FINANCE/CLAIMS COMMITTEE MEETING

Thursday, March 12, 2020, 7:00 P. M.

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

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

   January 9, 2020 – Special Meeting

   January 9, 2020 – Regular Meeting

   February 20, 2020- Public Hearing and Special Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   March 12, 2020
6. Narrative on Tax Collections dated March 12, 2020 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated February 2020 – Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for December 2019 and January 2020.
9. Receive Oak Hills Authority Independent Auditors' Report for the Year Ended June 30, 2019.
10. Authorize the Mayor, Harry W. Rilling, to exercise the first and second extensions of the two (2) additional (1) one year extensions of the agreement between the City and Canon Solutions America, Inc. for City and Board of Education Centralized Mail Room Services at Norwalk City Hall, Project No. 3748, for an amount not to exceed $261,467.04 Account #: 01-100-013-13620-0-5259.
11. Elderly Homeowner Senior Tax Relief Programs.
12. Adjournment.

CITY OF NORWALK
JOINT BOE AND FINANCE COMMITTEES
SPECIAL MEETING
JANUARY 9, 2020

ATTENDANCE: **Common Council Finance Committee**
Greg Burnett, Chair
Ernest Dumas
David Heuvelman
Tom Keegan
John Kydes
George Theodoris

Board of Education Finance
Barbara Meyers-Mitchell, Chair
Diane Caprio
Sherelle Harris (6:10 p.m.)
Colin Hosten (6:06 p.m.)

OTHERS: Mayor Harry Rilling; Thomas Hamilton, BOE Finance; Council President Barbara Smyth; Council Member Tom Livingston, Joe Giandurco, NFT Vice President; BOE Member Erica DePalma, BOE Member Godfrey Azima; Kristin Karczmit, Budget Finance Director; Yvette Goorevitch, Chief of Specialized Learning and Student Services

CALL TO ORDER

Mr. Burnett called the meeting to order at 6:02 p.m. A quorum was present. Mr. Burnett greeted everyone and introduced those Committee members seated.

DISCUSSION OF BOARD OF EDUCATION BUDGET GOALS AND PRELIMINARY REVIEW AND EXPENDITURE PROJECTIONS

Mr. Burnett then said that budget would be submitted on January 15th and the Board of Education will be voting on that budget on the 21st of January. He reminded everyone that the meeting would end promptly at 7:00 p.m.

Mr. Colin Hosten joined the meeting at 6:06 p.m.

Ms. Meyers-Mitchell said that the Board members were excited to work with the Finance Committee on the proposed Budget.

Mr. Joe Giandurco came forward and said that the NFT was excited about some of the initiatives in the budget. The Union acknowledges that the salaries and benefits constitute a large portion of the budget. He also indicated that the Union recognizes the needs of the students along with the needs of the taxpayers.

Mayor Rilling came forward and said that the most important job that the City officials have is budgeting for the City services. He commended the Boards for working together and said that it was an ambitious budget for the BOE. He said that there were changes and both sides need to do some soul searching to determine things that were absolutely essential and things that could wait. The City departments have been given a mandate to keep their budgets flat

Ms. Harris joined the meeting at 6:10 p.m.

Mayor Rilling commented that too often there are stories about people moving out of the State of Connecticut because of the property taxes which are due whether they have a job or not. It is an overwhelming task putting together a budget and having a 7% increase is a major challenge. The rainy day fund has to be there in case of a catastrophic event so the City has to be careful not to use the fund for regular expenses.

Mayor Rilling said that he had attended the presentation the other night and understands the challenges.

Mr. Hamilton, the BOE Chief Financial Officer, then greeted the Committee members and said that Dr. Adamowski was not able to attend the meeting. However, Mr. Hamilton then read a statement that Dr. Adamowski had made on January 7, 2020 into the record (See attached).

Copies of the complete budget are available online at the Norwalk Public School website.

Mr. Hamilton then narrated a PowerPoint presentation titled "FY 2020-21 Superintendent's Recommended Operation Budget "Raising the Bar -- Closing the Gap".

Ms. Karczmit then gave an overview of the 2020-21 Budget Goals. She said that almost 93% of the requested increases were incorporated in Goals 1 through 9.

Regarding Goal #2, Mr. Hamilton said that the average per student costs is about $1,800/per student, but the $8,193 cost for projected enrollment increase of 406. This is not an average cost, but the amount that the schools are receiving based on their student population. Discussion followed.

Ms. Karczmit then gave an overview of the costs associated with the sudden and unexpected increase of ELL students, which includes teachers, a psychologist, and textbooks. Mr. Hamilton reminded everyone that Federal Law requires the District to comply with their requirements. Discussion followed.

Ms. Meyers-Mitchell said that Norwalk is leading the State in this area and noted that this was a three year program. Mr. Hamilton explained that the enrollment projects were produced by Malone & MacBroom based on their data for Norwalk with statistical models and techniques. The increase in the current year was not expected and therefore not included in the current budget. Ms. Karczmit directed everyone's attention to page 9 of the full budget which has a break out of the enrollment data. There is also a chart showing the steady increase in enrollment since 2013.

Ms. Karczmit then reviewed the financial costs for the various Choice Programs as listed in Budget Goal #4. Discussion followed about preparing the students for college and career paths. Kendall School will move to a year round schedule that will limit the number of vacation breaks in order to prevent the "summer slide" and also to provide enrichment. Discussion followed about the $478,000 for the new year round program. Ms. Meyers-Mitchell said that there would be a presentation on the program on Tuesday. Mr. Hamilton explained that the District has to provide funding in order to receive additional funds.

Ms. Karczmit reviewed the General Student Transportation Contract.

Ms. Goorevitch came forward to speak about Budget Goal # 6 -- Counseling & Social and Emotional Learning (SEL) which the adults and the children learn skills to become more integrated. 80% of the students will respond to effective affective instruction and will develop the skills that they need. There are students who experience trauma will need short term but intensive work. There are six basic skills that everyone needs to learn, such as self-awareness, development of techniques for calming. Practicing the skills and social awareness including kindness and the absence of bullying. The final issue is decision making.

Ms. Goorevitch also spoke about the School Counseling program. The focus needs to be re-energized. this has lead to the realization that there needs to be a Director of School Counseling. Ms. Goorevitch then reviewed the various duties that would come with such a position along with High School Career and College Counseling Center Coordinators. Discussion about the details followed.

Ms. Karczmit gave a brief overview of the Carver Center After School Partnership as shown in the presentation, along with Budget Goal #8, American Sign Language and Budget Goal #9 which is focused on 7th Grade Summer School.

Mr. Hamilton then narrated the final slides which were focused on the Enrollment Summary with the Committee members. He said that they were available to answer questions.

Mr. Hosten said that he was pleased to be on this side of the budget process. He pointed out that the fact that the contractual obligations were the largest portion of the budget was something to be considered.

WRAP UP AND NEXT STEPS

There were no additional comments or questions at this time.

ADJOURNMENT

Mr. Burnett closed the meeting at 7:23 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JANUARY 9, 2020

ATTENDANCE: Greg Burnett, Chair; Ernest Dumas, David Heuvelman, Tom Keegan, John Kydes, George Theodoris

OTHERS: Lisa Biagiarelli, Tax Collector

CALL TO ORDER

Mr. Burnett called the meeting to order at 7:30 p.m.

ROLL CALL

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

PUBLIC PARTICIPATION

There was no one present from the public that wished to address the Committee at this time.

APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS

- **December 12, 2019**

**** MR. KYDES MOVED THE MINUTES OF DECEMBER 12, 2019.**
**** THE MOTION TO APPROVE THE MINUTES OF DECEMBER 12, 2019 AS SUBMITTED PASSED UNANIMOUSLY**.

Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
January 9, 2020

Ms. Biagiarelli came forward and said that there was one item that needs a vote because it was due to accumulated taxes from leased vehicles. She went on to give an overview of the process to the Committee.

**** MR. HEUVELMAN MOVED TO APPROVE THE CLAIMS COMMITTEE REPORT FOR JANUARY 9, 2020.**
**** THE MOTION TO APPROVE THE CLAIMS COMMITTEE REPORT FOR JANUARY 9, 2020 AS SUBMITTED PASSED UNANIMOUSLY**.

Narrative on Tax Collections dated September 13, 2018 - Receive Report and discuss.

Monthly Tax Collector's Reports - Receive Reports and discuss:
December 31, 2019

Ms. Biagiarelli presented her reports to the Committee. She noted that Norwalk has the highest collection rate out of all the six major cities in Connecticut. This relieves the tax burden on the other property owners.

Mr. Burnett asked for an update on the City's Tax Relief program. Ms. Biagiarelli reminded everyone that currently, the previous Tax Assessor had retired and the position was not filled. She said that the Tax Relief programs usually starts after residents file their Federal Taxes.

Receive Oak Hills Authority Monthly Financial Statements for November 2019.

Mr. Burnett said that the Authority will be in attendance at the February meeting to give a presentation. He stated that the November statement indicated that they currently had a positive cash flow at this time.

ADJOURNMENT

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

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

CITY OF NORWALK
FINANCE CLAIMS COMMITTEE
PUBLIC HEARING
AND
SPECIAL MEETING
FEBRUARY 20, 2020

ATTENDANCE: Gregory Burnett, Chair; David Heuvelman; Thomas Keegan; Thomas Livingston; Kadeem Roberts; George Theodoridis; Nicholas Sacchinelli (6:46 p.m.)

STAFF: Henry Dachowitz, Chief Financial Officer

OTHERS: Dominique Johnson and Barbara Smyth, Common Council

PUBLIC HEARING

FISCAL YEAR 2020-2021 OPERATING BUDGET CAP

Mr. Burnett opened the public hearing at 6:34 p.m. and welcomed those present. He read an opening statement. He said the goal was to keep the tax rates as low as possible. They plan to draw down from the fund balance to provide tax relief to the residents. It is essential that it will not impact the City's AAA bond rating.

Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted.

Mr. Jim Napoli spoke in support of the entire Board of Education's request. He said that for years Norwalk was known as the poor school, but in the last five years, that has changed. Achievement rates have been growing. A realtor confirmed that families approaching Kindergarten are staying in Norwalk. He asked how cutting the ELL budget will help the diverse district. These students are held to the same standards as their English proficient peers. Cutting services will hinder that goal.

Diana Papadapas read a letter submitted by a Fox Run parent who spoke in support of the Board of Education's budget request. They expressed concerns about the education their child is getting at Fox Run. They said it is the worst performing school in Norwalk because of the lack of resources.

Ms. M.J. Corona shared general information and spoke about mental health funding.

Mr. Sacchinelli joined the meeting at 6:46 p.m.

Ms. Sarah MacIntyre spoke in support of the Board of Education's budget request. As a parent, she said that she was concerned if there is no funding, the schools will go backward and families will choose to go to other communities. She said the schools deserve to be funded.

Ms. Sarah LeMieux, Board of Education Chair said she was here to advocate for almost 12,000 kids in the school. She said that Dr. Adamowski, Mr. Hamilton and the Board of Education has been working diligently and are willing partners.

Mr. Joseph Giandurco, Vice President of the Teacher's Union said the budget must remain student centered. He asked that the Board of Education be reasonably funded and asked to find a balance between the school system and the tax payer.

Mr. Tyler Peter spoke in support of the Board of Education's budget request. He said it was wonderful to have a sizable rainy day fund, but it is penny wise and pound foolish to shortchange the residents.

Mr. Erik Neiderer spoke in support of the Board of Education's budget request. He said the largest service this community provides is public education. He said that Fox Run is a school in need and is the lowest performing school in Norwalk. He noted that it is not a failing school, despite its test scores. It is in need of additional funding. When there was a budget cut, the Paraprofessionals had to leave. He said if the budget was not fully funded, they will see kids not functioning where they need to be and they will turn into criminals and need public support.

Ms. Diane Lauricella said she often attends these meetings and follows the budget. She asked that the Committee not increase the cap, unless or until they turnover every rock and because of issues of waste management and green energy. After several years there has been money squandered. She said she wanted to encourage Mr. Hamilton and Mr. Dachowitz to have transparency and civility. She asked to look at savings on revenue producing streams by increasing the recycling rate. She also asked to fully fund a full-time grants person. Ms. Lauricella said Norwalk is 10 years behind other school districts. She said they need to get a commitment from the Board of Education to look at waste management and energy.

Ms. Diana Revalis said they are experiencing a student population increase and the district is starting programs that may not be sustained and not equitable. She spoke about programs that may be in jeopardy if the Board of Education is not fully funded. She said the Board of Education should be under scrutiny and expressed concern about smoke and mirrors that come before the community gets screwed over.

Mr. Jeff Rosnick said Columbus School went through great changes and this was done on a shoestring budget. He said they have a hyperactive PTA who buys supplies for teachers. He asked to fully fund the Board of Education's budget request.

Mr. Brian Brown said Norwalk parents want better schools, modern buildings, safe schools and the best education money can buy. He said there is a battle over the budget in every city and town because parents always want what is best for their children. He said education impacts us all and is the main deterrent to crimes and racism. He said that education in our city is for everyone of its residents. By raising the quality of life for everyone who lives here is an investment. The budget is reasonable and necessary.

Ms. Noor Tenertatur said she has children in Fox Run and they experienced budget cuts last year. When you give a teacher 18 students without a paraprofessional, they struggle to get through the day. By taking the money away, the students struggle. The teachers come in on Saturdays to get caught up. She said all the teachers care about the students. It is not about the money, it is about the lack of resources.

Mr. Anthony Alison spoke in support of funding the Board of Education's budget request. He said he worked with Norwalk youth for about 20 years. He asked the Committee to remember that each student will be directly impacted by what decision is made.

Ms. Barbara Myer Mitchell said the teachers and students have made Norwalk the highest performing school and noted other honors. The growth in enrollment is of grave concern. She said it is her hope the representatives will help securing funding for ELL. She urged the Committee to consider the budget where surpluses occurred and proposed working collaboratively.

Mr. Colin Hosten said he has 11,700 children in the school system and said they are our responsibility. He said that every single budget decision has an impact on the children. The Norwalk Public Schools has a lot to be proud of. The City has shown a lot of support of the schools and now is not the time to stop.

Ms. Jackie Scrovanic said that in Norwalk the PTA raises about $1 million a year. If resources are cut there will be more pressure on the PTA to fund raise.

Ms. Michelle Robinson requested proper funding for the Board of Education. She said the students should not have to fight for that. She added that there is talk about needing more space because there are so many students.

Ms. Diana Carpio asked that as a Board of Education member, the Committee think about the children.

Ms. Pat Tinto delivered statements from two students, Georgina and Dawn who spoke about their arrival here and how the Social Workers helped them. They asked for support of the Board of Education budget and support for the ELL students.

There were no other speakers and the public hearing was closed at 7:44 p.m.

FINANCE CLAIMS COMMITTEE
SPECIAL MEETING
FEBRUARY 20, 2020

ATTENDANCE: Gregory Burnett, Chair; David Heuvelman; Thomas Keegan; Thomas Livingston; Kadeem Roberts; George Theodoridis; Nicholas Sacchinelli

STAFF: Henry Dachowitz, Chief Financial Officer

CALL TO ORDER

Mr. Burnett called the meeting to order at 7:54 p.m.

ROLL CALL

Mr. Burnett called the Roll as indicated above.

FISCAL YEAR 2020-2021 OPERATING BUDGET; CAP REVIEW AND DISCUSSION AND RECOMMENDATION

Mr. Burnett explained that Mr. Dachowitz was present to assist in the discussion as they move toward the budget recommendation of total expenditures of $385,630,101 minus intergovernmental of $16,866,170 for a total of $368,763,931. This equates to an increase of 4.8% or $8.1 million for the City and 5% or $9.9 million for the Board of Education. This equates to an average tax increase of $329.00 across the various districts.

In response to Mr. Heuvelman's question, Mr. Dachowitz explained that the ratio of the fund balance to the total operating expenses would be 14.5% which is in the bandwidth of the City's policy. He said that the fund balance is used as a cushion in the event of an emergency. He said that it is hard to build up a fund balance. When you have 14 ½%, it means that expenses are covered and there is a cushion. Mr. Dachowitz said he prefers to use the fund balance for a disaster or to pay down a long-term debt.

Mr. Dachowitz said that commitments were made, but the funding was below the required amount. The City is doing very well and the assets set aside to cover pensions is around 80%. The OPEB is a segregated fund and it is at 50%.

Mr. Sacchinelli said that he would like to fully fund the Board of Education, but recently heard information about gift cards and Kindergarten classes without Paraprofessionals. He said he also heard about overweight in the Central Office.

Mr. Sacchinelli suggested allocating a lesser amount than proposed and wait until there is some validation. He recommended covering the increases, but there is the question about responsible spending. He said he wants to know they are not giving out gift cards while they do not have a Paraprofessional in the Kindergarten. Mr. Burnett noted the Board of Education's request is for $18 million. Mr. Sacchinelli proposed funding the money after there is verification about spending. Mr. Burnett said that by Charter, they have to set the cap by next Tuesday. Mr. Sacchinelli asked if they could set the cap lower and then increase it in a few months. He suggested giving the Board of Education $5 million now with a reserve of $5 million. Mr. Dachowitz explained that they would have to set the mill rate assuming $10 million and keep it in reserves.

Mr. Burnett asked Mr. Sacchinelli what type of information would he want to see to release the additional $5 million. He said they could give the Board of Education $9.9 million now and continue to have a dialogue with the new Superintendent as to how the money will be spent.

Mr. Sacchinelli proposed conducting an audit, with the City paying for it. He noted this was his fifth year of doing this. The goal is to support and fully fund the Board of Education, but the Common Council is responsible for controlling taxes. He noted there are redundant roles in the Central Office.

Mr. Dachowitz said Mayor Rilling proposed funding a study conducted by an efficiency expert to analyze both sides of the City. Mr. Burnett said he understands that the Mayor would like to move forward on conducting an audit of the City and the Board of Education's budgets to find efficiencies. He added that they would need approval from both sides. He said he believes there is a commitment from the City side. Mr. Sacchinelli said the parents deserve to get what they are asking for.

Mr. Heuvelman said he understood Mr. Sacchinelli, but was not comfortable going below what the Mayor recommended; however, he said he would love to see the schools get everything.

Mr. Sacchinelli said he was not challenging the Mayor's proposal; he was just challenging how it was spent. He suggested holding $5 million until they have something that is more tangible. He said that ultimately, the City will give the Board of Education $10 million if everything is in order. He said the Common Council sets the cap, but can't allocate how it is spent. He said they were there to protect the residents.

Mr. Keegan noted that Mr. Sacchinelli was only asking for accountability. He agreed that he wants to fully fund the Board of Education, but at this point, has to look at what and how the money is being spent. Mr. Dachowitz said that a lack of supplies is not in the request increase. The increase is for new programs.

Mr. Sacchinelli said he was not comfortable voting on this tonight. Mr. Burnett explained they had to vote on this tonight. This is what will be brought forward to the full Common Council on Tuesday. The full Common Council can make changes on Tuesday.

Mr. Sacchinelli said if this budget was moved forward with the $10 million, that $10 million would be there in perpetuity. Mr. Burnett said that by the Charter they have to bring forward a recommendation now to bring it to the full Common Council on Tuesday.

Mr. Burnett read the following resolution:

> **WHEREAS, SECTION 1-289 OF THE NORWALK CHARTER REQUIRES THAT A MAJORITY OF THE COMMON COUNCIL VOTE TO ESTABLISH A SPECIFIC SPENDING LIMITATION ON LOCALLY FUNDED EXPENDITURES DURING THE PROCESS OF ESTABLISHING THE NEXT FISCAL YEAR'S OPERATING BUDGET.**
>
> **NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF TH E CITY OF NORWALK THAT: THE MAXIMUM LIMIT ON TOTAL APPROP RIATIONS FOR THE CITY OF NORWALK FOR FISCAL YEAR BEGINNING J ULY 1, 2020 SHALL BE NO MORE THAN $368,763,931. THIS APPROPRIATIO N CAP REPRESENTS TOTAL EXPENDITURES OF $385,630,101 LESS ESTIMATED INTERGOVERNMENTAL GRANTS OF $16,866,170. BE IT FURTHER RESOLVED THAT THE RESULT OF THIS VOTE AND RESOLUTION, TOGETHER WITH THE ATTACHED 2020 BUDGET GUIDE BE FORWARDED BY THE CLERK OF THE CITY OF NORWALK TO THE BOARD OF ESTIMATE AND TAXATION.**

Mr. Burnett asked for a motion. There was no motion and a discussion ensued.

**** MR. KEEGAN MOVED THE RESOLUTION**
**** MOTION FAILED WITH TWO (2) IN FAVOR (MR. BURNETT AND MR. KEEGAN) AND THREE (3) IN OPPOSITION (MR. HEUVELMAN; MR. SACCHINELLI AND MR. THEODORIDIS)**

There was no recommendation to bring to the Common Council as presented.

**** MR. SACCHINELLI MOVED TO APPROVE $5 MILLION FOR THE BOARD OF EDUCATION AND TO RELEASE THE ADDITIONAL $5 MILLION WITH A RECORD OF RESPONSIBLE SPENDING FROM THE BOARD OF EDUCATION**

Mr. Burnett asked for the numbers. Mr. Sacchinelli said the cap should remain the same, but is asking for controls. He said he needs to know what fully funded is.

Mr. Burnett explained that the Committee is responsible for setting the cap. He asked Mr. Sacchinelli if he is suggesting reducing the $9.9 million request to $5 million. He said keeping the total cap expenditures where they are would move $5 million to the City side.

Mr. Dachowitz suggested funding the $9.9 million for the Board of Education, which would be partially funded by the $8 million draw down. They could lower the cap by $5 million and then draw down $3 million during the year if they felt they wanted to release the $5 million. It could be done as a special appropriation and would not impact the mill rate. The draw down from the fund balance could be kept in reserves if they see responsible spending. Up to $8 million would not impact the mill rate.

Mr. Dachowitz explained that an operational review could take six months and then the parties have to implement the changes. He said he would not expect to see any savings until 2020.

Mr. Heuvelman said that if they only fund the obligations at $5 million, with a written understand that additional funds would come if they see efficiencies, the Board of Education would start the year with large cuts. He said he was uncomfortable with that. Mr. Heuvelman said he agreed with conducting an efficiency study and understands Mr. Sacchinelli's stand.

Mr. Burnett said there were nine different priorities and $5 million would create a huge concern based on the numbers presented. Mr. Dachowitz added that the list of goals is $14 million.

Mr. Burnett said he was struggling with what information they were going to receive in X months and does not know what that will look like or how that will help anyone. Mr. Sacchinelli suggested putting a control in place to support the Norwalk Public Schools to find their efficiencies. If there are no efficiencies, they will have money put aside for that.

Mr. Burnett said he was in support of the $9.9 million request. He said he understands there will be continuing dialogue to find spending efficiencies on both sides, but that data is not at their disposal at this time. Mr. Sacchinelli said he has these conversations every year with teachers pointing out unnecessary spending. He said that cycle needs to stop. It is not us verses them. He said he feels they should provide the money the Board of Education needs.

Mr. Sacchinelli said this will put controls in place and if they put additional money in, they will know it will not be spent on gift cards. Mr. Burnett said the gift cards was a one off scenario and should never have happened.

**** MOTION AS PRESENTED FAILED**

Mr. Burnett asked for a subsequent motion. Mr. Sacchinelli said if the Board of Education was willing to move forward with the review process, the money will be available. Mr. Heuvelman asked how they could move forward with assurances of efficiencies. He added that if they do an efficiency study, they will see the fruits of the study for years to come. He said that he would like to see a way to get the Common Council and the Board of Education to meet together to have a discussion.

Mr. Sacchinelli said he would like to fund Dr. Adamowski's recommended budget, but asked why they assume the new Superintendent would have the same goals.

Mr. Keegan said he did not want to see the budgeting process get bogged down. He said Mr. Sacchinelli made great points about needing accountability and asked if they could see what they could see what the money is being spent on. Mr. Dachowitz suggested that perhaps a Memorandum of Understanding could be done.

Mr. Burnett said a MOU discussion is a separate item to be discussed with the Board of Education. He said he hoped the members of the Board of Education agree that they need to look deeper. He asked Mr. Sacchinelli to make a recommendation, but noted they were in unchartered territory if they require the Board of Education to sign an MOU.

Mr. Heuvelman said that based on the conversation and on his personal belief that they should fund the schools to the fullest extent they could, he was going to change his vote to yes. He said it was worthy of discussion with the Common Council.

WHEREAS, SECTION 1-289 OF THE NORWALK CHARTER REQUIRES THAT A MAJORITY OF THE COMMON COUNCIL VOTE TO ESTABLISH A SPECIFIC SPENDING LIMITATION ON LOCALLY FUNDED EXPENDITURES DURING THE PROCESS OF ESTABLISHING THE NEXT FISCAL YEAR'S OPERATING BUDGET.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF TH E CITY OF NORWALK THAT: THE MAXIMUM LIMIT ON TOTAL APPROP RIATIONS FOR THE CITY OF NORWALK FOR FISCAL YEAR BEGINNING J ULY 1, 2020 SHALL BE NO MORE THAN $368,763,931. THIS APPROPRIATIO N CAP REPRESENTS TOTAL EXPENDITURES OF $385,630,101 LESS

ESTIMATED INTERGOVERNMENTAL GRANTS OF $16,866,170. BE IT FURTHER RESOLVED THAT THE RESULT OF THIS VOTE AND RESOLUTION, TOGETHER WITH THE ATTACHED 2020 BUDGET GUIDE BE FORWARDED BY THE CLERK OF THE CITY OF NORWALK TO THE BOARD OF ESTIMATE AND TAXATION.

**** MOTION PASSED WITH THREE (3) IN FAVOR (MR. BURNETT; MR. HEUVELMAN AND MR. KEEGAN) AND TWO (2) IN OPPOSITION (MR. SACCHINELLI AND MR. THEODORIDIS)**

ADJOURNMENT

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

There was no further business and the meeting was unanimously adjourned at 8:58 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
ACAR LEASING LTD	18-MV-300349	$211.27	PRORATION
	18-MV-300355	$451.58	PRORATION
	18-MV-300835	$179.87	PRORATION
ACAR LEASING LTD	18-MV-300458	$136.31	PRORATION
	18-MV-300527	$358.85	PRORATION
ACAR LEASING LTD	18-MV-300281	$524.76	PRORATION
ACAR LEASING LTD	18-MV-300783	$203.97	PRORATION
ARBIETRO-CORTEZ WILFREDO	18-MV-303022	$21.90	PRORATION
ARI FLEET LT LTD	18-MV-303231	$308.64	PRORATION
BIJOU JARED M	18-MV-401365	$15.67	PRORATION
CAB EAST LLC	18-MV-401794	$77.42	PRORATION
CAM BEATRICE	16-MV-309464	$914.28	PRORATION
	17-MV-309645	$684.79	PRORATION
	18-MV-309655	$605.18	PRORATION
CARTER ANNMARIE	18-MV-310603	$193.40	PRORATION
CRIOLLO-CHICA EUSEBIO B	18-MV-314862	$196.36	PRORATION
DEGENNARO JEANETTE	18-MV-316779	$72.17	PRORATION
FESENMEYER ELIZABETH M	16-MV-321853	$259.81	PRORATION
	17-MV-321998	$229.50	PRORATION
	18-MV-322165	$199.90	PRORATION
GARCIA-GARCIA ROBERTO	18-MV-366436	$31.67	PRORATION
GONZALEZ-FERREIRA ANEL ANAUDI	18-MV-326952	$118.46	PRORATION

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
HONDA LEASE TRUST	18-MV-331145	$60.96	PRORATION
	18-MV-331455	$399.29	PRORATION
	18-MV-331530	$73.73	PRORATION
	18-MV-406925	$108.39	PRORATION
HONDA LEASE TRUST	18-MV-331226	$387.90	PRORATION
	18-MV-330982	$442.08	PRORATION
HONDA LEASE TRUST	18-MV-331608	$323.02	PRORATION
HYUNDAI LEASE TITLING TRUST	18-MV-332407	$91.81	PRORATION
	18-MV-332450	$309.49	PRORATION
	18-MV-332587	$71.62	PRORATION
JACOBS JEFFREY L	18-MV-900049	$88.67	PRORATION
JOHNSON DOMINIQUE ELISE	18-MV-334177	$25.17	PRORATION
JP MORGAN CHASE BANK NA	18-MV-334892	$127.28	PRORATION
JP MORGAN CHASE BANK NA	18-MV-334965	$63.01	PRORATION
KUPIEC KATARZYNA E	18-MV-337772	$269.82	PRORATION
LAMPERT SAM M	18-MV-800438	$139.28	PRORATION
LOPEZ-ESCALANTE WILDER JOSE	18-MV-356125	$70.55	PRORATION
MCLAREN REBECCA ADAMS	18-MV-343923	$260.90	PRORATION
MCRAE SHENIKA	18-MV-409567	$89.32	REFUND PYRL GARNISH
MOREL ANDREA	18-MV-346436	$369.88	PRORATION
	18-MV-346437	$173.73	PRORATION
NISSAN INFINITI LT	18-MV-349021	$182.00	PRORATION
NISSAN INFINITI LT	17-MV-348600	$336.25	PRORATION
	18-MV-348952	$345.29	PRORATION

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
RJ MASE LLC	17-MV-356371	$84.61	PRORATION
	18-MV-356850	$226.11	PRORATION
	18-MV-356849	$131.25	PRORATION
ROSALES SERGIO ARTURO	18-MV-357990	$287.93	PRORATION
RYDER TRUCK RENTAL INC	17-MV-412583	$94.06	PRORATION
SANTANA JESUS M	18-MV-359571	$488.02	PRORATION
SCHENARTS CHRISTOPHER PETER	18-MV-360150	$36.60	PRORATION
TOYOTA LEASE TRUST	18-MV-414216	$290.19	PRORATION
TOYOTA LEASE TRUST	18-MV-366957	$631.26	PRORATION
	18-MV-367074	$158.95	PRORATION
TOYOTA LEASE TRUST	18-MV-367395	$186.10	PRORATION
TOYOTA LEASE TRUST	18-MV-SEE BACK UP	$4,896.76	PRORATION
TOYOTA LEASE TRUST	18-MV-366898	$381.12	PRORATION
	18-MV-366908	$84.18	PRORATION
TSINGERLIOTIS GEORGE	18-MV-367727	$37.21	PRORATION
VENEGAS JOSE A	17-MV-415457	$133.71	PRORATION
VW CREDIT LEASING LTD	18-MV-370931	$707.16	PRORATION
	18-MV-371261	$218.62	PRORATION
	18-MV-371287	$157.82	PRORATION
VW CREDIT LEASING LTD	18-MV-370843	$649.53	PRORATION
VW CREDIT LEASING LTD	18-MV-371178	$144.04	PRORATION
	18-MV-371182	$215.42	PRORATION
	18-MV-371229	$108.12	PRORATION
	18-MV-371271	$218.62	PRORATION

AGENDA

CLAIMS COMMITTEE MEETING

MARCH 12, 2020

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
BEAN NANCY 8 HILLTOP RD 5-84A-39-0	18-RE-102284	$239.38	CORR HOT TUB VALUE
CARKNER ROBERT 16 NEW CANAAN WAY 5-53-9-16	18-RE-104372	$165.98	WEBSITE ERROR (INT)
CHARLESON LESLIE TRUST 10 NYLKED 6-60-6-0	18-RE-104922	$224.64	SPA VALUE CORR
DECICCIO JOSEPH 6 CRICKLEWOOD LN 5-26-43-0	18-RE-106924	$59.84	CORR HOT TUB VALUE
FRATARCANGELO ROSEMARY FRATARCANGELO PETER 14 FIRESIDE CT 5-63-168-0	18-RE-109785	$239.38	CORR THERAPUTIC SPA
GLAZER GROUP 194 PERRY AVE 5-39-19-0	18-RE-110735	$1,088.70	WEBSITE ERROR

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
GLAZER J ANDREW & MARSHA			
192 PERRY AVE			
5-39-18-0	18-RE-110738	$481.86	WEBSITE ERROR
HAGOPIAN ERIN			
80 COUNTY ST 212E			
5-8-61-2/2E	18-RE-128908	$1,242.38	OVER PYMT
HOBBEHEYDAR, JAMSHID & MARGARET			
14 POINT RD			
5-84A-181-0	18-RE-112421	$239.38	CORR HOT TUB VALUE
ION BANK			
2 CANFIELD CROSSING			
3-78-13-2	18-RE-117451	$995.26	CORR HOT TUB VALUE
KEET GLENN			
7 SYCAMORE ST			
3-49-13-0	18-RE-113872	$161.63	WEBSITE ERROR
LERETA TAX SERVICES			
24 SADDLE RD			PAID IN ERROR/
5-16-126-0	18-RE-109356	$3,507.26	OVER PAYMENT

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		**APPROVED BY TAX COLLECTOR**
PAY TO:	**BILL No & AMOUNT REFUNDED**	**REASON**
LERETA LLC		
16 CHRISTY ST		
5-58-99-0	18-RE-107763 $245.32	CORR SPA VALUE
LERETA LLC		
14 BETMARLEA RD		
5-63-119-0	18-RE-108387 $474.76	CORR SPA VALUE
LIBERTY BANK		
3 RAMPART RD		
5-73B-39-0	18-RE-126458 $245.32	CORR HOT TUB VALUE
MEGRUE JOHN F JR		
23 SHAGBARK RD		
5-84A-13A-0	18-RE-117708 $339.14	CORR SPA VALUE
MOLINA CARLOS R GUANACHE	16-RE-106734 $335.00	
332 WEST CEDAR ST	17-RE-118312 $352.00	
5-68-85-0	18-RE-118312 $350.00	ABATE SEWER
POLLARD HILLARY		
4 GWENDOLYN ST	17-RE-129299 $352.00	ABATE SEWER
5-3A-26-0	18-RE-121565 $360.00	SEPTIC PER WPCA

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
SOLLAZO VIRGINIA 1 OLD ROCK LN 5-61-18-0	18-RE-125221	$239.38	CORR HOT TUB VALUE
STIDOLPH RUSSELL & TRACEY 19 BLUFF AVE 6-17A-1-0	18-RE-125793	$336.93	CORR HOT TUB VALUE
TYSON TIMOTHY & AMY TRUSTEES 6 POINT RD 5-84A-9-0	18-RE-127455	$359.06	CORR THERAPUTIC SPA
UNION SAVINGS BANK 7 HERITAGE HILL RD 5-26-149-0	16-RE-111959	$6,109.42	DUP PYMT/OVER PYMT
WELLS FARGO REAL ESTATE TAX SERV 13 LANCASTER DR 5-56-477-0	18-RE-106995	$239.38	CORR HOT TUB VALUE
WELLS FARGO REAL ESTATE TAX SERV 8 LORI LN 5-18-69-0	18-RE-122237	$327.10	CORR HOT TUB VALUE

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
WELLS FARGO REAL ESTATE TAX SERV			
30 DOUGLAS DR			
5-55-37-0	18-RE107376	$735.96	CORR HOT TUB VALUE
YOUNG LANA P LIFE USE			
10 FITCH ST			ABATE SEWER
3-15-23-0	18-RE-129382	$257.50	NOT CONNECTED
MAX PRODUCTIONS LLC			
D/B/A MINUTEMAN PRESS			
PROP ID: 201936	16-PP-201936	$1,185.38	COURT STIP
WESTERN CONNECTICUT HEALTH NETWORK			
GREATER LIVING CAFÉ			EXEMPT ORG RTN
PROP ID: 141465	18-PP-201399	$683.21	FILED IN ERROR

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
18-366299	362ZLG	5TDJZRFHXHS381506	$ 536.79
18-366574	AC07468	2T3RFREV3GW476599	$144.17
18-366724	AB84358	JTDKN3DUXF1967646	$ 296.08
18-366743	AA37781	JTJBARBZ6F2036453	$ 94.62
18-366748	AB55658	2T2BK1BA6DC180087	$ 188.57
18-366772	AC37937	2T2BK1BA7FC339895	$ 240.95
18-366936	AF04471	2T2BZMCA2GC013273	$ 394.74
18-366959	AC95153	JTHCE1BL6D5009885	$ 221.84
18-366963	AF10238	5TDDCRFH7GS016648	$ 419.14
18-366967	AJ05209	2T2BK1BA0EC248174	$ 501.91
18-366970	C001098	2T3DFREV2FW371139	$ 331.94
18-367058	AA28037	2T1BURHE2FC465234	$ 250.15
18-367121	AF36277	JTJBARBZ5G2090151	$ 52.38
18-367142	AF15216	2T1BURHE6GC586995	$ 248.53
18-367150	AB95472	JTHCF5C2XD5063507	$ 201.92
18-367723	AA25467	2T1BURHE2FC454430	$ 187.63
18-367224	AB40275	JTHBK1GG9F2195653	$ 155.56
18-367254	AD36153	JTDKBRFU0G3504560	$ 166.95
18-367256	AE73792	2T2BZMCA9GC025310	$ 262.89
TOTAL			**$ 4,896.76**

TAX COLLECTOR'S REPORT
FEBRUARY 2020

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 19 - FEB 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,298,846.95	$18,361,776.80	90.46%	$19,910,406.45	($388,440.50)	92.22%
AUTOMOBILE-SUPPLEMENTAL	$3,411,633.59	$2,657,570.62	77.90%	$3,405,231.85	($6,401.74)	78.04%
PERSONAL PROPERTY	$18,801,474.70	$17,851,804.98	94.95%	$18,808,739.42	$7,264.72	94.91%
REAL ESTATE	$292,525,761.66	$285,608,688.97	97.64%	$291,509,640.55	($1,016,121.11)	97.98%
TOTAL TAX	**$335,037,716.90**	**$324,479,841.37**	**96.85%**	**$333,634,018.27**	**($1,403,698.63)**	**97.26%**
SEWER USE	$16,686,428.00	$16,180,051.06	96.97%	$16,582,531.90	($103,896.10)	97.57%
IPP FEE	$203,250.00	$174,553.74	85.88%	$208,750.00	$5,500.00	83.62%

FISCAL YEAR 2018-2019 (2017 GRAND LIST)	ORIGINAL LEVY	JUN 18 - FEB 19				
AUTOMOBILE-REGULAR	$19,785,892.64	$17,965,363.98	90.80%	$19,428,267.15	($357,625.49)	92.47%
AUTOMOBILE-SUPPLEMENTAL	$3,590,970.07	$2,753,174.70	76.67%	$3,529,762.60	($61,207.47)	78.00%
PERSONAL PROPERTY	$21,248,718.54	$20,500,650.64	96.48%	$21,241,215.20	($7,503.34)	96.51%
REAL ESTATE	$280,979,420.26	$276,095,142.64	98.26%	$281,034,567.11	$55,146.85	98.24%
TOTAL TAX	**$325,605,001.51**	**$317,314,331.96**	**97.45%**	**$325,233,812.06**	**($371,189.45)**	**97.56%**
SEWER USE	$15,844,431.00	$15,864,403.00	100.13%	$16,272,214.00	$427,783.00	97.49%
IPP FEE	$207,250.00	$178,736.35	86.24%	$207,500.00	$250.00	86.14%

TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$9,432,715.39	$7,165,509.41	-0.61%	$8,400,206.21	($1,032,509.18)	-0.31%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$841,997.00	$315,648.06	-3.16%	$310,317.90	($531,679.10)	0.08%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	($4,000.00)	($4,182.61)	-0.36%	$1,250.00	$5,250.00	-2.52%

BACK TAXES COLLECTED	FISCAL YR 2018-2019 (JUL 19 - FEB 20)	FISCAL YR 2017-2018 (JUL 18 - FEB 19)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,495,129.24	$1,935,646.46	($440,517.22)
PRIOR SEWER USE FEE	$125,286.23	$261,938.51	($136,652.28)
PRIOR IPP FEE	$11,729.88	$11,374.91	$354.97
TOTAL PRIOR TAX, SEWER & IPP	**$1,632,145.35**	**$2,208,959.88**	**($576,814.53)**
CURRENT INTEREST	$544,810.97	$490,643.45	$54,167.52
PRIOR INTEREST	$579,161.56	$557,267.36	$21,894.20
SEWER USE FEE INTEREST	$66,038.03	$50,067.52	$15,970.51
IPP FEE INTEREST	$6,028.00	$6,896.82	($868.82)
TOTAL INTEREST COLLECTED	**$1,196,038.56**	**$1,104,875.15**	**$91,163.41**
PRIOR LIEN FEE	$10,814.84	$10,086.21	$728.63
CURRENT LIEN FEE	$0.00	$0.00	$0.00
TOTAL LIEN FEE COLLECTED	**$10,814.84**	**$10,086.21**	**$728.63**
MISC FEES COLLECTED**	**$93,828.97**	**$371,730.66**	**($277,901.69)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$2,932,827.72**	**$3,695,651.90**	**($762,824.18)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

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

December 2019 Financial Commentary

Balance Sheet
Cash is higher than the prior year by $60k and payables / accruals are $17k lower, offset by lower Accounts Receivable of $5k and higher bank loan of $20k. This leaves us at a net positive cash position of $52k.

December Month vs Prior Year Month
Golf Revenue is lower than the prior year month by nearly $5k driven by green fees. However, other revenue is up by $4k due to restaurant rent. Flat revenue overall.

Personnel and employee benefits expenses are less than $1k lower compared to prior year month.

Administrative expenses are up $3k mainly due to a large increase in liability insurance.

Sales & Operations are less than $1k higher than last year.

Park Maintenance is nearly $12k lower than prior year month due to a timing issue in the grass treatment supplies inventory as the prior month was $10k higher.

Cart Expenses are nearly $4k lower due to property tax assessment of $3k as well as some minor maintenance costs last year.

Operating Income is $12k higher compared to the prior year month attributable to favorable expenses.

December YTD vs Prior YTD
Golf Revenue is higher by $74k year over year for the six month period, along with higher Other Revenue of $24k due to restaurant rent.

Personnel and employee benefits expenses are higher by $34k due to wage increases, wage savings due to some workers comp benefits being paid instead in 2018, and more hours worked in all departments.

Administrative expenses are $28k higher than last year due to no longer allocating out utility expenses to restaurateur ($12k), a large increase in insurance coverage premiums ($12k) and increased credit card fees ($2k).

Sales & Operations is $3k lower than prior year due to heavy repairs and maintenance on the Clubhouse / restaurant equipment after our initial move-in last year, offset by more janitorial / normal maintenance this year.

Park Maintenance is $6k higher driven by water ($7k) and equipment maint ($5k), offset by grass treatments ($2k) irrigation / building maint ($4k).

Cart expenses are lower by 2k.

Operating Income is higher than the prior year by $35k due to favorable revenue of $98k and unfavorable expenses of $63k.

Budget Comparison YTD
The YTD Revenue is below budget by $4k due mainly to poor December green fees (unusually cold for half of the month).

Personnel and employee benefits expenses are $5k higher compared to budget due to the Operations dept. ($16k), offset by lower Maintenance dept. ($8k). It will be extremely important for the financial health of the Park for the Operations dept. to get back to operating within its budget.

Administrative expenses are $1k higher.

Sales & Operations are under budget by $3k.

Park Maintenance is under budget by $22k driven by grass treatments ($8k), water ($4k) and grounds/tree/irrigation/building maint ($9k), offset by equip maint ($4k).

Cart Expenses are $3k over budget – timing of GPS software expense.

Net Operating Income $10k higher than budget for the six month period. Unfavorable revenue of $4k and favorable expenses of $15k.

OAK HILLS SALES ANALYSIS DECEMBER 2019 FISCAL

Description	Dec-19	Dec-18	Inc/(Dec)	YTD FY19	YTD FY18	Inc/(Dec)
Revenue Rounds	74	327	-77.4%	18,657	18,563	0.5%
Barter Rounds	11	38	-71.1%	1,310	1,168	12.2%
Sub Total	85	365	-76.7%	19,967	19,731	1.2%
Comp Rounds	4	7	-42.9%	507	527	-3.8%
Total All Rounds	89	372	-76.1%	20,474	20,258	1.1%
Total Carts	18	64	-71.9%	12,761	11,306	12.9%
Total Boards	0	0	0.0%	147	191	-23.0%
Total Golf ID Cards	3	40	-92.5%	126	108	16.7%
Total Gift Cards	61	61	0.0%	216	203	6.4%
Total $ Revenue Rounds	$2,109	$7,347	-71.3%	$606,001	$564,376	7.4%
Total Carts $	$117	$529	-77.9%	$205,185	$185,985	10.3%
Total Board $	$0	$0	0.0%	$3,080	$4,061	-24.2%
Total Golf ID Cards $	$250	$4,295	-94.2%	$9,370	$9,375	-0.1%
Total Gift Cards $	$5,712	$4,851	17.7%	$13,810	$14,218	-2.9%
Rain Chks/Gift Cards Redeemed	-$37	-$95	-61.1%	-$14,027	-$13,036	7.6%
	$8,151	**$16,927**	**-51.8%**	**$823,419**	**$764,978**	**7.6%**
$ Revenue/Revenue Round	**$28.50**	**$22.47**	26.8%	**$32.48**	**$30.40**	6.8%
Carts/Revenue Round	**24.3%**	**19.6%**	24.3%	**68.4%**	**60.9%**	12.3%
Cart $/Revenue Round	**$1.58**	**$1.62**	-2.3%	**$11.00**	**$10.02**	9.8%
Cart $/Cart Round	**$6.50**	**$8.27**	-21.4%	**$16.08**	**$16.45**	-2.3%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$20.95**	**$21.26**	-1.5%
ID Card $/Card	**$83.33**	**$107.38**	-22.4%	**$74.37**	**$86.81**	-14.3%
Resident Adult 18 Rounds	34	164	-79.3%	4,870	5,223	-6.8%
Resident Senior 18 Rounds	11	73	-84.9%	3,723	4,010	-7.2%
Junior/Golf Team 18 Rounds	2	6	-66.7%	427	414	3.1%
Golf League 18 Rounds	0	0	0.0%	114	165	-30.9%
Employee 18 Rounds	1	10	-90.0%	326	304	7.2%
Non Resident 18 Rounds	18	63	-71.4%	8,152	7,684	6.1%
Total 9 Hole Rounds	8	11	-27.3%	1,045	763	37.0%
Total Revenue Rounds	***74***	***327***	***-77.4%***	***18,657***	***18,563***	***0.5%***
Resident Adult 18 Rounds $	$1,032	$3,592	-71.3%	$147,658	$145,357	1.6%
Resident Senior 18 Rounds $	$313	$1,337	-76.6%	$95,554	$92,855	2.9%
Junior/Golf Team 18 Rounds $	$43	$98	-56.1%	$8,285	$7,388	12.1%
Golf League 18 Rounds	$0	$0	0.0%	$2,615	$3,135	-16.6%
Employee 18 Rounds $	$7	$70	-90.0%	$2,282	$2,128	7.2%
Non Resident 18 Rounds $	$558	$2,060	-72.9%	$326,866	$296,674	10.2%
Total 9 Hole Rounds $	$156	$190	-17.9%	$22,741	$16,840	35.0%
Total $ Revenue Rounds	***2,109***	***7,347***	***-71.3%***	***606,001***	***564,376***	***7.4%***
Senior Non-Resident ID	0	1	-100.0%	2	4	-50.0%
Adult Non-Resident ID	0	10	-100.0%	2	10	-80.0%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***0***	***11***	***-100.0%***	***4***	***14***	***-71.4%***
GolfNow/TeeOff Rounds	0	1	-100.0%	517	604	-14.4%
GolfNow/TeeOff Dollars	$0	$37	-100.0%	$19,449	$21,391	-9.1%
Dollars/Round	$0.00	$37.00	-100.0%	$37.62	$35.42	6.2%

OAK HILLS SALES ANALYSIS DECEMBER 2019 CALENDAR

Description	Dec-19	Dec-18	Inc/(Dec)	YTD 2019	YTD 2018	Inc/(Dec)
Revenue Rounds	74	327	-77.4%	32,019	32,269	-0.8%
Barter Rounds	11	38	-71.1%	1,912	1,995	-4.2%
Sub Total	85	365	-76.7%	33,931	34,264	-1.0%
Comp Rounds	4	7	-42.9%	624	605	3.1%
Total All Rounds	89	372	-76.1%	34,555	34,869	-0.9%
Total Carts	18	64	-71.9%	19,930	19,050	4.6%
Total Boards	0	0	0.0%	188	354	-46.9%
Total Golf ID Cards	3	40	-92.5%	1,487	1,213	22.6%
Total Gift Cards	61	61	0.0%	315	308	2.3%
Total $ Revenue Rounds	$2,109	$7,347	-71.3%	$1,040,733	$951,867	9.3%
Total Carts $	$117	$529	-77.9%	$326,387	$313,339	4.2%
Total Board $	$0	$0	0.0%	$3,971	$7,492	-47.0%
Total Golf ID Cards $	$250	$4,295	-94.2%	$131,744	$96,536	36.5%
Total Gift Cards $	$5,712	$4,851	17.7%	$23,114	$23,246	-0.6%
Rain Chks/Gift Cards Redeemed	-$37	-$95	-61.1%	-$26,643	-$27,711	-3.9%
	$8,151	**$16,927**	**-51.8%**	**$1,499,306**	**$1,892,540**	**-20.8%**
$ Revenue/Revenue Round	**$28.50**	**$22.47**	26.8%	**$32.50**	**$29.50**	10.2%
Carts/Revenue Round	**24.3%**	**19.6%**	24.3%	**62.2%**	**59.0%**	5.4%
Cart $/Revenue Round	**$1.58**	**$1.62**	-2.3%	**$10.19**	**$9.71**	5.0%
Cart $/Cart Round	**$6.50**	**$8.27**	-21.4%	**$16.38**	**$16.45**	-0.4%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$21.12**	**$0.00**	0.0%
ID Card $/Card	**$83.33**	**$107.38**	-22.4%	**$88.60**	**$79.58**	11.3%
Resident Adult 18 Rounds	34	164	-79.3%	8,827	9,290	-5.0%
Resident Senior 18 Rounds	11	73	-84.9%	6,151	7,093	-13.3%
Junior/Golf Team 18 Rounds	2	6	-66.7%	960	912	5.3%
Golf League 18 Rounds	0	0	0.0%	213	297	-28.3%
Empl 18 Rounds	1	10	-90.0%	562	558	0.7%
Non Resident 18 Rounds	18	63	-71.4%	13,580	12,966	4.7%
Total 9 Hole Rounds	8	11	-27.3%	1,726	1,153	49.7%
Total Revenue Rounds	***74***	***327***	***-77.4%***	***32,019***	***43,034***	***-25.6%***
Resident Adult 18 Rounds $	$1,032	$3,592	-71.3%	$263,775	$253,432	4.1%
Resident Senior 18 Rounds $	$313	$1,337	-76.6%	$157,881	$160,660	-1.7%
Junior/Golf Team 18 Rounds $	$43	$98	-56.1%	$13,809	$13,356	3.4%
Golf League 18 Rounds	$0	$0	0.0%	$4,892	$5,643	-13.3%
Empl 18 Rounds $	$7	$70	-90.0%	$3,934	$3,794	3.7%
Non Resident 18 Rounds $	$558	$2,060	-72.9%	$559,382	$489,208	14.3%
Total 9 Hole Rounds $	$156	$190	-17.9%	$37,061	$25,774	43.8%
Total $ Revenue Rounds	***2,109***	***7,347***	***-71.3%***	***1,040,733***	***1,226,952***	***-15.2%***
SR NONRES DISC	0	1	-100.0%	71	64	10.9%
NONRES DISCOUNT	0	10	-100.0%	92	87	5.7%
FAMILY REG	0	0	0.0%	0	16	-100.0%
Total Non-Resident ID's	***0***	***11***	***-100.0%***	***163***	***167***	***-2.4%***
GolfNow Rounds	0	1	-100.0%	1,008	1,113	-9.4%
GolfNow Dollars	$0	$37	-100.0%	$38,043	$36,100	5.4%
Dollars/Round	$0.00	$37.00	-100.0%	$37.74	$32.43	16.4%

OAK HILLS PARK AUTHORITY
Balance Sheet FY20
As of December 31, 2019

	Total			
	As of Dec 31, 2019	As of Dec 31, 2018 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	67,928.70	22,602.59	45,326.11	200.54%
1022 NBT Payment Account	-6,705.15	-21,420.40	14,715.25	68.70%
1023 NBT Rent Escrow Sec Apt Right	1,351.00	1,351.00	0.00	0.00%
1050 Petty	1,400.00	1,400.00	0.00	0.00%
Total 1000 Cash	**$ 63,974.55**	**$ 3,933.19**	**$ 60,041.36**	**1526.53%**
Total Bank Accounts	**$ 63,974.55**	**$ 3,933.19**	**$ 60,041.36**	**1526.53%**
Accounts Receivable				
1201 Accounts Receivable	0.00	11,472.47	-11,472.47	-100.00%
Total Accounts Receivable	**$ 0.00**	**$ 11,472.47**	**-$ 11,472.47**	**-100.00%**
Other Current Assets				
1100 Inventory	56,202.58	53,401.52	2,801.06	5.25%
1200 Receivables	8,015.00	1,453.58	6,561.42	451.40%
1300 Prepaid Expenses	19,103.29	16,670.37	2,432.92	14.59%
1400 Deposits	2,100.00	0.00	2,100.00	100.00%
Total Other Current Assets	**$ 85,420.87**	**$ 71,525.47**	**$ 13,895.40**	**19.43%**
Total Current Assets	**$ 149,395.42**	**$ 86,931.13**	**$ 62,464.29**	**71.85%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,032,548.99	1,015,495.99	17,053.00	1.68%
1510 Accumulated Depreciation/Amort.	-3,608,256.08	-3,348,967.09	-259,288.99	-7.74%
1520 Furniture & Fixtures	50,085.23	50,085.23	0.00	0.00%
1560 Leasehold Improvements	30,035.97	22,103.88	7,932.09	35.89%
1561 Park Improvements	1,773,864.03	1,755,964.06	17,899.97	1.02%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-10,045.71	-1,400.67	-8,645.04	-617.21%
1570 Capital Projects in Progress	29,200.00	7,853.00	21,347.00	271.83%
Total 1500 Fixed Assets	**$ 1,574,567.09**	**$ 1,778,269.06**	**-$203,701.97**	**-11.46%**
Total Fixed Assets	**$ 1,574,567.09**	**$ 1,778,269.06**	**-$203,701.97**	**-11.46%**
TOTAL ASSETS	**$ 1,723,962.51**	**$ 1,865,200.19**	**-$141,237.68**	**-7.57%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	32,558.42	48,125.50	-15,567.08	-32.35%
Total Accounts Payable	**$ 32,558.42**	**$ 48,125.50**	**-$ 15,567.08**	**-32.35%**

Other Current Liabilities				
2010 Accounts Payable - Payroll	19,045.74	19,525.44	-479.70	-2.46%
2050 Accounts Payable-Tennis Revenue	110.00	185.00	-75.00	-40.54%
2052 Accounts Payable - F&B Revenue	0.00	3,485.00	-3,485.00	-100.00%
2100 Accrued Payroll	7,518.78	5,041.11	2,477.67	49.15%
2104 Accrued retirement contribution	1,015.54	1,265.52	-249.98	-19.75%
2105 Accrued Vacation Pay	29,889.05	26,705.87	3,183.18	11.92%
2200 Accrued Expenses	29,625.50	31,981.36	-2,355.86	-7.37%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	1,350.00	1,350.00	0.00	0.00%
Total 2210 Security Deposit-Entrance House	**$ 1,350.00**	**$ 1,350.00**	**$ 0.00**	**0.00%**
2230 NBT Credit Line	160,000.00	140,000.00	20,000.00	14.29%
2250 Deferred Revenue				
2251 Tournament Deposits	1,300.00	1,000.00	300.00	30.00%
2254 Other Deferred	66,489.50	63,900.50	2,589.00	4.05%
Total 2250 Deferred Revenue	**$ 67,789.50**	**$ 64,900.50**	**$ 2,889.00**	**4.45%**
2400 Cart Sales Tax Due	7.00	32.00	-25.00	-78.13%
2500 Interest due City of Norwalk				
2501 Bond Due to City of Norwalk	0.00	43,721.63	-43,721.63	-100.00%
2503 150k Capital Debt	0.00	1,243.31	-1,243.31	-100.00%
2504 150k Operating Debt	0.00	1,491.96	-1,491.96	-100.00%
Total 2500 Interest due City of Norwalk	**$ 0.00**	**$ 46,456.90**	**-$ 46,456.90**	**-100.00%**
Total Other Current Liabilities	**$ 316,351.11**	**$ 340,928.70**	**-$ 24,577.59**	**-7.21%**
Total Current Liabilities	**$ 348,909.53**	**$ 389,054.20**	**-$ 40,144.67**	**-10.32%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,981,729.88	2,034,195.80	-52,465.92	-2.58%
2730 Capital Debt (150k)	76,750.01	78,523.93	-1,773.92	-2.26%
2731 Operating Expense Debt (150k)	76,752.55	78,526.47	-1,773.92	-2.26%
2764 NBT Truck Loan	1,508.42	7,720.53	-6,212.11	-80.46%
2765 Deere Credit Inc. Progator Sprayer	2,613.31	10,244.19	-7,630.88	-74.49%
2766 Wells Fargo Eq Bandit Chipper	3,249.72	7,244.95	-3,995.23	-55.15%
2767 Deere Credit, Inc. Sweeper Vac	5,208.65	10,199.89	-4,991.24	-48.93%
2768 Deere Credit Inc. Greens Roller	5,118.24	8,359.06	-3,240.82	-38.77%
2770 Deere Credit Inc. Hybrid Mower	3,107.88	9,169.35	-6,061.47	-66.11%
2771 Yard Card-Skid Mount	0.00	1,031.33	-1,031.33	-100.00%
2772 Wells Fargo 2017 Aera-Vator	2,378.88	3,433.68	-1,054.80	-30.72%
2773 DLL Finance Club Car CA550G Utility Cart	4,386.50	6,192.50	-1,806.00	-29.16%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	40,497.46	52,558.30	-12,060.84	-22.95%
2775 Deere Credit, Inc. Hybrid Mower	19,248.11	24,752.90	-5,504.79	-22.24%
2776 Wells Fargo MTE 2018 TurfCo Blower	6,020.61	7,591.23	-1,570.62	-20.69%
2777 DLL Finance Club Car CA502 Utility Cart	8,279.99	0.00	8,279.99	100.00%
2778 Wells Fargo Used Kubota Tractor Mini Ex	28,226.67	0.00	28,226.67	100.00%
Total Long-Term Liabilities	**$ 2,265,076.88**	**$ 2,339,744.11**	**-$ 74,667.23**	**-3.19%**
Total Liabilities	**$ 2,613,986.41**	**$ 2,728,798.31**	**-$114,811.90**	**-4.21%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%

Total 3000 Fund Balance	**-$ 42,873.28**	**-$ 42,873.28**	**$ 0.00**	**0.00%**
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%
Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-1,142,991.32	-1,068,821.25	-74,170.07	-6.94%
Net Income	-109,527.40	-157,271.69	47,744.29	30.36%
Total Equity	**-$ 890,023.90**	**-$ 863,598.12**	**-$ 26,425.78**	**-3.06%**
TOTAL LIABILITIES AND EQUITY	**$ 1,723,962.51**	**$ 1,865,200.19**	**-$141,237.68**	**-7.57%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
December 2019

	Total			
	Dec 2019	Dec 2018 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	2,109.00	7,374.00	-5,265.00	-71.40%
4020 I.D. Cards	80.00	0.00	80.00	100.00%
4030 Tournament Fees	0.00	0.00	0.00	0.00%
4050 Cart Revenue	110.00	497.00	-387.00	-77.87%
4055 GolfBoard Revenue	0.00	0.00	0.00	0.00%
4060 Golf Revenue - Gift Certif.	5,712.00	4,701.95	1,010.05	21.48%
4070 Gift & Rain Checks Redeemed	-37.00	-95.00	58.00	61.05%
Total 4001 Golf Revenue	**$ 7,974.00**	**$ 12,477.95**	**-$ 4,503.95**	**-36.10%**
4200 Rental Income	1,375.00	1,350.00	25.00	1.85%
4300 Investment Income	1.26	1.12	0.14	12.50%
4400 Misc. Income	75.68	0.00	75.68	100.00%
4600 Restaurant Income	4,000.00	1.00	3,999.00	399900.00%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	**$ 13,425.94**	**$ 13,830.07**	**-$ 404.13**	**-2.92%**
Total Income	**$ 13,425.94**	**$ 13,830.07**	**-$ 404.13**	**-2.92%**
Gross Profit	**$ 13,425.94**	**$ 13,830.07**	**-$ 404.13**	**-2.92%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	13,291.62	12,940.94	350.68	2.71%
5030 Operations	2,207.97	3,538.20	-1,330.23	-37.60%
5040 Operations O/T	0.00	0.00	0.00	0.00%
5050 Course Personnel	26,442.02	23,967.05	2,474.97	10.33%
5060 Course Personnel O/T	0.00	0.00	0.00	0.00%
5070 Seasonal Personnel	1,895.07	4,035.68	-2,140.61	-53.04%
5080 Seasonal Personnel O/T	0.00	0.00	0.00	0.00%
Total 5000 PERSONNEL EXPENSE	**$ 43,836.68**	**$ 44,481.87**	**-$ 645.19**	**-1.45%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	3,330.20	3,365.98	-35.78	-1.06%
5230 State Unemployment	1,428.75	1,441.70	-12.95	-0.90%
5250 Health Insurance	2,178.80	2,436.38	-257.58	-10.57%
5260 Workmans Compensation	1,235.94	941.02	294.92	31.34%
5270 Retirement Plans	528.86	592.79	-63.93	-10.78%
Total 5200 EMPLOYEE BENEFITS	**$ 8,702.55**	**$ 8,777.87**	**-$ 75.32**	**-0.86%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	853.10	805.68	47.42	5.89%
5430 Professional Fees	2,500.00	2,500.00	0.00	0.00%
5436 Advertising	957.95	861.22	96.73	11.23%

5440 Office Expense	1,147.81	771.66	376.15	48.75%
5441 Bank Charges	20.15	19.10	1.05	5.50%
5442 Credit Card Fees	919.51	796.56	122.95	15.44%
5445 Postage	0.00	20.00	-20.00	-100.00%
5450 Training and Dues	150.00	320.00	-170.00	-53.13%
5461 Authority Secretarial Services	120.00	240.00	-120.00	-50.00%
5469 Other Outside Services	315.98	292.35	23.63	8.08%
5470 Other Administrative	530.14	493.33	36.81	7.46%
5480 Utilities	4,722.31	3,912.14	810.17	20.71%
5500 Liability Insurance	6,001.92	4,073.77	1,928.15	47.33%
5520 Interest Expense	375.89	675.84	-299.95	-44.38%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 18,614.76**	**$ 15,781.65**	**$ 2,833.11**	**17.95%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	531.94	0.00	531.94	100.00%
5640 Golf Pro Supplies	151.40	0.00	151.40	100.00%
Total 5600 SALES AND OPERATIONS	**$ 683.34**	**$ 0.00**	**$ 683.34**	
5700 PARK MAINTENANCE				
5710 Water	800.00	736.58	63.42	8.61%
5720 Heating Fuel	602.49	1,086.16	-483.67	-44.53%
5730 Grounds Maintenance	212.66	0.00	212.66	100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	-3,750.89	7,152.50	-10,903.39	-152.44%
Total 5750 Agriculture and Chemicals	**-$ 3,750.89**	**$ 7,152.50**	**-$10,903.39**	**-152.44%**
5760 Irrigation Maintenance	155.00	0.00	155.00	100.00%
5770 Consumable Tools	11.97	569.77	-557.80	-97.90%
5800 Equipment Maintenance	1,640.33	1,387.41	252.92	18.23%
5820 Building Maintenance	592.41	896.51	-304.10	-33.92%
Total 5700 PARK MAINTENANCE	**$ 263.97**	**$ 11,828.93**	**-$11,564.96**	**-97.77%**
6000 CART EXPENSE				
6010 Cart Lease Expense	0.00	3,354.28	-3,354.28	-100.00%
6020 Electricity	928.70	714.16	214.54	30.04%
6030 Maintenance	0.00	518.43	-518.43	-100.00%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 1,328.70**	**$ 4,986.87**	**-$ 3,658.17**	**-73.36%**
Total Expenses	**$ 73,430.00**	**$ 85,857.19**	**-$12,427.19**	**-14.47%**
Net Operating Income	**-$60,004.06**	**-$ 72,027.12**	**$ 12,023.06**	**16.69%**
Other Expenses				
8000 Depreciation/Amortization	19,973.46	19,973.46	0.00	0.00%
8001 Capital projects				
8100 Capital Projects - Cash	1,125.00	12,149.98	-11,024.98	-90.74%
Total 8001 Capital projects	**$ 1,125.00**	**$ 12,149.98**	**-$11,024.98**	**-90.74%**
Total Other Expenses	**$ 21,098.46**	**$ 32,123.44**	**-$11,024.98**	**-34.32%**
Net Other Income	**-$21,098.46**	**-$ 32,123.44**	**$ 11,024.98**	**34.32%**
Net Income	**-$81,102.52**	**-$ 104,150.56**	**$ 23,048.04**	**22.13%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July - December, 2019

	Total			
	Jul - Dec, 2019	Jul - Dec, 2018 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	576,056.68	527,502.50	48,554.18	9.20%
4020 I.D. Cards	8,960.00	5,080.00	3,880.00	76.38%
4030 Tournament Fees	62,875.00	59,405.10	3,469.90	5.84%
4050 Cart Revenue	194,382.00	174,829.00	19,553.00	11.18%
4055 GolfBoard Revenue	2,897.00	3,767.00	-870.00	-23.10%
4060 Golf Revenue - Gift Certif.	13,810.00	13,348.95	461.05	3.45%
4070 Gift & Rain Checks Redeemed	-14,027.10	-13,037.00	-990.10	-7.59%
Total 4001 Golf Revenue	$ 844,953.58	$ 770,895.55	$ 74,058.03	9.61%
4100 Tennis Revenue	15,052.80	15,000.00	52.80	0.35%
4200 Rental Income	8,250.00	8,100.00	150.00	1.85%
4300 Investment Income	29.18	31.24	-2.06	-6.59%
4400 Misc. Income	126.54	50.00	76.54	153.08%
4600 Restaurant Income	24,000.00	7.00	23,993.00	342757.14%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	$ 892,412.10	$ 794,083.79	$ 98,328.31	12.38%
Total Income	$ 892,412.10	$ 794,083.79	$ 98,328.31	12.38%
Gross Profit	$ 892,412.10	$ 794,083.79	$ 98,328.31	12.38%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	79,813.44	75,629.13	4,184.31	5.53%
5030 Operations	112,225.06	99,776.53	12,448.53	12.48%
5040 Operations O/T	1,027.94	472.23	555.71	117.68%
5050 Course Personnel	150,781.65	147,686.93	3,094.72	2.10%
5060 Course Personnel O/T	767.52	455.65	311.87	68.45%
5070 Seasonal Personnel	92,872.80	77,248.02	15,624.78	20.23%
5080 Seasonal Personnel O/T	806.70	346.61	460.09	132.74%
Total 5000 PERSONNEL EXPENSE	$ 438,295.11	$ 401,615.10	$ 36,680.01	9.13%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	33,237.15	30,504.58	2,732.57	8.96%
5230 State Unemployment	11,260.56	9,313.80	1,946.76	20.90%
5250 Health Insurance	13,837.16	21,766.52	-7,929.36	-36.43%
5260 Workmans Compensation	10,202.71	9,304.18	898.53	9.66%
5270 Retirement Plans	3,123.76	3,787.33	-663.57	-17.52%
Total 5200 EMPLOYEE BENEFITS	$ 71,661.34	$ 74,676.41	-$ 3,015.07	-4.04%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	5,326.76	4,985.99	340.77	6.83%

5430 Professional Fees	15,000.00	15,000.00	0.00	0.00%
5436 Advertising	7,543.59	6,150.28	1,393.31	22.65%
5440 Office Expense	8,527.47	7,137.54	1,389.93	19.47%
5441 Bank Charges	166.95	158.40	8.55	5.40%
5442 Credit Card Fees	20,860.33	19,270.00	1,590.33	8.25%
5445 Postage	22.00	44.70	-22.70	-50.78%
5450 Training and Dues	1,045.00	1,125.00	-80.00	-7.11%
5461 Authority Secretarial Services	980.00	1,200.00	-220.00	-18.33%
5469 Other Outside Services	2,760.59	2,566.53	194.06	7.56%
5470 Other Administrative	4,572.64	3,580.37	992.27	27.71%
5480 Utilities	39,275.94	27,480.13	11,795.81	42.92%
5500 Liability Insurance	36,011.55	24,447.57	11,563.98	47.30%
5520 Interest Expense	3,973.31	5,007.85	-1,034.54	-20.66%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 146,066.13**	**$ 118,154.36**	**$ 27,911.77**	**23.62%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	3,995.77	6,143.57	-2,147.80	-34.96%
5640 Golf Pro Supplies	1,323.31	2,099.14	-775.83	-36.96%
Total 5600 SALES AND OPERATIONS	**$ 5,319.08**	**$ 8,242.71**	**-$ 2,923.63**	**-35.47%**
5700 PARK MAINTENANCE				
5710 Water	28,733.29	21,373.16	7,360.13	34.44%
5720 Heating Fuel	3,460.54	3,481.91	-21.37	-0.61%
5730 Grounds Maintenance	11,431.65	12,551.13	-1,119.48	-8.92%
5740 Tree Maintenance	200.00	0.00	200.00	100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	19,495.46	30,162.21	-10,666.75	-35.36%
5752 Agriculture/Chemicals Utilized	27,552.58	19,196.94	8,355.64	43.53%
Total 5750 Agriculture and Chemicals	**$ 47,048.04**	**$ 49,359.15**	**-$ 2,311.11**	**-4.68%**
5760 Irrigation Maintenance	6,775.48	8,346.68	-1,571.20	-18.82%
5770 Consumable Tools	2,360.87	1,919.97	440.90	22.96%
5780 Tee and Green Supplies	13.50	0.00	13.50	100.00%
5795 Janitorial Supplies	0.00	29.01	-29.01	-100.00%
5800 Equipment Maintenance	20,442.86	15,308.98	5,133.88	33.54%
5810 Equipment Rental	98.64	0.00	98.64	100.00%
5820 Building Maintenance	5,328.89	7,623.81	-2,294.92	-30.10%
5840 Small Equipment	516.19	920.00	-403.81	-43.89%
5860 Gasoline/Diesel Fuel	8,035.07	7,237.54	797.53	11.02%
5880 Employee work clothes	63.74	0.00	63.74	100.00%
Total 5700 PARK MAINTENANCE	**$ 134,508.76**	**$ 128,151.34**	**$ 6,357.42**	**4.96%**
6000 CART EXPENSE				
6010 Cart Lease Expense	56,985.74	55,782.28	1,203.46	2.16%
6015 Board Lease Expense	4,178.01	4,716.09	-538.08	-11.41%
6020 Electricity	9,858.37	8,833.77	1,024.60	11.60%
6030 Maintenance	1,204.42	2,605.51	-1,401.09	-53.77%
6050 Cart Insurance	2,400.00	2,400.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	2,000.00	-2,000.00	-100.00%
Total 6000 CART EXPENSE	**$ 74,626.54**	**$ 76,337.65**	**-$ 1,711.11**	**-2.24%**
Total Expenses	**$ 870,476.96**	**$ 807,177.57**	**$ 63,299.39**	**7.84%**

Net Operating Income	**$ 21,935.14**	**-$ 13,093.78**	**$ 35,028.92**	**267.52%**
Other Expenses				
8000 Depreciation/Amortization	119,840.76	119,282.94	557.82	0.47%
8001 Capital projects				
8100 Capital Projects - Cash	11,621.78	24,894.97	-13,273.19	-53.32%
Total 8001 Capital projects	**$ 11,621.78**	**$ 24,894.97**	**-$ 13,273.19**	**-53.32%**
Total Other Expenses	**$ 131,462.54**	**$ 144,177.91**	**-$ 12,715.37**	**-8.82%**
Net Other Income	**-$ 131,462.54**	**-$ 144,177.91**	**$ 12,715.37**	**8.82%**
Net Income	**-$ 109,527.40**	**-$ 157,271.69**	**$ 47,744.29**	**30.36%**

Oak Hills Park Authority
FY19 Actual vs. Budget

	December Act	December Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$2,109	$8,549	-$6,440	-75.3%	$576,057	$585,581	-$9,524	-1.6%
4020 · I.D. Cards	$80	$0	$80	0.0%	$8,960	$8,461	$499	5.9%
4030 · Tournament Fees	$0	$0	$0	0.0%	$62,875	$58,570	$4,305	7.4%
4050 · Cart Revenue	$110	$1,120	-$1,010	-90.2%	$194,382	$191,432	$2,950	1.5%
4055 · GolfBoard Revenue	$0	$19	-$19	-100.0%	$2,897	$4,108	-$1,211	-29.5%
4060 · Golf Revenue - Gift Certif.	$5,712	$5,314	$398	7.5%	$13,810	$14,738	-$928	-6.3%
4070 · Gift & Rain Checks Redeemed	-$37	-$81	$44	-54.2%	-$14,027	-$13,814	-$213	1.5%
Total 4001 · Golf Revenue	**$7,974**	**$14,921**	**-$6,947**	**-46.6%**	**$844,954**	**$849,076**	**-$4,122**	**-0.5%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$15,053	$15,038	$15	0.1%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$8,250	$8,250	$0	0.0%
4300 · Investment Income	$1	$13	-$12	-90.3%	$29	$100	-$71	-71.0%
4400 · Misc. Income	$76	$0	$76	0.0%	$127	$59	$68	114.9%
4600 · Restaurant Income	$4,000	$4,000	$0	0.0%	$24,000	$24,000	$0	0.0%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$5,452**	**$5,388**	**$64**	**1.2%**	**$47,459**	**$47,447**	**$11**	**0.0%**
TOTAL REVENUE	**$13,426**	**$20,309**	**-$6,883**	**-33.9%**	**$892,412**	**$896,523**	**-$4,111**	**-0.5%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$13,292	$13,574	$282	2.1%	$79,813	$79,864	$50	0.1%
5030 · Operations	$2,208	$2,908	$700	24.1%	$112,225	$97,136	-$15,089	-15.5%
5040 · Operations O/T	$0	$0	$0	0.0%	$1,028	$0	-$1,028	0.0%
5050 · Course Personnel	$26,442	$26,069	-$373	-1.4%	$150,782	$157,548	$6,766	4.3%
5060 · Course Personnel O/T	$0	$0	$0	0.0%	$768	$130	-$638	-491.3%
5070 · Seasonal Personnel	$1,895	$4,135	$2,240	54.2%	$92,873	$95,934	$3,061	3.2%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$807	$0	-$807	0.0%
Total 5000 · PERSONNEL EXPENSE	**$43,837**	**$46,687**	**$2,850**	6.1%	**$438,295**	**$430,612**	**-$7,683**	-1.8%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$3,330	$3,631	$301	8.3%	$33,237	$33,307	$69	0.2%
5230 · State Unemployment	$1,429	$1,409	-$20	-1.4%	$11,261	$10,193	-$1,067	-10.5%
5250 · Health Insurance	$2,179	$2,381	$202	8.5%	$13,837	$16,736	$2,899	17.3%
5260 · Workmans Compensation	$1,236	$1,500	$264	17.6%	$10,203	$10,600	$397	3.7%
5270 · Retirement Plans	$529	$593	$64	10.7%	$3,124	$3,609	$486	13.5%
Total 5200 · EMPLOYEE BENEFITS	**$8,703**	**$9,514**	**$811**	8.5%	**$71,661**	**$74,445**	**$2,784**	3.7%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$853	$1,006	$153	15.2%	$5,327	$5,958	$631	10.6%
5430 · Professional Fees	$2,500	$2,700	$200	7.4%	$15,000	$15,800	$800	5.1%
5436 · Advertising	$958	$1,009	$51	5.0%	$7,544	$7,912	$368	4.7%
5440 · Office Expense	$1,148	$828	-$320	-38.6%	$8,527	$7,597	-$931	-12.3%
5441 · Bank Charges	$20	$26	$6	22.5%	$167	$203	$37	18.0%
5442 · Credit Card Fees	$920	$1,024	$105	10.2%	$20,860	$20,589	-$272	-1.3%
5445 · Postage		$13	$13	100.0%	$22	$29	$7	24.9%
5450 · Training and Dues	$150	$680	$530	77.9%	$1,045	$1,396	$351	25.1%
5461 · Authority Secretarial Services	$120	$123	$3	2.4%	$980	$762	-$218	-28.6%
5469 · Other Outside Services	$316	$410	$94	23.0%	$2,761	$2,491	-$270	-10.8%
5470 · Other Admin	$530	$675	$144	21.4%	$4,573	$3,963	-$609	-15.4%
5471 · Charitable Contributions		$0	$0	0.0%	$0	$0	$0	0.0%
5480 · Utilities	$4,722	$4,315	-$407	-9.4%	$39,276	$37,944	-$1,332	-3.5%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$12,237**	**$12,808**	**$571**	4.5%	**$106,081**	**$104,644**	**-$1,438**	-1.4%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$6,002	$5,853	-$149	-2.5%	$36,012	$35,417	-$594	-1.7%

Oak Hills Park Authority
FY19 Actual vs. Budget

	December Act	December Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5520 · Interest	$376	$553	$177	32.0%	$3,973	$4,373	$399	9.1%
Total 5500 · DEBT SERVICE AND INSURANCE	**$6,378**	**$6,406**	**$28**	0.4%	**$39,985**	**$39,790**	**-$195**	-0.5%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$532	$1,268	$736	58.1%	$3,996	$6,391	$2,395	37.5%
5640 · Golf Pro Supplies	$151	$319	$167	52.5%	$1,323	$1,588	$265	16.7%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5600 SALES AND OPERATIONS	**$683**	**$1,587**	**$903**	56.9%	**$5,319**	**$7,979**	**$2,660**	33.3%
5700 · PARK MAINTENANCE								
5710 · Water	$800	$928	$128	13.8%	$28,733	$32,465	$3,732	11.5%
5720 · Heating Fuel	$602	$1,400	$798	57.0%	$3,461	$4,473	$1,012	22.6%
5730 · Grounds Maintenance	$213	$48	-$165	-347.2%	$11,432	$14,466	$3,034	21.0%
5740 · Tree Maintenance		$0	$0	0.0%	$200	$2,600	$2,400	92.3%
5751 · Agriculture&Chemicals-Purch	-$3,751		$3,751	0.0%	$19,495	$0	-$19,495	0.0%
5752 · Agriculture/Chemicals Utilized		$2,193	$2,193	100.0%	$27,553	$55,123	$27,570	50.0%
5760 · Irrigation Maintenance	$155	$106	-$49	-46.0%	$6,775	$7,624	$848	11.1%
5770 · Consumable Tools	$12	$199	$187	94.0%	$2,361	$2,032	-$329	-16.2%
5780 · Tee and Green Supplies	$0	$0	$0	0.0%	$14	$14	$0	0.0%
5795 · Janitorial Supplies	$0	$34	$34	100.0%	$0	$297	$297	100.0%
Total 5700 · PARK MAINTENANCE	**-$1,969**	**$4,908**	**$6,877**	140.1%	**$100,023**	**$119,093**	**$19,070**	16.0%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$1,640	$2,044	$403	19.7%	$20,443	$15,987	-$4,456	-27.9%
5810 · Equipment Rental	$0	$1,000	$1,000	100.0%	$99	$3,000	$2,901	96.7%
5820 · Building Maintenance	$592	$2,718	$2,126	78.2%	$5,329	$8,354	$3,025	36.2%
5840 · Small Equipment	$0	$7	$7	100.0%	$516	$2,000	$1,484	74.2%
5860 · Gasoline/Diesel Fuel	$0	$984	$984	100.0%	$8,035	$7,865	-$170	-2.2%
5880 · Employee work clothes	$0	$0	$0	0.0%	$64	$64	$0	0.0%
Total 5800 · PARK EQUIPMENT	**$2,233**	**$6,753**	**$4,520**	66.9%	**$34,485**	**$37,270**	**$2,785**	7.5%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$0	$0	0.0%	$56,986	$53,266	-$3,719	-7.0%
6015 · Board Lease Expense	$0	$0	$0	0.0%	$4,178	$4,332	$154	3.6%
6020 · Electricity	$929	$813	-$116	-14.2%	$9,858	$9,179	-$680	-7.4%
6030 · Maintenance	$0	$492	$492	100.0%	$1,204	$1,661	$457	27.5%
6050 · Cart Insurance	$400	$400	$0	0.0%	$2,400	$2,400	$0	0.0%
6060 · Misc. Cart Expense	$0	$100	$100	100.0%	$0	$400	$400	100.0%
Total 6000 · CART EXPENSE	**$1,329**	**$1,805**	**$477**	26.4%	**$74,627**	**$71,238**	**-$3,388**	-4.8%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$73,430**	**$90,469**	**$17,039**	18.8%	**$870,477**	**$885,071**	**$14,594**	1.6%
TOTAL OPERATIONAL NET INCOME	**-$60,004**	**-$70,160**	**$10,156**	-14.5%	**$21,935**	**$11,452**	**$10,483**	91.5%
Depreciation/Amortization								
Restructured Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Funding $150k	$0	$0	$0	0.0%	$0	$0	$0	0.0%
$150K Operating Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Expense	**$0**	**$0**	**$0**	0.0%	**$0**	**$0**	**$0**	0.0%
NET INCOME BEFORE CAPITAL EXPENSES	**-$60,004**	**-$70,160**	**$10,156**	-14.5%	**$21,935**	**$11,452**	**$10,483**	91.5%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	$1,125	$2,119	$994	46.9%	$11,622	$17,285	$5,664	32.8%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Contingency								
Total 8000 · OTHER EXPENSE	$1,125	$2,119	$994	46.9%	$11,622	$17,285	$5,664	32.8%
NET INCOME	**-$61,129**	**-$72,279**	**$11,150**	-15.4%	**$10,313**	**-$5,833**	**$16,146**	-276.8%

January 2020 Financial Commentary

Balance Sheet
Cash is lower than the prior year by $6k and Accounts Receivable is $1k lower, offset by lower payables and accruals of $23k and lower bank loan of $20k. This leaves us at a net positive cash position of $37k.

January Month vs Prior Year Month
Golf Revenue is lower than the prior year month by $10 driven by membership card sales ($15k), offset by $5k higher green fees due to unusually warm weather. Other revenue is up by $2k due to restaurant rent.

Personnel and employee benefits expenses are up $6k over prior year month. One additional course personnel vs. prior year plus annual wage increases, payroll taxes etc.

Administrative expenses are up $1k mainly due to a large increase in liability insurance.

Sales & Operations expenses are immaterial.

Park Maintenance is nearly $6k higher than prior year month due to a lot of building / equipment maintenance, including some HVAC work needed.

Cart Expenses are flat and inactive.

Operating Income is $21k lower compared to the prior year month attributable to unfavorable revenues of $8k and unfavorable expenses of $13k.

January YTD vs Prior YTD
Golf Revenue is higher by $64k year over year for the seven month period, along with higher Other Revenue of $26k due to restaurant rent.

Personnel and employee benefits expenses are higher by $40k due to wage increases, wage savings due to some workers comp benefits being paid instead in 2018, and more hours worked in all departments.

Administrative expenses are $29k higher than last year due to no longer allocating out utility expenses to restaurateur in 2019 ($11k), a large increase in insurance coverage premiums ($14k) and increased credit card fees ($2k).

Sales & Operations is $2k lower than prior year due to heavy repairs and maintenance on the Clubhouse / restaurant equipment after our initial move-in last year, offset by more janitorial / normal maintenance this year.

Park Maintenance is $12k higher driven by water ($7k) and equipment maint ($7k), offset by grass treatments ($2k).

Cart expenses are lower by 2k.

Operating Income is higher than the prior year by $14k due to favorable revenue of $90k and unfavorable expenses of $76k.

Budget Comparison YTD
The YTD Revenue is below budget by $21k due mainly to much lower than expected membership ID sales. This could be a timing issue but we are unsure at this point.

Personnel and employee benefits expenses are $9k higher compared to budget due to the Operations dept. ($17k), offset by lower Maintenance dept. ($8k). It will be extremely important for the financial health of the Park for the Operations dept. to get back to operating within its budget.

Administrative expenses are $1k higher.

Sales & Operations are under budget by $4k mainly due to lower janitorial expenses than expected.

Park Maintenance is under budget by $22k driven by grass treatments ($8k), grounds/tree/irrigation maint ($9k), water ($4k) and equipment rental ($3k), offset by building/equip maint ($4k).

Cart Expenses are $3k over budget – timing of GPS software expense.

Net Operating income $5k lower than budget for the seven month period. Unfavorable revenue of $21k and favorable expenses of $15k.

OAK HILLS SALES ANALYSIS JANUARY 2020 FISCAL

Description	Jan-20	Jan-19	Inc/(Dec)	YTD FY20	YTD FY19	Inc/(Dec)
Revenue Rounds	357	189	88.9%	19,014	18,752	1.4%
Barter Rounds	21	0	0.0%	1,331	1,168	14.0%
Sub Total	378	189	100.0%	20,345	19,920	2.1%
Comp Rounds	0	1	-100.0%	507	528	-4.0%
Total All Rounds	378	190	98.9%	20,852	20,448	2.0%
Total Carts	7	0	0.0%	12,768	11,306	12.9%
Total Boards	0	0	0.0%	147	191	-23.0%
Total Golf ID Cards	180	307	-41.4%	306	415	-26.3%
Total Gift Cards	11	8	37.5%	227	211	7.6%
Total $ Revenue Rounds	$8,331	$4,277	94.8%	$614,332	$568,653	8.0%
Total Carts $	$17	$0	0.0%	$205,202	$185,985	10.3%
Total Board $	$0	$0	0.0%	$3,080	$4,061	-24.2%
Total Golf ID Cards $	$17,980	$29,340	-38.7%	$27,350	$38,715	-29.4%
Total Gift Cards $	$1,325	$853	55.3%	$15,135	$15,071	0.4%
Rain Chks/Gift Cards Redeemed	-$125	-$632	-80.2%	-$14,152	-$13,668	3.5%
	$27,528	**$33,838**	**-18.6%**	**$850,947**	**$798,816**	**6.5%**
$ Revenue/Revenue Round	**$23.34**	**$22.63**	3.1%	**$32.31**	**$30.32**	6.5%
Carts/Revenue Round	**2.0%**	**0.0%**	0.0%	**67.2%**	**60.3%**	11.4%
Cart $/Revenue Round	**$0.05**	**$0.00**	0.0%	**$10.79**	**$9.92**	8.8%
Cart $/Cart Round	**$2.43**	**$0.00**	0.0%	**$16.07**	**$16.45**	-2.3%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$20.95**	**$21.26**	-1.5%
ID Card $/Card	**$99.89**	**$95.57**	4.5%	**$89.38**	**$93.29**	-4.2%
Resident Adult 18 Rounds	300	85	252.9%	5,170	5,308	-2.6%
Resident Senior 18 Rounds	17	35	-51.4%	3,740	4,045	-7.5%
Junior/Golf Team 18 Rounds	17	6	183.3%	444	420	5.7%
Golf League 18 Rounds	0	0	0.0%	114	165	-30.9%
Employee 18 Rounds	2	0	0.0%	328	304	7.9%
Non Resident 18 Rounds	18	31	-41.9%	8,170	7,715	5.9%
Total 9 Hole Rounds	3	32	-90.6%	1,048	795	31.8%
Total Revenue Rounds	***357***	***189***	***88.9%***	***19,014***	***18,752***	***1.4%***
Resident Adult 18 Rounds $	$7,430	$1,824	307.3%	$155,088	$147,181	5.4%
Resident Senior 18 Rounds $	$225	$640	-64.8%	$95,779	$93,495	2.4%
Junior/Golf Team 18 Rounds $	$287	$112	156.3%	$8,572	$7,500	14.3%
Golf League 18 Rounds	$0	$0	0.0%	$2,615	$3,135	-16.6%
Employee 18 Rounds $	$14	$0	0.0%	$2,296	$2,128	7.9%
Non Resident 18 Rounds $	$321	$997	-67.8%	$327,187	$297,671	9.9%
Total 9 Hole Rounds $	$54	$704	-92.3%	$22,795	$17,544	29.9%
Total $ Revenue Rounds	***8,331***	***4,277***	***94.8%***	***614,332***	***568,653***	***8.0%***
Senior Non-Resident ID	20	28	-28.6%	22	32	-31.3%
Adult Non-Resident ID	15	21	-28.6%	17	31	-45.2%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***35***	***49***	***-28.6%***	***39***	***63***	***-38.1%***
GolfNow/TeeOff Rounds	0	0	0.0%	517	603	-14.3%
GolfNow/TeeOff Dollars	$0	$0	0.0%	$19,449	$21,391	-9.1%
Dollars/Round	$0.00	$0.00	0.0%	$37.62	$35.47	6.0%

OAK HILLS SALES ANALYSIS JANUARY 2020 CALENDAR

Description	Jan-20	Jan-19	Inc/(Dec)	YTD 2020	YTD 2019	Inc/(Dec)
Revenue Rounds	357	189	88.9%	357	189	88.9%
Barter Rounds	21	0	0.0%	21	0	#DIV/0!
Sub Total	378	189	100.0%	378	189	100.0%
Comp Rounds	0	1	-100.0%	0	1	-100.0%
Total All Rounds	378	190	98.9%	378	190	98.9%
Total Carts	7	0	0.0%	7	0	#DIV/0!
Total Boards	0	0	0.0%	0	0	0.0%
Total Golf ID Cards	180	307	-41.4%	180	307	-41.4%
Total Gift Cards	11	8	37.5%	11	8	37.5%
Total $ Revenue Rounds	$8,331	$4,277	94.8%	$8,331	$4,277	94.8%
Total Carts $	$17	$0	0.0%	$17	$0	0.0%
Total Board $	$0	$0	0.0%	$0	$0	0.0%
Total Golf ID Cards $	$17,980	$29,340	-38.7%	$17,980	$29,340	-38.7%
Total Gift Cards $	$1,325	$853	55.3%	$1,325	$853	55.3%
Rain Chks/Gift Cards Redeemed	-$125	-$632	-80.2%	-$125	-$632	-80.2%
	$27,528	**$33,838**	**-18.6%**	**$27,528**	**$33,838**	**-18.6%**
$ Revenue/Revenue Round	**$23.34**	**$22.63**	3.1%	**$23.34**	**$22.63**	3.1%
Carts/Revenue Round	**2.0%**	**0.0%**	0.0%	**2.0%**	**0.0%**	0.0%
Cart $/Revenue Round	**$0.05**	**$0.00**	0.0%	**$0.05**	**$0.00**	0.0%
Cart $/Cart Round	**$2.43**	**$0.00**	0.0%	**$2.43**	**$0.00**	0.0%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.00**	0.0%
ID Card $/Card	**$99.89**	**$95.57**	4.5%	**$99.89**	**$95.57**	4.5%
Resident Adult 18 Rounds	300	85	252.9%	300	85	252.9%
Resident Senior 18 Rounds	17	35	-51.4%	17	35	-51.4%
Junior/Golf Team 18 Rounds	17	6	183.3%	17	6	183.3%
Golf League 18 Rounds	0	0	0.0%	0	0	0.0%
Empl 18 Rounds	2	0	0.0%	2	0	0.0%
Non Resident 18 Rounds	18	31	-41.9%	18	31	-41.9%
Total 9 Hole Rounds	3	32	-90.6%	3	32	-90.6%
Total Revenue Rounds	***357***	***189***	***88.9%***	***357***	***189***	***88.9%***
Resident Adult 18 Rounds $	$7,430	$1,824	307.3%	$7,430	$1,824	307.3%
Resident Senior 18 Rounds $	$225	$640	-64.8%	$225	$640	-64.8%
Junior/Golf Team 18 Rounds $	$287	$112	156.3%	$287	$112	156.3%
Golf League 18 Rounds	$0	$0	0.0%	$0	$0	0.0%
Empl 18 Rounds $	$14	$0	0.0%	$14	$0	0.0%
Non Resident 18 Rounds $	$321	$997	-67.8%	$321	$997	-67.8%
Total 9 Hole Rounds $	$54	$704	-92.3%	$54	$704	-92.3%
Total $ Revenue Rounds	***8,331***	***4,277***	***94.8%***	***8,331***	***4,277***	***94.8%***
SR NONRES DISC	20	28	-28.6%	20	28	-28.6%
NONRES DISCOUNT	15	21	-28.6%	15	21	-28.6%
FAMILY REG	0	0	0.0%	0	0	#DIV/0!
Total Non-Resident ID's	***35***	***49***	***-28.6%***	***35***	***49***	***-28.6%***
GolfNow Rounds	0	0	0.0%	0	0	0.0%
GolfNow Dollars	$0	$0	0.0%	$0	$0	0.0%
Dollars/Round	$0.00	$0.00	0.0%	$0.00	$0.00	0.0%

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

	Total			
	As of Jan 31, 2020	As of Jan 31, 2019 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	15,911.04	14,176.95	1,734.09	12.23%
1022 NBT Payment Account	-8,607.50	-1,108.01	-7,499.49	-676.84%
1023 NBT Rent Escrow Sec Apt Right	1,351.00	1,351.00	0.00	0.00%
1050 Petty	1,400.00	1,400.00	0.00	0.00%
Total 1000 Cash	$ 10,054.54	$ 15,819.94	-$ 5,765.40	-36.44%
Total Bank Accounts	$ 10,054.54	$ 15,819.94	-$ 5,765.40	-36.44%
Accounts Receivable				
1201 Accounts Receivable	0.00	12,926.05	-12,926.05	-100.00%
Total Accounts Receivable	$ 0.00	$ 12,926.05	-$ 12,926.05	-100.00%
Other Current Assets				
1100 Inventory	56,202.58	53,401.52	2,801.06	5.25%
1200 Receivables	11,929.68	0.00	11,929.68	100.00%
1300 Prepaid Expenses	13,287.64	13,267.27	20.37	0.15%
1400 Deposits	2,100.00	0.00	2,100.00	100.00%
Total Other Current Assets	$ 83,519.90	$ 66,668.79	$ 16,851.11	25.28%
Total Current Assets	$ 93,574.44	$ 95,414.78	-$ 1,840.34	-1.93%
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,032,548.99	1,015,495.99	17,053.00	1.68%
1510 Accumulated Depreciation/Amort.	-3,628,142.00	-3,368,853.01	-259,288.99	-7.70%
1520 Furniture & Fixtures	50,085.23	50,085.23	0.00	0.00%
1560 Leasehold Improvements	30,035.97	22,103.88	7,932.09	35.89%
1561 Park Improvements	1,773,864.03	1,755,964.06	17,899.97	1.02%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-10,133.25	-1,488.21	-8,645.04	-580.90%
1570 Capital Projects in Progress	29,200.00	7,853.00	21,347.00	271.83%
Total 1500 Fixed Assets	$1,554,593.63	$1,758,295.60	-$203,701.97	-11.59%
Total Fixed Assets	$1,554,593.63	$1,758,295.60	-$203,701.97	-11.59%
TOTAL ASSETS	$1,648,168.07	$1,853,710.38	-$205,542.31	-11.09%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	35,601.28	51,739.17	-16,137.89	-31.19%
Total Accounts Payable	$ 35,601.28	$ 51,739.17	-$ 16,137.89	-31.19%

Other Current Liabilities				
2010 Accounts Payable - Payroll	0.00	6,084.65	-6,084.65	-100.00%
2050 Accounts Payable-Tennis Revenue	110.00	185.00	-75.00	-40.54%
2051 Accounts Payable - OHMGA Revenue	765.00	0.00	765.00	100.00%
2052 Accounts Payable - F&B Revenue	0.00	3,485.00	-3,485.00	-100.00%
2100 Accrued Payroll	10,720.03	8,814.23	1,905.80	21.62%
2104 Accrued retirement contribution	119.42	1,322.88	-1,203.46	-90.97%
2105 Accrued Vacation Pay	30,988.83	27,653.25	3,335.58	12.06%
2200 Accrued Expenses	31,325.50	33,472.11	-2,146.61	-6.41%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	1,350.00	1,350.00	0.00	0.00%
Total 2210 Security Deposit-Entrance House	**$ 1,350.00**	**$ 1,350.00**	**$ 0.00**	**0.00%**
2230 NBT Credit Line	170,000.00	190,000.00	-20,000.00	-10.53%
2250 Deferred Revenue				
2251 Tournament Deposits	1,300.00	1,000.00	300.00	30.00%
2254 Other Deferred	64,619.50	58,255.50	6,364.00	10.92%
Total 2250 Deferred Revenue	**$ 65,919.50**	**$ 59,255.50**	**$ 6,664.00**	**11.25%**
2400 Cart Sales Tax Due	0.00	32.00	-32.00	-100.00%
2500 Interest due City of Norwalk				
2501 Bond Due to City of Norwalk	0.00	43,721.63	-43,721.63	-100.00%
2503 150k Capital Debt	0.00	1,243.31	-1,243.31	-100.00%
2504 150k Operating Debt	0.00	1,491.96	-1,491.96	-100.00%
Total 2500 Interest due City of Norwalk	**$ 0.00**	**$ 46,456.90**	**-$ 46,456.90**	**-100.00%**
Total Other Current Liabilities	**$ 311,298.28**	**$ 378,111.52**	**-$ 66,813.24**	**-17.67%**
Total Current Liabilities	**$ 346,899.56**	**$ 429,850.69**	**-$ 82,951.13**	**-19.30%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,981,729.88	2,034,195.80	-52,465.92	-2.58%
2730 Capital Debt (150k)	76,750.01	78,523.93	-1,773.92	-2.26%
2731 Operating Expense Debt (150k)	76,752.55	78,526.47	-1,773.92	-2.26%
2764 NBT Truck Loan	973.73	7,218.02	-6,244.29	-86.51%
2765 Deere Credit Inc. Progator Sprayer	1,963.54	9,619.86	-7,656.32	-79.59%
2766 Wells Fargo Eq Bandit Chipper	2,899.72	6,926.01	-4,026.29	-58.13%
2767 Deere Credit, Inc. Sweeper Vac	5,227.10	10,236.01	-5,008.91	-48.93%
2768 Deere Credit Inc. Greens Roller	5,136.37	8,388.67	-3,252.30	-38.77%
2770 Deere Credit Inc. Hybrid Mower	3,118.24	9,199.91	-6,081.67	-66.11%
2771 Yard Card-Skid Mount	0.00	916.75	-916.75	-100.00%
2772 Wells Fargo 2017 Aera-Vator	2,290.98	3,345.78	-1,054.80	-31.53%
2773 DLL Finance Club Car CA550G Utility Cart	4,386.50	6,192.50	-1,806.00	-29.16%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	40,657.76	52,766.34	-12,108.58	-22.95%
2775 Deere Credit, Inc. Hybrid Mower	19,324.30	24,850.88	-5,526.58	-22.24%
2776 Wells Fargo MTE 2018 TurfCo Blower	6,020.61	7,591.23	-1,570.62	-20.69%
2777 DLL Finance Club Car CA502 Utility Cart	8,279.99	0.00	8,279.99	100.00%
2778 Wells Fargo Used Kubota Tractor Mini Ex	28,226.67	0.00	28,226.67	100.00%
Total Long-Term Liabilities	**$2,263,737.95**	**$2,338,498.16**	**-$ 74,760.21**	**-3.20%**
Total Liabilities	**$2,610,637.51**	**$2,768,348.85**	**-$157,711.34**	**-5.70%**
Equity				
3000 Fund Balance				

3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	**-$ 42,873.28**	**-$ 42,873.28**	**$ 0.00**	**0.00%**
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%
Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-1,142,991.32	-1,068,821.25	-74,170.07	-6.94%
Net Income	-181,972.94	-208,312.04	26,339.10	12.64%
Total Equity	**-$ 962,469.44**	**-$ 914,638.47**	**-$ 47,830.97**	**-5.23%**
TOTAL LIABILITIES AND EQUITY	**$1,648,168.07**	**$1,853,710.38**	**-$205,542.31**	**-11.09%**

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

	Total			
	Jan 2020	**Jan 2019 (PY)**	**Change**	**% Change**
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	8,348.00	4,287.00	4,061.00	94.73%
4020 I.D. Cards	18,150.00	33,635.00	-15,485.00	-46.04%
4030 Tournament Fees	0.00	0.00	0.00	0.00%
4050 Cart Revenue	0.00	0.00	0.00	0.00%
4055 GolfBoard Revenue	0.00	0.00	0.00	0.00%
4060 Golf Revenue - Gift Certif.	1,325.00	803.00	522.00	65.01%
4070 Gift & Rain Checks Redeemed	-125.00	-632.00	507.00	80.22%
Total 4001 Golf Revenue	**$ 27,698.00**	**$ 38,093.00**	**-$10,395.00**	**-27.29%**
4200 Rental Income	1,375.00	1,350.00	25.00	1.85%
4300 Investment Income	3.51	0.81	2.70	333.33%
4400 Misc. Income	2.35	0.00	2.35	100.00%
4600 Restaurant Income	2,000.00	0.00	2,000.00	100.00%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	**$ 31,078.86**	**$ 39,443.81**	**-$ 8,364.95**	**-21.21%**
Total Income	**$ 31,078.86**	**$ 39,443.81**	**-$ 8,364.95**	**-21.21%**
Gross Profit	**$ 31,078.86**	**$ 39,443.81**	**-$ 8,364.95**	**-21.21%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	13,561.13	12,940.94	620.19	4.79%
5030 Operations	2,594.32	1,873.26	721.06	38.49%
5040 Operations O/T	0.00	0.00	0.00	0.00%
5050 Course Personnel	26,545.69	23,967.05	2,578.64	10.76%
5060 Course Personnel O/T	0.00	0.00	0.00	0.00%
5070 Seasonal Personnel	0.00	-275.55	275.55	100.00%
5080 Seasonal Personnel O/T	0.00	0.00	0.00	0.00%
Total 5000 PERSONNEL EXPENSE	**$ 42,701.14**	**$ 38,505.70**	**$ 4,195.44**	**10.90%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	3,243.29	2,908.82	334.47	11.50%
5230 State Unemployment	2,334.07	2,133.81	200.26	9.39%
5250 Health Insurance	4,002.52	3,199.15	803.37	25.11%
5260 Workmans Compensation	1,396.65	814.35	582.30	71.50%
5270 Retirement Plans	528.86	592.78	-63.92	-10.78%
Total 5200 EMPLOYEE BENEFITS	**$ 11,505.39**	**$ 9,648.91**	**$ 1,856.48**	**19.24%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	1,178.10	1,048.36	129.74	12.38%
5430 Professional Fees	2,515.14	2,515.14	0.00	0.00%
5436 Advertising	648.67	743.05	-94.38	-12.70%

5440 Office Expense	577.38	635.08	-57.70	-9.09%
5441 Bank Charges	17.15	113.90	-96.75	-84.94%
5442 Credit Card Fees	479.94	316.40	163.54	51.69%
5450 Training and Dues	330.00	595.00	-265.00	-44.54%
5461 Authority Secretarial Services	130.00	240.00	-110.00	-45.83%
5469 Other Outside Services	782.11	751.91	30.20	4.02%
5470 Other Administrative	455.08	649.06	-193.98	-29.89%
5480 Utilities	2,817.09	3,208.70	-391.61	-12.20%
5500 Liability Insurance	6,044.57	4,073.77	1,970.80	48.38%
5520 Interest Expense	621.11	1,031.59	-410.48	-39.79%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 16,596.34**	**$ 15,921.96**	**$ 674.38**	**4.24%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	484.00	0.00	484.00	100.00%
Total 5600 SALES AND OPERATIONS	**$ 484.00**	**$ 0.00**	**$ 484.00**	
5700 PARK MAINTENANCE				
5710 Water	401.70	706.65	-304.95	-43.15%
5720 Heating Fuel	2,468.11	1,956.03	512.08	26.18%
5740 Tree Maintenance	0.00	1,060.00	-1,060.00	-100.00%
5760 Irrigation Maintenance	310.00	0.00	310.00	100.00%
5770 Consumable Tools	113.39	65.61	47.78	72.82%
5800 Equipment Maintenance	2,501.71	411.28	2,090.43	508.27%
5820 Building Maintenance	4,957.97	1,024.48	3,933.49	383.95%
Total 5700 PARK MAINTENANCE	**$ 10,752.88**	**$ 5,224.05**	**$ 5,528.83**	**105.83%**
6000 CART EXPENSE				
6020 Electricity	68.63	193.44	-124.81	-64.52%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 468.63**	**$ 593.44**	**-$ 124.81**	**-21.03%**
Total Expenses	**$ 82,508.38**	**$ 69,894.06**	**$ 12,614.32**	**18.05%**
Net Operating Income	**-$51,429.52**	**-$ 30,450.25**	**-$20,979.27**	**-68.90%**
Other Expenses				
8000 Depreciation/Amortization	19,973.46	19,973.46	0.00	0.00%
8001 Capital projects				
8100 Capital Projects - Cash	1,042.56	616.64	425.92	69.07%
Total 8001 Capital projects	**$ 1,042.56**	**$ 616.64**	**$ 425.92**	**69.07%**
Total Other Expenses	**$ 21,016.02**	**$ 20,590.10**	**$ 425.92**	**2.07%**
Net Other Income	**-$21,016.02**	**-$ 20,590.10**	**-$ 425.92**	**-2.07%**
Net Income	**-$72,445.54**	**-$ 51,040.35**	**-$21,405.19**	**-41.94%**

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

	Total			
	Jul 2019 - Jan 2020	Jul 2018 - Jan 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	584,404.68	531,789.50	52,615.18	9.89%
4020 I.D. Cards	27,110.00	38,715.00	-11,605.00	-29.98%
4030 Tournament Fees	62,875.00	59,405.10	3,469.90	5.84%
4050 Cart Revenue	194,382.00	174,829.00	19,553.00	11.18%
4055 GolfBoard Revenue	2,897.00	3,767.00	-870.00	-23.10%
4060 Golf Revenue - Gift Certif.	15,135.00	14,151.95	983.05	6.95%
4070 Gift & Rain Checks Redeemed	-14,152.10	-13,669.00	-483.10	-3.53%
Total 4001 Golf Revenue	$ 872,651.58	$ 808,988.55	$ 63,663.03	7.87%
4100 Tennis Revenue	15,052.80	15,000.00	52.80	0.35%
4200 Rental Income	9,625.00	9,450.00	175.00	1.85%
4300 Investment Income	32.69	32.05	0.64	2.00%
4400 Misc. Income	128.89	50.00	78.89	157.78%
4600 Restaurant Income	26,000.00	7.00	25,993.00	371328.57%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	$ 923,490.96	$ 833,527.60	$ 89,963.36	10.79%
Total Income	$ 923,490.96	$ 833,527.60	$ 89,963.36	10.79%
Gross Profit	$ 923,490.96	$ 833,527.60	$ 89,963.36	10.79%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	93,374.57	88,570.07	4,804.50	5.42%
5030 Operations	114,819.38	101,649.79	13,169.59	12.96%
5040 Operations O/T	1,027.94	472.23	555.71	117.68%
5050 Course Personnel	177,327.34	171,653.98	5,673.36	3.31%
5060 Course Personnel O/T	767.52	455.65	311.87	68.45%
5070 Seasonal Personnel	92,872.80	76,972.47	15,900.33	20.66%
5080 Seasonal Personnel O/T	806.70	346.61	460.09	132.74%
Total 5000 PERSONNEL EXPENSE	$ 480,996.25	$ 440,120.80	$ 40,875.45	9.29%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	36,480.44	33,413.40	3,067.04	9.18%
5230 State Unemployment	13,594.63	11,447.61	2,147.02	18.76%
5250 Health Insurance	17,839.68	24,965.67	-7,125.99	-28.54%
5260 Workmans Compensation	11,599.36	10,118.53	1,480.83	14.63%
5270 Retirement Plans	3,652.62	4,380.11	-727.49	-16.61%
Total 5200 EMPLOYEE BENEFITS	$ 83,166.73	$ 84,325.32	-$ 1,158.59	-1.37%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	6,504.86	6,034.35	470.51	7.80%

5430 Professional Fees	17,515.14	17,515.14	0.00	0.00%
5436 Advertising	8,192.26	6,893.33	1,298.93	18.84%
5440 Office Expense	9,104.85	7,772.62	1,332.23	17.14%
5441 Bank Charges	184.10	272.30	-88.20	-32.39%
5442 Credit Card Fees	21,340.27	19,586.40	1,753.87	8.95%
5445 Postage	22.00	44.70	-22.70	-50.78%
5450 Training and Dues	1,375.00	1,720.00	-345.00	-20.06%
5461 Authority Secretarial Services	1,110.00	1,440.00	-330.00	-22.92%
5469 Other Outside Services	3,542.70	3,318.44	224.26	6.76%
5470 Other Administrative	5,027.72	4,229.43	798.29	18.87%
5480 Utilities	42,093.03	30,688.83	11,404.20	37.16%
5500 Liability Insurance	42,056.12	28,521.34	13,534.78	47.45%
5520 Interest Expense	4,594.42	6,039.44	-1,445.02	-23.93%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 162,662.47**	**$ 134,076.32**	**$ 28,586.15**	**21.32%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	4,479.77	6,143.57	-1,663.80	-27.08%
5640 Golf Pro Supplies	1,323.31	2,099.14	-775.83	-36.96%
Total 5600 SALES AND OPERATIONS	**$ 5,803.08**	**$ 8,242.71**	**-$ 2,439.63**	**-29.60%**
5700 PARK MAINTENANCE				
5710 Water	29,134.99	22,079.81	7,055.18	31.95%
5720 Heating Fuel	5,928.65	5,437.94	490.71	9.02%
5730 Grounds Maintenance	11,431.65	12,551.13	-1,119.48	-8.92%
5740 Tree Maintenance	200.00	1,060.00	-860.00	-81.13%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	19,495.46	30,162.21	-10,666.75	-35.36%
5752 Agriculture/Chemicals Utilized	27,552.58	19,196.94	8,355.64	43.53%
Total 5750 Agriculture and Chemicals	**$ 47,048.04**	**$ 49,359.15**	**-$ 2,311.11**	**-4.68%**
5760 Irrigation Maintenance	7,085.48	8,346.68	-1,261.20	-15.11%
5770 Consumable Tools	2,474.26	1,985.58	488.68	24.61%
5780 Tee and Green Supplies	13.50	0.00	13.50	100.00%
5795 Janitorial Supplies	0.00	29.01	-29.01	-100.00%
5800 Equipment Maintenance	22,944.57	15,720.26	7,224.31	45.96%
5810 Equipment Rental	98.64	0.00	98.64	100.00%
5820 Building Maintenance	10,286.86	8,648.29	1,638.57	18.95%
5840 Small Equipment	516.19	920.00	-403.81	-43.89%
5860 Gasoline/Diesel Fuel	8,035.07	7,237.54	797.53	11.02%
5880 Employee work clothes	63.74	0.00	63.74	100.00%
Total 5700 PARK MAINTENANCE	**$ 145,261.64**	**$ 133,375.39**	**$ 11,886.25**	**8.91%**
6000 CART EXPENSE				
6010 Cart Lease Expense	56,985.74	55,782.28	1,203.46	2.16%
6015 Board Lease Expense	4,178.01	4,716.09	-538.08	-11.41%
6020 Electricity	9,927.00	9,027.21	899.79	9.97%
6030 Maintenance	1,204.42	2,605.51	-1,401.09	-53.77%
6050 Cart Insurance	2,800.00	2,800.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	2,000.00	-2,000.00	-100.00%
Total 6000 CART EXPENSE	**$ 75,095.17**	**$ 76,931.09**	**-$ 1,835.92**	**-2.39%**
Total Expenses	**$ 952,985.34**	**$ 877,071.63**	**$ 75,913.71**	**8.66%**

Net Operating Income	**-$ 29,494.38**	**-$ 43,544.03**	**$ 14,049.65**	**32.27%**
Other Expenses				
8000 Depreciation/Amortization	139,814.22	139,256.40	557.82	0.40%
8001 Capital projects				
8100 Capital Projects - Cash	12,664.34	25,511.61	-12,847.27	-50.36%
Total 8001 Capital projects	**$ 12,664.34**	**$ 25,511.61**	**-$12,847.27**	**-50.36%**
Total Other Expenses	**$ 152,478.56**	**$ 164,768.01**	**-$12,289.45**	**-7.46%**
Net Other Income	**-$ 152,478.56**	**-$ 164,768.01**	**$ 12,289.45**	**7.46%**
Net Income	**-$ 181,972.94**	**-$ 208,312.04**	**$ 26,339.10**	**12.64%**

Oak Hills Park Authority
FY19 Actual vs. Budget

	January Act	January Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$8,348	$2,952	$5,396	182.8%	$584,405	$588,533	-$4,128	-0.7%
4020 · I.D. Cards	$18,150	$39,127	-$20,977	-53.6%	$27,110	$47,588	-$20,478	-43.0%
4030 · Tournament Fees	$0	$0	$0	0.0%	$62,875	$58,570	$4,305	7.4%
4050 · Cart Revenue	$0	$0	$0	0.0%	$194,382	$191,432	$2,950	1.5%
4055 · GolfBoard Revenue	$0	$0	$0	0.0%	$2,897	$4,108	-$1,211	-29.5%
4060 · Golf Revenue - Gift Certif.	$1,325	$419	$906	216.5%	$15,135	$15,156	-$21	-0.1%
4070 · Gift & Rain Checks Redeemed	-$125	-$339	$214	-63.2%	-$14,152	-$14,153	$1	0.0%
Total 4001 · Golf Revenue	**$27,698**	**$42,159**	**-$14,461**	**-34.3%**	**$872,652**	**$891,235**	**-$18,583**	**-2.1%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$15,053	$15,038	$15	0.1%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$9,625	$9,625	$0	0.0%
4300 · Investment Income	$4	$7	-$3	-49.9%	$33	$107	-$75	-69.6%
4400 · Misc. Income	$2	$0	$2	0.0%	$129	$59	$70	118.9%
4600 · Restaurant Income	$2,000	$4,000	-$2,000	-50.0%	$26,000	$28,000	-$2,000	-7.1%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$3,381**	**$5,382**	**-$2,001**	**-37.2%**	**$50,839**	**$52,829**	**-$1,990**	**-3.8%**
TOTAL REVENUE	**$31,079**	**$47,541**	**-$16,462**	**-34.6%**	**$923,491**	**$944,064**	**-$20,573**	**-2.2%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$13,561	$13,574	$13	0.1%	$93,375	$93,438	$63	0.1%
5030 · Operations	$2,594	$1,313	-$1,281	-97.6%	$114,819	$98,450	-$16,370	-16.6%
5040 · Operations O/T	$0	$0	$0	0.0%	$1,028	$0	-$1,028	0.0%
5050 · Course Personnel	$26,546	$26,021	-$525	-2.0%	$177,327	$183,569	$6,241	3.4%
5060 · Course Personnel O/T	$0	$0	$0	0.0%	$768	$130	-$638	-491.3%
5070 · Seasonal Personnel	$0	$0	$0	0.0%	$92,873	$95,934	$3,061	3.2%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$807	$0	-$807	0.0%
Total 5000 · PERSONNEL EXPENSE	**$42,701**	**$40,908**	**-$1,793**	-4.4%	**$480,996**	**$471,520**	**-$9,476**	-2.0%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$3,243	$3,163	-$80	-2.5%	$36,480	$36,470	-$11	0.0%
5230 · State Unemployment	$2,334	$2,225	-$109	-4.9%	$13,595	$12,419	-$1,176	-9.5%
5250 · Health Insurance	$4,003	$2,695	-$1,307	-48.5%	$17,840	$19,431	$1,591	8.2%
5260 · Workmans Compensation	$1,397	$800	-$597	-74.6%	$11,599	$11,400	-$199	-1.7%
5270 · Retirement Plans	$529	$583	$54	9.3%	$3,653	$4,193	$540	12.9%
Total 5200 · EMPLOYEE BENEFITS	**$11,505**	**$9,467**	**-$2,039**	-21.5%	**$83,167**	**$83,912**	**$745**	0.9%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$1,178	$1,006	-$172	-17.1%	$6,505	$6,964	$459	6.6%
5430 · Professional Fees	$2,515	$2,700	$185	6.8%	$17,515	$18,500	$985	5.3%
5436 · Advertising	$649	$850	$202	23.7%	$8,192	$8,762	$570	6.5%
5440 · Office Expense	$577	$617	$39	6.4%	$9,105	$8,214	-$891	-10.9%
5441 · Bank Charges	$17	$76	$59	77.6%	$184	$280	$96	34.2%
5442 · Credit Card Fees	$480	$680	$200	29.4%	$21,340	$21,269	-$72	-0.3%
5445 · Postage		$0	$0	0.0%	$22	$29	$7	24.9%
5450 · Training and Dues	$330	$559	$229	40.9%	$1,375	$1,955	$580	29.7%
5461 · Authority Secretarial Services	$130	$123	-$7	-5.7%	$1,110	$885	-$225	-25.4%
5469 · Other Outside Services	$782	$729	-$53	-7.2%	$3,543	$3,220	-$322	-10.0%
5470 · Other Admin	$455	$675	$219	32.5%	$5,028	$4,638	-$390	-8.4%
5471 · Charitable Contributions		$0	$0	0.0%	$0	$0	$0	0.0%
5480 · Utilities	$2,817	$4,464	$1,646	36.9%	$42,093	$42,407	$314	0.7%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$9,931**	**$12,479**	**$2,548**	20.4%	**$116,012**	**$117,122**	**$1,110**	0.9%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$6,045	$5,853	-$191	-3.3%	$42,056	$41,270	-$786	-1.9%

Oak Hills Park Authority
FY19 Actual vs. Budget

	January Act	January Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5520 · Interest	$621	$1,041	$420	40.4%	$4,594	$5,414	$820	15.1%
Total 5500 · DEBT SERVICE AND INSURANCE	**$6,666**	**$6,895**	**$229**	3.3%	**$46,651**	**$46,685**	**$34**	0.1%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$484	$1,268	$784	61.8%	$4,480	$7,659	$3,179	41.5%
5640 · Golf Pro Supplies	$0	$319	$319	100.0%	$1,323	$1,907	$584	30.6%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5600 SALES AND OPERATIONS	**$484**	**$1,587**	**$1,103**	69.5%	**$5,803**	**$9,566**	**$3,763**	39.3%
5700 · PARK MAINTENANCE								
5710 · Water	$402	$881	$480	54.4%	$29,135	$33,346	$4,211	12.6%
5720 · Heating Fuel	$2,468	$2,177	-$291	-13.4%	$5,929	$6,650	$722	10.8%
5730 · Grounds Maintenance	$0	$371	$371	100.0%	$11,432	$14,837	$3,406	23.0%
5740 · Tree Maintenance	$0	$2,400	$2,400	100.0%	$200	$5,000	$4,800	96.0%
5751 · Agriculture&Chemicals-Purch	$0		$0	0.0%	$19,495	$0	-$19,495	0.0%
5752 · Agriculture/Chemicals Utilized		$0	$0	0.0%	$27,553	$55,123	$27,570	50.0%
5760 · Irrigation Maintenance	$310	$106	-$204	-192.0%	$7,085	$7,730	$645	8.3%
5770 · Consumable Tools	$113	$22	-$91	-406.2%	$2,474	$2,055	-$420	-20.4%
5780 · Tee and Green Supplies	$0	$0	$0	0.0%	$14	$14	$0	0.0%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$0	$297	$297	100.0%
Total 5700 · PARK MAINTENANCE	**$3,293**	**$5,959**	**$2,665**	44.7%	**$103,317**	**$125,052**	**$21,735**	17.4%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$2,502	$3,478	$977	28.1%	$22,945	$19,465	-$3,480	-17.9%
5810 · Equipment Rental	$0		$0	0.0%	$99	$3,000	$2,901	96.7%
5820 · Building Maintenance	$4,958	$1,141	-$3,817	-334.6%	$10,287	$9,495	-$792	-8.3%
5840 · Small Equipment	$0	$0	$0	0.0%	$516	$2,000	$1,484	74.2%
5860 · Gasoline/Diesel Fuel	$0	$559	$559	100.0%	$8,035	$8,425	$390	4.6%
5880 · Employee work clothes	$0	$0	$0	0.0%	$64	$64	$0	0.0%
Total 5800 · PARK EQUIPMENT	**$7,460**	**$5,179**	**-$2,281**	-44.0%	**$41,945**	**$42,449**	**$503**	1.2%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$0	$0	0.0%	$56,986	$53,266	-$3,719	-7.0%
6015 · Board Lease Expense	$0	$0	$0	0.0%	$4,178	$4,332	$154	3.6%
6020 · Electricity	$69	$97	$28	29.2%	$9,927	$9,275	-$652	-7.0%
6030 · Maintenance	$0	$121	$121	100.0%	$1,204	$1,782	$578	32.4%
6050 · Cart Insurance	$400	$400	$0	0.0%	$2,800	$2,800	$0	0.0%
6060 · Misc. Cart Expense	$0	$100	$100	100.0%	$0	$500	$500	100.0%
Total 6000 · CART EXPENSE	**$469**	**$718**	**$249**	34.7%	**$75,095**	**$71,956**	**-$3,139**	-4.4%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$82,508**	**$83,190**	**$682**	0.8%	**$952,985**	**$968,261**	**$15,276**	1.6%
TOTAL OPERATIONAL NET INCOME	**-$51,430**	**-$35,649**	**-$15,780**	44.3%	**-$29,494**	**-$24,197**	**-$5,298**	21.9%
Depreciation/Amortization								
Restructured Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Funding $150k	$0	$0	$0	0.0%	$0	$0	$0	0.0%
$150K Operating Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Expense	**$0**	**$0**	**$0**	0.0%	**$0**	**$0**	**$0**	0.0%
NET INCOME BEFORE CAPITAL EXPENSES	**-$51,430**	**-$35,649**	**-$15,780**	44.3%	**-$29,494**	**-$24,197**	**-$5,298**	21.9%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	$1,043	$2,119	$1,077	50.8%	$12,664	$19,404	$6,740	34.7%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Contingency								
Total 8000 · OTHER EXPENSE	$1,043	$2,119	$1,077	50.8%	$12,664	$19,404	$6,740	34.7%
NET INCOME	**-$52,472**	**-$37,768**	**-$14,704**	38.9%	**-$42,159**	**-$43,601**	**$1,443**	-3.3%

PKF O'CONNOR DAVIES
ACCOUNTANTS AND ADVISORS

Oak Hills Park Authority

Financial Statements
With Independent Auditors' Report
For The Year Ended June 30, 2019

Oak Hills Park Authority

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Independent Auditors' Report

Board of Directors
Oak Hills Park Authority

We have audited the accompanying financial statements of Oak Hills Park Authority which consist of the statement of net position as of June 30, 2019, the related statements of revenues, expenses and change in net position and cash flows for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Oak Hills Park Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the statement of net position of Oak Hills Park Authority as of June 30, 2019, and the respective statements of revenues, expenses and change in net position and cash flows, and notes to the financial statements, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

PKF O'CONNOR DAVIES, LLP
3001 Summer Street, 5th Floor East, Stamford, CT 06905 I Tel: 203.323.2400 I Fax: 203.967.8733 I www.pkfod.com

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Oak Hills Park Authority's basic financial statements. The supplemental schedules on pages 18 and 19 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

PKF O'Connor Davies, LLP

December 12, 2019

Management's Discussion and Analysis
For the year ended June 30, 2019

Within this section of the Oak Hills Park Authority (the "Authority") annual financial report, the Authority's management provides narrative discussion and analysis of the financial condition and activities of the Authority as of and for the year ended June 30, 2019. The Authority's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section. This information should be read in conjunction with the audited financial statements and accompanying notes to the financial statements which follow this section.

Financial Highlights

- The liabilities of the Authority exceeded its assets at the close of the most recent fiscal year by $780,502 (*net position*).

- The Authority's total net position decreased by $74,174. The decrease is substantially due to the on-going expenses that exceed revenue generation.

- The Authority's debt and notes payable decreased by $123,991 during the current fiscal year due to new capital leases for the financing of ground maintenance equipment, offset by repayments of the line of credit, and scheduled principal payments.

Overview of the Financial Statements

Management's discussion and analysis introduces the Authority's basic financial statements which include the statement of net position, the statement of revenues, expenses and change in net position, the statement of cash flows, notes to the financial statements and information to supplement the basic financial statements.

The statement of net position is the statement of position presenting information that includes the Authority's assets and liabilities, with the difference reported as net position. Over time, increases and decreases in net position may serve as a useful indicator whether the financial position of the Authority is improving or deteriorating. Evaluation of the overall economic health of the Authority would extend to other nonfinancial factors in addition to the financial information provided in this report.

The statement of revenues, expenses and change in net position reports how the Authority's net position changed during the current fiscal year. An important purpose of the design of the statement of revenues, expenses and change in net position is to show the financial reliance of the Authority's distinct activities or functions on revenue provided by the users of the Park.

The accompanying notes to the financial statements provide information essential to a full understanding of the Authority's financial statements. The notes to the financial statements begin immediately following the basic financial statements.

In addition to the basic financial statements and accompanying notes, this report also presents certain supplementary information concerning the Authority's expenses for personnel, administrative and park maintenance expenses. Supplementary information follows the notes to the financial statements.

Financial Analysis

As year-to-year financial information is accumulated on a consistent basis, changes in net position may be observed and used to discuss the changing financial position of the Authority.

The following provides a summary of the Authority's net position at June 30:

	2019	2018
Current Assets	$ 161,157	$ 168,203
Capital Assets, net	1,665,207	1,889,699
Total Assets	$ 1,826,364	$ 2,057,902
Long-term Liabilities	2,212,410	2,196,683
Other Liabilities	394,456	567,547
Total Liabilities	$ 2,606,866	$ 2,764,230
Net Position		
Net Investment in Capital Assets	(601,209)	(610,708)
Unrestricted	(179,293)	(95,620)
Total Net Position	$ (780,502)	$ (706,328)

The following provides a summary of revenues, operating expenses, nonoperating expenses, special item, capital contribution and changes in net position before for the years ended June 30:

	2019	2018
Revenues	$ 1,499,504	1,610,423
Operating Expenses	(1,745,892)	(1,723,302)
Net Nonoperating Revenue (Expenses)	(13,256)	(65,367)
Net Change in Net Position Before Special Item and Capital Contributions	(259,644)	(178,246)
Special item - forgiveness of interest	102,470	-
Capital contribution	83,000	-
Net Change in Net Position	$ (74,174)	$ (178,246)

Total net position is comprised of the following:

1. Total net position is restricted by constraints imposed by the lease agreement with the City of Norwalk.
2. Unrestricted net position (deficit) represents the portion available to maintain the Authority's continuing obligations for its operation and to its creditors.
3. Capital assets include park improvements, a restaurant and machinery and equipment, net of accumulated depreciation.

The Authority's net position at June 30, 2019 is a deficit of $780,502, an increase of $74,174 over the previous year deficit of $706,328. Net position decreased due to shortfalls in user fees and the debt burden that has resulted from cumulative capital costs.

Total liabilities of the Authority decreased by $157,364 to $2,606,866 primarily due to decreases in capital lease obligations and borrowings under the line of credit.

Revenue for the year was $1,499,504, decrease of $110,919 over revenue reported for the prior year, primarily due to an decrease in golf fees and rental income. Revenue for fiscal year 2019 was $39,953 less than budgeted primarily due to lower than anticipated membership and cart rental revenue.

Operating expenses for the year were $1,745,892, an increase of $22,590 over operating expenses reported for the prior year due to an increase in utilities and depreciation expenses. Operating expenses for fiscal year 2019 were $11,549 more than budgeted due to decreased personnel and park maintenance, offset by an increase in administrative expense and depreciation.

Net nonoperating expenses for the year were $13,256, a decrease of $52,111 over the prior year due to a forgiveness of board interest to the City of Norwalk.

During the year ended June 30, 2019, the Authority acquired $42,885 of capital assets including restaurant equipment and refurbishment to the restaurant. No assets were retired from service during the year.

Capital assets

The following provides a summary of capital assets (net) at June 30, 2019 and 2018:

	2019	2018
Park Improvements	$ 503,715	$ 569,796
Restaurant	1,028,598	1,145,265
Machinery and Equipment	132,894	174,638
Total Capital Assets, net	$ 1,665,207	$ 1,889,699

Long-term debt

At the end of the current fiscal year, the Authority had total long-term debt of $2,376,416, decrease of $123,991 as compared to the prior year. The decrease is due to principal payments of $97,228, and capital lease payment of $26,763. All debt is backed by the full faith and credit of the Authority.

	2019	2018
City Debt	$ 2,135,232	$ 2,191,246
Commercial Debt	120,300	161,514
Capital Leases	120,884	147,647
Total Long-term Debt	$ 2,376,416	$ 2,500,407

Additional information on the Authority's long-term debt can be found in Notes 6, 7 and 8.

Economic Factors

The Authority's operations are driven by user fees. With the economy relatively strong and steady, combined with the recent improvements to the facilities, we expect user fees to increase going forward. The Board considers the condition of the local economy as well as other factors when developing the Authority's annual operating budget.

Requests for Information

This financial report is designed to provide a general overview of the Authority's finances for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Mark Gartner, Oak Hills Park Golf Course, 165 Fillow Street, Norwalk, Connecticut 06850.

Oak Hills Park Authority

Statement of Net Position

Year Ended June 30, 2019

ASSETS	
Current Assets	
Cash	$ 33,481
Receivables and prepaid expense	41,821
Prepaid supplies	83,755
Other assets	2,100
Total Current Assets	161,157
Capital Assets, net	1,665,207
Total Assets	$ 1,826,364
LIABILITIES AND NET POSITION	
Current Liabilities	
Account payable	$ 36,351
Accrued expenses	120,639
Unearned revenue	72,110
Borrowings under a line of credit	110,000
Current portion of notes payable	9,190
Capital lease payable	46,166
Total Current Liabilities	394,456
Noncurrent Liabilities	
Security deposit	1,350
Notes payable, less current portion	2,136,342
Capital lease payable	74,718
Total Noncurrent Liabilities	2,212,410
Total Liabilities	2,606,866
Net Position	
Net investment in capital assets	(601,209)
Without restriction	(179,293)
Total Net Position	(780,502)
Total Liabilities and Net Position	$ 1,826,364

See accompanying notes to financial statements

Oak Hills Park Authority

Statement of Revenue, Expenses and Change in Net Position
Budget and Actual
Year Ended June 30, 2019

	Actual	Budget
REVENUES		
Golf fees	$ 1,025,153	$ 1,010,085
Identification cards	126,580	155,036
Cart revenue	293,400	323,036
Rental income	53,342	49,300
Other	1,029	2,000
Total Revenue	1,499,504	1,539,457
EXPENSES		
Personnel	874,428	893,017
Administrative	190,370	180,191
Park maintenance	277,901	312,209
Carts	135,816	128,926
Depreciation	267,377	220,000
Total Expense	1,745,892	1,734,343
Operating Loss	(246,388)	(194,886)
NONOPERATING REVENUES AND (EXPENSES)		
Investment income	51	200
Interest expense	(13,307)	(16,388)
Net Nonoperating Revenues and (Expenses)	(13,256)	(16,188)
Loss before special item and capital contributions	(259,644)	-
Special item - forgiveness of interest	102,470	-
Capital contribution	83,000	-
Change in net position	(74,174)	$ (211,074)
Total Position - July 1, 2018	(706,328)	
Total Position - June 30, 2019	$ (780,502)	

See accompanying notes to financial statements

Oak Hills Park Authority
Statement of Cash Flows
Year Ended June 30, 2019

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	$ 1,449,255
Receipts from tenants	53,342
Payments to employees for services	(854,642)
Payments to suppliers for goods and services	(676,590)
Net Cash Provided By Operating Activities	(28,635)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Principal paid on debt	(97,228)
Payments on capital leases	(26,763)
Forgiveness of interest	102,470
Interest paid	(13,307)
Capital contribution	83,000
Purchase of capital assets	(42,885)
Net Cash Used for Capital and Related Financing Activities	5,287
NET CASH FROM INVESTING ACTIVITES	
Interest income	51
Net Change in Cash	(23,297)
CASH	
Beginning of year	56,778
End of year	$ 33,481
RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:	
Operating income (loss)	$ (246,388)
Adjustments to reconcile operating loss to net cash provided by operating activities:	
Depreciation	267,377
Changes in operating assets and liabilities	
Accounts receivable	(2,994)
Prepaid expenses	(11,157)
Prepaid supplies	(2,100)
Accounts payable	(13,153)
Accrued expenses	(26,307)
Unearned revenue	6,087
Net Cash Provided by Operating Activities	$ (28,635)

See accompanying notes to financial statements

1. Organization

Oak Hills Park Authority (the "Authority") was created by Common Council of the City of Norwalk (the “City”), in accordance with Section 7-130a through 7-130w of the Connecticut General Statutes, in February 1997 for the purpose of acquiring, constructing, operating, maintaining and managing the Oak Hills Park (the “Park”), including the golf course, tennis courts and related recreational facilities currently located in Norwalk, Connecticut, for the use, enjoyment and benefit of the public. On December 22, 1997, the Authority entered into a lease agreement with the City of Norwalk effective March 1, 1998, at which time the Authority assumed responsibility for the operations of the Park.

The ordinance creating the Authority provides that the powers of the Authority shall be exercised by a body of nine members consisting of two members appointed by the Mayor of the City of Norwalk and seven members appointed by a majority vote of the Common Council of the City of Norwalk. Appointed members serve for a term of three years or until their successors are appointed or qualified.

The Authority is to adopt its annual budget for the ensuing fiscal year on or before June 1 of each year and is required to submit its proposed annual budget to the Mayor, Board of Estimate and Taxation and the Common Council by January 1 of each year.

2. Summary of Significant Accounting Policies

This summary of significant accounting policies of the Authority is presented to assist in understanding the Authority’s financial statements. The financial statements and selected notes are representations of the Authority’s management, which is responsible for their integrity and objectivity.

Basis of Accounting and Financial Statement Presentation

The financial statements of the Authority are prepared in accordance with generally accepted accounting principles.

The financial statements utilize the economic resources measurement focus and the accrual basis of accounting. Under this method, all assets and liabilities associated with operations are included on the statement of net position, revenues are recorded in the period they become available and measurable, which is at the time the service is provided, and expenses are recorded at the time liabilities are incurred.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

2. Summary of Significant Accounting Policies *(continued)*

Cash and Cash Equivalents

For the purposes of the statement of cash flows, the Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. When both restricted and unrestricted resources are available for use, it is the policy of the Authority to use unrestricted resources first, and then restricted resources as they are needed.

Receivables

Receivables are recorded when they are billed.

Prepaid Supplies

Prepaid supplies, consisting primarily of chemicals and agricultural products, are stated at cost.

Capital Assets

Capital assets, consisting of a restaurant, park improvements and machinery and equipment, are stated at cost and are depreciated over their estimated useful lives on a straight-line basis. Maintenance and repairs are expensed in the year incurred. Major renewals and betterments of equipment and facilities in excess of $500 are capitalized and depreciated over the estimated life of the asset.

The estimated useful lives of assets are as follows:

Park improvements	10 to 23.5 years
Restaurant	25 years
Machinery and equipment	5 years

Employee Sick Leave

Full time employees are entitled to accrue sick leave at the rate of 4.67 hours per month and are only able to use sick leave after their initial six months of employment. The maximum number of sick leave hours each employee is allowed to accrue is 56. There is no carryover to the next fiscal year of unused sick leave time; therefore, sick leave not used by June 30 is lost. No accrued, but unused sick time shall be paid out upon employee termination.

Long-term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Long-term debt is reported net of the applicable premium or discount. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenses.

2. Summary of Significant Accounting Policies *(continued)*

Fund Equity and Net Position

Net position is classified into the following categories:

Net investment in capital assets
This category presents the net position that reflect capital assets net of only the debt applicable to the acquisition or construction of these assets. Debt issued for non-capital purposes, and unspent bond proceeds, are excluded.

Restricted net position
This category presents the net position restricted by external parties (creditors, grantors, contributors or laws and regulations).

Unrestricted net position
This category presents the net position of the Authority which is not restricted.

3. Operating Deficits and Going Concern

For the year ended June 30, 2019, the Authority incurred a loss of $259,644, exclusive of special item and capital contribution and ended the year with a working capital deficit of $229,889 and a deficiency in net position of $780,502. In addition, the Authority was able to meet its debt service obligations as they became due but had defaulted on its debt to the City. Subsequent to the default, the loan with the City was restructured (see Note 7) and the Authority is no longer in default.

4. Cash

Deposits - custodial credit risk - Custodial credit risk is the risk that, in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority does not have a deposit policy for custodial credit risk. The Authority's bank balance of $32,081 was fully insured at year end.

Financial instruments that potentially subject the Authority to significant concentrations of credit risk consist primarily of cash. From time to time, the Authority's cash account balances exceed the Federal Deposit Insurance Corporation limit. The Authority reduces its credit risk by maintaining its cash deposits with major financial institutions and monitoring their credit ratings.

5. Capital Assets

Costs relating to capital assets and related accumulated depreciation are as follows:

	Beginning Balance	Increase	Ending Balance
Capital Assets Being Depreciated			
Park improvements	$ 1,755,964	$ 17,900	$ 1,773,864
Restaurant	2,349,324	7,932	2,357,256
Machinery and equipment	1,015,496	17,053	1,032,549
Total Capital Assets Being Depreciated	5,120,784	42,885	5,163,669
Accumulated Depreciation for:			
Park improvements	$ 1,186,168	$ 83,981	$ 1,270,149
Restaurant	1,204,059	124,599	1,328,658
Machinery and equipment	840,858	58,797	899,655
Total Accumulated Depreciation	3,231,085	267,377	3,498,462
Total Capital Assets Being Depreciated, Net	$ 1,889,699	$ (224,492)	$ 1,665,207

6. Capital Lease Obligations

The Authority leases various park maintenance equipment from several finance companies. The economic substance of the leases is the Authority is financing the acquisition of the assets through leases and, accordingly, the leases are recorded in the Authority's assets and liabilities. Capital leases reflect the transfer of risks and benefits associated with the leased assets. During the year, the Authority leased two new capital assets with a total cost of $17,053.

The following leased assets are included in machinery and equipment:

	2019
Machinery and equipment	$ 232,045
Less accumulated deprecation	113,024
Net book value	$ 119,021

6. Capital Lease Obligations *(continued)*

Amortization associated with the capital equipment leased is included in depreciation expense. Maturities of future capital lease obligations are as follows:

2020	$ 50,362
2021	33,545
2022	28,267
2023	16,243
2024	2,763
	131,180
Less amounts treated as interest	(10,296)
Total capital lease obligations	$ 120,884

7. Notes Payable

Notes payable to the City are comprised of the Restaurant Debt, Irrigation Debt, Paving Debt, Capital Debt and Operating Debt (collectively, the "City Debt"). The Restaurant Debt, Irrigation Debt and Paving Debt have been combined as the "consolidated debt". The Authority also has other debt to the City which consists of three term loans and a line of credit. In July 2019, the Authority entered into an "Amended and Restated Loan Agreement" and restructured all the notes payable with the City. The outstanding balance of this consolidated debt was $2,135,232 at June 30, 2019.

Amended and Restated Loan Agreement

In 1997, the City issued the Oak Hills Park Project Bond Series dated 1997 totaling $2.5 million. The bond proceeds, as well as other City funds, were loaned by the City to the Authority and were used for improvements to the Park, as follows:

Irrigation Debt - $990,000 note payable to the City, advanced to the Authority in 1999

Paving Debt - $97,583 note payable to the City, advanced to the Authority in 1999

Restaurant Debt - $2,200,000 note payable to the City, originally dated January 2005

The Authority has other debt to the City which consists of two term loans, as follows:

Capital Debt - $150,000 promissory notes to the City, for the financing of capital improvements in 2012

Operating Debt - $150,000 promissory notes to the City, for the financing of operating expenses in 2013

7. Notes Payable *(continued)*

These debts were consolidated in July 2019 and are now subject to the terms in the Amended and Restated Loan Agreement, which eliminates interest retroactive to July 2016, extends the maturity date to July 1, 2045 and restricts repayment to a variable revenue-based amount beginning in July 2020. The forgiveness of previously accrued interest is $102,470. Payment of the consolidated loan shall commence on the first day of each month beginning July 1, 2020 in an amount equal to the number of rounds of golf played in the prior month multiplied by a "pay rate," which shall initially be set at $2.00 and shall increase by $.05 annually. (There were approximately 32,000 rounds played during the year ended June 30, 2019.) In addition to the monthly installments, the Authority shall pay by November 1 of each year an amount equal to one percent of total annual gross golf revenue to the extent available funds exist to make the payment. Any remaining outstanding principal is due in full on July 1, 2045.

Commercial Debt

In March 2015, the Authority financed the purchase of a maintenance vehicle which requires annual payments of principal and interest of $6,511 through March 2020 with interest payable at the rate of 6% per annum. The loan is secured by the vehicle financed.

In December 2015, the Authority financed the purchase of equipment which requires annual payments of principal and interest of $4,503 through October 2020. The agreement is secured by the equipment financed.

In September 2016, the Authority financed the purchase of equipment which required annual payments of principal of $1,375 through October 2019.

The Authority has a loan and security agreement with a bank which allows for advances of up to $200,000.(the "line of credit") The loan is payable on demand with interest at the Wall Street Journal Prime Rate, with a minimum interest rate of 5%. The loan is secured by all of the Authority's present and future right, title and interest in and to any and all of the personal property of the Authority. The loan requires the ratio of Earnings Before Interest Taxes and Amortization, EBITDA, as defined, and capital expenditures less new long-term indebtedness issued during the year to fund capital expenditures, to interest expense plus current maturities of long term debt, not to be less than 1.25 to 1.0 for any fiscal year. These covenants were not met during the year. The loan expired on December 16, 2018 and, despite the covenant violations, was extended to November 1, 2019.

8. Summary of All Long-term Debt

Long-term debt activity, including notes payable and capital lease obligations, for the year was as follows:

	City Debt	Commercial Financing	Capital Leases	Total
Beginning Balance	$ 2,191,246	$ 161,514	147,647	$ 2,500,407
Additions	-	240,000	17,053	257,053
Reductions	(56,014)	(281,214)	(43,816)	(381,044)
Ending Balance	$ 2,135,232	$ 120,300	$ 120,884	$ 2,376,416

Maturities of future long-term debt payments are as follows:

2020	$ 165,356
2021	102,306
2022	99,566
2023	93,134
2024	84,021
2025 through 2029	437,000
2030 through 2034	484,500
2035 through 2039	532,000
2040 through 2043	378,534
Total long-term debt	$ 2,376,416

9. Operating Leases Commitments

Effective March 1, 1998, the Authority assumed responsibility for the operations of the Park pursuant to the terms of a lease agreement entered into with the City on December 22, 1997. The term of the lease was for 15 years commencing March 1, 1998, renewable for two additional five-year periods. In August 2012, the Authority renewed the lease for an additional five year term through February 1, 2017. No new lease or lease extension has been signed and the Authority and representatives of the City are in on-going discussions with respect to the terms for the lease period subsequent to February 1, 2017.

The Authority's rental obligation under the lease is to repay all of the costs incurred in connection with the Oak Hills Park Project Bond Series dated 1997 totaling $2.5 million issued by the City for development of the Park (see Note 7). (The notes are a general obligation of the City.) The lease was never amended when the project funds were advanced by the City to the Authority, but the Authority has assumed that the service of the consolidated debt discussed in Note 7 satisfies its obligation under this lease.

9. Operating Leases Commitments *(continued)*

The Authority is also required to pay as additional rent to the City an amount equal to 50% of the Park's net operating revenues, as defined, up to $200,000, plus 75% of the next $200,000 of net operating revenues and 80% of the net operating revenues which exceed $400,000.

No rent or additional rent was paid to the City during the year ended June 30, 2019.

The Authority leases golf carts and other equipment under operating leases that extend through September, 2020. Rentals due under these leases for the years ending June 30 are as follows:

2020	$	79,966
2021		43,696
	$	123,662

The Authority subleases its restaurant, tennis facilities and front entrance house under short-term leases. Sublease income received during the year was $53,342.

10. Risk Management

The Authority is exposed to various risks of loss related to public official liability, theft or impairment of assets, errors and omissions, injury to employees and natural disasters. The Authority purchases commercial insurance for all other risks of loss, including blanket and umbrella policies.

Settled claims have not exceeded commercial coverage in any of the past three years, and there have not been any significant reductions in insurance coverage from amounts held in prior years.

11. Retirement Plan

The Authority maintains a 457(b) plan which provides for employee contributions in addition to matching contributions by the Authority of up to 2% of eligible compensation. Employer contributions for the year were $7,005.

*****

Supplementary Schedules

Oak Hills Park Authority

Supporting Supplementary Schedules of Personnel and Administrative Expenses
Year Ended June 30, 2019

	Actual	Budget
Personnel Expense		
Park maintenance wages	$ 283,334	$ 297,819
Operations wages	171,272	153,055
Management wages	149,216	150,625
Seasonal maintenance wages	130,246	146,386
Payroll taxes	76,437	79,070
Employee benefits	39,696	42,245
Workman's compensation insurance	17,222	16,301
Retirement plans	7,005	7,516
Total Personnel Expense	$ 874,428	$ 893,017
Administrative Expense		
Liability insurance	$ 56,596	$ 51,877
Other administrative expense	55,808	50,743
Professional fees	30,114	30,000
Office expense	13,366	13,538
Advertising expense	12,661	14,000
Telephone	10,606	7,796
Outside services	7,938	7,505
Training and dues	3,281	4,732
Total Administrative Expense	$ 190,370	$ 180,191

See independent auditors' report

Oak Hills Park Authority

Supporting Supplementary Schedule of Park Maintenance Expense
Year Ended June 30, 2019

	Actual	Budget
Park Maintenance Expense		
Agriculture and chemicals	$ 84,561	$ 85,000
Utilities	57,334	48,909
Water	26,203	50,000
Equipment maintenance	25,830	32,000
Grounds maintenance	22,736	25,000
Building maintenance	13,837	20,000
Gasoline	13,687	12,000
Irrigation system maintenance	13,084	13,000
Heating fuel	13,083	12,000
Consumable tools	3,364	2,000
Tee and green supplies	1,789	3,000
Other expense	1,294	3,500
Tree maintenance	1,060	5,000
Other supplies	39	800
Total Park Maintenance Expense	$ 277,901	$ 312,209

See independent auditors' report

NORWALK
The Sound of Connecticut

DEPARTMENT OF FINANCE

PURCHASING DIVISION

RE: RFP #3748 Request for Centralized Mailroom Services for the City of Norwalk and Board of Education Locations

On August 8, 2017, the Common Council authorized the action to execute a three (3) year agreement (07/01/2017-06/30/2020) for mailroom services for City and Board of Education locations with Canon Solutions America, Inc. for a total amount not to exceed $352,142.33. In the RFP documents and submissions, the City of Norwalk has the option to extend for two (2) additional one-year extensions.

We (City and BOE) have been satisfied with the service provided by Canon Solutions America, Inc... They have been very customer focus, provided conscious staff and prompt to respond to any changes/issues.

Canon has requested a price adjustment to the extended periods as the following:

- Year 1 (07/01/2020-06/30/2021) from $122,702.08 to $129,353.52.
- Year 2 (07/01/2021-06/30/2022) from $125,462.88 to $132,113.52.

Based on the consensus of the City and BOE and Canon's quality of service, we are recommending Canon be extended for the next two extension periods and the above stated pricing.

Regards,

Sharon Conners

Purchasing Agent

Agenda Language:

Authorize the Mayor, Harry W. Rilling, to exercise the first and second extensions of the two (2) additional (1) one year extensions of the agreement between the City and Canon Solutions America, Inc. for City and Board of Education Centralized Mail Room Services at Norwalk City Hall, Project No. 3748, for an amount not to exceed $261,467.04.

Account #: 01-100-013-13620-0-5259

Conners, Sharon

From:	Conners, Sharon
Sent:	Tuesday, March 3, 2020 1:46 PM
To:	Angel Manuel Negron
Cc:	Richard F. Fehn; Hodel, Bill; Karen Bartron
Subject:	RE: RFP 3748 Centralized Mailroom Services-City of Norwalk (City & BOE) - Renewal
Attachments:	Norwalk.pdf

Angel,

Thank you for providing the information.

This request to extend will have to go before the Finance Committee of the Common Council for review and authorization and then the Common Council before it even goes to the Law department to draft the extension. As you know it's quite a lengthy procedural process.

The plan is to get it before the Finance Committee this month. I will keep you inform of the progress.

Sharon Conners
Purchasing Agent

NORWALK
The Sound of Connecticut

City of Norwalk, Connecticut
125 East Avenue
PO BOX 5125
Norwalk, CT 06856-5125
203-854-7947 office
203-854-7817 fax

Purchasing & Central Services
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Attn: As of 07/29/2019, The Purchasing Department has relocated to Room 202

From: Angel Manuel Negron [mailto:anegron@csa.canon.com]
Sent: Tuesday, February 25, 2020 4:39 PM
To: Conners, Sharon <sconners@norwalkct.org>; Hodel, Bill <hodelw@norwalkps.org>
Cc: Richard F. Fehn <rfehn@csa.canon.com>
Subject: RFP 3748 Centralized Mailroom Services-City of Norwalk (City & BOE) - Renewal

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

Sharon, Bill ,

According to the Centralized Mail Room Services (City Locations AND BOE Locations) Contract the two one year options have annual bill rates of $122,702.08 (2021) and $125,462.88 (2022). These annual bill rates equate to a monthly rates of $10,225 (07/01/20-06/30/21) and $10,455 (07/01/2021-06/30/2022). These rates did include $145.54/mo for Iserve mail tracking but was never implemented or billed.

Monthly Contractual Bill Rate (BOE & City):
Year 2021: $10,225 - $145.54 Iserve = **$10,079.46** adjusted base rate
Year 2022: $10,455 - $145.54 Iserve = **$10,309.46** adjusted base rate

We have indicted the need for us to increase our fees by $350/mo per account.
The new proposed extension rates:

Year 2021: $10,079.46 + $700 = **$10,779.46** new monthly rate. The BOE and City would pay $5,389.73 each.
Year 2022: $10,309.46 + $700 = **$11,009.46** new monthly rate. The BOE and City would pay $5,504.73 each.

Upon your approval, I can draft up an amendment to extend the terms by 24 months.

Please advise.

Angel Negron
Manager, Operations

Global Managed Services (GMS)

Canon Solutions America, Inc.
1133 Westchester Ave, Suite A140 White Plains, NY 10604
www.csa.canon.com
anegron@csa.canon.com
T 914.286.2678 **C** 914.318.4309

2.2 ALTERNATE PRICING RESPONSE FORM - RFP # 3748 - **CENTRALIZED MAIL** ROOM SERVICES - City Locations AND Board of Education locations

Vendor Name - Canon Solutions America, Inc.		
Address - One Canon Park, Melville, NY 11747		
Phone - 347.404.1762	**Fax - 212.850.1132**	**Email mkrumholz@csa.canon.com**
Manager - Mike Krumholz, Enterprise Account Executive		**Fed ID# 13-2677004**

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied himself as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

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

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED PRICING – INITIAL PERIODS

1	**PROPOSAL LUMP SUM [07/01/17 - 06/30/18]**	$ 114,778.88
2	**PROPOSAL LUMP SUM [07/01/18 - 06/30/19]**	$ 117,361.41
3	**PROPOSAL LUMP SUM [07/01/19 - 06/30/20]**	$ 120,002.04
4	**TOTAL PROPOSAL LUMP SUM [07/01/17 - 06/30/20]**	$ 352,142.33
	Lump Sum in Writing	.
	.	

B. PROPOSED PRICING – EXTENSION PERIODS – POTENTIAL

5	**PROPOSAL LUMP SUM [07/01/20 - 06/30/21]**	$ 122,702.08
6	**PROPOSAL LUMP SUM [07/01/21 - 06/30/22]**	$ 125,462.88

Submitted by -		
Charles Bruschi, Senior VP, Finance Accounting & Budget Authorized Agent of Company (name and title)		Date **5/ /2017**

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

CANON SOLUTIONS LEGAL APPROVED AS TO FORM 5/15/17 DATE

Addendum #	1	Dated	5/1/2017	Addendum #	3	Dated	5/2/2017
Addendum #	2	Dated	5/1/2017	Addendum #	4	Dated	5/9/2017

Vendor Name _ Canon Solutions America, Inc.

C. Provide proposed costs for the following *additional* products / services as noted:

	Description	Proposed Cost
7.	Provide, upon receipt, supplemental mailroom personnel on a short-term temporary basis (part-time, up to 20 hours per week)	$ 24.50 per hour
8.	Provide, upon receipt, supplemental mailroom personnel on a short-term temporary basis (full-time, 21 - 37.5 hours per week)	$ 24.50 per hour
9.	Provide, upon receipt, supplemental mailroom personnel on a long-term basis – over 6 months (part-time, up to 20 hours per week)	$ 24.50 per hour
10.	Provide, upon receipt, supplemental mailroom personnel on a long-term basis – over 6 months (full-time, 21-37.5 hours per week)	$ 24.50 per hour

Note: include with your submission a detail overview of the additional products / services proposed.

D. Identify the key project team members who will provide these services. Quantify the key project team members level of involvement (X%). Provide an hourly rate (2012/2013) for each member.

	Name	Title	% Involved	
A	Michael Krumholz	Enterprise Account Executive	- 100%	$0.00
B	Angel Negron	Operations Manager	- 100%	$0.00
C	Richard Fehn	Regional Operations Manager	- 25%	$0.00
D	Change Mgmt/Project Mgmt Teams		- 25%	$0.00

D. Proposed Overtime Hourly Rates: provide an hourly over-time rate for key project team members who will provide these services:

	Name	Title	Hourly Rates	
A		Lead Site Representative/Site Rep	- $38	Weekday
B		Lead/RSR/Site Rep	- $45	Weekend
C		After Hour Delivery Mileage Rate	- $0.63	Per mile
D			-	

Note: provide proposed overtime rate(s) for off hours production weekdays, weekends, etc....

Canon
CANON SOLUTIONS AMERICA

Canon Solutions America, Inc.
One Canon Park,
Melville, NY 11747
Phone: 800.815.4000
www.csa.canon.com

2.2 PRICING RESPONSE FORM

Below are the cost components that make up the lump sum in Option 1:

Van:

- Maintenance and tags - $496.18 (Monthly)
- Gas and oil - $120.45 (Monthly)

Staff:

- Lead Site Representative – Mail - $4,353.05 (Monthly)
  - Includes a phone for this individual

Below are the cost components that make up the lump sum in Option 2:

Van:

- Maintenance and tags - $496.18 (Monthly)
- Gas and oil - $362.63 (Monthly)

Staff:

- Lead Site Representative – Mail - $4,353.05 (Monthly)
  - Includes a phone for this individual
- Site Representative – Messenger - $4,353.05 (Monthly)
  - Includes a phone for this individual

Optional Mail Tracking Software: iServe: $145.55 (Monthly)