

STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD  
**REGULAR MEETING NOTICE AND AGENDA**

**Meeting Date and Time:** Thursday, February 13, 2020 10:00 AM –12:00 PM

**Meeting Location:** Board of Regents Conference Room, 61 Woodland St, Hartford, CT

**Agenda**

- I. Call to Order & Opening Remarks by Secretary Melissa McCaw and Treasurer Shawn Wooden
- II. Public Comment\* Period
- III. Approval of Minutes:
  - a. January 9, 2020 regular meeting
- IV. Town of Sprague Issues and Items
  - a. Subcommittee update
  - b. Review and discussion: Monthly Financial Report December 2019
  - c. Update: FY 2019 Audit and Corrective Action Plan
- V. City of West Haven Issues and Items
  - a. Subcommittee update
  - b. Review and discussion: Clean Water Fund Loan
  - c. Review, discussion and possible action: 5-Year Plan FY20-FY24
  - d. Review and discussion: Conditions for FY 2020 Municipal Restructuring Funds
  - e. Update: Fire Districts
  - f. Review and discussion: Monthly Financial Report December 2019
  - g. Review, Discussion and Possible Action: Labor contracts
    - i. ERS Unit (Dispatchers), IAFF Local 5127
    - ii. BOE Administrators Association
- VI. City of Hartford Issues and Items
  - a. Subcommittee update
  - b. Discussion and Possible Action: Resolution supporting Hartford School District efforts to obtain residency verification and supporting documentation justifying service costs invoiced by other districts
  - c. Review and discussion: Monthly Financial Report December 2019

d. Review and discussion: Non-labor contracts:

- i. Amendments to contracts for Speech Language Pathologists (BOE): Soliant Health, Sunbelt Staffing, Delta T Group
- ii. Golf Course Superintendent: Guilmette Golf LLC
- iii. Overnight Warming Center: Salvation Army

VII. Other Business

VIII. Adjourn

\*Public Comment (from Board's Adopted Policies and Procedures): The MARB may provide for a public comment period on its board meeting agendas. When a public comment item is on the agenda, there shall be sign-up sheet provided at least 15 minutes prior to the meeting. The speakers will be called in the order that they signed up, but the MARB may reserve the first 10 minutes of the public comment period for state and local elected officials. Each speaker may be limited to no more than three minutes. In the interest in enabling members of the public to attend board meetings for their full duration, the Chairperson may limit the public comment agenda item to 30 minutes.

**DRAFT  
STATE OF CONNECTICUT**

**MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)**

**REGULAR MEETING MINUTES**

**Meeting Date and Time:** Thursday, January 9, 2020 10:00 AM –12:00 PM

**Meeting Location:** Board of Regents Conference Room, 61 Woodland St, Hartford, CT

**Members in Attendance:** OPM Secretary Designee Kimberly Kennison (Executive Finance Officer), State Treasurer Designee Christine Shaw (Assistant State Treasurer), Matthew Brokman, Stephen Falcigno, Tom Hamiton, Mark Waxenberg, Robert White, and David Wright-Biller

**Municipal and State Staff and Others Present:**

City of Hartford: Luke Bronin - Mayor, Jolita Lazauskas - Budget Director, Lee Ann Ralls – Finance Director

Town of Sprague: Cheryl A. Blanchard - First Selectwoman and Staff

City of West Haven: Mayor Nancy Rossi, Frank Cieplinski – Finance Director, City Attorney Lee Tiernan

Others: Michael Milone (OPM liaison), OPM Staff - Julian Freund, Michael Walsh, and Bill Plummer

**I. Call to Order:**

The meeting was called to order by OPM Chair Designee Kimberly Kennison at 10:04 a.m. State Treasurer Designee Christine Shaw introduced herself to Board members.

**II. Public Comment Period**

There were no public comment speakers in attendance.

**III. Approval of Minutes:**

The minutes of the December 5, 2019 meeting were approved by all members in attendance.

#### **IV. City of Hartford Issues and Items**

a. Subcommittee update

Mr. Julian Freund provided a summary of the December 19, 2019 Hartford Subcommittee meeting. He also indicated that the City had submitted its June 30, 2019 comprehensive annual financial audit report.

b. Review and discussion: Monthly Financial Report November 2019

Mayor Bronin introduced himself to the Board and indicated that the City had no findings reported in its June 30, 2019 audit report. He indicated that for fiscal year 2019-20, at this point in the fiscal year, the City was generally on target to meet its budgetary results and that it appears there may be an overall favorable results for the year based upon results to date.

City Budget Director, Jolita Lazauskas provided an update on the November 2019 financial results of the City. Several questions were posed to Mayor Bronin and his staff and a discussion ensued among Board members and the City in regard to property tax levies and grand list assumptions that the City used to formulate its 5-year financial plan. Mayor Bronin indicated that there were several reasons for the relatively high rate of assessment appeals with one primary reason being the high tax rate on commercial properties in general.

#### **V. Town of Sprague Issues and Items**

a. Subcommittee update

Mr. Freund indicated that although a subcommittee meeting was not held in December, OPM has been meeting and working with the Town of Sprague on its fiscal issues, including the audit findings from the June 30, 2018 audit report and the Town's cash flow challenges. He is seeking to hold a subcommittee meeting at the end of January, if possible.

Ms. Kennison identified the names of the Board members that would now be part of the Sprague subcommittee for calendar year 2020. She also indicated she had met with First Selectwoman Blanchard at Sprague to address various issues. She indicated that based upon discussion with the Town and the analysis done through March of 2020, the Town will not have a cash flow problem and therefore, she anticipates there will be no need for the distribution off MARB funds to the Town for the time being.

b. Review and discussion: Monthly Financial Report November 2019

Mayor Blanchard introduced herself and provided an update on the November financial results of the Town. She also provided a brief update on the Town's property sales and leases and their affects on the Town's fiscal results and cash flows. She indicated that as recommended by OPM, the NFA oldest outstanding invoices have been paid and that all remaining outstanding NFA invoices were less than 60 days outstanding.

c. Update: Corrective Action Plan

Ms. Kennison and First Selectwoman Blanchard both provided a brief update on the audit findings from the June 30, 2018 audit. First Selectwoman Blanchard provided a description of the items that were causing a delay in the completion of the June 30, 2019 audit.

## VI. City of West Haven Issues and Items

### a. Subcommittee Update

Mr. Freund indicated that the West Haven subcommittee did not meet on December 17<sup>th</sup> as scheduled due to weather conditions. The next scheduled subcommittee meeting will be held on January 28<sup>th</sup>. He described the items that he anticipates to be on the January subcommittee agenda.

### b. FY 2019 Audit update

Ms. Kennison described the circumstances that caused the City to have not completed its June 30, 2019 audit to date. Upon learning from the City's auditor of the need for a prior period adjustment that will cause the City's July 1, 2018 General Fund Balance to be restated to a lower amount and the reason for such an adjustment, she directed the City's independent auditor to conduct additional testing in high risk areas to ensure that no other adjustments to the City's financial records were necessary.

The City's finance director, Frank Cieplinski, indicated that when the improper practice leading to the financial statement error was brought to his attention, he was able to identify that the accounting practice dated back to at least the past ten years. He indicated that the auditing firm is scheduled to arrive next week to begin the additional testing that was requested by OPM and the City.

Ms. Shaw expressed her concern as to why the improper practice and error in the City's financial records had not been identified in prior audits. A number of questions were posed to the City from Board members regarding the June 30, 2019 audit and earlier audits that were conducted over the past ten years.

### c. Fire Districts update

Ms. Kennison introduced Michael Walsh from OPM and indicated that prior to joining OPM several months ago, Mr. Walsh had been on the consulting firm that completed a study on the City of West Haven's three fire districts.

Mr. Walsh provided a brief summary of the financial challenges facing the district from its pension and OPEB liabilities. Although the pension plans have been closed to new members and there have been some changes to the plan design of the pension plans, the liabilities continue to be significant and require the appropriate amount of annual contributions to be appropriated in the adopted budgets of the districts. Similarly, OPEB liabilities are significant and the districts should be contributing adequate amounts to begin to fund the unfunded OPEB liability. There is also a need for the districts to establish OPEB trust funds. Mr. Walsh and Ms. Kennison did meet with the fire chiefs of the three districts and the chiefs seemed to agree on the scope of the problem and the need to address the issue. The chiefs are working on a plan to formulate a tri-district to achieve cost savings where possible in certain administrative areas. OPM has yet to meet with the Fire District commissioners but do plan on meeting with them in the near future to work on the issues facing the districts.

A discussion ensued among Board members regarding the districts' pension and OPEB liabilities and what would happen if the districts failed to address the unfunded liabilities.

Board members requested OPM to determine whether the General Statutes that provided for the MARB would allow for fire districts to fall under the purview of the MARB.

d. Review and discussion: Monthly Financial Report November 2019

Finance Director Frank Cieplinski provided the results of the City's November 2019 financial results.

**Note:** Due to time constraints and schedules Ms. Kennison requested that the Labor contracts review be moved up as the next agenda item, as these contracts required a vote by Board members. Board members agreed to the change in order of the agenda items.

e. Review, Discussion and Possible Action: Labor contracts

i. **ERS Unit (Dispatchers), IAFF Local 5127**

City Attorney Lee Tiernan referred Board members to the material included in today's packet regarding the Contract proposal. He described the contractual provisions.

Ms. Shaw indicated her concern that a certain change in the proposed contract regarding employee health benefits did not include an actuarial estimate of the cost for the change in the provision. Several members of the Board agreed with Ms. Shaw. The Board voted to table the vote on the proposed contract until the actuarial estimated costs were provided by the City to the Board. Attorney Tiernan indicated that the information was readily available and that the City would provide the information to OPM promptly to be distributed to Board members. In order to allow the MARB to act on this contract in February, the City will seek a waiver of the timeline requirements from the bargaining unit.

ii. **Memoranda of Agreement (re: Partnership)**

1. AFSCME Local 681
2. AFSCME Local 1303-345

The two MOAs were described by Mr. Milone and Board members approved the MOAs unanimously.

f. Partnership update

Mr. Milone provided an update on the City and Board of Education transition to the state partnership plan. He indicated that certain bargaining units of the City had transitioned to the plan as of January 1, 2020. Board members congratulated Mr. Milone and the City.

**VII. Other Business**

None.

**VIII. Adjourn**

Meeting adjourned at 12:27 p.m.

**MEMORANDUM**  
**MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

**To:** Municipal Accountability Review Board  
**From:** Julian Freund  
**Subject:** Update on Sprague Subcommittee  
**Date:** February 5, 2020

The Sprague Subcommittee of the MARB most recently met on January 30, 2020. The meeting was dedicated largely to discussing the status of the FY 2019 audit and the Town's corrective action plan regarding prior year audit findings.

The Town had previously requested and obtained extensions on the deadline for filing its FY 2019 audit. The requests were made due to a delay in generating a required fixed asset report as a result of a software reporting problem. The Town has minimal in-house information technology (IT) resources and relies to a large extent on outside vendors for IT support. At the Subcommittee meeting, the Town reported that the software issue had been resolved and the fixed asset report had been provided to the auditor. The FY 2019 audit is expected to be completed and submitted in March.

The finance offices for both the Town and Board of Education have been working toward resolving prior year audit findings, most of which date back for several years. Updates from the Town and BOE indicate that three findings have been resolved. The Board of Education has resolved one segregation of duties issue by modifying workflow for payments from the Child Nutrition Fund while the Town has addressed a segregation of duties issue in the Water and Sewer Fund by hiring a part-time person for processing billing. Board of Education budget monitoring issues have been addressed by enhanced and increased reporting of budget status, both to local boards and commissions and to the MARB.

While these open items have been addressed and the audit firm has been notified of this progress, it is not certain that these items will be formally reported as closed in the upcoming audit document due to the timing of the corrective actions (though progress should be noted). Two additional prior year findings are in the process of being remedied, including the creation of a comprehensive set of finance policies and procedures for both the Town and BOE.

The Town also confirmed that cash flow projections indicate a positive cash position through the end of March. The Education Cost Sharing grant installment in April will be the final large revenue receipt for the Town in the current fiscal year. The next cash flow projection will project cash position through the end of the fiscal year as an early warning of any potential cash flow issues.

The budget adoption schedule was discussed briefly. The Superintendent intends to submit a proposed FY 2021 budget to the Board of Education in February and will provide a copy to the MARB.

The next meeting of the Subcommittee has not yet been scheduled.

## Town of Sprague Budget Status as of December 31, 2019

### Summary

As of the end of December 2019, total revenues collected are 60% of the FY 2019/20 budgeted amount. Year to date collections include the \$500,000 in Municipal Restructuring Funds received as part of the Memorandum of Agreement with the State and \$666,301 for the first installment of ECS funds. Excluding the restructuring funds, total revenues as of 12/31/19 would be at 54% of budget, which is comparable to revenues for the same period in FY 2018/19 which were at 54%.

Total expenditures as of 12/31/19 are at 42% of budget. This is 8% lower than expenditures for the same period in FY 2018/19 which were 50%.

<i>Budget Category</i>	FY 2019/2020			Same Period Prior Year
	Budget	Year to Date	Year to Date %	
Property Taxes	5,931,604	3,972,728	67%	66%
State Education Grants	2,690,078	666,301	25%	25%
Other State Grants	597,726	31,989	5%	16%
Other Revenue	222,771	958,918	430%	192%
<b>Total General Fund Revenues</b>	<b>9,442,179</b>	<b>5,629,936</b>	<b>60%</b>	<b>48%</b>
Town/Municipal Expenditures	2,903,205	1,626,722	56%	58%
Board of Education Expenditures	6,525,766	2,358,997	36%	46%
<b>Total General Fund Expenditures</b>	<b>9,428,971</b>	<b>3,985,718</b>	<b>42%</b>	<b>50%</b>

The attached Budget vs. Actual report provides a detailed report of all revenues and expenditures as of the end of December. At this time, no significant variances are projected for either revenues or expenditures.

### Revenues

Property Taxes are the largest revenue source to the Town, representing 62.8% of total revenues. Collections on Property Taxes for the period to December 31, 2019 of the current fiscal year are at 67% of the budgeted amount. This is comparable to property tax collections for the same period in last fiscal year which were 66% of budget.

State Grants make up 34.8% of total budgeted revenues. The Town has received the first installment of ECS (\$666,301) and Mashantucket Pequot revenue (\$5,826), the PILOT payment for State Property (\$6,156), State Police DUI Grant (\$15,410), receipts for fines/violations from court clerks (\$1,440) and Veterans Tax Relief (\$2,576) and Disability Exemption reimbursement (\$695) as of December 31, 2019, which accounts for 21% of State Grants in the current fiscal year. For the same period last fiscal year, the Town had received 24% of its State Grants (including Town Aid Roads, which the Town has not yet received in the current fiscal year).

The remaining revenue sources include interest income, fees, permits and miscellaneous revenue. In the aggregate, these sources comprise less than 2.5% of total budgeted revenues. Current year collections on these sources total \$958,918, which includes the payment of \$500,000 of Municipal Restructuring Funds and the one-time lease payment of \$325,000 from Willimantic Waste for the lease of a portion of the former Fusion

property. Adjusting year to date revenues to exclude the restructuring funds and one-time lease payment, collections on these sources are at 60% of the total budgeted amount. This compares to 69% for the same period in the last fiscal year (adjusted to exclude the \$250,000 sale of scrap metal which was a one-time payment received in October 2018).

## **Expenditures**

Departmental and other operating expenditures as of 12/31/19 tend to range between 43% and 50% with a few exceptions where year-to-date expenditures are below that range. In most cases, expenditures are comparable to last fiscal year's expenditures for the same period. Highway expenditures, at 51% year-to-date, is comparable to last year's expenditures (57%) due to timing of purchase of storm materials.

Payments for memberships on regional agencies (84% year-to-date), insurance premiums (59% year-to-date) and maintenance contracts (78% year-to-date) tend to be invoiced in one or several installments. Similarly, payments on bond principal (88%) and interest (53%) are scheduled payments that do not necessarily occur evenly throughout the fiscal year.

Year to date expenditures by the Board of Education total \$2,358,997, or 36% of total budget. For the same period last fiscal year, Board of Education expenditures were slightly higher at 46% of budget.

**Town of Sprague**  
**BOF Budget vs. Actual**  
**with YE estimated totals**  
 July through December 2019

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals				
	Oct 2019	Nov 2019	Dec 2019	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining	% of Budget
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>5000 - Taxes</b>													
5000-1 - Current Taxes	23,876	41,158	492,714	5,488,354	3,673,175	(1,815,179)	67%	66%	5,488,354	5,488,354	-	100%	
5000-2 - Current Interest & Lien Fees	1,270	1,409	1,893	20,000	9,462	(10,538)	47%	42%	20,000	20,000	-	100%	
5000-3 - Prior Year Tax	7,931	17,513	11,863	125,000	65,565	(59,435)	52%	40%	125,000	125,000	-	100%	
5000-4 - Prior Year Interest/Lien Fees	1,923	4,701	3,970	35,000	18,242	(16,758)	52%	48%	35,000	35,000	-	100%	
5000-5 - Current Supp MV Tax	772	1,315	775	72,000	6,497	(65,503)	9%	15%	72,000	72,000	-	100%	
5000-6 - Firefighter Tax Abatement	-	-	-	(8,750)	-	8,750	0%	0%	(8,750)	(8,750)	-	100%	
5000-7 - PILOT Solar Farm	-	-	435	200,000	200,435	435	100%	100%	200,000	200,000	-	100%	
5000-8 - Tax & Applic. Refunds (contra)	-	(532)	-	-	(532)	(532)	100%	100%	(532)	-	(532)	100%	
5000-9 - Tax Overpymnts Ret'd (contra)	-	-	-	-	(117)	(117)	100%	0%	(117)	-	(117)	100%	
<b>Total 5000 - Taxes</b>	<b>35,772</b>	<b>65,565</b>	<b>511,650</b>	<b>5,931,604</b>	<b>3,972,728</b>	<b>(1,958,877)</b>	<b>67%</b>	<b>66%</b>	<b>5,930,955</b>	<b>5,931,604</b>	<b>(649)</b>	<b>100%</b>	
<b>5100 - State Grants-School</b>													
5100-1 - ECS - Assis. to Towns for Educ.	666,301	-	-	2,690,078	666,301	(2,023,777)	25%	25%	2,690,078	2,690,078	-	100%	
<b>Total 5100 - State Grants-School</b>	<b>666,301</b>	<b>-</b>	<b>-</b>	<b>2,690,078</b>	<b>666,301</b>	<b>(2,023,777)</b>	<b>25%</b>	<b>25%</b>	<b>2,690,078</b>	<b>2,690,078</b>	<b>-</b>	<b>100%</b>	
<b>5200 - State Grants-Local</b>													
5200-1 - Telecomm. Property Tax Grant	-	-	-	5,416	-	(5,416)	0%	0%	5,416	5,416	-	100%	
5200-10 - Judicial 10th Circuit Court	-	1,440	-	1,000	1,440	440	144%	353%	1,000	1,000	-	100%	
5200-11 - SLA - Emergency Mgmt. Agency	-	-	-	2,800	-	(2,800)	0%	0%	2,800	2,800	-	100%	
5200-13 - St. Police O/T	15,410	-	-	15,000	15,410	410	103%	47%	15,000	15,000	-	100%	
5200-14 - Town Aid Roads	-	-	-	151,064	-	(151,064)	0%	50%	151,064	151,064	-	100%	
5200-16 - Elderly & Disabled Transp Grant	-	-	-	8,800	-	(8,800)	0%	0%	8,800	8,800	-	100%	
5200-2 - Municipal Rev Sharing-Muni Proj	-	-	-	386,528	-	(386,528)	0%	0%	386,528	386,528	-	100%	
5200-4 - PILOT - State Property	6,156	-	-	6,156	6,156	-	100%	100%	6,156	6,156	-	100%	
5200-5 - Mashantucket Pequot Grant	-	-	5,826	17,749	5,826	(11,923)	33%	33%	17,749	17,749	-	100%	
5200-6 - Veterans Tax Relief	-	-	2,576	2,518	2,576	58	102%	105%	2,518	2,518	-	100%	
5200-7 - Disability Exemption Reimb.	-	-	581	695	581	(114)	84%	74%	695	695	-	100%	
<b>Total 5200 - State Grants-Local</b>	<b>21,566</b>	<b>1,440</b>	<b>8,983</b>	<b>597,726</b>	<b>31,989</b>	<b>(565,737)</b>	<b>5%</b>	<b>16%</b>	<b>597,726</b>	<b>597,726</b>	<b>-</b>	<b>100%</b>	
<b>5300 - Local Revenues</b>													
5300-1 - Interest Income	50	123	5	4,000	462	(3,538)	12%	74%	4,000	4,000	-	100%	
5300-10 - Permit Fees, P&Z, Inland & Wetl	22	44	82	4,000	406	(3,594)	10%	57%	4,000	4,000	-	100%	
5300-13 - Landfill Receipts	1,727	1,692	1,701	25,000	10,619	(14,382)	42%	46%	25,000	25,000	-	100%	
5300-14 - Newsletter Ads	170	-	270	3,000	601	(2,399)	20%	47%	3,000	3,000	-	100%	
5300-15 - Marriage Licenses	32	16	32	150	144	(6)	96%	85%	150	150	-	100%	
5300-16 - Sportsmans Licenses	7	2	13	150	40	(110)	27%	23%	150	150	-	100%	
5300-17 - Farmland Preservation	93	84	114	950	618	(332)	65%	64%	950	950	-	100%	
5300-2 - Licenses,Burial, Crem, Pis, Liq	-	145	50	1,000	310	(690)	31%	26%	1,000	1,000	-	100%	
5300-3 - Building Inspector Fees	1,480	1,887	-	25,000	6,690	(18,310)	27%	44%	25,000	25,000	-	100%	
5300-4 - Dog License Fees	16	24	7	2,750	348	(2,402)	13%	12%	2,750	2,750	-	100%	
5300-5 - Sundry Receipts, faxes, etc	8	14	20	400	84	(316)	21%	142%	400	400	-	100%	
5300-6 - Recording Land Rec,maps, trade	1,184	1,128	1,588	10,000	8,657	(1,343)	87%	66%	10,000	10,000	-	100%	
5300-8 - Conveyance Tax	863	2,417	1,079	17,000	14,318	(2,682)	84%	50%	17,000	17,000	-	100%	
5300-9 - Copies	480	363	299	5,000	2,953	(2,047)	59%	60%	5,000	5,000	-	100%	
<b>Total 5300 - Local Revenues</b>	<b>6,132</b>	<b>7,939</b>	<b>5,260</b>	<b>98,400</b>	<b>46,249</b>	<b>(52,151)</b>	<b>47%</b>	<b>49%</b>	<b>98,400</b>	<b>98,400</b>	<b>-</b>	<b>100%</b>	
<b>5400 - Misc Revenues</b>													
5400-1 - Trans. Subsidy from SCRRA	-	-	-	2,000	-	(2,000)	0%	0%	2,000	2,000	-	100%	
5400-5 - Other Revenues	200	400	325,400	-	826,226	826,226	100%	100%	226	-	226	100%	
5400-6 - Waste Management	3,071	2,354	5,170	52,000	16,072	(35,928)	31%	35%	52,000	52,000	-	100%	
<b>Total 5400 - Misc Revenues</b>	<b>3,271</b>	<b>2,754</b>	<b>330,570</b>	<b>54,000</b>	<b>842,298</b>	<b>788,298</b>	<b>1560%</b>	<b>524%</b>	<b>54,226</b>	<b>54,000</b>	<b>226</b>	<b>100%</b>	
5500-3 - Resv. Dam Proj. - Prinp. S&W	-	-	-	45,000	45,000	-	100%	100%	45,000	45,000	-	100%	
5500-4 - Resv. Dam Proj. - Int. W & S	-	-	-	25,371	25,371	-	100%	94%	25,371	25,371	-	100%	
<b>Total Income</b>	<b>733,042</b>	<b>77,698</b>	<b>856,463</b>	<b>9,442,179</b>	<b>5,629,936</b>	<b>(3,812,243)</b>	<b>60%</b>	<b>54%</b>	<b>9,441,756</b>	<b>9,442,179</b>	<b>(423)</b>	<b>100%</b>	
<b>Gross Profit</b>	<b>733,042</b>	<b>77,698</b>	<b>856,463</b>	<b>9,442,179</b>	<b>5,629,936</b>	<b>(3,812,243)</b>	<b>60%</b>	<b>54%</b>	<b>9,441,756</b>	<b>9,442,179</b>	<b>(423)</b>	<b>100%</b>	
<b>Expense</b>													
<b>6000 - Board of Selectmen</b>													
6000-1 - First Selectman	1,538	2,023	1,638	40,000	15,968	(24,032)	40%	55%	40,000	40,000	-	100%	
6000-2 - Selectman 2	100	100	100	1,200	600	(600)	50%	50%	1,200	1,200	-	100%	
6000-3 - Selectman 3	100	1,154	1,538	1,200	3,092	1,892	258%	50%	1,200	1,200	-	100%	
6000-4 - Selectman office Sup, Misc.	-	454	13	1,260	919	(341)	73%	19%	1,260	1,260	-	100%	
6000-5 - Selectman - Mileage	286	70	-	3,150	1,213	(1,937)	39%	49%	3,150	3,150	-	100%	

**Town of Sprague**  
**BOF Budget vs. Actual**  
**with YE estimated totals**  
 July through December 2019

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals			
	Oct 2019	Nov 2019	Dec 2019	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining
6000-6 · Selectman Executive Assistant	3,478	3,478	3,478	45,215	22,606	(22,609)	50%	50%	45,215	45,215	-	100%
6000-7 · Stipend Add'l Brd Participation	-	150	-	1,000	400	(600)	40%	50%	1,000	1,000	-	100%
<b>Total 6000 · Board of Selectmen</b>	<b>5,502</b>	<b>7,429</b>	<b>6,767</b>	<b>93,025</b>	<b>44,798</b>	<b>(48,227)</b>	<b>48%</b>	<b>52%</b>	<b>93,025</b>	<b>93,025</b>	<b>-</b>	<b>100%</b>
<b>6005 · Elections</b>												
6005-1 · Election Salaries	195	887	153	6,000	2,483	(3,517)	41%	58%	6,000	6,000	-	100%
6005-2 · Election Misc.	975	2,590	268	14,103	5,875	(8,228)	42%	101%	14,103	14,103	-	100%
<b>Total 6005 · Elections</b>	<b>1,170</b>	<b>3,477</b>	<b>421</b>	<b>20,103</b>	<b>8,358</b>	<b>(11,745)</b>	<b>42%</b>	<b>87%</b>	<b>20,103</b>	<b>20,103</b>	<b>-</b>	<b>100%</b>
<b>6010 · Board of Finance</b>												
6010-2 · BOF - Town Rpt, Sup.	-	-	-	250	-	(250)	0%	5%	250	250	-	100%
<b>Total 6010 · Board of Finance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>(250)</b>	<b>0%</b>	<b>5%</b>	<b>250</b>	<b>250</b>	<b>-</b>	<b>100%</b>
<b>6011 · Auditing</b>												
6011 · Auditing	-	-	20,000	22,650	20,000	(2,650)	88%	42%	22,650	22,650	-	100%
<b>6012 · Bookkeeper</b>												
6012-1 · Bookkeeper - Salary	1,758	2,213	2,194	28,210	13,899	(14,311)	49%	49%	28,210	28,210	-	100%
6012-2 · Bookkeeper-Support	-	-	-	900	-	(900)	0%	14%	900	900	-	100%
<b>Total 6012 · Bookkeeper</b>	<b>1,758</b>	<b>2,213</b>	<b>2,194</b>	<b>29,110</b>	<b>13,899</b>	<b>(15,211)</b>	<b>48%</b>	<b>49%</b>	<b>29,110</b>	<b>29,110</b>	<b>-</b>	<b>100%</b>
<b>6015 · Assessors</b>												
6015-1 · Assessors, Salary	1,705	1,705	1,705	22,165	11,083	(11,083)	50%	50%	22,165	22,165	-	100%
6015-4 · Assessors, Travel Expense	41	-	-	300	41	(259)	14%	0%	300	300	-	100%
6015-5 · Assessors, Sch,Wrkshp, Seminars	-	-	-	280	-	(280)	0%	0%	280	280	-	100%
6015-6 · Assess. Misc. Supplies, Postage	-	60	6	1,680	66	(1,614)	4%	2%	1,680	1,680	-	100%
6015-7 · Assess. Map updts, Pric.Manuls	-	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
<b>Total 6015 · Assessors</b>	<b>1,746</b>	<b>1,765</b>	<b>1,711</b>	<b>25,425</b>	<b>11,190</b>	<b>(14,236)</b>	<b>44%</b>	<b>44%</b>	<b>25,425</b>	<b>25,425</b>	<b>-</b>	<b>100%</b>
<b>6025 · Tax Collector</b>												
6025-1 · Tax Collector, Salary	2,041	2,041	2,041	26,532	13,266	(13,266)	50%	50%	26,532	26,532	-	100%
6025-4 · Tax Collector Misc. Sup. Sch.	42	-	6	700	48	(652)	7%	4%	700	700	-	100%
6025-5 · Tax Collector, Postage	-	-	-	3,030	-	(3,030)	0%	3%	3,030	3,030	-	100%
<b>Total 6025 · Tax Collector</b>	<b>2,083</b>	<b>2,041</b>	<b>2,047</b>	<b>30,262</b>	<b>13,314</b>	<b>(16,948)</b>	<b>44%</b>	<b>45%</b>	<b>30,262</b>	<b>30,262</b>	<b>-</b>	<b>100%</b>
<b>6030 · Town Treasurer</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>2,400</b>	<b>1,200</b>	<b>(1,200)</b>	<b>50%</b>	<b>50%</b>	<b>2,400</b>	<b>2,400</b>	<b>-</b>	<b>100%</b>
<b>6035 · Town Counsel &amp; Financial Advisr</b>												
6035-1 · Town Counsel	2,015	-	-	20,000	5,377	(14,624)	27%	48%	20,000	20,000	-	100%
6035-2 · Financial Advisor	3,607	-	-	7,000	3,607	(3,393)	52%	0%	7,000	7,000	-	100%
<b>Total 6035 · Town Counsel &amp; Financial Advisr</b>	<b>5,622</b>	<b>-</b>	<b>-</b>	<b>27,000</b>	<b>8,984</b>	<b>(18,017)</b>	<b>33%</b>		<b>27,000</b>	<b>27,000</b>	<b>-</b>	<b>100%</b>
<b>6040 · Town Clerk</b>												
6040-1 · Town Clerk, Salary	3,812	3,812	3,812	49,562	24,779	(24,783)	50%	50%	49,562	49,562	-	100%
6040-2 · Town Clerk, Office Sup, Misc.	-	34	34	1,463	143	(1,320)	10%	51%	1,463	1,463	-	100%
6040-3 · Town Clerk, Dog Licenses	-	-	-	350	-	(350)	0%	76%	350	350	-	100%
6040-4 · Town Clerk, School	-	-	200	900	745	(155)	83%	62%	900	900	-	100%
6040-5 · Town Clerk, Microfrm(Security)	-	-	-	400	-	(400)	0%	231%	400	400	-	100%
<b>Total 6040 · Town Clerk</b>	<b>3,812</b>	<b>3,846</b>	<b>4,046</b>	<b>52,675</b>	<b>25,667</b>	<b>(27,008)</b>	<b>49%</b>	<b>52%</b>	<b>52,675</b>	<b>52,675</b>	<b>-</b>	<b>100%</b>
<b>6045 · Telephone Services/DSL/Website</b>	<b>1,177</b>	<b>1,090</b>	<b>873</b>	<b>11,700</b>	<b>5,641</b>	<b>(6,059)</b>	<b>48%</b>	<b>51%</b>	<b>11,700</b>	<b>11,700</b>	<b>-</b>	<b>100%</b>
<b>6050 · Pool Secretaries</b>												
6050-1 · Pool Sec,Salary-Asst Town Clerk	1,846	1,703	1,741	23,378	11,048	(12,330)	47%	47%	23,378	23,378	-	100%
6050-2 · Pool Sec, Salary-Land Use Clerk	2,707	2,678	2,688	34,820	17,542	(17,278)	50%	51%	34,820	34,820	-	100%
<b>Total 6050 · Pool Secretaries</b>	<b>4,553</b>	<b>4,381</b>	<b>4,429</b>	<b>58,198</b>	<b>28,591</b>	<b>(29,607)</b>	<b>49%</b>	<b>49%</b>	<b>58,198</b>	<b>58,198</b>	<b>-</b>	<b>100%</b>
<b>6055 · Town Off. Bldg.</b>												
6055-1 · Town Off. Bldg.Janitorial Serv	761	761	1,420	9,897	5,607	(4,290)	57%	50%	9,897	9,897	-	100%
6055-2 · Town Off. Bldg. Sup. Maint.	-	74	-	2,000	553	(1,447)	28%	61%	2,000	2,000	-	100%
6055-3 · Town Off/Sen.Ctr.- Bldg.Heat	-	-	1,233	11,500	2,751	(8,749)	24%	37%	11,500	11,500	-	100%
6055-4 · Town Off Bldg/Sen Ctr - Lights	578	-	48	9,000	2,735	(6,265)	30%	34%	9,000	9,000	-	100%
6055-5 · Town Off. Bldg. rpr & renov.	3,239	16	12	5,000	4,322	(678)	86%	19%	5,000	5,000	-	100%
<b>Total 6055 · Town Off. Bldg.</b>	<b>4,578</b>	<b>851</b>	<b>2,713</b>	<b>37,397</b>	<b>15,967</b>	<b>(21,430)</b>	<b>43%</b>	<b>39%</b>	<b>37,397</b>	<b>37,397</b>	<b>-</b>	<b>100%</b>
<b>6060 · Grants/Contracts Manager</b>												
6060-1 · Grants/Cont Mgr-Salary	-	-	-	31,507	9,335	(22,172)	30%	49%	31,507	31,507	-	100%
6060-2 · Grants/Co Mg-Workshops,Seminars	-	-	-	700	150	(550)	21%	39%	700	700	-	100%
6060-3 · Grants/ConMgr-Supp,Subs,Postage	189	-	-	1,200	278	(922)	23%	30%	1,200	1,200	-	100%
6060-4 · Grants/Contracts Mgr-Mileage	-	-	-	650	108	(542)	17%	7%	650	650	-	100%
<b>Total 6060 · Grants/Contracts Manager</b>	<b>189</b>	<b>-</b>	<b>-</b>	<b>34,057</b>	<b>9,870</b>	<b>(24,187)</b>	<b>29%</b>	<b>47%</b>	<b>34,057</b>	<b>34,057</b>	<b>-</b>	<b>100%</b>
<b>6100 · P &amp; Z Comm.</b>												
6100-1 · P & Z Comm. Enfc. Off.	556	556	556	7,225	3,620	(3,605)	50%	50%	7,225	7,225	-	100%
6100-2 · P & Z Comm. Planner	2,280	-	-	12,000	2,280	(9,720)	19%	15%	12,000	12,000	-	100%
<b>Total 6100 · P &amp; Z Comm.</b>	<b>2,836</b>	<b>556</b>	<b>556</b>	<b>19,225</b>	<b>5,900</b>	<b>(13,325)</b>	<b>31%</b>	<b>25%</b>	<b>19,225</b>	<b>19,225</b>	<b>-</b>	<b>100%</b>

**Town of Sprague**  
**BOF Budget vs. Actual**  
**with YE estimated totals**  
 July through December 2019

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals			
	Oct 2019	Nov 2019	Dec 2019	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining
6111 · Land Use Miscellaneous	37	-	6	800	108	(692)	14%	43%	800	800	-	100%
6115 · Ec. Devel.	-	-	-	900	-	(900)	0%	42%	900	900	-	100%
<b>6120 · Conservation Commission</b>												
6120-2 · Training workshop	-	-	-	100	-	(100)	0%	0%	100	100	-	100%
6120-4 · Miscellaneous	550	-	-	1,000	650	(350)	65%	0%	1,000	1,000	-	100%
<b>Total 6120 · Conservation Commission</b>	<b>550</b>	<b>-</b>	<b>-</b>	<b>1,100</b>	<b>650</b>	<b>(450)</b>	<b>59%</b>	<b>0%</b>	<b>1,100</b>	<b>1,100</b>	<b>-</b>	<b>100%</b>
6150 · Conservation Wetlands Enf Off	525	438	560	6,500	2,573	(3,927)	40%	36%	6,500	6,500	-	100%
<b>6200 · Highways</b>												
6200-1 · Highways, General Maintenance	3,922	6,107	1,873	45,000	23,468	(21,532)	52%	99%	45,000	45,000	-	100%
6200-10 · Drug & Alcohol Testing	-	-	-	500	250	(250)	50%	50%	500	500	-	100%
6200-2 · Highways, Public Works Salary	19,259	16,843	16,843	250,235	120,128	(130,107)	48%	51%	250,235	250,235	-	100%
6200-3 · Highways, Misc. o/t labor.	442	247	2,402	26,200	3,698	(22,502)	14%	12%	26,200	26,200	-	100%
6200-4 · Boots - Highways	-	148	-	2,000	911	(1,089)	46%	55%	2,000	2,000	-	100%
6200-5 · Storm Materials	9,511	5,193	3,345	27,500	18,049	(9,451)	66%	106%	27,500	27,500	-	100%
6200-6 · Highways, Roadway Mgmt.	380	5,298	1,714	40,000	32,417	(7,583)	81%	48%	40,000	40,000	-	100%
6200-7 · Highways, Town Garage	59	35	505	8,000	2,027	(5,973)	25%	32%	8,000	8,000	-	100%
6200-8 · Stormwater Permit Fees(Phasell)	4,801	500	250	8,500	6,364	(2,137)	75%	100%	8,500	8,500	-	100%
<b>Total 6200 · Highways</b>	<b>38,374</b>	<b>34,371</b>	<b>26,932</b>	<b>407,935</b>	<b>207,311</b>	<b>(200,624)</b>	<b>51%</b>	<b>57%</b>	<b>407,935</b>	<b>407,935</b>	<b>-</b>	<b>100%</b>
<b>6202 · Tree Maintenance</b>												
6202-1 · Tree Warden	-	-	1,125	2,250	1,125	(1,125)	50%	50%	2,250	2,250	-	100%
6202-2 · Tree Warden- Training Seminars	-	-	-	350	-	(350)	0%	0%	350	350	-	100%
6202-3 · Tree Pruning, Removal, Replacme	5,445	1,710	680	12,300	12,300	-	100%	84%	12,300	12,300	-	100%
6202-4 · Tree Warden Mileage	-	-	180	400	180	(220)	45%	56%	400	400	-	100%
<b>Total 6202 · Tree Maintenance</b>	<b>5,445</b>	<b>1,710</b>	<b>1,985</b>	<b>15,300</b>	<b>13,605</b>	<b>(1,695)</b>	<b>89%</b>	<b>75%</b>	<b>15,300</b>	<b>15,300</b>	<b>-</b>	<b>100%</b>
6205 · Street Lighting	1,244	1,232	165	14,000	5,614	(8,386)	40%	61%	14,000	14,000	-	100%
6300 · Social Security	4,338	4,163	4,283	63,586	29,746	(33,840)	47%	49%	63,586	63,586	-	100%
6310 · Deferred Compensation	1,249	1,249	1,249	16,274	8,126	(8,148)	50%	50%	16,274	16,274	-	100%
<b>6400 · Regional Agencies</b>												
6400-1 · Reg. Agency - TVCCA	-	-	-	1,000	1,000	-	100%	100%	1,000	1,000	-	100%
6400-10 · RegAgency-SSAC of Eastern CT	300	-	-	300	300	-	100%	100%	300	300	-	100%
6400-11 · RegAg-SE CT Enterpr Reg	-	-	-	1,540	1,419	(121)	92%	68%	1,540	1,540	-	100%
6400-12 · RegAgcy-Regional Animal Control	-	-	-	9,179	9,179	0	100%	94%	9,179	9,179	-	100%
6400-2 · Reg. Agency - Cncl. of Gvnt	-	-	-	1,641	1,641	-	100%	100%	1,641	1,641	-	100%
6400-3 · Reg. Agency - Soil/Wltr. Con.	-	-	300	300	300	-	100%	100%	300	300	-	100%
6400-4 · Reg. Agency - Women's Center	-	-	250	250	250	-	100%	100%	250	250	-	100%
6400-5 · Uncas Health District	4,815	-	4,815	19,262	14,445	(4,817)	75%	50%	19,262	19,262	-	100%
6400-6 · Reg. Agency - CCM	-	-	-	2,032	2,032	-	100%	100%	2,032	2,032	-	100%
6400-7 · Reg. Agency - Norwich PrbCrt	531	-	-	2,124	1,062	(1,062)	50%	39%	2,124	2,124	-	100%
6400-8 · Council of Small Towns (COST)	-	-	-	725	725	-	100%	100%	725	725	-	100%
6400-9 · Quinebaug Walking Weekends	-	-	-	175	-	(175)	0%	0%	175	175	-	100%
<b>Total 6400 · Regional Agencies</b>	<b>5,646</b>	<b>-</b>	<b>5,365</b>	<b>38,528</b>	<b>32,354</b>	<b>(6,174)</b>	<b>84%</b>	<b>69%</b>	<b>38,528</b>	<b>38,528</b>	<b>-</b>	<b>100%</b>
<b>6500 · Insurance</b>												
6500-1 · Insurance, General Town	-	-	6,856	29,290	21,591	(7,699)	74%	80%	29,290	29,290	-	100%
6500-2 · Insurance, Fire Department	-	-	4,134	15,890	12,402	(3,488)	78%	75%	15,890	15,890	-	100%
6500-4 · Insurance, Water & Sewer Plants	-	-	1,892	7,532	5,676	(1,856)	75%	75%	7,532	7,532	-	100%
6500-5 · Insurance,CIRMA (Workers Comp)	-	-	10,139	40,560	23,946	(16,614)	59%	58%	40,560	40,560	-	100%
6500-6 · Insurance, Empl. Medical Ins.	16,128	647	7,622	100,344	50,193	(50,151)	50%	51%	100,344	100,344	-	100%
6500-7 · Employee Insurance Waiver	1,868	329	329	3,950	3,513	(437)	89%	50%	3,950	3,950	-	100%
<b>Total 6500 · Insurance</b>	<b>17,996</b>	<b>976</b>	<b>30,972</b>	<b>197,566</b>	<b>117,321</b>	<b>(80,245)</b>	<b>59%</b>	<b>60%</b>	<b>197,566</b>	<b>197,566</b>	<b>-</b>	<b>100%</b>
<b>6600 · Police Department</b>												
6600-1 · Police Dept. Resident Trooper	-	-	-	169,220	-	(169,220)	0%	0%	169,220	169,220	-	100%
6600-2 · Police Dept., O/T 50% contra	-	-	-	5,000	-	(5,000)	0%	180%	5,000	5,000	-	100%
6600-3 · Police Dept. DARE Program	-	-	-	300	215	(85)	72%	0%	300	300	-	100%
6600-4 · Police Dept., Supplies, Misc.	-	-	-	500	-	(500)	0%	8%	500	500	-	100%
6600-5 · Police Dept. - Sch. Crs. Guard	413	374	352	3,883	1,543	(2,340)	40%	39%	3,883	3,883	-	100%
<b>Total 6600 · Police Department</b>	<b>413</b>	<b>374</b>	<b>352</b>	<b>178,903</b>	<b>1,758</b>	<b>(177,145)</b>	<b>1%</b>	<b>6%</b>	<b>178,903</b>	<b>178,903</b>	<b>-</b>	<b>100%</b>
<b>6605 · Fire Dept.</b>												
6605-1 · Fire Dept., Vehicle Maint.	5,682	747	74	20,904	8,778	(12,126)	42%	36%	20,904	20,904	-	100%
6605-2 · Fire Dept, Fixed Expenses	3,798	1,905	1,860	36,700	17,950	(18,750)	49%	45%	36,700	36,700	-	100%
6605-3 · Fire Dept. Truck Supplies	-	-	-	7,400	-	(7,400)	0%	0%	7,400	7,400	-	100%
6605-4 · Fire Dept., Firehouse Maint.	430	127	147	9,325	2,882	(6,443)	31%	12%	9,325	9,325	-	100%
6605-5 · Fire Dept., Training	1,175	108	2,975	13,000	9,473	(3,527)	73%	65%	13,000	13,000	-	100%

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6605-6 · Fire Dept., Business Exp.	735	-	1,124	13,000	3,224	(9,776)	25%	46%	13,000	13,000	-	100%
6605-7 · Fire Dept., Equip. Maint.	657	567	1,391	10,000	3,502	(6,498)	35%	39%	10,000	10,000	-	100%
<b>Total 6605 · Fire Dept.</b>	<b>12,477</b>	<b>3,454</b>	<b>7,571</b>	<b>110,329</b>	<b>45,809</b>	<b>(64,520)</b>	<b>42%</b>	<b>39%</b>	<b>110,329</b>	<b>110,329</b>	<b>-</b>	<b>100%</b>
6610 · Emergency												
6610-1 · Salary Director	-	-	-	2,200	-	(2,200)	0%	0%	2,200	2,200	-	100%
6610-5 · Training Expense	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
6610-6 · Equipment Maintenance	-	-	-	830	-	(830)	0%	0%	830	830	-	100%
6610-8 · Local Emerg. Plan Chair.(LEPC)	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
<b>Total 6610 · Emergency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,030</b>	<b>-</b>	<b>(4,030)</b>	<b>0%</b>	<b>0%</b>	<b>4,030</b>	<b>4,030</b>	<b>-</b>	<b>100%</b>
6615 · Fire Marshal/Burning Official												
6615-1 · Fire Marshal/Salary	731	731	731	8,767	4,385	(4,382)	50%	50%	8,767	8,767	-	100%
6615-2 · Fire Marshal/Off.Exp.Ed.Misc	-	-	-	2,050	-	(2,050)	0%	0%	2,050	2,050	-	100%
6615-4 · Burning Official - Salary	-	-	313	625	313	(312)	50%	50%	625	625	-	100%
<b>Total 6615 · Fire Marshal/Burning Official</b>	<b>731</b>	<b>731</b>	<b>1,044</b>	<b>11,442</b>	<b>4,698</b>	<b>(6,744)</b>	<b>41%</b>	<b>41%</b>	<b>11,442</b>	<b>11,442</b>	<b>-</b>	<b>100%</b>
6620 · Enf. Off-Bldg.Code												
6620-1 · Enf.Off-Bldg Code - Salary	1,498	1,498	1,498	19,471	9,732	(9,739)	50%	50%	19,471	19,471	-	100%
6620-2 · Enf. Off-Bldg.Code - Mileage	-	-	-	800	9	(791)	1%	7%	800	800	-	100%
6620-3 · Enf.Off-Bldg.Code - Mbrshp.Fee	-	-	-	120	-	(120)	0%	75%	120	120	-	100%
6620-6 · Enf.Off-Bldg.Code.- Ed.Training	14	-	6	250	27	(223)	11%	100%	250	250	-	100%
6620-7 · Enf.Off-Bldg.Code- Code Vol,Sup	-	-	-	500	-	(500)	0%	100%	500	500	-	100%
<b>Total 6620 · Enf. Off-Bldg.Code</b>	<b>1,512</b>	<b>1,498</b>	<b>1,504</b>	<b>21,141</b>	<b>9,768</b>	<b>(11,373)</b>	<b>46%</b>	<b>50%</b>	<b>21,141</b>	<b>21,141</b>	<b>-</b>	<b>100%</b>
6625 · Blight Enforcement Officer												
6625-1 · Blight Enforce. Officer-Salary	296	296	296	3,556	1,774	(1,782)	50%	50%	3,556	3,556	-	100%
6625-2 · Blight Enforce.Officer-Mileage	-	-	-	150	-	(150)	0%	0%	150	150	-	100%
6625-3 · Blight Enforce.Officer-Postage	25	-	-	150	25	(125)	17%	103%	150	150	-	100%
<b>Total 6625 · Blight Enforcement Officer</b>	<b>321</b>	<b>296</b>	<b>296</b>	<b>3,856</b>	<b>1,799</b>	<b>(2,057)</b>	<b>47%</b>	<b>50%</b>	<b>3,856</b>	<b>3,856</b>	<b>-</b>	<b>100%</b>
6700 · Sanit/Wst Rem.												
6700-2 · Sanit/Wst.Rem,Mats.Misc	576	198	228	5,000	2,718	(2,282)	54%	54%	5,000	5,000	-	100%
6700-3 · Sanit/Wst.Rem., Recycling	4,931	8,120	4,437	66,000	35,955	(30,045)	54%	60%	66,000	66,000	-	100%
<b>Total 6700 · Sanit/Wst Rem.</b>	<b>5,507</b>	<b>8,318</b>	<b>4,665</b>	<b>71,000</b>	<b>38,673</b>	<b>(32,327)</b>	<b>54%</b>	<b>60%</b>	<b>71,000</b>	<b>71,000</b>	<b>-</b>	<b>100%</b>
6702 · Waste Management Exp. (Waste Management)	3,056	3,217	3,594	63,000	20,078	(42,922)	32%	49%	63,000	63,000	-	100%
6810 · Comm. of Aging												
6810-1 · Comm. on Aging - Salary	2,024	1,839	1,794	19,143	11,408	(7,735)	60%	54%	19,143	19,143	-	100%
6810-2 · Commission on Aging-Munic Agent	-	-	-	500	20	(480)	4%	6%	500	500	-	100%
6810-4 · Comm. on Aging - Off sup/misc.	55	146	154	1,740	645	(1,095)	37%	40%	1,740	1,740	-	100%
6810-5 · Comm. of Aging - Elevator Contr	200	200	200	2,437	1,189	(1,248)	49%	49%	2,437	2,437	-	100%
6810-6 · Comm. of Aging - Programs	(473)	917	448	3,000	1,846	(1,154)	62%	47%	3,000	3,000	-	100%
6810-7 · Comm. of Aging - Van Driver	1,293	1,427	1,204	25,110	9,370	(15,740)	37%	43%	25,110	25,110	-	100%
6810-7a · Comm of Aging-Van Dr	1,531	1,731	1,219	16,612	8,907	(7,705)	54%	55%	16,612	16,612	-	100%
6810-8 · Comm. on Aging -Senior Ctr Aide	-	-	-	16,225	4,651	(11,574)	29%	49%	16,225	16,225	-	100%
6810-9 · Van Expense, Comm. on Aging	-	537	422	7,000	1,854	(5,146)	26%	25%	7,000	7,000	-	100%
<b>Total 6810 · Comm. of Aging</b>	<b>4,630</b>	<b>6,797</b>	<b>5,441</b>	<b>91,767</b>	<b>39,890</b>	<b>(51,877)</b>	<b>43%</b>	<b>47%</b>	<b>91,767</b>	<b>91,767</b>	<b>-</b>	<b>100%</b>
6950 · Capital Project												
6950-1 · Capital Project,Rpr Centr Plnt	-	-	1,050	6,000	1,735	(4,265)	29%	84%	6,000	6,000	-	100%
6950-2 · Engineering Fees, Cap. Proj.	-	-	-	5,000	-	(5,000)	0%	100%	5,000	5,000	-	100%
<b>Total 6950 · Capital Project</b>	<b>-</b>	<b>-</b>	<b>1,050</b>	<b>11,000</b>	<b>1,735</b>	<b>(9,265)</b>	<b>16%</b>	<b>91%</b>	<b>11,000</b>	<b>11,000</b>	<b>-</b>	<b>100%</b>
7000 · Parks & Playgrounds	90	96	96	1,500	642	(858)	43%	34%	1,500	1,500	-	100%
7002 · Summer Recreation(SPARC)												
7002-1 · Summer Recreation Salaries	-	-	-	14,594	13,578	(1,016)	93%	90%	14,594	14,594	-	100%
7002-2 · Summer Recreation Supplies	-	-	-	1,500	-	(1,500)	0%	0%	1,500	1,500	-	100%
<b>Total 7002 · Summer Recreation(SPARC)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,094</b>	<b>13,578</b>	<b>(2,516)</b>	<b>84%</b>	<b>82%</b>	<b>16,094</b>	<b>16,094</b>	<b>-</b>	<b>100%</b>
7003 · Recreation Facilities (BoS)												
7003-2 · Electricity	176	-	152	1,900	788	(1,112)	41%	36%	1,900	1,900	-	100%
<b>Total 7003 · Recreation Facilities (BoS)</b>	<b>176</b>	<b>-</b>	<b>152</b>	<b>1,900</b>	<b>788</b>	<b>(1,112)</b>	<b>41%</b>	<b>36%</b>	<b>1,900</b>	<b>1,900</b>	<b>-</b>	<b>100%</b>
7004 · Recreation Events(SPARC)												
7004-1 · RecEvent-3 Villages Fall Fest	1,240	1,585	688	5,912	3,368	(2,544)	57%	99%	5,912	5,912	-	100%
7004-2 · Rec Event-Earth Day	-	-	-	400	-	(400)	0%	0%	400	400	-	100%
7004-3 · Rec Event-Youth Yr Lng Activity	-	-	75	500	75	(425)	15%	46%	500	500	-	100%
7004-4 · Rec Event-Shetucket River Fest	-	-	-	521	222	(299)	43%	34%	521	521	-	100%
7004-8 · Rec Event-Other	-	-	261	500	261	(239)	52%	0%	500	500	-	100%
<b>Total 7004 · Recreation Events(SPARC)</b>	<b>1,240</b>	<b>1,585</b>	<b>1,024</b>	<b>7,833</b>	<b>3,926</b>	<b>(3,907)</b>	<b>50%</b>	<b>80%</b>	<b>7,833</b>	<b>7,833</b>	<b>-</b>	<b>100%</b>

**Town of Sprague**  
**BOF Budget vs. Actual**  
**with YE estimated totals**  
 July through December 2019

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals			
	Oct 2019	Nov 2019	Dec 2019	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year to Date	Budget	\$ Remaining	% of Budget
<b>7005 - Other Recreation Programs</b>												
7005-1 - Sprague/Franklin/Canterbury LL	-	-	-	1,250	-	(1,250)	0%	0%	1,250	1,250	-	100%
<b>Total 7005 - Other Recreation Programs</b>	-	-	-	1,250	-	(1,250)	0%	0%	1,250	1,250	-	100%
<b>7010 - Grist Mill</b>												
7010-1 - Grist Mill - Supplies, Maint.	24	-	31	850	82	(768)	10%	110%	850	850	-	100%
7010-2 - Grist Mill-Elevator Maintenance	182	182	182	2,218	1,092	(1,126)	49%	49%	2,218	2,218	-	100%
7010-3 - Grist Mill - Heat, Light	367	-	363	9,300	2,955	(6,345)	32%	47%	9,300	9,300	-	100%
7010-5 - Grist Mill - Janitor- Salaries	540	540	540	7,020	3,510	(3,510)	50%	45%	7,020	7,020	-	100%
<b>Total 7010 - Grist Mill</b>	1,113	722	1,116	19,388	7,640	(11,748)	39%	49%	19,388	19,388	-	100%
<b>7012 - Historical Museum</b>												
7012-1 - Salary	371	359	315	5,000	1,927	(3,073)	39%	38%	5,000	5,000	-	100%
7012-14 - Sprague Historical Society	-	-	-	200	-	(200)	0%	11%	200	200	-	100%
<b>Total 7012 - Historical Museum</b>	371	359	315	5,200	1,927	(3,273)	37%	37%	5,200	5,200	-	100%
<b>7015 - Library</b>												
7015-1 - Library - Librarian Assistant-1	402	297	201	12,872	3,958	(8,914)	31%	45%	12,872	12,872	-	100%
7015-10 - Library - Director	2,150	2,161	1,722	28,160	12,781	(15,379)	45%	56%	28,160	28,160	-	100%
7015-11 - Library - Programs	-	104	239	2,000	597	(1,403)	30%	15%	2,000	2,000	-	100%
7015-12 - Professional Fees	-	54	-	500	54	(446)	11%	34%	500	500	-	100%
7015-13 - Library-St Lib CT Membership	-	-	-	550	350	(200)	64%	0%	550	550	-	100%
7015-2 - Library - Books	142	1,663	485	5,500	2,749	(2,751)	50%	34%	5,500	5,500	-	100%
7015-3 - Library - Sup./Misc.	-	-	47	2,250	137	(2,113)	6%	13%	2,250	2,250	-	100%
7015-4 - Library - Library Assistant - 3	470	328	148	12,872	3,800	(9,072)	30%	42%	12,872	12,872	-	100%
7015-5 - Librarian Assistant - 5	569	291	464	12,872	2,474	(10,398)	19%	0%	12,872	12,872	-	100%
7015-6 - Library - Librarian Assistant-2	1,614	1,373	1,429	12,872	7,842	(5,030)	61%	61%	12,872	12,872	-	100%
<b>Total 7015 - Library</b>	5,347	6,271	4,735	90,448	34,742	(55,706)	38%	44%	90,448	90,448	-	100%
<b>7100 - Miscellaneous</b>												
7100-10 - Newsletter- Salary	255	255	255	3,056	1,529	(1,527)	50%	49%	3,056	3,056	-	100%
7100-11 - Bank Fees	(10)	-	-	-	(6)	(6)	100%	100%	-	-	-	0%
7100-12 - Newsletter - Misc.	283	555	258	4,000	1,879	(2,121)	47%	49%	4,000	4,000	-	100%
7100-2 - War Mem./Lords Bridge Gazebo	51	-	51	600	254	(346)	42%	29%	600	600	-	100%
7100-3 - Cemeteries, Vets Graves	-	-	-	700	-	(700)	0%	0%	700	700	-	100%
7100-4 - Contingent Fund	16	-	40	3,000	997	(2,003)	33%	100%	3,000	3,000	-	100%
7100-5 - Memorial Day Celebration	-	-	-	1,200	-	(1,200)	0%	8%	1,200	1,200	-	100%
7100-6 - Legal Ads	6,030	-	-	9,000	10,559	1,559	117%	69%	9,000	9,000	-	100%
7100-8 - Unemployment Compensation	43	24	-	-	143	143	100%	0%	-	-	-	0%
<b>Total 7100 - Miscellaneous</b>	6,668	834	604	21,556	15,356	(6,200)	71%	60%	21,556	21,556	-	100%
<b>7150 - Sewer &amp; Water Dept.</b>												
7150-1 - Water & Sewer Public Services	-	-	1,961	8,500	4,482	(4,018)	53%	61%	8,500	8,500	-	100%
<b>Total 7150 - Sewer &amp; Water Dept.</b>	-	-	1,961	8,500	4,482	(4,018)	53%	61%	8,500	8,500	-	100%
<b>7200 - Office Machines/Sup/Mnt.</b>												
7200-1 - Office Mach/Sup/Mnt -Town Clerk	-	-	2,616	9,850	7,326	(2,524)	74%	56%	9,850	9,850	-	100%
7200-10 - Fixed Asset Inventory	-	-	-	1,040	1,203	163	116%	100%	1,040	1,040	-	100%
7200-2 - Office Mach/Sup/Mnt.- Tax Coll.	-	-	-	7,100	6,798	(302)	96%	97%	7,100	7,100	-	100%
7200-3 - Office Mach/Sup/Mnt.- Assessor	-	-	-	12,317	12,317	-	100%	87%	12,317	12,317	-	100%
7200-4 - Office Mach/Sup/Mnt-Select/Trea	-	-	56	1,000	283	(717)	28%	43%	1,000	1,000	-	100%
7200-5 - Office Machines - Equip.Mnt.	-	-	-	7,000	3,113	(3,888)	44%	54%	7,000	7,000	-	100%
7200-6 - Office MachSupp-ServSupp	-	-	-	5,000	5,000	-	100%	100%	5,000	5,000	-	100%
7200-7 - Paychex Services	201	195	195	3,500	1,343	(2,157)	38%	49%	3,500	3,500	-	100%
7200-8 - Off.Mach/Sup/Mnt-Library Suppor	-	249	40	3,262	2,137	(1,125)	66%	67%	3,262	3,262	-	100%
7200-9 - Off.Mach/Sup/Mnt.-Mail System	-	35	-	708	212	(496)	30%	50%	708	708	-	100%
<b>Total 7200 - Office Machines/Sup/Mnt.</b>	201	479	2,907	50,777	39,732	(11,045)	78%	74%	50,777	50,777	-	100%
<b>7300 - Interest Payments - Bonds</b>												
7300-14 - 2005 Bonds, Land Purchase, Rds	-	-	-	24,750	12,375	(12,375)	50%	50%	24,750	24,750	-	100%
7300-15 - 2009 Bond-Roads, Roof, Fire App,A	-	13,200	-	23,900	13,200	(10,700)	55%	54%	23,900	23,900	-	100%
7300-16 - 2013 Bonds-Variou Purposes	-	-	-	129,675	68,338	(61,338)	53%	52%	129,675	129,675	-	100%
<b>Total 7300 - Interest Payments - Bonds</b>	-	13,200	-	178,325	93,913	(84,413)	53%	52%	178,325	178,325	-	100%
<b>7305 - Redemption of Debt-Principal</b>												
7305-14 - 2005 Bonds, Land Purchase, Rds	-	-	-	85,000	-	(85,000)	0%	0%	85,000	85,000	-	100%
7305-15 - 2009 Bond-Roads, Roof, FireApp,AD	-	125,000	-	125,000	125,000	-	100%	100%	125,000	125,000	-	100%
7305-16 - 2013 Bonds Various Purposes	-	-	-	350,000	350,000	-	100%	100%	350,000	350,000	-	100%
7305-17 - Note Payment	-	-	-	140,000	140,000	-	100%	103%	140,000	140,000	-	100%



Sprague BOE  
Budget vs Actual  
FY20

Sprague BOE January Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
<b>1000-Regular Instruction</b>												
1000.51110. Wages Paid to Teachers - Regular Ed	\$992,900.00	\$0.00	\$29,042.00	\$1,021,942.00	\$449,345.15	\$0.00	\$449,345.15	\$572,596.85	43.97%	43.97%	\$589,760.69	(\$17,163.84)
1000.51120. Wages Paid to Instructional Aides - Regular Ed	\$43,149.20	\$0.00	\$0.00	\$43,149.20	\$15,992.58	\$0.00	\$15,992.58	\$27,156.62	37.06%	37.06%	\$27,475.14	(\$318.52)
1000.52100. Group Life Insurance - Regular	\$704.88	\$0.00	\$0.00	\$704.88	\$360.78	\$0.00	\$360.78	\$344.10	51.18%	51.18%	\$390.24	(\$46.14)
1000.52200. FICA/Medicare Employer - Regular Ed	\$19,203.32	\$0.00	\$0.00	\$19,203.32	\$7,432.79	\$0.00	\$7,432.79	\$11,770.53	38.71%	38.71%	\$11,770.53	\$0.00
1000.52500. Tuition Reimbursement	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$1,968.00	\$0.00	\$1,968.00	\$8,032.00	19.68%	19.68%	\$8,032.00	\$0.00
1000.52800. Health Insurance - Regular	\$233,885.79	\$0.00	(\$2,791.76)	\$231,094.03	\$131,244.15	\$0.00	\$131,244.15	\$99,849.88	56.79%	56.79%	\$101,265.23	(\$1,415.35)
1000.53200. Substitutes - Regular Education	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$2,030.61	\$0.00	\$2,030.61	\$14,969.39	11.94%	11.94%	\$14,969.39	\$0.00
1000.53230. Purchased Pupil Services	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	0.00%	0.00%	\$1,250.00	\$0.00
1000.54420. Equipment Leasing	\$24,548.92	\$0.00	\$0.00	\$24,548.92	\$9,302.72	\$11,998.71	\$21,301.43	\$3,247.49	86.77%	37.89%	\$3,297.99	(\$50.50)
1000.56100. General Supplies - Regular Education	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$213.73	\$17.01	\$230.74	\$6,769.26	3.03%	3.05%	\$6,769.26	\$0.00
1000.56110. Instructional Supplies - Regular Education	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$440.63	\$0.00	\$440.63	\$2,559.37	14.69%	14.69%	\$2,559.37	\$0.00
1000.56400. Workbooks/Disposables	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$7,405.82	\$0.00	\$7,405.82	\$2,594.18	74.06%	74.06%	\$2,594.18	\$0.00
1000.56410. Textbooks	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,982.38	\$0.00	\$5,982.38	(\$2,982.38)	199.41%	199.41%	\$2,982.38	(\$2,982.38)
1000.56501. Ink and Toner	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$2,891.05	\$0.00	\$2,891.05	\$5,108.95	36.14%	36.14%	\$5,108.95	\$0.00
1000.58100. Dues & Fees	\$9,053.00	\$0.00	\$0.00	\$9,053.00	\$7,538.00	\$0.00	\$7,538.00	\$1,515.00	83.27%	83.27%	\$1,515.00	\$0.00
<b>Total</b>	<b>\$1,382,695.11</b>	<b>\$0.00</b>	<b>\$26,250.24</b>	<b>\$1,408,945.35</b>	<b>\$642,148.39</b>	<b>\$12,015.72</b>	<b>\$654,164.11</b>	<b>\$754,781.24</b>	<b>46.43%</b>	<b>45.58%</b>	<b>\$733,959.82</b>	<b>\$20,821.42</b>
<b>1200-Special Education</b>												
1200.51110. Wages Paid to Teachers - SPED	\$320,900.00	\$0.00	(\$40,761.96)	\$280,138.04	\$122,199.78	\$0.00	\$122,199.78	\$157,938.26	43.62%	43.62%	\$146,613.22	\$11,325.04
1200.51120. Wages Paid to Instructional Aides - SPED	\$219,976.80	\$0.00	\$16,507.20	\$236,484.00	\$74,135.68	\$0.00	\$74,135.68	\$162,348.32	31.35%	31.35%	\$165,709.27	(\$3,360.95)
1200.51901. Wages Paid - Other Non Certified Staff - SPED	\$80,600.00	\$0.00	\$0.00	\$80,600.00	\$35,777.56	\$0.00	\$35,777.56	\$44,822.44	44.39%	44.39%	\$44,822.44	\$0.00
1200.52100. Group Life Insurance - SPED	\$866.88	\$0.00	\$0.00	\$866.88	\$489.75	\$0.00	\$489.75	\$377.13	56.50%	56.50%	\$433.83	(\$56.70)
1200.52200. FICA/Medicare Employer - SPED	\$31,090.71	\$0.00	\$0.00	\$31,090.71	\$9,736.82	\$0.00	\$9,736.82	\$21,353.89	31.32%	31.32%	\$22,118.54	(\$764.65)
1200.52300. Pension Contributions	\$3,218.76	\$0.00	\$0.00	\$3,218.76	\$1,984.00	\$0.00	\$1,984.00	\$1,234.76	61.64%	61.64%	\$1,240.00	(\$5.24)
1200.52800. Health Insurance	\$189,108.51	\$0.00	(\$11,827.51)	\$177,281.00	\$91,841.92	\$0.00	\$91,841.92	\$85,439.08	51.81%	51.81%	\$70,293.56	\$15,145.52
1200.53200. Substitutes - SPED	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$615.17	\$0.00	\$615.17	\$9,384.83	6.15%	6.15%	\$9,384.83	\$0.00
1200.53230. Purchased Pupil Services	\$39,000.00	(\$10,142.20)	\$0.00	\$28,857.80	\$1,839.10	\$3,620.83	\$5,459.93	\$23,397.87	18.92%	6.37%	\$18,249.05	\$5,148.82
1200.53300. Other Prof/Tech Services	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$810.00	\$125.00	\$935.00	\$1,565.00	37.40%	32.40%	\$1,565.00	\$0.00
1200.55800. Travel Reimbursement	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$145.70	\$0.00	\$145.70	\$1,054.30	12.14%	12.14%	\$1,054.30	\$0.00
1200.56100. General Supplies - Special Education	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$257.06	\$17.01	\$274.07	\$725.93	27.41%	25.71%	\$725.93	\$0.00
1200.56110. Instructional Supplies - SPED	\$1,000.00	\$2,400.00	\$0.00	\$3,400.00	\$1,512.24	\$0.00	\$1,512.24	\$1,887.76	44.48%	44.48%	\$1,887.76	\$0.00
1200.56400. Workbooks/Disposables	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%	0.00%	\$500.00	\$0.00
1200.58100. Dues & Fees	\$760.00	\$0.00	\$0.00	\$760.00	\$550.00	\$0.00	\$550.00	\$210.00	72.37%	72.37%	\$210.00	\$0.00
<b>Total</b>	<b>\$901,721.66</b>	<b>(\$7,742.20)</b>	<b>(\$36,082.27)</b>	<b>\$857,897.19</b>	<b>\$341,894.78</b>	<b>\$3,762.84</b>	<b>\$345,657.62</b>	<b>\$512,239.57</b>	<b>40.29%</b>	<b>39.85%</b>	<b>\$469,479.91</b>	<b>\$42,759.66</b>
<b>1300-Adult Education - Cooperative</b>												
1300.55690. Tuition - Adult Cooperative	\$17,367.66	0.00	0.00	\$17,367.66	20,300.00	0.00	\$20,300.00	(\$2,932.34)	116.88%	116.88%	(\$3,567.00)	\$634.66
<b>Total</b>	<b>\$17,367.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,367.66</b>	<b>\$20,300.00</b>	<b>\$0.00</b>	<b>\$20,300.00</b>	<b>(\$2,932.34)</b>	<b>116.88%</b>	<b>116.88%</b>	<b>(\$3,567.00)</b>	<b>\$634.66</b>
<b>1500-Stipends - Extra Curricular</b>												
1500.51930. Extra Curricular Stipends Paid	\$10,152.00	\$0.00	\$0.00	\$10,152.00	4,376.00	0.00	\$4,376.00	\$5,776.00	43.10%	43.10%	\$5,834.00	(\$58.00)
<b>Total</b>	<b>\$10,152.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,152.00</b>	<b>\$4,376.00</b>	<b>\$0.00</b>	<b>\$4,376.00</b>	<b>\$5,776.00</b>	<b>43.10%</b>	<b>43.10%</b>	<b>\$5,834.00</b>	<b>(\$58.00)</b>
<b>1600-Summer School</b>												
1600.51110. Wages Paid to Teachers - Summer School	\$5,000.00	(\$2,400.00)	\$0.00	\$2,600.00	1,309.75	0.00	\$1,309.75	\$1,290.25	50.38%	50.38%	\$1,290.25	\$0.00
1600.51120. Wages Paid to Inst Aides - Summer School	\$2,250.00	\$0.00	\$0.00	\$2,250.00	470.59	0.00	\$470.59	\$1,779.41	20.92%	20.92%	\$1,779.41	\$0.00
1600.51901. Wages Paid - Other Non-Cert - Summer School	\$2,400.00	\$0.00	\$0.00	\$2,400.00	1,214.28	0.00	\$1,214.28	\$1,185.72	50.60%	50.60%	\$1,185.72	\$0.00
1600.52200. FICA/Medicare Employer - Summer School	\$309.00	\$0.00	\$0.00	\$309.00	147.92	0.00	\$147.92	\$161.08	47.87%	47.87%	\$161.08	\$0.00
<b>Total</b>	<b>\$9,959.00</b>	<b>(\$2,400.00)</b>	<b>\$0.00</b>	<b>\$7,559.00</b>	<b>\$3,142.54</b>	<b>\$0.00</b>	<b>\$3,142.54</b>	<b>\$4,416.46</b>	<b>41.57%</b>	<b>41.57%</b>	<b>\$0.00</b>	<b>\$4,416.46</b>
<b>1700-Tutoring</b>												
1700.000100.51110. Wages Paid to Teacher Tutors - Reg Ed	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%	0.00%	\$4,000.00	\$0.00
1700.000100.52200. FICA/Medicare Employer - Reg Ed	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%	0.00%	\$700.00	\$0.00
1700.000200.51120. Wages Paid to Inst Aide Tutors - Spec Ed	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$465.00	\$0.00	\$465.00	\$7,535.00	5.81%	5.81%	\$7,535.00	\$0.00

Sprague BOE  
Budget vs Actual  
FY20

Sprague BOE January Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
1700.00020.52200. FICA/Medicare Employer- Spec Ed	\$0.00	\$0.00	\$0.00	\$0.00	\$35.59	\$0.00	\$35.59	(\$35.59)	0.00%	0.00%		(\$35.59)
1700.00020.53230. Purchased Pupil Services - Spec Ed	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$2,139.00	\$3,317.00	\$5,456.00	\$544.00	90.93%	35.65%		\$544.00
<b>Total</b>	<b>\$18,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,700.00</b>	<b>\$2,639.59</b>	<b>\$3,317.00</b>	<b>\$5,956.59</b>	<b>\$12,743.41</b>	<b>31.85%</b>	<b>14.12%</b>	<b>\$0.00</b>	<b>\$12,743.41</b>
<b>1800-Stipends - Sports Teams</b>												
<b>2110-Social Work Services</b>												
2110.51900. Wages Paid - Social Worker	\$62,428.00	\$0.00	\$0.00	\$62,428.00	\$25,538.76	\$0.00	\$25,538.76	\$36,889.24	40.91%	40.91%	\$36,889.24	\$0.00
2110.52100. Group Life Insurance - Social Worker	\$37.80	\$0.00	\$0.00	\$37.80	\$14.28	\$0.00	\$14.28	\$23.52	37.78%	37.78%	\$23.52	\$0.00
2110.52200. FICA/Medicare Employer - Social Worker	\$905.21	\$0.00	\$0.00	\$905.21	\$370.30	\$0.00	\$370.30	\$534.91	40.91%	40.91%	\$534.91	\$0.00
2110.52800. Health Insurance - Social Worker	\$1,410.00	\$0.00	\$0.00	\$1,410.00	\$0.00	\$0.00	\$0.00	\$1,410.00	0.00%	0.00%	\$1,410.00	\$0.00
2110.56100. Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
<b>Total</b>	<b>\$64,981.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64,981.01</b>	<b>\$25,923.34</b>	<b>\$0.00</b>	<b>\$25,923.34</b>	<b>\$39,057.67</b>	<b>39.89%</b>	<b>39.89%</b>	<b>\$38,857.67</b>	<b>\$200.00</b>
<b>2130-Health Office</b>												
2130.51901. Wages Paid - School Nurse	\$72,391.16	\$0.00	\$0.00	\$72,391.16	\$41,781.98	\$0.00	\$41,781.98	\$30,609.18	57.72%	57.72%	\$30,609.18	\$0.00
2130.51910. Wages Paid - Nurse Substitutes	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$1,271.00	\$0.00	\$1,271.00	\$2,729.00	31.78%	31.78%	\$0.00	\$2,729.00
2130.51930. Nursing Stipends Paid	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	100.00%	100.00%	\$0.00	\$0.00
2130.52100. Group Life Insurance - Health Office	\$75.60	\$0.00	\$0.00	\$75.60	\$44.10	\$0.00	\$44.10	\$31.50	58.33%	58.33%	\$31.50	\$0.00
2130.52200. FICA/Medicare Employer - Health	\$7,798.42	\$0.00	\$0.00	\$7,798.42	\$3,407.77	\$0.00	\$3,407.77	\$4,390.65	43.70%	43.70%	\$4,390.65	\$0.00
2130.52800. Health Insurance - Health Office	\$10,237.74	\$0.00	\$0.00	\$10,237.74	\$5,972.05	\$0.00	\$5,972.05	\$4,265.69	58.33%	58.33%	\$4,265.69	\$0.00
2130.53230. Purchased Pupil Services	\$0.00	\$0.00	\$0.00	\$0.00	\$585.00	\$0.00	\$585.00	(\$585.00)	#DIV/0!	#DIV/0!		(\$585.00)
2130.54300. Repairs & Maint Equipment	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
2130.55800. Conference/Travel - Health Office	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%	0.00%		\$700.00
2130.56100. Supplies	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$682.87	\$0.00	\$682.87	\$1,717.13	28.45%	28.45%		\$1,717.13
2130.56430. Professional Periodicals	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%	0.00%		\$100.00
2130.58100. Dues & Fees	\$600.00	\$0.00	\$0.00	\$600.00	\$221.00	\$0.00	\$221.00	\$379.00	36.83%	36.83%	\$379.00	\$0.00
<b>Total</b>	<b>\$100,502.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,502.92</b>	<b>\$55,965.77</b>	<b>\$0.00</b>	<b>\$55,965.77</b>	<b>\$44,537.15</b>	<b>55.69%</b>	<b>55.69%</b>	<b>\$39,676.02</b>	<b>\$4,861.13</b>
<b>2140-Psychological Services</b>												
2140.51900. Wages Paid - School Psychologist	\$49,155.00	\$0.00	\$0.00	\$49,155.00	\$20,108.88	\$0.00	\$20,108.88	\$29,046.12	40.91%	40.91%	\$29,046.12	\$0.00
2140.52100. Group Life Insurance - Psychologist	\$37.80	\$0.00	\$0.00	\$37.80	\$15.75	\$0.00	\$15.75	\$22.05	41.67%	41.67%	\$22.05	\$0.00
2140.52200. FICA/Medicare Employer - Psychologist	\$712.75	\$0.00	\$0.00	\$712.75	\$276.31	\$0.00	\$276.31	\$436.44	38.77%	38.77%	\$436.44	\$0.00
2140.52800. Health Insurance	\$9,095.77	\$0.00	\$0.00	\$9,095.77	\$5,184.55	\$0.00	\$5,184.55	\$3,911.22	57.00%	57.00%	\$4,158.51	(\$247.29)
2140.53230. Purchased Pupil Services	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%		\$2,000.00
2140.56100. Assessment Supplies	\$2,000.00	\$0.00	(\$800.00)	\$1,200.00	\$710.29	\$0.00	\$710.29	\$489.71	59.19%	59.19%		\$489.71
2140.56110. Instructional Supplies - Psychologist	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
<b>Total</b>	<b>\$63,201.32</b>	<b>\$0.00</b>	<b>(\$800.00)</b>	<b>\$62,401.32</b>	<b>\$26,295.78</b>	<b>\$0.00</b>	<b>\$26,295.78</b>	<b>\$36,105.54</b>	<b>42.14%</b>	<b>42.14%</b>	<b>\$33,663.12</b>	<b>\$2,442.42</b>
<b>2150-Speech &amp; Audiology Services</b>												
2150.53230. Purchased Pupil Services	\$63,388.78	\$10,142.20	\$0.00	\$73,530.98	\$23,327.06	\$42,597.25	\$65,924.31	\$7,606.67	89.66%	31.72%	\$7,600.00	\$6.67
2150.56100. Supplies	\$775.00	\$0.00	\$800.00	\$1,575.00	\$431.16	\$0.00	\$431.16	\$1,143.84	27.38%	27.38%		\$1,143.84
<b>Total</b>	<b>\$64,163.78</b>	<b>\$10,142.20</b>	<b>\$800.00</b>	<b>\$75,105.98</b>	<b>\$23,758.22</b>	<b>\$42,597.25</b>	<b>\$66,355.47</b>	<b>\$8,750.51</b>	<b>88.35%</b>	<b>31.63%</b>	<b>\$7,600.00</b>	<b>\$1,150.51</b>
<b>2160-PT/OT Services</b>												
<b>2210-Improvement of Instruction</b>												
2210.53220. In Service	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$9,758.93	\$0.00	\$9,758.93	(\$5,758.93)	243.97%	243.97%		(\$5,758.93)
2210.55800. Conference/Travel - Professional Development	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$2,024.59	\$50.00	\$2,074.59	\$5,925.41	25.93%	25.31%		\$5,925.41
2210.56100. Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%		\$2,000.00
<b>Total</b>	<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,000.00</b>	<b>\$11,783.52</b>	<b>\$50.00</b>	<b>\$11,833.52</b>	<b>\$2,166.48</b>	<b>84.53%</b>	<b>84.17%</b>	<b>\$0.00</b>	<b>\$2,166.48</b>
<b>2220-Library/Media Services</b>												
<b>2230-Technology</b>												
2230.51901. Wages Paid - Technology Staff	\$11,739.00	\$0.00	\$0.00	\$11,739.00	\$5,532.52	\$0.00	\$5,532.52	\$6,206.48	47.13%	47.13%	\$6,206.48	\$0.00
2230.52100. Group Life Insurance - Technology	\$7.56	\$0.00	\$0.00	\$7.56	\$4.41	\$0.00	\$4.41	\$3.15	58.33%	58.33%	\$3.15	\$0.00
2230.52200. FICA/Medicare Employer - Technology	\$898.03	\$0.00	\$0.00	\$898.03	\$415.47	\$0.00	\$415.47	\$482.56	46.26%	46.26%	\$482.56	\$0.00
2230.52300. Pension Contributions - Technology	\$469.56	\$0.00	\$0.00	\$469.56	\$288.96	\$0.00	\$288.96	\$180.60	61.54%	61.54%	\$180.60	\$0.00
2230.52800. Health Insurance - Technology	\$2,047.55	\$0.00	\$0.00	\$2,047.55	\$1,194.41	\$0.00	\$1,194.41	\$853.14	58.33%	58.33%	\$853.14	\$0.00
2230.53520. Other Technical Services	\$72,000.00	\$0.00	\$0.00	\$72,000.00	\$39,554.68	\$32,445.32	\$72,000.00	\$0.00	100.00%	54.94%		\$0.00
2230.56100. Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$13.49	\$0.00	\$13.49	\$486.51	2.70%	2.70%		\$486.51
2230.56500. Technology Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$1,314.88	\$0.00	\$1,314.88	\$685.12	65.74%	65.74%		\$685.12

Sprague BOE  
Budget vs Actual  
FY20

Sprague BOE January Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
2230.57340. Technology Hardware - Instructional	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$8,389.99	\$0.00	\$8,389.99	(\$7,389.99)	839.00%	839.00%		(\$7,389.99)
2230.57341. Technology Hardware - Non-Instructional	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%	0.00%		\$3,000.00
2230.57350. Software - Instructional	\$11,689.01	\$0.00	\$0.00	\$11,689.01	\$2,372.20	\$0.00	\$2,372.20	\$9,316.81	20.29%	20.29%	\$9,316.81	\$0.00
2230.57351. Software - Non-Instructional	\$29,877.03	\$0.00	\$0.00	\$29,877.03	\$19,877.44	\$1,695.00	\$21,572.44	\$8,304.59	72.20%	66.53%	\$8,304.59	\$0.00
<b>Total</b>	<b>\$135,227.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135,227.74</b>	<b>\$78,958.45</b>	<b>\$34,140.32</b>	<b>\$113,098.77</b>	<b>\$22,128.97</b>	<b>83.64%</b>	<b>58.39%</b>	<b>\$25,347.33</b>	<b>(\$3,218.36)</b>
<b>2310-Board of Education</b>												
2310.51901. Wages Paid - Non-Certified - BOE Admin Office	\$11,440.00	\$0.00	\$0.00	\$11,440.00	\$5,275.88	\$0.00	\$5,275.88	\$6,164.12	46.12%	46.12%	\$6,164.12	\$0.00
2310.52100. Group Life Insurance - BOE Office	\$7.56	\$0.00	\$0.00	\$7.56	\$4.41	\$0.00	\$4.41	\$3.15	58.33%	58.33%	\$3.15	\$0.00
2310.52200. FICA/Medicare Employer - BOE Office	\$875.16	\$0.00	\$0.00	\$875.16	\$387.11	\$0.00	\$387.11	\$488.05	44.23%	44.23%	\$488.05	\$0.00
2310.52300. Pension Contributions - BOE Office	\$457.60	\$0.00	\$0.00	\$457.60	\$281.60	\$0.00	\$281.60	\$176.00	61.54%	61.54%	\$176.00	\$0.00
2310.52600. Unemployment Compensation - BOE Office	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$2,124.83	\$0.00	\$2,124.83	\$875.17	70.83%	70.83%	\$0.00	\$875.17
2310.52700. Workers' Compensation - BOE Office	\$23,572.54	\$0.00	\$0.00	\$23,572.54	\$16,647.17	\$5,549.49	\$22,196.66	\$1,375.88	94.16%	70.62%	\$0.00	\$1,375.88
2310.52800. Health Insurance - BOE Office	\$4,377.90	\$0.00	\$0.00	\$4,377.90	\$2,553.81	\$0.00	\$2,553.81	\$1,824.09	58.33%	58.33%	\$1,824.09	\$0.00
2310.53020. Legal Services - BOE Office	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$0.00	100.00%	0.00%	\$0.00	\$0.00
2310.55200. Property/Liability Insurance - BOE Office	\$19,413.81	\$0.00	\$0.00	\$19,413.81	\$14,635.77	\$4,462.59	\$19,098.36	\$315.45	98.38%	75.39%	\$315.45	\$0.00
2310.55400. Advertising - BOE Office	\$500.00	\$0.00	\$0.00	\$500.00	\$425.00	\$0.00	\$425.00	\$75.00	85.00%	85.00%	\$75.00	\$0.00
2310.55800. Conference/Travel - BOE Office	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$996.00	\$996.00	(\$696.00)	332.00%	0.00%	\$0.00	(\$696.00)
2310.56100. Supplies - BOE Office	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$229.71	\$0.00	\$229.71	\$1,170.29	16.41%	16.41%	\$1,170.29	\$0.00
2310.58100. Dues & Fees - BOE Office	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$2,416.00	\$0.00	\$2,416.00	\$284.00	89.48%	89.48%	\$284.00	\$0.00
2310.58900. Graduation Costs - BOE Office	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%	0.00%	\$500.00	\$0.00
<b>Total</b>	<b>\$103,544.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$103,544.57</b>	<b>\$44,981.29</b>	<b>\$46,008.08</b>	<b>\$90,989.37</b>	<b>\$12,555.20</b>	<b>87.87%</b>	<b>43.44%</b>	<b>\$8,655.41</b>	<b>\$3,899.79</b>
<b>2320-Superintendents Office</b>												
2320.51900. Wages Paid - Superintendent	\$64,000.00	\$0.00	\$0.00	\$64,000.00	\$31,990.44	\$0.00	\$31,990.44	\$32,009.56	49.99%	49.99%	\$31,150.16	\$859.40
2320.51901. Wages Paid - Non-Certified - Supt Admin Office	\$11,440.00	\$0.00	\$0.00	\$11,440.00	\$5,275.88	\$0.00	\$5,275.88	\$6,164.12	46.12%	46.12%	\$6,164.12	\$0.00
2320.52100. Group Life Insurance - Superintendent Office	\$133.56	\$0.00	\$0.00	\$133.56	\$77.45	\$0.00	\$77.45	\$56.11	57.99%	57.99%	\$14.11	\$42.00
2320.52200. FICA/Medicare Employer - Superintendent	\$1,803.16	\$0.00	\$0.00	\$1,803.16	\$850.98	\$0.00	\$850.98	\$952.18	47.19%	47.19%	\$939.72	\$12.46
2320.52300. Pension Contributions - Superintendent's Office	\$457.60	\$0.00	\$0.00	\$457.60	\$281.60	\$0.00	\$281.60	\$176.00	61.54%	61.54%	\$176.00	\$0.00
2320.52800. Health Insurance - Superintendent's Office	\$4,377.90	\$0.00	\$0.00	\$4,377.90	\$2,553.81	\$0.00	\$2,553.81	\$1,824.09	58.33%	58.33%	\$1,824.09	\$0.00
2320.55800. Conference/Travel - Superintendent's Office	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$125.00	\$0.00	\$125.00	\$875.00	12.50%	12.50%	\$875.00	\$0.00
2320.56100. Supplies - Superintendent's Office	\$300.00	\$0.00	\$0.00	\$300.00	\$64.17	\$0.00	\$64.17	\$235.83	21.39%	21.39%	\$235.83	\$0.00
2320.58100. Dues & Fees - Superintendent's Office	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$3,578.00	\$0.00	\$3,578.00	\$422.00	89.45%	89.45%	\$422.00	\$0.00
<b>Total</b>	<b>\$87,512.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$87,512.22</b>	<b>\$44,797.33</b>	<b>\$0.00</b>	<b>\$44,797.33</b>	<b>\$42,714.89</b>	<b>51.19%</b>	<b>51.19%</b>	<b>\$40,268.20</b>	<b>\$2,446.69</b>
<b>2400-School Administration Office</b>												
2400.51900. Wages Paid - Principal	\$110,000.00	\$0.00	11,719.96	\$121,719.96	\$67,009.99	\$0.00	\$67,009.99	\$54,709.97	55.05%	55.05%	\$54,709.97	\$0.00
2400.51901. Wages Paid - Non-Certified - School Administration	\$43,680.00	\$0.00	0.00	\$43,680.00	\$19,019.47	\$0.00	\$19,019.47	\$24,660.53	43.54%	43.54%	\$24,140.53	\$520.00
2400.52100. Group Life Insurance - School Administration Office	\$163.80	\$0.00	0.00	\$163.80	\$92.40	\$0.00	\$92.40	\$71.40	56.41%	56.41%	\$68.25	\$3.15
2400.52200. FICA/Medicare Employer - School Administration	\$4,936.52	\$0.00	0.00	\$4,936.52	\$2,332.68	\$0.00	\$2,332.68	\$2,603.84	47.25%	47.25%	\$2,734.00	(\$130.16)
2400.52300. Pension Contributions - School Admin Office	\$1,747.20	\$0.00	0.00	\$1,747.20	\$1,062.40	\$0.00	\$1,062.40	\$684.80	60.81%	60.81%	\$664.00	\$20.80
2400.52800. Health Insurance - School Administration Office	\$13,237.74	\$0.00	14,619.27	\$27,857.01	\$13,881.41	\$0.00	\$13,881.41	\$13,975.60	49.83%	49.83%	\$13,975.60	\$0.00
2400.53300. Other Prof/Tech Services	\$2,000.00	\$0.00	0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%	\$0.00	\$2,000.00
2400.55301. Postage	\$3,500.00	\$0.00	0.00	\$3,500.00	\$2,206.31	\$0.00	\$2,206.31	\$1,293.69	63.04%	63.04%	\$1,293.69	\$0.00
2400.55800. Conference/Travel - School Administration Office	\$750.00	\$0.00	0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%	0.00%	\$0.00	\$750.00
2400.56100. Supplies	\$2,500.00	\$0.00	0.00	\$2,500.00	\$70.40	\$0.00	\$70.40	\$2,429.60	2.82%	2.82%	\$0.00	\$2,429.60
2400.58100. Dues & Fees - School Administration	\$1,100.00	\$0.00	0.00	\$1,100.00	\$995.00	\$0.00	\$995.00	\$105.00	90.45%	90.45%	\$105.00	\$0.00
<b>Total</b>	<b>\$183,615.26</b>	<b>\$0.00</b>	<b>\$26,339.23</b>	<b>\$209,954.49</b>	<b>\$106,670.06</b>	<b>\$0.00</b>	<b>\$106,670.06</b>	<b>\$103,284.43</b>	<b>50.81%</b>	<b>50.81%</b>	<b>\$97,691.04</b>	<b>\$5,593.39</b>

Sprague BOE  
Budget vs Actual  
FY20

Sprague BOE January Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
<b>2510-Business Office</b>												
2510.51901. Wages Paid - Non Certified - Business Office	\$104,676.00	\$0.00	0.00	\$104,676.00	\$44,037.94	\$0.00	\$44,037.94	\$60,638.06	42.07%	42.07%	\$49,168.06	\$11,470.00
2510.52100. Group Life Insurance - Business Office	\$68.04	\$0.00	0.00	\$68.04	\$33.39	\$0.00	\$33.39	\$34.65	49.07%	49.07%	\$34.65	\$0.00
2510.52200. FICA/Medicare Employer - Business Office	\$8,007.71	\$0.00	0.00	\$8,007.71	\$3,337.89	\$0.00	\$3,337.89	\$4,669.82	41.68%	41.68%	\$3,792.37	\$877.45
2510.52300. Pension Contributions - Business Office	\$1,878.24	\$0.00	0.00	\$1,878.24	\$1,155.84	\$0.00	\$1,155.84	\$722.40	61.54%	61.54%	\$722.40	\$0.00
2510.52800. Health Insurance - Business Office	\$11,190.19	\$0.00	0.00	\$11,190.19	\$4,777.64	\$0.00	\$4,777.64	\$6,412.55	42.69%	42.69%	\$3,412.55	\$3,000.00
2510.53300. Other Prof/Tech Services - Business Office	\$2,000.00	\$0.00	0.00	\$2,000.00	\$5,945.73	\$0.00	\$5,945.73	(\$3,945.73)	297.29%	297.29%	\$4,425.23	(\$8,370.96)
2510.53410. Audit/Accounting Services - Business Office	\$25,750.00	\$0.00	0.00	\$25,750.00	\$3,529.75	\$0.00	\$3,529.75	\$22,220.25	13.71%	13.71%	\$24,818.30	(\$2,598.05)
2510.55800. Conference/Travel - Business Office	\$300.00	\$0.00	0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%	0.00%	\$300.00	\$300.00
2510.56100. Supplies - Business Office	\$1,000.00	\$0.00	0.00	\$1,000.00	\$367.49	\$0.00	\$367.49	\$632.51	36.75%	36.75%	\$632.51	\$632.51
<b>Total</b>	<b>\$154,870.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$154,870.18</b>	<b>\$63,185.67</b>	<b>\$0.00</b>	<b>\$63,185.67</b>	<b>\$91,684.51</b>	<b>40.80%</b>	<b>40.80%</b>	<b>\$86,373.56</b>	<b>\$5,310.95</b>
<b>2600-Building &amp; Grounds</b>												
2600.51901. Wages Paid - Buiding Maintenance	\$96,533.00	\$0.00	\$0.00	\$96,533.00	\$46,638.81	\$0.00	\$46,638.81	\$49,894.19	48.31%	48.31%	\$50,716.05	(\$821.86)
2600.52100. Group Life Insurance - Maintenance Department	\$75.60	\$0.00	\$0.00	\$75.60	\$44.10	\$0.00	\$44.10	\$31.50	58.33%	58.33%	\$31.50	\$0.00
2600.52200. FICA/Medicare Employer - Maintenance	\$7,384.77	\$0.00	\$0.00	\$7,384.77	\$3,490.45	\$0.00	\$3,490.45	\$3,894.32	47.27%	47.27%	\$3,957.20	(\$62.88)
2600.52300. Pension Contributions - Maintenance Office	\$2,882.05	\$0.00	\$0.00	\$2,882.05	\$1,773.60	\$0.00	\$1,773.60	\$1,108.45	61.54%	61.54%	\$1,108.45	\$0.00
2600.52800. Health Insurance - Maintenance	\$20,475.48	\$0.00	\$0.00	\$20,475.48	\$12,632.78	\$0.00	\$12,632.78	\$7,842.70	61.70%	61.70%	\$7,842.70	\$0.00
2600.54010. Purchased Property Services	\$23,694.86	\$0.00	\$0.00	\$23,694.86	\$15,534.25	\$10,147.93	\$25,682.18	(\$1,987.32)	108.39%	65.56%	\$25,682.18	(\$1,987.32)
2600.54101. Rubbish Removal	\$5,768.00	\$0.00	\$0.00	\$5,768.00	\$3,592.52	\$3,544.00	\$7,136.52	(\$1,368.52)	123.73%	62.28%	\$7,136.52	(\$1,368.52)
2600.54300. Equipment Repairs & Maint	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$4,008.54	\$570.75	\$4,579.29	(\$579.29)	114.48%	100.21%	\$4,579.29	(\$579.29)
2600.54301. Building Repairs & Maint	\$4,000.00	\$0.00	\$4,229.84	\$8,229.84	\$12,527.25	\$1,360.00	\$13,887.25	(\$5,657.41)	168.74%	152.22%	\$13,887.25	(\$5,657.41)
2600.54411. Water	\$2,781.00	\$0.00	\$0.00	\$2,781.00	\$1,028.72	\$1,390.50	\$2,419.22	\$361.78	86.99%	86.99%	\$361.78	\$361.78
2600.54412. Sewer	\$1,957.00	\$0.00	\$0.00	\$1,957.00	\$664.31	\$978.50	\$1,642.81	\$314.19	83.95%	33.95%	\$314.19	\$314.19
2600.55300. Communications - Telephone & Internet	\$11,223.84	\$0.00	\$0.00	\$11,223.84	\$5,257.20	\$4,482.00	\$9,739.20	\$1,484.64	86.77%	46.84%	\$1,484.64	\$1,484.64
2600.55800. Conference/Travel - Building Maintenance	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%	0.00%	\$100.00	\$100.00
2600.56100. General Supplies - Maintenance Department	\$15,800.00	\$0.00	(\$4,229.84)	\$11,570.16	\$477.98	\$0.00	\$477.98	\$11,092.18	4.13%	4.13%	\$8,000.00	\$3,092.18
2600.56220. Electricity	\$56,921.76	\$0.00	\$0.00	\$56,921.76	\$27,325.12	\$28,460.88	\$55,786.00	\$1,135.76	98.00%	48.00%	\$55,786.00	\$1,135.76
2600.56230. Liquid Propane	\$12,360.00	\$0.00	\$0.00	\$12,360.00	\$3,393.28	\$0.00	\$3,393.28	\$8,966.72	27.45%	27.45%	\$5,000.00	\$3,966.72
2600.56240. Heating Oil	\$24,720.00	\$0.00	\$0.00	\$24,720.00	\$7,505.36	\$17,214.64	\$24,720.00	\$0.00	100.00%	30.36%	\$24,720.00	\$0.00
2600.56260. Gasoline	\$400.00	\$0.00	\$0.00	\$400.00	\$62.79	\$0.00	\$62.79	\$337.21	15.70%	15.70%	\$62.79	\$337.21
<b>Total</b>	<b>\$291,077.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$291,077.36</b>	<b>\$145,957.06</b>	<b>\$68,149.20</b>	<b>\$214,106.26</b>	<b>\$76,971.10</b>	<b>73.56%</b>	<b>50.14%</b>	<b>\$76,655.90</b>	<b>\$315.20</b>
<b>2700-Student Transportation</b>												
2700.55100. Contracted Pupil Transp Reg	\$400,000.00	\$0.00	\$0.00	\$400,000.00	\$183,493.23	\$190,719.07	\$374,212.30	\$25,787.70	93.55%	45.87%	\$25,787.70	(\$0.00)
2700.55108. Contracted Pupil Transp Spec Ed HS	\$117,250.00	\$0.00	\$0.00	\$117,250.00	\$40,490.00	\$61,990.00	\$102,480.00	\$14,770.00	87.40%	34.53%	\$14,770.00	\$14,770.00
2700.55109. Contracted Pupil Transp Spec Ed Elem	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$20,795.00	\$41,395.00	\$62,190.00	\$7,810.00	88.84%	29.71%	\$7,810.00	\$7,810.00
2700.55150. Contracted Pupil Transp Athletics/Ext Curr	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$190.65	\$190.65	\$2,809.35	6.36%	0.00%	\$2,809.35	\$2,809.35
2700.56260. Gasoline	\$400,000.00	\$0.00	\$0.00	\$400,000.00	\$11,534.42	\$0.00	\$11,534.42	\$28,465.58	28.84%	28.84%	\$25,387.50	\$3,078.08
<b>Total</b>	<b>\$630,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$630,250.00</b>	<b>\$256,312.65</b>	<b>\$294,294.72</b>	<b>\$550,607.37</b>	<b>\$79,642.63</b>	<b>87.36%</b>	<b>40.67%</b>	<b>\$51,175.20</b>	<b>\$28,467.43</b>
<b>6000-HS Tuition</b>												
6000.000100.55610. Tuition - HS Regular Ed - public schools	\$1,456,090.06	\$0.00	\$0.00	\$1,456,090.06	\$695,331.00	\$717,116.00	\$1,412,447.00	\$43,643.06	97.00%	47.75%	\$43,643.06	\$43,643.06
6000.000200.55610. Tuition - HS Special Ed - public schools	\$356,727.78	\$0.00	(\$16,507.20)	\$340,220.58	\$155,553.66	\$310,685.78	\$466,239.44	(\$126,018.86)	137.04%	45.72%	(\$85,000.00)	(\$41,018.86)
6000.000200.55630. Tuition - HS Special Ed - private schools	\$200,256.21	\$0.00	\$0.00	\$200,256.21	\$63,783.28	\$127,408.54	\$191,191.82	\$9,064.39	95.47%	31.85%	\$9,064.39	\$9,064.39
<b>Total</b>	<b>\$2,013,074.05</b>	<b>\$0.00</b>	<b>(\$16,507.20)</b>	<b>\$1,996,566.85</b>	<b>\$914,667.94</b>	<b>\$1,155,210.32</b>	<b>\$2,069,878.26</b>	<b>(\$73,311.41)</b>	<b>103.67%</b>	<b>45.81%</b>	<b>(\$85,000.00)</b>	<b>\$11,688.59</b>
<b>6100-Elementary Tuition</b>												
6100.55631. Tuition - Elem Special Ed - private schools	\$150,990.74	\$0.00	\$0.00	\$150,990.74	\$50,255.00	\$83,608.00	\$133,863.00	\$17,127.74	88.66%	33.28%	\$16,515.00	\$612.74
6100.55660. Tuition - Elem Magnet Schools	\$128,159.42	\$0.00	\$0.00	\$128,159.42	\$42,611.00	\$47,037.80	\$89,648.80	\$38,510.62	69.95%	33.25%	\$38,510.62	\$38,510.62
<b>Total</b>	<b>\$279,150.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$279,150.16</b>	<b>\$92,866.00</b>	<b>\$130,645.80</b>	<b>\$223,511.80</b>	<b>\$55,638.36</b>	<b>80.07%</b>	<b>33.27%</b>	<b>\$16,515.00</b>	<b>\$39,123.36</b>
<b>Total Expenditures</b>	<b>\$6,525,766.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,525,766.00</b>	<b>\$2,906,624.38</b>	<b>\$1,790,191.25</b>	<b>\$4,696,815.63</b>	<b>\$1,828,950.37</b>	<b>71.97%</b>	<b>44.54%</b>	<b>\$1,643,185.18</b>	<b>\$185,765.19</b>

**MEMORANDUM  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

**To:** Municipal Accountability Review Board  
**From:** Julian Freund  
**Subject:** Update on West Haven Subcommittee  
**Date:** February 6, 2020

The West Haven Subcommittee of the MARB most recently met on January 28, 2020.

HR Consulting Group

The HR Consulting Group attended the meeting to present their findings regarding the Human Resources (HR) function in the Board of Education. This was a follow-up to the consultant's previous presentation regarding the City's HR operation. Certain findings in the BOE HR study, primarily relating to out-of-date or noncompliant forms, have been resolved since the report was published. Several of the substantive findings stem from a lack of automation and over-reliance on manual systems in key functions (such as payroll). The consultant has made several staffing recommendations, including the creation of a Risk Manager position and combining the administration of benefits for BOE and City employees. The consultant noted that their review of the Board of Education was more limited in comparison to the review of the City's HR operation. Secretary McCaw has requested that the scope of the contract be broadened to include a payroll audit, audit of the use of the Munis system, and recommendations for systems automation.

The City's Finance Director reported that an RFP has been issued to outsource payroll and benefits administration, and possibly other HR functions. Combined City and BOE payroll is one option in the RFP. The deadline for RFP responses was January 31.

2019 Audit

The City's auditor is continuing with additional testing as previously reported. A presentation at the February subcommittee is anticipated.

FY 2021 Board of Education Proposed Budget

Superintendent Cavallaro provided an overview of the FY 2021 BOE budget, noting that the bottom line proposal is based on the City's 5-Year Plan. Local funding is assumed to remain flat, with the increase in the total budget covered by additional Alliance Grant funding. Further discussion on the BOE budget will take place as the budget process moves forward. In addition to additional budget information that will be requested by OPM staff, members also made several requests for additional data.

### Fire Districts Update

Kim Kennison and Michael Walsh provided an update on continuing discussions with the Fire Districts on how to move forward from recommendations to implementation. The actuarial firm for each district has been engaged to assess the viability of the respective pension and OPEB funds under the current funding practices. A Tri-District MOU is in the process of being drafted. OPM's Director of Legal Affairs noted for the subcommittee that Fire Districts, for the purposes of the MARB statute, are municipalities that could potentially be designated for oversight.

### Clean Water Fund Loan

The subcommittee was provided with projected loan repayment schedules for a Clean Water Fund loan that the City anticipated executing in February. The item is on the February 13 MARB agenda.

### ERS (Dispatchers) Contract

The Dispatchers contract had previously been presented to the full MARB at the January meeting. At that meeting, members requested an actuarial analysis of the impact of certain provisions of the contract. The actuary's analysis was provided, and members have posed additional follow-up questions to be resolved for the February MARB meeting. The item is on the February 13 MARB agenda.

### Board of Education Administrators Contract

A Tentative Agreement with the BOE Administrators Association was presented to the subcommittee. The subcommittee requested additional information concerning retiree health benefits be provided for the February MARB meeting. The item is on the February 13 MARB agenda.

### 5-Year Plan

Mayor Rossi reported that the West Haven City Council has approved the 5-Year Plan.

The next meeting of the West Haven Subcommittee is scheduled for February 25.

## CLEAN WATER FUND PROJECT

### Project Description

The Project shall consist of the construction of improvements to the Cove River Pump Station including mechanical and electrical rehabilitation, returning the station to full operating capacity, the replacement of all pumps, motors and valves and to provide improved pump protection by the installation of grinder pumps, in accordance with the State Bond Commission approval dated February 16, 2018, and all modifications or amendments which are approved by the Commissioner. The Project will be owned and operated by the Municipality.

### Eligible Project Costs

The maximum allowable amount of the estimated Total Project Costs and Eligible Project Costs and sources of payment for such costs are set forth below:

Total Project Costs:	\$ 3,880,392.00
Funds from Other Sources:	\$ 0.00
Local Share:	\$ 0.00
Eligible Project Costs:	\$ 3,880,392.00
Amount of Project Loan:	\$ 3,880,392.00

### Project Description

The Project shall consist of the rehabilitation of sewer pipes and manhole covers in the Pilot Area of West Haven. This will eliminate infiltration and inflow (I/I) of clean water into the collection system. The reduction of I/I will free up capacity in the WPCF and reduce operating costs, in accordance with the State Bond Commission approval dated February 16, 2018, and all modifications or amendments which are approved by the Commissioner. The Project will be owned and operated by the Municipality.

### Eligible Project Costs

The maximum allowable amount of the estimated Total Project Costs and Eligible Project Costs and sources of payment for such costs are set forth below:

Total Project Costs:	\$ 650,000.00
Funds from Other Sources:	\$ 0.00
Local Share:	\$ 0.00
Eligible Project Costs:	\$ 650,000.00
Amount of Project Loan:	\$ 650,000.00

**CITY OF WEST HAVEN, CONNECTICUT**  
**Existing & Proposed Debt Service**  
**Sewer Fund - CWF Loans**

Fiscal Year	Existing CWF Debt Service			Proposed Debt Service (Cover River Pump Stations & Pilot Area Water Infiltration)			Total - Existing & Proposed		
	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I
2019-20	\$ 1,397,222	\$ 400,765	\$ 1,797,987	\$ -	\$ -	\$ -	\$ 1,397,222	\$ 400,765	\$ 1,797,987
2020-21	1,425,424	372,563	1,797,987	77,947	37,911	115,857	1,503,371	410,473	1,913,844
2021-22	1,454,195	343,791	1,797,987	189,741	88,316	278,057	1,643,937	432,107	2,076,044
2022-23	1,483,547	314,439	1,797,987	193,571	84,486	278,057	1,677,119	398,925	2,076,044
2023-24	1,513,492	284,495	1,797,987	197,478	80,579	278,057	1,710,970	365,074	2,076,044
2024-25	1,544,041	253,946	1,797,987	201,464	76,593	278,057	1,745,505	330,539	2,076,044
2025-26	1,575,206	222,781	1,797,987	205,531	72,527	278,057	1,780,737	295,307	2,076,044
2026-27	1,607,001	190,986	1,797,987	209,679	68,378	278,057	1,816,680	259,364	2,076,044
2027-28	1,639,437	158,550	1,797,987	213,911	64,146	278,057	1,853,348	222,696	2,076,044
2028-29	1,672,528	125,459	1,797,987	218,229	59,828	278,057	1,890,757	185,287	2,076,044
2029-30	1,706,287	91,700	1,797,987	222,634	55,423	278,057	1,928,921	147,123	2,076,044
2030-31	1,740,727	57,260	1,797,987	227,128	50,930	278,057	1,967,855	108,189	2,076,044
2031-32	1,775,862	22,124	1,797,987	231,712	46,345	278,057	2,007,575	68,469	2,076,044
2032-33	141,348	236	141,583	236,389	41,668	278,057	377,737	41,904	419,641
2033-34	-	-	-	241,160	36,897	278,057	241,160	36,897	278,057
2034-35	-	-	-	246,028	32,029	278,057	246,028	32,029	278,057
2035-36	-	-	-	250,994	27,063	278,057	250,994	27,063	278,057
2036-37	-	-	-	256,060	21,997	278,057	256,060	21,997	278,057
2037-38	-	-	-	261,229	16,829	278,057	261,229	16,829	278,057
2038-39	-	-	-	266,501	11,556	278,057	266,501	11,556	278,057
2039-40	-	-	-	271,880	6,177	278,057	271,880	6,177	278,057
2040-41	-	-	-	161,124	1,076	162,200	161,124	1,076	162,200
2041-42	-	-	-	-	-	-	-	-	-
2042-43	-	-	-	-	-	-	-	-	-
2043-44	-	-	-	-	-	-	-	-	-
2044-45	-	-	-	-	-	-	-	-	-
	\$ 20,676,316	\$ 2,839,094	\$ 23,515,410	\$ 4,580,392	\$ 980,754	\$ 5,561,145	\$ 25,256,708	\$ 3,819,847	\$ 29,076,556

**CITY OF WEST HAVEN**  
**Proposed New Debt Service - Cover River Pump Stations & Pilot Area Infiltration**  
**New Sewer Loans 2020**

Fiscal Year	Cove River Pump Station				Pilot Area Water Infiltration				Total Proposed Debt Service					
	Proposed \$3.9M CWF Loan (CWF#222CSL)				Proposed \$700K CWF Loan									
	Principal	Interest	P&I		Principal	Interest	P&I	Principal	Interest	P&I		Principal	Interest	P&I
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-21	66,034	32,117	98,151	11,912	5,794	17,706	77,947	37,911	115,857					
2021-22	160,744	74,819	235,563	28,997	13,497	42,494	189,741	88,316	278,057					
2022-23	163,989	71,574	235,563	29,583	12,912	42,494	193,571	84,486	278,057					
2023-24	167,299	68,264	235,563	30,180	12,315	42,494	197,478	80,579	278,057					
2024-25	170,675	64,888	235,563	30,789	11,705	42,494	201,464	76,593	278,057					
2025-26	174,120	61,443	235,563	31,410	11,084	42,494	205,531	72,527	278,057					
2026-27	177,635	57,928	235,563	32,044	10,450	42,494	209,679	68,378	278,057					
2027-28	181,220	54,343	235,563	32,691	9,803	42,494	213,911	64,146	278,057					
2028-29	184,878	50,685	235,563	33,351	9,143	42,494	218,229	59,828	278,057					
2029-30	188,610	46,953	235,563	34,024	8,470	42,494	222,634	55,423	278,057					
2030-31	192,417	43,146	235,563	34,711	7,783	42,494	227,128	50,930	278,057					
2031-32	196,301	39,262	235,563	35,411	7,083	42,494	231,712	46,345	278,057					
2032-33	200,263	35,300	235,563	36,126	6,368	42,494	236,389	41,668	278,057					
2033-34	204,305	31,258	235,563	36,855	5,639	42,494	241,160	36,897	278,057					
2034-35	208,429	27,134	235,563	37,599	4,895	42,494	246,028	32,029	278,057					
2035-36	212,636	22,927	235,563	38,358	4,136	42,494	250,994	27,063	278,057					
2036-37	216,928	18,635	235,563	39,132	3,362	42,494	256,060	21,997	278,057					
2037-38	221,306	14,257	235,563	39,922	2,572	42,494	261,229	16,829	278,057					
2038-39	225,773	9,790	235,563	40,728	1,766	42,494	266,501	11,556	278,057					
2039-40	230,330	5,233	235,563	41,550	944	42,494	271,880	6,177	278,057					
2040-41	136,500	912	137,412	24,624	164	24,788	161,124	1,076	162,200					
2041-42	-	-	-	-	-	-	-	-	-	-				
2042-43	-	-	-	-	-	-	-	-	-	-				
2043-44	-	-	-	-	-	-	-	-	-	-				
2044-45	-	-	-	-	-	-	-	-	-	-				
	\$ 3,880,392	\$ 830,869	\$ 4,711,261	\$ 700,000	\$ 149,884	\$ 849,884	\$ 4,580,392	\$ 980,754	\$ 5,561,145					

**CITY OF WEST HAVEN, CONNECTICUT**  
**Existing & Proposed Debt Service - FY 20-24 5 yr CIP**  
**Sewer Fund Fund - CWF Loans & Bonded Debt**

Fiscal Year	Existing + 2020 Proposed			Proposed New Debt Service - 5 year CIP			Total - Existing & Proposed		
	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I
2019-20	\$ 1,397,222	\$ 400,765	\$ 1,797,987	\$ -	\$ -	\$ -	\$ 1,397,222	\$ 400,765	\$ 1,797,987
2020-21	1,503,371	410,473	1,913,844	-	98,400	98,400	1,503,371	508,873	2,012,244
2021-22	1,643,937	432,107	2,076,044	-	126,588	126,588	1,643,937	558,595	2,202,631
2022-23	1,677,119	398,925	2,076,044	95,000	214,156	309,156	1,772,119	613,082	2,385,200
2023-24	1,710,970	365,074	2,076,044	184,000	295,019	479,019	1,894,970	660,093	2,555,063
2024-25	1,745,505	330,539	2,076,044	276,000	368,423	644,423	2,021,505	698,962	2,720,466
2025-26	1,780,737	295,307	2,076,044	371,000	394,493	765,493	2,151,737	689,800	2,841,537
2026-27	1,816,680	259,364	2,076,044	464,000	373,209	837,209	2,280,680	632,573	2,913,253
2027-28	1,853,348	222,696	2,076,044	429,000	350,435	779,435	2,282,348	573,131	2,855,479
2028-29	1,890,757	185,287	2,076,044	456,000	327,863	783,863	2,346,757	513,150	2,859,907
2029-30	1,928,921	147,123	2,076,044	441,000	304,981	745,981	2,369,921	452,104	2,822,025
2030-31	1,967,855	108,189	2,076,044	442,000	282,454	724,454	2,409,855	390,643	2,800,498
2031-32	2,007,575	68,469	2,076,044	447,000	259,776	706,776	2,454,575	328,246	2,782,820
2032-33	377,737	41,904	419,641	454,000	236,794	690,794	831,737	278,698	1,110,435
2033-34	241,160	36,897	278,057	454,000	213,633	667,633	695,160	250,530	945,690
2034-35	246,028	32,029	278,057	454,000	190,472	644,472	700,028	222,501	922,529
2035-36	250,994	27,063	278,057	449,000	167,439	616,439	699,994	194,502	894,496
2036-37	256,060	21,997	278,057	439,000	144,790	583,790	695,060	166,787	861,847
2037-38	261,229	16,829	278,057	437,000	122,449	559,449	698,229	139,278	837,506
2038-39	266,501	11,556	278,057	437,000	100,159	537,159	703,501	111,715	815,216
2039-40	271,880	6,177	278,057	437,000	77,869	514,869	708,880	84,046	792,926
2040-41	161,124	1,076	162,200	437,000	55,579	492,579	598,124	56,655	654,779
2041-42	-	-	-	352,000	35,414	387,414	352,000	35,414	387,414
2042-43	-	-	-	260,000	19,731	279,731	260,000	19,731	279,731
2043-44	-	-	-	170,000	8,713	178,713	170,000	8,713	178,713
2044-45	-	-	-	85,000	2,178	87,178	85,000	2,178	87,178
	\$ 25,256,708	\$ 3,819,847	\$ 29,076,556	\$ 8,470,000	\$ 4,771,015	\$ 13,241,015	\$ 33,726,708	\$ 8,590,863	\$ 42,317,571

CITY OF WEST HAVEN  
Proposed New Debt Service - FY 20-24 5 yr CIP (Detail)  
Sewer Fund Supported Bonds (WPCA)

Fiscal Year	FY 2019-20 CIP			FY 2020-21 CIP			FY 2021-22 CIP			FY 2022-23 CIP			FY 2023-24 CIP			Combined Debt Service - 5 year CIP			
	BAN Interest	Principal	P&I	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I	
2019-20																			
2020-21	57,400	-	41,000	-	-	44,588	-	-	-	-	-	-	-	-	-	-	98,400	-	98,400
2021-22	-	-	82,000	-	89,175	89,175	-	-	-	-	-	-	-	-	-	-	126,588	-	126,588
2022-23	-	95,000	79,625	89,175	86,884	175,894	90,713	45,356	90,713	42,538	85,075	177,641	90,000	82,672	172,772	90,000	214,156	309,156	479,019
2023-24	-	95,000	74,875	89,000	82,282	173,282	88,278	83,409	178,409	85,075	177,641	90,000	82,672	172,772	90,000	184,000	295,019	479,019	644,423
2024-25	-	90,000	70,250	91,000	77,618	168,618	77,618	78,541	173,541	78,541	173,541	95,000	71,772	172,772	90,000	276,000	368,423	644,423	837,209
2025-26	-	90,000	65,750	91,000	77,618	168,618	77,618	78,541	173,541	78,541	173,541	95,000	71,772	172,772	90,000	371,000	464,423	765,493	1,000,000
2026-27	-	90,000	61,250	94,000	72,878	166,878	72,878	73,803	168,606	73,803	168,606	95,000	69,572	168,156	90,000	464,000	552,423	807,902	1,000,000
2027-28	-	85,000	56,875	94,000	68,060	162,060	68,060	69,034	158,934	69,034	158,934	90,000	64,831	154,831	90,000	559,000	646,423	893,823	1,000,000
2028-29	-	85,000	52,625	91,000	63,319	154,319	63,319	64,319	150,638	64,319	150,638	90,000	60,219	146,519	90,000	646,000	738,423	936,843	1,000,000
2029-30	-	80,000	48,500	86,000	58,784	144,784	58,784	59,831	144,351	59,831	144,351	90,000	55,066	140,131	90,000	738,000	836,423	1,000,000	1,000,000
2030-31	-	80,000	44,500	87,000	54,351	141,351	54,351	55,419	140,666	55,419	140,666	90,000	50,606	136,272	90,000	836,000	936,423	1,000,000	1,000,000
2031-32	-	85,000	40,375	87,000	49,892	136,892	49,892	50,984	136,984	50,984	136,984	90,000	46,381	132,365	90,000	936,000	1,036,423	1,000,000	1,000,000
2032-33	-	85,000	36,125	87,000	45,254	132,254	45,254	46,381	132,365	46,381	132,365	90,000	42,156	128,511	90,000	1,036,000	1,136,423	1,000,000	1,000,000
2033-34	-	85,000	31,875	84,000	40,436	128,436	40,436	41,591	128,627	41,591	128,627	90,000	37,156	124,712	90,000	1,136,000	1,236,423	1,000,000	1,000,000
2034-35	-	85,000	27,625	84,000	35,619	124,619	35,619	36,819	124,819	36,819	124,819	90,000	32,984	121,035	90,000	1,236,000	1,336,423	1,000,000	1,000,000
2035-36	-	85,000	23,375	84,000	30,801	120,801	30,801	32,034	119,834	32,034	119,834	90,000	28,816	117,648	90,000	1,336,000	1,436,423	1,000,000	1,000,000
2036-37	-	85,000	19,125	84,000	25,984	116,984	25,984	27,269	116,269	27,269	116,269	90,000	24,712	114,984	90,000	1,436,000	1,536,423	1,000,000	1,000,000
2037-38	-	85,000	14,875	84,000	21,218	113,218	21,218	22,569	112,569	22,569	112,569	90,000	20,503	111,503	90,000	1,536,000	1,636,423	1,000,000	1,000,000
2038-39	-	85,000	10,625	84,000	16,503	108,503	16,503	17,894	107,894	17,894	107,894	90,000	15,247	106,247	90,000	1,636,000	1,736,423	1,000,000	1,000,000
2039-40	-	85,000	6,375	84,000	11,788	103,788	11,788	13,194	103,194	13,194	103,194	90,000	10,034	102,234	90,000	1,736,000	1,836,423	1,000,000	1,000,000
2040-41	-	85,000	2,125	84,000	7,073	99,073	7,073	8,484	98,484	8,484	98,484	90,000	6,316	97,780	90,000	1,836,000	1,936,423	1,000,000	1,000,000
2041-42	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2042-43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2043-44	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2044-45	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 57,400</b>	<b>\$ 1,640,000</b>	<b>\$ 889,750</b>	<b>\$ 2,587,150</b>	<b>\$ 984,871</b>	<b>\$ 2,724,871</b>	<b>\$ 1,770,000</b>	<b>\$ 987,075</b>	<b>\$ 2,757,075</b>	<b>\$ 1,660,000</b>	<b>\$ 927,625</b>	<b>\$ 2,587,625</b>	<b>\$ 1,660,000</b>	<b>\$ 924,294</b>	<b>\$ 2,584,294</b>	<b>\$ 8,470,000</b>	<b>\$ 4,771,015</b>	<b>\$ 13,241,015</b>	<b>\$ 13,241,015</b>

**CITY OF WEST HAVEN, CONNECTICUT**  
**Existing & Proposed Debt Service**  
**Sewer Fund - CWF Loans**

Fiscal Year	Existing CWF Debt Service			Proposed Debt Service (Cover River Pump Stations & Pilot Area Water Infiltration)			Total - Existing & Proposed		
	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I
2019-20	\$ 1,397,222	\$ 400,765	\$ 1,797,987	\$ -	\$ -	\$ -	\$ 1,397,222	\$ 400,765	\$ 1,797,987
2020-21	1,425,424	372,563	1,797,987	-	-	-	1,425,424	372,563	1,797,987
2021-22	1,454,195	343,791	1,797,987	393,577	86,042	479,619	1,847,772	429,834	2,277,606
2022-23	1,483,547	314,439	1,797,987	182,989	82,065	265,054	1,666,536	396,504	2,063,040
2023-24	1,513,492	284,495	1,797,987	186,682	78,371	265,054	1,700,174	362,866	2,063,040
2024-25	1,544,041	253,946	1,797,987	190,450	74,603	265,054	1,734,491	328,549	2,063,040
2025-26	1,575,206	222,781	1,797,987	194,294	70,759	265,054	1,769,500	293,540	2,063,040
2026-27	1,607,001	190,986	1,797,987	198,216	66,838	265,053	1,805,217	257,824	2,063,040
2027-28	1,639,437	158,550	1,797,987	202,217	62,837	265,054	1,841,654	221,387	2,063,040
2028-29	1,672,528	125,459	1,797,987	206,298	58,755	265,054	1,878,826	184,214	2,063,040
2029-30	1,706,287	91,700	1,797,987	210,462	54,591	265,054	1,916,749	146,291	2,063,040
2030-31	1,740,727	57,260	1,797,987	214,710	50,343	265,054	1,955,438	107,603	2,063,040
2031-32	1,775,862	22,124	1,797,987	219,044	46,009	265,054	1,994,907	68,133	2,063,040
2032-33	141,348	236	141,583	223,466	41,588	265,054	364,813	41,824	406,637
2033-34	-	-	-	227,976	37,077	265,054	227,976	37,077	265,054
2034-35	-	-	-	232,578	32,476	265,054	232,578	32,476	265,054
2035-36	-	-	-	237,272	27,782	265,054	237,272	27,782	265,054
2036-37	-	-	-	242,061	22,992	265,054	242,061	22,992	265,054
2037-38	-	-	-	246,947	18,106	265,054	246,947	18,106	265,054
2038-39	-	-	-	251,932	13,122	265,054	251,932	13,122	265,054
2039-40	-	-	-	257,017	8,037	265,054	257,017	8,037	265,054
2040-41	-	-	-	262,204	2,849	265,054	262,204	2,849	265,054
2041-42	-	-	-	-	-	-	-	-	-
2042-43	-	-	-	-	-	-	-	-	-
2043-44	-	-	-	-	-	-	-	-	-
2044-45	-	-	-	-	-	-	-	-	-
	\$ 20,676,316	\$ 2,839,094	\$ 23,515,410	\$ 4,580,392	\$ 935,244	\$ 5,515,636	\$ 25,256,708	\$ 3,774,338	\$ 29,031,046

**CITY OF WEST HAVEN**  
**Proposed New Debt Service - Cover River Pump Stations & Pilot Area Infiltration**  
**New Sewer Loans 2020**

Fiscal Year	Cove River Pump Station			Pilot Area Water Infiltration			Total Proposed Debt Service		
	Proposed \$3.9M CWF Loan (CWF#222C5L)	Proposed \$700K CWF Loan		Proposed \$700K CWF Loan			Principal	Interest	P&I
	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-21	-	-	-	-	-	-	-	-	-
2021-22	333,428	72,893	406,321	60,149	13,149	73,298	393,577	86,042	479,619
2022-23	155,023	69,523	224,547	27,965	12,542	40,507	182,989	82,065	265,054
2023-24	158,152	66,394	224,547	28,530	11,977	40,507	186,682	78,371	265,054
2024-25	161,345	63,202	224,547	29,106	11,401	40,507	190,450	74,603	265,054
2025-26	164,601	59,945	224,547	29,693	10,814	40,507	194,294	70,759	265,054
2026-27	167,923	56,623	224,547	30,292	10,214	40,507	198,216	66,838	265,053
2027-28	171,313	53,234	224,547	30,904	9,603	40,507	202,217	62,837	265,054
2028-29	174,771	49,776	224,547	31,528	8,979	40,507	206,298	58,755	265,054
2029-30	178,298	46,248	224,547	32,164	8,343	40,507	210,462	54,591	265,054
2030-31	181,897	42,649	224,547	32,813	7,694	40,507	214,710	50,343	265,054
2031-32	185,569	38,978	224,547	33,476	7,031	40,507	219,044	46,009	265,054
2032-33	189,314	35,232	224,547	34,151	6,356	40,507	223,466	41,588	265,054
2033-34	193,136	31,411	224,547	34,841	5,666	40,507	227,976	37,077	265,054
2034-35	197,034	27,513	224,547	35,544	4,963	40,507	232,578	32,476	265,054
2035-36	201,011	23,536	224,547	36,261	4,246	40,507	237,272	27,782	265,054
2036-37	205,068	19,479	224,547	36,993	3,514	40,507	242,061	22,992	265,054
2037-38	209,207	15,339	224,547	37,740	2,767	40,507	246,947	18,106	265,054
2038-39	213,430	11,117	224,547	38,502	2,005	40,507	251,932	13,122	265,054
2039-40	217,738	6,809	224,547	39,279	1,228	40,507	257,017	8,037	265,054
2040-41	222,133	2,414	224,547	40,071	435	40,507	262,204	2,849	265,054
2041-42	-	-	-	-	-	-	-	-	-
2042-43	-	-	-	-	-	-	-	-	-
2043-44	-	-	-	-	-	-	-	-	-
2044-45	-	-	-	-	-	-	-	-	-
	\$ 3,880,392	\$ 792,315	\$ 4,672,707	\$ 700,000	\$ 142,929	\$ 842,929	\$ 4,580,392	\$ 935,244	\$ 5,515,636

**CITY OF WEST HAVEN, CONNECTICUT**  
**Existing & Proposed Debt Service - FY 20-24 5 yr CIP**  
**Sewer Fund Fund - CWF Loans & Bonded Debt**

Fiscal Year	Existing + 2020 Proposed			Proposed New Debt Service - 5 year CIP			Total - Existing & Proposed		
	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I
2019-20	\$ 1,397,222	\$ 400,765	\$ 1,797,987	\$ -	\$ -	\$ -	\$ 1,397,222	\$ 400,765	\$ 1,797,987
2020-21	1,425,424	372,563	1,797,987	-	98,400	98,400	1,425,424	470,963	1,896,387
2021-22	1,847,772	429,834	2,277,606	-	126,588	126,588	1,847,772	556,421	2,404,193
2022-23	1,666,536	396,504	2,063,040	95,000	214,156	309,156	1,761,536	610,661	2,372,196
2023-24	1,700,174	362,866	2,063,040	184,000	295,019	479,019	1,884,174	657,886	2,542,060
2024-25	1,734,491	328,549	2,063,040	276,000	368,423	644,423	2,010,491	696,972	2,707,463
2025-26	1,769,500	293,540	2,063,040	371,000	394,493	765,493	2,140,500	688,033	2,828,533
2026-27	1,805,217	257,824	2,063,040	464,000	373,209	837,209	2,269,217	631,032	2,900,249
2027-28	1,841,654	221,387	2,063,040	429,000	350,435	779,435	2,270,654	571,822	2,842,475
2028-29	1,878,826	184,214	2,063,040	456,000	327,863	783,863	2,334,826	512,077	2,846,903
2029-30	1,916,749	146,291	2,063,040	441,000	304,981	745,981	2,357,749	451,272	2,809,021
2030-31	1,955,438	107,603	2,063,040	442,000	282,454	724,454	2,397,438	390,056	2,787,494
2031-32	1,994,907	68,133	2,063,040	447,000	259,776	706,776	2,441,907	327,910	2,769,817
2032-33	364,813	41,824	406,637	454,000	236,794	690,794	818,813	278,618	1,097,431
2033-34	227,976	37,077	265,054	454,000	213,633	667,633	681,976	250,711	932,687
2034-35	232,578	32,476	265,054	454,000	190,472	644,472	686,578	222,948	909,525
2035-36	237,272	27,782	265,054	449,000	167,439	616,439	686,272	195,220	881,492
2036-37	242,061	22,992	265,054	439,000	144,790	583,790	681,061	167,782	848,844
2037-38	246,947	18,106	265,054	437,000	122,449	559,449	683,947	140,555	824,502
2038-39	251,932	13,122	265,054	437,000	100,159	537,159	688,932	113,281	802,212
2039-40	257,017	8,037	265,054	437,000	77,869	514,869	694,017	85,906	779,922
2040-41	262,204	2,849	265,054	437,000	55,579	492,579	699,204	58,428	757,632
2041-42	-	-	-	352,000	35,414	387,414	352,000	35,414	387,414
2042-43	-	-	-	260,000	19,731	279,731	260,000	19,731	279,731
2043-44	-	-	-	170,000	8,713	178,713	170,000	8,713	178,713
2044-45	-	-	-	85,000	2,178	87,178	85,000	2,178	87,178
	\$ 25,256,708	\$ 3,774,338	\$ 29,031,046	\$ 8,470,000	\$ 4,771,015	\$ 13,241,015	\$ 33,726,708	\$ 8,545,353	\$ 42,272,062

**CITY OF WEST HAVEN**  
**Proposed New Debt Service - FY 20-24 5 yr CIP (Detail)**  
**Sewer Fund Supported Bonds (WPCA)**

Fiscal Year	FY 2019-20 CIP			FY 2020-21 CIP			FY 2021-22 CIP			FY 2022-23 CIP			FY 2023-24 CIP			Combined Debt Service - 5 year CIP			
	BAM Interest	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I	Principal	Interest	P&I
2019-20	57,400	-	41,000	98,400	-	-	-	-	-	-	-	-	-	-	-	-	98,400	98,400	-
2020-21	-	-	82,000	82,000	44,588	89,175	89,175	44,588	-	-	-	-	-	-	-	-	126,588	126,588	126,588
2021-22	-	95,000	79,625	174,625	86,894	175,894	175,894	90,713	45,356	90,713	90,713	42,538	-	-	-	-	184,000	214,156	309,156
2022-23	-	90,000	74,875	169,875	82,282	173,282	173,282	88,778	88,778	88,778	88,778	42,538	-	-	-	-	276,000	295,019	479,019
2023-24	-	90,000	70,250	160,250	91,000	173,282	173,282	95,000	83,409	83,409	83,409	85,075	42,538	-	-	-	371,000	368,423	644,423
2025-26	-	90,000	65,750	155,750	77,618	168,618	168,618	95,000	78,541	78,541	78,541	85,075	82,641	82,641	82,641	85,075	464,000	394,493	765,493
2026-27	-	90,000	61,250	151,250	72,878	166,878	166,878	95,000	73,672	73,672	73,672	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2027-28	-	85,000	56,875	141,875	68,060	162,060	162,060	95,000	73,672	73,672	73,672	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2028-29	-	85,000	52,625	137,625	63,319	154,319	154,319	95,000	68,803	68,803	68,803	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2029-30	-	80,000	48,500	128,500	58,784	144,784	144,784	95,000	63,934	63,934	63,934	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2030-31	-	80,000	44,500	124,500	54,351	141,351	141,351	95,000	59,066	59,066	59,066	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2031-32	-	85,000	40,375	125,375	49,892	136,892	136,892	95,000	54,197	54,197	54,197	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2032-33	-	85,000	36,125	121,125	45,254	139,254	139,254	95,000	49,328	49,328	49,328	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2033-34	-	85,000	31,875	116,875	40,436	134,436	134,436	95,000	44,459	44,459	44,459	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2034-35	-	85,000	27,625	112,625	35,619	129,619	129,619	95,000	39,591	39,591	39,591	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2035-36	-	85,000	23,375	108,375	30,801	124,801	124,801	95,000	34,722	34,722	34,722	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2036-37	-	85,000	19,125	104,125	25,984	119,984	119,984	95,000	29,981	29,981	29,981	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2037-38	-	85,000	14,875	99,875	21,218	113,218	113,218	95,000	25,369	25,369	25,369	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2038-39	-	85,000	10,625	95,625	16,503	108,503	108,503	95,000	20,756	20,756	20,756	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2039-40	-	85,000	6,375	91,375	11,788	103,788	103,788	95,000	16,144	16,144	16,144	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2040-41	-	85,000	2,125	87,125	7,073	99,073	99,073	95,000	11,531	11,531	11,531	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2041-42	-	-	-	-	2,358	94,358	94,358	95,000	6,919	6,919	6,919	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2042-43	-	-	-	-	-	-	-	90,000	2,306	2,306	2,306	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2043-44	-	-	-	-	-	-	-	90,000	-	-	-	85,075	82,641	82,641	82,641	85,075	429,000	373,209	779,209
2044-45	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	85,000	2,178	87,178
<b>TOTAL</b>	<b>57,400</b>	<b>1,640,000</b>	<b>889,750</b>	<b>2,587,150</b>	<b>984,871</b>	<b>2,724,871</b>	<b>2,724,871</b>	<b>1,770,000</b>	<b>887,075</b>	<b>887,075</b>	<b>2,757,075</b>	<b>927,625</b>	<b>2,587,625</b>	<b>1,660,000</b>	<b>924,294</b>	<b>2,584,294</b>	<b>8,470,000</b>	<b>4,771,015</b>	<b>13,241,015</b>

**From:** [Frank Cieplinski](#)  
**To:** [Freund, Julian](#)  
**Subject:** clean water fund analysis  
**Date:** Monday, January 27, 2020 9:33:48 AM  
**Attachments:** [WHaven\\_WPCA.Projects\\_Projected.Debt.Service\\_Start.Repay.Feb.2021\\_1-21-20.xlsx](#)  
[WHaven\\_WPCA.Projects\\_Projected.Debt.Service\\_Start.Repay.July.2021\\_1-21-20.xlsx](#)

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Please see attached

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**From:** Bill Lindsay (HTS) [mailto:Bill.Lindsay@hilltopsecurities.com]  
**Sent:** Tuesday, January 21, 2020 6:32 PM  
**To:** Frank Cieplinski <FCieplinski@westhaven-ct.gov>  
**Cc:** Bill Lindsay (HTS) <Bill.Lindsay@hilltopsecurities.com>  
**Subject:** RE: Sewer Model FY2020-24.xlsx

**USE CAUTION:** This email originated from outside of the West Haven email system. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Hi Frank,

Here is the debt impact for the proposed Cover River Pump Stations and Pilot Area Water Infiltration CWF loans. As we discussed, I structured the loans two ways: 1) Assuming the first payment 1 month after converting the IFO to a PLO (February 2021); and 2) assuming the first payment at the start of the subsequent fiscal year (July 2021). The first tab reflects the impact of only these new loans but the third tab includes the impact of the FY 20-24 CIP.

When I compare the attached information to the Sewer Model you sent me earlier, it matches up fairly well. My FY 20-24 CIP projection does not exactly tie out to the "Clean Water New Issues" debt service in row 21, but they are close. On a positive note, the Clean Water debt service in row #20 increases in FY 2020-21 which signals to me that it includes the debt service for these proposed loans (which makes sense given they were part of the FY 2018 CIP). Of the two structures, the first (payment Feb 2021) is closer to your model. The second structure requires higher debt service in FY 2021-22, the first year with the 1/20 balloon payment.

I am in the office tomorrow am if you would like to discuss next steps.

Best regards,  
Bill

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**Bill Lindsay**  
Managing Director  
Hilltop Securities Inc.  
129 Samson Rock Drive, Suite A  
Madison, CT 06443  
Direct: 860-290-3002  
Mobile: 860-227-8701

[bill.lindsay@hilltopsecurities.com](mailto:bill.lindsay@hilltopsecurities.com)

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**From:** Frank Cieplinski [<mailto:FCieplinski@westhaven-ct.gov>]  
**Sent:** Tuesday, January 21, 2020 2:25 PM  
**To:** Bill Lindsay (HTS) <[Bill.Lindsay@hilltopsecurities.com](mailto:Bill.Lindsay@hilltopsecurities.com)>  
**Subject:** Sewer Model FY2020-24.xlsx

**EXTERNAL SENDER**

Regards,  
Frank

***Frank M. Cieplinski***

*Finance Director  
City of West Haven  
(203)937-3626*



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**MEMORANDUM  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

**To:** Municipal Accountability Review Board  
**From:** Julian Freund  
**Subject:** West Haven Updated Five Year Plan: FY 2020 – FY 2024  
**Date:** February 5, 2020

**Background**

As one of its compliance requirements related to the FY 2019 Memorandum of Agreement for Municipal Restructuring Funds, the City of West Haven submitted in June 2019 a 5-Year Plan covering FY 2020 – FY 2024. The first year of that plan was based on the FY 2020 budget approved by the MARB and ultimately adopted by the West Haven City Council. While the 5-Year Plan was the subject of discussion at the West Haven Subcommittee meeting in July, the Subcommittee deferred action on the plan until the City Council approved the plan. At its January 27, 2020 meeting, the West Haven City Council adopted a resolution approving the 5-Year Plan.

**Adjustments to the 5-Year Plan**

The 5-Year Plan approved by the City Council is largely the same plan submitted by the City in June 2019. Some adjustments were made to the version submitted in June reflecting:

- Suggestions made by MARB members to smooth out projected mill rate increases over the next several years
- Adjust for the updated Police Pension valuation prepared by the actuarial firm
- Adjust salary projections to coincide with labor negotiations

The 5-Year Plan submitted in June, included Real Estate/Personal Property (RE/PP) mill rate increases over the five year period reaching 39.73 in the final year. The FY 2021 mill rate would have increased by nearly two mills as shown in the table below.

<i>Plan as submitted June 2019</i>					
<b>General Fund</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>
Revenues	158,805,293	162,489,853	167,366,372	168,611,804	168,651,175
Municipal Restructuring Funds	4,115,542	4,000,000	2,000,000	-	-
Expenditures	<u>162,920,835</u>	<u>165,671,311</u>	<u>168,752,248</u>	<u>164,589,190</u>	<u>167,225,879</u>
Surplus/(deficit)	-	818,542	614,124	4,022,614	1,425,296
RE/PP Mill Rate	36.68	38.53	39.59	39.83	39.73
MV Mill Rate	37.00	37.00	37.00	37.00	37.00

The revised plan approved by the City Council, reflected in the following table, provides for more gradual mill rate increases while reaching a comparable mill rate in the final year of the plan.

<b>Plan as approved by City Council January 2020</b>					
<b>General Fund</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>
Revenues	158,805,293	160,896,592	165,945,081	168,549,132	168,691,678
Municipal Restructuring Funds	4,115,542	4,000,000	2,000,000	-	-
Expenditures	<u>162,920,835</u>	<u>164,834,431</u>	<u>167,827,977</u>	<u>163,776,531</u>	<u>167,230,076</u>
Surplus/(deficit)	-	62,161	117,104	4,772,601	1,461,602
RE/PP Mill Rate	36.68	37.86	39.01	39.82	39.75
MV Mill Rate	37.00	37.00	37.00	37.00	37.00

The differences in revenues and expenditures between the plan submitted in June and the plan approved by City Council are attributable to the changes described above. The moderation of mill rate increases results in \$1.6 million less in property taxes in FY 2021 and \$1.4 million less in FY 2022 (when compared to the June version of the plan). The reductions in projected revenues is partially offset by overall reductions in projected expenditures (The reductions in projected expenditures are the net result of lower projected required contributions to Police Pension as reported in the actuarial valuation and upward adjustment to salary assumptions based on labor negotiations).

<b>Differences</b>					
<b>General Fund</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>
Revenues	-	(1,593,261)	(1,421,291)	(62,672)	40,503
Municipal Restructuring Funds	-	-	-	-	-
Expenditures	-	<u>(836,880)</u>	<u>(924,271)</u>	<u>(812,659)</u>	<u>4,197</u>
Surplus/(deficit)	-	(756,381)	(497,020)	749,987	36,306
RE/PP Mill Rate	-	(0.67)	(0.58)	(0.01)	0.02
MV Mill Rate	-	-	-	-	-

As a result of these revisions, Fund Balance is projected to grow more slowly than in the previous version of the plan. Fund Balance projections will need to be adjusted when the auditor's work is completed and FY 2019 figures have been finalized.

### **Next Steps**

Having been approved by the City Council, the 5-Year Plan for FY 2020 – FY 2024 is positioned for action by the MARB. An updated 5-Year Plan for FY 2021 – FY 2025 will be prepared and submitted soon in conjunction with the proposed operating budget. Further changes will likely be incorporated into the updated plan to reflect the October 2019 grand list, efficiency measures implemented by the City and other factors affecting projections.

**CITY OF WEST HAVEN ANALYSIS OF FUND BALANCE**

	<b>FY2018 ACTUAL</b>	<b>FY2019 FORECAST</b>	<b>FY2020 PROPOSED</b>	<b>FY2021 FORECAST</b>	<b>FY2022 FORECAST</b>	<b>FY2023 FORECAST</b>	<b>FY2024 FORECAST</b>
<b>TOTAL REVENUE</b>	155,431,105	156,860,849	158,805,293	160,896,592	165,945,081	168,549,132	168,691,678
<b>TOTAL EXPENSES</b>	159,737,299	159,428,352	162,920,835	164,834,431	167,827,977	163,776,531	167,230,076
<b>SURPLUS/(DEFICIT) WITHOUT MARB FUNDING</b>	<b>(4,306,193)</b>	<b>(2,567,503)</b>	<b>(4,115,542)</b>	<b>(3,937,838)</b>	<b>(1,882,896)</b>	<b>4,772,601</b>	<b>1,461,602</b>
<b>OTHER REVENUES</b>	16,626,016	-	-	-	-	-	-
<b>MARB REVENUE</b>	8,000,000	4,000,000	4,115,542	4,000,000	2,000,000	-	-
<b>FINAL SURPLUS/(DEFICIT)</b>	<b>20,319,823</b>	<b>1,432,497</b>	<b>-</b>	<b>62,162</b>	<b>117,104</b>	<b>4,772,601</b>	<b>1,461,602</b>

MILL RATE		36.26	36.68	37.86	39.01	39.82	39.75
MILL RATE (presented 7/25 subcommittee)		36.26	36.68	38.69	39.84	39.82	39.74
<b>MILL RATE (ORIGINAL MODEL)</b>		<b>36.26</b>	<b>37.25</b>	<b>39.26</b>	<b>39.99</b>	<b>39.99</b>	
MILL RATE CHANGE			0.42	1.17	1.15	0.81	(0.07)
MILL RATE CHANGE (presented 7/25 subcommittee)			0.42	2.01	1.15	(0.02)	(0.08)
<b>MILL RATE CHANGE (ORIGINAL MODEL)</b>			<b>1.00</b>	<b>2.01</b>	<b>0.73</b>	<b>(0.00)</b>	

TOTAL REVENUE	155,431,105	156,860,849	158,805,293	160,896,592	165,945,081	168,549,132	168,691,678
<b>TOTAL REVENUE (ORIGINAL MODEL)</b>			<b>158,805,292</b>	<b>163,388,715</b>	<b>168,999,608</b>	<b>169,030,438</b>	

TOTAL EXPENDITURES	159,737,299	159,428,352	162,920,835	164,834,431	167,827,977	163,776,531	167,230,076
<b>TOTAL EXPENDITURES (ORIGINAL MODEL)</b>		<b>162,940,955</b>	<b>164,790,317</b>	<b>166,741,561</b>	<b>169,518,546</b>	<b>165,400,143</b>	

BEGINNING FUND BALANCE	(18,138,674)	2,181,149	3,613,646	3,613,646	3,675,808	3,792,912	8,565,513
MARB HOLDBACK							
ENDING FUND BALANCE	2,181,149	3,613,646	3,613,646	3,675,808	3,792,912	8,565,513	10,027,115
<b>ENDING FUND BALANCE (7/25 subcommittee)</b>	<b>2,181,149</b>	<b>2,181,149</b>	<b>2,181,149</b>	<b>3,359,947</b>	<b>4,585,643</b>	<b>8,583,277</b>	<b>10,033,553</b>
<b>ORIGINAL FUND BALANCE (ORIGINAL MODEL)</b>	<b>(128,165)</b>	<b>1,234,080</b>	<b>1,653,556</b>	<b>2,705,210</b>	<b>4,590,772</b>	<b>8,625,568</b>	

FUND BALANCE % OF TOTAL EXP.	1.37%	2.27%	2.22%	2.23%	2.26%	5.23%	6.00%
<b>FUND BALANCE % OF TOTAL EXP. (7/25 subcommittee)</b>	<b>1.37%</b>	<b>2.27%</b>	<b>2.22%</b>	<b>2.03%</b>	<b>2.72%</b>	<b>5.21%</b>	<b>6.00%</b>
<b>FUND BALANCE % OF TOTAL EXP. (ORIGINAL MODEL)</b>	<b>-0.08%</b>	<b>0.76%</b>	<b>1.00%</b>	<b>1.62%</b>	<b>2.72%</b>	<b>5.21%</b>	

**REVENUE & EXPENDITURE SUMMARY**

	<b>FY2018 ACTUAL</b>	<b>FY2019 FORECAST</b>	<b>FY2020 PROPOSED</b>	<b>FY2021 FORECAST</b>	<b>FY2022 FORECAST</b>	<b>FY2023 FORECAST</b>	<b>FY2024 FORECAST</b>
<b>REVENUES:</b>							
Current Property Tax Levy	92,002,428	92,714,110	96,375,557	99,238,504	104,264,911	106,745,606	106,617,763
Non Current Taxes	2,563,802	2,634,030	2,048,000	1,797,440	1,848,363	1,900,814	1,954,839
Interest & Lien Fees	1,006,008	890,468	792,150	820,325	849,565	879,914	911,416
Licenses & Permits	1,991,732	1,961,408	1,791,424	1,553,367	1,554,968	1,601,617	1,649,665
Fines, Forfeits & Penalties	318,210	286,947	200,750	219,023	239,068	261,063	285,199
Use Of Money/Property	208,375	403,514	101,250	142,784	148,087	155,381	302,718
From Other Agencies	52,530,301	53,121,219	52,726,034	52,726,034	52,726,034	52,726,034	52,726,034
Charges - Current Services	1,143,450	1,205,512	1,143,674	1,179,797	1,217,661	1,257,349	1,298,952
Other Revenues	2,323,253	2,118,500	2,217,579	2,248,176	2,282,415	2,324,169	2,354,290
Other Financing Sources	1,343,546	1,525,141	1,408,875	971,143	814,010	697,186	590,802
<b>TOTAL REVENUE</b>	<b>155,431,105</b>	<b>156,860,849</b>	<b>158,805,293</b>	<b>160,896,592</b>	<b>165,945,081</b>	<b>168,549,132</b>	<b>168,691,678</b>
<b>EXPENDITURES:</b>							
General Government	2,183,438	1,663,218	1,848,036	1,786,757	1,867,320	1,896,743	1,911,779
Planning & Development	1,004,758	901,098	968,937	1,035,626	1,045,461	1,064,118	1,066,496
Finance	2,632,003	2,719,874	2,769,796	2,738,907	2,782,184	2,844,550	2,873,831
Public Safety	15,513,580	14,739,996	15,695,568	15,730,148	16,055,646	16,491,927	16,527,611
Public Works	10,399,951	10,073,486	10,765,156	10,991,594	11,163,215	11,382,398	11,520,944
Human Resources	2,045,868	1,935,228	1,943,994	2,032,343	2,103,343	2,143,462	2,153,563
Library	1,596,000	1,546,000	1,421,000	1,471,000	1,446,000	1,421,000	1,421,000
Board Of Education	89,594,144	90,298,233	89,960,421	90,681,544	91,044,270	91,408,447	91,774,081
Operating Charges	17,120,879	16,187,296	18,842,560	19,679,725	20,707,846	21,762,237	22,938,857
Debt Service	17,401,021	18,926,611	18,873,827	18,985,732	19,898,270	13,584,658	15,235,042
Contingent	245,658	437,313	(168,460)	(298,947)	(285,578)	(223,009)	(193,129)
<b>TOTAL EXPENDITURES</b>	<b>159,737,299</b>	<b>159,428,352</b>	<b>162,920,835</b>	<b>164,834,431</b>	<b>167,827,977</b>	<b>163,776,531</b>	<b>167,230,076</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(4,306,193)</b>	<b>(2,567,503)</b>	<b>(4,115,542)</b>	<b>(3,937,838)</b>	<b>(1,882,896)</b>	<b>4,772,601</b>	<b>1,461,602</b>
MUNICIPAL RESTRUCTURING FUNDS	8,000,000	4,000,000	4,115,542	4,000,000	2,000,000	-	-
<b>CHANGE IN FUND BALANCE</b>	<b>3,693,807</b>	<b>1,432,497</b>	<b>-</b>	<b>62,162</b>	<b>117,104</b>	<b>4,772,601</b>	<b>1,461,602</b>
BEGINNING FUND BALANCE	(18,138,674)	2,181,149	3,613,646	3,613,646	3,675,808	3,792,912	8,565,513
HOLD FOR IBNR/RUNOFF COSTS	-	-	-	-	-	-	-
<b>ENDING FUND BALANCE</b>	<b>2,181,149</b>	<b>3,613,646</b>	<b>3,613,646</b>	<b>3,675,808</b>	<b>3,792,912</b>	<b>8,565,513</b>	<b>10,027,115</b>
<i>ENDING FUND BALANCE PER ORIGINAL PLAN</i>	<i>(128,165)</i>	<i>1,234,080</i>	<i>1,653,556</i>	<i>2,705,210</i>	<i>4,590,772</i>	<i>8,625,568</i>	

# GRAND LIST PROJECTIONS

Assessment	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	
Net GL - Motor Vehicle	258,055,554	259,519,230	261,726,860	266,920,740	266,920,740	266,920,740	266,920,740	266,920,740	
Growth Factor	3.49%	0.57%	0.85%	1.98%	0.00%	0.00%	0.00%	0.00%	
Real Estate/Personal Property	2,372,451,229	2,390,670,988	2,391,714,857	2,416,207,349	2,417,415,453	2,418,624,161	2,419,833,473	2,421,043,390	
Growth Factor	-8.91%	0.77%	0.04%	1.02%	0.050%	0.050%	0.050%	0.050%	
Revaluation Impact	-	-	-	-	-	48,372,483	48,372,483	48,372,483	2.00%
Development Impact - Stiles School	-	-	-	-	500,000	7,700,000	7,700,000	7,700,000	
Development Impact - Thompson School	-	-	-	-	500,000	5,600,000	5,600,000	5,600,000	
Development Impact - Havens	-	-	-	-	-	(2,000,000)	10,000,000	10,000,000	
Development Impact -	-	-	-	-	-	-	-	-	
Development Impact -	-	-	-	-	-	-	-	-	
Development Impact -	-	-	-	-	-	-	-	-	
Development Impact -	-	-	-	-	-	-	-	-	
Real Estate/Personal Property Total	2,372,451,229	2,390,670,988	2,391,714,857	2,416,207,349	2,418,415,453	2,478,296,644	2,491,505,956	2,492,715,873	
<b>Total Net Grand List</b>	<b>2,630,506,783</b>	<b>2,650,190,218</b>	<b>2,653,441,717</b>	<b>2,683,128,089</b>	<b>2,685,336,193</b>	<b>2,745,217,384</b>	<b>2,758,426,696</b>	<b>2,759,636,613</b>	
<b>Original Grand List Assumptions</b>			<b>2,653,441,717</b>	<b>2,660,791,962</b>	<b>2,662,208,810</b>	<b>2,759,644,936</b>	<b>2,761,061,784</b>		

# MILL RATE CALCULATION

	FY2018 ACTUAL	FY2019 BUDGET	FY2020 PROPOSED	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
<b>GENERAL FUND</b>							
General Government	2,183,438	1,789,625	1,848,036	1,786,757	1,867,320	1,896,743	1,911,779
Planning & Development	1,004,758	962,385	968,937	1,035,626	1,045,461	1,064,118	1,066,496
Finance	2,632,003	2,594,335	2,769,796	2,738,907	2,782,184	2,844,550	2,873,831
Public Safety	15,513,580	15,759,688	15,695,568	15,730,148	16,055,646	16,491,927	16,527,611
Public Works	10,399,951	10,268,332	10,765,156	10,991,594	11,163,215	11,382,398	11,520,944
Human Resources	2,045,868	2,014,204	1,943,994	2,032,343	2,103,343	2,143,462	2,153,563
Library	1,596,000	1,521,000	1,421,000	1,471,000	1,446,000	1,421,000	1,421,000
Board Of Education	89,594,144	89,960,421	89,960,421	90,681,544	91,044,270	91,408,447	91,774,081
Operating Charges	17,120,879	17,632,321	18,842,560	19,679,725	20,707,846	21,762,237	22,938,857
Debt Service	17,401,021	19,213,849	18,873,827	18,985,732	19,898,270	13,584,658	15,235,042
Contingent	245,658	2,587,041	(168,460)	(298,947)	(285,578)	(223,009)	(193,129)
<b>TOTAL EXPENDITURES</b>	<b>159,737,299</b>	<b>164,303,201</b>	<b>162,920,835</b>	<b>164,834,431</b>	<b>167,827,977</b>	<b>163,776,531</b>	<b>167,230,076</b>
Interest & Lien Fees	1,006,008	765,000	792,150	820,325	849,565	879,914	911,416
Licenses / Permits	1,991,732	1,814,450	1,791,424	1,553,367	1,554,968	1,601,617	1,649,665
Fines & Forfeits	318,210	150,000	200,750	219,023	239,068	261,063	285,199
Use Of Money	208,375	80,000	101,250	142,784	148,087	155,381	302,718
Current Services	1,143,450	1,109,209	1,143,674	1,179,797	1,217,661	1,257,349	1,298,952
Other Revenues	2,323,253	2,132,505	2,217,579	2,248,176	2,282,415	2,324,169	2,354,290
Other Fin. Sources	1,343,546	1,263,700	1,408,875	971,143	814,010	697,186	590,802
<b>OPERATIONAL REVENUE</b>	<b>8,334,575</b>	<b>7,314,864</b>	<b>7,655,702</b>	<b>7,134,614</b>	<b>7,105,773</b>	<b>7,176,678</b>	<b>7,393,043</b>
Federal and State Grants	52,530,301	52,727,631	52,726,034	52,726,034	52,726,034	52,726,034	52,726,034
MARB Restructuring Funds	8,000,000	8,000,000	4,115,542	4,000,000	2,000,000	-	-
PP, MV & Non-Current Taxes	2,563,802	1,800,000	2,048,000	1,797,440	1,848,363	1,900,814	1,954,839
Fund Balance Adjustment	-	-	-	62,162	117,104	4,772,601	1,461,602
Target Fund Balance as % of expenditures				2.23%	2.26%	5.23%	6.00%
Amount to be Raised by Current Taxes	92,002,428	94,460,706	96,375,557	99,238,504	104,264,911	106,745,606	106,617,763
<b>TOTAL REVENUES</b>	<b>163,431,105</b>	<b>164,303,201</b>	<b>162,920,835</b>	<b>164,896,592</b>	<b>167,945,081</b>	<b>168,549,132</b>	<b>168,691,678</b>
Current Tax Calculation							
Net GL - Motor Vehicle	259,519,230	261,726,860	266,920,740	266,920,740	266,920,740	266,920,740	266,920,740
Net GL - Real Estate/Personal Property	2,390,670,988	2,391,714,857	2,416,207,349	2,418,415,453	2,478,296,644	2,491,505,956	2,492,715,873
<b>NET GRAND LIST</b>	<b>2,650,190,218</b>	<b>2,653,441,717</b>	<b>2,683,128,089</b>	<b>2,685,336,193</b>	<b>2,745,217,384</b>	<b>2,758,426,696</b>	<b>2,759,636,613</b>
GENERAL FUND MILL RATE - MV	36.79	36.79	36.79	36.79	36.79	36.79	36.79
GENERAL FUND MILL RATE - R/E, PP	35.04	36.11	36.47	37.64	38.79	39.60	39.53
GROSS TAX LEVY - MV	9,547,712	9,628,931	9,820,014	9,820,014	9,820,014	9,820,014	9,820,014
GROSS TAX LEVY - R/E, PP	83,761,038	86,367,721	88,122,625	91,032,125	96,140,261	98,661,292	98,531,371
<b>GROSS TAX LEVY</b>	<b>93,308,750</b>	<b>95,996,652</b>	<b>97,942,639</b>	<b>100,852,139</b>	<b>105,960,275</b>	<b>108,481,307</b>	<b>108,351,385</b>
Gross Tax Levy	93,308,750	95,996,652	97,942,639	100,852,139	105,960,275	108,481,307	108,351,385
Collection Rate	98.60%	98.40%	98.40%	98.40%	98.40%	98.40%	98.40%
<b>TOTAL CURRENT TAX</b>	<b>92,002,428</b>	<b>94,460,706</b>	<b>96,375,557</b>	<b>99,238,504</b>	<b>104,264,911</b>	<b>106,745,606</b>	<b>106,617,763</b>
<b>CAPITAL &amp; NON-RECURRING</b>							
Motor Vehicle	259,519,230	261,726,860	266,920,740	266,920,740	266,920,740	266,920,740	266,920,740
Real Estate/Personal Property	2,390,670,988	2,391,714,857	2,416,207,349	2,418,415,453	2,478,296,644	2,491,505,956	2,492,715,873
<b>NET GRAND LIST</b>	<b>2,650,190,218</b>	<b>2,653,441,717</b>	<b>2,683,128,089</b>	<b>2,685,336,193</b>	<b>2,745,217,384</b>	<b>2,758,426,696</b>	<b>2,759,636,613</b>
Capital & Non-Recurring Mill Rate	0.09	0.15	0.21	0.21	0.21	0.22	0.22
Capital & Non-Recurring Total	238,326	404,500	565,000	576,300	587,826	599,583	611,575
<b>MILL RATE CALCULATION</b>							
General Fund Mill Rate - MV		36.79	36.79	36.79	36.79	36.79	36.79
General Fund Mill Rate - R/E, PP		36.11	36.47	37.64	38.79	39.60	39.53
Capital & Non-Recurring Mill Rate		0.15	0.21	0.21	0.21	0.22	0.22
Total Mill Rate - MV	37.00	36.94	37.00	37.00	37.00	37.01	37.01
Total Mill Rate - R/E, PP	35.26	36.26	36.68	37.86	39.01	39.82	39.75
Tax Revenue Generated per 1 Mill	2,613,088	2,610,987	2,640,198	2,642,371	2,701,294	2,714,292	2,715,482



REVENUE DETAILS	FY2018 ACTUAL	FY2019 BUDGET	FY2020 PROPOSED	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	
<b>CHARGES - CURRENT SERVICES</b>								
Record Legal Instruments Fee	660,795	625,000	656,250	689,063	723,516	759,691	797,676	5.0%
Police Charges- Pub.Safety	13,988	15,000	15,450	15,914	16,391	16,883	17,389	3.0%
Sundry Other Misc.	-	150	155	160	164	169	174	3.0%
Misc. Public Works/Sewer-Orange	37,819	37,059	37,059	37,059	37,059	37,059	37,059	
Misc. Gen. Govt. - All Other	79,910	90,000	92,700	95,481	98,345	101,296	104,335	3.0%
Misc. Schools	-	-	-	-	-	-	-	
Misc. Parks & Recreation	348,588	340,000	340,000	340,000	340,000	340,000	340,000	
Police Charges- PD Extra	-	-	-	-	-	-	-	
Public Works - All Other	2,330	2,000	2,060	2,122	2,185	2,251	2,319	3.0%
Vaccines Health Flu Fees	20	-	-	-	-	-	-	
Misc. Welfare - All Other	-	-	-	-	-	-	-	
<b>Subtotal</b>	<b>1,143,450</b>	<b>1,109,209</b>	<b>1,143,674</b>	<b>1,179,797</b>	<b>1,217,661</b>	<b>1,257,349</b>	<b>1,298,952</b>	
<b>OTHER REVENUES</b>								
Telephone Access	99,121	117,044	120,555	124,172	127,897	131,734	135,686	3.0%
SCCRWA Pilot NH Water	305,665	296,330	305,220	314,377	323,808	333,522	343,528	3.0%
Parking Meters	72,042	20,000	30,000	30,900	31,827	32,782	33,765	3.0%
Sale of Property & Fixed Assets	199,200	-	-	-	-	-	-	
Pilot Housing Authority	141,536	141,000	145,230	149,587	154,075	158,697	163,458	3.0%
Housing Authority 3Yr. Suppl.	-	-	-	-	-	-	-	
Sewer Collection Fee Exp.	55,166	48,397	51,301	54,379	57,642	61,100	64,766	6.0%
Insurance Reimbursement	9,411	20,000	20,600	21,218	21,855	22,510	23,185	3.0%
Yale Voluntary Contribution	427,290	422,651	422,651	422,651	422,651	422,651	422,651	
U.N.H. C.A.D. Maint. Contribution	-	-	-	-	-	-	-	
Miscellaneous Revenues	159,477	210,000	210,000	210,000	210,000	210,000	210,000	
Prem. Incom	-	-	-	-	-	-	-	
Non Recurr	-	-	-	-	-	-	-	
Quigley/Yale Parking	43,603	40,000	41,200	42,436	43,709	45,020	46,371	3.0%
B.O.E.Police Reimb	-	-	-	-	-	-	-	
Thom. School V.A. Parking	-	-	-	-	-	-	-	
Fire Dist. Share of ERS & ERS Grant	810,373	804,083	857,822	865,457	875,952	893,153	897,880	
Police Dept.Share of ERS	-	-	-	-	-	-	-	
Organic Recycl. Compost	370	13,000	13,000	13,000	13,000	13,000	13,000	
<b>Subtotal</b>	<b>2,323,253</b>	<b>2,132,505</b>	<b>2,217,579</b>	<b>2,248,176</b>	<b>2,282,415</b>	<b>2,324,169</b>	<b>2,354,290</b>	
<b>OTHER FIN. SOURCES</b>								
Operating Transfers In	-	-	-	-	-	-	-	
Residual Equity Trans In	172,130	200,000	250,000	257,500	265,225	273,182	281,377	3.0%
Contribution From Fund Balance	-	-	-	-	-	-	-	
Contribution From Sewer Fund	1,171,416	1,063,700	1,158,875	713,643	548,785	424,004	309,425	
Operating Transfers	-	-	-	-	-	-	-	
<b>Subtotal</b>	<b>1,343,546</b>	<b>1,263,700</b>	<b>1,408,875</b>	<b>971,143</b>	<b>814,010</b>	<b>697,186</b>	<b>590,802</b>	
<b>Grand Total</b>	<b>155,431,105</b>	<b>156,303,201</b>	<b>158,805,293</b>	<b>160,896,592</b>	<b>165,945,081</b>	<b>168,549,132</b>	<b>168,691,678</b>	
MARB Restructuring		8,000,000	4,115,542	4,000,000	2,000,000	-	-	
	155,431,105	164,303,201	162,920,835	164,896,592	167,945,081	168,549,132	168,691,678	

EXPENDITURE SUMMARY	FY2018 ACTUAL	FY2019 BUDGET	FY2020 PROPOSED	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
<b>GENERAL GOVERNMENT</b>							
City Council	101,695	88,982	162,672	87,883	88,870	90,650	90,881
Mayor's Office	324,962	317,111	317,111	318,553	320,172	324,287	325,867
Corporation Counsel	590,209	450,868	466,368	470,317	538,070	546,155	550,482
Labor Relations & Personnel	169,981	170,585	170,585	170,752	171,571	174,030	174,213
Communications - City	529,436	315,336	320,000	326,481	333,085	339,842	346,943
Town & City Clerk	316,197	298,198	266,278	267,343	268,952	272,735	273,902
Registrar Of Voters	140,552	140,525	137,002	137,247	138,252	140,526	140,795
Probate Court	10,406	8,020	8,020	8,182	8,348	8,517	8,695
<b>Subtotal</b>	<b>2,183,438</b>	<b>1,789,625</b>	<b>1,848,036</b>	<b>1,786,757</b>	<b>1,867,320</b>	<b>1,896,743</b>	<b>1,911,779</b>
<b>PLANNING &amp; DEVELOPMENT</b>							
Planning & Development	396,967	383,595	383,647	385,363	389,106	395,919	397,800
Grants Administration	66,929	66,971	66,971	66,980	67,654	69,008	69,018
Building Department	540,862	511,819	518,319	583,283	588,700	599,191	599,679
<b>Subtotal</b>	<b>1,004,758</b>	<b>962,385</b>	<b>968,937</b>	<b>1,035,626</b>	<b>1,045,461</b>	<b>1,064,118</b>	<b>1,066,496</b>
<b>FINANCE</b>							
Treasurer	7,600	7,600	7,600	7,600	7,676	7,830	7,830
Finance/Comptroller	872,469	830,391	991,117	938,687	948,404	964,823	969,637
Purchasing	153,073	142,180	143,253	144,540	146,650	149,602	151,013
Info. & Tech. / Data Processing	531,602	506,213	531,862	547,593	565,707	586,282	604,382
Central Services	202,900	225,190	219,071	222,339	226,246	230,819	234,400
Tax Assessment	438,315	445,557	442,289	442,601	447,187	456,136	456,478
Board Of Assessment Appeals	2,000	5,600	5,600	5,661	5,749	5,865	5,931
Tax Collection	424,045	431,604	429,004	429,887	434,565	443,195	444,162
<b>Subtotal</b>	<b>2,632,003</b>	<b>2,594,335</b>	<b>2,769,796</b>	<b>2,738,907</b>	<b>2,782,184</b>	<b>2,844,550</b>	<b>2,873,831</b>
<b>PUBLIC SAFETY</b>							
Emergency Reporting System (ERS)	1,921,004	1,838,583	1,906,271	1,923,237	1,946,561	1,984,783	1,995,288
Public Safety Administration	873,874	1,006,030	829,836	840,364	851,663	866,321	877,857
Public Safety Operations	11,445,017	11,756,778	11,806,112	11,810,110	12,087,831	12,446,876	12,457,134
Public Safety Support	969,226	860,733	855,585	857,529	867,106	884,475	886,606
Animal Control	292,458	283,366	283,566	284,665	288,077	294,774	295,978
Emergency Management	12,000	14,198	14,198	14,244	14,409	14,698	14,748
<b>Subtotal</b>	<b>15,513,580</b>	<b>15,759,688</b>	<b>15,695,568</b>	<b>15,730,148</b>	<b>16,055,646</b>	<b>16,491,927</b>	<b>16,527,611</b>
<b>PUBLIC WORKS</b>							
Administration	588,978	597,958	604,341	610,629	619,026	630,549	637,440
Bureau Of Engineering	238,081	189,311	339,311	439,363	441,282	445,108	445,165
Central Garage	1,123,146	1,280,901	1,323,141	1,339,884	1,361,910	1,389,395	1,407,741
Compost Site	21,348	36,000	46,001	46,933	47,882	48,853	49,874
Disposal Of Solid Waste	2,995,218	2,908,900	3,169,900	3,234,098	3,299,519	3,366,453	3,436,799
Grounds & Building. Maintenance	1,296,012	1,221,681	1,243,881	1,258,934	1,279,282	1,305,091	1,321,585
Hwy & Park Maintenance	4,137,169	4,033,581	4,038,581	4,061,754	4,114,314	4,196,948	4,222,340
<b>Subtotal</b>	<b>10,399,951</b>	<b>10,268,332</b>	<b>10,765,156</b>	<b>10,991,594</b>	<b>11,163,215</b>	<b>11,382,398</b>	<b>11,520,944</b>
<b>HUMAN RESOURCES</b>							
Human Resources	298,070	282,237	279,236	359,742	409,974	416,110	417,617
Elderly Services	471,310	487,745	441,772	447,361	454,716	463,892	470,016
Parks & Recreation	885,004	889,252	878,548	880,655	890,547	908,390	910,698
Health Department	391,484	354,970	344,438	344,585	348,106	355,071	355,232
<b>Subtotal</b>	<b>2,045,868</b>	<b>2,014,204</b>	<b>1,943,994</b>	<b>2,032,343</b>	<b>2,103,343</b>	<b>2,143,462</b>	<b>2,153,563</b>
<b>OTHER</b>							
Library	1,596,000	1,521,000	1,421,000	1,471,000	1,446,000	1,421,000	1,421,000
City Insurance	629,482	825,977	800,977	817,199	833,729	850,643	868,418
Pensions & Hospitalizations	16,473,080	16,761,500	17,999,404	18,819,493	19,830,213	20,866,800	22,024,709
Med Com..Prog.	18,316	44,844	42,179	43,033	43,904	44,794	45,730
Debt Service	17,401,021	19,213,849	18,873,827	18,985,732	19,898,270	13,584,658	15,235,042
Contingency	245,658	2,587,041	(168,460)	(298,947)	(285,578)	(223,009)	(193,129)
<b>Subtotal</b>	<b>36,363,558</b>	<b>40,954,211</b>	<b>38,968,927</b>	<b>39,837,511</b>	<b>41,766,538</b>	<b>36,544,886</b>	<b>39,401,770</b>
<b>CITY TOTAL</b>	<b>70,143,155</b>	<b>74,342,780</b>	<b>72,960,414</b>	<b>74,152,887</b>	<b>76,783,707</b>	<b>72,368,084</b>	<b>75,455,995</b>
<b>BOARD OF EDUCATION</b>							
Tuition	8,442,650	7,939,386	7,939,386	7,971,144	8,003,029	8,035,041	8,067,181
Student Transportation	5,791,448	5,006,320	5,006,320	5,006,320	5,006,320	5,006,320	5,006,320
Salaries	51,751,311	52,370,421	52,370,421	52,579,903	52,790,223	53,001,384	53,213,390
Operation of Plant	3,856,215	3,847,829	3,847,829	3,863,220	3,878,673	3,894,188	3,909,765
Benefits & Fixed Charges	16,817,818	18,215,806	18,215,806	19,281,065	20,466,428	21,721,501	23,070,095
Purchased Services	1,546,280	1,161,159	1,161,159	1,165,804	1,170,467	1,175,149	1,179,850
Instruction	1,388,421	1,419,500	1,419,500	1,425,178	1,430,879	1,436,603	1,442,349
Return to original model	-	-	-	(611,090)	(1,701,749)	(2,861,739)	(4,114,869)
<b>BOARD OF EDUCATION TOTAL</b>	<b>89,594,144</b>	<b>89,960,421</b>	<b>89,960,421</b>	<b>90,681,544</b>	<b>91,044,270</b>	<b>91,408,447</b>	<b>91,774,081</b>
<b>City Excluding Debt</b>	<b>52,742,134</b>	<b>55,128,931</b>	<b>54,086,587</b>	<b>55,167,155</b>	<b>56,885,437</b>	<b>58,783,425</b>	<b>60,220,953</b>
<b>Debt Service</b>	<b>17,401,021</b>	<b>19,213,849</b>	<b>18,873,827</b>	<b>18,985,732</b>	<b>19,898,270</b>	<b>13,584,658</b>	<b>15,235,042</b>
<b>Education</b>	<b>89,594,144</b>	<b>89,960,421</b>	<b>89,960,421</b>	<b>90,681,544</b>	<b>91,044,270</b>	<b>91,408,447</b>	<b>91,774,081</b>
<b>Total Expenditures</b>	<b>159,737,299</b>	<b>164,303,201</b>	<b>162,920,835</b>	<b>164,834,431</b>	<b>167,827,977</b>	<b>163,776,531</b>	<b>167,230,076</b>

**CITY OF WEST HAVEN FY2019-FY2023 EXPENDITURE FORECAST BY DEPARTMENT DETAIL**

DEP'T	DESCRIPTION	FY2018 ACTUAL	FY2019 BUDGET	FY2020 BUDGET	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
<b>1100010</b>	<b>CITY COUNCIL</b>							
1100010	51000 REGULAR WAGES	48,864	39,572	39,572	39,572	39,968	40,767	40,767
1100010	51010 CLERK OF THE COUNCIL	9,941	5,000	5,000	5,000	5,050	5,151	5,151
1100010	51350 PART TIME ELECTED	32,033	33,810	32,700	32,700	33,027	33,688	33,688
1100010	51500 OVERTIME	139	-	-	-	-	-	-
1100010	52250 ADVERTISING	2,905	3,600	3,600	3,673	3,747	3,823	3,903
1100010	52510 MAINTENANCE SERVICES	5,323	4,000	4,000	4,081	4,164	4,248	4,337
1100010	52770 OTHER SERVICES	2,154	2,500	2,500	2,551	2,602	2,655	2,710
1100010	54331 MISC. EXPENSE	336	500	300	306	312	319	325
1100010	NEW LIBRARY CONTINGENCY	-	-	75,000	-	-	-	-
1100010	CITY COUNCIL	101,695	88,982	162,672	87,883	88,870	90,650	90,881
		-						
<b>1105010</b>	<b>MAYOR</b>							
1105010	51000 REGULAR WAGES	243,506	230,921	230,921	230,921	230,921	233,230	233,230
1105010	51300 PART TIME WAGES	19,106	15,000	15,000	15,000	15,150	15,453	15,453
1105010	52220 OUTSIDE PRINTING	900	630	630	643	656	669	683
1105010	52320 SUBSCRIPTIONS	175	200	200	204	208	212	217
1105010	52330 TRAINING & EDUCATION	-	300	300	306	312	319	325
1105010	52350 TRAVEL EXPENSE	1,333	2,000	1,500	1,530	1,561	1,593	1,626
1105010	52360 BUSINESS EXPENSE	2,446	7,000	4,900	4,999	5,100	5,204	5,313
1105010	52370 COUNCIL OF GOVERNMENTS	15,900	15,900	18,500	18,875	19,256	19,647	20,058
1105010	52390 CT. CONFERENCE MUNICIP.	36,160	36,160	36,160	36,892	37,639	38,402	39,205
1105010	52397 U.S.CONFERENCE MAYORS	5,269	7,000	7,000	7,142	7,286	7,434	7,589
1105010	53490 OTHER SUPPLIES	167	2,000	2,000	2,041	2,082	2,124	2,168
1105010	MAYOR'S OFFICE	324,962	317,111	317,111	318,553	320,172	324,287	325,867
		-						
<b>1110010</b>	<b>CORPORATION COUNSEL</b>							
1110010	51000 REGULAR WAGES	371,622	263,868	263,868	263,868	265,021	268,837	268,837
1110010	51000 NEW HIRES	-	-	-	-	62,500	62,500	62,500
1110010	51300 OVERTIME	-	-	7,500	7,500	7,575	7,727	7,727
1110010	52310 CONVENTIONS & DUES	264	1,000	1,000	1,020	1,041	1,062	1,084
1110010	52430 LEGAL SERVICES	175,758	150,000	153,000	156,099	159,256	162,487	165,882
1110010	52480 OTHER PROF. SERVICES	16,830	10,500	10,500	10,713	10,929	11,151	11,384
1110010	52490 TAX FORECLOSURE EXP.	9,001	10,000	15,000	15,304	15,613	15,930	16,263
1110010	53110 OTHER EQUIP.	3,321	3,500	3,500	3,571	3,643	3,717	3,795
1110010	53140 LIBRARY SUPPLIES	11,576	12,000	12,000	12,243	12,491	12,744	13,010
1110010	55180 SOFTWARE	1,838	-	-	-	-	-	-
1110010	CORPORATION COUNSEL	590,209	450,868	466,368	470,317	538,070	546,155	550,482
		-						
<b>1115010</b>	<b>PERSONNEL DEPARTMENT</b>							
1115010	51000 REGULAR WAGES	156,629	154,238	162,355	162,355	163,004	165,290	165,290
1115010	51500 OVERTIME	7,620	7,191	-	-	-	-	-
1115010	52250 ADVERTISING	-	-	-	-	-	-	-
1115010	52260 OTHER PRINTING	128	-	-	-	-	-	-
1115010	52310 CONVENTIONS & DUES	57	-	-	-	-	-	-
1115010	52330 TRAINING & EDUCATION	54	-	-	-	-	-	-
1115010	52830 OTHER EXAMS	5,493	9,156	8,230	8,397	8,567	8,740	8,923
1115010	PERSONNEL DEPARTMENT	169,981	170,585	170,585	170,752	171,571	174,030	174,213
		-						
<b>11209910</b>	<b>TELEPHONE ADMINISTRATION</b>							
11209910	52150 TELEPHONE	529,436	315,336	320,000	326,481	333,085	339,842	346,943
11209910	TELEPHONE ADMINISTRATION	529,436	315,336	320,000	326,481	333,085	339,842	346,943
		-						
<b>1125010</b>	<b>CITY CLERK</b>							
1125010	51000 REGULAR WAGES	256,778	246,298	213,193	213,193	213,712	216,374	216,374
1125010	51000 NEW HIRES	-	-	-	-	-	-	-
1125010	51500 OVERTIME	519	500	500	500	505	515	515
1125010	52290 ELECTION DAY EXPENSES	4,590	5,000	5,000	5,101	5,204	5,310	5,421
1125010	52310 CONVENTIONS & DUES	963	900	900	918	937	956	976
1125010	52330 TRAINING & EDUCATION	-	500	500	510	520	531	542
1125010	52340 MILEAGE ALLOWANCE REIMB.	-	100	100	102	104	106	108
1125010	52480 OTHER PROF. SERVICES	1,069	3,500	4,500	4,591	4,684	4,779	4,879
1125010	52520 EQUIPMENT REPAIR	3,941	400	400	408	416	425	434
1125010	52750 FEES & CHARGES	1,610	1,000	1,100	1,122	1,145	1,168	1,193
1125010	52770 OTHER SERVICES	46,725	40,000	40,000	40,810	41,636	42,480	43,368
1125010	53590 DOG LICENSES	-	-	85	87	88	90	92
1125010	CITY CLERK	316,197	298,198	266,278	267,343	268,952	272,735	273,902
		-						
<b>1130010</b>	<b>REGISTRAR OF VOTERS</b>							
1130010	51000 REGULAR WAGES	71,420	49,400	49,400	49,400	49,400	49,894	49,894
1130010	51020 DEPUTY REGISTRARS	9,583	10,000	10,000	10,000	10,100	10,302	10,302
1130010	51350 PART TIME ELECTED	28,000	28,000	28,000	28,000	28,280	28,846	28,846
1130010	51400 TEMPORARY PAYROLL	18,058	36,000	36,000	36,000	36,360	37,087	37,087
1130010	51500 OVERTIME	2,048	2,593	1,500	1,500	1,515	1,545	1,545
1130010	52310 CONVENTIONS & DUES	1,089	1,500	1,000	1,020	1,041	1,062	1,084
1130010	52330 TRAINING & EDUCATION	1,675	2,300	1,200	1,224	1,249	1,274	1,301
1130010	52580 EQUIPMENT MAINTENANCE	5,200	5,200	5,200	5,305	5,413	5,522	5,638
1130010	53130 OTHER SUPPL.	54	632	702	716	731	746	761

**CITY OF WEST HAVEN FY2019-FY2023 EXPENDITURE FORECAST BY DEPARTMENT DETAIL**

DEP'T	DESCRIPTION	FY2018 ACTUAL	FY2019 BUDGET	FY2020 BUDGET	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
11300010	55600 VOTING MACHINES	3,425	4,900	4,000	4,081	4,164	4,248	4,337
11300010	REGISTRAR OF VOTERS	140,552	140,525	137,002	137,247	138,252	140,526	140,795
<b>11650010</b>	<b>PROBATE COURT</b>							
11650010	52640 OFFICE EQUIP. RENTAL	3,662	2,500	2,500	2,551	2,602	2,655	2,710
11650010	53110 OFFICE SUPPLIES	5,755	4,000	4,000	4,081	4,164	4,248	4,337
11650010	55190 OTHER EQUIP.	989	1,520	1,520	1,551	1,582	1,614	1,648
11650010	PROBATE COURT	10,406	8,020	8,020	8,182	8,348	8,517	8,695
<b>11900010</b>	<b>PLANNING &amp; DEVEL. ADMINISTRATION</b>							
11900010	51000 REGULAR WAGES	304,272	297,895	297,897	297,897	299,881	304,884	304,884
11900010	51500 OVERTIME	2,269	1,000	1,000	1,000	1,010	1,030	1,030
11900010	52210 PRINTING	1,700	1,000	1,000	1,020	1,041	1,062	1,084
11900010	52250 ADVERTISING	37,975	31,500	31,500	32,138	32,788	33,453	34,152
11900010	52280 MAP PRINTING	150	450	300	306	312	319	325
11900010	52310 CONVENTIONS & DUES	1,863	3,000	1,200	1,224	1,249	1,274	1,301
11900010	52340 MILEAGE	-	-	-	-	-	-	-
11900010	52382 ENGINEERING COST PLAN & DEV	3,480	15,000	15,000	15,304	15,613	15,930	16,263
11900010	52385 ECON. DEVELOPMENT CONSULTANT	16,072	-	4,500	4,591	4,684	4,779	4,879
11900010	52395 REG'L.GROWTH PARTNERSHIP	-	4,500	-	-	-	-	-
11900010	52398 CT. MAIN STREET	-	-	-	-	-	-	-
11900010	52475 PUBLIC HEARING SECRETARY	4,650	6,300	5,000	5,101	5,204	5,310	5,421
11900010	52520 EQUIPMENT REPAIR	-	450	450	459	468	478	488
11900010	55270 OTHER EQUIPMENT	-	-	5,000	5,101	5,204	5,310	5,421
11900010	53460 CLOTHING & UNIFORMS	-	-	300	306	312	319	325
11900010	55700 LAND ACQUISITION	-	-	-	-	-	-	-
11900010	56400 PROP. MANGMT.	24,535	22,500	20,500	20,915	21,338	21,771	22,226
11900010	PLANNING & DEVEL. ADMINISTRATION	396,967	383,595	383,647	385,363	389,106	395,919	397,800
<b>11900012</b>	<b>GRANTS ADMINISTRATION</b>							
11900012	51000 REGULAR WAGES	66,462	66,521	66,521	66,521	67,186	68,530	68,530
11900012	52310 CONVENTIONS & DUES	-	-	-	-	-	-	-
11900012	53420 GRANT DEVELOPMENT EXP.	467	450	450	459	468	478	488
11900012	GRANTS ADMINISTRATION	66,929	66,971	66,971	66,980	67,654	69,008	69,018
<b>11900013</b>	<b>BUILDING DEPARTMENT</b>							
11900013	51000 REGULAR WAGES	529,213	487,849	487,849	487,849	492,728	502,583	502,583
11900013	51000 <b>NEW HIRES</b>	-	-	-	<b>64,519</b>	<b>64,519</b>	<b>64,519</b>	<b>64,519</b>
11900013	51500 OVERTIME	5,121	7,500	8,500	8,500	8,585	8,757	8,757
11900013	52310 CONV & DUE	3,590	3,600	3,600	3,673	3,747	3,823	3,903
11900013	52360 BUSNSS EXP	2,792	2,070	2,070	2,112	2,155	2,198	2,244
11900013	52440 ENG SERVS	-	900	900	918	937	956	976
11900013	52520 EQUIP REPAIRS	-	900	900	918	937	956	976
11900013	52590 DEMO BLDGS	146	9,000	9,000	9,182	9,368	9,558	9,758
11900013	55270 OTHER EQUIPMENT	-	-	5,000	5,101	5,204	5,310	5,421
11900013	55190 OTHER OFFICE EQUIPMENT	-	-	500	510	520	531	542
11900013	BUILDING DEPARTMENT	540,862	511,819	518,319	583,283	588,700	599,191	599,679
<b>12000010</b>	<b>TREASURER</b>							
12000010	51350 PART TIME ELECTED	7,600	7,600	7,600	7,600	7,676	7,830	7,830
12000010	TREASURER	7,600	7,600	7,600	7,600	7,676	7,830	7,830
<b>12100010</b>	<b>COMPTRROLLER</b>							
12100010	51000 REGULAR WAGES	633,589	607,791	634,217	634,217	639,308	650,844	650,844
12100010	51000 <b>NEW HIRES</b>	-	-	-	<b>68,177</b>	<b>68,177</b>	<b>68,177</b>	<b>68,177</b>
12100010	51500 OVERTIME	17,128	25,000	15,000	15,000	15,150	15,453	15,453
12100010	52310 CONVENTIONS & DUES	295	1,000	300	306	312	319	325
12100010	52420 FINANCIAL SERVICES	197,517	175,000	195,000	198,949	202,974	207,091	211,419
12100010	52970 EVICTION SERVICES	23,940	21,600	21,600	22,037	22,483	22,939	23,419
12100010	56210 CONSULTANT	-	-	125,000	-	-	-	-
12100010	COMPTRROLLER	872,469	830,391	991,117	938,687	948,404	964,823	969,637
<b>12100020</b>	<b>PURCHASING / RISK MGT. DEPT.</b>							
12100020	51000 REGULAR WAGES	82,339	79,680	79,680	79,680	80,477	82,087	82,087
12100020	51500 OVERTIME	-	-	-	-	-	-	-
12100020	52250 ADVERTISING	11,523	10,000	10,000	10,203	10,409	10,620	10,842
12100020	53110 OFFICE SUPPLIES / CITY	40,758	34,000	34,695	35,398	36,114	36,846	37,616
12100020	53115 OFFICE SUPPLIES / POLICE DEPT.	18,453	18,500	18,878	19,260	19,650	20,049	20,467
12100020	PURCHASING / RISK MGT. DEPT.	153,073	142,180	143,253	144,540	146,650	149,602	151,013
<b>12200022</b>	<b>INFO. &amp; TEC. D/P DEPARTMENT</b>							
12200022	51000 REGULAR WAGES	162,570	152,097	160,215	160,215	161,817	165,054	165,054
12200022	51500 OVERTIME	13,175	10,116	5,000	5,000	5,050	5,151	5,151
12200022	52330 TRAINING	-	1,000	1,000	1,020	1,041	1,062	1,084
12200022	52460 OUTSIDE DATA PROC.	6,457	7,000	7,000	7,142	7,286	7,434	7,589
12200022	52510 MAINTENANCE SERV. AGREMT.	312,536	269,337	279,184	293,143	307,800	323,190	339,350
12200022	52570 OTHER REPAIR & MAINT.	22,958	40,000	48,900	49,890	50,900	51,932	53,017
12200022	52660 SOFTWARE LICENSES	3,113	4,225	5,125	5,229	5,335	5,443	5,557

**CITY OF WEST HAVEN FY2019-FY2023 EXPENDITURE FORECAST BY DEPARTMENT DETAIL**

DEP'T		DESCRIPTION	FY2018 ACTUAL	FY2019 BUDGET	FY2020 BUDGET	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
12200022	53120	DATA PROC. SUPPLIES	2,775	7,438	7,438	7,589	7,742	7,899	8,064
12200022	55170	COMPUTERS	8,018	15,000	18,000	18,365	18,736	19,116	19,516
12200022		INFO. & TEC. D/P DEPARTMENT	531,602	506,213	531,862	547,593	565,707	586,282	604,382
<b>12200023</b>		<b>CENTRAL SERVICES</b>							
12200023	51000	REGULAR WAGES	56,821	56,820	56,821	56,821	57,389	58,537	58,537
12200023	51500	OVERTIME	195	900	900	900	909	927	927
12200023	52010	POSTAGE	70,376	64,000	64,000	65,296	66,617	67,968	69,389
12200023	52570	OTHER REPAIRS & MAINT.	409	2,700	2,700	2,755	2,810	2,867	2,927
12200023	52670	COPIER RENTAL	27,356	45,000	49,000	49,992	51,004	52,038	53,126
12200023	52810	VET. & MEMORIAL DAY SERV.	-	-	-	-	-	-	-
12200023	52850	HOLIDAY FESTIVITIES	-	-	-	-	-	-	-
12200023	53150	COPIER SUPPLIES	-	-	-	-	-	-	-
12200023	53160	MISC. EQUIPMENT CHARGES	-	-	-	-	-	-	-
12200023	53490	OTHER SUPPLIES	15,398	15,000	10,000	10,203	10,409	10,620	10,842
12200023	53495	COFFEE & WATER	4,037	5,850	5,850	5,968	6,089	6,213	6,343
12200023	55190	OTHER EQUIPMENT	27,511	33,120	28,000	28,567	29,145	29,736	30,358
12200023	55640	SAFTY EQIP.	797	1,800	1,800	1,836	1,874	1,912	1,952
12200023		CENTRAL SERVICES	202,900	225,190	219,071	222,339	226,246	230,819	234,400
<b>12300010</b>		<b>TAX ASSESSMENT</b>							
12300010	51000	REGULAR WAGES	426,228	424,369	424,370	424,370	428,613	437,185	437,185
12300010	51500	OVERTIME	2,836	3,000	2,500	2,500	2,525	2,576	2,576
12300010	52210	PRINTING	2,645	3,100	5,429	5,539	5,651	5,766	5,886
12300010	52250	ADVERTISING	488	495	775	791	807	823	840
12300010	52280	MAP PRINTING	1,800	10,000	5,000	5,101	5,204	5,310	5,421
12300010	52310	CONVENTIONS & DUES	253	255	565	576	588	600	613
12300010	52330	TRAINING & EDUCATION	3,888	3,888	3,000	3,061	3,123	3,186	3,253
12300010	52480	OTHER PROF. SERVICES	177	450	650	663	677	690	705
12300010		TAX ASSESSMENT	438,315	445,557	442,289	442,601	447,187	456,136	456,478
<b>12300025</b>		<b>BOARD OF ASSESSMENT APPEALS</b>							
12300025	51500	OVERTIME	-	2,600	2,600	2,600	2,626	2,679	2,679
12300025	52760	STIPENDS	2,000	3,000	3,000	3,061	3,123	3,186	3,253
12300025		BOARD OF ASSESSMENT APPEALS	2,000	5,600	5,600	5,661	5,749	5,865	5,931
<b>12400010</b>		<b>TAX COLLECTOR</b>							
12400010	51000	REGULAR WAGES	365,499	381,657	381,657	381,657	385,398	393,031	393,031
12400010	51300	P/T WAGES FLOTER TAX/ASSMT.	-	-	-	-	-	-	-
12400010	51500	OVERTIME	4,621	4,000	3,750	3,750	3,788	3,863	3,863
12400010	52020	PROSS. & MAIL TAX BILLS	50,950	31,825	31,825	32,470	33,126	33,798	34,505
12400010	52210	PRINTING/BINDINGS	141	9,422	9,422	9,613	9,807	10,006	10,215
12400010	52250	ADVERTISING	2,121	1,500	1,500	1,530	1,561	1,593	1,626
12400010	52310	CONVENTIONS & DUES	472	500	350	357	364	372	379
12400010	52330	TRAINING & EDUCATION	-	1,000	250	255	260	266	271
12400010	52520	EQUIPMENT REPAIR	240	250	250	255	260	266	271
12400010	54260	BAD CHECKS	-	500	-	-	-	-	-
12400010	55190	OTHER EQUIP.	-	500	-	-	-	-	-
12400010	56390	MOTOR VEHICLE DELIN. TAX FEE	-	450	-	-	-	-	-
12400010		TAX COLLECTOR	424,045	431,604	429,004	429,887	434,565	443,195	444,162
<b>13000010</b>		<b>EMERGENCY REPORTING SYSTEM</b>							
13000010	51000	REGULAR WAGES	1,336,232	1,269,054	982,218	982,218	991,286	1,010,357	1,010,357
13000010	51000	SHIFT DIFFERENTIAL	-	-	32,193	32,193	32,515	33,165	33,165
13000010	51000	VACATION/OTHER	-	-	258,324	258,324	260,907	266,125	266,125
13000010	51700	LONGEVITY PMT.	5,730	6,950	6,950	6,950	7,020	7,160	7,160
13000010	52150	TELEPHONE EXP.	22,004	23,400	23,400	23,874	24,357	24,851	25,370
13000010	52510	MAINTENANCE SERVICES	50,342	45,000	134,206	136,924	139,694	142,528	145,506
13000010	53110	OFFICE SUPPLIES	3,447	2,000	3,795	3,872	3,950	4,030	4,115
13000010	54110	HEALTH INSURANCE PREM.	287,913	288,400	278,568	284,210	289,959	295,841	302,023
13000010	54130	FICA - E.R.S. SHARE	104,796	76,139	72,018	79,340	80,087	81,642	81,642
13000010	54140	PENSION - CITY SHARE	83,285	105,640	81,203	81,260	82,025	83,617	83,617
13000010	55180	SOFTWARE	9,713	8,000	5,000	5,101	5,204	5,310	5,421
13000010	55190	OTHER EQUIPMENT	17,542	14,000	28,396	28,971	29,557	30,157	30,787
13000010		EMERGENCY REPORTING SYSTEM	1,921,004	1,838,583	1,906,271	1,923,237	1,946,561	1,984,783	1,995,288
			7.81%	5.97%	5.63%	6.20%	6.20%	6.20%	6.20%
<b>13100010</b>		<b>POLICE DEPT. ADMIN.</b>							
13100010	51000	REGULAR WAGES	252,872	252,991	252,991	252,991	252,991	255,521	255,521
13100010	51530	VACATION BUY BACK	26,873	30,000	27,000	27,000	27,270	27,815	27,815
13100010	51700	LONGEVITY PMT.	29,095	30,000	30,000	30,000	30,300	30,906	30,906
13100010	51801	GAS HEAT	-	-	-	-	-	-	-
13100010	52110	ELECTRICITY/TRAFFIC LGTS.	35,143	40,000	40,000	40,810	41,636	42,480	43,368
13100010	52150	TELEPHONE	185,189	170,000	120,000	122,430	124,907	127,441	130,104
13100010	52220	OUTSIDE PRINTING SERV.	1,794	2,000	1,600	1,632	1,665	1,699	1,735
13100010	52255	RECRUITMENT	-	8,000	8,000	8,162	8,327	8,496	8,674
13100010	52260	OTHER PRINTG. SERV.	320	800	200	204	208	212	217
13100010	52310	CONVENTIONS & DUES	1,965	2,000	2,000	2,041	2,082	2,124	2,168

**CITY OF WEST HAVEN FY2019-FY2023 EXPENDITURE FORECAST BY DEPARTMENT DETAIL**

			FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
DEP'T		DESCRIPTION	ACTUAL	BUDGET	BUDGET	FORECAST	FORECAST	FORECAST	FORECAST
13100010	52450	MEDICAL SERVICES	16,067	15,000	15,000	15,304	15,613	15,930	16,263
13100010	52630	VEHICLE RENTAL	10,257	6,900	7,045	7,188	7,333	7,482	7,638
13100010	52640	OFFICE EQUIP RENTAL	41,939	34,000	35,000	35,709	36,431	37,170	37,947
13100010	52650	OTHER RENT	11,732	18,619	14,000	14,284	14,572	14,868	15,179
13100010	52730	BOARD PRISONER	2,378	5,200	3,000	3,061	3,123	3,186	3,253
13100010	52760	STIPENDS	277	-	-	-	-	-	-
13100010	52770	OTHER CONTRACTUAL SERV.	99,482	100,000	100,000	102,025	104,089	106,201	108,420
13100010	52780	UNIFORM ALLOW.ADMIN.	2,828	4,500	3,000	3,061	3,123	3,186	3,253
13100010	52820	PSYCH TESTING	4,450	13,195	5,500	5,611	5,725	5,841	5,963
13100010	52830	OTHER EXAMINATIONS	-	7,000	3,500	3,571	3,643	3,717	3,795
13100010	53130	OTHER SUPPLIES/CRIME PREV.	17,074	14,000	13,000	13,263	13,532	13,806	14,095
13100010	53210	AUTO FUEL & FLUIDS	91,767	220,000	125,000	127,532	130,111	132,751	135,525
13100010	54320	PYMNTS-OUTSIDE AGENCIES	12,000	13,825	12,000	12,243	12,491	12,744	13,010
13100010	54330	OTHER PAYMENTS	-	4,000	-	-	-	-	-
13100010	55650	SWAT EQUIPMENT	648	4,000	2,000	2,041	2,082	2,124	2,168
13100010	56180	EDUCATIONAL REIMB.	29,725	10,000	10,000	10,203	10,409	10,620	10,842
13100010		POLICE DEPT. ADMIN.	873,874	1,006,030	829,836	840,364	851,663	866,321	877,857
<b>13100030 POLICE DEPT. OPERATIONS</b>									
13100030	51000	REGULAR WAGES	8,094,175	8,296,520	8,485,712	8,485,712	8,570,566	8,784,830	8,784,830
13100030	51000	NEW HIRES	-	-	-	-	157,563	235,091	240,969
13100030	51270	EXTRA EARNINGS	2,778	20,000	2,000	2,000	2,020	2,060	2,060
13100030	51500	OVERTIME	296,699	315,000	315,000	315,000	318,150	324,513	324,513
13100030	51520	P.D. MANPOWER O/T	987,700	1,100,000	1,100,000	1,100,000	1,111,000	1,133,220	1,133,220
13100030	51530	VACATION BUY BACK	452,690	386,000	386,000	386,000	389,860	397,657	397,657
13100030	51540	INTERCITY SPECIAL DUTY	221,047	179,730	180,000	180,000	181,800	185,436	185,436
13100030	51610	SHIFT DIFFERENTIAL UNIFORM P.D.	111,477	119,000	120,000	120,000	121,200	123,624	123,624
13100030	51700	LONGEVITY	592,401	520,000	520,000	520,000	525,200	535,704	535,704
13100030	51800	SEPARATION PAY	286,901	320,000	250,000	250,000	252,500	257,550	257,550
13100030	51801	WORKER'S COMP.	206,863	300,000	250,000	250,000	252,500	257,550	257,550
13100030	52360	BUSINESS EXPENSE	6,332	6,000	3,000	3,061	3,123	3,186	3,253
13100030	52780	UNIFORM ALLOW.- FULL TIME	172,077	169,376	169,400	172,831	176,327	179,904	183,663
13100030	53520	BALLISTIC VEST REPLACE.	13,878	25,152	25,000	25,506	26,022	26,550	27,105
13100030		POLICE DEPT. OPERATIONS	11,445,017	11,756,778	11,806,112	11,810,110	12,087,831	12,446,876	12,457,134
<b>13100031 POLICE DEPT. SUPPORT</b>									
13100031	51000	REGULAR WAGES	593,398	506,585	506,585	506,585	511,650	521,882	521,882
13100031	51300	P/T WAGES CROSS. GRDS.	232,741	182,000	200,000	200,000	202,000	206,040	206,040
13100031	51510	P.D. TRAINING O/T	53,277	60,000	53,000	53,000	53,530	54,601	54,601
13100031	51801	WOKERS COMP.	576	-	-	-	-	-	-
13100031	52320	SUBSCRIPTIONS	-	400	-	-	-	-	-
13100031	52330	TRAINING & EDUCATION	17,415	30,000	25,000	25,506	26,022	26,550	27,105
13100031	52350	TRAVEL EXPENSE	5,538	5,000	2,500	2,551	2,602	2,655	2,710
13100031	52480	OTHER PROF. SERVICES	8,208	10,000	10,000	10,203	10,409	10,620	10,842
13100031	52570	OTHER REPAIRS & MAINT.	22,283	20,000	20,000	20,405	20,818	21,240	21,684
13100031	52790	UNIFORM ALLOW. - PART TIME	-	7,000	3,000	3,061	3,123	3,186	3,253
13100031	53260	TRAFFIC SUPPLIES	5,764	8,000	11,000	11,223	11,450	11,682	11,926
13100031	53450	LAB. SUPPLIES	3,192	6,000	4,500	4,591	4,684	4,779	4,879
13100031	53510	FIREARM SUPPLIES	26,836	25,748	20,000	20,405	20,818	21,240	21,684
13100031		POLICE DEPT. SUPPORT	969,226	860,733	855,585	857,529	867,106	884,475	886,606
<b>13202010 ANIMAL CONTROL</b>									
13202010	51000	REGULAR WAGES	177,952	181,624	181,624	181,624	183,440	188,028	188,028
13202010	51300	PART TIME WAGES	41,855	22,000	22,000	22,000	22,220	22,664	22,664
13202010	51500	OVERTIME	12,790	14,500	14,500	14,500	14,645	14,938	14,938
13202010	51530	VAC.BUY BACK	1,746	3,000	3,200	3,200	3,232	3,297	3,297
13202010	51700	LONGEVITY	8,436	8,000	8,000	8,000	8,080	8,242	8,242
13202010	51800	SEPAR. PAY	1,611	-	-	-	-	-	-
13202010	52100	GAS HEATING	12,280	14,000	-	-	-	-	-
13202010	52110	ELECTRICITY	-	-	14,000	14,284	14,572	14,868	15,179
13202010	52250	ADVERTISING	1,141	1,500	1,500	1,530	1,561	1,593	1,626
13202010	52310	CONVENTIONS & DUES	225	560	560	571	583	595	607
13202010	52455	VETERINARY SERVICES	21,013	21,000	21,000	21,425	21,859	22,302	22,768
13202010	52780	UNIFORMS- F/T & PT	8,087	7,420	10,182	10,388	10,598	10,813	11,039
13202010	52790	UNIFORMS-P/T	-	2,762	-	-	-	-	-
13202010	53485	DOG FOOD	996	2,000	2,000	2,041	2,082	2,124	2,168
13202010	55370	OTHER EQUIPMENT	4,326	5,000	5,000	5,101	5,204	5,310	5,421
13202010	56375	SPAY & NEUTER	-	-	-	-	-	-	-
13202010		ANIMAL CONTROL	292,458	283,366	283,566	284,665	288,077	294,774	295,978
<b>13300010 EMERGENCY MANAGEMENT</b>									
13300010	51300	PART TIME WAGES	12,000	11,948	11,948	11,948	12,067	12,309	12,309
13300010	52150	TELEPHONE EXP.	-	750	750	765	781	797	813
13300010	53130	OTHER SUPPLIES	-	1,000	1,000	1,020	1,041	1,062	1,084
13300010	54090	OTHER CHARGES	-	500	500	510	520	531	542
13300010		EMERGENCY MANAGEMENT	12,000	14,198	14,198	14,244	14,409	14,698	14,748
<b>14000010 PUBLIC WORKS ADMINISTRATION</b>									

**CITY OF WEST HAVEN FY2019-FY2023 EXPENDITURE FORECAST BY DEPARTMENT DETAIL**

			FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
DEP'T		DESCRIPTION	ACTUAL	BUDGET	BUDGET	FORECAST	FORECAST	FORECAST	FORECAST
14000010	51000	REGULAR WAGES	319,811	275,710	275,710	275,710	277,517	282,118	282,118
14000010	51500	OVERTIME	-	-	7,132	7,132	7,203	7,347	7,347
14000010	51300	P/T WAGES	10,999	10,998	10,999	10,999	11,109	11,331	11,331
14000010	52680	TOWN ROAD AID	248,088	300,000	300,000	306,076	312,267	318,602	325,259
14000010	53460	CLOTHING & UNIFORMS	10,080	11,250	10,500	10,713	10,929	11,151	11,384
14000010		PUBLIC WORKS ADMINISTRATION	588,978	597,958	604,341	610,629	619,026	630,549	637,440
<b>14100010 ENGINEERING</b>									
14100010	51000	REGULAR WAGES	235,983	186,761	186,761	186,761	188,628	192,400	192,400
14100010	52310	CONVENTIONS & DUES	1,178	1,500	1,500	1,530	1,561	1,593	1,626
14100010	52335	PROF. LICENSE FEE	920	1,050	1,050	1,071	1,093	1,115	1,138
14100010	NEW	MS4 MANDATES	-	-	150,000	250,000	250,000	250,000	250,000
14100010		ENGINEERING	238,081	189,311	339,311	439,363	441,282	445,108	445,165
<b>14404072 VEHICLE MAINTENANCE</b>									
14404072	51000	REGULAR WAGES	422,648	426,421	426,421	426,421	430,685	439,299	439,299
14404072	51500	OVERTIME	50,865	75,000	70,000	70,000	70,700	72,114	72,114
14404072	52100	GAS HEATING	56,164	50,000	24,000	24,486	24,981	25,488	26,021
14404072	52110	ELECTRICITY	-	-	23,000	23,466	23,940	24,426	24,937
14404072	52130	WATER	-	-	3,000	3,061	3,123	3,186	3,253
14404072	52310	CONFERENCES/SHOWS	195	800	800	816	833	850	867
14404072	52320	TRAINING/DUES/SUBSC	2,962	3,000	3,000	3,061	3,123	3,186	3,253
14404072	52540	MOTOR VEHICLE MAINT.	60,871	59,900	59,900	61,113	62,349	63,614	64,943
14404072	52545	SPL. EQUIP. REPAIR	15,984	40,000	49,900	50,911	51,940	52,994	54,101
14404072	52550	GROUNDS MAINT.	7,209	7,980	7,980	8,142	8,306	8,475	8,652
14404072	52575	EMISSIONS TESTING	-	-	3,000	3,061	3,123	3,186	3,253
14404072	52585	TIRE REPAIR & SERV.	3,810	12,000	14,500	14,794	15,093	15,399	15,721
14404072	52630	VEHICLE RENTAL	-	4,000	5,050	5,152	5,256	5,363	5,475
14404072	52650	OTHER RENT	1,200	5,050	5,050	5,152	5,256	5,363	5,475
14404072	52740	SECURITY SYSTEM	780	2,900	2,900	2,959	3,019	3,080	3,144
14404072	52940	HAZARDOUS WASTE DISPOSAL	365	1,600	1,900	1,938	1,978	2,018	2,060
14404072	53210	AUTO FUEL & FLUIDS	256,640	300,000	325,000	331,582	338,289	345,152	352,364
14404072	53220	MOTOR VEHICLE PARTS	179,775	200,000	200,000	204,050	208,178	212,401	216,840
14404072	53240	TIRES, TUBES & BATTERIES	33,160	45,000	45,000	45,911	46,840	47,790	48,789
14404072	53250	TOOLS & MISC EQUIPMENT	7,306	6,000	9,000	9,182	9,368	9,558	9,758
14404072	53430	JANTRL. SUPL.	288	500	1,000	1,020	1,041	1,062	1,084
14404072	53445	SAFETY SUPPLIES	1,384	2,500	2,500	2,551	2,602	2,655	2,710
14404072	53530	SNOW REMOV. EQUIPMENT	14,929	30,000	30,000	30,608	31,227	31,860	32,526
14404072	53560	BROOMS & SWEEPERS	6,611	8,000	9,990	10,192	10,398	10,609	10,831
14404072	55190	OTHER EQUIPMENT	-	250	250	255	260	266	271
14404072		VEHICLE MAINTENANCE	1,123,146	1,280,901	1,323,141	1,339,884	1,361,910	1,389,395	1,407,741
<b>14505071 COMPOST SITE</b>									
14505071	51000	REGULAR WAGES	-	-	-	-	-	-	-
14505071	52740	SECURITY SYSTEM	1,924	2,000	2,001	2,042	2,083	2,125	2,169
14505071	52930	COMPOST SITE	7,613	12,000	12,000	12,243	12,491	12,744	13,010
14505071	52940	HAZARDOUS WASTE PICKUP	11,811	22,000	32,000	32,648	33,309	33,984	34,694
14505071		COMPOST SITE	21,348	36,000	46,001	46,933	47,882	48,853	49,874
<b>14509971 SOLID WASTE</b>									
14509971	52900	CONDOS TRASH PICKUP	222,078	235,000	235,000	239,759	244,609	249,571	254,787
14509971	52910	TRASH PICKUP	1,206,083	1,272,500	1,272,500	1,298,271	1,324,533	1,351,403	1,379,642
14509971	52915	TRASH PICKUP - CITY BUILD.	103,822	92,000	92,000	93,863	95,762	97,705	99,746
14509971	52920	TIPPING FEES DISPOSAL	965,219	1,024,000	1,075,000	1,096,771	1,118,957	1,141,657	1,165,513
14509971	52941	HAZARDOUS WASTE - CITY	2,388	5,500	5,500	5,611	5,725	5,841	5,963
14509971	52950	RECYCLING PICKUP	467,726	249,900	469,900	479,417	489,115	499,037	509,465
14509971	52955	PORTABLE RESTROOMS	27,901	30,000	20,000	20,405	20,818	21,240	21,684
14509971		SOLID WASTE	2,995,218	2,908,900	3,169,900	3,234,098	3,299,519	3,366,453	3,436,799
<b>14606074 GROUNDS MAINTENANCE</b>									
14606074	52510	MAINT. SERV. AGREMT.	1,888	3,500	3,500	3,571	3,643	3,717	3,795
14606074	52580	EQUIP. MAINTENANCE	-	1,050	1,050	1,071	1,093	1,115	1,138
14606074	53265	STREET MARKING PAINT	3,841	7,500	7,500	7,652	7,807	7,965	8,131
14606074	53490	OTHER OPER. SUPPLIES	1,051	6,055	6,055	6,178	6,303	6,430	6,565
14606074	53555	LIGHT POLE	8,130	9,975	9,975	10,177	10,383	10,594	10,815
14606074		GROUNDS MAINTENANCE	14,910	28,080	28,080	28,649	29,228	29,821	30,444
<b>14606075 BUILDING MAINTENANCE</b>									
14606075	51000	REGULAR WAGES	460,760	440,606	440,606	440,606	445,014	453,916	453,916
14606075	51500	OVERTIME	83,216	60,000	60,000	60,000	60,600	61,812	61,812
14606075	52100	GAS HEATING	546,395	520,000	99,800	101,821	103,881	105,988	108,203
14606075	52110	ELECTRICITY	-	-	410,000	418,303	426,765	435,423	444,521
14606075	52130	WATER	-	-	20,000	20,405	20,818	21,240	21,684
14606075	52500	HVAC MAINTENANCE	72,361	50,000	50,000	51,013	52,045	53,100	54,210
14606075	52510	MAINT. SERVICE AGREMT.	38,545	56,800	56,800	57,950	59,123	60,322	61,582
14606075	52530	BLDG. MAINTENANCE	40,306	40,850	40,850	41,677	42,520	43,383	44,289
14606075	52740	SECURITY SYSTEM	10,103	9,000	15,200	15,508	15,822	16,142	16,480
14606075	53430	JANITORIAL SUPPLIES	28,095	15,000	20,000	20,405	20,818	21,240	21,684

**CITY OF WEST HAVEN FY2019-FY2023 EXPENDITURE FORECAST BY DEPARTMENT DETAIL**

DEP'T		DESCRIPTION	FY2018 ACTUAL	FY2019 BUDGET	FY2020 BUDGET	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
14606075	53445	SAFETY SUPPLIES	883	895	895	913	932	950	970
14606075	53490	OTHER OPER. SUPPLIES	437	450	450	459	468	478	488
14606075	53495	COFFEE & WATER	-	-	1,200	1,224	1,249	1,274	1,301
14606075		BUILDING MAINTENANCE	1,281,101	1,193,601	1,215,801	1,230,285	1,250,054	1,275,270	1,291,141
<b>14704010</b>		<b>HIGHWAYS &amp; PARKS ADMIN</b>							
14704010	51000	REGULAR WAGES	2,393,433	2,462,364	2,462,364	2,462,364	2,486,989	2,536,736	2,536,736
14704010	51400	TEMPORARY PAYROLL	107,587	115,000	115,000	115,000	116,150	118,473	118,473
14704010	51500	OVERTIME	251,752	200,000	200,000	200,000	202,000	206,040	206,040
14704010	51550	STORM EXPENSE	53,418	115,000	115,000	115,000	116,150	118,473	118,473
14704010	51600	SHIFT DIFFERENTI'L CIVILIAN	-	2,000	2,000	2,000	2,020	2,060	2,060
14704010	52160	STREET LIGHTING	759,032	600,000	650,000	663,164	676,579	690,304	704,729
14704010	52550	GROUND MAINT.BIKE PATH	10,608	15,827	15,827	16,148	16,474	16,808	17,160
14704010	52610	RENTAL OF LAND	596	600	600	612	625	637	651
14704010	53380	MISC. CONSTR. SUPPL. HWY.& PRK.	47,004	55,000	50,000	51,013	52,045	53,100	54,210
14704010		HIGHWAYS & PARKS ADMIN	3,623,429	3,565,791	3,610,791	3,625,300	3,669,031	3,742,632	3,758,531
<b>14706010</b>		<b>HIGHWAYS &amp; PARKS ADMIN.</b>							
14706010	52210	PRINTING	-	650	650	663	677	690	705
14706010	53445	SAFETY SUPPLIES	3,606	3,730	3,730	3,806	3,883	3,961	4,044
14706010		HIGHWAYS & PARKS ADMIN. - SAFETY	3,606	4,380	4,380	4,469	4,559	4,652	4,749
<b>14706076</b>		<b>PARKS MAINTENANCE</b>							
14706076	52100	UTILITIES / WATER	100,090	105,000	-	-	-	-	-
14706076	52210	ELECTRICITY/TRAFFIC LGTS.	-	-	105,000	107,126	109,294	111,511	113,841
14706076	52130	WATER	43,608	10,000	10,000	10,203	10,409	10,620	10,842
14706076	52530	BLDG MAINTENANCE	4,678	6,500	6,500	6,632	6,766	6,903	7,047
14706076	52550	GROUND MAINT.PRKS.& FIELDS	50,696	65,000	65,000	66,316	67,658	69,030	70,473
14706076	52740	SECURITY SYSTEM	1,882	4,410	4,410	4,499	4,590	4,683	4,781
14706076		PARKS MAINTENANCE	200,954	190,910	190,910	194,776	198,716	202,748	206,984
<b>14706077</b>		<b>OUTSIDE CONTRACTORS</b>							
14706077	52570	OTHER REPAIRS / MAINT.	49,180	55,000	15,000	15,304	15,613	15,930	16,263
14706077	53380	MISC.CONSTR SUPPLIES	9,638	15,000	15,000	15,304	15,613	15,930	16,263
14706077	54095	STORM/ EMER. LOSSES	48,761	15,000	15,000	15,304	15,613	15,930	16,263
14706077		OUTSIDE CONTRACTORS	107,579	85,000	45,000	45,911	46,840	47,790	48,789
<b>14706078</b>		<b>TREE DEPT.</b>							
14706078	52555	TREE MAINTENANCE	201,267	184,000	184,000	187,726	191,524	195,409	199,492
14706078	53490	OPER.SUPPLIES	90	1,000	1,000	1,020	1,041	1,062	1,084
14706078	53570	TREES & SHRUBS	244	2,500	2,500	2,551	2,602	2,655	2,710
14706078		TREE DEPT.	201,601	187,500	187,500	191,297	195,167	199,126	203,287
<b>15000010</b>		<b>HUMAN RESOURCES</b>							
15000010	51000	REGULAR WAGES	240,332	237,237	237,236	237,236	239,608	244,400	244,400
15000010	51000	NEW HIRES	-	-	-	80,000	127,174	127,646	128,599
15000010	51095	COMMUNITY CENTER ATTENDT.	14,934	-	-	-	-	-	-
15000010	51400	SUMMER TEMPORARY PAYROLL	13,013	14,000	13,000	13,000	13,130	13,393	13,393
15000010	51500	OVERTIME	6,111	6,000	4,000	4,000	4,040	4,121	4,121
15000010	52220	OUTSIDE PRINTING	201	500	500	510	520	531	542
15000010	52810	VETS MEM. DAY SERVS.	2,239	6,000	6,000	6,122	6,245	6,372	6,505
15000010	52840	BAND CONCERTS	8,000	5,000	5,000	5,101	5,204	5,310	5,421
15000010	52850	HOLIDAY FESTIVITES	3,340	4,000	4,000	4,081	4,164	4,248	4,337
15000010	53490	OPER.SUPPLIES SUMMER TEMPS.	-	-	-	-	-	-	-
15000010	53570	BEAUTIFCAT. PROG.	2,723	1,500	1,500	1,530	1,561	1,593	1,626
15000010	54320	OUTSIDE AGEN.REG.MENTAL HEALTH	3,241	-	-	-	-	-	-
15000010	54350	N.H TRANSIT FEES & CHARGES	-	-	-	-	-	-	-
15000010	54470	CLIENT ASSISTANCE	3,937	8,000	8,000	8,162	8,327	8,496	8,674
15000010		HUMAN RESOURCES	298,070	282,237	279,236	359,742	409,974	416,110	417,617
<b>15100010</b>		<b>ELDERLY SERVICES</b>							
15100010	51000	REGULAR WAGES	182,960	211,775	165,802	165,802	167,461	170,810	170,810
15100010	51100	SR.CNT. P/T (1)	15,140	-	-	-	-	-	-
15100010	51110	ALLINGTWN SR.CNT. P/T (2)	25,818	-	-	-	-	-	-
15100010	52310	CONVENTIONS & DUES	85	490	490	500	510	520	531
15100010	52410	INSTRUCTORS	5,645	5,480	5,480	5,591	5,704	5,820	5,941
15100010	52540	MOTOR VEHICLE MAINT.	-	1,000	1,000	1,020	1,041	1,062	1,084
15100010	52630	RENTAL OF VEHICLES	-	196	196	200	204	208	213
15100010	52700	TRANSPORTATION CONTRACT	239,880	260,386	260,386	265,659	271,033	276,532	282,310
15100010	52710	ELDERLY NUTRITION	287	4,655	4,655	4,749	4,845	4,944	5,047
15100010	53490	OTHER OPER. SUPPLIES	1,495	3,763	3,763	3,839	3,917	3,996	4,080
15100010		ELDERLY SERVICES	471,310	487,745	441,772	447,361	454,716	463,892	470,016
<b>15202050</b>		<b>RECREATIONAL SERVICES</b>							
15202050	51000	REGULAR WAGES	331,646	317,319	322,978	322,978	326,208	332,733	332,733
15202050	51080	RECREATION AIDES	34,995	39,808	35,070	35,070	35,421	36,129	36,129
15202050	51130	BEACH CONSTABLES	39,792	35,000	35,000	35,000	35,350	36,057	36,057
15202050	51160	SPEC ACTIVITY INSTRUCTORS	13,145	5,320	10,000	10,000	10,100	10,302	10,302

**CITY OF WEST HAVEN FY2019-FY2023 EXPENDITURE FORECAST BY DEPARTMENT DETAIL**

DEP'T	DESCRIPTION	FY2018 ACTUAL	FY2019 BUDGET	FY2020 BUDGET	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
15202050	51170 SUPERV. & INSTRUCTORS	69,564	64,000	64,000	64,000	64,640	65,933	65,933
15202050	51180 LIFE GUARDS	49,026	65,000	65,000	65,000	65,650	66,963	66,963
15202050	51500 OVERTIME	10,611	12,800	12,800	12,800	12,928	13,187	13,187
15202050	52230 BEACH STICKERS	-	4,000	4,000	4,081	4,164	4,248	4,337
15202050	52310 CONVENTIONS & DUES	710	750	-	-	-	-	-
15202050	52530 BLDG MAINTENANCE	8,780	10,000	9,000	9,182	9,368	9,558	9,758
15202050	52750 FEES & CHARGES	2,464	4,000	4,000	4,081	4,164	4,248	4,337
15202050	53250 TOOLS & MISC EQUIPMENT	2,425	2,500	2,500	2,551	2,602	2,655	2,710
15202050	53440 MEDICAL SUPPL. FIRST AID KITS	3,857	2,000	3,000	3,061	3,123	3,186	3,253
15202050	53540 RECREATION SUPPLIES	13,140	14,000	13,000	13,263	13,532	13,806	14,095
15202050	54320 OUTSIDE AGEN. W.H. YOUTH ASSOC.	21,200	16,200	11,200	11,427	11,658	11,894	12,143
15202050	55520 RECREATION EQUIPMENT	4,789	4,800	4,800	4,897	4,996	5,098	5,204
15202050	RECREATIONAL SERVICES	606,145	597,497	596,348	597,391	603,903	615,997	617,140
<b>15202051</b>	<b>DAY CAMP PROGRAM</b>							
15202051	51400 TEMPORARY PAYROLL	112,136	119,879	119,879	119,879	121,078	123,499	123,499
15202051	52700 TRANSPORTATION CONTRACT	14,364	14,660	14,660	14,957	15,259	15,569	15,894
15202051	52750 FEES & CHARGES	5,938	6,000	6,000	6,122	6,245	6,372	6,505
15202051	DAY CAMP PROGRAM	132,438	140,539	140,539	140,957	142,583	145,440	145,899
<b>15202552</b>	<b>BENNETT RINK PROGRAMS</b>							
15202552	52620 RENTAL OF BLDGS.	35,000	30,000	25,000	25,506	26,022	26,550	27,105
15202552	BENNETT RINK PROGRAMS	35,000	30,000	25,000	25,506	26,022	26,550	27,105
<b>15202553</b>	<b>AQUATIC PROGRAMS</b>							
15202553	51040 AQUA INSTRUCTORS	11,645	17,856	17,856	17,856	18,035	18,395	18,395
15202553	51070 SWIMMING POOL STAFF	49,788	60,000	50,000	50,000	50,500	51,510	51,510
15202553	51140 SWIM TEAM COACH	23,438	22,000	25,945	25,945	26,204	26,729	26,729
15202553	51300 P / T WAGES POOL CUSTODIANS	18,293	16,000	16,000	16,000	16,160	16,483	16,483
15202553	52770 OTHER CONT. SERVICES	693	-	-	-	-	-	-
15202553	53540 RECREATION SUPPLIES	1,808	1,860	1,860	1,898	1,936	1,975	2,017
15202553	53545 SPECIAL ACTIVITY SUPPLIES	5,756	3,500	5,000	5,101	5,204	5,310	5,421
15202553	AQUATIC PROGRAMS	111,421	121,216	116,661	116,800	118,040	120,402	120,555
<b>15300010</b>	<b>HEALTH DEPARTMENT</b>							
15300010	51000 REGULAR WAGES	383,338	345,720	335,188	335,188	338,540	345,311	345,311
15300010	51500 OVERTIME	2,496	2,000	2,000	2,000	2,020	2,060	2,060
15300010	52310 CONVENTIONS & DUES	629	-	-	-	-	-	-
15300010	52320 SUBSCRIPTIONS	-	-	-	-	-	-	-
15300010	52450 MEDICAL SERVICES	1,275	3,000	3,000	3,061	3,123	3,186	3,253
15300010	52535 PEST CONTROL	2,810	3,000	3,000	3,061	3,123	3,186	3,253
15300010	52780 UNIFORMS-FULL TIME	308	250	250	255	260	266	271
15300010	53440 MEDICAL SUPPLIES	604	1,000	1,000	1,020	1,041	1,062	1,084
15300010	53490 OTHER SUPPLIES	24	-	-	-	-	-	-
15300010	HEALTH DEPARTMENT	391,484	354,970	344,438	344,585	348,106	355,071	355,232
<b>16001060</b>	<b>LIBRARY</b>							
16001060	51000 LIBRARY EXPENSES	1,596,000	1,521,000	1,421,000	1,471,000	1,446,000	1,421,000	1,421,000
16001060	LIBRARY	1,596,000	1,521,000	1,421,000	1,471,000	1,446,000	1,421,000	1,421,000
<b>18009980</b>	<b>CITY INSURANCE PREMIUMS</b>							
18009980	54010 PROPERTY INSURANCE	-	-	-	-	-	-	-
18009980	54020 AUTO INS.	-	-	-	-	-	-	-
18009980	54030 GEN'L LIABILITY	271,684	485,977	485,977	495,819	505,849	516,111	526,895
18009980	54040 UMBRELLA POLICY	-	-	-	-	-	-	-
18009980	54050 LAW ENF. PRM.	-	-	-	-	-	-	-
18009980	54055 PUBLIC OFFICIALS LIABILITY	-	-	-	-	-	-	-
18009980	54060 OTHER PREMIUMS	-	-	-	-	-	-	-
18009980	CITY INSURANCE PREMIUMS	271,684	485,977	485,977	495,819	505,849	516,111	526,895
<b>18009981</b>	<b>CITY INSURANCE - RETENTION</b>							
18009981	54210 AUTO DAMAGES	62,887	50,000	50,000	51,013	52,045	53,100	54,210
18009981	54230 GENERAL LIABILITY LOSSES	290,525	250,000	225,000	229,557	234,200	238,951	243,945
18009981	54250 OTHER LOSSES	4,386	40,000	40,000	40,810	41,636	42,480	43,368
18009981	CITY INSURANCE - RETENTION	357,798	340,000	315,000	321,379	327,881	334,532	341,522
<b>18109982</b>	<b>EMPLOYEE BENEFITS</b>							
18109982	51530 VACATION BUY BACK	99,164	100,000	100,000	100,000	101,000	103,020	103,020
18109982	51700 LONGEVITY	88,166	90,000	90,000	90,000	90,900	92,718	92,718
18109982	54110 HEALTH INSURANCE PREM.	9,683,222	9,900,000	10,653,564	11,463,235	12,334,441	13,271,859	14,280,520
18109982	54110 HEALTHCARE (NEW HIRES)	-	-	-	36,000	90,384	111,144	119,592
18109982	54120 LIFE INSURANCE PREM.	157,001	130,000	132,659	135,346	138,084	140,885	143,829
18109982	54130 FICA-CITY	1,340,702	1,336,000	1,336,000	1,336,000	1,336,000	1,336,000	1,336,000
18109982	54130 FICA (NEW HIRES)	-	-	-	15,421	34,795	40,451	40,945
18109982	54140 401-K - CITY	1,010,965	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
18109982	54141 PENSION - POLICE	2,091,000	1,994,500	2,498,000	2,412,000	2,430,000	2,452,000	2,543,000
18109982	54170 LONG TERM DISABIL. PREM.	98,555	96,000	96,000	97,944	99,926	101,953	104,083
18109982	56180 EDUCATION REIMBURSEMENT	1,000	15,000	15,000	15,304	15,613	15,930	16,263

**CITY OF WEST HAVEN FY2019-FY2023 EXPENDITURE FORECAST BY DEPARTMENT DETAIL**

			FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
DEP'T		DESCRIPTION	ACTUAL	BUDGET	BUDGET	FORECAST	FORECAST	FORECAST	FORECAST
18109982		EMPLOYEE BENEFITS	14,569,776	14,761,500	16,021,223	16,801,250	17,771,142	18,765,959	19,879,970
<b>18109983</b>	<b>STATE MANDATED BENEFITS</b>								
18109983	54160	CT. UNEMPLOYMENT COMP.	92,673	100,000	70,000	71,418	72,862	74,340	75,894
18109983	54180	HEART & HYPER COMP.	228,256	400,000	408,181	416,448	424,872	433,491	442,549
18109983	54190	WORKER'S COMP PREM.	1,582,375	1,500,000	1,500,000	1,530,378	1,561,336	1,593,009	1,626,297
18109983		STATE MANDATED BENEFITS	1,903,305	2,000,000	1,978,181	2,018,244	2,059,070	2,100,840	2,144,740
<b>18209984</b>	<b>DEBT SERVICE PAYMENTS</b>								
18209984	54510	GEN'L PURPOSE-PRINCIPAL (EXISTING GF)	12,345,416	13,991,000	14,174,000	13,318,000	13,558,000	5,611,000	7,009,000
18209984	54510	GEN'L PURPOSE-PRINCIPAL (EXISTING SEWER)	330,000	334,000	296,000	207,000	207,000	194,000	191,000
18209984	54510	GEN'L PURPOSE-PRINCIPAL (PROPOSED)	-	-	-	-	-	1,400,000	1,260,000
18209984	54520	GEN'L PURPOSE-INTEREST (EXISTING GF)	3,449,817	3,896,364	3,088,502	2,670,499	2,085,544	1,524,351	1,207,914
18209984	54520	GEN'L PURPOSE-INTEREST (EXISTING SEWER)	74,592	166,360	154,700	145,515	137,105	128,050	118,425
18209984	54520	GEN'L PURPOSE-INTEREST (PROPOSED)	-	-	501,750	1,003,500	1,003,500	968,500	902,000
18209984	54530	GEN'L PURPOSE BANS -INTEREST	98,678	109,425	-	115,850	-	-	-
18209984	54640	CLEAN WATERFUND PMTS.	815,137	716,700	658,875	361,128	204,680	101,954	-
18209910	56190	BOND EXPENSE	287,381	-	-	-	-	-	-
		MAINTAIN ORIGINAL ANNUAL GROWTH				1,164,240	2,702,442	3,656,803	4,546,703
18209984		DEBT SERVICE PAYMENTS	17,401,021	19,213,849	18,873,827	18,985,732	19,898,270	13,584,658	15,235,042
<b>18309910</b>	<b>MED COM</b>								
18309910	54320	PYMNTS-OUTSIDE AGEN.MED. COM.	18,316	44,844	42,179	43,033	43,904	44,794	45,730
18309910		MED COM	18,316	44,844	42,179	43,033	43,904	44,794	45,730
<b>19009990</b>	<b>CONTINGENCY EXPENSES</b>								
19009990	56010	UNALLOCATED CONTINGENCY	-	350,000	357,159	364,392	371,763	379,305	387,231
19009990	new	(FURLOUGH)/COMPENSATION INCR.	-	(73,000)	-	-	-	-	-
19009990	new	STUDY - POLICE PENSION	-	-	25,000	-	-	-	-
19009990	new	STUDY - PARKING	-	-	25,000	-	-	-	-
19009990	new	STUDY - LIBRARY	-	-	25,000	-	-	-	-
19009990	52340	MILEAGE ALLOWANCE (city wide)	3,431	7,000	7,000	7,142	7,286	7,434	7,589
19009990	56140	PRIMARY EXPENSE	57,186	35,000	35,000	35,709	36,431	37,170	37,947
19009990	56220	ACTUARIAL STUDY	-	7,500	7,500	7,652	7,807	7,965	8,131
19009990	56305	ELECTION EXPENSE	36,369	35,000	35,000	35,709	36,431	37,170	37,947
19009990	56360	BANK FEES	79,643	50,000	40,000	40,810	41,636	42,480	43,368
19009990	56370	DOG REPORT	8,541	8,541	8,541	8,714	8,890	9,071	9,260
19009990	new	SELF-FUNDED CLAIM MARGIN (3%)	8,733	100,000	319,607	343,897	361,092	379,146	398,104
19009990	56990	MISCELLANEOUS	11,756	2,000	2,000	2,041	2,082	2,124	2,168
19009990	56997	SEIZED ASSET DEFICIT	40,000	40,000	40,000	40,000	22,000	-	-
19009990	new	LIBRARY CONTINGENCY	-	25,000	-	-	-	-	-
19009990	new	MARB EXP.	-	250,000	100,000	-	-	-	-
19009990	56999	RESERVE FOR DEFICIT REDUCTION	-	1,750,000	-	-	-	-	-
		ADVANCE FUNDING OPEB TRUST	-	-	50,000	75,000	100,000	125,000	125,000
		CAPITAL NONRECURRING	-	-	-	-	-	-	-
19009990	new	UNIDENTIFIED SAVINGS (per MARB)	-	-	(1,245,267)	(1,260,012)	(1,280,997)	(1,249,875)	(1,249,875)
19009990		CONTINGENCY EXPENSES	245,658	2,587,041	(168,460)	(298,947)	(285,578)	(223,009)	(193,129)
<b>BOE</b>	<b>BOARD OF EDUCATION</b>								
		TUITION	8,442,650	7,939,386	7,939,386	7,971,144	8,003,029	8,035,041	8,067,181
		STUDENT TRANSPORTATION	5,791,448	5,006,320	5,006,320	5,006,320	5,006,320	5,006,320	5,006,320
		SALARIES	51,751,311	52,370,421	52,370,421	52,579,903	52,790,223	53,001,384	53,213,390
		OPERATION OF PLANT	3,856,215	3,847,829	3,847,829	3,863,220	3,878,673	3,894,188	3,909,765
		PURCHASED SERVICES	1,546,280	1,161,159	1,161,159	1,165,804	1,170,467	1,175,149	1,179,850
		INSTRUCTION	1,388,421	1,419,500	1,419,500	1,425,178	1,430,879	1,436,603	1,442,349
		BENEFITS/FIXED - INSURANCE : HEALTH	13,388,901	14,105,092	14,105,092	15,177,079	16,330,537	17,571,658	18,907,104
		BENEFITS/FIXED - INSURANCE : PROPERTY	664,425	525,000	525,000	527,100	529,208	531,325	533,450
		BENEFITS/FIXED - INSURANCE : LIFE	141,582	187,913	187,913	188,665	189,420	190,178	190,939
		BENEFITS/FIXED - FICA & MEDICARE	1,558,260	1,646,694	1,646,694	1,630,109	1,652,118	1,656,135	1,659,307
		BENEFITS/FIXED - WORKER'S COMP.	535,282	1,050,000	1,050,000	1,054,200	1,058,417	1,062,651	1,066,902
		BENEFITS/FIXED - RETIREMENT CONTR.	383,431	477,407	477,407	479,317	481,234	483,159	485,092
		BENEFITS/FIXED - UNEMPLOYMENT	27,607	100,000	100,000	100,400	100,802	101,205	101,610
		BENEFITS/FIXED - TRAVEL	99,270	77,200	77,200	77,509	77,819	78,130	78,443
		BENEFITS/FIXED - PROF. CERT. REIMB.	19,060	46,500	46,500	46,686	46,873	47,060	47,248
		Return to original model	-	-	-	(611,090)	(1,701,749)	(2,861,739)	(4,114,869)
		BOARD OF EDUCATION	89,594,144	89,960,421	89,960,421	90,681,544	91,044,270	91,408,447	91,774,081
		<b>City</b>	<b>70,143,155</b>	<b>74,342,780</b>	<b>72,960,414</b>	<b>74,152,887</b>	<b>76,783,707</b>	<b>72,368,084</b>	<b>75,455,995</b>
		<b>Education</b>	<b>89,594,144</b>	<b>89,960,421</b>	<b>89,960,421</b>	<b>90,681,544</b>	<b>91,044,270</b>	<b>91,408,447</b>	<b>91,774,081</b>
		<b>Total Expenditures</b>	<b>159,737,299</b>	<b>164,303,201</b>	<b>162,920,835</b>	<b>164,834,431</b>	<b>167,827,977</b>	<b>163,776,531</b>	<b>167,230,076</b>

**ALLINGTOWN FIRE DEPARTMENT ANALYSIS OF FUND BALANCE**

	<b>FY2019 FORECAST</b>	<b>FY2020 BUDGET</b>	<b>FY2021 FORECAST</b>	<b>FY2022 FORECAST</b>	<b>FY2023 FORECAST</b>	<b>FY2024 FORECAST</b>
<b>TOTAL REVENUE</b>	7,508,179	7,432,518	7,621,980	7,887,820	8,105,802	8,336,596
<b>TOTAL EXPENSES</b>	6,971,159	7,432,518	7,621,980	7,887,820	8,105,802	8,336,596
<b>SURPLUS/(DEFICIT) WITHOUT MARB FUNDING</b>	537,020	-	-	-	-	-
<b>OTHER REVENUES</b>	-	-	-	-	-	-
<b>MARB REVENUE</b>	-	-	-	-	-	-
<b>FINAL SURPLUS/(DEFICIT)</b>	537,020	-	-	-	-	-

<b>MILL RATE</b>	14.02	14.02	14.42	14.68	15.12	15.60
<b>MILL RATE (ORIGINAL MODEL)</b>	14.00	15.00	15.25	15.40	15.50	
<b>MILL RATE CHANGE</b>		0.00	0.39	0.26	0.44	0.47
<b>MILL RATE CHANGE (ORIGINAL MODEL)</b>		1.00	0.25	0.15	0.10	

<b>BEGINNING FUND BALANCE</b>	(118,859)	418,161	418,161	418,161	418,161	418,161
<b>ENDING FUND BALANCE</b>	418,161	418,161	418,161	418,161	418,161	418,161
<b>ORIGINAL FUND BALANCE (ORIGINAL MODEL)</b>	(384,234)	(180,630)	(48,207)	249,091	400,975	

<b>FUND BALANCE % OF TOTAL EXP.</b>	6.00%	5.63%	5.49%	5.30%	5.16%	5.02%
<b>FUND BALANCE % OF TOTAL EXP. (ORIGINAL MODEL)</b>	-5.51%	-2.43%	-0.63%	3.16%	4.95%	

**REVENUE ASSUMPTIONS:**

Grand List - General Growth held at .05% consistent with General Fund assumptions

Grand List - FY22 Revaluation assumed to yield 2% growth in valuation

**EXPENDITURE ASSUMPTIONS:**

## GRAND LIST PROJECTIONS - ALLINGTOWN FIRE DEPARTMENT

Assessment	FY19	FY20	FY21	FY22	FY23	FY24	
Net GL - Motor Vehicle	51,934,800	53,128,800	53,128,800	53,128,800	53,128,800	53,128,800	
Growth Factor	0.00%	2.30%	0.00%	0.00%	0.00%	0.00%	
Real Estate/Personal Property	469,767,658	479,582,523	479,822,314	480,062,225	480,302,256	480,542,407	
Growth Factor	0.00%	2.09%	0.050%	0.050%	0.050%	0.050%	
Revaluation Impact	-	-	-	9,601,245	9,601,245	9,601,245	2.00%
Development Impact -	-	-	-	-	-	-	
Development Impact -	-	-	-	-	-	-	
Real Estate/Personal Property Total	469,767,658	479,582,523	479,822,314	489,663,470	489,903,501	490,143,652	
<b>Total Net Grand List</b>	<b>521,702,458</b>	<b>532,711,323</b>	<b>532,951,114</b>	<b>542,792,270</b>	<b>543,032,301</b>	<b>543,272,452</b>	
<b>Original Grand List Assumptions</b>	<b>521,702,458</b>	<b>523,146,153</b>	<b>523,424,443</b>	<b>542,562,318</b>	<b>542,840,608</b>		

# MILL RATE CALCULATION - ALLINGTOWN FIRE DEPARTMENT

	FY2019 BUDGET	FY2020 PROPOSED	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
<b>GENERAL FUND</b>						
Personnel Expenses	5,869,386	6,471,260	6,754,097	7,005,063	7,205,728	7,422,659
Maintenance & Equipment	156,000	167,757	88,109	89,486	90,896	92,378
Administration	106,500	112,000	114,268	116,580	118,945	121,430
Fixed Expenses	797,964	681,501	665,506	676,691	690,234	700,130
<b>TOTAL EXPENDITURES</b>	<b>6,929,850</b>	<b>7,432,518</b>	<b>7,621,980</b>	<b>7,887,820</b>	<b>8,105,802</b>	<b>8,336,596</b>
Permits, Plan Reviews & Inspect.Fees	65,000	75,000	75,000	75,000	75,000	75,000
Bundle Billing	10,000	30,000	30,000	30,000	30,000	30,000
Transportation Fees	8,000	-	-	-	-	-
Volunteer Housing	1,600	1,600	1,648	1,697	1,748	1,801
SPS Reimbursements	15,000	6,000	6,180	6,365	6,556	6,753
RWA Pilot Direct Payment	54,234	56,000	56,000	56,000	56,000	56,000
Insurance Reimbursement	7,000	7,210	7,210	7,210	7,210	7,210
Yale Voluntary Contribution	100,000	100,000	100,000	100,000	100,000	100,000
<b>OPERATIONAL REVENUE</b>	<b>260,834</b>	<b>275,810</b>	<b>276,038</b>	<b>276,273</b>	<b>276,515</b>	<b>276,764</b>
State Miscellaneous Grants	-	-	-	-	-	-
Muni Transitional Grant	120,170	-	-	-	-	-
Federal and State Grants	120,170	-	-	-	-	-
PP, MV & Non-Current Taxes	100,000	120,000	120,000	120,000	120,000	120,000
Fund Balance Adjustment	441,582	-	-	-	-	-
Target Fund Balance as % of expenditures						
Amount to be Raised by Current Taxes	6,890,428	7,036,708	7,225,942	7,491,547	7,709,287	7,939,832
<b>TOTAL REVENUES</b>	<b>7,371,432</b>	<b>7,432,518</b>	<b>7,621,980</b>	<b>7,887,820</b>	<b>8,105,802</b>	<b>8,336,596</b>
<b>Current Tax Calculation</b>						
Net GL - Motor Vehicle	51,934,800	53,128,800	53,128,800	53,128,800	53,128,800	53,128,800
Net GL - Real Estate/Personal Property	469,767,658	479,582,523	479,822,314	489,663,470	489,903,501	490,143,652
<b>NET GRAND LIST</b>	<b>521,702,458</b>	<b>532,711,323</b>	<b>532,951,114</b>	<b>542,792,270</b>	<b>543,032,301</b>	<b>543,272,452</b>
GENERAL FUND MILL RATE - MV	8.00	8.00	8.00	8.00	8.00	8.00
GENERAL FUND MILL RATE - R/E, PP	14.02	14.02	14.42	14.68	15.12	15.60
GROSS TAX LEVY - MV	415,478	425,030	425,030	425,030	425,030	425,030
GROSS TAX LEVY - R/E, PP	6,586,989	6,726,095	6,918,407	7,188,331	7,409,611	7,643,905
<b>GROSS TAX LEVY</b>	<b>7,002,468</b>	<b>7,151,126</b>	<b>7,343,437</b>	<b>7,613,361</b>	<b>7,834,642</b>	<b>8,068,935</b>
Gross Tax Levy	7,002,468	7,151,126	7,343,437	7,613,361	7,834,642	8,068,935
Collection Rate	98.40%	98.40%	98.40%	98.40%	98.40%	98.40%
<b>TOTAL CURRENT TAX</b>	<b>6,890,428</b>	<b>7,036,708</b>	<b>7,225,942</b>	<b>7,491,547</b>	<b>7,709,287</b>	<b>7,939,832</b>
<b>CAPITAL &amp; NON-RECURRING</b>						
Motor Vehicle	51,934,800	53,128,800	53,128,800	53,128,800	53,128,800	53,128,800
Real Estate/Personal Property	469,767,658	479,582,523	479,822,314	489,663,470	489,903,501	490,143,652
<b>NET GRAND LIST</b>	<b>521,702,458</b>	<b>532,711,323</b>	<b>532,951,114</b>	<b>542,792,270</b>	<b>543,032,301</b>	<b>543,272,452</b>
Capital & Non-Recurring Mill Rate	0.00	0.00	0.00	0.00	0.00	0.00
Capital & Non-Recurring Total	-	-	-	-	-	-
<b>MILL RATE CALCULATION</b>						
General Fund Mill Rate - MV	8.00	8.00	8.00	8.00	8.00	8.00
General Fund Mill Rate - R/E, PP	14.02	14.02	14.42	14.68	15.12	15.60
Capital & Non-Recurring Mill Rate	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Mill Rate - MV</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>Total Mill Rate - R/E, PP</b>	<b>14.02</b>	<b>14.02</b>	<b>14.42</b>	<b>14.68</b>	<b>15.12</b>	<b>15.60</b>
Tax Revenue Generated per 1 Mill	513,355	524,188	524,424	534,108	534,344	534,580

**EXPENDITURE DETAIL - ALLINGTOWN FIRE DEPARTMENT**

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
	DESCRIPTION	BUDGET	PROPOSED	FORECAST	FORECAST	FORECAST	FORECAST
<b>PERSONNEL EXPENSES</b>							
51000	MANAGEMENT SALARIES	259,538	209,538	265,593	265,593	268,248	268,248
51000	FIREFIGHTERS SALARIES	1,344,973	1,344,973	1,377,428	1,412,082	1,430,210	1,447,244
51000	HOLIDAY PAY	122,659	122,659	122,659	123,886	125,124	125,124
51000	SHIFT COVERAGE (VAC/SICK/INJURY)	450,000	450,000	450,000	454,500	459,045	459,045
51000	SPS JOBS	15,000	6,000	6,000	6,060	6,121	6,121
51000	EMPLOYEE TERMINATION PAY (SICK DAY PAY)	160,000	4,000	54,000	54,000	40,000	40,000
52780	UNIFORMS	16,000	16,000	16,324	16,654	16,992	17,347
54120	LIFE INSURANCE	14,000	14,000	14,284	14,572	14,868	15,179
54140	PENSION PLAN (DISTRICT'S SHARE)	150,773	169,331	176,217	182,507	186,371	190,317
54140	PENSION PLAN (RETIREES BENEFIT)	1,871,443	2,081,669	2,145,783	2,212,493	2,248,629	2,285,355
54180	HEART & HYPERTENSION	70,000	70,000	71,418	72,862	74,340	75,894
54190	WORKMAN'S COMP. INSURANCE	150,000	150,000	150,000	150,000	150,000	150,000
54770	MEDICAL PLAN (BC/BS, DENTAL)	1,040,000	1,608,250	1,730,477	1,861,993	2,003,504	2,155,770
54770	SUPPLEMENTAL INSURANCE (CARVE OUT PLAN)	100,000	-	-	-	-	-
56180	PARAMEDIC - EMT CERTIFICATION	105,000	105,000	105,000	105,000	105,000	105,000
	SELF-FUNDED CLAIM MARGIN (3%)	-	44,840	51,914	55,860	60,105	64,673
51	401(k) CONTRIBUTIONS	-	75,000	17,000	17,000	17,170	17,342
	<b>PERSONNEL EXPENSES</b>	<b>5,869,386</b>	<b>6,471,260</b>	<b>6,754,097</b>	<b>7,005,063</b>	<b>7,205,728</b>	<b>7,422,659</b>
<b>MAINTENANCE &amp; EQUIPMENT</b>							
52150	CAPITAL IMPROVEMENT FUND	10,000	20,000	20,000	20,000	20,000	20,000
52530	BUILDING MAINTENANCE	10,000	10,205	10,411	10,622	10,837	11,064
52580	EQUIPMENT PURCHASE/MAINTENANCE	27,000	27,552	28,110	28,679	29,261	29,872
53250	GEAR AND BATTERY REPLACEMENT	7,000	8,000	8,162	8,327	8,496	8,674
53250	LIFE PAK 15/LUCAS TOOL	5,000	5,000	5,101	5,204	5,310	5,421
55630	RADIO	4,000	4,000	4,081	4,164	4,248	4,337
56990	HYDRANTS	12,000	12,000	12,243	12,491	12,744	13,010
55220	NEW TRUCK 1	81,000	81,000	-	-	-	-
	<b>MAINTENANCE &amp; EQUIPMENT</b>	<b>156,000</b>	<b>167,757</b>	<b>88,109</b>	<b>89,486</b>	<b>90,896</b>	<b>92,378</b>
<b>ADMINISTRATION</b>							
52330	TRAINING EXPENSES	25,000	25,000	25,506	26,022	26,550	27,105
52360	CHIEF OFFICERS EXPENSE	1,000	1,000	1,020	1,041	1,062	1,084
52360	FIRE MARSHAL OFFICE	8,000	8,000	8,162	8,327	8,496	8,674
52420	AUDITOR	7,500	8,000	8,162	8,327	8,496	8,674
52420	ACTUARIAL	3,000	3,000	3,061	3,123	3,186	3,253
52420	OPM MEDICAL AUDIT	1,000	1,000	1,020	1,041	1,062	1,084
52420	ATTORNEY LITIGATION	1,000	1,000	1,020	1,041	1,062	1,084
54130	SOCIAL SECURITY & MEDICARE	60,000	65,000	66,316	67,658	69,030	70,473
	<b>ADMINISTRATION</b>	<b>106,500</b>	<b>112,000</b>	<b>114,268</b>	<b>116,580</b>	<b>118,945</b>	<b>121,430</b>
<b>FIXED EXPENSES</b>							
52100	HEATING (S.C.G.C.)	11,000	11,000	11,223	11,450	11,682	11,926
52110	U.I.	19,000	19,000	19,385	19,777	20,178	20,600
52130	RWA (FIRE FLOWS)	171,000	180,000	178,031	181,633	185,317	189,190
52130	RWA (DOMESTIC)	1,400	1,400	1,428	1,457	1,487	1,518
52150	TELEPHONE	13,000	13,000	13,263	13,532	13,806	14,095
52150	EMER. REPORTING SYSTEM	268,742	274,239	281,116	284,525	290,112	291,647
52820	MEDICAL TESTING	12,000	14,169	14,456	14,748	15,048	15,362
53110	OFFICE SUPPLIES	6,000	4,000	4,081	4,164	4,248	4,337
53210	GASOLINE & DIESEL	18,000	18,000	18,365	18,736	19,116	19,516
53440	MEDICAL EQUIPMENT	18,000	20,000	20,405	20,818	21,240	21,684
54032	LIABILITY INSURANCE	41,522	43,183	44,058	44,949	45,861	46,819
55160	COMPUTERS	10,300	10,511	10,724	10,940	11,162	11,396
56010	CONTIGENCY	50,000	40,000	40,810	41,636	42,480	43,368
56999	DEFICIT REDUCTION	150,000	25,000	-	-	-	-
55160	FIREHOUSE SOFTWARE	8,000	8,000	8,162	8,327	8,496	8,674
	<b>FIXED EXPENSES</b>	<b>797,964</b>	<b>681,501</b>	<b>665,506</b>	<b>676,691</b>	<b>690,234</b>	<b>700,130</b>
	<b>Total Expenditures</b>	<b>6,929,850</b>	<b>7,432,518</b>	<b>7,621,980</b>	<b>7,887,820</b>	<b>8,105,802</b>	<b>8,336,596</b>
	<b>Original Model</b>	<b>6,929,850</b>	<b>7,521,220</b>	<b>7,721,696</b>	<b>7,925,897</b>	<b>8,133,594</b>	

## SEWER RATE CALCULATION

	FY2019 BUDGET	FY2020 PROPOSED	FY2021 FORECAST	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST
Total Expenditures	11,797,193	11,797,931	11,910,437	11,936,649	12,065,534	12,205,860
Clean Water Fund Grants	-	-	-	-	-	-
Sewer Use Fees - Prior Years	50,000	30,000	30,900	31,827	32,782	33,765
Sewer Interest & Liens-Current	30,000	20,000	20,600	21,218	21,855	22,510
Sewer Interest & Liens - Py	18,000	15,000	15,450	15,914	16,391	16,883
Orange Share Service Charge	375,000	380,000	391,400	403,142	415,236	427,693
Orange Share CWF Debt	156,425	156,425	161,118	165,951	170,930	176,058
Nitrogen Credit	70,000	70,000	72,100	74,263	76,491	78,786
Miscellaneous	-	-	-	-	-	-
Total Non-Tax Revenues	699,425	671,425	691,568	712,315	733,684	755,695
Fund Balance Adjustment	-	-	-	-	-	-
Amount to be Raised by Current Taxes	11,097,768	11,126,506	11,218,869	11,224,334	11,331,850	11,450,165
Reserve for Uncollected	186,989	166,898	168,283	168,365	169,978	171,752
Gross Sewer Use Levy	11,284,757	11,293,404	11,387,152	11,392,699	11,501,828	11,621,917
Estimated # Of Units	26,500	26,500	26,500	26,500	26,500	26,500
Sewer Use Rate	\$426	\$426	\$430	\$430	\$434	\$439
Sewer Use Rate (Original Model)	\$426	\$421	\$425	\$425	\$429	

SEWER FUND EXPENDITURE DETAIL							
		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
	DESCRIPTION	BUDGET	PROPOSED	FORECAST	FORECAST	FORECAST	FORECAST
51000	REGULAR WAGES	116,233	116,233	116,233	117,395	118,569	118,569
51050	SECRETARY/CLERK	1,500	1,500	1,500	1,515	1,530	1,530
52360	BUSINESS EXPENSE	12,000	12,000	12,243	12,491	12,744	13,010
52420	FINANCIAL SERVICES	55,166	55,166	56,283	57,422	58,587	59,811
52440	ENGINEERING SERVICES	400,000	400,000	408,101	416,356	424,802	433,679
52580	EQUIPMENT MAINTENANCE/REPAIR	220,000	220,000	224,455	228,996	233,641	238,524
52750	FEES AND CHARGES	7,000	7,000	7,142	7,286	7,434	7,589
53200	HEATING OIL	-	-	-	-	-	-
54100	FRINGE BENEFITS	15,318	15,318	15,628	15,944	16,268	16,608
54640	CWF - DEBT SERV. - GF	716,701	658,875	361,128	204,680	101,954	-
55710	CAPITAL IMPROV.-SEWER PLANT	400,000	400,000	408,101	416,356	424,802	433,679
55720	CAPITAL IMP - COLLECTION SYSTM	500,000	500,000	510,126	520,445	531,003	542,099
55740	CHEMICAL FEED (ORPS)	40,000	40,000	40,810	41,636	42,480	43,368
55747	NITROGEN CHEMICAL	120,000	120,000	122,430	124,907	127,441	130,104
55749	CLEAN WATER (NEW)	1,797,987	1,797,987	1,952,987	1,952,987	1,952,987	1,952,987
	CLEAN WATER FUND NEW ISSUES	-	-	242,525	257,429	311,768	377,576
56010	UNALLOCATED CONTINGENCY	450,000	400,000	468,504	477,981	487,677	497,868
56990	ODER CONTROL DEBT SERV. - GF	525,000	500,000	402,515	394,105	372,050	359,425
		<b>5,376,905</b>	<b>5,244,079</b>	<b>5,350,711</b>	<b>5,247,932</b>	<b>5,225,739</b>	<b>5,226,426</b>
51000	REGULAR WAGES	1,767,135	1,802,478	1,802,478	1,820,503	1,838,708	1,838,708
51500	OVERTIME	486,153	490,000	365,000	350,000	350,000	350,000
52100	GAS HEATING	65,000	66,000	67,337	68,699	70,092	71,557
52105	GASES (PROPANE, ETC)	10,000	10,000	10,203	10,409	10,620	10,842
52110	ELECTRICITY	1,200,000	1,200,000	1,224,303	1,249,069	1,274,407	1,301,037
52130	WATER	180,000	190,000	193,848	197,769	201,781	205,998
52150	TELEPHONE EXPENSE	12,000	12,000	12,243	12,491	12,744	13,010
52510	MAINTENANCE SERVICE AGREEMENT	80,000	80,000	81,620	83,271	84,960	86,736
52540	MOTOR VEHICLE MAINT/REPAIR	35,000	40,000	40,810	41,636	42,480	43,368
52650	OTHER RENTAL	5,000	5,000	5,101	5,204	5,310	5,421
52770	OTHER CONTRACTUAL SERVICES	200,000	200,000	204,050	208,178	212,401	216,840
52910	TRASH PICKUP	15,000	15,000	15,304	15,613	15,930	16,263
53000	SUPPLIES & MATERIALS	200,000	200,000	204,050	208,178	212,401	216,840
53200	HEATING OIL	600,000	650,000	663,164	676,579	690,304	704,729
53210	AUTOMOTIVE FUEL & FLUIDS	25,000	25,000	25,506	26,022	26,550	27,105
53250	TOOLS & MISCELLANEOUS EQUIPMNT	50,000	50,000	51,013	52,045	53,100	54,210
53430	JANITORIAL SUPPLIES	15,000	16,000	16,324	16,654	16,992	17,347
53435	CHEMICALS	135,000	140,000	142,835	145,725	148,681	151,788
53445	SAFETY SUPPLIES	10,000	10,000	10,203	10,409	10,620	10,842
53450	LABORATORY SUPPLIES	60,000	66,000	67,337	68,699	70,092	71,557
53460	CLOTHING & UNIFORMS	35,000	36,000	36,729	37,472	38,232	39,031
54100	FRINGE BENEFITS	650,000	650,000	699,400	752,554	809,749	871,289
54130	FICA-CITY'S SHARE	160,000	175,374	166,279	166,583	167,993	167,993
54232	LAP CLAIMS-SEWER	200,000	200,000	204,050	208,178	212,401	216,840
54735	SEWER CLAIMS-WORKERS COMP	50,000	50,000	51,013	52,045	53,100	54,210
56215	OUTSIDE SERVICES	175,000	175,000	178,544	182,156	185,851	189,735
	SELF-FUNDED CLAIM MARGIN (3%)			20,982	22,577	24,292	26,139
		<b>6,420,288</b>	<b>6,553,852</b>	<b>6,559,725</b>	<b>6,688,717</b>	<b>6,839,795</b>	<b>6,979,433</b>
	<b>Total Expenditures</b>	<b>11,797,193</b>	<b>11,797,931</b>	<b>11,910,437</b>	<b>11,936,649</b>	<b>12,065,534</b>	<b>12,205,860</b>
	<b>Original Model</b>	<b>11,698,467</b>	<b>11,714,676</b>	<b>11,828,560</b>	<b>11,859,374</b>	<b>11,975,712</b>	
			83,256	81,876	77,275	89,822	

## **DRAFT**

### **List of Conditions for West Haven FY 2020 Municipal Restructuring Funds**

#### **Background**

- The MARB approved a City Budget for FY20 that includes up to \$4,115,542 in Municipal Restructuring Funds at its May 30, 2019 Special Meeting
- The West Haven City Council approved an updated 5-Year Plan for FY20-FY24 at a meeting in January 2020. MARB approval of the updated 5-Year Plan is pending.
- A Memorandum of Agreement will establish the schedule and conditions for payments of Municipal Restructuring Funds

#### **Potential Conditions for FY 2020 Restructuring Funds**

1. The City and Board of Education will develop a detailed corrective action plan for findings in the FY 2019 audit and submit to OPM for approval.
2. The City will submit to the MARB an updated 5-Year Plan for the years FY21-FY25 with its proposed FY21 budget.
3. The City and Board of Education will submit to OPM a detailed action plan for addressing deficiencies identified in the Human Resources consultant report.
4. The City will complete the User Fee Evaluation by July 2020 and submit a timeline for City Council approval for those requiring such approval
5. The City will submit its FY2020/21 budget, along with an updated Five Year Recovery Plan to reflect any relevant changes, for consideration by the MARB, by March 20, 2020.
6. The City will develop a detailed plan for prioritizing and implementing the recommendations of the October 2018 Blum Shapiro report regarding the City's use of the MUNIS financial system.
7. The City will engage a qualified firm to provide an information technology (IT) risk assessment with recommendations for remediating identified deficiencies.

#### **Restructuring Funds**

- Up to \$4.115 million will be transferred to the City by June 30, 2020, provided that:
  - The City directs one hundred thousand dollars (\$100,000) from its FY 2020 budget to the State to be held in a special account reserved solely for MARB expenses for the City.
  - The City has successfully met all aforementioned conditions

# City of West Haven

FY2020 6Mos Monthly Financial Report to  
the Municipal Accountability Review Board



**February 13, 2020**



**Interoffice Memorandum-Office of Mayor Nancy Rossi**

To: Municipal Accountability Review Board

From: Frank M. Cieplinski

Date: 2/7/2020

Subject: City of West Haven Monthly Financial Report YTD December FY20

I) West Haven General Fund

**A. Revenues**

YTD operational revenues of \$82.346M are \$4M higher than the same period last year driven by higher tax collections and are directionally in line as a percent of the total year when compared to prior years.

Property taxes comprised 74.2% of total operating revenues compared to 71.4% in FY19 and 73.8% in FY18. These revenues continue to grow as a percentage of the total as funds from State programs continue to decrease. Year-end revenue projections have been pressure tested using historical timing and continue to support the overall budget amount, however as the year progresses and the sale of the schools are finalized those revenues will be added to the projection.

**GENERAL FUND : Revenue Comparisons FY17-FY20**

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Property Taxes	58.083	61.98%	59.294	62.39%	56.011	57.86%	61.142	61.62%
Licenses & Permits	0.587	44.62%	0.678	34.05%	1.003	51.12%	0.723	40.36%
Fines And Penalties	0.082	39.15%	0.129	40.52%	0.151	52.78%	0.139	69.15%
Revenue From Use Of Money	0.015	62.32%	0.037	17.90%	0.124	30.76%	0.229	225.71%
Fed/State Grants - Non MARB	18.924	34.50%	17.718	33.47%	18.415	34.59%	17.738	33.37%
Charges For Services	0.519	47.00%	0.445	38.88%	0.533	44.22%	0.500	43.75%
Other Revenues	0.852	42.11%	0.894	46.59%	1.182	55.63%	0.766	42.75%
Other Financing Sources	1.381	76.86%	1.171	87.19%	1.064	87.40%	1.110	78.76%
	<b>80.441</b>	<b>51.89%</b>	<b>80.367</b>	<b>51.89%</b>	<b>78.483</b>	<b>49.91%</b>	<b>82.346</b>	<b>51.85%</b>

\*Note : Does not reflect any MARB restructuring funds.

## B. Expenditures

YTD city expenses of \$36.312M are higher than the same period last year but is consistent with prior years when looking at % spend of the full year.

Payroll and other personnel costs are slightly higher than the previous year as driven by Public Works overtime in earlier months. Pension costs are higher than previous years due to contribution timing (in prior years cash constraints meant delaying the contribution to February).

Board of Education expenses are higher than prior year due to a pay cycle falling on a holiday (New Year's Day), resulting in 3 pay periods in December. In FY19 there were only 2 pay periods, this should correct itself in the January financial report.

### GENERAL FUND : Cost Comparisons FY17-FY20

\$ Millions Expense Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Payroll and Personnel	13.133	51.90%	13.615	52.73%	12.108	49.90%	12.423	48.82%
Debt Service	9.440	56.42%	9.354	54.66%	11.195	59.15%	10.917	57.84%
Health Ins. & Pension	5.870	45.06%	6.459	45.48%	6.758	49.66%	7.106	44.52%
Other Fixed Charges	1.890	53.22%	1.671	50.70%	1.541	54.07%	1.717	54.40%
Solid Waste & Recycling	1.323	43.40%	1.416	47.40%	1.577	49.57%	1.546	48.37%
Other Contractual Svcs	1.371	47.13%	1.376	48.08%	1.191	38.93%	1.340	43.80%
Electricity/Gas	0.675	38.57%	0.722	46.51%	0.721	41.30%	0.524	37.45%
Supplies & Materials	0.253	39.71%	0.252	44.85%	0.210	36.51%	0.246	38.55%
Capital Outlay	0.031	46.44%	0.035	44.45%	0.015	29.09%	0.031	31.65%
Other/Contingency	0.112	47.84%	0.482	82.43%	0.131	21.11%	0.195	88.34%
Fuel	0.126	38.04%	0.136	38.96%	0.132	38.58%	0.090	20.11%
Telephone	0.130	28.19%	0.103	13.99%	0.098	16.58%	0.178	38.31%
<b>Total City Expend.</b>	<b>34.354</b>	<b>50.48%</b>	<b>35.621</b>	<b>50.78%</b>	<b>35.677</b>	<b>51.10%</b>	<b>36.312</b>	<b>49.77%</b>
Salaries	21.166	40.94%	19.324	37.34%	19.407	37.62%	21.825	41.67%
Tuition	4.036	50.79%	4.722	55.93%	3.575	38.47%	3.965	49.94%
Student Transportation	1.772	33.71%	2.413	41.67%	2.100	35.51%	1.974	39.44%
Operation of Plant	2.547	74.47%	1.994	51.71%	2.566	69.96%	1.856	48.23%
Health Insurance	7.366	55.02%	8.009	59.82%	7.423	57.17%	6.974	49.44%
Other Fixed Costs	1.625	50.75%	1.664	48.52%	1.882	50.73%	1.675	40.74%
Purchased Services	0.597	39.72%	0.619	40.06%	0.646	43.71%	0.502	43.19%
Instruction	1.419	88.18%	1.122	80.79%	0.961	73.49%	1.150	81.00%
<b>Total Board of Ed.</b>	<b>40.528</b>	<b>46.04%</b>	<b>39.866</b>	<b>44.50%</b>	<b>38.558</b>	<b>42.87%</b>	<b>39.919</b>	<b>44.37%</b>

## C. Summary

The City does not expect to change it's year end projections in the near future as it is too early in the year. Continued scrutiny and reviews are expected to identify any upside or downside impacts much earlier than in prior years.

**CITY OF WEST HAVEN**  
**Summary of Revenues and Expenditures**  
**December 2019**

Variances favorable/(unfavorable)

	ACTUAL						FORECAST			
	FY20	Budget	Dec YTD	FY19	Dec YTD	Dec YTD % Budget	FY19 YTD % Actual	Projected	Dec YTD	Δ to Budget
			Actual	Projected	FY19			FY20	% Fcst	
<b>REVENUE</b>										
41 Property Taxes	99,215,707	61,141,530	96,894,415	56,011,305	61.6%	57.8%	99,024,600	61.7%	(191,107)	
41 Property Taxes (Lien Sale)	-	-	-	-			-		-	
42 Licenses & Permits	1,791,424	723,007	1,961,408	1,002,744	40.4%	51.1%	1,663,471	43.5%	(127,953)	
43 Fines And Penalties	200,750	138,811	286,947	151,452	69.1%	52.8%	293,946	47.2%	93,196	
44 Revenue From Use Of Money	101,250	228,529	403,514	124,109	225.7%	30.8%	226,953	100.7%	125,703	
45 Fed/State Grants - Non MARB	53,151,809	17,738,241	53,241,754	18,414,686	33.4%	34.6%	53,151,809	33.4%	-	
46 Charges For Services	1,143,674	500,325	1,205,512	533,020	43.7%	44.2%	1,266,964	39.5%	123,290	
47 Other Revenues	1,791,804	766,025	2,118,500	1,182,481	42.8%	55.8%	1,768,675	43.3%	(23,129)	
48 Other Financing Sources	1,408,875	1,109,575	1,525,141	1,063,700	78.8%	69.7%	1,408,875	78.8%	-	
Total Operational Revenues	158,805,293	82,346,043	157,637,192	78,483,498	51.9%	49.8%	158,805,293	51.9%	0	
48 Bond Proceeds	-	-	-	-			-		-	
45 Fed/State Grants - MARB	4,115,542	-	4,000,000	-	0.0%	0.0%	4,115,542	0.0%	-	
<b>Total Revenue</b>	<b>162,920,835</b>	<b>82,346,043</b>	<b>161,637,192</b>	<b>78,483,498</b>	<b>50.5%</b>	<b>48.6%</b>	<b>162,920,835</b>	<b>50.5%</b>	<b>0</b>	
<b>EXPENDITURES</b>										
Central Government	2,816,971	1,173,173	2,564,316	1,181,382	41.6%	46.1%	2,816,971	41.6%	-	
Finance	2,769,795	1,368,791	2,697,794	1,153,906	49.4%	42.8%	2,769,795	49.4%	-	
Public Service	15,695,570	7,500,997	15,097,032	7,455,875	47.8%	49.4%	15,695,570	47.8%	-	
Public Works	10,765,156	4,590,838	10,073,486	4,535,025	42.6%	45.0%	10,765,156	42.6%	-	
Health & Human Services	1,943,995	861,516	1,935,228	948,144	44.3%	49.0%	1,943,995	44.3%	-	
City Insurance	800,977	572,003	906,371	464,181	71.4%	51.2%	800,977	71.4%	-	
Employee Benefits	17,999,404	8,268,422	15,238,746	7,817,743	45.9%	51.3%	17,999,404	45.9%	-	
Debt Service	18,873,827	10,916,913	18,926,611	11,194,982	57.8%	59.1%	18,873,827	57.8%	-	
Library / Other	1,463,179	887,250	1,588,179	802,679	60.6%	50.5%	1,463,179	60.6%	-	
Contingency Services	225,000	18,387	250,000	-	8.2%	0.0%	225,000	8.2%	-	
Other Contingency	(393,460)	154,006	209,393	123,257	-39.1%	58.9%	(393,460)	-39.1%	-	
Deficit Reduction	-	-	-	-			-		-	
Total City Departments	72,960,414	36,312,295	69,487,155	35,677,174	49.8%	51.3%	72,960,414	49.8%	-	
Board of Education	89,960,421	39,919,282	89,941,197	38,558,288	44.4%	42.9%	89,960,421	44.4%	-	
<b>Total Expenditures</b>	<b>162,920,835</b>	<b>76,231,576</b>	<b>159,428,352</b>	<b>74,235,463</b>	<b>46.8%</b>	<b>46.6%</b>	<b>162,920,835</b>	<b>46.8%</b>	<b>-</b>	
<b>Surplus / (Deficit)</b>	<b>-</b>	<b>6,114,467</b>	<b>2,208,840</b>	<b>4,248,035</b>		<b>192.3%</b>	<b>0</b>	<b>1.739E+09</b>	<b>0.00351575</b>	

**CITY OF WEST HAVEN  
REVENUE DETAIL REPORT  
December 2019**

Variances favorable/(unfavorable)

Account Description	ACTUAL					FORECAST		
	FY20	Dec YTD	Dec YTD	Dec YTD %	FY19 YTD %	Projected	Dec YTD %	
	Budget	Actual	FY19	Budget	Actual	FY20	Fcst	Δ to Budget
Tax Levy - Current Year	96,375,557	60,275,551	55,306,856	62.5%	58.8%	96,263,880	62.6%	(111,677)
Motor Vehicle Supplement	1,236,000	412,903	212,188	33.4%	14.8%	1,430,246	28.9%	194,246
Tax Levy - Prior Years	412,000	26,485	171,157	6.4%	41.3%	86,404	30.7%	(325,596)
Tax Levy - Suspense	100,000	90,908	57,070	90.9%	44.4%	229,076	39.7%	129,076
Tax Interest - Current Year	463,500	167,503	123,400	36.1%	24.7%	532,834	31.4%	69,334
Tax Interest - Prior Years	220,500	67,995	78,499	30.8%	30.9%	227,334	29.9%	6,834
Tax Interest - Suspense	108,150	100,186	62,136	92.6%	45.0%	254,827	39.3%	146,677
Tax Lien Sale	-	-	-	n/a	n/a	-	n/a	-
Non Current Per. Prop. Tax	300,000	-	-	0.0%	n/a	-	n/a	(300,000)
<b>41 Property Taxes</b>	<b>99,215,707</b>	<b>61,141,530</b>	<b>56,011,305</b>	<b>61.6%</b>	<b>57.8%</b>	<b>99,024,600</b>	<b>61.7%</b>	<b>(191,107)</b>
Building Permits	1,200,000	443,741	713,106	37.0%	52.1%	1,011,723	43.9%	(188,272)
Electrical Permits	160,000	84,890	130,563	53.1%	64.0%	136,828	62.0%	(23,177)
Zoning Permits	95,000	56,970	49,542	60.0%	33.5%	129,684	43.9%	34,684
Health Licenses	82,400	43,515	38,572	52.8%	40.4%	152,360	28.6%	69,960
Plumbing & Heating Permits	200,000	56,240	35,202	28.1%	44.1%	135,960	41.4%	(64,040)
Police & Protection Licenses	20,600	20,260	17,550	98.3%	68.9%	58,620	34.6%	38,020
Animal Licenses	13,390	2,829	4,885	21.1%	30.7%	9,561	29.6%	(3,829)
Excavation Permits	7,210	8,095	5,710	112.3%	55.1%	15,354	52.7%	8,144
City Clerk Fees	7,313	2,989	2,678	40.9%	45.7%	6,598	45.3%	(715)
Dog Pound Releases	2,060	(10)	1,872	-0.5%	92.1%	41	-24.6%	(2,019)
Marriage Licenses	3,090	2,688	2,258	87.0%	45.5%	5,098	52.7%	2,008
Sporting Licenses	206	98	66	47.6%	24.4%	49	199.7%	(157)
Alcoholic Beverage License	155	702	740	452.9%	48.7%	1,595	44.0%	1,440
<b>42 Licenses &amp; Permits</b>	<b>1,791,424</b>	<b>723,007</b>	<b>1,002,744</b>	<b>40.4%</b>	<b>51.1%</b>	<b>1,663,471</b>	<b>43.5%</b>	<b>(127,953)</b>
Bldg Code Violations	-	3,001	13,090	n/a	50.9%	10,763	27.9%	10,763
Fines And Penalties	25,750	7,577	8,986	29.4%	23.6%	53,587	14.1%	27,837
Parking Tags	175,000	128,233	129,376	73.3%	58.0%	229,596	55.9%	54,596
<b>43 Fines And Penalties</b>	<b>200,750</b>	<b>138,811</b>	<b>151,452</b>	<b>69.1%</b>	<b>52.8%</b>	<b>293,946</b>	<b>47.2%</b>	<b>93,196</b>
Investment Income	70,000	206,239	111,359	294.6%	29.2%	200,269	103.0%	130,269
Rent from City Facilities	31,250	22,290	12,750	71.3%	58.3%	26,684	83.5%	(4,566)
<b>44 Revenue From Use Of Money</b>	<b>101,250</b>	<b>228,529</b>	<b>124,109</b>	<b>225.7%</b>	<b>30.8%</b>	<b>226,953</b>	<b>100.7%</b>	<b>125,703</b>
Educational Cost Sharing	45,140,487	11,350,899	11,748,252	25.1%	26.0%	45,140,487	25.1%	-
Federal Miscellaneous Grants	-	-	-	n/a	n/a	-	n/a	-
Health Services	60,000	-	-	0.0%	0.0%	60,000	0.0%	-
Pilot-Colleges & Hospitals	5,527,988	5,527,988	5,527,988	100.0%	100.0%	5,527,988	100.0%	-
Muni Revenue Sharing	147,516	-	-	0.0%	0.0%	147,516	0.0%	-
Prop Tax Relief - Elderly & Disabl	-	2,000	4,000	n/a	100.0%	-	n/a	-
Prop Tax Relief - Total Disab	5,370	4,608	5,111	85.8%	100.0%	5,370	85.8%	-
Prop Tax Relief - Veterans	118,373	130,803	130,003	110.5%	100.0%	118,373	110.5%	-
Pilot-State Owned Property	181,198	181,198	181,198	100.0%	100.0%	181,198	100.0%	-
Mashentucket Pequot Grant	807,097	269,032	269,032	33.3%	33.3%	807,097	33.3%	-
Town Aid Road	616,005	-	308,002	0.0%	50.0%	616,005	0.0%	-
Fed/State Miscellaneous Grants	122,000	120,682	90,401	98.9%	73.8%	122,000	98.9%	-
Telephone Access Grant	120,555	-	-	0.0%	0.0%	120,555	0.0%	-
SCCRWA-Pilot Grant	305,220	151,031	150,698	49.5%	50.0%	305,220	49.5%	-
<b>45 Fed/State Grants</b>	<b>53,151,809</b>	<b>17,738,241</b>	<b>18,414,686</b>	<b>33.4%</b>	<b>34.6%</b>	<b>53,151,809</b>	<b>33.4%</b>	<b>-</b>
Record Legal Instrument Fees	656,250	367,809	392,534	56.0%	53.6%	728,172	50.5%	71,922
Miscellaneous - Parks & Recreation	340,000	102,428	97,675	30.1%	27.8%	376,614	27.2%	36,614
Miscellaneous - General Gov't	92,700	14,407	37,378	15.5%	64.5%	45,939	31.4%	(46,761)
Miscellaneous - Public Works	37,059	635	749	1.7%	1.9%	71,243	0.9%	34,184
Police Charges	15,450	14,073	4,340	91.1%	42.6%	42,936	32.8%	27,486
All Other Public Works	2,060	974	320	47.3%	2.2%	2,060	47.3%	-
Health Fees	-	-	25	n/a	100.0%	-	n/a	-
Sundry - Other	155	-	-	0.0%	n/a	-	n/a	(155)
<b>46 Charges For Services</b>	<b>1,143,674</b>	<b>500,325</b>	<b>533,020</b>	<b>43.7%</b>	<b>44.2%</b>	<b>1,266,964</b>	<b>39.5%</b>	<b>123,290</b>
Fire Dept Share of ERS	857,822	111,964	275,668	13.1%	36.2%	857,822	13.1%	-
Yale Contribution	422,651	444,561	437,317	105.2%	100.0%	422,651	105.2%	-
Sale of Property	-	12,000	287,150	n/a	96.1%	-	n/a	-
Miscellaneous Revenue	210,000	16,060	25,703	7.6%	11.3%	115,861	13.9%	(94,139)
Pilot - Housing Authority	145,230	-	-	0.0%	0.0%	145,230	0.0%	-
Parking Meter Revenue	30,000	62,033	51,962	206.8%	63.2%	98,607	62.9%	68,607
Sewer Fee Collection Expenses	51,301	55,166	55,166	107.5%	100.0%	51,301	107.5%	-
Quigley/Yale Parking	41,200	21,801	21,801	52.9%	50.0%	43,603	50.0%	2,403
Insurance Reimbursement	20,600	23,808	17,486	115.6%	39.8%	20,600	115.6%	-
Organic Recycling Compost	13,000	18,630	10,228	143.3%	53.9%	13,000	143.3%	-
<b>47 Other Revenues</b>	<b>1,791,804</b>	<b>766,025</b>	<b>1,182,481</b>	<b>42.8%</b>	<b>55.8%</b>	<b>1,768,675</b>	<b>43.3%</b>	<b>(23,129)</b>
Residual Equity Transfers In	250,000	-	-	0.0%	0.0%	250,000	0.0%	-
Transfer From Sewer Oper Fund	1,158,875	1,109,575	1,063,700	95.7%	87.4%	1,158,875	95.7%	-
<b>48 Other Financing Sources</b>	<b>1,408,875</b>	<b>1,109,575</b>	<b>1,063,700</b>	<b>78.8%</b>	<b>69.7%</b>	<b>1,408,875</b>	<b>78.8%</b>	<b>-</b>
<b>Total Operational Revenue</b>	<b>158,805,293</b>	<b>82,346,043</b>	<b>78,483,498</b>	<b>51.9%</b>	<b>49.8%</b>	<b>158,805,293</b>	<b>51.9%</b>	<b>0</b>
Bond Proceeds	-	-	-	n/a	n/a	-	n/a	-
MARB	4,115,542	-	-	0.0%	0.0%	4,115,542	0.0%	-
<b>Total General Fund Revenues</b>	<b>162,920,835</b>	<b>82,346,043</b>	<b>78,483,498</b>	<b>50.5%</b>	<b>48.6%</b>	<b>162,920,835</b>	<b>50.5%</b>	<b>0</b>

**CITY OF WEST HAVEN**  
**PROPERTY TAX COLLECTIONS REPORT**  
**December 2019**

Month	Tax Levy - Current Year		Tax Levy - Prior Years		Interest		Tax Lien Sale		Total Collections	
	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20
July	36,896,969	41,337,588	32,266	16,296	36,845	56,022	-	-	36,966,079	41,409,906
August	11,343,112	7,817,042	6,353	16,624	79,005	82,152	-	-	11,428,470	7,915,818
September	883,587	904,547	24,425	1,194	72,392	71,617	-	-	980,404	977,358
October	493,826	532,280	59,260	(15,983)	42,923	52,076	-	-	596,009	568,373
November	548,481	875,040	11,266	7,690	33,487	118,831	-	-	593,235	1,001,560
December	5,353,068	9,221,956	37,588	664	56,452	45,895	-	-	5,447,108	9,268,515
January	28,991,624	-	19,029	-	51,888	-	655,808	-	29,718,350	-
February	6,655,587	-	(26,904)	-	122,514	-	-	-	6,751,198	-
March	1,695,458	-	141,603	-	177,402	-	-	-	2,014,463	-
April	991,489	-	56,756	-	150,806	-	-	-	1,199,050	-
May	332,013	-	43,455	-	84,243	-	-	-	459,710	-
June	620,562	-	8,841	-	110,937	-	-	-	740,339	-
Total Collections	94,805,777	60,688,454	413,937	26,485	1,018,894	426,592	655,808	-	96,894,415	61,141,530
<b>Dec YTD</b>	<b>55,519,044</b>	<b>60,688,454</b>	<b>171,157</b>	<b>26,485</b>	<b>321,104</b>	<b>426,592</b>	<b>-</b>	<b>-</b>	<b>56,011,305</b>	<b>61,141,530</b>
<b>Projected</b>	<b>94,805,777</b>	<b>97,694,125</b>	<b>413,937</b>	<b>86,404</b>	<b>1,018,894</b>	<b>1,244,070</b>	<b>655,808</b>	<b>-</b>	<b>96,894,415</b>	<b>99,024,600</b>
<b>% Total</b>	<b>58.56%</b>	<b>62.12%</b>	<b>41.35%</b>	<b>30.65%</b>	<b>31.51%</b>	<b>34.29%</b>	<b>0.00%</b>		<b>57.81%</b>	<b>61.74%</b>
<b>Excl. Lien Sales</b>									<b>58.20%</b>	<b>61.74%</b>

**CITY OF WEST HAVEN**  
**DEPARTMENT EXPENDITURES**  
**December 2019**

Variances favorable/(unfavorable)

Department	ACTUAL					FORECAST		
	FY20 Budget	Dec YTD Actual	Dec YTD FY19	Dec YTD % Budget	FY19 YTD % Actual	FY20 Projected	Dec YTD % Fcst	Δ to Budget
100 City Council	162,672	51,978	39,983	32.0%	45.4%	162,672	32.0%	-
105 Mayor	317,111	182,467	155,521	57.5%	53.0%	317,111	57.5%	-
110 Corporation Counsel	466,368	161,342	179,060	34.6%	41.4%	466,368	34.6%	-
115 Personnel Department	170,585	81,563	80,151	47.8%	48.2%	170,585	47.8%	-
120 Telephone Administration	320,000	107,258	37,517	33.5%	16.8%	320,000	33.5%	-
125 City Clerk	266,278	134,113	140,918	50.4%	45.9%	266,278	50.4%	-
130 Registrar Of Voters	137,002	73,916	103,090	54.0%	71.2%	137,002	54.0%	-
165 Probate Court	8,020	3,157	2,431	39.4%	33.9%	8,020	39.4%	-
190 Planning & Development	968,935	377,380	442,710	38.9%	49.1%	968,935	38.9%	-
<b>Central Government Total</b>	<b>2,816,971</b>	<b>1,173,173</b>	<b>1,181,382</b>	<b>41.6%</b>	<b>46.1%</b>	<b>2,816,971</b>	<b>41.6%</b>	<b>-</b>
200 Treasurer	7,600	3,800	3,800	50.0%	50.0%	7,600	50.0%	-
210 Comptroller	1,134,370	540,415	560,514	47.6%	51.9%	1,134,370	47.6%	-
220 Central Services	750,933	423,000	198,131	56.3%	26.1%	750,933	56.3%	-
230 Assessment	447,888	210,875	206,262	47.1%	46.3%	447,888	47.1%	-
240 Tax Collector	429,004	190,701	185,199	44.5%	45.5%	429,004	44.5%	-
<b>Finance Total</b>	<b>2,769,795</b>	<b>1,368,791</b>	<b>1,153,906</b>	<b>49.4%</b>	<b>42.8%</b>	<b>2,769,795</b>	<b>49.4%</b>	<b>-</b>
300 Emergency Report System C	1,906,271	713,563	755,789	37.4%	42.4%	1,906,271	37.4%	-
310 Police Department	13,491,535	6,668,948	6,563,017	49.4%	50.3%	13,491,535	49.4%	-
320 Animal Control	283,566	112,487	134,069	39.7%	51.1%	283,566	39.7%	-
330 Civil Preparedness	14,198	6,000	3,000	42.3%	33.3%	14,198	42.3%	-
<b>Public Service Total</b>	<b>15,695,570</b>	<b>7,500,997</b>	<b>7,455,875</b>	<b>47.8%</b>	<b>49.4%</b>	<b>15,695,570</b>	<b>47.8%</b>	<b>-</b>
400 Public Works Administration	604,341	160,660	155,207	26.6%	33.3%	604,341	26.6%	-
410 Engineering	339,311	55,536	56,649	16.4%	48.0%	339,311	16.4%	-
440 Central Garage	1,323,141	483,770	449,927	36.6%	42.6%	1,323,141	36.6%	-
450 Solid Waste	3,215,901	1,558,918	1,585,178	48.5%	49.6%	3,215,901	48.5%	-
460 Building & Ground Maintena	1,243,881	494,270	510,783	39.7%	41.1%	1,243,881	39.7%	-
470 Highways & Parks	4,038,581	1,837,684	1,777,282	45.5%	44.5%	4,038,581	45.5%	-
<b>Public Works Total</b>	<b>10,765,156</b>	<b>4,590,838</b>	<b>4,535,025</b>	<b>42.6%</b>	<b>45.0%</b>	<b>10,765,156</b>	<b>42.6%</b>	<b>-</b>
500 Human Resources	279,237	128,324	123,487	46.0%	48.5%	279,237	46.0%	-
510 Elderly Services	441,772	155,540	205,741	35.2%	40.5%	441,772	35.2%	-
520 Parks & Recreation	878,548	431,075	456,073	49.1%	52.4%	878,548	49.1%	-
530 Health Department	344,438	146,577	162,842	42.6%	53.7%	344,438	42.6%	-
<b>Health &amp; Human Services Total</b>	<b>1,943,995</b>	<b>861,516</b>	<b>948,144</b>	<b>44.3%</b>	<b>49.0%</b>	<b>1,943,995</b>	<b>44.3%</b>	<b>-</b>
600 Library	1,421,000	887,250	760,500	62.4%	49.2%	1,421,000	62.4%	-
800 City Insurance	800,977	572,003	464,181	71.4%	51.2%	800,977	71.4%	-
810 Employee Benefits	17,999,404	8,268,422	7,817,743	45.9%	51.3%	17,999,404	45.9%	-
820 Debt Service	18,873,827	10,916,913	11,194,982	57.8%	59.1%	18,873,827	57.8%	-
830 C-Med	42,179	-	42,179	0.0%	100.0%	42,179	0.0%	-
900 Unallocated Expenses	(168,460)	172,393	123,257	-102.3%	26.8%	(168,460)	-102.3%	-
<b>Other Total</b>	<b>38,968,927</b>	<b>20,816,981</b>	<b>20,402,842</b>	<b>53.4%</b>	<b>55.0%</b>	<b>38,968,927</b>	<b>53.4%</b>	<b>-</b>
<b>Total City Departments</b>	<b>72,960,414</b>	<b>36,312,295</b>	<b>35,677,174</b>	<b>49.8%</b>	<b>51.3%</b>	<b>72,960,414</b>	<b>49.8%</b>	<b>-</b>
Board of Education	89,960,421	39,919,282	38,558,288	44.4%	42.9%	89,960,421	44.4%	-
<b>Total General Fund Expenses</b>	<b>162,920,835</b>	<b>76,231,576</b>	<b>74,235,463</b>	<b>46.8%</b>	<b>46.6%</b>	<b>162,920,835</b>	<b>46.8%</b>	<b>0</b>

Note : YTD actuals exclude encumbrances

**CITY OF WEST HAVEN**  
**SUB CATEGORY EXPENDITURE REPORT**  
**December 2019**

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Dec YTD	Dec YTD	Dec YTD	FY19 YTD	FY20	Dec YTD	Δ to Budget
	Budget	Actual	FY19	% Budget	% Actual	Projected	% Fcst	
Regular Wages	20,522,254	9,691,240	9,445,631	47.2%	48.9%	20,522,254	47.2%	-
Part Time	915,626	476,563	483,174	52.0%	58.6%	915,626	52.0%	-
Overtime	1,879,682	1,288,500	1,084,372	68.5%	56.6%	1,879,682	68.5%	-
Longevity	654,950	337,238	398,845	51.5%	54.1%	654,950	51.5%	-
Fringe Reimbursements	1,138,200	492,259	560,427	43.2%	47.5%	1,138,200	43.2%	-
Other Personnel Services	334,871	136,756	135,263	40.8%	64.5%	334,871	40.8%	-
<b>51 Personnel Services</b>	<b>25,445,583</b>	<b>12,422,555</b>	<b>12,107,712</b>	<b>48.8%</b>	<b>50.0%</b>	<b>25,445,583</b>	<b>48.8%</b>	<b>-</b>
Advertising	48,875	21,699	22,397	44.4%	47.2%	48,875	44.4%	-
Building Maintenance	56,350	16,735	30,918	29.7%	49.4%	56,350	29.7%	-
Copier Machine & Rental	49,000	14,884	16,663	30.4%	36.7%	49,000	30.4%	-
Electricity	1,242,000	498,023	477,862	40.1%	48.7%	1,242,000	40.1%	-
Equipment Repair and Maintenance	56,250	36,527	42,706	64.9%	50.7%	56,250	64.9%	-
Financial Services	195,000	148,360	184,997	76.1%	61.5%	195,000	76.1%	-
Legal Services	153,000	12,709	36,527	8.3%	25.5%	153,000	8.3%	-
Maintenance Services	653,097	327,828	145,980	50.2%	22.9%	653,097	50.2%	-
Town Aid Road & Tree Manintenance	484,000	113,186	104,838	23.4%	28.8%	484,000	23.4%	-
Training	36,730	29,547	13,003	80.4%	25.1%	36,730	80.4%	-
Trash Pickup, Tip Fees & Recycling	3,195,800	1,545,833	1,576,798	48.4%	49.6%	3,195,800	48.4%	-
Water	33,000	12,297	7,203	37.3%	28.7%	33,000	37.3%	-
Uniforms	185,832	158,023	149,943	85.0%	84.2%	185,832	85.0%	-
Other Contractual Services	1,115,754	460,268	416,926	41.3%	36.2%	1,115,754	41.3%	-
<b>52 Contractual Services</b>	<b>7,504,688</b>	<b>3,395,919</b>	<b>3,226,760</b>	<b>45.3%</b>	<b>44.5%</b>	<b>7,504,688</b>	<b>45.3%</b>	<b>-</b>
Motor Vehicle Parts	245,000	104,365	108,124	42.6%	44.2%	245,000	42.6%	-
Construction Supplies	65,000	31,072	7,331	47.8%	8.5%	65,000	47.8%	-
Office Supplies	64,868	27,362	32,569	42.2%	50.5%	64,868	42.2%	-
Other Supplies & Materials	263,243	83,189	61,753	31.6%	36.1%	263,243	31.6%	-
<b>53 Supplies &amp; Materials</b>	<b>638,111</b>	<b>245,988</b>	<b>209,777</b>	<b>38.5%</b>	<b>37.0%</b>	<b>638,111</b>	<b>38.5%</b>	<b>-</b>
Health & General Liability Insurance	12,279,949	5,416,708	5,689,967	44.1%	53.2%	12,279,949	44.1%	-
FICA	1,408,018	706,453	665,711	50.2%	51.0%	1,408,018	50.2%	-
Pension	3,679,203	1,688,946	1,067,603	45.9%	35.9%	3,679,203	45.9%	-
Workers Compensation	1,500,000	953,531	767,446	63.6%	57.1%	1,500,000	63.6%	-
Debt Service	18,214,952	10,567,062	10,836,501	58.0%	59.5%	18,214,952	58.0%	-
Debt Service (Water Purification)	658,875	349,851	358,482	53.1%	50.0%	658,875	53.1%	-
Other Fixed Charges	248,879	57,400	108,075	23.1%	48.0%	248,879	23.1%	-
<b>54 Fixed Charges</b>	<b>37,989,876</b>	<b>19,739,951</b>	<b>19,493,785</b>	<b>52.0%</b>	<b>55.0%</b>	<b>37,989,876</b>	<b>52.0%</b>	<b>-</b>
Capital Outlay	99,266	31,418	15,218	31.7%	31.4%	99,266	31.7%	-
<b>55 Capital Outlay</b>	<b>99,266</b>	<b>31,418</b>	<b>15,218</b>	<b>31.7%</b>	<b>31.4%</b>	<b>99,266</b>	<b>31.7%</b>	<b>-</b>
Contingency Services	225,000	18,387	-	8.2%	0.0%	225,000	8.2%	-
Other Contingency	(4,660)	176,263	131,362	-3782.5%	59.1%	(4,660)	-3782.5%	-
<b>56 Other/Contingency</b>	<b>220,340</b>	<b>194,650</b>	<b>131,362</b>	<b>88.3%</b>	<b>27.8%</b>	<b>220,340</b>	<b>88.3%</b>	<b>-</b>
Fuel	450,000	90,479	131,665	20.1%	41.0%	450,000	20.1%	-
Telephone	464,150	177,814	98,463	38.3%	24.1%	464,150	38.3%	-
Gas Heat	123,800	13,520	262,433	10.9%	35.4%	123,800	10.9%	-
<b>Total City Departments</b>	<b>72,935,814</b>	<b>36,312,295</b>	<b>35,677,174</b>	<b>49.8%</b>	<b>51.3%</b>	<b>72,935,814</b>	<b>49.8%</b>	<b>-</b>
Salaries	52,370,421	21,824,561	19,406,976	41.7%	37.6%	52,370,421	41.7%	-
Health Insurance	14,105,092	6,974,197	7,422,741	49.4%	57.2%	14,105,092	49.4%	-
Benefits & Fixed Charges	4,110,714	1,674,710	1,882,081	40.7%	50.7%	4,110,714	40.7%	-
Tuition	7,939,386	3,964,659	3,574,866	49.9%	38.5%	7,939,386	49.9%	-
Student Transportation	5,006,320	1,974,269	2,099,583	39.4%	35.5%	5,006,320	39.4%	-
Operation of Plant	3,847,829	1,855,616	2,565,708	48.2%	70.0%	3,847,829	48.2%	-
Purchased Services	1,161,159	501,510	645,600	43.2%	43.7%	1,161,159	43.2%	-
Instruction	1,419,500	1,149,760	960,732	81.0%	73.5%	1,419,500	81.0%	-
<b>Board of Education</b>	<b>89,960,421</b>	<b>39,919,282</b>	<b>38,558,288</b>	<b>44.4%</b>	<b>42.9%</b>	<b>89,960,421</b>	<b>44.4%</b>	<b>-</b>
<b>Total General Fund Expenses</b>	<b>162,896,235</b>	<b>76,231,576</b>	<b>74,235,463</b>	<b>46.8%</b>	<b>46.6%</b>	<b>162,896,235</b>	<b>46.8%</b>	<b>0</b>

Note : YTD actuals exclude encumbrances

**CITY OF WEST HAVEN**  
**BOARD OF EDUCATION EXPENDITURE REPORT**  
**December 2019**

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Dec YTD	Dec YTD	Dec YTD	FY19 YTD	FY20	Dec YTD	Δ to Budget
	Budget	Actual	FY19	% Budget	% Actual	Projected	% Fcst	
Superintendent / Principals / Asst.	2,350,120	936,797	850,069	39.9%	39.0%	2,350,120	39.9%	-
Teachers - Classroom	27,356,996	11,210,166	9,742,069	41.0%	36.1%	27,356,996	41.0%	-
Teachers - Special Education	5,922,487	2,371,541	2,226,205	40.0%	36.1%	5,922,487	40.0%	-
Teachers - Special Area	3,405,682	1,329,823	1,295,279	39.0%	37.0%	3,405,682	39.0%	-
Teachers - Substitutes/Interns	689,815	184,290	187,458	26.7%	31.3%	689,815	26.7%	-
Teacher Aides	2,992,839	1,386,648	1,265,667	46.3%	43.7%	2,992,839	46.3%	-
Pupil Services	1,565,854	694,933	602,560	44.4%	38.5%	1,565,854	44.4%	-
Clerical	1,551,638	776,158	785,555	50.0%	48.2%	1,551,638	50.0%	-
School Nurses	1,030,163	351,454	364,403	34.1%	36.4%	1,030,163	34.1%	-
Coordinators/Directors	1,064,632	431,816	392,921	40.6%	39.3%	1,064,632	40.6%	-
Custodial / Maintenance	3,006,539	1,331,808	1,294,553	44.3%	46.8%	3,006,539	44.3%	-
Lunch Aides	300,000	137,127	129,070	45.7%	42.5%	300,000	45.7%	-
Para Subs-Instructional Aides	105,000	104,287	84,194	99.3%	98.4%	105,000	99.3%	-
Homebound	125,000	25,565	11,595	20.5%	18.6%	125,000	20.5%	-
Detached Worker	98,261	31,003	72,061	31.6%	54.1%	98,261	31.6%	-
Athletic Coaches	200,417	62,662	45,459	31.3%	27.8%	200,417	31.3%	-
Adult Education	150,000	53,254	57,859	35.5%	38.8%	150,000	35.5%	-
Severance Pay	300,000	405,230	-	135.1%	0.0%	300,000	135.1%	-
Student Activity Advisors	154,978	-	-	0.0%	0.0%	154,978	0.0%	-
<b>Salaries</b>	<b>52,370,421</b>	<b>21,824,561</b>	<b>19,406,976</b>	<b>41.7%</b>	<b>37.6%</b>	<b>52,370,421</b>	<b>41.7%</b>	<b>-</b>
Health Insurance	14,105,092	6,974,197	7,422,741	49.4%	57.2%	14,105,092	49.4%	-
Medicare Only - Taxes	881,908	335,585	296,534	38.1%	35.7%	881,908	38.1%	-
Social Security	764,786	315,256	292,655	41.2%	41.6%	764,786	41.2%	-
Property & Liability Insurance	525,000	487,606	380,069	92.9%	62.0%	525,000	92.9%	-
Worker's Compensation	1,050,000	214,461	535,480	20.4%	64.3%	1,050,000	20.4%	-
Retirement Contributions	477,407	152,637	160,194	32.0%	43.6%	477,407	32.0%	-
Life Insurance	187,913	65,499	151,868	34.9%	61.1%	187,913	34.9%	-
Travel / Convention / Dues	77,200	76,477	41,748	99.1%	70.8%	77,200	99.1%	-
Other Benefits & Fixed Charges	146,500	27,189	23,533	18.6%	41.8%	146,500	18.6%	-
<b>Benefits &amp; Fixed Charges</b>	<b>18,215,806</b>	<b>8,648,906</b>	<b>9,304,822</b>	<b>47.5%</b>	<b>55.7%</b>	<b>18,215,806</b>	<b>47.5%</b>	<b>-</b>
<b>Tuition</b>	<b>7,939,386</b>	<b>3,964,659</b>	<b>3,574,866</b>	<b>49.9%</b>	<b>38.5%</b>	<b>7,939,386</b>	<b>49.9%</b>	<b>-</b>
Bus Service	3,257,312	1,247,367	1,214,272	38.3%	34.1%	3,257,312	38.3%	-
Transportation - Phys. Handicapped	1,341,539	554,586	720,680	41.3%	37.1%	1,341,539	41.3%	-
Transportation - Regional VOC	302,012	115,362	115,362	38.2%	40.0%	302,012	38.2%	-
Transportation - Student Activities	105,457	56,954	49,270	54.0%	40.9%	105,457	54.0%	-
<b>Student Transportation</b>	<b>5,006,320</b>	<b>1,974,269</b>	<b>2,099,583</b>	<b>39.4%</b>	<b>35.5%</b>	<b>5,006,320</b>	<b>39.4%</b>	<b>-</b>
Site Repairs & Improvements	675,000	494,335	1,330,481	73.2%	120.6%	675,000	73.2%	-
Electricity	1,058,733	533,611	609,098	50.4%	55.7%	1,058,733	50.4%	-
Heating	664,487	126,846	127,394	19.1%	25.7%	664,487	19.1%	-
Water	103,919	46,001	48,763	44.3%	64.2%	103,919	44.3%	-
Telephone & Communications	364,178	93,321	135,449	25.6%	70.7%	364,178	25.6%	-
Building Security	388,740	240,681	185,352	61.9%	40.9%	388,740	61.9%	-
Solid Waste / Recycling	220,833	149,147	114,934	67.5%	51.6%	220,833	67.5%	-
Supplies & Equipment	321,939	170,563	13,098	53.0%	44.0%	321,939	53.0%	-
Other Expenses	50,000	1,110	1,140	2.2%	64.6%	50,000	2.2%	-
<b>Operation of Plant</b>	<b>3,847,829</b>	<b>1,855,616</b>	<b>2,565,708</b>	<b>48.2%</b>	<b>70.0%</b>	<b>3,847,829</b>	<b>48.2%</b>	<b>-</b>
Photocopy Services	269,809	195,443	312,159	72.4%	56.5%	269,809	72.4%	-
Consultant Services	260,000	256,925	195,314	98.8%	60.0%	260,000	98.8%	-
Police And Fire	75,000	415	7,726	0.6%	2.1%	370,000	0.1%	(295,000)
Printing / Postage / Supplies	119,300	17,101	84,238	14.3%	69.9%	119,300	14.3%	-
Other Services	437,050	31,627	46,164	7.2%	42.5%	142,050	22.3%	295,000
<b>Purchased Services</b>	<b>1,161,159</b>	<b>501,510</b>	<b>645,600</b>	<b>43.2%</b>	<b>43.7%</b>	<b>1,161,159</b>	<b>43.2%</b>	<b>-</b>
<b>Instruction</b>	<b>1,419,500</b>	<b>1,149,760</b>	<b>960,732</b>	<b>81.0%</b>	<b>73.5%</b>	<b>1,419,500</b>	<b>81.0%</b>	<b>-</b>
<b>Board of Education</b>	<b>89,960,421</b>	<b>39,919,282</b>	<b>38,558,288</b>	<b>44.4%</b>	<b>42.9%</b>	<b>89,960,421</b>	<b>44.4%</b>	<b>-</b>

Note : YTD actuals exclude encumbrances

## II) West Haven Sewer Fund

### SEWER FUND : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Charges For Services	7.259	62.19%	7.365	61.41%	6.656	57.08%	6.999	60.48%
Fed/State Grants - Non MARB	0.017	100.00%	0.092	65.80%	0.009	100.00%	-	
Other Revenues	0.339	89.66%	0.170	68.48%	0.070	31.01%	0.230	101.60%
	<b>7.615</b>	<b>63.11%</b>	<b>7.627</b>	<b>61.60%</b>	<b>6.735</b>	<b>56.61%</b>	<b>7.229</b>	<b>61.27%</b>

### SEWER FUND : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Payroll and Personnel	1.055	45.83%	1.069	48.93%	1.054	48.09%	1.139	47.27%
Capital Outlay	1.222	51.19%	1.289	53.31%	1.233	52.35%	1.335	46.72%
Electricity/Gas/Water	0.347	26.43%	0.537	39.98%	0.589	44.27%	0.333	22.84%
Debt Service	1.011	100.00%	0.815	100.00%	0.717	100.00%	0.659	100.00%
Contractual Services	0.714	60.77%	0.564	48.16%	0.307	35.21%	0.256	24.53%
Other Fixed Charges	0.343	39.90%	0.362	36.63%	0.310	29.04%	0.416	46.74%
Supplies & Materials	0.411	49.29%	0.409	43.74%	0.423	43.64%	0.313	26.84%
Health Ins. & Pension	0.040	31.61%	0.048	42.67%	0.073	35.62%	0.013	6.38%
Other/Contingency	0.416	76.37%	0.408	73.05%	0.434	60.82%	0.489	45.47%
Fuel	0.005	23.58%	0.006	32.35%	0.009	40.24%	0.006	24.36%
Telephone	0.005	43.66%	0.004	61.11%	0.001	43.62%	0.001	7.78%
	<b>5.569</b>	<b>52.61%</b>	<b>5.510</b>	<b>52.24%</b>	<b>5.150</b>	<b>49.29%</b>	<b>4.960</b>	<b>42.05%</b>

After 6 months Sewer Fund revenues and expenses are in line with prior years and at this point year-end predictions are not coming off of budget.

**WEST HAVEN SEWER**  
**Summary of Revenues and Expenditures**  
**December 2019**

Variiances favorable/(unfavorable)

	ACTUAL					FORECAST			
	FY20 Budget	Dec YTD Actual	FY19 Actual	Dec YTD FY19	Dec YTD % Budget	FY19 YTD % Actual	Projected FY20	Dec YTD % Fcst	Δ to Budget
<b>REVENUE</b>									
45 Fed/State Grants - Non MARB	-	-	8,690	8,690		100.0%	-		-
46 Charges For Services	11,571,507	6,998,561	11,660,529	6,655,773	60.5%	57.1%	11,571,507	60.5%	-
47 Other Revenues	226,425	230,059	226,740	70,315	101.6%	31.0%	226,425	101.6%	-
<b>Total Revenue</b>	<b>11,797,932</b>	<b>7,228,620</b>	<b>11,895,959</b>	<b>6,734,778</b>	<b>61.3%</b>	<b>56.6%</b>	<b>11,797,932</b>	<b>61.3%</b>	<b>-</b>
<b>EXPENDITURES</b>									
Personnel Services	2,410,211	1,139,330	2,191,824	1,053,958	47.3%	48.1%	2,410,211	47.3%	-
Electricity/Gas/Water	1,456,000	332,599	1,330,837	589,204	22.8%	44.3%	1,456,000	22.8%	-
Other Contractual Services	1,044,166	256,110	872,635	307,279	24.5%	35.2%	1,044,166	24.5%	-
Supplies & Materials	1,168,000	313,445	968,559	422,651	26.8%	43.6%	1,168,000	26.8%	-
Health & General Liability Insurance	200,000	12,761	206,119	73,418	6.4%	35.6%	200,000	6.4%	-
Pension	-	-	-	-			-		-
Debt Service	658,876	658,875	716,700	716,700	100.0%	100.0%	658,876	100.0%	-
Other Fixed Charges	890,692	416,318	1,068,843	310,349	46.7%	29.0%	890,692	46.7%	-
Capital Outlay	2,857,987	1,335,248	2,354,463	1,232,635	46.7%	52.4%	2,857,987	46.7%	-
Other Contingency	1,075,000	488,789	713,814	434,149	45.5%	60.8%	1,075,000	45.5%	-
Fuel	25,000	6,091	22,879	9,206	24.4%	40.2%	25,000		-
Telephone	12,000	934	2,023	882	7.8%	43.6%	12,000	7.8%	-
Deficit Reduction	-	-	-	-			-		-
<b>Total Expenditures</b>	<b>11,797,932</b>	<b>4,960,500</b>	<b>10,448,695</b>	<b>5,150,432</b>	<b>42.0%</b>	<b>49.3%</b>	<b>11,797,932</b>	<b>42.0%</b>	<b>-</b>
<b>Surplus / (Deficit)</b>	<b>-</b>	<b>2,268,121</b>	<b>1,447,264</b>	<b>1,584,346</b>		<b>109.5%</b>	<b>-</b>		

**WEST HAVEN SEWER  
SUB CATEGORY EXPENDITURE REPORT  
December 2019**

	Dec YTD			Dec YTD		
	FY20 Budget	Actual	% Budget	FY19 Actual	Actual	% Actual
Regular Wages	1,918,711	834,564	43.5%	1,670,890	794,714	47.6%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	490,000	304,166	62.1%	519,734	258,794	49.8%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	-	-	0.0%	-	-	0.0%
Other Personnel Services	1,500	600	40.0%	1,200	450	37.5%
<b>51 Personnel Services</b>	<b>2,410,211</b>	<b>1,139,330</b>	<b>47.3%</b>	<b>2,191,824</b>	<b>1,053,958</b>	<b>48.1%</b>
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	-	-	0.0%	-	-	0.0%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	1,200,000	283,506	23.6%	1,190,316	527,218	44.3%
Equipment Repair and Maintenance	220,000	20,570	9.4%	121,668	15,248	12.5%
Financial Services	55,166	55,166	100.0%	55,166	55,166	100.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	80,000	16,019	20.0%	50,883	32,227	63.3%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	-	-	0.0%	-	-	0.0%
Trash Pickup, Tip Fees & Recycling	15,000	3,600	24.0%	14,533	4,131	28.4%
Water	190,000	44,366	23.4%	105,289	53,778	51.1%
Uniforms	-	-	0.0%	-	-	0.0%
Other Contractual Services	674,000	160,755	23.9%	630,386	200,508	31.8%
<b>52 Contractual Services</b>	<b>2,434,166</b>	<b>583,982</b>	<b>24.0%</b>	<b>2,168,241</b>	<b>888,275</b>	<b>41.0%</b>
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	-	-	0.0%	-	-	0.0%
Other Supplies & Materials	1,168,000	313,445	26.8%	968,559	422,651	43.6%
<b>53 Supplies &amp; Materials</b>	<b>1,168,000</b>	<b>313,445</b>	<b>26.8%</b>	<b>968,559</b>	<b>422,651</b>	<b>43.6%</b>
Health & General Liability Insurance	200,000	12,761	6.4%	206,119	73,418	35.6%
FICA	175,374	78,276	44.6%	154,639	80,016	51.7%
Pension	-	-	0.0%	-	-	0.0%
Workers Compensation	50,000	14,845	29.7%	23,738	14,699	61.9%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	658,876	658,875	100.0%	716,700	716,700	100.0%
Other Fixed Charges	665,318	323,197	48.6%	890,466	215,634	24.2%
<b>54 Fixed Charges</b>	<b>1,749,568</b>	<b>1,087,954</b>	<b>62.2%</b>	<b>1,991,662</b>	<b>1,100,467</b>	<b>55.3%</b>
Capital Outlay	2,857,987	1,335,248	46.7%	2,354,463	1,232,635	52.4%
<b>55 Capital Outlay</b>	<b>2,857,987</b>	<b>1,335,248</b>	<b>46.7%</b>	<b>2,354,463</b>	<b>1,232,635</b>	<b>52.4%</b>
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	1,075,000	488,789	45.5%	713,814	434,149	60.8%
<b>56 Other/Contingency</b>	<b>1,075,000</b>	<b>488,789</b>	<b>45.5%</b>	<b>713,814</b>	<b>434,149</b>	<b>60.8%</b>
Fuel	25,000	6,091	24.4%	22,879	9,206	40.2%
Telephone	12,000	934	7.8%	2,023	882	43.6%
Gas Heat	66,000	4,727	7.2%	35,231	8,208	23.3%
Deficit Reduction	-	-	0.0%	-	-	0.0%
<b>Total City Departments</b>	<b>11,797,932</b>	<b>4,960,500</b>	<b>42.0%</b>	<b>10,448,695</b>	<b>5,150,432</b>	<b>49.3%</b>

**Note : YTD actuals exclude encumbrances**

### III) Allingtown Fire Department

#### **AFD : Revenue Comparisons FY17-FY20**

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Property Taxes	3.358	64.00%	3.886	64.93%	3.993	56.36%	4.496	62.87%
Licenses & Permits	0.003	7.03%	0.005	2.57%	0.107	79.25%	0.073	97.04%
Revenue From Use Of Money	-		0.004	100.00%	-	0.00%	-	0.00%
Fed/State Grants - Non MARB	0.921	95.32%	0.414	93.85%	0.170	85.81%	0.190	339.44%
Charges For Services	0.001	4.72%	(0.001)	-8.49%	0.004	32.55%	0.008	134.08%
Other Revenues	0.011	8.45%	0.018	12.44%	0.021	6.54%	0.013	9.56%
	<b>4.294</b>	<b>67.10%</b>	<b>4.326</b>	<b>63.76%</b>	<b>4.295</b>	<b>55.40%</b>	<b>4.780</b>	<b>64.35%</b>

#### **AFD : Cost Comparisons FY17-FY20**

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Payroll and Personnel	1.311	50.75%	1.118	49.46%	0.997	49.86%	1.014	47.43%
Health Ins. & Pension	1.540	53.60%	1.401	45.16%	1.764	49.87%	2.052	50.90%
Telephone	0.081	29.29%	0.089	34.77%	0.102	39.45%	0.066	21.60%
Other Fixed Charges	0.045	30.02%	0.123	93.59%	0.103	65.31%	0.077	35.69%
Electricity/Gas/Water	0.084	73.33%	0.091	47.97%	0.095	48.67%	0.091	43.20%
Other/Contingency	0.001	1.21%	0.007	13.29%	0.026	42.91%	0.000	0.04%
Other Contractual Svcs	0.053	44.94%	0.054	52.42%	0.038	34.19%	0.058	50.34%
Capital Outlay	0.019	18.02%	0.007	7.29%	0.005	4.83%	0.006	5.96%
Supplies & Materials	0.032	77.73%	0.023	63.32%	0.013	38.11%	0.016	44.21%
Fuel	0.002	34.98%	0.002	12.80%	0.004	31.57%	0.004	22.00%
	<b>3.166</b>	<b>49.71%</b>	<b>2.915</b>	<b>46.68%</b>	<b>3.148</b>	<b>48.67%</b>	<b>3.385</b>	<b>45.54%</b>

After 6 months Allingtown revenues continue to report higher than prior years as a result of the increased (supplemental) Mill Rate put into place last year. At this point year-end predictions are not coming off of budget. Expenses are higher than prior year driven by the pension contributions. Just as with the City, in prior years the Q2 contribution was not made until Q3 do to restricted cash reserves.

**ALLINGTOWN FIRE DEPARTMENT**  
**Summary of Revenues and Expenditures**  
**December 2019**

Variances favorable/(unfavorable)

	ACTUAL					FORECAST				
	FY20	Budget	Dec YTD Actual	FY19 Actual	Dec YTD FY19	Dec YTD % Budget	FY19 YTD % Actual	Projected FY20	Dec YTD % Fcst	Δ to Budget
<b>REVENUE</b>										
41 Property Taxes	7,151,957		4,496,222	7,085,050	3,993,302	62.9%	56.4%	7,151,957	62.9%	-
42 Licenses & Permits	75,000		72,777	134,525	106,610	97.0%	79.2%	75,000	97.0%	-
44 Revenue From Use Of Money	7,210		-	356	-	0.0%	0.0%	7,210	0.0%	-
45 Fed/State Grants - Non MARB	56,000		190,085	197,809	169,747	339.4%	85.8%	56,000	339.4%	-
46 Charges For Services	6,000		8,045	12,195	3,970	134.1%	32.6%	6,000	134.1%	-
47 Other Revenues	131,600		12,581	322,977	21,131	9.6%	6.5%	131,600	9.6%	-
<b>Total Revenue</b>	<b>7,427,767</b>		<b>4,779,710</b>	<b>7,752,913</b>	<b>4,294,760</b>	<b>64.3%</b>	<b>55.4%</b>	<b>7,427,767</b>	<b>64.3%</b>	<b>-</b>
<b>EXPENDITURES</b>										
Personnel Services	2,137,170		1,013,706	2,000,447	997,409	47.4%	49.9%	2,137,170	47.4%	-
Electricity/Gas/Water	211,400		91,319	194,306	94,775	43.2%	48.8%	211,400	43.2%	-
Other Contractual Services	114,926		57,850	103,087	37,904	50.3%	36.8%	114,926	50.3%	-
Supplies & Materials	37,000		16,357	32,853	13,097	44.2%	39.9%	37,000	44.2%	-
Health & General Liability Insurance	1,780,273		924,964	1,319,864	777,541	52.0%	58.9%	1,780,273	52.0%	-
Pension	2,251,000		1,127,056	2,217,579	986,753	50.1%	44.5%	2,251,000	50.1%	-
Debt Service	-		-	-	-			-		-
Other Fixed Charges	215,000		76,726	158,331	103,410	35.7%	65.3%	215,000	35.7%	-
Capital Outlay	103,511		6,165	97,179	4,803	6.0%	4.9%	103,511	6.0%	-
Other Contingency	232,000		106	57,265	26,343	0.0%	46.0%	232,000	0.0%	-
Fuel	18,000		3,959	12,744	4,024	22.0%	31.6%	18,000		-
Telephone	307,239		66,362	258,437	102,098	21.6%	39.5%	307,239	21.6%	-
Deficit Reduction	25,000		-	-	-	0.0%		25,000	0.0%	-
<b>Total Expenditures</b>	<b>7,432,518</b>		<b>3,384,569</b>	<b>6,452,093</b>	<b>3,148,158</b>	<b>45.5%</b>	<b>48.8%</b>	<b>7,432,518</b>	<b>45.5%</b>	<b>-</b>
<b>Surplus / (Deficit)</b>	<b>(4,751)</b>		<b>1,395,140</b>	<b>1,300,820</b>	<b>1,146,603</b>	<b>-29365.6%</b>	<b>88.1%</b>	<b>(4,751)</b>		

**ALLINGTOWN FIRE DEPARTMENT**  
**SUB CATEGORY EXPENDITURE REPORT**  
**December 2019**

	Dec YTD			Dec YTD		
	FY20 Budget	Actual	% Budget	FY19 Actual	Actual	% Actual
Regular Wages	1,683,170	781,309	46.4%	1,512,998	726,309	48.0%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	450,000	219,280	48.7%	444,590	240,064	54.0%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	4,000	13,117	327.9%	42,860	31,036	72.4%
Other Personnel Services	-	-	0.0%	-	-	0.0%
<b>51 Personnel Services</b>	<b>2,137,170</b>	<b>1,013,706</b>	<b>47.4%</b>	<b>2,000,447</b>	<b>997,409</b>	<b>49.9%</b>
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	10,205	7,370	72.2%	9,665	4,557	47.1%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	19,000	7,406	39.0%	16,035	8,920	55.6%
Equipment Repair and Maintenance	27,552	24,961	90.6%	34,925	16,696	47.8%
Financial Services	13,000	9,000	69.2%	27,200	-	0.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	-	-	0.0%	-	-	0.0%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	25,000	4,558	18.2%	7,778	4,059	52.2%
Trash Pickup, Tip Fees & Recycling	-	-	0.0%	-	-	0.0%
Water	181,400	83,192	45.9%	167,171	83,729	50.1%
Uniforms	16,000	7,913	49.5%	8,919	7,722	86.6%
Other Contractual Services	23,169	4,048	17.5%	14,599	4,871	33.4%
<b>52 Contractual Services</b>	<b>315,326</b>	<b>148,447</b>	<b>47.1%</b>	<b>286,293</b>	<b>130,554</b>	<b>45.6%</b>
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	4,000	93	2.3%	5,949	2,128	35.8%
Other Supplies & Materials	33,000	16,264	49.3%	26,904	10,970	40.8%
<b>53 Supplies &amp; Materials</b>	<b>37,000</b>	<b>16,357</b>	<b>44.2%</b>	<b>32,853</b>	<b>13,097</b>	<b>39.9%</b>
Health & General Liability Insurance	1,780,273	924,964	52.0%	1,319,864	777,541	58.9%
FICA	65,000	28,277	43.5%	50,045	26,575	53.1%
Pension	2,251,000	1,127,056	50.1%	2,217,579	986,753	44.5%
Workers Compensation	150,000	48,450	32.3%	108,285	76,836	71.0%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	-	-	0.0%	-	-	0.0%
Other Fixed Charges	-	-	0.0%	-	-	0.0%
<b>54 Fixed Charges</b>	<b>4,246,273</b>	<b>2,128,746</b>	<b>50.1%</b>	<b>3,695,774</b>	<b>1,867,705</b>	<b>50.5%</b>
Capital Outlay	103,511	6,165	6.0%	97,179	4,803	4.9%
<b>55 Capital Outlay</b>	<b>103,511</b>	<b>6,165</b>	<b>6.0%</b>	<b>97,179</b>	<b>4,803</b>	<b>4.9%</b>
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	232,000	106	0.0%	57,265	26,343	46.0%
<b>56 Other/Contingency</b>	<b>232,000</b>	<b>106</b>	<b>0.0%</b>	<b>57,265</b>	<b>26,343</b>	<b>46.0%</b>
Fuel	18,000	3,959	22.0%	12,744	4,024	31.6%
Telephone	307,239	66,362	21.6%	258,437	102,098	39.5%
Gas Heat	11,000	722	6.6%	11,100	2,125	19.1%
Deficit Reduction	25,000	-	0.0%	-	-	0.0%
<b>Total City Departments</b>	<b>7,432,518</b>	<b>3,384,569</b>	<b>45.5%</b>	<b>6,452,093</b>	<b>3,148,158</b>	<b>48.8%</b>

**Note : YTD actuals exclude encumbrances**

**From:** [Beth Sabo](#)  
**To:** [Freund, Julian](#)  
**Cc:** [Nancy R. Rossi](#); [michaelmilone@snet.net](mailto:michaelmilone@snet.net); [Lee Tiernan](#); [Chris Hodgson](#); [Frank Cieplinski](#)  
**Subject:** FW: West Haven ERS Dispatcher List  
**Date:** Wednesday, February 5, 2020 5:38:08 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image009.png](#)  
[image003.png](#)  
[ERS Dispatchers Retirees.docx](#)

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Julian, Please find the latest analysis from Becky Sielman regarding the OPEB liability. In addition, I have attached the previous list of retirees from ERS with their years of service and age at hire and retirement. Thank you.

---

**From:** Becky Sielman [mailto:[becky.sielman@milliman.com](mailto:becky.sielman@milliman.com)]  
**Sent:** Friday, January 31, 2020 12:19 PM  
**To:** Chris Hodgson <[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)>  
**Cc:** Beth Sabo <[BethS@westhaven-ct.gov](mailto:BethS@westhaven-ct.gov)>; Jenn Castelhana <[jenn.castelhana@milliman.com](mailto:jenn.castelhana@milliman.com)>  
**Subject:** RE: West Haven ERS Dispatcher List

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Chris –

Our analysis of this proposed plan change was based on census data provided by the City for 13 individuals. Of these 13:

- a) 7 were hired at age 25 or younger, and therefore would be able to retire at age 55 under the current 55&20 but would be able to retire at age 50 under the proposed 50&25 (that is, 5 full years earlier than they can retire now)
- b) None were hired at ages 26-31
- c) 3 were hired at ages 32-35, and therefore are eligible to retire at age 55 under the current 55&20 but would not be able to retire until some later age under the proposed 50&25 (depending on hire age, anywhere from 1-4 years later than they can retire now)
- d) 3 were hired at ages 40+, and therefore are eligible to retire at age 60 or later under the current 55&20 but would not be able to retire until age 65 or later under the proposed 50&25 (that is, 5 full years later than they can retire now)

Referring to the colored table below, the 7 individuals in (a) fall in the “green section” with earlier retirement ages under the proposal and therefore an increase in OPEB liability, whereas the 6 individuals in (c) and (d) fall in the “orange section” with later retirement ages under the proposal and therefore a decrease in OPEB liability. The net impact of the proposed change is an overall reduction in OPEB liability.

Becky

**Rebecca A. Sielman, FSA**  
Principal and Consulting Actuary

**Milliman**

80 Lamberton Road, Windsor, CT 06095  
(860) 687 0125 Office (860) 331 0714 Mobile  
[milliman.com](http://milliman.com) | [email](#)

---

**From:** Chris Hodgson <[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)>  
**Sent:** Friday, January 31, 2020 10:58 AM  
**To:** Becky Sielman <[becky.sielman@milliman.com](mailto:becky.sielman@milliman.com)>  
**Cc:** 'Beth Sabo' <[BethS@westhaven-ct.gov](mailto:BethS@westhaven-ct.gov)>  
**Subject:** FW: West Haven ERS Dispatcher List

Becky- MARB asked the two questions below (Beth already replied to the second question about historical retirements). As to the first question, is there anything you can add to your explanation below about what is driving the cost reduction? Your email below directly answered that but is there anything else to add? Thank you!!

“In response to yesterday’s subcommittee discussion regarding the Dispatchers contract, please ensure the following information is provided for inclusion in the February MARB meeting materials:

- Explanation of what is driving the reduction in the OPEB liability as a result of the adjustment to the age and years of service requirement for retiree health benefits
- Any data that can be shared regarding average years of service and age at retirement for previous retirees and age and years of service for current employees”

**Christopher M. Hodgson**

Berchem Moses PC  
75 Broad Street  
Milford, CT 06460



**Tel: (203) 783-1200**

**Cell: (203) 671-8836**  
[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)  
[www.berchemmoses.com](http://www.berchemmoses.com)  
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**From:** Becky Sielman <[becky.sielman@milliman.com](mailto:becky.sielman@milliman.com)>  
**Sent:** Saturday, November 09, 2019 9:04 AM  
**To:** Chris Hodgson <[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)>  
**Cc:** [beths@westhaven-ct.gov](mailto:beths@westhaven-ct.gov); Jenn Castelhano <[jenn.castelhano@milliman.com](mailto:jenn.castelhano@milliman.com)>  
**Subject:** RE: West Haven ERS Dispatcher List

Chris –

The key is that the union's proposal decreases the eligibility age but lengthens the eligibility service. For this particular group of individuals, on balance this new combination of age and services actually pushes out the point at which they meet both the age and service requirements; that is, more of them would be retiring later than is currently the case, so there are savings for the City. This outcome is highly dependent on the age at which members are hired. The chart below shows how a member's age at hire impacts when they can retire under the current 55&20 versus the proposed 50&25. Members in the green area can retire earlier under 50&25 than 55&20 and members in the orange area can retire earlier under 55&20 than 50&25.

Age at hire	Age at 20 YOS	Age at 25 YOS	55&20	50&25
20	40	45	55	50
21	41	46	55	50
22	42	47	55	50
23	43	48	55	50
24	44	49	55	50
25	45	50	55	50
26	46	51	55	51
27	47	52	55	52
28	48	53	55	53
29	49	54	55	54
30	50	55	55	55
31	51	56	55	56
32	52	57	55	57
33	53	58	55	58
34	54	59	55	59
35	55	60	55	60
36	56	61	56	61
37	57	62	57	62
38	58	63	58	63
39	59	64	59	64
40	60	65	60	65

Becky

**Rebecca A. Sielman, FSA**  
Principal and Consulting Actuary

**Milliman**  
80 Lambertson Road, Windsor, CT 06095  
(860) 687 0125 Office (860) 331 0714 Mobile  
[milliman.com](http://milliman.com) | [email](mailto:becky.sielman@milliman.com)

---

**From:** Chris Hodgson <[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)>  
**Sent:** Friday, November 8, 2019 4:33 PM  
**To:** Becky Sielman <[becky.sielman@milliman.com](mailto:becky.sielman@milliman.com)>  
**Cc:** [beths@westhaven-ct.gov](mailto:beths@westhaven-ct.gov); Jenn Castelhana <[jenn.castelhana@milliman.com](mailto:jenn.castelhana@milliman.com)>  
**Subject:** Re: West Haven ERS Dispatcher List

### ERS Dispatchers Retirees

Retiree	DOB	Hire Date	Retirement Date	Age at Retirement	Years of Service
Employee #1	10/26/46	8/31/64	12/20/96	50 years old	32 years
Employee #2	5/18/59	7/6/87	11/1/15	56 years old	28 years
Employee #3	10/18/33	7/15/62	6/27/03	70 years old	41 years
Employee #4	2/19/26	4/27/64	3/28/86	60 years old	22 years
Employee #5	6/26/49	12/16/68	died 5/25/09 active	60 years	41 years

## MEMORANDUM

### Municipal Accountability Review Board

To: Members of the Municipal Accountability Review Board  
From: Julian Freund, OPM  
Subject: West Haven Dispatchers Union Tentative Agreement  
Date: January 24, 2019

#### Background

The current collective bargaining agreement between the City of West Haven and the Dispatchers union expires June 30, 2021. A Tentative Agreement to extend the contract to June 30, 2023 was approved by the union on December 11, 2019 and by the City Council on January 13, 2020.

Section 7-576d of CT General Statutes provides the MARB with an opportunity to approve or reject the Tentative Agreement. At the January 9 MARB meeting, the Board reviewed the Tentative Agreement and requested additional information regarding an actuarial analysis of the impact of one provision in the agreement. The City has provided that information and has also obtained a waiver from the union regarding the timeframe for review of the agreement in order to allow the MARB to take action at its February 13 meeting.

There are currently 14 members of this bargaining unit.

#### Provisions of Tentative Agreement

The attached memo from the City's labor attorney outlines the changes made to the current contract with the Dispatchers union. In addition to extending the term of the contract by two years, the agreement makes the following changes:

Transition to Partnership: The transition of members out of the high deductible health insurance plan to the State Partnership health plan is codified in the agreement.

Health Premium Cost Share: Under the existing contract, employees currently pay 16% of premium cost of the high deductible health insurance plan with an increase to 17% effective July 2020. Under the Tentative Agreement, employees will pay 16% of the Partnership premium through FY 2021, followed by an increase to 17% in July 2021 and 18% in July 2022.

Wages: The proposed agreement provides wage increases of 1% in FY 2022 and 2% in FY 2023. These wage increases follow four years of 0% wage increases in this union. The agreement provides for step increases. The City has provided a schedule of the year to year wage adjustments and step increases by employee (attached).

Retiree Health Benefits: The agreement modifies the years of service and age requirement for eligibility for retiree health benefits from age 55 plus 20 years of service to age 50 plus 25 years of service. This modification applies only to retirees hired prior to February 5, 2018. The existing contract eliminated

retiree health benefits for employees hired after February 5, 2018. An analysis by Milliman (attached) projects a reduction in the long-term OPEB liability of approximately \$147,000 as a result of this change.

### **Financial Impact**

The City has provided an analysis of the fiscal impact of the tentative agreement. The analysis projects net savings in each year of the contract as the combined effect of the wage and step increases offset by the savings resulting from the transition to the Partnership and rising employee premium cost share. The primary driver of the savings is the transition to the Partnership which is effective January 1, 2020. As noted, the attached analysis by Milliman projects a reduction to the long-term OPEB liability of approximately \$147,000.

### **Attachments:**

- Tentative Agreement
- Redlined version of current contract
- Summary Financial Analysis
- Step Advancement/Salary Grid
- Comparables with other municipalities
- Milliman analysis

**From:** [Frank Cieplinski](#)  
**To:** [Freund, Julian](#)  
**Subject:** FW: West Haven ERS Dispatcher List  
**Date:** Thursday, January 23, 2020 4:54:13 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image006.png](#)  
[WHV110819Local77OPEBPlanChange.pdf](#)

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As requested

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**From:** Chris Hodgson [mailto:[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)]  
**Sent:** Thursday, January 23, 2020 3:07 PM  
**To:** Frank Cieplinski <[FCieplinski@westhaven-ct.gov](mailto:FCieplinski@westhaven-ct.gov)>  
**Subject:** FW: West Haven ERS Dispatcher List

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Frank- Rebecca Sielman at Milliman sent us the email below and the attached analysis. She also sent a follow up email to answer a question I had so I will send that also.

**Christopher M. Hodgson**

**Berchem Moses PC**  
75 Broad Street  
Milford, CT 06460



**Tel:** (203) 783-1200

**Cell:** (203) 671-8836  
[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)  
[www.berchemmoses.com](http://www.berchemmoses.com)  
[My Profile](#)

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**From:** Becky Sielman <[becky.sielman@milliman.com](mailto:becky.sielman@milliman.com)>  
**Sent:** Friday, November 08, 2019 2:35 PM  
**To:** Chris Hodgson <[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)>  
**Cc:** [beths@westhaven-ct.gov](mailto:beths@westhaven-ct.gov); Jenn Castelhana <[jenn.castelhana@milliman.com](mailto:jenn.castelhana@milliman.com)>  
**Subject:** RE: West Haven ERS Dispatcher List

Chris –

At your request, we have determined the cost impact of the proposed OPEB plan change for Local 77, as outlined in your email below dated October 23, 2019: OPEB retirement eligibility would be changed from age 55 with 20 years of service to age 50 with 25 years of service. The attached exhibit illustrates the impact of the proposed change on the City's OPEB liability.

If this analysis is distributed, it must be distributed in its entirety including this email.

Our analysis is based on the results of the July 1, 2017 actuarial valuation and assumes for simplicity that the plan changes were made effective July 1, 2017. We assumed that, while this change would impact when each individual became eligible for OPEB benefits, it would not otherwise change patterns of retirement. That is, we used the same table of retirement rates as was used in the July 1, 2017 valuation. The actual cost of the plan change will depend on the final form of the changes, the effective date of the changes, the eligible members at that time, and the actual patterns of retirement of the impacted members.

We have not explored any legal issues with respect to the plan change. We are not attorneys and cannot give legal advice on such issues.

It is certain that actual experience will not conform exactly to the assumptions used in this analysis. To the extent future experience deviates from those assumptions, the results of this analysis could vary from the results presented here. Actual results at each point in time will yield different values, reflecting the actual experience of the plan membership and assets.

We performed a limited review of the data used directly in our analysis for reasonableness and consistency and have not found material defects in the data. If there are material defects in the data, it is possible that they would be uncovered by a detailed, systematic review and comparison of the data to search for data values that are questionable or for relationships that are materially inconsistent. Such a review was beyond the scope of our assignment. If the underlying data or information is inaccurate or incomplete, the results of our analysis may likewise be inaccurate or incomplete and our calculations may need to be revised.

This analysis was prepared exclusively for the City of West Haven. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: the Town may provide a copy of Milliman's work, in its entirety, to the City's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the City; and the City may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law. Any third party recipient of Milliman's work product who desires professional guidance should not rely upon Milliman's work product, but should engage qualified professionals for advice appropriate to its own specific needs. Milliman does not intend to benefit any third party recipient of this analysis and assumes no duty or liability to any such third parties.

I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Please let me know if you have any questions.

Becky

**Rebecca A. Sielman, FSA**  
Principal and Consulting Actuary

**Milliman**  
80 Lamberton Road, Windsor, CT 06095  
(860) 687 0125 Office (860) 331 0714 Mobile  
[milliman.com](http://milliman.com) | [email](mailto:)

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## City of West Haven Other Post-Employment Benefits Program Impact of Proposed Plan Changes for Local 77 (ERS)

**Baseline: retirement eligibility = age 55 with 20 years of service**

**Proposed change: retirement eligibility = age 50 with 25 years of service**

Accrued Liability	Baseline	Reflecting Proposed Change	Increase/ (Decrease)
<b>Current active members</b>			
Employees under age 65	\$22,034,549	\$21,984,603	(\$49,946)
Employees over age 65	52,049,865	51,979,903	(69,962)
Dependents under age 65	5,256,378	5,241,741	(14,637)
Dependents over age 65	<u>9,212,986</u>	<u>9,200,325</u>	<u>(12,661)</u>
Total	88,553,778	88,406,572	(147,206)
<b>Current retired members</b>			
Employees under age 65	14,326,497	14,326,497	0
Employees over age 65	55,559,727	55,559,727	0
Dependents under age 65	13,565,605	13,565,605	0
Dependents over age 65	<u>12,921,831</u>	<u>12,921,831</u>	<u>0</u>
Total	96,373,660	96,373,660	0
<b>Total Accrued Liability</b>	<b>184,927,438</b>	<b>184,780,232</b>	<b>(147,206)</b>

This exhibit is an attachment to a letter dated November 8, 2019. Please refer to that letter for more information, including explanatory notes and statements of reliance. If this analysis is distributed, it must be distributed in its entirety including the letter to which it is attached.

This estimate is based on the results of the July 1, 2017 actuarial valuation and assumes that the plan changes are effective July 1, 2017.

This work product was prepared solely for the City for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

**11/8/2019**



BERCHEM MOSES.COM

75 Broad Street  
Milford, CT 06460  
T: 203.783.1200  
F: 203.878.2235

1221 Post Road East  
Westport, CT 06880  
T: 203.227.9545  
F: 203.226.1641

Robert L. Berchem  
Marsha Belman Moses  
Stephen W. Studer ▶  
Richard J. Buturla  
Floyd J. Dugas  
Rolan Joni Young  
Ira W. Bloom  
Jonathan D. Berchem \*  
Michelle C. Laubin ◆  
Gregory S. Kimmel  
Christopher M. Hodgson  
Christine Owens Morgan

Mario F. Coppola  
Meredith G. Diette  
Ryan P. Driscoll ◆ ·  
Bryan L. LeClerc ◆  
Brian A. Lema  
Douglas E. LoMonte  
Brian W. Smith  
Christine A. Sullivan

Paula N. Anthony ◆  
Alfred P. Bruno  
Jacob P. Bryniczka  
Eileen Lavigne Flug  
Peter V. Gelderman ◇  
Warren L. Holcomb  
Eugene M. Kimmel

Nicholas R. Bamonte  
Eric Barba ■  
Richard C. Buturla  
Carolyn Mazanec Dugas  
Matthew D. Glennon  
Rebecca E. Goldberg  
John Y. Khalil  
Kyle G. Roseman  
Justin Stanko  
Matthew L. Studer  
Tyler I. Williams

- - Also Admitted in CA
- ◇ - Also Admitted in IL
- ▶ - Also Admitted in MA
- - Also Admitted in NJ
- ◆ - Also Admitted in NY
- - Also Admitted in PA

PLEASE REPLY TO  
MILFORD OFFICE

December 6, 2019

Via Email: BethS@westhaven-ct.gov

Beth Sabo  
City of West Haven  
355 Main Street  
West Haven, CT 06516

Re: ERS Collective Bargaining Agreement Extension

Dear Ms. Sabo:

This will confirm that ERS Unit, IAFF Local 5127, ratified the attached Tentative Agreement on December 5, 2019. I am requesting that the City Council ratify it as well. The attached Tentative Agreement provides as follows:

1. The Union will switch medical insurance plans to the State Partnership Plan 2.0 effective January 1, 2020;
2. The term of the current collective bargaining agreement will be extended to expire on June 30, 2023.
3. The Union will receive a 1% general wage increase effective July 1, 2021. The Union will receive a 2% general wage increase effective July 1, 2022.
4. Employee premium share shall be 17% effective July 1, 2021. Employee premium share shall be 18% effective July 1, 2022.
5. Employees hired before February 5, 2018 shall be eligible to receive retiree medical benefits prior to their 65th birthday provided the employee retirees with 25 years of service and reaches age 50.

Thank you for your consideration.

Very truly yours,

Christopher M. Hodgson, Esq.

TENTATIVE AGREEMENT

This is a Tentative Agreement between the City of West Haven ("City") and IAFF Local 5127 ("Union"), to implement a change in medical plan and extend the Union contract. The negotiating committees for the City and Union agree to recommend this Tentative Agreement for ratification to their respective bodies. The parties hereby tentatively agree as follows:

1. The Union will switch medical insurance plans to the State Partnership Plan 2.0 effective January 1, 2020. In the event the City leaves the State Partnership Plan 2.0, the City agrees that the starting point for negotiations with the Union shall be the medical plan in effect as of November 1, 2019.
2. The term of the current collective bargaining agreement will be extended to expire on June 30, 2023.
3. The Union will receive a 1% general wage increase effective July 1, 2021. The Union will receive a 2% general wage increase effective July 1, 2022.
4. Employee premium share shall be 17% effective July 1, 2021. Employee premium share shall be 18% effective July 1, 2022.
5. The City and Union agree to modify Article 23, Section 3 to provide that employees hired before February 5, 2018 shall be eligible to receive retiree medical benefits prior to their 65th birthday on the terms outlined in Section 3, provided the employee retires with 25 years of service and reaches age 50.

CITY OF WEST HAVEN

IAFF LOCAL 5127

By: Nancy R. Rossi

By: Emmanouil

Date: Dec 11, 2019

Date: Dec 11, 2019

By: [Signature]

By: [Signature]

Date: 12/11/2019

Date: Dec 11, 2019

By: \_\_\_\_\_

Date: \_\_\_\_\_

THE CITY OF WEST HAVEN  
WEST HAVEN FIRE DEPARTMENT

WEST SHORE FIRE DEPARTMENT

AND

West Haven 911 Dispatchers  
International Association of Fire Fighters &  
UPFFA of Ct., Local 5127

~~Expires June 30, 2021~~  
**June 30, 2023**

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THIS AGREEMENT: entered by and between the West Haven and West Shore Fire Districts and the City of West Haven (referred to as the EMPLOYER) and the West Haven 911 Dispatchers, International Association of Fire Fighters, & UFFFA of CT, Local 5127, (referred to as the UNION) is for the purpose of providing through orderly collective bargaining, prompt and equitable disposition of grievances and to define wages, hours of work and other conditions of employment.

## **ARTICLE 1** **RECOGNITION**

The Employer hereby recognizes the Union as the exclusive bargaining representative for the purpose of collective bargaining, with respect to wages, hours of employment and other conditions of employment for all its eligible full and part time employees in the collective bargaining unit certified by the Connecticut State Labor Department.

## **ARTICLE 2** **DEFINITIONS**

The terms hereinafter set forth shall have the following meanings:

1. "Employer" shall mean the City of West Haven and the two fire districts namely, Center Fire District and West Shore Fire District.
2. "Employee" shall mean a member of the bargaining unit represented the Union.
3. "Regular full-time employee" shall mean an employee normally scheduled to work at least a five (5) day week totaling at least forty (40) hours. Said employee shall be eligible for all benefits enumerated in this bargaining agreement.
4. "Part-time employee" shall mean an employee normally scheduled to work at least 8 hours per week but not more than 32 hours per week. Said part-time employees shall be entitled to such benefits as are specifically described as being granted to both full and part time employees.

## **ARTICLE 3** **MANAGEMENT RIGHTS**

### **SECTION 1**

Except where such rights, powers and authority are specifically relinquished, abridged or otherwise limited by provisions of this Agreement, the Employer has and will continue to retain, whether exercised or not, the sole and unquestioned responsibility and prerogative to manage the affairs of the Employer and direct the work force, including but not limited to the following:

- a) To determine the care, maintenance and operation of Employer equipment and property.
- b) To establish or continue policies, practices and procedures for the conduct of Employer business and, from time to time, to change or abolish such policies, practices or procedures.
- c) To discontinue processes or operations or to discontinue their performance by employees.

- d) To select and to determine the number and type of employees required to perform the Employer's operations.
- e) To layoff, furlough or otherwise relieve employees from duty for lack of work or other legitimate reasons.
- 0 To prescribe and enforce reasonable work rules provided such rules are made known in a reasonable manner to the employees affected by them.
- g) To create job descriptions and revise existing job descriptions as deemed necessary provided that the Employer shall provide the Union with thirty (30) days advance written notice of its intention to revise job descriptions or create new job descriptions during which the Union may request to discuss such changes prior to implementation. Upon request the Employer shall bargain with the Union concerning the impact which any significant change in job descriptions may have on employees' wages, hours and other terms and conditions of employment.
- h) The probationary period shall be one (1) year. During this probationary period the Director may extend the probationary period, as well as terminate the employment of said employee, upon observation and written reports of their performance of duty, if unfit for said employment.

## **SECTION 2**

Take any action necessary in emergency situations regardless of prior commitment to carry out the responsibility of the employer to the citizens of West Haven.

## **ARTICLE 4** **UNION SECURITY**

### **SECTION 1**

Any employee who on the effective date hereof is covered by this Agreement, and has been employed by the Employer for more than thirty (30) days from the date of ratification of this Agreement, be required as a condition of continued employment to secure and continue membership in the Union for the duration of the Agreement. Employees who are employed after the ratification of the Agreement shall be required as a condition of continued employment to become members of the Union or pay an agency fee within ten (10) days following the thirtieth (30<sup>th</sup>) day of their employment and to continue such membership for the duration of the Agreement.

### **SECTION 2**

All employees shall be required to become and/or maintain membership in the Union, or in lieu thereof, pay an agency fee.

### **SECTION 3**

No employee required to secure or maintain membership shall be considered as having failed to maintain such membership so long as he/she regularly tenders to the Union his periodic monthly dues, or cures any delinquency in such regard within thirty (30) calendar days of the postmarked date of notice of such delinquency forwarded to the employee and to the Employer by registered mail by the Union.

**ARTICLE 5**  
**DEDUCTION OF UNION DUES**

**SECTION 1**

The Employer agrees to deduct from the weekly wages of each employee, who so authorizes such deduction, the amount of weekly Union dues, initiation fees or agency fee as certified to the Employer by the Secretary-Treasurer of the Union.

**SECTION 2**

Deductions shall be remitted by the fifteenth (15<sup>th</sup>) of the month following such deduction and the Employer shall furnish the Union with a record of each deduction showing the amount, and the employee from whom such deduction was made and a listing of those employees from who no deduction was made.

**SECTION 3**

The employer shall not be held liable for an employee's membership dues deduction, or agency fee, if he/she is not on the payroll during the specific deduction week. This deduction agreement shall be for the duration of this contract and is non-cancelable.

**SECTION 4**

The Union agrees to indemnify and hold the City harmless against any and all claims, demands, suits or other forms of liability, including attorney's fees that shall, or may, arise out of, or by reason of, action taken by the City for the purpose of complying with the provisions of this Article.

**ARTICLE 6**  
**SENIORITY**

**SECTION 1**

Seniority as defined by this article shall be based upon the continuous service with the Employer and will govern in all matters pertaining to layoffs, recall, vacation selection, and bid shift selection.

**SECTION 2**

An employee's seniority shall be broken for the following reasons:

- a) Whenever an employee is discharged or released and the discharge or release is not reversed through the disciplinary hearing procedure.
- b) Whenever an employee is absent without prior permission for more than three (3) consecutive working days or fails to notify the Employer within that time period.
- c) Whenever an employee fails to report to work within three (3) working days after the expiration of a personal or statutory leave of absence or whenever an employee on leave of absence because of a non-occupational injury or illness fails to bring valid proof when requested by the Employer. The Employer will send to the Employee a copy of the letter which informs the employee of the date on which his/her seniority was broken.

d) Whenever an employee on any form of authorized leave is found to be working in the private sector. This section does not include earned time off, vacation, holiday rights or nonscheduled work days.

e) Whenever the employee severs his/her employment.

## **ARTICLE 7**

### **GRIEVANCE PROCEDURE**

#### **SECTION 1**

The term "grievance" shall mean any dispute between the Employer and the Union, or between the Employer and any employee concerning the interpretation, application, claim or breach of violation of this Agreement. A grievance must be filed within fourteen (14) calendar days of the last known occurrence of the alleged violation of this Agreement.

#### **SECTION 2**

Grievance shall be presented and processed in the following manner:

##### Step 1

The Union designee shall present the grievance to the E.R.S. Director. Within seven (7) calendar days, a meeting shall be held for presentation of information related to said grievance. A written decision shall be issued within seven (7) calendar days. If the grievance is not resolved it may be submitted to Step 2 within seven (7) calendar days from the date of written decision.

"Written grievance shall state the nature of the grievance, sections of the contract believed to have been violated, and the relief sought."

##### Step 2

The Director of Personnel and Labor Relations for the City of West Haven will meet with a Union Representative and the grievant to discuss and attempt to settle the grievance. A decision shall be issued in writing within ten (10) calendar days after the submission of the grievance. If the grievance is not settled, it may be submitted to Step 3 within seven (7) calendar days from the date of written decision.

##### Step 3

If the grievance is not settled, it may be submitted to the Connecticut State of Board of Mediation and Arbitration for mediation.

#### **SECTION 3**

The Employer shall notify the Local Union of all suspensions and discharges in writing stating the reason or reasons for each suspension or discharge. If the Union desires to contest a suspension or discharge, it must file a grievance in writing within seven (7) working days from the date of receipt of the notice of suspension or discharge. Failure to file a grievance within the prescribed time limit shall constitute a waiver of all rights to grieve and arbitrate such matters.

#### **SECTION 4**

Failure on the part of the Union to comply with the time limits herein set forth shall be deemed a settlement of the grievance on the basis of the last answer received. If the Employer fails to comply with the time limits, herein set forth, the Union may submit the grievance to the next step of the grievance procedure on the basis of the last answer received or in the absence of a resolution at the Second Step of the grievance procedure, submit the matter to the Connecticut State Board of Mediation and Arbitration (CSBMA).

#### **SECTION 5**

Any time limits established by this Article may be extended by mutual agreement. Such agreement shall not be unreasonably withheld by either party.

#### **SECTION 6**

The Union shall designate and submit to the Employer in writing the names of all Local Officers up to and including Stewards and of other Local Union representatives who shall represent employees in grievance matters. The Employer and the Union shall mutually agree as to the number of employees designated by the Union, who shall be permitted a reasonable amount of time off with pay during a regular shift for the investigation and processing of grievances up to and including the Third Step of the Grievance Procedure.

#### **SECTION 7**

The jurisdiction and authority of the arbitrator and the award shall be confined to the interpretation of the provision or provisions of this agreement in dispute between the Union and the Employer. The arbitrator shall have no authority to modify, amend, revise, add to or subtract from any of the terms of this Agreement. The award of the arbitrator shall be final and binding upon all the parties to this Agreement.

In the event there is an award of any back pay, any earnings by the employee during this period of unemployment (including any unemployment insurance) shall be offset and deducted from this award. Employees who have been discharged shall have the duty to seek work so as to mitigate the claims of back wages. The failure to do so shall be considered by the Board.

#### **SECTION 8**

Expenses, if any, including the fees and expenses of the arbitrator, shall be borne and divided equally between the Employer and the Union.

### **ARTICLE 8**

#### **UNION REPRESENTATION**

#### **SECTION 1**

Any employee is entitled to have Union representation in any discussion between the employee and representatives of the Employer in which the employee has reasonable grounds to believe that the interview will adversely affect his/her continued employment or his/her working conditions.

## **SECTION 2**

Upon request and with reasonable notice, an employee shall have the opportunity to review and examine his/her personnel file. The Employer has the right to have such review and examination take place in the presence of a designated official. The Employer shall honor the request of an employee for one (1) copy of pertinent documents from his/her file. If any material, of an adverse nature, is placed in one's personnel file, a copy of such material must be sent to the employee who may then file a written response of reasonable length to be attached and retained with the material in question in his/her personnel file.

## **ARTICLE 9** **SICK LEAVE**

### **SECTION 1**

Each full time employee shall be entitled to one and one-half (1-1/2) days per month sick leave. Sick leave may be accumulated to one hundred twenty (120) days. Full time employees hired after March 1, 2015, shall be entitled to one and one-quarter (1-1/4) days per month sick leave. The true intent of the sick leave provision must be complied with and must not be misconstrued as personal leave time. It is management prerogative to request proof of illness if so desired.

Full time employees hired after July 1, 1996, may accumulate sick leave to one hundred ten (110) days.

Current employees having as of July 1, 2004, sick leave accumulation in excess of one hundred and twenty (120) days shall have such excess sick leave placed on a one time basis "sick leave reserve" in his/her name. The employee shall have access to any days in his/her sick leave reserve in the event that he/she has exhausted his/her accumulated sick time.

### **SECTION 2**

New full time employees will not be entitled to sick leave until they have been employed for a period of ninety (90) days.

### **SECTION 3**

Upon the death of an employee, any accumulated sick time will be paid to the beneficiary or to the estate, up to the maximum of one hundred twenty (120) days. However, employees hired after of July 1, 1996, shall only be entitled to eighty (80) days of accumulated sick time, at the time of their death, payable to their beneficiary or estate. Employees hired after February 5, 2018, shall not receive a payout of accumulated sick time upon death.

### **SECTION 4**

The Director shall have the right to investigate employee absence to avoid abuse of the sick leave and to further prove authenticity of valid sick leave taken. Any dispatcher who is using sick time at a time found to be working elsewhere will be terminated.

## SECTION 5

Sick time may be used to take care of a sick member of the employee's immediate family; specifically, spouse, children and/or parents, up to a maximum of twenty (20) days in any contract year. Extended use of sick leave may be requested for this purpose, in accordance with the FMLA.

## SECTION 6

Any employee shall have the right to transfer up to a maximum of fifty (50) days, in the fiscal year, from his/her accumulated sick leave or vacation to another employee, if the recipient employee is out due to a prolonged sickness or injury and has exhausted his/her accumulated sick leave and vacation. "Prolonged sickness or injury" shall include cases of intermittent absence due to serious illness provided the absence is authorized in writing by the attending physician. Any sick leave transferred pursuant to this provision shall reduce the total accumulated sick leave payout, provided for at the time of the employee's retirement.

## SECTION 7

An employee who has exhausted his/her sick leave in any one year may request, in writing, an advance of future sick leave. Such employee shall be allowed to borrow, subject to the approval of the Director, an additional eighteen (18) days sick leave time. However, employees hired on or after March 1, 2015, shall be allowed to borrow, subject to the approval of the Director, an additional fifteen (15) days sick leave time. Such approved time shall be charged to the following year's sick leave. Upon his/her return to active duty all earned sick leave credit shall be applied to his/her borrowed leave until repaid. Should for any reason an employee be terminated before the borrowed time is repaid, the days owed will be deducted from any monies owed to said individual upon his/her termination of employment.

## SECTION 8

The City shall establish, provide and pay for a group long-term disability income program for employees from a company of the City's choosing, which policy shall commence benefits after ninety (90) days of continuous illness or disability. It shall contain the following provisions:

- A. Replacement wages of 66-2/3% of wages based on wage rate at onset of sickness or injury with a Social Security Disability offset.
- B. Benefit shall continue through age 65 if employee continues to meet the plan's eligibility criteria.
- C. New hires shall be eligible after six (6) months of continuous service.
- D. Medical and Dental benefits shall continue on the same basis as in effect prior to the start of the leave, for a maximum of eighteen (18) months. The employee shall be responsible for his/her share of any employee contribution for such benefits as provided by this Agreement.
- E. Once on long-term disability, employee will not be eligible for holiday pay, vacation accrual, sick leave accrual or use of sick leave.
- F. An employee who earned a longevity payment on his/her anniversary date but is on leave when the November longevity payments are issued shall receive the longevity payments for that year.

**ARTICLE 10**  
**VACATIONS**

**SECTION 1**

Each full time employee shall receive a vacation of twelve (12) working days after the completion of one (1) year of service. Vacation days may be taken as individual days off.

**SECTION 2**

Each full time employee shall receive the following vacation days with pay, for continuous service:

Upon completion of one year but less than five	12 days
Upon completion of five years but less than ten	15 days
Upon completion of ten years but less than fifteen	20 days
Upon completion of fifteen years but less than twenty	25 days
Upon completion of twenty-five years	26 days

**SECTION 3**

To avoid conflict when choosing vacations, the Director will post a notice, on April 1<sup>st</sup>, asking for Dispatchers to select their vacation time for the next fiscal year. The list will remain up for the month of April and be taken down on April 30<sup>th</sup>. At that time all conflicts will be resolved using the following criteria. Vacations chosen on the list will have precedent over all others chosen throughout the year.

- A. Only two Dispatchers may be off on vacation for any one day
- B. Seniority
- C. Vacation days requested after April 30<sup>th</sup> must be posted 48 hours prior to the vacation and will be allowed based on a "first come, first served" basis with conflicts of who posted first being resolved by seniority.

**SECTION 4**

Upon the death of any permanent employee, any unused vacation time will be paid to the beneficiary stated on the employee's life insurance form. Upon separation of an employee, the employee shall be paid for all unused vacation time.

**SECTION 5**

An employee who becomes seriously ill or injured while scheduled to go on vacation or is hospitalized while on vacation shall have the opportunity to change his/her vacation schedule provided that sufficient evidence by way of a physician's certificate attesting to his/her bona-fide illness is furnished to the E.R.S. Director.

**SECTION 6**

All vacation time must be used within the year following the fiscal year in which it is earned. An employee who does not use his/her annual vacation entitlement by the fiscal year end may elect to receive one hundred percent (100%) payment for up to ten (10) unused vacation days. An employee wishing to buy back vacation time must submit an application prior to the fiscal year end to the Employer.

**ARTICLE 11**  
**OVERTIME**

**SECTION 1**

Dispatchers will work overtime on a rotating basis. Eligible dispatchers will be asked to work overtime in accordance with policies and procedures as set forth by the Director. Part time employees may work a vacant shift on a voluntary basis prior to ordering a full-time employee to work provided they do not work thirty two (32) hours or more during the week.

**SECTION 2**

Should all dispatchers refuse the overtime, then one dispatcher going off duty and one of the dispatcher reporting for the next successive shift will be required to work four (4) hours each. In the event one of the dispatchers reporting for the next successive shift cannot be located, then the dispatcher going off duty must work the full eight (8) hour shift. An overtime force list shall be maintained to track such occurrences. Employees on a paid day off (i.e. vacation or personal day) will be the last employees to be ordered in. The overtime force list will reset to zero every July 1<sup>st</sup> at 12:00 A.M.

**SECTION 3**

All hours worked in excess of eight (8) hours in any day forty (40) hours worked in a workweek shall be paid for at the rate of time and one-half. Time taken as vacation, personal or will count toward the forty (40) hours of time worked in a workweek. Sick time shall not count as hours worked in a workweek for employee's when volunteering for overtime; however, employees ordered-in to work will receive pay at time and one-half (1 1/2) his/her regular hourly rate of pay.

**SECTION 4**

To protect the health and safety of the employees, no dispatcher will work more than 16 hours consecutively. Further, any such dispatcher who has worked sixteen (16) consecutive hours shall have eight (8) hours off duty before being required to return to work.

**ARTICLE 12**  
**LEAVE OF ABSENCE**

**SECTION 1**

The Employer may grant a personal leave of absence without pay to any employee upon his/her request for a period not to exceed one (1) year. Upon expiration of an approved leave of absence or with two weeks advance notice for an earlier return if so requested by such employee, he/she shall be reinstated in the position held at the time leave was granted, provided he/she is physically able to perform the duties of said position. Said physical ability will be determined by a physician who shall conduct an examination to include stress test and drug testing. Said physical exam will be paid for by the employee.

No leave of absence, including personal leave, sick leave or workers' compensation leave shall exceed one (1) year. Failure to return at the expiration of a leave, without good cause, will be considered a resignation of employment.

## **SECTION 2**

An employee's length of service shall not be reduced by time lost due to paid sick or workers' compensation leave. In the event that a personal leave of absence is granted, the date of seniority shall be the date that was in existence when said leave was started. Seniority shall not be built during a personal leave of absence in excess of thirty (30) days.

## **SECTION 3**

All personal leaves of absence of more than thirty (30) days will be done so without benefits, which include all Medical Plans, Vacation accrual, and Holiday pay.

## **SECTION 4**

Full time employees that have been granted a Personal Leave of Absence may buy up to fifty-two weeks of the Medical Coverage in existence at the time the leave was granted.

## **SECTION 5**

Any employee on leave of absence found to be working at other employment will be terminated

## **ARTICLE 13**

### **PERSONAL DAYS**

Full time employees shall be employed for ninety (90) days before being eligible to receive personal days. Full time employees shall receive four (4) personal days, to be credited to the employee on July 1<sup>st</sup> of each year. Part time employees shall be entitled to two (2) personal days after one (1) full year of employment. A minimum of twenty-four (24) hours' notice to the Director is required. In the event of an emergency or immediate personal business, twenty-four (24) hours' notice is not required. Personal days shall not be accumulated except the City will pay for one unused personal day at the end of the fiscal year.

## **ARTICLE 14**

### **HOLIDAYS**

#### **SECTION 1**

Each full time employee shall be paid for the following twelve (12) holidays:

New Year's Day	Independence Day
Presidents' Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Good Friday	Veteran's Day
Easter Sunday	Thanksgiving Day
Memorial Day	Christmas Day

#### **SECTION 2**

Employees may not use a sick day on their regularly scheduled shift before a holiday or use a sick day on their regularly scheduled shift after a holiday to receive holiday pay.

### SECTION 3

Because of the nature of the job structure, Federal, State or City proclaimed holidays cannot be observed by said dispatchers.

### SECTION 4

Payment for six (6) holidays will be paid on the first Friday in December with the remaining six (6) holidays to be paid on the first Friday in June. Payment will be made at the current hourly rate.

### SECTION 5

Employees who work on a holiday shall receive two (2) times their days' pay.

### SECTION 6

Employees on any authorized leave of absence without pay shall not be entitled to holiday pay.

### SECTION 7

Any newly created permanent Federal Holiday commencing the third year after it becomes law shall be considered a paid holiday.

### SECTION 8

If a vacation day is requested for the period covering

Christmas Eve  
Christmas Day  
New Year's Eve  
New Year's Day  
Thanksgiving Day

December 24, 12:00 A.M.— December 26, 12:00 A.M. or  
December 31, 12:00 A.M. — January 2, 12:00 A.M. or  
Thanksgiving Day from Thursday 12:00 A.M. — Friday 12:00 A.M.

A vacation or personal day request will not be granted if no full-time employee or part-time employee voluntarily takes the shift. Dispatchers may choose to swap a shift with any other full-time or part-time dispatcher.

## **ARTICLE 15** **INSURANCE**

### SECTION 1

Effective upon signing, all full time employees shall contribute twelve percent (12%) as a premium cost share for the medical benefits afforded them under this contract. Effective July 1, 2015, the employee shall contribute thirteen percent (13%). Effective July 1, 2017, the employee shall contribute fourteen percent (14%). Effective July 1, 2018, the employee shall contribute fifteen percent (15%). Effective July 1, 2019, the employee shall contribute sixteen percent (16%). Effective July 1, 2020, the employee shall contribute ~~seventeen percent (17%)~~.

*Sixteen percent (16%). Effective July 1, 2021, the employee shall contribute 17% percent (17%). Effective July 1, 2022, the employee shall contribute 18% percent (18%).*

All employee contributions shall be under a Section 125 Premium Only Plan.

1. ~~Effective July 1, 2018, a \$2,000/\$4,000 HDHP will be implemented and will replace the Blue~~

~~Cross-Century Preferred Point of Service Plan. The Town will contribute to the employee's HSA each plan year 50% of applicable deductible for either single coverage or single plus one or family coverage. Employees must be enrolled in the HDHP for the entire plan year or, if a new employee, for the plan year in which (s) he enrolls. The Town's contribution towards the applicable deductible for new employees who select the HDHP will be prorated based upon the month in which the employee begins employment. Employees who choose to be covered by the HDHP, but legally cannot have a HSA, will be covered by an IRS approved Health Reimbursement Arrangement ("HRA"), meaning they will be reimbursed up to 50% of the applicable deductible for out-of-pocket medical expenses incurred when utilizing the HDHP. Effective July 1, 2018, if an employee chooses to be covered by the Blue Cross Century Preferred Point of Service Plan ("PPO"), the employee can "buy-up" to the PPO plan, meaning the employee will pay the difference between what the City is contributing towards the HDHP (premium and deductible) and the cost of the PPO plan. The City's contribution shall be made in July of each fiscal year.~~

***1. Effective January 1, 2020, the State Partnership Plan 2.0 will be implemented and will Replace the Blue Cross Century Preferred Point of Service Plan.***

2. A full Service Dental Care Plan, including Riders A,B, C and D has been granted as an addition to the Connecticut Blue Cross Plan for all employees covered under this agreement.

3. A Vision Care Plan provided through the Connecticut Blue Cross will be granted to all employees only, covered under this plan

## **SECTION 2**

The Employer will provide and pay for a sixty thousand dollar (\$60,000) Group Life Insurance policy for all full time employees.

## **SECTION 3**

The Employer shall provide an annual payment in lieu of health benefits for employees that waive such coverage in the amount of \$1,000 for employee only coverage, \$2,000 for employee plus one coverage, \$4,000 for family coverage, so long as said coverage providing basis for the waiver is not any other City of West Haven entity. Employee requesting entitlement to waiver must provide insurance information for proof of coverage to the City's Personnel Department. A side letter of agreement shall be signed with respect to the one current employee who will be grandfathered to receive the waiver payment as a result of coverage through the spouse who is an employee of a City of West Haven entity.

## **SECTION 4**

The Employer may implement changes to the health benefits (including medical, dental, prescription) provided herein which may result in a cost savings/containment to the Employer and will not reduce until negotiated the current coverage and benefits received by Employees. The Employer agrees that it shall give the Union thirty (30) days' notice prior to the implementation of any changes. The Union may demand to bargain any change to current coverage and benefits prior to the implementation of any changes.

**ARTICLE 16**  
**ADMINISTRATION**

The Director of ERS shall be the Administrator of this Agreement and shall be responsible for maintaining discipline and the orderly operation of the E.R.S. Center.

**ARTICLE 17**  
**LONGEVITY**

SECTION 1

Except as described in Section 8, no employee hired after July 1, 2007, shall receive Longevity under this schedule.

SECTION 2

After the fifth (5<sup>th</sup>) year of employment has been reached, and through the ninth (9<sup>th</sup>) year of employment each employee covered by this Agreement shall be granted six hundred ten dollars (\$610.00) per year.

SECTION 3

Beginning with the tenth (10<sup>th</sup>) year of employment and each year thereafter up to the fifteenth (15<sup>th</sup>) each employee shall receive a longevity payment of six hundred sixty dollars (\$660.00).

SECTION 4

Beginning with the sixteenth (16<sup>th</sup>) year of employment and each year thereafter up to the nineteenth (19<sup>th</sup>) year of employment each employee shall receive a longevity payment of seven hundred ten dollars (\$710.00).

SECTION 5

Beginning with the twentieth (20<sup>th</sup>) year of employment and each year thereafter up to the twenty-fourth (24<sup>th</sup>) year of employment each employee shall receive a longevity payment of seven hundred sixty dollars (\$760.00).

SECTION 6

Beginning with the twenty-fifth (25<sup>th</sup>) year of employment and each year thereafter each employee shall receive a longevity payment of eight hundred ten dollars (\$810.00).

SECTION 7

Longevity payments shall be made on the first (1<sup>st</sup>) pay day in December of the calendar year during which the necessary years of service have been attained and thereafter annually with the formula. Employees reaching their anniversary date before the 3<sup>rd</sup> pay period in December who would reach a qualifying anniversary date by December 31<sup>st</sup> shall receive their longevity payment in the first (1<sup>st</sup>) December pay day. Said payments shall be in one lump payment.

SECTION 8

For full time employees hired effective November 1, 2010 there shall be a two tier longevity schedule. After the tenth (10<sup>th</sup>) year of employment has been reached, and through the twentieth (20<sup>th</sup>) year of employment they shall receive six hundred ten dollars (\$610.00) per year. Beginning with the twenty-first (21<sup>st</sup>) year the longevity payment shall increase thereafter to six hundred sixty (\$660.00) dollars. Employees hired after February 5, 2018, shall not be entitled to longevity payments.

**ARTICLE 18**

## **LAYOFF AND RECALL**

### **SECTION 1**

In the event the Employer decreases the work force in the Bargaining Unit, employees shall be laid off in the following order:

- i. Part time employees in inverse order of their seniority.
- ii. Full time employees in inverse order of their seniority

### **SECTION 2**

The Employer will give employees affected at least two (2) week advance notice of layoff.

### **SECTION 3**

Employees will be recalled in inverse order of their layoff when work becomes available. Full time employees shall be recalled first and part time employees thereafter. The Employer will notify the employee of recall by certified mail to the last known address on City Records. If an employee on lay-off does not report back to work within fourteen (14) working days of said notice, the employee shall be deemed to have resigned. Employees shall have the right to be recalled for eighteen (18) months from the date of layoff.

## **ARTICLE 19**

### **BEREAVEMENT LEAVE**

#### **SECTION 1**

In the event of a death in the employee's immediate family (spouse, parent, child, step-child, mother-in-law, father-in-law, brother, sister, grandchild), an employee will be permitted up to five (5) working days off at his/her regular rate of pay for the purpose of attending the funeral and providing for matters incident to the death. Additional time off shall be at the sole discretion of the Director and handled on a case-by-case basis depending on the circumstances.

#### **SECTION 2**

A three (3) day special leave (the day before the funeral, the day of the funeral, and the day after the funeral) shall be granted for the death of the following individuals: grandmother, grandfather, step-mother, stepfather, aunt, uncle, niece, nephew, brother-in-law or sister-in-law. Additional time off shall be at the sole discretion of the Director and handled on a case-by-case basis depending upon the circumstances.

Should the leave period include days not scheduled as work days, only the actual days necessary to complete the five (5) or three (3) day period shall be allowed.

## **ARTICLE 20**

### **WORK WEEK**

#### **SECTION 1**

The work week for full time dispatchers shall be forty (40) hours using the bid shift process, with shifts being picked by seniority every eight (8) weeks. The work week starts 12:00 a.m. midnight on

Monday. Part time dispatchers shall normally be scheduled for at least 8 hours per week but not more than 32 hours per week.

## **SECTION 2**

Any dispatcher called into work shall be granted a minimum of three (3) hours of work at the wage rate specified in this contract. There will be no call in pay when the employee is called in contiguous to his/her shift.

## **SECTION 3**

All dispatchers will assist in data entry.

## **ARTICLE 21**

### **JURY AND MILITARY DUTY**

#### **SECTION 1**

Full time employees will be paid for hours spent on Jury Duty less the amount earned while serving. It is the responsibility of the employee to document proof of Jury Duty. Any pay received for this duty will be deducted from the employee's City pay. The language in this section will also hold true for those employees that are subpoenaed witnesses and, in turn, will not cover those that become witnesses on a voluntary basis. The check from Jury Duty must be turned over to the City Comptroller.

#### **SECTION 2**

Pay will be granted for Military training that encompasses the normal work week or weeks of the employee. Any pay received for this duty will be deducted from the employee's City pay. Military training is defined as that covering any military reserve unit that has not been called to active duty.

## **ARTICLE 22**

### **UNION LEAVE/FAMILY MEDICAL LEAVE**

#### **SECTION 1**

Upon approval by the Director, an employee selected by the Union to perform duties for the Union or the Local Union will be allowed a Leave of Absence without pay. The Director will not unreasonably withhold approval for such leave requests provided the leave does not interfere in the operation of the ERS Center. Such leave when granted shall be treated as continuous service with the Employer and shall be limited to one (1) employee at any one time and shall not exceed five (5) days in any calendar year.

#### **SECTION 2**

The City of West Haven complies with the Federal Family Medical Leave Act of 1993 and such amendments made to the Act as dictated by law. An employee who anticipates a leave shall contact the City of West Haven's Personnel Department to determine how said guidelines apply.

**ARTICLE 23**  
**RETIREMENT AND PENSION**

**SECTION 1**

Full time employees who retire shall be entitled to a lump sum payment for vacation time earned.

**SECTION 2**

Any employee, with twenty (20) years of continuous service shall be entitled to a lump sum payment reflecting one hundred percent (100%) of accumulated sick leave up to a maximum of one hundred (100) days. Full time employees hired as of July 1, 1996, shall only be entitled to a maximum of ninety (90) days sick leave at retirement, with twenty (20) years of continuous service. Full time employees hired on or after February 5, 2018, shall not be entitled to a payment of accumulated sick leave at retirement.

**SECTION 3**

Any employee electing to retire, who has obtained twenty ~~(20)~~ 25 years of continuous service and has reached the age of ~~fifty-five (55)~~, 50 will receive all of the insurance and medical benefits afforded them and their enrolled dependents at the time of retirement, which will change based upon insurance and medical benefits offered to current bargaining unit employees, until their sixty-fifth (65<sup>th</sup>) birthday\*. Upon retirement and prior to his/her sixty-fifth (65<sup>th</sup>) birthday, the retiree shall pay the same contribution towards health, prescription and dental coverage which is required of active employees plus any increase in contribution as such increase may exist from time to time but retirees between the ages of sixty (60) and sixty-five (65) years of age shall pay the premium percentage for retiree medical which was in effect at their date of retirement. All employees hired after July 1, 2011 who retire shall pay twenty five percent (25%) of the fully insured equivalent rate for their own single coverage retiree insurance through age 65 and fifty percent (50%) of the fully insured equivalent rate for all spousal/dependent coverage provided that the retiree was married to the spouse at the time of retirement, for the same health and prescription plans that active employees have, as same may be modified through collective bargaining.

Employees hired after February 5, 2018, shall not be entitled to retiree medical benefits.

There shall be no annual cap on retiree contributions.

The City will contribute to the HDHP Plan currently referenced in the Agreement at the same contribution level it contributes each fiscal year for active employees and the retiree will be required to remain in the HDHP for the entire plan year, until the plan(s) are modified during negotiations, as set forth above. If the City offers a plan that current employees are allowed to "buy-up" to, the retiree will be responsible to pay the City for the buy-up amount being paid by active employees.

**SECTION 4**

Retired employees, upon reaching age 65, will receive reimbursement for the standard individual Medicare Part "B" as assessed by the Social Security Administration (SSA), and an eight thousand dollar (\$8,000.00) Life Insurance Policy. Said reimbursement will be made quarterly in arrears and retirees shall provide in January of each year, a copy of his/her statement of benefits from the SSA.

Retired employees with a minimum of twenty years of full time service will be eligible to receive Plan F, or its equivalent, for themselves and their spouses (provided the retiree was married to the spouse at the time of retirement). Retiring employees will be eligible for this plan only if they are collecting Medicare benefits as provided by the federal government. The retiree shall pay the same percentage contribution toward the supplement policy which is required of active employees for premium cost share plus any increase in contribution as such increase may exist from time to time for his/her own insurance and 50% of the incremental premium cost for his/her spouse. If they or their spouses were to change coverage to another form of Medicare, they will be removed from the Blue Cross/Blue Shield 65 Supplemental Policy as soon as they are enrolled in a new plan. It shall be the responsibility of the retiree or their spouse to notify the Employer of said changes.

Employees hired after February 5, 2018, will not be eligible for reimbursement for Medicare Part "B", Plan F, or its' equivalent, and will not be entitled to a life insurance policy upon retirement.

#### **SECTION 5**

Each full time bargaining unit employee shall be offered the opportunity of belonging to the City of West Haven 401K Pension Plan. Contribution to the Plan shall be as follows: Employer's contribution shall be 5% to 8% and the employee's contribution shall be a minimum of 2% to a maximum of 25% (employee contributes 2% to 5%, city match is 5%--city will match employee contribution up to a maximum of 8% however, subject to statutory limits.).

#### **SECTION 6**

The guidelines spelled out in the brochure will be the guiding factor for early and normal retirement requirements, and all other aspects of the Pension Plan.

### **ARTICLE 24** **WAGES**

#### **SECTION 1**

Any dispatcher who has less than six (6) months of service in such classification shall be paid at Step 1. Any dispatcher who has six (6) months, but less than twenty-four (24) months of service in such classification shall be paid at Step 2. Any dispatcher who has twenty-four (24) completed months or more of service in such classification shall be paid at Step 3.

#### **SECTION 2**

ERS Dispatcher

July 1, 2017	wage freeze
July 1, 2018	wage freeze
July 1, 2019	wage freeze
July 1, 2020	wage freeze

<i>July 1, 2021</i>	<i>1% general wage increase</i>
<i>July 1, 2022</i>	<i>2% general wage increase</i>

#### **SECTION 3**

Employees assigned to the 4:00 P.M. to Midnight shift will be paid a differential of \$.75 per hour. Employees assigned to the Midnight to 8:00 A.M. shift will be paid a differential of \$.80 per hour.

#### **SECTION 4**

Any employee covered by this Agreement when required to work more than ten (10) hours shall be

granted a meal allowance of \$8.00.

#### **SECTION 5**

Each Dispatcher will be allowed to take a one hour break, not to be taken the first or last hour of the shift. It will be worked out amongst the dispatchers on each shift as to who takes their break first, second, third, fourth. Each Dispatcher must stay within City limits and carry a portable radio to keep in touch with the office.

#### **SECTION 6**

Any full time employee who holds the designation as lead dispatcher shall be paid a shift premium of fifteen (\$15) dollars when working in that role.

#### **ARTICLE 25**

##### **NO STRIKE-LOCKOUTS**

No officer, representative, or member of the Union shall authorize, instigate, condone or engage in a strike, work stoppage or interruption of work operations during the period of this Agreement. The Employer agrees that there shall be no lock-outs.

#### **ARTICLE 26**

##### **BARGAINING COMMITTEE**

#### **SECTION 1**

One (1) employee designated as a bargaining committee member, shall be granted the necessary time off from his/her regular duties with pay for the purpose of negotiating a collective bargaining agreement between the Employer and the Union.

#### **SECTION 2**

No more than one (1) member of the Union shall attend a State convention, conference, or training session of the Connecticut Independent Labor Union without a loss of pay, provided notice is given to the E.R.S. Director at least one week prior to the convention, conference or training session. A maximum of forty (40) hours per contract year shall be permitted.

#### **ARTICLE 27**

##### **CONFLICT OF INTEREST CLAUSE**

No employee of the E.R.S. shall hold the position of Police or Fire Commissioner in the City of West Haven provided their employment with the City predates their election/appointment.

#### **ARTICLE 28**

##### **UNIFORM ALLOWANCE**

The Employer shall provide each full time employee with an annual allowance of \$375.00 on ratification and every July 1<sup>st</sup> thereafter to be used for Uniform Allowance. Said uniform style is to

be determined by the E.R.S. Director. Part time employees will be provided with uniform attire, no stipend shall issue.

**ARTICLE 29**  
**NON-DISCRIMINATION**

Neither the Employer nor the Union shall discriminate against any employee because of race, religion, sex, sexual preference, marital status, age, color, national origin, political affiliation, or physical disability. A grievance alleging a violation of this Article may be filed up to but not including arbitration.

**ARTICLE 30**  
**EDUCATION ASSISTANCE**

**SECTION 1**

Applicants for educational assistance must have at least one year of continuous service at the time of application.

- a. All applications for education assistance must be submitted to the Director and approved by both the Director and the City of West Haven Personnel Director prior to the time of registration; such approval shall not be unreasonably withheld.
- b. Course work for which assistance is being requested must be job related.
- c. Course work must be taken at an appropriately recognized and certified educational institution.

**SECTION 2**

The employer will reimburse employees for actual allowable expenses incurred to a maximum of \$3,000.00 per fiscal year.

- a) Allowable expenses include tuition, books, lab fees, registration fees.
- b) In order to be reimbursed, the employee must provide satisfactory evidence of completion of the course with a grade of "B" or better and proof of prior payment or a passing grade in the case of certification.

**ARTICLE 31**  
**CERTIFICATIONS**

Dispatchers, by the end of probation, must have and maintain the following certifications and such other certifications as may be mandated in the future by the City of West Haven or other governmental entity:

- a. State of CT 911 Telecommunicator;
- b. Emergency Medical Dispatcher (EMD);

- c. State of Connecticut Collect system;
- d. NCIC;
- e. Emergency Police Dispatch (EPD); and
- f. PROQA.

The Employer will cover the associated costs.

### **ARTICLE 32** **PAST PRACTICE**

This Agreement is not intended to nor shall it be considered as abridging any right, benefit, or privilege that employees have enjoyed heretofore, on a reasonable basis, unless it is specifically stated that said practice has been superseded by a provision of the Agreement.

### **ARTICLE 33** **POLICIES**

All employees shall conform to the Standard Operating Policies and Procedures as developed for the efficient operation of the Center.

### **ARTICLE 34** **WORKER'S COMPENSATION**

#### **SECTION 1**

Any employee sustaining a work related injury or disability as provided in this Article must use a health care provider in the City of West Haven's Worker's Compensation preferred provider network, as such may be modified from time to time by the Plan Administrator and approved by the Worker's Compensation Commissioner. If an employee loses time because of an injury sustained in the line of duty for which he or she is entitled to compensation under the Workers' Compensation Act, he or she shall receive payment from Worker's Compensation for the period of disability.

#### **SECTION 2**

Whenever an employee suffers an injury for which workers' compensation is claimed, the City shall investigate whether there is work available temporarily for the employee during the period of the employee's rehabilitation. The current job description for the position held by the employee, and any other information concerning the essential functions of the job, will be forwarded to the employee's treating physician and the City's workers' compensation carrier. The physician will indicate which of the essential functions of the job the employee is and is not capable of performing, as well as any medical restrictions on the employee, so that the City can analyze whether alternative work assignments are available. The Director and the City's Personnel Director will review alternative work assignments that may be available for the employee.

If there is a suitable temporary assignment available, the employee will be asked to return to work. It is understood that employees have an obligation to accept suitable alternative work under the Workers' Compensation Act.

A temporary work assignment may not be available for the entire period of an employee's temporary disability. If the temporary assignment ends, the employee will be notified and will no longer be required to report to that assignment.

### SECTION 3

During the time period that an employee is out of work the employee shall be responsible for the cost of the co-payment portion of their Health Insurance Benefit.

## ARTICLE 35

### TRAVEL REIMBURSEMENT

Employees required by the Employer to attend any function using their own vehicle shall be reimbursed for mileage at the I.R.S. mileage rate effective at the time of travel.

## ARTICLE 36

### DISPATCHER TRAINING

### SECTION 1

In the event the City decides to provide training, the Director shall select trainers from volunteers. Trainers shall receive time and one-half (1 1/2) wages for all hours spent actively training a dispatcher when off duty only.

## ARTICLE 37

### DURATION OF AGREEMENT

### SECTION 1

This Agreement shall become effective upon execution and continue in full force and effect to and including June 30, 2021, and thereafter shall be automatically renewed from year to year unless notice in writing shall be given by either party to the other of its termination one hundred eighty (180) days prior to its expiration date or a subsequent applicable expiration date after automatic renewal, in which event is extended for a further period of time.

### SECTION 2

Either party wishing to terminate, amend, or modify this Agreement must so notify the other party, in writing, no more than two hundred ten (210) days or less than one hundred eighty (180) days prior to such expiration date.

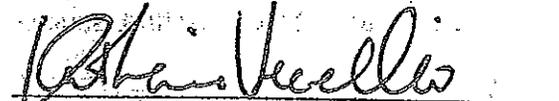
SIGNED THIS 10<sup>th</sup> day of October, 2018.

By and for

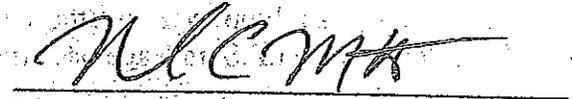
CITY OF WEST HAVEN

Local 5127, IAFF

  
Nancy Rossi, Mayor

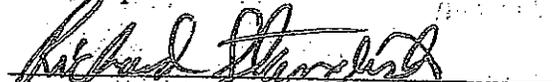
  
Katherine Vecellio  
Local President

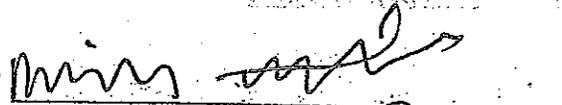
Beth Sabo  
Director of Personnel and Labor Relations

  
Raymond Memmott  
Local Vice President



  
Louis DeMici  
IAFF Representative

  
Richard Standish

  
Michael Standish

  
Pasquale Lato

# APPENDIX A

## WAGE TABLE

### WEEKLY RATES

July 1, 2017 through June 30, 2021–**2023**

	<b>EFFECTIVE DATES</b>		<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
2%	July 1, 2016	Weekly	\$827.37	\$963.78	\$1,125.46
		Hourly	\$ 20.68	\$ 24.09	\$ 28.14
0%	July 1, 2017 - June 30, 2021	Weekly	\$827.37	\$963.78	\$1,125.46
		Hourly	\$ 20.68	\$ 24.09	\$ 28.14
<i>1%</i>	<i>July 1, 2021</i>	<i>Hourly</i>	<i>\$20.89</i>	<i>\$24.33</i>	<i>\$28.42</i>
		<i>Weekly</i>	<i>\$835.60</i>	<i>\$973.20</i>	<i>\$1136.80</i>
	<i>July 1, 2022</i>	<i>Hourly</i>	<i>\$21.30</i>	<i>\$24.82</i>	<i>\$28.99</i>
2%	<i>July 1, 2022</i>	<i>Weekly</i>	<i>\$852.00</i>	<i>\$992.80</i>	<i>\$1,159.60</i>



# APPENDIX B

City of West Haven - ERS

This is a brief summary of the benefits covered under the lumens plan. It is not intended to be a complete list of benefits

Option 1 \$2,000/\$4,000

Includes Health Care Reform Mandates Preventive Care covered 100%

Option 2 \$4,000/\$8,000

LUMENOS HEALTH SAVINGS ACCOUNT

COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:	COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:
Annual Deductible (individual/2-member family/3+ member family)	Not Applicable	\$2,000/\$4,000/\$8,000	Annual Deductible (single/family)	Not applicable	\$2,000/\$4,000
Coinsurance	Not Applicable	20% after deductible	Coinsurance	Not applicable	20%
Coinsurance Maximum (individual/2-member family/3+ member family)	Not Applicable	\$600/\$1,200/\$1,800	Out-of-Pocket Plan Year Maximum (single/family)	\$4,000/\$6,000	\$4,000/\$6,830
Coinsurance Maximum (deductible + Coinsurance share maximum)	\$6,600/\$6,600/\$6,200	\$6,600/\$6,600/\$6,200	Plan Year Maximum	Unlimited	Unlimited
Office Visit Copayment	\$30 per visit/\$45 Specialist	Deductible & Coinsurance	PREVENTIVE CARE	No cost share	Deductible & Coinsurance
Hospital Copayment	\$400 per admission	Deductible & Coinsurance	Well child care	No cost share	Deductible & Coinsurance
Urgent Care Copayment	\$75	Not Covered	Adult Physical examinations	No cost share	Deductible & Coinsurance
Emergency Room Copayment waived if admitted	\$150	\$150	Other Preventive Screenings	No cost share	Deductible & Coinsurance
Outpatient Surgery Copayment	\$175	Deductible & Coinsurance	Routine ophthalmological care, pap smear & pelvic exam	No cost share	Deductible & Coinsurance
Limits Maximum	Unlimited	Unlimited	Mammography, Prostate, colorectal colonoscopy, lipid & diabetic	No cost share	Deductible & Coinsurance
PREVENTIVE CARE			Routine Hearing & Vision screening	No cost share	Deductible & Coinsurance
Well child care			Immunizations and Vaccinations (other than those needed for travel)	No cost share	Deductible & Coinsurance
Well Child Care (include immunizations)	No Copayment		HOSPITAL SERVICES		
• 6 exams, birth to age 1			ALL Inpatient Admissions	Deductible	Deductible & Coinsurance
• 6 exams, ages 1 - 5			Specialty Hospital (Rehab)		Deductible & Coinsurance
• Exam every 2 years, ages 6 - 10			Rehab 100 days per calendar year		Deductible & Coinsurance
• Exam every year, ages 11 - 21			Outpatient Surgery in a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
Adult Exams:			DIAGNOSTIC SERVICES		

<ul style="list-style-type: none"> <li>STANDARD HCR</li> </ul>	No Copayment		Diagnostic lab and x-ray	Deductible	Deductible & Coinsurance
ADULT PREVENTIVE CARE			High Cost Diagnostic Tests	Deductible	Deductible & Coinsurance
AGE 22+ 1 EXAM PER YEAR			MRI, MRA, CAT, CTA, PET, and SPECT tests	Deductible	Deductible & Coinsurance
Periodic, routine health examinations	No Copayment		OUTPATIENT REHABILITATION THERAPY SERVICES	Deductible	Deductible & Coinsurance
Routine eye exams ( 1 exam every 2 years)	No copayment		Outpatient Rehabilitation	Deductible	Deductible & Coinsurance
Routine OB/GYN visits (1 visit per Calendar Year)	No Copayment	Deductible & Coinsurance	Outpatient Rehabilitation and restorative physical, occupational, speech and chiropractic therapy for up to 50-equivalent visits per Calendar Year. Additional visits are available once maximum is met, subject to Out-of-Network cost sharing	Deductible	Deductible & Coinsurance
Mammography (1 exam every calendar year)	No Copayment		Agency Office Visit/Testing	Deductible	Deductible & Coinsurance
Hearing screening	No Copayment		Agency Injections - Inpatient/therapy or other therapy treatment	Deductible	Deductible & Coinsurance
MEDICAL CARE			EMERGENCY/URGENT CARE SERVICES	Deductible	Deductible & Coinsurance
Office visits	\$50 per visit		Emergency Room - Treatment	Deductible	Deductible & Coinsurance
Comprehensive mental health & substance abuse - 21/2 hr. authorization required after 1st full visit	\$50 per visit		Emergency cost share waived if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible & Coinsurance
OB/GYN care	Rate Schedule		Ambulance Land & Air - Paid according to the Department of Public Health Ambulance Service	Deductible	Deductible & Coinsurance
Maternity care - initial visit - subject to copayment/10 charge thereafter	\$45 per visit		PFT/STICHAN MEDICAL/SURGICAL SERVICES	Deductible	Deductible & Coinsurance
Diagnostic lab and x-ray	No Charge	Deductible & Coinsurance	Medical Office Visits	Deductible	Deductible & Coinsurance
			Services of a Physician or Surgeon (Other than a medical office visit)	Deductible	Deductible & Coinsurance

<p>High-cost outpatient diagnostic prior authorization required</p> <p><i>The following are subject to copy: MRI, MRA, CAT, CTA, PET, SPECT scans</i></p> <p>Allergy services</p> <p><u>Office visits/testing</u></p>	<p>No Charge</p> <p>\$45 per visit</p> <p>No Copayment</p>	<p><b>MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b></p> <p><u>Deductible &amp; Coinsurance</u></p> <p><u>Outpatient Treatment for Mental Health Care and Substance Abuse Care</u></p> <p><u>Deductible &amp; Coinsurance</u></p> <p><u>Deductible</u></p> <p><u>Deductible &amp; Coinsurance</u></p> <p><u>Deductible</u></p>	<p>Deductible &amp; Coinsurance</p> <p>Deductible</p> <p>Deductible &amp; Coinsurance</p> <p>Deductible &amp; Coinsurance</p>
<p>Injections - 80 visits in 3 years</p>	<p>No Copayment</p>	<p><u>Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care</u></p> <p><u>Deductible &amp; Coinsurance</u></p> <p><u>Deductible &amp; Coinsurance</u></p> <p><u>Inpatient Rehabilitation Treatment for Substance Abuse Care</u></p> <p><u>In a Hospital or a Substance Abuse Treatment Facility</u></p>	<p>Deductible &amp; Coinsurance</p> <p>Deductible &amp; Coinsurance</p> <p>Deductible &amp; Coinsurance</p>
<p>HOSPITAL CARE — Prior authorization required</p> <p><u>Semi-private room</u> (General/Medical/Surgical/Maternity)</p>	<p>\$400 per admission</p>	<p><u>Inpatient Hospital Services In a Hospital or a Substance Abuse Treatment Facility</u></p>	<p>Deductible &amp; Coinsurance</p>

Inpatient mental health &  
 substance abuse  
 Skilled nursing facility — up  
 to 120 days per calendar year

~~\$460~~ per admission

\$400 per admission

Deductible & Coinsurance

OTHER MEDICAL SERVICES

Skilled Nursing Facility

Rehabilitative services — up  
 to 60 days per person per  
 calendar year

No Copayment

Up to 120 days per Calendar Year

Deductible

Deductible & Coinsurance

Outpatient surgery — up

\$175 per visit

Private Duty Nursing

Deductible

Deductible & Coinsurance

at hospital or surgery center

EMERGENCY CARE		Deductible & Coinsurance		Deductible & Coinsurance	
Walk-in centers	\$30 per visit				
Urgent care — at participating centers only	7%	Not covered			
Emergency care — copayment waived if admitted	\$150	\$150			
Ambulance	No Charge	No Charge			
Outpatient rehabilitation services — 20 visits each for P.F. OFF. SUT and China					
Portable medical equipment / Prosthetic devices	\$50 per visit	Deductible & Coinsurance			
Unlimited maximum per calendar year	\$250 Deductible Per Covered Per Year	\$250 Deductible Per Covered Per Year			
Diabetic supplies & equipment	\$250 Deductible Per Covered Per Year	\$250 Deductible Per Covered Per Year			
Incontinence services (limited)	Covered	Deductible & Coinsurance			
Home health care	No Charge	Deductible & Coinsurance			
PHARMACY - Retail 30-day supply, Mail Order 90 days, 2 times Retail					
Tier 1 - Generic Drugs	\$5	Covered			
Tier 2 - Listed Brand-Name Drugs	\$5.20	Covered			
Tier 3 - Non-Listed Brand-Name Drugs	\$9.5	Covered			
Annual Maximum per Calendar Year	\$4,000	Covered			

Service	Cost	Coverage	Deductible	Coinsurance
Limited to \$15,000 per Plan Year Immunizations and Vaccinations for Travel				
Prescription drugs (when purchased from network pharmacy)				
Retail Pharmacy				
The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30-day supply.				
Mail Order Prescription Drugs				
The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 90-day supply.				
Diabetic drugs and supplies (Insulin, Organ and Tissue Transplant)				
Unlimited Maximum Home health care				
Nursing and therapeutic services limited to 200 visits per calendar year				
Home health care services limited to 80 visits (not applicable to the 200 visits limit)				
In the Home Health Medical Social Services under the direction of a Physician up to 90 days				

PS Sector 3 tier drug no edits

# Anthem, CI

Century Preferred  
City of West Haven-ERS  
001706-439

Century Preferred is a preferred provider organization (PPO) plan.

COST SHARE PROVISIONS	In-Network <i>Member pays:</i>	Out-of-Network <i>Member pays:</i>
<del>Office Visit (OV) Copayment</del>	<del>\$25 per visit</del>	<del>Deductible &amp; Coinsurance</del>
<del>Specialist (SV) Copayment</del>	<del>\$35 per visit</del>	<del>Deductible &amp; Coinsurance</del>
<del>Hospital (HSP) Copayment</del>	<del>\$500</del>	<del>Coinsurance</del>
<del>Urgent Care (UR) Copayment</del>	<del>\$75</del>	<del>Not Covered</del>
<del>Emergency Room (ER) Copayment — waived if admitted</del>	<del>\$150</del>	<del>\$150</del>
<del>Outpatient Surgery (OS) Copayment</del>	<del>\$200</del>	<del>Deductible &amp; Coinsurance</del>
<del>Annual Deductible (individual/2 member family/3+ member family)</del>	<del>Not applicable</del>	<del>\$300/600/900</del>
<del>Coinsurance</del>	<del>Not applicable</del>	<del>20% after deductible up to</del>
<del>Coinsurance Maximum (individual/2 member family/3+ member family)</del>	<del>Not applicable</del>	<del>600/1200/1800</del>
<del>Cost Share Maximum (individual/2 member family/3+ member family)</del>	<del>Not applicable</del>	<del>\$900/1800/2700</del>
<del>Lifetime Maximum</del>	<del>Unlimited</del>	<del>Unlimited</del>

## PREVENTIVE CARE

<del>Well child care</del>	<del>No Charge</del>	
<del>Periodic, routine health examinations</del>	<del>No Charge</del>	
<del>Routine eye exams</del>	<del>No Charge</del>	<del>Deductible &amp; Coinsurance</del>
<del>Routine OB/GYN visits</del>	<del>No Charge</del>	<del>Deductible &amp; Coinsurance</del>
<del>Mammography</del>	<del>No Charge</del>	
<del>Hearing screening</del>	<del>No Charge</del>	

\*Hearing exams will take a copay when they are done by a provider other than your primary care physician

## MEDICAL CARE

<del>Office visits with PCP</del>	<del>OV Copayment</del>	
<del>Office visits with Specialist</del>	<del>SV Copayment</del>	
<del>Outpatient Mental Health &amp; Substance Abuse — prior authorization required</del>	<del>OV Copayment</del>	
<del>OB/GYN care</del>	<del>SV Copayment</del>	
<del>Maternity care — initial visit subject to copayment, no charge thereafter</del>	<del>OV Copayment</del>	<del>Deductible &amp; Coinsurance</del>
<del>Diagnostic Lab, X-ray and Testing</del>	<del>No charge</del>	<del>Deductible &amp; Coinsurance</del>
<del>High-Cost Outpatient Diagnostic</del>	<del>No charge</del>	
<del>Allergy Services</del>		
<del>Office visits/testing</del>	<del>SV Copayment</del>	
<del>Injections-80 visits in 3 years</del>	<del>No Copayment</del>	

## HOSPITAL CARE — Prior authorization required

<del>Semi-private room (General/Medical/Surgical/Maternity)</del>	<del>HSP Copayment</del>	
<del>Inpatient Mental Health &amp; Substance Abuse Skilled nursing facility — up to 120 days per calendar year</del>	<del>HSP Copayment</del>	
<del>Rehabilitative services — up to 60 days per person per calendar year</del>	<del>HSP Copayment</del>	<del>Deductible &amp; Coinsurance</del>
	<del>No charge</del>	

Outpatient surgery — <i>in a hospital or surgi-center</i>	OS Copayment	
<b>EMERGENCY CARE</b>		
<del>Walk-in centers</del>	OV Copayment	Deductible & Coinsurance
<del>Urgent care — at participating centers only</del>	UR Copayment	Not covered
<del>Emergency care — copayment waived if admitted</del>	ER Copayment	ER Copayment
Ambulance	No charge	No charge
<b>OTHER HEALTH CARE</b>		
<del>Outpatient rehabilitative services</del> 30 visits per member per calendar year each- PT, OT, ST and CHIRO -Excess covered as out of network	\$30 Copayment	Deductible & Coinsurance
<del>Durable medical equipment / Prosthetic Devices</del> \$100 deductible Unlimited maximum per member calendar year	\$100 Deductible	Deductible & Coinsurance
<u>Infertility Services (diagnosis and treatment)</u>	Applicable Copayment	Deductible & Coinsurance
Home Health Care	No charge	\$50 Deductible & 20 % Coinsurance

**PREVENTIVE CARE SCHEDULES**

<p><i>Well Child Care (including immunizations)</i></p> <p>7 exams birth to one 7 exams 1 to 5 1 exam every year 5-22 1 exam every year 22+</p>
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<p><i>Adult Exams</i></p> <p>1 exam every year 22+</p>
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<p><u>Mammography</u></p> <p>+ 1 baseline screening, ages 35-39 e 1 screening per year, ages 40+ ◆ Additional exams when medically necessary</p>
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<p><i>Vision Exams: 1 exam every calendar year</i></p> <p><del><i>Hearing Exams: 1 exam every 2 calendar years</i></del></p> <p><del><i>OB/GYN Exams: 1 exam per calendar year</i></del></p>
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**Notes To Benefit Descriptions**

- In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- o Inpatient Hospital Per Admission Copay is waived if readmitted within 30 days for same diagnosis
- \* Skilled Nursing Facility Copay is waived if admitted within 3 days of hospital discharge.
- ◆ Home Health Care services are covered when in lieu of hospitalization. Includes infusion (IV) therapy.
- + Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants. Covered services are subject to a lifetime maximum of unlimited. Members are responsible for the balance of charges billed by out-of-network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services.

Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

*This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; refractive eye surgery; services and supplies related to, as well as the performance of sex change operations; surgical and non-surgical services related to Tildf syndrome; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation.*

A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.

CENTURY PREFERRED  
 .11.4A/A GED RC, 3 TIER  
 Benefits at a Glance

SS COPA MEAT GENERIC DRUGS  
 S20 COPA MEAT LISTED BRAND-NAME DRUGS  
 S35 COPA MEAT NON-LISTED BRAND-NAME DRUGS  
 \$1,000 Annual Maximum

### How To Use 3-Tier Managed Rx

3-Tier Managed Rx has three different levels (or "tiers") of copayments, depending on the type of prescription drug you purchase (see the chart below for details). Your copayments will be lower when you use generic or brand-name medications that are on our list of preferred prescription drugs. The medications on this list are selected for their quality, safety and cost-effectiveness. You'll still have to cover brand-name drugs that are not on the list, but your copayment will be higher.

Talk to your provider about using generic drugs or listed brand-name drugs. It's a simple way to save out-of-pocket expenses.

### Copayments and Day Supplies

- You will be responsible for one copayment when purchasing a 30-day supply of prescription drugs from a retail pharmacy.
- You'll be responsible for two copayments when purchasing a 30-day to 90-day supply of maintenance drugs through the voluntary mail-service program (see chart for details).

Generic Drugs Have the Lowest Copayment		Your copayment
<del>Tier 1: Generic drugs</del>	The term "generic" refers to a prescription drug that is not protected by a trademark. It is required to meet the same bioequivalency test as the original brand-name drug. Tier 1 copayment applies.	<del>\$5</del>
<del>Tier 2: Listed brand-name drugs</del>	The term "listed brand-name" refers to a brand-name prescription drug that is on Anthem Blue Cross and Blue Shield's list of <u>preferred prescription drugs. Tier 2 copayment applies.</u>	<del>\$20</del>
<del>Tier 3: Non-listed brand-name drugs</del>	The term "non-listed brand-name" refers to a brand-name prescription drug that is not on Anthem Blue Cross and Blue Shield's list of preferred prescription drugs. Tier 3 copayment	\$35
Mail Service	Two copayment(s) per 30-90 day supply	\$10114970
Annual Maximum	Per member per calendar year	\$1,000

### Generic Substitution

- When a generic equivalent is available and you obtain a preferred or non-preferred brand-name drug, you will be responsible for the Tier I copayment *plus* the difference in cost between the generic and brand-name drug. This provision applies unless your provider obtains Prior Authorization. When Prior Authorization is obtained (at the discretion of Anthem Blue Cross and Blue Shield), you will be responsible only for the applicable Tier copayment.
- Prior authorization may be required for certain Prescription Drugs (or the prescribed quantity of a particular Drug). Prior authorization helps promote appropriate utilization and enforcement of guidelines for Prescription Drug benefit coverage. The PBM uses pre-approved criteria, developed by our Pharmacy and Therapeutics Committee, which is reviewed and adopted by us.
- Step therapy may be required for certain Prescription Drugs. Step therapy refers to the process in which you may be required to use one type of medication before benefits are available for another.

### Voluntary Mail-Service Program

Anthem Rx, our voluntary mail-service drug program, can save you time and expense if you regularly take one or more types of maintenance drugs. You can order up to a 90-day supply of these medications and have them delivered directly to your home.

Two mail-service copayments will apply as follows: Sift Generic: \$40 Listed Brand: Sift Non-Listed Brand

### National Pharmacy Network

Members also have access to a network of more than 64,000 retail pharmacies throughout the country. Members may call 1-888-207-4214, to locate a participating pharmacy when traveling outside the state.

### Non-Participating Pharmacies

Members who fill prescriptions at a non-participating pharmacy are responsible for payment at the time the prescription is filled. Members must submit claims to Anthem Blue Cross and Blue Shield for reimbursement, and payment will be sent to the member. Members who use non-participating pharmacies will pay 20% of the in-network allowance, plus the difference between Anthem Blue Cross and Blue Shield's payment and the pharmacist's actual charge.

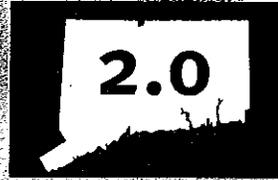
### Limits and Exclusions

Benefits are limited to no more than a 30-day supply for covered drugs purchased at a retail pharmacy, and no more than a 90-day supply for covered drugs purchased by mail service. All prescriptions are subject to the quantity limitations imposed by state and federal statutes.

Benefits for prescription birth control and Sexual Dysfunction medications are optional for groups such as yours. Check with your benefits administrator to find out whether or not you have such benefits.

*This is not a legal contract. It is only a general description of the Managed Rx, 3 Tier version. Please consult the Evidence of Coverage or prescription drug rider for a complete description of benefits and exclusions. Link to Evidence of Coverage.*

# CONNECTICUT PARTNERSHIP PLAN



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## ***A Great Opportunity for Very Valuable Healthcare Coverage***

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Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

*The CT Partnership Plan is the same POS plan currently offered to State of Connecticut employees. You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150\*), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of-network. But, when you see in-network providers, you pay less. That's because they contract with UnitedHealthcare/Oxford—the plan's administrator—to charge lower rates for their services. You have access to Oxford's Freedom Select Network in Connecticut, New Jersey, and parts of New York, and United's Choice Plus Network for seamless national access!*

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 6, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and visit [www.osc.ct.gov/CTpartner](http://www.osc.ct.gov/CTpartner) to find out if your doctor, hospital or other medical provider is in UnitedHealthcare/Oxford's network. Information about the dental plan offered where you work, and the amount you'll pay for healthcare and dental coverage, will be provided by your employer.

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	\$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: \$350 Family: \$350 per member (\$1,400 maximum)  <i>Waived for HEP-compliant members</i>	Individual: \$300  Family: \$900
Coinsurance (the percentage of a covered expense you pay <i>after</i> you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: \$2,000 Family: 4,000	Individual: \$2,300 (includes deductible)  Family: \$4,900 (includes deductible)
Primary Care Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	\$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	\$15 copay	20% of allowable UCR* charges
Chiropractic Care	\$0 copay	20% of allowable UCR* charges
Diagnostic Labs and X-Rays <sup>1</sup> ** High Cost Testing (MRI, CAT, etc.)	\$0 copay (your doctor will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges (you will need to get prior authorization for high-cost testing)
Durable Medical Equipment	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)

<sup>1</sup> IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility. Outside your carrier's immediate service area: no co-pay.

<sup>1</sup> OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance. Outside of carrier's immediate service area: deductible plus 20% coinsurance.

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	\$250 copay (waived if admitted)	\$250 copay (waived if admitted)
Eye Exam (one per year)	\$15 copay	50% of allowable UCR* charges
<b>**Infertility (based on medical necessity)</b> Office Visit Outpatient or Inpatient Hospital Care	\$15 copay \$0	20% of allowable UCR* charges 20% of allowable UCR* charges
<b>**Inpatient Hospital Stay</b>	\$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment <b>**Inpatient</b> Outpatient	\$0 \$15 copay	20% of allowable UCR* charges (you may need to get prior authorization) 20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	\$0	20% of allowable UCR* charges
<b>**Outpatient Surgery</b>	\$0	20% of allowable UCR* charges
<b>**Physical/Occupational Therapy</b>	\$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx Medically necessary treatment resulting from other causes is subject to Prior Authorization	\$0 \$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year) Deductible plus Coinsurance (30 visits per Calendar Year)

\*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

\*\* Prior authorization required: If you use in-network providers, your provider is responsible for obtaining prior authorization from UnitedHealthcare/Oxford. If you use out-of-network providers, you are responsible for obtaining prior authorization from UnitedHealthcare/Oxford.

<b>PRESCRIPTION DRUGS</b>	<b>Maintenance<sup>+</sup> (31-to-90-day supply)</b>	<b>Non-Maintenance (up to 30-day supply)</b>	<b>HEP Chronic Conditions</b>
Generic (preferred/non-preferred)**	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name Drugs	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name Drugs	\$40	\$40	\$12.50
Annual Out-of-Pocket Maximum	\$4,600 Individual/\$9,200 Family		

+ Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

\*\* Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

***Preferred and Non-Preferred Brand-Name Drugs***

A drug’s tier placement is determined by Caremark’s Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at [www.osc.ct.gov/ctpartner](http://www.osc.ct.gov/ctpartner)) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

***If You Choose a Brand Name When a Generic Is Available***

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark’s Coverage Exception Request form and it is approved. (It is not enough for your doctor to note “dispense as written” on your prescription; a separate

form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

***Mandatory 90-day Supply for Maintenance Medications***

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State’s Maintenance Drug Network (see the list of participating pharmacies on the Comptroller’s website at [www.osc.ct.gov](http://www.osc.ct.gov)).

The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

*Health Enhancement Program Requirements*

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2019 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0 - 5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year			
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	1 screening between age 35-39**	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Annual FIT/FOBT to age 75

\*Dental cleanings are required for all members who are participating in the Partnership Plan

\*\*Or as recommended by your physician



*The Health Enhancement Program features an easy-to-use website to keep you up to date on your requirements.*

### *Additional Requirements for Those With Certain Conditions*

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

### *If You Do Not Comply with the requirements of HEP*

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be \$100 per month higher and you will have an annual \$350 per individual (\$1,400 per family) in-network medical deductible.

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WellSpark Health, formerly known as Care Management Solutions, is the administrator for the Health Enhancement Program (HEP). The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. You can visit [www.cthep.com](http://www.cthep.com) to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals

You can also call WellSpark Health to speak with a representative.

WellSpark Health

(877) 687-1448 Monday – Thursday, 8:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 5:00 p.m.

**Summary Financial Analysis: Agreement Between IAFF Local 5127 and City of West Haven**

General Topic	Change	Fiscal Impact			
		FY 19-20	FY 20-21	FY 21-22	FY 22-23
Wages	General Wage Increases %	0%	0%	1%	2%
	Cost of General Wage Increase in \$	\$ -	\$ -	\$ 8,194	\$ 16,553
	Cost of Step Yearly Increment Changes in \$	\$ -	\$ 15,517	\$ 8,424	\$ -
Health Insurance:					
Plan Design	Transition to Partnership: Cost/(Savings)	\$ (19,095)	\$ (38,189)	\$ (34,601)	\$ (31,013)
Health Premium Cost Share	Current employee share <sup>1</sup>	\$ 50,139	\$ 50,139	\$ 50,139	\$ 50,139
	Proposed employee share	\$ 50,139	\$ 50,139	\$ 53,273	\$ 56,407
	Projected Savings	\$ -	\$ -	\$ (3,134)	\$ (6,267)
Pension <i>No Changes</i>	Current Contribution ___%	___%	___%	___%	___%
	New Contribution ___%	___%	___%	___%	___%
	Cost/(Savings) in \$	\$ -	\$ -	\$ -	\$ -
<b>Net Annual Impact</b>		<b>\$ (19,095)</b>	<b>\$ (22,673)</b>	<b>\$ (21,116)</b>	<b>\$ (20,727)</b>
Sick Leave <i>No Changes</i>	Current provisions: ____				
	New provisions: ____				
	Cost/(Savings)	\$ -	\$ -	\$ -	\$ -
Vacation Leave <i>No Changes</i>	Current provisions: ____				
	New provisions: ____				
	Cost/(Savings)	\$ -	\$ -	\$ -	\$ -
<b>Other Measures to Offset Costs of Contract</b>					
	Cost/(Savings)	\$ -	\$ -	\$ -	\$ -
	Cost/(Savings)	\$ -	\$ -	\$ -	\$ -
	Cost/(Savings)	\$ -	\$ -	\$ -	\$ -
<b>Total Savings (includes one-time and non-recurring)</b>		<b>\$ (19,095)</b>	<b>\$ (22,673)</b>	<b>\$ (21,116)</b>	<b>\$ (20,727)</b>

**Notes:**

1. The original contract included a provision that would have increased the employee premium share from 16% to 17% effective July 2020 (FY 2021). The proposed Tentative Agreement holds the employee premium share at 16% through FY 2021 and increases the share to 17% effective July 2021 (FY 2022). The analysis above compares the Tentative Agreement to the current premium share. When comparing the proposed Tentative Agreement to the premium cost shares originally specified in the contract, the result is a net cost of \$3,134 in FY 2021.

**Dispatchers - Step Advancement/Salary Grid**

Employee	Step	FY 19-20	----- FY 20-21 -----				----- FY 21-22 -----				----- FY 22-23 -----			
			Start	Step	Rerate	End	Start	Step	Rerate	End	Start	Step	Rerate	End
1	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
2	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
3	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
4	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
5	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
6	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
7	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
8	2	50,107	50,107	8,424	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
9	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
10	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
11	1	43,014	43,014	7,093	-	50,107	50,107	8,424	585	59,117	59,117	-	1,182	60,299
12	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
13	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
14	3	58,531	58,531	-	-	58,531	58,531	-	585	59,117	59,117	-	1,182	60,299
		795,496	795,496	15,517	-	811,013	811,013	8,424	8,194	827,631	827,631	-	16,553	844,184

**Salary Comparisons - West Haven Dispatchers**  
**Selection of Regional and Similar Size Municipalities**

*Hourly*

Municipality	Recent Contract	2017/18		2018/19		2019/20		2020/21		2021/22		2022/23	
		Minimum	Maximum										
Bristol	2018-2022			\$25.99	\$28.74	\$27.03	\$29.89	\$27.64	\$30.56	\$28.26	\$31.25		
East Hartford	2019-2022			\$24.35	\$30.02	\$24.83	\$30.62	\$25.15	\$31.00				
Hamden	2017-2023	\$22.75	\$28.44	\$23.20	\$29.00	\$23.78	\$29.73	\$24.32	\$30.40	\$24.86	\$31.08	\$25.49	\$31.86
Manchester	2016-2019	\$25.30	\$30.52	\$25.81	\$31.13								
Meriden	2016-2019	\$22.05	\$26.05	\$22.49	\$26.78								
Milford	2016-2019	\$19.62	\$23.59	\$20.11	\$24.18								
New Haven	2015-2020	\$21.20	\$32.50	\$21.68	\$33.23	\$22.22	\$34.06						
Stratford	2017-2021	\$25.78	\$32.23	\$26.43	\$33.04	\$27.02	\$33.78	\$27.63	\$34.54				
<b>West Haven</b>	<b>2016-2023</b>	<b>\$20.68</b>	<b>\$28.14</b>	<b>\$20.68</b>	<b>\$28.14</b>	<b>\$20.68</b>	<b>\$28.14</b>	<b>\$20.68</b>	<b>\$28.14</b>	<b>\$20.89</b>	<b>\$28.42</b>	<b>\$21.30</b>	<b>\$28.99</b>

*Annual*

Municipality	Recent Contract	2017/18		2018/19		2019/20		2020/21		2021/22		2022/23	
		Minimum	Maximum										
Bristol	2018-2022			\$50,681	\$56,043	\$52,709	\$58,286	\$53,898	\$59,592	\$55,107	\$60,938		
East Hartford	2019-2022			\$50,643	\$62,435	\$51,656	\$63,684	\$52,302	\$64,480				
Hamden	2017-2023	\$47,314	\$59,147	\$48,261	\$60,330	\$49,467	\$61,838	\$50,580	\$63,229	\$51,718	\$64,652	\$53,011	\$66,268
Manchester	2016-2019	\$52,628	\$63,481	\$53,680	\$64,751								
Meriden	2016-2019	\$45,864	\$54,600	\$46,779	\$55,702								
Milford	2016-2019	\$40,810	\$49,071	\$41,830	\$50,298								
New Haven	2015-2020	\$44,103	\$67,602	\$45,096	\$69,124	\$46,224	\$70,853						
Stratford	2017-2021	\$53,630	\$67,045	\$54,971	\$68,721	\$56,208	\$70,267	\$57,472	\$71,848				
<b>West Haven</b>	<b>2016-2022</b>	<b>\$43,014</b>	<b>\$58,531</b>	<b>\$43,014</b>	<b>\$58,531</b>	<b>\$43,014</b>	<b>\$58,531</b>	<b>\$43,014</b>	<b>\$58,531</b>	<b>\$43,451</b>	<b>\$59,114</b>	<b>\$44,304</b>	<b>\$60,299</b>

Notes:

Bristol based on 37.5 hour work week

Milford Fire Dispatchers and Police Dispatchers are represented by separate bargaining units, but rates of pay were same in latest contract.

**Salary Survey - Fiscal Year 2019/2020**

<b>Municipality</b>	<b>Mill Rate</b>	<b>Population</b>	<b>Land Area</b>	<b>Government Type</b>	<b>Emergency Dispatcher</b>
Andover	34.99	3248	15.5	Selectman-Town Meeting	n/a
Avon	32.9	18352	23.1	Council-Manager	\$65,687.00
Barkhamsted	30.97	3651	36.2	Selectman-Town Meeting	n/a
Beacon Falls	35.9	6168	9.8	Selectman-Town Meeting	n/a
Berlin	33.93	20505	26.4	Council-Manager	\$63,257.00
Bethel	33.41	19802	16.8	Selectman-Town Meeting	n/a
Bloomfield	37.46	21406	26	Council-Manager	n/a
Bolton	39	4916	14.4	Selectman-Town Meeting	n/a
Bozrah	27.5	2563	20	Selectman-Town Meeting	n/a
Branford	29.07	28111	22	Representative town meeting	\$48,000.00
Bristol	38.05	60223	26.5	Mayor-Council	\$63,907.00
Brookfield	29.14	17133	19.8	Selectman-Town Meeting	\$55,723.32
Burlington	33	9640	29.8	Selectman-Town Meeting	n/a
Canton	32.03	10298	24.6	Selectman-Town Meeting	\$24.54
Cheshire	33.22	29330	32.9	Council-Manager	\$56,026.00
Chester	28.79	4254	16	Selectman-Town Meeting	n/a
Colchester	32.84	16029	49.1	Selectman-Town Meeting	n/a
Columbia	29.33	5418	21.4	Selectman-Town Meeting	n/a
Coventry	32.2	12439	37.7	Council-Manager	\$56,500.00
Cromwell	30.33	13956	12.4	Council-Manager	\$62,607.52
Danbury	27.6	85246	42.1	Mayor-Council	n/a
Darien	16.47	21887	12.9	Representative town meeting	\$62,459.33
Durham	35.89	7240	23.6	Selectman-Town Meeting	n/a
East Granby	32.8	5166	17.5	Selectman-Town Meeting	n/a
East Haddam	30.44	9036	54.3	Selectman-Town Meeting	n/a
East Hampton	33.14	12901	35.6	Council-Manager	n/a
East Hartford	49.11	50319	18	Mayor-Council	\$62,435.00
East Windsor	34.25	11395	26.3	Selectman-Town Meeting	\$60,446.00
Eastford	25.61	1756	28.9	Selectman-Town Meeting	n/a
Ellington	32.6	16195	34.1	Selectman-Town Meeting	n/a
Essex	21.65	6588	10.4	Selectman-Town Meeting	n/a
Fairfield	26.79	62105	30	Representative town meeting	\$59,181.00
Farmington	27.97	25572	28.1	Council-Manager	\$70,384.00
Goshen	19.6	2888	43.7	Selectman-Town Meeting	n/a
Granby	39.61	11357	40.7	Council-Manager	n/a
Greenwich	11.682	62855	47.9	Representative town meeting	\$76,154.00
Griswold	28.6	11687	35	Selectman-Town Meeting	n/a
Groton (T)	24.17	39075	31.3	Council-Manager	\$63,459.00
Guilford	32.03	22283	47.2	Selectman-Town Meeting	\$52,898.00
Haddam	31.69	8264	44	Selectman-Town Meeting	n/a
Hampton	25.82	1844	25	Selectman-Town Meeting	n/a
Hartford	74.29	123400	17.3	Mayor-Council	\$48,972.00
Hebron	37.05	9507	36.9	Selectman-Town Meeting	n/a
Killingly	24.96	17172	48.5	Council-Manager	n/a
Killingworth	27.47	6401	35.3	Selectman-Town Meeting	n/a
Ledyard	35.06	14837	38.1	Mayor-Council	\$49,534.00
Litchfield	28.2	8168	56.1	Selectman-Town Meeting	n/a
Lyme	19.95	2354	31.9	Selectman-Town Meeting	n/a
Madison	28.35	18196	36.2	Selectman-Town Meeting	\$54,425.20
Manchester	36.52	57932	27.3	Council-Manager	\$62,713.00

Municipality	Mill Rate	Population	Land Area	Government Type	Emergency Dispatcher
Mansfield	31.38	25912	44.5	Council-Manager	n/a
Marlborough	37.25	6397	23.3	Selectman-Town Meeting	n/a
Middlefield	32.47	4393	12.7	Selectman-Town Meeting	n/a
Monroe	35.58	19635	26.1	Selectman-Town Meeting	\$45,541.00
Montville	32.51	19149	42	Mayor-Council	\$0.00
Morris	26.54	2277	17.2	Selectman-Town Meeting	n/a
Naugatuck	47.25	31461	16.4	Mayor-Council	\$53,206.00
New Britain	50.5	72710	13.3	Mayor-Council	\$61,982.00
New Fairfield	30.9	14017	20.5	Selectman-Town Meeting	\$49,693.00
New Haven	42.98	131014	18.9	Mayor-Council	\$49,691.00
New Milford	28.7	27099	61.6	Mayor-Council	\$56,000.00
Newington	39.45	30404	13.2	Council-Manager	\$64,371.00
Newtown	34.77	27965	57.8	Selectman-Town Meeting	\$54,269.00
North Haven	31.18	23751	20.8	Selectman-Town Meeting	n/a
North Stonington	29	5270	54.3	Selectman-Town Meeting	n/a
Norwalk	23.315	89005	22.8	Mayor-Council	\$59,602.00
Norwich	40.28	39470	28.3	Council-Manager	\$59,787.79
Old Lyme	22.41	7432	23.1	Selectman-Town Meeting	n/a
Plainville	34.62	17705	9.7	Council-Manager	n/a
Pomfret	26.4	4167	40.3	Selectman-Town Meeting	n/a
Portland	33.81	9360	23.4	Selectman-Town Meeting	n/a
Prospect	30.95	9797	14.3	Mayor-Council	\$0.00
Redding	32.84	9233	31.5	Selectman-Town Meeting	\$55,597.00
Ridgefield	28.12	25187	34.4	Selectman-Town Meeting	\$0.00
Rocky Hill	32.5	20105	13.5	Council-Manager	\$64,619.63
Roxbury	15.85	2171	26.2	Selectman-Town Meeting	n/a
Salisbury	11.6	3623	57.3	Selectman-Town Meeting	n/a
Seymour	36	16583	14.6	Selectman-Town Meeting	n/a
Sharon	14.4	2718	58.7	Selectman-Town Meeting	n/a
Sherman	19.81	3643	21.8	Selectman-Town Meeting	n/a
Simsbury	37.32	24952	33.9	Council-Manager	\$0.00
Somers	27.37	11106	28.3	Selectman-Town Meeting	n/a
South Windsor	38.5	25937	28	Council-Manager	\$68,172.00
Southbury	29.1	19571	39.1	Selectman-Town Meeting	\$50,273.00
Southington	30.64	43863	36	Council-Manager	\$28.66
Sprague	34.75	2914	13.2	Selectman-Town Meeting	n/a
Stafford	34.93	11949	58	Selectman-Town Meeting	n/a
Sterling	31.94	3742	27.2	Selectman-Town Meeting	n/a
Stonington	23.36	18593	38.7	Selectman-Town Meeting	n/a
Suffield	28.72	15698	42.2	Selectman-Town Meeting	\$59,946.00
Thomaston	36.53	7602	12	Selectman-Town Meeting	\$49,816.00
Tolland	36.05	14722	39.7	Council-Manager	n/a
Torrington	46.17	34538	39.8	Mayor-Council	n/a
Trumbull	34.74	36154	23.3	Mayor-Council	\$0.00
Union	30.93	839	28.7	Selectman-Town Meeting	n/a
Vernon	39.63	29289	17.7	Mayor-Council	\$0.00
Wallingford	29.19	44741	39	Mayor-Council	n/a
Warren	14.25	1410	26.3	Selectman-Town Meeting	n/a
Washington	14.25	3453	38.2	Selectman-Town Meeting	\$39,487.00
Waterbury	60.21	108629	28.6	Mayor-Council	n/a
Waterford	27.98	19007	32.8	Representative town meeting	\$59,416.00

<b>Municipality</b>	<b>Mill Rate</b>	<b>Population</b>	<b>Land Area</b>	<b>Government Type</b>	<b>Emergency Dispatcher</b>
Watertown	33.19	21740	29.2	Council-Manager	\$52,399.37
West Hartford	41.8	63133	22	Council-Manager	\$60,736.00
Westbrook	24.67	6956	15.7	Selectman-Town Meeting	n/a
Weston	32.37	10331	19.8	Selectman-Town Meeting	\$61,764.00
Westport	16.86	28042	20	Representative town meeting	\$63,324.00
Windsor	32.38	28898	29.6	Council-Manager	\$66,446.00
Windsor Locks	25.83	12554	9	Selectman-Town Meeting	\$24.79
Wolcott	33.14	16672	20.4	Mayor-Council	\$56,846.00
Woodbridge	40.23	8853	18.8	Selectman-Town Meeting	\$54,829.00
Woodbury	29.17	9557	36.5	Selectman-Town Meeting	n/a

**Median Salary per Position**

**\$56,013**



80 Lambertson Road  
Windsor, CT 06095  
USA

Main +1 860 687 2110  
Fax +1 860 687 2111

milliman.com

January 28, 2020

**PERSONAL & CONFIDENTIAL**

Mr. Matthew Cavallaro  
Business Manager  
West Haven Board of Education  
355 Main Street  
West Haven, CT 06516

Re: City of West Haven Other Post-Employment Benefits  
Impact of Plan Change for Administrators Union

Dear Matt:

At your request, we have determined the cost impact of the proposed OPEB plan changes for the Administrators union outlined in your email dated January 21, 2020. Effective August 1, 2023, all active and retired members will switch to a high deductible health plan, and future retirees will pay the same cost share as active employees (currently 20%). In addition, coverage will be pre-65 only.

The attached exhibit includes the details of the plan change and illustrates the impact of the proposal on the City's OPEB liability.

Please note that our analysis is based on the results of the July 1, 2017 actuarial valuation and assumes for simplicity that the plan changes were made effective July 1, 2017. The actual cost of the plan change will depend on the final form of the changes, the effective date of the changes, and the eligible members at that time.

If this analysis is distributed, it must be distributed in its entirety including this letter.

We have not explored any legal issues with respect to the plan change. We are not attorneys and cannot give legal advice on such issues. We suggest that you review this proposal with counsel.

It is certain that actual experience will not conform exactly to the assumptions used in this analysis. To the extent future experience deviates from those assumptions, the results of this analysis could vary from the results presented here. Actual results at each point in time will yield different values, reflecting the actual experience of the plan membership and assets.

Mr. Matthew Cavallaro  
January 28, 2020  
Page 2

We performed a limited review of the data used directly in our analysis for reasonableness and consistency and have not found material defects in the data. If there are material defects in the data, it is possible that they would be uncovered by a detailed, systematic review and comparison of the data to search for data values that are questionable or for relationships that are materially inconsistent. Such a review was beyond the scope of our assignment. If the underlying data or information is inaccurate or incomplete, the results of our analysis may likewise be inaccurate or incomplete and our calculations may need to be revised.

This analysis was prepared exclusively for the City of West Haven. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: the Town may provide a copy of Milliman's work, in its entirety, to the City's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the City; and the City may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law. Any third party recipient of Milliman's work product who desires professional guidance should not rely upon Milliman's work product, but should engage qualified professionals for advice appropriate to its own specific needs. Milliman does not intend to benefit any third party recipient of this analysis and assumes no duty or liability to any such third parties.

I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Jenn".

Jennifer M. Castelhana, FSA  
Consulting Actuary

## City of West Haven Other Post-Employment Benefits Program Impact of Proposed Plan Changes for Administrators

### Baseline:

Cost Sharing      City pays 100% of the cost of insurance for the retiree and their spouse.

### Proposed change:

Cost Sharing      Effective August 1, 2023 all active and retired members will switch to a high deductible health plan and future retirees will pay the same cost share as actives (currently 20%) for self and spouse. Coverage is pre-65 only.

Accrued Liability	Baseline	Reflecting Proposed Change	Increase/ (Decrease)
<b>Current active members</b>			
Employees under age 65	\$22,034,549	\$21,930,622	(\$103,927)
Employees over age 65	52,049,865	48,152,999	(3,896,866)
Dependents under age 65	5,256,378	5,223,821	(32,557)
Dependents over age 65	<u>9,212,986</u>	<u>8,178,118</u>	<u>(1,034,868)</u>
Total	88,553,778	83,485,560	(5,068,218)
<b>Current retired members</b>			
Employees under age 65	14,326,497	14,325,694	(803)
Employees over age 65	55,559,727	55,547,974	(11,753)
Dependents under age 65	13,565,605	13,565,542	(63)
Dependents over age 65	<u>12,921,831</u>	<u>12,921,794</u>	<u>(37)</u>
Total	96,373,660	96,361,004	(12,656)
<b>Total Accrued Liability</b>	184,927,438	179,846,564	(5,080,874)

This exhibit is an attachment to a letter dated January 28, 2020. Please refer to that letter for more information, including explanatory notes and statements of reliance. If this analysis is distributed, it must be distributed in its entirety including the letter to which it is attached.

This estimate is based on the results of the July 1, 2017 actuarial valuation and assumes that the plan changes are effective July 1, 2017.

This work product was prepared solely for the City for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

ADMINISTRATORS STEP TABLE									
		<u>JOB CATEGORY</u>							
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>		
<u>Step</u>									
1		-	-	1.00	1.00	-	-		
2		-	-	-	-	-	-		
3		-	-	-	2.00	-	-		
4		-	-	-		-	-		
5		-	-	-	-	-	-		
6		1.00	9.00	9.00	-	-	-		
Total		1.00	9.00	10.00	3.00	-	-		

**BOE Information Regarding ERI in Administrators Association Contract**

Current Employees currently eligible for Early Retirement Incentive 2

Early Retirement Incentive Payouts over last 5 years

<u>Position</u>	<u>Age</u>	<u>Years of Service</u>	<u>Payout %</u>	<u>Payout Amount</u>
Building Principal	59	37	55% \$	73,601.00
Building Principal	61	23	40% \$	52,574.00
Building Principal	61	40	40% \$	52,624.06
Adult Education Director	64	35	20% \$	24,655.24
Athletic Director	64	37	20% \$	26,017.00

## MEMORANDUM

### Municipal Accountability Review Board

To: Members of the Municipal Accountability Review Board  
From: Julian Freund, OPM  
Subject: West Haven BOE Administrators Association  
Date: January 23, 2020

#### Background

The current collective bargaining agreement between the West Haven Board of Education and West Haven Administrators Association expires August 31, 2020. A Settlement Agreement for a contract effective September 1, 2020-August 31, 2023 was approved by the Board of Education on January 6, 2020 and subsequently signed and filed with the City Clerk on January 14, 2020.

Section 7-576d of CT General Statutes provides the MARB with an opportunity to approve or reject the agreement within 30 days of filing. The MARB would have until February 13, 2020 to take such action.

There are currently 24 members of this group consisting of principals, assistant principals, program coordinators and similar positions.

#### Provisions of Tentative Agreement

The attached Settlement Agreement outlines the changes made to the current contract with the Administrators Association. The agreement makes the following changes:

Transition to High Deductible Health Plan: The agreement transitions members to a high deductible health plan with a health savings account. The plan establishes deductibles of \$2,000/\$4,000 with the BOE contributing 50% of the deductible to employees' health savings accounts. The Agreement also preserves the BOE's discretion to transition to the State Partnership Plan if it chooses.

Health Premium Cost Share: Premium costs shares remain unchanged at 20% for employees.

Wages: The proposed agreement provides wage freezes (0% wage adjustment and no step increases) in the first two years of the contract. A 1% wage increase, with no step, is provided in the third year. The BOE has provided the estimated impact of step increase avoidance and the cost of a 1% wage adjustment in year 3 (attached).

Retiree Health Benefits: The agreement applies a health premium cost share to all retirees retiring after 8/31/23. The BOE has requested an impact analysis from their actuary and anticipates providing this information at the subcommittee meeting.

## **Financial Impact**

The BOE has provided estimates of the fiscal impacts of the Settlement Agreement provisions. As noted in the attached materials, the avoidance of employee step increases is estimated to be between approximately \$13,000 and \$30,000 per year. The 1% salary adjustment in the third year of the contract is estimated to add approximately \$28,600 vs. baseline salaries. The annual savings resulting from the switch to a high deductible health plan is approximately \$13,600.

### **Attachments:**

- Settlement Agreement
- Financial Analyses
- Comparables to other districts
- Administrators Association Contract 9/1/20 – 8/31/23

## Settlement Agreement

In resolution of the negotiations for a successor agreement, the Parties agree to the following. This is considered an off the record tentative agreement for discussion purposes only and shall not be introduced in any interest arbitration hearing related to the negotiations resulting in this Agreement.

1. Duration

September 1, 2020 – August 31, 2023

2. Wages

September 1, 2020	0%, no step
September 1, 2021	0%, no step
September 1, 2022	1% GWI, no step

3. Insurance

- a. Plan Design – Effective July 1, 2020, bargaining unit members will switch to the Board’s High Deductible Health Plan in lieu of the health plans currently provided in the CBA. Each year the Board shall fund 50% of the deductibles into a health savings account. The Board’s share of the deductible shall be fully funded in July of the first year, then half in July and half in January in subsequent years; in the event of a hardship, employees may request full funding of the Board’s share prior to January 1.

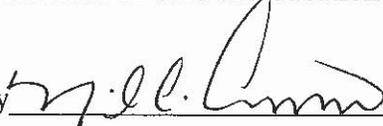
In the event the Board decides to transition health plans to the Connecticut Partnership Plan (CPP), the HDHP will be replaced with CPP.

- b. Cost-Share Contributions shall remain unchanged.
- c. Retiree Medical – The medical coverage for retirees and spouses up to age 65 provided for in Article IX, Section A. 7. for retirees who take retirement pursuant to Article XVI, shall be eliminated effective August 31, 2023 for retirements after that date; thereafter, retiring employees must contribute the same percentage as active employees. The TRB subsidy shall be applied towards calculating the employee contribution.

4. Other

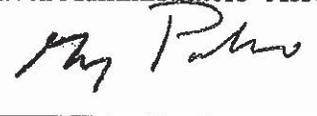
- A. Eliminate Article XV, Section N. (duplicative and contradictory longevity language).

West Haven Board of Education

By 

Date: December 3, 2019

West Haven Administrators’ Association

By 

Date: December 13, 2019

**Administrators Contract Financial Cover Sheet**

Average salary savings per potential retirement with 1st step replacement \$ 27,999.46

Savings from mid year retirement and 1st step replacement \$ 40,212.44

Approximate value of 1% salary increase in 3rd year \$ 28,628.88

Approximate value per year of avoiding step increases

Year 1 \$ 13,209.77

Year 2 \$ 19,039.87

Year 3 \$ 29,767.12

FY20

Grade	Step	Recurring Annual Salary
03	6	\$128,578.20
02	6	\$131,113.61
03	1	\$100,085.54
03	6	\$128,578.20
03	6	\$128,578.20
02	6	\$131,113.61
02	6	\$131,113.61
03	6	\$128,578.20
02	6	\$131,113.61
WO03	6	\$120,254.14
03	6	\$128,578.20
04	3	\$101,692.77
02	6	\$131,113.61
02	6	\$131,113.61
02	6	\$131,113.61
01	6	\$135,338.47
03	6	\$128,578.20
03	6	\$128,578.20
02	6	\$131,113.61
04	3	\$101,692.77
03	6	\$128,578.20
02	6	\$131,113.61
01	6	\$135,388.47
		\$2,903,100.25

FY21

Grade	Step	Recurring Annual Salary
03	6	\$128,578.20
02	6	\$131,113.61
03	1	\$100,085.54
03	6	\$128,578.20
03	6	\$128,578.20
02	6	\$131,113.61
02	6	\$131,113.61
03	6	\$128,578.20
02	6	\$131,113.61
WO03	6	\$120,254.14
03	6	\$128,578.20
04	3	\$101,692.77
02	6	\$131,113.61
02	6	\$131,113.61
02	6	\$131,113.61
01	6	\$135,338.47
03	6	\$128,578.20
03	6	\$128,578.20
02	6	\$131,113.61
04	3	\$101,692.77
03	6	\$128,578.20
02	6	\$131,113.61
04	1	\$95,176.03
		\$2,862,887.81

\$40,212.44

Grade	Step	Recurring Annual Salary	Contractual increase in Year 3
03	6	\$128,578.20	\$ 129,863.98
02	6	\$131,113.61	\$ 132,424.75
03	1	\$100,085.54	\$ 101,086.40
03	6	\$128,578.20	\$ 129,863.98
03	6	\$128,578.20	\$ 129,863.98
02	6	\$131,113.61	\$ 132,424.75
02	6	\$131,113.61	\$ 132,424.75
03	6	\$128,578.20	\$ 129,863.98
02	6	\$131,113.61	\$ 132,424.75
WO03	6	\$120,254.14	\$ 121,456.68
03	6	\$128,578.20	\$ 129,863.98
04	3	\$101,692.77	\$ 102,709.70
02	6	\$131,113.61	\$ 132,424.75
02	6	\$131,113.61	\$ 132,424.75
02	6	\$131,113.61	\$ 132,424.75
01	6	\$135,338.47	\$ 136,691.85
03	6	\$128,578.20	\$ 129,863.98
03	6	\$128,578.20	\$ 129,863.98
02	6	\$131,113.61	\$ 132,424.75
04	3	\$101,692.77	\$ 102,709.70
03	6	\$128,578.20	\$ 129,863.98
02	6	\$131,113.61	\$ 132,424.75
04	1	\$95,176.03	\$ 96,127.79
		\$ 2,862,887.81	\$ 2,891,516.69
			\$ 28,628.88

Grade	Step	Recurring Annual Salary	If Step Movement in Year 1	If Step Movement in Year 2	If Step Movement in Year 3
03	6	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
03	1	\$ 100,085.54	\$ 103,519.41	\$ 106,953.30	\$ 110,386.05
03	6	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20
03	6	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
03	6	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
W003	6	\$ 120,254.14	\$ 120,254.14	\$ 120,254.14	\$ 120,254.14
03	6	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20
04	3	\$ 101,692.77	\$ 104,951.54	\$ 111,125.34	\$ 122,663.14
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
01	6	\$ 135,338.47	\$ 135,338.47	\$ 135,338.47	\$ 135,338.47
03	6	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20
03	6	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
04	3	\$ 101,692.77	\$ 104,951.54	\$ 111,125.34	\$ 122,663.14
03	6	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20	\$ 128,578.20
02	6	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61	\$ 131,113.61
04	1	\$ 95,176.03	\$ 98,434.39	\$ 101,692.77	\$ 104,951.54
		\$ 2,862,887.81	\$ 2,876,097.58	\$ 2,895,137.45	\$ 2,924,904.57
			\$ 13,209.77	\$ 19,039.87	\$ 29,767.12

**2019 Comp Mix Plan**

7/1/19 - 6/30/20	Employee Count	Monthly Medical Rates	% Employee Pays	Employee Contributions
<b>Admin</b>				
Single	1	\$1,137.15	20%	\$227.43
EE+1	4	\$2,432.14		\$486.43
Family	6	\$2,981.04		\$596.21
<b>Total</b>	<b>11</b>	<b>\$28,751.95</b>		<b>\$5,750.39</b>

**2019 Buy up PPO Plan**

7/1/19 - 6/30/20	Employee Count	Monthly Medical Rates	% Employee Pays	Employee Contributions
<b>Admin</b>				
Monthly Medical Rates			20% + Diff	
Single	2	\$1,179.66		\$278.44
EE+1	2	\$2,523.61		\$596.19
Family	9	\$3,089.16		\$725.95
<b>Total</b>	<b>13</b>	<b>\$35,208.98</b>		<b>\$8,282.84</b>

<b>2019 As Is Annual Medical Spend</b>	
Employer	Employee
<b>\$599,132.45</b>	<b>\$168,398.71</b>

**2019 High Deductible Health Plan**

7/1/19 - 6/30/20	Employee Count	Monthly Medical Rates	% Employee Pays	Employee Contributions
<b>Admin</b>				
Monthly Medical Rates			20%	
Single	3	\$1,001.95		\$180.35
EE+1	6	\$2,133.34		\$384.00
Family	15	\$2,608.10		\$469.46
<b>Total</b>	<b>24</b>	<b>\$54,927.38</b>		<b>\$9,886.93</b>

<b>2019 HDHP Annual Medical Spend</b>	
Employer	Employee
<b>\$540,485.43</b>	<b>\$118,643.14</b>
<b>HSA/HRA funding</b>	<b>\$0.00</b>
<b>Total Budget</b>	<b>\$118,643.14</b>

<b>Projected HDHP Savings</b>	
Employer	Employee
<b>(\$13,647.02)</b>	<b>(\$49,755.57)</b>

West Haven Board of Education and the West Haven Administrators' Association

Wage Comparison

	High School Principal		MS Principal		Elementary Principal		Dir of Pupil Svs		HS Asst Principal		Lang Arts Math Science; AD Health/PE Coord		MS Asst Principal	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
West Haven w/6th	105,696	135,338	102,129	131,114	102,129	131,114	102,129	131,114	100,086	128,578	100,086	128,578	95,176	122,663
West Haven	100,840	126,529	97,500	122,607	97,500	122,607	97,500	122,607	95,497	120,254	95,497	120,254	90,823	114,764

Ansonia	149,818	149,818	134,212	134,212	134,212	134,212	137,333	137,333	134,212	134,212	124,848	124,848	124,848	124,848	
Danbury	158,280	173,425	145,730	159,673	133,133	145,872	130,173	142,630	130,173	142,630	135,229	148,169	130,173	142,630	
Derby	153,034	153,034	148,065	148,065	143,605	143,605	136,189	136,189	121,332	121,332	121,332	121,332	MS Dean		
East Hartford	144,683	151,630	136,700	143,661	131,099	138,057	129,004	135,962	129,004	135,962	120,157	127,107	124,581	131,535	
Mansfield (R19 HS)	162,647	162,647	126,347	139,164	119,441	132,032	108,199	120,359	143,973	143,973	108,441	108,441	107,556	119,690	
Meriden	146,573	151,067	141,057	145,758	134,325	139,223	128,289	134,660	132,686	137,587	131,203	137,720	126,765	131,667	
Milford	152,631	159,130	146,811	153,562	143,336	149,924	148,635	155,905	133,438	138,639	124,768	129,968	123,062	128,576	
Naugatuck	154,094	158,189	143,019	147,113	137,981	142,079	143,019	147,113	138,333	142,319	114,550	117,517	114,550	117,517	
New Haven	141,333	153,710	135,722	147,604	135,722	147,604	143,753	156,333	128,916	140,199	118,467	128,835	116,570	126,771	
New London	155,038	155,038	147,155	147,155	142,188	142,188	144,292	144,292	138,973	138,973			138,227	138,227	
Norwalk	192,787	199,682	177,150	184,096	172,085	178,982	158,495	165,601	165,702	172,599	155,588	161,549	163,401	169,810	
Norwich	NFA - non union		130,655	145,901	122,068	139,489	121,070	121,070	NFA - non union		114,699	127,443	114,699	127,443	
Orange* (HS/Pupil Svs - R05)	175,471	175,471	117,383	149,171	117,383	149,171	164,622	164,622	153,287	153,287					
Stamford	175,891	188,826	164,439	170,075	164,439	170,075	164,439	170,075	153,340	158,626	153,340	158,626	153,340	158,626	
	AVERAGE	158,637	163,974	142,460	151,086	137,930	146,608	139,822	145,153	138,721	143,103	126,885	132,630	128,148	134,778
	% DIFFERENCE w/6th	-33.4%	-17.5%	-28.3%	-13.2%	-26.0%	-10.6%	-27.0%	-9.7%	-27.9%	-10.1%	-21.1%	-3.1%	-25.7%	-9.0%
	% DIFFERENCE	-36.4%	-22.8%	-31.6%	-18.8%	-29.3%	-16.4%	-30.3%	-15.5%	-31.2%	-16.0%	-24.7%	-9.3%	-29.1%	-14.8%

Orange\*

Orange position not specified in contract

West Haven Board of Education and the West Haven Administrators' Association

Wage Comparison

	High School Principal		MS Principal		Elementary Principal		Dir of Pupil Svs		HS Asst Principal		Lang Arts Math Science; AD Health/PE Coord		MS Asst Principal	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
West Haven w/6th	105,696	135,338	102,129	131,114	102,129	131,114	102,129	131,114	100,086	128,578	100,086	128,578	95,176	122,663
West Haven	100,840	126,529	97,500	122,607	97,500	122,607	97,500	122,607	95,497	120,254	95,497	120,254	90,823	114,764

Ansonia	149,818	149,818	134,212	134,212	134,212	134,212	137,333	137,333	134,212	134,212	124,848	124,848	124,848	124,848	
Danbury	158,280	173,425	145,730	159,673	133,133	145,872	130,173	142,630	130,173	142,630	135,229	148,169	130,173	142,630	
Derby	153,034	153,034	148,065	148,065	143,605	143,605	136,189	136,189	121,332	121,332	121,332	121,332	MS Dean		
East Hartford	144,683	151,630	136,700	143,661	131,099	138,057	129,004	135,962	129,004	135,962	120,157	127,107	124,581	131,535	
Mansfield w/6 (R19 HS)	n/a	n/a	135,378	148,499	127,954	140,880	116,529	128,996	n/a	n/a	n/a	n/a	115,885	128,329	
Meriden	146,573	151,067	141,057	145,758	134,325	139,223	128,289	134,660	132,686	137,587	131,203	137,720	126,765	131,667	
Milford	152,631	159,130	146,811	153,562	143,336	149,924	148,635	155,905	133,438	138,639	124,768	129,968	123,062	128,576	
Naugatuck	154,094	158,189	143,019	147,113	137,981	142,079	143,019	147,113	138,333	142,319	114,550	117,517	114,550	117,517	
New Haven	141,333	153,710	135,722	147,604	135,722	147,604	143,753	156,333	128,916	140,199	118,467	128,835	116,570	126,771	
New London	155,038	155,038	147,155	147,155	142,188	142,188	144,292	144,292	138,973	138,973			138,227	138,227	
Norwalk	192,787	199,682	177,150	184,096	172,085	178,982	158,495	165,601	165,702	172,599	155,588	161,549	163,401	169,810	
Norwich	NFA - non union		130,655	145,901	122,068	139,489	121,070	121,070	NFA - non union		114,699	127,443	114,699	127,443	
Orange* (HS/Pupil Svs - R05)	175,471	175,471	117,383	149,171	117,383	149,171	164,622	164,622	153,287	153,287					
Stamford	175,891	188,826	164,439	170,075	164,439	170,075	164,439	170,075	153,340	158,626	153,340	158,626	153,340	158,626	
	AVERAGE	158,303	164,085	143,105	151,753	138,538	147,240	140,417	145,770	138,283	143,030	128,562	134,829	128,842	135,498
	% DIFFERENCE w/6th	-33.2%	-17.5%	-28.6%	-13.6%	-26.3%	-11.0%	-27.3%	-10.1%	-27.6%	-10.1%	-22.1%	-4.6%	-26.1%	-9.5%
	% DIFFERENCE	-36.3%	-22.9%	-31.9%	-19.2%	-29.6%	-16.7%	-30.6%	-15.9%	-30.9%	-15.9%	-25.7%	-10.8%	-29.5%	-15.3%

Orange\*

Orange position not specified in contract

Administrator Settlement Data  
2019-20

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT				Total w/ incr	Total w/incr 3
		2020-21	2021-22	2022-23	2023-24	2020-21	2021-22	2022-23	2023-24		
07/10/19	EAST HARTFORD	1.50%	2.00%	2.00%	2.00%	3.54%	2.27%	2.00%	2.00%	7.81%	7.81%
	PCS for HDHP plan incr from 9% to 10% in yr 1, 11 % in yr 2 & 12% in yr 3; (note no BOE funding of HSA).										
	TOLLAND COUNTY	2.00%	2.25%	2.25%	2.25%	2.00%	2.25%	2.25%	2.25%	6.50%	6.50%
	Equity adjustments to some positions. PCS for HDHP plan incr from 17% to 18% in yr 1, 19% yr 2, 20% yr 3. BOE funding of HSA decreases from 50% to 45% yrs 2 and 3.										
09/04/19	ELLINGTON	2.51%	2.91%	3.01%	2.51%	2.91%	2.91%	3.01%	3.01%	8.43%	8.43%
	No step schedule; HDHP: PCS of 17.5% & BOE funding of 43% of HSA to 6% PCS & no BOE funding; PHID Suspend incr from \$2000 to \$3000 in yr1, \$4000 in yr 2 & 5000 in yr 3; Annuity of \$4450 incr by \$100 each year.										
09/23/19	BOLTON	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	7.50%	7.50%
	No step schedule; PCS for HDHP plan incr from 22% to 23% in yr 1, 24% in yr 2 & 25% in yr. 3										
09/23/19	EAST HAMPTON	1.75%	2.00%	2.00%	2.23%	2.35%	2.30%	2.30%	2.30%	6.88%	6.88%
	PCS for State Partnership Plan incr from 18% to 18.5% in yr 1, 19% in yr 2 & 19.5% in yr 3; Annuity incr from \$1000 to \$2000 in yr 1, \$2750 in yr 2 & \$3500 in yr 3.										
	FAIRFIELD COUNTY	2.00%	2.00%		2.55%	2.47%				5.02%	n/a
	PCS for State Partnership Plan incr from 17% to 18% in yr 1 & 19% in yr 2.										
09/30/19	NEW CANAAN	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	6.75%	6.75%
	No step schedule; PCS for HDHP plan incr from 21% to 22% in yr 3, deductibles incr from \$2000/4000 to \$2250/4500 9/1/20; Life ins incr \$250,000 to \$500,000.										
	FAIRFIELD COUNTY	2.25%	2.25%	2.00%	2.43%	2.45%	2.00%	2.00%	2.00%	8.88%	6.88%
	Year 4 not included in total; PCS for State Partnership Plan incr from 20 % to 21% in yr 1, 22 % in yr 2, 22.5 % in yr 3 & 23% in yr 3. Year 4 left out of Total w/incr to 3 year.										
09/23/19	ENFIELD	0.00%	0.00%	2.55%	3.15%	0.00%	0.00%	0.00%	0.00%	5.70%	5.70%
	In Yr 1 additional 2.06% carry-over step cost from prior contract not included in total; PCS for HDHP incr from 21 % to 21.25% in yr 3, & 21.5% in yr 4.										

Administrator Settlement Data  
2019-20

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT				Total w/ incr	Total w/incr 3
		2020-21	2021-22	2022-23	2023-24	2020-21	2021-22	2022-23	2023-24		
09/23/19	SOUTHINGTON	2.00%	2.00%	2.00%	2.00%	2.72%	2.41%	2.12%		7.25%	7.25%
	HDDHP deductible incr from \$2000/4000 to \$2250/4500, BOE funding of HSA changed from 50% to \$1000/2000, PCS stays at 22% in 20/21 & 21/22, in yr 3 incr to 23% if admin & dependents complete preventative physical during 2021 calendar yr, PCS incr to 28% if they do not complete physical.										
09/20/19	WESTON	1.90%	2.25%	2.25%	2.25%	2.00%	2.35%	2.25%		6.60%	6.60%
	PCS for State Partnership Plan incr from 18% to 19% in yr 2 & 20% in yr 3; PCS for dental incr from 19% to 20% in yr 2 & 21% in yr 3.										
09/20/19	GULLFORD	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%		7.50%	7.50%
	No step schedule; PCS for HDDHP incr from 20% to 20.5% in yr 2, 21% in yr 3; Annuity payment incr from 2% of salary to 2.25% in yr 2, & 2.5% in yr 3.										
	NEW LONDON COUNTY	1.90%	2.00%	2.10%	2.10%	1.90%	2.00%	2.10%		6.00%	6.00%
	PCS: Year 1: 21%, Year 2: 22%, Year 3: 23%; Prior authorization for High Cost Diagnostics and OT, PT, etc										
08/16/19	THOMASTON	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%		6.00%	6.00%
	No step schedule; stipend for PHD incr \$1500 to \$1600 in yr 1, \$1700 in yr 2 & \$1800 in yr 3; PCS for HDDHP incr 19.5% to 20.5% in yr 1, 21.5% in yr 2 & 22.5% in yr 3.										
09/23/19	LEBANON	1.95%	2.00%	2.05%	2.05%	2.61%	2.31%	2.36%		7.28%	7.28%
	Includes additional adjustment for Director of Special Services; PCS for State Partnership Plan incr from 15% to 17% in yr 1, 18% in yr 2 & 19% in yr 3.										
	FAIRFIELD COUNTY	2.75%	2.75%	2.75%	2.75%	2.99%	2.99%	2.75%		8.73%	8.73%
	Yrs 1 & 2: remaining funds as GWI to schedule after step; PCS for SPP incr from 21% to 21.5% in yr 1, 22% in yr 2 & 22.5% in yr 3; work yr goes from 221 days with 29 vacation days to 223 days with 27 vacation in yr 2 & 224 days with 26 vacation in yr 3										
09/24/19	NEW MILFORD	1.72%	1.73%	2.00%	2.00%	2.97%	3.03%	2.00%		8.00%	8.00%
	PCS for SPP Incr from 23% to 24% in yr 1; 24.5% in 2 & 25% in yr 3										

Administrator Settlement Data  
2019-20

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT				Total w/ incr	Total w/incr 3
		2020-21	2021-22	2022-23	2023-24	2020-21	2021-22	2022-23	2023-24		
	<b>HARTFORD COUNTY</b>	<b>1.80%</b>	<b>1.80%</b>	<b>1.80%</b>	<b>2.55%</b>	<b>1.80%</b>	<b>1.99%</b>			<b>6.34%</b>	<b>6.34%</b>
	No step in year 2; PCS for HDHP incr from 20% to 21% in yr 1, 22% in yr 2 & 23% in yr 3, BOE funding of HSA reduced from 50% to 45% in yr 2 & 40% in yr 3.										
	<b>TOLLAND COUNTY</b>	<b>2.25%</b>	<b>2.25%</b>	<b>2.50%</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.56%</b>			<b>8.56%</b>	<b>8.56%</b>
	Insurance – Stay at \$2k/\$4k HDHP, EFF 7/1/20: 19%, EFF 7/1/21: 19.5%, EFF 7/1/22: 20%										
	<b>WINDHAM COUNTY</b>	<b>2.25%</b>	<b>2.25%</b>		<b>3.29%</b>	<b>2.86%</b>				<b>6.15%</b>	<b>n/a</b>
	Insurance plans will be aligned to teachers' plan design.										
	<b>FAIRFIELD COUNTY</b>	<b>2.02%</b>	<b>2.11%</b>	<b>2.11%</b>	<b>2.35%</b>	<b>2.25%</b>	<b>2.15%</b>			<b>6.75%</b>	<b>6.75%</b>
	PCS for SPP will be 20.5 % in yr 1, 21.5 % in yr 2 & 22.5% in yr 3.										
<b>10/07/19</b>	<b>WINDSOR</b>	<b>1.75%</b>	<b>2.00%</b>	<b>2.25%</b>	<b>2.68%</b>	<b>2.67%</b>	<b>2.36%</b>			<b>7.71%</b>	<b>7.71%</b>
	PCS for HDHP plan incr from 21% to 22% in yr 2 & 23% in yr 3.										
	<b>HARTFORD COUNTY</b>	<b>1.90%</b>	<b>1.90%</b>	<b>1.90%</b>	<b>3.38%</b>	<b>2.45%</b>	<b>2.20%</b>			<b>8.03%</b>	<b>8.03%</b>
	Yr 1 includes market adjustments for several positions; added annuity payment after 5 YOS with amounts based on position; PCS for HDHP incr from 21% to 22% in yr 1 & 23% in yr 3; HDHP deductibles incr from \$2000/4000 to \$2250/4500 in yr 2, RX post deduct copays change from \$5/20/40 to \$5/30/45 in yr 1 & \$5/30/40 in yr 2, BOE funding of HSA from 50% to \$1000/2000 in yr 1, \$1125/2250 in yr 2.										
	<b>HARTFORD COUNTY</b>	<b>2.25%</b>	<b>2.25%</b>	<b>2.25%</b>	<b>2.25%</b>	<b>2.35%</b>	<b>2.25%</b>	<b>2.25%</b>	<b>2.35%</b>	<b>9.10%</b>	<b>6.75%</b>
	No step schedule; BOE contribution to annuity incr by \$250 each yr from \$4000 to \$5000 by yr 4; PCS for HDHP incr from 20% to 20.5% in yr 1, 21% in yr 2, 22% in yr 3 & 23% in yr 4.										
	<b>FAIRFIELD COUNTY</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.60%</b>	<b>2.60%</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.60%</b>	<b>2.60%</b>	<b>10.20%</b>	<b>7.60%</b>
	No step schedule; Deductible for HDHP plan incr \$2000/4000 to \$2500/5000, Post deduct RX incr. \$5/20/35 to \$10/25/40, yearly max incr \$1000/2000 to \$1500/3000; PCS incr from 18% by 1% each year.										

Administrator Settlement Data  
2019-20

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT				Total w/ incr	Total w/incr 3
		2020-21	2021-22	2022-23	2023-24	2020-21	2021-22	2022-23	2023-24		
09/26/19	WINDSOR LOCKS	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	6.00%	6.00%
	HDHP PCS for 20/21: 17%; 21/22: 18%; and 22/23: 19%; the 1% incentive payout in the 3rd year of prior contracts if all goals met removed in this contract. Tuition reimbursement increased from \$9,000 to \$18,000 for the Association per year not to exceed \$6,000 per individual (increased from \$5,000) or \$1,500 per (1) class.										
	WINDHAM COUNTY	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	6.00%	6.00%
	No step schedule; HDHP will be the sole plan, PCS incr from 14% to 16% in yr 1, 17% in yr 2 & 18% in yr 3										
	HARTFORD COUNTY	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	6.00%	6.00%
	Step cost is minimal; PCS for HDHP stay at 22%, if don't meet wellness incentive in yr 3 PCS is 23%										
	NEW HAVEN COUNTY	1.75%	2.00%	2.00%	1.81%	2.18%	2.00%	5.99%	5.99%		
	HDHP will be sole plan with deduct of \$2000/4000, BOE funds HSA at 50%, PCS 18% in yr 1, 19% in yr 2 & 20% in yr 3.										
	NEW LONDON COUNTY	1.75%	1.75%	2.00%	1.75%	1.75%	2.00%	5.50%	5.50%		
	No step schedule; PCS for State Partnership Plan incr from 20% by 1% each year.										
	REGION 8	2.50%	2.50%	2.50%	2.64%	2.64%	2.64%	7.92%	7.92%		
	No step schedule; total costs include 0.5% adjustment in each year for 2 positions.										
	NEW HAVEN COUNTY	2.25%	2.25%	2.00%	2.25%	2.25%	2.00%	6.50%	6.50%		
	No step schedule; PCS for HDHP incr from 17% to 18% in yr 1, 19% in yr 2 & 20% in yr 3.										
AVERAGE		2020-21	2021-22	2022-23	2023-24	2020-21	2021-22	2022-23	2023-24		
		2.06%	2.14%	2.12%	1.74%	2.46%	2.40%	2.17%	1.74%		

Draft #1  
12/23/19

AGREEMENT BETWEEN THE  
WEST HAVEN BOARD OF EDUCATION  
AND THE  
WEST HAVEN ADMINISTRATORS' ASSOCIATION

SEPTEMBER 1, ~~2017~~2020- AUGUST 31, ~~2020~~2023

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## AGREEMENT

This agreement is made and entered into as of this \_\_\_\_\_ day of ~~July~~December, ~~2016-2019~~ by and between the West Haven Administrator' Association, hereinafter called the WHAA and the West Haven Board of Education, hereinafter called the Board, for a term of three (3) years, beginning September 1, ~~2017-2020~~ and ending August 31, ~~2020~~2023.

### ARTICLE I GENERAL

A. This agreement is negotiated under Section 10-153b through 10-153f of the General Statutes of the State of Connecticut, as amended, in order:

1. To fix for its term the salaries and all other conditions of employment provided herein, and;
2. To encourage and abet effective and harmonious working relationships between the Board and Administrative staff in order that the case of public education may be best served.

B. The Board and the WHAA recognize the importance of responsible participation by the entire professional staff in the education process, planning, development and growth. To this end, they agree to maintain communication, to inform about programs, to guide in development and to assist planning and growth either by committee, individual consultation or designated representatives.

C. This agreement shall constitute the mutual understanding of the Board and the WHAA in the subject areas covered by specific provisions of this agreement for the duration of the agreement unless changed by the mutual consent of both parties. Previously adopted policies, rules or regulations in conflict with this agreement are superseded by this agreement.

### ARTICLE II RECOGNITION

The Board hereby recognizes the WHAA as the exclusive agent as defined in Section 10-153b through 10-153f of the Connecticut Statutes as amended, of the entire group of certified administrative employees of the Board not excluded by State Statutes.

### ARTICLE III BOARD RIGHTS

Nothing in this agreement shall limit or contravene the authority of the Board as provided in the General Statutes of Connecticut and the Charter of the City of West Haven. The Board shall not, however, exercise any of its discretionary authority so as to contravene a specific provision of this agreement.

## ARTICLE IV PROFESSIONAL OBLIGATIONS AND WORKING RULES

The Board and the WHAA recognize and agree that the administrators' responsibilities to their students and teachers, the Board of Education and their profession generally entails the performance of duties and the expenditure of time beyond the normal working day, but the administrators are entitled to regular time and work schedules on which they can ordinarily rely to the extent possible throughout the school system. Therefore, in accordance with the above the following schedules are hereby adopted:

A. Daily Schedule - Individuals covered by this agreement shall be responsible for determining his/her own daily schedule, however, it is understood that in doing so he/she will consider the requirements of the position and the Administrator's daily responsibilities of his/her position.

B. Yearly Schedule - The work year of personnel covered by the administrative supervisory staff salary schedule shall be as follows:

1. Administrators shall report to work annually one week prior to the first scheduled week of school and shall be entitled to:
  - a. A work year that shall not exceed 220 days.
  - b. 23 vacation days which may be taken during any breaks when school is not in session, and which must be used by the end of August in any given contract year.
  - c. 12 days at the discretion of the Administrator provided school is not in session, 10 of which shall be taken between September 1 and June 30<sup>th</sup>.
  - d. One of the scheduled teacher vacations.
2. If any member of WHAA is directed in writing by the Superintendent to forfeit any vacation days, in excess of one day, he/she shall be paid at a per diem rate of that individual's salary.

## ARTICLE V ASSIGNMENT AND TRANSFERS

A. Administrators may request that a teacher be transferred. However, such requests must be filed with the Superintendent with written explanation as to the reason for it.

B. The Administrator of the school concerned must be consulted before any teacher is transferred to his/her school.

C. The final determination of transfers will be in the absolute discretion of the Superintendent.

## ARTICLE VI PROMOTIONS

A. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of a new promotional position, shall be filled pursuant to the following procedure:

1. Such vacancies shall be posted in every school or mailed to each member during vacation period at least five (5) days prior to the filling of the vacancy.
2. Said notice of vacancy shall set forth the qualifications for the position.
3. Administrators who desire to apply for such vacancy shall file their application in writing with the office of the Superintendent within the time limit specified in the notice.
4. Such vacancy shall be filled on the basis of fitness for the vacant post, provided, however, that where two or more applicants in the West Haven School System are substantially equal in fitness, in the opinion of the Superintendent and of the Board of Education, the applicant with the greatest amount of seniority in the West Haven School System shall be given preference.

B. Promotional Positions are defined as follows: Positions paying a salary differential and/or positions on the Administrator supervisory level including but not limited to positions such as associate superintendent, assistant superintendent, directors, supervisors, assistant supervisor, instructional leaders, assistant instructional leaders, special assistant to the Superintendent and administrative assistant to the Superintendent.

C. All vacancies (as defined above in the case of promotional positions) for special project administrators shall also be filled pursuant to the procedure set forth in paragraph A.

D. All appointments to the aforesaid vacancies and openings shall be made without regard to age, race, creed, color, religion, nationality, sex, marital status, ancestry, and present or past history of mental or physical disability.

E. Insofar as possible, but subject to A.4., all future appointees shall be full certified supervisors or administrators by the Connecticut State Department of Education with the exception of the appointees to the psychology and guidance department.

F. Where there is a vacancy by resignation, acting appointments to any position shall be effective no longer than six months. Any person serving in an acting capacity when school is in session and is in the acting position for more than (5) school days, shall be compensated at the rate of pay for the position in which they are acting.

G. Upon promotion, the individual will be paid the appropriate salary upon commencement of his new duties.

H. First preference shall be given to candidates within the system if they are as well or better qualified than out of system candidates in the sole opinion of the Superintendent of Schools.

#### ARTICLE VII SUPPLIES AND OFFICE EQUIPMENT

A. The Board will insure that each school shall have all the office equipment and supplies consistent with Board policy necessary to do the work required.

B. The Board will take whatever steps necessary to attain the goal of uniformity in all records and reports.

C. The Board of Education will provide full or part time clerical help in all schools, and will make available clerical assistance in those areas where no clerk now exists. The duties of said clerical help shall be governed by policy #2212. Policy #2212 as now exists is hereby made part of this contract.

D. The Board will provide substitute clerks, provided they are available for use when the regular clerks are out.

#### ARTICLE VIII PROTECTION

A. Section 10-235. Protection of Administrators in damage suits. The Board shall protect and save harmless any member of the bargaining unit from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment in accordance with Section 10-235 of the General Statutes of Connecticut.

B. If any administrator is absent from school as a result of personal injury arising out of his employment, (provided the administrator is not negligent), he shall be paid his full salary (less any workmen's compensation indemnity benefits received, except payment for permanent partial disability) for the period not to exceed one calendar year from the date of injury. Such absence shall not be charged to his/her annual or accumulated sick leave.

#### ARTICLE IX HEALTH INSURANCE BENEFITS

A. Health Insurance Benefits (Individual, Husband & Wife, or Family). The Board shall provide the health insurance plan set forth below for employees and their eligible dependents (an eligible dependent for purposes of the article shall include spouse, and unmarried dependents up to age 26). The Board shall have the right to require annual re-enrollment as a condition of continued participation in the plan.

~~Effective September 1, 2014, all~~ administrators shall contribute twenty (20%) percent of the cost of health insurance via payroll deduction.

1. ~~Effective September 1, 2011,~~ Medical coverage shall be provided under the ~~plan summarized at Appendix A-1 attached hereto.~~ Board's High Deductible Health Plan (HDHP) which shall have deductibles of \$2,000/\$4,000 funded 50% by the Board into a health savings account, one-half in July and one-half in January. There shall be post deductible prescription copays of \$5/\$25/\$40 (30 day supply); \$10/\$50/\$80 (mail order 90 day supply) and the following out of pocket maximums: In-Network \$4,000/\$6,850; Out-of-Network \$4,000/\$8,000. In the event the Board decides, in its sole discretion, to transition health plans to the Connecticut Partnership Plan (CPP) the HDHP will be replaced with the CPP Plan. ~~Effective September 1, 2012, coverage shall be under the plan attached as Appendix A-2.~~
- ~~2. Managed pharmacy network, requiring fully managed/MAC A drug plan, with the following co-payments: \$5 generic; \$20 brand name formulary; \$35 brand name non-formulary. \$3,000 per person annual maximum, with excess treated as amount of network expense with an unlimited maximum.~~
- ~~3~~2. Blue Cross of Connecticut Full Service Plan for dental care with Riders A, B, C, D and Special Dependent Rider.
- ~~4~~3. Blue Shield Vision care endorsement 98.
- ~~5~~4. Group Life Insurance - Board agrees to provide each administrator with group life and dismemberment policy in the amount of \$120,000.00 at the Board's expense. The Administrator may increase the coverage to the amount of his salary at his own expense.
- ~~6~~5. The board agrees, at its expense, to continue the group life and dismemberment policy following retirement in the amount of \$60,000.00.
- ~~7~~6. Any employee covered by this Agreement who opts to take retirement as provided under Article XVI shall have full health coverage for the employee only, or employee and his/her spouse if the employee retires on or before August 31, 2023, paid by the Employer until he/she attains the age of 65. Notwithstanding the foregoing, administrators retiring after August 31, 2023, shall contribute monthly towards the cost of said insurance the same amount that active employees pay.

At age 65, any administrator who does not qualify for Medicare shall be provided with equivalent coverage paid in full by the Employer.

All retirees who do not opt to take retirement as provided under Article XVI or who are not eligible for the retirement provision of Article XVI will receive the

same medical coverage as active employees and will be required to pay the same co-pay, if any, as those required of active employees. The Board shall not be required to provide or pay for the retirees spouse's coverage after the retiree reaches age 65 or in the event that the retiree dies. At age 65 all retired employees shall have coverage under Medicare paid in full by the Employer. At age 65 any Administrator who does not qualify for Medicare, shall be provided with equivalent coverage paid in full by Employer.

87. The West Haven Board of Education may provide health insurance benefits as described in this Article for the West Haven Administrators' Association members through alternate carriers or through self-insurance. In all cases such benefits (meaning coverage, and administration of i.e., timeliness of payment and claims processing) provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives, shall be comparable to the benefits available to West Haven Administrator Association members under the group health insurance policies described in Article IX, Section A(1-5). Should the Board of Education desire to change insurance carriers, prior to any such change, the Association shall be notified and given forty-five (45) calendar days to review the proposed changes. Should the Association and the Board disagree that the coverage, and administration of benefits are not comparable, arbitration as set forth under Article XIV of this Agreement may be implemented at the request of the Association. Such arbitration shall take place before an impartial arbitrator with expertise in insurance, unless -the West Haven Finance Planning and Assistance Board is in existence. Both parties shall agree to expedite the arbitration process. There shall be no change in carriers prior to the decision by the arbitrators.

B. Sick Leave.

1. Twelve month personnel - are to receive two days more than the teachers.

2. Sick Leave Bank:

a. Membership in the sick leave bank is voluntary on the part of employees after tenure is granted for 3 years of service completed in the West Haven School System. Each participating employee contributes one day of sick leave per year.

b. The Board will cooperate in the establishment of a sick leave bank on a voluntary basis.

c. Each employee enrolling in the bank will donate one day of his sick leave to the bank each year until the bank is built up to a maximum of approximately 100 days. No more days will be added to this maximum until the bank is depleted to approximately 50 days. The bank will then be built up to approximately 100 days again and the

process repeated.

- d. Additions will be made to the bank in September or October of each school year according to the above limitation.
- e. A person withdrawing from membership in the bank will not be able to withdraw the contributed days.
- f. Additions will be made to the bank in September or October of each school year according to the following:
  - i. 0-3 years, inclusively, a person is not eligible.
  - ii. After the beginning of the 4th-6th year a person must be sick fifty-five (55) consecutive days before he/she can draw.
  - iii. After the beginning of the 7th year a person must be out forty (40) consecutive days.
- g. A person will not be able to withdraw days from the bank until his/her own sick leave is depleted.
- h. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.
- i. Maximum withdrawal per occurrence is 75 days.
- j. Sick leave means the leave the teacher has for that year plus his/her accumulation.
- k. Hold Harmless Clause.

In the event that the Sick Leave Bank is, or shall at any time, be found to be contrary to law by a court of competent jurisdiction, then it is agreed that any administrator who has received benefits hereunder shall refund to the City of West Haven 1/220<sup>th</sup> of his/her annual salary of each day so withdrawn. It is further agreed that in the event such refund is not made within sixty (60) days after demand with notice to the Association, then and in that event the Association shall refund monies to the City of West Haven. It is further agreed that no other penalty or penalties except the aforementioned monetary penalties will be imposed. This clause shall survive the termination of this agreement and may be enforced at any time within ten (10) days after such termination.

3. No member shall lose salary and/or rights when subject to quarantine by a competent medical authority, medical advisor and/or Health Department of the member's town of residence.
  4. Severance Pay (on retirement, disability, resignation or death). Professional Staff Member upon retirement from public school teaching in Connecticut, disability, resignation or death, after twenty (20) years of public school service in West Haven School System shall receive Severance pay equal to 20\*- of the annual salary at the time of termination of employment.
  5. Maternity Leave shall be granted to any pregnant administrator who has completed one year of service, and any such administrator wishing to return shall be returned to the position held at the time of taking such leave.
- C. Leaves Without Pay.
1. Leaves of absence, without pay shall be granted for advanced study and maternity. Such leave shall be limited to one school year. Upon returning from leave, said member shall be reinstated in the position he/she left.
- D. Leaves with Pay.
1. Each 12 month member shall be entitled to 3 personal days per year, and each 10 month member shall be entitled to 2 personal days per year, not to accumulate. Member must advise Superintendent in writing twenty four hours in advance.
  2. If advance notice is not possible, such notice shall be given twenty-four hours after the member returns.
  3. Compulsory Court appearances - 5 days per year.
  4. Jury Duty - Any Administrator who is summoned for jury duty shall immediately notify the Superintendent of the date of the assignment. If the assignment occurs during the students' school year, the Administrator shall cooperate with the Superintendent to obtain a postponement of the assignment to a date, when school is not in session. The Administrator shall receive his/her full salary (less compensation paid for jury duty to be reimbursed to the Board of Education) for the period that the Administrator must serve on jury duty during his/her work year.
  5. Death in immediate family - five (5) days per death of spouse, mother, father, child, brother, sister, grandparents, mother-in-law and father-in-law. Three (3) days per death of brother-in-law and sister-in-law.
  6. Funeral of close friend - 1 day per death.

7. Sabbatical Leave.

Desiring to regard professional performance and encourage independent research and achievement the Board hereby initiates the policy of sabbatical leave for Administrators, for approved, scholarly programs whether or not carried on in an academic institution subject to the following conditions:

1. Requests for sabbatical leave must be received by the Superintendent in writing in such forms as may be required by the Superintendent no later than December 31<sup>st</sup> of the year preceding the school year in which the sabbatical leave is requested.
2. The Administrator has completed at least six (6) consecutive full years of service in the West Haven School system.
3. The Administrator on sabbatical leave will be paid their annual salary rate up to one (1) year.
4. The Administrator shall agree to return to employment in West Haven for at least two (2) full years in the event of a full year's leave. Upon such return the Administrator shall be placed on the appropriate step of the salary schedule as though such Administrator has not been on leave.
5. All applications are subject to the approval of the Superintendent of Schools.
6. An Administrator returning from sabbatical leave shall return to the position held at the time of taking such leave.

ARTICLE X [RESERVED]

ARTICLE XI [RESERVED]

ARTICLE XII PAYROLL DEDUCTIONS.

A. In addition to those payroll deductions required by law, the" following agencies are eligible for payroll deductions:

1. All requests for deductions must be in writing on approved authorized forms.

2. A list of the approved deductions are as follows:
  - a. AIG (Valic)
  - b. American Century
  - c. Ameriprise Financial
  - d. Franklin Templeton
  - e. Great American (Galic)
  - f. ING
  - g. LSW (Life Insurance Co. of The Southwest)
  - h. Oppenheimer
3. Each of the associations named in Section 2 above shall certify to the Board in writing the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board thirty (30) days written notice prior to the effective date of such change.
4. Deductions referred to in Section A above shall be made on the first day of each month. The Board shall not be required to honor for any month deduction any authorizations that are delivered to it later than on week prior to the distribution payroll forms which deductions are to be made.
5. No later than September 30th of each year, the WHAA shall provide the Board with a list of those employees who have voluntarily authorized the Board to deduct dues for any of the associations named in Section A above. Any Administrator desiring to have the Board discontinue deductions he had previously authorized, must notify the Board and the WHAA or association concerned in writing by September 15th of each year for that school year's dues.
6. The amount of any deductions may be changed only once in a calendar year.

### ARTICLE XIII ADMINISTRATION

A. The Board recognizes that the Administrator is charged with the responsibility of the administration of the program within the building to which he/she is assigned and must make decisions necessary to the proper operation and maintenance of the building, provided, such decisions are in keeping with the policy of the Board of Education and the administrative regulations of the Superintendent.

B. Administrators shall be consulted regarding special and federal programs so that such programs may be part of the overall- school program in the building.

C. Administrators shall be in charge of all disciplinary programs of the school which he/she is assigned but shall handle the same in a manner consistent with Board policy and administrative regulations of the Superintendent.

D. Administrators shall be responsible for designating and assigning work to his/her secretary and/or clerk(s).

E. An Administrator may change a teacher's room or subject assignment if the Administrator feels that it would serve the students' best interest provided the Superintendent is informed in writing of such change.

F. Administrators will keep a record of teachers who consistently report late to school.

G. When an Administrator deems it necessary and it is not in violation of the teachers' contract, he/she may assign yard duty, hall duty, study hall duty, on an equitable basis to all available personnel.

H. An Administrator is in charge of his or her building and any teacher or other person wishing to use school facilities after school hours must secure the Administrator's permission.

I. Any teacher who wishes to remove general equipment from the building, must receive the Administrator's permission or if they do so without said permission, will be subject to disciplinary action.

J. It is the responsibility of the Building Administrator to determine who will collect money for milk, weekly magazines, insurance, etc., unless directed otherwise by the Superintendent of Schools.

K. Faculty meetings to be called at the discretion of the Administrator not to exceed the number permitted in the teacher's contract.

L. Agendas for faculty meetings are the sole responsibility of the Administrator. Each Administrator shall make available to his/her teaching staff said agenda one day in advance of said meetings after which any member of the staff may suggest additions to said agenda to the Administrator.

M. Formal evaluation of both tenure and non-tenure teachers is the sole responsibility of the Administrator (delegation of evaluation is allowed). The number of formal evaluations shall be determined by the Administrator, except as limited by the teachers' contract.

N. There shall be no limit set to the number of classroom visitations by the Administrator.

O. Observation and supervision of the teacher shall be made at the discretion of the Administrator.

## ARTICLE XIV GRIEVANCE AND ARBITRATION PROCEDURE

A. Purpose - The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of Administrators. Both parties agree that proceedings shall be kept as confidential as appropriate.

B. Definitions:

1. "Grievance" shall mean any claim by any Administrator or group of Administrators of the WHAA (each category of which shall be hereinafter referred to as "The Grievant") concerning the interpretation of, application or violation of a specific provision of this Agreement or an established practice between the Parties.
2. Administrator shall mean any certified professional employee of this unit below the rank of Superintendent and may include a group of Administrators similarly affected by a grievance.
3. When "days" are referred to in the time limits hereof, such shall mean school days.

C. Time Limits:

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If an Administrator does not file a grievance in writing within thirty (30) days after he/she knew or should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved Administrator at any level to appeal a grievance to the next level within the specified time limit, shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedure:

1. If an Administrator feels that he may have a grievance, he shall first discuss the matter with his immediate supervisor or other appropriate Administrator in an effort to resolve the problem informally.
2. If the Administrator is not satisfied with such disposition of the matter, he shall have the right to have the WHAA assist him in further efforts to

resolve the problem informally with his supervisor -or other appropriate Administrator.

E. Formal Procedure:

1. Step 1 - If the aggrieved Administrator is not satisfied with the disposition of his grievance on an informal basis, he may file in writing a grievance with the WHAA for referral to the Superintendent of Schools.
  - a. The WHAA shall within five (5) days after receipt, refer the grievance to the Superintendent but prior to doing so, the WHAA shall provide an opportunity for the aggrieved Administrator to meet with the appropriate committee to review the grievance.
  - b. The Superintendent shall within ten (10) days after receipt of the written grievance, meet with the aggrieved Administrator and with representatives of the WHAA for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept.
  - c. The Superintendent shall within five (5) days after the hearing, render his decision and the reasons therefor in writing to the aggrieved Administrator with a copy to the WHAA.
2. Step 2 - If the aggrieved Administrator is not satisfied with the disposition of his grievance at Step 1, he may within three (3) days after the decision or within six (6) days after the hearing, file the grievance again with the WHAA for appeal to the Board of Education.
  - a. The WHAA shall within three (3) days after receipt, refer the appeal to the Board of Education.
  - b. The Board of Education shall, within fifteen (15) days after receipt of the written appeal, meet with the aggrieved Administrator and with representatives of the WHAA for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept.
  - c. The Board shall, within five (5) days after such meeting render its decision and reason therefore, in writing to the aggrieved Administrator, with a copy to the WHAA.

F. Arbitration:

1. If the aggrieved Administrator is not satisfied with the disposition of his grievance at Step 2, he may within three (3) days after the decision or within six (6) days after the Board meeting, request in writing to the President of the WHAA that his grievance be submitted to arbitration.

2. The WHAA may within five (5) days after receipt of such request submit the grievance to arbitration.
3. The Chairman of the Board and the President of the WHAA shall within five (5) days after such written notice, jointly select an arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree on an arbitrator within five (5) days, the matter shall be submitted to the American Arbitration Association under the Rules of Voluntary Arbitration of the American Arbitration Association.
4. The arbitrator so selected shall confer promptly with representatives of the Board and the WHAA shall review the record of previous hearings and shall hold such further hearings with the aggrieved Administrator and other parties in interest as he shall deem requisite.
5. The arbitrator shall render his decision in writing to all parties in interest, setting forth his findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding upon all parties in interest to the extent permitted by law.
6. The cost of the services of the arbitrator shall be borne equally by the Board and the WHAA.

G. The Superintendent and/or the Board shall have the right to file a grievance in writing with the WHAA and such shall thereafter be processed in accordance with Step 2 of the following steps of the Grievance Procedure.

H. All grievances must be submitted in writing pursuant to Step 1 within fifteen (15) days of the date upon which the occurrence given rise to the grievance occurred. Failure to file such grievance within the time limits specified herein or to process a grievance within the time limits specified herein shall be deemed a waiver of the grievance.

I. Any arbitrator acting pursuant to this Agreement shall have power only to construe specific provisions of this Agreement and shall have no authority to add to, delete from, or modify in any way, any provisions of this Agreement.

J. Representation:

1. No reprisals, of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. When an Administrator is not represented by WHAA, the WHAA shall have the right to be present and to state its view at all stages of the procedure.

3. Only the WHAA shall have the right to submit a grievance to arbitration by following the procedure outlined above. Individual members shall not have the right to submit grievances to arbitration independently.
  4. The WHAA may, if it desires, call upon the professional services of any person it deems necessary to assist the WHAA at any state of the procedure.
- K. Miscellaneous:
1. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
  2. Forms for filing and processing grievances and other necessary documents, shall be prepared by the Superintendent with the approval of the WHAA, and be made available to the WHAA to facilitate operation of the grievance procedure.

#### ARTICLE XV MISCELLANEOUS

A. The Board of Education shall pay each Administrator the sum of \$300.00 for conference expenses to be paid in one lump sum as of September 1st of each school year.

B. The WHAA and the Board agree that this agreement represents the complete agreement between the parties concerning all conditions of employment and salaries of Administrators, for the duration of this agreement.

C. The Board and the WHAA shall comply with all applicable State and Federal Laws.

D. Whenever written notice is required to be given herein, such notice shall be given by letter to the last address of the person as contained in the files of the Board of Education.

E. No Administrator shall be required to pick up or deliver any mail or correspondence.

F. The Board agrees to provide medical coverage for all Administrators over 65, except that the cost of such coverage shall not exceed the cost afforded to other Administrators.

G. All Administrators shall receive \$45.00 per month for travel, except the

Language Arts Coordinator, Math Coordinator, Science Coordinator, Health/PE Coordinator, Early Childhood Director, Director of Pupil Services, Assistant Director of Pupil Services, Director of Grant Administration and any future district coordinators, who shall each receive \$100.00 per month.

H. Longevity: After ten (10) years of employment an Administrator shall receive an increment of \$520; after fifteen (15) years employment an additional increment of \$650; after twenty (20) years of employment an additional \$520; after twenty five (25) years of employment an additional \$520; after thirty (30) years of employment an additional increment of \$520. Years of employment shall mean years of employment as a certified professional in West Haven only.

I. Miscellaneous Tuition Costs - An Administrator shall be reimbursed by the Board for his/her tuition costs exclusive of all other fees upon the successful completion of each graduate credit course beyond the bachelor plus 60 step at the rate of \$80.00 a credit course up to a maximum of \$390. In any school year provided the courses taken are approved by the Superintendent of Schools and relate to the field of education and are completed in an institution which is accredited by a regional accreditation Association.

Middle State Association of Colleges and Schools North Central Association of Colleges and Schools Northwest Association of Schools and Colleges Southern Association of Colleges and Schools New England Association of Schools and Colleges Western Association of Schools and Colleges.

J. The Board will notify an individual Administrator of the administrative staff of any major decisions affecting said individual Administrator of the administrative staff prior to releasing said decisions to the press.

K. Each Administrator will receive annually an individual salary agreement.

L. The Board agrees to reimburse Administrators for approved expenses directly attributable to operation of school offices through presentation of paid receipts.

M. The Board agrees to provide a mileage expense account for Administrators who are required to travel outside of Greater New Haven in order to attend meetings for the school system. The rate applicable shall be as determined by the Internal Revenue Service.

~~N. — Administrative Longevity Payments. After the designated number of years of administrative experience in West Haven, each Administrator shall receive the following designated amounts annually as an administrative longevity payment:~~

~~(1) — Beginning in the 10<sup>th</sup> year — \$300.00~~

~~(2) — Beginning in 15th year - \$400.00 more than (1)~~

~~(3) — Beginning in 20th year - \$500.00 more than (1) & (2)~~

ON. Administrators shall continue to be paid in 26 installments, bi-weekly provided, however, that ten month Administrators will have the option to withdraw their four (4) final checks in one lump sum, less necessary deductions, payable on the first payroll date in July. Exercise of such option must be made by notifying the Board not later than June 1 preceding the first payroll.

PO. Service Fees - Professional staff members who are not members of WHAA shall be required as a condition of continued employment to pay a service fee to WHAA each month equal to the regular WHAA dues. The Board shall deduct this service fee from such professional staff members, salary once a month and remit same promptly to Treasurer of WHAA.

QP. A salary differential for the sixth year and conferred doctorate, will be paid only to those Administrators who have obtained degrees from institutions which are accredited by regional accrediting association, i.e., Middle State Association of Colleges and Schools North Central Association of Colleges and Schools Northwest Association of Schools and Colleges Southern Association of Colleges and Schools New England Association of Schools and Colleges Western Association of Schools and Colleges

RQ. Doctorate stipend to be paid only to those Administrators who are awarded a Ph.D. or E.ED in a planned program which relates to the field of education (this provision shall not be retroactive).

SR. Each building Administrator shall have a private office.

TS. Upon the creation of new administrative positions, the Board will negotiate with WHAA on all contractual items.

UT. For administrators who commenced employment as administrators prior to the 1997-98 school year, when he/she dies or retires he/she or his/her estate shall be paid 30 days sick pay, prorated on annual salary, regardless of accumulation (more or less) at the time of death or retirement. This provision shall not apply to administrators who commence employment as administrators during the 1997-98 school year and thereafter.

VU. A conference fund shall be set aside for use with the approval of the Superintendent of Schools for professional conferences, meetings, etc. that exceed the present cost allocated to Administrators.

#### ARTICLE XVI EARLY RETIREMENT INCENTIVE PLAN

Effective September 1, 1985, the West Haven Board of Education shall provide the West Haven Administration with an Early Retirement Plan subject to the following provisions, however employees hired after July 1, 2007 shall not be eligible for the Early

Retirement Incentive Plan:

A. Early Retirement Incentive Plan Eligibility

To be considered for participation in the Early Retirement Plan, a certified Administrative Staff Member must fulfill all of the following requirements:

1. Be eligible for retirement benefits under the Connecticut Teacher Retirement system no later than August 31, immediately following the school year in which termination of employment becomes effective.
2. Have completed at least 96 months of satisfactory employment (determined by the Superintendent of Schools) as a West Haven Administrator under contract with the West Haven Board of Education as of the date termination of employment becomes effective.
3. Be at least 52 years of age by no later than August 31 immediately following the school year in which termination of employment becomes effective and no older than age 64 as of June 30 of the school year in which termination of employment become effective.
4. Have a combined total of age plus services credited by the Connecticut Teacher Retirement System of at least 75 years by no later than August 31 immediately following the school year in which termination of employment becomes effective.
5. Application must be made by no later than February 15th of the school year in which termination of employment is effective.

B. Incentive

1. An Administrator who fulfills the eligibility requirements shall be paid an incentive allowance. Such allowance will be equal to the annual salary rate in effect in the year the application is made. The incentive allowance will be reduced for each year the age of the Administrator exceeds fifty-two at the date employment terminates. Such reduction shall be five percent for each year of age 52 through 60 and then ten percent each year age 61 through 65.

The incentive shall be paid over a two-year period in two equal installments following the fiscal year in which termination of employment becomes effective.

The scale is as follows:

<u>AGE</u>	<u>PERCENT OF SALARY</u>	<u>AGE</u>	<u>PERCENT OF SALARY</u>
52	90%	59	55%
53	85	60	50
54	80	61	40
55	75	62	30
56	70	64	20
57	65	64	10
58	60	65	0

Example: A person of age 62 whose current salary is \$20,000.00;  $30\% \times \$20,000.00 = \$6,000.00$ ; Payment \$3,000.00 for first year, Payment \$3,000.00 for second year.

2. There shall be a limit of no more than three (3) Administrators allowed to enter into the Early Retirement Incentive Plan, in any given year.
3. In the event, in any given year, more than three (3) Administrators make application for the Early Retirement Incentive Plan, priority shall be given on the basis of seniority as an Administrator.
4. An Administrator who retires and does not qualify in a given year, due to the reason of least amount of Administrative seniority, shall be entitled to the benefits under the Early Retirement Incentive Plan at the age he/she retires. Such benefits shall begin to be paid in the subsequent year or until such time he/she meets the requirements relative to Administrative seniority.
5. The Administrator selecting the Early Retirement Option, does so under the exclusion of the Severance Pay provisions of the Administrators' Agreement.
6. In the event that any Administrator who elected Early Retirement Plan shall die prior to the payment of all benefits due hereunder, any prepaid portion hereof shall be paid to his/her designated beneficiary.

#### ARTICLE XVII REDUCTION IN FORCE

It is understood that it is within the discretion of the Board of Education to reduce the educational program curriculum and staff when economic, pupil enrollment decline and other justifiable reasons dictate. If, in the Board's opinion, it is necessary to reduce the administrative staff within particular administrative classifications, it shall be on the basis of length of administrative services within the West Haven Public School System, certification and qualifications.

In order to promote an orderly reduction in the administrative personnel, the following procedure will be used:

- a. Any Administrator relieved of his/her duties because of reduction of staff or elimination of position shall be offered an administrative opening if one exists, in his/her classification for which he/she is certified and qualified.
- b. If there is no existing administrative opening in his/her classification, the displaced Administrator shall be offered the position of an Administrator who has the least seniority in his/her present classification, provided he/she is certified and qualified for that position.
- c. If there is no existing administrative opening in his/her classification and the displaced Administrator has the least seniority in his/her present classification, he/she will be offered an administrative opening, if one exists, in any other administrative classification for which he/she is certified and qualified provided, however, such appointment does not constitute a promotion to a higher classification.
- d. If there are no existing administrative openings in any administrative classification, and the displaced Administrator has the least seniority in his/her present classification, but has administrative seniority over an Administrator in another classification for which the displaced Administrator is certified and qualified, the displaced Administrator will be offered such position; provided, however, such appointment does not constitute a promotion to a higher classification.
- e. If an Administrator is relieved of his/her duties because of a reduction in staff or elimination of position and another administrative position is not otherwise available as aforesaid, he/she will be offered a teaching position for which he/she is certified.
- f. If an Administrator is relieved of his/her duties because of a reduction in staff or an elimination of position and employed as a teacher, he/she will be given the experience credit on the salary schedule according to the teacher's contract for his/her administrative and teaching experience within the school system and shall retain all accumulated sick leave, providing the latter does not violate the teacher's contract or pertinent state statute.
- g. Any Administrator who has been displaced as aforesaid shall be placed on a reappointment list for three (3) years for his former administrative position, and shall remain thereon until reappointed, provided such Administrator does not refuse a reappointment. Administrators shall be recalled to positions for which they are certified and qualified and in which they have previous acceptable experience, according to their administrative seniority

in the West Haven Public School System. If a reappointment is offered consistent with the above and is refused by the Administrator, he/she shall thereupon be removed from the reappointment list.

- h. For purposes of this Article, administrative classifications shall be as follows:
  - 1. High School Principal
  - 2. Middle School Principal, Elementary School Principal, Director of Pupil Personnel, Director of Grant Administration
  - 3. Assistant Directors of Pupil Services, Language Arts Coordinator, Math Coordinator, Science Coordinator, High School Assistant Principal, Athletic Director/Health and P.E., and Early Childhood Coordinator.
  - 4. Other Program Coordinators: Adult Education and Middle School Assistant Principals
  - 5. Secondary Coordinators.
  - 6. Provost.
- i. Qualification as used in this Article shall be determined by the Superintendent of Schools, provided that his decision shall not be arbitrary or capricious.

### INVOLUNTARY TRANSFER

Section 1 - An involuntary transfer is:

- 1. A reassignment of an Administrator from one position in a salary group to another position in lower paying salary group; or
- 2. A reassignment of an Administrator's position from the salary group to a lower paying salary group because of a change in the duties or responsibilities of such position. During the term of their working agreement School Administrators shall be reduced in grade only for good and just cause. Transfers implemented at the request of an Administrator are voluntary transfers and are not subject to the provisions of this article.

ARTICLE XVIII SALARY SCHEDULE

1. 20172020-  
20182021 Effective September 1, 20172020, the salary schedule ~~for~~ 2017-2018 attached at Appendix B-1 shall be in effect. ~~In~~ addition, all employees not at the top step as of August 31, 2017, shall move one step on the salary schedule. There shall be no step advancement for 2020-21.
2. 20182021-  
20192022 Effective September 1, 20182021, the salary schedule ~~for~~ 2018-19 attached at Appendix B-2 shall be in effect. ~~In~~ addition, all employees not at the top step as of August 31, 2018, shall move one step on the salary schedule. There shall be no step advancement for 2021-22.
3. 20192022-  
20202023 Effective September 1, 20192022, the salary schedules ~~for~~ 2019-20 attached at Appendix B-3 shall be in effect. ~~In~~ addition, all employees not at the top step as of August 31, 2019, shall move one step on the salary schedule. There shall be no step advancement for 2022-23.

Dated at West Haven this \_\_\_\_\_ day of ~~July 2016.~~ December, 2019.

WEST HAVEN ADMINISTRATORS' ASSOCIATION

\_\_\_\_\_

WEST HAVEN BOARD OF EDUCATION

\_\_\_\_\_

**SALARY SCHEDULE 2017-18 (WITH SIXTH YEAR)**

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
-						
1	\$103,613.36	\$100,175.69	\$98,113.47	\$93,300.70	\$86,426.07	\$99,938.78
2	\$107,176.45	\$103,615.73	\$101,479.68	\$96,494.86	\$89,374.71	\$103,378.83
3	\$110,739.53	\$107,055.79	\$104,845.91	\$99,689.03	\$92,323.35	\$106,818.88
4	\$114,301.13	\$110,494.92	\$108,211.01	\$102,883.59	\$95,270.72	\$110,258.01
5	\$120,857.29	\$116,883.38	\$114,498.70	\$108,935.74	\$100,986.74	\$116,646.48
6	\$132,671.78	\$128,530.16	\$126,044.71	\$120,246.20	\$112,055.96	\$128,293.26

Conferred Doctorate \$1,906.78

**SALARY SCHEDULE 2017-2018 (WITHOUT SIXTH YEAR)**

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
1	\$98,853.10	\$95,579.12	\$93,615.30	\$89,032.95	\$82,485.68	\$95,342.21
2	\$102,393.96	\$98,998.22	\$96,961.47	\$92,208.53	\$85,417.37	\$98,761.29
3	\$105,936.97	\$102,419.12	\$100,308.75	\$95,384.07	\$88,348.69	\$102,182.22
4	\$110,217.09	\$106,590.48	\$104,414.61	\$99,337.43	\$92,084.30	\$106,353.57
5	\$114,497.22	\$110,761.84	\$108,520.48	\$103,290.80	\$95,819.90	\$110,524.94
6	\$124,035.67	\$120,191.52	\$117,884.67	\$112,502.50	\$104,813.82	\$119,954.61

Conferred Doctorate \$1,906.78

**SALARY SCHEDULE 2018-2019 (WITH SIXTH YEAR)**

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
-						
1	\$104,649.49	\$101,117.44	\$99,094.60	\$94,233.70	\$87,290.33	\$100,938.16
2	\$108,248.24	\$104,651.88	\$102,494.47	\$97,459.80	\$90,268.45	\$104,412.61
3	\$111,846.92	\$108,126.34	\$105,894.36	\$100,685.92	\$93,246.58	\$107,887.06
4	\$115,444.14	\$111,599.86	\$109,293.12	\$103,912.42	\$96,223.42	\$111,360.59
5	\$122,065.86	\$118,052.21	\$115,643.68	\$110,025.09	\$101,993.60	\$117,812.94
6	\$133,998.49	\$129,815.46	\$127,305.15	\$121,448.66	\$113,176.51	\$129,576.19

Conferred Doctorate \$1,906.78

**SALARY SCHEDULE 2018-2019 (WITHOUT SIXTH YEAR)**

Step	4 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
1	\$99,841.63	\$96,534.91	\$94,551.45	\$89,923.27	\$83,310.53	\$96,295.63
2	\$103,417.89	\$99,988.20	\$97,931.08	\$93,130.61	\$86,271.54	\$99,748.90
3	\$106,996.33	\$103,443.31	\$101,311.83	\$96,337.91	\$89,232.17	\$103,204.04
4	\$111,319.26	\$107,656.38	\$105,458.75	\$100,330.80	\$93,005.14	\$107,417.10
5	\$115,642.19	\$111,869.45	\$109,605.68	\$104,323.70	\$96,778.09	\$111,630.18
6	\$125,276.02	\$121,393.43	\$119,063.51	\$113,627.52	\$105,861.95	\$121,154.15

Conferred Doctorate \$1,906.78

APPENDIX B-1

**SALARY SCHEDULE 20192020-20202021 (WITH SIXTH YEAR)**

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
1	\$105,695.98	\$102,128.61	\$100,085.54	\$95,176.03	\$88,163.23	\$101,947.54
2	\$109,330.69	\$105,698.39	\$103,519.41	\$98,434.39	\$91,171.13	\$105,456.73
3	\$112,965.38	\$109,207.60	\$106,953.30	\$101,692.77	\$94,179.04	\$108,965.93
4	\$116,598.58	\$112,715.85	\$110,386.05	\$104,951.54	\$97,185.65	\$112,474.19
5	\$123,286.51	\$119,232.73	\$116,800.11	\$111,125.34	\$103,013.53	\$118,991.06
6	\$135,338.47	\$131,113.61	\$128,578.20	\$122,663.14	\$114,308.27	\$130,871.95

Conferred Doctorate \$1,906.78

**SALARY SCHEDULE ~~2019-2020~~-2020-2021 (WITHOUT SIXTH YEAR)**

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
1	\$100,840.04	\$97,500.25	\$95,496.96	\$90,822.50	\$84,143.63	\$97,258.55
2	\$104,452.06	\$100,988.08	\$98,910.39	\$94,061.91	\$87,134.25	\$100,746.38
3	\$108,066.29	\$104,477.74	\$102,324.94	\$97,301.28	\$90,124.49	\$104,236.08
4	\$112,432.45	\$108,732.94	\$106,513.33	\$101,334.10	\$93,935.19	\$108,491.27
5	\$116,798.61	\$112,988.14	\$110,701.73	\$105,366.93	\$97,745.87	\$112,746.48
6	\$126,528.78	\$122,607.36	\$120,254.14	\$114,763.79	\$106,920.56	\$122,365.69

Conferred Doctorate \$1,906.78

**APPENDIX B-2**

**SALARY SCHEDULE 2021-2022 (WITH SIXTH YEAR)**

<u>Step</u>	<u>1</u> <u>High School</u> <u>Principal</u>	<u>2</u> <u>MS &amp; ES</u> <u>Principal,</u> <u>Director of</u> <u>Pupil Services,</u> <u>Director of</u> <u>Grant</u> <u>Administration</u>	<u>3</u> <u>Asst. Director of</u> <u>Pupil</u> <u>Services,</u> <u>Language Arts,</u> <u>Math and Science</u> <u>Coordinators, HS</u> <u>Asst.</u> <u>Principals, AD</u> <u>Health/PE</u> <u>Coordinator, Early</u> <u>Childhood</u> <u>Coordinator</u>	<u>4</u> <u>Other Program</u> <u>Coordinators,</u> <u>MS Asst.</u> <u>Principals,</u> <u>Adult Ed</u>	<u>5</u> <u>Secondary</u> <u>Coordinators</u>	<u>6</u> <u>Provost</u>
-						
<u>1</u>	<u>\$105,695.98</u>	<u>\$102,128.61</u>	<u>\$100,085.54</u>	<u>\$95,176.03</u>	<u>\$88,163.23</u>	<u>\$101,947.54</u>
<u>2</u>	<u>\$109,330.69</u>	<u>\$105,698.39</u>	<u>\$103,519.41</u>	<u>\$98,434.39</u>	<u>\$91,171.13</u>	<u>\$105,456.73</u>
<u>3</u>	<u>\$112,965.38</u>	<u>\$109,207.60</u>	<u>\$106,953.30</u>	<u>\$101,692.77</u>	<u>\$94,179.04</u>	<u>\$108,965.93</u>
<u>4</u>	<u>\$116,598.58</u>	<u>\$112,715.85</u>	<u>\$110,386.05</u>	<u>\$104,951.54</u>	<u>\$97,185.65</u>	<u>\$112,474.19</u>
<u>5</u>	<u>\$123,286.51</u>	<u>\$119,232.73</u>	<u>\$116,800.11</u>	<u>\$111,125.34</u>	<u>\$103,013.53</u>	<u>\$118,991.06</u>
<u>6</u>	<u>\$135,338.47</u>	<u>\$131,113.61</u>	<u>\$128,578.20</u>	<u>\$122,663.14</u>	<u>\$114,308.27</u>	<u>\$130,871.95</u>

Conferred Doctorate \$1,906.78

**SALARY SCHEDULE 2021-2022 (WITHOUT SIXTH YEAR)**

<u>Step</u>	<u>1</u> <u>High School</u> <u>Principal</u>	<u>2</u> <u>MS &amp; ES</u> <u>Principal,</u> <u>Director of Pupil</u> <u>Services,</u> <u>Director of</u> <u>Grant</u> <u>Administration</u>	<u>3</u> <u>Asst. Director of</u> <u>Pupil</u> <u>Services,</u> <u>Language Arts,</u> <u>Math and Science</u> <u>Coordinators, HS</u> <u>Asst.</u> <u>Principals, AD</u> <u>Health/PE</u> <u>Coordinator, Early</u> <u>Childhood</u> <u>Coordinator</u>	<u>4</u> <u>Other</u> <u>Program</u> <u>Coordinators,</u> <u>MS Asst.</u> <u>Principals,</u> <u>Adult Ed</u>	<u>5</u> <u>Secondary</u> <u>Coordinators</u>	<u>6</u> <u>Provost</u>
<u>1</u>	<u>\$100,840.04</u>	<u>\$97,500.25</u>	<u>\$95,496.96</u>	<u>\$90,822.50</u>	<u>\$84,143.63</u>	<u>\$97,258.55</u>
<u>2</u>	<u>\$104,452.06</u>	<u>\$100,988.08</u>	<u>\$98,910.39</u>	<u>\$94,061.91</u>	<u>\$87,134.25</u>	<u>\$100,746.38</u>
<u>3</u>	<u>\$108,066.29</u>	<u>\$104,477.74</u>	<u>\$102,324.94</u>	<u>\$97,301.28</u>	<u>\$90,124.49</u>	<u>\$104,236.08</u>
<u>4</u>	<u>\$112,432.45</u>	<u>\$108,732.94</u>	<u>\$106,513.33</u>	<u>\$101,334.10</u>	<u>\$93,935.19</u>	<u>\$108,491.27</u>
<u>5</u>	<u>\$116,798.61</u>	<u>\$112,988.14</u>	<u>\$110,701.73</u>	<u>\$105,366.93</u>	<u>\$97,745.87</u>	<u>\$112,746.48</u>
<u>6</u>	<u>\$126,528.78</u>	<u>\$122,607.36</u>	<u>\$120,254.14</u>	<u>\$114,763.79</u>	<u>\$106,920.56</u>	<u>\$122,365.69</u>

Conferred Doctorate \$1,906.78

APPENDIX B-3

SALARY SCHEDULE 2022-2023 (WITH SIXTH YEAR)

<u>Step</u>	<u>1</u> <u>High School</u> <u>Principal</u>	<u>2</u> <u>MS &amp; ES Principal,</u> <u>Director of Pupil</u> <u>Services, Director</u> <u>of Grant</u> <u>Administration</u>	<u>3</u> <u>Asst. Director of Pupil</u> <u>Services, Language</u> <u>Arts, Math and Science</u> <u>Coordinators, HS Asst.</u> <u>Principals, AD</u> <u>Health/PE Coordinator,</u> <u>Early Childhood</u> <u>Coordinator</u>	<u>4</u> <u>Other Program</u> <u>Coordinators, MS</u> <u>Asst. Principals,</u> <u>Adult Ed</u>	<u>5</u> <u>Secondary</u> <u>Coordinators</u>	<u>6</u> <u>Provost</u>
<u>1</u>	<u>\$106,752.94</u>	<u>\$103,149.90</u>	<u>\$101,086.40</u>	<u>\$96,127.79</u>	<u>\$89,044.86</u>	<u>\$102,967.02</u>
<u>2</u>	<u>\$110,424.00</u>	<u>\$106,755.37</u>	<u>\$104,554.60</u>	<u>\$99,418.73</u>	<u>\$92,082.84</u>	<u>\$106,511.30</u>
<u>3</u>	<u>\$114,095.03</u>	<u>\$110,299.68</u>	<u>\$108,022.83</u>	<u>\$102,709.70</u>	<u>\$95,120.83</u>	<u>\$110,055.59</u>
<u>4</u>	<u>\$117,764.57</u>	<u>\$113,843.01</u>	<u>\$111,489.91</u>	<u>\$106,001.06</u>	<u>\$98,157.51</u>	<u>\$113,598.93</u>
<u>5</u>	<u>\$124,519.38</u>	<u>\$120,425.06</u>	<u>\$117,968.11</u>	<u>\$112,236.59</u>	<u>\$104,043.67</u>	<u>\$120,180.97</u>
<u>6</u>	<u>\$136,691.85</u>	<u>\$132,424.75</u>	<u>\$129,863.98</u>	<u>\$123,889.77</u>	<u>\$115,451.35</u>	<u>\$132,180.67</u>

Conferred Doctorate \$1,906.78

**SALARY SCHEDULE 2022-2023 (WITHOUT SIXTH YEAR)**

<u>Step</u>	<u>1</u> <u>High School</u> <u>Principal</u>	<u>2</u> <u>MS &amp; ES</u> <u>Principal,</u> <u>Director of Pupil</u> <u>Services,</u> <u>Director of</u> <u>Grant</u> <u>Administration</u>	<u>3</u> <u>Asst. Director of</u> <u>Pupil Services,</u> <u>Language Arts, Math</u> <u>and Science</u> <u>Coordinators, HS</u> <u>Asst. Principals, AD</u> <u>Health/PE</u> <u>Coordinator, Early</u> <u>Childhood</u> <u>Coordinator</u>	<u>4</u> <u>Other Program</u> <u>Coordinators, MS</u> <u>Asst. Principals,</u> <u>Adult Ed</u>	<u>5</u> <u>Secondary</u> <u>Coordinators</u>	<u>6</u> <u>Provost</u>
<u>1</u>	<u>\$101,848.44</u>	<u>\$98,475.25</u>	<u>\$96,451.93</u>	<u>\$91,730.73</u>	<u>\$84,985.07</u>	<u>\$98,231.14</u>
<u>2</u>	<u>\$105,496.58</u>	<u>\$101,997.96</u>	<u>\$99,899.49</u>	<u>\$95,002.53</u>	<u>\$88,005.59</u>	<u>\$101,753.84</u>
<u>3</u>	<u>\$109,146.95</u>	<u>\$105,522.52</u>	<u>\$103,348.19</u>	<u>\$98,274.29</u>	<u>\$91,025.73</u>	<u>\$105,278.44</u>
<u>4</u>	<u>\$113,556.77</u>	<u>\$109,820.27</u>	<u>\$107,578.46</u>	<u>\$102,347.44</u>	<u>\$94,874.54</u>	<u>\$109,576.18</u>
<u>5</u>	<u>\$117,966.60</u>	<u>\$114,118.02</u>	<u>\$111,808.75</u>	<u>\$106,420.60</u>	<u>\$98,723.33</u>	<u>\$113,873.94</u>
<u>6</u>	<u>\$127,794.07</u>	<u>\$123,833.43</u>	<u>\$121,456.68</u>	<u>\$115,911.43</u>	<u>\$107,989.77</u>	<u>\$123,589.35</u>

Conferred Doctorate \$1,906.78

APPENDIX A-1

MEDICAL INSURANCE PLAN – EFFECTIVE SEPTEMBER 1, 2011

**CENTURY PREFERRED \$30 COPAYMENT, \$500/\$1000 IN-NETWORK / \$1,000/\$2,000 OUT-OF-NETWORK ANNUAL DEDUCTIBLE / 80-60% COINSURANCE**

Century Preferred is a preferred provider organization (PPO) plan.

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Annual Deductible (individual/family)	\$300 / \$600	\$1,000 / \$2,000
Coinsurance	10% after deductible up to	30% after deductible up to
Coinsurance Maximum (individual/family)	\$600 / \$1,200	\$2,000 / \$4,000
Cost Share Maximum (individual/family)	\$900 / \$1,800	\$3,000 / \$6,000
Lifetime Maximum	Unlimited	Unlimited

<b>PREVENTIVE CARE</b>	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
Well-child care	No Charge; Deductible waived	30%
Periodic, routine health examinations	No Charge; Deductible waived	30%
Routine eye exams	No Charge; Deductible waived	30%
Routine OB/GYN visits	No Charge; Deductible waived	30%
Mammography	No Charge; Deductible waived	30%
Hearing screening	No Charge; Deductible waived	30%

**MEDICAL CARE**

Office visits	\$20 Copayment, Deductible waived	30%
Outpatient mental health & substance abuse	\$20 Copayment, Deductible waived	30%
OB/GYN care	\$20 Copayment, Deductible waived	30%
Maternity care	\$20 Copayment, Deductible waived	30%
Diagnostic lab and x ray	10%	30%
High cost outpatient diagnostic—prior authorization required <b>The following are subject to copay: MRI, MRA, CAT, CTA, PET, SPECT scans</b>	\$75 Copayment, Deductible waived (\$375 maximum co-pay per calendar year)	30%
Allergy services <b>Office visits/testing</b>	\$20 Copayment, Deductible waived	30%
<i>Injections—80 visits in 3 years</i>	10%	30%

**HOSPITAL CARE—Prior authorization required**

Semi-private room (General/Medical/Surgical/Maternity)	10%	30%
Inpatient mental health & substance abuse	10%	30%
Skilled nursing facility—up to 120 days per calendar year	10%	30%
Rehabilitative services—up to 60 days per person per calendar year	10%	30%
Outpatient surgery—in a hospital or surgi-center	10%	30%

**EMERGENCY CARE**

Walk-in centers	\$20 Copayment, Deductible waived	30%
Urgent care—at participating centers only	\$75 Copayment, Deductible waived	Not Covered
Emergency care—copayment waived if admitted	\$100 Copayment, Deductible waived	\$100 Copayment, Deductible waived
Ambulance	10%	30%

CENTPRMX

	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
<b>OTHER HEALTH CARE</b>		
Outpatient rehabilitative services <i>30 visit maximum for PT, OT and ST per year. 20 visit maximum for Chiro. per year.</i>	\$20 Copayment, Deductible waived	30%
Durable medical equipment / Prosthetic devices  <b>Unlimited maximum per calendar year</b>	\$100 copayment, Deductible waived	30%
Diabetic supplies, drugs & equipment <i>Diabetic drugs are covered at in-network benefit level.</i>	Covered in full	30%
Infertility—prior authorization required <i>Some restrictions may apply</i>	10%	30%
Home health care	10%, Deductible waived	30%, Deductible waived

**PREVENTIVE CARE SCHEDULES**

**Well Child Care (including immunizations)**

- ◆ 6 exams, birth to age 1
- ◆ 6 exams, ages 1–5
- ◆ 1 exam every 2 years, ages 6–10
- ◆ 1 exam every year, ages 11–21

**Adult Exams**

- ◆ 1 exam every 5 years, ages 22–29
- ◆ 1 exam every 3 years, ages 30–39
- ◆ 1 exam every 2 years, ages 40–49
- ◆ 1 exam every year, ages 50+

**Mammography**

- ◆ 1 baseline screening, ages 35–39
- ◆ 1 screening per year, ages 40+
- ◆ Additional exams when medically necessary

**Vision Exams:** 1 exam every 2 calendar years

**Hearing Exams:** 1 exam every 2 calendar years

**OB/GYN Exams:** 1 exam per calendar year

**Notes To Benefit Descriptions**

- ◆ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- ◆ Home Health Care services are covered when in lieu of hospitalization. Includes infusion (IV) therapy.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants.
- ◆ Members are responsible for the balance of charges billed by out of network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services. Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

*This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; refractive eye surgery; services and supplies related to, as well as the performance of, sex change operations; surgical and non-surgical services related to TMJ syndrome; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation.*

A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.

**APPENDIX A-2**

**MEDICAL INSURANCE PLAN – EFFECTIVE SEPTEMBER 1, 2012**

**Century Preferred \$30 Copayment, \$500/\$1000 In-Network / \$1,000/\$2,000 Out-of-Network Annual Deductible / 80-60% COINSURANCE**

Century Preferred is a preferred provider organization (PPO) plan.

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Annual Deductible <i>(individual/family)</i>	\$500 / \$1,000	\$1,000 / \$2,000
Coinsurance	20% after deductible up to	40% after deductible up to
Coinsurance Maximum <i>(individual/family)</i>	\$1,000 / \$2,000	\$2,000 / \$4,000
Cost Share Maximum <i>(individual/family)</i>	\$1,500 / \$3,000	\$3,000 / \$6,000
Lifetime Maximum	Unlimited	Unlimited

<b>PREVENTIVE CARE</b>	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
Well child care	No Charge; Deductible waived	40%
Periodic, routine health examinations	No Charge; Deductible waived	40%
Routine eye exams	No Charge; Deductible waived	40%
Routine OB/GYN visits	No Charge; Deductible waived	40%
Mammography	No Charge; Deductible waived	40%
Hearing screening	No Charge; Deductible waived	40%

**MEDICAL CARE**

Office visits	\$30 Copayment, Deductible waived	40%
Outpatient mental health & substance abuse	\$30 Copayment, Deductible waived	40%
OB/GYN care	\$30 Copayment, Deductible waived	40%
Maternity care	\$30 Copayment, Deductible waived	40%
Diagnostic lab and x ray	20%	40%
High cost outpatient diagnostic— <i>prior authorization required</i> <b>The following are subject to copay: MRI, MRA, CAT, CTA, PET, SPECT scans</b>	\$75 Copayment, Deductible waived (\$375 maximum co-pay per calendar year)	40%
Allergy services <b>Office visits/testing</b> <i>Injections—80 visits in 3 years</i>	\$30 Copayment, Deductible waived 20%	40% 40%

**HOSPITAL CARE—Prior authorization required**

Semi-private room <i>(General/Medical/Surgical/Maternity)</i>	20%	40%
Inpatient mental health & substance abuse	20%	40%
Skilled nursing facility— <i>up to 120 days per calendar year</i>	20%	40%
Rehabilitative services— <i>up to 60 days per person per calendar year</i>	20%	40%
Outpatient surgery— <i>in a hospital or surgi-center</i>	20%	40%

**EMERGENCY CARE**

Walk-in centers	\$30 Copayment, Deductible waived	40%
Urgent care— <i>at participating centers only</i>	\$75 Copayment, Deductible waived	Not Covered
Emergency care— <i>copayment waived if admitted</i>	\$100 Copayment, Deductible waived	\$100 Copayment, Deductible waived
Ambulance	20%	40%

<b>OTHER HEALTH CARE</b>	<b>In-Network After Annual Deductible <i>Member pays:</i></b>	<b>Out-of-Network After Annual Deductible <i>Member pays:</i></b>
Outpatient rehabilitative services <i>30 visit maximum for PT, OT and ST per year. 20 visit maximum for Chiro. per year.</i>	\$30 Copayment, Deductible waived	40%
Durable medical equipment / Prosthetic devices  <b><i>Unlimited maximum per calendar year</i></b>	\$100 Deductible per calendar year then covered in full	40%
Diabetic supplies, drugs & equipment <i>Diabetic drugs are covered at in-network benefit level.</i>	Covered in Full	40%
Infertility—prior authorization required <i>Some restrictions may apply</i>	20%	40%
Home health care	20%, Deductible waived	40%, Deductible waived

**PREVENTIVE CARE SCHEDULES**

***Well Child Care (including immunizations)***

- ◆ 6 exams, birth to age 1
- ◆ 6 exams, ages 1–5
- ◆ 1 exam every 2 years, ages 6–10
- ◆ 1 exam every year, ages 11–21

***Adult Exams***

- ◆ 1 exam every 5 years, ages 22–29
- ◆ 1 exam every 3 years, ages 30–39
- ◆ 1 exam every 2 years, ages 40–49
- ◆ 1 exam every year, ages 50+

***Mammography***

- ◆ 1 baseline screening, ages 35–39
- ◆ 1 screening per year, ages 40+
- ◆ Additional exams when medically necessary

***Vision Exams: 1 exam every 2 calendar years***

***Hearing Exams: 1 exam every 2 calendar years***

***OB/GYN Exams: 1 exam per calendar year***

**Notes To Benefit Descriptions**

- ◆ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- ◆ Home Health Care services are covered when in lieu of hospitalization. Includes infusion (IV) therapy.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants.
- ◆ Members are responsible for the balance of charges billed by out of network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services. Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

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A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.

**MEMORANDUM  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

**To:** Municipal Accountability Review Board  
**From:** Julian Freund  
**Subject:** Update on Hartford Subcommittee  
**Date:** February 7, 2020

The Hartford Subcommittee of the MARB most recently met on January 23, 2020. The agenda consisted of a review of the City's FY 2019 Audit and discussion regarding a planned evaluation of Hartford Public Schools' special education services.

FY 2019 Audit

The City's auditor from Blum Shapiro, presented the FY 2019 Audit (presentation handout attached). The auditor issued a clean opinion on the City's financial statements. An overview of the City's Fund's was presented, including the City's General Fund Balance which increased by \$7.7 million for a total of \$12.6 million as of 6/30/19. Other Governmental Funds, Enterprise Funds, Internal Service Funds, and Fiduciary Funds were each addressed briefly.

Both the Federal and State Single Audits received unmodified clean opinions from the auditor with no material weaknesses or significant deficiencies. The Management Letter included no material weaknesses or significant deficiencies. Two recommendations were included in the Management Letter: 1) a more comprehensive policies and procedures manual for year-end close by the Board of Education, and 2) additional Information Technology controls (the City has remediated 8 of the 11 issues identified in Blum Shapiro's previous IT assessment).

Among the new GASB standards that will affect subsequent financial reports is a requirement that the City analyze its existing fiduciary duties to evaluate who has control of the assets, identification of the beneficiaries of the assets and where they will be placed in the financial statements. The auditor is working with the City to prepare for this and other upcoming GASB standards.

Hartford Public Schools Special Education

Among the priority initiatives presented by the Mayor in communications with the MARB in 2019 is a study to assess the Hartford school district's current continuum of special education services and to make recommendations for efficiencies and the feasibility of developing capacity to provide more services in-district. The Superintendent has presented data regarding special education programming, placements, and costs. At the January meeting, a draft scope of services for a study was discussed with the subcommittee. The subcommittee made suggestions for expanding the scope to include more quantitative analysis of special education placements and what is driving increasing rates of identification. The scope will be modified before an RFP for a study is issued.

During the discussion, the Superintendent also described efforts to seek justification for invoicing by other districts. The Superintendent has requested verification of residency and other supporting

documentation from multiple districts that invoice Hartford Public Schools for services. The Superintendent reported that she has not received the documentation or justification requested for large invoices that have been sent to Hartford Public Schools. The subcommittee voted to recommend that the MARB direct the Mayor and the Superintendent to seek verification of residency for special education students for which the Hartford school district is being invoiced, and to seek justification of the amounts invoiced for services provided to Hartford students.

# City of Hartford

FY2020

## Monthly Financial Report to the Municipal Accountability Review Board



December 2019  
(FY2020 P6)

*Meeting date: February 13, 2020*

**City of Hartford**  
**Budget and Financial Report**  
**to the Municipal Accountability Review Board**

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City of Hartford - FY2020 General Fund Financial Report & Projection

MARB 2/13/20

Revenue Category	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (DECEMBER)	FY2020 ACTUAL (DECEMBER)	FY2020 PROJECTION	VARIANCE	% COLL.
41 General Property Taxes <sup>1</sup>	(277,053,297)	(283,570,266)	(283,570,266)	(161,855,601)	(161,164,728)	(281,670,266)	1,900,000	57%
42 Licenses & Permits <sup>2</sup>	(6,378,386)	(6,040,406)	(6,040,406)	(3,335,378)	(3,071,905)	(6,040,406)	-	51%
43 Fines Forfeits & Penalties <sup>3</sup>	(249,446)	(190,000)	(190,000)	(123,214)	(103,005)	(190,000)	-	54%
44 Revenue from Money & Property <sup>4</sup>	(4,274,741)	(4,003,465)	(4,003,465)	(1,788,747)	(1,930,355)	(4,003,465)	-	48%
45 Intergovernmental Revenues <sup>5,14</sup>	(307,019,577)	(259,580,413)	(259,580,413)	(107,934,279)	(105,602,491)	(258,872,355)	708,058	41%
46 Charges For Services <sup>6</sup>	(4,167,429)	(2,967,964)	(2,967,964)	(1,952,248)	(2,069,818)	(2,967,964)	-	70%
47 Reimbursements <sup>7</sup>	(122,833)	(135,440)	(135,440)	(72,249)	(59,766)	(135,440)	-	44%
48 Other Revenues <sup>8</sup>	(451,813)	(238,650)	(238,650)	(367,114)	(232,428)	(238,650)	-	97%
53 Other Financing Sources <sup>9</sup>	(10,089,325)	(16,554,137)	(16,554,137)	(1,327,291)	(3,564,717)	(9,887,471)	6,666,666	22%
<b>Total Revenues<sup>17</sup></b>	<b>(609,806,845)</b>	<b>(573,280,741)</b>	<b>(573,280,741)</b>	<b>(278,756,121)</b>	<b>(277,799,213)</b>	<b>(564,006,017)</b>	<b>9,274,724</b>	<b>48%</b>

MARB 2/13/20

Expenditure Category	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (DECEMBER)	FY2020 ACTUAL (DECEMBER)	FY2020 PROJECTION	VARIANCE	% EXP.
Payroll <sup>10</sup>	97,702,910	110,295,287	110,463,272	47,270,578	48,696,360	106,766,374	3,696,898	44%
Benefits <sup>11</sup>	84,071,987	94,148,565	94,148,565	43,463,014	41,355,432	92,792,667	1,355,898	44%
Debt & Other Capital <sup>12,16</sup>	77,971,699	16,310,036	16,310,036	1,616,789	1,579,464	16,304,036	6,000	10%
Library <sup>13</sup>	1,483,334	8,201,317	8,201,317	744,444	767,325	1,534,651	6,666,666	9%
Metro Hartford Innovation Services	3,188,510	3,193,214	3,193,214	1,587,057	1,596,607	3,193,214	-	50%
Utilities	23,415,165	25,865,608	25,865,608	10,251,783	11,673,660	25,865,608	-	45%
Other Non-Personnel	33,030,630	31,253,440	31,085,455	12,903,264	9,639,997	31,085,455	-	31%
Education <sup>14</sup>	281,242,396	284,013,274	284,013,274	95,159,796	95,012,915	284,013,274	-	33%
<b>Total Expenditures</b>	<b>602,106,630</b>	<b>573,280,741</b>	<b>573,280,741</b>	<b>212,996,724</b>	<b>210,321,761</b>	<b>561,555,279</b>	<b>11,725,462</b>	<b>37%</b>
Committed Fund Balance for Board of Education <sup>15</sup>	2,834,533							
<b>Total Expenditures incl. Committed Fund Balance</b>	<b>604,941,163</b>							
<b>Revenues and Expenditures incl. Committed for BOE, Net</b>	<b>(4,865,682)</b>	<b>-</b>	<b>-</b>	<b>(65,759,397)</b>	<b>(67,477,452)</b>	<b>(2,450,738)</b>		
Council Approved Use of Fund Balance	-			-				
<b>Net Surplus/(Deficit)</b>	<b>4,865,682</b>	<b>-</b>	<b>-</b>	<b>65,759,397</b>	<b>67,477,452</b>	<b>2,450,738</b>		

See footnotes on page 2.

## REVENUE FOOTNOTES

<sup>1</sup> The General Property Tax revenue category is comprised of (1) Current Year Levy, (2) Prior Year Levy, (3) Interest & Liens and (4) Subsequent Lien Sales.

(1) Cumulative through December, current year tax levy revenues are 2.46% lower than FY2019 Period 6 (December). In April, the GL2018 were reduced in net assessment value by \$22M due to appeals settled through the Board of Assessment and court process late in March, which resulted in an adjustment of \$1.9M in General Property Tax revenue.

(2) Prior Year Levy collections are tracking favorably compared to the FY2019 cumulative through December.

(3) Interest and liens collections through December are tracking favorably due to one-time interest payment in FY2020 as part of a tax fixing agreement.

(4) Revenues from subsequent tax lien sales are not recorded until the 4th quarter of the fiscal year.

Overall a shortfall of \$1.9M is projected for General Property Taxes and will continue to be monitored through the fiscal year.

<sup>2</sup> The Licenses and Permits revenue category is primarily comprised of building, electrical, mechanical, plumbing permits, and food and milk dealer licenses. This revenue category is in line with the FY2020 budget, however, it is tracking lower compared to the FY2019 Period 6 (December) due to fewer permits submitted in FY2020.

<sup>3</sup> The Fines, Forfeits, and Penalties revenue line item is primarily comprised of fines for false alarms. This revenue category is in line with the FY2020 budget.

<sup>4</sup> Revenue from Money and Property contains lease/rental and short-term investment income. FY2020 actuals are tracking lower compared to the FY2019 PERIOD 6 (DECEMBER), due to timing on posting lease payments.

<sup>5</sup> FY2020 Intergovernmental Revenues YTD primarily reflects the receipt of the car tax, education cost-sharing and highway grant revenues from the state. The projection has been adjusted and reduced by \$708K due to no additional funding from the State for the School Building Grant and the Bond Interest Subsidy on School Projects.

<sup>6</sup> Charges for Services contain revenues associated with the conveyance tax, transcript/filing of records and special events. This revenue line item varies each year with historical actuals ranging from \$2.8M to \$4.2M. This revenue category is in line with the FY2020 budget and tracking favorably compared to FY2019 P6 (December) actuals.

<sup>7</sup> Reimbursements (primarily Section 8) primarily occur at fiscal year-end.

<sup>8</sup> Other Revenues will vary year to year based on unanticipated items such as settlements.

<sup>9</sup> Other Financing Sources reflects revenues from (1) Corporate Contribution, (2) DoNo Stadium Fund, (3) the Parking Authority Fund, (4) Special Police Service Fund and other (interest from CIP Investment account).

(1) Corporate Contribution of \$10M, of which \$3.333M will be provided directly to the City of Hartford General Fund and \$6.667M, has been provided directly to the Hartford Public Library. A corresponding appropriation reduction has been noted to reflect this arrangement.

(2) Stadium lease revenue and the first quarter of revenue from HPA was received in August.

(3) The first and second quarter of revenue from Hartford Parking Authority was received and recorded as of 12/31/2019.

(4) Revenues from Special Police Private Duty Jobs has been recorded for two (2) quarters and is in line with the FY2020 budget, and tracking favorably.

## EXPENDITURE FOOTNOTES

<sup>10</sup> Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$3.70M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 23 weeks of actual payroll expenses with 29.4 weeks remaining. Vacancies are assumed to be refilled with 25.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$5.15M are offset by a projected shortfall of \$993K in OT, \$430K in PT salary expenses and \$30K in holiday pay. Payroll will continue to be monitored throughout the fiscal year.

<sup>11</sup> The City's total ADEC for Police, Fire and Municipal workers was budgeted at \$40.87M. Due to timing, an updated estimate provided by the City's actuaries has reduced the ADEC by a total of \$1.13M. Additional favorability is driven by the trend in insurance claims, a closed retirement plan, unemployment, and Social Security. Projected favorability is offset by \$111K in collective bargaining agreement savings and \$500K in non-Public Safety budgeted attrition and vacancy savings.

<sup>12</sup> The FY2020 Adopted Budget for Debt & Other Capital actuals are comprised of \$4.65M for Downtown North principal and interest, \$95K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$11.45M for Pay-As-You-Go CapEx for a total of \$16.31M. Debt will be \$6K favorable due to a DoNo expense being charged to a Stadium Reserve Fund.

<sup>13</sup> Due to \$6.667M of the Corporate Contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

<sup>14</sup> Education YTD actuals reflect 6 months of the City's tax-supported payment of \$96M and one payment from the State of Connecticut. The \$188M ECS will be recorded as received by the State.

<sup>15</sup> City Council Resolution item number 21, dated August 13, 2019, authorizes \$2.8M of the General Fund fund balance in FY2019 to "be used by the Board of Education in the provision of education services to the school children of Hartford." A transfer of \$2.9M occurred in P4 and a correcting journal entry by the BOE of \$100K brought the P5 transfer amount to \$2.8M. Over the course of two fiscal years, \$2.8M will be spent on education services.

<sup>16</sup> Under the executed Contract Assistance agreement, \$45.67M of General Obligation debt service payments are made on the City's behalf by the State of Connecticut in FY2020. Consistent with GAAP rules, the contract assistance payments are recorded as donated capital revenue. The debt service expenditures are recorded in the ledger in the Debt Service line item to properly reflect the retirement of debt. This unbudgeted debt expense is offset by contract assistance revenue, together of which nets to zero.

<sup>17</sup> The City's financial system (Munis) reflects revenues as negative values (credits) and expenditures as positive values. A negative variance for revenues is favorable. A positive variance for revenues is unfavorable.

**Revenue Summary - Major Category**

		FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (DECEMBER)	FY2020 ACTUAL (DECEMBER)
<b>41-TAXES</b>		<b>(277,053,297)</b>	<b>(283,570,266)</b>	<b>(283,570,266)</b>	<b>(161,855,601)</b>	<b>(161,164,728)</b>
	CURRENT YEAR TAX LEVY	(268,172,511)	(272,220,266)	(272,220,266)	(158,846,138)	(154,944,722)
	INTEREST AND LIENS	(4,998,639)	(4,500,000)	(4,500,000)	(2,203,081)	(2,568,048)
	PRIOR YEAR LEVIES	(3,057,342)	(6,250,000)	(6,250,000)	(774,171)	(3,609,751)
	TAX LIEN SALES	(740,692)	(500,000)	(500,000)	-	-
	OTHER	(84,112)	(100,000)	(100,000)	(32,210)	(42,207)
<b>42-LICENSES AND PERMITS</b>		<b>(6,378,386)</b>	<b>(6,040,406)</b>	<b>(6,040,406)</b>	<b>(3,335,378)</b>	<b>(3,071,905)</b>
	BUILDING PERMITS	(3,248,523)	(3,442,000)	(3,442,000)	(1,793,617)	(1,691,405)
	ELECTRICAL PERMITS	(972,254)	(775,000)	(775,000)	(519,640)	(426,973)
	FOOD & MILK DEALER LICENSES	(289,194)	(312,000)	(312,000)	(85,900)	(104,725)
	MECHANICAL PERMITS	(830,946)	(800,000)	(800,000)	(458,528)	(299,818)
	PLUMBING PERMITS	(399,136)	(325,000)	(325,000)	(190,900)	(185,919)
	OTHER	(638,333)	(386,406)	(386,406)	(286,792)	(363,065)
<b>43-FINES FORFEITS AND PENALTIES</b>		<b>(249,446)</b>	<b>(190,000)</b>	<b>(190,000)</b>	<b>(123,214)</b>	<b>(103,005)</b>
	FALSE ALARM CITATIONS-POL&FIRE	(239,289)	(185,000)	(185,000)	(118,153)	(86,271)
	LAPSED LICENSE/LATE FEE	(4,700)	(5,000)	(5,000)	(3,700)	(12,000)
	OTHER	(5,458)	-	-	(1,360)	(4,735)
<b>44-INTEREST AND RENTAL INCOME</b>		<b>(4,274,741)</b>	<b>(4,003,465)</b>	<b>(4,003,465)</b>	<b>(1,788,747)</b>	<b>(1,930,355)</b>
	BILLINGS FORGE	(20,308)	(20,428)	(20,428)	(9,904)	(10,080)
	CT CENTER FOR PERFORM ART	(50,000)	(50,000)	(50,000)	(20,833)	(25,000)
	DELTAPRO - LANDFILL GAS	(10,202)	(90,294)	(90,294)	(10,202)	-
	INTEREST	(3,121,304)	(2,905,249)	(2,905,249)	(1,301,084)	(1,542,671)
	MIRA SOLAR REVENUE	-	(50,000)	(50,000)	-	-
	RENT OF PROP-ALL OTHER	(109,809)	(112,839)	(112,839)	(52,483)	(55,921)
	RENTAL OF PARK PROPERTY	(60,021)	(54,000)	(54,000)	(27,346)	(11,838)
	RENTAL OF PARKING LOTS	(300)	(600)	(600)	(300)	-
	RENTAL OF PROP-FLOOD COMM	(107,880)	(148,560)	(148,560)	(66,480)	(51,360)
	RENTAL-525 MAIN STREET	(22,456)	(21,094)	(21,094)	(11,278)	(10,915)
	RENTS FROM TENANTS	(180,426)	(161,257)	(161,257)	(81,191)	(83,071)
	SHEPHERD PARK	(241,289)	(118,000)	(118,000)	-	-
	THE RICHARDSON BUILDING	(313,952)	(235,000)	(235,000)	(189,148)	(120,577)
	UNDERWOOD TOWER PILOT	(36,144)	(36,144)	(36,144)	(18,072)	(18,072)
	OTHER	(650)	-	-	(425)	(850)
<b>45-INTERGOVERNMENTAL</b>		<b>(307,019,577)</b>	<b>(259,580,413)</b>	<b>(259,580,413)</b>	<b>(107,934,279)</b>	<b>(105,602,491)</b>
	<b>MUNICIPAL AID</b>	<b>(253,863,415)</b>	<b>(254,285,642)</b>	<b>(254,285,642)</b>	<b>(106,856,452)</b>	<b>(104,556,186)</b>
	CAR TAX SUPPL MRSF REV SHARING	(11,078,328)	(11,597,120)	(11,597,120)	(11,078,328)	(11,597,120)
	EDUCATION COST SHARING	(188,043,631)	(187,974,890)	(187,974,890)	(47,143,147)	(46,993,723)
	HIGHWAY GRANT	(1,192,605)	(1,192,605)	(1,192,605)	(596,303)	-
	MASHANTUCKET PEQUOT FUND	(6,136,523)	(6,136,523)	(6,136,523)	(2,045,508)	-
	MRSA BONDED DISTRIBUTION GRANT	(1,446,985)	(1,419,161)	(1,419,161)	(27,824)	-
	MRSF SELECT PILOT	(12,422,113)	(12,422,113)	(12,422,113)	(12,422,113)	(12,422,113)
	MUNICIPAL STABILIZATION GRANT	(3,370,519)	(3,370,519)	(3,370,519)	(3,370,519)	(3,370,519)
	PRIV TAX EXEMPT PROPERTY	(20,009,758)	(20,009,758)	(20,009,758)	(20,009,758)	(20,009,758)
	STATE OWNED PROPERTY	(10,162,953)	(10,162,953)	(10,162,953)	(10,162,953)	(10,162,953)
	<b>OTHER MUNICIPAL AID</b>	<b>(48,566,231)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	STATE CONTRACT ASSISTANCE	(48,566,231)	-	-	-	-
	<b>OTHER STATE REVENUES</b>	<b>(111,786)</b>	<b>(830,774)</b>	<b>(830,774)</b>	<b>(70,901)</b>	<b>(65,175)</b>
	BOND INT SUB ON SCH PROJ	-	(46,613)	(46,613)	-	-
	JUDICIAL BRANCH REV DISTRIB.	(89,972)	(76,000)	(76,000)	(49,087)	(65,175)
	SCH BUILD GRT-SERIAL	-	(661,445)	(661,445)	-	-
	VETERANS EXEMPTIONS	(21,814)	(46,716)	(46,716)	(21,814)	-
	<b>PILOTS, MIRA &amp; OTHER INTERGOVERNMENTAL</b>	<b>(4,473,045)</b>	<b>(4,458,997)</b>	<b>(4,458,997)</b>	<b>(1,004,626)</b>	<b>(960,981)</b>
	DISABIL EXEMPT-SOC SEC	(6,223)	(7,755)	(7,755)	(6,223)	-
	GR REC TAX-PARI MUTUEL	(206,810)	(250,000)	(250,000)	(116,341)	(96,313)
	HEALTH&WELFARE-PRIV SCH	(54,629)	(61,366)	(61,366)	-	-
	MATERIALS INNOVATION RECYCLING	(1,500,000)	(1,500,000)	(1,500,000)	-	-
	PHONE ACCESS LN TAX SH	(447,838)	(550,000)	(550,000)	-	-
	PILOT CHURCH HOMES INC	(131,112)	(131,112)	(131,112)	(65,556)	(62,695)
	PILOT FOR CT CTR FOR PERF	(513,422)	(361,000)	(361,000)	-	-
	PILOT FOR HARTFORD 21	(500,000)	(500,000)	(500,000)	(250,000)	(250,000)
	PILOT HARTFORD HILTON	(540,247)	(525,000)	(525,000)	(270,124)	(225,103)
	PILOT HARTFORD MARRIOTT	(552,763)	(552,764)	(552,764)	(276,382)	(301,870)
	PILOT TRINITY COLLEGE	(20,000)	(20,000)	(20,000)	(20,000)	(25,000)
	<b>OTHER</b>	<b>(5,100)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(2,300)</b>	<b>(20,149)</b>
	STATE REIMBURSEMENTS	(5,100)	(5,000)	(5,000)	(2,300)	(20,149)
<b>46-CHARGES FOR SERVICES</b>		<b>(4,167,429)</b>	<b>(2,967,964)</b>	<b>(2,967,964)</b>	<b>(1,952,248)</b>	<b>(2,069,818)</b>
	CONVEYANCE TAX	(1,913,349)	(1,200,000)	(1,200,000)	(827,467)	(801,487)
	FILING RECORD-CERTIF FEES	(280,062)	(300,000)	(300,000)	(146,318)	(157,328)
	TRANSCRIPT OF RECORDS	(829,705)	(839,250)	(839,250)	(403,642)	(381,905)
	OTHER	(1,144,312)	(628,714)	(628,714)	(574,822)	(729,099)
<b>47-REIMBURSEMENTS</b>		<b>(122,833)</b>	<b>(135,440)</b>	<b>(135,440)</b>	<b>(72,249)</b>	<b>(59,766)</b>
	ADVERTISING LOST DOGS	(980)	(220)	(220)	(200)	(192)
	ATM REIMBURSEMENT	(399)	(1,475)	(1,475)	(399)	(280)
	DOG ACCT-SALARY OF WARDEN	(2,291)	(2,600)	(2,600)	-	-
	OTHER REIMBURSEMENTS	(4,438)	(20,500)	(20,500)	(2,003)	(967)
	PRIOR YEAR EXPEND REFUNDS	-	(17,000)	(17,000)	-	-
	REIMB FOR MEDICAID SERVICES	(9,945)	(22,000)	(22,000)	(9,559)	-
	SECTION 8 MONITORING	(87,497)	(65,545)	(65,545)	(43,405)	(41,972)
	OTHER	(17,284)	(6,100)	(6,100)	(16,684)	(16,355)
<b>48-OTHER REVENUES</b>		<b>(451,813)</b>	<b>(238,650)</b>	<b>(238,650)</b>	<b>(367,114)</b>	<b>(232,428)</b>
	MISCELLANEOUS REVENUE	(155,122)	(169,150)	(169,150)	(117,692)	(189,601)
	OVER & SHORT ACCOUNT	(1,007)	(1,500)	(1,500)	(851)	9
	SALE CITY SURPLUS EQUIP	(783)	(60,000)	(60,000)	(136)	(963)
	SALE OF DOGS	(6,126)	(5,000)	(5,000)	(2,862)	(3,591)
	SETTLEMENTS - OTHER	(215,998)	(3,000)	(3,000)	(213,700)	(55)
	OTHER	(72,777)	-	-	(31,873)	(38,226)
<b>53-OTHER FINANCING SOURCES</b>		<b>(10,089,325)</b>	<b>(16,554,137)</b>	<b>(16,554,137)</b>	<b>(1,327,291)</b>	<b>(3,564,717)</b>
	CORPORATE CONTRIBUTION	(3,141,333)	(10,000,000)	(10,000,000)	-	-
	DOWNTOWN NORTH (DONO)	(1,122,590)	(993,500)	(993,500)	(300,064)	(429,424)
	REVENUE FROM HTFD PKG AUTHY	(2,630,675)	(2,695,637)	(2,695,637)	-	(1,177,315)
	SPECIAL POLICE SERVICES	(2,955,127)	(2,750,000)	(2,750,000)	(1,006,163)	(1,914,742)
	OTHER	(239,599)	(115,000)	(115,000)	(21,064)	(43,236)
<b>Grand Total</b>		<b>(609,806,845)</b>	<b>(573,280,741)</b>	<b>(573,280,741)</b>	<b>(278,756,121)</b>	<b>(277,799,213)</b>

**CITY OF HARTFORD**  
**PROPERTY TAX COLLECTIONS REPORT FOR FY19 AND FY20**  
**PROPERTY TAX COLLECTION REPORT THROUGH DECEMBER 31, 2019**

Month	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	FY 19	FY 20
July	96,451,948	83,540,894 <sup>1</sup>	(342,432)	(151,199) <sup>2</sup>	251,077	303,663	-	-	96,360,592	83,693,359
August	42,246,468	51,765,115	525,224	1,244,906	387,653	322,761	-	-	43,159,346	53,332,783
September	2,271,622	2,165,195	17,906	436,631	718,507	259,879 <sup>3</sup>	-	-	3,008,035	2,861,706
October	2,646,106	2,189,141	(278,383)	769,555 <sup>4</sup>	246,322	376,828	-	-	2,614,045	3,335,524
November	1,971,266	1,398,615 <sup>5</sup>	469,702	364,745 <sup>5</sup>	318,786	219,391 <sup>5</sup>	-	-	2,759,753	1,982,751 <sup>5</sup>
December	13,258,728	13,885,761	382,154	945,112 <sup>6</sup>	280,737	1,085,525 <sup>6</sup>	-	-	13,921,620	15,916,399 <sup>6</sup>
January	74,752,130		506,639		318,802		-	-	75,577,571	-
February	27,809,194		417,367		312,757		-	-	28,539,318	-
March	2,712,714		543,565		467,814		-	-	3,724,092	-
April	1,933,466		763,667		443,352		-	-	3,140,486	-
May	1,288,335		616,554		511,556		-	-	2,416,446	-
June	830,534		801,596		741,276		740,692	-	3,114,098	-
<b>Total Collections</b>	<b>268,172,511</b>	<b>154,944,722</b>	<b>4,423,559</b>	<b>3,609,751</b>	<b>4,998,639</b>	<b>2,568,048</b>	<b>740,692</b>	<b>-</b>	<b>278,335,402</b>	<b>161,122,520</b>
<b>60 Day Collections (Year End entry)</b>			(1,366,218)						(1,366,218)	-
<b>Adjusted Total Collections</b>	<b>268,172,511</b>	<b>154,944,722</b>	<b>3,057,342</b>	<b>3,609,751</b>	<b>4,998,639</b>	<b>2,568,048</b>	<b>740,692</b>	<b>-</b>	<b>276,969,184</b>	<b>161,122,520</b>

	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20
<b>Total Budget</b>	273,861,323	272,220,266	5,500,000	6,250,000	3,900,000	4,500,000	750,000	500,000	284,011,323	283,470,266
<b>Total Adjusted Levy at July 1st</b>	289,991,265	286,964,966	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Collections through December</b>	158,846,138	154,944,722	774,171	3,609,751	2,203,081	2,568,048	-	-	161,823,391	161,122,520
<b>Outstanding Receivable at 12/31/19</b>	121,448,780	128,804,829	49,164,314	50,145,473	n/a	n/a	n/a	n/a	n/a	n/a
<b>% of Budget Collected</b>	58.00%	56.92%	14.08%	57.76%	56.49%	57.07%	0.00%	0.00%	56.98%	56.84%
<b>% of Adjusted Levy Collected</b>	54.78%	53.99%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Mill Rate Real Estate</b>	74.29	74.29								
<b>Mill Rate Personal Property</b>	74.29	74.29								
<b>Mill Rate Motor Vehicle</b>	45	45								

<sup>1</sup> July's Current Year Tax collections are less than prior year due to timing. Collections caught up in August.

<sup>2</sup> FY2020 Prior Year's Tax collections negative balance is due to adjustments from tax appeals. Less adjustments were processed during July FY2020 as compared to July FY2019.

<sup>3</sup> FY2019 Interest actuals include a one-time interest payment of \$470K as part of a tax fixing agreement.

<sup>4</sup> FY2019 Prior Year's Tax collections are lower due to processed tax appeals.

<sup>5</sup> FY2020 collections decreased due to the "fee relief program" for Personal Property taxes held in Nov 2018.

<sup>6</sup> FY2020 December Prior Year's Tax collections and interest are higher comparing to FY2019 December due to a one-time payment for a tax fixing agreement for prior year levy and interest in FY2020.

**Expenditure Summary - Departments**

	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (DECEMBER)	FY2020 ACTUAL (DECEMBER)	FY2020 PROJECTION	VARIANCE
00111 MAYOR'S OFFICE	700,632	802,661	802,661	355,160	401,316	763,219	39,442
00112 COURT OF COMMON COUNCIL	503,577	510,147	510,147	240,451	219,661	490,843	19,304
00113 TREASURER	454,715	470,860	470,860	214,142	209,291	461,779	9,081
00114 REGISTRARS OF VOTERS	581,934	470,367	730,980	369,421	372,399	719,833	11,147
00116 CORPORATION COUNSEL	1,335,850	1,551,808	1,551,808	666,977	623,746	1,417,693	134,115
00117 TOWN & CITY CLERK	696,637	800,095	800,095	331,525	331,480	756,474	43,621
00118 INTERNAL AUDIT	501,016	513,779	513,779	242,688	245,560	513,562	217
00119 CHIEF OPERATING OFFICER	613,541	818,222	818,222	311,113	337,892	816,746	1,476
00122 METRO HARTFORD INNOVATION SERV	3,188,510	3,193,214	3,193,214	1,587,057	1,596,607	3,193,214	0
00123 FINANCE	3,301,651	3,803,175	3,803,175	1,567,970	1,584,057	3,587,362	215,813
00125 HUMAN RESOURCES <sup>1</sup>	1,231,425	1,257,176	1,257,176	621,502	527,983	1,275,781	(18,605)
00128 OFFICE OF MANAGEMENT & BUDGET	856,745	1,187,960	1,187,960	426,446	412,907	1,077,915	110,045
00132 FAMILIES, CHILDREN, YOUTH & RECREATION <sup>2</sup>	3,343,256	3,407,296	3,407,296	1,923,926	2,140,747	3,585,046	(177,750)
00211 FIRE	32,107,353	34,285,229	34,285,229	15,474,227	15,588,521	33,438,026	847,203
00212 POLICE	40,011,308	46,627,694	46,627,694	19,077,483	19,451,462	44,865,891	1,761,803
00213 EMERGENCY SERVICES & TELECOMM. <sup>3</sup>	3,657,064	3,799,883	3,799,883	1,870,846	1,772,164	4,051,787	(251,904)
00311 PUBLIC WORKS	13,176,086	15,595,312	15,595,312	5,559,359	6,420,243	15,136,218	459,094
00420 DEVELOPMENT SERVICES	3,290,211	4,020,079	4,020,079	1,557,236	1,730,437	3,941,671	78,408
00520 HEALTH AND HUMAN SERVICES	3,325,808	5,063,719	5,063,719	938,366	1,728,859	4,649,331	414,388
00711 EDUCATION	281,242,396	284,013,274	284,013,274	95,159,796	95,012,915	284,013,274	0
00721 HARTFORD PUBLIC LIBRARY <sup>4</sup>	1,483,334	8,201,317	8,201,317	744,444	767,325	1,534,651	6,666,666
00820 BENEFITS & INSURANCES	84,071,987	94,148,565	94,148,565	43,463,014	41,355,432	92,792,667	1,355,898
00821 DEBT SERVICE <sup>5</sup>	77,971,699	16,310,036	16,310,036	1,616,789	1,579,464	16,304,036	6,000
00822 NON OP DEPT EXPENDITURES	44,459,898	42,428,873	42,168,260	18,676,788	15,911,291	42,168,260	0
<b>Grand Total</b>	<b>602,106,630</b>	<b>573,280,741</b>	<b>573,280,741</b>	<b>212,996,724</b>	<b>210,321,761</b>	<b>561,555,279</b>	<b>11,725,462</b>

<sup>1</sup> Human Resources is projected to be unfavorable due to temporary staffing to address full-time staffing turnover.

<sup>2</sup> The Dept. Families, Children, Youth & Recreation's projected unfavorability is attributable to the addition of part-time staff for seasonal Recreation services.

<sup>3</sup> Emergency Services & Telecomm. is projected to be unfavorable due to number of Trainees being hired as full-time staff and the need to assign a full-time staff person to each Trainee during scheduled shifts.

<sup>4</sup> Due to \$6.667M of the Corporate Contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

<sup>5</sup> The FY2020 Adopted Budget for Debt & Other Capital actuals are comprised of \$4.65M for Downtown North principal and interest, \$95K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$11.45M for Pay-As-You-Go CapEx for a total of \$16.31M. Debt will be \$6K favorable due to a DoNo expense being charged to a separate fund.

**Expenditure Summary - Major Expenditure Category**

	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (DECEMBER)	FY2020 ACTUAL (DECEMBER)	FY2020 PROJECTION	VARIANCE
<b>PAYROLL</b>	<b>97,702,910</b>	<b>110,295,287</b>	<b>110,463,272</b>	<b>47,270,578</b>	<b>48,696,360</b>	<b>106,766,374</b>	<b>3,696,898</b>
FT <sup>1</sup>	80,500,637	94,243,829	94,243,829	38,615,021	39,764,909	89,093,021	5,150,808
HOL	2,144,726	2,480,489	2,480,489	923,619	898,693	2,510,356	(29,867)
OT <sup>1</sup>	13,204,845	12,066,029	12,066,029	6,405,297	6,622,219	13,059,103	(993,074)
PT <sup>1</sup>	1,852,702	1,504,940	1,672,925	1,326,640	1,410,539	2,103,894	(430,969)
<b>BENEFITS</b>	<b>84,071,987</b>	<b>94,148,565</b>	<b>94,148,565</b>	<b>43,463,014</b>	<b>41,355,432</b>	<b>92,792,667</b>	<b>1,355,898</b>
HEALTH	31,260,540	35,195,175	35,195,175	15,200,814	13,129,538	35,195,175	0
MITIGATION <sup>2</sup>	0	(500,000)	(500,000)	0	0	0	(500,000)
PENSION <sup>3</sup>	43,406,819	48,109,987	48,109,987	22,160,067	21,653,170	46,929,552	1,180,435
INSURANCE <sup>9</sup>	4,839,402	4,890,000	4,890,000	3,325,807	3,395,309	4,530,000	360,000
FRINGE REIMBURSEMENTS <sup>7</sup>	(5,332,983)	(3,800,000)	(3,800,000)	(2,167,875)	(1,728,934)	(4,100,000)	300,000
LIFE INSURANCE	262,106	315,652	315,652	129,927	116,322	315,652	0
OTHER BENEFITS <sup>8</sup>	4,236,104	4,698,957	4,698,957	2,114,272	2,115,027	4,572,288	126,669
WAGE <sup>4</sup>	0	(111,206)	(111,206)	0	0	0	(111,206)
WORKERS COMP	5,400,000	5,350,000	5,350,000	2,700,000	2,675,000	5,350,000	0
<b>DEBT</b>	<b>77,971,699</b>	<b>16,310,036</b>	<b>16,310,036</b>	<b>1,616,789</b>	<b>1,579,464</b>	<b>16,304,036</b>	<b>6,000</b>
DEBT <sup>6</sup>	77,971,699	16,310,036	16,310,036	1,616,789	1,579,464	16,304,036	6,000
<b>LIBRARY</b>	<b>1,483,334</b>	<b>8,201,317</b>	<b>8,201,317</b>	<b>744,444</b>	<b>767,325</b>	<b>1,534,651</b>	<b>6,666,666</b>
LIBRARY <sup>5</sup>	1,483,334	8,201,317	8,201,317	744,444	767,325	1,534,651	6,666,666
<b>MHIS</b>	<b>3,188,510</b>	<b>3,193,214</b>	<b>3,193,214</b>	<b>1,587,057</b>	<b>1,596,607</b>	<b>3,193,214</b>	<b>0</b>
MHIS	3,188,510	3,193,214	3,193,214	1,587,057	1,596,607	3,193,214	0
<b>UTILITY</b>	<b>23,415,165</b>	<b>25,865,608</b>	<b>25,865,608</b>	<b>10,251,783</b>	<b>11,673,660</b>	<b>25,865,608</b>	<b>0</b>
UTILITY	23,415,165	25,865,608	25,865,608	10,251,783	11,673,660	25,865,608	0
<b>OTHER</b>	<b>33,030,630</b>	<b>31,253,440</b>	<b>31,085,455</b>	<b>12,903,264</b>	<b>9,639,997</b>	<b>31,085,455</b>	<b>0</b>
COMMUNITY ACTIVITIES	2,105,764	2,342,699	2,338,054	1,097,341	1,043,305	2,338,054	0
CONTINGENCY	555,751	4,022,152	3,693,468	1,269	16,121	3,693,468	0
CONTRACTED SERVICES	3,286,289	4,071,425	4,136,229	1,305,484	1,133,822	4,136,229	0
ELECTIONS	0	458,146	197,533	0	0	197,533	0
LEASES - OFFICES PARKING COPIER	1,548,780	2,033,636	2,033,636	730,158	715,533	2,033,636	0
LEGAL EXPENSES & SETTLEMENTS	6,428,094	3,216,500	3,216,500	3,821,855	751,526	3,216,500	0
OTHER	3,255,876	4,313,833	4,315,478	956,489	1,926,155	4,315,478	0
POSTAGE	163,630	200,000	200,000	100,004	125,000	200,000	0
SUPPLY	4,011,786	4,396,572	4,416,072	1,565,587	1,413,342	4,416,072	0
TECH, PROF & COMM BASED SERVICES	1,655,597	2,506,553	2,826,597	628,692	881,525	2,826,597	0
VEHICLE & EQUIP	10,019,063	3,691,924	3,691,924	2,696,385	1,613,705	3,691,924	0
<b>EDUCATION</b>	<b>281,242,396</b>	<b>284,013,274</b>	<b>284,013,274</b>	<b>95,159,796</b>	<b>95,012,915</b>	<b>284,013,274</b>	<b>0</b>
EDUCATION	281,242,396	284,013,274	284,013,274	95,159,796	95,012,915	284,013,274	0
<b>Grand Total</b>	<b>602,106,630</b>	<b>573,280,741</b>	<b>573,280,741</b>	<b>212,996,724</b>	<b>210,321,761</b>	<b>561,555,279</b>	<b>11,725,462</b>

<sup>1</sup> Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$3.70M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 23 weeks of actual payroll expenses with 29.4 weeks remaining. Vacancies are assumed to be refilled with 25.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$5.15M is offset by a projected shortfall of \$993K in OT, \$430K in PT salary expenses and \$30K in holiday pay. Payroll will continue to be monitored throughout the fiscal year.

<sup>2</sup> Mitigation of \$500K reflects non-Public Safety budgeted attrition and vacancy savings. The Police and Fire department respectively include \$1.25M and \$510K in budgeted attrition and vacancy savings. In total, \$2.26M is budgeted for attrition city-wide.

<sup>3</sup> The City's total ADEC for Police, Fire and Municipal workers was budgeted at \$40.87M. Due to timing, an updated estimate provided by the City's actuaries has reduced the ADEC by a total of \$1.13M. Additional favorability is driven by the trend in a closed retirement plan.

<sup>4</sup> The FY2020 Adopted Budget includes savings of \$111K for HMEA and CHPEA furloughs, which will be realized in payroll throughout the fiscal year.

<sup>5</sup> Due to \$6.667M of the Corporate Contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

<sup>6</sup> Debt will be \$6K favorable due to a DoNo expense being charged to a separate fund.

<sup>7</sup> Fringe reimbursements for grant funded employees are projected to be favorable due to public safety grants.

<sup>8</sup> Social Security is projected to be favorable by \$102K and unemployment is projected to be favorable by \$25K.

<sup>9</sup> Insurance is projected to be favorable due to a \$300K decrease in the loss funding trend of claims and a \$60K decrease due to the majority of premiums spend occurring year-to-date.

# Appendix

**FY2020 Full-time Payroll Projection (through December) as of 12/12/19**

DEPARTMENTS	BUDGETED HC	BUDGETED ANNUAL AMOUNT (REV)	YTD THRU CHECK ISSUE 12/12 (23 WEEKS)	PROJECTION (29.4 WEEKS)	YTD THRU 12/12 PLUS PROJECTION (29.4 WEEKS)	REMAINING ESTIMATED STEPS	PROJECTION	VARIANCE (BUDGETED ANNUAL AMOUNT - PROJECTION)
111-Mayor	11	748,913	357,077	351,805	708,882	1,632	710,514	38,399
112-CCC	7	354,851	140,327	194,695	335,022	0	335,022	19,829
113- Treas	9	393,548	190,509	187,600	378,110	6,029	384,138	9,410
114- ROV	7	333,236	133,162	185,426	318,588	901	319,489	13,747
116-Corp Counsel	16	1,493,753	534,801	795,282	1,330,083	0	1,330,083	163,670
117- Clerk	10	662,701	204,228	352,621	556,849	1,039	557,888	104,813
118-Audit	5	509,901	224,124	285,260	509,384	0	509,384	517
119-COO	6	498,868	158,225	340,242	498,467	0	498,467	401
123- FIN	45	3,448,056	1,339,816	1,913,373	3,253,189	17,686	3,270,874	177,182
125- HR	13	936,431	305,481	538,612	844,092	1,272	845,364	91,067
128-OMBG	13	1,080,130	354,619	613,597	968,216	2,118	970,335	109,795
132-FCYR	11	792,033	334,059	422,857	756,916	1,017	757,933	34,100
211- Fire	368	27,117,637	10,970,636	14,612,393	25,583,029	148,362	25,731,391	1,386,246
212- Police	537	38,289,832	14,326,277	20,223,769	34,550,046	273,413	34,823,459	3,466,373
213- EST	49	3,002,483	1,042,395	1,570,542	2,612,936	13,428	2,626,364	376,119
311- DPW	197	10,261,421	3,827,278	5,637,905	9,465,183	59,562	9,524,745	736,676
420- Devel Serv	52	3,863,440	1,506,627	2,175,646	3,682,273	23,652	3,705,925	157,515
520- HHS	33	2,152,369	583,871	1,142,130	1,726,002	14,404	1,740,406	411,963
<b>Grand Total</b>	<b>1,389</b>	<b>95,939,603</b>	<b>36,533,512</b>	<b>51,543,754</b>	<b>88,077,266</b>	<b>564,514</b>	<b>88,641,780</b>	<b>7,297,823</b>

FT- Fire Attrition	(510,000)
FT- Police Attrition	(1,252,299)
FT- Development Serv. Attrition	(20,000)
FT- Net other payroll	86,525
<b>FT- Total Revised Budget</b>	<b>94,243,829</b>

FT- Fire Attrition	(510,000)
FT- Police Attrition	(1,252,299)
FT- Development Serv. Attrition	(20,000)
FT- Net other payroll	(364,716)
<b>FT- Subtotal Variance</b>	<b>5,150,808</b>
Non-Sworn Attrition (in Benefits)	(500,000)
<b>Total Variance (favorable)</b>	<b>4,650,808</b>

- Assumptions
- 1) Analysis is based on year-to-date actuals from check date 12/12/19, which includes 23 pay periods, and projects filled positions for 29.4 future weeks.
  - 2) Non-sworn vacancies are projected for 25.4 future weeks.
  - 3) Two Police classes, 18 in October and 15 planned in April, will graduate. A future Police class is anticipated to be hired in the Spring.
  - 4) No future Fire FY2020 classes planned.
  - 5) Adopted head count is 1403 with 1389 General Fund positions and 14 MHIS positions funded in the MHIS internal service fund.

**Contract: Soliant Health, Inc. – Amount: \$900,000**

Executive Summary

Due to the shortage of Speech Language Pathologists, Soliant Health, Inc., has been contracted to provide these mandated services per Individual Educational Plan (IEP). Currently, the Office of Student Support Services has a several contracts in place for this hard to fill area, a strategy that was developed so that staff could be placed in district schools quickly and avoid the lengthy process for board approval, inevitably causing disruption in educational services and increased expenses through compensatory services.

The original contract for Soliant Health, Inc. needs to be amended for an additional \$400,000, for a new total of \$900,000, and will now require Board approval.

The increase in this contract will require the decrease of the contract with Sunbelt, LLC., currently in place for \$500,000.

We are asking for these contract amendments due to Soliant Health, Inc's. ability to provide skilled personnel in high needs areas at this time.

**Contract: Sunbelt Staffing – Amount: \$100,000**

Executive Summary

An agreement modification is needed to decrease the contract with Sunbelt Staffing, LLC from \$500,000 to \$100,000 to allow for the increase in the contract with Soliant Health, from \$500,000 to \$900,000 due to Soliant's ability to provide skilled personnel in high needs areas at this time. To date, Sunbelt Staffing, LLC has not provided any candidates, and we have had to rely on other staffing agencies to meet our needs.

**Contract: Delta T Group – Amount: \$229,000**

Executive Summary:

Due to the shortage of adult support paraeducator service for students who require this level of services per Individual Educational Plan (IEP), Delta-T Group, Hartford, Inc., has been contracted to provide these mandated services.

Currently, the Office of Student Support Services has a contract in place in the amount of \$49,900, however due to the amount of resignations and retirements, the original contract needs to be amended to provide additional services, for a new total of \$229,900, and will now require Board approval.



- **Guilmette Golf, LLC:**

- Guilmette Golf, LLC shall provide the City with provide golf superintendent services at the City's public golf courses at Goodwin Park and Keney Park.
- The agreement with Guilmette Golf, LLC awarded through a competitive best-qualified RFP-based solicitation, from which Guilmette Golf, LLC was the best-qualified respondent. The cost of services was a part of the award consideration but not the only factor considered.
- Guilmette Golf, LLC currently provides the City with golf superintendent services at both golf courses.
- CY20 is Year 1 of the agreement with Guilmette Golf, LLC. The contract has a fixed value of \$533,560 per year.
- Payment for services to Goodwin Park Golf Course is \$240,097 per year and for Keney Park Golf Course \$293,463 per year.
- Proposed contract increases costs by \$17,800 from CY19; however, sun-setting of PGA Connecticut consulting contract in December 2020 (\$150,000/year) will provide cost savings to operations to absorb this increase.



- **Guilmette Golf, LLC:**

- As part of the agreement contract Guilmette Golf, LLC will employ up to 14 employees on a regular basis supplied through an agreement with KNOX.
- Year 1 of the agreement was to commence on January 1, 2020 and will end on December 31, 2020. The City has the option to renew this agreement for three additional one-year terms. The compensation table for 3 years is listed below:

<b>Years</b>	<b>Total</b>
Year 1	\$533,560
Year 2	\$533,560
Year 3	\$533,560
Year 4	\$533,560

## CONTRACT FOR PROFESSIONAL SERVICES

by and between

**CITY OF HARTFORD**

and

**Guilmette Golf, LLC**

for

### **Golf Course Superintendent Services**

This Contract for Professional Services (hereinafter referred to as the "Agreement") is by and between the **City of Hartford**, a Connecticut municipal Corporation having its territorial limits within the County of Hartford and State of Connecticut, acting herein by **Luke A. Bronin, its Mayor**, duly authorized hereinafter referred to as the **City**, and **Guilmette Golf, LLC**, whose address is **119 Bartlett St., Portland, CT 06480** acting herein by **Matthew Guilmette and Christopher Guilmette, its Members**, duly authorized, hereinafter referred to as the **Provider**.

#### **1. SCOPE OF SERVICES**

The City hereby engages Provider to provide golf superintendent services at the City's public golf courses at Goodwin Park and Keney Park, as set forth in **Exhibit A** attached hereto and made a part hereof (the "Services"), subject to the terms and conditions in this Agreement.

#### **2. TERM**

The term of this Agreement shall be for one (1) year starting on January 1, 2020 and expiring no later than December 31, 2020. City has the option to extend this Agreement for three (3) additional one (1) year terms, in City's sole and absolute discretion, and it is understood, acknowledged and agreed that the parties hereto will, to the extent of each party's authority to do so, commence good faith negotiations on or before July 1 of each year in which this Agreement is in effect to discuss an extension of this Agreement upon terms and conditions agreeable to and accepted by both parties hereto.

#### **3. COMPENSATION**

For services rendered by Provider as detailed in Exhibit A of this Agreement, Provider shall be paid according to the rates set forth in Exhibit B attached hereto and made a part hereof.

City's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Provider having satisfactorily performed the same. In the event that City reasonably determines that Provider's work is not satisfactory, or if City reasonably believes Provider otherwise has breached any of its obligations under this Agreement, City may take corrective action, including, but not limited to, the remedies provided for under Section 12.2 hereof.

Payment will be made by City for any Services provided hereunder shall be paid in accordance with Exhibit B hereof. Further, with respect to any other costs or expenses incurred by Provider with respect to Knox, Inc., employees or otherwise, reimbursement will be made by City within thirty (30) days of its receipt of Provider's invoice therefor in accordance with this Section.

**4. MANAGEMENT**

The Director of Public Works or his/her designee will manage this Agreement for the City. City will co-manage all center operations and shall also work closely with the Provider in all aspects of the Services and each shall follow reasonable suggestions of the other to improve same.

**5. RELATIONSHIP BETWEEN THE PARTIES**

It is mutually agreed that Provider, including its employee(s), is an independent contractor and not an officer, employee or agent of City, and that this Agreement is a contract for services and not a contract of employment, and that, as such, Provider and its employee(s) shall not be entitled to any employment benefits of City such as, but not limited to: vacation, sick leave, insurance, workers' compensation, pension and retirement benefits. All personnel matters affecting staff will be the responsibility of Provider.

Provider may, during the term of this Agreement, after providing written notice to City, render any services of a business, commercial or professional nature (the "Outside Activities"), directly or indirectly, to any other person, entity or organization, whether for compensation or otherwise. The Outside Activities may be rendered to an extent that they do not in any way interfere with or detract from Provider's duties and obligations set forth hereunder. Prior to undertaking the Outside Activities, Provider shall first notify City in writing of its intention to do so. Notwithstanding the foregoing in this paragraph, the Provider shall not be deemed to be carrying out Outside Activities in violation of the provisions of this Agreement unless and until

- (a) City, after written notice from Provider, gives written notice to Provider that the Outside Activities detract from or are in conflict with Provider's performance of the terms of this Agreement; and
- (b) Provider fails, within thirty (30) days after the date of such notice, to cease carrying out the Outside Activities as are prohibited by the provisions of the preceding. In the event that Provider commences to carry out the Outside Activities without first notifying City in writing, said failure to notify shall be considered a breach of this Agreement.

It is understood, acknowledged and agreed that Provider has given written notice to City in accordance with this Section 5 that Provider is also providing superintendent services and other golf course related services to the Town of Glastonbury with respect to Minnechaug Golf Course (the "Minnechaug Services"). Notwithstanding the foregoing in

this paragraph, nothing herein shall be construed as limiting in any way City's rights in this Section 5 relative to the Minnechaug Services.

**6. WORK SCHEDULE**

For purposes of this Agreement, the golf season shall be from February 1<sup>st</sup> through December 15<sup>th</sup> of each year, and the balance of the year shall be considered a shutdown period, during which shutdown period coverage of the relevant facilities will not be required.

**7. HOLD HARMLESS AGREEMENT**

Provider, its agents and assigns shall indemnify and hold harmless the City, including but not limited to, its elected officials, officers, and agents, ("collectively, "the City Indemnities") from and against any and all claims made against City Indemnities, including but not limited to, damages, awards, lawsuits, costs and reasonable attorneys' fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by or on behalf of Provider hereunder or under any other agreements of Provider entered into by reason thereof. City agrees to give Provider prompt notice of any such claim and, absent a conflict of interest, an opportunity to control the defense thereof. The foregoing indemnity shall survive the termination or expiration of this agreement.

**8. INSURANCE REQUIREMENTS**

A certificate of insurance must be presented to City in order for this Agreement to take effect. The certificate must name City as an additional insured on the face of the document and must bear the original signature of an authorized agent for the issuing entity. Except as otherwise set forth herein, policies maintaining such insurance shall remain in force throughout the term of this Agreement. Insurance requirements are detailed in document **#1009 Professional Services Insurance Requirements** attached hereto and made a part hereof as Exhibit C.

**9. CONFLICT OF INTEREST**

Provider hereby represents and warrants to City as follows:

- (i) Provider has not employed or retained any company or person, other than a bona fide employee working solely for Provider, to solicit or secure this Agreement, and Provider has not paid or agreed to pay any company or person, other than bona fide employees working solely for Provider, any fee, gift or any other consideration contingent upon or resulting from the awarding or making of this Agreement;
- (ii) No member of the governing body of City, or its designees, employees or agents, and no other public official, either paid or unpaid, who exercises any functions or responsibilities with respect to this Agreement shall, during the individual's tenure or thereafter, have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to

be performed in connection with this Agreement. Provider shall cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to the provisions of this paragraph.

- (iii) In the event any of the foregoing representations are untrue, or if any fact or circumstance occurs during the term hereof that cause any of the same to be untrue, then City, in addition to such other rights or remedies which may then be available to it, all of which are expressly reserved hereby, shall have the option of terminating this Agreement in accordance with the applicable provisions of Sections 12 and 13 of this Agreement.

## **10. PERFORMANCE OF SERVICES**

All Services will be performed by Provider in a timely manner with skill and competence in accordance with generally accepted practices of, and pursuant to a standard of care exercised by, companies providing similar services under like circumstances. Additionally, Provider shall at all relevant times use its judgment and discretion to provide the Services in a satisfactory manner that is in the best interests of both City and City's golf courses at Goodwin Park and Keney Park.

## **11. CONFIDENTIALITY**

Provider shall not, at any time during, or after the expiration of, the term of this Agreement, divulge to any person, or use for its or any other person's benefit, any information or fact relating to the conduct, management, or business of City, which shall have come to the knowledge of Provider in the course of providing the Services hereunder. Provider further agrees to treat as confidential, and to use only for the advancement of the interest of City, all data and other information submitted to or obtained by it in connection with the Services during the term of this Agreement. Except as may otherwise be agreed to by City, all originals and copies of any such materials shall be returned to City upon completion of the term of this Agreement or at such earlier time as is requested thereby.

## **12. EVENTS OF DEFAULT AND REMEDIES**

### **12.1 Events of Default**

Any of the following occurrences or acts shall constitute an Event of Default under this Agreement:

- (i) Whenever Provider shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Agreement which on the part or behalf of Provider are to be kept or performed, and Provider fails to correct any such breach within ten (10) days after Provider's receipt of written notice of such breach from City; or
- (ii) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a

certified public accountant, that Provider's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to Provider's performance of this Agreement; or

- (iii) whenever an involuntary petition shall be filed against Provider under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Provider or of or for the property of Provider shall be appointed without the acquiescence of Provider, or whenever this Agreement or the unexpired balance of the term would, by operation of law or otherwise, except for this provision, devolve upon or pass to any person, firm or corporation other than Provider or a corporation in which Provider may be duly merged, converted or consolidated under statutory procedure, and such circumstance under this subparagraph shall continue and shall remain undischarged or unstayed for an aggregate period of sixty (60) days (whether or not consecutive) or shall not be remedied by Provider within sixty (60) days; or
- (iv) whenever Provider shall make an assignment of the property of Provider for the benefit of creditors or shall file a voluntary petition under any bankruptcy or insolvency law, or whenever any court of competent jurisdiction shall approve a petition filed by Provider under the reorganization provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever a petition shall be filed by Provider under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Provider shall desert or abandon the Services; or
- (v) If any competent authority shall have determined that Provider is in default of any federal, state or local tax obligation; or
- (vi) Pursuant to Resolutions passed by the Court of Common Council on March 4, 1996 and January 13, 1997, if Provider or any of its principals are in default of any tax or other financial obligations which are owed to City. Default shall be considered to have occurred under this subsection when any payment required to be made to City is more than thirty (30) days past due; or
- (vii) Whenever City shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Agreement which on the part or behalf of City are to be kept or performed, and City fails to correct any such breach within ten (10) days after City's receipt of written notice of such breach from Provider.

12.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, the non-defaulting party may elect to pursue any one or more of the following remedies, in any combination or sequence:

- (i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;
- (ii) Suspend this Agreement;
- (iii) Require the defaulting party to correct or cure such default to the satisfaction of the non-defaulting party; and/or;
- (iv) Terminate this Agreement for cause in accordance with Section 13 hereof.

The selection of any remedy shall not prevent or stop such party from pursuing any other remedy and shall not constitute a waiver by such party of any other right or remedy.

**13. TERMINATION OF AGREEMENT**

13.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 12.1 hereof, the non-defaulting party may terminate this Agreement by giving five (5) days' written notice thereof to the defaulting party.

13.2 Termination for Non-availability of Funds

In the event City shall not have funds available for the Services, City may terminate this Agreement following written notice thereof to Provider.

13.3 Intentionally omitted.

13.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Section 13.2 above, City shall make full payment to Provider for all Services performed in accordance with this Agreement up to and including the date of termination within sixty (60) days of such date of termination.

**14. ESTABLISHMENT AND MAINTENANCE OF RECORDS; AUDITS**

- 14.1 Provider agrees to establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by City to Provider under this Agreement. Without limiting the generality of the foregoing, Provider agrees that it will maintain accurate and complete records of

- (i) all charges and any other claims or demands for compensation from City, or any other person or entity, in connection with the Services (including, without limitation, any claims for or arising out of any alleged breach of this Agreement);
- (ii) the basis (including but not limited to, supporting documentation) therefore; and
- (iii) the amount and source of any and all payments or other consideration ultimately recovered in respect thereof.

14.2 Any and all records shall be generated by Provider in a manner which is consistent with City's requirements and shall be maintained for a period of not less than six (6) years from the date of termination of this Agreement pursuant to Section 13 hereof. Provider further shall permit (and require its Providers to permit) City and/or its duly authorized representatives to examine, review, and audit any records, books, or other documents of Provider or any and all of Provider's Providers relative to the above, and furnish copies thereof, when requested.

## **15. SUBCONTRACTORS**

Portions of the Services may be subcontracted, provided that:

- (i) City shall have given prior approval to such subcontract in writing, which approval may be withheld in its sole and absolute discretion;
- (ii) All of the terms, covenants, conditions and provisions of this Agreement shall have been incorporated in such subcontract(s) and the subcontractor(s) shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions and provisions hereof and shall have further acknowledged and agreed that City is and will be a third party beneficiary of said undertakings; and
- (iii) City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.
- (iv) Notwithstanding subsections (i) through (iii) above, for the provision of groundskeeping labor City and Provider mutually agree to abide by the terms and conditions as set forth in **Exhibit E** "Golf Course Groundskeeping Staff: Selection, Training, Supervision Letter of Agreement between KNOX Inc., Guilmette Golf, LLC and City of Hartford Department of Public Works", attached hereto and made a part hereof.

## **16. COMPLIANCE WITH LAWS**

Provider shall perform all Services hereunder in accordance with and subject to all applicable federal, state and local laws, statutes, regulations, ordinances, orders, codes and permits, including, but not limited to, any and all of the foregoing that pertain in any way to wages, labor, employment, anti-discrimination, set asides and/or affirmative action.

**17. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION**

Provider agrees to abide by the provisions of Section 2-679 *et seq.* of the City of Hartford Municipal Code (as applicable), Executive Orders Numbers 3 and 17 of the State of Connecticut; and Presidential Executive Orders Numbers 11246, 11375 and 11063. In carrying out the Services to be provided hereunder, Provider shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

Provider shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship. Provider shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the federal government, setting forth the provisions of the non-discrimination clause.

Provider shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Provider shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant to this Agreement. Provider agrees to abide by the terms and conditions contained in the City of Hartford's *Contractor's EEO Report*.

**18. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990**

Provider agrees to abide by the provisions of the Americans with Disabilities Act (the "Act") of 1990; Public Law 101-336, as applicable.

In compliance with this law, Provider shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of Provider, or be subjected to discrimination by Provider. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations provided by Provider.

Any television public service announcement that is produced or funded in whole or in part under this Agreement shall include closed captioning of the verbal content of such announcement. Provider shall not discriminate against any individual because such individual has opposed any act or practice made unlawful by the Act or because such individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the Act.

Provider shall not permit coercion, intimidation or threatening of, or interference with, any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by the Act.

**19. DELINQUENCY IN OBLIGATIONS**

Provider hereby agrees that throughout the term of this Agreement, all taxes, contractual obligations and audit responsibilities, and any other financial obligations, owed to City, shall be and remain current.

**20. NON-WAIVER**

Any failure by City or Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not constitute a waiver of that or any other of said other party's obligations hereunder, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of this Agreement.

**21. AMENDMENTS**

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives.

**22. DISCLAIMER OF AGENCY OR THIRD PARTY BENEFICIARY RIGHTS**

City and Provider are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

**23. NON-ASSIGNABILITY BY PROVIDER**

This Agreement shall not be transferable or assignable by Provider, by operation of law or otherwise, without prior written consent of City, which consent may be withheld in its sole and absolute discretion.

**24. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

**25. CUMULATIVE REMEDIES**

All rights and remedies exercisable by City hereunder shall be cumulative and the exercise or beginning of the exercise by City of any of its rights or remedies hereunder shall not preclude City from exercising any other right or remedy granted hereunder or permitted by law.

**26. GOVERNING LAW**

This Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the ordinances of the City of Hartford without regard or resort to conflict of laws principles.

**27. GENDER/NUMBER/TITLE**

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

**28. NOTICES**

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this Agreement, shall be deemed properly given if hand delivered or sent by express courier mail service or United States registered or certified mail, return receipt requested, postage prepaid, to the following addresses:

**As to the City:**

City of Hartford  
Department of Public Works  
50 Jennings Road  
Hartford, CT 06120  
Attn: Director

**As to Provider:**

Guilmette Golf, LLC  
119 Bartlett St  
Portland, CT 06480  
Attn: Matthew Guilmette, Its Member

**With a Copy to:**

**Office of the** Corporation Counsel  
City of Hartford  
Room 210  
550 Main Street  
Hartford, CT 06103

Notices provided in accordance with the foregoing shall be deemed received as of the earlier of the date of delivery or the second business day following the date of their being posted with U.S. Postal Service.

**29. SUCCESSORS AND ASSIGNS**

Subject to the other provisions of this Agreement, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

**30. MERGER/ENTIRE AGREEMENT**

This Agreement and its exhibits referenced herein and attached hereto, contain the entire understanding between the parties hereto and supersede any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter hereof.

IN WITNESS THEREOF, the CITY OF HARTFORD and the PROVIDER have executed this Agreement as of this \_\_\_\_\_ day of February, 2020.

**PROVIDER**

By: \_\_\_\_\_  
Matthew Guilmette  
its Member

By: \_\_\_\_\_  
Christopher Guilmette  
its Member

**CITY OF HARTFORD**

By: \_\_\_\_\_  
Luke A. Bronin  
its Mayor

*APPROVALS:*

As to Form and Legality:

By: \_\_\_\_\_  
Howard G. Rifkin  
Its Corporation Counsel

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**EXHIBIT A – Detailed Scope of Services**

**Guilmette Golf, LLC management:**

- As owner/operators we will provide oversight of the maintenance at both Keney and Goodwin. In addition to oversight, we will actively participate in the maintenance at both golf courses.

**Keney Park Golf Course Staffing:**

- Golf Course Superintendent with a minimum of a short course certificate in turf grass management from an accredited college or university and a minimum of five years of experience as a golf course Superintendent or Assistant Superintendent. The Superintendent will also have or obtain a valid Connecticut DEEP Commercial Supervisory Certificate.
- Assistant Superintendent with a minimum of a short course certificate in turf grass management from an accredited college or university and a minimum of two years of experience in golf course maintenance. The Assistant Superintendent will have or obtain either a valid Connecticut DEEP Commercial Supervisory Certificate or Operators Certificate.

**Goodwin Park Golf Course Staffing:**

- Golf Course Superintendent with a minimum of a short course certificate in turf grass management from an accredited college or university and a minimum of five years of experience as a golf course Superintendent or Assistant Superintendent. The Superintendent will also have or obtain a valid Connecticut DEEP Commercial Supervisory Certificate.
- Assistant Superintendent with a minimum of a short course certificate in turf grass management from an accredited college or university and a minimum of two years of experience in golf course maintenance. The Assistant Superintendent will have or obtain either a valid Connecticut DEEP Commercial Supervisory Certificate or Operators Certificate.

**Keney and Goodwin Universal Staffing:**

- Mechanic/Equipment Manager that is capable of performing routine maintenance and troubleshooting/repairing equipment as needed to ensure that all golf course equipment at both courses is in proper working order. Mechanic/Equipment managers in the golf industry are difficult to find, therefore we will require that he/she has a background and knowledge of general mechanics as we can train this person the intricacies of golf course equipment maintenance. The Mechanic Equipment Manager will be required to work at both golf courses on a daily alternating schedule unless one course has an equipment need of great importance.
- Second Assistant/Foreman that has a minimum of two years of golf course maintenance experience. The Second Assistant/Foreman will be required to work at both courses based on the current need at each respective course.
- Since Guilmette Golf, LLC is a local company, we also have the ability to bring staff from the other golf course we manage to either Keney or Goodwin on an as needed basis.

**Keney and Goodwin KNOX Staffing:**

- The City of Hartford will pay all costs incurred by Provider for up to seven (7) KNOX, INC. (“KNOX”) employees on the grounds crews for each of the Keney and Goodwin courses (no more than 14 total) in accordance with the terms and conditions as set forth in Exhibit E – Golf Course Groundskeeping Staff: Selection, Training, Supervision Letter of Agreement between KNOX Inc., Guilmette Golf, LLC and City of Hartford Department of Public Works attached hereto and made a part hereof. In the event that KNOX is unable to provide Provider the number of workers required on a consistent basis, Provider will secure additional staff as needed and at the cost as set forth in Exhibit B - Compensation attached hereto and made a part hereof. Provider shall determine the number and manner of staffing with respect to all Knox, Inc. employees, provided the number of such Knox, Inc. employees does not exceed the seven (7) employees for each of the Keney and Goodwin courses (no more than fourteen (14) total).

**Off-site support staffing:**

- Guilmette Golf, LLC is fortunate to have three of the best Universities regarding turfgrass management, the University of Connecticut, the University of Massachusetts, and the University of Rhode Island, and the Agricultural Experiment Station within driving distance for us to utilize in the event we need additional consulting. We also have resources from our industry vendors who have expertise in the areas of golf course irrigation, golf course equipment, and golf course fertilizers and chemicals needed to maintain healthy turfgrass. These resources provide P.H.D consulting and expert advice in all aspects of turfgrass management, including but not limited to turfgrass pathology, turfgrass entomology, weed science, soil science, and nematode management, irrigation, equipment, fertilizers, and chemicals, therefore we do not need to incur the cost of having staff of our own that can fill these roles.
- Visits from the off-site support staff will be on an as needed basis and will be scheduled prior to the visit to ensure the availability of all parties involved.

**Keney and Goodwin Equipment:**

- The City of Hartford will make available the equipment set forth on Exhibit D – Equipment hereto. The equipment may be utilized at either Keney and/or Goodwin. The condition of all equipment will be evaluated on a regular basis to determine when replacement is needed. When it is determined that a piece of equipment is in need of replacement, we will notify the City in writing with reasons why and options for replacement.
- We have the ability, and reserve the right to, bring company equipment from our other managed golf course(s).

## Maintenance Plan

**In addition to the maintenance plan provided below, the Provider shall act in conformance with the specifications and provisions of Sections 2.5 through 2.7 of the City of Hartford's "Request for Response RFP #5939 – Golf Course Superintendent", incorporated herein by reference as part of the Maintenance Plan. In any instance where a conflict exists between the specifications and provisions of these two documents, the Provider, in its sole discretion and judgment, shall determine the appropriate specification or provision to apply.**

### **Greens:**

The objective is a putting surface with smoothness, firmness, trueness, limited grain, and with an overall uniformity. The greens will be closely mowed with good to excellent speed.

- Greens will be mowed daily during the growing season. Greens height will be a maximum of .150" and will be lowered throughout the season as conditions allow.
- Greens will be verticut periodically to control grain and thatch.
- Greens will be rolled for special tournaments, if needed, to maintain desired speed. Or in place of mowing when stress levels are high.
- Growth regulator will be applied as an aid to increase green speed, reduce excessive growth and increase turf density.
- Greens will be lightly top-dressed when possible within budget and time restraints for smoothness, firmness and to control thatch.
- Greens will be aerated as follows: All greens on both courses will be aerated in the spring and fall and will be completed in a timely manner so that healing of all greens will be uniform (weather permitting). Topdressing sand will be fully and carefully incorporated into the aerification holes.
- Greens will be irrigated as little as possible to promote deep rooting, drought tolerance, and minimal disease problems. Greens will be firm and the soil dry whenever possible.
- Greens will be checked daily with hole-cups being changed as needed.
- Greens aprons and collars will be mowed at .5" throughout the season.
- All necessary chemical applications will be applied as early as possible so as to cause as little interference with play as possible.
- All chemical applications will be applied under the direction of a state licensed supervisor and will only be applied by said supervisor or a state licensed operator.
- Every effort will be made to apply the most effective and environmentally sound products into the disease suppression and control program.

### **Tees:**

The objective of the teeing surfaces is to have an area that is level with consistent grass without weeds, always allowing ample good teeing spots.

- Tees will be mowed at .5" throughout the season
- Tees will be mowed a minimum of three times a week when weather and outing schedule permits.
- Divots will be checked daily and addressed when needed
- Tees will be aerated in the spring and fall.
- Tee markers will be checked daily and changed as needed to utilize the greatest amount of good teeing space.

- Growth regulators will be used throughout the season to enhance density and to reduce irrigation and clippings.
- All necessary chemical applications will be applied as early as possible so as to cause as little interference with play as possible.
- All chemical applications will be applied under the direction of a state licensed supervisor and will only be applied by said supervisor or a state licensed operator.
- Broadleaf and grassy weeds will be controlled as needed to promote aesthetics, playability and uniformity.
- Every effort will be made to apply the most effective and environmentally sound products into the disease suppression and control program.

**Course setup:**

The objective is to use various cup and tee marker placements that maintains good quality turf by spreading wear and reducing stress throughout the putting and tee surface.

- Greens will be checked daily with cups being changed as needed with special attention given to weekends.
- Tee markers will be checked daily and changed as needed to utilize the greatest amount of teeing space.

**Fairways:**

The objective is to have fairway turf with good density, uniformity, smoothness and firmness and minimum thatch while exhibiting good drought tolerance.

- Fairways will be mowed at maximum of .625" throughout the season
- Fairways will be mowed a minimum of three times a week when weather and outing schedule permits.
- Fairways will be aerated twice a year in the spring and fall when weather and time permits
- Growth regulators will be used throughout the season to enhance density and to reduce irrigation and clippings.
- Fairways will be irrigated for turfgrass health only. Fairways are designed to play firm and fast with the least possible inputs.
- All necessary chemical applications will be applied as early as possible so as to cause as little interference with play as possible.
- All chemical applications will be applied under the direction of a state licensed supervisor and will only be applied by said supervisor or a state licensed operator.
- Every effort will be made to apply the most effective and environmentally sound products into the disease suppression and control program.

**Rough:**

The main objective of the rough is to maintain at minimal levels while not compromising the aesthetics, severity of penalty, and speed of play.

- The rough will be maintained at a height between 1.5" and 2.5" with rotary mowers.
- The rough will be mowed at least once a week when actively growing with perimeters of fairways cut a second time if needed.

- Broadleaf and grassy weeds will be controlled as needed to promote aesthetics, playability and uniformity.

**Bunkers:**

The objective is to have bunkers with the proper amount of sand that is well distributed without rocks or other loose impediments. The bunkers should aesthetically complement the architect's original design and vision.

- The bunkers will be checked daily for smoothness. Raking will consist of hand raking when needed depending on amount of play.
- Stone, weeds and debris removal will be tended to daily with regular maintenance.
- The sand will be kept at an adequate depth with redistribution of sand after rain washouts.

**Trees:**

- Trees in high traffic areas will be checked regularly for weak limbs and hanging limbs.
- Any fallen branches will be cut and removed.
- Trees will be pruned as height and size limits allow and as time permits.
- Anything beyond our scope and ability will be reported to the City and City Forester.

**Equipment training and safety:**

- Training of all employees on safety and operating procedures will be done prior to use of any equipment.
- Equipment will be maintained in safe operating condition.
- Safety glasses will be required for all tasks where eyes may be exposed to any hazards.
- New employees will be instructed on safe operation of all equipment.
- Pesticide applications will be performed under the direction of a state licensed applicator.

**Carts:**

- Wet condition paths of travel will be developed in out of the way areas, when possible, to provide minimal cart restrictions because of weather conditions.
- Carts will be expected to use paths wherever possible during wet conditions.
- Rope and signage will be used to direct cart traffic wherever necessary.
- Cart traffic will be allowed to roam (except under extreme wet conditions).

**Clubhouse Grounds:**

- Flowerbeds will be maintained, edged, weeded and mulched as needed and where possible within budget.
- Grass areas will be mowed, and line trimmed as needed.
- Annuals and perennials will be planted in appropriate areas.

**Irrigation system:**

- The turf watering system will be maintained to specifications where allowed.
- The system will be programmed to operate during non-play hours as weather dictates.
- All leaks will be repaired as soon as possible.
- Sprinkler heads will be inspected and adjusted to maintain proper watering patterns.
- Every effort will be made not to overwater and cause wet areas on the course.

\*The Irrigation system (pump house and fixtures) at Goodwin Park Golf Course is in a great deal of disrepair. We have made many improvements, but there are constant leaks that pop up. We took an irrigation system that was nearly inoperable to one that is functional. We will continue to prioritize and fix major issues but until there is a new irrigation system, there will be constant issues, wet spots and dry spots unable to be fixed under the normal irrigation budget.

**KNOX Inc. Staffing:**

- Knox employees is no more than seven (7) per course, no more than fourteen (14) total. Provider shall determine the number and manner of staffing with respect to all Knox, Inc. employees, provided the number of such Knox, Inc. employees does not exceed the seven (7) employees for each of the Keney and Goodwin courses (no more than fourteen (14) total).
- The number of employees and their hours will ramp up in the springtime and down in the fall as maintenance needs require and in order to stay within budgeted hours.
- Training of all staff will be ongoing and will include but not limited to; basic golf knowledge, golf course routing, basic landscaping, general use of equipment, course set up, and irrigation repair.
- Knox staffing will be provided in accordance with the terms and conditions as set forth in Exhibit E – Golf Course Groundskeeping Staff: Selection, Training, Supervision Letter of Agreement between KNOX Inc., Guilmette Golf, LLC and City of Hartford Department of Public Works attached hereto and made a part hereof.

**EXHIBIT B – Compensation**

As compensation for the management services to be provided under this Agreement, City shall pay to Provider annually, a base retainer of Five Hundred Thirty-Three Thousand Five Hundred Sixty and 00/100 Dollars (\$533,560.00), as more particularly outlined below:

- a. For Goodwin Park Golf Course, the base retainer shall be \$240,097.00, payable in eleven (11) monthly installments of \$21,827.00 each on the 15<sup>th</sup> of each month from February through December of each year;
- b. For Keney Park Golf Course, the base retainer shall be \$293,463.00, payable in ten (10) monthly installments of \$26,678.45 each on the 15<sup>th</sup> of each month from February through November of each year, and a final monthly installment of \$26,678.50 payable on December 15<sup>th</sup> of each year.

City shall further pay the following costs and expenses:

1. All equipment, supplies, and related material costs, including all materials and parts necessary for the repair and maintenance of such equipment. Further, City shall be responsible for all costs of replacement of any equipment set forth on Exhibit D – Equipment, if it is determined by Provider that such equipment is inoperable and cannot reasonably be repaired.
2. All chemical, seed, top soil, fuel, sand, and other materials and costs related to the operation of both Goodwin and Keney.
3. Provider will contract with Knox, Inc. to provide a total of 14 employees/workers on a regular basis. City shall reimburse all expenses incurred by Provider with respect to the employees/workers provided by Knox, Inc.. To the extent that Knox, Inc. is unable to provide such workers on a regular and consistent basis, and in Provider's reasonable judgment, additional staff is necessary, City shall reimburse Provider the costs for such staff at labor rate equal to the Living Wage Rate as determined by City time to time (currently \$21.77/hour) plus fifteen percent (15%). City acknowledges and agrees that, solely for, but for no other purpose of obligation on behalf of Provider, all Knox, Inc. workers shall constitute employees of Provider for purposes of determination of Provider's EEOC certification with City.
4. City shall pay all costs for bunker sand, building repairs and maintenance, and other incidentals that are outside of the scope of services provided for herein.

**EXHIBIT C – Insurance**

**EXHIBIT D – Equipment**

**EXHIBIT E – Golf Course Groundskeeping Staff: Selection, Training, Supervision Letter of Agreement between KNOX Inc., Guilmette Golf, LLC and City of Hartford Department of Public Works**

# CITY OF HARTFORD: Salvation Army Contract Renewal for FY20

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- **Client Profile:** The Salvation Army (SA) serves homeless men and women in the City of Hartford by operating a Overnight Warming Center at the old Vine Street School. The Overnight Warming Center provides up to 80 individuals in cots and provides case management services. The Overnight Warming Center keep single men and women out of the elements during the coldest months of the year.
- **Scope and Cost of Contract:** SA shall continue to implement the Overnight Warming Center for the City, seven days a week, 12 hours a day. The renewal contract for FY2020 is \$212,000 for services from November 1, 2019 through April 30, 2020.
- **Demographics:** Single men and women experiencing homelessness.

# CITY OF HARTFORD: Salvation Army Contract Renewal for FY20

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- **RFP History:** The Salvation Army was awarded a one-year grant with an option for renewal for three additional years after undergoing a competitive Request for Proposals (RFP) process.
  - The City of Hartford/HHS released a competitive Request for Proposals (RFP) for the operation of the Overnight Warming Center. SA submitted the only application.
  - Though it was the only application received, it was judged by a panel of City of Hartford employees to meet the requirements set out by the RFP.
- **Program Goals** for the upcoming fiscal year will be as follows:
  - Increase the percentage of single men and women that move into permanent shelter
  - Increase access to other social support services

# CITY OF HARTFORD: SA FY20 Metrics

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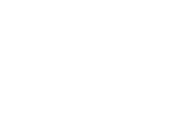


**OUTCOME 1:** Increase the percentage of single men and women that move into permanent shelter

- Data from HMIS

**OUTCOME 2:** Increase access to other social support services

- Number of men and women referred to social service agencies
- Number of men and women enrolled in other programs





**LUKE A. BRONIN**  
Mayor

# CITY OF HARTFORD

DEPARTMENT OF HEALTH AND HUMAN SERVICES

131 Coventry Street  
Hartford, Connecticut 06112  
Ph: (860) 757-4700  
Fax: (860) 722-6851  
www.hartford.gov



**LIANY E. ARROYO**  
Health Director

December 1, 2019

The Salvation Army  
Attn. Michael Southwick, Its Secretary  
225 South Marshall Street  
Hartford, CT 06105

**Contract No. 5777 - HHS 2020-30**  
**Letter of Amendment No. Two (2) -- Extension Number Two (2)**  
**Operation of No Freeze Shelter Services**

In accordance with Paragraph 2, the City of Hartford and the Provider hereby amend the above referenced Contract for the provision of services as required for the above named Program during the term of November 1, 2019 through and including April 30, 2020. The Scope and the Compensation for the renewal period shall be identified respectively, in Exhibit A and Exhibit B of this Contract Amendment.

Total Compensation for this Contract Amendment is **\$212,000.00** as identified in terms contained. Provider shall prepare and submit invoices documenting services provided as required by the City's Managing Authority. All invoices for payment shall be accompanied by documentation as required by the Managing Authority.

All other terms and conditions of the original contract (Exhibit E, not affected by this, or previous Letters of Amendment, shall remain intact and binding and are incorporated herein by reference. In addition, the following documents are required from you in order to fully execute your contract with the City:

- 1) Please provide a current Certificate of Insurance per the attached Insurance requirements for the City of Hartford. The following wording must appear in the space provided for "comments" on the Accord Insurance Certificate Form: ***The City of Hartford is included as an Additional Insured, ATTIMA.*** The City of Hartford insists that parties contracting with it get the language from their insurance companies that written notice will be given as per the agreement.
- 2) Equal Employment Opportunity (EEO) Application. You can download the application the application at: [http://www.hartford.gov/images/Procurement/Bidders\\_EEO.htm](http://www.hartford.gov/images/Procurement/Bidders_EEO.htm), or complete the enclosed application.

In mutual agreement of the foregoing, the City of Hartford and The Salvation Army have executed this Amendment No. Two (2), Extension No two (2) on this 12 day of December 2019.

For: **THE SALVATION ARMY**  
By: Michael Southwick 12/12/2019  
Secretary Date

For: **OFFICE OF THE MAYOR**  
By: Luke A. Bronin /                       
Its Mayor Date

For: **CITY OF HARTFORD**  
By: Liany E. Arroyo 12/23/19  
Its Director of Health and Human Services Date

For: **CORPORATION COUNSEL**

By: \_\_\_\_\_  
Howard G. Rifkin      Date  
Corporation Counsel

## EXHIBIT A

### SCOPE OF WORK

#### PROGRAM: OVERNIGHT WARMING CENTER

CONTRACT TERM: NOVEMBER 1, 2019 – APRIL 30, 2020

#### 1.1 Project Description:

Provider will provide the following services:

**Triage Services** – Provider will provide shelter diversion and triage starting at 7:00 pm each night. Any household experiencing homelessness will be instructed to present at the Warming Center for triage. Once a household arrives, staff will try to divert the client from the emergency shelter system. If the household cannot be diverted, and is new to Greater Hartford Coordinated Access Network (GH-CAN), staff will have the household call 211 and schedule a CAN appointment. If without immediate assistance, the household would experience an episode of literal homelessness, staff will place the household on the shelter priority list after completing and Homeless Management Information System (HMIS) Release of Information (ROI). After placement on the shelter priority list, staff will call area shelters for bed vacancy. If all shelters are at max capacity, including Overflow Shelter, the following shelter services will be offered:

Single Men: Will be offered shelter at the warming center located at the Vine Street School (Milner).

Single Women: Will be offered shelter at the warming center located at Vine Street School (Milner).

Families with children: Will be offered a bed at the Marshall House Overflow Shelter, if space permits, or one night stay in a hotel through the use of hotel funding from Journey Home and Marshall House while funding is available.

Staff will check the sex offender registry for each adult household member that needs emergency shelter. Registered sex offenders will be prioritized for year-round shelter beds so that the warming center can accommodate both single men and women. If year-round shelter beds cannot accommodate the registered sex offender(s), staff will place either sex in the motel, whichever is cost efficient.

Example: If five women are seeking shelter and there are two male sex offenders that need to access the warming center, the latter would receive hotel accommodations for one night.

**Warming Center:** Provider will provide a warming center during the months of December 9, 2019 through and including March 31, 2020 located at Milner School (104 Vine Street, Hartford, CT 06112) provided by the City of Hartford from 7:00 pm to 7:00 am each day.

Access: Clients will be admitted to the warming center after an initial shelter triage.

Intake: Once a client arrives at the warming center staff will search bags and ask clients to empty their pockets to check for medication and/or weapons. If a client has medication, staff will log their medication and place it in a locked box, Clients will have access to their medication at any time, upon request and with staff supervision. Medication logs will be signed by client and staff for any dispensed medications. If a client is in possession of illegal substances and/or sharp objects/weapons, staff will ask the client to dispose of the items prior to entry into the warming center. After initial check in, staff will complete the following with the client: HMIS intake, HMIS ROI (if not previously completed during triage) and CCT ROI. Staff will also ask clients for any identification to make copies. All data will be placed in a client file for information to be later uploaded into HMIS.

Warming Center Services: Clients will be provided with tables, chairs, and blankets during their stay at the warming center. Clients will also have access to restrooms, water, and nonperishable food. A Housing Case Worker will be on site five (5) days a week for clients to work on tasks to assist them with obtaining housing. Staff to client ratio will be 1:25. Provider does not expect to exceed 100 individuals per night. The Housing Case Worker will also complete VI-SPDAT v2.0/ Next Step assessment for any client that has accessed the warming center for a minimum of 14 days.

Following a Housing First/Harm Reduction model, no household will be turned away from accessing triage or emergency shelter services unless they pose a safety risk to themselves or others. If a safety risk is identified, staff will call 911 and/or mobile crisis, whichever is most relevant to the threat.

Additional Requirements:

- Staff and volunteers will be identified through the use of badges to be easily identified by clients and visitors.
- Housing Case Worker will also work with all households in the hotel to divert from shelter or access year-round shelter beds.
- Provider will provide clients with hygiene products, clothing, toiletries and coats as available so basic needs are met.
- Maintenance staff will keep the interior of the warming center clean and ensure restrooms are clean.
- Program Coordinator will attend all CAN meetings, including Housing Matching Meetings to assist warming center clients in obtaining housing.

**1.2 Organizational Capacity:**

**An organization's capacity to deliver the operation of homeless shelter service(s), and case management as described in proposed scope of services.**

A provider should demonstrate collaboration and working experience with homeless families/individuals, organization that provide the same services including here public institutions or nonprofit organizations, schools.

Staff should follow a strict Code of Ethics which respects human dignity, civil and legal rights, the right to self-determination, and the right to informed consent.

Since every person has a specific set of needs and personal goals; staff should work one-on-one with the individual to ensure efficient, effective care. The agency should demonstrate experience of collaboration with multiple medical, housing and community providers to secure resources and sustain the level of care and services that each individual may need.

The Salvation Army will positively affirm the experience, sexual orientation, gender identity, and gender expression of the LGBTQ+ population in the proposed program. Individuals will be served in these programs according to the gender with which they identify.

**1.3 Coordination with the Greater Hartford Coordinated Access Network (GH- CAN):**

Provider should be an active member within the GH-CAN. Staff from the Provider should attend the following CAN meetings on a regular basis: Housing Matching, Chronic Individual, Rapid Rehousing, Operations, and Leadership. Hartford's sub-Com meeting should be joined with GH-CAN Leadership meeting.

Provider should follow all GH-CAN policies including: having clients call 211 to set up a CAN appointment if they have not already done so, add clients to the GPI-CAN online Shelter Priority List, and ensure that all other available beds in other shelters in the Greater Hartford Area are utilized prior to client enrollment in the Hartford Overnight Warming Center Program.

Provider will seek guidance from the GH-CAN Cold Weather working group (comprised of local GH-CAN providers including 211) to agree on optimal hours of operations that will complement existing GH-CAN services including Diversion Center and emergency shelter providers.

To ensure compliance with the GH-CAN, United Way's 211 system, and contractor (s), Provider will subcontract with Journey Home to provide oversight, coordination and integration of cold weather protocols with existing GPI-CAN policies. Journey Home will also assist with communication to all providers within the GH-CAN regarding cold weather protocol. This subcontract will also allow The Provider to access and utilize motel funding provided by Journey Home for men, women, and families who are literally homeless.

#### **1.4 Coordinate with Contractor (s):**

Provider staff will maintain open communication with designated contacts regarding the Overnight Warming Center Program. Provider staff will inform contractor and its designee (s) regarding: major incidents that take place on city property (ex. calls to police or emergency services), issues with facilities provided by the City of Hartford, and staffing and shelter plans for major winter storms.

Provider will submit monthly HMIS reports to its contractor and/or its designee (s).

#### **1.5 Connecticut Homeless Management Information System (CT-HMIS):**

Provider will utilize CT-HMIS to input data on shelter residents. The data quality and data completeness required expectation of above 95% is currently being met. Intakes will be completed and entered into HMIS for all warming center clients within three business days. In addition to HMIS intakes, the following will be completed and uploaded into HMIS for each client accessing the warming center: HMIS Release of Information (ROD, Community Care Team (CCT) ROI, and VI-SPDAT v.2/Next Steps Assessment Tool (following GH-CAN 14 day rule).

Designated staff, including the Program Director, Program Coordinator and Case Worker will be responsible for data entry and accuracy in I-IMIS. These staff will be signed up and trained through Nutmeg Consulting.

#### **1.6 Transportation:**

Provider will utilize current funding for transportation from the Warming Center to area shelters when beds are available within the community and transportation to motels for women and families when all shelter beds are full. In addition to available transportation funds, Provider will look to community partner agencies and churches to assist with transportation of clients to area shelters, motels, and the warming center. A Memorandum of Understanding (MOU) will be established between the Provider and community partners that agree to offer transportation services for warming center clients.

#### **1.7 Project Timeline:**

Once a notice of award has been received from the contractor, provider will post all positions and begin the hiring process for staff. Upon the hire of all staff, Provider will work with Journey Home, Nutmeg Consulting, and Greater Hartford Harm Reduction Coalition to provide GH-CAN training, HMIS training and Narcan training to all staff. The Salvation Army will provide CPR/First Aid training.

Provider will order all supplies and equipment needed for the Willie Ware Community Center to be fully operational by December 15, 2018. Provider will maintain open communication with the City of Hartford, 211, and GH-CAN for the opening day of the warming center. Once the first day of operation has been determined, The Provider will inform clients of how to access services by posting signs in places frequented by clients such

as soup kitchens and libraries. The Provider will also provide outreach workers with fliers so any unsheltered household can be informed of how to access services.

### **1.8 Leveraged Resources:**

Provider will look to community partner agencies and churches to assist with dinner for those who access the warming center. Clients will be encouraged to access available meal programs prior to accessing the warming center each night. Transportation for clients will be provided by local churches and agencies as available. Provider will commit in kind donations of food, clothing, hygiene products, and bedding as available.

### **1.9 Training/Staff/Onboarding:**

Staff should include:

Director of Social Services Primary responsibilities will include fiscal oversight and the ongoing evaluation of the program's quality and compliance. The GHAS Director of Social Services will spend an estimated 15% of time on the warming center during the winter months.

Program Director The person will be responsible for the overall operation of the program. His/her primary responsibilities will include staff supervision and evaluation, compilation of all data collected, maintenance coordination, maintenance of adequate supply inventories, and contract compliance. The Program Director will spend an estimated 40% of her time on the warming center during the winter months.

Part-time Intake Workers will be responsible to: manage the shelter priority list, screen prospective residents for possible admission; complete intakes on new admissions, review rules and obtain signatures; explain procedures; communicate any concerns to the client advocate and provide crisis intervention; assist with personal hygiene, sort and distribute donations to residents, store and make available medication when necessary. These staff will be trained on relevant GH CAN policies and procedures, the online shelter priority list, cultural competency including LGBTQ, safety protocols including Narcan administration and CPR, mandated reporting requirements, HMIS access and diversion techniques.

A full-time Program Coordinator will be responsible to: manage Intake Workers, maintenance staff, oversee donations and inventory, enter HMIS data including but not limited to intakes, nightly check-ins, discharges, ROI and client documentation; Ensure data quality and accuracy for all documentation including oversight for medication logs. Ensure GH-CAN policies are being followed when serving clients; attend GH-CAN meetings and maintain open communication with the City of Hartford. This staff will be trained on relevant GH CAN policies and procedures, the online shelter priority list, cultural competency including LGBTQ, safety protocols including Narcan administration and CPR, mandated reporting requirements, HMIS access and diversion techniques.

A part-time Housing Case Worker will provide housing services to all clients of the warming center including as necessary, but not be limited to: emotional support, crisis intervention, assessment, goal planning, monitoring and encouraging client progress, assistance with obtaining housing, referrals to additional community support services including treatment or other services.

This staff will be trained on relevant GH CAN policies and procedures, the online shelter priority list, cultural competency including LGBTQ, safety protocols including Narcan administration and CPR, mandated reporting requirements, HMIS access and diversion techniques.

All staff hired by Provider must pass a background check which assesses criminal history and ability to work with minors.

**EXHIBIT B  
BUDGET**

The Salvation Army Hartford No Freeze Budget 2019-20 Submission Date 11/26/19	Program Budget	City of Hartford	Justification
<b>Income</b>			
City of Hartford No Freeze Contract		\$212,000	
Hartford Foundation for Public Giving No Freeze Match			
		<b>\$212,000</b>	
<b>Expenses</b>			
<b>Salaries</b>			
GHAS Director of Social Services	\$ 41.83 per hour x 52 weeks x 40 hours/week (9% FTE)	\$0	Fiscal oversight, program evaluation
Program Director	\$ 36.06 per hour x 52 weeks x 40 hours/week (13% FTE)	\$0	Program planning, implementation, and reporting
Program Coordinator	\$ 24.52 per hour x 52 weeks x 40 hours/week (35% FTE) (62% covered by this grant)	\$11,053	Staff hiring, training, and supervision; HMIS data entry
Diversion Specialist (3)	\$ 17.00 per hour x 20 weeks x 25 hours/week (100% covered by this grant)	\$25,500	HMIS intakes, diversion, referrals
Part-time Intake Worker 2nd Shift (4) 6:30p-11:45p	\$ 13.00 per hour x 18 weeks x 147 hours/week (100% covered by this grant)	\$34,398	Frontline staff - 17 weeks of operation and 1 week of training; at least four on shift at all times for 1:25 ratio
Part-time Intake Worker 3rd Shift (3) 11:30p-7:30a	\$ 13.00 per hour x 18 weeks x 168 hours/week	\$39,312	Frontline staff - 17 weeks of operation and 1 week of training; at least four on shift at all times for

	(100% covered by this grant)		1:25 ratio (Immacare will be providing two staff on weekdays)
Program Assistant	\$17.00 per hour x 19 weeks x 37.5/week (100% covered by this grant)	\$12,113	Assist with coordination of faith based shelter initiative for families and single women
Operations Assistant 7:00a-11:00a	\$13.00 per hour x 17 weeks x 28/week (100% covered by this grant)	\$6,188	Disinfect cots, pillows and prepare linens/space for next night
<b>Fringe Benefits</b>			
Employer FICA (7.65%)		\$9,835	
Workers Compensation (3.40%)		\$4,371	
Medical/Health Insurance (.43 Single @ \$10,215)		\$2,084	Portion of insurance for GHAS Director of Social Services and Program Coordinator
Other (Identify in narrative)		\$142	.44% Disability for FT staff; \$45 Employee Life Insurance; \$332 Employee Pension
<b>Direct Assistance</b>			
Food	\$1,000 per week x 17 weeks - Water and coffee available at all times; food available for dinner, breakfast & snacks	\$2,600	
Bedding for cots	\$22 for pillow, sheet, pillowcase and blanket per cot x 100 - 5 sets	\$11,000	
Program Supplies	\$1,400 per month x 4 months: office supplies, paper goods, bathroom supplies, marketing materials, laundry supplies, etc.	\$800	
Laundry	Laundering of linens	\$8,000	

Client Assistance	Taxi to shelter @ \$350/week x 17 weeks, Bus passes @ \$350/month x 4 months, 125 hotel nights @ \$70 per night, Hygiene products @ \$100/week x 17 weeks, Clothing @ \$250/month, Back Packs @ \$500	\$6,950	
Bedding for churches	\$22 for pillow, sheet, pillowcase and blanket per cot x 160	\$3,520	
Hygiene products for churches	400 kits x \$.81	\$324	
Food for churches	\$100/month per church x 4 months x 7 churches	\$2,800	
<b>Program Occupancy</b>			
Facility Use	5% of utilities, property upkeep, internet, insurance, copier use, etc. for winter months	\$0	Program Coordinator & Assistant office space and laundry room use to launder linens as needed at Marshall House
Maintenance	Janitorial supplies	\$810	
Telephone/ Internet	Coordinator cell phone 34% of \$100/month x 12 months	\$0	
<b>Insurance</b>			
Liability Insurance		\$0	
<b>Vehicle Expenses (use of TSA vehicle)</b>			
Vehicle use/insurance		\$0	Transport food, supplies, linens, etc. to Warming Center
Gasoline & staff mileage reimbursement		\$0	Program Coordinator mileage

<b>Other Expenses</b>			
Cleaning Company	\$2,000 per month x 4 months (100% covered by this grant)	\$8,000	Clean Center daily 7 days per week
Furniture & Equipment	Chairs, kitchen equipment, office furniture (100% covered by this grant)	\$1,000	Purchased for Warming Center if needed
Staff Training	CPR/First Aid & Narcan training	\$0	
Staff Uniforms	\$50 per uniform x 20 staff	\$0	
Audit Fee	Annual single site audit	\$0	
Professional Fees	Accounting, EP&L Insurance, and payroll services	\$0	
<b>SubTotal</b>		<b>\$190,800</b>	
<b>Administration</b>			
Administration (10% of total budget)	General management, oversight and coordination of programmatic services.	\$21,200	
<b>Total</b>		<b>\$212,000</b>	

**EXHIBIT C**  
**INSURANCE LIABILITY CERTIFICATE**



**EXHIBIT D**

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) APPLICATION**

# City of Hartford EEO Report



## Part I - IDENTIFICATION OF VENDOR

1. NAME & ADDRESS	The Salvation Army SNE Divisional Headquarters 855 Asylum Avenue Hartford, CT 061015
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2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (NAME)

\_\_\_\_\_

3. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE #
	The Salvation Army's SNE Division has multiple sites throughout the state of CT. Its Divisional Headquarters is located in Hartford.	860-702-0050

## Part II - NONDISCRIMINATION POLICIES AND PRACTICES

<p>1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>1b. If "Yes" have all your employees been informed of this in writing?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>2b. If "Yes" are all such persons given the opportunity to participate in accordance with your nondiscrimination statement?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>3b. Has this been done in writing?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p>	<p>3c. Do all your employee recruitment advertisements state a nondiscrimination policy?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you?</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>4b. If "Yes" does each such agreement assure full compliance nondiscrimination requirements?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>4c. If "No" check here, and explain on a separate attached sheet.</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>5a. Is there a person in your employ who is responsible for assuring equal employment opportunities?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>5b. If "Yes" give Name and Title</p> <table style="width: 100%;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 80%;">Name/Title</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>Sydney Flowers, HR Director</td> </tr> </table>	Yes	No	Name/Title	<input checked="" type="radio"/>	<input type="radio"/>	Sydney Flowers, HR Director
Yes	No	Name/Title					
<input checked="" type="radio"/>	<input type="radio"/>	Sydney Flowers, HR Director					

# City of Hartford EEO Report (cont.)

## Part III - HIRING AND RECRUITMENT

1. Which of the following recruitment sources are used by you? (Check "Yes" or "No." Estimate % if not known.)

Source	Yes	No	% of all applicants provided by this source.
State Employment Service	<input checked="" type="radio"/>	<input type="radio"/>	
Private Employment Agencies	<input checked="" type="radio"/>	<input type="radio"/>	
Schools and Colleges	<input checked="" type="radio"/>	<input type="radio"/>	
Newspaper Advertisements	<input checked="" type="radio"/>	<input type="radio"/>	
Walk-ins	<input checked="" type="radio"/>	<input type="radio"/>	
Present Employees	<input checked="" type="radio"/>	<input type="radio"/>	
Labor Organizations	<input checked="" type="radio"/>	<input type="radio"/>	
Minority/Community Organizations	<input checked="" type="radio"/>	<input type="radio"/>	
Employment Resource Development Agency	<input checked="" type="radio"/>	<input type="radio"/>	
Other (Specify): Online Applicant Tracking System	<input checked="" type="radio"/>	<input type="radio"/>	

2. Check any of the following that you use as hiring qualifications.

(Check)	
<input checked="" type="checkbox"/>	Work Experience
<input checked="" type="checkbox"/>	Ability to speak or write English
<input type="checkbox"/>	Written Tests
<input checked="" type="checkbox"/>	High School Diploma
<input checked="" type="checkbox"/>	College Degree
<input type="checkbox"/>	Union Membership
<input checked="" type="checkbox"/>	Personal Recommendation
<input type="checkbox"/>	Car Ownership

Describe any other practice which show that you hire, train and promote employees without discrimination.

Greater Hartford has an Affirmative Action Plan. All applicants must apply via our applicant tracking system (ICIMS). The Salvation Army opens up its trainings to all employees.

**City of Hartford EEO Report (cont.)**

Part IV- STATISTICS - Employment at bidder's location (as shown on bid submittal). In lieu of completing this section, bidder may submit copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization, if filed within the last year.

EMPLOYMENT FIGURES WERE OBTAINED FROM (Check)						CLOSING DATE OF REPORT PERIOD					
<input type="checkbox"/> Visual Check	<input checked="" type="checkbox"/> Employment Record	<input type="checkbox"/> Other				02/06/2019					
Job Categories	Overall Totals (Sum of all Columns A-E, Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or Pacific Islander		E American Indian or Alaskan Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers	3		3								
Professionals	29	1	12	2	6		4	1			
Technicians	0										
Sales Workers	0										
Office and Clerical	37	2	6	6	17	2	4				
Craft Workers (Semi-Skilled)	0										
Operatives (Semi-Skilled)	0										
Laborers (Unskilled)	3			2		1					
Service Workers	3			1	1		1				
<b>TOTALS ABOVE</b>	<b>75</b>	<b>3</b>	<b>21</b>	<b>11</b>	<b>27</b>	<b>3</b>	<b>9</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>0</b>
<b>TOTALS ONE YEAR AGO</b>	<b>71</b>	<b>3</b>	<b>19</b>	<b>10</b>	<b>28</b>	<b>4</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>ON THE JOB TRAINEES (Enter figures for the same categories as shown above)</b>											
Apprentices											
Trainees											

**Part V DOCUMENTATION AND COMMITMENT REQUIRED**

1. Please submit as part of this EEO report, a copy of your Company Policy Statement of Equal Employment Opportunity.
2. For companies employing more than 10 persons, please submit as part of this EEO report a written commitment to hire minority and female workers if your work force statistics are not representative of the minority and female work force availability in your labor market area.
3. If your company is not located in Connecticut, please submit a copy of your local labor market area statistics.

The undersigned hereby certifies that s/he is duly authorized to negotiate execute and deliver agreements, documents and other instruments in the name of and on behalf of the organization submitting this application for funding assistance, and that the information contained in this certification is, to the best of his/her knowledge, true, correct, and complete.

The undersigned understands and agrees that its failure to meet the equal opportunity requirements established by section 2-573 of the Code will preclude such bid from being considered. The undersigned agrees to the procedures set forth in section 2-573 of the Code in regard to the determination of whether such bidder is an equal opportunity employer. The undersigned also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.



AUTHORIZED SIGNATURE (BLUE INK)

Michael J. Southwick, Secretary

PRINT NAME AND TITLE

845-520-7200

PHONE (123-456-7890)

12/12/2018

DATE SIGNED

## City of Hartford EEO Report (cont.)

**Part IV- STATISTICS - Employment at bidder's location (as shown on bid submittal). In lieu of completing this section, bidder may submit copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization, if filed within the last year.**

EMPLOYMENT FIGURES WERE OBTAINED FROM (Check)						CLOSING DATE OF REPORT PERIOD					
<input type="checkbox"/> Visual Check		<input checked="" type="checkbox"/> Employment Record		<input type="checkbox"/> Other		02/06/2019					
Job Categories	Overall Totals (Sum of all Columns A-E, Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or Pacific Islander		E American Indian or Alaskan Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers	3		3								
Professionals	29	1	12	2	9		4	1			
Technicians	0										
Sales Workers	0										
Office and Clerical	37	2	6	6	17	2	4				
Craft Workers (Semi-Skilled)	0										
Operatives (Semi-Skilled)	0										
Laborers (Unskilled)	3			2		1					
Service Workers	3			1	1		1				
<b>TOTALS ABOVE</b>	<b>75</b>	<b>3</b>	<b>21</b>	<b>11</b>	<b>27</b>	<b>3</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS ONE YEAR AGO</b>	<b>71</b>	<b>3</b>	<b>13</b>	<b>13</b>	<b>28</b>	<b>4</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>ON THE JOB TRAINEES (Enter figures for the same categories as shown above)</b>											
Apprentices											
Trainees											

## Part V DOCUMENTATION AND COMMITMENT REQUIRED

1. Please submit as part of this EEO report, a copy of your Company Policy Statement of Equal Employment Opportunity.
2. For companies employing more than 10 persons, please submit as part of this EEO report a written commitment to hire minority and female workers if your work force statistics are not representative of the minority and female work force availability in your labor market area.
3. If your company is not located in Connecticut, please submit a copy of your local labor market area statistics.

The undersigned hereby certifies that s/he is duly authorized to negotiate execute and deliver agreements, documents and other instruments in the name of and on behalf of the organization submitting this application for funding assistance, and that the information contained in this certification is, to the best of his/her knowledge, true, correct, and complete.

The undersigned understands and agrees that its failure to meet the equal opportunity requirements established by section 2-573 of the Code will preclude such bid from being considered. The undersigned agrees to the procedures set forth in section 2-573 of the Code in regard to the determination of whether such bidder is an equal opportunity employer. The undersigned also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.

PHONE (123-456-7890)

AUTHORIZED SIGNATURE (BLUE INK)

PRINT NAME AND TITLE

DATE SIGNED



# THE SALVATION ARMY

FOUNDED IN 1865 BY WILLIAM AND CATHERINE BOOTH

## EASTERN TERRITORIAL HEADQUARTERS

LEGAL DEPARTMENT  
440 WEST NYACK ROAD, P.O. BOX C-635  
WEST NYACK, NY 10994-1739  
[www.EasternUSA.SalvationArmy.org](http://www.EasternUSA.SalvationArmy.org)  
TELEPHONE (845) 620-7200  
FAX (845) 620-7753

### Equal Employment Opportunity Policy Statement<sup>1</sup>

It is the policy of The Salvation Army that it will provide equal opportunity for employment on the bases enumerated in the Federal, State and local laws applicable to it. Such equal opportunity for employment will apply to recruitment and hiring, training, promotion, salaries and other compensation, transfers and layoffs or termination.

As a religious organization, a branch of the Christian church, The Salvation Army reserves the right to impose qualifications based on religion if such qualifications are related to a bona fide religious purpose or are otherwise permitted by applicable law.

Without limiting the foregoing, by accepting employment with The Salvation Army, an individual recognizes that The Salvation Army is a church, agrees to do nothing to undermine its religious mission, and acknowledges that his or her conduct must not conflict with or undermine the religious programs of The Salvation Army, or its religious and moral purposes.

---

<sup>1</sup> Excerpt (Policy Statement) from The Salvation Army, Policy and Procedures Minute 41N

**EXHIBIT E**  
**REFERENCED CONTRACT**

**CONTRACT FOR PROFESSIONAL SERVICES**

by and between

**CITY OF HARTFORD**

and

**The Salvation Army**

for

**No Freeze Shelter Services**

This Agreement is by and between the City of Hartford, a Connecticut municipal Corporation having its territorial limits within the County of Hartford and State of Connecticut, acting herein by Luke A. Bronin, Its Mayor, duly authorized hereinafter referred to as the City, and The Salvation Army whose address is 225 South Marshall Street Hartford, CT 06105 acting herein by Michael Southwick, Its Secretary, duly authorized, hereinafter referred to as the Provider.

1. **SCOPE OF SERVICES**

The City of Hartford hereby engages Provider to provide citywide on-project title on an as-needed basis as set forth on Exhibit A attached hereto ("Services"), subject to the terms and conditions in this Agreement.

2. **TERM**

The term of this Agreement will be for one year starting project December 1, 2017 and March 31, 2018. The City has the option to extend this contract for (3) additional (1) year terms in the City's sole and absolute discretion.

3. **COMPENSATION**

For services rendered by Provider as detailed in Exhibit A of this Contract, Provider shall be paid according to the rates set forth in Exhibit B.

City's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Provider having satisfactorily performed the same. In the event that City reasonably determines that Provider's work is not satisfactory, or if City reasonably believes Provider otherwise has breached any of its obligations under this Agreement, City may take corrective action, including, but not limited to, the following:

- (i) Delay of payment;
- (ii) Adjustment of payment; and/or
- (iii) Suspension or termination of this Agreement.

Payment will be made by City for any Services provided hereunder within thirty (30) days of its receipt of Provider's invoice therefor in accordance with this Section.

4. MANAGEMENT

The Director of Health and Human Services or his/her designee will manage this contract for the City. The City will co-manage all center operations and shall also work closely with the Provider in all aspects of the programs and services and each shall follow reasonable suggestions of the other to improve same.

5. RELATIONSHIP BETWEEN THE PARTIES

It is mutually agreed that the Provider including its employee(s) is an independent contractor and not an officer, employee or agent of the City, and that this Agreement is a contract for services and not a contract of employment, and that, as such, the Provider and its employee(s) shall not be entitled to any employment benefits of the City such as, but not limited to: vacation, sick leave, insurance, workers' compensation, pension and retirement benefits. All personnel matters affecting staff will be the responsibility of the Provider.

The Provider agrees to report any staff reductions, replacements and terminations to the City in writing within ten (10) days of the occurrence. Provider agrees that, except as otherwise provided herein, all non-expendable property purchased under this agreement is understood to be and remain the property of the City and shall be tagged and tracked as property of the City. At the end of this contract or any renewal or extension thereof, such property shall be returned to the City or otherwise disposed of as directed by the Acting Police Chief. As used herein the term "non-expendable" property shall mean any and all personally or fixtures which will be consumed or lose its identity and which is expected to have a useful life of one (1) year or more.

6. HOLD HARMLESS AGREEMENT

The Provider, its agents and assigns shall indemnify and hold harmless the City of Hartford, including but not limited to, its elected officials, officers, and agents, ("collectively, "the City Indemnitees") from any and all claims made against the City Indemnitees, including but not limited to, damages, awards, costs and reasonable attorneys' fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by or on behalf of the Provider here under or under any other agreements of the Provider entered into by reason thereof. The City agrees to give the Provider prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof. The foregoing indemnity shall survive the termination or expiration of this agreement.

7. INSURANCE

The Provider shall furnish the following insurance coverage prior to commencing any services hereunder. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A-, VIII or better. Insurance coverage shall remain in full force for the duration of the Contract term including any and all extensions or renewal thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.

7.1 Commercial General Liability Insurance, Including Contractual Liability Insurance.

Products:

Completed Operations, with limits not less than \$2,000,000.00 Combined Single Limit Bodily

Injury and Property Damage. All, if any, deductibles are the sole responsibility of the selected

Provider to pay and/or indemnify.

- 7.2 Workers' Compensation Insurance In accordance with Connecticut General Statutes.
- 7.3 Employer's Liability:  
 \$100,000 bodily injury for each accident;  
 \$100,000 bodily injury by disease for each employee;  
 \$500,000 bodily injury by disease aggregate
- 7.4 Automobile Liability Insurance:  
 \$1,000,000 Combined Single Limit Bodily Injury and Property Damage.
- 7.5 Inland Marine: covering the City of Hartford (Named Department Commodity) from all causes of loss during transportation (motor truck cargo or trip transit) up to and including storage (basic causes of loss form). n/a
- 7.6 Fidelity Bond: Shall be maintained in an amount no less than the total amount of the contract for the duration of the contract including any renewal or extension thereof. n/a
- 7.7 The City of Hartford: Shall be named Loss payee under the Inland Marine Policy(ies) noted in 7.5 above. n/a
- 7.8 Professional Liability: Issued on a claims made basis with a \$2,000,000 Single Limit for the Term and for two years thereafter.
- 7.9 The City of Hartford is included as an Additional Insured, AIIMA. Under the Commercial General Liability Automobile Liability and Employer's Liability Insurance Policies.  
 THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE ACORD INSURANCE CERTIFICATE.  
 (Additional Insured requirement is not required for Workers' Compensation and Professional Liability coverage's) review with legal.
- 7.10 Each insurance coverage named above shall provide not less than a thirty (30) day notice of cancellation to the City. All policies shall be on the occurrence form. Any and all exceptions shall be reviewed by the City's Risk Manager.
- 7.11 It is further agreed that the amount of insurance required herein does not, in any way, limit the liability of the Provider by virtue of its promise to hold City harmless so that in the event that any claims results in a settlement or judgment in any amount above the limits set in Paragraph 7.1 herein, the Provider shall be liable to, or for the benefit of, the City for the excess.
- 7.12 Insurance requirements and coverage may be reviewed from time to time during the Term and all extensions and renewals hereof. The Provider agrees to comply with any and all reasonable insurance requirements or modifications made by the City's Risk Manager.
- 7.13 Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default of the terms and conditions of this Agreement. The Provider agrees that such default may be cured by procurement of insurance on behalf of Provider, at the Provider's expense, at City's option.

7.14 Provider shall be responsible for all deductibles including payment and indemnity to the City.

**8. SAFEGUARDING OF FUNDS**

In the event that the City provides the Provider with a cash advance or makes a lump sum payment, the Provider shall deposit all project funds in a Hartford financial institution with adequate FDIC or FSLIC coverage, and the balance exceeding the FDIC coverage shall be secure. Such security shall be satisfactory to the City. Consistent with the goal of expanding opportunities for minority business enterprise, the Provider is encouraged to use minority banks where possible.

**9. PUBLIC RELATIONS**

All publicity efforts, including without limitation posters, invitations to events, publications, brochures and news releases, shall contain the following statement, as applicable:

This program is funded by the City of Hartford; or

This program is funded in part by the City of Hartford.

**10. CONFLICT OF INTEREST**

The City and the Provider hereby agree that no member of the governing body of the City, or its designees or agents, and no other City official, either paid or unpaid, or employee, who exercises any function or responsibility with respect to this program during the individual's tenure or thereafter, shall have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to be performed in connection with the program assisted under this Agreement. The Provider shall cause to be incorporated, in all subcontracts a provision prohibiting such interest pursuant to the provisions of this section.

**11. EVENTS OF DEFAULT AND REMEDIES**

**11.1 Events of Default**

Any of the following occurrences or acts shall constitute an Event of Default under this Agreement:

11.1.1 If default shall be made by the Provider, its successors or assigns, in the performance or observance of any of the covenants, conditions or agreements on the part of the Provider set forth in this Agreement; or

11.1.2 If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that the Provider's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to the Provider's performance of this agreement; or

- 11.1.3 If a decree or order by a court having jurisdiction in the matter shall have been entered adjudging the Provider bankrupt or insolvent or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for the Provider under the federal bankruptcy laws, or any other similar applicable federal or state law; or
- 11.1.4 If any competent authority shall have determined that the Provider is in default of any federal, state or local tax obligation.
- 11.1.5 Pursuant to a Resolution passed by the Court of Common Council on September 13, 1982, default on the part of any outstanding debt owed to the City by the Provider shall be considered just cause for termination of this Agreement. Default shall be considered to have occurred when a monthly payment required by a repayment agreement is thirty (30) or more days late.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, the City may elect to pursue any one or more of the following remedies, in any combination or sequence:

- 11.2.1 Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;
- 11.2.2 Suspend program operation;
- 11.2.3 Require the Provider to correct or cure such default to the satisfaction of the City; and
- 11.2.4 Terminate this Agreement for cause in accordance with Section 12 hereof.

The selection of any remedy shall not prevent or stop the City from pursuing any other remedy and shall not constitute a waiver by the City of any other right or remedy.

12. TERMINATION OF AGREEMENT

12.1 Termination

"Termination", for purposes of this Agreement, shall mean the cessation, upon the effective date of termination, of the following obligations only: The Provider's obligation to perform the services described in Section 1, Scope of Services, of this Agreement, and the City's obligation, as described in Section 3, Compensation, of this Agreement, to pay for such services. (Please reference section 4.8 of the RFP)

12.2 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, the City may terminate this Agreement by giving five (5) days' written notice thereof to the Provider.

12.3 Termination for Program Change

In the event the program shall be terminated or significantly changed, the City may terminate this Agreement on thirty (30) days' written notice thereof to the Provider.

12.4 Termination for Non-availability of Funds

In the event the City shall not have funds available for this program, the City may terminate this Agreement on thirty (30) days' written notice thereof to the Provider.

12.5 Termination for Convenience

The City may terminate this Agreement at any time by giving thirty days (30) prior written notice thereof to the Provider.

12.6 Payment upon Termination

In the event this Agreement is terminated as herein provided in 12.3 through 12.5 above, the City shall make full payment to the Provider for all services performed up to and including the date of termination within ten (10) days of such date of termination.

13. AMENDMENTS

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives. The Provider's duly authorized representative shall be Michael J. Southwick, Secretary or his successor, and the City's duly authorized representative shall be Luke A. Bronin, Its Mayor.

The City and the Provider may require changes in the scope of services to be performed hereunder. Such changes which are mutually agreed upon by and between the City and the Provider shall be incorporated in written amendments to this Agreement.

14. DISCLAIMER OR AGENCY OR THIRD PARTY BENEFICIARY RIGHTS

In no event shall anything in this Agreement be deemed to confer upon any person or entity agency status or third party beneficiary rights against the City.

15. ESTABLISHMENT AND MAINTENANCE OF RECORDS

The Provider agrees to establish and maintain fiscal control and accounting procedures, which assure proper accounting for all funds paid by the City to the Provider under this Agreement. The Provider agrees that all records with respect to all matters covered by this Agreement shall be maintained during the term of this Agreement, and for one full year following termination, including any renewal or extension.

16. AUDITS

At any time during normal business hours, with reasonable notice (not less than seven business days) and as often as may be deemed necessary by the City, the Provider shall make available to the City, for examination, all records with respect to all matters covered by this Agreement.

**17. REPORTS AND INFORMATION**

The Provider shall furnish the City with such information and reports concerning the progress and management of this project as may be required from time to time. The form of said reports shall be determined by the City and agreeable to the Provider and consistent with the City's requirements.

Monthly reports must be submitted in duplicate by the fifteenth working day of the month following the report period and must include: copies of payroll registers, canceled checks and other back-up documentation deemed necessary to support reimbursement of expenditures. Any subcontract program agreements must be submitted which detail agencies or individuals providing services under this contract, prior to execution.

The Provider will agree to comply with any reporting, auditing, documentation, invoicing or additional requirements imposed by the City or by the Director of Management & Budget.

The Provider agrees to set up a separate account to administer the funds provided pursuant to this agreement and to provide the City with a detailed description of all fund expenditures on a monthly basis. This expenditure report must include payroll rosters to substantiate personnel expenses and program participant numbers.

The Provider also agrees to set up another account to deposit and manage all center revenues, including, but not limited to, membership fees, fundraising, nutrition and public donations. All center income must be reported monthly. The City may audit at will all Provider accounts related to this agreement and/or any of its amendments.

The Provider agrees to report any staff reductions, replacements and terminations to the City in writing within ten (10) days of the occurrence.

**18. NON-ASSIGNABILITY**

The Provider shall not assign or transfer any interest in this Agreement without prior written consent of the City.

**19. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

**20. CUMULATIVE REMEDIES**

All rights exercisable by and remedies of the City hereunder shall be cumulative and the exercise or beginning of the exercise by the City of any of its rights or remedies hereunder shall not preclude the City from exercising any other right or remedy granted hereunder or permitted by law.

**21. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws and relevant ordinances and regulations of the State of Connecticut and the City of Hartford.

**22. SUBCONTRACTORS**

Portions of the services may be subcontracted, provided that:

- 22.1 The City shall give prior approval to such subcontract in writing.
- 22.2 All of the terms, covenants, conditions and provisions of this Agreement shall have been incorporated in such subcontracts(s) and the subcontractor(s) shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions and provisions hereof.
- 22.3 The City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

**23. GENDER/NUMBER/TITLE**

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

**24. NOTICES**

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this agreement, shall be deemed properly given if hand delivered or sent by United States registered or certified mail, postage prepaid, at the following addresses:

As to the City:

Luke A Bronin, Its Mayor  
City of Hartford  
550 Main Street  
Hartford CT 06103

As to the Provider:

Michael J. Southwick, Secretary  
The Salvation Army  
225 South Marshall Street  
Hartford, CT 06105

Dr. Tung Nguyen, Interim Director of Health and Human Services  
131 Coventry Street  
Hartford, CT 06120

The Provider agrees that, except as otherwise provided herein, all non-expendable property purchased under this agreement is understood to be and remain the property of the City and shall be tagged and tracked as property of the City. At the end of this contract or any renewal or extension thereof, such property shall be returned to the City or otherwise disposed of as directed by the Director of Health and Human Services. As used herein the term "non-expendable" property shall mean any and all personalty or fixtures which will not be consumed or lose its identity and which is expected to have a useful life of one (1) year or more

**25. SUCCESSORS**

This Agreement, to the extent permitted herein, shall inure to the benefit of and be binding upon the parties hereto and any and all successors and assigns.

**26. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION**

The Provider agrees to abide by the provisions of Section 2-692 *et seq.* of the City of Hartford Municipal Code (as applicable), Executive Orders Number 3 and 17 of the State of Connecticut; and Presidential Executive Orders Number 11246, 11375 and 11063. In carrying out this program, the Provider shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

The Provider shall take affirmative action to ensure that applicants for with job related qualifications are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship. The Provider shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government, setting forth the provisions of the non-discrimination clause.

The Provider shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. The Provider shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant to this Agreement. The Provider agrees to abide by the terms and conditions contained in the City of Hartford's *Equal Employment Opportunity Questionnaire for Vendors and Contractors*.

**27. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990**

The Provider agrees to abide by the provisions of the Americans with Disabilities Act (ADA) of 1990; Public Law 101-336, as applicable. (the "Act")

In compliance with this law, the Provider shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of the Provider, or be subjected to discrimination by the Provider. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations provided by the Provider.

Any television public service announcement that is produced or funded in whole or in part under this Agreement shall include closed captioning of the verbal content of such announcement. The Provider shall not discriminate against any individual because such individual has opposed any act or practice made unlawful by this Act or because such individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this Act.

The Provider shall not permit coercion, intimidation, threatening, or interfere with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by this Act.

**28. TAXPAYER IDENTIFICATION NUMBER**

The Internal Revenue Service Form W-9, *Request for Taxpayer Identification Number and Certification* as submitted by the Provider, is hereby made a part of this Agreement and is incorporated herein by reference. It is understood and agreed that the City shall use the number as listed on the IRS Form W-9 to report any and all compensation paid to the Provider under this Agreement. It is further understood and agreed that the City shall not be liable for inaccurate information contained on said IRS Form W-9.

**29. NON-WAIVER**

Any failure by the City or the Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not be a waiver, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of the Agreement and neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

**30. DELINQUENCY IN OBLIGATIONS**

The Provider hereby agrees that throughout the period of this Agreement, all taxes, contractual obligations and audit responsibilities owed to the City shall be and remain current.

**31. CONDITIONS**

The Provider hereby agrees to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut and City of Hartford, including, but not limited to the following:

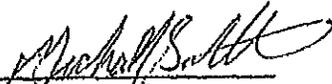
- (1) Civil Rights Act of 1964, as amended
- (2) Civil Rights Act of 1991, as amended
- (3) Federal Labor Standards (29 CFR Parts 3, 5, and 5a)
- (4) Architectural Barriers Act of 1969 (42 USC 4151)
- (5) Section 504 of the Rehabilitation Act of 1973
- (6) Hatch Act (Title 5 USC Chapter 15)
- (7) Living Wage Ordinance of the City of Hartford (Section 2-761 et seq of the Municipal Code of the City of Hartford)

**32. ENTIRE AGREEMENT**

This Agreement and its Exhibits attached hereto, contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter, hereof.

IN WITNESS THEREOF, the CITY OF HARTFORD and the PROVIDER have executed this Contract as of this 21 day of December, 2017.

PROVIDER

By:   
Michael J. Southwick  
Its Secretary

CITY OF HARTFORD

By:   
Luke A. Bronin  
Its Mayor

APPROVALS:

As to Form and Legality:

By:  12/18/17  
Howard G. Rifkin Date  
Its Corporation Counsel

**EXHIBIT A – Detailed Scope of Services**

### 2.3.1 Project Description:

The Salvation Army will provide the following services:

**Triage Services-** Marshall House will provide shelter diversion and triage from 4:00pm to 7:00pm each night. Any household experiencing homelessness will be instructed to present at the triage center located at Center Church, 60 Gold Street, Wednesday through Sunday and Hands on Hartford,??, Monday and Tuesday. Once a household arrives, staff will try to divert the client from the emergency shelter system. If the household cannot be diverted, and is new to GH-CAN, staff will have the household call 211 and schedule a CAN appointment. If without immediate assistance, the household would experience an episode of literal homelessness, staff will place the household on the shelter priority list after completing and HMIS Release of Information (ROI). After placement on the shelter priority list, staff will call area shelters for bed vacancy. If all shelters are at max capacity, including the Marshall House Overflow/ No Freeze shelter for women and children, the following shelter services will be offered:

**Single Men:** Will be offered shelter at the warming center located at Willie Ware Community Center.

**Single Women:** Will be offered shelter at the warming center located at Willie Ware Community Center.

**Families with children:** Will be offered a one night stay in a hotel through the use of hotel funding from Journey Home and Marshall House.

Staff will check the sex offender registry for each adult household member that needs emergency shelter. Registered sex offenders will be prioritized for year round shelter beds so that the warming center can accommodate both single men and women. If year round shelter beds cannot accommodate the registered sex offender(s), staff will place either sex in the motel, whichever is cost efficient. Example: If five

Individual women are seeking shelter and there are two male sex offenders that need to access the warming center, the latter would receive hotel accommodations for one night.

**Warming Center-** Marshall House will provide a warming center during the months of December 2017 through March 2018 located at Willie Ware Community Center provided by the City of Hartford from 7:00pm to 7:00am each day. The opening of the program will be delayed past December 1, 2017 until the temperature is forecasted to fall below 32 degrees Fahrenheit.

**Access-** Clients will be referred to the warming center after an initial shelter triage. If a household presents to the warming center without accessing the triage center, warming center staff will still attempt to divert the household. If the household cannot be diverted, and all year round shelter beds are full, the household will be offered space at the warming center or a one night hotel stay based on household composition and warming center capacity.

**Intake-** Once a client arrives at the warming center staff will search bags and ask clients to empty their pockets to check for medication and/or weapons. If a client has medication, staff will log their medication and place it in a locked box. Clients will have access to their medication at any time, upon request and with staff supervision. Medication logs will be signed by client and staff

for any dispensed medications. If a client is in possession of illegal substances and/or sharp objects/weapons, staff will ask the client to dispose of the items prior to entry into the warming center. After initial check in, staff will complete the following with the client: HMIS intake, HMIS ROI (if not previously completed during triage) and CCT ROI. Staff will also ask clients for any identification to make copies. All data will be placed in a client file for information to be later uploaded into HMIS.

**Warming Center Services-** Clients will be provided with tables, chairs, and blankets during their stay at the warming center. Clients will also have access to restrooms, water, and nonperishable food. A Housing Case Worker will be on site 5 days a week for clients to work on tasks to assist them with obtaining housing. Staff to client ratio will be 1:25. Marshall House does not expect to exceed 50 individuals per night. The Housing Case Worker will also complete VI-SPDAT v2.0/ Next Step assessment for any client that has accessed the warming center for a minimum of 14 days.

Following a Housing First/ Harm Reduction model, no household will be turned away from accessing triage or emergency shelter services unless they pose a safety risk to themselves or others. If a safety risk is identified, staff will call 911 and/or mobile crisis, whichever is most relevant to the threat.

#### **Additional Requirements-**

- Staff and volunteers will be identified through the use of badges to be easily identified by clients and visitors.
- The Housing Case Worker will also work with all households in the hotel to divert from shelter or access year round shelter beds.
- Maintenance staff will clean the interior of the warming center daily and ensure restrooms are clean and stocked with toiletries.
- The Program Coordinator will attend all CAN meetings, including Housing Matching Meetings to assist warming center clients in obtaining housing.
- Staff will provide clients with hygiene products, clothing, and coats so basic needs are met.

#### **2.3.2 Organizational Capacity:**

**The organization's capacity to deliver the operation of homeless shelter service(s), and case management as described in your proposed scope of services.**

The Salvation Army has been working with families who are homeless in the Hartford area for 43 years. In 1974 the agency opened a 12 bed shelter for families and individual women who were homeless. This was the first shelter to open in Hartford that served individual women and families. Today it remains the area's only shelter program that allows a family unit to remain intact while in residence. Since its beginnings, Marshall House has grown to a 50 bed shelter, providing comprehensive services to people who are at risk of becoming homeless, currently

experiencing homelessness or transitioning from homelessness back into stable housing. Currently these services include:

The Family Shelter which provide services to 27 residents who are homeless including: emergency housing, nutritious meals, case management, employment readiness/job search services, life skill workshops (i.e. nutrition, improving credit, resume writing, and job and apartment searches), recreation groups for children, family activities, onsite assessments for mental health and substance abuse needs and an on-site computer lab to support residents in their efforts to become job ready, and to search for jobs and apartments.

The Overflow/No Freeze Women and Family Shelter which provide services to 23 residents who are homeless during cold weather months (November through March) including: emergency housing, nutritious meals, case management, employment readiness/job search services, life skill workshops (i.e. nutrition, improving credit, resume writing, and job and apartment searches), recreation groups for children, family activities, onsite assessments for mental health and substance abuse needs and an on-site computer lab to support residents in their efforts to become job ready, and to search for jobs and apartments. When the No Freeze Women and Family Shelter is at capacity, Marshall House provides financial assistance for motel stays for literally homeless women and families. Marshall House has been operating this No Freeze Shelter since 2008.

The Homeless Prevention and Shelter Diversion Program, which began operations in 1996, provides shelter diversion, advocacy and limited financial assistance to those at risk of homelessness with the goal of stabilizing housing and developing greater powers of self-sufficiency and self-determination. Fulltime staffing from Marshall House is also provided at the GH CAN Diversion Center located at Mercy Housing in Hartford. At the Diversion Center, staff completes CAN appointments and aims to divert households experiencing a housing crisis from entering the emergency shelter system. Additional services include crisis assistance, and life skills workshops including Landlord/Tenant Rights and Responsibilities, Budgeting and Obtaining and Maintaining Employment, as well as referral services.

The Greater Hartford Rapid Rehousing Program, which began operations in 2014, provides intensive supportive services and short or medium term rental subsidies to families and individuals who are homeless so that they may quickly transition into and maintain permanent housing. The Greater Hartford Rapid Rehousing Program provides services to homeless households referred from the GH-CAN. The Greater Hartford Rapid Rehousing Program grew out of Marshall House's highly successful Housing 1st program which began operation in 2002.

Also, through the Supportive Housing Collaborative, from 1996 to 2014 The Salvation Army Marshall House provided case management services for fifteen homeless families living in scattered site housing. This program provided scattered site housing and support services including case management, alcohol and drug treatment, mental health services and employment services to thirty homeless families moving from an emergency shelter, for up to two years. This successful program, funded by HUD, has converted to a rapid rehousing program and continues to be operated by The Community Renewal Team, however, it was restructured and now all services are provided through in-house resources.

In response to need demonstrated by the GH-CAN, The Salvation Army Marshall House created a **Supportive Housing Case Manager** position in October 2017 to provide case management for individuals in Permanent Supportive Housing (PSH) units or attempting to move into PSH units. A clear service gap was identified in Greater Hartford for clients who are awarded Permanent Subsidized Housing (PSH) vouchers/units. Greater Hartford has recently lost case management support to follow these households into their PSH units to assist in maintaining housing. As these are our most vulnerable and high risk clients, case management is needed for clients to move into their PSH unit.

### 2.3.3 Coordination with the Greater Hartford Coordinated Access Network (GH-CAN):

Marshall House is an active member within the GH-CAN. Staff from Marshall House currently attend the following CAN meetings on a regular basis: Housing Matching, Chronic Individual, Rapid Rehousing, Operations, and Leadership. Hartford's sub-CoC meeting has been joined with GH-CAN Leadership meeting. Program Director, Sarah DiMalo currently serves as co-chair for the Hartford sub-CoC committee. In addition to GH-CAN involvement, Sarah DiMalo also attends weekly Cold Weather Planning meetings hosted by Journey Home.

Marshall House will follow all GH-CAN policies including: having clients call 211 to set up a CAN appointment if they have not already done so, add clients to the GH-CAN online Shelter Priority List, and ensure that all other available beds in other shelters in the Greater Hartford Area are utilized prior to client enrollment in the Hartford No Freeze Program.

Marshall House will seek guidance from the GH-CAN Cold Weather working group (comprised of local GH-CAN providers including 211) to agree on optimal hours of operations that will complement existing GH-CAN services including Diversion Center and emergency shelter providers.

To ensure compliance with the GH-CAN, United Way's 211 system, and the City of Hartford, Marshall House will subcontract with Journey Home to provide oversight, coordination and integration of cold weather protocols with existing GH-CAN policies. Journey Home will also assist with communication to all providers within the GH-CAN regarding cold weather protocol. This subcontract will also allow Marshall House to access and utilize motel funding provided by Journey Home for men, women, and families who are literally homeless.

### 2.3.4 Coordinate with the City of Hartford:

Marshall House staff will maintain open communication with designated City of Hartford contacts regarding the Hartford No Freeze program. Marshall House staff will inform the City of Hartford regarding: start date of warming center and triage services if temperature is not projected to be below 32 degrees on December 1<sup>st</sup>, major incidents that take place on city property (ex. calls to police or emergency services), issues with facilities provided by the City of Hartford, and staffing and shelter plans for major winter storms.

Marshall House will submit monthly HMIS reports to the City of Hartford.

### **2.3.5 Connecticut Homeless Management Information System (CT-HMIS):**

Marshall House is currently utilizing CT-HMIS to input data on shelter residents. The data quality and data completeness required expectation of above 95% is currently being met. Intakes will be completed and entered into HMIS for all warming center clients within three business days. In addition to HMIS intakes, the following will be completed and uploaded into HMIS for each client accessing the warming center: HMIS Release of Information (ROI), Community Care Team (CCT) ROI, and VI-SPDAT v.2/Next Steps Assessment Tool (following GH-CAN 14 day rule).

Designated staff, including the Program Director, Program Coordinator and Case Worker will be responsible for data entry and accuracy in HMIS. These staff will be signed up and trained through Nutmeg Consulting.

### **2.3.6 Transportation:**

Marshall House will utilize current funding for transportation to area shelters when beds are available within the community and transportation to motels for women and families when all shelter beds are full. In addition to available transportation funds, Marshall House will look to community partner agencies and churches to assist with transportation of clients to area shelters, motels, and the warming center. A Memorandum of Understanding (MOU) will be established between Marshall House and community partners that agree to offer transportation services for warming center clients.

### **2.3.7 Project Timeline:**

Once a notice of award has been received from the City of Hartford, Marshall House will post all positions and begin the hiring process for staff. Upon the hire of all staff, Marshall House will work with Journey Home, Nutmeg Consulting, and Greater Hartford Harm Reduction Coalition to provide GH-CAN training, HMIS training and Narcan training to all staff. The Salvation Army will provide CPR/First Aid training.

Marshall House will order all supplies and equipment needed for the Willie Ware Community Center to be fully operational by December 1, 2017. The opening of the program will be delayed past December 1, 2017 until the temperature is forecasted to fall below 32 degrees Fahrenheit. Marshall House will maintain open communication with the City of Hartford, 211, and GH-CAN for the opening day of the warming center. Once the first day of operation has been determined, Marshall House will inform clients of how to access services by posting signs in places frequented by clients such as soup kitchens and libraries. Marshall House will also provide outreach workers with fliers so any unsheltered household can be informed of how to access services.

### **2.3.8 Leveraged Resources:**

The Salvation Army Marshall House will leverage City of Hartford funding with a 1:1 match from Hartford Foundation for Public Giving (HFPG). HFPG has given a verbal commitment to these funds.

The Salvation Army Marshall House will partner with Center Church and Hands on Hartford to utilize their space for the triage center at locations close to area shelters. Dinner will be provided at each location for those who access the triage center. (See attached commitment letters.)

Transportation for clients will be provided by local churches and agencies.

The Salvation Army will commit in kind donations of food, clothing, hygiene products, and bedding.

### **2.3.9 Training/Staff/Onboarding:**

The following positions are current staff at Marshall House that will be involved in the warming center:

The GHAS Director of Social Services, Lauren Fair, has more than 5 years of experience in social service intervention, administration and leadership. She possesses a Juris Doctor Degree and certification in Bridges Out of Poverty. She is responsible for the administration of all of The Salvation Army's social services in the Greater Hartford Area which includes Marshall House and its numerous program, The Right Place community schools for children, Parents Second Time Around grandparent support program, Emergency material and financial assistance, food pantries, and the new Anti-Human Trafficking program. Her primary responsibilities will include fiscal oversight and the ongoing evaluation of the program's quality and compliance. The GHAS Director of Social Services will spend an estimated 15% of time on the warming center during the winter months.

The Program Director, Sarah DiMaio has more than 5 years of experience in the field of Human Services/Social Work Management and Leadership; she possesses professional leadership qualities and experience working with diverse populations. Additionally, she holds a Bachelor of Social Work with a minor in Sociology, certification in Mental Health, First Aid, and Nonviolent Crisis Intervention and holds a Family Development Credential through UCONN; she is responsible for the overall operation of Marshall House programs. Her primary responsibilities will include staff supervision and evaluation, compilation of all data collected, maintenance coordination, maintenance of adequate supply inventories, and contract compliance. The Program Director will spend an estimated 40% of her time on the warming center during the winter months.

**Staff to be hired will include:**

Part-time Intake Workers will be responsible to: manage the shelter priority list, screen prospective residents for possible admission; complete intakes on new admissions, review rules and obtain signatures; explain procedures; communicate any concerns to the client advocate and provide crisis intervention; assist with personal hygiene, sort and distribute donations to residents, store and make available medication when necessary. These staff will be trained on relevant GH CAN policies and procedures, the online shelter priority list, cultural competency including LGBTQ, safety protocols including Narcan administration and CPR, mandated reporting requirements, HMIS access and diversion techniques.

A full-time Program Coordinator will be responsible to: manage Intake Workers, maintenance staff, oversee donations and inventory, enter HMIS data including but not limited to intakes, nightly check-ins, discharges, ROI and client documentation; Ensure data quality and accuracy for all documentation including oversight for medication logs. Ensure GH-CAN policies are being followed when serving clients; attend GH-CAN meetings and maintain open communication with the City of Hartford. This staff will be trained on relevant GH CAN policies and procedures, the online shelter priority list, cultural competency including LGBTQ, safety protocols including Narcan administration and CPR, mandated reporting requirements, HMIS access and diversion techniques.

A part-time Facility Maintenance Worker will be responsible for all interior routine maintenance of the facility, including janitorial services.

A part-time Housing Case Worker will provide housing services to all clients of the warming center including as necessary, but not be limited to: emotional support, crisis intervention, assessment, goal planning, monitoring and encouraging client progress, assistance with obtaining housing, referrals to additional community support services including treatment or other services. This staff will be trained on relevant GH CAN policies and procedures, the online shelter priority list, cultural competency including LGBTQ, safety protocols including Narcan administration and CPR, mandated reporting requirements, HMIS access and diversion techniques.

A part-time Cook will provide food to all clients of the warming center when the warming center is expected to be at capacity. This food will be prepared at Marshall House and transported to the warming center.

All staff hired by The Salvation Army must pass a background check which assesses criminal history and ability to work with minors.

**2.3.10 Budget: (see attached)**

EXHIBIT B - Compensation

The Salvation Army Hartford No Freeze Budget Submission Date 10/17/2017	Shelter Budget	City No Freeze	Hartford Foundation	Totals	Justification
<b>Income</b>					
City of Hartford No Freeze Contract	(City Council Appropriation through Health and Human Services)	\$92,000		\$92,000	
Hartford Foundation for Public Giving No Freeze Overflow			\$92,000	\$92,000	
		\$92,000	\$92,000	\$184,000	
<b>Expenses</b>					
<b>Salaries</b>					
GHAS Director of Social Services	\$ 36.96 per hour x 52 weeks x 40 hours/week (6.5% FTE)	\$0	\$4,997	\$4,997	
Program Director	\$ 29.71 per hour x 52 weeks x 40 hours/week (17% FTE)	\$0	\$10,506	\$10,506	
Program Coordinator	\$ 24.03 per hour x 22 weeks x 40 hours/week (100% FTE)	\$19,824	\$7,823	\$21,147	
Case Manager	\$ 18.00 per hour x 22 weeks x 20 hours/week (100% covered by this grant)	\$7,920	\$0	\$7,920	
Part-time Intake Worker (2)	\$ 13.00 per hour x 19 weeks x 28 hours/week (100% covered by this grant)	\$13,832	\$0	\$13,832	
Part-time Intake Worker (2)	\$ 13.00 per hour x 19 weeks x 28 hours/week (100% covered by this grant)	\$13,832	\$0	\$13,832	
Part-time Intake Worker (2)	\$ 13.00 per hour x 19 weeks x 24 hours/week (100% covered by this grant)	\$11,856	\$0	\$11,856	
Part-time Intake Worker (2)	\$ 13.00 per hour x 19 weeks x 24 hours/week (100% covered by this grant)	\$11,856	\$0	\$11,856	
Maintenance Worker	\$ 14.00 per hour x 19 weeks x 21 hours/week (100% covered by this grant)	\$5,586	\$0	\$5,586	
Cook	\$ 13.00 per hour x 52 weeks x 28 hours/week (13.7% FTE)	\$2,594	\$0	\$2,594	Marshall House cook will spend 10.5 hrs/week prepping food for No Freeze participants.
<b>Fringe Benefits</b>					
Employer FICA (7.65%)		\$0	\$7,966	\$7,966	
Workers Compensation (3.40%)		\$0	\$3,540	\$3,540	
Medical/Health Insurance ( 0.17 Family, 0.07 Single%)		\$0	\$4,100	\$4,100	
Other (Identify in narrative)		\$0	\$835	\$835	.14% Disability; \$45 Employee Life Insurance; \$332 Employee Pension
<b>Direct Assistance</b>					
Food	Water available at all times; food available for dinner, breakfast & snacks	\$0	\$10,000	\$10,000	
Program Supplies	\$1312.50 per month x 4 months; office supplies, pillows/blankets, paper goods, bathroom supplies, marketing materials, etc.	\$0	\$5,550	\$5,550	
Laundry	Linens handed out at warming center to participants to be laundered by staff.	\$0	\$2,500	\$2,500	
Client Assistance	Transportation, hotel, hygiene products, etc.	\$0	\$3,500	\$3,500	
<b>Program Occupancy</b>					
Utilities, payment for space	(heating, electricity & water costs - plus payment for space)	\$0	\$0	\$0	City of Hartford, Center Church & Hands on Hartford offering space free of charge
Utilities		\$0	\$0	\$0	
Repair & Maintenance	Janitorial supplies	\$0	\$500	\$500	
Telephone/Internet	Staff cell phone, hot spot	\$0	\$790	\$790	
<b>Insurance</b>					

Liability Insurance		\$2,000	\$0	\$2,000	
Vehicle Expenses (use of TSA van)					
Van Insurance		\$0	\$736	\$736	
Gasoline & staff mileage reimbursement		\$0	\$1,977	\$1,977	
Other Expenses					
Furniture & Equipment	Laptops, printer/scanner, cubicle/divider	\$0	\$5,100	\$5,100	
Staff Training	CPR/First Aid & Narcan training	\$0	\$500	\$500	
Professional Fees	Accounting Services	\$0	\$12,480	\$12,480	Includes \$3,680 to Journey Home for subcontract
SubTotal		\$82,800	\$82,800	\$165,600	
Administration					
Administration (10% of total budget)	General management, oversight and coordination of programmatic services.	\$9,200	\$9,200	\$18,400	
Total		\$92,000	\$92,000	\$184,000	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: CHESTERFIELD INSURANCE AGENCY, INC. PO BOX 237 GREEN, OH 44232-0237	AGENT: PHONE: 330-868-7639 X8123 FAX: EMAIL: ADDRESS:	INSURER(S) PROVIDING COVERAGE: INSURER A: ZURICH AMERICAN INS. CO. 16536 INSURER B: THE SALVATION ARMY RISK TRUST INSURER C: THE SALVATION ARMY, A NY CORP. INSURER D: AMERICAN ZURICH INS. CO. 40142 INSURER E: INSURER F:
INSURED: THE SALVATION ARMY, A NEW YORK CORP. 440 WEST NYACK ROAD WEST NYACK, NY 10994		

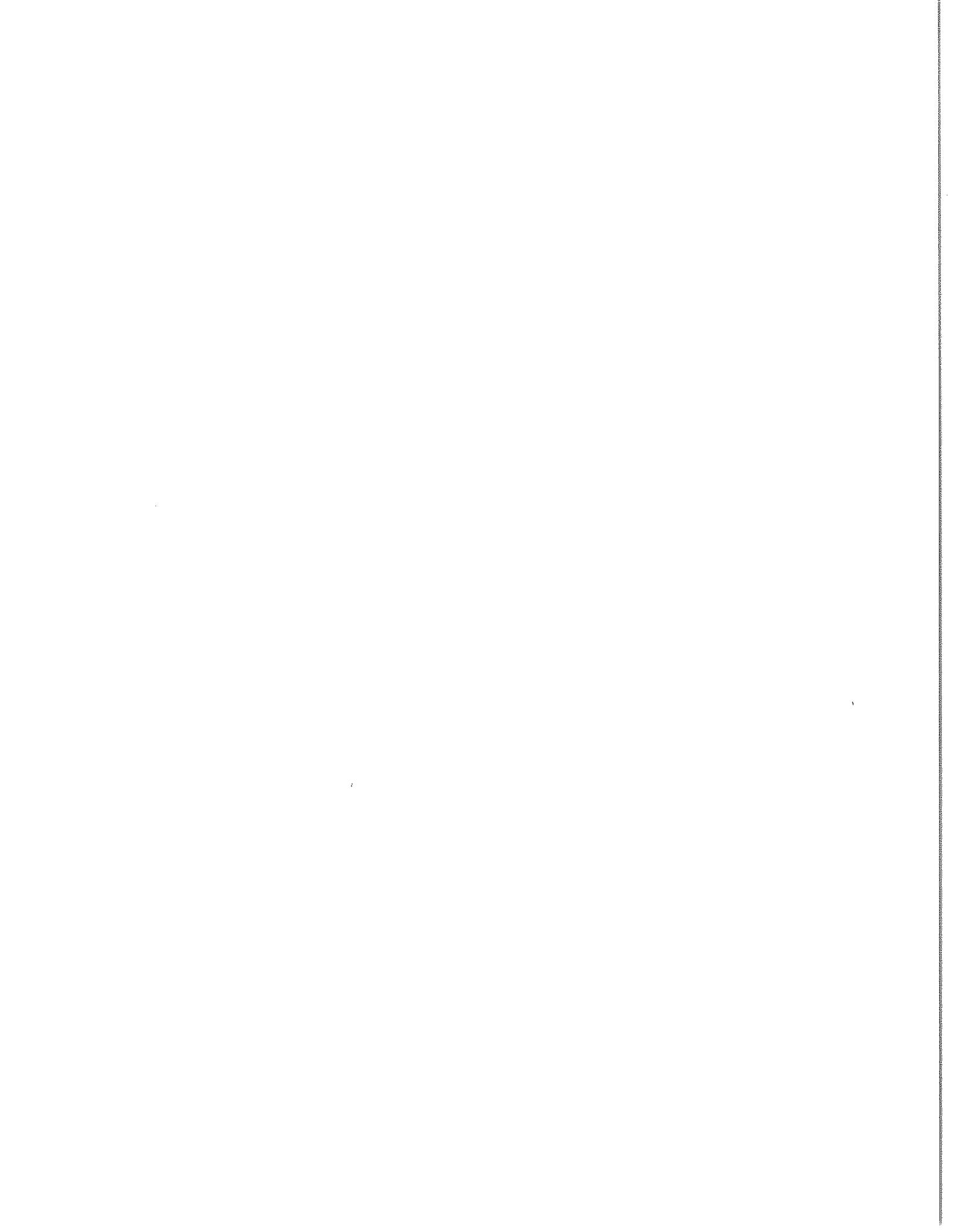
COVERAGES: CERTIFICATE NUMBER: LCO, #1000 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

ITEM	TYPE OF INSURANCE	AGGREGATE LIMIT	RETENTION	POLICY NUMBER	POLICY PERIOD (START/END)	COVERAGE	LIMITS
B	COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	X	X	SELF INSURED RETENTION	01/01/17 - 01/01/18	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (PER OCCURRENCE) MED EXP (Per one person) FEEDBACK & ADVERTISING GENERAL AGGREGATE PRODUCTS & COMPLETED WORK	\$ 500,000 \$ 500,000 \$ 5,000 \$ 500,000 \$ 500,000 \$ 500,000
A	Auto Liability ANY AUTO: <input checked="" type="checkbox"/> OWNED AUTO ONLY: <input type="checkbox"/> SCHEDULED AUTO ONLY: <input checked="" type="checkbox"/> LEASED AUTO ONLY: <input checked="" type="checkbox"/> RENTED AUTO ONLY: <input checked="" type="checkbox"/>	X	X	BAF 8978827-21	01/01/17 - 01/01/18	BOILER & MACHINERY (Per person) BOILER & MACHINERY (Per machine) PROPERTY DAMAGE (Per machine)	\$ 100,000 \$ \$
B	OFFICIAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> Retention \$500,000	X	X	TRUST #16678500 INCLUDING PROFESSIONAL LIABILITY	01/01/17 - 01/01/18	EACH OCCURRENCE Aggregate	\$ 4,500,000 \$ 4,500,000
D	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY EMPLOYER (Per employee) ALL EMPLOYERS (Per employee) ALL EMPLOYERS (Per body part)		N/A	WC 8978533-21	01/01/17 - 01/01/18	X (See Note 1) BY EACH OCCURRENCE ILLNESS - PER EMPLOYEE ILLNESS - BODY PART	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000
C	AUTO LIABILITY EXCESS	X	X	SELF INSURED RETENTION	01/01/17 - 01/01/18	\$100,000 XS OF \$100,000	

DESCRIPTION OF OPERATIONS / LOCATIONS (vehicles (ACORD 101, Attachments 1 & 2), and tele. may be included if more space is required)  
THE CITY OF HARTFORD IS AN ADDITIONAL INSURED. AIMA, ON A PRIMARY & NONCONTRIBUTORY BASIS. WAIVER OF SUBROGATION APPLIES. MARSHALL HOUSE NO FREEZE SHELTER SERVICES 12/17-3/31/18

CERTIFICATE HOLDER: CITY OF HARTFORD 550 MAIN STREET HARTFORD, CT 06103	CANCELLATION: IF ANY OF THE ABOVE DESCRIBED POLICIES ARE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE SHALL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: <i>Deanna M. Cipriano</i>
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# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
11/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER: 330-888-7639 X8123  
CHESTERFIELD INSURANCE AGENCY, INC.  
PO BOX 237  
GREEN, OH 44232-0237

CONTACT NAME: \_\_\_\_\_  
PHONE: 330-888-7639 X8123 FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PRODUCER: \_\_\_\_\_  
CUSTOMER ID: \_\_\_\_\_

INSURED:  
THE SALVATION ARMY, A NEW YORK CORP.  
440 WEST NYACK ROAD  
WEST NYACK, NY 10994-1730

INSURER(S) AFFORDING COVERAGE: ZURICH AMERICAN INS. CO. POLICY NO: 18536  
INSURER 1: \_\_\_\_\_  
INSURER 2: \_\_\_\_\_  
INSURER 3: \_\_\_\_\_  
INSURER 4: \_\_\_\_\_  
INSURER 5: \_\_\_\_\_

COVERAGES: \_\_\_\_\_ CERTIFICATE NUMBER: 006 REVISION NUMBER: \_\_\_\_\_

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (with ACORD 101, Additional Business Activities, if more space is required)  
MARSHALL HOUSE, 226 S. MARSHALL STREET, HARTFORD, CT 06105

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NO. LISTED	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMIT
	PROPERTY DANGER OF LOSS BURGLARY THEFT VANDALISM SPECIAL EARTHQUAKE WIND FLOOD				BUILDING PERSONAL PROPERTY BUSINESS EXPENSE EXTRA EXPENSE RENTAL VALUE BLANKET BUILDING BLANKET PAID ADDL BLANKET BLDG & PP	
	BY AND/OR MARINE DANGER OF LOSS DAMAGE TO WATERCRAFT	TYPE OF POLICY POLICY NUMBER				
A	EMPLOYEE DISHONESTY BLANKET DANGER OF LOSS DAMAGE TO WATERCRAFT	FD 8888818-04	01/01/16	01/01/18	EMPLOYEE DISHONESTY FORM A	500,000

SPECIAL COVERAGE(S) (with ACORD 101, Additional Business Activities, if more space is required)

MARSHALL HOUSE NO FREEZE SHELTER SERVICES 12/1/17-3/31/18

### CERTIFICATE HOLDER

CITY OF HARTFORD  
650 MAIN STREET  
HARTFORD, CT 06103

### CANCELLATION

IF ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Dante M. Capriano*



POLICY NUMBER: TRUST #19578500  
01/01/17-01/01/18

COMMERCIAL GENERAL LIABILITY  
CG 24 04 05 09

## WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

Name Of Person Or Organization: THE CITY OF HARTFORD, CT 06103
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us of Section IV -- Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

