**	**-$ 9,363.30**	**-29.01%**
Net Other Income	**-$ 22,911.26**	**-$ 32,274.56**	**$ 9,363.30**	**29.01%**
Net Income	**-$ 98,379.37**	**-$ 73,056.82**	**-$25,322.55**	**-34.66%**

ITEM #8

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2021 - February 2022

	Total			
	Jul 2021 - Feb 2022	Jul 2020 - Feb 2021 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	761,343.02	858,465.85	-97,122.83	-11.31%
4020 I.D. Cards	29,095.00	30,697.00	-1,602.00	-5.22%
4025 Season Pass	84,785.72	88,332.26	-3,546.54	-4.01%
4030 Tournament Fees	45,195.00	34,110.00	11,085.00	32.50%
4050 Cart Revenue	243,417.00	272,849.15	-29,432.15	-10.79%
4055 GolfBoard Revenue	0.00	889.00	-889.00	-100.00%
4060 Golf Revenue - Gift Certif.	15,664.00	14,230.00	1,434.00	10.08%
4070 Gift & Rain Checks Redeemed	-14,705.12	-19,958.85	5,253.73	26.32%
Total 4001 Golf Revenue	**$ 1,164,794.62**	**$ 1,279,614.41**	**-$ 114,819.79**	**-8.97%**
4100 Tennis Revenue	24,000.00	15,000.00	9,000.00	60.00%
4200 Rental Income	2,750.00	11,000.00	-8,250.00	-75.00%
4300 Investment Income	839.42	395.04	444.38	112.49%
4400 Misc. Income	2,757.61	-390.92	3,148.53	805.42%
4600 Restaurant Income	14,362.67	13,650.00	712.67	5.22%
4700 Advertising Revenue	0.00	0.00	0.00	
Total 4000 REVENUES	**$ 1,209,504.32**	**$ 1,319,268.53**	**-$ 109,764.21**	**-8.32%**
Total Income	**$ 1,209,504.32**	**$ 1,319,268.53**	**-$ 109,764.21**	**-8.32%**
Gross Profit	**$ 1,209,504.32**	**$ 1,319,268.53**	**-$ 109,764.21**	**-8.32%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	142,311.47	106,555.98	35,755.49	33.56%
5030 Operations	121,086.41	126,183.41	-5,097.00	-4.04%
5040 Operations O/T	-15.81	1,075.01	-1,090.82	-101.47%
5050 Course Personnel	197,382.21	197,945.43	-563.22	-0.28%
5060 Course Personnel O/T	1,403.52	771.72	631.80	81.87%
5070 Seasonal Personnel	91,723.87	78,162.68	13,561.19	17.35%
5080 Seasonal Personnel O/T	1,006.06	526.53	479.53	91.07%
Total 5000 PERSONNEL EXPENSE	**$ 554,897.73**	**$ 511,220.76**	**$ 43,676.97**	**8.54%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	42,126.52	37,760.94	4,365.58	11.56%
5230 State Unemployment	18,274.18	18,977.87	-703.69	-3.71%
5250 Health Insurance	17,129.48	17,373.45	-243.97	-1.40%
5260 Workmans Compensation	15,818.89	14,423.92	1,394.97	9.67%
5270 Retirement Plans	4,404.00	4,345.71	58.29	1.34%
Total 5200 EMPLOYEE BENEFITS	**$ 97,753.07**	**$ 92,881.89**	**$ 4,871.18**	**5.24%**
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	7,082.67	8,893.87	-1,811.20	-20.36%
5430 Professional Fees	20,965.14	21,065.14	-100.00	-0.47%
5436 Advertising	8,172.64	7,885.59	287.05	3.64%
5440 Office Expense	9,839.89	11,652.41	-1,812.52	-15.55%
5441 Bank Charges	279.80	211.62	68.18	32.22%
5442 Credit Card Fees	31,763.56	35,747.26	-3,983.70	-11.14%
5445 Postage	116.00	170.40	-54.40	-31.92%
5450 Training and Dues	1,166.00	1,710.00	-544.00	-31.81%
5461 Authority Secretarial Services	1,220.00	1,090.00	130.00	11.93%
5469 Other Outside Services	4,665.19	3,869.96	795.23	20.55%
5470 Other Administrative	8,001.36	8,032.43	-31.07	-0.39%
5480 Utilities	32,641.89	41,786.68	-9,144.79	-21.88%
5500 Liability Insurance	55,534.00	40,392.47	15,141.53	37.49%
5520 Interest Expense	2,989.44	2,984.39	5.05	0.17%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 184,437.58**	**$ 185,492.22**	**-$ 1,054.64**	**-0.57%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	29,756.42	0.00	29,756.42	
5640 Golf Pro Supplies	2,036.45	2,138.93	-102.48	-4.79%
5680 Golf Pro Work Clothes	923.51	704.14	219.37	31.15%
Total 5600 SALES AND OPERATIONS	**$ 32,716.38**	**$ 2,843.07**	**$ 29,873.31**	**1050.74%**
5700 PARK MAINTENANCE				
5710 Water	29,018.54	54,527.96	-25,509.42	-46.78%
5720 Heating Fuel	6,723.93	5,008.49	1,715.44	34.25%
5730 Grounds Maintenance	27,789.72	9,448.95	18,340.77	194.10%
5740 Tree Maintenance	0.00	4,500.00	-4,500.00	-100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	54,023.44	29,279.66	24,743.78	84.51%
5752 Agriculture/Chemicals Utilized	-4,720.49	15,365.84	-20,086.33	-130.72%
Total 5750 Agriculture and Chemicals	**$ 49,302.95**	**$ 44,645.50**	**$ 4,657.45**	**10.43%**
5760 Irrigation Maintenance	4,483.45	7,691.23	-3,207.78	-41.71%
5770 Consumable Tools	1,802.26	1,152.85	649.41	56.33%
5780 Tee and Green Supplies	1,798.64	276.91	1,521.73	549.54%
5795 Janitorial Supplies	19.59	46.27	-26.68	-57.66%
5800 Equipment Maintenance	24,225.91	19,094.23	5,131.68	26.88%
5820 Building Maintenance	11,938.31	19,465.24	-7,526.93	-38.67%
5840 Small Equipment	456.12	1,386.71	-930.59	-67.11%
5860 Gasoline/Diesel Fuel	7,851.91	5,869.87	1,982.04	33.77%
5880 Employee work clothes	754.33	496.01	258.32	52.08%
Total 5700 PARK MAINTENANCE	**$ 166,165.66**	**$ 173,610.22**	**-$ 7,444.56**	**-4.29%**
6000 CART EXPENSE				
6010 Cart Lease Expense	0.00	62,018.00	-62,018.00	-100.00%
6020 Electricity	9,405.48	11,318.93	-1,913.45	-16.90%
6030 Maintenance	930.63	642.51	288.12	44.84%
6050 Cart Insurance	3,200.00	3,200.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	377.95	-377.95	-100.00%
Total 6000 CART EXPENSE	**$ 13,536.11**	**$ 77,557.39**	**-$ 64,021.28**	**-82.55%**
Total Expenses	**$ 1,049,506.53**	**$ 1,043,605.55**	**$ 5,900.98**	**0.57%**

Net Operating Income	**$ 159,997.79**	**$ 275,662.98**	**-$ 115,665.19**	**-41.96%**
Other Expenses				
8000 Depreciation/Amortization	179,698.08	174,845.38	4,852.70	2.78%
8001 Capital projects				
8100 Capital Projects - Cash	219,110.13	29,621.02	189,489.11	639.71%
Total 8001 Capital projects	**$ 219,110.13**	**$ 29,621.02**	**$ 189,489.11**	**639.71%**
8006 Disposed Assets	-2,450.00	0.00	-2,450.00	
Total Other Expenses	**$ 396,358.21**	**$ 204,466.40**	**$ 191,891.81**	**93.85%**
Net Other Income	**-$ 396,358.21**	**-$ 204,466.40**	**-$ 191,891.81**	**-93.85%**
Net Income	**-$ 236,360.42**	**$ 71,196.58**	**-$ 307,557.00**	**-431.98%**

OAK HILLS SALES ANALYSIS FEBRUARY 2022 FISCAL REPORT

Description	Feb-22	Feb-21	Inc/(Dec)	YTD FY22	YTD FY21	Inc/(Dec)
Revenue Rounds	126	0	0.0%	22,834	26,325	-13.3%
Season Pass Rounds	26	0	0.0%	3,225	4,386	-26.5%
POS System Servicer Rounds	12	0	0.0%	1,479	1,507	-1.9%
Barter Rounds	0	0		0	0	
Comp Rounds	2	0	0.0%	427	471	-9.3%
Total All Rounds	166	0	0.0%	27,965	32,689	-14.5%
Total Carts	0	0	0.0%	15,993	18,108	-11.7%
Total Boards	0	0	0.0%	0	43	-100.0%
Total Golf ID Cards	86	68	26.5%	221	285	-22.5%
Total Season Passes	5	17	-70.6%	52	64	-18.8%
Total Gift Cards	3	2	50.0%	218	214	1.9%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$2,864	$0	0.0%	$806,409	$889,797	-9.4%
Total Carts $	$0	$0	0.0%	$103,345	$290,226	-64.4%
Total Board $	$0	$0	0.0%	$0	$946	-100.0%
Total Golf ID Cards $	$10,880	$7,970	36.5%	$28,230	$32,467	-13.1%
Total Season Pass $	$12,075	$33,120	-63.5%	$116,065	$127,790	-9.2%
Total Gift Cards $	$275	$106	159.4%	$15,664	$15,512	1.0%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	$0	-$167	-100.0%	-$14,705	-$20,197	-27.2%
	$26,094	**$41,029**	**-36.4%**	**$1,055,008**	**$1,336,541**	**-21.1%**
$ Revenue/Revenue Round	**$22.73**	**$0.00**	0.0%	**$35.32**	**$33.80**	4.5%
Carts/Revenue Round	**0.0%**	**0.0%**	0.0%	**70.0%**	**68.8%**	1.8%
Cart $/Revenue Round	**$0.00**	**$0.00**	0.0%	**$4.53**	**$11.02**	-58.9%
Cart $/Cart Round	**$0.00**	**$0.00**	0.0%	**$6.46**	**$16.03**	-59.7%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$22.00**	-100.0%
ID Card $/Card	**$126.51**	**$117.21**	7.9%	**$127.74**	**$113.92**	12.1%
Resident Adult 18 Rounds	24	0	0.0%	3,888	5,474	-29.0%
Resident Senior 18 Rounds	17	0	0.0%	3,460	4,594	-24.7%
Junior/Golf Team 18 Rounds	3	0	0.0%	1,100	906	21.4%
Golf League 18 Rounds	0	0	0.0%	80	216	-63.0%
Employee 18 Rounds	1	0	0.0%	489	276	77.2%
Non Resident 18 Rounds	71	0	0.0%	12,762	13,533	-5.7%
Total 9 Hole Rounds	10	0	0.0%	1,055	1,326	-20.4%
Total Revenue Rounds	***126***	***0***	***0.0%***	***22,834***	***26,325***	***-13.3%***
Resident Adult 18 Rounds $	$590	$0	0.0%	$133,432	$181,629	-26.5%
Resident Senior 18 Rounds $	$409	$0	0.0%	$96,916	$121,346	-20.1%
Junior/Golf Team 18 Rounds $	$45	$0	0.0%	$19,184	$17,819	7.7%
Golf League 18 Rounds	$0	$0	0.0%	$1,600	$2,967	-46.1%
Employee 18 Rounds $	$7	$0	0.0%	$3,368	$1,903	77.0%
Non Resident 18 Rounds $	$1,590	$0	0.0%	$527,123	$533,771	-1.2%
Total 9 Hole Rounds $	$223	$0	0.0%	$24,787	$30,362	-18.4%
Total $ Revenue Rounds	***2,864***	***0***	***0.0%***	***806,409***	***889,797***	***-9.4%***
Senior Non-Resident ID	10	7	42.9%	24	28	-14.3%
Adult Non-Resident ID	3	5	-40.0%	18	17	5.9%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***13***	***12***	***8.3%***	***42***	***45***	***-6.7%***
GolfNow/TeeOff Rounds	0	0	0.0%	953	1914	-50.2%
GolfNow/TeeOff Dollars	$0	$0	0.0%	$40,615	$74,335	-45.4%
Dollars/Round	$0.00	$0.00	0.0%	$42.62	$38.84	9.7%
City of Norwalk debt paydown	**$258.30**					

OAK HILLS SALES ANALYSIS FEBRUARY 2022 CALENDAR

Description	Feb-22	Feb-21	Inc/(Dec)	YTD 2022	YTD 2021	Inc/(Dec)
Revenue Rounds	126	0	0.0%	160	419	-61.8%
Season Pass Rounds	26	0	0.0%	57	204	-72.1%
POS System Servicer Rounds	12	0	0.0%	24	124	-80.6%
Barter Rounds	0	0		0	0	
Comp Rounds	2	0	0.0%	2	2	0.0%
Total All Rounds	166	0	0.0%	243	749	-67.6%
Total Carts	0	0	0.0%	0	0	0.0%
Total Boards	0	0	0.0%	0	0	0.0%
Total Golf ID Cards	86	68	26.5%	132	168	-21.4%
Total Season Passes	5	17	-70.6%	14	35	-60.0%
Total Gift Cards	3	2	50.0%	6	4	50.0%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$2,864	$0	0.0%	$3,716	$8,714	-57.4%
Total Carts $	$0	$0	0.0%	$0	$0	0.0%
Total Board $	$0	$0	0.0%	$0	$0	0.0%
Total Golf ID Cards $	$10,880	$7,970	36.5%	$17,660	$19,870	-11.1%
Total Season Pass $	$12,075	$33,120	-63.5%	$33,215	$71,175	-53.3%
Total Gift Cards $	$275	$106	159.4%	$625	$356	75.6%
Total GPS Advertising $	$0	$0	0.0%	0	$0	0.0%
Rain Chks/Gift Cards Redeemed	$0	-$167	-100.0%	$0	-$167	-100.0%
	$26,094	**$41,029**	**-36.4%**	**$55,216**	**$99,948**	**-44.8%**
$ Revenue/Revenue Round	**$22.73**	**$0.00**	0.0%	**$23.23**	**$20.80**	11.7%
Carts/Revenue Round	**0.0%**	**0.0%**	0.0%	**0.0%**	**0.0%**	0.0%
Cart $/Revenue Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.00**	0.0%
Cart $/Cart Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.00**	0.0%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.00**	0.0%
ID Card $/Card	**$126.51**	**$117.21**	7.9%	**$133.79**	**$118.27**	13.1%
Resident Adult 18 Rounds	24	0	0.0%	24	186	-87.1%
Resident Senior 18 Rounds	17	0	0.0%	19	182	-89.6%
Junior/Golf Team 18 Rounds	3	0	0.0%	3	13	-76.9%
Golf League 18 Rounds	0	0	0.0%	0	0	0.0%
Empl 18 Rounds	1	0	0.0%	1	0	0.0%
Non Resident 18 Rounds	71	0	0.0%	98	38	157.9%
Total 9 Hole Rounds	10	0	0.0%	15	0	0.0%
Total Revenue Rounds	***126***	***0***	***0.0%***	***160***	***419***	***-61.8%***
Resident Adult 18 Rounds $	$590	$0	0.0%	$590	$4,240	-86.1%
Resident Senior 18 Rounds $	$409	$0	0.0%	$446	$3,445	-87.1%
Junior/Golf Team 18 Rounds $	$45	$0	0.0%	$45	$180	-75.0%
Golf League 18 Rounds	$0	$0	0.0%	$0	$0	0.0%
Empl 18 Rounds $	$7	$0	0.0%	$7	$0	0.0%
Non Resident 18 Rounds $	$1,590	$0	0.0%	$2,282	$849	168.8%
Total 9 Hole Rounds $	$223	$0	0.0%	$346	$0	0.0%
Total $ Revenue Rounds	***2,864***	***0***	***0.0%***	***3,716***	***8,714***	***-57.4%***
SR NONRES DISC	10	7	42.9%	16	20	-20.0%
NONRES DISCOUNT	3	5	-40.0%	15	11	36.4%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***13***	***12***	***8.3%***	***31***	***31***	***0.0%***
GolfNow Rounds	0	10	-100.0%	0	10	-100.0%
GolfNow Dollars	$0	$163	-100.0%	$0	$163	-100.0%
Dollars/Round	$0.00	$16.33	-100.0%	$0.00	$16.33	-100.0%

Updated through ***1/31/2022***

Year To Date

		Budget	Actuals	Variance	Var %	Comments
Sales	Revenue Rounds	22,172	22,708	536	2.4%	
	Non-Revenue Rounds	4,217	5,091	874	20.7%	Includes season passholder rounds
	Total Rounds	**26,389**	**27,799**	1,410	5.3%	
	Carts	15,032	15,993	961	6.4%	Summer heat and light rain likely drove up rentals; higher rounds played have a direct effect here too
	ID Cards	325	135	(190)	-58.5%	Course closure kept players away. Many renew membership when they return to play for the season

		Budget	Actuals	Variance	Var %	Comments
P&L	Golf Revenue	1,129,213	1,141,014	11,801	1.0%	High October greens fees and cart revs helped drive us over-budget, offset by course closure in January
	Tennis Revenue	24,000	24,000	-	0.0%	
	Restaurant Revenue	15,000	14,363	(637)	-4.2%	Revenue to be booked and received quarterly
	Other Revenue	25,121	6,303	(18,818)	-74.9%	Budget includes $15k for golf simulator not purchased; tenant rental income ended in Aug'21
	Total Revenue	**1,193,334**	**1,185,680**	**(7,654)**	**-0.6%**	
	Management Salary	122,904	125,999	3,095	2.5%	
	Operations Salary	118,684	118,907	223	0.2%	
	Maintenance Salary	269,644	267,798	(1,846)	-0.7%	
	Employee Benefits	95,080	88,424	(6,656)	-7.0%	Payroll taxes and health insurance premiums are slightly under budget
	Administrative	115,345	112,036	(3,309)	-2.9%	
	Interest & Insurance	52,381	51,220	(1,161)	-2.2%	
	Sales & Operations	9,429	28,819	19,390	205.6%	Fridge/freezer repairs in Clubhouse approved by the Authority in May for FY21 occurred in July
	Park Maintenance	136,783	102,830	(33,953)	-24.8%	Ag&Chem ($16k) and water ($14k) lower than expected. Some timing - Ag&Chem will increase in the spring
	Park Equipment	42,279	41,452	(827)	-2.0%	
	Carts	68,867	12,728	(56,139)	-81.5%	New cart lease treated as capital lease (added to fixed assets) rather than operating as assumed in budget
	Operating Expense	**1,031,396**	**950,213**	**(81,183)**	**-7.9%**	
	Operating Income	**161,938**	**235,467**	**73,529**	**45.4%**	
Balance Sheet	Capital Improvements	(243,500)	(218,661)	24,839	-10.2%	Restaurant construction / improvements; cart path paving project completed
	Line of Credit Balance	-	-	-		
	Cash Balance	301,607	302,713	1,106	0.4%	

Updated through ***1/31/2022***

		Rest of Year				
		Budget	Proj.	Variance	Var %	Comments
Sales	Revenue Rounds	13,199	13,375	176	1.3%	With cart path paving complete and an operating restaurant, expect a slight uptick in revenue
	Non-Revenue Rounds	2,510	2,510	-	0.0%	Projections are still in line with Budget
	Total Rounds	**15,709**	**15,885**	176	1.1%	
	Carts	8,948	9,300	352	3.9%	With cart path paving complete and an operating restaurant, expect a slight uptick in revenue
	ID Cards	836	1,000	164	19.6%	Projections are still in line with Budget

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	752,312	765,000	12,688	1.7%	With cart path paving complete and an operating restaurant, expect a slight uptick in revenue
	Tennis Revenue	16,800	16,800	-	0.0%	Projections are still in line with Budget
	Restaurant Revenue	15,000	15,000	-	0.0%	Projections are still in line with Budget
	Other Revenue	22,279	380	(21,899)	-98.3%	No movement on golf simulator nor new tenant for front entrance house
	Total Revenue	**806,391**	**797,180**	**(9,211)**	**-1.1%**	
	Salaries	369,024	369,024	-	0.0%	Projections are still in line with Budget
	Employee Benefits	56,520	56,520	-	0.0%	Projections are still in line with Budget
	Administrative	63,227	63,227	-	0.0%	Projections are still in line with Budget
	Debt Service & Insurance	42,342	42,342	-	0.0%	Projections are still in line with Budget
	Sales & Operations	7,571	11,000	3,429	45.3%	Most of the overage should be over with but there will likely be additional expenses
	Park Maintenance	78,917	112,000	33,083	41.9%	Some timing of Ag&Chem ytd; more spend will come in the spring
	Park Equipment	26,721	26,721	-	0.0%	Projections are still in line with Budget
	Carts	52,792	5,500	(47,292)	-89.6%	Renewed cart lease will be treated as a **capital** lease, **expensed** as Depreciation. No effect on cash
	Operating Expense	**697,114**	**686,334**	**(10,780)**	**-1.5%**	
	Uncategorized Exp/Rev					
	Operating Income	**109,277**	**110,846**	**1,569**	**1.4%**	
Balance Sheet	Capital Improvements	(35,898)	(60,737)	(24,839)	69.2%	Includes golf simulators and improvements to grounds and structures in the park.
	Line of Credit Balance	-	-	-		We do not expect to borrow during the remainder of this fiscal year.
	Cash Balance	319,567	308,297	(11,270)	-3.5%	YTD projections are still close to being in line with Budget

ITEM 8

ITEM #8

Oak Hills Park Authority
FY22 Actual vs. Budget

	January Act	January Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$852	$8,729	-$7,877	-90.2%	$758,481	$706,364	$52,117	7.4%
4020 · I.D. Cards	$10,185	$35,097	-$24,912	-71.0%	$18,215	$42,727	-$24,512	-57.4%
4025 · Season Pass	$8,666	$11,250	-$2,584	-23.0%	$75,022	$78,750	-$3,728	-4.7%
4030 · Tournament Fees	$0	$0	$0	0.0%	$45,195	$49,230	-$4,035	-8.2%
4050 · Cart Revenue	$0	$0	$0	0.0%	$243,417	$255,854	-$12,437	-4.9%
4055 · GolfBoard Revenue	$0	$0	$0	0.0%	$0	$861	-$861	-100.0%
4060 · Golf Revenue - Gift Certif.	$350	$801	-$451	-56.3%	$15,389	$14,844	$545	3.7%
4070 · Gift & Rain Checks Redeemed	$0	-$85	$85	-100.0%	-$14,705	-$19,418	$4,713	-24.3%
Total 4001 · Golf Revenue	**$20,053**	**$55,792**	**-$35,739**	**-64.1%**	**$1,141,014**	**$1,129,213**	**$11,801**	**1.0%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$24,000	$24,000	$0	0.0%
4200 · Rental Income	$0	$1,375	-$1,375	-100.0%	$2,750	$9,625	-$6,875	-71.4%
4300 · Investment Income	$76	$35	$41	118.6%	$796	$263	$533	202.8%
4400 · Misc. Income	$0	$33	-$33	-100.0%	$2,758	$233	$2,524	1081.8%
4500 · Golf Simulator Revenue	$0	$4,000	-$4,000	-100.0%	$0	$15,000	-$15,000	-100.0%
4600 · Restaurant Income	$1,563	$0	$1,563	0.0%	$14,363	$15,000	-$637	-4.2%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$1,640**	**$5,443**	**-$3,804**	**-69.9%**	**$44,666**	**$64,121**	**-$19,455**	**-30.3%**
TOTAL REVENUE	**$21,692**	**$61,235**	**-$39,543**	**-64.6%**	**$1,185,680**	**$1,193,334**	**-$7,654**	**-0.6%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$18,098	$17,500	-$598	-3.4%	$125,999	$122,904	-$3,095	-2.5%
5030 · Operations	$2,176	$2,430	$254	10.5%	$118,923	$118,684	-$240	-0.2%
5040 · Operations O/T	$0	$0	$0	0.0%	-$16	$0	$16	0.0%
5050 · Course Personnel	$26,039	$24,813	-$1,226	-4.9%	$174,587	$167,818	-$6,769	-4.0%
5060 · Course Personnel O/T	$0	$0	$0	0.0%	$1,290	$0	-$1,290	0.0%
5070 · Seasonal Personnel	$1,117	$0	-$1,117	0.0%	$90,914	$100,561	$9,647	9.6%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$1,006	$1,266	$260	20.5%
Total 5000 · PERSONNEL EXPENSE	**$47,430**	**$44,743**	**-$2,687**	-6.0%	**$512,704**	**$511,232**	**-$1,473**	-0.3%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$3,587	$4,070	$483	11.9%	$38,936	$43,348	$4,412	10.2%
5230 · State Unemployment	$3,825	$2,868	-$957	-33.4%	$16,111	$15,449	-$662	-4.3%
5250 · Health Insurance	$2,150	$2,509	$359	14.3%	$14,805	$17,564	$2,759	15.7%
5260 · Workmans Compensation	$1,144	$1,525	$381	25.0%	$14,678	$14,742	$64	0.4%
5270 · Retirement Plans	$562	$620	$58	9.3%	$3,894	$3,976	$82	2.1%
Total 5200 · EMPLOYEE BENEFITS	**$11,268**	**$11,592**	**$324**	2.8%	**$88,424**	**$95,080**	**$6,655**	7.0%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$1,127	$757	-$370	-48.9%	$6,057	$5,296	-$762	-14.4%
5430 · Professional Fees	$2,665	$2,792	$127	4.5%	$18,565	$19,542	$977	5.0%
5436 · Advertising	$967	$913	-$54	-5.9%	$7,064	$8,297	$1,233	14.9%
5440 · Office Expense	$720	$618	-$103	-16.6%	$9,247	$9,115	-$132	-1.5%
5441 · Bank Charges	$18	$25	$7	27.1%	$266	$203	-$63	-30.8%
5442 · Credit Card Fees	$2,025	$1,216	-$809	-66.5%	$30,813	$28,494	-$2,319	-8.1%
5445 · Postage	$58	$0	-$58	0.0%	$116	$122	$6	4.9%
5450 · Training and Dues		$543	$543	100.0%	$991	$2,854	$1,863	65.3%
5461 · Authority Secretarial Services	$120	$140	$20	14.3%	$1,090	$980	-$110	-11.2%
5469 · Other Outside Services	$872	$828	-$44	-5.3%	$4,355	$3,877	-$478	-12.3%
5470 · Other Admin	$756	$951	$195	20.5%	$7,204	$6,655	-$549	-8.2%
5480 · Utilities	$3,158	$2,407	-$751	-31.2%	$26,267	$29,911	$3,644	12.2%
5499 · Bad Debt Expense	$0	$0	$0	0.0%	$0	$0	$0	0.0%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$12,486**	**$11,190**	**-$1,296**	-11.6%	**$112,036**	**$115,345**	**$3,310**	2.9%
5500 · DEBT SERVICE AND INSURANCE								

Oak Hills Park Authority
FY22 Actual vs. Budget

ITEM#8

	January Act	January Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$6,940	$7,177	$236	3.3%	$48,584	$50,237	$1,653	3.3%
5520 · Interest	$351	$211	-$140	-66.2%	$2,637	$2,144	-$493	-23.0%
Total 5500 · DEBT SERVICE AND INSURANCE	**$7,292**	**$7,388**	**$96**	1.3%	**$51,220**	**$52,381**	**$1,161**	2.2%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$1,367	$1,000	-$367	-36.7%	$25,859	$7,000	-$18,859	-269.4%
5640 · Golf Pro Supplies	$0	$0	$0	0.0%	$2,036	$2,029	-$7	-0.4%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$924	$400	-$524	-130.9%
Total 5600 SALES AND OPERATIONS	**$1,367**	**$1,000**	**-$367**	-36.7%	**$28,819**	**$9,429**	**-$19,390**	-205.6%
5700 · PARK MAINTENANCE								
5710 · Water	$686	$656	-$30	-4.6%	$28,265	$42,505	$14,240	33.5%
5720 · Heating Fuel	$1,696	$2,602	$906	34.8%	$4,703	$6,282	$1,579	25.1%
5730 · Grounds Maintenance	$0	$25	$25	100.0%	$27,551	$20,878	-$6,674	-32.0%
5740 · Tree Maintenance	$0	$0	$0	0.0%	$0	$4,750	$4,750	100.0%
5751 · Agriculture&Chemicals-Purch	$0	$0	$0	0.0%	$21,120	$51,910	$30,791	59.3%
5752 · Agriculture/Chemicals Utilized	$0		$0	0.0%	$14,557	$0	-$14,557	0.0%
5760 · Irrigation Maintenance	$155	$406	$251	61.8%	$4,328	$8,153	$3,824	46.9%
5770 · Consumable Tools	$0	$433	$433	100.0%	$1,714	$2,111	$397	18.8%
5780 · Tee and Green Supplies	$0	$141	$141	100.0%	$573	$147	-$427	-290.9%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$20	$48	$28	59.1%
Total 5700 · PARK MAINTENANCE	**$2,537**	**$4,262**	**$1,725**	40.5%	**$102,830**	**$136,783**	**$33,953**	24.8%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$1,290	$2,315	$1,025	44.3%	$21,668	$21,416	-$252	-1.2%
5820 · Building Maintenance	$2,440	$3,555	$1,115	31.4%	$10,722	$10,877	$155	1.4%
5840 · Small Equipment	$0	$0	$0	0.0%	$456	$2,500	$2,044	81.8%
5860 · Gasoline/Diesel Fuel	$0	$0	$0	0.0%	$7,852	$7,486	-$366	-4.9%
5880 · Employee work clothes	$254	$0	-$254	0.0%	$754	$0	-$754	0.0%
Total 5800 · PARK EQUIPMENT	**$3,984**	**$5,870**	**$1,886**	32.1%	**$41,452**	**$42,279**	**$827**	2.0%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$0	$0	0.0%	$0	$55,328	$55,328	100.0%
6020 · Electricity	$411	$57	-$354	-619.8%	$8,998	$9,579	$581	6.1%
6030 · Maintenance	$0	$0	$0	0.0%	$931	$1,160	$229	19.8%
6050 · Cart insurance	$400	$400	$0	0.0%	$2,800	$2,800	$0	0.0%
6060 · Misc. Cart Expense	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 6000 · CART EXPENSE	**$811**	**$457**	**-$354**	-77.4%	**$12,728**	**$68,867**	**$56,138**	81.5%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$87,175**	**$86,503**	**-$672**	-0.8%	**$950,214**	**$1,031,395**	**$81,181**	7.9%
TOTAL OPERATIONAL NET INCOME	**-$65,482**	**-$25,267**	**-$40,215**	159.2%	**$235,466**	**$161,939**	**$73,527**	45.4%
Restructured City Debt	$1,353	$562	-$791	-140.9%	$80,817	$64,268	-$16,549	-25.8%
Commercial Debt	-$264	$5,672	$5,936	104.6%	$73,995	$39,705	-$34,290	-86.4%
	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total BS Debt Payments	**$1,089**	**$6,234**	**$5,144**	82.5%	**$154,812**	**$103,973**	**-$50,839**	-48.9%
NET INCOME BEFORE CAPITAL EXPENSES	**-$65,482**	**-$25,267**	**-$40,215**	159.2%	**$235,466**	**$161,939**	**$73,527**	45.4%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$22,462	$22,500	$38	0.2%	$157,236	$157,500	$264	0.2%
8001 · Capital projects								
8100 - Capital Proj Cash	$5,141	$8,000	$2,859	35.7%	$218,661	$243,500	$24,839	10.2%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
8006 · Disposed Assets	$0	$0			-$2,450			
Capital Contribution								
Total 8000 · OTHER EXPENSE	$22,462	$22,500	$2,897	0.2%	$154,786	$157,500	$25,103	1.7%
NET INCOME	**-$87,945**	**-$47,767**	**-$40,177**	84.1%	**$80,680**	**$4,439**	**$76,242**	1717.7%

OAK HILLS PARK AUTHORITY
Balance Sheet FY22
As of January 31, 2022

	Total			
	As of Jan 31, 2022	As of Jan 31, 2021 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	302,748.38	298,777.77	3,970.61	1.33%
1022 NBT Payment Account	-7,587.02	-15,414.12	7,827.10	50.78%
1023 NBT Rent Escrow Sec Apt Right	1.00	1,351.00	-1,350.00	-99.93%
1024 NBT Capital Reserve Savings Account	6,150.59	0.00	6,150.59	
1050 Petty	1,400.00	1,400.00	0.00	0.00%
Total 1000 Cash	$ 302,712.95	$ 286,114.65	$ 16,598.30	5.80%
Total Bank Accounts	$ 302,712.95	$ 286,114.65	$ 16,598.30	5.80%
Accounts Receivable				
1201 Accounts Receivable	11,451.30	450.00	11,001.30	2444.73%
Total Accounts Receivable	$ 11,451.30	$ 450.00	$ 11,001.30	2444.73%
Other Current Assets				
1100 Inventory	55,045.48	50,750.75	4,294.73	8.46%
1200 Receivables	5,063.25	1,246.09	3,817.16	306.33%
1300 Prepaid Expenses	15,885.43	10,842.87	5,042.56	46.51%
Total Other Current Assets	$ 75,994.16	$ 62,839.71	$ 13,154.45	20.93%
Total Current Assets	$ 390,158.41	$ 349,404.36	$ 40,754.05	11.66%
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,597,008.13	1,067,156.87	529,851.26	49.65%
1510 Accumulated Depreciation/Amort.	-4,145,612.09	-3,889,121.11	-256,490.98	-6.60%
1520 Furniture & Fixtures	47,635.23	50,085.23	-2,450.00	-4.89%
1560 Leasehold Improvements	88,497.24	35,894.79	52,602.45	146.55%
1561 Park Improvements	1,821,963.05	1,782,769.53	39,193.52	2.20%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-42,676.54	-27,555.42	-15,121.12	-54.88%
Total 1500 Fixed Assets	$1,643,949.68	$1,296,364.55	$ 347,585.13	26.81%
Total Fixed Assets	$1,643,949.68	$1,296,364.55	$ 347,585.13	26.81%
TOTAL ASSETS	$2,034,108.09	$1,645,768.91	$ 388,339.18	23.60%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	30,322.90	23,531.54	6,791.36	28.86%
Total Accounts Payable	$ 30,322.90	$ 23,531.54	$ 6,791.36	28.86%
Other Current Liabilities				

2051 Accounts Payable - OHMGA Revenue	10.00	100.00	-90.00	-90.00%
2100 Accrued Payroll	17,236.80	13,523.30	3,713.50	27.46%
2104 Accrued retirement contribution	181.19	158.05	23.14	14.64%
2105 Accrued Vacation Pay	24,800.92	25,325.89	-524.97	-2.07%
2200 Accrued Expenses	32,805.50	45,247.50	-12,442.00	-27.50%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	0.00	1,350.00	-1,350.00	-100.00%
Total 2210 Security Deposit-Entrance House	**$ 0.00**	**$ 1,350.00**	**-$ 1,350.00**	**-100.00%**
2250 Deferred Revenue				
2251 Tournament Deposits	5,300.00	3,300.00	2,000.00	60.61%
2254 Other Deferred	162,776.97	172,714.15	-9,937.18	-5.75%
Total 2250 Deferred Revenue	**$ 168,076.97**	**$ 176,014.15**	**-$ 7,937.18**	**-4.51%**
Total Other Current Liabilities	**$ 243,111.38**	**$ 261,718.89**	**-$ 18,607.51**	**-7.11%**
Total Current Liabilities	**$ 273,434.28**	**$ 285,250.43**	**-$ 11,816.15**	**-4.14%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,965,968.03	2,068,711.05	-102,743.02	-4.97%
2767 Deere Credit, Inc. Sweeper Vac	0.00	1.09	-1.09	-100.00%
2768 Deere Credit Inc. Greens Roller	0.00	1,743.12	-1,743.12	-100.00%
2770 Deere Credit Inc. Hybrid Mower	0.00	0.89	-0.89	-100.00%
2772 Wells Fargo 2017 Aera-Vator	372.96	1,236.18	-863.22	-69.83%
2773 DLL Finance Club Car CA550G Utility Cart	1,548.50	3,096.50	-1,548.00	-49.99%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	14,143.91	27,742.33	-13,598.42	-49.02%
2775 Deere Credit, Inc. Hybrid Mower	7,453.17	13,529.39	-6,076.22	-44.91%
2776 Wells Fargo MTE 2018 TurfCo Blower	3,215.92	4,449.99	-1,234.07	-27.73%
2777 DLL Finance Club Car CA502 Utility Cart	4,599.95	6,439.97	-1,840.02	-28.57%
2778 Wells Fargo Used Kubota Tractor Mini Ex	17,640.27	22,386.69	-4,746.42	-21.20%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration	47,977.70	0.00	47,977.70	
2780 DLL Club Car 2021 Cart Fleet	291,915.84	0.00	291,915.84	
2781 GPSi Visage Software 2021 Cart Fleet	73,440.00	0.00	73,440.00	
Total Long-Term Liabilities	**$2,428,276.25**	**$2,149,337.20**	**$ 278,939.05**	**12.98%**
Total Liabilities	**$2,701,710.53**	**$2,434,587.63**	**$ 267,122.90**	**10.97%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	0.00	-42,873.28	42,873.28	100.00%
Total 3000 Fund Balance	**$ 0.00**	**-$ 42,873.28**	**$ 42,873.28**	**100.00%**
3500 Reserves				
3550 Reserve for Contingencies	0.00	405,368.10	-405,368.10	-100.00%
Total 3500 Reserves	**$ 0.00**	**$ 405,368.10**	**-$405,368.10**	**-100.00%**
3900 Retained Earnings	-529,621.39	-1,295,566.94	765,945.55	59.12%
Net Income	-137,981.05	144,253.40	-282,234.45	-195.65%
Total Equity	**-$ 667,602.44**	**-$ 788,818.72**	**$ 121,216.28**	**15.37%**
TOTAL LIABILITIES AND EQUITY	**$2,034,108.09**	**$1,645,768.91**	**$ 388,339.18**	**23.60%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
January 2022

	Total			
	Jan 2022	Jan 2021 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	852.00	8,594.00	-7,742.00	-90.09%
4020 I.D. Cards	10,185.00	14,710.00	-4,525.00	-30.76%
4025 Season Pass	8,665.83	16,886.82	-8,220.99	-48.68%
4030 Tournament Fees	0.00	0.00	0.00	
4050 Cart Revenue	0.00	0.00	0.00	
4055 GolfBoard Revenue	0.00	0.00	0.00	
4060 Golf Revenue - Gift Certif.	350.00	250.00	100.00	40.00%
4070 Gift & Rain Checks Redeemed	0.00	0.00	0.00	
Total 4001 Golf Revenue	$ 20,052.83	$ 40,440.82	-$ 20,387.99	-50.41%
4200 Rental Income	0.00	1,375.00	-1,375.00	-100.00%
4300 Investment Income	76.40	54.30	22.10	40.70%
4600 Restaurant Income	1,563.25	0.00	1,563.25	
Total 4000 REVENUES	$ 21,692.48	$ 41,870.12	-$ 20,177.64	-48.19%
Total Income	$ 21,692.48	$ 41,870.12	-$ 20,177.64	-48.19%
Gross Profit	$ 21,692.48	$ 41,870.12	-$ 20,177.64	-48.19%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	18,098.29	13,584.56	4,513.73	33.23%
5030 Operations	2,175.91	2,524.97	-349.06	-13.82%
5040 Operations O/T	0.00	0.00	0.00	
5050 Course Personnel	26,039.44	30,362.80	-4,323.36	-14.24%
5060 Course Personnel O/T	0.00	0.00	0.00	
5070 Seasonal Personnel	1,116.50	-281.70	1,398.20	496.34%
5080 Seasonal Personnel O/T	0.00	0.00	0.00	
Total 5000 PERSONNEL EXPENSE	$ 47,430.14	$ 46,190.63	$ 1,239.51	2.68%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	3,587.20	3,491.53	95.67	2.74%
5230 State Unemployment	3,825.41	3,518.70	306.71	8.72%
5250 Health Insurance	2,149.73	2,852.73	-703.00	-24.64%
5260 Workmans Compensation	1,143.57	1,132.90	10.67	0.94%
5270 Retirement Plans	561.68	644.39	-82.71	-12.84%
Total 5200 EMPLOYEE BENEFITS	$ 11,267.59	$ 11,640.25	-$ 372.66	-3.20%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	1,126.53	818.38	308.15	37.65%
5430 Professional Fees	2,665.14	2,665.14	0.00	0.00%
5436 Advertising	967.45	1,000.03	-32.58	-3.26%
5440 Office Expense	720.31	777.97	-57.66	-7.41%

5441 Bank Charges	18.05	30.05	-12.00	-39.93%
5442 Credit Card Fees	2,024.91	2,087.38	-62.47	-2.99%
5445 Postage	58.00	0.00	58.00	
5450 Training and Dues	0.00	200.00	-200.00	-100.00%
5461 Authority Secretarial Services	120.00	130.00	-10.00	-7.69%
5469 Other Outside Services	872.28	731.90	140.38	19.18%
5470 Other Administrative	755.50	836.82	-81.32	-9.72%
5480 Utilities	3,157.95	3,577.72	-419.77	-11.73%
5500 Liability Insurance	6,940.49	3,830.59	3,109.90	81.19%
5520 Interest Expense	351.43	168.87	182.56	108.11%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 19,778.04**	**$ 16,854.85**	**$ 2,923.19**	**17.34%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	1,366.54	0.00	1,366.54	
Total 5600 SALES AND OPERATIONS	**$ 1,366.54**	**$ 0.00**	**$ 1,366.54**	
5700 PARK MAINTENANCE				
5710 Water	686.27	884.29	-198.02	-22.39%
5720 Heating Fuel	1,695.93	1,579.67	116.26	7.36%
5730 Grounds Maintenance	0.00	32.33	-32.33	-100.00%
5760 Irrigation Maintenance	155.00	418.94	-263.94	-63.00%
5770 Consumable Tools	0.00	449.95	-449.95	-100.00%
5780 Tee and Green Supplies	0.00	276.91	-276.91	-100.00%
5800 Equipment Maintenance	1,290.17	1,886.12	-595.95	-31.60%
5820 Building Maintenance	2,439.90	1,090.29	1,349.61	123.78%
5880 Employee work clothes	254.33	125.24	129.09	103.07%
Total 5700 PARK MAINTENANCE	**$ 6,521.60**	**$ 6,743.74**	**-$ 222.14**	**-3.29%**
6000 CART EXPENSE				
6020 Electricity	410.88	55.50	355.38	640.32%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 810.88**	**$ 455.50**	**$ 355.38**	**78.02%**
Total Expenses	**$ 87,174.79**	**$ 81,884.97**	**$ 5,289.82**	**6.46%**
Net Operating Income	**-$ 65,482.31**	**-$ 40,014.85**	**-$ 25,467.46**	**-63.65%**
Other Expenses				
8000 Depreciation/Amortization	22,462.26	22,124.56	337.70	1.53%
8001 Capital projects				
8100 Capital Projects - Cash	5,140.60	0.00	5,140.60	
Total 8001 Capital projects	**$ 5,140.60**	**$ 0.00**	**$ 5,140.60**	
Total Other Expenses	**$ 27,602.86**	**$ 22,124.56**	**$ 5,478.30**	**24.76%**
Net Other Income	**-$ 27,602.86**	**-$ 22,124.56**	**-$ 5,478.30**	**-24.76%**
Net Income	**-$ 93,085.17**	**-$ 62,139.41**	**-$ 30,945.76**	**-49.80%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2021 - January 2022

	Total			
	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	758,481.02	858,632.85	-100,151.83	-11.66%
4020 I.D. Cards	18,215.00	22,727.00	-4,512.00	-19.85%
4025 Season Pass	75,022.36	68,287.72	6,734.64	9.86%
4030 Tournament Fees	45,195.00	34,110.00	11,085.00	32.50%
4050 Cart Revenue	243,417.00	272,849.15	-29,432.15	-10.79%
4055 GolfBoard Revenue	0.00	889.00	-889.00	-100.00%
4060 Golf Revenue - Gift Certif.	15,389.00	14,124.00	1,265.00	8.96%
4070 Gift & Rain Checks Redeemed	-14,705.12	-19,958.85	5,253.73	26.32%
Total 4001 Golf Revenue	**$ 1,141,014.26**	**$ 1,251,660.87**	**-$ 110,646.61**	**-8.84%**
4100 Tennis Revenue	24,000.00	15,000.00	9,000.00	60.00%
4200 Rental Income	2,750.00	9,625.00	-6,875.00	-71.43%
4300 Investment Income	795.61	352.15	443.46	125.93%
4400 Misc. Income	2,757.61	-390.92	3,148.53	805.42%
4600 Restaurant Income	14,362.67	13,650.00	712.67	5.22%
4700 Advertising Revenue	0.00	0.00	0.00	
Total 4000 REVENUES	**$ 1,185,680.15**	**$ 1,289,897.10**	**-$ 104,216.95**	**-8.08%**
Total Income	**$ 1,185,680.15**	**$ 1,289,897.10**	**-$ 104,216.95**	**-8.08%**
Gross Profit	**$ 1,185,680.15**	**$ 1,289,897.10**	**-$ 104,216.95**	**-8.08%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	125,999.39	94,265.38	31,734.01	33.66%
5030 Operations	118,923.11	124,440.91	-5,517.80	-4.43%
5040 Operations O/T	-15.81	1,075.01	-1,090.82	-101.47%
5050 Course Personnel	174,587.37	174,977.67	-390.30	-0.22%
5060 Course Personnel O/T	1,290.25	771.72	518.53	67.19%
5070 Seasonal Personnel	90,913.87	78,162.68	12,751.19	16.31%
5080 Seasonal Personnel O/T	1,006.06	526.53	479.53	91.07%
Total 5000 PERSONNEL EXPENSE	**$ 512,704.24**	**$ 474,219.90**	**$ 38,484.34**	**8.12%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	38,935.96	34,970.22	3,965.74	11.34%
5230 State Unemployment	16,111.17	17,434.41	-1,323.24	-7.59%
5250 Health Insurance	14,804.75	15,072.06	-267.31	-1.77%
5260 Workmans Compensation	14,678.04	13,438.20	1,239.84	9.23%
5270 Retirement Plans	3,894.41	3,854.01	40.40	1.05%
Total 5200 EMPLOYEE BENEFITS	**$ 88,424.33**	**$ 84,768.90**	**$ 3,655.43**	**4.31%**
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	6,057.38	7,934.84	-1,877.46	-23.66%
5430 Professional Fees	18,565.14	18,415.14	150.00	0.81%
5436 Advertising	7,064.28	6,896.54	167.74	2.43%
5440 Office Expense	9,247.46	10,784.00	-1,536.54	-14.25%
5441 Bank Charges	265.50	195.82	69.68	35.58%
5442 Credit Card Fees	30,812.64	34,493.57	-3,680.93	-10.67%
5445 Postage	116.00	170.40	-54.40	-31.92%
5450 Training and Dues	991.00	1,710.00	-719.00	-42.05%
5461 Authority Secretarial Services	1,090.00	1,090.00	0.00	0.00%
5469 Other Outside Services	4,355.00	3,565.38	789.62	22.15%
5470 Other Administrative	7,204.17	7,091.81	112.36	1.58%
5480 Utilities	26,267.01	38,101.71	-11,834.70	-31.06%
5500 Liability Insurance	48,583.51	36,561.89	12,021.62	32.88%
5520 Interest Expense	2,636.63	2,814.86	-178.23	-6.33%
Total 5400 ADMINISTRATIVE EXPENSES	$ 163,255.72	$ 169,825.96	-$ 6,570.24	-3.87%
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	25,859.41	0.00	25,859.41	
5640 Golf Pro Supplies	2,036.45	2,138.93	-102.48	-4.79%
5680 Golf Pro Work Clothes	923.51	704.14	219.37	31.15%
Total 5600 SALES AND OPERATIONS	$ 28,819.37	$ 2,843.07	$ 25,976.30	913.67%
5700 PARK MAINTENANCE				
5710 Water	28,264.91	53,835.20	-25,570.29	-47.50%
5720 Heating Fuel	4,702.54	3,835.03	867.51	22.62%
5730 Grounds Maintenance	27,551.31	9,448.95	18,102.36	191.58%
5740 Tree Maintenance	0.00	4,500.00	-4,500.00	-100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	21,119.71	12,521.41	8,598.30	68.67%
5752 Agriculture/Chemicals Utilized	14,556.56	32,124.09	-17,567.53	-54.69%
Total 5750 Agriculture and Chemicals	$ 35,676.27	$ 44,645.50	-$ 8,969.23	-20.09%
5760 Irrigation Maintenance	4,328.45	7,381.23	-3,052.78	-41.36%
5770 Consumable Tools	1,713.70	1,152.85	560.85	48.65%
5780 Tee and Green Supplies	573.46	276.91	296.55	107.09%
5795 Janitorial Supplies	19.59	46.27	-26.68	-57.66%
5800 Equipment Maintenance	21,667.95	17,633.82	4,034.13	22.88%
5820 Building Maintenance	10,721.81	14,742.37	-4,020.56	-27.27%
5840 Small Equipment	456.12	1,386.71	-930.59	-67.11%
5860 Gasoline/Diesel Fuel	7,851.91	5,869.87	1,982.04	33.77%
5880 Employee work clothes	754.33	496.01	258.32	52.08%
Total 5700 PARK MAINTENANCE	$ 144,282.35	$ 165,250.72	-$ 20,968.37	-12.69%
6000 CART EXPENSE				
6010 Cart Lease Expense	0.00	62,018.00	-62,018.00	-100.00%
6020 Electricity	8,997.61	11,082.80	-2,085.19	-18.81%
6030 Maintenance	930.63	642.51	288.12	44.84%
6050 Cart Insurance	2,800.00	2,800.00	0.00	0.00%
Total 6000 CART EXPENSE	$ 12,728.24	$ 76,543.31	-$ 63,815.07	-83.37%
Total Expenses	$ 950,214.25	$ 973,451.86	-$ 23,237.61	-2.39%
Net Operating Income	$ 235,465.90	$ 316,445.24	-$ 80,979.34	-25.59%

Other Expenses				
8000 Depreciation/Amortization	157,235.82	152,720.82	4,515.00	2.96%
8001 Capital projects				
8100 Capital Projects - Cash	218,661.13	19,471.02	199,190.11	1023.01%
Total 8001 Capital projects	**$ 218,661.13**	**$ 19,471.02**	**$ 199,190.11**	**1023.01%**
8006 Disposed Assets	-2,450.00	0.00	-2,450.00	
Total Other Expenses	**$ 373,446.95**	**$ 172,191.84**	**$ 201,255.11**	**116.88%**
Net Other Income	**-$ 373,446.95**	**-$ 172,191.84**	**-$ 201,255.11**	**-116.88%**
Net Income	**-$ 137,981.05**	**$ 144,253.40**	**-$ 282,234.45**	**-195.65%**

OAK HILLS SALES ANALYSIS JANUARY 2022 FISCAL REPORT

Description	Jan-22	Jan-21	Inc/(Dec)	YTD FY22	YTD FY21	Inc/(Dec)
Revenue Rounds	34	419	-91.9%	22,708	26,325	-13.7%
Season Pass Rounds	31	204	-84.8%	3,199	4,386	-27.1%
POS System Servicer Rounds	12	124	-90.3%	1,467	1,507	-2.7%
Barter Rounds	0	0		0	0	
Comp Rounds	0	2	-100.0%	425	471	-9.8%
Total All Rounds	77	749	-89.7%	27,799	32,689	-15.0%
Total Carts	0	0	0.0%	15,993	18,108	-11.7%
Total Boards	0	0	0.0%	0	43	-100.0%
Total Golf ID Cards	46	100	-54.0%	135	217	-37.8%
Total Season Passes	9	18	-50.0%	47	47	0.0%
Total Gift Cards	3	2	50.0%	215	212	1.4%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$852	$8,714	-90.2%	$803,545	$889,697	-9.7%
Total Carts $	$0	$0	0.0%	$258,956	$290,226	-10.8%
Total Board $	$0	$0	0.0%	$0	$946	-100.0%
Total Golf ID Cards $	$6,780	$11,900	-43.0%	$17,350	$24,497	-29.2%
Total Season Pass $	$21,140	$38,055	-44.4%	$103,990	$94,670	9.8%
Total Gift Cards $	$350	$250	40.0%	$15,389	$15,406	-0.1%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	$0	$0	0.0%	-$14,705	-$20,030	-26.6%
	$29,122	**$58,919**	**-50.6%**	**$1,184,525**	**$1,295,412**	**-8.6%**
$ Revenue/Revenue Round	**$25.06**	**$20.80**	20.5%	**$35.39**	**$33.80**	4.7%
Carts/Revenue Round	**0.0%**	**0.0%**	0.0%	**70.4%**	**68.8%**	2.4%
Cart $/Revenue Round	**$0.00**	**$0.00**	0.0%	**$11.40**	**$11.02**	3.4%
Cart $/Cart Round	**$0.00**	**$0.00**	0.0%	**$16.19**	**$16.03**	1.0%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$22.00**	-100.0%
ID Card $/Card	**$147.39**	**$119.00**	23.9%	**$128.52**	**$112.89**	13.8%
Resident Adult 18 Rounds	0	186	-100.0%	3,864	5,474	-29.4%
Resident Senior 18 Rounds	2	182	-98.9%	3,443	4,594	-25.1%
Junior/Golf Team 18 Rounds	0	13	-100.0%	1,097	906	21.1%
Golf League 18 Rounds	0	0	0.0%	80	216	-63.0%
Employee 18 Rounds	0	0	0.0%	488	276	76.8%
Non Resident 18 Rounds	27	38	-28.9%	12,691	13,533	-6.2%
Total 9 Hole Rounds	5	0	0.0%	1,045	1,326	-21.2%
Total Revenue Rounds	***34***	***419***	***-91.9%***	***22,708***	***26,325***	***-13.7%***
Resident Adult 18 Rounds $	$0	$4,240	-100.0%	$132,842	$181,629	-26.9%
Resident Senior 18 Rounds $	$37	$3,445	-98.9%	$96,507	$121,346	-20.5%
Junior/Golf Team 18 Rounds $	$0	$180	-100.0%	$19,139	$17,819	7.4%
Golf League 18 Rounds	$0	$0	0.0%	$1,600	$2,967	-46.1%
Employee 18 Rounds $	$0	$0	0.0%	$3,361	$1,903	76.6%
Non Resident 18 Rounds $	$692	$849	-18.5%	$525,533	$533,671	-1.5%
Total 9 Hole Rounds $	$123	$0	0.0%	$24,564	$30,362	-19.1%
Total $ Revenue Rounds	***852***	***8,714***	***-90.2%***	***803,545***	***889,697***	***-9.7%***
Senior Non-Resident ID	6	13	-53.8%	14	21	-33.3%
Adult Non-Resident ID	12	6	100.0%	15	12	25.0%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***18***	***19***	***-5.3%***	***29***	***33***	***-12.1%***
GolfNow/TeeOff Rounds	0	10	-100.0%	953	1914	-50.2%
GolfNow/TeeOff Dollars	$0	$163	-100.0%	$40,615	$74,335	-45.4%
Dollars/Round	$0.00	$16.33	-100.0%	$42.62	$38.84	9.7%
City of Norwalk debt paydown	**$69.70**					

OAK HILLS SALES ANALYSIS JANUARY 2022 CALENDAR

Description	Jan-22	Jan-21	Inc/(Dec)	YTD 2022	YTD 2021	Inc/(Dec)
Revenue Rounds	34	419	-91.9%	34	419	-91.9%
Season Pass Rounds	31	204	-84.8%	31	204	-84.8%
POS System Servicer Rounds	12	124	-90.3%	12	124	-90.3%
Barter Rounds	0	0		0	0	
Comp Rounds	0	2	-100.0%	0	2	-100.0%
Total All Rounds	77	749	-89.7%	77	749	-89.7%
Total Carts	0	0	0.0%	0	0	0.0%
Total Boards	0	0	0.0%	0	0	0.0%
Total Golf ID Cards	46	100	-54.0%	46	100	-54.0%
Total Season Passes	9	18	-50.0%	9	18	-50.0%
Total Gift Cards	3	2	50.0%	3	2	50.0%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$852	$8,714	-90.2%	$852	$8,714	-90.2%
Total Carts $	$0	$0	0.0%	$0	$0	0.0%
Total Board $	$0	$0	0.0%	$0	$0	0.0%
Total Golf ID Cards $	$6,780	$11,900	-43.0%	$6,780	$11,900	-43.0%
Total Season Pass $	$21,140	$38,055	-44.4%	$21,140	$38,055	-44.4%
Total Gift Cards $	$350	$250	40.0%	$350	$250	40.0%
Total GPS Advertising $	$0	$0	0.0%	0	$0	0.0%
Rain Chks/Gift Cards Redeemed	$0	$0	0.0%	$0	$0	#DIV/0!
	$29,122	**$58,919**	**-50.6%**	**$29,122**	**$58,919**	**-50.6%**
$ Revenue/Revenue Round	**$25.06**	**$20.80**	20.5%	**$25.06**	**$20.80**	20.5%
Carts/Revenue Round	**0.0%**	**0.0%**	0.0%	**0.0%**	**0.0%**	0.0%
Cart $/Revenue Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.00**	0.0%
Cart $/Cart Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.00**	0.0%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.00**	0.0%
ID Card $/Card	**$147.39**	**$119.00**	23.9%	**$147.39**	**$119.00**	23.9%
Resident Adult 18 Rounds	0	186	-100.0%	0	186	-100.0%
Resident Senior 18 Rounds	2	182	-98.9%	2	182	-98.9%
Junior/Golf Team 18 Rounds	0	13	-100.0%	0	13	-100.0%
Golf League 18 Rounds	0	0	0.0%	0	0	0.0%
Empl 18 Rounds	0	0	0.0%	0	0	0.0%
Non Resident 18 Rounds	27	38	-28.9%	27	38	-28.9%
Total 9 Hole Rounds	5	0	0.0%	5	0	0.0%
Total Revenue Rounds	***34***	***419***	***-91.9%***	***34***	***419***	***-91.9%***
Resident Adult 18 Rounds $	$0	$4,240	-100.0%	$0	$4,240	-100.0%
Resident Senior 18 Rounds $	$37	$3,445	-98.9%	$37	$3,445	-98.9%
Junior/Golf Team 18 Rounds $	$0	$180	-100.0%	$0	$180	-100.0%
Golf League 18 Rounds	$0	$0	0.0%	$0	$0	0.0%
Empl 18 Rounds $	$0	$0	0.0%	$0	$0	0.0%
Non Resident 18 Rounds $	$692	$849	-18.5%	$692	$849	-18.5%
Total 9 Hole Rounds $	$123	$0	0.0%	$123	$0	0.0%
Total $ Revenue Rounds	***852***	***8,714***	***-90.2%***	***852***	***8,714***	***-90.2%***
SR NONRES DISC	6	13	-53.8%	6	13	-53.8%
NONRES DISCOUNT	12	6	100.0%	12	6	100.0%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***18***	***19***	***-5.3%***	***18***	***19***	***-5.3%***
GolfNow Rounds	0	10	-100.0%	0	10	-100.0%
GolfNow Dollars	$0	$163	-100.0%	$0	$163	-100.0%
Dollars/Round	$0.00	$16.33	-100.0%	$0.00	$16.33	-100.0%

GRANT ASSIGNMENT CERTIFICATION

SFY 2023 (JULY 1, 2022 THRU JUNE 30, 2023)		
Name of Municipality	*Click here to enter text.*	
Name of Coordinating Entity	*Click here to enter text.*	
Please check the box (to the right) acknowledging the municipality (named above) is participating in a consolidated grant application under the State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program (MGP). The municipality hereby assigns its grant apportionment from the State program to the above listed entity who will coordinate the operation of transportation services.		☒

You may digitally enter your signature on the following line (please submit in WORD) or

DIGITAL SIGNATURE

X

You may enter your name, title, and date below then printout and sign (please submit in pdf):

Click here to enter text.
Name

X
Signature

Click here to enter text.

Title (i.e., Chief Fiscal Officer)

Click or tap to enter a date.
Date

ADDITIONAL COMMENTS
Click here to enter text.

MAINTENANCE OF EFFORT CERTIFICATION

SFY 2023 (JULY 1, 2022 THRU JUNE 30, 2023)	
Name of Municipality	*Click here to enter text.*
The municipality (named above) hereby certifies that State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program (MGP) funds on transportation programs for seniors and persons with disabilities will be Choose an item. If municipal levels of funding will be reduced, please enter below the percentage of applicant funding that will be reduced. *Click here to enter text.*	

You may digitally enter your signature on the following line (please submit in WORD) or

DIGITAL SIGNATURE

X ______________________

You may enter your name, title, and date below then printout and sign (please submit in pdf):

Click here to enter text.
Name

X ______________________
Signature

Click here to enter text.

Title (i.e., Chief Fiscal Officer)

Click or tap to enter a date.
Date

ADDITIONAL COMMENTS

Click here to enter text.

Lam, Chitsamay

Subject: FW: CT FY 2023 State Matching Grant Program
Attachments: 2020 Census.docx; MGP - 23-Maintenance of Effort Certification (SFY 2023).docx; MGP - 23-Grant Assignment Certification (SFY 2023).docx

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From: Todd Fontanella <tfontanella@westcog.org>
Sent: Tuesday, March 15, 2022 10:20 AM
To: Ann Marie Lindblom (alindblom@bridgewatertownhall.org) <alindblom@bridgewatertownhall.org>; Angelica Fontanez <afontanez@townofreddingct.org>; Zaro, Bethany <Bethany.Zaro@newcanaanct.gov>; gina@athomeindarien.org; Hickey, Joe <JHickey@StamfordCT.gov>; Morton, Kimberlee <kmorton@norwalktransit.com>; Liz LaVia <LLaVia@townofshermanct.org>; Matt Pentz <MPentz@norwalktransit.com>; mmcnally@darienct.gov; peter.mynarski@greenwichct.org; Pierce, Steve <Steve.Pierce@WILTONCT.ORG>; Rick Darling <rdarling@westonct.gov>; debbie@ridetag.org; Finance2 <Finance2@ridetag.org>; Caroline Simmons <csimmons@stamfordct.gov>; Curtis Read <cread@bridgewater-ct.gov>; Dan Rosenthal <dan.rosenthal@newtown-ct.gov>; Dean Esposito <d.esposito@danbury-ct.gov>; Donald Lowe <dlowe@townofshermanct.org>; Fred Camillo <fred.camillo@greenwichct.org>; Rilling, Harry <hrilling@norwalkct.org>; Jennifer Tooker <jtooker@westportct.gov>; Julia Pemberton: (jpemberton@townofreddingct.org) <jpemberton@townofreddingct.org>; Kevin Moynihan <kevin.moynihan@newcanaanct.gov>; Lynne Vanderslice - Town of Wilton (lynne.vanderslice@wiltonct.org) <lynne.vanderslice@wiltonct.org>; Matthew S. Knickerbocker (knickerbockerm@bethel-ct.gov) <knickerbockerm@bethel-ct.gov>; Monica McNally <mmcnally@darienct.gov>; Pat Del Monaco <pdelmonaco@newfairfield.org>; Pete Bass <mayor@newmilford.org>; Rudy Marconi - Town of Ridgefield (selectman@ridgefieldct.org) <selectman@ridgefieldct.org>; Samantha Nestor <snestor@westonct.gov>; Tara Carr <tcarr@brookfieldct.gov>; Alice Smith (asmith@townofreddingct.org) <asmith@townofreddingct.org>; Ann Marie Wagner - Town of Brigewater (awagner@bridgewater-ct.gov) <awagner@bridgewater-ct.gov>; Barbara Heins <Barbara.Heins@greenwichct.org>; Bridget Fox (bfox@stamfordct.gov) <bfox@stamfordct.gov>; Cindy Grafstein <cgrafstein@stamfordct.gov>; Cristina Barletta <selectadmin@newfairfield.org>; Dionne Craig <craigd@bethel-ct.gov>; Eileen Francis <efrancis@westportct.gov>; Ginny Giovanniello <ggiovanniello@brookfieldct.gov>; Jacqueline Rochester <jacqueline.rochester@wiltonct.org>; Linda Hollins <lhollins@newmilford.org>; Linda O'Leary <loleary@darienct.gov>; Lindsay Seti <l.seti@danbury-ct.gov>; Pamela Flynn <Pam.Flynn@newcanaanct.gov>; Rudolph P. Marconi <selectman@ridgefieldct.org>; Ruth Byrnes <rbyrnes@townofshermanct.org>; Johnson, Sally <SJohnson@norwalkct.org>; Sara Beer <executiveassistant@westonct.gov>; Sue Marcinek <susan.marcinek@newtown-ct.gov>; Valerie Pankosky <VPankosky@StamfordCT.gov>; Abdul Mohamed <a.mohamed@danbury-ct.gov>; Aimee Pardee (apardee@townofreddingct.org) <apardee@townofreddingct.org>; Ali Mohseni <Ali.Mohseni@dot.ny.gov>; Amy Siebert (asiebert@greenwichct.org) <asiebert@greenwichct.org>; Antonio Iadarola (a.iadarola@danbury-ct.gov) <a.iadarola@danbury-ct.gov>; briansullivan1211@gmail.com; Bridget Fox (bfox@stamfordct.gov) <bfox@stamfordct.gov>; cavagnab@bethel-ct.gov; Cf.eng@ridgefieldct.org; Charley Taney ctaney@nrvt-trail.com <ctaney@nrvt-trail.com>; Chris Burney <chris.burney@wiltonct.org>; christal.preszler@newtown-ct.gov; Crystal Mitchell <CMitchell@StamfordCT.gov>; Daphne.White@WILTONCT.ORG; DibbleR@bethel-ct.gov; DOustafine@darienct.gov; egentile@darienct.gov; Eric Swenson <swensone@bethel-ct.gov>; Frank Petise <fpetise@stamfordct.gov>; Frank Smeriglio <frank.smeriglio@wiltonct.org>; Eshraghi, Fred <FEshraghi@norwalkct.org>; Fred Hurley (fred.hurley@newtown-ct.gov) <fred.hurley@newtown-ct.gov>; Bolella, Garrett <GBolella@norwalkct.org>; GDembowski@brookfieldct.gov; Gerry Bogacz <Gerry.Bogacz@dot.ny.gov>; Pacelli, Greg <gpacelli@norwalkct.org>; Guyauth Gabbidon <guyauthg@hartransit.com>; highway@ridgefieldct.org; Jack Healy <jhealy@newmilford.org>; Jacob Muller <purchasing@ridgefieldct.org>; James.Michel@greenwichct.org; Jason Kaufman <jason.kaufman@greenwichct.org>; jconte@westonct.gov; Jennifer Carrier <jennifer.carrier@dot.gov>; Jennifer.Fascitelli@wiltonct.org; JGinsberg@darienct.gov; jhanson@townofreddingct.org; jhyde@newmilford.org; Travers, James <JTravers@norwalkct.org>; joe.zagarenski@newcanaanct.gov; Joshua Rickman <jrickman@cttransit.com>; Kathryn Faraci <Kathryn.Faraci@ct.gov>; Morton, Kimberlee <kmorton@norwalktransit.com>; Kurt Salmoiraghi <kurt.salmoiraghi@dot.gov>; leah.sirmin@dot.gov; King, Laoise

<lking@norwalkct.org>; Maria Coplit <maria.coplit@newcanaanct.gov>; Michael Wrinn <michael.wrinn@wiltonct.org>; mpollard@stamfordct.gov; Yeosock, Mike <MYEOSOCK@norwalkct.org>; Paige Lawrence <paige.lawrence@ctrides.com>; Paul Chenard <pchenard@norwalktransit.com>; pratkiewich@westportct.gov; PublicWorks@townofshermanct.org; ricks@hartransit.com; rloudon@NEWFAIRFIELD.ORG; ron.bolmer@newtown-ct.gov; rtedesco@brookfieldct.gov; s.calitro@danbury-ct.gov; SEDWARDS@westportct.gov; Harris, Sara <sharris@westportct.gov>; Kleppin, Steven <skleppin@norwalkct.org>; t.altermatt@danbury-ct.gov; Tammy Reardon <TReardon@newmilford.org>; Thomas Villa <villat@bethel-ct.gov>; Tiger.Mann@newcanaanct.gov; tkulikowski@westonct.gov; TTheder@StamfordCT.gov; Veera Karukonda (v.karukonda@danbury-ct.gov) <v.karukonda@danbury-ct.gov>; Wilberg, Keith <KWILBERG@westportct.gov>; Beatrix Winter - Norwalk Senior Center <bwinter@norwalksc.org>; Carolyn Haglund - New Milford Senior Center <cmhaglund@newmilford.org>; Elizabeth Paris - Darien Senior Program <eparis@darienct.gov>; Ellen Melville - Brookfield Senior Center <emelville@brookfieldct.gov>; Gail Schiron - Redding Senior Center <socialservices@townofreddingct.org>; Grace Weber - Founders Hall <grace@founders-hall.org>; Kathy Hull - New Fairfield Senior Center <khull@newfairfield.org>; Laurette Helmrich - Greenwich Senior Center <lhelmrich@greenwichct.org>; Lisa Plumb - Bethel Senior Center <plumbl@bethel-ct.gov>; Lyn Bond - Senior Center of New Canaan <laphamcenter@newcanaanct.gov>; Marilyn Curtin - Bridgewater Senior Center <bwscseniorcenter@gmail.com>; Marsha O'Kane - Stamford Senior Center <mokane@ci.stamford.ct.us>; Natalie Jackson - Newtown Senior Center <natalie.jackson@newtown-ct.gov>; Sarah Heath - Wilton Senior Center <sarah.heath@wiltonct.org>; Susan Pfister - Westport Senior Center <spfister@westportct.gov>; Susan Tomanio - Danbury Elderly Services <s.tomanio@danbury-ct.gov>; Suzette Berger - Sherman Senior Center <shermanseniorcenter@gmail.com>; Wendy Petty - Weston Senior Center <wpetty@westonct.gov>
Cc: fpickering <fpickering@westcog.org>; Kristin Hadjstylianos <khadjstylianos@westcog.org>; Marques, Aimee <aimee.marques@ct.gov>
Subject: CT FY 2023 State Matching Grant Program

CAUTION: EXTERNAL Email: Don't open links or attachments from untrusted senders

Good morning, everyone! CTDOT has announced the FY2023 State Matching Grant Program (MGP)/13b-38bb, which provides up to 50% match funding for demand responsive transportation to seniors and persons with disabilities. Key materials and the deadline for required materials are listed below. *Please be aware that the allocations to each community have changed as a result of the 2020 Census (see Attachment 1 above).*

Required Materials: Municipalities need to submit the required certifications and budget information as follows:

- Maintenance of Effort Certification (Attachment 2 above): should be completed and signed by the CFO. Everyone please:
  - go to "click here to enter text" and enter name of municipality;
  - click on "choose an item" click on arrow then on item, and
  - sign, and enter title and date.
- Assignability Certification (Attachment 3 above): Those municipalities participating in a coordinated program through a transit district (NTD or HARTransit) should complete this form and have it signed by the municipal CEO assigning the grant to the transit district. For these municipalities:
  - complete the form: go to "click here to enter text" and enter name of municipality;
  - "click here to enter text" again, click and enter the coordinating entity (transit district, town, COG), and
  - sign, and enter title and date.
- Program Budget: Please also include a copy of your municipality's budget page for FY 2023 that shows the line item for this transportation program. Mark on the budget page the line item attributable to the dial-a-ride program. It can be the proposed budget; an approved budget is not expected.

Deadline: required materials are due to WestCOG and CTDOT by **May 2, 2022**. Materials should be transmitted to the following contacts:

- CTDOT: Aimee Marques, Aimee.Marques@ct.gov
- WestCOG: Todd Fontanella, tfontanella@westcog.org

Technical Assistance: please direct all inquiries to Todd Fontanella, tfontanella@westcog.org or 475-323-2076.

Thank you! Todd

TODD FONTANELLA
Senior Planner, Western Connecticut Council of Governments
tel/fax 475-323-2076 · tfontanella@westcog.org

web westcog.org · *post* 1 Riverside Road, Sandy Hook, CT 06482

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Andover	330	219	103	84	28	21	785	0.093%	$2,327	15.6	0.311%	$7,779	$10,105
Ansonia	1345	1005	764	442	304	538	4,398	0.521%	$13,037	6.2	0.124%	$3,091	$16,128
Ashford	387	193	170	133	27	35	945	0.112%	$2,801	40.3	0.804%	$20,095	$22,896
Avon	1404	969	911	694	637	589	5,204	0.617%	$15,426	23.5	0.469%	$11,718	$27,144
Barkhamsted	264	276	141	199	93	0	973	0.115%	$2,884	39	0.778%	$19,446	$22,331
Beacon Falls	383	356	414	262	147	121	1,683	0.200%	$4,989	9.8	0.195%	$4,887	$9,875
Berlin	1558	1268	1071	718	599	658	5,872	0.696%	$17,406	27	0.539%	$13,463	$30,869
Bethany	555	310	250	161	161	158	1,595	0.189%	$4,728	21.6	0.431%	$10,770	$15,498
Bethel	1267	816	900	532	296	458	4,269	0.506%	$12,654	17	0.339%	$8,477	$21,131
Bethlehem	382	256	117	87	116	42	1,000	0.119%	$2,964	19.7	0.393%	$9,823	$12,787
Bloomfield	1859	1407	1100	1075	862	1159	7,462	0.885%	$22,119	26.4	0.527%	$13,164	$35,283
Bolton	323	358	357	141	89	114	1,382	0.164%	$4,097	15.5	0.309%	$7,729	$11,825
Bozrah	293	192	106	132	42	23	788	0.093%	$2,336	20	0.399%	$9,972	$12,308
Branford	2315	2183	1356	1016	707	1128	8,705	1.032%	$25,804	27.9	0.556%	$13,912	$39,715
Bridgeport	7861	5005	3840	3256	2046	2379	24,387	2.892%	$72,289	17.5	0.349%	$8,726	$81,015
Bridgewater	163	146	169	87	61	66	692	0.082%	$2,051	16.3	0.325%	$8,128	$10,179
Bristol	4120	2948	2342	1772	1322	1577	14,081	1.670%	$41,740	27	0.539%	$13,463	$55,203
Brookfield	1087	910	927	717	339	377	4,357	0.517%	$12,915	19.8	0.395%	$9,873	$22,788
Brooklyn	527	639	273	217	175	242	2,073	0.246%	$6,145	28.7	0.572%	$14,311	$20,455
Burlington	878	537	534	203	108	132	2,392	0.284%	$7,090	30.6	0.610%	$15,258	$22,348
Canaan	128	115	83	58	18	14	416	0.049%	$1,233	33.4	0.666%	$16,654	$17,887
Canterbury	429	299	195	159	117	116	1,315	0.156%	$3,898	40	0.798%	$19,945	$23,843
Canton	847	903	409	247	257	197	2,860	0.339%	$8,478	25	0.499%	$12,466	$20,943
Chaplin	293	150	80	51	21	90	685	0.081%	$2,031	19.8	0.395%	$9,873	$11,903
Cheshire	2274	1760	1227	856	738	831	7,686	0.911%	$22,783	33	0.658%	$16,455	$39,238
Chester	376	294	323	135	124	196	1,448	0.172%	$4,292	15.9	0.317%	$7,928	$12,220
Clinton	1099	915	736	432	377	240	3,799	0.450%	$11,261	17.2	0.343%	$8,576	$19,838
Colchester	1117	814	517	449	244	225	3,366	0.399%	$9,978	48.7	0.971%	$24,283	$34,261
Colebrook	156	86	54	55	5	21	377	0.045%	$1,118	33	0.658%	$16,455	$17,572
Columbia	638	378	300	166	145	182	1,809	0.214%	$5,362	21.8	0.435%	$10,870	$16,232
Cornwall	175	151	111	61	23	43	564	0.067%	$1,672	46.8	0.933%	$23,336	$25,007
Coventry	1031	526	680	313	90	242	2,882	0.342%	$8,543	37.3	0.744%	$18,599	$27,142

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Cromwell	1093	803	552	360	285	699	3,792	0.450%	$11,240	13.5	0.269%	$6,731	$17,972
Danbury	5205	3481	3174	1983	1481	1441	16,765	1.988%	$49,696	44	0.878%	$21,939	$71,635
Darien	1144	743	631	347	402	462	3,729	0.442%	$11,054	14.9	0.297%	$7,429	$18,483
Deep River	255	377	205	133	44	80	1,094	0.130%	$3,243	14.2	0.283%	$7,080	$10,323
Derby	863	667	522	306	310	313	2,981	0.353%	$8,836	5.3	0.106%	$2,643	$11,479
Durham	537	593	386	190	176	155	2,037	0.242%	$6,038	23.3	0.465%	$11,618	$17,656
East Granby	245	328	277	80	98	100	1,128	0.134%	$3,344	17.4	0.347%	$8,676	$12,020
East Haddam	817	545	613	197	163	170	2,505	0.297%	$7,425	57.6	1.149%	$28,721	$36,146
East Hampton	905	983	573	272	136	214	3,083	0.366%	$9,139	36.8	0.734%	$18,349	$27,488
East Hartford	2747	2386	1531	1253	1011	1067	9,995	1.185%	$29,628	18.7	0.373%	$9,324	$38,952
East Haven	2183	1843	1072	934	585	1043	7,660	0.908%	$22,706	12.6	0.251%	$6,283	$28,989
East Lyme	1415	1413	1155	874	471	431	5,759	0.683%	$17,071	34.8	0.694%	$17,352	$34,423
East Windsor	783	332	553	347	323	431	2,769	0.328%	$8,208	26.8	0.535%	$13,363	$21,571
Eastford	162	99	80	30	40	47	458	0.054%	$1,358	28.6	0.570%	$14,261	$15,618
Easton	694	501	433	185	186	233	2,232	0.265%	$6,616	28.8	0.574%	$14,360	$20,977
Ellington	1010	866	572	492	264	108	3,312	0.393%	$9,818	34.8	0.694%	$17,352	$27,170
Enfield	2870	1957	1652	1338	1059	1240	10,116	1.199%	$29,986	33.8	0.674%	$16,853	$46,840
Essex	342	728	412	292	319	306	2,399	0.284%	$7,111	12.2	0.243%	$6,083	$13,194
Fairfield	4169	2659	2462	1731	1304	1721	14,046	1.665%	$41,636	30.6	0.610%	$15,258	$56,894
Farmington	1832	1510	1060	845	773	863	6,883	0.816%	$20,403	28.7	0.572%	$14,311	$34,713
Franklin	146	121	68	91	47	30	503	0.060%	$1,491	20	0.399%	$9,972	$11,463
Glastonbury	2756	1976	1448	1092	835	881	8,988	1.066%	$26,643	52.5	1.047%	$26,178	$52,820
Goshen	300	236	235	96	48	46	961	0.114%	$2,849	45.6	0.909%	$22,737	$25,586
Granby	950	765	523	299	166	286	2,989	0.354%	$8,860	41.3	0.824%	$20,593	$29,453
Greenwich	4015	3158	2720	2025	1494	1579	14,991	1.777%	$44,437	50.6	1.009%	$25,230	$69,668
Griswold	795	663	490	325	169	251	2,693	0.319%	$7,983	37.6	0.750%	$18,748	$26,731
Groton	2093	1999	1329	1100	605	920	8,046	0.954%	$23,850	38.3	0.764%	$19,097	$42,948
Guilford	1942	1850	1376	797	734	565	7,264	0.861%	$21,532	47.7	0.951%	$23,784	$45,317
Haddam	767	559	496	307	86	227	2,442	0.290%	$7,239	46.7	0.931%	$23,286	$30,524
Hamden	4146	3253	1962	1731	1246	1650	13,988	1.659%	$41,464	33	0.658%	$16,455	$57,919
Hampton	229	118	108	38	45	43	581	0.069%	$1,722	25.3	0.505%	$12,615	$14,337
Hartford	6118	4578	3886	2346	1395	1663	19,986	2.370%	$59,244	18.4	0.367%	$9,175	$68,418

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Hartland	197	138	96	54	37	52	574	0.068%	$1,701	34.5	0.688%	$17,203	$18,904
Harwinton	425	338	416	216	134	82	1,611	0.191%	$4,775	31.4	0.626%	$15,657	$20,432
Hebron	727	442	435	321	166	123	2,214	0.263%	$6,563	37.5	0.748%	$18,698	$25,261
Kent	374	185	258	67	80	200	1,164	0.138%	$3,450	49.5	0.987%	$24,682	$28,132
Killingly	1270	887	683	574	270	361	4,045	0.480%	$11,990	50	0.997%	$24,931	$36,922
Killingworth	533	415	382	213	134	152	1,829	0.217%	$5,422	36	0.718%	$17,950	$23,372
Lebanon	589	494	399	180	134	129	1,925	0.228%	$5,706	56.1	1.119%	$27,973	$33,679
Ledyard	1127	692	631	449	186	192	3,277	0.389%	$9,714	40.5	0.808%	$20,194	$29,908
Lisbon	335	262	162	152	36	70	1,017	0.121%	$3,015	16.5	0.329%	$8,227	$11,242
Litchfield	750	601	656	436	273	429	3,145	0.373%	$9,323	57.3	1.143%	$28,571	$37,894
Lyme	135	204	210	162	48	60	819	0.097%	$2,428	33	0.658%	$16,455	$18,882
Madison	1273	1465	1123	666	456	577	5,560	0.659%	$16,481	36.3	0.724%	$18,100	$34,581
Manchester	3550	2664	2081	1234	1198	1245	11,972	1.420%	$35,488	27.2	0.543%	$13,563	$49,051
Mansfield	726	784	473	444	189	292	2,908	0.345%	$8,620	45.2	0.902%	$22,538	$31,158
Marlborough	465	499	309	115	92	104	1,584	0.188%	$4,695	23.5	0.469%	$11,718	$16,413
Meriden	4185	3407	2189	1543	1048	1557	13,929	1.652%	$41,289	24	0.479%	$11,967	$53,256
Middlebury	662	568	305	249	216	365	2,365	0.280%	$7,010	18	0.359%	$8,975	$15,986
Middlefield	321	231	256	141	123	103	1,175	0.139%	$3,483	13.3	0.265%	$6,632	$10,115
Middletown	2798	2201	1558	1382	898	1097	9,934	1.178%	$29,447	42.9	0.856%	$21,391	$50,838
Milford	4150	3423	2657	1869	1147	1428	14,674	1.740%	$43,497	23.5	0.469%	$11,718	$55,215
Monroe	1301	908	829	666	268	374	4,346	0.515%	$12,883	26.4	0.527%	$13,164	$26,046
Montville	1387	861	807	700	407	447	4,609	0.546%	$13,662	43.9	0.876%	$21,890	$35,552
Morris	182	122	76	75	37	50	542	0.064%	$1,607	18.8	0.375%	$9,374	$10,981
Naugatuck	2204	1492	1241	582	577	708	6,804	0.807%	$20,169	16.2	0.323%	$8,078	$28,247
New Britain	4001	3213	2295	1609	954	1488	13,560	1.608%	$40,195	13.3	0.265%	$6,632	$46,827
New Canaan	1426	785	937	544	446	592	4,730	0.561%	$14,021	23.3	0.465%	$11,618	$25,639
New Fairfield	1293	670	765	567	259	213	3,767	0.447%	$11,166	25.3	0.505%	$12,615	$23,782
New Hartford	678	384	337	219	91	96	1,805	0.214%	$5,350	38.3	0.764%	$19,097	$24,448
New Haven	5343	4904	3420	2251	1316	1520	18,754	2.224%	$55,592	21.1	0.421%	$10,521	$66,113
New London	1651	1014	810	439	341	385	4,640	0.550%	$13,754	7.3	0.146%	$3,640	$17,394
New Milford	2300	1425	1078	673	422	479	6,377	0.756%	$18,903	64.4	1.284%	$32,111	$51,014
Newington	1947	1932	1384	962	854	1215	8,294	0.983%	$24,586	13.2	0.263%	$6,582	$31,167

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Newtown	2101	1317	1056	802	678	905	6,859	0.813%	$20,332	60.4	1.205%	$30,117	$50,449
Norfolk	171	144	114	119	49	33	630	0.075%	$1,867	46.7	0.931%	$23,286	$25,153
North Branford	897	869	734	401	373	599	3,873	0.459%	$11,481	26.8	0.535%	$13,363	$24,844
North Canaan	221	277	180	132	59	208	1,077	0.128%	$3,193	19.6	0.391%	$9,773	$12,966
North Haven	1879	1436	909	1430	759	835	7,248	0.859%	$21,485	21	0.419%	$10,471	$31,956
North Stonington	557	309	257	202	132	124	1,581	0.187%	$4,686	56.3	1.123%	$28,073	$32,759
Norwalk	5538	4597	3271	2254	1600	1942	19,202	2.277%	$56,920	27.7	0.552%	$13,812	$70,732
Norwich	2865	2198	1693	1074	745	907	9,482	1.124%	$28,107	27.1	0.541%	$13,513	$41,620
Old Lyme	628	577	584	355	217	259	2,620	0.311%	$7,766	27.1	0.541%	$13,513	$21,279
Old Saybrook	1021	562	617	652	489	381	3,722	0.441%	$11,033	18.3	0.365%	$9,125	$20,158
Orange	1096	953	697	459	374	675	4,254	0.504%	$12,610	17.6	0.351%	$8,776	$21,386
Oxford	1157	901	683	490	186	309	3,726	0.442%	$11,045	33	0.658%	$16,455	$27,499
Plainfield	1063	669	641	383	343	383	3,482	0.413%	$10,322	42.7	0.852%	$21,291	$31,613
Plainville	1445	1321	728	294	361	395	4,544	0.539%	$13,470	9.6	0.191%	$4,787	$18,256
Plymouth	1043	786	512	294	270	263	3,168	0.376%	$9,391	22.4	0.447%	$11,169	$20,560
Pomfret	520	303	203	101	76	70	1,273	0.151%	$3,773	40.6	0.810%	$20,244	$24,018
Portland	725	548	354	274	328	279	2,508	0.297%	$7,434	23.7	0.473%	$11,817	$19,252
Preston	333	305	246	143	124	50	1,201	0.142%	$3,560	31.3	0.624%	$15,607	$19,167
Prospect	717	525	584	326	232	247	2,631	0.312%	$7,799	14.3	0.285%	$7,130	$14,929
Putnam	668	667	457	372	208	331	2,703	0.320%	$8,012	20.1	0.401%	$10,022	$18,035
Redding	582	597	445	260	189	347	2,420	0.287%	$7,173	32.2	0.642%	$16,056	$23,229
Ridgefield	1681	1137	1047	713	519	832	5,929	0.703%	$17,575	34.8	0.694%	$17,352	$34,927
Rocky Hill	1535	1512	972	503	474	678	5,674	0.673%	$16,819	13.9	0.277%	$6,931	$23,750
Roxbury	208	226	161	116	44	43	798	0.095%	$2,365	27.4	0.546%	$13,662	$16,028
Salem	333	279	318	90	30	39	1,089	0.129%	$3,228	29.9	0.596%	$14,909	$18,137
Salisbury	308	398	297	299	179	197	1,678	0.199%	$4,974	60.6	1.209%	$30,217	$35,191
Scotland	102	112	84	74	19	22	413	0.049%	$1,224	18.3	0.365%	$9,125	$10,349
Seymour	1038	840	529	549	251	358	3,565	0.423%	$10,568	14.7	0.293%	$7,330	$17,897
Sharon	228	397	230	162	5	95	1,117	0.132%	$3,311	60.3	1.203%	$30,067	$33,378
Shelton	3198	2995	2045	1086	1149	1414	11,887	1.409%	$35,236	31.4	0.626%	$15,657	$50,893
Sherman	444	190	238	203	74	73	1,222	0.145%	$3,622	23.5	0.469%	$11,718	$15,340

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Simsbury	1638	1499	1156	603	549	683	6,128	0.727%	$18,165	34.5	0.688%	$17,203	$35,367
Somers	829	553	600	358	318	299	2,957	0.351%	$8,765	28.7	0.572%	$14,311	$23,076
South Windsor	1820	1332	1152	642	689	687	6,322	0.750%	$18,740	28.5	0.568%	$14,211	$32,951
Southbury	1499	1259	1521	1038	941	1105	7,363	0.873%	$21,826	40.9	0.816%	$20,394	$42,220
Southington	2768	2844	2420	1844	995	1375	12,246	1.452%	$36,300	36.9	0.736%	$18,399	$54,699
Sprague	189	124	128	114	81	30	666	0.079%	$1,974	13.8	0.275%	$6,881	$8,855
Stafford	908	852	471	231	242	277	2,981	0.353%	$8,836	60.8	1.213%	$30,316	$39,153
Stamford	7669	5967	4244	3335	2250	2882	26,347	3.124%	$78,099	39.9	0.796%	$19,895	$97,994
Sterling	321	140	181	109	59	22	832	0.099%	$2,466	27.2	0.543%	$13,563	$16,029
Stonington	1463	1316	1249	829	550	625	6,032	0.715%	$17,880	42.7	0.852%	$21,291	$39,172
Stratford	3585	2958	2437	1606	1121	1738	13,445	1.594%	$39,854	18.7	0.373%	$9,324	$49,179
Suffield	1021	707	773	388	301	292	3,482	0.413%	$10,322	43.1	0.860%	$21,491	$31,812
Thomaston	733	518	230	278	145	141	2,045	0.242%	$6,062	12	0.239%	$5,983	$12,045
Thompson	724	442	315	220	230	199	2,130	0.253%	$6,314	48.7	0.971%	$24,283	$30,597
Tolland	1186	849	447	463	252	325	3,522	0.418%	$10,440	40.4	0.806%	$20,144	$30,585
Torrington	2614	2023	1537	928	790	1499	9,391	1.113%	$27,837	40	0.798%	$19,945	$47,782
Trumbull	2280	1646	1446	1468	869	1142	8,851	1.049%	$26,237	23.5	0.469%	$11,718	$37,954
Union	81	101	74	49	29	13	347	0.041%	$1,029	29.9	0.596%	$14,909	$15,937
Vernon	1733	1342	1285	1033	733	749	6,875	0.815%	$20,379	18.6	0.371%	$9,274	$29,654
Voluntown	252	134	81	44	61	55	627	0.074%	$1,859	39.7	0.792%	$19,795	$21,654
Wallingford	3852	2854	2351	1549	1126	1973	13,705	1.625%	$40,625	39.8	0.794%	$19,845	$60,470
Warren	116	126	81	86	40	35	484	0.057%	$1,435	28	0.558%	$13,961	$15,396
Washington	281	301	326	111	138	69	1,226	0.145%	$3,634	38.7	0.772%	$19,297	$22,931
Waterbury	6151	4509	3030	2680	2041	2166	20,577	2.440%	$60,995	28.2	0.562%	$14,061	$75,057
Waterford	1323	1241	940	764	679	760	5,707	0.677%	$16,917	36.7	0.732%	$18,299	$35,217
Watertown	1484	1315	931	817	443	653	5,643	0.669%	$16,727	29.8	0.594%	$14,859	$31,586
West Hartford	4513	3698	2164	1740	1631	2346	16,092	1.908%	$47,701	22.2	0.443%	$11,069	$58,770
West Haven	3382	2635	2284	942	759	909	10,911	1.294%	$32,343	10.6	0.211%	$5,285	$37,628
Westbrook	544	573	552	252	157	360	2,438	0.289%	$7,227	16.2	0.323%	$8,078	$15,305
Weston	814	519	428	216	132	174	2,283	0.271%	$6,767	20.8	0.415%	$10,371	$17,139
Westport	1849	1464	1125	955	597	639	6,629	0.786%	$19,650	22.4	0.447%	$11,169	$30,819
Wethersfield	1978	1594	820	1159	695	778	7,024	0.833%	$20,821	13	0.259%	$6,482	$27,303

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Willington	532	282	179	85	63	79	1,220	0.145%	$3,616	34.8	0.694%	$17,352	$20,969
Wilton	1048	1135	776	369	543	308	4,179	0.496%	$12,388	26.8	0.535%	$13,363	$25,751
Winchester	1116	777	534	196	190	354	3,167	0.376%	$9,388	34	0.678%	$16,953	$26,341
Windham	1362	945	790	407	409	531	4,444	0.527%	$13,173	28	0.558%	$13,961	$27,135
Windsor	2320	1697	1249	871	534	744	7,415	0.879%	$21,980	31.1	0.620%	$15,507	$37,487
Windsor Locks	1005	685	504	455	303	471	3,423	0.406%	$10,147	9.2	0.183%	$4,587	$14,734
Wolcott	1381	841	783	546	340	634	4,525	0.537%	$13,413	20.6	0.411%	$10,272	$23,685
Woodbridge	626	617	685	294	296	297	2,815	0.334%	$8,344	19.3	0.385%	$9,623	$17,968
Woodbury	785	674	676	362	217	277	2,991	0.355%	$8,866	36.8	0.734%	$18,349	$27,215
Woodstock	555	573	515	87	123	92	1,945	0.231%	$5,765	61.6	1.229%	$30,715	$36,481
							843,382	100.000%	$2,500,000	5013.8	########	$2,500,000	$5,000,000

LoCIP Project Authorization Request Form *rev. 02/28/22* **Local Capital Improvement Program** **Submit completed and signed form to: LoCIP.Submit@ct.gov**	**STATE OF CONNECTICUT** ITEM #10 **Office of Policy and Management** **prescribed by the Secretary pursuant to CGS §7-536(c)**

PROJECT NUMBER:	(to be assigned by OPM upon project approval)		
Name of submitter:	Anthony Carr, Director of DPW	**Email Address of submitter:**	acarr@norwalkct.org
Town Code & Municipality Name:	103 Norwalk		
Project Category (select from drop down list below)			
Roads - Construction, Renovation, Repair, Resurfacing			
Name of Project:	Pavement Management		
Brief Project Description:	Pavement and Maintenance of City Roads and Reconstruction of Seriously Damaged Roads in Norwalk		
Project Address(es)/location(s) if known at time of application:	Various locations (see attached)		
1. Is the project located within a floodplain, or does it encroach upon or affect a floodplain, or does it have any impact on natural or man-made storm drainage, peak run-off rates and/or the regulation of flood flows?			NO
2. Is the project located on state-owned/controlled property, or does the project involve a state right-of-way, such as a state road?			NO
3. Does the project involve demolition or major alteration of any historic landmark or structure as defined in CGS 10-410, or archeological site as defined in CGS 10-381, that is listed or eligible to be listed on the National or State Registers of Historic Places as determined by the State Historic Preservation Office (SHPO):			NO
4. Are there any historic properties listed on the State or National Register of Historic Places within the project area?			NO
5. Does the project involve rehabilitation, demolition, or alterations to existing buildings older than 50 years?			NO
6. Are there any buildings, structures, or objects (e.g. houses, bridges, barns, walls, etc.) that may be directly or indirectly affected by the proposed action?			NO
AMOUNT OF LoCIP FUNDING BEING REQUESTED FOR PROJECT:	$648,140.00		

The undersigned certifies that:

1. I am the Chief Executive Officer of the Municipality and have the authority to execute this certification on behalf of the Municipality.
2. The above named project (the "Project") is a "local capital improvement project" pursuant to CGS §7-536(a)(4).
3. The Municipality has authorized the Project for which it seeks approval, and such authorization is documented in minutes of the required municipal meetings.
4. The Project is included in the Municipality's Capital Improvement Plan (CIP). If project is NOT on the town's CIP check the box directly to the right and follow instructions for an Emergency Authorization on the next page (second bullet) → ☐ Check if not on CIP
5. The Municipality agrees to (1) maintain detailed accounting and project records with respect to the Project; and (2) make such records available to auditors and the State upon request, for the prescribed period of time pursuant to CGS §§7-536(h), 11-8, 11-8a, 11-8b and 7-109. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities shall retain records for whichever retention longest.
6. The Municipality will not use funds received for the Project to satisfy a local matching requirement for state assistance program(s) other than Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.
7. Any special permits, certifications, reviews, or approvals required pursuant to statutes, regulations, ordnances or program requirements shall be secured before grant funds are released.
8. The information contained on this form is true, accurate and complete.

By (signature): ______________________ **Title:** Mayor
(must be Chief Executive officer: Mayor/First Selectman/Town Mgr.)

Printed Name: Harry Rilling **Date:** ______________________ (month, day, year)

Submit completed and signed form to: LoCIP.Submit@ct.gov

ITEM #10

LoCIP Reimbursement Request Form

Local Capital Improvement Program (rev. 03/2020)

Email this completed and signed form in PDF format to: LoCIP.Submit@ct.gov. The email subject line MUST include your town's name, the word LoCIP, the word Authorization or Reimbursement depending on which form you are submitting. If you are submitting both an authorization and a reimbursement, indicate by including the words Authorization and Reimbursement in the email subject line.

STATE OF CONNECTICUT - OFFICE OF POLICY & MANAGEMENT

Prescribed by the Secretary pursuant to CGS §7-536(c)

Select Town/City/Borough Name from drop down list to 103 Norwalk

LoCIP Project Number:

Project Name: Pavement Management

Vendor/Supplier/Contractor Name	ACTUAL DATE GOODS OR SERVICES WERE RECEIVED (XX/XX/XX)	Invoice #	Invoice Date XX/XX/XX	Check #	Total $ Check	Amt. of check attributable to this entry (requested amount)	Select Expenditure Category from drop down	Enter Description of Goods/Services provided by vendor/supplier/contractor (see 2nd tab of this workbook for description examples) (see 3rd tab of this workbook for examples of costs that are allowable/not allowable). ALSO, ENTER LOCATION OF WORK IF NOT PROVIDED ON PREVIOUSLY SUBMITTED PROJECT AUTHORIZATION REQUEST
The Grasso Companies, LLC	08/23/21	4	09/07/21	4113770	$500,000.00	$471,148.41	Contracted services	Repaving, concrete curbing, catch basin, painting
The Grasso Companies, LLC	11/18/21	7	12/17/21	4114271	$198,875.11	$176,991.59	Contracted services	Repaving, concrete curbing, catch basin, painting
TOTAL AMOUNT OF REIMBURSEMENT BEING REQUESTED →						$648,140.00	← THIS CELL WILL TOTAL DOLLAR AMOUNTS ABOVE	

CHECK HERE IF FINAL REIMBURSEMENT ☐ **←CHECK THIS BOX TO CLOSE OUT THE PROJECT & RETURN UNEXPENDED FUNDS TO THE TOWN'S AVAILABLE ENTITLEMENT ACCT. TO CONFIRM, PLEASE HAND INITIAL →**

The undersigned certifies that:

1.) I am the Chief Executive Officer (Mayor, First Selectman or Town Manager) of the Municipality and have the authority to execute this certification on behalf of the Municipality.

2.) The above named project (the "Project") is a "local capital improvement project" within the meaning of CGS §7-536(a) (4).

3.) The Municipality has authorized the Project for which it seeks reimbursement, and such authorization is documented in minutes of the required municipal meeting(s).

4.) The Project is included in the Municipality's Capital Improvement Plan (CIP) (Project must be listed on town's CIP.)

5.) The Municipality is entitled to reimbursement for the Project, pursuant to CGS §7-536(e).

6.) The Municipality agrees to maintain detailed project & accounting records with respect to the Project, reflecting expenditures set forth above; and to make such records available to its auditors and to the state. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities are advised to retain records for whichever retention period is longest.

7.) The Municipality will not use funds received for the Project to satisfy a local matching requirement for a state assistance program(s) other than the Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.

8.) The information contained on this form is true, accurate and complete.

By: ____________________ Mayor
signature — Title: (Mayor, First Selectman or Town Mgr)

Harry Rilling — Date: ________
Printed Name

Signed at:

____________, Connecticut, this ______ day of ____________
day — month & year

2022 LoCIP Entitlements

(effective March 1, 2022)

The chart below is in Town Code Order

Town Code	Town Name	2022 Entitlement
1	Andover	$ 28,519.00
2	Ansonia	$ 185,197.00
3	Ashford	$ 50,881.00
4	Avon	$ 111,172.00
5	Barkhamsted	$ 35,789.00
6	Beacon Falls	$ 37,399.00
7	Berlin	$ 125,339.00
8	Bethany	$ 47,477.00
9	Bethel	$ 121,078.00
10	Bethlehem	$ 33,115.00
11	Bloomfield	$ 130,682.00
12	Bolton	$ 38,663.00
13	Bozrah	$ 26,611.00
14	Branford	$ 157,329.00
15	Bridgeport	$ 2,283,120.00
16	Bridgewater	$ 23,727.00
17	Bristol	$ 485,595.00
18	Brookfield	$ 106,896.00
19	Brooklyn	$ 66,909.00
20	Burlington	$ 76,483.00
21	Canaan	$ 18,797.00
22	Canterbury	$ 54,184.00
23	Canton	$ 69,065.00
24	Chaplin	$ 26,713.00
25	Cheshire	$ 182,895.00
26	Chester	$ 29,407.00
27	Clinton	$ 83,913.00
28	Colchester	$ 115,651.00
29	Colebrook	$ 25,726.00
30	Columbia	$ 39,445.00
31	Cornwall	$ 32,372.00
32	Coventry	$ 101,972.00
33	Cromwell	$ 82,254.00
34	Danbury	$ 562,179.00
35	Darien	$ 115,049.00
36	Deep River	$ 30,550.00
37	Derby	$ 106,376.00
38	Durham	$ 52,750.00
39	Eastford	$ 22,933.00
40	East Granby	$ 35,632.00

Town Code	Town Name	2022 Entitlement
41	East Haddam	$ 88,444.00
42	East Hampton	$ 90,862.00
43	East Hartford	$ 454,429.00
44	East Haven	$ 220,047.00
45	East Lyme	$ 118,476.00
46	Easton	$ 66,928.00
47	East Windsor	$ 79,209.00
48	Ellington	$ 106,113.00
49	Enfield	$ 322,064.00
50	Essex	$ 40,852.00
51	Fairfield	$ 379,744.00
52	Farmington	$ 139,886.00
53	Franklin	$ 16,954.00
54	Glastonbury	$ 204,850.00
55	Goshen	$ 42,648.00
56	Granby	$ 82,799.00
57	Greenwich	$ 321,455.00
58	Griswold	$ 87,812.00
59	Groton	$ 205,381.00
60	Guilford	$ 139,880.00
61	Haddam	$ 74,158.00
62	Hamden	$ 444,212.00
63	Hampton	$ 28,790.00
64	Hartford	$ 1,890,016.00
65	Hartland	$ 19,045.00
66	Harwinton	$ 50,925.00
67	Hebron	$ 70,621.00
68	Kent	$ 41,258.00
69	Killingly	$ 133,947.00
70	Killingworth	$ 54,710.00
71	Lebanon	$ 70,671.00
72	Ledyard	$ 110,816.00
73	Lisbon	$ 29,046.00
74	Litchfield	$ 82,522.00
75	Lyme	$ 25,955.00
76	Madison	$ 112,395.00
77	Manchester	$ 430,993.00
78	Mansfield	$ 126,123.00
79	Marlborough	$ 50,922.00
80	Meriden	$ 503,875.00
81	Middlebury	$ 56,215.00
82	Middlefield	$ 32,007.00
83	Middletown	$ 317,942.00
84	Milford	$ 357,605.00
85	Monroe	$ 138,102.00

Town Code	Town Name	2022 Entitlement
86	Montville	$ 147,147.00
87	Morris	$ 21,714.00
88	Naugatuck	$ 251,387.00
89	New Britain	$ 1,008,162.00
90	New Canaan	$ 116,771.00
91	New Fairfield	$ 78,686.00
92	New Hartford	$ 62,640.00
93	New Haven	$ 1,619,816.00
94	Newington	$ 209,248.00
95	New London	$ 309,270.00
96	New Milford	$ 195,395.00
97	Newtown	$ 208,339.00
98	Norfolk	$ 30,978.00
99	North Branford	$ 89,108.00
100	North Canaan	$ 29,230.00
101	North Haven	$ 152,771.00
102	North Stonington	$ 49,667.00
103	Norwalk	$ 648,140.00
104	Norwich	$ 342,931.00
105	Old Lyme	$ 49,256.00
106	Old Saybrook	$ 65,578.00
107	Orange	$ 99,719.00
108	Oxford	$ 97,169.00
109	Plainfield	$ 124,612.00
110	Plainville	$ 124,937.00
111	Plymouth	$ 91,589.00
112	Pomfret	$ 46,522.00
113	Portland	$ 63,856.00
114	Preston	$ 43,974.00
115	Prospect	$ 66,830.00
116	Putnam	$ 74,696.00
117	Redding	$ 70,130.00
118	Ridgefield	$ 154,604.00
119	Rocky Hill	$ 115,700.00
120	Roxbury	$ 35,635.00
121	Salem	$ 33,215.00
122	Salisbury	$ 43,139.00
123	Scotland	$ 20,708.00
124	Seymour	$ 119,375.00
125	Sharon	$ 48,730.00
126	Shelton	$ 268,558.00
127	Sherman	$ 26,118.00
128	Simsbury	$ 162,795.00
129	Somers	$ 85,573.00
130	Southbury	$ 131,770.00

Town Code	Town Name	2022 Entitlement
131	Southington	$ 285,179.00
132	South Windsor	$ 163,843.00
133	Sprague	$ 27,241.00
134	Stafford	$ 107,863.00
135	Stamford	$ 845,756.00
136	Sterling	$ 42,006.00
137	Stonington	$ 106,114.00
138	Stratford	$ 398,251.00
139	Suffield	$ 91,239.00
140	Thomaston	$ 54,585.00
141	Thompson	$ 86,828.00
142	Tolland	$ 115,506.00
143	Torrington	$ 273,876.00
144	Trumbull	$ 246,356.00
145	Union	$ 14,398.00
146	Vernon	$ 212,545.00
147	Voluntown	$ 24,436.00
148	Wallingford	$ 289,548.00
149	Warren	$ 21,794.00
150	Washington	$ 51,868.00
151	Waterbury	$ 1,355,689.00
152	Waterford	$ 117,797.00
153	Watertown	$ 156,898.00
154	Westbrook	$ 41,297.00
155	West Hartford	$ 434,961.00
156	West Haven	$ 599,025.00
157	Weston	$ 66,122.00
158	Westport	$ 148,407.00
159	Wethersfield	$ 184,521.00
160	Willington	$ 58,725.00
161	Wilton	$ 114,720.00
162	Winchester	$ 89,865.00
163	Windham	$ 273,567.00
164	Windsor	$ 183,799.00
165	Windsor Locks	$ 79,372.00
166	Wolcott	$ 120,841.00
167	Woodbridge	$ 66,495.00
168	Woodbury	$ 77,815.00
169	Woodstock	$ 83,159.00
501	Groton-City	$ 10,241.00
601	Bantam	$ 219.00
603	Danielson	$ 2,933.00
604	Fenwick	$ 876.00
605	Groton Long Point	$ 2,934.00
606	Jewett City	$ 1,531.00

Town Code	Town Name	2022 Entitlement
607	Litchfield (Bor)	$ 919.00
608	Newtown (Bor)	$ 303.00
610	Stonington (Bor)	$ 1,478.00
611	Woodmont	$ 277.00

On 03/01/22 amounts above will be added to town's Existing Available Entitlement Account

Work Performed in 2021	Limits	Cost
Reed Street	*from Fairfield Avenue to West Avenue*	$ 90,210.17
Woodward Avenue	*from Neptune Avenue to Lawrance Street*	$ 48,110.85
West Rocks Road	*from Ward Street to St. Mary's and Butternut Lane to Creepinghemlock*	$ 441,060.83
Gordon Street	*from Bartlett Manor to Parallel Street*	$ 36,201.28
Bartlett Manor	*from Ponus Avenue to Dead End*	$ 112,686.44
Lake Street	*from Bartlett Manor to Dead End*	$ 17,777.32
Fort Point Street	*from South Smith Street to Edlie Avenue*	$ 44,687.67
South Smith Street	*from Fort Point Street to Dead End*	$ 89,663.18
Arlington Street	*from Parallel Street to Dead End*	$ 20,043.90
Cavanaugh Street	*from Bartlett Manor to Spring Hill Avenue*	$ 63,545.19
Parallel Street	*from Arlington Street to Cavanaugh Street*	$ 45,778.63
North Taylor Avenue	*from West Cedar Street to Benedict Street*	$ 233,194.31
Belair Road	*from Silvermine Avenue to Comstock Hill Avenue*	$ 37,901.52
Woodward Avenue	*from Burrit Street to Meadow Street*	$ 35,525.20
Styles Lane	*from Ponus Avenue to Ledgewood Drive*	$ 4,539.00
Douglas Drive	*from Huckleberry Drive South to Huckleberry Drive North*	$ 70,463.05
Nursery Court	*from Nursery Street to Dead End*	$ 3,721.31
Red Oak Lane	*from Nursery Street to Dead End*	$ 20,775.36
Flower Lane	*from Nursery Street to Douglas Drive*	$ 1,543.50
Larkspur Lane	*from Timothy Road to Dead End*	$ 1,661.10
Timothy Road	*from Douglas Drive to Huckleberry Drive North*	$ 4,689.30
Crooked Trail	*from Ledge Road to Highland Avenue*	$ 3,796.00
Range Road	*from Witch Lane to Croocked Trail*	$ 3,629.50
Dibble Street	*from Hunt Street to Rowayton Avenue*	$ 3,188.50
Hunt Street	*from Witch Lane to Rowayton Avenue*	$ 3,188.50
Thomes Street	*from Rowayton Avenue to Dead End*	$ 6,697.78
Barnfield Road	*from Witch Lane to Dead End*	$ 4,425.00
Bittersweet Trail	*from Witch Lane to Witch Lane*	$ 665.00
Ledge Road	*from Witch Lane to Crooked Trail*	$ 2,562.00
	TOTAL:	$ 1,451,931.36

Proposed Roads to be Paved in 2022	Limits	Estimated Cost
Crest Road	*from Wilson Avenue to Witch Lane*	$ 101,979.52
Harstrom Place	*from Route 136 to Cul-de-Sac*	$ 37,804.83
Highland Avenue	*From McKinley Street to Sammis Street*	$ 43,784.18
Ridgewood Avenue	*from Crest Road to Cul-de-Sac*	$ 71,440.00
Roton Avenue	*Wilson Avenue to Route 136*	$ 65,038.02
Rowayton Avenue	*From Mckinley Street to Private Road*	$ 271,010.65
Topsail Road	*from Farm Creek to Cul-de-sac*	$ 17,945.10
Witch Lane	*from Rowayton Avenue to Hunt Street*	$ 68,450.04
Betmarlea Road	*from Fillow Street to Fillow Street*	$ 266,410.87
Hunters Lane	*from Ponus Ave to Fillow Street*	$ 266,244.17
Redcoat Road	*from Fox Run Road to Lancaster Drive*	$ 97,991.36
Baxter Drive	*Woodward Avenue (North) to Woodward Avenue (South)*	$ 156,291.67
Seabreeze Place	*From Baxter Drive to Neptune Avenue*	$ 45,033.61
Aviation Court	*from Soundview Ave to Dead End*	$ 6,488.31
Beauford Road	*from Scribner Avenue to Rampart Road*	$ 26,555.10
Hadik Parkway	*from Soundview Avenue to Dead End*	$ 64,326.59
Indiana Place	*Bouton Street to Cul-de Sac*	$ 4,254.16
Iris Court	*from Flax Hill Road to Cul-de-Sac*	$ 39,300.64
Oak Hill Avenue	*from Flax Hill Road to Jomar Road*	$ 142,736.11
Primrose Court	*from Flax Hill Road to Cul-de-Sac*	$ 56,769.01
Rowayton Avenue	*from Flax Hill Road to Woodchuck Lane*	$ 84,768.46
Soundview Avenue	*from Michael Street to Flax Hill Road*	$ 225,386.08
Woodchuck Court	*from Woodchuck Lane to Cul-de-Sac*	$ 61,637.00
Woodchuck Court West	*from Woodchuck Court to Cul-de-Sac*	$ 23,208.46
Woodchuck Lane	*from Flax Hill Road to Rowayton Avenue*	$ 82,460.39
Putnam Avenue	*from Pine Street to Pine Street Ext*	$ 28,808.82
West Avenue	*from Pine Street Ext to North Main/MLK*	$ 95,937.10
Aiken Street	*from West Rocks to Hudson Street*	$ 420,232.00
	TOTAL:	$ 2,872,292.27

ARPA Projects Request by Departments
Department of Public Works

City of Norwalk Munis General Ledger Account Number	Name	ARPA Project #	Project Expenditure Category	SubCategory	ARPA Budget Request Amount	Project Description
134010-5796-APW01	DRG2021-1 Dreamy Hollow/Betts Brook Area Drainage, Sanitary Sewer & Water Mai	ADPW01	5-Infrastructure	5.6-Clean Water: Stormwater	6,974,320.00	DRG2021-1 Dreamy Hollow / Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements
134010-5796-APW02	Glendenning Street Storm Sewer Hydrologic/Hydraulic Study	ADPW02	5-Infrastructure	5.6-Clean Water: Stormwater	191,000.00	Glendenning Street Storm Sewer Hydrologic/Hydraulic Study
134010-5796-APW03	Glenwood Avenue Storm Sewer Hydrologic/Hydraulic Study	ADPW03	5-Infrastructure	5.6-Clean Water: Stormwater	201,500.00	Glenwood Avenue Storm Sewer Hydrologic/Hydraulic Study
134010-5796-APW04	DRG2022-1 Lockwood Lane and Heather Lane Drainage Improvementsâ€	ADPW04	5-Infrastructure	5.6-Clean Water: Stormwater	256,000.00	DRG2022-1 Lockwood Lane and Heather Lane Drainage Improvementsâ€
134010-5796-APW05	General Drainage-Various City Locations	ADPW05	5-Infrastructure	5.6-Clean Water: Stormwater	500,000.00	General Drainage-Various City Locations
134010-5796-APW06	Stormwater Management Plan Various City Locations	ADPW06	5-Infrastructure	5.6-Clean Water: Stormwater	837,000.00	Stormwater Management Plan Various City Locations
134010-5796-APW07	Coastal Resiliency-Various Citywide Locations	ADPW07	5-Infrastructure	5.6-Clean Water: Stormwater	350,000.00	Coastal Resiliency-Various Citywide Locations
134010-5796-APW08	Tree Planting DPW-Various Citywide Locations	ADPW08	5-Infrastructure	5.6-Clean Water: Stormwater	200,000.00	Tree Planting DPW-Various Citywide Locations
134010-5796-APW09	Green Infrastructure-Various Citywide Locations	ADPW09	5-Infrastructure	5.6-Clean Water: Stormwater	250,000.00	Green Infrastructure-Various Citywide Locations
					9,759,820.00	

INTERNAL USE:
CFO APPROVAL
CHIEF OF STAFF APPROVAL
FINANCE AND CLAIMS DATE
COMMON COUNCIL DATE

CITY OF NORWALK
Anthony R. Carr, PE, CFM
Chief of Operations and Public Works
acarr@norwalkct.org
P: 203-854-7792 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

MEMORANDUM

TO: Mr. Tom Ellis, Director of Management and Budgets

FROM: Mr. Anthony R. Carr, PE, CFM – Chief of Operations and Public Works

CC: Mayor Harry W. Rilling
Ms. Laoise King, Chief of Staff
Mr. Henry M. Dachowitz, CPA, Chief Financial Officer
Ms. Chitsamay Lam, Comptroller
Ms. Sharon Conners, Purchasing Agent
Ms. Vanessa Valadares, PE, Principal Engineer, Department of Public Works

RE: ARPA Expenditure Category (EC) **“**5.6 - Clean Water: Stormwater” –
DPW Capital Funding Allocation Request No. 1

DATE: January 28, 2022

The Department of Public Works (DPW) is respectfully requesting a **$9,759,820.74** American Rescue Plan Act (ARPA) funding allocation into the following DPW capital project accounts:

- **09-22-4021-5777-C0440 “Watercourse Maintenance”**
- **09-22-4021-5777-C0302 “General Drainage”**
- **09-19-4021-5777-C0425 “Stormwater Management Plan”**
- **“Coastal Resiliency” (NEW PROJECT)**
- **09-22-4021-5777-C0233 “Tree Planting DPW”**
- **“Green Infrastructure” (NEW PROJECT)**

This ARPA funding allocation request will be purposed for City of Norwalk (i.e. “Norwalk) stormwater infrastructure, coastal resiliency and tree planting capital projects to support flood mitigation initiatives and storm sewer improvements.

SUPPORTING DOCUMENTATION

- Department of Public Works (DPW) Contract No. DRG 2021-1 “Dreamy Hollow / Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements”:

- DPW Memorandum Re: Public Works Committee Agenda Item – DRG 2021-1: Dreamy Hollow / Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements, dated December 1, 2021.
- DRG 2021-1 “Bid Results”, dated December 1, 2021.
- DRG2021-1 “Bid Comparison (Based Bid = $864,505.00)”, dated December 1, 2021.
- DRG2021-1 “Bid Comparison (Alternate 1 = $682,815.00)”, dated December 1, 2021.
- DRG2021-1 “Bid Comparison (Alternate 2 = $5,598,675.00)”, dated December 1, 2021.
- Woodard & Curran Engineering, PA PC Task Order 1F “Construction Administration Services” for DRG 2021-1, dated December 1, 2021, for a sum not to exceed $291,400.00.
- City of Norwalk Water Pollution Control Authority (WPCA) Meeting Agenda, Items 10 – 12, dated December 20, 2021.
- City of Norwalk Common Council Meeting Minutes, Approval of Item D “Public Works Committee, Items 7A, 7B and 8, dated December 14, 2021.

- Woodard & Curran Engineering, PA PC Task Order 1G “Storm Sewer Hydrologic/Hydraulic Study” on Glendenning Street, dated September 30, 2021, for a sum not to exceed $191,000.00.

  - City of Norwalk Common Council Meeting Minutes, Approval of Item B “Public Works Committee, dated October 12, 2021

- Woodard & Curran Engineering, PA PC Task Order 1H “Storm Sewer Hydrologic/Hydraulic Study” on Glenwood Avenue, dated September 30, 2021, for a sum not to exceed $201,500.00.

  - City of Norwalk Common Council Meeting Minutes, Approval of Item B “Public Works Committee, dated October 12, 2021.

- DPW Memorandum Re: Public Works Committee Agenda Item – Lockwood Lane & Heather Lane Drainage Improvements RFP – City Project 4177, D.P.W. Project DRG2022-1, dated January 26, 2022.

BACKGROUND

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

DPW has initiated several capital flood mitigation and stormwater infrastructure projects (e.g. drainage pipe upgrades/replacement, expansion of the City’s tree canopy, etc.) to enhance public safety and welfare. These projects are at various stages of completion (i.e. conceptual, design or construction).

The following table summarizes the DPW capital projects have been categorized to comply with ARPA Expenditure Category (EC) "5.6 - Clean Water: Stormwater":

DPW CAPITAL PROJECT ALLOCATION FOR ARPA FUNDING EXPENDITURES

DPW CAPITAL PROJECT ACCOUNT	PROJECT NAME	CAPITAL COST	PROJECT PHASE
09-22-4021-5777-C0440 "Watercourse Maintenance"	DRG2021-1 "Dreamy Hollow / Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements"	$6,974,320.74	Construction
09-22-4021-5777-C0440 "Watercourse Maintenance"	Glendenning Street Storm Sewer Hydrologic/Hydraulic Study	$191,000.00	Conceptual
09-22-4021-5777-C0440 "Watercourse Maintenance"	Glenwood Avenue Storm Sewer Hydrologic/Hydraulic Study	$201,500.00	Conceptual
09-22-4021-5777-C0440 "Watercourse Maintenance"	DRG2022-1 "Lockwood Lane and Heather Lane Drainage Improvements"	$256,000.00	Design
09-22-4021-5777-C0302 "General Drainage"	Various Citywide Locations	$500,000.00	Design
09-19-4021-5777-C0425"Stormwater Management Plan"	Various Citywide Locations	$837,000.00	Conceptual
"Coastal Resiliency" (NEW)	Various Citywide Locations	$350,000.00	Requested
09-22-4021-5777-C0233 "Tree Planting DPW"	Various Citywide Locations	$200,000.00	Design
"Green Infrastructure" (NEW)	Various Citywide Locations	$250,000.00	Requested
	Total Requested ARPA Funding Allocation	**$9,759,820.74**	

Notes:

1. Dreamy Hollow / Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements = $8,152,395.00 - $1,178,074.26 = **$6,974,320.74 (Construction & Construction Admin)**
   a. $1,178,074.26 = WPCA capital funding allocated to the sanitary sewer improvements for DRG2021-1; this funding has been deducted from this ARPA allocation request since these expenses are NOT categorized as EC 5.6 "Clean Water: Stormwater"
      i. $1,134,906.25 = WPCA Capital Cost for Sanitary Sewer Construction
      ii. $43,168.01 = WPCA Portion of Construction Administration for Sanitary Sewer Improvements
2. A "Requested" project phase is a new capital project requests not yet adopted under the proposed City of Norwalk FY23 capital budget.

CONCLUSION

The Department of Public Works is respectfully requesting a **$9,759,820.74** ARPA funding allocation into the following DPW capital project accounts:

- **09-22-4021-5777-C0440 "Watercourse Maintenance"**
- **09-22-4021-5777-C0302 "General Drainage"**
- **09-19-4021-5777-C0425 "Stormwater Management Plan"**
- **"Coastal Resiliency" (NEW PROJECT)**
- **09-22-4021-5777-C0233 "Tree Planting DPW"**
- **"Green Infrastructure" (NEW PROJECT)**

This ARPA funding allocation request will be purposed for City stormwater infrastructure, coastal resiliency and tree planting capital projects to support flood mitigation initiatives and storm sewer improvements.

Please refer to the supporting documentation for additional information. If you have any questions, comments, etc. please feel free to contact me.

Your consideration to this matter is greatly appreciated.

MEMORANDUM

TO: Anthony Carr, P.E. – Chief of Operations & Public Works

FROM: Drew Berndlmaier, P.E. – Senior Engineer

CC: Vanessa Valadares, P.E. – Principal Engineer

REF: Public Works Committee Agenda Item – DRG 2021-1: Dreamy Hollow / Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements

DATE: December 1, 2021

Today the Bid Opening was held for Project # DRG 2021-1; Dreamy Hollow / Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements.

Although we only had one bidder (Colonna Concrete & Asphalt Paving, LLC), their bid prices are comparable to our Engineer's Estimate and I've only received positive reviews so far, from the references that I've been able to reach. The four references who have provided feedback so far are the Cities of New London and Bridgeport, the Town of Waterford and Connecticut DOT (the State).

Colonna Concrete & Asphalt Paving, LLC has performed several contracts over many years for New London, including a $5M+ project that included storm and sanitary work. The work performed for Bridgeport was a $4.5M streetscape project. The work for the Town of Waterford ($2M+) is just getting started, but relations are good and CT DOT was more than satisfied with the contractor on a $3.1M project in Stratford, CT.

This contractor has also performed a $5.8M project for the Town of Trumbull.

Because of this, I am recommending that we award this contract, Project # DRG 2021-1; Dreamy Hollow / Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements, to Colonna Concrete & Asphalt Paving, LLC.

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Colonna Concrete & Asphalt Paving LLC., for Project DRG 2021-1 Dreamy Hollow/Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements, for an amount not to exceed $864,505.00 (Base Bid), $682,815.00 (Alternate 1) and $5,598,675.00 (Alternate 2).

Account No.
09 21 4021 5777 C0440
09 22 4021 5777 C0440
09 20 4062 5777 C0361
09 22 4062 5777 C0361
09 22 4021 5777 C0021

Authorize the Chief of Operations and Public Works, to execute Orders on Contract with Colonna Concrete & Asphalt Paving LLC., for Project DRG 2021-1 Dreamy Hollow/Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements, for an amount not to exceed $ 715,000.00.

Account No.
09 21 4021 5777 C0440
09 22 4021 5777 C0440
09 20 4062 5777 C0361
09 22 4062 5777 C0361
09 22 4021 5777 C0021

DRG 2021-1 Dreamy Hallow Bid Results

	Engineer's Estimate	Colonna Concrete & Asphalt Paving, LLC
	Total Cost	Total Cost
Base Bid	$ 890,008.75	$ 864,505.00
Alternate 1	$ 665,527.50	$ 682,815.00
Alternate 2	$ 5,070,965.00	$ 5,598,675.00

Project Number : DRG2021-1

Project Name : DREAMY HOLLOW/BETTS BROOK AREA DRAINAGE, SANITARY SEWER & WATER MAIN IMPROVEMENTS

ITEM #11

Items	Description	Quantity	Apparent Low Bidder Unit Price	Apparent Low Bidder Amount	Second Bidder Unit Price	Second Bidder Amount	Third Bidder Unit Price	Third Bidder Amount	Engineering's Estima Unit Price	Engineering's Estima Amount
0107090A	RESTORATION OF PRIVATE PROPERTY	1	$60,000.00	$60,000.00	$0.00	$0.00	$0.00	$0.00	$60,000.00	$60,000.00
0201001A	CLEARING AND GRUBBING	1	$50,000.00	$50,000.00	$0.00	$0.00	$0.00	$0.00	$25,000.00	$25,000.00
0202522	REMOVAL OF BITUMINOUS CONCRETE TYPE PAVEMENT	380	$10.00	$3,800.00	$0.00	$0.00	$0.00	$0.00	$27.00	$10,260.00
0204151A	WATER HANDLING	1	$20,000.00	$20,000.00	$0.00	$0.00	$0.00	$0.00	$90,000.00	$90,000.00
0304002	PROCESSED AGGREGATE BASE	80	$50.00	$4,000.00	$0.00	$0.00	$0.00	$0.00	$50.00	$4,000.00
0406171A	HMA SUPERPAVE 0.50" (12.5) LEVEL 2	200	$200.00	$40,000.00	$0.00	$0.00	$0.00	$0.00	$120.00	$24,000.00
0506017A	RETAINING WALL - PRECAST BLOCK	1	$25,000.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$68,000.00	$68,000.00
0507632	PRECAST MANHOLE RISER	10	$1,000.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$800.00	$8,000.00
0507769	ALTER EXISTING CATCH BASIN/MANHOLE	3	$1,500.00	$4,500.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$3,000.00
0507771	RESET CATCH BASIN	1	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$750.00	$750.00
0507781	RESET MANHOLE	2	$1,200.00	$2,400.00	$0.00	$0.00	$0.00	$0.00	$750.00	$1,500.00
0601158A	10' X 5' PRECAST CONCRETE BOX CULVERT	20	$3,000.00	$60,000.00	$0.00	$0.00	$0.00	$0.00	$2,000.00	$40,000.00
0601163A	8' X 4' PRECAST CONCRETE BOX CULVERT	180	$1,900.00	$342,000.00	$0.00	$0.00	$0.00	$0.00	$1,400.00	$252,000.00
0686230.18	18" HIGH DENSITY POLYETHLYENE PIPE - 0' - 10' DEEP	40	$70.00	$2,800.00	$0.00	$0.00	$0.00	$0.00	$220.00	$8,800.00
0703010	STANDARD RIPRAP	20	$100.00	$2,000.00	$0.00	$0.00	$0.00	$0.00	$120.00	$2,400.00
0814009A	RESET BELGIUM BLOCK PLANTER CURB	30	$50.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$40.00	$1,200.00
0815001	BITUMINOUS CONCRETE LIP CURBING	105	$15.00	$1,575.00	$0.00	$0.00	$0.00	$0.00	$7.50	$787.50
0922001A	BITUMINOUS CONCRETE SIDEWALK	30	$50.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$55.00	$1,650.00
0944003A	FURNISHING AND PLACING TOPSOIL	430	$10.00	$4,300.00	$0.00	$0.00	$0.00	$0.00	$7.50	$3,225.00
0950019A	TURF ESTABLISHMENT - LAWN	430	$6.00	$2,580.00	$0.00	$0.00	$0.00	$0.00	$3.50	$1,505.00
0970006A	TRAFFICPERSON (MUNICIPAL POLICE OFFICER)	1	$75,000.00	$75,000.00	$0.00	$0.00	$0.00	$0.00	$75,000.00	$75,000.00
0970007A	TRAFFICPERSON (UNIFORMED FLAGGER)	250	$30.00	$7,500.00	$0.00	$0.00	$0.00	$0.00	$60.00	$15,000.00
0971001A	MAINTENANCE AND PROTECTION OF TRAFFIC	1	$40,000.00	$40,000.00	$0.00	$0.00	$0.00	$0.00	$20,000.00	$20,000.00
0975004A	MOBILIZATION AND PROJECT CLOSEOUT (MAX 3% OF BID)	1	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$0.00	$26,700.00	$26,700.00
1210104	4" DOUBLE YELLOW EPOXY RESIN PAVEMENT MARKINGS	60	$10.00	$600.00	$0.00	$0.00	$0.00	$0.00	$1.25	$75.00
1210124	24" WHITE EPOXY RESIN PAVEMENT MARKINGS	15	$30.00	$450.00	$0.00	$0.00	$0.00	$0.00	$3.75	$56.25
1300001A	SUPPORT OF EXISTING UTILITY POLES	1	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00
1301904	TEMPORARY WATER BY-PASS	1	$30,000.00	$30,000.00	$0.00	$0.00	$0.00	$0.00	$24,000.00	$24,000.00
1400000A	TEST PIT EXCVATION (SANITARY SEWER)	4	$1,000.00	$4,000.00	$0.00	$0.00	$0.00	$0.00	$1,250.00	$5,000.00

Project Number : DRG2021-1

Project Name : DREAMY HOLLOW/BETTS BROOK AREA DRAINAGE, SANITARY SEWER & WATER MAIN IMPROVEMENTS

ITEM #11

Items	Description	Quantity	Apparent Low Bidder Unit Price	Apparent Low Bidder Amount	Second Bidder Unit Price	Second Bidder Amount	Third Bidder Unit Price	Third Bidder Amount	Engineering's Estima Unit Price	Engineering's Estima Amount
1401242	8" DUCTILE IRON PIPE (SANITARY SEWER)	60	$150.00	$9,000.00	$0.00	$0.00	$0.00	$0.00	$1,050.00	$63,000.00
1401662	SANITARY MANHOLE (4' DIA.) 0' TO 10' DEEP	10	$1,000.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$1,250.00	$12,500.00
700.1C	8" DUCTILE IRON PIPE (WATER MAIN)	80	$150.00	$12,000.00	$0.00	$0.00	$0.00	$0.00	$250.00	$20,000.00
700.2	8" DUCTILE IRON GATE VALVE	6	$2,000.00	$12,000.00	$0.00	$0.00	$0.00	$0.00	$2,100.00	$12,600.00
				$864,505.00		**$0.00**		**$0.00**		**$890,008.75**

Apparent Low Bidder : Colonna Concrete and Asphalt Paving, LLC

Second Bidder :

Third Bidder :

Project Number : DRG2021-1 ALT 1

Project Name : DREAMY HOLLOW/BETTS BROOK AREA DRAINAGE, SANITARY SEWER & WATER MAIN IMPROVEMENTS - ALTERNATE 1 ITEM #11

			Apparent Low Bidder		Second Bidder		Third Bidder		Engineering's Estima	
Items	**Description**	**Quantity**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**
0201001A	CLEARING AND GRUBBING	1	$44,000.00	$44,000.00	$0.00	$0.00	$0.00	$0.00	$45,000.00	$45,000.00
0202522	REMOVAL OF BITUMINOUS CONCRETE TYPE PAVEMENT	2,800	$5.00	$14,000.00	$0.00	$0.00	$0.00	$0.00	$27.00	$75,600.00
0204151A	WATER HANDLING	1	$30,000.00	$30,000.00	$0.00	$0.00	$0.00	$0.00	$45,000.00	$45,000.00
0304002	PROCESSED AGGREGATE BASE	70	$50.00	$3,500.00	$0.00	$0.00	$0.00	$0.00	$50.00	$3,500.00
0406172A	HMA SUPERPAVE 0.375" (9.5) LEVEL 2	60	$200.00	$12,000.00	$0.00	$0.00	$0.00	$0.00	$140.00	$8,400.00
0507001A	TYPE "C" CATCH BASIN	1	$4,500.00	$4,500.00	$0.00	$0.00	$0.00	$0.00	$3,000.00	$3,000.00
0507632	PRECAST MANHOLE RISER	10	$1,000.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$800.00	$8,000.00
0507769	ALTER EXISTING CATCH BASIN/MANHOLE	1	$1,500.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00
0601163A	8' X 4' PRECAST CONCRETE BOX CULVERT	200	$1,900.00	$380,000.00	$0.00	$0.00	$0.00	$0.00	$1,400.00	$280,000.00
0686230.15	15" HIGH DENSITY POLYETHYLENE PIPE - 0'-10' DEEP	50	$65.00	$3,250.00	$0.00	$0.00	$0.00	$0.00	$200.00	$10,000.00
0814009A	RESET BELGIUM BLOCK PLANTER CURB	25	$50.00	$1,250.00	$0.00	$0.00	$0.00	$0.00	$40.00	$1,000.00
0815001	BITUMINOUS CONCRETE LIP CURBING	75	$15.00	$1,125.00	$0.00	$0.00	$0.00	$0.00	$7.50	$562.50
0944003A	FURNISHING AND PLACING TOPSOIL	690	$10.00	$6,900.00	$0.00	$0.00	$0.00	$0.00	$7.50	$5,175.00
0950013	EROSION CONTROL MATTING	30	$30.00	$900.00	$0.00	$0.00	$0.00	$0.00	$2.00	$60.00
0950019A	TURF ESTABLISHMENT - LAWN	690	$6.00	$4,140.00	$0.00	$0.00	$0.00	$0.00	$3.50	$2,415.00
0970007A	TRAFFICPERSON (UNIFORMED FLAGGER)	75	$30.00	$2,250.00	$0.00	$0.00	$0.00	$0.00	$60.00	$4,500.00
0971001A	MAINTENANCE AND PROTECTION OF TRAFFIC	1	$40,000.00	$40,000.00	$0.00	$0.00	$0.00	$0.00	$20,000.00	$20,000.00
0975004A	MOBILIZATION AND PROJECT CLOSEOUT (MAX 3% OF BID)	1	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$0.00	$19,965.00	$19,965.00
1301904	TEMPORARY WATER BY-PASS	1	$30,000.00	$30,000.00	$0.00	$0.00	$0.00	$0.00	$24,000.00	$24,000.00
1400000A	TEST PIT EXCVATION (SANITARY SEWER)	1	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$1,250.00	$1,250.00
1401642	SERVICE LATERAL (SANITARY SEWER)	2	$3,000.00	$6,000.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	$5,000.00
1401662	SANITARY MANHOLE (4' DIA.) 0' TO 10' DEEP	10	$1,000.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$1,250.00	$12,500.00
1401663	SANITARY MANHOLE (5' DIA.) 10' TO 20' DEEP	10	$1,200.00	$12,000.00	$0.00	$0.00	$0.00	$0.00	$1,500.00	$15,000.00
1401980	8" PVC PIPE (SANITARY SEWER)	110	$150.00	$16,500.00	$0.00	$0.00	$0.00	$0.00	$300.00	$33,000.00
700.1C	8" DUCTILE IRON PIPE (WATER MAIN)	100	$150.00	$15,000.00	$0.00	$0.00	$0.00	$0.00	$250.00	$25,000.00
700.2	8" DUCTILE IRON GATE VALVE	6	$2,000.00	$12,000.00	$0.00	$0.00	$0.00	$0.00	$2,100.00	$12,600.00
800.01	WATER SERVICES	40	$150.00	$6,000.00	$0.00	$0.00	$0.00	$0.00	$100.00	$4,000.00
				$682,815.00		**$0.00**		**$0.00**		**$665,527.50**

			Apparent Low Bidder		Second Bidder		Third Bidder		Engineering's Estima	
Items	**Description**	**Quantity**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**

Apparent Low Bidder : Colonna Concrete and Asphalt Paving, LLC

Second Bidder :

Third Bidder :

Project Number : DRG2021-1 ALT 2

Project Name : DREAMY HOLLOW/BETTS BROOK AREA DRAINAGE, SANITARY SEWER & WATER MAIN IMPROVEMENTS - ALTERNATE 2 ITEM #11

			Apparent Low Bidder		Second Bidder		Third Bidder		Engineering's Estima	
Items	**Description**	**Quantity**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**
0201001A	CLEARING AND GRUBBING	1	$150,000.00	$150,000.00	$0.00	$0.00	$0.00	$0.00	$4,000.00	$4,000.00
0202522	REMOVAL OF BITUMINOUS CONCRETE TYPE PAVEMENT	7,735	$5.00	$38,675.00	$0.00	$0.00	$0.00	$0.00	$27.00	$208,845.00
0204151A	WATER HANDLING	1	$200,000.00	$200,000.00	$0.00	$0.00	$0.00	$0.00	$45,000.00	$45,000.00
0304002	PROCESSED AGGREGATE BASE	1,720	$50.00	$86,000.00	$0.00	$0.00	$0.00	$0.00	$50.00	$86,000.00
0406172A	HMA SUPERPAVE 0.375" (9.5) LEVEL 2	1,400	$200.00	$280,000.00	$0.00	$0.00	$0.00	$0.00	$140.00	$196,000.00
0507001A	TYPE "C" CATCH BASIN	10	$4,500.00	$45,000.00	$0.00	$0.00	$0.00	$0.00	$850.00	$8,500.00
0507022	TYPE "C" CATCH BASIN DOUBLE GRATE - TYPE II	5	$6,000.00	$30,000.00	$0.00	$0.00	$0.00	$0.00	$1,270.00	$6,350.00
0507632	PRECAST MANHOLE RISER	50	$1,000.00	$50,000.00	$0.00	$0.00	$0.00	$0.00	$800.00	$40,000.00
0507769	ALTER EXISTING CATCH BASIN/MANHOLE	15	$1,000.00	$15,000.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$15,000.00
0507771	RESET CATCH BASIN	12	$1,000.00	$12,000.00	$0.00	$0.00	$0.00	$0.00	$750.00	$9,000.00
0507781	RESET MANHOLE	5	$1,200.00	$6,000.00	$0.00	$0.00	$0.00	$0.00	$750.00	$3,750.00
0601082A	5' X 4' PRECAST CONCRETE BOX CULVERT	1,390	$1,500.00	2,085,000.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	1,390,000.00
0601163A	8' X 4' PRECAST CONCRETE BOX CULVERT	140	$1,900.00	$266,000.00	$0.00	$0.00	$0.00	$0.00	$1,400.00	$196,000.00
0601463A	5' X 3' PRECAST CONCRETE BOX CULVERT	290	$1,500.00	$435,000.00	$0.00	$0.00	$0.00	$0.00	$720.00	$208,800.00
0601464A	6' X 5' PRECAST CONCRETE BOX CULVERT	30	$1,900.00	$57,000.00	$0.00	$0.00	$0.00	$0.00	$1,600.00	$48,000.00
0686230.15	15" HIGH DENSITY POLYETHYLENE PIPE - 0'-10' DEEP	240	$65.00	$15,600.00	$0.00	$0.00	$0.00	$0.00	$200.00	$48,000.00
0686230.18	18" HIGH DENSITY POLYETHLYENE PIPE - 0' - 10' DEEP	60	$70.00	$4,200.00	$0.00	$0.00	$0.00	$0.00	$220.00	$13,200.00
0702000	FURNISH TIMBER PILES	6,420	$30.00	$192,600.00	$0.00	$0.00	$0.00	$0.00	$45.00	$288,900.00
0702004A	REINFORCED CONCRETE PILE CAP	445	$350.00	$155,750.00	$0.00	$0.00	$0.00	$0.00	$900.00	$400,500.00
0702025	DRIVING TREATED TIMBER PILES	6,420	$30.00	$192,600.00	$0.00	$0.00	$0.00	$0.00	$45.00	$288,900.00
0702059A	OBSTRUCTION DRILLING AND REMOVAL	1	$20,000.00	$20,000.00	$0.00	$0.00	$0.00	$0.00	$20,000.00	$20,000.00
0814009A	RESET BELGIUM BLOCK PLANTER CURB	390	$50.00	$19,500.00	$0.00	$0.00	$0.00	$0.00	$40.00	$15,600.00
0815001	BITUMINOUS CONCRETE LIP CURBING	390	$15.00	$5,850.00	$0.00	$0.00	$0.00	$0.00	$7.50	$2,925.00
0922001A	BITUMINOUS CONCRETE SIDEWALK	150	$50.00	$7,500.00	$0.00	$0.00	$0.00	$0.00	$55.00	$8,250.00
0944003A	FURNISHING AND PLACING TOPSOIL	1,075	$10.00	$10,750.00	$0.00	$0.00	$0.00	$0.00	$7.50	$8,062.50
0950019A	TURF ESTABLISHMENT - LAWN	1,075	$6.00	$6,450.00	$0.00	$0.00	$0.00	$0.00	$3.50	$3,762.50
0970007A	TRAFFICPERSON (UNIFORMED FLAGGER)	1,500	$30.00	$45,000.00	$0.00	$0.00	$0.00	$0.00	$60.00	$90,000.00
0971001A	MAINTENANCE AND PROTECTION OF TRAFFIC	1	$200,000.00	$200,000.00	$0.00	$0.00	$0.00	$0.00	$20,000.00	$20,000.00
0975004A	MOBILIZATION AND PROJECT CLOSEOUT (MAX 3% OF BID)	1	$100,000.00	$100,000.00	$0.00	$0.00	$0.00	$0.00	$133,370.00	$133,370.00

Project Number : DRG2021-1 ALT 2

Project Name : DREAMY HOLLOW/BETTS BROOK AREA DRAINAGE, SANITARY SEWER & WATER MAIN IMPROVEMENTS - ALTERNATE 2 ITEM #11

			Apparent Low Bidder		Second Bidder		Third Bidder		Engineering's Estima	
Items	**Description**	**Quantity**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**
1210124	24" WHITE EPOXY RESIN PAVEMENT MARKINGS	40	$30.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$3.75	$150.00
1301904	TEMPORARY WATER BY-PASS	1	;200,000.00	$200,000.00	$0.00	$0.00	$0.00	$0.00	$45,000.00	$45,000.00
1400000A	TEST PIT EXCVATION (SANITARY SEWER)	20	$1,000.00	$20,000.00	$0.00	$0.00	$0.00	$0.00	$1,250.00	$25,000.00
1401642	SERVICE LATERAL (SANITARY SEWER)	45	$2,500.00	$112,500.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	$112,500.00
1401662	SANITARY MANHOLE (4' DIA.) 0' TO 10' DEEP	150	$1,000.00	$150,000.00	$0.00	$0.00	$0.00	$0.00	$1,250.00	$187,500.00
1401980	8" PVC PIPE (SANITARY SEWER)	2,440	$100.00	$244,000.00	$0.00	$0.00	$0.00	$0.00	$300.00	$732,000.00
700.1C	8" DUCTILE IRON PIPE (WATER MAIN)	430	$150.00	$64,500.00	$0.00	$0.00	$0.00	$0.00	$250.00	$107,500.00
700.2	8" DUCTILE IRON GATE VALVE	6	$2,000.00	$12,000.00	$0.00	$0.00	$0.00	$0.00	$2,100.00	$12,600.00
800.01	WATER SERVICES	420	$150.00	$63,000.00	$0.00	$0.00	$0.00	$0.00	$100.00	$42,000.00
				$5,598,675.00		**$0.00**		**$0.00**		**$5,070,965.00**

Apparent Low Bidder : Colonna Concrete and Asphalt Paving, LLC

Second Bidder :

Third Bidder :

PROFESSIONAL SERVICES TASK ORDER
Task Order 1F
December 1, 2021

Exhibit A: Scope of Work

DESCRIPTION OF WORK

Per Task Order 1E, Woodard & Curran (W&C) has completed the "Dreamy Hollow/Betts Brook Area – Drainage, Sanitary Sewer, & Water Main Improvements" Plans and Specifications. The project will implement various mitigation measures to reduce the frequency, extents, and/or duration of flooding in the area, as well as replace components of the sanitary sewer and water systems that are aged and deteriorating. The project is currently out to bid.

With this Task Order, W&C will provide Bid Phase and Construction Administration Services for the project. The following details the additional scope of work.

SCOPE OF WORK:

This Task Order is to provide Construction Administration services associated with "Dreamy Hollow/Betts Brook Area – Drainage, Sanitary Sewer, & Water Main Improvements" construction project. It is anticipated that the project will be bid in the fall of 2021 and will commence construction in early 2022. The additional services that are to be provided by W&C are described in more detail below.

TASK 1 – CONSTRUCTION ADMINISTRATION SERVICES

W&C understands the City will provide overall administration of the Construction Contract and will provide full time daily onsite inspection services, and final inspection and acceptance of all construction. W&C will provide the following Construction Administration services in support, when requested by the City or as required by the Contractor's actions (i.e., issuance of RFIs, submittals, etc.):

A. Contract Award Support: In support of the City Contract Award process, W&C will provide a Conformed Contract Document (Plans and Specifications, incorporating any addenda from the Bid Process) for inclusion in the contract between the City and the Contractor.

B. Preconstruction Meeting: W&C will prepare for and attend the preconstruction meeting. At this time, it is assumed the meeting will be in person, at a location provided by the City. The City will prepare meeting agenda and meeting minutes.

C. Project Meetings and Site Visits: W&C will attend construction meetings. These meetings are assumed to include a two-hour meeting and a one-hour site visit. For estimating purposes, we have assumed that they will be biweekly for the first two months; and then monthly until project completion. The total duration of construction is assumed to be 12 months, which equates to fourteen meetings. In addition, we have assumed a Sr. Technical Manager may be required for approximately 50% of the total time allocated to site visits. Senior technical personnel will only attend site visits if needed, and when requested or approved by the City. W&C will prepare meeting minutes and provide to the City and contractor in PDF format.

D. Working Drawings/Submittal Review: Upon receipt of Working Drawings/Submittals, W&C will review and make the appropriate/necessary notations on each received submittal copy. W&C will return all "reviewed" copies to the Contractor with carbon copy to the City via an emailed PDF. For estimating purposes, forty separate submittal/work drawing reviews have been assumed at an estimated average of 8 hours per submittal.

E. Requests for Information (RFI) Review: Upon receipt of RFIs, W&C will review and provide a written response to the RFI. W&C will transmit the response to an RFI in electronic, PDF format to the Contractor with carbon copy to the City.

F. Substantial Completion Punchlist Walk Thru: W&C will accompany the City and other utility representatives to complete a substantial completion punchlist walk-thru. W&C will compile a list of deficiencies or corrections to be made by the contractor prior to acceptance of the improvements. A PDF copy of this list will be provided to the City and the contractor.

G. Office Construction Administration Support – W&C will provide on-call office support when requested by the City for construction administration. Examples of this may include contractor change order review, or consultation related to the general administration of the contract (general conditions). For estimating purposes, we have included a T&M allowance of $10,000.

H. On-call Technical Support – W&C will provide on-call technical support when requested by the City to assist with engineering or construction questions not otherwise included in the contractor submittal or RFI processes. This would include office consultation of technical staff. For estimating purposes, we have included a T&M allowance of $10,000.

At the City's request, we have assumed levels of effort for each task generally described in the scope of work above. The attached worksheet details the assumed levels of effort for key staff, using the attached 2021 W&C rates, and the corresponding fees per task.

ASSUMPTIONS

The following represents W&C's understanding of items that need additional clarification and/or assignment of responsibility for work.

1. The City will be the prime administrator of the contract. The scope of work described above is a general description of the services that W&C may provide in support to the City but is not all inclusive. The fee amounts per task are estimates only and may change depending on the level of effort that the City and the project requires for each task.
2. All tasks will be billed on Time & Materials Basis up to the total Not to Exceed Amount indicated below. Work/services beyond the Total NTE shall only be provided to the City upon the receipt written City approval/authorization.
3. Design changes and any revisions to the specifications and plans during construction are not included in this proposal and may be provided under separate amendment or contract.
4. City will prepare preconstruction meeting agenda and minutes and provide the location or virtual platform for the meeting.
5. City will coordinate, schedule, and facilitate utility coordination meetings, as necessary.
6. Public notices or meetings will be by others.
7. This proposal does not include preparation of as-builts or record drawings.

COMPENSATION

Woodard & Curran proposes the estimated budgets below to perform the work described above on a Time & Material basis, invoiced monthly based upon the services completed. Monthly invoices will include a summary of services provided during the invoice period.

The deliverable to the City consists of approximately 1,500 total hours at the T&M budget and distribution detailed in the attached Task 1F Fee Estimate Worksheet, independent of construction/project duration. The budgets estimated per task are in the table below:

Task		Estimated Labor Fee	Estimated Expenses	Subtotal
A.	Contract Award Support	9,000	-	9,000
B.	Attend Preconstruction Meeting	2,800	500	3,300
C.	Project Meetings and Site Visits	34,600	4,000	38,600
D.	Working Dwgs/Submittal Review	98,500	-	98,500
E.	RFI Review	49,000	-	49,000
F.	Final Punchlist Walkthru	7,500	500	8,000
G.	Contract Administration Support	50,000	-	50,000
H.	On-call Technical Support	35,000	-	35,000
	Estimated Total, Not to Exceed	**286,400**	**5,000**	**291,400**

SCHEDULE

W&C assumes the duration of this task order will be 12-14 months and is prepared to begin work upon written notice to proceed. Note that this estimated timeframe does not guarantee services over this period of time; it is simply an assumed basis of time used to help develop an estimated level of effort based on a T&M based budget. The deliverable to the City consists of approximately 1,500 total hours at the T&M budget and distribution detailed in the attached Task 1F Fee Estimate Worksheet, independent of construction/project duration.

TERMS AND CONDITIONS

The existing Terms and Conditions from the agreement "By and Between City of Norwalk and Woodard & Curran, Inc, for On-call Engineering Services for Storm Drainage Evaluations at Selected Locations" dated August 12, 2019, will remain in effect for this Task Order. The City will provide an "Amendment to Agreement" for execution by W&C and the City.

We appreciate the opportunity to continue to support the City. If you have questions, please do not hesitate to call me directly at 914-960-2836 or via email at acatalano@woodardcurran.com.

Sincerely,

WOODARD & CURRAN, INC.

Anthony Catalano, P.E.
Senior Principal

Steve Lauria, P.E
Principal

PN 232240.00

Attachments: - Task 1F Fee Estimate Worksheet
- 2021 Woodard & Curran, Inc. Standard Rate Table

Fee Estimate
Task 1F
Norwalk: Dreamy Hollow Construction Admin Support

Task	Task Description	Rate	PIC $ 266	Sr PM $ 220	Sr TM $ 220	PM1 $ 200	TM1 $ 200	PE2 $ 185	E3 $ 160	Sr. Des. $ 152	PA $ 99	Total Hrs	Total Labor (rounded)	Expenses $ 1.10	TOTALS
1.0	**Construction Adminstration Services**														
A.	Contract Award Support	Hrs	2	2	-	12	8	-	-	24	4	52	9,000	-	9,000
	Provide Conformed Contract Documents	*Hrs*	*2*	*2*		*12*	*8*			*24*	*4*	*52*	*9,000*		*9,000*
B.	Attend Preconstruction Meeting	Hrs	5	5	-	2	-	-	-	-	-	12	2,800	500	3,300
	Meeting Prep	*Hrs*	*1*	*1*		*1*						*3*	*700*		*700*
	Meeting Attendance	*Hrs*	*4*	*4*		*1*						*9*	*2,100*	*500*	*2,600*
C.	Project Meetings and Site Visits	Hrs	-	98	35	20	-	-	-	-	14	167	34,600	4,000	38,600
	Attend Project Meetings/Site Visits	*Hrs*		*70*	*35*	*20*						*125*	*27,100*	*4,000*	*31,100*
	Meeting Agenda and Minutes	*Hrs*		*28*							*14*	*42*	*7,500*		*7,500*
D.	Working Dwgs/Submittal Review	Hrs	-	-	-	80	80	80	320	-	5	565	98,500	-	98,500
	Working Drawings/Submittal Reviews	*Hrs*				*80*	*80*	*80*	*320*		*5*	*565*	*98,500*		*98,500*
E.	RFI Review	Hrs	-	-	-	20	40	160	40	-	10	270	49,000	-	49,000
	RFI Review	*Hrs*				*20*	*40*	*160*	*40*		*10*	*270*	*49,000*		*49,000*
F.	Final Punchlist Walkthru	Hrs	6	16	-	8	-	-	-	-	8	38	7,500	500	8,000
	Walkthru	*Hrs*	*2*	*8*		*4*						*14*	*3,100*	*500*	*3,600*
	Punchlist	*Hrs*	*4*	*8*		*4*					*8*	*24*	*4,400*		*4,400*
G.	Contract Administration Support	Hrs	10	100	-	100	-	24	-	-	9	243	50,000	-	50,000
	On-call Contract Adminstration Support	*Hrs*	*10*	*100*		*100*		*24*			*9*	*243*	*50,000*		*50,000*
H.	On-call Technical Support	Hrs	4	25	50	25	20	24	24	-	2	174	35,000	-	35,000
	On-call Technical Support	*Hrs*	*4*	*25*	*50*	*25*	*20*	*24*	*24*		*2*	*174*	*35,000*		*35,000*
TOTAL	Labor	Hrs	27	246	85	267	148	288	384	24	52	1521	**286,400**	**5,000**	**291,400**
	Labor	Cost	7,182	54,120	18,700	53,400	29,600	53,280	61,440	3,648	5,148				

Municipal Metropolitan

2021 Rate Schedule

WOODARD &CURRAN

Consultant Personnel	
Labor Category	**Hourly Rate**
I. Support Services	
- Administrative	$77
- Drafter	$88
- Project Assistant	$99
- Procurement Specialist	$103
II. Professional Services	
- Technician	$99
- Inspector	$100
- Technician 2	$105
- Designer / GIS Analyst / Operations Specialist	$106
- Staff Engineer 1	$116
- Scientist 1	$119
- Geologist 1 / GIS Developer	$121
- Staff Engineer 2 / Technical Service Specialist 1	$126
- GIS Analyst 2	$135
- Designer 2 / Engineer 1 / Resident Engineer / Scientist 2	$136
- Geologist 2	$141
- Designer 3	$144
- Geologist 3	$146
- Scientist 3	$147
- Engineer 2	$148
- Senior Designer	$152
- Project Geologist / Project Scientist / Technical Service Specialist 2	$153
- GIS App Developer / Project Management Professional	$155
- Construction Manager / Engineer 3 / GIS Solutions Analyst / Planner / Project Geologist 2 / Project Technical Specialist 1	$160
- GIS Manager / Project Engineer	$169
- Project Scientist 2 / Project Technical Specialist 2	$170
- Senior Planner	$173
- Project Engineer 2 / Senior Geologist / Service Manager	$185
- Project Manager 1 / Senior Technical Leader / Technical Expert 1 / Technical Manager 1	$200
- Principal Project Manager / Project Manager 2 / Technical Expert 2 / Technical Manager 2	$208
- Licensed Site Professional / Senior Project Manager / Senior Technical Manager	$220
- Practice Leader	$240
- Chief Technologist / Director of Practice / Principal	$266

This Rate Schedule is confidential and for customer internal use only.
W&C reserves the right to adjust billing rates annually.

Expense Category

Travel[1]	.56/mile
Expenses	At Cost Plus 10%

1. Mileage rate will change as the federal allowable rate is modified.

#291

Norwalk Water Pollution Control Authority

www.wpcanorwalk.org

AGENDA

DATE: Monday, December 20, 2021

TIME: 5:30 PM

PLACE: By Video Conference and Teleconference

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

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

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

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

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

WPCA Regular Meeting:

1. Call to Order

2. Executive Session to discuss SUEZ merger with Veolia, Draft Consent Order, and pending/potential Sewer Appeals.

3. Approve the minutes from WPCA Meeting held on November 15, 2021. (copy included)

4. Act on sewer use charge adjustment for 587 Connecticut Ave (587 CTA LLC).

5. Authorize the Chief of Operations and Public Works to issue orders on contract with A. Vitti, Excavators, LLC for the Belden Avenue Sewer Improvements Project (WPCA 2021-02) for an amount not to exceed $50,000.

   Account Nos. 09194062-5777-C0361 and 09204062-5777-C0361

6. Authorize the Chairman or Vice Chairman of the Water Pollution Control Authority to execute an Agreement with Kovacs Construction Corporation in the amount of $1,091,320 for the Aeration Tanks Electrical Infrastructure Improvements Project (WPCA 2021-4). (bid documents attached)

   Account No. 09174062-5777-C0545

7. Authorize the Chief of Operations and Public Works to issue orders on contract with Kovacs Construction Corporation for the Aeration Tanks Electrical Infrastructure Improvements Project (WPCA 2021-4) for an amount not to exceed $100,000.

   Account No. 09174062-5777-C0545

8. Authorize the expenditure of $14,850 for Website Design and Build for the WPCA by the Snyder Group Incorporated. (copy included)

   Account No. 224062-5298

9. Authorize the expenditure of $75,000 to FGB Construction Company as part of the City of Norwalk's Preliminary Agreement for BR2021-1 Rowayton Avenue over Keelers Brook Bridge Project being administered by the Department of Public Works for the purpose of relocating the sanitary sewer. The Mayor was authorized to execute an Agreement with FGB Construction Company on December 7, 2021 by the Public Works Committee of the Common Council and on December 14, 2021 by the Common Council, respectively.

   Account No. 09204062-5777-C0361

10. Authorize the expenditure of $986,875 to Colonna Concrete & Asphalt Paving LLC. as part of the City of Norwalk's Preliminary Agreement for DRG 2021-1 Dreamy Hollow/Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements Project being administered by the Department of Public Works for the purpose of relocating the sanitary sewer. The Mayor was authorized to execute an Agreement with Colonna Concrete & Asphalt Paving LLC. on December 7, 2021 by the Public Works Committee of the Common Council and on December 14, 2021 by the Common Council, respectively. (copy included)

    Account No. 09204062-5777-C0361

11. Authorize the Chief of Operations and Public Works to issue orders on contract with Colonna Concrete & Asphalt Paving LLC. for the Project DRG 2021-1 Dreamy Hollow/Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements Project for an amount not to exceed $148,031.25.

    Account No. 09204062-5777-C0361

12. Authorize the expenditure of $43,168.01 to Woodard & Curran as part of the City of Norwalk's Preliminary Fourth Amendment to the Agreement dated August 12, 2019 to provide Construction Administration services associated with DRG 2021-1 Dreamy Hollow/Betts Brook Area Drainage, Sanitary Sewer & Water Main Improvements Project being administered by the Department of Public Works for the purpose of relocating the sanitary sewer. The Mayor was authorized to execute a Fourth Amendment with Woodard & Curran on December 7, 2021 by the Public Works Committee of the Common Council and on December 14, 2021 by the Common Council, respectively.

    Account No. 09204062-5777-C0361

**** MR. KYDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS REGARDING THE 3-YEAR PARTNERSHIP WITH KIVA AND THE NATIONAL LEAGUE OF CITIES FOR A SMALL BUSINESS AND ENTREPRENEURSHIP LOAN PROGRAM INCLUDING A CONTRACTED STAFF POSITION IN AN AMOUNT NOT TO EXCEED $245,000.**
ACCOUNT: AMERICAN RESCUE PLAN ACT FUNDS

Mr. Kydes explained that this is one of the first expenditures of the Covid relief funds and that it is a great initiative. He thanked Ms. Church and her team. Ms. Sabrina Church, Director of Business Development and Tourism gave an overview of the program and noted they focus on small entrepreneurs or non-profits. She said that there are over 1.5 million people individuals who donate to the different folks.

Ms. Young asked about a timeline. Ms. Church explained that once the contracted person is hired and trained, they will hit the ground running. She said a loan can turn around in a month. Ms. Young thanked Ms. Church and the Economic and Community Development department.

**** MOTION PASSED UNANIMOUSLY**

D. PUBLIC WORKS COMMITTEE

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING ITEMS**

7A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH COLONNA CONCRETE & ASPHALT PAVING LLC, FOR PROJECT DRG2021-1 DREAMY HOLLOW/BETTS BROOK AREA DRAINAGE, SANITARY SEWER & WATER MAIN IMPROVEMENTS, FOR AN AMOUNT NOT TO EXCEED $864,505.00 (BASE BID), $682,815.00 (ALTERNATE 1) AND $5,598,675.00 (ALTERNATE 2).
ACCOUNT NO.
09 21 4021 5777 C0440
09 22 4021 5777 C0440
09 20 4062 5777 C0361
09 22 4062 5777 C0361
09 22 4021 5777 C0021

7B. AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS, TO EXECUTE ORDERS ON CONTRACT WITH COLONNA CONCRETE & ASPHALT PAVING LLC., FOR PROJECT DRG 2021-1

DREAMY HOLLOW/BETTS BROOK AREA DRAINAGE, SANITARY SEWER & WATER MAIN IMPROVEMENTS, FOR AN AMOUNT NOT TO EXCEED $715,000.00.
ACCOUNT NO. 09 21 4021 5777 C0440
09 22 4021 5777 C0440
09 20 4062 5777 C0361
09 22 4062 5777 C0361
09 22 4021 5777 C0021

Ms. Smyth said this project is a long time coming; there is a long history of flooding in this area.

Mr. Anthony Carr, Chief of Operations and Public Works reviewed the history of flooding in the area and gave an overview of the project. He noted that approximately 60 homes will benefit from this project.

** **MOTION PASSED UNANIMOUSLY**

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A FOURTH AMENDMENT TO THE WOODARD & CURRAN AGREEMENT DATED AUGUST 12, 2019, TO PROVIDE CONSTRUCTION ADMINISTRATION SERVICES ASSOCIATED WITH "DREAMY HOLLOW/BETTS BROOK AREA – DRAINAGE, SANITARY SEWER, & WATER MAIN IMPROVEMENTS" CONSTRUCTION PROJECT IN ACCORDANCE WITH SCOPE OF SERVICES TASK ORDER 1F DATED DECEMBER 01, 2021 (COPY OF INCLUDED) FOR A SUM NOT TO EXCEED $291,400.00.**
ACCOUNT NO.
09 19 4027 5777 C0425
09 21 4021 5777 C0440
09 22 4021 5777 C0440
09 18 4062 5777 C0361
09 19 4062 5777 C0361
09 20 4062 5777 C0361
09 22 4062 5777 C0361

Ms. Smyth explained that this is the technical advisor for this project.

** **MOTION PASSED UNANIMOUSLY**

PROFESSIONAL SERVICES TASK ORDER
Task Order 1G
September 30, 2021

Exhibit A: Scope of Work

DESCRIPTION OF WORK

The general intent of this Task Order is to conduct a Storm Drainage System Evaluation for the Glenndenning Area. The assessment will include development of a detailed hydrologic/hydraulic model for the City of Norwalk's (City) drainage infrastructure to evaluate the flood risks to public infrastructure, private properties, and identify existing hydraulic deficiencies in the neighborhood. Based on the results of the modeling, an alternatives analysis will be performed to identify potential mitigation measures that may be considered to reduce the frequency, extents, and/or duration of flooding.

Subsequent phases may include data collection, design, permitting, and preparation of bid documents required to implement the recommended improvements. These phases will be conducted under a separate Task Order or Task Order Amendment.

SCOPE OF WORK:

The scope of work includes the following major tasks:

- Task 1 – Field Investigation Services
- Task 2 – Hydrologic & Hydraulic Existing Conditions and Alternatives Analysis

These services are described in detail below.

GLENDENNING AREA STUDY ALTERNATIVE ANALYSIS

Woodard & Curran will evaluate the storm drainage systems in the Glenndenning area of Norwalk, Connecticut. The study will analyze flood risks to public and private properties and include the evaluation of up to three (3) proposed conceptual flood mitigation improvements. The proposed conceptual mitigation improvements will be identified and agreed upon collaboratively in a meeting with the City, prior to initiating post-development modeling activities.

Task 1 – Field Investigation Services

Under Task 1, Woodard & Curran will provide the field investigation to support the modeling efforts. The services included are as follows:

Woodard & Curran will supplement data collection efforts with up to two (2) days of site visits to flood-prone areas as identified by the City. The purpose of the visit and staff interviews will be to obtain first-hand information and data necessary to complete subsequent tasks. The site visits shall be conducted with DPW staff familiar with the area's infrastructure and flood related concerns. The field work is intended to augment survey work completed by the City, or survey work completed as an additional service under a future task of work.

Task 2 - Hydrologic & Hydraulic Existing Conditions and Alternatives Analysis

Woodard & Curran will use the updated XPSWMM H&H model developed for the Dreamy Hollow Neighborhood under Task Orders 1A and 1E to analyze the Glendenning Street Neighborhood for existing flood conditions and up to three mitigation alternatives to reduce flooding and improve flows in, and around, Glendenning and Cannon Streets. It is assumed that the flow from Betts Pond Brook backs up through the system and adds to the flooding. The three proposed conceptual mitigation improvements identified in the meeting with the City, will be analyzed to determine flood impacts throughout the watershed and to its outfall at the Norwalk River.

The modeling area drainage system elements will be incorporated with data collected as part of the 2-day field investigation, available survey, City GIS data, and available record drawings (as-build, etc.). This will include built drainage infrastructure directly impacting flooding in this area. The analysis will be performed consistent with the original study (Storm Drainage System Analysis – Dreamy Hollow Neighborhood) including the uses of a 4% annual chance event, 24-hour duration (25-year) design storm.

The deliverable for this task will be a report summarizing the modelling methodology and analysis and recommendations of mitigation Actions. We will meet with the City to discuss and finalize the proposed improvements that the City would like to implement. At that time, Woodard & Curran can provide a separate task order for the development of design plans and Bid Documents for the selected improvements.

Meetings

- Woodard & Curran will attend one (1) meeting with City Staff to review and select alternatives to be modeled.
- Woodard & Curran will attend up to four (4) virtual or teleconference project status meetings.

ADDITIONAL SERVICES

Storm Sewer Survey (Allowance)

This task has been developed to define a scope of services that will be provided by a subconsultant. If the City finds they cannot meet schedule and staff requirement of the task, Woodard & Curran can complete the task with a land survey subcontractor, upon the City's request, for an additional fee. ***At the City's request, we have included an allowance of $20,000 as an Additional Service for the Storm Sewer Survey.***

An existing conditions survey is necessary to complete the analysis of the drainage system. The limits of the survey will be defined after a detailed review of available data provided by the City, but the City generally has recommended a survey of the system from Glenndenning to where it outfalls to Betts Pond Brook.

The deliverable shall be a plan set signed and sealed by a Registered Professional Land Surveyor in the State of Connecticut.

Public Meetings

Woodard & Curran can support the City in preparation for, and presentation at, public meetings if needed on a Time & Materials Basis. These meetings may include:

- Public Works Committee of the Common Council to provide results and recommendations of this study.
- A public workshop to provide results and recommendations of this study.

Woodard & Curran proposes a budget of $20,000 for this task.

ASSUMPTIONS

The following represents Woodard & Curran's understanding of items that need additional clarification and/or assignment of responsibility for work.

1. City will provide updated GIS database and plans.
2. City will provide required topographic survey.
3. City will provide all record drawings required, including service tie cards, for all municipal owned subsurface utilities.
4. City will provide any CCTV data that has been gathered for the area.
5. City will provide flood event/history, as well as call center service records.
6. City will provide access to private property when required.
7. City will provide the location for any Public Workshops, as well as appropriate public notification and advertisement.
8. Scope of work does not include design, permitting, or construction of the proposed improvements.
9. No geotechnical field investigations (borings, test pits, etc.) are included in the scope of work.
10. Police details, if required for work within the right-of-way, will be paid for directly by the City.

COMPENSATION

Woodard & Curran proposes to perform the work described in Tasks 1 and 2, on a Lump Sum Basis, invoiced monthly based upon percentage of work complete, in the amount of $157,000. Monthly invoices will include a summary of services provided during the invoice period. For informational purposes, a breakdown of the fees is below.

Task 1 – Field Investigation Services..$12,900
Task 2 – Hydrologic & Hydraulic Existing Conditions and Alternatives Analysis $144,100

Additional Services:
For budgeting purposes, Woodard & Curran can provide the following additional services, if requested by the City:

Storm Sewer Survey (Allowance)...$20,000
Public Meetings (Time & Materials)... Not to Exceed $20,000

SCHEDULE

Work is to be completed within 4 to 6 months of execution of this contract and written authorization from the City to proceed.

TERMS AND CONDITIONS

The existing Terms and Conditions on file with the City dated August 12, 2019 will remain in effect for this contract. If the City finds this task order acceptable, we will await a Contract Amendment and formal authorization to proceed prior to initiating the work.

We appreciate the opportunity to continue to support the City. If you have questions, please do not hesitate to call me directly at 914-960-2836 or via email at acatalano@woodardcurran.com.

Sincerely,

WOODARD & CURRAN, INC.

Anthony Catalano, P.E.
Senior Principal

Steve Lauria, P.E
Principal

PN 232240.00

WPCA SANITARY SEWER PERMIT PROCESS AND SANITARY SEWER MAIN EXTENSION POLICY (ADOPTED JULY 7, 2021) AND BE REFERRED BACK TO THE WPCA BOARD FOR FINAL ACCEPTANCE.

Mr. Carr gave an overview of the process and added that the staff have no objection to his. There is no downstream impact from this project or impact to the Waste Water Treatment Plan from this project.

Attorney Liz Suchy represented the applicant and said they will abide by any requirements. The materials will be stored in an area that is reasonably near the site and will be secured. Ms. Revolus requested that no equipment be left overnight and that the road will not be obstructed.

** **MOTION PASSED UNANIMOUSLY**

Due to a potential conflict of interest, Mr. Kydes and Mr. Tsiranides recused themselves from voting on the following item.

** **MR. LIVINGSTON MOVED TO APPROVE THE PROPOSED SANITARY SEWER EXTENSION AT 238 WEST ROCKS ROAD TO PROVIDE SANITARY SEWER SERVICE FOR THE ST. GEORGE GREEK ORTHODOX CHURCH AND POTENTIAL 12 PARCELS ADJACENT TO THE PROPOSED EXTENSION. THROUGH TECHNICAL ANALYSES, IT WAS CONFIRMED THAT THE CITY'S SANITARY SEWER COLLECTION SYSTEM AND WASTEWATER TREATMENT PLANT CAN ACCOMMODATE THE ADDITIONAL SANITARY SEWER FLOW GENERATED FROM THE PROPOSED CONNECTIONS. THE PROPOSED SANITARY SEWER EXTENSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH DPW AND WPCA SANITARY SEWER PERMIT PROCESS AND SANITARY SEWER MAIN EXTENSION POLICY (ADOPTED JULY 7, 2021) AND BE REFERRED BACK TO THE WPCA BOARD FOR FINAL ACCEPTANCE.**

** **MOTION PASSED UNANIMOUSLY**

** **MR. TSIRANIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A THIRD AMENDMENT TO THE WOODARD & CURRAN AGREEMENT DATED AUGUST 12, 2019, TO PROVIDE ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR THE STORM DRAINAGE SYSTEM EVALUATION IN ACCORDANCE WITH SCOPE OF SERVICES TASK ORDER 1G "STORM SEWER HYDROLOGIC/HYDRAULIC STUDY" ON GLENDENNING STREET**

DATED SEPTEMBER 30, 2021 (COPY OF INCLUDED) FOR A SUM NOT TO EXCEED $191,000.00.
ACCOUNT NO. 09 18 4027 5777 C0440
09 21 4021 5777 C0440
09 22 4021 5777 C0440

Mr. Tsiranides said that it has been very hard for the residents in Norwalk. He added that he is very familiar with Glendenning Street. He said the City is paying attention. Mr. Keegan thanked his colleagues for listing to the residents who have been adversely impacted for a number of years.

**** MOTION PASSED UNANIMOUSLY**

**** MR. TSIRANIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A THIRD AMENDMENT TO THE WOODARD & CURRAN AGREEMENT DATED AUGUST 12, 2019, TO PROVIDE ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR THE STORM DRAINAGE SYSTEM EVALUATION IN ACCORDANCE WITH SCOPE OF SERVICES TASK ORDER 1H "STORM SEWER HYDROLOGIC/HYDRAULIC STUDY" ON GLENWOOD AVENUE DATED SEPTEMBER 30, 2021 (COPY OF INCLUDED) FOR A SUM NOT TO EXCEED 201,500.00.**
ACCOUNT NO. 09 18 4027 5777 C0440
09 21 4021 5777 C0440
09 22 4021 5777 C0440

Mr. Tsiranides said they know the strain the residents and the community are under. He thanked Mayor Rilling and the staff.

Ms. Revolus asked if they paid attention to land displacement. Ms. Valdares, Principal Engineer explained they have a manual for every new construction project and in that manual is a drainage plan. Every new construction is required to hold water on the property and every parcel has to hold water up to a 100 year storm.

**** MOTION PASSED UNANIMOUSLY**

** MR. TSIRANIDES MOVED TO approve the revisions to the City of Norwalk Department of Public Works Standard Detail Drawing – "Historical Lights, Light Poles, Light Pole Foundations and Conduit Trenching": a) incorporating the new proposed 40 Watt, 2700 Kelvin "William & Mary" style, Dark-Sky compliant fixture that South Norwalk Electric and Water is proposing within the Second Taxing District; b) for the other districts all new ornamental lightning fixtures should be Dark-Sky compliant with

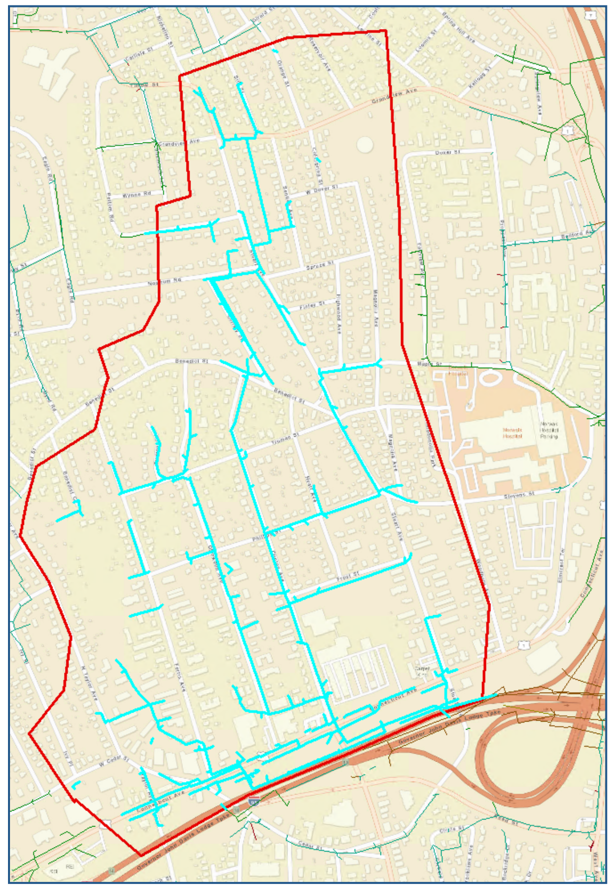
PROFESSIONAL SERVICES TASK ORDER
Task Order 1H
September 30, 2021

Exhibit A: Scope of Work

DESCRIPTION OF WORK

Woodard & Curran will complete a flooding evaluation study for the low-lying area just west of Glenwood Avenue. This area has recently experienced flooding from rainfall associated with hurricanes Henri and Ida. The impacted area bounded by Glenwood Avenue to the east, Ferris Avenue to the west, Phillips Street to the north, and Connecticut Avenue (Route 1) to the south. The low-lying area is drained by a closed drainage system southeast towards the intersection of Clinton Avenue and Connecticut Avenue. The City of Norwalk's (City) drainage system then enters CTDOT's drainage system serving Interstate 95. The drainage area influencing flow through this system and flooding in the low-lying area (seen to right) is approximately 240 acres in size, and contains tree major trunklines, containing approximately 5 miles of pipe. The interaction of flows through this area and larger system will constrain flows through the sites drainage system and the limit the low-lying area's ability to drain.

The study will analyze flood risks to public and private properties; identify existing hydraulic deficiencies; and evaluate flood mitigation alternatives for the study area. The study will identify potential mitigation measures that the City could implement to reduce the frequency, extents, and/or duration of flooding.



Study Area

SCOPE OF WORK

The scope of work includes the following major tasks:

- Task 1 – Field Investigation Services
- Task 2 – Hydrologic & Hydraulic Existing Conditions and Alternatives Analysis

These services are described in detail below.

The intent of this Task Order is to provide engineering services to complete a drainage system analysis and evaluate options for system improvements for the drainage system serving the aforementioned study area. The study will analyze flood risks to public and private properties and include the evaluation of three (3) proposed conceptual flood mitigation improvements. The proposed conceptual mitigation improvements will be identified and agreed upon collaboratively in a meeting with the City, prior to initiating post-development modeling activities. The study will be completed for the watershed serving the City's drainage system. The downstream limits of the analysis will be in the CTDOT's System in the south-east corner of the intersection of Stuart Avenue and Connecticut Avenue, where the drainage is consolidated into one pipe.

Task 1 – Field Investigation Services

Under Task 1, Woodard & Curran will provide the field investigation to support the modeling efforts. The services included are as follows:

Woodard & Curran will supplement data collection efforts with up to two (2) days of site visits to flood-prone areas as identified by the City. The purpose of the visit and staff interviews will be to obtain first-hand information and data necessary to complete subsequent tasks. The site visits shall be conducted with DPW staff familiar with the area's infrastructure and flood related concerns. The field work is intended to augment survey work completed by the City, or survey work completed as an additional service under a future task of work.

Task 2 - Hydrologic & Hydraulic Existing Conditions and Alternatives Analysis

Woodard & Curran will prepare a hydrologic and hydraulic model using XPSWMM to evaluate the performance of the City's existing storm drain infrastructure and establish the magnitude, extents, and frequency of flooding with-in the study area, this will allow for the evaluation of overland and drainage system flows in and out of the low-lying area. The model will them be used to evaluate the effectiveness of the 3 proposed conceptual mitigation improvements identified in the meeting with the City. This analysis will determine flood impacts throughout the watershed.

The modeling area drainage system elements will be developed with data collected as part of a 2-day field investigation, available survey, City GIS data, and available record drawings (as-build, etc.). This will include all built drainage infrastructure directly impacting flooding in this area. The analysis will be performed consistently with other City studies (Storm Drainage System Analysis – Dreamy Hollow Neighborhood) including the uses of a 4% annual chance event, 24-hour duration (25-year) design storm.

The deliverable for this task will be a report summarizing the modelling methodology and analysis and recommendations of mitigation Actions plus the impacts of the designed drainage improvements on the revised study area. We will meet with the City to discuss and finalize the proposed improvements that the City would like to implement. At that time, Woodard & Curran can provide a separate task order for the development of design plans and Bid Documents.

Meetings

- Woodard & Curran will attend one (1) meeting with City Staff to review and select alternatives to be modeled.
- Woodard & Curran will attend up to four (4) virtual or teleconference project status meetings.

ADDITIONAL SERVICES

Storm Sewer Survey (Allowance)

This task has been developed to define scope of services that will be provided by a subconsultant. If the City finds they cannot meet schedule and staff requirement of the task, Woodard & Curran can complete the task with a land survey subcontractor, upon the City's request, for an additional fee. ***At the City's request, we have included an allowance of $20,000 as an Additional Service for the Storm Sewer Survey.***

An existing conditions survey is necessary to complete the analysis. The limits of the survey will be defined after a detailed review of available data provided by the City, but the expected recommended survey area will be the low-lying channel west of Glenwood Avenue, and the system draining the low lying area. Woodard & Curran will provide the city with a map of drainage structures and areas to survey.

The deliverable shall be a plan set signed and sealed by a Registered Professional Land Surveyor in the State of Connecticut.

Public Meetings

Woodard & Curran can support the City in preparation for, and presentation at, public meetings if needed on a Time & Materials Basis. These meetings may include:

- Public Works Committee of the Common Council to provide results and recommendations of this study.
- A public workshop to provide results and recommendations of this study.

W&C proposes a budget of $20,000 for this task.

ASSUMPTIONS

The following represents Woodard & Curran's understanding of items that need additional clarification and/or assignment of responsibility for work.

1. City will provide updated GIS database and plans.
2. City will provide required topographic survey.
3. City will provide all record drawings required, including service tie cards, for all municipal owned subsurface utilities.
4. City will provide any CCTV data that has been gathered for the area.
5. City will provide flood event/history, as well as call center service records.
6. City will provide access to private property when required.
7. City will provide the location for any Public Workshops, as well as appropriate public notification and advertisement.
8. City will provide copy of CTDOT's drainage study conducted for the State's drainage system at the intersection of Clinton Avenue and Connecticut Avenue.
9. Scope of work does not include design, permitting, or construction of the proposed improvements.
10. No geotechnical field investigations (borings, test pits, etc.) are included in the scope of work.
11. Police details, if required for work within the right-of-way, will be paid for directly by the City.

COMPENSATION

Woodard & Curran proposes to perform the work described in Tasks 1 and 2, on a Lump Sum Basis, invoiced monthly based upon percentage of work complete, in the amount of $161,500. Monthly invoices will include a summary of services provided during the invoice period. For informational purposes, a breakdown of the fees is below.

Task 1 – Field Investigation Services..$12,900
Task 2 – Hydrologic & Hydraulic Existing Conditions and Alternatives Analysis $148,600

Additional Services:
For budgeting purposes, Woodard & Curran can provide the following additional services, if requested by the City:

Storm Sewer Survey (Allowance)..$20,000
Public Meetings (Time & Materials).. Not to Exceed $20,000

SCHEDULE

Work is to be completed within 4 to 6 months of execution of this contract and written authorization from the City to proceed.

TERMS AND CONDITIONS

The existing Terms and Conditions on file with the City dated August 12, 2019 will remain in effect for this contract. If the City finds this task order acceptable, we will await a Contract Amendment and formal authorization to proceed prior to initiating the work.

We appreciate the opportunity to continue to support the City. If you have questions, please do not hesitate to call me directly at 914-960-2836 or via email at acatalano@woodardcurran.com.

Sincerely,

WOODARD & CURRAN, INC.

Anthony Catalano, P.E.
Senior Principal

Steve Lauria, P.E
Principal

PN 232240.00

CITY OF NORWALK
Daniel Stanton, P.E.
Senior Civil Engineer
dstanton@norwalkct.org
P: 203-854-7981 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

MEMORANDUM

TO: Anthony R. Carr, P.E., CFM - Chief of Operations and Public Works

FROM: Daniel Stanton, PE – Senior Civil Engineer

CC: Vanessa Valadares, P.E. - Principal Engineer
Sharon Conners – Purchasing Agent

REF: Lockwood Lane & Heather Lane Drainage Improvements
RFP – City Project 4177, D.P.W. Project DRG2022-1

DATE: January 26, 2022

As you are aware, the City of Norwalk received two (2) Qualification Statement packages from engineering firms for the above referenced project. Following a receipt of the packages, the City's Engineering Department reviewed each. Based upon the review, their credentials, and price, the Department recommends Tighe & Bond, Inc., be offered contracts for DRG2022-1 Lockwood Lane & Heather Lane Drainage Improvements. We have negotiated a scope of services with them in which they will be compensated for work performed based upon their hourly billable rates, for a sum not to exceed $256,000.00.

Therefore, I would like to request that the following items be included on the agenda for the February 1, 2022 meeting of the Public Works Committee of the Common Council for approval.

1.) Authorize the Mayor, Harry W. Rilling, to execute an Agreement between the City of Norwalk and Tighe & Bond, Inc. for Project DRG2022-1 Lockwood Lane & Heather Lane Drainage Improvements. The Agreement is for a period of one (1) year, billable on an hourly basis, for a sum not to exceed $256,000.00

Account No.
0922 4021 5777 C0440

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

ARPA Projects Request by Departments
Community Services

City of Norwalk Munis General Ledger Account Number	Name	ARPA Project #	Project Expenditure Category	SubCategory	ARPA Budget Request Amount	Project Description
132010-5796-ACS01	Norwalk Community Recovery Fund Program	ACSD01	2-Negative Economic Im	2.10-Aid to nonprofit organizations	1,500,000.00	Community Grants -Assist organizations (non-profit) that serve the needs of vulnerable populations within the community, particularly those heavily impacted by the pandemic. Investments can range from assisting individuals to supporting redevelopment of entire neighborhoods
132010-5796-ACS02	Norwalk Community Recovery Fund Program	ACSD02	2-Negative Economic Im	2.10-Aid to nonprofit organizations	500,000.00	As part of the City's ARPA plan, the Community Services Department addresses the ongoing public health response needs, the negative impacts of COVID-19, and operational services.
					2,000,000.00	

INTERNAL USE:
CFO APPROVAL
CHIEF OF STAFF APPROVAL
FINANCE AND CLAIMS DATE
COMMON COUNCIL DATE

ITEM #12

COMMUNITY SERVICES DEPARTMENT
Lamond Daniels, LCSW, MPA
Chief of Community Services
ldaniels@norwalkct.org
P: 203-854-7718
125 East Avenue, Room 202
Norwalk, CT 06856-5125

MEMO

To: Tom Ellis, Director of Management and Budgets
From: Lamond Daniels, Chief of Community Services
Date: March 30, 2022
Re: ARPA allocation for Community Services Department direct programming/projects

---

As part of the City's ARPA Plan, the Community Services Department was also allocated **$500,000** to meet direct department needs to address ongoing public health response needs, the negative economic impacts of COVID-19, and operational services.

The following two goals and corresponding items are outlined below:

Goal: Access to services, and produce a more effective and efficient health & social service system.
Funding directed to:
1. Continuation of Family Navigator Program
2. Expand Mayor's Summer Youth Employment
3. Youth Services Care Coordination Model
4. Library improvements

Goal: Operational& infrastructure to protect the health and wellbeing of residents.
Funding directed to:
- Expanding vaccination program: COVID testing; contact tracing/community health workers; public health surveillance
- Ventilation improvements in health clinic adaptation of clinic rooms to implement COVID 19 mitigation tactics (i.e. negative pressure room)

Respectfully Submitted By,

Lamond Daniels

Lamond Daniels, LCSW, MPA
Chief of Community Services

ITEM #12
ITEM #12

NORWALK
The Sound of Connecticut

Mayor Harry W. Rilling

AMERICAN RESCUE PLAN ACT State and Local Fiscal Recovery Funds

Norwalk's Plan to promote a response to the pandemic and economic recovery

ITEM #12

CONTENTS

ITEM #12

What is the American Rescue Plan Act?

The American Rescue Plan Act of 2021 (ARPA) was passed by the U.S. Congress to provide for a strong and equitable recovery from the COVID-19 pandemic.

ARPA provides **$350 billion** directly to state and local governments, including the City of Norwalk, to respond to the impacts of the COVID-19 pandemic.

Eligible uses for ARPA funds include addressing ongoing public health responses costs, addressing the negative economic impacts of COVID-19, and supporting city operations and government services.

ITEM #12

Local Governments: City of Norwalk

Direct funding entitlement: $21,998,212.00

+

State Pass through County: $17,251,466.78

=

Total CLFRF Allocation $39,249,678.78

ITEM #12

Overview: State & Local Fiscal Recovery Fund

- **Grant funding will be released in two tranches:**
  - ½ following enactment (not later than 60 days after enactment)
  - ½ 12 months following receipt of first payment
- **Funds remain available until December 31, 2024; unexpended funds must be returned to Treasury**
- **Projects must be completed by December 31, 2026**
- **Local governments, including counties, are required to provide "periodic reports" providing a detailed accounting of the use of funds**

ITEM #12

State and Local Fiscal Recovery Fund: Use of Funds

To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers.

For the provision of government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.

To make necessary investments in water, sewer, or broadband infrastructure.

ITEM #12

Allowable Uses

- **Community Grants** - Assist organizations (non-profit) that serve the needs of vulnerable populations within the community, particularly those heavily impacted by the pandemic.
- **Economic Development** - Provide aid to small business and industries negatively impacted by COVID-19 and its effects on the local economy.
- **Tourism/Travel Industry** - Speed the recovery of tourism, travel, and hospitality sectors that are just beginning to mend.
- **Utility Infrastructure -** Make necessary improvements to water and sewer infrastructures, including projects that address the impacts of climate change. Utility investments should aim at improving the reliability and resiliency of the utility system.
- **Broadband** - Invest in broadband infrastructure with modern utility in mind. Broadband efforts should aim in improve reliability, accessibility and affordability of internet.
- **Organizational Needs** - Address needs within Town departments or amongst city essential employees that improve the capabilities of staff to respond to public needs and support employees most susceptible to COVID.

ITEM #12

Examples of Allowable Uses

PUBLIC HEALTH

- Mental Health Services
- Investments to Public Health Facilities that respond to the COVID-19
- Environmental Efforts: Tree Planting and Climate Impact efforts
- Enhanced mobility efforts

NEGATIVE ECONOMIC IMPACTS

- Job Training Assistance
- Small Business Economic Assistance
- Aid to Nonprofit Organizations
- Aid to Tourism, Travel, or Hospitality

ADMINISTRATIVE

- Administrative Expenses

ITEM #12

Examples of Allowable Uses

SERVICES TO DISPROPORTIONATELY IMPACTED COMMUNITIES

- Child Care
- Community Violence Interventions

INFRASTRUCTURE

- Storm Sewer and Broadband

ITEM #12

Ineligible Uses

- To offset a reduction in taxes
- Deposits into a pension fund
- Funding debt service
- Funding legal settlements or judgements
- Deposits into a rainy-day fund or financial reserves

ITEM #12

Proposed distribution of ARPA Funds

City of Norwalk

Proposed Distribution

	FYE 2022	FYE 2023	FYE 2024	TOTAL
Offset Tax Increases	$12.9M - $4M* = $8.9M	$7.0M - $4M* = $3M	$0M	$11.9M
Capital Projects	$5.5M	$5.4M	$4.3M	$15.2M
Community, Business and Non-Profit Projects	$4.5M	$4.5M	$3.2M	$12.2M
	$18.9M	$12.9M	$7.5M	$39.3M

* Unexpected revenue due to new PILOT formula

ITEM #12

Identifying Priority Areas for Focus

Over the past few years, the City has collected community feedback on resident's priorities and needs in a variety of forums. Using that feedback, City has been able to identify goals and priorities for use of ARPA funding across neighborhoods and focus areas. Sources include:

- POCD Outreach
- Bi-Weekly Community Providers Call
- Neighborhood Association Meetings
- Flood. Mitigation Studies
- Small Business Roundtables
- SoNo TOD Outreach
- Norwalk ACTS
- Industrial Zone / Waterfront Study
- East Norwalk TOD Outreach
- Chamber of Commerce
- MLK Corridor Initiative
- Meetings with Faith Leaders
- Family Navigator Feedback
- Zoning Study
- Norwalk Tomorrow
- RDA Plans

ITEM #12
ITEM #12

Common Themes

ITEM #12

Further identifying priorities

Using this feedback, the City identified over **150 projects and initiatives** to help us meet Norwalk's needs.

The City then examined all projects and known funding sources, including ARPA ($39.3m), DECD MLK Corridor Initiative funds ($3m), GGP South Norwalk Funds ($3.5m), HUD funds and City of Norwalk Capital funds.

The team has worked through the initiatives to identify which projects fit with the funding criteria and eligibility for each funding source. The exciting news is that combining these resources more than 90% of the projects and initiatives will be eligible for funding.

In the following months, these projects will be brought through the public approval process, where each will be discussed in detail.

The projects identified as best fit for ARPA funding fall in the following general categories:

- Community Services Support
- Small Business Support
- Sustainability/Environment
- Infrastructure and Broadband
- Government Effectiveness and Efficiency

ITEM #12

Infrastructure ~ $15 Million

Goal 1:

Address increasing adverse impact of flooding caused by Climate Change by studying and upgrading city storm sewer / drainage infrastructure.

Goal 2:

Explore improved access to highspeed internet for residents.

ITEM #12

Community Services Support: Non-Profit Priorities

- Eviction Prevention Supports
- Homelessness Interventions
- Behavioral & Mental Health
- Early Education & Childhood
- Workforce Initiatives
- Organizational Support
- Youth Violence Prevention

ITEM #12

Community Services Support: Community Recovery Fund ~ $4 Million

Award Amounts

- Potential grant awards minimum: **$20,000** to Maximum: **$50,000.** Amounts will depend on organizational, and community needs and resources available. It is important that all public funding assigned to outside organizations are distributed and monitored in a transparent and accountable manner on behalf of the citizens of Norwalk.

Use of Grant Funds

- Funding is allocated to help support a strong and equitable recovery from the COVID-19 pandemic and economic downturn to maximize programmatic impact and effective, efficient, and equitable outcomes. Funds must support communities, populations, and individuals in Norwalk.
- Funding will be awarded to established programs to increase direct service capacity, and to support equitable outcomes that improve the lives of Norwalk's at-risk and vulnerable residents. Awards are limited to direct services. Care should be taken to avoid creating new programs or add-ons to existing programs that require an ongoing financial commitment.

Generally, use of funds is intended to be "forward looking" and for costs incurred since March 3, 2021. Funds must be encumbered by December 2024. Agency start-up funds will not be awarded.

ITEM #12

Community Services Support: Enhancing the Community Services Department

Goal:

To facilitate access to services, and produce a more effective and efficient health & social service system

Proposed Programs include:

- Continuation of Family Navigator Program
- Expand Mayor's Summer Youth Employment and Violence Prevention Programs
- Youth Services Care Coordination Model
- Library improvements

ITEM #12

Community Service Support: Public Health Impact

Goal:

Operational& infrastructure to protect the health and well-being of residents.

Proposed Programs include:

- Expanding vaccination program: COVID testing; contact tracing/community health workers; public health surveillance
- Ventilation improvements in health clinic - adaptation of clinic rooms to implement COVID-19 mitigation tactics (i.e. negative pressure room)

ITEM #12

Small Business Support ~$4.5 Million

Goal:

To support the retention and growth of small businesses, along with job retention and new employment opportunities, in all areas of Norwalk. To support small businesses that have been impacted by COVID-19.

Proposed Programs include:

- Small Business COVID Support
- Women and Minority Business Support
- New Business Support
- Wall Street Infrastructure Improvements

ITEM #12

Environmental Sustainability ~ $2 Million

Goal:

To enhance the City's responsiveness to environmental issues, including but not limited to climate change, sea level rise, urban heat islands, and other impacts. To make progress towards environmental sustainability, in all neighborhoods.

Proposed Programs include:

- Tree Planting Program
  - Inventory and Canopy Assessment
  - Tree Planting Program, increasing tree coverage
- Climate Action Plan
- Sidewalk Construction and Connectivity/Mobility efforts

ITEM #12

Government Effectiveness and Efficiency ~$1.5 Million

Goal:

To introduce technological solutions that streamline programs and processes through local government, in support of small business and residents.

Proposed Programs include:

- Online Permitting and Licensing
- Going Paperless
- CMS Customer Service Platform (311)
- Enhancement of Public Health data system
- ARPA Administrator

ITEM #12

Next Steps

Programming:

- Evaluate readiness, confirm costs and timelines
- Create structure and operational support
- Develop processes and procedures to ensure federal requirements are met
- Implement programming, beginning in January 2022
  - Funds remain available until December 31, 2024; unexpended funds must be returned to Treasury
  - Projects must be completed by December 31, 2026

Communication with the Common Council:

- All projects will go through traditional public process. RFPs will be issued, proposed contracts will be brought through council.
- Staff will provide quarterly updates on initiative development and implementation.

ITEM #12

COMMUNITY SERVICES DEPARTMENT
Lamond Daniels, LCSW, MPA
Chief of Community Services
ldaniels@norwalkct.org
P: 203-854-7718
125 East Avenue, Room 202
Norwalk, CT 06856-5125

MEMO

To: Tom Ellis, Director of Management and Budgets
From: Lamond Daniels, Chief of Community Services
Date: March 30, 2022
Re: ARPA allocation for Community Services Department direct programming/projects

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Respectfully Submitted By,

Lamond Daniels

Lamond Daniels, LCSW, MPA
Chief of Community Services

ARPA Projects Request by Departments
Economic and Community Development

City of Norwalk Munis General Ledger Account Number	Name	ARPA Project #	Project Expenditure Category	SubCategory	04-11-22 revised	Project Description
WALKABILITY/CONNECTIVITY						
133710-5796-AEC01	Wall Street, Construction Match - Phase II Design	AECD01	2-Negative Economic Impacts	2.13-Other Economic Support	250,000.00	Wall Street Construction
133710-5796-AEC02	Mobility (sidewalk and bike lane construction)	AECD02	2-Negative Economic Impacts	2.13-Other Economic Support	1,000,000.00	Mobility (sidewalk and bike lane construction)
133710-5796-AEC22	New South Norwalk School, Sidewalks	AECD22	2-Negative Economic Impacts	2.13-Other Economic Support	1,500,000.00	New South Norwalk School, Sidewalks
133710-5796-AEC03	Complete Streets	AECD03	2-Negative Economic Impacts	2.13-Other Economic Support	250,000.00	complete streets
133710-5796-AEC04	Project Manager - TMP	AECD04	7-Administrative and Other	7.1-Administrative Expenses	405,000.00	Project Manager
				TOTAL	**3,405,000.00**	
BUSINESS/EDUCATION						
133710-5796-AEC05	Business COVID Assistance	AECD05	2-Negative Economic Impacts	2.9-Small Business Economic Assistance (General)	745,000.00	Business COVID Assistance, 3 rounds of funding
133710-5796-AEC06	Redevelopment Agency, Small Business Development Center	AECD06	2-Negative Economic Impacts	2.13-Other Economic Support	144,000.00	Redevelopment Agency, Small Business Development Center, location, KIVA partnership for loans, 3 years
133710-5796-AEC08	Capital Access Manager - microloan lending support	AECD08	7-Administrative and Other	7.1-Administrative Expenses	243,000.00	Capital Access Manager - microloan lending support
133710-5796-AEC09	WMBE Grants to Small Business	AECD09	2-Negative Economic Impacts	2.13-Other Economic Support	247,500.00	WMBE Grants to Small Business Loan Match-revolving through KIVA partnership, 3 years
133710-5796-AEC10	Innovation Grants, for start ups through workforce training	AECD10	2-Negative Economic Impacts	2.13-Other Economic Support	330,000.00	Innovation Grants, for start ups through workforce training
133710-5796-AEC11	Permitting and Licensing Software Installation	AECD11	2-Negative Economic Impacts	2.13-Other Economic Support	400,000.00	Permitting and Licensing Software Installation
133710-5796-AEC12	Digitizing documentation	AECD12	2-Negative Economic Impacts	2.13-Other Economic Support	400,000.00	Digitizing documentation
133710-5796-AEC13	Business Navigation (online tool)	AECD13	2-Negative Economic Impacts	2.13-Other Economic Support	130,000.00	Business Navigation (online tool) (2 years)
133710-5796-AEC14	Administrator for ARP funding	AECD14	7-Administrative and Other	7.1-Administrative Expenses	344,250.00	Administrator for ARP funding (3 years @ $85k)
133710-5796-AEC15	Permit Coordinator - position	AECD15	7-Administrative and Other	7.1-Administrative Expenses	405,000.00	Permit Coordinator - position (3 years @ $100K + Fringe), FTE operating beginning in year 4
133710-5796-AEC16	Event Implementation - Programming of the Urban Core	AECD16	7-Administrative and Other	7.1-Administrative Expenses	270,000.00	Event Implementation - Programming of the Urban Core
				TOTAL	**3,658,750.00**	
ENVIRONMENTAL/GREEN SPACE						
133710-5796-AEC17	Tree Planting Program - Inventory and Canopy Assessment	AECD17	2-Negative Economic Impacts	2.13-Other Economic Support	150,000.00	Tree Planting Program - Inventory and Canopy Assessment
133710-5796-AEC18	Tree Planting Program, including sidewalk reconstruction	AECD18	2-Negative Economic Impacts	2.13-Other Economic Support	500,000.00	Tree Planting Program, including sidewalk reconstruction
133710-5796-AEC19	Climate Action Plan	AECD19	2-Negative Economic Impacts	2.13-Other Economic Support	150,000.00	Climate Action Plan
133710-5796-AEC20	Redevelopment Agency: Maritime Aquarium - Economic Impact Analysis	AECD20	2-Negative Economic Impacts	2.13-Other Economic Support	70,000.00	Redevelopment Agency: Maritime Aquarium - Economic Impact Analysis
133710-5796-AEC21	Harbor Use Plan - Study	AECD21	2-Negative Economic Impacts	2.13-Other Economic Support	125,000.00	Harbor Use Plan - Study
				TOTAL	**995,000.00**	
HOUSING						
133710-5796-AEC22	Affordable Housing Plan	AECD22	2-Negative Economic Impacts	2.13-Other Economic Support	120,000.00	Affordable Housing Plan
				TOTAL	**120,000.00**	
					8,178,750.00	

INTERNAL USE:
CFO APPROVAL
CHIEF OF STAFF APPROVAL
FINANCE AND CLAIMS DATE
COMMON COUNCIL DATE

ARPA Projects Request by Departments
Chief of Staff/CFO

City of Norwalk Munis General Ledger Account Number	Name	ARPA Project #	Project Expenditure Category	SubCategory	ARPA Budget Request Amount	Project Description
131310-5796-AFN01	City of Norwalk Fiber Optic Cable	AFIN01	5-Infrastructure	5.16-Broadband: Last Mile projects	100,000.00	The City of Norwalk, CT has embarked on a project to build a middle-mile fiber optic cable network throughout the city. We are trying to address the problems of high cost, service which can be improved, accessibility (where certain group of residents do not have access to high-speed fiber optic cable), and affordability (where even when residents DO have access, the cost to obtain service on that plan is excessive and is not affordable).
					100,000.00	

INTERNAL USE:
CFO APPROVAL
CHIEF OF STAFF APPROVAL
FINANCE AND CLAIMS DATE
COMMON COUNCIL DATE

SECTION C
OTHER BUSINESS

City of Norwalk, Board of Estimate & Taxation
April 4, 2022

1. Adoption of the Tentative FY 2022-2023 Operating Budget
2. Approval of the FY 2022-2023 Parking Authority Budget
3. Approval of the FY 2022-2023 WPCA Budget
4. Appointment of Auditors to audit Fiscal Year 2021-2022

The City of Norwalk Board of Estimate and Taxation

FISCAL YEAR 2022-23 TENTATIVE OPERATING BUDGET

Division	FY '22 Bud	02/18/22 Revised FYE 2023 Recommend	02/22/22 Council Cap FYE 2023 Established	FY23 Request Increase vs. FY22 Budget $ Amount	FY23 Request Increase vs. FY22 Budget % Increase	FY23 Council Cap Increase vs. FY22 Budget $ Amount	FY23 Council Cap Increase vs. FY22 Budget % Increase	BET Decisions Agreed cuts	BET Decisions Items funded	BET Decisions FYE 2023 BET Decided
MAYOR Total	$178,548	$182,341	$182,341	$0	0.0%	$3,793	2.1%		$135,000	$317,341
LEGISLATIVE Total	$17,208	$17,208	$17,208	$0	0.0%	$0	0.0%			$17,208
CORP COUNSEL Total	$1,415,277	$1,451,846	$1,451,846	$333,123	23.5%	$36,569	2.6%		$145,600	$1,597,446
TOWN CLERK Total	$677,640	$686,921	$686,921	$6,860	1.0%	$9,281	1.4%			$686,921
HR & PERSONNEL Total	$712,804	$740,854	$740,854	$28,050	3.9%	$28,050	3.9%	($3,204)		$737,650
REG OF VOTERS Total	$571,637	$580,215	$580,215	$32,379	5.7%	$8,578	1.5%			$580,216
FINANCE DEPT Total	$7,038,014	$8,399,400	$8,399,400	$1,377,386	19.6%	$1,361,386	19.3%	($42,000)		$8,357,400
CHIEF OF STAFF Total	$823,368	$849,328	$849,328	$35,228	4.3%	$25,960	3.2%			$849,328
COMMUNITY SVCS Total	$9,769,752	$10,308,762	$10,308,762	$619,999	6.3%	$539,010	5.5%	($16,354)	$167,176	$10,459,584
POLICE & COMB DISP Total	$26,959,344	$27,564,282	$27,564,282	$604,938	2.2%	$604,938	2.2%	($60,000)		$27,504,282
FIRE DEPARTMENT Total	$20,558,544	$21,866,585	$21,866,585	$1,668,562	8.1%	$1,308,041	6.4%	($133,451)		$21,733,134
ECON & COMM DEV Total	$4,895,866	$5,284,708	$5,284,708	$471,841	9.6%	$388,842	7.9%	($11,952)	$80,000	$5,352,756
OPS AND PW Total	$24,743,182	$26,369,775	$26,369,775	$1,612,685	6.5%	$1,626,593	6.6%	($131,800)	$99,356	$26,337,331
GRANTS Total	$858,035	$861,557	$861,557	$3,522	0.4%	$3,522	0.4%		$35,124	$896,681
DEBT SERVICE Total	$36,925,620	$35,295,408	$35,295,408	($1,630,212)	-4.4%	($1,630,212)	-4.4%			$35,295,408
ORG MEMBERSHIPS Total	$84,000	$87,000	$87,000	$3,000	3.6%	$3,000	3.6%			$87,000
EMP BENEFITS Total	$35,078,683	$38,434,962	$38,434,962	$3,330,094	9.5%	$3,356,279	9.6%		$63,114	$38,498,076
PENSIONS Total	$15,362,160	$15,706,583	$15,706,583	$0	0.0%	$344,423	2.2%			$15,706,583
CONTINGENCY Total	$1,500,000	$1,580,677	$1,662,677	$0	0.0%	$162,677	10.8%	($351,081)		$1,311,596
CITY ALONE Total	$188,169,682	$196,268,412	$196,350,412	$8,497,454	4.5%	$8,180,730	4.35%	($749,842)	$725,370	$196,325,940
BOARD OF EDUCATION Total	$208,468,385	$217,849,462	$217,849,462	$18,995,388	9.1%	$9,381,077	4.50%			$217,849,462
CITY & BOARD OF ED Total	$396,638,067	$414,117,874	$414,199,874	$27,492,842	6.9%	$17,561,807	4.43%	($749,842)	$725,370	$414,175,402

	FY2021 Actual	FY2022 Budget	FY2022 Revised Budget	FY2023 Requested	FY2023 CFO Recommended	Bd of Ed 4.50% City 4.35%
				Fund Drawdown	$4,000,000	Bd of Ed 4.50% City 4.35%
Tax Adjustments						
Elderly Tax Relief		$1,600,000		$1,600,000	$1,600,000	$1,600,000
Other programs		$500,000		$500,000	$500,000	$500,000
Tax Appeals		$2,500,000		$1,500,000	$1,500,000	$1,500,000
Tax Adjustments total		**$4,600,000**		**$3,600,000**	**$3,600,000**	**$3,600,000**
Reserve for uncollected		**$4,870,792**		**$5,268,126**	**$5,261,154**	**$5,129,351**
Collection Rate		*98.6%*		*98.6%*	*98.6%*	*98.6%*
Gross Tax Levy		**$406,108,859**		**$432,980,516**	**$432,475,518**	**$422,929,226**
Other Tax revenues						
Back Tax Collection		$3,000,000		$3,000,000	$3,000,000	$3,000,000
Supplemental Auto		$2,600,000		$2,600,000	$2,600,000	$2,600,000
Other Tax Revenue Total		**$5,600,000**		**$5,600,000**	**$5,600,000**	**$5,600,000**
Non-Tax Revenue						
Departmental Receipts		$10,335,131		$10,335,131	$10,335,131	$10,335,131
Interest and Penalties		$1,659,648		$1,659,648	$1,659,648	$1,659,648
Intergovernmental		$28,822,866		$26,822,866	$26,822,866	$26,822,866
Investment Income		$1,500,000		$1,500,000	$1,500,000	$1,500,000
Miscellaneous		$5,677,494		$5,500,000	$5,500,000	$5,500,000
Non-Tax Revenue Total		**$47,995,139**		**$45,817,645**	**$45,817,645**	**$45,817,645**
Fund Balance Transfer		**$0**		**$0**	**$4,000,000**	**$4,000,000**
NET Tax Levy		**$352,513,720**		**$381,562,871**	**$377,057,873**	**$367,511,581**
Net Grand List		$14,747,104,349		$14,886,171,090	$14,886,171,090	$14,886,171,090
Average Mill Rate		23.90393		25.63204	25.32941	24.68812
Avg Mill Rate rounded to 3 decimals		**23.904**		**25.632**	**25.329**	**24.688**
Mill Rate Increase vs FY22				**1.728**	**1.425**	**0.784**
Mill Rate %age Increase in Mill Rate vs FY22				**7.23%**	**5.96%**	**3.28%**

The City of Norwalk Board of Estimate and Taxation

FISCAL YEAR 2022-23 TENTATIVE APPROVED MILL RATES

Rounded to nearest xx.xxx Mills

FYE 2023 Tentative Approved	1st District	2nd District	3rd District	4th District	5th District	6th District	10th District
CORE allocation	21.6809	21.6809	21.6809	21.6809	21.6809	21.6809	
Fire	2.7447	2.7447	2.7447	2.7447	2.7447		
Garbage	0.1189	0.1189	0.1189	0.1189			
Lighting				0.1479	0.1479		
Sixth District						1.2540	
Tenth District							30.4670
TOTAL FY2023 Recommended	**24.5445**	**24.5445**	**24.5445**	**24.6924**	**24.5735**	**22.9349**	**30.4670**
TOTAL FY2022 Approved	23.9680	23.9680	23.9680	24.0540	23.6210	22.1660	30.4670
FY23 change in MILLS from FY22	0.5765	0.5765	0.5765	0.6384	0.9525	0.7689	0.0000
FY23 % change from FY22	2.41%	2.41%	2.41%	2.65%	4.03%	3.47%	0.00%
Median Home Value	$240,170	$227,420	$304,840	$275,550	$375,840	$764,730	
FYE2023 Recommended Budget	**$5,895**	**$5,582**	**$7,482**	**$6,804**	**$9,236**	**$17,539**	
FYE2022 Approved Budget	$5,756	$5,451	$7,306	$6,628	$8,878	$16,951	
FY2023 Change in $	$138	$131	$176	$176	$358	$588	
FY2023 Change in %	2.41%	2.41%	2.41%	2.65%	4.03%	3.47%	

ITEM #15

Norwalk Water
Pollution Control
Authority

www.wpcanorwalk.org

MEMORANDUM

TO: Honorable Members of the Board of Estimate and Taxation (BET)

FROM: Ralph Kolb, PE, Sr. Environmental Engineer, WPCA

CC: Anthony R. Carr, PE, Chief of Operations and Public Works
Chris Torre, Superintendent of Operations, DPW

DATE: March 29, 2022

REASON: Norwalk Water Pollution Control Authority
Approved FY22/23 Operating Budget

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

Enclosed is the WPCA's FY2022/23 budget as approved at the WPCA Board of Directors meeting held on March 21, 2022. The WPCA approved a 4% sewer use charge increase. Registration fees for food establishments and industrial users have been waived for FY22/23.

In 2021, the WPCA's consultant, Woodard & Curran, developed a Dynamic Financial Model to be used as a financial planning tool for preparation of its capital and operating budgets. This model covers a forecast period of five years, from FY2023 through FY2027, and emphases the FY23 budget. The planning model can also be used by the Finance team to for future bonding and cash spending of capital projects. The WPCA anticipates updating the model at least annually for future financial planning and budget preparation.

The WPCA and SUEZ Water Environmental Services Inc. (SUEZ) partnership continues to make significant progress in many key areas such as collections system operation and maintenance, solids dewatering and odor control, asset preservation, enhanced operations, and high quality effluent.

In 2021, the Norwalk Wastewater Treatment Plant achieved its second lowest nitrogen discharge (measured in pounds per day) in the history of the WWTP.

In January 2022, the WPCA Board executed its First Amendment to the SUEZ contract for the purpose of providing consent to SUEZ's merger with Veolia Environment S.A. that occurred on March 17, 2022. In addition, project staffing was increased to 27 persons from 24 to add additional collection system staffing, purchase of a second jet/vac truck, utility van, and additional smart covers and weather stations.

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

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

Revenues:

- Rate increase of 4%, which is an increase of $15 residential; $21 commercial; $0.38/1000 gallons commercial consumption per WPCA Financial Model.
- Norwalk to receive Nitrogen Credits (~$100k) for 2021, waiting for pricing from CTDEEP
- Includes line item for reimbursement ($143,560) of WPCA support services billed to City

Expenditures:

- Operation and maintenance fee account increased due to Amendment No.1 and inflation
- Includes line item for reimbursement ($669,688) of City support services billed to WPCA
- Debt service payments increased due to bond funding of ongoing capital improvement projects

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
Approved FY 2022-23 Operating Budget Summary

REVENUES (224062)

ACCOUNT	DESCRIPTION	APPROVED FY 21-22	PROJECTED ACTUAL FY 21-22	PROPOSED FY 22-23
	Sewer Use Charges	**$ 17,150,000**	**$ 17,033,740**	**$ 17,689,000**
4513	*Norwalk Customers*[1]	*$ 16,505,000*	*$ 16,388,740*	*$ 17,044,000*
4521	*Wilton Interlocal Agreement*[2]	*$ 600,000*	*$ 600,000*	*$ 600,000*
4522	*Other Contract Customers*	*$ 45,000*	*$ 45,000*	*$ 45,000*
	Other Revenues	**$ 1,324,860**	**$ 898,603**	**$ 927,060**
452C	*Industrial Pretreatment Surcharge*[3]	*$ 200,000*	*$ 148,802*	*$ 175,000*
452D	*Sewer Connection Fees*	*$ 125,000*	*$ 168,110*	*$ 150,000*
452E	*Industrial Pretreatment Interest*	*$ 5,000*	*$ 5,000*	*$ 5,000*
4451	*Sewer Permits*	*$ 1,500*	*$ 1,500*	*$ 1,500*
4807	*Reimbursement of Expenses*	*$ 1,000*	*$ -*	*$ 1,000*
4453	*Septage Haulers Licenses*	*$ 1,500*	*$ 500*	*$ 1,000*
4516	*Septage Disposal Fees*	*$ 175,000*	*$ 175,000*	*$ 175,000*
4121	*Nitrogen Credits*[4]	*$ 525,000*	*$ 108,831*	*$ 100,000*
4901	*Investment Income*[5]	*$ 110,000*	*$ 110,000*	*$ 110,000*
4051	*Interest on Delinquent Accounts*[6]	*$ 65,000*	*$ 65,000*	*$ 65,000*
489F	*Reimbursement for Indirect Expenses*[7]	*$ 115,860*	*$ 115,860*	*$ 143,560*
	TOTAL	**$ 18,474,860**	**$ 17,932,343**	**$ 18,616,060**

[1] Rate increase of 4%, which is an increase of $15 residential; $21 commercial; $0.38/1000 gallons commercial consumption per WPCA Financial Model. Includes annual adjustments and a 98.2% collection rate per Tax Collector's Office and may fluctuate based upon economic conditions.
[2] Billed on actual metered wastewater flow. Varies based on audited expenditures.
[3] Registration fees are waived in FY22/23. No change in IPP rates.
[4] Nitrogen FY22/23 credits estimated based on past CTDEEP credit sharing.
[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.

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
Approved FY 2022-23 Operating Budget Summary

EXPENDITURES (224062)

ACCOUNT	DESCRIPTION		APPROVED FY 21-22		PROJECTED ACTUAL FY 21-22		PROPOSED FY 22-23
	Personnel/Benefits	$	744,982	$	591,454	$	770,693
5110	*Wages & Salary - Regular*[1]	$	*416,753*	$	*316,585*	$	*413,270*
5428	*Employee Benefits*	$	*222,129*	$	*168,740*	$	*220,273*
5120	*Wages & Salary - Overtime*	$	*75,000*	$	*75,000*	$	*100,000*
5140	*Wages & Salary - Part-time*	$	*30,000*	$	*30,000*	$	*36,000*
5150	*Longevity*	$	*1,100*	$	*1,130*	$	*1,150*
5258	Operations & Maintenance Fees[2]	$	8,722,480	$	8,722,480	$	9,882,606
5651	Indirect Expenses[3]	$	638,410	$	638,410	$	669,688
5241	Electricity[4]	$	1,484,761	$	1,484,761	$	*1,500,000*
5298	Other Contractual Services	$	250,000	$	250,000	$	250,000
5252	Legal Services	$	150,000	$	150,000	$	250,000
	Administration	$	94,000	$	94,000	$	94,000
5286	*Business Expense (General Office / Billing Costs)*	$	*32,000*	$	*32,000*	$	*32,000*
5245	*Telephone*	$	*2,000*	$	*2,000*	$	*2,000*
5741	*IT Hardware / Software*	$	*60,000*	$	*60,000*	$	*60,000*
5235	Professional Dues/Memberships	$	10,000	$	10,000	$	10,000
5295	Training/Conferences	$	10,000	$	10,000	$	10,000
5418	Property Insurance/Liability Premium Worker's Compensation[5]	$	84,848	$	84,848	$	115,372
5789	Replacement Reserve - Wilton's portion per agreement	$	-	$	-	$	-
5789	Replacement Reserve - Norwalk[6]	$	3,005,849	$	-	$	708,215
5521	Debt Service - Principal	$	1,786,860	$	1,786,860	$	3,253,588
5522	Debt Service - Interest	$	1,492,670	$	1,492,670	$	1,101,898
	TOTAL	$	18,474,860	$	15,315,483	$	18,616,060

[1] Includes step and COL increases.

[2] Includes a 5% increase over previous year, Amendment No. 1 increase (effective Jan 2022), contract incentives and a 5% contingency for contract components (pass-through and extraodinary items).

[3] Salaries, benefits and other direct costs for City support services including Finance Department (CFO, Tax Collector, Tax Assessor, Comptroller, IT/GIS, Purchasing, and Management & Budgets), Customer Service, and DPW Engineering.

[4] Assumes 1% increase over previous year.

[5] Per Risk Management and Finance Department

[6] Funds to be used for rate stabilization in future years related to multiple collection system, pump station and WWTP projects included in WPCA Financial Model. Includes $700K available for transfer by WPCA Board for unanticipated expenses.

Norwalk Parking Authority
BUDGET (SUMMARY)
FY 2023

	Actual FY 2021	Budget FY 2022	Forecast FY 2020	Budget FY 2023	Variance $ to Budget FY 2022	Variance % to Budget FY 2022
REVENUE:						
Monthly	1,893,122	2,366,571	2,171,463	2,390,394	23,823	1.01%
Transient	1,210,520	2,568,691	2,126,586	2,520,428	(48,263)	-1.88%
Meters	418,857	466,558	626,436	614,664	148,106	31.74%
Violations	754,405	782,089	1,565,106	967,437	185,348	23.70%
Sales Tax/Refunds	(211,811)	(322,535)	(294,677)	(329,919)	(7,384)	2.29%
TOTAL PARKING REVENUE	**4,065,093**	**5,861,374**	**6,194,914**	**6,163,005**	**301,631**	**5.15%**
Other Revenue	62,736	117,032	64,607	100,829	(16,203)	-13.84%
TOTAL SYSTEM REVENUE	**4,127,829**	**5,978,406**	**6,259,521**	**6,263,834**	**285,428**	**4.77%**
EXPENSES:						
Payroll/Benefits	1,586,651	1,632,420	1,678,107	1,722,318	89,897	5.51%
All Other Oper Exp	1,768,756	2,413,723	2,341,261	2,231,230	(182,493)	-7.56%
City Support Charges	794,627	756,117	756,117	759,971	3,854	0.51%
Debt Service	1,129,372	1,159,618	1,159,618	1,286,162	126,543	10.91%
Total Expenses	**5,279,407**	**5,961,879**	**5,935,103**	**5,999,681**	**37,802**	0.63%
Fund Balance	**(1,151,578)**	**16,527**	**324,418**	**264,153**	**247,626**	1498.33%

Norwalk Parking Authority
BUDGET (Detail)
FY 2023

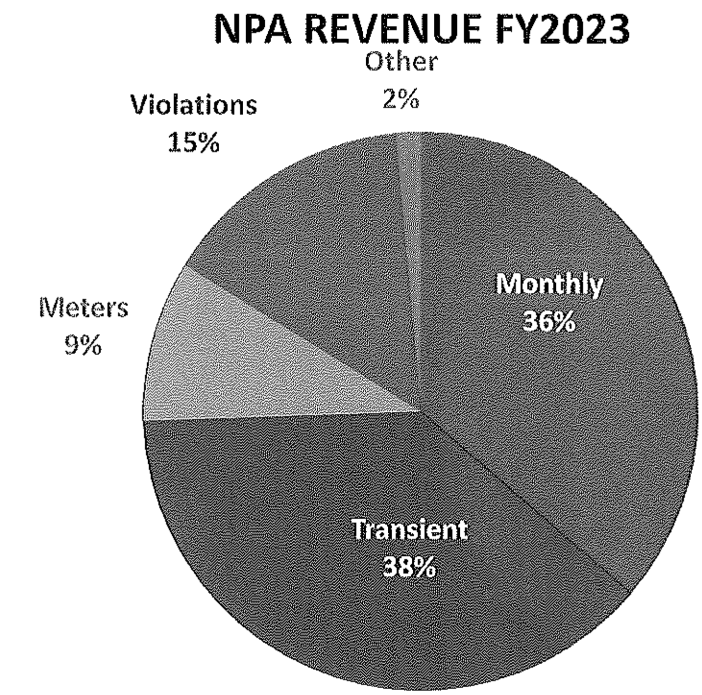
	Actual FY 2021	Budget FY 2022	Budget FY 2023	Variance $ to Budget FY 2022	Variance % to Budget FY 2022
PARKING REVENUE					
Monthly	1,893,122	2,366,571	2,390,394	23,823	1.01%
Transient	1,210,520	2,568,691	2,520,428	(48,263)	-1.88%
Meters	418,857	466,558	614,664	148,106	31.74%
Violations	754,405	782,089	967,437	185,348	23.70%
Less: Refunds	(1,514)	0	0	0	0
Less Sales Tax	(210,297)	(322,535)	(329,919)	(7,384)	2.29%
TOTAL PARKING REVENUE	**4,065,093**	**5,861,374**	**6,163,005**	**301,631**	**5.15%**
OTHER REVENUE					
Art Program - MG	700	1,200	1,800	600	50.00%
Advertising	18,955	14,000	18,000	4,000	28.57%
Lease Income - SNRR	0	35,796	36,477	681	1.90%
Lease Income - YDG	4,598	13,200	5,016	(8,184)	-62.00%
SNRR/ENRR Concessions	34,844	40,836	34,536	(6,300)	-15.43%
Investment Income	140	8,000	1,000	(7,000)	-87.50%
ATM Machines	3,499	4,000	4,000	0	0.00%
TOTAL OTHER REVENUE	**62,736**	**117,032**	**100,829**	**(16,203)**	**-13.84%**
TOTAL SYSTEM REVENUE	**4,127,829**	**5,978,406**	**6,263,834**	**285,428**	**4.77%**
EXPENSES					
Personnel/Benefits (FTE 28.4)	1,586,651	1,632,420	1,722,318	89,897	5.51%
Security Service Contracts	81,602	130,000	120,000	(10,000)	-7.69%
Equipment Expense	21,432	100,000	100,000	0	0.00%
Vehicle Expense	29,163	90,000	50,000	(40,000)	-44.44%
Building & Property R&M	290,527	374,695	356,990	(17,705)	-4.73%
Sanitation Expense	23,797	19,920	19,920	0	0.00%
Operating Expense	82,321	100,000	75,000	(25,000)	-25.00%
Elevator Repair & Maintenance	31,237	27,600	0	(27,600)	-100.00%
Snow Removal	233,051	275,000	177,500	(97,500)	-35.45%
Signage	8,765	50,000	36,000	(14,000)	-28.00%
Tickets	7,950	15,000	15,000	0	0.00%
Liability Insurance	103,288	147,449	155,033	7,584	5.14%
Maritime Garage Condo Fees.	21,353	23,109	23,574	465	2.01%
Uniforms	7,133	10,000	40,000	30,000	300.00%
Utilities	83,133	90,429	77,064	(13,366)	-14.78%
Management Fees	100,000	100,000	100,000	0	0.00%
Office Expense	10,933	18,000	16,000	(2,000)	-11.11%
Service Contracts	125,099	125,000	125,000	0	0.00%
Telephone/Data Communications	110,781	100,000	90,000	(10,000)	-10.00%
Credit Card Fees	186,376	172,521	179,150	6,629	3.84%
Permit/Violation Management	106,490	100,000	150,000	50,000	50.00%
Marketing & Communications	19,914	60,000	40,000	(20,000)	-33.33%
Capital Reserve & Replacement	0	135,000	135,000	0	0.00%
Parking Programs	84,412	100,000	100,000	0	0.00%
Contingency Fund	0	50,000	50,000	0	0.00%
TOTAL OPERATING EXPENSES	**3,355,408**	**4,046,143**	**3,953,548**	**(92,595)**	**-2.29%**
CITY ADMINISTERED EXPENSES					
Personnel/Benefits (city alloc.)	614,449	460,000	460,000	0	0.00%
Electric	176,261	230,551	235,705	5,154	2.24%
Business Exp.	1,846	4,500	3,200	(1,300)	-28.88%
Sewer (WPCA)	2,071	11,066	11,066	0	0.00%
Professional Service	0	45,000	45,000	0	0.00%
Legal Service	0	5,000	5,000	0	0.00%
TOTAL CITY ADMINISTERED	**794,627**	**756,117**	**759,971**	**3,854**	**0.51%**
SUB-TOTAL OPERATING EXP.	**4,150,035**	**4,802,261**	**4,713,519**	**(88,741)**	**-1.85%**
Debt Service Interest	250,569	363,932	284,445	(79,488)	-21.84%
Debt Service Principal	878,803	795,686	1,001,717	206,031	25.89%
SUB-TOTAL DEBT SERVICE	**1,129,372**	**1,159,618**	**1,286,162**	**126,543**	**10.91%**
Capital Outlay	**(1,151,578)**	**16,527**	**264,153**	**247,626**	**1498.33%**
TOTAL EXPENSES	**4,127,829**	**5,978,406**	**6,263,834**	**285,428**	**4.77%**

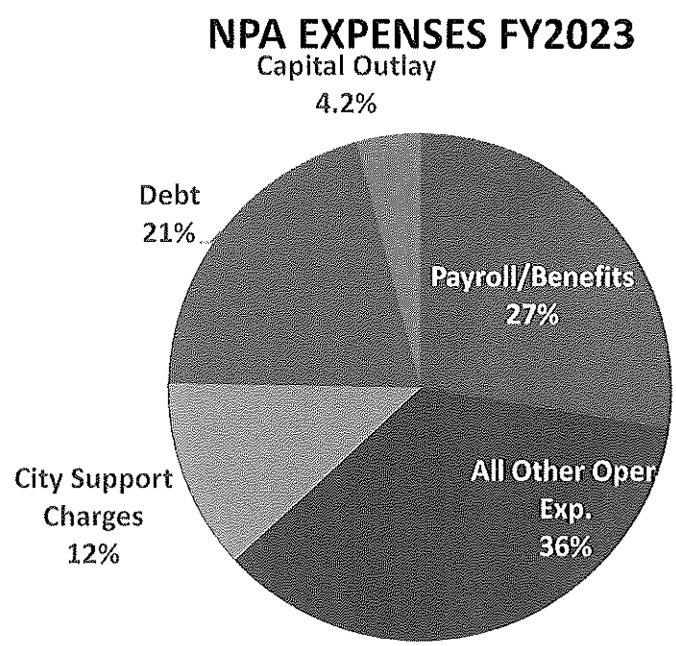
Norwalk Parking Authority
BUDGET NARRATIVE
FY 2023

	Budget FY 2023	Variance % to Budget FY 2022	Notes
PARKING REVENUE			
Monthly	2,390,394	1.01%	Based on anticipation that COVID impact will start to dwindle down. Overall, we are anticipating that we will be at about 87% of our precovid numbers.
Transient	2,520,428	-1.88%	Based on reduced activity. Activity level is assumed at 85% pre COVID-19 pandemic (main lagging locations are SNRR, ENRR, Maritime and Webster).
Meters	614,664	31.74%	360,696 transactions in SONO and Wall area. It includes meter operations from 8am-9pm in SONO at $1.50/hour, and 9am - 9pm in uptown area at $0.50/hour). Anticipated 19% decline in activity for possible COVID recovery.
Parking Violation Revenue	967,437	23.70%	Includes 26% increase in ticket issuance from pre Covid-19 pandemic level. This is due to expanded enforcement area coupled with consistent enforcement and increased compliance.
Less: Refunds	0	0	0
Less Sales Tax	-329,919	2.29%	0
TOTAL PARKING REVENUE	**6,163,005**	**5.15%**	
OTHER REVENUE			
Art Program - MG	1,800	50.00%	Reduced due to reduced Art program
Advertising	18,000	28.57%	Advertising program w/ A Lot Media (20% of Gross Ad sales) & they manage ad content for local businesses
Lease Income - SNRR	36,477	1.90%	$1,305/ month for fashion institute lease, including 1 parking spaces, includes SNEW condo income of $20,340k per year.
Lease Income - YDG	5,016	-62.00%	$4,800/year for Transit district
SNRR/ENRR Concessions	34,536	-15.43%	Concession lease of $10,800 from east bound station and $20,136 from Westbound station.
Investment Income	1,000	-87.50%	city of Norwalk comptroller.
ATM Machines	4,000	0.00%	SNRR. Based on current activity
TOTAL OTHER REVENUE	**100,829**	**-13.84%**	
TOTAL SYSTEM REVENUE	**6,263,834**	**4.77%**	
EXPENSES			
Personnel/Benefits (FTE 28.4)	1,722,318	5.51%	Increased staffing level in anticipation of COVID-19 declining and activity level increasing. We are still under reduced staffing and at 84% of our pre COVID level.
Security Service Contracts	120,000	-7.69%	Stanley, Dunbar services, security cameras
Equipment Expense	100,000	0.00%	Includes equip. purchase and Meter & pay station replacement program.
Vehicle Expense	50,000	-44.44%	Replacement enforcement vehicle as part of Fleet Replacement program.
Building & Property R&M	356,990	-4.73%	Reduced R&M by deferring some expenses (power washing, Line painting, pothole repairs and the likes).
Sanitation Expense	19,920	0.00%	Dumpster services SNRR(1), MG(1), Wall St (1), pest control (SNRR, ENRR)
Operating Expense	75,000	-25.00%	Payroll processing, cleaning garage gallery, janitorial supplies, access cards, coin count main fee. Reduced expenses to compensate for the reduced revenue.
Elevator Repair & Maintenance	0	-100.00%	Moved to R&M expenses line item.
Snow Removal	177,500	-35.45%	Reflects historical trend. Includes Brim and Crown reimbursement at ENRR (pending approval).
Signage	36,000	-28.00%	Reflects 5 years historical trend
Tickets	15,000	0.00%	Citations, spitter tickets, pay station receipt paper. Includes decrease of $5,000 based on current supply on hand
Liability Insurance	155,033	5.14%	based on total revenues
Maritime Garage Condo Fees.	23,574	2.01%	Increase 2% per the condo association
Uniforms	40,000	300.00%	Using 5 years average and increasing by $30k for new logo changes. If this can be completed in 2022, the $30k increase can be a save.
Utilities	77,064	-14.78%	Includes water costs; 2.0% increase based on City proforma
Management Fees	100,000	0.00%	Contractual expenses
Office Expense	16,000	-11.11%	Includes printing, postage, office supplies, professional publications, memberships.
Service Contracts	125,000	0.00%	Includes communications equip., copier, PARCS PM contract, Cale, IPS fees, Amano equipment.
Telephone/Data Communications	90,000	-10.00%	Cell phones, landlines, data lines. Includes customer service/security intercoms in facilities & pay stations. Includes the new Business Intelligence dashboard program.
Credit Card Fees	179,150	3.84%	78% of parking revenue is via credit card. Credit card use increase plus new separate EMV charges.

Norwalk Parking Authority
BUDGET NARRATIVE
FY 2023

	Budget FY 2023	Variance % to Budget FY 2022	Notes
Permit/Violation Management	150,000	50.00%	Includes LPR, permit, enforcement & collections costs; software main. Fees; Increase based on upgrade needed for our permitting system.
Marketing & Communications	40,000	-33.33%	Includes website main., public relations, general marketing programs. Reduced based on historical data
Capital Reserve & Replacement	135,000	0.00%	Infrastructure improvements
Parking Programs	100,000	0.00%	Includes engagement with surrounding businesses.
Contingency Fund	50,000	0.00%	0
TOTAL OPERATING EXP.	**3,953,548**	**-2.29%**	
CITY ADMINISTERED EXP.			
Personnel/Benefits (city alloc.)	460,000	0.00%	City of Norwalk contractual obligations. Includes TM&P as separate line item includes assistant director position.
Contingency -unsettled negotiation	0	0.00%	
Electric	235,705	2.24%	SNEW/Eversource utility expenses ; 1.0% increase built in for any usage or change increase.
Business Exp.	3,200	-28.88%	City allocated expenses
Sewer (WPCA)	11,066	0.00%	City expense increased 5.0% per WCPA
Professional Service	45,000	0.00%	Engineering, architectural consulting services.
Legal Service	5,000	0.00%	Contract development
TOTAL CITY ADMINISTERED	**759,971**	**0.51%**	
SUB-TOTAL OPERATING EXP.	**4,713,519**	**-1.85%**	
Debt Service Interest	284,445	-21.84%	Based on DS schedule provided by City
Debt Service Principal	1,001,717	25.89%	Based on DS schedule provided by City
SUB-TOTAL DEBT SERVICE	**1,286,162**	**10.91%**	
capital outlay	**264,153**	**1498.33%**	Parking Capacity planning and building: Multi-meter on street pay stations around the snrr station / Washington village streets, alternative parking strategies, walk bridge, parking access expenses, circulator
TOTAL EXPENSES	**6,263,834**	**4.77%**	


NPA REVENUE FY2023
Other
2%
Violations
15%
Meters
9%
Monthly
36%
Transient
38%


NPA EXPENSES FY2023
Capital Outlay
4.2%
Debt
21%
Payroll/Benefits
27%
City Support
Charges
12%
All Other Oper
Exp.
36%

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NORWALK
The Sound of Connecticut

MEMORANDUM

To: Edwin Camacho, Chairman, Board of Estimate & Taxation

From: Henry M. Dachowitz, Chief Financial Officer

Date: April 4, 2022

Subject: Auditing Services – FY23

Connecticut General Statutes (C.G.S. Sections 7-396 and 4-232) require the appointing authority of any municipality, audited agency or non-profit agency to file with the Secretary of the Connecticut Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the audit. The notification must be made at least thirty days before the end of the fiscal period of the entity for which the audit is required.

In 2020, the City recently issued Request for Proposal (RFP) #3987 requesting proposals from qualified CPA firms to perform the City's annual Financial Statement Audit (including the Single Audit of Grants) and to assist in the preparation of the City's Comprehensive Annual Financial Report (CAFR) for the five (5) year period commencing July 1, 2020 and ending June 30, 2025 (covering audits of Fiscal Years Ending June 30, 2020 through FYE June 30, 2024). Clifton Larson Allen, LLP (formerly Blum, Shapiro & Company) was selected. I am submitting for your approval for the audit of Fiscal Year 2021-22 at a fee of $99,000 for the third year of the five year contract.

Cc: Harry W. Rilling, Mayor