FINANCE/CLAIMS COMMITTEE MEETING
Thursday March 10, 2016 7:00P.M.

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

1. Public Participation

2. Approve the Minutes of the following Finance Committee Meeting:
   February 11, 2016
   February 18, 2016

3. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
   March 1, 2016

4. Narrative on Tax Collections dated March 10, 2016- Receive Report and discuss.

5. Monthly Tax Collector's Reports - Receive Reports and discuss:
   January 31, 2016

6. Presentation: June 30, 2015 Financial Audit.

7. Receive Oak Hills Authority Monthly Financial Statements for January 31, 2016.

8. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut for grant funds provided under the State of Connecticut's Local Capital Improvement Fund for 2016 Local Capital Improvement Program ($638,740 – 2016 Entitlement).

9. Receive Board of Estimate and Taxation Appropriations dated:
   March 7, 2016

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
FEBRUARY 11, 2016

ATTENDANCE: Bruce Kimmel, Chair; John Igneri; Tom Livingston; Shannon O'Toole Giandurco; Nicholas Sacchinelli; Travis Simms; Douglas Hempstead (7:17 p.m.)

STAFF: Robert Barron, Finance Director; Lisa Biagiarelli, Tax Collector; Frederic Gilden, Comptroller

Mr. Kimmel called the meeting to order at 7:10 p.m. A quorum was present.

2. PUBLIC PARTICIPATION

There were no members of the public present this evening.

3. APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETING: JANUARY 14, 2016.

** **MR. KIMMEL MOVED TO APPROVE THE MINUTES AS WRITTEN**
** **MOTION PASSED UNANIMOUSLY**

4. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: FEBRUARY 2, 2016

Ms. Biagiarelli explained that there were no special request claims this evening.

5. NARRATIVE ON TAX COLLECTIONS DATED FEBRUARY 11, 2016- RECEIVE REPORT AND DISCUSS.

6. MONTHLY TAX COLLECTOR'S REPORTS- RECEIVE REPORTS AND DISCUSS: JANUARY 31, 2016

Ms. Biagiarelli reviewed her written report dated February 11, 2016. She said that the tax collection period did not end until the first week of January so they will not know where they stand until the end of the month; however, they are where they need to be.

Ms. Biagiarelli said that they have been working on the tax sale and preliminary letters were sent out in November. The criteria will be finalized later this month and the list published in March. In addition, they are working on business properties in cooperation with the Health Department.

There are on-going issues with the Department of Motor Vehicles; Governor Malloy proposed doing away with the current system of denying vehicle registrations or renewals to taxpayers who owe local property taxes or parking tickets. Ms. Biagiarelli said that the Connecticut Tax Collector's Association are going to come out against this proposal because they rely on the stop as a collection tool.

Mr. Hempstead joined the meeting at 7:17 p.m.

8. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR DECEMBER 31,2015.

The Committee members did not have any questions about the monthly financial statements.

7. DISCUSSION OF 2016-2017 OPERATING BUDGET AND CAP.

Mr. Kimmel explained that there was a $600,000 gap between what the Finance Director recommended and the Board of Education requested, but that everyone involved has been in communication and came up with a program to bridge that gap. He said that the Board of Estimate and Taxation will make the final decision. The City is committed to fully funding the Board of Education's request, while minimizing the impact to the taxpayers.

Mr. Barron provided an overview of the 2016-2017 operating budget and showed the impact by district. He noted that the Common Council recommends a gap, but sometimes communicates recommendations to the Board of Estimate and Taxation, the appropriating body.

Mr. Kimmel said that they have to look at an efficient way to minimize the burden on the taxpayers. He said that the Common Council will vote on the resolution at their second meeting in February.

Mr. Barron called attention to the budget message in the budget book and said that it gives an economic overview. He noted that this is the lowest recommended budget in over 10 years. He said that he did not show and increase in government revenues because of the loss of PILOT (payment in lieu of taxes) money. Mr. Kimmel said that the loss is not a done deal. There is a need for incentives for non-profits to come into the state.

Mr. Kimmel asked about the re-valuation and said that he would like to know the percentage of hoes that were sent a post card or called and not one got into the home. Mr. Barron said that he will research the question and get back to Mr. Kimmel.

Mr. Kimmel asked Mr. Barron for the schedule of the Board of Estimate and Taxation hearings.

Mr. Hempstead asked about the three new positions being requested and asked if they went through the Personnel Committee. Mr. Barron explained that Mayor Rilling requested funding for the Assistant to the Mayor position. It was a position in the past.

Mr. Barron said that Mr. Gilden is requesting funding for an accountant position. He said that his responsibilities have increased and the sheer volume of work justifies this position.

The third position is for the assistant JRB (Juvenile Review Board) position to go from part time to full time. The position intercedes in some cases and can prevent these cases from getting into the court system and having serious consequences.

Mr. Kimmel asked about funding the budget director's position. Mr. Barron said that he will suspend recruitment and begin again in April.

Mr. Hempstead said that it was odd that they were funding positions that have not yet been vetted by the Personnel Committee. Mr. Barron said that no hiring will take place until they go through the vetting process. He said that even the approval of the budget does not permit hiring without proper vetting.

Mr. Kimmel suggested that Mr. Barron provide copies of the job descriptions to the Committee members and recommended that they attend the Board of Estimate meeting. Mr. Barron said nothing will happen without Common Council approval, but if they do not do it this way, they will need to do a special appropriation during the year.

Mr. Hempstead said that the issue is that three new positons are being proposed, but they are looking to cut $300,00 from the budget. Mr. Hempstead also said that he thought that things would have been handled differently regarding the recent re-valuation and said that he would like to know the value of what they found. Mr. Barron said that the City is required to do a valuation of the properties I the City every five years. He said that only additions or subtractions are done during intervening years.

Mr. Hempstead asked for a sliding scale for the PILOT program. He said that the State just condemned three houses on East Avenue and assumes the City will lose the tax revenue. Mr. Barron will get a history of the PILOT payments.

Ms. O'Toole Giandurco asked for a break out of the positions. Mr. Gilden explained that he took over a lot of Board of Education responsibilities which increased his workload. Mr. Sacchinelli asked if the responsibilities could be absorbed by a temp. Mr. Gilden said that there is a good amount of training involved and this is a full time position.

Mr. Kimmel said that at past two meetings of the Audit Committee one of their primary concerns was the Finance Department is small for a city of this size. He said that the Audit Committee met a few weeks ago and they are pleased with the way the City is run but expressed concern that they are down one person. He said that he would like the Finance/Claims Committee to discuss the audit at their March meeting.

Mr. Barron said that Mr. Gilden is one of the best controllers he has ever encountered in the State; he is so good, that if he ever left, he would have to hire three people to cover what he does. He is a valuable asset and trusts him when he says he needs another accountant

Mr. Livingston asked if the overall budget convers the current understanding with the Board of Education, specifically Special Education. Mr. Barron said that there is money in the insurance fund. He recommends that the Board of Education draw down on their surplus.

Mr. Igneri said that GGP hopes to have shovels in the ground in May and asked Mr. Barron if permit fees are considered in the budget. Mr. Barron said that Mr. Ireland is spot on track regarding permit fees. He noted that there will also be an increase in conveyance fees. He said that before the end of the budget cycle, he will ask Mr. Ireland for an update.

Mr. Hempstead asked if there will be a draw down on the fund balance. Mr. Barron said that in the five years he has been here, they only used it once because they have a very conservative budget practice.

Mr. Kimmel said that the public hearing on the operating budget will take place next week. The Common Council will vote on the cap on February 23rd. He said that he would like to discuss the audit and asked if the auditing firm could come out to answer questions. Mr. Barron said that the auditing firm said that the insurance fund is at a level where it is over funded and recommended drawing it down.

Mr. Barron talked about liability insurances that the City pays on behalf of the Board of Education and said that it may be time to give it back to them.

Mr. Kimmel thanked Mr. Barron and Mr. Gilden.

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

There was no further business and the meeting was unanimously adjourned at 9:08 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
PUBLIC HEARING
&
SPECIAL MEETING
FEBRUARY 18, 2016

ATTENDANCE: Bruce Kimmel, Chair; Mayor Harry Rilling; Douglas Hempstead; John Igneri; John Kydes; Shannon O'Toole Giandurco

STAFF: Robert Barron, Director of Finance, Frederic J Gilden, Comptroller

OTHERS: Richard Bonenfant; Eloisa Melendez, Common Council Members

PUBLIC HEARING

PUBLIC HEARING ON FISCAL YEAR 2016-2017 OPERATING BUDGET CAP

Mr. Kimmel opened the Public Hearing at 7:06 p.m. He explained that he wanted to clear up two misconceptions about the budget. He said that this public hearing was for the operating budget; the capital budget extends over a number of months. Mr. Kimmel described the process. He noted that there is a little anxiety over what will be and what will not be funded.

Mr. Kimmel said that the second misconception was the role the Common Council in the budget; because the Board of Education is such a large part of the budget, the Common Council looks at it. Once the Common Council sets a cap, the operating budget goes to the Board of Estimate and Taxation. The Board of Estimate and Taxation will hold a series of workshops with each City department. They have line item authority over the budget, except for the Board of Education. The Common Council cannot recommend a certain amount for a certain department.

Mayor Rilling said that the budget process is not a static process; it is a dynamic process and is not an exact science. He said that the easy thing to do would be to give all departments everything they want, but that would not be the responsible thing to do. He said that during the budget process, if a department feels they need more money in a line item, then they can ask for a transfer or a special appropriation.

Mayor Rilling said that there is a lot of attention on the Board of Education budget, at one time they were $600,000 apart. He said that he met with Dr. Adamowski and told him that the City would put back $300,000. He said that he feels that they can work together to find opportunities to find the other $300,000. Mayor Rilling said that he needs to be sure they get the best bang for the buck.

Mr. Barron explained that they are at step two of the budget process with his recommendation that he made last week. He described the five steps of the process and said that through those steps he will try to balance the needs of the departments with the needs of the taxpayers.

Mr. Barron said that the State of Connecticut re-values their properties once every five years. In the intervening years, the mill rate will change the tax bill. He said that if all of the requests were approved, the tax levy would go up 3.5%. His recommended budget has a mill rate increase of 0.5%. He said that a $300,000 delta on a recommended budget is very close.

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

Mr. Merlan Meyer-Mitchell, Allen Road said that he was here to express concern about setting a cap that is too small. He said that it sounds like there are good communications with Dr. Adamowski.

Ms. Aimee Ableman, Hunt Street said that she has children in the school system and they have excellent teachers; they do more with less. She said that they are fortunate that the Board of Education secured Dr. Adamowski and it seems that Norwalk is asking him to lead and improve schools on a lot less. Ms. Ableman said that it was insulting to ask for cuts; it is troubling that the City is not supporting education.

Mr. Bryan Meek, Cranbury Woods Road, member of the Board of Education said that a 3.9% increase is less than 14 of the past budgets. He said that he recognized that Mr. Barron was able to identify potential cost savings and that they were greater than anticipated which allowed them to build up a large insurance reserve. Mr. Meek said that he understands the pressure on the City to keep taxes low. He said that the Board of Education requests that their original budget be approved and that the $600,000 that was eliminated be restored to the budget.

Mr. Jeffrey Spahr, Stonybrook Road said that the Board of Education has been driving with a check Special Education light on for a long time. He said that no parent wants their child outplaced; the parent's life would be better to keep their child in the district. He said that they may need to spend more to benefit the students in the long term.

Ms. Lori Keegan, Barjune Road said that she has a daughter in the school system who is shy, quiet and anxious. She said that because of the actions of her teacher, she came home full of confidence. She asked that no cuts be made to the team orientation.

Ms. Diane Lauricella, Blue Mountain Ridge Road asked that the cap not be raised at this time. She said that she believes that the funds can be to give more to the Board of Education and reduce the burden on the taxpayers. She asked why department heads are allowed to keep piling on the numbers they had before. She suggested a zero based budget. Ms. Lauricella said the Common Council can influence the line by line items. She said that it is time for the Personnel chair to look at the return on investments. She said that schools need to cut their operating costs.

Mr. Joe Fitzgerald, France Street said that he is a fifth grader and was in public school, but now attends private school. He asked for help in Special Education to in-place more kids.

Ms. Joanna Cooper, Shadow Lane asked that political influence be used to keep taxes down and fully fund the Board of Education. She said that it is not an option to not fund Special Education. She urged support of Dr. Adamowski and said that he has a huge job to fix the system. She said that to not fully fund education will be paid for in other ways in society; there is nothing more important than education and giving everyone equal footing. Ms. Cooper said that schools are at capacity and that Special Education is a mess.

Ms. Jodi Neaderland, Watson Court said that the new Superintendent has a great track record and it would be a shame not to fund his initiatives. She said that she does not want to lose another leader.

Mr. Dan Grundman, Adams Lane said that there has been no increase in Social Security in 2016. He proposed that every department justify every penny requested. He said that with the massive reduction in fuel costs, certain contracts should be re-negotiated and the City should look in the low prices for future use. He said that the proposed budget is an increase of over $10 million. He proposed taking a half penny out of every dollar in the budget.

Mr. Grundman said that regarding artificial turf, there is no shortage of attorneys looking for class action suits and suggested contacting Simply Safe for inexpensive security systems. Mr. Grundman added that those departments that need help, can use interns.

Mr. Drew Todd, Friendly Road listed fundraising events run by parents for the schools. He said that it is time to support education. He said that others can cry that taxes are too high, but they are not and the City provides great services. He said that it is time for the City to raise the cap and support the Board of Education.

Mr. Kimmel asked if anyone else wished to speak, hearing none, the public hearing was closed at 8:01 p.m.

SPECIAL MEETING

Mr. Kimmel called the special meeting of the Finance/Claims Committee to order at 8:01 p.m.

1. FISCAL YEAR 2016-2017 OPERATING BUDGET AND CAP REVIEW AND DISCUSSION AND RECOMMENDATION

Mr. Kimmel thanked Mr. Meek, Mr. Hamilton, Mr. Barron, Mayor Rilling and members of the Common Council. He said that what was not mentioned, that apart from the operating budget, is a request from the Board of Education for $1.2 million for Special Education restructuring.

** **MR. KIMMEL MOVED 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 THE CITY OF NORWALK THAT:**
>
> **THE MAXIMUM LIMIT ON TOTAL APPROPRIATIONS FOR THE CITY OF NORWALK FOR FISCAL YEAR BEGINNING JULY 1, 2016 SHALL BE NO MORE THAN $316,339,469. THIS APPROPRIATION CAP REPRESENTS TOTAL EXPENDITURES OF $337,095,669 LESS ESTIMATED INTERGOVERNMENTALGRANTSOF$20,756,200.**
>
> ***BE IT FURTHER RESOLVED* THAT THE RESULT OF THIS VOTE AND RESOLUTION, TOGETHER WITH THE ATTACHED 2016-17 BUDGET GUIDE, BE FORWARDED BY THE CLERK OF THE CITY OF NORWALK TO THE BOARD OF ESTIMATE AND TAXATION.**

Mr. Kimmel said that this is still a $600,000 difference and he would like to meet them half way.

** **MR. KIMMEL MOVED THE FOLLOWING AMENDMENT TO THE 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 THE CITY OF NORWALK THAT:**
>
> **THE MAXIMUM LIMIT ON TOTAL APPROPRIATIONS FOR THE CITY OF NORWALK FOR FISCAL YEAR BEGINNING JULY 1, 2016 SHALL BE NO MORE THAN $316,639,469. THIS APPROPRIATION CAP REPRESENTS TOTAL EXPENDITURES OF $337,395,669 LESS ESTIMATED INTERGOVERNMENTALGRANTSOF$20,756,200.**
>
> ***BE IT FURTHER RESOLVED* THAT THE RESULT OF THIS VOTE AND RESOLUTION, TOGETHER WITH THE ATTACHED 2016-17 BUDGET GUIDE, BE FORWARDED BY THE CLERK OF THE CITY OF NORWALK TO THE BOARD OF ESTIMATE AND TAXATION.**

Mr. Kimmel explained that this amendment increases the spending cap by $300,000. He said that they are committed to working with the Board of Education to find funding.

Mr. Kimmel said that Mr. Simms, a member of the Committee tried to make this evening's meeting, but was stuck in New York. He said that Mr. Sacchinelli, also a member of the Committee had a family emergency and had to go to Florida.

Mr. Igneri said that he supported Mr. Kimmel's amended resolution and is confident that everyone will work to find the additional $300,000.

** **THE AMENDMENT TO THE RESOLUTION PASSED UNANIMOUSLY**

** **THE RESOLUTION AS AMENDED PASSED UNANIMOUSLY AND MOVED TO THE FULL COMMON COUNCIL**

Mr. Hempstead said that he apologizes for his misstatement about the Assistant to the Mayor not being funded for 20 years. He said that he does not feel that he is micromanaging if he makes suggestions.

** **MR. HEMPSTEAD MOVED TO AMEND THE RESOLUTION AS FOLLOWS:**

> ***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 THE CITY OF NORWALK THAT:**
>
> **THE MAXIMUM LIMIT ON TOTAL APPROPRIATIONS FOR THE CITY OF NORWALK FOR FISCAL YEAR BEGINNING JULY 1, 2016 SHALL BE NO MORE THAN $316,939,469. THIS APPROPRIATION CAP REPRESENTS TOTAL EXPENDITURES OF $337,695,669 LESS ESTIMATED INTERGOVERNMENTALGRANTSOF$20,756,200.**
>
> ***BE IT FURTHER RESOLVED* THAT THE RESULT OF THIS VOTE AND RESOLUTION, TOGETHER WITH THE ATTACHED 2016-17 BUDGET GUIDE, BE FORWARDED BY THE CLERK OF THE CITY OF NORWALK TO THE BOARD OF ESTIMATE AND TAXATION.**

Mr. Hempstead said that the cap is an outer number and the Board of Education can spend under the cap; it is important to spend more money to right a situation.

Mr. Kimmel spoke against Mr. Hempstead's amendment. He said that when they increased the amount by $300,000, they had to look at how it would impact all taxing districts. He said that he is confident that the Board of Estimate and Taxation will work with the Board of Education to find enough money to cover whatever deficits there may be; the goal is to minimize the impact on taxpayers.

Mr. Kimmel said that he feels that $300,000 is a fair compromise and does not feel that they should go above that. He said that this increase would raise the average tax increase $7.00 or $8.00. He said that there are departments in the City that have bare bones budgets and they need to be sure that they can provide services.

Mr. Kydes said that he has children in the school system and said that he will not support this amendment.

Ms. O'Toole Giandurco said that for an additional $7.00 this is not a lot to ask for.

Mr. Kimmel said that while everyone supports the Board of Education and they will guarantee the money to implement Special Education programs, anything can happen between now and July 1st. He said that the goal is to have a balanced budget, while trying to fund the Board of Education.

** **MOTION FAILED WITH TWO (2) IN FAVOR (MR. HEMPSTEAD AND MS. O'TOOLE GIANDURCO) AND THREE (3) OPPOSED (MR. IGNERI; MR. KIMMEL AND MR. KYDES)**

Mr. Bonenfant said that he is not on the Committee and neither is Ms. Melendez, but this Common Council has always supported the Board of Education. He said that they are looking at $176 million for the Board of Education budget, but that does not include what is spent on facilities, text books, technology, fields and playgrounds.

Mr. Kimmel thanked Mr. Bonenfant and Ms. Melendez for attending this evening's meeting.

Mayor Rilling said that he appreciated people coming out and said that they have his total commitment to be sure not to short change children and not take funding from places that would increase taxes.

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

There was no further business and the meeting was unanimously adjourned at 8:26 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

AGENDA MARCH 1, 2016

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
ACAR LEASING LTD		14-MV-300233	($97.16)	PRORATION
ANDRONIKIDES MARY ELENA		14-MV-301819	($17.63)	PRORATION
ASHTON JOHN F		14-MV-302687	($87.19)	PRORATION
BROWNYVONNE K OR ERNEST W		14-MV-306931	($13.43)	PRORATION
CAB EAST LLC		14-MV-370735	($204.81)	PRORATION
CAB EAST LLC	($4,780.15)	13-MV- SEVERAL SEE BACK UP		PRORATIONS
CAB EAST LLC	($605.66)	14-MV-307957	($274.49)	PRORATION
		14-MV-308003	($331.17)	PRORATION
CAB EAST LLC	($1,312.31)	13-MV-307691	($408.85)	PRORATIONS
		13-MV-307744	($299.02)	PRORATIONS
		13-MV-307755	($604.44)	PRORATIONS
CAB EAST LLC	($1,434.40)	12-MV-307642	($510.99)	PRORATIONS
		13-MV-307804	($483.85)	PRORATIONS
		14-MV-307864	($439.56)	PRORATIONS
CCAP AUTO LEASE LTD		14-MV-310293	($534.59)	PRORATION
CHASE AUTO FINANCE CORP		14-MV-311043	($131.09)	PRORATION
CHASE AUTO FINANCE CORP		14-MV-311040	($204.01)	PRORATION
CHASE AUTO FINANCE CORP		14-MV-311042	($175.54)	PRORATION
COPPOLA BALDASSARE		14-MV-312980	($10.43)	PRORATION
DAIMLER TRUST		14-MV-314460	($368.62)	PRORATION
DAIMLER TRUST	($1,234.64)	14-MV-314466	($368.62)	PRORATION AND ABATEMENT
		14-MV-314626	($866.02)	PRORATION AND ABATEMENT
DAIMLER TRUST	($578.77)	14-MV-314455	($387.34)	PRORATION
		14-MV-314627	($191.43)	PRORATION
DAIMLER TRUST		14-MV-314560	($534.82)	PRORATION
GARCIA ABELARDO FERRER		14-MV-405019	($55.48)	PRORATION

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
GARCIA VENTURA OR PALACIOS VICTOR E		14-MV-323536	($123.62)	ABATEMENT-SOLD
GARVEY KEITH V	($28.37)	14-MV-323719	($17.37)	PRORATIONS
		14-MV-323720	($11.00)	PRORATIONS
FORD MOTOR CREDIT CORP		13-MV-322055	($552.06)	ABATEMENT
HALDERMAN SYLVIA B		13-MV-326668	($177.92)	ABATEMENT-VEHICLE SOLD
HONDA LEASE TRUST		14-MV-329268	($103.59)	PRORATION
HONDA LEASE TRUST		14-MV-329764	($254.18)	PRORATION
HONDA LEASE TRUST		14-MV-329831	($233.27)	PRORATION
HONDA LEASE TRUST	($627.17)	14-MV-329767	($397.66)	PRORATIONS
		14-MV-329827	($189.56)	PRORATIONS
		14-MV-406451	($39.95)	PRORATIONS
HYUNDAI LEASE TITLING TR		14-MV-330583	($379.97)	PRORATION
HYUNDAI LEASE TITLING TR	($1,151.60)	13-MV- SEVERAL SEE BACK UP		PRORATIONS
HYUNDAI LEASE TITLING TRUST	($1,159.49)	13-MV SEVERAL SEE BACK UP		PRORATIONS
HYUNDAI LEASE TITLING TRUST	($769.68)	13-MV SEVERAL SEE BACK UP		PRORATIONS
HYUNDAI LEASE TITLING TRUST	($1,008.55)	13- MV SEVERAL SEE BACK UP		PRORATIONS
HYUNDAI LEASE TITLING TRUST		14-MV-330869	($388.35)	PRORATION
JP MORGAN CHASE BANK NA		14-MV-333045	($59.43)	PRORATION
JP MORGAN CHASE BANK NA		14-MV-370824	($536.38)	PRORATION
JP MORGAN CHASE BANK NA		14-MV-332901	($114.65)	PRORATION
JP MORGAN CHASE BANK NA		14-MV-332696	($315.90)	PRORATION
JP MORGAN CHASE BANK NA		14-MV-332915	($198.38)	PRORATION
JP MORGAN CHASE BANK NA	($463.62)	14-MV-332666	($297.98)	PRORATION
		14-MV-332929	($82.82)	PRORATIONS
		14-MV-332930	($82.82)	PRORATIONS

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR	REPORTED TO CLAIMS COMMITTEE
KIRWAN LAWRENCE A	($537.92)	14-MV-334372 ($28.70)	PRORATION AND ABATEMENT
		14-MV-334371 ($509.22)	PRORATION AND ABATEMENT
LINTON LAURA K		14-MV-337376 ($75.35)	PRORATION
L J DENNER AND SONS INC		14-MV-335498 ($204.30)	PRORATION
MELENDEZ WILMER R		14-MV-341759 ($131.87)	PRORATION
MERCHANTS AUTOMATIVE GRO		13-MV-341653 ($123.95)	PRORATION
OTERO FRANCISCO		14-MV-410232 ($34.97)	PRORATION
PATRISSI MICHAEL		14-MV-349192 ($16.42)	PRORATION
REILLY SHARI R AND SEAN		13-MV-410930 ($68.59)	PRORATION
ROBERTO M POBLANO LLC		14-MV-411314 ($175.94)	ABATEMENT-DUPLICATE BILL
ROOS JOSHUA MARTIN		12-MV-410849 ($297.39)	ABATEMENT- DUPLICATE BILL
SINGER JANET M		14-MV-358764 ($12.27)	PRORATION
SKOBREV ARTEM A		13-MV-358509 ($24.43)	ABATEMENT
TOYOTA LEASE TRUST	($820.95)	14-MV-364047 ($395.50)	PRORATIONS
		14-MV-364048 ($425.45)	PRORATIONS
USB LEASING LT	($508.56)	14-MV-365247 ($53.35)	PRORATIONS AND ABATEMENT
		14-MV-413469 ($455.21)	PRORATIONS AND ABATEMENT
VAULT TRUST		14-MV-413632 ($556.02)	ABATED-DUPLICATE BILL
VAULT TRUST		13-MV-365723 ($233.49)	PRORATION
VW CREDIT LEASING LTD		MV-SEVERAL SEE BACK UP	PRORATION AND ABATEMENT
YOUDIN SAMUEL		14-MV-370128 ($102.26)	PRORATION

AGENDA MARCH 1, 2016

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE	**APPROVED BY TAX COLLECTOR**	**REPORTED TO CLAIMS COMMITTEE**
CULINART D/B/A 601 RIVERSIDE CAFÉ	12-PP-200851 ($2557.30)	PAID WRONG AMOUNT
BETH ISRAEL SOCIETY (SYNAGOGUE)	12-RE-102342 ($964.15)	ABATED SEWER USE NOT CONNECTED
VAHORA MAHMADSALIM D	14-RE-127515 ($101.77)	OVERPAYMENT
WAINHAUSE IRWIN A & BARBARA	14-RE-128146 ($2,607.74)	OVERPAYMENT

CAB EAST LLC

BILL	PLATE	MODEL	VIN#	AMOUNT
13-MV-307663	318YPY	2011/FORD FUSION	3FAHP0DC5BR301102	$ 164.87
13-MV-307665	319WRD	2011/FORD FUSION	3FAHP0KC4BR240621	$ 344.01
13-MV-307668	328YPY	2011/FORD EDGE	2FMDK4JC6BBB25271	$ 448.67
13-MV-307671	334YYW	2012/FORD ESCAPE	1FMCU9DG8CKA80682	$ 305.43
13-MV-307594	GHGJR	2011/FORD FUSION	3FAHP0DC3BR163964	$ 329.34
13-MV-307597	MOLGAN	2011/FORD EXLPORE	1FMHK8F2BGA29479	$ 162.47
13-MV-307618	114ZLS	2012/FORD ESCAPE	1FMCU9DG7CKC50952	$ 101.81
13-MV-307620	124ZCH	2012/FORD FUSION	3FAHP0JA3CR234360	$ 243.27
13-MV-307632	139ZCH	2012/FORD EDGE	2FMDK4JC3CBA44052	$ 304.55
13-MV-307680	347YYW	2012/FORD EDGE	2FMDK4JC3CBA01217	$ 348.44
13-MV-307683	355ZBB	2012/FORD FIESTA	3FADP4AJ0CM145171	$ 120.85
13-MV-307692	396YLD	2011/FORD FIESTA	3FADP4CJ5BM169817	$ 111.10
13-MV-307699	410ZDD	2012/FORD EXPLORER	1FMHK8D89CGA97752	$ 254.53
13-MV-307712	448UWW	2012/FORD EXPLORER	1FMHK8D81CGA62624	$ 305.17
13-MV-307713	449ZDD	2012/FORD ESCAPE	1FMCU9DG7CKC22746	$ 237.43
13-MV-307717	513YWH	2012/FORD FOCUS	1FAHP3M29CL149768	$ 80.17
13-MV-307737	589LDR	2011/FORD ESCAPE	1FMCU5K36BKC21255	$ 224.86
13-MV-307746	632LAA	2012/FORD ESCAPE	1FMCU9EG4CKB25681	$ 354.34
13-MV-307829	06CS62	2011/FORD F150	1FTFW1EF6BFA29742	$ 338.84
	8ARJR2			
TOTAL				**$4,780.15**

HYUNDAI LEASE TITLING TR

BILL	PLATE	MODEL	VIN#	AMOUNT
13-MV-330494	559ZFR	2012/HYUNDAELAN	KMHDH4AE2CU474259	$ 154.19
13-MV-330504	9ABBD6	2011/KIA SPORTAGE	KNDPB3A26B7077718	$ 263.54
13-MV-330515	368YRU	2011/KIA SORRENTO	5XYKTXA13BG181472	$ 277.24
13-M-330533	191YSW	2011/HYUN SONATA	5NPEB4AC8BH285228	$ 144.31
13-MV-330549	457YPM	2011/KIA SOUL	KNDJT2A27B7232600	$ 185.91
13-MV-406503	673YVJ	2011/KIA OPTIMA	KNAGM4AD1B5003472	$ 126.41
TOTAL				**$1,151.60**

HYUNDAI LEASE TITLING TR

BILL	PLATE	MODEL	VIN#	AMOUNT
13-MV-330470	189YVT	2012/KIA	5XYKT3A61CG208102	$ 259.76
13-MV-330472	336YWY	2011/KIA	KNAGN4A61B5144296	$ 358.04
13-MV-330474	859YYF	2012/KIA	5XXGN4A71CG044305	$ 332.65
13-MV-330476	843YVT	2011/KIA	KNDJT2A24B7328393	$ 209.04
TOTAL				**$1,159.49**

HYUNDAI LEASE TITLING TR

BILL	PLATE	MODEL	VIN#	AMOUNT
14-MV-304595	PHDIVA	2012/HYUND	5NPEC4AC3CH485920	$ 218.99
14-MV-330463	166YOA	2011/HYUND	5NPEC4ABXBH215301	$ 208.33
14-MV-330464	240YRH	2011/HYUND	5NPEB4AC7BH248445	$ 96.10
14-MV-330477	651ZOU	2012/KIA	KNDJT2A68C7362678	$ 127.56
14-MV-330534	266YUM	2011/HYUND	KMHDH4AE5BU087557	$ 118.70
TOTAL				**$ 769.68**

HYUNDAI LEASE TITLING TR

BILL	PLATE	MODEL	VIN#	AMOUNT
13-MV-330487	423YVV	2012/HYUND	KMHCT4AE8CU046738	$ 240.67
13-MV-330500	648ZMX	2013/KAI	5XXGN4A78DG127778	$ 185.07
13-MV-330516	372YRU	2011/KIA	KNDJT2A23B7261169	$ 92.83
13-MV-330523	636YTR	2011/KIA	KNDJT2A29B7296380	$ 69.67
13-MV-330541	316YVG	2012/KIA	5XYKT3A1XCG204621	$ 65.04
13-MV-330545	445ZKM	2012/HYUND	KMHTC6AD6CU045784	$ 288.59
13-MV-330664	522YZY	2012/KIA	5XXGN4A78CG037030	$ 66.68
TOTAL				**$ 1,008.55**

VW CREDIT LEASING LT

BILL	PLATE	MODEL	VIN#	AMOUNT
13-MV-366775	124YSY	2011/VOLK	3VWDZ7AJ0BM347106	$ 48.95
13-MV-366742	359YNS	2011/VOLK	3VW1K7AJ2BM327222	$ 130.22
13-MV-366782	140XJX	2012/VOLK	3VW2K7AJ4CM383801	$ 24.09
13-MV-366864	322YMV	2011/AUDI	WA1CFAFP9BA068231	$ 50.30
13-MV-366867	326YMV	2011/AUDI	WAULFAFR5BA047428	$ 55.27
13-MV-366909	449YPW	2011/AUDI	WAUBFAFL8BN041638	$ 43.86
14-MV-367567	449YPW	2011/AUDI	WAUBFAFL8BN041638	$ 412.86
13-MV-366997	650YXP	2012/VOLK	WVWHD7AJ5CW02981	$ 68.68
13-MV-367035	764RWB	2011/AUDI	WAUBGAFB0BN066182	$ 117.12
13-MV-367047	802XBN	2011/VOLK	3VWLZ7AJ4BM304111	$ 85.63
TOTAL				**$ 1,036.98**

REGULAR MEETING - BOARD OF
Highlights of Norwalk's FY 2015 Comprehensive Annual Financial Report

Government-Wide Financial Statements:

- Total Assets and Deferred Outflows at 6/30/2015 were $870.3 million and Total Liabilities and Deferred Inflows were $494.9 million. (pg. 15)

- Total Net Position at 6/30/2015 was $375.4 million. Of this amount, $403.5 million was invested in capital assets, and the remaining balance was either restricted for various purposes or was unrestricted. Unrestricted net position at year-end was $30.3 million. Total Net Position improved by $17.7 million or 5.9% during the course of the fiscal year. (pg. 15-16)

- Net Capital Assets (Government Activities & Business-Type Activities - after depreciation) totaled $666.3 million, an increase of $20.5 million or 3.1% compared to the prior year. (pg. 39-40)

Fund Financial Statements:

- General fund balance increased by $7.3 million or 19.5% to $44.8 million, representing 12.8% of total general fund revenues (GAAP basis). Unassigned fund balance totals $42.3 million, representing 12.1% of revenues (GAAP basis). The increase in fund balance reflects the City's favorable results of operation during the year. (pg. 17-18)

- Cash and investments at fiscal year-end (excluding pension fund assets) totaled $101.8 million, representing approximately three months of expenditure liquidity within the governmental funds. The City maintains ample cash to meet its liquidity needs. (pg. 17)

- The City's Business-Type Activities (WPCA and Parking Authority) realized a $3.4 million improvement in Fund Net Position, with combined Net Position increasing from $100.7 million to $104.1 million. Unrestricted Net Position (combined) totaled $12.2 million. (pg. 20-21)

- The City's Internal Service Funds (principally the Insurance Fund covering risk management activities of the City and Board of Education) realized a $9.0 million improvement in Fund Net Position. Fund Net Position of the Internal Service Funds started the fiscal year with an increase of $9.6 million, and ended the year with a Fund Net Position of $18.5 million. The City's Internal Service Funds had assets of $35.8 million as of 6/30/2015 and liabilities of $17.3 million. (pg. 20-21)

- The City's Fiduciary Funds (Pension Trust funds and OPEB Trust Fund) had total assets of $466.5 million, with a Net Position restricted for benefits of $453.3 million. Fund Net Position improved by $5.2 million during the fiscal year, from $448.1 million to $453.3 million, or 1.27%. (pg. 23-24)

- Property tax, interest and lien revenue totaled $294.5 million, an increase of $12.6 million or 4.5% higher than FY 2014. Property tax revenue represented 84% of total general fund revenue. The City's collection rate on property taxes was 98.7% for FY 2015. The most recent State-wide data indicates that Norwalk maintains the best collection rate among the six largest cities in Connecticut. (pg. 18, 94-95)

January 2016 Financial Commentary

Balance Sheet

Cash is $95,000 better than last year.

Accounts Payable is $31,000 lower than last year

January Month vs Prior Year

ID Card Revenue is $38,000 better, however $33,000 of 2015 ID Card Revenue was sold in 2014

January YTD vs Prior YTD

Admin expenses up primarily due to $20,000 bill for NGF Driving Range Study, $3,000 increases in each of Advertising, Insurance, and Employee Holiday parties (Other Admin).

Park Maintenance expenses up primarily due to increased Water expense.

OAK HILLS SALES ANALYSIS JANUARY 2016

Description	Jan 2016	Jan 2015	Inc/(Dec)	YTD FY16	YTD FY15	Inc/(Dec)
Total Revenue Rounds	112	57	96.5%	23,441	22,349	4.9%
Total Non Revenue Rounds	0	0	0.0%	1,653	733	125.5%
Total All Rounds	112	57	96.5%	25,094	23,082	8.7%
Total Carts	0	0	0.0%	14,726	12,930	13.9%
Total Golf ID Cards	566	7	7985.7%	673	552	21.9%
Total Gift Cards	2	3	-33.3%	196	155	26.5%
Total $ Revenue Rounds	$1,203	$919	30.9%	$644,190	$594,870	8.3%
Total Carts $	$0	$0	0.0%	$214,849	$189,463	13.4%
Total Golf ID Cards $	$38,305	$550	6864.5%	$45,970	$41,604	10.5%
Total Gift Cards $	$240	$234	2.6%	$14,181	$32,596	-56.5%
	$39,748	**$1,703**	**2234.0%**	**$919,190**	**$858,533**	7.1%
$ Revenue/Revenue Round	**$10.74**	**$16.12**	-33.4%	**$27.48**	**$26.62**	3.2%
Carts/Revenue Round	**0.0%**	**0.0%**	0.0%	**62.8%**	**57.9%**	8.6%
Cart $/Revenue Round	**$0.00**	**$0.00**	0.0%	**$9.17**	**$8.48**	8.1%
Cart $/Cart Round	**#DIV/0!**	**#DIV/0!**	#DIV/0!	**$14.59**	**$14.65**	-0.4%
ID Card $/Card	**$67.68**	**$78.57**	-13.9%	**$68.31**	**$75.37**	-9.4%
Resident Adult 18 Rounds	74	22	236.4%	7,445	6,125	21.6%
Resident Senior 18 Rounds	15	6	150.0%	4,055	4,404	-7.9%
Junior/Golf Team 18 Rounds	0	1	-100.0%	712	447	59.3%
Empl 18 Rounds	0	0	0.0%	496	592	-16.2%
Non Resident 18 Rounds	23	4	475.0%	8,083	6,982	15.8%
Total 9 Hole Rounds	0	24	-100.0%	2,650	3,799	-30.2%
Resident Adult 18 Rounds $	$717	$323	122.0%	$197,077	$158,161	24.6%
Resident Senior 18 Rounds $	$105	$92	14.1%	$80,206	$84,565	-5.2%
Junior/Golf Team 18 Rounds $	$0	$14	-100.0%	$12,383	$6,715	84.4%
Empl 18 Rounds $	$0	$0	0.0%	$3,068	$3,847	-20.2%
Non Resident 18 Rounds $	$381	$64	495.3%	$296,265	$269,022	10.1%
Total 9 Hole Rounds $	$0	$426	-100.0%	$55,191	$72,560	-23.9%
SR NONRES DISC	52	0	0.0%	53	46	15.2%
NONRES DISCOUNT	42	2	2000.0%	43	81	-46.9%
FAMILY REG	7	0	0.0%	9	15	-40.0%
CITY/OWNER REG	9	0	0.0%	10	8	25.0%
Total	110	2	5400.0%	115	150	-23.3%
GolfNow Rounds	0	0	0.0%	352	257	37.0%
GolfNow Dollars	$0	$0	0.0%	$20,287	$13,703	48.0%
Dollars/Round	#DIV/0!	#DIV/0!	#DIV/0!	$57.63	$53.32	8.1%

OAK HILLS PARK AUTHORITY
Balance Sheet 2016
As of January 31, 2016

	Jan 31, 16	Jan 31, 15
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash		
1010 · CAP Account - Wells Fargo	3,553.76	217.32
1011 · Money Market - Wells Fargo	-0.03	2,481.14
1021 · NBT Money Market	124,163.76	22,575.50
1022 · NBT Payment Account	-23,154.45	-16,141.80
1023 · NBT Rent Escrow Sec Apt Right	1,350.00	0.00
1040 · Escrow Security Dep Apt 2 Right	0.00	2,000.26
1050 · Petty	400.00	400.00
Total 1000 · Cash	106,313.04	11,532.42
Total Checking/Savings	106,313.04	11,532.42
Other Current Assets		
1100 · Inventory	63,350.80	73,259.28
1200 · Receivables		
1205 · Rents Receivable	0.00	6,000.00
Total 1200 · Receivables	0.00	6,000.00
1300 · Prepaid Expenses	22,848.84	21,430.53
Total Other Current Assets	86,199.64	100,689.81
Total Current Assets	192,512.68	112,222.23
Fixed Assets		
1500 · Fixed Assets		
1505 · Machinery and Equipment	1,006,903.10	918,744.60
1510 · Accumulated Depreciation/Amort.	-2,835,597.61	-2,612,967.38
1561 · Park Improvements	1,692,467.75	1,680,017.75
1562 · Restaurant	2,277,134.66	2,277,134.66
Total 1500 · Fixed Assets	2,140,907.90	2,262,929.63
Total Fixed Assets	2,140,907.90	2,262,929.63
Other Assets		
1550 · Other Assets		
1555 · City of Norwalk Escrow Account	0.00	120,000.00
Total 1550 · Other Assets	0.00	120,000.00
Total Other Assets	0.00	120,000.00

OAK HILLS PARK AUTHORITY
Balance Sheet 2016
As of January 31, 2016

	Jan 31, 16	Jan 31, 15
TOTAL ASSETS	2,333,420.58	2,495,151.86
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · *Accounts Payable	22,412.56	53,674.42
Total Accounts Payable	22,412.56	53,674.42
Other Current Liabilities		
2050 · Accounts Payable-Tennis Revenue	95.00	85.00
2100 · Accrued Payroll	2,988.22	1,594.60
2104 · Accrued retirement contribution	1,401.89	437.28
2105 · Accrued Vacation Pay	24,713.55	20,617.19
2106 · Accrued Sick Leave Pay	22,980.11	25,633.30
2200 · Accrued Expenses	23,583.92	23,073.81
2210 · Security Deposit-Entrance House		
2212 · Security Dep - Apt 2 Right	1,350.00	2,000.17
Total 2210 · Security Deposit-Entrance Hous(	1,350.00	2,000.17
2250 · Deferred Revenue		
2251 · Tournament Deposits	1,100.00	2,800.00
2250 · Deferred Revenue - Other	11,553.37	5,989.00
Total 2250 · Deferred Revenue	12,653.37	8,789.00
2400 · Cart Sales Tax Due	-396.00	-0.64
2500 · Monies due City of Norwalk		
2501 · Bond Due to City of Norwalk	23,586.85	77,018.81
2502 · Escrow due to City of Norwalk	0.00	23,333.31
2503 · 150k Capital Debt	869.49	9,258.75
2504 · 150k Operating Debt	1,286.69	9,690.17
Total 2500 · Monies due City of Norwalk	25,743.03	119,301.04
Total Other Current Liabilities	115,113.09	201,530.75
Total Current Liabilities	137,525.65	255,205.17
Long Term Liabilities		
2700 · Irrigation Debt	0.00	248,840.99
2701 · Consolidated City Debt	2,111,209.55	0.00
2725 · Restaurant debt	0.00	1,874,379.32
2726 · Paving Debt	0.00	92,488.97

OAK HILLS PARK AUTHORITY
Balance Sheet 2016
As of January 31, 2016

	Jan 31, 16	Jan 31, 15
2730 · Capital Debt (150k)	107,922.89	122,212.53
2731 · Operating Expense Debt (150k)	107,925.43	122,215.07
2762 · John Deere Loan - 2010	0.00	10,694.96
2763 · GE Capital (John Deere) 2012	49,890.72	75,191.34
2764 · NBT Truck Loan	23,828.55	0.00
2765 · Deere Credit Inc.	27,858.86	0.00
2766 · Wells Fargo Equip	17,132.22	0.00
Total Long Term Liabilities	2,445,768.22	2,546,023.18
Total Liabilities	2,583,293.87	2,801,228.35
Equity		
3000 · Fund Balance		
3010 · Fund Balance - Beginning	-42,873.28	-42,873.28
Total 3000 · Fund Balance	-42,873.28	-42,873.28
3500 · Reserves		
3550 · Reserve for Contingencies	405,368.10	405,368.10
Total 3500 · Reserves	405,368.10	405,368.10
3900 · Retained Earnings	-591,876.15	-519,016.89
Net Income	-20,491.96	-149,554.42
Total Equity	-249,873.29	-306,076.49
TOTAL LIABILITIES & EQUITY	2,333,420.58	2,495,151.86

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
January 2016

	Jan 16	Jan 15	$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · REVENUES				
4001 · Golf Revenue				
4010 · Golf Fees	1,193.00	859.00	334.00	38.88%
4020 · I.D. Cards	38,305.00	550.00	37,755.00	6,864.55%
4060 · Golf Revenue - Gift Certif.	240.00	234.00	6.00	2.56%
4070 · Gift & Rain Checks Redeemed	-130.00	0.00	-130.00	-100.0%
Total 4001 · Golf Revenue	39,608.00	1,643.00	37,965.00	2,310.71%
4200 · Rental Income	1,350.00	1,000.00	350.00	35.0%
4300 · Investment Income	17.50	3.66	13.84	378.14%
4600 · Restaurant Income	6,000.00	6,000.00	0.00	0.0%
Total 4000 · REVENUES	46,975.50	8,646.66	38,328.84	443.28%
Total Income	46,975.50	8,646.66	38,328.84	443.28%
Gross Profit	46,975.50	8,646.66	38,328.84	443.28%
Expense				
5000 · PERSONNEL EXPENSE				
5010 · Management Salary	11,516.01	11,492.52	23.49	0.2%
5030 · Administrative	1,798.63	1,654.71	143.92	8.7%
5050 · Course Personnel	23,586.76	23,016.48	570.28	2.48%
5060 · Course Personnel O/T	0.00	94.10	-94.10	-100.0%
Total 5000 · PERSONNEL EXPENSE	36,901.40	36,257.81	643.59	1.78%
5200 · EMPLOYEE BENEFITS				
5210 · Payroll Taxes	7,720.07	6,664.55	1,055.52	15.84%
5230 · State Unemployment	2,458.14	2,363.62	94.52	4.0%
5250 · Health Insurance	3,744.61	2,172.60	1,572.01	72.36%
5260 · Workmans Compensation	1,278.83	1,249.33	29.50	2.36%
5270 · Retirement Plans	315.08	310.19	4.89	1.58%
Total 5200 · EMPLOYEE BENEFITS	15,516.73	12,760.29	2,756.44	21.6%
5400 · ADMINISTRATIVE EXPENSES				
5420 · Telephone	483.68	483.83	-0.15	-0.03%
5430 · Professional Fees	2,375.00	2,250.00	125.00	5.56%
5436 · Advertising	0.00	126.25	-126.25	-100.0%
5440 · Office Expense	1,143.44	2,465.57	-1,322.13	-53.62%
5441 · Bank Charges	-51.41	120.81	-172.22	-142.55%
5442 · Credit Card Fees	813.76	1,121.45	-307.69	-27.44%
5445 · Postage	0.00	6.02	-6.02	-100.0%
5450 · Training and Dues	1,340.00	525.00	815.00	155.24%
5461 · Authority Secretarial Services	270.00	0.00	270.00	100.0%
5469 · Other Outside Services	449.25	557.75	-108.50	-19.45%

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
January 2016

	Jan 16	Jan 15	$ Change	% Change
5470 · Other Administrative	164.20	0.00	164.20	100.0%
5480 · Utilities	2,128.22	1,867.88	260.34	13.94%
5490 · Water	77.05	48.70	28.35	58.21%
5500 · Liability Insurance	4,318.83	3,989.09	329.74	8.27%
5520 · Interest Expense	229.91	52.81	177.10	335.35%
Total 5400 · ADMINISTRATIVE EXPENSES	13,741.93	13,615.16	126.77	0.93%
5700 · PARK MAINTENANCE				
5710 · Water	1,617.00	553.84	1,063.16	191.96%
5720 · Heating Fuel	2,095.41	4,128.47	-2,033.06	-49.25%
5730 · Grounds Maintenance	157.45	524.23	-366.78	-69.97%
5740 · Tree Maintenance	0.00	1,950.00	-1,950.00	-100.0%
5750 · Agriculture and Chemicals				
5751 · Agriculture&Chemicals-Purchase	400.00	0.00	400.00	100.0%
Total 5750 · Agriculture and Chemicals	400.00	0.00	400.00	100.0%
5760 · Irrigation Maintenance	0.00	154.98	-154.98	-100.0%
5770 · Consumable Tools	0.00	433.72	-433.72	-100.0%
5780 · Tee and Green Supplies	75.47	786.68	-711.21	-90.41%
5800 · Equipment Maintenance	1,143.13	1,169.83	-26.70	-2.28%
5820 · Building Maintenance	2,041.30	820.93	1,220.37	148.66%
5840 · Small Equipment	287.42	0.00	287.42	100.0%
Total 5700 · PARK MAINTENANCE	7,817.18	10,522.68	-2,705.50	-25.71%
6000 · CART EXPENSE				
6020 · Electricity	678.88	135.05	543.83	402.69%
6030 · Maintenance	47.23	0.00	47.23	100.0%
6050 · Cart Insurance	400.00	400.00	0.00	0.0%
Total 6000 · CART EXPENSE	1,126.11	535.05	591.06	110.47%
Total Expense	75,103.35	73,690.99	1,412.36	1.92%
Net Ordinary Income	-28,127.85	-65,044.33	36,916.48	56.76%
Other Income/Expense				
Other Expense				
8000 · Depreciation/Amortization	17,957.30	19,048.46	-1,091.16	-5.73%
8002 · Bond to City	4,762.29	13,470.60	-8,708.31	-64.65%
8003 · Replenish escrow	0.00	3,333.33	-3,333.33	-100.0%
8004 · Capital Debt to City	174.65	1,384.31	-1,209.66	-87.38%
8005 · Operating Debt to City	193.51	1,384.31	-1,190.80	-86.02%
Total Other Expense	23,087.75	38,621.01	-15,533.26	-40.22%
Net Other Income	-23,087.75	-38,621.01	15,533.26	40.22%
Net Income	-51,215.60	-103,665.34	52,449.74	50.6%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2015 through January 2016

	Jul '15 - Jan 16	Jul '14 - Jan 15	$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · REVENUES				
4001 · Golf Revenue				
4010 · Golf Fees	580,720.50	527,531.48	53,189.02	10.08%
4020 · I.D. Cards	45,970.00	41,604.00	4,366.00	10.49%
4030 · Tournament Fees	58,051.00	56,398.00	1,653.00	2.93%
4050 · Cart Revenue	204,922.00	178,150.64	26,771.36	15.03%
4060 · Golf Revenue - Gift Certif.	13,793.00	32,596.00	-18,803.00	-57.69%
4070 · Gift & Rain Checks Redeemed	-13,064.00	-8,833.00	-4,231.00	-47.9%
Total 4001 · Golf Revenue	890,392.50	827,447.12	62,945.38	7.61%
4100 · Tennis Revenue	24,000.00	21,000.00	3,000.00	14.29%
4200 · Rental Income	9,058.00	7,000.00	2,058.00	29.4%
4300 · Investment Income	401.00	75.70	325.30	429.72%
4400 · Misc. Income	2,058.59	10,500.00	-8,441.41	-80.39%
4500 · Cash Over/Under	0.00	193.95	-193.95	-100.0%
4600 · Restaurant Income	42,000.00	42,000.00	0.00	0.0%
Total 4000 · REVENUES	967,910.09	908,216.77	59,693.32	6.57%
Total Income	967,910.09	908,216.77	59,693.32	6.57%
Gross Profit	967,910.09	908,216.77	59,693.32	6.57%
Expense				
5000 · PERSONNEL EXPENSE				
5010 · Management Salary	84,382.26	83,067.00	1,315.26	1.58%
5030 · Administrative	77,940.67	81,416.56	-3,475.89	-4.27%
5040 · Administrative O/T	253.99	0.00	253.99	100.0%
5050 · Course Personnel	163,693.88	179,795.99	-16,102.11	-8.96%
5060 · Course Personnel O/T	1,106.47	2,194.20	-1,087.73	-49.57%
5070 · Seasonal Personnel	60,830.21	31,153.18	29,677.03	95.26%
5080 · Seasonal Personnel O/T	1,136.31	1,158.80	-22.49	-1.94%
Total 5000 · PERSONNEL EXPENSE	389,343.79	378,785.73	10,558.06	2.79%
5200 · EMPLOYEE BENEFITS				
5210 · Payroll Taxes	35,471.21	32,383.57	3,087.64	9.54%
5230 · State Unemployment	12,153.64	11,196.56	957.08	8.55%
5250 · Health Insurance	26,405.67	28,235.61	-1,829.94	-6.48%
5260 · Workmans Compensation	8,951.81	8,746.31	205.50	2.35%
5270 · Retirement Plans	3,125.45	2,553.97	571.48	22.38%
Total 5200 · EMPLOYEE BENEFITS	86,107.78	83,116.02	2,991.76	3.6%
5400 · ADMINISTRATIVE EXPENSES				

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2015 through January 2016

	Jul '15 - Jan 16	Jul '14 - Jan 15	$ Change	% Change
5420 · Telephone	2,901.54	3,334.38	-432.84	-12.98%
5430 · Professional Fees	36,455.64	16,142.00	20,313.64	125.84%
5436 · Advertising	3,681.59	600.26	3,081.33	513.33%
5440 · Office Expense	11,225.85	11,792.52	-566.67	-4.81%
5441 · Bank Charges	370.60	802.86	-432.26	-53.84%
5442 · Credit Card Fees	19,037.39	17,611.00	1,426.39	8.1%
5445 · Postage	29.00	166.09	-137.09	-82.54%
5450 · Training and Dues	2,800.03	2,165.00	635.03	29.33%
5461 · Authority Secretarial Services	1,610.00	930.00	680.00	73.12%
5469 · Other Outside Services	2,538.46	2,411.85	126.61	5.25%
5470 · Other Administrative	5,345.36	786.51	4,558.85	579.63%
5480 · Utilities	20,637.84	18,832.99	1,804.85	9.58%
5490 · Water	775.35	659.61	115.74	17.55%
5500 · Liability Insurance	30,231.81	27,209.63	3,022.18	11.11%
5520 · Interest Expense	3,045.63	1,791.34	1,254.29	70.02%
Total 5400 · ADMINISTRATIVE EXPENSES	140,686.09	105,236.04	35,450.05	33.69%
5700 · PARK MAINTENANCE				
5710 · Water	57,725.70	36,395.29	21,330.41	58.61%
5720 · Heating Fuel	5,247.28	10,135.56	-4,888.28	-48.23%
5730 · Grounds Maintenance	15,057.83	13,500.11	1,557.72	11.54%
5740 · Tree Maintenance	0.00	1,950.00	-1,950.00	-100.0%
5750 · Agriculture and Chemicals				
5751 · Agriculture&Chemicals-Purchase	23,447.70	28,308.42	-4,860.72	-17.17%
5752 · Agriculture/Chemicals Utilized	16,621.12	17,544.21	-923.09	-5.26%
Total 5750 · Agriculture and Chemicals	40,068.82	45,852.63	-5,783.81	-12.61%
5760 · Irrigation Maintenance	3,775.38	4,387.35	-611.97	-13.95%
5770 · Consumable Tools	1,352.83	1,532.33	-179.50	-11.71%
5780 · Tee and Green Supplies	499.27	2,575.19	-2,075.92	-80.61%
5790 · Other Supplies	318.60	0.00	318.60	100.0%
5795 · Janitorial Supplies	1,157.91	1,162.06	-4.15	-0.36%
5800 · Equipment Maintenance	19,305.68	20,926.28	-1,620.60	-7.74%
5810 · Equipment Rental	33.92	0.00	33.92	100.0%
5820 · Building Maintenance	18,204.88	10,910.69	7,294.19	66.85%
5840 · Small Equipment	287.42	165.95	121.47	73.2%
5860 · Gasoline/Diesel Fuel	8,737.20	9,857.77	-1,120.57	-11.37%
Total 5700 · PARK MAINTENANCE	171,772.72	159,351.21	12,421.51	7.8%
6000 · CART EXPENSE				
6010 · Cart Lease Expense	28,030.73	28,512.25	-481.52	-1.69%
6020 · Electricity	7,957.15	5,755.13	2,202.02	38.26%
6030 · Maintenance	4,856.08	3,922.28	933.80	23.81%
6050 · Cart Insurance	2,800.00	2,800.00	0.00	0.0%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2015 through January 2016

	Jul '15 - Jan 16	Jul '14 - Jan 15	$ Change	% Change
Total 6000 · CART EXPENSE	43,643.96	40,989.66	2,654.30	6.48%
Total Expense	831,554.34	767,478.66	64,075.68	8.35%
Net Ordinary Income	136,355.75	140,738.11	-4,382.36	-3.11%
Other Income/Expense				
Other Expense				
8000 · Depreciation/Amortization	125,701.10	133,339.22	-7,638.12	-5.73%
8001 · Capital projects	32,046.11	19,945.50	12,100.61	60.67%
8002 · Bond to City	40,038.95	94,294.16	-54,255.21	-57.54%
8003 · Replenish escrow	0.00	23,333.31	-23,333.31	-100.0%
8004 · Capital Debt to City	1,256.51	9,690.17	-8,433.66	-87.03%
8005 · Operating Debt to City	1,286.69	9,690.17	-8,403.48	-86.72%
8500 · Modification of City Debt	-43,481.65	0.00	-43,481.65	-100.0%
Total Other Expense	156,847.71	290,292.53	-133,444.82	-45.97%
Net Other Income	-156,847.71	-290,292.53	133,444.82	45.97%
Net Income	-20,491.96	-149,554.42	129,062.46	86.3%

Oak Hills Park Authority
2015 Actual vs. Budget

	Jan Act	Jan Bud	Var	YTD Act	YTD Bud	Var $	Var %
REVENUE							
4000 · REVENUES							
4001 · Golf Revenue							
4010 · Golf Fees	$1,193	$972	22.8%	$580,721	$586,784	-$6,064	-1.0%
4020 · I.D. Cards	$38,305	$7,517	409.6%	$45,970	$19,564	$26,406	135.0%
4030 · Tournament Fees	$0	$0	#DIV/0!	$58,051	$67,373	-$9,322	-13.8%
4050 · Cart Revenue	$0	$0	#DIV/0!	$204,922	$187,069	$17,853	9.5%
4060 · Golf Revenue - Gift Certif.	$240	$102	135.0%	$13,793	$14,228	-$435	-3.1%
4001 · Golf Revenue - Other	-$130	$0	#DIV/0!	-$13,064	-$8,294	-$4,770	57.5%
Total 4001 · Golf Revenue	**$39,608**	**$8,591**	**361.1%**	**$890,393**	**$866,724**	**$23,668**	**2.7%**
4100 · Tennis Revenue	$0	$0	#DIV/0!	$24,000	$24,000	$0	0.0%
4200 · Rental Income	$1,350	$1,000	35.0%	$9,058	$7,000	$2,058	29.4%
4300 · Investment Income	$18	$3	481.2%	$401	$62	$339	543.9%
4400 · Misc. Income	$0	$0	#DIV/0!	$2,059	$0	$2,059	#DIV/0!
4600 · Restaurant Income	$6,000	$6,000	0.0%	$42,000	$42,000	$0	0.0%
Total Other Revenue	**$7,368**	**$7,003**	**5.2%**	**$77,518**	**$73,062**	**$4,455**	**6.1%**
TOTAL REVENUE	**$46,976**	**$15,594**	**201.2%**	**$967,910**	**$939,786**	**$28,124**	**3.0%**
EXPENSE							
5000 · PERSONNEL EXPENSE							
5010 · Management Salary	$11,516	$11,484	-0.3%	$84,382	$80,386	-$3,997	-5.0%
5030 · Operations	$1,799	$1,478	-21.7%	$77,941	$72,713	-$5,228	-7.2%
5040 · Operations O/T	$0	$0	#DIV/0!	$254	$0	-$254	#DIV/0!
5050 · Course Personnel	$23,587	$24,698	4.5%	$163,694	$172,884	$9,190	5.3%
5060 · Course Personnel O/T	$0	$104	100.0%	$1,106	$2,425	$1,318	54.4%
5070 · Seasonal Personnel	$0	$0	#DIV/0!	$60,830	$40,447	-$20,384	-50.4%
5080 · Seasonal Personnel O/T	$0	$0	#DIV/0!	$1,136	$422	-$715	-169.6%
Total 5000 · PERSONNEL EXPENSE	**$36,901**	**$37,763**	2.3%	**$389,344**	**$369,276**	**-$20,068**	-5.4%
5200 · EMPLOYEE BENEFITS							
5210 · Payroll Taxes	$7,720	$6,995	-10.4%	$35,471	$33,988	-$1,483	-4.4%
5230 · State Unemployment	$2,458	$2,231	-10.2%	$12,154	$10,567	-$1,587	-15.0%
5250 · Health Insurance	$3,745	$4,274	12.4%	$26,406	$29,920	$3,515	11.7%
5260 · Workmans Compensation	$1,279	$1,195	-7.1%	$8,952	$8,363	-$589	-7.0%
5270 · Retirement Plans	$315	$236	-33.3%	$3,125	$1,947	-$1,179	-60.5%
Total 5200 · EMPLOYEE BENEFITS	**$15,517**	**$14,931**	-3.9%	**$86,108**	**$84,784**	**-$1,324**	-1.6%
5400 · ADMINISTRATIVE EXPENSES							
5420 · Telephone	$484	$510	5.2%	$2,902	$3,572	$671	18.8%
5430 · Professional Fees	$2,375	$2,436	2.5%	$36,456	$17,478	-$18,978	-108.6%
5440 · Office Expense	$1,143	$2,065	44.6%	$11,226	$10,090	-$1,136	-11.3%
5441 · Bank Charges	-$51	$146	135.2%	$371	$971	$601	61.8%
5442 · Credit Card Fees	$814	$959	15.1%	$19,037	$15,055	-$3,982	-26.5%
5445 · Postage	$0	$2	100.0%	$29	$58	$29	50.4%
5450 · Training and Dues	$1,340	$543	-147.0%	$2,800	$2,237	-$563	-25.1%
5460 · Outside Services	$0	$3,468	100.0%	$0	$3,468	$3,468	100.0%
5461 · Authority Secretarial Services	$270	$0	#DIV/0!	$1,610	$988	-$622	-62.9%
5469 · Other Outside Services	$449	$661	32.1%	$2,538	$2,859	$321	11.2%
5470 · Other Admin/Mktng	$164	$1,639	90.0%	$9,027	$11,471	$2,444	21.3%
5480 · Utilities	$2,128	$1,911	-11.4%	$20,638	$19,270	-$1,368	-7.1%
5490 · Water	$77	$46	-68.7%	$775	$619	-$157	-25.3%
Total 5400 · ADMINISTRATIVE EXPENSES	**$9,193**	**$14,386**	36.1%	**$107,409**	**$88,138**	**-$19,271**	-21.9%
5500 · DEBT SERVICE AND INSURANCE							

Oak Hills Park Authority
2015 Actual vs. Budget

	Jan Act	Jan Bud	Var	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$4,319	$3,989	-8.3%	$30,232	$27,208	-$3,024	-11.1%
5510 · Security		$0	#DIV/0!	$0	$0	$0	#DIV/0!
5520 · Interest	$230	$655	64.9%	$3,046	$4,587	$1,541	33.6%
Total 5500 · DEBT SERVICE AND INSURANCE	$4,549	$4,644	2.1%	$33,277	$31,795	-$1,483	-4.7%
5700 · PARK MAINTENANCE							
5710 · Water	$1,617	$430	-275.7%	$57,726	$32,725	-$25,001	-76.4%
5720 · Heating Fuel	$2,095	$5,234	60.0%	$5,247	$12,849	$7,601	59.2%
5730 · Grounds Maintenance	$157	$710	77.8%	$15,058	$18,286	$3,228	17.7%
5740 · Tree Maintenance	$0	$3,025	100.0%	$0	$3,025	$3,025	100.0%
5751 · Agriculture&Chemicals-Purch	$400	$0	#DIV/0!	$23,448	$26,410	$2,963	11.2%
5752 · Agriculture/Chemicals Utilized	$0	$0	#DIV/0!	$16,621	$23,236	$6,615	28.5%
5760 · Irrigation Maintenance	$0	$136	100.0%	$3,775	$3,840	$64	1.7%
5770 · Consumable Tools	$0	$253	100.0%	$1,353	$895	-$458	-51.2%
5780 · Tee and Green Supplies	$75	$371	79.7%	$499	$1,216	$716	58.9%
5795 · Janitorial Supplies	$0	$0	#DIV/0!	$1,477	$2,165	$688	31.8%
Total 5700 · PARK MAINTENANCE	$4,345	$10,159	57.2%	$125,204	$124,645	-$558	-0.4%
5800 · PARK EQUIPMENT							
5800 · Equipment Maintenance	$1,143	$1,267	9.8%	$19,306	$22,659	$3,354	14.8%
5810 · Equipment Rental	$0	$0	#DIV/0!	$34	$0	-$34	#DIV/0!
5820 · Building Maintenance	$2,041	$541	-277.3%	$18,205	$13,761	-$4,444	-32.3%
5840 · Small Equipment	$287	$0	#DIV/0!	$287	$386	$99	25.5%
5860 · Gasoline/Diesel Fuel	$0	$0	#DIV/0!	$8,737	$11,125	$2,387	21.5%
5880 · Employee work clothes	$0	$0	#DIV/0!	$0	$0	$0	#DIV/0!
Total 5800 · PARK EQUIPMENT	$3,472	$1,808	-92.1%	$46,569	$47,931	$1,361	2.8%
6000 · CART EXPENSE							
6010 · Cart Lease Expense	$0	$0	#DIV/0!	$28,031	$28,227	$196	0.7%
6020 · Electricity	$679	$166	-308.1%	$7,957	$7,090	-$868	-12.2%
6030 · Maintenance	$47	$0	#DIV/0!	$4,856	$1,517	-$3,339	-220.2%
6050 · Cart Insurance	$400	$400	0.0%	$2,800	$2,800	$0	0.0%
6060 · Misc. Cart Expense	$0	$0	#DIV/0!	$0	$0	$0	#DIV/0!
Total 6000 · CART EXPENSE	$1,126	$566	-98.8%	$43,644	$39,633	-$4,011	-10.1%
7001 · Uncategorized Expenses							
TOTAL OPERATIONAL EXPENSE	$75,103	$84,257	10.9%	$831,554	$786,202	-$45,353	-5.8%
TOTAL OPERATIONAL NET INCOME	-$28,128	-$68,663	-59.0%	$136,356	$153,585	-$17,229	-11.2%
Restructured Debt	$4,762	$13,471	64.6%	$40,039	$94,294	$54,255	57.5%
Capital Funding $150k	$175	$1,384	87.4%	$1,257	$9,690	$8,434	87.0%
$150K Operating Debt	$194	$1,384	86.0%	$1,287	$9,690	$8,404	86.7%
Irrigation Debt Service						$0	
Paving Debt Service						$0	
Restaurant Debt Service						$0	
Escrow Funding			#DIV/0!			$0	#DIV/0!
Commercial Debt Service	$1,346	$5,503	75.5%	$24,557	$38,520	$13,963	36.2%
Loan Repayment	$6,477	$21,742	70.2%	$67,139	$152,195	$85,056	55.9%
NET INCOME BEFORE CAPITAL EXPENSES	-$34,605	-$90,405	-61.7%	$69,217	$1,390	$67,827	-4880.1%
8000 · OTHER EXPENSE							
8000 · Depreciation/Amortization							
8000 · Depreciation/Amortization Non Cash							
8001 · Capital projects	$0	$4,167	100.0%	$32,046	$29,167	-$2,879	-9.9%
Contingency							
Total 8000 · OTHER EXPENSE	$0	$4,167	100.0%	$32,046	$29,167	-$2,879	-9.9%
NET INCOME	-$34,605	-$94,572	-63.4%	$37,170	-$27,777	$64,947	233.8%

STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

INTERGOVERNMENTAL POLICY DIVISION

MEMORANDUM

To: Municipal Chief Executive Officers and Chief Financial Officers

From: Sandra M. Huber, LoCIP Program Coordinator
Intergovernmental Policy Division

Date: February 29, 2016

Subject: **2016 Local Capital Improvement Program (LoCIP) Guidelines**

The **2016 Local Capital Improvement Program (LoCIP) Guidelines** packet is now available on the Office of Policy and Management (OPM) website. As with previous Guidelines, the following is provided:

- A Q & A section that covers frequently asked questions relating to the LoCIP program,
- A listing, by town, of all LoCIP entitlements for 2016 and a column entitled "Available 3/1/2016"; the 2016 entitlement plus any unencumbered LoCIP balances remaining from previous years,
- The current LoCIP Authorization/Expenditure (A/E) form which is required to be filed with any LoCIP authorization and/or reimbursement request, and
- Sections 7-535 through 7-538 of the General Statutes that establish the parameters for the LoCIP program.

Please note that this will be a transition year for the LoCIP Program, which was recently the subject of an OPM-sponsored "Lean" process. That process has produced a number of recommendations for streamlining the LoCIP program in a manner that will ultimately make it easier for recipients to access current and historic LoCIP data, submit applications, receive entitlement authorizations, and file for reimbursement of expenditures via the OPM Grants Portal. Since this transition will take place incrementally over the coming months, you will notified via email whenever new functionality becomes available.

Please note that this will also be a transition year for me personally, as I will be retiring from state service, effective April 1, 2016, and turning over my LoCIP responsibilities to the new Program Coordinator, Kathy Taylor. If you have questions or comments concerning the LoCIP program, please contact me at (860) 418-6293 or e-mail me at: sandra.huber@ct.gov Thank you.

Phone: (860) 418-6484 Fax: (860) 418-6493
450 Capitol Avenue-MS# 54SLP Hartford, Connecticut 06106-1308

2016 LoCIP GUIDELINES

INTRODUCTION

This manual has been prepared to assist municipalities in applying for state aid entitlements under the Local Capital Improvement Program (LoCIP).

LoCIP provides financial assistance to municipalities for eligible projects funded with State general obligation bonds. Annual entitlements are announced each March, and municipalities must apply to the Office of Policy and Management (OPM) for funding authorization for eligible projects on the Authorization/Expenditure form included in this package. Once a municipality expends funds for an authorized LoCIP project, it may apply for reimbursement on the same form. The funding authorization cannot exceed the municipality's available balance of LoCIP funds. Due to forthcoming changes to LoCIP, please pay particular attention to items 3, 15 and 16 below.

If you have questions on the LoCIP program or procedures, please do not hesitate to call **Sandra Huber**, LoCIP Coordinator, at **(860) 418-6293** or via e-mail at: sandra.huber@ct.gov.

QUESTIONS AND ANSWERS RELATING TO THE LoCIP PROGRAM

1. What project categories are eligible for LoCIP reimbursement?

Eligible LoCIP projects are defined in the following major categories:

A. ROAD construction, renovation, repair, or resurfacing,

B. SIDEWALK and pavement improvements,

C. SEWER facilities/lines construction, renovation, enlargement, or repair,

D. PUBLIC BUILDINGS, other than schools, construction, renovation, code compliance, energy conservation and fire safety,

E. DAMS/BRIDGES/FLOOD CONTROL construction, renovation, enlargement, or repair,

F. WATER TREATMENT OR FILTRATION facilities/mains construction, renovation, enlargement, or repair,

G. SOLID WASTE facilities construction, renovation, or enlargement,

H. PUBLIC PARKS improvements,

I. CAPITAL IMPROVEMENT PLANS,

J. EMERGENCY COMMUNICATIONS systems improvements and BUILDING SECURITY SYSTEMS, INCLUDING FOR SCHOOLS,

K. PUBLIC HOUSING renovation and improvements,

L. VETERANS MEMORIALS,

M. THERMAL IMAGING SYSTEMS,

N. BULKY WASTE/LANDFILL PROJECTS,

O. CONSERVATION & DEVELOPMENT PLANS,

P. AUTO EXTERNAL DEFIBRILLATORS,

2016 LoCIP GUIDELINES

Q. FLOODPLAIN MANAGEMENT AND HAZARD MITIGATION ACTIVITIES,

R. ON-BOARD OIL REFINING SYSTEMS,

S. THE PLANNING OF A MUNICIPAL BROADBAND NETWORK,

T. BIKEWAY AND GREENWAY establishment,

U. LAND ACQUISITION: incl. for open space and costs to make land available for public use,

V. TECHNOLOGY relating to SDE' Common Core State Standard, and

W. TECHNOLOGY UPGRADES including expansion of public access to government information via e- portals/kiosks, and

A LoCIP project may include repairs incidental to reconstruction and renovation, but does not include ordinary repairs and maintenance of a routine, ongoing nature.

2. What kind of expenditures are not eligible for LoCIP reimbursement?
Expenditures for the following are NOT eligible for LoCIP reimbursement: motor vehicles, furniture, fixtures, equipment, supplies such as light bulbs, filters, etc., tools machinery and equipment that is not permanently installed, and studies.

3. When can applications be submitted?
The Office of Policy and Management (OPM) is accepting applications for the entitlement years 1988-89 through 2016-17. Applications for the 2016-17 certified entitlement will be accepted on or after March 1, 2016 but before October 1, 2016. Authorization and reimbursement requests must be submitted on the prescribed form and should be addressed to:

State of Connecticut
Office of Policy and Management
Intergovernmental Policy Division
450 Capitol Ave., MS#54ORG
Hartford, CT 06106-1379
Attention: LoCIP Program

4. How are distributions to each municipality calculated?
Distribution of these funds is apportioned to the towns by the statutory formula of 30% road miles, 25% population density, 25% AENGLC (Adjusted Equalized Net Grand List Per Capita) and 20% population, with unconsolidated cities and boroughs receiving a percentage of their associated municipality's allocation based on the total taxes levied. *Although municipalities are encouraged to utilize their LoCIP entitlement annually, these entitlements may be accumulated from year to year.*

5. What is a Capital Improvement Plan (CIP)?
A CIP is a multiyear plan prepared to show the general description, need, and estimated cost of each individual capital improvement, and the proposed funding source for each individual capital improvement in the first year of the plan. The CIP should be adopted by the applicant's legislative body having final annual budget approval (City Council, Board of Alderman or Town Meeting) and should be updated annually.

6. Must projects be included in a CIP in order to be approved?
Yes, with the exception delineated below, the municipality must certify that it has adopted a capital improvement plan and that the project is consistent with such plan. If, however, a particular project is not included in the local CIP because of a substantial change of circumstances, a note explaining such circumstances must be included in the project description section of the Authorization/Expenditure form.

7. Is any project listed in the CIP eligible for LoCIP reimbursement?
No. Only projects that fall under the categories listed under question #1 of the Guidelines are eligible for LoCIP reimbursement.

2016 LoCIP GUIDELINES

8. Can LoCIP funds be used for projects which receive other State funds?
The grant can be used toward the balance on projects receiving other assistance, but cannot be used to satisfy a local matching requirement for any state assistance program except for the Local Bridge Program established under Sections 13a-175p to 13a-175u, Connecticut General Statutes.

9. Do projects require separate applications?
Yes, separate forms, and support materials are required for each project. Please use the updated A/E form to request authorization and reimbursement.

10. How long will it take to receive approval?
The Secretary of OPM will approve or disapprove each fully completed project authorization and expenditure (A/E) form within forty five (45) days of its receipt and will notify each applicant accordingly. The Secretary will approve projects only up to the amount of each municipality's available balance (current entitlement plus any balance from previous years), provided separately.

11. How does the municipality receive funding?
A municipality must expend local funds for eligible and approved LoCIP projects before reimbursement can be issued. The municipality initiates this reimbursement process by submitting a reimbursement request and entering the amount of reimbursement requested in the "Amount of Current Request" column on the LOCIP A/E form that is provided with this manual. *Note: Documentation of the expenditure in the form of a list of checks, their dates, amounts, the vendor from whom items or services were obtained and a description of those items/services must accompany the request. Copies of detailed invoices itemizing products or services provided <u>may be requested</u> in order to verify eligibility for reimbursement.*

12. Can a municipality request a project authorization and reimbursement of expenses at the same time?
Yes, each municipality may apply to the Secretary for expense reimbursement at the time it submits a Local Capital Improvement project authorization request. Documentation of the expenditure as described under item 9 above, must accompany the request.

13. May municipalities sell grant anticipation notes to provide interim financing?
Yes, the law permits municipalities to sell such notes. Such notes must be authorized in the same way as other bonds and notes of the municipality but payments of principal are not required while the project is under construction. The term of these notes shall not exceed six months from the date of completion of an eligible local capital improvement project.

The expense of preparing, issuing and marketing of such notes may not be included as part of the cost of an eligible local capital improvement project. Also, a LoCIP grant may not be used to make debt service payments on long-term bonds or financing leases.

14. May a municipality transfer LoCIP funds from one project to another if there is an unexpended balance in one project account and deficit elsewhere?
No, if there is a balance and a project is completed, the municipality should close out the finished project and the funding will be released into the municipality's available balance where it can be drawn from for another project.

For a cost overrun, the municipality should submit a new request for authorization referring to the original project number in the description of the project, the application should provide an explanation for the cost overrun; a new project number will be issued.

15. How long must the municipality retain records related to LoCIP funded projects?
Pursuant to C.G.S. §7-536(h) each municipality receiving a Local Capital Improvement Project grant under this section shall retain detailed accounting records of all expenses incurred relative to the local capital improvement project for which a grant is received for a period of not less than 3 years following the completion of such project. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities are advised to retain records for whichever retention period is longest.

16. How often can reimbursement requests be submitted?
Reimbursement requests should be submitted <u>not more than once per month</u>, per project.

2016 LoCIP GUIDELINES

INSTRUCTIONS

PART 1 - PROJECT APPROVAL

Only a COMPLETE LoCIP application package will be acted upon by the Office of Policy and Management (OPM); a separate package is required for each project.

A current LoCIP **Authorization/Expenditure** (A/E) form provided by OPM must be signed by the Chief Executive Officer at the bottom of the form. Be sure to provide the name, title, and contact information of the LoCIP contact person for your municipality when requesting authorization and/or reimbursement. This is the person to whom all program correspondence will be addressed. The A/E form must provide a detailed description of the proposed project. For project authorization only, complete the first column of the Project Component Section. (The balance of the project Component Section will be completed when reimbursement is requested.)

This A/E form is also used to certify that the project complies with LoCIP guidelines and relevant statutes, and that the funds are not being used to match another state grant except for the Local Bridge Program.

In the event an emergency authorization is requested for a capital project which was not contained in the municipality's capital plan, the Chief Executive Officer should note on item 4 in the certification section of the form that the project is <u>not</u> in the capital plan and provide the reason in the "Project Description" section on this form.

The Secretary of OPM will determine the eligibility of each fully completed A/E form within forty five (45) days of its receipt and will notify each applicant accordingly.

PART 2 - REIMBURSEMENT

After expenses have been incurred and local funds have been expended for an approved project, the municipality may request reimbursement by completing the request for reimbursement part (columns 2, 3 and 4 of the Project Component Section) of the A/E form. Column 2 of this section should list the amount of previous reimbursement (if any) made by OPM for this project. Column 3 should show the amount currently being requested, while column 4 is a total of the previous reimbursement and the current request.

Each reimbursement request should be accompanied by a brief expense summary sheet that shows the vendor's name, check number, date and amount of each payment and a description of the item/service provided, making up that particular submission. *Copies of detailed invoices that provide a description of the items or services provided by the vendor may be required in order to determine eligibility for reimbursement.*

When the project is complete and the final expense reimbursement is requested, check the "Final Reimbursement" box on the form. If the final reimbursement total is less than the amount originally approved, the unexpended balance will be returned to the municipality's available balance.

If a municipality experiences a project cost overrun, a new Authorization form for the amount of this overrun is required. The project description of this new request should mention the earlier related LoCIP project number and the reason for the overrun. *The increase will be approved under a new project number subject to OPM review and approval, provided the municipality has entitlement funds available.*

2016 LoCIP GUIDELINES

Connecticut General Statutes sections that provide for the LoCIP program follow:

Sec. 7-536. Definitions. Allocation of funds. Projects. Formulas. Applications for funds. Criteria for review of applications. Use of funds. (a) As used in sections 7-535 to 7-538, inclusive:

(1) "Adjusted equalized net grand list per capita" means the adjusted equalized net grand list per capita determined for each town pursuant to section 10-261;

(2) "Density" means the population of a municipality divided by the number of square miles of the municipality;

(3) "Grant anticipation note" means a note issued in anticipation of the receipt of project grants to the municipality from moneys in the Local Capital Improvement Fund;

(4) "Local capital improvement project" means a municipal capital expenditure project for any of the following purposes: (A) Road construction, renovation, repair or resurfacing, (B) sidewalk and pavement improvements, (C) construction, renovation, enlargement or repair of sewage treatment plants and sanitary or storm, water or sewer lines, including separation of lines, (D) public building construction other than schools, including renovation, repair, code compliance, energy conservation and fire safety projects, (E) construction, renovation, enlargement or repair of dams, bridges and flood control projects, (F) construction, renovation, enlargement or repair of water treatment or filtration plants and water mains, (G) construction, renovation or enlargement of solid waste facilities, (H) improvements to public parks, (I) the preparation and revision of local capital improvement plans projected for a period of not less than five years and so prepared as to show the general description, need and estimated cost of each individual capital improvement, (J) improvements to emergency communications systems and building security systems, including for schools, (K) public housing projects, including renovations and improvements and energy conservation and the development of additional housing, (L) renovations to or construction of veterans' memorial monuments, (M) thermal imaging systems, (N) bulky waste and landfill projects, (O) the preparation and revision of municipal plans of conservation and development adopted pursuant to section 8-23, provided such plans are endorsed by the legislative body of the municipality not more than one hundred eighty days after adoption by the commission, (P) acquisition of automatic external defibrillators, (Q) floodplain management and hazard mitigation activities, (R) on-board oil refining systems consisting of a filtration canister and evaporation canister that remove solid and liquid contaminants from lubricating oil, (S) activities related to the planning of a municipal broadband network, provided the speed of the network shall be not less than three hundred eighty-four thousand bits per second, (T) establishment of bikeways and greenways, (U) land acquisition, including for open space, and costs involved in making land available for public uses, (V) acquisition of technology related to implementation of the Department of Education's common core state standards, (W) technology upgrades, including for improvements to expand public access to government information through electronic portals and kiosks, and (X) for the fiscal years ending June 30, 2013, and June 30, 2014, acquisition of snow removal equipment, capital expenditures made to improve public safety, and capital expenditures made to facilitate regional cooperation. "Local capital improvement project" means only capital expenditures and includes repairs incident to reconstruction and renovation but does not include ordinary repairs and maintenance of an ongoing nature and "floodplain management" and "hazard mitigation" shall have the same meaning as in section 25-68j;

(5) "Municipality" means any town, city, borough, consolidated town and city or consolidated town and borough;

(6) "Population" means the number of people according to the most recent federal decennial census, except in intervening years between such censuses when it shall mean the number according to the most recent estimate of the Department of Public Health; and

(7) "Secretary" means the Secretary of the Office of Policy and Management.

(b) On February first of each year, not more than the amount as authorized by the General Assembly for the fiscal year from the resources of the Local Capital Improvement Fund shall be allocated to the Secretary of the Office of Policy and Management, who shall allocate an amount to each municipality in the state in accordance with the provisions of subsection (c) of this section. The secretary shall credit all such allocated moneys to a local capital improvement account for each municipality and make local improvement project grants from such accounts to such municipalities pursuant to the provisions of this section. The secretary shall maintain records indicating, for each municipality's account, the amount credited to the account each year, the amount paid out in local capital improvement project grants and charged to the account and the balance available for additional local capital improvement project grants.

(c) Each allocation under subsection (b) of this section shall be made to municipalities in accordance with the following formula: (1) Thirty per cent of the amount shall be allocated pro rata on the basis of the ratio of the total number of miles of improved and unimproved highways in each town to the total number of miles of improved and unimproved highways in all towns in the state, as determined under sections 13a-175b and 13a-175d; (2) twenty-five per cent of the amount shall be allotted pro rata on the basis of the following ratio: The density of each town multiplied by the population of such town shall be the numerator of the fraction. The resulting products for all the towns shall be added together, and the sum shall be the denominator of the fraction; (3) twenty-five per cent of the amount shall be allotted on the basis of the following ratio: The population of each town multiplied by the inverse of the adjusted equalized net grand list per capita of such town shall be the numerator of the fraction, and the resulting products for all the towns shall be added together and the sum shall be the denominator of the fraction; (4) twenty per cent of the amount shall be allotted pro rata on the basis of the ratio of the population of each town to the population of the state. Any city or borough not consolidated with the town in which it is located and any town containing such a city or borough shall share the allocation to such town on the basis of the following ratio: The total taxes levied in the previous fiscal year by such town, city or borough shall be the numerator of the fraction. The total taxes levied by the town and all cities or boroughs located within such town shall be added together, and the sum shall be the denominator of the fraction. Any such city or borough may, by vote of its legislative body, direct the Secretary of the Office of Policy and Management to reallocate all or a portion of the share of such city or borough to the town in which it is located.

(d) On March first of each year the Secretary of the Office of Policy and Management shall indicate to each municipality the amount allocated to the municipality under subsections (b) and (c) of this section in accordance with section 4-71a.

(e) (1) Each municipality may apply to the secretary for project authorization and expense reimbursement of local capital improvement projects.

(2) Notwithstanding the deadlines imposed by this section, each municipality that has expended funds in the fiscal year ending June 30, 2013, on projects listed in subparagraphs (T) to (X), inclusive, of subdivision (4) of subsection (a) of this section may apply to the secretary for reimbursement of such expenses.

(3) Notwithstanding the provisions of subdivision (2) of subsection (f) of this section, the secretary, at his or her discretion, may authorize expense reimbursement for a project listed in subparagraphs (T) to (X), inclusive, of subdivision (4) of subsection (a) of this section prior to such project's inclusion on the local capital improvement plan adopted by a municipality. The secretary may require certification from the municipality that such municipality is taking steps to amend its local capital improvement plan to include such project.

(f) The secretary shall approve or disapprove each completed application for a local capital improvement project grant authorization not later than forty-five days after receipt of such application on a form prescribed by the secretary. Such application shall include a certification by the municipality that: (1) The project for which grant assistance is requested is a local capital improvement project; (2) the project is consistent with the local capital improvement plan adopted by the municipality; and (3) the grant proceeds shall not be used to satisfy a local matching requirement for any state assistance program other than the local bridge program established under sections 13a-175p to 13a-175u, inclusive. The municipality shall provide any other certification required by the secretary. The secretary shall authorize such grant if, in the secretary's opinion, the project meets the requirements set forth in this section and any other requirement imposed by the secretary and payment of such grant would not cause the local capital improvement account of the municipality, established under subsection (b) of this section, to be overdrawn. If a municipality fails to request payment within seven years of such authorization for a project, the secretary shall make no payment for such project unless the municipality requests and receives a waiver for such project on such terms and conditions as the secretary deems appropriate. On or before five years after the date of any such authorization and on or before six years after the date of any such authorization, the secretary shall notify, in writing, any municipality for which any such authorization has been made which notice shall indicate the time which has elapsed since such authorization and the date after which the secretary may not make payments for an authorized project.

(g) Each municipality may apply to the secretary for expense reimbursement at the time it submits a local capital improvement project authorization request or any time after such authorization request has been approved by the secretary. The application for expense reimbursement shall be submitted on a form prescribed by the secretary and shall contain identification of the expenses for which reimbursement is sought and certification from the municipality that: (1) Expenditures for the project conform to the provisions of subdivision (4) of subsection (a) of this section and the municipality is entitled to the reimbursement requested in the application; and (2) the municipality agrees to maintain detailed accounting records of the project reflecting the expenditures for which reimbursement has been requested and to make such records available to its independent auditor and the state. The municipality shall provide any other certification required by the secretary. Not later than five business days after such certification, the Comptroller shall draw his or her order on the Treasurer, who shall pay the grant to the municipality.

(h) Each municipality receiving a local capital improvement project grant under this section shall retain detailed accounting records of all expenses incurred relative to the local capital improvement project for which a grant is received for a period of not less than three years following the completion of such project. If the secretary determines that such records are not maintained or a review of such records indicates that such grant, or any portion thereof, was used for a purpose other than its intended purpose, the secretary shall provide written notification to the chief executive officer of the municipality of such finding. Upon issuing a finding under this section, the secretary may require the municipality to promptly pay to the state an amount equal to the amount of the grant or he may cause the amount of any future grant made under this section to be reduced by such amount.

(i) On and after January 1, 2001, no municipality shall receive any financial assistance under this section for improvements to information technology systems to manage the century date change effect.

(j) No municipality shall be eligible to receive financial assistance under this section for reimbursement of the cost of preparing a municipal plan of conservation and development, pursuant to section 8-23, more than once in any ten-year calendar period.

(P.A. 87-584, S. 12, 18; P.A. 88-343, S. 18–20, 32; P.A. 89-370, S. 4, 15; June Sp. Sess. P.A. 91-3, S. 159, 168; June Sp. Sess. P.A. 91-13, S. 18, 21; May Sp. Sess. P.A. 92-7, S. 6, 36; P.A. 93-381, S. 9, 39; June Sp. Sess. P.A. 93-1, S. 7, 45; P.A. 94-53; P.A. 95-257, S. 12, 21, 58; 95-272, S. 3, 4, 29; 95-307, S. 1, 14; P.A. 97-244, S. 1, 13; June 5 Sp. Sess. P.A. 97-1, S. 7, 20; P.A. 99-66, S. 2, 3, 5; 99-241, S. 4, 66; P.A. 00-167, S. 58, 59, 69; P.A. 01-197, S. 2–4; P.A. 02-89, S. 10; May 9 Sp. Sess. P.A. 02-5, S. 3; P.A. 04-144, S. 3; P.A. 07-177, S. 1; 07-213, S. 10; 07-254, S. 2; Dec. Sp. Sess. P.A. 12-1, S. 47; P.A. 13-184, S. 93, 94.)

History: P.A. 88-343 amended Subsec. (b) to make the program annual and to increase the bond authorization from $20,000,000 to $30,000,000, amended Subsec. (d) to provide that the notice of allocation shall be in accordance with Sec. 4-71a and amended Subsec. (e) to change the application date from February 1, 1988, to March first of each year; P.A. 89-370 amended Subsec. (f) to change project authorization date in Subdiv. (2) from July 1, 1987, to May 1, 1987; June Sp. Sess. P.A. 91-3 amended the local capital improvement program and created a new local transportation infrastructure program; June Sp. Sess. P.A. 91-13 deleted all changes made by June Sp. Sess. P.A. 91-3 and restored language existing as of January 1, 1991; May Sp. Sess. P.A. 92-7 amended Subsec. (a)(4) to clarify that all projects must be capital expenditures and to remove local pavement management programs to analyze the condition of town roads from the definition, amended Subsec. (b) to remove the provision adding interest to municipal accounts and amended Subsecs. (g) and (h) to insert provisions relating to the timing of payments; P.A. 93-381 replace department of health services with department of public health and addiction services, effective July 1, 1993; June Sp. Sess. P.A. 93-1 redefined "local capital improvement project" to include improvements to emergency communication systems, effective July 1, 1993; P.A. 94-53 amended Subsec. (a) to redefine "local capital improvement project" to include sidewalk and pavement improvements; P.A. 95-257 replaced Commissioner and Department of Public Health and Addiction Services with Commissioner and Department of Public Health, effective July 1, 1995; P.A. 95-272 redefined "local capital improvement project" in Subsec. (a) to include public housing projects and amended Subsec. (b) to delete allocation amount of $30,000,000 and replace it with the amount authorized by the General Assembly, effective July 1, 1995; P.A. 95-307 amended Subsec. (f) by extending the time for a decision on an application from 30 to 45 days, effective July 6, 1995; P.A. 97-244 amended Subsec. (d) to add date for notification of amount of the allocation, amended Subsec. (e) to refer to projects rather than grants, amended Subsec. (f) to require application re prescribed forms and certification by the municipality and to establish criteria for approval, amended Subsec. (g) to add provisions re expense reimbursement and amended Subsec. (h) to add provision re retention of detailed accounting records of expenses, effective July 1, 1997; June 5 Sp. Sess. P.A. 97-1 added Subsec. (a)(4)(L) re renovations to or construction of veterans' memorial monuments, effective July 31, 1997 (Revisor's note: The reference in Subpara. (L) to "veterans memorial monuments" was changed editorially by the Revisors to "veterans' memorial monuments" for grammatical accuracy); P.A. 99-66 added Subsec. (a)(4)(M) re improvements to information technology systems in definition of "local capital improvement project" and added new Subsec. (i) re termination of assistance to municipalities as of January 1, 2001, effective May 27, 1999; P.A. 99-241 amended Subsec. (f) to add provision that the secretary make no payment if a municipality fails to request payment within five years of authorization, effective July 1, 1999; P.A. 00-167 amended Subsec. (a)(4) to include flood control projects, thermal imaging systems and bulky waste and landfill projects as "local capital improvement projects" and amended Subsec. (f) to extend the time within which municipalities must request payment for authorized projects from five years to seven years and provide for notice to municipalities of the deadline, effective July 1, 2000; P.A. 01-197 added Subsec. (a)(4)(P) to include preparation and revision of municipal plans of conservation and development and added new Subsec. (j) re eligibility for reimbursement for cost of preparing a municipal plan of conservation and development, effective July 1, 2001, and applicable to municipal plans of conservation and development prepared after that date; P.A. 02-89 amended Subsec. (a)(4) to delete as obsolete former Subpara. (M) re "improvements to information technology systems to manage the century date change effect, as defined in section 4d-16," and redesignate former Subparas. (N), (O) and (P) as Subparas. (M), (N) and (O); May 9 Sp. Sess. P.A. 02-5 amended Subsec. (a)(4) to include acquisition of automatic external defibrillators in the definition of "local capital improvement project" as new Subpara. (P), effective July 1, 2002; P.A. 04-144 added Subsec. (a)(4)(Q) re floodplain management and hazard mitigation activities and defining "floodplain management" and "hazard mitigation"; P.A. 07-177 amended Subsec. (a)(4) to add Subpara. (R) to include on-board oil refining systems in the definition of "local capital improvement project", effective July 1, 2007; P.A. 07-213 amended Subsec. (g) to change "fifteen days" to "five business days" and make technical changes, effective July 10, 2007; P.A. 07-254 amended Subsec. (a)(4) to redefine "local capital improvement project" by including activities related to the planning of a municipal broadband network in new Subpara. (R) (Revisor's note: New Subpara. (R) was repositioned editorially by the Revisors to immediately follow existing Subparas. (A) to (Q), inclusive, and new Subpara. (R) added by P.A. 07-177 to maintain continuity of itemized project purposes and was redesignated as Subpara. (S)); Dec. Sp. Sess. P.A. 12-1 amended Subsec. (a)(4) to redefine "local capital improvement project" by adding "and building security systems, including for schools" in Subpara. (J), effective December 21, 2012; P.A. 13-184 amended Subsec. (a)(4) to redefine "local capital improvement project" by making a technical change and adding Subpara. (T) re bikeways and greenways, Subpara. (U) re land acquisition, Subpara. (V) re technology acquisition, Subpara. (W) re technology upgrades and Subpara. (X) re certain capital expenditures, effective June 18, 2013, and amended Subsec. (e) by designating existing provision as Subdiv. (1) and adding Subdivs. (2) and (3) re eligibility of certain projects for reimbursement, effective July 1, 2013.

Sec. 7-538. Bond issue for local capital improvement projects. (a) For the purposes described in subsection (b) of this section, the State Bond Commission shall have the power, from time to time, to authorize the issuance of bonds of the state in one or more series and in principal amounts not exceeding in the aggregate seven hundred sixty-five million dollars, provided thirty million dollars of said authorization shall be effective July 1, 2014.

(b) The proceeds of the sale of said bonds, to the extent of the amount stated in subsection (a) of this section, shall be used by the Office of Policy and Management for the purposes of sections 7-535 to 7-538, inclusive (c) All provisions of section 3-20, or the exercise of any right or power granted thereby which are not inconsistent with the provisions of sections 7-535 to 7-538, inclusive, are hereby adopted and shall apply to all bonds authorized by the State Bond Commission pursuant to said sections and temporary notes in anticipation of the money to be derived from the sale of any such bonds so authorized may be issued in accordance with said section 3-20 and from time to time renewed. Such bonds shall mature at such time or times not exceeding twenty years from their respective dates as may be provided in or pursuant to the resolution or resolutions of the State Bond Commission authorizing such bonds. None of said bonds shall be authorized except upon a finding by the State Bond Commission that there has been filed with it a request for such authorization, which is signed by or on behalf of the Secretary of the Office of Policy and Management and states such terms and conditions as said commission, in its discretion, may require. Said bonds issued pursuant to sections 7-535 to 7-538, inclusive, shall be general obligations of the state and the full faith and credit of the state of Connecticut are pledged for the payment of the principal of and interest on said bonds as the same become due, and accordingly and as part of the contract of the state with the holders of said bonds, appropriation of all amounts necessary for punctual payment of such principal and interest is hereby made, and the Treasurer shall pay such principal and interest as the same become due.

(P.A. 87-584, S. 14, 18; P.A. 88-343, S. 21, 32; P.A. 89-331, S. 6, 30; P.A. 90-297, S. 3, 24; June Sp. Sess. P.A. 91-4, S. 9, 25; May Sp. Sess. P.A. 92-7, S. 8, 36; June Sp. Sess. P.A. 93-1, S. 8, 45; P.A. 95-272, S. 5, 29; June 5 Sp. Sess. P.A. 97-1, S. 8, 20; P.A. 99-241, S. 5, 66; June Sp. Sess. P.A. 01-7, S. 3, 28; May 9 Sp. Sess. P.A. 02-5, S. 4; May Sp. Sess. P.A. 04-1, S. 4; June Sp. Sess. P.A. 05-5, S. 4; June Sp. Sess. P.A. 07-7, S. 43; Sept. Sp. Sess. P.A. 09-2, S. 2; P.A. 11-57, S. 64; P.A. 13-239, S. 54.)

History: P.A. 88-343 increased bond authorization from $20,000,000 to $50,000,000; P.A. 89-331 increased the bond authorization to $80,000,000; P.A. 90-297 increased the bond authorization to $110,000,000; June Sp. Sess. P.A. 91-4 increased the bond authorization to $140,000,000; May Sp. Sess. P.A. 92-7 amended Subsec. (a) to increase the bond authorization to $170,000,000; June Sp. Sess. P.A. 93-1, effective July 1, 1993, amended Subsec. (a) to increase bond authorization from $230,000,000, effective July 1, 1993, provided $30,000,000 of said authorization shall be effective July 1, 1994; P.A. 95-272 amended Subsec. (a) to increase authorization to $290,000,000, effective July 1, 1995, provided $30,000,000 shall be effective July 1, 1996; June 5 Sp. Sess. P.A. 97-1 amended Subsec. (a) to increase bond authorization to $350,000,000, provided $30,000,000 is effective July 1, 1998, effective July 31, 1997; P.A. 99-241 amended Subsec. (a) to increase authorization from to $410,000,000, effective July 1, 1999, provided $30,000,000 is effective July 1, 2000; June Sp. Sess. P.A. 01-7 amended Subsec. (a) to increase authorization to $470,000,000, provided $30,000,000 is effective July 1, 2002, effective July 1, 2001; May 9 Sp. Sess. P.A. 02-5 amended Subsec. (a) to provide that $65,000,000 of the authorization shall be effective July 1, 2003, effective July 1, 2002; May Sp. Sess. P.A. 04-1 amended Subsec. (a) to decrease aggregate authorization to $465,000,000 and to delete provision re funds authorized in 2003, effective July 1, 2004; June Sp. Sess. P.A. 05-5 amended Subsec. (a) to increase the aggregate authorization from $465,000,000 to $525,000,000, of which $30,000,000 is effective July 1, 2006, effective July 1, 2005; June Sp. Sess. P.A. 07-7 amended Subsec. (a) by increasing aggregate authorization from $525,000,000 to $585,000,000, of which $30,000,000 is effective July 1, 2008, effective November 2, 2007; Sept. Sp. Sess. P.A. 09-2 amended Subsec. (a) to increase aggregate authorization from $585,000,000 to $645,000,000, of which $30,000,000 is effective July 1, 2010, effective September 25, 2009; P.A. 11-57 amended Subsec. (a) to increase aggregate authorization from $645,000,000 to $705,000,000, of which $30,000,000 is effective July 1, 2012, effective July 1, 2011; P.A. 13-239 amended Subsec. (a) to increase aggregate authorization from $705,000,000 to $765,000,000, of which $30,000,000 is effective July 1, 2014, instead of July 1, 2012, effective July 1, 2013.

Local Capital Improvement Program (LOCIP)

Certified Municipal Entitlements

~~ENTITLEMENTS FOR 2016~~

MUNICIPALITY	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Available 3/1/16
Andover	$28,444	$27,913	$28,270	$28,129	$28,465	$28,735	$28,196	$27,906	$28,185	$28,323	$146,106.32
Ansonia	$183,724	$177,179	$176,373	$167,621	$174,849	$179,367	$178,630	$178,918	$176,587	$183,253	$516,821.84
Ashford	$54,548	$54,225	$52,892	$51,790	$52,989	$51,315	$52,201	$51,057	$49,252	$50,017	$50,017.00
Avon	$102,083	$103,691	$104,219	$105,218	$105,627	$106,650	$108,969	$109,484	$108,884	$108,947	$108,947.00
Barkhamsted	$36,180	$36,835	$36,472	$35,849	$36,227	$36,903	$36,984	$36,655	$35,653	$35,692	$35,692.00
Beacon Falls	$36,279	$36,665	$37,937	$37,538	$38,309	$38,903	$38,500	$38,044	$37,461	$37,796	$99,745.45
Berlin	$127,412	$129,881	$132,310	$128,158	$133,059	$127,659	$124,390	$125,634	$125,683	$126,789	$409,839.25
Bethany	$47,661	$48,577	$48,581	$47,882	$48,193	$48,050	$47,474	$47,173	$46,761	$47,062	$236,831.00
Bethel	$120,169	$118,327	$118,520	$114,416	$117,193	$115,982	$115,858	$119,373	$118,708	$119,172	$285,317.11
Bethlehem	$34,378	$34,695	$34,229	$34,463	$34,019	$34,259	$34,295	$34,040	$34,326	$33,093	$33,379.00
Bloomfield	$131,196	$137,928	$134,852	$130,091	$131,427	$127,115	$125,039	$125,404	$126,327	$124,840	$124,840.00
Bolton	$40,252	$40,959	$40,890	$40,043	$40,706	$39,588	$38,439	$38,093	$37,644	$37,821	$412,643.00
Bozrah	$26,480	$26,263	$26,571	$26,144	$26,366	$26,909	$26,324	$26,180	$26,545	$27,237	$27,237.00
Branford	$167,858	$170,313	$168,464	$164,305	$164,947	$157,841	$157,017	$157,679	$154,428	$155,501	$581,220.37
Bridgeport	$2,229,742	$2,123,842	$2,090,303	$2,004,673	$2,069,582	$2,215,017	$2,258,098	$2,271,379	$2,413,992	$2,374,132	$4,859,503.88
Bridgewater	$24,403	$24,508	$24,503	$24,363	$24,321	$23,834	$23,812	$23,733	$23,655	$23,606	$54,944.50
Bristol	$520,268	$508,904	$504,113	$486,019	$503,379	$478,988	$478,962	$473,117	$471,380	$475,834	$542,627.34
Brookfield	$102,353	$104,397	$104,469	$105,434	$106,326	$103,969	$104,694	$103,819	$103,800	$104,868	$104,868.00
Brooklyn	$70,858	$74,723	$71,219	$69,581	$70,862	$72,513	$74,309	$73,843	$72,385	$71,211	$463,828.12
Burlington	$72,387	$73,695	$74,013	$73,041	$73,633	$73,551	$73,757	$74,146	$74,005	$74,435	$94,854.48
Canaan	$19,274	$18,864	$18,879	$18,827	$18,863	$18,944	$18,925	$19,505	$19,394	$18,783	$18,783.00
Canterbury	$57,203	$58,741	$56,216	$55,618	$56,297	$57,223	$56,196	$54,976	$55,431	$55,130	$55,130.00
Canton	$66,775	$69,054	$69,315	$68,247	$69,052	$69,430	$68,272	$68,641	$68,569	$68,185	$290,869.66
Chaplin	$30,581	$31,121	$31,003	$29,965	$31,049	$29,216	$29,258	$27,498	$27,157	$27,254	$27,254.00
Cheshire	$182,415	$185,740	$185,945	$183,234	$186,568	$184,598	$185,343	$184,416	$180,905	$180,400	$180,400.00
Chester	$27,495	$27,731	$28,012	$27,525	$26,935	$26,781	$26,888	$27,864	$28,576	$28,680	$71,861.88
Clinton	$89,943	$90,417	$92,522	$89,295	$90,328	$88,091	$85,959	$84,895	$84,464	$84,125	$84,125.00
Colchester	$117,627	$119,835	$119,912	$118,684	$119,496	$120,273	$118,307	$118,690	$116,846	$117,313	$117,313.00
Colebrook	$25,834	$25,574	$25,626	$25,407	$25,497	$25,846	$25,866	$25,087	$24,968	$24,932	$49,900.00
Columbia	$39,731	$40,418	$40,418	$40,348	$40,197	$40,257	$41,093	$40,013	$39,504	$39,693	$78,155.27
Cornwall	$33,268	$33,343	$33,327	$33,194	$33,293	$32,989	$32,753	$32,673	$32,618	$32,569	$32,569.00
Coventry	$102,437	$106,884	$105,001	$101,855	$103,771	$103,207	$104,182	$103,801	$101,904	$101,217	$176,084.43
Cromwell	$84,682	$84,114	$84,530	$82,653	$84,591	$83,796	$83,658	$84,232	$83,041	$84,537	$84,537.00
Danbury	$550,266	$533,302	$529,226	$514,354	$550,428	$543,365	$545,090	$545,776	$557,492	$554,189	$1,680,533.26
Darien	$110,746	$110,761	$110,374	$109,072	$109,397	$110,210	$111,022	$110,587	$111,194	$112,832	$112,832.00
Deep River	$31,459	$31,655	$32,764	$31,405	$31,706	$30,903	$31,729	$32,011	$30,364	$30,471	$30,471.00
Derby	$100,556	$98,314	$104,359	$97,950	$99,393	$102,316	$103,640	$106,189	$106,011	$109,507	$1,044,373.46
Durham	$54,820	$55,569	$56,514	$55,451	$56,478	$55,109	$54,676	$54,147	$52,321	$52,432	$52,432.00
Eastford	$24,494	$24,230	$24,511	$23,422	$24,289	$23,161	$23,213	$23,050	$22,868	$22,303	$22,303.00
East Granby	$34,936	$35,899	$35,862	$35,248	$36,385	$35,555	$34,377	$34,837	$34,522	$35,286	$139,022.00
East Haddam	$91,949	$90,340	$90,585	$89,231	$90,170	$89,721	$89,741	$89,171	$88,338	$87,991	$87,991.00
East Hampton	$94,428	$96,374	$99,570	$94,898	$97,371	$97,392	$90,977	$92,551	$89,318	$88,368	$177,247.00
East Hartford	$411,401	$427,946	$424,786	$430,890	$413,115	$433,071	$445,640	$454,375	$448,528	$446,673	$447,716.66
East Haven	$227,259	$227,296	$227,409	$221,743	$223,056	$225,354	$222,964	$223,273	$214,564	$219,803	$334,424.23
East Lyme	$119,769	$120,297	$121,797	$122,534	$123,543	$121,913	$122,342	$119,562	$118,828	$120,181	$182,921.86
Easton	$66,858	$66,790	$66,041	$65,657	$66,534	$66,717	$66,924	$66,778	$66,516	$66,646	$470,712.68
East Windsor	$76,752	$77,173	$78,253	$76,728	$78,322	$76,564	$76,311	$77,337	$78,232	$78,338	$78,338.00
Ellington	$101,561	$102,899	$106,105	$99,977	$105,979	$107,979	$106,768	$107,785	$105,415	$106,719	$106,719.00
Enfield	$343,442	$352,286	$347,068	$339,606	$340,314	$337,821	$333,435	$315,668	$320,305	$321,907	$402,483.00
Essex	$41,938	$41,636	$41,903	$41,537	$41,754	$40,613	$40,711	$40,351	$40,043	$40,105	$40,105.00
Fairfield	$365,550	$367,511	$369,303	$363,779	$366,931	$368,430	$370,856	$373,921	$370,404	$373,054	$373,054.00
Farmington	$139,692	$140,503	$141,138	$137,955	$140,580	$138,104	$137,996	$138,512	$136,925	$137,501	$274,710.67

Local Capital Improvement Program (LOCIP)

Certified Municipal Entitlements

~~ENTITLEMENTS FOR 2016~~

MUNICIPALITY	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Available 3/1/16
Franklin	$17,547	$17,579	$17,805	$16,797	$17,645	$17,349	$17,410	$17,905	$17,711	$17,774	$17,774.00
Glastonbury	$202,663	$201,771	$203,822	$199,534	$203,106	$203,717	$205,378	$205,872	$203,659	$204,413	$204,413.00
Goshen	$43,314	$43,678	$43,915	$43,727	$43,897	$43,047	$43,020	$42,882	$42,696	$42,651	$42,651.00
Granby	$84,566	$85,444	$86,038	$83,716	$84,542	$83,585	$83,286	$82,007	$79,327	$80,190	$233,056.81
Greenwich	$327,609	$328,055	$327,835	$326,691	$327,880	$317,252	$318,876	$319,596	$319,795	$319,966	$319,966.00
Griswold	$92,541	$92,568	$92,266	$91,936	$91,419	$94,740	$91,685	$92,301	$91,869	$94,617	$94,617.00
Groton	$229,217	$223,678	$239,079	$236,447	$224,744	$222,876	$220,728	$215,033	$211,921	$214,072	$406,314.55
Guilford	$140,853	$140,475	$141,388	$139,661	$140,687	$140,266	$139,313	$138,016	$137,609	$137,903	$216,860.01
Haddam	$71,531	$72,080	$72,945	$71,280	$73,487	$75,155	$75,033	$74,528	$73,867	$73,641	$150,366.00
Hamden	$414,422	$414,541	$433,175	$405,839	$417,201	$426,325	$419,218	$423,130	$431,930	$433,974	$2,047,705.41
Hampton	$30,579	$31,180	$30,896	$31,025	$31,302	$29,612	$29,701	$28,877	$28,035	$28,694	$28,694.00
Hartford	$1,924,483	$1,929,863	$1,941,528	$2,282,942	$1,991,022	$1,964,401	$1,947,341	$1,895,234	$1,976,067	$1,934,557	$3,234,818.52
Hartland	$19,980	$20,217	$20,486	$19,394	$20,273	$19,932	$19,356	$19,889	$19,057	$19,109	$38,166.00
Harwinton	$50,745	$51,640	$51,401	$50,595	$51,927	$51,287	$52,039	$51,001	$49,911	$50,006	$108,251.50
Hebron	$70,645	$71,622	$72,085	$70,873	$71,794	$72,444	$72,164	$72,028	$69,933	$70,831	$70,831.00
Kent	$42,089	$41,796	$41,821	$41,580	$41,895	$41,623	$41,588	$41,472	$41,921	$41,879	$125,272.00
Killingly	$156,719	$149,018	$150,048	$145,514	$145,242	$147,994	$148,046	$145,001	$143,681	$141,039	$595,535.95
Killingworth	$54,481	$55,057	$55,662	$54,949	$56,211	$55,303	$54,812	$54,412	$53,343	$53,448	$380,783.80
Lebanon	$75,144	$74,963	$75,090	$73,555	$73,675	$72,778	$72,384	$71,772	$72,023	$71,696	$71,696.00
Ledyard	$116,886	$117,416	$123,004	$115,828	$118,532	$116,894	$113,034	$111,762	$111,385	$112,383	$112,383.00
Lisbon	$31,471	$31,172	$30,467	$30,957	$30,847	$30,838	$30,370	$29,421	$28,353	$28,884	$98,324.00
Litchfield	$85,461	$86,476	$86,361	$84,725	$85,355	$84,457	$83,074	$82,508	$81,931	$81,971	$246,410.00
Lyme	$25,530	$25,600	$25,611	$25,492	$25,551	$25,928	$25,906	$25,854	$25,763	$25,766	$25,766.00
Madison	$113,883	$115,381	$115,863	$114,566	$115,128	$112,229	$112,377	$110,572	$110,451	$109,978	$109,978.00
Manchester	$409,517	$421,402	$421,575	$448,022	$432,789	$427,213	$427,660	$424,979	$422,712	$428,332	$1,237,253.95
Mansfield	$177,378	$189,215	$182,348	$174,491	$183,979	$183,703	$189,462	$192,489	$184,935	$195,109	$195,109.00
Marlborough	$50,894	$51,603	$52,328	$50,569	$51,653	$50,812	$51,133	$51,514	$50,347	$51,348	$51,348.00
Meriden	$522,742	$533,407	$524,164	$517,834	$517,269	$519,121	$508,578	$507,399	$509,499	$525,697	$525,697.00
Middlebury	$53,851	$54,393	$55,133	$55,314	$55,761	$55,941	$55,321	$55,001	$55,344	$55,554	$55,554.00
Middlefield	$32,799	$33,101	$32,843	$32,821	$33,197	$33,481	$32,373	$32,693	$31,698	$31,880	$58,945.45
Middletown	$337,637	$332,780	$333,584	$322,483	$342,126	$317,435	$322,827	$319,254	$313,567	$317,269	$792,124.06
Milford	$379,563	$386,977	$392,453	$391,494	$410,905	$384,191	$378,282	$370,676	$351,019	$351,815	$480,903.56
Monroe	$135,399	$137,403	$137,293	$134,550	$136,956	$135,451	$135,812	$136,429	$134,631	$134,510	$777,783.00
Montville	$147,390	$151,117	$149,661	$148,832	$150,976	$148,496	$148,401	$144,672	$145,652	$147,104	$363,539.58
Morris	$22,443	$22,320	$22,415	$21,436	$22,190	$21,985	$21,347	$21,876	$21,705	$21,686	$107,353.74
Naugatuck	$263,828	$254,186	$257,808	$245,480	$259,583	$254,126	$257,161	$252,368	$248,445	$256,881	$469,483.53
New Britain	$964,724	$937,010	$924,591	$880,681	$927,650	$931,158	$959,272	$974,088	$991,377	$1,003,987	$1,077,858.61
New Canaan	$117,176	$116,987	$117,187	$116,955	$117,119	$114,350	$114,922	$115,796	$115,715	$116,074	$206,729.03
New Fairfield	$79,880	$81,370	$80,021	$78,778	$80,164	$78,386	$80,462	$80,813	$80,517	$80,317	$80,317.00
New Hartford	$64,049	$64,492	$64,390	$62,652	$64,320	$64,369	$63,496	$63,021	$63,013	$63,091	$63,091.00
New Haven	$1,714,333	$1,692,992	$1,678,216	$1,901,108	$1,803,526	$1,754,365	$1,724,309	$1,790,889	$1,648,668	$1,603,034	$5,532,562.94
Newington	$208,733	$210,268	$220,248	$209,637	$214,002	$212,832	$213,927	$212,179	$209,032	$209,841	$303,697.99
New London	$281,508	$281,979	$273,444	$275,065	$293,373	$292,042	$295,699	$313,951	$308,565	$313,264	$669,963.29
New Milford	$199,289	$200,897	$207,890	$198,095	$200,988	$199,186	$197,428	$196,090	$192,049	$192,641	$192,642.00
Newtown	$201,046	$201,689	$204,146	$201,170	$191,605	$204,621	$205,697	$208,139	$207,562	$207,668	$207,668.00
Norfolk	$33,453	$33,690	$33,708	$33,555	$32,349	$32,201	$32,138	$32,030	$31,899	$31,884	$192,185.05
North Branford	$92,241	$92,856	$96,898	$91,977	$93,280	$91,938	$91,859	$90,105	$88,887	$88,766	$124,603.50
North Canaan	$32,023	$31,431	$31,217	$30,437	$30,843	$30,061	$29,508	$29,814	$29,971	$29,454	$89,239.00
North Haven	$155,769	$157,084	$168,830	$159,088	$157,592	$156,038	$155,899	$155,081	$154,749	$154,546	$367,415.86
North Stoningtor	$49,334	$49,739	$50,322	$48,861	$49,283	$49,841	$48,664	$48,378	$47,925	$48,062	$95,467.77
Norwalk	$628,640	$646,549	$632,914	$616,531	$623,199	$625,905	$628,837	$632,242	$631,512	$638,740	$638,740.00
Norwich	$301,185	$300,331	$299,690	$288,131	$294,788	$316,793	$314,011	$329,508	$320,837	$322,978	$322,978.00

Local Capital Improvement Program (LOCIP)

Certified Municipal Entitlements

~~ENTITLEMENTS FOR 2016~~

MUNICIPALITY	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Available 3/1/16
Old Lyme	$49,547	$49,697	$49,143	$48,721	$48,927	$49,376	$49,388	$49,181	$49,195	$49,358	$49,358.00
Old Saybrook	$70,768	$70,943	$71,313	$69,634	$65,257	$67,807	$67,295	$67,503	$67,011	$67,014	$67,014.00
Orange	$100,298	$100,505	$101,239	$103,263	$102,483	$101,640	$101,797	$101,148	$100,913	$98,746	$598,700.53
Oxford	$92,786	$95,489	$99,715	$98,148	$100,725	$98,972	$97,149	$96,161	$95,377	$95,165	$386,704.00
Plainfield	$143,296	$134,803	$131,999	$125,373	$133,668	$132,668	$128,045	$127,716	$129,537	$125,953	$268,773.36
Plainville	$125,889	$129,836	$129,019	$127,881	$126,670	$125,324	$124,197	$126,839	$124,459	$124,497	$124,497.00
Plymouth	$99,800	$102,467	$102,256	$99,137	$99,754	$99,119	$98,459	$96,857	$94,231	$96,614	$96,614.00
Pomfret	$48,216	$49,536	$48,713	$47,807	$48,947	$48,232	$48,372	$47,325	$46,820	$46,950	$46,950.00
Portland	$67,550	$68,576	$69,613	$67,703	$68,957	$66,983	$66,121	$65,305	$63,149	$63,429	$150,446.82
Preston	$48,546	$47,301	$46,669	$45,690	$46,932	$45,477	$45,029	$44,833	$44,286	$44,551	$56,818.07
Prospect	$65,438	$65,655	$69,501	$65,740	$67,240	$67,150	$65,709	$64,423	$66,103	$64,798	$66,478.00
Putnam	$77,433	$79,989	$78,322	$76,921	$77,968	$79,437	$79,453	$78,759	$84,782	$82,002	$430,886.00
Redding	$69,139	$69,016	$69,108	$68,836	$68,326	$68,964	$69,161	$69,029	$69,362	$69,407	$455,372.00
Ridgefield	$155,111	$154,205	$153,716	$152,735	$154,290	$153,002	$153,782	$153,701	$153,327	$153,548	$295,492.64
Rocky Hill	$110,599	$114,253	$114,587	$112,064	$112,473	$113,338	$113,116	$115,106	$113,558	$113,500	$228,473.60
Roxbury	$36,432	$36,535	$36,490	$36,336	$36,470	$36,146	$36,098	$36,013	$35,916	$35,839	$122,164.94
Salem	$33,992	$34,306	$34,105	$34,134	$35,221	$34,519	$34,079	$33,947	$33,666	$34,396	$34,695.00
Salisbury	$45,602	$45,223	$45,172	$44,891	$44,987	$44,190	$44,156	$44,020	$43,871	$43,808	$263,991.85
Scotland	$22,066	$21,961	$22,313	$21,127	$22,035	$21,617	$21,036	$21,492	$21,198	$21,296	$21,296.00
Seymour	$115,846	$116,785	$122,983	$115,917	$117,907	$118,207	$114,987	$115,793	$115,583	$116,598	$146,478.57
Sharon	$50,373	$50,577	$50,551	$49,633	$49,718	$48,996	$49,738	$49,602	$49,456	$48,779	$82,774.34
Shelton	$264,515	$270,951	$270,415	$271,573	$273,609	$265,176	$265,682	$265,841	$267,034	$268,166	$518,819.88
Sherman	$28,185	$28,115	$28,211	$27,953	$28,134	$26,660	$26,783	$26,721	$26,607	$26,023	$51,380.00
Simsbury	$162,038	$160,957	$161,445	$158,925	$161,441	$157,471	$156,004	$155,184	$154,713	$157,504	$467,401.00
Somers	$89,236	$94,065	$91,992	$88,400	$91,975	$92,123	$91,097	$88,743	$87,482	$88,675	$266,759.00
Southbury	$129,960	$131,342	$130,749	$130,398	$130,696	$131,817	$131,475	$131,719	$132,008	$130,193	$893,344.91
Southington	$283,902	$288,954	$296,540	$283,703	$289,838	$285,572	$279,853	$280,548	$280,242	$283,158	$421,578.85
South Windsor	$171,484	$173,135	$173,112	$168,035	$172,070	$166,439	$166,517	$164,563	$164,723	$163,674	$328,400.66
Sprague	$26,099	$27,404	$26,645	$26,461	$27,005	$26,677	$24,899	$25,271	$24,806	$26,251	$28,101.00
Stafford	$112,489	$113,887	$117,507	$109,866	$111,986	$112,724	$112,240	$110,004	$109,168	$111,207	$223,447.00
Stamford	$794,055	$795,039	$788,604	$890,036	$806,693	$795,763	$797,072	$812,613	$821,608	$842,577	$842,577.00
Sterling	$42,729	$40,959	$41,190	$40,160	$40,913	$42,224	$42,485	$40,652	$40,587	$41,624	$292,409.02
Stonington	$115,077	$112,385	$113,009	$110,074	$111,540	$112,307	$110,944	$110,337	$109,956	$109,735	$109,735.00
Stratford	$380,071	$388,592	$375,026	$367,678	$373,582	$386,453	$393,472	$393,196	$391,112	$392,331	$656,200.33
Suffield	$89,811	$94,259	$94,940	$91,837	$94,057	$94,098	$90,643	$92,400	$91,360	$92,624	$367,027.00
Thomaston	$54,066	$56,117	$54,419	$54,138	$55,133	$55,537	$55,878	$54,334	$53,187	$52,830	$163,045.00
Thompson	$91,916	$94,534	$91,451	$88,894	$91,556	$92,234	$91,543	$92,228	$89,902	$88,496	$88,496.00
Tolland	$118,313	$122,485	$121,619	$118,997	$120,461	$120,293	$118,273	$118,428	$115,715	$116,116	$116,116.00
Torrington	$274,136	$280,455	$278,433	$264,543	$270,349	$276,268	$277,770	$270,258	$258,790	$259,082	$961,984.96
Trumbull	$242,328	$244,643	$246,486	$241,498	$243,639	$246,364	$247,671	$248,363	$246,276	$245,884	$1,269,808.96
Union	$14,814	$14,427	$14,462	$14,357	$14,408	$14,456	$14,458	$15,057	$14,950	$14,971	$14,971.00
Vernon	$222,105	$231,266	$231,588	$252,203	$242,371	$226,662	$224,785	$217,205	$208,454	$209,533	$990,584.70
Voluntown	$25,645	$25,764	$26,249	$24,913	$25,244	$25,304	$24,765	$25,203	$24,841	$24,337	$105,211.47
Wallingford	$299,146	$302,909	$314,979	$296,322	$299,589	$294,525	$291,753	$290,262	$288,056	$287,092	$575,148.00
Warren	$21,874	$22,024	$22,047	$21,933	$21,967	$21,955	$21,909	$21,849	$21,782	$21,740	$111,339.11
Washington	$53,974	$54,020	$53,996	$53,734	$53,621	$53,067	$52,974	$52,181	$52,666	$51,918	$317,631.68
Waterbury	$1,300,249	$1,268,890	$1,216,699	$1,153,976	$1,209,957	$1,226,831	$1,243,340	$1,228,228	$1,305,413	$1,302,143	$4,366,008.81
Waterford	$121,984	$121,675	$120,870	$119,796	$120,090	$120,188	$119,083	$119,089	$118,570	$118,101	$974,754.71
Watertown	$156,283	$161,176	$160,228	$155,013	$160,408	$159,863	$159,370	$157,820	$156,068	$154,296	$212,074.78
Westbrook	$41,350	$42,758	$43,194	$42,648	$42,292	$42,835	$42,280	$42,582	$42,814	$42,361	$107,120.85
West Hartford	$438,758	$442,135	$443,274	$463,667	$459,555	$461,222	$458,106	$459,237	$436,682	$432,145	$432,145.00
West Haven	$561,797	$557,315	$585,531	$539,815	$570,653	$591,849	$592,499	$594,761	$579,476	$580,769	$750,374.27

Local Capital Improvement Program (LOCIP)

Certified Municipal Entitlements

~~ENTITLEMENTS FOR 2016~~

MUNICIPALITY	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Available 3/1/16
Weston	$65,895	$66,255	$66,242	$65,993	$66,051	$65,134	$65,382	$65,365	$65,206	$65,240	$65,240.00
Westport	$147,218	$147,028	$147,006	$146,938	$147,615	$142,830	$143,761	$144,901	$145,997	$146,394	$292,391.00
Wethersfield	$187,822	$189,271	$188,583	$184,612	$186,678	$189,799	$188,737	$188,620	$182,902	$183,003	$226,335.16
Willington	$60,836	$61,430	$61,375	$59,376	$60,591	$59,907	$61,562	$60,224	$59,949	$58,389	$124,513.43
Wilton	$113,035	$112,569	$111,703	$111,159	$111,998	$111,140	$111,666	$112,983	$112,762	$112,895	$112,895.00
Winchester	$92,116	$92,680	$91,966	$87,457	$88,890	$89,318	$89,217	$89,720	$89,011	$89,048	$464,571.03
Windham	$230,598	$239,359	$261,928	$220,269	$226,613	$247,091	$259,909	$246,882	$263,899	$266,853	$416,687.74
Windsor	$186,763	$192,593	$192,113	$184,329	$187,739	$184,272	$183,400	$184,250	$180,920	$181,757	$362,677.00
Windsor Locks	$80,859	$83,435	$84,094	$82,553	$82,284	$80,740	$80,590	$79,778	$79,835	$77,571	$77,572.80
Wolcott	$118,739	$119,397	$119,031	$118,266	$118,789	$116,427	$114,468	$114,583	$113,229	$114,479	$114,479.00
Woodbridge	$66,523	$68,009	$67,162	$66,503	$66,690	$65,813	$65,207	$64,877	$64,474	$64,481	$64,481.00
Woodbury	$75,006	$76,190	$76,613	$75,850	$76,913	$77,067	$78,324	$78,343	$78,210	$77,611	$83,751.54
Woodstock	$86,930	$87,749	$89,171	$87,063	$88,510	$87,112	$85,394	$84,060	$83,243	$83,450	$83,450.00
Bantam	$310	$339	$317	$313	$294	$281	$280	$288	$280	$261	$2,624.00
Danielson	$3,610	$3,525	$3,111	$3,135	$3,142	$2,957	$2,939	$3,013	$2,920	$2,744	$36,992.54
Fenwick	$340	$477	$553	$726	$722	$711	$757	$791	$809	$826	$3,894.00
Groton-City	$17,972	$17,493	$18,101	$18,765	$17,320	$16,708	$15,650	$17,002	$15,690	$17,049	$117,536.00
Groton Long Poi	$2,884	$2,863	$3,259	$3,262	$3,040	$3,291	$3,095	$3,164	$3,219	$3,206	$67,845.98
Jewett City	$1,395	$1,363	$1,954	$2,519	$2,519	$2,327	$2,202	$2,236	$2,421	$2,419	$4,840.00
Litchfield (Bor)	$741	$704	$658	$664	$585	$562	$720	$711	$700	$689	$13,379.00
Newtown (Bor)	$451	$433	$431	$370	$359	$372	$366	$367	$399	$392	$11,178.00
Stonington (Bor)	$1,614	$1,647	$1,602	$1,714	$1,627	$1,625	$1,567	$1,532	$1,489	$1,445	$11,009.00
Woodmont	$228	$221	$208	$210	$256	$225	$333	$284	$292	$267	$1,401.00
	$30,000,000	$30,000,000	$30,000,000	$30,000,000	$30,000,000	$30,000,000	$30,000,000	$30,000,000	$30,000,000	$30,000,000	

LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)
2015 AUTHORIZATION/EXPENDITURE (A/E) FORM
LoCIP-1 Rev. 2/2016

LoCIP PROJECT NUMBER(if known)

_________._________._________

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Prescribed by the Secretary pursuant to CGS §7-536(c)

TOWN/CITY/BOROUGH OF: (the "Municipality")	**NAME OF PROJECT:**

PROJECT DESCRIPTION:

Contact Person and Title:	**Phone Number**	**Fax Number**	**E-Mail Address:**

PROJECT TYPE(Please Check):

- Road ☐
- Sidewalks/Pavement ☐
- Sewer Plans/Mains ☐
- Public Building ☐
- Dam/Bridge/Flood Control ☐
- Water Treatment/Mains ☐
- Solid Waste Facility ☐
- Parks ☐
- Local CIP ☐
- Emergency Communications and BuildingSecurity ☐
- Public Housing ☐
- Veterans' Memorials ☐
- Thermal Imaging Systems ☐
- Bulky Waste/Landfill ☐
- Plan of C & D ☐
- Auto External Defibrillator ☐
- Floodplain Mgmt/Hazard Mitigation ☐
- On-board Oil Refining System ☐
- Municipal Broadband ☐
- Bikeways/Greenways ☐
- Land Acquisition/Open Space/ Public Use ☐
- Technology: SDE Common Core State Standards ☐
- Technology: Access to. Government Information ☐

➔ Request is for: *(please check)* **Project Authorization** **Interim Reimbursement - Request # ___** **Final Reimbursement**

PROJECT COMPONENTS

	Project Authorization	Amount of Previous Reimbursements	Amount of Current Request*	Total Reimbursements to Date
ACQUISITION COST(S): Land, building(s), equipment, easement/development rights, etc.	$			
CONSTRUCTION COST(S): Construction or rehabilitation	$			
Site improvement, including demolition	$			
Architectural, engineering, legal expenses, etc.	$			
Total:	$			

** Attach expense summary sheet and provide documentation.*

OFFICE OF POLICY AND MANAGEMENT PROJECT AUTHORIZATION:

By: ____________________ Date: ____________________

Title: Acting Undersecretary, Intergovernmental Policy Division

The undersigned certifies that:

1. I am the Chief Executive Officer of the Municipality listed above and have the authority to execute this certification on behalf of the Municipality.
2. The above named project (the "Project") is a "local capital improvement project" within the meaning of CGS §7-536(a) (4).
3. The Municipality has authorized the Project for which it seeks (or has received) approval.
4. The Project is consistent with the Municipality's Capital Improvement Plan (CIP).
5. The Municipality is entitled to reimbursement for the Project, pursuant to CGS §7-536(e).
6. The Municipality agrees to (1) maintain detailed accounting records with respect to the Project, reflecting the expenditures set forth above; and (2) make such records available to its auditors and to the state upon request.
7. The Municipality will not use funds received for the Project to satisfy a local matching requirement for a state assistance program(s) other than the Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.
8. The information contained on this form is true, accurate and complete.

By: ________________________ *Title:* ________________________

Signed at: ____________________, *Connecticut, this* ______ *day of* ____________ *20* _____.

Upon completion, return this form to: Office of Policy and Management, 450 Capitol Ave., MS#54ORG, Hartford, CT 06106-1379, ***Attn: LoCIP Program***

SECTION A

RESOLVED **SPECIAL APPROPRIATIONS – MARCH 7, 2016**
BOARD OF ESTIMATE AND TAXATION

ADVERTISED ITEM:

FISCAL YEAR 2015-16:

1. RESOLVED, that a sum not to exceed $26,567 be and the same is hereby transferred from Contingency to the Registrar of Voters Department to cover the costs of Primary Election, training and back-up batteries for voting machines in various accounts. (Account #Various).

2. RESOLVED, that a sum not to exceed $13,035 be and the same is hereby transferred to the Police Department Special Services Division overtime and State and Federal Reimbursements due to Increased Estimated Revenues. (Account #01-3035-5120).

NORWALK

DEPARTMENT OF FINANCE
OFFICE OF MANAGEMENT & BUDGETS

Date: March 7, 2016

To: Members of the Board of Estimate & Taxation

From: Donna Castracane, Asst. Director of Management and Budgets

Re: Special Appropriations

FISCAL YEAR 2015-16:

Item 1:

$26,567 from Contingency to the Registrar of Voters to cover the costs of Primary Election, training and back-up batteries for voting machines in various accounts.

The first piece of this appropriation is for a local Democratic primary that was held in September of 2015 at six polling places. The costs associated with this primary were not included in the Register's original budget because they were not sure if there would actually be one and the City does not budget for potential primary elections. The total cost of the primary was $21,367 and includes staffing, facility rental and other election supplies. These items are detailed further in the attached breakdown from the Registrar.

The second piece is the $1,600 to cover the cost of certification training courses for the two Registrars. In 2015 the State mandated Registrar certification training classes. There are eight in total and the registrars have each taken four so far. The remaining courses are budgeted for FY 2016-17. The law was not passed until after the FY 2015-16 budget was approved so the funds were not included in the current budget.

The final piece of this appropriation is $3,600 for back-up batteries. The State originally purchased the batteries, but all 30 of them have exceeded the normal operating life. Last year, 12 of the batteries were replaced and the Registrar included money in the FY 2016-17 budget to replace the rest. They noticed, however, that none of the older batteries were holding a charge during the last election and want to replace the other 18 before the upcoming presidential primary. If this is done, the $3,600 budgeted for battery replacement in FY16-17 can be removed.

It should be noted that the remaining funds in the department have been budgeted to pay for the presidential primary so there is no extra money in the budget to cover these costs.

Finance recommends approval.

Item 2:

$13,035 to the Police Department Special Services Division overtime and State and Federal Reimbursements due to Increased Estimate Revenues

This appropriation is to cover the cost of Police Special Services overtime. For the months of August through December, 2015, the Department received $13,036 in State and Federal reimbursements for police overtime worked on State and Federal cases. Normally the money is received in smaller amounts about once a month so the entries are made internally. However, in the last month several reimbursements were received in a short period of time so the entry needs to be approved by the Board of Estimate and Taxation. To date, $17,492 has been received to cover overtime.

REGISTRAR OF VOTERS
REQUEST FOR SUPPLEMENTAL APPROPRIATION

February 23, 2016

The Registrar of Voters Office requests a supplemental appropriation to cover the costs of the Primary Election in September 2015 which were not included in our 2015-16 budget. This Democratic primary was held in Districts A & B (total of 6 polling places).

Account #5298: Delivery of Voting Equipment
$2,395 moving company charge to cover the delivering (and picking up) equipment from the polling places.

Account #5421: Rental
$700 for the rental of St. Mary Hall used as a polling place.

Account #5130: Temporary Workers
$11,550 wages for 40 Poll Workers (per attached list)
$2,200 for Police security at the polls

Account #5140: Part Time Office Work.
$1,100 Part Time staff - overtime in excess of 19 hrs per week each

Account #5245 Election Phones
$1,041.68 Phones used for election communications, an internet line and a land line (handicap voting) at each polling place.

Account #5262: Machinery and Equipment
$2,031.24 Ballot printing and memory card programming

Account #532A: Election Supplies
$348.30 Miscellaneous supplies

TOTAL of Primary Election Costs $21,366.22

The Registrar of Voters Office also requests a supplemental appropriation to cover the cost of tuition for required certification training courses, and for back-up batteries for polling equipment.

Account #5272, #5295, and #5286
$1,600 to cover the cost of tuition at UConn-Stamford for Registrar Certification Courses. This training was mandated in a new law passed in 2015, which also mandated payment for tuition by the city. The registrars have each taken three of the required eight courses and are scheduled to take another on February 28,

2016. Payment for the previous courses ($1,200) came from #5295 (Seminar & Conference Fees). $550 of that $1,200 was originally in that account, and $650 was transferred in from #5286 (Business Expense).

We request that $550 go to #5295, $550 go to #5286, and $400 go to #5272 from which the payment for the February 28th courses can be made. Note that the Spring ROVAC conference is in mid-April and so money will be needed in that account (#5295) to pay for it, as originally budgeted

<u>Account # 532A</u>
$3,600 to cover the cost of back-up batteries for tabulators to be deployed at polling places in case of power outages. Similar batteries were purchased by the State of Connecticut when the tabulators were purchased. Since all these batteries were purchased at the same time, they have all failed to hold a charge during the last year as their normal operating life has ended.

Note that money for these batteries is in our requested budget for next year. We request the money be appropriated this year, in time for the Presidential Primary on April 26, 2016, and that it be removed from next year's budget request.

Future needs for back-up power at polling places will be affected by the expected purchase by the state of electronic pollbooks, and new handicap voting equipment. When these devices are purchased, there will no doubt be back-up power requirements, but the amount is unknown at this time. When this is known, it may be possible to buy a few back-up batteries on an annual basis, instead of all at once.

TOTAL of Training and Batteries $5,200

TOTAL REQUEST $26,566.22

Submitted by:

Stuart W. Wells Karen Doyle Lyons

Stuart Wells & Karen Doyle Lyons
Registrar of Voters & Elections Department

From: Iannacone, Sal
To: Castracane, Donna
Subject: Reimbursements

Donna,

Please increase the budgets in accounts 013010-4181 and 013035-5120 for reimbursements received for Officer Rodriguez for the months of August through November 2015:

Check from the Town of Scarborough, ME	Received 12/2/15	Aug & Sept 2015	$2,881.50
Check from the Town of Scarborough, ME	Received 2/4/16	Oct & Nov 2015	$3,182.22

Thank you,

Sal

Donna,

On Friday, February 19, 2016 we received a payment from the US Treasury in the amount of $1,369.62 to reimburse the Police Department for Task Force overtime for the month of January 2016.

I have posted this payment to account 013010-4220. Please increase the budget in accounts 013010-4220 and 013035-5120 by $1,369.62 to reflect this increase in estimated revenue.

Thank you,

Sal

Donna,

On January 20 and 21, 2016 we received the following reimbursements for the Police Department:

1/20/16	$1,500.00	State of Ct	LOI, S Cowf 12/1-12/31/15
1/21/16	$1,637.00	US Treasury	TFO-OT-NWLK-DEC2015-12/31/15

I posted these payments to the following accounts:

Account #103010-4181 $1,500.00

Account #103010-4220 $1,637.00

Please increase the budget for accounts 013010-4181 and 013035-5120 by $1,500.00 and accounts 013010-4220 and 013035-5120 by $1,637.00 to reflect this increase in estimated revenue.

Thanks,

Sal

Donna,

Yesterday we received the following payment from the US Treasury to reimburse the Norwalk Police Department:

120115-12/01/2015 $1,462.33

I have post this payment to revenue account 013010-4220. Please increase the budget in accounts 013010-4220 and 013035-5120 by $1,462.33 to reflect this increase in estimated revenue.

Thanks,

Sal

Donna,

Yesterday we received the following reimbursement from the Department of Justice:

$1,001.88 OCDETF NECT0208 0930

I've posted this payment to account 013010-4220. Please increase the budget in accounts 013010-4220 and 013035-5120 by this increase in estimated revenue.

Thank you,

Sal

Donna,

Yesterday we received the following reimbursement from the Department of Justice:

$1,001.88 OCDETF NECT0208 0930

I've posted this payment to account 013010-4220. Please increase the budget in accounts 013010-4220 and 013035-5120 by this increase in estimated revenue.

Thank you,

Sal