

FINANCE/CLAIMS COMMITTEE MEETING

Thursday April 14, 2016 7:00P.M.

CITY HALL

Common Council Chambers

125 East Avenue

Norwalk, Connecticut

AGENDA

1. Public Participation
2. Approve the Minutes of the following Finance Committee Meeting:
March 10, 2016
3. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
April 5, 2016
4. Narrative on Tax Collections dated April 14, 2016- Receive Report and discuss.
5. Monthly Tax Collector's Reports - Receive Reports and discuss:
March 31, 2016
6. Authorize the Mayor to execute a four (4) year master lease agreement for Office Copiers with TGI Office Automation and authorize the Purchasing Agent to add office copiers to this master agreement for a total amount not to exceed \$268,505.21 (various City Accounts).
7. Receive Oak Hills Authority Monthly Financial Statements for February 29, 2016.

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
MARCH 10, 2016**

ATTENDANCE: John Kydes, Chair; Travis Simms, Shannon O'Toole-Giandurco,
Nick Sacchinelli, Douglas Hempstead (7:06 p.m.)

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

OTHERS: Mr. Scott Bassett, Auditor

CALL TO ORDER

Mr. Kydes called the meeting to order at 7:05 p.m. A quorum was present.

PUBLIC PARTICIPATION

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

Mr. Hempstead joined the meeting at 7:06 p.m.

**APPROVE THE MINUTES OF THE FOLLOWING FINANCE
COMMITTEE MEETING**

February 11, 2016

**** MR. SIMMS MOVED THE MINUTES OF FEBRUARY 11, 2016.
** THE MOTION PASSED UNANIMOUSLY.**

February 18, 2016

**** MS. O'TOOLE-GIANDURCO MOVED THE MINUTES OF FEBRUARY 18,
2016
** THE MOTION PASSED UNANIMOUSLY.**

**CLAIMS COMMITTEE: RECEIVE THE MONTH CLAIMS REPORT; REVIEW
AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED:
MARCH 1, 2016**

Ms. Biagiarelli said that there were no large claims for Committee approval, so the report was for the Committee's Information only. She gave a quick overview of the information.

Narrative on Tax Collections dated March 10, 2016 - Receive Report and discuss.
Ms. Biagiarelli reviewed her report with the Committee. (See attached.)

Mr. Hempstead asked how bankruptcy issues were handled. Ms. Biagiarelli said that these were very difficult and that the City is treated the same as any other debtor.

**MONTHLY TAX COLLECTOR'S REPORT - RECEIVE REPORT AND
DISCUSS: JANUARY 31, 2016**

Ms. Biagiarelli presented her report. There were no questions from the Committee.

PRESENTATION: JUNE 30, 2015 FINANCIAL AUDIT

Mr. Gilden introduced Mr. Scott Bassett, who performed the annual audit on the City's finances.

Mr. Bassett then said that he had made a presentation to the Audit Committee a few weeks ago. Mr. Gilden asked Mr. Bassett to come in and present an overview of the audit process. Mr. Bassett explained that he was an outside auditor and that in their reviews of the City, the final report has always been that the City has done well. Norwalk produces a CAFR report, which lists some of the benchmarks that the City has attained. His firm handles about 30 municipalities in the State.

Mr. Bassett then reviewed the key points outlined on the "Highlights of Norwalk FY 2015 Comprehensive Annual Financial Report. (See Attached.) He explained that the GASB standards had changed recently and this change would be reflected in the figures.

Mr. Hempstead asked if the WPCA and the Parking Authority revenues were included in the City's Assets. Mr. Bassett said that they were, but they were not included in the City's General Fund. Their revenue remains in their funds.

Mr. Hempstead asked if the Internal Service Fund included both the City and the Board of Education. Mr. Gilden said that it included both the City and the BOE.

Mr. Bassett said that the full 160 page audit document was posted on the web. There is also an executive summary called a MDA, which is a six page report that presents the highlights. He pointed out that having the accurate numbers takes a great deal of work.

Mr. Hempstead said that there were always recommendations. He asked Mr. Bassett to highlight this year's recommendation. Mr. Bassett said that there were not many and gave a quick run down on the various areas.

Mr. Sacchinelli asked about the internal controls. Mr. Bassett said that while they don't issue fines for those, but they do communicate any deficiencies to the management.

Control testing is part of what the service provides. He added that the full blown report is presented at the January Audit meeting.

Mr. Hempstead asked how Norwalk is rated. Mr. Bassett said that because of the OPEB funding decision made a number of years ago, the City is in a good position. The auditors look at certain things to determine their bonding rate. Norwalk has scored favorable in terms of the financial benchmarks.

Mr. Kydes asked how many municipalities the company serviced. Mr. Bassett said that they have 30 accounts in Connecticut and over 1,500 nationwide.

**RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS
FOR JANUARY 31, 2016.**

Mr. Gilden said that the Authority was still in their winter season and they still have a positive cash flow. Mr. Kydes said he noticed that the warmer weather having an effect on the water bill.

Mr. Hempstead said that the report was only through the end of January. He asked Mr. Gilden if the Authority was in a better position this year. Mr. Gilden said that he believed so since the Authority had not come back to the City to request a loan. The reduction in debt service helped the Authority a great deal.

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

**** MR. SACCHINELLI MOVED THE ITEM.**

Mr. Gilden said that this was done every year. The LoCIP funds are usually designated for paving. Other towns keep the funds until they have a large capital project. Mr. Hempstead said that he had noticed that almost every year the amount has remained flat. Mr. Gilden said that it had not increased during the last ten years.

**** THE MOTION PASSED UNANIMOUSLY.**

**RECEIVE BOARD OF ESTIMATE AND TAXATION APPROPRIATION
DATED: May 7, 2016**

Fiscal Year 2015-2016:

1. Resolved, that a sum not to exceed \$26,567 be and the same is hereby transferred from contingency to the Registrar of Voters Department to cover the costs of

City of Norwalk
Finance/Claims Committee
Regular Meeting
March 10, 2016

Primary Election, training and back-up batteries for voting machines in various accounts. (Account # Various)

Mr. Gilden gave a brief overview of how the funding was handled for primaries.

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

Mr. Gilden and Mr. Hempstead explained that there are times when the Federal Government may request the use of some of the local police officers. The State and Federal reimbursements usually are in smaller sums, but this particular reimbursement is a larger amount.

**** MR. HEMPSTEAD MOVED BOTH ITEM 1 AND 2.
** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

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

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: March 10, 2016
Re: Narrative for February, 2016 Tax Collector's Report

Through the end of February 2016, eight months into our current fiscal year, we collected more than \$292 million, or **97.67%** of our nearly \$300 million tax levy. In addition, as of the end of February 2016, we collected more than \$14.2 million of our sewer use levy, or **97.11%**. We also collected in excess of 88.4% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority.

Also through the month of February 2016, we collected more than \$2.8 million (net) in back taxes, interest, lien fees and other fees. That amount still appears to fall short of what we collected in back taxes during the prior fiscal year, however. This year's collections are, again, being impacted by tax credits stemming from reductions from court cases brought by taxpayers challenging their property assessments. Our tax sale will be held on Monday, July 18, 2016. Back tax collections usually spike during tax sale years. We should see the 'gap' between the current and the prior year dwindle, as we continue to bring in revenue related to the tax sale, unless back tax collections continue to be outpaced by prior years' assessment reductions and tax credits.

Compared with last fiscal year, we are slightly ahead relative to current taxes (.4%) and slightly behind relative to current sewer use collections (-.05%). Because the collection cycle did not end until February 2016, with this end of month report, we are finally able to fully evaluate our standing relative to last year, and conclude that we are on track to meet our budgeted collection goals through the end of the current fiscal year on June 30.

With regard to delinquent collection enforcement, we are working with our state marshals on delinquent business personal property accounts. We have issued some new alias tax warrants and are following up on some that were issued in the fall of 2015. Since the inception of the alias tax warrant program we have collected in excess of \$2.3 million through the direct personal effort of the marshals and / or our delinquent tax collector. Our delinquent tax collector has also been working on UCC (Uniform Commercial Code) liens for delinquent businesses, and since September 2015, has filed more than 900 of these liens with the office of the Secretary of the State of Connecticut. Also, on March 4, 2016, we published a delinquent business personal property tax levy notice in the Norwalk Hour to attempt to enforce collection on more than 100 accounts that were either three or more years in arrears, or that owed in excess of \$2,000. The notice took almost an entire page in the newspaper. We are going to follow up with another notice next month. Many of those accounts are problem accounts that are difficult to collect for various reasons. Most of those accounts have already been turned over to the state marshal. We continue to work with the Department of Health to ensure that entities owing back business personal property taxes are not allowed to renew their health permits until their back taxes are paid. Norwalk health permits renew in January.

Norwalk residents seeking a resident pass to use the beach, transfer station, and other facilities must be current in their taxes and will be denied a pass until they bring their taxes current.

We are about to embark on the next phase of work relative to our July 2016 tax sale. In November 2015 we sent about 130 preliminary letters to owners of properties that already met the criteria for inclusion. That mailing was a courtesy mailing that is not required by state law. Its purpose was to alert those involved that they met the criteria, and to give them extra time to arrange for financing or otherwise attempt to address the delinquency. To date, we have already collected more than \$800,000 on properties scheduled for tax sale. The 'official' sale process will begin within the next four to six weeks. We will finalize the criteria, assign remaining properties for title search, and begin photographing properties. We expect to file notices of sale sometime in April. The sale is scheduled for Monday, July 18, 2016. Previous tax sales have generated upwards of \$4 - \$5 million or more in revenue.

Our second installment collection period concluded on February 1. We ran our billing files prior to Thanksgiving weekend, and mailed our bills around December 10, giving taxpayers about seven weeks to pay. There were no major issues. At the end of February, we mailed delinquent notices to taxpayers who had not met their current tax obligations. We will file our lien continuing certificates at the close of business tomorrow, Friday, March 11. Tax liens are filed to secure payment of outstanding real estate taxes and sewer use charges. We are adhering to the normal schedule for these processes, based on the necessity of filing liens in mid March in preparation for our July tax sale.

As we first reported in June 2015, the Connecticut Department of Motor Vehicles converted to a new computer system that changes how the DMV identifies taxpayers and vehicles, and how municipalities report tax delinquencies and compliance. The transition has not gone well. Senior members of our staff continue to spend a great deal of time online and on the telephone "troubleshooting" with DMV and our software provider.

The last three months of the fiscal year, April through June, will be a combination of work on delinquent enforcement for the taxes that are now past due, as well as preparation work for the new fiscal year and the tax billing that will take place in early to mid June 2016.

Last but not least, I'm proud to report that members of our staff continue to be recognized as subject matter experts by a number of our professional associations. Al Palumbo, Assistant Tax Collector, is considered an authority on numerous subjects including how federal bankruptcy affects tax collections. He and I are doing a presentation for our Northeast Regional Tax Collectors & Treasurers' Association at our annual conference later this year. We have done similar presentations in the past for our state group. Al is also involved with our state association, and traveled to Hartford last week as part of an eight person delegation that delivered testimony before the Connecticut General Assembly on behalf of our association and the City. Our delinquent tax collector, Cynthia Haith, is participating in a panel presentation at our state association's conference next week in Bristol, Connecticut. Her presentation deals with effective collection of business personal property taxes. She will be joined by the Assessor and Tax Collector from the City of East Hartford, and one of our Fairfield County state marshals. On April 1, I am presenting an all day workshop, sponsored by the Connecticut Tax Collectors' Association, for tax collectors and staff on the topic of how to conduct a municipal tax sale. We hope to teach other towns how to do their own tax sales 'in house,' without hiring outside attorneys or marshals to conduct the sale.

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

Government-Wide Financial Statements:

- Total Assets and Deferred Outflows at 6/30/2015 were \$870.3 million and Total Liabilities and Deferred Inflows were \$494.9 million. (pg. 15)
- Total Net Position at 6/30/2015 was \$375.4 million. Of this amount, \$403.5 million was invested in capital assets, and the remaining balance was either restricted for various purposes or was unrestricted. Unrestricted net position at year-end was \$30.3 million. Total Net Position improved by \$17.7 million or 5.9% during the course of the fiscal year. (pg. 15-16)
- Net Capital Assets (Government Activities & Business-Type Activities - after depreciation) totaled \$666.3 million, an increase of \$20.5 million or 3.1% compared to the prior year. (pg. 39-40)

Fund Financial Statements:

- General fund balance increased by \$7.3 million or 19.5% to \$44.8 million, representing 12.8% of total general fund revenues (GAAP basis). Unassigned fund balance totals \$42.3 million, representing 12.1% of revenues (GAAP basis). The increase in fund balance reflects the City's favorable results of operation during the year. (pg. 17-18)
- Cash and investments at fiscal year-end (excluding pension fund assets) totaled \$101.8 million, representing approximately three months of expenditure liquidity within the governmental funds. The City maintains ample cash to meet its liquidity needs. (pg. 17)
- The City's Business-Type Activities (WPCA and Parking Authority) realized a \$3.4 million improvement in Fund Net Position, with combined Net Position increasing from \$100.7 million to \$104.1 million. Unrestricted Net Position (combined) totaled \$12.2 million. (pg. 20-21)
- The City's Internal Service Funds (principally the Insurance Fund covering risk management activities of the City and Board of Education) realized a \$9.0 million improvement in Fund Net Position. Fund Net Position of the Internal Service Funds started the fiscal year with an increase of \$9.6 million, and ended the year with a Fund Net Position of \$18.5 million. The City's Internal Service Funds had assets of \$35.8 million as of 6/30/2015 and liabilities of \$17.3 million. (pg. 20-21)
- The City's Fiduciary Funds (Pension Trust funds and OPEB Trust Fund) had total assets of \$466.5 million, with a Net Position restricted for benefits of \$453.3 million. Fund Net Position improved by \$5.2 million during the fiscal year, from \$448.1 million to \$453.3 million, or 1.27%. (pg. 23-24)
- Property tax, interest and lien revenue totaled \$294.5 million, an increase of \$12.6 million or 4.5% higher than FY 2014. Property tax revenue represented 84% of total general fund revenue. The City's collection rate on property taxes was 98.7% for FY 2015. The most recent State-wide data indicates that Norwalk maintains the best collection rate among the six largest cities in Connecticut. (pg. 18, 94-95)

AGENDA

APRIL 5, 2016

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED
CLAIMS COMMITTEE

APPROVED BY
TAX COLLECTOR

REPORTED TO
CLAIMS COMMITTEE

BOND WILLIE E		14-MV-305825 (\$46.20)	PRORATION
BREISLER JOHN J BREISLER ANNALISA		14-MV-306437 (\$181.47)	ABATEMENT-ACTIVE DUTY EXMPT
BMW FINANCIAL SER NA LLC		14-MV-305534 (\$249.16)	PRORATION
BMW FINANCIAL SER NA LLC		14-MV-305535 (\$312.54)	PRORATION
CONGDON LORRAINE		01-MV-500355 (\$141.59)	BILL ADDED FROM N.C 02/15 REVISE INT. NO CF
CRAWFORD RICHARD		14-MV-313647 (\$15.88)	PRORATION
DAIMLER TRUST	(\$1,095.40)	14-MV-314502 (\$517.71)	PRORATIONS
		14-MV-314540 (\$216.50)	PRORATIONS
		14-MV-314653 (\$361.19)	PRORATIONS
DAIMLER TRUST		14-MV-314484 (\$389.01)	PRORATION
DAIMLER TRUST		14-MV-314474 (\$288.39)	PRORATION
DAIMLER TRUST		14-MV-314428 (\$216.50)	PRORATION
FINANCIAL SER VEH TRUST		14-MV-321325 (\$42.08)	PRORATION
FINANCIAL SER VEH TRUST		14-MV-320967 (\$317.40)	PRORATION
FINANCIAL SER VEH TRUST		14-MV-321225 (\$215.17)	PRORATION
FINANCIAL SER VEH TRUST		14-MV-404650 (\$525.52)	ABATEMENT-DUPLICATE BILL-
FINANCIAL SER VEH TRUST	(\$4,751.36)	14-MV-SEVERAL SEE BACK UP	PRORATIONS AND ABATEMENT
GARVEY KEITH V	(\$28.37)	14-MV-323719 (\$17.37)	PRORATIONS
		14-MV-323720 (\$11.00)	PRORATIONS
GONZALEZ RAUL A	(\$166.37)	13-MV-325186 (\$60.48)	ABATEMENTS
		14-MV-325271 (\$105.86)	ABATEMENTS
GRAMMAR ALEX WILLIAM		14-MV-325609 (\$79.09)	PRORATION
HACKNEY YADIRA MARY		14-MV-405760 (\$170.67)	DUPLICATE PAYMENT
HARVEY KIMBERLY ANN		14-MV-327402 (\$16.88)	PRORATION
HONDA LEASE TRUST	(\$574.77)	14-MV-329676 (\$304.40)	PRORATION
		14-MV-406438 (\$270.33)	PRORATION

AGENDA

APRIL 5, 2016

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED
CLAIMS COMMITTEE

APPROVED BY
TAX COLLECTOR

REPORTED TO
CLAIMS COMMITTEE

HONDA LEASE TRUST		14-MV-329128 (\$313.05)	ABATEMENT
HYZY THEODORE R / HAZY DANIEL		14-MV-330895 (\$20.63)	PRORATION
LYNN JEFREY S /LYNN LISA M		14-MV-338500 (\$19.70)	PRORATION
MCCARTHY LIAM S		14-MV-340791 (\$52.51)	PRORATION
NEELD TIMOTHY JOHN		14-MV-409609 (\$23.01)	PRORATION
NISSAN INFINITI LT		14-MV-346285 (\$111.22)	PRORATION
NISSAN INFINITI LT	(\$323.55)	14-MV-345655 (\$38.83)	PRORATION
		14-MV-346340 (\$284.74)	PRORATION
ROBERTO M POBLANO LLC		14-MV-411314 (\$175.94)	ABATEMENT-DUPLICATE BILL
ROSS JOSHUA MARTIN		14-MV-410849 (\$297.39)	ABATEMENT –DUPLICATE BILL
SHINABARGER JULIE		14-MV-358222 (\$190.92)	PRORATION
SINGER JANET M		14-MV-358764 (\$12.27)	PRORATION
STEFANIDIS LAZAROS		14-MV-360351 (\$93.38)	PRORATION
VELEZ FANY	(\$147.86)	14-MV-366610 (\$103.88)	PRORATIONS
		14-MV-413782 (\$43.98)	PRORATIONS
VW CREDIT LEASING LTD		14-MV-367634 (\$547.07)	PRORATION
VW CREDIT LEASING LTD		14-MV-367458 (\$398.49)	PRORATION
VW CREDIT LEASING LTD		14-MV-367788 (\$383.36)	PRORATION
VW CREDIT LEASING LTD		14-MV-367635 (\$472.40)	PRORATION
CAMPOS HUGO RE: 14 LUFBERRY AVE		14-RE-103933 (\$315.00)	ADJ SEWER USE FEE
NANDE GERMAN RE: 94 WASHINGTON ST UNIT 3A		14-RE-118783 (\$892.36)	DUPLICATE PAYMENT

AGENDA

APRIL 5, 2016

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED
CLAIMS COMMITTEE

APPROVED BY
TAX COLLECTOR

REPORTED TO
CLAIMS COMMITTEE

NATIONAL TAX SEARCH LLC
RE: 41 KNIGHT ST
RAMSEY ROBERT L
RE: 21 HILLTOP RD
US BANCORP
RE: 49 DAY ST
WAINHAUSE IRWIN & BARBARA
RE: 109 LEDGEBROOK DR UNIT 11/05

14-RE-126528 (\$2,702.01)
14-RE-121921 (\$6,134.26)
14-RE-108980 (\$756.54)
14-RE-128146 (\$2,607.74)

OVERPAYMENT
COC MISC CHANGE ASSESOR
PAID IN ERROR
OVERPAYMENT

FINANCIAL SER VEH TRUST

BILL	PLATE	MODEL	VIN#	AMOUNT
14-MV-321026	271XXW	2013/BMW	WBAVL1C59DVER82708	\$ 482.05
14-MV-321039	289ZFD	2013/BMW	5UXWX9C58D0A10185	\$ 156.75
14-MV-321054	3AFRN7	2014/BMW	5UXWX9C54E0D28189	\$ 467.28
14-MV-321076	345ZAE	2012/BMW	WBASP2C52CC338488	\$ 601.73
14-MV-321138	5AFSH1	2014/MINI	WMWZC5C50EWP35470	\$ 230.38
14MV-321168	554LEN	2012/BMW	WBAUU3C57CA543114	\$ 566.28
14-MV-321205	633XUA	2013/BMW	WBAVL1C52DVR86857	\$ 385.98
14-MV-321216	680YUK	2012/BMW	5UXFG8C51CLZ97443	\$ 932.07
14-MV-321285	833ZGM	2012/MINI	WMWSU3C57CT540676	\$ 107.27
14-MV-321292	842ZGM	2012/MINI	WMWSU3C51CT262129	\$ 107.27
14-MV-321341	979ZEA	2012/MINI	WMWSU3C56CT263812	\$ 161.05
14-MV-321408	493UHE	2012/BMW	WBAUP9C59CVL91727	\$ 400.30
14-MV-321414	676XKV	2013/BMW	5UXZV4C58DOBO6596	\$ 152.95
TOTAL				\$4,751.36

MEMORANDUM

April 1, 2016

To: Chairperson
Finance Committee

From: Gerald J. Foley
Purchasing Agent

Subject: Office Copiers
Re: Award recommendation

Recently the City solicited proposals for Office Copiers.

The City received proposals submissions from six (6) companies interested in providing Office Copier Equipment to the City. Proposal submissions were received from: A&A Office Systems, Aztec Office Technology, Cannon Solutions America, Connecticut Business Systems, Ricoh USA and TGI Office Automation.

A Review Committee was established to review the proposal submissions that were received for this solicitation. The committee consisted of the following individuals: Donna Castracane, Management & Budgets Office; Patricia DiPietro, Health Department; Maritza Alvarado, Office of the City Clerk; Paula Kyriakides, Tax Assessor; Rick McQuaid, Town Clerk; Stephen Peloso, Comptrollers' Office; Jeanne Rilling, Police Department; David Ross, Information Technology; Barbara Tiscia, Law Department; Denese Thompson; and myself.

Each member of this Review Committee was requested to rate the submission of each proposal submission, based on criteria that was outlined in the City's RFP. The objective of the rating was to create a short-list of submissions to examine more fully.

The Review Committee selected three (3) proposal submissions for the short-list. These companies were Connecticut Business Systems, Ricoh USA and TGI Office Automation.

Each of these companies was sent a series of supplemental questions based on input from the review committee members. Based on the information provided in the supplemental information, as well as the original proposal submission and an interview presentation process the three (3) short listed Companies were rated. The Review Committee rated the TGI Office Automation as the most qualified firm to provide Office Copiers to the City.

I concur with this Committee's recommendation that the contract should be awarded to the most qualified company, TGI Office Automation.

The copier committee's recommendation was also submitted to the Mayor's ITT Committee for review and approval. The ITT Committee approved the copier committee's recommendation at their 4/4/16 meeting.

The term of the contract award will be for Four (4) years with one (4) year extension.

For your review, I have attached a copy of their complete fee schedule.

Thank you for your assistance in this matter.

Please contact me at extension 47892 if you have any questions.

Cc: Copier Committee Members

Agenda Language:

Authorize the Mayor to execute a four (4) year master lease agreement for Office Copiers with TGI Office Automation and authorize the Purchasing Agent to add office copiers to this master agreement for a total amount not to exceed \$268,505.21.

Acct various.

February 29, 2016

NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY – Project #3601
COPIER MANAGEMENT SERVICES
SHORT-LIST PRICING
UPDATED 02/29/2016

Thank you for your response to our Request for Proposals. The following pages are a summary of the proposal submissions received for this project.

		48 MONTH LEASE PERIOD				
	Companies	Proposed Monthly Cost (39 Copiers)	Proposed Total 48 Mo.cost (39 copiers)	Proposed Monthly Cost (Alternates)	Proposed Total 48 Mo.cost (39 copiers + Alternates)	Proposed Monthly Cost (Substitutions)
1.	Cannon Solutions America**	\$6,689.50	\$321,096.19	\$1,050.51	\$371,520.43	\$3,518.63
2.	Connecticut Business Systems	\$4,724.86	\$226,793.47	\$ 885.98	\$269,320.27	\$2,169.15
3.	RICOH USA	\$3,899.57	\$187,179.55	\$ 413.33	\$207,019.15	\$1,278.71
4.	TGI Office Automation	\$4,918.86	\$236,105.21	\$ 675.00	\$268,505.21	\$2,219.54



City of Norwalk

Information Technology Department

125 East Ave., Rm203

Norwalk, CT 06850

Phone: 203-854-7714

Fax: 203-854-7803

ITT Request Form



Office Copiers Award 2016 - 2020

Request Number: Copiers Modification Number : 0 Date of Request: 4-Apr-16

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes

BUDGET ACCOUNT: Various

VENDOR DATA

TGI Office Automation

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
4 years	Master Lease Agreement	Ricoh/Linear copiers	various	various	\$268,505.21

Shipping

Total Price

\$268,505.21

Date Presented

4-Apr-16

Date Approved

4-Apr-16

PROJECT Copiers

ITT Signature

E. Dan Vachon (signature on file)

February 2016 Financial Commentary

Balance Sheet

Cash is \$71,000 better than last year.

Accounts Payable is \$21,000 lower than last year

February Month vs Prior Year

Golf Revenue is \$8,000 better primarily due to increased golf rounds and higher ID card sales

Personnel expense is \$13,000 higher primarily due to increasing full time staff by 1 employee and increases to the Superintendent & Head PGA Pro

February YTD vs Prior YTD

Golf Revenue is \$67,000 higher due to increased rounds, ID card and cart sales.

Gift Certificate sales are \$19,000 lower due to not selling 5 for 4 pre-paid golf rounds this fiscal year. This will be made up as the season goes along.

Personnel expenses are up \$27,000 primarily due to the mild winter and keeping seasonal help on longer than usual.

Admin expenses are \$37,000 higher primarily due to the NGF Driving range study, higher insurance costs and employee appreciation events.

Park Maintenance expenses are up primarily due to increased Water expense.

OAK HILLS SALES ANALYSIS FEBRUARY 2016

<u>Description</u>	<u>Feb 2016</u>	<u>Feb 2015</u>	<u>Inc/(Dec)</u>	<u>YTD FY16</u>	<u>YTD FY15</u>	<u>Inc/(Dec)</u>
Total Revenue Rounds	116	0	0.0%	23,557	22,349	5.4%
Barter Rounds	0	0	0.0%	1,392	443	214.2%
Sub Total	116	0	0.0%	24,949	22,792	9.5%
Total Non Revenue Rounds	0	0	0.0%	261	290	-10.0%
Total All Rounds	116	0	0.0%	25,210	23,082	9.2%
Total Carts	0	0	0.0%	14,726	12,930	13.9%
Total Golf ID Cards	138	61	126.2%	811	613	32.3%
Total Gift Cards	2	4	-50.0%	198	159	24.5%
Total \$ Revenue Rounds	\$1,206	\$0	0.0%	\$645,396	\$594,870	8.5%
Total Carts \$	\$0	\$0	0.0%	\$214,849	\$189,463	13.4%
Total Golf ID Cards \$	\$10,125	\$4,510	124.5%	\$56,095	\$46,114	21.6%
Total Gift Cards \$	\$162	\$390	-58.5%	\$14,343	\$32,986	-56.5%
	\$11,493	\$4,900	134.6%	\$930,683	\$863,433	7.8%
\$ Revenue/Revenue Round	\$10.40	#DIV/0!	#DIV/0!	\$27.40	\$26.62	2.9%
Carts/Revenue Round	0.0%	#DIV/0!	#DIV/0!	62.5%	57.9%	8.0%
Cart \$/Revenue Round	\$0.00	#DIV/0!	#DIV/0!	\$9.12	\$8.48	7.6%
Cart \$/Cart Round	#DIV/0!	#DIV/0!	#DIV/0!	\$14.59	\$14.65	-0.4%
ID Card \$/Card	\$73.37	\$73.93	-0.8%	\$69.17	\$75.23	-8.1%
Resident Adult 18 Rounds	99	0	0.0%	7,544	6,125	23.2%
Resident Senior 18 Rounds	4	0	0.0%	4,059	4,404	-7.8%
Junior/Golf Team 18 Rounds	0	0	0.0%	712	447	59.3%
Empl 18 Rounds	0	0	0.0%	496	592	-16.2%
Non Resident 18 Rounds	13	0	0.0%	8,096	6,982	16.0%
Total 9 Hole Rounds	0	0	0.0%	2,650	3,799	-30.2%
Resident Adult 18 Rounds \$	\$962	\$0	0.0%	\$198,039	\$158,161	25.2%
Resident Senior 18 Rounds \$	\$28	\$0	0.0%	\$80,234	\$84,565	-5.1%
Junior/Golf Team 18 Rounds \$	\$0	\$0	0.0%	\$12,383	\$6,715	84.4%
Empl 18 Rounds \$	\$0	\$0	0.0%	\$3,068	\$3,847	-20.2%
Non Resident 18 Rounds \$	\$216	\$0	0.0%	\$296,481	\$269,022	10.2%
Total 9 Hole Rounds \$	\$0	\$0	0.0%	\$55,191	\$72,560	-23.9%
SR NONRES DISC	10	5	100.0%	63	51	23.5%
NONRES DISCOUNT	15	5	200.0%	58	86	-32.6%
FAMILY REG	1	0	0.0%	10	15	-33.3%
CITY/OWNER REG	4	3	33.3%	14	11	27.3%
Total	30	13	130.8%	145	163	-11.0%
GolfNow Rounds	0	0	0.0%	352	257	37.0%
GolfNow Dollars	\$0	\$0	0.0%	\$20,287	\$13,703	48.0%
Dollars/Round	#DIV/0!	#DIV/0!	#DIV/0!	\$57.63	\$53.32	8.1%

OAK HILLS PARK AUTHORITY
Balance Sheet 2016
As of February 29, 2016

	Feb 29, 16	Feb 28, 15
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash		
1010 · CAP Account - Wells Fargo	3,553.76	818.49
1011 · Money Market - Wells Fargo	-0.03	1,461.20
1021 · NBT Money Market	79,784.81	8,267.12
1022 · NBT Payment Account	-21,827.25	-21,044.29
1023 · NBT Rent Escrow Sec Apt Right	1,350.00	0.00
1040 · Escrow Security Dep Apt 2 Right	0.00	2,000.26
1050 · Petty	400.00	400.00
Total 1000 · Cash	63,261.29	-8,097.22
Total Checking/Savings	63,261.29	-8,097.22
Accounts Receivable		
1201 · Accounts Receivable	300.00	0.00
Total Accounts Receivable	300.00	0.00
Other Current Assets		
1100 · Inventory	63,350.80	73,259.28
1200 · Receivables		
1205 · Rents Receivable	6,000.00	3,000.00
Total 1200 · Receivables	6,000.00	3,000.00
1300 · Prepaid Expenses	16,851.18	15,911.11
Total Other Current Assets	86,201.98	92,170.39
Total Current Assets	149,763.27	84,073.17
Fixed Assets		
1500 · Fixed Assets		
1505 · Machinery and Equipment	1,006,903.10	918,744.60
1510 · Accumulated Depreciation/Amort.	-2,853,554.91	-2,632,015.84
1561 · Park Improvements	1,692,467.75	1,680,017.75
1562 · Restaurant	2,277,134.66	2,277,134.66
Total 1500 · Fixed Assets	2,122,950.60	2,243,881.17
Total Fixed Assets	2,122,950.60	2,243,881.17
Other Assets		
1550 · Other Assets		
1555 · City of Norwalk Escrow Account	0.00	120,000.00

OAK HILLS PARK AUTHORITY
Balance Sheet 2016
 As of February 29, 2016

	Feb 29, 16	Feb 28, 15
Total 1550 - Other Assets	0.00	120,000.00
Total Other Assets	0.00	120,000.00
TOTAL ASSETS	2,272,713.87	2,447,954.34
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - *Accounts Payable	32,104.27	53,641.28
Total Accounts Payable	32,104.27	53,641.28
Other Current Liabilities		
2050 - Accounts Payable-Tennis Revenue	95.00	555.00
2100 - Accrued Payroll	8,918.32	1,224.24
2104 - Accrued retirement contribution	1,442.55	431.63
2105 - Accrued Vacation Pay	26,107.38	21,922.86
2108 - Accrued Sick Leave Pay	23,429.58	26,447.14
2200 - Accrued Expenses	25,958.92	25,323.81
2210 - Security Deposit-Entrance House		
2212 - Security Dep - Apt 2 Right	1,350.00	2,000.17
Total 2210 - Security Deposit-Entrance House	1,350.00	2,000.17
2230 - NBT Credit Line	0.00	20,000.00
2250 - Deferred Revenue		
2251 - Tournament Deposits	1,100.00	2,800.00
2250 - Deferred Revenue - Other	11,553.37	5,989.00
Total 2250 - Deferred Revenue	12,653.37	8,789.00
2400 - Cart Sales Tax Due	-396.00	-0.64
2500 - Monies due City of Norwalk		
2501 - Bond Due to City of Norwalk	28,349.14	90,489.41
2502 - Escrow due to City of Norwalk	0.00	26,666.64
2503 - 150k Capital Debt	1,044.14	10,643.06
2504 - 150k Operating Debt	1,480.20	11,074.48
Total 2500 - Monies due City of Norwalk	30,873.48	138,873.59
Total Other Current Liabilities	130,432.60	245,566.80
Total Current Liabilities	162,536.87	299,208.08
Long Term Liabilities		

OAK HILLS PARK AUTHORITY
Balance Sheet 2016
 As of February 29, 2016

	Feb 29, 16	Feb 28, 15
2700 · Irrigation Debt	0.00	248,840.99
2701 · Consolidated City Debt	2,111,209.55	0.00
2725 · Restaurant debt	0.00	1,874,379.32
2726 · Paving Debt	0.00	92,488.97
2730 · Capital Debt (150k)	107,922.89	122,212.53
2731 · Operating Expense Debt (160k)	107,925.43	122,215.07
2762 · John Deere Loan - 2010	0.00	8,037.29
2763 · GE Capital (John Deere) 2012	49,890.72	75,191.34
2764 · NBT Truck Loan	23,409.29	0.00
2765 · Deere Credit Inc.	27,303.17	0.00
2766 · Wells Fargo Equip	16,756.96	0.00
Total Long Term Liabilities	2,444,418.01	2,543,365.51
Total Liabilities	2,606,954.88	2,842,573.59
Equity		
3000 · Fund Balance		
3010 · Fund Balance - Beginning	-42,873.28	-42,873.28
Total 3000 · Fund Balance	-42,873.28	-42,873.28
3500 · Reserves		
3550 · Reserve for Contingencies	405,368.10	405,368.10
Total 3500 · Reserves	405,368.10	405,368.10
3900 · Retained Earnings	-591,876.15	-519,016.89
Net Income	-104,859.68	-238,097.18
Total Equity	-334,241.01	-394,619.25
TOTAL LIABILITIES & EQUITY	2,272,713.87	2,447,954.34

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

February 2016

	Feb 16	Feb 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · REVENUES				
4001 · Golf Revenue				
4010 · Golf Fees	2,164.39	-40.00	2,204.39	5,510.98%
4020 · I.D. Cards	10,134.00	4,510.00	5,624.00	124.7%
4030 · Tournament Fees	600.00	0.00	600.00	100.0%
4060 · Golf Revenue - Gift Certif.	162.00	390.00	-228.00	-58.46%
Total 4001 · Golf Revenue	13,060.39	4,860.00	8,200.39	168.73%
4200 · Rental Income	1,350.00	1,000.00	350.00	35.0%
4300 · Investment Income	10.79	0.82	9.97	1,215.85%
4400 · Misc. Income	300.00	1,500.00	-1,200.00	-80.0%
4800 · Restaurant Income	6,000.00	6,000.00	0.00	0.0%
Total 4000 · REVENUES	20,721.18	13,360.82	7,360.36	55.09%
Total Income	20,721.18	13,360.82	7,360.36	55.09%
Gross Profit	20,721.18	13,360.82	7,360.36	55.09%
Expense				
5000 · PERSONNEL EXPENSE				
5010 · Management Salary	13,071.55	10,697.18	2,374.37	22.2%
5030 · Administrative	2,166.73	231.00	1,935.73	837.98%
5060 · Course Personnel	27,850.69	21,547.09	6,303.60	29.26%
Total 5000 · PERSONNEL EXPENSE	43,088.97	32,475.27	10,613.70	32.68%
5200 · EMPLOYEE BENEFITS				
5210 · Payroll Taxes	3,375.59	2,380.99	994.60	41.77%
5230 · State Unemployment	2,312.96	1,841.87	471.09	25.58%
5250 · Health Insurance	5,171.81	3,960.49	1,211.32	30.59%
5260 · Workmans Compensation	1,278.83	1,249.33	29.50	2.36%
5270 · Retirement Plans	361.36	287.76	73.60	25.58%
Total 5200 · EMPLOYEE BENEFITS	12,500.55	9,720.44	2,780.11	28.6%
5400 · ADMINISTRATIVE EXPENSES				
5420 · Telephone	494.34	479.96	14.38	3.0%
5430 · Professional Fees	4,270.00	2,250.00	2,020.00	89.78%
5436 · Advertising	81.14	1,200.00	-1,118.86	-93.24%
5440 · Office Expense	480.62	817.93	-337.31	-41.24%
5441 · Bank Charges	15.20	50.54	-35.34	-69.93%
5442 · Credit Card Fees	527.32	182.39	344.93	189.12%
5450 · Training and Dues	850.74	0.00	650.74	100.0%
5461 · Authority Secretarial Services	320.00	180.00	140.00	77.78%

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

	Feb 16	Feb 15	\$ Change	% Change
5469 · Other Outside Services	171.50	156.00	15.50	9.94%
5470 · Other Administrative	225.00	0.00	225.00	100.0%
5480 · Utilities	1,849.85	2,230.28	-380.43	-17.06%
5490 · Water	21.85	21.85	0.00	0.0%
5500 · Liability Insurance	4,318.83	3,981.09	337.74	8.48%
5520 · Interest Expense	226.10	95.66	130.44	136.36%
Total 5400 · ADMINISTRATIVE EXPENSES	13,652.49	11,645.70	2,006.79	17.23%
5700 · PARK MAINTENANCE				
5710 · Water	716.18	312.08	404.10	129.49%
5720 · Heating Fuel	1,628.29	3,591.77	-1,963.48	-54.67%
5730 · Grounds Maintenance	307.25	-483.33	790.58	163.57%
5760 · Irrigation Maintenance	396.00	1,259.00	-863.00	-68.55%
5770 · Consumable Tools	71.91	0.00	71.91	100.0%
5780 · Tree and Green Supplies	171.07	80.87	90.20	111.54%
5800 · Equipment Maintenance	6,833.82	893.88	5,939.94	664.51%
5820 · Building Maintenance	1,385.00	499.54	885.46	177.26%
5840 · Small Equipment	0.00	61.98	-61.98	-100.0%
5860 · Gasoline/Diesel Fuel	0.00	2,393.37	-2,393.37	-100.0%
Total 5700 · PARK MAINTENANCE	11,509.52	8,609.16	2,900.36	33.69%
6000 · CART EXPENSE				
6020 · Electricity	270.25	432.00	-161.75	-37.44%
6060 · Cart Insurance	400.00	400.00	0.00	0.0%
Total 6000 · CART EXPENSE	670.25	832.00	-161.75	-19.44%
Total Expense	81,421.78	63,282.57	18,139.21	28.66%
Net Ordinary Income	-60,700.60	-49,921.75	-10,778.85	-21.59%
Other Income/Expense				
Other Expense				
8000 · Depreciation/Amortization	17,957.30	19,048.46	-1,091.16	-5.73%
8002 · Bond to City	4,762.29	13,470.60	-8,708.31	-64.65%
8003 · Replenish escrow	0.00	3,333.33	-3,333.33	-100.0%
8004 · Capital Debt to City	174.65	1,384.31	-1,209.66	-87.38%
8005 · Operating Debt to City	193.51	1,384.31	-1,190.80	-86.02%
Total Other Expense	23,087.75	38,621.01	-15,533.26	-40.22%
Net Other Income	-23,087.75	-38,621.01	15,533.26	40.22%
Net Income	-83,788.35	-88,542.76	4,754.41	5.37%

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

	Jul '15 - Feb 16	Jul '14 - Feb 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · REVENUES				
4001 · Golf Revenue				
4010 · Golf Fees	582,884.89	527,491.48	55,393.41	10.5%
4020 · I.D. Cards	56,104.00	46,114.00	9,990.00	21.66%
4030 · Tournament Fees	58,651.00	56,398.00	2,253.00	4.0%
4050 · Cart Revenue	204,922.00	178,150.64	26,771.36	15.03%
4080 · Golf Revenue - Gift Certif.	13,955.00	32,986.00	-19,031.00	-57.69%
4070 · Gift & Rain Checks Redeemed	-13,064.00	-8,833.00	-4,231.00	-47.9%
Total 4001 · Golf Revenue	903,452.89	832,307.12	71,145.77	8.55%
4100 · Tennis Revenue	24,000.00	21,000.00	3,000.00	14.29%
4200 · Rental Income	10,408.00	8,000.00	2,408.00	30.1%
4300 · Investment Income	411.79	76.52	335.27	438.15%
4400 · Misc. Income	2,358.59	12,000.00	-9,641.41	-80.35%
4500 · Cash Over/Under	0.00	193.95	-193.95	-100.0%
4600 · Restaurant Income	48,000.00	48,000.00	0.00	0.0%
Total 4000 · REVENUES	988,631.27	921,577.59	67,053.68	7.28%
Total Income	988,631.27	921,577.59	67,053.68	7.28%
Gross Profit	988,631.27	921,577.59	67,053.68	7.28%
Expense				
5000 · PERSONNEL EXPENSE				
5010 · Management Salary	97,453.81	93,764.18	3,689.63	3.94%
5030 · Administrative	80,107.40	81,647.56	-1,540.16	-1.89%
5040 · Administrative O/T	253.99	0.00	253.99	100.0%
5050 · Course Personnel	191,544.57	201,343.08	-9,798.51	-4.87%
5060 · Course Personnel O/T	1,106.47	2,194.20	-1,087.73	-49.57%
5070 · Seasonal Personnel	60,830.21	31,153.18	29,677.03	95.26%
5080 · Seasonal Personnel O/T	1,136.31	1,158.80	-22.49	-1.94%
Total 5000 · PERSONNEL EXPENSE	432,432.76	411,261.00	21,171.76	5.15%
5200 · EMPLOYEE BENEFITS				
5210 · Payroll Taxes	38,846.80	34,764.56	4,082.24	11.74%
5230 · State Unemployment	14,468.60	13,038.43	1,428.17	10.95%
5250 · Health Insurance	31,577.48	32,196.10	-618.62	-1.92%
5260 · Workmans Compensation	10,230.64	9,995.64	235.00	2.35%
5270 · Retirement Plans	3,486.81	2,841.73	645.08	22.7%
Total 5200 · EMPLOYEE BENEFITS	98,608.33	92,836.48	5,771.87	6.22%
5400 · ADMINISTRATIVE EXPENSES				

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

	Jul '15 - Feb 16	Jul '14 - Feb 15	\$ Change	% Change
5420 · Telephone	3,395.88	3,814.34	-418.46	-10.97%
5430 · Professional Fees	40,725.64	18,392.00	22,333.64	121.43%
5436 · Advertising	3,762.73	1,800.26	1,962.47	109.01%
5440 · Office Expense	11,706.47	12,610.45	-903.98	-7.17%
5441 · Bank Charges	385.80	853.40	-467.60	-54.79%
5442 · Credit Card Fees	19,564.71	17,793.39	1,771.32	9.96%
5445 · Postage	29.00	166.09	-137.09	-82.54%
5450 · Training and Dues	3,450.77	2,165.00	1,285.77	59.39%
5461 · Authority Secretarial Services	1,930.00	1,110.00	820.00	73.87%
5469 · Other Outside Services	2,709.96	2,567.85	142.11	5.53%
5470 · Other Administrative	5,570.36	786.51	4,783.85	608.24%
5480 · Utilities	22,487.69	21,063.27	1,424.42	6.76%
5490 · Water	797.20	681.46	115.74	16.98%
5500 · Liability Insurance	34,550.64	31,190.72	3,359.92	10.77%
5520 · Interest Expense	3,271.73	1,887.00	1,384.73	73.38%
Total 5400 · ADMINISTRATIVE EXPENSES	154,338.58	116,881.74	37,456.84	32.05%
6700 · PARK MAINTENANCE				
5710 · Water	58,441.88	36,707.37	21,734.51	59.21%
5720 · Heating Fuel	7,228.72	13,727.33	-6,498.61	-47.34%
5730 · Grounds Maintenance	15,365.08	13,016.78	2,348.30	18.04%
5740 · Tree Maintenance	0.00	1,950.00	-1,950.00	-100.0%
6750 · Agriculture and Chemicals				
5751 · Agriculture&Chemicals-Purchase	23,447.70	28,308.42	-4,860.72	-17.17%
5752 · Agriculture/Chemicals Utilized	16,621.12	17,544.21	-923.09	-5.26%
Total 6750 · Agriculture and Chemicals	40,068.82	45,852.63	-5,783.81	-12.61%
5760 · Irrigation Maintenance	4,171.38	5,646.35	-1,474.97	-26.12%
5770 · Consumable Tools	1,424.74	1,532.33	-107.59	-7.02%
5780 · Tee and Green Supplies	670.34	2,656.06	-1,985.72	-74.76%
5790 · Other Supplies	318.60	0.00	318.60	100.0%
5796 · Janitorial Supplies	1,157.91	1,162.06	-4.15	-0.36%
5800 · Equipment Maintenance	26,267.82	21,820.16	4,447.66	20.38%
5810 · Equipment Rental	33.92	0.00	33.92	100.0%
5820 · Building Maintenance	19,687.78	11,410.23	8,277.55	72.55%
5840 · Small Equipment	287.42	227.93	59.49	26.1%
5860 · Gasoline/Diesel Fuel	8,737.20	12,251.14	-3,513.94	-28.68%
Total 6700 · PARK MAINTENANCE	183,861.61	167,960.37	15,901.24	9.47%
6000 · CART EXPENSE				
6010 · Cart Lease Expense	28,030.73	28,512.25	-481.52	-1.69%
6020 · Electricity	8,227.40	6,187.13	2,040.27	32.98%
6030 · Maintenance	4,856.08	3,922.28	933.80	23.81%
6050 · Cart Insurance	3,200.00	3,200.00	0.00	0.0%

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

	<u>Jul '15 - Feb 16</u>	<u>Jul '14 - Feb 15</u>	<u>\$ Change</u>	<u>% Change</u>
Total 6000 · CART EXPENSE	44,314.21	41,821.66	2,492.55	5.96%
Total Expense	913,555.49	830,761.23	82,794.26	9.97%
Net Ordinary Income	75,075.78	90,816.36	-15,740.58	-17.33%
Other Income/Expense				
Other Expense				
8000 · Depreciation/Amortization	143,658.40	152,387.68	-8,729.28	-5.73%
8001 · Capital projects	32,046.11	19,945.50	12,100.61	60.67%
8002 · Bond to City	44,801.24	107,764.76	-62,963.52	-58.43%
8003 · Replenish escrow	0.00	26,666.64	-26,666.64	-100.0%
8004 · Capital Debt to City	1,431.16	11,074.48	-9,643.32	-87.08%
8005 · Operating Debt to City	1,480.20	11,074.48	-9,594.28	-86.63%
8500 · Modification of City Debt	-43,481.65	0.00	-43,481.65	-100.0%
Total Other Expense	179,935.46	328,913.54	-148,978.08	-45.29%
Net Other Income	-179,935.46	-328,913.54	148,978.08	45.29%
Net Income	-104,859.68	-238,097.18	133,237.50	55.96%

Oak Hills Park Authority
2015 Actual vs. Budget

	<u>Feb Act</u>	<u>Feb Bud</u>	<u>Var</u>	<u>YTD Act</u>	<u>YTD Bud</u>	<u>Var \$</u>	<u>Var %</u>
REVENUE							
4000 · REVENUES							
4001 · Golf Revenue							
4010 · Golf Fees	\$2,164	\$0	#DIV/0!	\$582,885	\$586,784	-\$3,899	-0.7%
4020 · I.D. Cards	\$10,134	\$17,630	-42.5%	\$56,104	\$37,194	\$18,910	50.8%
4030 · Tournament Fees	\$600	\$0	#DIV/0!	\$58,651	\$67,373	-\$8,722	-12.9%
4050 · Cart Revenue	\$0	\$0	#DIV/0!	\$204,922	\$187,069	\$17,853	9.5%
4060 · Golf Revenue - Gift Certif.	\$162	\$170	-4.8%	\$13,955	\$14,398	-\$443	-3.1%
4001 · Golf Revenue - Other	\$0	\$0	#DIV/0!	-\$13,064	-\$8,294	-\$4,770	57.5%
Total 4001 · Golf Revenue	\$13,060	\$17,800	-26.6%	\$903,453	\$884,524	\$18,929	2.1%
4100 · Tennis Revenue	\$0	\$0	#DIV/0!	\$24,000	\$24,000	\$0	0.0%
4200 · Rental Income	\$1,350	\$1,000	35.0%	\$10,408	\$8,000	\$2,408	30.1%
4300 · Investment Income	\$11	\$1	1499.6%	\$412	\$63	\$349	554.2%
4400 · Misc. Income	\$300	\$0	#DIV/0!	\$2,359	\$0	\$2,359	#DIV/0!
4600 · Restaurant Income	\$6,000	\$6,000	0.0%	\$48,000	\$48,000	\$0	0.0%
Total Other Revenue	\$7,661	\$7,001	9.4%	\$85,178	\$80,063	\$5,115	6.4%
TOTAL REVENUE	\$20,721	\$24,801	-16.4%	\$988,631	\$964,587	\$24,044	2.5%
EXPENSE							
5000 · PERSONNEL EXPENSE							
5010 · Management Salary	\$13,072	\$11,484	-13.8%	\$97,454	\$91,869	-\$5,584	-6.1%
5030 · Operations	\$2,167	\$206	-950.3%	\$80,107	\$72,919	-\$7,188	-9.9%
5040 · Operations O/T	\$0	\$0	#DIV/0!	\$254	\$0	-\$254	#DIV/0!
5050 · Course Personnel	\$27,851	\$24,698	-12.8%	\$191,545	\$197,582	\$6,037	3.1%
5060 · Course Personnel O/T	\$0	\$0	#DIV/0!	\$1,106	\$2,425	\$1,318	54.4%
5070 · Seasonal Personnel	\$0	\$0	#DIV/0!	\$60,830	\$40,447	-\$20,384	-50.4%
5080 · Seasonal Personnel O/T	\$0	\$0	#DIV/0!	\$1,136	\$422	-\$715	-169.6%
Total 5000 · PERSONNEL EXPENSE	\$43,089	\$36,388	-18.4%	\$432,433	\$405,663	-\$26,769	-6.6%
5200 · EMPLOYEE BENEFITS							
5210 · Payroll Taxes	\$3,376	\$2,499	-35.1%	\$38,847	\$36,487	-\$2,360	-6.5%
5230 · State Unemployment	\$2,313	\$1,738	-33.1%	\$14,467	\$12,305	-\$2,162	-17.6%
5250 · Health Insurance	\$5,172	\$4,274	-21.0%	\$31,577	\$34,195	\$2,617	7.7%
5260 · Workmans Compensation	\$1,279	\$1,195	-7.1%	\$10,231	\$9,557	-\$673	-7.0%
5270 · Retirement Plans	\$361	\$219	-64.7%	\$3,487	\$2,166	-\$1,321	-61.0%
Total 5200 · EMPLOYEE BENEFITS	\$12,501	\$9,925	-25.9%	\$98,608	\$94,710	-\$3,899	-4.1%
5400 · ADMINISTRATIVE EXPENSES							
5420 · Telephone	\$494	\$510	3.1%	\$3,396	\$4,083	\$687	16.8%
5430 · Professional Fees	\$4,270	\$2,436	-75.3%	\$40,726	\$19,914	-\$20,812	-104.5%
5440 · Office Expense	\$481	\$704	31.7%	\$11,706	\$10,794	-\$913	-8.5%
5441 · Bank Charges	\$15	\$61	75.1%	\$386	\$1,032	\$647	62.6%
5442 · Credit Card Fees	\$527	\$156	-238.2%	\$19,565	\$15,211	-\$4,354	-28.6%
5445 · Postage	\$0	\$0	#DIV/0!	\$29	\$58	\$29	50.4%
5450 · Training and Dues	\$651	\$0	#DIV/0!	\$3,451	\$2,237	-\$1,213	-54.2%
5460 · Outside Services	\$0	\$0	#DIV/0!	\$0	\$3,468	\$3,468	100.0%
5461 · Authority Secretarial Services	\$320	\$191	-67.3%	\$1,930	\$1,180	-\$750	-63.6%
5469 · Other Outside Services	\$172	\$185	7.3%	\$2,710	\$3,044	\$334	11.0%
5470 · Other Admin/Mktng	\$306	\$1,639	81.3%	\$9,333	\$13,109	\$3,776	28.8%
5480 · Utilities	\$1,850	\$2,282	18.9%	\$22,488	\$21,552	-\$935	-4.3%
5490 · Water	\$22	\$20	-6.6%	\$797	\$639	-\$158	-24.7%
Total 5400 · ADMINISTRATIVE EXPENSES	\$9,108	\$8,185	-11.3%	\$116,516	\$96,323	-\$20,193	-21.0%
5500 · DEBT SERVICE AND INSURANCE							

Oak Hills Park Authority
2015 Actual vs. Budget

	Feb Act	Feb Bud	Var	YTD Act	YTD Bud	Var \$	Var %
5500 · Liability Insurance	\$4,319	\$3,981	-8.5%	\$34,551	\$31,189	-\$3,362	-10.8%
5510 · Security	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!
5520 · Interest	\$226	\$655	65.5%	\$3,272	\$5,242	\$1,970	37.6%
Total 5500 · DEBT SERVICE AND INSURANCE	\$4,545	\$4,636	2.0%	\$37,822	\$36,431	-\$1,391	-3.8%
5700 · PARK MAINTENANCE							
5710 · Water	\$716	\$243	-195.3%	\$58,442	\$32,968	-\$25,474	-77.3%
5720 · Heating Fuel	\$1,628	\$4,553	64.2%	\$7,229	\$17,402	\$10,173	58.5%
5730 · Grounds Maintenance	\$307	\$0	#DIV/0!	\$15,365	\$18,286	\$2,921	16.0%
5740 · Tree Maintenance	\$0	\$0	#DIV/0!	\$0	\$3,025	\$3,025	100.0%
5751 · Agriculture&Chemicals-Purch	\$0	\$0	#DIV/0!	\$23,448	\$26,410	\$2,963	11.2%
5752 · Agriculture/Chemicals Utilized	\$0	\$0	#DIV/0!	\$16,621	\$23,236	\$6,615	28.5%
5760 · Irrigation Maintenance	\$396	\$1,102	64.1%	\$4,171	\$4,942	\$770	15.6%
5770 · Consumable Tools	\$72	\$0	#DIV/0!	\$1,425	\$895	-\$530	-59.2%
5780 · Tee and Green Supplies	\$171	\$38	-348.1%	\$670	\$1,254	\$583	46.5%
5795 · Janitorial Supplies	\$0	\$0	#DIV/0!	\$1,477	\$2,165	\$688	31.8%
Total 5700 · PARK MAINTENANCE	\$3,291	\$5,936	44.6%	\$128,847	\$130,581	\$1,734	1.3%
5800 · PARK EQUIPMENT							
5800 · Equipment Maintenance	\$6,834	\$968	-606.0%	\$26,268	\$23,627	-\$2,641	-11.2%
5810 · Equipment Rental	\$0	\$0	#DIV/0!	\$34	\$0	-\$34	#DIV/0!
5820 · Building Maintenance	\$1,385	\$329	-320.7%	\$19,688	\$14,090	-\$5,598	-39.7%
5840 · Small Equipment	\$0	\$144	100.0%	\$287	\$530	\$243	45.8%
5860 · Gasoline/Diesel Fuel	\$0	\$2,701	100.0%	\$8,737	\$13,825	\$5,088	36.8%
5880 · Employee work clothes	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!
Total 5800 · PARK EQUIPMENT	\$8,219	\$4,142	-98.4%	\$55,014	\$52,073	-\$2,941	-5.6%
6000 · CART EXPENSE							
6010 · Cart Lease Expense	\$0	\$0	#DIV/0!	\$28,031	\$28,227	\$196	0.7%
6020 · Electricity	\$270	\$532	49.2%	\$8,227	\$7,622	-\$606	-7.9%
6030 · Maintenance	\$0	\$0	#DIV/0!	\$4,856	\$1,517	-\$3,339	-220.2%
6050 · Cart Insurance	\$400	\$400	0.0%	\$3,200	\$3,200	\$0	0.0%
6060 · Misc. Cart Expense	\$0	\$0	#DIV/0!	\$0	\$0	\$0	#DIV/0!
Total 6000 · CART EXPENSE	\$670	\$932	28.1%	\$44,314	\$40,565	-\$3,749	-9.2%
7001 · Uncategorized Expenses							
TOTAL OPERATIONAL EXPENSE	\$81,422	\$70,144	-16.1%	\$913,555	\$856,346	-\$57,209	-6.7%
TOTAL OPERATIONAL NET INCOME	-\$60,701	-\$45,343	33.9%	\$75,076	\$108,241	-\$33,165	-30.6%
Restructured Debt	\$4,762	\$13,471	64.6%	\$44,801	\$107,765	\$62,964	58.4%
Capital Funding \$150k	\$175	\$1,384	87.4%	\$1,431	\$11,075	\$9,644	87.1%
\$150K Operating Debt	\$194	\$1,384	86.0%	\$1,480	\$11,075	\$9,594	86.6%
Escrow Funding			#DIV/0!			\$0	#DIV/0!
Commercial Debt Service	\$1,350	\$5,503	75.5%	\$25,907	\$44,023	\$18,116	41.2%
Loan Repayment	\$6,481	\$21,742	70.2%	\$73,620	\$173,937	\$100,317	57.7%
NET INCOME BEFORE CAPITAL EXPENSES	-\$67,181	-\$67,086	0.1%	\$1,456	-\$65,696	\$67,152	102.2%
8000 · OTHER EXPENSE							
8000 · Depreciation/Amortization							
8000 · Depreciation/Amortization Non Cash							
8001 · Capital projects	\$0	\$4,167	100.0%	\$32,046	\$33,333	\$1,287	3.9%
Contingency							
Total 8000 · OTHER EXPENSE	\$0	\$4,167	100.0%	\$32,046	\$33,333	\$1,287	3.9%
NET INCOME	-\$67,181	-\$71,252	-5.7%	-\$30,590	-\$99,029	\$68,439	69.1%

OAK HILLS SALES ANALYSIS FEBRUARY 2016

<u>Description</u>	<u>Feb 2016</u>	<u>Feb 2015</u>	<u>Inc/(Dec)</u>	<u>YTD FY16</u>	<u>YTD FY15</u>	<u>Inc/(Dec)</u>
Total Revenue Rounds	116	0	0.0%	23,557	22,349	5.4%
Barter Rounds	0	0	0.0%	1,392	443	214.2%
Sub Total	116	0	0.0%	24,949	22,792	9.5%
Total Non Revenue Rounds	0	0	0.0%	261	290	-10.0%
Total All Rounds	116	0	0.0%	25,210	23,082	9.2%
Total Carts	0	0	0.0%	14,726	12,930	13.9%
Total Golf ID Cards	138	61	126.2%	811	613	32.3%
Total Gift Cards	2	4	-50.0%	198	159	24.5%
Total \$ Revenue Rounds	\$1,206	\$0	0.0%	\$645,396	\$594,870	8.5%
Total Carts \$	\$0	\$0	0.0%	\$214,849	\$189,463	13.4%
Total Golf ID Cards \$	\$10,125	\$4,510	124.5%	\$56,095	\$46,114	21.6%
Total Gift Cards \$	\$162	\$390	-58.5%	\$14,343	\$32,986	-56.5%
	\$11,493	\$4,900	134.6%	\$930,683	\$863,433	7.8%
\$ Revenue/Revenue Round	\$10.40	#DIV/0!	#DIV/0!	\$27.40	\$26.62	2.9%
Carts/Revenue Round	0.0%	#DIV/0!	#DIV/0!	62.5%	57.9%	8.0%
Cart \$/Revenue Round	\$0.00	#DIV/0!	#DIV/0!	\$9.12	\$8.48	7.6%
Cart \$/Cart Round	#DIV/0!	#DIV/0!	#DIV/0!	\$14.59	\$14.65	-0.4%
ID Card \$/Card	\$73.37	\$73.93	-0.8%	\$69.17	\$75.23	-8.1%
Resident Adult 18 Rounds	99	0	0.0%	7,544	6,125	23.2%
Resident Senior 18 Rounds	4	0	0.0%	4,059	4,404	-7.8%
Junior/Golf Team 18 Rounds	0	0	0.0%	712	447	59.3%
Empl 18 Rounds	0	0	0.0%	496	592	-16.2%
Non Resident 18 Rounds	13	0	0.0%	8,096	6,982	16.0%
Total 9 Hole Rounds	0	0	0.0%	2,650	3,799	-30.2%
Resident Adult 18 Rounds \$	\$962	\$0	0.0%	\$198,039	\$158,161	25.2%
Resident Senior 18 Rounds \$	\$28	\$0	0.0%	\$80,234	\$84,565	-5.1%
Junior/Golf Team 18 Rounds \$	\$0	\$0	0.0%	\$12,383	\$6,715	84.4%
Empl 18 Rounds \$	\$0	\$0	0.0%	\$3,068	\$3,847	-20.2%
Non Resident 18 Rounds \$	\$216	\$0	0.0%	\$296,481	\$269,022	10.2%
Total 9 Hole Rounds \$	\$0	\$0	0.0%	\$55,191	\$72,560	-23.9%
SR NONRES DISC	10	5	100.0%	63	51	23.5%
NONRES DISCOUNT	15	5	200.0%	58	86	-32.6%
FAMILY REG	1	0	0.0%	10	15	-33.3%
CITY/OWNER REG	4	3	33.3%	14	11	27.3%
Total	30	13	130.8%	145	163	-11.0%
GolfNow Rounds	0	0	0.0%	352	257	37.0%
GolfNow Dollars	\$0	\$0	0.0%	\$20,287	\$13,703	48.0%
Dollars/Round	#DIV/0!	#DIV/0!	#DIV/0!	\$57.63	\$53.32	8.1%