FINANCE/CLAIMS COMMITTEE MEETING
Thursday, February 10, 2022, 7:00 P. M.
By Zoom Virtual Teleconference:

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

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

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

Listen mode only please dial 1 (646) 558-8656 Webinar ID: 826 3298 4021

Register in advance for this webinar only to take part in public participation:
https://www.norwalkct.org/1913/Meeting-Notices

AGENDA

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

   January 13, 2021 – Regular Meeting

   January 20, 2021 – Special Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated: February 10, 2022
6. Narrative on Tax Collections dated February 10, 2022 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated January 2022– Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for December 2021.
9. Authorize the Mayor, Harry W. Rilling to execute any and all documents necessary to upgrade Worldox software to SAAS cloud-based solution, recurring costs $8,571, one-time migration fee $1,920.
10. Chief Financial Officer to present the overall City Operating Budget.
11. Adjournment.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE MEETING
JANUARY 13, 2022
VIA TELECONFERENCE

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ATTENDANCE: Mr. Gregory Burnett, Chair; Ms. Nora Niedzielski Eichner; Mr. David Heuvelman; Mr. Thomas Keegan; Mr. John Kydes; Ms. Jenn McMurrer; Ms. Diana Revolus; Ms. Nicol Ayers (8:21 p.m.)

STAFF: Mr. Henry Dachowitz, Chief Financial Officer;
Mr. Thomas Ellis, Budget Director;
Ms. Chitsamay Lam, Comptroller

OTHERS: Mr. Michael DePalma, Vice Chair, Oak Hills Park Authority

1. CALL TO ORDER

Mr. Burnett called the meeting to order at 7:01 p.m.

2. ROLL CALL

Mr. Burnett called the Roll as indicated above. A Quorum was present.

3. PUBLIC PARTICIPATION

There were no members of the public present this evening who wished to comment.

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

December 9, 2021 – Regular Meeting

Correct the spelling of the following names throughout:

Ms. Biagiarelli
Mr. Heuvelman

**** MS. REVOLUS MOVED TO APPROVE THE MINUTES AS AMENDED**
**** MOTION PASSED WITH ONE (1) ABSTENTION (MS. MCMURRER)**

Ms. Biagiarelli reviewed the following items.

5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: JANUARY 13, 2022

The Claims Committee report was for informational purposes only. They were mostly motor vehicle refunds.

6. **NARRATIVE ON TAX COLLECTIONS DATED JANUARY 13, 2022 – RECEIVE REPORT AND DISCUSS**.

7. **MONTHLY TAX COLLECTOR'S REPORTS DATED DECEMBER 2021– RECEIVE REPORT AND DISCUSS.**

Ms. Biagiarelli highlighted the following report:

> As of the end of December 2021, representing the first six months of the fiscal year, we collected more than $222 million against our $353.2 million adjusted levy, or 62.91%. We collected 60.69% of our sewer use levy, nearly $10 million, and 83.32% of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA.
>
> Compared with the prior fiscal year, we ended the month of December 2021 ahead with regard to taxes (3.09%), sewer use (2.72%), and the IPP fee (4.95%).
>
> With regard to prior years' collections, through the end of December 2021, we show a net collection of in excess of $3.2 million since July 1, 2021. This amount is $637,366 more than what we collected during the first half of the prior fiscal year, attributable to the tax sale held on October 18, 2021. We collected in excess of $8.5 million on behalf of the city since November 2019 on properties originally slated for the tax sale. Our budgeted collection goals for both the fiscal year ending 2021, and the current fiscal year ending 2022, are predicated on the infusion of revenue generated by the tax sale. Maintaining high current and back tax collection rates promotes budgetary stability, and allows the Board of Estimate and Taxation to set lower mill rates for all taxpayers. A higher current collection rate enables less of an allowance for "uncollectible" taxes, and correspondingly lower mill rates.
>
> The link to the sale website is here: City of Norwalk Tax Sale 2021 (arcgis.com) We are currently in the second installment tax collection period. Tax statements for the second installment were mailed on December 20. The second installment came due January 1, 2022, and is payable by February 1, 2022 without interest. It is our practice to mail bills as early as possible in order to allow taxpayers to more effectively budget and plan their payments.
>
> Our in-person office hours remain Monday through Friday, from 8:30 am to 4 pm. No appointment is needed, and we do not close for lunch. We also continue to offer other payments options, including on line payment, pay-by-phone, paying by mail, and paying in person at one of ten participating Norwalk bank branches.

> With regard to delinquent enforcement, we recently issued several dozen alias tax warrants for selected accounts owing past due business personal property taxes. These are served by a state marshal. We plan to issue more warrants after the conclusion of the current collection cycle.
>
> With regard to COVID 19: it is our understanding that City Hall is remaining open to the public in spite of the recent surge in COVID 19 transmission. We are maintaining our regular office hours in accordance with the Administration's directives to maintain services. We have contingency plans in place to resume staggered shifts and some remote work if this becomes necessary.
>
> We continue to adhere to all directives and protocols as communicated by the Administration and the Department of Health. Cash management and internal control measures make it nearly impossible to do much of our work remotely, and in the interest of maintaining customer satisfaction and our collection rates, we will continue to do our best to accommodate those who expect in-person service. Nonetheless, we will continue to monitor changes in COVID 19 protocols, and adapt accordingly.

Mr. Burnett thanked Ms. Biagiarelli and her team for all they do. Ms. Revolus asked where people could find the list of banks where they can pay their taxes. Ms. Biagiarelli said the list is on the City's website.

8. **RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR NOVEMBER 2021**.

Mr. DePalma reported that this is their down time at Oak Hill, but their net income is ahead of budget. The cart paths have been completed.

The season pass rates were updated. They limited the season passes to 50 this year to try and prevent issues with t-times. As of Monday, they sold 39 season passes.

9. **CHIEF FINANCIAL OFFICER CAPITAL PROJECTS DISCUSSION.**

Mr. Dachowitz reviewed the current capital budget. He explained there have been dialogues related to concerns about future spending. He said he is trying not to create a situation where the City is spending more then they can borrow. Mr. Dachowitz said he wants to maintain the City's AAA bond rating; however, they will need to make difficult decisions about various projects.

Mr. Dachowitz explained that when he arrived, he discovered a lot of approved capital budgets that were not funded. He is not allowed to borrow more then they need for a project or borrow for a longer period of time. He said that every quarter he and Ms. Lam go to every department head who has capital budgets and ask how much their expected cash flow is, how much reimbursement is expected and how much net is needed for expenditures.

Mr. Dachowitz welcomed Mr. Ellis who reviewed his background.

Mr. Dachowitz reviewed the summary schedule and noted all of the data is from September 30, 2021. He said there are numerous projects, especially with the Board of Education and Public Works. He said Norwalk High School was netted out as a $50 million obligation. The gross expenditures will be $189 million.

Mr. Dachowitz said they will need $220 million to finance everything that has been approved by the City and Board of Education. In order to keep the City's AAA bond rating, they may need to cut some projects or stretch out the timing on some of the projects.

During the budget season last year, Mr. Dachowitz said he had discussions with department heads asking if anyone could stretch their projects. He said he is going to assume he has to borrow $220 million over the next seven years.

Mr. Kydes noted that the Recreation and Parks department received a $5 million grant for Cranbury Park. Mr. Dachowitz said he believes that grant is for a new project, so that will not change the amount needed. He said he wanted to use the ARPA funding for some projects, but that money was needed for flood mitigation.

Mr. Dachowitz said if they increase the amount needed to $400 million, they may lose their AAA rating. They are currently $180 million away from that. The debt service in Connecticut is 10% and Norwalk is at 9 1/2 %. He said that if they do not make any changes the City will lose its AAA rating in the next two years, which is a negative signal to the rating agencies. Norwalk will get penalized for that. The interest rates an expenses will go up faster than the grand list.

Mr. Dachowitz said that the City is in good shape because it has a good rainy day fund and lived within its means, but with the increased debt service and higher interest rates, taxes will have to go up at a faster rate.

Ms. Niedzielski Eichner asked Mr. Dachowitz if he could do a balloon bond now. Mr. Dachowitz explained that operationally, they will get into a capacity issue. The IRS has spend down rules and they could declare the bonds taxable because they would not be complying with the rules. He said he is happy to borrow what is prudent and is not confident if they borrow more, they w ill be able to comply with the spend down rules.

Ms. Niedzielski Eichner suggested to Mr. Dachowitz that he think about it going forward. She said she will continue to push back on the AA rating. She said they should have a frank discussion about that. She added that the City underfunded capital projects for decades and things have to get done. She said that if they have a AAA bond rating that does not provide services, then it comes at a greater cost.

Mr. Dachowitz said they need to evaluate tax increases and what will be accepted by the community. He said that going to a AA rating increases interest rates. He added that Norwalk has the capacity to borrow; however, the issue is how to pay for it.

Mr. Dachowitz said they used to borrow over a 15 year period for schools and suggested borrowing 30 year bonds for school projects. He said the debt service is going up fast.

Ms. McMurrer asked how much was in the rainy day fund. Mr. Dachowitz said it was healthy, but does not recommend touching it because it is viewed very favorably by the bonding agencies. He said he does not recommend using it. It is there for any risk. He said they should reduce spending. Mr. Dachowitz said h will get the numbers.

In response to Mr. Keegan’s question, Mr. Dachowitz said the Board of Education and Public Works Department have 80 – 90% of the projects. Public Works tried to push back and a small attempt was made by the Board of Education.

Mr. Dachowitz said if the City loses its AAA bond rating, they will be able to borrow the money, but it will cost more to borrow and property taxes will increase to pay for the debt service.

Mr. Keegan said he feels they should give a hard look at how many capital projects they have on the table and look at need verses want.

Mr. Heuvelman asked about the status of the efficiency study. Mr. Dachowitz said he spoke to the head of the project team and the target to review the draft recommendations is in mid-February. They will issue a final report in March.

Mr. Dachowitz shared his screen and said that under the Board of Education, there was $187 million in school expenditures. He said two of the accounts were closed out to use for the South Norwalk school.

Mr. Kydes said that the Common Council spends a lot of time working on the plans, but found that a few of the requests are complete. He asked Mr. Dachowitz how much of a part of the conversation does he have with the departments. Mr. Dachowitz said he and Mr. Ellis have been meeting with the department that have capital requests and they listed their requests in priority order. Mr. Dachowitz said he worries about public safety and compliance issues and wants to give the department heads funding to do their jobs. He added that there are a lot of reviews. Mr. Kydes said there should be a long term plan, with input from the Finance Department. He expressed his appreciation to Mr. Dachowitz for his honesty and candor.

Ms. McMurrer asked about going line by line to get the capital budget down. Mr. Dachowitz said they need to evaluate each of the projects. He added that he tries to get the department to prioritize the projects.

Ms. Revolus said she appreciated the information; however, the people who get hit first are the ones in a community. If the taxes go up, that is a community that will be impacted by the increase in taxes. These are people who live here and pay taxes. She asked the Committee members to think about what they wanted to finance because people will not be able to afford to live here.

Ms. Ayers joined the meeting at 8:21 p.m.

Mr. Keegan said he believed that Norwalk appropriated $500,000 for the use of the South Norwalk Community Center building and the State gave a grant of $1.2 million. He asked if that grant money went directly to the YMCA. Ms. Lam said she will reach out to the department head to see if that is something the City will receive. Mr. Burnett said the $500,000 came from restricted funds that were allocated from the SoNo mall. Those funds are to be used for fit up for the YMCA.

Mr. Burnett said there was a lot of information provided and this will not be the only discussion about the capital budget.

Mr. Dachowitz said the next step is for the elected officials and the Mayor to have a discussion. He said he can only borrow in the summer and it would be helpful if he knew the $220 million was a little lower or that the projects would be moved out. Mr. Dachowitz said he would prefer to borrow a little less because they are running out of capacity.

Mr. Dachowitz said they are trying to make the budget last and stretch. He suggested setting up meetings to look at projects on a line by line basis.

Mr. Burnett said they need to access the next steps. They are in a new capital budget cycle where requests are coming in. Some difficult and thoughtful decisions have to be made to improve the situation.

Mr. Burnett announced that a special meeting will be held next Thursday at 7:00 p.m., pending the advancement of a special appropriation to Planning and Zoning to address funding for a new South Norwalk school.

10. **ADJOURNMENT.**

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

There was no further business and the meeting was unanimously adjourned at 8:32 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

FINANCE/CLAIMS COMMITTEE
SPECIAL MEETING
JANUARY 20, 2022
VIA TELECONFERENCE

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Listen mode only please dial 1 (646) 558-8656 Webinar ID: 862 647 869

ATTENDANCE: Gregory Burnett, Chair; David Heuvelman; Thomas Keegan; Jenn McMurrer; Diana Revolus (7:06 p.m.); Nora Niedzielski Eichner (7:09 p.m.)

STAFF: Henry Dachowitz, Chief Financial Officer; Tom Ellis, Budget Director; Alan Lo, Building and Facilities Manager

OTHERS: Nicol Ayers, Joshua Goldstein; Thomas Livingston; Lisa Shanahan, Common Council members; Lunda Asmani, Chief Financial Officer, Norwalk Public Schools; Dr. Alexandra Estrella, Superintendent of Schools; Sandra Faioes, Assistant Superintendent of Schools; Mike Zuba, Director of Education Master Planner Slam

I. CALL TO ORDER

Mr. Burnett called the special meeting of the Finance Claims Committee to order at 7:01 p.m. and called the Roll as indicated above.

Mr. Burnett referred to the backup and narrative that was sent to everyone and said he hoped everyone was able to review the information.

Ms. Revolus joined the meeting at 7:06 p.m.

Mr. Burnett explained that items three and four total $36,842,530. With the additional $39,114,864, the total will be $75,957,394. He said they are looking for $72 million for the project.

II. RESOLUTION:

Mr. Burnett read the following resolution:

REQUESTING A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF $72,000,000 TO PURCHASE PROPERTY AND CONSTRUCT A NEW NEIGHBORHOOD SCHOOL IN SOUTH NORWALK TO ACCOMMODATE 682 PREK – 5 STUDENTS. THE SPECIAL CAPITAL APPROPRIATION SHALL BE FUNDED THROUGH:

(A) A REALLOCATION OF $39,114,864 OF BOND PROCEEDS THAT WERE PREVIOUSLY ISSUED FOR PROJECT #0918-5010-5777-C0607 (NEW COLUMBUS SCHOOL AT ELY AVENUE) IN THE AMOUNT OF $17,314,319 AND PROJECT #0919-5010-5777-C0618 (NORWALK GLOBAL STUDIES) AND PROJECT #0920-5010-5777-C0618 (NORWALK GLOBAL STUDIES) IN THE AMOUNT OF $21,800,545; AND

(B) THE REALLOCATION OF $32,885,136 MILLION OF AUTHORIZED BUT UNISSUED GENERAL OBLIGATION BONDS OR NOTES OF THE CITY FROM PROJECT #0918-5010-5777-C0607 (NEW COLUMBUS SCHOOL AT ELY AVENUE), PROJECT #0919-5010-5777-C0618 (NORWALK GLOBAL STUDIES) AND PROJECT #0920-5010-5777-C0618 (NORWALK GLOBAL STUDIES).

THE $32,885,136 OF BONDS OR NOTES OF THE CITY SHALL BE ISSUED IN ACCORDANCE WITH THE PROVISIONS AND TERMS SET

FORTH IN THE ORIGINAL BOND RESOLUTIONS THAT AUTHORIZED THE ISSUANCE OF BONDS OR NOTES OF THE CITY FOR PROJECT #0918-5010-5777-C0607 (NEW COLUMBUS SCHOOL AT ELY AVENUE) AND PROJECT #0919-5010-5777-C0618 (NORWALK GLOBAL STUDIES) AND PROJECT #0920-5010-5777-C0618 (NORWALK GLOBAL STUDIES).

Ms. Niedzielski Eichhorn joined the meeting at 7:09 p.m.

** **MR. HEUVELMAN MOVED TO APPROVE THE RESOLUTION AS READ**

Dr. Estrella explained that this is a long awaited opportunity for the students in South Norwalk who have not had a school to call their own for some time. She described the challenges faced by the students such as being bused to schools that are a significant distance from their home.

Mr. Zuba gave a presentation showing statistics and data points that were used during this process. He reviewed the objectives and strategies and noted that he has been working on this project for over a year. Mr. Zuba reviewed the redistricting scenarios, including 8B, which is the one that is being moved forward.

In response to a question about the incubator process, Dr. Estrella explained that it is a process that is done across the country. She said it is a gradual process where a grade is added each year. As the school grows, they draw students from other schools. The students in the school will be South Norwalk students.

Mr. Dachowitz explained that the City borrows funds for capital projects and allocates the funds based on projections. Money has to be spent withing two to three years according to the IRS. He said that he goes to the department chiefs on a quarterly basis and gets an update from them on what they spent and what reimbursement they expect. Mr. Dachowitz said he makes sure the funds are there.

Mr. Dachowitz said that $72 million is designated for the South Norwalk school and he will make sure it is there. Mr. Heuvelman asked how much has been spent so far on the two school projects. Mr. Lo said that about $3.5 million has been spent. He said they are looking for $72 million, but that may fluctuate because of land acquisition costs. He said this project is very preliminary, but the allocation of $72 million is based on current costs; however, they may come back for acquisition money. He added that they have not looked at what to do with a sustained Columbus School building.

Ms. Revolus said as a District B representative, she knows the District needs a school. The school is as strong as the residents. She said she was concerned about the capacity and the resources for the students. Ms. Revolus said she wants to be sure the programs in the South Norwalk school will be as strong as the programs in the schools the students will be leaving.

Ms. Ayers said she believes the Committee agrees that this project is a long time coming and wants to make the neighborhood whole. They want to build a school they can stand behind and a school that is best for the community.

Mr. Burnett said that Mr. Lo and his team are excellent stewards of City of Norwalk finances. There is always the potential on any project, for the need for additional funding and there is a process to address that.

Ms. McMurrer asked how much of the $72 million will be reimbursed by the State. Mr. Lo said he expects about 22.2% to be reimbursed by the State. Dr. Estrella said they are focusing on one building for this project instead of two and having the CMS students move to the Ponus lower campus. Mr. Lo said that on the capital side, there is some savings because they are only building one school and using that savings to buy property.

**** MOTON PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MS. MCMURRER; MS NIEDZIELSKI EICHNER; MS. REVOLUS; MR. BURNETT)**

This item will go before the Common Council for approval on Tuesday, January 25, 2022.

III. **<u>RESOLUTION</u>**:

Mr. Burnett explained that the next two items are to close out projects.

Mr. Burnett read the following resolution:

CLOSE OUT OF PROJECT #0918-5010-5777-C0607 (NEW COLUMBUS SCHOOL AT ELY AVENUE) AND DEAUTHORIZE $24,250,000 OF AUTHORIZED BUT UNISSUED BONDS FOR PROJECT #0918-5010-5777-C0607 (NEW COLUMBUS SCHOOL AT ELY AVENUE).

**** MR. KEEGAN MOVED TO APPROVE THE RESOLUTION**
**** MOTON PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MS. MCMURRER; MS NIEDZIELSKI EICHNER; MS. REVOLUS; MR. BURNETT)**

This item will go before the Common Council for approval on Tuesday, January 25, 2022.

IV. **RESOLUTION:**

Mr. Burnett read the following resolution:

CLOSE OUT OF PROJECT #0919-5010-5777-C0618 (NORWALK GLOBAL STUDIES) AND PROJECT #0920-5010-5777-C0618 (NORWALK GLOBAL STUDIES) AND DEAUTHORIZE $12,592,530 OF AUTHORIZED BUT UNISSUED BONDS FOR PROJECT #0919-5010-5777-C0618 (NORWALK GLOBAL STUDIES) AND PROJECT #0920-5010-5777-C0618 (NORWALK GLOBAL STUDIES).

** **MS. MCMURRER MOVED TO APPROVE THE RESOLUTION**
** **MOTON PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MS. MCMURRER; MS NIEDZIELSKI EICHNER; MS. REVOLUS; MR. BURNETT)**

This item will go before the Common Council for approval on Tuesday, January 25, 2022.

V. **ADJOURNMENT**

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

There was no further business, and the special meeting was unanimously adjourned at 8:00 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

AGENDA

FEBRUARY 10TH 2022

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
	MOTOR VEHICLE		
ACAR LEASING LTD	20-MV-300757	$256.71	PRORATION
ACAR LEASING LTD	20-MV-300270	$631.61	PRORATION
AHEARN MICHELLE A	20-MV-400334	$321.06	PRORATION
AVALOS HUGO	20-MV-303698	$61.61	PRORATION
BEGALI MARIELA DALESSANDRO	19-MV-305404	$25.76	PRORATION
BENNETT LOUISE DWAYNE	20-MV-305488	$692.42	PRORATION
	20-MV-305489	$260.71	PRORATION
CHIRINO-BAZQUEZ DOMITILA	20-MV-312800	$15.28	PRORATION
DABROWSKI ZDZISLAW	20-MV-315526	$88.73	PRORATION
DAIMLER TRUST	20-MV-315268	$683.53	PRORATION
DAIMLER TRUST	20-MV-315404	$95.00	PRORATION
DAIMLER TRUST	20-MV-315427	$497.35	PRORATION
DELUCA CARA ANGELASTRO	19-MV-317269	$13.64	PRORATION
DELUCA RONALD	19-MV-317278	$22.72	PRORATION
EAST JOHN P	20-MV-319243	$19.14	PRORATION
EDWARDS CHEVANNE A	19-MV-320315	$145.09	PRORATION
FAIR TITLING TRUST	19-MV-321591	$421.11	PRORATION
	19-MV-321597	$113.15	PRORATION
	20-MV-320725	$423.89	PRORATION
HESS ARTHUR H	20-MV-328988	$113.27	PRORATION
HINES STEPHEN P	19-MV-800243	$44.66	PRORATION
HONDA LEASE TRUST	19-20-MV-SEE ATTACHED	$1,099.26	PRORATION
HONDA LEASE TRUST	20-MV-329537	$228.99	PRORATION

AGENDA

FEBRUARY 10TH 2022

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
LANZA ANTHONY			
LANZA IRENE	20-MV-330794	$38.91	PRORATION
MANDUJANO MANUEL	19-MV-342378	$10.64	PRORATION
	19-MV-342384	$71.80	PRORATION
OUZOUNIDIS HARIKLIA	20-MV-412052	$207.02	PRORATION
PACANOWSKA MALGORZATA	20-MV-349405	$73.83	PRORATION
REYES-SORIANO JOSE	20-MV-413183	$39.79	PRORATION
RINALDI CLARK MEREDITH A	20-MV-354651	$170.70	PRORATION
RIVERA JULIO ESTRUARDO	20-MV-354885	$227.83	PRORATION
SLOAN MICHELLE L	20-MV-360225	$78.18	PRORATION
TEJEDA JOSE B	20-MV-362958	$730.55	PRORATION
TEMAL-GONZALES DAISY DALILA	20-MV-365580	$55.69	PRORATION
TOYOTA LEASE TRUST	20-MV-364517	$248.58	PRORATION
	20-MV-364614	$311.03	PRORATION
	20-MV-364978	$48.35	PRORATION
TOYOTA LEASE TRUST	19-MV-367277	$235.29	PRORATION
	20-MV-364389	$422.82	PRORATION
TOYOTA LEASE TRUST	20-MV-364360	$268.87	PRORATION
TOYOTA LEASE TRUST	20-MV-367416	$488.10	PRORATION
TOYOTA LEASE TRUST	20-MV-364973	$334.65	PRORATION
UMANA JOSE P	19-MV-368619	$30.63	PRORATION
USB LEASING LT	20-MV-366230	$794.98	PRORATION
USB LEASING LT	20-MV-SEE ATTACHED	$5,071.42	PRORATION
US BANK NA	20-MV-368872	$194.36	PRORATION

AGENDA

FEBRUARY 10TH 2022

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
UZAR ALLISON M	20-MV-366372	$15.26	PRORATION
VALEY-IXPATA RENE	20-MV-369398	$14.80	PRORATION
VAULT TRUST	20-MV-367208	$164.89	PRORATION
WISNIEWSKI THEODORE A	19-MV-412131	$72.19	PRORATION
WOODWARD KATRINA ROSA	20-MV-370784	$79.73	PRORATION
ZIZZO EMMANUEL A	20-MV-371676	$17.26	PRORATION

REAL ESTATE

CORELOGIC			
9 HILLS LN			
5-17-79-9	20-RE-106687	$1,671.98	OVER PAYMENT
GILCHRIST GORDON & GWENDOLINE			
123 OLD BELDEN HILL RD	19-RE-110594	$2,672.40	PAID IN ERROR
5-36-8-46	20-RE-110577	$2,673.98	PAID IN ERROR
NORTHEAST COMMUNITY CHURCH INC			
185 EAST AVE			
3-13-52-0	20-RE-119374	$475.00	SEW USE ADJ
SUTTON CAROL			
81 OLD SAUGATUCK RD	18-RE-126071	$360.00	
3-54-3-0	19-RE-126104	$367.00	ABATE SEWER

AGENDA

FEBRUARY 10TH 2022

CLAIMS COMMITTEE MEETING

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

PAY TO:		**BILL No & AMOUNT REFUNDED**		**REASON**

SPECIAL REQUEST

LERETA LLC

10 CHAPEL ST	1-24-11-0	20-RE-128480	$2,403.15	OVER PAYMENT
637 WEST AVE	1-24-7-0	20-RE-128481	$40,386.01	OVER PAYMENT
6 CHAPEL ST	1-24-7A-0	20-RE-128482	$4,800.0	OVER PAYMENT

PEPPERIDGE FARM INC

595 WESTPORT AVE

5-17-8-2		20-RE-121054	$36,285.46	I&E PEN REMOVED

HONDA LEASE

BILL No	PLATE	VIN #	AMOUNT
18-331193	2AXEA9	2HGFC2F70JH506976	$ 454.88
19-331846	2AXEA9	2HGFC2F70JH506976	$ 395.07
20-330347	0AXEA6	3CZRU6H39JK706275	$ 249.31
		TOTAL:	$ 1,099.26

GL YEAR	BILL NO.	REG. NO.	VIN		REFUND
2020	366230	AH13874	5FNYF6H50LB008447	$	794.98
2019	369025	AF93381	1C4RJFCG5GC337658	$	568.50
2019	368959	AG49076	1C4BJWDG4GL325324	$	521.23
2019	368916	AP79115	1C4RJFCGXJC387608	$	458.78
2019	368986	AF33936	1C4HJWDG9GL320260	$	426.31
2019	368973	AL26579	1C4BJWDG3HL737820	$	400.05
2019	269009	AJ02375	1C4RJFBG5HC835247	$	350.28
2019	369034	AJ22558	1C4RDJDG5HC871009	$	302.82
2019	368893	C077743	1C6RR7NT9HS707372	$	298.00
2019	368927	AF77627	1C4BJWDG5GL208805	$	284.21
2018	368436	AA41222	1C4RJFBG4FC171116	$	180.30
2019	368898	AH93971	2C4RC1GG8HR570434	$	154.34
2019	369031	AH44585	1C4PJMDB8HW599592	$	107.68
2019	368997	AH62467	1C4HJWDG9HL585584	$	100.17
2019	369015	AJ21813	ZACCJBBB2HPF47491	$	90.39
2018	414545	AS32808	5FNYF6H48KB006869	$	33.38
			TOTAL REFUND	$	5,071.42

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

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

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

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

As of the end of January, 2022, representing seven out of 12 months of the fiscal year, we collected nearly $325 million against our $353 million adjusted levy, or **92.05%**. We collected **91.37%** of our sewer use levy, nearly $15 million, and **87.43%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended the month of January ahead with regard to taxes (3.66%), sewer use (3.68%), and the IPP fee (5.91%).

With regard to prior years' collections, through the end of January 2022, we show a net collection of in excess of $3.4 million since the beginning of this fiscal year on July 1, 2021. This amount is $688,716 more than what we collected during the first seven months of the prior fiscal year and is attributable to the tax sale held in October 2021. We collected in excess of **$8.5 million** on behalf of the city since November 2019 on properties originally slated for the tax sale. Our budgeted collection goals for both the fiscal year ending 2021, and the current fiscal year ending 2022, are predicated on the infusion of revenue generated by the tax sale. The redemption period for the tax sale expires on April 18, 2022. At that time, properties that are not redeemed will be deeded over to the successful bidders. The link to the sale website is: City of Norwalk Tax Sale 2021 (arcgis.com)

Also, during January 2022, we issued several dozen alias tax warrants for selected accounts owing past due business personal property taxes. These are served by a state marshal. We plan to issue more warrants in the coming weeks. We also coordinated with the Department of Health, and any business establishment owing past due business personal property taxes for more than one year was not able to renew their health permit without paying their back taxes. Maintaining high current and back tax collection rates promotes budgetary stability, and allows the Board of Estimate and Taxation to set lower mill rates for all taxpayers. A higher current collection rate enables less of an allowance for "uncollectible" taxes, and correspondingly lower mill rates.

The second installment collection period ended on February 1, and we are still processing payments from that collection cycle. The second installment came due January 1, 2022, and was payable by February 1, 2022 without interest. We anticipate being able to issue delinquent notices, called demand for payment notices, by the middle of this month, and expect to file lien continuing certificates by the middle of March 2022. Interest on past due payments is presently assessed at the rate of 3% during the remainder of the month of February, in accordance with state law. This represents 2 months at 1.5% per month, as interest reverts to the January 1 due date.

Our in-person office hours remain **Monday through Friday, from 8:30 am to 4 pm.** No appointment is needed, and we do not close for lunch. We also continue to offer other payments options, including online payment, pay-by-phone, and paying by mail.

We continue to adhere to all directives and protocols as communicated by the Administration and the Department of Health. In the interest of maintaining customer satisfaction and our collection rates, we continue to accommodate those who expect in-person service. We will continue to monitor changes in COVID 19 protocols, and adapt as required.

ITEM #7

TAX COLLECTOR'S REPORT
JANUARY 2022

FISCAL YEAR 2021-2022 (2020 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 21 - JAN 22	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$21,672,160.18	$19,601,663.28	90.45%	$21,346,914.77	($325,245.41)	91.82%
AUTOMOBILE-SUPPLEMENTAL	$4,219,965.63	$2,516,052.56	59.62%	$4,214,770.28	($5,195.35)	59.70%
PERSONAL PROPERTY	$22,966,731.64	$15,737,520.61	68.52%	$23,004,753.98	$38,022.34	68.41%
REAL ESTATE	$308,716,745.40	$287,144,371.92	93.01%	$304,512,088.89	($4,204,656.51)	94.30%
TOTAL TAX	**$357,575,602.85**	**$324,999,608.37**	**90.89%**	**$353,078,527.92**	**($4,497,074.93)**	**92.05%**
SEWER USE	$16,488,685.00	$14,945,041.36	90.64%	$16,356,222.98	($132,462.02)	91.37%
IPP FEE	$187,000.00	$166,111.86	88.83%	$190,000.00	$3,000.00	87.43%
FISCAL YEAR 2020-2021 (2019 GRAND LIST)	**ORIGINAL LEVY**	**JUN 20 - JAN 21**				
AUTOMOBILE-REGULAR	$20,760,190.24	$18,662,572.50	89.90%	$20,464,535.38	($295,654.86)	91.19%
AUTOMOBILE-SUPPLEMENTAL	$2,974,458.75	$1,671,231.30	56.19%	$2,984,916.83	$10,458.08	55.99%
PERSONAL PROPERTY	$20,000,411.00	$14,526,730.80	72.63%	$20,041,073.66	$40,662.66	72.48%
REAL ESTATE	$310,928,205.46	$276,053,208.47	88.78%	$308,271,540.47	($2,656,664.99)	89.55%
TOTAL TAX	**$354,663,265.45**	**$310,913,743.07**	**87.66%**	**$351,762,066.34**	**($2,901,199.11)**	**88.39%**
SEWER USE	$16,686,428.00	$14,804,878.76	88.72%	$16,882,034.84	$195,606.84	87.70%
IPP FEE	$203,250.00	$164,061.83	80.72%	$201,249.78	($2,000.22)	81.52%
TAX DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	$2,912,337.40	$14,085,865.30	3.23%	$1,316,461.58	($1,595,875.82)	3.66%
SEWER DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	($197,743.00)	$140,162.60	1.91%	($525,811.86)	($328,068.86)	3.68%
IPP DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	($16,250.00)	$2,050.03	8.11%	($11,249.78)	$5,000.22	5.91%

BACK TAXES COLLECTED	FISCAL YR 2020-2021 (JUL 21 - JAN 22)	FISCAL YR 2019-2020 (JUL 20 - JAN 21)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,474,550.58	$1,341,224.91	$133,325.67
PRIOR SEWER USE FEE	$212,265.20	$120,657.49	$91,607.71
PRIOR IPP FEE	$12,291.12	$7,873.07	$4,418.05
TOTAL PRIOR TAX, SEWER & IPP	**$1,699,106.90**	**$1,469,755.47**	**$229,351.43**
CURRENT INTEREST	$463,953.21	$552,569.89	($88,616.68)
PRIOR INTEREST	$954,082.60	$628,046.40	$326,036.20
SEWER USE FEE INTEREST	$77,987.46	$42,551.84	$35,435.62
IPP FEE INTEREST	$5,671.54	$4,207.80	$1,463.74
TOTAL INTEREST COLLECTED	**$1,501,694.81**	**$1,227,375.93**	**$274,318.88**
PRIOR LIEN FEE	$11,082.73	$9,868.36	$1,214.37
CURRENT LIEN FEE	$0.00	$0.00	$0.00
TOTAL LIEN FEE COLLECTED	**$11,082.73**	**$9,868.36**	**$1,214.37**
MISC FEES COLLECTED**	**$264,608.71**	**$80,777.73**	**$183,830.98**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$3,476,493.15**	**$2,787,777.49**	**$688,715.66**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

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

ITEM #8

Oak Hills Park Authority
December 2021 Financial Commentary

Operations Updates:

- Obtaining all necessary permits and Certificate of Occupancy for the Clubhouse is nearly compete. A soft-opening will follow after all permits are obtained and an opening to the public is expected in March.
- Continuous cart path paving, a significant capital project included in the FY22 capital expense budget, is completed for the season. One small section by the 7th hole will be completed upon seasonal reopening of asphalt plants.
- Both golf rounds and cart rounds are up over budget year-to-date. With the cart path improvements made and a newly renovated open restaurant, we are hopeful for a successful season ahead of us in the spring and afterwards.

YTD Financial Highlights:

- YTD net operating income was over budget by $114k and ended with ~$529k cash.
    - Revenue was slightly over budget mostly due to strong October rounds.
    - Expenses were $82k lower than budget mainly due to our cart fleet lease being reclassed as a capital lease. Effect is a $55k reduction on YTD expense.
- OHPA made nearly $80k in repayments to the City during this fiscal year to date, including the annual 1% of gross revenue payment (approx. $22k).
- OHPA is in the process of extending our Line of Credit with Norwalk Bank & Trust

Other:

- Preliminary high-level FY22 budget is being worked on and will be ready shortly.

Updated through ***12/31/2021***

		Year To Date				
		Budget	**Actuals**	**Variance**	**Var %**	**Comments**
Sales	Revenue Rounds	21,898	22,674	776	3.5%	
	Non-Revenue Rounds	4,165	5,048	883	21.2%	Includes season passholder rounds
	Total Rounds	**26,063**	**27,722**	1,659	6.4%	
	Carts	14,846	15,993	1,147	7.7%	Summer heat and light rain likely drove up rentals; higher rounds played have a direct effect here too
	ID Cards	58	89	31	53.4%	

		Budget	**Actuals**	**Variance**	**Var %**	**Comments**
P&L	Golf Revenue	1,073,421	1,120,961	47,540	4.4%	High October greens fees and cart revs helped drive us over-budget ytd
	Tennis Revenue	24,000	24,000	-	0.0%	
	Restaurant Revenue	15,000	12,799	(2,201)	-14.7%	Revenue to be booked and received quarterly
	Other Revenue	19,678	6,227	(13,451)	-68.4%	Budget includes $11k for golf simulator not purchased; tenant rental income ended in **Aug'21**
	Total Revenue	**1,132,099**	**1,163,988**	**31,889**	**2.8%**	
	Management Salary	105,404	107,901	2,497	2.4%	
	Operations Salary	116,254	116,731	477	0.4%	
	Maintenance Salary	244,831	240,642	(4,189)	-1.7%	Well-managed maintenance workloads despite high rounds / park usage
	Employee Benefits	83,488	77,157	(6,331)	-7.6%	Payroll taxes and health insurance premiums are slightly under budget
	Administrative	104,156	99,549	(4,607)	-4.4%	
	Interest & Insurance	44,993	43,928	(1,065)	-2.4%	
	Sales & Operations	8,429	27,453	19,024	225.7%	Fridge/freezer repairs in Clubhouse approved by the Authority in May for FY21 occurred in July
	Park Maintenance	132,520	100,293	(32,227)	-24.3%	Ag&Chem ($16k) and water ($14k) lower than expected. Some timing - Ag&Chem will increase in the spring
	Park Equipment	36,409	37,468	1,059	2.9%	
	Carts	68,410	11,917	(56,493)	-82.6%	New cart lease treated as **capital** lease (added to fixed assets) rather than operating as assumed in budget
	Operating Expense	**944,894**	**863,039**	**(81,855)**	**-8.7%**	
	Operating Income	**187,205**	**300,948**	**113,743**	**60.8%**	
Balance Sheet	Capital Improvements	(235,500)	(213,521)	21,979	-9.3%	Restaurant construction / improvements. Delayed cart path paving project completed, included in Dec actuals
	Line of Credit Balance	-	-	-		
	Cash Balance	341,108	528,956	187,848	55.1%	Cart paving project not paid until January

Updated through ***12/31/2021***

		Rest of Year				
		Budget	Proj.	Variance	Var %	Comments
Sales	Revenue Rounds	13,473	13,650	177	1.3%	Projections are still in line with Budget
	Non-Revenue Rounds	2,562	2,562	-	0.0%	Projections are still in line with Budget
	Total Rounds	16,035	16,212	177	1.1%	
	Carts	9,134	9,400	266	2.9%	Projections are still in line with Budget
	ID Cards	1,103	1,103	-	0.0%	Projections are still in line with Budget

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	808,104	820,000	11,896	1.5%	With cart path paving complete and an operating restaurant, expect strong revenue to continue
	Tennis Revenue	16,800	16,800	-	0.0%	Projections are still in line with Budget
	Restaurant Revenue	15,000	15,000	-	0.0%	Projections are still in line with Budget
	Other Revenue	27,722	480	(27,242)	-98.3%	No movement on golf simulator nor new tenant for front entrance house
	Total Revenue	**867,626**	**852,280**	**(15,346)**	**-1.8%**	
	Salaries	413,768	413,768	-	0.0%	Projections are still in line with Budget
	Employee Benefits	68,112	68,112	-	0.0%	Projections are still in line with Budget
	Administrative	74,417	74,417	-	0.0%	Projections are still in line with Budget
	Debt Service & Insurance	49,730	49,730	-	0.0%	Projections are still in line with Budget
	Sales & Operations	8,571	12,000	3,429	40.0%	Most of the overage should be over with but there will likely be additional expenses
	Park Maintenance	83,179	113,000	29,821	35.9%	Some timing of Ag&Chem ytd; more spend will come in the spring
	Park Equipment	32,591	32,591	-	0.0%	Projections are still in line with Budget
	Carts	53,249	6,000	(47,249)	-88.7%	Renewed cart lease will be treated as a capital lease, expensed as Depreciation. No effect on cash
	Operating Expense	**783,617**	**769,618**	**(13,999)**	**-1.8%**	
	Uncategorized Exp/Rev					
	Operating Income	**84,009**	**82,662**	**(1,347)**	**-1.6%**	
Balance Sheet	Capital Improvements	(43,898)	(65,877)	(21,979)	50.1%	Includes cart path paving, golf simulators, and improvements to grounds and structures in the park.
	Line of Credit Balance	-	-	-		We do not expect to borrow during the remainder of this fiscal year.
	Cash Balance	319,567	324,826	5,259	1.6%	YTD projections are still close to being in line with Budget

ITEM #8

Oak Hills Park Authority
FY22 Actual vs. Budget

	December Act	December Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$17,505	$11,150	$6,355	57.0%	$757,629	$697,635	$59,994	8.6%
4020 · I.D. Cards	$0	$0	$0	0.0%	$8,030	$7,630	$400	5.2%
4025 · Season Pass	$11,059	$11,250	-$191	-1.7%	$66,357	$67,500	-$1,143	-1.7%
4030 · Tournament Fees	$0	$0	$0	0.0%	$45,195	$49,230	-$4,035	-8.2%
4050 · Cart Revenue	$1,155	$467	$688	147.4%	$243,417	$255,854	-$12,437	-4.9%
4055 · GolfBoard Revenue		$0	$0	0.0%	$0	$861	-$861	-100.0%
4060 · Golf Revenue - Gift Certif.	$6,381	$5,670	$711	12.5%	$15,039	$14,044	$995	7.1%
4070 · Gift & Rain Checks Redeemed	-$42	-$301	$259	-86.1%	-$14,705	-$19,333	$4,628	-23.9%
Total 4001 · Golf Revenue	**$36,058**	**$28,236**	**$7,823**	**27.7%**	**$1,120,961**	**$1,073,421**	**$47,540**	**4.4%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$24,000	$24,000	$0	0.0%
4200 · Rental Income	$0	$1,375	-$1,375	-100.0%	$2,750	$8,250	-$5,500	-66.7%
4300 · Investment Income	$110	$28	$83	300.3%	$719	$228	$491	215.7%
4400 · Misc. Income	$0	$33	-$33	-100.0%	$2,758	$200	$2,558	1278.8%
4500 · Golf Simulator Revenue	$0	$4,000	-$4,000	-100.0%	$0	$11,000		
4600 · Restaurant Income	$3,500	$6,000	-$2,500	-41.7%	$12,799	$15,000	-$2,201	-14.7%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$3,610**	**$11,436**	**-$7,826**	**-68.4%**	**$43,026**	**$58,678**	**-$4,652**	**-26.7%**
TOTAL REVENUE	**$39,669**	**$39,672**	**-$3**	**0.0%**	**$1,163,988**	**$1,132,099**	**$42,889**	**2.8%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$18,098	$17,500	-$598	-3.4%	$107,901	$105,404	-$2,497	-2.4%
5030 · Operations	$2,765	$3,443	$677	19.7%	$116,747	$116,254	-$494	-0.4%
5040 · Operations O/T	$0	$0	$0	0.0%	-$16	$0	$16	0.0%
5050 · Course Personnel	$25,213	$24,147	-$1,067	-4.4%	$148,548	$143,005	-$5,543	-3.9%
5060 · Course Personnel O/T	-$18	$0	$18	0.0%	$1,290	$0	-$1,290	0.0%
5070 · Seasonal Personnel	$6,288	$0	-$6,288	0.0%	$89,797	$100,561	$10,763	10.7%
5080 · Seasonal Personnel O/T	-$47	$0	$47	0.0%	$1,006	$1,266	$260	20.5%
Total 5000 · PERSONNEL EXPENSE	**$52,300**	**$45,089**	**-$7,211**	-16.0%	**$465,274**	**$466,488**	**$1,214**	0.3%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$3,960	$4,191	$232	5.5%	$35,349	$39,277	$3,929	10.0%
5230 · State Unemployment	$395	$1,110	$714	64.4%	$12,286	$12,581	$295	2.3%
5250 · Health Insurance	$2,150	$2,509	$359	14.3%	$12,655	$15,055	$2,400	15.9%
5260 · Workmans Compensation	$2,226	$1,889	-$337	-17.8%	$13,534	$13,218	-$317	-2.4%
5270 · Retirement Plans	$561	$569	$8	1.4%	$3,333	$3,357	$24	0.7%
Total 5200 · EMPLOYEE BENEFITS	**$9,292**	**$10,268**	**$977**	9.5%	**$77,157**	**$83,488**	**$6,331**	7.6%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$374	$757	$382	50.6%	$4,931	$4,539	-$392	-8.6%
5430 · Professional Fees	$2,650	$2,792	$142	5.1%	$15,900	$16,750	$850	5.1%
5436 · Advertising	$1,082	$1,116	$34	3.1%	$6,097	$7,384	$1,287	17.4%
5440 · Office Expense	$839	$897	$58	6.5%	$8,527	$8,497	-$30	-0.3%
5441 · Bank Charges	$21	$23	$2	7.2%	$247	$178	-$69	-38.9%
5442 · Credit Card Fees	$2,824	$1,847	-$977	-52.9%	$28,788	$27,277	-$1,510	-5.5%
5445 · Postage	$0	$26	$26	100.0%	$58	$122	$64	52.5%
5450 · Training and Dues	$275	$368	$93	25.2%	$991	$2,311	$1,320	57.1%
5461 · Authority Secretarial Services	$180	$140	-$40	-28.6%	$970	$840	-$130	-15.5%
5469 · Other Outside Services	$431	$379	-$52	-13.6%	$3,483	$3,049	-$434	-14.2%
5470 · Other Admin	$906	$951	$45	4.8%	$6,449	$5,705	-$744	-13.0%
5480 · Utilities	-$491	$2,989	$3,480	116.4%	$23,109	$27,503	$4,394	16.0%
5499 · Bad Debt Expense	$0	$0	$0	0.0%	$0	$0	$0	0.0%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$9,089**	**$12,282**	**$3,193**	26.0%	**$99,549**	**$104,156**	**$4,606**	4.4%
5500 · DEBT SERVICE AND INSURANCE								

Oak Hills Park Authority

FY22 Actual vs. Budget

ITEM #8

	December Act	December Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$6,941	$7,177	$236	3.3%	$41,643	$43,060	$1,417	3.3%
5520 · Interest	$350	$152	-$198	-129.6%	$2,285	$1,932	-$353	-18.3%
Total 5500 · DEBT SERVICE AND INSURANCE	**$7,291**	**$7,329**	**$39**	0.5%	**$43,928**	**$44,993**	**$1,064**	2.4%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$1,202	$1,000	-$202	-20.2%	$24,493	$6,000	-$18,493	-308.2%
5640 · Golf Pro Supplies	$462	$130	-$332	-255.2%	$2,036	$2,029	-$7	-0.4%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$924	$400	-$524	-130.9%
Total 5600 SALES AND OPERATIONS	**$1,665**	**$1,130**	**-$535**	-47.3%	**$27,453**	**$8,429**	**-$19,024**	-225.7%
5700 · PARK MAINTENANCE								
5710 · Water	$711	$1,131	$420	37.1%	$27,579	$41,849	$14,271	34.1%
5720 · Heating Fuel	$2,318	$1,573	-$745	-47.4%	$3,007	$3,680	$673	18.3%
5730 · Grounds Maintenance	$3,827	$826	-$3,002	-363.5%	$27,551	$20,853	-$6,698	-32.1%
5740 · Tree Maintenance	$0	$2,250	$2,250	100.0%	$0	$4,750	$4,750	100.0%
5751 · Agriculture&Chemicals-Purch	$8,150	$344	-$7,806	-2267.2%	$21,120	$51,910	$30,791	59.3%
5752 · Agriculture/Chemicals Utilized	$2,212		-$2,212	0.0%	$14,557	$0	-$14,557	0.0%
5760 · Irrigation Maintenance	$555	$654	$99	15.1%	$4,173	$7,747	$3,573	46.1%
5770 · Consumable Tools	$0	$51	$51	100.0%	$1,714	$1,678	-$36	-2.1%
5780 · Tee and Green Supplies	$0	$0	$0	0.0%	$573	$6	-$567	-9328.6%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$20	$48	$28	59.1%
Total 5700 · PARK MAINTENANCE	**$17,774**	**$6,828**	**-$10,945**	-160.3%	**$100,293**	**$132,521**	**$32,228**	24.3%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$2,321	$3,863	$1,543	39.9%	$20,378	$19,101	-$1,277	-6.7%
5820 · Building Maintenance	$132	$651	$519	79.7%	$8,282	$7,322	-$960	-13.1%
5840 · Small Equipment	$0	$0	$0	0.0%	$456	$2,500	$2,044	81.8%
5860 · Gasoline/Diesel Fuel	$0	$0	$0	0.0%	$7,852	$7,486	-$366	-4.9%
5880 · Employee work clothes	$0	$0	$0	0.0%	$500	$0	-$500	0.0%
Total 5800 · PARK EQUIPMENT	**$2,453**	**$4,515**	**$2,062**	45.7%	**$37,468**	**$36,409**	**-$1,059**	-2.9%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$0	$0	0.0%	$0	$55,328	$55,328	100.0%
6020 · Electricity	$930	$956	$25	2.7%	$8,587	$9,522	$935	9.8%
6030 · Maintenance	$228	$0	-$228	0.0%	$931	$1,160	$229	19.8%
6050 · Cart Insurance	$400	$400	$0	0.0%	$2,400	$2,400	$0	0.0%
6060 · Misc. Cart Expense	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 6000 · CART EXPENSE	**$1,559**	**$1,356**	**-$203**	-15.0%	**$11,917**	**$68,410**	**$56,492**	82.6%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$101,422**	**$88,797**	**-$12,624**	-14.2%	**$863,039**	**$944,893**	**$81,853**	8.7%
TOTAL OPERATIONAL NET INCOME	**-$61,753**	**-$49,126**	**-$12,627**	25.7%	**$300,948**	**$187,206**	**$113,742**	60.8%
Restructured City Debt	$25,476	$718	-$24,758	-3450.6%	$79,664	$63,706	-$15,958	-25.0%
Commercial Debt	-$262	$5,672	$5,934	104.6%	$74,258	$34,033	-$40,225	-118.2%
	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total BS Debt Payments	**$25,214**	**$6,390**	**-$18,824**	-294.6%	**$153,922**	**$97,739**	**-$56,184**	-57.5%
NET INCOME BEFORE CAPITAL EXPENSES	**-$61,753**	**-$49,126**	**-$12,627**	25.7%	**$300,948**	**$187,206**	**$113,742**	60.8%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$22,462	$22,500	$38	0.2%	$134,774	$135,000	$226	0.2%
8001 · Capital projects								
8100 - Capital Proj Cash	$170,000	$20,000	-$150,000	-750.0%	$213,521	$235,500	$21,979	9.3%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
8006 · Disposed Assets	$0	$0			-$2,450			
Capital Contribution								
Total 8000 · OTHER EXPENSE	$22,462	$22,500	-$149,962	0.2%	$132,324	$135,000	$22,206	2.0%
NET INCOME	**-$84,215**	**-$71,626**	**-$12,590**	17.6%	**$168,625**	**$52,206**	**$116,419**	223.0%

OAK HILLS PARK AUTHORITY
Balance Sheet FY22
As of December 31, 2021

	Total			
	As of Dec 31, 2021	As of Dec 31, 2020 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	529,473.97	335,384.81	194,089.16	57.87%
1022 NBT Payment Account	-8,068.61	-13,687.12	5,618.51	41.05%
1023 NBT Rent Escrow Sec Apt Right	1.00	1,351.00	-1,350.00	-99.93%
1024 NBT Capital Reserve Savings Account	6,150.33	0.00	6,150.33	
1050 Petty	1,400.00	1,400.00	0.00	0.00%
Total 1000 Cash	**$ 528,956.69**	**$ 324,448.69**	**$ 204,508.00**	**63.03%**
Total Bank Accounts	**$ 528,956.69**	**$ 324,448.69**	**$ 204,508.00**	**63.03%**
Accounts Receivable				
1201 Accounts Receivable	5,760.94	450.00	5,310.94	1180.21%
Total Accounts Receivable	**$ 5,760.94**	**$ 450.00**	**$ 5,310.94**	**1180.21%**
Other Current Assets				
1100 Inventory	55,045.48	50,750.75	4,294.73	8.46%
1200 Receivables	9,190.36	1,301.09	7,889.27	606.36%
1300 Prepaid Expenses	21,912.42	14,169.63	7,742.79	54.64%
Total Other Current Assets	**$ 86,148.26**	**$ 66,221.47**	**$ 19,926.79**	**30.09%**
Total Current Assets	**$ 620,865.89**	**$ 391,120.16**	**$ 229,745.73**	**58.74%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,597,008.13	1,067,156.87	529,851.26	49.65%
1510 Accumulated Depreciation/Amort.	-4,124,265.17	-3,867,993.63	-256,271.54	-6.63%
1520 Furniture & Fixtures	47,635.23	50,085.23	-2,450.00	-4.89%
1560 Leasehold Improvements	88,497.24	35,894.79	52,602.45	146.55%
1561 Park Improvements	1,821,963.05	1,782,769.53	39,193.52	2.20%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-41,561.20	-26,558.34	-15,002.86	-56.49%
Total 1500 Fixed Assets	**$ 1,666,411.94**	**$ 1,318,489.11**	**$ 347,922.83**	**26.39%**
Total Fixed Assets	**$ 1,666,411.94**	**$ 1,318,489.11**	**$ 347,922.83**	**26.39%**
TOTAL ASSETS	**$ 2,287,277.83**	**$ 1,709,609.27**	**$ 577,668.56**	**33.79%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	208,285.72	31,417.96	176,867.76	562.95%
Total Accounts Payable	**$ 208,285.72**	**$ 31,417.96**	**$ 176,867.76**	**562.95%**
Other Current Liabilities				
2051 Accounts Payable - OHMGA Revenue	10.00	0.00	10.00	

2100 Accrued Payroll	11,499.02	9,022.32	2,476.70	27.45%
2104 Accrued retirement contribution	126.83	105.36	21.47	20.38%
2105 Accrued Vacation Pay	23,956.51	24,434.85	-478.34	-1.96%
2200 Accrued Expenses	30,155.50	46,917.50	-16,762.00	-35.73%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	0.00	1,350.00	-1,350.00	-100.00%
Total 2210 Security Deposit-Entrance House	**$ 0.00**	**$ 1,350.00**	**-$ 1,350.00**	**-100.00%**
2250 Deferred Revenue				
2251 Tournament Deposits	4,700.00	3,300.00	1,400.00	42.42%
2254 Other Deferred	153,622.80	154,395.97	-773.17	-0.50%
Total 2250 Deferred Revenue	**$ 158,322.80**	**$ 157,695.97**	**$ 626.83**	**0.40%**
2400 Cart Sales Tax Due	73.00	55.00	18.00	32.73%
Total Other Current Liabilities	**$ 224,143.66**	**$ 239,581.00**	**-$ 15,437.34**	**-6.44%**
Total Current Liabilities	**$ 432,429.38**	**$ 270,998.96**	**$ 161,430.42**	**59.57%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,967,321.03	2,084,744.44	-117,423.41	-5.63%
2767 Deere Credit, Inc. Sweeper Vac	0.00	1.09	-1.09	-100.00%
2768 Deere Credit Inc. Greens Roller	0.00	1,736.97	-1,736.97	-100.00%
2770 Deere Credit Inc. Hybrid Mower	0.00	0.89	-0.89	-100.00%
2772 Wells Fargo 2017 Aera-Vator	460.86	1,324.08	-863.22	-65.19%
2773 DLL Finance Club Car CA550G Utility Cart	1,548.50	3,096.50	-1,548.00	-49.99%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	14,088.14	27,632.95	-13,544.81	-49.02%
2775 Deere Credit, Inc. Hybrid Mower	7,423.78	13,476.05	-6,052.27	-44.91%
2776 Wells Fargo MTE 2018 TurfCo Blower	3,197.27	4,449.99	-1,252.72	-28.15%
2777 DLL Finance Club Car CA502 Utility Cart	4,599.95	6,439.97	-1,840.02	-28.57%
2778 Wells Fargo Used Kubota Tractor Mini Ex	17,561.97	22,386.69	-4,824.72	-21.55%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration	47,808.38	0.00	47,808.38	
2780 DLL Club Car 2021 Cart Fleet	291,915.84	0.00	291,915.84	
2781 GPSi Visage Software 2021 Cart Fleet	73,440.00	0.00	73,440.00	
Total Long-Term Liabilities	**$ 2,429,365.72**	**$ 2,165,289.62**	**$ 264,076.10**	**12.20%**
Total Liabilities	**$ 2,861,795.10**	**$ 2,436,288.58**	**$ 425,506.52**	**17.47%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	0.00	-42,873.28	42,873.28	100.00%
Total 3000 Fund Balance	**$ 0.00**	**-$ 42,873.28**	**$ 42,873.28**	**100.00%**
3500 Reserves				
3550 Reserve for Contingencies	0.00	405,368.10	-405,368.10	-100.00%
Total 3500 Reserves	**$ 0.00**	**$ 405,368.10**	**-$405,368.10**	**-100.00%**
3900 Retained Earnings	-529,621.39	-1,295,566.94	765,945.55	59.12%
Net Income	-44,895.88	206,392.81	-251,288.69	-121.75%
Total Equity	**-$ 574,517.27**	**-$ 726,679.31**	**$ 152,162.04**	**20.94%**
TOTAL LIABILITIES AND EQUITY	**$ 2,287,277.83**	**$ 1,709,609.27**	**$ 577,668.56**	**33.79%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
December 2021

	Total			
	Dec 2021	Dec 2020 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	17,505.00	16,998.00	507.00	2.98%
4020 I.D. Cards	0.00	0.00	0.00	
4025 Season Pass	11,059.33	8,985.15	2,074.18	23.08%
4030 Tournament Fees	0.00	0.00	0.00	
4050 Cart Revenue	1,155.00	861.00	294.00	34.15%
4055 GolfBoard Revenue	0.00	0.00	0.00	
4060 Golf Revenue - Gift Certif.	6,381.00	5,464.00	917.00	16.78%
4070 Gift & Rain Checks Redeemed	-42.00	-564.00	522.00	92.55%
Total 4001 Golf Revenue	$ 36,058.33	$ 31,744.15	$ 4,314.18	13.59%
4200 Rental Income	0.00	1,375.00	-1,375.00	-100.00%
4300 Investment Income	110.18	56.20	53.98	96.05%
4400 Misc. Income	0.00	-375.26	375.26	100.00%
4600 Restaurant Income	3,500.00	450.00	3,050.00	677.78%
Total 4000 REVENUES	$ 39,668.51	$ 33,250.09	$ 6,418.42	19.30%
Total Income	$ 39,668.51	$ 33,250.09	$ 6,418.42	19.30%
Gross Profit	$ 39,668.51	$ 33,250.09	$ 6,418.42	19.30%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	18,098.29	13,584.55	4,513.74	33.23%
5030 Operations	2,765.13	4,370.45	-1,605.32	-36.73%
5040 Operations O/T	0.00	0.00	0.00	
5050 Course Personnel	25,213.25	25,335.43	-122.18	-0.48%
5060 Course Personnel O/T	-17.53	5.26	-22.79	-433.27%
5070 Seasonal Personnel	6,288.42	4,325.54	1,962.88	45.38%
5080 Seasonal Personnel O/T	-47.41	-5.01	-42.40	-846.31%
Total 5000 PERSONNEL EXPENSE	$ 52,300.15	$ 47,616.22	$ 4,683.93	9.84%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	3,959.79	3,606.42	353.37	9.80%
5230 State Unemployment	395.45	579.87	-184.42	-31.80%
5250 Health Insurance	2,149.73	1,889.82	259.91	13.75%
5260 Workmans Compensation	2,225.99	2,049.17	176.82	8.63%
5270 Retirement Plans	560.63	543.93	16.70	3.07%
Total 5200 EMPLOYEE BENEFITS	$ 9,291.59	$ 8,669.21	$ 622.38	7.18%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	374.07	1,096.90	-722.83	-65.90%
5430 Professional Fees	2,650.00	2,650.00	0.00	0.00%
5436 Advertising	1,081.91	1,064.47	17.44	1.64%

5440 Office Expense	838.51	748.98	89.53	11.95%
5441 Bank Charges	21.05	22.40	-1.35	-6.03%
5442 Credit Card Fees	2,823.50	2,897.15	-73.65	-2.54%
5445 Postage	0.00	44.00	-44.00	-100.00%
5450 Training and Dues	275.00	270.00	5.00	1.85%
5461 Authority Secretarial Services	180.00	160.00	20.00	12.50%
5469 Other Outside Services	430.67	384.43	46.24	12.03%
5470 Other Administrative	905.50	780.16	125.34	16.07%
5480 Utilities	-490.92	4,612.20	-5,103.12	-110.64%
5500 Liability Insurance	6,940.50	3,748.57	3,191.93	85.15%
5520 Interest Expense	350.03	168.21	181.82	108.09%
Total 5400 ADMINISTRATIVE EXPENSES	$ 16,379.82	$ 18,647.47	-$ 2,267.65	-12.16%
5600 SALES AND OPERATIONS			0.00	
5620 Clubhouse Maintenance	1,202.36	0.00	1,202.36	
5640 Golf Pro Supplies	462.47	0.00	462.47	
Total 5600 SALES AND OPERATIONS	$ 1,664.83	$ 0.00	$ 1,664.83	
5700 PARK MAINTENANCE				
5710 Water	711.00	1,404.56	-693.56	-49.38%
5720 Heating Fuel	2,318.05	1,579.65	738.40	46.74%
5730 Grounds Maintenance	3,827.26	749.91	3,077.35	410.36%
5740 Tree Maintenance	0.00	4,500.00	-4,500.00	-100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	8,150.00	-50.58	8,200.58	16213.09%
5752 Agriculture/Chemicals Utilized	2,212.23	4,651.70	-2,439.47	-52.44%
Total 5750 Agriculture and Chemicals	$ 10,362.23	$ 4,601.12	$ 5,761.11	125.21%
5760 Irrigation Maintenance	555.00	1,088.20	-533.20	-49.00%
5770 Consumable Tools	0.00	53.68	-53.68	-100.00%
5800 Equipment Maintenance	2,320.93	5,579.72	-3,258.79	-58.40%
5820 Building Maintenance	132.00	937.93	-805.93	-85.93%
5880 Employee work clothes	0.00	164.99	-164.99	-100.00%
Total 5700 PARK MAINTENANCE	$ 20,226.47	$ 20,659.76	-$ 433.29	-2.10%
6000 CART EXPENSE				
6020 Electricity	930.27	1,174.49	-244.22	-20.79%
6030 Maintenance	228.39	0.00	228.39	
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	$ 1,558.66	$ 1,574.49	-$ 15.83	-1.01%
Total Expenses	$ 101,421.52	$ 97,167.15	$ 4,254.37	4.38%
Net Operating Income	-$ 61,753.01	-$ 63,917.06	$ 2,164.05	3.39%
Other Expenses				
8000 Depreciation/Amortization	22,462.26	22,124.56	337.70	1.53%
8001 Capital projects				
8100 Capital Projects - Cash	170,000.00	0.00	170,000.00	
Total 8001 Capital projects	$ 170,000.00	$ 0.00	$ 170,000.00	
Total Other Expenses	$ 192,462.26	$ 22,124.56	$ 170,337.70	769.90%
Net Other Income	-$192,462.26	-$ 22,124.56	-$ 170,337.70	-769.90%
Net Income	-$254,215.27	-$ 86,041.62	-$ 168,173.65	-195.46%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July - December, 2021

	Total			
	Jul - Dec, 2021	Jul - Dec, 2020 (PY)	Change	% Change
Income				
4000 REVENUES			0.00	
4001 Golf Revenue			0.00	
4010 Golf Fees	757,629.02	850,038.85	-92,409.83	-10.87%
4020 I.D. Cards	8,030.00	8,017.00	13.00	0.16%
4025 Season Pass	66,356.53	51,400.90	14,955.63	29.10%
4030 Tournament Fees	45,195.00	34,110.00	11,085.00	32.50%
4050 Cart Revenue	243,417.00	272,849.15	-29,432.15	-10.79%
4055 GolfBoard Revenue	0.00	889.00	-889.00	-100.00%
4060 Golf Revenue - Gift Certif.	15,039.00	13,874.00	1,165.00	8.40%
4070 Gift & Rain Checks Redeemed	-14,705.12	-19,958.85	5,253.73	26.32%
Total 4001 Golf Revenue	**$ 1,120,961.43**	**$ 1,211,220.05**	**-$ 90,258.62**	**-7.45%**
4100 Tennis Revenue	24,000.00	15,000.00	9,000.00	60.00%
4200 Rental Income	2,750.00	8,250.00	-5,500.00	-66.67%
4300 Investment Income	719.21	297.85	421.36	141.47%
4400 Misc. Income	2,757.61	-390.92	3,148.53	805.42%
4600 Restaurant Income	12,799.42	13,650.00	-850.58	-6.23%
4700 Advertising Revenue	0.00	0.00	0.00	
Total 4000 REVENUES	**$ 1,163,987.67**	**$ 1,248,026.98**	**-$ 84,039.31**	**-6.73%**
Total Income	**$ 1,163,987.67**	**$ 1,248,026.98**	**-$ 84,039.31**	**-6.73%**
Gross Profit	**$ 1,163,987.67**	**$ 1,248,026.98**	**-$ 84,039.31**	**-6.73%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	107,901.10	80,680.82	27,220.28	33.74%
5030 Operations	116,747.20	121,915.94	-5,168.74	-4.24%
5040 Operations O/T	-15.81	1,075.01	-1,090.82	-101.47%
5050 Course Personnel	148,547.93	144,614.87	3,933.06	2.72%
5060 Course Personnel O/T	1,290.25	771.72	518.53	67.19%
5070 Seasonal Personnel	89,797.37	78,444.38	11,352.99	14.47%
5080 Seasonal Personnel O/T	1,006.06	526.53	479.53	91.07%
Total 5000 PERSONNEL EXPENSE	**$ 465,274.10**	**$ 428,029.27**	**$ 37,244.83**	**8.70%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	35,348.76	31,478.69	3,870.07	12.29%
5230 State Unemployment	12,285.76	13,915.71	-1,629.95	-11.71%
5250 Health Insurance	12,655.02	12,219.33	435.69	3.57%
5260 Workmans Compensation	13,534.47	12,305.30	1,229.17	9.99%
5270 Retirement Plans	3,332.73	3,209.62	123.11	3.84%
Total 5200 EMPLOYEE BENEFITS	**$ 77,156.74**	**$ 73,128.65**	**$ 4,028.09**	**5.51%**
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	4,930.85	7,116.46	-2,185.61	-30.71%
5430 Professional Fees	15,900.00	15,750.00	150.00	0.95%
5436 Advertising	6,096.83	5,896.51	200.32	3.40%
5440 Office Expense	8,527.15	10,006.03	-1,478.88	-14.78%
5441 Bank Charges	247.45	165.77	81.68	49.27%
5442 Credit Card Fees	28,787.73	32,406.19	-3,618.46	-11.17%
5445 Postage	58.00	170.40	-112.40	-65.96%
5450 Training and Dues	991.00	1,510.00	-519.00	-34.37%
5461 Authority Secretarial Services	970.00	960.00	10.00	1.04%
5469 Other Outside Services	3,482.72	2,833.48	649.24	22.91%
5470 Other Administrative	6,448.67	6,254.99	193.68	3.10%
5480 Utilities	23,109.06	34,523.99	-11,414.93	-33.06%
5500 Liability Insurance	41,643.02	32,731.30	8,911.72	27.23%
5520 Interest Expense	2,285.20	2,645.99	-360.79	-13.64%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 143,477.68**	**$ 152,971.11**	**-$ 9,493.43**	**-6.21%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	24,492.87	0.00	24,492.87	
5640 Golf Pro Supplies	2,036.45	2,138.93	-102.48	-4.79%
5680 Golf Pro Work Clothes	923.51	704.14	219.37	31.15%
Total 5600 SALES AND OPERATIONS	**$ 27,452.83**	**$ 2,843.07**	**$ 24,609.76**	**865.61%**
5700 PARK MAINTENANCE				
5710 Water	27,578.64	52,950.91	-25,372.27	-47.92%
5720 Heating Fuel	3,006.61	2,255.36	751.25	33.31%
5730 Grounds Maintenance	27,551.31	9,416.62	18,134.69	192.58%
5740 Tree Maintenance		4,500.00	-4,500.00	-100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	21,119.71	12,521.41	8,598.30	68.67%
5752 Agriculture/Chemicals Utilized	14,556.56	32,124.09	-17,567.53	-54.69%
Total 5750 Agriculture and Chemicals	**$ 35,676.27**	**$ 44,645.50**	**-$ 8,969.23**	**-20.09%**
5760 Irrigation Maintenance	4,173.45	6,962.29	-2,788.84	-40.06%
5770 Consumable Tools	1,713.70	702.90	1,010.80	143.80%
5780 Tee and Green Supplies	573.46	0.00	573.46	
5795 Janitorial Supplies	19.59	46.27	-26.68	-57.66%
5800 Equipment Maintenance	20,377.78	15,747.70	4,630.08	29.40%
5820 Building Maintenance	8,281.91	13,652.08	-5,370.17	-39.34%
5840 Small Equipment	456.12	1,386.71	-930.59	-67.11%
5860 Gasoline/Diesel Fuel	7,851.91	5,869.87	1,982.04	33.77%
5880 Employee work clothes	500.00	370.77	129.23	34.85%
Total 5700 PARK MAINTENANCE	**$ 137,760.75**	**$ 158,506.98**	**-$ 20,746.23**	**-13.09%**
6000 CART EXPENSE				
6010 Cart Lease Expense	0.00	62,018.00	-62,018.00	-100.00%
6020 Electricity	8,586.73	11,027.30	-2,440.57	-22.13%
6030 Maintenance	930.63	642.51	288.12	44.84%
6050 Cart Insurance	2,400.00	2,400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 11,917.36**	**$ 76,087.81**	**-$ 64,170.45**	**-84.34%**
Total Expenses	**$ 863,039.46**	**$ 891,566.89**	**-$ 28,527.43**	**-3.20%**
Net Operating Income	**$ 300,948.21**	**$ 356,460.09**	**-$ 55,511.88**	**-15.57%**

Other Expenses				
8000 Depreciation/Amortization	134,773.56	130,596.26	4,177.30	3.20%
8001 Capital projects				
8100 Capital Projects - Cash	213,520.53	19,471.02	194,049.51	996.61%
Total 8001 Capital projects	**$ 213,520.53**	**$ 19,471.02**	**$ 194,049.51**	**996.61%**
8006 Disposed Assets	-2,450.00	0.00	-2,450.00	
Total Other Expenses	**$ 345,844.09**	**$ 150,067.28**	**$ 195,776.81**	**130.46%**
Net Other Income	**-$ 345,844.09**	**-$ 150,067.28**	**-$ 195,776.81**	**-130.46%**
Net Income	**-$ 44,895.88**	**$ 206,392.81**	**-$ 251,288.69**	**-121.75%**

OAK HILLS SALES ANALYSIS DECEMBER 2021 FISCAL REPORT

Description	Dec-21	Dec-20	Inc/(Dec)	YTD FY22	YTD FY21	Inc/(Dec)
Revenue Rounds	660	662	-0.3%	22,674	25,906	-12.5%
Season Pass Rounds	273	195	40.0%	3,168	4,182	-24.2%
Barter Rounds	101	66	53.0%	1,455	1,383	5.2%
Comp Rounds	14	24	-41.7%	425	469	-9.4%
Total All Rounds	1,048	947	10.7%	27,722	31,940	-13.2%
Total Carts	173	126	37.3%	15,993	18,108	-11.7%
Total Boards	0	0	0.0%	0	43	-100.0%
Total Golf ID Cards	24	21	14.3%	89	117	-23.9%
Total Season Passes	38	29	31.0%	38	29	31.0%
Total Gift Cards	58	51	13.7%	212	210	1.0%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$17,411	$16,977	2.6%	$802,693	$880,983	-8.9%
Total Carts $	$1,311	$967	35.6%	$256,582	$289,276	-11.3%
Total Board $	$0	$0	0.0%	$0	$946	-100.0%
Total Golf ID Cards $	$3,320	$2,850	16.5%	$10,570	$12,597	-16.1%
Total Season Pass $	$82,850	$56,765	46.0%	$82,850	$56,615	46.3%
Total Gift Cards $	$6,381	$5,564	14.7%	$15,039	$15,156	-0.8%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$42	-$564	-92.6%	-$11,754	-$20,030	-41.3%
	$111,231	**$82,559**	**34.7%**	**$1,155,980**	**$1,235,543**	**-6.4%**
$ Revenue/Revenue Round	**$26.38**	**$25.65**	2.9%	**$35.40**	**$34.01**	4.1%
Carts/Revenue Round	**26.2%**	**19.0%**	37.7%	**70.5%**	**69.9%**	0.9%
Cart $/Revenue Round	**$1.99**	**$1.46**	36.0%	**$11.32**	**$11.17**	1.3%
Cart $/Cart Round	**$7.58**	**$7.67**	-1.2%	**$16.04**	**$15.98**	0.4%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$22.00**	-100.0%
ID Card $/Card	**$138.33**	**$135.71**	1.9%	**$118.76**	**$107.67**	10.3%
Resident Adult 18 Rounds	150	292	-48.6%	3,864	5,288	-26.9%
Resident Senior 18 Rounds	122	142	-14.1%	3,441	4,412	-22.0%
Junior/Golf Team 18 Rounds	15	103	-85.4%	1,097	893	22.8%
Golf League 18 Rounds	0	0	0.0%	80	216	-63.0%
Employee 18 Rounds	22	15	46.7%	488	276	76.8%
Non Resident 18 Rounds	332	106	213.2%	12,664	13,495	-6.2%
Total 9 Hole Rounds	19	4	375.0%	1,040	1,326	-21.6%
Total Revenue Rounds	***660***	***662***	***-0.3%***	***22,674***	***25,906***	***-12.5%***
Resident Adult 18 Rounds $	$4,305	$7,553	-43.0%	$132,842	$177,389	-25.1%
Resident Senior 18 Rounds $	$2,892	$3,210	-9.9%	$96,470	$117,901	-18.2%
Junior/Golf Team 18 Rounds $	$282	$2,095	-86.5%	$19,139	$17,639	8.5%
Golf League 18 Rounds	$0	$0	0.0%	$1,600	$2,967	-46.1%
Employee 18 Rounds $	$147	$105	40.0%	$3,361	$1,903	76.6%
Non Resident 18 Rounds $	$9,365	$3,940	137.7%	$524,841	$532,822	-1.5%
Total 9 Hole Rounds $	$420	$74	467.6%	$24,441	$30,362	-19.5%
Total $ Revenue Rounds	***17,411***	***16,977***	***2.6%***	***802,693***	***880,983***	***-8.9%***
Senior Non-Resident ID	5	5	0.0%	8	8	0.0%
Adult Non-Resident ID	2	3	-33.3%	3	6	-50.0%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***7***	***8***	***-12.5%***	***11***	***14***	***-21.4%***
GolfNow/TeeOff Rounds	5	0	0.0%	953	1904	-49.9%
GolfNow/TeeOff Dollars	$204	$0	0.0%	$40,615	$74,172	-45.2%
Dollars/Round	$40.75	$0.00	0.0%	$42.62	$38.96	9.4%
City of Norwalk debt paydown	**$1,353.00**					

OAK HILLS SALES ANALYSIS DECEMBER 2021 CALENDAR

Description	Dec-21	Dec-20	Inc/(Dec)	YTD 2021	YTD 2020	Inc/(Dec)
Revenue Rounds	660	662	-0.3%	39,798	36,440	9.2%
Season Pass Rounds	273	195	40.0%	5,959	5,795	2.8%
Barter Rounds	101	66	53.0%	2,508	1,831	37.0%
Comp Rounds	14	24	-41.7%	481	503	-4.4%
Total All Rounds	1,048	947	10.7%	48,746	44,569	9.4%
Total Carts	173	126	37.3%	26,492	24,125	9.8%
Total Boards	0	0	0.0%	2	43	-95.3%
Total Golf ID Cards	24	21	14.3%	1,170	1,213	-3.5%
Total Season Passes	38	29	31.0%	75	117	-35.9%
Total Gift Cards	58	51	13.7%	326	290	12.4%
Total GPS Ad Sales	0	0	0.0%	0	7	-100.0%
Total $ Revenue Rounds	$17,411	$16,977	2.6%	$1,402,738	$1,234,670	13.6%
Total Carts $	$1,311	$967	35.6%	$427,998	$392,263	9.1%
Total Board $	$0	$0	0.0%	$42	$946	-95.6%
Total Golf ID Cards $	$3,320	$2,850	16.5%	$144,801	$124,355	16.4%
Total Season Pass $	$82,850	$56,765	46.0%	$157,150	$163,660	-4.0%
Total Gift Cards $	$6,381	$5,564	14.7%	$23,923	$23,061	3.7%
Total GPS Advertising $	$0	$0	0.0%	0	$1,475	-100.0%
Rain Chks/Gift Cards Redeemed	-$42	-$564	-92.6%	-$25,740	-$28,214	-8.8%
	$111,231	**$82,559**	**34.7%**	**$2,130,911**	**$1,912,217**	**11.4%**
$ Revenue/Revenue Round	**$26.38**	**$25.65**	2.9%	**$35.25**	**$33.88**	4.0%
Carts/Revenue Round	**26.2%**	**19.0%**	37.7%	**66.6%**	**66.2%**	0.5%
Cart $/Revenue Round	**$1.99**	**$1.46**	36.0%	**$10.75**	**$10.76**	-0.1%
Cart $/Cart Round	**$7.58**	**$7.67**	-1.2%	**$16.16**	**$16.26**	-0.6%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$21.00**	**$22.00**	-4.5%
ID Card $/Card	**$138.33**	**$135.71**	1.9%	**$123.76**	**$102.52**	20.7%
Resident Adult 18 Rounds	150	292	-48.6%	7,387	8,590	-14.0%
Resident Senior 18 Rounds	122	142	-14.1%	6,226	6,172	0.9%
Junior/Golf Team 18 Rounds	15	103	-85.4%	1,713	1,335	28.3%
Golf League 18 Rounds	0	0	0.0%	157	216	-27.3%
Empl 18 Rounds	22	15	46.7%	713	407	75.2%
Non Resident 18 Rounds	332	106	213.2%	21,995	18,205	20.8%
Total 9 Hole Rounds	19	4	375.0%	1,607	1,515	6.1%
Total Revenue Rounds	***660***	***662***	***-0.3%***	***39,798***	***36,440***	***9.2%***
Resident Adult 18 Rounds $	$4,305	$7,553	-43.0%	$251,689	$280,650	-10.3%
Resident Senior 18 Rounds $	$2,892	$3,210	-9.9%	$171,754	$165,924	3.5%
Junior/Golf Team 18 Rounds $	$282	$2,095	-86.5%	$29,219	$26,327	11.0%
Golf League 18 Rounds	$0	$0	0.0%	$3,143	$2,967	5.9%
Empl 18 Rounds $	$147	$105	40.0%	$4,911	$2,757	78.1%
Non Resident 18 Rounds $	$9,365	$3,940	137.7%	$904,135	$722,025	25.2%
Total 9 Hole Rounds $	$420	$74	467.6%	$37,888	$34,020	11.4%
Total $ Revenue Rounds	***17,411***	***16,977***	***2.6%***	***1,402,738***	***1,234,670***	***13.6%***
SR NONRES DISC	5	5	0.0%	78	73	6.8%
NONRES DISCOUNT	2	3	-33.3%	77	81	-4.9%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***7***	***8***	***-12.5%***	***155***	***154***	***0.6%***
GolfNow Rounds	5	0	0.0%	1816	2728	-33.4%
GolfNow Dollars	$204	$0	0.0%	$72,787	$110,286	-34.0%
Dollars/Round	$40.75	$0.00	0.0%	$40.08	$40.43	-0.9%

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August 17, 2021

Mario F. Coppola
Corporation Counsel
City of Norwalk
125 East Avenue
Norwalk CT 06856

Dear Corporation Counsel Coppola:

Best wishes to you and everyone in the legal department.. Amicus Consulting, Inc. is providing a quote for Worldox Cloud software and for its implementation and integration with Trumpet's Symphony OCR.

- Worldox GX4 Cloud, like the version of Worldox you currently use, includes document stamping in footers, version control, check in/check out, document and email management, and tight security.
- This solution provides access to Worldox from anywhere without a VPN tunnel, so will work both in the office and for people working remotely.
- Worldox Cloud is hosted securely in Rackspace and managed by the Worldox vendor, so you do not have to maintain a server or indexer for Worldox.

The software, on-boarding and training costs are given below, and assume 11 users, all using workstations with Windows 10 Pro. If this is not the case, please contact me to go over alternative implementation scenarios.

Software Costs	**First Year**
*Worldox Cloud GX4 11 licenses @ $38 per user per mo. 1st year	$5,016.00
World Software On-Boarding Fee (one time vendor fee)	400.00
Symphony Suite (Profiler and OCR) for Cloud – Annual subscription is $115 per Worldox user per year	1,265.00
**Estimated150 GB storage costs $157.50/month 1st year	1,890.00
Total:	$8,571.00

* Unused Portion of annual maintenance for Professional can be transferred to Cloud.
**Disk space is allotted at 3 GB per user, in a pooled allotment shared by all users.
Additional disk space is charged as needed, as follows:
10 GB - $20 per month /per site
25 GB - $40
50 GB- $80
75 GB- $120
100 GB- $150
Anything over 100 GB, rounded up to 50 GB, is 0.15 cents per GB

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Consulting & Training Hours	**Hours estimated**
User Training – 3 sessions, each 1 hour. One is a pre-live orientation, and two sessions are conducted once Cloud is live	3.0
Support for migration to Cloud – admin, coordination, post-live support and Q&As as needed.	5.0
* Estimated time	
Total Consulting..........	8.00 hrs.

Project Function - Recap	
Software (first year)	$8296.00
Consulting & training at $240 per hour	$1,920.00
Total	$10,216.00

The above hours for training assume all training will be conducted via online meetings. We use Zoom which allows everyone to view a workstation where Worldox can be demonstrated.

Staff: Andrea Prigot is an authorized value-added reseller/consultant in Worldox and Trumpet Symphony and a certified consultant in Amicus Attorney and PCLaw. Haig Hovaness is a value-added reseller/consultant in Worldox.

Our terms: Symphony Suite for Cloud must be paid in advance. However unused portion of the Symphony Suite for Professional will be credited to the Cloud subscription. Worldox Cloud software and on-boarding are billed via credit card on file with World Software. Any refunds would be provided by the software vendors in accordance with their policies. The consulting fee must be paid in advance to reserve our services; additional fees will be billed monthly, payable within 30 days of receipt of invoice. Note that we reserve time for projects **after** receipt of the fee and full payment for software.

Ongoing Billing: We bill by the hour for our services, which may include but not be limited to on-site visits, telephone support, remote access support, emails, development of training materials, documentation and administrative support. Our billing rate for 2021 is $240.00 per hour. Telephone calls of under ten minutes are not billed, though multiple telephone calls in one day may be aggregated and billed at our discretion.

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Proposal Letter to Mario F. Coppola, Corporation Counsel
August 17, 2021
Page 3

Disclaimer: Amicus Consulting is installing and customizing packaged software, the performance of which cannot be guaranteed by us as to fitness for purpose or as to accuracy. We do not warrant its performance or guarantee it in any way against defects or failure to meet specifications. Our obligation to you is limited to providing software consulting, training, and support. It is entirely the responsibility of City of Norwalk to maintain the network, hardware, anti-virus software, anti-spyware software, and operating system software on the servers, storage devices, cabling, and workstations, and to configure and confirm the proper operation of back-up systems and media. Any rights to operate Worldox Cloud are covered solely in the Worldox Cloud End-User Licensing Agreement.

Please contact me at (914) 738-9148 to discuss any questions you may have about the proposed project. My mobile number is (914) 391-3678, and my email address is andrea@amicusconsult.com.

If this quote is acceptable, would you kindly return a signed copy.

Yours very sincerely,

Andrea Prigot
President
Amicus Consulting, Inc.
411 Wynnewood Road
Pelham Manor, NY 10803

Accepted by:

By: ____

Municipality: ____

Address: ____

Date: _____________________________________