

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

Meeting Date and Time: Monday, June 22, 2020 10:00 AM –12:00 PM

Meeting Location: This meeting will be telephonic only. Meeting materials can be found at <https://portal.ct.gov/OPM/Marb/Full-Board-Meetings-and-Materials>

Telephonic Meeting: Telephone 1 860-840-2075
Meeting ID: 726 231 201

Agenda

- I. Call to Order & Opening Remarks by Secretary Melissa McCaw and Treasurer Shawn Wooden
- II. Public Comment Period – *The Public Comment portion of the agenda will be announced by the Chair. Members of the public attending the telephonic meeting will be provided an opportunity to speak. Before making their comments, members of the public wishing to speak must be recognized by the Chair. Speakers may be asked to limit their comments due to time constraints of this meeting.*
- III. Approval of Minutes:
 - a. May 21, 2020 regular meeting
- IV. Town of Sprague Issues and Items
 - a. Subcommittee update
 - b. Review, discussion and possible action: FY 2021 Budget
 - c. Review, discussion and possible action: 5-Year Plan FY 2021-2025 (handout)
 - d. Review and discussion: Monthly Financial Report April 2020
- V. City of West Haven Issues and Items
 - a. Subcommittee update
 - b. Review, discussion and possible action: 5-Year Plan FY 2021-2025
 - c. Review and discussion: Monthly Financial Report April 2020
 - d. Non-Labor Contracts:
 - i. ADP Payroll Services
- VI. City of Hartford Issues and Items
 - a. Subcommittee update
 - b. Update: 5-Year Plan FY 2021-2025

- c. Review and discussion: Monthly Financial Report April 2020
- d. Review and Discussion: Non-labor Contracts
 - i. Workers Compensation Claims Administration
 - ii. Summer Youth Employment Program

VII. Other Business

VIII. Adjourn

DRAFT MINUTES
STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD
REGULAR MEETING

Meeting Date and Time: Thursday, May 21, 2020 10:00 AM –12:00 PM

Meeting Location: This meeting was held telephonically. Meeting materials can be found at <https://portal.ct.gov/OPM/Marb/Full-Board-Meetings-and-Materials>

Telephonic Meeting: Telephone 1 860-840-2075
Meeting ID: 408 195 782

Members in Attendance: Secretary McCaw, Christine Shaw (State Treasurer designee), Stephen Falcigno, Thomas Hamilton, David Biller, Robert White, Mark Waxenberg, Patrick Egan (joined meeting after adoption of minutes)

City of West Haven Officials in Attendance: Mayor Rossi, Frank Cieplinski, Council President Quaqliani, Council Members Hoskie, Massaro, Cohen, and Bruneau

City of Hartford Officials in Attendance: Mayor Bronin, Jolita Lazauskas, Clarence Zachery

Town of Sprague Officials in Attendance: First Selectman Cheryl Blanchard, Melissa Sevigny, Superintendent Hull, Michele DeMicco

OPM Staff in Attendance: Kimberly Kennison, William Plummer, Julian Freund, Michael Milone, Mike Walsh

I. Call to Order & Opening Remarks by Secretary Melissa McCaw and Treasurer Shawn Wooden

The meeting was called to order at 10:04 AM.

II. Public Comment Period

Collen Bailey, Director of the West Haven public library read a letter into the record opposing reductions made by the City Council to the public libraries budget.

III. Approval of Minutes:

a. April 9, 2020 regular meeting

Ms. Shaw made a motion to approve the minutes with a second by Mr. Waxenberg. The motion passed 6-0-1 with Mr. Falcigno abstaining.

IV. City of West Haven Issues and Items

a. Subcommittee update

An overview of the subcommittee meetings of April 28 and May 19 was provided. The subcommittee has conducted reviews of the City's FY 2021 budget and a draft 5-Year Plan. The independent fire district chiefs and some of their commissioners participated in the May 19 meeting to discuss their proposed budgets for FY 2021 and the status of steps taken toward financial sustainability.

b. Review, Discussion and Possible Action: FY 2021 Budget

Mr. Freund provided an overview of the FY 2021 budget as proposed and adjustments to the budget made by the City Council. The City Council approved a budget that shifted funding for a number of capital projects and other expenses to Contingency, with no significant change to total expenditures and no change to the proposed mill rate. City officials were asked if the changes made by the City Council to certain operating expenditures and capital projects were feasible. The Mayor and Finance Director expressed concerns with reductions that would delay the hiring of a purchasing position and the elimination of funding for an information technology position. Members discussed the reallocation of funding to the contingency account and the City sticking with a mill rate increase. The assumed tax collection rate of 98.4% was raised as a concern by several members. The City was asked about collection rates during the previous recession and whether collections would be likely to be maintained in the current downturn. The City was advised to prepare a contingency plan in the event of a significant downturn in the collection rate. Members expressed additional concerns with the impact of the budget on library services. Secretary McCaw noted that the MARB's review is directed at the sustainability and validity of the budget, and less so on decisions about service levels which are made at the local level. Mr. Hamilton made a motion, with a second by Mr. White, to approve the City's FY 2021 budget, contingent upon the ratification of a 5-Year Plan by the City Council and approval of the 5-Year Plan by the MARB. The motion was approved by a vote of 5-3-0 with Mr. Biller, Mr. Egan and Mr. Falcigno opposed.

c. Review and discussion: 5-Year Plan FY 2021-2025

The MARB is seeking to take action on an updated 5-Year Plan after it has gone before the City Council for action. The plan has been submitted to City Council and is expected to be on an upcoming Council agenda in May. Members discussed the revisions to the projected mill rates that have been made in successive versions of the plan and expressed concern regarding the City's commitment to the plan. The next step for the MARB will be to review and act upon a plan after it has been ratified by the City Council.

d. Review and discussion: Monthly Financial Report March 2020

Finance Director Frank Cieplinski updated the board on the status of the current year budget. Projections have been adjusted since the last monthly report. Current projections are for a surplus of approximately \$250,000 at year end.

Mr. Hamilton left the meeting at 12:00 PM.

V. City of Hartford Issues and Items

a. Subcommittee update

An update on the Hartford subcommittee meeting of May 7 was provided. In addition to reviewing the FY 2021 budget and updated 5-year forecast, the subcommittee discussed the City's revenue and expenditure initiatives and corrective action plan related to the most recent audit.

b. Review, Discussion and Possible Action: FY 2021 Budget Assumptions

The Hartford Subcommittee reviewed the Mayor's Recommended FY 2021 Budget and approved a motion to recommend to the MARB approval of the budget assumptions. The budget assumptions include a level mill rate at 74.29 mills for real estate and personal property, a tax collection rate of 95.96% based on a Charter required calculation and State Aid amounts that are consistent with the State budget. Mayor Bronin provided an overview of the budget to the board. The FY 2021 budget is \$5.5 million or 1% lower than the FY 2020 budget. Revenues from several sources are budgeted lower in FY 2021 due in part to economic uncertainty going forward. The bulk of the reduction in expenditures is attributable to reduced contribution to Capital reserve and savings on employee benefits. Secretary McCaw sought a motion for approval of the FY 2021 budget assumptions contingent upon City Council approval of the 5-Year Plan. Mr. Waxenberg made the motion with a second by Mr. White. The motion passed by a vote of 6-0-1, with Mr. Egan abstaining.

c. Review and discussion: Monthly Financial Report March 2020

Ms. Lazauskas provided a brief overview of the status of the FY 2020 budget. Overall, the projected revenue shortfall is \$6.9 million, and the projected expenditure balance is \$9.5 million, for a projected net surplus of \$2.6 million.

d. Review and discussion: Updated 5-Year Plan FY 2021-2025

Mr. Freund summarized the assumptions used in the updated 5-Year Plan. Most of the assumptions in the original plan are carried forward. The most significant adjustments are a result of updated grand list projections. Secretary McCaw noted that the plan is not currently in balance. Mayor Bronin expressed his concern over the fragility of the 5-Year Plan and long-term sustainability. He suggested that, absent new revenue sources, there is no way to balance the budget without relying on significant cuts to personnel or services. He is proposing a return to the discussion of structural challenges and revenue diversification. The efficiency initiatives currently under review would not be sufficient to close the projected revenue gaps. Secretary McCaw pointed out that the critical area of exposure is the revaluation that will impact FY 2023. The next steps for the 5-Year Plan will be for the City to present a plan on how to close the projected gaps followed by reviews of the plan by subcommittee, City Council and the full MARB.

e. Review and Discussion: Non-labor Contracts

- i. Aetna Parking Agreement (BOE)
- ii. MCC – Great Path Academy (BOE)

Clarence Zachery, CFO for Hartford Public Schools provided an explanation of the two non-labor contracts. The Aetna parking agreement is a continuation of an annual agreement for 180 parking spaces for use by the school district. The contract with Manchester Community College is facility and administrative costs related to the operation of the Great Path Academy magnet school.

VI. Town of Sprague Issues and Items

- a. Subcommittee update

Mr. Freund noted the subcommittee has not met since the last MARB meeting. The Town's Board of Finance is currently in the budget process and is potentially releasing a proposed budget on May 21.

b. Review and discussion: Monthly Financial Report March 2020

First Selectman Cheryl Blanchard presented an update on the FY 2020 budget. Overall, the Town is projecting a very small surplus, not including any potential unspent funds by the Board of Education. The Board of Education is projecting an end of year balance of approximately \$200,000. A portion is expected to go towards current capital needs. Superintendent Hull indicated that some funds would be unexpended and go toward fund balance.

VII. Other Business

a. Tiers report

Ms. Kennison presented the April 2020 Tiers Status report, based on audited financial statements from fiscal year ending June 30, 2018, and relevant changes made to the report.

VIII. Adjourn

The meeting adjourned at 12:58 PM.

**MEMORANDUM
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

To: Municipal Accountability Review Board
From: Julian Freund
Subject: Update on Sprague Subcommittee
Date: June 16, 2020

The Sprague Subcommittee last met on June 5, 2020 to review the Town's proposed budget for FY 2021 and a draft update to the 5-Year Plan.

With regard to revenue assumptions and amounts, the proposed FY 2021 budget reviewed by the subcommittee is consistent with the previously approved 5-Year Plan. The major revenue assumptions include:

- Mill rate increase of 1 mill for a total mill rate of 35.75 mills
- A property tax collection rate of 97%
- Level funding for State Aid

The budget as proposed, while reflecting lower expenditures for Town Operations than had been projected in the original 5-Year Plan, includes Education expenditures that exceed previous projections. The net effect of the additional Education expenditures is a considerably lower budgeted surplus for FY 2021 when compared to the original 5-Year Plan.

While no action was taken at the subcommittee level, the subcommittee provided feedback for the Town's consideration. OPM staff followed up with the First Selectman and Superintendent providing a synopsis of the meeting. The Board of Finance took action to approve the FY 2021 budget on June 11th, making one adjustment to reduce tuition expenses by \$5,000.

The rough draft update to the 5-Year Plan that was reviewed by the subcommittee indicated that the Town's Fund Balance could remain in a deficit position throughout the 5-year period. This is the cumulative result of two significant differences from the original plan:

1. Higher baseline of expenditures for Education (as a result of the proposed FY 2021 increase), and
2. The expected amortization of revenue from the January property lease with Willimantic Waste. The lease resulted in an up-front payment of \$325,000 to the Town. The original 5-Year Plan included this as a one-time revenue in FY 2020 that would play a major role in stabilizing the Town's finances. While the cash has been received, the Town's auditor indicates the revenue will be amortized over the life of the 99-year lease.

The First Selectman's Office and the Superintendent's Office have been working with OPM staff to modify the draft 5-Year Plan and incorporate updated information regarding FY 2020 projections. While a revised draft of the 5-Year Plan will demonstrate the Town eliminating the Fund Balance deficit within the five-year period, continued work on the plan is expected. The First Selectman and Superintendent plan to bring a revised 5-Year Plan before the Board of Finance and Board of Education for review and discussion over the course of the summer.

**MUNICIPAL ACCOUNTABILITY REVIEW BOARD
MEMORANDUM**

To: Members of the Municipal Accountability Review Board
From: Julian Freund
Date: June 17, 2020
Subject: Town of Sprague FY 2021 Budget

Background

According to the MARB statute, the MARB has approval authority of certain elements of the annual budgets of Tier II municipalities, including approval of assumptions regarding state revenues, property tax revenues and mill rates. The Memorandum of Agreement for restructuring funds between OPM and the Town of Sprague requires the entire Town budget be approved by the MARB.

The Town’s Board of Finance released a Recommended FY 2021 Budget following its meeting on May 28. The Sprague Subcommittee reviewed the budget along with a draft 5-Year Plan and provided feedback at its meeting on June 5. At its June 11 meeting, the Board of Finance approved a FY 2021 budget after making a \$5,000 reduction to Education reflecting adjusted tuition costs.

FY 2021 Budget Review

Revenues

Overall General Fund revenues increase by \$149,529 or 1.6%, in the FY 2021 budget. This net increase is driven entirely by an increase in Property Taxes of \$178,919, offset somewhat by a reduction in the estimated ECS grant and reductions in other revenues

Revenue Summary

Category	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Recommended	Change vs FY 2020	Percent Change
Property Taxes	5,662,784	5,931,604	5,928,640	6,110,523	178,919	3.0%
State Aid	3,211,125	3,287,804	3,288,114	3,266,027	(21,777)	-0.7%
All Other Revenue	516,142	222,771	221,373	215,158	(7,613)	-3.4%
Total Revenue	9,390,051	9,442,179	9,438,127	9,591,708	149,529	1.6%

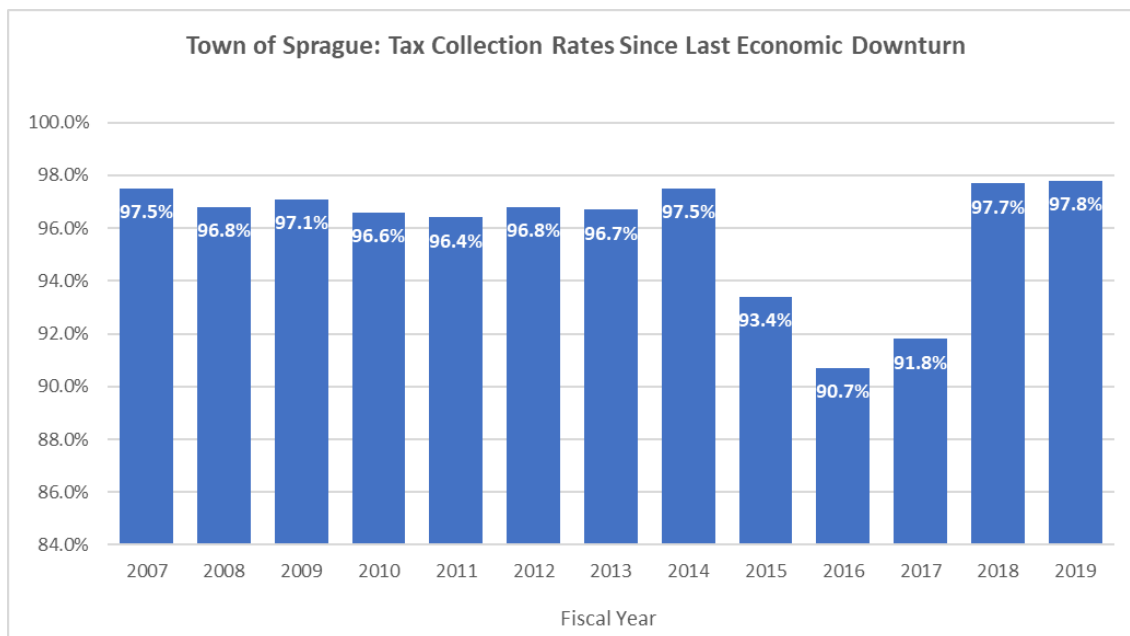
Property Taxes

Current Levy Tax Collections in the FY 2021 budget total \$5,669,773. This is an increase of \$181,420, or 3% over the FY 2020 levy. Grand List growth of 0.4% generates approximately \$22,820 of the new Current Levy revenue. The remainder of the increase is the result of a proposed one mill increase to the mill rate, to a mill rate of 35.75 mills. The mill rate increase generates an additional \$158,595 in tax revenue.

Current Levy				
	FY 2020 Budget	Increase due to:		FY 2021 Budget
		Grand List Growth	Mill Increase 1.0	
Current Levy	5,488,354	22,825	158,595	5,669,773

Property tax collections in the FY 2021 Budget are based on a tax collection rate of 97.0% which has been the budgeted collection rate for several years. The bar graph below depicts the Town’s actual collection rates since FY 2007, just prior to the last economic downturn.

The graph shows a slight dip in collections in the FY 2010 to FY 2013 timeframe possibly attributable to the recession. A larger impact between FY 2015 and FY 2017 is attributable to the 2014 foreclosure on the Fusion Papermill property and the resulting large write-off of unpaid taxes. For FY 2018 and FY 2019, the collection rate on the current levy exceeded the 97% target rate.



Collections on prior year taxes, interest and lien fees, and supplemental motor vehicle taxes are all budgeted at the same level as the current fiscal year.

5-Year Plan: The previously approved 5-Year Plan assumed no Grand List growth for the FY 2021 budget. The Plan provided for a 1.0 mill increase to the mill rate, consistent with the mill rate in the FY 2021 Budget.

State Aid

State Aid to municipalities comprises approximately 34% of the Town’s General Fund revenues. Most sources of State Aid are budgeted in FY 2020 at the same level as in FY 2019. The exception is Education Cost Sharing which decreases by \$21,984, or -0.8%, in the FY 2021 Budget. The budgeted amounts for State Aid are consistent with the levels of funding for aid to municipalities in the State budget. The table

below lists the major sources of formula state grants as included in the FY 2021 budget and the State budget.

FY 2021 Estimates of State Aid to Town of Sprague	Bd. of Finance FY 2021	State Biennial Budget FY 2021
MRSA Grants for Municipal Projects	386,528	386,528
PILOT State Property	6,156	6,156
Mashantucket Pequot Grant	17,479	17,479
Town Aid Roads (TAR)	151,738	151,738
Education Cost Sharing (ECS)	2,668,094	2,668,094

5-Year Plan: The 5-Year Plan assumed level State Aid, with the exception of ECS, which was assumed to increase by \$50,000 in FY 2021. As noted above, the level of State Aid included in the FY 2021 Budget is consistent with the State budget.

Other Revenue

All other sources of revenue represent just over 2% of General Fund revenues. In the aggregate, these sources decrease by \$7,613 compared to the current year.

Expenditures

Overall expenditures increase by \$151,890, or 1.6% in the FY 2021 budget. This net increase reflects a 2.95% increase in Education expenditures, an increase of 2.9% for Debt Service and Capital, and a decrease of -3.3% to Town operations.

Expenditure Summary

Category	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Recommended	Change vs FY 2020	Percent Change
Town Operating	1,962,653	2,016,879	1,925,376	1,950,640	(66,239)	-3.3%
Debt Service	872,637	886,325	886,325	911,625	25,300	2.9%
Board of Education	6,289,091	6,525,766	6,525,766	6,718,595	192,829	3.0%
Total Expenditures	9,124,381	9,428,970	9,337,467	9,580,860	151,890	1.6%

Town Operations

Budgeted expenditures for Town Operations reflect numerous reductions, including the following reductions affecting staffing and programming:

- Elimination of part-time Grants Manager: -\$34,057
- Freezing of a vacant part-time position Public Works Salaries: -\$47,600
- Elimination of Recreation programming: -\$16,094

- Reduction in hours of senior van driver: -\$11,110
- Reduction in hours funded for vacant position in Library: -\$8,372

Health Insurance expenses increase by \$39,003, or 39%. The Town participates in the State Partnership for health insurance. Budgeted expenses reflect a Partnership rate increase and one additional covered employee.

5-Year Plan: Operating Expenditures in the second year of the 5-Year Plan (FY 2021) totaled \$2,030,826 which is approximately \$80,000 higher than the budget approved by the Board of Finance for FY 2021. As noted above, numerous reductions have been made in the FY 2021 budget which were not contemplated in the 5-Year Plan.

Debt Service and Transfer to Capital Fund

Total Debt Service requirements decline by \$18,700 based on scheduled payments. The budget includes \$185,000 in interest expense on temporary notes due in September 2020. The contribution to Capital reserve increases from \$8,000 in the current year to \$22,000 in FY 2021.

5-Year Plan: Debt Service in the FY 2021 Budget is consistent with the scheduled payments reflected in the 5-Year Plan. Interest on Note payments has been updated in the budget. The transfer to Capital reserve is consistent with the 5-Year Plan at \$22,000.

Education

The Education budget represents an increase of \$192,829, or 2.95% over the current year budget. Education expenditures in the FY 2021 budget reflect adjustments to the original budget proposed by the Board of Education which rose by 3.48%. The revisions to the previous proposal include the following:

- Reductions in Wages accounts: -\$4,000
- Reduction to Health Insurance: -\$5,090
- Reduction to Legal Services: -\$5,000
- Reduction in funding for Substitutes: -\$5,000
- Reduction in Purchased Pupil Services: -\$10,000
- Reduction in Tuition expense: -\$5,000

Major expenditure drivers in the resulting Education budget include:

- Increase in Certified & Non-Certified Salaries: \$192,189
- Net increase in Health Insurance benefits: \$93,805
- Special Education H.S. Tuition: \$211,213

5-Year Plan: The 5-Year Plan provided for increases in Education spending that would correspond to increases in ECS funding, projected at \$50,000 per year. The budget provides an increase of approximately \$193,000 for Education in FY 2021.



**TOWN OF SPRAGUE
OPERATING BUDGET AND
CAPITAL & NON-RECURRING ITEMS BUDGET**

**BoF Approved 6/11/20
Awaiting MARB
Approval as of
6/16/2020**

A	B	C	D	E	F	G	H	I	J	K	L	M
1												
2	7/1/2019	TOWN OF SPRAGUE		Actual	Budget	Estimate	Budget			19-20 Bud v	19-20 Bud v	
3				2018-2019	2019-2020	2019-2020	2020-2021			20-21 Bud \$	20-21 Bud %	
4	EXPENDITURE TOTALS											
5	6000	BOARD OF SELECTMEN		92,862	93,025	91,275	91,227			(1,798)	-1.9%	
6	6005	ELECTIONS		17,045	20,103	20,103	23,007			2,904	14.4%	
7	6010	BOARD OF FINANCE		233	250	250	188			(62)	-24.8%	
8	6011	AUDITING		18,900	22,650	22,650	23,200			550	2.4%	
9	6012	BOOKKEEPER		28,212	29,110	29,110	29,392			282	1.0%	
10	6015	TAX ASSESSOR		22,913	25,425	22,913	25,425			-	0.0%	
11	6025	TAX COLLECTOR		29,838	30,262	30,262	28,907			(1,355)	-4.5%	
12	6030	TOWN TREASURER		2,400	2,400	2,400	2,400			-	0.0%	
13	6035	TOWN COUNSEL		18,764	27,000	27,000	27,000			-	0.0%	
14	6040	TOWN CLERK		53,279	52,675	52,675	53,170			495	0.9%	
15	6045	TELEPHONE SERVICES		11,655	11,700	11,248	11,500			(200)	-1.7%	
16	6050	POOL SECRETARIES		57,340	58,198	57,340	58,781			583	1.0%	
17	6055	TOWN OFFICE BUILDING		37,549	37,397	37,548	37,322			(75)	-0.2%	
18	6060	GRANTS/CONTRACTS MANAGER		31,845	34,057	15,541	-			(34,057)	-100.0%	
19	6100	PLANNING & ZONING COMMISSION		19,067	19,225	20,125	20,797			1,572	8.2%	
20	6111	LAND USE		730	800	800	800			-	0.0%	
21	6115	ECONOMIC DEVELOPMENT		600	900	900	900			-	0.0%	
22	6120	CONSERVATION COMMISSION		82	1,100	1,100	1,100			-	0.0%	
23	6150	CONSERVATION/WETLANDS ENFORCEMENT OFFICER		6,493	6,500	6,500	6,500			-	0.0%	
24	6200	HIGHWAYS		405,258	407,935	371,610	360,335			(47,600)	-11.7%	
25	6202	TREE MAINTENANCE		11,636	15,300	15,437	18,300			3,000	19.6%	
26	6205	STREET LIGHTING		14,047	14,000	16,174	17,000			3,000	21.4%	
27	6300	SOCIAL SECURITY		60,937	63,586	58,775	56,110			(7,476)	-11.8%	
28	6310	DEFERRED COMPENSATION		16,025	16,274	16,274	16,471			197	1.2%	
29	6400	REGIONAL PLANNING AGENCIES		37,994	38,528	38,407	38,862			334	0.9%	
30	6500	INSURANCE		185,231	197,566	204,572	236,445			38,879	19.7%	
31	6600	POLICE DEPARTMENT		188,983	178,903	187,950	177,665			(1,238)	-0.7%	
32	6605	FIRE DEPARTMENT		106,960	110,329	110,329	120,290			9,961	9.0%	
33	6610	EMERGENCY MANAGEMENT		4,022	4,030	4,030	4,030			-	0.0%	
34	6615	FIRE MARSHAL		10,847	11,442	11,442	11,729			287	2.5%	
35	6620	BUILDING OFFICIAL		20,697	21,141	21,141	21,466			35	1.5%	
36	6625	BLIGHT ENFORCEMENT OFFICER		3,803	3,856	3,853	3,891			35	0.9%	
37	6700	SANITATION & WASTE REMOVAL		74,597	71,000	71,000	70,000			(1,000)	-1.4%	
38	6702	WASTE MANAGEMENT		62,736	63,000	63,000	63,000			-	0.0%	
39	6810	COMMISSION ON AGING		91,242	91,767	85,932	79,481			(12,286)	-13.4%	
40	6950	CAPITAL PROJECTS		11,013	11,000	13,792	14,700			3,700	33.6%	
41	7000	PARKS & PLAYGROUND		2,006	1,500	1,008	750			(750)	-50.0%	
42	7002	RECREATION COMMISSION		15,770	16,094	13,578	-			(16,094)	-100.0%	
43	7003	RECREATION FACILITIES		1,885	1,900	1,800	1,825			(75)	-3.9%	
44	7004	RECREATION EVENTS		7,628	7,833	5,391	5,150			(2,683)	-34.3%	
45	7005	OTHER RECREATION PROGRAMS		1,250	1,250	-	1,250			-	0.0%	
46	7010	GRIST MILL		18,151	19,388	14,571	23,163			3,775	19.5%	
47	7012	HISTORICAL MUSEUM		5,444	5,200	3,660	2,130			(3,070)	-59.0%	
48	7015	LIBRARY		71,844	90,448	63,474	82,076			(8,372)	-9.3%	
49	7100	MISCELLANEOUS		23,764	21,556	19,471	20,975			(581)	-2.7%	
50	7150	SPRAGUE WTR. & SWR. AUTH.		8,201	8,500	8,500	8,500			-	0.0%	
51	7200	COMPUTER SERVICE & SUPPLIES		50,875	50,777	50,465	53,433			2,656	5.2%	
52	7255	SHARED SERVICES W/SCHOOL		-	-	-	-			-	0.0%	
53		Operating Budget		1,962,653	2,016,879	1,925,376	1,950,640			(66,529)	-3.3%	
54	7300	INTEREST PAYMENT - BONDS		201,419	178,325	178,325	159,625			(18,700)	-10.5%	
55	7305	REDEMPTION OF DEBT - PRINCIPAL		662,218	700,000	700,000	730,000			30,000	4.3%	
56	7360	Operating Transfer CNR Fund		9,000	8,000	8,000	22,000			14,000	175.0%	
57		Debt and Capital & Non-Recurring Items Budget		872,637	886,325	886,325	911,625			25,300	2.9%	
58	7400	Non-Budgetary Expenditures		-	-	-	-			-	0.0%	
59	7600	GAAP Accrued Payroll & CWF		-	-	-	-			-	0.0%	
60		Total General Town Expenditures		2,835,290	2,903,204	2,811,701	2,862,265			(40,939)	-1.4%	
61	7500	Total Board of Education Expenditures		6,289,091	6,525,766	6,525,766	6,718,595			192,829	3.0%	
62		TOTAL SPRAGUE EXPENDITURES		9,124,381	9,428,970	9,337,467	9,580,860			151,890	1.6%	
63												
64	REVENUE TOTALS											
65		TAXES		5,662,784	5,931,604	5,928,640	6,110,523			178,919	3.0%	
66		STATE GRANTS - SCHOOL		2,615,689	2,690,078	2,690,078	2,668,094			(21,984)	-0.8%	
67		STATE GRANTS - LOCAL		595,436	597,726	598,036	597,933			207	0.0%	
68		LOCAL REVENUES		105,960	98,400	97,002	92,650			(5,750)	-5.8%	
69		MISC REVENUES		337,959	54,000	54,000	54,000			-	0.0%	
70		INTERGOVERNMENTAL TRANSFERS		72,223	70,371	70,371	68,508			(1,863)	-2.6%	
71		OTHER MISC REVENUES		-	-	-	-			-	0.0%	
72		TOTAL REVENUES		9,390,051	9,442,179	9,438,127	9,591,708			149,529	1.6%	
73												
74	SUMMARY											
75		Total General Town Expenditures		2,835,290	2,903,204	2,811,701	2,862,265					-1.4%
76		Total Board of Education Expenditures		6,289,091	6,525,766	6,525,766	6,718,595					3.0%
77		TOTAL EXPENDITURES		9,124,381	9,428,970	9,337,467	9,580,860					1.6%
78												
79		TOTAL REVENUES		9,390,051	9,442,179	9,438,127	9,591,708					1.6%
80												
81		SURPLUS / (SHORTFALL)		265,670	13,208	100,660	10,848					-17.9%
82												
83		Mill Rate		32.00	34.75	34.75	35.75					



TOWN OF SPRAGUE
OPERATING BUDGET AND
CAPITAL & NON-RECURRING ITEMS BUDGET

BoF Approved 6/11/20
Awaiting MARB
Approval as of
6/16/2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
3				2018-2019		2019-2020		2019-2020		2020-2021		20-21 Bud \$	20-21 Bud %
84		CAPITAL & NON-RECURRING											
85	Source	CNR REVENUES											
86	Bond10	Bond 10 year		200,000		-		-		49,000			100.0%
87	Bond15	Bond 15 year		60,088		-		-		-			0.0%
88	Bond20	Bond 20 year		624,000		-		-		154,625			100.0%
89	CNR	Capital & Non-Recurring Fund		-		-		-		-			0.0%
90	BFD	CNR - Baltic Fire Department Reserve Fund		-		-		-		-			0.0%
91	GF	General Fund		-		-		-		-			0.0%
92	LOCIP	Local CIP		-		-		-		-			0.0%
93	OSF	Openspace Fund		2,000		-		-		-			0.0%
94	TAR	Town Aid for Roads		-		-		-		-			0.0%
95	FAD	Fundraisers and Donations		5,000		-		-		-			0.0%
96	GRANT	Grants		2,261,820		-		-		-			0.0%
97	OTH	Other		-		-		-		28,000			100.0%
98		TOTAL CNR REVENUES		3,152,908		-		-		231,625			100.0%
99													
100		CNR EXPENDITURES											
108													
109		Major Grant Projects											
118	Bond10	Hanover Reservoir Dredging and Dam Repair		-		-		-		20,000			
119													
120	OTH	Fish Ladder		-		-		-		28,000			
121													
122		Town Facilities											
133	CASH	Town Facilities Technology		-		-		-		3,000			
135	CASH	Library Technology		-		-		-		3,000			
143													
144		Town Reserve Fund Contributions											
145	CASH	Transfer to Plan of C & D Reserve		-		-		-		3,000			
146	CASH	Transfer to Salary 27th Pay Period Reserve		-		-		-		3,000			
147	CASH	Transfer to Town Revaluation Reserve		-		-		-		10,000			
148													
149		Public Works											
150	BOND	Tree Removal and Pruning		-		-		-		154,625			
151	CASH	Tree Replacement		-		-		-		-			
152													
239		Water and Sewer Authority											
260	Bond10	Water & Sewer Capital Upgrades		-		-		-		17,000			
270													
271		Fire Department											
272													
282	Bond10	Turn Out Gear		-		-		-		12,000			
298													
308													
314													
315		Total CNR Expenditures		-		-		-		253,625			
316		Less Total CNR Revenues		-		-		-		(231,625)			
317		Due from Tax Base (Acct #7360)		26,500		-		-		22,000			100.0%



**TOWN OF SPRAGUE
OPERATING BUDGET AND
CAPITAL & NON-RECURRING ITEMS BUDGET**

**BoF Approved 6/11/20
Awaiting MARB
Approval as of
6/16/2020**

	A	B	C	D	E	F	G	H	I	J	K	L	M
3				2018-2019		2019-2020		2019-2020		2020-2021		20-21 Bud \$	20-21 Bud %
318		DETAIL BREAKDOWN OF GENERAL GOVERNMENT											
319	6000	BOARD OF SELECTMEN		92,862		93,025		91,275		91,227		(1,798)	-1.9%
320	-1	First Selectman		40,000		40,000		40,000		40,400		400	1.0%
321	-2	Selectman		1,200		1,200		1,200		1,200		-	0.0%
322	-3	Selectman		1,200		1,200		1,200		1,200		-	0.0%
323	-4	Office supplies, meetings, misc.		1,356		1,260		1,260		1,260		-	0.0%
324	-5	Mileage		3,280		3,150		2,000		1,500		(1,650)	-52.4%
325	-6	Executive Assistant		44,826		45,215		45,215		45,667		452	1.0%
326	-7	Stipends for Additional Board Participation		1,000		1,000		400		-		(1,000)	-100.0%
327													
328	6005	ELECTIONS		17,045		20,103		20,103		23,007		2,904	14.4%
329	-1	Elections - Salaries		4,170		6,000		6,000		6,100		100	1.7%
330	-2	Elections - Misc		12,875		14,103		14,103		16,907		2,804	19.9%
331													
332	6010	BOARD OF FINANCE		233		250		250		188		(62)	-24.8%
333	-2	Town reports, supplies, brochures		233		250		250		188		(62)	-24.8%
334													0.0%
335	6011	AUDITING		18,900		22,650		22,650		23,200		550	2.4%
336													0.0%
337	6012	BOOKKEEPER		28,212		29,110		29,110		29,392		282	1.0%
338	-1	Salary		27,562		28,210		28,210		28,492		282	1.0%
339	-2	Support		650		900		900		900		-	0.0%
340													
341	6015	TAX ASSESSOR		22,913		25,425		24,430		25,425		-	0.0%
342	-1	Salary		22,000		22,165		22,000		22,165		-	0.0%
343	-4	Travel expense		78		300		300		300		-	0.0%
344	-5	Education & Dues		130		280		130		280		-	0.0%
345	-6	Sup. post., pricing manuals, repair/maint		706		1,680		1,000		1,680		-	0.0%
346	-7	Mapping		-		1,000		1,000		1,000		-	0.0%
347													
348	6025	TAX COLLECTOR		29,838		30,262		30,262		28,907		(1,355)	-4.5%
349	-1	Salary		26,532		26,532		26,532		26,797		265	1.0%
350	-2	DMV Charge Delinquent MV		-		-		-		-		-	0.0%
351	-4	Misc. supplies, school		521		700		700		700		-	0.0%
352	-5	Postage		2,785		3,030		3,030		1,410		(1,620)	-53.5%
353													
354	6030	TOWN TREASURER		2,400		2,400		2,400		2,400		-	0.0%
355													0.0%
356	6035	TOWN COUNSEL		18,764		27,000		27,000		27,000		-	0.0%
357		Town Counsel		18,764		20,000		20,000		20,000		-	0.0%
358		Financial Advisor		-		7,000		7,000		7,000		-	0.0%
359													
360	6040	TOWN CLERK		53,279		52,675		52,675		53,170		495	0.9%
361	-1	Salary		49,561		49,562		49,562		50,057		495	1.0%
362	-2	Office supplies, misc.		1,268		1,463		1,463		1,463		-	0.0%
363	-3	Dog Licenses		239		350		350		350		-	0.0%
364	-4	School		1,155		900		900		900		-	0.0%
365	-5	Micro filming (security)		1,056		400		400		400		-	0.0%
366													
367	6045	TELEPHONE SERVICES/DSL/WEBSITE		11,655		11,700		11,248		11,500		(200)	-1.7%
368													
369	6050	POOL SECRETARIES		57,340		58,198		57,830		58,781		583	1.0%
370	-1	Salary - Assistant Town Clerk		22,199		23,378		22,478		23,614		236	1.0%
371	-2	Salary - Land Use Clerk		35,141		34,820		35,352		35,167		347	1.0%
372													
373	6055	TOWN OFFICE BUILDING		37,549		37,397		35,494		37,322		(75)	-0.2%
374	-1	Janitorial Services		9,822		9,897		10,269		9,822		(75)	-0.8%
375	-2	Supplies, Maintenance		2,343		2,000		2,000		2,000		-	0.0%
376	-3	Heat Town Hall Facilities		10,113		11,500		9,222		11,500		-	0.0%
377	-4	Lights Town Hall Facilities		8,864		9,000		9,003		9,000		-	0.0%
378	-5	Repair & Renovation		6,407		5,000		5,000		5,000		-	0.0%
379													
380	6060	GRANTS/CONTRACTS MANAGER		31,845		34,057		15,541		-		(34,057)	-100.0%
381	-1	Salary		30,823		31,507		15,005		-		(31,507)	-100.0%
382	-2	Workshops, Seminars		397		700		150		-		(700)	-100.0%
383	-3	Misc. Supplies, Subscription, Postage		357		1,200		278		-		(1,200)	-100.0%
384	-4	Mileage		268		650		108		-		(650)	-100.0%
385													
386	6100	PLANNING & ZONING COMMISSION		19,067		19,225		20,125		20,797		1,572	8.2%
387	-1	Zoning Enforcement Officer		7,171		7,225		7,225		7,297		72	1.0%
388	-2	Technical Assistant-Planner		11,896		12,000		12,900		13,500		1,500	12.5%
389	-5	Secretarial & Other Services		-		-		-		-		-	0.0%
390													
391	6111	LAND USE		730		800		800		800		-	0.0%
392													
393	6115	ECONOMIC DEVELOPMENT		600		900		900		900		-	0.0%
394													



**TOWN OF SPRAGUE
OPERATING BUDGET AND
CAPITAL & NON-RECURRING ITEMS BUDGET**

**BoF Approved 6/11/20
Awaiting MARB
Approval as of
6/16/2020**

	A	B	C	D	E	F	G	H	I	J	K	L	M
3				2018-2019		2019-2020		2019-2020		2020-2021		20-21 Bud \$	20-21 Bud %
395	6120	CONSERVATION COMMISSION		82		1,100		1,100		1,100		-	0.0%
396	-2	Training Workshop		-		100		100		100		-	0.0%
397	-4	Miscellaneous, signage		82		1,000		1,000		1,000		-	0.0%
398												-	0.0%
399	6150	CONSERVATION/WETLANDS ENFORCEMENT OFFICER		6,493		6,500		6,500		6,500		-	0.0%
400												-	0.0%
401	6200	HIGHWAYS		405,258		407,935		371,610		360,335		(47,600)	-11.7%
402	-1	General Maintenance		67,892		45,000		45,000		45,000		-	0.0%
403	-2	Public works salaries		245,347		250,235		226,610		203,035		(47,200)	-18.9%
404	-3	Storm - Misc.o/t labor		15,877		26,200		13,500		26,200		-	0.0%
405	-4	Boots & Clothing		1,968		2,000		2,000		1,600		(400)	-20.0%
406	-5	Storm - Materials		29,211		27,500		27,500		27,500		-	0.0%
407	-6	Roadway Pavement Management		28,880		40,000		40,000		40,000		-	0.0%
408	-7	Town Garage		10,655		8,000		8,000		8,000		-	0.0%
409	-8	Stormwater Fees/Testing		4,928		8,500		8,500		8,500		-	0.0%
410	-10	Drug & Alcohol Testing		500		500		500		500		-	0.0%
411												-	0.0%
412	6202	TREE MAINTENANCE		11,636		15,300		15,437		18,300		3,000	19.6%
413	-1	Tree Warden		2,200		2,250		2,250		2,250		-	0.0%
414	-2	Tree Warden - Training Seminars		290		350		350		350		-	0.0%
415	-3	Tree Pruning, Removal, replacement		8,689		12,300		12,437		15,300		3,000	24.4%
416	-4	Mileage		457		400		400		400		-	0.0%
417												-	0.0%
418	6205	STREET LIGHTING		14,047		14,000		16,174		17,000		3,000	21.4%
419												-	0.0%
420	6300	SOCIAL SECURITY		60,937		63,586		58,775		56,110		(7,476)	-11.8%
421												-	0.0%
422	6310	DEFERRED COMPENSATION		16,025		16,274		16,274		16,471		197	1.2%
423												-	0.0%
424	6400	REGIONAL PLANNING AGENCIES		37,994		38,528		38,407		38,862		334	0.9%
425	-1	TVCCA		1,000		1,000		1,000		1,000		-	0.0%
426	-2	Council of Governments		1,641		1,641		1,641		1,641		-	0.0%
427	-3	Soil & Water Conservation		300		300		300		300		-	0.0%
428	-4	Womens Center		250		250		250		250		-	0.0%
429	-5	Uncas Health District		19,308		19,262		19,262		19,674		413	2.1%
430	-6	CT Conference of Municipalities		2,032		2,032		2,032		2,032		-	0.0%
431	-7	Norwich Probate Court		1,893		2,124		2,124		2,124		-	0.0%
432	-8	Council of Small Towns (COST)		725		725		725		725		-	0.0%
433	-9	Quinebaug Walking Weekends		175		175		175		175		-	0.0%
434	-10	SSAC of Eastern CT		300		300		300		300		-	0.0%
435	-11	Southeastern CT Enterprise Region (SECTER)		1,169		1,540		1,419		1,540		-	0.0%
436	-12	Regional Animal Control		9,201		9,179		9,179		9,100		(79)	-0.9%
437												-	0.0%
438	6500	INSURANCE		185,231		197,566		204,572		236,445		38,879	19.7%
439	-1	General Town		29,635		29,290		28,451		29,133		(157)	-0.5%
440	-2	Fire Department		16,381		15,890		16,537		16,690		800	5.0%
441	-4	Water & Sewer Plants		7,567		7,532		7,566		7,982		450	6.0%
442	-5	CIRMA (Workers Comp.)		35,582		40,560		34,085		39,343		(1,217)	-3.0%
443	-6	Employee Medical Insurance		92,116		100,344		113,982		139,347		39,003	38.9%
444	-7	Employee Insurance Waiver		3,950		3,950		3,950		3,950		-	0.0%
445												-	0.0%
446	6600	POLICE DEPARTMENT		188,983		178,903		187,950		177,665		(1,238)	-0.7%
447	-1	Resident Trooper Program		165,902		169,220		165,902		167,982		(1,238)	-0.7%
448	-2	Overtime (See revenue account 5200-13)		19,165		5,000		18,132		5,000		-	0.0%
449	-3	Dare Program		-		300		-		300		-	0.0%
450	-4	Supplies & misc.		148		500		148		500		-	0.0%
451	-5	School Crossing Guards		3,768		3,883		3,768		3,883		-	0.0%
452												-	0.0%
453	6605	FIRE DEPARTMENT		106,960		110,329		110,329		120,290		9,961	9.0%
454	-1	Vehicle Maintenance		24,905		20,904		20,904		24,000		3,096	14.8%
455	-2	Fixed Expenses		35,652		36,700		36,700		36,300		(400)	-1.1%
456	-3	Truck Supplies		7,400		7,400		7,400		7,550		150	2.0%
457	-4	Station Maintenance		9,034		9,325		9,325		11,200		1,875	20.1%
458	-5	Training		7,352		13,000		13,000		14,500		1,500	11.5%
459	-6	Business Expenses		12,617		13,000		13,000		14,140		1,140	8.8%
460	-7	Equipment Maintenance		10,000		10,000		10,000		12,600		2,600	26.0%
461	-8	Capital Expenses		-		-		-		-		-	0.0%
462												-	0.0%
463	6610	EMERGENCY MANAGEMENT/LEPC		4,022		4,030		4,030		4,030		-	0.0%
464	-1	Salary Director		2,200		2,200		2,200		2,200		-	0.0%
465	-4	Capital Expenses		-		-		-		-		-	0.0%
466	-5	Training Expense		500		500		500		500		-	0.0%
467	-6	Equipment Maintenance		822		830		830		830		-	0.0%
468	-8	Local Emergency Plan Chairperson (LEPC)		500		500		500		500		-	0.0%
469												-	0.0%
470	6615	FIRE MARSHAL/BURNING OFFICIAL		10,847		11,442		11,442		11,729		287	2.5%
471	-1	Salary		8,701		8,767		8,767		8,854		87	1.0%
472	-2	Office expenses, education, misc.		1,521		2,050		2,050		2,250		200	9.8%
473	-4	Burning Official		625		625		625		625		-	0.0%
474												-	0.0%



**TOWN OF SPRAGUE
OPERATING BUDGET AND
CAPITAL & NON-RECURRING ITEMS BUDGET**

**BoF Approved 6/11/20
Awaiting MARB
Approval as of
6/16/2020**

	A	B	C	D	E	F	G	H	I	J	K	L	M
3				2018-2019		2019-2020		2019-2020		2020-2021		20-21 Bud \$	20-21 Bud %
475	6620	BUILDING OFFICIAL		20,697		21,141		21,141		21,466		325	1.5%
476	-1	Salary		19,326		19,471		19,471		19,666		195	1.0%
477	-2	Mileage		371		800		800		800		-	0.0%
478	-3	Membership fees		250		120		120		250		130	108.1%
479	-6	Education, Training, Misc.		250		250		250		250		-	0.0%
480	-7	Office Supplies, Code volumes		500		500		500		500		-	0.0%
481													
482	6625	BLIGHT ENFORCEMENT OFFICER		3,803		3,856		3,853		3,891		35	0.9%
483	-1	Salary		3,529		3,556		3,553		3,591		35	1.0%
484	-2	Mileage		119		150		150		150		-	0.0%
485	-3	Postage		155		150		150		150		-	0.0%
486													
487	6700	SANITATION & WASTE REMOVAL		74,597		71,000		71,000		70,000		(1,000)	-1.4%
488	-2	Materials & Misc.		8,671		5,000		5,000		5,000		-	0.0%
489	-3	Recycling		65,926		66,000		66,000		65,000		(1,000)	-1.5%
490													
491	6702	WASTE MANAGEMENT		62,736		63,000		63,000		63,000		-	0.0%
492													
493	6810	COMMISSION ON AGING		91,242		91,767		85,932		79,481		(12,286)	-13.4%
494	-1	Salary - Coordinator		20,437		19,143		25,755		31,574		12,431	64.9%
495	-2	Municipal Agent		109		500		125		200		(300)	-60.0%
496	-4	Office, supplies, misc.		1,597		1,740		4,338		1,740		-	0.0%
497	-5	Elevator contract		2,358		2,437		2,425		2,515		78	3.2%
498	-6	Programs		2,144		3,000		3,000		3,000		-	0.0%
499	-7	Van Driver/Bus Driver -1		22,413		25,110		13,826		14,000		(11,110)	-44.2%
500	-7a	Van Driver/Bus Driver-2		16,321		16,612		18,741		19,452		2,840	17.1%
501	-8	Senior Center Aide		15,502		16,225		7,651		-		(16,225)	-100.0%
502	-9	Vehicle Expenses		10,361		7,000		10,071		7,000		-	0.0%
503													
504	6950	CAPITAL PROJECTS		11,013		11,000		13,792		14,700		3,700	33.6%
505	-1	Repairs to Central Plant		6,000		6,000		10,792		6,000		-	0.0%
506	-2	Engineering Fees		5,013		5,000		3,000		8,700		3,700	74.0%
507													
508	7000	PARKS & PLAYGROUND (BoS)		2,006		1,500		1,008		750		(750)	-50.0%
509													
510	7002	RECREATION COMMISSION		15,770		16,094		13,578		-		(16,094)	-100.0%
511	-1	Recreation Salaries		12,919		14,594		13,578		-		(14,594)	-100.0%
512	-2	Recreation Supplies		2,851		1,500		-		-		(1,500)	-100.0%
513													
514	7003	RECREATION FACILITIES		1,885		1,900		1,800		1,825		(75)	-3.9%
515	-2	Electricity		1,885		1,900		1,800		1,825		(75)	-3.9%
516													
517	7004	RECREATION EVENTS		7,628		7,833		5,391		5,150		(2,683)	-34.3%
518	-1	Three Villages Fall Festival		5,878		5,912		3,293		3,500		(2,412)	-40.8%
519	-2	Earth Day		269		400		-		400		-	0.0%
520	-3	Youth Year Long Activity		512		500		1,612		500		-	0.0%
521	-4	Shetucket River Festival		469		521		225		250		(271)	-52.0%
522	-8	Other/Indoor Soccer		500		500		261		500		-	0.0%
523													
524	7005	OTHER RECREATION PROGRAMS (BoS)		1,250		1,250		-		1,250		-	0.0%
525	-1	Sprague/Franklin/Canterbury Little League		1,250		1,250		-		1,250		-	0.0%
526													
527	7010	GRIST MILL		18,151		19,388		14,571		23,163		3,775	19.5%
528	-1	Supplies, Maintenance		1,437		850		250		850		-	0.0%
529	-2	Elevator Maintenance		2,151		2,218		2,221		7,443		5,225	235.6%
530	-3	Heat & Lights		9,290		9,300		6,970		7,850		(1,450)	-15.6%
531	-4	Grist Mill Cleaner		5,273		7,020		5,130		7,020		-	0.0%
532													
533	7012	HISTORICAL MUSEUM		5,444		5,200		3,660		2,130		(3,070)	-59.0%
534	-1	Museum Clerk		5,244		5,000		3,460		1,930		(3,070)	-61.4%
535	-14	Sprague Historical Society		200		200		200		200		-	0.0%
536													
537	7015	LIBRARY		71,845		90,448		63,474		82,076		(8,372)	-9.3%
538	-1	Librarian Assistant - 1		10,655		12,872		6,970		12,996		124	1.0%
539	-10	Library Director		21,628		28,160		23,776		28,160		-	0.0%
540	-11	Programs		2,000		2,000		2,000		2,500		500	25.0%
541	-12	Staff Development		407		500		500		500		-	0.0%
542	-13	State Library/iConn Membership		283		550		550		550		-	0.0%
543	-2	Books & DVDs		5,340		5,500		5,500		4,500		(1,000)	-18.2%
544	-3	Supplies, misc.		2,250		2,250		2,250		2,054		(196)	-8.7%
545	-4	Librarian Assistant - 4		11,129		12,872		8,219		12,996		124	1.0%
546	-5	Librarian Assistant -5		4,967		12,872		5,362		5,500		(7,372)	-57.3%
547	-6	Librarian Assistant - 6		13,186		12,872		8,347		12,320		(552)	-4.3%
548													



**TOWN OF SPRAGUE
OPERATING BUDGET AND
CAPITAL & NON-RECURRING ITEMS BUDGET**

**BoF Approved 6/11/20
Awaiting MARB
Approval as of
6/16/2020**

	A	B	C	D	E	F	G	H	I	J	K	L	M
3				2018-2019		2019-2020		2019-2020		2020-2021		20-21 Bud \$	20-21 Bud %
549	7100	MISCELLANEOUS		23,764		21,556		19,471		20,975		(581)	-2.7%
550	-10	Newsletter - Salaries		3,033		3,056		2,037		600		(2,456)	-80.4%
551	-11	Bank Fees		482		-		-		-		-	0.0%
552	-12	Newsletter- Misc.		4,150		4,000		3,290		2,000		(2,000)	-50.0%
553	-2	War Memorial/Lords Bridge Gazebo		599		600		670		675		75	12.5%
554	-3	Cemeteries, Vets Graves				700		474		700		-	0.0%
555	-4	Contingent Fund		3,000		3,000		3,000		3,000		-	0.0%
556	-5	Memorial Day Celebration		1,496		1,200		1,000		1,000		(200)	-16.7%
557	-6	Legal Ads		11,004		9,000		9,000		13,000		4,000	44.4%
558	-8	Unemployment Compensation				-		-		-		-	0.0%
559													
560	7150	SPRAGUE WATER & SEWER AUTHORITY		8,201		8,500		8,500		8,500		-	0.0%
561	-1	Water & Sewer Public Services		8,201		8,500		8,500		8,500		-	0.0%
562													
563	7200	COMPUTER SERVICE/OFFICE MACHINES		50,875		50,777		50,465		53,433		2,656	5.2%
564	-1	Town Clerk		8,372		9,850		9,850		9,850		-	0.0%
565	-2	Tax Collector		8,676		7,100		7,100		9,031		1,931	27.2%
566	-3	Assessor/Building Inspector		10,265		12,317		12,317		12,317		-	0.0%
567	-4	Selectmen/Treasurer		1,000		1,000		1,000		1,000		-	0.0%
568	-5	Equipment Maintenance		10,063		7,000		7,000		7,000		-	0.0%
569	-6	Supplies - Server Support - Virus Renewal		4,419		5,000		5,000		5,000		-	0.0%
570	-7	Paychex Services		3,926		3,500		3,025		3,200		(300)	-8.6%
571	-8	Library Support		2,406		3,262		3,262		4,124		862	26.4%
572	-9	Mail System		708		708		708		708		-	0.0%
573	-10	Fixed Asset Inventory		1,040		1,040		1,203		1,203		163	15.7%
574													
575	7255	SHARED SERVICES W/SCHOOL		-		-		-		-		-	0.0%
576													
577		OPERATING BUDGET		1,962,654		2,016,879		1,925,329		1,950,640		(66,239)	-3.3%
578													
579	7300	DEBT - INTEREST PAYMENT		201,419		178,325		178,325		159,625		(18,700)	-10.5%
580	-14	2005 Bonds; Land Acquisition and Roads		29,000		24,750		24,750		24,750		-	0.0%
581	-15	2009 Bonds; Roads, Roof, Fire Truck; ADA; Truck; Pump		28,744		23,900		23,900		19,200		(4,700)	-19.7%
582	-16	2013 Bonds-Various Purposes		143,675		129,675		129,675		115,675		(14,000)	-10.8%
583													
584													
585	7305	DEBT - PRINCIPAL PAYMENT		662,860		700,000		700,000		730,000		30,000	4.3%
586	-14	2005 Bonds; Land Acquisition and Roads		85,000		85,000		85,000		85,000		-	0.0%
587	-15	2009 Bonds; Roads, Roof, Fire Truck; ADA; Truck; Pump		125,000		125,000		125,000		110,000		(15,000)	-12.0%
588	-16	2013 Bonds-Various Purposes		350,000		350,000		350,000		350,000		-	0.0%
589	-16	Note Payment		102,860		140,000		140,000		185,000		45,000	32.1%
590													
591		MEMO - TOTAL DEBT PAYMENT (INTEREST+ PRINCIPAL)		864,279		878,325		878,325		889,625		11,300	1.3%
592													
593	7360	Operating Transfer CNR Fund		9,000		8,000		8,000		22,000		14,000	175.0%
594	7400	Non-Budgetary Expenditures		-		-		-		-		-	0.0%
595	7600	GAAP Accrued Payroll & CWF		-		-		-		-		-	0.0%
596		Total General Town Expenditures		2,835,933		2,903,204		2,811,654		2,862,265		(40,939)	-1.4%
597	7500	Total Board of Education Expenditures		6,289,091		6,525,766		6,525,766		6,718,595		192,829	3.0%
598		TOTAL SPRAGUE BUDGET		9,125,024		9,428,970		9,337,420		9,580,860		151,890	1.6%
599													



**TOWN OF SPRAGUE
OPERATING BUDGET AND
CAPITAL & NON-RECURRING ITEMS BUDGET**

**BoF Approved 6/11/20
Awaiting MARB
Approval as of
6/16/2020**

	A	B	C	D	E	F	G	H	I	J	K	L	M
3				2018-2019		2019-2020		2019-2020		2020-2021		20-21 Bud \$	20-21 Bud %
600		REVENUES											
601		TAXES		5,662,784		5,931,604		5,928,640		6,110,523		178,919	3.0%
602	5000-1	Current Taxes		5,289,842		5,488,354		5,488,354		5,669,773		181,419	3.3%
603	5000-2	Current Year Interest and Lien Fees		23,531		20,000		20,000		20,000		-	0.0%
604	5000-3	Prior Years Tax		63,212		125,000		125,000		125,000		-	0.0%
605	5000-4	Prior Years Interest & Lien Fees		12,138		35,000		35,000		35,000		-	0.0%
606	5000-5	Current Supplemental Motor Vehicle Tax		74,061		72,000		72,000		72,000		-	0.0%
607	5000-6	Firefighter Tax Abatement (contra)		-		(8,750)		(8,750)		(11,250)		(2,500)	28.6%
608	5000-7	PILOT Solar Farm/Fusion		200,000		200,000		200,000		200,000		-	0.0%
609	5000-8	Tax & Applic. Refunds (contra)		-		-		(2,847)		-		-	0.0%
610	5000-9	Tax Overpayments Ret'd (contra)		-		-		(117)		-		-	0.0%
611													
612		STATE GRANTS - SCHOOL		2,615,689		2,690,078		2,690,078		2,668,094		(21,984)	-0.8%
613	5100-1	Education Block Grant (ECS)		2,615,689		2,690,078		2,690,078		2,668,094		(21,984)	-0.8%
614	5100-4	Teacher Pension		-		-		-		-		-	0.0%
615	5100-5	Pupil Transportation (public)		-		-		-		-		-	0.0%
616	5100-3	Adult Education		-		-		-		-		-	0.0%
617	5100-6	Special Education		-		-		-		-		-	0.0%
618	5100-7	Teacher's Retirement		-		-		-		-		-	0.0%
619													
620		STATE GRANTS - LOCAL		595,436		597,726		598,036		597,933		207	0.0%
621	5200-1	Telecomm. Property Grant Tax		5,416		5,416		5,221		5,221		(195)	-3.6%
622	5200-2	Municipal Revenue Sharing Account (MRSA) Municipal Projects		386,528		386,528		386,528		386,528		-	0.0%
623	5200-3	Municipal Revenue Sharing (formerly Property Tax Relief Grant)		-		-		-		-		-	0.0%
624	5200-4	PILOT State Property		6,156		6,156		6,156		6,156		-	0.0%
625	5200-5	Mashantucket Pequot Grant		17,479		17,749		17,479		17,479		(270)	-1.5%
626	5200-6	Veterans Tax Relief		2,518		2,518		2,518		2,574		56	2.2%
627	5200-7	Disability Exemption Reimbursement		491		695		490		894		199	0.0%
628	5200-8	Elderly Property Exemption/Freeze		-		-		-		-		-	0.0%
629	5200-10	Judicial 10th Circuit		2,445		1,000		1,980		1,000		-	0.0%
630	5200-11	SLA - Emergency Mgmt. Agency		-		2,800		2,800		2,800		-	0.0%
631	5200-13	State Police O/T Reimb (ref. 6600-2)		14,796		15,000		15,000		15,000		-	0.0%
632	5200-14	Town Aid Roads (TAR)		151,064		151,064		151,064		151,738		674	0.4%
633	5200-16	Elderly and Disabled Transportation Grant		8,543		8,800		8,800		8,543		(257)	-2.9%
634													
635		LOCAL REVENUES		105,960		98,400		97,002		92,650		(5,750)	-5.8%
636	5300-1	Interest Income		6,667		4,000		4,048		3,000		(1,000)	-25.0%
637	5300-2	License & Permit Fees		985		1,000		1,000		1,000		-	0.0%
638	5300-3	Building Permit Fees		31,999		25,000		25,000		25,000		-	0.0%
639	5300-4	Dog License Fees		1,145		2,750		1,500		1,500		(1,250)	-45.5%
640	5300-5	Sundry Receipts		400		400		400		400		-	0.0%
641	5300-6	Recording Land Records , Maps, etc		12,187		10,000		10,334		10,000		-	0.0%
642	5300-8	Conveyance Tax		18,316		17,000		17,000		17,000		-	0.0%
643	5300-9	Copies-Fax Machine		5,697		5,000		5,000		5,000		-	0.0%
644	5300-10	Permit Fees, P&Z, Inland & Wetlands		2,822		4,000		3,500		3,500		(500)	-12.5%
645	5300-11	Reimbursement of Legal Fees		-		-		-		-		-	0.0%
646	5300-12	Versailles Sewer Assessments		-		-		-		-		-	0.0%
647	5300-13	Landfill Receipts		22,011		25,000		25,000		23,000		(2,000)	-8.0%
648	5300-14	Newsletter		2,321		3,000		3,000		2,000		(1,000)	-33.3%
649	5300-15	Marriage Licenses		192		150		160		150		-	0.0%
650	5300-16	Sportsmans Licenses		114		150		100		150		-	0.0%
651	5300-17	Farmland Preservation		1,104		950		960		950		-	0.0%
652													
653		MISC REVENUES		337,959		54,000		54,000		54,000		-	0.0%
654	5400-1	SCRRRA Subsidy		3,977		2,000		2,000		2,000		-	0.0%
655	5400-3	Insurance Claims/Rebates		-		-		-		-		-	0.0%
656	5400-4	Sale of Assets		-		-		-		-		-	0.0%
657	5400-5	Other Revenues		277,331		-		-		-		-	0.0%
658	5400-6	Waste Management		56,651		52,000		52,000		52,000		-	0.0%
659													
660		INTERGOVERNMENTAL TRANSFERS		72,223		70,371		70,371		68,508		(1,863)	-2.6%
661	5500-1	Water Improvement - Principal S&W Dept.		-		-		-		-		-	0.0%
662	5500-2	Water Improvement - Interest S&W Dept.		-		-		-		-		-	0.0%
663	5500-3	Prin.Subsidy from S & W for Resv. Dam Proj.		45,000		45,000		45,000		45,000		-	0.0%
664	5500-4	Int. Subsidy from S & W for Resv. Dam Proj.		27,223		25,371		25,371		23,508		(1,863)	-7.3%
665	5500-5	Other		-		-		-		-		-	0.0%
666													
667		OTHER MISC REVENUES		-		-		-		-		-	0.0%
668	5600	Non-Budgetary Income		-		-		-		-		-	0.0%
669	5700	Appro. from Undesig. Fund Balance		-		-		-		-		-	0.0%
670													
671		TOTAL REVENUE		9,390,051		9,442,179		9,438,127		9,591,708		149,529	1.6%
672													
673		Total General Town Expenditures		2,835,933		2,903,204		2,811,654		2,862,265		(40,939)	-1.4%
674	7500	Total Board of Education Expenditures		6,289,091		6,525,766		6,525,766		6,718,595		192,829	3.0%
675		TOTAL EXPENDITURES		9,125,024		9,428,970		9,337,420		9,580,860		151,890	1.6%
676													
677		SURPLUS / (SHORTFALL)		265,027		13,209		100,708		10,848			
678													

Town of Sprague Budget Status as of April 30, 2020

Summary

As of the end of April 2020, total revenues collected are 103% 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 \$2,690,078 in ECS funds. Excluding the restructuring funds, total revenues as of 4/30/20 would be at 98% of budget, which is slightly less than revenues for the same period in FY 2018/19 which were at 101%. This is mainly due to the Town not having received the Municipal Revenue Sharing grant (\$386,528) as of 4/30/20.

Total expenditures as of 4/30/20 are at 73% of budget. This is 9% lower than expenditures for the same period in FY 2018/19 which were 82%.

<i>Budget Category</i>	FY 2019/2020			Same Period Prior Year
	Budget	Year to Date	Year to Date %	
Property Taxes	5,931,604	5,892,626	99%	99%
State Education Grants	2,690,078	2,666,736	99%	99%
Other State Grants	597,726	198,163	33%	95%
Other Revenue	222,771	995,721	447%	209%
Total General Fund Revenues	9,442,179	9,753,246	103%	101%
Town/Municipal Expenditures	2,903,205	2,343,422	81%	83%
Board of Education Expenditures	6,525,766	4,564,813	70%	82%
Total General Fund Expenditures	9,428,971	6,908,234	73%	82%

The attached Budget vs. Actual report provides a detailed report of all revenues and expenditures as of the end of January. 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 April 30, 2020 of the current fiscal year are at 99% of the budgeted amount. This is comparable to property tax collections for the same period in last fiscal year which were 99% of budget, as well.

State Grants make up 34.8% of total budgeted revenues. The Town has received all three installments of ECS (\$2,666,736), with the amount received approximately \$23,342 less than budgeted. Also, as of April 30, the Town received Town Aid Road funding (\$151,738) and the first two installments of Mashantucket Pequot revenue (\$11,652). Other state revenues include the PILOT payment for State Property (\$6,156), State Police DUI Grant (\$15,410), receipts for fines/violations from court clerks (\$1,980), Veterans Tax Relief (\$2,576) and Disability Exemption reimbursement (\$581) as of April 30, 2020, which accounts for 87% of State Grants in the current fiscal year. For the same period last fiscal year, the Town had received 98% of its State Grants. The large variance, as mentioned above, is due to the Town not having received its Municipal Revenue Sharing funds yet this 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 \$995,721, 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 77% of the total budgeted amount, which is 14% less than the prior year. Revenues were at 91% 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]. The variance is mainly attributable to lower waste management revenues in the current year (46% in FY20 vs 72% in FY19), which is due to a change/error in billings from one of the local trash incinerators/carriers. The lower revenues also correlate to lower waste management expense in the current year. (The Town has since contacted the incinerator and trash carrier to rectify this issue and current revenues/expenses are being incurred/received.)

Expenditures

Departmental and other operating expenditures as of April 30, 2020 tend to range between 75% and 85% with a few exceptions where year-to-date expenditures are below that range. In most cases, Town current year expenditures are comparable to last fiscal year's expenditures for the same period. Some exceptions include Highway expenditures which are 11% lower in the current year due to a mild winter and a vacant part-time position and waste management expenditures which are 35% lower than the prior year due to an issue with billings from the incinerator/trash carrier. Additionally, current year fire department expenditures are 20% higher than prior year due to increased vehicle and equipment maintenance and trainings for new members.

Payments for memberships on regional agencies (99% year-to-date), insurance premiums (91% year-to-date) and maintenance contracts (91% year-to-date) tend to be invoiced in one or several installments. Similarly, payments on bond principal (100%) and interest (94%) are scheduled payments that do not necessarily occur evenly throughout the fiscal year.

Year to date expenditures by the Board of Education total \$4,564,813 or 70% of total budget. For the same period last fiscal year, Board of Education expenditures were slightly higher at 82% of budget.

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
 July 2019 through April 2020

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals				
	Feb 2020	Mar 2020	April 2020	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
Ordinary Income/Expense													
Income													
5000 - Taxes													
5000-1 - Current Taxes	45,387	53,311	26,045	5,488,354	5,466,833	(21,521)	100%	100%	5,488,354	5,488,354	-	100%	
5000-2 - Current Interest & Lien Fees	3,518	3,763	2,473	20,000	20,641	641	103%	100%	20,641	20,000	641	103%	
5000-3 - Prior Year Tax	12,642	10,846	3,922	125,000	95,487	(29,513)	76%	56%	125,000	125,000	-	100%	
5000-4 - Prior Year Interest/Lien Fees	1,796	5,032	1,225	35,000	27,014	(7,986)	77%	71%	35,000	35,000	-	100%	
5000-5 - Current Supp MV Tax	9,826	5,709	2,091	72,000	85,180	13,180	118%	136%	85,180	72,000	13,180	118%	
5000-6 - Firefighter Tax Abatement	-	-	-	(8,750)	-	8,750	0%	0%	(8,750)	(8,750)	-	100%	
5000-7 - PILOT Solar Farm	-	-	-	200,000	200,435	435	100%	100%	200,000	200,000	-	100%	
5000-8 - Tax & Applic. Refunds (contra)	(616)	(347)	-	-	(2,848)	(2,848)	100%	100%	2,848	-	2,848	100%	
5000-9 - Tax Overpymnts Ret'd (contra)	-	-	-	-	(117)	(117)	100%	100%	(117)	-	(117)	100%	
Total 5000 - Taxes	72,553	78,314	35,756	5,931,604	5,892,626	(38,979)	99%	99%	5,948,156	5,931,604	16,552	100%	
5100 - State Grants-School													
5100-1 - ECS - Assis. to Towns for Educ.	-	-	1,334,134	2,690,078	2,666,736	(23,342)	99%	99%	2,666,736	2,690,078	(23,342)	99%	
Total 5100 - State Grants-School	-	-	1,334,134	2,690,078	2,666,736	(23,342)	99%	99%	2,666,736	2,690,078	(23,342)	99%	
5200 - State Grants-Local													
5200-1 - Telecomm. Property Tax Grant	-	5,222	-	5,416	5,222	(194)	96%	62%	5,416	5,416	-	100%	
5200-10 - Judicial 10th Circuit Court	540	-	-	1,000	1,980	980	198%	460%	1,980	1,000	980	198%	
5200-11 - SLA - Emergency Mgmt. Agency	-	-	-	2,800	-	(2,800)	0%	0%	2,800	2,800	-	100%	
5200-13 - St. Police O/T	-	-	-	15,000	15,410	410	103%	54%	15,410	15,000	410	103%	
5200-14 - Town Aid Roads	-	-	151,738	151,064	151,738	674	100%	100%	151,738	151,064	674	100%	
5200-16 - Elderly & Disabled Transp Grant	2,848	-	-	8,800	2,848	(5,952)	32%	65%	8,800	8,800	-	100%	
5200-2 - Municipal Rev Sharing-Muni Proj	-	-	-	386,528	-	(386,528)	0%	100%	386,528	386,528	-	100%	
5200-4 - PILOT - State Property	-	-	-	6,156	6,156	-	100%	100%	6,156	6,156	-	100%	
5200-5 - Mashantucket Pequot Grant	-	5,826	-	17,749	11,652	(6,097)	66%	67%	17,749	17,749	-	100%	
5200-6 - Veterans Tax Relief	-	-	-	2,518	2,576	58	102%	105%	2,576	2,518	58	102%	
5200-7 - Disability Exemption Reimb.	-	-	-	695	581	(114)	84%	74%	695	695	-	100%	
Total 5200 - State Grants-Local	3,388	11,048	151,738	597,726	198,163	(399,563)	33%	95%	599,848	597,726	2,122	100%	
5300 - Local Revenues													
5300-1 - Interest Income	941	664	577	4,000	2,700	(1,300)	68%	581%	4,000	4,000	-	100%	
5300-10 - Permit Fees, P&Z, Inland & Wetl	1,185	457	42	4,000	2,873	(1,127)	72%	60%	4,000	4,000	-	100%	
5300-13 - Landfill Receipts	1,622	818	100	25,000	15,693	(9,308)	63%	71%	25,000	25,000	-	100%	
5300-14 - Newsletter Ads	-	61	70	3,000	1,502	(1,498)	50%	75%	3,000	3,000	-	100%	
5300-15 - Marriage Licenses	-	16	-	150	176	26	117%	107%	176	150	26	117%	
5300-16 - Sportsmans Licenses	11	10	3	150	83	(67)	55%	65%	150	150	-	100%	
5300-17 - Farmland Preservation	60	72	45	950	885	(65)	93%	101%	950	950	-	100%	
5300-2 - Licenses,Burial, Crem, Pis, Liq	-	20	210	1,000	700	(300)	70%	54%	1,000	1,000	-	100%	
5300-3 - Building Inspector Fees	1,120	269	2,693	25,000	14,062	(10,938)	56%	55%	25,000	25,000	-	100%	
5300-4 - Dog License Fees	7	-	-	2,750	355	(2,395)	13%	13%	2,750	2,750	-	100%	
5300-5 - Sundry Receipts, faxes, etc	12	8	-	400	116	(284)	29%	191%	400	400	-	100%	
5300-6 - Recording Land Rec,maps, trade	934	1,039	522	10,000	12,116	2,116	121%	103%	12,116	10,000	2,116	121%	
5300-8 - Conveyance Tax	663	1,400	-	17,000	16,954	(46)	100%	92%	17,000	17,000	-	100%	
5300-9 - Copies	533	419	1,222	5,000	5,802	802	116%	92%	5,802	5,000	802	116%	
Total 5300 - Local Revenues	7,088	5,253	5,484	98,400	74,016	(24,384)	75%	80%	101,344	98,400	2,944	103%	
5400 - Misc Revenues													
5400-1 - Trans. Subsidy from SCRRA	-	-	-	2,000	-	(2,000)	0%	0%	2,000	2,000	-	100%	
5400-5 - Other Revenues	600	200	100	-	827,326	827,326	100%	100%	827,226	-	827,226	100%	
5400-6 - Waste Management	2,355	2,660	2,921	52,000	24,008	(27,992)	46%	72%	52,000	52,000	-	100%	
Total 5400 - Misc Revenues	2,955	2,860	3,021	54,000	851,334	797,334	1577%	562%	881,226	54,000	827,226	1632%	
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%	
Total Income	85,984	97,475	1,530,133	9,442,179	9,753,246	311,067	103%	101%	10,267,681	9,442,179	825,502	109%	
Gross Profit	85,984	97,475	1,530,133	9,442,179	9,753,246	311,067	103%	101%	10,267,681	9,442,179	825,502	109%	
Expense													
6000 - Board of Selectmen													
6000-1 - First Selectman	1,638	1,638	3,077	40,000	31,068	(8,932)	78%	89%	40,000	40,000	-	100%	
6000-2 - Selectman 2	100	100	100	1,200	1,000	(200)	83%	83%	1,200	1,200	-	100%	
6000-3 - Selectman 3	1,538	1,538	100	1,200	3,776	2,576	315%	83%	3,776	1,200	2,576	315%	
6000-4 - Selectman office Sup, Misc.	100	-	24	1,260	1,146	(114)	91%	48%	1,260	1,260	-	100%	
6000-5 - Selectman - Mileage	-	-	-	3,150	1,509	(1,641)	48%	85%	1,509	3,150	(1,641)	48%	

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
 July 2019 through April 2020

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals			
	Feb 2020	Mar 2020	April 2020	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year-End Est.	Budget	\$ Remaining
6000-6 · Selectman Executive Assistant	3,478	3,478	3,478	45,215	38,256	(6,959)	85%	84%	45,215	45,215	-	100%
6000-7 · Stipend Add'l Brd Participation	-	-	-	1,000	400	(600)	40%	85%	400	1,000	(600)	40%
Total 6000 · Board of Selectmen	6,854	6,754	6,779	93,025	77,155	(15,870)	83%	86%	93,360	93,025	335	100%
6005 · Elections												
6005-1 · Election Salaries	169	120	228	6,000	3,104	(2,896)	52%	76%	6,000	6,000	-	100%
6005-2 · Election Misc.	37	18	52	14,103	5,982	(8,121)	42%	118%	14,103	14,103	-	100%
Total 6005 · Elections	206	138	280	20,103	9,086	(11,017)	45%	104%	20,103	20,103	-	100%
6010 · Board of Finance												
6010-2 · BOF - Town Rpt, Sup.	-	-	-	250	-	(250)	0%	5%	250	250	-	100%
Total 6010 · Board of Finance	-	-	-	250	-	(250)	0%	5%	250	250	-	100%
6011 · Auditing	-	-	(1,863)	22,650	18,137	(4,513)	80%	80%	22,650	22,650	(600)	100%
6012 · Bookkeeper												
6012-1 · Bookkeeper - Salary	2,259	2,161	2,096	28,210	23,761	(4,449)	84%	83%	28,210	28,210	-	100%
6012-2 · Bookkeeper-Support	572	311	-	900	883	(17)	98%	39%	900	900	-	100%
Total 6012 · Bookkeeper	2,831	2,472	2,096	29,110	24,644	(4,466)	85%	82%	29,110	29,110	-	100%
6015 · Assessors												
6015-1 · Assessors, Salary	3,410	1,705	1,705	22,165	19,182	(2,984)	87%	85%	22,165	22,165	-	100%
6015-4 · Assessors, Travel Expense	-	-	-	300	41	(259)	14%	0%	300	300	-	100%
6015-5 · Assessors, Sch,Wrkshp, Seminars	-	-	-	280	-	(280)	0%	46%	280	280	-	100%
6015-6 · Assess. Misc. Supplies, Postage	-	111	-	1,680	177	(1,503)	11%	36%	1,680	1,680	-	100%
6015-7 · Assess. Map updts, Pric.Manuls	-	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
Total 6015 · Assessors	3,410	1,816	1,705	25,425	19,400	(6,026)	76%	77%	25,425	25,425	-	100%
6025 · Tax Collector												
6025-1 · Tax Collector, Salary	2,041	2,041	2,041	26,532	22,450	(4,082)	85%	85%	26,532	26,532	-	100%
6025-4 · Tax Collector Misc. Sup. Sch.	190	91	-	700	445	(255)	64%	59%	700	700	-	100%
6025-5 · Tax Collector, Postage	329	-	-	3,030	329	(2,701)	11%	103%	3,030	3,030	-	100%
Total 6025 · Tax Collector	2,560	2,132	2,041	30,262	23,224	(7,038)	77%	86%	30,262	30,262	-	100%
6030 · Town Treasurer	200	200	200	2,400	2,000	(400)	83%	83%	2,400	2,400	-	100%
6035 · Town Counsel & Financial Advisr												
6035-1 · Town Counsel	-	4,293	705	20,000	16,115	(3,886)	81%	67%	20,000	20,000	-	100%
6035-2 · Financial Advisor	-	250	-	7,000	3,857	(3,143)	55%	0%	7,000	7,000	-	100%
Total 6035 · Town Counsel & Financial Advisr	-	4,543	705	27,000	19,972	(7,029)	74%	67%	27,000	27,000	-	100%
6040 · Town Clerk												
6040-1 · Town Clerk, Salary	3,812	3,812	3,812	49,562	41,934	(7,628)	85%	85%	49,562	49,562	-	100%
6040-2 · Town Clerk, Office Sup, Misc.	338	-	(238)	1,463	752	(711)	51%	85%	1,463	1,463	-	100%
6040-3 · Town Clerk, Dog Licenses	-	-	26	350	26	(324)	7%	9%	350	350	-	100%
6040-4 · Town Clerk, School	225	-	-	900	970	70	108%	128%	970	900	70	108%
6040-5 · Town Clerk, Microfm(Security)	-	129	-	400	129	(271)	32%	264%	400	400	-	100%
Total 6040 · Town Clerk	4,375	3,941	3,600	52,675	43,811	(8,864)	83%	86%	52,745	52,675	70	100%
6045 · Telephone Services/DSL/Website	1,177	544	895	11,700	9,373	(2,327)	80%	84%	11,700	11,700	-	100%
6050 · Pool Secretaries												
6050-1 · Pool Sec,Salary-Asst Town Clerk	1,616	1,703	1,798	23,378	18,786	(4,592)	80%	81%	23,378	23,378	-	100%
6050-2 · Pool Sec, Salary-Land Use Clerk	2,745	2,736	2,750	34,820	29,896	(4,924)	86%	86%	34,820	34,820	-	100%
Total 6050 · Pool Secretaries	4,361	4,439	4,548	58,198	48,683	(9,515)	84%	84%	58,198	58,198	-	100%
6055 · Town Off. Bldg.												
6055-1 · Town Off. Bldg.Janitorial Serv	1,100	-	760	9,897	8,948	(949)	90%	85%	9,897	9,897	-	100%
6055-2 · Town Off. Bldg. Sup. Maint.	-	786	201	2,000	1,813	(187)	91%	82%	2,000	2,000	-	100%
6055-3 · Town Off/Sen.Ctr.- Bldg.Heat	1,265	1,165	617	11,500	8,454	(3,046)	74%	88%	11,500	11,500	-	100%
6055-4 · Town Off Bldg/Sen Ctr - Lights	838	523	640	9,000	6,733	(2,267)	75%	74%	9,000	9,000	-	100%
6055-5 · Town Off. Bldg. rpr & renov.	-	-	-	5,000	4,322	(678)	86%	99%	5,000	5,000	-	100%
Total 6055 · Town Off. Bldg.	3,203	2,474	2,218	37,397	30,269	(7,128)	81%	85%	37,397	37,397	-	100%
6060 · Grants/Contracts Manager												
6060-1 · Grants/Cont Mgr-Salary	-	-	-	31,507	15,006	(16,501)	48%	83%	15,006	31,507	(16,501)	48%
6060-2 · Grants/Co Mg-Workshops,Seminars	-	-	-	700	150	(550)	21%	66%	150	700	(550)	21%
6060-3 · Grants/ConMgr-Supp,Subs,Postage	-	-	-	1,200	278	(922)	23%	41%	278	1,200	(922)	23%
6060-4 · Grants/Contracts Mgr-Mileage	-	-	-	650	108	(542)	17%	22%	108	650	(542)	17%
Total 6060 · Grants/Contracts Manager	-	-	-	34,057	15,541	(18,516)	46%	81%	15,542	34,057	(18,515)	46%
6100 · P & Z Comm.												
6100-1 · P & Z Comm. Enfc. Off.	556	556	556	7,225	6,122	(1,103)	85%	85%	7,225	7,225	-	100%
6100-2 · P & Z Comm. Planner	-	-	3,753	12,000	9,596	(2,404)	80%	53%	12,000	12,000	-	100%
Total 6100 · P & Z Comm.	556	556	4,309	19,225	15,718	(3,507)	82%	62%	19,225	19,225	-	100%

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
July 2019 through April 2020

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals			
	Feb 2020	Mar 2020	April 2020	Budget	Year to Date	\$ Remaining	% of Budget		Year-End Est.	Budget	\$ Remaining	% of Budget
6111 · Land Use Miscellaneous	79	118	-	800	305	(495)	38%	70%	800	800	-	100%
6115 · Ec. Devel.	-	-	-	900	-	(900)	0%	42%	900	900	-	100%
6120 · Conservation Commission												
6120-2 · Training workshop	-	-	-	100	-	(100)	0%	0%	100	100	-	100%
6120-4 · Miscellaneous	82	-	-	1,000	823	(177)	82%	0%	1,000	1,000	-	100%
Total 6120 · Conservation Commission	82	-	-	1,100	823	(277)	75%	0%	1,100	1,100	-	100%
6150 · Conservation Wetlands Enf Off	420	770	630	6,500	5,093	(1,407)	78%	57%	6,500	6,500	-	100%
6200 · Highways												
6200-1 · Highways, General Maintenance	7,945	3,136	3,299	45,000	42,697	(2,303)	95%	141%	45,000	45,000	-	100%
6200-10 · Drug & Alcohol Testing	-	-	-	500	500	-	100%	100%	500	500	-	100%
6200-2 · Highways, Public Works Salary	16,832	16,797	16,424	250,235	195,457	(54,778)	78%	85%	250,235	250,235	-	100%
6200-3 · Highways, Misc. o/t labor.	266	-	1,416	26,200	8,923	(17,277)	34%	58%	26,200	26,200	-	100%
6200-4 · Boots - Highways	56	-	-	2,000	1,089	(911)	54%	55%	2,000	2,000	-	100%
6200-5 · Storm Materials	-	4,831	-	27,500	23,839	(3,661)	87%	106%	27,500	27,500	-	100%
6200-6 · Highways, Roadway Mgmt.	198	512	90	40,000	34,828	(5,172)	87%	55%	40,000	40,000	-	100%
6200-7 · Highways, Town Garage	277	492	183	8,000	4,503	(3,497)	56%	126%	8,000	8,000	-	100%
6200-8 · Stormwater Permit Fees(Phasell)	471	1,470	-	8,500	8,305	(196)	98%	123%	8,500	8,500	-	100%
Total 6200 · Highways	26,045	27,238	21,412	407,935	320,140	(87,795)	78%	89%	407,935	407,935	-	100%
6202 · Tree Maintenance												
6202-1 · Tree Warden	-	-	-	2,250	1,125	(1,125)	50%	50%	2,250	2,250	-	100%
6202-2 · Tree Warden- Training Seminars	-	25	5	350	180	(170)	51%	75%	350	350	-	100%
6202-3 · Tree Pruning, Removal, Replacme	137	-	-	12,300	12,437	137	101%	87%	12,437	12,300	137	101%
6202-4 · Tree Warden Mileage	-	-	-	400	180	(220)	45%	56%	400	400	-	100%
Total 6202 · Tree Maintenance	137	25	5	15,300	13,922	(1,378)	91%	79%	15,437	15,300	137	101%
6205 · Street Lighting	1,572	1,423	1,340	14,000	12,902	(1,098)	92%	66%	14,000	14,000	-	100%
6300 · Social Security	4,227	3,875	3,566	63,586	47,523	(16,063)	75%	83%	63,586	63,586	-	100%
6310 · Deferred Compensation	1,249	1,249	1,249	16,274	13,747	(2,527)	84%	85%	16,274	16,274	-	100%
6400 · Regional Agencies												
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	-	100%	100%	300	300	-	100%
6400-11 · RegAg-SE CT Enterpr Reg	-	-	-	1,540	1,419	(121)	92%	76%	1,419	1,540	(121)	92%
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/Wtr. Con.	-	-	-	300	300	-	100%	100%	300	300	-	100%
6400-4 · Reg. Agency - Women's Center	-	-	-	250	250	-	100%	100%	250	250	-	100%
6400-5 · Uncas Health District	-	4,815	-	19,262	19,260	(2)	100%	100%	19,260	19,262	(2)	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	2,124	0	100%	87%	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%	100%	175	175	-	100%
Total 6400 · Regional Agencies	-	4,815	531	38,528	38,231	(297)	99%	97%	38,405	38,528	(123)	100%
6500 · Insurance												
6500-1 · Insurance, General Town	-	6,856	-	29,290	28,447	(843)	97%	104%	29,290	29,290	-	100%
6500-2 · Insurance, Fire Department	-	4,134	-	15,890	16,536	646	104%	100%	16,536	15,890	646	104%
6500-4 · Insurance, Water & Sewer Plants	-	1,892	-	7,532	7,568	36	100%	100%	7,568	7,532	36	100%
6500-5 · Insurance,CIRMA (Workers Comp)	-	9,902	-	40,560	33,848	(6,712)	83%	85%	40,560	40,560	-	100%
6500-6 · Insurance, Empl. Medical Ins.	12,326	10,087	601	100,344	89,328	(11,016)	89%	84%	100,344	100,344	-	100%
6500-7 · Employee Insurance Waiver	329	329	329	3,950	3,290	(660)	83%	83%	3,950	3,950	-	100%
Total 6500 · Insurance	12,655	33,200	930	197,566	179,017	(18,549)	91%	89%	198,248	197,566	682	100%
6600 · Police Department												
6600-1 · Police Dept. Resident Trooper	-	-	2,952	169,220	2,952	(166,268)	2%	0%	169,220	169,220	-	100%
6600-2 · Police Dept., O/T 50% contra	-	-	-	5,000	15,020	10,020	300%	221%	15,020	5,000	10,020	300%
6600-3 · Police Dept. DARE Program	-	-	-	300	215	(85)	72%	0%	300	300	-	100%
6600-4 · Police Dept., Supplies, Misc.	81	-	43	500	124	(376)	25%	30%	500	500	-	100%
6600-5 · Police Dept. - Sch. Crs. Guard	396	330	-	3,883	2,819	(1,064)	73%	79%	2,819	3,883	(1,064)	73%
Total 6600 · Police Department	477	330	2,995	178,903	21,130	(157,773)	12%	8%	187,859	178,903	8,956	105%
6605 · Fire Dept.												
6605-1 · Fire Dept., Vehicle Maint.	566	-	178	20,904	19,392	(1,512)	93%	52%	20,904	20,904	-	100%
6605-2 · Fire Dept, Fixed Expenses	7,442	3,027	1,902	36,700	33,718	(2,982)	92%	74%	36,700	36,700	-	100%
6605-3 · Fire Dept. Truck Supplies	79	2,403	-	7,400	2,482	(4,918)	34%	0%	7,400	7,400	-	100%
6605-4 · Fire Dept., Firehouse Maint.	262	1,459	749	9,325	6,492	(2,833)	70%	53%	9,325	9,325	-	100%
6605-5 · Fire Dept., Training	125	120	-	13,000	9,718	(3,282)	75%	62%	13,000	13,000	-	100%

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
 July 2019 through April 2020

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals			
	Feb 2020	Mar 2020	April 2020	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year-End Est.	Budget	\$ Remaining
6605-6 · Fire Dept., Business Exp.	85	79	1,176	13,000	8,786	(4,214)	68%	49%	13,000	13,000	-	100%
6605-7 · Fire Dept., Equip. Maint.	890	485	809	10,000	6,817	(3,183)	68%	74%	10,000	10,000	-	100%
Total 6605 · Fire Dept.	9,449	7,573	4,814	110,329	87,405	(22,924)	79%	59%	110,329	110,329	-	100%
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%	33%	830	830	-	100%
6610-8 · Local Emerg. Plan Chair.(LEPC)	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
Total 6610 · Emergency	-	-	-	4,030	-	(4,030)	0%	7%	4,030	4,030	-	100%
6615 · Fire Marshal/Burning Official												
6615-1 · Fire Marshal/Salary	731	738	731	8,767	7,316	(1,451)	83%	83%	8,767	8,767	-	100%
6615-2 · Fire Marshal/Off.Exp.Ed.Misc	-	1,346	-	2,050	1,521	(529)	74%	74%	2,050	2,050	-	100%
6615-4 · Burning Official - Salary	-	-	-	625	313	(312)	50%	50%	625	625	-	100%
Total 6615 · Fire Marshal/Burning Official	731	2,084	731	11,442	9,150	(2,292)	80%	80%	11,442	11,442	-	100%
6620 · Enf. Off-Bldg.Code												
6620-1 · Enf.Off-Bldg Code - Salary	1,498	1,498	1,498	19,471	16,473	(2,998)	85%	85%	19,471	19,471	-	100%
6620-2 · Enf. Off-Bldg.Code - Mileage	-	-	-	800	9	(791)	1%	36%	800	800	-	100%
6620-3 · Enf.Off-Bldg.Code - Mbrshp.Fee	-	79	-	120	79	(41)	66%	208%	120	120	-	100%
6620-6 · Enf.Off-Bldg.Code.- Ed.Training	-	-	165	250	232	(18)	93%	100%	250	250	-	100%
6620-7 · Enf.Off-Bldg.Code- Code Vol,Sup	-	-	-	500	-	(500)	0%	100%	500	500	-	100%
Total 6620 · Enf. Off-Bldg.Code	1,498	1,577	1,663	21,141	16,793	(4,348)	79%	84%	21,141	21,141	-	100%
6625 · Blight Enforcement Officer												
6625-1 · Blight Enforce. Officer-Salary	296	296	296	3,556	2,958	(598)	83%	83%	3,556	3,556	-	100%
6625-2 · Blight Enforce.Officer-Mileage	-	-	-	150	-	(150)	0%	0%	150	150	-	100%
6625-3 · Blight Enforce.Officer-Postage	-	-	-	150	25	(125)	17%	103%	150	150	-	100%
Total 6625 · Blight Enforcement Officer	296	296	296	3,856	2,983	(873)	77%	81%	3,856	3,856	-	100%
6700 · Sanit/Wst Rem.												
6700-2 · Sanit/Wst.Rem,Mats.Misc	331	295	331	5,000	4,285	(715)	86%	98%	5,000	5,000	-	100%
6700-3 · Sanit/Wst.Rem., Recycling	9,733	4,532	5,397	66,000	60,238	(5,762)	91%	97%	66,000	66,000	-	100%
Total 6700 · Sanit/Wst Rem.	10,064	4,827	5,728	71,000	64,523	(6,477)	91%	97%	71,000	71,000	-	100%
6702 · Waste Management Exp. (Waste Management)	3,812	2,557	3,880	63,000	33,181	(29,819)	53%	88%	63,000	63,000	-	100%
6810 · Comm. of Aging												
6810-1 · Comm. on Aging - Salary	2,149	2,124	2,335	19,143	21,398	2,255	112%	91%	21,398	19,143	2,255	112%
6810-2 · Commission on Aging-Munic Agent	10	-	30	500	70	(430)	14%	16%	500	500	-	100%
6810-4 · Comm. on Aging - Off sup/misc.	22	396	142	1,740	4,450	2,710	256%	61%	4,450	1,740	2,710	256%
6810-5 · Comm. of Aging - Elevator Contr	206	206	206	2,437	2,013	(424)	83%	83%	2,437	2,437	-	100%
6810-6 · Comm. of Aging - Programs	-	61	28	3,000	2,010	(990)	67%	66%	3,000	3,000	-	100%
6810-7 · Comm. of Aging - Van Driver	1,293	1,100	-	25,110	13,784	(11,326)	55%	77%	22,318	25,110	(2,792)	89%
6810-7a · Comm of Aging-Van Dr	1,813	1,464	1,438	16,612	15,680	(932)	94%	83%	16,612	16,612	-	100%
6810-8 · Comm. on Aging -Senior Ctr Aide	-	-	-	16,225	7,651	(8,574)	47%	82%	7,651	16,225	(8,574)	47%
6810-9 · Van Expense, Comm. on Aging	512	2,750	1,402	7,000	7,237	237	103%	120%	7,000	7,000	-	100%
Total 6810 · Comm. of Aging	6,005	8,101	5,581	91,767	74,293	(17,474)	81%	84%	85,366	91,767	(6,401)	93%
6950 · Capital Project												
6950-1 · Capital Project,Rpr Centr Plnt	519	459	-	6,000	9,013	3,013	150%	100%	9,013	6,000	3,013	150%
6950-2 · Engineering Fees, Cap. Proj.	1,152	2,238	-	5,000	3,390	(1,610)	68%	100%	5,000	5,000	-	100%
Total 6950 · Capital Project	1,671	2,697	-	11,000	12,403	1,403	113%	100%	14,013	11,000	3,013	127%
7000 · Parks & Playgrounds	-	-	-	1,500	738	(762)	49%	92%	1,500	1,500	-	100%
7002 · Summer Recreation(SPARC)												
7002-1 · Summer Recreation Salaries	-	-	-	14,594	13,578	(1,016)	93%	90%	13,578	14,594	(1,016)	93%
7002-2 · Summer Recreation Supplies	-	-	-	1,500	-	(1,500)	0%	75%	-	1,500	(1,500)	0%
Total 7002 · Summer Recreation(SPARC)	-	-	-	16,094	13,578	(2,516)	84%	89%	13,578	16,094	(2,516)	84%
7003 · Recreation Facilities (BoS)												
7003-2 · Electricity	139	131	130	1,900	1,486	(414)	78%	71%	1,900	1,900	-	100%
Total 7003 · Recreation Facilities (BoS)	139	131	130	1,900	1,486	(414)	78%	71%	1,900	1,900	-	100%
7004 · Recreation Events(SPARC)												
7004-1 · RecEvent-3 Villages Fall Fest	-	-	(75)	5,912	3,293	(2,619)	56%	100%	3,293	5,912	(2,619)	56%
7004-2 · Rec Event-Earth Day	-	-	-	400	-	(400)	0%	0%	-	400	(400)	0%
7004-3 · Rec Event-Youth Yr Lng Activity	-	-	1,537	500	1,612	1,112	322%	102%	1,612	500	1,112	322%
7004-4 · Rec Event-Shetucket River Fest	-	-	-	521	222	(299)	43%	90%	222	521	(299)	43%
7004-8 · Rec Event-Other	-	-	-	500	261	(239)	52%	100%	500	500	-	100%
Total 7004 · Recreation Events(SPARC)	-	-	1,462	7,833	5,388	(2,445)	69%	94%	5,627	7,833	(2,206)	72%

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
 July 2019 through April 2020

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals				
	Feb 2020	Mar 2020	April 2020	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
7005 - Other Recreation Programs													
7005-1 - Sprague/Franklin/Canterbury LL	-	-	-	1,250	-	(1,250)	0%	100%	-	1,250	(1,250)	0%	
Total 7005 - Other Recreation Programs	-	-	-	1,250	-	(1,250)	0%	100%	-	1,250	(1,250)	0%	
7010 - Grist Mill													
7010-1 - Grist Mill - Supplies, Maint.	-	-	-	850	104	(746)	12%	151%	850	850	-	100%	
7010-2 - Grist Mill-Elevator Maintenance	188	598	188	2,218	2,254	36	102%	83%	2,254	2,218	36	102%	
7010-3 - Grist Mill - Heat, Light	767	344	446	9,300	6,491	(2,809)	70%	102%	9,300	9,300	-	100%	
7010-5 - Grist Mill - Janitor- Salaries	270	540	-	7,020	4,860	(2,160)	69%	78%	7,020	7,020	-	100%	
Total 7010 - Grist Mill	1,225	1,482	634	19,388	13,710	(5,678)	71%	94%	19,424	19,388	36	100%	
7012 - Historical Museum													
7012-1 - Salary	470	148	-	5,000	2,990	(2,010)	60%	63%	2,990	5,000	(2,010)	60%	
7012-14 - Sprague Historical Society	50	-	-	200	50	(150)	25%	61%	50	200	(150)	25%	
Total 7012 - Historical Museum	520	148	-	5,200	3,040	(2,160)	58%	63%	3,040	5,200	(2,160)	58%	
7015 - Library													
7015-1 - Library - Librarian Assistant-1	-	-	-	12,872	4,144	(8,728)	32%	78%	4,144	12,872	(8,728)	32%	
7015-10 - Library - Director	2,101	1,754	-	28,160	19,154	(9,006)	68%	91%	28,160	28,160	-	100%	
7015-11 - Library - Programs	-	25	16	2,000	888	(1,112)	44%	54%	2,000	2,000	-	100%	
7015-12 - Professional Fees	-	35	-	500	89	(411)	18%	73%	500	500	-	100%	
7015-13 - Library-St Lib CT Membership	-	-	-	550	350	(200)	64%	25%	350	550	(200)	64%	
7015-2 - Library - Books	28	320	342	5,500	3,609	(1,891)	66%	41%	5,500	5,500	-	100%	
7015-3 - Library - Sup./Misc.	196	-	22	2,250	355	(1,895)	16%	32%	2,250	2,250	-	100%	
7015-4 - Library - Library Assistant - 3	-	-	-	12,872	3,961	(8,911)	31%	80%	3,961	12,872	(8,911)	31%	
7015-5 - Librarian Assistant - 5	990	482	-	12,872	4,940	(7,932)	38%	55%	4,940	12,872	(7,932)	38%	
7015-6 - Library - Librarian Assistant-2	1,926	1,491	-	12,872	13,829	957	107%	78%	13,829	12,872	957	107%	
Total 7015 - Library	5,241	4,107	380	90,448	51,319	(39,129)	57%	75%	65,634	90,448	(24,814)	73%	
7100 - Miscellaneous													
7100-10 - Newsletter- Salary	255	255	255	3,056	2,549	(507)	83%	82%	3,056	3,056	-	100%	
7100-11 - Bank Fees	-	-	4	-	5	5	100%	100%	5	-	5	100%	
7100-12 - Newsletter - Misc.	308	264	263	4,000	2,975	(1,025)	74%	80%	4,000	4,000	-	100%	
7100-2 - War Mem./Lords Bridge Gazebo	52	51	51	600	514	(86)	86%	62%	600	600	-	100%	
7100-3 - Cemeteries, Vets Graves	474	-	-	700	474	(226)	68%	0%	700	700	-	100%	
7100-4 - Contingent Fund	-	-	-	3,000	2,307	(693)	77%	100%	3,000	3,000	-	100%	
7100-5 - Memorial Day Celebration	-	-	-	1,200	-	(1,200)	0%	10%	1,200	1,200	-	100%	
7100-6 - Legal Ads	2,569	944	177	9,000	14,249	5,249	158%	98%	14,249	9,000	5,249	158%	
7100-8 - Unemployment Compensation	-	26	-	-	169	169	100%	0%	8,768	-	8,768	100%	
Total 7100 - Miscellaneous	3,658	1,540	750	21,556	23,243	1,687	108%	85%	35,578	21,556	14,022	165%	
7150 - Sewer & Water Dept.													
7150-1 - Water & Sewer Public Services	-	1,902	-	8,500	6,384	(2,116)	75%	84%	8,500	8,500	-	100%	
Total 7150 - Sewer & Water Dept.	-	1,902	-	8,500	6,384	(2,116)	75%	84%	8,500	8,500	-	100%	
7200 - Office Machines/Sup/Mnt.													
7200-1 - Office Mach/Sup/Mnt -Town Clerk	1,308	-	1,308	9,850	9,942	92	101%	85%	9,942	9,850	92	101%	
7200-10 - Fixed Asset Inventory	-	-	-	1,040	1,203	163	116%	100%	1,203	1,040	163	116%	
7200-2 - Office Mach/Sup/Mnt.- Tax Coll.	302	-	-	7,100	7,100	0	100%	100%	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	-	176	279	1,000	1,263	263	126%	100%	1,263	1,000	263	126%	
7200-5 - Office Machines - Equip.Mnt.	-	-	60	7,000	3,173	(3,828)	45%	54%	7,000	7,000	-	100%	
7200-6 - Office MachSupp-ServSupp	-	-	-	5,000	5,000	-	100%	100%	5,000	5,000	-	100%	
7200-7 - Psychex Services	191	184	284	3,500	2,711	(789)	77%	91%	3,500	3,500	-	100%	
7200-8 - Off.Mach/Sup/Mnt-Library Suppor	387	557	-	3,262	3,081	(181)	94%	74%	3,262	3,262	-	100%	
7200-9 - Off.Mach/Sup/Mnt.-Mail System	-	-	177	708	566	(142)	80%	75%	708	708	-	100%	
Total 7200 - Office Machines/Sup/Mnt.	2,188	917	2,108	50,777	46,356	(4,421)	91%	85%	51,295	50,777	518	101%	
7300 - Interest Payments - Bonds													
7300-14 - 2005 Bonds, Land Purchase, Rds	-	12,375	-	24,750	24,750	-	100%	100%	24,750	24,750	-	100%	
7300-15 - 2009 Bond-Roads, Roof, Fire App,A	-	-	-	23,900	13,200	(10,700)	55%	100%	23,900	23,900	-	100%	
7300-16 - 2013 Bonds-Various Purposes	61,338	-	-	129,675	129,676	1	100%	100%	129,676	129,675	1	100%	
Total 7300 - Interest Payments - Bonds	61,338	12,375	-	178,325	167,626	(10,700)	94%	100%	178,326	178,325	1	100%	
7305 - Redemption of Debt-Principal													
7305-14 - 2005 Bonds, Land Purchase, Rds	-	85,000	-	85,000	85,000	-	100%	100%	85,000	85,000	-	100%	
7305-15 - 2009 Bond-Roads, Roof, FireApp,AD	-	-	-	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%	100%	140,000	140,000	-	100%	

Town of Sprague
 BOF Budget vs. Actual
 with YE estimated totals
 July 2019 through April 2020

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals			
	Feb 2020	Mar 2020	April 2020	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
Total 7305 - Redemption of Debt-Principal	-	85,000	-	700,000	700,000	-	100%	100%	700,000	700,000	-	100%
7360 - Operating Transfers CNR Fund	-	-	-	8,000	-	(8,000)	0%	0%	8,000	8,000	-	100%
7500 - Board of Education	484,920	472,317	534,938	6,525,766	4,564,813	(1,960,953)	70%	82%	6,525,766	6,525,766	-	100%
Total Expense	669,431	712,683	623,266	9,428,971	6,908,258	(2,520,713)	73%	82%	9,398,756	9,428,971	(30,215)	100%
Net Ordinary Income	(583,447)	(615,208)	906,867	13,208	2,844,987	2,831,779			868,925	13,208	855,717	6579%
Net Income	(583,447)	(615,208)	906,867	13,208	2,844,987	2,831,779			868,925	13,208	855,717	6579%
Summary												
	Prior Three Months Totals			Current Year Totals				Same Period PY %	Estimated Year-End Totals			
Board of Selectmen Expenditures	\$ 184,511	\$ 240,366	\$ 88,328	\$ 2,903,205	\$ 2,343,446	\$ (559,759)	81%	83%	\$ 2,872,990	\$ 2,903,205	\$ (30,215)	100%
Board of Education Expenditures	\$ 484,920	\$ 472,317	\$ 534,938	\$ 6,525,766	\$ 4,564,813	\$ (1,960,953)	70%	82%	\$ 6,525,766	\$ 6,525,766	\$ -	100%
Total Expenditures	\$ 669,431	\$ 712,683	\$ 623,266	\$ 9,428,971	\$ 6,908,258	\$ (2,520,713)	73%	82%	\$ 9,398,756	\$ 9,428,971	\$ (30,215)	100%

BOE Budget v. Actual
April 30, 2020

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/O rdered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
1000-Regular Instruction										
1000.51110. Wages Paid to Teachers - Regular Ed	\$992,900.00	\$0.00	\$29,042.00	\$1,021,942.00	\$833,903.74	\$0.00	\$833,903.74	\$188,038.26	\$205,265.24	(\$17,226.98)
1000.51120. Wages Paid to Instructional Aides - Regular Ed	\$43,149.20	\$0.00	\$0.00	\$43,149.20	\$28,762.12	\$0.00	\$28,762.12	\$14,387.08	\$7,457.32	\$6,929.76
1000.52100. Group Life Insurance - Regular	\$704.88	\$0.00	\$0.00	\$704.88	\$573.69	\$0.00	\$573.69	\$131.19	\$87.09	\$44.10
1000.52200. FICA/Medicare Employer - Regular Ed	\$19,203.32	\$0.00	\$0.00	\$19,203.32	\$14,863.59	\$0.00	\$14,863.59	\$4,339.73	\$4,736.48	(\$396.75)
1000.52500. Tuition Reimbursement	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$2,331.00	\$0.00	\$2,331.00	\$7,669.00	\$0.00	\$7,669.00
1000.52800. Health Insurance - Regular	\$233,885.79	\$0.00	(\$2,791.76)	\$231,094.03	\$207,424.63	\$0.00	\$207,424.63	\$23,669.40	\$21,236.11	\$2,433.29
1000.53200. Substitutes - Regular Education	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$2,223.66	\$0.00	\$2,223.66	\$14,776.34	\$0.00	\$14,776.34
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	\$1,250.00
1000.54420. Equipment Leasing	\$24,548.92	\$0.00	\$0.00	\$24,548.92	\$15,988.54	\$5,065.48	\$21,054.02	\$3,494.90	\$0.00	\$3,494.90
1000.56100. General Supplies - Regular Education	\$7,000.00	\$0.00	(\$389.20)	\$6,610.80	\$1,291.36	\$3,105.60	\$4,396.96	\$2,213.84	\$500.00	\$1,713.84
1000.56110. Instructional Supplies - Regular Education	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$537.90	\$0.00	\$537.90	\$2,462.10	\$6,000.00	(\$3,537.90)
1000.56400. Workbooks/Disposables	\$10,000.00	\$0.00	(\$2,594.18)	\$7,405.82	\$7,405.82	\$0.00	\$7,405.82	\$0.00	\$0.00	\$0.00
1000.56410. Textbooks	\$3,000.00	\$0.00	\$2,983.38	\$5,983.38	\$5,982.38	\$0.00	\$5,982.38	\$1.00	\$0.00	\$1.00
1000.56501. Ink and Toner	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$9,481.64	\$0.00	\$9,481.64	(\$1,481.64)	\$0.00	(\$1,481.64)
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	\$0.00	\$1,515.00
Total	\$1,382,695.11	\$0.00	\$26,250.24	\$1,408,945.35	\$1,138,308.07	\$8,171.08	\$1,146,479.15	\$262,466.20	\$245,282.24	\$17,183.96
1200-Special Education										
1200.51110. Wages Paid to Teachers - SPED	\$320,900.00	\$0.00	(\$40,761.96)	\$280,138.04	\$226,853.40	\$0.00	\$226,853.40	\$53,284.64	\$44,879.09	\$8,405.55
1200.51120. Wages Paid to Instructional Aides - SPED	\$219,976.80	\$0.00	\$16,507.20	\$236,484.00	\$160,031.33	\$0.00	\$160,031.33	\$76,452.67	\$37,851.34	\$38,601.33
1200.51901. Wages Paid - Other Non Certified Staff - SPED	\$80,600.00	\$0.00	\$0.00	\$80,600.00	\$62,853.21	\$0.00	\$62,853.21	\$17,746.79	\$15,440.80	\$2,305.99
1200.52100. Group Life Insurance - SPED	\$866.88	\$0.00	\$0.00	\$866.88	\$764.82	\$0.00	\$764.82	\$102.06	\$102.06	\$0.00
1200.52200. FICA/Medicare Employer - SPED	\$31,090.71	\$0.00	\$0.00	\$31,090.71	\$19,479.09	\$0.00	\$19,479.09	\$11,611.62	\$10,955.41	\$656.21
1200.52300. Pension Contributions	\$3,218.76	\$0.00	\$0.00	\$3,218.76	\$2,976.00	\$0.00	\$2,976.00	\$242.76	\$248.03	(\$5.27)
1200.52800. Health Insurance	\$189,108.51	\$0.00	(\$19,217.50)	\$169,891.01	\$143,517.64	\$0.00	\$143,517.64	\$26,373.37	\$25,438.42	\$934.95
1200.53200. Substitutes - SPED	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$872.57	\$0.00	\$872.57	\$9,127.43	\$0.00	\$9,127.43
1200.53230. Purchased Pupil Services	\$39,000.00	\$0.00	(\$10,142.20)	\$28,857.80	\$9,171.53	\$0.00	\$9,171.53	\$19,686.27	\$0.00	\$19,686.27
1200.53300. Other Prof/Tech Services	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$1,060.00	\$0.00	\$1,060.00	\$1,440.00	\$0.00	\$1,440.00
1200.55800. Travel Reimbursement	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$786.50	\$0.00	\$786.50	\$413.50	\$0.00	\$413.50
1200.56100. General Supplies - Special Education	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$274.07	\$0.00	\$274.07	\$725.93	\$0.00	\$725.93
1200.56110. Instructional Supplies - SPED	\$1,000.00	\$0.00	\$2,400.00	\$3,400.00	\$2,385.92	\$0.00	\$2,385.92	\$1,014.08	\$0.00	\$1,014.08
1200.56400. Workbooks/Disposables	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
1200.58100. Dues & Fees	\$760.00	\$0.00	\$0.00	\$760.00	\$550.00	\$0.00	\$550.00	\$210.00	\$0.00	\$210.00
Total	\$901,721.66	\$0.00	(\$51,214.46)	\$850,507.20	\$631,576.08	\$0.00	\$631,576.08	\$218,931.12	\$134,915.15	\$84,015.97
1300-Adult Education - Cooperative										
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)	-\$5,853.00	\$2,920.66
Total	\$17,367.66	\$0.00	\$0.00	\$17,367.66	\$20,300.00	\$0.00	\$20,300.00	(\$2,932.34)	-\$5,853.00	\$2,920.66
1500-Stipends - Extra Curricular										
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	\$5,834.00	(\$58.00)
Total	\$10,152.00	\$0.00	\$0.00	\$10,152.00	\$4,376.00	\$0.00	\$4,376.00	\$5,776.00	\$5,834.00	(\$58.00)

**BOE Budget v. Actual
April 30, 2020**

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/O rdered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
1600-Summer School										
1600.51110. Wages Paid to Teachers - Summer School	\$5,000.00	\$0.00	(\$2,400.00)	\$2,600.00	\$1,309.75	\$0.00	\$1,309.75	\$1,290.25	\$0.00	\$1,290.25
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	\$0.00	\$1,779.41
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	\$0.00	\$1,185.72
1600.52200. FICA/Medicare Employer - Summer School	\$309.00	\$0.00	\$0.00	\$309.00	\$147.92	\$0.00	\$147.92	\$161.08	\$0.00	\$161.08
Total	\$9,959.00	\$0.00	(\$2,400.00)	\$7,559.00	\$3,142.54	\$0.00	\$3,142.54	\$4,416.46	\$0.00	\$4,416.46
1700-Tutoring										
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	\$4,000.00
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	\$700.00
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	\$0.00	\$7,535.00
1700.000200.52200. FICA/Medicare Employer - Spec Ed	\$0.00	\$0.00	\$0.00	\$0.00	\$35.59	\$0.00	\$35.59	(\$35.59)	\$0.00	(\$35.59)
1700.000200.53230. Purchased Pupil Services - Spec Ed	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$3,363.50	\$2,092.50	\$5,456.00	\$544.00	\$0.00	\$544.00
Total	\$18,700.00	\$0.00	\$0.00	\$18,700.00	\$3,864.09	\$2,092.50	\$5,956.59	\$12,743.41	\$0.00	\$12,743.41
1800-Stipends - Sports Teams										
2110-Social Work Services										
2110.51900. Wages Paid - Social Worker	\$62,428.00	\$0.00	\$0.00	\$62,428.00	\$51,077.52	\$0.00	\$51,077.52	\$11,350.48	\$11,350.48	\$0.00
2110.52100. Group Life Insurance - Social Worker	\$37.80	\$0.00	\$0.00	\$37.80	\$22.44	\$0.00	\$22.44	\$15.36	\$15.36	\$0.00
2110.52200. FICA/Medicare Employer - Social Worker	\$905.21	\$0.00	\$0.00	\$905.21	\$740.65	\$0.00	\$740.65	\$164.56	\$164.56	\$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	\$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	\$200.00
Total	\$64,981.01	\$0.00	\$0.00	\$64,981.01	\$51,840.61	\$0.00	\$51,840.61	\$13,140.40	\$12,940.40	\$200.00
2130-Health Office										
2130.51901. Wages Paid - School Nurse	\$72,391.16	\$0.00	\$0.00	\$72,391.16	\$58,392.04	\$0.00	\$58,392.04	\$13,999.12	\$18,148.89	(\$4,149.77)
2130.51910. Wages Paid - Nurse Substitutes	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$1,488.00	\$0.00	\$1,488.00	\$2,512.00	\$0.00	\$2,512.00
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	\$0.00	\$0.00
2130.52100. Group Life Insurance - Health Office	\$75.60	\$0.00	\$0.00	\$75.60	\$69.30	\$0.00	\$69.30	\$6.30	\$6.30	\$0.00
2130.52200. FICA/Medicare Employer - Health	\$7,798.42	\$0.00	\$0.00	\$7,798.42	\$6,431.52	\$0.00	\$6,431.52	\$1,366.90	\$1,366.90	\$0.00
2130.52800. Health Insurance - Health Office	\$10,237.74	\$0.00	\$0.00	\$10,237.74	\$9,384.65	\$0.00	\$9,384.65	\$853.09	\$809.53	\$43.56
2130.53230. Purchased Pupil Services	\$0.00	\$0.00	\$0.00	\$0.00	\$585.00	\$0.00	\$585.00	(\$585.00)	\$0.00	(\$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	\$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	\$700.00
2130.56100. Supplies	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$955.64	\$0.00	\$955.64	\$1,444.36	\$3,500.00	(\$2,055.64)
2130.56430. Professional Periodicals	\$100.00	\$0.00	\$0.00	\$100.00	\$69.00	\$0.00	\$69.00	\$31.00	\$0.00	\$31.00
2130.58100. Dues & Fees	\$600.00	\$0.00	\$0.00	\$600.00	\$331.00	\$0.00	\$331.00	\$269.00	\$0.00	\$269.00
Total	\$100,502.92	\$0.00	\$0.00	\$100,502.92	\$79,706.15	\$0.00	\$79,706.15	\$20,796.77	\$23,831.62	(\$3,034.85)
2140-Psychological Services										
2140.51900. Wages Paid - School Psychologist	\$49,155.00	\$0.00	\$0.00	\$49,155.00	\$40,217.76	\$0.00	\$40,217.76	\$8,937.24	\$8,937.24	\$0.00
2140.52100. Group Life Insurance - Psychologist	\$37.80	\$0.00	\$0.00	\$37.80	\$28.35	\$0.00	\$28.35	\$9.45	\$9.45	\$0.00
2140.52200. FICA/Medicare Employer - Psychologist	\$712.75	\$0.00	\$0.00	\$712.75	\$552.63	\$0.00	\$552.63	\$160.12	\$160.12	\$0.00
2140.52800. Health Insurance	\$9,095.77	\$0.00	\$0.00	\$9,095.77	\$8,140.51	\$0.00	\$8,140.51	\$955.26	\$1,202.55	(\$247.29)

BOE Budget v. Actual
April 30, 2020

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/O rdered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
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	\$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	\$0.00	\$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	\$200.00
Total	\$63,201.32	\$0.00	(\$800.00)	\$62,401.32	\$49,649.54	\$0.00	\$49,649.54	\$12,751.78	\$10,309.36	\$2,442.42
2150-Speech & Audiology Services										
2150.53230. Purchased Pupil Services	\$63,388.78	\$0.00	\$10,142.20	\$73,530.98	\$47,161.23	\$18,763.08	\$65,924.31	\$7,606.67	-\$10,000.00	\$17,606.67
2150.56100. Supplies	\$775.00	\$0.00	\$800.00	\$1,575.00	\$431.16	\$0.00	\$431.16	\$1,143.84		\$1,143.84
Total	\$64,163.78	\$0.00	\$10,942.20	\$75,105.98	\$47,592.39	\$18,763.08	\$66,355.47	\$8,750.51	-\$10,000.00	\$18,750.51
2160-PT/OT Services										
2210-Improvement of Instruction										
2210.53220. In Service	\$4,000.00	\$0.00	\$5,758.93	\$9,758.93	\$9,758.93	\$0.00	\$9,758.93	\$0.00	\$0.00	\$0.00
2210.55800. Conference/Travel - Professional Development	\$8,000.00	\$0.00	(\$5,758.93)	\$2,241.07	\$2,308.72	\$0.00	\$2,308.72	(\$67.65)	\$0.00	(\$67.65)
2210.56100. Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Total	\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$12,067.65	\$0.00	\$12,067.65	\$1,932.35	\$0.00	\$1,932.35
2220-Library/Media Services										
2230-Technology										
2230.51901. Wages Paid - Technology Staff	\$11,739.00	\$0.00	\$0.00	\$11,739.00	\$9,508.96	\$0.00	\$9,508.96	\$2,230.04	\$2,230.04	\$0.00
2230.52100. Group Life Insurance - Technology	\$7.56	\$0.00	\$0.00	\$7.56	\$6.93	\$0.00	\$6.93	\$0.63	\$0.63	\$0.00
2230.52200. FICA/Medicare Employer - Technology	\$898.03	\$0.00	\$0.00	\$898.03	\$711.91	\$0.00	\$711.91	\$186.12	\$186.12	\$0.00
2230.52300. Pension Contributions - Technology	\$469.56	\$0.00	\$0.00	\$469.56	\$433.44	\$0.00	\$433.44	\$36.12	\$36.12	\$0.00
2230.52800. Health Insurance - Technology	\$2,047.55	\$0.00	\$0.00	\$2,047.55	\$1,876.93	\$0.00	\$1,876.93	\$170.62	\$170.62	\$0.00
2230.53520. Other Technical Services	\$72,000.00	\$0.00	\$0.00	\$72,000.00	\$45,133.86	\$15,483.29	\$60,617.15	\$11,382.85	\$11,382.85	\$0.00
2230.56100. Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$13.49	\$0.00	\$13.49	\$486.51	\$0.00	\$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	\$0.00	\$685.12
2230.57340. Technology Hardware - Instructional	\$1,000.00	\$0.00	\$7,389.99	\$8,389.99	\$23,679.99	\$0.00	\$23,679.99	(\$15,290.00)	\$35,000.00	(\$50,290.00)
2230.57341. Technology Hardware - Non-Instructional	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$75.00	\$0.00	\$75.00	\$2,925.00	\$0.00	\$2,925.00
2230.57350. Software - Instructional	\$11,689.01	\$0.00	\$0.00	\$11,689.01	\$3,302.20	\$972.50	\$4,274.70	\$7,414.31	\$6,027.50	\$1,386.81
2230.57351. Software - Non-Instructional	\$29,877.03	\$0.00	\$0.00	\$29,877.03	\$37,756.38	\$0.00	\$37,756.38	(\$7,879.35)	\$6,700.00	(\$14,579.35)
Total	\$135,227.74	\$0.00	\$7,389.99	\$142,617.73	\$123,813.97	\$16,455.79	\$140,269.76	\$2,347.97	\$61,733.88	(\$59,385.91)
2310-Board of Education										
2310.51901. Wages Paid - Non-Certified - BOE Admin Office	\$11,440.00	\$0.00	\$0.00	\$11,440.00	\$9,235.88	\$0.00	\$9,235.88	\$2,204.12	\$2,204.12	\$0.00
2310.52100. Group Life Insurance - BOE Office	\$7.56	\$0.00	\$0.00	\$7.56	\$6.93	\$0.00	\$6.93	\$0.63	\$0.63	\$0.00
2310.52200. FICA/Medicare Employer - BOE Office	\$875.16	\$0.00	\$0.00	\$875.16	\$673.57	\$0.00	\$673.57	\$201.59	\$201.59	\$0.00
2310.52300. Pension Contributions - BOE Office	\$457.60	\$0.00	\$0.00	\$457.60	\$422.40	\$0.00	\$422.40	\$35.20	\$35.20	\$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	\$0.00	\$875.17
2310.52700. Workers' Compensation - BOE Office	\$23,572.54	\$0.00	\$0.00	\$23,572.54	\$22,196.01	\$0.00	\$22,196.01	\$1,376.53	\$0.00	\$1,376.53
2310.52800. Health Insurance - BOE Office	\$4,377.90	\$0.00	\$0.00	\$4,377.90	\$4,013.13	\$0.00	\$4,013.13	\$364.77	\$364.77	\$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	\$25,000.00	(\$25,000.00)
2310.55200. Property/Liability Insurance - BOE Office	\$19,413.81	\$0.00	\$0.00	\$19,413.81	\$22,932.36	\$0.00	\$22,932.36	(\$3,518.55)	\$0.00	(\$3,518.55)
2310.55400. Advertising - BOE Office	\$500.00	\$0.00	\$0.00	\$500.00	\$1,325.00	\$0.00	\$1,325.00	(\$825.00)	\$0.00	(\$825.00)

BOE Budget v. Actual
April 30, 2020

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/O rdered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
2310.55800. Conference/Travel - BOE Office	\$300.00	\$0.00	\$0.00	\$300.00	\$996.00	\$0.00	\$996.00	(\$696.00)	\$0.00	(\$696.00)
2310.56100. Supplies - BOE Office	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$545.68	\$0.00	\$545.68	\$854.32	\$0.00	\$854.32
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	\$7,416.00	(\$7,132.00)
2310.58900. Graduation Costs - BOE Office	\$500.00	\$0.00	\$0.00	\$500.00	\$125.00	\$0.00	\$125.00	\$375.00	\$1,875.00	(\$1,500.00)
Total	\$103,544.57	\$0.00	\$0.00	\$103,544.57	\$67,012.79	\$35,000.00	\$102,012.79	\$1,531.78	\$37,097.31	(\$35,565.53)
2320-Superintendents Office										
2320.51900. Wages Paid - Superintendent	\$64,000.00	\$0.00	\$0.00	\$64,000.00	\$56,890.44	\$0.00	\$56,890.44	\$7,109.56	\$10,200.00	(\$3,090.44)
2320.51901. Wages Paid - Non-Certified - Supt Admin Office	\$11,440.00	\$0.00	\$0.00	\$11,440.00	\$9,235.88	\$0.00	\$9,235.88	\$2,204.12	\$2,204.12	\$0.00
2320.52100. Group Life Insurance - Superintendent Office	\$133.56	\$0.00	\$0.00	\$133.56	\$79.97	\$0.00	\$79.97	\$53.59	\$53.59	\$0.00
2320.52200. FICA/Medicare Employer - Superintendent	\$1,803.16	\$0.00	\$0.00	\$1,803.16	\$1,498.49	\$0.00	\$1,498.49	\$304.67	\$304.67	\$0.00
2320.52300. Pension Contributions - Superintendent's Office	\$457.60	\$0.00	\$0.00	\$457.60	\$422.40	\$0.00	\$422.40	\$35.20	\$35.20	\$0.00
2320.52800. Health Insurance - Superintendent's Office	\$4,377.90	\$0.00	\$0.00	\$4,377.90	\$4,013.13	\$0.00	\$4,013.13	\$364.77	\$364.77	\$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	\$0.00	\$875.00
2320.56100. Supplies - Superintendent's Office	\$300.00	\$0.00	\$0.00	\$300.00	\$64.17	\$0.00	\$64.17	\$235.83	\$1,000.00	(\$764.17)
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	\$3,128.00	(\$2,706.00)
Total	\$87,512.22	\$0.00	\$0.00	\$87,512.22	\$75,907.48	\$0.00	\$75,907.48	\$11,604.74	\$17,290.35	(\$5,685.61)
2400-School Administration Office										
2400.51900. Wages Paid - Principal	\$110,000.00	\$0.00	\$11,719.96	\$121,719.96	\$103,183.06	\$0.00	\$103,183.06	\$18,536.90	\$16,076.90	\$2,460.00
2400.51901. Wages Paid - Non-Certified - School Administration	\$43,680.00	\$0.00	\$0.00	\$43,680.00	\$33,655.44	\$0.00	\$33,655.44	\$10,024.56	\$7,835.20	\$2,189.36
2400.52100. Group Life Insurance - School Administration Office	\$163.80	\$0.00	\$0.00	\$163.80	\$147.00	\$0.00	\$147.00	\$16.80	\$13.65	\$3.15
2400.52200. FICA/Medicare Employer - School Administration	\$4,936.52	\$0.00	\$0.00	\$4,936.52	\$3,882.85	\$0.00	\$3,882.85	\$1,053.67	\$1,053.67	\$0.00
2400.52300. Pension Contributions - School Admin Office	\$1,747.20	\$0.00	\$0.00	\$1,747.20	\$1,593.60	\$0.00	\$1,593.60	\$153.60	\$153.60	\$0.00
2400.52800. Health Insurance - School Administration Office	\$13,237.74	\$0.00	\$14,619.27	\$27,857.01	\$23,135.69	\$0.00	\$23,135.69	\$4,721.32	\$2,178.33	\$2,542.99
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	\$2,000.00
2400.55301. Postage	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$2,935.48	\$0.00	\$2,935.48	\$564.52	\$2,325.34	(\$1,760.82)
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	\$750.00
2400.56100. Supplies	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$70.40	\$0.00	\$70.40	\$2,429.60	\$1,000.00	\$1,429.60
2400.58100. Dues & Fees - School Administration	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$995.00	\$0.00	\$995.00	\$105.00	\$0.00	\$105.00
Total	\$183,615.26	\$0.00	\$26,339.23	\$209,954.49	\$169,598.52	\$0.00	\$169,598.52	\$40,355.97	\$30,636.69	\$9,719.28
2510-Business Office										
2510.51901. Wages Paid - Non Certified - Business Office	\$104,676.00	\$0.00	\$0.00	\$104,676.00	\$77,110.08	\$0.00	\$77,110.08	\$27,565.92	\$16,095.92	\$11,470.00
2510.52100. Group Life Insurance - Business Office	\$68.04	\$0.00	\$0.00	\$68.04	\$56.07	\$0.00	\$56.07	\$11.97	\$11.97	\$0.00
2510.52200. FICA/Medicare Employer - Business Office	\$8,007.71	\$0.00	\$0.00	\$8,007.71	\$5,850.49	\$0.00	\$5,850.49	\$2,157.22	\$1,279.77	\$877.45
2510.52300. Pension Contributions - Business Office	\$1,878.24	\$0.00	\$0.00	\$1,878.24	\$1,733.76	\$0.00	\$1,733.76	\$144.48	\$144.48	\$0.00
2510.52800. Health Insurance - Business Office	\$11,190.19	\$0.00	\$0.00	\$11,190.19	\$7,507.72	\$0.00	\$7,507.72	\$3,682.47	\$647.62	\$3,034.85
2510.53300. Other Prof/Tech Services - Business Office	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$10,808.38	\$0.00	\$10,808.38	(\$8,808.38)	\$1,392.17	(\$10,200.55)
2510.53410. Audit/Accounting Services - Business Office	\$25,750.00	\$0.00	\$0.00	\$25,750.00	\$25,015.43	\$0.00	\$25,015.43	\$734.57	\$370.00	\$364.57
2510.55800. Conference/Travel - Business Office	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
2510.56100. Supplies - Business Office	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$447.82	\$0.00	\$447.82	\$552.18	\$1,000.00	(\$447.82)
Total	\$154,870.18	\$0.00	\$0.00	\$154,870.18	\$128,529.75	\$0.00	\$128,529.75	\$26,340.43	\$20,941.93	\$5,398.50

BOE Budget v. Actual
April 30, 2020

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/O rdered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
2600-Building & Grounds										
2600.51901. Wages Paid - Building Maintenance	\$96,533.00	\$0.00	\$0.00	\$96,533.00	\$78,392.05	\$0.00	\$78,392.05	\$18,140.95	\$12,988.04	\$5,152.91
2600.52100. Group Life Insurance - Maintenance Department	\$75.60	\$0.00	\$0.00	\$75.60	\$50.40	\$0.00	\$50.40	\$25.20	\$9.45	\$15.75
2600.52200. FICA/Medicare Employer - Maintenance	\$7,384.77	\$0.00	\$0.00	\$7,384.77	\$5,863.71	\$0.00	\$5,863.71	\$1,521.06	\$743.64	\$777.42
2600.52300. Pension Contributions - Maintenance Office	\$2,882.05	\$0.00	\$0.00	\$2,882.05	\$1,995.30	\$0.00	\$1,995.30	\$886.75	\$0.00	\$886.75
2600.52800. Health Insurance - Maintenance	\$20,475.48	\$0.00	\$0.00	\$20,475.48	\$15,385.68	\$0.00	\$15,385.68	\$5,089.80	\$0.00	\$5,089.80
2600.54010. Purchased Property Services	\$23,694.86	\$0.00	\$0.00	\$23,694.86	\$27,035.52	\$128.75	\$27,164.27	(\$3,469.41)	\$0.00	(\$3,469.41)
2600.54101. Rubbish Removal	\$5,768.00	\$0.00	\$0.00	\$5,768.00	\$7,238.22	\$0.00	\$7,238.22	(\$1,470.22)	\$0.00	(\$1,470.22)
2600.54300. Equipment Repairs & Maint	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$4,579.29	\$0.00	\$4,579.29	(\$579.29)	\$1,000.00	(\$1,579.29)
2600.54301. Building Repairs & Maint	\$4,000.00	\$0.00	\$4,229.84	\$8,229.84	\$17,174.52	\$0.00	\$17,174.52	(\$8,944.68)	\$83,000.00	(\$91,944.68)
2600.54411. Water	\$2,781.00	\$0.00	\$0.00	\$2,781.00	\$1,629.79	\$695.25	\$2,325.04	\$455.96	\$0.00	\$455.96
2600.54412. Sewer	\$1,957.00	\$0.00	\$0.00	\$1,957.00	\$1,072.13	\$489.25	\$1,561.38	\$395.62	\$0.00	\$395.62
2600.55300. Communications - Telephone & Internet	\$11,223.84	\$0.00	\$0.00	\$11,223.84	\$9,387.27	\$744.00	\$10,131.27	\$1,092.57	\$0.00	\$1,092.57
2600.55800. Conference/Travel - Building Maintenance	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
2600.56100. General Supplies - Maintenance Department	\$15,800.00	\$0.00	(\$4,229.84)	\$11,570.16	\$569.32	\$8,499.24	\$9,068.56	\$2,501.60	\$1,500.00	\$1,001.60
2600.56220. Electricity	\$56,921.76	\$0.00	\$0.00	\$56,921.76	\$45,206.53	\$9,486.96	\$54,693.49	\$2,228.27	\$1,038.59	\$1,189.68
2600.56230. Liquid Propane	\$12,360.00	\$0.00	\$0.00	\$12,360.00	\$6,718.59	\$0.00	\$6,718.59	\$5,641.41	\$2,000.00	\$3,641.41
2600.56240. Heating Oil	\$24,720.00	\$0.00	\$0.00	\$24,720.00	\$23,334.01	\$1,385.99	\$24,720.00	\$0.00	\$5,000.00	(\$5,000.00)
2600.56260. Gasoline	\$400.00	\$0.00	\$0.00	\$400.00	\$294.63	\$0.00	\$294.63	\$105.37	\$100.00	\$5.37
Total	\$291,077.36	\$0.00	\$0.00	\$291,077.36	\$245,926.96	\$21,429.44	\$267,356.40	\$23,720.96	\$107,379.72	(\$83,658.76)
2700-Student Transportation										
2700.55100. Contracted Pupil Transp Reg	\$400,000.00	\$0.00	\$0.00	\$400,000.00	\$235,009.90	\$85,690.54	\$320,700.44	\$79,299.56	-\$45,000.00	\$124,299.56
2700.55108. Contracted Pupil Transp Spec Ed HS	\$117,250.00	\$0.00	\$0.00	\$117,250.00	\$71,670.00	\$42,420.00	\$114,090.00	\$3,160.00	-\$14,000.00	\$17,160.00
2700.55109. Contracted Pupil Transp Spec Ed Elem\Summer School	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$40,280.00	\$24,415.00	\$64,695.00	\$5,305.00	-\$14,000.00	\$19,305.00
2700.55150. Contracted Pupil Transp Athletics/Ext Curr	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
2700.56260. Gasoline	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$20,800.03	\$0.00	\$20,800.03	\$19,199.97		\$19,199.97
Total	\$630,250.00	\$0.00	\$0.00	\$630,250.00	\$367,759.93	\$152,525.54	\$520,285.47	\$109,964.53	-\$73,000.00	\$182,964.53
6000-HS Tuition										
6000.000100.55610. Tuition - HS Regular Ed - public schools	\$1,456,090.06	\$0.00	\$0.00	\$1,456,090.06	\$1,304,007.05	\$97,387.50	\$1,401,394.55	\$54,695.51	\$0.00	\$54,695.51
6000.000200.55610. Tuition - HS Special Ed - public schools	\$356,727.78	\$0.00	(\$16,507.20)	\$340,220.58	\$353,628.63	\$51,139.88	\$404,768.51	(\$64,547.93)	-\$5,598.00	(\$58,949.93)
6000.000200.55630. Tuition - HS Special Ed - private schools	\$200,256.21	\$0.00	\$0.00	\$200,256.21	\$140,131.85	\$93,108.81	\$233,240.66	(\$32,984.45)		(\$32,984.45)
Total	\$2,013,074.05	\$0.00	(\$16,507.20)	\$1,996,566.85	\$1,797,767.53	\$241,636.19	\$2,039,403.72	(\$42,836.87)	-\$5,598.00	(\$37,238.87)
6100-Elementary Tuition										
6100.55631. Tuition - Elem Special Ed - private schools	\$150,990.74	\$0.00	\$0.00	\$150,990.74	\$95,311.00	\$37,451.00	\$132,762.00	\$18,228.74		\$18,228.74
6100.55660. Tuition - Elem Magnet Schools	\$128,159.42	\$0.00	\$0.00	\$128,159.42	\$92,850.05	\$1,738.75	\$94,588.80	\$33,570.62		\$33,570.62
Total	\$279,150.16	\$0.00	\$0.00	\$279,150.16	\$188,161.05	\$39,189.75	\$227,350.80	\$51,799.36	\$0.00	\$51,799.36
Total Expenditures	\$6,525,766.00	\$0.00	\$0.00	\$6,525,766.00	\$5,206,901.10	\$535,263.37	\$5,742,164.47	\$783,601.53	\$613,741.65	\$169,859.88

% Spent 79.79%

**MEMORANDUM
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

To: Municipal Accountability Review Board
From: Julian Freund
Subject: West Haven Updated Five Year Plan: FY 2021 – FY 2025
Date: June 15, 2020

Background:

In April, the City of West Haven submitted a Draft Update to the General Fund portion of its Five-Year Plan covering fiscal years 2021-2025. The draft was reviewed by the Subcommittee at its April meeting and by the full MARB in May. MARB’s approval of the City’s FY 2021 budget was made contingent upon review and approval of the 5-Year Plan by the West Haven City Council and by the MARB.

The West Haven City Council approved the attached 5-Year Plan at its June 4 special meeting. The following provides a brief summary of the 5-Year Plan as approved by the City Council. Following the narrative summary, a table provides comparisons of the key assumptions used in previous approved plans to the updated version.

General Fund:

Revenues

Projected General Fund revenues in the first year of the plan (FY 2021) correspond to the revenues in the proposed FY 2021 budget approved by the City Council and conditionally approved by the MARB. Revenues then increase by 1.5% and 0.6% in the two subsequent years before showing a slight decrease in year 4 and negligible change in year 5. General Fund revenues in the final year of the plan (FY 2025) at \$168.0 million are 6.6% higher than actual revenues for FY 2019 (not including MRF). The additional revenue over this period is generated almost entirely through Property Taxes.

General Fund Revenues	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Total Revenues, not including MRF	161,442,893	165,860,232	168,878,754	167,955,620	168,016,178
Municipal Restructuring Funds (MRF)	<u>4,000,000</u>	<u>2,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues, including MRF	165,442,893	167,860,232	168,878,754	167,955,620	168,016,178
Change vs. Prior Year	1.5%	1.5%	0.6%	-0.5%	0.0%

Property Tax revenue increases are driven primarily by increases in the mill rate plus modest growth in the grand list. The impact of anticipated development projects (the Havens and the redevelopment of two vacant schools) is built into the grand list projections. State Aid to municipalities is held flat throughout the five year period. Most of the remaining sources of revenue, which comprise less than 5% of total revenues, increase by either 1% or 3% per year in the plan.

Municipal Restructuring Funds (MRF)

The plan reflects a decline in Municipal Restructuring Funds (MRF) in the first two years followed by elimination of MRF in FY 2023. This is consistent with prior versions of the plan.

Expenditures

Projected General Fund expenditures in the first year of the plan correspond to the expenditures in the adopted FY 2021 budget. Total expenditures increase 1.7% in FY 2022 followed by an overall decrease of -2.8% in FY 2023 largely as a result of the final payments made on the previously issued pension obligation bonds. Exclusive of Debt Service, year to year increases in expenditures range from 0.8% to 1.4 over the five year period.

General Fund Expenditures	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Expenditures	164,826,681	167,562,332	162,921,238	165,674,487	167,684,318
Change vs. Prior Year	1.2%	1.7%	-2.8%	1.7%	1.2%
Debt Service	18,643,292	20,268,203	13,532,992	14,515,273	14,802,702
Expenditures not incl. Debt Service	146,183,389	147,294,129	149,388,246	151,159,214	152,881,615
Change vs. Prior Year	1.4%	0.8%	1.4%	1.2%	1.1%

Savings from Efficiencies, Consolidations and Shared Services

The original 5-Year Plan, and the updated plan for FY 2020-2024 both included placeholders for net savings of approximately \$1.25 million beginning in FY 2020. The updated plan incorporates savings achieved through the transition of active employees to the State Partnership health plan. Savings resulting from the City's participation in CCM's Energy Purchase Program and savings from an audit of telecommunications and solid waste billing are addressed in the narrative section.

Fund Balance

Due to the restatement of fund balance for FY 2018, fund balance projections differ from the projections in the original 5-Year Plan. However, the resulting projections show General Fund balance reaching the targeted 5% of expenditures level in FY 2023, the same year as projected in the original plan. Fund Balance reaches 6.5% of projected expenditures by the fourth year of the plan.

Fund Balance Projections: In millions

FY Ending	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025
Updated 5-Yr Plan	1.36	1.62	2.23	2.53	8.49	10.77	11.10
Original 5-Yr Plan	1.23	1.65	2.71	4.59	8.63	NA	NA

Key Assumptions	Original 5-Year Plan FY19-23	Approved 5-Yr Plan FY20-24	Updated 5-Yr Plan FY21-25
Revenue			
Grand List Growth	FY20: 0.3% FY21: 0.06% FY22: 4.06% FY23: 0.06%	FY20: 1.1% FY21: 0.08% FY22: 2.23% (Reval. year) FY23: 0.48% FY24: 0.04% Growth factors inclusive of development activity related to Havens and schools redevelopment	FY21: 1.34% FY22: 1.82% (Reval. year) FY23: 0.53% FY24: 0.19% FY25: 0.04% Growth factors inclusive of development activity related to Havens and schools redevelopment
GF Mill Rates - Real Estate/Personal Property	FY20: 37.25 FY21: 39.26 FY22: 39.99 FY23: 39.99	FY20: 36.68 FY21: 37.86 FY22: 39.01 FY23: 39.82 FY24: 39.75	FY21: 37.48 FY22: 38.53 FY23: 39.58 FY24: 39.06 FY25: 39.06
GF Mill Rates - Motor Vehicles	37.00 Each year	37.00 Each year	37.00 Each year
Non-Current Levy Taxes	Based on historical actuals with projected increase resulting from personal property tax audit and efforts to increase past due MV tax	Based on prior years experience and adjusted for efforts to improve collections on past due personal property and motor vehicle tax	Based on prior years experience and adjusted for efforts to improve collections on past due personal property and motor vehicle tax
State Aid	Level funding all 5 years	Level funding all 5 years	Level funding all 5 years
Other Revenues	Most increase by 3% annually	Most increase by 3% annually	Most increase by 1% or 3% annually. Few increase by 5%
Expenditures			
Salary/Payroll	Level funding all 5 years. Contingency factor in FY22 and FY23	Based on existing contracts and range of 1-2% for out years. Includes phased filling of vacancies.	FY 2021 reflects net increase of 3 FT positions as budgeted. Additional 3 vacancies in Police Dept. and one clerical position filled over FY22 to FY24 period. General wage increases based on existing and anticipated labor contracts.
Police Pension	FY20: \$2.936 million FY21: \$3.334 million FY22: \$3.432 million FY23: \$3.467 million	FY20: \$2.498 million FY21: \$2.412 million FY22: \$2.430 million FY23: \$2.452 million FY24: \$2.543 million	FY21: \$2.412 million FY22: \$2.430 million FY23: \$2.452 million FY24: \$2.543 million FY25: \$2.637 million
Health Insurance	Increase at 7.6% per year. Self funded claims margin included FY20-FY23	Increase at 7.6% per year. Self funded claims margin included FY20-FY24	Active City: Based on Partnership rates increase of 7% per year Retirees City: 7% rate increases per year
Non-Payroll Expenses	Inflation factor of approximately 2%/yr	Inflation factor of approximately 2%/yr	Inflation factor of 2% per year for most objects
Education	GF contributed increases by 0.4% per year	FY20: Level funding FY21: +0.8% FY22-FY24: +0.4%/yr	FY21: Level funding FY22-FY25: +0.4%/yr
Debt Service	Projections included existing debt service, projected high school project, additional public infrastructure funding	Debt service amounts based on projections provided by bond advisor. High school project and additional public infrastructure funding included	Debt service based on existing issued debt, plus planned issuance in July 2020, plus additional bond authorization for CIP.
Municipal Restructuring Funds			
Reliance on Municipal Restructuring Funds	FY20: \$6 million FY21: \$4 million FY22: \$2 million FY23: \$0	FY20: \$4.115 million FY21: \$4 million FY22: \$2 million FY23: \$0 FY24: \$0	FY21: \$4 million FY22: \$2 million FY23: \$0 FY24: \$0
Efficiencies, consolidations, shared services			
Projected savings	Placeholder of \$1.245 net savings beginning in FY20	Placeholder of \$1.245 net savings beginning in FY20. Narrative details initiatives.	Projected savings from Partnership incorporated into Health expenditures accounts. Select items addressed in narrative.

City of West Haven

Five Year Financial Plan FY2021 – FY2025

June 5, 2020



Strategy/Approach

1. Achieve operational efficiencies and budgetary savings that are sustainable
 - The City has transitioned to the CT Partnership Plan as of January 2020. We are already seeing reductions to the healthcare expense line.
 - The City has finalized an energy purchasing program through competitive bidding. Expectations are 10%-15% annual savings.
 - The City has engaged Schooley-Mitchell a consulting firm that specializes in analyzing telecommunication and solid waste bills. Their data suggests that the City could realize \$20k-\$30k savings in the police department and another \$30k-\$40k. for Education.
2. Increase fund balance
 - Current model allows for surplus to be built into the mill rate calculations by targeting an ending fund balance to be a specific percentage of annual costs. FY21 budget has a \$616k Fund Balance adjustment, FY22 has \$300k and FY23 has \$5.9M. The FY23 balance adjustment is being funded by the \$5.6M reduction in debt service that year as the Police pension bond ends.
 - The mill rate is set to allow for fund balance increases consistent with original five year plan, targeting 6.2% of annual spending by FY2025.
3. Attempting to balance mill rate increases with operational savings and fund balance improvement, while simultaneously phasing out the City's reliance on Municipal Restructuring Funds
 - Use of Municipal Restructuring Funds set at \$4 million in FY 2021, \$2 million in FY 2022, and \$0 in remaining years
 - As fund balance and City's overall fiscal health improves, and with the possibility of greater than projected Grand List increases, the City should be able to satisfy pension requirements without over burdening taxpayers.

Assumptions for Revenue Forecast:

Current Tax revenue projections for FY 2021-2025 are based on the following assumptions:

- Motor Vehicle Mill Rate of 37.00 for each of the five years
- Real Estate and Personal Property (RE/PP) mill rate increasing from 36.68 in FY 2020 to 37.48 in FY 2021. Over the remaining years of the plan, the RE/PP mill rate is forecast to increase to 39.58 in FY 2023 before declining slightly to 39.06 in the final year of the plan. As previously described, mill rate calculations are set to achieve fund balance targets that are consistent with the original 5-Year Plan.
- Grand List growth for RE/PP is projected to increase by 0.05% per year in each year of the plan except for the revaluation year. For FY 2022, revaluation is projected to result in an increase of 2% to the Grand List. In addition to the baseline Grand List changes described above, the plan reflects the return of three vacant school properties to the tax

base and the impact of the Haven project. The impact of the school properties is phased in, beginning in FY 2021 as they are added back onto the tax list, followed by the impact of redevelopment efforts in FY 2022. The Haven project initially reflects a decrease in value due to the demolition of existing buildings in FY 2022, followed by increased value for FY 2023.

Non-Current Tax revenue is based on prior years' experience and adjusted for future expected fluctuations. The Tax Collector's Office has engaged in an effort to improve collections of past due personal property taxes and past due amounts on Motor Vehicle taxes.

Interest and Lien Fee revenue is based on the historical rate of collection of interest on past due taxes yielding annual increases between 3% and 5%. This is consistent with expectations that the City will maintain its historical 98.4% tax collection rate.

Licenses and Permit revenue, primarily comprised of building and construction related permits, reflects a gradual return to historical levels in FY 2021 to FY 2022, followed by annual increases of 3% per year. Note that for purposes of being conservative, nothing has yet been factored in for building permits related to either the school projects or the Haven project.

Fines, Forfeits and Penalty revenue is primarily comprised of parking tag revenues. Projections reflect recent efforts to collect on these items.

Use of Money and Property revenue consists primarily of the City's investment income. This revenue source is expected to increase as the City's financial situation stabilizes and interest earnings rise. Income is projected at 3% of the prior year-end fund balance. This revenue category also includes rental fees from public facilities. These fees have recently been increased.

Other Agency revenue includes funding from State and Federal sources. State Aid amounts for FY 2021 are consistent with the funding levels in the Governor's proposed budget. These sources are expected to remain flat over the remainder of the 5 year period. The amounts reflected in this category do not include Municipal Restructuring Funds which are presented separately.

Charges - Current Services revenue includes City Clerk transaction fees, Parks & Recreation fees and other miscellaneous fees. Overall, this category of fees is projected to increase by slightly more than 3% per year.

Other revenue comes from a variety of sources such as the pilot payment from the regional water authority, the voluntary contribution from Yale and the fire districts' share of the cost of operating the Emergency Reporting System. In the aggregate, these sources increase by 4% in FY 2021, followed by annual increases that range from 1.3% to 1.8% in the remaining years.

Other Financial Sources revenue predominantly represents transfers from the Sewer Fund to pay for debt service on general obligation debt carried by the City which is associated with sewer fund assets previously acquired. Projected amounts are based on the debt retirement schedules for sewer related projects.

Assumptions for Expenditure Forecast:

Payroll/Personal Services

Payroll growth is projected consistent with existing bargaining contracts and conservative estimates for non-union employees and elected officials. New hires reflecting open positions that have previously been left vacant are factored in and timed across the 5 year plan.

Non-Payroll Expenses

The plan utilizes the Federal Reserve Bank's inflation expectations model in allowing for expected increases in general non-payroll related expenses. This rate approximates 2% during the 5-Year Plan.

Defined Benefit Pension

The City currently has two defined benefit pension plans, the Police Department Pension and the Allingtown Fire Department Pension. The Police Department Pension Plan contribution. Contributions represent fully funding the projected ADEC in each year. The Allingtown Fire Department Pension contributions represent the City's share of pension costs. Contributions to the Fire Plan in FY 2021 is based on the actuary firm's estimated ADEC for FY 2021 provided in March 2020. Subsequent years funding levels are at 100% of the contributions recommended by the actuary in a valuation completed after the budget was finalized.

Defined Contribution Pension

City contributions to the defined contribution plan represent approximately 6% of employee pay. After 2009, all new Police hires have been included in the defined contribution plan and all Allingtown Fire employees have been included since 2013.

Health and Other Post Employment Benefits (OPEB)

The City has transitioned to the CT State Partnership health plan. Healthcare costs are comprised of a combination of premium costs for active employees and estimates provided by Lockton for the retirees who are still self-insured. A 7% annual increase as well as an additional 3% self-fund claims margin has been factored in for all years.

Education

The City's Education contribution to West Haven Public Schools is held flat in FY 2021, followed by an increase of 0.4% in subsequent years. Because the City's public schools are classified as an Alliance District, any increase in the Education Cost Sharing grant is presumed to go directly to the Board of Education. However, proposed legislation, if passed by the State legislature, would allow for a portion of ECS increases to offset local property taxes.

West Haven Public Library

The West Haven Public Library is a legally separate entity that receives funding from the City. In FY2021 the City Council removed funding from the Library, this plan restores funding to FY2020 levels for years 2022-2025.

Debt Service

Detailed projects requiring bonding have been provided in this document showing impacts of bonded projects starting and ending within the 5 years covered in this document. In FY2023 the debt service related to the Police Pension bond will end resulting in a \$5.7M reduction in costs. This savings in the first year will be used to achieve the goal of getting the general fund balance to a level of 5% of annual operating costs.

Fund Balance Projections

The City realizes the importance of building fund reserves in order to weather tough economic times. This plan grows the General Fund balance to 6% of total expenditures by FY2025. Progress has been made over the past year and the City feels that with appropriate strategic focus and commitment it will be in a strong position to continue building the appropriate fund balances going forward.

MILL RATE CALCULATION - GENERAL FUND

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 PROJECTED	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
TOTAL EXPENDITURES	159,737,299	160,013,976	162,316,930	165,442,893	167,860,232	168,878,754	167,955,620	168,016,178
OPERATIONAL REVENUE	7,929,790	8,391,490	7,653,769	6,711,555	6,911,874	6,752,068	6,841,582	6,798,415
FEDERAL AND STATE GRANTS	52,935,087	53,241,754	53,202,502	53,132,054	53,153,826	53,161,600	53,161,556	53,171,685
DEFICIT BOND PROCEEDS	16,626,016	-	-	-	-	-	-	-
MARB RESTRUCTURING FUNDS	8,000,000	5,000,000	4,115,542	4,000,000	2,000,000	-	-	-
NON CURRENT TAXES	2,563,802	1,978,222	2,056,432	1,773,000	1,823,190	1,874,886	1,928,132	1,982,976
CURRENT PROPERTY TAX LEVY	<u>92,002,428</u>	<u>94,025,726</u>	<u>95,545,847</u>	99,826,284	103,971,341	107,090,201	106,024,351	106,063,102
TOTAL REVENUES	180,057,122	162,637,192	162,574,091	165,442,893	167,860,232	168,878,754	167,955,620	168,016,178
NET GL - MOTOR VEHICLE	259,519,230	261,726,860	266,920,740	276,734,340	276,734,340	276,734,340	276,734,340	276,734,340
NET GL - REAL ESTATE / PP	2,390,670,988	2,391,714,857	2,416,207,349	2,442,383,215	2,491,976,495	2,506,698,297	2,511,920,710	2,513,143,734
NET GRAND LIST	2,650,190,218	2,653,441,717	2,683,128,089	2,719,117,555	2,768,710,835	2,783,432,637	2,788,655,050	2,789,878,074
GROSS TAX LEVY - MV				10,205,962	10,181,056	10,178,289	10,178,289	10,178,289
GROSS TAX LEVY - R/E, PP				91,243,513	95,480,876	98,653,216	97,570,035	97,609,416
GROSS TAX LEVY				101,449,476	105,661,932	108,831,505	107,748,324	107,787,705
COLLECTION RATE				98.40%	98.40%	98.40%	98.40%	98.40%
TOTAL CURRENT TAX				99,826,284	103,971,341	107,090,201	106,024,351	106,063,102
CAPITAL & NON-RECURRING								
CAPITAL & NON-RECURRING	238,326	404,500	565,000	337,966	587,826	599,583	611,575	623,807
CAPITAL & NON-RECURRING MILL RATE	0.09	0.15	0.21	0.12	0.21	0.22	0.22	0.22
MILL RATE CALCULATION								
MILL RATE - MV		36.79	36.79	36.88	36.79	36.78	36.78	36.78
MILL RATE - R/E, PP		36.11	36.47	37.36	38.32	39.36	38.84	38.84
MILL RATE - CAPITAL & NON RECUR.		0.15	0.21	0.12	0.21	0.22	0.22	0.22
TOTAL MILL RATE - MV	37.00	36.94	37.00	37.00	37.00	37.00	37.00	37.00
TOTAL MILL RATE - R/E, PP	35.26	36.26	36.68	37.48	38.53	39.58	39.06	39.06
MILL RATE CHANGE	-	1.00	0.42	0.80	1.05	1.05	(0.52)	-
BEGINNING FUND BALANCE	(18,138,674)	2,181,149	1,358,918	1,616,079	2,232,291	2,530,191	8,487,708	10,768,842
SURPLUS/(DEFICIT)	20,319,823	2,623,216	257,161	-	-	-	-	-
FUND BALANCE ADJUSTMENT	-	(3,445,447)	-	616,212	297,900	5,957,517	2,281,134	331,860
ENDING FUND BALANCE	2,181,149	1,358,918	1,616,079	2,232,291	2,530,191	8,487,708	10,768,842	11,100,702
FUND BALANCE % OF TOTAL EXP.	1.37%	0.85%	1.00%	1.35%	1.51%	5.21%	6.50%	6.62%
ORIGINAL FUND BALANCE % TARGET	-0.08%	0.76%	1.00%	1.62%	2.72%	5.21%		

CITY OF WEST HAVEN ANALYSIS OF FUND BALANCE

	FY2019 ACTUAL	FY2020 PROJECTED	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
TOTAL REVENUE	157,637,192	158,458,549	161,442,893	165,860,232	168,878,754	167,955,620	168,016,178
TOTAL EXPENSES	160,013,976	162,316,930	164,826,681	167,562,332	162,921,238	165,674,487	167,684,318
FUND BALANCE ADJUSTMENT	-	-	616,212	297,900	5,957,517	2,281,134	331,860
SURPLUS/(DEFICIT) WITHOUT MARB FUNDING	(2,376,784)	(3,858,381)	(4,000,000)	(2,000,000)	0	-	0
OTHER REVENUES	-	-	-	-	-	-	-
MARB REVENUE	5,000,000	4,115,542	4,000,000	2,000,000	-	-	-
FINAL SURPLUS/(DEFICIT)	2,623,216	257,161	616,212	297,900	5,957,517	2,281,134	331,860

MILL RATE	36.26	36.68	37.48	38.53	39.58	39.06	39.06
MILL RATE (ORIGINAL MODEL)	36.26	37.25	39.26	39.99	39.99	39.99	39.99
MILL RATE CHANGE		0.42	0.80	1.05	1.05	(0.52)	-
MILL RATE CHANGE (ORIGINAL MODEL)		1.00	2.01	0.73	(0.00)		

TOTAL REVENUE	157,637,192	158,458,549	161,442,893	165,860,232	168,878,754	167,955,620	168,016,178
TOTAL REVENUE (ORIGINAL MODEL)		158,805,292	163,388,715	168,999,608	169,030,438		

TOTAL EXPENDITURES	160,013,976	162,316,930	164,826,681	167,562,332	162,921,238	165,674,487	167,684,318
TOTAL EXPENDITURES (ORIGINAL MODEL)	162,940,955	164,790,317	166,741,561	169,518,546	165,400,143		

BEGINNING FUND BALANCE	2,181,149	1,358,918	1,616,079	2,232,291	2,530,191	8,487,708	10,768,842
FUND BALANCE ADJUSTMENT	(3,445,447)	-	-	-	-	-	-
ENDING FUND BALANCE	1,358,918	1,616,079	2,232,291	2,530,191	8,487,708	10,768,842	11,100,702
ORIGINAL FUND BALANCE (ORIGINAL MODEL)	1,234,080	1,653,556	2,705,210	4,590,772	8,625,568		

FUND BALANCE % OF TOTAL EXP.	0.85%	1.00%	1.35%	1.51%	5.21%	6.50%	6.62%
FUND BALANCE % OF TOTAL EXP. (ORIGINAL MODEL)	0.76%	1.00%	1.62%	2.72%	5.21%		

REVENUE & EXPENDITURE SUMMARY

	FY2019 ACTUAL	FY2020 PROJECTED	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
REVENUES:							
Current Property Tax Levy	94,025,726	95,545,847	99,826,284	103,971,341	107,090,201	106,024,351	106,063,102
Non Current Taxes	1,978,222	2,056,432	1,773,000	1,823,190	1,874,886	1,928,132	1,982,976
Interest & Lien Fees	890,468	943,833	821,600	850,658	880,808	912,095	944,562
Licenses & Permits	1,961,408	1,769,835	1,594,150	1,796,284	1,740,777	1,730,784	1,776,998
Fines, Forfeits & Penalties	286,947	255,045	252,100	276,847	273,364	279,865	289,475
Use Of Money/Property	403,514	346,734	117,700	69,895	77,034	194,037	26,587
From Other Agencies	53,241,754	53,202,502	53,132,054	53,153,826	53,161,600	53,161,556	53,171,685
Charges - Current Services	1,205,512	1,176,718	1,135,450	1,199,003	1,200,940	1,216,157	1,244,450
Other Revenues	2,118,500	1,752,729	1,826,912	1,892,961	1,888,220	1,926,488	1,940,807
Other Financing Sources	1,525,141	1,408,875	963,643	826,226	690,925	582,156	575,535
TOTAL REVENUE	157,637,192	158,458,549	161,442,893	165,860,232	168,878,754	167,955,620	168,016,178
EXPENDITURES:							
General Government	1,663,218	1,858,182	2,231,757	2,313,366	2,349,548	2,366,598	2,384,517
Planning & Development	901,098	870,120	1,054,544	1,065,221	1,085,558	1,087,874	1,090,309
Finance	2,697,794	2,706,220	2,615,252	2,622,122	2,682,281	2,710,741	2,740,637
Public Safety	15,097,032	15,830,189	15,881,228	16,231,635	16,679,747	16,817,420	16,868,921
Public Works	10,073,486	10,560,572	10,854,358	11,067,620	11,284,513	11,418,318	11,558,943
Human Resources	1,935,228	1,937,355	2,026,361	2,050,994	2,139,245	2,149,731	2,159,749
Library	1,546,000	1,496,000	1,221,000	1,496,000	1,496,000	1,496,000	1,496,000
Board Of Education	90,526,821	89,614,757	89,960,421	90,320,263	90,681,544	91,044,270	91,408,447
Operating Charges	16,187,296	17,836,061	18,773,841	19,133,412	20,054,234	21,067,786	22,107,745
Debt Service	18,926,611	18,809,597	18,643,292	20,268,203	13,532,992	14,515,273	14,802,702
Contingent	459,393	797,876	1,564,627	993,495	935,576	1,000,475	1,066,347
TOTAL EXPENDITURES	160,013,976	162,316,930	164,826,681	167,562,332	162,921,238	165,674,487	167,684,318
SURPLUS/(DEFICIT)	(2,376,784)	(3,858,381)	(3,383,788)	(1,702,100)	5,957,517	2,281,134	331,860
MUNICIPAL RESTRUCTURING FUNDS	5,000,000	4,115,542	4,000,000	2,000,000	-	-	-
CHANGE IN FUND BALANCE	2,623,216	257,161	616,212	297,900	5,957,517	2,281,134	331,860
BEGINNING FUND BALANCE	2,181,149	1,358,918	1,616,079	2,232,291	2,530,191	8,487,708	10,768,842
FUND BALANCE ADJUSTMENT	(3,445,447)	-	-	-	-	-	-
ENDING FUND BALANCE	1,358,918	1,616,079	2,232,291	2,530,191	8,487,708	10,768,842	11,100,702
<i>ENDING FUND BALANCE PER ORIGINAL PLAN</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	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	
Net GL - Motor Vehicle	259,519,230	261,726,860	266,920,740	276,734,340	276,734,340	276,734,340	276,734,340	276,734,340	
Growth Factor	0.57%	0.85%	1.98%	3.68%	0.00%	0.00%	0.00%	0.00%	
Real Estate/Personal Property	2,390,670,988	2,391,714,857	2,416,207,349	2,442,383,215	2,443,604,407	2,444,826,209	2,446,048,622	2,447,271,646	
Growth Factor	0.77%	0.04%	1.02%	1.08%	0.050%	0.050%	0.050%	0.050%	
Revaluation Impact	-	-	-	-	48,872,088	48,872,088	48,872,088	48,872,088	2.00%
Development Impact - Stiles School	-	-	-	-	500,000	3,000,000	3,000,000	3,000,000	
Development Impact - Thompson School	-	-	-	-	500,000	3,000,000	3,000,000	3,000,000	
Development Impact -	-	-	-	-	500,000	3,000,000	3,000,000	3,000,000	
Development Impact - Havens	-	-	-	-	(2,000,000)	4,000,000	8,000,000	8,000,000	
Development Impact -	-	-	-	-	-	-	-	-	
Development Impact -	-	-	-	-	-	-	-	-	
Development Impact -	-	-	-	-	-	-	-	-	
Development Impact -	-	-	-	-	-	-	-	-	
Real Estate/Personal Property Total	2,390,670,988	2,391,714,857	2,416,207,349	2,442,383,215	2,491,976,495	2,506,698,297	2,511,920,710	2,513,143,734	
Total Net Grand List	2,650,190,218	2,653,441,717	2,683,128,089	2,719,117,555	2,768,710,835	2,783,432,637	2,788,655,050	2,789,878,074	
Original Grand List Assumptions		2,653,441,717	2,660,791,962	2,662,208,810	2,759,644,936	2,761,061,784			

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 PROJECTED	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST	
REVENUE DETAILS									
CURRENT PROPERTY TAX LEVY									
Current Property Tax Levy - MV	8,577,397	8,766,029	8,939,988	10,042,667	10,018,159	10,015,436	10,015,436	10,015,436	
Current Property Tax Levy - R/E, PP	83,425,031	85,259,697	86,605,859	89,783,617	93,953,182	97,074,765	96,008,915	96,047,666	
Subtotal	92,002,428	94,025,726	95,545,847	99,826,284	103,971,341	107,090,201	106,024,351	106,063,102	
NON CURRENT TAXES									
Motor Vehicle Supplement	1,424,633	1,435,859	1,430,246	1,261,000	1,298,830	1,337,795	1,377,929	1,419,267	3.0%
Tax Levy - Prior Years	1,001,564	413,937	448,138	412,000	424,360	437,091	450,204	463,710	3.0%
Tax Levy - Suspense	137,605	128,427	178,048	100,000	100,000	100,000	100,000	100,000	0.0%
Pers. Prop. Tax Audits	-	-	-	-	-	-	-	-	-
Non Current Per. Prop. Tax	-	-	-	-	-	-	-	-	-
Subtotal	2,563,802	1,978,222	2,056,432	1,773,000	1,823,190	1,874,886	1,928,132	1,982,976	
INTEREST & LIEN FEES									
Tax Interest - Current Year	474,170	498,784	471,866	476,100	490,383	505,094	520,247	535,855	3.0%
Tax Interest - Prior Years	365,490	253,710	273,721	220,500	231,525	243,101	255,256	268,019	5.0%
Tax Interest - Suspense	166,348	137,974	198,246	125,000	128,750	132,613	136,591	140,689	3.0%
Subtotal	1,006,008	890,468	943,833	821,600	850,658	880,808	912,095	944,562	
LICENSES & PERMITS									
Building Permits	1,517,792	1,367,973	1,151,135	1,075,000	1,210,017	1,156,838	1,158,758	1,186,956	1.0%
Electrical Permits	177,901	203,904	181,444	177,000	189,324	184,415	185,415	188,249	1.0%
Zoning Permits	120,654	147,778	128,385	100,000	126,641	119,525	116,543	122,112	1.0%
Health Licenses	64,728	95,466	147,332	80,300	110,930	116,239	105,564	114,238	3.0%
Plumbing & Heating Permits	63,776	79,881	97,495	105,300	95,168	100,314	101,263	99,904	1.0%
Police & Protection Licenses	17,837	25,480	29,341	22,900	26,684	27,097	26,327	27,504	3.0%
Animal Licenses	16,455	15,912	8,105	15,400	13,533	12,716	14,299	13,921	3.0%
Excavation Permits	5,570	10,370	13,101	7,100	10,496	10,539	9,660	10,539	3.0%
City Clerk Fees	6,319	5,860	6,309	6,200	6,307	6,460	6,512	6,619	3.0%
Dog Pound Releases	(2,144)	2,032	155	300	854	449	550	636	3.0%
Marriage Licenses	2,420	4,962	5,061	3,800	4,746	4,672	4,538	4,792	3.0%
Sporting Licenses	276	271	446	250	332	353	321	345	3.0%
Alcoholic Beverage License	148	1,520	1,525	600	1,252	1,160	1,034	1,183	3.0%
Subtotal	1,991,732	1,961,408	1,769,835	1,594,150	1,796,284	1,740,777	1,730,784	1,776,998	
FINES, FORFEITS & PENALTIES									
Parking Tags	233,873	223,175	188,458	219,600	220,932	220,147	231,238	235,311	5.0%
Fines And Penalties	52,514	38,063	52,685	32,500	42,315	43,775	40,716	43,537	3.0%
Bldg Code Violations	31,824	25,709	13,902	-	13,600	9,442	7,911	10,627	3.0%
Subtotal	318,210	286,947	255,045	252,100	276,847	273,364	279,865	289,475	
USE OF MONEY/PROPERTY									
Investment Income	193,375	381,638	314,170	100,000	44,646	50,604	169,754		2.0%
Rent from City Facilities	15,000	21,876	32,564	17,700	25,249	26,430	24,283	26,587	5.0%
Subtotal	208,375	403,514	346,734	117,700	69,895	77,034	194,037	26,587	
FROM OTHER AGENCIES									
Educational Cost Sharing	45,003,667	45,238,618	45,140,487	45,140,487	45,140,487	45,140,487	45,140,487	45,140,487	
School Build. Construction	-	-	-	-	-	-	-	-	
Health Services	74,225	66,528	67,266	60,000	60,000	60,000	60,000	60,000	
Pilot-Colleges & Hospitals	5,412,671	5,527,988	5,527,988	5,527,988	5,527,988	5,527,988	5,527,988	5,527,988	
Muni Revenue Sharing	147,516	147,516	147,516	147,516	147,516	147,516	147,516	147,516	
Prop Tax Relief - Elderly & Disabl	6,000	4,000	2,000	-	-	-	-	-	
Mashentucket Pequot Grant	951,618	807,097	807,097	807,097	807,097	807,097	807,097	807,097	
Prop Tax Relief - Total Disab	5,370	5,111	5,370	5,000	5,000	5,000	5,000	5,000	
Pilot-State Owned Property	-	181,198	181,198	181,198	181,198	181,198	181,198	181,198	
Prop Tax Relief - Veterans	133,950	130,003	130,803	127,400	127,400	127,400	127,400	127,400	
Town Aid Road	617,602	616,005	616,005	617,268	617,268	617,268	617,268	617,268	
Fed/State Miscellaneous Grants	177,681	122,462	150,997	122,000	122,000	122,000	122,000	122,000	
MRSA Select Pilot	-	-	-	-	-	-	-	-	
MRSA Sales Tax Sharing	-	-	-	-	-	-	-	-	
SCCRWA-Pilot Grant	305,665	301,396	305,220	301,100	311,649	315,169	318,585	324,588	3.0%
Telephone Access Grant	99,121	93,832	120,555	95,000	106,223	110,477	107,017	111,143	3.0%
Subtotal	52,935,087	53,241,754	53,202,502	53,132,054	53,153,826	53,161,600	53,161,556	53,171,685	
CHARGES - CURRENT SERVICES									
Record Legal Instrument Fees	660,795	732,096	727,909	656,250	740,689	743,697	749,223	781,763	5.0%
Miscellaneous - Parks & Recreation	348,588	351,860	359,689	340,000	340,000	340,000	340,000	340,000	
Miscellaneous - General Gov't	79,910	57,952	26,899	84,800	58,247	58,348	69,146	63,771	3.0%
Miscellaneous - Public Works	37,819	38,854	33,936	37,900	36,897	36,244	37,014	36,718	
Police Charges	13,988	10,186	25,815	13,500	16,500	18,605	16,202	17,102	
All Other Public Works	2,330	14,540	2,469	3,000	6,670	4,046	4,572	5,096	
Health Fees	20	25	-	-	-	-	-	-	
Sundry - Other	-	-	-	-	-	-	-	-	3.0%
Miscellaneous - Schools	-	-	-	-	-	-	-	-	
Subtotal	1,143,450	1,205,512	1,176,718	1,135,450	1,199,003	1,200,940	1,216,157	1,244,450	
OTHER REVENUES									
Fire Dept Share of ERS	810,373	762,240	857,822	864,558	928,999	950,544	963,338	976,971	

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 PROJECTED	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST	
REVENUE DETAILS									
Yale Contribution	427,290	437,317	444,561	422,651	422,651	422,651	422,651	422,651	
Sale of Property	199,200	298,807	12,000	-	-	-	-	-	
Miscellaneous Revenue	159,477	227,498	42,067	195,300	154,955	130,774	160,343	148,691	
Pilot - Housing Authority	141,536	148,751	145,230	146,600	146,860	146,230	146,563	146,551	
Parking Meter Revenue	72,042	82,227	99,385	62,000	83,640	84,125	78,886	84,684	3.0%
Sewer Fee Collection Expenses	55,166	55,166	55,166	55,200	58,488	59,662	61,250	63,388	6.0%
Quigley/Yale Parking	43,603	43,603	43,603	43,603	44,911	45,360	45,963	46,774	3.0%
Insurance Reimbursement	9,411	43,912	32,252	26,400	35,214	32,227	32,219	34,217	3.0%
Organic Recycling Compost	370	18,978	20,643	10,600	17,243	16,647	15,275	16,880	3.0%
Subtotal	1,918,468	2,118,500	1,752,729	1,826,912	1,892,961	1,888,220	1,926,488	1,940,807	
OTHER FIN. SOURCES									
Residual Equity Transfers In	172,130	308,081	250,000	250,000	277,441	266,921	272,731	280,535	3.0%
Transfer From Sewer Oper Fund	1,171,416	1,217,060	1,158,875	713,643	548,785	424,004	309,425	295,000	
Subtotal	1,343,546	1,525,141	1,408,875	963,643	826,226	690,925	582,156	575,535	
Grand Total	155,431,105	157,637,192	158,458,549	161,442,893	165,860,232	168,878,754	167,955,620	168,016,178	
MARB Restructuring		5,000,000	4,115,542	4,000,000	2,000,000	-	-	-	
	155,431,105	162,637,192	162,574,091	165,442,893	167,860,232	168,878,754	167,955,620	168,016,178	

	FY2019 ACTUAL	FY2020 PROJECTED	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
City Council	87,994	105,871	199,686	89,680	91,476	91,695	91,926
Mayor's Office	293,690	316,443	322,211	323,855	328,039	329,544	331,126
Corporation Counsel	432,483	466,012	681,602	689,736	702,111	707,886	713,955
Labor Relations & Personnel	166,253	169,336	239,362	410,872	414,717	414,904	415,099
Communications - City	223,661	344,600	336,336	343,148	350,089	357,191	364,655
Town & City Clerk	307,112	312,951	298,538	300,787	305,209	307,015	308,912
Registrar Of Voters	144,858	133,649	145,502	146,597	149,038	149,315	149,606
Probate Court	7,167	9,320	8,520	8,693	8,868	9,048	9,237
Subtotal	1,663,218	1,858,182	2,231,757	2,313,366	2,349,548	2,366,598	2,384,517
PLANNING & DEVELOPMENT							
Planning & Development	403,535	378,292	386,947	390,726	397,567	399,430	401,389
Grants Administration	66,351	42,649	75,525	76,285	77,811	77,821	77,831
Building Department	431,212	449,179	592,072	598,209	610,180	610,623	611,089
Subtotal	901,098	870,120	1,054,544	1,065,221	1,085,558	1,087,874	1,090,309
FINANCE							
Treasurer	7,600	7,600	7,600	7,676	7,830	7,830	7,830
Finance/Comptroller	931,751	955,326	871,956	831,378	846,812	851,865	857,175
Purchasing	148,722	144,025	104,000	139,418	142,222	143,700	145,254
Info. & Tech. / Data Processing	566,689	528,119	540,291	539,191	558,893	576,255	594,488
Central Services	191,109	219,071	201,201	204,692	208,820	211,867	215,069
Tax Assessment	442,066	432,976	447,420	452,054	461,099	461,431	461,780
Board Of Assessment Appeals	3,179	5,600	5,080	5,162	5,265	5,329	5,395
Tax Collection	406,678	413,503	437,704	442,551	451,340	452,464	453,646
Subtotal	2,697,794	2,706,220	2,615,252	2,622,122	2,682,281	2,710,741	2,740,637
PUBLIC SAFETY							
Emergency Reporting System (ERS)	1,784,609	1,914,264	2,043,241	2,064,443	2,112,319	2,140,751	2,171,047
Public Safety Administration	1,105,148	1,170,159	908,331	921,026	937,056	949,705	962,999
Public Safety Operations	11,034,435	11,515,070	11,746,507	12,046,799	12,406,062	12,499,352	12,503,793
Public Safety Support	901,392	956,462	887,285	897,171	915,136	917,225	919,420
Animal Control	262,449	257,010	281,666	287,833	294,522	295,688	296,914
Emergency Management	9,000	17,224	14,198	14,363	14,651	14,698	14,748
Subtotal	15,097,032	15,830,189	15,881,228	16,231,635	16,679,747	16,817,420	16,868,921
PUBLIC WORKS							
Administration	466,757	592,660	550,209	557,421	567,681	573,161	578,919
Bureau Of Engineering	118,103	315,844	439,311	441,230	445,054	445,108	445,165
Central Garage	1,055,598	1,305,004	1,182,281	1,201,429	1,225,624	1,240,711	1,256,567
Compost Site	33,016	46,000	42,000	42,851	43,717	44,604	45,536
Disposal Of Solid Waste	3,162,344	3,169,911	3,294,684	3,361,409	3,429,406	3,498,975	3,572,090
Grounds & Building, Maintenance	1,244,122	1,275,807	1,253,237	1,273,646	1,299,300	1,315,518	1,332,562
Hwy & Park Maintenance	3,993,546	3,855,345	4,092,636	4,189,635	4,273,731	4,300,242	4,328,104
Subtotal	10,073,486	10,560,572	10,854,358	11,067,620	11,284,513	11,418,318	11,558,943
HUMAN RESOURCES							
Human Resources	254,433	275,929	308,636	311,770	365,138	366,724	367,390
Elderly Services	508,148	487,286	458,493	466,080	475,469	481,650	488,145
Parks & Recreation	869,607	851,076	906,787	917,101	935,472	938,038	940,735
Health Department	303,040	323,064	352,445	356,044	363,166	363,319	363,480
Subtotal	1,935,228	1,937,355	2,026,361	2,050,994	2,139,245	2,149,731	2,159,749
OTHER							
Library	1,546,000	1,496,000	1,221,000	1,496,000	1,496,000	1,496,000	1,496,000
City Insurance	906,371	879,122	800,977	817,199	833,729	850,643	868,418
Pensions & Hospitalizations	15,238,746	16,914,760	17,930,685	18,273,180	19,176,601	20,172,349	21,193,597
Med Com..Prog.	42,179	42,179	42,179	43,033	43,904	44,794	45,730
Debt Service	18,926,611	18,809,597	18,643,292	20,268,203	13,532,992	14,515,273	14,802,702
Contingency	459,393	797,876	2,180,839	1,291,395	6,893,093	3,281,609	1,398,207
Subtotal	37,119,300	38,939,534	40,818,972	42,189,010	41,976,318	40,360,668	39,804,654
CITY TOTAL	69,487,155	72,702,173	75,482,472	77,539,969	78,197,210	76,911,350	76,607,731
BOARD OF EDUCATION							
Tuition	9,291,585	8,439,386	8,560,500	8,798,879	8,633,987	8,699,113	8,745,502
Student Transportation	5,912,206	5,132,032	5,653,600	5,588,210	5,479,779	5,596,158	5,576,935
Salaries	51,592,975	52,027,322	52,888,187	52,888,187	52,888,187	52,888,187	52,888,187
Operation of Plant	3,667,282	3,754,540	3,175,773	3,546,662	3,506,294	3,423,215	3,506,025
Benefits & Fixed Charges	16,693,293	17,721,168	17,355,252	18,088,802	18,583,139	18,891,044	19,430,238
Purchased Services	1,476,638	1,120,809	1,054,709	1,222,255	1,137,121	1,142,580	1,171,988
Instruction	1,307,219	1,419,500	1,272,400	1,338,372	1,348,798	1,325,136	1,342,785
Return to original model	585,624	-	-	(1,151,104)	(895,761)	(921,163)	(1,253,213)
BOARD OF EDUCATION TOTAL	90,526,821	89,614,757	89,960,421	90,320,263	90,681,544	91,044,270	91,408,447
City Excluding Debt	50,560,544	53,892,576	56,222,968	56,973,866	58,706,702	60,114,944	61,473,168
Fund Balance Adjustment	-	-	616,212	297,900	5,957,517	2,281,134	331,860
Debt Service	18,926,611	18,809,597	18,643,292	20,268,203	13,532,992	14,515,273	14,802,702
Education	90,526,821	89,614,757	89,960,421	90,320,263	90,681,544	91,044,270	91,408,447
Total Expenditures	160,013,976	162,316,930	165,442,893	167,860,232	168,878,754	167,955,620	168,016,178

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

DEPT	DESCRIPTION	FY2019 ACTUAL	FY2020 PROJECTION	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
11000010 CITY COUNCIL								
11000010	51000	REGULAR WAGES	47,233	55,446	40,586	40,992	41,812	41,812
11000010	51010	CLERK OF THE COUNCIL	2,542	4,375	5,000	5,050	5,151	5,151
11000010	51350	PART TIME ELECTED	32,635	32,700	32,700	33,027	33,688	33,688
11000010	52250	ADVERTISING	2,502	6,550	3,600	3,673	3,747	3,903
11000010	52510	MAINTENANCE SERVICES	2,982	4,000	4,000	4,081	4,164	4,337
11000010	52770	OTHER SERVICES	100	2,500	2,500	2,551	2,602	2,710
11000010	54331	MISC. EXPENSE	-	300	300	306	312	319
11000010	56009	LIBRARY CONTINGENCY	-	-	100,000	-	-	-
11000010	new ac	CHARTER REVISION EXPENDITURES	-	-	10,000	-	-	-
11000010	new ac	CHARTER CONTIN.	-	-	1,000	-	-	-
11000010		CITY COUNCIL	87,994	105,871	199,686	89,680	91,476	91,695
11050010 MAYOR								
11050010	51000	REGULAR WAGES	229,144	230,253	230,921	230,921	233,230	233,230
11050010	51300	PART TIME WAGES	8,533	15,000	20,000	20,200	20,604	20,604
11050010	52220	OUTSIDE PRINTING	581	630	630	643	656	683
11050010	52320	SUBSCRIPTIONS	175	200	200	204	208	217
11050010	52330	TRAINING & EDUCATION	-	300	300	306	312	325
11050010	52350	TRAVEL EXPENSE	-	1,400	1,500	1,530	1,561	1,593
11050010	52360	BUSINESS EXPENSE	297	4,900	4,900	4,999	5,100	5,313
11050010	52370	COUNCIL OF GOVERNMENTS	18,500	18,600	18,600	18,977	19,361	20,166
11050010	52390	CT. CONFERENCE MUNICIPAL	36,160	36,160	36,160	36,892	37,639	38,402
11050010	52397	U.S.CONFERENCE MAYORS	-	7,000	7,000	7,142	7,286	7,589
11050010	53490	OTHER SUPPLIES	300	2,000	2,000	2,041	2,082	2,168
11050010		MAYOR'S OFFICE	293,690	316,443	322,211	323,855	328,039	329,544
11100010 CORPORATION COUNSEL								
11100010	51000	REGULAR WAGES	258,219	263,512	398,102	400,597	407,125	407,125
11100010	51000	NEW HIRES	-	-	-	-	-	-
11100010	51300	OVERTIME	-	7,500	10,000	10,100	10,302	10,302
11100010	52310	CONVENTIONS & DUES	375	1,000	1,000	1,020	1,041	1,084
11100010	52430	LEGAL SERVICES	143,350	153,000	200,000	204,050	208,178	212,401
11100010	52480	OTHER PROF. SERVICES	11,650	10,500	20,000	20,405	20,818	21,240
11100010	52490	TAX FORECLOSURE EXP.	7,034	15,000	37,000	37,749	38,513	39,294
11100010	53110	OTHER EQUIP.	190	3,500	3,500	3,571	3,643	3,717
11100010	53140	LIBRARY SUPPLIES	11,664	12,000	12,000	12,243	12,491	13,010
11100010		CORPORATION COUNSEL	432,483	466,012	681,602	689,736	702,111	707,886
11150010 PERSONNEL DEPARTMENT								
11150010	51000	REGULAR WAGES	157,196	161,106	230,532	231,863	235,526	235,526
11150010	51500	OVERTIME	3,770	-	-	-	-	-
11150010	52250	ADVERTISING	-	-	600	612	625	637
11150010	52770	OTHER CONTRACTUAL SERV.	-	-	-	170,000	170,000	170,000
11150010	52830	OTHER EXAMS	5,287	8,230	8,230	8,397	8,567	8,923
11150010		PERSONNEL DEPARTMENT	166,253	169,336	239,362	410,872	414,717	414,904
11209910 TELEPHONE ADMINISTRATION								
11209910	52150	TELEPHONE	223,661	344,600	336,336	343,148	350,089	357,191
11209910		TELEPHONE ADMINISTRATION	223,661	344,600	336,336	343,148	350,089	357,191
11250010 CITY CLERK								
11250010	51000	REGULAR WAGES	241,902	213,661	212,238	212,747	215,389	215,389
11250010	51500	OVERTIME	88	800	800	808	824	824
11250010	51800	SEPARATION PAY	-	26,490	-	-	-	-
11250010	52250	ADVERTISING	-	-	1,500	1,530	1,561	1,593
11250010	52290	ELECTION DAY EXPENSES	12,585	7,500	15,000	15,304	15,613	15,930
11250010	52310	CONVENTIONS & DUES	635	900	900	918	937	956
11250010	52330	TRAINING & EDUCATION	120	200	500	510	520	531
11250010	52340	MILEAGE ALLOWANCE REIMB.	-	100	-	-	-	-
11250010	52480	OTHER PROF. SERVICES	1,960	4,500	11,000	11,223	11,450	11,682
11250010	52520	EQUIPMENT REPAIR	357	400	400	408	416	425
11250010	52750	FEES & CHARGES	1,727	1,100	1,100	1,122	1,145	1,168
11250010	52770	OTHER SERVICES	47,653	57,215	55,000	56,114	57,249	58,410
11250010	53590	DOG LICENSES	85	85	100	102	104	106
11250010		CITY CLERK	307,112	312,951	298,538	300,787	305,209	307,015
11300010 REGISTRAR OF VOTERS								
11300010	51000	REGULAR WAGES	49,770	46,047	49,400	49,400	49,894	49,894
11300010	51020	DEPUTY REGISTRARS	10,000	10,000	10,000	10,100	10,302	10,302
11300010	51350	PART TIME ELECTED	28,000	28,000	28,000	28,280	28,846	28,846
11300010	51400	TEMPORARY PAYROLL	42,366	33,200	43,000	43,430	44,299	44,299
11300010	51500	OVERTIME	2,394	4,300	2,000	2,020	2,060	2,060
11300010	52310	CONVENTIONS & DUES	1,102	1,000	1,200	1,224	1,249	1,274
11300010	52330	TRAINING & EDUCATION	2,195	1,200	2,000	2,041	2,082	2,124
11300010	52580	EQUIPMENT MAINTENANCE	5,200	5,200	5,200	5,305	5,413	5,522
11300010	53130	OTHER SUPPL.	493	702	702	716	731	746
11300010	55600	VOTING MACHINES	3,339	4,000	4,000	4,081	4,164	4,248
11300010		REGISTRAR OF VOTERS	144,858	133,649	145,502	146,597	149,038	149,315

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

			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
DEPT		DESCRIPTION	ACTUAL	PROJECTION	PROPOSED	FORECAST	FORECAST	FORECAST	FORECAST
11650010		PROBATE COURT							
11650010	52640	OFFICE EQUIP. RENTAL	2,186	2,536	3,000	3,061	3,123	3,186	3,253
11650010	53110	OFFICE SUPPLIES	3,689	5,264	4,000	4,081	4,164	4,248	4,337
11650010	55190	OTHER EQUIP.	1,293	1,520	1,520	1,551	1,582	1,614	1,648
11650010		PROBATE COURT	7,167	9,320	8,520	8,693	8,868	9,048	9,237
11900010		PLANNING & DEVEL. ADMINISTRATION							
11900010	51000	REGULAR WAGES	340,266	292,542	297,897	299,881	304,884	304,884	304,884
11900010	51500	OVERTIME	1,403	1,000	800	808	824	824	824
11900010	52210	PRINTING	-	1,000	1,000	1,020	1,041	1,062	1,084
11900010	52250	ADVERTISING	31,487	31,500	35,000	35,709	36,431	37,170	37,947
11900010	52280	MAP PRINTING	10	300	300	306	312	319	325
11900010	52310	CONVENTIONS & DUES	2,472	1,200	1,200	1,224	1,249	1,274	1,301
11900010	52382	ENGINEERING COST PLAN & DEV	12,455	15,000	15,000	15,304	15,613	15,930	16,263
11900010	52385	ECON. DEVELOPMENT CONSULTANT	-	4,500	-	-	-	-	-
11900010	52395	REGIONAL GROWTH PARTNERSHIP	-	-	4,500	4,591	4,684	4,779	4,879
11900010	52425	ARCHIVING SERVICES	-	5,000	5,000	5,101	5,204	5,310	5,421
11900010	52475	PUBLIC HEARING SECRETARY	5,000	5,000	5,000	5,101	5,204	5,310	5,421
11900010	52520	EQUIPMENT REPAIR	-	450	450	459	468	478	488
11900010	53460	CLOTHING & UNIFORMS	-	300	300	306	312	319	325
11900010	56400	PROP. MANGMT.	10,441	20,500	20,500	20,915	21,338	21,771	22,226
11900010		PLANNING & DEVEL. ADMINISTRATION	403,535	378,292	386,947	390,726	397,567	399,430	401,389
11900012		GRANTS ADMINISTRATION							
11900012	51000	REGULAR WAGES	66,265	42,199	75,075	75,826	77,343	77,343	77,343
11900012	53420	GRANT DEVELOPMENT EXP.	86	450	450	459	468	478	488
11900012		GRANTS ADMINISTRATION	66,351	42,649	75,525	76,285	77,811	77,821	77,831
11900013		BUILDING DEPARTMENT							
11900013	51000	REGULAR WAGES	421,226	418,709	566,272	571,936	583,376	583,376	583,376
11900013	51500	OVERTIME	4,332	8,500	4,800	4,848	4,945	4,945	4,945
11900013	52310	CONV & DUE	3,042	3,600	3,100	3,163	3,227	3,292	3,361
11900013	52360	BUSNSS EXP	1,845	2,070	2,000	2,041	2,082	2,124	2,168
11900013	52425	ARCHIVING SERVICES	-	5,000	5,000	5,101	5,204	5,310	5,421
11900013	52440	ENG SERVS	-	900	900	918	937	956	976
11900013	52520	EQUIP REPAIRS	-	900	500	510	520	531	542
11900013	52590	DEMO BLDGS	768	9,000	9,000	9,182	9,368	9,558	9,758
11900013	55190	OTHER OFFICE EQUIPMENT	-	500	500	510	520	531	542
11900013		BUILDING DEPARTMENT	431,212	449,179	592,072	598,209	610,180	610,623	611,089
12000010		TREASURER							
12000010	51350	PART TIME ELECTED	7,600	7,600	7,600	7,676	7,830	7,830	7,830
12000010		TREASURER	7,600	7,600	7,600	7,676	7,830	7,830	7,830
12100010		COMPTRROLLER							
12100010	51000	REGULAR WAGES	607,666	623,656	579,056	583,596	594,018	594,018	594,018
12100010	51500	OVERTIME	5,944	2,766	3,600	3,636	3,709	3,709	3,709
12100010	52310	CONVENTIONS & DUES	160	300	200	204	208	212	217
12100010	52420	FINANCIAL SERVICES	300,806	231,504	217,500	221,905	226,394	230,986	235,813
12100010	52570	OTHER REPAIRS & MAINT/UPGRD	-	-	21,600	22,037	22,483	22,939	23,419
12100010	52970	EVICION SERVICES	17,175	21,600	-	-	-	-	-
12100010	56210	CONSULTANT	-	75,500	50,000	-	-	-	-
12100010		COMPTRROLLER	931,751	955,326	871,956	831,378	846,812	851,865	857,175
12100020		PURCHASING / RISK MGT. DEPT.							
12100020	51000	REGULAR WAGES	79,362	75,149	34,000	68,000	69,360	69,360	69,360
12100020	52250	ADVERTISING	10,456	10,000	10,000	10,203	10,409	10,620	10,842
12100020	53110	OFFICE SUPPLIES / CITY	33,698	34,695	40,000	40,810	41,636	42,480	43,368
12100020	53115	OFFICE SUPPLIES / POLICE DEPT.	25,205	24,182	20,000	20,405	20,818	21,240	21,684
12100020		PURCHASING / RISK MGT. DEPT.	148,722	144,025	104,000	139,418	142,222	143,700	145,254
12200022		INFO. & TEC. D/P DEPARTMENT							
12200022	51000	REGULAR WAGES	156,164	156,898	95,277	151,230	154,255	154,255	154,255
12200022	51500	OVERTIME	10,056	4,574	4,800	4,848	4,945	4,945	4,945
12200022	52330	TRAINING	-	1,000	1,000	1,020	1,041	1,062	1,084
12200022	52460	OUTSIDE DATA PROC.	7,581	7,000	80,000	7,200	7,346	7,495	7,651
12200022	52510	MAINTENANCE SERV. AGREMT.	249,933	279,184	282,489	296,613	311,444	327,016	343,367
12200022	52570	OTHER REPAIR & MAINT.	124,482	48,900	48,900	49,890	50,900	51,932	53,017
12200022	52660	SOFTWARE LICENSES	5,245	5,125	5,125	5,229	5,335	5,443	5,557
12200022	53120	DATA PROC. SUPPLIES	3,974	7,438	4,700	4,795	4,892	4,991	5,096
12200022	55170	COMPUTERS	9,253	18,000	18,000	18,365	18,736	19,116	19,516
12200022		INFO. & TEC. D/P DEPARTMENT	566,689	528,119	540,291	539,191	558,893	576,255	594,488
12200023		CENTRAL SERVICES							
12200023	51000	REGULAR WAGES	56,383	56,821	56,821	57,389	58,537	58,537	58,537
12200023	51500	OVERTIME	31	900	80	81	82	82	82
12200023	52010	POSTAGE	62,212	64,000	52,000	53,053	54,126	55,224	56,378
12200023	52570	OTHER REPAIRS & MAINT.	3,997	2,700	2,100	2,143	2,186	2,230	2,277
12200023	52670	COPIER RENTAL	45,345	49,000	46,000	46,932	47,881	48,852	49,873
12200023	53490	OTHER SUPPLIES	8,054	10,000	10,000	10,203	10,409	10,620	10,842

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

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
DEPT	DESCRIPTION	ACTUAL	PROJECTION	PROPOSED	FORECAST	FORECAST	FORECAST	FORECAST
12200023	53495 COFFEE & WATER	3,202	5,850	4,400	4,489	4,580	4,673	4,770
12200023	55190 OTHER EQUIPMENT	10,637	28,000	28,000	28,567	29,145	29,736	30,358
12200023	55640 SAFETY EQIP.	1,248	1,800	1,800	1,836	1,874	1,912	1,952
12200023	CENTRAL SERVICES	191,109	219,071	201,201	204,692	208,820	211,867	215,069
12300010 TAX ASSESSMENT								
12300010	51000 REGULAR WAGES	422,312	415,057	429,301	433,593	442,265	442,265	442,265
12300010	51500 OVERTIME	2,910	2,500	2,400	2,424	2,472	2,472	2,472
12300010	52210 PRINTING	2,122	8,429	5,429	5,539	5,651	5,766	5,886
12300010	52250 ADVERTISING	450	775	775	791	807	823	840
12300010	52280 MAP PRINTING	10,000	2,000	5,000	5,101	5,204	5,310	5,421
12300010	52310 CONVENTIONS & DUES	255	565	565	576	588	600	613
12300010	52330 TRAINING & EDUCATION	3,607	3,000	3,300	3,367	3,435	3,505	3,578
12300010	52480 OTHER PROF. SERVICES	410	650	650	663	677	690	705
12300010	TAX ASSESSMENT	442,066	432,976	447,420	452,054	461,099	461,431	461,780
12300025 BOARD OF ASSESSMENT APPEALS								
12300025	51500 OVERTIME	179	2,600	2,080	2,101	2,143	2,143	2,143
12300025	52760 STIPENDS	3,000	3,000	3,000	3,061	3,123	3,186	3,253
12300025	BOARD OF ASSESSMENT APPEALS	3,179	5,600	5,080	5,162	5,265	5,329	5,395
12400010 TAX COLLECTOR								
12400010	51000 REGULAR WAGES	364,600	366,156	381,657	385,398	393,031	393,031	393,031
12400010	51500 OVERTIME	1,521	3,500	2,800	2,828	2,885	2,885	2,885
12400010	52020 PROSS. & MAIL TAX BILLS	31,825	31,825	37,174	37,927	38,694	39,479	40,304
12400010	52210 PRINTING/BINDINGS	5,320	9,422	12,745	13,003	13,266	13,535	13,818
12400010	52250 ADVERTISING	1,873	1,500	1,873	1,911	1,950	1,989	2,031
12400010	52310 CONVENTIONS & DUES	452	350	350	357	364	372	379
12400010	52330 TRAINING & EDUCATION	937	250	350	357	364	372	379
12400010	52520 EQUIPMENT REPAIR	-	500	400	408	416	425	434
12400010	54260 BAD CHECKS	150	-	50	51	52	53	54
12400010	55190 OTHER EQUIP.	-	-	155	158	161	165	168
12400010	56390 MOTOR VEHICLE DELIN. TAX FEE	-	-	150	153	156	159	163
12400010	TAX COLLECTOR	406,678	413,503	437,704	442,551	451,340	452,464	453,646
13000010 EMERGENCY REPORTING SYSTEM								
13000010	51000 REGULAR WAGES	1,221,916	1,251,838	1,273,992	1,285,810	1,304,371	1,304,371	1,304,371
13000010	51700 LONGEVITY PMT.	5,830	6,950	5,800	5,858	5,975	5,975	5,975
13000010	52150 TELEPHONE EXP.	23,400	23,400	23,400	23,874	24,357	24,851	25,370
13000010	52510 MAINTENANCE SERVICES	66,156	134,206	261,267	266,558	271,950	277,467	283,265
13000010	53110 OFFICE SUPPLIES	1,768	3,795	4,000	4,081	4,164	4,248	4,337
13000010	54110 HEALTH INSURANCE PREM.	286,849	278,568	272,304	291,366	311,760	333,584	356,935
13000010	54130 FICA - E.R.S. SHARE	91,523	97,198	96,900	80,083	81,241	81,241	81,241
13000010	54140 PENSION - CITY SHARE	76,806	84,913	81,278	82,021	83,207	83,207	83,207
13000010	55180 SOFTWARE	5,146	5,000	7,000	7,142	7,286	7,434	7,589
13000010	55190 OTHER EQUIPMENT	5,215	28,396	17,300	17,650	18,007	18,373	18,757
13000010	EMERGENCY REPORTING SYSTEM	1,784,609	1,914,264	2,043,241	2,064,443	2,112,319	2,140,751	2,171,047
		7.45%	7.72%	7.57%	6.20%	6.20%	6.20%	6.20%
13100010 POLICE DEPT. ADMIN.								
13100010	51000 REGULAR WAGES	170,327	250,903	252,991	252,991	255,521	255,521	255,521
13100010	51530 VACATION BUY BACK	26,873	27,000	26,700	26,967	27,506	27,506	27,506
13100010	51700 LONGEVITY PMT.	30,951	30,000	29,600	29,896	30,494	30,494	30,494
13100010	51800 TERMINAL PAY	90,189	-	-	-	-	-	-
13100010	51801 GAS HEAT	93,213	-	-	-	-	-	-
13100010	52110 ELECTRICITY/TRAFFIC LGTS.	45,081	40,000	40,000	40,810	41,636	42,480	43,368
13100010	52150 TELEPHONE	162,121	164,014	160,000	163,240	166,543	169,921	173,472
13100010	52220 OUTSIDE PRINTING SERV.	1,973	1,600	2,200	2,245	2,290	2,336	2,385
13100010	52255 RECRUITMENT	6,644	8,000	8,000	8,162	8,327	8,496	8,674
13100010	52260 OTHER PRINTG. SERV.	114	200	300	306	312	319	325
13100010	52310 CONVENTIONS & DUES	2,295	2,400	1,900	1,938	1,978	2,018	2,060
13100010	52450 MEDICAL SERVICES	18,901	15,000	15,400	15,712	16,030	16,355	16,697
13100010	52570 OTHER REPAIRS	624	62,500	-	-	-	-	-
13100010	52630 VEHICLE RENTAL	13,392	10,041	10,300	10,509	10,721	10,939	11,167
13100010	52640 OFFICE EQUIP RENTAL	44,882	41,991	40,000	40,810	41,636	42,480	43,368
13100010	52650 OTHER RENT	14,662	14,000	14,000	14,284	14,572	14,868	15,179
13100010	52660 SOFTWARE LICENSES	-	-	10,140	10,345	10,555	10,769	10,994
13100010	52730 BOARD PRISONER	466	3,000	2,600	2,653	2,706	2,761	2,819
13100010	52770 OTHER CONTRACTUAL SERV.	144,245	128,909	100,000	102,025	104,089	106,201	108,420
13100010	52780 UNIFORM ALLOW.ADMIN.	4,526	3,000	3,000	3,061	3,123	3,186	3,253
13100010	52820 PSYCH TESTING	8,180	5,500	5,900	6,019	6,141	6,266	6,397
13100010	52830 OTHER EXAMINATIONS	8,594	3,500	7,000	7,142	7,286	7,434	7,589
13100010	53130 OTHER SUPPLIES/CRIME PREV.	7,546	13,000	13,000	13,263	13,532	13,806	14,095
13100010	53210 AUTO FUEL & FLUIDS	157,972	121,600	125,000	127,532	130,111	132,751	135,525
13100010	54320 PYMNTS-OUTSIDE AGENCIES	23,050	12,000	12,000	12,243	12,491	12,744	13,010
13100010	54330 OTHER PAYMENTS	55	200,000	-	-	-	-	-
13100010	55650 SWAT EQUIPMENT	3,760	2,000	5,000	5,101	5,204	5,310	5,421
13100010	56180 EDUCATIONAL REIMB.	24,513	10,000	23,300	23,772	24,253	24,745	25,262
13100010	POLICE DEPT. ADMIN.	1,105,148	1,170,159	908,331	921,026	937,056	949,705	962,999

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

DEPT	DESCRIPTION	FY2019 ACTUAL	FY2020 PROJECTION	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
13100030 POLICE DEPT. OPERATIONS								
13100030	51000 REGULAR WAGES	7,716,063	8,055,350	8,483,827	8,615,944	8,831,343	8,831,343	8,831,343
13100030	51000 NEW HIRES	-	-	-	75,200	151,904	240,969	240,969
13100030	51270 EXTRA EARNINGS	363	2,000	4,200	4,242	4,327	4,327	4,327
13100030	51500 OVERTIME	253,925	293,631	230,880	291,486	297,316	297,316	297,316
13100030	51520 P.D. MANPOWER O/T	1,219,831	1,264,476	1,100,000	1,111,000	1,133,220	1,133,220	1,133,220
13100030	51530 VACATION BUY BACK	358,664	368,465	406,100	410,161	418,364	418,364	418,364
13100030	51540 INTERCITY SPECIAL DUTY	179,376	171,716	190,000	191,900	195,738	195,738	195,738
13100030	51610 SHIFT DIFFERENTIAL UNIFORM P.D.	106,769	105,142	111,400	112,514	114,764	114,764	114,764
13100030	51700 LONGEVITY	626,541	520,000	520,000	525,200	535,704	535,704	535,704
13100030	51800 SEPARATION PAY	227,958	250,000	250,000	252,500	257,550	257,550	257,550
13100030	51801 WORKER'S COMP.	160,774	240,200	250,000	252,500	257,550	257,550	257,550
13100030	52360 BUSINESS EXPENSE	13,145	6,950	7,100	7,244	7,390	7,540	7,698
13100030	52780 UNIFORM ALLOW. - FULL TIME	167,170	212,140	168,000	171,402	174,870	178,417	182,145
13100030	53520 BALLISTIC VEST REPLACE.	3,855	25,000	25,000	25,506	26,022	26,550	27,105
13100030	POLICE DEPT. OPERATIONS	11,034,435	11,515,070	11,746,507	12,046,799	12,406,062	12,499,352	12,503,793
13100031 POLICE DEPT. SUPPORT								
13100031	51000 REGULAR WAGES	480,236	486,172	506,585	511,650	521,882	521,882	521,882
13100031	51300 P/T WAGES CROSS. GRDS.	226,925	232,046	228,800	231,088	235,710	235,710	235,710
13100031	51510 P.D. TRAINING O/T	85,626	81,285	53,000	53,530	54,601	54,601	54,601
13100031	51801 WOKERS COMP.	3,178	-	-	-	-	-	-
13100031	52330 TRAINING & EDUCATION	39,933	65,121	25,000	25,506	26,022	26,550	27,105
13100031	52350 TRAVEL EXPENSE	5,965	2,509	6,000	6,122	6,245	6,372	6,505
13100031	52480 OTHER PROF. SERVICES	10,193	18,101	9,400	9,590	9,784	9,983	10,191
13100031	52570 OTHER REPAIRS & MAINT.	22,886	32,728	20,000	20,405	20,818	21,240	21,684
13100031	52790 UNIFORM ALLOW. - PART TIME	-	3,000	3,000	3,061	3,123	3,186	3,253
13100031	53260 TRAFFIC SUPPLIES	13,016	11,000	11,000	11,223	11,450	11,682	11,926
13100031	53450 LAB. SUPPLIES	4,223	4,500	4,500	4,591	4,684	4,779	4,879
13100031	53510 FIREARM SUPPLIES	9,210	20,000	20,000	20,405	20,818	21,240	21,684
13100031	POLICE DEPT. SUPPORT	901,392	956,462	887,285	897,171	915,136	917,225	919,420
13202010 ANIMAL CONTROL								
13202010	51000 REGULAR WAGES	175,282	152,872	181,624	183,440	188,028	188,028	188,028
13202010	51300 PART TIME WAGES	20,878	22,000	22,000	22,220	22,664	22,664	22,664
13202010	51500 OVERTIME	14,382	16,395	11,600	14,500	14,790	14,790	14,790
13202010	51530 VAC. BUY BACK	5,065	3,500	3,200	3,232	3,297	3,297	3,297
13202010	51700 LONGEVITY	4,717	8,000	8,000	8,080	8,242	8,242	8,242
13202010	52100 GAS HEATING	8,464	-	-	-	-	-	-
13202010	52110 ELECTRICITY	1,533	14,000	14,000	14,284	14,572	14,868	15,179
13202010	52250 ADVERTISING	714	1,500	1,500	1,530	1,561	1,593	1,626
13202010	52310 CONVENTIONS & DUES	-	560	560	571	583	595	607
13202010	52455 VETERINARY SERVICES	21,130	21,000	22,000	22,446	22,900	23,364	23,852
13202010	52780 UNIFORMS- F/T & PT	5,967	10,182	10,182	10,388	10,598	10,813	11,039
13202010	53485 DOG FOOD	504	2,000	2,000	2,041	2,082	2,124	2,168
13202010	55370 OTHER EQUIPMENT	3,814	5,000	5,000	5,101	5,204	5,310	5,421
13202010	ANIMAL CONTROL	262,449	257,010	281,666	287,833	294,522	295,688	296,914
13300010 EMERGENCY MANAGEMENT								
13300010	51300 PART TIME WAGES	9,000	14,974	11,948	12,067	12,309	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	9,000	17,224	14,198	14,363	14,651	14,698	14,748
14000010 PUBLIC WORKS ADMINISTRATION								
14000010	51000 REGULAR WAGES	268,129	265,029	275,710	277,517	282,118	282,118	282,118
14000010	51500 OVERTIME	-	7,132	4,000	4,040	4,121	4,121	4,121
14000010	51300 P/T WAGES	10,999	9,999	10,999	11,109	11,331	11,331	11,331
14000010	52680 TOWN ROAD AID	178,579	300,000	249,000	254,043	259,182	264,440	269,965
14000010	53460 CLOTHING & UNIFORMS	9,050	10,500	10,500	10,713	10,929	11,151	11,384
14000010	PUBLIC WORKS ADMINISTRATION	466,757	592,660	550,209	557,421	567,681	573,161	578,919
14100010 ENGINEERING								
14100010	51000 REGULAR WAGES	115,956	113,294	186,761	188,628	192,400	192,400	192,400
14100010	52310 CONVENTIONS & DUES	1,709	1,500	1,500	1,530	1,561	1,593	1,626
14100010	52335 PROF. LICENSE FEE	438	1,050	1,050	1,071	1,093	1,115	1,138
14100010	56110 MS4 MANDATES	-	200,000	250,000	250,000	250,000	250,000	250,000
14100010	ENGINEERING	118,103	315,844	439,311	441,230	445,054	445,108	445,165
14404072 VEHICLE MAINTENANCE								
14404072	51000 REGULAR WAGES	424,992	421,857	426,421	430,685	439,299	439,299	439,299
14404072	51500 OVERTIME	35,272	46,808	41,360	41,774	42,609	42,609	42,609
14404072	52100 GAS HEATING	60,776	43,485	25,000	25,506	26,022	26,550	27,105
14404072	52110 ELECTRICITY	-	5,778	25,000	25,506	26,022	26,550	27,105
14404072	52130 WATER	-	737	3,200	3,265	3,331	3,398	3,469
14404072	52310 CONFERENCES/SHOWS	195	800	300	306	312	319	325
14404072	52320 TRAINING/DUES/SUBSC	3,577	3,000	2,700	2,755	2,810	2,867	2,927
14404072	52540 MOTOR VEHICLE MAINT.	60,719	59,900	64,700	66,010	67,346	68,712	70,148
14404072	52545 SPL. EQUIP. REPAIR	17,510	58,625	24,500	24,996	25,502	26,019	26,563

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

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
DEPT	DESCRIPTION	ACTUAL	PROJECTION	PROPOSED	FORECAST	FORECAST	FORECAST	FORECAST
14404072	52550	3,000	7,980	6,500	6,632	6,766	6,903	7,047
14404072	52575	-	3,000	1,000	1,020	1,041	1,062	1,084
14404072	52585	7,751	14,500	8,600	8,774	8,952	9,133	9,324
14404072	52630	-	5,050	1,700	1,734	1,770	1,805	1,843
14404072	52650	1,304	5,050	2,000	2,041	2,082	2,124	2,168
14404072	52740	2,292	2,900	2,300	2,347	2,394	2,443	2,494
14404072	52940	560	1,900	600	612	625	637	651
14404072	53210	163,426	325,000	280,000	285,671	291,449	297,362	303,575
14404072	53220	196,409	200,000	187,400	191,195	195,063	199,020	203,179
14404072	53240	48,021	45,894	43,300	44,177	45,071	45,985	46,946
14404072	53250	5,948	9,000	7,700	7,856	8,015	8,177	8,348
14404072	53430	271	1,000	200	204	208	212	217
14404072	53445	484	2,500	1,200	1,224	1,249	1,274	1,301
14404072	53530	16,239	30,000	19,600	19,997	20,401	20,815	21,250
14404072	53560	6,852	9,990	7,000	7,142	7,286	7,434	7,589
14404072	55190	-	250	-	-	-	-	-
14404072		1,055,598	1,305,004	1,182,281	1,201,429	1,225,624	1,240,711	1,256,567
14505071 COMPOST SITE								
14505071	52740	819	-	2,000	2,041	2,082	2,124	2,168
14505071	52930	800	-	8,000	8,162	8,327	8,496	8,674
14505071	52940	31,397	46,000	32,000	32,648	33,309	33,984	34,694
14505071		33,016	46,000	42,000	42,851	43,717	44,604	45,536
14509971 SOLID WASTE								
14509971	52900	251,914	243,912	230,046	234,705	239,453	244,310	249,415
14509971	52910	1,333,042	1,320,275	1,386,308	1,414,384	1,442,995	1,472,268	1,503,032
14509971	52915	104,733	129,135	101,505	103,561	105,656	107,799	110,052
14509971	52920	1,074,586	979,090	1,075,000	1,096,771	1,118,957	1,141,657	1,165,513
14509971	52941	1,490	5,500	2,500	2,551	2,602	2,655	2,710
14509971	52950	382,244	462,000	479,325	489,032	498,925	509,046	519,683
14509971	52955	14,336	30,000	20,000	20,405	20,818	21,240	21,684
14509971		3,162,344	3,169,911	3,294,684	3,361,409	3,429,406	3,498,975	3,572,090
14606074 GROUNDS MAINTENANCE								
14606074	52510	1,293	3,500	1,200	1,224	1,249	1,274	1,301
14606074	52580	635	1,050	1,000	1,020	1,041	1,062	1,084
14606074	53265	4,898	7,500	4,500	4,591	4,684	4,779	4,879
14606074	53490	2,974	6,055	5,000	5,101	5,204	5,310	5,421
14606074	53555	9,225	9,975	9,500	9,692	9,888	10,089	10,300
14606074		19,024	28,080	21,200	21,629	22,067	22,515	22,985
14606075 BUILDING MAINTENANCE								
14606075	51000	408,980	412,152	440,606	445,014	453,916	453,916	453,916
14606075	51500	43,302	48,789	44,570	45,016	45,916	45,916	45,916
14606075	52100	569,709	110,560	100,000	102,025	104,089	106,201	108,420
14606075	52110	-	403,430	420,000	428,506	437,174	446,043	455,363
14606075	52130	-	22,790	20,000	20,405	20,818	21,240	21,684
14606075	52500	70,587	51,058	70,000	71,418	72,862	74,340	75,894
14606075	52510	58,216	56,800	56,800	57,950	59,123	60,322	61,582
14606075	52530	48,088	104,403	42,000	42,851	43,717	44,604	45,536
14606075	52740	8,992	15,200	10,712	10,929	11,150	11,376	11,614
14606075	53430	15,960	20,000	24,733	25,234	25,744	26,267	26,815
14606075	53445	852	895	905	923	942	961	981
14606075	53490	412	450	420	429	437	446	455
14606075	53495	-	1,200	1,291	1,317	1,344	1,371	1,400
14606075		1,225,098	1,247,727	1,232,037	1,252,016	1,277,233	1,293,003	1,309,577
14704010 HIGHWAYS & PARKS ADMIN								
14704010	51000	2,265,776	2,330,138	2,467,123	2,491,795	2,541,641	2,541,641	2,541,641
14704010	51400	29,274	115,000	115,000	116,150	118,473	118,473	118,473
14704010	51500	226,373	276,735	180,000	225,000	229,500	229,500	229,500
14704010	51550	65	60,010	75,000	75,750	77,265	77,265	77,265
14704010	51600	-	2,000	-	-	-	-	-
14704010	52160	934,594	550,000	750,000	765,189	780,668	796,505	813,148
14704010	52550	11,152	15,827	11,241	11,469	11,701	11,938	12,187
14704010	52610	596	600	546	557	568	580	592
14704010	53380	60,908	70,865	53,593	54,678	55,784	56,916	58,105
14704010		3,528,737	3,421,175	3,652,503	3,740,588	3,815,600	3,832,818	3,850,912
14706010 HIGHWAYS & PARKS ADMIN.								
14706010	52210	60	650	234	239	244	249	254
14706010	53445	3,385	8,095	3,624	3,697	3,772	3,849	3,929
14706010		3,445	8,745	3,858	3,936	4,016	4,097	4,183
14706076 PARKS MAINTENANCE								
14706076	52100	101,547	-	-	-	-	-	-
14706076	52110	-	101,500	100,136	102,164	104,231	106,345	108,567
14706076	52130	25,099	13,500	25,000	25,506	26,022	26,550	27,105
14706076	52530	7,205	6,500	5,926	6,046	6,168	6,293	6,425

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

			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
DEPT		DESCRIPTION	ACTUAL	PROJECTION	PROPOSED	FORECAST	FORECAST	FORECAST	FORECAST
14706076	52550	GROUNDS MAINT.PRKS.& FIELDS	66,021	65,000	60,000	61,215	62,453	63,720	65,052
14706076	52740	SECURITY SYSTEM	2,337	4,410	2,713	2,768	2,824	2,881	2,941
14706076		PARKS MAINTENANCE	202,209	190,910	193,775	197,699	201,699	205,790	210,090
14706077 OUTSIDE CONTRACTORS									
14706077	52570	OTHER REPAIRS / MAINT.	27,447	15,000	25,000	25,506	26,022	26,550	27,105
14706077	53380	MISC.CONSTR SUPPLIES	25,512	17,014	15,000	15,304	15,613	15,930	16,263
14706077	54095	STORM/ EMER. LOSSES	14,875	15,000	15,000	15,304	15,613	15,930	16,263
14706077		OUTSIDE CONTRACTORS	67,834	47,014	55,000	56,114	57,249	58,410	59,631
14706078 TREE DEPT.									
14706078	52555	TREE MAINTENANCE	185,703	184,000	184,000	187,726	191,524	195,409	199,492
14706078	53490	OPER.SUPPLIES	999	1,000	1,000	1,020	1,041	1,062	1,084
14706078	53570	TREES & SHRUBS	4,620	2,500	2,500	2,551	2,602	2,655	2,710
14706078		TREE DEPT.	191,322	187,500	187,500	191,297	195,167	199,126	203,287
15000010 HUMAN RESOURCES									
15000010	51000	REGULAR WAGES	233,049	233,929	237,236	239,608	244,400	244,400	244,400
15000010	51000	NEW HIRES	-	-	-	-	47,646	48,599	48,599
15000010	51400	SUMMER TEMPORARY PAYROLL	10,609	13,000	13,000	13,130	13,393	13,393	13,393
15000010	51500	OVERTIME	1,218	4,000	2,400	2,424	2,472	2,472	2,472
15000010	52220	OUTSIDE PRINTING	215	500	500	510	520	531	542
15000010	52810	VETS MEM. DAY SERVS.	1,850	6,000	4,000	4,081	4,164	4,248	4,337
15000010	52840	BAND CONCERTS	3,900	5,000	5,000	5,101	5,204	5,310	5,421
15000010	52850	HOLIDAY FESTIVITES	1,157	4,000	3,000	3,061	3,123	3,186	3,253
15000010	New	BEACH STICKERS	-	-	4,000	4,081	4,164	4,248	4,337
15000010	New	ARTIFACT STOR. MILIT. MUSEUM	-	-	26,000	26,000	26,000	26,000	26,000
15000010	53570	BEAUTIFCAT. PROG.	965	1,500	5,500	5,611	5,725	5,841	5,963
15000010	54470	CLIENT ASSISTANCE	1,470	8,000	8,000	8,162	8,327	8,496	8,674
15000010		HUMAN RESOURCES	254,433	275,929	308,636	311,770	365,138	366,724	367,390
15100010 ELDERLY SERVICES									
15100010	51000	REGULAR WAGES	161,354	161,316	165,802	167,461	170,810	170,810	170,810
15100010	52310	CONVENTIONS & DUES	250	490	490	500	510	520	531
15100010	52410	INSTRUCTORS	5,048	5,480	5,480	5,591	5,704	5,820	5,941
15100010	52540	MOTOR VEHICLE MAINT.	-	1,000	-	-	-	-	-
15100010	52630	RENTAL OF VEHICLES	-	196	196	200	204	208	213
15100010	52700	TRANSPORTATION CONTRACT	339,233	310,386	280,107	285,780	291,561	297,475	303,691
15100010	52710	ELDERLY NUTRITION	1,581	4,655	4,655	4,749	4,845	4,944	5,047
15100010	53490	OTHER OPER. SUPPLIES	682	3,763	1,763	1,799	1,835	1,872	1,911
15100010		ELDERLY SERVICES	508,148	487,286	458,493	466,080	475,469	481,650	488,145
15202050 RECREATIONAL SERVICES									
15202050	51000	REGULAR WAGES	353,189	269,213	322,978	326,208	332,733	332,733	332,733
15202050	51080	RECREATION AIDES	37,265	35,070	38,660	39,047	39,828	39,828	39,828
15202050	51130	BEACH CONSTABLES	20,555	35,000	30,000	30,300	30,906	30,906	30,906
15202050	51160	SPEC ACTIVITY INSTRUCTORS	7,495	10,000	15,540	15,695	16,009	16,009	16,009
15202050	51170	SUPERV. & INSTRUCTORS	67,124	78,844	69,833	70,531	71,942	71,942	71,942
15202050	51180	LIFE GUARDS	58,493	65,000	65,000	65,650	66,963	66,963	66,963
15202050	51500	OVERTIME	3,844	12,800	7,200	7,272	7,417	7,417	7,417
15202050	52230	BEACH STICKERS	-	4,000	2,000	2,041	2,082	2,124	2,168
15202050	52310	CONVENTIONS & DUES	634	-	990	1,010	1,030	1,051	1,073
15202050	52530	BLDG MAINTENANCE	7,275	9,000	10,368	10,578	10,792	11,011	11,241
15202050	52750	FEES & CHARGES	2,915	4,000	4,000	4,081	4,164	4,248	4,337
15202050	53250	TOOLS & MISC EQUIPMENT	2,421	2,500	2,500	2,551	2,602	2,655	2,710
15202050	53440	MEDICAL SUPPL. FIRST AID KITS	1,885	3,000	4,000	4,081	4,164	4,248	4,337
15202050	53540	RECREATION SUPPLIES	10,519	13,000	14,200	14,488	14,781	15,080	15,396
15202050	54320	OUTSIDE AGEN. W.H. YOUTH ASSOC.	16,197	11,200	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	594,600	557,427	603,269	609,856	622,067	623,208	624,408
15202051 DAY CAMP PROGRAM									
15202051	51400	TEMPORARY PAYROLL	118,100	119,879	125,610	126,866	129,403	129,403	129,403
15202051	52700	TRANSPORTATION CONTRACT	14,345	14,660	14,660	14,957	15,259	15,569	15,894
15202051	52750	FEES & CHARGES	1,642	6,000	6,000	6,122	6,245	6,372	6,505
15202051		DAY CAMP PROGRAM	134,086	140,539	146,270	147,945	150,908	151,344	151,803
15202552 BENNETT RINK PROGRAMS									
15202552	52620	RENTAL OF BLDGS.	30,000	25,000	25,000	25,506	26,022	26,550	27,105
15202552		BENNETT RINK PROGRAMS	30,000	25,000	25,000	25,506	26,022	26,550	27,105
15202553 AQUATIC PROGRAMS									
15202553	51040	AQUA INSTRUCTORS	11,770	17,856	18,048	18,228	18,593	18,593	18,593
15202553	51070	SWIMMING POOL STAFF	47,776	50,000	50,000	50,500	51,510	51,510	51,510
15202553	51140	SWIM TEAM COACH	25,267	25,945	25,000	25,250	25,755	25,755	25,755
15202553	51300	P / T WAGES POOL CUSTODIANS	20,749	27,449	17,400	17,574	17,925	17,925	17,925
15202553	52770	OTHER CONTRACTUAL SERV.	-	-	15,000	15,304	15,613	15,930	16,263
15202553	53540	RECREATION SUPPLIES	1,860	1,860	1,800	1,836	1,874	1,912	1,952
15202553	53545	SPECIAL ACTIVITY SUPPLIES	3,499	5,000	5,000	5,101	5,204	5,310	5,421
15202553		AQUATIC PROGRAMS	110,921	128,110	132,248	133,794	136,475	136,935	137,419

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

DEPT	DESCRIPTION	FY2019 ACTUAL	FY2020 PROJECTION	FY2021 PROPOSED	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
15300010 HEALTH DEPARTMENT								
15300010	51000	REGULAR WAGES	295,495	313,827	343,595	347,031	353,971	353,971
15300010	51500	OVERTIME	601	1,987	1,600	1,616	1,648	1,648
15300010	52310	CONVENTIONS & DUES	-	-	300	306	312	319
15300010	52450	MEDICAL SERVICES	2,859	3,000	3,000	3,061	3,123	3,186
15300010	52535	PEST CONTROL	2,840	3,000	2,500	2,551	2,602	2,655
15300010	52780	UNIFORMS-FULL TIME	315	250	250	255	260	266
15300010	53440	MEDICAL SUPPLIES	930	1,000	1,200	1,224	1,249	1,274
15300010		HEALTH DEPARTMENT	303,040	323,064	352,445	356,044	363,166	363,319
16001060 LIBRARY								
16001060	51000	LIBRARY EXPENSES	1,546,000	1,496,000	1,221,000	1,496,000	1,496,000	1,496,000
16001060		LIBRARY	1,546,000	1,496,000	1,221,000	1,496,000	1,496,000	1,496,000
18009980 CITY INSURANCE PREMIUMS								
18009980	54030	GEN'L LIABILITY	526,966	524,337	485,977	495,819	505,849	516,111
18009980		CITY INSURANCE PREMIUMS	526,966	524,337	485,977	495,819	505,849	516,111
18009981 CITY INSURANCE - RETENTION								
18009981	54210	AUTO DAMAGES	22,848	89,785	50,000	51,013	52,045	53,100
18009981	54230	GENERAL LIABILITY LOSSES	342,317	225,000	225,000	229,557	234,200	238,951
18009981	54250	OTHER LOSSES	14,240	40,000	40,000	40,810	41,636	42,480
18009981		CITY INSURANCE - RETENTION	379,405	354,785	315,000	321,379	327,881	334,532
18109982 EMPLOYEE BENEFITS								
18109982	51530	VACATION BUY BACK	108,202	104,714	100,000	101,000	103,020	103,020
18109982	51700	LONGEVITY	69,330	90,000	90,000	90,900	92,718	92,718
18109982	51800	SEPARATION PAY	-	-	92,000	92,000	92,000	92,000
18109982	54110	HEALTH INSURANCE PREM.	9,082,290	-	(58,500)	-	-	-
18109982	54110	HEALTH INSURANCE - CT PARTNERSHIP	-	2,599,552	5,449,223	5,830,645	6,238,782	6,675,497
18109982	54110	HEALTH INSURANCE - RETIREES	-	7,328,352	5,188,122	4,991,206	5,341,380	5,716,061
18109982	54110	HEALTHCARE (NEW HIRES)	-	-	-	29,140	93,540	133,452
18109982	54120	LIFE INSURANCE PREM.	149,744	136,767	132,659	135,346	138,084	140,885
18109982	54130	FICA-CITY	1,212,938	1,285,312	1,336,000	1,336,000	1,336,000	1,336,000
18109982	54130	FICA (NEW HIRES)	-	-	-	5,452	14,468	20,993
18109982	54140	401-K - CITY	901,999	1,077,565	1,100,000	1,100,000	1,100,000	1,100,000
18109982	54141	PENSION - POLICE	1,994,500	2,203,317	2,412,000	2,430,000	2,452,000	2,543,000
18109982	54170	LONG TERM DISABIL. PREM.	85,922	96,000	96,000	97,944	99,926	101,953
18109982	56180	EDUCATION REIMBURSEMENT	115	15,000	15,000	15,304	15,613	15,930
18109982		EMPLOYEE BENEFITS	13,605,040	14,936,579	15,952,504	16,254,937	17,117,531	18,071,508
18109983 STATE MANDATED BENEFITS								
18109983	54160	CT. UNEMPLOYMENT COMP.	67,865	70,000	70,000	71,418	72,862	74,340
18109983	54180	HEART & HYPER COMP.	221,699	408,181	408,181	416,448	424,872	433,491
18109983	54190	WORKER'S COMP PREM.	1,344,142	1,500,000	1,500,000	1,530,378	1,561,336	1,593,009
18109983		STATE MANDATED BENEFITS	1,633,706	1,978,181	1,978,181	2,018,244	2,059,070	2,100,840
18209984 DEBT SERVICE PAYMENTS								
18209984	54510	CITY - G/P BONDS PRINCIPAL	11,236,056	12,019,826	11,584,056	12,021,256	5,239,756	6,476,256
18209984	54520	CITY - G/P BONDS INTEREST	3,002,032	2,604,045	2,371,346	1,972,340	1,667,480	1,551,528
		DEBT SERVICE - CITY	14,238,088	14,623,871	13,955,402	13,993,596	6,907,236	8,027,784
18209984	54510	BOE - G/P BONDS PRINCIPAL	2,754,944	2,464,944	2,781,944	3,878,744	4,078,344	4,230,844
18209984	54520	BOE - G/P BONDS INTEREST	716,516	611,207	1,192,304	1,847,078	2,123,407	1,947,220
		DEBT SERVICE - BOE	3,471,460	3,076,151	3,974,248	5,725,823	6,201,751	6,178,064
18209984	54510	WPCA - G/P BONDS PRINCIPAL	334,000	296,000	207,000	207,000	194,000	191,000
18209984	54520	WPCA - G/P BONDS INTEREST	166,360	154,700	145,515	137,105	128,050	118,425
18209984	54640	WPCA - CLEAN WATER FUND (P&I)	716,703	658,875	361,128	204,680	101,954	-
		DEBT SERVICE - WPCA	1,217,063	1,109,575	713,643	548,785	424,004	309,425
18209984		DEBT SERVICE PAYMENTS	18,926,611	18,809,597	18,643,292	20,268,203	13,532,992	14,515,273
18309910 MED COM								
18309910	54320	PYMNTS-OUTSIDE AGEN.MED. COM.	42,179	42,179	42,179	43,033	43,904	44,794
18309910		MED COM	42,179	42,179	42,179	43,033	43,904	44,794

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

			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
DEPT		DESCRIPTION	ACTUAL	PROJECTION	PROPOSED	FORECAST	FORECAST	FORECAST	FORECAST
19009990		CONTINGENCY / OTHER EXPENSES							
19009990	56010	UNALLOCATED CONTINGENCY	-	433,435	600,000	395,000	420,000	445,000	470,000
19009990	56241	STUDY - POLICE PENSION	-	-	25,000	-	-	-	-
19009990	56242	STUDY - PARKING	-	-	25,000	-	-	-	-
19009990	56243	STUDY - IT	-	-	25,000	-	-	-	-
19009990	52340	MILEAGE ALLOWANCE (city wide)	231	5,500	4,000	4,081	4,164	4,248	4,337
19009990	56140	PRIMARY EXPENSE	37,652	44,000	60,000	61,215	62,453	63,720	65,052
19009990	56220	ACTUARIAL STUDY	-	22,900	-	-	-	-	-
19009990	56305	ELECTION EXPENSE	584	26,000	35,000	35,709	36,431	37,170	37,947
19009990	56360	BANK FEES	61,957	64,000	50,000	65,000	66,315	67,660	69,074
19009990	56370	DOG REPORT	7,918	10,041	8,541	8,714	8,890	9,071	9,260
19009990	56010	SELF-FUNDED CLAIM MARGIN (3%)	-	-	155,644	149,736	160,241	171,482	183,509
19009990	56990	MISCELLANEOUS	38,971	2,000	2,000	2,041	2,082	2,124	2,168
19009990	56997	SEIZED ASSET DEFICIT	40,000	40,000	40,000	22,000	-	-	-
19009990	56210	MARB EXP.	250,000	100,000	100,000	100,000	-	-	-
19009990	56175	ADVANCE FUNDING OPEB TRUST	-	50,000	125,000	150,000	175,000	200,000	225,000
19009990	New	CITY PORTION - HR/PAY. OUTSOURCING	-	-	170,000	-	-	-	-
19009990	51500	OVERTIME CONTINGENCY	-	-	139,442	-	-	-	-
19009990	54390	OPERATING TRANSFER	22,080	-	-	-	-	-	-
19009990	New	FUND BALANCE ADJUSTMENT	-	-	616,212	297,900	5,957,517	2,281,134	331,860
19009990		CONTINGENCY / OTHER EXPENSES	459,393	797,876	2,180,839	1,291,395	6,893,093	3,281,609	1,398,207
BOE		BOARD OF EDUCATION							
		BOARD OF EDUCATION	90,526,821	89,614,757	89,960,421	90,320,263	90,681,544	91,044,270	91,408,447
		City	69,487,155	72,702,173	75,482,472	77,539,969	78,197,210	76,911,350	76,607,731
		Education	90,526,821	89,614,757	89,960,421	90,320,263	90,681,544	91,044,270	91,408,447
		Total Expenditures	160,013,976	162,316,930	165,442,893	167,860,232	168,878,754	167,955,620	168,016,178

HEALTHCARE COSTS - FY21

		Annual Cost	Employee Share	City Share
	Partnership Plan	6,289,443	864,828	5,424,615
Cost per Lockton	Dental	344,226	47,333	296,893
Cost per Lockton	Retirees - Pre 65	3,533,587	130,229	3,403,358
Cost per Lockton	Retirees - Post 65	1,302,837	42,253	1,260,584
	Total Healthcare	11,470,093	1,084,643	10,385,450
	ERS	324,172	51,867	272,305
	City - Active	6,309,497	860,294	5,449,203
	City - Retiree	4,836,424	172,482	4,663,942
		11,470,093	1,084,643	10,385,450

ACTIVE EMPLOYEES - TYPE OF COVERAGE						EE Contrib.
UNION	N	S	D	F	Total	
681	14	36	28	27	105	12%
ERS	2	5	3	6	16	16%
895	15	34	18	64	131	15%
1103	8	5	14	17	44	13%
AP	9	3	1	3	16	13%
E	3	-	-	-	3	13%
Total	51	83	64	117	315	
Rates	\$ -	\$ 993	\$ 2,133	\$ 2,609	7.0%	

ACTIVE EMPLOYEES - TOTAL ANNUAL PREMIUM					
UNION	N	S	D	F	Total
681	-	428,782	716,789	845,190	1,990,760
ERS	-	59,553	76,799	187,820	324,172
895	-	404,960	460,793	2,003,412	2,869,166
1103	-	59,553	358,394	532,156	950,104
AP	-	35,732	25,600	93,910	155,241
E	-	-	-	-	-
Total	-	988,580	1,638,374	3,662,488	6,289,443

ACTIVE EMPLOYEES - EE COST SHARE						City Cost
UNION	N	S	D	F	Total	
681	-	51,454	86,015	101,423	238,892	1,751,868
ERS	-	9,528	12,288	30,051	51,867	272,305
895	-	60,744	69,119	300,512	430,375	2,438,791
1103	-	7,742	46,591	69,180	123,513	826,591
AP	-	4,645	3,328	12,208	20,181	135,060
E	-	-	-	-	-	-
Total	-	134,113	217,341	513,374	864,828	5,424,615

UNION	POST-65 RETIREES		PRE-65 RETIREES	
	Premiums	EE Share	Premiums	EE Share
681	122,516	14,702	132,625	15,915
ERS	-	-	34,120	5,459
895	-	-	465,452	69,818
1103	125,389	16,301	184,584	23,996
Fixed	212,316	11,250	115,701	15,041
Total	460,221	42,253	932,482	130,229

HEALTHCARE COSTS - FY22

		Annual Cost	Employee Share	City Share
	Partnership Plan	6,729,701	925,366	5,804,335
Cost per Lockton	Dental	368,322	50,646	317,676
Cost per Lockton	Retirees - Pre 65	3,780,938	139,345	3,641,593
Cost per Lockton	Retirees - Post 65	1,394,036	44,423	1,349,613
	Total Healthcare	12,272,997	1,159,780	11,113,217
	ERS	346,864	55,498	291,366
	City - Active	6,751,159	920,514	5,830,645
	City - Retiree	5,174,974	183,768	4,991,206
		12,272,997	1,159,780	11,113,217

ACTIVE EMPLOYEES - TYPE OF COVERAGE						EE Contrib.
UNION	N	S	D	F	Total	
681	14	36	28	27	105	12%
ERS	2	5	3	6	16	16%
895	15	34	18	64	131	15%
1103	8	5	14	17	44	13%
AP	9	3	1	3	16	13%
E	3	-	-	-	3	13%
Total	51	83	64	117	315	
Rates	\$ -	\$ 1,062	\$ 2,283	\$ 2,791	7.0%	

ACTIVE EMPLOYEES - TOTAL ANNUAL PREMIUM					
UNION	N	S	D	F	Total
681	-	458,797	766,964	904,352	2,130,113
ERS	-	63,722	82,175	200,967	346,864
895	-	433,308	493,048	2,143,649	3,070,006
1103	-	63,722	383,482	569,407	1,016,610
AP	-	38,233	27,392	100,484	166,108
E	-	-	-	-	-
Total	-	1,057,782	1,753,060	3,918,859	6,729,701

ACTIVE EMPLOYEES - EE COST SHARE						City Cost
UNION	N	S	D	F	Total	
681	-	55,056	92,036	108,522	255,614	1,874,499
ERS	-	10,195	13,148	32,155	55,498	291,366
895	-	64,996	73,957	321,547	460,500	2,609,506
1103	-	8,284	49,853	74,023	132,160	884,450
AP	-	4,970	3,561	13,063	21,594	144,514
E	-	-	-	-	-	-
Total	-	143,501	232,555	549,310	925,366	5,804,335

UNION	POST-65 RETIREES		PRE-65 RETIREES	
	Premiums	EE Share	Premiums	EE Share
681	131,093	15,731	141,909	17,029
ERS	-	-	36,509	5,841
895	-	-	498,034	74,705
1103	134,166	17,442	197,505	25,676
Fixed	227,178	11,250	123,800	16,094
Total	492,437	44,423	997,756	139,345

HEALTHCARE COSTS - FY23

		Annual Cost	Employee Share	City Share
	Partnership Plan	7,200,768	990,139	6,210,629
Cost per Lockton	Dental	394,105	54,191	339,914
Cost per Lockton	Retirees - Pre 65	4,045,604	149,099	3,896,505
Cost per Lockton	Retirees - Post 65	1,491,619	46,744	1,444,875
	Total Healthcare	13,132,096	1,240,173	11,891,923
	ERS	371,143	59,383	311,760
	City - Active	7,223,729	984,947	6,238,782
	City - Retiree	5,537,223	195,843	5,341,380
		13,132,096	1,240,173	11,891,923

ACTIVE EMPLOYEES - TYPE OF COVERAGE						EE Contrib.
UNION	N	S	D	F	Total	
681	14	36	28	27	105	12%
ERS	2	5	3	6	16	16%
895	15	34	18	64	131	15%
1103	8	5	14	17	44	13%
AP	9	3	1	3	16	13%
E	3	-	-	-	3	13%
Total	51	83	64	117	315	
Rates	\$ -	\$ 1,136	\$ 2,442	\$ 2,987	7.0%	

ACTIVE EMPLOYEES - TOTAL ANNUAL PREMIUM					
UNION	N	S	D	F	Total
681	-	490,912	820,650	967,655	2,279,217
ERS	-	68,182	87,927	215,034	371,143
895	-	463,639	527,561	2,293,701	3,284,901
1103	-	68,182	410,325	609,264	1,087,771
AP	-	40,909	29,309	107,517	177,735
E	-	-	-	-	-
Total	-	1,131,825	1,875,771	4,193,172	7,200,768

ACTIVE EMPLOYEES - EE COST SHARE						City Cost
UNION	N	S	D	F	Total	
681	-	58,909	98,478	116,119	273,506	2,005,711
ERS	-	10,909	14,068	34,406	59,383	311,760
895	-	69,546	79,134	344,055	492,735	2,792,166
1103	-	8,864	53,342	79,204	141,410	946,361
AP	-	5,318	3,810	13,977	23,105	154,630
E	-	-	-	-	-	-
Total	-	153,546	248,832	587,761	990,139	6,210,629

UNION	POST-65 RETIREES		PRE-65 RETIREES	
	Premiums	EE Share	Premiums	EE Share
681	140,269	16,832	151,842	18,221
ERS	-	-	39,064	6,250
895	-	-	532,896	79,934
1103	143,557	18,662	211,330	27,473
Fixed	243,081	11,250	132,466	17,221
Total	526,907	46,744	1,067,599	149,099

HEALTHCARE COSTS - FY24

		Annual Cost	Employee Share	City Share
	Partnership Plan	7,704,825	1,059,451	6,645,374
Cost per Lockton	Dental	421,692	57,985	363,707
Cost per Lockton	Retirees - Pre 65	4,328,796	159,537	4,169,259
Cost per Lockton	Retirees - Post 65	1,596,032	49,230	1,546,802
	Total Healthcare	14,051,345	1,326,203	12,725,142
	ERS	397,124	63,540	333,584
	City - Active	7,729,393	1,053,896	6,675,497
	City - Retiree	5,924,828	208,767	5,716,061
		14,051,345	1,326,203	12,725,142

ACTIVE EMPLOYEES - TYPE OF COVERAGE						EE Contrib.
UNION	N	S	D	F	Total	
681	14	36	28	27	105	12%
ERS	2	5	3	6	16	16%
895	15	34	18	64	131	15%
1103	8	5	14	17	44	13%
AP	9	3	1	3	16	13%
E	3	-	-	-	3	13%
Total	51	83	64	117	315	
Rates	\$ -	\$ 1,216	\$ 2,613	\$ 3,196	7.0%	

ACTIVE EMPLOYEES - TOTAL ANNUAL PREMIUM					
UNION	N	S	D	F	Total
681	-	525,277	878,096	1,035,391	2,438,764
ERS	-	72,955	94,082	230,087	397,124
895	-	496,095	564,490	2,454,259	3,514,845
1103	-	72,955	439,048	651,913	1,163,916
AP	-	43,773	31,361	115,043	190,177
E	-	-	-	-	-
Total	-	1,211,056	2,007,076	4,486,693	7,704,825

ACTIVE EMPLOYEES - EE COST SHARE						City Cost
UNION	N	S	D	F	Total	
681	-	63,033	105,371	124,247	292,651	2,146,113
ERS	-	11,673	15,053	36,814	63,540	333,584
895	-	74,414	84,674	368,139	527,227	2,987,618
1103	-	9,484	57,076	84,749	151,309	1,012,607
AP	-	5,691	4,077	14,956	24,724	165,453
E	-	-	-	-	-	-
Total	-	164,295	266,251	628,905	1,059,451	6,645,374

UNION	POST-65 RETIREES		PRE-65 RETIREES	
	Premiums	EE Share	Premiums	EE Share
681	150,088	18,011	162,471	19,497
ERS	-	-	41,799	6,688
895	-	-	570,199	85,530
1103	153,606	19,969	226,123	29,396
Fixed	260,097	11,250	141,739	18,426
Total	563,791	49,230	1,142,331	159,537

HEALTHCARE COSTS - FY25

		Annual Cost	Employee Share	City Share
	Partnership Plan	8,244,167	1,133,613	7,110,554
Cost per Lockton	Dental	451,210	62,044	389,166
Cost per Lockton	Retirees - Pre 65	4,631,812	170,704	4,461,108
Cost per Lockton	Retirees - Post 65	1,707,754	51,888	1,655,866
	Total Healthcare	15,034,943	1,418,249	13,616,694
	ERS	424,923	67,988	356,935
	City - Active	8,270,455	1,127,669	7,142,786
	City - Retiree	6,339,566	222,592	6,116,974
		15,034,943	1,418,249	13,616,694

ACTIVE EMPLOYEES - TYPE OF COVERAGE						EE Contrib.
UNION	N	S	D	F	Total	
681	14	36	28	27	105	12%
ERS	2	5	3	6	16	16%
895	15	34	18	64	131	15%
1103	8	5	14	17	44	13%
AP	9	3	1	3	16	13%
E	3	-	-	-	3	13%
Total	51	83	64	117	315	
Rates	\$ -	\$ 1,301	\$ 2,796	\$ 3,419	7.0%	

ACTIVE EMPLOYEES - TOTAL ANNUAL PREMIUM					
UNION	N	S	D	F	Total
681	-	562,045	939,564	1,107,869	2,609,478
ERS	-	78,062	100,668	246,193	424,923
895	-	530,820	604,005	2,626,061	3,760,886
1103	-	78,062	469,782	697,547	1,245,391
AP	-	46,837	33,556	123,097	203,490
E	-	-	-	-	-
Total	-	1,295,826	2,147,574	4,800,767	8,244,167

ACTIVE EMPLOYEES - EE COST SHARE						City Cost
UNION	N	S	D	F	Total	
681	-	67,445	112,748	132,944	313,137	2,296,341
ERS	-	12,490	16,107	39,391	67,988	356,935
895	-	79,623	90,601	393,909	564,133	3,196,753
1103	-	10,148	61,072	90,681	161,901	1,083,490
AP	-	6,089	4,362	16,003	26,454	177,036
E	-	-	-	-	-	-
Total	-	175,795	284,890	672,928	1,133,613	7,110,554

UNION	POST-65 RETIREES		PRE-65 RETIREES	
	Premiums	EE Share	Premiums	EE Share
681	160,594	19,271	173,844	20,861
ERS	-	-	44,725	7,156
895	-	-	610,113	91,517
1103	164,359	21,367	241,952	31,454
Fixed	278,303	11,250	151,660	19,716
Total	603,256	51,888	1,222,294	170,704

DEBT SERVICE BY PROJECT

Owner	Purpose	2021 P&I	2022 P&I	2023 P&I	2024 P&I	2025 P&I
City	Battery backup replacements	-	1,125	1,080	1,035	990
	City Hall Renovation (Non BOE)	64,194	63,611	62,617	62,229	61,400
	City Refunding	3,205,848	3,078,951	1,388,646	2,307,106	2,219,608
	City Wide Technology	32,888	31,793	30,698	29,604	28,513
	Computers	7,700	16,900	24,710	32,180	39,310
	Core Switches	-	11,250	10,800	10,350	9,900
	Deficit Financing	2,195,650	2,131,050	2,058,375	1,977,625	1,896,875
	Firewalls	1,400	7,600	8,300	7,950	7,600
	GP	615,752	590,057	564,710	539,362	514,084
	Premium	(36,832)	(35,605)	(34,378)	(33,154)	(31,932)
	Probate Phone System	2,700	3,600	3,450	3,300	3,150
	Server Heads	-	6,000	11,760	11,280	10,800
	Storage iscsi	-	-	11,250	10,800	21,600
	Storage NAS	-	-	-	5,000	4,800
City Total		6,089,301	5,906,333	4,142,017	4,964,667	4,786,698
Public Safety	Police Pension	5,766,317	5,770,686	-	-	-
	Police Vehicles	68,205	66,271	62,466	50,313	48,083
	Public Safety Radio Upgrade	299,053	289,089	279,134	269,192	259,268
	Server Infrastructure	30,000	28,800	27,600	26,400	25,200
	Telephone System	-	12,500	12,000	11,500	11,000
	Traffic Control Signals	-	19,186	37,733	55,639	72,905
	Vehicle - Light Duty	-	7,637	7,382	7,127	6,872
	Vehicle - Police	60,850	127,526	193,457	256,543	316,784
Zetron Fire Alarm System	16,345	15,881	14,970	12,061	11,524	
Public Safety Total		6,240,770	6,337,575	634,741	688,775	751,636
Public Works	Beach Sand Management	-	25,000	49,000	72,000	94,000
	Beach Street Phase II	81,024	78,726	74,211	59,776	57,113
	Campbell Ave Revitalization	157,853	152,593	147,339	142,091	136,853
	Cove River Flood Mitigation	30,868	29,993	28,276	22,773	21,749
	Equipment	-	9,300	18,740	22,605	21,820
	Front Avenue Culvert	122,741	119,260	112,418	90,550	86,523
	Garage Roof Replacement	15,000	14,500	14,000	13,500	13,000
	Maintenance Equipment	9,000	8,700	8,400	8,100	7,800
	Playground Equipment	15,000	22,000	28,750	27,750	34,250
	Seawall Repair	28,189	27,390	25,817	20,786	19,864
	Snow Plow Replacement	295,888	287,494	271,036	218,299	208,599
	Storm Damage - Hurricane Irene	66,648	64,427	62,209	59,993	57,781
	Storm Damage - Hurricane Sandy	15,348	14,836	14,325	13,815	13,306
	Street Paving	596,861	662,655	717,565	763,078	822,150
	Utility Building - Painter Park	-	2,950	102,065	99,145	96,225
	Vehicle - Heavy Duty	106,500	147,950	302,650	517,275	845,150
	Vehicle - Light Duty	21,000	20,300	81,850	146,575	218,350
	Vehicle - Passenger	-	-	13,750	29,450	28,250
Veteran's Field Turf	63,411	61,613	58,078	46,782	44,699	
Public Works Total		1,625,330	1,749,688	2,130,478	2,374,343	2,827,482

DEBT SERVICE BY PROJECT

Owner	Purpose	2021 P&I	2022 P&I	2023 P&I	2024 P&I	2025 P&I
BOE	2nd Doors WHHS Classrooms	546	523	501	478	456
	Bailey School Boiler	41,360	39,634	37,931	36,229	34,531
	Biondi Softball Field	-	75,800	73,635	71,470	69,305
	Bleacher Replacement	6,372	6,106	5,844	5,581	5,320
	BOE Refunding	1,842,977	1,774,149	916,279	1,376,869	1,331,842
	Carrigan School Improvements	61,600	60,200	58,625	52,975	51,425
	City Hall Renovation	294,553	292,896	287,295	283,985	281,109
	Computerization	8,876	8,506	8,140	7,775	7,410
	Edward L Bennett Rink	7,500	74,750	199,750	208,000	200,750
	Equipment	-	9,000	17,700	26,100	34,200
	Exterior masonry repair	23,300	45,935	67,905	89,210	109,850
	Facilities Garage	-	-	35,000	34,000	33,000
	Food Service Sinks	614	588	563	537	512
	Forest Boiler Stack	4,997	4,789	4,583	4,377	4,172
	Forrest Schools Renovation	18,902	18,114	17,336	16,557	15,781
	High School Tennis Court	-	58,400	56,730	55,060	53,390
	HVAC	34,500	30,400	57,650	85,115	111,745
	Indoor Air Quality	25,756	24,681	23,621	22,560	21,503
	Ken Strong Stadium	-	53,700	139,665	135,630	131,595
	Maintenance Equipment	4,500	4,350	4,200	4,050	3,900
	Molloy School Addition	322	309	296	282	269
	Pagels Cafeteria	106,200	101,768	97,396	93,025	88,665
	Rink Drainage Improvements	1,559	1,494	1,430	1,366	1,302
	Rink Locker Replacements	5,846	5,602	5,362	5,121	4,881
	Savin Rock Community School	-	46,700	45,365	44,030	42,695
	Security upgrades / comm.	11,700	11,365	11,030	10,695	10,360
	Security upgrades / comm.	-	11,700	24,165	36,555	50,030
	SRCS Fire Alarm	2,392	2,293	2,194	2,096	1,997
	SRCS HVAC Replacement	3,726	3,571	3,417	3,264	3,111
	VAT Floor Replacement	62,525	59,916	57,342	54,768	52,202
	Vehicle - Light Duty	-	9,000	17,700	26,100	43,200
	Washington School Boiler	24,204	24,403	24,107	24,108	24,179
	WH High School	1,315,000	2,803,450	3,839,915	3,303,665	3,263,415
WHHS ADA Compliance	17,711	16,972	16,243	15,514	14,787	
WHHS Brick Replacement	40,188	38,511	36,857	35,202	33,552	
WHHS Inline Dishwasher	6,197	5,938	5,683	5,428	5,173	
WHHS Sawdust Collector	325	311	298	284	271	
BOE Total		3,974,248	5,725,823	6,201,751	6,178,064	6,141,887
WPCA	Consent Decree	13,039	12,740	12,404	11,640	10,991
	Dewatering Facility Upgrade	90,694	88,611	86,270	81,034	77,202
	Incinerator Upgrades	41,968	41,004	39,920	37,546	35,619
	Pump Upgrades	146,842	143,469	139,670	131,162	125,412
	Sewer Pump Stations	45,297	44,256	43,086	40,518	38,601
	Sewer Refunding	14,675	14,025	700	7,525	7,175
WPCA Total		352,515	344,105	322,050	309,425	295,000
CWF	Clean Water Fund	361,128	204,680	101,954	-	-
CWF Total		361,128	204,680	101,954	-	-
Grand Total		18,643,292	20,268,203	13,532,992	14,515,273	14,802,702

HEADCOUNT ADDITIONS AFTER FY21 BUDGET CYCLE

		Expenses	Annual	2022	2023	2024	2025
New Hire Description	ADMIN. CLERK	Regular Wages		-	47,646	48,599	48,599
New Hire Department	15000010:Human Resources	FICA (New Hires)		-	3,454	3,523	3,523
Fiscal Year Hire	2023	Healthcare (New Hires)		-	31,180	33,363	35,698

		Expenses	Annual	2022	2023	2024	2025
New Hire Description	DETECTIVE	Regular Wages		75,200	75,952	77,851	77,851
New Hire Department	13100030:Operations	FICA (New Hires)		5,452	5,507	5,644	5,644
Fiscal Year Hire	2022	Healthcare (New Hires)		29,140	31,180	33,363	35,698

		Expenses	Annual	2022	2023	2024	2025
New Hire Description	DETECTIVE	Regular Wages		-	75,952	77,851	77,851
New Hire Department	13100030:Operations	FICA (New Hires)		-	5,507	5,644	5,644
Fiscal Year Hire	2023	Healthcare (New Hires)		-	31,180	33,363	35,698

		Expenses	Annual	2022	2023	2024	2025
New Hire Description	DET. SERGEANT	Regular Wages		-	-	85,267	85,267
New Hire Department	13100030:Operations	FICA (New Hires)		-	-	6,182	6,182
Fiscal Year Hire	2024	Healthcare (New Hires)		-	-	33,363	35,698

		Expenses	Annual	2022	2023	2024	2025
New Hire Description	CITY MANAGER (requires charter revision)	Regular Wages		-	-	-	-
New Hire Department	11050010:Mayor	FICA (New Hires)		-	-	-	-
Fiscal Year Hire		Healthcare (New Hires)		-	-	-	-

ALLINGTOWN FIRE DEPARTMENT ANALYSIS OF FUND BALANCE

	FY2019 ACTUAL	FY2020 FORECAST	FY2021 RECOMM.	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
TOTAL REVENUE	7,753,519	7,641,026	8,605,108	7,789,707	8,022,736	8,286,096	8,495,999
TOTAL EXPENSES	6,471,842	7,372,028	8,605,108	7,789,707	8,022,736	8,286,096	8,495,999
SURPLUS/(DEFICIT) WITHOUT MARB FUNDING	1,281,677	268,998	-	-	-	-	-
OTHER REVENUES	-	-	-	-	-	-	-
MARB REVENUE	-	-	-	-	-	-	-
FINAL SURPLUS/(DEFICIT)	1,281,677	268,998	-	-	-	-	-

MILL RATE	14.02	14.02	14.02	14.02	14.45	14.98	15.43
MILL RATE (ORIGINAL MODEL)	14.00	15.00	15.25	15.40	15.50		
MILL RATE CHANGE		-	0.00	(0.00)	0.43	0.53	0.45
MILL RATE CHANGE (ORIGINAL MODEL)		1.00	0.25	0.15	0.10		

BEGINNING FUND BALANCE	(118,859)	1,162,818	1,431,816	1,431,816	1,431,816	1,431,816	1,431,816
HOLD FOR IBNR/RUNOFF COSTS							
ENDING FUND BALANCE	1,162,818	1,431,816	1,431,816	1,431,816	1,431,816	1,431,816	1,431,816
ORIGINAL FUND BALANCE (ORIGINAL MODEL)	(384,234)	(180,630)	(48,207)	249,091	400,975		
FUND BALANCE % OF TOTAL EXP.	17.97%	19.42%	16.64%	18.38%	17.85%		16.85%
FUND BALANCE % OF TOTAL EXP. (ORIGINAL MODEL)	-5.94%	-2.45%	-0.56%	3.20%	5.00%		

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:

FIVE YEAR FINANCIAL PLAN - ALLINGTOWN FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FY 19 ACTUAL</u>	<u>FY 20 PROJECTION</u>	<u>FY 21 RECOMM.</u>	<u>FY 22 FORECAST</u>	<u>FY 23 FORECAST</u>	<u>FY 24 FORECAST</u>	<u>FY 25 FORECAST</u>
19524041 41100	Tax Levy - Current Year	\$ 6,890,225	\$ 7,118,874	\$ 7,288,808	\$ 7,392,507	\$ 7,610,736	\$ 7,875,896	\$ 8,103,099
NON CURRENT TAXES								
19524041 41200	Tax Levy - Prior Years	\$ 116,063	\$ 47,668	\$ 78,400	\$ 70,700	\$ 76,400	\$ 78,200	\$ 68,300
19524041 41300	Tax Levy - Suspense	\$ 9,815	\$ 3,106	\$ 9,200	\$ 6,900	\$ 7,800	\$ 7,300	\$ 6,800
	SUBTOTAL	\$ 125,879	\$ 50,774	\$ 87,600	\$ 77,600	\$ 84,200	\$ 85,500	\$ 75,100
INTEREST & LIEN FEES								
19524041 41610	Tax Interest - Current Year	\$ 37,028	\$ 14,035	\$ 27,800	\$ 24,400	\$ 25,800	\$ 25,800	\$ 23,000
19524041 41620	Tax Interest - Prior Years	\$ 20,423	\$ 3,740	\$ 21,300	\$ 16,900	\$ 16,900	\$ 15,600	\$ 14,700
19524041 41630	Tax Interest - Suspense	\$ 12,102	\$ 5,508	\$ 11,000	\$ 9,200	\$ 9,700	\$ 9,500	\$ 8,900
	SUBTOTAL	\$ 69,553	\$ 23,282	\$ 60,100	\$ 50,500	\$ 52,400	\$ 50,900	\$ 46,600
19520047 42900	Miscellaneous Fees	\$ 134,525	\$ 76,317	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
19520047 44220	Restitution - Insurance Loss	\$ 356	\$ 7,210	\$ -	\$ -	\$ -	\$ -	\$ -
19520047 45000	Lease Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19520045 45231	Pilot-Colleges & Hospitals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19520045 45249	MRSA - Motor Vehicle/MV Cap	\$ 120,170	\$ 160,170	\$ 900,000	\$ -	\$ -	\$ -	\$ -
19520045 45290	State Miscellaneous Grants	\$ 21,514	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19520045 45340	SCCRWA-Pilot Grant	\$ 56,125	\$ 56,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 56,000
19520047 46720	Police/FD Extra Duty	\$ 12,195	\$ 9,090	\$ 6,000	\$ 9,000	\$ 9,800	\$ 9,100	\$ 8,500
19520047 47050	FD Bundle Billing EMS	\$ 40,853	\$ 30,000	\$ 30,000	\$ 27,500	\$ 33,000	\$ 32,100	\$ 30,100
19520047 47060	FD Transport Income	\$ -	\$ 1,334	\$ -	\$ -	\$ -	\$ -	\$ -
19520047 47380	Insurance Reimbursement	\$ -	\$ 6,375	\$ -	\$ -	\$ -	\$ -	\$ -
19520047 47600	Donations	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
19520047 47900	Miscellaneous	\$ 182,124	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
19500000 48100	Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NON TAX INCOME	\$ 667,863	\$ 448,097	\$ 1,168,600	\$ 269,100	\$ 275,400	\$ 273,800	\$ 271,200
	TOTAL INCOME	\$ 7,753,519	\$ 7,641,026	\$ 8,605,108	\$ 7,789,707	\$ 8,022,736	\$ 8,286,096	\$ 8,495,999

FIVE YEAR FINANCIAL PLAN - ALLINGTOWN FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>FY 19 ACTUAL</u>	<u>FY 20 PROJECTION</u>	<u>FY 21 RECOMM.</u>	<u>FY 22 FORECAST</u>	<u>FY 23 FORECAST</u>	<u>FY 24 FORECAST</u>	<u>FY 25 FORECAST</u>
<u>ADMINISTRATION</u>								
19500010 51000	Regular Wages	\$ 168,407	\$ 182,260	\$ 281,523	\$ 280,480	\$ 283,284	\$ 283,284	\$ 283,284
19500010 52100	Gas Heating	\$ 11,519	\$ 11,000	\$ 11,000	\$ 12,000	\$ 11,400	\$ 11,400	\$ 11,500
19500010 52110	Electricity	\$ 16,035	\$ 19,000	\$ 16,300	\$ 17,400	\$ 17,200	\$ 17,500	\$ 17,100
19500010 52130	Water	\$ 167,171	\$ 181,400	\$ 181,025	\$ 181,500	\$ 181,300	\$ 184,900	\$ 185,800
19500010 52150	Telephone Expense	\$ 10,566	\$ 18,639	\$ 13,338	\$ 14,900	\$ 14,600	\$ 15,700	\$ 14,900
19500010 52330	Training And Education	\$ 8,318	\$ 25,000	\$ 32,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
19500010 52360	Business Expense	\$ 8,676	\$ 9,000	\$ 9,000	\$ 8,900	\$ 8,900	\$ 9,000	\$ 9,000
19500010 52420	Financial Services	\$ 27,200	\$ 18,000	\$ 13,000	\$ 17,000	\$ 18,800	\$ 16,700	\$ 16,400
19500010 52530	Building Maintenance/Repair	\$ 9,708	\$ 10,205	\$ 19,600	\$ 15,000	\$ 13,600	\$ 14,600	\$ 15,700
19500010 52580	Equipment Maintenance/Repair	\$ 40,813	\$ 52,552	\$ 34,200	\$ 42,000	\$ 40,000	\$ 40,000	\$ 40,000
19500010 52820	Psychological Testing	\$ 5,923	\$ 14,169	\$ 10,000	\$ 8,500	\$ 9,600	\$ 10,600	\$ 9,700
19500010 53110	Office Supplies	\$ 5,949	\$ 4,000	\$ 6,000	\$ 5,300	\$ 5,300	\$ 5,200	\$ 5,500
19500010 53210	Automotive Fuel & Fluids	\$ 12,744	\$ 18,000	\$ 14,000	\$ 15,500	\$ 15,100	\$ 15,700	\$ 15,100
19500010 54032	LAP Prem-Allingtn	\$ 31,616	\$ 35,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
19500010 54110	Health Insurance Premiums	\$ 1,277,693	\$ 1,661,273	\$ 1,589,467	\$ 1,675,438	\$ 1,792,669	\$ 1,918,188	\$ 2,052,491
19500010 54120	Life Insurance Premiums	\$ 9,534	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
19500010 54130	FICA-City's Share	\$ 50,045	\$ 65,000	\$ 57,768	\$ 62,700	\$ 63,200	\$ 63,600	\$ 63,600
19500010 54140	Pension - City's Share	\$ 2,217,579	\$ 2,251,000	\$ 2,570,196	\$ 2,506,000	\$ 2,595,000	\$ 2,704,000	\$ 2,769,000
19500010 54180	Heart & Hypertension	\$ 1,118	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
19500010 54192	Workers Comp Prem-Allingtwn	\$ 108,285	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
19500010 55160	Personal Computers	\$ 16,223	\$ 18,511	\$ 25,000	\$ 18,600	\$ 19,600	\$ 20,400	\$ 20,900
19500010 55630	Radio Equipment	\$ 1,138	\$ 4,000	\$ 4,000	\$ 2,400	\$ 2,900	\$ 3,300	\$ 3,200
19500010 56010	Unallocated Contingency	\$ 21,577	\$ 115,000	\$ 190,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
19500010 56990	Miscellaneous	\$ 39,790	\$ 12,000	\$ 12,000	\$ 20,000	\$ 20,900	\$ 16,200	\$ 17,300
19500010 New	Allingtwn Capital Projects	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
19500010 New	Unfunded Pension Liability	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -
19500010 56999	Reserve Deficit Reduction	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Fund Balance Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL	\$ 4,267,632	\$ 4,959,008	\$ 6,238,417	\$ 5,282,618	\$ 5,492,353	\$ 5,729,272	\$ 5,929,475

FIVE YEAR FINANCIAL PLAN - ALLINGTOWN FIRE DEPARTMENT

ACCOUNT #	DESCRIPTION	FY 19 ACTUAL	FY 20 PROJECTION	FY 21 RECOMM.	FY 22 FORECAST	FY 23 FORECAST	FY 24 FORECAST	FY 25 FORECAST
OPERATIONS								
19500030 51000	Regular Wages	\$ 1,344,591	\$ 1,454,053	\$ 1,461,466	\$ 1,549,064	\$ 1,564,558	\$ 1,580,199	\$ 1,580,199
19500030 51500	Overtime	\$ 450,219	\$ 434,125	\$ 360,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
19500030 51800	Separation Pay	\$ -	\$ -	\$ 25,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
19500030 51801	Workers' Comp. Pay	\$ 42,860	\$ 13,117	\$ -	\$ -	\$ -	\$ -	\$ -
19500030 52150	Telephone Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19500030 52150	Telephone Expense - ERS Charge	\$ 248,157	\$ 278,600	\$ 281,100	\$ 301,800	\$ 308,800	\$ 312,900	\$ 317,300
19500030 52780	Uniform Allowance - Full Time	\$ 9,017	\$ 16,000	\$ 16,000	\$ 14,000	\$ 13,800	\$ 15,000	\$ 14,700
19500030 53250	Tools & Miscellaneous Equipmnt	\$ 11,005	\$ 13,000	\$ 66,000	\$ 30,000	\$ 30,000	\$ 34,800	\$ 40,200
19500030 53440	Medical Supplies	\$ 17,419	\$ 20,000	\$ 24,000	\$ 19,100	\$ 20,100	\$ 20,800	\$ 21,000
19500030 55220	Trucks	\$ 80,943	\$ 81,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -
19500030 56180	Educational Reimbursement	\$ -	\$ 103,125	\$ 103,125	\$ 103,125	\$ 103,125	\$ 103,125	\$ 103,125
SUBTOTAL		\$ 2,204,210	\$ 2,413,020	\$ 2,366,691	\$ 2,507,089	\$ 2,530,383	\$ 2,556,824	\$ 2,566,524
TOTAL EXPENSES		\$ 6,471,842	\$ 7,372,028	\$ 8,605,108	\$ 7,789,707	\$ 8,022,736	\$ 8,286,096	\$ 8,495,999
ADMINISTRATION		\$ 4,267,632	\$ 4,959,008	\$ 6,238,417	\$ 5,282,618	\$ 5,492,353	\$ 5,729,272	\$ 5,929,475
OPERATIONS		\$ 2,204,210	\$ 2,413,020	\$ 2,366,691	\$ 2,507,089	\$ 2,530,383	\$ 2,556,824	\$ 2,566,524
TOTAL EXPENSES		\$ 6,471,842	\$ 7,372,028	\$ 8,605,108	\$ 7,789,707	\$ 8,022,736	\$ 8,286,096	\$ 8,495,999
CURRENT TAX CALCULATION								
Net GL - Motor Vehicle			\$ 53,128,800	\$ 57,523,260	\$ 57,523,260	\$ 57,523,260	\$ 57,523,260	\$ 57,523,260
Net GL - Real Estate/PP			\$ 479,582,523	\$ 495,341,903	\$ 503,023,418	\$ 503,271,213	\$ 503,519,132	\$ 503,767,175
Net Grand List			\$ 532,711,323	\$ 552,865,163	\$ 560,546,678	\$ 560,794,473	\$ 561,042,392	\$ 561,290,435
Mill Rate - MV			8.0	8.0	8.0	8.0	8.0	8.0
Mill Rate - R/E, PP			14.02	14.02	14.02	14.02	14.45	14.98
Gross Tax Levy - MV			\$ 425,030	\$ 460,186	\$ 460,186	\$ 460,186	\$ 460,186	\$ 460,186
Gross Tax Levy - R/E, PP			\$ 6,809,597	\$ 6,947,139	\$ 7,052,524	\$ 7,274,302	\$ 7,543,773	\$ 7,774,671
Gross Tax Levy			\$ 7,234,628	\$ 7,407,325	\$ 7,512,710	\$ 7,734,488	\$ 8,003,959	\$ 8,234,857
Collection Rate			98.40%	98.40%	98.40%	98.40%	98.40%	98.40%
Tax Levy - Current Year			\$ 7,118,874	\$ 7,288,808	\$ 7,392,507	\$ 7,610,736	\$ 7,875,896	\$ 8,103,099

GRAND LIST PROJECTIONS - ALLINGTOWN FIRE DEPARTMENT

Assessment	FY19	FY20	FY21	FY22	FY23	FY24	FY25	
Net GL - Motor Vehicle	51,934,800	53,128,800	57,523,260	57,523,260	57,523,260	57,523,260	57,523,260	
Growth Factor	0.00%	2.30%	8.27%	0.00%	0.00%	0.00%	0.00%	
Real Estate/Personal Property	469,767,658	479,582,523	495,341,903	495,589,574	495,837,369	496,085,288	496,333,331	
Growth Factor	0.00%	2.09%	3.29%	0.050%	0.050%	0.050%	0.050%	
Revaluation Impact	-	-	-	7,433,844	7,433,844	7,433,844	7,433,844	1.50%
Development Impact -	-	-	-	-	-	-	-	
Development Impact -	-	-	-	-	-	-	-	
Real Estate/Personal Property Total	469,767,658	479,582,523	495,341,903	503,023,418	503,271,213	503,519,132	503,767,175	
Total Net Grand List	521,702,458	532,711,323	552,865,163	560,546,678	560,794,473	561,042,392	561,290,435	
Original Grand List Assumptions	521,702,458	523,146,153	523,424,443	542,562,318	542,840,608			

HEALTHCARE COSTS

FISCAL 2021					
Coverage Type	Count	Mthly Premin	Annual Premin	EE Share	City Share
N	1	\$ -	\$ -	\$ -	\$ -
S	7	\$ 993	\$ 83,374	\$ 10,839	\$ 72,535
D	7	\$ 2,133	\$ 179,197	\$ 23,296	\$ 155,901
F	10	\$ 2,609	\$ 313,033	\$ 40,694	\$ 272,339
Actives	25		\$ 575,604	\$ 74,829	\$ 500,775
Lockton	Dental		47,679	6,198	41,481
Lockton	Retirees		1,176,518	152,947	1,023,571
Total Healthcare Costs			1,799,801	233,974	1,565,827
Employee Contribution				13%	

FISCAL 2022					
Coverage Type	Count	Mthly Premin	Annual Premin	EE Share	City Share
N	1	\$ -	\$ -	\$ -	\$ -
S	7	\$ 1,062	\$ 89,208	\$ 11,597	\$ 77,611
D	7	\$ 2,283	\$ 191,772	\$ 24,930	\$ 166,842
F	10	\$ 2,791	\$ 334,920	\$ 43,540	\$ 291,380
Actives	25		\$ 615,900	\$ 80,067	\$ 535,833
Lockton	Dental		51,017	6,632	44,385
Lockton	Retirees		1,258,874	163,654	1,095,220
Total Healthcare Costs			1,925,791	250,353	1,675,438
Employee Contribution				13%	
Assumed Premium Increase				7%	

FISCAL 2023					
Coverage Type	Count	Mthly Premin	Annual Premin	EE Share	City Share
N	1	\$ -	\$ -	\$ -	\$ -
S	7	\$ 1,136	\$ 95,424	\$ 12,405	\$ 83,019
D	7	\$ 2,443	\$ 205,212	\$ 26,678	\$ 178,534
F	10	\$ 2,986	\$ 358,320	\$ 46,582	\$ 311,738
Actives	25		\$ 658,956	\$ 85,665	\$ 573,291
Lockton	Dental		54,588	7,096	47,492
Lockton	Retirees		1,346,995	175,109	1,171,886
Total Healthcare Costs			2,060,539	267,870	1,792,669
Employee Contribution				13%	
Assumed Premium Increase				7%	

FISCAL 2024					
Coverage Type	Count	Mthly Premin	Annual Premin	EE Share	City Share
N	1	\$ -	\$ -	\$ -	\$ -
S	7	\$ 1,216	\$ 102,144	\$ 13,279	\$ 88,865
D	7	\$ 2,614	\$ 219,576	\$ 28,545	\$ 191,031
F	10	\$ 3,195	\$ 383,400	\$ 49,842	\$ 333,558
Actives	25		\$ 705,120	\$ 91,666	\$ 613,454
Lockton	Dental		58,409	7,593	50,816
Lockton	Retirees		1,441,285	187,367	1,253,918
Total Healthcare Costs			2,204,814	286,626	1,918,188
Employee Contribution				13%	
Assumed Premium Increase				7%	

FISCAL 2025					
Coverage Type	Count	Mthly Premin	Annual Premin	EE Share	City Share
N	1	\$ -	\$ -	\$ -	\$ -
S	7	\$ 1,301	\$ 109,284	\$ 14,207	\$ 95,077
D	7	\$ 2,797	\$ 234,948	\$ 30,543	\$ 204,405
F	10	\$ 3,419	\$ 410,280	\$ 53,336	\$ 356,944
Actives	25		\$ 754,512	\$ 98,086	\$ 656,426
Lockton	Dental		62,498	8,125	54,373
Lockton	Retirees		1,542,175	200,483	1,341,692
Total Healthcare Costs			2,359,185	306,694	2,052,491
Employee Contribution				13%	
Assumed Premium Increase				7%	

CITY OF WEST HAVEN ANALYSIS OF SEWER FUND BALANCE

	FY2019 ACTUAL	FY2020 FORECAST	FY2021 RECOMM.	FY2022 FORECAST	FY2023 FORECAST	FY2024 FORECAST	FY2025 FORECAST
TOTAL REVENUE	11,892,582	12,174,854	11,797,932	11,866,799	11,992,751	12,114,935	12,304,575
TOTAL EXPENSES	10,396,578	11,451,117	11,797,932	11,866,799	11,992,751	12,114,935	12,304,575
SURPLUS/(DEFICIT) WITHOUT MARB FUNDING	1,496,004	723,737	-	-	-	-	-
OTHER REVENUES	-	-	-	-	-	-	-
FINAL SURPLUS/(DEFICIT)	1,496,004	723,737	-	-	-	-	-
SEWER RATE	\$426	\$426	\$426	\$428	\$432	\$437	\$444
SEWER RATE (ORIGINAL MODEL)	\$426	\$421	\$425	\$425	\$429		
SEWER RATE CHANGE		-	-	2.00	4.00	5.00	7.00
SEWER RATE CHANGE (ORIGINAL MODEL)		(5.00)	4.00	-	4.00		
BEGINNING FUND BALANCE	1,718,038	3,214,042	3,937,779	3,937,779	3,937,779	3,937,779	3,937,779
ENDING FUND BALANCE	3,214,042	3,937,779	3,937,779	3,937,779	3,937,779	3,937,779	3,937,779
ORIGINAL FUND BALANCE (ORIGINAL MODEL)	(384,234)	(180,630)	(48,207)	249,091	400,975		
FUND BALANCE % OF TOTAL EXP.	30.91%	34.39%	33.38%	33.18%	32.83%	32.50%	32.00%
FUND BALANCE % OF TOTAL EXP. (ORIGINAL MODEL)	-3.70%	-1.58%	-0.41%	2.10%	3.34%		

WEST HAVEN SEWER FUND

		----- 5 YEAR FINANCIAL PLAN -----								
		FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTION</u>	<u>RECOMM.</u>	<u>FORECAST</u>	<u>FORECAST</u>	<u>FORECAST</u>	<u>FORECAST</u>
REVENUE										
46610	SEWER USE FEES-CURRENT	\$11,019,132	\$11,225,530	\$11,210,230	\$11,282,438	\$11,126,507	\$11,161,682	\$11,276,017	\$11,403,027	\$11,577,890
46620	SEWER USE FEES - PRIOR YEARS	\$122,719	\$75,148	\$27,348	\$30,000	\$30,000	\$29,990	\$30,897	\$31,205	\$31,618
46630	SEWER INTEREST & LIENS-CURRENT	\$89,074	\$71,934	\$73,626	\$72,369	\$20,000	\$55,332	\$49,234	\$41,522	\$48,696
46640	SEWER INTEREST & LIENS - PY	\$37,205	\$31,478	\$17,864	\$23,563	\$15,000	\$18,809	\$19,124	\$17,644	\$18,526
46670	ORANGE SHARE SERVICE CHARGE	\$403,625	\$588,263	\$328,084	\$380,000	\$380,000	\$369,949	\$384,183	\$385,605	\$387,511
47675	ORANGE SHARE CWF DEBT	\$156,425	\$156,425	\$156,425	\$156,425	\$156,425	\$158,937	\$159,033	\$159,441	\$161,548
47680	NITROGEN CREDIT	\$222,040	\$91,699	\$70,315	\$230,059	\$70,000	\$72,100	\$74,263	\$76,491	\$78,786
47900	MISCELLANEOUS	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
45251	CLEAN WATER FUND GRANTS	\$16,929	\$140,548	\$8,690	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE		\$12,067,199	\$12,381,024	\$11,892,582	\$12,174,854	\$11,797,932	\$11,866,799	\$11,992,751	\$12,114,935	\$12,304,575
SEWER OPERATIONS ADMIN										
51000	REGULAR WAGES	\$104,670	\$112,977	\$113,895	\$110,117	\$118,558	\$101,006	\$102,017	\$102,017	\$102,017
51050	SECRETARY/CLERK	\$5,743	\$4,020	\$1,200	\$1,500	\$1,530	\$1,530	\$1,530	\$1,530	\$1,530
52360	BUSINESS EXPENSE	\$9,750	\$6,735	\$5,974	\$12,000	\$12,000	\$9,177	\$9,788	\$10,741	\$10,427
52420	FINANCIAL SERVICES	\$72,716	\$55,166	\$55,166	\$55,166	\$55,166	\$55,166	\$55,166	\$55,166	\$55,166
52440	ENGINEERING SERVICES	\$534,428	\$461,124	\$404,179	\$400,000	\$400,000	\$437,142	\$430,847	\$437,847	\$447,782
52580	EQUIPMENT MAINTENANCE/REPAIR	\$223,397	\$322,963	\$121,668	\$220,000	\$220,000	\$221,158	\$195,706	\$214,216	\$212,770
52750	FEES AND CHARGES	\$6,760	\$3,664	\$3,537	\$7,000	\$7,000	\$5,300	\$5,709	\$6,252	\$6,065
53200	HEATING OIL	\$0	\$2,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54100	FRINGE BENEFITS	\$13,452	\$8,595	\$11,476	\$15,318	\$15,624	\$12,753	\$13,793	\$14,372	\$14,136
54640	CWF - DEBT SERV. - GF	\$1,010,981	\$815,136	\$716,700	\$658,875	\$361,228	\$204,680	\$101,954	\$0	\$0
55710	CAPITAL IMPROV.-SEWER PLANT	\$144,791	\$349,967	\$149,556	\$400,000	\$600,000	\$500,000	\$550,000	\$525,000	\$537,500
55720	CAPITAL IMP - COLLECTION SYSTM	\$326,133	\$268,719	\$377,047	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
55740	CHEMICAL FEED (ORPS)	\$7,976	\$1,032	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
55747	NITROGEN CHEMICAL	\$110,155	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
55749	CLEAN WATER (NEW)	\$1,797,987	\$1,797,987	\$1,797,987	\$1,797,987	\$1,797,987	\$1,797,987	\$1,797,987	\$1,797,987	\$1,797,987
55749	CLEAN WATER FUND NEW ISSUES	\$0	\$0	\$0	\$0	\$0	\$412,429	\$470,169	\$535,993	\$611,032
56010	UNALLOCATED CONTINGENCY	\$0	\$0	\$0	\$400,000	\$300,000	\$400,000	\$400,000	\$400,000	\$400,000
56990	MISCELLANEOUS	\$370,105	\$356,280	\$566,429	\$500,000	\$525,000	\$501,535	\$538,938	\$531,859	\$540,063
TOTAL ADMINISTRATION		\$4,739,044	\$4,566,849	\$4,324,812	\$5,077,963	\$4,954,093	\$5,199,863	\$5,213,604	\$5,172,980	\$5,276,475

WEST HAVEN SEWER FUND

		----- 5 YEAR FINANCIAL PLAN -----								
		FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
		ACTUAL	ACTUAL	ACTUAL	PROJECTION	RECOMM.	FORECAST	FORECAST	FORECAST	FORECAST
<u>IN-HOUSE SEWER OPERATIONS</u>										
51000	REGULAR WAGES	\$1,671,106	\$1,538,275	\$1,556,995	\$1,667,238	\$1,838,528	\$1,841,540	\$1,859,956	\$1,859,956	\$1,859,956
51500	OVERTIME	\$519,223	\$529,012	\$529,144	\$690,405	\$547,431	\$573,998	\$585,245	\$599,270	\$576,486
51800	SEPARATION PAY	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
52100	GAS HEATING	\$29,556	\$32,185	\$35,290	\$32,344	\$66,000	\$41,455	\$43,772	\$45,893	\$49,280
52105	GASES (PROPANE, ETC)	\$9,982	\$7,553	\$1,649	\$10,000	\$10,000	\$7,301	\$7,237	\$8,635	\$8,293
52110	ELECTRICITY	\$1,114,324	\$1,138,444	\$1,190,316	\$1,147,695	\$1,200,000	\$1,169,114	\$1,176,781	\$1,173,398	\$1,179,823
52130	WATER	\$169,869	\$171,768	\$107,629	\$149,755	\$190,000	\$154,788	\$150,543	\$161,272	\$164,151
52150	TELEPHONE EXPENSE	\$11,283	\$7,230	\$2,023	\$2,208	\$12,000	\$5,865	\$5,524	\$6,399	\$7,447
52510	MAINTENANCE SERVICE AGREEMENT	\$75,420	\$67,022	\$50,883	\$64,441	\$80,000	\$68,866	\$69,350	\$74,197	\$76,758
52540	MOTOR VEHICLE MAINT/REPAIR	\$22,468	\$29,667	\$34,233	\$28,789	\$40,000	\$33,172	\$34,048	\$34,002	\$35,306
52650	OTHER RENTAL	\$2,618	\$4,952	\$600	\$805	\$5,000	\$2,839	\$2,311	\$2,739	\$3,222
52770	OTHER CONTRACTUAL SERVICES	\$204,341	\$199,769	\$180,352	\$200,000	\$200,000	\$200,881	\$201,168	\$206,528	\$208,209
52910	TRASH PICKUP	\$13,588	\$12,286	\$14,533	\$13,469	\$15,000	\$13,822	\$14,206	\$14,124	\$14,288
53000	SUPPLIES & MATERIALS	\$199,356	\$165,999	\$151,181	\$172,178	\$200,000	\$175,786	\$178,282	\$185,193	\$188,512
53200	HEATING OIL	\$349,321	\$499,562	\$542,333	\$660,000	\$780,000	\$632,883	\$666,880	\$698,640	\$708,493
53210	AUTOMOTIVE FUEL & FLUIDS	\$20,981	\$17,841	\$22,879	\$25,000	\$25,000	\$22,680	\$23,890	\$24,143	\$23,928
53250	TOOLS & MISCELLANEOUS EQUIPMNT	\$49,949	\$30,128	\$35,058	\$50,000	\$50,000	\$41,297	\$44,089	\$46,347	\$45,433
53430	JANITORIAL SUPPLIES	\$14,732	\$14,877	\$15,528	\$16,000	\$16,000	\$15,601	\$15,782	\$15,846	\$15,807
53435	CHEMICALS	\$121,127	\$120,180	\$129,937	\$144,000	\$140,000	\$136,200	\$140,285	\$142,924	\$142,649
53445	SAFETY SUPPLIES	\$5,522	\$5,360	\$5,730	\$10,000	\$10,000	\$7,928	\$8,583	\$9,310	\$9,134
53450	LABORATORY SUPPLIES	\$59,300	\$60,422	\$59,051	\$66,000	\$66,000	\$62,868	\$63,480	\$64,587	\$64,234
53460	CLOTHING & UNIFORMS	\$34,097	\$35,036	\$34,753	\$36,000	\$36,000	\$35,447	\$35,550	\$35,749	\$35,687
54100	FRINGE BENEFITS	\$667,370	\$572,761	\$839,791	\$650,000	\$663,000	\$716,040	\$773,323	\$835,189	\$902,004
54130	FICA-CITY'S SHARE	\$162,967	\$160,167	\$154,639	\$175,374	\$178,880	\$179,978	\$181,106	\$182,556	\$181,063
54232	LAP CLAIMS-SEWER	\$127,882	\$112,419	\$206,119	\$200,000	\$200,000	\$204,000	\$208,080	\$212,242	\$216,487
54735	SEWER CLAIMS-WORKERS COMP	\$16,236	\$245,604	\$23,738	\$50,000	\$50,000	\$92,336	\$54,018	\$61,589	\$64,486
56215	OUTSIDE SERVICES	\$174,812	\$202,205	\$147,385	\$111,453	\$175,000	\$180,250	\$185,658	\$191,228	\$196,965
TOTAL OPERATIONS		\$5,847,428	\$5,980,725	\$6,071,766	\$6,373,154	\$6,843,839	\$6,666,935	\$6,779,147	\$6,941,956	\$7,028,101
TOTAL EXPENSE		\$10,586,472	\$10,547,573	\$10,396,578	\$11,451,117	\$11,797,932	\$11,866,799	\$11,992,751	\$12,114,935	\$12,304,575
SURPLUS/(DEFICIT)		\$1,480,727	\$1,833,451	\$1,496,004	\$723,737	\$0	\$0	\$0	\$0	\$0

RATE CALCULATION:										
AMOUNT RAISED BY CURRENT TAXES						\$11,126,507	\$11,161,682	\$11,276,017	\$11,403,027	\$11,577,890
COLLECTION RATE						98.5%	98.5%	98.5%	98.5%	98.5%
GROSS TAX LEVY						\$11,295,946	\$11,331,657	\$11,447,733	\$11,576,677	\$11,754,203
ESTIMATED # OF UNITS						26,500	26,500	26,500	26,500	26,500
SEWER USE RATE		\$419	\$426	\$426	\$426	\$426	\$428	\$432	\$437	\$444

City of West Haven

FY2020 10Mos Monthly Financial Report to
the Municipal Accountability Review Board



June 11, 2020



To: Municipal Accountability Review Board
 From: Frank M. Cieplinski
 Date: 6/4/2020
 Subject: City of West Haven Monthly Financial Report YTD April FY20

I) West Haven General Fund

A. Revenues

YTD operational revenues of \$152.179M are \$1.3M lower than the same period last year driven by ECS funding (\$1.2M).

Property taxes comprised 63.2% of total operating revenues compared to 62.3% in FY19 and 62.2% in FY18. Current Year Tax collections continue to be well below prior years as COVID continues to show it's impact. Year-end revenue projections have been lowered from last month. In prior years the Tax collections in the remaining 2 months has averaged \$1M, current projections are expected to be below that and overall there could be a \$1M shortfall due to COVID.

The Tax Lien Sale RFP has been completed and is on the June 8 council agenda for approval.

GENERAL FUND : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Property Taxes	92.292	98.49%	94.075	98.99%	95.694	98.84%	95.760	97.75%
Licenses & Permits	0.878	66.78%	1.066	53.52%	1.630	83.12%	1.237	69.93%
Fines And Penalties	0.164	78.60%	0.267	84.06%	0.254	88.54%	0.208	88.77%
Revenue From Use Of Money	0.016	70.34%	0.137	65.86%	0.281	69.54%	0.361	98.64%
Fed/State Grants - Non MARB	55.335	100.87%	52.187	98.59%	52.023	97.71%	50.889	95.65%
Charges For Services	0.829	75.11%	0.823	71.96%	0.820	68.00%	0.844	76.30%
Other Revenues	1.496	73.97%	1.437	74.90%	1.585	74.56%	1.205	65.10%
Other Financing Sources	1.381	76.86%	1.171	87.19%	1.217	100.00%	1.110	78.76%
	152.392	98.30%	151.163	97.59%	153.504	97.61%	151.614	96.02%

*Note : Does not reflect any MARB restructuring funds.

**CITY OF WEST HAVEN
REVENUE DETAIL REPORT
April 2020**

Variances favorable/(unfavorable)

Account Description	ACTUAL					FORECAST		
	FY20	Apr YTD	Apr YTD	Apr YTD %	FY19 YTD %	Projected	Apr YTD %	Δ to Budget
	Budget	Actual	FY19	Budget	Actual	FY20	Fcst	
Tax Levy - Current Year	96,375,557	93,774,663	93,124,268	97.3%	99.0%	95,161,396	98.5%	(1,214,161)
Motor Vehicle Supplement	1,236,000	1,425,683	1,384,742	115.3%	96.4%	1,430,246	99.7%	194,246
Tax Levy - Prior Years	412,000	325,542	361,641	79.0%	87.4%	391,183	83.2%	(20,817)
Tax Levy - Suspense	100,000	134,547	102,108	134.5%	79.5%	165,993	81.1%	65,993
Tax Interest - Current Year	463,500	326,063	391,672	70.3%	78.5%	402,790	81.0%	(60,710)
Tax Interest - Prior Years	220,500	189,938	217,613	86.1%	85.8%	230,730	82.3%	10,230
Tax Interest - Suspense	108,150	148,165	112,323	137.0%	81.4%	181,053	81.8%	72,903
Tax Lien Sale	-	-	-	n/a	n/a	-	n/a	-
Non Current Per. Prop. Tax	300,000	-	-	0.0%	n/a	-	n/a	(300,000)
41 Property Taxes	99,215,707	96,324,601	95,694,366	97.1%	98.8%	97,963,391	98.3%	(1,252,316)
Building Permits	1,200,000	833,536	1,193,978	69.5%	87.3%	1,151,135	72.4%	(48,865)
Electrical Permits	160,000	139,314	167,984	87.1%	82.4%	181,444	76.8%	21,444
Zoning Permits	95,000	98,078	102,035	103.2%	69.0%	128,385	76.4%	33,385
Health Licenses	82,400	46,382	43,171	56.3%	45.2%	147,332	31.5%	64,932
Plumbing & Heating Permits	200,000	76,370	74,121	38.2%	92.8%	97,495	78.3%	(102,505)
Police & Protection Licenses	20,600	22,190	21,250	107.7%	83.4%	29,341	75.6%	8,741
Animal Licenses	13,390	3,293	5,498	24.6%	34.6%	8,105	40.6%	(5,285)
Excavation Permits	7,210	9,310	9,050	129.1%	87.3%	13,101	71.1%	5,891
City Clerk Fees	7,313	4,914	4,702	67.2%	80.2%	6,309	77.9%	(1,004)
Dog Pound Releases	2,060	112	2,802	5.4%	137.9%	155	72.2%	(1,905)
Marriage Licenses	3,090	2,692	3,474	87.1%	70.0%	5,061	53.2%	1,971
Sporting Licenses	206	55	962	26.7%	355.0%	55	100.0%	(151)
Alcoholic Beverage License	155	1,134	1,200	731.6%	78.9%	1,525	74.3%	1,370
42 Licenses & Permits	1,791,424	1,237,380	1,630,225	69.1%	83.1%	1,769,444	69.9%	(21,980)
Bldg Code Violations	-	3,932	21,856	n/a	85.0%	7,547	52.1%	7,547
Fines And Penalties	25,750	36,997	33,002	143.7%	86.7%	43,141	85.8%	17,391
Parking Tags	175,000	166,694	199,192	95.3%	89.3%	183,207	91.0%	8,207
43 Fines And Penalties	200,750	207,624	254,049	103.4%	88.5%	233,895	88.8%	33,145
Investment Income	70,000	327,333	267,405	467.6%	70.1%	327,333	100.0%	257,333
Rent from City Facilities	31,250	34,150	13,196	109.3%	60.3%	39,150	87.2%	7,900
44 Revenue From Use Of Money	101,250	361,483	280,601	357.0%	69.5%	366,483	98.6%	265,233
Educational Cost Sharing	45,140,487	43,289,601	44,438,618	95.9%	98.2%	45,140,487	95.9%	-
Federal Miscellaneous Grants	-	-	-	n/a	n/a	-	n/a	-
Health Services	60,000	67,266	66,528	112.1%	100.0%	67,266	100.0%	7,266
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%	2,000	100.0%	2,000
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%	130,803	100.0%	12,430
Pilot-State Owned Property	181,198	181,198	181,198	100.0%	100.0%	181,198	100.0%	-
Mashentucket Pequot Grant	807,097	538,065	538,065	66.7%	66.7%	807,097	66.7%	-
Town Aid Road	616,005	617,268	616,005	100.2%	100.0%	617,268	100.0%	1,263
Fed/State Miscellaneous Grants	122,000	150,997	120,535	123.8%	98.4%	150,997	100.0%	28,997
Telephone Access Grant	120,555	77,191	93,832	64.0%	100.0%	120,555	64.0%	-
SCCRWA-Pilot Grant	305,220	302,062	301,396	99.0%	100.0%	305,220	99.0%	-
45 Fed/State Grants	53,151,809	50,889,046	52,023,278	95.7%	97.7%	53,203,764	95.6%	51,955
Record Legal Instrument Fees	656,250	606,810	588,374	92.5%	80.4%	727,909	83.4%	71,659
Miscellaneous - Parks & Recreation	340,000	170,180	170,708	50.1%	48.5%	265,180	64.2%	(74,820)
Miscellaneous - General Gov't	92,700	46,884	50,301	50.6%	86.8%	55,416	84.6%	(37,284)
Miscellaneous - Public Works	37,059	795	959	2.1%	2.5%	34,313	2.3%	(2,746)
Police Charges	15,450	17,142	7,752	111.0%	76.1%	21,272	80.6%	5,822
All Other Public Works	2,060	2,469	1,624	119.9%	11.2%	2,469	100.0%	409
Health Fees	-	-	25	n/a	100.0%	-	n/a	-
Sundry - Other	155	-	-	0.0%	n/a	-	n/a	(155)
46 Charges For Services	1,143,674	844,281	819,742	73.8%	68.0%	1,106,559	76.3%	(37,115)
Fire Dept Share of ERS	857,822	514,673	420,995	60.0%	55.2%	857,822	60.0%	-
Yale Contribution	422,651	444,561	437,317	105.2%	100.0%	444,561	100.0%	21,910
Sale of Property	-	12,000	298,807	n/a	100.0%	12,000	100.0%	12,000
Miscellaneous Revenue	210,000	24,705	80,054	11.8%	35.2%	142,742	17.3%	(67,258)
Pilot - Housing Authority	145,230	-	148,751	0.0%	100.0%	145,230	0.0%	-
Parking Meter Revenue	30,000	64,571	54,234	215.2%	66.0%	96,883	66.6%	66,883
Sewer Fee Collection Expenses	51,301	55,166	55,166	107.5%	100.0%	55,166	100.0%	3,865
Quigley/Yale Parking	41,200	36,336	36,336	88.2%	83.3%	43,603	83.3%	2,403
Insurance Reimbursement	20,600	32,252	38,897	156.6%	88.6%	32,252	100.0%	11,652
Organic Recycling Compost	13,000	20,643	14,128	158.8%	74.4%	20,643	100.0%	7,643
47 Other Revenues	1,791,804	1,204,907	1,584,685	67.2%	74.8%	1,850,902	65.1%	59,098
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	1,217,060	95.7%	100.0%	1,158,875	95.7%	-
48 Other Financing Sources	1,408,875	1,109,575	1,217,060	78.8%	79.8%	1,408,875	78.8%	-
Total Operational Revenue	158,805,293	152,178,896	153,504,008	95.8%	97.4%	157,903,313	96.4%	(901,980)
Bond Proceeds	-	-	-	n/a	n/a	-	n/a	-
MARB	4,115,542	-	250,000	0.0%	5.0%	4,115,542	0.0%	-
Total General Fund Revenues	162,920,835	152,178,896	153,754,008	93.4%	94.5%	162,018,855	93.9%	(901,980)

CITY OF WEST HAVEN
PROPERTY TAX COLLECTIONS REPORT
April 2020

Month	Tax Levy - Current Year		Tax Levy - Prior Years		Interest		Total Collections	
	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	29,647,432	26,502,343	19,029	13,956	51,888	58,154	29,718,350	26,574,453
February	6,655,587	6,558,742	(26,904)	243,636	122,514	166,304	6,751,198	6,968,682
March	1,695,458	1,143,833	141,603	15,171	177,402	92,915	2,014,463	1,251,919
April	991,489	306,974	56,756	26,294	150,806	54,748	1,199,050	388,016
May	332,013	-	43,455	-	84,243	-	459,710	-
June	620,562	-	8,841	-	110,937	-	740,339	-
Total Collections	95,461,585	95,200,346	413,937	325,542	1,018,894	798,714	96,894,415	96,324,601
Apr YTD	94,509,010	95,200,346	361,641	325,542	823,715	798,714	95,694,366	96,324,601
Projected	95,461,585	96,591,642	413,937	391,183	1,018,894	980,566	96,894,415	97,963,391
% Total	99.00%	98.56%	87.37%	83.22%	80.84%	81.45%	98.76%	98.33%

B. Expenditures

YTD city expenses of \$60.179M are slightly lower than the same period last year as lower debt obligations and healthcare offsets slightly higher payroll related costs.

Payroll and other personnel costs are higher than the previous year as driven by Public Works overtime in earlier months and the impact of hiring Police Officers.

Education spending is well below prior year driven by lower healthcare costs and site repairs made in FY19 which are not recurring.

GENERAL FUND : Cost Comparisons FY17-FY20

\$ Millions Expense Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	21.022	83.07%	21.651	83.86%	19.939	82.38%	20.198	81.84%
Debt Service	16.563	98.99%	16.994	99.30%	18.807	99.37%	18.396	49.29%
Health Ins. & Pension	10.459	80.29%	12.279	86.46%	12.428	91.20%	11.457	71.79%
Other Fixed Charges	2.933	82.60%	2.807	85.19%	2.480	86.31%	2.481	-14.93%
Solid Waste & Recycling	2.388	78.30%	2.315	77.51%	2.433	76.49%	2.741	85.97%
Other Contractual Svcs	2.251	77.36%	2.364	82.60%	2.293	72.63%	2.387	68.46%
Electricity/Gas	1.328	75.85%	1.218	78.44%	1.248	70.87%	0.981	74.74%
Supplies & Materials	0.433	67.93%	0.414	73.62%	0.401	70.31%	0.481	75.33%
Capital Outlay	0.051	77.16%	0.067	83.71%	0.029	59.19%	0.048	47.98%
Other/Contingency	0.194	83.16%	0.548	93.64%	0.413	87.52%	0.509	44.79%
Fuel	0.242	73.33%	0.271	77.78%	0.232	72.27%	0.207	46.29%
Telephone	0.381	82.66%	0.476	64.58%	0.293	70.77%	0.294	55.74%
Total City Expend.	58.245	85.59%	61.404	87.54%	60.995	87.69%	60.179	83.37%
Salaries	36.933	71.43%	37.029	71.55%	37.566	72.81%	37.239	71.58%
Tuition	7.502	94.40%	8.772	103.91%	6.425	66.26%	7.419	87.90%
Student Transportation	4.339	82.54%	4.525	78.14%	4.476	75.70%	4.535	88.37%
Operation of Plant	4.466	130.58%	3.417	88.61%	4.198	114.48%	3.119	83.07%
Health Insurance	11.778	87.99%	12.470	93.14%	12.031	91.39%	11.250	80.81%
Other Fixed Costs	2.653	82.89%	2.716	79.21%	3.166	85.35%	2.595	68.31%
Purchased Services	0.984	65.54%	0.978	63.26%	0.890	60.25%	0.853	76.09%
Instruction	1.731	107.51%	1.627	117.15%	1.286	98.36%	1.261	88.87%
Total Board of Ed.	70.388	79.96%	71.535	79.84%	70.037	77.37%	68.271	76.18%

*Note : FY20% reflects current YTD as a % of projected FY20

C. Summary

While current projections have revenues coming in \$900k below budget, favorability in both the City and Education spending still yields an expected surplus of \$182k.

CITY OF WEST HAVEN
DEPARTMENT EXPENDITURES
April 2020

Variences favorable/(unfavorable)

Department	ACTUAL					FORECAST		
	FY20 Budget	Apr YTD Actual	Apr YTD FY19	Apr YTD % Budget	FY19 YTD % Actual	FY20 Projected	Apr YTD % Fcst	Δ to Budget
100 City Council	162,672	89,043	73,186	54.7%	83.2%	110,678	80.5%	51,994
105 Mayor	317,111	264,948	255,934	83.6%	87.1%	315,228	84.0%	1,883
110 Corporation Counsel	466,368	315,866	303,432	67.7%	69.6%	466,397	67.7%	(29)
115 Personnel Department	170,585	139,723	134,731	81.9%	81.0%	169,336	82.5%	1,249
120 Telephone Administration	320,000	138,034	145,143	43.1%	64.8%	344,600	40.1%	(24,600)
125 City Clerk	268,778	261,046	246,051	97.1%	80.0%	314,985	82.9%	(46,207)
130 Registrar Of Voters	137,002	100,010	128,765	73.0%	88.9%	133,543	74.9%	3,459
165 Probate Court	8,020	6,887	5,073	85.9%	70.8%	9,320	73.9%	(1,300)
190 Planning & Development	968,935	627,137	718,862	64.7%	77.7%	853,036	73.5%	115,899
Central Government Total	2,819,471	1,942,695	2,011,176	68.9%	77.6%	2,717,123	71.5%	102,348
200 Treasurer	7,600	6,333	6,333	83.3%	83.3%	7,600	83.3%	-
210 Comptroller	1,107,870	881,172	882,496	77.7%	81.7%	1,093,639	80.6%	14,231
220 Central Services	750,933	565,325	606,086	75.3%	77.2%	747,783	75.6%	3,150
230 Assessment	447,888	353,720	345,715	79.0%	77.6%	438,355	80.7%	9,533
240 Tax Collector	429,004	324,403	323,030	75.6%	79.4%	411,730	78.8%	17,274
Finance Total	2,743,295	2,130,952	2,163,660	76.9%	79.4%	2,699,107	79.0%	44,188
300 Emergency Report System C	1,906,271	1,260,349	1,189,621	66.1%	66.7%	1,935,219	65.1%	(28,948)
310 Police Department	13,491,535	10,993,164	10,685,347	81.5%	81.7%	13,439,514	81.8%	52,021
320 Animal Control	283,566	184,640	214,471	65.1%	81.7%	256,240	72.1%	27,326
330 Civil Preparedness	14,198	12,983	9,000	91.4%	100.0%	17,224	75.4%	(3,026)
Public Service Total	15,695,570	12,451,137	12,098,438	79.3%	79.9%	15,648,196	79.6%	47,374
400 Public Works Administration	604,341	326,979	369,142	54.1%	79.1%	591,664	55.3%	12,677
410 Engineering	275,758	227,222	95,240	67.0%	80.6%	315,844	71.9%	(40,086)
440 Central Garage	1,323,141	862,150	823,062	65.2%	77.8%	1,311,882	65.7%	11,259
450 Solid Waste	3,215,901	2,755,909	2,442,801	85.7%	76.4%	3,215,911	85.7%	(10)
460 Building & Ground Maintena	1,207,434	976,971	935,227	78.5%	74.4%	1,292,601	75.6%	(85,167)
470 Highways & Parks	3,938,581	3,070,528	3,052,570	76.0%	76.4%	3,836,040	80.0%	102,541
Public Works Total	10,565,156	8,219,760	7,718,044	76.4%	76.5%	10,563,942	77.8%	1,214
500 Human Resources	279,237	208,246	201,876	74.6%	79.3%	276,003	75.5%	3,234
510 Elderly Services	441,772	365,947	362,918	82.8%	71.4%	487,286	75.1%	(45,514)
520 Parks & Recreation	878,548	577,352	668,909	65.7%	76.9%	849,536	68.0%	29,012
530 Health Department	344,438	260,679	264,851	75.7%	87.4%	324,128	80.4%	20,310
Health & Human Services Total	1,943,995	1,412,224	1,498,554	72.6%	77.4%	1,936,953	72.9%	7,042
600 Library	1,421,000	1,394,250	1,394,250	98.1%	90.2%	1,496,000	93.2%	(75,000)
800 City Insurance	800,977	679,794	783,668	84.9%	86.5%	862,387	78.8%	(61,410)
810 Employee Benefits	16,979,061	13,224,299	14,089,105	73.5%	92.7%	16,650,657	79.4%	328,404
820 Debt Service	18,873,827	18,395,848	18,807,232	97.5%	99.4%	18,809,597	97.8%	64,230
830 C-Med	42,179	19,791	42,179	46.9%	100.0%	42,179	46.9%	-
900 Unallocated Expenses	1,075,883	308,514	389,160	-183.1%	84.7%	796,600	38.7%	279,283
Other Total	39,192,927	34,022,496	35,505,595	87.3%	95.8%	38,657,419	88.0%	535,508
Total City Departments	72,960,414	60,179,264	60,995,468	82.5%	87.7%	72,222,741	83.3%	737,673
Board of Education	89,960,421	68,270,825	70,037,198	75.9%	77.4%	89,614,757	76.2%	345,664
Total General Fund Expenses	162,920,835	128,450,089	131,032,666	78.8%	81.9%	161,837,498	79.4%	1,085,837

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
SUB CATEGORY EXPENDITURE REPORT
April 2020

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Apr YTD	Apr YTD	Apr YTD %	FY19 YTD	FY20	Apr YTD %	
	Budget	Actual	FY19	Budget	% Actual	Projected	Fcst	Δ to Budget
Regular Wages	20,395,901	16,205,198	15,893,720	79.5%	82.2%	19,598,206	82.7%	797,695
Part Time	912,826	641,449	654,010	70.3%	79.4%	922,585	69.5%	(9,759)
Overtime	1,912,532	1,898,754	1,779,079	99.3%	92.8%	2,080,437	91.3%	(167,905)
Longevity	654,950	445,038	504,575	67.9%	68.4%	654,950	67.9%	-
Fringe Reimbursements	1,128,700	827,494	926,744	73.3%	78.5%	1,132,451	73.1%	(3,751)
Other Personnel Services	304,871	180,420	180,839	59.2%	86.3%	291,429	61.9%	13,442
51 Personnel Services	25,309,780	20,198,353	19,938,967	79.8%	82.4%	24,680,059	81.8%	629,721
Advertising	48,875	44,693	32,995	91.4%	69.5%	55,975	79.8%	(7,100)
Building Maintenance	119,903	114,928	49,408	95.9%	79.0%	121,933	94.3%	(2,030)
Copier Machine & Rental	49,000	30,054	34,916	61.3%	77.0%	49,000	61.3%	-
Electricity	1,038,500	875,917	746,252	84.3%	75.0%	1,114,708	78.6%	(76,208)
Equipment Repair and Maintenance	70,750	81,770	70,311	115.6%	83.5%	89,060	91.8%	(18,310)
Financial Services	195,000	191,607	248,306	98.3%	82.5%	210,504	91.0%	(15,504)
Legal Services	153,000	62,577	60,589	40.9%	41.4%	153,000	40.9%	-
Maintenance Services	715,597	461,820	466,596	64.5%	70.1%	724,422	63.8%	(8,825)
Town Aid Road & Tree Manintenance	484,000	257,085	294,026	53.1%	80.7%	484,000	53.1%	-
Training	36,430	51,606	32,603	141.7%	62.9%	71,549	72.1%	(35,119)
Trash Pickup, Tip Fees & Recycling	3,195,800	2,740,702	2,432,833	85.8%	76.5%	3,187,811	86.0%	7,989
Water	36,500	21,994	18,518	60.3%	73.8%	37,027	59.4%	(527)
Uniforms	195,332	197,106	165,835	100.9%	93.1%	222,063	88.8%	(26,731)
Other Contractual Services	1,130,804	893,641	783,213	79.0%	64.7%	1,304,864	68.5%	(174,060)
52 Contractual Services	7,469,491	6,025,501	5,436,399	80.7%	73.9%	7,825,915	77.0%	(356,424)
Motor Vehicle Parts	245,000	194,254	202,909	79.3%	82.0%	251,909	77.1%	(6,909)
Construction Supplies	65,000	69,923	35,554	107.6%	41.1%	82,299	85.0%	(17,299)
Office Supplies	64,868	51,732	55,985	79.7%	86.7%	69,335	74.6%	(4,467)
Other Supplies & Materials	263,243	164,790	106,198	62.6%	61.9%	276,991	59.5%	(13,748)
53 Supplies & Materials	638,111	480,699	400,646	75.3%	70.3%	680,534	70.6%	(42,423)
Health & General Liability Insurance	11,554,289	8,839,791	9,987,768	76.5%	93.8%	11,363,735	77.8%	190,554
FICA	1,408,018	1,139,082	1,124,431	80.9%	86.2%	1,361,482	83.7%	46,536
Pension	3,384,520	2,617,154	2,440,093	77.3%	82.1%	3,359,881	77.9%	24,639
Workers Compensation	1,500,000	1,240,240	1,200,714	82.7%	89.3%	1,500,000	82.7%	-
Debt Service	18,214,952	17,839,952	18,209,908	97.9%	100.0%	18,150,722	98.3%	64,230
Debt Service (Water Purification)	658,875	555,896	597,325	84.4%	83.3%	658,875	84.4%	-
Other Fixed Charges	248,879	101,868	154,986	40.9%	68.9%	270,939	37.6%	(22,060)
54 Fixed Charges	36,969,533	32,333,982	33,715,224	87.5%	95.2%	36,665,633	88.2%	303,900
Capital Outlay	99,266	47,630	28,701	48.0%	59.2%	99,266	48.0%	-
55 Capital Outlay	99,266	47,630	28,701	48.0%	59.2%	99,266	48.0%	-
Contingency Services	198,500	58,587	250,000	29.5%	100.0%	198,500	29.5%	-
Other Contingency	1,241,183	449,965	163,205	36.3%	73.5%	936,900	48.0%	304,283
56 Other/Contingency	1,439,683	508,552	413,205	35.3%	87.5%	1,135,400	44.8%	304,283
Fuel	446,600	206,713	232,272	46.3%	72.3%	446,600	46.3%	-
Telephone	464,150	294,398	292,883	63.4%	70.8%	528,127	55.7%	(63,977)
Gas Heat	123,800	83,436	537,170	67.4%	72.5%	161,207	51.8%	(37,407)
Total City Departments	72,960,414	60,179,264	60,995,468	82.5%	87.7%	72,222,741	83.3%	737,673
Salaries	52,370,421	37,238,704	37,565,590	71.1%	72.8%	52,027,322	71.6%	343,099
Health Insurance	14,105,092	11,250,135	12,030,594	79.8%	91.4%	13,922,143	80.8%	182,949
Benefits & Fixed Charges	4,110,714	2,594,993	3,166,216	63.1%	85.3%	3,799,025	68.3%	311,689
Tuition	7,939,386	7,418,575	6,424,959	93.4%	66.3%	8,439,386	87.9%	(500,000)
Student Transportation	5,006,320	4,535,113	4,475,797	90.6%	75.7%	5,132,032	88.4%	(125,712)
Operation of Plant	3,847,829	3,119,035	4,198,437	81.1%	114.5%	3,754,540	83.1%	93,289
Purchased Services	1,161,159	852,772	889,848	73.4%	60.3%	1,120,809	76.1%	40,350
Instruction	1,419,500	1,261,498	1,285,757	88.9%	98.4%	1,419,500	88.9%	-
Board of Education	89,960,421	68,270,825	70,037,198	75.9%	77.4%	89,614,757	76.2%	345,664
Total General Fund Expenses	162,920,835	128,450,089	131,032,666	78.8%	81.9%	161,837,498	79.4%	1,083,337

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
BOARD OF EDUCATION EXPENDITURE REPORT
April 2020

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Apr YTD	Apr YTD	Apr YTD %	FY19 YTD	FY20	Apr YTD %	Δ to Budget
	Budget	Actual	FY19	Budget	% Actual	Projected	Fcst	
Superintendent / Principals / Asst.	2,350,120	1,610,959	1,582,262	68.5%	72.5%	2,350,120	68.5%	-
Teachers - Classroom	27,356,996	19,328,430	19,351,399	70.7%	71.7%	27,341,898	70.7%	15,098
Teachers - Special Education	5,922,487	4,214,445	4,367,659	71.2%	70.9%	5,916,656	71.2%	5,831
Teachers - Special Area	3,405,682	2,340,518	2,570,447	68.7%	73.4%	3,395,200	68.9%	10,482
Teachers - Substitutes/Interns	689,815	340,175	450,789	49.3%	75.3%	633,188	53.7%	56,627
Teacher Aides	2,992,839	2,318,374	2,321,046	77.5%	80.1%	2,987,624	77.6%	5,215
Pupil Services	1,565,854	1,244,442	1,203,347	79.5%	76.8%	1,575,461	79.0%	(9,607)
Clerical	1,551,638	1,241,437	1,342,889	80.0%	82.3%	1,489,544	83.3%	62,094
School Nurses	1,030,163	617,264	709,847	59.9%	71.0%	1,008,948	61.2%	21,215
Coordinators/Directors	1,064,632	750,250	768,358	70.5%	76.9%	1,053,902	71.2%	10,730
Custodial / Maintenance	3,006,539	2,125,347	2,161,928	70.7%	78.1%	2,872,315	74.0%	134,224
Lunch Aides	300,000	235,057	248,937	78.4%	82.1%	295,614	79.5%	4,386
Para Subs-Instructional Aides	105,000	173,942	171,081	165.7%	200.0%	100,000	173.9%	5,000
Homebound	125,000	44,007	36,115	35.2%	58.1%	62,019	71.0%	62,981
Detached Worker	98,261	55,065	104,504	56.0%	78.4%	79,127	69.6%	19,134
Athletic Coaches	200,417	123,881	106,526	61.8%	65.2%	165,000	75.1%	35,417
Adult Education	150,000	69,883	68,457	46.6%	45.9%	150,000	46.6%	-
Severance Pay	300,000	405,230	-	135.1%	0.0%	405,230	100.0%	(105,230)
Student Activity Advisors	154,978	-	-	0.0%	0.0%	145,476	0.0%	9,502
Salaries	52,370,421	37,238,704	37,565,590	71.1%	72.8%	52,027,322	71.6%	343,099
Health Insurance	14,105,092	11,250,135	12,030,594	79.8%	91.4%	13,922,143	80.8%	182,949
Medicare Only - Taxes	881,908	577,043	571,444	65.4%	68.8%	876,605	65.8%	5,303
Social Security	764,786	495,884	559,568	64.8%	79.6%	749,246	66.2%	15,540
Property & Liability Insurance	525,000	496,432	605,797	94.6%	98.8%	525,000	94.6%	-
Worker's Compensation	1,050,000	473,798	759,702	45.1%	91.3%	832,378	56.9%	217,622
Retirement Contributions	477,407	252,900	287,914	53.0%	78.4%	455,012	55.6%	22,395
Life Insurance	187,913	146,800	248,382	78.1%	100.0%	187,500	78.3%	413
Travel / Convention / Dues	77,200	115,862	77,714	150.1%	131.9%	102,784	112.7%	(25,584)
Other Benefits & Fixed Charges	146,500	36,274	55,696	24.8%	98.9%	70,500	51.5%	76,000
Benefits & Fixed Charges	18,215,806	13,845,128	15,196,810	76.0%	90.1%	17,721,168	78.1%	494,638
Tuition	7,939,386	7,418,575	6,424,959	93.4%	66.3%	8,439,386	87.9%	(500,000)
Bus Service	3,257,312	2,770,875	2,726,272	85.1%	76.6%	3,221,812	86.0%	35,500
Transportation - Phys. Handicapped	1,341,539	1,428,801	1,427,466	106.5%	73.5%	1,521,314	93.9%	(179,775)
Transportation - Regional VOC	302,012	230,723	230,723	76.4%	80.0%	288,406	80.0%	13,606
Transportation - Student Activities	105,457	104,714	91,337	99.3%	75.9%	100,500	104.2%	4,957
Student Transportation	5,006,320	4,535,113	4,475,797	90.6%	75.7%	5,132,032	88.4%	(125,712)
Site Repairs & Improvements	675,000	866,112	1,974,828	128.3%	179.1%	700,000	123.7%	(25,000)
Electricity	1,058,733	875,368	999,903	82.7%	91.5%	1,093,300	80.1%	(34,567)
Heating	664,487	330,342	361,822	49.7%	72.9%	550,500	60.0%	113,987
Water	103,919	82,634	75,961	79.5%	100.0%	100,500	82.2%	3,419
Telephone & Communications	364,178	135,610	182,675	37.2%	95.3%	360,500	37.6%	3,678
Building Security	388,740	414,292	370,548	106.6%	81.8%	388,740	106.6%	-
Solid Waste / Recycling	220,833	207,189	201,374	93.8%	90.5%	220,500	94.0%	333
Supplies & Equipment	321,939	206,224	29,787	64.1%	100.0%	295,500	69.8%	26,439
Other Expenses	50,000	1,264	1,540	2.5%	87.3%	45,000	2.8%	5,000
Operation of Plant	3,847,829	3,119,035	4,198,437	81.1%	114.5%	3,754,540	83.1%	93,289
Photocopy Services	269,809	273,173	450,724	101.2%	81.6%	269,809	101.2%	-
Consultant Services	260,000	428,359	268,282	164.8%	82.3%	260,000	164.8%	-
Police And Fire	75,000	3,227	9,308	4.3%	2.5%	70,000	4.6%	5,000
Printing / Postage / Supplies	119,300	44,846	112,836	37.6%	93.7%	95,500	47.0%	23,800
Other Services	437,050	103,167	48,698	23.6%	44.8%	425,500	24.2%	11,550
Purchased Services	1,161,159	852,772	889,848	73.4%	60.3%	1,120,809	76.1%	40,350
Instruction	1,419,500	1,261,498	1,285,757	88.9%	98.4%	1,419,500	88.9%	-
Board of Education	89,960,421	68,270,825	70,037,198	75.9%	77.4%	89,614,757	76.2%	345,664

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
Summary of Revenues and Expenditures
April 2020

Variances favorable/(unfavorable)

	ACTUAL						FORECAST		
	FY20	Apr YTD		FY19 Actual	Apr YTD		Projected FY20	Apr YTD %	
		Budget	Actual		FY19	Budget		% Actual	Fcst
REVENUE									
41 Property Taxes	99,215,707	96,324,601	96,894,415	95,694,366	97.1%	98.8%	97,963,391	98.3%	(1,252,316)
41 Property Taxes (Lien Sale)	-	-	-	-			-		-
42 Licenses & Permits	1,791,424	1,237,380	1,961,408	1,630,225	69.1%	83.1%	1,769,444	69.9%	(21,980)
43 Fines And Penalties	200,750	207,624	286,947	254,049	103.4%	88.5%	233,895	88.8%	33,145
44 Revenue From Use Of Money	101,250	361,483	403,514	280,601	357.0%	69.5%	366,483	98.6%	265,233
45 Fed/State Grants - Non MARB	53,151,809	50,889,046	53,241,754	52,023,278	95.7%	97.7%	53,203,764	95.6%	51,955
46 Charges For Services	1,143,674	844,281	1,205,512	819,742	73.8%	68.0%	1,106,559	76.3%	(37,115)
47 Other Revenues	1,791,804	1,204,907	2,118,500	1,584,685	67.2%	74.8%	1,850,902	65.1%	59,098
48 Other Financing Sources	1,408,875	1,109,575	1,525,141	1,217,060	78.8%	79.8%	1,408,875	78.8%	-
Total Operational Revenues	158,805,293	152,178,896	157,637,192	153,504,008	95.8%	97.4%	157,903,313	96.4%	(901,980)
48 Bond Proceeds	-	-	-	-			-		-
45 Fed/State Grants - MARB	4,115,542	-	5,000,000	250,000	0.0%	5.0%	4,115,542	0.0%	-
Total Revenue	162,920,835	152,178,896	162,637,192	153,754,008	93.4%	94.5%	162,018,855	93.9%	(901,980)
EXPENDITURES									
Central Government	2,819,471	1,942,695	2,592,310	2,011,176	68.9%	77.6%	2,717,123	71.5%	102,348
Finance	2,743,295	2,130,952	2,724,919	2,163,660	77.7%	79.4%	2,699,107	79.0%	44,188
Public Service	15,695,570	12,451,137	15,134,578	12,098,438	79.3%	79.9%	15,648,196	79.6%	47,374
Public Works	10,565,156	8,219,760	10,090,547	7,718,044	77.8%	76.5%	10,563,942	77.8%	1,214
Health & Human Services	1,943,995	1,412,224	1,935,228	1,498,554	72.6%	77.4%	1,936,953	72.9%	7,042
City Insurance	800,977	679,794	906,371	783,668	84.9%	86.5%	862,387	78.8%	(61,410)
Employee Benefits	16,979,061	13,224,299	15,196,483	14,089,105	77.9%	92.7%	16,650,657	79.4%	328,404
Debt Service	18,873,827	18,395,848	18,926,611	18,807,232	97.5%	99.4%	18,809,597	97.8%	64,230
Library / Other	1,463,179	1,414,041	1,588,179	1,436,429	96.6%	90.4%	1,538,179	91.9%	(75,000)
Contingency Services	198,500	58,587	250,000	250,000	29.5%	100.0%	198,500	29.5%	-
Other Contingency	877,383	249,926	209,393	139,160	28.5%	66.5%	598,100	41.8%	279,283
Deficit Reduction	-	-	-	-			-		-
Total City Departments	72,960,414	60,179,264	69,554,618	60,995,468	82.5%	87.7%	72,222,741	83.3%	737,673
Board of Education	89,960,421	68,270,825	90,527,052	70,037,198	75.9%	77.4%	89,614,757	76.2%	345,664
Total Expenditures	162,920,835	128,450,089	160,081,669	131,032,666	78.8%	81.9%	161,837,498	79.4%	1,083,337
Surplus / (Deficit)	-	23,728,807	2,555,523	22,721,341			181,357		181,357

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	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Charges For Services	11.463	98.21%	11.735	97.85%	11.361	97.43%	11.154	97.62%
Fed/State Grants - Non MARB	0.017	100.00%	0.141	100.00%	0.009	100.00%	-	
Other Revenues	0.379	100.00%	0.248	100.00%	0.149	65.51%	0.308	79.76%
	11.858	98.27%	12.123	97.92%	11.518	96.82%	11.463	97.03%

SEWER FUND : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	1.859	80.82%	1.764	80.78%	1.774	80.61%	1.920	80.79%
Capital Outlay	1.985	83.14%	2.062	85.29%	2.092	88.83%	2.206	78.28%
Electricity/Gas/Water	0.950	72.29%	1.004	74.79%	0.993	74.46%	0.685	59.75%
Debt Service	1.011	100.00%	0.815	100.00%	0.717	100.00%	0.659	376.51%
Contractual Services	0.997	84.80%	0.933	79.68%	0.590	67.59%	0.648	69.31%
Other Fixed Charges	0.601	69.93%	0.694	70.29%	0.672	62.91%	0.648	73.35%
Supplies & Materials	0.655	78.55%	0.849	90.95%	0.881	90.47%	0.797	74.12%
Health Ins. & Pension	0.102	80.12%	0.061	53.87%	0.178	86.33%	0.060	9.10%
Other/Contingency	0.510	93.57%	0.399	71.45%	0.635	88.99%	0.516	50.10%
Fuel	0.015	70.88%	0.012	68.00%	0.016	71.03%	0.018	72.73%
Telephone	0.008	67.80%	0.007	92.81%	0.001	71.11%	0.002	77.01%
	8.692	82.11%	8.600	81.54%	8.549	81.69%	8.157	73.33%

After 10 months Sewer Fund revenues are projected to be slightly higher than budget. Expenses are projected to be \$674k lower than budget resulting in a currently projected surplus for the year of \$690k.

**WEST HAVEN SEWER
SUB CATEGORY EXPENDITURE REPORT
April 2020**

	Apr YTD			Apr YTD		
	FY20 Budget	Actual	% Budget	FY19 Actual	Actual	% Actual
Regular Wages	1,918,711	1,400,319	73.0%	1,670,890	1,341,008	80.3%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	490,000	518,795	105.9%	529,144	432,587	81.8%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	-	-	0.0%	-	-	0.0%
Other Personnel Services	1,500	1,050	70.0%	1,200	900	75.0%
51 Personnel Services	2,410,211	1,920,165	79.7%	2,201,234	1,774,495	80.6%
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	-	-	0.0%	-	-	0.0%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	1,200,000	574,875	47.9%	1,190,316	882,400	74.1%
Equipment Repair and Maintenance	220,000	70,833	32.2%	121,668	66,780	54.9%
Financial Services	55,166	55,166	100.0%	55,166	55,166	100.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	80,000	29,233	36.5%	50,883	44,403	87.3%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	-	-	0.0%	-	-	0.0%
Trash Pickup, Tip Fees & Recycling	15,000	9,887	65.9%	14,533	8,325	57.3%
Water	190,000	85,562	45.0%	107,629	81,544	75.8%
Uniforms	-	-	0.0%	-	-	0.0%
Other Contractual Services	674,000	482,789	71.6%	630,523	415,252	65.9%
52 Contractual Services	2,434,166	1,308,343	53.7%	2,170,717	1,553,870	71.6%
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	796,677	68.2%	973,571	880,763	90.5%
53 Supplies & Materials	1,168,000	796,677	68.2%	973,571	880,763	90.5%
Health & General Liability Insurance	200,000	59,964	30.0%	206,119	177,946	86.3%
FICA	175,374	138,498	79.0%	154,639	129,595	83.8%
Pension	-	-	0.0%	-	-	0.0%
Workers Compensation	50,000	16,480	33.0%	23,738	22,183	93.4%
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	492,700	74.1%	890,466	520,581	58.5%
54 Fixed Charges	1,749,568	1,366,517	78.1%	1,991,662	1,567,004	78.7%
Capital Outlay	2,857,987	2,205,931	77.2%	2,354,463	2,091,550	88.8%
55 Capital Outlay	2,857,987	2,205,931	77.2%	2,354,463	2,091,550	88.8%
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	1,075,000	515,562	48.0%	713,814	635,248	89.0%
56 Other/Contingency	1,075,000	515,562	48.0%	713,814	635,248	89.0%
Fuel	25,000	18,183	72.7%	22,879	16,251	71.0%
57 Fuel	25,000	18,183	72.7%	22,879	16,251	71.0%
Telephone	12,000	1,700	14.2%	2,023	1,438	71.1%
58 Telephone	12,000	1,700	14.2%	2,023	1,438	71.1%
Gas Heat	66,000	24,299	36.8%	35,290	28,795	81.6%
59 Other Utilities	66,000	24,299	36.8%	35,290	28,795	81.6%
Deficit Reduction	-	-	0.0%	-	-	0.0%
69 Deficit Reduction	-	-	0.0%	-	-	0.0%
Total City Departments	11,797,932	8,157,377	69.1%	10,465,652	8,549,413	81.7%

Note : YTD actuals exclude encumbrances

WEST HAVEN SEWER
Summary of Revenues and Expenditures
April 2020

Variiances favorable/(unfavorable)

	ACTUAL							FORECAST		
	FY20	Budget	Apr YTD Actual	FY19 Actual	Apr YTD FY19	Apr YTD % Budget	FY19 YTD % Actual	Projected FY20	Apr YTD % Fcst	Δ to Budget
REVENUE										
41 Property Taxes		-	-	-	-			-		-
42 Licenses & Permits		-	-	-	-			-		-
44 Revenue From Use Of Money		-	-	-	-			-		-
45 Fed/State Grants - Non MARB		-	-	8,690	8,690		100.0%	-		-
46 Charges For Services	11,571,507		11,154,466	11,657,152	11,360,714	96.4%	97.5%	11,426,805	97.6%	(144,702)
47 Other Revenues	226,425		308,271	226,740	148,527	136.1%	65.5%	386,484	79.8%	160,059
Total Revenue	11,797,932		11,462,737	11,892,582	11,517,931	97.2%	96.8%	11,813,289	97.0%	15,357
EXPENDITURES										
Personnel Services	2,410,211		1,920,165	2,201,234	1,774,495	79.7%	80.6%	2,376,712	80.8%	33,499
Electricity/Gas/Water	1,456,000		684,736	1,333,235	992,739	47.0%	74.5%	1,146,000	59.8%	310,000
Other Contractual Services	1,044,166		647,907	872,772	589,926	62.1%	67.6%	934,768	69.3%	109,398
Supplies & Materials	1,168,000		796,677	973,571	880,763	68.2%	90.5%	1,074,916	74.1%	93,084
Health & General Liability Insurance	200,000		59,964	206,119	177,946	30.0%	86.3%	200,000	30.0%	-
Debt Service	658,876		658,875	716,700	716,700	100.0%	100.0%	658,875	100.0%	1
Other Fixed Charges	890,692		647,678	1,068,843	672,358	72.7%	62.9%	857,992	75.5%	32,700
Capital Outlay	2,857,987		2,205,931	2,354,463	2,091,550	77.2%	88.8%	2,817,987	78.3%	40,000
Other Contingency	1,075,000		515,562	713,814	635,248	48.0%	89.0%	1,029,162	50.1%	45,838
Fuel	25,000		18,183	22,879	16,251	72.7%	71.0%	25,000		
Telephone	12,000		1,700	2,023	1,438	14.2%	71.1%	2,208	77.0%	9,792
Deficit Reduction	-		-	-	-			-		-
Total Expenditures	11,797,932		8,157,377	10,465,652	8,549,413	69.1%	81.7%	11,123,620	73.3%	674,312
Surplus / (Deficit)	-		3,305,360	1,426,930	2,968,518		208.0%	689,669		

III) Allingtown Fire Department

AFD : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Property Taxes	5.162	98.37%	5.917	98.86%	6.964	98.30%	7.045	98.50%
Licenses & Permits	0.017	46.10%	0.010	5.14%	0.114	84.43%	0.090	95.81%
Revenue From Use Of Money	-		0.004	100.00%	0.000	100.00%	-	
Fed/State Grants - Non MARB	0.945	97.77%	0.441	100.00%	0.176	89.12%	0.220	100.00%
Charges For Services	0.007	47.87%	0.002	15.50%	0.009	70.73%	0.010	100.00%
Other Revenues	0.034	25.34%	0.138	95.13%	0.117	36.27%	0.041	27.67%
	6.165	96.32%	6.511	95.98%	7.380	95.20%	7.406	97.15%

AFD : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	2.185	84.59%	1.798	79.56%	1.638	81.65%	1.674	81.69%
Health Ins. & Pension	2.493	86.77%	2.478	79.85%	3.053	86.29%	3.511	85.51%
Telephone	0.181	65.76%	0.165	64.62%	0.160	61.87%	0.224	72.86%
Other Fixed Charges	0.106	71.24%	0.119	90.65%	0.141	89.08%	0.125	59.17%
Electricity/Gas/Water	0.109	95.57%	0.183	96.88%	0.188	96.43%	0.191	90.55%
Other/Contingency	0.098	90.52%	0.029	55.16%	0.057	92.75%	0.018	11.99%
Other Contractual Svcs	0.098	83.05%	0.087	85.05%	0.059	53.96%	0.101	67.14%
Capital Outlay	0.101	97.81%	0.012	12.13%	0.092	93.73%	0.012	12.06%
Supplies & Materials	0.036	87.35%	0.036	97.40%	0.027	79.42%	0.029	77.53%
Fuel	0.005	83.49%	0.006	33.41%	0.009	69.33%	0.009	50.11%
	5.411	84.95%	4.913	78.68%	5.424	83.81%	5.894	80.29%

After 9 months Allingtown tax revenues continue to report higher than prior years as a result of the increased (supplemental) Mill Rate put into place last year. Revenue projections for the year are \$196k above budget driven by an unbudgeted \$160k for Motor Vehicle Cap . Expenses are higher than prior year driven by timing around pension contributions and are projected to be slightly above budget. Overall, the Allingtown Fire Department is projected to end the year with a \$284k surplus.

ALLINGTOWN FIRE DEPARTMENT
SUB CATEGORY EXPENDITURE REPORT
April 2020

	Apr YTD			Apr YTD		
	FY20 Budget	Actual	% Budget	FY19 Actual	Actual	% Actual
Regular Wages	1,683,170	1,316,126	78.2%	1,512,998	1,220,452	80.7%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	450,000	339,821	75.5%	450,219	374,899	83.3%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	4,000	17,604	440.1%	42,860	42,675	99.6%
Other Personnel Services	-	-	0.0%	-	-	0.0%
51 Personnel Services	2,137,170	1,673,550	78.3%	2,006,076	1,638,026	81.7%
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	10,205	18,674	183.0%	9,708	9,567	98.5%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	19,000	12,602	66.3%	16,035	12,296	76.7%
Equipment Repair and Maintenance	52,552	50,722	96.5%	40,813	25,925	63.5%
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	5,522	22.1%	8,318	5,261	63.2%
Trash Pickup, Tip Fees & Recycling	-	-	0.0%	-	-	0.0%
Water	181,400	172,172	94.9%	167,171	166,855	99.8%
Uniforms	16,000	10,514	65.7%	9,017	8,109	89.9%
Other Contractual Services	23,169	6,386	27.6%	14,599	10,309	70.6%
52 Contractual Services	340,326	285,592	83.9%	292,863	238,321	81.4%
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	4,000	1,702	42.6%	5,949	5,202	87.4%
Other Supplies & Materials	33,000	26,985	81.8%	28,424	22,096	77.7%
53 Supplies & Materials	37,000	28,687	77.5%	34,373	27,298	79.4%
Health & General Liability Insurance	1,780,273	1,257,574	70.6%	1,319,961	1,095,489	83.0%
FICA	65,000	49,067	75.5%	50,045	42,400	84.7%
Pension	2,251,000	2,253,642	100.1%	2,217,579	1,957,219	88.3%
Workers Compensation	150,000	75,916	50.6%	108,285	98,637	91.1%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	-	-	0.0%	-	-	0.0%
Other Fixed Charges	-	-	0.0%	-	-	0.0%
54 Fixed Charges	4,246,273	3,636,199	85.6%	3,695,870	3,193,745	86.4%
Capital Outlay	103,511	12,486	12.1%	98,304	92,136	93.7%
55 Capital Outlay	103,511	12,486	12.1%	98,304	92,136	93.7%
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	207,000	7,793	3.8%	61,743	57,265	92.7%
56 Other/Contingency	207,000	7,793	3.8%	61,743	57,265	92.7%
Fuel	18,000	9,021	50.1%	12,744	8,835	69.3%
Telephone	307,239	223,839	72.9%	258,724	160,064	61.9%
Gas Heat	11,000	6,657	60.5%	11,519	8,626	74.9%
Deficit Reduction	25,000	9,800	39.2%	-	-	0.0%
Total City Departments	7,432,518	5,893,624	79.3%	6,472,217	5,424,315	83.8%

Note : YTD actuals exclude encumbrances

ALLINGTOWN FIRE DEPARTMENT
Summary of Revenues and Expenditures
April 2020

Variiances favorable/(unfavorable)

	ACTUAL						FORECAST			
	FY20	Budget	Apr YTD Actual	FY19 Actual	Apr YTD FY19	Apr YTD % Budget	FY19 YTD % Actual	Projected FY20	Apr YTD % Fcst	Δ to Budget
REVENUE										
41 Property Taxes	7,151,957		7,045,338	7,085,656	6,964,476	98.5%	98.3%	7,152,796	98.5%	839
42 Licenses & Permits	75,000		90,242	134,525	113,575	120.3%	84.4%	94,187	95.8%	19,187
44 Revenue From Use Of Money	7,210		-	356	356	0.0%	100.0%	-		(7,210)
45 Fed/State Grants - Non MARB	56,000		219,999	197,809	176,295	392.9%	89.1%	219,999	100.0%	163,999
46 Charges For Services	6,000		10,355	12,195	8,625	172.6%	70.7%	10,355	100.0%	4,355
47 Other Revenues	131,600		40,558	322,977	117,156	30.8%	36.3%	146,568	27.7%	14,968
Total Revenue	7,427,767		7,406,492	7,753,519	7,380,484	99.7%	95.2%	7,623,905	97.1%	196,138
EXPENDITURES										
Personnel Services	2,137,170		1,673,550	2,006,076	1,638,026	78.3%	81.7%	2,048,628	81.7%	88,542
Electricity/Gas/Water	211,400		191,431	194,726	187,776	90.6%	96.4%	211,400	90.6%	-
Other Contractual Services	139,926		100,818	109,657	59,171	72.1%	54.0%	150,168	67.1%	(10,242)
Supplies & Materials	37,000		28,687	34,373	27,298	77.5%	79.4%	37,000	77.5%	-
Health & General Liability Insurance	1,780,273		1,257,574	1,319,961	1,095,489	70.6%	83.0%	1,780,273	70.6%	(0)
Pension	2,251,000		2,253,642	2,217,579	1,957,219	100.1%	88.3%	2,326,000	96.9%	(75,000)
Other Fixed Charges	215,000		124,982	158,331	141,037	58.1%	89.1%	211,237	59.2%	3,763
Capital Outlay	103,511		12,486	98,304	92,136	12.1%	93.7%	103,511	12.1%	(0)
Other Contingency	207,000		7,793	61,743	57,265	3.8%	92.7%	121,758	6.4%	85,242
Fuel	18,000		9,021	12,744	8,835	50.1%	69.3%	18,000		
Telephone	307,239		223,839	258,724	160,064	72.9%	61.9%	307,239	72.9%	(0)
Deficit Reduction	25,000		9,800	-	-	39.2%		25,000	39.2%	-
Total Expenditures	7,432,518		5,893,624	6,472,217	5,424,315	79.3%	83.8%	7,340,215	80.3%	92,303
Surplus / (Deficit)	(4,751)		1,512,868	1,281,302	1,956,169	-31843.6%	152.7%	283,691		

Company Information
City Of West Haven
355 Main Street
West Haven, CT 06516
United States

Executive Contact
Frank Cieplinski
Finance Director
fcieplinski@westhaven-ct.gov
(203) 937-3620



1500

Total
Employees



\$58,185.00

Implementation
Costs



\$298,737.00

Total Annual
Investment

Expiration
5/10/2020

ADP Sales Associate

Marilyn Valerio
GES HCM Prospect ISM
marilyn.valerio@adp.com

Sales Order

Quote Number
05-2020-52778.6






A more human resource.™

Company Information
City Of West Haven
355 Main Street
West Haven, CT 06516
United States

Executive Contact
Frank Cieplinski
Finance Director
fcieplinski@westhaven-ct.gov
(203) 937-3620

Processing Fees and Considerations

Number of Employees: 1500 on City Of West Haven

 Per Processing	Count	Min	Base	Rate	Bi-Weekly	Annual
Workforce Now Payroll Solutions	1500	-	-	\$1.25	\$1,875.00	\$48,750.00
• Enhanced Payroll						
Employment and Income Verification						
• Employment Verification						
 Monthly Processing	Count	Min	Base	Rate	Monthly	Annual
Workforce Now HCM Solutions	1500	-	-	\$4.00	\$6,000.00	\$72,000.00
• Enhanced HR						
• Enhanced Benefits						
ADP Compensation Management	1500	-	-	\$1.75	\$2,625.00	\$31,500.00
ADP Learning Management - Skillssoft Content Bundle	1500	-	-	\$1.50	\$2,250.00	\$27,000.00
Workforce Manager Time and Attendance						
Hourly Employees	1300	-	-	\$4.90	\$6,370.00	\$76,440.00
Salaried Employees	200	-	-	\$3.10	\$620.00	\$7,440.00
• Compliance on Demand						
Advanced Scheduling	700	-	-	\$0.58	\$406.00	\$4,872.00
Analytics	700	-	-	\$0.60	\$420.00	\$5,040.00
Talent Management and Activation	1500	-	-	\$1.00	\$1,500.00	\$18,000.00
• Recruitment and Talent Acquisition						
Additional Jurisdiction (if applicable)	2+				\$8.95/month	
International Employees Rate (if applicable)					\$3.00/month	
 Annual Processing	Count	Min	Base	Rate	Annual	
Year End Forms, W2s or 1099s	1500	-	-	\$3.83		\$5,745.00
Timeclock Annual Maintenance	6	-	-	\$325.00		\$1,950.00

 Total Annual Investment	Total Annual
Workforce Now Services	<u>\$298,737.00</u>

Sales Order


Quote Number
05-2020-52778.6



A more human resource.™

Company Information
City Of West Haven
355 Main Street
West Haven, CT 06516
United States

Executive Contact
Frank Cieplinski
Finance Director
fcieplinski@westhaven-ct.gov
(203) 937-3620

 Other Considerations	Count	Rate	Setup
Hardware and Other Fees			
• Standard Health & Welfare Carrier Connection Feed Setups	3	\$0.00	\$0.00
• InTouch Timeclock Barcode Reader	6	\$1,797.50	\$10,785.00
• InTouch Quick Punch	6	\$897.50	\$5,385.00
• Professional Services: Pay Check History Conversion	1	\$11,700.00	\$11,700.00
Implementation			
• Implementation for Workforce Now Payroll Solutions			\$4,112.50
• Implementation for Workforce Now HCM Solutions			\$5,287.50
• Implementation for Workforce Manager Time and Attendance			\$9,400.00
• Implementation for Workforce Manager Advanced Scheduling			\$2,350.00
• Implementation for Workforce Manager Analytics			\$352.50
• Implementation for Recruitment and Talent Acquisition			\$587.50
• Implementation for ADP Compensation Management			\$4,112.50
• Implementation for ADP Learning Management - Skillssoft Content Bundle			\$4,112.50



Total Other Considerations

Total Setup

Implementation and Setup	\$302,040.00
Implementation Discount Value	(\$243,855.00)
Estimated Total Net Implementation	\$58,185.00

Company Information
City Of West Haven
355 Main Street
West Haven, CT 06516
United States

Executive Contact
Frank Cieplinski
Finance Director
fcieplinski@westhaven-ct.gov
(203) 937-3620

Important Project and Billing Information

Billing for Payroll Processing Services, HCM and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client's first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

Billing for all modules bundled under HCM Solutions will begin on the date the ADP Product or Service is available for use by the CLIENT in a production environment. The billing count is based on all unique lives in the database paid in the previous calendar month. Any non-terminated employees based outside the United States will be billed separately as International Employees.

Billing for all modules bundled under Talent Activation Suite will begin on the date the ADP Product or Service is available for use by the CLIENT in a production environment. The billing count is based on all unique lives in the Workforce Now database paid in the previous calendar month.

Billing for Recruitment, Performance, Compensation, Succession and/or Learning will begin on the date the ADP Product or Service is available for use by the CLIENT in a production environment. The billing count is based on all lives in the that module, regardless of status.

Billing for Workforce Manager will begin on the date Workforce Manager is available for use by the CLIENT in a production environment. The billing count is based on all non-terminated lives in the Time Module, including managers/supervisors that need to approve time cards. Billing for add-on modules will include counts based on those lives specifically added and maintained by the practitioner.

Workforce Manager can only be used for tracking time for US associates only. clients are prohibited for leveraging this solution to track time for anyone located outside the US.

History Conversion: The services noted on this sales order are performed by ADP Professional Services and are for companies with more than 1000 active employees with data coming from a single data base source. Conversion of history from multiple databases must be quoted via a customized statement of work. For additional Terms see Annex X of the Master Service Agreement.

The costs detailed on this sales order include the first five practitioners at no cost. Each additional practitioner after the first five will be billed at \$260 per practitioner per month.

Other

ADP's Fees for Service will be debited directly out of client's bank account of their choosing thirty (30) days from invoice date.

Expiration Date: 5/10/2020

Financial
Review

Sales Order

Quote Number
05-2020-52778.6



A more human resource.™

Company Information
City Of West Haven
355 Main Street
West Haven, CT 06516
United States

Executive Contact
Frank Cieplinski
Finance Director
fcieplinski@westhaven-ct.gov
(203) 937-3620

Summary

Estimated Annual Net Investment:	<u>\$298,737.00</u>	Total Net Implementation:	<u>\$58,185.00</u>
----------------------------------	---------------------	---------------------------	--------------------

The ADP Services Listed on this Sales Order are provided at the prices set forth herein and in accordance with the ADP Master Services Agreement (or other similar agreement governing ADP's services), which shall include any appendix, exhibit, addendum, schedule or other similar document attached thereto or accompanying this Sales Order. By signing below you are acknowledging and agreeing to such terms and conditions and to the listed prices.
ADP, LLC

Client: City Of West Haven

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: Nancy R Rossi
Name: Nancy R Rossi
Title: Mayor
Date: 5/21/2020

Sales Order

Quote Number
05-2020-52778.6

Company Information
City Of West Haven
355 Main Street
West Haven, CT 06516
United States

Executive Contact
Frank Cieplinski
Finance Director
fcieplinski@westhaven-ct.gov
(203) 937-3620

Workforce Now Included Services

Enhanced Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- New Hire Reporting
- General Ledger Solution
- One Delivery Location

- Employee and Manager Self Service
- Paid Time Off Accruals
- ADP Portal with Customized Content
- Access to Mobile Apps
- Employee Discount Program
- Group Term Life Auto Calculation
- Online Reports and Pay Statements

Enhanced HR

- Employee Development Tracking
- Paid Time Off Accruals Engine
- Multiple Languages & Currencies
- Country Specific Workflows & Processes
- Country Specific Formatting & Custom Fields
- Secure Online Document Storage with Role Based Security, Search & Auditing Functionality

- New Hire Onboarding / I-9 Workflow
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement
- Total Rewards Statements

Enhanced Benefits

- Multiple Benefit Plan Types
- Flexible Rate Structures
- COBRA Event Triggers
- Notifications & Approvals
- Benefit Plan Creation

- ACA Measurement Dashboard
- Dependent & Beneficiary Tracking
- Employee Open Enrollment
- Invoice Auditing

ADP Compensation Management

- Compensation(Standard)

Workforce Manager Time and Attendance

- Multiple Time Collection Methods
- PTO Management & Reporting
- Request & Approval Workflows
- Scheduling

- Rule Based Calculations
- Attendance Policy Management
- Leave Case Management
- 100% mobile for supervisors and employees

Compliance on Demand

- Federal, state and local regulatory content
- Proactive legislative alerts from ADP

- An ADP client community discussion forum
- Access to ADP compliance experts

Employment Verification

- Commercial Employment and Income Verifications
- Social Services Verifications

- Client access to Electronic Reports and Tools
- Immigration Verifications

Financial
Review

Sales Order

Quote Number
05-2020-52778.6



A more human resource.™

Company Information
City Of West Haven
355 Main Street
West Haven, CT 06516
United States

Executive Contact
Frank Cieplinski
Finance Director
fcieplinski@westhaven-ct.gov
(203) 937-3620

Workforce Now Included Services

- Workers Compensation Verifications

Recruitment and Talent Acquisition

- Requisition Process & Reporting
- Post Directly to Job Boards & Social Sites
Media
- Metrics behind Cost & Time to Hire
- Mobile Experience for Candidates

Thank you for your consideration



ADP Workforce Now
Master Services Agreement



ADP, LLC: (referred to herein as "ADP")

Client: (referred to herein as "Client")

One ADP Boulevard
Roseland, New Jersey 07068
United States

Attention
Frank Cieplinski

ADP and Client agree that ADP shall provide Client with the following services in accordance with the terms set forth in this ADP Workforce Now Master Services Agreement.

ANNEX A-3:	GENERAL TERMS AND CONDITIONS
ANNEX B:	PAYROLL, EMPLOYMENT TAX, WAGE PAYMENT AND EMPLOYMENT VERIFICATION SERVICES
ANNEX C:	TIME AND ATTENDANCE SERVICES
ANNEX CC:	COMPLIANCE ON DEMAND
ANNEX D:	HR, BENEFITS AND TALENT MANAGEMENT SERVICES
ANNEX X:	PROFESSIONAL SERVICES (**Additional terms and Conditions if Client requires Services to be performed by ADP Professional Services)

BY SIGNING BELOW, CLIENT ACKNOWLEDGES THAT THEY HAVE REVIEWED THE ENTIRE AGREEMENT INCLUDING THE TERMS AND CONDITIONS IN EACH ANNEX CORRESPONDING TO SERVICES PURCHASED PURSUANT TO THE SALES ORDER.

This Agreement includes the Annexes related to the services selected by Client. Each Annex listed above is attached hereto and is incorporated into this Agreement in full by this reference as if set forth in this Agreement in full.

ADP, LLC		CLIENT	
_____ (Signature of Authorized Representative)		_____ (Signature of Authorized Representative)	
_____ (Name - Please Print)		_____ (Name - Please Print)	
_____ (Title)	_____ (Date)	_____ (Title)	_____ (Date)



1 Definitions.

- 1.1 **"ADP"** has the meaning set forth on the cover page.
- 1.2 **"ADP Application Programs"** means the computer software programs and related Documentation, including any updates, modifications or enhancements thereto, that are either delivered or made accessible to Client through a hosted environment by ADP in connection with the Services.
- 1.3 **"ADP Workforce Now"** means ADP's web-based portal which provides a single point of access to ADP online solutions and employee-facing websites and resources related to payroll, HR, benefits, talent, and time and attendance.
- 1.4 **"Agreement"** means this ADP Workforce Now - Master Services Agreement, consisting of the signature pages, the General Terms and Conditions, all exhibits, annexes, addendum, appendices and schedules, and each amendment, if any.
- 1.5 **"Affiliate"** means any individual, corporation or partnership or any other entity or organization (a **"person"**) that controls, is controlled by or is under common control of a party. For purposes of the preceding definition, **"control"** shall mean the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such person, whether through ownership of voting securities or by contract or otherwise.
- 1.6 **"API"** means ADP approved application programming interface(s) that support point to point interaction of different systems.
- 1.7 **"Approved Country"** means each country in which, subject to the terms of this Agreement, Client is authorized to use or receive the Services. The Approved Country for the Services is the United States.
- 1.8 **"Business Day"** means any day, except a Saturday, Sunday or a day on which ADP's bank is not open for business in the applicable jurisdiction where services are provided by ADP.
- 1.9 **"Client"** has the meaning set forth on the cover page.
- 1.10 **"Client Content"** means all information and materials provided by Client, its agents or employees, regardless of form, to ADP under this Agreement.
- 1.11 **"Client Group"** means Client and Client's Affiliates who are receiving Services under this Agreement pursuant to a Sales Order.
- 1.12 **"Client Infringement Event"** means (i) any change, or enhancement, or use of, the Services made by Client or a third party on behalf of Client other than at the direction of, or as approved by, ADP, or (ii) Client's failure to use the most current release or version of such computer software programs included in the ADP Application Programs, or any corrections or enhancements provided by ADP thereto (to the extent ADP requires Client to use the most current release or version of any computer software programs, the implementation of such shall be at no charge to Client).
- 1.13 **"Confidential Information"** means all information of a confidential or proprietary nature, including pricing and pricing related information and all Personal Information, provided by the disclosing party to the receiving party under this Agreement but does not include (i) information that is already known by the receiving party, (ii) information that becomes generally available to the public other than as a result of disclosure by the receiving party in violation of this Agreement, and (iii) information that becomes known to the receiving party from a source other than the disclosing party on a non-confidential basis.
- 1.14 **"Documentation"** means all manuals, tutorials and related materials that may be provided or made available to Client by ADP in connection with the Services.
- 1.15 **"General Terms and Conditions"** means the terms and conditions contained in this Annex A.
- 1.16 **"Gross Negligence"** has the meaning set forth in Section 7.3.1.
- 1.17 **"Improvements"** has the meaning set forth in Section 5.4.
- 1.18 **"Incident"** means a security breach (as defined in any applicable law) or any other event that compromises the security, confidentiality or integrity of Client's Personal Information.
- 1.19 **"Indemnitees"** has the meaning set forth in Section 6.3.
- 1.20 **"Indemnitor"** has the meaning set forth in Section 6.3.
- 1.21 **"Intellectual Property Rights"** means all rights, title and interest to or in patent, copyright, trademark, service mark, trade secret, business or trade name, know-how and rights of a similar or corresponding character.
- 1.22 **"Internal Business Purposes"** means the usage of the Services solely by the Client Group for its own internal business purposes, without the right to provide service bureau or other data processing services, or otherwise share or distribute the Services, to any party outside the Client Group, unless expressly contemplated by this Agreement.
- 1.23 **"NACHA"** means the National Automated Clearing House Association.
- 1.24 **"Initial Term"** means the period beginning as of the Effective Date and ending two (2) years after the date of Client's first monthly invoice for Services, however Client has the option to extend the Term for one additional year.
- 1.25 **"Payee"** means any intended recipient of payments under the Payment Services and may include Client's employees, taxing authorities, governmental agencies, suppliers, benefit carriers and/or other third parties; provided that in the case of ADP Wage Payment Services, Payee shall be limited to Client's employees and independent contractors.
- 1.26 **"Payment Services"** means any Services that involve electronic or check payments being made by ADP to third parties on Client's behalf and at its direction.
- 1.27 **"Personal Information"** means information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to such person's physical, physiological, mental, economic, cultural or social identity.
- 1.28 **"Price Agreement"** means a supplemental agreement between the parties that addresses future price increase rates on certain Services over a specific period of time.
- 1.29 **"Sales Order(s)"** means the document(s) between the parties that lists the specific Services purchased by Client Group from ADP.
- 1.30 **"Services"** means the services (including implementation services related thereto) listed in any Sales Order, and such other services as the parties may agree to be performed from time to time.
- 1.31 **"SOC 1"** means any routine Service Organization Control 1 reports.



1.32 **"Termination Event"** means with respect to any party, the occurrence of any of the following: (i) under the applicable bankruptcy laws or similar law regarding insolvency or relief for debtors, (A) a trustee, receiver, custodian or similar officer is appointed over a party's business or property, (B) a party seeks to liquidate, wind-up, dissolve, reorganize or otherwise obtain relief from its creditors, or (C) an involuntary proceeding is commenced against a party and the proceeding is not stayed, discharged or dismissed within thirty (30) days of its commencement, or (ii) a party's Standard and Poor's issuer credit rating falls to or below BB.

1.33 **"User"** means any single natural person who, subject to the terms of this Agreement, is authorized by Client to use, access or receive the Services.

2 Provision and Use of Services

2.1 **Provision of Services.** ADP, or one of its Affiliates, will provide the Services to Client in accordance with the terms of this Agreement and any applicable Sales Order(s). ADP will provide the Services in a good, diligent and professional manner in accordance with industry standards, utilizing personnel with a level of skill commensurate with the Services to be performed. ADP's performance of the Services (including any applicable implementation activities) is dependent upon the timely completion of Client's responsibilities and obligations under this Agreement. Without limitation of the foregoing, Client will timely provide the Client Content necessary for ADP to provide the Services.

2.2 **Cooperation.** ADP and Client will work together to implement the Services. Client will cooperate with ADP and execute and deliver all documents, forms, or instruments necessary for ADP to implement and render the Services. Client will provide ADP with all reasonable and necessary Client Content in the format requested by ADP, and will otherwise provide all reasonable assistance required of Client in order for ADP to implement the Services. In the event a Client migrates from any other ADP service or platform, Client consents to ADP transferring Client data from such platform to ADP Workforce Now.

2.3 **Use of Services.** Client will use the Services in accordance with the terms of this Agreement and solely for its own Internal Business Purposes in the Approved Country. Client will be responsible for the use of the Services by the Client Group and the Users in accordance with the terms of this Agreement. Client is responsible for the accuracy and completeness of the Client Content provided to ADP. The Services are designed for use in the United States only and ADP makes no representation or warranty that access and use of the Services from outside the United States by Client employee managers and/or other Users who are not physically located in the United States comport with any local laws, regulations, or directives in any other country. Should Client or any of its employees or Users seek to access and use the Services outside of the United States, Client, and not ADP, shall be solely responsible for compliance with all laws and governmental regulations required under any applicable employment, labor and taxing laws and regulations and Client understands that the Services have not been designed to assist Client in complying with the laws and regulations of any country other than the United States.

2.4 **Errors.** Client will promptly review all documents and reports produced by ADP and provided or made available to Client in connection with the Services and promptly notify ADP of any error, omission, or discrepancy with Client's records. ADP will promptly correct such error, omission or discrepancy and, if such error, omission or discrepancy was caused by ADP, then such correction will be done at no additional charge to Client.

2.5 **Records.** Without prejudice to ADP's obligation to retain the data necessary for the provision of the Services, ADP does not serve as Client's record keeper and Client will be responsible for retaining copies of all documentation received from and Client Content provided to ADP in connection with the Services to the extent required by Client.

3 Compliance.

3.1 **Applicable Laws.** Each party will comply with applicable laws and regulations that affect its business generally, including any rule and regulations applicable to ADP regarding export controls and trade with prohibited parties.

3.2 **Design of the Services.** ADP will design the Services, including the functions and processes applicable to the performance of the Services, to assist the Client in complying with its legal and regulatory requirements applicable to the Services, and ADP will be responsible for the accuracy of such design. Client and not ADP will be responsible for (i) how it uses the Services to comply with its legal and regulatory requirements and (ii) the consequences of any instructions that it gives or fails to give to ADP, including as part of the implementation of the Services, provided ADP follows such instructions. Services do not include any legal, financial, regulatory, benefits, accounting or tax advice.

3.3 **Online Statements.** If Client instructs ADP to provide online pay statements, Forms W2, Forms 1099 or Forms 1095-C, as applicable, without physical copies thereof, Client will be exclusively responsible for determining if and to what extent Client's use of online pay statements, Forms W2, Forms 1099 or Forms 1095-C, as applicable, satisfies Client's obligations under applicable laws and the consequences resulting from such determinations.

3.4 **Data Protection Laws.** Client represents that Personal Information transferred by Client or at Client's direction to ADP has been collected in accordance with applicable privacy laws, and ADP agrees that it shall only process the Personal Information as needed to perform the Services, or as required or permitted by law.

4 Confidentiality

4.1 **General.** All Confidential Information disclosed under this Agreement will remain the exclusive and confidential property of the disclosing party. The receiving party will not disclose to any third party the Confidential Information of the disclosing party and will use at least the same degree of care, discretion and diligence in protecting the Confidential Information of the disclosing party as it uses with respect to its own confidential information. The receiving party will limit access to Confidential Information to its employees with a need to know the Confidential Information and will instruct those employees to keep such information confidential. ADP may disclose Client's Confidential Information on a need to know basis to (i) ADP's subcontractors who are performing the Services, provided that ADP shall remain liable for any unauthorized disclosure of Client's Confidential Information by those subcontractors, (ii) employees of ADP's Affiliates, provided such



employees are instructed to keep the information confidential as set forth in this Agreement and (iii) social security agencies, tax authorities and similar third parties, to the extent strictly necessary to perform the Services. ADP may use Client's and its employees' and other Services recipients' information in an aggregated, anonymized form, such that neither Client nor such person may be identified, and Client will have no ownership interest in such aggregated, anonymized data. Client authorizes ADP to release employee-related data, and such other data as required to perform the Services, to third party vendors of Client as designated by Client from time to time. Notwithstanding the foregoing, the receiving party may disclose Confidential Information (x) to the extent necessary to comply with any law, rule, regulation or ruling applicable to it, (y) as appropriate to respond to any summons or subpoena or in connection with any litigation and (z) to the extent necessary to enforce its rights under this Agreement.

- 4.2 Return or Destruction.** Upon the request of the disclosing party or upon the expiration or earlier termination of this Agreement, and to the extent feasible, the receiving party will return or destroy all Confidential Information of the disclosing party in the possession of the receiving party, provided that each party may maintain a copy if required to meet its legal or regulatory obligations and may maintain archival copies stored in accordance with regular computer back-up operations. To the extent that any portion of Confidential Information of a disclosing party remains in the possession of the receiving party, such Confidential Information shall remain subject to the generally applicable statutory requirements and the confidentiality protections contained in Section 4.1.
- 4.3 Transfer.** The Services may be performed by ADP Affiliates or subcontractors located in other countries, and ADP may transfer or permit access to Client's Confidential Information, including employees' Personal Information, for the purposes of performing the Services outside of Canada and the United States of America. As a result, Client's employees' Personal Information may be subject to the laws of such jurisdictions and may be accessible to the courts and law enforcement authorities of those jurisdictions. Notwithstanding the foregoing, ADP will remain responsible for any unauthorized disclosure or access of Client's employees' Personal Information by any ADP Affiliate or subcontractor in the performance of any such Services.

5 Intellectual Property

- 5.1 Client IP Rights.** Except for the rights expressly granted to ADP in this Agreement, all rights, title and interests in and to Client Content, including all Intellectual Property Rights inherent therein and pertaining thereto, are owned exclusively by Client or its licensors. Client hereby grants to ADP for the term of this Agreement a non-exclusive, worldwide, non-transferable, royalty-free license to use, edit, modify, adapt, translate, exhibit, publish, reproduce, copy and display the Client Content for the sole purpose of performing the Services; provided Client has the right to pre-approve the use by ADP of any Client trademarks or service marks.
- 5.2 ADP IP Rights.** Except for the rights expressly granted to Client in this Agreement, all rights, title and interest in and to the Services, including all Intellectual Property Rights inherent therein and pertaining thereto, are owned exclusively by ADP or its licensors. ADP grants to Client for the term of this Agreement a personal, non-exclusive, non-transferable, royalty-free license to use and access the ADP Application Programs solely for the Internal Business Purposes in the Approved Countries. The ADP Application Programs do not include any Client-specific customizations unless otherwise agreed in writing by the parties. Client will not obscure, alter or remove any copyright, trademark, service mark or proprietary rights notices on any materials provided by ADP in connection with the Services, and will not copy, decompile, recompile, disassemble, reverse engineer, or make or distribute any other form of, or any derivative work from, such ADP materials.
- 5.3 Ownership of Reports.** Client will retain ownership of the content of reports and other materials that include Client Content produced and delivered by ADP as a part of the Services, provided that ADP will be the owner of the format of such reports. To the extent any such reports or other materials incorporate any ADP proprietary information, ADP (i) retains sole ownership of such proprietary information and (ii) provides the Client a fully paid up, irrevocable, perpetual, royalty-free license to access and use same for its Internal Business Purposes without the right to create derivative works (other than derivative works to be used solely for its Internal Business Purposes) or to further distribute any of the foregoing rights outside the Client Group.
- 5.4 Improvements.** ADP will make available to Client, at no additional cost, software improvements, enhancements, or updates to any ADP Application Programs that are included in the Services (collectively "Improvements") if and as they are made generally available by ADP at no additional cost to ADP's other clients using the same ADP Application Programs as Client and receiving the same Services as Client. All Improvements provided under this Section 5.4 shall be considered part of the ADP Application Programs.

6 Indemnities

- 6.1 ADP Indemnity.** Subject to the remainder of this Section 6.1, and Section 6.3 and 7, ADP shall defend Client in any suit or cause of action, and indemnify and hold Client harmless against any damages payable to any third party in any such suit or cause of action, alleging that the Services or ADP Application Programs, as provided by ADP and used in accordance with the terms of this Agreement, infringe upon any Intellectual Property Rights of a third party in an Approved Country. The foregoing infringement indemnity will not apply and ADP will not be liable for any damages assessed in any cause of action to the extent resulting from a Client Infringement Event or ADP's use of Client Content as contemplated by this Agreement. If any Service is held or believed to infringe on any third-party's Intellectual Property Rights, ADP may, in its sole discretion, (i) modify the Service to be non-infringing, (ii) obtain a license to continue using such Service, or (iii) if neither (i) nor (ii) are practical, terminate this Agreement as to the infringing Service.
- 6.2 Client Indemnity.** Subject to Sections 6.3 and 7, Client will defend ADP against any third party claims and will indemnify and hold ADP harmless from any resulting damage awards or settlement amounts in any cause of action to the extent such cause of action is based on the occurrence of a Client Infringement Event or ADP's use of Client Content as contemplated by this Agreement.



6.3 Indemnity Conditions. The indemnities set forth in this Agreement are conditioned on the following: (i) the party claiming indemnification (the "Indemnitee") shall promptly notify the indemnifying party (the "Indemnitor") of any matters in respect of which it seeks to be indemnified, and shall give the Indemnitor full cooperation and opportunity to control the response thereto and the defense thereof, including without limitation any settlement thereof, (ii) the Indemnitor shall have no obligation for any claim under this Agreement if the Indemnitee makes any admission, settlement or other communication regarding such claim without the prior written consent of the Indemnitor, which consent shall not be unreasonably withheld, and (iii) the Indemnitee's failure to promptly give notice to the Indemnitor shall affect the Indemnitor's obligation to indemnify the Indemnitee only to the extent the Indemnitor's rights are materially prejudiced by such failure. The Indemnitee may participate, at its own expense, in such defense and in any settlement discussions directly or through counsel of its choice.

7 Limit on Liability

7.1 Ordinary Cap. Notwithstanding anything to the contrary in this Agreement and subject to the remainder of this Section 7, neither party's aggregate limit on monetary damages in any calendar year shall exceed an amount equal to twelve (12) times the average ongoing monthly Services fees paid or payable to ADP by Client during such calendar year (the "Ordinary Cap"). ADP will issue Client a credit(s) equal to the applicable amount and any such credit(s) will be applied against subsequent fees owed by Client.

7.2 Extraordinary Cap. As an exception to Section 7.1, if damages (monetary or otherwise) arise from a breach of Section 4.1 (Confidentiality) or Section 9.3 (Data Security), the Ordinary Cap will be increased by an additional twelve (12) times the average ongoing monthly Service fees paid or payable to ADP by Client during such calendar year (the "Extraordinary Cap"). For the avoidance of doubt, in no case shall either party's aggregate limit on monetary damages in any calendar year under this Agreement exceed twenty-four (24) times the average monthly ongoing Service fees paid or payable to ADP by Client during such calendar year.

7.3 Matters not Subject to Either Cap. The limitations of liability set forth in Sections 7.1 and 7.2 shall not apply to:

7.3.1 Either party's Gross Negligence, or willful, criminal or fraudulent misconduct; for the purposes of this Agreement, "Gross Negligence" shall be defined as: (1) willful, wanton, careless or reckless conduct, misconduct, failures, omissions, or disregard of the duty of care towards others of a risk known or so obvious that the actor must be taken to have been aware of it, and with an intent to injure or so great as to make it highly probable that harm would follow and/or (2) failure to use even the slightest amount of care, or conduct so reckless, as to demonstrate a substantial lack of concern for the safety of others. For the avoidance of doubt, Gross Negligence must be more than any mere mistake resulting from inexperience, excitement, or confusion, and more than mere thoughtlessness or inadvertence or simple inattention;

7.3.2 The infringement indemnity set forth in Sections 6.1 and 6.2;

7.3.3 Client's obligations to pay the fees for Services;

7.3.4 ADP's obligations to provide credit monitoring and notifications as set forth in Section 10.2;

7.3.5 Client's funding obligations in connection with the Payment Services;

7.3.6 ADP's loss or misdirection of Client funds in possession or control of ADP due to ADP's error or omission;

7.3.7 In connection with the Employment Tax Services as provided in Annex B, (a) interest charges imposed by an applicable tax authority on Client for the failure by ADP to pay funds to the extent and for the period that such funds were held by ADP and (b) all tax penalties resulting from ADP's error or omission in the performance of such Service. The provisions of this subsection 7.3.7 shall only apply if (x) Client permits ADP to act on Client's behalf in any communications and negotiations with the applicable taxing authority that is seeking to impose any such penalties or interest and (y) Client assists ADP as reasonably required by ADP.

7.3.8 Client's use or access of the Services and/or ADP Application Programs outside of the Approved Countries.

7.4 Mitigation of Damages. ADP and Client will each use reasonable efforts to mitigate any potential damages or other adverse consequences arising from or relating to the Services.

7.5 No Consequential Damages. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW, NONE OF ADP, CLIENT OR ANY BANK WILL BE RESPONSIBLE FOR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS OR PROFITS, BUSINESS INTERRUPTIONS OR HARM TO REPUTATION) THAT ANY OTHER PARTY OR ITS RESPECTIVE AFFILIATES MAY INCUR OR EXPERIENCE IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES, HOWEVER CAUSED AND UNDER WHATEVER THEORY OF LIABILITY, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The foregoing exclusion shall not apply to claims for consequential damages arising from ADP's or Client's (i) willful, criminal or fraudulent misconduct, or (ii) breach or breaches of Section 4.1 or Section 9.3 under this Agreement; provided however, that any consequential damages recovered by Client or ADP in a calendar year for claims pursuant to Section 7.5(ii) will be subject to the Extraordinary Cap set forth in Section 7.2 above.

8 WARRANTIES AND DISCLAIMER

8.1 Warranties. Each party warrants that (i) it has full corporate power and authority to execute and deliver this Agreement and to consummate the transactions contemplated hereby and (ii) this Agreement has been duly and validly executed and delivered and constitutes the valid and binding agreement of the parties, enforceable in accordance with its terms.

8.2 DISCLAIMER. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, ALL SERVICES, ADP APPLICATION PROGRAMS AND EQUIPMENT PROVIDED BY ADP OR ITS SUPPLIERS ARE PROVIDED "AS IS" AND ADP AND ITS LICENSORS AND SUPPLIERS EXPRESSLY DISCLAIM ANY WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, COMPLETENESS, CURRENTNESS, NON-INFRINGEMENT, NON-INTERRUPTION OF USE, AND



FREEDOM FROM PROGRAM ERRORS, VIRUSES OR ANY OTHER MALICIOUS CODE, WITH RESPECT TO THE SERVICES, THE ADP APPLICATION PROGRAMS, ANY CUSTOM PROGRAMS CREATED BY ADP OR ANY THIRD-PARTY SOFTWARE DELIVERED BY ADP AND RESULTS OBTAINED THROUGH THE USE THEREOF.

9 SECURITY AND CONTROLS

- 9.1 Service Organization Control Reports.** Following completion of implementation of any applicable Services, ADP will, at Client's request and at no charge, provide Client with copies of any routine Service Organization Control 1 reports ("SOC 1 Reports") (or any successor reports thereto) directly related to the core ADP Application Programs utilized to provide the Services provided hereunder for Client and already released to ADP by the public accounting firm producing the report. SOC 1 Reports are ADP Confidential Information and Client will not distribute or allow any third party (other than its independent auditors) to use any such report without the prior written consent of ADP. Client will instruct its independent auditors or other approved third parties to keep such report confidential and Client will remain liable for any unauthorized disclosure of such report by its independent auditors or other approved third parties.
- 9.2 Business Continuity; Disaster Recovery.** ADP has established and will maintain a commercially reasonable business continuity and disaster recovery plan and will follow such plan.
- 9.3 Data Security.** ADP has established and will maintain an information security program containing appropriate administrative, technical and physical measures to protect Client data (including any Personal Information therein) against accidental or unlawful destruction, alteration, unauthorized disclosure or access consistent with applicable laws. In the event ADP suspects any unauthorized access to, or use of, the Services, ADP may suspend access to the Services to the extent ADP deems necessary to preserve the security of the Client's data.

10 DATA SECURITY INCIDENT

- 10.1 Notification.** If ADP becomes aware of a security breach (as defined in any applicable law) or any other event that compromises the security, confidentiality or integrity of Client's Personal Information (an "Incident"), ADP will take appropriate actions to contain, investigate and mitigate the Incident. ADP shall notify Client of an Incident as soon as reasonably possible.
- 10.2 Other ADP Obligations.** In the event that an Incident is the result of the failure of ADP to comply with the terms of this Agreement, ADP shall, to the extent legally required or otherwise necessary to notify the individuals of potential harm, bear the actual, reasonable costs of notifying affected individuals. ADP and Client shall mutually agree on the content and timing of any such notifications, in good faith and as needed to meet applicable legal requirements. In addition, where notifications are required and where such monitoring is practicable and customary, ADP shall also bear the cost of one year of credit monitoring to affected individuals in applicable jurisdictions.

11 PAYMENT TERMS

- 11.1 Fees and Fee Adjustments.** Client will pay to ADP the fees and other charges for the Services at the rates set forth on the Sales Order for the first (1st) year of the Initial Term. During the remainder of the Initial Term, ADP may increase fees on an annual basis by four percent (4%) with thirty (30) days' prior written notice. After the Initial Term, ADP may modify the fees on an annual basis upon thirty (30) days' prior written notice to Client. Total fees charged, including within the Initial Term, may change commensurate with the number of Client's employees being serviced. The fees presented in the Sales Order were calculated based upon particular assumptions relative to Client requirements (including funding requirements), specifications, volumes and quantities as reflected in the applicable Sales Order and related documentation, and if Client's actual requirements vary from what is stated, ADP may adjust the fees based on such changes. The fees do not include any customizations to any Service.
- 11.2 Additional Services and Charges.** If Client requests additional services offered by ADP not included in this Agreement, and ADP agrees to provide such services: (i) those services and related fees will be included in a separate Sales Order; (ii) any Services provided to Client but not included in a Sales Order will be provided subject to the terms of this Agreement and charged at the applicable rates as they occur; and (iii) those services will be considered to be "Services" for purposes of this Agreement. Additional charges may be assessed Client in relation to the performance of the Services in certain circumstances, including without limitation, late funding, an insufficient funds notification and emergency payment requests from Client.
- 11.3 Fees for Implementation Services.** Implementation fees are due and payable by Client upon the go-live date for such Services. However, if this Agreement or any Service are terminated after implementation services have started but before the go-live date, the greater of the following amounts shall be immediately due and payable by Client: (i) implementation fees for implementation services performed up to the date of termination; or (ii) thirty percent (30%) of the total Implementation Fees set out in the Sales Order.
- 11.4 Invoicing.** ADP will notify Client of all applicable Services fees payable by Client by way of invoice or other method (i.e. ADP's on-line reporting tool). Client will pay the amount on each invoice or such other similar document in full pursuant to the agreed upon method of payment set forth in the Sales Order. All amounts not paid when due are subject to a late payment charge of one and one-half percent (1½%) per month (not to exceed the maximum allowed by applicable law) of the past due amount from the due date until the date paid.
- 11.5 Currency.** Client shall pay the fees in US dollars.
- 11.6 Taxes.** Unless Client provides ADP a valid tax exemption or direct pay certificate, Client will pay directly, or will pay to ADP, an amount equal to all applicable taxes or similar fees levied or based on the Agreement or the Services, exclusive of taxes based on ADP's net income.
- 11.7 Postage, Shipping Travel and out-of-pocket expenses.** ADP will invoice Client for postage charges, delivery charges,



other third party charges, and reasonable travel and out-of-pocket expenses as necessary to provide the Service

- 11.8 Funding Requirements and Disbursement Disclosures.** With respect to Payment Services to be deducted by ACH or Pre-Authorized Debit, Client must have sufficient good funds for payment of the payroll obligations, tax filing obligations, wage garnishment deduction obligations, service fees (as applicable), expenses, and any other applicable charges, to be direct debited from Client's designated account no later than one (1) banking days prior to the pay date for the applicable payroll (in the case of payroll processing services), or as otherwise agreed by the parties. For reverse wire clients, funds must be available (a) one (1) banking day prior to the pay date for the applicable payroll (in the case of the ADP Employment Tax Services) and (b) two (2) banking days prior to the pay date for all other Payment Services, or as otherwise agreed by the parties. In consideration for the additional costs incurred by ADP in providing wire transfer service, Client agrees to pay a reasonable fee (currently \$10.00) for each wire transfer. Notwithstanding the foregoing, ADP reserves the right to modify the aforementioned deadlines at any time and will communicate any such modifications to Client.
- 11.9 Change Control.** In the event either party requests a change in the scope of Services (including implementation services) or any rework is required by ADP as a result of a delay by Client in implementation of any Services (each a "Change Control Item"), the parties shall address such change request, if possible via ADP's change control process. Change Control Items and the cost associated with such changes (if any) to the Services shall be mutually agreed to by the parties and shall be defined in a statement of work agreed to by the parties, with the exceptions of Change Control Items that are required to be made by law or regulation applicable to the Services or to the duration of implementation services, which ADP will notify Client of prior to making the change. The standard rate for a Change Control Item is \$185.00 per hour.

12 Term; Termination; Suspension

- 12.1 Term.** This Agreement is effective for the Initial Term and will automatically continue unless terminated by either party upon at least ninety (90) days written notice to the other party (except as otherwise set forth in any Annex herein). In the event Client does not provide ADP with the proper notice as set forth in the previous sentence, Client shall pay ADP for any fees for Services that would have been incurred by Client during such notice period (calculated based on an average of the prior six months of invoices for such terminated Services, or shorter period of time if there has been less than six months of invoices).
- 12.2 Termination for Cause.** Either party may terminate this Agreement for the other's material breach of this Agreement if such breach is not cured within sixty (60) days following notice thereof or in the event either party is the subject of a Termination Event. In addition, ADP may terminate this Agreement in the event Client fails to timely pay fees for Services performed within ten (10) days following notice that such fees are past due. ADP may also terminate this Agreement or the Services immediately on written notice to Client if the provision of Service to Client causes or will cause ADP or its Affiliates to be in violation of any laws, rules or regulations applicable to it including any sanction laws applicable to ADP or any Affiliate.
- 12.3 Suspension.** Without limiting the foregoing, the parties agree that Payment Services involve credit risk to ADP. Payment Services may be suspended by ADP (A) Immediately if: (i) Client has failed to remit sufficient, good and available funds within the deadline and via the method of delivery agreed upon as it relates to the applicable Payment Services; or (ii) Client breaches any rules promulgated by NACHA as it relates to ADP conducting electronic payment transactions on behalf of Client, and (B) with 24 hour notice if: (i) a bank notifies ADP that it is no longer willing to originate debits from Client's account(s) or credits for Client's behalf for any reason or (ii) the authorization to debit Client's account is terminated or ADP reasonably believes that there is or has been fraudulent activity on the account. If the Payment Services are terminated or suspended pursuant to Sections 12.2 or 12.3, Client acknowledges that ADP shall be entitled to allocate any funds in ADP's possession that have been previously remitted or otherwise made available by Client to ADP relative to the Payment Services in such priorities as ADP may determine appropriate, including reimbursing ADP for payments made by ADP on Client's behalf to a third party. If the Payment Services are terminated by ADP, Client understands that it will (x) immediately become solely responsible for all of Client's third party payment obligations covered by the Payment Services then or thereafter due (including, without limitation, for ADP Employment Tax Services any and all penalties and interest accruing after the date of such termination, other than penalties and interest for which ADP is responsible under Section 7.3.7), and (y) reimburse ADP for all payments properly made by ADP on behalf of Client to any payee, which have not been paid or reimbursed by Client. If the Payment Services remain suspended for thirty (30) days, the Payment Services will be terminated on the 31st day following suspension.
- 12.4 Early Termination Fee.** In order for ADP to recoup certain costs associated with the Services provided under the Agreement in the event of an early termination prior to the expiration of the Initial Term, if Client terminates the Agreement for convenience or ADP terminates Agreement pursuant to Section 12.2 or 12.3 above, Client will reimburse ADP for its costs which shall be three (3) times the average monthly fee for the Services. If monthly fees for Services have not been payable at the time of termination, the average monthly fees shall be equal to the estimated monthly fees that would have been payable under the Agreement.
- 12.5 Post Termination.** At any time prior to the actual termination date, Client may download Client's information or reports available to it in conjunction with all of the Services provided to Client by ADP. Upon termination of this Agreement, Client may order from ADP any data extraction offered by ADP, at the then prevailing hourly time and materials rate

13 Reserved.

- 14 Additional Terms.** In addition to the terms set forth in any subsequent Annexes attached hereto, the following terms shall apply.
- 14.1 ESS & MSS Technology.** Employee self-service (ESS) and Manager self-service (MSS) functionality provides all Client Users (practitioners, managers and employees) 24x7 online access to ADP Application Programs. The following additional terms apply to the ESS & MSS Technology:



- 14.1.1** Client acknowledges that Client's employees or participants may input information into the self-service portions of the ADP Application Programs. ADP shall have no responsibility to verify, nor does ADP review the accuracy or completeness of the information provided by Client's employees or participants to ADP using any self-service features. ADP shall be entitled to rely upon such information in the performance of the Services under this Agreement as if such information was provided to ADP by Client directly.
- 14.2 ADP Marketplace.** ADP Marketplace enables Client to build applications and/or purchase available applications via an online store and provides access to certain Client data stored in ADP systems via industry-standard Application Programming Interfaces (APIs). The following additional terms apply to the ADP Marketplace (applies only if Client accesses ADP Marketplace Services):
- 14.2.1 Transmitting Information to Third Parties.** In the event that Client elects to use an API to provide any Client Content or employee or plan participant information to any third party, Client represents that it has acquired any consents or provided any notices required to transfer such content or information and that such transfer does not violate any applicable international, federal, state, or local laws and/or regulations. ADP shall not be responsible for any services or data provided by any such third party.
- 14.2.2 Use of the ADP APIs.** Client will use the ADP APIs to access Client's information only. Client may not use any robot, spider, or other automated process to scrape, crawl, or index the ADP Marketplace and will integrate Client's application with the ADP Marketplace only through documented APIs expressly made available by ADP. Client also agrees that Client will not (a) use the ADP Marketplace or any ADP API to transmit spam or other unsolicited email; (b) take any action that may impose an unreasonable or disproportionately large load on the ADP infrastructure, as determined by ADP; or (c) use the ADP APIs or the ADP Marketplace in any way that threatens the integrity, performance or reliability of the ADP Marketplace, Services or ADP infrastructure. ADP may limit the number of requests that Client can make to the ADP API gateway to protect ADP's system or to enforce reasonable limits on Client's use of the ADP APIs. Specific throttling limits may be imposed and modified from time to time by ADP.
- 15 Miscellaneous**
- 15.1 Amendment.** This Agreement may not be modified, supplemented or amended, except by a writing signed by the authorized representatives of ADP and Client.
- 15.2 Assignment.** Neither this Agreement, nor any of the rights or obligations under this Agreement, may be assigned by any party without the prior written consent of the other party, such consent not to be unreasonably withheld. However, Client may assign any or all of its rights and obligations to any other Client Group member and ADP may assign any or all of its rights and obligations to any Affiliate of ADP, provided that any such assignment shall not release the assigning party from its obligations under this Agreement. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and permitted assigns.
- 15.3 Additional Documentation.** In order for ADP to perform the Services, it may be necessary for Client to execute and deliver additional documents (including reporting agent authorization, client account agreement, limited powers of attorney, etc.) and Client agrees to execute and deliver such additional documents.
- 15.4 Subcontracting.** Notwithstanding Section 15.2, ADP reserves the right to subcontract any or all of the Services, provided that ADP remains fully responsible under this Agreement for the performance of any such subcontractor. For the avoidance of doubt, third parties used by ADP to provide delivery or courier services, including the postal service in any country or any third party courier service, and banking institutions, are not considered subcontractors of ADP.
- 15.5 Entire Agreement.** This Agreement constitutes the entire agreement and understanding between ADP and Client with respect to its subject matter and merges and supersedes all prior discussions, agreements and understandings of every kind and nature between the parties. No party will be bound by any representation, warranty, covenant, term or condition other than as expressly stated in this Agreement. Except where the parties expressly state otherwise in a relevant exhibit, annex, appendix or schedule, in case of conflict or inconsistency between this Annex A and any such exhibit, annex, appendix or schedule, this Annex A will prevail and control. Purchase orders or statements of work submitted to ADP by Client will be for Client's internal administrative purposes only and the terms and conditions contained in any purchase order or statements of work will have no force and effect and will not amend or modify this Agreement.
- 15.6 No Third Party Beneficiaries.** Except as expressly provided herein or in an applicable exhibit, annex, appendix or schedule, nothing in this Agreement creates, or will be deemed to create, third party beneficiaries of or under this Agreement. Client agrees that ADP's obligations in this Agreement are to Client only, and ADP has no obligation to any third party (including, without limitation, Client's personnel, directors, officers, employees, Users and any administrative authorities).
- 15.7 Force Majeure.** Any party to this Agreement will be excused from performance of its obligations under this Agreement, except for Client's obligation to pay the fees to ADP pursuant to Section 11, for any period of time that the party is prevented from performing its obligations under this Agreement due to an act of God, war, earthquake, civil disobedience, court order, labor disputes or disturbances, governmental regulations, communication or utility failures or other cause beyond the party's reasonable control. Such non-performance will not constitute grounds for breach.
- 15.8 Waiver.** The failure by any party to this Agreement to insist upon strict performance of any provision of this Agreement will not constitute a waiver of that provision. The waiver of any provision of this Agreement shall only be effective if made in writing signed by the authorized representatives of ADP and Client and shall not operate or be construed to waive any future omission or breach of, or compliance with, any other provision of this Agreement.
- 15.9 Headings.** The headings used in this Agreement are for reference only and do not define, limit, or otherwise affect the meaning of any provisions hereof.



- 15.10 **Severability.** If any provision of this Agreement is finally determined to be invalid, illegal or unenforceable by a court or competent jurisdiction, the validity, legality or enforceability of the remainder of this Agreement will not in any way be affected or impaired and such court shall have the authority to modify such invalid, illegal or unenforceable provision to the extent necessary to render such provision valid, legal or enforceable, preserving the intent of the parties to the furthest extent permissible.
- 15.11 **Relationship of the Parties.** The performance by ADP of its duties and obligations under this Agreement will be that of an independent contractor and nothing contained in this Agreement will create, construe or imply an agency, joint venture, partnership or fiduciary relationship of any kind between ADP and Client. None of ADP's employees, agents or subcontractors will be considered employees, agents or subcontractors of Client. Unless expressly stated in this Agreement, none of ADP, its employees, agents or its subcontractors may enter into contracts on behalf of, bind, or otherwise obligate Client in any manner whatsoever.
- 15.12 **Governing Law.** This Agreement is governed by the laws of the State of ~~New York~~ ^{CONNECTICUT} without regard to its conflict of law provisions.
- 15.13 **Jurisdiction.** Any disputes that may arise between ADP and Client regarding the performance of this Agreement shall be subject to the exclusive jurisdiction of the state and federal courts of New York. I hereby irrevocably consent to the exclusive jurisdiction of the state and federal courts of New York in any and all proceedings brought in such courts have been brought in an inconvenient forum. I IRREVOCABLY WAIVE THEIR RIGHT TO TRIAL BY JURY.
- 15.14 **Communications Regarding Offers.** In connection with the Services, with the exception of those made outside of the United States, ADP may from time to time identify products and/or services that will benefit Client's employees and/or participants (collectively, "Offers"). In order to extend such Offers to Client's employees and/or participants, Client agrees that ADP may use Client's employee and participant contact information, including email addresses for such purpose. Upon thirty (30) days' prior written notice, Client may elect for ADP to cease sending future Offers to its employees and/or participants. In addition, each communication sent by ADP will comply with applicable laws and will enable the recipient to opt-out of receiving additional Offers from ADP.
- 15.15 **Counterparts.** This Agreement may be signed in two or more counterparts by original, .pdf (or similar format for scanned copies of documents) or facsimile signature, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 15.16 **Notices.** All notices required to be sent or given under this Agreement will be sent in writing and will be deemed duly given and effective (i) immediately if delivered in person, or (ii) upon confirmation of signature recording delivery, if sent via an internationally recognized overnight courier service with signature notification requested to Client at the address indicated on the signature page hereof and to ADP at ADP, LLC, 5800 Windward Parkway, Alpharetta, Georgia 30005, Attn: Legal Department or to any other address a party may identify in writing from time to time. A copy (which shall not constitute notice) of all such notices shall be sent to ADP at One ADP Boulevard, MS 425, Roseland, New Jersey 07068, Attention: General Counsel and to Client at the address indicated on the cover page hereof.
- 15.17 **Survival.** Those provisions which by their content are intended to, or by their nature would, survive the performance, termination, or expiration of this Agreement, shall survive termination or expiration of this Agreement.

bensonj2
4/8/2020, 3:11:20 PM

JRR



- 1 **Payroll Services.** Administration and processing of payroll including performing gross-to-net calculations and generating and/or transmitting of payment instructions and also including the following:
 - 1.1 **ADP Employment Tax Services.** Coordination of payroll-related tax and/or regulatory agency deposits, filings, and reconciliations on behalf of employers.
 - 1.2 **ADP Wage Payment Services.** Payment of wages, commissions, consulting fees, or similar compensation or work-related expenses in the employment context to employees and independent contractors via direct deposit, check, or payroll debit cards, in each case to the extent the method of payment delivery is in scope, and online posting of pay statements to the extent applicable. Such services may be provided via ADPCheck Services, ADP Direct Deposit Services, and Payroll Card Services and Wisely Now Services (if Client purchases Payroll Card Services and/or Wisely Now Services, the additional terms set forth in Annex J shall apply to such services).
 - 1.3 **Print and Online Statement Services.** Print and distribution of payroll checks, pay statements, and/or year-end statements, as well as online posting of pay statements and/or year-end statements.
 - 1.4 **Wage Garnishment Payment Services.** Garnishment payment processing and disbursement of payments to appropriate payees as directed by client.

- 2 **ADP Wage Payment Services.** The following additional terms and conditions apply to the ADP Wage Payment Services:
 - 2.1 **Client Credentialing.** Client understands and acknowledges that the implementation and ongoing provision of Payment Services are conditioned upon Client passing (and continuing to pass) a credentialing process that ADP may deem necessary in connection with the provision of Payment Services.
 - 2.2 **Additional Requirements.** Payment Services may be subject to the rules and standards of any applicable clearing house, payment and/or card networks or associations. Client and ADP each agree to comply with all such rules and standards applicable to it with respect to the Payment Services.
 - 2.3 **Funding Obligations.** Client acknowledges that ADP is not a lender. As such, as a condition to receiving services, Client will remit or otherwise make available to ADP sufficient, good and available funds within the agreed-to deadline and via the agreed-to method of delivery to satisfy all of Client's third-party payment obligations covered by the Agreement. ADP will apply such funds to satisfy such third-party payment obligations. ADP will not be required to provide Payment Services if ADP has not received all funds required to satisfy Client's third-party payment obligations. Client will immediately notify ADP if it knows or should know that it will not have sufficient funds to satisfy the amounts required in connection with the Payment Services. If Client has a material adverse change in its condition, ADP may modify the funding method or deadline by which funds must be made available to ADP for payment to Payees. Client agrees to pay to ADP upon demand any amounts that have been paid by ADP to satisfy Client's third party payment obligations prior to receiving such amounts from Client.
 - 2.4 **Investment Proceeds; Commingling of Client Funds.** IF ADP RECEIVES CLIENT'S FUNDS IN ADVANCE OF THE TIME ADP IS REQUIRED TO PAY SUCH FUNDS TO THIRD PARTIES, ALL AMOUNTS EARNED ON SUCH FUNDS, IF ANY, WHILE HELD BY ADP WILL BE FOR THE SOLE ACCOUNT OF ADP. ADP may commingle Client's funds with similar funds from other clients and with similar ADP and ADP-administered funds. ADP utilizes a funds control system that maintains general ledger entries by client and/or by jurisdiction.
 - 2.5 **Recovery of Funds; Stop Payment Requests.** Client agrees to cooperate with ADP and any other third parties to recover funds erroneously issued or transferred to any Payee or credited to any Payee's account. If Client desires to stop payment on any check or to recall or reverse any electronic payment, Client will provide ADP with a stop payment request in the form required by ADP. Client acknowledges that ADP's placement of a stop order request is not a guarantee that such stop payment will occur.
 - 2.6 **ADPCheck Services.** Client agrees not to distribute any ADPChecks to Payees in a manner that would allow Payees to access the associated funds before pay date. If Client distributes any ADPChecks prior to the check date, ADP may impose an early check cashing fee against Client. With respect to ADPChecks drawn on an ADP bank account, to request a stop payment, Client shall provide ADP with a written stop payment order request in the form provided by ADP and ADP shall place a stop payment order in accordance with its standard operating procedures. Client is also responsible for any damages related to any theft of misappropriation of any ADPCheck, including by Client, its employees or payees.
 - 2.7 **Full Service Direct Deposit (FSDD).** Prior to the first credit to the account of any employee or other individual under FSDD services, Client shall obtain and retain a signed authorization from such employee or individual authorizing the initiation of credits to such party's account and debits of such account to recover funds credited to such account in error.

- 3 **ADP Employment Tax Services.** The following additional terms and conditions apply to the ADP Employment Tax Services:
 - 3.1 **Important Tax Information (IRS Disclosure).** Notwithstanding Client's engagement of ADP to provide the ADP Employment Tax Services in the United States, please be aware that Client remains responsible for the timely filing of payroll tax returns and the timely payment of payroll taxes for its employees. The Internal Revenue Service recommends that employers enroll in the U.S. Treasury Department's Electronic Federal Tax Payment System (EFTPS) to monitor their accounts and ensure that timely tax payments are being made for them, and that online enrollment in EFTPS is available at www.eftps.gov; an enrollment form may also be obtained by calling (800) 555-4477; that state tax authorities generally offer similar means to verify tax payments; and that Client may contact appropriate state offices directly for details
 - 3.2 **State Unemployment Insurance Management.** Subject to Section 15.7 of Annex A, Client's compliance with its obligations in Sections 3.2.1 and 3.2.2 herein, and any delays caused by third parties (e.g., postal service, agency system and broker delays) and events beyond ADP's reasonable control, ADP will deliver the State Unemployment Insurance Management Services ("SUI Management Services") within the time periods established by the relevant unemployment compensation agencies.



- 3.2.1 **Provision of Information; Contesting Claims.** Client will on an ongoing basis provide ADP and not prevent ADP from furnishing all information necessary for ADP to perform the SUI Management Services within the timeframes established or specified by ADP. The foregoing information includes without limitation the claimants' names, relevant dates, wage and separation information, state-specific required information, and other documentation to support responses to unemployment compensation agencies.
 - 3.2.2 **Transfer of Data.** Client may transfer the information described in Section 3.2.1 to ADP via: (i) on-line connection between ADP and Client's computer system, or (ii) inbound data transmissions from Client to ADP. Client will provide the data using mutually acceptable communications protocols and delivery methods. Client will promptly notify ADP in writing if Client wishes to modify the communication protocol or delivery method.
 - 3.2.3 Client acknowledges that ADP is not providing storage or record keeping of Client records as part of the SUI Management Services, and that if the SUI Management Services are terminated, ADP may, in conformity with Section 4 of Annex A, dispose of all such records. If the SUI Management Services are terminated, any access Client has to ADP websites containing Client's data will expire and Client will be responsible for downloading and gathering all relevant data prior to expiration of any such access that may have been granted.
- 4 **Employment Verification Services.** If Client desires to receive and has not otherwise opted out, and ADP agrees to provide Employment Verification Services, then the following terms and conditions shall apply:
- 4.1 **Definitions.** Unless a capitalized term used herein is defined herein, it shall have the same meaning ascribed that term in the Agreement.
 - 4.1.1 "FCRA" Fair Credit Reporting Act, 15 U.S.C. §1681 et seq.
 - 4.1.2 "Verification Agent" has the meaning set forth in Section 4.2.1.1
 - 4.1.3 "Verification Data" has the meaning set forth in Section 4.2.1.1.
 - 4.1.4 "Verifiers" has the meaning set forth in Section 4.2.1.1.
 - 4.2 **Additional Terms.** To the extent Client has not opted out of receipt of Employment Verification Services, the following additional terms and conditions shall apply:
 - 4.2.1 **Verification Services and Authorization as Agent.**
 - 4.2.1.1 ADP currently provides the Employment Verification Services through The Work Number®, an Equifax Workforce Solutions service though ADP reserves the right to provide them through another entity (each, a "Verification Agent"). Notwithstanding anything to the contrary in Section 4.1 of Annex A, Client authorizes ADP and its Verification Agents to disclose, on Client's behalf, employment information (including employees' place of employment and employment status) and income information (including total wages per year to date and previous year income) of Client and Client's employees (or former employees) (collectively, "Verification Data"), to commercial, private, non-profit and governmental entities and their agents (collectively, "Verifiers"), who wish to obtain or verify any of Client's employees' (or former employees') Verification Data. Verification Data will be disclosed to Verifiers who certify they are entitled to receive such data (as described below) pursuant to the FCRA, and, in the case of income information requests, who additionally certify they have a record of the employee's consent to such disclosure or who utilize a salary key. In accordance with FCRA, Verification Data may be provided to Verifiers where (i) the employee has applied for a benefit (such as credit, other employment or social services assistance); (ii) the employee has obtained a benefit and the Verifier is seeking to (a) determine whether the employee is qualified to continue to receive the benefit; and/or (b) collect a debt or enforce other obligations undertaken by the employee in connection with the benefit; or (iii) the Verifier is otherwise entitled under FCRA to obtain the Verification Data. In certifying they have a record of the employee's consent, Verifiers generally rely on the employee's signature on the original application as authorization for the Verifier to access the employee's income data at the time of the application and throughout the life of the obligation. Client understands that Verifiers are charged for commercial verifications processed through ADP or its Verification Agents.
 - 4.2.1.2 **Data Quality.** If requested by ADP, Client agrees to work with ADP during implementation to produce a test file and validate the Verification Data included in the Verification Services database using validation reports made available by ADP or its Verification Agents. If Client uses ADP's hosted payroll processing services, ADP will update the Verification Services database with the applicable Verification Data available on ADP's payroll processing system.
 - 4.2.1.3 **Notice to Furnishers of Information: Obligations of Furnishers of Information ("Notice to Furnishers").** Client certifies that it has read the Notice to Furnishers provided to Client at the following URL: <https://www.consumer.ftc.gov/articles/pdf-0092-notice-to-furnishers.pdf>. Client understands its obligations as a data furnisher set forth in such notice and under FCRA which include duties regarding data accuracy and investigation of disputes, and certifies it will comply with all such obligations. Client further understands that if it does not comply with such obligations, ADP may correct incorrect Verification Data on behalf of Client or terminate the Employment Verification Services upon 90 days prior written notice to Client.
 - 4.2.1.4 **Archival Copies.** Notwithstanding anything to the contrary in Annex A, Client agrees that, after the termination of this Agreement, ADP and its Verification Agents may maintain archival copies of the Verification Data as needed to show the discharge and fulfillment of obligations to Client's employees and former employees and the provisions of Section 4.1 of Annex A will continue to apply during the time that ADP and its Verification Agents maintain any such archival copies.
 - 4.2.1.5 **Additional Termination Provisions for Employment Verification Services.** ADP may, in its sole discretion, terminate the Employment Verification Services at any time upon 90 days prior written notice to Client should a Verification Agent notify ADP that it is no longer willing to provide the Employment Verification Services and ADP, after taking commercially reasonable steps, cannot engage a successor Verification Agent.



- 1 ADP Time & Attendance Services.** ADP will provide Client with those time & attendance services delivered via ADP Workforce Now including ADP Workforce Now Essential Time, ADP Workforce Now Enhanced Time or ADP Enterprise eTime (“ADP Time & Attendance Services”). For hosted ADP Workforce Now Enhanced Time and ADP Enterprise eTime products only, additional license terms are available at www.adp.com/timicenses/terms. ADP Time & Attendance Services are available for use in a limited number of countries outside the United States, although certain restrictions and requirements may apply.
- 2 Time & Attendance Hardware.** If ADP agrees to provide Client with the data collection devices (e.g. Timeclock, HandPunch, etc.) (the “Time & Attendance Hardware”) as described in the Sales Order, the following terms will apply:
 - 2.1** If Client procures Time & Attendance Hardware, Client shall provide and maintain an installation environment (including all power, wiring and cabling required for installation) as specified in the manufacturer’s product documentation and other written instructions provided to Client by ADP.
 - 2.2** Regarding Time & Attendance Hardware provided on a subscription basis only, Client shall not make any alterations or attach any devices thereto that are not provided by ADP, nor shall Client remove same from the place of original installation without ADP’s prior consent. All right and title in the Time & Attendance Hardware procured on a subscription basis is, and at all times shall remain, that of ADP and a separate item of personal property of ADP, notwithstanding its attachment to other items or real property, and promptly upon termination of the ADP Time & Attendance Services, for any reason whatsoever, Client shall, at its expense, return such Time & Attendance Hardware in good condition, in accordance with ADP’s instructions, normal wear and tear excepted. If such Time & Attendance Hardware is not promptly returned, Client agrees to purchase same at fair market value. Repairs and replacements required as a result of any of the following shall not be included in any maintenance services and shall be charged at ADP’s then current rates: (i) damage, defects, or malfunctions resulting from misuse, accident, neglect, tampering, unusual physical, or electrical stress, or causes other than normal or intended use; (ii) failure of Client to provide and maintain a suitable installation environment; (iii) any alterations made to or any devices not provided by ADP attached to the Time & Attendance Hardware; and (iv) malfunctions resulting from use of badges or supplies not approved by ADP.
 - 2.3 Maintenance Fees.** Maintenance services for the Time & Attendance Hardware apply automatically to Time & Attendance Hardware obtained under the subscription option (and any charges therefore are already included in the monthly time and attendance subscription fees). The costs for maintenance services for Time & Attendance Hardware are under the purchase option are not included in the purchase price for such equipment; a separate annual maintenance fee applies. Client, under the purchase option, may terminate its receipt of maintenance services by providing written notice to ADP no less than thirty (30) days prior to the end of the then current annual coverage period. ADP is not required to rebate to Client any maintenance fees relating to a current or prior coverage period. (NOTE: If Client selects the purchase option but opts not to receive (or terminates) maintenance services hereunder by executing a waiver of maintenance services, any such services provided by ADP at Client’s request will be subject to ADP’s then current charges for such services.) No Time & Attendance Hardware maintenance is done at the Client site. Client shall bear all delivery/shipping costs and all risk of loss during shipment/delivery of Time & Attendance Hardware relating to maintenance services.
 - 2.4 Maintenance Services.** ADP will maintain the Timeclock Equipment to be free from defects in material and workmanship as follows: Any parts found to be defective (except as specifically excluded below) shall be replaced or repaired, at ADP’s or its designee’s option, without charge for parts or labor, provided that the Time & Attendance Hardware has been properly installed and maintained by Client and provided that such equipment has been used in accordance with this Agreement or other accompanying documentation including, but not limited to, Client’s Sales Order provided by ADP or its designee and has not been subject to abuse or tampering.
 - 2.5 Biometrics.**
 - 2.5.1 Definitions.**
 - 2.5.1.1 “Biometric Data”** includes the information collected by timeclocks and software that use finger and/or hand scan technology, which potentially may include Biometric Identifiers and Biometric Information.
 - 2.5.1.2 “Biometric Identifier”** means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry.
 - 2.5.1.3 “Biometric Information”** means any information, regardless of how it is captured, converted, stored, or shared, based on an individual’s biometric identifier used to identify an individual.
 - 2.5.1.4 “Biometric Services”** means services provided by ADP to Client via the use of timeclocks and software in connection with ADP’s provision of Time & Attendance Services, to the extent such timeclocks or software collect, store or use Biometric Data.
 - 2.5.1.5 “Biometric User”** means Client’s employees or independent contractors who are requested or required by Client to use Biometric Services to record their attendance, hours worked or other work-related data.
 - 2.5.2 Additional Terms.** Biometric Services are optional. In certain jurisdictions, there are laws and regulations that govern the collection, use, and retention of biometric information, which potentially may apply to Client’s use of Biometric Services. To the extent Client elects to use Biometric Services, Client agrees to comply with all such laws and regulations in accordance with this Agreement and Section 3.2 of the Annex A. In the event Client is unwilling to comply with laws and regulations relating to Biometric Services, Client will be able to continue to use Time & Attendance Services without Biometric Services. The following terms and conditions apply to Biometric Services to the extent Biometric Services are part of the scope of Services;
 - 2.5.2.1 Requirements for Receipt of Biometric Services.** Before any Client or Biometric User is permitted to use any Biometric Services in a jurisdiction where laws and regulations potentially govern such use, Client will comply with the following requirements, in addition to any other requirements imposed by potentially applicable law (to the extent there is a conflict between the requirements below and the requirements of potentially applicable law, Client will comply with potentially applicable law):
 - 2.5.2.2 Client Biometric Information Policy.** Client will implement, distribute and make available to the public, a written policy establishing Client’s policy with respect to the use of Biometric Data. Such policy will include:



- 2.5.2.2.1 a retention schedule and guidelines for permanently destroying Biometric Identifiers and Biometric Information;
- 2.5.2.2.2 a commitment to destroy Biometric Data when the initial purpose for collecting or obtaining such identifiers or information has been satisfied or within 3 years of the individual's last interaction with Client, whichever occurs first; and
- 2.5.2.2.3 any additional requirements as required by applicable law.
- 2.5.2.3 **Biometric User Notice and Consent.** Client will provide notice and procure and retain appropriate consents or releases from Biometric Users in the manner and to extent the same are required by applicable law, including:
 - 2.5.2.3.1 notifying Biometric Users in writing that Client, its vendors, and/or the licensor of Client's time and attendance software are collecting, capturing, or otherwise obtaining Biometric Users' Biometric Data, and that Client is providing such Biometric Data to its vendors and the licensor of Client's time and attendance software; such notice will specify the purpose and length of time for which Biometric User's Biometric Data is being collected, stored, and used;
 - 2.5.2.3.2 obtaining a written release or consent from Biometric Users (or their legally authorized representative) authorizing Client, its vendors, and licensor of Client's time and attendance software to collect, store, and use the individual's Biometric Data for the specific purpose disclosed by Client, and authorizing Client to provide such Biometric Data to its vendors and the licensor of Client's time and attendance software; and
 - 2.5.2.3.3 if requested by ADP, providing to ADP copies of the required consents or releases collected and retained by Client, and/or certifying to ADP that such consents or releases have been obtained.
- 2.5.2.4 **Retention and Purging of Biometric Data.** Client will work with ADP to ensure that Biometric Data is retained and purged in accordance with applicable law. To the extent necessary for the purging or deletion of such Biometric Data, Client agrees to provide timely notification to ADP of the termination of the employment, or the satisfaction of the purpose for which Biometric Data was collected with respect to any given Biometric User. ADP is not responsible for Client's failure to provide timely notification of the termination of the employment, or the satisfaction of the purpose for which Biometric Data was collected with respect to any given Biometric User.
- 2.5.2.5 **Storage of Biometric Data in Timeclocks.** Client agrees that it shall use a reasonable standard of care consistent with potentially applicable law to store, transmit and protect from disclosure any paper or electronic biometric data collected in timeclocks. Such storage, transmission, and protection from disclosure shall be performed in a manner that is the same as or more protective than the manner in which Client stores, transmits and protects from disclosure other confidential and sensitive information, including personal information that can be used to uniquely identify an individual or an individual's account or property, such as genetic markers, genetic testing information, account numbers, PINs, driver's license numbers and social security numbers.
- 2.5.3 **Third Party Beneficiary.** Notwithstanding anything to the contrary in the Agreement, Client agrees that ADP and licensor of any applicable Biometric Services (and their respective successors and assigns) are third party beneficiaries of this Agreement solely as it relates to Biometric Services.
- 2.5.4 **Additional Termination Provisions for Biometric Services.** If ADP determines that Client has failed to comply with any potentially applicable laws and regulations applicable to the Biometric Services, ADP may, in its sole discretion and upon notice to Client, immediately suspend or terminate the Biometric Services.



1. **ADP® Compliance on Demand.** A workforce management solution that provides clients with access to information and best practice guidance. ADP® Compliance on Demand may include access to (1) a self-service library of human resources compliance information, (2) an online community to collaborate with other clients, (3) Tier 1 human resources professionals available to support and assist clients with their workforce management administration requirements, and (4) Tier 2 compliance experts who are available for up to a total of four (4) contacts per year.
2. **Additional Terms.** Client may have access to certain human resources or compliance professionals who may, in ADP's sole discretion, provide reasonable guidance or best practice recommendations to Client which Client may choose to follow. Client assumes all responsibility and risk arising from its use and reliance upon such recommendations. ADP may require Client to include its legal counsel in communications with such professionals. The ADP® Compliance on Demand Services are not a substitute for advice of an attorney. Client agrees that ADP is not a law firm, does not provide legal advice or representation, and that no attorney-client relationship between ADP and Client exists or will be formed as part of the Services. ADP may discontinue access to human resources and compliance professionals in its discretion.
3. **Additional Suspension Provisions for ADP® Compliance on Demand.** ADP may, in its sole discretion, immediately suspend access to ADP® Compliance on Demand without prior notice to Client in the event Client posts or otherwise distributes any content online that is (i) inappropriate or otherwise objectionable, (ii) potentially violates the privacy or publicity right of a third party, or (iii) advertises any other site or business. In the event Client continues to post or distribute such content after access to ADP® Compliance on Demand is restored, ADP shall have the right to terminate ADP® Compliance on Demand.



- 1 **ADP HCM Services.** Only those Services that have been purchased by Client (as listed on a Sales Order) will be applicable.
 - 1.1 **ADP Document Cloud.** Integrated solution to support maintenance and retrieval of employee-specific documents via cloud-based technology.
 - 1.2 **Benefit Services.** Benefit-related services made up of the following:
 - 1.2.1 **Health and Benefits Services.** Technology to facilitate the administration of employee benefits, including applying eligibility rules, facilitating online enrollment and changes and calculating payroll deductions within a unified system, as well as providing data to carriers through ADP carrier connection services.
 - 1.3 **Business Intelligence (which shall include Enhanced Insights and Analytics as listed on the Sale Order).** Provide tools to analyze and understand data.
 - 1.3.1 **Analytics.** Enables an employer to gain insight from data for key Human Capital Management (HCM) metrics.
 - 1.4 **Global Data Storage.** Ability to house global employee HR data (personal, employment, and job data) within HR system of record.
 - 1.5 **Human Resources Administration Services.** Administration of human resource functions using a unified system to process and audit employee lifecycle events, provide compliance tracking and reporting, including new hire reporting, and automate notification and approval processes via self-service/direct access, and also including:
 - 1.6 **Talent Acquisition Solutions.** Talent acquisition solutions (which shall include Talent Management and Activation as listed on the Sales Order) made up of the following:
 - 1.6.1 **ADP Recruitment Management Services (which shall include Recruitment and Talent Acquisition as listed on the Sales Order).** Talent recruitment management technology, including talent acquisition and on-boarding for exempt and non-exempt workforce.
 - 1.7 **Talent Management Solutions.** Technology to facilitate the administration of talent management services, including:
 - 1.7.1 **Performance Management.** Solutions and tools to facilitate the performance management process, including goal alignment, and employee engagement.
 - 1.7.2 **Compensation Management.** Solutions and tools to administer the compensation planning process.
- 2 **ADP Recruitment Management Services.** The following additional terms and conditions apply to the ADP Recruitment Management Services (applies only if Client has purchased ADP Recruitment Management Services):
 - 2.1 **Hiring Practices.** Client shall be exclusively responsible for all hiring practices, including, but not limited to, complying with all employment laws, including, if applicable, the monitoring, analysis and reporting of any adverse impact that may result from any specification or criteria that Client uses to rank candidates in the ADP Recruitment Management Services Application Programs.
 - 2.2 **Vendors.** Client shall be exclusively responsible all access and use of the ADP Recruitment Management Services by its vendors and such vendors' compliance with the terms of this Agreement.
- 3 **Benefit Services.** The following additional terms and conditions apply to the Benefit Services (applies only if Client has purchased Benefits Services):
 - 3.1 **Carrier Connections.** ADP will, at Client's request, and for an additional charges as set-out in the applicable Sales Order, provide Client with the following Carrier Connections services:
 - 3.1.1 ADP and Client's carrier or other third parties authorized by Client will electronically exchange data, including plan design, plan provisions and eligibility rules transmitted by ADP to carrier on Client's behalf and Client authorizes ADP and such carriers and third parties to exchange such information. Commencement of carrier connection service is subject to Client completing the configuration setup of Client Content and the format for such transmission to the designated carriers.
 - 3.1.2 ADP's ability to transmit Client Content data is subject to the provision by Client's designated carriers of a current functional interface between ADP's systems and the designated carriers' systems. ADP will not be obligated to transmit Client's data to designated carriers if at any time Client's designated carriers fail to provide the proper interface as described above. Client is responsible for promptly reviewing all records of carrier transmissions and other reports prepared by ADP for validity and accuracy according to Client's records, and Client will notify ADP of any discrepancies promptly after receipt thereof. In the event of an error or omission in carrier connection services caused by ADP, ADP will correct such error or omission, provided that Client promptly advises ADP of such error or omission.
4. **Human Resource Administration Services and Talent Management Services.** The following additional terms and conditions apply to the Human Resource Administration Services and/or Talent Management Services (applies only if Client has purchased Human Resource Administration Services and/or Talent Management Services):
 - 4.1. **Residents Outside the United States.** To the extent that Client uses the Human Resource Administration Services and/or the Talent Management Services to collect Personal Information about individuals resident outside the United States, Client represents and warrants: (i) the processing of that Personal Information, including the transfer itself, has been and will continue to be carried out in accordance with the relevant provisions of the applicable data protection and privacy laws; (ii) its instructions to ADP regarding the processing to be performed shall be in accordance with the applicable data protection laws; (iii) it has given the data subjects appropriate notices, and obtained any required consents; (iv) if it implements the Human Resources Administration Services and/or the Talent Management Services to collect any sensitive data elements (or special categories of data), Client shall comply with any additional requirements for the processing of these data elements; and (v) it shall be responsible for respecting all individual rights of access, correction or deletion and for responding to any individual or regulatory inquiries relating to such Personal Information.



5. **Essential ACA Services.** ADP will provide the Essential ACA solution specified in the Sales Order (and any applicable service specification) (collectively, the "Essential ACA") to Client in accordance with the terms of this Agreement. The following terms apply if Client receives Essential ACA with Benefits Services.
 - 5.1. **Essential ACA** a technology and software solution to assist Client in managing compliance needs related to the Affordable Care Act (ACA), including eligibility calculations and affordability determinations, preparation and electronic filing of Forms 1094-C and 1095-C forms, access to evidence of benefit offering information and benefit offering audit reports. Client must use ADP Workforce Now payroll, HR and benefits services in order to purchase and implement Essential ACA. For the avoidance of doubt, all Forms filed by ADP with the IRS on behalf of Client will be filed electronically; any Forms sent to Client for its employees by ADP shall be sent in paper form, and, if Client has ADP's iPay functionality, ADP will also make Forms accessible to Client employees electronically. It will then be Client's responsibility to distribute the Forms directly to its employees.
 - 5.2. **Client ACA Liaison.** Client shall designate in writing to ADP the name of one person who shall serve as ADP's principal designated contact for Essential ACA (the "Client ACA Liaison"), and such Client ACA Liaison shall have the authority to (i) provide information, instructions and direction on behalf of Client, and (ii) grant or provide approvals (other than Amendments) required or permitted under the Agreement in connection with Essential ACA. Client shall designate an alternate Client ACA Liaison in the event the principal Client ACA Liaison is not available.
 - 5.3. **Disclaimer.** NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN OR IN THE SCOPE OF SERVICES, CLIENT EXPRESSLY ACKNOWLEDGES THAT ADP IS NOT THE "ADMINISTRATOR" OR "PLAN ADMINISTRATOR" AS DEFINED IN SECTION 3(16)(A) OF ERISA AND SECTION 414(g) OF THE CODE, RESPECTIVELY, NOR IS ADP A "FIDUCIARY" WITHIN THE MEANING OF ERISA SECTION 3(21). ADP SHALL NOT EXERCISE ANY DISCRETIONARY AUTHORITY OR DISCRETIONARY CONTROL RESPECTING MANAGEMENT OF ANY BENEFIT PLANS SPONSORED OR OFFERED BY CLIENT. ADP HAS NO DISCRETIONARY AUTHORITY OR DISCRETIONARY RESPONSIBILITY IN THE ADMINISTRATION OF THE CLIENT'S BENEFIT PLAN(S). ADP EXPRESSLY DISCLAIMS ANY WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, NON-INTERRUPTION OF USE, AND FREEDOM FROM PROGRAM ERRORS WITH RESPECT TO ESSENTIAL ACA, THE ADP APPLICATION PROGRAMS OR ANY THIRD-PARTY SOFTWARE DELIVERED BY ADP.
 - 5.4. **Client Vendors.** Client will at its own cost make all necessary arrangements with its third party vendors to cause such vendors to send data to and receive data from ADP as required for ADP to provide Essential ACA. Client shall reimburse ADP for any costs ADP is required to bear in connection with or arising out of any such transmissions of data from and/or to such third party vendors.
6. **Onboarding Services (Including ADP Workforce Now EI-9 Services).** The following additional terms and conditions apply to the ADP Workforce Now EI-9 Services ("WFN EI-9 Services") that are part of ADP Workforce Now Onboarding Services.
 - 6.1. **Use of Services.** In order to receive the WFN EI-9 Services, Client shall, and shall cause the members of the Client Group, to do the following:
 - 6.1.1. Review the U.S. Citizenship and Immigration Services ("USCIS") Form I-9, which is the employment eligibility verification form issued by the U.S. Department of Homeland Security (the "DHS"), including instructions in the form and the guidelines in the current USCIS Handbook for Employers: Instructions for Completing Form I-9 (M-274) (the "I-9 Handbook"), each of which is available on the USCIS website, currently located at <http://www.uscis.gov/i-9central>. Client certifies that it has reviewed the current USCIS Form I-9 and the I-9 Handbook and that it agrees to comply with the applicable policy and procedures set forth therein, and any future new or amended policies or procedures, as required by law. Client will ensure availability of the most recent version of the USCIS Form I-9 and the I-9 Handbook to all employees authorized to complete the USCIS Form I-9 on behalf of Client and/or its Affiliates.
 - 6.1.2. Client is responsible for reviewing reports available to Client on the WFN EI-9 Services and for resolving (or causing the applicable employee to take action to resolve) missing or incomplete Forms I-9. This includes communicating with the employee in question and the submission or resubmission of the missing or incomplete Form I-9.
 - 6.1.3. ADP executed a Memorandum of Understanding with the UDHS as the E-Verify employer agent. E-Verify is the DHS's employment eligibility verification program which allows participating employers to electronically verify the employment eligibility of each newly hired employee and/or employee assigned to a covered federal contract. The following is required as it relates to the use of E-Verify through ADP and will apply only to the extent Client is using E-Verify through ADP:
 - 6.1.3.1. Notify ADP of (i) the location(s) where Client elects to enroll; and (ii) whether the employer is a federal contractor or a federal, state or local government organization.
 - 6.1.3.2. Execute a Memorandum of Understanding with the DHS and ADP (as its E-Verify employer agent), and comply with the terms and conditions set forth therein.
 - 6.1.3.3. Review and comply with the policy and procedures contained in the E-Verify User Manual for Employers, and any superseding policy and procedures, available to Client on the WFN EI-9 Service.
 - 6.1.3.4. To the extent the Client elects to have more than one company location participate in E-Verify, ensure all authorized users in each location have complied with all requirements of Section 6.1.2.
 - 6.1.3.5. Ensure all of Client's authorized users (i) complete the mandated E-Verify training course and any applicable update courses administered by ADP and (ii) pass a knowledge test with the required score.
 - 6.1.3.6. Immediately notify ADP of any updates/changes to its E-Verify employer status (e.g., Client becomes a federal contractor or Client ceases being a federal contractor).
 - 6.2. **Form I-9 Retention.** During the term of the Agreement, ADP will store electronic copies of Forms I-9 in the WFN EI-9 Services for a minimum of three years from the employee's hire date or until one year after the employee ceases to be employed by Client (or the applicable Affiliate), whichever is later (or as otherwise required by changes to federal regulations that come into effect hereafter). Upon termination or expiration of the Agreement, ADP shall use commercially reasonable



methods to transfer all electronically stored Forms I-9 to Client in accordance with ADP's current security policies. upon termination of the WFN EI-9 Services, Client shall be solely responsible for storage of copies of Forms I-9.



ADP shall provide to Client certain professional services as indicated on the Sales Order and/or statement of work (the "Professional Services"). As a condition to receiving the Professional Services, Client will be subject to the additional terms and conditions of this Annex X.

- 1 ADP Resources.** ADP shall select resources including subcontractors that, in ADP's reasonable business judgment, are qualified to perform the Professional Services, and in the case of subcontractors have entered into an appropriate written agreement with ADP (each an "ADP Resource"). The ADP Resources are and shall be, notwithstanding anything to the contrary contained herein, ADP's employees or contractors, and shall not for any purpose be considered Client's employees. ADP or its subcontractor shall be solely responsible for the payment of the salaries of such ADP resources and all matters relating thereto (including the withholding and/or payment of all federal, state and local income and other payroll taxes), worker's compensation, disability benefits, medical and other insurance-related benefits and all such additional legal requirements applicable to employees of ADP or such subcontractor.
- 2 Fees and Expenses.** Client shall pay ADP for the Professional Services at the rates specified in the Sales Order or statement of work as applicable.
- 3 Billing:** ADP shall invoice Client for all Professional Services fees upon the completion of the Professional Services, unless such Professional Services will be provided over a time period which exceeds thirty (30) days, in which case ADP reserves the right to invoice Client on a monthly basis for such Services rendered. ADP shall invoice Client in the same manner for any associated expenses incurred by ADP Resources.
- 4 Limitations of Liability.** The provisions of this paragraph supplement the limitation of liability provisions contained in Section 6 of Annex A and shall govern with respect to the Professional Services. **Notwithstanding anything to the contrary herein, ADP's sole liability to Client hereunder for monetary damages shall not exceed the aggregate amount of fees paid to ADP hereunder for the Professional Services.**
- 5 Completion of Professional Services.** Upon completion of the Professional Services, Client will immediately notify ADP if the Professional Services and deliverables outlined in the Sales Order have not been satisfactorily delivered. The Professional Services will be deemed accepted by Client if no response has been received within five (5) days of the date of completion of the Professional Services.
- 6 Additional Termination Provisions.** The provisions of this paragraph supplement the termination provisions contained in Section 12 of Annex A and shall govern with respect to the Professional Services. Either party can terminate Professional Services at any time for any reason by providing at least ten (10) days' advance written notification to the other party. Upon termination of the Professional Services by either party for any reason, all fees and expenses for the Professional Services incurred by Client prior to the termination date shall become immediately due and payable.



Reporting Agent Authorization
(State Limited Power of Attorney &)

Tax Information Authorization
(In accordance with Internal Revenue Service Revenue Procedures)

1 Co/Code	2 Branch	3 Federal ID Number
4 If you are a seasonal employer, check here.... <input type="checkbox"/>		

Tax Filing Service

5 TAXPAYER LEGAL NAME (Use all capital letters. Include spaces, ampersands, and hyphens. Do not enter any other punctuation.)

6 DBA NAME (Use all capital letters. Include spaces, ampersands, and hyphens. Do not enter any other punctuation.)

7 Address (number, street, and room or suite no.) City or town, state, zip and country

REPORTING AGENT: ADP Tax Services, 400 West Covina Boulevard, San Dimas, CA 91773 ID # 22-3006057

Authorization of Reporting Agent to Sign and File Returns (Caution: See Authorization Agreement)

8 Use the entry lines below to indicate the tax return(s) to be filed by the Reporting Agent. Enter the beginning year for annual tax returns or beginning quarter for quarterly tax returns. See the instructions for how to enter the quarter and year. Once this authority is granted, it is effective until revoked by the taxpayer or Reporting Agent.

940	2020	941	940-PR	941-PR	941-SS	943
	_____		_____	_____	_____	_____
	Tax Year	Qtr/Yr	Tax Year	Qtr/Yr	Qtr/Yr	Tax Year
943-PR		944	944-R	945		
	_____	_____	_____	_____		
	Tax Year	Tax Year	Tax Year	Tax Year		

Authorization of Reporting Agent to Make Deposits and Payments (Caution: See Authorization Agreement)

9 Use the entry lines below to enter the starting date (the first month and year) for any tax return(s) for which the Reporting Agent is authorized to make deposits or payments. See the instructions for how to enter the month and year. Once this authority is granted, it is effective until revoked by the taxpayer or Reporting Agent.

940	1 20	941	943	944	945
	_____	_____	_____	_____	_____
	Mo/Yr	Mo/Yr	Mo/Yr	Mo/Yr	Mo/Yr

Disclosure of Information to Reporting Agent

10a Check here to authorize the Reporting Agent to receive or request duplicate copies of tax information, notice and other communications from the IRS, related to the authorization granted on Line 8 and/or Line 9.....

10b Check here if the Reporting Agent also wants to receive copies of notices from the IRS.....

Form W-2 Series or Form 1099 Series Disclosure Authorization

11 The Reporting Agent is authorized to exchange otherwise confidential taxpayer information with the IRS, including responding to certain IRS notices relating to the form W-2/1099 series information returns. This authority is effective for calendar years beginning:

W-2	_____	1099	_____
	Tax Year		Tax Year

State and Local Authorization (Caution: See Authorization Agreement)

12 By checking the box to the right and signing in Box 13 below, the taxpayer identified above hereby appoints ADP as Reporting Agent and grants ADP a limited power attorney with the authority to sign and file employment and file tax returns and make deposits electronically, on magnetic media, or on paper for all state and local jurisdictions in which the taxpayer is required to file tax returns and make tax deposits. ADP is also hereby authorized to receive notices, correspondence and transcripts from all applicable state and local jurisdictions, resolve matters pertaining to these deposits and filings, and to request and receive deposit frequency data and any other information from applicable state and local jurisdictions related to taxpayer's employment tax returns and deposits for the tax periods indicated in Section 8 and all returns filed and deposits made by ADP from the date hereof.

This authorization shall include all applicable state and local forms and shall commence with the tax period indicated and shall remain in effect through all subsequent periods until either revoked by the taxpayer or terminated by the ADP. Unless the taxpayer is required to file or deposit electronically, ADP will, in its discretion, file and make deposits on the taxpayer's behalf in one of the filing methods: electronic, magnetic media or paper.

Authorization Agreement	13 Signature of Taxpayer or Authorized Representative
-------------------------	---

Qtr/Yr

<p>I understand that this agreement does not relieve me, as the taxpayer, of the responsibility to ensure that all tax returns are filed and that all deposits and payments are made and that I may enroll in the Electronic Federal Tax Payment System (EFTPS) to view deposits and payments made on my behalf. If Line 8 is completed, the Reporting Agent named above is authorized to sign and file the return indicated, beginning with the quarter or year indicated. If any starting dates on line 9 are completed, the Reporting Agent named above is authorized to make deposits and payments beginning with the period indicated. Any authorization granted remains in effect until it is revoked by the taxpayer or reporting agent. I am authorizing the IRS to disclose otherwise confidential tax information to the reporting agent relating to the authority granted on Line 8 and/or Line 9 including disclosure required to process Form 8655. Disclosure authority is effective upon signature of the taxpayer and IRS receipt of Form 8655. The authority granted on Form 8655 will not revoke any Power of Attorney (Form 2848) or Tax Information Authorization (Form 8821) in effect.</p>	<p>I certify that I have the authority to execute this form and authorize disclosure of otherwise confidential information on behalf of the taxpayer.</p> <p>Name (Required) _____</p> <p>Title _____</p> <p>Signature (Required) _____</p> <p>Date (Required) _____</p>
--	--

INSTRUCTIONS: Only one Limited Power of Attorney (LPOA) per federal ID number is required. Do not submit multiple LPOAs for a federal ID number. However, if the taxpayer uses more than one federal ID number, a separate LPOA must be submitted for each.

1.	Company Code: Enter the client's three-or four-character company code
2.	Branch: Enter the client's two-character region branch code
3.	Federal ID Number: Enter the nine-digit Employer Identification Number (EIN) issued by the IRS to each employer. The number provided by the client must be verified against one of the following sources, in order of priority: 1) Form 941 original or copy with pre-printed name and address; 2) CP129, EFTPS "Mandate Letter"; 3) CP575 Verification of an EIN; 4) Internet SS-4 IRS screen print of issued EIN; 5) CP148 Notice of Name and/or Address change; 6) CP136 or 137, Frequency Notification; 7) Pre-printed Form 9779, Business Enrollment Form (for EFTPS); 8) FTD Coupon, (Form 8109), or FTD Address Change (Form 8109C) with a revision date of 01-94 or later.
4.	Seasonal Employer: Mark this box if this client is a seasonal employer. (Seasonal is defined as less than four 941s per year.)
5.	Taxpayer Legal Name: Enter the client's legal name in ALL CAPITAL LETTERS. This must match the name on the IRS file. The first name line on an IRS source document listed in #3 above must be entered on the LPOA form. Only the first 35 characters of the first name line are used. Include spaces, ampersands, and hyphens; do not include other punctuation such as slashes, commas, or periods. Do not use the word THE as the first word unless it is followed by only one other word. Include legal/formal suffixes with individual names (MD, PHD, CPA, JR, SR, III, etc.), but do not include general/informal titles such as owner, accountant, attorney, etc. See examples below.
6.	DBA Name: Enter the taxpayer's Doing Business As (DBA) or Trading As (TA) name, if one is used. Follow the same instructions as shown in #5 above, and see examples below. Do not enter DBA or TA on this line; show the name only.

Master's Plumbing and Air Conditioning Service
 M A S T E R S P L U M B I N G A N D A I R C O N D I T I O N I N G
 A & J Construction Co
 A & J C O N S T R U C T I O N C O

Sandra J. White, MD
 Family Health Care
 S A N D R A J W H I T E M D

Mary Smith-Bennett, Owner
 DBA Mary's Bike Shop
 M A R Y S M I T H - B E N N E T T
 Murphy/Mason Realty, Inc.
 M U R P H Y M A S O N R E A L T Y I N C

The Linden Co.
 T H E L I N D E N C O
 The Linden
 T H E L I N D E N

7.	Address: Enter client's primary business location.
8.	Authorization of Reporting Agent to Sign and File Returns: For 940, 940-PR, 943, 943-PR, 944, 944-PR, and 945, enter the first tax year (2007, 2008, etc.) ADP will start the annual filing. For forms 941, 941-PR and 941-SS, enter the quarter and year (4/07, 1/08, etc.). ADP will file this return for the first time.
9.	Authorization of Reporting Agent to Make Deposits and Payments: For deposits, enter the first month of the quarter and year (1/05, 4/06, 7/06, and 10/06) ADP will make any deposit, regardless of the tax type provided.
10a.	Disclosure of Information to Reporting Agent: These premarked boxes will allow ADP to receive a copy of notices and other communication from the IRS related to the authorization granted on Line 8 and/or Line 9. It also allows ADP to obtain verification of client name and/or FEIN by calling the IRS Practitioner Priority Services line (PPS) at (866) 860-4259.
10b.	
11.	Form W-2 Series or Form 1099 Series Disclosure Authorization: For W-2/1099, enter the first year ADP is authorized to discuss the W-2/1099 information with the IRS. (This includes Form 1099R and Form 1099-MISC.)
12.	State and Local Authorization: Enter the quarter and year (4/07, 1/08, etc.), ADP will file this return for the first time.
13.	Signature of Taxpayer or Authorized Representative: After reading the Authorization Agreement, an officer of the company must enter his/her name and title as appropriate and then sign and date the LPOA. (The sole proprietor of a business or the member of a partnership will not have a title to show here.) The name, signature, and date must be entered.

- Federal Forms:
- 940 Employer's Annual Federal Unemployment (FUTA)
 - 940-PR Employer's Annual Federal Unemployment (FUTA) - Puerto Rico
 - *941 Employer's Quarterly Federal Tax Return
 - 941-SS Employer's Quarterly Federal Tax Return for American Samoa, Guam, Northern Mariana, and Virgin Islands
 - 943 Employer's Annual Federal Tax Return for Agricultural Employee
 - 943-PR Employer's Annual Federal Tax Return for Agricultural Employees - Puerto Rico
 - 944 Employer's Annual Federal Tax Return
 - 944-PR Employer's Annual Federal Tax Return - Puerto Rico
 - 945 Employer's Quarterly Federal Tax Return for NW2 Employees
- *Recommend marking both 941 and 944 for new and small employers.



CLIENT ACCOUNT AGREEMENT AND AUTHORIZATION TO DEBIT/CREDIT

CLIENT NAME: _____

BRANCH: _____

CO. CODE: _____

ADDITIONAL APPLICABLE COMPANY CODES: _____

With respect to the services for which ADP, LLC ("ADP") has been engaged as described in the services agreement or other understanding between ADP and Client (each, a "Service" and collectively the "Services"), Client agrees to the debit method listed below for collection of Services selected below. Client agrees to the ACH debit method listed below for collection of the applicable fees for Services, all pursuant to this Client Account Agreement and Authorization to Debit/Credit, including Exhibit A attached hereto and incorporated by reference herein (this "Agreement"). Such debits will be initiated by ADP out of Client's applicable bank account (the "DDA Account") at the financial institution specified below ("Bank"). Additional authorizations may be required by Client's Bank(s) authorizing reverse wire and/or ACH transactions. Client understands and acknowledges that the implementation and ongoing provision of Services are conditioned upon Client passing (and continuing to pass) a credentialing process that ADP may deem necessary in connection with the provision of Services.

DEBIT METHOD (Check Applicable Box):

Note: This Section for Products/Services only

Reverse Wire

ADP will initiate request for a wire transfers of funds from the DDA ACCOUNT indicated below in accordance with the Reverse Wire provisions of this Agreement. Each applicable BANK is authorized to charge the applicable DDA Account in accordance with the Reverse Wire provisions of this agreement.

ACH (Please refer to the ACH Debit Filter page for Bank Authorization/Setup)

ADP is authorized to charge the DDA ACCOUNT in accordance with the ACH provisions of this Agreement. NOTE: CLIENT qualified for ACH may be contacted by an ADP representative to make arrangements for a direct wire transfer of funds for debits exceeding the dollar limit established by ADP in its sole discretion.

ACH/Reverse Wire (X80-Over ACH Dollar Limit)

ADP is authorized to charge the DDA ACCOUNT in accordance with the ACH provisions of this Agreement. In the event a debit exceeds the established threshold for ACH processing, Additionally, Client agrees that ADP may initiate a request for a wire transfer of funds from the DDA ACCOUNT in accordance with the Reverse Wire provisions of this Agreement. (Recommended)

BANK INFORMATION:

*FSDD & ADPCheck funds must be debited from the same account

Payroll Taxes FSDD* ADPCK* Pay Card ACA WGPS Wage Garnishment 401K Workers Comp Other

BANK Transit/ABA #	BANK Account #
BANK Name	BANK Contact
BANK Address	BANK Phone
<input type="checkbox"/> Reverse Wire	<input type="checkbox"/> ACH <input type="checkbox"/> ACH/Reverse Wire (Over ACH Limit)

Payroll Taxes FSDD* ADPCK* Pay Card ACA WGPS Wage Garnishment 401K Workers Comp Other

BANK Transit/ABA #	BANK Account #
BANK Name	BANK Contact
BANK Address	BANK Phone
<input type="checkbox"/> Reverse Wire	<input type="checkbox"/> ACH <input type="checkbox"/> ACH/Reverse Wire (Over ACH Limit)

ACH FEES FOR SERVICES

ADP will initiate ACH debits for its Fees for Services from the DDA Account indicated below in accordance with the ACH provisions of this Agreement. The applicable BANK is authorized to charge the applicable DDA Account in accordance with the ACH provisions of this Agreement.

Fees for Services (ACH Debit Method)

BANK Transit/ABA #	BANK Account #	
BANK Name	BANK Contact	
BANK Address	BANK Phone	

COMPLETE THIS SECTION ONLY IF FSDD, ADPCHECK OR PAY CARD IS INDICATED ABOVE:

Est. No. of Employees:	Est. Net Payroll per Pay Period:	FSDD Start Date:	ADPCK Start Date	Federal ID #
------------------------	----------------------------------	------------------	------------------	--------------



In consideration of each BANK's compliance with this authorization, CLIENT agrees that such BANK's treatment of any charge, and such BANK's rights with respect thereto, shall be the same as if the charge were initiated personally by CLIENT, and that if any charge is dishonored, whether with or without cause, such BANK shall be under no liability whatsoever. In addition, CLIENT authorizes ADP to credit the applicable DDA ACCOUNT when necessary, at ADP's sole discretion, for any refund or credit amount due CLIENT.

In the event of any conflict between the terms and conditions of this Agreement and the terms and conditions of any other agreement, this Agreement shall control with respects to any money transmission services, including Payment Services. CLIENT acknowledges and agrees that, notwithstanding anything to the contrary, CLIENT'S right to refund under any State law shall first be subject to any offset for funds due to ADP with respect to any previous transactions completed on CLIENT'S behalf by ADP, and subject to the terms and conditions of this Agreement and any other agreement between CLIENT and ADP.

This authorization shall remain in effect unless and until revoked in writing by an authorized representative of CLIENT and until the applicable BANK(s) and ADP have each received such notice and have had reasonable time to act upon such notice.

CLIENT Signature: _____ Date: 03-26-2020

CLIENT Representative Name & Title:

 (Must be an authorized signatory on the accounts listed above)

FOR REGION USE ONLY / ADP DO NOT DEBIT ACCOUNT

CORPORATE CHECK (This bank account below will be printed on your company checks.):

BANK Transit/ABA #	BANK Account (DDA) #
BANK Name	Starting Check Number: _____
BANK Address	BANK Phone
Comments	Client Phone

\$&+ FEES FOR SERVICE



Client understands that funds representing the total of Fees for Services must be on deposit in the applicable DDA Account no later than the date specified in the "Advice of Debit" or "Advice of Charge" periodically delivered to the Client after such services are rendered. ADP will initiate a transfer of such funds out of such DDA Account on such date.

REVERSE WIRE

CLIENT understands that funds representing the total of payment obligations for selected Services, must be on deposit in the applicable DDA Account no later than the date(s) specified in the services agreement between ADP and CLIENT. ADP will request such funds to be wire transferred from the DDA Account to one of the following accounts located at the banks listed below on such specified funding date (unless and until changed by notice from ADP). In consideration for the additional costs incurred by ADP in providing wire transfer service, Client agrees to pay a reasonable fee for each wire transfer.

For ADP contingency purposes, ADP recommends both bank accounts listed in the chart below be set up at the Clients bank.

NOTICE

CLIENT acknowledges that if sufficient funds are not available by the funding due date required, (1) CLIENT will immediately become solely responsible for all tax deposits and filings, all CLIENT third-party payments and all related penalties and interest due then and thereafter, (2) any and all ADP Services may, at ADP's option, be immediately terminated, (3) neither BANK nor ADP will have any further obligation to CLIENT or any third party with respect to any such Services and (4) ADP may take such action as it deems appropriate to collect ADP's Fees for Services.

Client shall not initiate any ACH transactions utilizing ADP's services that constitute International ACH Transactions (IAT) without first (1) notifying ADP of such IAT transactions in writing utilizing ADP's Declaration of International ACH Transaction form (or such other form as directed by ADP) and (2) complying with the requirements applicable to IAT transactions. ADP shall not be liable for any delay or failure in processing any ACH transaction due to Client's failure to so notify ADP of Client's IAT transactions or Client's failure to comply with applicable IAT requirements.

ADP Check, FSDD, Garnishment Services, Pay Card, WGPS, Garnishment Services, Other					
Bank	Bank Address	Account Name	ABA	DDA	Collection Method
JPMorgan Chase	Four New York Plaza New York, NY 10004	ADP Client Trust	021000021	192835673	Reverse Wire Impound
Deutsche Bank	60 Wall Street New York, NY 10005-2858	ADP Client Trust	021001033	00374926	Reverse Wire Impound

Tax & 401K					
Bank	Bank Address	Account Name	ABA	DDA	Collection Method
JPMorgan Chase	Four New York Plaza New York, NY 10004	ADP Client Trust	021000021	192835681	Reverse Wire Impound
Deutsche Bank	60 Wall Street New York, NY 10005-2858	ADP Client Trust	021001033	00374934	Reverse Wire Impound

Workers' Compensation					
Bank	Bank Address	Account Name	ABA	DDA	Collection Method
JPMorgan Chase	Four New York Plaza New York, NY 10004	ADP Client Trust	021000021	192836812	Reverse Wire Impound



EXHIBIT A

The provisions set forth in this Exhibit A shall be incorporated by reference into the Client Account Agreement and Authorization to Debit/Credit (Reverse Wire) (the "Agreement"). Capitalized terms used but not defined herein shall have the meanings ascribed to such terms in the Agreement or the NACHA Operating Rules & Guidelines, as the same may be amended from time to time (the "NACHA Rules"), as applicable.

CLIENT, as an Originator, makes the following representations, warranties, covenants, certifications, authorizations and acknowledgments:

- (i) CLIENT (1) agrees to be bound by and warrants it will comply with the NACHA Rules, as the same may be amended from time to time, (2) warrants it will not submit Entries that violate the laws of the United States, (3) warrants it will comply with all U.S. laws, rules and regulations, including, as applicable, laws, rules and regulations applicable to IAT Entries (including those of the Office of Foreign Assets Control (OFAC) and the Financial Crimes Enforcement Network), (4) acknowledges and agrees that ADP shall have the right to audit CLIENT'S compliance with the provisions of this Exhibit A, the Agreement and the NACHA Rules, and (5) acknowledges and agrees that ADP shall have the right to suspend or terminate initiating ACH transactions immediately upon notice to CLIENT in the event CLIENT breaches any of the NACHA Rules;
- (ii) CLIENT (1) certifies that it has not been suspended and does not appear on a National Association list of suspended Originators, and (2) warrants that it will not transmit any Entry if it has been suspended or appears on a National Association list of suspended Originators;
- (iii) CLIENT authorizes ADP to initiate Entries on behalf of CLIENT to its Receivers' accounts and CLIENT agrees to be financially responsible to Originating Depository Financial Institution ("BANK") for all Entries initiated by ADP on CLIENT'S behalf;
- (iv) CLIENT acknowledges and agrees that ADP and BANK (1) may restrict certain types of Entries, (2) shall have the right to reject any Entry or series of Entries, and (3) shall have the right to reverse Erroneous Entries;
- (v) CLIENT represents, warrants and certifies that (1) prior to submission, each Entry has been properly authorized by CLIENT and the Receiver in accordance with the NACHA Rules, including, but not limited to (a) the authorization has not been revoked, (b) the Agreement has not been terminated, (c) CLIENT has no knowledge of the revocation of the Receiver's authorization or termination of the agreement between the Receiver and the RDFI concerning the Entry, and (d) at the time the Entry is processed by a RDFI, the authorization for that Entry has not been terminated, in whole or in part, by operation of law, (2) CLIENT will retain all authorizations for a minimum of two (2) years following termination or revocation of the authorization, and (3) CLIENT will provide a copy of such authorization to ADP or BANK upon request;
- (vi) CLIENT represents, warrants and certifies that (1) all credit and debit Entries will be accurate and timely, and (2) each Entry will contain all information required by the NACHA Rules for specific Entry types, including, but not limited to, the Receiver's correct account number, dollar amount of the Entry, CLIENT'S Name, CLIENT'S Entry description;
- (vii) CLIENT acknowledges and agrees that (1) CLIENT shall be responsible for promptly detecting and correcting any errors, (2) any Entry sent to ADP that identifies the Receiver inconsistently by name and account number may be processed by BANK based solely on the account number provided, (3) ADP is authorized to take such measures as ADP deems appropriate to carry out the intent of CLIENT in completing any particular Entry, including, but not limited to, ADP may contact CLIENT or may attempt to retransmit any Return Entry, and (4) subject to any limitations set forth in the applicable client services agreement with ADP, CLIENT shall indemnify ADP, its parent, subsidiaries, predecessors, successors, affiliates, directors, officers, fiduciaries, insurers, employees and agents, for any claim, demand, loss, liability or expense (including reasonable attorneys' fees, penalties, fines or interest) resulting from the debiting or crediting of any Entry or a breach of the Agreement (including the provisions of this Exhibit A);
- (viii) CLIENT agrees to implement and maintain safeguards to protect against (1) any unauthorized access to confidential information being stored, processed or transmitted in connection with Entries, and (2) submission of fraudulent Entries purportedly on CLIENT'S behalf; and
- (ix) CLIENT represents and warrants, to the extent applicable, that (1) the origination of each IAT Entry shall comply with the laws and payment systems rules of the receiving country, and (2) any submission by CLIENT requiring initiation of an IAT Entry by ADP shall include the name and physical address of each of CLIENT and the Receiver, the account number of the Receiver and the identity of the Receiver's bank, bank ID number and bank branch code.



ACH Debit Filters – ADP Company ID’s (Does not apply to wire transactions)

What is an ACH Debit filter?

An ACH Debit Filter is an automated solution that screens incoming ACH transactions to identify unauthorized transactions. Debit filters on your bank accounts help block unauthorized ACH debit transactions, making it less likely to be impacted by fraud.

What is a Company ID?

The following Company IDs allow ACH transactions to be reviewed and approved (or returned); permitting only approved transactions to post to your accounts.

What do I need to do with these numbers?

To ensure timely processing of your payroll, it's imperative that you forward the following ADP-originating Company ACH debit filter IDs to your financial institution to be set up on your account.

How do I know what ID to use?

We've made it easy by including all of the numbers you may need. Just print the table below and provide it to your financial institution.

Money Movement Company IDs Employer Impounds			
ADP Bank	Payment Type	Domestic ID	IAT* ID
Bank of America	ACH	9333006057	E133036745
Harris	ACH	9333006057	E133036745
JPMorgan Chase	ACH	9333006057	E133036745
JPMorgan Chase	ACH (Flexible Spending)	9666666806	H133036745
JPMorgan Chase	ACH (Workers Comp)	9555555505	G133036745
JPMorgan Chase	ACH (TotalSource Only)	8238112001	N/A
JPMorgan Chase	ACH (TotalSource Only)	9238112001	N/A
PNC	ACH	9333006057	E133036745
Wells Fargo	ACH	9333006057	E133036745
Wells Fargo	ACH (Property & Casualty)	9333006058	D133036745
Wells Fargo	ACH (Benefit Services)	9333006060	E133036745
Wells Fargo	ACH (Health & Benefits)	9333006059	G133036745
Tax Company IDs Employer Impounds			
Bank of America	ACH	1941711111	V133036745
Bank of America	ACH	1223006057	N/A
Bank of America	ACH	2223006057	W133036745
Harris	ACH	0001600238	S133036745
JPMorgan Chase	ACH	1223006057	U223006057
PNC	ACH	1223006057	U133036745
Wells Fargo	ACH	9095926526	Y133036745
Wells Fargo	ACH	1223006057	U133036745
Wells Fargo	ACH	1223006057	U133036745
Direct Debit of Fees (DDF) Company IDs			
Bank of America	Direct Debit of Fees	9223006057	N/A
JPMorgan Chase	Direct Debit of Fees	9659605001	N/A
JPMorgan Chase	Direct Debit of Fees (TotalSource Only)	9659605002	N/A

*IAT = International ACH Transaction

Court of Common Council



CITY OF HARTFORD
550 MAIN STREET
HARTFORD, CONNECTICUT 06103

Maly D. Rosado, Council President
Thomas J. Clarke II, Majority Leader
Wildaliz Bermúdez, Councilwoman
John Q. Gale, Councilman

Nick Lebrón, Councilman
Joshua Michtom, Councilman
Marilyn E. Rossetti, Councilwoman
James Sánchez, Councilman
Shirley Surgeon, Councilwoman

Noel F. McGregor, Jr, Town and City Clerk

June 11, 2020

This is to certify that at a RECESSED meeting of the Court of Common Council, June 10, 2020, the following RESOLUTION was passed.

NON-FINANCIAL RESOLUTION DEMS # 1

RESOLVED, That the Hartford Court of Common Council finds the assumptions and projections in the proposed five-year plan to be reasonable and that such plan provides a sound baseline for planning for the City's continuing fiscal stability and operational needs, recognizing that ongoing and continuous actions and decisions with respect to expenditures and revenues will be required; and be it further

RESOLVED, That the Common Council hereby approves the five-year plan as contained in the City's Fiscal Year 2021 Budget for the period covering Fiscal Year 2021 through Fiscal Year 2025.

Attest:


Noel F. McGregor, Jr.
City Clerk

City of Hartford

FY2020

Monthly Financial Report to the Municipal Accountability Review Board



April 2020

(FY2020 P10)

Meeting date: June 11, 2020

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

FY2020 General Fund Summary	1
Revenue and Expenditure Footnotes	2
Revenue Summary - Major Category	3
Tax Collections	4
Expenditure Summary - Departments	5
Expenditure Summary - Major Category	6
Appendix - Full-time payroll	7

City of Hartford - FY2020 General Fund Financial Report & Projection

MARB 6/11/20

Revenue Category	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (APRIL)	FY2020 ACTUAL (APRIL)	FY2020 PROJECTION	VARIANCE	% COLL.	FY19 % COLL
41 General Property Taxes ¹	(277,053,297)	(283,570,266)	(283,570,266)	(272,857,185)	(274,801,165)	(279,181,510)	4,388,756	97%	96%
42 Licenses & Permits ²	(6,378,386)	(6,040,406)	(6,040,406)	(5,187,122)	(5,095,719)	(5,520,000)	520,406	84%	91%
43 Fines Forfeits & Penalties ³	(249,446)	(190,000)	(190,000)	(187,950)	(131,938)	(165,000)	25,000	69%	99%
44 Revenue from Money & Property ⁴	(4,274,741)	(4,003,465)	(4,003,465)	(3,426,922)	(2,932,081)	(3,622,797)	380,668	73%	261%
45 Intergovernmental Revenues ^{5 14}	(307,019,577)	(259,580,413)	(259,580,413)	(253,386,092)	(253,252,451)	(258,901,504)	678,909	98%	98%
46 Charges For Services ⁶	(4,167,429)	(2,967,964)	(2,967,964)	(3,114,688)	(2,941,659)	(2,967,964)	-	99%	106%
47 Reimbursements ⁷	(122,833)	(135,440)	(135,440)	(96,593)	(81,137)	(85,845)	49,595	60%	63%
48 Other Revenues ⁸	(451,813)	(238,650)	(238,650)	(414,198)	(211,095)	(216,750)	21,900	88%	174%
53 Other Financing Sources ⁹	(10,089,325)	(16,554,137)	(16,554,137)	(5,630,546)	(5,168,539)	(9,086,354)	7,467,783	31%	34%
Total Revenues¹⁹	(609,806,845)	(573,280,741)	(573,280,741)	(544,301,296)	(544,615,784)	(559,747,724)	13,533,017	95%	95%

MARB 6/11/20

Expenditure Category	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (APRIL)	FY2020 ACTUAL (APRIL)	FY2020 PROJECTION	VARIANCE	% EXP.	FY19 % COLL
Payroll ¹⁰	97,702,910	110,295,287	110,532,661	78,528,395	79,885,487	102,744,783	7,787,878	72%	73%
Benefits ¹¹	84,071,987	94,148,565	94,148,565	70,561,108	68,678,630	87,527,242	6,621,323	73%	75%
Debt & Other Capital ^{12 16}	77,971,699	16,310,036	16,310,036	4,835,903	4,834,770	19,704,036	(3,394,000)	30%	28%
Library ¹³	1,483,334	8,201,317	8,201,317	1,241,111	1,278,875	1,534,651	6,666,666	16%	15%
Metro Hartford Innovation Services	3,188,510	3,193,214	3,193,214	2,645,094	2,661,012	3,193,214	-	83%	83%
Utilities ¹⁷	23,415,165	25,865,608	25,865,608	20,035,150	21,127,066	25,320,468	545,140	82%	84%
Other Non-Personnel ¹⁸	33,030,630	31,253,440	31,016,066	21,797,633	17,843,084	31,556,234	(540,168)	58%	70%
Education ¹⁴	281,242,396	284,013,274	284,013,274	268,071,379	267,820,671	284,013,274	-	94%	94%
Total Expenditures	602,106,630	573,280,741	573,280,741	467,715,773	464,129,596	555,593,902	17,686,839	81%	82%
Committed Fund Balance for Board of Education ¹⁵	2,834,533								
Total Expenditures incl. Committed Fund Balance	604,941,163								
Revenues and Expenditures incl. Committed for BOE, Net	(4,865,682)	-	-	(76,585,523)	(80,486,188)	(4,153,822)			
Council Approved Use of Fund Balance	-			-					
Net Surplus/(Deficit)	4,865,682	-	-	76,585,523	80,486,188	4,153,822			

See footnotes on page 2.

REVENUE FOOTNOTES

¹The 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) Through April, cumulative current year tax levy revenues are in line with FY2019 Period 10 (April). An unfavorable revenue projection totaling \$4.68M has been recorded as of 4/30/2020 due the GL2018 reduction in net assessment value by \$22M, for appeals settled through the Board of Assessment and court process late in March as well as unanticipated lower collections due to COVID-19.

(2) Prior Year Levy collections are tracking favorable compared to FY2019 cumulative through April and projected to meet the budget.

(3) Interest and liens collections through April are tracking favorable compared to FY2019 Period 10 (April), it's projected to exceed the budget.

(4) Revenues from subsequent tax lien sales are projected to be zero in FY2020.

Overall a shortfall of \$4.39M is projected for General Property Taxes due to the GL2018 reduction in net assessment value and the impact of COVID-19 Public Health Crisis.

² 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 slightly lower compared to FY2019 Period 10 (April) due to fewer permits submitted in the first and second quarter of FY2020 and the impact of COVID-19 Public Health Crisis. This revenue line item is projected to have a short fall of \$520K.

³ The Fines, Forfeits and Penalties revenue line item is primarily comprised of fines for false alarms. Compared to FY2019 Period 10 (April), actual collections in FY2020 through April are lower and projected to be unfavorable to the budget by \$25K.

⁴ Revenue from Money and Property contains lease/rental and short-term investment income. FY2020 actuals are tracking lower compared to FY2019 Period 10 (April) due to timing on the posting of lease payments. Due to the COVID-19 Public Health Crisis, market interest rates dropped dramatically, as such, the projection for this line item has been reduced by \$380K.

⁵ FY2020 Intergovernmental Revenues YTD primarily reflect the receipt of the car tax, education cost sharing and highway grant revenues from the State. The projection for the School Building Grant and the Bond Interest Subsidy on School Projects has been adjusted and reduced by \$708K and offset by \$30K favorability of actuals coming higher than the budget on other reimbursements from the State.

⁶ Charges for Services contains 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 line item is projected to meet the budget.

⁷ Reimbursements (predominantly Section 8) primarily occur at fiscal year end. Revenues for this line item are not expected to meet the budget and have been reduced by \$50K.

⁸ Other Revenues will vary year to year based on unanticipated items such as settlements; however, due to the COVID-19 Public Health Crisis, it is projected to be unfavorable by \$22K.

⁹ 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 for the first and second quarter of revenue was received from HPA. FY2020 Q4 (\$127K) revenues from HPA are projected to be zero due to the COVID-19 public health crisis.

(3) The first and second quarter of revenue from Hartford Parking Authority was received and recorded as of 12/31/2019. FY2020 Q4 (\$674K) revenues from HPA are projected to be zero due to the COVID-19 public health crisis.

(4) Special Police Private Duty Jobs has been recorded for three (3) quarters and is tracking favorable by \$234K, or 10% ,compared to FY2019 Period 10 (April.)

EXPENDITURE FOOTNOTES

¹⁰ Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$7.79M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 41 weeks of actual payroll expenses with 11.4 weeks remaining. Vacancies are assumed to be refilled with 7.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$8.9M and holiday favorability of \$56K is offset by a projected shortfall of \$569K in OT and \$584K in PT salary expenses. Payroll will continue to be monitored throughout the fiscal year.

¹¹ 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 costs, cash outs, closed retirement plans, unemployment, Social Security and fringe reimbursements. Projected favorability is offset by \$111K in collective bargaining agreement savings and \$500K in non-Public Safety budgeted attrition and vacancy savings.

¹² 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. This expenditure line item is projected to be \$19.70M due to additional capital needs, included in the projection is an offset of a \$6K DoNo expense being charged to a Stadium Reserve Fund.

¹³ Due to \$6.667M of the Corporate Contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

¹⁴ Education YTD actuals reflect 10 months of the City's tax supported payment of \$96M and three payments from the State of Connecticut. The \$188M ECS is recorded as the State allocation is received. As of April, the City received the final fiscal year State allocation.

¹⁵ City Council Resolution item number 21, dated August 13, 2019, authorizes \$2.8M of the General 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.

¹⁶ 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.

¹⁷ Utilities are projected to be \$545K favorable primarily due to savings in electricity resulting from streetlight LED lighting retro fit projects and lower expenditures in piped heat and A/C and fuel oil due to a moderate winter, offset by unfavorable fuel costs.

¹⁸ Other Non-Personnel costs are projected to be \$540K unfavorable due to equipment and technology critical needs for public safety functions, higher expenses in relocation services and shelter services, offset by lower expenses in tax appeals/refunds and legal service expenditures.

¹⁹ 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 and expenditure projections do not reflect full extent of the impact of the COVID-19 public health crisis.

Revenue Summary - Major Category

	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (APRIL)	FY2020 ACTUAL (APRIL)
41-TAXES	(277,053,297)	(283,570,266)	(283,570,266)	(272,857,185)	(274,801,165)
CURRENT YEAR TAX LEVY	(268,172,511)	(272,220,266)	(272,220,266)	(266,053,642)	(264,655,237)
INTEREST AND LIENS	(4,998,639)	(4,500,000)	(4,500,000)	(3,745,807)	(4,114,570)
PRIOR YEAR LEVIES	(3,057,342)	(6,250,000)	(6,250,000)	(3,005,409)	(5,857,897)
TAX LIEN SALES	(740,692)	(500,000)	(500,000)	-	-
OTHER	(84,112)	(100,000)	(100,000)	(52,327)	(173,461)
42-LICENSES AND PERMITS	(6,378,386)	(6,040,406)	(6,040,406)	(5,187,122)	(5,095,719)
BUILDING PERMITS	(3,248,523)	(3,442,000)	(3,442,000)	(2,700,803)	(2,887,807)
ELECTRICAL PERMITS	(972,254)	(775,000)	(775,000)	(786,564)	(740,533)
FOOD & MILK DEALER LICENSES	(289,194)	(312,000)	(312,000)	(99,988)	(117,804)
MECHANICAL PERMITS	(830,946)	(800,000)	(800,000)	(752,366)	(508,168)
PLUMBING PERMITS	(399,136)	(325,000)	(325,000)	(335,146)	(312,957)
OTHER	(638,333)	(386,406)	(386,406)	(512,255)	(528,450)
43-FINES FORFEITS AND PENALTIES	(249,446)	(190,000)	(190,000)	(187,950)	(131,938)
FALSE ALARM CITATIONS-POL&FIRE	(239,289)	(185,000)	(185,000)	(179,477)	(111,687)
LAPSED LICENSE/LATE FEE	(4,700)	(5,000)	(5,000)	(4,500)	(14,100)
OTHER	(5,458)	-	-	(3,973)	(6,151)
44-INTEREST AND RENTAL INCOME	(4,274,741)	(4,003,465)	(4,003,465)	(3,426,922)	(2,932,081)
BILLINGS FORGE	(20,308)	(20,428)	(20,428)	(20,308)	(15,440)
CT CENTER FOR PERFORM ART	(50,000)	(50,000)	(50,000)	(41,667)	(37,500)
DELTAPRO - LANDFILL GAS	(10,202)	(90,294)	(90,294)	(10,202)	-
INTEREST	(3,121,304)	(2,905,249)	(2,905,249)	(2,402,869)	(2,276,538)
MIRA SOLAR REVENUE	-	(50,000)	(50,000)	-	-
RENT OF PROP-ALL OTHER	(109,809)	(112,839)	(112,839)	(87,280)	(88,787)
RENTAL OF PARK PROPERTY	(60,021)	(54,000)	(54,000)	(50,221)	(16,163)
RENTAL OF PARKING LOTS	(300)	(600)	(600)	(300)	(24,674)
RENTAL OF PROP-FLOOD COMM	(107,880)	(148,560)	(148,560)	(92,160)	(76,200)
RENTAL-525 MAIN STREET	(22,456)	(21,094)	(21,094)	(18,730)	(18,111)
RENTS FROM TENANTS	(180,426)	(161,257)	(161,257)	(158,086)	(135,538)
SHEPHERD PARK	(241,289)	(118,000)	(118,000)	(241,289)	(1)
THE RICHARDSON BUILDING	(313,952)	(235,000)	(235,000)	(267,091)	(206,061)
UNDERWOOD TOWER PILOT	(36,144)	(36,144)	(36,144)	(36,144)	(36,144)
OTHER	(650)	-	-	(575)	(925)
45-INTERGOVERNMENTAL	(307,019,577)	(259,580,413)	(259,580,413)	(253,386,092)	(253,252,451)
MUNICIPAL AID	(253,863,415)	(254,285,642)	(254,285,642)	(250,398,747)	(250,632,740)
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)	(188,043,631)	(187,788,684)
HIGHWAY GRANT	(1,192,605)	(1,192,605)	(1,192,605)	(1,192,605)	(1,190,578)
MASHANTUCKET PEQUOT FUND	(6,136,523)	(6,136,523)	(6,136,523)	(4,091,015)	(4,091,015)
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)
OTHER MUNICIPAL AID	(48,566,231)	-	-	-	-
STATE CONTRACT ASSISTANCE	(48,566,231)	-	-	-	-
OTHER STATE REVENUES	(111,786)	(830,774)	(830,774)	(88,749)	(107,353)
BOND INT SUB ON SCH PROJ	-	(46,613)	(46,613)	-	-
JUDICIAL BRANCH REV DISTRIB.	(89,972)	(76,000)	(76,000)	(66,935)	(87,898)
SCH BUILD GRT-SERIAL	-	(661,445)	(661,445)	-	-
VETERANS EXEMPTIONS	(21,814)	(46,716)	(46,716)	(21,814)	(19,456)
PILOTS, MIRA & OTHER INTERGOVERNMENTAL	(4,473,045)	(4,458,997)	(4,458,997)	(2,893,996)	(2,491,808)
DISABIL EXEMPT-SOC SEC	(6,223)	(7,755)	(7,755)	(6,223)	(6,559)
GR REC TAX-PARI MUTUEL	(206,810)	(250,000)	(250,000)	(217,803)	(152,553)
HEALTH&WELFARE-PRIV SCH	(54,629)	(61,366)	(61,366)	(54,629)	(50,793)
MATERIALS INNOVATION RECYCLING	(1,500,000)	(1,500,000)	(1,500,000)	-	-
PHONE ACCESS LN TAX SH	(447,838)	(550,000)	(550,000)	(447,838)	(324,340)
PILOT CHURCH HOMES INC	(131,112)	(131,112)	(131,112)	(131,112)	(125,390)
PILOT FOR CT CTR FOR PERF	(513,422)	(361,000)	(361,000)	(513,422)	(343,053)
PILOT FOR HARTFORD 21	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
PILOT HARTFORD HILTON	(540,247)	(525,000)	(525,000)	(450,206)	(360,165)
PILOT HARTFORD MARRIOTT	(552,763)	(552,764)	(552,764)	(552,763)	(603,956)
PILOT TRINITY COLLEGE	(20,000)	(20,000)	(20,000)	(20,000)	(25,000)
OTHER	(5,100)	(5,000)	(5,000)	(4,600)	(20,549)
CONS NETWORK TRANSP	-	-	-	-	(16,749)
STATE REIMBURSEMENTS	(5,100)	(5,000)	(5,000)	(4,600)	(3,800)
46-CHARGES FOR SERVICES	(4,167,429)	(2,967,964)	(2,967,964)	(3,114,688)	(2,941,659)
CONVEYANCE TAX	(1,913,349)	(1,200,000)	(1,200,000)	(1,281,659)	(1,094,823)
FILING RECORD-CERTIF FEES	(280,062)	(300,000)	(300,000)	(233,375)	(239,685)
TRANSCRIPT OF RECORDS	(829,705)	(839,250)	(839,250)	(704,949)	(627,640)
OTHER	(1,144,312)	(628,714)	(628,714)	(894,705)	(979,511)
47-REIMBURSEMENTS	(122,833)	(135,440)	(135,440)	(96,593)	(81,137)
ADVERTISING LOST DOGS	(980)	(220)	(220)	(770)	(345)
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)	(4,251)	(1,652)
PRIOR YEAR EXPEND REFUNDS	-	(17,000)	(17,000)	-	-
REIMB FOR MEDICAID SERVICES	(9,945)	(22,000)	(22,000)	(9,945)	-
SECTION 8 MONITORING	(87,497)	(65,545)	(65,545)	(64,045)	(61,097)
OTHER	(17,284)	(6,100)	(6,100)	(17,184)	(17,763)
48-OTHER REVENUES	(451,813)	(238,650)	(238,650)	(414,198)	(211,095)
MISCELLANEOUS REVENUE	(155,122)	(169,150)	(169,150)	(144,945)	(164,934)
OVER & SHORT ACCOUNT	(1,007)	(1,500)	(1,500)	(1,003)	9
SALE CITY SURPLUS EQUIP	(783)	(60,000)	(60,000)	(586)	(1,175)
SALE OF DOGS	(6,126)	(5,000)	(5,000)	(4,952)	(5,786)
SETTLEMENTS - OTHER	(215,998)	(3,000)	(3,000)	(213,998)	(95)
OTHER	(72,777)	-	-	(48,714)	(39,114)
53-OTHER FINANCING SOURCES	(10,089,325)	(16,554,137)	(16,554,137)	(5,630,546)	(5,168,539)
CORPORATE CONTRIBUTION	(3,141,333)	(10,000,000)	(10,000,000)	-	-
DOWNTOWN NORTH (DONO)	(1,122,590)	(993,500)	(993,500)	(1,018,851)	(732,774)
REVENUE FROM HTFD PKG AUTHY	(2,630,675)	(2,695,637)	(2,695,637)	(2,085,739)	(1,752,179)
SPECIAL POLICE SERVICES	(2,955,127)	(2,750,000)	(2,750,000)	(2,393,144)	(2,627,133)
OTHER	(239,599)	(115,000)	(115,000)	(132,811)	(56,453)
Grand Total	(609,806,845)	(573,280,741)	(573,280,741)	(544,301,296)	(544,615,784)

CITY OF HARTFORD
PROPERTY TAX COLLECTIONS REPORT FOR FY19 AND FY20
PROPERTY TAX COLLECTION REPORT THROUGH APRIL 30, 2020

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 ¹	(342,432)	(151,199) ²	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 ³	-	-	3,008,035	2,861,706
October	2,646,106	2,189,141	(278,383)	769,555	246,322	376,828	-	-	2,614,045	3,335,524
November	1,971,266	1,398,615 ⁴	469,702	364,745 ⁴	318,786	219,391 ⁴	-	-	2,759,753	1,982,751
December	13,258,728	13,885,761 ⁵	382,154	945,112 ⁵	280,737	1,085,525 ⁵	-	-	13,921,620	15,916,399
January	74,752,130	80,265,171 ⁶	506,639	664,435 ⁶	318,802	324,876	-	-	75,577,571	81,254,483
February	27,809,194	26,015,103 ⁷	417,367	647,294 ⁷	312,757	602,991 ⁸	-	-	28,539,318	27,265,387
March	2,712,714	2,339,129 ⁹	543,565	649,408	467,814	421,126 ⁹	-	-	3,724,092	3,409,663
April	1,933,466	1,091,113 ¹⁰	763,667	287,009 ¹⁰	443,352	197,530 ¹⁰	-	-	3,140,486	1,575,651
May	1,288,335		616,554		511,556		-	-	2,416,446	-
June	830,534		801,596		741,276		740,692	-	3,114,098	-
Total Collections	268,172,511	264,655,237	4,423,559	5,857,897	4,998,639	4,114,570	740,692	-	278,335,402	274,627,704
60 Day Collections (Year End entry)			(1,366,218)						(1,366,218)	-
Adjusted Total Collections	268,172,511	264,655,237	3,057,342	5,857,897	4,998,639	4,114,570	740,692	-	276,969,184	274,627,704

	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
Total Budget	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
Total Adjusted Levy at July 1st	289,991,265	286,964,966	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Collections through APRIL	266,053,642	264,655,237	3,005,409	5,857,897	3,745,807	4,114,570	-	-	272,804,858	274,627,704
Outstanding Receivable at 04/30/20	23,937,623	22,309,728	45,582,673	47,618,672	n/a	n/a	n/a	n/a	n/a	n/a
% of Budget Collected	97.15%	97.22%	54.64%	93.73%	96.05%	91.43%	0.00%	0.00%	96.05%	96.88%
% of Adjusted Levy Collected	91.75%	92.23%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Mill Rate Real Estate	74.29	74.29								
Mill Rate Personal Property	74.29	74.29								
Mill Rate Motor Vehicle	45	45								

¹ July's Current Year Tax collections are less than prior year due to timing. Collections caught up in August.

² 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.

³ FY2019 Interest actuals include a one-time interest payment of \$470K as part of a tax fixing agreement.

⁴ FY2020 collections decreased due to the "fee relief program" for Personal Property taxes held in Nov 2018.

⁵ 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.

⁶ FY2020 January's collections are generally higher when comparing to FY2019 January collections. This is partly due to the fee relief program for delinquent Motor Vehicle taxes.

⁷ FY2020 February's collections are slightly lower when comparing to FY2019 due to the timing of payments received.

⁸ FY2020 February's interest collections increased due to a tax agreement settlement.

⁹ FY2020 The decrease in March's collections are due to the COVID-19 public health crisis.

¹⁰ FY2020, April's collections continued to decline due to the COVID-19 public health crisis.

Expenditure Summary - Departments

	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (APRIL)	FY2020 ACTUAL (APRIL)	FY2020 PROJECTION	VARIANCE
00111 MAYOR'S OFFICE	700,632	802,661	802,661	571,220	661,506	726,425	76,236
00112 COURT OF COMMON COUNCIL	503,577	510,147	560,916	402,178	390,581	525,179	35,737
00113 TREASURER	454,715	470,860	470,860	363,910	338,846	449,050	21,810
00114 REGISTRARS OF VOTERS	581,934	470,367	765,702	513,865	526,098	746,781	18,921
00116 CORPORATION COUNSEL	1,335,850	1,551,808	1,551,808	1,075,472	996,985	1,336,562	215,246
00117 TOWN & CITY CLERK	696,637	800,095	800,095	545,962	537,426	723,822	76,273
00118 INTERNAL AUDIT	501,016	513,779	513,779	396,052	400,228	512,632	1,147
00119 CHIEF OPERATING OFFICER	613,541	818,222	818,222	507,298	554,403	803,433	14,789
00122 METRO HARTFORD INNOVATION SERV	3,188,510	3,193,214	3,193,214	2,645,094	2,661,012	3,193,214	0
00123 FINANCE	3,301,651	3,803,175	3,803,175	2,624,090	2,591,035	3,464,233	338,942
00125 HUMAN RESOURCES ¹	1,231,425	1,257,176	1,257,176	968,480	925,435	1,359,460	(102,284)
00128 OFFICE OF MANAGEMENT & BUDGET	856,745	1,187,960	1,187,960	658,429	670,507	971,685	216,275
00132 FAMILIES, CHILDREN, YOUTH & RECREATION ²	3,343,256	3,407,296	3,407,296	2,952,693	2,664,249	3,566,410	(159,114)
00211 FIRE	32,107,353	34,285,229	34,285,229	25,405,891	25,904,523	33,611,257	673,972
00212 POLICE	40,011,308	46,627,694	46,627,694	32,451,340	32,798,394	42,363,543	4,264,151
00213 EMERGENCY SERVICES & TELECOMM. ³	3,657,064	3,799,883	3,799,883	3,021,677	2,991,999	3,813,866	(13,983)
00311 PUBLIC WORKS	13,176,086	15,595,312	15,595,312	10,332,671	11,089,873	14,517,300	1,078,012
00420 DEVELOPMENT SERVICES	3,290,211	4,020,079	4,020,079	2,545,449	2,875,879	3,787,346	232,733
00520 HEALTH AND HUMAN SERVICES ⁴	3,325,808	5,063,719	5,063,719	2,010,149	3,627,659	5,201,298	(137,579)
00711 EDUCATION	281,242,396	284,013,274	284,013,274	268,071,379	267,820,671	284,013,274	0
00721 HARTFORD PUBLIC LIBRARY ⁵	1,483,334	8,201,317	8,201,317	1,241,111	1,278,875	1,534,651	6,666,666
00820 BENEFITS & INSURANCES	84,071,987	94,148,565	94,148,565	70,561,108	68,673,512	87,527,242	6,621,323
00821 DEBT SERVICE ⁶	77,971,699	16,310,036	16,310,036	4,835,903	4,834,770	19,704,036	(3,394,000)
00822 NON OP DEPT EXPENDITURES ⁷	44,459,898	42,428,873	42,082,769	33,014,350	28,315,128	41,141,202	941,567
Grand Total	602,106,630	573,280,741	573,280,741	467,715,773	464,129,596	555,593,902	17,686,839

¹ Human Resources is projected to be unfavorable due to temporary part-time expenditures to address full-time turnover and contractual services for complex, personnel investigations.

² The Dept. Families, Children, Youth & Recreation's projected unfavorability is attributable to the addition of part-time staff for seasonal Recreation services.

³ Emergency Services & Telecomm. is projected to be unfavorable due to the 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.

⁴ Health and Human Services is projected to be unfavorable due to the relocation service for displaced residents and shelter costs, offset by favorable payroll

⁵ Due to \$6.667M of the Corporate Contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

⁶ 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. This expenditure line item is projected to be \$19.70M due to additional capital needs, included in the projection is an offset of a \$6K DoNo expense being charged to a Stadium Reserve Fund.

⁷ Non-operating favorability is driven by projected utility and legal costs, offset by unfavorability in vehicles and equipment due to equipment and technology critical needs for public safety functions.

Expenditure Summary - Major Expenditure Category

	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (APRIL)	FY2020 ACTUAL (APRIL)	FY2020 PROJECTION	VARIANCE
PAYROLL	97,702,910	110,295,287	110,532,661	78,528,395	79,885,487	102,744,783	7,787,878
FT ¹	80,500,637	94,243,829	94,294,598	64,236,237	65,633,558	85,409,994	8,884,604
HOL ¹	2,144,726	2,480,489	2,480,489	1,860,655	2,065,350	2,424,454	56,035
OT ¹	13,204,845	12,066,029	12,066,029	10,497,260	10,045,444	12,635,112	(569,083)
PT ¹	1,852,702	1,504,940	1,691,545	1,934,242	2,141,135	2,275,224	(583,679)
BENEFITS	84,071,987	94,148,565	94,148,565	70,561,108	68,678,630	87,527,242	6,621,323
HEALTH ¹³	31,260,540	35,195,175	35,195,175	26,087,717	23,498,400	32,195,175	3,000,000
MITIGATION ²	0	(500,000)	(500,000)	0	0	0	(500,000)
PENSION ³	43,406,819	48,109,987	48,109,987	35,869,233	35,570,332	45,152,212	2,957,775
INSURANCE ⁹	4,839,402	4,890,000	4,890,000	4,321,872	4,358,812	4,321,294	568,707
FRINGE REIMBURSEMENTS ⁷	(5,332,983)	(3,800,000)	(3,800,000)	(3,483,328)	(2,861,228)	(4,100,000)	300,000
LIFE INSURANCE ¹⁰	262,106	315,652	315,652	218,092	193,983	265,652	50,000
OTHER BENEFITS ⁸	4,236,104	4,698,957	4,698,957	3,422,521	3,409,998	4,342,910	356,047
WAGE ⁴	0	(111,206)	(111,206)	0	0	0	(111,206)
WORKERS COMP	5,400,000	5,350,000	5,350,000	4,125,000	4,508,333	5,350,000	0
DEBT	77,971,699	16,310,036	16,310,036	4,835,903	4,834,770	19,704,036	(3,394,000)
DEBT ⁶	77,971,699	16,310,036	16,310,036	4,835,903	4,834,770	19,704,036	(3,394,000)
LIBRARY	1,483,334	8,201,317	8,201,317	1,241,111	1,278,875	1,534,651	6,666,666
LIBRARY ⁵	1,483,334	8,201,317	8,201,317	1,241,111	1,278,875	1,534,651	6,666,666
MHIS	3,188,510	3,193,214	3,193,214	2,645,094	2,661,012	3,193,214	0
MHIS	3,188,510	3,193,214	3,193,214	2,645,094	2,661,012	3,193,214	0
UTILITY	23,415,165	25,865,608	25,865,608	20,035,150	21,127,066	25,320,468	545,140
UTILITY ¹¹	23,415,165	25,865,608	25,865,608	20,035,150	21,127,066	25,320,468	545,140
OTHER	33,030,630	31,253,440	31,016,066	21,797,633	17,843,084	31,556,234	(540,168)
COMMUNITY ACTIVITIES	2,105,764	2,342,699	2,338,054	1,891,262	1,225,327	2,338,054	0
CONTINGENCY	555,751	4,022,152	3,602,179	410,760	351,898	3,602,179	0
CONTRACTED SERVICES ¹⁴	3,286,289	4,071,425	4,152,500	2,651,685	3,011,143	4,242,965	(90,465)
ELECTIONS	0	458,146	162,811	0	0	162,811	0
GOVT AGENCY & OTHER	0	0	19,964	0	19,964	19,964	0
LEASES - OFFICES PARKING COPIER ¹²	1,548,780	2,033,636	2,033,636	1,368,696	1,384,656	2,122,643	(89,007)
LEGAL EXPENSES & SETTLEMENTS ¹⁵	6,428,094	3,216,500	3,216,500	5,079,156	1,482,054	2,933,000	283,500
OTHER ¹⁶	3,255,876	4,313,833	4,319,928	2,031,079	3,463,136	4,451,143	(131,215)
POSTAGE	163,630	200,000	200,000	175,004	200,000	200,000	0
SUPPLY	4,011,786	4,396,572	4,314,093	2,851,848	2,940,926	4,314,093	0
TECH, PROF & COMM BASED SERVICES ¹⁷	1,655,597	2,506,553	2,964,477	1,282,864	1,507,891	3,077,458	(112,981)
VEHICLE & EQUIP ¹⁸	10,019,063	3,691,924	3,691,924	4,055,279	2,256,090	4,091,924	(400,000)
EDUCATION	281,242,396	284,013,274	284,013,274	268,071,379	267,820,671	284,013,274	0
EDUCATION	281,242,396	284,013,274	284,013,274	268,071,379	267,820,671	284,013,274	0
Grand Total	602,106,630	573,280,741	573,280,741	467,715,773	464,129,596	555,593,902	17,686,839

¹ Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$7.79M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 41 weeks of actual payroll expenses with 11.4 weeks remaining. Vacancies are assumed to be refilled with 7.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$8.9M and holiday favorability of \$56K is offset by a projected shortfall of \$569K in OT and \$584K in PT salary expenses. Payroll will continue to be monitored throughout the fiscal year.

² 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.

³ 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 trends in cashouts and closed retirement plans.

⁴ The FY2020 Adopted Budget includes savings of \$111K for HMEA and CHPEA furloughs, which will be realized in payroll throughout the fiscal year.

⁵ Due to \$6.667M of the Corporate Contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

⁶ This expenditure line item is projected to be \$19.70M due to additional capital needs, included in the projection is an offset of a \$6K DoNo expense being charged to a Stadium Reserve Fund.

⁷ Fringe reimbursements for grant funded employees are projected to be favorable due to public safety grants.

⁸ Social Security is projected to be favorable by \$256K and unemployment is projected to be favorable by \$100K.

⁹ Insurance is projected to be favorable by 569K due to a \$498K decrease in the loss funding trend of claims and a \$71K decrease due to the majority of premiums spend occurring year-to-date.

¹⁰ Life Insurance is projected to be \$50K favorable in Group Life Insurance Actives due to the trend of hiring new employees at lower salaries.

¹¹ Utilities are projected to be \$545K favorable primarily due to savings in electricity resulting from streetlight LED lighting retro fit projects and lower expenditures in piped heat and A/C and fuel oil due to a moderate winter, offset by unfavorable fuel costs.

¹² Leases are unfavorable due to office space relocation expenses, offset by a city facility lease being renewed at a lower cost.

¹³ Health expenditures are favorable due to the trend in health claims.

¹⁴ Contracted Services are unfavorable due to investigation services for complex personnel matters, offset by a reduction in city-wide employee development expenditures.

¹⁵ Legal Expenses and Settlements are favorable due to the trend in outside legal services' expenditures.

¹⁶ Other expenditures are unfavorable due to relocation services and shelter services, offset by favorable tax appeal and refund expenditures.

¹⁷ Tech, Prof & Comm Based Services are unfavorable due to costs associated with Microsoft 365 technology for the Police Department.

¹⁸ Vehicle and Equipment costs are projected to be \$400K unfavorable due to equipment and technology critical needs for public safety functions.

Appendix

FY2020 Full-time Payroll Projection (through April) as of 4/16/20

DEPARTMENTS	BUDGETED HC	BUDGETED ANNUAL AMOUNT (REV)	YTD THRU CHECK ISSUE 4/16 (41 WEEKS)	PROJECTION (11.4 WEEKS)	YTD THRU 4/16 PLUS PROJECTION (11.4 WEEKS)	REMAINING ESTIMATED STEPS	PROJECTION	VARIANCE (BUDGETED ANNUAL AMOUNT - PROJECTION)
111-Mayor	11	748,913	627,828	47,946	675,774	633	676,407	72,506
112-CCC	7	405,620	256,017	83,434	339,452	0	339,452	66,168
113- Treas	9	393,548	324,444	44,627	369,071	2,338	371,409	22,139
114- ROV	7	333,236	238,847	70,922	309,768	349	310,118	23,118
116-Corp Counsel	16	1,493,753	929,880	294,047	1,223,927	0	1,223,927	269,826
117- Clerk	10	662,701	380,186	137,286	517,472	403	517,875	144,826
118-Audit	5	509,901	398,082	110,372	508,454	0	508,454	1,447
119-COO	6	498,868	289,070	196,534	485,604	0	485,604	13,264
123- FIN	45	3,448,056	2,379,802	728,738	3,108,540	6,858	3,115,397	332,659
125- HR	13	936,431	557,215	229,376	786,591	493	787,084	149,347
128-OMBG	13	1,080,130	639,181	224,103	863,284	821	864,105	216,025
132-FCYR	11	792,033	578,802	157,929	736,731	394	737,125	54,908
211- Fire	368	27,117,637	19,651,433	6,030,464	25,681,898	25,161	25,707,059	1,410,578
212- Police	537	38,289,832	24,915,447	7,744,929	32,660,376	106,017	32,766,393	5,523,439
213- EST	49	3,002,483	1,873,230	581,634	2,454,864	5,207	2,460,070	542,413
311- DPW	197	10,261,421	6,882,410	2,140,090	9,022,500	23,096	9,045,595	1,215,826
420- Devel Serv	52	3,863,440	2,725,255	811,101	3,536,356	9,171	3,545,527	317,913
520- HHS	33	2,152,369	1,084,855	408,660	1,493,515	5,585	1,499,101	653,268
Grand Total	1,389	95,990,372	64,731,983	20,042,194	84,774,177	186,526	84,960,703	11,029,669

FT- Fire Attrition	(510,000)
FT- Police Attrition	(1,252,299)
FT- Development Serv. Attrition	(20,000)
FT- Net other payroll	86,525
FT- Total Revised Budget	94,294,598

FT- Fire Attrition	(510,000)
FT- Police Attrition	(1,252,299)
FT- Development Serv. Attrition	(20,000)
FT- Net other payroll	(362,766)
FT- Subtotal Variance	8,884,604

Non-Sworn Attrition (in Benefits)	(500,000)
Total Variance (favorable)	8,384,604

Assumptions

- 1) Analysis is based on year-to-date actuals from check date 4/16/20, which includes 41 pay periods, and projects filled positions for 11.4 future weeks.
- 2) Non-sworn vacancies are projected for 7.4 future weeks.
- 3) A Police class was hired in late May. Variance driven by non-sworn vacancies and sworn Officers separating.
- 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.

CITY OF HARTFORD



Workers' Compensation and Liability Third Party Agreement PMA Management Corp. of New England

Term:

1 year extension – July 1, 2020 – June 30, 2021

Services:

Workers' Compensation and Liability Claims Administration

Compensation:

\$677,325



Workers' Compensation and Liability Third Party Agreement PMA Management Corp. of New England

- Initial Contract Commenced with PMA Management Corp. of New England – July 1, 2016
- Request for Proposal (RFP) Bid Process Conducted by City/BOE Leadership and Insurance Broker HD Segur
- Scope of Services Identified in Contract
- Specific Handling Instructions in Place, Collaboration with City/BOE Personnel
- Stewardship Reports Conducted Annually for Program Results



CITY OF HARTFORD

CONTRACT
CONTRACT AMENDMENT / CHANGE ORDER
GRANT APPLICATION / AWARD
OTHER : _____

ROUTING TABLE

Updated 9/26/2018

Date:	June 5, 2020
Initiating Department:	Procurement Services for M&B
Contact Person & Telephone #:	Susan Sheppard, (860) 757-9616
Project Title:	Third Party Administration Services (TPA Services)
Project #:	N/A
Term of Contract (start & end date):	July 1, 2020 through June 30, 2021 (final)
Total Cost of Project:	\$ 694,853.00
General Fund \$ / MUNIS Account Coding:	see the attached code breakdown
Grant Fund \$ / MUNIS Account Coding:	\$
CIP Fund \$ / MUNIS Account Coding:	\$
Vendor Name / Vendor #:	PMA Management of New England, Inc. #58968
Council Resolution Date:	9/26/2016

	TITLE	SIGNATURE	DATE
1. Initiating Department	Department Head		
2. Procurement Services Unit <i>(Communications & Revisions)</i>	Procurement Specialist	<i>Susan Sheppard</i>	6/5/2020
3. Procurement Services Unit	Procurement Manager		
4. Management & Budget <i>(non-CIP) / Finance (CIP only)</i>	Director of M&B / Director of Finance		
MARB Approval Required <input type="checkbox"/> Initials: _____	MARB Approval Rec'd Yes <input type="checkbox"/> No <input type="checkbox"/>		
5. Corporation Counsel <i>(Form & Legality)</i>	Corporation Counsel		
6. Mayor's Office	Chief Operating Officer		

OK 6/5/20 *JS*

Executed Contracts are released to Procurement for distribution. Initials / Date: _____

Vendor #	Vendor Name	Hartford Entity	ORG	OBJECT	Year 5 Annual
58968	PMA	City	70281507	589403	264,860
58968	PMA	City	70381601	589403	168,269
58968	PMA	BOE	70281508	589403	150,650
58968	PMA	BOE	70381602	589403	18,033
				Total Claim Fees	601,811
58968	PMA	City	820003	552002	52,752
58968	PMA	BOE	39992500	552006	40,290
				Total TPA Fees	93,042
					-
				Total Contract	694,853

Court of Common Council

ITEM # 10 ON AGENDA

CITY OF HARTFORD
550 MAIN STREET
HARTFORD, CONNECTICUT 06103



Thomas J. Clarke II, Council President
Julio A. Concepción, Majority Leader
John Q. Gale, Assistant Majority Leader
Widaliz Bermúdez, Minority Leader

John V. Bazzano, Town and City Clerk

Larry Deutsch, Councilman
Cynthia R. Jennings, Councilwoman
James Sánchez, Councilman
Glendowlyn L. H. Thames, Councilwoman
rJo Winch, Councilwoman

Report

September 26, 2016

Honorable Thomas J. Clarke, Council President &
Members of the Court of Common Council
City of Hartford
550 Main Street Room #208
Hartford, CT 06103

Dear Council President and Members of the Council:

The Operations, Management, Budget, and Government Accountability Committee held its regularly scheduled meeting on September 19, 2016, at 5:30 pm in the Council Chambers to discuss the following referred item:

Communication from Mayor Bronin, with accompanying resolution authorizing the modification of a contract with PMA Management Corporation of New England, Inc. ("PMA") to serve as a Third Party Administrator ("TPA") for various insurance claims for both the City and the Board of Education (Item #7 on 9/12/16 Agenda)

The following committee members were in attendance: Chairwoman Thames, Councilwoman Bermudez, Council President Clarke, and Councilwoman Jennings. Councilman Gale was also in attendance, as was Howard Rifkin on behalf of Corporation Counsel.

Tomek Furtak, Risk Manager of the City of Hartford, shared that these services had previously been shared with the Board of Education but that it appears to the administration to be in the best interest of the City to keep these services in house. This is to extend the current contract with PMA and allows PMA

to administer workman's compensation and claims against the City. There were seven responses to the request for proposal, at which PMA came in lowest at \$68,000 below the second lowest bidder.

Chairwoman Thames asked the difference between the cost for basic services versus the cost of handling claims. Mr. Furtak shared that basic services are the administrative costs of doing business whereas the expenses due to claims are what the City expects to spend based on the claims filed against it. Chairwoman Thames asked the frequency to which the City puts this contract out to bid, to which Mr. Furtak replied that the contract had not been put out to bid in sixty years prior to this contract but that the intention going forward is to do so every three years. Chairwoman Thames inquired as to the savings of changing from Travelers to PMA. Mr. Furtak informed the committee that the City is saving \$72,000 by switching; Travelers was the third lowest applicant. Councilwoman Jennings asked whether the costs were estimated or firm, to which Mr. Furtak replied that the cost of basic services is firm, whereas the cost of claims is subject to fluctuation.

Councilwoman Jennings then asked about the level of service of a provider such as PMA versus that of Travelers which is located in Hartford. Mr. Furtak explained that PMA services twenty other municipalities whereas Travelers only serviced the City of Hartford. Mr. Furtak expressed his confidence that PMA had more experience and better service at a lower cost. Council President Clarke asked how the municipalities serviced by PMA compare to the City of Hartford; Mr. Furtak informed the committee that PMA also services New haven, Waterbury, and Danbury. Councilman Gale then asked if the bulk of savings between the two providers was achieved through the cost of basic services, which Mr. Furtak confirmed.

A motion was made by Committee member Clarke and seconded by Committee member Bermudez to send this item favorable to full Council for their approval.

Vote taken 3-0-1:

Committee Member Votes:

Chairman Thames—Yes

Member Bermudez—Yes

Member Clarke—Yes

Member Concepción— Not Present

Member Jennings—Abstained

Member Sanchez—Not Present

Respectfully Submitted,



Chairwoman Glendowlyn L. H. Thames



Luke A. Bronin
Mayor

September 12, 2016

Honorable Thomas J. Clarke II, Council President, and
Members of the Court of Common Council
City of Hartford
550 Main Street
Hartford, CT 06103

RE: PMA Management Contract

Dear Council President Clarke:

Attached for your consideration is a resolution authorizing the modification of a contract with PMA Management Corporation of New England, Inc. ("PMA") to serve as Third Party Administrator ("TPA") for Workers' Compensation, General Liability, Auto Liability and Property Insurance claims for both the City of Hartford and the Hartford Board of Education.

The TPA processes, services and maintains records on all such claims and is responsible for facilitating claim payments, as well as communicating pertinent claim information to the City, insurance companies and other third parties. PMA was selected via a competitive procurement process led by the Risk Management Division of the Department of Finance, the Risk Manager of the Hartford Board of Education, and the City's insurance consultant H.D. Segur, with the assistance of the City's Procurement Services Unit. Seven firms submitted proposals and PMA was chosen as the TPA.

An agreement was executed on August 1, 2016 for a three-year term (July 1, 2016 through June 30, 2019) with the option to renew for two one-year terms. The basic service fee is \$93,042 and the estimated claim handling fee is \$567,265. Fees increase over the life of the agreement based on actual claims. The agreement contains the provision that the contract will terminate on June 30, 2017 unless the Council authorizes a multi-year term. The attached resolution will allow the agreement to continue for up to five years, at the City's option.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "L. Bronin", written over a horizontal line.

Luke A. Bronin
Mayor

550 Main Street
Hartford, Connecticut 06103
Telephone (860) 757-9500
Facsimile (860) 722-6606

INTRODUCED BY:
Luke A. Bronin, Mayor

COURT OF COMMON COUNCIL
City of Hartford, September 12, 2016

WHEREAS, The City of Hartford (the “City”), made the determination that it required a qualified firm to provide the services of a third party administrator (the “TPA”) for Workers’ Compensation insurance claims, and property, automobile and liability insurance claims (the “Services”) for both the City of Hartford and the Hartford Board of Education (the “Board”); and

WHEREAS, In April of 2016, the City of Hartford through its insurance broker H.D. Segur, issued a Request for Proposals (the “RFP”) for the Services; and

WHEREAS, Seven firms responded to the RFP, their proposals were evaluated by H.D. Segur, and representatives of the Board and the City chose PMA Management Corporation of New England, Inc. as the TPA; and

WHEREAS, On August 1, 2016, the City entered into a three year agreement (the “Agreement”) with the TPA (July 1, 2016 through June 30, 2019) with the option to extend the Agreement for two one-year terms at a basic service fee of \$93,042 and an estimated claim handling fee of \$567,265; and

WHEREAS, The Agreement also contains a provision that it shall terminate no later than June 30, 2017 unless the Court of Common Council approves the multi-year term; now, therefore, be it

RESOLVED, That the Council hereby approves the Agreement as a multi-year arrangement, in accordance with the applicable provisions of the Agreement and subject to other relevant provisions in the Agreement, the Agreement will be modified to have a multi-year term as described above; and be it further

RESOLVED, That the Mayor or his designee is hereby authorized to execute and deliver any other documents and to take such other actions, upon and subject to such terms and conditions that the Mayor or his designee and the Corporation Counsel may deem appropriate and in the best interests of the City, in order to effectuate and/or further the above transaction; and be it further

RESOLVED, That no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Mayor or his designee fail to execute and deliver the aforementioned agreements or other documents, or to take any of the other aforesaid actions; and be it further

RESOLVED, That all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the Mayor or his designee executing and delivering such agreements and documents, and taking such actions, all of which shall be, in form and substance, acceptable to the Mayor or his designee and the Corporation Counsel.



LUKE A. BRONIN
Mayor

CITY OF HARTFORD

PROCUREMENT SERVICES UNIT

550 Main Street
Hartford, Connecticut 06103
Telephone: (860) 757-9616
FAX: (860) 722-6607
www.hartford.gov

June 1, 2020

PMA Management Corp. of New England, Inc.
Attn: Alan D. Mathog, President
101 Barnes Road, Suite 300
Wallingford, CT 06492

Contract Amendment No. Two (2) – Extension (2) *Third Party Administrator Services (TPA Services)*

In accordance with Paragraph 2, of the existing agreement between the City of Hartford and the PMA Management Corp. of New England, Inc. executed August 8, 2018 appended hereto and incorporated herein the City of Hartford and Provider hereby amend the above referenced Contract for the provision of services as required for the above-named Program during the term of July 1, 2020 through and including June 30, 2021. The Provider agrees to include the following provisions to the scope of services section:

- Consultant agrees to have on-site consultant presence once a week.
- Consultant agrees to conduct on-site quarterly meetings with City of Hartford team.
- Consultant agrees to prepare monthly reports.

The remainder of the Scope and Compensation for the renewal period shall remain the same as identified in section 1 and 3 of the existing Contract attached here as Exhibit A, respectively,

Total Compensation for this Contract is \$677,325.00 as identified in detail in Exhibit B of the original agreement. 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, 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, AIIMA*. The City of Hartford insists that parties contracting with the City 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 at: http://www.hartford.gov/purchasing/EEO_Repo_files/EEO_Report.pdf or complete the enclosed application.

In mutual agreement of the foregoing, the City of Hartford and PMA Management Corp. of New England, Inc. have executed this Amendment Two (2) extension (2) to agreement this day of _____ 2020.

For: PMA Management Corp of New England, Inc.

For: CITY OF HARTFORD
Office of the Mayor

By _____
Luke A. Bronin
Its Mayor

By _____
Alan D. Mathog
Its President

By _____
Jolita Lazauskas
Its Interim Director of Management & Budget

Approved as to Form and Legality:

By _____ / / _____
Howard Rifkin Date
Corporation Counsel



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2020

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 Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Adam Miller / Emily Truesdell PHONE (A/C, No, Ext): 312-381-2718 / 312-381-4259 FAX (A/C, No): _____ E-MAIL ADDRESS: _____														
INSURED Old Republic International Corporation / PMA Management Corp. of New England 307 North Michigan Avenue Chicago, IL 60601	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Zurich American Insurance Co.</td> <td style="text-align: center;">16535</td> </tr> <tr> <td>INSURER B: American Zurich Insurance Co.</td> <td style="text-align: center;">40142</td> </tr> <tr> <td>INSURER C: Navigators Insurance Company</td> <td style="text-align: center;">42307</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Zurich American Insurance Co.	16535	INSURER B: American Zurich Insurance Co.	40142	INSURER C: Navigators Insurance Company	42307	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: Zurich American Insurance Co.	16535														
INSURER B: American Zurich Insurance Co.	40142														
INSURER C: Navigators Insurance Company	42307														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

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.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR _____ _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER _____	X	X	GLO 0269598 08	06/15/2019	06/15/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED. EXP (Any one person) \$5,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> _____	X	X	BAP 0269599 08	06/15/2019	06/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ _____	X	X	CH19UMRZ01Z8VIV	06/15/2019	06/15/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	WC 0269596 08 (DED) WC 0269597 08 (RETRO)	06/15/2019 06/15/2019	06/15/2020 06/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract. Waiver of Subrogation.

The City of Hartford is included as an additional insured AIIMA on a primary non - contributory basis as required per policy provisions, if required as such in a written contract with the named insured which has been executed prior to loss claim

CERTIFICATE HOLDER City of Hartford 550 Main Street Hartford, CT 06103	CANCELLATION SHOULD 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 Aon Risk Services Central, Inc.
--	--



ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Central, Inc.		NAMED INSURED
POLICY NUMBER GLO 0269598 08, BAP 0269599 08, CH19UMRZ01Z8VIV, WC 0269596 08, WC 0269597 08		Old Republic International Corporation / PMA Management Corp. of New England
CARRIER Zurich American Insurance Co. American Zurich Insurance Co. Navigators Insurance Company	NAIC CODE 16535 40142 42307	EFFECTIVE DATE: 06/15/2019

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 (2016/03) FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2020

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 Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 312.762.4274	CONTACT NAME: Eric Stroka PHONE (A/C. No. Ext): 724-834-5000 FAX (A/C. No): 724-834-4025 E-MAIL ADDRESS: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: right; border: none;">NAIC #</td> </tr> <tr> <td style="border: none;">INSURER A: Old Republic Insurance Company</td> <td style="border: none; text-align: right;">24147</td> </tr> <tr> <td style="border: none;">INSURER B:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F:</td> <td style="border: none;"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Old Republic Insurance Company	24147	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Old Republic Insurance Company	24147														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED Old Republic International Corporation PMA Management Corp of New England 307 North Michigan Avenue Chicago, Illinois 60601															

COVERAGES **CERTIFICATE NUMBER:** **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			0Z03946630	7/1/2019	7/1/2020	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Hartford 550 Main Street Hartford, CT 06103	CANCELLATION SHOULD 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 <div style="text-align: right;"><i>J. Eric Stroka</i></div>
--	---

Exhibit A
Previous Executed Contract



LUKE A. BRONIN
Mayor

CITY OF HARTFORD

DEPARTMENT OF FINANCE
550 Main Street
Hartford, Connecticut 06103
Telephone: (860) 757-9601
FAX: (860) 722-6607
www.hartford.gov

October 21, 2019

Alan D. Mathog, President
PMA Management Corp. of New England, Inc.
101 Barnes Road, Suite 300
Wallingford, CT 06492

Contract Amendment No. One (1) - Extension
Third Party Administrator Services (TPA Services)

In accordance with Paragraph 2 of the existing agreement between the City of Hartford and PMA Management Corp. of New England, Inc., executed August 8, 2018 appended hereto and incorporated herein 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 July 1, 2019 through and including June 30, 2020. The Provider agrees to include the following provisions to the scope of services section:

- Consultant agrees to have on-site consultant presence once a week.
- Consultant agrees to conduct on-site quarterly meetings with City of Hartford team.
- Consultant agrees to prepare monthly reports

The remainder of the Scope and Compensation for the renewal period shall remain the same as identified in section 1 and 3 of the existing Contract attached hereto as Exhibit A, respectively.

Total Compensation for this Contract is \$677,325.00 as identified in detail in Exhibit B of the original agreement. 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, 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, ATIMA.*** 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 at: http://www.hartford.gov/purchasing/EEO_Repo_files/EEO_Report.pdf or complete the enclosed application.

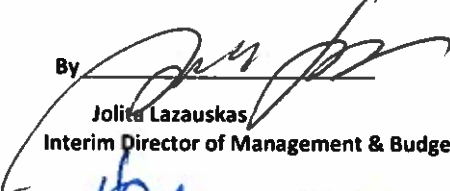
In mutual agreement of the foregoing, the City of Hartford and PMA Management Corp. of New England, Inc. have executed this Amendment one (1) extension (1) to the Contract this 29 day of October 2019.

For: PMA Management Corp. of New England, Inc.

For: CITY OF HARTFORD
Office of the Mayor

By 
Alan D. Mathog
Its President

By 
Luke A. Bronin
Its Mayor

By 
Jolita Lazauskas
Interim Director of Management & Budget

Approved as to Form and Legality:

By  12/11/19
Howard Rifkin Date
Corporation Counsel



EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)
5/31/2019

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME CONTACT PERSON AND ADDRESS Lockton Insurance Brokers, LLC 777 S. Figueroa Street, 52nd Fl. CA License #0F15767 Los Angeles CA 90017		PHONE (A/C. No. Ext): (213) 689-0065		COMPANY NAME AND ADDRESS AGCS Marine Insurance Company		NAIC NO: 22837
FAX (A/C. No): (213) 689-0550		E-MAIL ADDRESS:		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH		
CODE: AGENCY CUSTOMER ID #:		SUB CODE:		POLICY TYPE Property		
NAMED INSURED AND ADDRESS 1111304 NEC OPCO I, Inc. 326 Clark St. Worcester MA 01606		LOAN NUMBER		POLICY NUMBER MX193083372		
ADDITIONAL NAMED INSURED(S)		EFFECTIVE DATE 6/1/2019		EXPIRATION DATE 6/1/2020		<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:						

PROPERTY INFORMATION (ACORD 101 maybe attached if more space is required) BUILDING OR BUSINESS PERSONAL PROPERTY

LOCATION/DESCRIPTION 34
 Hartford F.L. Roberts #06001
 140 Weston Street
 Hartford CT 06120

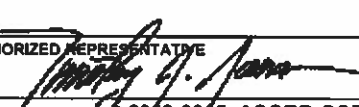
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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.

COVERAGE INFORMATION		PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> SPECIAL	
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$ 25,000,000				DED: 25,000		
<input checked="" type="checkbox"/> BUSINESS INCOME	<input checked="" type="checkbox"/> RENTAL VALUE	YES	NO	N/A		
		X			If YES, LIMIT: 2,500,000 <input checked="" type="checkbox"/> Actual Loss Sustained; # of months: 12	
BLANKET COVERAGE		X			If YES, indicate value(s) reported on property identified above: \$See Loc./Desc.	
TERRORISM COVERAGE		X			Attach Disclosure Notice / DEC	
IS THERE A TERRORISM-SPECIFIC EXCLUSION?		X				
IS DOMESTIC TERRORISM EXCLUDED?				X		
LIMITED FUNGUS COVERAGE				X	If YES, LIMIT: DED:	
FUNGUS EXCLUSION (If "YES", specify organization's form used)		X				
REPLACEMENT COST		X				
AGREED VALUE			X			
COINSURANCE			X		If YES, %	
EQUIPMENT BREAKDOWN (If Applicable)		X			If YES, LIMIT: Included DED: 10,000	
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg			X		If YES, LIMIT: DED:	
- Demolition Costs			X		If YES, LIMIT: DED:	
- Incr. Cost of Construction		X			If YES, LIMIT: 1,000,000 DED: 10,000	
EARTH MOVEMENT (If Applicable)		X			If YES, LIMIT: 5,000,000 DED: 50,000	
FLOOD (If Applicable)		X			If YES, LIMIT: 2,500,000 DED: 25,000	
WIND / HAIL INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:		X			If YES, LIMIT: Included DED: 25,000	
NAMED STORM INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:		X			If YES, LIMIT: Included DED: 25,000	
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS				X		

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

<input type="checkbox"/> CONTRACT OF SALE	<input type="checkbox"/> LENDER'S LOSS PAYABLE	<input type="checkbox"/> LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
<input type="checkbox"/> MORTGAGEE			
NAME AND ADDRESS 535632 City of Hartford 550 Main Street Hartford CT 06103			AUTHORIZED REPRESENTATIVE 

© 2003-2015 ACORD CORPORATION. All rights reserved.

EVIDENCE OF COMMERCIAL PROPERTY INSURANCE REMARKS - Including Special Conditions (Use only if more space is required)

Flood Deductible: 100-500 year zone: \$100,000. Outside all Flood Zones: \$50,000. Contents: Included. The property policy includes a 360 day extended period of indemnity as per the policy language.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2019

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 Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Adam Miller / Emily Truesdell PHONE (A/C, No, Ext): 312-381-2718 / 312-381-4259 FAX (A/C, No): E-MAIL ADDRESS:														
INSURED Old Republic International Corporation / PMA Management Corp. of New England 307 North Michigan Avenue Chicago, IL 60601	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Zurich American Insurance Co.</td> <td style="text-align: center;">16535</td> </tr> <tr> <td>INSURER B: American Zurich Insurance Co.</td> <td style="text-align: center;">40142</td> </tr> <tr> <td>INSURER C: Navigators Insurance Company</td> <td style="text-align: center;">42307</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Zurich American Insurance Co.	16535	INSURER B: American Zurich Insurance Co.	40142	INSURER C: Navigators Insurance Company	42307	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: Zurich American Insurance Co.	16535														
INSURER B: American Zurich Insurance Co.	40142														
INSURER C: Navigators Insurance Company	42307														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		GLO 0269598 08	06/15/2019	06/15/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED. EXP (Any one person) \$5,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		BAP 0269599 08	06/15/2019	06/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X		CH19UMR20128VIV	06/15/2019	06/15/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? Y/N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC 0269598 08 (DED) WC 0269597 08 (RETRO)	06/15/2019 06/15/2019	06/15/2020 06/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St. Hartford CT, 06103	CANCELLATION SHOULD 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 Aon Risk Services Central, Inc.
--	--



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2019

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 Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 312.762.4274	CONTACT NAME: Eric Stroka	
	PHONE (A/C No. Ext): 724-834-5000	FAX (A/C No.): 724-834-4025
ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Old Republic International Corporation PMA Management Corp New England 307 North Michigan Avenue Chicago, Illinois 60601	INSURER A: Old Republic Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **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.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		0Z03946630	7/1/2019	7/1/2020	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St. Hartford CT, 06103	CANCELLATION SHOULD 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 
--	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/18/2016

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 Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Mike Tatum / Emily Trusedell	
	PHONE (A/C, No, Ext): 312-381-4269 / 312-381-4269	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURED PMA Management Corporation of New England c/o Old Republic International Corporation 307 North Michigan Avenue Chicago, IL 60601	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Zurich American Insurance Co.	
	INSURER B: American Zurich Insurance Co.	
	INSURER C: Continental Casualty Company	
	INSURER D:	
	INSURER E:	
INSURER F:		
NAIC#		
16535 40142 20443		

COVERAGES
 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	Limits shown are as requested	
							LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		X	GL 0269588 05	08/15/2016	08/15/2017	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED. EXP (Any one person)	\$5,000
							PERSONAL & ADV. INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/PROP AGG	\$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		X	BAF0268589 05	08/16/2016	08/16/2017	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		X	5083924134	08/16/2016	08/16/2017	EACH OCCURRENCE	\$25,000,000
							AGGREGATE	\$25,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	WC 0268588 05 (DED) WC 0288587 05 (RETRO)	08/15/2016	08/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-6A EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St Hartford CT 06103	CANCELLATION SHOULD 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 Aon Risk Services Central, Inc.
--	--

ACORD 28 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/18/2016

PRODUCER

Brummel Brothers, Inc.
307 N. Michigan Ave.
Chicago, Illinois 60601
(312) 762-4274

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

PMA Management Corp. of New England
Old Republic International Corporation
307 North Michigan Avenue
Chicago, Illinois 60601

INSURERS AFFORDING COVERAGE

INSURER A: Old Republic Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER Professional Liability	0Z03946627	07/01/2016	07/01/2017	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

City of Hartford
City of Hartford Board of Education
550 Main St
Hartford CT, 06103

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

J. Eric Strout

EXHIBIT A

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD, a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin, (the "CITY") and PMA Management Corp. of New England, Inc., a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. Term:

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. Compensation:

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

5. Evaluation Standards:

Contractor and CITY agree they will fully cooperate with one another in the development and implementation of a system for the continuous evaluation of the Services to be provided pursuant to this Contract. CITY reserves the sole right to evaluate the Contractor's performance pursuant to this Contract and Contractor agrees to comply with all performance evaluation determinations made by CITY. Contractor further agrees to comply with all reasonable recommendations regarding Contractor's performance made by CITY as a result of such evaluation; provided, however, CITY agrees to provide the Contractor with any and all reports and records related to such evaluation that can be provided under applicable law. Contractor agrees its failure to comply with reasonable recommendations of CITY pursuant to any such evaluation may result in termination of this Contract.

6. Anti-Discrimination and Affirmative Action:

Contractor agrees to abide by all applicable provisions of the Hartford Municipal Code, State law and federal law regarding anti-discrimination in employment in performing this Contract. Contractor or any of their subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, or learning disability. Contractor shall take affirmative action to ensure applicants are employed and employees are treated without regard to their race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, or learning disability. Such action shall include, but not be limited to the following: employment; upgrading; demotion; transfer; recruitment; recruitment advertising; layoff; termination; rates of pay or other forms of compensation; and selection for training and apprenticeship. Contractor or any of their subcontractors shall incorporate or cause to be incorporated, the provisions of this clause in all subcontracts it enters into pursuant to this Contract.

7. Personnel:

It is expressly understood and agreed this is a Contract for Services and not a contract of employment, so Contractor, its subcontractors and their respective employees, agents, contractors, suppliers and representatives shall not be entitled to any employment benefits such as vacation, sick leave, insurance, or workers' compensation or retirement benefits.

8. Indemnification:

The Contractor hereby agrees to defend, indemnify and hold harmless CITY and HBOE, and their respective officers, officials, servants, agents and employees against all suits, claims or liabilities of every nature arising out of or as a consequence of the acts, omissions or negligence of Contractor, its subcontractors, and/or any of their respective employees, agents, contractors, suppliers, and/or representatives in performance of this Contract.

9. Insurance:

Contractor shall agree to maintain in force at all times during the Contract the following (below in this Section 9) minimum coverage and shall name the CITY and HBOE as Additional Insureds on a primary and non-contributory basis to its General Liability and Auto Liability policies. All policies should include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut with a minimum AM Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the CITY.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	No exclusion for sexual misconduct.	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim	\$5,000,000
	Aggregate	\$5,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

Umbrella includes follow form over Auto, GL and Employer's Liability.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original completed Certificates of Insurance must be presented to the CITY prior to Contract issuance. Contractor agrees to provide replacement/renewal certificates 15 days prior to the expiration date of the policies.

It is further agreed the amount of insurance required herein does not, in any way, limit the liability of the Contractor by virtue of its promise to hold the CITY harmless so in the event any claim results in a settlement or judgment in any amount above the limits set above, the Contractor shall be liable to, or for the benefit of, the CITY, for the excess. CITY Risk Manager may waive certain provisions or increase liability limits at his or her discretion.

Contractor and CITY hereby expressly agree the provision of such insurance in the amounts thereof do not in any way limit Contractor's obligation under Section 8 of this Contract.

10. Conflict of Interest:

The Contractor and CITY each agree no member of the governing body of CITY or its designees or agents, and no other public official who exercises any function or responsibility with respect to this Contract shall have any personal or financial interest, direct or indirect during the Individual's tenure or thereafter, in connection with this Contract. Contractor shall cause the immediately preceding sentence to be incorporated into all subcontracts it enters pursuant to this Contract.

11. Contractor Default.

11.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Contract:

- (i) Whenever Contractor 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 Contract which on the part or behalf of Contractor are to be kept or performed, and Contractor fails to correct any such breach within ten (10) days after Contractor'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 Contractor's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to Contractor's performance of this Contract; or
- (iii) whenever an involuntary petition shall be filed against Contractor under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Contractor or for the property of Contractor shall be appointed without the acquiescence of Contractor, 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 Contractor or a corporation in which Contractor 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 Contractor within sixty (60) days; or
- (iv) whenever Contractor shall make an assignment of the property of Contractor 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 Contractor 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 Contractor under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Contractor shall desert or abandon the Project; or

- (v) if any competent authority shall have determined Contractor is in default of any federal, state or local tax obligation; or
- (vi) Pursuant to Resolutions passed by the CITY's Court of Common Council on March 4, 1996 and January 13, 1997, if Contractor or any of its principals are in default of any tax or other financial obligations which are owed to the 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.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, CITY 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 Project operation;
- (iii) Require Contractor to correct or cure such default to the satisfaction of CITY; and/or
- (iv) Terminate this Contract for cause in accordance with Section 12 hereof.

The selection of any remedy shall not prevent or prohibit CITY from pursuing any other remedy and shall not constitute a waiver by CITY of any other right or remedy.

12. Termination of Contract

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, CITY may terminate this Contract by giving five (5) days' written notice thereof to Contractor.

12.2 Termination for Non-availability of Funds

In the event CITY shall not have funds available for the Project, CITY may terminate this Contract following written notice thereof to Contractor.

12.3 Termination at Will

CITY or Contractor may terminate this Contract at any time by giving 90 days' prior written notice thereof to the other party.

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless Contractor is in default hereunder, CITY shall make full payment to Contractor for all Services performed in accordance with this Contract up to and including the date of termination within sixty (60) days of such date of termination and presentation of Contractor's invoices therefor in accordance with Section 3 above.

13. Amendment:

This Contract may be amended or modified only in writing and duly executed by the parties to this Contract.

14. Subcontracts:

Contractor may subcontract a portion of the Services to be provided under this Contract with the prior written consent of CITY; provided, however, CITY shall not be liable for the payment of any wages or other expenses to such subcontractors.

15. Disclaimer of Third Party Beneficiary:

Nothing contained in this Contract shall be deemed to confer upon any person any right as a third party beneficiary of this Contract. Nor shall Contractor, its employees, representatives, assigns, or subcontractors be deemed agents or employees of CITY.

16. Records:

Contractor agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by CITY to Contractor pursuant to this Contract. Contractor further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to CITY has been completed and all questions arising therefrom have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.

All costs and expenditures incurred by the Contractor pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. Contractor shall make available all records and documents relating in any way to performance of this Contract for examination by CITY or its designee during normal business hours as often as deemed necessary by CITY.

17. Reports and Records:

Contractor shall furnish CITY with such reports and other information concerning the Services performed pursuant to this Contract as may be required by CITY from time to time. All information, reports and other documents prepared by the Contractor in performance of this Contract shall be the sole and exclusive property of CITY and shall not be made available to any individual or organization without the prior written consent of CITY.

18. Copyright:

Except for the form and presentation of stewardship reports, no other reports or other documents produced pursuant to this Contract shall be the subject of any copyright or other intellectual property right of Contractor.

19. Assignment:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of CITY.

20. Severability:

If any provision of this Contract is held invalid, the remainder shall not be affected if such remainder would continue to conform to the terms of applicable law.

21. Governing Law and Venue:

This Contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the CITY's Municipal Code without regard or resort to conflict of laws principles, and the parties hereto are subject to the personal jurisdiction of the courts of the State of Connecticut.

22. Notices:

All notices, approvals, demands, requests, or other documents required or permitted under this Contract shall be deemed properly given if hand delivered or sent by express mail courier service or United States registered or certified mail, postage prepared, as follows:

To City: City of Hartford
550 Main St.
Hartford, CT 06103
Attn: Tomek Furtak / Risk Management

To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: John Griffin / Risk Management

To the Contractor: PMA Management Corp. of New England, Inc.
101 Barnes Road, Suite 300
Wallingford, CT 06492
Attn: Alan D. Mathog, President

With a copy to: General Counsel
PMA Management Corp. of New England, Inc.
380 Sentry Parkway
Blue Bell, PA 19422

To Corporation Counsel:
550 Main Street
Room 210
Hartford, CT 06103

23. Entire Agreement:

This Contract 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 subject matter of this Contract.

24. Non-Waiver:

Any failure of CITY or Contractor to insist upon strict compliance by the other with the terms of this Contract shall not be deemed a waiver of their respective rights under this Contract. Each party shall have the right to insist upon strict compliance with this Contract by the other, and neither party shall be relieved of any obligation to comply with this Contract, by reason of the failure of the other to comply with or otherwise enforce the provisions of this Agreement.

25. Security Checks:

CITY bars any individual listed on any Sexual Offender Registry from school premises. Contractor shall submit a signed "Security Check Certification" indicating no one working under this agreement has been convicted of a crime of moral turpitude.

26. Section 111 Reporting:

CITY understands and acknowledges that it is a Responsible Reporting Entity ("RRE") as defined by the Centers for Medicare and Medicaid Services ("CMS"), and is responsible for the reporting requirements as set forth in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007.

CITY authorizes Contractor to undertake CITY's Section 111 reporting requirements as CITY's Account Manager/Reporting Agent as it relates to CITY's claims. CITY further agrees to fully cooperate with Contractor, including the execution of any documents necessary for such authorization.

- i. Contractor shall not provide any Section 111 reporting services for CITY's record only claims.
- ii. Contractor shall not undertake Section 111 reporting activities for CITY's claims which were converted from CITY's prior TPA to Contractor but were never serviced by Contractor.

CITY acknowledges and agrees to provide Contractor with complete, accurate, and timely data for Section 111 reporting purposes.

Upon receipt of complete, accurate claim data, Contractor shall commence reporting of CITY's data to CMS, and shall continue for as long as Contractor provides claims handling services for CITY's claims.

Contractor shall have no liability for any failure of (i) CITY to register as a RRE; (ii) CITY to execute any documents necessary to authorize Contractor as its Account Manager/Reporting Agent; or (iii) CITY or its prior TPA to report CITY's claims when they were first required to do so.

27. Risk Control Disclaimer:

Any risk control services provided are to assist CITY in reducing CITY's exposure to risk of loss. Evaluations concern only such conditions and practices as may be evident at the time of Contractor's visits. **THE SERVICES PERFORMED HEREUNDER BY CONTRACTOR SHALL NOT BE CONSTRUED AS APPROVAL BY CONTRACTOR OF CITY'S OPERATIONS, PROCESSES, SERVICES, PRODUCT DESIGN OR PRODUCT FUNCTION. THE PARTIES AGREE THAT WHILE CONTRACTOR WILL PERFORM RISK CONTROL SERVICES WITHIN INDUSTRY STANDARDS, NO GUARANTEES OR OTHER SIMILAR ASSURANCES CAN BE MADE BY CONTRACTOR THAT IT HAS DISCOVERED ALL OF CITY'S PAST, CURRENT, OR FUTURE RISKS OR HAZARDS. THE PARTIES FURTHER AGREE THAT BY PROVIDING THE SERVICES SPECIFIED HEREUNDER, CONTRACTOR IS NOT MAKING ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS OF CITY'S PRODUCTS OR PROCESSES FOR A PARTICULAR PURPOSE, COMPLIANCE WITH ANY LAW OR REGULATION, OR ANY OTHER WARRANTY, AND ANY LIABILITY OF CONTRACTOR, ITS AFFILIATES OR AGENTS, FOR DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, FOR ANY CAUSE WHATSOEVER, IS EXPRESSLY DISCLAIMED, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS UNDERSTANDING SHALL SURVIVE THE TERMINATION OF THIS CONTRACT.**

28. Funding of Claims and Expenses:

- a) Contractor will establish a non-interest bearing checking account in Contractor's name ("Payment Account") with Contractor's bank, which is to be funded by CITY but which Contractor will administer for the purposes of paying claims and allocated loss adjustment expense ("ALAE") in accordance with the procedures set forth in this Section. Contractor will provide CITY with a periodic schedule ("Payment Register") outlining all claim payments, ALAE, and correction items funded by Contractor and will contain the name of the payee, date of payment, amount of payment, and claim number for all transactions occurring during the prior period.
- b) Contractor, through its bank, shall send an electronic notification to CITY on a weekly basis which shall indicate the total amount of claim payments and ALAE made by Contractor on behalf of CITY. Upon receipt of said notification, CITY shall direct that a transfer in a corresponding amount be made from CITY's account at CITY's bank through the Automated

Clearing House System to the Payment Account ("ACH Credit"). The Payment Account will initially be funded by CITY in the amount of \$90,000, which shall be equal to two weeks estimated claims payments and ALAE, and which may be revised at Contractor's discretion based upon actual claims and expense payment history. If the escrow balance is depleted by 75% or more, then Contractor shall notify CITY in writing of such deficiency, and upon receipt of said notice, CITY shall direct that a transfer be made in an amount sufficient to replenish the balance within one business day.

- c) Should CITY fail at any time to maintain the required funding after receiving notification from Contractor, then Contractor will stop providing services, including ceasing to pay claims and expenses, until such funding has been restored and any related Contractor bank charges, fees, or penalties have been paid by CITY.
- d) Contractor is not obligated to pay any claims or expenses on behalf of CITY unless the required funds are made available by CITY to Contractor to do so. Should Contractor advance funding on the part of CITY, then CITY shall immediately reimburse Contractor or Contractor will stop providing services, including ceasing to pay claims and expenses, until full reimbursement has been received and any related Contractor bank charges, fees, or penalties have been paid by CITY.
- e) This Section 28 of the Contract shall survive the termination of the Contract.

29. Counterparts:

This Contract may be executed in more than one counterpart, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

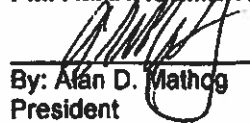
IN WITNESS WHEREOF, City and Contractor have executed four (4) counterparts of this
this Contract as of the Commencement Date.

CITY OF HARTFORD


By: Mayor Luke A. Bronin

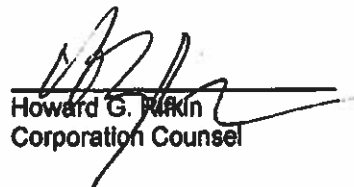
Date: 7/1/16

PMA MANAGEMENT CORP. OF NEW ENGLAND, INC.


By: Alan D. Mathog
President

Date: 7/18/16

Approved As to Form and Legality


Howard G. Mirkin
Corporation Counsel

Date 7/26/16

Exhibit A

TPA SERVICES

Contractor shall provide customary and appropriate commercial automobile, general liability, professional liability, and workers' compensation claim handling services for all claims. Specifically, with regard to:

- I. **Lost Time Claims** - Contractor will provide the services required to make a determination regarding compensability, pay the appropriate level of indemnity benefits and medical bills and expenses as provided in this Agreement, and under appropriate circumstances, attempt to resolve the claim.
- II. **Medical Only Claims** - Contractor services will consist of the payment of medical bills and expenses as provided in this Agreement.
- III. **Record Only Claims** - Contractor services will consist only of making a record of the injury or accident.

Contractor shall provide claim handling services for claims from the date of first report of injury or first notice of claim through the resolution of the claim.

City acknowledges it is not entitled to any refund if City requests Contractor cease servicing a claim prior to resolution of any open claim or if Contractor terminates this Agreement due to City's breach.

Non-claim handling services such as stewardship reports, claim reviews, and standard customized reports shall be provided at no additional charge during the term of the Agreement. Upon Contract termination or expiration, these services may be available upon mutually agreed upon fees by the parties, subject to any and all local laws and/or City requirements that pertain to such matters.

Contractor shall file all required forms in the adjustment of claims pursuant to the applicable workers' compensation statutory and regulatory scheme.

Contractor agrees to review and seek prior approval from City with respect to a recommended course of action regarding a claim valued in excess of the discretionary authority limit.

EXCESS REPORTING SERVICES

Contractor will report to City's excess insurance carrier or carriers ("Carrier(s)") all claims serviced by Contractor which meet City's excess insurance reporting requirements, subject to the following requirements:

City shall promptly provide Contractor with copies of all applicable excess policies and contact information, as well as amended or modified policies, endorsements, and any excess claim reporting thresholds or standards agreed to by the City and Carrier(s).

City shall direct Carrier(s) to promptly provide Contractor with copies of all claim notice confirmations, claim reports, and any similar reports provided by Carrier(s) to City.

City shall promptly provide claim data for conversion to Contractor's computer system for purposes of determining historical loss information.

City shall instruct its attorneys to advise Contractor when in the attorney's professional opinion one of City's claims meets the reporting thresholds or standards.

City's failure to meet the requirements set forth above shall relieve Contractor of its obligation to report excess claims to Carrier(s). Contractor shall not be obligated to report any claims not serviced by Contractor.

MANAGED CARE SERVICES

City agrees to exclusively utilize the following Contractor managed care services:

Contractor's medical bill review and repricing services, which may include but are not limited to:

1. reviewing medical documents for appropriateness, relatedness to the injury or accident, unbundling, and conformity to applicable fee schedule or usual and customary re-pricing; and
2. utilizing Contractor's complex bill review process to review certain medical bills for possible additional savings.

Contractor's managed care networks which include: traditional networks (e.g. physicians and medical facilities); specialty networks (e.g. providers of durable medical equipment, diagnostic testing, and physical therapy); and out-of-network services from Contractor's and third party vendors; Contractor's pharmacy benefit management program (e.g. bill repricing, home-delivery, brand-to-generic conversion, customized formularies, narcotic management, and drug utilization review).

Upon request, Contractor's Medical Managers will provide on-site and telephonic medical management services (e.g. coordinating care and disability management). Contractor may also retain third party vendors for the purpose of providing specific medical management services.

RISK CONTROL SERVICES

Upon request, Contractor will: (1) perform a risk management assessment; (2) prepare a more detailed analysis of specific risk-related issues, or prepare custom risk control strategies and implementation plans; (3) provide the following risk control services: industrial hygiene assessment, ergonomic risk assessment, and consultation services (e.g. strategic risk control plan facilitation, and employee communication initiatives, as well as management, supervisor and employee development programs and occupational health service programs); and (4) create and administer a specific risk control service project mutually agreed upon with City.

Any risk control services provided are solely to assist City in reducing City's exposure to risk of loss. Evaluations concern only such conditions and practices as may be evident at the time of Contractor's visits. **THE SERVICES PERFORMED UNDER THIS CONTRACT BY CONTRACTOR SHALL NOT BE CONSTRUED AS APPROVAL BY CONTRACTOR OF CITY'S OPERATIONS, PROCESSES, SERVICES, PRODUCT DESIGN OR PRODUCT FUNCTION. THE PARTIES AGREE THAT, WHILE CONTRACTOR WILL PERFORM RISK CONTROL SERVICES WITHIN INDUSTRY STANDARDS, NO GUARANTEES OR OTHER SIMILAR ASSURANCES CAN BE MADE BY CONTRACTOR THAT IT HAS DISCOVERED ALL OF CITY'S PAST, CURRENT, OR FUTURE RISKS OR HAZARDS. THE PARTIES FURTHER AGREE THAT BY PROVIDING THE SERVICES SPECIFIED HEREUNDER, CONTRACTOR IS NOT MAKING ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS OF CITY'S PRODUCTS OR PROCESSES FOR A PARTICULAR PURPOSE, COMPLIANCE WITH ANY LAW OR REGULATION, OR ANY OTHER WARRANTY, AND ANY LIABILITY OF CONTRACTOR, ITS AFFILIATES OR AGENTS, FOR DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, FROM ANY CAUSE WHATSOEVER, IS EXPRESSLY DISCLAIMED, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS SECTION OF THE CONTRACT SHALL SURVIVE THE TERMINATION OF THE CONTRACT.**

RISK MANAGEMENT INFORMATION SYSTEM ("RMIS")

Contractor will provide the following RMIS services: (1) upon request, a conversion of City's existing claims data into Contractor's claim system. A standard conversion shall be from one electronic source and a customized conversion shall be from two or more sources; (2) access to Contractor's RMIS for up to three users, provided City agrees to the terms and conditions of the License Agreement when first accessing Contractor's RMIS; (3) standard reports available through Contractor's RMIS; and (4) customized reporting reasonably acceptable to Contractor, subject to additional terms, conditions and fees as may be agreed upon by the parties. Contractor will provide a reasonable estimate of the costs of preparation of any such reports to City in advance.

Contractor warrants Contractor's RMIS against malfunctions, errors, or loss of data which are due solely to errors on its part. If City notifies Contractor in writing and furnishes adequate documentation of any such malfunction, error or loss of data, then:

(1) In the event of a malfunction, error or loss of data, upon notice from City within 20 days of the event, Contractor will recreate the reports designated by City without an additional fee, using data as of the recreation date; and (2) the maximum and only liability of Contractor for such malfunction, error or loss of data shall be its obligation to recreate reports or regenerate data as described above.

THE WARRANTIES STATED IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY LOSS OR DAMAGE TO REVENUES, PROFITS, OR GOODWILL OR OTHER DIRECT, SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND RESULTING FROM ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THIS SECTION, INCLUDING WITHOUT LIMITATION ANY INTERRUPTION OF BUSINESS, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. THIS SECTION OF THE CONTRACT SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THE CONTRACT.

Obligations of City regarding use of Contractor's RMIS: (1) City shall adhere to state and federal law with regard to protecting the privacy of any claimant whose information may appear in Contractor's RMIS. City agrees to use all available security features and to notify Contractor promptly of all potential and actual breaches of the system; (2) City agrees that no information in Contractor's RMIS will be used as a pretext for retaliatory or other illegal or unfair discriminatory employment practices in violation of any federal or state statute or regulation.

General Provisions regarding Contractor's RMIS: (1) City agrees to limit access to Contractor's RMIS to those persons who perform the essential functions of claim and risk management, including protecting security access passwords and communications, except that this provision is not intended to limit City from generating and using reports and statistics for legitimate business purposes; (2) Unless otherwise stated, City's access to Contractor's RMIS will end upon termination or expiration of the Contract.

LEGAL SERVICES

In the event a claim managed by Contractor pursuant to this Agreement: (x) enters into litigation; or (y) is scheduled for a workers' compensation hearing; or (z) involves a potential third-party (subrogation) claim (collectively, (x), (y) and (z), "Disputed Claim"), Contractor will: make recommendations to City regarding legal matters; assist City in the retention and appointment of counsel selected by City to represent City in and regarding such legal matters, and assist City in the selection of expert witnesses and vendors; and pursue all appropriate subrogation/contribution claims as directed by City.

If requested by City, Contractor will manage Disputed Claims in accordance with Contractor's Defense Counsel Guidelines.

Contractor will make settlement recommendations to City, but the final decision regarding the disposition of any Disputed Claim will be made solely by City.

SECTION 111 REPORTING

City understands and acknowledges that it is a Responsible Reporting Entity ("RRE") as defined by the Centers for Medicare and Medicaid Services ("CMS"), and is responsible for the reporting requirements as set forth in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007.

City authorizes Contractor to undertake City's Section 111 reporting requirements as City's Account Manager/Reporting Agent as it relates to City's claims. City further agrees to fully cooperate with Contractor, including the execution of any documents necessary for such authorization. Contractor shall not provide any Section 111 reporting services for City's Record Only Claims. Contractor shall not undertake Section 111 reporting activities for City's claims which were converted from City's prior TPA to Contractor but were never serviced by Contractor.

City acknowledges and agrees to provide Contractor with complete, accurate, and timely data for Section 111 reporting purposes.

Upon receipt of complete, accurate claim data, Contractor shall commence reporting of City's data to CMS, and shall continue for as long as Contractor provides claims handling services for City's claims.

Contractor shall have no liability for any failure of (i) City to register as a RRE; (ii) City to execute any documents necessary to authorize Contractor as its Account Manager/Reporting Agent; or (iii) City or its prior TPA to report City's claims when they were first required to do so.

Exhibit B

Claim Handling Fees

a) For claim handling services to be rendered during the first three years of this Contract, City shall pay Contractor an annual estimated fee, based in part upon the projected number of new claims to be serviced by Contractor during the term of this Contract. The annual estimated fee due to Contractor is \$660,307, consisting of a \$93,042 Basic Service Fee and a \$567,265 estimated claim handling fee; these fees shall be paid in equal installments of \$55,025.59. City shall pay the initial installment at the inception of this Contract and subsequent installments monthly thereafter.

b) At the end of each of the first three years of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$950 for each Lost Time Claim;

\$150 for each Medical Only Claim;

\$0 for each Workers Compensation Record Only Claim;

\$740 for each Bodily Injury Automobile Liability Claim;

\$440 for each Property Damage Automobile Liability Claim;

\$360 for each Physical Damage Automobile Liability Claim;

\$685 for each General Liability Claim;

\$40 for each General Liability Record Only Claim;

\$1,250 for each Professional Liability Claim.

f) Should City opt to extend this Contract for a fourth year, then City shall pay Contractor an estimated fee of \$677,325, consisting of a \$93,042 Basic Service Fee and a \$584,283 estimated claim handling fee; these fees shall be paid in equal installments of \$56,443.75. City shall pay the initial installment at the inception of the fourth year of this Contract, with subsequent installments monthly thereafter.

g) At the end of the fourth year of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$979 for each Lost Time Claim;

\$155 for each Medical Only Claim;
\$0 for each Workers Compensation Record Only Claim;
\$762 for each Bodily Injury Automobile Liability Claim;
\$453 for each Property Damage Automobile Liability Claim;
\$371 for each Physical Damage Automobile Liability Claim;
\$706 for each General Liability Claim;
\$41 for each General Liability Record Only Claim;
\$1,288 for each Professional Liability Claim.

h) Should City opt to extend this Contract for a fifth year, then City shall pay Contractor an estimated fee of \$694,853, consisting of a \$93,042 Basic Service Fee and a \$601,811 estimated claim handling fee; these fees shall be paid in equal instalments of \$57,904.42. City shall pay the initial instalment at the inception of the fifth year of this Contract, with subsequent instalments monthly thereafter.

l) At the end of the fifth year of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$1,008 for each Lost Time Claim;
\$159 for each Medical Only Claim;
\$0 for each Workers Compensation Record Only Claim;
\$785 for each Bodily Injury Automobile Liability Claim;
\$467 for each Property Damage Automobile Liability Claim;
\$382 for each Physical Damage Automobile Liability Claim;
\$727 for each General Liability Claim;
\$42 for each General Liability Record Only Claim;
\$1,326 for each Professional Liability Claim.

j) For all years of this Contract, if Contractor determines the annual estimated fee paid by City is less than the calculated actual fee incurred by City, then

Contractor shall issue an invoice to reflect the amount due and owing by City. If Contractor determines that the annual estimated fee paid by City is greater than the calculated actual fees incurred by City, then Contractor shall return the overpayment to City.

- k) Contractor will bill City for claim handling services to be rendered on a monthly basis, along with any other fees (hereinafter identified) which shall be paid in full at inception of this Contract. City will pay such bills within 30 days after receipt. If bills are not paid within 30 days after receipt, Contractor reserves the right to charge City interest at an annual rate of 12% on all overdue payments, and to stop providing services, including ceasing to pay claims and expenses, until such bills and interest have been paid in full.

Risk Control Fees

Contractor shall provide City with risk control services for a fee of \$150 per hour. Should City agree to purchase 300 or more risk control service hours, then such services shall be provided at a fee of \$130 per hour.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/18/2016

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 Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Mike Telum / Emily Truesdell PHONE (A/C, No, Ext): 312-381-4269 / 312-381-4269 FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Zurich American Insurance Co.</td> <td style="text-align: center;">16535</td> </tr> <tr> <td>INSURER B: American Zurich Insurance Co.</td> <td style="text-align: center;">40142</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td style="text-align: center;">20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Zurich American Insurance Co.	16535	INSURER B: American Zurich Insurance Co.	40142	INSURER C: Continental Casualty Company	20443	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: Zurich American Insurance Co.	16535														
INSURER B: American Zurich Insurance Co.	40142														
INSURER C: Continental Casualty Company	20443														
INSURER D:															
INSURER E:															
INSURER F:															
INSURED PMA Management Corporation of New England c/o Old Republic International Corporation 307 North Michigan Avenue Chicago, IL 60601															

COVERAGES

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		X	GL 0269598 05	06/15/2016	06/15/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED. EXP (Any one person) \$5,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPROP AGG \$3,000,000	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NONOWNED AUTOS ONLY		X	BAPO269598 05	06/15/2016	06/15/2017	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> CED <input type="checkbox"/> RETENTION \$		X	5093924134	06/15/2016	06/15/2017	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	X	WC 0269598 05 (DED)	06/15/2016	06/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000	
B	PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC 0269597 05 (RETRO)	06/15/2016	06/15/2017	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000	

DESCRIPTION OF OPERATIONS/LOCATION(S)/VEHICLE(S) (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 560 Main St Hartford CT 06103	CANCELLATION SHOULD 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 Aon Risk Services Central, Inc.
--	--

ACORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/18/2016

PRODUCER Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 (312) 762-4274	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED PMA Management Corp. of New England Old Republic International Corporation 307 North Michigan Avenue Chicago, Illinois 60601	INSURER A: Old Republic Insurance Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1"> <tr> <td>WC STATU- TORY LIMITS</td> <td>OTH- ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU- TORY LIMITS	OTH- ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU- TORY LIMITS	OTH- ER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
A	Professional Liability	0Z03946627	07/01/2016	07/01/2017	\$5,000,000 each occurrence \$5,000,000 aggregate								

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS


CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St Hartford CT, 06103	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
---	--	--

EXHIBIT A

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD, a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin, (the "CITY") and **PMA Management Corp. of New England, Inc.**, a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. **Scope of Services:**

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. **Term:**

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. **Compensation:**

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD, a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin, (the "CITY") and PMA Management Corp. of New England, Inc., a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. Term:

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. Compensation:

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

Contract shall be set forth in Exhibit B, which is attached hereto and incorporated herein by reference. Contractor acknowledges and agrees the Contract Price constitutes the full compensation to Contractor for the Services to be performed hereunder, and includes all costs and expenses to be incurred by or on behalf of Contractor in performing the Services, except for managed care medical bill repricing services, nurse case management, and Section 111 reporting, which shall be paid as an allocated loss adjustment expense and in the following amounts:

Telephonic Case Management: \$95 per hour
Field Case Management: \$95 per hour
Medical Bill Review (Re-pricing to state fee schedule): 25% of total savings
PPO/Network Medical Bill Reductions: 25% of total savings
Hospital Bill Review: 25% of total savings
Prescriptions: 25% of total savings
Rehabilitative Nurse Services: \$95 per hour
Independent Medical Exam: \$225, plus physician cost
Utilization Peer Review: \$125 per review
Utilization Review (concurrent or prospective): \$95 per hour
Medical Consultant (Physician) Review: \$200-\$250 per review
Medicare Section 111 Reporting Fee: \$6 per claim
Custom IS Reporting: \$95 per hour

Contractor shall submit numbered invoices monthly for Services rendered in accordance with this Contract. Such invoices shall include the following:

- a. Certification by the Contractor the Services invoiced were provided;
- b. A description of the Services invoiced;
- c. A written progress report concerning provision of the Services if required by CITY.

CITY's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Consultant having satisfactorily performed same. Contractor agrees to meet with CITY representatives to discuss Contractor's performance as CITY deems necessary. CITY reserves the right to delay payment, adjust payment or suspend or terminate this Contract in the event Contractor's performance is not satisfactory or in compliance with the terms of this Contract. Payment will be made by CITY for any Services provided in accordance with the terms hereof within thirty (30) days of its receipt of Contractor's invoice submitted in accordance with the terms of this Section 3.

4. Performance Standards:

Contractor shall perform all Services in a timely manner with professional skill and competence, and in accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by, professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations, orders, codes and permits of any federal, state, or local governmental or quasi-governmental entity having jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action and the living wage; (iii) the terms and conditions of this Contract; and (iv) any and all directives or instructions provided or issued by CITY.

RECEIVED
CITY OF HARTFORD
MANAGEMENT & BUDGET



CITY OF HARTFORD
CONTRACT COMPLIANCE UNIT
2019 NOV -6 AM 10: 21

2019 NOV 13 AM 8: 33

CITY OF HARTFORD

CONTRACT
 CONTRACT AMENDMENT / CHANGE ORDER
 GRANT APPLICATION / AWARD
 OTHER : _____

ROUTING TABLE

Updated 9/26/2018

Date:	November 6, 2019	
Initiating Department:	Procurement Services for M&B	
Contact Person & Telephone #:	Susan Sheppard, (860) 757-9616	
Project Title:	Third Party Administration Services (TPA Services)	
Project #:	N/A	
Term of Contract (start & end date):	July 1, 2019 through June 30, 2020	
Total Cost of Project:	\$ 660,307.00	
General Fund \$ / MUNIS Account Coding:	70381601	589402
Grant Fund \$ / MUNIS Account Coding:	\$	
CIP Fund \$ / MUNIS Account Coding:	\$	
Vendor Name / Vendor #:	PMA Management of New England, Inc. #58968	
Council Resolution Date:	n/a	

	TITLE	SIGNATURE	DATE
1. Initiating Department	Department Head		11/6/19
2. Procurement Services Unit (Communications & Revisions)	Procurement Specialist		11/8/19
3. Procurement Services Unit	Procurement Manager		11/12/19
4. Management & Budget (non-CIP) / Finance (CIP only)	Director of M&B / Director of Finance		12/5/19
MARB Approval Required <input checked="" type="checkbox"/> Initials:	MARB Approval Rec'd Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		12/5/19
5. Corporation Counsel (Form & Legality)	Corporation Counsel		12/11/19
6. Mayor's Office	Chief Operating Officer		12/14/19

Executed Contracts are released to Procurement for distribution. Initials / Date: 12/20/19

DECEMBER 11 1:36PM
CITY OF HARTFORD
MAYORS OFFICE



LUKE A. BRONIN
Mayor

CITY OF HARTFORD

DEPARTMENT OF FINANCE
550 Main Street
Hartford, Connecticut 06103
Telephone: (860) 757-9601
FAX: (860) 722-6607
www.hartford.gov

October 21, 2019

Alan D. Mathog, President
PMA Management Corp. of New England, Inc.
101 Barnes Road, Suite 300
Wallingford, CT 06492

Contract Amendment No. One (1) - Extension
Third Party Administrator Services (TPA Services)

In accordance with Paragraph 2 of the existing agreement between the City of Hartford and PMA Management Corp. of New England, Inc., executed August 8, 2018 appended hereto and incorporated herein 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 July 1, 2019 through and including June 30, 2020. The Provider agrees to include the following provisions to the scope of services section:

- Consultant agrees to have on-site consultant presence once a week.
- Consultant agrees to conduct on-site quarterly meetings with City of Hartford team.
- Consultant agrees to prepare monthly reports

The remainder of the Scope and Compensation for the renewal period shall remain the same as identified in section 1 and 3 of the existing Contract attached hereto as Exhibit A, respectively.

Total Compensation for this Contract is \$677,325.00 as identified in detail in Exhibit B of the original agreement. 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, 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, ATIMA.*** 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 at: http://www.hartford.gov/purchasing/EEO_Repo_files/EEO_Report.pdf or complete the enclosed application.

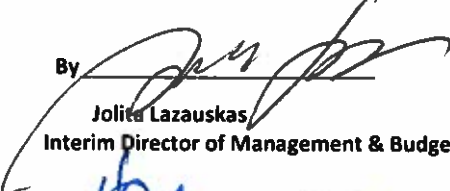
In mutual agreement of the foregoing, the City of Hartford and PMA Management Corp. of New England, Inc. have executed this Amendment one (1) extension (1) to the Contract this 29 day of October 2019.

For: PMA Management Corp. of New England, Inc.

For: CITY OF HARTFORD
Office of the Mayor

By 
Alan D. Mathog
Its President

By 
Luke A. Bronin
Its Mayor

By 
Jolita Lazauskas
Interim Director of Management & Budget

Approved as to Form and Legality:

By  12/11/19
Howard Rifkin Date
Corporation Counsel



EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)
5/31/2019

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME CONTACT PERSON AND ADDRESS Lockton Insurance Brokers, LLC 777 S. Figueroa Street, 52nd Fl. CA License #0F15767 Los Angeles CA 90017		PHONE (A/C. No. Ext): (213) 689-0065		COMPANY NAME AND ADDRESS AGCS Marine Insurance Company		NAIC NO: 22837	
FAX (A/C. No): (213) 689-0550		E-MAIL ADDRESS:		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH			
CODE: AGENCY CUSTOMER ID #:		SUB CODE:		POLICY TYPE Property			
NAMED INSURED AND ADDRESS 1111304 NEC OPCO I, Inc. 326 Clark St. Worcester MA 01606		LOAN NUMBER		POLICY NUMBER MX193083372			
		EFFECTIVE DATE 6/1/2019		EXPIRATION DATE 6/1/2020		<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
ADDITIONAL NAMED INSURED(S)		THIS REPLACES PRIOR EVIDENCE DATED:					

PROPERTY INFORMATION (ACORD 101 maybe attached if more space is required) BUILDING OR BUSINESS PERSONAL PROPERTY

LOCATION/DESCRIPTION 34
Hartford F.L. Roberts #06001
140 Weston Street
Hartford CT 06120

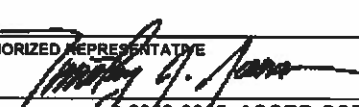
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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.

COVERAGE INFORMATION		PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> SPECIAL	
COMMERCIAL PROPERTY COVERAGE		AMOUNT OF INSURANCE: \$	25,000,000		DED: 25,000	
		YES	NO	N/A		
<input checked="" type="checkbox"/>	BUSINESS INCOME	<input checked="" type="checkbox"/>			If YES, LIMIT: 2,500,000	<input checked="" type="checkbox"/> Actual Loss Sustained; # of months: 12
<input checked="" type="checkbox"/>	RENTAL VALUE	<input checked="" type="checkbox"/>				
	BLANKET COVERAGE	<input checked="" type="checkbox"/>			If YES, indicate value(s) reported on property identified above: \$See Loc./Desc.	
	TERRORISM COVERAGE	<input checked="" type="checkbox"/>			Attach Disclosure Notice / DEC	
	IS THERE A TERRORISM-SPECIFIC EXCLUSION?	<input checked="" type="checkbox"/>				
	IS DOMESTIC TERRORISM EXCLUDED?			<input checked="" type="checkbox"/>		
	LIMITED FUNGUS COVERAGE			<input checked="" type="checkbox"/>	If YES, LIMIT:	DED:
	FUNGUS EXCLUSION (If "YES", specify organization's form used)	<input checked="" type="checkbox"/>				
	REPLACEMENT COST	<input checked="" type="checkbox"/>				
	AGREED VALUE		<input checked="" type="checkbox"/>			
	COINSURANCE		<input checked="" type="checkbox"/>		If YES, %	
	EQUIPMENT BREAKDOWN (If Applicable)	<input checked="" type="checkbox"/>			If YES, LIMIT: Included	DED: 10,000
	ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg	<input checked="" type="checkbox"/>			If YES, LIMIT:	DED:
	- Demolition Costs		<input checked="" type="checkbox"/>		If YES, LIMIT:	DED:
	- Incr. Cost of Construction	<input checked="" type="checkbox"/>			If YES, LIMIT: 1,000,000	DED: 10,000
	EARTH MOVEMENT (If Applicable)	<input checked="" type="checkbox"/>			If YES, LIMIT: 5,000,000	DED: 50,000
	FLOOD (If Applicable)	<input checked="" type="checkbox"/>			If YES, LIMIT: 2,500,000	DED: 25,000
	WIND / HAIL INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:	<input checked="" type="checkbox"/>			If YES, LIMIT: Included	DED: 25,000
	NAMED STORM INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:	<input checked="" type="checkbox"/>			If YES, LIMIT: Included	DED: 25,000
	PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS			<input checked="" type="checkbox"/>		

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

<input type="checkbox"/>	CONTRACT OF SALE	<input type="checkbox"/>	LENDER'S LOSS PAYABLE	<input type="checkbox"/>	LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
<input type="checkbox"/>	MORTGAGEE					
NAME AND ADDRESS 535632 City of Hartford 550 Main Street Hartford CT 06103						AUTHORIZED REPRESENTATIVE 

EVIDENCE OF COMMERCIAL PROPERTY INSURANCE REMARKS - Including Special Conditions (Use only if more space is required)

Flood Deductible: 100-500 year zone: \$100,000. Outside all Flood Zones: \$50,000. Contents: Included. The property policy includes a 360 day extended period of indemnity as per the policy language.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2019

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 Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Adam Miller / Emily Truesdell PHONE (A/C, No, Ext): 312-381-2718 / 312-381-4259 FAX (A/C, No): E-MAIL ADDRESS:														
INSURED Old Republic International Corporation / PMA Management Corp. of New England 307 North Michigan Avenue Chicago, IL 60601	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Zurich American Insurance Co.</td> <td style="text-align: center;">16535</td> </tr> <tr> <td>INSURER B: American Zurich Insurance Co.</td> <td style="text-align: center;">40142</td> </tr> <tr> <td>INSURER C: Navigators Insurance Company</td> <td style="text-align: center;">42307</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Zurich American Insurance Co.	16535	INSURER B: American Zurich Insurance Co.	40142	INSURER C: Navigators Insurance Company	42307	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: Zurich American Insurance Co.	16535														
INSURER B: American Zurich Insurance Co.	40142														
INSURER C: Navigators Insurance Company	42307														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		GLO 0269598 08	06/15/2019	06/15/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED. EXP (Any one person) \$5,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		BAP 0269599 08	06/15/2019	06/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X		CH19UMR20128VIV	06/15/2019	06/15/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC 0269598 08 (DED) WC 0269597 08 (RETRO)	06/15/2019 06/15/2019	06/15/2020 06/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St. Hartford CT, 06103	CANCELLATION SHOULD 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 Aon Risk Services Central, Inc.
--	--



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2019

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 Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 312.762.4274	CONTACT NAME: Eric Stroka	
	PHONE (A/C No. Ext): 724-834-5000	FAX (A/C No.): 724-834-4025
ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Old Republic International Corporation PMA Management Corp New England 307 North Michigan Avenue Chicago, Illinois 60601	INSURER A: Old Republic Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		24147

COVERAGES **CERTIFICATE NUMBER:** **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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		0Z03946630	7/1/2019	7/1/2020	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St. Hartford CT, 06103	CANCELLATION SHOULD 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 
--	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/18/2016

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 Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Mike Tatum / Emily Truesdell	
	PHONE (A/C, No, Ext): 312-381-4269 / 312-381-4269	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURED PMA Management Corporation of New England c/o Old Republic International Corporation 307 North Michigan Avenue Chicago, IL 60601	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Zurich American Insurance Co.	
	INSURER B: American Zurich Insurance Co.	
	INSURER C: Continental Casualty Company	
	INSURER D:	
	INSURER E:	
INSURER F:		
NAIC#		
16535 40142 20443		

COVERAGES 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.

INSUR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	Limits shown are as requested	
							LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		X	GL 0269588 05	08/15/2016	08/15/2017	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED. EXP (Any one person)	\$5,000
							PERSONAL & ADV. INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/PROP AGG	\$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		X	BAF0268589 05	08/16/2016	08/16/2017	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		X	5083924134	08/16/2016	08/16/2017	EACH OCCURRENCE	\$25,000,000
							AGGREGATE	\$25,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	WC 0268588 05 (DED) WC 0288587 05 (RETRO)	08/15/2016	08/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-6A EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St Hartford CT 06103	CANCELLATION SHOULD 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 Aon Risk Services Central, Inc.
--	--

ACORD 28 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/18/2016

PRODUCER

Brummel Brothers, Inc.
307 N. Michigan Ave.
Chicago, Illinois 60601
(312) 762-4274

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

PMA Management Corp. of New England
Old Republic International Corporation
307 North Michigan Avenue
Chicago, Illinois 60601

INSURERS AFFORDING COVERAGE

INSURER A: Old Republic Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER Professional Liability	0Z03946627	07/01/2016	07/01/2017	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

City of Hartford
City of Hartford Board of Education
550 Main St
Hartford CT, 06103

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

J. Eric Strout

EXHIBIT A

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD , a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin , (the "CITY") and **PMA Management Corp. of New England, Inc.**, a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. Term:

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. Compensation:

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

5. Evaluation Standards:

Contractor and CITY agree they will fully cooperate with one another in the development and implementation of a system for the continuous evaluation of the Services to be provided pursuant to this Contract. CITY reserves the sole right to evaluate the Contractor's performance pursuant to this Contract and Contractor agrees to comply with all performance evaluation determinations made by CITY. Contractor further agrees to comply with all reasonable recommendations regarding Contractor's performance made by CITY as a result of such evaluation; provided, however, CITY agrees to provide the Contractor with any and all reports and records related to such evaluation that can be provided under applicable law. Contractor agrees its failure to comply with reasonable recommendations of CITY pursuant to any such evaluation may result in termination of this Contract.

6. Anti-Discrimination and Affirmative Action:

Contractor agrees to abide by all applicable provisions of the Hartford Municipal Code, State law and federal law regarding anti-discrimination in employment in performing this Contract. Contractor or any of their subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, or learning disability. Contractor shall take affirmative action to ensure applicants are employed and employees are treated without regard to their race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, or learning disability. Such action shall include, but not be limited to the following: employment; upgrading; demotion; transfer; recruitment; recruitment advertising; layoff; termination; rates of pay or other forms of compensation; and selection for training and apprenticeship. Contractor or any of their subcontractors shall incorporate or cause to be incorporated, the provisions of this clause in all subcontracts it enters into pursuant to this Contract.

7. Personnel:

It is expressly understood and agreed this is a Contract for Services and not a contract of employment, so Contractor, its subcontractors and their respective employees, agents, contractors, suppliers and representatives shall not be entitled to any employment benefits such as vacation, sick leave, insurance, or workers' compensation or retirement benefits.

8. Indemnification:

The Contractor hereby agrees to defend, indemnify and hold harmless CITY and HBOE, and their respective officers, officials, servants, agents and employees against all suits, claims or liabilities of every nature arising out of or as a consequence of the acts, omissions or negligence of Contractor, its subcontractors, and/or any of their respective employees, agents, contractors, suppliers, and/or representatives in performance of this Contract.

9. Insurance:

Contractor shall agree to maintain in force at all times during the Contract the following (below in this Section 9) minimum coverage and shall name the CITY and HBOE as Additional Insureds on a primary and non-contributory basis to its General Liability and Auto Liability policies. All policies should include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut with a minimum AM Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the CITY.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	No exclusion for sexual misconduct.	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim	\$5,000,000
	Aggregate	\$5,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

Umbrella includes follow form over Auto, GL and Employer's Liability.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original completed Certificates of Insurance must be presented to the CITY prior to Contract issuance. Contractor agrees to provide replacement/renewal certificates 15 days prior to the expiration date of the policies.

It is further agreed the amount of insurance required herein does not, in any way, limit the liability of the Contractor by virtue of its promise to hold the CITY harmless so in the event any claim results in a settlement or judgment in any amount above the limits set above, the Contractor shall be liable to, or for the benefit of, the CITY, for the excess. CITY Risk Manager may waive certain provisions or increase liability limits at his or her discretion.

Contractor and CITY hereby expressly agree the provision of such insurance in the amounts thereof do not in any way limit Contractor's obligation under Section 8 of this Contract.

10. Conflict of Interest:

The Contractor and CITY each agree no member of the governing body of CITY or its designees or agents, and no other public official who exercises any function or responsibility with respect to this Contract shall have any personal or financial interest, direct or indirect during the Individual's tenure or thereafter, in connection with this Contract. Contractor shall cause the immediately preceding sentence to be incorporated into all subcontracts it enters pursuant to this Contract.

11. Contractor Default.

11.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Contract:

- (i) Whenever Contractor 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 Contract which on the part or behalf of Contractor are to be kept or performed, and Contractor fails to correct any such breach within ten (10) days after Contractor'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 Contractor's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to Contractor's performance of this Contract; or
- (iii) whenever an involuntary petition shall be filed against Contractor under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Contractor or for the property of Contractor shall be appointed without the acquiescence of Contractor, 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 Contractor or a corporation in which Contractor 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 Contractor within sixty (60) days; or
- (iv) whenever Contractor shall make an assignment of the property of Contractor 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 Contractor 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 Contractor under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Contractor shall desert or abandon the Project; or

- (v) if any competent authority shall have determined Contractor is in default of any federal, state or local tax obligation; or
- (vi) Pursuant to Resolutions passed by the CITY's Court of Common Council on March 4, 1996 and January 13, 1997, if Contractor or any of its principals are in default of any tax or other financial obligations which are owed to the 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.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, CITY 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 Project operation;
- (iii) Require Contractor to correct or cure such default to the satisfaction of CITY; and/or
- (iv) Terminate this Contract for cause in accordance with Section 12 hereof.

The selection of any remedy shall not prevent or prohibit CITY from pursuing any other remedy and shall not constitute a waiver by CITY of any other right or remedy.

12. Termination of Contract

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, CITY may terminate this Contract by giving five (5) days' written notice thereof to Contractor.

12.2 Termination for Non-availability of Funds

In the event CITY shall not have funds available for the Project, CITY may terminate this Contract following written notice thereof to Contractor.

12.3 Termination at Will

CITY or Contractor may terminate this Contract at any time by giving 90 days' prior written notice thereof to the other party.

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless Contractor is in default hereunder, CITY shall make full payment to Contractor for all Services performed in accordance with this Contract up to and including the date of termination within sixty (60) days of such date of termination and presentation of Contractor's invoices therefor in accordance with Section 3 above.

13. Amendment:

This Contract may be amended or modified only in writing and duly executed by the parties to this Contract.

14. Subcontracts:

Contractor may subcontract a portion of the Services to be provided under this Contract with the prior written consent of CITY; provided, however, CITY shall not be liable for the payment of any wages or other expenses to such subcontractors.

15. Disclaimer of Third Party Beneficiary:

Nothing contained in this Contract shall be deemed to confer upon any person any right as a third party beneficiary of this Contract. Nor shall Contractor, its employees, representatives, assigns, or subcontractors be deemed agents or employees of CITY.

16. Records:

Contractor agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by CITY to Contractor pursuant to this Contract. Contractor further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to CITY has been completed and all questions arising therefrom have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.

All costs and expenditures incurred by the Contractor pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. Contractor shall make available all records and documents relating in any way to performance of this Contract for examination by CITY or its designee during normal business hours as often as deemed necessary by CITY.

17. Reports and Records:

Contractor shall furnish CITY with such reports and other information concerning the Services performed pursuant to this Contract as may be required by CITY from time to time. All information, reports and other documents prepared by the Contractor in performance of this Contract shall be the sole and exclusive property of CITY and shall not be made available to any individual or organization without the prior written consent of CITY.

18. Copyright:

Except for the form and presentation of stewardship reports, no other reports or other documents produced pursuant to this Contract shall be the subject of any copyright or other intellectual property right of Contractor.

19. Assignment:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of CITY.

20. Severability:

If any provision of this Contract is held invalid, the remainder shall not be affected if such remainder would continue to conform to the terms of applicable law.

21. Governing Law and Venue:

This Contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the CITY's Municipal Code without regard or resort to conflict of laws principles, and the parties hereto are subject to the personal jurisdiction of the courts of the State of Connecticut.

22. Notices:

All notices, approvals, demands, requests, or other documents required or permitted under this Contract shall be deemed properly given if hand delivered or sent by express mail courier service or United States registered or certified mail, postage prepared, as follows:

To City: City of Hartford
550 Main St.
Hartford, CT 06103
Attn: Tomek Furtak / Risk Management

To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: John Griffin / Risk Management

To the Contractor: PMA Management Corp. of New England, Inc.
101 Barnes Road, Suite 300
Wallingford, CT 06492
Attn: Alan D. Mathog, President

With a copy to: General Counsel
PMA Management Corp. of New England, Inc.
380 Sentry Parkway
Blue Bell, PA 19422

To Corporation Counsel:
550 Main Street
Room 210
Hartford, CT 06103

23. Entire Agreement:

This Contract 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 subject matter of this Contract.

24. Non-Waiver:

Any failure of CITY or Contractor to insist upon strict compliance by the other with the terms of this Contract shall not be deemed a waiver of their respective rights under this Contract. Each party shall have the right to insist upon strict compliance with this Contract by the other, and neither party shall be relieved of any obligation to comply with this Contract, by reason of the failure of the other to comply with or otherwise enforce the provisions of this Agreement.

25. Security Checks:

CITY bars any individual listed on any Sexual Offender Registry from school premises. Contractor shall submit a signed "Security Check Certification" indicating no one working under this agreement has been convicted of a crime of moral turpitude.

26. Section 111 Reporting:

CITY understands and acknowledges that it is a Responsible Reporting Entity ("RRE") as defined by the Centers for Medicare and Medicaid Services ("CMS"), and is responsible for the reporting requirements as set forth in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007.

CITY authorizes Contractor to undertake CITY's Section 111 reporting requirements as CITY's Account Manager/Reporting Agent as it relates to CITY's claims. CITY further agrees to fully cooperate with Contractor, including the execution of any documents necessary for such authorization.

- i. Contractor shall not provide any Section 111 reporting services for CITY's record only claims.
- ii. Contractor shall not undertake Section 111 reporting activities for CITY's claims which were converted from CITY's prior TPA to Contractor but were never serviced by Contractor.

CITY acknowledges and agrees to provide Contractor with complete, accurate, and timely data for Section 111 reporting purposes.

Upon receipt of complete, accurate claim data, Contractor shall commence reporting of CITY's data to CMS, and shall continue for as long as Contractor provides claims handling services for CITY's claims.

Contractor shall have no liability for any failure of (i) CITY to register as a RRE; (ii) CITY to execute any documents necessary to authorize Contractor as its Account Manager/Reporting Agent; or (iii) CITY or its prior TPA to report CITY's claims when they were first required to do so.

27. Risk Control Disclaimer:

Any risk control services provided are to assist CITY in reducing CITY's exposure to risk of loss. Evaluations concern only such conditions and practices as may be evident at the time of Contractor's visits. **THE SERVICES PERFORMED HEREUNDER BY CONTRACTOR SHALL NOT BE CONSTRUED AS APPROVAL BY CONTRACTOR OF CITY'S OPERATIONS, PROCESSES, SERVICES, PRODUCT DESIGN OR PRODUCT FUNCTION. THE PARTIES AGREE THAT WHILE CONTRACTOR WILL PERFORM RISK CONTROL SERVICES WITHIN INDUSTRY STANDARDS, NO GUARANTEES OR OTHER SIMILAR ASSURANCES CAN BE MADE BY CONTRACTOR THAT IT HAS DISCOVERED ALL OF CITY'S PAST, CURRENT, OR FUTURE RISKS OR HAZARDS. THE PARTIES FURTHER AGREE THAT BY PROVIDING THE SERVICES SPECIFIED HEREUNDER, CONTRACTOR IS NOT MAKING ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS OF CITY'S PRODUCTS OR PROCESSES FOR A PARTICULAR PURPOSE, COMPLIANCE WITH ANY LAW OR REGULATION, OR ANY OTHER WARRANTY, AND ANY LIABILITY OF CONTRACTOR, ITS AFFILIATES OR AGENTS, FOR DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, FOR ANY CAUSE WHATSOEVER, IS EXPRESSLY DISCLAIMED, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS UNDERSTANDING SHALL SURVIVE THE TERMINATION OF THIS CONTRACT.**

28. Funding of Claims and Expenses:

- a) Contractor will establish a non-interest bearing checking account in Contractor's name ("Payment Account") with Contractor's bank, which is to be funded by CITY but which Contractor will administer for the purposes of paying claims and allocated loss adjustment expense ("ALAE") in accordance with the procedures set forth in this Section. Contractor will provide CITY with a periodic schedule ("Payment Register") outlining all claim payments, ALAE, and correction items funded by Contractor and will contain the name of the payee, date of payment, amount of payment, and claim number for all transactions occurring during the prior period.
- b) Contractor, through its bank, shall send an electronic notification to CITY on a weekly basis which shall indicate the total amount of claim payments and ALAE made by Contractor on behalf of CITY. Upon receipt of said notification, CITY shall direct that a transfer in a corresponding amount be made from CITY's account at CITY's bank through the Automated

Clearing House System to the Payment Account ("ACH Credit"). The Payment Account will initially be funded by CITY in the amount of \$90,000, which shall be equal to two weeks estimated claims payments and ALAE, and which may be revised at Contractor's discretion based upon actual claims and expense payment history. If the escrow balance is depleted by 75% or more, then Contractor shall notify CITY in writing of such deficiency, and upon receipt of said notice, CITY shall direct that a transfer be made in an amount sufficient to replenish the balance within one business day.

- c) Should CITY fail at any time to maintain the required funding after receiving notification from Contractor, then Contractor will stop providing services, including ceasing to pay claims and expenses, until such funding has been restored and any related Contractor bank charges, fees, or penalties have been paid by CITY.
- d) Contractor is not obligated to pay any claims or expenses on behalf of CITY unless the required funds are made available by CITY to Contractor to do so. Should Contractor advance funding on the part of CITY, then CITY shall immediately reimburse Contractor or Contractor will stop providing services, including ceasing to pay claims and expenses, until full reimbursement has been received and any related Contractor bank charges, fees, or penalties have been paid by CITY.
- e) This Section 28 of the Contract shall survive the termination of the Contract.

29. Counterparts:

This Contract may be executed in more than one counterpart, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, City and Contractor have executed four (4) counterparts of this
this Contract as of the Commencement Date.

CITY OF HARTFORD


By: Mayor Luke A. Bronin

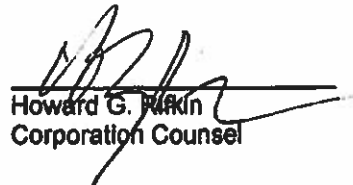
Date: 7/1/16

PMA MANAGEMENT CORP. OF NEW ENGLAND, INC.


By: Alan D. Mathog
President

Date: 7/18/16

Approved As to Form and Legality


Howard G. Mirkin
Corporation Counsel

Date 7/26/16

Exhibit A

TPA SERVICES

Contractor shall provide customary and appropriate commercial automobile, general liability, professional liability, and workers' compensation claim handling services for all claims. Specifically, with regard to:

- I. **Lost Time Claims** - Contractor will provide the services required to make a determination regarding compensability, pay the appropriate level of indemnity benefits and medical bills and expenses as provided in this Agreement, and under appropriate circumstances, attempt to resolve the claim.
- II. **Medical Only Claims** - Contractor services will consist of the payment of medical bills and expenses as provided in this Agreement.
- III. **Record Only Claims** - Contractor services will consist only of making a record of the injury or accident.

Contractor shall provide claim handling services for claims from the date of first report of injury or first notice of claim through the resolution of the claim.

City acknowledges it is not entitled to any refund if City requests Contractor cease servicing a claim prior to resolution of any open claim or if Contractor terminates this Agreement due to City's breach.

Non-claim handling services such as stewardship reports, claim reviews, and standard customized reports shall be provided at no additional charge during the term of the Agreement. Upon Contract termination or expiration, these services may be available upon mutually agreed upon fees by the parties, subject to any and all local laws and/or City requirements that pertain to such matters.

Contractor shall file all required forms in the adjustment of claims pursuant to the applicable workers' compensation statutory and regulatory scheme.

Contractor agrees to review and seek prior approval from City with respect to a recommended course of action regarding a claim valued in excess of the discretionary authority limit.

EXCESS REPORTING SERVICES

Contractor will report to City's excess insurance carrier or carriers ("Carrier(s)") all claims serviced by Contractor which meet City's excess insurance reporting requirements, subject to the following requirements:

City shall promptly provide Contractor with copies of all applicable excess policies and contact information, as well as amended or modified policies, endorsements, and any excess claim reporting thresholds or standards agreed to by the City and Carrier(s).

City shall direct Carrier(s) to promptly provide Contractor with copies of all claim notice confirmations, claim reports, and any similar reports provided by Carrier(s) to City.

City shall promptly provide claim data for conversion to Contractor's computer system for purposes of determining historical loss information.

City shall instruct its attorneys to advise Contractor when in the attorney's professional opinion one of City's claims meets the reporting thresholds or standards.

City's failure to meet the requirements set forth above shall relieve Contractor of its obligation to report excess claims to Carrier(s). Contractor shall not be obligated to report any claims not serviced by Contractor.

MANAGED CARE SERVICES

City agrees to exclusively utilize the following Contractor managed care services:

Contractor's medical bill review and repricing services, which may include but are not limited to:

1. reviewing medical documents for appropriateness, relatedness to the injury or accident, unbundling, and conformity to applicable fee schedule or usual and customary re-pricing; and
2. utilizing Contractor's complex bill review process to review certain medical bills for possible additional savings.

Contractor's managed care networks which include: traditional networks (e.g. physicians and medical facilities); specialty networks (e.g. providers of durable medical equipment, diagnostic testing, and physical therapy); and out-of-network services from Contractor's and third party vendors; Contractor's pharmacy benefit management program (e.g. bill repricing, home-delivery, brand-to-generic conversion, customized formularies, narcotic management, and drug utilization review).

Upon request, Contractor's Medical Managers will provide on-site and telephonic medical management services (e.g. coordinating care and disability management). Contractor may also retain third party vendors for the purpose of providing specific medical management services.

RISK CONTROL SERVICES

Upon request, Contractor will: (1) perform a risk management assessment; (2) prepare a more detailed analysis of specific risk-related issues, or prepare custom risk control strategies and implementation plans; (3) provide the following risk control services: industrial hygiene assessment, ergonomic risk assessment, and consultation services (e.g. strategic risk control plan facilitation, and employee communication initiatives, as well as management, supervisor and employee development programs and occupational health service programs); and (4) create and administer a specific risk control service project mutually agreed upon with City.

Any risk control services provided are solely to assist City in reducing City's exposure to risk of loss. Evaluations concern only such conditions and practices as may be evident at the time of Contractor's visits. **THE SERVICES PERFORMED UNDER THIS CONTRACT BY CONTRACTOR SHALL NOT BE CONSTRUED AS APPROVAL BY CONTRACTOR OF CITY'S OPERATIONS, PROCESSES, SERVICES, PRODUCT DESIGN OR PRODUCT FUNCTION. THE PARTIES AGREE THAT, WHILE CONTRACTOR WILL PERFORM RISK CONTROL SERVICES WITHIN INDUSTRY STANDARDS, NO GUARANTEES OR OTHER SIMILAR ASSURANCES CAN BE MADE BY CONTRACTOR THAT IT HAS DISCOVERED ALL OF CITY'S PAST, CURRENT, OR FUTURE RISKS OR HAZARDS. THE PARTIES FURTHER AGREE THAT BY PROVIDING THE SERVICES SPECIFIED HEREUNDER, CONTRACTOR IS NOT MAKING ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS OF CITY'S PRODUCTS OR PROCESSES FOR A PARTICULAR PURPOSE, COMPLIANCE WITH ANY LAW OR REGULATION, OR ANY OTHER WARRANTY, AND ANY LIABILITY OF CONTRACTOR, ITS AFFILIATES OR AGENTS, FOR DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, FROM ANY CAUSE WHATSOEVER, IS EXPRESSLY DISCLAIMED, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS SECTION OF THE CONTRACT SHALL SURVIVE THE TERMINATION OF THE CONTRACT.**

RISK MANAGEMENT INFORMATION SYSTEM ("RMIS")

Contractor will provide the following RMIS services: (1) upon request, a conversion of City's existing claims data into Contractor's claim system. A standard conversion shall be from one electronic source and a customized conversion shall be from two or more sources; (2) access to Contractor's RMIS for up to three users, provided City agrees to the terms and conditions of the License Agreement when first accessing Contractor's RMIS; (3) standard reports available through Contractor's RMIS; and (4) customized reporting reasonably acceptable to Contractor, subject to additional terms, conditions and fees as may be agreed upon by the parties. Contractor will provide a reasonable estimate of the costs of preparation of any such reports to City in advance.

Contractor warrants Contractor's RMIS against malfunctions, errors, or loss of data which are due solely to errors on its part. If City notifies Contractor in writing and furnishes adequate documentation of any such malfunction, error or loss of data, then:

(1) In the event of a malfunction, error or loss of data, upon notice from City within 20 days of the event, Contractor will recreate the reports designated by City without an additional fee, using data as of the recreation date; and (2) the maximum and only liability of Contractor for such malfunction, error or loss of data shall be its obligation to recreate reports or regenerate data as described above.

THE WARRANTIES STATED IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY LOSS OR DAMAGE TO REVENUES, PROFITS, OR GOODWILL OR OTHER DIRECT, SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND RESULTING FROM ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THIS SECTION, INCLUDING WITHOUT LIMITATION ANY INTERRUPTION OF BUSINESS, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. THIS SECTION OF THE CONTRACT SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THE CONTRACT.

Obligations of City regarding use of Contractor's RMIS: (1) City shall adhere to state and federal law with regard to protecting the privacy of any claimant whose information may appear in Contractor's RMIS. City agrees to use all available security features and to notify Contractor promptly of all potential and actual breaches of the system; (2) City agrees that no information in Contractor's RMIS will be used as a pretext for retaliatory or other illegal or unfair discriminatory employment practices in violation of any federal or state statute or regulation.

General Provisions regarding Contractor's RMIS: (1) City agrees to limit access to Contractor's RMIS to those persons who perform the essential functions of claim and risk management, including protecting security access passwords and communications, except that this provision is not intended to limit City from generating and using reports and statistics for legitimate business purposes; (2) Unless otherwise stated, City's access to Contractor's RMIS will end upon termination or expiration of the Contract.

LEGAL SERVICES

In the event a claim managed by Contractor pursuant to this Agreement: (x) enters into litigation; or (y) is scheduled for a workers' compensation hearing; or (z) involves a potential third-party (subrogation) claim (collectively, (x), (y) and (z), "Disputed Claim"), Contractor will: make recommendations to City regarding legal matters; assist City in the retention and appointment of counsel selected by City to represent City in and regarding such legal matters, and assist City in the selection of expert witnesses and vendors; and pursue all appropriate subrogation/contribution claims as directed by City.

If requested by City, Contractor will manage Disputed Claims in accordance with Contractor's Defense Counsel Guidelines.

Contractor will make settlement recommendations to City, but the final decision regarding the disposition of any Disputed Claim will be made solely by City.

SECTION 111 REPORTING

City understands and acknowledges that it is a Responsible Reporting Entity ("RRE") as defined by the Centers for Medicare and Medicaid Services ("CMS"), and is responsible for the reporting requirements as set forth in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007.

City authorizes Contractor to undertake City's Section 111 reporting requirements as City's Account Manager/Reporting Agent as it relates to City's claims. City further agrees to fully cooperate with Contractor, including the execution of any documents necessary for such authorization. Contractor shall not provide any Section 111 reporting services for City's Record Only Claims. Contractor shall not undertake Section 111 reporting activities for City's claims which were converted from City's prior TPA to Contractor but were never serviced by Contractor.

City acknowledges and agrees to provide Contractor with complete, accurate, and timely data for Section 111 reporting purposes.

Upon receipt of complete, accurate claim data, Contractor shall commence reporting of City's data to CMS, and shall continue for as long as Contractor provides claims handling services for City's claims.

Contractor shall have no liability for any failure of (i) City to register as a RRE; (ii) City to execute any documents necessary to authorize Contractor as its Account Manager/Reporting Agent; or (iii) City or its prior TPA to report City's claims when they were first required to do so.

Exhibit B

Claim Handling Fees

a) For claim handling services to be rendered during the first three years of this Contract, City shall pay Contractor an annual estimated fee, based in part upon the projected number of new claims to be serviced by Contractor during the term of this Contract. The annual estimated fee due to Contractor is \$660,307, consisting of a \$93,042 Basic Service Fee and a \$567,265 estimated claim handling fee; these fees shall be paid in equal installments of \$55,025.59. City shall pay the initial installment at the inception of this Contract and subsequent installments monthly thereafter.

b) At the end of each of the first three years of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$950 for each Lost Time Claim;

\$150 for each Medical Only Claim;

\$0 for each Workers Compensation Record Only Claim;

\$740 for each Bodily Injury Automobile Liability Claim;

\$440 for each Property Damage Automobile Liability Claim;

\$360 for each Physical Damage Automobile Liability Claim;

\$685 for each General Liability Claim;

\$40 for each General Liability Record Only Claim;

\$1,250 for each Professional Liability Claim.

f) Should City opt to extend this Contract for a fourth year, then City shall pay Contractor an estimated fee of \$677,325, consisting of a \$93,042 Basic Service Fee and a \$584,283 estimated claim handling fee; these fees shall be paid in equal installments of \$56,443.75. City shall pay the initial installment at the inception of the fourth year of this Contract, with subsequent installments monthly thereafter.

g) At the end of the fourth year of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$979 for each Lost Time Claim;

\$155 for each Medical Only Claim;
\$0 for each Workers Compensation Record Only Claim;
\$762 for each Bodily Injury Automobile Liability Claim;
\$453 for each Property Damage Automobile Liability Claim;
\$371 for each Physical Damage Automobile Liability Claim;
\$706 for each General Liability Claim;
\$41 for each General Liability Record Only Claim;
\$1,288 for each Professional Liability Claim.

h) Should City opt to extend this Contract for a fifth year, then City shall pay Contractor an estimated fee of \$694,853, consisting of a \$93,042 Basic Service Fee and a \$601,811 estimated claim handling fee; these fees shall be paid in equal instalments of \$57,904.42. City shall pay the initial instalment at the inception of the fifth year of this Contract, with subsequent instalments monthly thereafter.

l) At the end of the fifth year of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$1,008 for each Lost Time Claim;
\$159 for each Medical Only Claim;
\$0 for each Workers Compensation Record Only Claim;
\$785 for each Bodily Injury Automobile Liability Claim;
\$467 for each Property Damage Automobile Liability Claim;
\$382 for each Physical Damage Automobile Liability Claim;
\$727 for each General Liability Claim;
\$42 for each General Liability Record Only Claim;
\$1,326 for each Professional Liability Claim.

j) For all years of this Contract, if Contractor determines the annual estimated fee paid by City is less than the calculated actual fee incurred by City, then

Contractor shall issue an invoice to reflect the amount due and owing by City. If Contractor determines that the annual estimated fee paid by City is greater than the calculated actual fees incurred by City, then Contractor shall return the overpayment to City.

- k) Contractor will bill City for claim handling services to be rendered on a monthly basis, along with any other fees (hereinafter identified) which shall be paid in full at inception of this Contract. City will pay such bills within 30 days after receipt. If bills are not paid within 30 days after receipt, Contractor reserves the right to charge City interest at an annual rate of 12% on all overdue payments, and to stop providing services, including ceasing to pay claims and expenses, until such bills and interest have been paid in full.

Risk Control Fees

Contractor shall provide City with risk control services for a fee of \$150 per hour. Should City agree to purchase 300 or more risk control service hours, then such services shall be provided at a fee of \$130 per hour.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/18/2016

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 Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Mike Telum / Emily Truesdell PHONE (A/C, No, Ext): 312-381-4269 / 312-381-4269 FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Zurich American Insurance Co.</td> <td style="text-align: center;">16535</td> </tr> <tr> <td>INSURER B: American Zurich Insurance Co.</td> <td style="text-align: center;">40142</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td style="text-align: center;">20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Zurich American Insurance Co.	16535	INSURER B: American Zurich Insurance Co.	40142	INSURER C: Continental Casualty Company	20443	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: Zurich American Insurance Co.	16535														
INSURER B: American Zurich Insurance Co.	40142														
INSURER C: Continental Casualty Company	20443														
INSURER D:															
INSURER E:															
INSURER F:															
INSURED PMA Management Corporation of New England c/o Old Republic International Corporation 307 North Michigan Avenue Chicago, IL 60601															

COVERAGES

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		X	GL 0269598 05	06/15/2016	06/15/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED. EXP (Any one person) \$5,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPROP AGG \$3,000,000	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NONOWNED AUTOS ONLY		X	BAPO269598 05	06/15/2016	06/15/2017	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> CED <input type="checkbox"/> RETENTION \$		X	5093924134	06/15/2016	06/15/2017	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	X	WC 0269598 05 (DED)	06/15/2016	06/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000	
B	PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC 0269597 05 (RETRO)	06/15/2016	06/15/2017	<input type="checkbox"/> OTHER E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000	

DESCRIPTION OF OPERATIONS/LOCATION(S)/VEHICLE(S) (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 560 Main St Hartford CT 06103	CANCELLATION SHOULD 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 Aon Risk Services Central, Inc.
--	--

ACORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/18/2016

PRODUCER Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 (312) 762-4274	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE INSURER A: Old Republic Insurance Company INSURER B: INSURER C: INSURER D: INSURER E:
INSURED PMA Management Corp. of New England Old Republic International Corporation 307 North Michigan Avenue Chicago, Illinois 60601	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1"> <tr> <td>WC STATU- TORY LIMITS</td> <td>OTH- ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU- TORY LIMITS	OTH- ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU- TORY LIMITS	OTH- ER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
A	Professional Liability	0Z03946627	07/01/2016	07/01/2017	\$5,000,000 each occurrence \$5,000,000 aggregate								

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS


CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St Hartford CT, 06103	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
---	--	--

EXHIBIT A

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD, a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin, (the "CITY") and **PMA Management Corp. of New England, Inc.**, a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. **Scope of Services:**

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. **Term:**

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. **Compensation:**

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD, a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin, (the "CITY") and PMA Management Corp. of New England, Inc., a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. Term:

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. Compensation:

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

Contract shall be set forth in Exhibit B, which is attached hereto and incorporated herein by reference. Contractor acknowledges and agrees the Contract Price constitutes the full compensation to Contractor for the Services to be performed hereunder, and includes all costs and expenses to be incurred by or on behalf of Contractor in performing the Services, except for managed care medical bill repricing services, nurse case management, and Section 111 reporting, which shall be paid as an allocated loss adjustment expense and in the following amounts:

Telephonic Case Management: \$95 per hour
Field Case Management: \$95 per hour
Medical Bill Review (Re-pricing to state fee schedule): 25% of total savings
PPO/Network Medical Bill Reductions: 25% of total savings
Hospital Bill Review: 25% of total savings
Prescriptions: 25% of total savings
Rehabilitative Nurse Services: \$95 per hour
Independent Medical Exam: \$225, plus physician cost
Utilization Peer Review: \$125 per review
Utilization Review (concurrent or prospective): \$95 per hour
Medical Consultant (Physician) Review: \$200-\$250 per review
Medicare Section 111 Reporting Fee: \$6 per claim
Custom IS Reporting: \$95 per hour

Contractor shall submit numbered invoices monthly for Services rendered in accordance with this Contract. Such invoices shall include the following:

- a. Certification by the Contractor the Services invoiced were provided;
- b. A description of the Services invoiced;
- c. A written progress report concerning provision of the Services if required by CITY.

CITY's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Consultant having satisfactorily performed same. Contractor agrees to meet with CITY representatives to discuss Contractor's performance as CITY deems necessary. CITY reserves the right to delay payment, adjust payment or suspend or terminate this Contract in the event Contractor's performance is not satisfactory or in compliance with the terms of this Contract. Payment will be made by CITY for any Services provided in accordance with the terms hereof within thirty (30) days of its receipt of Contractor's invoice submitted in accordance with the terms of this Section 3.

4. Performance Standards:

Contractor shall perform all Services in a timely manner with professional skill and competence, and in accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by, professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations, orders, codes and permits of any federal, state, or local governmental or quasi-governmental entity having jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action and the living wage; (iii) the terms and conditions of this Contract; and (iv) any and all directives or instructions provided or issued by CITY.

CITY OF HARTFORD: CWP Contract Renewal for FY21



- **Capital Workforce Partners (CWP)** will serve about 900 Hartford youth in the Summer Youth Employment and Learning Program (SYELP).
 - The sole source contract for FY2021 is \$1 million for services from July 1, 2020 through June 30, 2021.
 - CWP is the regional workforce development board.
 - CWP matches the City's funding with State and philanthropic funding.
 - CWP subcontracts with five (5) providers serving Hartford youth: Blue Hills Civic Association, Center for Latino Progress, Community Renewal Team, Educational Data Systems, Inc., and Our Piece of the Pie.
 - CWP has agreed to prioritize high-risk incoming 9th graders and graduating high school seniors.
- The program goals are as follows:
 - 85% of youth will meet or exceed expectations as measured by Hartford's Work Based Learning Readiness Standards.
 - 85% of youth will complete the program.
 - 90% of youth will continue their education and/or enter employment at the end of the program.



<p>OUTCOME 1: Meet or exceed expectations by their supervisor on the Employee Competency Review (85% target)</p>	<p>OUTCOME 2: Complete the program with at least 108 hours of program activity and career portfolio (85% target)</p>	<p>OUTCOME 3: Continue education and/or entering employment at the end of the program (90% target)</p>
<ul style="list-style-type: none">• 84% of all Hartford youth received an ECR score of 75 or higher, a 2% increase over the previous year• 93% of employers indicated that they would hire the youth again, compared to 84% in the previous year	<ul style="list-style-type: none">• 82% of participants successfully completed at least 108 hours of program activity and career portfolio compared to 76% in the previous year	<ul style="list-style-type: none">• 82% of participants returned to high school and 13% enrolled in post-secondary education• 93% of rising college sophomore participants successfully completed the program, all the participants returned to postsecondary education at the end of the summer• 5% of participants were employed at the end of the program



CITY OF HARTFORD

CONTRACT

CONTRACT AMENDMENT / CHANGE ORDER

GRANT APPLICATION / AWARD

OTHER : _____

ROUTING TABLE

Updated 9/26/2018

Date:	June 4, 2020	
Initiating Department:	Families, Children, Youth and Recreation	
Contact Person & Telephone #:	Kristina Baldwin, 860-757-9883	
Project Title:	Summer Youth Employment and Learning Program	
Project #:	N/A	
Term of Contract (start & end date):	7/1/2020 – 6/30/2021	
Total Cost of Project:	\$1,000,000	
General Fund \$ / MUNIS Account Coding:	\$1,000,000	1001-132002-590051
Grant Fund \$ / MUNIS Account Coding:	\$	
CIP Fund \$ / MUNIS Account Coding:	\$	
Vendor Name / Vendor #:	Capital Workforce Partners	
Council Resolution Date:	General appropriations only	

	TITLE	SIGNATURE	DATE
1. Initiating Department	Department Head		6/4/20
2. Procurement Services Unit <i>(Communications & Revisions)</i>	Procurement Specialist		
3. Procurement Services Unit	Procurement Manager		
4. Management & Budget <i>(non-CIP) / Finance (CIP only)</i>	Director of M&B / Director of Finance		
MARB Approval Required <input type="checkbox"/> Initials: _____	MARB Approval Rec'd Yes <input type="checkbox"/> No <input type="checkbox"/>		
5. Corporation Counsel <i>(Form & Legality)</i>	Corporation Counsel		
6. Mayor's Office	Chief Operating Officer		

Executed Contracts are released to Procurement for distribution. Initials / Date: _____

PROFESSIONAL SERVICES CONTRACT

by and between

CITY OF HARTFORD

and

CAPITAL WORKFORCE PARTNERS, INC.

for

CITY OF HARTFORD SUMMER YOUTH EMPLOYMENT PROGRAM

This Professional Services Contract (the "Agreement") is made as of the 1st day of July, 2020, (the "Effective Date") by and between the **CITY OF HARTFORD**, with an office and place of business at 550 Main Street, Hartford, Connecticut 06103 (hereinafter referred to as the "City") and **CAPITAL WORKFORCE PARTNERS, INC.** a Connecticut corporation, with an office and place of business at 1 Union Place Hartford 06103 (hereinafter referred to as the "Provider").

W I T N E S S E T H:

WHEREAS, the City desires to provide youth support programs for the City's youth and their families in order to keep these children in school, and to improve their school and career readiness; and

WHEREAS, the City has determined that in order to accomplish these objectives, it requires the assistance of Provider to perform certain career competency development programs pursuant to and in accordance with the terms of this Agreement.

N O W T H E R E F O R E:

In consideration of the mutual promises herein contained, the parties hereto hereby agree as follows:

1. ENGAGEMENT; SCOPE OF SERVICES

City hereby hires Provider to provide, and Provider hereby agrees that it shall perform, all the services and functions as set forth on **Exhibit A** attached hereto and made a part hereof (collectively, the "Services" or the "Project"), subject to and in accordance with the terms and conditions of this Agreement.

2. PROJECT TIMETABLE

Provider shall perform the Services required of it hereunder for the period commencing on the Effective Date and ending on June 30, 2021 (the "Completion Date"). The term of this contract may be extended for an additional one-year term, conditioned upon satisfactory performance and availability of funds. Contract renewal will be contingent upon the mutual agreement of the City and the Provider.

3. COMPENSATION

The total amount of compensation to be paid to Provider by City for Services provided by Provider in accordance with this Agreement shall not exceed One Million and 00/100 (\$1,000,000.00) Dollars (the "Contract Price"), which Contract Price shall be payable in four (4) installments, subject to the terms of this Agreement, with the first installment of Nine Hundred Thousand and 00/100 Dollars (\$900,000.00) due upon the full execution of this Agreement by the parties hereto, and the remaining installments shall be payable quarterly, due on or around December 1, 2020; March 1, 2021; and June 1, 2021.

Capital Workforce Partners agrees to release payments to subgrantees serving Hartford program participants no later than five (5) business days from receiving the first payment of \$900,000 from the City of Hartford.

Any compensation or other payments due to Provider hereunder shall only be payable upon Provider's submission of appropriate documentation therefore and as otherwise provided in this Section. To this end, Provider shall participate in Hartford Data Collaborative inclusive of, but not limited to, signing the Enterprise Memorandum of Understanding and Data Sharing Agreement, and shall prepare and submit reports on October 1, 2020; October 30, 2020; February 1, 2021 and May 1, 2021 documenting the Services which have been provided in accordance with the budget and schedule set forth in **Exhibits A and B** attached hereto and made a part hereof. All reports, shall be in such form and accompanied by such supporting documentation as is required by City. 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 responsive 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

This Agreement will be managed for City by Kimberly D. Oliver, MBA, Director of the City's Department of Families, Children, Youth and Recreation ("DFCYR") or her authorized designee ("City's Representative"). Provider shall work closely with City's Representative in all aspects of this Project, and Provider shall follow the directives of City Representative in connection therewith. City's Representative will conduct a site visit with Provider and/or any subcontractors that will include: participant feedback about the Project and written observations of the activities conducted during the site visit.

5. RELATIONSHIP OF THE PARTIES

This Agreement is a contract for services and not a contract of employment. Accordingly, neither Provider nor any of its directors, officers, partners, members, agents or employees shall be, or deemed to be, an officer, official, agent or employee of City or be entitled to any employment benefits of City such as, but not limited to, vacation pay, sick leave, health or life insurance, workers' compensation, and/or pension or retirement benefits. All personnel matters affecting Provider's contract staff will be the responsibility of Provider.

6. INDEMNIFICATION & HOLD HARMLESS AGREEMENT

Provider shall indemnify, defend and hold harmless City and its agents, officials, employees, successors and assigns (collectively, the "Indemnitees") from and against any and all loss and liability (statutory or otherwise), claims, demands, actions, causes of action, suits, judgments, costs, executions, interest and expense whatsoever (hereinafter, individually and collectively, a "Claim" or "Claims"), in law or in equity, which arise from or in connection with Provider's performance or failure to perform hereunder and/or any other act, error or omission which occurs or fails to occur on the part of Provider or any of its directors, officers, partners, members, agents or employees under or in connection with this Agreement or the Project during the term hereof. Provider's obligations to indemnify and hold harmless the Indemnitees as aforesaid shall include, but not be limited to, protecting the Indemnitees from all Claims for or arising from (i) any failure by Provider to pay for any goods or services obtained by it hereunder, (ii) any negligent act, error or omission on the part of Provider or any of its directors, officers, partners, members, agents or employees in the acquisition or provision of any goods or services hereunder, (iii) any injury (including death) to persons, or damage to real or personal property (including the loss of use thereof and environmental contamination), which results from any act, error or omission on the part of Provider or any of its directors, officers, partners, members, agents or employees under or in connection with this Agreement, and (iv) any automobile use in connection with the performance of any Services or the transportation of children or Provider's agents or employees. In case any action or proceeding is brought against any of the Indemnitees by reason of any matter which is the subject of the foregoing indemnity, Provider shall pay all costs of investigation and defense (including, but not limited to, all court costs, reasonable attorneys' fees, and out-of-pocket expenses), and all losses and liabilities which result therefrom. The provisions of this Section shall survive the expiration or earlier termination of this Agreement.

7. INSURANCE

7.1 Provider shall furnish the following types and amounts of insurance coverage at its sole cost and expense for the duration of the Agreement including any and all extensions or renewals thereof:

(i) **Commercial general liability insurance** with a broad form endorsement (including coverage for property damage) as well as endorsements for contractual liability, independent contractors, premises operations, products and completed operations, abuse and molestation, personal injury and corporal punishment coverages insuring against damages to persons and property (including, but not limited to, loss of life) with a minimum combined single limit coverage of not less than one million and 00/100 (\$1,000,000.00) dollars on a per occurrence and project specific basis. If Provider cannot procure such insurance on a project specific basis, the minimum combined aggregate limit for such insurance shall be two million and 00/100 (\$2,000,000.00) dollars on a per occurrence basis.

(ii) **Abuse or molestation liability insurance** with an aggregate limit of not less than one million and 00/100 (\$1,000,000.00) dollars, and a limit of five hundred thousand and 00/100 (\$500,000.00) dollars for each abuse or molestation offense, on a per occurrence basis (this insurance can be combined with commercial general liability insurance or included by endorsement thereto).

(iii) **Automobile liability insurance** covering all owned, non-owned or hired vehicles with a minimum combined single limit coverage of not less than one million and 00/100 (\$1,000,000.00) dollars on a per occurrence basis.

(iv) **Workers' compensation insurance** in such amounts as required by Connecticut law, including employers' liability insurance with limits of one hundred thousand and 00/100 (\$100,000.00) dollars for each accident, five hundred thousand and 00/100 (\$500,000.00) dollars for each disease/policy limit, and one hundred thousand and 00/100 (\$100,000.00) dollars for disease of each employee.

(v) **Umbrella liability insurance** with a minimum combined single limit coverage (over the coverages for the above commercial general, abuse or molestation, automobile, and employers' liability insurances) of not less than two million and 00/100 (\$2,000,000.00) dollars.

7.2 All insurance will be effected under standard form policies by insurers of recognized responsibility which are licensed to do business in the State of Connecticut and which are rated as A-(VIII) or better by the latest edition of Best's Rating Guide or other recognized replacement therefor. Except as otherwise provided to the contrary in this Section, any insurance required by this Agreement may be obtained by means of any combination of primary and umbrella coverages and by endorsement and/or rider to a separate or blanket policy and/or under a blanket policy in lieu of a separate policy or policies, provided that Provider shall deliver a certificate of insurance of any said separate or blanket policies and/or endorsements and/or riders evidencing to the City that the same complies in all respects with the provisions of this Agreement, and that the coverages thereunder and the protection afforded the City as an additional insured thereunder are at least equal to the

coverages and protection which would be provided under a separate policy or policies procured solely under and by reason of this Agreement.

- 7.3 All policies for each insurance required hereunder shall: (i) provide for not less than thirty (30) days' prior written notice to City by registered or certified mail of any cancellation, restrictive amendment, non-renewal or change in coverage; (ii) include a standard severability of interest clause; (iii) contain a waiver of subrogation holding City free and harmless from all subrogation rights of the insurer; and (iv) provide that such required insurance is the primary insurance and that any other similar insurance that City may have shall be deemed in excess of such primary insurance.
- 7.4 Unless otherwise requested by the City, Provider and its insurers shall not assert or use governmental immunity in the adjustment of any claims, or in the defense of any suit, brought against the City. Provider shall assume and pay all costs and billings for the premiums and audit charges earned and payable for or with respect to any required insurance hereunder.
- 7.5 In the event of any interruption of any required insurance coverage hereunder for any reason, Provider shall immediately notify City of such interruption and cease the performance of any Services or other work hereunder until such coverage has been restored and Provider notifies City of such restoration.
- 7.6 Except as otherwise indicated, the insurances required in this Section shall be carried on an "occurrence" basis only.
- 7.7 All references in this Section to a "deductible" shall be deemed to mean a deductible and/or a self-insured retention. No policy required to be procured by Provider pursuant to this Agreement shall be subject to a deductible or other provision limiting or reducing coverage. If any person is owed, pursuant to any policy required hereunder, any sum which is subject to a deductible, Provider shall pay such deductible. Provider agrees that it will not carry or be the beneficiary of any insurance insuring Provider or any other person or entity against the risks for which insurance is required to be maintained pursuant to this Section unless the insurance and insurance carriers otherwise comply with the terms of this Section.
- 7.8 The City shall be included as an additional insured for all insurance policies required hereunder, other than for workers' compensation insurance. ACCORDINGLY, THE FOLLOWING UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE ACORD INSURANCE CERTIFICATE: **The City of Hartford is included as an Additional Insured, ATIMA.** Each certificate of insurance shall provide not less than a thirty (30) day notice to the City of any cancellation, reduction or other material change in the coverage to be provided under any of the insurance required hereby. The certificates of the policy or policies evidencing such coverages, **together with copies of the declaration and endorsement pages for such policies on which pages the City shall be included and listed as an additional insured,** shall be delivered to City upon the execution hereof, and at least thirty (30) days prior to the expiration date of each required insurance set forth above evidencing that such insurance has been renewed and remains in full force and effect.

- 7.9 All insurance policies referred to in this Section shall provide that any losses thereunder shall be adjusted with City, and that any loss thereunder shall be payable to City as its interests may appear. Neither party shall unreasonably withhold or delay its endorsement to any insurance check payable hereunder.
- 7.10 It is agreed between the parties hereunto that the amounts of insurance in this Agreement do not, in any way, limit the liability of Provider to the Indemnitees by virtue of its promise to indemnify and hold harmless the Indemnitees so that in the event that any Claim results in a settlement or judgment in an amount in excess of the amount of insurance coverage carried by Provider, Provider shall be liable to the Indemnitees for the difference, plus all fees and expenses incurred in collecting the same, all at Provider's sole cost and expense.
- 7.11 Insurance requirements and coverages may be reviewed from time to time during the term of this Agreement and all extensions and renewals hereof. Provider agrees to comply with any and all reasonable insurance requirements or modifications made by the City's Risk Manager.
- 7.12 Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default under this Agreement. Provider agrees that such default may be cured by procurement of insurance on behalf of Provider, at Provider's expense, and that the cost of such insurance shall be deducted from any amounts otherwise due to Provider under this Agreement or any other contract with City, at City's option.

8. 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) the services to be provided hereunder do not in any way conflict with the interests of any individual, group, business, or governmental organization with which Provider is employed or with which Provider has an agreement or is associated, and, in the event such a conflict arises during the term hereof, Provider will immediately notify City in writing; and
- (iii) 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 his or her 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.

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 Subsection 12.1.

9. PERFORMANCE OF SERVICES

All Services shall be performed by Provider in a timely manner with professional skill and competence in accordance with generally accepted practices of, and pursuant to a standard of care exercised by, youth support professionals providing similar services under like circumstances.

10. 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 Project during the term of this Agreement. Except as may otherwise be agreed by City, all originals and copies of any such materials shall be returned to City upon completion of the Project or at such earlier time as is requested by the City.

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:

- (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 Project; 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.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, City 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 Project operation;
- (iii) Require Provider to correct or cure such default to the satisfaction of City; and/or
- (iv) Terminate this Agreement for cause in accordance with Section 12 hereof.

The selection of any remedy shall not prevent or stop City from pursuing any other remedy and shall not constitute a waiver by City of any other right or remedy.

12. TERMINATION OF AGREEMENT

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, City may terminate this Agreement by providing five (5) days' written notice thereof to Provider.

12.2 Termination for Non-availability of Funds

In the event City shall not have funds available for the Project, City may terminate this Agreement following written notice thereof to Provider.

12.3 Termination at Will

City or Provider may terminate this Agreement at any time by providing thirty (30) days' prior written notice thereof to the other party.

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to any of Sections 12.2 through 12.3 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 and presentation of Provider's reports therefor in accordance with Section 3 above.

13. ESTABLISHMENT AND MAINTENANCE OF RECORDS; AUDITS

13.1 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 Project (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) therefor, and (iii) the amount and source of any and all payments or other consideration ultimately recovered in respect thereof.

13.2 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 12, or final audit caused by Provider as set forth in attached Exhibit A. Provider further shall permit (and require its subcontractors 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 subcontractors relative to the above, and furnish copies thereof, when requested.

14. 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 all of said undertakings; and
- (iii) City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

15. 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 and permits.

16. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION

Provider agrees to abide by the provisions of Section 2-692 *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 Project, 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*.

17. 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.

18. TAXPAYER IDENTIFICATION NUMBER

The Internal Revenue Service Form W-9, *Request for Taxpayer Identification Number and Certification* as submitted by Provider, is hereby made a part of this Agreement and is incorporated herein by reference. Provider understands and agrees that City shall use the number as listed on the IRS Form W-9 to report any and all compensation paid to Provider under this Agreement. Provider further understands and agrees that City shall not be liable for inaccurate information contained on said IRS Form W-9.

19. DELINQUENCY IN OBLIGATIONS

Provider hereby agrees that throughout the period of this Agreement, all taxes, contractual obligations and audit responsibilities 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.

City and Provider may require changes in the Scope of Services (**Exhibit A**) to be performed hereunder. Such changes which are mutually agreed upon by and between City and Provider shall be incorporated in written amendments to this Agreement.

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. ARBITRATION

All claims and controversies arising out of this Agreement shall be settled and decided in binding arbitration before the American Arbitration Association ("AAA") in accordance with the Commercial Arbitration Rules of AAA except as otherwise modified as follows. In the event either party elects to arbitrate any claim or controversy hereunder, such party shall provide written notice of such election ("Notice") to the other party and the Regional Director of the AAA having jurisdiction in Hartford, Connecticut (the "Regional Director"). Within ten (10) days of such other party's receipt of such Notice, both parties shall each select one (1) individual to serve as arbitrators on the panel for the hearing, and shall notify the other party in writing of such selection. Such notice shall identify the arbitrator selected and include a copy of his or her resume. Within twenty (20) days following the other party's receipt of the Notice, these arbitrators shall mutually agree upon and select a third and neutral arbitrator for such panel, and provide written notice of such selection to the parties and the Regional Director, which notice shall identify such arbitrator and include a copy of his or her resume. In the event that the party-selected arbitrators fail to select the third and neutral arbitrator within the above requisite time period for such selection, the AAA shall appoint such arbitrator. The neutral arbitrator shall be the chairperson of the panel. All arbitration proceedings shall be held in Hartford, Connecticut. While the arbitration panel shall select the remedy for all breaches of either party's obligations under this Agreement, such panel shall not modify the remedies specifically set forth in this Agreement for City and Provider. Each party shall bear its own costs and attorneys' fees. The determination of the arbitration panel shall be final and binding upon the parties. The determination shall be in the form of a written award, with written findings of fact, and may be specifically enforced by any court of appropriate jurisdiction. All legal issues arising in

connection with any such arbitration proceedings shall be governed by the laws of the State of Connecticut, subject to Section 27 hereof.

27. 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.

28. 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.

29. 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
Attn: Kimberly D. Oliver
550 Main Street
Hartford, CT 06103

As to Provider:

Alex Johnson
President and CEO
Capital Workforce Partners, Inc.
1 Union Place
Hartford, CT 06103

With a Copy to:

Corporation Counsel
City of Hartford
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.

30. 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 assigns.

31. 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 WHEREOF, City and Provider have executed this Agreement in duplicate (with each of said duplicates being deemed to be an original) as of the Effective Date.

WITNESSES:


CITY OF HARTFORD

Signature

Luke A. Bronin
Its Mayor

Name Printed

**CAPITAL WORKFORCE
PARTNERS, INC.**


Signature



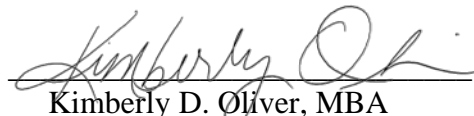
Alex Johnson
Its President and CEO

Kimberly Staley, CAO
Name Printed

Approved as to form and legality:

Reviewed and Approved By:

Howard Rifkin
Corporation Counsel



Kimberly D. Oliver, MBA
Director
Department of Families,
Children, Youth and Recreation

EXHIBIT A
SCOPE OF SERVICES

OVERVIEW

Capital Workforce Partners (CWP) will provide the 2020-2021 City of Hartford Summer Youth Employment Program in two components: Summer 2020 Programming and Summer 2021 startup activities.

The Summer Youth Employment and Learning Program (SYELP) will directly serve 791 youth with City of Hartford funding. The SYELP program will operate from July 1, 2020 through August 31, 2020.

IMPLEMENTATION AND REPORTING SCHEDULE

Date	SYELP 2020 Activities
July 1, 2020	Summer program starts
August 31, 2020	Last day of summer program activity
September 25, 2020	Deadline for final contractor invoices
October 1, 2020	Participant raw outcome data report due
October 30, 2020	2020 SYELP narrative and financial report due

Date	SYELP 2021 Startup Activities
Monthly	Staff support ALL IN! Work-Based Learning Workgroup and Hartford Opportunity Youth Collaborative
Fall 2020	Work with key stakeholders to implement sustainability recommendations
Fall 2020	Review online application and intake process
Fall 2020	Explore technology-based solution for assessments and matching
November 2020	Summer 2021 application process is designed
January 2021	Renewal of service providers
February/March 2021	Release SYELP application
May/June 2021	Contractors trained on intake and eligibility
May/June 2021	Contract renewal process for service providers
May 2021	Startup contracts developed
June 2021	Implementation of intake process
July 2021	Execute SYELP 2021 contracts

SUMMER YOUTH EMPLOYMENT AND LEARNING PROGRAM DESIGN

Priority of Service:

CWP has established criteria defining the population with the highest priority for enrollment in SYELP. Each service provider will be required to fill a minimum of 70% of program slots with youth who meet the criteria and may fill up to 30% of slots with other eligible youth.

The priority of service criteria, which must be determined as of the time of application, are:

- Youth with a disability
- Youth involved with DCF, including youth aged/aging out of foster care
- Low-income resident from a priority town who is between the ages of 14-18 and in high school or going into high school, or graduated in 2020 (Tiers 1-3)
- Low-income resident of a priority town age 18-21 who dropped out of high school before June 2020, but no earlier than June of 2018 (Opportunity Youth)
- Low-income resident of a priority town age 18-21 who graduated from high school before June 2020, but no earlier than June of 2018, who is out of school and out of work (Opportunity Youth)

Program Design:

The framework of the CWP SYELP is based on the 12 Work Based Learning Competencies which examines competency development that occurs at a workplace, providing structured learning experiences for students through exposure to a range of occupations and career options, and classroom or community activities. Work Based Learning allows students to build a bridge from adolescent roles in the classroom to adult roles in professional settings. Learning in the workplace or from industry professionals supports academic learning and promotes development of broad transferrable skills.

Due to the impact of COVID-19 on available worksites and in-person activity facilitation, the 3-tiered structure of SYELP will now be divided into two groups: virtual and project-based learning (Tiers 1 & 2) and virtual learning with work placement (Tier 3 and Opportunity Youth).

Group 1: Virtual and Project Based Learning

Programming designed to provide 13-16-year-olds with project-based learning, career exploration, and community engagement opportunities. This program will provide: basic, developmentally appropriate career exposure activities; introduction to employability skills through the Career Edge platform, which provides career development courses through a set of learning modules; and community engagement activities. Youth in the virtual and project-based learning group will have access to employers through virtual platforms for job shadowing, career exploration, mock interviewing, and interactive learning.

Rising 9th Grade Focus

The City of Hartford and Hartford Public Schools have developed priority of service criteria for rising 9th graders based on the mission and goal of Hartford Opportunity Youth Collaborative which seeks to reduce chronic absenteeism in Hartford.

Through partnership with HPS, CWP will ensure that rising 9th grade students that are at risk for being chronically absent are prioritized during intake of the virtual and project-based learning group.

Group 2: Virtual Learning with Work Placement

This program is designed with the needs and readiness of older youth in mind (Tier 3 and Opportunity Youth). The program will utilize limited access to worksites for youth that are closest to being job-ready and providing them a hybrid experience that includes virtual employability skills training through Career Labs in addition to worksite placement for youth that are closest to being job-ready. Career Labs utilizes cohort and strengths-based models and provides increased accountability and collaboration to build a strong community of work-ready youth.

Graduated 12th Grade Focus

CWP has partnered with Achieve Hartford's All In! Coalition to provide post-secondary transition planning to all youth that are graduating in June 2020. Due to the public health crisis and the subsequent closing of schools' physical locations, many Hartford youth had limited access to transition planning as they look to college or training programs in the fall. All In! has identified six subgroups of graduated youth and developed interventions at each level, including training for SYELP providers through uAspire on FAFSA completion, financial aid and college affordability, summer transition to college success, and understanding student aid reports.

Additional Agreements as part of the SYELP Program Model

- Capital Workforce Partners agrees to assess and measure readiness of program participants using the Hartford Work-based Learning Readiness Standards.
- Capital Workforce Partners agrees to provide a minimum of 200 Tier 1 slots to high-risk incoming 9th graders.
- Capital Workforce Partners agrees to identify a minimum of 15 participants for placement at the Department of Families, Children, Youth, and Recreation as a worksite.
- Capital Workforce Partners agrees to work with Our Piece of the Pie to ensure that no active Youth Service Corps members are accepted into paid (stipend, wages, etc.) Tiers 1, 2, or 3 slots for the Summer Youth Employment and Learning Program which may include, but is not limited to, sharing applicant data.

Additional Agreements as part of the Hartford Opportunity Youth Collaborative Summer 2020 Program Model

- Capital Workforce Partners agrees to execute the summer program model designed by Hartford Opportunity Youth Collaborative and approved by the City of Hartford.

- Capital Workforce Partners agrees to participate in Hartford Data Collaborative inclusive of, but not limited to, signing the Enterprise Memorandum of Understanding and Data Sharing Agreement.
- Capital Workforce Partners agrees to require any subgrantee of City funds for the purpose of Summer Youth Employment and Learning Program and related activities participate in Hartford Data Collaborative inclusive of, but not limited to, signing the Enterprise Memorandum of Understanding and Data Sharing Agreement.
- Capital Workforce Partners agrees to act as a fiscal agent on behalf of City Hartford for any additional funding for Level 1, 2, or 3 secured by the City of Hartford from private sources – philanthropic or corporate.
- Capital Workforce Partners agrees to provide a non-employment stipend to any Level 1 participants identified by the Department of Families, Children, Youth, and Recreation as meeting the criteria for a non-employment stipend contingent on funding availability.
- Capital Workforce Partners agrees to make a payment to any Level 1 provider identified by the Department of Families, Children, Youth, and Recreation as meeting the criteria for payment contingent on funding availability.

Contractors

CWP will contract with community-based agencies in Hartford to deliver the city-wide Summer Youth Employment and Learning Program (SYELP) to Hartford youth. Contracts will be funded with a mix of City, State and private resources. Final distribution of slots among contractors will be determined after all budget allocations have been confirmed.

Eligible contractors, selected through a competitive procurement process in 2019, are:

- Blue Hills Civic Association
- Center for Latino Progress
- Community Renewal Team
- Our Piece of the Pie
- Educational Data Systems, Inc.

These contractors may have additional slots available to youth who reside outside of Hartford. These slots will be available to Hartford youth if they are not filled by eligible youth from the designated towns.

Within the program framework, contractor responsibilities include:

- Recruitment
- Intake and eligibility determination
- Enrollment into ETO
- Facilitation of virtual learning activities through Career Edge

- Coordination of Career Labs cohorts
- Coordination of project-based learning and activity curriculums
- Development of resumes with participants
- Worksite development
- Supervisor orientation
- Worksite monitoring including ensuring compliance to C-19 regulations
- Hiring of participants as contractor employees
- Collection and data entry of Work-Based Learning Competency Reviews
- Compliance with COVID-19 state and federal regulations
- Response to CWP COVID-19 survey for agency and worksite compliance
- Compliance with all labor laws, including child labor laws
- Payroll administration
- Data entry of all assessments, activity hours and outcomes into ETO

Participant Performance Goals

In-School Youth Participants:

- 85% of youth will be rated as meeting or exceeding expectations by their supervisor on the Work Based Learning Competency Review
- 85% of youth will complete the program: at least 120 hours of program activity; participants who leave the program to accept unsubsidized employment will be considered completers
- 90% of youth will report continuing their education and/or enter employment at the end of the program
- 30% of Tier 3 youth in worksites will be retained by the worksite as unsubsidized employees

In addition, for Opportunity Youth:

- 85% of youth will enroll in a career pathway program leading to employment or advanced training in an in-demand sector as defined by CWP upon exit from SYELP
- 30% of youth in worksites will be retained by the worksite as unsubsidized employees

Contractor Performance Goals

- 100% of slots will be filled
- 100% of available participant hours will be utilized
- 70% of participants will meet priority of service as defined by CWP
- 100% of participant attendance information will be entered into ETO in a timely manner
- 100% of worksite agreements will be submitted to CWP for approval
- 100% provider staff attendance at all required contract meetings, including trainings

Summer Startup

CWP will plan, design and implement a Summer 2021 SYELP beginning with analysis of the results of Summer 2020 SYELP. This will be the responsibility of the CWP Manager of Youth Services. Startup activities will include:

- Create workplan to implement sustainability recommendations
- Drafting Summer 2020 SYELP performance report based on ETO data
- Formulating recommendations for program improvement based on Summer 2020 performance data
- Preparing the contractor renewal process for Summer 2021
- Developing and implementing Summer 2021 application process
- Identifying feasibility of a technology-based solution for assessment and worksite matching
- Reviewing and updating program policies, procedures and materials
- Drafting subcontract scopes to align with Summer 2021 program design and requirements
- Creating and delivering contractor staff training in the spring of 2021
- Support alignment of work-based learning programs that can feed SYELP
- Support alignment of SYELP to WIOA youth
- Provide staff support to Work-Based Learning Workgroup
- Lead efforts to align employer engagement strategies, specifically around unsubsidized employment opportunities for SYELP

EXHIBIT B
BUDGET

SYELP									
City of Hartford FY 21 Budget									
a. Contractor: Capital Workforce Partners			b. Contract No.:			c. Invoice No.		Budat	
Remit Address: One Union Place, Hartford, CT 06103									
d. Report Period Actual Cos: Date: 7/1/20-6/30/21						e. FEIN: 06-1013293			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
Budget Line Items	Budget Totals	Cumulative Expenditures To Date 7/1/20-6/30/21	Total Amount Previously Invoiced	Reimbursement Due to Contractor (3 minus 4)	Projected Expenditures From: To:	Amount Of Current Invoice (5 + 6)	Cumulative Invoiced (4+7)	Available Balance (2-8)	
A. Administrative Costs:									
1 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 Fringe/Payroll Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3 Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7 Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8 Insurance and Bonding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9 Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10 Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Total Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12 Indirect Administration	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
13 Total Administration	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
B. Program Costs									
1 Participant Contractual Services	\$ 800,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000.00
2 Salaries	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
3 Fringe/Payroll Taxes	\$ 21,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,750.00
4 Occupancy	\$ 12,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500.00
5 Professional Development	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
6 Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7 Information Technology	\$ 3,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,900.00
8 Travel	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550.00
9 Insurance and Bonding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10 Non-Participant Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Supplies	\$ 5,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,100.00
12 Total Program Costs	\$ 920,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 920,000.00
Total Amount	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000.00
f. Contractor Certification : The amounts claimed on this invoice constitute allowable costs in accordance with the terms of the contract and have not been previously billed under another grant or contract.									
<div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ffff00; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ffff00; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; background-color: #ffff00; margin-bottom: 5px;"></div>									

Payments

- City of Hartford agrees to release a first payment of \$900,000 to Capital Workforce Partners upon receipt of an invoice from Capital Workforce Partners upon the execution of the contract.
- Capital Workforce Partners agrees to release payments to subgrantees serving Hartford program participants no later than five (5) business days from receiving the first payment of \$900,000 from the City of Hartford.
- City of Hartford agrees to release quarterly payments to Capital Workforce Partners upon receipt of an invoice from Capital Workforce Partners for quarter expenses and any reporting due to the City of Hartford.

BUDGET JUSTIFICATION: CAPITAL WORKFORCE PARTNERS (CWP)

*Date/Version: 6/3/20
Submitted by CWP*

CAPITAL WORKFORCE PARTNERS

SYELP

SYELP Admin-Indirect

CWP utilizes a Federally Approved Indirect Cost Rate to apply administration costs ratably and fairly across all programs which benefit by the effort and related costs of our administrative staff. Our indirect administration includes staff time and related fringe benefit costs for management, accounting, payroll, human resources, and development functions. CWP has an approved indirect cost rate of 8.76%.

Total CWP SYELP Admin-Indirect: \$[80,000]

SYELP Admin-Direct

Program Coordinator	\$55,000
Program Manager	\$15,000
Program & Operations Administrator	\$ 5,000
CWP Fringe @ 29%	\$21,750
Occupancy Costs	\$12,500
IT Services	\$ 3,900
Consumable Supplies (includes laptop \$2,500)	\$ 5,100
Mileage	\$ 550
Conferences & Professional Development	\$ 1,200

Total CWP SYELP Admin-Direct: \$[120,000]

CWP TOTAL: \$[200,000]

SUBCONTRACTORS/PROVIDERS

Learning Slots

Program Fee

Subcontractors are paid a program fee based on slots and includes admin

189 slots x \$605 = \$114,777

Total Learning Slots -Program Fee : \$[114,777]

Stipends

189 slots x 120 hours x \$9.35/hour = \$212,858

Total Learning Slots Stipends: \$[212,858]

Total Learning Slots: \$[327,635]

Work Experience Slots

Work Experience Program Fee

Subcontractors are paid a program fee based on slots and includes admin

186 slots x \$660 = \$122,760

Total Work Experience-Program Fee: \$[122,760]

Work Experience Wages

186 slots x 120 hours x \$11.00/hour = \$245,520

Total Work Experience Wages: \$[245,520]

Work Experience Fringe

\$245,520 wages @ 20% fringe rate = \$49,104

Total Work Experience Fringe: \$[49,104]

Total Work Experience: \$[417,384]

Career Labs/Grads for Life

Total Career Labs: \$[14,981]

SYELP Start Up 2021

Totals SYELP Start Up: \$[40,000]

**** SUBCONTRACTORS/PROVIDERS TOTAL: \$[800,000]***

***GRAND TOTAL (PROPOSED CONTRACT AMOUNT):
\$1,000,000***