

FINANCE/CLAIMS COMMITTEE MEETING

Thursday October 12 2017 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 Meetings:
September 14, 2017
3. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
October 12, 2017
4. Narrative on Tax Collections dated October 2, 2017- Receive Report and discuss.
5. Monthly Tax Collector's Reports - Receive Reports and discuss:
September 30, 2017.
6. Receive Oak Hills Authority Monthly Financial Statements for August 2017.
7. Resolution: Approve a special capital appropriation in the amount of \$509,000 to increase the available funds for Phase II Roofing project (09187100-5777-C0439). The funds will be drawn from the balance in the Capital Fund.
8. Authorize the Director of Finance to execute an up-to thirty-six (36) month agreement with the qualified low-bidder(s) for Project #3794: Electricity Generation Supply Service for City locations.
9. Rescind the Council Approval of May 23, 2017:
Authorize the Mayor, Harry Rilling, to execute an agreement with CDR Solutions for email archiving system for an amount not to exceed \$34,250.00, account 09150600-5777-C0375 (budgeted IT capital project; no special appropriation required).
Approve as Revised:
Authorize the Mayor, Harry Rilling, to execute an agreement with Mimecast North America, Inc., for email archiving system for an amount not to exceed \$34,200.00, account 09150600-5777-C0375 (budgeted IT capital project; no special appropriation required).
10. **Executive Session:** Discussion on cybersecurity.

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**CITY OF NORWALK
FINANCE /CLAIMS COMMITTEE
REGULAR MEETING
SEPTEMBER 14, 2017**

ATTENDANCE: Bruce Kimmel, Chair; John Igneri, Shannon O'Toole-Giandurco; Douglas Hempstead, Nick Sacchinelli (7:08 p.m.)

STAFF: Fred Gilden, Comptroller

OTHERS: Lisa Biagiarelli, Tax Collector; Chimento, DPW Director; Karen DelVecchio, IT Director; Tom Little, Permit Engineer

CALL TO ORDER

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

Mr. Kimmel said that there was an oversight on his part regarding adding an item to the agenda about IT security. He said that he would like to put the item off to the October agenda.

PUBLIC PARTICIPATION

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

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

**** MR. IGNERI MOVED TO SUSPEND THE RULES TO ADD THE MINUTES OF JUNE 8, 2017 AND JUNE 27, 2017 TO THE AGENDA.**

**** THE MOTION TO ADD THE MINUTES OF JUNE 8, 2017 AND JUNE 27, 2017 TO THE AGENDA PASSED UNANIMOUSLY.**

Mr. Sacchinelli joined the meeting at 7:08 p.m.

June 8, 2017 Minutes –

**** MR. KIMMEL MOVED THE MINUTES OF THE JUNE 8, 2017 MEETING.**

**** THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI, O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION (SACCHINELLI).**

June 27, 2017 Minutes –

**** MR. KIMMEL MOVED THE MINUTES OF THE JUNE 27, 2017 MEETING.
** THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI,
O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION
(SACCHINELLI).**

July 13, 2017 Minutes –

**** MR. KIMMEL MOVED THE MINUTES OF THE JULY 13, 2017 MEETING.
** THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI,
O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION
(SACCHINELLI).**

**Claims Committee: receive the monthly Claims Report; review and approve claims
as required for Claims Report dated:**

August 10, 2017

September 14, 2017

Ms. Biagiarelli stated that there were no special requests and the Claims Reports were for information only.

**Narrative on Tax Collection dated September 14, 2017 – Receive Report and
discuss.**

Ms. Biagiarelli presented her report to the Committee.

Mr. Igneri asked if there was any way to shorten the time period for the taxpayer to pay. Ms. Biagiarelli said that right now the bills go out in the middle of June and the residents have seven weeks to submit a payment. There are some issues with the processing of the checks from third party locations, such as local banks. Discussion followed.

Monthly Tax Collector's Reports – Receive Reports and discuss: August 31, 2017

Ms. Biagiarelli presented her report to the Committee.

Authorize the Purchasing Agent to issue purchase orders to Total Communications, a sole source provider, for the supply, installation, training and maintenance to upgrade the existing Cisco VoIP distributed telephones and voice mail system for all of City Hall, six fire locations, Police Department, DPW Garage, Health Department, Marine Base, Animal Control, Central Office, three high schools, four middle schools and Libraries (service for a total of 1,600 users) for an amount not to exceed \$152,491.00. Account 09120600-5777-C0375 (\$42,210); 09150600-5777-

C0375 (\$40,281) and 19185010-5777-C0112 (\$70,000 [BOE]) (budgeted capital expense; no special appropriation required).

Ms. DelVecchio came forward and said that the proposal underscores how many buildings the system serves. She said that Norwalk first introduced the VoIP system when the new police headquarters and BMHS were upgraded to VoIP in 2005. The City shares the system with the Board of Education, but the system has maxed out. The VoIP system has reduced the cost by \$80,000 for both the City and the BOE. Total Communications is located in Hartford and they can provide local service and support.

**** MR.IGNERI MOVED THE ITEM.**

Mr. Sacchinelli asked if there would be any benefits for other systems. Ms. DelVecchio said that it would allow the users to utilize Jabber on the iPad via a cellular connection.

Mr. Kimmel had some questions about when this was included in the Capital Plan. Ms. DelVecchio said that the BOE had tried to include it in the capital budget for two years but they had not received funding approval. The BOE carries the lion's share of the phone service and they will be bringing on two new facilities in the coming years. They have to upgrade because they are at capacity now. Discussion about the details followed.

**** THE MOTION PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Software License and Service Agreement between the City and Software Consulting Associates for the licensing and services of Muncity Permit System for Public Works for an amount not to exceed \$41,600.00 account 0180600-57770C0375 (approved IT Capital project; no special appropriation required) and forward onto the Common Council for further action.

**** MR. HEMPSTEAD MOVED THE ITEM.**

Ms. DelVecchio reviewed the details and said that this would allow the four departments, Planning, Zoning, DPW and Building Department to all access the same information. Mr. Chimento said that the system was cloud based and when someone takes a photo of something, everyone has access to it.

Mr. Sacchinelli asked about the licensing. Ms. DelVecchio said that right now the City pays a license fee for Trak-It, but that it would cost about \$130,000 to upgrade Trak-It. The Muncity contract locks the cost in for 5 years.

Mr. Igneri asked if the departments would have access to the archived documents, such as past inspections. Ms. DelVecchio said that they would be able to do so.

**** THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI, O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION (SACCHINELLI).**

Authorize the Mayor to execute a three (3) year agreement for mailroom services for City locations with Canon Solutions America, Inc. for a total amount not to exceed \$182,964.00.

**** MS. O'TOOLE-GIANDURCO MOVED THE ITEM.**

Mr. Kimmel noted for the record that this issue had been thoroughly discussed at previous meetings.

**** THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI, O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION (SACCHINELLI).**

Resolution amending the August 25, 2015 resolution which appropriated \$1,200,000 for the payment of inverse condemnation settlement relating to the construction of a new Police Headquarters and authorizing the issuance of general obligation bonds of the city to meet said appropriation, to an amended appropriation of \$1,650,000 for the costs associated with the judgment and authorizing the issuance of general obligation bonds of the city to meet said amended appropriation.

**** MR. IGNERI MOVED THE ITEM.**

Mr. Gilden came forward and said that this involved the construction of the new police headquarters in South Norwalk. He then gave a brief overview of the appropriation increase.

**** THE MOTION PASSED UNANIMOUSLY.**

Receive Oak Hills Authority Monthly Financial Statement for July 2017.

Mr. Kimmel said that they receive these reports but it is hard to assess what is going on.

Mr. Hempstead if there was a situation going on with the restaurant tenant. Mr. Gilden said that there was an issue and gave a brief overview of the details.

Discuss sewer billing requested from June 2017

Mr. Chimento came forward and gave an overview of the information contained in the report handout. He said that the average charge across the state was \$472. Homeowners pay a flat fee for approximately half the State's municipalities. He referred to

information from the 2009 Malcolm Pirnie report that was handed out some months earlier. On page 5-1, there is a summary of what it would take to change from a flat rate to a consumption rate. He pointed out that there would need to be major work done on:

- billing
- collections
- acquiring the information from the various water companies.

Discussion followed about the difference between a "flat rate" and a "flat fee".

The Malcolm Pirnie report indicated that it would take about 12 to 18 months to convert to a consumption rate. He added that there would be additional costs for billing and the accounting, also.

Mr. Hempstead pointed out that the costs could be rolled into the rate. Mr. Chimento agreed but pointed out that there would have to be a base rate and excessive use would increase the cost.

The discussion moved to the difference between commercial and residential uses. Mr. Chimento pointed out that some businesses produce waste water that contains items that resulted in them being charged a higher rate.

Mr. Igneri asked about the capital reserve. Mr. Chimento reminded everyone that he Marvin Beach pump station had failed this year and would have to be replaced.

The Committee then discussed the rates for the various towns as outlined in the handout.

Mr. Kimmel said that he felt that the City needed to address the conservation issue. Mr. Chimento said that it would cost to calculate the savings when people don't turn the water off while brushing their teeth or leave the automatic sprinkler system on during rainy days. He pointed out that there are commercial businesses like bakeries that use more water in their product than they discharge.

Mr. Hempstead said that he would like to see more conservation from the home owners. Mr. Chimento said that the commercial customers are paying for the amount of water they use.

Mr. Kimmel asked how many of the committee would like to pursue this. Mr. Hempstead said that he would like to have more information on the commercial rates. Mr. Chimento listed a number of resources that he would check for the appropriate information. The Committee agreed that they would discuss this in November.

Mr. Kimmel asked if they should have a discussion on IT security. The Committee members agreed that they wished to discuss this. It will be scheduled on a future agenda.

ADJOURNMENT.

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

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

AGENDA

OCTOBER 12, 2017

CLAIMS COMMITTEE MEETING

**REFUNDS PROCESSED
CLAIMS COMMITTEE**

**APPROVED BY
TAX COLLECTOR**

**REPORTED TO
CLAIMS COMMITTEE**

ALBEOS, ELEAZEN S		16-MV-301230 (\$30.05)	PRORATION
APPLETON, BRUCE L		16-MV-302588 (\$67.25)	PRORATION
AQUILINO, ANTHONY JOSEPH		16-MV-302628 (\$19.34)	PRORATION
BAGINSKI, WOJCIECH	(\$1,226.75)	15-MV-371216 (\$849.37)	ABATEMENTS
		15-MV-371217 (\$377.38)	ABATEMENTS
BAILEY, MELISSA WARNER		16-MV-303817 (\$10.24)	PRORATION
BELLEVILLE, MARY M		15-MV-304770 (\$44.03)	ABATEMENT
BAXTER, SARAH CHURCH		16-MV-304750 (\$56.45)	PRORATION
BURTON, CAROL JEANETTE		16-MV-307956 (\$27.35)	PRORATION
CAB EAST LLC	(\$1,348.38)	15-MV- SEE BACK UP	PRORATIONS
CAB EAST LLC	(\$3,535.54)	MV-SEE BACK UP	PRORATIONS & ABATAMENTS
CAB EAST LLC	(\$5,530.11)	15-MV-SEE BACK UP	PRORATIONS
CAMPBELL, MEREDITH LAUREN		16-MV-309550 (\$165.48)	PRORATION
CARBONE, VICENZO		15-MV-309562 (\$24.28)	PRORATION
CASTRO, PEREZ JULY Y		16-MV-310838 (\$37.26)	PRORATION
CAVALA, VINCENT J		15-MV-371171 (\$383.10)	PRORATION
CCAP AUTO LEASE LTD		16-MV-311207 (\$71.27)	PRORATION
CCAP AUTO LEASE LTD		16-MV-311445 (\$465.77)	PRORATION
CEVASCO, JOSE L		16-MV-311743 (\$145.88)	PRORATION
CRISCI, ARTHUR A		16-MV-314659 (\$33.39)	PRORATION
DAIMLER TRUST		16-MV-315514 (\$1,152.71)	ABATEMENT
DAIMLER TRUST	(\$313.49)	16-MV-315513 (\$210.25)	PRORATIONS
		16-MV-315579 (\$103.24)	PRORATION
DAMATO, DENNIS W		16-MV-315686 (\$50.85)	PRORATION
DELGADILLO, CARMEN		16-MV-316671 (\$19.77)	PRORATION
DEMANIO, GUY R 3 RD		16-MV-316843 (\$439.01)	PRORATION

W

DOMINICK, RICHARD J		16-MV-318295	(\$83.94)	PRORATION
ENTERPRISE FM TRUST		15-MV-319620	(\$339.63)	PRORATION
ENTERPRISE FM TRUST	(\$787.38)	15-MV-319632	(\$280.66)	PRORATION AND ABATEMENT
		16-MV-320377	(\$298.33)	PRORATION AND ABATEMENT
		15-MV-319670	(\$208.39)	PRORATION AND ABATEMENT
ENTERPRISE FM TRUST	(\$1,628.45)	15-MV-319615	(\$330.35)	PRORATION AND ABATEMENTS
		15-MV-319636	(\$746.18)	PRORATION AND ABATEMENTS
		15-MV-319673	(\$551.92)	PRORATION AND ABATEMENTS
ELITE LIMO SERVICE INC	(\$163.96)	16-MV-320081	(\$77.08)	PRORATIONS
EUSSE, JHEIMY		16-MV-320853	(\$78.57)	PRORATION
EVANS, KNIGHT		16-MV-320896	(\$107.35)	PRORATIONS
		16-MV-320089	(\$86.88)	PRORATIONS
FIGUEROA-MESA, PIEDAD		16-MV-321217	(\$160.61)	PRORATION
FINANCIAL SERV VEH TRUST		15-MV-404784	(\$445.43)	PRORATION
FINANCIAL SER VEH TRUST	(\$3,370.23)	MV- SEE BACK UP		PRORATIONS & ABATEMENTS
FINANCIAL SER VEHICLE TRUST	(\$810.44)	15-MV-321816	(\$49.33)	PRORATIONS & ABATEMENT
		16-MV-322634	(\$450.81)	PRORATIONS & ABATAMENT
		16-MV-322238	(\$310.30)	PRORATIONS & ABATAMENT
FINANCIAL SERVICES	(\$1,112.71)	16-MV-322248	(\$138.34)	PRORATIONS
		16-MV-322371	(\$223.36)	PRORATIONS
		16-MV-322377	(\$517.82)	PRORATIONS
		16-MV-322619	(\$184.11)	PRORATIONS
		16-MV-322623	(\$49.08)	PRORATIONS
FINANCIAL SERVICES VEHICLE TRUST	(\$362.35)	15-MV-321616	(\$55.13)	PRORATIONS
		15-MV-321746	(\$70.13)	PRORATIONS
		15-MV-321808	(\$237.09)	PRORATIONS
FORD MOTOR CREDIT COMPANY LLC		15-MV-322508	(\$287.86)	ABATEMENT
FREDA, JOSEPH M		16-MV-323822	(\$18.43)	PRORATION
FRY, ANDREW G		16-MV-324008	(\$21.77)	PRORATION
GRUNDEI, JACQUELINE A		16-MV-327707	(\$42.01)	PRORATION
GUARDADO, EDGAR B		16-MV-327767	(\$171.75)	PRORATION

HANEEF, ABJIN M	(\$737.85)	16-MV-328532	(\$574.04)	OVERPAYMENT
		16-MV-328531	(\$163.81)	OVERPAYMENT
HANN AUTO TRUST	(\$760.82)	16-MV-328615	(\$117.45)	PRORATION AND ABATEMENT
		16-MV-328622	(\$643.37)	PRORATION AND ABATEMENT
HANN AUTO TRUST		16-MV-328585	(\$27.37)	PRORATION
HONDA LEASE TRUST		16-MV-330586	(\$152.86)	PRORATION
HONDA LEASE TRUST	(\$646.83)	16-MV-330544	(\$130.25)	PRORATIONS
		16-MV-330681	(\$114.74)	PRORATIONS
		16-MV-330821	(\$269.20)	PRORATIONS
		16-MV-331162	(\$78.98)	PRORATIONS
		16-MV-331225	(\$53.66)	PRORATIONS
HONDA LEASE TRUST	(\$815.12)	16-MV-330645	(\$516.53)	PRORATION
		16-MV-330957	(\$177.92)	PRORATION
		16-MV-331345	(\$120.67)	PRORATION
HONDA LEASE TRUST	(\$885.82)	16-MV-330568	(\$129.10)	PRORATIONS AND ABATEMENT
		16-MV-330670	(\$132.18)	PRORATIONS AND ABATEMENT
		16-MV-330960	(\$183.47)	PRORATIONS AND ABATEMENT
		16-MV-331246	(\$441.07)	PRORATIONS AND ABATEMENT
HYUNDAI LESAE TITLING TRUST		16-MV-332462	(\$44.24)	PRORATION
HYUNDAI LEASE TITLING TRUST		16-MV-332348	(\$188.63)	PRORATION
HYUNDAI LEASE TITLING TRUST		16-MV-332305	(\$164.40)	PRORATION
IANNACONE, BERNICE ANN		15-MV-407215	(\$55.01)	PRORATION
INTERNATIONAL HEALTH CARE		16-MV-332856	(\$342.16)	PRORATION
JANHONEN, WILLIAM SCOTT	(\$120.18)	16-MV-333361	(\$92.57)	PRORATION
		16-MV-333362	(\$27.61)	PRORATION
KASSIMIS, JAMES		16-MV-335599	(\$231.64)	PRORATION
KRAUER, MICHAEL GLENN		16-MV-337026	(\$86.90)	PRORATION
LANDMAN, PAULINE E		16-MV-337878	(\$22.12)	PRORATION
LEAR, MARGAUX N		15-MV-408507	(\$300.00)	PRORATION
LEWONUK, JASON J		16-MV-339140	(\$75.73)	PRORATION
LOWMAN, DANIEL L		16-MV-373559	(\$30.13)	PRORATION

LUSINIAK, RICHARD R		16-MV-340477	(\$14.41)	PRORATION
LUSNIAK, VIESIA & RICHARD		15-MV-338972	(\$10.47)	PRORATION
MACEACHEN, RALPH E		16-MV-340709	(\$29.86)	PRORATION
MCBRIDGE, CARINA BIANCA		16-MV-342803	(\$115.43)	PRORATION
MARTINEZ, WILEY JOY R		16-MV-342267	(\$195.20)	PRORATION
MIKE, ALBERT LTD		15-MV-342935	(\$269.86)	PRORATION
MILLA, VICTOR		16-MV-344548	(\$38.49)	PRORATION
MVP LIMO LLC	(\$722.52)	15-MV-345227	(\$288.31)	PRORATION AND ABATEMENT
		16-MV-346836	(\$434.21)	PRORATION AND ABATEMENT
NASH, FRANCIS J		16-MV-347051	(\$44.42)	PRORATION
NAVARRO, OLGER		16-MV-347217	(\$31.95)	PRORATION
NIEDZWIECKI, ADAM		16-MV-347593	(\$71.12)	PRORATION
NISSAN INFINITI LT		16-MV-348059	(\$273.65)	PRORATION
NISSAN INFINITI LT		16-MV-347870	(\$143.76)	PRORATION
NISSAN INFINITI LT		16-MV-348572	(\$65.61)	OVERPAYMENT
NISSAN INFINITI LT		15-MV-346642	(\$336.42)	ABATEMENT
NISSAN INFINITI LT		15-MV-346162	(\$168.21)	PRORATION
NISSAN INFINITI LT		15-MV-346967	(\$168.38)	PRORATION
NISSAN INFINITI LT		15-MV-348275	(\$186.46)	PRORATION
NISSAN INFINITI LT		16-MV-348428	(\$262.39)	PRORATION
NISSAN INFINITI LT		16-MV-347811	(\$480.33)	PRORATION
PAPADOPOULOS, ANTHOULA		16-MV-350846	(\$10.97)	PRORATION
PENARRIETA, JACQUELINE DIANA		16-MV-351798	(\$108.24)	PRORATION
PICCIRILLO, MICHAEL A		16-MV-352694	(\$33.71)	PRORATION
PIPER, THOMAS L 3RD		16-MV-352942	(\$1,405.24)	PRORATION
PORSCHE LEASING LTD	(\$437.71)	16-MV-353302	(\$259.80)	PRORATIONS
		16-MV-353318	(\$177.91)	PRORATIONS
PORTES, AUTRIA		16-MV-353346	(\$68.16)	PRORATION
ROEL-MARCA, CARMEN D		15-MV-354864	(\$238.92)	PRORATION
ROLDAN, CARMEN E		16-MV-356750	(\$124.90)	PRORATION

ROSIL, RAMIRO	(\$86.94)	16-MV-357189	(\$33.54)	PRORATION
		16-MV-357190	(\$53.40)	PRORATION
SALINAS, LUCIO A		15-MV-356384	(\$134.27)	ABATEMENT
SANDOMENTO, ROSEMARY		16-MV-362657	(\$133.00)	OVERPAYMENT
SCHAER HANS J		16-MV-359226	(\$163.27)	PRORATION
SCHAER, JEAN H	(\$91.45)	16-MV-359227	(\$56.62)	PRORATION
		16-MV-359228	(\$34.83)	PRORATION
SCHRIEL, KERSTEN H		16-MV-359439	(\$11.59)	PRORATION
SELKE, GREGORY A		16-MV-359888	(\$44.68)	PRORATION
SHORTLIFE, DELBERT B		16-MV-360501	(\$139.43)	PRORATION
SPANN, LOUIS G		16-MV-362103	(\$19.77)	PRORATION
STALZER, JENNIFER		16-MV-362390	(\$33.71)	PRORATION
STAR, INC LIGHTING THE WAY		16-MV-362472	(\$256.73)	PRORATION
STEFANIDIS, IVONI		16-MV-362575	(\$41.84)	PRORATION
TERRY, EDWARD J		16-MV-364332	(\$88.31)	PRORATION
TERRY, HELEN O		16-MV-364333	(\$41.60)	PRORATION
THAKKAR, HARSHA M		16-MV-364380	(\$16.05)	PRORATION
TOMLINSON, ANN M		15-MV-363315	(\$290.05)	ABATEMENT
TOYOTA LEASE TRUST	(\$823.01)	15-MV-363739	(\$490.03)	PRORATIONS
		15-MV-414339	(\$332.98)	PRORATIONS
TOYOTA LEASE TRUST		15-MV-365541	(\$514.48)	PRORATION
TOYOTA LEASE TRUST		16-MV-365645	(\$197.19)	PRORATION
USB LEASING LT	(\$711.08)	16-MV-367556	(\$356.28)	PRORATIONS
		16-MV-367581	(\$354.80)	PRORATIONS
USB LEASING LT	(\$894.89)	15-MV-365456	(\$202.23)	PRORATION AND ABATEMENT
		16-MV-367592	(\$692.66)	PRORATION AND ABATEMENT
USB LEASING LT		16-MV-367604	(\$554.94)	PRORATION
USB LEASING LT	(\$261.73)	16-MV-367627	(\$112.19)	PRORATION
USB LEASING LT		16-MV-367643	(\$98.44)	PRORATION
VALDOVINOS, JUAN		15-MV-366190	(\$92.21)	PRORATION
VALLEJO, CAMILLE		16-MV-368081	(\$113.23)	PRORATION

VANCHO, JAMES LOUIS	16-MV-368154	(\$183.17)	PRORATION
VAULT TRUST	16-MV-368668	(\$544.79)	ABATEMENT
VCFS AUTO LEASING CO	15-MV-367108	(\$319.97)	PRORATION
VCF AUTO LESING CO	16-MV-368818	(\$107.88)	PRORATION
VETTER, THOMAS J	16-MV-369353	(\$14.23)	PRORATION
VW CREDIT LEASING LTD	16-MV-370164	(\$128.63)	PRORATION
WATERS, ALEXANDER C	16-MV-370807	(\$92.31)	PRORATION
WATERS, KELLY FIINCK	16-MV-370813	(\$51.23)	PRORATION
WEST FREDERICK LAUBACH	16-MV-371177	(\$117.56)	PRORATION

DHL EXPRESS (USA) INC	16-PP-200884	(\$1,020.40)	DISTRESSED EXEMPTION
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CARUSSO ANDREW & LINDA			
RE: 30 BOUTON ST			
2-68-33-0	(\$925.00)	14-RE-104254	(\$450.00)
		15-RE-104304	(\$475.00)
			COC ABATE SEWER USE FEE PER WPCA
			COC ABATE SEWERUSE FEE PER WPCA

CHAUTIN, GABRIELLE RE: 41 GEORGE AVE 5-4-14-0	15-RE-111892 (\$3,457.58)	OVERPAYMENT/BANK PAID 1/30/17
CORELOGIC RE: 502 FLAX HILL RD 5-79-53-0	15-RE-123041 (\$4,337.58)	OVERPAYMENT
CORELOGIC RE: 3 LOCUS ST 3-24-5-0	15-RE-126137 (\$2,973.89)	OVERPAYMENT/DUPLICATE PAYMENT
CYRTA, MARY MARTHA SCOTT EXECUTRIX OF ESTATE RE: 21 BARTLETT MNR 5-56-311-0	15-RE-106255 (\$536.56)	CHECK RE-PRNT TO EXECUTRIX OF ESTATE ORIGINAL AGENDA OCTOBER 2016
GALLAGHER, KELLI RE: 71 AIKEN ST UNIT I/13 5-21-382-I/13	16-RE-109947 (\$1,700.97)	PAID IN ERROR BY SELLER'S BANK
RABADI, MURRAD RE: 82-84 MAIN ST 1-66-3-0	16-RE-121887 (\$3,508.70)	PAID IN ERROR BY SELLER

TESTA, MARIA
RE: 14 LAURA ST
2-66-34-0

(\$5,330.77)

15-RE-126466 (\$2,650.28)
16-RE-126492 (\$5,330.77)

PAID IN ERROR BY SELLERS BANK
PAID IN ERROR BY SELLERS BANK

CAB EAST

BILL #	PLATE #	VIN#	AMOUNT
15-307826	849ZPH	1FM5K8D83DGB55505	\$ 369.14
15-307941	310ZXR	1FM5K8D82DGC56664	\$ 184.28
15-308122	1ADDH5	1FM5K8D81EGA19830	\$ 307.08
15-308149	531ZWH	1FM5K8D82DGC37371	\$ 276.72
15-308163	4AHEJO	1FMCU9J91EUB91393	\$ 211.16
TOTAL			\$1,348.38

CAB EAST

BILL #	PLATE #	VIN#	AMOUNT
14-307690	136ZCH	1FMCU9D74CKB61033	\$ 365.97
15-308305	136ZCH	1FMCU9D74CKB61033	\$ 334.89
15-307852	348ZXN	1FMCU9H91DUB35457	\$ 169.60
15-307882	767WOO	2FMDBK4JC2DBB56228	\$ 79.41
15-307887	824ZPH	1FMCU9J92DUB59406	\$ 341.86
15-307996	988ZXZ	1FMCU9H99DUC75644	\$ 101.69
15-308042	535ZWH	2FMDBK4JC4DBB97525	\$ 198.30
15-308054	2ABGX2	1FMCU9H93DUC40520	\$ 101.69
15-308086	223ZUG	2FMDBK4JC6DBB04164	\$ 277.22
15-308176	442WAY	2FMDBK4JC4DBB34277	\$ 277.22
15-308198	991ZMY	2FMDBK4JC5DBB04303	\$ 396.11
15-308236	771ZTT	1FMCU9HX1DUC30311	\$ 262.85
15-308256	4AUEU1	1FTEW1EF0FFA65833	\$ 628.73
TOTAL			\$3,535.54

CAB EAST

BILL #	PLATE #	VIN#	AMOUNT
15-308115	0ARHH9	1FADP3F2XEL366342	\$ 280.77
15-308118	843ZPH	1FM5K8D85DGB55506	\$ 415.07
15-308128	379ZXR	1FM5K8D81DGB80774	\$ 553.42
15-308155	758ZTT	1FMCU9J96DUB49638	\$ 341.86
15-308156	990XBB	1FTFX1EF6DFA84675	\$ 138.99
15-308157	397ZXR	1FMCU9J99DUD62843	\$ 227.91
15-308162	128ZSJ	1FMCU9GX4DUB42872	\$ 267.50
15-308166	06CS62	1FTFW1EFXDFC84204	\$ 293.17
15-308186	996ZMY	1FM5K8F8XDGB23745	\$ 612.11
15-308210	8ABWG9	3LN6L2JK8DR810832	\$ 83.45
15-308239	5ASBA5	1FADP3F28EL415831	\$ 70.18
15-308244	501ZWH	1FM5K8F86DGB96353	\$ 306.07
15-308258	899ZHJ	1FTFW1ET2EFC58848	\$ 327.06
15-308263	730ZZX	1FM5K8D80EGA15624	\$ 409.61
15-308271	148ZLS	1FMCU9GX6DUA37492	\$ 356.65
15-308298	523ZWH	1FMCU9GX0DUB88862	\$ 118.77
15-308301	132ZSJ	1FMCU9GX6DUB35440	\$ 207.92
15-308303	741ZVS	1FM5K8D80DGC56663	\$ 230.76
15-800627	1AHEJ2	3FA6P0RUXER274475	\$ 288.84
TOTAL			\$5,530.11

FINANCIAL SER VEH TRUT

BILL #	PLATE #	VIN#	AMOUNT
15-321449	931ZTM	WBA3B5C59DF596754	\$ 426.46
15-321565	899ZPA	WBA3B5C57DF591195	\$ 284.30
15-321579	559XWR	WBAFU7C52DDU69794	\$ 240.39
15-321704	453XXA	WBAXH5C52CDW02288	\$ 500.06
15-404746	763WFT	WBA3B5C50DF596822	\$ 189.34
15-404880	6AAAH0	5UXWX9C55E0D18304	\$ 160.87
16-322321	6AAAH0	5UXWX9C55E0D18304	\$ 597.16
15-321810	7ARDW7	WBA3B5G5XDNS03649	\$ 473.64
16-322249	2ABAJ2	WBA3B5C53DF598080	\$ 450.81
15-321455	2ABAJ2	WBA3B5C53DF598080	\$ 47.20
TOTAL			\$3,370.23



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

4

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: October 2, 2017
Re: Narrative for September, 2017 Tax Collector's Report

As of the end of September, 2017, three months into the current fiscal year, we collected \$162.9 million, or **52.84%** of our \$308.2 million adjusted tax levy. In addition, as of the end of September, 2017, we collected in excess of \$ 7.9 million of our sewer use levy, or **50.88 %**. We also collected **77.92%** of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly ahead with regard to current taxes (**.42%**) and current sewer use (**.06%**) collections. Also, through the month of September, 2017, we showed a net collection of \$1.3 million in back taxes, interest, lien fees and other fees. (This amount is significantly less than we collected last fiscal year at this time, as no tax sale was held this summer). Please also note in all cases where we are reporting collections, these figures are net of refunds and credits that had to be given due to court cases where taxpayers successfully appealed their assessment and were due money back.

Delinquent notices, called 'demand notices' were sent to Norwalk taxpayers owing past due taxes at the end of August 2017, and showed interest and charges due through the end of September 2017. In the coming months, we will work on collection enforcement, focusing especially on business personal property collections and on a mandatory payroll garnishment for city and Board of Education employees who owe back taxes. We will continue to issue alias tax warrants to the state marshals to enlist their help with collecting past due business personal property taxes and some sewer assessment charges. With an alias tax warrant, the marshal goes door to door to serve the warrants and collect payments, sometimes accompanied by a member of our senior staff. State marshals and our staff also have the authority to execute a tax warrant at banking institutions and to seize funds on deposit in bank accounts.

We will also continue to prepare for the July 2018 tax sale. An initial set of letters will be sent within the next six to eight weeks to those properties that already fall within the criteria we plan to use. We hope this will serve as advance notice to taxpayers whose properties are being affected. By law, we are required to give taxpayers three months' notice; we will be giving them in some cases nine or ten months' notice. Maintaining a high current collection rate, and enforcing collection of back taxes allow our budget making authority to set a lower mill rate, because there can be less of an 'allowance' for anticipated uncollectibles in the coming fiscal year. When taxpayers fail to pay on time, the city is nonetheless committed to spending to bring to fruition all of the programs planned for that fiscal year. Because not everybody will pay on time, the mill rate is set slightly higher, to allow for 'uncollected taxes'. However, if we keep the current tax collection rate high, that 'uncollectible' amount can be less. This is tax relief for every single taxpayer, and arguably the best form of tax relief, because it affects everybody.

For those who may find themselves serving in positions other than Finance and Claims in the future, and for those who will continue, we wish you all well, and thank you for having worked with us. We will continue to keep all stakeholders informed of our progress.

**TAX COLLECTOR'S REPORT
SEPTEMBER 2017**

FISCAL YEAR 2017-2018 (2016 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 17 - SEP 17	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$18,742,512.33	\$15,824,125.47	84.43%	\$18,517,875.18	(\$224,637.15)	85.45%
PERSONAL PROPERTY	\$20,774,746.28	\$11,364,325.90	54.70%	\$21,009,099.54	\$234,353.26	54.09%
REAL ESTATE	<u>\$269,517,650.26</u>	<u>\$135,679,146.12</u>	50.34%	<u>\$268,711,166.86</u>	<u>(\$806,483.40)</u>	50.49%
TOTAL TAX	\$309,034,908.87	\$162,867,597.49	52.70%	\$308,238,141.58	(\$796,767.29)	52.84%
SEWER USE	\$15,371,652.00	\$7,961,061.80	51.79%	\$15,646,579.00	\$274,927.00	50.88%
IPP FEE	\$204,250.00	\$167,324.50	81.92%	\$214,750.00	\$10,500.00	77.92%

FISCAL YEAR 2016-2017 (2015 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 16 - SEP 16	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$17,749,640.53	\$14,761,981.75	83.17%	\$17,670,054.84	(\$79,585.69)	83.54%
PERSONAL PROPERTY	\$19,959,243.96	\$10,714,027.75	53.68%	\$19,961,151.78	\$1,907.82	53.67%
REAL ESTATE	<u>\$265,387,336.38</u>	<u>\$133,160,708.69</u>	50.18%	<u>\$265,019,347.89</u>	<u>(\$367,988.49)</u>	50.25%
TOTAL TAX	\$303,096,220.87	\$158,636,718.19	52.34%	\$302,650,554.51	(\$445,666.36)	52.42%
SEWER USE	\$15,359,855.00	\$7,800,324.02	50.78%	\$15,349,600.00	(\$10,255.00)	50.82%
IPP FEE	\$212,250.00	\$167,979.76	79.14%	\$212,250.00	\$0.00	79.14%

TAX DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	<u>\$5,938,688.00</u>	<u>\$4,230,879.30</u>	0.36%	<u>\$5,587,587.07</u>	<u>(\$351,100.93)</u>	0.42%
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SEWER DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	<u>\$11,797.00</u>	<u>\$160,737.78</u>	1.01%	<u>\$296,979.00</u>	<u>\$285,182.00</u>	0.06%
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IPP DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	<u>(\$8,000.00)</u>	<u>(\$655.26)</u>	2.78%	<u>\$2,500.00</u>	<u>\$10,500.00</u>	-1.23%
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<u>BACK TAXES COLLECTED</u>	FISCAL YR 2017-2018 (JUL 17 - SEP 17)	FISCAL YR 2016-2017 (JUL 16 - SEP 16)	CUR YR vs. PRIOR YR INC/(DEC)
PRIOR TAXES	\$718,714.04	\$1,497,098.40	(\$778,384.36)
PRIOR SEWER USE FEE	\$74,842.87	\$54,184.30	\$20,658.57
PRIOR IPP FEE	<u>\$1,638.96</u>	<u>\$2,542.38</u>	<u>(\$903.42)</u>
TOTAL PRIOR TAX, SEWER & IPP	\$795,195.87	\$1,553,825.08	(\$758,629.21)
CURRENT INTEREST	\$174,921.00	\$172,992.78	\$1,928.22
PRIOR INTEREST	\$251,361.70	\$394,583.92	(\$143,222.22)
SEWER USE FEE INTEREST	\$22,666.87	\$27,786.76	(\$5,119.89)
IPP FEE INTEREST	<u>\$1,044.68</u>	<u>\$932.26</u>	<u>\$112.42</u>
TOTAL INTEREST COLLECTED	\$449,994.25	\$596,295.72	(\$146,301.47)
PRIOR LIEN FEE	\$5,517.73	\$15,696.64	(\$10,178.91)
CURRENT LIEN FEE	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL LIEN FEE COLLECTED	\$5,517.73	\$15,696.64	(\$10,178.91)
MISC FEES COLLECTED	\$50,481.23	\$120,725.67	(\$70,244.44)
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$1,301,189.08	\$2,286,543.11	(\$985,354.03)

(57)

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION



August 2017 Financial Commentary

Balance Sheet

Cash is lower than the prior year by \$144k; Accounts Payable is higher by \$8k, which is a net deficit position of \$152k compared to the prior year. However, our cash position has improved over the prior month by a net position of \$94k.

August Month vs Prior Year Month

Golf Revenue is higher than the prior year month by \$10k driven mainly by green fees. Our rounds were up by nearly 120.

Personnel and employee benefits expenses are in line with prior year month expenses with a \$3k increase.

Administrative expenses are also in line with prior year month with a \$2k increase driven by advertising for the August radio and TV campaigns.

Park Maintenance is \$19k lower primarily due to \$12k Ag&Chem.

Cart Expenses are higher by \$5k due to the GolfBoard lease of \$3k as well as slightly higher electricity and maintenance costs this year.

Operating Income is \$18k higher than the prior year month attributable to favorable revenue of \$9k and lower park maintenance expenses.

August YTD vs Prior YTD

Total Revenue is higher by \$12k year over year for the two month period. We should see an increase as we head into Oct – Dec due to last year's construction half-closure.

Personnel and employee benefits expenses are higher by \$16k over the prior year. The increase is across the board and includes increases of \$13k across all salary lines as well as in both health insurance and worker's comp insurance.

Administrative expenses are \$6k higher than the prior year driven by advertising, insurance and utility expenses.

Park Maintenance is lower by \$31k compared to the prior ytd primarily due to \$16k lower water expense and \$13k lower Ag& Chem.

Cart expenses are higher by \$9k due to the current lease payments for the new carts and GolfBoards.

Operating Income is higher than the prior year by \$12k primarily due to higher revenue; expenses in total are flat.

Budget Comparison YTD

The YTD Revenue is below budget by \$6k, attributable to tournament fees. However, this is just a timing issue as September looks to be above budget by roughly the same amount.

Personnel and employee benefits expenses are higher than budget by \$9k primarily due to higher Operations personnel.

Administrative expenses are flat compared to budget.

Park Maintenance is under budget by \$14k due to lower water of \$6k and lower Ag&Chem of \$5k.

Cart Expenses are flat compared to budget.

Operating Income is flat compared to the budget for the two month period. A revenue deficit of \$6k was offset by \$6k favorable expenses. September revenues appear to be in a position to surpass budget as of now.

OAK HILLS SALES ANALYSIS AUGUST 2017

<u>Description</u>	<u>Aug-17</u>	<u>Aug-16</u>	<u>Inc/(Dec)</u>	<u>YTD FY18</u>	<u>YTD FY17</u>	<u>Inc/(Dec)</u>
Revenue Rounds	5,553	5,436	2.2%	11,515	11,936	-3.5%
Barter Rounds	<u>338</u>	<u>318</u>	<u>6.3%</u>	<u>688</u>	<u>656</u>	<u>4.9%</u>
Sub Total	5,891	5,754	2.4%	12,203	12,592	-3.1%
Comp Rounds	<u>102</u>	<u>108</u>	<u>-5.6%</u>	<u>187</u>	<u>199</u>	<u>-6.0%</u>
Total All Rounds	5,993	5,862	2.2%	12,390	12,791	-3.1%
Total Carts	3,714	3,575	3.9%	7,435	7,773	-4.3%
Total Boards	178	32	456.3%	332	32	937.5%
Total Golf ID Cards	12	23	-47.8%	86	103	-16.5%
Total Gift Cards	26	12	116.7%	53	28	89.3%
Total \$ Revenue Rounds	\$158,295	\$153,396	3.2%	\$341,215	\$347,166	-1.7%
Total Carts \$	\$57,903	\$54,643	6.0%	\$116,521	\$119,058	-2.1%
Total Board \$	\$3,392	\$650	421.8%	\$6,385	\$650	882.3%
Total Golf ID Cards \$	\$1,000	\$1,825	-45.2%	\$6,900	\$8,160	-15.4%
Total Gift Cards \$	\$2,092	\$1,141	83.3%	\$4,162	\$2,455	69.5%
Rain Chks/Gift Cards Redeemed	-\$4,023	-\$2,999	34.1%	-\$9,459	-\$8,814	7.3%
	\$218,659	\$208,656	4.8%	\$465,724	\$468,675	-0.6%
\$ Revenue/Revenue Round	\$28.51	\$28.22	1.0%	\$29.63	\$29.09	1.9%
Carts/Revenue Round	66.9%	65.8%	1.7%	64.6%	65.1%	-0.9%
Cart \$/Revenue Round	\$10.43	\$10.05	3.7%	\$10.12	\$9.97	1.4%
Cart \$/Cart Round	\$15.59	\$15.28	2.0%	\$15.67	\$15.32	2.3%
Board \$/Board Round	\$19.06	\$0.00	0.0%	\$19.23	\$0.00	0.0%
ID Card \$/Card	\$83.33	\$79.35	5.0%	\$80.23	\$79.22	1.3%
Resident Adult 18 Rounds	1,309	1,362	-3.9%	2,867	3,140	-8.7%
Resident Senior 18 Rounds	1,198	1,154	3.8%	2,379	2,349	1.3%
Junior/Golf Team 18 Rounds	194	190	2.1%	444	420	5.7%
Golf League 18 Rounds	52	0	0.0%	103	0	0.0%
Employee 18 Rounds	99	92	7.6%	204	184	10.9%
Non Resident 18 Rounds	2,131	2,231	-4.5%	4,213	4,899	-14.0%
Total 9 Hole Rounds	492	407	20.9%	963	944	2.0%
Resident Adult 18 Rounds \$	\$36,252	\$36,110	0.4%	\$79,828	\$83,170	-4.0%
Resident Senior 18 Rounds \$	\$26,296	\$24,112	9.1%	\$54,533	\$50,396	8.2%
Junior/Golf Team 18 Rounds \$	\$3,553	\$3,989	-10.9%	\$8,120	\$8,130	-0.1%
Golf League 18 Rounds	\$1,018	\$0	0.0%	\$2,053	\$0	0.0%
Employee 18 Rounds \$	\$774	\$580	33.4%	\$1,869	\$1,188	57.3%
Non Resident 18 Rounds \$	\$74,726	\$79,323	-5.8%	\$153,523	\$183,315	-16.3%
Total 9 Hole Rounds \$	\$11,391	\$9,282	22.7%	\$22,669	\$20,967	8.1%
SR NONRES DISC	1	1	0.0%	3	1	200.0%
NONRES DISCOUNT	1	0	0.0%	6	0	0.0%
FAMILY REG	0	0	0.0%	1	2	-50.0%
CITY/OWNER REG	<u>1</u>	<u>0</u>	<u>0.0%</u>	<u>2</u>	<u>2</u>	<u>0.0%</u>
Total	3	1	200.0%	12	5	140.0%
GolfNow Rounds	236	129	82.9%	425	286	48.6%
GolfNow Dollars	\$7,445	\$6,972	6.8%	\$13,946	\$15,246	-8.5%
Dollars/Round	\$31.55	\$54.05	-41.6%	\$32.81	\$53.31	-38.4%

OAK HILLS SALES ANALYSIS AUGUST 2017 CALENDAR

<u>Description</u>	<u>Aug-17</u>	<u>Aug-16</u>	<u>Inc/(Dec)</u>	<u>YTD 2017</u>	<u>YTD 2016</u>	<u>Inc/(Dec)</u>
Revenue Rounds	5,553	5,436	2.2%	25,271	27,717	-8.8%
Barter Rounds	<u>338</u>	<u>318</u>	<u>6.3%</u>	<u>1,497</u>	<u>1,521</u>	<u>-1.6%</u>
Sub Total	5,891	5,754	2.4%	26,768	29,238	-8.4%
Comp Rounds	<u>102</u>	<u>108</u>	<u>-5.6%</u>	<u>247</u>	<u>323</u>	<u>-23.5%</u>
Total All Rounds	5,993	5,862	2.2%	27,015	29,561	-8.6%
Total Carts	3,714	3,575	3.9%	14,559	15,862	-8.2%
Total Boards	178	32	456.3%	513	32	1503.1%
Total Golf ID Cards	12	23	-47.8%	1,765	1,818	-2.9%
Total Gift Cards	26	12	116.7%	177	243	-27.2%
Total \$ Revenue Rounds	\$158,295	\$153,396	3.2%	\$741,478	\$780,985	-5.1%
Total Carts \$	\$57,903	\$54,643	6.0%	\$229,472	\$241,718	-5.1%
Total Board \$	\$3,392	\$650	421.8%	\$10,465	\$650	1510.0%
Total Golf ID Cards \$	\$1,000	\$1,825	-45.2%	\$133,035	\$137,789	-3.5%
Total Gift Cards \$	\$2,092	\$1,141	83.3%	\$14,476	\$19,420	-25.5%
Rain Chks/Gift Cards Redeemed	-\$4,023	-\$2,999	34.1%	-\$24,086	-\$23,669	1.8%
	\$218,659	\$208,656	4.8%	\$1,104,840	\$1,156,893	-4.5%
\$ Revenue/Revenue Round	\$28.51	\$28.22	1.0%	\$29.34	\$28.18	4.1%
Carts/Revenue Round	66.9%	65.8%	1.7%	57.6%	57.2%	0.7%
Cart \$/Revenue Round	\$10.43	\$10.05	3.7%	\$9.08	\$8.72	4.1%
Cart \$/Cart Round	\$15.59	\$15.28	2.0%	\$15.76	\$15.24	3.4%
Board \$/Board Round	\$19.06	\$0.00	0.0%	\$20.40	\$0.00	0.0%
ID Card \$/Card	\$83.33	\$79.35	5.0%	\$75.37	\$75.79	-0.6%
Resident Adult 18 Rounds	1,309	1,362	-3.9%	6,718	8,035	-16.4%
Resident Senior 18 Rounds	1,198	1,154	3.8%	5,228	4,964	5.3%
Junior/Golf Team 18 Rounds	194	190	2.1%	978	747	30.9%
Golf League 18 Rounds	52	0	0.0%	227	0	0.0%
Empl 18 Rounds	99	92	7.6%	436	444	-1.8%
Non Resident 18 Rounds	2,131	2,231	-4.5%	8,776	11,169	-21.4%
Total 9 Hole Rounds	492	413	19.1%	2,047	2,372	-13.7%
Resident Adult 18 Rounds \$	\$36,252	\$36,110	0.4%	\$184,307	\$210,309	-12.4%
Resident Senior 18 Rounds \$	\$26,296	\$24,112	9.1%	\$118,461	\$102,698	15.3%
Junior/Golf Team 18 Rounds \$	\$3,553	\$3,989	-10.9%	\$15,093	\$13,193	14.4%
Empl 18 Rounds \$	\$774	\$580	33.4%	\$3,842	\$2,608	47.3%
Non Resident 18 Rounds \$	\$74,726	\$79,323	-5.8%	\$317,378	\$401,424	-20.9%
Total 9 Hole Rounds \$	\$11,391	\$9,282	22.7%	\$46,609	\$50,753	-8.2%
SR NONRES DISC	1	1	0.0%	124	106	17.0%
NONRES DISCOUNT	1	0	0.0%	162	127	27.6%
FAMILY REG	0	0	0.0%	30	29	3.4%
CITY/OWNER REG	<u>1</u>	<u>0</u>	<u>0.0%</u>	<u>30</u>	<u>28</u>	<u>7.1%</u>
Total	3	1	200.0%	346	290	19.3%
GolfNow Rounds	236	129	82.9%	809	579	39.7%
GolfNow Dollars	\$7,445	\$6,972	6.8%	\$26,363	\$30,735	-14.2%
Dollars/Round	\$31.55	\$54.05	-41.6%	\$32.59	\$53.08	-38.6%

OAK HILLS PARK AUTHORITY
Balance Sheet 2017
As of August 31, 2017

	Total			
	As of Aug 31, 2017	As of Aug 31, 2016 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1010 CAP Account - Wells Fargo	0.00	553.76	-553.76	-100.00%
1021 NBT Money Market	220,960.79	418,361.81	-197,401.02	-47.18%
1022 NBT Payment Account	-15,590.34	-68,822.29	53,231.95	77.35%
1023 NBT Rent Escrow Sec Apt Right	1,351.00	1,331.00	20.00	1.50%
1050 Petty	1,400.00	400.00	1,000.00	250.00%
Total 1000 Cash	\$ 208,121.45	\$ 351,824.28	-\$ 143,702.83	-40.85%
Total Bank Accounts	\$ 208,121.45	\$ 351,824.28	-\$ 143,702.83	-40.85%
Accounts Receivable				
1201 Accounts Receivable	2,550.00	2,500.00	50.00	2.00%
Total Accounts Receivable	\$ 2,550.00	\$ 2,500.00	\$ 50.00	2.00%
Other Current Assets				
1100 Inventory	43,222.06	41,497.38	1,724.68	4.16%
1300 Prepaid Expenses	31,853.21	28,822.60	3,030.61	10.51%
Total Other Current Assets	\$ 75,075.27	\$ 70,319.98	\$ 4,755.29	6.76%
Total Current Assets	\$ 285,746.72	\$ 424,644.26	-\$ 138,897.54	-32.71%
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	913,442.02	1,041,685.83	-128,243.81	-12.31%
1510 Accumulated Depreciation/Amort.	-3,029,002.62	-2,925,995.08	-103,007.54	-3.52%
1561 Park Improvements	1,735,612.87	1,721,835.42	13,777.45	0.80%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
Total 1500 Fixed Assets	\$ 1,897,186.93	\$ 2,114,660.83	-\$ 217,473.90	-10.28%
Total Fixed Assets	\$ 1,897,186.93	\$ 2,114,660.83	-\$ 217,473.90	-10.28%
TOTAL ASSETS	\$ 2,182,933.65	\$ 2,539,305.09	-\$ 356,371.44	-14.03%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	26,702.48	18,493.71	8,208.77	44.39%
Total Accounts Payable	\$ 26,702.48	\$ 18,493.71	\$ 8,208.77	44.39%
Other Current Liabilities				
2051 Accounts Payable - OHMGA Revenue	484.00		484.00	
2100 Accrued Payroll	39,619.23	23,897.93	15,721.30	65.79%
2104 Accrued retirement contribution	1,394.57	666.47	728.10	109.25%
2105 Accrued Vacation Pay	31,868.35	22,111.54	9,756.81	44.13%
2106 Accrued Sick Leave Pay	27,363.45	25,798.23	1,565.22	6.07%

2200 Accrued Expenses	29,210.87	51,246.72	-22,035.85	-43.00%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	1,350.00	1,350.00	0.00	0.00%
Total 2210 Security Deposit-Entrance House	\$ 1,350.00	\$ 1,350.00	\$ 0.00	0.00%
2250 Deferred Revenue	0.00	19,595.37	-19,595.37	-100.00%
2251 Tournament Deposits	1,100.00	1,800.00	-700.00	-38.89%
2253 Deferred Tennis Revenue	10,088.00	0.00	10,088.00	100.00%
2254 Other Deferred	10,595.37	0.00	10,595.37	100.00%
Total 2250 Deferred Revenue	\$ 21,783.37	\$ 21,395.37	\$ 388.00	1.81%
2400 Cart Sales Tax Due	3,656.28	3,316.00	340.28	10.26%
2500 Interest due City of Norwalk				
2501 Bond Due to City of Norwalk	52,465.95	54,901.46	-2,435.51	-4.44%
2503 150k Capital Debt	1,773.93	2,058.12	-284.19	-13.81%
2504 150k Operating Debt	248.66	387.02	-138.36	-35.75%
Total 2500 Interest due City of Norwalk	\$ 54,488.54	\$ 57,346.60	-\$ 2,858.06	-4.98%
Total Other Current Liabilities	\$ 211,218.66	\$ 207,128.86	\$ 4,089.80	1.97%
Total Current Liabilities	\$ 237,921.14	\$ 225,622.57	\$ 12,298.57	5.45%
Long-Term Liabilities				
2701 Consolidated City Debt	2,034,195.80	2,111,209.55	-77,013.75	-3.65%
2730 Capital Debt (150k)	93,361.74	107,922.89	-14,561.15	-13.49%
2731 Operating Expense Debt (150k)	78,526.47	93,364.28	-14,837.81	-15.89%
2763 Wells Fargo Toro Utility	-0.12	27,991.85	-27,991.97	-100.00%
2764 NBT Truck Loan	15,437.43	20,829.11	-5,391.68	-25.89%
2765 Deere Credit Inc. Hybrid Mower	20,563.86	26,043.95	-5,480.09	-21.04%
2766 Wells Fargo Eq Bandit Chipper	12,025.96	15,250.36	-3,224.40	-21.14%
2767 Deere Credit, Inc. Sweeper Vac	15,658.34	19,578.60	-3,920.26	-20.02%
2768 Deere Credit Inc. Greens Roller	11,891.13	14,826.52	-2,935.39	-19.80%
2769 Deere Credit, Inc. Pro Gator	1,185.73	2,933.10	-1,747.37	-59.57%
2770 Deere Credit, Inc. Sprayer	15,220.40	26,225.03	-11,004.63	-41.96%
2771 Yard Card-Skid Mount	2,864.61	0.00	2,864.61	100.00%
2772 Wells Fargo 2017 Aera-Vator	4,840.08	0.00	4,840.08	100.00%
Total Long-Term Liabilities	\$ 2,305,771.43	\$ 2,466,175.24	-\$ 160,403.81	-6.50%
Total Liabilities	\$ 2,543,692.57	\$ 2,691,797.81	-\$ 148,105.24	-5.50%
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	-\$ 42,873.28	-\$ 42,873.28	\$ 0.00	0.00%
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%
Total 3500 Reserves	\$ 405,368.10	\$ 405,368.10	\$ 0.00	0.00%
3900 Retained Earnings	-841,180.73	-627,977.01	-213,203.72	-33.95%
Net Income	117,926.99	112,989.47	4,937.52	4.37%
Total Equity	-\$ 360,758.92	-\$ 152,492.72	-\$ 208,266.20	-136.57%
TOTAL LIABILITIES AND EQUITY	\$ 2,182,933.65	\$ 2,539,305.09	-\$ 356,371.44	-14.03%

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

	Total			
	Aug 2017	Aug 2016 (PY)	Change	% Change
Income				
4000 REVENUES			0.00	
4001 Golf Revenue			0.00	
4010 Golf Fees	161,308.20	150,822.80	10,485.40	6.95%
4020 I.D. Cards	910.00	1,825.00	-915.00	-50.14%
4030 Tournament Fees	4,284.00	9,422.00	-5,138.00	-54.53%
4050 Cart Revenue	54,446.00	52,251.00	2,195.00	4.20%
4055 GolfBoard Revenue	3,189.00		3,189.00	
4060 Golf Revenue - Gift Certif.	2,092.00	1,141.00	951.00	83.35%
4070 Gift & Rain Checks Redeemed	-4,023.00	-2,999.00	-1,024.00	-34.14%
Total 4001 Golf Revenue	\$ 222,206.20	\$ 212,462.80	\$ 9,743.40	4.59%
4100 Tennis Revenue	10,000.00	9,000.00	1,000.00	11.11%
4200 Rental Income	1,350.00	1,350.00	0.00	0.00%
4300 Investment Income	22.71	62.15	-39.44	-63.46%
4400 Misc. Income	45.00	1,700.00	-1,655.00	-97.35%
4600 Restaurant Income	6,000.00	6,000.00	0.00	0.00%
Total 4000 REVENUES	\$ 239,623.91	\$ 230,574.95	\$ 9,048.96	3.92%
Total Income	\$ 239,623.91	\$ 230,574.95	\$ 9,048.96	3.92%
Gross Profit	\$ 239,623.91	\$ 230,574.95	\$ 9,048.96	3.92%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	13,883.00	13,049.42	833.58	6.39%
5030 Operations	25,556.63	24,037.88	1,518.75	6.32%
5040 Operations O/T	83.86	595.45	-511.59	-85.92%
5050 Course Personnel	26,382.23	27,129.96	-747.73	-2.76%
5060 Course Personnel O/T	62.33	64.31	-1.98	-3.08%
5070 Seasonal Personnel	16,320.68	15,682.34	638.34	4.07%
5080 Seasonal Personnel O/T	98.77	307.92	-209.15	-67.92%
Total 5000 PERSONNEL EXPENSE	\$ 82,387.50	\$ 80,867.28	\$ 1,520.22	1.88%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	6,622.41	6,324.47	297.94	4.71%
5230 State Unemployment	2,216.30	2,287.49	-71.19	-3.11%
5250 Health Insurance	4,212.39	3,716.38	496.01	13.35%
5260 Workmans Compensation	1,529.67	923.92	605.75	65.56%
5270 Retirement Plans	651.90	470.78	181.12	38.47%
Total 5200 EMPLOYEE BENEFITS	\$ 15,232.67	\$ 13,723.04	\$ 1,509.63	11.00%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	530.77	494.34	36.43	7.37%
5430 Professional Fees	2,000.00	2,375.00	-375.00	-15.79%
5436 Advertising	1,701.52	250.00	1,451.52	580.61%
5440 Office Expense	991.10	791.02	200.08	25.29%
5441 Bank Charges	28.85	122.65	-93.80	-76.48%
5442 Credit Card Fees	4,752.27	4,251.95	500.32	11.77%
5450 Training and Dues	605.00	375.00	230.00	61.33%

5461 Authority Secretarial Services	240.00	260.00	-20.00	-7.69%
5469 Other Outside Services	335.78	210.68	125.10	59.38%
5470 Other Administrative	220.75	278.47	-57.72	-20.73%
5480 Utilities	4,850.48	4,803.60	46.88	0.98%
5500 Liability Insurance	3,941.30	3,832.00	109.30	2.85%
5520 Interest Expense	653.40	577.99	75.41	13.05%
Total 5400 ADMINISTRATIVE EXPENSES	\$ 20,851.22	\$ 18,622.70	\$ 2,228.52	11.97%
5600 SALES AND OPERATIONS				
5620 Pro Shop Maintenance	-688.84		-688.84	
Total 5600 SALES AND OPERATIONS	-\$ 688.84	\$ 0.00	-\$ 688.84	
5700 PARK MAINTENANCE				
5710 Water	7,111.51	8,130.93	-1,019.42	-12.54%
5720 Heating Fuel	281.61	0.00	281.61	0.00%
5730 Grounds Maintenance	766.50	1,444.95	-678.45	-46.95%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	1,493.00	-320.00	1,813.00	566.56%
5752 Agriculture/Chemicals Utilized	11,087.72	25,482.55	-14,394.83	-56.49%
Total 5750 Agriculture and Chemicals	\$ 12,580.72	\$ 25,162.55	-\$ 12,581.83	-50.00%
5760 Irrigation Maintenance	1,390.74	3,960.74	-2,570.00	-64.89%
5770 Consumable Tools	0.00	-359.80	359.80	100.00%
5780 Tee and Green Supplies	171.26	0.00	171.26	100.00%
5795 Janitorial Supplies	63.37	44.14	19.23	43.57%
5800 Equipment Maintenance	2,180.89	811.29	1,369.60	168.82%
5820 Building Maintenance	1,959.74	5,232.82	-3,273.08	-62.55%
5840 Small Equipment	0.00	598.00	-598.00	-100.00%
Total 5700 PARK MAINTENANCE	\$ 26,506.34	\$ 45,025.62	-\$ 18,519.28	-41.13%
6000 CART EXPENSE				
6010 Cart Lease Expense	12,036.00	11,536.54	499.46	4.33%
6015 Board Lease Expense	2,529.41	0.00	2,529.41	100.00%
6020 Electricity	1,665.65	725.65	940.00	129.54%
6030 Maintenance	646.88	0.00	646.88	100.00%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	\$ 17,277.94	\$ 12,662.19	\$ 4,615.75	36.45%
Total Expenses	\$ 161,566.83	\$ 170,900.83	-\$ 9,334.00	-5.46%
Net Operating Income	\$ 78,057.08	\$ 59,674.12	\$ 18,382.96	30.81%
Other Expenses				
8000 Depreciation/Amortization	20,662.04	17,957.30	2,704.74	15.06%
8001 Capital projects				
8100 Capital Projects - Cash	2,400.00	0.00	2,400.00	100.00%
Total 8001 Capital projects	\$ 2,400.00	\$ 0.00	\$ 2,400.00	
8002 Bond to City	4,372.16	4,762.29	-390.13	-8.19%
8004 Capital Debt to City	147.83	174.65	-26.82	-15.36%
8005 Operating Debt to City	124.33	193.51	-69.18	-35.75%
Total Other Expenses	\$ 27,706.36	\$ 23,087.75	\$ 4,618.61	20.00%
Net Other Income	-\$ 27,706.36	-\$ 23,087.75	-\$ 4,618.61	-20.00%
Net Income	\$ 50,350.72	\$ 36,586.37	\$ 13,764.35	37.62%

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

	Total			
	Jul - Aug, 2017	Jul - Aug, 2016 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	336,331.00	316,600.23	19,730.77	6.23%
4020 I.D. Cards	6,890.00	8,080.00	-1,190.00	-14.73%
4030 Tournament Fees	18,620.00	27,709.00	-9,089.00	-32.80%
4050 Cart Revenue	109,564.00	113,021.00	-3,457.00	-3.06%
4055 GolfBoard Revenue	5,928.00	0.00	5,928.00	100.00%
4060 Golf Revenue - Gift Certif.	4,162.00	2,455.00	1,707.00	69.53%
4070 Gift & Rain Checks Redeemed	-9,459.00	-8,795.00	-664.00	-7.55%
Total 4001 Golf Revenue	\$ 472,036.00	\$ 459,070.23	\$ 12,965.77	2.82%
4100 Tennis Revenue	20,000.00	18,000.00	2,000.00	11.11%
4200 Rental Income	2,700.00	2,700.00	0.00	0.00%
4300 Investment Income	44.27	111.98	-67.71	-60.47%
4400 Misc. Income	60.00	2,800.00	-2,740.00	-97.86%
4600 Restaurant Income	12,000.00	12,000.00	0.00	0.00%
Total 4000 REVENUES	\$ 506,840.27	\$ 494,682.21	\$ 12,158.06	2.46%
Total Income	\$ 506,840.27	\$ 494,682.21	\$ 12,158.06	2.46%
Gross Profit	\$ 506,840.27	\$ 494,682.21	\$ 12,158.06	2.46%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	27,748.21	25,089.55	2,658.66	10.60%
5030 Operations	52,594.27	47,287.39	5,306.88	11.22%
5040 Operations O/T	473.22	1,564.96	-1,091.74	-69.76%
5050 Course Personnel	53,003.01	51,259.16	1,743.85	3.40%
5060 Course Personnel O/T	332.47	397.21	-64.74	-16.30%
5070 Seasonal Personnel	33,097.58	28,158.91	4,938.67	17.54%
5080 Seasonal Personnel O/T	180.58	517.99	-337.41	-65.14%
Total 5000 PERSONNEL EXPENSE	\$ 167,429.34	\$ 154,275.17	\$ 13,154.17	8.53%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	13,128.09	12,499.96	628.13	5.03%
5230 State Unemployment	4,943.48	4,999.27	-55.79	-1.12%
5250 Health Insurance	8,424.78	7,371.52	1,053.26	14.29%
5260 Workmans Compensation	3,024.02	1,847.84	1,176.18	63.65%
5270 Retirement Plans	1,307.20	881.51	425.69	48.29%
Total 5200 EMPLOYEE BENEFITS	\$ 30,827.57	\$ 27,600.10	\$ 3,227.47	11.69%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	1,061.54	988.68	72.86	7.37%
5430 Professional Fees	4,375.00	4,750.00	-375.00	-7.89%

5436 Advertising	5,204.67	3,250.00	1,954.67	60.14%
5440 Office Expense	2,525.46	2,825.45	-299.99	-10.62%
5441 Bank Charges	56.35	159.30	-102.95	-64.63%
5442 Credit Card Fees	9,156.58	8,773.32	383.26	4.37%
5445 Postage	26.89	0.00	26.89	100.00%
5450 Training and Dues	605.00	375.00	230.00	61.33%
5461 Authority Secretarial Services	490.00	380.00	110.00	28.95%
5469 Other Outside Services	671.56	559.02	112.54	20.13%
5470 Other Administrative	699.90	347.97	351.93	101.14%
5471 Charitable Contributions	100.00	0.00	100.00	100.00%
5480 Utilities	8,546.77	7,279.56	1,267.21	17.41%
5490 Water	0.00	276.70	-276.70	-100.00%
5500 Liability Insurance	7,882.56	6,222.00	1,660.56	26.69%
5520 Interest Expense	1,439.04	1,117.09	321.95	28.82%
Total 5400 ADMINISTRATIVE EXPENSES	\$ 42,841.32	\$ 37,304.09	\$ 5,537.23	14.84%
6600 SALES AND OPERATIONS				
6620 Pro Shop Maintenance	0.00	0.00	0.00	0.00%
Total 6600 SALES AND OPERATIONS	\$ 0.00	\$ 0.00	\$ 0.00	
5700 PARK MAINTENANCE				
5710 Water	15,714.94	31,630.51	-15,915.57	-50.32%
5720 Heating Fuel	715.60	539.27	176.33	32.70%
5730 Grounds Maintenance	1,044.89	1,072.27	-27.38	-2.55%
5740 Tree Maintenance	0.00	0.00	0.00	0.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	3,346.24	115.50	3,230.74	2797.18%
5752 Agriculture/Chemicals Utilized	24,447.72	40,480.05	-16,032.33	-39.61%
Total 5750 Agriculture and Chemicals	\$ 27,793.96	\$ 40,595.55	-\$ 12,801.59	-31.53%
5760 Irrigation Maintenance	2,940.94	4,158.74	-1,217.80	-29.28%
5770 Consumable Tools	0.00	-359.80	359.80	100.00%
5780 Tee and Green Supplies	171.26	124.94	46.32	37.07%
5795 Janitorial Supplies	63.37	442.09	-378.72	-85.67%
5800 Equipment Maintenance	4,865.22	4,469.23	395.99	8.86%
5820 Building Maintenance	4,672.18	6,490.70	-1,818.52	-28.02%
5840 Small Equipment	0.00	598.00	-598.00	-100.00%
5860 Gasoline/Diesel Fuel	2,516.56	1,763.65	752.91	42.69%
Total 5700 PARK MAINTENANCE	\$ 60,498.92	\$ 91,525.15	-\$ 31,026.23	-33.90%
6000 CART EXPENSE				
6010 Cart Lease Expense	24,072.00	19,533.54	4,538.46	23.23%
6015 Board Lease Expense	5,058.82	0.00	5,058.82	100.00%
6020 Electricity	3,353.63	2,549.89	803.74	31.52%
6030 Maintenance	804.19	1,929.30	-1,125.11	-58.32%
6050 Cart Insurance	800.00	800.00	0.00	0.00%
Total 6000 CART EXPENSE	\$ 34,088.64	\$ 24,812.73	\$ 9,275.91	37.38%
Total Expenses	\$ 335,685.79	\$ 336,517.24	\$ 168.55	0.05%
Net Operating Income	\$ 171,154.48	\$ 159,164.97	\$ 11,989.51	7.53%
Other Expenses				
8000 Depreciation/Amortization	38,619.34	35,914.60	2,704.74	7.53%

8001 Capital projects				
8100 Capital Projects - Cash	5,319.51	0.00	5,319.51	100.00%
Total 8001 Capital projects	\$ 5,319.51	\$ 0.00	\$ 5,319.51	100.00%
8002 Bond to City	8,744.32	9,524.58	-780.26	-8.19%
8004 Capital Debt to City	295.66	349.30	-53.64	-15.36%
8005 Operating Debt to City	248.66	387.02	-138.36	-35.75%
Total Other Expenses	\$ 53,227.49	\$ 46,175.50	\$ 7,051.99	15.27%
Net Other Income	-\$ 53,227.49	-\$ 46,175.50	-\$ 7,051.99	-15.27%
Net Income	\$ 117,926.99	\$ 112,989.47	\$ 4,937.52	4.37%

Oak Hills Park Authority
2017 Actual vs. Budget

	<u>August Act</u>	<u>August Bud</u>	<u>Var \$</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	\$161,308	\$160,177	\$1,131	0.7%	\$336,331	\$335,200	\$1,131	0.3%
4020 · I.D. Cards	\$910	\$1,504	-\$594	-39.5%	\$6,890	\$7,484	-\$594	-7.9%
4030 · Tournament Fees	\$4,284	\$9,551	-\$5,267	-55.1%	\$18,620	\$23,887	-\$5,267	-22.0%
4050 · Cart Revenue	\$54,446	\$56,846	-\$2,400	-4.2%	\$109,564	\$111,964	-\$2,400	-2.1%
4055 · GolfBoard Revenue	\$3,189	\$1,573	\$1,616	102.7%	\$5,928	\$4,312	\$1,616	37.5%
4060 · Golf Revenue - Gift Certif.	\$2,092	\$913	\$1,179	129.2%	\$4,162	\$2,983	\$1,179	39.5%
4070 · Gift & Rain Checks Redeemed	-\$4,023	-\$3,165	-\$858	27.1%	-\$9,459	-\$8,601	-\$858	10.0%
Total 4001 · Golf Revenue	\$222,206	\$227,400	-\$5,193	-2.3%	\$472,036	\$477,229	-\$5,193	-1.1%
4100 · Tennis Revenue	\$10,000	\$10,000	\$0	0.0%	\$20,000	\$20,000	\$0	0.0%
4200 · Rental Income	\$1,350	\$1,350	\$0	0.0%	\$2,700	\$2,700	\$0	0.0%
4300 · Investment Income	\$23	\$41	-\$18	-44.3%	\$44	\$62	-\$18	-29.0%
4400 · Misc. Income	\$45	\$624	-\$579	-92.8%	\$60	\$639	-\$579	-90.6%
4600 · Restaurant Income	\$6,000	\$6,000	\$0	0.0%	\$12,000	\$12,000	\$0	0.0%
4700 · Advertising Revenue	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
Total Other Revenue	\$17,418	\$18,015	-\$597	-3.3%	\$34,804	\$35,401	-\$597	-1.7%
TOTAL REVENUE	\$239,624	\$245,414	-\$5,790	-2.4%	\$506,840	\$512,631	-\$5,790	-1.1%
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	\$13,883	\$13,407	-\$476	-3.6%	\$27,748	\$27,272	-\$476	-1.7%
5030 · Operations	\$25,557	\$18,866	-\$6,690	-35.5%	\$52,594	\$45,904	-\$6,690	-14.6%
5040 · Operations O/T	\$84	-\$389	-\$473	121.5%	\$473	\$0	-\$473	0.0%
5050 · Course Personnel	\$26,382	\$25,066	-\$1,316	-5.2%	\$53,003	\$51,687	-\$1,316	-2.5%
5060 · Course Personnel O/T	\$62	\$59	-\$3	-5.8%	\$332	\$329	-\$3	-1.0%
5070 · Seasonal Personnel	\$16,321	\$17,227	\$906	5.3%	\$33,098	\$34,004	\$906	2.7%
5080 · Seasonal Personnel O/T	\$99	\$165	\$66	40.1%	\$181	\$247	\$66	26.8%
Total 5000 · PERSONNEL EXPENSE	\$82,388	\$74,401	-\$7,987	-10.7%	\$167,429	\$159,443	-\$7,987	-5.0%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	\$6,622	\$5,897	-\$725	-12.3%	\$13,128	\$12,403	-\$725	-5.8%
5230 · State Unemployment	\$2,216	\$2,245	\$29	1.3%	\$4,943	\$4,973	\$29	0.6%
5250 · Health Insurance	\$4,212	\$4,288	\$76	1.8%	\$8,425	\$8,500	\$76	0.9%
5260 · Workmans Compensation	\$1,530	\$1,381	-\$149	-10.8%	\$3,024	\$2,875	-\$149	-5.2%
5270 · Retirement Plans	\$652	\$577	-\$75	-13.0%	\$1,307	\$1,232	-\$75	-6.1%
Total 5200 · EMPLOYEE BENEFITS	\$15,233	\$14,388	-\$844	-5.9%	\$30,828	\$29,983	-\$844	-2.8%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	\$531	\$536	\$6	1.1%	\$1,062	\$1,067	\$6	0.5%
5430 · Professional Fees	\$2,000	\$2,167	\$167	7.7%	\$4,375	\$4,542	\$167	3.7%
5436 · Advertising	\$1,702	\$2,100	\$398	19.0%	\$5,205	\$5,603	\$398	7.1%
5440 · Office Expense	\$991	\$1,247	\$256	20.5%	\$2,525	\$2,781	\$256	9.2%
5441 · Bank Charges	\$29	\$149	\$120	80.6%	\$56	\$176	\$120	68.0%
5442 · Credit Card Fees	\$4,752	\$4,976	\$224	4.5%	\$9,157	\$9,381	\$224	2.4%
5445 · Postage	\$0	\$0	\$0	0.0%	\$27	\$27	\$0	0.0%
5450 · Training and Dues	\$605	\$191	-\$414	-216.3%	\$605	\$191	-\$414	-216.3%
5461 · Authority Secretarial Services	\$240	\$249	\$9	3.7%	\$490	\$499	\$9	1.8%
5469 · Other Outside Services	\$336	\$286	-\$50	-17.3%	\$672	\$622	-\$50	-8.0%
5470 · Other Admin	\$221	\$750	\$529	70.6%	\$700	\$1,229	\$529	43.1%
5471 · Charitable Contributions	\$0	\$0	\$0	0.0%	\$100	\$100	\$0	0.0%
5480 · Utilities	\$4,850	\$4,463	-\$388	-8.7%	\$8,547	\$8,159	-\$388	-4.8%
5490 · Water	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	\$16,257	\$17,114	\$858	5.0%	\$33,520	\$34,377	\$858	2.5%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	\$3,941	\$3,831	-\$111	-2.9%	\$7,883	\$7,772	-\$111	-1.4%

Oak Hills Park Authority
2017 Actual vs. Budget

	<u>August Act</u>	<u>August Bud</u>	<u>Var \$</u>	<u>Var %</u>	<u>YTD Act</u>	<u>YTD Bud</u>	<u>Var \$</u>	<u>Var %</u>
5520 · Interest	\$653	\$740	\$86	11.7%	\$1,439	\$1,525	\$86	5.7%
Total 5500 · DEBT SERVICE AND INSURANCE	\$4,595	\$4,570	-\$24	-0.5%	\$9,322	\$9,297	-\$24	-0.3%
5600 · SALES AND OPERATIONS								
5620 · Pro Shop Maintenance	-\$689	-\$689	\$0	0.0%	\$0	\$0	\$0	0.0%
5640 · Golf Pro Supplies		\$450	\$450	100.0%	\$0	\$450	\$450	100.0%
5680 · Golf Pro Work Clothes		\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
Total 5600 SALES AND OPERATIONS	-\$689	-\$239	\$450	-188.4%	\$0	\$450	\$450	100.0%
5700 · PARK MAINTENANCE								
5710 · Water	\$7,112	\$13,509	\$6,398	47.4%	\$15,715	\$22,113	\$6,398	28.9%
5720 · Heating Fuel	\$282	\$220	-\$62	-28.0%	\$716	\$654	-\$62	-9.4%
5730 · Grounds Maintenance	\$767	\$2,769	\$2,002	72.3%	\$1,045	\$3,047	\$2,002	65.7%
5740 · Tree Maintenance	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
5751 · Agriculture&Chemicals-Purch	\$1,493	\$17,512	\$16,019	91.5%	\$3,346	\$32,726	\$29,379	89.8%
5752 · Agriculture/Chemicals Utilized	\$11,088	\$0	-\$11,088	0.0%	\$24,448	\$0	-\$24,448	0.0%
5760 · Irrigation Maintenance	\$1,391	\$2,716	\$1,325	48.8%	\$2,941	\$4,266	\$1,325	31.1%
5770 · Consumable Tools	\$0	-\$239	-\$239	100.0%	\$0	-\$239	-\$239	100.0%
5780 · Tee and Green Supplies	\$171	\$50	-\$121	-240.3%	\$171	\$50	-\$121	-240.3%
5795 · Janitorial Supplies	\$63	\$96	\$32	33.8%	\$63	\$96	\$32	33.8%
Total 5700 · PARK MAINTENANCE	\$22,366	\$36,634	\$14,268	38.9%	\$48,445	\$62,713	\$14,268	22.8%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	\$2,181	\$1,355	-\$826	-61.0%	\$4,865	\$4,039	-\$826	-20.5%
5820 · Building Maintenance	\$1,960	\$2,271	\$311	13.7%	\$4,672	\$4,983	\$311	6.2%
5840 · Small Equipment	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
5860 · Gasoline/Diesel Fuel	\$0	\$284	\$284	100.0%	\$2,517	\$2,800	\$284	10.1%
5880 · Employee work clothes	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
Total 5800 · PARK EQUIPMENT	\$4,141	\$3,909	-\$232	-5.9%	\$12,054	\$11,822	-\$232	-2.0%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	\$12,036	\$12,036	\$0	0.0%	\$24,072	\$24,072	\$0	0.0%
6015 · Board Lease Expense	\$2,529	\$2,529	\$0	0.0%	\$5,059	\$5,059	\$0	0.0%
6020 · Electricity	\$1,666	\$1,125	-\$540	-48.0%	\$3,354	\$2,813	-\$540	-19.2%
6030 · Maintenance	\$647	\$200	-\$447	-223.4%	\$804	\$357	-\$447	-125.1%
6050 · Cart Insurance	\$400	\$400	\$0	0.0%	\$800	\$800	\$0	0.0%
6060 · Misc. Cart Expense	\$0	\$167	\$167	100.0%	\$0	\$167	\$167	100.0%
Total 6000 · CART EXPENSE	\$17,278	\$16,457	-\$820	-5.0%	\$34,089	\$33,268	-\$820	-2.5%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	\$161,567	\$167,234	\$5,668	3.4%	\$335,686	\$341,353	\$5,668	1.7%
TOTAL OPERATIONAL NET INCOME	\$78,057	\$78,180	-\$123	-0.2%	\$171,154	\$171,277	-\$123	-0.1%
Depreciation/Amortization								
Restructured Debt	\$4,372	\$4,372	\$0	0.0%	\$8,744	\$8,744	\$0	0.0%
Capital Funding \$150k	\$148	\$148	\$0	0.0%	\$296	\$296	\$0	0.0%
\$150K Operating Debt	\$124	\$124	\$0	0.0%	\$249	\$249	\$0	0.0%
Total Other Expense	\$4,644	\$4,644	\$0	0.0%	\$9,289	\$9,289	\$0	0.0%
NET INCOME BEFORE CAPITAL EXPENSES	\$73,413	\$73,536	-\$123	-0.2%	\$161,866	\$161,989	-\$123	-0.1%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	\$2,400	\$4,167	\$1,767	42.4%	\$5,320	\$7,086	\$1,767	24.9%
8101 - Capital Proj Financed	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
Contingency								
Total 8000 · OTHER EXPENSE	\$2,400	\$4,167	\$1,767	42.4%	\$5,320	\$7,086	\$1,767	24.9%
NET INCOME	\$71,013	\$69,369	\$1,644	2.4%	\$156,546	\$154,902	\$1,644	1.1%



CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director

P: 203-854-7870 / F: 203-854-7848


125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

7

MEMORANDUM

DATE: September 27, 2017

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

FROM: Robert Barron, Director of Finance 

RE: Special Capital Appropriation - City Hall Roof Replacement Project Phase II

Attached is a request from the Office of Building Management of the city's Public Works department for a special capital appropriation in the amount of \$509,000 to proceed with phase II of the City Hall Roof Replacement project. This request along with \$406,000 of available funds from existing authorizations will pay for the estimated \$915,000 project cost.

An RFP was issued for the project and the city received a low bid of \$830,421 from Young Developers LLC. This bid plus a 10% contingency totals the \$915,000 estimated project cost. The \$406,000 of available funds are made up of \$286,000 remaining from Phase I and \$120,000 in a current year appropriation for phase II.

The Public Works Department recently closed five projects, returning over \$581,000 of available balances to the Capital Fund. These project closures and return of funds were anticipated when the current year's bonding authorization for phase II was requested.

The Finance Department recommends approval of the Special Capital Appropriation request of \$509,000 for the Phase II of the City Hall Roof Replacement Project. The funds will be drawn from the Capital Fund balance and will not need an associated bond authorization.

ACTION REQUESTED:

1. RESOLUTION: Approve a special capital appropriation in the amount of \$509,000 to increase the available funds for Phase II Roofing Project (0918 7100 577 C0439). The funds will be drawn from the balance in the Capital Fund.



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

MEMORANDUM

DATE: September 27, 2017

TO: The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Harry Rilling, Mayor *Harry W. Rilling*

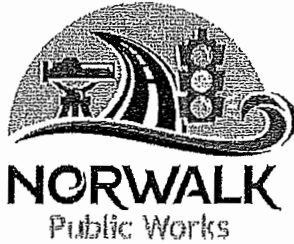
RE: Special Capital Appropriation - City Hall Roof Replacement Project Phase II

Attached is a request from the Office of Building Management of the city's Public Works department for a special capital appropriation in the amount of \$509,000 to proceed with phase II of the City Hall Roof Replacement project. This request along with \$406,000 of available funds from existing authorizations will pay for the estimated \$915,000 project cost.

The Director of Finance and Office of Building Management have provided additional information regarding funding for this project in the attached documents.

ACTION REQUESTED:

1. RESOLUTION: Approve a special capital appropriation in the amount of \$509,000 to increase the available funds for Phase II Roofing Project (0918 7100 577 C0439). The funds will be drawn from the balance in the Capital Fund.



CITY OF NORWALK
Alan Lo
Buildings and Facilities Manager
alo@norwalkct.org
P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : ROBERT BARRON, FINANCE DIRECTOR
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
RE : CITY HALL ROOF REPLACEMENT PROJECT –
SPECIAL CAPITAL APPROPRIATION
DATE: SEPTEMBER 27, 2017

In recent years, the City allocated approximately \$1,500,000 capital budget funds for the Norwalk City Hall roof replacement project. The existing roof was installed as part of the 1986 adaptive reuse of the old Norwalk High School for the current City Hall.

With the available funds, Building Management completed Phase I of the roofing project in the spring of 2017. This project included the replacement of about half of the roofing areas and the replacement of the copper dome over the atrium. With the completion of the Phase I roof replacement project, we are proceeding with the installation of the proposed photovoltaic panels following recent approval of the incentive funds. At the present time, there is a free balance of \$285,943.15 in the following City Hall roofing accounts:

0915 7100 5777 C0439 -	\$ 9,948.29
0916 7100 5777 C0439 -	\$ 6,050.00
0917 7100 5777 C0439 -	<u>\$269,944.86</u>
Total	\$285,943.15

As part of the 2017-2018 Capital Budget requests, Building Management requested an additional \$700,000 for Phase II roofing replacement project based on the estimated project cost of approximately \$1,000,000. During the budget process,

Building Management, in cooperation with Finance Department and Planning & Zoning Department, developed an alternate funding strategy in an effort to recapture old capital project funds and to reduce the allocation request. As a result, the City approved an allocation of \$120,000 for Phase II roofing replacement project as part of the 2017-2018 Capital Budget. The total available fund is \$405,943.15 (\$285,943.15 + \$120,000).

In August of 2017, the City's Purchasing Department advertised the project for bids. The required budget, based on the apparent low bid plus 10% construction contingency, is approximately \$915,000. Therefore, I would like to request a **Special Capital Appropriation in the amount of \$509,000** (\$915,000 - \$406,000) for the City Hall Phase II roof replacement project. This project is scheduled to be completed by summer 2018. Please also note that the only remaining roof component that is currently under assessment and not included in Phase II is the original 1930's copula over the Concert Hall.

If there are any questions, please do not hesitate to contact me. Thank you in advance for your consideration of this matter.

Cc: Tom Livingston, Chairman, LU&BM Committee
Mike Sgobbo, Building Management
Bruce Chimento, Director, DPW

Gilden, Frederic

From: Luce, Benjamin
Sent: Friday, September 29, 2017 11:19 AM
To: Gilden, Frederic
Subject: Finance Committee Agenda Item
Attachments: 3794 - Electricity Generation Supply Service.docx

Fred,

Please see the attached memo and the below action request for next month's Finance Committee agenda:

ACTION REQUESTED:

Authorize the Director of Finance to execute an up-to thirty-six (36) month agreement with the qualified low-bidder(s) for Project #3794: Electricity Generation Supply Service for City locations.

Regards,

Ben Luce
Purchasing Agent



City of Norwalk, Connecticut
125 East Avenue
PO Box 5125
Norwalk, CT 06856-5125
203-854-7892 office

Norwalk Purchasing & Central Services

A handwritten signature or set of initials, possibly "BL", enclosed within a hand-drawn circle.



Purchasing Department
Finance Group

~~September 29~~ ~~October 9~~, 2017

4

REQUEST FOR PROPOSALS – ELECTRICITY GENERATION SUPPLY SERVICES		
RFP NUMBER	XXXX3448	Document length – 286-xx pages
DEADLINE – Letters of intent	11:00 AM	October 16, 2014
DEADLINE - Submissions	11:300 AM	October 258 , 2017 4

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Commented [EM1]: Can we receive pricing by fax or email?
let's please discuss reasoning for this.

Dear Sir/Madam:

The attached request for proposals is for the solicitation of submissions from CT PURA- registered and qualified Retail Electricity Providers for the supply and delivery of Firm electricity to fulfill the consumption requirements of the City of Norwalk (annual requirements approx. 17,000,000 kWh).

TERM OF AGREEMENT: Initial award up to ~~Thirty-sixfive~~ (365) months, ~~beginning covering~~ December 1, 2014 through ~~October 31, 2017~~ December 2017. Additionally, supplemental extension agreements may be renewed up to a total of ~~twenty-six~~ (246) additional months to ~~December 31, 2019~~.

RFP DOCUMENTS are available upon receipt of this invitation (if not attached) over the Internet at <http://www.norwalkct.org> Adobe Acrobat reader is required to view this document. If you do not have this software you may download it from Adobe.

All questions must be submitted in writing to Benjamin Luce ~~Gerald J. Foley~~, Purchasing Agent. The deadline for the submission of questions ~~and letters of intent~~ is 11:00AM, October ~~xx16~~, 2017~~4~~.

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Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any RFP information. Our fax number is 203-854-7817.

~~We would appreciate the courtesy of promptly advising us if you do not intend to respond. To properly maintain our records those firms who do not respond may be removed from our vendor records.~~ If, after review of the bid documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Sincerely,

Gerald J. Foley Ben Luce

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Purchasing Agent
Phone (203) 854-7712
Fax # (203) 854-7817
E-Mail – blucegfoley@norwalkct.org

Field Code Changed

SECTION 1 - RESPONSE FORMS

~~SPECIAL NOTES ON RESPONDING~~

SPECIAL NOTES ON RESPONDING:

ADDENDAS, if issued, will be available over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. **We strongly suggest that you check for any addenda a minimum of forty-eight hours in advance of the bid deadline.**

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

AWARD NOTIFICATION will be issued by email and mail.

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

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SECTION 1.0 -1- RFP RESPONSE FORM 3448-XXXX – Electricity Generation Services
 [page 1 of 2]

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Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all rights to plead any misunderstanding regarding the same is waived.

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

The Purchasing Agent may extend the bid opening if it appears to be in the City's best interest to do so. If there is a decision to extend it will most likely occur three days prior to the submission due date.

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Please complete the following table. The service period for each pricing option shown below will begin with each account's meter read date in December 2017. There will be two (2) separate Transaction Confirmations for this agreement: one that is applicable to the City accounts, and another that is applicable to the School accounts. The City of Norwalk intends to award all accounts (both groupings) to a single supplier. These account numbers and groupings are contained in Appendix XX of this document. Prices in the table below are to be submitted on a per kilowatt-hour basis, and should be taken out to 4 decimal places (\$0.0XXX/kWh).

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A. Proposed Fees – Fixed Fee Pricing – Combined Award – Both City & Board of Education Locations

1.	Meter read after 12/01/14 thru 10/31/15 – Fixed Fee Pricing [Eleven (11) month award]	
		Proposed Pricing
a.	Fixed All-in-Price	\$ _____ /kWh

2.	Meter read after 12/01/14 thru 10/31/16 – Fixed Fee Pricing [Twenty-three (23) month award]	
		Proposed Pricing
a.	Fixed All-in-Price	\$ _____ /kWh

3.	Meter read after 12/01/14 thru 10/31/17 – Fixed Fee Pricing [Thirty-five (35) month award]	
		Proposed Pricing
a.	Fixed All-in-Price	\$ _____ /kWh

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1.1 RESPONSE FORM 3448 Electricity Generation Services [page 2 of 2]

Vendor Name _____

B. Proposed Fees – Fixed Fee Pricing – City Locations only

1.	Meter read after 12/01/14 thru 10/31/15 – Fixed Fee Pricing [Eleven (11) month award]	
		Proposed Pricing
a.	Fixed All-in Price	\$ _____ /kWh

2.	Meter read after 12/01/14 thru 10/31/16 – Fixed Fee Pricing [Twenty three (23) month award]	
		Proposed Pricing
a.	Fixed All-in Price	\$ _____ /kWh

3.	Meter read after 12/01/14 thru 10/31/17 – Fixed Fee Pricing [Thirty five (35) month award]	
		Proposed Pricing
a.	Fixed All-in Price	\$ _____ /kWh

C. Proposed Fees – Fixed Fee Pricing – Board of Education Locations only

1.	Meter read after 01/01/15 thru 10/31/15 – Fixed Fee Pricing [Ten (10) month award]	
		Proposed Pricing
a.	Fixed All-in Price	\$ _____ /kWh

2.	Meter read after 01/01/15 thru 10/31/16 – Fixed Fee Pricing [Twenty two (22) month award]	
		Proposed Pricing
a.	Fixed All-in Price	\$ _____ /kWh

3.	Meter read after 01/01/15 thru 10/31/17 – Fixed Fee Pricing [Thirty four (34) month award]	
		Proposed Pricing
a.	Fixed All-in Price	\$ _____ /kWh

CITY ACCOUNTS	SCHOOL ACCOUNTS
---------------	-----------------

- Commented [EM2]: Should discuss possibility of having 2 winners (one for each account grouping)
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<u># of accounts;</u>	XX	XX
<u>Approximate Annual Consumption;</u>	X,XXX,XXX	X,XXX,XXX
<u>12-month term;</u>	\$ _____ /kWh	\$ _____ /kWh
<u>24-month term;</u>	\$ _____ /kWh	\$ _____ /kWh
<u>36-month term;</u>	\$ _____ /kWh	\$ _____ /kWh

Submitted by:–	–
<i>Authorized Agent of Company (name and title)</i>	Date:

- *Response Form continued on next page* -

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

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

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SECTION 2.0 SCOPE OF SERVICES

2.1 INTRODUCTION:

The City of Norwalk, Connecticut (the "City") is soliciting proposals from qualified entities ("Retail Electricity Providers") to provide retail electricity supply service to the City and Board of Education Locations. The successful Retail Electricity Provider is expected to supply electricity to the City pursuant to an initial contract with a service period of up to term of not less than ten (10) months, and not more than thirty-six four (364) months. Ultimately, the City shall determine the duration term of the contract based on Retail Electricity Providers' submissions. However, it is anticipated that the initial contract term will commence in accordance with the utility-scheduled meter read dates in December 2017 or about the meter reads on or after December 1, 2014, and shall terminate no earlier than October 31, 2015.

2.2 OVERVIEW

The City of Norwalk, Connecticut has a population of about 84,000437, and includes including 14 major municipal buildings, two (2) libraries, and nineteen (19) school buildings, a sewage treatment plant and additional facilities including police, fire, public works and park facilities.

Commented [EM3]: Ben, is there a sewerage treatment plant within the City?

LDC Accounts:

87 total CL&P accounts - See Attached 'Account List' at Appendix XX
58 accounts -- City of Norwalk -- 5,100 MWhs/year
29 accounts - Department of Education - 12,067 MWhs/year

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In this Request for Proposal ("RFP"), the City is seeking pricing for competitive retail electricity generation services (including required ancillary service charges) from licensed Competitive Suppliers and Electricity Brokers to provide electricity to City and Board of Education electricity accounts with cumulative an approximate annual consumption of approximately seventeen (17) million kilowatt-hours (MkWh). Electricity supplied under this Agreement must be delivered in conjunction with the local distribution service provided by Eversource North East Utilities [Connecticut Light and Power] and in strict accordance with all rules and regulations of the State of Connecticut and the Independent System Operator New England (ISO-NE).

Anticipated process and award timeline:

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Date of Issue Friday,
October 9 September 29, 20147
Deadline for submission of questions Monday, October 2 11:00am
October 16, 2014, 4:00pm
Deadline for submission of intent 11:00am October 16, 2014
Responses to questions issued Monday, no later than October 23,
2014, 4:00pm
Deadline for submission of proposals Wednesday, 11:00am October
25, 2014, by 11:30am
Contract Execution Wednesday, October 25, 2017, by 4:00pm*
Service begins
Meter read dates on or after after December 1, 20174

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* Note, supplier price offers must be held until at least 4:00pm on the day of submittal. It is

the City's intention to sign a contract on this day.

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2.3 EXHIBITS

Attached, as an exhibit to this RFP, is a complete listing of the City and Board of Education electricity accounts, inclusive of name key for data retrieval purposes, covered under this Request for Proposal [~~three (3) pages~~]. Additionally, a second exhibit includes a billing statement for each location for your reference [~~two hundred and sixty-eight (268) pages~~]. And finally an Eversource Connecticut Light & Power (CL&P) letter of authorization form [~~one (1) page~~].

2.4 SCOPE OF SERVICE AND PRICING OPTIONS

A. Scope of Service

Retail Electricity provider(s) shall provide delivery of Firm electricity supply service to Eversource North East Utilities [Connecticut Light and Power] for distribution to the City for an initial period of not less than twelve one nine (129) months.

The Retail Electricity Provider(s) shall be responsible for the administration of all monthly electricity billing for generation services including the billing of all ancillary charges including, but not limited to: energy, capacity, transmission, ancillary services, ISO fees, Operational Charges, ISO-NE 2014/2015-Winter Reliability charges, line losses, RMR, LFR, state-mandated renewable portfolio standard requirements, etc and energy. Supplier price offers shall include all supply-related costs and charges that are not related to the utility's delivery charges. Also, sales tax shall be excluded from pricing, and broker fee shall be excluded from pricing.

Retail Electricity Provider(s) to be responsible for all utility and/or ISO-NE scheduling, and management of associated fees.

B. Requested Pricing Options

Retail Electricity provider(s) shall provide pricing in accordance with the pricing response formsheets provided in section 1.1 of this solicitation.

The City is requesting for the following options:

1. Full requirements, fixed all-in price contract. Provide a fixed, all-inclusive price as outlined above fixing in all energy, capacity, and ancillary costs including but not limited to 2014/2015 winter reliability, RMR, LFR, and state mandated renewable portfolio standard as follow for the following options:

A. Combined Award for the all City and Board of Education locations for:

Blended price between both sets of accounts. The contract start for this pricing would be the meter read date on or after December 1st, 2014 for the City of Norwalk accounts, and the Norwalk Public School accounts would pick up on the first meter read on or after January 1st, 2015. The terms to be priced will be eleven (11) months (December 1, 2014 thru October 31, 2015), twenty-three (23) months (December 1, 2014 thru October 31, 2016), thirty-five (35) months (December 1, 2014 thru October 31, 2017).

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AB. Individual Award – City Locations only

City of Norwalk accounts, ~~blended-only~~. The contract start would be the first meter read date on or after **December 1st, 2017**. The terms to be priced for this group include: ~~twelve~~ ~~eleven (12)~~ months, ~~(December 1, 2014 thru October 31, 2015)~~, ~~twenty-four~~ ~~three (24)~~ months, ~~(December 1, 2014 thru October 31, 2016)~~, ~~thirty-five~~ ~~and thirty-six (36)~~ months ~~(December 1, 2014 thru October 31, 2017)~~.

BC. Individual Award – Board of Education Locations only

Board of Education accounts, ~~blended-only~~. The contract start would be the first meter read date on or after **December 1st, 2017**. The terms to be priced for this group include: ~~twelve~~ ~~(12)~~ months, ~~twenty-four (24)~~ months, and ~~thirty-six (36)~~ months. ~~The contract start would be the first meter read date on or after January 1, 2015. The terms to be priced for this group is ten (10) months (January 1, 2015 thru October 31, 2015), twenty-two (22) months (January 1, 2015 thru October 31, 2016), thirty-four (34) months (January 1, 2015 thru October 31, 2017)~~

It is the City's intention and preference to award options A and B to a single supplier. If necessary, the City may perform its own weighted average calculation between the two options to determine the low bidder on a cumulative basis.

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2.5 CITY-REQUIRED TERMS & CONDITIONS

The City expects to utilize the winning supplier's form of agreement for this contract. This agreement must contain and/or address the following requirements from the City:

The City is seeking Consolidated Billing for this contract. If a supplier is unable to provide Consolidated Billing, it must state this in its proposal to the City. If Consolidated Billing is unavailable, the City will request a payment remittance period of 30 days's payment term for this award shall be net 20 days. However, Retail Electricity providers are encouraged to offer discount(s) for early payment processing.

The anticipated contracts shall be for Full Requirements Supply of electricity. The Retail Electricity Provider shall include contract flexibility for electricity consumption to allow for consumption variation of a minimum bandwidth, or swing, allowance of +/- 420% as it applies to all City accounts on a cumulative basis and as related to the definition of material change of monthly balance usage for the entire portfolio based on the historical usage for each specific month.

The Retail Electricity provider shall provide consolidated billing for all accounts on this RFP. If this is not a service that the Retail Electricity supplier is able to provide, it must be mentioned in the response to this RFP.

Additional, if ~~On an as-requested basis~~, the Retail Electricity provider shall have the ability provide monthly billing statement information that is summarized by location.

The proposed contract for service shall not include any self-renewal or "evergreen" clauses.

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~~Inclusions of these clauses will result in immediate disqualification for services.~~

The governing ~~jurisdiction~~ venue for contracting purposes shall be the State of Connecticut.

~~The term of the contract shall commence on the first meter read date available for enrollment on or after December 1st, 2014 and will terminate no earlier than October 31st, 2015. Note: the selection of the actual contract term shall be at the City's sole discretion.~~

2.6 Bidder Qualification Requirements [Minimum]

Eligible Retail Electricity Providers must meet the following, minimum requirements:

- A. Be listed on the State of Connecticut List of Competitive Electricity Suppliers. Respondents must provide, with their submission, a copy of a valid, current license issued by the CTDPUIC;
- B. Currently supplying competitive electricity to retail consumers, including municipalities, other public entities of a similar size of Norwalk, located within the State of Connecticut;
- C. The Retail Electricity Provider must be in good business standing with the State of Connecticut. Any violations concerning Connecticut Consumer protection Laws must be clearly outlined in the proposal submission documents.
- D. The Retail Electricity Provider(s) must include with their submission, the contact information of the account manager for the procurement and contract award processes.

2.7 Supplemental Conditions and Requirements

The City reserves the right to seek additional information, related to this solicitation concerning any and all Retail Electricity Providers to ensure compliance with all federal and State rules, regulations, and laws with respect to the sale of electricity.

The City reserves its rights to accept or reject any and all proposals / bids, or any part thereof, to waive defects in the same, or accept any proposal / bid or a combination of proposals / bids deemed to be in its best interests. The City shall not consider late submissions.

The City hereby advises any Retail Electricity Provider that the actual electricity usage by the City may be significantly higher or lower than any historical or projected usage figures presented in connection with this RFP.

The City of Norwalk is exempt from all Connecticut sales taxes and federal excise taxes. No sales or excise taxes shall be included in any bid or any invoices submitted to the City for retail electricity services. The City shall provide, to the awarded Retail Electricity Provider, a State of Connecticut sales and use tax exemption.

2.8 Evaluation Criteria

Selection of a Retail Electricity Provider will be based on the following criteria;

- A. Pricing submission;

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- B. Load & Supply management experience;
- C. Proposed account management team;
- D. Financial Strength;
- E. Proposed sample contract, invoicing & reporting;
- F. Quality & thoroughness of the proposal submission;
- G. References

2.9 Proposal Format

2.9.1 Letter of Intent

~~Provide a letter of intent to participate in this solicitation, by the time and date noted on this invitation page of this RFP. Include with this document copies of your proposed electricity supplier purchase agreements (see section 2.9.5) for this engagement.~~

2.9.2 ~~E~~Executive Summary

Provide a top-level summary of the most important elements of your proposal. Highlight any major value added features, functions, and areas of support that differentiate your service offering from your competitors. ~~(1-2 pages maximum)~~

~~Provide a letter that provides an overview of your understanding of this request for proposal.~~

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2.9.23 Corporate Profile

- (a) Provide a brief overview of your company including technical and marketplace direction. Describe the organization and business strategy of your company. Please include an organizational chart.
- (b) Provide a statement of qualifications – Company Overview, Key Staff, Capabilities, Prior Experience, Accomplishments and other pertinent qualifications.
- (c) Provide financial information on your company (e.g. annual report, 10-K), ~~and gas reserve.~~ No award is final until respondents demonstrate contractual performance ability.
- (d) List at least three (3) accounts, preferably other municipalities or public entities, similar in size or complexity and include:
 - (1) Company name, address, contact person and telephone number
 - (2) Products or services and length of service
 - (3) What additional value did you provide to these accounts

2.9.34 Support Services Issues

- (a) Provide an implementation plan that details the smooth transition from the City's current electricity purchasing environment to your proposed services mechanism. Include the following information:
 - A brief description of the major steps in the implementation process.
 - Any major activity that involves our employees or premises (e.g., surveys 3rd party contracts, etc.)
 - Time frames for critical activities and other tasks required of the City.
- (b) Identify the individual(s) within your organization who will act as focal point for the

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implementation. Include a chart ~~or description of depicting~~ your proposed implementation team.

- (c) Provide an overview of your account team support structure. Indicate the support level offered, the account team members, their responsibilities, and who will be the focal point for problem resolution?

2.9.45 Electricity Supplier Purchase Agreement

Please provide, *and include within your proposal submission* a copy of your proposed electricity purchasing agreement intended for this engagement. Please include all components of your agreement (Master/Base terms, Transaction Confirmation, etc.). ~~Include a copy of your proposed fixed fee price agreement.~~

2.9.56 Reporting & Invoicing

Please provide, and include within your proposal submission a copy of your proposed reporting and invoicing documents that are intended for this engagement.

2.9.7 Proposed Fee Structure

~~Please provide, and include within your proposal submission the fees that you are proposing utilizing the forms provided in section 1.1 of this document.~~

2.9.68 MISCELLANEOUS:

Include any other specific data which may be pertinent which the City should take into consideration when evaluating your proposal.

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SECTION 3 - GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 08082013, or later on file you may obtain a copy over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe.

Commented [EM4]: Ben - should we discuss how these terms may relate to the energy suppliers' form of agreement? do we need to make any statements about 'conflicting provisions' and which terms or document will prevail..?

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

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SECTION 4 – LIVING WAGE ORDINANCE

GENERAL INFORMATION

Rev. 062614, Express Request Doc. #1019

NOTE: SECTION 4 contains information concerning City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 06/26/2014 or later on file you may download a copy from the Terms and Conditions section of our website at <http://www.norwalkct.org>

Document number 1019: <http://www.norwalkct.org/documentcenter/view/862>

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EXHIBIT A
ACCOUNT INFORMATION

(3 pages)

EXHIBIT B
BILLING STATEMENT INFORMATION

City—181 pages
BOE—87 pages

EXHIBIT BC

~~CONNECTICUT LIGHT & POWER~~EVERSOURCE – LOA FORM

1 Page

Gilden, Frederic

From: Del Vecchio, Karen
Sent: Monday, October 02, 2017 11:48 AM
To: Gilden, Frederic
Subject: FW: Request for Council Action Correction

Hi Fred: has there been any movement on this request? Can you please advise? Thanks,
Karen

Karen Del Vecchio
Director of Information Technology



City of Norwalk, Connecticut
203 854-7846 phone
203 854-7803 fax
kdelvecchio@norwalkct.org

The information contained in this electronic message may be legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If the recipient of this message is not the above-named intended recipient, you are hereby notified that any dissemination, copy or disclosure of this communication is strictly prohibited. If you have received this communication in error, please purge the communication immediately without making any copy or distribution, Thank You.

From: Del Vecchio, Karen
Sent: Friday, September 22, 2017 11:37 AM
To: Gilden, Frederic <fgilden@norwalkct.org>
Subject: Request for Council Action Correction

Hi Fred:

A handwritten number "2" inside a hand-drawn circle, located on the right side of the page.

I am requesting a Technical Correction of Common Council action of May 23, 2017, Item 7C9. This item was approved by the Finance Committee at its May 11, 2017 meeting.

The reason for the correction: CDR Solutions was the winning bid reseller of the Mimecast Email Archiving Product. However, after review of the contact terms with the City's Law Department, it was determined that Mimecast's, not CDR's, Terms and Conditions would comprise the Agreement. As a result, the Law Department is recommending a revised authorization as follows:

Rescind the Council Approval of May 23, 2017:

Authorize the Mayor, Harry Rilling, to execute an agreement with CDR Solutions for email archiving system for an amount not to exceed \$34,250.00, account 09150600-5777-C0375 (budgeted IT capital project; no special appropriation required).

Approve as Revised:

Authorize the Mayor, Harry Rilling, to execute an agreement with Mimecast North America, Inc., for email archiving system for an amount not to exceed \$34,200.00, account 09150600-5777-C0375 (budgeted IT capital project; no special appropriation required).

Can you query the Finance Chair to see if this Correction needs to go back to Finance or can go directly to the Council? Thanks,
Karen

Karen Del Vecchio
Director of Information Technology



City of Norwalk, Connecticut
203 854-7846 phone
203 854-7803 fax
kdelvecchio@norwalkct.org

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