SPECIAL FINANCE/CLAIMS COMMITTEE MEETING
Thursday February 15, 2018 7:00P.M.

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

1. Call to Order
2. Roll Call
3. Public Participation
4. Approve the Minutes of the following Finance Committee Meetings:
   January 11, 2018
   January 30, 2018
5. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
   February 15, 2018
6. Narrative on Tax Collections dated February 15, 2018- Receive Report and discuss.
7. Monthly Tax Collector's Reports - Receive Reports and discuss:
   January 31, 2018
8. Receive Oak Hills Authority Monthly Financial Statements for December 2017
9. Meet with Oak Hills Park Authority members
10. Receive Board of Estimate and Taxation Appropriations dated
    February 12, 2018
11. Resolution: Approve a special capital appropriation in the amount of $66,000 to increase the available funds for the purchase of a new fire engine and related accessories (0917-3110-577-C0437). The funds will be drawn from the balance in the Capital Fund.
12. Resolution: Approve a special capital appropriation in the amount of $167,080 to increase the available funds for the roof replacement at the fire station located at 100 Fairfield Avenue (0918-3 I 10-577-C0443). The funds will be drawn from the balance in the Capital Fund.
13. Resolution, authorizing the Mayor, Harry W. Rilling, to execute any and all documents to secure the repayment of a loan in the amount of Three Hundred Thousand dollars ($300,000) from the City of Norwalk to the Sixth Taxing District for the purpose of paying capital expenses related to the renovation of the District's Community Center for Fiscal Year 2017-2018.
14. Resolution: Approve a special capital appropriation in the amount of $13,462 to increase the Fire Department's Ford Explorer emergency vehicles purchase (0918-3110-5777 C0486). The funds will be drawn from the balance in the Capital Fund.
15. Discussion on the Operating Budget with City Finance Department
16. Adjourment

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
JANUARY 11, 2018

ATTENDANCE: Gregory Burnett, Chair; Douglas Hempstead; John Igneri (7:26 p. m.)

STAFF: Fred Gilden, Comptroller; Lisa Biagiarelli, Tax Collector

1. ROLL CALL

Mr. Burnett called the meeting to order at 7:09 p. m. and called the Roll.

2. PUBLIC PARTICIPATION

No member of the public came forward.

3. APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:

December 14, 2017

The minutes were not voted on due the absence of a quorum.

4. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED JANUARY 11, 2018

Ms. Biagiarelli stated that there were no items on the monthly claims report over $10,000 and that no action was required.

5. NARRATIVE ON TAX COLLECTIONS DATED JANUARY 11, 2018 – RECEIVE REPORT AND DISCUSS.
6. MONTHLY TAX COLLECTOR'S REPORTS – RECEIVE REPORTS AND DISCUSS:

December 31, 2017

Ms. Biagiarelli stated that as of the end of December 2017, we collected in excess of $203 million or 65.39% of our $311 adjusted tax levy. She stated that we collected over $9.7 million of our sewer use levy. Compared with the prior fiscal year, we are ahead with regard to current taxes and current sewer use collections.

Ms. Biagiarelli stated that through December, 2017, we collected over $2.3 million in back taxes, interest, lien fees and other fees. She stated that this amount is significantly less than we collected last fiscal year at this time because no tax sale was held this summer.

Ms. Biagiarelli stated that in regard to current tax collection, the last day to pay the second installment without penalty is February 1st. She stated that payment activity during the month of December was robust. This was due to the reaction of the public to the changes to the federal tax law regarding the deductibility of local property taxes beginning in 2018. There were many questions from tax payers that wanted to pay early and discussion among policy makers and staff about what could be allowed. She stated that she expects a significant amount of time will be spent explaining the rules.

Ms. Biagiarelli stated that mandatory payroll garnishment will take effect later this month for the City and Board of Education employees who owe back taxes. She stated that we are working on the July 2018 tax sale. She stated that a high collection rate and enforcing the collection of back taxes allows our budget making authority to set lower mill rates.

Mr. Burnett thanked the Tax Collection office for having extended hours and putting in extra effort to allow for the public to prepay 2018 tax installments before the end of the year.

7. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR NOVEMBER 2017

8. DISCUSSION WITH OAK HILLS PARK AUTHORITY.

Mr. Igneri joined the meeting at 7:26 p. m.

Mr. Burnett stated that the Oak Hills Park Authority members notified him this morning in an email that they would not be able to attend this meeting. He stated that they wrote that they are on track against the burn rate and budget discussed at the November BET Meeting. To pay anything to the City before April would mean borrowing from our bank credit line.

Mr. Burnett stated he will strongly encourage the OHPA members to come to our next meeting.

9. ADJOURNMENT

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

The meeting was adjourned at 7:44 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services

CITY OF NORWALK
SPECIAL FINANCE/CLAIMS COMMITTEE MEETING
SPECIAL MEETING
JANUARY 30, 2018

ATTENDANCE: Gregory Burnett, Chair; John Kydes; Douglas Hempstead; John Igneri; Nick Sacchinelli

OTHERS: Mike Barbis, Bryan Meek, Bruce Kimmel, Barbara Meyer-Mitchell, Board of Education; Steven Adamowski, Superintendent NPS; Tom Hamilton, CFO of NPS

CALL TO ORDER

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

1. BOARD OF EDUCATION WORKSHOP ON THE OPERATING BUDGET

Mr. Mike Barbis came forward. He gave an overview of the Board of Education's proposed Operating Budget for FY 2018-19. He stated that the proposed budget was approved unanimously by the Board. He stated that as part of the 2016-2019 Strategic Operating Plan, we plan on raising the bar and closing the gaps. He stated that raising the bar means that academic expectations for all students increase and additional opportunities are provided for students and their families. He stated that closing the gaps means identifying struggling students and providing them appropriate interventions and supports. We hope that students that start the year behind will make more than one academic year of growth each year.

Mr. Barbis stated that the achievement gap has been reduced by 1/3rd. He stated that graduation rates have gone up. He started that the Middle School Redesign is ongoing and getting positive results.

Mr. Meek came forward and reviewed the FY 2018-19 Budget categories. He stated that the total increases over the 17/18 approved budget are $9,931,227 or 5.39%.

Dr. Adamowski presented the budget goals. He stated that he was not presenting them in order of importance. He stated the first goal is to provide program support for additional students enrolled in choice programs. He stated that we have 346 new students and the choice programs have been popular.

Dr. Adamowski stated that the second budget goal is to eliminate High School study halls. He stated that we have had a 20 credit minimum requirement for graduation. We would like to increase that to 26 credits in 2022.

Dr. Adamowski stated that currently, no student has more than one study hall. In this installment of the play, we would eliminate study halls. He stated that offering more courses and higher level courses have a direct correlation with SAT scores.

Dr. Adamowski stated that the third budget goal would transfer the remaining portion of K-3 classroom teacher salaries and other salary adjustments from State and Federal Grants to the Local Budget.

Dr. Adamowski stated that the fourth goal is to add a fourth Specials teacher at six elementary schools. Adding a fourth Specials teacher at six of the elementary schools in 18-19 will allow the District to phase-in implementation of the contractual agreement regarding a normal elementary school day and eventually make thing change to all 12 elementary schools over the next two years.

Dr. Adamowski stated that the fifth goal is to add thirty additional minutes to the Elementary School day.

Dr. Adamowski stated that the sixth goal is to fund a pilot program at three elementary schools to begin band instrument lessons in 4th grade, rather than the present District practice of waiting until the 6th grade. He stated that by starting instrument instruction earlier, we will be able to reduce the number of pull outs which occur at the middle school level and lessen the impact on academic instruction. It will also increase the opportunity for more students to participate in Band. He stated that currently, Strings instrument lessons begin in the 3rd grade.

Dr. Adamowski stated that the seventh goal is for a special enrollment appropriation for ELL population growth. He stated that last year we had 100 new ELL students. Some of them were unaccompanied minors who had not been to school in years. He stated that we teach them English as rapidly as we possibly can.

Mr. Hamilton came forward and reviewed the 2018-19 Budget Summary. He gave the 2017-18 approved budget numbers and the 2018-19 recommended budget numbers for salaries, employee benefits, professional and technical services, property services, other services, supplies and materials, equipment, and other objects.

Mr. Hamilton stated that we were spending more per pupil at the middle school level than at the high school level. He stated that next year, we hope to change that to a more typical pattern of higher spending at the high school level over the middle school level.

Mr. Hamilton reviewed the 2018-19 grants budget, which is projected at $17.5 million. He stated that State grants are subject to recession if revenues do not come in.

Mr. Hamilton stated that the Arts budget will be taken from the Central Office line and be given to the schools themselves. This will give the schools more autonomy on how to spend the money, while ensuring equality across the schools. While there is some flexibility, the funds must be spent on Arts programs.

Mr. Kimmel stated that the SAT exam is much different now than it had previously been. Inequalities are much more complex than they were. The budgeted items are necessary and we must bight the bullet this year and possibly one more year.

Mr. Barbis stated that high school enrollment is up and we face challenges with existing contracts.

Ms. Meyer-Mitchell stated that waiting two or three years to phase in funding is a long period of time. It would mean that another cohort would not receive funding that they need.

Mr. Meek stated that he saw all of the goals as vital. They are non-negotiable items.

ADJOURNMENT

** **MR. IGNERI MOVED TO ADJOURN.**
** **MR. HEMPSTEAD SECONDED THE MOTION.**
** **THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:56 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services

AGENDA FEBRUARY 15, 2018

CLAIMS COMMITTEE MEETING

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

PAY TO:		***BILL No & AMOUNT TO REFUND***		***REASON***
BRADLEY, CARLSON		16-MV-310155	($38.26)	PRORATION
CAB EAST LLC		16-MV-308502	($279.20)	PRORATION
CCAP AUTO LEASE LTD		16-MV-311151	($372.97)	PRORATION
CORONA-CORONA, CARLOS ALBERTO		16-MV-402935	($34.89)	PRORATION
CRANE, DOUGH M		16-MV-314569	($85.08)	PRORATION
CURTI, JERRY P		16-MV-314509	($57.76)	PRORATION
HARDING, MARK F		16-MV-328706	($81.57)	PRORATION
HONDA LEASE TRUST	($2,637.38)	15/16-MV-SEE BACK UP		PRORATION & ABATEMENTS
HONDA LEASE TRUST		16-MV-331169	($118.24)	PRORATIONS
	($208.11)	16-MV-331036	($89.87)	PRORATIONS
HONDA LEASE TRUST	($1,573.39)	15/16-MV-SEE BACK UP		PRORATIONS
HYUNDAI LEASE TITLING TRUST		15-MV-331310	($130.77)	PRORATION
HYUNDAI LEASE TITLING TRUST		16-MV-332434	($134.55)	PRORATION
KAMISNKI, PAUL J		16-MV-335375	($150.20)	PRORATION
LUE, CHRISTOPHER BRADLEY		16-MV-340344	($247.66)	PRORATION
MARION, MATTHEW A		16-MV-341743	($156.04)	PRORATION
MOHAMED SIRAJUDEEN MOHAMED RINAZ		16-MV-345109	($63.20)	PRORATION
NISSAN INFINITI LT		16-MV-347771	($190.71)	PRORATION
NISSAN INFINITI LT		16-MV-348101	($397.03)	PRORATION
OLIVA-CARDOZA, EVERSON ALFREDO		16-MV-410455	($27.32)	PRORATION
OVARES, PEDRO A		16-MV-350268	($152.40)	PRORATION
PAPPAS, DONNA L		16-MV-350932	($13.93)	PRORATION
PEREIRA-MEZA, ELBA R		15-MV-350266	($153.28)	PRORATION
ROOPLAL, LAURA LEE		16-MV-411934	($35.55)	PRORATION

AGENDA FEBRUARY 15, 2018

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE COMMITTEE	**APPROVED BY TAX COLLECTOR**	**REPORTED TO CLAIMS**
PAY TO:	***BILL No & AMOUNT TO REFUND***	***REASON***
SMALL, PETER	16-MV-800318 ($21.17)	NO INTEREST/PAID DURING GRACE PERIOD
SMYTH, MARY S	16-MV-361667 ($37.88)	PRORATION
WHEELS LT	16-MV-371330 ($144.94)	PRORATION
WHEELS LT	16-MV-371275 ($374.50)	PRORATION
WHITE, ELIZABETH C	16-MV-371356 ($159.54)	PRORATION
BELLO ASSOCIATES LLC RE: 130 MAIN ST 1-77-1-D2	16-RE-102277 ($1,131.86)	OVERPAYMENT
ST JEROMES. R.C CHURCH RE: 23 HALF MILE RD 5-24-13-0	16-RE-125408 ($265.91)	TAXABLE PORTION TO EXEMPT

** SPECIAL REQUESTS WERE ONLY FOR POINT & PAY REFUNDS, SEE ATTACHMENT **

	HONDA LEASE		
BILL #	PLATE #	VIN#	AMOUNT
15-329636	AA83385	5FNRL5H25FB116905	$586.32
16-330925	AA83385	5FNRL5H25FB116905	$459.55
15-330291	1APGN7	3HGGK5H5XFM724775	$156.07
15-406666	AD08910	2HKRM4H35GH609745	$247.15
16-330527	AD08910	2HKRM4H35GH609745	$430.27
15-406919	AF32444	2HKRM4H35GH669816	$105.97
16-331381	AF32444	2HKRM4H35GH669816	$430.27
16-330613	173WZR	2HGFB2F56DH576732	$221.78
		TOTAL	$2,637.38

		HONDA LEASE	
BILL #	**PLATE #**	**VIN#**	**AMOUNT**
15-329690	925ZRS	19XFB2F54CE384010	$ 187.06
15-329915	712XZG	1HGCR2F38DA184458	$ 109.68
16-330596	712XZG	1HGCR2F38DA184458	$ 282.40
16-330609	6AVFK	3HGGK5H88FM736191	$ 321.42
16-330733	7AUTN8	19XFB2F50FE254701	$ 51.55
16-330813	7ARLR3	5J8TB4H5XFL022028	$ 50.29
16-331116	3AEEP8	5FRYD4H81EB025635	$ 62.99
16-331172	0AFEF8	5FNYF4H5XEB013498	$ 288.83
16-331242	629XWB	19XFB2F57DE225340	$ 100.84
16-331301	6AGMG5	5J6RM4H30EL053122	$ 118.33
TOTAL			**$ 1,573.39**

POINT & PAY REFUNDS

Taxpayer Name	Bill No.	Pymt Amount	Date Paid	Overpayment	Pymt Method	
BALAZS	101744	$ 10,055.38	1/4/2018	$ 10,055.38	E-CHECK	F
ADLER	100627	$ 16,000.00	12/27/2017	$ 16,000.00	CREDIT CARD	*F
HUGHES	112616	$ 8,765.88	12/27/2017	$ 8,765.88	CREDIT CARD	*F
TIERNEY	126755	$ 3,001.44	12/27/2017	$ 3,001.44	E-CHECK	F
BAKER	101713	$ 11,033.08	12/27/2017	$ 5,516.54	E-CHECK	P
RAPPAPORT	122070	$ 4,200.00	12/26/2017	$ 4,200.00	E-CHECK	F
LIN	115584	$ 8,764.76	12/26/2017	$ 4,382.38	E-CHECK	P
CLOSE	105208	$ 1,312.00	12/21/2017	$ 656.00	CREDIT CARD	P
FISHER	105930	$ 10,728.88	12/21/2017	$ 10,728.88	CREDIT CARD	*F
DUNCAN	107888	$ 16,767.00	12/20/2017	$ 8,216.35	E-CHECK	P
BACKLOT	101651	$ 8,606.64	12/30/2017	$ 2,976.80	E-CHECK	P
MACE	113487	$ 5,699.64	12/30/2017	$ 2,849.82	E-CHECK	P
KESTER	336043	$ 136.58	12/30/2017	$ 136.58	~~E-CHECK~~ credit card	F
FLAHERTY	109273	$ 8,000.00	12/28/2017	$ 8,000.00	CREDIT CARD	*F
KIEVIT	114020	$ 3,624.00	12/26/2017	$ 1,811.69	E-CHECK	P
BARRATO	101917	$ 3,906.62	12/30/2017	$ 3,906.62	E-CHECK	F
GARAVEL	110012	$ 3,910.26	12/28/2017	$ 1,955.13	CREDIT CARD	P
LUCCHESI	115993	$ 6,416.64	12/28/2017	$ 3,208.32	CREDIT CARD	P
MILLER	117960	$ 3,273.86	12/28/2017	$ 3,273.86	E-CHECK	F
DOO	107647	$ 12,683.40	12/28/2017	$ 6,341.70	E-CHECK	P
DOO	107647	$ 6,341.70	12/29/2017	$ 6,341.70	E-CHECK	P
RANA	122028	$ 6,000.00	12/29/2017	$ 4,122.87	E-CHECK	P
MOFFITT	118209	$ 348.82	12/29/2017	$ 175.41	E-CHECK	P
MOFFITT	345102	$ 439.01	12/29/2017	$ 439.01	E-CHECK	F
GANDHI	109994	$ 2,822.64	12/29/2017	$ 1,411.32	E-CHECK	P
BURTON	103714	$ 3,600.00	12/28/2017	$ 3,600.00	E-CHECK	F
				$ 122,073.68		

SPECIAL REQUEST

TAX COLLECTOR'S REPORT
JANUARY 2018

FISCAL YEAR 2017-2018 (2016 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 17 - JAN 18	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$18,742,512.33	$16,853,907.48	89.92%	$18,462,087.15	($280,425.18)	91.29%
AUTOMOBILE-SUPPLEMENTAL	$3,260,045.73	$2,274,481.86	69.77%	$3,241,822.39	($18,223.34)	70.16%
PERSONAL PROPERTY	$20,774,746.28	$19,986,484.56	96.21%	$21,004,357.94	$229,611.66	95.15%
REAL ESTATE	$269,517,650.26	$257,182,352.37	95.42%	$268,746,681.36	($770,968.90)	95.70%
TOTAL TAX	**$312,294,954.60**	**$296,297,226.27**	**94.88%**	**$311,454,948.84**	**($840,005.76)**	**95.13%**
SEWER USE	$15,371,652.00	$14,406,125.32	93.72%	$15,507,527.00	$135,875.00	92.90%
IPP FEE	$204,250.00	$181,953.29	89.08%	$214,750.00	$10,500.00	84.73%

FISCAL YEAR 2016-2017 (2015 GRAND LIST)	ORIGINAL LEVY	JUN 16 - JAN 17				
AUTOMOBILE-REGULAR	$17,749,640.53	$16,034,829.52	90.34%	$17,649,959.80	($99,680.73)	90.85%
AUTOMOBILE-SUPPLEMENTAL	$3,315,742.19	$2,259,473.45	68.14%	$3,256,682.34	($59,059.85)	69.38%
PERSONAL PROPERTY	$19,959,243.96	$18,078,845.10	90.58%	$19,976,622.84	$17,378.88	90.50%
REAL ESTATE	$265,387,336.38	$246,345,131.56	92.82%	$264,850,869.37	($536,467.01)	93.01%
TOTAL TAX	**$306,411,963.06**	**$282,718,279.63**	**92.27%**	**$305,734,134.35**	**($677,828.71)**	**92.47%**
SEWER USE	$15,359,855.00	$13,881,145.48	90.37%	$15,351,144.63	($8,710.37)	90.42%
IPP FEE	$212,250.00	$185,907.41	87.59%	$212,000.00	($250.00)	87.69%
TAX DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	$5,882,991.54	$13,578,946.64	2.61%	$5,720,814.49	($162,177.05)	2.66%
SEWER DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	$11,797.00	$524,979.84	3.35%	$156,382.37	$144,585.37	2.47%
IPP DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	($8,000.00)	($3,954.12)	1.49%	$2,750.00	$10,750.00	-2.96%

BACK TAXES COLLECTED	FISCAL YR 2017-2018 (JUL 17 - JAN 18)	FISCAL YR 2016-2017 (JUL 16 - JAN 17)	CUR YR vs PRIOR YR INC/(DEC)
PRIOR TAXES	$1,564,113.51	$1,992,219.61	($428,106.10)
PRIOR SEWER USE FEE	($5,955.67)	$76,344.38	($82,300.05)
PRIOR IPP FEE	$5,903.86	$5,922.40	($18.54)
TOTAL PRIOR TAX, SEWER & IPP	**$1,564,061.70**	**$2,074,486.39**	**($510,424.69)**
CURRENT INTEREST	$361,752.06	$374,530.90	($12,778.84)
PRIOR INTEREST	$477,629.09	$595,519.57	($117,890.48)
SEWER USE FEE INTEREST	$40,498.97	$43,513.32	($3,014.35)
IPP FEE INTEREST	$3,559.48	$4,233.11	($673.63)
TOTAL INTEREST COLLECTED	**$883,439.60**	**$1,017,796.90**	**($134,357.30)**
PRIOR LIEN FEE	$9,369.06	$18,696.64	($9,327.58)
CURRENT LIEN FEE	$0.00	$0.00	$0.00
TOTAL LIEN FEE COLLECTED	**$9,369.06**	**$18,696.64**	**($9,327.58)**
MISC FEES COLLECTED**	**$93,583.70**	**$155,568.76**	**($61,985.06)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$2,550,454.06**	**$3,266,548.69**	**($716,094.63)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

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

December 2017 Financial Commentary

Balance Sheet

Cash is higher than the prior year by $51k, Accounts Payable is higher by $39k, and unpaid Bond principal sits at $79k vs $0 last year. In addition, $30k in 2018 membership I.D.'s were sold this month vs. no pre-sale of memberships in prior year which has inflated our cash balance due to these prepayments received. This leaves us at a net deficit cash position of $97k.

December Month vs Prior Year Month

Golf Revenue is higher than the prior year month by $5k mostly due to us shutting down to a 9 hole course last year in mid-October which adversely affected our revenue stream.

Personnel and employee benefits expenses are $5k lower compared to prior year month expenses driven by seasonal course workers leaving work one week earlier than expected due to an early large snowfall.

Administrative expenses are up nearly $9k over prior year month due to restaurant rent bad debt and additional legal accruals needed offset by lower utilities.

Park Maintenance is $2k lower than prior year month.

Cart Expenses are higher by $7k due to the higher cost of the new cart fleet.

Operating Income is $3k lower than the prior year month attributable to favorable revenue of $5k offset by unfavorable expenses of $8k.

December YTD vs Prior YTD

Total Revenue is higher by $106k year over year for the six month period.

Personnel and employee benefits expenses are higher by $24k over the prior year. Management salaries are flat, Operations salaries increased $9k, and Course salaries increased $11k. A portion of this overage is due to having a fully operational golf course this year.

Administrative expenses are $22k higher than the prior year driven by bad debt, advertising, legal costs and insurance expenses.

Park Maintenance is lower by $9k compared to the prior ytd primarily due to water expense.

Cart expenses are higher by $33k due to the current costs of the new cart and GolfBoard fleet offset by lower maintenance needed.

Operating Income is higher than the prior year by $35k due to favorable revenue of $106k offset by unfavorable expenses of $71k.

Budget Comparison YTD

The YTD Revenue is above budget by $30k driven mostly by green fees.

Personnel and employee benefits expenses are higher than budget by $13k primarily due to higher Operations personnel.

Administrative expenses are $14k over budget driven mostly by Bad Debt on the restaurant revenue which was not budgeted for.

Sales & Operations are under budget by $2k.

Park Maintenance is under budget by $5k driven by lower grounds maintenance costs.

Cart Expenses are $25k over budget.

Operating Income is $15k lower than the budget for the six month period. Favorable revenue of $30k and unfavorable expenses of $45k.

OAK HILLS SALES ANALYSIS DECEMBER 2017

Description	Dec-17	Dec-16	Inc/(Dec)	YTD FY18	YTD FY17	Inc/(Dec)
Revenue Rounds	335	142	135.9%	21,131	20,198	4.6%
Barter Rounds	56	18	211.1%	1,464	1,363	7.4%
Sub Total	391	160	144.4%	22,595	21,561	4.8%
Comp Rounds	21	3	600.0%	479	422	13.5%
Total All Rounds	412	163	152.8%	23,074	21,983	5.0%
Total Carts	165	28	489.3%	13,706	12,549	9.2%
Total Boards	3	0	0.0%	547	121	352.1%
Total Golf ID Cards	403	0	0.0%	495	111	345.9%
Total Gift Cards	85	108	-21.3%	250	232	7.8%
Total $ Revenue Rounds	$8,496	$2,507	238.9%	$619,155	$573,940	7.9%
Total Carts $	$1,938	$244	694.2%	$209,708	$188,695	11.1%
Total Board $	$60	$0	0.0%	$10,538	$2,395	340.0%
Total Golf ID Cards $	$29,550	$0	0.0%	$36,800	$8,535	331.2%
Total Gift Cards $	$7,559	$10,832	-30.2%	$18,737	$16,772	11.7%
Rain Chks/Gift Cards Redeemed	-$270	-$18	1400.0%	-$14,940	-$12,631	18.3%
	$47,333	**$13,565**	**248.9%**	**$879,998**	**$777,706**	**13.2%**
$ Revenue/Revenue Round	**$25.36**	**$17.65**	43.6%	**$29.30**	**$28.42**	3.1%
Carts/Revenue Round	**49.3%**	19.7%	149.8%	**64.9%**	**62.1%**	4.4%
Cart $/Revenue Round	**$5.78**	**$1.72**	236.6%	**$9.92**	**$9.34**	6.2%
Cart $/Cart Round	**$11.74**	**$8.71**	34.8%	**$15.30**	**$15.04**	1.8%
Board $/Board Round	**$20.00**	**$0.00**	0.0%	**$19.26**	**$0.00**	0.0%
ID Card $/Card	**$73.33**	**$0.00**	0.0%	**$74.34**	**$76.89**	-3.3%
Resident Adult 18 Rounds	101	27	274.1%	5,223	5,127	1.9%
Resident Senior 18 Rounds	62	31	100.0%	4,637	4,174	11.1%
Junior/Golf Team 18 Rounds	3	0	0.0%	621	521	19.2%
Golf League 18 Rounds	0	0	0.0%	132	0	0.0%
Employee 18 Rounds	8	0	0.0%	361	307	17.6%
Non Resident 18 Rounds	82	7	1071.4%	7,361	7,640	-3.7%
Total 9 Hole Rounds	79	51	54.9%	1,988	2,403	-17.3%
Resident Adult 18 Rounds $	$2,861	$921	210.6%	$147,542	$136,145	8.4%
Resident Senior 18 Rounds $	$1,356	$471	187.9%	$105,938	$89,075	18.9%
Junior/Golf Team 18 Rounds $	$56	$0	0.0%	$11,140	$9,816	13.5%
Golf League 18 Rounds	$0	$0	0.0%	$2,622	$0	0.0%
Employee 18 Rounds $	$56	$0	0.0%	$3,105	$1,995	55.6%
Non Resident 18 Rounds $	$2,668	$211	1164.5%	$260,486	$285,932	-8.9%
Total 9 Hole Rounds $	$1,499	$904	65.8%	$44,684	$50,977	-12.3%
SR NONRES DISC	47	0	0.0%	50	1	4900.0%
NONRES DISCOUNT	47	0	0.0%	53	0	0.0%
FAMILY REG	2	0	0.0%	3	2	50.0%
CITY/OWNER REG	3	0	0.0%	5	2	150.0%
Total	99	0	0.0%	111	5	2120.0%
GolfNow Rounds	14	0	0.0%	1198	511	134.4%
GolfNow Dollars	$413	$0	0.0%	$35,858	$26,502	35.3%
Dollars/Round	$29.52	$0.00	0.0%	$29.93	$51.86	-42.3%

OAK HILLS SALES ANALYSIS DECEMBER 2017 CALENDAR

Description	Dec-17	Dec-16	Inc/(Dec)	YTD 2017	YTD 2016	Inc/(Dec)
Revenue Rounds	335	142	135.9%	34,887	35,979	-3.0%
Barter Rounds	56	18	211.1%	2,273	2,228	2.0%
Sub Total	391	160	144.4%	37,160	38,207	-2.7%
Comp Rounds	21	3	600.0%	539	546	-1.3%
Total All Rounds	412	163	152.8%	37,699	38,753	-2.7%
Total Carts	165	28	489.3%	20,830	20,638	0.9%
Total Boards	3	0	0.0%	728	121	501.7%
Total Golf ID Cards	403	0	0.0%	2,174	1,826	19.1%
Total Gift Cards	85	108	-21.3%	374	447	-16.3%
Total $ Revenue Rounds	$8,496	$2,507	238.9%	$1,019,418	$1,007,759	1.2%
Total Carts $	$1,938	$244	694.2%	$322,659	$311,355	3.6%
Total Board $	$60	$0	0.0%	$14,618	$2,395	510.3%
Total Golf ID Cards $	$29,550	$0	0.0%	$162,935	$138,164	17.9%
Total Gift Cards $	$7,559	$10,832	-30.2%	$29,051	$33,737	-13.9%
Rain Chks/Gift Cards Redeemed	-$270	-$18	1400.0%	-$29,567	-$26,645	11.0%
	$47,333	**$13,565**	**248.9%**	**$1,519,114**	**$1,466,765**	**3.6%**
$ Revenue/Revenue Round	**$25.36**	**$17.65**	43.6%	**$29.22**	**$28.01**	4.3%
Carts/Revenue Round	**49.3%**	**19.7%**	149.8%	**59.7%**	**57.4%**	4.1%
Cart $/Revenue Round	**$5.78**	**$1.72**	236.6%	**$9.25**	**$8.65**	6.9%
Cart $/Cart Round	**$11.74**	**$8.71**	34.8%	**$15.49**	**$15.09**	2.7%
Board $/Board Round	**$20.00**	**$0.00**	0.0%	**$20.08**	**$0.00**	0.0%
ID Card $/Card	**$73.33**	**$0.00**	0.0%	**$74.95**	**$75.66**	-0.9%
Resident Adult 18 Rounds	101	27	274.1%	9,074	10,022	-9.5%
Resident Senior 18 Rounds	62	16	287.5%	7,486	6,774	10.5%
Junior/Golf Team 18 Rounds	3	0	0.0%	1,155	848	36.2%
Golf League 18 Rounds	0	0	0.0%	256	0	0.0%
Empl 18 Rounds	8	0	0.0%	593	567	4.6%
Non Resident 18 Rounds	82	7	1071.4%	11,924	13,910	-14.3%
Total 9 Hole Rounds	79	51	54.9%	3,037	3,817	-20.4%
Resident Adult 18 Rounds $	$2,861	$921	210.6%	$252,021	$263,284	-4.3%
Resident Senior 18 Rounds $	$1,356	$471	187.9%	$169,866	$141,377	20.2%
Junior/Golf Team 18 Rounds $	$56	$0	0.0%	$18,113	$14,879	21.7%
Empl 18 Rounds $	$56	$0	0.0%	$5,078	$3,415	48.7%
Non Resident 18 Rounds $	$2,668	$211	1164.5%	$424,340	$504,041	-15.8%
Total 9 Hole Rounds $	$1,499	$904	65.8%	$68,624	$80,763	-15.0%
SR NONRES DISC	47	0	0.0%	171	106	61.3%
NONRES DISCOUNT	47	0	0.0%	209	127	64.6%
FAMILY REG	2	0	0.0%	32	29	10.3%
CITY/OWNER REG	3	0	0.0%	33	28	17.9%
Total	99	0	0.0%	445	290	53.4%
GolfNow Rounds	14	0	0.0%	1582	804	96.8%
GolfNow Dollars	$413	$0	0.0%	$48,275	$41,991	15.0%
Dollars/Round	$29.52	$0.00	0.0%	$30.51	$52.23	-41.6%

OAK HILLS PARK AUTHORITY
Balance Sheet FY18
As of December 31, 2017

	Total			
	As of Dec 31, 2017	As of Dec 31, 2016 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	109,188.40	75,768.16	33,420.24	44.11%
1022 NBT Payment Account	-14,309.99	-31,179.72	16,869.73	54.10%
1023 NBT Rent Escrow Sec Apt Right	1,351.00	1,351.00	0.00	0.00%
1050 Petty	1,400.00	400.00	1,000.00	250.00%
Total 1000 Cash	**$ 97,629.41**	**$ 46,339.44**	**$ 51,289.97**	**110.68%**
Total Bank Accounts	**$ 97,629.41**	**$ 46,339.44**	**$ 51,289.97**	**110.68%**
Accounts Receivable				
1201 Accounts Receivable	25,650.00	2,500.00	23,150.00	926.00%
Total Accounts Receivable	**$ 25,650.00**	**$ 2,500.00**	**$ 23,150.00**	**926.00%**
Other Current Assets				
1100 Inventory	38,270.29	39,807.12	-1,536.83	-3.86%
1203 Allowance for Bad Debts	-12,000.00	0.00	-12,000.00	-100.00%
1300 Prepaid Expenses	15,680.04	31,998.26	-16,318.22	-51.00%
Total Other Current Assets	**$ 41,950.33**	**$ 71,805.38**	**-$ 29,855.05**	**-41.58%**
Total Current Assets	**$ 165,229.74**	**$ 120,644.82**	**$ 44,584.92**	**36.96%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	913,442.02	1,018,735.83	-105,293.81	-10.34%
1510 Accumulated Depreciation/Amort.	-3,109,570.58	-2,997,824.28	-111,746.30	-3.73%
1561 Park Improvements	1,735,612.87	1,721,835.42	13,777.45	0.80%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1570 Capital Projects in Progress	71,706.14	0.00	71,706.14	100.00%
Total 1500 Fixed Assets	**$ 1,888,325.11**	**$ 2,019,881.63**	**-$ 131,556.52**	**-6.51%**
Total Fixed Assets	**$ 1,888,325.11**	**$ 2,019,881.63**	**-$ 131,556.52**	**-6.51%**
TOTAL ASSETS	**$ 2,053,554.85**	**$ 2,140,526.45**	**-$ 86,971.60**	**-4.06%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	57,654.32	18,734.07	38,920.25	207.75%
Total Accounts Payable	**$ 57,654.32**	**$ 18,734.07**	**$ 38,920.25**	**207.75%**
Other Current Liabilities				
2010 Accounts Payable - Payroll	18,736.17	0.00	18,736.17	100.00%
2100 Accrued Payroll	4,512.02	2,200.16	2,311.86	105.08%
2104 Accrued retirement contribution	1,253.49	156.85	1,096.64	699.16%
2105 Accrued Vacation Pay	24,811.11	27,686.86	-2,875.75	-10.39%
2106 Accrued Sick Leave Pay	27,878.03	27,594.91	283.12	1.03%

2200 Accrued Expenses	17,193.93	38,795.65	-21,601.72	-55.68%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	1,350.00	1,350.00	0.00	0.00%
Total 2210 Security Deposit-Entrance House	**$ 1,350.00**	**$ 1,350.00**	**$ 0.00**	**0.00%**
2250 Deferred Revenue	0.00	10,595.37	-10,595.37	-100.00%
2251 Tournament Deposits	0.00	1,800.00	-1,800.00	-100.00%
2254 Other Deferred	51,245.37	0.00	51,245.37	100.00%
Total 2250 Deferred Revenue	**$ 51,245.37**	**$ 12,395.37**	**$ 38,850.00**	**313.42%**
2400 Cart Sales Tax Due	115.28	20.00	95.28	476.40%
2500 Interest due City of Norwalk				
2501 Bond Due to City of Norwalk	17,488.67	19,498.37	-2,009.70	-10.31%
2503 150k Capital Debt	497.33	706.14	-208.81	-29.57%
2504 150k Operating Debt	745.98	1,161.06	-415.08	-35.75%
Total 2500 Interest due City of Norwalk	**$ 18,731.98**	**$ 21,365.57**	**-$ 2,633.59**	**-12.33%**
Total Other Current Liabilities	**$ 165,827.38**	**$ 131,565.37**	**$ 34,262.01**	**26.04%**
Total Current Liabilities	**$ 223,481.70**	**$ 150,299.44**	**$ 73,182.26**	**48.69%**
Long-Term Liabilities				
2701 Consolidated City Debt	2,034,195.80	2,034,195.80	0.00	0.00%
2730 Capital Debt (150k)	78,523.93	93,361.74	-14,837.81	-15.89%
2731 Operating Expense Debt (150k)	78,526.47	93,364.28	-14,837.81	-15.89%
2763 Wells Fargo Toro Utility	0.00	23,300.83	-23,300.83	-100.00%
2764 NBT Truck Loan	13,567.01	19,069.23	-5,502.22	-28.85%
2765 Deere Credit Inc. Progator Sprayer	17,576.35	25,104.25	-7,527.90	-29.99%
2766 Wells Fargo Eq Bandit Chipper	10,885.66	14,211.25	-3,325.59	-23.40%
2767 Deere Credit, Inc. Sweeper Vac	14,983.79	18,797.50	-3,813.71	-20.29%
2768 Deere Credit Inc. Greens Roller	11,465.26	14,290.09	-2,824.83	-19.77%
2769 Deere Credit, Inc. Gator	895.80	646.56	249.24	38.55%
2770 Deere Credit Inc. Hybrid Mower	14,943.72	25,931.74	-10,988.02	-42.37%
2771 Yard Card-Skid Mount	2,406.29	3,781.25	-1,374.96	-36.36%
2772 Wells Fargo 2017 Aera-Vator	4,488.48	0.00	4,488.48	100.00%
2773 DLL Finance Club Car CA550G Utility Cart	7,740.50	0.00	7,740.50	100.00%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	63,959.82	0.00	63,959.82	100.00%
Total Long-Term Liabilities	**$ 2,354,158.88**	**$ 2,366,054.52**	**-$ 11,895.64**	**-0.50%**
Total Liabilities	**$ 2,577,640.58**	**$ 2,516,353.96**	**$ 61,286.62**	**2.44%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	**-$ 42,873.28**	**-$ 42,873.28**	**$ 0.00**	**0.00%**
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%
Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-832,320.44	-627,977.01	-204,343.43	-32.54%
Net Income	-54,260.11	-110,345.32	56,085.21	50.83%
Total Equity	**-$ 524,085.73**	**-$ 375,827.51**	**-$ 148,258.22**	**-39.45%**
TOTAL LIABILITIES AND EQUITY	**$ 2,053,554.85**	**$ 2,140,526.45**	**-$ 86,971.60**	**-4.06%**

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

	Total			
	Dec 2017	Dec 2016 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	9,050.00	2,407.00	6,643.00	275.99%
4020 I.D. Cards	0.00	0.00	0.00	0.00%
4030 Tournament Fees	0.00	0.00	0.00	0.00%
4050 Cart Revenue	1,822.00	323.00	1,499.00	464.09%
4055 GolfBoard Revenue	56.00	0.00	56.00	100.00%
4060 Golf Revenue - Gift Certif.	7,379.00	10,832.00	-3,453.00	-31.88%
4070 Gift & Rain Checks Redeemed	-90.00	-18.00	-72.00	-400.00%
Total 4001 Golf Revenue	$ 18,217.00	$ 13,544.00	$ 4,673.00	34.50%
4200 Rental Income	1,350.00	1,350.00	0.00	0.00%
4300 Investment Income	15.99	14.36	1.63	11.35%
4400 Misc. Income	0.00	0.00	0.00	0.00%
4600 Restaurant Income	6,000.00	6,000.00	0.00	0.00%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	$ 25,582.99	$ 20,908.36	$ 4,674.63	22.36%
Total Income	$ 25,582.99	$ 20,908.36	$ 4,674.63	22.36%
Gross Profit	$ 25,582.99	$ 20,908.36	$ 4,674.63	22.36%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	12,259.63	13,048.95	-789.32	-6.05%
5030 Operations	2,882.51	2,842.89	39.62	1.39%
5040 Operations O/T	0.00	0.00	0.00	0.00%
5050 Course Personnel	26,163.64	26,743.90	-580.26	-2.17%
5060 Course Personnel O/T	0.00	98.87	-98.87	-100.00%
5070 Seasonal Personnel	3,522.88	6,937.60	-3,414.72	-49.22%
5080 Seasonal Personnel O/T	10.43	81.00	-70.57	-87.12%
Total 5000 PERSONNEL EXPENSE	$ 44,839.09	$ 49,753.21	-$ 4,914.12	-9.88%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	3,430.17	3,784.04	-353.87	-9.35%
5230 State Unemployment	1,392.36	1,650.85	-258.49	-15.66%
5250 Health Insurance	4,212.39	4,715.13	-502.74	-10.66%
5260 Workmans Compensation	1,403.28	923.92	479.36	51.88%
5270 Retirement Plans	608.66	426.56	182.10	42.69%
Total 5200 EMPLOYEE BENEFITS	$ 11,046.86	$ 11,500.50	-$ 453.64	-3.94%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	538.15	525.47	12.68	2.41%
5430 Professional Fees	4,000.00	2,375.00	1,625.00	68.42%
5436 Advertising	946.40	149.50	796.90	533.04%
5440 Office Expense	905.61	447.49	458.12	102.38%
5441 Bank Charges	19.55	19.55	0.00	0.00%
5442 Credit Card Fees	1,091.03	561.12	529.91	94.44%

5450 Training and Dues	1,000.00	250.00	750.00	300.00%
5461 Authority Secretarial Services	240.00	250.00	-10.00	-4.00%
5469 Other Outside Services	475.54	266.19	209.35	78.65%
5470 Other Administrative	431.25	114.00	317.25	278.29%
5480 Utilities	1,528.54	3,740.58	-2,212.04	-59.14%
5499 Bad Debt Expense	6,000.00	0.00	6,000.00	100.00%
5500 Liability Insurance	3,908.96	3,832.00	76.96	2.01%
5520 Interest Expense	363.79	294.02	69.77	23.73%
Total 5400 ADMINISTRATIVE EXPENSES	$ 21,448.82	$ 12,824.92	$ 8,623.90	67.24%
5700 PARK MAINTENANCE				
5710 Water	957.07	2,936.79	-1,979.72	-67.41%
5720 Heating Fuel	1,624.83	1,726.18	-101.35	-5.87%
5730 Grounds Maintenance	71.68	645.49	-573.81	-88.90%
5740 Tree Maintenance	0.00	700.00	-700.00	-100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	-183.36	-31.00	-152.36	-491.48%
5752 Agriculture/Chemicals Utilized	4,738.60	5,674.71	-936.11	-16.50%
Total 5750 Agriculture and Chemicals	$ 4,555.24	$ 5,643.71	-$ 1,088.47	-19.29%
5760 Irrigation Maintenance	198.00	1,352.79	-1,154.79	-85.36%
5770 Consumable Tools	5.98	100.27	-94.29	-94.04%
5795 Janitorial Supplies	15.61	0.00	15.61	100.00%
5800 Equipment Maintenance	1,837.18	3,011.37	-1,174.19	-38.99%
5820 Building Maintenance	4,919.64	1,824.80	3,094.84	169.60%
5840 Small Equipment	19.89	0.00	19.89	100.00%
5860 Gasoline/Diesel Fuel	1,383.22	0.00	1,383.22	100.00%
Total 5700 PARK MAINTENANCE	$ 15,588.34	$ 17,941.40	-$ 2,353.06	-13.12%
6000 CART EXPENSE				
6010 Cart Lease Expense	6,120.00	0.00	6,120.00	100.00%
6020 Electricity	871.90	517.22	354.68	68.57%
6030 Maintenance	215.00	0.00	215.00	100.00%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	$ 7,606.90	$ 917.22	$ 6,689.68	729.34%
Total Expenses	$ 100,530.01	$ 92,937.25	$ 7,592.76	8.17%
Net Operating Income	-$ 74,947.02	-$ 72,028.89	-$ 2,918.13	-4.05%
Other Expenses				
8000 Depreciation/Amortization	19,694.55	17,957.30	1,737.25	9.67%
8001 Capital projects				
8100 Capital Projects - Cash	0.00	2,475.00	-2,475.00	-100.00%
Total 8001 Capital projects	$ 0.00	$ 2,475.00	-$ 2,475.00	-100.00%
8002 Bond to City	4,372.16	4,762.29	-390.13	-8.19%
8004 Capital Debt to City	124.33	174.65	-50.32	-28.81%
8005 Operating Debt to City	124.33	193.51	-69.18	-35.75%
Total Other Expenses	$ 24,315.37	$ 25,562.75	-$ 1,247.38	-4.88%
Net Other Income	-$ 24,315.37	-$ 25,562.75	$ 1,247.38	4.88%
Net Income	-$ 99,262.39	-$ 97,591.64	-$ 1,670.75	-1.71%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July - December, 2017

	Total			
	Jul - Dec, 2017	Jul - Dec, 2016 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	611,288.10	520,104.09	91,184.01	17.53%
4020 I.D. Cards	7,235.00	8,605.00	-1,370.00	-15.92%
4030 Tournament Fees	39,300.00	47,409.00	-8,109.00	-17.10%
4050 Cart Revenue	197,187.00	181,652.00	15,535.00	8.55%
4055 GolfBoard Revenue	9,832.00	0.00	9,832.00	100.00%
4060 Golf Revenue - Gift Certif.	18,557.00	16,572.00	1,985.00	11.98%
4070 Gift & Rain Checks Redeemed	-14,760.00	-12,612.00	-2,148.00	-17.03%
Total 4001 Golf Revenue	$ 868,639.10	$ 761,730.09	$ 106,909.01	14.04%
4100 Tennis Revenue	30,088.00	27,000.00	3,088.00	11.44%
4200 Rental Income	8,100.00	8,100.00	0.00	0.00%
4300 Investment Income	134.87	225.95	-91.08	-40.31%
4400 Misc. Income	121.12	4,304.69	-4,183.57	-97.19%
4600 Restaurant Income	36,000.00	36,000.00	0.00	0.00%
4700 Advertising Revenue	200.00	0.00	200.00	100.00%
Total 4000 REVENUES	$ 943,283.09	$ 837,360.73	$ 105,922.36	12.65%
Total Income	$ 943,283.09	$ 837,360.73	$ 105,922.36	12.65%
Gross Profit	$ 943,283.09	$ 837,360.73	$ 105,922.36	12.65%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	75,937.82	75,842.59	95.23	0.13%
5030 Operations	99,054.35	88,739.60	10,314.75	11.62%
5040 Operations O/T	443.28	1,735.64	-1,292.36	-74.46%
5050 Course Personnel	155,000.95	153,427.12	1,573.83	1.03%
5060 Course Personnel O/T	629.41	1,074.19	-444.78	-41.41%
5070 Seasonal Personnel	84,002.17	73,590.85	10,411.32	14.15%
5080 Seasonal Personnel O/T	855.93	968.92	-112.99	-11.66%
Total 5000 PERSONNEL EXPENSE	$ 415,923.91	$ 395,378.91	$ 20,545.00	5.20%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	32,041.83	31,057.00	984.83	3.17%
5230 State Unemployment	10,003.54	10,208.72	-205.18	-2.01%
5250 Health Insurance	25,274.34	26,153.65	-879.31	-3.36%
5260 Workmans Compensation	8,286.22	5,543.52	2,742.70	49.48%
5270 Retirement Plans	3,835.49	2,559.95	1,275.54	49.83%
Total 5200 EMPLOYEE BENEFITS	$ 79,441.42	$ 75,522.84	$ 3,918.58	5.19%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	3,193.27	3,016.10	177.17	5.87%

5430 Professional Fees		16,375.00		14,250.00		2,125.00	14.91%
5436 Advertising		9,259.00		6,895.01		2,363.99	34.29%
5440 Office Expense		6,076.18		8,634.88		-2,558.70	-29.63%
5441 Bank Charges		172.15		298.00		-125.85	-42.23%
5442 Credit Card Fees		20,201.80		18,063.69		2,138.11	11.84%
5445 Postage		59.84		52.50		7.34	13.98%
5450 Training and Dues		2,390.00		1,180.00		1,210.00	102.54%
5461 Authority Secretarial Services		1,380.00		1,320.00		60.00	4.55%
5469 Other Outside Services		2,058.64		1,408.43		650.21	46.17%
5470 Other Administrative		2,875.48		1,283.09		1,592.39	124.11%
5471 Charitable Contributions		100.00		0.00		100.00	100.00%
5480 Utilities		21,252.08		20,646.99		605.09	2.93%
5490 Water		0.00		682.88		-682.88	-100.00%
5499 Bad Debt Expense		12,000.00		0.00		12,000.00	100.00%
5500 Liability Insurance		23,615.42		21,550.00		2,065.42	9.58%
5520 Interest Expense		3,205.77		2,684.01		521.76	19.44%
Total 5400 ADMINISTRATIVE EXPENSES	$	124,214.63	$	101,965.58	$	22,249.05	21.82%
5600 SALES AND OPERATIONS							
5620 Pro Shop Maintenance		0.00		0.00		0.00	0.00
5640 Golf Pro Supplies		130.58		0.00		130.58	100.00%
Total 5600 SALES AND OPERATIONS	$	130.58	$	0.00	$	130.58	
5700 PARK MAINTENANCE							
5710 Water		40,954.53		49,160.93		-8,206.40	-16.69%
5720 Heating Fuel		4,342.19		5,701.21		-1,359.02	-23.84%
5730 Grounds Maintenance		11,552.78		11,456.61		96.17	0.84%
5740 Tree Maintenance		1,930.00		3,640.00		-1,710.00	-46.98%
5750 Agriculture and Chemicals							
5751 Agriculture&Chemicals-Purchased		13,766.72		42.76		13,723.96	32095.32%
5752 Agriculture/Chemicals Utilized		29,399.49		42,170.31		-12,770.82	-30.28%
Total 5750 Agriculture and Chemicals	$	43,166.21	$	42,213.07	$	953.14	2.26%
5760 Irrigation Maintenance		6,464.57		8,106.34		-1,641.77	-20.25%
5770 Consumable Tools		884.25		574.12		310.13	54.02%
5780 Tee and Green Supplies		171.26		124.94		46.32	37.07%
5795 Janitorial Supplies		106.82		781.24		-674.42	-86.33%
5800 Equipment Maintenance		12,245.81		13,989.96		-1,744.15	-12.47%
5820 Building Maintenance		13,470.94		12,539.16		931.78	7.43%
5840 Small Equipment		1,035.89		598.00		437.89	73.23%
5860 Gasoline/Diesel Fuel		7,680.48		4,342.33		3,338.15	76.87%
5880 Employee work clothes		126.85		0.00		126.85	100.00%
Total 5700 PARK MAINTENANCE	$	144,132.58	$	153,227.91	-$	9,095.33	-5.94%
6000 CART EXPENSE							
6010 Cart Lease Expense		60,588.00		27,780.54		32,807.46	118.10%
6015 Board Lease Expense		7,588.23		0.00		7,588.23	100.00%
6020 Electricity		8,406.75		7,194.09		1,212.66	16.86%
6030 Maintenance		1,688.24		10,328.16		-8,639.92	-83.65%
6050 Cart Insurance		2,400.00		2,400.00		0.00	0.00%
Total 6000 CART EXPENSE	$	80,671.22	$	47,702.79	$	32,968.43	69.11%

Total Expenses	**$ 844,514.34**	**$ 773,798.03**	**$ 70,716.31**	9.14%
Net Operating Income	**$ 98,768.75**	**$ 63,562.70**	**$ 35,206.05**	55.39%
Other Expenses				
8000 Depreciation/Amortization	118,167.30	107,743.80	10,423.50	9.67%
8001 Capital projects				
8100 Capital Projects - Cash	7,089.64	8,306.53	-1,216.89	-14.65%
8101 Captial Projects - Financed	0.00	27,074.99	-27,074.99	-100.00%
Total 8001 Capital projects	**$ 7,089.64**	**$ 35,381.52**	**-$ 28,291.88**	-79.96%
8002 Bond to City	26,232.96	28,573.74	-2,340.78	-8.19%
8004 Capital Debt to City	792.98	1,047.90	-254.92	-24.33%
8005 Operating Debt to City	745.98	1,161.06	-415.08	-35.75%
Total Other Expenses	**$ 153,028.86**	**$ 173,908.02**	**-$ 20,879.16**	-12.01%
Net Other Income	**-$ 153,028.86**	**-$ 173,908.02**	**$ 20,879.16**	12.01%
Net Income	**-$ 54,260.11**	**-$ 110,345.32**	**$ 56,085.21**	50.83%

Oak Hills Park Authority
2017 Actual vs. Budget

	December Act	December Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$9,050	$18,179	-$9,129	-50.2%	$611,288	$578,613	$32,675	5.6%
4020 · I.D. Cards	$0	$0	$0	0.0%	$7,235	$8,118	-$883	-10.9%
4030 · Tournament Fees	$0	$0	$0	0.0%	$39,300	$44,591	-$5,291	-11.9%
4050 · Cart Revenue	$1,822	$3,575	-$1,753	-49.0%	$197,187	$197,457	-$270	-0.1%
4055 · GolfBoard Revenue	$56	$99	-$43	-43.4%	$9,832	$5,767	$4,065	70.5%
4060 · Golf Revenue - Gift Certif.	$7,379	$8,073	-$694	-8.6%	$18,557	$14,639	$3,918	26.8%
4070 · Gift & Rain Checks Redeemed	-$90	-$328	$238	-72.6%	-$14,760	-$12,892	-$1,868	14.5%
Total 4001 · Golf Revenue	**$18,217**	**$29,598**	**-$11,381**	-38.5%	**$868,639**	$836,293	$32,346	3.9%
4100 · Tennis Revenue	$0	$0	$0	0.0%	$30,088	$30,000	$88	0.3%
4200 · Rental Income	$1,350	$1,350	$0	0.0%	$8,100	$8,100	$0	0.0%
4300 · Investment Income	$16	$12	$4	31.4%	$135	$187	-$53	-28.0%
4400 · Misc. Income	$0	$0	$0	0.0%	$121	$2,269	-$2,148	-94.7%
4600 · Restaurant Income	$6,000	$6,000	$0	0.0%	$36,000	$36,000	$0	0.0%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$200	$0	$200	0.0%
Total Other Revenue	**$7,366**	**$7,362**	**$4**	0.1%	**$74,644**	$76,557	-$1,913	-2.5%
TOTAL REVENUE	**$25,583**	**$36,960**	**-$11,377**	-30.8%	**$943,283**	$912,850	$30,433	3.3%
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$12,260	$12,853	$593	4.6%	$75,938	$77,797	$1,859	2.4%
5030 · Operations	$2,883	$4,115	$1,232	29.9%	$99,054	$82,999	-$16,056	-19.3%
5040 · Operations O/T	$0	$0	$0	0.0%	$443	$0	-$443	0.0%
5050 · Course Personnel	$26,164	$26,966	$802	3.0%	$155,001	$151,218	-$3,783	-2.5%
5060 · Course Personnel O/T	$0	$30	$30	100.0%	$629	$641	$12	1.8%
5070 · Seasonal Personnel	$3,523	$5,323	$1,800	33.8%	$84,002	$85,886	$1,884	2.2%
5080 · Seasonal Personnel O/T	$10	$28	$17	62.6%	$856	$715	-$141	-19.7%
Total 5000 · PERSONNEL EXPENSE	**$44,839**	**$49,313**	**$4,474**	9.1%	**$415,924**	$399,256	-$16,668	-4.2%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$3,430	$3,932	$502	12.8%	$32,042	$31,741	-$301	-0.9%
5230 · State Unemployment	$1,392	$1,790	$397	22.2%	$10,004	$10,890	$886	8.1%
5250 · Health Insurance	$4,212	$4,758	$546	11.5%	$25,274	$27,933	$2,659	9.5%
5260 · Workmans Compensation	$1,403	$1,381	-$23	-1.6%	$8,286	$8,397	$111	1.3%
5270 · Retirement Plans	$609	$879	$271	30.8%	$3,835	$3,900	$65	1.7%
Total 5200 · EMPLOYEE BENEFITS	**$11,047**	**$12,740**	**$1,693**	13.3%	**$79,441**	$82,861	$3,420	4.1%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$538	$536	-$2	-0.3%	$3,193	$3,213	$20	0.6%
5430 · Professional Fees	$4,000	$2,167	-$1,833	-84.6%	$16,375	$13,208	-$3,167	-24.0%
5436 · Advertising	$946	$600	-$346	-57.7%	$9,259	$8,600	-$659	-7.7%
5440 · Office Expense	$906	$1,147	$241	21.0%	$6,076	$7,668	$1,592	20.8%
5441 · Bank Charges	$20	$64	$44	69.4%	$172	$379	$207	54.6%
5442 · Credit Card Fees	$1,091	$1,050	-$41	-3.9%	$20,202	$20,873	$671	3.2%
5445 · Postage	$0	$0	$0	0.0%	$60	$54	-$6	-11.5%
5450 · Training and Dues	$1,000	$479	-$521	-108.8%	$2,390	$1,340	-$1,050	-78.4%
5461 · Authority Secretarial Services	$240	$140	-$100	-72.0%	$1,380	$1,436	$56	3.9%
5469 · Other Outside Services	$476	$342	-$134	-39.1%	$2,059	$1,914	-$145	-7.6%
5470 · Other Admin	$431	$750	$319	42.5%	$2,875	$4,229	$1,354	32.0%
5471 · Charitable Contributions	$0		$0	0.0%	$100	$100	$0	0.0%
5480 · Utilities	$1,529	$2,139	$610	28.5%	$21,252	$19,409	-$1,843	-9.5%
5490 · Water	$0	$0	$0	0.0%		$0	$0	0.0%
5499 · Bad Debt Expense	$6,000	$0	-$6,000	0.0%	$12,000	$0	-$12,000	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$17,176**	**$9,413**	**-$7,763**	-82.5%	**$97,393**	$82,424	-$14,969	-18.2%
5500 · DEBT SERVICE AND INSURANCE								

Oak Hills Park Authority
2017 Actual vs. Budget

	December Act	December Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$3,909	$3,831	-$78	-2.0%	$23,615	$23,094	-$521	-2.3%
5520 · Interest	$364	$740	$376	50.8%	$3,206	$4,484	$1,278	28.5%
Total 5500 · DEBT SERVICE AND INSURANCE	**$4,273**	**$4,570**	**$297**	6.5%	**$26,821**	$27,578	$757	2.7%
5600 · SALES AND OPERATIONS								
5620 · Pro Shop Maintenance	$0	$125	$125	100.0%	$0	$250	$250	100.0%
5640 · Golf Pro Supplies	$0	$0	$0	0.0%	$131	$1,575	$1,444	91.7%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5600 SALES AND OPERATIONS	**$0**	**$125**	**$125**	100.0%	**$131**	$1,825	$1,694	92.8%
5700 · PARK MAINTENANCE								
5710 · Water	$957	$1,926	$969	50.3%	$40,955	$43,654	$2,700	6.2%
5720 · Heating Fuel	$1,625	$1,980	$355	17.9%	$4,342	$4,778	$436	9.1%
5730 · Grounds Maintenance	$72	$857	$786	91.6%	$11,553	$17,834	$6,282	35.2%
5740 · Tree Maintenance	$0	$394	$394	100.0%	$1,930	$2,050	$120	5.8%
5751 · Agriculture&Chemicals-Purch	-$183	$4,462	$4,646	104.1%	$13,767	$38,387	$24,621	64.1%
5752 · Agriculture/Chemicals Utilized	$4,739	$0	-$4,739	0.0%	$29,399	$0	-$29,399	0.0%
5760 · Irrigation Maintenance	$198	$1,102	$904	82.0%	$6,465	$7,441	$976	13.1%
5770 · Consumable Tools	$6	$121	$115	95.1%	$884	$1,149	$265	23.1%
5780 · Tee and Green Supplies	$0	$0	$0	0.0%	$171	$71	-$101	-142.7%
5795 · Janitorial Supplies	$16	$6	-$9	-146.9%	$107	$356	$250	70.0%
Total 5700 · PARK MAINTENANCE	**$7,428**	**$10,849**	**$3,420**	31.5%	**$109,573**	$115,720	$6,148	5.3%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$1,837	$2,932	$1,095	37.3%	$12,246	$15,120	$2,874	19.0%
5820 · Building Maintenance	$4,920	$1,610	-$3,310	-205.6%	$13,471	$12,618	-$853	-6.8%
5840 · Small Equipment	$20	$0	-$20	0.0%	$1,036	$477	-$559	-117.1%
5860 · Gasoline/Diesel Fuel	$1,383	$0	-$1,383	0.0%	$7,680	$5,688	-$1,993	-35.0%
5880 · Employee work clothes	$0	$0	$0	0.0%	$127	$0	-$127	0.0%
Total 5800 · PARK EQUIPMENT	**$8,160**	**$4,542**	**-$3,618**	-79.7%	$34,560	$33,903	-$657	-1.9%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$6,120	$0	-$6,120	0.0%	$60,588	$36,108	-$24,480	-67.8%
6015 · Board Lease Expense	$0	$0	$0	0.0%	$7,588	$7,588	$0	0.0%
6020 · Electricity	$872	$704	-$168	-23.9%	$8,407	$7,212	-$1,195	-16.6%
6030 · Maintenance	$215	$200	-$15	-7.5%	$1,688	$1,157	-$531	-45.9%
6050 · Cart Insurance	$400	$400	$0	0.0%	$2,400	$2,400	$0	0.0%
6060 · Misc. Cart Expense	$0	$167	$167	100.0%	$0	$833	$833	100.0%
Total 6000 · CART EXPENSE	**$7,607**	**$1,470**	**-$6,137**	-417.4%	**$80,671**	$55,299	-$25,372	-45.9%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$100,530**	**$93,023**	**-$7,507**	-8.1%	**$844,514**	**$798,867**	**-$45,647**	-5.7%
TOTAL OPERATIONAL NET INCOME	**-$74,947**	**-$56,062**	**-$18,885**	33.7%	**$98,769**	**$113,983**	**-$15,214**	-13.3%
Depreciation/Amortization								
Restructured Debt	$4,372	$4,202	-$170	-4.0%	$26,233	$25,554	-$679	-2.7%
Capital Funding $150k	$124	$124	$0	0.0%	$793	$793	$0	0.0%
$150K Operating Debt	$124	$124	$0	0.0%	$746	$746	$0	0.0%
Total Other Expense	**$4,621**	**$4,451**	**-$170**	-3.8%	**$27,772**	$27,093	-$679	-2.5%
NET INCOME BEFORE CAPITAL EXPENSES	-$79,568	-$60,513	-$19,054	31.5%	$70,997	$86,890	-$15,893	-18.3%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	$0	$4,167	$4,167	100.0%	$7,090	$23,753	$16,663	70.2%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Contingency								
Total 8000 · OTHER EXPENSE	$0	$4,167	$4,167	100.0%	$7,090	$23,753	$16,663	70.2%
NET INCOME	**-$79,568**	**-$64,680**	**-$14,888**	23.0%	**$63,907**	**$63,137**	**$770**	1.2%

CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director
P: 203-854-7870 / F: 203-854-7848
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: February 9, 2018

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Robert Barron, Director of Finance RBB

RE: Department of Code Enforcement Special Appropriation-Vehicle Replacement

---

Attached is a request from the Department of Code Enforcement for a special appropriation in the amount of $20,350 for the purchase of a new Ford Escape vehicle for building inspections. The funds will be drawn down from contingency funds.

The department's vehicle fleet includes four operational and one non-operational vehicle. All the vehicles were bought in 2006 and have become expensive to maintain. The Department has included in their 5 year capital budget request, two replacements in 2018-19 and two in 2019-20. This current request is to replace the non-operational vehicle. Additionally, the department would like to transition from Ford Taurus sedans, to Ford Escape SUVs to allow building inspector to effectively drive through work sites which have more rugged terrain.

The Purchasing Department has reviewed the vehicle specifications and estimates the vehicle will cost $20,350. Depending on the conditions of the vehicles being traded in, there may be some trade-in credit that could lower the final purchase price.

The Finance Department recommends approval of the Special Appropriation request of $20,350 for the new Ford Escape vehicle for building inspections. The source of funding will be contingency funds.

ACTION REQUESTED:

1. RESOLUTION: Approve a special appropriation in the amount of $20,350 to account 013410-5731 (Cars & Vans) for the purchase of new Ford Escape vehicle for building inspections from contingency funds.

NORWALK
Code Enforcement

MEMORANDUM

January 11, 2018

TO: Lunda Asmani, Management and Budgets

FROM: William D. Ireland III, Chief Building Official

RE: Request for special appropriations

At this time I am requesting that special appropriations be made to the Building Department to fund costs for a new Ford Escape which is needed for inspection purposes and daily operations in my department.

I am requesting $20,350.00 for purchase of the vehicle, the vehicle being used has been taken out of service because costs for the eleven year old vehicle is beyond its value.

Thank for your time and consideration in this matter.

CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director
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125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: February 9, 2018

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Robert Barron, Director of Finance RCB

RE: Fire Department Special Capital Appropriation-Fire Engine and related accessories

---

Attached is a request from the Fire Department for a special capital appropriation in the amount of $66,000 to cover a shortfall for the purchase of a new fire engine and related accessories. The additional funds will be drawn down from the balance in the Capital Fund. In the 2017-18 Capital Budget, the Fire Department was approved $550,000 for the purchase of the fire engine and related accessories. After going out to bid, the lowest responsible bid came in as follows:

Pierce Enforcer Pumping Engine	$576,000
Purchase of 1 mobile and 4 portable radios	$40,000
Total cost	$616,000

The new estimated project cost of $616,000 is $66,000 more than the approved amount of $550,000 in project 0917-3110-577-C0437.

The Finance Department recommends approval of the Special Capital Appropriation request of $66,000 to cover the shortfall for the purchase of a new fire engine and accessories. The source of funding will be the balance in the Capital Fund.

ACTION REQUESTED:

1. RESOLUTION: Approve a special capital appropriation in the amount of $66,000 to increase the available funds for the purchase of a new fire engine and related accessories (0917-3110-577-C0437). The funds will be drawn from the balance in the Capital Fund.

CITY OF NORWALK
Office of the Mayor
P: 203-854-7701 / F: 203-854-7939
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE:	February 9, 2018
TO:	The Members of the Board of Estimate & Taxation The Members of the Planning Commission The Members of the Common Council
FROM:	Harry Rilling, Mayor Harry W. Rilling
RE:	Fire Department Special Capital Appropriation-Fire Engine and related accessories

---

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Purchase of 1 mobile and 4 portable radios	$40,000
Total cost	$616,000

The new estimated project cost of $616,000 is $66,000 more than the approved amount of $550,000 in project 0917-3110-577-C0437.

The Director of Finance and the Acting Fire Department Chief have provided additional information regarding funding for this project in the attached documents.

ACTION REQUESTED:

1. RESOLUTION: Approve a special capital appropriation in the amount of $66,000 to increase the available funds for the purchase of a new fire engine and related accessories (0917-3110-577-C0437). The funds will be drawn from the balance in the Capital Fund.

CITY OF NORWALK
FIRE DEPARTMENT

Chief of Department
Gino Gatto

121 CONNECTICUT AVENUE
NORWALK, CONNECTICUT 06854

Tel: (203) 854-0232

Finance Committee,

I am writing to request a special Capital appropriation to purchase a new fire engine.

In the 2016-2017 Capital Budget Account number 0917-C0437 the Common Council approved $ 550,000.00 for a new fire engine.

The actual bid price for a 2018 Pierce Enforcer Pumping Engine is $ 576,000.00

The base price does not include a mobile radio or portable radios.

I am requesting $ 66,000.00 to cover the shortfall.

$ 26,000.00 to meet the bid price
$ 40,000.00 to purchase 1 Mobile Radio and 4 Portable Radios

Please note: There will be a price increase of 3% ($17,280.00) on Feb. 01, 2018
I have asked for an extension and Pierce has agreed to hold the price only to Feb. 28, 2018

Thank you for your consideration and please let me know if you need anything else,

Gino Gatto
Chief

SECTION 1 – FORMS OF PROPOSAL

1.1 RESPONSE FORM – BID #3785 (Re-Bid) Fire Truck

Vendor Name - FIREMATIC SUPPLY CO., INC.		
Address - 651 Brook Street, Rocky Hill CT 06067		
Phone - 860-571-7370	**Fax** - 860-571-7377	**Email** - PHANRATTY@FIREMATIC.COM
Manager - PETER HANRATTY, PRESIDENT		**Fed ID#** 11-1972762-FEDERAL ID 8863136-000- CT TAX REG

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

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

Qty.	Year	Manufacturer / Model	Total Cost
1	2018	PIERCE ENFORCER	$ 576,000.00

*Shipping & delivery costs to be included in the Total Cost above

Delivery - 330 calendar days after receipt of contract.

Warranty: Parts - 24 months, Labor - 24 months, (attach statement detailing coverage for parts and labor (Note section 3.22))

DEC 13 2017

DEPARTMENT

Firematic

651 Brook Street ♦ Rocky Hill, CT 06067

WWW.FIREMATIC.COM

TEL: 860-571-7372
FAX: 860-571-7377

City of Norwalk Connecticut

125 East Ave.

Norwalk, CT.

06856-5125

The cost of a new 2018 Pierce Enforcer Pumping Engine as proposed is $ 576,000.00. That price includes the requested loose equipment; an itemized quote is at the back of our proposal in Section 6.

Pre-Payment discount are available should the City choose to make full or partial payment at time of contract.

The above price and quotes apply if a signed contract is in house at Pierce Manufacturing prior to January 30, 2018 after which a 3% price increase shall apply.

Delivery time is 330 days from the date of contract signing.

Please feel free to contact me @ 860-460-1700 or pmajfd@sbcglobal.net with any questions regarding our proposal.

John MacNicholl

Pierce Fire Apparatus Sales

CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director
P: 203-854-7870 / F: 203-854-7848
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: February 9, 2018

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Robert Barron, Director of Finance

RE: Fire Department Special Capital Appropriation-100 Fairfield Avenue Fire Station Roof Replacement

---

Attached is a request from the Fire Department for a special capital appropriation in the amount of $167,080 to cover a shortfall for the roof replacement at the fire station located at 100 Fairfield Avenue. The additional funds will be drawn down from the balance in the Capital Fund. In the 2017-18 Capital Budget the Fire Department was approved $475,000 for this roof replacement. After going out to bid, the lowest responsible bid came in at $583,709 from Young Developers.

The new estimated project cost, which includes a 10% contingency is $642,080. This is $167,080 more than the approved amount of $475,000 in project 0918-3110-577-C0443.

The Finance Department recommends approval of the Special Capital Appropriation request of $167,080 to cover the shortfall for the roof replacement project. The source of funding will be the balance in the Capital Fund.

ACTION REQUESTED:

1. RESOLUTION: Approve a special capital appropriation in the amount of $167,080 to increase the available funds for the roof replacement at the fire station located at 100 Fairfield Avenue (0918-3110-577-C0443). The funds will be drawn from the balance in the Capital Fund.

CITY OF NORWALK
Office of the Mayor
P: 203-854-7701 / F: 203-854-7939
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE:	February 9, 2018
TO:	The Members of the Board of Estimate & Taxation The Members of the Planning Commission The Members of the Common Council
FROM:	Harry Rilling, Mayor Harry W. Rilling
RE:	Fire Department Special Capital Appropriation-100 Fairfield Avenue Fire Station Roof Replacement

Attached is a request from the Fire Department for a special capital appropriation in the amount of $167,080 to cover a shortfall for the roof replacement at the fire station located at 100 Fairfield Avenue. The additional funds will be drawn down from the balance in the Capital Fund. In the 2017-18 Capital Budget the Fire Department was approved $475,000 for this roof replacement. After going out to bid, the lowest responsible bid came in at $583,709 from Young Developers.

The new estimated project cost, which includes a 10% contingency is $642,080. This is $167,080 more than the approved amount of $475,000 in project 0918-3110-577-C0443.

The Director of Finance and the Acting Fire Department Chief have provided additional information regarding funding for this project in the attached documents.

ACTION REQUESTED:

1. RESOLUTION: Approve a special capital appropriation in the amount of $167,080 to increase the available funds for the roof replacement at the fire station located at 100 Fairfield Avenue (0918-3110-577-C0443). The funds will be drawn from the balance in the Capital Fund.

CITY OF NORWALK
FIRE DEPARTMENT

Chief of Department
Gino Gatto

121 CONNECTICUT AVENUE

NORWALK, CONNECTICUT 06854

Tel: (203) 854-0232

February 5, 2018

Finance Committee,

I am writing to request a special Capital appropriation to replace the roof on the Fire Station Support Facility at 100 Fairfield Ave.

In the 2017-2018 Capital Budget the Common Council approved $475,000.00 for roof replacement. The roof project has been a budget request for 5 years.
Account number 0918 3110 5777 CO443

We have been working with Mr. Alan Lo, the City's building and facilities manager, for some time on this project. After receiving and reviewing all the bids, Alan's recommendation is to request the additional money needed to complete the project.

The low bid price for the roof replacement is $583,709.00 from Young Developers.

I am requesting $108,709.00 to cover the shortfall, which is in line with the current 4-6% construction cost increases yearly. Also a 10% contingency of $58,371.00 for a total request of $167,080.00 .

The building at 100 Fairfield Ave was given to the City of Norwalk after the Norwalk Transit moved into their new facility on 275 Wilson Ave in 2001.

The building was built in 1984. The roof is original to the building. At that time a rubber roof was installed and the life expectancy of a rubber roof is typically 15-18 years.
We have been fortunate to get over 30 years out of this roof. At this time it leaks in many spots and we have been trying to stay on top of it with repairs. Each year it progressively gets worse. The building is used for our Apparatus Repair and Maintenance, garage space for storage of vehicles, and the Greater Norwalk Amateur Radio Club.

Thank you for your consideration and please let me know if you need anything else,

Gino Gatto

Gino Gatto
Chief

Gilden, Frederic

From: Jim Hendrickson <jhendrickson@rowayton6td.com>
Sent: Monday, January 29, 2018 9:40 AM
To: Gilden, Frederic
Cc: Barron, Robert; Candy Atwell
Subject: Sixth Taxing District Loan for 2017/18 Fiscal Year

Fred,
A loan for $300,000 was approved for the Sixth Taxing District for the current fiscal year. We are about to start the work on the final phase of our Community Center Renovation and would like to execute the loan agreement. You had indicated it may take 6-8 weeks to prepare the documents and that is OK. Please set up the loan for quarterly payments as was done with our last loan. I understand that will slightly increase the payments but, with our part time staff, the reduced workload is more important.

Thanks
Jim Hendrickson
Treasurer
Sixth Taxing District

Gilden, Frederic

From: Jim Hendrickson <jhendrickson@rowayton6td.com>
Sent: Monday, February 05, 2018 9:59 AM
To: Gilden, Frederic
Subject: Re: Sixth Taxing District Loan for 2017/18 Fiscal Year

Fred,

I was down with the flu that is going around but back at it now. We'll go with the level principal quarterly payments.

Thanks

Jim

From: Gilden, Frederic <fgilden@norwalkct.org>
Sent: Monday, February 5, 2018 9:47 AM
To: Jim Hendrickson
Subject: FW: Sixth Taxing District Loan for 2017/18 Fiscal Year

Jim
Which schedule would you like to use?
Level principal or level payment?
Fred

Frederic J Gilden
Comptroller
203 854-7711 office
203 854-7710 fax
fgilden@norwalkct.org email

City of Norwalk
125 East Avenue
Norwalk, CT 06851
(203) 854-7711

Comptroller Office

From: Barron, Robert
Sent: Monday, January 29, 2018 10:09 AM
To: Jim Hendrickson <jhendrickson@rowayton6td.com>; Gilden, Frederic <fgilden@norwalkct.org>
Cc: Candy Atwell <catwell@rowayton6td.com>
Subject: RE: Sixth Taxing District Loan for 2017/18 Fiscal Year

Jim,

I've attached a payment schedule for your review with funding on 3/1/2018 and first payment on 6/1/2018.

On the left side of the page you have:

- a ***level principal*** quarterly payment of $5,000 for 60 months
- making the first quarterly payment $6,973.55 and the last quarterly payment $5,032.89 and
- total interest paid $60,193.17

On the right side of the page you have:

- a level quarterly payment of $6,067.74 for 60 months and
- total interest paid of $64,064.26

The level principal option saves you about four thousand dollars of interest over the 15 years. Please let Fred and me know which schedule that you'd like to use and we'll get the loan documents going with our corporation counsel.

Regards.

Bob

Robert Barron, CPFO
Director of Finance

NORWALK
The Sound of Connecticut

City of Norwalk
125 East Avenue
Norwalk, CT 06856
(203) 854-7870 office
(203) 854-7848 fax
rbarron@norwalkct.org
Department of Finance

From: Jim Hendrickson [mailto:jhendrickson@rowayton6td.com]
Sent: Monday, January 29, 2018 9:40 AM
To: Gilden, Frederic <fgilden@norwalkct.org>
Cc: Barron, Robert <RBarron@norwalkct.org>; Candy Atwell <catwell@rowayton6td.com>
Subject: Sixth Taxing District Loan for 2017/18 Fiscal Year

Fred,
A loan for $300,000 was approved for the Sixth Taxing District for the current fiscal year. We are about to start the work on the final phase of our Community Center Renovation and would like to execute the loan agreement. You had indicated it may take 6-8 weeks to prepare the documents and that is OK. Please set up the loan for quarterly payments as was done with our last loan. I understand that will slightly increase the payments but, with our part time staff, the reduced workload is more important.

Thanks
Jim Hendrickson
Treasurer
Sixth Taxing District

Loan Agreement

ATTACHMENT A

Sixth Taxing District to City of Norwalk

Funding date: **03/01/18**
Term: **15 years**

Amortization: **Level Principal** $ 5,000.00
Payment Type: **Quarterly Principal & Interest**

Norwalk 2016 New Money Rate	2.281396%
Administration	0.350000%
Total Interest Rate:	**2.631396%**

Payment Number	Payment Date	Principal	Interest	Payment	Remaining Balance
1	06/01/18	$ 5,000.00	$ 1,973.55	$ 6,973.55	$ 295,000.00
2	09/01/18	$ 5,000.00	$ 1,940.65	$ 6,940.65	$ 290,000.00
3	12/01/18	$ 5,000.00	$ 1,907.76	$ 6,907.76	$ 285,000.00
4	03/01/19	$ 5,000.00	$ 1,874.87	$ 6,874.87	$ 280,000.00
5	06/01/19	$ 5,000.00	$ 1,841.98	$ 6,841.98	$ 275,000.00
6	09/01/19	$ 5,000.00	$ 1,809.08	$ 6,809.08	$ 270,000.00
7	12/01/19	$ 5,000.00	$ 1,776.19	$ 6,776.19	$ 265,000.00
8	03/01/20	$ 5,000.00	$ 1,743.30	$ 6,743.30	$ 260,000.00
9	06/01/20	$ 5,000.00	$ 1,710.41	$ 6,710.41	$ 255,000.00
10	09/01/20	$ 5,000.00	$ 1,677.51	$ 6,677.51	$ 250,000.00
11	12/01/20	$ 5,000.00	$ 1,644.62	$ 6,644.62	$ 245,000.00
12	03/01/21	$ 5,000.00	$ 1,611.73	$ 6,611.73	$ 240,000.00
13	06/01/21	$ 5,000.00	$ 1,578.84	$ 6,578.84	$ 235,000.00
14	09/01/21	$ 5,000.00	$ 1,545.95	$ 6,545.95	$ 230,000.00
15	12/01/21	$ 5,000.00	$ 1,513.05	$ 6,513.05	$ 225,000.00
16	03/01/22	$ 5,000.00	$ 1,480.16	$ 6,480.16	$ 220,000.00
17	06/01/22	$ 5,000.00	$ 1,447.27	$ 6,447.27	$ 215,000.00
18	09/01/22	$ 5,000.00	$ 1,414.38	$ 6,414.38	$ 210,000.00
19	12/01/22	$ 5,000.00	$ 1,381.48	$ 6,381.48	$ 205,000.00
20	03/01/23	$ 5,000.00	$ 1,348.59	$ 6,348.59	$ 200,000.00
21	06/01/23	$ 5,000.00	$ 1,315.70	$ 6,315.70	$ 195,000.00
22	09/01/23	$ 5,000.00	$ 1,282.81	$ 6,282.81	$ 190,000.00
23	12/01/23	$ 5,000.00	$ 1,249.91	$ 6,249.91	$ 185,000.00
24	03/01/24	$ 5,000.00	$ 1,217.02	$ 6,217.02	$ 180,000.00
25	06/01/24	$ 5,000.00	$ 1,184.13	$ 6,184.13	$ 175,000.00
26	09/01/24	$ 5,000.00	$ 1,151.24	$ 6,151.24	$ 170,000.00
27	12/01/24	$ 5,000.00	$ 1,118.34	$ 6,118.34	$ 165,000.00
28	03/01/25	$ 5,000.00	$ 1,085.45	$ 6,085.45	$ 160,000.00
29	06/01/25	$ 5,000.00	$ 1,052.56	$ 6,052.56	$ 155,000.00
30	09/01/25	$ 5,000.00	$ 1,019.67	$ 6,019.67	$ 150,000.00
31	12/01/25	$ 5,000.00	$ 986.77	$ 5,986.77	$ 145,000.00

Loan Agreement

ATTACHMENT A

Sixth Taxing District to City of Norwalk

Funding date:	**03/01/18**
Term:	**15 years**

Amortization:	**Level Principal**	$ 5,000.00
Payment Type:	**Quarterly Principal & Interest**	

Norwalk 2016 New Money Rate	2.281396%
Administration	0.350000%
Total Interest Rate:	**2.631396%**

Payment Number	Payment Date	Principal	Interest	Payment	Remaining Balance
32	03/01/26	$ 5,000.00	$ 953.88	$ 5,953.88	$ 140,000.00
33	06/01/26	$ 5,000.00	$ 920.99	$ 5,920.99	$ 135,000.00
34	09/01/26	$ 5,000.00	$ 888.10	$ 5,888.10	$ 130,000.00
35	12/01/26	$ 5,000.00	$ 855.20	$ 5,855.20	$ 125,000.00
36	03/01/27	$ 5,000.00	$ 822.31	$ 5,822.31	$ 120,000.00
37	06/01/27	$ 5,000.00	$ 789.42	$ 5,789.42	$ 115,000.00
38	09/01/27	$ 5,000.00	$ 756.53	$ 5,756.53	$ 110,000.00
39	12/01/27	$ 5,000.00	$ 723.63	$ 5,723.63	$ 105,000.00
40	03/01/28	$ 5,000.00	$ 690.74	$ 5,690.74	$ 100,000.00
41	06/01/28	$ 5,000.00	$ 657.85	$ 5,657.85	$ 95,000.00
42	09/01/28	$ 5,000.00	$ 624.96	$ 5,624.96	$ 90,000.00
43	12/01/28	$ 5,000.00	$ 592.06	$ 5,592.06	$ 85,000.00
44	03/01/29	$ 5,000.00	$ 559.17	$ 5,559.17	$ 80,000.00
45	06/01/29	$ 5,000.00	$ 526.28	$ 5,526.28	$ 75,000.00
46	09/01/29	$ 5,000.00	$ 493.39	$ 5,493.39	$ 70,000.00
47	12/01/29	$ 5,000.00	$ 460.49	$ 5,460.49	$ 65,000.00
48	03/01/30	$ 5,000.00	$ 427.60	$ 5,427.60	$ 60,000.00
49	06/01/30	$ 5,000.00	$ 394.71	$ 5,394.71	$ 55,000.00
50	09/01/30	$ 5,000.00	$ 361.82	$ 5,361.82	$ 50,000.00
51	12/01/30	$ 5,000.00	$ 328.92	$ 5,328.92	$ 45,000.00
52	03/01/31	$ 5,000.00	$ 296.03	$ 5,296.03	$ 40,000.00
53	06/01/31	$ 5,000.00	$ 263.14	$ 5,263.14	$ 35,000.00
54	09/01/31	$ 5,000.00	$ 230.25	$ 5,230.25	$ 30,000.00
55	12/01/31	$ 5,000.00	$ 197.35	$ 5,197.35	$ 25,000.00
56	03/01/32	$ 5,000.00	$ 164.46	$ 5,164.46	$ 20,000.00
57	06/01/32	$ 5,000.00	$ 131.57	$ 5,131.57	$ 15,000.00
58	09/01/32	$ 5,000.00	$ 98.68	$ 5,098.68	$ 10,000.00
59	12/01/32	$ 5,000.00	$ 65.78	$ 5,065.78	$ 5,000.00
60	03/01/33	$ 5,000.00	$ 32.89	$ 5,032.89	$ -
		$ 300,000.00	**$ 60,193.17**	**$ 360,193.17**	

CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director
P: 203-854-7870 / F: 203-854-7848
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: February 9, 2018

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Robert Barron, Director of Finance

RE: Fire Department Special Capital Appropriation-Emergency Vehicle Equipment

---

Attached is a request from the Fire Department for a special capital appropriation in the amount of $13,462 to cover a shortfall for accessories for the Fire Department's Ford Explorer emergency vehicles. The additional funds will be drawn down from the balance in the Capital Fund. In the 2017-18 Capital Budget the Fire Department was approved $75,000 for the purchase of the vehicles and accessories. After going out to bid, the lowest responsible bid came in as follows:

2 vehicles	$68,862
2 mobile radios installed	$12,000
2 light packages installed	$ 7,600
Total cost	$88,462

The new estimated project cost of $88,462 is $13,462 more than the approved amount of $75,000 in project #0918-3110-5777 C0486. The Fire Department recently closeout project 0909-3110-5777-C0411 and returned $3,550 to the Capital Fund balance slightly increasing the fund's available balance.

The Finance Department recommends approval of the Special Capital Appropriation request of 13,462 to cover the shortfall for accessories for the Fire Department's Ford Explorer emergency vehicles. The source of funding will be the balance in the Capital Fund.

ACTION REQUESTED:

1. RESOLUTION: Approve a special capital appropriation in the amount of $13,462 to increase the Fire Department's Ford Explorer emergency vehicles purchase (0918-3110-5777 C0486). The funds will be drawn from the balance in the Capital Fund.

CITY OF NORWALK
Office of the Mayor
P: 203-854-7701 / F: 203-854-7939
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE:	February 9, 2018
TO:	The Members of the Board of Estimate & Taxation The Members of the Planning Commission The Members of the Common Council
FROM:	Harry Rilling, Mayor Harry W. Rilling
RE:	Fire Department Special Capital Appropriation-Emergency Vehicle Equipment

Attached is a request from the Fire Department for a special capital appropriation in the amount of $13,462 to cover a shortfall for accessories for the Fire Department's Ford Explorer emergency vehicles. The additional funds will be drawn down from the balance in the Capital Fund. In the 2017-18 Capital Budget the Fire Department was approved $75,000 for the purchase of the vehicles and accessories. After going out to bid, the lowest responsible bid came in as follows:

2 vehicles	$68,862
2 mobile radios installed	$12,000
2 light packages installed	$ 7,600
Total cost	$88,462

The new estimated project cost of $88,462 is $13,462 more than the approved amount of $75,000 in project #0918-3110-5777 C0486.

The Director of Finance and the Acting Fire Department Chief have provided additional information regarding funding for this project in the attached documents.

ACTION REQUESTED:

1. RESOLUTION: Approve a special capital appropriation in the amount of $13,462 to increase the Fire Department's Ford Explorer emergency vehicles purchase (0918-3110-5777 C0486). The funds will be drawn from the balance in the Capital Fund.

CITY OF NORWALK
FIRE DEPARTMENT

Chief of Department
Gino Gatto

121 CONNECTICUT AVENUE

NORWALK, CONNECTICUT 06854

Tel: (203) 854-0232

Finance Committee,

I am writing to request a special CAPITAL appropriation for additional funding to upfit the 2 new Ford Explorers just purchased with emergency lights and communication equipment. The Common Council approved the purchase in account #0918-3110-5777 C0486. The total price is as follows:

2 vehicles	$68,862
2 mobile radios installed	$12,000
2 light packages installed	$ 7,600
Total cost	**$88,462**

Balance left in account equals $ 6,138.00

Funds needed to complete purchase of radios and lights equals $13,462

I recently closed out project 0909-3110-5777-C0411 and returned $3,550 to the Capital Fund balance.

I am requesting a special capital appropriation of $13,462 to complete this much needed purchase.

Thank you for your attention and consideration in this matter,

Gino Gatto

Gino Gatto
Chief

NORWALK
The Sound of Connecticut
Purchasing Department
Finance Group

August 15, 2017

INVITATION TO BID

The City of Norwalk is soliciting bids for **Two (2)** 2018 Ford Explorer for the Norwalk Fire Department. Below is an outline of some of the requirements that apply specifically to this project. These requirements are discussed in greater detail under Section 2 – Project Specifications.

PROJECT NUMBER:	**3784**
DEADLINE :	**2:00 PM, August 31, 2017**
BID TITLE :	**2018 Ford Explorer for Fire Department**

BID DOCUMENTS for this project are available over the Internet at http://www.norwalkct.org Adobe Acrobat reader is required to view this document. If you do not have this software you may download the required software from Adobe.

All Questions concerning this solicitation must be directed in writing via email to Carleen Megaro, cmegaro@norwalkct.org. The deadline for submission of questions for this bid solicitation is **2:00PM, Friday, August 25, 2017. Please include the Project Number and Bid Title in the subject line,** thank you.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any Bid information.

Bidders will be required to provide:

- Copies of current certifications as applicable to this solicitation.
- Original bid response, plus one (1) digital copy uploaded to the below link: https://norwalkct.bonfirehub.com/opportunities/4582

CONTINUED TO NEXT PAGE

SPECIAL NOTES:

A. The awarded vendor must be an authorized automobile dealership located in the State of Connecticut.

B. The awarded vendor will be required to provide proof of its current standing with the Connecticut Secretary of State's Office (see Section, 1.2 Bidder's Qualifications).

C. Any deviation from these specifications must be documented and submitted with your proposal in detail on a separate form. If deviations are not documented completely, the bidder may be disqualified from consideration for an award.

BIDDER LISTS (List of Plan Holders) will not be published.

SECTION 1 - RESPONSE FORMS

SPECIAL NOTES ON RESPONDING :

ADDENDA, if issued, will be available over the Internet at http://www.norwalkct.org. It is the responsibility of the bidders to verify the issuance of any addenda. **We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.**

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening over the Internet at **http://www.norwalkct.org**. The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

AWARD NOTIFICATION will be issued by mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

If, after review of the bid documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete documents, along with your detailed proposal, to the Purchasing Department by the due date.

SEALED BID RESPONSES, One (1) Original is to be delivered to:

City of Norwalk
Purchasing Department, Room 103
125 East Avenue
Norwalk, CT 06856-5125

In addition to the original copy requested please submit a digital copy to the below link: https://norwalkct.bonfirehub.com/opportunities/4582

NOTE: The City of Norwalk will not accept any sealed bid submissions via email or facsimile (fax). Please indicate the bid number and bid title on the envelope.

The City of Norwalk is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply

1.1 PRICING SHEET – BID #3784, 2018 Ford Explorer for Fire Department

Vendor Name - Crowley Ford, LLC	
Address - 225 New Britain Ave. Plainville, CT	
Phone - 860 793 8885 **Fax -** N/A	**Email -** fleetsales@crowleyauto.net
Manager - Gordon Rapp	**Fed ID#** 06-1605231

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

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

1. Two (2) 2018 Ford Explorer

Make/Model	Option Code	Cost
2018 Ford Explorer – 4 WD XLT (include Destination & Delivery Charges)	K8D	$ 34,431.00
3.5L VCT V-6 Engine	998	$ INC
Six Speed Automatic	44C	$ INC
Ruby Red	RR	$ INC
Cloth Bucket W/Power, Ebony Black	8W	$ INC
Equipment Group	201A	$ INC
Floor Liners	16N	$ INC
Splash Guards	50M	$ INC
Cargo Cover	60T	$ INC
Technology Bundle	65T	$ INC
Cold Weather Package	65W	$ INC
Cargo Mat	85W	$ INC
Front License Plate	153	$ INC.

Total Bid Cost for Two (2) Vehicles	$ 68,862.00
Total Bid Cost for Two (2) Vehicles in words	Sixty eight thousand eight hundred sixty two dollars & 00/100

PROJECT:	**BID #3784, 2018 Ford Explorer for Fire Department**
VENDOR NAME:	Crowley Ford, LLC

Submitted by:

Print Name of Authorized Agent of Company	Gordon Rapp
Signature of Authorized Agent of Company	Gordon Rapp
Date	8/30/17

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

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

PROJECT:	BID #3784, 2018 Ford Explorer for Fire Department
VENDOR NAME:	Crowley Ford, LLC

1.2 STATEMENT OF BIDDERS QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business - 40+
2. Number of personnel employed Part-time - 50+, Full - time 100+
3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.
CT DAS	2017	Pat DeConti	860 713 5061
	2016		
	2015		
	2014		
	2013		
	2012		

4. Number of full time employees designated to service this contract: 6

5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled.

   a. Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening? Yes

Attach any additional information that demonstrates your qualification for this work including appropriate certifications.

SECTION 2
PROJECT SPECIFICATIONS/SCOPE OF WORK

GENERAL

It is the intention of the City of Norwalk and the Norwalk Fire Department to purchase two (2) 2018 Ford Explorer. Please include pricing (see Section 1.1 PRICING SHEET #3784). An Order Confirmation from Ford Motor Company must be provided to the Norwalk Purchasing Department by the awarded dealership to allow for verification of the order and the opportunity to allow for changes without penalty or liability to the City of Norwalk.

CITY OF NORWALK
FIRE DEPARTMENT

121 Connecticut Ave.

NORWALK, CONNECTICUT 06854

Tel: (203) 854-0200
Fax: (203) 854-0412

2018 Chiefs Car Replacement

2018 Ford Explorer Base Model **K7B**
Options as follows:
K8D: 4WD XLT
998: 3.5L VCT V-6 EMGINE
44C: SIX SPEED AUTOMATIC
RR: RUBY RED
8W: CLOTH BUCKET W/ POWER , EBONY BLACK
201A: EQUIPMENT GROUP
16N: FLOOR LINERS
50M: SPLASH GUARDS
60T: CARGO COVER
65T: TECHNOLOGY BUNDLE
65W: COLD WEATHER PACKAGE
85W: CARGO MAT
153: FRONT LICENCE PLATE

SECTION 3 - GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 08/08/2013, or later on file you may obtain a copy over the Internet at http://www.norwalkct.org . Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe.

Document number 1002. http://www.norwalkct.org/documentcenter/view/868