

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

Meeting Date and Time: Thursday, October 6, 2022 10:00 AM –12:00 PM

Meeting Location: Legislative Office Building
Hearing Room 1D
300 Capitol Ave
Hartford, CT

Call-In Instructions: Telephone: 1 860-840-2075
Meeting ID: 307 248 286

Agenda

- I. Call to Order & Opening Remarks by Secretary Jeff Beckham 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 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. September 8, 2022 Regular Meeting

- IV. City of Hartford
 - a. Review and Discussion: Monthly Financial Report: August 2022
 - b. Review, Discussion and Possible Action: Labor Contracts:
 - i. Hartford Police Union

- V. City of West Haven
 - a. Subcommittee Update
 - b. Review and Discussion: Monthly Financial Report: August 2022
 - c. Review, Discussion and Possible Action: Labor Contracts
 - i. BOE West Haven Administrators’ Association
 - d. Update: West Haven Professional Firefighters, IAFF Local 1198
 - e. Review and Discussion: Non-Labor Contracts

- i. Architectural Services – O’Riordan Migani Architects LLC
 - ii. Architectural Services – Russell and Dawson, Inc.
 - f. Review, Discussion and Possible Action: Approval of Bond Ordinances
 - i. Clean Water Fund Loan
 - g. Tier IV Action Plan:
 - i. Update: Financial Organizational Assessment
 - ii. Update: Financial Manager Selection/RFP
 - iii. Review, Discussion and Possible Action: MARB Policies and Procedures
 - h. Review and Discussion: Open Items Table
- VI. Town of Sprague
 - a. Review and discussion: Monthly Financial Report: August 2022
- VII. Other Business
- VIII. Adjourn

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STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD
REGULAR MEETING MINUTES

Meeting Date and Time: Thursday, September 8, 2022 10:00 AM –12:00 PM

Meeting Location: Legislative Office Building
Hearing Room 1D
300 Capitol Ave
Hartford, CT

Call-In Instructions: Telephone: 1 860-840-2075
Meeting ID: 135 920 035

Members in Attendance: Secretary Beckham, Christine Shaw (State Treasurer designee), David Biller, Matt Brokman, Patrick Egan, Stephen Falcigno, Thomas Hamilton, Mark Waxenberg

Tier IV Members in Attendance: Colleen O'Connor

Municipal Officials in Attendance: Mayor Bronin, Leigh Ann Ralls, Phillip Penn, Scott Jackson, Lee Tiernan, Doug Colter, Chris Hodgson (labor attorney for West Haven), Bill Lindsay (bond advisor for West Haven)

Staff in Attendance: Kimberly Kennison, Julian Freund, James Caley (Office of Attorney General)

I. Call to Order & Opening Remarks by Secretary Jeff Beckham and Treasurer Shawn Wooden
The meeting was called to order at 10:02 AM.

II. Public Comment Period
None.

III. Approval of Minutes:
a. July 14, 2022 Regular Meeting
Christine Shaw made a motion to approve the minutes, with a second by Mr. Biller. A correction to add James Caley to the list of attendees was noted. The minutes were approved with that correction by a vote of 6-0-2, with Mr. Brokman and Mr. Falcigno abstaining.

IV. City of Hartford
a. Review and Discussion: Monthly Financial Report: June and July 2022
Ms. Ralls an overview of the City's preliminary FY 2022 results. The projected surplus for FY 2021 is \$15.9 million largely as a result of favorable tax collections, lower than anticipated

health care and workers compensation claims, and personnel savings. Mayor Bronin noted that the first \$5 million is intended to go to fund balance, \$1 million would go toward technology and equipment needs, \$6 million would go to economic development, and the remainder would be determined by the Mayor and Council, likely going toward capital investment and additional economic development. Mr. Penn outlined the areas of savings in the Board of Education budget.

b. Review and Discussion: Non-Labor Contracts

i. Konover Commercial Corp. – Facility Management Services

This contract is for management services for the City’s public safety complex. The prior contract covered fiscal years 2020 through 2022 and was reviewed by the MARB in 2019. That contract was at a cost of \$159,000 per year. The City issued an RFP for a new contract and selected Konover Commercial Corporation. This is a one-year contract with three options for one-year extensions. The cost in Year 1 is \$166,800 followed by increases of \$3,000 in years 2 and 3, and \$4,000 in the final year.

V. City of West Haven

a. Subcommittee Update

A written update was included in the meeting materials. Mr. Freund provided additional details regarding the Subcommittee’s work.

b. Update: Bond Issuance Plan

The City has \$6.5 million of bond anticipation notes maturing at the end of September. The previous plan was to permanently finance the BANS and issue new debt for public works and education project. The plan has been revised. The City adjusted its plan and will be rolling the notes over for 6 months. The action does not require MARB authorization as the notes are not new debt. The debt was previously authorized in a 2017 bond ordinance.

Mr. Hamilton asked about the planned structuring of the repayment of the bonds expected to be issued in March. The anticipated repayment structure shows the first principal and interest payments due in June 2023. He noted that the timing coincides with what tends to be the period of lowest cash position for Connecticut municipalities, just prior to July tax collections. Mr. Lindsay explained that the structure is intended to be consistent with the prior plan which provided for relatively level debt service requirements year to year. He added that the City’s bonds are issued under a trust indenture which requires that debt service payments must be deposited one full month in advance with the trustee. Mr. Hamilton suggested that the City revisit the bond repayment structure prior to issuing the bonds in March.

Mr. Waxenberg asked if the use of ARPA was considered for any one-time expenditures the City is taking on. Mr. Jackson replied that much of the funding in the packages on the agenda is Clean Water funding and ARPA.

c. Review and Discussion: Monthly Financial Report: June and July, 2022

Mr. Lindsay updated the board on the status of the City's credit rating by Moody's. The City has provided draft FY 2021 financial statements to Moody's for their review. His informal communications with the rating agency suggest that the information provided is sufficient to update their rating.

Mr. Hamilton asked about the outstanding encumbrances shown on the June 30 financial report and whether the City has closed the books on FY 2022. Mr. Jackson said the close will be September 8.

In response to a question from Mr. Brokman, Mr. Jackson said that the auditor expects to have the financial statements for FY 2021 completed by November 1.

Mr. Hamilton asked that the Board of Education provide monthly reports directly from the financial system in the future. He questioned some of the year-end amounts that appear on the one-page summary provided by the Board of Education. Mr. Cavallaro, Business Manager, indicated that the year-end figures reflect certain expenditures that were reclassified to maintain expenditures within budget as well as some expenditures that were charged to grants. The board discussed further the City's budget transfer practices. Secretary Beckham noted that the Financial Manager that the MARB selects could assist the City in addressing budget transfer practices.

d. Review, Discussion and Possible Action: Labor Contracts:

i. West Haven Professional Firefighters, IAFF Local 1198

This agreement is with the union representing 18 firefighters in the Allingtown Fire District. The last contract expired June 30, 2022. This contract would have a term of July 1, 2022 through June 30, 2025. The union and the City Council have both ratified the agreement. At its July meeting the West Haven Subcommittee voted to recommend approval of the contract by the full MARB.

In a separate, but related matter, the board also raised questions about the City's action to grant one-time hazard pay stipends of \$10,000 each to members of the firefighter unions in each of the fire districts. These one-time payments were to be funded with ARPA funds. Board members raised questions as to whether these payments should have been the subject of negotiations with the union. Since the July meeting, an agreement has been drafted regarding the stipend, and has been signed by the union.

Mr. Hodgson, Bercham Moses, explained that the union had ratified the contract and agreed to move to the State Partnership Health Plan subject to MARB approval of the contract. An MOU agreeing to a transition date of October 1 has been signed. The contract provides general wage increases (GWIs) of 2.5% for three years and follows four years of 0% GWIs. The employee health premium share remains the same in the first year followed by an increase of 1.5% over the remaining two years. The agreement also increases minimum manning from 5 per shift to 6 per shift in the event that the City is awarded a SAFER grant.

He also summarized a legal opinion regarding the City's intent to provide hazard pay stipends to members of this union using ARPA funds. The opinion concludes that the hazard pay stipends for Firefighters is an eligible use. He added that an MOU has been signed by the union and the City requesting MARB approval of the stipend payment.

Mr. Hamilton asked for more explanation of the provision for increasing the minimum manpower. Mr. Hodgson explained that the City has applied for SAFER grant funding that would

pay for the additional cost of a Firefighter. Mr. Hamilton and other members raised concerns about the long-term financial impact of contractually increasing minimum manpower. Members asked for further clarification on this provision, including whether the provision would require maintaining the higher minimum staffing after the grant period and the cost of doing so.

Secretary Beckham asked about the proposed hazard pay. Mr. Hodgson explained that the proposal is for \$10,000 to each member at the rank of Captain and below. Secretary Beckham noted that the amount is considerably higher than the per employee amounts considered for pandemic pay for the private sector and for State collective bargaining units. He would not support the proposal at that level. Other members expressed difficulty supporting the hazard pay stipend at that amount.

The board opted to not take action on the Firefighter agreements.

ii. Board of Education Non-Certified, AFSCME, Local 2706

The Board of Education has reached a tentative agreement with the Non-Certified employee group which covers approximately 90 employees. The Contract expired June 30, 2022. The tentative agreement is for a term of July 1, 2022 through June 30, 2026. At its July meeting, the West Haven Subcommittee voted to recommend that the full MARB approve this contract. Mr. Cavallaro explained that the contract provides a 2% general wage increase in each year plus step advancement. The employee health insurance cost share increases from the current 17% to 18.5% by the end of the contract term. The costs of the contract are included in the Board of Education budget.

Mr. Falcigno made a motion to approve the contract with a second by Mr. Biller. The motion passed unanimously.

e. Review, Discussion and Possible Action: Non-Labor Contracts:

i. Grant Agreement with CT Department of Energy and Environmental Protection

In response to rising costs for solid waste disposal, the City of West Haven submitted an application for funding through the Dept. of Energy and Env. Protection's Sustainable Materials Management Grant. The grant funds pilot projects designed to reduce the stream of waste destined for incinerators or landfills and help municipalities reduce or better manage the cost of disposal. DEEP awarded the City a grant of \$1.3 million to pilot a project that will introduce unit-based pricing in the City as well as the separation of food waste from other waste materials.

The Board has been provided with a copy of the Grant Agreement, as well as the City's grant application and other supporting information. The Agreement specifies that the grant funds will be distributed on a reimbursement basis, and the City will be required to provide monthly reporting of expenses to DEEP.

Mr. Brokman made a motion to approve the grant agreement with a second by Ms. Shaw. The motion passed unanimously.

ii. Dawson Ave. Area Sewer and Manhole Rehabilitation Construction – National Water Main Cleaning Company

This contract is related to one of the Clean Water Fund loans that was approved by the Board at its July meeting. The improvements to the sanitary sewer system to be performed under this contract are required under a 2014 consent decree with the U.S. EPA.

Mr. Brokman made a motion to approve the contract with a second by Ms. Shaw. The motion passed unanimously.

iii. Task Orders – CDM Smith, Inc.

1. MS4 Permit Compliance Assistance
2. Design Replacement of Dawson Ave. Wastewater Pumping Station
3. MS4 Permit Compliance Assistance – IDDE Investigations
4. CMOM Consent Decree Compliance
5. High Priority Areas Sewer Rehabilitation – Design, Bidding & Construction Services

Each of the five task orders with CDM Smith are related to the City's consent decree with EPA. Mr. Waxenberg asked about the funding sources for these items. Mr. Jackson replied that the tasks are funded by a combination of Clean Water Funds and ARPA funds.

Mr. Brokman made a motion to approve the task orders with a second by Mr. Falcigno. The motion passed unanimously.

iv. Old Colony Construction – Fuel Tank Replacement

This contract provides for the replacement of two underground fuel tanks for which the DEEP permit is expiring and replacing with above ground fuel system. The cost of the project is \$664,872. The funding for this contract comes from a combination of LoCIP funds and proceeds from the Sept. 2021 bond issuance.

In response to questions about the bid process, Mr. Jackson explained the City received one bid which had been advertised on the State bid portal and in the New Haven Register.

Mr. Hamilton asked if the project cost includes an allowance for potential contaminated soil remediation. Mr. Jackson indicated that soil testing will be needed before the project. He said the project cost includes a contingency for contaminated soil.

Mr. Brokman made a motion to approve the contract with a second by Mr. Waxenberg. The motion passed unanimously.

v. O'Riordan Migani Architects LLC – Architectural Services

This contract provides for architectural services and design work for a remodeling project at the Senior Center. The project is to be funded with ARPA funds. Mr. Egan asked if a conflict of interest check is completed prior to the City Council's approval of contracts recommended by the ARPA Committee. Mr. Jackson said that the City's Ethics Board is in the process of reviewing guidelines on these matters. Mr. Jackson answered that the Purchasing Manager reviews all applications for payment. Mr. Tiernan added that new vendors are required to complete ethics forms. Mr. Falcigno asked about the bid process for the contract. Mr. Colter explained the process involved an RFQ to develop a pool of architects for on-call ARPA projects.

Mr. Brokman made a motion to approve the contract with a second by Ms. Shaw. The motion passed unanimously. The motion passed, with Mr. Falcigno opposed.

vi. Sanitary Equipment Co., Inc. – Vacuum Truck

This contract is for the purchase of a Vacuum Truck for stormwater sewer maintenance and is also to be funded from ARPA. This item was publicly bid and the City received two responses. Mr. Colter described the bid process and the responses. The close proximity of the repair facility was among the considerations in selecting the vendor. The vendor has been used by the City before but has no connections to staff or City leaders. In response to a question from Mr. Brokman, Mr. Colter explained this equipment will replace an existing truck that has less capacity.

Mr. Brokman made a motion to approve the contract with a second by Mr. Falcigno. The motion passed unanimously.

vii. Development Agreement - Brewery Conference Center Project

This development agreement will lease City-owned land to a developer seeking to invest approximately \$20 million in the property. The term of the agreement is 60 years. The Agreement caps the assessed value of the new buildings at \$2 million for 20 years, \$2.5 million for an additional 10 years, and \$3 million for the remainder of the lease. The City Council approved the agreement and a copy of the Council resolution was provided in the meeting materials.

Mr. Biller asked how the developer was selected. Mr. Tiernan described the RFP process for which the City received two proposals. The City Council held public hearings on the RFP and selected the brewery. Members discussed the details of the project. A copy of the development agreement has not been finalized and provided to the board.

The board opted to not take action on the agreement until it has been provided with a copy of the proposed development agreement. Secretary Beckham indicated he is willing to hold a special meeting within the next week if the written agreement can be made available.

f. Tier IV Action Plan

i. Review, Discussion and Possible Action: Organizational Financial Assessment

Ms. Kennison outlined the status of the process of engaging a consultant to complete an organizational financial assessment of the City of West Haven. A scope of services was approved by the board at a prior meeting. Three consulting firms currently under a master contract with the State were contacted for proposals. The consulting firm Whittlesey is recommended as the consulting firm for the project. The project will be approached as a phased project with highest risk areas addressed first. In response to a question from Ms. Shaw, Ms. Kennison described how the work of this consultant will be integrated with the work of the Financial Manager to be selected by the board through an RFP process. Secretary Beckham said that the board's input regarding the work of the Financial Manager will be critical. Mr. Waxenberg asked that the assessment look at the relationship between the City and the fire districts.

Mr. Brokman made a motion to approve the engagement with the consulting firm Whittlesey, with a second by Mr. Falcigno. The motion passed unanimously.

ii. Review, Discussion and Possible Action: MARB Policies and Procedures

Mr. Freund provided a summary of revisions made to the proposed policies and procedures since last reviewed by the board in July and distributed in August

Ms. Shaw asked about enforcement options regarding a municipality's responsiveness to board requests for information. Secretary Beckham explained that the board's options are limited to the powers specified in the statutes. The practical consequences to issues with responsiveness are that the board may table or reject proposals from the City.

Mr. Egan pointed out that specific language regarding review of ethics and conflict of interest policies that appears in the Tier III section covering non-labor contracts does not appear in the Tier IV section covering non-labor contracts. The Tier IV section will be revised to add that language. He also questioned the limits on board review of change orders as proposed in the draft policies. He suggested lowering the threshold for requiring board approval of change orders.

The board opted to defer acting on the policies and procedures until the additional revisions are made.

iii. Review and Discussion: Financial Manager Selection/RFP

Mr. Hamilton, Mr. Egan and Mr. Falcigno volunteered to assist OPM staff in the process of developing the RFP and making a recommendation on the selection of a Financial Manager.

VI. Town of Sprague

a. Review and discussion: Monthly Financial Report: June and July, 2022

Based on the MARB's discussion at the July meeting, the Town was advised that they did not need to attend this meeting. The Town provided its monthly financial report which was included in the meeting materials. One clarification to the report was made in response to a question from OPM staff. The projection for the BOE expenses has been updated to be consistent with the BOE report. The updated unaudited estimate for FY 2022 is a General Fund surplus of \$295,000.

VII. Other Business

None.

VIII. Adjourn

Mr. Biller made a motion to adjourn with a second by Mr. Egan. The meeting adjourned at 1:02 PM.

City of Hartford

FY2023

Monthly Financial Report to the Municipal Accountability Review Board



August 2022
(FY2023 P2)

Meeting date: October 6, 2022

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

| | |
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City of Hartford - FY2023 General Fund Financial Report & Projection

10/6/2022

| Revenue Category | FY2022 UN-AUDITED ACTUAL | FY2023 ADOPTED BUDGET | FY2023 REVISED BUDGET | FY2022 ACTUAL (AUGUST) | FY2023 ACTUAL (AUGUST) | FY2023 PROJECTION | VARIANCE (FAV)/UNFAV |
|---|--------------------------|-----------------------|-----------------------|------------------------|------------------------|----------------------|----------------------|
| 41 General Property Taxes ¹ | (297,110,363) | (294,747,269) | (294,747,269) | (147,991,564) | (151,506,768) | (294,747,269) | - |
| 42 Licenses & Permits ² | (6,225,995) | (6,119,612) | (6,119,612) | (883,034) | (2,226,552) | (6,119,612) | - |
| 43 Fines Forfeits & Penalties ³ | (192,966) | (154,100) | (154,100) | (47,286) | (18,477) | (154,100) | - |
| 44 Revenue from Money & Property ⁴ | (1,647,085) | (1,171,054) | (1,171,054) | (145,601) | (487,217) | (1,171,054) | - |
| 45 Intergovernmental Revenues ⁵ | (332,953,403) | (288,532,177) | (288,532,177) | (12,080,570) | (1,168,450) | (288,532,177) | - |
| 46 Charges For Services ^{6,10} | (4,940,478) | (3,149,666) | (3,149,666) | (753,900) | (976,434) | (3,149,666) | - |
| 47 Reimbursements ⁷ | (80,343) | (89,653) | (89,653) | (50) | (5,783) | (89,653) | - |
| 48 Other Revenues ⁸ | (393,470) | (55,200) | (55,200) | (37,475) | (18,254) | (55,200) | - |
| 53 Other Financing Sources ⁹ | (4,447,495) | (5,556,000) | (5,556,000) | (32,387) | (40,606) | (5,556,000) | - |
| Total Revenues¹⁵ | (647,991,599) | (599,574,731) | (599,574,731) | (161,971,867) | (156,448,540) | (599,574,731) | - |

| Expenditure Category | FY2022 UN-AUDITED ACTUAL | FY2023 ADOPTED BUDGET | FY2023 REVISED BUDGET | FY2022 ACTUAL (AUGUST) | FY2023 ACTUAL (AUGUST) | FY2023 PROJECTION | VARIANCE FAV/(UNFAV) |
|--|--------------------------|-----------------------|-----------------------|------------------------|------------------------|--------------------|----------------------|
| Payroll ¹¹ | 116,423,572 | 124,048,205 | 124,164,820 | 15,801,982 | 15,475,122 | 124,164,820 | - |
| Benefits | 70,727,917 | 98,049,066 | 98,049,066 | 16,428,426 | 17,662,018 | 98,049,066 | - |
| Debt & Other Capital ^{12 14} | 96,570,318 | 15,454,900 | 15,454,900 | 1,460,536 | 1,417,895 | 15,454,900 | - |
| Library | 0 | 8,663,336 | 8,663,336 | 298,987 | 1,443,889 | 8,663,336 | - |
| Metro Hartford Innovation Services | 2,151,273 | 4,392,973 | 4,392,973 | 698,453 | 732,162 | 4,392,973 | - |
| Utilities | 28,251,330 | 30,256,463 | 30,256,463 | 4,299,346 | 5,148,711 | 30,256,463 | - |
| Other Non-Personnel | 26,613,725 | 34,696,514 | 34,579,899 | 3,722,601 | 3,851,525 | 34,579,899 | - |
| Education ¹³ | 282,800,486 | 284,013,274 | 284,013,274 | 16,006,397 | 16,006,397 | 284,013,274 | - |
| Total Expenditures¹⁵ | 623,538,621 | 599,574,731 | 599,574,731 | 58,716,728 | 61,737,720 | 599,574,731 | - |
| Revenues and Expenditures incl. Committed and Assigned, Net | (24,452,978) | - | - | (103,255,139) | (94,710,820) | - | - |

REVENUE FOOTNOTES

- ¹ (1) Cumulative through August, current year tax levy revenue actuals are 3.60% or \$5.21M higher than FY2022 Period 2 (August).
(2) Prior Year Levy collections actuals are tracking unfavorably by \$2.09M compared to the FY2022 cumulative through August.
(3) Interest and liens collections actuals are higher by \$0.23M through August compared to FY2022.
(4) Revenues from subsequent tax lien sales are typically recorded in the 4th quarter of the fiscal year.
- 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's actuals are tracking favorably by 152% or \$1.34M compared to the FY2022 cumulative through August due to several significant permits sold for large projects during FY2023 that did not occur in FY2022. This revenue category is projected to be at budget based on known upcoming projects in the City of Hartford.
- ³ The Fines, Forfeits and Penalties revenue line item includes revenues from false alarms fines and is projected to be at the FY2023 budget.
- ⁴ Revenue from Money and Property contains lease/rental and short-term investment income. FY2023 actuals are tracking 235% higher than August FY2022 due to higher interest revenue.
- ⁵ Intergovernmental Revenues primarily reflect the receipts of Education Cost Sharing, Supplemental Car Tax and PILOT revenues from the State. August FY2023 actuals are significantly lower than August FY2022 actuals because the FY2022 actuals include reimbursement from the State for foregone tax revenue resulting from the motor vehicle property tax cap, while the FY2023 actuals do not.
- 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 \$4.9M. Conveyance tax revenue continues to be strong in FY2023.
- ⁷ **Reimbursements** (primarily Section 8) largely occur at fiscal year end.
- ⁸ **Other Revenues** will vary year to year based on unanticipated items such as settlements.
- ⁹ Other Financing Sources reflects revenues from Corporate Contribution (1), DoNo Stadium Fund (2), the Parking Authority Fund (3), Special Police Service Fund (4), and other (5).
(1) A Corporate Contribution of \$10M was provided directly to the Hartford Public Library for FY2022 to cover costs of library construction.
(2) Yard Goat Admission Tax is received monthly and is included in the year to date actuals.
(3) The revenue from Hartford Parking Authority is received quarterly.
(4) Revenues from Police Private Duty are posted quarterly.
- ¹⁰ FY2023 Adopted Budget reported in FY2023 Adopted Budget Book shifted \$600 in revenue for swimming pool inspections from Licenses and Permits to Charges for Services.

EXPENDITURE FOOTNOTES

- ¹¹ Payroll will be monitored throughout the fiscal year for the impacts of attrition and overtime.
- ¹² The FY2023 Adopted Budget for Debt & Other Capital are comprised of \$4.65M for Downtown North principal and interest, \$122K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$10.57M for Pay-As-You-Go CapEx for a total of \$15.45M.
- ¹³ Education YTD actuals reflect 2 month of the City's tax supported payment of \$96M. The \$188M ECS will be recorded as the State allocation is received.
- ¹⁴ Under the executed Contract Assistance agreement, \$54.10M of General Obligation debt service payments are made on the City's behalf by the State of Connecticut in FY2023. 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.
- ¹⁵ The City's financial system (Munis) reflects revenues as negative values (credits) and expenditures as positive values. A negative variance for revenues is favorable. A positive variance for revenues is unfavorable.

Revenue Summary - Major Category

| | FY2022 UN-AUDITED ACTUAL | FY2023 ADOPTED BUDGET | FY2023 REVISED BUDGET | FY2022 ACTUAL (AUGUST) | FY2023 ACTUAL (AUGUST) |
|---|-----------------------------|--------------------------|--------------------------|---------------------------|---------------------------|
| 41-TAXES | (297,110,363) | (294,747,269) | (294,747,269) | (147,991,564) | (151,506,768) |
| CURRENT YEAR TAX LEVY | (281,743,173) | (285,792,269) | (285,792,269) | (144,599,968) | (149,808,810) |
| INTEREST AND LIENS | (5,029,160) | (3,800,000) | (3,800,000) | (698,613) | (931,326) |
| PRIOR YEAR LEVIES | (9,769,363) | (5,130,000) | (5,130,000) | (2,623,056) | (537,372) |
| TAX LIEN SALES | (187,912) | - | - | - | (193,550) |
| OTHER | (380,755) | (25,000) | (25,000) | (69,927) | (35,710) |
| 42-LICENSES AND PERMITS | (6,225,995) | (6,119,612) | (6,119,612) | (883,034) | (2,226,552) |
| BUILDING PERMITS | (3,132,956) | (3,614,100) | (3,614,100) | (339,710) | (1,239,778) |
| ELECTRICAL PERMITS | (932,294) | (797,665) | (797,665) | (155,390) | (229,520) |
| FOOD & MILK DEALER LICENSES | (288,674) | (140,000) | (140,000) | (116,034) | (155,025) |
| MECHANICAL PERMITS | (622,751) | (800,000) | (800,000) | (118,990) | (395,370) |
| PLUMBING PERMITS | (442,584) | (337,846) | (337,846) | (48,430) | (85,482) |
| OTHER | (806,737) | (430,001) | (430,001) | (104,479) | (121,377) |
| 43-FINES FORFEITS AND PENALTIES | (192,966) | (154,100) | (154,100) | (47,286) | (18,477) |
| FALSE ALARM CITATIONS-POL&FIRE | (170,436) | (138,000) | (138,000) | (44,789) | (17,594) |
| LAPSED LICENSE/LATE FEE | (12,025) | (7,100) | (7,100) | (1,500) | - |
| OTHER | (10,505) | (9,000) | (9,000) | (997) | (883) |
| 44-INTEREST AND RENTAL INCOME | (1,647,085) | (1,171,054) | (1,171,054) | (145,601) | (487,217) |
| BILLINGS FORGE | (22,646) | (20,428) | (20,428) | (5,921) | (5,833) |
| CT CENTER FOR PERFORM ART | (54,167) | (50,000) | (50,000) | (8,333) | (8,333) |
| INTEREST | (830,377) | (362,000) | (362,000) | (46,641) | (373,695) |
| RENT OF PROP-ALL OTHER | (87,625) | (101,329) | (101,329) | (19,165) | (16,415) |
| RENTAL OF PARK PROPERTY | (42,305) | (16,000) | (16,000) | (6,925) | (6,338) |
| RENTAL OF PARKING LOTS | (26,021) | - | - | - | - |
| RENTAL OF PROP-FLOOD COMM | (114,240) | (99,360) | (99,360) | (15,720) | (16,560) |
| RENTAL-525 MAIN STREET | (37,251) | - | - | (3,726) | (3,726) |
| RENTS FROM TENANTS | (165,517) | (161,400) | (161,400) | (21,097) | (22,440) |
| SHEPHERD PARK | (124,207) | (234,393) | (234,393) | - | - |
| THE RICHARDSON BUILDING | (106,586) | (90,000) | (90,000) | - | (15,806) |
| UNDERWOOD TOWER PILOT | (36,144) | (36,144) | (36,144) | (18,072) | (18,072) |
| 45-INTERGOVERNMENTAL | (332,953,403) | (288,532,177) | (288,532,177) | (12,080,570) | (1,168,450) |
| MUNICIPAL AID | (263,709,416) | (284,605,856) | (284,605,856) | (11,938,168) | - |
| CAR TAX SUPPL MRSF REV SHARING | (11,344,984) | (20,321,339) | (20,321,339) | (11,344,984) | - |
| EDUCATION COST SHARING | (186,762,102) | (187,974,890) | (187,974,890) | - | - |
| HIGHWAY GRANT | (1,186,368) | (1,186,368) | (1,186,368) | (593,184) | - |
| MASHANTUCKET PEQUOT FUND | (6,136,523) | (6,136,523) | (6,136,523) | - | - |
| MRSA BONDED DISTRIBUTION GRANT | (1,419,161) | (1,419,161) | (1,419,161) | - | - |
| MRSF SELECT PILOT | (12,422,113) | (12,422,113) | (12,422,113) | - | - |
| MUNICIPAL STABILIZATION GRANT | (3,370,519) | (3,370,519) | (3,370,519) | - | - |
| PRIV TAX EXEMPT PROPERTY | (30,904,693) | (51,774,943) | (51,774,943) | - | - |
| STATE OWNED PROPERTY | (10,162,953) | - | - | - | - |
| OTHER MUNICIPAL AID | (54,677,710) | - | - | - | - |
| STATE CONTRACT ASSISTANCE | (54,677,710) | - | - | - | - |
| OTHER STATE REVENUES | (11,208,076) | (24,516) | (24,516) | - | (20,399) |
| DISTRESSED MUNICIPALITIES | (11,114,995) | - | - | - | - |
| JUDICIAL BRANCH REV DISTRIB. | (74,654) | - | - | - | (20,399) |
| VETERANS EXEMPTIONS | (18,427) | (24,516) | (24,516) | - | - |
| PILOTS, MIRA & OTHER INTERGOVERNMENTAL | (3,355,901) | (3,898,505) | (3,898,505) | (142,002) | (1,148,051) |
| DISABIL EXEMPT-SOC SEC | (7,148) | (6,417) | (6,417) | - | - |
| GR REC TAX-PARI MUTUEL | (175,135) | (165,714) | (165,714) | (32,245) | (29,732) |
| HEALTH&WELFARE-PRIV SCH | (56,245) | (54,629) | (54,629) | - | - |
| MATERIALS INNOVATION RECYCLING | (1,500,000) | (1,500,000) | (1,500,000) | - | - |
| PHONE ACCESS LN TAX SH | (532,756) | (562,817) | (562,817) | - | - |
| PILOT CHURCH HOMES INC | (126,512) | (126,872) | (126,872) | (63,256) | (63,066) |
| PILOT FOR CT CTR FOR PERF | (273,269) | (357,056) | (357,056) | - | - |
| PILOT FOR HARTFORD 21 | (500,000) | (500,000) | (500,000) | - | - |
| PILOT HARTFORD HILTON | (46,501) | (350,000) | (350,000) | (46,501) | (975,040) |
| PILOT HARTFORD MARRIOTT | (113,335) | (250,000) | (250,000) | - | (80,213) |
| PILOT TRINITY COLLEGE | (25,000) | (25,000) | (25,000) | - | - |
| OTHER | (2,300) | (3,300) | (3,300) | (400) | - |
| STATE REIMBURSEMENTS | (2,300) | (3,300) | (3,300) | (400) | - |
| 46-CHARGES FOR SERVICES | (4,940,478) | (3,149,666) | (3,149,666) | (753,900) | (976,434) |
| CONVEYANCE TAX | (2,637,614) | (1,300,000) | (1,300,000) | (400,422) | (547,691) |
| FILING RECORD-CERTIF FEES | (441,164) | (300,000) | (300,000) | (65,781) | (50,501) |
| TRANSCRIPT OF RECORDS | (847,597) | (805,266) | (805,266) | (158,460) | (101,016) |
| OTHER | (1,014,102) | (744,400) | (744,400) | (129,238) | (277,226) |
| 47-REIMBURSEMENTS | (80,343) | (89,653) | (89,653) | (50) | (5,783) |
| ADVERTISING LOST DOGS | (598) | (453) | (453) | (50) | (20) |
| ATM REIMBURSEMENT | - | - | - | - | - |
| DOG ACCT-SALARY OF WARDEN | (2,158) | (2,105) | (2,105) | - | - |
| OTHER REIMBURSEMENTS | - | - | - | - | - |
| REIMB FOR MEDICAID SERVICES | - | - | - | - | (4,613) |
| SECTION 8 MONITORING | (76,688) | (83,890) | (83,890) | - | - |
| OTHER | (900) | (3,205) | (3,205) | - | (1,150) |
| 48-OTHER REVENUES | (393,470) | (55,200) | (55,200) | (37,475) | (18,254) |
| MISCELLANEOUS REVENUE | (207,788) | (45,724) | (45,724) | (31,753) | (17,024) |
| OVER & SHORT ACCOUNT | (1,237) | - | - | (19) | (0) |
| SALE CITY SURPLUS EQUIP | - | - | - | - | - |
| SALE OF DOGS | (7,633) | (5,993) | (5,993) | (787) | (564) |
| SETTLEMENTS - OTHER | (3,002) | (3,000) | (3,000) | (3,002) | - |
| OTHER | (173,809) | (483) | (483) | (1,914) | (666) |
| 53-OTHER FINANCING SOURCES | (4,447,495) | (5,556,000) | (5,556,000) | (32,387) | (40,606) |
| CORPORATE CONTRIBUTION | - | - | - | - | - |
| DOWNTOWN NORTH (DONO) | (668,792) | (795,000) | (795,000) | (32,387) | (40,606) |
| REVENUE FROM HTFD PKG AUTHY | (2,111,857) | (2,011,000) | (2,011,000) | - | - |
| SPECIAL POLICE SERVICES | (1,666,845) | (2,750,000) | (2,750,000) | - | - |
| Grand Total | (647,991,598) | (599,574,731) | (599,574,731) | (161,971,867) | (156,448,540) |

CITY OF HARTFORD
PROPERTY TAX COLLECTIONS REPORT FOR FY22 AND FY23
PROPERTY TAX COLLECTION REPORT THROUGH AUGUST 31, 2022

| Month | Current Year Taxes | | Prior Year Taxes | | Interest | | Liens Sales | | Total Collections | |
|---|-------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|---------------------------|---------------------------|------------------------------|------------------------------|------------------------------------|------------------------------------|
| | Actual FY 22 | Actual FY 23 | Actual FY 22 | Actual FY 23 | Actual FY 22 | Actual FY 23 | Actual FY 22 | Actual FY 23 | FY 22 | FY 23 |
| July | 100,781,340 | 107,971,467 ¹ | 962,504 | (298,163) ² | 292,231 | 343,138 ² | - | 187,912 ¹ | 102,036,074 | 108,204,354 |
| August | 43,818,629 | 41,837,343 ¹ | 1,660,552 | 835,535 ³ | 406,382 | 588,188 ⁴ | - | 5,637 | 45,885,563 | 43,266,703 |
| September | 2,354,099 | | 1,234,241 | | 660,811 | | - | - | 4,249,151 | - |
| October | 1,620,537 | | 786,197 | | 358,588 | | - | - | 2,765,323 | - |
| November | 2,414,141 | | 567,061 | | 289,710 | | 187,912 | - | 3,458,824 | - |
| December | 20,209,585 | | 655,480 | | 322,547 | | - | - | 21,187,611 | - |
| January | 80,054,887 | | 1,026,226 | | 545,976 | | - | - | 81,627,089 | - |
| February | 22,815,794 | | 383,975 | | 352,041 | | - | - | 23,551,810 | - |
| March | 3,375,384 | | 976,618 | | 577,764 | | - | - | 4,929,766 | - |
| April | 1,657,143 | | 510,408 | | 404,324 | | - | - | 2,571,875 | - |
| May | 1,208,036 | | 494,287 | | 382,679 | | - | - | 2,085,002 | - |
| June | 1,433,600 | | 511,814 | | 436,107 | | - | - | 2,381,521 | - |
| Total Collections | 281,743,173 | 149,808,810 | 9,769,363 | 537,372 | 5,029,160 | 931,326 | 187,912 | 193,550 | 296,729,608 | 151,471,058 |
| 60 Day Collections | | | | | - | | - | | - | - |
| Reclass -- Year End entries | | | | | | | | | | |
| Adjusted Total Collections | 281,743,173 | 149,808,810 | 9,769,363 | 537,372 | 5,029,160 | 931,326 | 187,912 | 193,550 | 296,729,608 | 151,471,058 |
| | Current Year Taxes FY 22 | Current Year Taxes FY 23 | Prior Year Taxes FY 22 | Prior Year Taxes FY 23 | Interest FY 22 | Interest FY 23 | Liens Sales FY 22 | Liens Sales FY 23 | Total Collections FY 22 | Total Collections FY 23 |
| Total Budget | 279,792,169 | 285,792,269 | 4,580,000 | 5,130,000 | 3,800,000 | 3,800,000 | 450,000 | - | 288,622,169 | 294,722,269 |
| Total current levy (GL 2021) new bills | 300,570,922 | 311,522,547 | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Collections through AUGUST | 100,781,340 | 149,808,810 | 962,504 | 537,372 | 292,231 | 931,326 | - | 193,550 | 102,036,074 | 151,471,058 |
| Outstanding Receivable at 08/31 | 147,512,885 | 155,735,921 | 51,150,341 | 48,142,067 | n/a | n/a | n/a | n/a | n/a | n/a |
| Timing Adjustment from bridging QDS to Munis | | 5,977,816 | | | | | | | | |
| % of Budget Collected | 36.02% | 52.42% | 21.02% | 10.48% | 7.69% | 24.51% | 0.00% | - | 35.35% | 51.39% |
| % of Adjusted Levy Collected | 33.53% | 48.09% | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Mill Rate Real Estate | 74.29 | 68.95 | | | | | | | | |
| Mill Rate Personal Property | 74.29 | 68.95 | | | | | | | | |
| Mill Rate Motor Vehicle | 45 | 32.46 | | | | | | | | |

¹ FY2023 P1- Current Year Tax collections exceed prior year due to timing and higher assessments due to the revaluation. Several tax payers paid in July this fiscal year (FY2023) but in August last fiscal year (FY2022).

² The FY2023 Prior Year Tax collections is a result of \$1.441M of credit adjustments from tax appeals (Hartford Steam Co, Marshall LLC, Asylum) net of \$1.184M actually collected.

³ A large payment of \$854k of back taxes was paid by Comcast in August 2021 increasing FY22 collections.

⁴ Increased interest collected due to delinquents from various taxpayers in FY23.

Expenditure Summary - Departments

| | FY2022 UN-AUDITED ACTUAL | FY2023 ADOPTED BUDGET | FY2023 REVISED BUDGET | FY2022 ACTUAL (AUGUST) | FY2023 ACTUAL (AUGUST) | FY2023 PROJECTION | VARIANCE FAV/(UNFAV) |
|--|-----------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------------------|-------------------------|
| 00111 MAYOR'S OFFICE | 628,885 | 791,907 | 791,907 | 72,533 | 80,095 | 791,907 | 0 |
| 00112 COURT OF COMMON COUNCIL | 701,869 | 988,318 | 988,318 | 89,078 | 76,875 | 988,318 | 0 |
| 00113 TREASURER | 453,347 | 553,375 | 553,375 | 38,162 | 47,860 | 553,375 | 0 |
| 00114 REGISTRARS OF VOTERS | 498,310 | 507,196 | 660,393 | 69,131 | 159,110 | 660,393 | 0 |
| 00116 CORPORATION COUNSEL | 1,253,278 | 1,501,798 | 1,501,798 | 152,447 | 147,596 | 1,501,798 | 0 |
| 00117 TOWN & CITY CLERK | 669,392 | 832,927 | 832,927 | 89,638 | 83,180 | 832,927 | 0 |
| 00118 INTERNAL AUDIT | 508,345 | 523,219 | 523,219 | 59,423 | 60,292 | 523,219 | 0 |
| 00119 CHIEF OPERATING OFFICER | 1,337,534 | 1,820,210 | 1,820,210 | 144,447 | 220,356 | 1,820,210 | 0 |
| 00122 METRO HARTFORD INNOVATION SERV | 2,151,273 | 4,392,973 | 4,392,973 | 698,453 | 732,162 | 4,392,973 | 0 |
| 00123 FINANCE | 3,158,397 | 3,900,809 | 3,900,809 | 375,630 | 380,335 | 3,900,809 | 0 |
| 00125 HUMAN RESOURCES | 1,419,987 | 1,920,345 | 1,920,345 | 128,559 | 137,485 | 1,920,345 | 0 |
| 00128 OFFICE OF MANAGEMENT & BUDGET | 1,059,956 | 1,288,894 | 1,288,894 | 130,231 | 106,802 | 1,288,894 | 0 |
| 00132 FAMILIES, CHILDREN, YOUTH & RECREATION | 3,646,734 | 3,663,453 | 3,663,453 | 1,389,699 | 1,389,803 | 3,663,453 | 0 |
| 00211 FIRE | 39,163,624 | 40,371,325 | 40,371,325 | 4,833,174 | 4,589,651 | 40,371,325 | 0 |
| 00212 POLICE | 48,420,104 | 49,586,238 | 49,586,238 | 6,758,941 | 6,559,306 | 49,586,238 | 0 |
| 00213 EMERGENCY SERVICES & TELECOMM. | 3,514,557 | 4,405,552 | 4,405,552 | 631,461 | 529,080 | 4,405,552 | 0 |
| 00311 PUBLIC WORKS | 17,284,382 | 19,124,731 | 19,124,731 | 1,951,377 | 2,110,017 | 19,124,731 | 0 |
| 00420 DEVELOPMENT SERVICES | 4,600,947 | 6,268,086 | 6,268,086 | 463,893 | 471,216 | 6,268,086 | 0 |
| 00520 HEALTH AND HUMAN SERVICES | 4,082,835 | 5,467,402 | 5,467,402 | 567,260 | 780,049 | 5,467,402 | 0 |
| 00711 EDUCATION | 282,800,486 | 284,013,274 | 284,013,274 | 16,006,397 | 16,006,397 | 284,013,274 | 0 |
| 00721 HARTFORD PUBLIC LIBRARY | 0 | 8,663,336 | 8,663,336 | 298,987 | 1,443,889 | 8,663,336 | 0 |
| 00820 BENEFITS & INSURANCES | 70,727,917 | 98,049,066 | 98,049,066 | 16,428,426 | 17,662,018 | 98,049,066 | 0 |
| 00821 DEBT SERVICE | 96,570,318 | 15,454,900 | 15,454,900 | 1,460,536 | 1,417,895 | 15,454,900 | 0 |
| 00822 NON OP DEPT EXPENDITURES | 38,886,145 | 45,485,397 | 45,332,200 | 5,878,846 | 6,546,250 | 45,332,200 | 0 |
| Grand Total | 623,538,621 | 599,574,731 | 599,574,731 | 58,716,728 | 61,737,720 | 599,574,731 | 0 |

Expenditure Summary - Major Expenditure Category

| | FY2022 UN-AUDITED ACTUAL | FY2023 ADOPTED BUDGET | FY2023 REVISED BUDGET | FY2022 ACTUAL (AUGUST) | FY2023 ACTUAL (AUGUST) | FY2023 PROJECTION | VARIANCE FAV/(UNFAV) |
|----------------------------------|-----------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------------------|-------------------------|
| PAYROLL | 116,423,572 | 124,048,205 | 124,164,820 | 15,801,982 | 15,475,122 | 124,164,820 | 0 |
| FT | 91,100,058 | 104,054,712 | 104,054,712 | 11,997,321 | 11,989,391 | 104,054,712 | 0 |
| HOL | 2,264,827 | 2,494,938 | 2,494,938 | 173,686 | 200,341 | 2,494,938 | 0 |
| OT | 20,696,931 | 15,949,949 | 15,949,949 | 3,095,568 | 2,742,100 | 15,949,949 | 0 |
| PT | 2,361,756 | 1,548,606 | 1,665,221 | 535,407 | 543,290 | 1,665,221 | 0 |
| BENEFITS | 70,727,917 | 98,049,066 | 98,049,066 | 16,428,426 | 17,662,018 | 98,049,066 | 0 |
| HEALTH | 10,513,036 | 35,836,618 | 35,836,618 | 5,412,765 | 4,460,584 | 35,836,618 | 0 |
| MITIGATION | 0 | (1,190,000) | (1,190,000) | 0 | 0 | (1,190,000) | 0 |
| PENSION | 51,450,003 | 50,806,786 | 50,806,786 | 7,438,554 | 8,639,723 | 50,806,786 | 0 |
| INSURANCE | 3,863,774 | 4,878,123 | 4,878,123 | 2,721,299 | 2,930,638 | 4,878,123 | 0 |
| FRINGE REIMBURSEMENTS | (3,160,518) | (3,236,631) | (3,236,631) | (46,360) | 0 | (3,236,631) | 0 |
| LIFE INSURANCE | 221,655 | 231,987 | 231,987 | 38,719 | 38,312 | 231,987 | 0 |
| OTHER BENEFITS | 3,735,238 | 4,579,297 | 4,579,297 | 3,659 | 773,803 | 4,579,297 | 0 |
| WAGE | 0 | 1,379,136 | 1,379,136 | 0 | 0 | 1,379,136 | 0 |
| WORKERS COMP | 4,104,729 | 4,763,750 | 4,763,750 | 859,790 | 818,958 | 4,763,750 | 0 |
| DEBT | 96,570,318 | 15,454,900 | 15,454,900 | 1,460,536 | 1,417,895 | 15,454,900 | 0 |
| DEBT | 96,570,318 | 15,454,900 | 15,454,900 | 1,460,536 | 1,417,895 | 15,454,900 | 0 |
| LIBRARY | 0 | 8,663,336 | 8,663,336 | 298,987 | 1,443,889 | 8,663,336 | 0 |
| LIBRARY | 0 | 8,663,336 | 8,663,336 | 298,987 | 1,443,889 | 8,663,336 | 0 |
| MHIS | 2,151,273 | 4,392,973 | 4,392,973 | 698,453 | 732,162 | 4,392,973 | 0 |
| MHIS | 2,151,273 | 4,392,973 | 4,392,973 | 698,453 | 732,162 | 4,392,973 | 0 |
| UTILITY | 28,251,330 | 30,256,463 | 30,256,463 | 4,299,346 | 5,148,711 | 30,256,463 | 0 |
| UTILITY | 28,251,330 | 30,256,463 | 30,256,463 | 4,299,346 | 5,148,711 | 30,256,463 | 0 |
| OTHER | 26,613,725 | 34,696,514 | 34,579,899 | 3,722,601 | 3,851,525 | 34,579,899 | 0 |
| COMMUNITY ACTIVITIES | 2,471,114 | 2,740,799 | 2,740,799 | 950,193 | 947,938 | 2,740,799 | 0 |
| CONTINGENCY | 840,060 | 3,079,795 | 3,079,795 | 4,048 | 56,344 | 3,079,795 | 0 |
| CONTRACTED SERVICES | 4,375,360 | 6,540,258 | 6,566,853 | 323,116 | 283,381 | 6,566,853 | 0 |
| ELECTIONS | 0 | 307,024 | 153,827 | 0 | 0 | 153,827 | 0 |
| GOVT AGENCY & OTHER | 45,140 | 43,176 | 43,176 | 19,964 | 29,760 | 43,176 | 0 |
| LEASES - OFFICES PARKING COPIER | 1,649,183 | 1,992,939 | 1,992,939 | 261,254 | 382,304 | 1,992,939 | 0 |
| LEGAL EXPENSES & SETTLEMENTS | 2,832,265 | 2,404,557 | 2,404,557 | 368,420 | 202,628 | 2,404,557 | 0 |
| OTHER | 4,700,097 | 5,298,645 | 5,298,645 | 555,437 | 813,149 | 5,298,645 | 0 |
| OUT AGENCY | 100,000 | 100,000 | 100,000 | 0 | 0 | 100,000 | 0 |
| POSTAGE | 225,000 | 200,000 | 200,000 | 0 | 75,618 | 200,000 | 0 |
| SUPPLY | 3,857,854 | 4,533,777 | 4,536,277 | 315,020 | 368,856 | 4,536,277 | 0 |
| TECH, PROF & COMM BASED SERVICES | 2,852,569 | 3,865,424 | 3,872,911 | 204,288 | 258,231 | 3,872,911 | 0 |
| VEHICLE & EQUIP | 2,665,084 | 3,590,120 | 3,590,120 | 720,860 | 433,315 | 3,590,120 | 0 |
| EDUCATION | 282,800,486 | 284,013,274 | 284,013,274 | 16,006,397 | 16,006,397 | 284,013,274 | 0 |
| EDUCATION | 282,800,486 | 284,013,274 | 284,013,274 | 16,006,397 | 16,006,397 | 284,013,274 | 0 |
| Grand Total | 623,538,621 | 599,574,731 | 599,574,731 | 58,716,728 | 61,737,720 | 599,574,731 | 0 |

Appendix

FY2023 Full-time (FT) Payroll Actuals (August)

| DEPARTMENTS | BUDGETED HC | BUDGETED ANNUAL AMOUNT (REV) | PROJECTION | VARIANCE (BUDGETED ANNUAL AMOUNT (REV) - YTD ACTUALS) |
|--------------------|--------------|------------------------------|--------------------|---|
| 111-Mayor | 8 | 755,659 | 755,659 | 0 |
| 112-CCC | 9 | 450,000 | 450,000 | 0 |
| 113- Treas | 9 | 408,140 | 408,140 | 0 |
| 114- ROV | 7 | 371,827 | 371,827 | 0 |
| 116-Corp Counsel | 15 | 1,443,618 | 1,443,618 | 0 |
| 117- Clerk | 11 | 695,533 | 695,533 | 0 |
| 118-Audit | 5 | 498,546 | 498,546 | 0 |
| 119-COO | 17 | 1,327,481 | 1,327,481 | 0 |
| 123- FIN | 46 | 3,590,121 | 3,590,121 | 0 |
| 125- HR | 16 | 1,165,050 | 1,165,050 | 0 |
| 128-OMBG | 13 | 1,180,814 | 1,180,814 | 0 |
| 132-FCYR | 15 | 1,076,145 | 1,076,145 | 0 |
| 211- Fire | 370 | 30,983,992 | 30,983,992 | 0 |
| 212- Police | 515 | 42,358,652 | 42,358,652 | 0 |
| 213- EST | 52 | 3,237,925 | 3,237,925 | 0 |
| 311- DPW | 217 | 11,461,940 | 11,461,940 | 0 |
| 420- Devel Serv | 63 | 4,758,947 | 4,758,947 | 0 |
| 520- HHS | 37 | 2,606,702 | 2,606,702 | 0 |
| Grand Total | 1,425 | 108,371,092 | 108,371,092 | 0 |


| | |
|---------------------------------|--------------------|
| FT- Fire Attrition | (355,941) |
| FT- Police Attrition | (4,071,069) |
| FT- Net other payroll | 110,630 |
| FT- Total Revised Budget | 104,054,712 |

Assumptions

1) Adopted head count is 1443 with 18 MHIS positions funded in the MHIS internal service fund.



MEMO

From: Phillip J. Penn 
To: Dr. Leslie Torres-Rodriguez
Date: September 26, 2022
Re: August 2022 Financial Results

Attached please find our financial results covering Period 2, the month ended August 31, 2022.

Spending for the month across all funding sources increased sequentially to about \$11 million, bringing the fiscal year to date total to \$17 million. The August run rate continued to reflect more subdued summer spending, but with upticks in spending categories typical of pre-opening activities (contract renewals, utilities, instructional supplies, etc.).

Encumbrances increased sequentially by approximately \$7.5 million, to a total across all funds of about \$21.7 million. Most of the increase was in instructional improvements, professional services and transportation, which largely reflects new contracts or renewals.

Spending levels will increase dramatically in September with the start of 10-month payrolls, but through the first two months of the 2022-2023 fiscal year things remain very much on track with our budget. We are monitoring increased expenses for MHIS to help prevent future cyberattacks and roof repairs at Moylan, but feel both of those are easily covered by turnover and current vacancies.

Let me know if you have any questions on the information above or the attached Period 2 financial reports.



All Funds Budget
 Financial Position Report as of 9/14/2022
 For: 7/1/2022 to 8/31/2022 Period: 1 to 2



| Description | Series | FY 2021-22 Adopted Budget | FY 2021-22 Adjusted Budget | Year To Date Expenditures | Year To Date Encumb/ Committed | Balance |
|---|--------|---------------------------------|----------------------------------|------------------------------|--------------------------------------|--------------------|
| Certified Salaries | 100 | 148,621,779 | 148,735,715 | 3,947,850 | - | 144,787,866 |
| Severance/Other | 199 | 1,215,000 | 1,215,000 | 29,005 | - | 1,185,995 |
| Certified Salaries Total | | 149,836,779 | 149,950,715 | 3,976,854 | - | 145,973,861 |
| Non Cert Salaries | 200 | 60,390,749 | 61,072,116 | 5,216,568 | - | 55,855,548 |
| Severance/Other | 299 | 383,498 | 383,498 | 12,490 | - | 371,008 |
| Non Certified Salaries Total | | 60,774,247 | 61,455,614 | 5,229,057 | - | 56,226,557 |
| Instructional Improvements | 322 | 3,326,028 | 5,221,182 | 84,743 | 1,832,874 | 3,303,566 |
| Professional Services | 333 | 3,131,676 | 6,477,773 | 144,872 | 2,871,545 | 3,761,355 |
| MHIS/IT Services | 335 | 3,075,236 | 3,075,236 | - | - | 3,075,236 |
| Professional Contracts & Svs | | 9,532,940 | 14,774,191 | 229,615 | 4,704,419 | 10,140,157 |
| Maint Supplies & Services | 442 | 384,500 | 384,500 | 14,804 | 368,125 | 1,572 |
| Maintenance Contracts | 443 | 3,237,089 | 3,219,120 | 332,790 | 1,740,017 | 1,166,548 |
| Rental - Equip & Facilities | 444 | 1,819,386 | 1,838,545 | 305,778 | 465,738 | 1,067,029 |
| Building Improvements | 445 | 642,900 | 645,950 | 2,300 | 120,175 | 523,475 |
| Purchased Property Services | | 6,083,876 | 6,088,116 | 655,671 | 2,694,055 | 2,758,624 |
| Transportation | 551 | 21,707,931 | 23,495,431 | - | 1,564,738 | 21,930,693 |
| Communications | 553 | 2,380,739 | 3,369,346 | 1,025,956 | 1,437,910 | 905,481 |
| Advertising | 554 | 309,106 | 291,530 | 10,799 | 161,500 | 119,231 |
| Printing & Binding | 555 | 76,750 | 61,694 | - | - | 61,694 |
| Tuition | 556 | 100,998,020 | 100,981,070 | (19,313) | - | 101,000,383 |
| Travel & Conferences | 558 | 170,309 | 203,855 | 11,909 | - | 191,946 |
| Misc Services | 559 | 875,028 | 893,887 | 28,928 | 131,661 | 733,298 |
| Systemwide Purchased Svs Total | | 126,517,884 | 129,296,814 | 1,058,279 | 3,295,808 | 124,942,727 |
| Instructional & Other Supplies | 610 | 5,870,232 | 6,934,637 | 379,510 | 1,787,658 | 4,767,469 |
| Utilities | 620 | 9,395,846 | 9,395,846 | 665,948 | 8,551,317 | 178,581 |
| Text & Library Books | 640 | 118,179 | 118,421 | 258 | 2,709 | 115,454 |
| Misc Supplies | 690 | 1,051,998 | 1,191,137 | 30,139 | 96,157 | 1,064,842 |
| Supplies & Materials Total | | 16,436,254 | 17,640,040 | 1,075,855 | 10,437,840 | 6,126,345 |
| Equipment | 730 | 1,577,637 | 1,757,641 | 6,901 | 212,254 | 2,360,687 |
| Outlay Total | | 1,577,637 | 1,757,641 | 6,901 | 212,254 | 2,360,687 |
| Organization Dues | 810 | 221,637 | 230,310 | 17,780 | 6,110 | 206,420 |
| Legal Judgments | 820 | 220,000 | 220,000 | - | - | 220,000 |
| Other Operating Expenses | 899 | (4,950,422) | (4,826,059) | 23,354 | 137,241 | (4,986,655) |
| Other Misc Expend Total | | (4,508,785) | (4,375,750) | 41,134 | 143,351 | (4,560,235) |
| Fringe Benefits/Insurances | 990 | 56,459,539 | 56,521,377 | 4,705,671 | 194,585 | 51,621,120 |
| Contingency | 998 | - | - | - | - | - |
| Indirect | 999 | 25,350 | 25,350 | - | - | 25,350 |
| Sundry Total | | 56,484,889 | 56,546,727 | 4,705,671 | 194,585 | 51,646,470 |
| All Funds Budget Total | | 422,735,721 | 433,134,108 | 16,979,038 | 21,682,312 | 394,472,758 |



General Fund Budget
 Financial Position Report as of 9/14/2022
 For: 7/1/2022 to 8/31/2022 Period: 1 to 2



| Description | Series | FY 2021-22 Adopted Budget | FY 2021-22 Adjusted Budget | Year To Date Expenditures | Year To Date Encumb/ Committed | Balance |
|---|--------|---------------------------------|----------------------------------|------------------------------|--------------------------------------|--------------------|
| Certified Salaries | 100 | 82,586,376 | 82,538,154 | 1,583,389 | - | 80,954,765 |
| Severance/Other | 199 | 1,215,000 | 1,215,000 | (995) | - | 1,215,995 |
| Certified Salaries Total | | 83,801,376 | 83,753,154 | 1,582,394 | - | 82,170,760 |
| Non Cert Salaries | 200 | 37,814,549 | 37,798,230 | 2,901,078 | - | 34,897,152 |
| Severance/Other | 299 | 383,498 | 383,498 | 12,490 | - | 371,008 |
| Non Certified Salaries Total | | 38,198,047 | 38,181,728 | 2,913,568 | - | 35,268,160 |
| Instructional Improvements | 322 | 285,649 | 284,118 | - | - | 284,118 |
| Professional Services | 333 | 1,245,178 | 1,350,572 | 82,764 | 60,599 | 1,207,209 |
| MHIS/IT Services | 335 | 2,278,990 | 2,278,990 | - | - | 2,278,990 |
| Professional Contracts & Svs | | 3,809,817 | 3,913,680 | 82,764 | 60,599 | 3,770,317 |
| Maint Supplies & Services | 442 | 382,000 | 382,000 | 13,875 | 368,125 | - |
| Maintenance Contracts | 443 | 3,124,853 | 3,106,384 | 332,790 | 1,740,017 | 1,053,811 |
| Rental - Equip & Facilities | 444 | 1,520,933 | 1,547,492 | 194,729 | 330,765 | 1,021,998 |
| Building Improvements | 445 | 612,900 | 615,950 | 2,300 | 120,175 | 493,475 |
| Purchased Property Services | | 5,640,686 | 5,651,826 | 543,694 | 2,559,081 | 2,569,285 |
| Transportation | 551 | 21,054,178 | 21,029,178 | - | - | 21,029,178 |
| Communications | 553 | 485,955 | 492,711 | 348,943 | 13,041 | 130,726 |
| Advertising | 554 | 71,606 | 68,593 | 12,500 | - | 56,093 |
| Printing & Binding | 555 | 51,250 | 36,194 | - | - | 36,194 |
| Tuition | 556 | 92,715,120 | 92,715,120 | (19,313) | - | 92,734,433 |
| Travel & Conferences | 558 | 112,509 | 145,666 | 10,784 | - | 134,882 |
| Misc Services | 559 | 471,402 | 472,058 | 27,527 | 131,591 | 312,940 |
| Systemwide Purchased Svs Total | | 114,962,020 | 114,959,519 | 380,441 | 144,632 | 114,434,446 |
| Instructional & Other Supplies | 610 | 1,840,449 | 1,781,611 | 316,720 | 794,419 | 670,472 |
| Utilities | 620 | 7,515,516 | 7,515,516 | 529,086 | 6,900,640 | 85,789 |
| Text & Library Books | 640 | 22,600 | 22,842 | 258 | 1,981 | 20,603 |
| Misc Supplies | 690 | 448,895 | 449,982 | 10,823 | 49,841 | 389,318 |
| Supplies & Materials Total | | 9,827,460 | 9,769,960 | 856,887 | 7,746,881 | 1,166,182 |
| Equipment | 730 | 567,216 | 557,970 | 3,135 | 30,052 | 575,263 |
| Outlay Total | | 567,216 | 557,970 | 3,135 | 30,052 | 575,263 |
| Organization Dues | 810 | 146,637 | 152,353 | 5,530 | 2,133 | 144,690 |
| Legal Judgments | 820 | 220,000 | 220,000 | - | - | 220,000 |
| Other Operating Expenses | 899 | (5,342,206) | (5,308,432) | 13,625 | 83,689 | (5,405,747) |
| Other Misc Expend Total | | (4,975,569) | (4,936,080) | 19,155 | 85,822 | (5,041,057) |
| Fringe Benefits/Insurances | 990 | 33,637,633 | 33,616,937 | 3,541,339 | 194,585 | 29,881,013 |
| Contingency | 998 | - | - | - | - | - |
| Indirect | 999 | (1,455,407) | (1,455,407) | - | - | (1,455,407) |
| Sundry Total | | 32,182,226 | 32,161,530 | 3,541,339 | 194,585 | 28,425,606 |
| General Fund Budget Total | | 284,013,279 | 284,013,279 | 9,923,378 | 10,821,653 | 263,268,248 |



Special Fund Budget
 Financial Position Report as of 9/14/2022
 For: 7/1/2022 to 8/31/2022 Period: 1 to 2



| Grant Name | Grant Year | FY 2021-22 Adopted Budget | FY 2021-22 Adjusted Budget | Year To Date Expenditures | Year To Date Encumb/Committed | Year To Date Revenue | Balance |
|-------------------------------------|------------|---------------------------|----------------------------|---------------------------|-------------------------------|----------------------|-------------------|
| Federal Grants: | | | | | | | |
| ADULT EDUCATION PIP | 2023 | 40,000 | 40,000 | - | - | 0 | 40,000 |
| AMERICAN RESCUE PLAN ARP-ESSERIII | 2021 | - | 5,491,361 | 1,018,681 | 4,645,876 | 4,693,664 | (173,196) |
| ARP HCY II Homeless Children&Youth | 2021 | - | 385,096 | 2,431 | - | 0 | 382,665 |
| ARP IDEA PART B 611 | 2022 | - | - | 33,490 | 14,270 | 0 | (47,760) |
| CARL D. PERKINS | 2023 | 591,485 | 591,485 | - | - | 0 | 591,485 |
| ESSER (COVID-19) CARES ACT | 2020 | - | - | 12,970 | - | 0 | (12,970) |
| ESSER II SET-ASIDE (CRRSA ACT) | 2021 | - | - | - | - | 10,000 | - |
| ESSER II (CRRSA ACT) Covid-19 | 2021 | - | 3,355,042 | 354,909 | 2,048,028 | 2,420,325 | 952,105 |
| IDEA PART B SECTION 611 | 2022 | 982,361 | 1,060,437 | 369,271 | 2,812 | 0 | 688,353 |
| IDEA PART B SECTION 611 | 2023 | 6,549,072 | 6,549,072 | 23,267 | 81,145 | 0 | 6,444,659 |
| IDEA PART B, SECTION 619 PRE-SCHOOL | 2022 | 30,617 | 30,617 | - | - | 0 | 30,617 |
| IDEA PART B, SECTION 619 PRE-SCHOOL | 2023 | 204,114 | 204,114 | - | - | 0 | 204,114 |
| OD ESSA SIG C02-BURNS | 2022 | - | - | 4,108 | - | 0 | (4,108) |
| OD ESSA SIG C02-BURNS | 2023 | 405,300 | 405,300 | - | 2,321 | 0 | 402,979 |
| OD ESSA SIG C02-MILNER | 2022 | - | - | 37,325 | - | 0 | (37,325) |
| OD ESSA SIG C02-MILNER | 2023 | 425,324 | 425,324 | 8,952 | - | 0 | 416,372 |
| OD ESSA SIG C02-MLKING | 2023 | 425,000 | 425,000 | 8,952 | - | 0 | 416,048 |
| OD ESSA SIG C02-SAND | 2022 | - | - | 16,003 | - | 0 | (16,003) |
| OD ESSA SIG C02-SAND | 2023 | 390,000 | 390,000 | - | - | 0 | 390,000 |
| OD ESSA SIG C02-SMSA | 2022 | - | - | 15,041 | - | 0 | (15,041) |
| OD ESSA SIG C02-SMSA | 2023 | 500,000 | 500,000 | 8,952 | - | 0 | 491,048 |
| OD ESSA SIG C02-WISH | 2022 | - | - | - | 12,100 | 0 | (12,100) |
| OD ESSA SIG C02-WISH | 2023 | 390,000 | 390,000 | - | - | 0 | 390,000 |
| OD ESSA SIG CO2-WHS | 2022 | - | - | 50 | - | 0 | (50) |
| OD ESSA SIG CO2-WHS | 2023 | 500,000 | 500,000 | 24,981 | - | 0 | 475,019 |
| SPECIAL EDUCATION STIPEND | 2022 | - | 10,000 | - | - | 0 | 10,000 |
| SPECIAL EDUCATION STIPEND PARAS | 2022 | - | 5,000 | - | 1,000 | 0 | 4,000 |
| TITLE 1 PART A 1003 SIG (BULKELEY) | 2021 | - | - | 94 | - | 0 | (94) |
| TITLE 1 PART A 1003 SIG (PARKVILLE) | 2021 | - | - | 6,087 | - | 0 | (6,087) |
| TITLE 1, PART D, NEG & DEL | 2023 | 68,673 | 68,673 | - | - | 0 | 68,673 |
| TITLE 2 PART A, TEACHERS | 2022 | 170,400 | 186,400 | 13,569 | 33,380 | 0 | 139,451 |
| TITLE 2 PART A, TEACHERS | 2023 | 1,136,003 | 1,136,003 | 132,314 | 5,461 | 0 | 998,228 |
| TITLE 3 PART A, ENGLISH LANGUAGE | 2021 | - | - | 6,423 | - | 0 | (6,423) |
| TITLE 3 PART A, ENGLISH LANGUAGE | 2022 | 81,485 | 81,485 | 28,270 | 2,660 | 0 | 50,556 |
| TITLE 3 PART A, ENGLISH LANGUAGE | 2023 | 543,235 | 543,235 | 11,084 | 68,386 | 0 | 463,765 |
| TITLE I IMPROVING BASIC PROGRAMS | 2021 | - | - | 19,159 | - | 0 | (19,159) |
| TITLE I IMPROVING BASIC PROGRAMS | 2022 | 2,593,222 | 2,594,860 | 682,233 | 106,415 | 0 | 1,806,212 |
| TITLE I IMPROVING BASIC PROGRAMS | 2023 | 12,393,711 | 12,393,711 | 322,898 | 390,577 | 0 | 11,680,235 |
| TITLE IV-A SOC SUPPT & ACAD ENRICH | 2022 | 141,915 | 141,915 | 71,800 | 2,808 | 0 | 67,306 |
| TITLE IV-A SOC SUPPT & ACAD ENRICH | 2023 | 946,097 | 946,097 | - | - | 0 | 946,097 |
| Total Federal Grants: | | 29,508,014 | 38,850,227 | 3,233,313 | 7,417,241 | 7,123,988 | 28,199,674 |



Special Fund Budget
 Financial Position Report as of 9/14/2022
 For: 7/1/2022 to 8/31/2022 Period: 1 to 2



| Grant Name | Grant Year | FY 2021-22 Adopted Budget | FY 2021-22 Adjusted Budget | Year To Date Expenditures | Year To Date Encumb/Committed | Year To Date Revenue | Balance |
|-------------------------------------|------------|---------------------------|----------------------------|---------------------------|-------------------------------|----------------------|-------------------|
| State Grants: | | | | | | | |
| ADULT EDUCATION - PROVIDER (STATE) | 2022 | - | - | 3,201 | - | 0 | (3,201) |
| ADULT EDUCATION - PROVIDER (STATE) | 2023 | 1,729,660 | 1,729,660 | 96,352 | 97,917 | 1,207,044 | 1,535,391 |
| ADULT EDUCATION CEE - URBAN LEAGUE | 2023 | 6,076 | 6,076 | - | - | 79,115 | 6,076 |
| ADULT EDUCATION CEE-LITERACY VOLUNT | 2023 | 110,228 | 110,228 | - | - | 0 | 110,228 |
| ALLIANCE - GOVENORS TURNAROUND | 2022 | - | - | 50,243 | - | 0 | (50,243) |
| ALLIANCE - GOVENORS TURNAROUND | 2023 | 27,740,159 | 27,740,159 | 1,098,674 | 1,062,179 | 0 | 25,579,306 |
| COMMISSIONER'S NETWORK | 2022 | - | - | 3,053 | - | 0 | (3,053) |
| CT DEPT OF PUBLIC HEALTH | 2023 | 875,000 | 875,000 | 2,885 | - | 0 | 872,115 |
| EXTENDED SCHOOL HOUR | 2023 | 325,000 | 325,000 | - | - | 0 | 325,000 |
| FAMILY RESOURCE CENTER PROGRAM | 2023 | 508,250 | 508,250 | - | - | 0 | 508,250 |
| MAGNET SCHOOL JOINT MAGNET OFFICE | 2023 | 850,000 | 850,000 | 91,232 | 119,692 | 0 | 639,076 |
| MAGNET SCHOOL OPERATING GRANT | 2022 | - | - | 41,247 | 12,070 | 0 | (53,318) |
| MAGNET SCHOOL OPERATING GRANT | 2023 | 56,546,141 | 56,546,141 | 1,650,407 | 1,907,281 | 36,049,031 | 52,988,453 |
| OPEN CHOICE SLOTS (RECEIVING DIST) | 2023 | 150,000 | 150,000 | - | - | 0 | 150,000 |
| PRIORITY SCHOOL DISTRICTS | 2022 | - | - | 4,929 | - | 0 | (4,929) |
| PRIORITY SCHOOL DISTRICTS | 2023 | 4,399,999 | 4,399,999 | 221,459 | 3,604 | 0 | 4,174,936 |
| PSD-SUMMER SCHOOL | 2023 | 375,000 | 375,000 | 333,148 | - | 0 | 41,852 |
| SBHC-MATERNAL HEALTH & CHILD BLOCK | 2023 | 125,000 | 125,000 | - | - | 0 | 125,000 |
| SCHOOL READINESS GRANT | 2022 | - | - | 3,683 | - | 0 | (3,683) |
| SCHOOL READINESS GRANT | 2023 | 2,190,000 | 2,190,000 | - | - | 0 | 2,190,000 |
| SCHOOL SECURITY GRANT | 2022 | - | - | - | - | 0 | - |
| STATE BILINGUAL EDUCATION | 2023 | 216,080 | 216,080 | 28,563 | - | 0 | 187,517 |
| Total State Grants: | | 96,146,593 | 96,146,593 | 3,629,077 | 3,202,743 | 37,335,190 | 89,314,773 |




Special Fund Budget
 Financial Position Report as of 9/14/2022
 For: 7/1/2022 to 8/31/2022 Period: 1 to 2



| Grant Name | Grant Year | FY 2021-22 Adopted Budget | FY 2021-22 Adjusted Budget | Year To Date Expenditures | Year To Date Encumb/Committed | Year To Date Revenue | Balance |
|---|------------|---------------------------|----------------------------|---------------------------|-------------------------------|----------------------|--------------------|
| Private/Foundation Grants/Fee Collections: | | | | | | | |
| BARR FOUNDATION G-II | 2023 | 50,000 | 50,000 | - | - | 0 | 50,000 |
| DALIO FOUNDATION | 2022 | - | - | 5,850 | 1,195 | 0 | (7,045) |
| DALIO FOUNDATION | 2023 | - | - | - | - | 31,000 | - |
| FEE COLLECTION - PRE-K | 2022 | - | - | - | - | -44 | - |
| FEE COLLECTION - PRE-K | 2023 | 12,000 | 12,000 | - | - | 0 | 12,000 |
| HARTFORD FOUNDATION PUBLIC GIVING | 2022 | - | 31,685 | - | - | 0 | 31,685 |
| HARTFORD FOUNDATION PUBLIC GIVING | 2023 | - | 6,000 | - | 5,885 | 6,000 | 115 |
| INSURANCE BILLING - MEDICAID(SBCH) | 2023 | 2,904,628 | 2,904,628 | - | - | 0 | 2,904,628 |
| INSURANCE BILLING - MEDICAL REIMB | 2022 | - | - | (178) | - | 0 | 178 |
| INSURANCE BILLING - MEDICAL REIMB | 2023 | 2,281,826 | 2,281,826 | 71,211 | 557 | 7,511 | 2,210,058 |
| L.E.A.P. | 2022 | - | 873,037 | 21,765 | 199,900 | 0 | 651,372 |
| MULTISOURCE - FOR SCHOOL | 2023 | - | 1,690 | - | - | 0 | 1,690 |
| PARTNERSHIP FUNDS (VARIOUS SOURCES) | 2022 | - | - | 132 | - | 0 | (132) |
| QUALVOICE LLC | 2022 | - | 12,500 | - | - | 0 | 12,500 |
| SPECIAL EDUCATION EXCESS COST | 2023 | 5,329,382 | 5,329,382 | - | - | 0 | 5,329,382 |
| THE STATE EDUCATION RESOURCE CENTER | 2023 | - | - | - | - | 2,500 | - |
| TRAVELERS | 2022 | - | 27,889 | 386 | - | 0 | 27,502 |
| TUITION BILLING - SPECIAL EDUCATION | 2022 | 1,490,000 | 918,303 | 18,636 | 32,808 | 31,516 | 866,858 |
| TUITION BILLING - SPECIAL EDUCATION | 2023 | 1,000,000 | 1,571,697 | 73,364 | - | 0 | 1,498,333 |
| TUITION BILLING-MAGNET | 2023 | - | 90,240 | - | - | 0 | 90,240 |
| WILLIAM & ALICE MORTENSEN FOUNDATIO | 2022 | - | - | - | - | 5,000 | - |
| WISE ISIDORE & SELMA TRAVEL FOUNDAT | 2022 | - | 12,132 | 1,492 | - | 0 | 10,640 |
| YOUTH COMMISSION MINI GRANT | 2023 | - | 1,000 | 611 | 330 | 1,000 | 59 |
| Total Private/Foundation Grants/Fee | | 13,067,836 | 14,124,009 | 193,271 | 240,675 | 84,483 | 13,690,063 |
| Total All Grants: | | 138,722,442 | 149,120,829 | 7,055,660 | 10,860,659 | 44,543,661 | 131,204,510 |



MEMO

From: Phillip J. Penn 
To: Dr. Leslie Torres-Rodriguez
Date: September 26, 2022
Re: COVID-19 Relief Grant Spending

Over the first two months of fiscal 2022-23, Hartford Public Schools has expended or encumbered over \$8 million of its major Federal COVID relief grants, including all of the remaining ESSER I funds¹. The table that follows summarizes that spending by grant:

| Grant | Spending Deadline | Total Grant Award | Total Spent or Encumbered | Change From 6/30/2022 |
|-------------------|------------------------------|------------------------------|--------------------------------------|----------------------------------|
| ESSER I/CARES Act | 9/30/2022 | \$10,314,679 | \$10,302,296 | \$12,970 |
| ESSER II | 9/30/2023 | \$45,730,706 | \$24,243,610 | \$2,402,455 |
| ARP/ESSER III | 9/30/2024 | <u>\$98,589,663</u> | <u>\$12,545,444</u> | <u>\$5,664,557</u> |
| Total | | \$154,635,048 | \$47,091,350 | \$8,079,983 |

The \$4 million per month run rate generated over the first two months of this fiscal year puts us much closer to the level of spending we need to sustain through September 2024 to make sure all our ESSER funds are fully utilized.

I am also more confident about that sustainability given the recent SEIG grant approvals, as school-level budgets are beginning to be approved and entered into Munis. As I mentioned last month, the step-back exercise in October to evaluate our current-year ESSER spending plans relative to any proposed staff we were unable to obtain will also allow us to invoke 'Plan B' expenditures much earlier than we did during 2021-22.

A breakdown of the expenditures in each grant by object code follows on the next three pages.

¹ The remaining balance in ESSER I funds is attributable to the non-public schools.

| Grant | Spending Deadline | Total Grant Award | Total Spent or Encumbered | Change From 6/30/2022 |
|-------------------|------------------------------|------------------------------|--------------------------------------|----------------------------------|
| ESSER I/CARES Act | 9/30/2022 | \$10,314,679 | \$10,302,296 | \$12,970 |
| ESSER II | 9/30/2023 | \$45,730,706 | \$24,243,610 | \$2,402,455 |
| ARP/ESSER III | 9/30/2024 | <u>\$98,589,663</u> | <u>\$12,545,444</u> | <u>\$5,664,557</u> |
| Total | | \$154,635,048 | \$47,091,350 | \$8,079,983 |

ESSER I/CARES ACT

Expenditures through 8/31/22

| OBJECT | ACCOUNT DESCRIPTION | 2020-21 | 2021-22 | 2022-23 | ENCUMBRANCES | TOTAL |
|--------|-------------------------|---------------------|---------------------|------------------|--------------|----------------------|
| | | EXPENDED | EXPENDED | EXPENDED | | |
| 511360 | TEACHER-REG | 45,828.44 | 0.00 | 0.00 | 0.00 | 45,828.44 |
| 511361 | TEACHER-PT | 0.00 | 143,706.39 | 0.00 | 0.00 | 143,706.39 |
| 511400 | SOC WKR-REG | 0.00 | 855,653.87 | 0.00 | 0.00 | 855,653.87 |
| 511401 | SOC WKR-PT | 0.00 | 396.00 | 0.00 | 0.00 | 396.00 |
| 512280 | SUPPORTIVE STAFF-REG | 200,940.33 | 288,156.61 | 0.00 | 0.00 | 489,096.94 |
| 512281 | SUPPORTIVE STAFF-PT | 0.00 | 1,326.92 | 0.00 | 0.00 | 1,326.92 |
| 512282 | SUPPORTIVE STAFF-OT | 0.00 | 3,256.25 | 0.00 | 0.00 | 3,256.25 |
| 512461 | NURSE-PT | 0.00 | 10,082.71 | 0.00 | 0.00 | 10,082.71 |
| 512562 | SPEC POLICE OFF-OT | 0.00 | 7,365.74 | 0.00 | 0.00 | 7,365.74 |
| 512591 | FOOD SERVICE WORKER PT | 53,823.43 | 55,747.30 | 0.00 | 0.00 | 109,570.73 |
| 512680 | CUSTODIAN-REG | 232,682.74 | 373,408.59 | 0.00 | 0.00 | 606,091.33 |
| 512682 | CUSTODIAN-OT | 37,052.09 | 55,038.59 | 12,048.75 | 0.00 | 104,139.43 |
| 529997 | FRINGE BENEFITS-CERT | 11,773.33 | 183,488.11 | 0.00 | 0.00 | 195,261.44 |
| 529998 | FRINGE BENEFITS-NON-CER | 206,584.97 | 287,025.56 | 921.73 | 0.00 | 494,532.26 |
| 533220 | INSTR PROG IMPROVE SVS | 310,750.00 | 13,000.00 | 0.00 | 0.00 | 323,750.00 |
| 533305 | OTHER PROF TECH SVS | 288,142.47 | 357,029.37 | 0.00 | 0.00 | 645,171.84 |
| 544300 | MAINT & CUSTODIAL SERV | 0.00 | 28,612.00 | 0.00 | 0.00 | 28,612.00 |
| 555301 | POSTAGE | 0.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 |
| 555303 | INTERNET COMMUNICATIONS | 382,838.93 | 429,660.59 | 0.00 | 0.00 | 812,499.52 |
| 555900 | MISC PURCHASED SVS | 10,683.00 | 0.00 | 0.00 | 0.00 | 10,683.00 |
| 566110 | INSTRUCTIONAL SUPPLIES | 306,590.08 | 147,000.83 | 0.00 | 0.00 | 453,590.91 |
| 566504 | TECHNOLOGY RELATED SUPP | 46,310.40 | 28,227.30 | 0.00 | 0.00 | 74,537.70 |
| 566909 | SUPPLIES AND MATERIALS | 575,561.09 | 166,037.29 | 0.00 | 0.00 | 741,598.38 |
| 577340 | EQUIPMENT | 91,749.00 | 73,353.80 | 0.00 | 0.00 | 165,102.80 |
| 577348 | COMPUTER/TECH RELATED H | 3,871,861.93 | 4,810.11 | 0.00 | 0.00 | 3,876,672.04 |
| 599999 | INDIRECT - OVERHEAD | 47,424.11 | 36,345.36 | 0.00 | 0.00 | 83,769.47 |
| | Expense Total | 6,720,596.34 | 3,568,729.29 | 12,970.48 | 0.00 | 10,302,296.11 |

ESSER II

Expenditures through 8/31/22

| OBJECT | ACCOUNT DESCRIPTION | 2021-22 | 2022-23 | ENCUMBRANCES | TOTAL |
|--------|--------------------------------|----------------------|-------------------|---------------------|----------------------|
| | | EXPENDED | EXPENDED | | |
| 511020 | ADMINISTRATOR-REG | 168,269.23 | 0.00 | 0.00 | 168,269.23 |
| 511040 | DIRECTOR/ASST-REG | 0.00 | 18,467.89 | 0.00 | 18,467.89 |
| 511240 | PRIN/VP-REG | 111,660.27 | 23,142.10 | 0.00 | 134,802.37 |
| 511241 | PRIN/VP - PT | 26,134.66 | 0.00 | 0.00 | 26,134.66 |
| 511360 | TEACHER-REG | 4,513,501.51 | -107.68 | 0.00 | 4,513,393.83 |
| 511361 | TEACHER-PT | 314,768.42 | 0.00 | 0.00 | 314,768.42 |
| 511365 | TCHR-STIPENDS & ATHLETI | 525,553.66 | 0.00 | 0.00 | 525,553.66 |
| 511400 | SOC WKR-REG | 282,118.16 | 0.00 | 0.00 | 282,118.16 |
| 511997 | BONUS CERTIFIED | 545,400.00 | 30,000.00 | 0.00 | 575,400.00 |
| 512040 | DIRECTOR/ASST-REG | 76,846.15 | 26,288.48 | 0.00 | 103,134.63 |
| 512280 | SUPPORTIVE STAFF-REG | 339,535.89 | 41,526.46 | 0.00 | 381,062.35 |
| 512281 | SUPPORTIVE STAFF-PT | 43,065.23 | 11,884.45 | 0.00 | 54,949.68 |
| 512282 | SUPPORTIVE STAFF - OT | 956.19 | 0.00 | 0.00 | 956.19 |
| 512461 | NURSE-PT | 6,600.00 | 3,834.61 | 0.00 | 10,434.61 |
| 512462 | NURSE - OT | 8,052.24 | 0.00 | 0.00 | 8,052.24 |
| 512540 | PARAPROFESSIONAL-REG | 13,324.65 | 0.00 | 0.00 | 13,324.65 |
| 512541 | PARAPROFESSIONAL-PT | 48,269.50 | 0.00 | 0.00 | 48,269.50 |
| 512560 | SPEC POLICE OFF-REG | 12,652.22 | 0.00 | 0.00 | 12,652.22 |
| 512561 | SPEC POLICE OFF-PT | 17,238.00 | 0.00 | 0.00 | 17,238.00 |
| 512562 | SPEC POLICE OFF-OT | 41,841.04 | 0.00 | 0.00 | 41,841.04 |
| 512681 | CUSTODIAL PART TIME | 3,000.00 | 0.00 | 0.00 | 3,000.00 |
| 512682 | CUSTODIAN-OT | 19,278.46 | 0.00 | 0.00 | 19,278.46 |
| 512997 | BONUS NON-CERTIFIED | 250.00 | 0.00 | 0.00 | 250.00 |
| 529997 | FRINGE BENEFITS-CERT | 1,204,204.80 | 16,946.05 | 0.00 | 1,221,150.85 |
| 529998 | FRINGE BENEFITS-NON-CER | 199,551.34 | 31,308.01 | 0.00 | 230,859.35 |
| 533210 | INSTR CONTRACT SVS | 5,516,890.00 | 0.00 | 0.00 | 5,516,890.00 |
| 533220 | INSTR PROG IMPROVE SVS | 1,363,400.00 | 4,434.00 | 4,890.00 | 1,372,724.00 |
| 533230 | PUPIL SVS: NON-PYRL SVS | 1,516,110.00 | 0.00 | 0.00 | 1,516,110.00 |
| 533305 | OTHER PROF TECH SVS | 1,321,219.87 | 22,158.00 | 118,253.00 | 1,461,630.87 |
| 544300 | MAINT & CUSTODIAL SERVICES | 33,775.38 | 0.00 | 0.00 | 33,775.38 |
| 544410 | RENTAL OF FACILITIES | 48,000.00 | 0.00 | 0.00 | 48,000.00 |
| 555100 | STUDENT TRANSP | 993,731.30 | 0.00 | 1,545,821.89 | 2,539,553.19 |
| 555303 | INTERNET COMMUNICATIONS | 305,977.24 | 107,571.87 | 117,744.99 | 531,294.10 |
| 555400 | ADVERTISEMENT | 10,000.00 | 0.00 | 0.00 | 10,000.00 |
| 555900 | MISC PURCHASED SVS | 34,299.60 | 0.00 | 0.00 | 34,299.60 |
| 566110 | INSTRUCTIONAL SUPPLIES | 254,932.48 | 4,589.80 | 36,420.08 | 295,942.36 |
| 566113 | TRAINING SUPPLIES | 1,699.50 | 0.00 | 0.00 | 1,699.50 |
| 566130 | MAINT & CUSTODIAL SUPPL | 331,003.12 | 0.00 | 0.00 | 331,003.12 |
| 566904 | AWARDS & INCENTIVES | 48,067.12 | 0.00 | 9,887.21 | 57,954.33 |
| 566909 | SUPPLIES AND MATERIALS | 708,756.82 | 0.00 | 0.00 | 708,756.82 |
| 577340 | EQUIPMENT | 0.00 | 3,154.22 | 176,655.78 | 179,810.00 |
| 577438 | COMPUTER/TECH RELATED HARDWARE | 13,848.00 | 0.00 | 0.00 | 13,848.00 |
| 588300 | RELOCATION EXPENSE | 13,838.99 | 9,228.56 | 0.00 | 23,067.55 |
| 588906 | INCENTIVES FOR STAFF | 16,932.10 | 0.00 | 38,355.26 | 55,287.36 |
| 599999 | INDIRECT - OVERHEAD | 786,602.20 | 0.00 | 0.00 | 786,602.20 |
| | Expense Total | 21,841,155.34 | 354,426.82 | 2,048,028.21 | 24,243,610.37 |

ARP/ESSER III

Expenditures through 8/31/22

| OBJECT | ACCOUNT DESCRIPTION | 2021-22 | 2022-23 | ENCUMBRANCES | TOTAL |
|--------|---------------------------------|---------------------|---------------------|---------------------|----------------------|
| | | EXPENDED | EXPENDED | | |
| 511020 | ADMINISTRATOR-REG | 187,500.08 | 55,384.64 | 0.00 | 242,884.72 |
| 511040 | DIRECTOR/ASST-REG | 321,492.39 | 63,927.96 | 0.00 | 385,420.35 |
| 511240 | PRIN/VP-REG | 127,578.09 | 61,396.58 | 0.00 | 188,974.67 |
| 511361 | TEACHER-PT | 49,087.50 | 7,995.12 | 0.00 | 57,082.62 |
| 511363 | TEACHER-SUBS | 11,750.00 | 6,860.16 | 0.00 | 18,610.16 |
| 511361 | TEACHER-PT | 0.00 | 17,088.37 | 0.00 | 17,088.37 |
| 511363 | TEACHER-SUBS | 0.00 | 4,500.00 | 0.00 | 4,500.00 |
| 511400 | SOCIAL WKR-REG | 0.00 | 1,123.72 | 0.00 | 1,123.72 |
| 512180 | MANAGER-REG | 0.00 | 17,953.12 | 0.00 | 17,953.12 |
| 512280 | SUPPORTIVE STAFF-REG | 54,979.58 | 145,620.99 | 0.00 | 200,600.57 |
| 512281 | SUPPORTIVE STAFF-PT | 2,383.51 | 192.93 | 0.00 | 2,576.44 |
| 512540 | PARAPROFESSIONAL-REG | 0.00 | 2,935.93 | 0.00 | 2,935.93 |
| 512680 | CUSTODIAN-REG | 28,241.70 | 64,705.12 | 0.00 | 92,946.82 |
| 529997 | FRINGE BENEFITS-CERT | 136,563.61 | 45,428.18 | 0.00 | 181,991.79 |
| 529998 | FRINGE BENEFITS-NON-CER | 35,010.46 | 103,629.79 | 0.00 | 138,640.25 |
| 533220 | INSTR PROG IMPROVE SVS | 189,929.30 | 72,802.80 | 40,000.00 | 302,732.10 |
| 533230 | PUPIL SVS: NON-PAYROLL SERVICES | 0.00 | 0.00 | 1,671,000.00 | 1,671,000.00 |
| 533305 | OTHER PROF TECH SVS | 1,015,793.30 | 0.00 | 2,110,770.00 | 3,126,563.30 |
| 555303 | INTERNET COMMUNICATIONS | 706,125.41 | 342,654.88 | 338,812.08 | 1,387,592.37 |
| 566110 | INSTRUCTIONAL SUPPLIES | 761,865.64 | 0.00 | 93,856.32 | 855,721.96 |
| 566113 | TRAINING SUPPLIES | 485,266.87 | 0.00 | 0.00 | 485,266.87 |
| 566130 | MAINT & CUSTODIAL SUPP | 0.00 | 626.00 | 391,438.00 | 392,064.00 |
| 566504 | TECHNOLOGY RELATED SUPP | 42,326.55 | 0.00 | 0.00 | 42,326.55 |
| 566909 | SUPPLIES & MATERIALS | 28,761.70 | 3,854.38 | 0.00 | 32,616.08 |
| 577340 | EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 |
| 577348 | COMPUTER/TECH RELATED H | 2,535,282.74 | 0.00 | 0.00 | 2,535,282.74 |
| 599999 | INDIRECT - OVERHEAD | 160,948.30 | 0.00 | 0.00 | 160,948.30 |
| | Expense Total | 6,880,886.73 | 1,018,680.67 | 4,645,876.40 | 12,545,443.80 |

Summary Sheet: Hartford Police Union

| | | Existing Contract | | New Contract | |
|---|---|--|---|---------------------------------------|-----------|
| Contract Term | | 7/1/16-6/30/22 | | 7/1/22-6/30/26 | |
| General Wage Increases | | | | | |
| Year 1 | 0.0% | June 2021, MARB approved T.A. to restructure salary table | 1.5% | EFF. 1/1/23 | |
| Year 2 | 0.0% | | 2.5% | | |
| Year 3 | 0.0% | | 3.0% | | |
| Year 4 | 0.0% | | 3.0% | | |
| Year 5 | 2.0% | | | | |
| Year 6 | 2.0% | | | | |
| Step Increases ¹ | | | | | |
| Year 1 | YES | | YES | | |
| Year 2 | YES | | YES | | |
| Year 3 | YES | | YES | | |
| Year 4 | YES | | YES | | |
| Year 5 | YES | | | | |
| Year 6 | YES | | | | |
| Health Insurance: Active Employees | | | | | |
| Plan(s) | HDHP | City Contribution to HSA (Deductible) | HDHP | City Contribution to HSA (Deductible) | |
| Premium Cost Share | | | | | |
| Year 1 | N/A | 50% | 20.0% | 50% | |
| Year 2 | 16.0% | 50% | 20.0% | 50% | |
| Year 3 | 18.0% | 50% | 20.0% | 50% | |
| Year 4 | 19.0% | 50% | 20.0% | 50% | |
| Year 5 | 20.0% | 50% | | | |
| Year 6 | 20.0% | 50% | | | |
| PPO buyup option: Hired before 12/11/17 | | Option sunsets 6/30/22 | Option sunsets 6/30/23 | | |
| Health Insurance: Retirees | | | | | |
| Pre-Medicare: Plan Coverage Retiree Cost Share | Hired before 7/1/12 | Hired between 7/1/12-12/10/17 ¹ | Hired on/after 12/11/17 | | |
| | Same as Actives | Same as Actives | Not Eligible through City | No Change | |
| | Retiree, Spouse and/or dependents | Retiree, Spouse and/or dependents | Retiree, Spouse and/or dependents | No Change | |
| | Entire premium less \$500/mo. stipend from City | Difference between premium at time of retirement less active employee cost share | Stipend toward self-funded health insurance | No Change | |
| Pension Municipal Employees' Retirement Fund | | | | | |
| Leave Time | | | | | |
| Annual Leave/Vacation: | Hired before 12/11/17 | | Hired after 12/11/17 | | |
| | 10 min - 20 max | | 10 min - 20 max | | |
| Vacation | 10 min - 20 max | | 10 min - 20 max | | No change |
| Personal ² | 6 | | 6 | | |
| Payout | Yes | | Yes | | No change |
| Sick: | | | | | |
| Days | 15 | | 15 | | No change |
| Max. Accumulation | 120 | | 80 | | |
| Payout | 50% upon retirement | | NO | | No change |

1. Employees hired pre-7/11/17 had option to participate under this arrangement by contributing additional 1.5% toward pension

2. Max accumulation to 5 days. Personaldays earned at perfect attendance



Luke A. Bronin
Mayor

September 15, 2022

Honorable Maly D. Rosado, Council President, and
Members of the Court of Common Council
City of Hartford
550 Main Street
Hartford, CT 06103

**RE: Tentative Agreement between the City of Hartford and the Hartford Police Union
for a Collective Bargaining Agreement effective July 1, 2022 through June 30, 2026**

Dear Council President Rosado,

Attached for the Court of Common Council's consideration is a resolution approving a Tentative Agreement for a successor Collective Bargaining Agreement between the City of Hartford and the Hartford Police Union ("HPU"), effective July 1, 2022 through June 30, 2026.

As you know, in May of this year, the City and HPU reached a tentative agreement that was not ratified by the union. We have since worked together to reach a new agreement that I believe supports our shared goal of promoting recruitment, retention, and stability at a time when many communities have struggled to retain and recruit police officers.

This Tentative Agreement provides for a four-year contract with general wage increases of one and a half percent (1.5%) effective January 1, 2023, two and a half percent (2.5%) effective July 1, 2023, and three percent (3%) effective July 1, 2024 and July 1, 2025. Like the prior agreement, this Tentative Agreement ensures there is incentive for sworn personnel to seek greater responsibility and promotional opportunities within the Department by establishing appropriate pay differentials between officers and Police Officers on Special Assignment (Detectives), as well as for personnel at higher promotional ranks (Sergeant, Lieutenant, and Captain). Unlike the prior agreement, this Tentative Agreement does not lower the minimum age for retirement eligibility.

Once the Court of Common Council receives this request, you may approve or reject it within forty-four (44) days of the date the Tentative Agreement was reached. The Tentative Agreement between the parties may be approved or rejected as a whole by a majority vote of those present and voting on the matter.

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

If the Court of Common Council fails to vote on the request within the forty-four day window, such request and Tentative Agreement shall be considered approved. Therefore, based on these statutory timelines, the Court of Common Council has until **Wednesday, October 26, 2022** to vote on the City's request for approval to implement the Tentative Agreement between the City of Hartford and HPU.

I respectfully recommend adoption of the resolution approving the Tentative Agreement.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Luke A. Bronin', written in a cursive style.

Luke A. Bronin
Mayor

INTRODUCED BY
Luke A. Bronin, Mayor

COURT OF COMMON COUNCIL
City of Hartford, September 15, 2022

WHEREAS, The Mayor has presented a Tentative Agreement dated September 12, 2022 between the City of Hartford (“City”) and the Hartford Police Union (“HPU”) covering the period of July 1, 2022 through June 30, 2026; and

WHEREAS, The Tentative Agreement provides for competitive salaries and general wage increases of one and a half percent (1.5%) effective January 1, 2023, two and a half percent (2.5%) July 1, 2023, and three percent (3%) on July 1, 2024 and July 1, 2025; and

WHEREAS, The Tentative Agreement makes other changes necessary to address critical recruitment, retention, and operational needs; and

WHEREAS, The Mayor recommends approval of the Tentative Agreement; now, therefore, be it

RESOLVED, That the Tentative Agreement dated September 12, 2022 between the City and HPU, covering the period of July 1, 2022 through June 30, 2026 is hereby approved; and be it further

RESOLVED, That the Court of Common Council authorizes the Mayor to execute all necessary documents and agreements to implement the approved agreement; and be it further

RESOLVED, That the Mayor is hereby authorized to execute any and all manner of other documents and to take such other actions as he and the Corporation Counsel may deem appropriate and in the best interest of the City in order to effectuate 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 fail to execute the aforementioned agreement 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 executing such agreement and documents, and taking such actions, all of which shall be, in form and substance, acceptable to the Mayor and the Corporation Counsel.

**TENTATIVE AGREEMENT
BETWEEN THE CITY OF HARTFORD
AND
HARTFORD POLICE UNION
FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

The City of Hartford and the Hartford Police Union (hereinafter, "HPU") tentatively agree to a Collective Bargaining Agreement to be in full force and effect for the period commencing July 1, 2022 through June 30, 2026 subject to the ratification of the Hartford Police Union and approval by the City of Hartford Court of Common Council and the Municipal Accountability Review Board (hereinafter, "MARB"). The July 1, 2016 through June 30, 2022 Collective Bargaining Agreement currently in effect shall remain unchanged except as specifically outlined in this Tentative Agreement provided further that the Collective Bargaining Agreement shall be modified to reflect these changes.

This Tentative Agreement represents concepts and not necessarily final contract language. Actual contract language will be drafted if the Tentative Agreement is ratified by the Hartford Police Union and approved by the Court of Common Council and MARB.

CITY OF HARTFORD



LUKE BRONIN, MAYOR

9/12/22

DATE

HARTFORD POLICE UNION



ANTHONY RINALDI, PRESIDENT

9/12/22

DATE

TENTATIVE AGREEMENT
FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE CITY OF HARTFORD
AND
THE HARTFORD POLICE UNION

- Duration (Update Section 7.4 to reflect the following):
4 years (July 1, 2022 – June 30, 2026)
- Wages (Update Appendices B, B-1, and B-2 to reflect the following):
 - GWIs:
 - January 1, 2023 – 1.5% GWI
 - FY 2023-2024 – 2.5% GWI
 - FY 2024-2025 – 3% GWI
 - FY 2025-2026 – 3% GWI
 - Salary adjustments
 - i. Effective upon approval of this Tentative Agreement, steps will be eliminated for all of the following ranks, creating a uniform base salary as follows:
 1. Police Officer on Special Assignment: \$86,000.00
 2. Sergeants: \$91,510.10
 3. Lieutenants: \$103,983.29
 4. Captains: \$116,457.45
- Overtime (Update Section 4.2 to reflect the following):
 - Effective upon approval of this Tentative Agreement, Captains will be eligible to sign up for extra duty shifts pursuant to the current seniority rules for hiring. Captains will receive pay at straight time for all time working these extra duty shifts, provided that they have actually worked forty or more hours during the pay period (sick, vacation, earned, comp, etc. do not constitute hours actually worked). All other hours worked over eight in a day or forty in a week remain ineligible for overtime pay.
 - Effective upon approval of this Tentative Agreement, Lieutenants will receive pay at a rate of time and one-half for any hours over forty actually worked (sick, vacation, earned, comp, etc. do not constitute hours actually worked) in a pay period.
- Uniforms (Update Section 3.7 to reflect the following)
 - In lieu of providing uniform pants and shirts, members will receive a stipend of \$375/annually for certain uniform/equipment items designated as eligible by the Chief of Police, except that those officers eligible for a plainclothes allowance will receive this stipend in the amount of \$200/annually.
- Field Training Officers (Update Appendix S to reflect the following):
 - Effective upon approval of this Tentative Agreement, the stipend rate for certified Field Training Officers (FTOs) shall be the overtime hourly rate of a top pay patrol officer. This stipend will only be earned by FTOs that are training a Probationary Police Officer. This stipend will be limited to one hour of pay per shift.

Summary of Savings: Agreement Between City of Hartford and the Hartford Police Union - 09/27/22

| General Topic | Change | Fiscal Impact | | | |
|---|--|---------------------|---------------------|---------------------|---------------------|
| | | FY 22-23 1.50% | FY 23-24 2.50% | FY 24-25 3.00% | FY 25-26 3.00% |
| Wages | General Wage Increases % Cost of General Wage Increase in \$ (including increases to ranks above officer) Cost of Step Yearly Increment in \$ (NOT a new cost) | \$ 757,393 | \$ 1,717,687 | \$ 2,898,847 | \$ 4,115,443 |
| Healthcare | Health Plan Design Change: Cost/(Savings) | no change | | | |
| Health Premium Cost Share | Current employee share Proposed employee share Projected Savings | | | | |
| Pension | Current Contribution ___% New Contribution ___% Total Cost/(Savings) | | | | |
| Net Annual Impact | | \$ 1,797,100 | \$ 3,985,527 | \$ 6,324,227 | \$ 9,094,133 |
| Sick Leave | Current provisions: ___ New provisions: ___ Cost/(Savings) | n/a - no change | | | |
| Vacation Leave | Current provisions: ___ New provisions: ___ Cost/(Savings) | n/a - no change | | | |
| Other Measures to Offset Costs of Contract | | | | | |
| | Cost/(Savings) | \$ - | \$ - | \$ - | \$ - |
| | Cost/(Savings) | \$ - | \$ - | \$ - | \$ - |
| | Cost/(Savings) | \$ - | \$ - | \$ - | \$ - |
| | Total Costs (includes one-time and non-recurring) | \$ 1,797,100 | \$ 3,985,527 | \$ 6,324,227 | \$ 9,094,133 |

9/27/2022

| GWI BY YEAR | 1.5% | 2.5% | 3% | 3% | FY2023 STEP TOTAL | FY2024 STEP TOTAL | FY2025 STEP TOTAL | FY2026 STEP TOTAL |
|---|--|---------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| | FY2023 GWI INCREASE/ CHANGE IN RATE OF PAY | FY2024 GWI INCREASE | FY2025 GWI INCREASE | FY2026 GWI INCREASE | | | | |
| POLICE CAPTAIN Total | \$9,320 | \$20,533 | \$25,255 | \$26,013 | \$0 | \$0 | \$0 | \$0 |
| POLICE LIEUTENANT Total | \$62,328 | \$68,096 | \$83,758 | \$86,271 | \$0 | \$0 | \$0 | \$0 |
| POLICE OFFICER (Special Assignment) Total | \$279,668 | \$149,463 | \$183,839 | \$189,354 | \$0 | \$0 | \$0 | \$0 |
| POLICE SERGEANT Total | \$232,895 | \$140,600 | \$172,937 | \$178,126 | \$0 | \$0 | \$0 | \$0 |
| Annual Amount (Subtotal by section) | \$584,212 | \$378,691 | \$465,790 | \$479,764 | \$0 | \$0 | \$0 | \$0 |
| ASST ANIMAL CTRL OFFICER Total | \$1,299 | \$4,363 | \$5,366 | \$5,527 | \$5,908 | \$8,673 | \$8,836 | \$8,918 |
| POLICE OFFICER Total | \$168,493 | \$565,855 | \$696,001 | \$716,881 | \$1,027,937 | \$1,196,424 | \$1,125,607 | \$1,521,792 |
| PUBLIC SAFETY DETENTION OFFCR Total | \$3,390 | \$11,385 | \$14,003 | \$14,423 | \$5,862 | \$23,036 | \$23,096 | \$22,599 |
| Annual Amount (Subtotal by section) | \$173,182 | \$581,602 | \$715,371 | \$736,832 | \$1,039,707 | \$1,228,133 | \$1,157,540 | \$1,553,310 |
| Annual Amount (Total) | \$757,393 | \$960,293 | \$1,181,161 | \$1,216,596 | \$1,039,707 | \$1,228,133 | \$1,157,540 | \$1,553,310 |
| Cummulative (Total) | \$757,393 | \$1,717,687 | \$2,898,847 | \$4,115,443 | \$1,039,707 | \$2,267,840 | \$3,425,380 | \$4,978,690 |

9/27/2022

| GF ONLY | | FY2023 Adopted Budget | | P2 FY2023 Munis | | VAR | | VAR | | Vacancy Rate |
|--------------|--|-----------------------|----------------------|-----------------|----------------------|-----------|-----------|-----------|---------------------|--------------|
| Union | Job Desc | HC | Salary | HC | Salary | HC | Salary | HC | Salary | |
| HPU/HPU2 | POLICE OFFICER | 366 | \$ 29,230,478 | 297 | \$ 23,225,514 | 69 | \$ | 69 | \$ 6,004,964 | 19% |
| | POLICE SERGEANT | 61 | \$ 5,446,275 | 55 | \$ 4,888,397 | 6 | \$ | 6 | \$ 557,879 | 10% |
| | POLICE LIEUTENANT | 26 | \$ 2,709,495 | 25 | \$ 2,579,345 | 1 | \$ | 1 | \$ 130,150 | 4% |
| | POLICE CAPTAIN | 7 | \$ 829,700 | 7 | \$ 836,243 | 0 | \$ | 0 | \$ (6,543) | 0% |
| | ASST ANIMAL CTRL OFFICER | 3 | \$ 176,140 | 3 | \$ 173,202 | 0 | \$ | 0 | \$ 2,938 | 0% |
| | PUBLIC SAFETY DETENTION OFFCR/ DETENTION OFFICER | 9 | \$ 454,237 | 1 | \$ 60,001 | 8 | \$ | 8 | \$ 394,237 | 89% |
| Total | | 472 | \$ 38,846,326 | 388 | \$ 31,762,701 | 84 | \$ | 84 | \$ 7,083,624 | 18% |

| GF and GRANT | | FY2023 Adopted Budget | | P2 FY2023 Munis | | VAR | | VAR | | Vacancy Rate |
|--------------|--|-----------------------|----------------------|-----------------|----------------------|-----------|-----------|-----------|---------------------|--------------|
| Union | Job Desc | HC | Salary | HC | Salary | HC | Salary | HC | Salary | |
| HPU/HPU2 | POLICE OFFICER | 376 | \$ 29,932,402 | 307 | \$ 23,836,748 | 69 | \$ | 69 | \$ 6,095,654 | 18% |
| | POLICE SERGEANT | 61 | \$ 5,446,275 | 55 | \$ 4,888,397 | 6 | \$ | 6 | \$ 557,879 | 10% |
| | POLICE LIEUTENANT | 26 | \$ 2,709,495 | 25 | \$ 2,579,345 | 1 | \$ | 1 | \$ 130,150 | 4% |
| | POLICE CAPTAIN | 7 | \$ 829,700 | 7 | \$ 836,243 | 0 | \$ | 0 | \$ (6,543) | 0% |
| | ASST ANIMAL CTRL OFFICER | 3 | \$ 176,140 | 3 | \$ 173,202 | 0 | \$ | 0 | \$ 2,938 | 0% |
| | PUBLIC SAFETY DETENTION OFFCR/ DETENTION OFFICER | 9 | \$ 454,237 | 1 | \$ 60,001 | 8 | \$ | 8 | \$ 394,237 | 89% |
| Total | | 482 | \$ 39,548,250 | 398 | \$ 32,373,935 | 84 | \$ | 84 | \$ 7,174,314 | 17% |

9/27/2022

| City | Dates | GWI | Police Officer | | Detective | | Sergeant | | Det. Sergeant | | Lieutenant | | Det. Lt. | | Captain | |
|-------------|-----------|-------|----------------|-----------|-----------|-----------|-----------|------------|---------------|------------|------------|------------|------------|------------|------------|------------|
| | | | min | max | min | max | min | max | min | max | min | max | min | max | min | max |
| Meriden | 7/1/2021 | 2.00% | | | | | | | | | | | | | | |
| | 7/1/2022 | 2.25% | \$ 57,512 | \$ 87,526 | \$ 91,874 | | \$ 91,873 | \$ 96,242 | \$ 96,242 | \$ 101,109 | \$ 101,109 | \$ 105,872 | \$ 105,872 | \$ 111,238 | \$ 111,238 | \$ 116,480 |
| | 7/1/2023 | 2.25% | \$ 58,802 | \$ 89,502 | | \$ 93,933 | | \$ 98,405 | | \$ 103,376 | | \$ 108,264 | | \$ 113,734 | | \$ 119,101 |
| | 7/1/2024 | 2.25% | | \$ 91,520 | | \$ 96,054 | | \$ 100,610 | | \$ 105,706 | | \$ 110,698 | | \$ 116,293 | | \$ 121,784 |
| Stamford | 1/1/2021 | 1.25% | | | | | | | | | | | | | | |
| | 7/1/2021 | 1.25% | \$ 68,452 | \$ 85,994 | | | | \$ 98,070 | | | | \$ 113,263 | | | | \$ 128,460 |
| | 1/1/2022 | 1.25% | \$ 69,308 | \$ 87,069 | | | | \$ 99,269 | | | | \$ 114,679 | | | | \$ 130,065 |
| Waterbury | 7/1/2019 | 2.50% | | | | | | | | | | | | | | |
| | 7/1/2020 | 2.50% | | | | | | | | | | | | | | |
| | 7/1/2021 | 2.00% | \$ 62,392 | \$ 78,858 | | \$ 83,189 | | \$ 88,545 | | | | \$ 96,408 | | | | \$ 104,841 |
| Bridgeport | | na | | | | | | | | | | | | | | |
| | 7/1/2020 | na | \$ 57,007 | \$ 74,916 | \$ 80,732 | \$ 84,657 | \$ 83,366 | \$ 86,149 | | | \$ 93,541 | \$ 99,071 | | | \$ 104,013 | \$ 113,936 |
| New Haven | 7/1/2019 | 2.25% | | | | | | | | | | | | | | |
| | 7/1/2020 | 2.25% | | | | | | | | | | | | | | |
| | 7/1/2021 | | \$ 50,745 | \$ 78,050 | \$ 83,173 | \$ 86,531 | | \$ 87,813 | | | | | | | | \$ 107,443 |
| Middletown | 7/1/2019 | 3.00% | | | | | | | | | | | | | | |
| | 7/1/2020 | 3.00% | | | | | | | | | | | | | | |
| | 7/1/2021 | 2.00% | \$ 71,738 | \$ 86,514 | | | \$ 90,983 | \$ 97,084 | | | \$ 102,720 | \$ 108,131 | | | \$ 111,141 | \$ 116,720 |
| New Britain | 7/1/2020 | 2.00% | | | | | | | | | | | | | | |
| | 7/1/2021 | 2.25% | | | | | | | | | | | | | | |
| | 7/1/2022 | 2.25% | \$ 73,620 | \$ 84,126 | \$ 89,173 | \$ 92,740 | \$ 97,376 | \$ 103,219 | | | \$ 108,379 | \$ 114,882 | | | | \$ 120,626 |
| Hartford | 10/1/2022 | 0.00% | | \$ 72,637 | | \$ 86,000 | | \$ 91,510 | | | | \$ 103,983 | | | | \$ 116,457 |
| | 1/1/2023 | 1.50% | | \$ 73,727 | | \$ 87,290 | | \$ 92,883 | | | | \$ 105,543 | | | | \$ 118,204 |
| | 7/1/2023 | 2.50% | | \$ 75,570 | | \$ 89,472 | | \$ 95,205 | | | | \$ 108,182 | | | | \$ 121,159 |
| | 7/1/2024 | 3.00% | | \$ 77,837 | | \$ 92,156 | | \$ 98,061 | | | | \$ 111,427 | | | | \$ 124,794 |
| | 7/1/2025 | 3.00% | | \$ 80,172 | | \$ 94,921 | | \$ 101,003 | | | | \$ 114,770 | | | | \$ 128,538 |

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CITY OF HARTFORD
CONNECTICUT

AND

THE HARTFORD POLICE UNION

STRENGTH, LEADERSHIP



& INTEGRITY

JULY 1, 2016~~22~~ to JUNE 30, 2022~~26~~

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**AGREEMENT
BETWEEN
THE CITY OF HARTFORD, CONNECTICUT
AND
THE HARTFORD POLICE UNION**

PREAMBLE

The following Agreement, including its attachments and appendices, by and between the City of Hartford, Connecticut, hereinafter referred to as the City, and the Hartford Police Union, hereafter referred to as the Union, is recorded in written form to meet the requirements as set forth in Section 7-470 (c) in the Municipal Employee Relations Act of the General Statutes of Connecticut. This Agreement is designed to provide for an equitable and peaceful procedure for the resolution of differences in accordance with the grievance procedure specified herein, in order to maintain and promote a harmonious relationship between the Union and the City and to encourage a more effective police service in the public interest.

**ARTICLE I
RIGHTS AND RECOGNITION**

Section 1.1 Recognition

The City recognizes the Hartford Police Union as the sole and exclusive bargaining agent pursuant to certifications granted by the Connecticut State Board of Labor Relations, dated February 17, 1984, and August 14, 1992 (ME 14, 689), for the purpose of collective bargaining under provisions of the Municipal Employee Relations Act. The Union recognizes the Mayor and/or his/her designated representative or representatives as the sole and exclusive representative of the City of Hartford, Connecticut, for the purpose of collective bargaining.

Section 1.2 Union Security

All employees in the unit who are Union members on the effective date of this Agreement, or who afterward join, must remain members to the extent of paying weekly dues uniformly required for all members for the duration of this Agreement as a condition of continued employment.

All employees in the unit who are not Union members on the effective date of this Agreement shall, as a condition of continued employment, commencing sixty (60) days after the effective date of this Agreement, pay to the Union each week a service charge as a contribution toward the cost of administration of this Agreement. Effective January 1, 1988, probationary employees shall be required to comply with this provision upon commencement of their probationary period. The amount of such service charge shall be equivalent to the amount uniformly required of all those who become members of the Union.

The Union agrees to indemnify and hold harmless the City for any loss or damages arising from the operation of this Section.

Section 1.3 Check Off

The City agrees to deduct from the pay of all employees covered by this Agreement, who authorize such deductions from their wages in writing, such membership dues, initiation fees and/or assessments as may be uniformly assessed by the Union. Said dues are subject to upward or downward change exclusively by the Union. When an employee does not have sufficient money due him/her after deductions have been made for pension or other deductions required by law, union dues for such deduction periods shall be deducted in the first dues deduction period in which the employee has sufficient funds due him.

It is agreed that neither any employee nor the Union shall have any claim against the City for any such deductions made or not made, as the case may be, unless a claim of error is made in writing to the City within sixty (60) calendar days after the date such deductions were or should have been made.

The obligation of the City for funds actually deducted under this Section terminates upon delivery of the deductions so made to the person authorized by the Union to receive such amounts from the City.

The Union agrees to indemnify and hold harmless the City for any loss or damages arising from the operation of this Section

Section 1.4 Deduction Period

Union dues and any initiation fees, assessments or their equivalents shall be deducted on a weekly basis and shall be remitted to the Union in the form of a check together with an alphabetized list of names of employees from whose wages such deductions have been made, as soon as practical but not later than nine (9) days from the date said deductions were taken.

Section 1.5 Management Rights

Except as specifically abridged or modified by any provision of this Agreement, the City will continue to have, whether exercised or not, all of the rights, powers and authority heretofore existing, including but not limited to the following: Determine the standards of services to be offered by the Police Department; determine the standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; issue rules and regulations; maintain the efficiency of governmental operations; determine the methods, means and personnel by which the City's operations are to be conducted; determine the content of job classifications; exercise complete control and discretion over its organization and the technology of performing its work; and fulfill all of its legal responsibilities. The above rights, responsibility and prerogatives are inherent in the Court of Common Council and the Mayor by virtue of statutory and charter provisions and cannot be subject to any grievance or arbitration proceeding except as specifically provided for in this Agreement.

Section 1.6 No Strike: No Lock-Out

The Union agrees that it will not call or support any strike, work stoppage, work slow down or any other action against the City that would impede the proper functioning of the City government at any time. The City agrees that it will not lock out any employees at any time.

Section 1.7 No Discrimination

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, race, color, religion, creed, national origin, political affiliation, union membership, sexual orientation, disability or other protected classification under Federal, State or local law.

Section 1.8 Definition

The term employee, as used in this Agreement, means a full-time, permanent employee in the bargaining unit, including probationary employees; provided, however, no probationary employee at the entrance level shall have access to the grievance procedure where the issue is one of their discipline or discharge, and no probationary employee in any promotional classification shall have access to the grievance procedure where the issue is one of their demotion.

Section 1.9 Exclusions

Part time, seasonal and temporary employees are excluded from this Agreement.

Section 1.10 Probation Time

- A. Probationary status shall be as provided in the Personnel Rules and Regulations; provided, however, that the probationary period for Police Officer shall extend for twelve (12) months beyond the successful completion of the Police Academy.
- B. The Chief of Police with voluntary consent of the affected employee may extend the probationary period of an employee in a promotional classification for up to six (6) months to provide for further review of the employee's job performance.

Employees who have lost time in excess of two (2) weeks (14 calendar days) through the utilization of sick leave or family medical leave, an approved leave of absence or work- related injury may have their probation status extended for the amount of lost time.

Probationary status shall not impact the wage entitlements or any benefits of this Agreement for an employee.

**ARTICLE II
GRIEVANCE PROCEDURE**

Section 2.1

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, shall be settled in the following manner:

Step 1. The aggrieved employee, who may be represented by an individual delegated by the Union Executive Board, if said employee so desires, shall take up the grievance or dispute with said employee's first level supervisor who is outside the bargaining unit within seven (7) working days of the date of the grievance or his or her knowledge of its occurrence.

The first level supervisor outside the bargaining unit shall render his or her decision within seven (7) working days. Such supervisors shall exercise whatever authority may be delegated to them to resolve grievances, and in the event that no such authority is delegated, such supervisor shall have no jurisdiction in the grievance procedure.

Police Captains have all prior authority to rule on first step grievances and provide or deny permission to Union Officers and/or Stewards to investigate and/or settle grievances.

Step 2. If the grievance has not been settled, it shall be presented in writing, on forms provided by the City, to the Chief of Police by the employee and/or the individual delegated by the Union Executive Board within ten (10) working days after the supervisor's response is received. The written grievance, which must be signed by the grievant, shall include:

- (a) A statement of the grievance and facts involved;
- (b) The alleged violation of the specific provision of this Agreement; and
- (c) The remedy requested.

As early as they reasonably can in the grievance procedure, the parties shall cooperate to provide copies of any and all written memoranda of understanding, directives, arbitration awards, settlement agreements and/or specific provisions of ordinances, laws, the Rules and Procedures of the Hartford Police Department and/or the Personnel Rules and Regulations, that each party believes to be relevant to the disposition of the grievance. The arbitrator may consider any failure to comply with this paragraph in fashioning a remedy to the grievance.

The Chief of Police or his or her designated representative shall render his or her decision in writing within fourteen (14) working days of the date the grievance was submitted to him.

Step 3. If the grievance has not been settled, it shall be presented in writing to the City Director of Human Resources within five (5) working days after the decision of the Chief of Police is received. If he or she so determines, the Director of Human Resources, or his or her designated representative, shall meet with the interested parties no later than ten (10) working days after the receipt of the grievance and in any case shall render his or her decision in writing within fifteen (15) working days of the receipt of the grievance.

Step 4. If the Union is not satisfied with the decision rendered in Step 3, it shall notify the Director of Human Resources within thirty (30) working days after receipt of the decision that it intends to submit the grievance to arbitration; and shall simultaneously file notice of appeal with the State Board of Mediation and Arbitration, which shall act on such request in accordance with its rules and procedures. Said Board shall be limited to the express terms of the contract and shall not have the power to modify, amend or delete any terms or provisions of the Agreement, or render a decision contrary to law.

The decision of the arbitrator shall be final and binding on the parties.

The City and the Union shall each have the right to submit three (3) grievances per fiscal year to the American Arbitration Association, single arbitrator, in lieu of the State Board of Mediation and Arbitration. The right to annual submission may not be accumulated. This right shall apply only to the initial arbitration filing of the party or to an initial response by the adverse party to the filing party's request for arbitration and must be submitted within thirty (30) days of the initial arbitration filing.

The cost of the American Arbitration Association and the arbitrator shall be divided equally between the parties. The decision of the arbitrator shall be final and binding on the parties.

Nothing in this Article is intended to prohibit the City from processing a grievance through the grievance procedure up to and including arbitration. Such grievance shall be submitted in writing to the Union President. If not satisfactorily resolved within fourteen (14) days, such grievance shall be submitted to arbitration.

The expense for the arbitrators' services, proceedings cost and other expenses shall be borne equally by the City and the Union. If either party desires to have a court reporter transcribe the proceeding, both parties shall share equally in the cost of such court reporter. If either party desires a verbatim record of the proceedings, it may cause such a record to be made and each party shall pay only for the cost of the transcript that is provided to that requesting party.

Once a grievance has been submitted to arbitration, either the City or the Union may request an expedited hearing before the State Board of Mediation and Arbitration provided the provisions of this Section are met and provided further that it is understood that the case will be heard by a single arbitrator.

Section 2.2

Grievances involving discharge, suspension, and demotion, following disposition by the Chief of Police, shall be processed beginning at the third (3rd) step. Grievances involving documented counseling, oral and written reprimands shall be final at the third (3rd) step of the procedure, provided that after the following time limits in which no discipline has been issued for a similar offense; documented counseling six (6) months, oral reprimand one (1) year, written reprimand two (2) years; these incidents for the purpose of discipline will be disregarded in any future disciplinary action. No employee shall be suspended, discharged, demoted or disciplined except for just cause.

Section 2.3

If the employee asks that he or she be personally represented by his or her own attorney at Step 2 or 3 in the grievance procedure, an individual designated by the Union Executive Board may also be present as an observer at the employee's request.

If the employee is represented by the Union and desires his or her own attorney to be present as an observer at Step 2 or 3, the attorney's presence as an observer will be subject to the approval of the City's representative.

In accordance with Section 7-468(d) of Connecticut's Municipal Employee Relations Act, nothing herein is intended to preclude the employee from representing himself at any one (1) of the first three (3) steps of this procedure.

Section 2.4

In order to avoid the necessity of processing at one (1) time numerous grievances originating with the same event, the Union may file a single grievance at the appropriate step. When this occurs, all other grievances, if any, on the same event shall be held in abeyance, and the Union grievance shall be processed as a precedent.

When such a grievance is resolved, the parties shall promptly review the other grievances, if any, that were held in abeyance in an effort to resolve them. This mutual review procedure shall not require more than five (5) working days subject, however, to mutual extension of period for review if circumstances so require.

If any such grievance cannot be settled on the basis of the precedent grievance, it shall be processed in accordance with the grievance procedure, and once more in accordance with the time limitations established in this Agreement.

Section 2.5

Should the City and the Union differ about the applications, meaning or interpretation of Sections 1.1 through 1.4 and Sections 6.1 through 6.10 of this Agreement that confer rights or benefits to the Union as an organization (and which do not confer rights or benefits to employees as members of the bargaining unit), such differences shall be reduced to writing by the Union and filed at the appropriate step and shall be subject to the foregoing grievance procedure. It is the intent of this paragraph to provide union access to the grievance procedure on contractual provisions granting rights or benefits directly to the Union as an organization.

Section 2.6

Failure on the part of the City to comply with the time limitations for any grievance response set forth in Article II will be cause to allow the grievance to be filed at the next step of the grievance procedure.

ARTICLE III PERSONNEL, PAY AND BENEFITS

Section 3.1 Classification and Pay

The pay rates and pay ranges for job classes in the bargaining unit shall be as prescribed in Appendix B, B-1 & B-2. While the parties recognize that Detective is not a separate job classification, it shall be treated as such solely for purposes of the order of assignment of overtime and private duty work pursuant to Sections 4.2 and 4.3 of this Agreement.

It is understood and agreed that the supervisory duties and responsibilities provided for in the class specification of Police Captain and/or the Police Department's Code of Conduct and/or any policy or procedure(s) of the Police Department, including but not limited to the grievance procedure and disciplinary matters, will continue to be exercised by the Police Captains during the term of this Agreement.

Any specific job assignment for a particular Police Captain shall continue at the discretion of the Chief of Police.

The pay periods will remain weekly under this Agreement. The City shall require direct deposit and electronic notification of all pay-related checks.

Section 3.2 Longevity Pay

Effective January 2, 1982; employees in this bargaining unit no longer receive longevity pay.

Section 3.3 Personnel

- A. The City and the Union shall recognize and adhere to all provisions of ordinances, laws, the Rules and Procedures of the Hartford Police Department, and the Personnel Rules and Regulations not otherwise superseded by the terms of this Agreement. The Personnel Rules and Regulations on the effective date of this Agreement shall be those prevailing for the life of this Agreement. Any changes to these Rules and Regulations shall not be binding on the Union.

In the Rules and Procedures of the Hartford Police Department, there shall be a chapter governing Rules of Conduct and specifically within that chapter a section explaining employee rights. The Rules and Procedures of the Hartford Police Department shall be subject to continuing revision by the Chief and shall not require the Union's approval; provided, however, that material will not be added to that section of the Rules and Procedures of the Hartford Police Department governing Rules of Conduct without prior discussion between the City and the Union, and provided further that said discussion shall not be construed to require the Union's approval.

- B. The administration of any benefits, including pension benefits, provided under the City Charter, Ordinances, the Rules and Procedures of the Hartford Police Department, the Personnel Rules and Regulations, and this Agreement, shall be subject to the grievance procedure.

Section 3.4 Prior Benefits and Practices

Any job benefits or work practices existing prior to the date of this Agreement, which were the subject of any written memoranda or directives issued by the Chief or his or her Superiors and which are not specifically provided for or abridged in this Agreement, are hereby protected by this contract. This provision shall not preclude the right of the Mayor to make reasonable changes in such work practices and job benefits, provided that no such change shall be made for the purpose of undermining the Union.

Section 3.5 Insurances

Employees who are eligible or who become eligible for insurance coverage under existing terms and conditions, shall be provided the following coverage:

- i. Medical Benefits. The City will continue to provide benefits for each employee and each employee's enrolled dependents that were in effect as of June 30, 2016 as outlined in Appendix C. Effective July 1, 2018, the City will provide benefits for each employee and each employee's enrolled dependents under the negotiated plan(s) as outlined in Appendix C-1.

Any non-standard benefits that were provided under the PPO plan outlined in Appendix C will not be provided under the High Deductible Healthcare Plan (HDHP).

Health Savings Account. The HDHP will include a Health Savings Account (HSA). The City will contribute to fifty percent (50%) of the employee's In-Network deductible to the employee's HSA. In Fiscal Year 2018-19, the City's fifty percent (50%) contribution will be paid as follows:

- Fifty percent (50%) of the City's total contribution in July 2018;
- Twenty-five percent (25%) of the City's total contribution in January 2019; and
- Twenty-five percent (25%) of the City's total contribution in April 2019.

In Fiscal Year 2019-20 and each year thereafter, the City's HSA contribution will be paid in equal installments on a quarterly basis.

2. Full Service Dental Plan. The City will provide each employee and each employee's enrolled dependents under the negotiated full-service dental plan as outlined in Appendix C-2. Effective December 11, 2017, employees shall contribute the same percentage toward the total cost of the full service dental plan as they contribute to for health insurance as set forth below in the "Payroll Deduction" provisions.

3. Group Life Insurance. The City will pay the cost of group life insurance for all employees enrolled in such plan or who thereafter enroll in such plan. The current plan provides for one and one half (1.5) times the employee's annual base rate up to a maximum of fifty thousand dollars (\$50,000).
4. Supplemental Life Insurance. The City shall provide for payroll deductions for individual employees wishing to purchase supplemental life insurance under the group life plan provided by the City's vendor.
5. Payroll Deduction. Effective December 11, 2017, employees enrolled in any of the health insurance plans provided for in this Section shall contribute 16% of the equivalent monthly premium of their health care as determined by the City's insurance carrier, which shall be deducted from employee's wages on a weekly basis and paid toward the cost of such insurance.

Effective July 1, 2018 employees enrolled in any of the health insurance plans provided for in this Section shall contribute 18% of the equivalent monthly premium of their healthcare, inclusive of the City's Health Savings Account contribution, as determined by the City's insurance carrier, which shall be deducted from employee's wages on a weekly basis and paid toward the cost of such insurance.

Effective July 1, 2019 employees enrolled in any of the health insurance plans provided for in this Section shall contribute 19% of the equivalent monthly premium of their healthcare, inclusive of the City's Health Savings Account contribution, as determined by the City's insurance carrier, which shall be deducted from employee's wages on a weekly basis and paid toward the cost of such insurance.

Effective July 1, 2020 employees enrolled in any of the health insurance plans provided for in this Section shall contribute 20% of the equivalent monthly premium of their healthcare, inclusive of the City's Health Savings Account contribution, as determined by the City's insurance carrier, which shall be deducted from employee's wages on a weekly basis and paid toward the cost of such insurance.

The equivalent monthly premium is the underwriting rate, as determined by the City's insurance carrier, on a yearly basis, based on benefits experience of the bargaining unit. The equivalent monthly premium for the HDHP includes the City's Health Savings Account contribution. The City agrees to provide the Union President, annually, with the schedule of equivalent premium rates upon publication.

PPO Buy-Up. Employees who were members of the Union before December 11, 2017 will have the option to purchase the PPO plan in effect as of June 30, 2018 as outlined in Appendix C. Those employees who elect to purchase the PPO Plan will pay the employee contribution percentage provided above plus the difference between the cost to the City of the HDHP, inclusive of the City's Health Savings Account contribution, and the PPO, as may change in each plan year except as follows:

- a. For the plan year beginning July 1, 2018, the PPO buy-up differential only will be capped at one hundred twenty percent (120%) of the monthly differential rates provided below, which are based on the 2016-2017 experience:
 - Single: \$ 72.30
 - Employee + 1: \$163.42
 - Family: \$263.41
- b. For the plan year beginning July 1, 2019, the PPO buy-up differential only will be capped at one hundred twenty-five percent (125%) of the monthly differential rates for the previous plan year.
- c. For the plan year beginning July 1, 2020 and thereafter, there will be no cap on the PPO buy-up differential.
- d. The experience of those who elect to purchase the PPO plan will be rated separately from those who remain in the City's HDHP.

The option to purchase the PPO plan sunsets on June 30, 2023.

Effective July 1, 1994 employee contributions for health care shall be tax exempt as provided for in an IRS sanctioned 125 Plan.

Healthy Hartford Program. The City will implement the Healthy Hartford Program, which is modeled after the State of Connecticut plan. Employees and eligible dependents shall have until June 30, 2020 to become compliant with all age appropriate health and dental assessments and screenings required by the program as set forth in Schedules 1 and 2 of Appendix C-3. Effective July 1, 2020, non-compliance will result in an additional one hundred dollars (\$100.00) per month supplemental charge to the employee until the month following compliance.

6. Coverage. All insurance coverage shall become effective as follows:

For a person employed in the first twenty (20) days of the month, these insurances will become effective on the first of the month following one (1) complete month of service.

For a person employed after the twentieth (20th) of the month, they will become effective on the first of the month following two (2) complete months of service.

7. Survivor's Insurance.

(a) *Survivor(s) of an active or retired employee who was hired before December 11, 2017.* Effective upon the approval of the 2010-2016 Agreement, the City will allow eligible survivors of an active or retired employee to purchase health insurance coverage through the City. Said health insurance coverage shall be the same health insurance coverage that is offered to active employees as that coverage may change from time to time through negotiations. The cost of the health insurance coverage shall be at the rates payable for employees who retire from the City as outlined in Paragraph 8 of this Section and shall be paid by the surviving spouse through a pension deduction. This benefit shall apply only to a surviving spouse and/or those dependent children who were covered by the City's group insurance at the time of the employee's or pensioner's death and shall be available until the spouse dies, remarries, or attains age sixty-five (65); in the case of dependent children, this benefit shall be available as provided by both state and federal mandates or to a minimum of age nineteen (19) or age twenty-four (24), if qualified. This benefit is available to any surviving spouse who became widowed on or after July 1, 1975 and to any other surviving spouse whose husband was killed in the line of duty prior to July 1, 1975.

(b) *Survivor(s) of an active or retired employee who was hired on or after December 11, 2017.* Notwithstanding anything herein to the contrary, the survivor(s) of an active or retired employee who was hired on or after December 11, 2017 shall not be eligible to purchase health insurance through the City. Instead, survivors of a retired employee may be eligible to receive the self-funded monthly retiree health insurance stipend under the same terms and conditions set forth in Paragraph 8 (g) below for a period of up to ten (10) years less the number of years during which the retiree has been receiving the stipend, provided that the employee did not opt-out of this benefit at the time of his or her hire. Survivors of an active employee may be eligible to receive a self-funded monthly health insurance stipend as outlined below:

- If at the time of the employee's death, the employee has less than twelve and one-half (12 ½) years of completed service in a position covered under this Agreement, the survivor will be eligible to receive fifty percent (50%) of the self-funded monthly retiree health insurance stipend under the same terms and conditions set forth in Paragraph 8 (g) below for a period of ten (10) years, provided that the employee did not opt-out of this benefit at the time of his or her hire.
- If at the time of the employee's death, the employee has at least twelve and one-half (12 ½) years of completed service in a position covered under this Agreement, the survivor will be eligible to receive one hundred percent (100%) of the self-funded monthly retiree health insurance stipend under the same terms and conditions set forth in Paragraph 8 (g) below for a period of ten (10) years, provided that the employee did not opt-out of this benefit at the time of his or her hire.

All survivor benefits set forth in Section 3.5, Paragraph 7(b) above cease upon the death of the survivor.

- 7a. Survivor's Insurance For Spouses Killed In Line of Duty. Effective upon the approval of the 2010-2016 Agreement, survivors and eligible dependents of active employees who are killed in the line of duty on or after that date will be provided with health insurance coverage through the City. Said health insurance coverage shall be the same health insurance coverage that is offered to active employees as that coverage may change from time to time through negotiations. The cost of the health insurance coverage shall be paid by the City. This benefit shall be provided until such surviving spouse dies or remarries; and, in the case of dependent children, this benefit shall be as provided by both state and federal mandates or to a minimum of age nineteen (19) or age twenty-four (24), if qualified. Effective July 1, 1994, coverage shall be provided by the City for those survivors who have attained the age of sixty-five (65) in the form of supplemental Medicare insurance. Effective July 1, 1999, this benefit shall be provided to employees who die while on-duty and while actively engaged on the street in a field operation, or employees who die while on-duty as a result of a physical altercation.
8. Insurance Benefits for Retirees.
- (a) Effective July 1, 1994 the City will contribute two hundred dollars (\$200) per month toward the cost of health care coverage for retirees, the retiree's spouse and/or eligible dependents for identical insurance benefits as outlined in this Section (3.5) under the City's insurance plan, for those employees who retire after this date.
 - (b) Effective July 1, 2005 the City will contribute the actual cost to a maximum of five hundred dollars (\$500) per month toward the cost of health care coverage for retirees, the retiree's spouse and/or eligible dependents for identical insurance benefits as outlined in this Section (3.5) under the City's insurance plan, for those employees who retire on or after July 1, 2004.
 - (c) Employees hired before July 1, 2012 and whose effective date of retirement is on or after the approval of the 2010-2016 Agreement shall be eligible to purchase health insurance coverage through the City. Said retiree health insurance coverage shall be the same health insurance coverage that is offered to active employees as that coverage may change from time to time through negotiations. Notwithstanding the paragraph below, the cost of the health insurance coverage shall be based on the City's group rates and shall be paid by the retiree through a pension deduction. The City will contribute the actual cost up to a maximum of five hundred dollars (\$500) per month toward the cost of health insurance coverage for retirees, the retiree's spouse and/or eligible dependents.
 - (d) The payments in Paragraphs (a), (b) and (c) above will apply only toward the purchase of the City health insurance coverage and will continue for as long as the retiree receives a City pension that exceeds the insurance benefit provided herein, or until age sixty-five (65), whichever occurs first. The payments shall be applied as an offset against insurance payments made by pension deduction.
 - (e) Employees hired on or after July 1, 2012 but before December 11, 2017 (hereinafter, "Post July 1, 2012 employees") shall not be eligible for the retiree health insurance coverage outlined in Paragraphs (a) through (d) above of this Section. Post July 1, 2012 employees shall be eligible upon retirement to purchase health insurance coverage through the City at the rate used to determine the equivalent monthly premium for active employees at the time of their retirement minus the employee's health insurance contribution. This rate is applicable to the purchase of the City health insurance plan only and will remain unchanged until age sixty-five (65), provided that the retiree continues to receive a City pension that exceeds the health insurance benefit provided herein. Said health insurance coverage shall be the same health insurance coverage that is offered to active employees as that coverage may change from time to time through negotiations. The City will make no additional health care contribution toward these benefits.
 - (f) Under the 2010-2016 Agreement, employees hired before July 1, 2012 had the option to elect to participate in the retiree health insurance coverage provided to Post July 1, 2012 employees as outlined in Paragraph (e) above, provided the employee makes an additional one and one-half percent (1.5%) contribution to the Pension Fund. This additional pension contribution shall only be due and payable from the date the employee elects to participate in the Post July 1, 2012 retiree health insurance coverage (shall apply prospectively only). Said election must be made by July 1, 2012 for Pre-July 1999 employees and September 1, 2012 for Post July 1999 employees and is irrevocable.

- (g) Employees hired on or after December 11, 2017 (hereinafter, "Post 2018 employees") shall not be eligible for retiree health insurance benefits through the City as described above, but instead will be eligible for a self-funded retiree health insurance stipend, with the ability to opt-out at time of hire only.

Terms and provisions of the self-funded retiree health insurance stipend are as follows:

- i. The Post-2018 employee must retire from the City in a HPU position.
- ii. The monthly retiree health insurance stipend will begin at retirement, but no earlier than age 55 and end when the Post-2018 employee turns age 65.
- iii. The monthly retiree health insurance stipend will be \$500.00.
- iv. The monthly retiree health insurance stipend will be self-funded by the employee via a weekly payroll deduction in the amount of \$25.00. The retiree health insurance stipend deduction will be retroactive to the Post-2018 employee's date of hire with the City.
- v. Post-2018 employees who are hired before the implementation of this area of the contract shall have a window period to opt out of this benefit. Thereafter, Post-2018 employees may elect to opt-out of receiving the retiree health insurance stipend benefit **within thirty (30) days from their date of hire only**. If the Post-2018 employee elects to opt-out of this benefit:
 - He or she will not receive any retiree health insurance stipend;
 - The retiree health insurance stipend deduction will not be taken from the Post-2018 HPU Member's pay; and
 - Said election is irrevocable.

Implementation of Section 3.5, Paragraph 8(g) will be delayed, however, until the City and the Union resolve the outstanding issue regarding whether employee contributions shall be refunded to employees who opt-in, but separate other than by way of retirement.

- (h) The payments and rates outlined in Paragraphs (a) through (f) above will apply to retirees in the categories specified above who are receiving pensions approved by the Pension Commission in accordance with the definitions and requirements of the Municipal Employee's Retirement Fund whether the pensioner is retired under MERF or the Police Benefit Fund.
- (i) Employees who retire after the approval of the 2010-2016 Agreement shall not be allowed to purchase or otherwise remain on the City's health insurance plan once the retiree or his or her spouse reaches age sixty-five (65). Any eligible spouse shall continue to receive health insurance coverage up to age sixty-age (65). Any eligible dependents shall continue to receive health insurance as provided by both state and federal mandates or to a minimum of age nineteen (19) or age twenty-four (24), if qualified.
- (j) The City will provide a Group Life Insurance benefit of Six Thousand Dollars (\$6,000) for each retiree who retires after July 1, 1988.
- (k) Employees who retire and who wish to drop the health insurances available through the City may re-enroll in the insurance plan available at a later date provided they submit evidence of insurability for themselves and any qualified dependents and are found insurable by the insurance carriers.
9. Substitution of Insurance Plans. Effective January 1, 1985, the City may provide health insurance benefits by other than the named insurance carriers provided:
- (a) The City gives the Union reasonable notice and opportunity to review;
 - (b) The benefits and services provided by the new carrier are the equivalent or better than the existing benefits and services;
 - (c) The Plan provides for individual employee choice of doctor, hospital and facility;
 - (d) There is national service;

- (e) Any dispute concerning any of the above will be resolved by expedited final and binding arbitration by the American Arbitration Association, costs to be shared equally by the parties; and
 - (f) Insurance claims disputes between an employee and any insurance carrier shall not be subject to the arbitration procedure.
10. Effective upon the approval of the 2010-16 Agreement, the parties agree to establish a cost containment committee to study and recommend ways to improve health care and/or contain/reduce medical insurance cost. The Committee will be comprised of three (3) Union designated members, and three (3) representatives of management who shall be designated by the Mayor or the Mayor's designee.
 11. Prescription Drug Rider. The City will continue to provide benefits for each employee and each employee's enrolled dependents that were in effect as of June 30, 2016 as outlined in Appendix C. Effective July 1, 2018, the City will provide benefits for each employee and each employee's enrolled eligible dependents under the negotiated Prescription Drug Plan as outlined in Appendix C or Appendix C-1, depending on the plan option selected by the employee. If the City moves to the standard CVS formulary, Police agrees to it without challenge.
 12. Inpatient Substance Treatment. Effective January 1, 1991, notwithstanding the preceding provisions of Section 3.5, the City shall not be required to provide inpatient treatment for drug or alcohol abuse beyond a lifetime limit of sixty (60) days of inpatient treatment per employee or enrolled dependent. This provision shall not affect the current benefits for outpatient care for drug and alcohol treatment.
 13. Withdrawal from Health Care Coverage. Effective July 1, 2012, an employee who withdraws from or waives health insurance coverage or their health maintenance organization equivalent for an entire fiscal year will be paid Two Thousand Five Hundred Dollars (\$2,500.00) at the end of that fiscal year. Employees may enter or leave the plan at any time provided they must have not participated for an entire fiscal year to be eligible for the preceding payment and may be subject to proof of insurability on re-entry if required by the insurance carrier. Such payment will be subject to income tax deductions, but not to pension or any other payroll deductions unless specifically authorized by the employee or such deduction is required by operation of law. Such payment will not be considered wages or earnings in the determination of pension benefits. An employee does not qualify for the payment of the voluntary waiver where the employee declines City provided health insurance coverage because the employee's spouse is employed by the City or Board of Education and the employee still remains insured by either the City or Hartford Board of Education through the spouse. If an employee's spouse is also employed by the City or Hartford Board of Education, the employee shall have the choice of enrolling the employee, the spouse and any dependents in the City's or Hartford Board of Education 's health insurance through either the employee or the spouse, but in no event shall the employee, the spouse or any dependents receive double health insurance through both the City and/or Hartford Board of Education.

Section 3.6 Pensions

Effective July 1, 1994, the following pension and survivor benefits shall apply to all sworn police officers who retire effective on or after that date.

1. All members of the bargaining unit are enrolled as members of the Municipal Employees' Retirement Fund (The MERF Plan).

The City shall pay the balance of the annual cost needed to maintain the fund on a sound basis, as determined by periodic actuarial studies.

The sworn police officer contribution to the pension fund will be eight percent (8%) of total earnings, said contributions shall be deducted from each pay check and shall be credited to the member's account in The MERF fund. Effective December 11, 2017, this contribution will be eleven percent (11%) of total earnings. The City will maintain a Section 414(h) as outlined by the IRS plan for pension contributions.

2. Service retirements will be based upon two and sixty-five one hundredths percent (2.65%) of final average pay for each whole year of service for the first twenty (20) years of continuous service and the following table for each whole year of continuous service thereafter to a maximum of seventy percent (70%) of final average pay.

The foregoing shall be subject to the provisions of Appendix E, Sections E and N. The maximum of the seventy percent (70%) of final average pay shall be subject to the provisions of Section 3.6, Section 8.

| <u>YEAR</u> | <u>PERCENTAGE</u> |
|-------------|-------------------|
| 21 | 56% |
| 22 | 58% |
| 23 | 60% |
| 24 | 62% |
| 25 | 64% |
| 26 | 65% |
| 27 | 66% |
| 28 | 67% |
| 29 | 68% |
| 30 | 69% |
| 31 | 70% |

3. Normal retirement shall be after twenty (20) years of continuous service. Employee pension benefits shall be vested after ten (10) years of continuous service.
4. An employee who vests his or her pension and leaves the service of the City will be entitled to collect a pension benefit commencing on the date he or she would have reached his or her normal retirement date.
5. Effective upon signing, an employee may purchase up to four (4) years of Military Service time for service in the Armed Forces of the United States for periods of service, any of which occurred during the periods set forth in Section 27-103 of the General Statutes of the State of Connecticut, at the rate payable at the time of entry into City service, with interest at the rate of seven percent (7%) per annum. The period of such service for which the employee received credit shall be counted for the purpose of computing the amount of his or her retirement allowance provided such employee shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City of Hartford or shall be retired prior thereto, due to disability incurred in the course of his or her employment.
6. Final average pay will be computed on the basis of the employee's highest three (3) of the last five (5) years earnings and shall include all earnings inclusive of overtime and private duty work.
7. An employee with less than fifteen (15) years of continuous service who suffers a permanent partial disability arising out of and in the course of employment as defined in the Workers' Compensation Act and who is eligible for a special disability allowance as provided for in the Municipal Employees' Retirement Fund will have such special disability allowance reduced by any income from gainful employment which, together with the special disability allowance, exceeds one hundred percent (100%) of the current rate of pay for an employee of the same or corresponding job classification held by the employee at the time of such retirement.
8. Effective July 1, 1994, an employee whose retirement becomes effective on or after that date, may upon retirement, and prior to any formula reduction, exchange a portion of his or her accumulated sick leave for up to four (4) years (in whole years only) of additional pension service time for the purpose of computing the amount of his or her retirement allowance provided, however, such additional service time shall not be used for establishing eligibility for normal retirement benefits, but shall be used as additional service credits for employees who are qualified or become qualified for normal/disability retirement benefits. Each additional year of pension service acquired pursuant to this Section shall be equal to two and one-half percent (2.5%) of final average pay. No employee shall retire over eighty percent (80%) of final average pay through the utilization of this benefit with the exception of those employees included in Appendix E, subsection E of this Agreement. For the purpose of exchange under this Section, twenty (20) days shall equal one (1) year of additional pension service time. Any accumulated sick leave remaining after the exchange shall be subject to the provision of Article V, Section 5.3 of this Agreement.

Employees who exchange accumulative sick leave for additional pension service time shall pay any and all Federal and State taxes resulting from such exchange as if such exchange were made pursuant to Article V, Section 5.3 of this Agreement.

This benefit shall remain in effect and inure to the benefit of every current bargaining unit employee hired on or before July 1, 1999, regardless of date of retirement, and shall not be subject to negotiation.

9. All members of the bargaining unit who hold positions which are not sworn police officer positions, including, but not limited to public safety detention officers (previously, police matrons) and Assistant Animal Control Officers, will receive City of Hartford MERF pension benefits equivalent to non-bargaining unit civilian employees of the Hartford Police Department, except that a final average pay shall mean the average annual rate of pay for the highest three (3) years of the employee's earnings during the last five (5) years of service immediately preceding retirement. Final average pay shall include total earnings, including overtime and private duty work. These benefits only apply to non-sworn employees hired before December 11, 2017.
10. There shall be a lockout on pension negotiations, and the pension benefits as provided in the Memorandum of Understanding attached as Appendix O.

Pension benefits, improvements, or changes achieved and/or awarded through or by the Pension Commission or the Court of Common Council to the members of the Municipal Employees' Retirement Fund that would enhance these benefits are not affected by this provision and would not preclude the receiving of these benefits by employees except that the Pension Commission and/or the Court of Common Council cannot remove, alter or change in any way the lockout on pension negotiations stated herein or the pension provision of this Agreement.

Section 3.6 (a)

This Section shall apply to employees hired after July 1, 1999 but before July 1, 2012 (hereinafter, "Post July 1, 1999 Employees"), employees hired on or after July 1, 2012 but before December 11, 2017 (hereinafter, "Post July 1, 2012 Employees"), and employees hired on or after December 11, 2017 (hereinafter, "Post December 11, 2017 Employees):

- A. Membership.** All Police Officers who entered the employ of the City after April 30, 1947, are enrolled as members of the Municipal Employees' Retirement Fund (The MERF Plan).
- B. Member Contributions.** The City will maintain a Section 414 (h) as outlined by the IRS Plan for pension contributions.
- C. City's Contributions.** The City pays the balance of the annual costs needed to maintain the fund on a sound basis, as determined by periodic actuarial studies.
- D. Pension Benefits.**

1. The following pension benefits apply to Post July 1, 1999 Employees who did not elect to opt-in to the Post July 1, 2012 Pension Benefits:

- (a) The employee contribution rate to the pension fund will be six and one-half percent (6.5%) of total earnings. Effective December 11, 2017 the employee contribution rate to the pension fund will be nine and one-half percent (9.5%) of total earnings.
- (b) Service retirements will be based upon two and one-half percent (2.5%) of final average pay for each whole year of service for the first twenty (20) years and two percent (2%) of final average pay for each whole year of service thereafter, to a maximum of seventy percent (70%) of final average earnings as defined in Paragraph 3.6(a)D.1(d).
- (c) Normal retirement age shall be twenty-five (25) years of service. Employees shall be vested after ten (10) years of continuous service. An employee who vests his or her pension and leaves the service of the City and leaves his or her contributions in the fund, will be entitled to file an application for retirement

benefits and thereafter collect pension benefits commencing on the date he or she would have reached his or her normal retirement date.

- (d) Final average pay will be computed on the basis of the employee's highest three (3) of the last five (5) years of regular earnings, exclusive of overtime and private duty pay, added to a figure for overtime and private duty which is based on the employee's total overtime and private duty hours averaged over the employee's last twenty-five (25) years of service or actual years of service, whichever is less.
- (e) Social Security benefits shall not be included in this plan.
- (f) Military Service Credit. Any bargaining unit member who served in the active service of any branch of the armed forces of the United States during any part of the times set forth in Section 27-103 of the General Statutes may purchase credit for up to four (4) years of that military service. Such credit shall be purchased at the rate payable at the time of the member's entry into city service, with interest at the rate of seven percent (7%) per annum.

The period of such service for which the member receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance, provided such member shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City of Hartford, or shall be retired prior thereto due to disability incurred in the course of his or her employment. This provision shall not be used to establish eligibility for retirement allowances but shall be used as additional service credits for members who are qualified or become qualified for normal or disability retirement allowances. Each additional year of credited service purchased pursuant to this subsection shall be equal to two and one-half percent (2.5%) of final average pay. Employees hired on or after July 1, 1999 shall not be permitted by the terms of this subsection to exceed the seventy percent (70%) maximum of their final average pay.

- (g) Under the 2010-2016 Agreement, Post July 1, 1999 employees had the option to elect to transfer to the pension benefits provided to Post July 1, 2012 employees as outlined below, provided that they shall have no minimum age requirement for normal retirement eligibility (refer to Paragraph D.1.(c) above), their contribution rate increases to eight percent (8%) effective the first pay period in July 2012, and their previous pension benefits shall not be transferable to the newly elected pension plan. This election is irrevocable. Effective December 11, 2017, the contribution rate for these employees will increase to eleven percent (11%).

2. The following pension benefits apply to Post July 1, 2012 Employees:

- (a) The employee contribution rate to the pension fund will be nine and one-half percent (9.5%) of total earnings, exclusive of private duty earnings. Effective December 11, 2017, the employee contribution rate to the pension fund will be twelve and one-half percent (12.5) of total earnings, exclusive of private duty earnings. The parties recognize that the member's pension contribution rate is one and one-half percent (1.5%) higher than it would otherwise be as a result of the changes set forth under Section 3.5, Paragraphs 8 (e) and (f).
- (b) Service retirements will be based upon two and eight-tenths percent (2.8%) of final average pay for each whole year of service for the first twenty-five (25) years and two and one-half percent (2.5%) of final average pay for each whole year of service thereafter, to a maximum of eighty percent (80%) of final average earnings as defined in Paragraph (d) below.
- (c) Normal retirement age shall be twenty-five (25) years of service and a minimum age of fifty-five (55). Employees shall be vested after ten (10) years of continuous service. An employee who vests his or her pension and leaves the service of the City and leaves his or her contributions in the fund, will be entitled to file an application for retirement benefits and thereafter collect pension benefits commencing on the date he or she would have reached his or her normal retirement date.

Notwithstanding anything herein to the contrary, Post July 1, 2012 sworn employees who were members of the Union before December 11, 2017 had a one-time option to elect to lower the age requirement for normal retirement eligibility from age fifty-five (55) to either age fifty-three (53) or age fifty-one (51) subject to the following terms and conditions:

- i. If the Post July 1, 2012 sworn employee elects to lower the normal retirement age eligibility to age fifty-three (53), he or she will contribute an additional one percent (1%) to the Pension Fund effective the pay period following December 11, 2017.
 - ii. If the Post July 1, 2012 sworn employee elects to lower the normal retirement age eligibility to age fifty-one (51), he or she will contribute an additional two and one-half percent (2.5%) to the Pension Fund effective the pay period following December 11, 2017.
 - iii. The election had to be made by June 29, 2018 and is final and irrevocable.
 - iv. If the Post July 1, 2012 sworn employee elects to lower his or her normal retirement age eligibility, this age will be utilized in lieu of age fifty-five (55) for all pension benefits referencing normal retirement eligibility, age or date.
- (d) Final average pay will be computed on the basis of the employee's rate of pay immediately preceding retirement (rate of pay will be computed as the hourly rate multiplied by 40 hours then multiplied by 52 weeks) added to a figure for overtime which is based on the employee's total overtime hours averaged over the employee's highest three (3) of the last five (5) years. Private duty hours worked shall not be included in this calculation. In the event an employee experiences a reduction in rank, the rate of pay is based upon the final rate of pay at the employee's highest growth step of the highest rank held by the employee within two (2) years immediately preceding the start of the employee's retirement.
- (e) Social Security benefits shall not be included in this plan.
- (f) Military Service Credit Any bargaining unit member who served in the active service of any branch of the armed forces of the United States during any part of the times set forth in Section 27-103 of the General Statutes may purchase credit for up to four (4) years of that military service. Such credit shall be purchased at the rate payable at the time of the member's entry into city service, with interest at the rate of seven percent (7%) per annum.

The period of such service for which the member receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance, provided such member shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City of Hartford, or shall be retired prior thereto due to disability incurred in the course of his or her employment. This provision shall not be used to establish eligibility for retirement allowances but shall be used as additional service credits for members who are qualified or become qualified for normal or disability retirement allowances. Each additional year of credited service purchased pursuant to this subsection shall be equal to two and one-half percent (2.5%) of final average pay. Employees hired on or after July 1, 2012 shall not be permitted by the terms of this subsection to exceed the eighty percent (80%) maximum of their final average pay.

3. The following pension benefits apply to Police Officers hired on or after December 11, 2017:

- (a) The employee contribution rate to the pension fund will be eleven percent (11%) of total earnings exclusive of private duty.
- (b) Service retirements will be based upon two percent (2.0%) of final average pay for each whole year of service to a maximum of seventy percent (70%) of the employee's base salary at retirement. The employee's base salary for purposes of this provision is his or her rate of pay at his or her applicable step, including the educational incentive pay and the ten (10) hour schedule shift differential, but excluding any additional five percent (5%) in lieu of overtime pay, as set forth in the Salary Schedules

contained in Appendix B-2 and shall not include overtime and private duty earnings. The employee's base salary does not mean the "Base Step" of the classification.

- (c) Normal retirement age shall be twenty-five (25) years of service and a minimum age of fifty-five (55). Employees shall be vested after ten (10) years of continuous service. An employee who vests his or her pension and leaves the service of the City and leaves his or her contributions in the fund will be entitled to file an application for retirement benefits and thereafter collect pension benefits commencing on the date he or she would have reached his or her normal retirement date.
- (d) Final average pay will be computed on the basis of the employee's rate of pay immediately preceding retirement (rate of pay will be computed as the hourly rate multiplied by 40 hours then multiplied by 52 weeks) added to a figure for overtime which is based on the employee's total overtime hours averaged over the employee's highest three (3) of the last five (5) years. Private duty hours worked shall not be included in this calculation.

In the event an employee experiences a reduction in rank, the rate of pay is based upon the final rate of pay at the employee's highest growth step of the highest rank held by the employee within two (2) years immediately preceding the start of the employee's retirement.

- (e) Social Security benefits shall not be included in this plan.
- (f) Military Service Credit Any bargaining unit member who served in the active service of any branch of the armed forces of the United States during any part of the times set forth in Section 27-103 of the General Statutes may purchase credit for up to four (4) years of that military service. Such credit shall be purchased at the rate payable at the time of the member's entry into city service, with interest at the rate of seven percent (7%) per annum.

The period of such service for which the member receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance, provided such member shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City of Hartford, or shall be retired prior thereto due to disability incurred in the course of his or her employment. This provision shall not be used to establish eligibility for retirement allowances but shall be used as additional service credits for members who are qualified or become qualified for normal or disability retirement allowances. Each additional year of credited service purchased pursuant to this subsection shall be equal to two and one-half percent (2.5%) of final average pay. Employees hired on or after July 1, 2012 shall not be permitted by the terms of this subsection to exceed the eighty percent (80%) maximum of their final average pay.

- 4. Lateral Hires. The City may, in its sole discretion, opt to allow all lateral hires to buy up to three (3) years of their years of service as a sworn officer in another municipality toward a Hartford pension at a cost actuarially-determined to be equivalent to the employee contribution had the lateral hire been employed by the City for that period.

E. PENSIONS PAYABLE TO DISABLED MEMBERS. Subject to the approval of the Pension Commission, retirement allowances are payable to any member who becomes permanently disabled in accordance with the following provisions:

- 1. For permanent and total disability arising out of and in the course of employment as defined in the Workers' Compensation Act, irrespective of the length of service. When a member becomes so incapacitated from engaging in any gainful employment, his or her pension is determined as one hundred percent (100%) of his or her annual pay at the time of his or her disability less any weekly benefits received under the Workers' Compensation Act.
- 2. For service-connected permanent partial disability, arising as defined in Paragraph 1 above, which reduces by ten percent (10%) or more the income which the member can derive from gainful employment,

irrespective of the length of service. The member's pension, which is called a special disability allowance, is determined as fifty percent (50%) of his or her annual pay at the time of disability provided he or she has completed fifteen (15) or more years of continuous service. On and after the employee's twentieth (20th) year of continuous service, the employee will receive a special disability allowance in accordance with the normal retirement benefits as set forth in Section D.

If the member has less than fifteen (15) years of service and suffers an injury on or after July 1, 1986 which results in disability, his or her initial special disability allowance amounting to fifty percent (50%) of his or her annual pay at the time of disability shall be reduced by any income from gainful employment which, together with the special disability allowance, exceeds one hundred percent (100%) of the current rate of pay for any employee of the same or corresponding job classification held by the employee at the time of his or her retirement.

3. For non-service connected permanent and total disability arising after completion of at least five (5) years of continuous service.

When a member becomes so incapacitated from engaging in any gainful employment, his or her pension is equal to two and one-half percent (2.5%) of his or her final average pay multiplied by the number of whole years of service up to twenty (20) and two percent (2%) thereafter as calculated on the same basis as described in Section D above for normal retirement allowances in the event the employee has reached his or her twenty-fifth (25th) year of continuous service, except that, a minimum pension equal to twenty-five percent (25%) of his or her final average pay is provided.

4. For non-service-connected permanent partial disability which reduces by ten percent (10%) or more the income which the member can derive from gainful employment, and which arises after completion of at least ten (10) years of continuous service. The member's pension, which is called a special disability allowance, is equal to a specified percentage of his or her average pay, namely two and one-half percent (2.5%) multiplied by his or her whole years of service up to twenty (20) years and two percent (2%) thereafter, but not less than twenty-five percent (25%) of his or her final average pay. In the event that the employee has reached his or her twentieth (20th) year of continuous service, non-service-connected permanent partial disability benefits shall be as set forth in Section D.
5. For purposes of this contract, any reference to any payments or benefits made or payable under the Workers' Compensation Act, or received or paid as workers' compensation, shall include any payments or benefits for heart or hypertension disease payable under Section 7-433(c) of the Connecticut General Statutes.

F. REFUND OF MEMBER'S CONTRIBUTIONS UPON TERMINATION OF EMPLOYMENT (OTHER THAN DEATH). Upon termination of employment, a member may request the refund without interest of his or her total contributions to the MERF fund. This request must be made at the time he or she leaves the service of the City, or within ten (10) years thereafter, and the refund payment will be made in full settlement of the member's rights, if any, to vested pension or other benefits provided by the MERF plan.

G. DEATH BENEFITS PAYABLE TO SURVIVING SPOUSE AND CHILDREN. The pension benefits described below are payable to the member's widow (or widower) provided she or he was living with him or her at the time of his or her death, and provided she or he was married to him or her at the time of his or her retirement if death occurs after retirement, and to his or her qualified dependent children who are unmarried and under age eighteen (18), or over age eighteen (18) if incapacitated from engaging in gainful employment.

1. Where the cause of death does not arise out of and in the course of the member's employment, as defined in the Workers' Compensation Act, the plan provides the spouse with an annual pension equal to twenty-five percent (25%) of the member's earnings during his or her last twelve (12) months of employment at full salary, payable monthly until death or remarriage. In addition, the plan provides a monthly pension of One Hundred Dollars (\$100.00) for the first qualified surviving child, plus Fifty Dollars (\$50.00) monthly for each additional qualified child, payable to the spouse if the children are in her care, or otherwise to their guardian. The total annual pension payments for the surviving spouse and children are not to exceed one hundred percent (100%) of the member's annual pay at the time of his or her death or retirement.

2. Where death occurs from a cause arising out of and in the course of his or her employment as defined in the Workers' Compensation Act, for such deaths before retirement, the plan provides the spouse with a pension equal to fifty percent (50%) of the member's annual pay at the time of death, payable monthly until his or her death or remarriage. In addition, the plan provides for each qualified surviving child who is unmarried and under age eighteen (18), or over age eighteen (18) if incapacitated from engaging in gainful employment, a pension equal to ten percent (10%) of such annual pay (increased to fifteen percent [15%] if there is no surviving spouse), but the total pensions for the spouse and children are limited to a maximum of seventy-five percent (75%) of the member's average annual pay for his or her final five (5) years of service. Such pension benefits for the surviving spouse and children are subject to reduction during their compensable period so that the total annual amount, including weekly Workers' Compensation payments, shall not exceed one hundred percent (100%) of the member's annual pay at the time of death. If death occurs after the member retires with a service-connected disability pension, similar pension benefits are payable to his or her survivors so long as they qualify for weekly Workers' Compensation benefits, the amounts of such pensions being based on the member's annual pay at the time of his or her retirement.

H. REFUND OF CONTRIBUTIONS PAYABLE TO THE NAMED BENEFICIARY OF A DECEASED MEMBER. This benefit, which is payable only if there is no spouse or child who qualifies for a survivor's pension, is equal to the member's total contributions without interest, less any pension payments made to him or her prior to his or her death. Also, upon termination of pension payments to the last qualified survivor (as described in Section G above), a refund is made of any excess of the member's contributions over the total pension payments made to the member and to his or her survivors.

A member can designate his or her beneficiary for this benefit by completing a form which he or she may obtain and file in the City Treasurer's Office.

- I. CONTINUOUS SERVICE.** In determining the member's qualification for pension benefits, periods of absence of not more than ninety (90) days in one (1) year are disregarded. Further, any absence of more than ninety (90) days is not considered to break the continuity of service if caused by disability involving the regular attendance of a physician, or if authorized as a leave of absence by the Court of Common Council. However, such periods of absence are not included in determining the amount of the member's pension. After any other period of absence, a returning member may obtain credit for his or her previous service provided he or she repays any contributions previously withdrawn plus interest, but his or her eligibility for a retirement pension will require the completion of ten (10) years of continuous service following the date of his or her reemployment. There is no limit within which an employee must exercise the aforementioned right.
- J. ASSIGNMENTS PROHIBITED.** All pensions and benefits of the MERF plan are for the support of the member and his or her qualified survivors. They are not subject to assignment and are exempt from the claim of creditors to the maximum extent permitted by law.

K. PENSION BENEFITS FOR NON-SWORN EMPLOYEES (PUBLIC SAFETY DETENTION OFFICERS (PREVIOUSLY POLICE MATRONS) AND ASSISTANT ANIMAL CONTROL OFFICERS).

1. Non-Sworn Employees. Public Safety Detention Officers (previously Police Matrons) and Assistant Animal Control Officers hired before December 11, 2017 will receive pension benefits equivalent to non-bargaining unit civilian employees of the Hartford Police Department, except that a final average pay shall mean the average annual rate of pay for the highest three (3) years of the employee's annual earnings during the last five (5) years of service immediately preceding retirement. Final average pay shall include total earnings, including overtime, private duty work and longevity pay.
2. Non-Sworn Employees hired on or after December 11, 2017. All non-sworn employees hired on or after December 11, 2017 will receive benefits equivalent to non-bargaining unit civilian employees of the Hartford Police Department hired on or after January 1, 2011, except for the following negotiated pension changes:
 - (a) The employee contribution rate to the pension fund will be eleven percent (11%) of total earnings.

- (b) Service retirements will be based upon one and one-half percent (1.5%) of final average pay for each whole year of service to a maximum of seventy percent (70%).
- (c) Normal retirement eligibility shall be twenty-five (25) years of service and a minimum age of sixty-two (62). Employees shall be vested after ten (10) years of continuous service. An employee who vests his or her pension and leaves the service of the City and leaves his or her contributions in the fund, will be entitled to file an application for retirement benefits and thereafter collect pension benefits commencing on the date he or she would have reached his or her normal retirement date.
- (d) Final average pay will be computed based on the employee's highest three (3) of their last five (5) years of base salary. The employee's base salary for purposes of this provision is his or her rate of pay at his or her applicable step, including the educational incentive pay, as set forth in Appendix B-2 and shall not include overtime and private duty earnings, if applicable. The employee's base salary does not mean the "Base Step" of the classification.
- (e) Early retirement eligibility will be age fifty-five (55) with at least fifteen (15) years of continuous service. The early retirement allowance shall be based on the normal retirement formula but reduced by six percent (6%) for each whole year the employee retires short of age sixty-two (62).

L. PENSION LOCKOUT NOTICE. There shall be a lockout on pension negotiations, and the pension benefits as provided in Section 3.6(a) until July 1, 2020. This lockout pertains only to employees hired after July 1, 1999.

Pension benefits, improvements, or changes achieved and/or awarded through or by the Pension Commission or the Court of Common Council to the members of the Municipal Employees' Retirement Fund that would enhance these benefits are not affected by this provision and would not preclude the receiving of these benefits by employees except that the Pension Commission and/or the Court of Common Council cannot remove, alter or change in any way the lockout on pension negotiations stated herein or the pension provisions of this Agreement.

NOTICE. The above summary of pension benefits is not intended to include all rights or responsibilities of employees in regard to pension benefits. For further elaboration or descriptions of benefits and responsibilities, please consult the City Charter or MERF booklet in regard to pension for police officers and firefighters.

Also, please note that this Section does not describe the benefits of Assistant Animal Control Officers or Public Safety Detention Officers (previously Police Matrons) who are covered under MERF Pension Plan with Social Security benefits except as indicated in Section K, herein.

Section 3.7 Uniforms

The City will continue to provide uniforms and replacements under existing practice. Effective Fiscal Year 2022-23, an annual uniform stipend will be provided in lieu of providing uniform pants and shirts. The annual uniform stipend, payable on or about June 1 of each year, will be as follows:

- Members other than plainclothes officers will receive an annual uniform stipend of three hundred seventy-five dollars (\$375.00) for certain uniform and equipment items designated as eligible by the Chief of Police.
- Plainclothes officers and uniformed employees assigned in plainclothes capacity for two (2) weeks or more will receive an annual uniform stipend of two hundred dollars (\$200.00); provided, however, that the City will provide a minimum of one (1) summer shirt and one (1) pair of summer pants to each officer on April 1 of each year. All plainclothes officers shall receive a clothing allowance of Eleven Dollars (\$11.00) per week. All uniformed employees assigned in plainclothes capacity for two (2) weeks or more shall also receive this same clothing allowance. The clothing allowance shall be payable on or about June 1 of each year.

The City shall not be obligated to provide new uniforms on a periodic basis to plainclothes officers, but the City shall issue a full initial set of such uniforms and shall thereafter make uniforms available to such officers as are necessary at no cost to the officer.

A Police Uniform Advisory Committee shall advise the Chief of Police as to the type and quality of uniforms and ornamentation to be purchased by the Hartford Police Department. The Police Chief shall appoint two (2) members to the committee and the Union President shall appoint two (2) members.

White shirt requirements for Lieutenants and Captains are as follows: If it is a field operation, white shirts are not required, except that the Chief may designate otherwise for particular events. For all other activities, which includes but is not limited to community meetings and any meeting in which the Lieutenant or Captain is representing the Department, the Chief has discretion.

Section 3.8 Seniority

Seniority shall be determined by total length of service in the employee's job classification except that in the case of vacations and layoffs, seniority shall be determined by the employee's total length of service in the department. Probationary employees shall have no seniority, but upon completion of the probationary period, their names shall be added to the seniority list from the date of appointment as probationary employees.

Whenever more than one (1) person is appointed to the department in the same day, the seniority of each such person shall be determined by their relative academic standing upon completion of training in the Police Academy.

Effective June 30, 2022, up to three (3) years of a sworn member's years of service as a sworn officer with another municipality will count toward that member's seniority with the Hartford Police Department for purposes of wages, vacation accruals and all other terms and conditions of employment with the Hartford Police Department, except for purposes of the shift bid, including time off requests.

Seniority shall not be broken by vacations, sick time, jury duty, suspension, or any authorized leave of absence or any call to military service for the duration.

Employees who resign voluntarily or who may be discharged for just cause shall lose all seniority; provided, however, that employees who resign in good standing and who are returned to duty before the expiration of one (1) year shall regain their seniority upon paying back to the pension fund all money they withdrew plus accumulated interest, and provided, however, that the period of separation will not count for seniority or entitlement to benefits based on length of service.

The parties of this Agreement recognize that the principal factors in job assignments are the efficiency and integrity of the Police Department. Nevertheless, the City will give due consideration to seniority, physical condition and personal hardship in making assignments that are not promotional. Such assignments may be subject to the grievance procedure; provided, however, that the decision in Step 2 shall be final.

To the extent practicable and consistent with the needs of the Field Services Bureau to meet required manpower levels for field operations, changes of shifts for scheduling purposes will be made on the basis of seniority from the affected shift.

Employees who are assigned as investigative trainees may be assigned such duties for no longer than twelve (12) months. No investigative trainees may be assigned or appointed when the authorized positions of Detective fall below the budgeted positions. It is agreed and understood that this investigative trainee position will not supplant any P.O.O.S.A./Detective position.

Section 3.9 Motor Vehicles or Vessels

No employee shall be required to perform any duty involving the maintenance or repair of the Department's motor vehicles or vessels. It is understood that pumping gas in a police /City vehicle shall not constitute a duty involving the maintenance or repair of a Departmental motor vehicle or vessel. The Chief of Police may assign a city vehicle to Police Lieutenants. The Chief of Police will set the parameters in regard to the assignment of these vehicles.

It is understood and agreed, effective July 1, 1994, Police Captains who are subject to callback will be assigned a city vehicle and certain communications equipment for the sole and limited purpose of performing their official duties and

that such assignment of vehicles and equipment to the classification of Police Captains may be revoked at any time at the sole discretion of the Chief of Police, provided that similar action shall be taken against any Deputy Chief.

Section 3.10 Personal Property

The City will repair or replace personal equipment, clothing, eyeglasses and watches not to exceed the actual cash value of such items or Two Hundred Dollars (\$200.00) per item, whichever is less, that are damaged, seized or destroyed in the line of duty under procedures and standards established by the City. The reimbursement shall normally take place within thirty (30) days of the officer's request. In the event of a dispute, the dispute shall be subject to the grievance procedure. However, in the event of a seizure of property in the line of duty, the Chief's documented determination of the current market value shall be final and not subject to challenge. In the event the officer is discharged as a result of the incident leading to the seizure and such discharge is upheld against any challenge, the officer shall return any money paid under this Section.

Section 3.11 Funeral Costs

For any employee in active service who is killed as a result of injury in the line of duty, the City will pay the surviving spouse the sum of Four Thousand Dollars (\$4,000.00), which includes the workers' compensation payment, for funeral and cemetery expenses. If there is no surviving spouse, the payment will be made to the person who assumes the responsibility of paying the funeral expenses.

Section 3.12 Residence

There shall be no residence requirement for employees during the term of this contract.

ARTICLE IV HOURS AND OVERTIME

Section 4.1 Hours of Work

- A. The regular hours of work each day shall be consecutive except for any authorized interruptions for lunch periods.
- B. The workweek shall consist of five (5) consecutive eight (8) hour days except for normal schedule changes in accordance with normal rotation practice or abridged by this Agreement.

Effective January 1, 1995, employees assigned to the Patrol Division and/or the Detention Division shall work eight (8) consecutive hours on a work schedule known as the 5/2-5/3 (five [5] days on, two [2] days off followed by five [5] days on, three [3] days off and the cycle then repeated). This schedule will not allow for the assigning of permanent days off. Should through reorganization, consolidation or other administrative action(s) these Division designations change the determining factor for this work schedule shall be the job function performed by the employees assigned to these newly named units.

Any employee not assigned to these Divisions or job functions shall work five (5) consecutive eight (8) hour days unless abridged by this Agreement. Effective July 1, 1999, these employees shall have one (1) of the following sets of days off: Friday/Saturday; Saturday/Sunday; Sunday/Monday. The Chief of Police or his or her designee, with prior notification of at least twenty-four (24) hours may alter these employees' normal reporting times by up to four (4) hours within these parameters.

Those employees assigned to a 5/2-5/3 work schedule shall be compensated on a weekly basis and it is understood that some work weeks will be for a duration of thirty-two (32) hours. For the purpose of establishing an hourly rate for those employees so assigned, the weekly rate will be divided by forty (40).

No Detective/Police Officer on Special Assignment shift shall commence earlier than 05:00 hours or later than 20:00hours. The Chief of Police or his or her designee, with prior notification of at least forty-eight (48) hours

may alter these employees' normal reporting times by up to four (4) hours within these parameters. The alteration of hours may occur for a maximum of two (2) shifts per week.

Effective December 11, 2017, employees assigned to the 5/2-5/3 work schedule may be scheduled for eight (8) workdays per year for training on those weeks in which the employee is scheduled to work thirty-two (32) hours without additional compensation. No employee shall be scheduled for training on either Saturday or Sunday. No employee shall be scheduled for giveback day training on Saturday, Sunday or Monday.

Lieutenants currently assigned to the Bid Shift and 5/2-5/3 work schedule, with the exception of Headquarters/Watch Commander, shall be exempt from the Bid Shift and 5/2-5/3 work schedule, provided they are assigned to a command role in a neighborhood/ neighborhood cluster/ neighborhood zone or District. Lieutenants so assigned workday shall not commence earlier than 05:00 hours or later than 20:00 hours. These Lieutenants will be assigned a city vehicle as outlined in Section 3.9 of this Agreement or be compensated as outlined in Section 4.2(I) of this Agreement.

The Headquarters/Duty Commander position shall be part of the Bid Shift program and the 5/2-5/3 work schedule. The City agrees that there will be assigned to this position at least one (1) Lieutenant on all three (3) shifts (A, B, C Squad) on a permanent basis. District/ zone/ neighborhood Lieutenants may be utilized to fill vacancies in the Headquarters/Duty Commander position when permanently assigned Lieutenants are unavailable.

Those assignments designated as permanent, which shall be defined as the basic 24 hour car plan, shall have permanent reporting times for each bid cycle. Reporting times for Officers assigned to the Relief List may be within the time range(s) as follows:

A Relief 06:00 – 12:00; B Relief 14:00 – 20:00; C Relief 22:00 – 24:00

Changes of shifts for vacancy coverage (bouncing) will be on a citywide basis, based on seniority and in accordance with current practices. Notification for schedule changes for relief list personnel will be in accordance with current practices (upon the completion of their prior tour of duty). No employee shall be required to report to a regular duty assignment without a minimum of eight (8) hours between regular duty completion and the next regular duty starting time.

Zone Lieutenants, Condition Units, Community Service Officers, School Resource Officers, Youth Officers, City Hall Officer(s), Traffic Units and/ or Specialized Units shall not be considered part of the relief list. They may be assigned to staff permanent assignments on the basis of allowing individuals in those units to be utilized in a directed function. It is agreed that under no conditions will they be assigned to limit overtime opportunities for those individuals assigned to the Bid Shift Program. Should the assignment of an Officer(s) last longer than one (1) week, they shall be included in the 5/2-5/3 schedule and any overtime opportunities they would be eligible to if assigned to a bid shift unit.

As many as ten (10) 4/10-hour day police officer assignments, and one (1) police sergeant may be mandated per shift with define starting times of 07:00 hours and 17:00 hours as a component of the basic car plan. These assignments as part of the Bid Shift process would first be filled as a selected bid and then by reverse seniority in accordance with the normal bid shift process and Article III, Section 3.8. Officers assigned to this mandatory work schedule who report to work at 07:00 hours will receive a two and one-half percent (2.5%) weekly increase of their pay rate. Employees assigned to this mandatory work schedule who report to work at 17:00 hours will receive a five percent (5%) increase in their pay rate. This pay rate increase will be in effect only for the time officers / sergeants are assigned to the 4/10 schedule.

Officers assigned to the relief list may be scheduled in a ten (10) hour day assignment and will receive time and a half compensation for any hours worked beyond eight (8) hours in a day. The conditions and terms of this work schedule shall be as outlined in Appendix K.

The Chief of Police may implement a mandatory 4/10-hour day work schedule for investigative personnel. Consideration shall first be given to volunteers by seniority for this work schedule. No more than twenty-five

percent (25%) of investigative personnel will be assigned to this work schedule and they shall receive no additional compensation for working this schedule. The conditions and terms of this work schedule shall be as outlined in Appendix K and employees so assigned shall not be subject to altering of their normal starting times.

- C. There shall be a Bid Shift system of designating work schedules. The Bid Shift cycle shall be for eighty-four (84) days. This system deals only with the hours of work within affected Division(s) and/or Bureau(s) and does not impact upon management's right to transfer employees if such changes are deemed by the Chief of Police or his or her designees to be in the best interest of the employee or of the Police Department. The Bid Shift program will only apply to the Community Service Bureau exclusive of Zone Lieutenants, Condition Units, Community Service Officers, School Resource Officers, Youth Officers, City Hall Officer(s), Traffic Units and/or Specialized Units. Those job functions previously performed by (1) Field Operations; (2) Detention Services (3) Headquarters/Tele Serve shall remain as part of the Bid Shift Program throughout the life of this Agreement. Effective May 21, 2005, the bid shift assignment of officers shall be determined based on all bid shift assignments available within the Community Service Bureau regardless of job function.

All affected personnel will complete the Bid Shift form developed and provided by the Department indicating the rank ordering of their shift preferences. This form must be completed and signed by a superior officer before being forwarded to the employee's division commander for processing. Personnel who fail to submit forms will be assigned to remaining shift vacancies without regard to seniority.

Seniority shall be the basic criteria in the granting of shift selection requests to sworn personnel. Seniority will be defined as outlined in Section 3.8 of this Agreement.

Should, through reorganization and/or decentralization of police services, those aforementioned Divisions subject to the Bid Shift program be altered or restructured, the functions provided by those Divisions shall be the determining factor of the applicability of the Bid Shift program on a City-wide basis. Under no circumstances shall the Bid Shift be determined within a specific District or Public Service Area or shall specialized patrol functions be exempt from the Bid Shift.

Employees transferred to those Divisions subject to the Bid Shift after the election period for shift preference has passed shall be eligible to assume their shift preference that they would have been eligible for on the relief list of the affected Division until such time as they are eligible to submit a Bid Shift form. This shall include temporary transfers or assignments based on the needs of the Department.

Personnel who are assigned to a Bid Shift program and volunteer for specialized functions within the Department, such as Operations Liberty and Victory, Bicycle Patrols, etc., will volunteer with the knowledge that their reporting hours of work may be altered for the duration of this assignment and may fluctuate on a daily basis. Those assignments held by employees voluntarily assigned to these units will remain as part of the Bid Shift assignment allocation.

It is understood that no officer participating in the Bid Shift process may have their hours altered unless provided for in the current Collective Bargaining Agreement or voluntary assignment to a specialized function has been made. Employees may be assigned to these specialized functions on a non-voluntary basis; however their hours of work will not be altered from their Bid Shift selection.

- D. Police Captains will be subject to Section 4.1, Paragraph A of this Agreement. The Police Captains will work a flexible schedule and those Captains assigned to the Field Services Division will be subject to the Bid Shift provisions of Section 4.1, Paragraph C.
- E. The Chief of Police or his or her designee may change employee shift assignments for training purposes. At least three (3) days notice shall be given to the employee whose shift is changed. The change in shift assignment shall be no more than ten (10) working days in duration. An exception to the ten (10) working day limit may be granted for voluntary training.

Section 4.2 Overtime Pay

- A. Police Officers, Detectives/Police Officer on Special Assignment and Sergeants shall be paid once at their regular hour rate for overtime, except the rate shall be time and one-half (1.5) for work that exceeds eight (8) hours in a day or after forty (40) hours worked in a week.

Effective upon the approval of the September 12, 2022 Tentative Agreement, Police Lieutenants will receive pay at a rate of time and one-half (1.5) for any hours over forty (40) actually worked (sick, vacation, earned, comp, etc. do not constitute hours actually worked) in a pay period. shall be paid an additional five percent (5%) of the base rate of the class on a continuing basis as “additional compensation in lieu of premium overtime pay” and shall receive straight time for all overtime work that is compensable under this Agreement.

Effective upon the approval of the September 12, 2022 Tentative Agreement, Police Captains will be eligible to sign up for extra duty shifts pursuant to the current seniority rules for hiring. Police Captains will receive pay at straight time for all time working these extra duty shifts, provided that they have actually worked forty (40) or more hours during the pay period (sick, vacation, earned, comp, etc. do not constitute hours actually worked). All other hours worked over eight (8) in a day or forty (40) in a week remain ineligible for overtime pay shall continue to receive five percent (5%) of the base rate of their class in lieu of all overtime pay and will continue to be eligible for compensatory time as provided in the Personnel Rules and Regulations.

Police Officers, Detectives/Police Officer on Special Assignment and Sergeants assigned to the four (4) ten-hour day work schedule shall be paid at time and one half their regularly hourly rate for work that exceeds ten (10) hours in a day on their normal work day or after forty (40) hours in a week.

- B. In computing hours for premium overtime, any work covered by Sections 4.3 and 4.4 of this Article shall not be counted.
- C. Public Safety Detention Officers (previously Police Matrons) and Assistant Animal Control Officers shall be paid time and one-half (1.5) for overtime work that exceeds eight (8) hours in a day or forty (40) hours worked in a week. Such employees who work on holidays as provided in Article V, Section 5.1, shall be paid time and one-half (1.5) in addition to their regular holiday pay.
- D. For purposes of this Section, paid leave other than sick leave shall count as hours worked except for vacation or personal days charged in accordance with Section 5.3 of this Agreement.
- E. In lieu of overtime pay an employee may request compensatory time off as provided in the Personnel Rules and Regulations at the overtime scale outlined in this Section. Each employee may accumulate and retain up to two hundred (200) hours of compensatory time, after which they must receive overtime pay. Employees shall be paid in full for any accumulated compensatory time at the time of separation from City service. The Chief of Police or his designee may limit the use of compensatory time off per shift within the Patrol Division provided a minimum of eight (8) compensatory days off, or earned leave days off, or a combination thereof per shift (to a minimum of 24 per day) will be granted.
- F. When it is necessary to call in personnel from other divisions and job classifications to aid and assist, such other personnel shall be the first to be released from their duties when the workload has lessened. Employees called for overtime shall report promptly unless excused.
- G. Effective May 21, 2005, overtime for vacancy coverage shall be equally and impartially distributed among qualified employees in each job classification who ordinarily perform such work in the normal course of their workweek. For the purpose of this paragraph personnel assigned to the Bid Shift Program shall all be considered equally eligible for any overtime that may be available to any assignment within that program. Employees assigned to non-bid shift assignments shall have their overtime equalized as nearly as may be feasible within such assignment. Employees who are excused from such overtime shall be charged with the overtime for the purpose of equalizing the distribution. Sworn personnel restricted to light duty shall be eligible for overtime opportunities in the assignments they are assigned provided it is consistent with their medical restrictions and no manipulation of the roll is taken to create overtime opportunities for them.

Overtime assignments in the City's Detention Facilities shall be distributed as outlined in Appendix M of this Agreement.

The City shall keep records of time worked and time charged. In case of a grievance involving such records, the records shall be subject to examination by a Union Executive Board member and the officer in charge of the division involved. This subsection shall not be construed to impart any minimum staffing requirement or level on the Chief of Police.

If the grievance is filed for the Department's failure to properly assign overtime pursuant to this Section, the City shall provide the aggrieved qualified employee the opportunity to work the next comparable shift within a two (2) week period provided, however, this shall not preclude employees from working regularly available overtime, and provided further, that no employee shall be paid for hours not worked as a remedy. If the City declines to provide a remedy under this paragraph and a grievance is filed, and the employee is successful before the State Board of Mediation and Arbitration, the employee may elect compensatory time or a payroll payment as a remedy.

- H. When an employee is recalled to duty for overtime work that is not annexed consecutively to one (1) end or the other of the employee's regular work day, he or she shall receive a minimum of three (3) hours of overtime pay at the applicable overtime rate.
- I. The Commanders of Detention, Major Crimes Division, Crime Scene Division, Special Investigations Division, Vice & Narcotics, Intelligence, Traffic and Internal Affairs shall receive a premium of thirty dollars (\$30.00) weekly, as compensation for off-duty notification, relative to their division. For those weekly periods where an individual is designated to assume the Commander's position, that individual shall receive the thirty dollars (\$30.00) weekly premium in lieu of the Commander.

Section 4.3 Private Jobs

- A. Except as provide in Paragraph B, below, an employee who is assigned to work a private job for a firm or individual for a regular eight (8) hour day or any portion thereof, shall be paid for a full eight (8) hours at one and one quarter (1.25) his or her regular hourly rate of pay. If an employee is required to work longer than a regular eight (8) hour day, he or she shall be paid at the rate of time and one-half (1.5) for any hour or portion thereof in excess of eight (8) hours.

Employees assigned to private duty work at the formerly identified Hartford Civic Center shall be compensated at an overtime rate (time and one-half) for a minimum of three (3) hours or the actual hours worked at an overtime rate whichever is greater. Lieutenants and Captains shall for the purposes of this Section also be compensated at time and one-half (1.5).

- B. An employee who is assigned to work a private job on construction (including street construction), utility jobs, commercial moving or heavy equipment operations (cranes, rigging, etc.), shall be paid for the hours actually worked, or a minimum of eight (8) hours, whichever is greater, at one and one-half times his or her regular hourly rate of pay for such work on Saturdays and Sundays and at twice his or her regular hourly rate of pay for such work on holidays, as established in Section 5.1.
- C. If an employee reports to work on a private job and is notified that the job is cancelled, he or she shall be paid for four (4) hours. However, if an employee reports late to a job, or leaves early, he or she may be paid only for the hours worked at the discretion of the private job supervisor.

All requests for plainclothes private jobs shall be filled by Police Officers on Special Assignment/Detectives and/or plainclothes superiors unless such plainclothes personnel are unavailable. In addition, all requests for plainclothes officers are subject to the approval of the Chief of Police.

The City agrees that no private job will be recruited for or discussed with employees more than one (1) month before the first day is scheduled to be performed. It is agreed that the private job supervisor, upon request, will

make his or her records available for inspection by the Union Executive Board and will discuss procedures used in assigning personnel.

It will be the objective of the private job supervisor to assure reasonably equal distribution of private jobs, taking into account those employees who apply for consideration for private jobs and the desires of the private employers. Those employees who do not perform properly on private jobs may be suspended from additional private jobs for a period of time and may be subject to disciplinary action. On-duty police officers will not be assigned to private duty jobs except in the event of an emergency, and only until such emergency ends.

If a grievance is filed for the Department's failure to properly assign a private job pursuant to this Section, the City shall provide the aggrieved qualified employee the opportunity to work the next comparable shift within a two (2) week period, provided, however, this shall not preclude employees from working regularly available private jobs, and provided further, that no employee shall be paid for hours not worked as a remedy. If the city declines to provide a remedy under this paragraph and a grievance is filed, and the employee is successful before the State Board of Mediation and Arbitration, the employee may elect compensatory time or a payroll payment as a remedy.

- D. When a private job requires three (3) to six (6) Police Officers, normally one (1) Sergeant will be assigned to such job, if available. When a private job requires two (2) to five (5) Sergeants, normally one (1) Lieutenant will be assigned to such job, if available. It is recognized by the Union and the City that, on occasion, it may be necessary for the private job supervisor to adjust the number of Sergeants and Lieutenants assigned if circumstances warrant.

One (1) Police Captain will normally be assigned, if available, when two (2) or more Lieutenants are assigned to the same private job.

- E. Any construction or similar work performed solely by City employees shall be exempt from the provisions of this Section.
- F. Any alleged violations of this Section shall be immediately reported to the Police Chief. The Police Chief shall order an investigation and take whatever corrective action is required to enforce the provision of this Section.
- G. A Joint Private Duty Advisory Committee shall be formed consisting of one (1) member of the Executive Board and one (1) member appointed by the Chief of Police to advise the Police Chief on the amount of officers to be hired for special events involving rock concerts, all events at the formerly identified Hartford Civic Center, sporting events, and for the staffing level of the Hartford Convention Center.
- H. Private Duty assignments shall be made as follow: (1) Private duty assignments which are not "Board Jobs" shall be filled in ascending order of classification. Such assignments whether on straight time or on overtime and all overtime jobs, which cannot be filled within the Division shall be assigned through the Private Duty office, except in the case of emergency. For the purpose of this paragraph, auxiliaries shall be considered within a Division with respect to private duty or overtime jobs requiring special training possessed by those auxiliaries. When a City agency issues road construction permits, the City shall endeavor to transmit a copy of the permit to the private Duty Office as quickly as it reasonably can. (2) The parties will meet to discuss a memorandum of agreement concerning a procedure, consistent with the City's computerization efforts, to finalize "Board Jobs" as early as possible each week. (3) Members who submit a slip requesting more than one job are expected to fill said jobs if assigned. If a member has requested more than one job and is assigned more than one job and cannot fulfill their commitment, the member will so inform the Private Duty Office at least seventy- two (72) hours prior to the start of the scheduled shift, except for circumstances outside the member's control. A member who fails to comply with this requirement will be limited to one (1) job only for the next two weeks and will be ineligible for a competitive overtime assignment covering the same shift as the "Board Job".
- I. During the fiscal year, an employee who has three (3) separate occurrences of a week in which he or she worked a private duty job and had lost time shall, thereafter, during that fiscal year be prohibited from working private duty jobs and/or overtime for a two (2) week period following each succeeding incident.

Section 4.4 School Jobs

Employees' who are assigned to work at any school-related function during their off-duty hours, which is paid for by City appropriated funds, including social and athletic events, shall be paid for a minimum of four (4) hours at one and one-half times (1.5) their regular hourly rate. If the job exceeds four (4) hours, they will be paid for the additional time at one and one-half (1.5) times their regular hourly rate.

**ARTICLE V
HOLIDAYS AND LEAVE**

Section 5.1 Holidays

The following days are paid holidays for employees in the bargaining unit:

- | | |
|------------------|-----------------------------|
| Independence Day | New Years Day |
| Labor Day | Martin Luther King, Jr. Day |
| Columbus Day | Lincoln's Birthday |
| Veterans Day | Washington's Birthday |
| Thanksgiving | Good Friday |
| Christmas | Memorial Day |

When an employee works on a holiday, he or she shall be given a compensatory day off or a day's pay. Each employee annually, in advance of the fiscal year, will elect whether to receive pay or compensatory time off for any holiday on which he or she must work. The Police Chief will normally honor the employee's request, except that because of the needs of the service, he or she may determine which option the employee shall exercise.

When a holiday falls on a regular day off, a compensatory day shall be given with the approval of the Police Chief. The request shall be submitted at least forty-eight (48) hours in advance of the requested day off.

If a holiday occurs within an employee's vacation period, he or she shall receive an additional day off to be taken at the discretion of the Police Chief. The request shall be submitted at least forty-eight (48) hours in advance of the requested day off.

If an employee desires off-duty status on one (1) of the above-named holidays, it shall be requested before the assignment schedules are completed and may be granted at the discretion of the Chief. The minimum number of such requests which shall be granted among bid shift employees shall be eight (8) per shift. In unusual circumstances, and workload permitting, the Chief may authorize off-duty status for an employee who submits his/her off-duty request after the holiday assignment schedule is completed.

An employee out of work on a compensable injury or occupational illness and receiving pay in accordance with Section 5.5 of this Agreement will be credited with all holidays that occur during such period of absence. Holidays thus credited may be taken as compensatory days with the approval of the Police Chief upon a request being made at least forty-eight (48) hours in advance of the requested day off.

Section 5.2 Vacations

Each employee shall accumulate, during and after his or her probationary period, vacation leave with pay on July 1st according to the following schedule:

**DAYS OF VACATION FOR
EMPLOYEES EARNING:**

| LENGTH OF SERVICE IN MONTHS | TWO WEEKS PER YEAR | THREE WEEKS PER YEAR | FOUR WEEKS PER YEAR |
|--------------------------------|-----------------------|-------------------------|------------------------|
| 1 | 1 | 1.5 | 2 |
| 2 | 2 | 3.0 | 4 |
| 3 | 3 | 4.5 | 6 |
| 4 | 4 | 6.0 | 8 |
| 5 | 5 | 7.5 | 10 |
| 6 | 6 | 9.0 | 12 |
| 7 | 7 | 10.5 | 14 |
| 8 | 8 | 12.0 | 16 |
| 9 | 9 | 13.5 | 18 |
| 10 | 10 | 15 | 20 |
| 11 | 10 | 15 | 20 |
| 12 | 10 | 15 | 20 |

Such vacation shall be given after July 1st of the fiscal year following his or her appointment or anniversary date but in no case before six (6) months of continuous service have elapsed.

Employees who have completed five (5) years of full-time employment on July 1st and served continuously for the previous twelve (12) months shall be entitled to a vacation of three (3) weeks annually.

Employees who have completed fifteen (15) years of full-time employment on July 1 and served continuously for the previous twelve (12) months shall be entitled to a vacation of four (4) weeks annually.

Upon termination of employment, the employee shall receive payment equal to the amount of accrued vacation leave, provided that vacation leave accrued during the fiscal year in which the employee is separated will only be paid if the employee is in good standing at the time of separation. If termination is caused by death, such payment shall be made to the employee's spouse or beneficiary.

Vacation leave may be carried over from one (1) fiscal year to the next to permit a maximum accumulation of no more than forty (40) days; provided, however, that any carryover in excess of thirty (30) days must be requested in writing and approved by the Chief.

Based on requests received, the Chief will provide for a minimum of six percent (6%) of those employees assigned to the Bid Shift program by rank to be off on vacation at any one (1) time during the summer months.

Section 5.3 Sick Leave

Each employee shall earn sick leave with pay during and after his or her probationary period at the rate of one and one-half (1.5) days of sick leave for each month of service to a maximum of fifteen (15) days in each fiscal year. It is the intent of this provision that each employee appointed on or before July 1 and who serves continuously until the following June 30 shall earn three (3) weeks paid sick leave.

Sick leave shall be granted for personal or immediate family illness, non-compensable bodily injury or disease, and for absence because of enforced quarantine. The City may require sufficient proof for use of sick leave. The City will not normally require a doctor's certificate for absences of three (3) days or less, except in cases of suspected abuse. Immediate family is defined for the purpose of this provision to be father, mother, sister, brother, wife, husband, domestic or civil union partner or children related by either blood, marriage or adoption to the bargaining unit member.

Sick leave shall be granted only if the requirements of these provisions are complied with and the employee reports the illness in accordance with rules of the department, except where sufficiently extenuating circumstances exist. An employee who reports an illness and who has exhausted his or her accumulated sick leave will be charged vacation days, if available, for any absence as a result of the reported illness.

If no vacation days are available to the employee, then the absence will be charged to personal leave days, if available.

Sick Leave Accumulation. Employees hired before December 11, 2017 shall accumulate any unused sick leave to a maximum of one hundred twenty (120) days. Employees who have more than one hundred twenty (120) days of accumulated sick leave as of December 11, 2017 may keep their current sick leave balance, but they may not accrue additional leave until or unless their balance decreases below the one hundred twenty (120) day maximum and thereafter may not accumulate in excess of the one hundred twenty (120) day maximum.

Notwithstanding the above, employees hired on or after December 11, 2017 shall accumulate unused sick leave to a maximum of eighty (80) days.

Payment of Accumulated Sick Leave. Full payment will be made by the City for any accumulated sick leave at time of death. Payment will be made to the employee's spouse or beneficiary.

For employees hired before December 11, 2017, upon retirement, the City will pay an employee fifty percent (50%) of his or her accumulated and unused sick leave up to the one hundred and twenty (120) day maximum. The maximum payment for these employees is sixty (60) days.

Notwithstanding the above, for employees hired on or after December 11, 2017, there will be no payout of accumulated and unused sick leave.

No payment will be made to an employee who vests his or her pension benefits and collects a benefit commencing other than at termination of service.

Section 5.3 (a) Sick Leave Bank Donations

A bargaining unit member who has accumulated at least thirty (30) days of sick leave may donate a portion of his or her accumulated sick leave to another bargaining unit member, who through serious and protracted illness has used all of his or her accumulated sick , vacation, holiday, personal (earned)and compensatory leave with the exception of two (2) weeks of accrued vacation leave which may be reserved for future use. The Mayor, or his/her designee, and the Director of Human Resources shall authorize the donation and transfer of such sick leave provided the following conditions are met:

1. The donating bargaining unit member shall have a minimum sick leave accumulation of thirty (30) days.
2. No more than five (5) days of sick leave for every thirty (30) days of sick leave accumulated by the donating bargaining unit member to a total donation of thirty (30) days shall be permitted between any two bargaining unit members.
3. Sick leave donated by one bargaining unit member to another, when used, shall be paid at the hourly rate of the donor or the donee, whichever is less.
4. No more than sixty (60) days of donated sick leave may be allowed to accumulate in any donee's name at any given time, provided if such donated sick leave should be reduced below sixty (60) days, additional donations may be made to restore the level of accumulated sick leave to sixty (60) days.
5. If any donated sick leave remains following an employee's use of donated time, that time shall remain in a sick leave bank, to be available for a subsequent employee's use and no longer earmarked for the initial donee's use.
6. No sick leave shall be donated to any employee who has a prior record of sick leave abuse for which the employee has been disciplined during the preceding twenty-four (24) months.

Section 5.3 (b)

Commencing January 1, 1988 and continuing indefinitely, if an employee has three (3) occurrences of sick leave use in a quarter (defined as January 1 - March 31; April 1 - June 30; July 1 - September 30; October 1 - December 31) the employee may be considered to be a potential sick leave abuser and may receive written counseling.

Having received written counseling, if an employee has three (3) occurrences of sick leave use in a quarter, the employee may be subject to a written reprimand.

Having received a written reprimand, if an employee has two (2) occurrences of sick leave use in a quarter, the employee may be subject to discipline up to a three (3) day suspension.

Having received a three (3) day suspension, if an employee has two (2) occurrences of sick leave use in a quarter, the employee may receive further discipline, up to and including discharge.

An employee who has entered this system shall revert back one (1) step for each quarter in which he or she has no sick leave use. No reversion shall occur if an employee has a sick leave use in a quarter and both the process and reversion capability shall continue to operate without interruption.

Employees disciplined under the sick leave abuse system shall have the right to grieve in accordance with Article II of the Agreement except that written counseling shall not be subject to the grievance procedure.

For purposes of this Section an "occurrence" of sick leave use is defined as the period of consecutive time commencing from when the employee books off sick and ending when the employee returns to work, including special duty and/or private duty assignments and is identified as a suspected sick leave abuser.

Nothing in this Section shall prohibit the Hartford Police Department from utilizing other procedures and/or methods or levels of disciplinary action for sick leave abuse.

Section 5.4 Personal Leave for Perfect Attendance

Employees shall earn one and one-half (1.5) workdays of personal leave for each three (3) months of perfect attendance during the period from July 1 through September 30, October 1 through December 31, January 1 through March 31 and April 1 through June 30. The employee may use such leave for any purpose, subject to advance approval of his or her absence. The employee can accumulate up to five (5) workdays for this purpose. Any unused personal leave exceeding five (5) work days shall be paid in cash at the rate of forty percent (40%) after the close of each fiscal year.

For the purpose of this Section, one (1) instance of tardiness per fiscal year quarter which does not exceed one (1) hour shall not affect an employee's perfect attendance status. However, more than one (1) instance of tardiness in any quarter, regardless of the amount to time lost, will result in the loss of personal leave for that quarter.

Effective upon the approval of the 2010-2016 Agreement, employees utilizing a single earned leave day off request will take precedence over all other forms of requests for days off, with the exception of compensatory time off requests.

Section 5.5 Compensation for Injuries and Disease

Effective for new injuries or disease occurring after July 1, 1987, each employee shall be compensated for any injury or occupational disease under the provisions of the Workers' Compensation Act. Any employee with six (6) months of continuous service shall receive payment from the City, which payment will equal the difference between his or her take home pay (gross base pay less deductions for pension and income tax) and the payments received under the Workers' Compensation Act based on the following formula:

| | | |
|---------------------------------|---|---------------|
| 0 to 1 year after swearing in | - | 3 months pay |
| 1 to 2 years after swearing in | - | 6 months pay |
| 2 to 5 years after swearing in | - | 12 months pay |
| 5 to 15 years after swearing in | - | 18 months pay |

Over 15 years after swearing in - 24 months pay

Effective July 1, 1994, the parties agree to form a Committee to look into cost saving measures for workers' compensation benefits/coverage, however no changes in coverage or benefits shall occur unless mutually agreed to in writing by both parties.

Workers' compensation benefits shall be administered through a City managed care program. The Parties agree to implement the cost control committee referenced in the above paragraph.

Section 5.6 Funeral Leave

In the event of death of the spouse or child of an employee, he or she will be granted leave in the amount of seven (7) calendar days and such leave will not be charged to sick leave, personal leave, or vacation leave; provided, however, that the Chief may grant one (1) additional day off with pay if such time is required for extensive travel.

In the event of death of the parents of an employee, he or she will be granted leave in the amount of five (5) calendar days and such leave will not be charged to sick leave, personal leave, or vacation leave; provided, however, that the Chief may grant one (1) additional day off with pay if such time is required for extensive travel.

In the event of death of grandparents, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, spousal grandparents, brother, sister, sister-in-law, brother-in-law, and any relative who is domiciled in the employee's household, three (3) calendar days leave will be granted and will not be charged to sick leave, personal leave, or vacation leave.

Section 5.7 Jury Pay

The City agrees to make up the difference in an employees' wages between his or her current basic salary and compensation received for jury duty during the same period.

Section 5.8 Pregnancy Leave

Leave needed for pregnancy, childbirth and related medical conditions will be treated in the same manner as other conditions which result in a temporary disability under Section 5.9 (a) and any other applicable sections of this Agreement. However, the notice provisions of the federal Family and Medical Leave Act shall apply.

Section 5.9 Childrearing Leave

Employees shall be entitled to childbearing leave following the birth or adoption of a child in accordance with the notice and qualification provisions of the Federal FMLA and as described in this Article. This leave shall be for forty-five (45) days, and shall be in addition to any non-childrearing leave to which the employee may be entitled to under law or under any other provision of this Agreement. The leave may be charged against the employee's paid sick leave, and to the extent that is exhausted shall be charged against accrued paid leave other than sick leave. If such paid leave is exhausted, the balance of leave shall be unpaid.

An employee who does not return to work on or before the expiration of his or her approved leave or any extension thereof will be deemed to have resigned. If the employee resigns in good standing on or before the expiration of the approved leave, such resignation may be withdrawn as provided in Rule VII, Section 1 of the Personnel Rules and Regulation.

It is understood that any employee using childrearing leave or pregnancy leave, must provide proof that the employee meets the FMLA's definition of "parent" and that the child for whom the leave is taken meets the FMLA's definition of "son or daughter." Examples of such proof include a marriage certificate, doctor's certificate, adoption certificate, birth certificate, proof of foster child/step child status, proof of day-to-day responsibility for caring of children and/or "in loco parents" status as described in the FMLA, it's regulations and Administrative Interpretations. However, notwithstanding any provision in federal law to the contrary, the parties agree that employees in same-sex marriage shall be treated equally in all ways to employees in opposite sex marriages for purposes of this Agreement.

The utilization of sick leave for childrearing leave shall constitute a break in attendance, so that if a bargaining unit member uses such sick leave, personal leave for perfect attendance under Section 5.4 of the Collective Bargaining Agreement shall not be earned during that quarter or quarters.

The parties recognize that the State Family Medical Leave Act does not currently cover employees of public employers.

Section 5.9a Family Medical Leave

- A. Notwithstanding any City policy stating otherwise, an employee who is an "eligible employee" as defined under the Federal Family and Medical Leave Act (FMLA), 29 U.S.C. 1601, et seq., shall be granted up to twelve (12) weeks of unpaid FMLA leave during a twelve (12) month period in accordance with the applicable provisions of the FMLA. Except as otherwise described by Article V, Section 5.8 and 5.9 of this Agreement, any accumulated paid leave time must be substituted for unpaid FMLA leave and exhausted first and said paid leave shall be included in and shall not be in addition to, the aforementioned twelve (12) weeks of allowable leave as permitted by the FMLA. However, an employee may choose to reserve up to two (2) weeks of paid vacation instead of substituting that vacation for FMLA leave. The twelve (12) month period shall be measured from the twelve (12) months commencing on the date the employee first takes FMLA.

A medical certificate as provided in the FMLA shall be required for FMLA leave situations. Employees on FMLA leave shall have the continuity of their employment preserved for seniority purposes. Employees on FMLA leave shall have their health insurance coverage maintained during such leave on the same terms as if they had continued to work, including that employees shall pay any required premium contributions toward the cost of such insurance. If the employee fails to return to work under circumstances described by the FMLA, the employee shall be liable for the retroactive premium payments in accordance with the FMLA.

- B. Where the FMLA grants additional leave time to identified classes of employees, such as employees in the Armed Services or whose families are in the Armed Services, the twelve (12) week period in paragraph one (1), above, shall be extended to comply with the FMLA.
- C. An employee who does not return to work on or before the expiration of his or her approved FMLA leave or any extension thereof will be deemed to have resigned. If the employee resigns in good standing on or before the expiration of the FMLA leave, such resignation may be withdrawn as provided in Rule VII, Section 1, of the Personnel Rules and Regulations.
- D. An employee who has exhausted his or her FMLA leave entitlement, but who is temporarily medically unable to return to work and who has not exhausted other available leave balances during the FMLA leave may utilize other available leave as described in this Agreement as circumstances warrant.
- E. Employees who do not meet the eligibility requirements under the FMLA may be entitled to other leave as described in this Agreement.
- F. An employee who does not meet the criteria of paragraph D and who, therefore, is administratively separated from employment with the City for medical inability to return to work, shall be entitled to payment of all leave accrual balances as of the date of his or her separation. With the deduction of applicable active employee health insurance premium cost shares, said employee will remain on the active employee health insurance plan and at the same health insurance coverage level that the employee had at the time of separation for a period of time equivalent to the amount of accrued sick leave as of the date of the employee's separation from City service.

Section 5.10 Leaves Of Absence Without Pay

The Police Chief, with the approval of the Director of Human Resources, may grant a regular employee leave of absence without pay for a period not to exceed one (1) year for travel or study. Such leave shall be granted only when it will not result in undue prejudice to the interests of the City as an employer beyond any benefits to be realized. No leave without pay shall be granted except upon written request of the employee and a guarantee by the employee that

he or she will serve the City for at least one (1) year after return from such leave. Whenever granted, such leave shall be approved in writing and signed by the Police Chief and a copy filed with the Director of Human Resources.

Upon expiration of a regularly approved leave without pay, the employee shall return to work in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation.

No leave shall be granted primarily in the interests of the employee except in the case of one who has shown by his or her record of service or by other evidence to be of more than average value to the City and whose service it is desirable to retain even at such sacrifice.

Leaves of absence without pay may also be granted to permanent employees in the bargaining unit for a period of up to three (3) months upon written application to the Director of Human Resources stating reasons for the request and with his or her prior approval.

Section 5.11 Transitional Duty

The transitional duty program with the Hartford Police Department is designed to accommodate for temporary or partial compensable disabilities of employees who sustain work related illnesses, injuries and medical conditions covered by the Workers' Compensation Act or the collective bargaining agreement when such illness, injury or medical condition results in the absence of an employee from their regular work schedule.

Whenever any employee receives a doctor's note with work restrictions, they shall present it to the Chief of Police or designated representative who shall consider all of the following and determine:

1. Available work within the division to accommodate those restrictions for employees who work a forty (40) hour per week schedule.
2. Availability of work within the department to accommodate those restrictions for any employee not accommodated by Paragraph 1 above.
3. If the employee's skills, abilities and medical condition are appropriate to the transitional duty task that may be available within their forty (40) hour per week position or within the department.

Transitional duty assignments will be structured around, but not limited to, a forty (40) hour per week schedule but shall not exceed the treating physician's restrictions. Transitional duty assignments are anticipated to change during the course of the employee's recovery process.

While on transitional duty assignment and prior to returning to full duty, periodic reviews of the employee's progress and condition shall be conducted by the treating physician on a scheduled determined to be medically necessary.

Upon receiving medical release that the employee is fit for full duty, the employee shall be returned to the position and unit to which the employee had been assigned prior to the onset of the temporary disability, subject to reassignment and/or promotion.

Section 5.12 Run-Out of Accrued Leave at Separation

Employees who were hired before December 11, 2017 and retire under this Agreement shall have the option to run out their accrued leave, with the exception of sick leave, to a maximum of six (6) months ("Run-Out Option") or have their accrued leave paid out as a lump sum at the time of retirement, as set forth below.

1. Employees who elect the Run-Out Option will have their accrued leave, with the exception of sick leave, run-out utilizing the same work schedule to which they were assigned at the time of the submission of their notification of retirement for a maximum of six (6) months and such run-out period will be utilized to determine the employee's years of creditable service and final average pay. During the period of their run-out, they will not accrue any additional leave as set forth in the collective bargaining agreement in effect at

that time. Any accrued leave in excess of six (6) months will be paid out to the retiring employee in a lump sum in accordance with the collective bargaining agreement in effect at the time of their retirement. This additional accrued leave lump sum payment shall not be used to increase the employee's years of creditable service and any accrued leave lump sum payment shall not be included or utilized in any manner in determining or calculating the employee's final average pay period, final average pay, and retirement allowance.

2. Employees who do not elect the Run-Out Option will have their accrued leave paid out to the retiring employee in a lump sum in accordance with the collective bargaining agreement in effect at the time of their retirement. Any accrued leave lump sum payment shall not be used to increase the employee's years of creditable service and any accrued leave lump sum payment shall not be included or utilized in any manner in determining or calculating the employee's final average pay period, final average pay, and retirement allowance. The effective date of retirement shall be the day immediately following the employee's last day of work.

There is no "Run-Out" Option for resignations, probationary discharges, or terminations. For these separations, any accrued leave, with the exception of sick leave, shall be paid out to the separating employee in a lump sum in accordance with the collective bargaining agreement in effect at the time of separation. Any accrued leave lump sum payment shall not be used to increase the employee's years of creditable service and any accrued leave lump sum payment shall not be included or utilized in any manner in determining or calculating the employee's final average pay period, final average pay, and retirement allowance. The effective date of separation shall be the day immediately following the employee's last day of work.

Notwithstanding anything herein to the contrary, employees hired on or after December 11, 2017 shall not have the option to run-out their accrued leave at the time of any separation, including retirement. Any accrued leave that may be payable to the employee in accordance with the collective bargaining agreement in effect at the time of separation, if any, will be paid out to the separating employee in a lump sum payment. Any accrued leave lump sum payment shall not be used to increase the employee's years of creditable service and any accrued leave lump sum payment shall not be included or utilized in any manner in determining or calculating the employee's final average pay period, final average pay, and retirement allowance. The effective date of separation shall be the day immediately following the employee's last day of work.

ARTICLE VI GENERAL PROVISIONS

Section 6.1 Union Representatives

A written list of Union Stewards and other elected Officers and Representatives of the Hartford Police Union shall be furnished to the Police Chief and Director of Human Resources immediately after their designation and on a quarterly basis and the Union shall notify the City immediately of any changes. The Union shall not designate more than eight (8) Stewards and eight (8) alternate Stewards for the bargaining unit as a whole.

The above Officers and Stewards shall be granted reasonable time off during working hours without loss of pay to investigate and settle grievances, provided that the Officer or Steward shall request permission from his or her first level supervisor outside the bargaining unit. Permission may be withheld by the supervisor because of operating requirements, but such permission may not be withheld for more than twenty-four (24) hours except in department-wide emergencies.

The internal business of the Union shall be conducted during the non-duty hours of the employees involved; provided, however, members of the Union Executive Board may be permitted without loss of pay to attend one (1) Union meeting per month during duty hours. In the event the Union does not call a regular meeting during any one (1) month, this authorization may be used for a special meeting called during another month.

Up to five (5) members of the Union negotiating committee will attend meetings for the purpose of negotiating or conducting business with the City during their working hours without loss of pay.

Upon the request of the Union, Union members shall be granted time off without pay loss to attend Union authorized functions not to exceed a cumulative total of thirty (30) working days in any fiscal year for the entire bargaining unit. No more than five (5) union members shall be granted Union leave at any one time to attend the same Union function. The Union shall furnish the Director of Human Resources and the Chief of Police with a list of delegates and elected officials and provide the dates and locations of said Union functions.

The Union shall provide a request for leave at least seven (7) calendar days prior to the date of the Union function. Such approval may be denied due to unavoidable operating requirements or in the case of a Department-wide emergency.

Police Captains shall have all prior authority to rule on first (1st) step grievances and provide or deny permission to Union officers and/or Stewards to investigate and/or settle grievances.

Section 6.2 Access to Premises

The City agrees to permit representatives of the Hartford Police Union to have reasonable access to the premises of the City, subject to security regulations, provided that any such representative notifies the first supervisor outside the bargaining unit of the reason for his or her presence when he or she arrives and exercises care not to interfere with the performance of duties assigned to employees.

Section 6.3 Bulletin Board

The City will furnish one (1) glass enclosed bulletin board in each of the following locations for exclusive use of the Union: Squad Room; Police Officers' Locker Rooms; and Superior Officers' Locker Room. Union notices shall be posted only on these boards. Both parties agree that it would be improper to post abusive, false or obscene material on bulletin boards. All material except for routine notices of meetings, social events and other official union business shall be approved in advance by the Police Chief. Keys to the boards shall be retained by the Chief and the Union President.

Section 6.4 Seniority List

On or about April 1 of each year, the Police Chief will furnish the Union with a list of all employees in the bargaining unit showing their seniority with the City and their seniority in their current classifications.

Section 6.5 Health and Safety Responsibilities - Safety Committee

- A. While the parties recognize the hazards inherent in performing police work, the employer recognizes it's responsibility to, and will use its best efforts to, provide the safest working conditions possible for bargaining unit employees.
- B. The Police Chief and the Union shall each appoint three (3) representatives to serve as members of a joint safety committee, which shall meet monthly to review and recommend safety and health conditions. Bargaining unit members of said committee shall attend meetings without the loss of pay when such meetings are scheduled during the regular working hours of the employees involved.

Section 6.6 Management-Union Informational Meeting

The Chief of Police and the Union Executive Board will schedule an informational meeting to be held once each month. Members of the Union Executive Board shall attend said meetings without the loss of pay when such meetings are scheduled during the regular working hours of the employees involved.

At such meetings, the Union's opinion will be welcomed on all matters affecting the Police Department including technological changes.

Section 6.7 Union Management Physical and Mental Fitness Committee

The Union and the City shall meet periodically for the purpose of studying a physical fitness and periodical physical examination program. The joint study committee shall also discuss drug and alcohol abuse, including rehabilitation. No decision will be made to implement the study except as is jointly agreed to by the City and the Union.

Neither the City nor the Union waive any rights they may have under this Agreement or the Municipal Employee Relations Act because of the existence and operation of this joint committee.

The Union and the City support a comprehensive drug testing program to include sworn members and potential sworn members of the Hartford Police Department.

The current drug testing program agreed to by the parties shall remain in effect in accordance with the conditions of the Departmental Policy and Procedures # 8-33 and those memoranda of understanding as attached.

It is understood and agreed that Police Captains will continue to participate in and exercise the same supervisory and administrative duties and responsibilities under the parties' Drug Testing Policy as such duties and responsibilities existed prior to the certification of such classifications for representation under ME 14, 689.

Section 6.8 Compensatory Time for Meetings

Any committee member of the Safety Committee, Management-Union Informational Committee, Union-Management Physical and Mental Fitness Committee, Police Uniform Advisory Committee, Private Duty Advisory Committee and Workers' Compensation Cost Containment Committee who is required to attend some meetings on off-duty hours will be granted compensatory time off on an hour for hour basis.

Section 6.9 Union President Detached Duty

The Union President will be on detached duty to perform Union business. The Union President will respond to all requests for Union representation or a Union representative, in lieu of other Union representatives, from 8:30 A.M. to 4:30 P.M., Monday through Friday, unless he or she is unavailable for good cause. For the purpose of maintaining constant communications with the Department and Chief of Police, the Union President will carry a beeper pager in good repair to be paid for by the Union. The Union will provide the President with an office outside the Department and the Department has no obligation to provide office space for the Union President.

Section 6.10 Printing of Agreement

The Union and the City will equally share in the printing cost of this Agreement which shall be printed under the existing established procedures with payment due from the Union within thirty (30) days of receipt of a bill from the City for its share of the cost. The Union shall be entitled to verification of said costs.

Section 6.11 Appearance Standards

The Chief of Police shall implement reasonable appearance standards which shall be applicable to and binding on bargaining unit employees effective July 1, 1985.

**ARTICLE VII
COVENANTS**

Section 7.1 Local Ordinances

The City and the Union agree that in the event local ordinances are passed which would alter the terms of this Agreement, such legislation is inoperable, null and void during the term of this Agreement for those employees covered by the Agreement, unless otherwise mutually agreed.

Section 7.2 Saving Clause

Should any provision of this Agreement be found to be inoperative, void or invalid by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement, it being the intention of the parties that no portion of this Agreement or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision.

Section 7.3 Effective Dates

The effective date of salary increases and other changes that affect the computation of weekly earnings shall be the date specified if Sunday, or the Sunday beginning the pay period that immediately follows the date specified.

Section 7.4 Duration

The duration of this Agreement shall extend from July 1, 20~~16~~²² through June 30, 20~~22~~²⁶ and shall continue in effect thereafter unless amended, modified or terminated in accordance with this Section.

Either party wishing to amend, modify or terminate this Agreement must so advise the other party in writing no later than one hundred fifty (150) days prior to the expiration of this Agreement and begin negotiations no later than one hundred twenty (120) days prior to the expiration of this Agreement.

Section 7.5 Entire Agreement

The foregoing constitutes an entire Agreement between the parties and no verbal statement shall supersede any of its provisions. It is understood and agreed that all matters subject to collective bargaining between the parties have been covered herein and that it may not be reopened for change in its terms or addition of new subject matter except by mutual agreement.

IN WITNESSES WHEREOF, the parties here to have caused to be signed and sealed this Agreement and a like copy on this day of , 20~~19~~²².

FOR THE CITY OF HARTFORD

By:

Its Mayor

FOR THE HARTFORD POLICE UNION

By:

Its President

Its Vice President

Its General Counsel

Its Secretary

Its Treasurer

Approved as to legality and form:

Corporation Counsel

APPENDIX A EMPLOYEE RIGHTS

The following subsections of Section 7-468 of the Municipal Employee Relations Act are hereby provided verbatim, solely so as to inform employees of their statutory rights:

- (a) "Employees shall have, and shall be protected in the exercise of, the right of self-organization, to form, join or assist any employee organization, to bargain collectively through representatives of their own choosing on questions of wages, hours and other conditions of employment and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from actual interference, restraint or coercion.

- (e) "An individual employee at any time may present a grievance to his or her employer and have the grievance adjusted, without intervention of an employee organization, provided the adjustment shall not be inconsistent with the terms of a Collective Bargaining Agreement then in effect. The employee organization certified or recognized as the exclusive representative shall be given prompt notice of the adjustment. (February Sp. Sess. 1965, P.A. 159, S.2. eff. June 4, 1965; 1967, P.A. 491 S.2., eff. June 16, 1967; 1993, P.A. 93-426, S.4.)"

It is understood and agreed that the following Police Officer "Bill of Rights" shall become effective immediately.

1. Any formal written complaint by a person against a Police Officer shall be duly sworn to and signed by the complainant. If the person refuses to sign the complaint, the complaint shall be received and the refusal to sign shall be noted.

2. The above does not preclude the Chief of Police from initiating a departmental investigation upon receipt of any type of complaint if he or she determines it to be in the best interest of the Police Department and/or the Police Officer involved. The investigation of an unsigned complaint must be concluded within thirty (30) working days of the filing of the complaint. On or before thirty (30) working days have passed, the Chief of Police must advise the Police Officer involved whether charges will be made against him or her or whether the investigation has been concluded. If the investigation has been concluded, no charges will be made against the Officer at any later time.

3. In the absence of any further corroboratory evidence after a departmental investigation, an unsigned complaint on its own standing shall not be used as evidence in any formal departmental hearing against a Police Officer.

4. Whenever a Police Officer is under investigation for any reason, which may lead to disciplinary and/or criminal charges, such investigation shall be conducted in the following manner:
 - (a) Any questioning of the Police Officer shall be conducted at a reasonable hour normally when the Police Officer is on duty, unless the seriousness of the investigation warrants an immediate investigation as determined by the Chief of Police.

 - (b) If the Police Officer under questioning is under arrest or is likely to be placed under arrest, he or she shall be informed of all his or her rights prior to the beginning of questioning.

 - (c) The Police Officer shall have the right to be represented by counsel of his or her choice when such investigation relates to the officer being charged with a criminal offense. If the employee so desires, a union representative may be present during any questioning which may lead to suspension, demotion, dismissal or arrest.

 - (d) Any witness in any Internal affairs investigation shall be entitled to be represented by a union representative of his/her choice, if requested by the witness, and such representative must not interfere with the investigative process. If the requested union representative is also a witness in the investigation or interferes with the investigation, then the union representative shall recuse himself/herself and the employee shall have the right to select another union representative.

5. Police Officers shall enjoy all legal rights guaranteed under the Constitution of the United States and the State of Connecticut and any other Federal or state statutes.
6.
 - (a) No officer shall be suspended without pay until a disciplinary hearing has been conducted except as provided in Paragraphs (b) and (c) below or unless he or she has been arrested for a felony, a sexual offense and/or a crime of larceny under the Connecticut Penal Code.
 - (b) An officer who has been found to be under the influence of drugs or alcohol while on duty may be suspended without pay for the remainder of that tour of duty. The Chief of Police shall review the suspension within five (5) working days and either reverse or uphold the suspension, or take other appropriate disciplinary action as he or she may deem necessary following a disciplinary hearing.
 - (c) An officer who has assaulted another officer while either is on duty or displays physical violence against another Police Department employee or against Police Department equipment or facilities except if such action is in the course of a lawful arrest may be immediately suspended without pay until a hearing before the Chief of Police or his or her designee on the next administrative duty day at which time he or she may uphold, overturn, or continue the suspension for no more than five (5) working days.
 - (d) An officer who reports for duty improperly attired or equipped may be sent home to report back properly attired or equipped and will be docked pay for the time he or she is absent.
7. If a false complaint or allegation is made against any Police Officer, the Chief of Police, the Union Executive Board, and the Police Officer involved will meet to review the charges and discuss whether or not the matter should be presented to appropriate prosecutorial persons.
8. In the event the Police Chief determines that the charges filed against an employee, if true, would warrant a penalty of no less than one (1) day and/or no more than five (5) days suspension without pay, the expedited hearing procedures, indicated below, will be followed. In all other disciplinary actions those hearing rules as outlined in the H.P.D. Policy and Procedures, Section 4.3 shall remain in effect.
 - (a) The Police Chief or the Chiefs designee will advise the Union and the employee of the charges filed and will set a date for an expedited disciplinary hearing before the Chief or his/her designee.
 - (b) The employee, who at the employee's discretion may be represented at the hearing by the Union, will be permitted to respond to the charges filed and will have access to the department's investigative package and will be permitted to respond to the contents of that package. No witnesses will be permitted to testify at such hearings, provided however, written statements from such witnesses may be submitted by either the department or the Union (or employee if not represented by the Union).
 - (c) Any charge, which results from a citizen's complaint shall not be subject to this procedure.
 - (d) The findings of the Police Chief or designee shall be made known to the employee and Union at the close of the hearing. If the employee is suspended as a result of those findings, the employee and the Union shall be advised of the date(s) and duration of the suspension at that time. The Police Chief or designee may postpone a recitation of the findings if the Union or employee has submitted new or heretofore unknown information to the Chief or designee which may require further investigation by the department.
 - (e) Any suspension imposed as a result of an expedited hearing may be appealed to the third (3rd) step of the grievance procedure, and if not resolved at that step appealed to arbitration. Any appeal filed must be done so in accordance with Article II of this Agreement.
 - (f) Any employee who is suspended from work without pay, at the employee's option, may elect to work during the suspension and have the suspension time deducted from the employee's accumulated and accrued leave such as vacation and earned leave, but not sick leave. Employees so suspended shall not be eligible for overtime or private duty assignments for the duration of such suspension.

- (g) No suspension of fewer than thirty-two (32) calendar days shall lead to the loss of health insurance coverage as described in this Agreement, including all applicable coverage, co-pays and employee contribution, during the suspension period.

**APPENDIX B
CLASSIFICATION AND PAY RANGES**

Wage rates and growth increments for employees shall be as outlined in this Appendix.

Fiscal Year 2022-2023

Effective upon the approval of the September 12, 2022 Tentative Agreement, all steps for the classifications of Police Officer on Special Assignment (5011), Police Sergeant (5031), Police Lieutenant (5041) and Police Captain (5051) will be eliminated and the salaries adjusted to create a uniform base salary as outlined in this Appendix. Members employed in these classifications will continue to be eligible for education incentive pay as outlined in this Appendix.

Effective 7/1/2016 January 1, 2023, the pay rates in effect on June 30, 2016 for all classifications shall remain unchanged and in effect through June 30, 2020 increase 1.50%.

Fiscal Year 2023-2024

Effective July 1, 2020~~23~~, the pay rates for all classifications shall increase ~~2.00~~2.50%.

Fiscal Year 2024-2025

Effective July 1, 202~~4~~24, the pay rates for all classifications shall increase ~~2.00~~3.00%.

Fiscal Year 2025-2026

Effective July 1, 2025, the pay rates for all classification shall increase 3.00%.

Note: The effective date of salary increases and other changes that affect the computation of weekly earnings shall be the date specified if Sunday, or the Sunday beginning the pay period that immediately follows the date specified.

Effective July 1, 2005, Police Officer Recruits shall advance to the base rate of Police Officer upon successful completion of the Police Academy. The pay range for the classification of Police Officer will be revised as set forth in Appendix B-2 and apply to employees hired after December 11, 2017.

Effective December 11, 2017, the classification of Matron (Classification Code 5001) will be replaced with Public Safety Detention Officer. Employees employed in the classification of Matron as of December 11, 2017 will be reclassified to the Public Safety Detention Officer classification. The Public Safety Detention Officer wage schedule shall include a "Recruit" step that will be ten percent (10%) below "Base" step of Public Safety Detention Officer. Public Safety Detention Officer Recruits shall advance to the base rate of Public Safety Detention Officer upon successful completion of their training program.

With the exception of Police Officer Recruits and Public Safety Detention Officer Recruits, all employees shall advance to the next growth increment within their classification, if applicable, upon completion of one year in the previous step until such time as they reach the maximum growth increment of their classification. Advancement from one classification to another shall be in accordance with the Personnel Rules & Regulations of the City of Hartford for classified employees.

EDUCATION INCENTIVE PAY

A. Sworn Employees Hired Before December 11, 2017

Effective July 1, 1999, upon reaching the third (3rd) anniversary of graduation from the Police Academy, all employees hired before December 11, 2017 with two (2) full years of college, sixty (60) credits, from an accredited college, shall receive an additional two and one-half percent (2.5%) based on the employee's pay rate, while employees hired before December 11, 2017 who have earned a Bachelor's degree, from an accredited college, shall receive an additional five percent (5%) based on the employee's pay rate. Once an employee has reached top pay as a Police Officer, that employee with two (2) full years of college, sixty (60) credits, from an accredited college, shall receive one full step in the Police Officer on Special Assignment/Detective range (first [1st] year rate). Any employee with a Bachelor's

degree, who has reached top pay as a Police Officer, will receive the next step (top pay) in the Police Officer on Special Assignment/Detective range.

For all Police Officers hired after July 1, 1999 but before December 11, 2017, the educational incentive shall be payable as follows. Upon reaching the third (3rd) anniversary of graduation from the Police Academy, all Police Officers with two (2) full years of college, sixty (60) credits, from an accredited college, shall receive an additional two and one-half percent (2.5%) based on the employee's pay rate, while Police Officers who have earned a Bachelor's degree, from an accredited college, shall receive an additional five percent (5%) based on the employee's pay rate. For individuals who reach the top of their salary range for Police Officer, their educational incentive shall be based on two and one-half percent (2.5%) or five percent (5%) of that top step amount. Should a Police Officer be promoted to a higher job classification, he or she shall immediately be entitled to receive the applicable educational incentive.

Effective July 1, 2005, educational incentive pay shall be made upon the completion of the initial probationary period as Police Officer. Should a Police Officer be promoted to a higher job classification, he or she shall immediately be entitled to receive the applicable educational incentive.

Effective August 24th, 2012, employees hired before December 11, 2017 shall receive an additional 2.5% educational incentive for completion of a post graduate degree or certification, provided the employee's course work must be in one of the following disciplines: Sociology, Psychology, Criminal Justice, Police Science, Public Safety, Business Administration, Public Administration, Human Resources or Foreign Language.

The parties recognize that some Colleges and Universities may utilize course credit methodologies other than three (3) credits for the successful completion of one course. In these circumstances, equivalencies will qualify the employee for the two (2) full years of college/sixty (60) credits educational incentive provided the credit methodology is verified and approved by the Director of Human Resources.

For the purpose of this Appendix, the term "accredited College" shall mean a College or University accredited by a Regional Accrediting Organization recognized by the Council of Higher Education Accreditation at the time of graduation. Regional Accrediting Organizations include:

- Middle States Commission on Higher Education;
- New England Commission of Higher Education;
- Higher Learning Commission (or North Central Association of Colleges and Schools before the fall of 2014);
- Northwest Commission on Colleges and Universities;
- Southern Association of Colleges and Schools Commission on Colleges; or
- Western Association of Schools and Colleges [Add WASC Senior College and University Commission?]

The parties recognize that the names of the Regional Accrediting Organizations may change from time to time.

B. Sworn Employees Hired On or After December 11, 2017

Notwithstanding anything herein to the contrary, the educational incentive pay to be provided to employees hired into a sworn position on or after December 11, 2017 will be as follows:

- Two percent (2%) based on the employee's pay rate for employees with two (2) full years of college, sixty (60) credits, from an accredited college.
- Three percent (3%) based on the employee's pay rate for employees who have earned a bachelor's degree, from an accredited college.
- An additional two percent (2%) based on the employee's pay rate for completion of a post graduate degree or certificate, provided the employee's course work must be in one of the following disciplines: Sociology, Psychology, Criminal Justice, Police Science, Public Safety, Business Administration, Public Administration, Human Resources or Foreign Language.
- The other terms and conditions of education incentive pay for sworn employees contained in this Appendix that are not superseded by this paragraph will apply to sworn employees hired on or after December 11, 2017.

C. Public Safety Detention Officers (Previously Police Matron) and Assistant Animal Control Officers Hired Before December 11, 2017

Assistant Animal Control Officers upon the completion of their initial probationary period who successfully complete both Levels I and II of training offered or certified by the National Animal Control Association shall receive an additional one and one-half (1.5%) based on the employee's pay rate, which will be paid in the same manner as educational incentives are currently paid under this Appendix. Assistant Animal Control officers also shall be eligible for educational incentives as set forth above, not including the incentive for a Post Graduate Degree or Certificate. Any such incentives earned shall be in lieu of the one and one-half percent (1.5%) increase under this paragraph.

Public Safety Detention Officers upon completion of their initial probationary period who successfully complete an approved certification or program authorized and recognized by the Police Department, shall receive an additional one and one-half percent (1.5%) based on the employee's pay rate, which will be paid in the same manner as educational incentives are currently paid under this Appendix. Public Safety Detention Officers also shall be eligible for educational incentives as set forth above, not including the incentive for a Post Graduate Degree or Certificate. Any such incentives earned shall be in lieu of the one and one-half percent (1.5%) increase under this paragraph. The recognized Public Safety Detention Officers certification or program must provide similar value to the Police Department as does the certification by the National Animal Control Association for Assistant Animal Control Officers. If the City and the Union cannot agree to a mutually acceptable certification of program, it will be subject to binding interest arbitration.

D. Public Safety Detention Officers (Previously Police Matron) and Assistant Animal Control Officers Hired On or After December 11, 2017

Notwithstanding anything herein to the contrary, the educational incentive pay to be provided to employees hired into a Public Safety Detention Officer (Previously Police Matron) or Assistant Animal Control Officer position on or after December 11, 2017 will be as follows:

- One and one-half percent (1.5%) based on the employee's pay rate for employees who successfully complete the approved certifications or programs as outlined above for non-sworn employees hired on or before December 11, 2017.
- Two percent (2%) based on the employee's pay rate for employees with two (2) full years of college, sixty (60) credits, from an accredited college.
- Three percent (3%) based on the employee's pay rate for employees who have earned a bachelor's degree, from an accredited college.
- The other terms and conditions of education incentive pay for non-sworn employees contained in this Appendix that are not superseded by this paragraph will apply to sworn employees hired after December 11, 2017.

**APPENDIX B-1 [TO BE UPDATED IN ACCORDANCE WITH NEGOTIATED INCREASES]
CLASSIFICATIONS AND WEEKLY PAY RANGES FOR EMPLOYEES HIRED BEFORE DECEMBER 11, 2017**

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | Recruit (10% Below Base) | BASE | 1ST YEAR | 2ND YEAR | 3RD YEAR | 4TH YEAR |
|------|--|---------------------------------|-------|-------|--------------------------------|------------|-------------|-------------|-------------|-------------|
| 5001 | Public Safety Detention Officer Hired Before 12/11/2017 (Replaces Police Matron) | 12/11/2017 through 6/30/2020 | 0.00% | | \$845.08 | \$938.98 | \$985.82 | \$1,033.23 | \$1,079.52 | \$1,131.24 |
| | | | | 1.50% | | \$1,000.61 | \$1,048.73 | \$1,095.71 | \$1,148.21 | |
| | | | | 2.50% | | \$1,010.47 | \$1,059.06 | \$1,106.51 | \$1,159.52 | |
| | | | | 5.00% | | \$1,035.11 | \$1,084.89 | \$1,133.50 | \$1,187.80 | |
| | | 7/1/2020 | 2.00% | | \$861.98 | \$957.76 | \$1,005.54 | \$1,053.89 | \$1,101.11 | \$1,153.86 |
| | | | | 1.50% | | \$1,020.62 | \$1,069.70 | \$1,117.63 | \$1,171.17 | |
| | | | | 2.50% | | \$1,030.68 | \$1,080.24 | \$1,128.64 | \$1,182.71 | |
| | | | | 5.00% | | \$1,055.82 | \$1,106.58 | \$1,156.17 | \$1,211.55 | |
| | | 7/1/2021 | 2.00% | | \$879.23 | \$976.92 | \$1,025.65 | \$1,074.97 | \$1,123.13 | \$1,176.94 |
| | | | | 1.50% | | \$1,041.03 | \$1,091.09 | \$1,139.98 | \$1,194.59 | |
| | | | | 2.50% | | \$1,051.29 | \$1,101.84 | \$1,151.21 | \$1,206.36 | |
| | | | | 5.00% | | \$1,076.93 | \$1,128.72 | \$1,179.29 | \$1,235.79 | |

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | BASE | 1ST YEAR | 2ND YEAR | 3RD YEAR | 4TH YEAR |
|------|--|---------------------------------|-------|-------|----------|-------------|-------------|-------------|-------------|
| 5097 | Assistant Animal Control Officer, Hired Before 12/11/2017 | 12/11/2017 through 6/30/2020 | 0.00% | | \$938.98 | \$985.82 | \$1,033.23 | \$1,079.52 | \$1,131.24 |
| | | | | 1.50% | | \$1,000.61 | \$1,048.73 | \$1,095.71 | \$1,148.21 |
| | | | | 2.50% | | \$1,010.47 | \$1,059.06 | \$1,106.51 | \$1,159.52 |
| | | | | 5.00% | | \$1,035.11 | \$1,084.89 | \$1,133.50 | \$1,187.80 |
| | | 7/1/2020 | 2.00% | | \$957.76 | \$1,005.54 | \$1,053.89 | \$1,101.11 | \$1,153.86 |
| | | | | 1.50% | | \$1,020.62 | \$1,069.70 | \$1,117.63 | \$1,171.17 |
| | | | | 2.50% | | \$1,030.68 | \$1,080.24 | \$1,128.64 | \$1,182.71 |
| | | | | 5.00% | | \$1,055.82 | \$1,106.58 | \$1,156.17 | \$1,211.55 |
| | | 7/1/2021 | 2.00% | | \$976.92 | \$1,025.65 | \$1,074.97 | \$1,123.13 | \$1,176.94 |
| | | | | 1.50% | | \$1,041.03 | \$1,091.09 | \$1,139.98 | \$1,194.59 |
| | | | | 2.50% | | \$1,051.29 | \$1,101.84 | \$1,151.21 | \$1,206.36 |
| | | | | 5.00% | | \$1,076.93 | \$1,128.72 | \$1,179.29 | \$1,235.79 |

APPENDIX B-1 [TO BE UPDATED]
CLASSIFICATIONS AND WEEKLY PAY RANGES FOR EMPLOYEES HIRED BEFORE DECEMBER 11, 2017

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | RECRUIT | BASE | 1STYEAR | 2NDYEAR | 3RDYEAR | 4THYEAR | 5THYEAR |
|------|--|---------------------------------|-------|-------|----------|------------|------------|------------|------------|------------|------------|
| 5011 | Police Officer, Hired Before 12/11/2017 Officers assigned to the 4/10 work schedule whose work day commences at 07:00 shall receive a 2.5% increase in their pay rate. Officers assigned to the 4/10 work schedule whose work day commences at 17:00 shall receive a 5% increase in their pay rate. | 12/11/2017 through 6/30/2020 | 0.00% | | \$835.86 | \$958.69 | \$1,016.67 | \$1,067.24 | \$1,129.80 | \$1,282.92 | \$1,374.62 |
| | | | | 2.50% | NA | \$982.66 | \$1,042.09 | \$1,093.92 | \$1,158.05 | \$1,314.99 | \$1,408.99 |
| | | | | 5.00% | NA | \$1,006.62 | \$1,067.50 | \$1,120.60 | \$1,186.29 | \$1,347.07 | \$1,443.35 |
| | | | | 7.50% | NA | \$1,030.59 | \$1,092.92 | \$1,147.28 | \$1,214.54 | \$1,379.14 | \$1,477.72 |
| | | 7/1/2020 | 2.00% | | \$852.58 | \$977.86 | \$1,037.00 | \$1,088.58 | \$1,152.40 | \$1,308.58 | \$1,402.11 |
| | | | | 2.50% | NA | \$1,002.31 | \$1,062.93 | \$1,115.79 | \$1,181.21 | \$1,341.29 | \$1,437.16 |
| | | | | 5.00% | NA | \$1,026.75 | \$1,088.85 | \$1,143.01 | \$1,210.02 | \$1,374.01 | \$1,472.22 |
| | | | | 7.50% | NA | \$1,051.20 | \$1,114.78 | \$1,170.22 | \$1,238.83 | \$1,406.72 | \$1,507.27 |
| | | 7/1/2021 | 2.00% | | \$869.63 | \$997.42 | \$1,057.74 | \$1,110.35 | \$1,175.45 | \$1,334.75 | \$1,430.15 |
| | | | | 2.50% | NA | \$1,022.36 | \$1,084.18 | \$1,138.11 | \$1,204.84 | \$1,368.12 | \$1,465.90 |
| | | | | 5.00% | NA | \$1,047.29 | \$1,110.63 | \$1,165.87 | \$1,234.22 | \$1,401.49 | \$1,501.66 |
| | | | | 7.50% | NA | \$1,072.23 | \$1,137.07 | \$1,193.63 | \$1,263.61 | \$1,434.86 | \$1,537.41 |

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | BASE | 1ST YEAR | 2ND YEAR | |
|------|--|--|-------|-------|------------|------------|------------|------------|
| 5011 | Police Officer On Special Assignment, Hired Before 12/11/2017 <u>[UPDATED TO SHOW NEGOTIATED SALARY ADJUSTMENTS: RATES FOR REMAINING YEARS WILL BE UPDATED IN ACCORDANCE WITH THE NEGOTIATED GWIs.]</u> | 12/11/2017 through <u>Upon TA</u> 6/30/2020 <u>Approval</u> | 0.00% | | \$1,349.49 | \$1,653.85 | \$1,437.75 | \$1,500.02 |
| | | | | 2.50% | \$1,383.23 | \$1,695.20 | \$1,473.69 | \$1,537.52 |
| | | | | 5.00% | \$1,416.96 | \$1,736.54 | \$1,509.64 | \$1,575.02 |
| | | | | 7.50% | \$1,450.70 | \$1,777.89 | \$1,545.58 | \$1,612.52 |
| | | 7/1/2020 23 | 2.00% | | \$1,376.48 | \$1,466.51 | \$1,530.02 | |
| | | | | 2.50% | \$1,410.89 | \$1,503.17 | \$1,568.27 | |
| | | | | 5.00% | \$1,445.30 | \$1,539.84 | \$1,606.52 | |
| | | | | 7.50% | \$1,479.72 | \$1,576.50 | \$1,644.77 | |
| | | 7/1/2021 24 | 2.00% | | \$1,404.01 | \$1,495.84 | \$1,560.62 | |
| | | | | 2.50% | \$1,439.11 | \$1,533.24 | \$1,599.64 | |
| | | | | 5.00% | \$1,474.21 | \$1,570.63 | \$1,638.65 | |
| | | | | 7.50% | \$1,509.31 | \$1,608.03 | \$1,677.67 | |

APPENDIX B-1 [TO BE UPDATED]

CLASSIFICATIONS AND WEEKLY PAY RANGES FOR EMPLOYEES HIRED BEFORE DECEMBER 11, 2017

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | BASE | 1ST YEAR | | | |
|------|--|-------------------------------|-------|-------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 5031 | Police Sergeant, Hired Before 12/11/2017 <u>[ADJUSTMENTS MADE; REMAINDER TO BE UPDATED]</u> Sergeants assigned to the 4/10 work schedule whose work day commences at 07:00 shall receive a 2.5% increase in their pay rate. Not including Investigative personnel. Sergeants assigned to the 4/10 work schedule whose work day commences at 17:00 shall receive a 5% increase in their pay rate. Not including Investigative personnel. | 12/11/2017 through | 0.00% | | \$1,565.99 | \$1,759.81 | \$1,595.72 | | |
| | | 6/30/2020 | | 2.50% | \$1,605.14 | \$1,803.81 | \$1,635.61 | | |
| | | Upon TA | | 5.00% | \$1,644.29 | \$1,847.80 | \$1,675.51 | | |
| | | Approval | | 7.50% | \$1,683.44 | \$1,891.80 | \$1,715.40 | | |
| | | 7/1/2020 | | 2.00% | \$1,597.31 | \$1,627.63 | | | |
| | | | | 2.50% | \$1,637.24 | \$1,668.32 | | | |
| | | | | 5.00% | \$1,677.18 | \$1,709.01 | | | |
| | | | | 7.50% | \$1,717.11 | \$1,749.70 | | | |
| | | 7/1/2021 | | 2.00% | \$1,629.26 | \$1,660.18 | | | |
| | | | | 2.50% | \$1,669.99 | \$1,701.68 | | | |
| | | | | 5.00% | \$1,710.72 | \$1,743.19 | | | |
| | | | | 7.50% | \$1,751.45 | \$1,784.69 | | | |
| 5041 | Police Lieutenant, Hired Before 12/11/2017 <u>[ADJUSTMENTS MADE; REMAINDER TO BE UPDATED]</u> | 12/11/2017 through | 0.00% | | \$1,677.99 | \$1,999.68 | \$1,761.89 | \$1,753.12 | \$1,837.02 |
| | | 6/30/2020 | | 2.50% | \$2,049.67 | \$1,805.94 | - | \$1,882.95 | |
| | | Upon TA | | 5.00% | \$2,099.66 | \$1,849.98 | - | \$1,928.87 | |
| | | Approval | | 7.50% | \$2,149.66 | \$1,894.03 | - | \$1,974.80 | |
| | | 7/1/2020 | | 2.00% | \$1,711.55 | \$1,797.13 | \$1,788.18 | \$1,873.76 | |
| | | | | 2.50% | \$1,842.06 | \$1,920.60 | | | |
| | | | | 5.00% | \$1,886.99 | \$1,967.45 | | | |
| | | | | 7.50% | \$1,931.91 | \$2,014.29 | | | |
| | | 7/1/2021 | | 2.00% | \$0.00 | \$1,745.78 | \$1,833.07 | \$1,823.94 | \$1,911.24 |
| | | | | 2.50% | NA | \$1,878.90 | \$1,959.02 | | |
| | | | | 5.00% | NA | \$1,924.72 | \$2,006.80 | | |

| | | | | |
|-------|----|------------|---|------------|
| 7.50% | NA | \$1,970.55 | - | \$2,054.58 |
|-------|----|------------|---|------------|

APPENDIX B-1

CLASSIFICATIONS AND WEEKLY PAY RANGES FOR EMPLOYEES HIRED BEFORE DECEMBER 11, 2017

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | BASE | 5% | 1ST YEAR | 5% | | |
|------|--|--|------------------------|------------------------|--------------------|------------|------------|------------|------------|------------|
| 5051 | Police Captain, Hired Before 12/11/2017 [ADJUSTMENTS MADE REMAINDER TO BE UPDATED] | 12/11/2017 through 6/30/2020 Upon TA Approval | 0.00% | | \$1,948,802,239.57 | \$2,046.24 | \$2,023.35 | \$2,120.79 | | |
| | | | | 2.50% | \$2,295.56 | \$2,097.40 | - | \$2,173.81 | | |
| | | | | 5.00% | \$2,351.55 | \$2,148.55 | - | \$2,226.83 | | |
| | | | | 7.50% | \$2,407.54 | \$2,199.71 | - | \$2,279.85 | | |
| | | | 7/1/2020 23 | 2.00% | | \$1,987.78 | \$2,087.16 | \$2,063.82 | \$2,163.21 | |
| | | | | | 2.50% | | \$2,139.34 | - | \$2,217.29 | |
| | | | | | 5.00% | | \$2,191.52 | - | \$2,271.37 | |
| | | | | | 7.50% | | \$2,243.70 | - | \$2,325.45 | |
| | | | | 7/1/2021 24 | 2.00% | \$0.00 | \$2,027.54 | \$2,128.90 | \$2,105.10 | \$2,206.47 |
| | | | | | | 2.50% | NA | \$2,182.12 | - | \$2,261.63 |
| | | | | | | 5.00% | NA | \$2,235.35 | - | \$2,316.79 |
| | | | | | | 7.50% | NA | \$2,288.57 | - | \$2,371.96 |

APPENDIX B-2
CLASSIFICATIONS AND WEEKLY PAY RANGES FOR EMPLOYEES HIRED ON OR AFTER DECEMBER 11, 2017

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | Recruit (10% Below Base) | BASE | 1ST YEAR | 2ND YEAR | 3RD YEAR | 4TH YEAR |
|------|--|---------------------------------|-------|-------|--------------------------------|------------|-------------|-------------|-------------|-------------|
| 5001 | Public Safety Detention Officer, Hired On or After 12/11/2017 (Replaces Police Matron) | 12/11/2017 through 6/30/2020 | 0.00% | | \$845.08 | \$938.98 | \$985.82 | \$1,033.23 | \$1,079.52 | \$1,131.24 |
| | | | | 1.50% | | \$1,000.61 | \$1,048.73 | \$1,095.71 | \$1,148.21 | |
| | | | | 2.00% | | \$1,005.54 | \$1,053.89 | \$1,101.11 | \$1,153.86 | |
| | | | | 3.00% | | \$1,015.39 | \$1,064.23 | \$1,111.91 | \$1,165.18 | |
| | | 7/1/2020 | 2.00% | | \$861.98 | \$957.76 | \$1,005.54 | \$1,053.89 | \$1,101.11 | \$1,153.86 |
| | | | | 1.50% | | \$1,020.62 | \$1,069.70 | \$1,117.63 | \$1,171.17 | |
| | | | | 2.00% | | \$1,025.65 | \$1,074.97 | \$1,123.13 | \$1,176.94 | |
| | | | | 3.00% | | \$1,035.71 | \$1,085.51 | \$1,134.14 | \$1,188.48 | |
| | | 7/1/2021 | 2.00% | | \$879.23 | \$976.92 | \$1,025.65 | \$1,074.97 | \$1,123.13 | \$1,176.94 |
| | | | | 1.50% | | \$1,041.03 | \$1,091.09 | \$1,139.98 | \$1,194.59 | |
| | | | | 2.00% | | \$1,046.16 | \$1,096.47 | \$1,145.59 | \$1,200.48 | |
| | | | | 3.00% | | \$1,056.42 | \$1,107.22 | \$1,156.82 | \$1,212.25 | |

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | BASE | 1ST YEAR | 2ND YEAR | 3RD YEAR | 4TH YEAR |
|------|---|---------------------------------|-------|-------|----------|-------------|-------------|-------------|-------------|
| 5097 | Assistant Animal Control Officer, Hired On or After 12/11/2017 | 12/11/2017 through 6/30/2020 | 0.00% | | \$938.98 | \$985.82 | \$1,033.23 | \$1,079.52 | \$1,131.24 |
| | | | | 1.50% | | \$1,000.61 | \$1,048.73 | \$1,095.71 | \$1,148.21 |
| | | | | 2.00% | | \$1,005.54 | \$1,053.89 | \$1,101.11 | \$1,153.86 |
| | | | | 3.00% | | \$1,015.39 | \$1,064.23 | \$1,111.91 | \$1,165.18 |
| | | 7/1/2020 | 2.00% | | \$957.76 | \$1,005.54 | \$1,053.89 | \$1,101.11 | \$1,153.86 |
| | | | | 1.50% | | \$1,020.62 | \$1,069.70 | \$1,117.63 | \$1,171.17 |
| | | | | 2.00% | | \$1,025.65 | \$1,074.97 | \$1,123.13 | \$1,176.94 |
| | | | | 3.00% | | \$1,035.71 | \$1,085.51 | \$1,134.14 | \$1,188.48 |
| | | 7/1/2021 | 2.00% | | \$976.92 | \$1,025.65 | \$1,074.97 | \$1,123.13 | \$1,176.94 |
| | | | | 1.50% | | \$1,041.03 | \$1,091.09 | \$1,139.98 | \$1,194.59 |
| | | | | 2.00% | | \$1,046.16 | \$1,096.47 | \$1,145.59 | \$1,200.48 |
| | | | | 3.00% | | \$1,056.42 | \$1,107.22 | \$1,156.82 | \$1,212.25 |

APPENDIX B-2
CLASSIFICATIONS AND WEEKLY PAY RANGES FOR EMPLOYEES HIRED ON OR AFTER DECEMBER 11, 2017

| CODE | CLASSIFICATION | EFF DATE | GW % | EDUC | RECRUIT | BASE | 1ST YEAR | 2ND YEAR | 3RD YEAR | 4TH YEAR | |
|------|---|---|----------|-------|----------|------------|-------------|-------------|-------------|-------------|------------|
| 5011 | Police Officer, Hired On or After 12/11/2017 | 12/11/2017 through 6/30/2020 | 0.00% | | \$958.69 | \$1,016.67 | \$1,067.24 | \$1,129.80 | \$1,282.92 | \$1,374.62 | |
| | | | | 2.00% | NA | \$1,037.00 | \$1,088.58 | \$1,152.40 | \$1,308.58 | \$1,402.11 | |
| | | | | 3.00% | NA | \$1,047.17 | \$1,099.26 | \$1,163.69 | \$1,321.41 | \$1,415.86 | |
| | | | | 5.00% | NA | \$1,067.50 | \$1,120.60 | \$1,186.29 | \$1,347.07 | \$1,443.35 | |
| | | Officers assigned to the 4/10 work schedule whose work day commences at 07:00 shall receive a 2.5% increase in their pay rate. | 7/1/2020 | 2.00% | | \$977.86 | \$1,037.00 | \$1,088.58 | \$1,152.40 | \$1,308.58 | \$1,402.11 |
| | | | | | 2.00% | NA | \$1,057.74 | \$1,110.35 | \$1,175.45 | \$1,334.75 | \$1,430.15 |
| | | | | | 3.00% | NA | \$1,068.11 | \$1,121.24 | \$1,186.97 | \$1,347.84 | \$1,444.17 |
| | | | | | 5.00% | NA | \$1,088.85 | \$1,143.01 | \$1,210.02 | \$1,374.01 | \$1,472.22 |
| | | Officers assigned to the 4/10 work schedule whose work day commences at 17:00 shall receive a 5% increase in their pay rate. | 7/1/2021 | 2.00% | | \$997.42 | \$1,057.74 | \$1,110.35 | \$1,175.45 | \$1,334.75 | \$1,430.15 |
| | | | | | 2.00% | NA | \$1,078.89 | \$1,132.56 | \$1,198.96 | \$1,361.45 | \$1,458.75 |
| | | | | | 3.00% | NA | \$1,089.47 | \$1,143.66 | \$1,210.71 | \$1,374.79 | \$1,473.05 |
| | | | | | 5.00% | NA | \$1,110.63 | \$1,165.87 | \$1,234.22 | \$1,401.49 | \$1,501.66 |

| CODE | CLASSIFICATION | EFF DATE | GW % | EDUC | BASE | 1ST YEAR | 2ND YEAR | |
|------|--|---|---------|-------|--|--|--|--|
| 5011 | Police Officer On Special Assignment, Hired On or After 12/11/2017 [UPDATED TO SHOW NEGOTIATED SALARY ADJUSTMENTS; RATES FOR REMAINING YEARS WILL BE UPDATED IN ACCORDANCE WITH THE NEGOTIATED GWIs.] | 12/11/2017 through 6/30/2020 Upon TA Approval | 0.00% | | \$1,349.49 \$1,653.85 | \$1,437.75 \$1,437.75 | \$1,500.02 \$1,500.02 | |
| | | | | 2.00% | \$1,376.48 \$1,686.93 | \$1,466.51 \$1,466.51 | \$1,530.02 \$1,530.02 | |
| | | | | 3.00% | \$1,389.97 \$1,703.47 | \$1,480.88 \$1,480.88 | \$1,545.02 \$1,545.02 | |
| | | | | 5.00% | \$1,416.96 \$1,736.54 | \$1,509.64 \$1,509.64 | \$1,575.02 \$1,575.02 | |
| | | 7/1/2020 | 2.00% | | | \$1,376.48 | \$1,466.51 \$1,466.51 | \$1,530.02 \$1,530.02 |
| | | | | 2.00% | | \$1,404.01 | \$1,495.84 \$1,495.84 | \$1,560.62 \$1,560.62 |
| | | | | 3.00% | | \$1,417.77 | \$1,510.51 \$1,510.51 | \$1,575.92 \$1,575.92 |
| | | | | 5.00% | | \$1,445.30 | \$1,539.84 \$1,539.84 | \$1,606.52 \$1,606.52 |
| | | 7/1/2021 | 2.00% | | | \$1,404.01 | \$1,495.84 \$1,495.84 | \$1,560.62 \$1,560.62 |
| | | | | 2.00% | | \$1,432.09 | \$1,525.76 \$1,525.76 | \$1,591.83 \$1,591.83 |
| | | | | 3.00% | | \$1,446.13 | \$1,540.72 \$1,540.72 | \$1,607.44 \$1,607.44 |
| | | | | 5.00% | | \$1,474.21 | \$1,570.63 \$1,570.63 | \$1,638.65 \$1,638.65 |

APPENDIX B-2
CLASSIFICATIONS AND WEEKLY PAY RANGES FOR EMPLOYEES HIRED ON OR AFTER DECEMBER 11, 2017

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | BASE | 1ST YEAR |
|------|--|--|-------|------|------------|------------|
| 5031 | Police Sergeant, Hired On or After 12/11/2017 [ADJUSTMENTS MADE; REMAINDER TO BE UPDATED] Sergeants assigned to the 4/10 work schedule whose work day commences at 07:00 shall receive a 2.5% increase in their pay rate. Not including Investigative personnel. Sergeants assigned to the 4/10 work schedule whose work day commences at 17:00 shall receive a 5% increase in their pay rate. Not including Investigative personnel. | 12/11/2017 through 6/30/2020 Upon TA Approval | 0.00% | | \$1,565.99 | \$1,759.81 |
| | | | 2.00% | | \$1,597.31 | \$1,795.01 |
| | | | 3.00% | | \$1,612.97 | \$1,812.60 |
| | | | 5.00% | | \$1,644.29 | \$1,847.80 |
| | | 7/1/2023 | 2.00% | | \$1,597.31 | \$1,627.63 |
| | | | 2.00% | | \$1,629.26 | \$1,660.18 |
| | | | 3.00% | | \$1,645.23 | \$1,676.46 |
| | | | 5.00% | | \$1,677.18 | \$1,709.01 |
| | | 7/1/2024 | 2.00% | | \$1,629.26 | \$1,660.18 |
| | | | 2.00% | | \$1,661.85 | \$1,693.38 |
| | | | 3.00% | | \$1,678.14 | \$1,709.99 |
| | | | 5.00% | | \$1,710.72 | \$1,743.19 |

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | BASE | 5% | 1ST YEAR | 5% | |
|------|--|--|-------|------|------------|------------|------------|------------|------------|
| 5041 | Police Lieutenant, Hired On or After 12/11/2017 [ADJUSTMENTS MADE; REMAINDER TO BE UPDATED] | 12/11/2017 through 6/30/2020 Upon TA Approval | 0.00% | | \$1,677.99 | \$1,999.68 | \$1,761.89 | \$1,753.12 | \$1,837.02 |
| | | | 2.00% | | \$2,039.67 | \$1,797.13 | - | \$1,873.76 | |
| | | | 3.00% | | \$2,059.67 | \$1,814.75 | - | \$1,892.13 | |
| | | | 5.00% | | \$2,099.66 | \$1,849.98 | - | \$1,928.87 | |
| | | 7/1/2023 | 2.00% | | \$1,711.55 | \$1,797.13 | \$1,788.18 | \$1,873.76 | |
| | | | 2.00% | | | \$1,833.07 | - | \$1,911.24 | |
| | | | 3.00% | | | \$1,851.04 | - | \$1,929.97 | |
| | | | 5.00% | | | \$1,886.99 | - | \$1,967.45 | |
| | | 7/1/2024 | 2.00% | | \$0.00 | \$1,745.78 | \$1,833.07 | \$1,823.94 | \$1,911.24 |
| | | | 2.00% | NA | | \$1,869.73 | - | \$1,949.46 | |
| | | | 3.00% | NA | | \$1,888.06 | - | \$1,968.58 | |
| | | | 5.00% | NA | | \$1,924.72 | - | \$2,006.80 | |

APPENDIX B-2
CLASSIFICATIONS AND WEEKLY PAY RANGES FOR EMPLOYEES HIRED ON OR AFTER DECEMBER 11, 2017

| CODE | CLASSIFICATION | EFF DATE | GWI % | EDUC | BASE | 5% | 1ST YEAR | 5% | | |
|------|---|--|-------|-----------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 5051 | Police Captain, Hired On or After 12/11/2017 <u>[ADJUSTMENTS MADE; REMAINDER TO BE UPDATED]</u> | <u>12/11/2017 through</u> <u>6/30/2020</u> <u>Upon TA</u> <u>Approval</u> | 0.00% | | <u>\$1,948.80</u> , <u>2,239.57</u> | <u>\$2,046.24</u> | <u>\$2,023.35</u> | <u>\$2,120.79</u> | | |
| | | | | 2.00% | <u>\$2,284.36</u> | <u>\$2,087.16</u> | - | <u>\$2,163.21</u> | | |
| | | | | 3.00% | <u>\$2,306.76</u> | <u>\$2,107.63</u> | - | <u>\$2,184.41</u> | | |
| | | | | | | 5.00% | <u>\$2,351.55</u> | <u>\$2,148.55</u> | - | <u>\$2,226.83</u> |
| | | | | <u>7/1/2023</u> | 2.00% | | <u>\$1,987.78</u> | <u>\$2,087.16</u> | <u>\$2,063.82</u> | <u>\$2,163.21</u> |
| | | | | | | 2.00% | | <u>\$2,128.90</u> | - | <u>\$2,206.47</u> |
| | | | | | | 3.00% | | <u>\$2,149.77</u> | - | <u>\$2,228.11</u> |
| | | | | | | 5.00% | | <u>\$2,191.52</u> | - | <u>\$2,271.37</u> |
| | | | | <u>7/1/2024</u> | 2.00% | \$0.00 | <u>\$2,027.54</u> | <u>\$2,128.90</u> | <u>\$2,105.10</u> | <u>\$2,206.47</u> |
| | | | | | | 2.00% | NA | <u>\$2,171.48</u> | - | <u>\$2,250.60</u> |
| | | | | | | 3.00% | NA | <u>\$2,192.77</u> | - | <u>\$2,272.66</u> |
| | | | | | | 5.00% | NA | <u>\$2,235.35</u> | - | <u>\$2,316.79</u> |

APPENDIX C OPEN ACCESS PLUS

SUMMARY OF BENEFITS



Cigna Health and Life Insurance Co.
For - City of Hartford
Open Access Plus Plan

Selection of a Primary Care Provider - your plan may require or allow the designation of a primary care provider. You have the right to designate any primary care provider who participates in the network and who is available to accept you or your family members. If your plan requires designation of a primary care provider, Cigna may designate one for you until you make this designation. For information on how to select a primary care provider, and for a list of the participating primary care providers, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card. For children, you may designate a pediatrician as the primary care provider.

Direct Access to Obstetricians and Gynecologists - You do not need prior authorization from the plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in our network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card.

| Plan Highlights | In-Network | Out-of-Network |
|---|---|---|
| Lifetime Maximum | Unlimited | Unlimited |
| Coinsurance | Your plan pays 100% | Your plan pays 80% |
| Maximum Reimbursable Charge | Not Applicable | 200% |
| Calendar Year Deductible | Individual: None 2- Member Family: None 3+ Member Family: None | Individual: \$300 2- Member Family: \$600 3+ Member Family: \$600 |
| <ul style="list-style-type: none"> ▢ The amount you pay for out-of-network covered expenses counts toward your out-of-network deductibles. ▢ After each eligible family member meets his or her individual deductible, covered expenses for that family member will be paid based on the coinsurance level specified by the plan. Or, after the family deductible has been met, covered expenses for each eligible family member will be paid based on the coinsurance level specified by the plan. <p>Note: Services where plan deductible applies are noted with a caret (^)</p> | | |
| Calendar Year Out-of-Pocket Maximum | Individual: \$3,300 2- Member Family: \$6,600 3+ Member Family: \$6,600 | Individual: \$1,300 2- Member Family: \$2,600 3+ Member Family: \$2,600 |
| <ul style="list-style-type: none"> ▢ Only the amount you pay for in-network covered expenses counts toward your in-network out-of-pocket maximum. Only the amount you pay for out-of-network covered expenses counts toward your out-of-network out-of-pocket maximum. ▢ All copays contribute towards your in-network out-of-pocket maximum. ▢ Mental Health and Substance Abuse covered expenses contribute towards your out-of-pocket maximum. ▢ After each eligible family member meets his or her individual out-of-pocket maximum, the plan will pay 100% of their covered expenses. Or, after the family out-of-pocket maximum has been met, the plan will pay 100% of each eligible family member's covered expenses. | | |

| Benefit | In-Network | Out-of-Network |
|--|---|--|
| Physician Services | | |
| Physician Office Visit – Primary Care Physician (PCP)/Specialist ☐ All services including Lab & X-ray | \$20 copay, then your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| NOTE: Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist) | | |
| Surgery Performed in Physician's Office | Your plan pays 100% | Your plan pays 80% ^ |
| Allergy Serum ☐ Dispensed by the physician in the office | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Allergy Treatment/Office Visit/Testing | \$20 copay or actual charge (if less) | Your plan pays 80% ^ |
| Allergy Injections ☐ Unlimited maximum per Calendar Year | Your plan pays 100% | Your plan pays 80% ^ |
| Cigna Telehealth Connection services ☐ Includes charges for the delivery of medical and health-related consultations via secure telecommunications technologies, telephones and internet only when delivered by contracted medical telehealth providers (see details on myCigna.com). | \$20 copay, then your plan pays 100% | Not Covered |
| Preventive Care | | |
| Preventive Care ☐ Includes coverage of additional services, such as urinalysis, EKG, and other laboratory tests, supplementing the standard Preventive Care benefit when billed as part of office visit. | Plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Immunizations | Plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Mammogram, PAP, and PSA Tests ☐ Coverage includes the associated Preventive Outpatient Professional Services. ☐ Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on place of service. | Plan pays 100% | Plan pays based on place of service. |
| Inpatient | | |
| Inpatient Hospital Facility | \$200 per confinement per member up to \$600 per year, then your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Semi-Private Room: In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate Private Room: In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate Special Care Units (Intensive Care Unit (ICU), Critical Care Unit (CCU)): In-Network: Limited to the negotiated rate / Out-of-Network: Limited to ICU/CCU daily room rate ☐ Copay is waived if readmitted within 30 days for same diagnosis | | |
| Inpatient Hospital Physician's Visit/Consultation | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |

| Benefit | In-Network | Out-of-Network |
|---|---|--|
| Inpatient Professional Services ☐ For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Outpatient | | |
| Outpatient Facility Services ☐ Non-surgical treatment procedures are not subject to the facility per visit copay | \$100 per facility visit copay, then your plan pays 100% | Your plan pays 80% ^ |
| Short-Term Rehabilitation Calendar Year Maximums: ☐ Physical Therapy (PT), Speech Therapy (ST), Occupational Therapy (OT) and Chiropractic Care (Chiro) have a combined maximum of 50 days per Calendar Year * Note: When the combined 50 day maximum is met, any additional days for in-network will be covered same as out-of-network at the plan deductible and coinsurance amount. ☐ Pulmonary Rehabilitation (PR), Cognitive Therapy (CT) - Unlimited days with No Copayment | Your plan pays 100% for Physical and Occupational Therapy* Your plan pays 100% for Chiro and Speech after a separate \$20 copay* | Your plan pays 80% ^ |
| Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum. | | |
| Short-Term Rehabilitation Calendar Year Maximums: ☐ Cardiac Rehabilitation (CR) - 36 days per episode - No Copayment | Your plan pays 100% | Your plan pays 80% ^ |
| Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum. | | |
| Other Health Care Facilities/Services | | |
| Home Health Care ☐ Unlimited days maximum per Calendar Year ☐ HHC deductible is \$50 per Calendar Year for Out of Network Services Home Health Aide - 80 days per Calendar Year | Your plan pays 100% | Your plan pays 80% after \$50 HHC deductible is met |
| Outpatient Private Duty Nursing ☐ \$15,000 maximum per Calendar Year | Your plan pays 100% | Your plan pays 80% ^ |
| Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facility ☐ 120 days maximum per Calendar Year | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Durable Medical Equipment ☐ Unlimited maximum per Calendar Year | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Breast Feeding Equipment and Supplies ☐ Limited to the rental of one breast pump per birth as ordered or prescribed by a physician. ☐ Includes related supplies | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |

| Benefit | In-Network | Out-of-Network |
|---|--|--|
| External Prosthetic Appliances (EPA) □ Unlimited maximum per Calendar Year | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Acupuncture □ Unlimited maximum per Calendar Year □ Coverage for medical diagnosis only | Your plan pays 100% | Your plan pays 80% ^ |
| Hearing Aid □ Unlimited maximum per 24 Months □ Includes testing and fitting of hearing aid devices. | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Routine Hearing Exams □ One exam per Calendar Year | Your plan pays 100% | Your plan pays 80% ^ |
| Routine Vision Exams □ One exam and refraction every Calendar Year | Your plan pays 100% | Your plan pays 80% ^ |
| Eyeglasses for Accidental Injury □ One pair per lifetime | Your plan pays 100% | Your plan pays 80% ^ |
| Oral Surgery - Impacted Wisdom Teeth Facility related charges covered Oral surgeon charges are covered under your dental plan | Based on place of service (Inpatient or outpatient facility) | Your plan pays 80% ^ |
| Biofeedback | Your plan pays 100% | Your plan pays 80% ^ |
| Accidental Injury to Natural Teeth • Full or partial dentures if needed because of an accidental injury to natural teeth which occurred while covered under the plan. • Fixed bridgework if needed due to an accidental injury to natural teeth which occurred while covered under the plan. • Prompt repair to natural teeth if needed due to an accidental injury to those teeth which occurred while covered under the plan. • Dental Anesthesia • Injuries as a result of chewing and biting | Based on Place of Service | Your plan pays 80% ^ |
| Specialized Formula | Your plan pays 100% | Your plan pays 80% ^ |
| Nutritional Counseling | Your plan pays 100% | Your plan pays 80% ^ |
| Retail Walk-In Center Services | \$20 PCP or \$20 Specialist copay | Your plan pays 80% ^ |
| Wigs □ Covered for a Cancer diagnosis - 1 per calendar year | Your plan pays 100% | Your plan pays 80% ^ |
| Foot Orthotics Excludes surgical shoes or boots | Your plan pays 100% | Your plan pays 80% ^ |
| Ostomy Related Services | Your plan pays 100% | Your plan pays 80% ^ |

| Benefit | In-Network | Out-of-Network |
|---|---------------------|--|
| Outpatient Professional Services □ For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Medical Specialty Drugs | | |
| Inpatient □ This benefit applies to the cost of the Infusion Therapy drugs administered in an Inpatient Facility. This benefit does not cover the related Facility or Professional charges. | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Outpatient Facility Services □ This benefit applies to the cost of the Infusion Therapy drugs administered in an Outpatient Facility. This benefit does not cover the related Facility or Professional charges. | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Physician's Office □ This benefit applies to the cost of targeted Infusion Therapy drugs administered in the Physician's Office. This benefit does not cover the related Office Visit or Professional charges. | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |
| Home □ This benefit applies to the cost of targeted Infusion Therapy drugs administered in the patient's home. This benefit does not cover the related Professional charges. | Your plan pays 100% | After the plan deductible is met, your plan pays 80% |

Place of Service - your plan pays based on where you receive services

Note: Services where plan deductible applies are noted with a caret (^)

| Benefit | Physician's Office | | Independent Lab | | Emergency Room/ Urgent Care Facility | | Outpatient Facility | |
|-----------------------------------|--------------------|--------------------|-----------------|--------------------|--|--|---------------------|--------------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Laboratory | Plan pays 100% | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ | Covered same as plan's Emergency Room/Urgent Care Services | Covered same as plan's Emergency Room/Urgent Care Services | Plan pays 100% ^ | Plan pays 80% ^ |
| Radiology | Plan pays 100% | Plan pays 80% ^ | Not Applicable | Not Applicable | Covered same as plan's Emergency Room/Urgent Care Services | Covered same as plan's Emergency Room/Urgent Care Services | Plan pays 100% | Plan pays 80% ^ |
| Advanced Radiology Imaging | Plan pays 100% | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ | Plan pays 100% | | Plan pays 100% | Plan pays 80% ^ |

| Benefit | Emergency Room / Urgent Care Facility | | Outpatient Professional Services | | *Ambulance | |
|--|--|----------------|----------------------------------|----------------|---------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Emergency Care | \$50 per visit (copay waived if admitted) then your plan pays 100% | | Plan pays 100% | | Plan pays 100% ^ | |
| Urgent Care | \$25 per visit , your plan pays 100% | | Plan pays 100% | | Not Applicable* | |
| *Ambulance services used as non-emergency transportation (e.g., transportation from hospital back home) generally are not covered. | | | | | | |
| Urgent Care | \$25 per visit (copay waived if admitted) | | Plan pays 100% | | Plan pays 100% | |
| Benefit | Inpatient Hospital and Other Health Care Facilities | | | | Outpatient Services | |
| | In-Network | | Out-of-Network | | In-Network | Out-of-Network |
| Hospice | Plan pays 100% | | Plan pays 80% ^ | | Plan pays 100% | Plan pays 80% ^ |
| Bereavement Counseling | Plan pays 100% | | Plan pays 80% ^ | | Plan pays 100% | Plan pays 80% ^ |

Note: Services provided as part of Hospice Care Program

Note: Services where plan deductible applies are noted with a caret (^)

| Benefit | Initial Visit to Confirm Pregnancy | | Global Maternity Fee (All Subsequent Prenatal Visits, Postnatal Visits and Physician's Delivery Charges) | | Office Visits in Addition to Global Maternity Fee (Performed by OB/GYN or Specialist) | | Delivery - Facility (Inpatient Hospital, Birthing Center) | |
|------------------|------------------------------------|-----------------|--|-----------------|---|-----------------|---|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Maternity | \$20 PCP or \$20 Specialist copay | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ | \$20 PCP or \$20 Specialist copay | Plan pays 80% ^ | \$200 per admission copay, then your plan pays 100% | Plan pays 80% ^ |

Note: Services where plan deductible applies are noted with a caret (^)

| Benefit | Physician's Office | | Inpatient Facility | | Outpatient Facility | | Inpatient Professional Services | | Outpatient Professional Services | |
|---|--|--|---|-----------------|--|-----------------|---------------------------------|-----------------|----------------------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Abortion (Elective and non-elective procedures) | Covered same as plan's Physician's Office Services | Covered same as plan's Physician's Office Services | \$200 per admit copay and plan deductible, then your plan pays 100% | Plan pays 80% ^ | \$100 per facility visit copay after plan deductible, then your plan pays 100% | Plan pays 80% ^ | Plan pays 100% ^ | Plan pays 80% ^ | Plan pays 100% ^ | Plan pays 80% ^ |

| Benefit | Physician's Office | | Inpatient Facility | | Outpatient Facility | | Inpatient Professional Services | | Outpatient Professional Services | |
|--|--|--|---|-----------------|--|-----------------|---------------------------------|-----------------|----------------------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Family Planning - Men's Services | Covered same as plan's Physician's Office Services | Covered same as plan's Physician's Office Services | \$200 per admit copay and plan deductible, then your plan pays 100% | Plan pays 80% ^ | \$100 per facility visit copay after plan deductible, then your plan pays 100% | Plan pays 80% ^ | Plan pays 100% ^ | Plan pays 80% ^ | Plan pays 100% ^ | Plan pays 80% ^ |
| Includes surgical services, such as vasectomy | | | | | | | | | | |
| Family Planning - Women's Services | Plan pays 100% | Covered same as plan's Physician's Office Services | Plan pays 100% | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ |
| Includes surgical services, such as tubal ligation Contraceptive devices as ordered or prescribed by a physician. | | | | | | | | | | |
| Infertility | Covered same as plan's Physician's Office Services | Covered same as plan's Physician's Office Services | \$200 per admit copay and plan deductible, then your plan pays 100% | Plan pays 80% ^ | \$100 per facility visit copay after plan deductible, then your plan pays 100% | Plan pays 80% ^ | Plan pays 100% ^ | Plan pays 80% ^ | Plan pays 100% ^ | Plan pays 80% ^ |
| Infertility covered services: lab and radiology test, counseling, surgical treatment, includes artificial insemination, in-vitro fertilization, GIFT, ZIFT, etc. Unlimited lifetime maximum | | | | | | | | | | |
| TMJ, Surgical and Non-Surgical | Covered same as plan's Physician's Office Services | Covered same as plan's Physician's Office Services | \$200 per admit copay and plan deductible, then your plan pays 100% | Plan pays 80% ^ | \$100 per facility visit copay after plan deductible, then your plan pays 100% | Plan pays 80% ^ | Plan pays 100% ^ | Plan pays 80% ^ | Plan pays 100% ^ | Plan pays 80% ^ |
| Services provided on a case-by-case basis. Always excludes appliances & orthodontic treatment. Subject to medical necessity. Unlimited maximum per lifetime | | | | | | | | | | |

| Benefit | Physician's Office | | Inpatient Facility | | Outpatient Facility | | Inpatient Professional Services | | Outpatient Professional Services | |
|--------------------------|-----------------------------------|-----------------|--|-----------------|---|-----------------|---------------------------------|-----------------|----------------------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Bariatric Surgery | \$20 PCP or \$20 Specialist copay | Plan pays 80% ^ | \$200 per admission copay, then plan pays 100% | Plan pays 80% ^ | \$100 per facility visit copay, then plan pays 100% | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ |

Surgeon Charges Lifetime Maximum: Unlimited

Treatment of clinically severe obesity, as defined by the body mass index (BMI) is covered.

The following are excluded:

- medical and surgical services to alter appearances or physical changes that are the result of any surgery performed for the management of obesity or clinically severe (morbid) obesity.

Note: Services where plan deductible applies are noted with a caret (^)

| Benefit | Inpatient Hospital Facility | | | Inpatient Professional Services | | |
|--------------------------|--------------------------------|---|-----------------|---------------------------------|------------------------------------|-----------------|
| | Lifesource Facility In-Network | Non-Lifesource Facility In-Network | Out-of-Network | Lifesource Facility In-Network | Non-Lifesource Facility In-Network | Out-of-Network |
| Organ Transplants | \$200 per admission copay | \$200 per admit copay and plan deductible, then your plan pays 100% | Plan pays 80% ^ | Plan pays 100% | Plan pays 100% | Plan pays 80% ^ |

- Travel Maximum - Lifesource Facility: In-Network: \$15,000 maximum per Transplant

Travel Lifetime Maximum - LifeSOURCE Facility: In-Network and Out-of-Network: \$15,000 maximum per Transplant

Note: Services where plan deductible applies are noted with a caret (^)

| Benefit | Inpatient | | Outpatient - Physician's Office | | Outpatient - All Other Services | |
|-------------------------------|--|-----------------|---------------------------------|-----------------|---------------------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Mental Health | \$200 per admission copay, then plan pays 100% | Plan pays 80% ^ | \$20 copay | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ |
| Substance Use Disorder | \$200 | Plan pays 80% ^ | \$20 copay | Plan pays 80% ^ | Plan pays 100% | Plan pays 80% ^ |

Note: Services where plan deductible applies are noted with a caret (^)

Notes: Detox is covered under medical

- Unlimited maximum per Calendar Year
- Services are paid at 100% after you reach your out-of-pocket maximum
- Inpatient includes Residential Treatment
- Outpatient includes Individual, Intensive Outpatient, Behavioral Telehealth Consultation, and Group Therapy; also Partial Hospitalization

Mental Health and Substance Use Disorder Services

Mental Health/Substance Use Disorder Utilization Review, Case Management and Programs

Cigna Total Behavioral Health - Inpatient and Outpatient Management

- ▢ Inpatient utilization review and case management
- ▢ Outpatient utilization review and case management
- ▢ Partial Hospitalization
- ▢ Intensive outpatient programs
- ▢ Changing Lives by Integrating Mind and Body Program
- ▢ Lifestyle Management Programs: Stress Management, Tobacco Cessation and Weight Management.
- ▢ Narcotic Therapy Management
- ▢ Complex Psychiatric Case Management

Additional Information

Lasik Surgery/Radial Keratotomy and Vision Therapy (Orthoptic Training) is covered.

Note: Coverage for Lasik Surgy/Radial Keratotomy is limited to employees only.

Case Management

Coordinated by Cigna HealthCare. This is a service designated to provide assistance to a patient who is at risk of developing medical complexities or for whom a health incident has precipitated a need for rehabilitation or additional health care support. The program strives to attain a balance between quality and cost effective care while maximizing the patient's quality of life.

Comprehensive Oncology Program

- | | |
|--|----------|
| <ul style="list-style-type: none">▢ Care Management outreach▢ Case Management | Included |
|--|----------|

Maximum Reimbursable Charge

Out-of-Network services are subject to a Calendar Year deductible and maximum reimbursable charge limitations. Payments made to health care professionals not participating in Cigna's network are determined based on the lesser of: the health care professional's normal charge for a similar service or supply, or a percentage (250%) of a fee schedule developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule is not used, and the maximum reimbursable charge for covered services is determined based on the lesser of: the health care professional's normal charge for a similar service or supply, or the amount charged for that service by 80% of the health care professionals in the geographic area where it is received. The health care professional may bill the customer the difference between the health care professional's normal charge and the Maximum Reimbursable Charge as determined by the benefit plan, in addition to applicable deductibles, co-payments and coinsurance.

Additional Information

Medicare Coordination

Cigna will pay as the Secondary Plan to Medicare Part A and B **regardless if the person is actually enrolled in Medicare Part A and/or Part B as permitted by the Social Security Act of 1965** as follows:

- (a) a former Employee such as a retiree, a former Disabled Employee, a former Employee's Dependent, who is also eligible for Medicare and whose insurance is continued for any reason as provided in this plan (including COBRA continuation);
- (b) an Employee, a former Employee, an Employee's Dependent, or former Employee's Dependent, who is eligible for Medicare due to End Stage Renal Disease after that person has been eligible for Medicare for 30 months.

Cigna will pay as the Secondary Plan to Medicare Part A and B **regardless if the person seeks care at a Medicare Provider or not for Medicare covered services.**

Multiple Surgical Reduction

Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.

Pre-Certification - Continued Stay Review - PHS Inpatient - required for all inpatient admissions

In Network: Coordinated by your physician

Out-of-Network: Customer is responsible for contacting Cigna Healthcare. Subject to penalty/reduction or denial for non-compliance.

- ☐ The lessor of 50% or \$500 penalty applied to hospital inpatient charges for failure to contact Cigna Healthcare to precertify admission.
- ☐ Benefits are denied for any admission reviewed by Cigna Healthcare and not certified.
- ☐ Benefits are denied for any additional days not certified by Cigna Healthcare.

Pre-Existing Condition Limitation (PCL) does not apply.

Your Health First - 200

Individuals with one or more of the chronic conditions, identified on the right, may be eligible to receive the following type of support:

- ☐ Condition Management
- ☐ Medication adherence
- ☐ Risk factor management
- ☐ Lifestyle issues
- ☐ Health & Wellness issues
- ☐ Pre/post-admission
- ☐ Treatment decision support
- ☐ Gaps in care

Holistic health support for the following chronic health conditions:

- ☐ Heart Disease
- ☐ Coronary Artery Disease
- ☐ Angina
- ☐ Congestive Heart Failure
- ☐ Acute Myocardial Infarction
- ☐ Peripheral Arterial Disease
- ☐ Asthma
- ☐ Chronic Obstructive Pulmonary Disease (Emphysema and Chronic Bronchitis)
- ☐ Diabetes Type 1
- ☐ Diabetes Type 2
- ☐ Metabolic Syndrome/Weight Complications
- ☐ Osteoarthritis
- ☐ Low Back Pain
- ☐ Anxiety
- ☐ Bipolar Disorder
- ☐ Depression

Definitions

Coinsurance - After you've reached your OON deductible, you and your plan share some of your medical costs. The portion of covered expenses you are responsible for is called Coinsurance.

Copay - A flat fee you pay for certain covered services such as doctor's visits or prescriptions.

Deductible - A flat dollar amount you must pay out of your own pocket before your plan begins to pay for covered services.

Out-of-Pocket Maximum - Specific limits for the total amount you will pay out of your own pocket before your plan coinsurance percentage no longer applies. Once you meet these maximums, your plan then pays 100 percent of the "Maximum Reimbursable Charges" or negotiated fees for covered services.

Transition of Care - Provides in-network health coverage to new customers when the customer's doctor is not part of the Cigna network and there are approved clinical reasons why the customer should continue to see the same doctor.

Exclusions

What's Not Covered (not all-inclusive):

Your plan provides for most medically necessary services. The complete list of exclusions is provided in your Certificate or Summary Plan Description. To the extent there may be differences, the terms of the Certificate or Summary Plan Description control. Examples of things your plan does not cover, unless required by law or covered under the pharmacy benefit, include (but aren't limited to):

- Care for health conditions that are required by state or local law to be treated in a public facility.
- Care required by state or federal law to be supplied by a public school system or school district.
- Care for military service disabilities treatable through governmental services if you are legally entitled to such treatment and facilities are reasonably available.
- Treatment of an Injury or Sickness which is due to war, declared, or undeclared.
- Charges which you are not obligated to pay or for which you are not billed or for which you would not have been billed except that they were covered under this plan. For example, if Cigna determines that a provider is or has waived, reduced, or forgiven any portion of its charges and/or any portion of copayment, deductible, and/or coinsurance amount(s) you are required to pay for a Covered Service (as shown on the Schedule) without Cigna's express consent, then Cigna in its sole discretion shall have the right to deny the payment of benefits in connection with the Covered Service, or reduce the benefits in proportion to the amount of the copayment, deductible, and/or coinsurance amounts waived, forgiven or reduced, regardless of whether the provider represents that you remain responsible for any amounts that your plan does not cover. In the exercise of that discretion, Cigna shall have the right to require you to provide proof sufficient to Cigna that you have made your required cost share payment(s) prior to the payment of any benefits by Cigna. This exclusion includes, but is not limited to, charges of a Non-Participating Provider who has agreed to charge you or charged you at an in-network benefits level or some other benefits level not otherwise applicable to the services received.
- Charges arising out of or related to any violation of a healthcare-related state or federal law or which themselves are a violation of a healthcare-related state or federal law.
- Assistance in the activities of daily living, including but not limited to eating, bathing, dressing or other Custodial Services or self-care activities, homemaker services and services primarily for rest, domiciliary or convalescent care.
- For or in connection with experimental, investigational or unproven services.
- Experimental, investigational and unproven services are medical, surgical, diagnostic, psychiatric, substance use disorder or other health care technologies, supplies, treatments, procedures, drug therapies or devices that are determined by the utilization review Physician to be:
 - Not demonstrated, through existing peer-reviewed, evidence-based, scientific literature to be safe and effective for treating or diagnosing the condition or sickness for which its use is proposed;
 - Not approved by the U.S. Food and Drug Administration (FDA) or other appropriate regulatory agency to be lawfully marketed for the proposed use;
 - The subject of review or approval by an Institutional Review Board for the proposed use except as provided in the "Clinical Trials" section of this plan; or
 - The subject of an ongoing phase I, II or III clinical trial, except for routine patient care costs related to qualified clinical trials as provided in the

Exclusions

"Clinical Trials" section(s) of this plan.

- Cosmetic surgery and therapies. Cosmetic surgery or therapy is defined as surgery or therapy performed to improve or alter appearance.
- The following services are excluded from coverage regardless of clinical indications: Acupressure; Dance therapy, Movement therapy; Applied kinesiology; Rolfing; Prolotherapy; and Extracorporeal shock wave lithotripsy (ESWL) for musculoskeletal and orthopedic conditions.
- Dental treatment of the teeth, gums or structures directly supporting the teeth, including dental X-rays, examinations, repairs, orthodontics, casts, splints and services for dental malocclusion, for any condition. Charges made for services or supplies provided for or in connection with an accidental injury to sound natural teeth are covered provided a continuous course of dental treatment is started within six months of an accident. Sound natural teeth are defined as natural teeth that are free of active clinical decay, have at least 50% bony support and are functional in the arch, Unless otherwise specified in the summary.
- Unless otherwise covered in this plan, for reports, evaluations, physical examinations, or hospitalization not required for health reasons including, but not limited to, employment, insurance or government licenses, and court-ordered, forensic or custodial evaluations.
- Court-ordered treatment or hospitalization, unless such treatment is prescribed by a Physician and listed as covered in this plan.
- Medical and Hospital care and costs for the infant child of a Dependent, unless this infant child is otherwise eligible under this plan.
- Nonmedical counseling or ancillary services, including but not limited to Custodial Services, education, training, vocational rehabilitation, behavioral training, neurofeedback, hypnosis, sleep therapy, employment counseling, back school, return to work services, work hardening programs, driving safety, and services, training, educational therapy or other nonmedical ancillary services for learning disabilities, developmental delays or mental retardation.
- Therapy or treatment intended primarily to improve or maintain general physical condition or for the purpose of enhancing job, school, athletic or recreational performance, including but not limited to routine, long term, or maintenance care which is provided after the resolution of the acute medical problem and when significant therapeutic improvement is not expected.
- Consumable medical supplies other than ostomy supplies and urinary catheters. Excluded supplies include, but are not limited to bandages and other disposable medical supplies, skin preparations, except as specified in the "Home Health Services" or "Breast Reconstruction and Breast Prostheses" sections of this plan.
- Private Hospital rooms/private duty nursing, unless otherwise specified in the summary.
- Personal or comfort items such as personal care kits provided on admission to a Hospital, television, telephone, newborn infant photographs, complimentary meals, birth announcements, and other articles which are not for the specific treatment of an Injury or Sickness.
- Artificial aids including, but not limited to, garter belts, corsets and dentures.
- Aids or devices that assist with nonverbal communications, including but not limited to communication boards, prerecorded speech devices, laptop computers, desktop computers, Personal Digital Assistants (PDAs), Braille typewriters, visual alert systems for the deaf and memory books.
- Eyeglass lenses and frames and contact lenses (except for the first pair of contact lenses for treatment of keratoconus, post cataract surgery and for an accidental injury to eyes).
- All non-injectable prescription drugs, injectable prescription drugs that do not require Physician supervision and are typically considered self-administered drugs, nonprescription drugs, and investigational and experimental drugs, except as provided in this plan.
- Routine foot care, including the paring and removing of corns and calluses or trimming of nails. However, services associated with foot care for diabetes and peripheral vascular disease are covered when Medically Necessary.
- Membership costs or fees associated with health clubs, weight loss programs not facilitated by a physician and smoking cessation programs.
- Genetic screening or pre-implantations genetic screening. General population-based genetic screening is a testing method performed in the absence of any symptoms or any significant, proven risk factors for genetically linked inheritable disease.
- Dental implants for any condition.
- Blood administration for the purpose of general improvement in physical condition.
- Cosmetics, dietary supplements and health and beauty aids.
- All nutritional supplements and formula except for infant formula needed for the treatment of inborn errors of metabolism.

Exclusions

- For or in connection with an Injury or Sickness arising out of, or in the course of, any employment for wage or profit.
- Charges for the delivery of medical and health-related services via telecommunications technologies, including telephone and internet, unless provided as specifically described under the benefit section.

These are only the highlights

This summary outlines the highlights of your plan. For a complete list of both covered and not covered services, including benefits required by your state, see your employer's insurance certificate or summary plan description -- the official plan documents. If there are any differences between this summary and the plan documents, the information in the plan documents takes precedence. This summary provides additional information not provided in the Summary of Benefits and Coverage document required by the Federal Government.

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EHB State: CT



Your Personal Prescription Benefit Program

Active Hartford Police Plan Option 15

Welcome to your new prescription benefit administered by CVS/caremark. Your prescription benefit is designed to bring you quality pharmacy care that will help you save money.

The information below is a brief summary of your prescription benefits as well as some frequently asked questions about the CVS/caremark prescription benefit program. CVS/caremark and City of Hartford are confident you will find value with your new prescription benefit program.

| | CVS/caremark Retail Pharmacy Network For short-term medications (Up to a 30-day supply) | CVS Caremark Mail Service Pharmacy For long-term medications (Up to a 90-day supply) |
|---|---|---|
| Where | The CVS/caremark Retail Network includes more than 68,000 participating pharmacies nationwide, including independent pharmacies, chain pharmacies, and 7,700 CVS/pharmacy locations. To locate a CVS/caremark participating retail network pharmacy in your area, simply click on "Find a Pharmacy" at www.caremark.com or call a Customer Care representative toll-free at 1-877-461-0101. | Simply mail your original prescription and the mail service order form to CVS/caremark. Your medications will be sent directly to your home, office or a location of your choice. |
| Generic Medications Ask your doctor or other prescriber if there is a generic available, as these generally cost less. | \$5 for a generic prescription | \$0 for a generic prescription |
| Preferred Brand-Name Medications If a generic is not available or appropriate, ask your doctor or healthcare provider to prescribe from your plan's preferred drug list. | \$15 for a preferred brand-name prescription | \$15 for a preferred brand-name prescription |
| Non-Preferred Brand-Name Medications You will pay the most for medications not on your plan's preferred drug list. | \$25 for a non-preferred brand-name prescription | \$25 for a non-preferred brand-name prescription |
| Refill Limit | None | None |
| Maximum Out-of-Pocket | \$3,300 individual / \$6,600 family | |
| Web Services | Register at www.caremark.com to access tools that can help you save money and manage your prescription benefit. To register, have your Prescription Card ready. | |
| Customer Care | Visit www.caremark.com or call toll-free at 1-877-461-0101. | |
| Please Note: When a generic is available, but the pharmacy dispenses the brand-name medication for any reason other than doctor or other prescriber indicates "dispense as written," you will pay the difference between the brand-name medication and the generic plus the brand copayment. | | |

Copayment, copay or coinsurance means the amount a plan participant is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.

Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.

NUBAAG



Frequently Asked Questions

ABOUT THE CVS/CAREMARK RETAIL NETWORK

Can I receive additional Prescription Cards?

Yes, for additional Prescription Cards, please call a Customer Care representative toll-free at 1-877-461-0101.

May I fill my medication at a non-participating pharmacy?

There are more than 68,000 participating pharmacies in the CVS/caremark retail network. When you choose to go to a non-participating pharmacy, you will pay the full prescription price. If you use a non-participating pharmacy, you should submit a paper claim form along with the original prescription receipt(s) to CVS/caremark for reimbursement of covered expenses. You can download and print a claim form when you log in to www.caremark.com.

How do I change my prescription from a non-participating retail pharmacy to a CVS/caremark participating retail pharmacy?

Go to a CVS/caremark participating retail pharmacy and tell the pharmacist where your prescription is currently on file. The pharmacist will contact the pharmacy and make the transfer for you. To find a CVS/caremark participating retail pharmacy, click on "Find a Pharmacy" at www.caremark.com.

When should I use a retail pharmacy instead of the CVS Caremark Mail Service Pharmacy?

You should use the retail pharmacy for your immediate and short-term medication needs. Use mail service for your long-term maintenance medication needs.

ABOUT THE CVS CAREMARK MAIL SERVICE PHARMACY

Why should I use the CVS Caremark Mail Service Pharmacy for my prescriptions?

The CVS Caremark Mail Service Pharmacy is a convenient and cost-effective way for you to order up to a 90-day supply of maintenance or long-term medication. You can have your long-term medication delivered to your home, office or a location of your choice with free standard shipping. By using mail service, you minimize trips to the pharmacy while saving money on your prescriptions.

How long does it take for my prescriptions to arrive by mail?

Please allow 7-10 days for delivery from the time the order is placed.

How do I check the status of my order?

You can check your refill order status at www.caremark.com or by calling toll-free at 1-877-461-0101.

How should I ask my doctor or other prescriber to write my prescription in order to receive the maximum benefit from the CVS Caremark Mail Service Pharmacy?

Remind your doctor or other prescriber to write a "90-day supply plus refills," when clinically appropriate, for maintenance medications that are purchased through the CVS Caremark Mail Service Pharmacy. CVS/caremark must fill your prescription for the exact quantity of medication that your doctor or healthcare provider prescribes, up to your plan design limit. When you need to take your maintenance medication right away, ask your doctor or other prescriber for two prescriptions:

- The **first** for up to a 30-day supply
- The **second** for up to a 90-day supply, with refills when clinically appropriate

Have the short-term supply filled immediately at a CVS/caremark participating retail pharmacy and send the 90-day supply prescription to the CVS Caremark Mail Service Pharmacy.

ABOUT THE CVS/CAREMARK DRUG LIST

What is a drug list?

It is a list of preferred prescription medications that have been chosen because of their clinical effectiveness and safety. This list is typically updated every three months. The drug list promotes the use of preferred brand-name medications and generic medications whenever possible. Generic medications are therapeutically equivalent to brand-name medications and must be approved by the U.S. Food and Drug Administration (FDA) for safety and effectiveness. Generally, generic medications cost less than brand-name medications. You can get a drug list by either visiting www.caremark.com or by calling Customer Care toll-free at 1-877-461-0101.

How do I change to a generic or preferred drug?

To save money, have your doctor or other prescriber choose a generic or preferred brand-name medication from the CVS/caremark Drug List, if appropriate. You may want to take the list with you when you visit your doctor or other prescriber.

{Client/Carrier Number}-{Sum Template}_{Plan Name/Number}_{Version Number}-{Date Created}

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CVS/caremark

APPENDIX C-1 HDHP PLAN

SUMMARY OF



**Cigna Health and Life Insurance
Co. For - City of Hartford
Choice Fund Open Access Plus HSA Plan**

Selection of a Primary Care Provider - your plan may require or allow the designation of a primary care provider. You have the right to designate any primary care provider who participates in the network and who is available to accept you or your family members. If your plan requires designation of a primary care provider, Cigna may designate one for you until you make this designation. For information on how to select a primary care provider, and for a list of the participating primary care providers, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card. For children, you may designate a pediatrician as the primary care provider.

Direct Access to Obstetricians and Gynecologists - You do not need prior authorization from the plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in our network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card.

Your coverage includes a health savings account that you can use to pay for eligible out-of-pocket expenses.

Employer Contribution

Employee - \$1,000
Family - \$2,000

| Plan Highlights | In-Network | Out-of-Network |
|--|--|--|
| Lifetime Maximum | Unlimited | Unlimited |
| Coinsurance | Your plan pays 90% | Your plan pays 70% |
| Maximum Reimbursable Charge | Not Applicable | 250% |
| Contract Year Deductible | Individual: \$2,000 Family: \$4,000 | Individual: \$4,000 Family: \$8,000 |
| <ul style="list-style-type: none"> • The amount you pay for all covered expenses counts toward both your in-network and out-of-network deductibles. • Plan deductible always applies before any copay or coinsurance. • All eligible family members contribute towards the family plan deductible. Once the family deductible has been met, the plan will pay each eligible family member's covered expenses based on the coinsurance level specified by the plan. • This plan includes a combined Medical/Pharmacy deductible. <p>Note: Services where plan deductible applies are noted with a caret (^).</p> | | |

7/1/2018

ASO

Choice Fund Health Savings Account (HSA) Open Access Plus - Proclaim BE - Police HSA Plan - 7286458. Version# 11

KitTrak: CSM17009

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| Plan | In-Network | Out-of-Network |
|---|---|--|
| Contract Year Out-of-Pocket Maximum | Individual: \$3,000 Individual – In a Family: \$3,000 Family: \$6,000 | Individual: \$7,350 Individual – In a Family: \$7,350 Family: \$14,700 |
| <ul style="list-style-type: none"> The amount you pay for all covered expenses counts toward both your in-network and out-of-network out-of-pocket maximums. Plan deductible contributes towards your out-of-pocket maximum. All copays and benefit deductibles contribute towards your out-of-pocket maximum. Mental Health and Substance Use Disorder covered expenses contribute towards your out-of-pocket maximum. After each eligible family member meets his or her individual out-of-pocket maximum, the plan will pay 100% of their covered expenses. Or, after the family out-of-pocket maximum has been met, the plan will pay 100% of each eligible family member's covered expenses. This plan includes a combined Medical/Pharmacy out-of-pocket maximum. | | |
| Benefit | In-Network | Out-of-Network |
| Physician Services | | |
| Physician Office Visit – Primary Care Physician (PCP)/Specialist | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| <ul style="list-style-type: none"> All services including Lab & X-ray | | |
| NOTE: Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist) | | |
| Surgery Performed in Physician's Office - PCP | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Surgery Performed in Physician's Office – Specialist | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Allergy Treatment/Injections Performed in Physician's Office PCP | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Allergy Treatment/Injections Performed in Specialist Office | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Allergy Serum - PCP | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Allergy Serum - Specialist | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| <ul style="list-style-type: none"> Dispensed by the physician in the office | | |
| Cigna Telehealth Connection Services | After the plan deductible is met, your plan pays 90% | Not Covered |
| <ul style="list-style-type: none"> Includes charges for the delivery of medical and health-related consultations via secure telecommunications technologies, telephones and internet only when delivered by contracted medical telehealth providers (see details on myCigna.com) | | |

| Benefit | In-Network | Out-of- |
|---|--|---|
| Preventive Care | | |
| Preventive Care <ul style="list-style-type: none"> Includes coverage of additional services, such as urinalysis, EKG, and other laboratory tests, supplementing the standard Preventive Care benefit when billed as part of office visit. | Plan pays 100% | PCP: After the plan deductible is met, your plan pays 70% Specialist: After the plan deductible is met, your plan pays 70% |
| Immunizations (includes travel immunizations) | Plan pays 100% | PCP: After the plan deductible is met, your plan pays 70% Specialist: After the plan deductible is met, your plan pays 70% |
| Mammogram, PAP, and PSA Tests <ul style="list-style-type: none"> Coverage includes the associated Preventive Outpatient Professional Services. Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on place of service. | Plan pays 100% | Plan pays based on place of service. |
| Inpatient | | |
| Inpatient Hospital Facility | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Semi-Private Room: In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate Private Room: In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate Special Care Units (Intensive Care Unit (ICU), Critical Care Unit (CCU)): In-Network: Limited to the negotiated rate / Out-of-Network: Limited to ICU/CCU daily room rate | | |
| Inpatient Hospital Physician's Visit/Consultation | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Inpatient Professional Services <ul style="list-style-type: none"> For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Outpatient | | |
| Outpatient Facility Services | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Outpatient Professional Services <ul style="list-style-type: none"> For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |

| Benefit | In-Network | Out-of- |
|---|--|--|
| Short-Term Rehabilitation - Specialist Contract Year Maximums: <ul style="list-style-type: none"> Pulmonary Rehabilitation & Cognitive Therapy -Unlimited Physical Therapy, Speech Therapy, Occupational Therapy and Chiropractic Care – 100 days combined on a contract year Limits are not applicable to mental health conditions for Physical, Speech and Occupational Therapies. | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum. | | |
| Cardiac Rehabilitation - PCP | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Chiropractic Care <ul style="list-style-type: none"> Physical Therapy, Speech Therapy, Occupational Therapy and Chiropractic Care – 100 days combined on a contract year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum. | | |
| Cardiac Rehabilitation - Specialist | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Contract Year Maximum: | | |
| <ul style="list-style-type: none"> Cardiac Rehabilitation – 36 days | | |
| Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum. | | |
| Other Health Care Facilities/Services | | |
| Home Health Care (includes outpatient private duty nursing subject to medical necessity) <ul style="list-style-type: none"> Unlimited days maximum per Contract Year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Home Health Aide - 80 days per Contract Year | | |
| Outpatient Private Duty Nursing <ul style="list-style-type: none"> \$15,000 maximum per Contract Year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facility <ul style="list-style-type: none"> 120 days maximum per Contract Year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Durable Medical Equipment <ul style="list-style-type: none"> Unlimited maximum per Contract Year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Breast Feeding Equipment and Supplies <ul style="list-style-type: none"> Limited to the rental of one breast pump per birth as ordered or prescribed by a physician Includes related supplies | Your plan pays 100% | After the plan deductible is met, your plan pays 70% |

| Benefit | In-Network | Out-of- |
|--|--|--|
| External Prosthetic Appliances (EPA) <ul style="list-style-type: none"> Unlimited maximum per Contract Year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Routine Hearing Exams <ul style="list-style-type: none"> One exam every Contract Year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Hearing Aid <ul style="list-style-type: none"> Unlimited coverage per Contract Year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Routine Vision Exams <ul style="list-style-type: none"> One exam and refraction every Contract Year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Wigs <ul style="list-style-type: none"> Covered for a Cancer diagnosis - 1 per contract year | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Medical Specialty Drugs | | |
| Inpatient <ul style="list-style-type: none"> This benefit applies to the cost of the Infusion Therapy drugs administered in an Inpatient Facility. This benefit does not cover the related Facility or Professional charges. | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Outpatient Facility Services <ul style="list-style-type: none"> This benefit applies to the cost of the Infusion Therapy drugs administered in an Outpatient Facility. This benefit does not cover the related Facility or Professional charges. | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Physician's Office <ul style="list-style-type: none"> This benefit applies to the cost of targeted Infusion Therapy drugs administered in the Physician's Office. This benefit does not cover the related Office Visit or Professional charges. | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |
| Home <ul style="list-style-type: none"> This benefit applies to the cost of targeted Infusion Therapy drugs administered in the patient's home. This benefit does not cover the related Professional charges. | After the plan deductible is met, your plan pays 90% | After the plan deductible is met, your plan pays 70% |

Place of Service - your plan pays based on where you receive services

Note: Services where plan deductible applies are noted with a caret (^).

| Benefit | Physician's Office | | Independent Lab | | Emergency Room/ Urgent Care Facility | | Outpatient Facility | |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------------|--------------------|---------------------|--------------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Laboratory | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 90% ^ | Plan pays 90% ^ | Plan pays 70% ^ |
| Radiology | Plan pays 90% ^ | Plan pays 70% ^ | Not Applicable | Not Applicable | Plan pays 90% ^ | Plan pays 90% ^ | Plan pays 90% ^ | Plan pays 70% ^ |
| Advanced Radiology Imaging | Plan pays 90% ^ | Plan pays 70% ^ | Not Applicable | Not Applicable | Plan pays 90% ^ | Plan pays 90% ^ | Plan pays 90% ^ | Plan pays 70% ^ |

Advanced Radiology Imaging (ARI) includes MRI, MRA, CAT Scan, PET Scan, etc.

Note: All lab and x-ray services, including ARI, provided at Inpatient Hospital are covered under Inpatient Hospital benefit

| Benefit | Emergency Room / Urgent Care Facility | | Outpatient Professional Services | | *Ambulance | |
|-----------------------|---------------------------------------|----------------|----------------------------------|----------------|-----------------|----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Emergency Care | Plan pays 90% ^ | | Plan pays 90% ^ | | Plan pays 90% ^ | |
| Urgent Care | Plan pays 90% ^ | | Plan pays 90% ^ | | Plan pays 90% ^ | |

*Ambulance services used as non-emergency transportation (e.g., transportation from hospital back home) generally are not covered.

| Benefit | Inpatient Hospital and Other Health Care Facilities | | Outpatient Services | |
|-------------------------------|---|-----------------|---------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Hospice | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |
| Bereavement Counseling | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |

Note: Services provided as part of Hospice Care Program

Note: Services where plan deductible applies are noted with a caret (^).

| Benefit | Initial Visit to Confirm Pregnancy | | Global Maternity Fee (All Subsequent Prenatal Visits, Postnatal Visits and Physician's Delivery Charges) | | Office Visits in Addition to Global Maternity Fee (Performed by OB/GYN or Specialist) | | Delivery - Facility (Inpatient Hospital, Birthing Cent | |
|------------------|------------------------------------|--------------------|--|--------------------|---|--------------------|--|--------------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Maternity | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |

Note: Services where plan deductible applies are noted with a caret (^).

| Benefit | Physician's Office | | Inpatient Facility | | Outpatient Facility | | Inpatient Professional Services | | Outpatient Professional Services | |
|--|--|--|--------------------|-----------------|---------------------|-----------------|---------------------------------|-----------------|----------------------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Family Planning - Men's Services | Covered same as plan's Physician's Office Services | Covered same as plan's Physician's Office Services | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |
| Includes surgical services, such as vasectomy. (includes reversals) | | | | | | | | | | |
| Family Planning - Women's Services | Plan pays 100% | Covered same as plan's Physician's Office Services | Plan pays 100% | Plan pays 70% ^ | Plan pays 100% | Plan pays 70% ^ | Plan pays 100% | Plan pays 70% ^ | Plan pays 100% | Plan pays 70% ^ |
| Includes surgical services, such as tubal ligation. (includes reversals) Contraceptive devices as ordered or prescribed by a physician. | | | | | | | | | | |
| Infertility | Covered same as plan's Physician's Office Services | Covered same as plan's Physician's Office Services | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |
| Infertility covered services: lab and radiology test, counseling, surgical treatment, includes artificial insemination, in-vitro fertilization, GIFT, ZIFT, etc. Unlimited lifetime maximum | | | | | | | | | | |
| TMJ, Surgical and Non-Surgical | Covered same as plan's Physician's Office Services | Covered same as plan's Physician's Office Services | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |
| Services provided on a case-by-case basis. Always excludes appliances & orthodontic treatment. Subject to medical necessity. Unlimited maximum per lifetime | | | | | | | | | | |

| Benefit | Physician's Office | | Inpatient Facility | | Outpatient Facility | | Inpatient Professional Services | | Outpatient Professional Services | |
|--------------------------|--------------------|-----------------|--------------------|-----------------|---------------------|-----------------|---------------------------------|-----------------|----------------------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of- | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of-Network |
| Bariatric Surgery | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |

Surgeon Charges Lifetime Maximum: Unlimited

Treatment of clinically severe obesity, as defined by the body mass index (BMI) is covered. The following are excluded:

- medical and surgical services to alter appearances or physical changes that are the result of any surgery performed for the management of obesity or clinically severe (morbid) obesity.

Note: Services where plan deductible applies are noted with a caret (^).

| Benefit | Inpatient Hospital Facility | | | Inpatient Professional Services | | |
|--------------------------|--|------------------------------------|-----------------|--|------------------------------------|-----------------|
| | Cigna LifeSOURCE Transplant Network [®] Facility In-Network | Non-Lifefource Facility In-Network | Out-of-Network | Cigna LifeSOURCE Transplant Network [®] Facility In-Network | Non-Lifefource Facility In-Network | Out-of-Network |
| Organ Transplants | Plan pays 100% | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 100% | Plan pays 90% ^ | Plan pays 70% ^ |

- Travel Maximum - \$15,000 maximum per Transplant

Note: Services where plan deductible applies are noted with a caret (^).

| Benefit | Inpatient | | Outpatient - Physician's Office | | Outpatient – All Other Services | |
|-------------------------------|-----------------|-----------------|---------------------------------|-----------------|---------------------------------|-----------------|
| | In-Network | Out-of-Network | In-Network | Out-of-Network | In-Network | Out-of- |
| Mental Health | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |
| Substance Use Disorder | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ | Plan pays 90% ^ | Plan pays 70% ^ |

Note: Services where plan deductible applies are noted with a caret (^).

Notes: Detox is covered under medical.

- Unlimited maximum per Contract Year
- Services are paid at 100% after you reach your out-of-pocket maximum.
- Inpatient includes Residential Treatment.
- Outpatient includes Individual, Intensive Outpatient, Behavioral Telehealth Consultation, and Group Therapy; also Partial Hospitalization.

Mental Health and Substance Use Disorder Services

Mental Health/Substance Use Disorder Utilization Review, Case Management and Programs

Cigna Total Behavioral Health - Inpatient and Outpatient Management

- Inpatient utilization review and case management
- Outpatient utilization review and case management
- Partial Hospitalization
- Intensive outpatient programs
- Changing Lives by Integrating Mind and Body Program
- Lifestyle Management Programs: Stress Management, Tobacco Cessation and Weight Management.

Pharmacy

Pharmacy benefits not provided by Cigna

Additional

Case Management

Coordinated by Cigna HealthCare. This is a service designated to provide assistance to a patient who is at risk of developing medical complexities or for whom a health incident has precipitated a need for rehabilitation or additional health care support. The program strives to attain a balance between quality and cost effective care while maximizing the patient's quality of life.

Comprehensive Oncology Program

Included

eVisits

Relay Health provides an online consultation service, or "eVisit," with doctors. The eVisit guides patients through an interactive interview that delivers to doctors the information they need to respond to non-urgent conditions. Individuals pay a predetermined copay or coinsurance based on their benefit plan design. After the eVisit is completed, a claim is automatically submitted to Cigna for reimbursement.

Health Advisor - A

Support for healthy and at-risk individuals to help them stay healthy

- Health Assessments
- Health and Wellness Coaching
- Gaps in Care Coaching
- Treatment Decision Support
- Educate and Refer

Included

Additional Information

Maximum Reimbursable Charge

Out-of-network services are subject to a Contract Year deductible and maximum reimbursable charge limitations. Payments made to health care professionals not participating in Cigna's network are determined based on the lesser of: the health care professional's normal charge for a similar service or supply, or a percentage (250%) of a fee schedule developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule is not used, and the maximum reimbursable charge for covered services is determined based on the lesser of: the health care professional's normal charge for a similar service or supply, or the amount charged for that service by 80% of the health care professionals in the geographic area where it is received. The health care professional may bill the customer the difference between the health care professional's normal charge and the Maximum Reimbursable Charge as determined by the benefit plan, in addition to applicable deductibles, co-payments and coinsurance.

Multiple Surgical Reduction

Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.

Pre-Certification - Continued Stay Review - PHS Inpatient - required for all inpatient

admissions In-Network: Coordinated by your physician

Out-of-Network: Customer is responsible for contacting Cigna Healthcare. Subject to penalty/reduction or denial for non-compliance.

- The lesser of 50% or \$500 penalty applied to hospital inpatient charges for failure to contact Cigna Healthcare to precertify admission.
- Benefits are denied for any admission reviewed by Cigna Healthcare and not certified.
- Benefits are denied for any additional days not certified by Cigna Healthcare.

Pre-Existing Condition Limitation (PCL) does not apply.

Your Health First - 200

Individuals with one or more of the chronic conditions, identified on the right, may be eligible to receive the following type of support:

- Condition Management
- Medication adherence
- Risk factor management
- Lifestyle issues
- Health & Wellness issues
- Pre/post-admission
- Treatment decision support
- Gaps in care

Holistic health support for the following chronic health conditions:

- Heart Disease
- Coronary Artery Disease
- Angina
- Congestive Heart Failure
- Acute Myocardial Infarction
- Peripheral Arterial Disease
- Asthma
- Chronic Obstructive Pulmonary Disease (Emphysema and Chronic Bronchitis)
- Diabetes Type 1
- Diabetes Type 2
- Metabolic Syndrome/Weight Complications
- Osteoarthritis
- Low Back Pain
- Anxiety
- Bipolar Disorder
- Depression

Definitions

Coinsurance - After you've reached your deductible, you and your plan share some of your medical costs. The portion of covered expenses you are responsible for is called Coinsurance.

Copay - A flat fee you pay for certain covered services such as doctor's visits or prescriptions.

Deductible - A flat dollar amount you must pay out of your own pocket before your plan begins to pay for covered services.

Out-of-Pocket Maximum - Specific limits for the total amount you will pay out of your own pocket before your plan coinsurance percentage no longer applies. Once you meet these maximums, your plan then pays 100 percent of the "Maximum Reimbursable Charges" or negotiated fees for covered services.

Place of service - Your plan pays based on where you receive services. For example, for hospital stays, your coverage is paid at the inpatient level.

Professional Services - Services performed by Surgeons, Assistant Surgeons, Hospital Based Physicians, Radiologists, Pathologists and Anesthesiologists

Transition of Care - Provides in-network health coverage to new customers when the customer's doctor is not part of the Cigna network and there are approved clinical reasons why the customer should continue to see the same doctor.

Exclusions

What's Not Covered (not all-inclusive):

Your plan provides for most medically necessary services. The complete list of exclusions is provided in your Certificate or Summary Plan Description. To the extent there may be differences, the terms of the Certificate or Summary Plan Description control. Examples of things your plan does not cover, unless required by law or covered under the pharmacy benefit, include (but aren't limited to):

- Care for health conditions that are required by state or local law to be treated in a public facility.
- Care required by state or federal law to be supplied by a public school system or school district.
- Care for military service disabilities treatable through governmental services if you are legally entitled to such treatment and facilities are reasonably available.
- Treatment of an Injury or Sickness which is due to war, declared, or undeclared.
- Charges arising out of or relating to any violation of a healthcare-related state or federal law or which themselves are a violation of a healthcare-related state or federal law.
- Assistance in the activities of daily living, including but not limited to eating, bathing, dressing or other Custodial Services or self-care activities, homemaker services and services primarily for rest, domiciliary or convalescent care.
- For or in connection with experimental, investigational or unproven services.
- Experimental, investigational and unproven services are medical, surgical, diagnostic, psychiatric, substance use disorder or other health care technologies, supplies, treatments, procedures, drug or Biologic therapies or devices that are determined by the utilization review Physician to be:
 - o Not demonstrated, through existing peer-reviewed, evidence-based, scientific literature to be safe and effective for treating or diagnosing the condition or sickness for which its use is proposed; Not approved by the U.S. Food and Drug Administration (FDA) or other appropriate regulatory agency to be lawfully marketed for the proposed use; the subject of review or approval by an Institutional Review Board for the proposed use except as provided in the "Clinical Trials" section of this plan; or the subject of an ongoing phase I, II or III clinical trial, except for routine patient care costs related to qualified clinical trials as provided in the "Clinical Trials" section(s) of this plan. Subject to review or approval by an Institutional Review Board for the proposed use except as provided in the "Clinical Trials" section of this plan.
- In determining whether drug or Biologic therapies are experimental, investigational and unproven, the utilization review Physician may review, without limitation, U.S. Food and Drug Administration-approved labeling, the standard medical reference compendia and peer-reviewed, evidence-based scientific literature.
- Cosmetic surgery and therapies. Defined as surgery or therapy performed to improve or alter appearance.
- The following services are excluded from coverage regardless of clinical indications: Acupressure; Dance therapy, Movement therapy; Applied kinesiology; Roling; Prolotherapy; and Extracorporeal shock wave lithotripsy (ESWL) for musculoskeletal and orthopedic conditions.
- Dental treatment of the teeth, gums or structures directly supporting the teeth, including dental X-rays, examinations, repairs, orthodontics, casts, splints and

Exclusions

services for dental malocclusion, for any condition. Charges made for services or supplies provided for or in connection with an accidental injury to sound natural teeth are covered provided a continuous course of dental treatment is started within six months of an accident. Sound natural teeth are defined as natural teeth that are free of active clinical decay, have at least 50% bony support and are functional in the arch.

Unless otherwise covered in this plan, for reports, evaluations, physical examinations, or hospitalization not required for health reasons including, but not limited to, employment, insurance or government licenses, and court-ordered, forensic or custodial evaluations.

Court-ordered treatment or hospitalization, unless such treatment is prescribed by a Physician and listed as covered in this plan.

Medical and Hospital care and costs for the infant child of a Dependent, unless this infant child is otherwise eligible under this plan.

Non-medical counseling and/or ancillary services including, but not limited to, Custodial Services, educational services, vocational counseling, training and rehabilitation services, behavioral training, neurofeedback, hypnosis, sleep therapy, return to work services, work hardening programs and driver safety courses.

Therapy or treatment intended primarily to improve or maintain general physical condition or for the purpose of enhancing job, school, athletic or recreational performance, including but not limited to routine, long term, or maintenance care which is provided after the resolution of the acute medical problem and when significant therapeutic improvement is not expected.

Consumable medical supplies other than ostomy supplies and urinary catheters. Excluded supplies include, but are not limited to bandages and other disposable medical supplies, skin preparations, except as specified in the "Home Health Services" or "Breast Reconstruction and Breast Prostheses" sections of this plan.

Private Hospital rooms and/or private duty nursing unless otherwise specified in the summary.

Personal or comfort items such as personal care kits provided on admission to a Hospital, television, telephone, newborn infant photographs, complimentary meals, birth announcements, and other articles which are not for the specific treatment of an Injury or Sickness.

- Artificial aids including, but not limited to, corrective orthopedic shoes, arch supports, garter belts, corsets, and dentures.
- Aids or devices that assist with non-verbal communications, including but not limited to communication boards, prerecorded speech devices, laptop computers, desktop computers, Personal Digital Assistants (PDAs), Braille typewriters, visual alert systems for the deaf and memory books.
- Eyeglass lenses and frames and contact lenses (except for the first pair of contact lenses for treatment of keratoconus or post cataract surgery and for an accidental injury to eyes) including Lasik surgery.
- Treatment by acupuncture.
- Routine foot care, including the paring and removing of corns and calluses or trimming of nails. However, services associated with foot care for diabetes and peripheral vascular disease are covered when Medically Necessary.
- Genetic screening or pre-implantations genetic screening. General population-based genetic screening is a testing method performed in the absence of any symptoms or any significant, proven risk factors for genetically linked inheritable disease.
- Dental implants for any condition.
- Fees associated with the collection or donation of blood or blood products, except for autologous donation in anticipation of scheduled services where in the utilization review Physician's opinion the likelihood of excess blood loss is such that transfusion is an expected adjunct to surgery.
- Blood administration for the purpose of general improvement in physical condition.
- Cosmetics, dietary supplements and health and beauty aids.
- All nutritional supplements and formulae except for infant formula needed for the treatment of inborn errors of metabolism.
- For or in connection with an Injury or Sickness arising out of, or in the course of, any employment for wage or profit.
- Charges for the delivery of medical and health-related services via telecommunications technologies, including telephone and internet, unless provided as specifically described under the benefit section.
- Massage Therapy
- Charges which you are not obligated to pay or for which you are not billed or for which you would not have been billed except that they were covered under

Exclusions

this plan. For example, if Cigna determines that a provider is or has waived, reduced, or forgiven any portion of its charges and/or any portion of copayment, deductible, and/or coinsurance amount(s) you are required to pay for a Covered Service (as shown on the Schedule) without Cigna's express consent, then Cigna in its sole discretion shall have the right to deny the payment of benefits in connection with the Covered Service, or reduce the benefits in proportion to the amount of the copayment, deductible, and/or coinsurance amounts waived, forgiven or reduced, regardless of whether the provider represents that you remain responsible for any amounts that your plan does not cover. In the exercise of that discretion, Cigna shall have the right to require you to provide proof sufficient to Cigna that you have made your required cost share payment(s) prior to the payment of any benefits by Cigna. This exclusion includes, but is not limited to, charges of a Non-Participating Provider who has agreed to charge you or charged you at an in-network benefits level or some other benefits level not otherwise applicable to the services received.

- Membership costs or fees associated with health clubs, weight loss programs and smoking cessation programs.
- Orthotics, surgical stocking, compression socks, and support leotards.
- Vision Therapy/Orthoptic training.
- Over the Counter medications.
- Weight Control Drugs
- Oral Surgery to remove impacted teeth
- Periodontal and Osseous procedures
- Lasik Surgery and Radial Keratotomy
- For medical and surgical services intended primarily for the treatment or control of obesity. However, treatment of clinically severe obesity, as defined by the body mass index (BMI) classifications of the National Heart, Lung and Blood Institute guideline is covered if the services are demonstrated, through peer-reviewed medical literature and scientifically based guidelines, to be safe and effective for treatment of the condition.

These are only the highlights

This summary outlines the highlights of your plan. For a complete list of both covered and not covered services, including benefits required by your state, see your employer's insurance certificate or summary plan description -- the official plan documents. If there are any differences between this summary and the plan documents, the information in the plan documents takes precedence. This summary provides additional information not provided in the Summary of Benefits and Coverage document required by the Federal Government.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company, Connecticut General Life Insurance Company, Cigna Behavioral Health, Inc., Tel-Drug, Inc., Tel-Drug of Pennsylvania, L.L.C. and HMO or service company subsidiaries of Cigna Health Corporation. "Cigna Home Delivery Pharmacy" refers to Tel-Drug, Inc. and Tel-Drug of Pennsylvania, L.L.C. The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

EHB State: CT

Your Personal Prescription Benefit Program

Option 39 - Police/Non-Union/1716 HSA Plan

Welcome to your new prescription benefit administered by CVS Caremark. Your prescription benefit is designed to bring you quality pharmacy care that will help you save money.

The information below is a brief summary of your prescription benefits as well as some frequently asked questions about the CVS Caremark prescription benefit program. CVS Caremark and City of Hartford are confident you will find value with your new prescription benefit program.

| | | |
|---|---|---|
| | CVS Caremark Retail Pharmacy Network For short-term medications (Up to a 30-day supply) | Maintenance Medications For long-term medications (Up to a 90-day supply) (Mandatory Mail or State of CT Maintenance Drug Network* after first 30-day fill at retail) |
| Where | The CVS Caremark Retail Network includes more than 68,000 participating pharmacies nationwide, including independent pharmacies, chain pharmacies, and 9,600 CVS Pharmacy locations. To locate a CVS Caremark participating retail network pharmacy in your area, simply click on "Find a Pharmacy" at www.caremark.com or call a Customer Care representative toll-free at 1-877-461-0101. | You have the convenience of getting your long-term medications through CVS Caremark Mail Service Pharmacy or dispensed at one of our 9,600 CVS Pharmacy locations as well as a retail pharmacy that participates in the State of Connecticut Maintenance Drug Network. When you use CVS Caremark Mail Service Pharmacy, your medications can be sent directly to your home or office. |
| Generic Medications Ask your doctor or other prescriber if there is a generic available. | \$5 for a generic prescription | \$10 for a generic prescription |
| Preferred Brand-Name Medications If a generic is not available or appropriate, ask your doctor or healthcare provider to prescribe from your plan's | \$20 for a preferred brand-name prescription | \$40 for a preferred brand-name prescription |
| Non-Preferred Brand-Name Medications You will pay the most for medications not on your plan's preferred | \$40 for a non-preferred brand-name prescription | \$80 for a non-preferred brand-name prescription |
| Refill Limit | One | None |
| Annual Deductible | \$2,000 individual / \$4,000 family (combined with medical) | |
| Maximum Out-of-Pocket | \$3,000 individual / \$6,000 family (combined with medical) | |
| Web Services | Register at www.caremark.com to access tools that can help you save money and manage your prescription benefit. To register, have your Prescription Card ready. | |
| Customer Care | Visit www.caremark.com or call toll-free at 1-877-461-0101. | |
| Please Note: When a generic is available, but the pharmacy dispenses the brand-name medication for any reason, you will pay the difference between the brand-name medication and the generic plus the brand copayment. | | |

Copayment, copay or coinsurance means the amount a plan participant is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.

Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.

NUBAAG



Frequently Asked Questions

ABOUT THE CVS CAREMARK RETAIL NETWORK

Do I only have to use a CVS Pharmacy?

For maintenance medications (long-term), you are allowed one 30-day fill only at any participating retail pharmacy. After the first 30-day fill, you must fill your prescription through the CVS Caremark Mail Service Pharmacy, CVS Pharmacy or other pharmacies that participate in the State of Connecticut Maintenance Drug Network. A full list of pharmacies in the maintenance drug network can be found on the Comptroller's website at www.osc.ct.gov.

ABOUT MAIL SERVICE and the STATE OF CONNECTICUT MAINTENANCE DRUG NETWORK

Where can I fill maintenance prescriptions?

The choice is yours. You can order 90-day supplies of maintenance medications at:

Mail Service: Register for mail service by phone (FastStartH toll free at 1-800-875-0867 from 8am - 8:30pm Mon - Friday) or log on to [and sign in or register](#), if necessary. Have your Prescription Card number, the names of your medicines, your doctor's information and your payment information ready. We handle the rest.

CVS Pharmacy - Visit your local CVS Pharmacy. If you are currently using CVS Pharmacy to fill your maintenance medications, you can continue to do so. Your CVS pharmacist can dispense your 90-day supply of a maintenance medication for one copay.

State of Connecticut Maintenance Drug Network - Fill your maintenance medications at a participating State of Connecticut Maintenance Drug Network Pharmacy. If your pharmacy is participating in the State of Connecticut Maintenance Drug Network, you can use the pharmacy to dispense your 90-day supply of a maintenance medication.

How long does it take for my prescriptions to arrive by mail?

Please allow 7-10 days for delivery from the time the order is placed. You can check your refill status on-line or by calling toll-free at 1-877-461-0101. **Please note:** Mail order packaging accommodates all temperature sensitive drugs.

How should I ask my doctor or other prescriber to write my prescription in order to receive the maximum benefit for my maintenance medication?

Remind your doctor or other prescriber to write a "90-day supply plus refills," when clinically appropriate, for maintenance medications. CVS Caremark must fill your prescription for the exact quantity of medication that your doctor or healthcare provider prescribes, up to your plan design limit. When you need to take your maintenance medication right away, ask your doctor or other prescriber for two prescriptions:

- The **first** for up to a 30-day supply
- The **second** for up to a 90-day supply, with refills when clinically appropriate

Have the short-term supply filled immediately at any CVS Caremark participating retail pharmacy. Then you have the choice to fill your maintenance medication using Mail Service Pharmacy, CVS Pharmacy, or a pharmacy participating in the State of Connecticut Maintenance Drug Network.

ABOUT THE CVS CAREMARK DRUG LIST

What is a drug list?

It is a list of preferred prescription medications that have been chosen because of their clinical effectiveness and safety. This list is typically updated every three months. The drug list promotes the use of preferred brand-name medications and generic medications whenever possible. Generic medications are therapeutically equivalent to brand-name medications and must be approved by the U.S. Food and Drug Administration (FDA) for safety and effectiveness. Generally, generic medications cost less than brand-name medications. You can get a drug list by either visiting www.caremark.com or by calling Customer Care toll-free at 1-877-461-0101.

Where can I get a drug list brochure?

You can get a drug list brochure by visiting Caremark.com or by calling a Customer Care Representative toll-free at 1-877-461-0101. To save money, have your doctor or other prescriber choose a generic or preferred brand-name medication from the CVS Caremark Drug List, if appropriate. You may want to take the list with you when you visit your doctor or other prescriber.

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APPENDIX C-2 DENTAL BENEFITS

Cigna Dental Benefit Summary
City of Hartford – DPPO1 Full ABCD \$1600 Ortho Plan
Plan Renewal Date: 07/01/2017



Administered by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations.

| Cigna Dental PPO | | | | |
|--|---|----------------|---|----------------|
| Network Options | In-Network: Total Cigna DPPO Network | | Non-Network: See Non-Network Reimbursement | |
| Reimbursement Levels | Based on Contracted Fees | | Maximum Reimbursable Charge | |
| Calendar Year Benefits Maximum Applies to: Class I, II & III expenses | Unlimited Maximum <i>except</i> for Periodontal Care. Periodontal Care has a \$500 Calendar Year Maximum | | Unlimited Maximum <i>except</i> for Periodontal Care. Periodontal Care has a \$500 Calendar Year Maximum | |
| Annual Deductible | | | | |
| Individual | \$0 | | \$0 | |
| Family | \$0 | | \$0 | |
| Benefit Highlights | Plan Pays | You Pay | Plan Pays | You Pay |
| Class I: Diagnostic & Preventive | 100% | No Charge | 100% | No Charge |
| Oral Exams Cleanings X-rays: routine X-rays: non-routine Fluoride Application Sealants: per tooth Emergency Care to Relieve Pain | No Deductible | | No Deductible | |
| Class II: Basic Restorative | 100% | No Charge | 100% | No Charge |
| Restorative: fillings (Amalgam & Composite) Endodontics: minor and major Oral Surgery: minor Repairs: Bridges, Crowns and Inlays Repairs: Dentures Denture Relines, Rebases and Adjustments Stainless Steel/Resin Crowns | No Deductible | | No Deductible | |
| Class III: Major Restorative | 50% | 50% | 50% | 50% |
| Space Maintainers: non-orthodontic Oral Surgery: major Inlays and Onlays Prosthesis Over Implant Crowns, Bridges and Dentures | No Deductible | No Deductible | No Deductible | No Deductible |
| Class IV: Orthodontia | 60% | 40% | 60% | 40% |
| Coverage for Dependent Children to age 19 Lifetime Benefits Maximum: \$1,600 | No Deductible | No Deductible | No Deductible | No Deductible |
| Class VI: Periodontics | 50% | 50% | 50% | 50% |
| Periodontics: minor and major Calendar Year Benefits Maximum: \$500 | No Deductible | No Deductible | No Deductible | No Deductible |
| Benefit Plan Provisions: | | | | |
| In-Network Reimbursement | For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule. | | | |
| Non-Network Reimbursement | For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the 85th percentile of all provider charges in the geographic area. The dentist may balance bill up to their usual fees. | | | |
| Cross Accumulation | All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network. | | | |

| | |
|--|---|
| Calendar Year Benefits Maximum | The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply. |
| Annual Deductible | This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply. |
| Late Entrant Limitation Provision | No coverage until next open enrollment period. This provision does not apply to new hires. |
| Pretreatment Review | Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed. |
| Oral Health Integration Program | Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with the following medical conditions: diabetes, heart disease, stroke, maternity, head and neck cancer radiation, organ transplants and chronic kidney disease. There's no additional charge for the program, those who qualify get reimbursed 100% of coinsurance for certain related dental procedures. Eligible customers can also receive guidance on behavioral issues related to oral health and discounts on prescription and non-prescription dental products. Reimbursements under this program are not subject to the annual deductible, but will be applied to and are subject to the plan annual maximum. Discounts on certain prescription and non-prescription dental products are available through Cigna Home Delivery Pharmacy only, and you are required to pay the entire discounted charge. For more information including how to enroll in this program and a complete list of program terms and eligible medical conditions, go to www.mycigna.com or call customer service 24/7 at 1.800.CIGNA24. |
| Benefit Limitations: | |
| Oral Exams | 2 per calendar year |
| X-rays (routine) | Bitewings: 2 per calendar year |
| X-rays (non-routine) | Full mouth or panoramic, 1 every 36 months |
| Diagnostic Casts | Payable only in conjunction with orthodontic workup |
| Cleanings | 2 per calendar year, including periodontal maintenance procedures following active therapy |
| Fluoride Application | 2 per calendar year for children under age 19 |
| Sealants (per tooth) | Limited to posterior tooth. 1 treatment per tooth every 36 months for children under age 14 |
| Space Maintainers | Limited to non-orthodontic treatment for children under age 19 |
| Periodontal Treatment | Various limitations depending on the service |
| Inlays, Crowns and Bridges | Replacement every 60 months if unserviceable and cannot be repaired |
| Dentures and Partials | Replacement every 60 months if unserviceable and cannot be repaired |
| Denture and Bridge Repairs | Reviewed if more than once |
| Denture Relines, Rebases and Adjustments | Covered if more than 6 months after installation |
| Prosthesis Over Implant | 1 every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth colored material on molar crowns or bridges. |
| Benefit Exclusions: | |
| Covered Expenses will not include, and no payment will be made for the following: | |
| Procedures and services not listed under Benefit Highlights; | |
| Diagnostic: cone beam imaging; Preventive Services: instruction for plaque control, oral hygiene and diet; Anesthesia: general and IV sedation | |
| Restorative: Porcelain or acrylic veneers of crowns or pontics on, or replacing the upper and lower first, second and third molars; Brush Biopsy; | |
| Periodontic: bite registrations; splinting; Prosthodontic: precision or semi-precision attachments; Crown Build-Up; Occlusal Guards and Adjustments; | |
| Implants: implants or implant related services; | |
| Procedures, appliances or restorations, except full dentures, whose main purpose is to: change vertical dimension; diagnose or treat conditions or dysfunction of the temporomandibular joint (TMJ); stabilize periodontally involved teeth; or restore occlusion; | |
| Athletic mouth guards; Replacement of a lost or stolen appliance; Services performed primarily for cosmetic reasons; Personalization; | |
| Services that are deemed to be medical in nature; Services and supplies received from a hospital; Drugs: prescription drugs | |
| Charges in excess of the Maximum Reimbursable Charge. | |
| Contracted providers are not obligated to provide discounts on non-covered services and may charge their usual fees. | |

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Cigna Dental PPO plans are insured and/or administered by Cigna Health and Life Insurance Company (CHLIC) or Connecticut General Life Insurance Company (CGLIC), with network management services provided by Cigna Dental Health, Inc. and certain of its subsidiaries. In Texas, the insured dental plan is known as Cigna Dental Choice, and this plan uses the national Cigna DPPO network.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation "Cigna Home Delivery Pharmacy" refers to Tel-Drug, Inc. and Tel-Drug of Pennsylvania, L.L.C. Policy forms (for insured dental plans) in OK: HP-POL99 (CHLIC), GM6000 ELI288 et al (CGLIC); OR: HP-POL68; TN: HP-POL69/HC-CER2V1 et al (CHLIC). The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

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**APPENDIX C-3
HEALTHY HARTFORD PROGRAM**

Schedule 1 - Healthy Hartford Prevention Program Requirements

| Preventive Service | Birth – age 5 | Age 6-17 | Age 18-24 | Age 25-29 | Age 30-39 | Age 40-49 | Age 50+ |
|--|---------------|---------------|----------------------------------|---------------|---|-----------------------------|---|
| Preventive Visit | Every year | Every 2 years | Every 3 years | Every 3 years | Every 3 years | Every 2 years | Every year |
| Cholesterol Screening | N/A | N/A | N/A | Every 5 years | Every 3 years | Every 2 years | Every year |
| Vision Exam | N/A | N/A | Every 2 years | Every 2 years | Every 2 years | Every 2 years | Every 2 years |
| Dental Cleanings | N/A | 2 Per year | 2 Per year | 2 Per year | 2 Per year | 2 Per year | 2 Per year |
| Colorectal Cancer Screening | N/A | N/A | N/A | N/A | N/A | N/A | Annual FIT/FOBT or Colonoscopy every 10 years |
| Women’s Health – Cervical Cancer Screening (Pap Smear) and Clinical Breast Exam | N/A | N/A | Every 3 years Starting at age 21 | Every 3 years | Every 3 years | Every 3 years | Every 3 years |
| Breast Cancer Screening (Mammogram) | N/A | N/A | N/A | N/A | One screening between the ages of 35 and 39 | As recommended by physician | As recommended by physician |

As is currently the case under the City’s medical plan, any medical decisions will continue to be made by you and your physician. Participants enrolled in the Healthy Hartford Prevention Program will have available and agree to participate in disease education and counseling programs for the disease states listed in the description of the Healthy Hartford Prevention Program.

Schedule 2 - Healthy Hartford Prevention Program

The chronic conditions managed under the Healthy Hartford Prevention Program (HHP Program) are: Diabetes, Asthma, Chronic Obstructive Pulmonary Disorder (COPD), Coronary Artery Disease (CAD) and Heart Failure. If you are identified with one of these conditions, you must complete your educational requirement by taking a survey, reading a fact sheet about your condition(s), or speaking to a nurse before the end of your compliance period to be compliant with the HHP program.

When these conditions have other diseases associated with them, such as hypertension (high blood pressure) and hyperlipidemia (high cholesterol) these conditions will be included in the educational requirement.

If a nurse should call you, you are required to accept the call to remain compliant with the program.

APPENDIX D
LAYOFF

For the purpose of this Appendix, Seniority shall mean total length of service in the Police Department as defined in Section 3.8.

- A. When a layoff is necessary within a particular classification, the member with the least seniority in the job classification shall be the first laid off, except as provided below. Such member may exercise his or her seniority in the next lower classification until the classification of Police Officer is reached. Thereafter, the first person laid off shall be the individual with the least department-wide seniority; provided, however: (1) When any classification in the bargaining unit is affected by a proposed lay off, the City shall have the right to exempt a number not to exceed ten percent (10%) of the employees in each classification, rounded to the nearest whole number; (2) for purposes of layoff, Police Officers assigned to detective, juvenile, traffic accident or ID work, or assigned in any other plainclothes capacity shall be grouped with uniformed Police Officers; and (3) no employee shall have a right to exercise seniority in any classification in which he or she has not previously been employed.

- B. An employee laid off from a particular classification shall have the right of recall within that classification by seniority for three (3) years following layoff provided the employee is able to perform the duties of the job. A recalled officer must meet the minimum POSTC certification requirements to serve as a certified officer. Employees on the recall list shall have precedence over other employees or applicants on promotional lists or open competitive lists. The City will give two (2) weeks' notice to the employee at his or her last known address regarding the vacancy in said classification by certified mail, return receipt requested. The employee so notified must inform the Chiefs Office of his or her desire to return to that classification within one (1) week of his or her receipt of notification.

**APPENDIX E
 OUTLINE OF PENSION PROVISIONS FOR POLICE OFFICERS
 CITY OF HARTFORD
 UNDER MUNICIPAL EMPLOYEES' RETIREMENT FUND**

- A. **MEMBERSHIP.** All Police Officers who entered the employ of the City after April 30, 1947 are enrolled as members of the Municipal Employees' Retirement Fund (The MERF Plan).
- B. **MEMBER CONTRIBUTIONS.** Contributions equal to eight percent (8%) of total earnings are deducted from each paycheck and are credited to the member's account in the MERF fund for Police Officers hired before July 1, 1999. Effective December 11, 2017, the contributions will increase to eleven percent (11%).

Contributions equal to six and one-half percent (6.5%) of total earnings are deducted from each paycheck and are credited to the member's account in the MERF fund for Police Officers hired on or after July 1, 1999 but before July 1, 2012. Effective December 11, 2017, the contributions will increase to nine and one-half percent (9.5%).

The City will maintain a Section 414 (h) as outlined by the IRS Plan for pension contributions.

NOTE:

Employees in job classifications requiring a contribution rate of less than seven percent (7%) as of July 1, 1985 are not covered by the provisions described in the Appendix.

- C. **CITY'S CONTRIBUTIONS.** The City pays the balance of the annual costs needed to maintain the fund on a sound basis, as determined by periodic actuarial studies.
- D. **BENEFITS PAYABLE TO POLICE OFFICERS.**

Benefits payable to Police Officers hired before July 1, 1999:

- 1. Employees commencing retirement on or after July 1, 1994 will receive a pension based on two and sixty-five one hundredths percent (2.65%) of final average pay for each whole year of service for the first twenty (20) years of continuous service, and the following table for each whole year of continuous service thereafter to a maximum of seventy percent (70%) of final average pay. The foregoing shall be subject to the provisions of Sections E and N herein. The maximum of the seventy percent (70%) of final average pay shall be subject to the provisions of Section 3.6, Section 8.

| Year | Percentage |
|------|------------|
| 21 | 56% |
| 22 | 58% |
| 23 | 60% |
| 24 | 62% |
| 25 | 64% |
| 26 | 65% |
| 27 | 66% |
| 28 | 67% |
| 29 | 68% |
| 30 | 69% |
| 31 | 70% |

- 2. Normal retirement is after twenty (20) years of continuous service.
- 3. Final average pay shall mean the average annual rate of pay for the highest three (3) years of the employee's earnings during the last five (5) years of service immediately preceding retirement.

4. Final average pay shall include total earnings including overtime, private duty work and longevity pay.
5. Social security benefits and/or payments are not included in this plan.

Benefits payable to Police Officers hired after July 1, 1999, but prior to July 1, 2012 (“Post July 1, 1999 Police Officers”):

1. The employee contribution rate to the pension fund will be six and one-half percent (6.5%) of total earnings. Effective December 11, 2017, the employee contribution rate to the pension fund will be nine and one-half percent (9.5%) of total earnings.
2. Service retirements will be based upon two and one-half percent (2.5%) of final average pay for each whole year of service for the first twenty (20) years and two percent (2%) of final average pay for each whole year of service thereafter, to a maximum of seventy percent (70%) of final average earnings as defined in Paragraph 4.
3. Normal retirement age shall be twenty-five (25) years of service. Employees shall be vested after ten (10) years of continuous service. An employee who vests his or her pension and leaves the service of the City and leaves his or her contributions in the fund, will be entitled to file an application for retirement benefits and thereafter collect pension benefits commencing on the date he or she would have reached his or her normal retirement date.
4. Final average pay will be computed on the basis of the employee's highest three (3) of the last five (5) years of regular earnings, exclusive of overtime and private duty pay, added to a figure for overtime and private duty which is based on the employee's total overtime and private duty hours averaged over the employee's last twenty-five (25) years of service or actual years of service, whichever is less.
5. Social Security benefits shall not be included in this plan.
6. Military Service Credit. Any bargaining unit member who served in the active service of any branch of the armed forces of the United States during any part of the times set forth in Section 27-103 of the General Statutes may purchase credit for up to four (4) years of that military service. Such credit shall be purchased at the rate payable at the time of the member's entry into city service, with interest at the rate of seven percent (7%) per annum. The period of such service for which the member receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance, provided such member shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City of Hartford, or shall be retired prior thereto due to disability incurred in the course of his or her employment. This provision shall not be used to establish eligibility for retirement allowances but shall be used as additional service credits for members who are qualified or become qualified for normal or disability retirement allowances. Each additional year of credited service purchased pursuant to this subsection shall be equal to two and one-half percent (2.5%) of final average pay. Employees hired on or after July 1, 1999 shall not be permitted by the terms of this subsection to exceed the seventy percent (70%) maximum of their final average pay.
7. Under the 2010-2016 Agreement, Post July 1, 1999 employees had the option to elect to transfer to the pension benefits provided to Post July 1, 2012 employees as outlined below, provided that they shall have no minimum age requirement for normal retirement eligibility (refer to Paragraph 3 above), their contribution rate increases to eight percent (8%) effective the first pay period in July 2012, and their previous pension benefits as provided above shall not be transferable to the newly elected pension plan. This election is irrevocable. Effective December 11, 2017, the contribution rate for these employees will increase to eleven percent (11%).

Benefits payable to Police Officers hired on or after July 1, 2012 but before December 11, 2017 and Post July 1, 1999 Police Officers who elected to opt into the Post July 1, 2012 pension benefits:

1. Members' contribution rate to the pension fund will be nine and one half percent (9.5%) of total earnings exclusive of private duty earnings. Effective December 11, 2017, the employee contribution rate will be twelve and one-half percent (12.5%) of total earnings, exclusive of private duty earnings.
2. Service retirements will be based upon two and eight tenths percent (2.8%) of the officer's final average pay for each whole year of service for the first twenty (25) years and two and one half percent (2.5%) for each whole year of service thereafter, to a maximum of eighty percent (80%) of final average pay as defined in paragraph (4) below.
3. Normal retirement shall be twenty-five (25) years of service and a minimum age of fifty-five (55) . Employees shall be vested after ten (10) years of continuous service. An employee who vests his or her pension and leaves the service of the City and leaves his or her contributions in the fund, will be entitled to file an application for retirement benefits and thereafter collect pension benefits commencing on the date he or she would have reached his or her normal retirement date.
4. Final average pay will be computed on the basis of the employee's rate of pay immediately preceding retirement (rate of pay will be computed as the hourly rate multiplied by 40 hours then multiplied by 52 weeks), added to a figure for overtime which is based on the employee's total overtime hours averaged over the employee's highest three (3) of the last five (5) years. Private duty hours worked shall not be included in this calculation. In the event an employee experiences a reduction in rank, the rate of pay is based upon the final rate of pay at the employee's highest growth step of the highest rank held by the employee within two (2) years immediately preceding the start of the employee's retirement.
5. Social Security benefits shall not be included in this plan.
6. Military Service Credit. Any bargaining unit member who served in the active service of any branch of the Armed Forces of the United States during any part of the times set forth in Section 27-103 of the General Statutes may purchase credit for up to four (4) years of that military service. Such credit shall be purchased at the rate payable at the time of the member's entry into city service, with interest at the rate of seven percent (7%) per annum. The period of such service for which the member receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance, provided such member shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City of Hartford, or shall be retired prior thereto due to disability incurred in the course of his or her employment. This provision shall not be used to establish eligibility for retirement allowances but shall be used as additional service credits for members who are qualified or become qualified for normal or disability retirement allowances. Each additional year of credited service purchased pursuant to this subsection shall be equal to two and one-half percent (2.5%) of final average pay. Employees hired on or after July 1, 2012 shall not be permitted by the terms of this subsection to exceed the eighty percent (80%) maximum of their final average pay.

Benefits payable to Police Officers hired on or after December 11, 2017:

1. The employee contribution rate to the pension fund will be eleven percent (11%) of total earnings exclusive of private duty.
2. Service retirements will be based upon two percent (2.0%) of final average pay for each whole year of service to a maximum of seventy percent (70%) of the employee's base salary at retirement. The employee's base salary for purposes of this provision is his or her rate of pay at his or her applicable step, including the educational incentive pay and the ten (10) hour schedule shift differential but excluding any additional five percent (5%) in lieu of overtime pay, as set forth in the Salary Schedules contained in Appendix B-2 and shall not include overtime and private duty earnings. The employee's base salary does not mean the "Base Step" of the classification.

3. Normal retirement age shall be twenty-five (25) years of service and a minimum age of fifty-five (55). Employees shall be vested after ten (10) years of continuous service. An employee who vests his or her pension and leaves the service of the City and leaves his or her contributions in the fund will be entitled to file an application for retirement benefits and thereafter collect pension benefits commencing on the date he or she would have reached his or her normal retirement date.
4. Final average pay will be computed on the basis of the employee's rate of pay immediately preceding retirement (rate of pay will be computed as the hourly rate multiplied by 40 hours then multiplied by 52 weeks) added to a figure for overtime which is based on the employee's total overtime hours averaged over the employee's highest three (3) of the last five (5) years. Private duty hours worked shall not be included in this calculation.
5. In the event an employee experiences a reduction in rank, the rate of pay is based upon the final rate of pay at the employee's highest growth step of the highest rank held by the employee within two (2) years immediately preceding the start of the employee's retirement.
6. Social Security benefits shall not be included in this plan.
7. Military Service Credit. Any bargaining unit member who served in the active service of any branch of the armed forces of the United States during any part of the times set forth in Section 27-103 of the General Statutes may purchase credit for up to four (4) years of that military service. Such credit shall be purchased at the rate payable at the time of the member's entry into city service, with interest at the rate of seven percent (7%) per annum.

The period of such service for which the member receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance, provided such member shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City of Hartford, or shall be retired prior thereto due to disability incurred in the course of his or her employment. This provision shall not be used to establish eligibility for retirement allowances but shall be used as additional service credits for members who are qualified or become qualified for normal or disability retirement allowances. Each additional year of credited service purchased pursuant to this subsection shall be equal to two and one-half percent (2.5%) of final average pay. Employees hired on or after July 1, 2012 shall not be permitted by the terms of this subsection to exceed the eighty percent (80%) maximum of their final average pay.

E. LATERAL HIRES

The City may, in its sole discretion, opt to allow all lateral hires to buy up to three (3) years of their years of service as a sworn officer in another municipality toward a Hartford pension at a cost actuarially-determined to be equivalent to the employee contribution had the lateral hire been employed by the City for that period.

F. PENSIONS PAYABLE TO DISABLED MEMBERS. Subject to the approval of the Pension Commission, retirement allowances are payable to any member who becomes permanently disabled in accordance with the following provisions:

1. For Permanent and total disability arising out of and in the course of employment as defined in the Worker's Compensation Act, irrespective of the length of service. When a member becomes so incapacitated from engaging in any gainful employment his or her pension is determined as one hundred percent (100%) of his or her annual pay at the time of his or her disability less any weekly benefits received under the Workers' Compensation Act.
2. For service-connected permanent partial disability, arising as defined in Paragraph A above, which reduces by ten percent (10%) or more the income which the member can derive from gainful employment, irrespective of the length of service.

The member's pension, which is called a special disability allowance, is determined as fifty percent (50%) of his or her annual pay at the time of disability provided he or she has completed fifteen (15) or more years of continuous service. On and after the employee's twentieth (20th) year of continuous service, the employee

will receive a special disability allowance in accordance with the normal retirement benefits as set forth in Section D and/or E.

If the member has less than fifteen (15) years of service and suffers an injury prior to July 1, 1986 which results in disability, his or her initial special disability allowance amounting to fifty percent (50%) of his or her annual pay at the time of disability is subject to reduction for a portion of his or her subsequent earnings from other employment as follows: The amount of such a reduction is limited to fifty percent (50%) of the excess, if any, of the member's earnings from gainful employment, including any weekly payments received as workers' compensation, over seventy-five percent (75%) of the current rate of pay for a member of the same or corresponding grade. In any case the amount payable for partial disability is not to exceed the pension which would be payable for total disability.

If the member has less than fifteen (15) years of service and suffers an injury on or after July 1, 1986 which results in disability, his or her initial special disability allowance amounting to fifty percent (50%) of his or her annual pay at the time of disability shall be reduced by any income from gainful employment which, together with the special disability allowance, exceeds one hundred percent (100%) of the current rate of pay for an employee of the same or corresponding job classification held by the employee at the time of his or her retirement.

3. For non-service connected Permanent and total disability arising after completion of at least five (5) years of continuous service. When a member becomes so incapacitated from engaging in any gainful employment his or her pension is equal to two and sixty-five one hundredths percent (2.65%) of his or her final average pay multiplied by the number of whole years of service, and, or as calculated on the same basis as described in Sections D and/or E above for normal retirement allowances in the event the employee has reached his or her twentieth (20th) year of continuous service, except that a minimum pension equal to twenty-five percent (25%) of his or her final average pay is provided.
4. For non-service-connected permanent partial disability which reduces by ten percent (10%) or more the income which the member can derive from gainful employment, and which arises after completion of at least ten (10) years of continuous service. The member's pension, which is called a special disability allowance, is equal to a specified percentage of his or her average pay, namely, two and sixty-five one hundredths percent (2.65%) multiplied by his or her whole years of service, but not less than twenty-five percent (25%) of his or her final average pay. In the event that the employee has reached his or her twentieth (20th) year of continuous service, non-service-connected permanent partial disability benefits shall be as set forth in Section D.

If the member has less than fifteen (15) years of service, his or her special disability allowance is determined each year by reducing his or her initial pension by the same specified percentage of the excess, if any, of the member's earnings from gainful employment over the amount of income which a Social Security beneficiary is entitled to earn without causing a reduction in his or her Social Security benefits.

G. VESTED RIGHTS. Employees who have completed ten (10) whole years of service are vested.

1. Vested employees retiring effective on or after July 1, 1988 shall receive two and sixty-five one hundredths percent (2.65%) for each whole year of service up to including their twentieth (20th) year of continuous service collectable upon the date he or she would normally have completed twenty (20) years of service, and shall receive the benefits equal to normal retirement benefits as set forth above each year thereafter up to a maximum of seventy percent (70%) of final average pay, payable commencing on the date of retirement.

H. REFUND OF MEMBER'S CONTRIBUTIONS UPON TERMINATION OF EMPLOYMENT (OTHER THAN BY DEATH). Upon termination of employment a member may request the refund without interest of his or her total contributions to the MERE fund. This request must be made at the time he or she leaves the service of the City, or within ten (10) years thereafter, and the refund payment will be made in full settlement of the member's rights if any, to vested pension or other benefits provided by the MERF plan.

I. DEATH BENEFITS PAYABLE TO SURVIVING SPOUSE AND CHILDREN. The pension benefits described below are payable to the member's widow (or widower) provided she or he was living with him or her

at the time of his or her death, and provided she or he was married to him or her at the time of his or her retirement if death occurs after retirement, and to his or her qualified dependent children who are unmarried and under age eighteen (18), or over age eighteen (18) if incapacitated from engaging in gainful employment.

1. Where the cause of death does not arise out of and in the course of the member's employment as defined in the Workers' Compensation Act, the plan provides the spouse with an annual pension equal to twenty-five percent (25%) of the member's earnings during his or her last twelve (12) months of employment at full salary, payable monthly until death or remarriage. In addition, the plan provides a monthly pension of One Hundred Dollars (\$100.00) for the first qualified surviving child, plus Fifty Dollars (\$50.00) monthly for each additional qualified child, payable to the spouse if the children are in her care, or otherwise to their guardian. The total annual pension payments for the surviving spouse and children are not to exceed one hundred percent (100%) of the member's annual pay at the time of his or her death or retirement.
2. Where death occurs from a cause arising out of and in the course of his or her employment as defined in the Workers' Compensation Act. For such deaths before retirement, the plan provides the spouse with a pension equal to fifty percent (50%) of the member's annual pay at the time of death, payable monthly until her death or remarriage. In addition, the plan provides for each qualified surviving child who is unmarried and under age eighteen (18), or over age eighteen (18) if incapacitated from engaging in gainful employment, a pension equal to ten percent (10%) of such annual pay (increased to fifteen percent [15%] if there is no surviving spouse), but the total pensions for the spouse and children are limited to a maximum of seventy-five percent (75%) of the member's average annual pay for his or her final five (5) years of service. Such pension benefits for the surviving spouse and children are subject to reduction during their compensable period so that the total annual amount including weekly Workers' Compensation payments shall not exceed one hundred percent (100%) of the member's annual pay at the time of death. If death occurs after the member retires with a service-connected disability pension, similar pension benefits are payable to his or her survivors so long as they qualify for weekly Workers' Compensation benefits, the amounts of such pensions being based on the member's annual pay at the time of his or her retirement.

J. REFUND OF CONTRIBUTIONS PAYABLE TO THE NAMED BENEFICIARY OF A DECEASED MEMBER. This benefit, which is payable only if there is no spouse or child who qualifies for a survivor's pension, is equal to the member's total contributions without interest, less any pension payments made to him or her prior to his or her death. Also, upon termination of pension payments to the last qualified survivor (as described in Section I above), a refund is made of any excess of the member's contributions over the total pension payments made to the member and to his or her survivors. A member can designate his or her beneficiary for this benefit by completing a form, which he or she may obtain and file in the City Treasurer's Office.

K. CONTINUOUS SERVICE. In determining the member's qualification for pension benefits, periods of absence of not more than ninety (90) days in one (1) year are disregarded. Further, any absence of more than ninety (90) days is not considered to break the continuity of service if caused by disability involving the regular attendance of a physician, or if authorized as a leave of absence by the Court of Common Council. However, such periods of absence are not included in determining the amount of the member's pension. After any other period of absence, a returning member may obtain credit for his or her previous service provided he or she repays any contributions previously withdrawn plus interest, but his or her eligibility for a retirement pension will require the completion of ten (10) years of continuous service following the date of his or her re-employment. There is no limit within which an employee must exercise the aforementioned right.

L. ASSIGNMENTS PROHIBITED. All pensions and benefits of the MERF plan are for the support of the member and his other qualified survivors. They are not subject to assignment and are exempt from the claim of creditors to the maximum extent permitted by law.

M. PENSION BENEFITS FOR PUBLIC SAFETY DETENTION OFFICERS (PREVIOUSLY POLICE MATRONS) AND ASSISTANT ANIMAL CONTROL OFFICERS.

Public Safety Detention Officers (previously police matrons) and Assistant Animal Control Officers hired before December 11, 2017 will receive pension benefits equivalent to non-bargaining unit civilian employees of the Hartford Police Department, except that a final average pay shall mean the average annual rate of pay for the highest three (3) years of the employee's earnings during the last five (5) years of service immediately preceding retirement. Final average pay shall include total annual earnings, including overtime, private duty work and longevity pay.

Public Safety Detention Officers (previously police matrons) and Assistant Animal Control Officers hired on or after December 11, 2017. Public Safety Detention Officers (previously police matrons) and Assistant Animal Control Officers hired on or after December 11, 2017 will receive benefits equivalent to non-bargaining unit civilian employees of the Hartford Police Department hired on or after January 1, 2011, except for the following negotiated pension changes:

- (d) The employee contribution rate to the pension fund will be eleven percent (11%) of total earnings.
- (e) Service retirements will be based upon one and one-half percent (1.5%) of final average pay for each whole year of service to a maximum of seventy percent (70%).
- (f) Normal retirement eligibility shall be twenty-five (25) years of service and a minimum age of sixty-two (62). Employees shall be vested after ten (10) years of continuous service. An employee who vests his or her pension and leaves the service of the City and leaves his or her contributions in the fund, will be entitled to file an application for retirement benefits and thereafter collect pension benefits commencing on the date he or she would have reached his or her normal retirement date.
- (d) Final average pay will be computed based on the employee's highest three (3) of their last five (5) years of base salary. The employee's base salary for purposes of this provision is his or her rate of pay at his or her applicable step, including the educational incentive pay, as set forth in Appendix B-2 and shall not include overtime and private duty earnings, if applicable. The employee's base salary does not mean the "Base Step" of the classification.
- (e) Early retirement eligibility will be age fifty-five (55) with at least fifteen (15) years of continuous service. The early retirement allowance shall be based on the normal retirement formula but reduced by six percent (6%) for each whole year the employee retires short of age sixty-two (62).

N. MILITARY BUYBACK. Effective July 1, 1987, an employee may purchase up to four (4) years of Military Service time for service in the Armed Forces of the United States for periods of service, any of which occurred during the periods set forth in Section 27-103 of the General Statutes of the State of Connecticut, at the rate payable at the time of entry into City service, with interest at the rate of seven percent (7%) per annum. The period of such service for which the employee receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance provided such employee shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City of Hartford or shall be retired prior thereto, due to disability incurred in the course of his or her employment.

O. PENSION LOCKOUT NOTICE. There shall be a lockout on pension negotiation, and the pension benefits as provided in this Agreement, whether contained in Section 3.6, any appendices or Letters of Understanding or stated by reference to the City through contract negotiations, fact-finding, mediation, arbitration or otherwise pursuant to Connecticut General Statutes 7-467 to 7-477 until July 1, 2015, with the exception of the sick leave exchange provided for in Paragraph 8 of Section 3.6.

Pension benefits, improvements, or changes achieved and/or awarded through or by the Pension Commission or the Court of Common Council to the members of the Municipal Employees' Retirement Fund that would enhance these benefits are not affected by this provision and would not preclude the receiving of these benefits by employees except

that the Pension Commission and/or the Court of Common Council cannot remove, alter or change in any way the lockout on pension negotiations stated herein or the pension provisions of this Agreement.

NOTICE

The above summary of pension benefits is not intended to include all rights or responsibilities of employees in regard to pension benefits. For further elaboration or descriptions of benefits and responsibilities, please consult the City Charter or MERE booklet in regards to pension for police officers and firefighters.

Also, please note that this Appendix does not describe the benefits of Assistant Animal Control Officers or Public Safety Detention Officers (previously Police Matrons) who are covered under the MERF Pension Plan with Social Security benefits, except as indicated in Section L, herein.

APPENDIX F
PROMOTIONAL TEST SCHEDULE

It shall be the intent of the City to conduct promotional tests for Sergeant, Lieutenant and Captain in such a time frame that the maximum time between the exhaustion or expiration, including any extension granted by the Personnel Board, of one (1) list and the creation of a new list for the same class will not exceed one (1) year. This provision will not apply in the event a civil action is brought against the City for any such test.

APPENDIX G
BENEFIT OF SURVIVORS OF OFFICER(S)
KILLED IN THE LINE OF DUTY

Effective July 1, 1999, survivors and eligible dependents of employees who are killed in the line of duty, or employees who die while on-duty and while actively engaged on the street in a field operation, or employees who die while on-duty as a result of a physical altercation, shall receive the gross weekly salary of the aforementioned employee (including any increases to the employee's classification through the collective bargaining process) as though the deceased employee were still a current employee of the City.

In the event the surviving spouse and/or dependent child/children, as the case may be, apply for and receive weekly benefits under Connecticut General Statute 31-306, said benefits shall be set off against the gross weekly salary as set forth above; provided that any Federal and/or state income tax withholding will be applied only to the difference between the gross weekly salary and the weekly benefit under Connecticut General Statute 31-306.

This benefit shall be provided for the life of the surviving spouse, until such time as the spouse dies or remarries. In the case of a dependent child/children being the sole survivor(s), this benefit shall be provided until they reach age nineteen (19) or if a bona-fide student until age twenty-four (24).

The receipt of this benefit (i.e. gross weekly salary) does not create an employment contract or employment relationship between the recipient/recipients and the City of Hartford.

APPENDIX H
PERFORMANCE APPRAISALS

The Department will implement a Performance Appraisal System. Performance Appraisals shall be deemed as part of an employees' personnel file in accordance with Chapter 563a [Personnel Files] of the Connecticut General Statutes and maintained in each employee's personnel file.

It is agreed that the system is intended to provide an opportunity to promote subordinate / supervisor interaction, recognize outstanding performance, identify performance deficiencies and offer an opportunity for improvement and communicate employer/employee expectations and Departmental objectives.

The system shall provide for the opportunity of face-to-face employee response to the appraising supervisor and appeal of any appraisal to a supervisor at least one rank above the original evaluating supervisor. Employees shall only be appraised by supervisors trained in the performance appraisal process, who are above their rank. No sworn employee below the rank of Captain shall be appraised by a non-sworn supervisor.

The Performance Appraisal System shall have no impact on contractually established rights, any pay rate within the employee's classification, pay range or growth increment.

**APPENDIX I
DEPUTY CHIEFS**

The Chief of Police may assign, on a voluntary basis, no more than a total of six (6) Police Lieutenants and/or Captains to exempt, non-bargaining unit positions. Such assignments will be made at the sole discretion of the Chief and will be for durations as determined by the Chief of Police. Employees who accept such assignments will be compensated at a wage rate, which is no less than that of their permanent classification.

~~In consideration of this, five (5) Police Captains shall be appointed prior to August 15, 1994 and the positions authorized for Lieutenant shall be filled prior to January 1, 1995. These positions shall not be decreased to allow for the assigning of Deputy Chief.~~

Should the Chief elect to reassign a Deputy Chief to their prior classification, no bargaining unit member in that classification shall be supplanted or negatively impacted as the result of this reassignment.

When the Chief of Police has appointed Deputy Chiefs as described above, he or she shall maintain a minimum of five (5) Captains, provided however, that the City shall have one (1) year from the date of any Captain vacancy caused by a retirement, resignation, demotion or termination that results in fewer than five (5) Captains to fill said vacancy if there is no eligibility list for the position of Captain at the time of said separation, and six (6) months from the date of any such vacancy if an eligibility list for the position of Captain does exist at the time of said separation. Where a Captain vacancy resulting in fewer than five (5) Captains is created by virtue of the Chief's promotion of a Captain to the role of Deputy Chief, the City shall have only sixty (60) days from the date of promotion to fill said vacancy, provided that an eligibility list for the position of Captain exists on that date. If an eligibility list for the position of Captain does not exist at the time of promotion, the City shall have sixty (60) days following certification of the list, once established, to fill said vacancy. The provisions of this paragraph do not apply if no bargaining unit member is assigned as Deputy Chief.

**APPENDIX J
PSYCHOLOGICAL EVALUATION**

It is understood and agreed the Police Chief will identify three (3) psychotherapists to evaluate bargaining unit members who are identified by the Police Chief, as a result of personal misconduct or abnormal behavior, as being in need of psychological evaluation to determine fitness for duty as a police officer. The Chief's selection will be forwarded to the Union.

The Union must respond within thirty (30) days of receipt of the Chief's list as to whether they have an objection to the Chief's selection. If the Union does not file an objection within the thirty (30) day period, the Chief's selection will be final. If the Union does file an objection within the thirty (30) day period, The Chief and the Union will select one psychotherapist each and the two selected psychotherapists will select the third psychotherapist. The Psychotherapists who provide services as part of the Department's EAP program shall not be eligible for selection.

The City of Hartford will pay for any evaluation made pursuant to the terms of this memorandum and no member will be impacted negatively purely on the submission to this evaluation. Any bargaining unit member who refuses or fails to submit to an evaluation will be subject to disciplinary action up to and including discharge. There will be no second opinions.

APPENDIX K
FOUR TEN-HOUR DAY WORK SCHEDULE

The four ten-hour day work schedule shall be made available as provided for in this Agreement. The specifics of the work schedule are as follows:

The workweek shall consist of four consecutive ten-hour days followed by three consecutive days off, except for normal scheduled day off rotations.

The day off schedule for Officers shall be three sets of days off. They shall be Sunday/Monday/Tuesday; Tuesday/Wednesday/Thursday and Sunday/Friday/Saturday. These sets of days off shall rotate in reverse order every twenty-eight (28) days.

The workday for those employees assigned to this work schedule shall commence at 07:00 hours the day shift or 17:00 hours the night shift.

Employees assigned to this work schedule will have all accrued days converted to hours based on eight hours for each accrued day or pro-rated portion thereof.

The accrual of holiday and leave time shall be based on an eight (8) hour day as it is provided for in Article V, Sections 5.1, 5.2, 5.3 and 5.4 of this Agreement.

All accrued time will be taken as a half-day or a full day in accordance with the accepted practice for holiday, vacation, and personal leave usage. A half-day being five (5) hours a full day being ten (10) hours. Compensatory time may be used on an hourly basis. All accrued time usage will be deducted on an hour for hour basis.

Employees working a holiday in accordance with Article V, Section 5.1 of this Agreement will at their option receive either ten (10) hours additional pay or ten holiday compensatory hours.

Should an employee return to an eight-hour day assignment all accrued time will be reconverted to days, other than compensatory hours. Any hours that will result in not being evenly divisible by four will be added to the employee's compensatory hours.

No employee assigned to a ten (10) hour day assignment, unless with the direct approval of the Chief of Police or his designee, shall work more than eighteen hours in a day or eighteen consecutive hours.

Employees assigned to this work schedule may have their schedule altered for training purposes. Employees who attend training that is less than ten (10) hours in a day may at their option elect to use two (2) hours compensatory time or report to their Commander to meet the ten-hour day requirement. Employees may also have their schedule altered for weeklong training sessions.

APPENDIX L
ASSIGNMENT OF STATE POLICE OFFICERS

Effective with the approval of this Agreement by the Hartford Court of Common Council, one (1) uniformed Hartford police officer will be assigned to work with each uniformed state police officer who is assigned to law enforcement activities within the City of Hartford and for each uniformed state police officer so assigned, an overtime position will be filled by a comparable bargaining unit member.

Whenever a plainclothes state police officer is assigned to law enforcement activities in the City of Hartford in joint operations such as ROCCY, SWNTS and similar, such officers will work with and/or in conjunction with plainclothes Hartford police officers. The assignments of such state police officers will not be used to supplant Hartford police officers.

It is understood and agreed that the terms and conditions of the settlement agreement of the unfair labor practice charge (MPP - 16, 192) executed by the parties on May 9, 1994 have been fully met and complied with in the negotiations and agreements reached by the parties in the July 1, 1994 - June 30, 1996 Collective Bargaining Agreement. It is also understood and agreed that the Hartford Police Union and the City of Hartford will advise the State Board of Mediation and Arbitration of the voluntary settlement of the interim bargaining arbitration Case Number 9394-MBA-16 immediately following the approval of the July 1, 1994 - June 30, 1996 Collective Bargaining Agreement by the Hartford Court of Common Council.

APPENDIX M DETENTION STAFFING

The position of Police Matron shall be replaced with the position of Public Safety Detention Officer (PSDO), a non-gender specific designation. Effective December 11th, 2017 employees holding the classification of Police Matron (Class Code #5001) will be reclassified to Public Safety Detention Officer.

The pay schedule for PSDO shall be as outlined in Appendices B, B-1 or B-2, previously designated as Police Matron, except that PSDO's hired following December 11, 2017 shall have a recruit rate that is ten percent (10%) lower than base pay.

Upon successful completion of training, PSDOs shall be placed at the base rate of the salary schedule, and they shall receive further increases as set forth in this Agreement. PSDOs shall be entitled to education incentive pay as outlined in Appendices B, B-1 or B-2 of this Agreement.

PSDO's shall work a 5/2-5/3 work schedule with rotations as is the current practice for police officers.

The terms and conditions affecting civilian employees under this Agreement, including those affecting employees regardless of their civilian status and Appendix A, and all relevant Memoranda of Agreements, shall apply to PSDOs.

Implementation of Civilianization of the Booking and Detention Facilities

The City and the Police Union recognize that full staffing requires the hiring of at least 15 PSDOs, which may take time to achieve. As such, Section 4.2G shall be modified only to the extent provided below until the civilian staffing of detention reaches its full complement.

- (i) Management shall have the flexibility not to use PSDOs on overtime when a police officer on straight time is available, and the assignment of police officers in such circumstances shall meet the staffing needs of Appendix M, and
- (ii) Overtime assignments shall alternate between PSDO's and police officers.

Assignments of PSDOs and police officers shall take into account the gender of the employee assigned when necessary to meet the gender balance requirements of this Appendix. The flexibility to assign police officers on straight time shall not limit the gender balance requirement.

Once full staffing is met, the Chief will have the right to utilize Police Officers on straight time only if the PSDO overtime list is exhausted.

Detention Staffing

The Detention facility minimum staffing levels shall be maintained as follows throughout the life of this Agreement:

There shall be a minimum of a police sergeant and three (3) PSDOs, or any combination of PSDOs and Police Officers to equal three (3), assigned to the Detention facility at all times, which must include at least one person of each gender. However, if a PSDO leaves a shift early on approved leave (i.e., vacation leave, sick leave, earned leave, etc.), the Chief will not be required to backfill. It is further recognized that the Detention facility supervisor shall, with the approval of the Commander overseeing the Detention facility, have the ability to increase staffing levels at times of increased volume in the Detention facility to assure the prompt processing of incarcerated individuals and enhanced officer safety.

Nothing in this Appendix shall prohibit the Chief from assigning to work in the Detention facility police officers who may be assigned temporarily due to the loss of the legal authority to carry a firearm or other bona fide disciplinary, medical or other valid operational issue or concern as determined by the Chief. These police officers

shall not be included in the PSDO overtime rotation, but will have first right of refusal for overtime which cannot be filled through that rotation.

Additionally, should the PSDO staffing levels drop below the amount enumerated above due to exigent circumstances, the City may temporarily fill overtime assignments in accordance with Section I (ii) above.

**APPENDIX N
DRUG TESTING**

AGREEMENT, made this 12th day of December, 1991, by and between the City of Hartford and the Hartford Police Union, hereafter referred to as the parties.

WHEREAS, the parties, having recognized the dangers of drug use in the work environment of the Hartford Police Department, have reached an agreement concerning a drug testing and abuse policy, which has been identified as Hartford Police Department Order #8-33; and

WHEREAS, the parties are willing to implement this negotiated policy based upon the provisions of that Order and the terms and conditions of this Memorandum of Understanding; and

WHEREAS, both parties recognize that this entire policy could not be implemented without the agreement of the Hartford Police Union unless the issue was taken before the State Board of Mediation and Arbitration for final and binding arbitration; and

WHEREAS, the parties desire that this Memorandum of Understanding and drug testing policy will be binding between the parties without alteration or modification unless by mutual agreement between the parties and/or binding arbitration; should a section of this policy and/or this policy be deemed unconstitutional by state or Federal decision, both parties agree to immediately suspend this policy and meet in a timely manner to effectively rectify the policy to conform the state and/or Federal standards; and

WHEREAS, the Union's support of this policy is conditioned upon the signing of this Agreement.

NOW, THEREFORE, the parties agree to support and abide by the terms and conditions of this Agreement and Hartford Police Department Order #8-33 intending these as a benefit to all employees and members of the community.

DRUG TESTING POLICY

I. PURPOSE

The purpose of this policy is to establish the terms and conditions of the Hartford Police Department's drug testing program.

II. POLICY

It is the long standing policy of the Hartford Police Department that members of the Hartford Police Department are prohibited from the use of any and all illegal and/or illicit controlled substances, narcotics or drugs.

It is the policy of the Hartford Police Department that the critical mission and responsibilities of the law enforcement profession justify the maintenance of a drug free work environment through the use of an employee drug testing program.

The law enforcement profession has several uniquely compelling interests that justify the use of an employee drug testing program. When law enforcement officers participate in illegal drug use and/or drug activity, the integrity and public confidence in the law enforcement profession is destroyed. This confidence is further eroded by the potential for corruption promoted by illegal drug use.

The public has a right to expect that those who are sworn to protect and serve them are physically and mentally prepared to competently assume their duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus inevitably, their job performance.

Therefore, in order to ensure the integrity of the Department, a safer working environment for its employees and preserve the public trust and confidence in a drug free law enforcement agency, this drug testing program shall be implemented.

III. PROCEDURES

A. AFFECTED EMPLOYEES

1. All sworn police officers, sworn supervisors and police recruits, as a condition of continued employment, shall be subject to random urinalysis drug testing and urinalysis drug testing for reasonable suspicion.
2. Those members of the Hartford Police Union classified as Public Safety Detention Officer (previously, Police Matron) and Assistant Animal Control Officer will be subject to reasonable suspicion drug testing.
3. Non-bargaining unit sworn personnel will be tested as prescribed by this Policy, as well as being subject to urinalysis drug testing at any time at the direction of the Chief of Police.
4. Police recruits shall be subjected to urinalysis drug testing within the first two (2) weeks of hire if they were not tested prior to hire. In addition, they will be subject to random testing and reasonable suspicion testing as indicated in #1 above.

B. METHOD OF RANDOM SELECTION

1. All sworn members and police recruits of the Hartford Police Department will be subject to random urinalysis drug testing as outlined in this Policy. The selected drug testing agency shall be responsible for the random selection of those employees affected. The agency shall maintain a random pool.

A minimum of five percent (5%) of those employees in the random pool will be selected on a monthly basis for a completely random urinalysis drug test. Affected employees will remain in the pool, regardless of the number of times selected for urinalysis drug testing from this pool.

2. The testing agency shall be provided with a coded list (numbers only) of all employees eligible for the random urinalysis pool. The testing agency shall independently, randomly select a number of code numbers for testing.

Upon randomly selecting a number of code numbers for drug testing, the selected testing agency shall notify the designated Hartford Police Department Employees Assistance Program Coordinator, in writing of the code numbers selected for testing forty-eight (48) hours prior to the specific testing date.

The Employees Assistance Program Coordinator, who shall be a sworn member of the Hartford Police Department, shall perform the following duties in regards to the random selection process:

- a. Maintain in a secure location the key to identify employees with code numbers supplied by the drug testing agency.
- b. Receive the list of code numbers from the testing agency and identify those employees designated by the selected testing agency to be subjected to urinalysis drug testing on a specific date.
- c. Assure that those employees selected are scheduled to work on the specific testing date and notify the testing agency of any selected code number(s) unable to attend (regular days off, illness, injury or pre-approved days off) so that additional code numbers may be selected.
- d. At the beginning of the affected employee's tour of duty, notify the employee's commander of the employee's selection for urinalysis drug testing. The commander will then notify the employee and direct the employee to report to the collection site. No one will be excused from random testing unless exigent circumstances arise and the excuse is approved by the Chief of Police or his/her designee.
- e. Receive from the selected testing agency the name of all employees who submitted to urinalysis drug testing on a specific date for each random selection list.
- f. Assure that any incident of an employee who failed to report for a scheduled urinalysis drug test is reported to the Chief of Police or his/her designee.
- g. Maintain a file of all correspondence with the selected testing agency.
- h. Assure these appointments are strictly confidential.

This method of random selection, unless specifically altered in this policy, shall be the only method of random selection required of those employees subject to drug testing program by the Hartford Police Department.

C. METHOD OF REASONABLE SUSPICION SELECTION

1. Supervisory personnel may request that an employee submit to a drug test when a supervisor has a reasonable suspicion that an employee is under the influence of drugs. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced.
2. Prior to the implementation of reasonable suspicion testing the City shall be responsible for providing training to all supervisory personnel. This training shall deal with issues related to, but not limited to,

observation, detection, and proper documentation of an employee's actions that would lead to reasonable suspicion for directing an employee to be tested under this Policy.

Additionally, a training bulletin will be issued to all sworn personnel that among other things, will enumerate examples that alone or in combination with others may constitute grounds for reasonable suspicion.

Supervisory personnel who have received the mandated training for reasonable suspicion testing in relation to this Policy and having a reasonable suspicion that an employee is under the influence of drugs and should be required to submit to a urinalysis drug test, shall immediately notify through the chain of command the Chief of Police or his/her designee, who shall be a sworn member of the Department outside of the bargaining unit, to meet to observe the employee's behavior and/or review the circumstances surrounding this determination of reasonable suspicion. Should the Chief or his/her designee concur with this determination the following procedures shall be followed:

- a. Supervisory personnel, who have received the mandated training for reasonable suspicion testing in relation to this Policy, shall document, in writing, the facts outlining their reasonable suspicion that the employee in question is under the influence of drugs. This document shall be made available to the employee or his/her designee upon completion by the supervisor. Under no circumstances shall this report be made available any later than twenty-four (24) hours after instructing the employee to submit to reasonable suspicion urinalysis drug testing.
 - b. The Chief or his/her designee shall instruct the employee to submit to reasonable suspicion urinalysis drug testing and shall be responsible for the employee's transportation to the designated testing agency for this test.
 - c. Any supervisor encountering an employee who refuses to submit to a drug test upon request shall inform the employee of the requirements and consequences of a violation of this Policy. If said employee continues to refuse to submit to such testing, the employee shall be sent home either in accordance with Appendix A, Section 6.b of the Agreement Between the City of Hartford and the Hartford Police Union, if appropriate or suspended with pay for the balance of the shift. In either case, the employee shall be brought before a departmental disciplinary hearing on the sixth (6th) day following the date on which the refusal occurred. No continuance of such a hearing will be granted, and such hearing will go forward regardless of whether or not the employee is present at the hearing.
 - d. Supervisory personnel are responsible for consistent enforcement of this Policy. Any supervisor who knowingly permits a violation of this Policy by employees under his/her direct supervision shall be subject to disciplinary action.
3. The collection, testing, reporting and discipline for violations of this Section shall be the same as those for an employee tested under the random testing method of this Policy.

D. METHOD OF NON-BARGAINING UNIT SWORN PERSONNEL TESTING SELECTION

- ¶ In addition to being subject to random and reasonable suspicion urinalysis drug testing, non-bargaining unit sworn personnel shall be subject to urinalysis drug testing at any time at the direction of the Chief of Police.

E. TESTING AGENCY

1. No City employee shall test, collect or deliver urine specimens for the purpose of drug analysis as it specifically relates to this Policy and procedure.
2. The agency selected to conduct urinalysis drug testing for the Hartford Police Department shall be selected pursuant to the provisions in the City of Hartford Charter, as those provisions relate to established purchasing procedures. The agency shall be an independent laboratory, certified by the State

of Connecticut for urinalysis testing and must meet all requirements outlined by the Mandatory Guidelines for Federal Workplace Drug Testing Programs. At the time of its selection the testing agency shall have obtained or be actively pursuing N.I.D.A. certification. The Union shall have the right to participate on any selection committee for the testing agency.

The selected drug testing agency shall be responsible for the following:

- a. The independent random selection of all employees for urinalysis drug testing with the assistance of the designated liaison officer of the Hartford Police Department.
- b. The collection of all urine samples for drug testing in accordance with collection protocol and chain of custody requirements (see attachments A & B). The agency shall be responsible for the operation of accessible collection sites, collection personnel and delivery to their laboratory should collections be performed at a location other than the laboratory itself. This site may be City of Hartford property.
- c. The testing of all properly submitted urine specimens for the presence of selected drugs in the methods outlined by this Policy.
- d. The written notification with all related test information to the Medical Review Officer (MRO) of all confirmed test results.
- e. The retaining and preserving of all positive urine samples and its split sample for possible future administrative or civil action.
- f. Availability for testimony in regard to any contested collection and/or testing process performed.
- g. Preparation of statistical data in relation to the testing process.

F. COLLECTION

1. Upon notification of a required urine submission, the affected employee shall immediately report to the designated collection site. This site shall be operated by the selected testing agency.
2. Upon arrival at the collection site, the selected employee shall comply with the request of the collection site personnel and complete forms required to assure a secure specimen collection. The employee shall not be required to remove any garments other than outer garments.
3. The selected employee shall provide the necessary urine sample in the amount required. The employee shall not be observed while producing the required urine sample. The urine sample shall be split and the split sample marked as such. Both samples shall be sealed, dated and signed by the selected employee and the collection agent. The selected employee shall have his/her urine sample in his/her possession/observation until it has been sealed and signed.

G. TESTING METHOD

1. No employee subject to drug testing shall be considered testing positive unless:

A urinalysis drug test utilizing a reliable scientific methodology was given and produced a positive result

and

Such positive test result was confirmed by a second urinalysis drug test, which was separate and independent from the initial, utilizing a reliable scientific methodology

and

Such positive test result was confirmed by a third urinalysis drug test which was separate and independent from the initial test, utilizing a gas chromatography and mass spectrometry methodology

and

The affected employee fails to substantiate a medical or legal reason for the positive test result to the Medical Review Officer.

2. The selected testing agency shall test for the presence of the following category of drugs and all substances produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis:

- | | | |
|------------------|-------------------|---------------|
| 1. Cannabinoids | 6. Barbituates | 11. Oxycodone |
| 2. Cocaine | 7. Benzodiazepine | |
| 3. Opiates | 8. Methadone | |
| 4. Phencyclidine | 9. Methaqualone | |
| 5. Amphetamines | 10. Propoxyphene | |

3. The selected testing agency shall set sensitivity cut off levels as follows:

Initial and First Confirmation Test

| | (ng/ml) |
|---------------------|---------|
| Cannabinoids | 50 |
| Cocaine metabolites | 300 |
| Opiate metabolites | 2000 |
| Phencyclidine | 25 |
| Amphetamines | 1000 |
| Barbiturates | 200 |
| Methaqualone | 300 |
| Benzodiazepine | 300 |
| Methadone | 300 |
| Propoxyphene | 300 |
| Oxycodone | 100 |

Gas Chromatography/Mass Spectrometry

| | (ng/ml) |
|-------------------------|---------|
| Cannabinoids (1) | 15 |
| Cocaine metabolites (2) | 150 |
| Opiates: | |
| Morphine | 2000 |
| Codeine | 2000 |
| Phencyclidine | 25 |
| Amphetamine : | |
| Amphetamine | 500 |
| Methamphetamine | 500 |
| Barbiturates | 200 |
| Methaqualone | 300 |
| Benzodiazepine | 300 |
| Methadone | 200 |
| Propoxyphene | 300 |
| Oxycodone | 100 |

- (1) Delta-9-tetrahydrocannabinol-9-carboxylic acid
- (2) Benzoylgonine

4. Any test results which are below the outlined sensitivity levels shall be recorded and reported as negative and no further testing conducted for that employee sample.
5. Should tests be developed that can detect the presence of hallucinogens, designer drugs, anabolic steroids or other illicit substance with NIDA approved sensitivity cut off levels, these tests will be incorporated into this program where feasible. This shall take place after 60 days notice to the Hartford Police Union of the intent to implement any of these additional tests in order for adequate review by the Union of these testing methods.
6. Test samples identified as adulterated, substituted, invalid or dilute shall be reported to the Medical Review Officer by the testing agency. The Medical Review Officer will interview such employees, and such employees will be required to submit to a second urinalysis test within 72 hours of this interview. The Medical Review Officer will report the interview and retesting of this employee to the Chief of Police.

H. MEDICAL REVIEW OFFICER

1. The City shall retain the services of a Medical Review Officer or practice for the duration of this program. The Medical Review Officer or practice will be one or more licensed physician(s) not presently employed by the City or having any financial connection or contract with the selected testing agency. The physician(s) will be licensed in Connecticut if possible, or if not possible in New England, or if not possible in another state where he or she practices. The Medical Review Officer or practice should have expertise in the area of chemical dependency and rehabilitation. The selection of the individual to serve as the Medical Review Officer will be in accordance with established purchasing procedures in accordance with provisions of the Charter of the City of Hartford.

The Union shall have the right to participate on any selection committee for the Medical Review Officer.

2. The Medical Review Officer shall receive and retain all test results from the selected testing agency.
3. The Medical Review Officer, upon the receipt of a positive test result, will conduct an interview with the affected employee. If after this interview, in the opinion of the Medical Review Officer, the employee has not been able to substantiate a reason for the positive test, the Medical Review Officer shall, within forty-eight (48) hours, report the positive test results to the Chief of Police.

Those employees who the Medical Review Officer does not report to the Chief as positive may be subjected to a test ordered by the Medical Review Officer within a six (6) month period after an interview with the Medical Review Officer. This request for a test shall be made by the Medical Review Officer directly to the testing agency by code identification. The test shall occur during a random testing period and the distinction will not be revealed to the Employees Assistance Program Coordinator by the testing agency.

If in the opinion of the Medical Review Officer, the medication that the employee is taking legitimately poses a risk to the Department or impairs the judgment of the employee, said opinion shall be reported to the Chief of Police or his/her designee.

4. The Medical Review Officer shall coordinate with the Employees Assistance Program Coordinator the notification and scheduling of appointments for employees reported to him/her as testing positive as the result of a urinalysis drug test.

I. EMPLOYEES ASSISTANCE PROGRAM COORDINATOR

In addition to duties described elsewhere in this Policy, the Employees Assistance Program Coordinator shall have the following duties as they relate to this Policy:

1. Upon the agreement of this drug testing policy, the Employees Assistance Coordinator shall assure through whatever means necessary that reasonable efforts are made to notify all sworn members and their families of the dangers of chemical dependency, the services offered through the Employees Assistance Program, and the confidential non-punitive nature of the program.
2. Assist in the education efforts of the City and the Union in relation to this drug testing policy.
3. Offer the services of the Employee Assistance Program to any employees who have been identified as testing positive as a result of a urinalysis drug test and their families.
4. Coordinate with the Medical Review Officer the scheduling of appointments of employees reported as testing positive to him/her within thirty- six (36) hours. These appointments shall be strictly confidential.

IV. VIOLATION

Any employee, who has a test result that is reported as positive by the Medical Review Officer to the Chief of Police, shall be deemed to have violated the Hartford Police Department's Code of Conduct (Article III, Section 3.09).

Discipline for this violation shall be termination unless specifically amended by this Policy. Any employee so charged shall be assured all due process rights guaranteed under the Collective Bargaining Agreement.

- A. Any employee who tests positive under the guidelines of this drug testing policy for Cannabinoids, Cocaine, Phencyclidine, Methaqualone, or opiates that in and of themselves are illegal to possess shall be terminated.
- B. An employee who tests positive under the guidelines of this drug testing policy to any other narcotic and/or controlled substance identified in this Policy shall be subject to termination. Provided, however, that these employees (other than an entry level probationary employee) shall be offered the opportunity to consent to a "Last Chance Agreement" and provided further that the employee has not been the subject of substantial disciplinary action (two suspensions excluding suspensions from Private Duty Assignments and suspensions as a result of chargeable motor vehicle accidents) within the past five (5) years. In the event an employee has been the subject of substantial disciplinary action within the past five (5) years, the Chief, at his/her discretion, may offer a "Last Chance Agreement" to the employee in lieu of termination.
- C. Any employee who refuses to submit to any ordered urinalysis drug test as outlined in this Policy or fails to report to the selected testing agency collection site for testing after being notified to do so shall be deemed to have violated Article III, Section 3.10 of the Hartford Police Department Code of Conduct and shall be subject to termination.
- D. Any employee who fails to report to the Medical Review Officer after being notified to do so shall be deemed to have violated Article III, Section 3.11 of the Hartford Police Department's Code of Conduct. Such conduct may also result in the Medical Review Officer reporting a positive test result to the Chief of Police, in which case discipline will be administered in accordance with "A" above.
- E. Similarly, any employee who fails to provide, within a reasonable period of time as determined by the Medical Review Officer, any documentation requested by the Medical Review Officer shall be deemed to have violated Article III, Section 3.12 of the Hartford Police Department's Code of Conduct, and shall be terminated. Such conduct may also result in the Medical Review Officer reporting a positive test result to the Chief of Police, in which case discipline shall be administered in accordance with "A" above.

- F. Any employee who has been reported as testing positive shall have the right to have the split sample in the possession of the selected testing agency sent to a lab of the employee's choice from a list of at least three (3) approved labs developed by the Medical Review Officer. All expenses associated with the urinalysis of the second sample shall be assumed by the employee.

V. CONFIDENTIALITY

The City of Hartford, its agents, contractors and employees will assure firm and absolute guarantees of confidentiality of all employees required to submit to urinalysis drug testing. No information will be furnished nor shall participation in any rehabilitation program be revealed to anyone other than those authorized under this Policy. No records of test results, referrals or any procedures relating to urinalysis drug testing will be stored in any employee's personnel file, except when such records become part of a disciplinary action.

VI. COSTS

Any cost related to the collection, delivery, testing or reporting of test results, except those costs specifically referred to under Section IV, F of this policy and procedure, shall be assumed by the City of Hartford.

All costs relating to the retention and use of the Medical Review Officer, shall be assumed by the City of Hartford.

All random employee urinalysis drug testing shall be conducted during working hours. Reasonable suspicion testing shall be conducted as much as practicable during working hours; however, circumstances may dictate testing conducted during off-duty hours.

VII. REVIEW AND EVALUATION

A committee consisting of two (2) representatives designated by the Chief of Police, two (2) representatives designated by the Union, a representative of the Corporation Counsel's Office and a representative of the Human Resources Department shall meet every six (6) months to review and evaluate the foregoing Policy.

This committee shall have the authority to make recommendations to alter this Policy. However, any alteration proposed by the committee must be mutually agreed to by the City and the Union pursuant to the memorandum of understanding written in accordance with this Policy.

LAST CHANCE AGREEMENT

1. _____ will plead guilty to conduct unbecoming a police officer and will waive his/her right to a departmental hearing.
2. _____ will accept a thirty (30) day suspension. Upon the completion of this suspension, _____ will submit to a urinalysis drug test. Should the test be reported as positive, _____ agrees to resign from the Hartford Police Department. Should no illegal substance be detected, will begin a treatment program effective immediately with Dr. _____.
3. _____ will abide by all conditions that Dr. _____ may prescribe as part of their treatment plan. _____ will participate in this treatment program for a minimum of eighteen (18) months or as prescribed by Dr. _____. The Director of said program must submit progress and attendance reports to the Chief or his/her designee every thirty (30) days.
4. _____ will waive confidentiality with regard to medical disclosures from Dr. _____ to the Chief of Police, to assure compliance with this Agreement.
5. All costs for participation in Dr. _____ prescribed treatment shall be borne by insurance and/or _____.
6. _____ will be subject to blood and urinalysis drug testing at any time while participating in Dr. _____ treatment plan. _____ may also be ordered by the Chief of Police or his/her designee at any time to submit to blood and urinalysis drug testing, as well as being subject to random selection. Failure to submit to this test or the reporting of a positive test result will be deemed a terminable offense and shall result in the termination of _____ without recourse to the grievance procedure or to the courts.
7. Any time lost for medical testing, medical appointments or rehabilitative programs will be made up at the discretion of the Department. In the event such lost time is not made up, such time will be deducted from _____ weekly wages.
8. _____ will disclose immediately all prescriptions or over-the-counter drugs he or she is using to Dr. _____, the Chief of Police or his/her designee.
9. _____ agrees not to use opiates at any time except if he/she is hospitalized as an in-patient.
10. _____ recognizes that working private jobs and/or overtime may have an adverse impact on his/her recovery and waives his/her circumstances as determined by the Chief or his/her designee.
11. Failure of _____ to fully attend and participate in the outlined treatment and/or rehabilitation program or any of the provisions of this Agreement will be deemed a terminable offense and shall result in the termination of _____ without recourse to the grievance procedure or to the courts.

ATTACHMENT A

COLLECTION PROTOCOL

- ❑ Donor must show Connecticut MVD operator's license with picture ID.
- ❑ Donor must remove excess clothing such as outer garments. Such determination will be made by collection agency.
- ❑ Donor will document all medications he/she has taken or had administered in the past thirty (30) days.
- ❑ Donor will wash and dry hands in the presence of the collection agent.
- ❑ Donor will be given a sealed urine collection container, which will be opened by the donor.
- ❑ Donor will produce urine in a private setting; unobserved.
- ❑ Donor will observe the completion of the specimen label by the collection agent and either sign or initial the label.
- ❑ Donor will observe the splitting of the collected sample.
- ❑ Donor will observe the capping and sealing of the two samples with evidence tape and either sign or initial each sample.
- ❑ Donor will have the urine sample(s) in his/her possession/observation until they have been sealed and signed or initialed.

ATTACHMENT B
CHAIN OF CUSTODY

The urine container label must contain:

- Name of donor
- Date and time specimen was collected
- Collector's name
- Donor's signature or initials

The urine container must be sealed with evidence tape that must be:

- Placed over the top and down the sides of the container covering the label edges.
- Must be intact with no evidence of tampering.

The chain of custody form must be completed and contain:

- Name of donor
- Agency requesting collection
- Recorded specimen temperature
- Donor's signature
- Collector's signature (date and time documented)
- Courier's name and signature (date and time documented), if applicable.
- Name and signature of person at lab who received and recorded sample (date and time documented).

APPENDIX O
PENSION BENEFIT EXTENSION

Agreement made this 18th day of May, 2000 by and between the City of Hartford and the Hartford Police Union, hereinafter collectively referred to as the parties; and

WHEREAS, the parties wish to extend the provisions, terms and benefits conferred by Section 3.6, Paragraph 8 of the current Collective Bargaining Agreement to all current employees;

WHEREAS, the parties wish to extend the provisions, terms and benefits of Section 3.6 and Appendix E of the current Collective Bargaining Agreement to all current employees;

WHEREAS, the parties wish to delete Appendix E, paragraph O from the current Collective Bargaining Agreement;

WHEREAS, the parties, in consideration for this Agreement, have exchanged mutual promises set forth in a Collective Bargaining Agreement dated May 18, 2000;

WHEREAS, the parties recognize the receipt and sufficiency of the aforementioned consideration; and

THEREFORE, the parties agree all employees as of July 1, 1999, whose retirement becomes effective on or after that date, may upon retirement, and prior to any formula reduction, exchange a portion of his or her accumulated sick leave for up to four (4) years (in whole years only) of additional pension service time for the purpose of computing the amount of his or her retirement allowance provided, however, such additional service time shall not be used for establishing eligibility for normal retirement benefits, but shall be used as additional service credits for employees who are qualified or become qualified for normal/disability retirement benefits. Each additional year of pension service acquired pursuant to this Section shall be equal to two and one-half percent (2.5%) of final average pay. For the purpose of exchange under this Section, twenty (20) days shall equal one (1) year of additional pension service time. Any accumulated sick leave remaining after the exchange shall be subject to the provision of Article V, Section 5.3 of the Collective Bargaining Agreement.

No employee shall retire over eighty percent (80%) of final average pay through the utilization of this benefit.

Employees who exchange accumulated sick leave for additional pension service time shall pay any and all Federal and State taxes resulting from such exchange as if such exchange were made pursuant to Article V, Section 5.3 of the aforementioned Collective Bargaining Agreement.

This benefit shall remain in effect and inure to the benefit of every current bargaining unit employee hired on or before July 1, 1999, regardless of date of retirement, and shall not be subject to negotiation.

THEREFORE, the parties further agree that every employee hired on or before July 1, 1999 shall have their pension calculated in accordance with Section 3.6 and Appendix E of the Collective Bargaining Agreement effective from July 1, 1996 to June 30, 1999 regardless of date of retirement provided, however, that the employee qualifies for retirement as provided for in the current Collective Bargaining Agreement. This benefit shall not be subject to negotiation.

THEREFORE, the parties further agree to delete Appendix E, paragraph O of the Collective Bargaining Agreement.

THEREFORE, the parties agree that no benefits currently enjoyed by any member shall be diminished by this Agreement.

THEREFORE, the parties do not intend to create any benefit for employees hired after July 1, 1999 pertaining to pension benefits other than those set forth in Section 3.6 of the Collective Bargaining Agreement effective from July 1, 1999 to June 30, 2004.

**APPENDIX P
CIVILIAN PERSONNEL**

The parties agree that certain job functions currently being performed by sworn members of the Hartford Police Union could effectively be performed by non-sworn personnel, allowing for the re-assignment of sworn personnel with advanced training and the power of arrest closer to the community.

Those positions so identified are:

- Property Control 100% – Non-supervisory
- Private Duty / Scheduling 50% – Non -supervisory
- Detention 100% – Non-supervisory; Maintain Union Affiliation
- Crime Analysis 100% – Non -supervisory
- Tele-Serve / Headquarters 50% - Non-supervisory
- Fingerprinting 100% - Non-Supervisory

Should the City choose to place non-sworn individuals in these positions:

Sworn personnel designated as light duty shall be able to serve in these positions, as well as full duty sworn personnel designated by the Chief.

A sworn supervisor will supervise non-sworn personnel serving in these positions.

Non-sworn personnel will have no supervisory authority over sworn personnel.

The Union will withdraw all pending grievances and/ or Unfair Labor Practices with prejudice concerning the Fleet Manager, Public Information Officer, and Public Safety Dispatch Center and further relinquish any and all future claims in regards to representation of these positions.

APPENDIX Q
ASSISTANT ANIMAL CONTROL OFFICER

The classification currently identified as class code #5097 shall hereafter be identified as
Assistant Animal Control Officer

HOURS OF WORK

The Assistant Animal Control Officer shall work five (5) consecutive eight (8) hour days followed by two days off. These employees shall have one (1) of the following sets of days off: Friday/Saturday; Saturday/Sunday; Sunday/Monday.

Assistant Animal Control Officers shall be subject to the bid shift program based on seniority as an Assistant Animal Control Officer for the City of Hartford. The starting times for the Assistant Animal Control Officer shall be A Squad, 0700 or 10:00; Squad B, 16:00 or 18:00. It is recognized that the Assistant Animal Control Officers have no relief list and they cannot be bounced or backfilled to eliminate overtime opportunities.

Based on a staffing level of four (4) Assistant Animal Control Officers, there will be two (2) assigned to each squad with different starting times; based on a staffing level of three (3) Assistant Animal Control Officers, there will be two assigned to A Squad with different reporting times and one (1) assigned to B Squad; based on a staffing level of two (2) Assistant Animal Control Officers there will be one (1) assigned to A Squad and one (1) assigned to B Squad. This provision shall not be deemed or construed to be a minimum staffing requirement.

CERTIFICATION & TRAINING

Assistant Animal Control Officers upon the completion of their initial probationary period who successfully complete both Levels I and II of training offered or certified by the National Animal Control Association shall receive an additional 1.5% based on the employee's pay rate, which will be paid in the same manner as educational incentives are currently paid under Appendix. B Assistant Animal Control officers shall also be eligible for educational incentives as set forth in Appendix B, not including the incentive for a Post Graduate Degree or Certificate. Any such incentives earned shall be in lieu of the 1.5% increase under this paragraph.

VEHICLES

Assistant Animal Control Officers shall be provided a vehicle in good working order, equipped for safe animal transportation and confinement for their use during working hours. These vehicles shall be clearly marked Animal Control.

CALL BACKS

A callback system shall be established so that during the non-working hours of the Assistant Animal Control Officers, provisions are in place to ensure that Assistant Animal Control Officers of the Hartford Police Department and Union respond to all requests for emergency animal control services when such requests are made in accordance with the protocol described in this paragraph. The primary purpose of this requirement is that Police Officers are not responsible for the transportation or apprehension of dangerous dogs. In such circumstances, the Chief may first request mutual aid of animal control personnel from other policing agencies. If mutual aid is not requested or is otherwise not forthcoming, off duty Assistant Animal Control Officers who are available within a reasonable response time will be offered an opportunity to respond to the emergency. If no such assistant Animal Control Officer is available, it is recognized that on duty police officers may have to take emergency action. In situations when preplanned criminal investigative operations are conducted outside of the shift of an Assistant Animal Control Officer, an Assistant Animal Control Officer(s) may need to be utilized during off shift hours. Such utilization will be on an overtime basis.

RESTRICTED ACTIVITIES

Assistant Animal Control Officers shall be prohibited from being utilized for any type of initial entry relative to drug related offenses, search warrants or criminal apprehensions. They also are not to be utilized to respond to non-animal related calls for service.

SAFETY EQUIPMENT

Assistant Animal Control Officers shall be equipped with the following equipment;

- Bullet Proof Vest
- Bite Stick or Shock Stick
- OC Spray
- Taser Delivery System
- Portable Radio
- Snares

Notwithstanding what is described above, the Chief, in his or her discretion, may substitute new or more advanced items that perform a similar function or purpose and eliminate obsolete equipment.

APPENDIX R CANINE PROGRAM

The parties recognize the positive impact the maintaining of police canine units have on the safety of employees and the enhanced service they provide to the public. Such units, managed effectively, provide service skills that far exceed human capabilities. Canine units have proven to be instrumental assets in drug detection, public relations, search and rescue, tracking, building searches and high-risk criminal apprehension. It is recognized that the partnership of handler and canine is a significant investment by the City and commitment by the handler.

All canines are the exclusive property of the City of Hartford. Their assignment is at the sole discretion of the Chief of Police or his or her designee. Both parties recognize that canine units are working animals, not family pets. All training, care requirements and decisions relative to continued use or assignment of individual canines shall reflect this. The City shall retain the responsibility to provide for the maintaining of each canine which shall include, but not be limited to, the cost of food, cost of veterinary services and examinations including preventive care, training cost and the cost of associated equipment. Handlers shall provide canine units assigned to them housing and around the clock care.

The parties recognize the expense, training cost and commitment required to maintain a successful handler-canine relationship. To this end, canine handlers shall exclusively be selected from volunteers by the Chief of Police. Selected handlers, who successfully complete canine certification training are anticipated to remain in the unit for a period of at least three (3) to five (5) years absent substantial reasons otherwise.

For the purpose of the following sections there shall be two canine unit definitions:

Patrol Dogs – canines assigned to a uniformed officer whose basic duties consist of patrol related responsibilities in a marked police unit. Responding to calls for service and line unit request for assistance.

Non Patrol Dogs – canine whose basic function is that of evidence or suspect detection such as narcotic dogs, bomb dogs, search and rescue, cadaver dogs.

Patrol Dog Handlers:

- Shall exclusively be employees holding the job classification of police officer.
- Shall be assigned as a special patrol unit exempt from the 5/2-5/3 work schedule. They shall work 5 eight hour consecutive days followed by two days off as outlined in this Agreement.
- For the purpose of overtime opportunities shall be considered as part of the Bid Shift Program.
- Bid Shift opportunities shall be restricted to canine assignments established within the Bid Shift Program. Seniority for assignment to these canine unit shifts shall be established based on years of experience as a canine handler within the Department.
- Shall perform all duties in an authorized uniform of the Hartford Police Department

Non-Patrol Dog Handlers:

- All other non-patrol dog handler assignments shall be made at the Chiefs discretion and the Chief will try to accommodate volunteers in reverse order of classification.

CARE & HOME TRAINING

Employees assigned as patrol dog handlers will be compensated for one (1) hour per day to attend to the needs of the canine, a total of seven (7) hours per week.

Employees assigned as handlers of non-patrol dogs will be compensated for one and one-half (1.5) hours per day to attend to the needs of the canine, a total of ten and one half (10.5) hours per week.

Any employee assigned as a handler of more than one (1) dog will be compensated an additional one half hour (1/2) per day per dog to attend to the needs of the canine.

In lieu of actual compensation the City may reduce the daily on duty time required of canine handlers, so that the care & training hours are incorporated in the normal work day, reducing the amount of on-site hours required by the canine handlers. Such compensation will be owed for any regular day off or approved leaves.

CERTIFICATION & TRAINING

Each patrol dog handler and canine must attend and successfully complete the Connecticut State Police K-9 Training Course or other course offered by a patrol dog certifying agency as may be selected by the Chief. Upon successful completion and certification each handler and canine must attend such periodic training as may be required to maintain certification, and one (1) day per month in service canine training conducted by the Hartford Police Department.

Each non-patrol dog handler and canine shall receive training as appropriate to the program and shall be recertified as required.

VEHICLES

Each canine handler shall be assigned a vehicle in good working order and equipped for safe canine transportation for their exclusive use. Patrol dog handlers shall be provided an emergency equipped, marked police cruiser. Such use shall be limited to on duty usage, transportation of the canine to and from work, training classes, veterinary or associated appointments. Any personal use of this vehicle is strictly prohibited.

CALL BACKS

It is recognized that in the cases of an immediate need for a canine unit and no canine unit is working or available mutual aid may be requested of other policing agencies. In those situations, when preplanned operations are conducted and canine units are to be utilized, Department units shall be the first utilized and the last released.

KENNEL CARE

When a canine handler is away on approved leave or off on extended leave or injury the following shall apply. The handler shall:

1. Arrange for a fellow canine handler to care for the dog during their absence.
2. Arrange at their expense for the care of the canine during their leave or absence.
3. Attempt to board the canine at the State Police Canine Kennel, if space is available.
4. If space is unavailable at the State Police Canine Kennel make boarding arrangements at a City approved Kennel at the City's expense. No care and maintenance hours would be paid for this option.

RESTRICTED ACTIVITIES

Canine units shall be prohibited from being utilized for any type of crowd control or civil unrest activities. Handlers may refuse any order of a supervisor which violates this provision.

HANDLER PURCHASE OF DOG

When a handler purchases a dog, the handler assumes all responsibility for cost and liability with the sole exception of injured dogs for a two-year period as described below:

- If a canine has been active in excess of three (3) years and the handler is promoted or reassigned the decision to allow the purchase of the dog from the City for \$10.00 will be made on a case by case basis dependent on the years of service of the canine.
- If a canine has been retired due to injury the handler may assume ownership of the dog for the cost of \$1.00 and the City will pay the cost of food and veterinary expenses relative to the injury for two years.
- If a canine has been retired the handler may purchase the dog for the cost of \$10.00.

**APPENDIX S
FIELD TRAINING OFFICERS**

The designation of an officer to receive Field Training Officer certification shall be at the sole discretion of the Chief of Police or his designee from voluntary applicants. Officers may voluntarily request to be designated as a Field Training Officers in accordance with the Departmental request for assignment process.

Officers designated as Field Training Officers shall hold the responsibility to serve as a Field Training Officer for a minimum of two (2) years at the discretion of the Chief of Police. It shall be the responsibility of the Department to assure each designated Field Training Officer at a minimum successfully completes the State mandated training including updates required of Field Training Officers, prior to any evaluation of a probationary police officer.

The Chief of Police or his designee shall determine the assigning of officers to field training duties. The certification and designation of an officer as a Field Training Officer will not entitle officers, so designated, to any form of additional compensation based on that designation.

Field Training Officers shall be provided with a \$30.00 stipend for each completed Daily Observation Report of a probationary police officer. It shall be the responsibility of the Field Training Officer to submit the appropriate required time recording device along with the Daily Observation Report to assure payment of this stipend. Such stipend shall increase in accordance with awarded general wage increase percentages. It is the intent of the parties that such Field Training Officer responsibilities will be completed during the officer's regular work hours to the extent possible.

Should the Department not be able to recruit enough acceptable volunteers to serve as Field Training Officers, the Union and the City/Department shall meet as soon as practicable to resolve the issue with primary consideration being given to the importance of the program to newly hired police officers and the desires of employees based on seniority.

Stipend Payment Amount Life of Contract

| | |
|----------|---------|
| 7/1/2015 | \$34.28 |
| 7/1/2020 | \$34.97 |
| 7/1/2021 | \$35.67 |

Notwithstanding anything herein to the contrary, effective upon the approval of the September 12, 2022 Tentative Agreement, the stipend payment for certified Field Training Officers shall be the overtime hourly rate of a top pay Police Officer. This stipend will only be earned by Field Training Officers that are training a Probationary Police Officer. This stipend will be limited to one (1) hour of pay per shift.

APPENDIX T
UCONN POLICE

UCONN Police may be cross-sworn, City-wide. Private jobs outside of the scope of UCONN's statutory authority will be covered by the Hartford Police Department.

APPENDIX U
BODY CAMERAS

Without waiving the City's previously stated position that requiring body cameras is already within management's rights, the City and the Union agree to the following as it relates to body cameras:

- Body cameras may be implemented at the discretion of the Chief of Police.
- When body cameras are implemented, the Hartford Police Department will follow all POST standards and policies related to body cameras.
- Any random monitoring of body camera footage will not be used to initiate discipline.

**MEMORANDUM
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

To: Municipal Accountability Review Board
From: Julian Freund
Subject: Update on West Haven Subcommittee
Date: September 30, 2022

The West Haven Subcommittee last met on September 20.

Update - FY 2021 Audit: The City provided an update on the status of the FY 2021 audit including a list of items submitted to the auditor and outstanding items. The City expected to close out most of the remaining open items within the week. The City anticipates that the FY 2021 audit will be completed by the end of November.

Board of Education and Administrators' Association Contract: The Subcommittee reviewed the tentative agreement between the Board of Education and the West Haven Administrators' Association. The term of the contract runs from September 1, 2023 through August 31, 2026 and provides general wage increases of 2.0% per year in addition to restructuring the salary step schedule. Over the course of the contract term, the three lowest salary steps are eliminated and three steps are added to the top of the schedule in an effort to make the salaries more competitive with other districts. The agreement also increases employees' health insurance premium cost share from the current 20% to 21.5% by the final year. The members of this group are already enrolled in the State Partnership Health Plan. The Subcommittee voted to recommend that the full MARB approve the contract.

Budget Mitigation Measures (5-Year Plan): The most significant open item regarding the City's update to the 5-Year Plan has been the development of a budget mitigation plan to control costs and enhance revenues over the long term. The City presented an update on the status of its efforts to develop the budget mitigation plan. In addition to an overview of the revenue and expenditure categories that appear to offer the most promising opportunities, the update provided a short-list of mitigation measures already under consideration.

Firefighter Agreements: The City updated the Subcommittee on the status of the Firefighter contract and the MOU regarding the hazard pay stipend. The Firefighters contract had been put on hold pending clarification regarding the impact of a potential SAFER grant and a related increase in minimum manpower. With regard to the SAFER grant and minimum manpower, the following clarifications were made:

- The SAFER grant would fully fund the cost of salary and benefits for additional staffing during the grant period (Note: increasing minimum manpower from 5 to 6 would require four additional staff)

- If awarded, the grant agreement (which would require approval by the MARB) may require the higher minimum manpower to be maintained beyond the grant period
- While salary and benefits would be covered by the grant, the cost of equipping additional Firefighters would not be covered by the grant (i.e. turnout gear, breathing apparatus, etc.)

Members of the Subcommittee advised the City to negotiate with the union the removal of the language regarding an increase in minimum manpower. If the grant is awarded, the grant agreement will stipulate any minimum manpower requirements. The language in the tentative agreement therefore is unnecessary. The City was also advised to verify whether the 5-Year Plan as currently drafted includes salaries and benefits for the potential additional staffing in the years following the grant period. The 5-Year Plan will also need to include funding for the related equipment both during and after the grant period.

With regard to the hazard pay stipend, the Subcommittee advised the City to provide examples of other municipalities using ARPA funds in similar ways and to address whether the stipend creates a liability when negotiating with other bargaining units.

Update on Brewery Development Agreement:

The City advised that a copy of the agreement would be provided prior to the October MARB meeting.

* The next meeting of the West Haven Subcommittee is October 18th. The meeting will be held at the City of West Haven.

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CITY OF WEST HAVEN LIVE
YEAR TO DATE BUDGET REPORT

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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|-------------------|-------------|-------------|--------------|---------------------|-------------|
| 101 GENERAL FUND | | | | | | | |
| 10112542 CITY CLERK LICENSES | | | | | | | |
| 10112542 42150 ANIMAL LICENSES | -9,389 | -9,389 | -3,176.00 | -825.00 | .00 | -6,213.00 | 33.8% |
| 10112542 42160 MARRIAGE LICENSES | -7,800 | -7,800 | -8,750.00 | -4,650.00 | .00 | 950.00 | 112.2% |
| 10112542 42170 SPORTING LICENSES | -250 | -250 | -243.00 | 127.00 | .00 | -7.00 | 97.2% |
| TOTAL CITY CLERK LICENSES | -17,439 | -17,439 | -12,169.00 | -5,348.00 | .00 | -5,270.00 | 69.8% |
| 10112546 CITY CLERK MISC CHARGES | | | | | | | |
| 10112546 46940 RECORD LEGAL INSTRU | -1,650,000 | -1,650,000 | -264,434.72 | -128,718.50 | .00 | -1,385,565.28 | 16.0% |
| TOTAL CITY CLERK MISC CHARGES | -1,650,000 | -1,650,000 | -264,434.72 | -128,718.50 | .00 | -1,385,565.28 | 16.0% |
| 10119042 PLANNING/DEVELOP LICENSES | | | | | | | |
| 10119042 42210 BUILDING PERMITS | -1,175,000 | -1,175,000 | -118,937.20 | -69,079.30 | .00 | -1,056,062.80 | 10.1% |
| 10119042 42220 ELECTRICAL PERMITS | -176,254 | -176,254 | -42,660.06 | -20,392.26 | .00 | -133,593.94 | 24.2% |
| 10119042 42230 EXCAVATION PERMITS | -13,265 | -13,265 | -1,575.00 | .00 | .00 | -11,690.00 | 11.9% |
| 10119042 42240 PLUMBING & HEATING | -96,548 | -96,548 | -13,126.50 | -10,960.00 | .00 | -83,421.50 | 13.6% |
| 10119042 42250 ZONING PERMITS | -135,000 | -135,000 | -15,230.00 | -8,690.00 | .00 | -119,770.00 | 11.3% |
| TOTAL PLANNING/DEVELOP LICENSES | -1,596,067 | -1,596,067 | -191,528.76 | -109,121.56 | .00 | -1,404,538.24 | 12.0% |
| 10120044 TREASURERS INVESTMENT INCOME | | | | | | | |
| 10120044 44100 INVESTMENT INCOME | -52,000 | -52,000 | -39,964.08 | -3,284.72 | .00 | -12,035.92 | 76.9% |
| 10120044 44210 RENT FROM CITY FACI | -28,611 | -28,611 | .00 | .00 | .00 | -28,611.00 | .0% |
| TOTAL TREASURERS INVESTMENT INCOM | -80,611 | -80,611 | -39,964.08 | -3,284.72 | .00 | -40,646.92 | 49.6% |
| 10120045 STATE GRANTS | | | | | | | |
| 10120045 45200 09860 STATE GRANTS | 0 | 0 | -10,671.38 | -10,671.38 | .00 | 10,671.38 | 100.0% |

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CITY OF WEST HAVEN LIVE
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| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|-------------------|-------------|-------------|--------------|---------------------|-------------|
| <u>10120045 45211 EDUCATIONAL COST SH</u> | -45,140,487 | -45,140,487 | .00 | .00 | .00 | -45,140,487.00 | .0% |
| <u>10120045 45219 HEALTH SERVICES</u> | -60,000 | -60,000 | .00 | .00 | .00 | -60,000.00 | .0% |
| <u>10120045 45231 PILOT-COLLEGES & HO</u> | -8,741,348 | -8,741,348 | .00 | .00 | .00 | -8,741,348.00 | .0% |
| <u>10120045 45233 MUNI REV SHR (MFG P</u> | -147,516 | -147,516 | .00 | .00 | .00 | -147,516.00 | .0% |
| <u>10120045 45234 PROP TAX RELIEF-ELD</u> | -502,691 | -502,691 | -502,691.00 | -502,691.00 | .00 | .00 | 100.0% |
| <u>10120045 45235 MASHENTUCKET PEQUOT</u> | -807,097 | -807,097 | .00 | .00 | .00 | -807,097.00 | .0% |
| <u>10120045 45236 PROP TAX RELIEF-TOT</u> | -5,000 | -5,000 | .00 | .00 | .00 | -5,000.00 | .0% |
| <u>10120045 45238 PROPERTY TAX RELIEF</u> | -127,400 | -127,400 | .00 | .00 | .00 | -127,400.00 | .0% |
| <u>10120045 45248 TOWN AID ROAD</u> | -618,370 | -618,370 | .00 | .00 | .00 | -618,370.00 | .0% |
| <u>10120045 45290 STATE MISCELLANEOUS</u> | -122,000 | -122,000 | -62,099.69 | .00 | .00 | -59,900.31 | 50.9% |
| <u>10120045 45310 TELEPHONE ACCESS GR</u> | -95,000 | -95,000 | .00 | .00 | .00 | -95,000.00 | .0% |
| <u>10120045 45340 SCCRWA- PILOT GRANT</u> | -301,100 | -301,100 | -140,947.20 | -140,947.20 | .00 | -160,152.80 | 46.8% |
| TOTAL STATE GRANTS | -56,668,009 | -56,668,009 | -716,409.27 | -654,309.58 | .00 | -55,951,599.73 | 1.3% |
| <u>10120046 MISCELLANEOUS CHARGES</u> | | | | | | | |
| <u>10120046 46950 MISCELLANEOUS PUBLI</u> | -37,900 | -37,900 | -205.00 | -105.00 | .00 | -37,695.00 | .5% |
| <u>10120046 46952 MISCELLANEOUS - GEN</u> | -56,000 | -56,000 | -7,406.90 | -3,405.00 | .00 | -48,593.10 | 13.2% |
| <u>10120046 46956 MISC. - PARKS & REC</u> | -220,000 | -220,000 | -17,235.00 | -11,812.50 | .00 | -202,765.00 | 7.8% |
| TOTAL MISCELLANEOUS CHARGES | -313,900 | -313,900 | -24,846.90 | -15,322.50 | .00 | -289,053.10 | 7.9% |
| <u>10120047 MISCELLANEOUS REVENUE</u> | | | | | | | |
| <u>10120047 43300 PARKING METER REVEN</u> | -62,000 | -62,000 | -57,600.00 | -33,981.00 | .00 | -4,400.00 | 92.9% |
| <u>10120047 47200 PROP SALE(Bayview,e</u> | -14,500 | -14,500 | .00 | .00 | .00 | -14,500.00 | .0% |
| <u>10120047 47350 PILOT - HOUSING AUT</u> | -146,600 | -146,600 | .00 | .00 | .00 | -146,600.00 | .0% |
| <u>10120047 47360 SEWER FEE COLLECTIO</u> | -55,200 | -55,200 | .00 | .00 | .00 | -55,200.00 | .0% |
| <u>10120047 47380 INSURANCE REIMBURSE</u> | -9,823 | -9,823 | .00 | .00 | .00 | -9,823.00 | .0% |
| <u>10120047 47800 yale contribution</u> | -466,715 | -466,715 | .00 | .00 | .00 | -466,715.00 | .0% |
| <u>10120047 47900 MISCELLANEOUS</u> | -160,000 | -160,000 | -2,200.50 | -1,055.50 | .00 | -157,799.50 | 1.4% |
| <u>10120047 47904 QUIGLEY/YALE PARKIN</u> | -43,603 | -43,603 | -7,267.16 | -3,633.58 | .00 | -36,335.80 | 16.7% |
| TOTAL MISCELLANEOUS REVENUE | -958,441 | -958,441 | -67,067.66 | -38,670.08 | .00 | -891,373.30 | 7.0% |
| <u>10120048 OPERATING TRANSFERS IN</u> | | | | | | | |
| <u>10120048 48100 OPERATING TRANSFERS</u> | -110,000 | -110,000 | .00 | .00 | .00 | -110,000.00 | .0% |

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CITY OF WEST HAVEN LIVE
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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|----------------|---------------|--------------|---------------------|-------------|
| 10120048 48300 RESIDUAL EQUITY TRA | -200,000 | -200,000 | .00 | .00 | .00 | -200,000.00 | .0% |
| 10120048 48500 TRANSFER FROM SEWER | -424,004 | -424,004 | .00 | .00 | .00 | -424,004.00 | .0% |
| TOTAL OPERATING TRANSFERS IN | -734,004 | -734,004 | .00 | .00 | .00 | -734,004.00 | .0% |
| <hr/> | | | | | | | |
| 10124041 PROPERTY TAXES | | | | | | | |
| 10124041 41100 CURRENT PROPERTY TA | -102,406,510 | -102,406,510 | -52,909,809.80 | -9,719,032.64 | .00 | -49,496,699.70 | 51.7% |
| 10124041 41101 PA 76-338 MOTOR VEH | -1,261,000 | -1,261,000 | -65,072.66 | -24,393.10 | .00 | -1,195,927.34 | 5.2% |
| 10124041 41200 PRIOR YEARS TAX LEV | -412,000 | -412,000 | -50,248.82 | -32,748.38 | .00 | -361,751.18 | 12.2% |
| 10124041 41300 SUSPENSE TAXES | -100,000 | -100,000 | -44,611.94 | -21,085.88 | .00 | -55,388.06 | 44.6% |
| 10124041 41610 CURRENT PROPERTY TA | -476,100 | -476,100 | -59,867.31 | -43,945.57 | .00 | -416,232.69 | 12.6% |
| 10124041 41620 PRIOR YEARS TAX INT | -256,452 | -256,452 | -45,538.35 | -34,290.31 | .00 | -210,913.65 | 17.8% |
| 10124041 41630 SUSPENSE INTEREST | -100,000 | -100,000 | -43,178.89 | -20,301.33 | .00 | -56,821.11 | 43.2% |
| TOTAL PROPERTY TAXES | -105,012,062 | -105,012,062 | -53,218,327.77 | -9,895,797.21 | .00 | -51,793,733.73 | 50.7% |
| <hr/> | | | | | | | |
| 10124043 FINES AND PENALTIES | | | | | | | |
| 10124043 43200 FINES & PENALTIES - | -53,452 | -53,452 | -6,899.47 | -2,820.40 | .00 | -46,552.53 | 12.9% |
| 10124043 43250 BLDG CODE VIOLATION | -7,785 | -7,785 | .00 | .00 | .00 | -7,785.00 | .0% |
| TOTAL FINES AND PENALTIES | -61,237 | -61,237 | -6,899.47 | -2,820.40 | .00 | -54,337.53 | 11.3% |
| <hr/> | | | | | | | |
| 10130047 MISC-OTHER AGENCIES | | | | | | | |
| 10130047 47310 FIRE DEPT SHARE OF | -916,427 | -916,427 | 98,341.97 | .00 | .00 | -1,014,768.97 | -10.7% |
| TOTAL MISC-OTHER AGENCIES | -916,427 | -916,427 | 98,341.97 | .00 | .00 | -1,014,768.97 | -10.7% |
| <hr/> | | | | | | | |
| 10131042 LICENSES | | | | | | | |
| 10131042 42110 ALCOHOLIC BEVERAGE | -700 | -700 | -200.00 | -120.00 | .00 | -500.00 | 28.6% |
| 10131042 42130 POLICE&PROTECT LIC/ | -25,701 | -25,701 | -3,090.00 | -2,480.00 | .00 | -22,611.00 | 12.0% |
| TOTAL LICENSES | -26,401 | -26,401 | -3,290.00 | -2,600.00 | .00 | -23,111.00 | 12.5% |
| <hr/> | | | | | | | |
| 10131043 PARKING TAGS | | | | | | | |

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CITY OF WEST HAVEN LIVE
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| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|-------------------|----------------|----------------|--------------|---------------------|-------------|
| <u>10131043 43100 PARKING TAGS</u> | -200,254 | -200,254 | -1,423.41 | -823.41 | .00 | -198,830.59 | .7% |
| TOTAL PARKING TAGS | -200,254 | -200,254 | -1,423.41 | -823.41 | .00 | -198,830.59 | .7% |
| <hr/> 10131046 POLICE SERVICE CHARGES | | | | | | | |
| <u>10131046 46710 POLICE CHARGES</u> | -13,500 | -13,500 | -1,967.00 | -1,639.00 | .00 | -11,533.00 | 14.6% |
| TOTAL POLICE SERVICE CHARGES | -13,500 | -13,500 | -1,967.00 | -1,639.00 | .00 | -11,533.00 | 14.6% |
| <hr/> 10132042 MISCELLANEOUS FEES | | | | | | | |
| <u>10132042 42910 CITY CLERK FEES COL</u> | -6,300 | -6,300 | -914.00 | -528.00 | .00 | -5,386.00 | 14.5% |
| <u>10132042 42920 DOG POUND RELEASES</u> | -500 | -500 | -644.00 | -365.00 | .00 | 144.00 | 128.8% |
| TOTAL MISCELLANEOUS FEES | -6,800 | -6,800 | -1,558.00 | -893.00 | .00 | -5,242.00 | 22.9% |
| <hr/> 10140046 MISCELLANEOUS CHARGES | | | | | | | |
| <u>10140046 46953 ALL OTHER-PUBLIC WO</u> | -3,000 | -3,000 | -1,249.00 | -82.00 | .00 | -1,751.00 | 41.6% |
| TOTAL MISCELLANEOUS CHARGES | -3,000 | -3,000 | -1,249.00 | -82.00 | .00 | -1,751.00 | 41.6% |
| <hr/> 10145047 MISC-OTHER AGENCIES | | | | | | | |
| <u>10145047 47340 ORGANIC RECYCLING C</u> | -10,600 | -10,600 | .00 | .00 | .00 | -10,600.00 | .0% |
| TOTAL MISC-OTHER AGENCIES | -10,600 | -10,600 | .00 | .00 | .00 | -10,600.00 | .0% |
| <hr/> 10153042 LICENSES | | | | | | | |
| <u>10153042 42120 HEALTH LICENSES</u> | -85,400 | -85,400 | -20,986.00 | -16,556.50 | .00 | -64,414.00 | 24.6% |
| TOTAL LICENSES | -85,400 | -85,400 | -20,986.00 | -16,556.50 | .00 | -64,414.00 | 24.6% |
| TOTAL REVENUES | -168,354,151 | -168,354,151 | -54,473,779.07 | -10,875,986.46 | .00 | -113,880,372.39 | |
| GRAND TOTAL | -168,354,151 | -168,354,151 | -54,473,779.07 | -10,875,986.46 | .00 | -113,880,372.39 | 32.4% |

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CITY OF WEST HAVEN LIVE
YEAR TO DATE BUDGET REPORT

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FOR 2023 02

| ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--------------------|-------------------|------------|------------|--------------|---------------------|-------------|
|--------------------|-------------------|------------|------------|--------------|---------------------|-------------|

** END OF REPORT - Generated by David Taylor **

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CITY OF WEST HAVEN LIVE
YEAR TO DATE BUDGET REPORT

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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 101 GENERAL FUND | | | | | | | |
| 11000010 CITY COUNCIL | | | | | | | |
| 11000010 51000 REGULAR WAGES | 40,989 | 40,989 | 12,207.40 | 4,381.57 | .00 | 28,781.60 | 29.8% |
| 11000010 51010 CLERK OF THE COUNCIL | 10,000 | 10,000 | 3,749.99 | 833.33 | .00 | 6,250.01 | 37.5% |
| 11000010 51350 PART TIME - ELECTED | 32,700 | 32,700 | 4,636.78 | 2,318.39 | .00 | 28,063.22 | 14.2% |
| 11000010 51500 OVERTIME | 0 | 0 | 319.08 | 160.80 | .00 | -319.08 | 100.0% |
| 11000010 52250 ADVERTISING | 3,000 | 3,000 | 259.90 | 259.90 | .00 | 2,740.10 | 8.7% |
| 11000010 52430 LEGAL SERVICES | 25,000 | 25,000 | .00 | .00 | .00 | 25,000.00 | .0% |
| 11000010 52510 MAINTENANCE SERVICE | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| 11000010 52770 OTHER CONTRACTUAL S | 2,500 | 2,500 | 1,000.00 | 1,000.00 | 1,500.00 | .00 | 100.0% |
| 11000010 54331 MISC. EXP. | 300 | 300 | .00 | .00 | .00 | 300.00 | .0% |
| TOTAL CITY COUNCIL | 118,489 | 118,489 | 22,173.15 | 8,953.99 | 1,500.00 | 94,815.85 | 20.0% |
| 11050010 MAYOR | | | | | | | |
| 11050010 51000 REGULAR WAGES | 243,274 | 243,274 | 43,298.71 | 20,003.85 | .00 | 199,975.25 | 17.8% |
| 11050010 51300 PART TIME WAGES | 20,000 | 20,000 | 2,582.25 | 1,625.25 | .00 | 17,417.75 | 12.9% |
| 11050010 52220 OUTSIDE PRINTING SE | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| 11050010 52320 SUBSCRIPTIONS & PER | 275 | 275 | .00 | .00 | .00 | 275.00 | .0% |
| 11050010 52330 TRAINING AND EDUCAT | 300 | 300 | .00 | .00 | .00 | 300.00 | .0% |
| 11050010 52350 TRAVEL EXPENSES | 1,500 | 1,500 | .00 | .00 | .00 | 1,500.00 | .0% |
| 11050010 52360 BUSINESS EXPENSE | 4,900 | 4,900 | 1,650.00 | 1,400.00 | .00 | 3,250.00 | 33.7% |
| 11050010 52370 COUNCIL OF GOVERNME | 19,500 | 19,500 | 18,900.00 | .00 | .00 | 600.00 | 96.9% |
| 11050010 52390 CT CONFERENCE OF MU | 36,160 | 36,160 | .00 | .00 | 36,160.00 | .00 | 100.0% |
| 11050010 52397 U.S. CONFERENCE OF | 7,000 | 7,000 | .00 | .00 | .00 | 7,000.00 | .0% |
| 11050010 53490 OTHER OPERATING SUP | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| TOTAL MAYOR | 335,909 | 335,909 | 66,430.96 | 23,029.10 | 36,160.00 | 233,318.00 | 30.5% |
| 11100010 CORPORATION COUNSEL | | | | | | | |
| 11100010 51000 REGULAR WAGES | 397,121 | 397,121 | 53,631.84 | 24,117.52 | .00 | 343,489.16 | 13.5% |
| 11100010 51300 PART TIME WAGES | 10,000 | 10,000 | .00 | .00 | .00 | 10,000.00 | .0% |
| 11100010 51500 OVERTIME | 0 | 0 | 958.94 | 934.59 | .00 | -958.94 | 100.0% |

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CITY OF WEST HAVEN LIVE
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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <u>11100010 52310 CONVENTIONS & DUES</u> | 1,000 | 1,000 | 340.00 | 340.00 | .00 | 660.00 | 34.0% |
| <u>11100010 52430 LEGAL SERVICES</u> | 250,000 | 250,000 | 1,350.00 | 1,350.00 | 2,995.00 | 245,655.00 | 1.7% |
| <u>11100010 52480 OTHER PROFESSIONAL</u> | 25,000 | 25,000 | .00 | .00 | 750.00 | 24,250.00 | 3.0% |
| <u>11100010 52490 TAX FORECLOSURE EXP</u> | 37,000 | 37,000 | -4,328.88 | -4,328.88 | .00 | 41,328.88 | -11.7% |
| <u>11100010 53110 OFFICE SUPPLIES</u> | 3,500 | 3,500 | .00 | .00 | .00 | 3,500.00 | .0% |
| <u>11100010 53140 LIBRARY SUPPLIES</u> | 12,000 | 12,000 | 2,575.11 | 2,575.11 | 1,610.70 | 7,814.19 | 34.9% |
| <u>11100010 55180 COMPUTER SOFTWARE</u> | 2,500 | 2,500 | .00 | .00 | .00 | 2,500.00 | .0% |
| TOTAL CORPORATION COUNSEL | 738,121 | 738,121 | 54,527.01 | 24,988.34 | 5,355.70 | 678,238.29 | 8.1% |
| <u>11150010 PERSONNEL DEPARTMENT</u> | | | | | | | |
| <u>11150010 51000 REGULAR WAGES</u> | 416,083 | 416,083 | 48,521.09 | 21,820.58 | .00 | 367,561.73 | 11.7% |
| <u>11150010 51500 OVERTIME</u> | 6,000 | 6,000 | 792.49 | 49.16 | .00 | 5,207.51 | 13.2% |
| <u>11150010 52250 ADVERTISING</u> | 3,000 | 3,000 | .00 | .00 | .00 | 3,000.00 | .0% |
| <u>11150010 52260 OTHER PRINTING SERV</u> | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| <u>11150010 52310 CONVENTIONS & DUES</u> | 1,500 | 1,500 | .00 | .00 | .00 | 1,500.00 | .0% |
| <u>11150010 52330 TRAINING AND EDUCAT</u> | 3,000 | 3,000 | .00 | .00 | .00 | 3,000.00 | .0% |
| <u>11150010 52830 OTHER EXAMINATIONS</u> | 8,300 | 8,300 | 878.00 | 499.00 | 80.00 | 7,342.00 | 11.5% |
| TOTAL PERSONNEL DEPARTMENT | 438,383 | 438,383 | 50,191.58 | 22,368.74 | 80.00 | 388,111.24 | 11.5% |
| <u>11209910 TELEPHONE ADMINISTRATION</u> | | | | | | | |
| <u>11209910 52150 TELEPHONE EXPENSE</u> | 357,055 | 357,055 | 48,728.91 | 12,781.36 | .00 | 308,325.69 | 13.6% |
| TOTAL TELEPHONE ADMINISTRATION | 357,055 | 357,055 | 48,728.91 | 12,781.36 | .00 | 308,325.69 | 13.6% |
| <u>11250010 CITY CLERK</u> | | | | | | | |
| <u>11250010 51000 REGULAR WAGES</u> | 243,521 | 243,521 | 41,648.06 | 18,820.74 | .00 | 201,872.94 | 17.1% |
| <u>11250010 51500 OVERTIME</u> | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| <u>11250010 52250 ADVERTISING</u> | 1,500 | 1,500 | .00 | .00 | .00 | 1,500.00 | .0% |
| <u>11250010 52290 ELECTION DAY EXPENS</u> | 20,000 | 20,000 | 500.00 | 500.00 | .00 | 19,500.00 | 2.5% |
| <u>11250010 52310 CONVENTIONS & DUES</u> | 900 | 900 | .00 | .00 | 275.00 | 625.00 | 30.6% |
| <u>11250010 52330 TRAINING AND EDUCAT</u> | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| <u>11250010 52425 ARCHIVING SERVICES</u> | 50,000 | 50,000 | .00 | .00 | .00 | 50,000.00 | .0% |
| <u>11250010 52480 OTHER PROFESSIONAL</u> | 20,000 | 20,000 | 150.28 | 150.28 | 1,535.87 | 18,313.85 | 8.4% |

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CITY OF WEST HAVEN LIVE
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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <u>11250010 52520 OFFICE EQUIPMENT RE</u> | 3,900 | 3,900 | 177.95 | 177.95 | .00 | 3,722.05 | 4.6% |
| <u>11250010 52750 FEES AND CHARGES</u> | 1,200 | 1,200 | .00 | .00 | .00 | 1,200.00 | .0% |
| <u>11250010 52770 OTHER CONTRACTUAL S</u> | 76,000 | 76,000 | 3,596.40 | 3,596.40 | 23,851.01 | 48,552.59 | 36.1% |
| <u>11250010 53590 DOG LICENSES</u> | 100 | 100 | .00 | .00 | .00 | 100.00 | .0% |
| TOTAL CITY CLERK | 419,621 | 419,621 | 46,072.69 | 23,245.37 | 25,661.88 | 347,886.43 | 17.1% |
| <hr/> | | | | | | | |
| 11300010 REGISTRAR OF VOTERS | | | | | | | |
| <u>11300010 51000 REGULAR WAGES</u> | 51,396 | 51,396 | 9,345.97 | 5,115.13 | .00 | 42,049.79 | 18.2% |
| <u>11300010 51020 DEPUTY REGISTRARS</u> | 10,200 | 10,200 | 1,683.34 | 850.00 | .00 | 8,516.66 | 16.5% |
| <u>11300010 51350 PART TIME - ELECTED</u> | 33,000 | 33,000 | 5,083.34 | 2,750.00 | .00 | 27,916.66 | 15.4% |
| <u>11300010 51400 TEMPORARY PAYROLL</u> | 47,135 | 47,135 | .00 | .00 | .00 | 47,135.00 | .0% |
| <u>11300010 51500 OVERTIME</u> | 4,444 | 4,444 | .00 | .00 | .00 | 4,444.00 | .0% |
| <u>11300010 52310 CONVENTIONS & DUES</u> | 3,010 | 3,010 | 620.00 | 440.00 | .00 | 2,390.00 | 20.6% |
| <u>11300010 52330 TRAINING AND EDUCAT</u> | 1,200 | 1,200 | .00 | .00 | .00 | 1,200.00 | .0% |
| <u>11300010 52580 EQUIPMENT MAINTENAN</u> | 6,500 | 6,500 | 6,500.00 | .00 | .00 | .00 | 100.0% |
| <u>11300010 53130 OTHER SUPPLIES</u> | 702 | 702 | .00 | .00 | .00 | 702.00 | .0% |
| <u>11300010 55600 VOTING MACHINES</u> | 6,765 | 6,765 | .00 | .00 | .00 | 6,765.00 | .0% |
| TOTAL REGISTRAR OF VOTERS | 164,352 | 164,352 | 23,232.65 | 9,155.13 | .00 | 141,119.11 | 14.1% |
| <hr/> | | | | | | | |
| 11650010 PROBATE COURT | | | | | | | |
| <u>11650010 52640 RENTAL OF OFFICE EO</u> | 3,700 | 3,700 | 306.24 | 153.12 | .00 | 3,393.76 | 8.3% |
| <u>11650010 53110 OFFICE SUPPLIES</u> | 3,700 | 3,700 | .00 | .00 | .00 | 3,700.00 | .0% |
| <u>11650010 55190 OTHER OFFICE EQUIPM</u> | 2,258 | 2,258 | .00 | .00 | .00 | 2,258.48 | .0% |
| TOTAL PROBATE COURT | 9,658 | 9,658 | 306.24 | 153.12 | .00 | 9,352.24 | 3.2% |
| <hr/> | | | | | | | |
| 11900010 PLANNING & DEVELOPMENT | | | | | | | |
| <u>11900010 51000 REGULAR WAGES</u> | 308,133 | 308,133 | 58,533.37 | 26,678.88 | .00 | 249,599.63 | 19.0% |
| <u>11900010 51500 OVERTIME</u> | 2,500 | 2,500 | 74.64 | 74.64 | .00 | 2,425.36 | 3.0% |
| <u>11900010 52210 PRINTING</u> | 200 | 200 | .00 | .00 | .00 | 200.00 | .0% |
| <u>11900010 52250 ADVERTISING</u> | 47,000 | 47,000 | 5,454.02 | 5,454.02 | .00 | 41,545.98 | 11.6% |
| <u>11900010 52280 MAP PRINTING</u> | 1,200 | 1,200 | .00 | .00 | .00 | 1,200.00 | .0% |
| <u>11900010 52310 CONVENTIONS & DUES</u> | 11,250 | 11,250 | .00 | .00 | .00 | 11,250.00 | .0% |

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CITY OF WEST HAVEN LIVE
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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 11900010 52382 ENG COST PLAN & DEV | 20,000 | 20,000 | .00 | .00 | .00 | 20,000.00 | .0% |
| 11900010 52385 ECONOMIC DEV'T CONS | 100,000 | 100,000 | 7,296.00 | 7,296.00 | .00 | 92,704.00 | 7.3% |
| 11900010 52395 REGIONAL GROWTH PAR | 16,700 | 16,700 | .00 | .00 | .00 | 16,700.00 | .0% |
| 11900010 52425 ARCHIVING SERVICES | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |
| 11900010 52475 PUBLIC HEARING SECR | 6,500 | 6,500 | 200.00 | 200.00 | .00 | 6,300.00 | 3.1% |
| 11900010 52520 OFFICE EQUIPMENT RE | 250 | 250 | .00 | .00 | .00 | 250.00 | .0% |
| 11900010 56400 PROPERTY MANG. | 16,000 | 16,000 | 9,325.00 | 9,325.00 | .00 | 6,675.00 | 58.3% |
| TOTAL PLANNING & DEVELOPMENT | 534,733 | 534,733 | 80,883.03 | 49,028.54 | .00 | 453,849.97 | 15.1% |
| 11900012 GRANTS ADMINISTRATION | | | | | | | |
| 11900012 51000 REGULAR WAGES | 220,842 | 220,842 | 16,143.95 | 7,252.81 | .00 | 204,698.05 | 7.3% |
| 11900012 51500 OVERTIME | 5,000 | 5,000 | 999.26 | 526.96 | .00 | 4,000.74 | 20.0% |
| 11900012 53420 GRANT DEVELOPMENT C | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| TOTAL GRANTS ADMINISTRATION | 226,842 | 226,842 | 17,143.21 | 7,779.77 | .00 | 209,698.79 | 7.6% |
| 11900013 BUILDING DEPARTMENT | | | | | | | |
| 11900013 51000 REGULAR WAGES | 583,374 | 583,374 | 63,148.12 | 27,876.80 | .00 | 520,226.32 | 10.8% |
| 11900013 51500 OVERTIME | 7,500 | 7,500 | 3,188.77 | 1,661.04 | .00 | 4,311.23 | 42.5% |
| 11900013 52310 CONVENTIONS & DUES | 6,000 | 6,000 | .00 | .00 | 1,345.50 | 4,654.50 | 22.4% |
| 11900013 52360 BUSINESS EXPENSE | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| 11900013 52425 ARCHIVING SERVICES | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |
| 11900013 52440 ENGINEERING SERVICE | 900 | 900 | .00 | .00 | .00 | 900.00 | .0% |
| 11900013 52520 OFFICE EQUIPMENT RE | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| 11900013 52590 DEMOLITION OF BUILD | 9,000 | 9,000 | .00 | .00 | .00 | 9,000.00 | .0% |
| 11900013 55190 OTHER OFFICE EQUIPM | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| TOTAL BUILDING DEPARTMENT | 614,774 | 614,774 | 66,336.89 | 29,537.84 | 1,345.50 | 547,092.05 | 11.0% |
| 12000010 TREASURER | | | | | | | |
| 12000010 51350 PART TIME - ELECTED | 7,600 | 7,600 | 1,266.66 | 633.33 | .00 | 6,333.34 | 16.7% |
| TOTAL TREASURER | 7,600 | 7,600 | 1,266.66 | 633.33 | .00 | 6,333.34 | 16.7% |
| 12100010 COMPTROLLER | | | | | | | |
| 12100010 51000 REGULAR WAGES | 712,658 | 712,658 | 99,911.98 | 42,371.75 | .00 | 612,746.02 | 14.0% |

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| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <u>12100010 51500 OVERTIME</u> | 2,000 | 2,000 | 1,012.10 | 723.63 | .00 | 987.90 | 50.6% |
| <u>12100010 52310 CONVENTIONS & DUES</u> | 200 | 200 | .00 | .00 | .00 | 200.00 | .0% |
| <u>12100010 52420 FINANCIAL SERVICES</u> | 237,500 | 237,500 | 113,791.93 | 63,791.93 | .00 | 123,708.07 | 47.9% |
| <u>12100010 52570 OTHER REPAIRS & MAI</u> | 21,600 | 21,600 | .00 | .00 | .00 | 21,600.00 | .0% |
| TOTAL COMPTROLLER | 973,958 | 973,958 | 214,716.01 | 106,887.31 | .00 | 759,241.99 | 22.0% |
| <u>12100020 PURCHASING DEPARTMENT</u> | | | | | | | |
| <u>12100020 51000 REGULAR WAGES</u> | 222,281 | 222,281 | .00 | .00 | .00 | 222,281.00 | .0% |
| <u>12100020 52250 ADVERTISING</u> | 10,000 | 10,000 | 3,942.18 | 3,942.18 | .00 | 6,057.82 | 39.4% |
| <u>12100020 53110 OFFICE SUPPLIES</u> | 42,000 | 42,000 | .00 | .00 | 6,846.05 | 35,153.95 | 16.3% |
| <u>12100020 53115 OFFICE SUPPLIES - P</u> | 25,000 | 25,000 | .00 | .00 | 1,564.21 | 23,435.79 | 6.3% |
| TOTAL PURCHASING DEPARTMENT | 299,281 | 299,281 | 3,942.18 | 3,942.18 | 8,410.26 | 286,928.56 | 4.1% |
| <u>12200022 DATA PROCESSING DEPARTMENT</u> | | | | | | | |
| <u>12200022 51000 REGULAR WAGES</u> | 265,248 | 265,248 | 31,762.97 | 14,173.60 | .00 | 233,485.03 | 12.0% |
| <u>12200022 51500 OVERTIME</u> | 0 | 0 | 910.07 | .00 | .00 | -910.07 | 100.0% |
| <u>12200022 52330 TRAINING AND EDUCAT</u> | 10,000 | 10,000 | .00 | .00 | .00 | 10,000.00 | .0% |
| <u>12200022 52460 OUTSIDE DATA PROCES</u> | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| <u>12200022 52510 MAINTENANCE SERVICE</u> | 323,929 | 323,929 | 38,893.75 | 37,893.75 | .00 | 285,035.25 | 12.0% |
| <u>12200022 52570 OTHER REPAIRS & MAI</u> | 40,000 | 40,000 | .00 | .00 | 445.00 | 39,555.00 | 1.1% |
| <u>12200022 52660 SOFTWARE LICENSES</u> | 6,000 | 6,000 | .00 | .00 | .00 | 6,000.00 | .0% |
| <u>12200022 53120 DATA PROCESSING SUP</u> | 4,000 | 4,000 | 766.50 | 766.50 | .00 | 3,233.50 | 19.2% |
| <u>12200022 55170 OTHER DATA PROCESSI</u> | 10,000 | 10,000 | .00 | .00 | .00 | 10,000.00 | .0% |
| TOTAL DATA PROCESSING DEPARTMENT | 663,177 | 663,177 | 72,333.29 | 52,833.85 | 445.00 | 590,398.71 | 11.0% |
| <u>12200023 CENTRAL SERVICES</u> | | | | | | | |
| <u>12200023 51500 OVERTIME</u> | 80 | 80 | .00 | .00 | .00 | 80.00 | .0% |
| <u>12200023 52010 POSTAGE</u> | 52,000 | 52,000 | 8,038.94 | 4,321.66 | .00 | 43,961.06 | 15.5% |
| <u>12200023 52570 OTHER REPAIRS & MAI</u> | 2,100 | 2,100 | .00 | .00 | .00 | 2,100.00 | .0% |
| <u>12200023 52670 COPIER RENTAL</u> | 45,880 | 45,880 | 8,078.14 | 4,744.69 | .00 | 37,801.86 | 17.6% |
| <u>12200023 53490 OTHER OPERATING SUP</u> | 10,000 | 10,000 | 739.47 | .00 | .00 | 9,260.53 | 7.4% |
| <u>12200023 53495 COFFEE & WATER</u> | 4,400 | 4,400 | .00 | .00 | .00 | 4,400.00 | .0% |

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| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 12200023 55190 OTHER OFFICE EQUIPM | 30,000 | 30,000 | .00 | .00 | 150.00 | 29,850.00 | .5% |
| 12200023 55640 SAFETY EQUIPMENT | 1,800 | 1,800 | .00 | .00 | .00 | 1,800.00 | .0% |
| TOTAL CENTRAL SERVICES | 146,260 | 146,260 | 16,856.55 | 9,066.35 | 150.00 | 129,253.45 | 11.6% |
| <hr/> 12300010 ASSESSMENT | | | | | | | |
| 12300010 51000 REGULAR WAGES | 442,286 | 442,286 | 76,582.85 | 34,021.41 | .00 | 365,703.15 | 17.3% |
| 12300010 51500 OVERTIME | 2,500 | 2,500 | 191.11 | 64.32 | .00 | 2,308.89 | 7.6% |
| 12300010 52210 PRINTING | 7,820 | 7,820 | 1,857.51 | 1,857.51 | .00 | 5,962.49 | 23.8% |
| 12300010 52250 ADVERTISING | 0 | 0 | -325.00 | .00 | .00 | 325.00 | 100.0% |
| 12300010 52280 MAP PRINTING | 6,000 | 6,000 | .00 | .00 | .00 | 6,000.00 | .0% |
| 12300010 52310 CONVENTIONS & DUES | 595 | 595 | 250.00 | 250.00 | .00 | 345.00 | 42.0% |
| 12300010 52330 TRAINING AND EDUCAT | 4,275 | 4,275 | .00 | .00 | .00 | 4,275.00 | .0% |
| 12300010 52480 OTHER PROFESSIONAL | 7,650 | 7,650 | .00 | .00 | .00 | 7,650.00 | .0% |
| TOTAL ASSESSMENT | 471,126 | 471,126 | 78,556.47 | 36,193.24 | .00 | 392,569.53 | 16.7% |
| <hr/> 12300025 BOARD OF TAX APPEALS | | | | | | | |
| 12300025 51500 OVERTIME | 600 | 600 | .00 | .00 | .00 | 600.00 | .0% |
| 12300025 52760 STIPENDS | 3,000 | 3,000 | .00 | .00 | .00 | 3,000.00 | .0% |
| TOTAL BOARD OF TAX APPEALS | 3,600 | 3,600 | .00 | .00 | .00 | 3,600.00 | .0% |
| <hr/> 12400010 TAX COLLECTOR | | | | | | | |
| 12400010 51000 REGULAR WAGES | 394,557 | 394,557 | 67,251.72 | 30,157.69 | .00 | 327,305.68 | 17.0% |
| 12400010 51500 OVERTIME | 1,700 | 1,700 | 1,206.70 | 929.46 | .00 | 493.30 | 71.0% |
| 12400010 52020 PROC & MAIL TAX BIL | 40,406 | 40,406 | 3,237.87 | 3,237.87 | 6,760.73 | 30,407.34 | 24.7% |
| 12400010 52210 PRINTING | 15,000 | 15,000 | 5,764.48 | 5,764.48 | 1,809.44 | 7,426.08 | 50.5% |
| 12400010 52250 ADVERTISING | 2,700 | 2,700 | 552.02 | 552.02 | .00 | 2,147.98 | 20.4% |
| 12400010 52310 CONVENTIONS & DUES | 308 | 308 | .00 | .00 | .00 | 308.00 | .0% |
| 12400010 52330 TRAINING AND EDUCAT | 350 | 350 | 300.00 | 300.00 | .00 | 50.00 | 85.7% |
| 12400010 52520 OFFICE EQUIPMENT RE | 220 | 220 | .00 | .00 | .00 | 220.00 | .0% |
| 12400010 54260 OVER/UNDER BAD CHEC | 50 | 50 | .00 | .00 | .00 | 50.00 | .0% |
| TOTAL TAX COLLECTOR | 455,291 | 455,291 | 78,312.79 | 40,941.52 | 8,570.17 | 368,408.38 | 19.1% |

13000010 EMERGENCY REPORT SYSTEM DEPT.

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| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 13000010 51000 REGULAR WAGES | 1,332,123 | 1,332,123 | 170,947.97 | 75,685.69 | .00 | 1,161,175.03 | 12.8% |
| 13000010 51400 TEMPORARY PAYROLL | 5,850 | 5,850 | 3,648.00 | 1,824.00 | .00 | 2,202.00 | 62.4% |
| 13000010 51500 OVERTIME | 0 | 0 | 72,035.88 | 27,587.23 | .00 | -72,035.88 | 100.0% |
| 13000010 51700 LONGEVITY PAY | 6,030 | 6,030 | .00 | .00 | .00 | 6,030.00 | .0% |
| 13000010 51800 SEPARATION PAY | 30,148 | 30,148 | .00 | .00 | .00 | 30,148.00 | .0% |
| 13000010 52150 TELEPHONE EXPENSE | 25,000 | 25,000 | 3,480.92 | 262.70 | 1,473.34 | 20,045.74 | 19.8% |
| 13000010 52510 MAINTENANCE SERVICE | 255,437 | 255,437 | 184,274.60 | 159,021.00 | 3,025.00 | 68,137.49 | 73.3% |
| 13000010 53110 OFFICE SUPPLIES | 5,570 | 5,570 | 212.11 | 212.11 | 437.15 | 4,920.74 | 11.7% |
| 13000010 54110 HEALTH INSURANCE PR | 282,362 | 282,362 | .00 | .00 | .00 | 282,362.38 | .0% |
| 13000010 54130 FICA-CITY'S SHARE | 101,193 | 101,193 | 18,850.14 | 7,832.18 | .00 | 82,342.86 | 18.6% |
| 13000010 54140 PENSION - CITY'S SH | 88,290 | 88,290 | 15,996.75 | 6,969.87 | .00 | 72,293.25 | 18.1% |
| 13000010 55180 COMPUTER SOFTWARE | 13,400 | 13,400 | 1,317.00 | 1,317.00 | .00 | 12,083.00 | 9.8% |
| 13000010 55190 OTHER OFFICE EQUIP | 13,100 | 13,100 | 1,485.00 | 1,485.00 | 122.40 | 11,492.60 | 12.3% |
| TOTAL EMERGENCY REPORT SYSTEM DEP | 2,158,503 | 2,158,503 | 472,248.37 | 282,196.78 | 5,057.89 | 1,681,197.21 | 22.1% |
| 13100010 POLICE DEPARTMENT ADMIN. | | | | | | | |
| 13100010 51000 REGULAR WAGES | 261,937 | 261,937 | 48,226.99 | 21,625.79 | .00 | 213,710.01 | 18.4% |
| 13100010 51530 VACATION BUY BACK | 30,000 | 30,000 | 13,859.36 | 8,485.12 | .00 | 16,140.64 | 46.2% |
| 13100010 51700 LONGEVITY PAY | 28,885 | 28,885 | 3,131.68 | 1,131.68 | .00 | 25,753.32 | 10.8% |
| 13100010 52110 ELECTRICITY | 40,000 | 40,000 | 5,541.34 | 5,541.34 | .00 | 34,458.66 | 13.9% |
| 13100010 52150 TELEPHONE EXPENSE | 175,000 | 175,000 | 31,539.55 | 25,404.16 | 56,662.79 | 86,797.66 | 50.4% |
| 13100010 52220 OUTSIDE PRINTING SE | 2,400 | 2,400 | 83.50 | 83.50 | 707.40 | 1,609.10 | 33.0% |
| 13100010 52255 MINORITY RECRUITMEN | 8,000 | 8,000 | 956.00 | 956.00 | 3,621.35 | 3,422.65 | 57.2% |
| 13100010 52260 OTHER PRINTING SERV | 500 | 500 | .00 | .00 | 80.96 | 419.04 | 16.2% |
| 13100010 52310 CONVENTIONS & DUES | 2,200 | 2,200 | 675.00 | 675.00 | 1,000.00 | 525.00 | 76.1% |
| 13100010 52450 MEDICAL SERVICES | 27,500 | 27,500 | 517.48 | .00 | 101.21 | 26,881.31 | 2.2% |
| 13100010 52630 RENTAL OF VEHICLES | 24,000 | 24,000 | 3,810.00 | 1,905.00 | 1,905.00 | 18,285.00 | 23.8% |
| 13100010 52640 RENTAL OF OFFICE EQ | 50,000 | 50,000 | 11,447.24 | 5,970.28 | 3,618.55 | 34,934.21 | 30.1% |
| 13100010 52650 OTHER RENTAL | 21,600 | 21,600 | 5,940.66 | 3,960.44 | 15,059.34 | 600.00 | 97.2% |
| 13100010 52660 SOFTWARE LICENSES | 10,140 | 10,140 | .00 | .00 | .00 | 10,140.00 | .0% |
| 13100010 52730 BOARDING PRISONERS | 3,000 | 3,000 | .00 | .00 | .00 | 3,000.00 | .0% |
| 13100010 52750 FEES AND CHARGES | 15,000 | 15,000 | .00 | .00 | .00 | 15,000.00 | .0% |
| 13100010 52770 OTHER CONTRACTUAL S | 145,000 | 145,000 | 99,205.33 | 5,425.24 | 16,478.61 | 29,316.06 | 79.8% |
| 13100010 52780 UNIFORM ALLOWANCE - | 3,500 | 3,500 | 2,728.00 | .00 | .00 | 772.00 | 77.9% |
| 13100010 52820 PSYCHOLOGICAL TESTI | 12,000 | 12,000 | 1,507.00 | 1,507.00 | .00 | 10,493.00 | 12.6% |
| 13100010 52830 OTHER EXAMINATIONS | 7,000 | 7,000 | 2,250.00 | 2,250.00 | .00 | 4,750.00 | 32.1% |
| 13100010 53130 OTHER SUPPLIES | 14,000 | 14,000 | 1,018.41 | 816.58 | 416.34 | 12,565.25 | 10.2% |
| 13100010 53210 AUTOMOTIVE FUEL & F | 180,000 | 180,000 | 17,897.17 | .00 | .00 | 162,102.83 | 9.9% |
| 13100010 54320 PAYMENTS TO OUTSIDE | 12,000 | 12,000 | .00 | .00 | .00 | 12,000.00 | .0% |

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|---|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <u>13100010 55650 SWAT EQUIPMENT</u> | 10,000 | 10,000 | 585.42 | 585.42 | 2,602.70 | 6,811.88 | 31.9% |
| <u>13100010 56180 EDUCATIONAL REIMBUR</u> | 23,300 | 23,300 | 5,609.10 | 4,288.12 | .00 | 17,690.90 | 24.1% |
| TOTAL POLICE DEPARTMENT ADMIN. | 1,106,962 | 1,106,962 | 256,529.23 | 90,610.67 | 102,254.25 | 748,178.52 | 32.4% |
| <u>13100030 OPERATIONS</u> | | | | | | | |
| <u>13100030 51000 REGULAR WAGES</u> | 8,860,982 | 8,860,982 | 1,703,027.67 | 732,947.49 | .00 | 7,157,954.71 | 19.2% |
| <u>13100030 51500 OVERTIME</u> | 300,000 | 300,000 | 78,798.78 | 31,782.36 | .00 | 221,201.22 | 26.3% |
| <u>13100030 51520 POLICE MANPOWER OVE</u> | 1,500,000 | 1,500,000 | 83,693.37 | -129,225.68 | .00 | 1,416,306.63 | 5.6% |
| <u>13100030 51530 VACATION BUY BACK</u> | 406,100 | 406,100 | 119,639.28 | 42,380.40 | .00 | 286,460.72 | 29.5% |
| <u>13100030 51540 INTERCITY POLICE EX</u> | 200,000 | 200,000 | 45,062.58 | 5,705.59 | .00 | 154,937.42 | 22.5% |
| <u>13100030 51610 SHIFT DIFFERENTIAL</u> | 115,000 | 115,000 | 11,293.12 | 5,899.42 | .00 | 103,706.88 | 9.8% |
| <u>13100030 51700 LONGEVITY PAY</u> | 520,000 | 520,000 | 147,229.26 | 21,134.00 | .00 | 372,770.74 | 28.3% |
| <u>13100030 51800 SEPARATION PAY</u> | 250,000 | 250,000 | 1,457.43 | .00 | .00 | 248,542.57 | .6% |
| <u>13100030 51801 WORKERS' COMP. PAY</u> | 250,000 | 250,000 | 68,051.09 | 29,834.08 | .00 | 181,948.91 | 27.2% |
| <u>13100030 52360 BUSINESS EXPENSE</u> | 7,100 | 7,100 | 100.00 | 100.00 | .00 | 7,000.00 | 1.4% |
| <u>13100030 52780 UNIFORM ALLOWANCE -</u> | 180,000 | 180,000 | 132,156.66 | 1,368.66 | 2,680.38 | 45,162.96 | 74.9% |
| <u>13100030 53520 POLICE CONSUMABLES</u> | 25,000 | 25,000 | .00 | .00 | .00 | 25,000.00 | .0% |
| TOTAL OPERATIONS | 12,614,182 | 12,614,182 | 2,390,509.24 | 741,926.32 | 2,680.38 | 10,220,992.76 | 19.0% |
| <u>13100031 POLICE DEPARTMENT SUPPORT</u> | | | | | | | |
| <u>13100031 51000 REGULAR WAGES</u> | 585,445 | 585,445 | 78,807.95 | 33,057.08 | .00 | 506,636.97 | 13.5% |
| <u>13100031 51300 PART TIME WAGES</u> | 250,820 | 250,820 | 2,393.67 | 55.91 | .00 | 248,426.33 | 1.0% |
| <u>13100031 51510 POLICE TRAINING OVE</u> | 100,000 | 100,000 | 40,334.19 | 23,460.03 | .00 | 59,665.81 | 40.3% |
| <u>13100031 51801 WORKERS' COMP. PAY</u> | 0 | 0 | 154.08 | .00 | .00 | -154.08 | 100.0% |
| <u>13100031 52330 TRAINING AND EDUCAT</u> | 40,000 | 40,000 | 15,535.86 | 15,535.86 | 12,938.95 | 11,525.19 | 71.2% |
| <u>13100031 52350 TRAVEL EXPENSES</u> | 6,000 | 6,000 | .00 | .00 | .00 | 6,000.00 | .0% |
| <u>13100031 52480 OTHER PROFESSIONAL</u> | 20,000 | 20,000 | 1,613.36 | 1,613.36 | 2,525.35 | 15,861.29 | 20.7% |
| <u>13100031 52570 OTHER REPAIRS & MAI</u> | 45,000 | 45,000 | 14,541.46 | 14,188.27 | 4,744.28 | 25,714.26 | 42.9% |
| <u>13100031 52790 UNIFORM ALLOWANCE -</u> | 3,000 | 3,000 | 78.64 | 78.64 | 229.04 | 2,692.32 | 10.3% |
| <u>13100031 53260 TRAFFIC RELATED SUP</u> | 15,000 | 15,000 | .00 | .00 | .00 | 15,000.00 | .0% |
| <u>13100031 53450 LABORATORY SUPPLIES</u> | 4,500 | 4,500 | .00 | .00 | .00 | 4,500.00 | .0% |
| <u>13100031 53510 FIREARM SUPPLIES</u> | 25,000 | 25,000 | 79.70 | 79.70 | 16,472.85 | 8,447.45 | 66.2% |
| TOTAL POLICE DEPARTMENT SUPPORT | 1,094,765 | 1,094,765 | 153,538.91 | 88,068.85 | 36,910.47 | 904,315.54 | 17.4% |
| <u>13202010 ANIMAL CONTROL</u> | | | | | | | |
| <u>13202010 51000 REGULAR WAGES</u> | 188,128 | 188,128 | 34,626.18 | 14,258.40 | .00 | 153,501.82 | 18.4% |

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| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <u>13202010 51300 PART TIME WAGES</u> | 20,300 | 20,300 | .00 | .00 | .00 | 20,300.00 | .0% |
| <u>13202010 51500 OVERTIME</u> | 14,000 | 14,000 | 6,403.92 | 3,454.92 | .00 | 7,596.08 | 45.7% |
| <u>13202010 51530 VACATION BUY BACK</u> | 3,100 | 3,100 | 3,290.40 | .00 | .00 | -190.40 | 106.1% |
| <u>13202010 51700 LONGEVITY PAY</u> | 5,100 | 5,100 | 2,002.96 | .00 | .00 | 3,097.04 | 39.3% |
| <u>13202010 51801 WORKERS' COMP. PAY</u> | 2,500 | 2,500 | .00 | .00 | .00 | 2,500.00 | .0% |
| <u>13202010 52100 GAS HEAT NYMEX</u> | 2,800 | 2,800 | .00 | .00 | .00 | 2,800.00 | .0% |
| <u>13202010 52110 ELECTRICITY</u> | 14,000 | 14,000 | 2,360.53 | 2,360.53 | .00 | 11,639.47 | 16.9% |
| <u>13202010 52250 ADVERTISING</u> | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| <u>13202010 52455 VETERINARY SERVICES</u> | 20,000 | 20,000 | 1,424.77 | 1,424.77 | 1,111.74 | 17,463.49 | 12.7% |
| <u>13202010 52780 UNIFORM ALLOWANCE -</u> | 6,200 | 6,200 | 4,406.40 | 75.20 | .00 | 1,793.60 | 71.1% |
| <u>13202010 53485 DOG FOOD</u> | 2,000 | 2,000 | 107.15 | 107.15 | .00 | 1,892.85 | 5.4% |
| <u>13202010 55370 OTHER EQUIPMENT</u> | 6,700 | 6,700 | .00 | .00 | .00 | 6,700.00 | .0% |
| TOTAL ANIMAL CONTROL | 285,328 | 285,328 | 54,622.31 | 21,680.97 | 1,111.74 | 229,593.95 | 19.5% |
| <u>13300010 CIVIL PREPAREDNESS</u> | | | | | | | |
| <u>13300010 51300 PART TIME WAGES</u> | 50,000 | 50,000 | 1,991.34 | 995.67 | .00 | 48,008.66 | 4.0% |
| <u>13300010 52150 TELEPHONE EXPENSE</u> | 750 | 750 | .00 | .00 | .00 | 750.00 | .0% |
| <u>13300010 53130 OTHER SUPPLIES</u> | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| <u>13300010 54090 OTHER CHARGES</u> | 500 | 500 | .00 | .00 | 535.25 | -35.25 | 107.1% |
| TOTAL CIVIL PREPAREDNESS | 52,250 | 52,250 | 1,991.34 | 995.67 | 535.25 | 49,723.41 | 4.8% |
| <u>14000010 PUBLIC WORKS ADMINISTRATION</u> | | | | | | | |
| <u>14000010 51000 REGULAR WAGES</u> | 301,658 | 301,658 | 51,443.60 | 21,749.52 | .00 | 250,214.40 | 17.1% |
| <u>14000010 51300 PART TIME WAGES</u> | 12,000 | 12,000 | 833.26 | .00 | .00 | 11,166.74 | 6.9% |
| <u>14000010 51500 OVERTIME</u> | 4,000 | 4,000 | 5,286.94 | 2,610.87 | 1,000.00 | -2,286.94 | 157.2% |
| <u>14000010 52680 TOWN AID ROAD</u> | 275,000 | 275,000 | 4,693.20 | 4,693.20 | 2,485.48 | 267,821.32 | 2.6% |
| <u>14000010 53460 CLOTHING & UNIFORMS</u> | 12,000 | 12,000 | .00 | .00 | .00 | 12,000.00 | .0% |
| TOTAL PUBLIC WORKS ADMINISTRATION | 604,658 | 604,658 | 62,257.00 | 29,053.59 | 3,485.48 | 538,915.52 | 10.9% |
| <u>14100010 ENGINEERING</u> | | | | | | | |
| <u>14100010 51000 REGULAR WAGES</u> | 191,674 | 191,674 | 20,514.09 | 9,153.22 | .00 | 171,160.23 | 10.7% |
| <u>14100010 52310 CONVENTIONS & DUES</u> | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |

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|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 14100010 52335 PROFESSIONAL LICENS | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| 14100010 56110 DEP STIPULATED/SEWE | 250,000 | 250,000 | 33,565.00 | 8,565.00 | .00 | 216,435.00 | 13.4% |
| TOTAL ENGINEERING | 444,674 | 444,674 | 54,079.09 | 17,718.22 | .00 | 390,595.23 | 12.2% |
| <hr/> | | | | | | | |
| 14404072 VEHICLE MAINTENANCE | | | | | | | |
| 14404072 51000 REGULAR WAGES | 444,221 | 444,221 | 67,213.35 | 29,475.20 | .00 | 377,007.65 | 15.1% |
| 14404072 51500 OVERTIME | 49,000 | 49,000 | 11,045.11 | 6,773.80 | .00 | 37,954.89 | 22.5% |
| 14404072 52100 GAS HEAT NYMEX | 45,000 | 45,000 | 1,452.03 | 1,452.03 | .00 | 43,547.97 | 3.2% |
| 14404072 52110 ELECTRICITY | 25,200 | 25,200 | 2,259.71 | 2,259.71 | .00 | 22,940.29 | 9.0% |
| 14404072 52130 WATER | 2,000 | 2,000 | 397.18 | 397.18 | .00 | 1,602.82 | 19.9% |
| 14404072 52310 CONVENTIONS & DUES | 600 | 600 | .00 | .00 | .00 | 600.00 | .0% |
| 14404072 52320 SUBSCRIPTIONS & PER | 6,000 | 6,000 | 1,500.00 | .00 | .00 | 4,500.00 | 25.0% |
| 14404072 52540 MOTOR VEHICLE MAINT | 90,000 | 90,000 | 5,443.98 | 3,994.29 | 15,703.85 | 68,852.17 | 23.5% |
| 14404072 52545 SPECIAL EQUIPMENT R | 40,000 | 40,000 | .00 | .00 | .00 | 40,000.00 | .0% |
| 14404072 52550 GROUNDS MAINTENANCE | 7,200 | 7,200 | 225.00 | 225.00 | 1,697.50 | 5,277.50 | 26.7% |
| 14404072 52575 EMISSIONS TESTING | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| 14404072 52585 TIRE REPAIR & SERVI | 11,000 | 11,000 | .00 | .00 | 2,500.00 | 8,500.00 | 22.7% |
| 14404072 52630 RENTAL OF VEHICLES | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| 14404072 52650 OTHER RENTAL | 2,700 | 2,700 | .00 | .00 | .00 | 2,700.00 | .0% |
| 14404072 52740 SECURITY SYSTEM | 2,700 | 2,700 | .00 | .00 | .00 | 2,700.00 | .0% |
| 14404072 52940 HAZARDOUS WASTE DIS | 6,000 | 6,000 | .00 | .00 | .00 | 6,000.00 | .0% |
| 14404072 53210 AUTOMOTIVE FUEL & F | 380,000 | 380,000 | 41,542.60 | 67,613.42 | 101,093.83 | 237,363.57 | 37.5% |
| 14404072 53220 MOTOR VEHICLE PARTS | 250,000 | 250,000 | 21,919.69 | 20,188.70 | 65,214.85 | 162,865.46 | 34.9% |
| 14404072 53240 TIRES, TUBES & BATT | 60,000 | 60,000 | 601.89 | 189.99 | 14,170.13 | 45,227.98 | 24.6% |
| 14404072 53250 TOOLS & MISCELLANEO | 12,000 | 12,000 | 1,394.84 | 1,394.84 | 3,342.40 | 7,262.76 | 39.5% |
| 14404072 53430 JANITORIAL SUPPLIES | 450 | 450 | 213.69 | 213.69 | 186.31 | 50.00 | 88.9% |
| 14404072 53445 SAFETY SUPPLIES | 2,500 | 2,500 | 280.78 | 65.98 | 285.20 | 1,934.02 | 22.6% |
| 14404072 53530 SNOW REMOVAL EQUIPM | 40,000 | 40,000 | .00 | .00 | 9,500.00 | 30,500.00 | 23.8% |
| 14404072 53560 BROOMS & SWEEPERS | 20,000 | 20,000 | 165.00 | 165.00 | 6,835.00 | 13,000.00 | 35.0% |
| TOTAL VEHICLE MAINTENANCE | 1,499,571 | 1,499,571 | 155,654.85 | 134,408.83 | 220,529.07 | 1,123,387.08 | 25.1% |
| <hr/> | | | | | | | |
| 14505071 COMPOST SITE | | | | | | | |
| 14505071 52740 SECURITY SYSTEM | 2,200 | 2,200 | .00 | .00 | .00 | 2,200.00 | .0% |
| 14505071 52930 COMPOST SITE | 8,000 | 8,000 | .00 | .00 | .00 | 8,000.00 | .0% |
| 14505071 52940 HAZARDOUS WASTE PIC | 30,000 | 30,000 | 11,351.67 | 11,351.67 | 139.00 | 18,509.33 | 38.3% |
| TOTAL COMPOST SITE | 40,200 | 40,200 | 11,351.67 | 11,351.67 | 139.00 | 28,709.33 | 28.6% |

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| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <u>14509971 SOLID WASTE</u> | | | | | | | |
| 14509971 52900 SPECIAL TRASH PICKU | 298,300 | 298,300 | 24,166.55 | 24,166.55 | 23,636.75 | 250,496.70 | 16.0% |
| 14509971 52910 TRASH PICKUP | 1,446,200 | 1,446,200 | 116,350.00 | 116,350.00 | 116,350.00 | 1,213,500.00 | 16.1% |
| 14509971 52915 TRASH PICKUP-CITY B | 128,000 | 128,000 | 7,306.20 | 7,306.20 | 16,003.99 | 104,689.81 | 18.2% |
| 14509971 52920 TIPPING FEES | 1,450,000 | 1,450,000 | 55,061.72 | 55,061.72 | 86,780.42 | 1,308,157.86 | 9.8% |
| 14509971 52931 YARD WASTE BAG PICK | 180,000 | 180,000 | 39,875.00 | 39,875.00 | 17,875.00 | 122,250.00 | 32.1% |
| 14509971 52941 HAZARDOUS WASTE - C | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| 14509971 52950 RECYCLING PICKUP | 579,400 | 579,400 | 46,200.00 | 46,200.00 | 46,200.00 | 487,000.00 | 15.9% |
| 14509971 52955 PORTABLE RESTROOMS | 25,000 | 25,000 | .00 | .00 | .00 | 25,000.00 | .0% |
| TOTAL SOLID WASTE | 4,108,900 | 4,108,900 | 288,959.47 | 288,959.47 | 306,846.16 | 3,513,094.37 | 14.5% |
| <u>14606074 GROUNDS MAINTENANCE</u> | | | | | | | |
| 14606074 52510 MAINTENANCE SERVICE | 3,500 | 3,500 | 1,975.00 | 1,975.00 | 430.00 | 1,095.00 | 68.7% |
| 14606074 52580 EQUIPMENT MAINTENAN | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| 14606074 53265 STREET MARKING PAIN | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |
| 14606074 53490 OTHER OPERATING SUP | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |
| 14606074 53555 LIGHT POLES | 15,000 | 15,000 | .00 | .00 | .00 | 15,000.00 | .0% |
| TOTAL GROUNDS MAINTENANCE | 30,500 | 30,500 | 1,975.00 | 1,975.00 | 430.00 | 28,095.00 | 7.9% |
| <u>14606075 BUILDING MAINTENANCE</u> | | | | | | | |
| 14606075 51000 REGULAR WAGES | 453,855 | 453,855 | 74,003.50 | 33,618.76 | .00 | 379,851.50 | 16.3% |
| 14606075 51500 OVERTIME | 69,100 | 69,100 | 20,684.46 | 8,571.51 | .00 | 48,415.54 | 29.9% |
| 14606075 52100 GAS HEAT NYMEX | 100,000 | 100,000 | 7,994.99 | 7,994.99 | .00 | 92,005.01 | 8.0% |
| 14606075 52110 ELECTRICITY | 440,000 | 440,000 | 67,998.43 | 67,998.43 | .00 | 372,001.57 | 15.5% |
| 14606075 52130 WATER | 25,000 | 25,000 | 6,803.98 | 6,311.63 | .00 | 18,196.02 | 27.2% |
| 14606075 52500 HVAC MAINTENANCE | 105,000 | 105,000 | 4,297.50 | 937.50 | 8,650.20 | 92,052.30 | 12.3% |
| 14606075 52510 MAINTENANCE SERVICE | 71,400 | 71,400 | 4,660.00 | 1,875.00 | 755.00 | 65,985.00 | 7.6% |
| 14606075 52530 BUILDING MAINTENANC | 82,800 | 82,800 | 2,944.69 | 2,375.43 | 1,385.61 | 78,469.70 | 5.2% |
| 14606075 52740 SECURITY SYSTEM | 15,500 | 15,500 | 967.02 | 967.02 | .00 | 14,532.98 | 6.2% |
| 14606075 53430 JANITORIAL SUPPLIES | 20,000 | 20,000 | 3,704.10 | .00 | 4,571.16 | 11,724.74 | 41.4% |
| 14606075 53445 SAFETY SUPPLIES | 5,000 | 5,000 | .00 | .00 | 188.67 | 4,811.33 | 3.8% |
| 14606075 53495 COFFEE & WATER | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| TOTAL BUILDING MAINTENANCE | 1,388,155 | 1,388,155 | 194,058.67 | 130,650.27 | 15,550.64 | 1,178,545.69 | 15.1% |

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| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <u>14704010 HIGHWAYS & PARKS ADMIN.</u> | | | | | | | |
| 14704010 51000 REGULAR WAGES | 2,550,834 | 2,550,834 | 348,406.03 | 160,135.47 | .00 | 2,202,427.97 | 13.7% |
| 14704010 51400 TEMPORARY PAYROLL | 110,000 | 110,000 | 46,645.75 | 17,768.40 | .00 | 63,354.25 | 42.4% |
| 14704010 51500 OVERTIME | 240,000 | 240,000 | 79,695.03 | 33,074.12 | .00 | 160,304.97 | 33.2% |
| 14704010 51550 SNOW REMOVAL | 80,000 | 80,000 | .00 | .00 | .00 | 80,000.00 | .0% |
| 14704010 52160 STREET LIGHTING | 760,000 | 760,000 | 98,571.12 | 57,481.14 | .00 | 661,428.88 | 13.0% |
| 14704010 52550 GROUNDS MAINTENANCE | 41,800 | 41,800 | 2,426.72 | 2,426.72 | 3,520.00 | 35,853.28 | 14.2% |
| 14704010 52610 RENTAL OF LAND | 850 | 850 | .00 | .00 | 350.00 | 500.00 | 41.2% |
| 14704010 53380 MISC. CONSTRUCTION | 74,380 | 74,380 | 1,473.80 | 1,473.80 | 1,949.24 | 70,956.96 | 4.6% |
| 14704010 56990 SPECIAL PROJECTS | 55,000 | 55,000 | 18,375.00 | 18,375.00 | 10,526.83 | 26,098.17 | 52.5% |
| TOTAL HIGHWAYS & PARKS ADMIN. | 3,912,864 | 3,912,864 | 595,593.45 | 290,734.65 | 16,346.07 | 3,300,924.48 | 15.6% |
| <u>14706010 HIGHWAYS & PARKS</u> | | | | | | | |
| 14706010 53445 SAFETY SUPPLIES | 5,000 | 5,000 | 200.00 | 200.00 | .00 | 4,800.00 | 4.0% |
| TOTAL HIGHWAYS & PARKS | 5,000 | 5,000 | 200.00 | 200.00 | .00 | 4,800.00 | 4.0% |
| <u>14706076 PARKS MAINTENANCE</u> | | | | | | | |
| 14706076 52110 ELECTRICITY | 115,000 | 115,000 | 15,085.58 | 15,085.58 | .00 | 99,914.42 | 13.1% |
| 14706076 52130 WATER | 30,000 | 30,000 | 7,772.41 | 7,772.41 | .00 | 22,227.59 | 25.9% |
| 14706076 52530 BUILDING MAINTENANC | 16,000 | 16,000 | .00 | .00 | 1,484.25 | 14,515.75 | 9.3% |
| 14706076 52550 GROUNDS MAINTENANCE | 77,312 | 77,312 | 10,666.22 | 10,666.22 | 5,810.39 | 60,835.39 | 21.3% |
| 14706076 52740 SECURITY SYSTEM | 2,700 | 2,700 | 514.94 | 514.94 | .00 | 2,185.06 | 19.1% |
| TOTAL PARKS MAINTENANCE | 241,012 | 241,012 | 34,039.15 | 34,039.15 | 7,294.64 | 199,678.21 | 17.2% |
| <u>14706077 OUTSIDE CONTRACTORS</u> | | | | | | | |
| 14706077 52570 OTHER REPAIRS & MAI | 20,000 | 20,000 | 1,009.47 | 1,009.47 | 3,338.05 | 15,652.48 | 21.7% |
| 14706077 53380 MISC. CONSTRUCTION | 35,000 | 35,000 | 858.15 | 858.15 | 108.26 | 34,033.59 | 2.8% |
| 14706077 54095 STORM/EMERGENCY LOS | 25,100 | 25,100 | .00 | .00 | .00 | 25,100.00 | .0% |
| TOTAL OUTSIDE CONTRACTORS | 80,100 | 80,100 | 1,867.62 | 1,867.62 | 3,446.31 | 74,786.07 | 6.6% |

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| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <hr/> | | | | | | | |
| 14706078 TREES | | | | | | | |
| <hr/> | | | | | | | |
| 14706078 52555 TREE MAINTENANCE | 200,000 | 200,000 | 16,400.00 | 8,200.00 | 17,860.63 | 165,739.37 | 17.1% |
| 14706078 53490 OTHER OPERATING SUP | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| 14706078 53570 TREES & SHRUBS | 2,500 | 2,500 | .00 | .00 | .00 | 2,500.00 | .0% |
| TOTAL TREES | 203,500 | 203,500 | 16,400.00 | 8,200.00 | 17,860.63 | 169,239.37 | 16.8% |
| <hr/> | | | | | | | |
| 15000010 HUMAN RESOURCES | | | | | | | |
| <hr/> | | | | | | | |
| 15000010 51000 REGULAR WAGES | 372,344 | 372,344 | 54,673.93 | 24,316.00 | .00 | 317,670.07 | 14.7% |
| 15000010 51400 TEMPORARY PAYROLL | 13,000 | 13,000 | 4,050.00 | 1,650.00 | .00 | 8,950.00 | 31.2% |
| 15000010 51500 OVERTIME | 6,000 | 6,000 | 1,766.35 | 1,208.18 | .00 | 4,233.65 | 29.4% |
| 15000010 52220 OUTSIDE PRINTING SE | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| 15000010 52230 BEACH STICKERS | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| 15000010 52425 ARCHIVING SERVICES | 26,000 | 26,000 | .00 | .00 | .00 | 26,000.00 | .0% |
| 15000010 52810 VETERANS MEMORIAL D | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| 15000010 52840 BAND CONCERTS | 6,000 | 6,000 | 1,550.00 | .00 | 600.00 | 3,850.00 | 35.8% |
| 15000010 52850 HOLIDAY FESTIVITIES | 8,000 | 8,000 | 1,900.00 | 1,900.00 | 300.00 | 5,800.00 | 27.5% |
| 15000010 53570 TREES & SHRUBS | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| 15000010 54470 CLIENT ASSISTANCE | 8,000 | 8,000 | .00 | .00 | .00 | 8,000.00 | .0% |
| 15000010 56990 AT RISK YOUTH | 10,000 | 10,000 | .00 | .00 | .00 | 10,000.00 | .0% |
| TOTAL HUMAN RESOURCES | 456,344 | 456,344 | 63,940.28 | 29,074.18 | 900.00 | 391,503.72 | 14.2% |
| <hr/> | | | | | | | |
| 15100010 ELDERLY SERVICES | | | | | | | |
| <hr/> | | | | | | | |
| 15100010 51000 REGULAR WAGES | 170,797 | 170,797 | 28,463.77 | 12,713.43 | .00 | 142,333.41 | 16.7% |
| 15100010 51100 SR CNT P/T | 35,080 | 35,080 | .00 | .00 | .00 | 35,080.00 | .0% |
| 15100010 52310 CONVENTIONS & DUES | 490 | 490 | 40.00 | 5.00 | .00 | 450.00 | 8.2% |
| 15100010 52410 INSTRUCTORS | 5,500 | 5,500 | 930.00 | 455.00 | 380.00 | 4,190.00 | 23.8% |
| 15100010 52700 TRANSPORTATION CONT | 205,685 | 205,685 | 14,684.64 | 14,684.64 | .00 | 191,000.36 | 7.1% |
| 15100010 52710 ELDERLY NUTRITION | 4,700 | 4,700 | .00 | .00 | .00 | 4,700.00 | .0% |
| 15100010 53490 OTHER OPERATING SUP | 3,000 | 3,000 | .00 | .00 | .00 | 3,000.00 | .0% |
| TOTAL ELDERLY SERVICES | 425,252 | 425,252 | 44,118.41 | 27,858.07 | 380.00 | 380,753.77 | 10.5% |
| <hr/> | | | | | | | |
| 15202050 RECREATIONAL SERVICES | | | | | | | |
| <hr/> | | | | | | | |
| 15202050 51000 REGULAR WAGES | 381,247 | 381,247 | 58,226.56 | 25,813.75 | .00 | 323,020.44 | 15.3% |

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|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 15202050 51080 RECREATION AIDES | 46,200 | 46,200 | 48,115.69 | 23,660.68 | .00 | -1,915.69 | 104.1% |
| 15202050 51130 BEACH CONSTABLES | 62,916 | 62,916 | 49,093.52 | 22,292.40 | .00 | 13,822.48 | 78.0% |
| 15202050 51160 SPECIAL ACTIVITY IN | 25,540 | 25,540 | 3,255.00 | 2,747.50 | .00 | 22,285.00 | 12.7% |
| 15202050 51170 SUPERVISORS & INSTR | 83,974 | 83,974 | 38,961.74 | 22,894.52 | 1,015.00 | 43,997.26 | 47.6% |
| 15202050 51180 LIFE GUARDS | 73,390 | 73,390 | 78,273.40 | 28,614.76 | .00 | -4,883.40 | 106.7% |
| 15202050 51500 OVERTIME | 8,700 | 8,700 | 6,586.35 | 2,480.44 | .00 | 2,113.65 | 75.7% |
| 15202050 52230 BEACH STICKERS | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |
| 15202050 52310 CONVENTIONS & DUES | 1,250 | 1,250 | .00 | .00 | .00 | 1,250.00 | .0% |
| 15202050 52530 BUILDING MAINTENANC | 12,096 | 12,096 | 3,960.50 | 1,233.50 | .00 | 8,135.50 | 32.7% |
| 15202050 52750 FEES AND CHARGES | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| 15202050 53250 TOOLS & MISCELLANEO | 2,750 | 2,750 | .00 | .00 | 216.00 | 2,534.00 | 7.9% |
| 15202050 53440 MEDICAL SUPPLIES | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| 15202050 53540 RECREATION SUPPLIES | 15,300 | 15,300 | 758.07 | 588.17 | 144.00 | 14,397.93 | 5.9% |
| 15202050 54320 PAYMENTS TO OUTSIDE | 11,200 | 11,200 | .00 | .00 | .00 | 11,200.00 | .0% |
| 15202050 55520 OTHER RECREATION EQ | 4,800 | 4,800 | .00 | .00 | .00 | 4,800.00 | .0% |
| TOTAL RECREATIONAL SERVICES | 742,363 | 742,363 | 287,230.83 | 130,325.72 | 1,375.00 | 453,757.17 | 38.9% |
| <hr/> | | | | | | | |
| 15202051 DAY CAMP PROGRAM | | | | | | | |
| 15202051 51080 RECREATION AIDES | 0 | 0 | 22,076.80 | 2,243.76 | .00 | -22,076.80 | 100.0% |
| 15202051 51400 TEMPORARY PAYROLL | 152,370 | 152,370 | 135,741.95 | 59,258.60 | .00 | 16,628.05 | 89.1% |
| 15202051 52700 TRANSPORTATION CONT | 18,000 | 18,000 | 8,405.00 | 8,405.00 | 5,600.00 | 3,995.00 | 77.8% |
| 15202051 52750 FEES AND CHARGES | 6,000 | 6,000 | 4,889.00 | 1,094.00 | 125.00 | 986.00 | 83.6% |
| TOTAL DAY CAMP PROGRAM | 176,370 | 176,370 | 171,112.75 | 71,001.36 | 5,725.00 | -467.75 | 100.3% |
| <hr/> | | | | | | | |
| 15202552 BENNETT RINK PROGRAMS | | | | | | | |
| 15202552 52620 RENTAL OF BUILDINGS | 25,000 | 25,000 | .00 | .00 | .00 | 25,000.00 | .0% |
| TOTAL BENNETT RINK PROGRAMS | 25,000 | 25,000 | .00 | .00 | .00 | 25,000.00 | .0% |
| <hr/> | | | | | | | |
| 15202553 AQUATIC PROGRAMS | | | | | | | |
| 15202553 51040 AQUATIC PROGRAM INS | 20,640 | 20,640 | .00 | .00 | .00 | 20,640.00 | .0% |
| 15202553 51070 SWIMMING POOL STAFF | 80,180 | 80,180 | 21,032.67 | 12,267.68 | .00 | 59,147.33 | 26.2% |
| 15202553 51300 POOL CUSTODIANS | 17,500 | 17,500 | 8,084.00 | 3,164.00 | .00 | 9,416.00 | 46.2% |

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|---|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 15202553 52770 OTHER CONTRACTUAL S | 16,000 | 16,000 | .00 | .00 | .00 | 16,000.00 | .0% |
| 15202553 53540 RECREATION SUPPLIES | 2,100 | 2,100 | .00 | .00 | 1,183.00 | 917.00 | 56.3% |
| 15202553 53545 SPECIAL ACTIVITY SU | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |
| TOTAL AQUATIC PROGRAMS | 141,420 | 141,420 | 29,116.67 | 15,431.68 | 1,183.00 | 111,120.33 | 21.4% |
| 15300010 HEALTH DEPARTMENT | | | | | | | |
| 15300010 51000 REGULAR WAGES | 482,757 | 482,757 | 66,200.81 | 29,294.22 | .00 | 416,556.19 | 13.7% |
| 15300010 51500 OVERTIME | 5,000 | 5,000 | 2,285.49 | 6.00 | .00 | 2,714.51 | 45.7% |
| 15300010 52310 CONVENTIONS & DUES | 1,000 | 1,000 | 675.90 | 635.90 | .00 | 324.10 | 67.6% |
| 15300010 52450 MEDICAL SERVICES | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| 15300010 52535 PEST CONTROL | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| 15300010 52780 UNIFORM ALLOWANCE - | 250 | 250 | .00 | .00 | .00 | 250.00 | .0% |
| 15300010 53440 MEDICAL SUPPLIES | 6,000 | 6,000 | .00 | .00 | .00 | 6,000.00 | .0% |
| 15300010 53490 OTHER OPERATING SUP | 300 | 300 | .00 | .00 | .00 | 300.00 | .0% |
| TOTAL HEALTH DEPARTMENT | 497,307 | 497,307 | 69,162.20 | 29,936.12 | .00 | 428,144.80 | 13.9% |
| 16001060 MAIN LIBRARY | | | | | | | |
| 16001060 51000 REGULAR WAGES | 1,575,374 | 1,575,374 | 393,843.48 | 131,281.16 | .00 | 1,181,530.52 | 25.0% |
| TOTAL MAIN LIBRARY | 1,575,374 | 1,575,374 | 393,843.48 | 131,281.16 | .00 | 1,181,530.52 | 25.0% |
| 18009980 CITY INSURANCE - PREMIUMS | | | | | | | |
| 18009980 54030 GEN'L LIABILITY INS | 485,977 | 485,977 | 530,413.00 | 530,413.00 | .00 | -44,436.00 | 109.1% |
| TOTAL CITY INSURANCE - PREMIUMS | 485,977 | 485,977 | 530,413.00 | 530,413.00 | .00 | -44,436.00 | 109.1% |
| 18009981 CITY INSURANCE - RETENTION | | | | | | | |
| 18009981 54210 PHYSICAL AUTO DAMAG | 50,000 | 50,000 | 34,890.29 | 34,890.29 | .00 | 15,109.71 | 69.8% |
| 18009981 54230 GENERAL LIABILITY L | 225,000 | 225,000 | 62,647.57 | 62,647.57 | .00 | 162,352.43 | 27.8% |
| 18009981 54250 OTHER LOSSES | 40,000 | 40,000 | .00 | .00 | .00 | 40,000.00 | .0% |

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| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| TOTAL CITY INSURANCE - RETENTION | 315,000 | 315,000 | 97,537.86 | 97,537.86 | .00 | 217,462.14 | 31.0% |
| <u>18109982 CITY GRANTED BENEFITS</u> | | | | | | | |
| 18109982 51530 VACATION BUY BACK | 110,000 | 110,000 | 12,945.16 | 9,867.00 | .00 | 97,054.84 | 11.8% |
| 18109982 51700 LONGEVITY PAY | 80,000 | 80,000 | .00 | .00 | .00 | 80,000.00 | .0% |
| 18109982 51800 SEPARATION PAY | 90,000 | 90,000 | .00 | .00 | .00 | 90,000.00 | .0% |
| 18109982 54110 HEALTH INSURANCE PR | 11,036,241 | 11,036,241 | 1,985,384.25 | 1,808,014.28 | .00 | 9,050,856.75 | 18.0% |
| 18109982 54120 LIFE INSURANCE PREM | 136,500 | 136,500 | 27,069.71 | 14,380.97 | .00 | 109,430.29 | 19.8% |
| 18109982 54130 FICA-CITY'S SHARE | 1,513,907 | 1,513,907 | 296,932.80 | 123,768.63 | .00 | 1,216,974.20 | 19.6% |
| 18109982 54140 PENSION - CITY'S SH | 1,257,710 | 1,257,710 | 184,925.11 | 82,791.41 | .00 | 1,072,784.89 | 14.7% |
| 18109982 54141 PENSION POLICE | 2,396,000 | 2,396,000 | .00 | .00 | .00 | 2,396,000.00 | .0% |
| 18109982 54170 LONG TERM DISABILIT | 96,000 | 96,000 | 15,959.63 | 8,535.30 | .00 | 80,040.37 | 16.6% |
| 18109982 56180 EDUCATIONAL REIMBUR | 15,000 | 15,000 | .00 | .00 | .00 | 15,000.00 | .0% |
| TOTAL CITY GRANTED BENEFITS | 16,731,358 | 16,731,358 | 2,523,216.66 | 2,047,357.59 | .00 | 14,208,141.34 | 15.1% |
| <u>18109983 STATE MANDATED BENEFITS</u> | | | | | | | |
| 18109983 54160 CT UNEMPLOYMENT COM | 75,000 | 75,000 | .00 | .00 | .00 | 75,000.00 | .0% |
| 18109983 54180 HEART & HYPERTENSIO | 400,000 | 400,000 | 11,354.09 | 5,777.09 | .00 | 388,645.91 | 2.8% |
| 18109983 54190 WORKERS COMPENSATIO | 1,606,200 | 1,606,200 | 398,640.89 | 398,640.89 | .00 | 1,207,559.11 | 24.8% |
| TOTAL STATE MANDATED BENEFITS | 2,081,200 | 2,081,200 | 409,994.98 | 404,417.98 | .00 | 1,671,205.02 | 19.7% |
| <u>18209984 DEBT SERVICE - PAYMENTS</u> | | | | | | | |
| 18209984 54510 GEN'L PURPOSE BONDS | 10,382,100 | 10,382,100 | 4,940,000.00 | 2,065,000.00 | .00 | 5,442,100.00 | 47.6% |
| 18209984 54520 GEN'L PURPOSE BONDS | 3,968,677 | 3,968,677 | 1,660,225.51 | 1,242,423.99 | .00 | 2,308,451.49 | 41.8% |
| 18209984 54640 CLEAN WATER FUND PM | 101,954 | 101,954 | 37,033.34 | 17,003.12 | .00 | 64,920.66 | 36.3% |
| TOTAL DEBT SERVICE - PAYMENTS | 14,452,731 | 14,452,731 | 6,637,258.85 | 3,324,427.11 | .00 | 7,815,472.15 | 45.9% |
| <u>18309910 C-MED</u> | | | | | | | |
| 18309910 54320 PAYMENTS TO OUTSIDE | 42,179 | 42,179 | .00 | .00 | .00 | 42,179.00 | .0% |

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CITY OF WEST HAVEN LIVE
YEAR TO DATE BUDGET REPORT

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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|---------------|--------------|--------------|---------------------|-------------|
| TOTAL C-MED | 42,179 | 42,179 | .00 | .00 | .00 | 42,179.00 | .0% |
| <u>19009990 UNALLOCATED EXPENSES</u> | | | | | | | |
| 19009990 52340 MILEAGE ALLOWANCE R | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| 19009990 56000 UNIDENTIFIED SAVING | 160,000 | 160,000 | 15,714.77 | 15,714.77 | .00 | 144,285.23 | 9.8% |
| 19009990 56010 UNALLOCATED CONTING | 2,830,000 | 2,830,000 | .00 | .00 | .00 | 2,830,000.00 | .0% |
| 19009990 56140 PRIMARY EXPENSE | 60,000 | 60,000 | 37,723.00 | 37,473.00 | .00 | 22,277.00 | 62.9% |
| 19009990 56175 ADVANCE FUNDING OPE | 150,000 | 150,000 | .00 | .00 | .00 | 150,000.00 | .0% |
| 19009990 56210 CONSULTING SERVICES | 100,000 | 100,000 | .00 | .00 | .00 | 100,000.00 | .0% |
| 19009990 56305 ELECTION EXPENSE | 35,000 | 35,000 | .00 | .00 | .00 | 35,000.00 | .0% |
| 19009990 56320 COVID 19 EXP-STATE | 0 | 0 | 5,964.96 | 4,028.66 | .00 | -5,964.96 | 100.0% |
| 19009990 56360 BANK SERVICE FEES | 50,000 | 50,000 | 5,258.58 | 2,779.30 | .00 | 44,741.42 | 10.5% |
| 19009990 56370 DOG FUND REPORT | 9,000 | 9,000 | .00 | .00 | .00 | 9,000.00 | .0% |
| 19009990 56990 MISCELLANEOUS | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| TOTAL UNALLOCATED EXPENSES | 3,396,500 | 3,396,500 | 64,661.31 | 59,995.73 | .00 | 3,331,838.69 | 1.9% |
| TOTAL EXPENSES | 78,393,731 | 78,393,731 | 17,009,492.92 | 9,535,214.37 | 837,719.49 | 60,546,518.26 | |
| GRAND TOTAL | 78,393,731 | 78,393,731 | 17,009,492.92 | 9,535,214.37 | 837,719.49 | 60,546,518.26 | 22.8% |

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CITY OF WEST HAVEN LIVE
YEAR TO DATE BUDGET REPORT

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| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------------|--------------------|-------------------|------------|------------|--------------|---------------------|-------------|
| 195 WH FIRE DEPT-ALLINGTOWN (FD3) | | | | | | | |
| 19500010 ALLINGTOWN FD - ADMIN. | | | | | | | |
| 19500010 51000 REGULAR WAGES | 282,273 | 282,273 | 58,590.75 | 32,265.14 | .00 | 223,682.25 | 20.8% |
| 19500010 52100 GAS HEATING | 15,000 | 15,000 | 331.17 | 331.17 | 194.00 | 14,474.83 | 3.5% |
| 19500010 52110 ELECTRICITY | 16,000 | 16,000 | 3,011.50 | 3,011.50 | 1,541.89 | 11,446.61 | 28.5% |
| 19500010 52130 WATER | 195,000 | 195,000 | 131.72 | 131.72 | 93,571.02 | 101,297.26 | 48.1% |
| 19500010 52150 TELEPHONE EXPENSE | 14,000 | 14,000 | 1,650.74 | 1,650.74 | 922.95 | 11,426.31 | 18.4% |
| 19500010 52330 TRAINING AND EDUCAT | 34,000 | 34,000 | 527.00 | 177.00 | 243.14 | 33,229.86 | 2.3% |
| 19500010 52360 BUSINESS EXPENSE | 14,000 | 14,000 | 2,345.34 | 2,017.47 | 525.24 | 11,129.42 | 20.5% |
| 19500010 52420 FINANCIAL SERVICES | 20,000 | 20,000 | .00 | .00 | .00 | 20,000.00 | .0% |
| 19500010 52530 BUILDING MAINTENANC | 20,000 | 20,000 | 1,907.03 | 1,907.03 | 2,477.74 | 15,615.23 | 21.9% |
| 19500010 52580 EQUIPMENT MAINTENAN | 70,000 | 70,000 | 781.15 | 781.15 | 11,097.27 | 58,121.58 | 17.0% |
| 19500010 52820 PSYCHOLOGICAL TESTI | 14,000 | 14,000 | 952.00 | 952.00 | .00 | 13,048.00 | 6.8% |
| 19500010 53110 OFFICE SUPPLIES | 6,000 | 6,000 | 1,089.46 | 1,089.46 | 268.20 | 4,642.34 | 22.6% |
| 19500010 53210 AUTOMOTIVE FUEL & F | 18,000 | 18,000 | .00 | .00 | 1,526.87 | 16,473.13 | 8.5% |
| 19500010 54032 GEN'L LIAB INSUR PR | 47,177 | 47,177 | 11,638.00 | 11,638.00 | .00 | 35,539.00 | 24.7% |
| 19500010 54110 HEALTH INSURANCE PR | 1,618,808 | 1,618,808 | 297,195.27 | 297,195.27 | .00 | 1,321,612.73 | 18.4% |
| 19500010 54120 LIFE INSURANCE PREM | 15,000 | 15,000 | 633.29 | 633.29 | 1,516.39 | 12,850.32 | 14.3% |
| 19500010 54130 FICA-CITY'S SHARE | 7,621 | 7,621 | 3,041.98 | 1,655.14 | .00 | 4,579.02 | 39.9% |
| 19500010 54140 PENSION - CITY'S SH | 2,393,411 | 2,393,411 | 2,548.74 | 2,058.44 | 4,500.00 | 2,386,362.26 | .3% |
| 19500010 54180 HEART & HYPERTENSIO | 35,000 | 35,000 | .00 | .00 | .00 | 35,000.00 | .0% |
| 19500010 54192 WORKERS COMP PREM-A | 125,000 | 125,000 | .00 | .00 | .00 | 125,000.00 | .0% |
| 19500010 55160 PC'S/HARDWARE | 25,000 | 25,000 | 8,102.00 | 4,748.00 | 14,028.61 | 2,869.39 | 88.5% |
| 19500010 55630 RADIO EQUIPMENT | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |
| 19500010 55900 CAPITAL OUTLAY - OT | 680,000 | 680,000 | .00 | .00 | .00 | 680,000.00 | .0% |
| 19500010 56010 UNALLOCATED CONTING | 175,000 | 175,000 | .00 | .00 | .00 | 175,000.00 | .0% |
| 19500010 56175 ADVANCE FUNDING OPE | 50,000 | 50,000 | .00 | .00 | .00 | 50,000.00 | .0% |
| 19500010 56990 MISCELLANEOUS | 16,000 | 16,000 | 7.44 | 7.44 | 120.12 | 15,872.44 | .8% |
| TOTAL ALLINGTOWN FD - ADMIN. | 5,911,290 | 5,911,290 | 394,484.58 | 362,249.96 | 132,533.44 | 5,384,271.98 | 8.9% |
| 19500030 ALLINGTOWN FIRE DEPT OPS | | | | | | | |
| 19500030 51000 REGULAR WAGES | 1,596,383 | 1,596,383 | 283,634.11 | 132,959.73 | .00 | 1,312,748.89 | 17.8% |
| 19500030 51500 OVERTIME | 475,000 | 475,000 | 111,708.84 | 56,286.87 | .00 | 363,291.16 | 23.5% |
| 19500030 51800 SEPARATION PAY | 60,000 | 60,000 | .00 | .00 | .00 | 60,000.00 | .0% |
| 19500030 52150 TELEPHONE EXPENSE | 304,900 | 304,900 | .00 | .00 | 46,129.50 | 258,770.50 | 15.1% |

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CITY OF WEST HAVEN LIVE
YEAR TO DATE BUDGET REPORT

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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|---------------|---------------|--------------|---------------------|-------------|
| <u>19500030 52780 UNIFORM ALLOWANCE -</u> | 12,000 | 12,000 | 7,200.00 | 7,200.00 | 3,566.00 | 1,234.00 | 89.7% |
| <u>19500030 53250 TOOLS & MISCELLANEO</u> | 90,000 | 90,000 | 3,266.44 | 2,993.34 | 2,191.49 | 84,542.07 | 6.1% |
| <u>19500030 53440 MEDICAL SUPPLIES</u> | 35,000 | 35,000 | 5,155.62 | 5,155.62 | 1,134.08 | 28,710.30 | 18.0% |
| <u>19500030 54130 FICA-CITY'S SHARE</u> | 60,442 | 60,442 | 12,377.84 | 5,984.54 | .00 | 48,064.16 | 20.5% |
| <u>19500030 54140 PENSION - CITY'S SH</u> | 66,073 | 66,073 | 12,414.07 | 6,075.43 | .00 | 53,658.93 | 18.8% |
| <u>19500030 55220 TRUCKS</u> | 465,000 | 465,000 | .00 | .00 | .00 | 465,000.00 | .0% |
| <u>19500030 56180 EDUCATIONAL REIMBUR</u> | 107,225 | 107,225 | .00 | .00 | .00 | 107,225.00 | .0% |
| TOTAL ALLINGTOWN FIRE DEPT OPS | 3,272,023 | 3,272,023 | 435,756.92 | 216,655.53 | 53,021.07 | 2,783,245.01 | 14.9% |
| <u>19520045 GRANTS-ALLINGTOWN FD3</u> | | | | | | | |
| <u>19520045 45231 PILOT-COLLEGES & HO</u> | -770,501 | -770,501 | .00 | .00 | .00 | -770,501.00 | .0% |
| <u>19520045 45249 MRSA - MOTOR VEHICL</u> | -960,525 | -960,525 | -831,796.00 | -831,796.00 | .00 | -128,729.00 | 86.6% |
| <u>19520045 45290 STATE MISCELLANEOUS</u> | -21,515 | -21,515 | .00 | .00 | .00 | -21,515.00 | .0% |
| <u>19520045 45340 SCCRWA- PILOT GRANT</u> | -49,166 | -49,166 | -24,387.72 | -24,387.72 | .00 | -24,778.28 | 49.6% |
| TOTAL GRANTS-ALLINGTOWN FD3 | -1,801,707 | -1,801,707 | -856,183.72 | -856,183.72 | .00 | -945,523.28 | 47.5% |
| <u>19520047 MISCELLANEOUS REVENUE-ALL/FD3</u> | | | | | | | |
| <u>19520047 42900 MISCELLANEOUS FEES</u> | -60,000 | -60,000 | -16,165.00 | -1,690.00 | .00 | -43,835.00 | 26.9% |
| <u>19520047 45130 FEDERAL EMERGENCY M</u> | -271,429 | -271,429 | -100,000.00 | .00 | .00 | -171,429.00 | 36.8% |
| <u>19520047 46720 POLICE/FD EXTRA DUT</u> | -4,000 | -4,000 | -3,682.00 | -3,682.00 | .00 | -318.00 | 92.1% |
| <u>19520047 47050 FD BUNDLE BILLING E</u> | -40,000 | -40,000 | -2,737.77 | -425.02 | .00 | -37,262.23 | 6.8% |
| <u>19520047 47600 DONATIONS</u> | -100,000 | -100,000 | .00 | .00 | .00 | -100,000.00 | .0% |
| <u>19520047 47900 MISCELLANEOUS</u> | 0 | 0 | -9,161.30 | -9,141.30 | .00 | 9,161.30 | 100.0% |
| TOTAL MISCELLANEOUS REVENUE-ALL/F | -475,429 | -475,429 | -131,746.07 | -14,938.32 | .00 | -343,682.93 | 27.7% |
| <u>19524041 PROPERTY TAXES - ALLINGTOWN FD</u> | | | | | | | |
| <u>19524041 41100 CURRENT PROPERTY TA</u> | -6,790,177 | -6,790,177 | -3,534,663.72 | -524,422.58 | .00 | -3,255,513.28 | 52.1% |
| <u>19524041 41200 PRIOR YEARS TAX LEV</u> | -66,000 | -66,000 | -14,099.98 | -10,808.86 | .00 | -51,900.02 | 21.4% |
| <u>19524041 41300 SUSPENSE TAXES</u> | -6,000 | -6,000 | -1,754.28 | -746.53 | .00 | -4,245.72 | 29.2% |
| <u>19524041 41610 CURRENT PROPERTY TA</u> | -22,000 | -22,000 | -3,793.53 | -2,627.58 | .00 | -18,206.47 | 17.2% |
| <u>19524041 41620 PRIOR YEARS TAX INT</u> | -15,000 | -15,000 | -7,584.00 | -7,089.63 | .00 | -7,416.00 | 50.6% |
| <u>19524041 41630 SUSPENSE INTEREST</u> | -7,000 | -7,000 | -1,842.54 | -1,068.43 | .00 | -5,157.46 | 26.3% |
| TOTAL PROPERTY TAXES - ALLINGTOWN | -6,906,177 | -6,906,177 | -3,563,738.05 | -546,763.61 | .00 | -3,342,438.95 | 51.6% |
| TOTAL REVENUES | -9,183,313 | -9,183,313 | -4,551,667.84 | -1,417,885.65 | .00 | -4,631,645.16 | |
| TOTAL EXPENSES | 9,183,313 | 9,183,313 | 830,241.50 | 578,905.49 | 185,554.51 | 8,167,516.99 | |

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CITY OF WEST HAVEN LIVE
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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|-------------------|---------------|-------------|--------------|---------------------|-------------|
| GRAND TOTAL | 0 | 0 | -3,721,426.34 | -838,980.16 | 185,554.51 | 3,535,871.83 | 100.0% |

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CITY OF WEST HAVEN LIVE
YEAR TO DATE BUDGET REPORT

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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------------|--------------------|-------------------|------------|------------|--------------|---------------------|-------------|
| 240 SEWER OPERATING FUND | | | | | | | |
| 24048037 SEWER OPERATIONS ADMIN | | | | | | | |
| 24048037 51000 REGULAR WAGES | 121,950 | 121,950 | .00 | .00 | .00 | 121,950.00 | .0% |
| 24048037 51050 SEWER BOARD CLERK | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| 24048037 51500 OVERTIME | 8,000 | 8,000 | .00 | .00 | .00 | 8,000.00 | .0% |
| 24048037 52360 BUSINESS EXPENSE | 12,000 | 12,000 | .00 | .00 | 240.00 | 11,760.00 | 2.0% |
| 24048037 52420 FINANCIAL SERVICES | 55,156 | 55,156 | .00 | .00 | .00 | 55,156.00 | .0% |
| 24048037 52440 ENGINEERING SERVICE | 500,000 | 500,000 | 3,104.24 | 3,104.24 | 6,040.00 | 490,855.76 | 1.8% |
| 24048037 52580 EQUIPMENT MAINTENAN | 500,000 | 500,000 | 2,350.00 | 2,350.00 | 5,895.00 | 491,755.00 | 1.6% |
| 24048037 52750 STATE PERMIT | 7,000 | 7,000 | .00 | .00 | .00 | 7,000.00 | .0% |
| 24048037 53200 HEATING OIL | 15,000 | 15,000 | .00 | .00 | .00 | 15,000.00 | .0% |
| 24048037 54100 FRINGE BENEFITS | 9,330 | 9,330 | .00 | .00 | .00 | 9,330.00 | .0% |
| 24048037 54130 FICA-CITY'S SHARE | 9,000 | 9,000 | .00 | .00 | .00 | 9,000.00 | .0% |
| 24048037 54140 PENSION - CITY'S SH | 101,954 | 101,954 | .00 | .00 | .00 | 101,954.00 | .0% |
| 24048037 54640 CLEAN WATER FUND PA | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| 24048037 55710 CAPITAL IMPROV.-SEW | 600,000 | 600,000 | 27,049.13 | 27,049.13 | 272,578.48 | 300,372.39 | 49.9% |
| 24048037 55720 CAPITAL IMP - COLLE | 600,000 | 600,000 | 1,600.00 | 1,600.00 | 18,725.00 | 579,675.00 | 3.4% |
| 24048037 55749 CLEAN WATER (NEW) | 1,797,987 | 1,797,987 | 491,868.60 | 192,204.14 | .00 | 1,306,118.40 | 27.4% |
| 24048037 56010 UNALLOCATED CONTING | 300,000 | 300,000 | .00 | .00 | .00 | 300,000.00 | .0% |
| 24048037 56990 MISCELLANEOUS | 535,000 | 535,000 | .00 | .00 | .00 | 535,000.00 | .0% |
| TOTAL SEWER OPERATIONS ADMIN | 5,178,377 | 5,178,377 | 525,971.97 | 226,307.51 | 303,478.48 | 4,348,926.55 | 16.0% |
| 24048040 IN-HOUSE SEWER OPERATIONS | | | | | | | |
| 24048040 51000 REGULAR WAGES | 1,906,913 | 1,906,913 | 275,967.51 | 119,983.53 | .00 | 1,630,945.49 | 14.5% |
| 24048040 51500 OVERTIME | 660,000 | 660,000 | 130,235.60 | 57,614.09 | .00 | 529,764.40 | 19.7% |
| 24048040 51530 VACATION BUY BACK | 17,000 | 17,000 | 853.60 | .00 | .00 | 16,146.40 | 5.0% |
| 24048040 51800 SEPARATION PAY | 50,000 | 50,000 | .00 | .00 | .00 | 50,000.00 | .0% |
| 24048040 52100 GAS HEATING | 70,000 | 70,000 | 1,004.42 | 1,004.42 | 58,995.58 | 10,000.00 | 85.7% |
| 24048040 52105 GASES (PROPANE, ETC | 5,000 | 5,000 | 441.49 | 441.49 | 46.74 | 4,511.77 | 9.8% |
| 24048040 52110 ELECTRICITY | 1,200,000 | 1,200,000 | 64,336.30 | 64,336.30 | 535,663.70 | 600,000.00 | 50.0% |
| 24048040 52130 WATER | 175,000 | 175,000 | 20,988.83 | 20,988.83 | 129,011.17 | 25,000.00 | 85.7% |
| 24048040 52150 TELEPHONE EXPENSE | 8,000 | 8,000 | 965.31 | 965.31 | 4,893.53 | 2,141.16 | 73.2% |
| 24048040 52510 MAINTENANCE SERVICE | 80,000 | 80,000 | 10,516.14 | 10,516.14 | 4,009.94 | 65,473.92 | 18.2% |
| 24048040 52540 MOTOR VEHICLE MAINT | 40,000 | 40,000 | 5,522.73 | 4,797.59 | 1,799.03 | 32,678.24 | 18.3% |
| 24048040 52650 OTHER RENTAL | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |

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CITY OF WEST HAVEN LIVE
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FOR 2023 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|-------------------|---------------|---------------|--------------|---------------------|-------------|
| 24048040 52770 OTHER CONTRACTUAL S | 200,000 | 200,000 | 13,446.38 | 8,992.50 | 8,932.50 | 177,621.12 | 11.2% |
| 24048040 52910 TRASH PICKUP | 16,000 | 16,000 | 539.79 | 539.79 | .00 | 15,460.21 | 3.4% |
| 24048040 53000 SUPPLIES & MATERIAL | 200,000 | 200,000 | 25,319.84 | 25,319.84 | 25,390.21 | 149,289.95 | 25.4% |
| 24048040 53200 HEATING OIL | 1,000,000 | 1,000,000 | 4,547.40 | 4,547.40 | 157,953.05 | 837,499.55 | 16.3% |
| 24048040 53210 AUTOMOTIVE FUEL & F | 25,000 | 25,000 | 2,603.35 | .00 | .00 | 22,396.65 | 10.4% |
| 24048040 53250 TOOLS & MISCELLANEO | 50,000 | 50,000 | 16,172.59 | 16,172.59 | 3,015.75 | 30,811.66 | 38.4% |
| 24048040 53430 JANITORIAL SUPPLIES | 16,000 | 16,000 | 1,393.21 | 789.66 | 1,239.38 | 13,367.41 | 16.5% |
| 24048040 53435 CHEMICALS | 140,000 | 140,000 | 27,635.37 | 27,635.37 | 10,468.97 | 101,895.66 | 27.2% |
| 24048040 53445 SAFETY SUPPLIES | 8,000 | 8,000 | 1,173.98 | 1,173.98 | .00 | 6,826.02 | 14.7% |
| 24048040 53450 LABORATORY SUPPLIES | 68,000 | 68,000 | 7,318.00 | 5,769.00 | 4,551.25 | 56,130.75 | 17.5% |
| 24048040 53460 CLOTHING & UNIFORMS | 36,000 | 36,000 | 3,895.78 | 2,936.97 | 32,063.03 | 41.19 | 99.9% |
| 24048040 54100 FRINGE BENEFITS | 460,000 | 460,000 | 73,630.75 | 73,630.75 | .00 | 386,369.25 | 16.0% |
| 24048040 54130 FICA-CITY'S SHARE | 183,932 | 183,932 | 30,797.83 | 13,408.30 | .00 | 153,134.17 | 16.7% |
| 24048040 54140 PENSION - CITY'S SH | 200,000 | 200,000 | 24,956.97 | 11,123.56 | .00 | 175,043.03 | 12.5% |
| 24048040 54232 GENERAL LIABILITY C | 250,000 | 250,000 | 829.42 | 829.42 | .00 | 249,170.58 | .3% |
| 24048040 54735 SEWER CLAIMS-WORKER | 100,000 | 100,000 | 14,885.08 | 14,885.08 | .00 | 85,114.92 | 14.9% |
| 24048040 56215 OUTSIDE SERVICES | 150,000 | 150,000 | 6,621.50 | 6,621.50 | 5,425.00 | 137,953.50 | 8.0% |
| TOTAL IN-HOUSE SEWER OPERATIONS | 7,319,845 | 7,319,845 | 766,599.17 | 495,023.41 | 983,458.83 | 5,569,787.00 | 23.9% |
| 24048046 SEWER CHARGES | | | | | | | |
| 24048046 46610 SEWER USE FEES-CURR | -11,827,022 | -11,827,022 | -5,837,475.48 | -1,150,805.98 | .00 | -5,989,546.52 | 49.4% |
| 24048046 46620 SEWER USE FEES - PR | -30,000 | -30,000 | -619.83 | -832.83 | .00 | -29,380.17 | 2.1% |
| 24048046 46630 SEWER INTEREST & LI | -20,000 | -20,000 | -3,383.35 | -3,045.25 | .00 | -16,616.65 | 16.9% |
| 24048046 46640 SEWER INTEREST & LI | -15,000 | -15,000 | -1,488.92 | -920.31 | .00 | -13,511.08 | 9.9% |
| 24048046 46670 ORANGE SHARE SERVIC | -380,000 | -380,000 | -150,000.00 | -150,000.00 | .00 | -230,000.00 | 39.5% |
| 24048046 47675 ORANGE SHARE CWF DE | -196,200 | -196,200 | .00 | .00 | .00 | -196,200.00 | .0% |
| 24048046 47680 NITROGEN CREDIT | -30,000 | -30,000 | -17,167.00 | -17,167.00 | .00 | -12,833.00 | 57.2% |
| TOTAL SEWER CHARGES | -12,498,222 | -12,498,222 | -6,010,134.58 | -1,322,771.37 | .00 | -6,488,087.42 | 48.1% |
| TOTAL REVENUES | -12,498,222 | -12,498,222 | -6,010,134.58 | -1,322,771.37 | .00 | -6,488,087.42 | |
| TOTAL EXPENSES | 12,498,222 | 12,498,222 | 1,292,571.14 | 721,330.92 | 1,286,937.31 | 9,918,713.55 | |
| GRAND TOTAL | 0 | 0 | -4,717,563.44 | -601,440.45 | 1,286,937.31 | 3,430,626.13 | 100.0% |

** END OF REPORT - Generated by David Taylor **

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CITY OF WEST HAVEN LIVE
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2023 02

| ACCOUNTS FOR: 101 GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| A01 TUITION | 8,487,214 | 0 | 8,487,214 | 549,966.13 | 32,865.61 | 7,904,382.26 | 6.9% |
| B04 CONTRACTED BUS SERVICE/PUBLIC | 3,110,372 | 0 | 3,110,372 | .00 | .00 | 3,110,372.00 | .0% |
| B06 BUS SERVICE: NON PUBLIC SCHOOL | 278,537 | 0 | 278,537 | .00 | .00 | 278,537.00 | .0% |
| B08 TRANSPORTATION: REG VOC-TECH- | 238,850 | 0 | 238,850 | .00 | .00 | 238,850.00 | .0% |
| B10 TRANSPORTATION: REG VOC-AG | 75,364 | 0 | 75,364 | .00 | .00 | 75,364.00 | .0% |
| B12 TRANSPORT: PHYS. HANDICAPPED | 1,577,605 | 0 | 1,577,605 | 41,376.00 | 74,159.00 | 1,462,070.00 | 7.3% |
| B16 TRANSPORTATION: STDNT ACTIVITY | 109,717 | 0 | 109,717 | .00 | .00 | 109,717.00 | .0% |
| C04 SALARY - SUPERINTENDENT | 190,759 | 0 | 190,759 | 53,190.75 | .00 | 137,568.25 | 27.9% |
| C06 SALARY - ASST. SUPERINTENDENT | 160,000 | 0 | 160,000 | 6,153.85 | .00 | 153,846.15 | 3.8% |
| C07 SALARY - CLERICAL: BLAKE ADMIN | 928,590 | 0 | 928,590 | 118,723.57 | .00 | 809,866.43 | 12.8% |
| C10 SALARY - PRINCIPALS | 1,199,575 | 0 | 1,199,575 | 82,321.17 | .00 | 1,117,253.83 | 6.9% |
| C12 SALARY - ASST. PRINCIPALS | 904,759 | 0 | 904,759 | 26,431.50 | .00 | 878,327.50 | 2.9% |
| C14 SALARY - COORD & DIRECTORS | 1,334,374 | 0 | 1,334,374 | 77,072.61 | .00 | 1,257,301.39 | 5.8% |
| C16 SALARY - CLASSROOM TEACHERS | 26,518,934 | 0 | 26,518,934 | 1,199,706.21 | 165.04 | 25,319,062.75 | 4.5% |
| C18 SALARY - SPECIAL ED TEACHERS | 5,626,082 | 0 | 5,626,082 | 224,108.16 | .00 | 5,401,973.84 | 4.0% |
| C20 SALARY - ADULT EDUCATION | 150,000 | 0 | 150,000 | .00 | .00 | 150,000.00 | .0% |
| C22 SALARY - HOMEBOUND | 125,000 | 0 | 125,000 | .00 | .00 | 125,000.00 | .0% |
| C24 SALARY - SPECIAL AREA TEACHERS | 3,205,682 | 0 | 3,205,682 | 123,121.05 | .00 | 3,082,560.95 | 3.8% |
| C26 SALARY - PUPIL SERVICES | 1,454,761 | 0 | 1,454,761 | 56,242.65 | .00 | 1,398,518.35 | 3.9% |
| C28 SALARY - CLERICAL: SECOND. SCH | 535,410 | 0 | 535,410 | 71,448.58 | .00 | 463,961.42 | 13.3% |
| C30 SALARY - CLERICAL: ELEM. SCH. | 262,551 | 0 | 262,551 | 27,513.22 | .00 | 235,037.78 | 10.5% |
| C32 SALARY - SUBSTITUTE CLERKS | 30,000 | 0 | 30,000 | 593.35 | .00 | 29,406.65 | 2.0% |
| C34 SALARY - LUNCH AIDES | 300,000 | 0 | 300,000 | 4,282.94 | .00 | 295,717.06 | 1.4% |
| C36 SALARY - TEACHER AIDES | 3,131,743 | 0 | 3,131,743 | 199,728.33 | .00 | 2,932,014.67 | 6.4% |
| C38 SALARY - PARA SUBSTITUTES | 105,000 | 0 | 105,000 | 17,782.35 | .00 | 87,217.65 | 16.9% |
| C40 SALARY - DETACHED WORKER | 98,261 | 0 | 98,261 | 5,507.70 | .00 | 92,753.30 | 5.6% |
| C42 SALARY - SUBSTITUTE TEACHERS | 689,815 | 0 | 689,815 | 8,798.21 | .00 | 681,016.79 | 1.3% |
| C44 SALARY - SEVERANCE PAY | 300,000 | 0 | 300,000 | 575,619.57 | .00 | -275,619.57 | 191.9% |
| C46 SALARY - NURSES: PUBLIC | 824,968 | 0 | 824,968 | 37,184.11 | .00 | 787,783.89 | 4.5% |
| C48 SALARY - NURSES: NON-PUBLIC | 145,480 | 0 | 145,480 | .00 | .00 | 145,480.00 | .0% |
| C58 SALARY - CUSTODIANS | 1,877,910 | 0 | 1,877,910 | 262,903.29 | .00 | 1,615,006.71 | 14.0% |
| C60 SALARY - SUBSTITUTE CUSTODIANS | 105,000 | 0 | 105,000 | .00 | .00 | 105,000.00 | .0% |
| C62 SALARY - O/T CUSTODIANS | 79,638 | 0 | 79,638 | .00 | .00 | 79,638.00 | .0% |
| C64 SALARY - MAINTENANCE | 802,378 | 0 | 802,378 | 143,253.77 | .00 | 659,124.23 | 17.9% |
| C66 SALARY - O/T MAINTENANCE | 60,799 | 0 | 60,799 | .00 | .00 | 60,799.00 | .0% |
| C68 SALARY - STUDENT ACTIVITY ADV. | 100,000 | 0 | 100,000 | 123,766.28 | .00 | -23,766.28 | 123.8% |
| C70 SALARY - ATHL COACHES: HS | 175,000 | 0 | 175,000 | .00 | .00 | 175,000.00 | .0% |
| C72 SALARY - CUST COMMUNITY SVCS | 16,000 | 0 | 16,000 | .00 | .00 | 16,000.00 | .0% |
| D04 ELECTRICITY | 1,108,733 | 0 | 1,108,733 | 3,175.44 | 188,297.52 | 917,260.04 | 17.3% |
| D08 WATER | 103,919 | 0 | 103,919 | .00 | 7,684.27 | 96,234.73 | 7.4% |
| D10 TELEPHONE & COMMUNICATIONS | 364,178 | 0 | 364,178 | 16,243.25 | 15,833.96 | 332,100.79 | 8.8% |
| D12 RUBBISH REMOVAL | 220,833 | 0 | 220,833 | 24,217.74 | 55,874.20 | 140,741.06 | 36.3% |
| D14 CUSTODIAL SUPPLIES | 163,049 | 0 | 163,049 | 4,052.14 | 14,724.80 | 144,272.06 | 11.5% |
| D16 HEAT FOR BUILDINGS | 564,487 | 0 | 564,487 | .00 | 27,107.73 | 537,379.27 | 4.8% |

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CITY OF WEST HAVEN LIVE
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2023 02

| ACCOUNTS FOR: 101 GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| D18 EQUIPMENT - OPERATION OF PLANT | 45,000 | 0 | 45,000 | 399.98 | 276.09 | 44,323.93 | 1.5% |
| D20 REPAIR TO BUILDINGS | 625,000 | 0 | 625,000 | 33,143.34 | 133,102.71 | 458,753.95 | 26.6% |
| D22 UPKEEP OF GROUNDS SUPPLIES | 14,050 | 0 | 14,050 | .00 | .00 | 14,050.00 | .0% |
| D24 BUILDING SECURITY | 388,740 | 0 | 388,740 | 16,013.49 | 53,284.54 | 319,441.97 | 17.8% |
| D26 GAS, OIL & GREASE | 34,090 | 0 | 34,090 | 3,675.30 | .00 | 30,414.70 | 10.8% |
| D28 REPAIR TO EQUIPMENT: MAINT. | 33,250 | 0 | 33,250 | .00 | 584.49 | 32,665.51 | 1.8% |
| D30 OTHER EXPENSES: MAINTENANCE | 50,000 | 0 | 50,000 | .00 | .00 | 50,000.00 | .0% |
| D32 EQUIPMENT - MAINT. OF PLANT | 32,500 | 0 | 32,500 | .00 | .00 | 32,500.00 | .0% |
| D34 IMPROVEMENT TO SITES | 100,000 | 0 | 100,000 | .00 | .00 | 100,000.00 | .0% |
| E02 CENTRAL OFFICE - TRAVEL | 800 | 0 | 800 | .00 | .00 | 800.00 | .0% |
| E04 CENTRAL OFFICE - DUES & CONF. | 7,000 | 0 | 7,000 | 2,000.00 | 1,250.00 | 3,750.00 | 46.4% |
| E06 TRAVEL CONV. & DUES: TCHRS/ADM | 50,000 | 0 | 50,000 | 13,635.00 | 5,033.00 | 31,332.00 | 37.3% |
| E08 PROFESSIONAL CERT. REIMBURSMNT | 46,500 | 0 | 46,500 | .00 | 3,900.00 | 42,600.00 | 8.4% |
| E10 TRAVEL - MAINTENANCE | 19,400 | 0 | 19,400 | .00 | .00 | 19,400.00 | .0% |
| E12 PROPERTY & LIABILITY INSURANCE | 525,000 | 0 | 525,000 | 575,425.16 | .00 | -50,425.16 | 109.6% |
| E14 HEALTH INSURANCE: CERTIFIED | 9,487,344 | 0 | 9,487,344 | 1,761,798.87 | 32,936.55 | 7,692,608.58 | 18.9% |
| E16 LIFE INSURANCE: CERTIFIED | 187,913 | 0 | 187,913 | 36,077.80 | 38,479.11 | 113,356.09 | 39.7% |
| E18 SOCIAL SECURITY | 764,786 | 0 | 764,786 | 86,455.61 | .00 | 678,330.39 | 11.3% |
| E20 RETIREMENT CONTRIBUTIONS | 477,406 | 0 | 477,406 | 54,074.36 | .00 | 423,331.64 | 11.3% |
| E22 MEDICARE ONLY - TAXES | 881,908 | 0 | 881,908 | 46,065.95 | .00 | 835,842.05 | 5.2% |
| E24 UNEMPLOYMENT COMPENSATION | 100,000 | 0 | 100,000 | .00 | .00 | 100,000.00 | .0% |
| E26 HEALTH INSURANCE: NON-CERT | 4,617,748 | 0 | 4,617,748 | 898,397.05 | 60,599.70 | 3,658,751.25 | 20.8% |
| E30 WORKER'S COMPENSATION | 1,050,000 | 0 | 1,050,000 | 130,099.18 | .00 | 919,900.82 | 12.4% |
| F02 POSTAGE | 60,000 | 0 | 60,000 | 5,000.00 | 1,891.00 | 53,109.00 | 11.5% |
| F04 PRINTING & PUBLISHING | 35,000 | 0 | 35,000 | 761.00 | .00 | 34,239.00 | 2.2% |
| F06 PHOTOCOPY SERVICES | 269,809 | 0 | 269,809 | 53,900.60 | 72,399.31 | 143,509.09 | 46.8% |
| F08 BOE MISC. EXPENSE | 1,350 | 0 | 1,350 | .00 | .00 | 1,350.00 | .0% |
| F10 DATA PROCESSING SERVICES | 78,500 | 0 | 78,500 | .00 | .00 | 78,500.00 | .0% |
| F12 CONSULTANT SERVICES | 260,000 | 0 | 260,000 | 38,500.00 | 5,740.00 | 215,760.00 | 17.0% |
| F14 SERVICE CONTRACTS | 265,000 | 0 | 265,000 | 12,935.80 | .00 | 252,064.20 | 4.9% |
| F18 BOE - OFFICE SUPPLIES | 1,800 | 0 | 1,800 | .00 | .00 | 1,800.00 | .0% |
| F20 CENTRAL OFFICE - SUPPLIES | 22,500 | 0 | 22,500 | 28,305.81 | 2,272.97 | -8,078.78 | 135.9% |
| F22 CENTRAL OFFICE - MISC. EXPENSE | 3,500 | 0 | 3,500 | .00 | .00 | 3,500.00 | .0% |
| F26 POLICE & FIRE | 75,000 | 0 | 75,000 | .00 | .00 | 75,000.00 | .0% |
| F28 BOE - DUES & CONFERENCES | 25,200 | 0 | 25,200 | 1,576.00 | .00 | 23,624.00 | 6.3% |
| F30 SUBSCRIPTIONS | 3,500 | 0 | 3,500 | .00 | .00 | 3,500.00 | .0% |
| F34 FITZGERALD COMPLEX | 60,000 | 0 | 60,000 | .00 | .00 | 60,000.00 | .0% |
| G02 ANSWERING SERVICE | 10,850 | 0 | 10,850 | .00 | 23,964.00 | -13,114.00 | 220.9% |
| G04 REPAIR TO EQUIPMENT: INSTRUCT. | 25,000 | 0 | 25,000 | .00 | .00 | 25,000.00 | .0% |
| G06 MISC. EXPENSES | 20,000 | 0 | 20,000 | .00 | 1,137.82 | 18,862.18 | 5.7% |
| G08 ELEM. READING DEVELOPMENT | 12,000 | 0 | 12,000 | 2,435.60 | 46,376.69 | -36,812.29 | 406.8% |
| G10 TEACHING SUPPLIES | 314,400 | 0 | 314,400 | 7,885.72 | 352,237.99 | -45,723.71 | 114.5% |
| G12 TEXTBOOKS | 225,000 | 0 | 225,000 | .00 | 61,239.39 | 163,760.61 | 27.2% |
| G14 PERIODICALS | 13,500 | 0 | 13,500 | .00 | 59,708.48 | -46,208.48 | 442.3% |

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CITY OF WEST HAVEN LIVE
YEAR-TO-DATE BUDGET REPORT

P 3
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FOR 2023 02

| ACCOUNTS FOR: 101 GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| G16 EDUCATIONAL MEDIA SUPPLIES | 120,000 | 0 | 120,000 | .00 | 396.71 | 119,603.29 | .3% |
| G18 STANDARDIZED TESTING PROGRAM | 54,750 | 0 | 54,750 | .00 | 400.00 | 54,350.00 | .7% |
| G20 CURRICULUM IMPROVEMENT | 45,000 | 0 | 45,000 | .00 | 121,574.71 | -76,574.71 | 270.2% |
| G22 LIBRARY BOOKS | 37,500 | 0 | 37,500 | 4,519.97 | 29,217.17 | 3,762.86 | 90.0% |
| G24 OTHER LIBRARY EXPENSE | 5,000 | 0 | 5,000 | .00 | .00 | 5,000.00 | .0% |
| G26 EQUIPMENT - NON INSTRUCTIONAL | 20,000 | 0 | 20,000 | .00 | 6,734.68 | 13,265.32 | 33.7% |
| G28 EQUIPMENT - INSTRUCTIONAL | 50,000 | 0 | 50,000 | 9,254.25 | 4,185.40 | 36,560.35 | 26.9% |
| G29 EQUIPMENT - TECHNOLOGY | 320,000 | 0 | 320,000 | 97,616.41 | 13,045.93 | 209,337.66 | 34.6% |
| G30 PSYCHIATRIC SERVICES | 0 | 0 | 0 | .00 | 4,913.09 | -4,913.09 | 100.0% |
| G32 MEDICAL SERVICES - SUPPLIES | 11,500 | 0 | 11,500 | .00 | 8,719.37 | 2,780.63 | 75.8% |
| G34 MEDICAL SERVICES - MISC. EXP. | 25,000 | 0 | 25,000 | 642.00 | 1,544.84 | 22,813.16 | 8.7% |
| G36 EQUIPMENT: MEDICAL SERVICES | 10,000 | 0 | 10,000 | .00 | .00 | 10,000.00 | .0% |
| G38 EQUIPMENT & SUPPLIES: ACTIV. | 100,000 | 0 | 100,000 | 13,000.00 | 18,861.90 | 68,138.10 | 31.9% |
| TOTAL GENERAL FUND | 89,960,421 | 0 | 89,960,421 | 8,018,078.17 | 1,582,719.77 | 80,359,623.06 | 10.7% |

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CITY OF WEST HAVEN LIVE
YEAR-TO-DATE BUDGET REPORT

P 4
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FOR 2023 02

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 89,960,421 | 0 | 89,960,421 | 8,018,078.17 | 1,582,719.77 | 80,359,623.06 | 10.7% |

** END OF REPORT - Generated by Matthew Cavallaro BOE **

REPORT OPTIONS

| | Field # | Total | Page Break |
|------------|---------|-------|------------|
| Sequence 1 | 1 | Y | Y |
| Sequence 2 | 4 | Y | N |
| Sequence 3 | 0 | N | N |
| Sequence 4 | 0 | N | N |

Report title:

YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 2

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name Field Value

Fund
Function
City Dept
City # A:H
Bldg/Loc
Dept/Activty
Character Code
Org
Object
Project
Account type
Account status
Rollup Code

Summary Sheet: West Haven Administrators' Association

| | <u>Existing Contract</u> | <u>Tentative Agreement</u> |
|---|--|----------------------------|
| Contract Term | 9/1/20 - 8/31/23 | 9/1/23 - 8/31/26 |
| General Wage Increases | | |
| Year 1 | 0.0% | 2.0% |
| Year 2 | 0.0% | 2.0% |
| Year 3 | 1.0% | 2.0% |
| Step Increases ¹ | | |
| Year 1 | No | Yes |
| Year 2 | No | Yes |
| Year 3 | No | Yes |
| Health Insurance: Active Employees | | |
| Plan(s) | Self-Insured HDHP ² | State Partnership |
| Premium Cost Share | | |
| Year 1 | 20.0% | 20.5% |
| Year 2 | 20.0% | 21.0% |
| Year 3 | 20.0% | 21.5% |
| Health Insurance: Retirees | | |
| Pre-Medicare: | | |
| Plan | Same as Actives | No Change |
| Coverage | Retiree and Spouse | No Change |
| Retiree Cost Share | Same as Actives | No Change |
| Medicare Eligible: | | |
| Plan | Medicare plus eligible to enroll in Medicare Supplemental or Medicare Advantage through State Teachers' Retirement System Health Ins. Plan | |
| Coverage | Retiree only | No change |
| Employer Cost | BOE pays retirees' Part B premium | No change |
| Pension State Teachers' Retirement System | | |
| Leave Time | | |
| Annual Leave/Vacation: | | |
| Days | 23 vacation 12 discretionary | No change |
| Payout ³ | None | No change |
| Sick: | | |
| Days ⁴ | 17 | No change |
| Payout ³ | None | No change |

1. Proposed agreement eliminates three lowest steps and adds three steps to top of step schedule over life of contract.
2. Current contract language specified self-insured high deductible plan, but members had already transitioned to State Partnership Plan. Language in new contract codifies switch to Partnership.
3. No payout for accumulated leave time. Contract provides for Severance payment of 20% of annual salary at retirement, disability, resignation or death if after 20 years of service.
4. Based on Teachers' contract. Two more days than Teachers.



WEST HAVEN DEPARTMENT OF EDUCATION

"Schools Committed to Excellence"

Administrative Offices: 355 Main Street

Mailing address: P.O. Box 26010

West Haven, CT 06516

Telephone: (203) 937-4310

Fax: (203) 937-4315

NEIL C. CAVALLARO

Superintendent of Schools

August 22, 2022

Julian Freund, Municipal Accountability Review Board
Office of Policy and Management
450 Capital Ave
Hartford, CT 06106

Dear Mr. Freund,

Please find enclosed a copy of the contract between the West Haven Board of Education and the West Haven Administrators' Association. This contract was approved by the West Haven Board of Education at its meeting on August 15, 2022.

Sincerely,

Neil C. Cavallaro
Superintendent of Schools

Enclosure

cc: Board of Education Members
Judith Drenzek, Assistant Superintendent
Floyd J. Dugas, Board Attorney
Gary Palermo, President

MEMORANDUM

To: West Haven Board of Education
From: Floyd J. Dugas, Esq.
Re: West Haven Administrators' Association Settlement
Date: August 15, 2022

The following is a summary of the settlement reached with the Administrators' Union. It is important to point out that after years of holding down pay increases for this group due to the Great Recession, they have fallen significantly behind the market, thus, the addition of a step each year at the top of scale.

Duration

September 1, 2023 – August 31, 2026

Wages

September 1, 2023

- Step one is eliminated (Step 2 now becomes the new starting salary)
- A new Step 7 is added which is 2% higher than existing Step 6
- All steps are then increased by a general wage increase of 2%
- All employees advance one step on the salary scale

September 1, 2024

- Step 2 is eliminated (Step 3 now becomes the new starting salary)
- A new Step 8 is added which is 2% above Step 7
- All steps are then increased by a general wage increase of 2%
- All employees advance a step on the salary scale

September 1, 2025

- Step 3 is eliminated (Step 4 now becomes the new starting salary)
- A new Step 9 is added which is 2% above Step 8
- All steps are then increased by a general wage increase of 2%
- All employees advance one step a on the salary scale

NOTE: This will result in employees at the top step (7 of 26) receiving a 4% increase each year to bring them closer to the market rate. It will also raise the starting salary appreciably.

Insurance

- A. Cost-share contribution (currently 20.0%)
 - September 1, 2023 20.5%
 - September 1, 2023 21.0%
 - September 1, 2023 21.5%

- B. Added language allowing the Board to switch back to the former high deductible health plan (HDHP) if the cost of the current plan (State Partnership Plan) exceeds the cost of the HDHP.

Summary of Savings: Agreement Between West Haven Board of Education and West Haven Administrators' Association

| General Topic | Change | Fiscal Impact | | |
|--|--|--|-------------------|-------------------|
| | | FY 23-24 | FY 24-25 | FY 25-26 |
| Wages | General Wage Increases % | 2.0% | 2.0% | 2.0% |
| | Cost of General Wage Increase in \$ | \$ 64,326 | \$ 67,347 | \$ 71,009 |
| | Cost of Step Yearly Increment Changes in \$ | \$ 75,117 | \$ 86,730 | \$ 115,745 |
| | Subtotal: Wages | \$ 139,443 | \$ 154,077 | \$ 186,753 |
| Healthcare | Health Plan Design Change: Cost/(Savings) | \$ - | \$ - | \$ - |
| Health Premium Cost Share | Current employee share: | 20.0% | 20.0% | 20.0% |
| | Proposed employee share: | 20.5% | 21.0% | 21.5% |
| | Projected Savings | \$ 2,974 | \$ 5,948 | \$ 8,922 |
| Pension | Current Contribution ___% | N/A | N/A | N/A |
| | New Contribution ___% | N/A | N/A | N/A |
| | Cost/(Savings) in \$ | N/A | N/A | N/A |
| Retiree Health Insurance | | | | |
| Net Annual Impact | | \$ 136,469 | \$ 148,128 | \$ 177,831 |
| Sick Leave | Current provisions: 17 days New provisions: no change Cost/(Savings) | \$ - | \$ - | \$ - |
| | Vacation Leave | Current provisions: 23 vacation, 12 discretionary New provisions: no change Cost/(Savings) | \$ - | \$ - |
| Other Measures to Offset Costs of Contract | | | | |
| | Cost/(Savings) | \$ - | \$ - | \$ - |
| | Cost/(Savings) | \$ - | \$ - | \$ - |
| Total Savings (includes one-time and non-recurring) | | #REF! | #REF! | #REF! |

Notes:

Longevity not included in contract impact analysis. Continuation of existing contract provision.

Stipends not included in contract impact analysis. Continuation of existing contract provision.

| 2022-2023 | | | | | | 2023-2024 | | | | | | 2024-2025 | | | | | | 2025-2026 | | | | | | | | | | | |
|-----------|-------------|-------------|-----------|-------------|---------|-----------|----------|----------|-------------|-------------|-----------|-------------|---------|------|----------|----------|-------------|-------------|-----------|-------------|---------|------|-----------|----------|-------------|-------------|-----------|-------------|---------|
| Step | BaseSalary | Dept Master | Longevity | Subtotal | LongYrs | Step | Increase | at 2% | BaseSalary | Dept Master | Longevity | Subtotal | LongYrs | Step | Increase | at 2% | BaseSalary | Dept Master | Longevity | Subtotal | LongYrs | Step | Increase | at 2% | BaseSalary | Dept Master | Longevity | Subtotal | LongYrs |
| 6 | \$136,692 | \$2,500 | \$1,690 | \$140,882 | 21 | 7 | \$2,734 | \$2,789 | \$142,214 | \$2,500 | \$1,690 | \$146,404 | 22 | 8 | \$2,844 | \$2,901 | \$147,960 | \$2,500 | \$1,690 | \$152,150 | 23 | 9 | \$2,959 | \$3,018 | \$153,937 | \$2,500 | \$1,690 | \$158,127 | 24 |
| 3 | \$110,300 | \$0 | \$0 | \$110,300 | 8 | 4 | \$3,543 | \$2,277 | \$116,120 | \$0 | \$0 | \$116,120 | 9 | 5 | \$6,714 | \$2,457 | \$125,290 | \$0 | \$520 | \$125,810 | 10 | 6 | \$12,484 | \$2,755 | \$140,530 | \$0 | \$520 | \$141,050 | 11 |
| 6 | \$132,425 | \$0 | \$2,210 | \$134,635 | 29 | 7 | \$2,648 | \$2,701 | \$137,775 | \$0 | \$2,730 | \$140,505 | 30 | 8 | \$2,755 | \$2,811 | \$143,341 | \$0 | \$2,730 | \$146,071 | 31 | 9 | \$2,867 | \$2,924 | \$149,132 | \$0 | \$2,730 | \$151,862 | 32 |
| 6 | \$132,425 | \$0 | \$1,690 | \$134,115 | 20 | 7 | \$2,648 | \$2,701 | \$137,775 | \$0 | \$1,690 | \$139,465 | 21 | 8 | \$2,755 | \$2,811 | \$143,341 | \$0 | \$1,690 | \$145,031 | 22 | 9 | \$2,867 | \$2,924 | \$149,132 | \$0 | \$1,690 | \$150,822 | 23 |
| 6 | \$132,425 | \$1,907 | \$1,170 | \$135,502 | 17 | 7 | \$2,648 | \$2,701 | \$137,775 | \$1,907 | \$1,170 | \$140,851 | 18 | 8 | \$2,755 | \$2,811 | \$143,341 | \$1,907 | \$1,170 | \$146,418 | 19 | 9 | \$2,867 | \$2,924 | \$149,132 | \$1,907 | \$1,690 | \$152,729 | 20 |
| 3 | \$110,300 | \$0 | \$1,690 | \$111,990 | 22 | 4 | \$3,543 | \$2,277 | \$116,120 | \$0 | \$1,690 | \$117,810 | 23 | 5 | \$6,714 | \$2,457 | \$125,290 | \$0 | \$1,690 | \$126,980 | 24 | 6 | \$12,484 | \$2,755 | \$140,530 | \$0 | \$2,210 | \$142,740 | 25 |
| 6 | \$132,425 | \$0 | \$2,210 | \$134,635 | 27 | 7 | \$2,648 | \$2,701 | \$137,775 | \$0 | \$2,210 | \$139,985 | 28 | 8 | \$2,755 | \$2,811 | \$143,341 | \$0 | \$2,210 | \$145,551 | 29 | 9 | \$2,867 | \$2,924 | \$149,132 | \$0 | \$2,730 | \$151,862 | 30 |
| 6 | \$132,425 | \$0 | \$2,210 | \$134,635 | 26 | 7 | \$2,648 | \$2,701 | \$137,775 | \$0 | \$2,210 | \$139,985 | 27 | 8 | \$2,755 | \$2,811 | \$143,341 | \$0 | \$2,210 | \$145,551 | 28 | 9 | \$2,867 | \$2,924 | \$149,132 | \$0 | \$2,210 | \$151,342 | 29 |
| 6 | \$132,425 | \$0 | \$2,210 | \$134,635 | 26 | 7 | \$2,648 | \$2,701 | \$137,775 | \$0 | \$2,210 | \$139,985 | 27 | 8 | \$2,755 | \$2,811 | \$143,341 | \$0 | \$2,210 | \$145,551 | 28 | 9 | \$2,867 | \$2,924 | \$149,132 | \$0 | \$2,210 | \$151,342 | 29 |
| 6 | \$129,864 | \$0 | \$0 | \$129,864 | 8 | 7 | \$2,597 | \$2,649 | \$135,110 | \$0 | \$0 | \$135,110 | 9 | 8 | \$2,702 | \$2,756 | \$140,569 | \$0 | \$520 | \$141,089 | 10 | 9 | \$5,639 | \$2,924 | \$149,132 | \$0 | \$520 | \$149,652 | 11 |
| 1 | \$101,086 | \$1,907 | \$1,690 | \$104,683 | 23 | 2 | \$3,468 | \$2,091 | \$106,646 | \$1,907 | \$1,690 | \$110,242 | 24 | 3 | \$3,538 | \$2,204 | \$112,387 | \$1,907 | \$2,210 | \$116,504 | 25 | 4 | \$3,607 | \$2,320 | \$118,314 | \$1,907 | \$2,210 | \$122,431 | 26 |
| 6 | \$129,864 | \$1,907 | \$520 | \$132,291 | 11 | 7 | \$2,597 | \$2,649 | \$135,110 | \$1,907 | \$520 | \$137,537 | 12 | 8 | \$2,702 | \$2,756 | \$140,569 | \$1,907 | \$520 | \$142,996 | 13 | 9 | \$2,811 | \$2,868 | \$146,248 | \$1,907 | \$1,170 | \$149,325 | 14 |
| 6 | \$129,864 | \$0 | \$0 | \$129,864 | 9 | 7 | \$2,597 | \$2,649 | \$135,110 | \$0 | \$520 | \$135,630 | 10 | 8 | \$2,702 | \$2,756 | \$140,569 | \$0 | \$520 | \$141,089 | 11 | 9 | \$2,811 | \$2,868 | \$146,248 | \$0 | \$1,170 | \$147,418 | 12 |
| 1 | \$101,086 | \$0 | \$520 | \$101,606 | 14 | 2 | \$3,468 | \$2,091 | \$106,646 | \$0 | \$1,170 | \$107,816 | 15 | 3 | \$3,538 | \$2,204 | \$112,387 | \$0 | \$1,170 | \$113,557 | 16 | 4 | \$3,429 | \$2,316 | \$118,132 | \$0 | \$1,170 | \$119,302 | 17 |
| 6 | \$129,864 | \$0 | \$2,210 | \$132,074 | 26 | 7 | \$2,597 | \$2,649 | \$135,110 | \$0 | \$2,210 | \$137,320 | 27 | 8 | \$2,702 | \$2,756 | \$140,569 | \$0 | \$2,210 | \$142,779 | 28 | 9 | \$2,811 | \$2,868 | \$146,248 | \$0 | \$2,210 | \$148,458 | 29 |
| 6 | \$129,864 | \$0 | \$2,210 | \$132,074 | 27 | 7 | \$2,597 | \$2,649 | \$135,110 | \$0 | \$2,210 | \$137,320 | 28 | 8 | \$2,702 | \$2,756 | \$140,569 | \$0 | \$2,210 | \$142,779 | 29 | 9 | \$2,811 | \$2,868 | \$146,248 | \$0 | \$2,730 | \$148,978 | 30 |
| 1 | \$101,086 | \$0 | \$0 | \$101,086 | 9 | 2 | \$3,468 | \$2,091 | \$106,646 | \$0 | \$520 | \$107,166 | 10 | 3 | \$3,538 | \$2,204 | \$112,387 | \$0 | \$520 | \$112,907 | 11 | 4 | \$3,429 | \$2,316 | \$118,132 | \$0 | \$520 | \$118,652 | 12 |
| 6 | \$129,864 | \$0 | \$1,690 | \$131,554 | 22 | 7 | \$2,597 | \$2,649 | \$135,110 | \$0 | \$1,690 | \$136,800 | 23 | 8 | \$2,702 | \$2,756 | \$140,569 | \$0 | \$1,690 | \$142,259 | 24 | 9 | \$2,811 | \$2,868 | \$146,248 | \$0 | \$2,210 | \$148,458 | 25 |
| 6 | \$129,864 | \$0 | \$1,690 | \$131,554 | 24 | 7 | \$2,597 | \$2,649 | \$135,110 | \$0 | \$2,210 | \$137,320 | 25 | 8 | \$2,702 | \$2,756 | \$140,569 | \$0 | \$2,210 | \$142,779 | 26 | 9 | \$2,811 | \$2,868 | \$146,248 | \$0 | \$2,210 | \$148,458 | 27 |
| 6 | \$129,864 | \$0 | \$520 | \$130,384 | 14 | 7 | \$2,597 | \$2,649 | \$135,110 | \$0 | \$1,170 | \$136,280 | 15 | 8 | \$2,702 | \$2,756 | \$140,569 | \$0 | \$1,170 | \$141,739 | 16 | 9 | \$2,811 | \$2,868 | \$146,248 | \$0 | \$1,170 | \$147,418 | 17 |
| 2 | \$99,419 | \$0 | \$1,690 | \$101,109 | 23 | 3 | \$3,291 | \$2,054 | \$104,764 | \$0 | \$1,690 | \$106,454 | 24 | 4 | \$3,357 | \$2,162 | \$110,284 | \$0 | \$2,210 | \$112,494 | 25 | 5 | \$6,487 | \$2,335 | \$119,106 | \$0 | \$2,210 | \$121,316 | 26 |
| 3 | \$102,710 | \$0 | \$520 | \$103,230 | 14 | 4 | \$3,291 | \$2,120 | \$108,121 | \$0 | \$1,170 | \$109,291 | 15 | 5 | \$6,360 | \$2,290 | \$116,771 | \$0 | \$1,170 | \$117,941 | 16 | 6 | \$12,124 | \$2,578 | \$131,473 | \$0 | \$1,170 | \$132,643 | 17 |
| 2 | \$99,419 | \$0 | \$1,690 | \$101,109 | 23 | 3 | \$3,291 | \$2,054 | \$104,764 | \$0 | \$1,690 | \$106,454 | 24 | 4 | \$3,357 | \$2,162 | \$110,284 | \$0 | \$2,210 | \$112,494 | 25 | 5 | \$6,487 | \$2,335 | \$119,106 | \$0 | \$2,210 | \$121,316 | 26 |
| 6 | \$121,457 | \$0 | \$1,170 | \$122,627 | 17 | 7 | \$2,429 | \$2,478 | \$126,364 | \$0 | \$1,170 | \$127,634 | 18 | 8 | \$2,527 | \$2,578 | \$131,469 | \$0 | \$1,170 | \$132,639 | 19 | 9 | \$2,629 | \$2,682 | \$136,780 | \$0 | \$1,690 | \$138,470 | 20 |
| 1 | \$91,731 | \$0 | \$1,170 | \$92,901 | 19 | 2 | \$3,272 | \$1,900 | \$96,903 | \$0 | \$1,690 | \$98,593 | 20 | 3 | \$3,337 | \$2,005 | \$102,245 | \$0 | \$1,690 | \$103,935 | 21 | 4 | \$4,238 | \$2,130 | \$108,612 | \$0 | \$1,690 | \$110,302 | 22 |
| | \$3,141,170 | \$8,220 | \$34,580 | \$3,183,970 | | | \$75,117 | \$64,326 | \$3,280,613 | \$8,220 | \$39,130 | \$3,327,963 | | | \$86,730 | \$67,347 | \$3,434,689 | \$8,220 | \$41,730 | \$3,484,640 | | | \$115,745 | \$71,009 | \$3,621,443 | \$8,220 | \$46,150 | \$3,675,813 | |

Increase in Base Salary

\$139,443

Increase in Base Salary

\$154,077

Increase in Base Salary

\$186,753

2022-23

| <u>Level of Coverage</u> | <u>Cost of Plan</u> | <u>Cost Share Percentage</u> | <u>Monthly Employee Charge</u> | <u>Numbers of Employee</u> | <u>Yearly Total By Level of Coverage</u> |
|--------------------------|---------------------|------------------------------|--------------------------------|----------------------------|--|
| Employee | \$1,145 | 20.0% | 229.02 | 3 | \$8,245 |
| Employee + 1 | \$2,473 | 20.0% | 494.62 | 4 | \$23,742 |
| Family | \$3,020 | 20.0% | 604.02 | 12 | \$86,979 |
| | | | | | \$118,965 |

2023-2024

| <u>Level of Coverage</u> | <u>Cost of Plan</u> | <u>Cost Share Percentage</u> | <u>Monthly Employee Charge</u> | <u>Numbers of Employee</u> | <u>Yearly Total By Level of Coverage</u> |
|--------------------------|---------------------|------------------------------|--------------------------------|----------------------------|--|
| Employee | \$1,145 | 20.5% | \$235 | 3 | \$8,451 |
| Employee + 1 | \$2,473 | 20.5% | \$507 | 4 | \$24,335 |
| Family | \$3,020 | 20.5% | \$619 | 12 | \$89,153 |
| | | | | | \$121,939 |

Savings vs. Prior Year \$2,974
 Savings vs. 20% Cost Share \$2,974

2024-2025

| <u>Level of Coverage</u> | <u>Cost of Plan</u> | <u>Cost Share Percentage</u> | <u>Monthly Employee Charge</u> | <u>Numbers of Employee</u> | <u>Yearly Total By Level of Coverage</u> |
|--------------------------|---------------------|------------------------------|--------------------------------|----------------------------|--|
| Employee | \$1,145 | 21.0% | \$240 | 3 | \$8,657 |
| Employee + 1 | \$2,473 | 21.0% | \$519 | 4 | \$24,929 |
| Family | \$3,020 | 21.0% | \$634 | 12 | \$91,328 |
| | | | | | \$124,913 |

Savings vs. Prior Year \$2,974
 Savings vs. 20% Cost Share \$5,948

2025-2026

| <u>Level of Coverage</u> | <u>Cost of Plan</u> | <u>Cost Share Percentage</u> | <u>Monthly Employee Charge</u> | <u>Numbers of Employee</u> | <u>Yearly Total By Level of Coverage</u> |
|--------------------------|---------------------|------------------------------|--------------------------------|----------------------------|--|
| Employee | \$1,145 | 21.5% | \$246 | 3 | \$8,863 |
| Employee + 1 | \$2,473 | 21.5% | \$532 | 4 | \$25,522 |
| Family | \$3,020 | 21.5% | \$649 | 12 | \$93,502 |
| | | | | | \$127,888 |

Savings vs. Prior Year \$2,974
 Savings vs. 20% Cost Share \$8,922

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

Wage Comparison - 2022-23

| | High School Principal | | MS Principal | | Elementary Principal | | Dir of Pupil Svs | | HS Asst Principal | | Lang Arts Math Science; AD Health/PE Coord | | MS Asst Principal | |
|---------------------------|-----------------------|----------------|----------------|----------------|----------------------|----------------|------------------|----------------|-------------------|----------------|--|----------------|-------------------|----------------|
| | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max |
| West Haven w/6th | 106,753 | 136,692 | 103,150 | 132,425 | 103,150 | 132,425 | 103,150 | 132,425 | 101,086 | 129,864 | 101,086 | 129,864 | 96,128 | 123,890 |
| West Haven | 101,848 | 127,794 | 98,475 | 123,833 | 98,475 | 123,833 | 98,475 | 123,833 | 96,452 | 121,457 | 96,452 | 121,457 | 91,731 | 115,911 |
| Ansonia | 160,552 | 160,552 | 147,173 | 147,173 | 143,828 | 143,828 | 150,580 | 150,580 | 148,828 | 148,828 | 148,828 | 148,828 | 133,792 | 133,792 |
| Bridgeport | 134,220 | 154,687 | | | 124,275 | 143,214 | 126,830 | 145,983 | 121,215 | 139,901 | 106,478 | 126,517 | | |
| Danbury | 167,141 | 184,943 | 153,888 | 170,276 | 140,586 | 155,559 | 153,098 | 169,324 | 137,461 | 152,103 | 140,797 | 155,794 | 137,461 | 152,103 |
| Derby | 163,597 | 163,597 | 158,285 | 158,285 | 153,517 | 153,517 | | | 129,706 | 129,706 | | | 125,502 | 125,502 |
| East Hartford | 158,066 | 165,402 | 149,637 | 156,987 | 143,721 | 151,069 | 136,229 | 143,576 | 136,229 | 143,576 | 126,886 | 134,226 | 119,616 | 138,902 |
| Mansfield* | 173,025 | 173,025 | 135,516 | 149,263 | 128,109 | 141,614 | 116,051 | 129,093 | 153,160 | 153,160 | 115,361 | 134,553 | 115,361 | 128,376 |
| Meriden | 155,620 | 160,391 | 149,764 | 154,754 | 142,616 | 147,816 | 136,207 | 142,972 | 140,786 | 146,079 | 142,398 | 149,471 | 134,590 | 139,794 |
| Milford | 163,166 | 170,114 | 156,944 | 164,162 | 153,229 | 160,272 | 158,894 | 166,666 | 142,649 | 148,209 | | | 136,681 | 142,575 |
| New Haven | 151,089 | 164,321 | 145,089 | 164,321 | 137,815 | 149,877 | 153,676 | 167,125 | 137,815 | 149,877 | 128,257 | 139,488 | 128,257 | 139,488 |
| New London | 163,722 | 163,722 | 155,397 | 155,397 | 150,152 | 150,152 | 152,374 | 152,374 | 146,758 | 146,758 | 140,929 | 140,929 | 140,929 | 140,929 |
| Norwalk | 204,588 | 211,905 | 187,993 | 195,365 | 182,619 | 189,937 | 187,993 | 195,365 | 175,844 | 183,163 | 165,111 | 171,438 | 173,402 | 180,203 |
| Norwich | | | 136,620 | 152,561 | 127,641 | 145,857 | 155,040 | 155,040 | | | 119,936 | 133,261 | 119,936 | 133,261 |
| Norwich | | | 136,620 | 152,561 | 127,641 | 145,857 | 155,040 | 155,040 | | | 119,936 | 133,261 | 119,936 | 133,261 |
| Orange** | 186,668 | 186,668 | 171,280 | 171,280 | 178,276 | 184,387 | 175,126 | 175,126 | 163,068 | 163,068 | 146,343 | 146,343 | 143,214 | 146,214 |
| Stamford | 190,692 | 204,716 | 178,276 | 184,387 | 178,276 | 184,387 | 178,276 | 184,387 | 168,536 | 174,126 | 166,244 | 171,975 | 166,244 | 171,975 |
| Torrington | 163,409 | 163,409 | 155,627 | 155,627 | 148,217 | 148,217 | 131,580 | 131,580 | 141,557 | 141,557 | | | 126,848 | 126,848 |
| Waterbury | 138,728 | 159,434 | 133,125 | 153,056 | 122,000 | 142,527 | | | 116,418 | 138,251 | | | 116,418 | 138,251 |
| AVERAGE | 164,952 | 172,459 | 153,202 | 161,591 | 144,015 | 153,356 | 151,133 | 157,615 | 144,002 | 150,557 | 134,949 | 145,684 | 133,637 | 141,967 |
| % DIFFERENCE w/6th | -35.3% | -20.7% | -32.7% | -18.0% | -28.4% | -13.6% | -31.7% | -16.0% | -29.8% | -13.7% | -25.1% | -10.9% | -28.1% | -12.7% |
| % DIFFERENCE | -38.3% | -25.9% | -35.7% | -23.4% | -31.6% | -19.3% | -34.8% | -21.4% | -33.0% | -19.3% | -28.5% | -16.6% | -31.4% | -18.4% |

*Mansfield Mansfield: Elementary; R19 HS, Language Arts, Math, Science

**Orange Region 5: all positions except Elementary.

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

Wage Comparison - 2022-23

| | High School Principal | | MS Principal | | Elementary Principal | | Dir of Pupil Svs | | HS Asst Principal | | Lang Arts Math Science; AD Health/PE Coord | | MS Asst Principal | |
|---------------------------|-----------------------|----------------|----------------|----------------|----------------------|----------------|------------------|----------------|-------------------|----------------|--|----------------|-------------------|----------------|
| | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max |
| West Haven w/6th | 106,753 | 136,692 | 103,150 | 132,425 | 103,150 | 132,425 | 103,150 | 132,425 | 101,086 | 129,864 | 101,086 | 129,864 | 96,128 | 123,890 |
| West Haven | 101,848 | 127,794 | 98,475 | 123,833 | 98,475 | 123,833 | 98,475 | 123,833 | 96,452 | 121,457 | 96,452 | 121,457 | 91,731 | 115,911 |
| DRG H | | | | | | | | | | | | | | |
| Ansonia | 160,552 | 160,552 | 147,173 | 147,173 | 143,828 | 143,828 | 150,580 | 150,580 | 148,828 | 148,828 | 148,828 | 148,828 | 133,792 | 133,792 |
| Danbury | 167,141 | 184,943 | 153,888 | 170,276 | 140,586 | 155,559 | 153,098 | 169,324 | 137,461 | 152,103 | 140,797 | 155,794 | 137,461 | 152,103 |
| Derby | 163,597 | 163,597 | 158,285 | 158,285 | 153,517 | 153,517 | | | 129,706 | 129,706 | | | 125,502 | 125,502 |
| East Hartford | 158,066 | 165,402 | 149,637 | 156,987 | 143,721 | 151,069 | 136,229 | 143,576 | 136,229 | 143,576 | 126,886 | 134,226 | 119,616 | 138,902 |
| Meriden | 155,620 | 160,391 | 149,764 | 154,754 | 142,616 | 147,816 | 136,207 | 142,972 | 140,786 | 146,079 | 142,398 | 149,471 | 134,590 | 139,794 |
| Norwalk | 204,588 | 211,905 | 187,993 | 195,365 | 182,619 | 189,937 | 187,993 | 195,365 | 175,844 | 183,163 | 165,111 | 171,438 | 173,402 | 180,203 |
| Norwich | | | 136,620 | 152,561 | 127,641 | 145,857 | 155,040 | 155,040 | | | 119,936 | 133,261 | 119,936 | 133,261 |
| Stamford | 190,692 | 204,716 | 178,276 | 184,387 | 178,276 | 184,387 | 178,276 | 184,387 | 168,536 | 174,126 | 166,244 | 171,975 | 166,244 | 171,975 |
| AVERAGE | 171,465 | 178,787 | 157,705 | 164,974 | 151,601 | 158,996 | 156,775 | 163,035 | 148,199 | 153,940 | 143,562 | 152,694 | 138,818 | 146,942 |
| % DIFFERENCE w/6th | -37.7% | -23.5% | -34.6% | -19.7% | -32.0% | -16.7% | -34.2% | -18.8% | -31.8% | -15.6% | -29.6% | -15.0% | -30.8% | -15.7% |
| % DIFFERENCE | -40.6% | -28.5% | -37.6% | -24.9% | -35.0% | -22.1% | -37.2% | -24.0% | -34.9% | -21.1% | -32.8% | -20.5% | -33.9% | -21.1% |
| AENGLC | | | | | | | | | | | | | | |
| Ansonia | 160,552 | 160,552 | 147,173 | 147,173 | 143,828 | 143,828 | 150,580 | 150,580 | 148,828 | 148,828 | | | 133,792 | 133,792 |
| Bridgeport | 134,220 | 154,687 | | | 124,275 | 143,214 | 126,830 | 145,983 | 121,215 | 139,901 | 106,478 | 126,517 | | |
| East Hartford | 158,066 | 165,402 | 149,637 | 156,987 | 143,721 | 151,069 | 136,229 | 143,576 | 136,229 | 143,576 | 126,886 | 134,226 | 119,616 | 138,902 |
| Mansfield* | 173,025 | 173,025 | 135,516 | 149,263 | 128,109 | 141,614 | 116,051 | 129,093 | 153,160 | 153,160 | 115,361 | 134,553 | 115,361 | 128,376 |
| Meriden | 155,620 | 160,391 | 149,764 | 154,754 | 142,616 | 147,816 | 136,207 | 142,972 | 140,786 | 146,079 | 142,398 | 149,471 | 134,590 | 139,794 |
| New Haven | 151,089 | 164,321 | 145,089 | 164,321 | 137,815 | 149,877 | 153,676 | 167,125 | 137,815 | 149,877 | | | 128,257 | 139,488 |
| New London | 163,722 | 163,722 | 155,397 | 155,397 | 150,152 | 150,152 | 152,374 | 152,374 | 146,758 | 146,758 | | | 140,929 | 140,929 |
| Norwich | | | 136,620 | 152,561 | 127,641 | 145,857 | 155,040 | 155,040 | | | 119,936 | 133,261 | 119,936 | 133,261 |
| Torrington | 163,409 | 163,409 | 155,627 | 155,627 | 148,217 | 148,217 | 131,580 | 131,580 | 141,557 | 141,557 | | | 126,848 | 126,848 |
| Waterbury | 138,728 | 159,434 | 133,125 | 153,056 | 122,000 | 142,527 | | | 116,418 | 138,251 | | | 116,418 | 138,251 |
| AVERAGE | 155,381 | 162,771 | 145,328 | 154,349 | 136,837 | 146,417 | 139,841 | 146,480 | 138,085 | 145,332 | 122,212 | 135,606 | 126,194 | 135,516 |
| % DIFFERENCE w/6th | -31.3% | -16.0% | -29.0% | -14.2% | -24.6% | -9.6% | -26.2% | -9.6% | -26.8% | -10.6% | -17.3% | -4.2% | -23.8% | -8.6% |
| % DIFFERENCE | -34.5% | -21.5% | -32.2% | -19.8% | -28.0% | -15.4% | -29.6% | -15.5% | -30.2% | -16.4% | -21.1% | -10.4% | -27.3% | -14.5% |

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

Wage Comparison - 2022-23

| | High School Principal | | MS Principal | | Elementary Principal | | Dir of Pupil Svs | | HS Asst Principal | | Lang Arts Math Science; AD Health/PE Coord | | MS Asst Principal | |
|---------------------------|-----------------------|----------------|----------------|----------------|----------------------|----------------|------------------|----------------|-------------------|----------------|--|----------------|-------------------|----------------|
| | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max | Min | Max |
| West Haven w/6th | 106,753 | 136,692 | 103,150 | 132,425 | 103,150 | 132,425 | 103,150 | 132,425 | 101,086 | 129,864 | 101,086 | 129,864 | 96,128 | 123,890 |
| West Haven | 101,848 | 127,794 | 98,475 | 123,833 | 98,475 | 123,833 | 98,475 | 123,833 | 96,452 | 121,457 | 96,452 | 121,457 | 91,731 | 115,911 |
| Contiguous | | | | | | | | | | | | | | |
| Milford | 163,166 | 170,114 | 156,944 | 164,162 | 153,229 | 160,272 | 158,894 | 166,666 | 142,649 | 148,209 | | | 136,681 | 142,575 |
| New Haven | 151,089 | 164,321 | 145,089 | 164,321 | 137,815 | 149,877 | 153,676 | 167,125 | 137,815 | 149,877 | | | 128,257 | 139,488 |
| Orange** | 186,668 | 186,668 | 171,280 | 171,280 | | | 175,126 | 175,126 | 163,068 | 163,068 | 146,343 | 146,343 | 143,214 | 146,214 |
| AVERAGE | 166,974 | 173,701 | 157,771 | 166,588 | 145,522 | 155,075 | 162,565 | 169,639 | 147,844 | 153,718 | 146,343 | 146,343 | 136,051 | 142,759 |
| % DIFFERENCE w/6th | -36.1% | -21.3% | -34.6% | -20.5% | -29.1% | -14.6% | -36.5% | -21.9% | -31.6% | -15.5% | -30.9% | -11.3% | -29.3% | -13.2% |
| % DIFFERENCE | -39.0% | -26.4% | -37.6% | -25.7% | -32.3% | -20.1% | -39.4% | -27.0% | -34.8% | -21.0% | -34.1% | -17.0% | -32.6% | -18.8% |

*Mansfield Mansfied: Elementary and Middle; R19 HS, Language Arts, Math, Science
 **Orange Region 5: all positions except Elementary.

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

2022-23 Insurance Comparison

| | HDHP | In-Network Deductible | OON Deductible | OON Max | Rx after Deductible | Employer Funded | PPO | SPP | Comments |
|----------------|--------------|--------------------------|-------------------|-----------------|------------------------|--------------------|--------------|--------------|-----------------------------|
| West Haven | | | | | | | | 20% | |
| Ansonia* | 5.0% | \$2500/\$5000 | \$5000/\$10000 | \$10000/\$17350 | \$10/40/50 | * | | | |
| Bridgeport | | | | | | | | 27.0% | |
| Danbury | 21.0% | \$2000/\$4000 | | | | 50% | | | |
| Derby | | | | | | | 22% | | HMO: 20% |
| East Hartford | 12.0% | \$2000/\$4000 | \$4000/\$8000 | \$4000/\$8000 | \$10/25/40 | | | | |
| Mansfield/R19 | 17.0% | \$2000/\$4000 | \$2000/\$4000 | \$4000/\$8000 | | 50% | | | |
| Meriden | 21.0% | \$2000/\$4000 | \$3000/\$6000 | \$5000/\$10000 | \$0/25/40 | 50% | | | |
| Milford | 17.5% | \$2000/\$4000 | \$4000/\$8000 | \$4000/\$8000 | \$5/25/40 | 50% | | | |
| New Haven | 16.0% | \$2000/\$4000 | \$4000/\$8000 | \$6000/\$12000 | \$10/25/40 | 50% | buy up | | CompMix and POE buy up also |
| New London | | | | | | | | 23.0% | |
| Norwalk | | | | | | | | 20.0% | |
| Norwich | 22.5% | \$2500/\$5000 | \$3750/\$6850 | \$5000/\$10000 | \$10/25/40 | 50% | | | |
| Orange R5 | 24.0% | \$2000/\$4000 | \$3000/\$6000 | \$5000/\$10000 | | 40% | | | |
| Stamford | | | | | | | | 22.5% | |
| Torrington | 17.0% | \$2000/\$4000 | \$4000/\$8000 | \$5000/\$10000 | \$0/25/40 | 45% | | | |
| Waterbury | 22.0% | \$2000/\$4000 | | | \$10/30/45 | 40% | | | OAP: buy up |
| AVERAGE | 17.7% | | | | | 47.2% | 22.0% | 22.5% | |

*Ansonia - HSA shall be established by the Board for each eligible Administrator who elects the HDHP/HSA option.

**Administrator Settlement Data
2021-22**

| DATE REPORTED | DISTRICT | WITHOUT INCREMENT | | | | WITH INCREMENT | | | | Total w/increment |
|---------------|--|-------------------|---------|---------|---------|----------------|---------|---------|---------|-------------------|
| | | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | |
| 08/09/21 | MILFORD | 2.50% | 2.25% | 2.25% | 2.50% | 2.25% | 2.25% | 2.25% | 2.25% | 7.00% |
| | HDHP PCS increases to yr 1 - 17.5%, yr 2 - 18%, yr 3 - 19%; New Hires will receive 25 vacation days per year, down from 30 vacation days current employees receive | | | | | | | | | |
| | BRIDGEPORT | 1.51% | 1.66% | 1.88% | 2.05% | 3.08% | 2.81% | 3.35% | 3.38% | 12.62% |
| | All years step movement and 2% to top step only, 2022: delete Step 1; 2023: delete Step 2; 2024: delete step 3; 2025: delete step 4 (only one step going forward); PCS Pre-2014: 27%, 27.5%, 28.0%, 28.5%; PCS Post-2014: 29%, 29.5%, 30.0%, 30.5% | | | | | | | | | |
| | NEW HAVEN COUNTY | 2.25% | 2.25% | | | 2.58% | 2.45% | | | 5.03% |
| | Reopener; Adjustment to Athletic Dir schedule of \$2,500 before GWI in 22-23; PCS for HDHP incr from 17% to 17.5% in yr 1 & 18% in yr 2. | | | | | | | | | |
| 08/25/21 | EAST HAVEN | 2.50% | 1.75% | 1.75% | | 2.70% | 3.10% | 2.91% | | 8.71% |
| | Admin hired in 21-22 year don't move up a step until year 2; PCS for HDHP incr from 20% to 20.5% in yr 1, 21% in yr 2 & 21.5% in yr 3; Admin hired after 6/30/22 will not be eligible for longevity. | | | | | | | | | |
| 08/30/21 | VERNON | 1.90% | 1.86% | 1.92% | | 2.90% | 2.90% | 2.90% | | 8.70% |
| | Eliminated 2 steps - from 8 steps to 6 steps; PCS for HDHP plan incr from 20% to 21% in yr 1, 22% in yr 2 & 23% in yr 3. | | | | | | | | | |
| | HARTFORD COUNTY | 2.00% | 2.00% | 2.00% | 2.00% | 2.50% | 2.50% | 2.50% | 2.50% | 10.00% |
| | PCS for 2 HDHP options increase from 15% by .5% each year. | | | | | | | | | |
| 09/03/21 | MANCHESTER | 2.20% | 2.20% | 2.20% | 2.20% | 3.53% | 3.35% | 3.05% | 2.80% | 12.73% |
| | Yr 1: Additional equity adjustment to all salaries prior to GWI (not included above); PCS for HDHP incr from 20.5% to 21.5% in yr 1; 22% in yr 2; 22.5% in yr 3; 23% in yr 4. | | | | | | | | | |
| | FAIRFIELD COUNTY | 2.00% | 2.00% | 2.00% | | 2.00% | 2.00% | 2.00% | | 6.00% |
| | Step cost is minimal; PCS for Partnership Plan incr from 19% to 20% in yr 1, 21% in yr 2 & 22% in yr 3. | | | | | | | | | |
| 09/21/21 | BERLIN | 2.50% | 2.25% | 2.00% | | 3.21% | 2.79% | 2.35% | | 8.35% |
| | PCS for HDHP plan incr from 22.5% to 23% in yr 3 | | | | | | | | | |

**Administrator Settlement Data
2021-22**

| DATE REPORTED | DISTRICT | WITHOUT INCREMENT | | | | WITH INCREMENT | | | | Total w/increment |
|---------------|---|-------------------|---------|---------|---------|----------------|---------|---------|---------|-------------------|
| | | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | |
| | FAIRFIELD COUNTY | 2.30% | 2.30% | 2.30% | 2.30% | 2.48% | 2.38% | 2.30% | 2.30% | 7.16% |
| | Salary adjustment for Elementary Asst. Prin in each year not included in totals; PCS incr from 16.5% by 1.5% each year to 21% in 24-25. | | | | | | | | | |
| | MIDDLESEX COUNTY | 2.25% | 2.25% | 2.50% | 2.50% | 2.25% | 2.25% | 2.50% | 2.50% | 7.00% |
| | No step schedule. | | | | | | | | | |
| 09/08/21 | PLYMOUTH | 2.50% | 2.00% | 2.00% | 2.00% | 2.50% | 2.00% | 2.00% | 2.00% | 8.50% |
| | All current administrators are at top step; PCS for SPP incr from 22% by 0.50% each year. | | | | | | | | | |
| | MIDDLESEX COUNTY | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 6.75% |
| | No step schedule, two administrators moved to position rate not included in total cost. PCS for HDHP increased from 15% to 17% in yr 1; 18% in yr 2; and 19% in yr 3. | | | | | | | | | |
| | FAIRFIELD COUNTY | 2.00% | 2.00% | 2.00% | 2.00% | 2.88% | 2.58% | 2.54% | 2.54% | 8.00% |
| | Step each year. PCS for HDHP increases 0.50% each year from 21% to 21.5% yr 1; 22% yr 2; 22.5% yr 3. | | | | | | | | | |
| 10/01/21 | CANTON | 3.00% | 3.00% | 3.00% | 3.00% | | | | | 0.00% |
| | Waiting for total cost. PCS for HDHP increases by 0.50% each year, from 23% to 23.5% yr 1, 24% yr 2, 24.5% yr 3. | | | | | | | | | |
| | NEW LONDON COUNTY | 2.10% | 2.00% | 2.00% | 2.00% | 2.10% | 2.00% | 2.00% | 2.00% | 6.10% |
| | PCS for HDHP incr from 20% to 20.5% in yr 1, 21% in yr 2, 21.5% in yr 3; BOE contribution to HSA changes from \$1125/2250 to 50% of deductible, Deductible incr from \$2250/4500 to \$2500/5000 | | | | | | | | | |
| 09/21/21 | BRANFORD | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 6.75% |
| | No step schedule; PCS for HDHP plan incr from 19% to 19.5% in yr 1, 20% in yr 2 & 20.5% in yr 3; Annuity payments incr by \$500 in yr 1 | | | | | | | | | |
| 09/01/21 | CLINTON | 2.25% | 2.00% | 2.50% | 2.50% | 2.99% | 2.45% | 2.50% | 2.50% | 7.94% |
| | PCS for SPP incr from 21.5% to 22% in yr 1, 22.5% in yr 2 & 23% in yr 3. | | | | | | | | | |
| | HARTFORD COUNTY | 2.00% | 2.50% | 1.50% | 1.50% | 3.84% | 2.50% | 3.21% | 3.21% | 9.55% |
| | PCS for SPP incr from 19% to 20% in yr 1, 20.5% in yr 2 & 21%. | | | | | | | | | |

Administrator Settlement Data
2021-22

| DATE REPORTED | DISTRICT | WITHOUT INCREMENT | | | | WITH INCREMENT | | | Total w/increment | |
|---------------|---|-------------------|---------|---------|---------|----------------|---------|---------|-------------------|---------------|
| | | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2022-23 | 2023-24 | 2024-25 | | |
| 08/31/21 | NEW BRITAIN Add new step 1% over max yr 2 and yr 4; drop bottom step yr 4. PCS for HDHP incr from 21% to 22% in yr 1, 23% in yr 2 & 24% in yr 4; In yr 3 HDHP deductibles incr from \$2000/4000 to \$2500/5000. | 2.25% | 2.00% | 2.25% | 2.00% | 2.56% | 2.87% | 2.52% | 2.98% | 10.93% |
| | FAIRFIELD COUNTY Yr 1: includes carryover cost of mid-yr step in 21-22, no additional step; No insurance changes. | 2.50% | 2.50% | 2.50% | 2.50% | 3.23% | 3.61% | 2.67% | | 9.51% |
| | NEW HAVEN COUNTY PCS increases by 1% each year. | 2.00% | 2.00% | 2.00% | 2.00% | 2.45% | 2.45% | 2.13% | | 7.03% |
| | OXFORD Yrs 1 & 2: 1/2 step movement; HS Prin GWI lower in each year: Yr 1: 2.0%, Yr 2: 1.5%, Yr 3: 1.75%; PCS for SPP incr by .5% each year. | 2.25% | 2.00% | 2.25% | 2.25% | 2.60% | 2.40% | 2.67% | | 7.67% |
| | WINDHAM COUNTY All administrators at max after yr 1. Eliminate OAP plan, add new HDHP PCS stays at 20%, \$2000/4000 deductible funded \$1000/2000. | 2.60% | 2.90% | 2.90% | 2.90% | 2.90% | 2.90% | 2.90% | | 8.70% |
| 10/15/21 | WALLINGFORD Annuity incr from \$1000 to \$2000 in yr 1 & to \$2500 in yr 2; HDHP deduct incr from \$2250/4500 to \$2500/5000 in yr 3, BOE funding of HSA change from 50% to \$1000/2000 paid in 3 payments; PCS incr from 23% to 23.5% in yr 3. | 1.99% | 1.99% | 1.99% | 1.99% | 2.12% | 2.17% | 1.99% | | 6.28% |
| | HARTFORD COUNTY No step schedule. | 2.50% | 2.35% | 2.35% | 2.35% | 2.50% | 2.35% | 2.35% | | 7.20% |
| | EASTON Total cost information has been requested; Elementary prin receives a \$2,000 adjustment in yr 2 & \$1,000 in yr 3; PCS for HDHP plan incr from 21% to 21.5% in yr 1, 22% in yr 2; Deductible incr from \$2000/4000 to \$2500/5000. | 2.00% | 2.00% | 2.50% | 2.50% | | | | | 0.00% |
| 10/18/21 | GRANBY Elem Prin moved to higher level on schedule; Yr 1: 2.12% at max, Yr 2: 2.11% at max, Yr 3: 2.10% at max; PCS for HDHP incr from 20% to 20.5% in yr 2 & 21% in yr 3. | | | | | 3.20% | 2.11% | 2.95% | | 8.26% |

Administrator Settlement Data
2021-22

| DATE REPORTED | DISTRICT | WITHOUT INCREMENT | | | | WITH INCREMENT | | | | Total w/increment |
|----------------|--|-------------------|---------|---------|---------|----------------|---------|---------|---------|-------------------|
| | | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | |
| | NEW LONDON COUNTY | 2.00% | 2.00% | 2.00% | 2.00% | 2.76% | 2.98% | 2.53% | 2.53% | 8.27% |
| | Total does not include equity adjustments for central office employees; Eliminate PPO & Comp Mix plans, PCS for HDHP plan incr from 22% to 22.5% in yr 1, 23% in yr 2 & 23.5% in yr 3, move to new managed pharmacy plan. | | | | | | | | | |
| | LITCHFIELD COUNTY | 2.50% | 2.25% | 2.25% | 2.25% | 2.50% | 2.25% | 2.25% | 2.25% | 7.00% |
| | No step schedule, does not include one time equity adjustment of \$4,000 for supervisor of student services; BOE contribution to annuity incr from 2.25% of salary to 2.5% in yr 1, 2.75% in yr 2 & 3% in yr 3; PCS for HDHP plan incr from 16% to 17% in yr 1, 18% in yr 2 & 19% in yr 3. | | | | | | | | | |
| 11/01/21 | KILLINGLY | 2.37% | 2.37% | 2.37% | 2.37% | 2.64% | 2.53% | 2.37% | 2.37% | 7.54% |
| | PCS for HDHP plan incr from 24.5% to 25% in yr 1 & 26.5% in yr 2, Deduct incr from \$2250/4500 to \$2500/5000 in yr 2, BOE funding of HSA stays at \$1000/2000. | | | | | | | | | |
| | LITCHFIELD COUNTY | 3.00% | 2.00% | 2.00% | 2.00% | 3.00% | 2.00% | 2.00% | 2.00% | 7.00% |
| | No step schedule; does not include 1 time \$3000 equity adjustment for elementary principals. | | | | | | | | | |
| | NEW HAVEN COUNTY | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 6.75% |
| | Step cost is minimal; PCS for HDHP plan incr from 20% to 21% in yr 1, 22% in yr 2 & 23% in yr 3, if Admin participates in wellness PCS will be 2% or 4% lower. | | | | | | | | | |
| | TOLLAND COUNTY | | | | | 2.25% | 2.25% | 2.25% | 2.25% | 6.75% |
| | No step schedule, work year incr for Dir of School Counseling (220 to 260 days) and Athletic Director (205 to 260 days); incr annuity from \$1500 to \$2500; HDHP PCS incr from 21% to 22% in yr 2, no other changes to deduct (\$2000/4000) or Board funding (50%) of HSA. | | | | | | | | | |
| AVERAGE | | 2.26% | 2.17% | 2.19% | 2.05% | 2.67% | 2.50% | 2.47% | 2.73% | |

**Administrator Settlement Data
2022-23**

| DATE REPORTED | DISTRICT | WITHOUT INCREMENT | | | WITH INCREMENT | | | Total w/increment |
|----------------|---|-------------------|---------|---------|----------------|---------|---------|-------------------|
| | | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2023-24 | 2024-25 | |
| 06/23/22 | EAST HARTFORD | 2.50% | 2.50% | 1.60% | 2.68% | 2.59% | 3.23% | 8.50% |
| | In yr 3 add new step 1.6% over max step, drop lowest step & re-number; PCS for HDHP incr from 12% to 12.5% in yr 2, 13% in yr 3. | | | | | | | |
| | BOLTON | 2.97% | 2.51% | 2.97% | 2.97% | 2.51% | 2.97% | 8.45% |
| | No step schedule; BOE contribution to annuity increase from 5% to 6% of salary; | | | | | | | |
| | WEST HAVEN | 2.00% | 2.00% | 2.00% | | | | 0.00% |
| | Total cost requested; In each yr drop lowest step & new step 2% over max; PCS for SPP incr 20% to 20.5% in yr 1, 21% in yr 2 & 21.5% in yr 3 | | | | | | | |
| | NEW HAVEN COUNTY | 2.00% | 2.00% | 2.00% | 2.00% | 2.00% | 2.00% | 6.00% |
| | Step cost is minimal; PCS for HDHP plan incr from 20% to 20.5% in yr 1, 21% in yr 2 & 21.5% in yr 3; Annuity incr from \$2900 to \$2978.30 | | | | | | | |
| | NEW HAVEN COUNTY | 3.50% | 3.50% | 3.50% | 3.50% | 3.50% | 3.50% | 14.00% |
| | No steps in contract; PCS increases 1% each year to yr 1: 6%, yr 2: 7%, yr 3: 8%, yr 4: 9%; ; higher GWI in exchange for all BU members moving to 12-month schedule | | | | | | | |
| | NEW HAVEN COUNTY | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 2.25% | 6.75% |
| | PCS increase each year of 1%; HDHP PCS will be: yr1: 7%, yr2: 8%, yr3: 9%; there is no step. | | | | | | | |
| AVERAGE | | 2.54% | 2.46% | 2.39% | 2.68% | 2.57% | 2.79% | 3.50% |

Draft #1
7/18/22

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

SEPTEMBER 1, ~~2020~~2023- AUGUST 31, ~~2023~~2026

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AGREEMENT

This agreement is made and entered into as of this _____ day of ~~January, 2020~~ July, 2022 by and between the West Haven Administrator' Association, hereinafter called the WHAA and the West Haven Board of Education, hereinafter called the Board, for a term of three (3) years, beginning September 1, ~~2020-2023~~ and ending August 31, ~~2023~~2026.

ARTICLE I GENERAL

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

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

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

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

ARTICLE II RECOGNITION

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

ARTICLE III BOARD RIGHTS

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

ARTICLE IV PROFESSIONAL OBLIGATIONS AND WORKING RULES

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

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

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

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

ARTICLE V ASSIGNMENT AND TRANSFERS

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

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

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

ARTICLE VI PROMOTIONS

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

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

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

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

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

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

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

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

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

ARTICLE VII SUPPLIES AND OFFICE EQUIPMENT

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

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

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

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

ARTICLE VIII PROTECTION

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

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

ARTICLE IX HEALTH INSURANCE BENEFITS

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

enrollment as a condition of continued participation in the plan. All administrators shall contribute twenty ~~and one-half (20%20.5%)~~ percent of the cost of health insurance via payroll deduction effective September 1, 2023; effective September 1, 2024 they shall contribute twenty-one (21.0%) percent; effective September 1, 2025, they shall contribute twenty-one and one-half (21.5%) percent.

1. Medical coverage shall be provided under the State of Connecticut Partnership Plan 2.0 (SPP 2.0). In the event the SPP 2.0 plan exceeds the HDHP plan previously in place, the Board may revert back to the plan previously in place. The Board's High Deductible Health Plan (HDHP) which shall have deductibles of \$2,000/\$4,000 funded 50% by the Board into a health savings account, one-half in July and one-half in January. There shall be post deductible prescription copays of \$5/\$25/\$40 (30 day supply); \$10/\$50/\$80 (mail order 90 day supply) and the following out of pocket maximums: In-Network \$4,000/\$6,850; Out-of-Network \$4,000/\$8,000. ~~In the event the Board decides, in its sole discretion, to transition health plans to the Connecticut Partnership Plan (CPP) the HDHP will be replaced with the CPP Plan.~~
2. Blue Cross of Connecticut Full Service Plan for dental care with Riders A, B, C, D and Special Dependent Rider.
3. Blue Shield Vision care endorsement 98.
4. Group Life Insurance - Board agrees to provide each administrator with group life and dismemberment policy in the amount of \$120,000.00 at the Board's expense. The Administrator may increase the coverage to the amount of his salary at his own expense.
5. The board agrees, at its expense, to continue the group life and dismemberment policy following retirement in the amount of \$60,000.00.
6. Any employee covered by this Agreement who opts to take retirement as provided under Article XVI shall have full health coverage for the employee only, or employee and his/her spouse if the employee retires on or before August 31, 2023, paid by the Employer until he/she attains the age of 65. Notwithstanding the foregoing, administrators retiring after August 31, 2023, shall contribute monthly towards the cost of said insurance the same amount that active employees pay.

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

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

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

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

B. Sick Leave.

1. Twelve month personnel - are to receive two days more than the teachers.
2. Sick Leave Bank:
 - a. Membership in the sick leave bank is voluntary on the part of employees after tenure is granted for 3 years of service completed in the West Haven School System. Each participating employee contributes one day of sick leave per year.
 - b. The Board will cooperate in the establishment of a sick leave bank on a voluntary basis.
 - c. Each employee enrolling in the bank will donate one day of his sick leave to the bank each year until the bank is built up to a maximum of approximately 100 days. No more days will be added to this maximum until the bank is depleted to approximately 50 days. The bank will then be built up to approximately 100 days again and the

process repeated.

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

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

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

7. Sabbatical Leave.

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

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

ARTICLE X [RESERVED]

ARTICLE XI [RESERVED]

ARTICLE XII PAYROLL DEDUCTIONS.

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

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

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

ARTICLE XIII ADMINISTRATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE XIV GRIEVANCE AND ARBITRATION PROCEDURE

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

B. Definitions:

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

C. Time Limits:

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

D. Informal Procedure:

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

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

E. Formal Procedure:

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

F. Arbitration:

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

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

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

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

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

J. Representation:

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

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

ARTICLE XV MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

O. Service Fees-Union Dues - The Board shall deduct dues ~~or a service fee~~ from such professional staff members salary, executing an authorization to do so, once a month and remit same promptly to Treasurer of WHAA.

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

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

R. Each building Administrator shall have a private office.

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

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

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

ARTICLE XVI EARLY RETIREMENT INCENTIVE PLAN

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

A. Early Retirement Incentive Plan Eligibility

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

1. Be eligible for retirement benefits under the Connecticut Teacher Retirement system no later than August 31, immediately following the school year in which termination of employment becomes effective.
2. Have completed at least 96 months of satisfactory employment (determined by the Superintendent of Schools) as a West Haven

Administrator under contract with the West Haven Board of Education as of the date termination of employment becomes effective.

3. Be at least 52 years of age by no later than August 31 immediately following the school year in which termination of employment becomes effective and no older than age 64 as of June 30 of the school year in which termination of employment become effective.
4. Have a combined total of age plus services credited by the Connecticut Teacher Retirement System of at least 75 years by no later than August 31 immediately following the school year in which termination of employment becomes effective.
5. Application must be made by no later than February 15th of the school year in which termination of employment is effective.

B. Incentive

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

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

The scale is as follows:

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

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

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

ARTICLE XVII REDUCTION IN FORCE

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

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

- a. Any Administrator relieved of his/her duties because of reduction of staff or elimination of position shall be offered an administrative opening if one exists, in his/her classification for which he/she is certified and qualified.
- b. If there is no existing administrative opening in his/her classification, the displaced Administrator shall be offered the position of an Administrator who has the least seniority in his/her present classification, provided he/she is certified and qualified for that position.
- c. If there is no existing administrative opening in his/her classification and the displaced Administrator has the least seniority in his/her present classification, he/she will be offered an administrative opening, if one

exists, in any other administrative classification for which he/she is certified and qualified provided, however, such appointment does not constitute a promotion to a higher classification.

- d. If there are no existing administrative openings in any administrative classification, and the displaced Administrator has the least seniority in his/her present classification, but has administrative seniority over an Administrator in another classification for which the displaced Administrator is certified and qualified, the displaced Administrator will be offered such position; provided, however, such appointment does not constitute a promotion to a higher classification.
- e. If an Administrator is relieved of his/her duties because of a reduction in staff or elimination of position and another administrative position is not otherwise available as aforesaid, he/she will be offered a teaching position for which he/she is certified.
- f. If an Administrator is relieved of his/her duties because of a reduction in staff or an elimination of position and employed as a teacher, he/she will be given the experience credit on he salary schedule according to the teacher's contract for his/her administrative and teaching experience within the school system and shall retain all accumulated sick leave, providing the latter does not violate the teacher's contract or pertinent state statute.
- g. Any Administrator who has been displaced as aforesaid shall be placed on a reappointment list for three (3) years for his former administrative position, and shall remain thereon until reappointed, provided such Administrator does not refuse a reappointment. Administrators shall be recalled to positions for which they are certified and qualified and in which they have previous acceptable experience, according to their administrative seniority in the West Haven Public School System. If a reappointment is offered consistent with the above and is refused by the Administrator, he/she shall thereupon be removed from the reappointment list.
- h. For purposes of this Article, administrative classifications shall be as follows:
 - 1. High School Principal
 - 2. Middle School Principal, Elementary School Principal, Director of Pupil Personnel, Director of Grant Administration
 - 3. Assistant Directors of Pupil Services, Language Arts Coordinator, Math Coordinator, Science Coordinator, High School Assistant Principal, Athletic Director/Health and P.E., and Early Childhood Coordinator.

4. Other Program Coordinators: Adult Education and Middle School Assistant Principals
5. Secondary Coordinators.
6. Provost.
- i. Qualification as used in this Article shall be determined by the Superintendent of Schools, provided that his decision shall not be arbitrary or capricious.

INVOLUNTARY TRANSFER

Section 1 - An involuntary transfer is:

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

ARTICLE XVIII SALARY SCHEDULE

- | | | |
|----|-------------------------------------|--|
| 1. | <u>20202023-</u> <u>20242024</u> | Effective September 1, <u>20202023</u> , the salary schedule attached at Appendix B-1 shall be in effect. <u>Administrators not already at the top step shall advance one step. There shall be no step advancement for 2020-21.</u> |
| 2. | <u>20242024-</u> <u>20222025</u> | Effective September 1, <u>20242024</u> , the salary schedule attached at Appendix B-2 shall be in effect. <u>Administrators not already at the top step shall advance one step. There shall be no step advancement for 2021-22.</u> |
| 3. | <u>20222025-</u> <u>20232026</u> | Effective September 1, <u>20222025</u> , the salary schedules attached at Appendix B-3 shall be in effect. <u>Administrators not already at the top step shall advance one step. There shall be no step advancement for 2022-23.</u> |

Dated at West Haven this _____ day of ~~January, 2020~~ July, 2022.

WEST HAVEN ADMINISTRATORS' ASSOCIATION

WEST HAVEN BOARD OF EDUCATION

APPENDIX B-1

SALARY SCHEDULE 2020-2021 (WITH SIXTH YEAR)

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

SALARY SCHEDULE 2023-2024 (WITH SIXTH YEAR)

| Step | 1 | 2 | 3 | 4 | 5 | 6 |
|------|---|---|---|---|---|---|
|------|---|---|---|---|---|---|

| | <u>High School Principal</u> | <u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u> | <u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u> | <u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u> | <u>Secondary Coordinators</u> | <u>Provost</u> |
|----------|------------------------------|--|---|--|-------------------------------|---------------------|
| <u>1</u> | - | - | - | - | - | - |
| <u>2</u> | <u>\$112,632.48</u> | <u>\$108,890.48</u> | <u>\$106,645.69</u> | <u>\$101,407.10</u> | <u>\$93,924.50</u> | <u>\$108,641.53</u> |
| <u>3</u> | <u>\$116,376.93</u> | <u>\$112,505.67</u> | <u>\$110,183.29</u> | <u>\$104,763.89</u> | <u>\$97,023.25</u> | <u>\$112,256.70</u> |
| <u>4</u> | <u>\$120,119.86</u> | <u>\$116,119.87</u> | <u>\$113,719.71</u> | <u>\$108,121.08</u> | <u>\$100,120.66</u> | <u>\$115,870.91</u> |
| <u>5</u> | <u>\$127,009.77</u> | <u>\$122,833.56</u> | <u>\$120,327.47</u> | <u>\$114,481.32</u> | <u>\$106,124.54</u> | <u>\$122,584.59</u> |
| <u>6</u> | <u>\$139,425.69</u> | <u>\$135,073.25</u> | <u>\$132,461.26</u> | <u>\$126,367.57</u> | <u>\$117,760.38</u> | <u>\$134,824.28</u> |
| <u>7</u> | <u>\$142,214.20</u> | <u>\$137,774.71</u> | <u>\$135,110.48</u> | <u>\$128,894.92</u> | <u>\$120,115.58</u> | <u>\$137,520.77</u> |

Conferred Doctorate \$1,906.78

SALARY SCHEDULE 2020-2021 (WITHOUT SIXTH YEAR)

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

SALARY SCHEDULE 2023-2024 (WITHOUT SIXTH YEAR)

| Step | 1 | 2 | 3 | 4 | 5 | 6 |
|------|---|---|---|---|---|---|
|------|---|---|---|---|---|---|

| | <u>High School Principal</u> | <u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u> | <u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u> | <u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u> | <u>Secondary Coordinators</u> | <u>Provost</u> |
|----------|------------------------------|--|---|--|-------------------------------|---------------------|
| - | - | - | - | - | - | - |
| <u>1</u> | <u>\$107,606.51</u> | <u>\$104,037.92</u> | <u>\$101,897.48</u> | <u>\$96,902.58</u> | <u>\$89,765.70</u> | <u>\$103,788.92</u> |
| <u>2</u> | <u>\$111,329.89</u> | <u>\$107,632.97</u> | <u>\$105,415.15</u> | <u>\$100,239.78</u> | <u>\$92,846.24</u> | <u>\$107,384.01</u> |
| <u>3</u> | <u>\$115,827.91</u> | <u>\$112,016.68</u> | <u>\$109,730.03</u> | <u>\$104,394.39</u> | <u>\$96,772.03</u> | <u>\$111,767.70</u> |
| <u>4</u> | <u>\$120,325.93</u> | <u>\$116,400.38</u> | <u>\$114,044.93</u> | <u>\$108,549.01</u> | <u>\$100,697.80</u> | <u>\$116,151.42</u> |
| <u>5</u> | <u>\$130,349.95</u> | <u>\$126,310.10</u> | <u>\$123,885.81</u> | <u>\$118,229.66</u> | <u>\$110,149.57</u> | <u>\$126,061.14</u> |
| <u>6</u> | <u>\$132,956.95</u> | <u>\$128,836.30</u> | <u>\$126,363.53</u> | <u>\$120,594.25</u> | <u>\$112,352.56</u> | <u>\$128,582.36</u> |

Conferred Doctorate \$1,906.78

APPENDIX B-2

SALARY SCHEDULE 2021-2022 (WITH SIXTH YEAR)

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

SALARY SCHEDULE 2024-2025 (WITH SIXTH YEAR)

| Step | 1 | 2 | 3 | 4 | 5 | 6 |
|------|---|---|---|---|---|---|
| - | | | | | | |

| | <u>High School Principal</u> | <u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u> | <u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u> | <u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u> | <u>Secondary Coordinators</u> | <u>Provost</u> |
|----------|------------------------------|--|---|--|-------------------------------|---------------------|
| - | | | | | | |
| <u>1</u> | - | - | - | - | - | - |
| <u>2</u> | - | - | - | - | - | - |
| <u>3</u> | <u>\$118,704.47</u> | <u>\$114,755.79</u> | <u>\$112,386.95</u> | <u>\$106,859.17</u> | <u>\$98,963.71</u> | <u>\$114,501.84</u> |
| <u>4</u> | <u>\$122,522.26</u> | <u>\$118,442.27</u> | <u>\$115,994.10</u> | <u>\$110,283.50</u> | <u>\$102,123.07</u> | <u>\$118,188.33</u> |
| <u>5</u> | <u>\$129,549.96</u> | <u>\$125,290.23</u> | <u>\$122,734.02</u> | <u>\$116,770.95</u> | <u>\$108,247.03</u> | <u>\$125,036.28</u> |
| <u>6</u> | <u>\$142,214.20</u> | <u>\$137,774.71</u> | <u>\$135,110.48</u> | <u>\$128,894.92</u> | <u>\$120,115.58</u> | <u>\$137,520.77</u> |
| <u>7</u> | <u>\$145,058.48</u> | <u>\$140,530.20</u> | <u>\$137,812.69</u> | <u>\$131,472.82</u> | <u>\$122,517.90</u> | <u>\$140,271.18</u> |
| <u>8</u> | <u>\$147,959.65</u> | <u>\$143,340.81</u> | <u>\$140,568.95</u> | <u>\$134,102.27</u> | <u>\$124,968.25</u> | <u>\$143,076.61</u> |

Conferred Doctorate \$1,906.78

SALARY SCHEDULE 2021-2022 (WITHOUT SIXTH YEAR)

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

SALARY SCHEDULE 2024-2025 (WITHOUT SIXTH YEAR)

| Step | 1 | 2 | 3 | 4 | 5 | 6 |
|------|---|---|---|---|---|---|
|------|---|---|---|---|---|---|

| | <u>High School Principal</u> | <u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u> | <u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u> | <u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u> | <u>Secondary Coordinators</u> | <u>Provost</u> |
|----------|------------------------------|--|---|--|-------------------------------|---------------------|
| - | - | - | - | - | - | - |
| <u>1</u> | - | - | - | - | - | - |
| <u>2</u> | - | - | - | - | - | - |
| <u>3</u> | <u>\$113,556.49</u> | <u>\$109,785.63</u> | <u>\$107,523.46</u> | <u>\$102,244.57</u> | <u>\$94,703.17</u> | <u>\$109,531.69</u> |
| <u>4</u> | <u>\$118,144.46</u> | <u>\$114,257.01</u> | <u>\$111,924.63</u> | <u>\$106,482.28</u> | <u>\$98,707.47</u> | <u>\$114,003.06</u> |
| <u>5</u> | <u>\$122,732.45</u> | <u>\$118,728.39</u> | <u>\$116,325.82</u> | <u>\$110,719.99</u> | <u>\$102,711.75</u> | <u>\$118,474.45</u> |
| <u>6</u> | <u>\$132,956.95</u> | <u>\$128,836.30</u> | <u>\$126,363.53</u> | <u>\$120,594.25</u> | <u>\$112,352.56</u> | <u>\$128,582.36</u> |
| <u>7</u> | <u>\$135,616.09</u> | <u>\$131,413.03</u> | <u>\$128,890.80</u> | <u>\$123,006.14</u> | <u>\$114,599.61</u> | <u>\$131,154.01</u> |
| <u>8</u> | <u>\$138,328.41</u> | <u>\$134,041.29</u> | <u>\$131,468.62</u> | <u>\$125,466.26</u> | <u>\$116,891.60</u> | <u>\$133,777.09</u> |

Conferred Doctorate \$1,906.78

APPENDIX B-3

SALARY SCHEDULE 2022-2023 (WITH SIXTH YEAR)

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

SALARY SCHEDULE 2025-2026 (WITH SIXTH YEAR)

| Step | 1 | 2 | 3 | 4 | 5 | 6 |
|------|---|---|---|---|---|---|
|------|---|---|---|---|---|---|

| | <u>High School Principal</u> | <u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u> | <u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u> | <u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u> | <u>Secondary Coordinators</u> | <u>Provost</u> |
|----------|------------------------------|--|---|--|-------------------------------|---------------------|
| - | - | - | - | - | - | - |
| <u>1</u> | - | - | - | - | - | - |
| <u>2</u> | - | - | - | - | - | - |
| <u>3</u> | - | - | - | - | - | - |
| <u>4</u> | <u>\$124,972.70</u> | <u>\$120,811.11</u> | <u>\$118,313.98</u> | <u>\$112,489.17</u> | <u>\$104,165.53</u> | <u>\$120,552.09</u> |
| <u>5</u> | <u>\$132,140.96</u> | <u>\$127,796.04</u> | <u>\$125,188.70</u> | <u>\$119,106.37</u> | <u>\$110,411.97</u> | <u>\$127,537.01</u> |
| <u>6</u> | <u>\$145,058.48</u> | <u>\$140,530.20</u> | <u>\$137,812.69</u> | <u>\$131,472.82</u> | <u>\$122,517.90</u> | <u>\$140,271.18</u> |
| <u>7</u> | <u>\$147,959.65</u> | <u>\$143,340.81</u> | <u>\$140,568.95</u> | <u>\$134,102.27</u> | <u>\$124,968.25</u> | <u>\$143,076.61</u> |
| <u>8</u> | <u>\$150,918.85</u> | <u>\$146,207.62</u> | <u>\$143,380.33</u> | <u>\$136,784.32</u> | <u>\$127,467.62</u> | <u>\$145,938.14</u> |
| <u>9</u> | <u>\$153,937.22</u> | <u>\$149,131.78</u> | <u>\$146,247.93</u> | <u>\$139,520.00</u> | <u>\$130,016.97</u> | <u>\$148,856.90</u> |

Conferred Doctorate \$1,906.78

SALARY SCHEDULE 2022-2023 (WITHOUT SIXTH YEAR)

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

SALARY SCHEDULE 2025-2026 (WITHOUT SIXTH YEAR)

| Step | 1 | 2 | 3 | 4 | 5 | 6 |
|------|---|---|---|---|---|---|
|------|---|---|---|---|---|---|

| | <u>High School Principal</u> | <u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u> | <u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u> | <u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u> | <u>Secondary Coordinators</u> | <u>Provost</u> |
|----------|------------------------------|--|---|--|-------------------------------|---------------------|
| - | - | - | - | - | - | - |
| <u>1</u> | - | - | - | - | - | - |
| <u>2</u> | - | - | - | - | - | - |
| <u>3</u> | - | - | - | - | - | - |
| <u>4</u> | <u>\$120,507.35</u> | <u>\$116,542.15</u> | <u>\$114,163.12</u> | <u>\$108,611.92</u> | <u>\$100,681.62</u> | <u>\$116,283.12</u> |
| <u>5</u> | <u>\$125,187.10</u> | <u>\$121,102.96</u> | <u>\$118,652.34</u> | <u>\$112,934.39</u> | <u>\$104,765.99</u> | <u>\$120,843.94</u> |
| <u>6</u> | <u>\$135,616.09</u> | <u>\$131,413.03</u> | <u>\$128,890.80</u> | <u>\$123,006.14</u> | <u>\$114,599.61</u> | <u>\$131,154.01</u> |
| <u>7</u> | <u>\$138,328.41</u> | <u>\$134,041.29</u> | <u>\$131,468.62</u> | <u>\$125,466.26</u> | <u>\$116,891.60</u> | <u>\$133,777.09</u> |
| <u>8</u> | <u>\$141,094.98</u> | <u>\$136,722.11</u> | <u>\$134,097.99</u> | <u>\$127,975.58</u> | <u>\$119,229.43</u> | <u>\$136,452.63</u> |
| <u>9</u> | <u>\$143,916.88</u> | <u>\$139,456.56</u> | <u>\$136,779.95</u> | <u>\$130,535.10</u> | <u>\$121,614.02</u> | <u>\$139,181.68</u> |

Conferred Doctorate \$1,906.78

ARCHITECTURAL SERVICES FOR NOBLE ST UPGRADES

- Architectural services to support –
 - Replacement of elevator in existing shaft
 - Handicap accessibility in existing bathrooms.
 - Replacement of furniture in cafeteria
 - Other improvements identified by Building Committee
- Engaged through our On-Call Architectural Firm RFQ (Bid 2022-10)
 - RFQ issued March 31, 2022,
 - Proposals received April 11, 2022
 - 6 proposals were received, 4 firms were chosen
 - Bids were reviewed by West Haven ARPA Committee





AIA[®]

Document B104TM – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the _____ day of September
in the year 2022

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

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

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

and the Architect:
(Name, legal status, address and other information)

O'Riordan Migani Architects LLC
22 Bank Street
Seymour, CT 06483

for the following Project:
(Name, location and detailed description)

Muni-Center Upgrades
201 Noble Street, West Haven CT 06516

The Owner and Architect agree as follows.

Init.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

Owner has ARPA funding of approximately \$650,000 upgrades to the Muni Center as follows:

1. Replacement of existing obsolete elevator and car in existing elevator shaft.
2. Interior painting of walls, door frames and refinishing of wood doors.
3. Targeted handicapped accessibility improvements in various bathrooms.
4. Replacement of furniture in cafeteria and various other locations.
5. Other related improvements identified by the Building Committee.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

- .1 General Liability
\$1,000,000

- .2 Automobile Liability
\$1,000,000

- .3 Workers' Compensation
\$1,000,000

- .4 Professional Liability
\$2,000,000 each claim, \$3,000,000 annual aggregate

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

§ 3.4 Construction Phase Services

§ 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™–2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the

Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

§ 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the

Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.4.6 Project Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include programming, site evaluation and planning, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.2, value analysis, interior architectural design, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Agreement. *(Identify below the Supplemental Services that the Architect is required to provide and insert a description of each Supplemental Service, if not further described in an exhibit attached to this document.)*

By mutual consent of the Owner and the Architect

§ 4.2 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service

§ 4.2.2 The Architect has included in Basic Services TBD (tbd) visits to the site by the Architect during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.2.3 The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

§ 4.2.4 If the services covered by this Agreement have not been completed within TWELVE (12) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums when due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104–2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim,

dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

- .1 Termination Fee:
\$5000.00

- .2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:
N/A

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect’s Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

N/A

.2 Percentage Basis
(Insert percentage value)

N/A percent (%) of the Owner’s budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other
(Describe the method of compensation)

TIME AND MATERIAL BASIS PER ATTACHED RATE SCHEDULE SHEET INVOICED MONTHLY

§ 11.2 For Supplemental Services identified in Section 4.1, the Owner shall compensate the Architect as follows: (Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

TIME AND MATERIAL BASIS PER ATTACHED RATE SCHEDULE SHEET INVOICED MONTHLY. BY MUTUAL CONSENT OF THE OWNER AND THE ARCHITECT.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows: (Insert amount of, or basis for, compensation.)

TIME AND MATERIAL BASIS PER ATTACHED RATE SCHEDULE SHEET INVOICED MONTHLY. BY MUTUAL CONSENT OF THE OWNER AND THE ARCHITECT.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (%), or as follows:

TIME AND MATERIAL BASIS PER ATTACHED RATE SCHEDULE SHEET INVOICED MONTHLY. BY MUTUAL CONSENT OF THE OWNER AND THE ARCHITECT.

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

| | | | |
|------------------------------|-----|-----------|----|
| Design Phase | N/A | percent (| %) |
| Construction Documents Phase | N/A | percent (| %) |
| Construction Phase | N/A | percent (| %) |

Total Basic Compensation one hundred percent (100 %)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. (If applicable, attach an exhibit of hourly billing rates or insert them below.)

SEE ATTACHED RATE SHEET

| Employee or Category | Rate |
|----------------------|------|
|----------------------|------|

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally maintained by the Architect and the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ATTACHED RATE SHEET percent (%) of the expenses incurred.

§ 11.9 Payments to the Architect

§ 11.9.1 Initial Payment

An initial payment of
N/A

(\$) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.9.2 Progress Payments

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid SIXTY (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

FIVE % 5%

§ 11.9.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.2.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

BY MUTUAL CONSENT OF THE OWNER AND THE ARCHITECT.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B104™–2017, Standard Abbreviated Form of Agreement Between Owner and Architect
- .2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203–2013 incorporated into this agreement.)

- .3 Exhibits:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)

- A. OMA TIME AND MATERIAL RATE SHEET
- B. INSURANCE CERTIFICATE

- .4 Other documents:
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

N/A

Approved as to form.

Mark J. Malaspina
Carmody Torrance Sandak & Hennessey LLP

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

City of West Haven, Nancy R. Rossi, Mayor
(Printed name and title)

ARCHITECT (Signature)

Joan O'Riordan, Senior Architect

(Printed name, title, and license number, if required)

Init.

RIDER NO. 1 TO AGREEMENT (the “B104”) BETWEEN the CITY of WEST HAVEN (“OWNER”) AND O’RIORDAN MIGANI ARCHITECTS LLC (“ARCHITECT”) (AIA DOCUMENT B104-2017) DATED SEPTEMBER __, 2022 (“RIDER”)

This Rider is attached to and made a part of the above-referenced Agreement. The following Exhibits are attached to and made a part of this Rider

- **Exhibit A**, Architect’s Proposal dated July 5, 2022;
- **Exhibit B**, Listing of Architect's Employees Assigned to Project;
- **Exhibit C**, Architect’s Schedule for Performance; and
- **Exhibit D**, Insurance Requirements

1. General/Document Hierarchy/Cross-References in B104. If any of the provisions of this Rider conflict or are otherwise inconsistent with the B104 to which this Rider is attached, the Specifications, and other Contract Documents, the more restrictive requirement and the higher standard, for the benefit of the Owner, as the case may be, shall prevail and be binding upon the Architect. To the extent the B104 cross-references other AIA documents, such cross-referenced AIA documents shall be deemed to be to any agreement(s) that may be entered into between the Owner and any Contractor or Construction Manager for this Project, whether such agreements are AIA forms or otherwise. If any provisions of the Exhibits to this Rider conflict with or are otherwise inconsistent with the provisions of the body of this Rider, the more restrictive requirement and the higher standard, for the benefit of the Owner, as the case may be, shall prevail and be binding upon the Architect. If any of the provisions of the Contract Documents are inconsistent but there is no applicable stricter standard among them, the following priority of Contract Documents shall apply: First, this Rider; second, the Exhibits to this Rider; third, the B104; fourth, the Drawings; fifth, the Specifications; and sixth, the other Contract Documents.

2. Professional Services to be Rendered:

(a) Architect’s Responsibilities. B104 Article 2 is hereby deleted in its entirety and replaced with the following new provisions:

(i) New § 2.1: **“Architect’s Responsibilities.** It is the intention of this Agreement that the Architect shall provide for all necessary and appropriate Architecture and design services required for the complete design, bidding, construction administration and completion of the Project, in accordance with Architect’s Proposal, **Exhibit A** hereto, through and including Project closeout, whether specifically identified in this Agreement and construction documents or reasonably implied or inferred therefrom.”

(ii) New §2.2: **“Standard of Care.** “The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing the same or similar locality under the same or similar circumstances (“Standard of Care”). The Architect shall perform its services as expeditiously as is consistent with such professional skill and care, the orderly progress of the Project, and the Standard of Care.”

(b) Professional Services Generally.

(i) B104 §3.1 is hereby deleted and replaced with the following new

§3.1:

“§3.1 Unless expressly provided as an Additional Service in §3 of this Rider below, Architect’s Basic Services shall consist of all services recited, noted, referenced, implied, inferred or incorporated by reference in the B104, this Owner’s Rider and/or in the Project construction contract with a contractor or construction manager, all of which shall, unless otherwise specifically noted in §3 below as being an Additional Service, be and shall be deemed to be part of Basic Services and fees or compensation for such Services are and shall be deemed to be included in Architect’s Fee for Basic Services.”

(ii) **Code Compliance.** The following new §3.1.4 is hereby added to the B104:

“The final Construction Documents, the design and instructions therein and Architect’s performance hereafter, shall comply with any and all applicable federal, state, and local statutes, rules, regulations, laws, ordinances, codes, encumbrances and any other restrictions, including, but not limited to, those relating to design, construction, existence or use of the Project and, if applicable, “public accommodations” under the Americans with Disabilities Act, as amended (“ADA”) (the “Requirements”); provided, however that the Architect’s Basic Services do not include revisions to the Contract Documents solely to the extent required for compliance with changes to Requirements or new Requirements enacted after the date upon which the Design Development documents are completed and approved by the Owner (the “Compliance Date”).”

(iii) **Consultants.** The following new §3.1.5 is hereby added to the B104:

“Architect shall select and retain (and shall be responsible for) all engineers or consultants whose services may be deemed necessary or advantageous by Architect in connection with the performance of the Services required of Architect pursuant to this Agreement, including as applicable, electrical, mechanical, civil and structural engineers (all of whom are collectively referred to herein as the “Architect’s Consultants”). Architect shall not retain any Architect’s Consultant without the approval of Owner, which approval shall not be unreasonably withheld; however, the approval of Owner to such retention shall not relieve, affect or otherwise modify Architect’s obligations under this Agreement, including Architect’s responsibility for the technical accuracy, quality and coordination of any Services provided by any Architect’s Consultants. All costs associated with the services rendered by all Architect’s Consultants shall be deemed included in Architect’s agreed compensation for Architect’s Basic Services, as described in B104 §11.1, and shall be paid for by Architect. Architect shall be responsible for the professional quality, technical accuracy and the coordination of all Design Documents and other Services provided by or through Architect or Architect’s Consultants under this Agreement and for the coordination of the Services performed by Architect and Architect’s Consultants with services provided by Owner, Contractor, other consultants or any other entity retained by Owner for the Project.”

(iv) **Coordination of Other Consultants.** The following new §3.1.6

is hereby added to the B104: “Consistent with the Standard of Care Architect agrees to supervise those engineers and other consultants that Owner has retained (the “Other Consultants”) so that the final work product prepared by Architect and such Other Consultants shall be fully constructible and meet all codes, rules and regulations applicable to this Project.”

(c) **Construction Budget.** B104 §6.3 is hereby deleted in its entirety and replaced with the following new §6.3:

“§6.3 In preparing estimates of the Cost of Work, Architect shall, subject to Owner’s approval: be permitted to include contingencies for design, bidding and price escalation; to recommend what materials, equipment, component systems and types of construction are to be included in the Contract Documents; suggest reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the approved Construction Budget.”

(d) **Design Phase.** The following new §3.2.6 is hereby added to the B104: “[B]ased upon a mutually agreed upon program and the Construction Budget, and in coordination with the Other Consultants, if any, the Architect shall prepare, for the Owner’s approval, design documents, consisting of drawings and other documents illustrating the scale and relationship of Project components together with an analysis comparing the design to the Project projections and potential impacts on the Construction Budget. The Architect shall ensure that all drawings, regardless of the source, shall be coordinated with each other and with architectural elements of the structure such that spaces and configurations shall be adequate and appropriate for the other work to be installed or constructed in the same areas. The Architect shall correct or revise the Design Documents as part of the Architect’s Basic Services hereunder and at no separate or additional charge to the Owner, except when the Owner’s request is for purely aesthetic reasons and the Owner has previously approved the Design Documents. In the event the Architect’s Design Documents are erroneous, ambiguous, faulty, defective, deficient, exceed the Design or Construction Budget and/or do not meet the intended uses of the Owner, the Architect shall revise and/or redesign the Design Documents as part of the Architect’s Basic Services.”

(e) **Construction Documents Phase.** The Architect shall perform the following additional services as part of the Architect’s Basic Services:

(i) B104 §3.3.1 is hereby deleted in its entirety and replaced with the following new §3.3.1: “Upon the Owner's written approval of the Design Documents, the Architect shall prepare Construction Documents for the Project, which shall include working drawings and specifications. The term “working drawings” includes, as applicable, (i) floor plans, elevations, sections, and details as may be necessary to describe architectural features; (ii) reflected ceiling plans (showing the location of the various types and features of the ceilings, locations of standard and special light fixtures and switches, sprinkler heads, smoke detectors and alarms, and air conditioning diffusers and registers); (iii) finish plans and finish schedules showing the locations and type of paint, wall coverings, wood finishes, carpeting, floor coverings, fabric and other special finishes; (iv) large scale plans, elevations and details necessary for special areas requiring a higher level of detail, coordination and finishes; (v) millwork plans indicating the location of millwork and cross references to the appropriate elevations and/or details; (vi) general

conditions and specifications for the base building as well as interior construction work and furniture location drawings and specifications; and (vii) detailed drawings and specifications to describe the approved mechanical and structural systems. The Construction Documents shall conform to the intent of the Design Documents as finally approved by the Owner and shall be submitted to the Owner within the time frame set forth in the Architect's Proposal (or, if no time period is specified, promptly after the Owner's approval of the Design Documents). The working drawings and specifications shall contain sufficient information, including construction details and dimensions, and shall be of suitable scale so that bidders and contractors will be able to reliably determine the nature, quality and quantities of all labor and materials and the quality of the workmanship required to construct the Project. The information in the Construction Documents shall be complete, thoroughly coordinated and in a form acceptable to the Owner. The Architect shall correct or revise the Construction Documents for the Project as part of Basic Services hereunder and at no separate or additional charge to the Owner, except when the Owner's request is for purely aesthetic reasons and the Owner has previously approved the Construction Documents for the Project."

(f) Bidding Phase Services. The following new Section is hereby added to the end of §3.3 of B104:

"The Architect shall prepare bidding documents, obtain sealed bids, analyze, compare and otherwise "level" all bids received so as to permit the Owner to fully understand the completeness of each contractor's bid, the relative merits of each bid, and to determine which bids are the lowest responsible bids. In the event that bids are received in excess of the latest Construction Budget as approved by the Owner, and if changes to plans and/or specifications are required in order to stay within the approved Construction Budget, the Architect agrees to redesign and/or prepare sufficient numbers of approved alternate designs, plans, and specifications for the Project, at the request of the Owner, as will be necessary to secure a bid that will come within the approved Construction Budget.

Such redesign services shall be performed by the Architect as part of the Architect's Basic Services."

(g) Construction Phase Services. Modifying B104 §3.4:

(i) Supplementing B104 §3.4.2.1, and as part of the Architect's Basic Services, the Architect shall visit the site at regular intervals for the additional purposes of identifying defects and deficiencies in the Work, to otherwise assess the quality of the Work and so that the Architect may sign off on the Work as may be required by any governmental authority or agency having authority over the Work and/or Project. The Architect shall keep the Owner regularly informed in writing, of the results of its observations.

(ii) The following sentence is added at the end of §3.4.3.1: "The foregoing representations may be made subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, and (2) to specific qualifications reasonably expressed by the Architect."

(iii) The following new §3.4.4.4 is hereby added to the B104: “Architect shall assign only senior and experienced staff to review submittals. Architect shall reasonably attempt to review and respond to Contractor’s submittals, in order to avoid delays to the Project. Architect shall respond to each submittal by either approving or rejecting such submittal, or if Architect cannot approve or reject a submittal, in its professional judgment, without a further technical clarification, Architect shall identify with reasonable detail, which element of the submittal is insufficient and shall request such further relevant information as shall permit Architect to accept or reject the submittal.”

(iv) The following new §3.4.6.1 is hereby added to the B104: “The Architect shall assist the Owner and Owner’s Representative, if any, (including any Other Consultants) in obtaining temporary and permanent Certificates of Occupancy and all other approvals applicable to the Architect’s Basic Services required for completion of the Project and occupancy of portions or all of the Project in accordance with the occupancy program of the Owner.”

(v) The following new §3.4.6.2 is hereby added to the B104: “The Architect shall deliver to the Owner at the conclusion of its services in a form acceptable to the Owner copies of all drawings and specifications, engineering calculations and other Instruments of Service created or used by the Architect and its consultants in the performance of their obligations under this Agreement.”

The following new §3.4.6.3 is hereby added to the B104: “The Architect shall collect from the Contractor, review and, when acceptable, deliver to the Owner all warranties, guarantees, certificates, operational manuals, as-built drawings and other documents required to be delivered under the Construction Documents.”

3. Supplemental and Additional Services. Section 4.1 is hereby amended to include the following descriptions of Additional Services: “The Architect acknowledges that after the commencement of this Agreement, the Owner may request that the Architect perform, as an Additional Service, one or more of the services listed below, provided that the Architect has first notified the Owner in writing of its intention to provide such services as “Additional Services,” its explanation for the reasons therefor, its estimate for the cost of such services and the Owner authorizes same in writing:

(a) Revising drawings, specifications or other documents or providing other services when such revisions or services are required because of (i) the default of any contractor; (ii) major defects or deficiencies in the work of any contractor; or (iii) changes in requirements codes, laws or regulation or official interpretations enacted after the Compliance Date;

(b) After receipt of approval by the Owner of the Design Documents and/or the Construction Documents, preparing additional or revised drawings or specifications in connection with the Owner’s aesthetic changes or change orders that are solely necessary due to substantial changes in the Owner's requirements for the Project in excess of the Change Order Threshold;

(c) Consulting concerning replacement of any Work damaged by fire or other causes, including, but not limited to, wind, rain, snowstorm, hurricane, during construction, and furnishing such services as may be required in connection with the replacement of such Work, except where such replacement is necessitated by the Architect's own acts, errors or omissions, which corrections shall be performed by the Architect at his / her sole expense;

(d) Making professional three-dimensional models or renderings, other than in-house study models or sketch renderings (except as required under the Architect's Basic Services);

(e) Preparing to serve or serving as a witness in connection with any dispute resolution proceeding, including any mediation and/or arbitration proceeding or legal proceeding unless the Architect is a party to such proceeding as a result of its direct acts, errors or omissions;

(f) Conducting controlled inspections, inspections of materials, and review of mock-ups that are not located within 10 miles from the Project Site; and

(g) Producing perspectives, sketches, floor plans or written material specifically intended for use in rental brochures or for marketing/promotional purposes.”

4. Additional Provisions Regarding Compensation. B104 Article 11 is hereby modified, as follows:

(a) **Compensation for Supplemental and Additional Services.** The following is added to §11.2 and §11.3: “A condition of compensation for such services is that the Architect has advised the Owner in writing before such services are performed that they are beyond the scope of this Agreement, and such services have been specifically authorized by the Owner in writing to the Architect in advance of their performance. The Architect shall keep detailed records of all time spent by the Architect's employees in performance of such services.”

(b) **Interest.** The interest charge set forth in §11.9.2.1 for any late payment is hereby changed from 5% to 1%.

(c) **Payment/Architect's Records.** The following new Section 11.9.3 is hereby added to the B104:

“(i) The Architect shall submit monthly invoices to the Owner or upon some other time basis mutually agreed upon in writing. Each invoice shall include a detailed statement of services for which compensation is sought and expenses for which reimbursement is sought, together with such other substantiation as the Owner shall require. Each invoice shall include all items of services sought by the Architect for compensation and for expenditures incurred through the date of the application. The Architect shall submit its final invoice statement no later than thirty (30) calendar days after final completion of the construction of the Project.

(ii) The Architect shall maintain, and shall require its consultants to maintain, accurate records on an accounting basis acceptable to the Owner of costs and expenses incurred by it and the exact hours worked by its personnel. On reasonable notice from the Owner,

these records shall be available at the Architect's office during business hours for audit and copying by the Owner. The Architect shall retain these records for six (6) years after its receipt of final payment."

5. Personnel Assigned to Project. The following new Section 12.1 is hereby added to the B104: "To the fullest extent reasonably necessary to achieve the timely and proper performance of the Architect's obligations under this Agreement, the individuals listed in **Exhibit B** shall devote their full time and effort to the Project while employed by the Architect, and they may not be removed from the Project or replaced by the Architect to the extent they continue to be in the employ of the Architect, without the Owner's prior written consent, which consent shall not be unreasonably withheld. The Owner reserves the right to require the removal of any personnel of the Architect involved with the Project if, in the reasonable judgment of the Owner in consultation with the Architect, such individual's performance is unsatisfactory. The Architect shall investigate such request and shall submit to Owner, for Owner's consent, which consent shall not be unreasonably withheld, the name of an individual Architect suggests as a replacement. "

6. Time for Performance and Design Review. The following new Section 12.2 is hereby added to the B104: "The Owner and Architect acknowledge and agree that time is of the essence regarding design, construction and completion of the Project is of the essence of this Agreement and therefore Architect agrees that time is of the essence regarding compliance with its Schedule for Performance, **Exhibit C** hereto.

7. Dispute Resolution.

(a) §8.1.3 of the B104 is hereby amended to include the following as the last sentence thereof: "Notwithstanding the foregoing, no such waiver shall be applicable in the event of claims covered by insurance, to the extent such coverage is responsive and available."

(b) §§ 8.2.1, 8.2.2 and 8.2.3 of the B104 are hereby deleted in their entirety and replaced with the following new §8.2: "Mediation shall only be required if both parties agree to do so, in writing, and shall be before JAMS or like organization as may be agreed to by the parties. If mediation fails to resolve the parties' dispute, either party may litigate the matter in any state or federal court located in the City of New Haven."

(c) Architect agrees that, to the extent necessary for, or in connection with, the resolution of any other claims involving Owner or the Project, Architect, Architect's Consultants and any claims by or against either of them, may be joined in any separate arbitration or legal proceeding, upon Owner's written request.

8. Insurance. The following new Section 12.3 is hereby added to the B104: "The Architect shall furnish and maintain the insurance coverages set forth in **Exhibit D** to Rider No. 1 in accordance with the requirements therein. If the Architect fails to furnish and maintain the insurance required herein, the Owner may purchase such insurance on behalf of the Architect, and the Architect shall promptly pay the cost thereof to the Owner and supply any information needed to obtain such insurance upon demand."

9. Indemnification. The following §8.5 is hereby added to the B104: “To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Owner, and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions, from and against any/all claims, actions, damages, losses and expenses, including but not limited to attorney’s fees, for any actual or alleged injury to any person or persons, including death, or any damage to or destruction of property, arising out of or in connection with the Work.”

10. Termination and Suspension.

(a) §9.5 of the B104 is hereby deleted in its entirety and replaced with the following new § 9.5: “The Owner may, upon seven calendar days' written notice to the Architect, terminate this Agreement without cause. The Architect shall, upon receipt of such notice, cease all work on the Project and instruct the engineers and other consultants retained by it to cease all work on the Project and cooperate with Owner in the transition to a new design firm in a professional manner. In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due, and for services performed to effect the orderly transition of services to another the Architect designated by Owner or Owner’s assigns. Such transitioning expenses (the “Termination Expenses”) are in addition to compensation for the Architect’s Basic Services, and consist of actual additional costs attributable directly to demobilization and turn over.”

(b) Supplementing and modifying B104 §9.2: “The Owner may suspend or abandon work on all or any part of the Project, including work under this Agreement, with or without cause, effective immediately upon notice to the Architect. If the Project is not resumed within six (6) months thereof, upon resumption, the Architect shall be entitled to an equitable adjustment of its fee. Any failure to resume the Project shall be deemed a termination for convenience.”

(c) The following new Section 9.9 is hereby added to the B104: “If this Agreement is terminated or suspended for any reason under Sections 10(a) or (b) of this Rider, upon payment to the Architect of all payments due hereunder, the Architect shall deliver to the Owner copies of the drawings, specifications, engineering calculations and other Instruments of Service created or used by the Architect or its consultants in the performance of their obligations under this Agreement.”

(d) The following new § 9.10 is hereby added to the B104: “The Owner may terminate this Agreement for cause if the Architect, or the Architect’s consultants, shall fail to comply with the provisions of this Agreement, or if the Architect shall be in default of any provision, including those requiring timely performance of the Architect's responsibilities hereunder in accordance with the Project schedule then in effect, and shall fail to cure such default within ten (10) calendar days after notification. The Architect shall remain liable to the Owner for all damages suffered by it by reason of such failure, including, but not limited to, any excess costs incurred in completing the Project by employment of other architects or other consultants and the Owner can set off any such damages from sums otherwise due to the Architect. In the event of the Architect's failure to perform fully in accordance with this Agreement, the Owner may elect to permit the Architect to continue to perform without waiving its right to terminate the Architect for breach or default, and the Architect shall be liable to the Owner for all damages occasioned thereby.”

(e) Modifying B104 §§9.1 and 9.4, if the Owner fails to make payment due to the Architect for services or expenses within fifteen (15) days after the due date, the Architect shall provide the Owner with a written notice to cure. If the Owner fails to make payment of such sums properly due to the Architect within fifteen (15) days of such written notice, the Architect may, upon seven (7) additional days' written notice to the Owner, suspend performance and services under this Agreement. The Architect shall not suspend services or terminate this Agreement except pursuant to this subsection (e).

(f) The following new § 9.11 is hereby added to the B104: "Termination, suspension or abandonment by the Owner shall not give rise to any cause of action or claim against the Owner for any damages of any nature whatsoever, or for extra compensation or loss of anticipated profits. The Architect shall be entitled only to amounts due to it in accordance with this Article 9. Termination of this Agreement for any reason shall not release the Architect from any of its obligations under this Agreement existing at the time of termination."

(g) Notwithstanding B104 §11.9.2.2, with respect to any amounts due from the Architect to the Owner pursuant to this Agreement, including, without limitation, on account of the Architect's breach, default or from or under any indemnity hereunder, the Owner may withhold amounts from the Architect's compensation, or offset sums requested by or paid to contractors for the cost of changes in the Work pending the final outcome of the relevant dispute resolution proceeding, if any. Amount withheld should bear a reasonable relationship to the anticipated loss and or claim.

11. Services to Continue During Disputes. The following new §9.12 is hereby added to the B104: "If a dispute arises between the Owner and the Architect with respect to the Architect's compensation or any term of this Agreement, notwithstanding any provision of the B104, including, without limitation, the provisions of §11.9.2.2, the Architect shall continue to fully perform under this Agreement if the Owner makes timely payment of fees and reimbursements in accordance with the payment provisions of this Agreement. If the dispute relates to fees, the Architect shall be obligated to continue to perform provided that the Owner pays those particular fees are not subject of the dispute. ."

12. Use of Instruments of Service.

(a) B104 Article 7 is modified as follows:

i. The first sentence of §7.3 is hereby amended and restated to read as follows: "Notwithstanding anything contained herein to the contrary, the Owner is hereby granted a perpetual license to use the Instruments of Service for the completion of the Project by the Owner or others or for additions, extensions, remodeling, or modification of the Project, including additions by shareholders, unit owners and occupants which may impact the work of the Project. However, the Owner shall have no right to sell, rent, lease or in any way transfer ownership of said Instruments of Service to any other party, other than a successor owner of the property or Project, nor may the Owner use the drawings and specifications on other projects without the Architect's written consent, said license to survive completion / termination of the Project."

ii. The last sentence of §7.3 is deleted.

iii. Notwithstanding anything to the contrary herein, the Architect shall not be released from liability for any deficiency that gave rise to the need for such revisions, modifications, alterations, or deviations regardless of when same occurred.

(b) The following new §7.6 is hereby added to the B104: “The Architect shall not use the overall design concept of this Project or any distinctive creative elements thereof with any other project of similar scope or design, for other projects in similarly situated settings or for projects having a purpose or function similar to the Project. Nothing in this Agreement shall restrict Architect from using similar standard design details on other projects.”

13. Successors and Assigns. The following new §10.9 is hereby added to the B104: “The Architect agrees to execute and secure from the Architect’s consultants and to deliver to the Owner so-called “will serve” letters in favor of the Owner and/or its assignees.”

14. Compensation for Reimbursable Expenses. Section 11.8 of the B104 is deleted in its entirety and replaced with:

§ 11.8 Compensation for Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, as follows: As approved in advance and in writing by Owner in Owner’s sole discretion.

15. Other Provisions

(a) **Notices.** The following new §10.10 is hereby added to the B104: “All notices shall be in writing and shall be delivered personally, by recognized overnight courier service, or by registered or certified mail, return receipt requested at the respective address for notice for each party as set forth below. Notice shall be effective on the date of delivery, or if delivery is refused, on the date of attempted delivery. Either party may change its address for notices by notifying the other party in accordance with this Section. Addresses for notice:

Owner:
Doug Colter, C.F.M.
Grants Coordinator/Flood Plain Manager
Department of Planning and Development
Office of Grants In Aid
City of West Haven
355 Main St
West Haven, CT 06516
203.937.3620 ext 3010
dcolter@westhaven-ct.gov

Architect:
O’Riordan Migani Architects LLC
22 Bank Street
Seymour, CT 06483

Attn: Joan O’Riordan, Senior Architect

(b) **No Waiver.** The following new §10.11 is hereby added to the B104: “No waiver of default hereunder shall be construed as a waiver of any subsequent default.”

(c) **Time for Action.** Modifying B104 §8.1.1: Change “IO” to “10”.

(d) **Counterparts.** The following new §10.12 is hereby added to the B104: “This Agreement, including the Rider attached hereto, may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Signed copies of this Agreement may be faxed and e-mailed with the same force and effect as if the originally executed Agreement had been delivered.”

(e) **Rider.** In §13.2.4 of the B104, delete “N/A” and insert “Rider No. 1 of even date herewith.”

(f) **Federal, State and Local Government Requirements.** The Project is federally funded. Davis Bacon Wage requirements and all other applicable requirements of federal, state and local law pertain to the Project.

THE TERMS AND CONDITIONS OF THIS RIDER NO. 1 ARE HEREBY AGREED TO AND ACCEPTED AS OF THE DATE FIRST WRITTEN ABOVE.

OWNER:
City of West Haven

ARCHITECT:
O’Riordan Migani Architects LLC

By: _____
Nancy R. Rossi, Mayor

By: _____
Joan O’Riordan
Senior Architect

Approved as to form.

Mark J. Malaspina
Carmody Torrance Sandak & Hennessey LLP

EXHIBIT A

THE ARCHITECT'S PROPOSAL

O'Riordan Migani Architects

Building Community through Architecture. omarchitects.com



July 5, 2022

Douglas Colter, Grants
Coordinator West Haven City
Hall
355 Main Street
West Haven, CT 06516

Re: RFQ #2022-10 On-Call Services Award 05-17-22 DRAFT
Task Order #1 Muni-Center Upgrades, 201 Noble Street, West Haven, CT 06516

Dear Douglas:

Thank you for the opportunity to submit this proposal for architectural services for interior improvements at the Muni-Center on Noble Street. We understand that the facility currently houses both the Senior Center and the West Haven Child Development Center, and that the proposed project will focus solely on interior improvements to the Senior Center. The funding allocated for the hard cost of construction is approximately \$650,000. Record plan drawings have been provided which we understand can be relied upon as an accurate record of the existing conditions. We will field verify visible and accessible existing conditions prior to beginning our design work. Our services will include mechanical and electrical engineering services related to replacing and upgrading the existing elevator. We are assuming that structural engineering will not be required and that no hazardous materials are present.

We propose to provide the following services:

DESIGN

- Field verify visible and accessible existing conditions.
- Take measurements and photographs to confirm existing conditions.
- Use pdf underlays as base plan for design work.
- Confirm building and fire code requirements, using documentation available for the new Connecticut code that will be adopted in October, 2022.
- Conduct working session(s) with Building Committee to map out use changes and program

{W3420701;8}

relocations within the existing Senior Center.

- Identify furniture upgrades within designated program spaces.
- Prepare preliminary cost projection.
- Prepare and submit progress set of drawings for Building Committee review.

CONSTRUCTION DOCUMENTS

- Prepare detailed architectural and engineering drawings showing finalized scope of work.
- Prepare code information drawing sheets. .
- Prepare technical specification for materials, products, and systems associated with the scope shown on the drawings.
- Customize the City of West Haven's standard bid forms and Division 1 documents and assemble project manual.
- Prepare pre-bid estimate of the probable cost of construction.

BIDDING

- Attend pre-bid walk-through on site.
- Respond to bidder questions in the form of Addenda.
- Review submitted bids and advise Building Committee on results.

CONSTRUCTION ADMINISTRATION

- Provide normal and customary construction administration services during implementation of the work. Our fee proposal assumes weekly on-site progress meetings and a construction period of up to 24 weeks.

We propose to provide professional services for the fees scheduled below:

| Description | | Hours | Rate | | Subtotal s | % of Fee |
|---|-----------------|-------|------|--------|---------------|---------------|
| DESIGN | Staff | | | | 16,675 | 23.2% |
| Field work | Project Manager | 6 | 175 | 1,050 | | |
| | Senior Designer | 6 | 175 | 1,050 | | |
| Base drawings | Senior Designer | 16 | 175 | 2,800 | | |
| Code analysis | Project Manager | 5 | 175 | 875 | | |
| Prepare schematic design alternates | Project Manager | 8 | 175 | 1,400 | | |
| | Senior Designer | 16 | 175 | 2,800 | | |
| Working session (2x) with Building Committee | Project Manager | 8 | 175 | 1,400 | | |
| | Senior Designer | 8 | 175 | 1,400 | | |
| Engineering plans | IES | | | 2,500 | | |
| Preliminary construction cost estimate | Project Manager | 8 | 175 | 1,400 | | |
| CONSTRUCTION DOCS | | | | | 27,750 | 38.6% |
| Construction drawings & project manual (includes FF&E) | Project Manager | 24 | 175 | 4,200 | | |
| | Senior Designer | 60 | 175 | 10,500 | | |
| Engineering details & spec (fee + 10%) | IES | | | 12,000 | | |
| Update construction cost estimate | Project Manager | 6 | 175 | 1,050 | | |
| BIDDING | | | | | 2,600 | 3.6% |
| Walk-through, addenda, bid review | Project Manager | 12 | 175 | 2,100 | | |
| Engineer (fee + 10%) | IES | | | 500 | | |
| CONSTRUCTION ADMIN | | | | | 24,800 | 34.5% |
| Progress meetings, submittal review, RFI's, contract changes, application for payment review, closeout procedures | | | | | | |
| <i>Based on stated hours/week for stated weeks</i> | | hours | rate | weeks | | |
| | Project Manager | 5 | 175 | 24 | 21,000 | |
| Engineer (fee + 10%) | IES | | | 4 | 3,800 | |
| TOTAL | | | | | 71,825 | 100.0% |
| CONSTRUCTION BUDGET | | | | | 650,000 | |
| FEE AS % C.O.C. | | | | | 11.1% | |

The schedule in days listed in the table above shows the time proposed for execution of our work, exclusive of any time required for review of designs and documents by the agency, code officials, and other third parties, for bidding, and for execution of the construction contract. Construction

administration beyond 24 weeks will be invoiced as an additional services fee on an hourly basis in the amount of \$175 per hour.

Thank you again for the opportunity to submit this proposal. Please don't hesitate to contact me if you have any questions or need additional information. We are prepared to proceed immediately upon receiving your authorization.

Best Regards,

A handwritten signature in blue ink, appearing to read "Joan P. O'Riordan". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Joan O'Riordan, AIA |
NCARB Principal
Architect

EXHIBIT B

THE ARCHITECT'S PERSONNEL ASSIGNED TO THE PROJECT
[listing to be inserted]

EXHIBIT C

SCHEDULE OF THE ARCHITECT'S PERFORMANCE

[to be inserted]

EXHIBIT D INSURANCE

Prior to the commencement of the work, and as a condition of site access, the Respondent (referred to hereinafter as the “*Contractor*”) shall deliver to the City of West Haven (referred to hereinafter as the “*Owner*”) a valid and currently dated Certificate of Insurance (COI).

The insurance coverage carried by the Contractor must be placed with and written by an insurance company admitted to do business in the State of Connecticut, and with a rating of A- or better by A.M. Best.

The insurance coverage’s carried by the Contractor (shown below) shall apply regardless of whether the operations, actions, derelictions or failures to act, from which any claim arises, are attributable to the Contractor, a subcontractor, a sub-subcontractor, or any consultant, officer, agent, employee or anyone directly or indirectly employed by any of them, including anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable state law. Failure of Contractor to provide a Certificate of Insurance shall in no way limit or relieve Contractor of its duties and responsibilities in this Agreement. All insurance policies shall be provided on an occurrence basis.

At a minimum, the COI shall indicate that the following coverages and limits are in place:

1. **Commercial General Liability: Minimum Limits Required:**

- \$2,000,000 General Aggregate
- \$2,000,000 Producers/Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury
- \$100,000 Fire Damage – Any One Fire
- \$5,000 Medical Expense – Any One Person

- The Owner (The City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions) will be included as an **Additional Insured** onto the CGL policy carried by the Contractor. The Additional Insured coverage afforded to the Owner shall apply on a **primary and non-contributory basis** and include **completed operations** coverages.
- The CGL policy carried by the Contractor shall contain a **Waiver of Subrogation** clause and the Contractor hereby agrees to waive the Contractor’s right of recovery against the Owner (the City of West Haven (and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions)).

2. **Business Auto / Commercial Auto Insurance – Minimum Limits required:**

- 1,000,000 Liability

- The Owner (The City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions) will be included as an **Additional Insured** onto the Commercial Auto/ Business Auto policy carried by the Contractor.
- The Business Auto / Commercial Auto policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven, and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

3. Workers Compensation/Employers Liability Insurance

- Coverages and limits as required by law Connecticut State law
- Employers Liability Limits:
- 500,000 each accident
- 500,000 aggregate for injury by disease
- 500,000 each employee for injury by disease
- The Workers Compensation/Employers Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

4. Professional Liability Insurance: Minimum Limits required:

- \$2,000,000 per occurrence
- \$3,000,000 aggregate

5. Umbrella Liability/Excess Liability: Minimum Limits required:

- 5,000,000 Each Occurrence
- 5,000,000 General Aggregate
- Policy will provide excess coverage over the Commercial General Liability, Business Auto and Workers Compensation/Employer Liability policies carried by the organization
- The Umbrella / Excess Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

No Limitation on Liability

With regard to any/all claims made against the Additional Insured by any employee of the Contractor, any subcontractor or anyone directly or indirectly employed by the Contractor or any subcontractor, or anyone for whose acts the Contractor or any subcontractor might be liable, the indemnification obligation shall not be limited by

any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Workers Compensation acts, disability benefits acts or other employee benefit acts.

Cancellation, Renewal and Modification

The Contractor shall maintain in effect all insurance coverages required under this agreement at the Contractors sole expense and with insurance companies acceptable to the Owner. The policies shall contain a provision that the coverage will not be cancelled or non-renewed until at least 30 days prior written notice has been given to the owner.

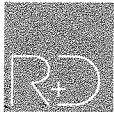
ARCHITECTURAL SERVICES FOR PAINTER PARK FIELDHOUSE

- Architectural services to support construction of a new field house at Painter Park - services include:
 - Schematic Design
 - Design Development
 - Construction Documents
 - Bid Documents
 - Construction Administration

Proposed cost is \$60,000

- Engaged through our On-Call Architectural Firm RFQ (Bid 2022-10)
 - RFQ issued March 31, 2022,
 - Proposals received April 11, 2022
 - 6 proposals were received, 4 firms were chosen
 - Bids were reviewed by West Haven ARPA Committee





PROPOSAL FOR PROFESSIONAL SERVICES

To: Ken Carney
Chairman ARPA Committee
355 Main St.
West Haven, CT

Date: 08/26/2022
File No.: 22120.01
Phone: (203) 530 - 0006
E-mail: Ken.carney@whschools.org

For Professional Services checked as follows:

- Checked services: New Building, Architecture, Rendering, Client consultation, Document existing, Conceptual Design, Site visit, Addition, HVAC Engineering, Professional seal, Schematic Design, Alteration, Structural Engineering, Electrical Engineering, Engineering Report, Design Development, Code study, Plumbing Engineering, Sprinkler Engineering, Program space and use, Specifications on drawings, Construction Documents.

Standard Exclusions: Land Surveying, Site Analysis and Recommendation, Site Engineering, Traffic Engineering, Landscape Architecture, Project Manual, Bid Administration, Cost estimating, Project Valuation for Building Permit Application, Additional documents requested by the Building Official per 107.1 of the State Building Code Plan Review Record, Construction Observation and Statement of Professional Opinion required by 110.1.2 of the State Building Code, Record Drawings, Condominium Documents

Description: Russell and Dawson is pleased to offer architecture and engineering services for new construction, 1 story, 5,500 sq. ft., Field House located at 190 Kelsey Avenue, West Haven. Scope of services would include architecture, structure, mechanical, electrical, plumbing and fire alarm design for new building.

Table with project details: Project Name (Field House), Location (190 Kelsey Avenue, West Haven, CT 06516), Fee (Schematic Design: \$6,000.00, Design Development: \$15,000.00, Construction Documents: \$21,000.00, Bid: \$6,000.00, Construction Administration: \$12,000.00), Zoning Processing Assistance (hourly on request), Reimbursable expenses (per Terms & Conditions), Rendering (\$1,400.00 (Optional)).

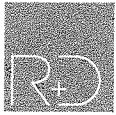
Comments: Terms & Conditions (Rev. 19.00) are attached and made part of this Agreement. Work shall commence Upon receipt of a \$6,000.00 retainer which shall be applied towards the final fee.

Accepted By (signature): _____ Date: _____
Name & Title (printed): _____ P.O. #: _____

Chirag B. Thaker, President, Duly Authorized
E-mail: bill@rdaep.com

Chirag B. Thaker
2022.08.26 10:54:09-04'00'

Please sign and return one copy to Russell and Dawson Inc.



To: Ken Carney, 355 Main St. West Haven, CT
Project: Field House, 190 Kelsey Avenue, West Haven, CT 06516

File No.: 22120.01
Date: 08/262022

Terms and Conditions

REIMBURSABLE EXPENSES: Reimbursable expenses are defined as follows and shall be invoiced at direct cost (invoice) plus 15% for overhead unless otherwise noted below:

- 1. Printing and reproduction
2. International telephone charges
3. Postage, shipping expenses
4. Travel, mileage per IRS published rate
5. Reasonable living expenses (lodging and meals) incurred while on assignment
6. Any other disbursements, application fees, etc. made on behalf of the Client
7. Other outside services engaged for the execution of the Project as agreed to by Client prior to initiation of those services.

CLIENT'S RESPONSIBILITIES:

- 1. Engage a licensed asbestos consultant to inspect and report on the presence of asbestos before renovation or demolition is started as required by Connecticut State law.
2. Abatement of hazardous materials, including but limited to asbestos, lead, and mold.
3. Provide Material Safety Data Sheets for all hazardous materials, including but not limited to cleaning products used, products for sale, materials used in production, or materials to be stored.
4. Include in the construction contract clauses requiring that work be accessible and left exposed until observed, that construction observation be coordinated with inspections required by the Building Official, and that the contractor provide shop drawings and other submittals in a timely fashion to permit adequate time for review.
5. Provide requirements for the project and decisions required so as not to delay preparation of Contract Drawings.
6. Furnish certified land survey, with complete site information.
7. Furnish soil borings, analysis and the services of a Soils Engineer when deemed necessary.
8. Furnish structural, mechanical or other tests as required by law or this contract.
9. Furnish legal, accounting, and insurance counseling services as may be necessary.

BILLINGS/PAYMENTS: Invoices for services by Russell and Dawson Inc. shall be submitted, at our option, either upon completion of the services, or upon completion of a phase of those services, or on a monthly or semi-monthly basis. Invoices shall be payable within 15 days after the invoice date. All billings over fifteen (15) days past due will be subject to interest charges of 1.5% per month on the unpaid balance. In the event that all or a portion of the account remains unpaid ninety (90) days after initial billing, the Client shall be responsible for all costs of collection including reasonable attorney's fees. Full payment shall be made upon delivery of construction drawings.

TERMINATION: (1) This Agreement between Client and Russell and Dawson Inc. may be terminated by either party upon seven [7] days written notice in the event of persistent failure of performance of the material terms and conditions of this Agreement by the other party through no fault of the terminating party. (2) If this Agreement is terminated during the course of performance of the work, Russell and Dawson Inc. shall be paid the reasonable value of the services performed during the period prior to the effective date of termination of the Agreement. (3) In the event of termination, Russell and Dawson Inc. shall be paid all termination expenses resulting therefrom. (4) If, prior to termination of this Agreement, any Work designed or specified by Russell and Dawson Inc. during any phase of the work is suspended in whole or in part for more than three months or abandoned after written notice from the Client, Russell and Dawson Inc. shall be paid for such services performed prior to receipt of such notice.

ASSIGNMENT: Neither party to this Agreement shall transfer, sublet or assign any right under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by Russell and Dawson Inc. shall not be considered an assignment for purposes of this Agreement.

OWNERSHIP OF DOCUMENTS: All documents produced by Russell and Dawson Inc. under this Agreement, as instruments of service, shall remain the property of Russell and Dawson Inc. and may not be used or transferred by the Client for any other project without the written consent of Russell and Dawson Inc.

INDEMNIFICATIONS: (1) The Client agrees to hold harmless and indemnify Russell and Dawson Inc. for and against all claims, damages, awards and costs of defense arising out of delays in our performance resulting from events beyond our control. (2) Whereas job-site safety conditions are the sole responsibility of the Contractor, the Client agrees to hold harmless and indemnify Russell and Dawson Inc. for and against all claims, damages, awards and costs of defense arising out of claims related to job-site safety. (3) The Client agrees to stipulate within the Contract Documents that the Contractor (or Client) shall purchase and maintain, during the course of construction, special builder's risk and/or installation insurance. (4) The Client agrees to maintain liability coverage for bodily injury and property damage claims with a limit no less than \$1,000,000 per occurrence and name Russell and Dawson Inc. as an additional insured.

HAZARDOUS MATERIALS: In consideration of the potential risks to Russell and Dawson Inc. in rendering its services in connection with the project due to the presence or suspected presence of hazardous materials at or near the job site, the Client agrees to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause or causes of action of any kind, including but not limited to, negligence, breach of contract or warranty, either expressed or implied, strict liability or any other causes, against Russell and Dawson Inc., or its subconsultants, which may arise out of or may in any way be connected by the presence of such hazardous materials. It is the sole obligation of the Client to identify such hazardous substances under terms of the Agreement and failure to do so will not obviate the Client's obligations under this section of the Contract. The brochure "Renovation and Demolition: Environmental Health & Safety Requirements You Should Know About" is available from the State of Connecticut, Department of Environmental Protection.

Owner and contractor shall indemnify, defend and hold harmless Russell and Dawson Inc. and its consultants from any and all claims, costs, damages or liability associated in any way with the creation, storage, release, transport or disposal of any hazardous or toxic material or pollutant.

All structures are subject to wear and tear and environmental and manmade exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of Owner. Russell and Dawson Inc. shall have no responsibility for such issues or resulting damages.

B:_YR-2022\22120 On Call Services, West Haven- KEN CARNEY_Proposal\22120.01 KC Terms And Conditions 08262022.Docx

Rev.: 19.00 An Affirmative Action/Equal Opportunity Employer

Connecticut | India

Chirag B. Thaker
Robert M. Dawson III
Thomas A. Manning
Mohammad H. Haghpanah

A : 1111 Main Street, East Hartford CT 06108
T : (860) 289-1100 | F : (860) 289-3272
E : info@rdaep.com
w : www.rdaep.com



To: Ken Carney, 355 Main St. West Haven, CT
Project: Field House, 190 Kelsey Avenue, West Haven, CT 06516

File No.: 22120.01
Date: 08/26/2022

Terms and Conditions, continued

It is understood and agreed that, in seeking the professional services of Russell and Dawson Inc. under this Agreement, if the Client requests Russell and Dawson Inc. to undertake uninsurable obligations for the client's benefit involving the presence or potential presence of hazardous substances, the Client agrees to hold harmless, indemnify and defend Russell and Dawson Inc. from and against any and all claims, losses, damages, liability, and costs, including but not limited to costs of defense, arising out of or in any way connected with the presence, discharge, release or escape of contaminants of any kind, except only such liability as may arise out of the sole negligence of Russell and Dawson Inc. in performance of services under this Agreement.

EXISTING CONDITIONS: Inasmuch as remodeling and/or rehabilitation of existing structures requires that certain assumptions be made by Russell and Dawson Inc. regarding existing conditions and because some of these assumptions may not be verifiable without the Client's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Russell and Dawson Inc. and its subconsultants against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of, or in any way connected with, this Project, excepting only those damages, liabilities, or costs attributable to the sole negligence and willful misconduct of Russell and Dawson Inc.

ADA COMPLIANCE: Whereas the Americans with Disabilities Act is a Federal Civil Rights Law for which no code or regulatory agency exists and is enforced by complaint, the building owner is responsible for compliance. Classification of the building as commercial or public accommodation shall be by the building owner and his attorney. In the case of an existing structure, Russell and Dawson Inc. may identify a list of barriers, the cost for removal, and the priorities for removal, but shall not decide what work will actually be done.

MEDIATION: In addition to and prior to arbitration, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

SUPPLANTING ANOTHER ARCHITECT: In consideration of the risks and rewards involved in this Project, the Client agrees, to the maximum extent permitted by law, to indemnify and hold harmless Russell and Dawson Inc. from any damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising or allegedly arising from any negligent acts, error or omissions by any prior consultant employed by the Client on this Project and from any claim or copyright or patent infringement by Russell and Dawson Inc. arising from the use of any documents prepared or provided by the Client or any prior consultant of the Client. The Client warrants that any document provided to Russell and Dawson Inc. by the Client or by the prior consultant may be relied upon as to their accuracy and completeness without independent investigation by Russell and Dawson Inc. and that the Client has the right to provide such document to Russell and Dawson Inc. free of any claims or copyright or patent infringement or violation of any other party's right of intellectual property.

ARCHITECTURAL STANDARDS FORMAT: Contract documents shall be executed using Autodesk AutoCAD 2014. All drawing files shall be executed, received, and transmitted from/to Russell and Dawson Inc. in the above format. Time spent in the execution, translation, or other modification of files different than the format described above will be billed as additional services on an hourly rate (see copy of current compensation schedule) plus reimbursable expenses.

DELIVERY OF CAD FILES: In accepting and utilizing any drawings, reports and data on any form of electronic media generated and provided by Russell and Dawson Inc., the Client covenants and agrees that all such electronic files are instruments of service of Russell and Dawson Inc., who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The Client agrees not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. The Client agrees not to transfer these electronic files to others without the prior written consent of Russell and Dawson Inc. The Client further agrees to waive all claims against Russell and Dawson Inc. resulting in any way from any unauthorized changes or reuse of the electronic files for any other project by anyone other than Russell and Dawson Inc.

The Client is aware that significant differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by Russell and Dawson Inc. and electronic files, the signed construction documents shall govern.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold Russell and Dawson Inc. harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from any changes made by anyone other than Russell and Dawson Inc. or from any reuse of the electronic files without the prior written consent of Russell and Dawson Inc.


Under no circumstances shall delivery of the electronic files for use by the Client be deemed a sale by Russell and Dawson Inc., and we make no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Russell and Dawson Inc. be liable for any loss of profit or any consequential damages.

FIDUCIARY RESPONSIBILITY: The Client confirms that neither Russell and Dawson Inc. nor any of its subconsultants or subcontractors has offered any fiduciary service to the Client nor no fiduciary responsibility shall be owed to the Client by Russell and Dawson Inc. or any of its subconsultants or subcontractors, as a consequence of Russell and Dawson Inc. entering into this Agreement with the Client.

RISK ALLOCATION: In recognition of the relative risks, rewards and benefits of the Project to both the Client and to Russell and Dawson Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Russell and Dawson Inc. and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claim expenses from any cause or causes, so that the total aggregate liability of Russell and Dawson Inc. and its subconsultants to all those named shall not exceed the total fees of Russell and Dawson Inc. invoiced and paid on this project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. Such causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract and breach of warranty.

MEMORANDUM

To: Julian Freund

From:  Abdul Quadir, City Engineer

Subject: Bond Ordinance

Date; September 28,2022

This bond ordinance is for Dawson Avenue contract 3 for the design and construction of sanitary sewer rehabilitation to reduce infiltration and inflow as required by the EPA consent decree. City is applying for clean water funds to the DEEP and this is required as part of the application process. This is a continuation of the series of contract approved before and more will come in the future as well.

Form of Resolution Approving Agreement: The following provisions should be addressed in the Resolution approving the execution of the Project Loan and Project Grant Agreement between the State and the Municipality with such additional provisions or variations as necessary to reflect the specific terms of the transaction:

RESOLUTION APPROPRIATING NOT TO EXCEED \$1,490,000 FOR THE DAWSON AVENUE AREA CONTRACT 3 DESIGN AND CONSTRUCTION, AUTHORIZING THE CITY OF WEST HAVEN, CONNECTICUT TO ENTER INTO AN AGREEMENT WITH THE STATE OF CONNECTICUT; AND AUTHORIZING THE ISSUANCE OF NOTES AND/OR BONDS TO FINANCE THE APPROPRIATION

WHEREAS, the City of West Haven of Connecticut (the "Municipality") has made application to the State of Connecticut for project funding in an amount not to exceed \$1,490,000 to Dawson Avenue Area Contract 3 Design and Construction (the "Project");

WHEREAS, the State of Connecticut has approved the application and proposes to enter into a Project Loan and Project Grant Agreement between the State of Connecticut acting by the Commissioner of the Department of Energy & Environmental Protection (the "DEEP") and the Municipality under the Clean Water State Revolving (CWSRF) Fund Program (the "Agreement")

NOW THEREFORE, be it resolved by the __ City Council ____ of the City of West Haven of West Haven, Connecticut, as follows:

1. That it is in the best interests of the Municipality to enter into the Agreement with the State, and the Municipality hereby approves, the Agreement in substantially in the form attached to this Resolution, which additions, deletions or amendments as may be approved by the Mayor, such officer's signature thereon being conclusive evidence of his approval thereof.
2. The City Council further authorizes the Mayor or his designee to enter into such Agreement and all Obligations (as defined in the Agreement), agreements or certifications of the Municipality described therein and further authorizes the City Clerk to impress the seal of the City of West Haven, Connecticut on such Agreement.
3. That the Municipality appropriate \$1,490,000 for the Project. The Project appropriation may be spent for design, construction and engineering fees and other financing costs, and other expenses related to the Project or its financing.
4. That the Municipality issue and renew temporary notes or interim funding obligations from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or obligations for the Project or the receipt of grants for the Project. The amount of the notes or obligations outstanding at any time shall not exceed \$1,490,000 to finance the appropriation for the Project. The notes or obligations shall be issued pursuant to Section 7-244a, Section 7-378 or Sections 22a-475 to 22a-483 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. Any bonds or notes or obligations described in Paragraphs 2 and 3 of this resolution shall be limited obligations of the Municipality secured by the irrevocable pledge of the Revenues as defined in the Agreement.

5. That the Mayor and the Treasurer of the Municipality are duly authorized to enter into and sign any bonds or notes or obligations by their manual or facsimile signatures. The Mayor and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes or obligations; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes or obligations; to provide for the keeping of a record of the bonds or notes or obligations; to sell the bonds or notes or obligations at public or private sale; to deliver the bonds or notes or obligations; and to perform all other acts which are necessary or appropriate to issue the bonds or notes or obligations.
6. That the Municipality hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that except to the extent reimbursed from grant moneys the Municipality reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Mayor and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Municipality pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes or obligations authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.
7. That the Mayor and the Treasurer are authorized to (i) make representations and enter into written agreements for the benefit of holders of the bonds or notes or obligations to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes or obligations, (ii) apply for and accept federal and state grants to finance the project and federal and state loans to finance the project, and to enter into any grant or loan agreement prescribed by a federal agency or by the State; and (iii) take any other actions necessary to obtain such grants or loans pursuant to Section 22a-479 of the Connecticut General Statutes, Revision of 1958, as amended, or to any other present or future legislation, or to implement such grant or loan agreements. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes, or temporary notes or obligations.

MEMORANDUM
Municipal Accountability Review Board

To: Members of the Municipal Accountability Review Board
From: Julian Freund, OPM
Subject: MARB Policies and Procedures
Date: September 30, 2022

Background:

C.G.S. Section 7-576d(b)(14) requires the MARB to establish policies and procedures for carrying out its responsibilities. The Board adopted a set of policies and procedures in January 2018 that covered Tier II and Tier III designated municipalities. The policies and procedures adopted at that time did not address Tier IV designated municipalities.

A draft set of policies and procedures for Tier IV designated municipalities has been drafted for MARB review and approval. In addition to creating policies and procedures for Tier IV municipalities, the existing policies and procedures have been revised to include:

- Technical revisions, and
- Proposed amendments regarding review of Tier III municipalities' non-labor contracts

Draft policies and procedures were presented to the MARB at the July 14, 2022 meeting and subsequently revised for review at the MARB's September 8, 2022 meeting. The attached draft reflects further revisions suggested by the MARB members at the September 8 meeting.

Summary of Revisions to Proposed Policies and Procedures (October 2022 review):

Section IV.B.

- Revision(s): The policies and procedures as previously drafted created a process for the board to approve the issuance of all bonds. The statute requires that the board approve the authorization of bonds (i.e. bond ordinances and bond resolutions). The revision amends the process to specify the board approves the authorization of bonds and itemizes the information that the municipality would be required to submit for review with a bond resolution or bond ordinance.
 - For bonds issued with the backing of the State Capital Reserve Fund (i.e. issued pursuant to Section 7-575) or refunding bonds that meet certain criteria (i.e. issued pursuant to Section 7-576e(b) or 7-576e(c)), the board's approval of the issuance is also required.

Section IV.D.

- MARB Comment/Recommendation: Add a requirement that the fiscal impact analysis of collective bargaining agreements follow a uniform template.

- Revision(s): OPM currently provides municipalities with a template for completing fiscal impact analyses of labor contracts. The requirement to use the template has been added to the policies and procedures and is referenced as an appendix. The template currently in use will be updated by OPM.

Section IV.H.

- MARB Comment/Recommendation: The section covering MARB review of non-labor contracts for Tier IV municipalities lacked language requiring the municipality to address rules of ethics and conflict of interest in instances of non-competitive selection processes. Such language appears in the section covering non-labor contracts of Tier III municipalities.
- Revision(s): The relevant language was added to the section covering non-labor contracts of Tier IV municipalities.

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State of Connecticut
Municipal Accountability and Review Board

Policies and Procedures

*as Authorized by Section 367(b)(14) of
Public Act 17-2, June Special Session*

Revised Draft 8/19/22

Adopted: January 11, 2018

Amended: _____, 2022

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Overview

According Pursuant to Sections 349 to 376¹ of Public Act 17-2, June Special Session (hereinafter “the Act”), municipalities experiencing degrees of fiscal distress and in need of technical or other state assistance can seek designation or be, in some instances, designated into one of four tiers. Designated Tier I municipalities shall be referred to the current State Municipal Finance Advisory Commission (MFAC), while designated Tier II, III and IV municipalities shall be referred to the Municipal Accountability Review Board (MARB) established in the Act. Progressively higher levels of distress and State oversight are associated with each higher numbered tier.

Section 367(b)(14) of Act indicates that the MARB shall establish such written procedures as it deems necessary to carry out its responsibilities and meet the purposes of the Act. These procedures are contained in this document.

¹ The Act was codified in Chapter 117, C.G.S. §§ 7-560 through 7-579a

I. Policies and Procedures Related to All Designated Municipalities

A. Public Information and Comment

1. The MARB, as a state board, is subject to the requirements of the State's Freedom of Information [Act.laws](#)
2. [The MARB shall be in the](#) ~~The~~ Office of Policy and Management ("[OPM](#)") [for administrative purposes only](#)², and [OPM](#) shall post information related to the MARB on its website, which information shall include, but not be limited to, the membership of the MARB, agendas and minutes of the MARB and any of its committees or subcommittees, its bylaws and policies and procedures, a list of designated municipalities referred to the MARB, and contact information for the Board, including a contact person, telephone number, e-mail address and postal address.
3. The MARB may provide for a public comment period on its board meeting agendas. When a public comment item is on the agenda, there shall be sign-up sheet provided at least 15 minutes prior to the meeting. The speakers will be called in the order that they signed up, but the MARB may reserve the first 10 minutes of the public comment period to state and local elected officials. Each speaker may be limited to no more than three minutes. In the interest in enabling members of the public to attend board meetings for their full duration, the Chairperson may limit the public comment agenda item to 30 minutes.

B. Revisions and Modifications to these Policies and Procedures

Public Act 17-2: Description of Relevant Provisions of C.G.S.

Section ~~367(b)(14)~~7-576d(b)(14): The MARB shall establish such written procedures as the board deems necessary to carry out its responsibilities and meet the purposes of the Act.

Policies and Procedures

1. The MARB, by a majority vote, may modify these policies and procedures from time to time as it deems appropriate.
2. The MARB may, by majority vote, adapt particular provisions of these policies and procedures with respect to individual designated municipalities if the MARB determines that such adaptations will facilitate its work with such designated municipalities. Each designated municipalities shall review these procedures and identify any procedure(s) contained herein in regard to which it has concerns and suggest, for the MARB's consideration, proposed adaptations to such procedures.
3. The Chairperson and Cochairperson of the MARB may modify specific timelines for submittals or actions contained in these procedures, on a case by case basis, in the event of an unanticipated emergency or fiscal exigency, provided that such modifications are consistent with applicable laws or regulations and with the purposes of the Act. The members of the MARB and the municipality shall be notified of any such modification.

² [C.G.S. §7-576d](#)

4. Notifications and required submittals to the MARB shall be to the contact person identified on OPM's web-site unless indicated otherwise by the MARB.

II. Policies and Procedures Related to Designated Tier II Municipalities

A. Submittal, Review and Approval of ~~Three~~Five-Year Financial Plan

Public Act 17-2: Description of Relevant Provisions of C.G.S.

Section ~~363(b)~~7-576b(b): Municipalities shall submit a ~~three~~five-year financial plan for the MARB's review and approval in a manner prescribed by the MARB. (Note: This section applies to designated Tier II, III and IV municipalities)

Policies and Procedures

1. Not later than forty-five days after its designation as a Tier II municipality and, thereafter, not later than April 1 of each year, the local chief elected official or chief executive officer shall submit to the MARB, in a format to be determined by the MARB, a ~~three~~five-year financial plan³, the first year of which shall be for the fiscal year commencing on the upcoming July 1 date. The plan shall also include the budget and projected revenues and expenditures for the current fiscal year.
2. Each ~~three~~five-year financial plan shall provide for the:
 - (a) elimination of any fund balance deficits in the general fund;
 - (b) elimination of deficits in all funds, including any capital, internal service, special revenue and enterprise funds;
 - (c) balancing of the operating funds for each year of the plan;
 - (d) estimation of the amount of bonds or notes to be issued by the municipality and the debt service requirements;
 - (e) projected impacts on long-term liabilities, including those associated with employee pensions, other post-employment benefits and debt; and
 - (f) assumptions on which revenue and expenditure projections in the plan are based are based.
3. Expenditure and revenue projections in the plan shall be in a format determined by the MARB, in consultation with the municipality. Expenditures shall be presented at no higher than the department level, with major expenditures for items such as pensions, debt service, active and retiree health insurance and other areas to be broken out separately. Revenues shall be provided by line-item, with appropriate consolidations for smaller and like line-items.
4. The MARB and the chief elected official or chief executive officer and municipal staff shall meet to review the recommended financial plan. The chief elected official or chief executive officer and

³ P.A. 22-35

municipal staff shall provide such information as the MARB and its staff may reasonably require to analyze the assumptions and projections utilized.

5. Not later than 45 days following the receipt of the municipality's recommended ~~three~~five-year financial plan, the MARB, by resolution shall approve or disapprove the plan. If the plan is disapproved, the MARB shall indicate the reasons for such disapproval.

II. Policies and Procedures Related to Designated Tier II Municipalities-continued

B. Monitoring Municipality's ~~Three~~Five-Year Plan and Financial Condition and Needs

Description of Relevant Provisions of ~~Public Act 17-2~~C.G.S.:

Section 7-576b(b): In addition to the five-year plan, the municipality shall submit monthly financial reports, in a manner prescribed by the MARB.

Sections 7-576a(b) and 7-576b(b): The MARB may require the chief executive officer of the municipality to: (A) provide information and appear before the MARB to discuss the financial condition of the municipality and the implementation of remedial measures to improve its financial condition and (B) submit a written report to the Board on implementation of the recommendations of the commission and other remedial measures.

Section 7-576d(c): With respect to any municipality referred to the MARB, such municipality and each of its administrative units, including its board of education, shall supply the board with such financial reports, data, audits, statements and any other records or documentation as the board may require to exercise its powers and to perform its duties and functions. Such reports may include, but shall not be limited to, (1) proposed budgets, (2) monthly reports of the financial condition of the municipality, (3) the status of the municipality's current annual budget and progress under its financial plan for the then current fiscal year, (4) estimates of the operating results for all funds or accounts to the end of the then current fiscal year, (5) pension plan and debt projections, (6) statements and projections of general fund cash flow reserves, (7) the number of municipal employees on the municipal payroll, and (8) debt service requirements on all bonds and notes of the municipality for the following month.

Policies and Procedures

1. Not later than 30 days following the end of each month, the municipality shall submit to the MARB a monthly financial report in regard to the current annual budget, which report shall contain budgeted, year-to-date and projected year-end revenues and expenditures, in a format determined by the MARB in consultation with the municipality. Expenditures shall be presented at no higher than the department level, with major expenditures for items such as pensions, debt service, active and retiree health insurance and other areas to be broken out separately. Revenues shall be provided by line-items, with appropriate consolidations for smaller and like line-items. A sample format for monthly reports is located on [OPM's website](#). The municipality shall appear before the MARB, as requested by the MARB, to review these reports and other matters affecting the municipality's fiscal condition.
2. At such times as determined by the MARB, but not less than once during each fiscal year, the municipality shall provide the MARB with updated projections of revenues and expenditures of the second and third years of the

~~three~~five-year financial plan and a report on the status of major elements of such plan and appear before the MARB to review these matters.

3. Not less than annually, the municipality shall provide information as requested by the MARB in regard to its long-term liabilities, including, but not limited to, those related to debt, pensions, and other post-employment benefit benefits and shall appear before the MARB, as requested, to review this information.
4. The MARB or one of its committees shall annually review with the municipality's chief executive officer and chief financial officer the annual independent audit of such municipality and any findings contained therein.
5. The MARB may, by resolution or motion, make recommendations to improve the financial condition of a municipality and request a written report from the municipality's chief executive officer, by the date indicated in the resolution or motion, regarding the status of the MARB's recommendations and the remedial actions taken by the municipality to improve its financial condition. The municipal chief executive officer shall appear before the MARB to review the report.

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II. Policies and Procedures Related to Designated Tier II Municipalities-continued

C. Annual Budget Assumptions Regarding State Revenues and Property Tax Revenues

Description of Relevant Provisions of Public Act 17-2 C.G.S.:

Section ~~363(b)~~7-576b(b): In preparing and adopting its annual budget, municipalities shall only include assumptions regarding state revenues and property tax revenues as are approved by the MARB.

Policies and Procedures

1. At the same time that the local chief elected official or chief executive officer submits his or her recommended budget to the local legislative body, one hard copy and an electronic version of such recommended budget shall be submitted to the MARB.
2. The MARB shall review the assumptions contained in the recommended budget regarding state revenues and property tax revenues with the local chief elected official or chief executive officer and municipal staff. Not later than 30 days after receiving the recommended budget, the MARB shall adopt a resolution identifying any issues and concerns it has in this regard these assumptions. The resolution shall be transmitted to the local chief elected official or chief executive officer and the local legislative body within two days of its adoption.
3. The MARB or its assigned representatives shall consult with the local legislative body during its budget deliberations in regard to these assumptions and the MARB's issues and concerns in this regard.
4. Not later than 10 days prior to its action on the annual budget, the local legislative body shall submit, for the MARB's approval or disapproval, the assumptions regarding state revenues and property tax revenues to be contained in the final budget. The MARB shall provide such approval or disapproval not later than three days prior to the local legislative body's scheduled date for adopting the annual budget.
5. If a municipality receives Municipal Restructuring Funds under Section 370 of ~~this the~~ Act⁴, the policies and procedures of Section III.A. will apply to the review, comment and approval or disapproval of its annual budget.

⁴ C.G.S. § 7-576i

III. Policies and Procedures Related to Designated Tier III Municipalities

A. Receipt, Review and Comment on Municipality's Annual Budget

Description of Relevant Provisions of ~~Public Act 17-2C.G.S.~~:

Section 367(b)(1): The MARB shall review and comment on a municipality's annual budget prior to its adoption by its legislative body.

Policies and Procedures

1. At the same time that the local chief elected official or chief executive officer submits his or her recommended budget to the local legislative body, one hard copy and an electronic version of such recommended budget shall be submitted to the MARB. The submitted recommended annual budget shall include the municipality's general fund and capital fund budget and any enterprise or special revenue fund budgets developed by the municipality or required by local charter or ordinance.
2. The MARB and the chief elected official or chief executive officer shall meet to review the recommended budget. The chief elected official or chief executive officer and municipal staff shall provide such information as the MARB and its staff may reasonably require to analyze the assumptions and projections utilized, including in regard to estimates associated with State aid and property tax revenues and mill rate.
3. Not later than 30 days after the receipt of such annual budget and prior to the local budget adoption date, the MARB shall adopt a resolution identifying potential issues or concerns the MARB may have regarding:
 - a. The reasonableness of the assumptions utilized with respect to expenditures and revenues, including assumptions included in the recommended budget related to state revenues and property tax revenues and a mill rate;
 - b. the overall balance and imbalance of expenditures and revenues;
 - c. the achievability of efficiency measures included in the recommended budget;
 - d. its impact on the municipality's long-term liabilities and the municipality's most current ~~three~~five-year financial plan; and
 - e. any other issues or matters that would impact, in the MARB's opinion, the municipality's financial sustainability and vitality.

Such resolution shall be transmitted to the local chief elected official and legislative body within two days of its passage.

4. The local legislative body shall transmit the approved annual budget to the MARB within three days following its adoption. The Board, at its option, may adopt a resolution indicating any concerns or issues it may have with the adopted annual budget. If a municipality receives Municipal Restructuring Funds under Section 370 of this Act, the MARB shall approve or disapprove its annual budget within 15 days of the MARB's receipt of such budget.

III. Policies and Procedures Related to Designated Tier III Municipalities-continued

B. Annual Budget Assumptions Regarding State Revenues and Property Tax Revenues and Mill Rate

Description of Relevant Provisions of ~~Public Act 17-2~~C.G.S.:

Section 367(b)(2): In preparing and adopting its annual budget, municipalities shall only include assumptions regarding state revenues and property tax revenues and a mill rate as are approved by the MARB.

Policies and Procedures

1. The MARB or its assigned representatives shall consult with the local legislative body and municipal officials regarding any issues or concerns that the MARB may have with any recommended or proposed budgetary assumptions regarding state revenues and property tax revenue and mill rate, including those contained in the resolution adopted pursuant to ~~part Part AB.3~~, above.
- 1.2. Not later than 10 days prior to its action on the annual budget, the local legislative body shall submit, for the MARB's approval or disapproval, the assumptions regarding state revenues and property tax revenues and a mill rate to be contained in the final budget. The MARB shall provide such approval or disapproval not later than three days prior to the local legislative body's scheduled date for adopting the annual budget.

III. Policies and Procedures Related to Designated Tier III Municipalities-continued

C. Review, Comment and Action Regarding Proposed Debt Obligations

Description of Relevant Provisions of ~~Public Act 17-2~~C.G.S.:

~~Section 367(b)(3)~~ **7-576d(b)(3)**: The MARB shall be required to approve any debt service obligations issued in accordance with ~~Section 364 of the Act~~C.G.S. § 7-575 that are supported by a State special capital reserve fund (SCRF) and the issuance of refunding bonds by a majority vote, provided that five or more of the MARB members vote to approve such issuance (e.g. if seven MARB members are present, at least five must vote to approve). The MARB shall only approve such obligations which in its judgment improve the financial condition of the municipality. Notwithstanding any other provision of state statute, the MARB may approve and authorize the municipality's issuance of bonds with a term of no more than 40 years from the date of issuance.

~~Section 367(b)(4)~~ **7-576d(b)(4)**: The MARB shall review and comment on proposed debt obligations of the municipality not covered by ~~Section 367(b)(3) of the Act~~C.G.S. § 7-575 prior to their issuance.

Policies and Procedures

1. The municipality shall, not later than 60 days prior to the issuance of proposed debt obligations, notify the MARB of its intent to issue bonds and include the following with such notice:
 - (a) the amount of the bonds to be issued and for what purpose and, if refunding bonds, a listing of the bonds to be refunded;
 - (b) the projected debt service payments and the assumptions related to such projections;
 - (c) an indication if the municipality is seeking to have some or all of the bonds supported by the SCRF;
 - (d) with respect to refunding bonds, a comparison of the anticipated effects of the proposed refunding with the current debt service payment schedule and alternative schedules and terms;
 - (e) for bonds proposed to be supported by the SCRF, the projected SCRF impact on the cost of issuance;
 - (f) documentation of the municipality's authorization of the issuance of such bonds, including, but not limited to, a certified copy of the resolution or ordinance of the municipality authorizing the issuance of such bonds and the opinion of nationally recognized bond counsel as to the due authorization of the issuance of such bonds; and
 - (g) any other information and documentation required or requested by the MARB within 10 days of its receipt of the notice.
2. Following the receipt of the notice, the MARB or its designated representatives, including any financial advisors and bond counsels engaged by the MARB or the State, shall meet with the chief elected official or chief executive officer and its treasurer or finance director to review the proposed debt issuance. The municipality shall make municipality's financial advisor and bond counsel available to the MARB or its representatives as part of this review.
3. With respect to refunding bonds or SCRF supported bonds, within 30 days of the receipt of all of the information required in regard to item 1 above, the MARB shall adopt a resolution either approving or disapproving such issuance, in accordance with the Act. Any vote to approve must receive at least five votes. If disapproved, the MARB shall provide the reasons for such disapproval.

4. With respect to any non-refunding or non-SCRF supported bonds, within 30 days of the receipt of the information required in item 1., above, the MARB may, based on its review of the proposed issuance, adopt a resolution providing its comments and any recommendations in regard to the issuance.
5. Any such resolution related to either items ~~3-~~ or 4., above, shall be transmitted to the local chief elected official and to the local legislative body within two days of its adoption.

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III. Policies and Procedures Related to Designated Tier III Municipalities-continued

D. Review and Comment Regarding Municipal and Board of Education Contracts

Description of Relevant Provisions of ~~Public Act 17-2C.G.S.~~:

~~Section 367(b)(5)7-576d(b)(5)~~: The MARB may require that the municipality or its board of education notify the board of any or all municipal or board of education contracts that exceed: (A) \$50,000 for municipalities with a resident population under 70,000, or (B) \$100,000 for municipalities with a resident population of 70,000 or more, not less than 30 days prior to execution of such contract, for board review and comment regarding such proposed contract. The MARB shall consult with any designated municipality and its board of education, to implement this provision.

Policies and Procedures

- ~~1.~~ ~~The municipality and its board of education shall each provide a listing of the contracts over \$50,000 (for municipalities under 70,000 in population) or over \$100,000 (for municipalities over 70,000 in population) not less than 30 days prior to their proposed execution, which listing shall indicate the parties to the contract, the amount of the contract, the proposed dates of the contract and a brief summary the purpose of the contract, which list shall be submitted to the MARB and be contained with the agenda material for the MARB's review, questions and any comments. For any municipal or board of education contract over \$250,000, the MARB shall be provided with a copy of such contract not less than 30 days prior to its proposed execution date for the MARB's review and possible comment.~~
- ~~2.1.~~ Prior to the execution of a contract over \$50,000 (for municipalities under 70,000 population) or over \$100,000 (for municipalities over 70,000 in population), the municipality or its board of education shall submit to the MARB, for its review, a summary of the contract which shall indicate the parties to the contract, the amount of the contract, the proposed term of the contract, a brief summary of the purpose of the contract, the date and method of solicitation (eg. Request for Proposal, invitation to bid, quotes, sole source), number of responses to the solicitation, and brief description of evaluation criteria. If a non-competitive selection process is used, the summary information shall also include a brief explanation of the rationales and basis for a non-competitive process, and the applicable rules of ethics and conflict of interest rules applied.
- ~~3.2.~~ This policy shall apply to contracts for the purchase of supplies, equipment, materials, services or real estate and to contracts for the sale or lease of municipal assets. The policy shall not apply to grant agreements, intergovernmental agreements, purchases made through collective purchasing agreements, employment agreements, agreements for tax incentives or abatements, or other economic development agreements.
3. This policy shall apply to contracts funded substantially from the municipality's or board of education's operating budget. This policy shall not apply to contracts funded by grants received from third parties, capital project funds or other non-operating funds.
 - 4.a. The municipality or its board of education shall provide copies of contracts that are excluded by this policy when requested by the MARB.

III. Policies and Procedures Related to Designated Tier III Municipalities-continued

E. Review and Action Regarding Employee Collective Bargaining Agreements

Description of Relevant Provisions of ~~Public Act 17-2C.G.S.~~:

~~Section 367(b)(6)7-576d(b)(6)~~: The MARB, with respect to any proposed employee collective bargaining agreement or amendments negotiated pursuant to sections 7-467 to 7-477 or section 10-153d of the General Statutes, shall have the same opportunity and authority to approve or reject, on not more than two occasions, collective bargaining agreements or amendments as is provided to the legislative body of such municipality.

Policies and Procedures

1. ~~Twice annually, in December and June, t~~The municipality and its Board of Education shall provide the MARB with a list of their employee collective bargaining agreements, providing the following for each agreement: (a) the name of the parties to the agreement; (b) the start and termination date of the agreement and (c) whether such agreement is in negotiations, mediation or arbitration. The municipality and its Board of Education shall provide any additional information requested by the MARB in regard to these agreements.
2. With respect to municipal collective bargaining agreements or amendments agreed to by the parties pursuant to sections 7-467 to 7-477 of the ~~general~~General statutes~~Statutes~~, the municipality's bargaining representative shall submit such agreement or amendment and the same request for funds and approvals required to be submitted to the local legislative body under Section 7-474(b) of the general statutes to the MARB within 14 days of the date that such agreement or amendment was agreed to by the parties. This requirement shall also apply to collective bargaining agreements negotiated by boards of education pursuant to Sections 7-467 to 7-477 of the General Statues. If this request is rejected by either the MARB or the local legislative body, the matter shall be returned to the parties for further bargaining. Such request shall be considered approved unless either or both the legislative body or the MARB reject such request within thirty days of the end of the fourteen-day period for submission to the MARB and legislative body. The MARB shall offer the parties the opportunity to make a presentation to it prior to any action regarding the submitted request. The MARB may approve or reject such requests on no more than two occasions and shall indicate the reasons for any vote to reject.
3. With respect to board of education collective bargaining agreements reached pursuant to Section 10-153d of the general statutes, the municipality's board of education shall file a signed copy of any proposed collective bargaining contract with the municipality's town clerk, with the Commissioner of Education and the MARB. Upon receipt of a signed copy of such contract the clerk of municipality shall give public notice of such filing. The terms of such contract shall be binding on the legislative body, unless either such body or the MARB rejects such contract at a regular or special meeting called and convened for such purpose within thirty days of the filing of the contract. The MARB shall offer the parties the opportunity to make a presentation to it prior to any action regarding the proposed contract. If the legislative body or the MARB rejects the contract, the parties shall commence the arbitration process, in accordance with the provisions of subsection (c) of section 10-153f, on the fifth day next following the rejection. The MARB may approve or reject such contracts on no more than two occasions and shall indicate the reasons for any vote to reject.

III. Policies and Procedures Related to Designated Tier III Municipalities-continued

F. Review and Action Regarding Collective Bargaining Binding Arbitration Awards

Description of Relevant Provisions of [Public Act 17-2C.G.S.](#):

Section [367576d\(b\)\(7\)\(A\)](#): The MARB shall be provided with the same opportunity and authority to reject, on not more than two occasions, a municipal employee collective bargaining arbitration award as is provided to the legislative body of the municipality in subdivision (12) of subsection (d) of section 7-473c of the general statutes and to provide a written statement to the State Board of Mediation and Arbitration in accordance with that section.

Section [3677-576d\(b\)\(7\)\(B\)](#): The MARB shall be provided with the same opportunity and authority to reject, on not more than two occasions, a board of education employee collective bargaining arbitration award as is provided to the legislative body of the local school district or municipality in subdivision (7) of subsection (c) of section 10-153f of the general statutes and to provide a written statement to the Commissioner of Education and to the exclusive representative of the administrators unit as is required in said section. This provision shall not be construed to apply to an arbitration award to which a teacher's unit is a party.

Policies and Procedures

1. The municipality shall notify the MARB of any arbitration award issued in accordance with the provisions of Section 7-473c of the general statutes and provide a copy to the MARB of such award within two days of its receipt of such award. Within 25 days of the municipality's receipt of an arbitration award, either the MARB, by a majority vote, or the legislative body of the municipality, by a two-thirds majority vote of the members of such legislative body present, may reject the award of the arbitrators or single arbitrator at a regular or special meeting called and convened for such purpose. Within ten days after such rejection, the MARB or its authorized representative shall be required to state, in writing, as would the local legislative body if it rejects the award, the reasons for such vote and shall submit such written statement to the State Board of Mediation and Arbitration and the municipal employee organization. Within ten days after receipt of any such notice, the municipal employee organization shall prepare a written response to such rejection and shall submit it to the MARB, the legislative body and the State Board of Mediation and Arbitration. The MARB may approve or reject such awards on no more than two occasions and shall indicate the reasons for any vote to reject.
2. The municipality's Board of Education- shall notify the MARB of any arbitration award issued in accordance with the provisions of Section 10-153f of the general statutes and provide a copy of such award within two days of its receipt of such award. Within 25 days of the Board of Education's receipt of an arbitration award related to an administrator's unit issued pursuant to this section, either the MARB, by a majority vote, or the legislative body of the municipality, by a two-thirds majority vote of the members of such legislative body present, may reject the award of the arbitrators or single arbitrator at a regular or special meeting called and convened for such purpose. Within ten days after a rejection of an administrator's unit award, the MARB or its authorized representative shall be required to state, in writing, as would the local legislative body if it rejects, the reasons for such vote and shall submit such written statement to the State Commissioner of Education and the exclusive representative for the administrator's unit. Within ten days after receipt of such notice, the exclusive representative for the administrator's unit shall prepare a written response to such rejection and shall submit it to the MARB, the legislative body and the Commissioner of Education. The MARB may approve or reject such awards on no more than two occasions and shall indicate the reasons for any vote to reject. With respect it to arbitration awards for teacher's units, the MARB may pass a resolution with any recommendations, issues or concerns it has with respect to any award and shall transmit such resolution to the legislative body, the Board of Education and the exclusive representative for the teacher's unit.

III. Policies and Procedures Related to Designated Tier III Municipalities-continued

G. Submittal, Review and Approval of ~~Three~~Five-Year Financial Plan

~~Public Act 17-2-~~Description of Relevant Provisions of C.G.S.

Section ~~363(b)7-576b(b)~~: Municipalities shall submit a ~~three~~five-year financial plan⁵ for the MARB's review and approval. (Note: This provision applies to designated Tier II, III and IV municipalities)

Policies and Procedures

1. Not later than forty-five days after its designation as a Tier III municipality and, thereafter, with the submittal of the recommended annual budget in accordance with Section III.A.1. of these Policies and Procedures, the local chief elected official or chief executive officer shall submit to the MARB, in a format to be determined by the MARB, a ~~three~~five-year financial plan, the first year of which shall be for the fiscal year commencing on the upcoming July 1 date. The plan shall also include the budget and projected revenues and expenditures for the current fiscal year.
2. Each ~~three~~five-year financial plan shall provide for the:
 - (a) elimination of any fund balance deficits- in the general fund;
 - (b) elimination of deficits in all funds, including any capital, internal service, special revenue- and enterprise funds;
 - (c) balancing of the operating funds for each year of the plan;
 - (d) estimation of the amount- of bonds or notes to be issued by the city and debt service requirements;
 - (e) projected impacts on long-term liabilities, including those associated with employee pensions, other post-employment benefits and debt; and
 - (f) assumptions on which revenue- and expenditure projections in the plan are based are based.
3. Expenditure and revenue projections in the plan shall be in a format determined by the MARB in consultation with the municipality. Expenditures shall be presented at no higher than the department level, with major expenditures for items such as pensions, debt service, active and retiree health insurance and other areas to be broken out separately. Revenues shall be provided by line-item, with appropriate consolidations for smaller and like line-items.
4. The MARB and the chief elected official or chief executive officer shall meet to review the recommended financial plan and the chief elected official or chief executive officer and municipal staff shall provide such information as the MARB and its staff may reasonably require to analyze the assumptions and projections utilized.
5. ~~Not later than 45 days following the receipt of the municipality's recommended three-year financial plan, the MARB, by resolution shall approve or disapprove the plan.i~~ If the plan is disapproved or, if the MARB has not approved the plan prior to July 1 of the first year of the plan, the MARB shall indicate the reasons for such disapproval or non-approval.

⁵ PA 22-35

III. Policies and Procedures Related to Designated Tier III Municipalities-continued

H. Monitoring the Annual Budget and ~~Three~~Five-Year Plan & Financial Condition & Needs

Description of Relevant Provisions of ~~Public Act 17-2C.G.S.~~:

Section ~~367(b)(8)~~7-576d(b)(8): The MARB shall monitor the municipality's compliance with the ~~three~~five-year financial plan⁶ and annual budget and recommend that the municipality make such changes as are necessary to ensure budgetary balance in such plan and budget. In this regard, the municipality shall submit monthly financial reports ~~in this regard~~, in a manner prescribed by the MARB. (~~Section 363(b)~~), (~~Section 7-576b(b)~~)

Section ~~367(b)(10)~~7-576d(b)(10): the MARB may obtain information on the financial condition and financial needs of any such municipality and its board of education.

Section ~~367(e)~~7-576d(c): The municipality and each of its administrative units, including its board of education, shall supply the board with such financial reports, data, audits, statements and any other records or documentation as the board may require to exercise its powers and to perform its duties and functions. Such reports may include, but shall not be limited to, (1) proposed budgets, (2) monthly reports of the financial condition of the municipality, (3) the status of the municipality's current annual budget and progress under its financial plan for the then current fiscal year, (4) estimates of the operating results for all funds or accounts to the end of the then current fiscal year, (5) pension plan and debt projections, (6) statements and projections of general fund cash flow reserves, (7) the number of municipal employees on the municipal payroll, and (8) debt service requirements of bonds and notes for the following month.

Policies and Procedures

1. Not later than 30 days after the end of each month, the municipality shall submit to the MARB a monthly financial report in regard to the annual budget, which report shall contain budgeted, year-to-date and projected year-end revenues and expenditures, in a format determined by the MARB, in consultation with the municipality. Expenditures shall be presented at no higher than the department level, with major expenditures for items such as pensions, debt service, active and retiree health insurance and other areas to be broken out separately. Revenues shall be provided by line-items, with appropriate consolidations for smaller and like line-items. A sample format for monthly reports is located on OPM's web-site. The municipality shall appear before the MARB, as requested by the MARB, to review these reports and other matters affecting the municipality's fiscal condition.
2. At such times as determined by the MARB, but not less than once during each fiscal year, the municipality shall provide the MARB with updated projections of revenues and expenditures of the second and third years of the ~~three~~five-year financial plan and a report on the status of major elements of such plan and appear before the MARB to review these matters.
3. Not less than annually, the municipality shall provide information as requested by the MARB in regard to its long-liabilities, including, but not limited to, those related to debt, pensions, and other post-employment benefit benefits and shall appear before the MARB, as requested, to review this information.
4. The MARB or one of its committees shall annually review with the municipality's chief executive officer and chief financial officer the annual independent audit of such municipality and any findings contained therein.

⁶ PA 22-35

5. The MARB may, by resolution, recommend that the municipality make such changes as the MARB determines are necessary to ensure budgetary balance in the municipality's annual budget and financial plan or to improve the short and long-term financial condition of a municipality and require that the municipality's chief executive officer, by the date indicated, submit a written report regarding the status of the MARB's recommendations and the remedial actions taken by the municipality to improve its financial condition. The municipal chief executive officer shall appear before the MARB to review the report.

5-6. Not later than forty-five days after its designation as a Tier III municipality, the local chief elected official or the chief executive officer shall submit to the MARB copies of all of the municipality's written financial policies and procedures.

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III. Policies and Procedures Related to Designated Tier III Municipalities-continued

I. Review and Recommendations Regarding Municipal Efficiency and Productivity

Description of Relevant Provisions of ~~Public Act 17-2C.G.S.~~:

Section ~~367(b)(9)~~7-576d(b)(9): The MARB shall recommend that the municipality and its board of education implement measures relating to the efficiency and productivity of their operations and management as the board deems appropriate, to reduce costs and improve services so as to advance the purposes of the Act. Such recommendations may include, but shall not be limited to, policies and procedures for the responsible use of municipal and board of education credit and purchasing cards, vehicles and other municipal and board of education property and resources.

Section ~~367(b)(11)~~7-576d(b)(11): The MARB, in consultation with the municipality, may retain such staff and hire consultants experienced in the field of municipal finance, municipal law, governmental operations and administration or governmental accounting as it deems necessary or desirable for accomplishing its purposes. **According to Section ~~367(a)~~7-576d(a),** these expenses of the board related to its work with designated tier III or IV municipalities, may, following consultation with such municipalities, be charged to such municipalities by the MARB and may be paid from the proceeds of any deficit obligation or debt restructuring bonds.

Section ~~367(b)(12)~~7-576d(b)(12): The MARB may require the municipality and its board of education to apply LEAN practices and principles, and to participate in efforts to establish common strategies and goals and to organize around collective impacts for the municipality, such municipality's residents, businesses and employees, to result in an improved fiscal sustainability and municipal vitality.

Section ~~367(b)(13)~~7-576d(b)(13): The MARB may consult with federal, state, quasi-public and nongovernmental agencies to accomplish its purposes.

Policies and Procedures

1. The MARB shall review and work with the municipality and its board of education to seek efficiencies and savings in regard to its operations and major areas of short and long-term term costs and liabilities and may hire retain such staff and consultants as it deems necessary to accomplish its purposes.

IV. Policies and Procedures Related to Designated Tier IV Municipalities

A. Review and Approval of Municipality's Annual Budget

Description of Relevant Provisions of C.G.S.:

Section 7-576e(a)(3)(i): To review and approve or disapprove the municipality's annual budget, including, but not limited to, the general fund, other governmental funds, enterprise funds and internal service funds. No annual budget, annual tax levy or user fee for the municipality shall become operative until it has been approved by the board. If the board disapproves any annual budget, not later than the May twenty-first prior to the beginning of the new fiscal year, the board shall specify the reasons for such disapproval and shall provide the legislative body until the June fifteenth prior to the beginning of the new fiscal year to resubmit the annual budget in accordance with this section. If the legislative body has not adopted a budget by such June fifteenth date or its resubmitted annual budget is not approved by the board, the board shall adopt an interim budget and establish a tax rate and user fees. Such interim budget shall take effect at the commencement of the fiscal year and shall remain in effect until the municipality submits and the board approves a modified budget. Notwithstanding any provision of the general statutes, or any public or special act, local law, charter or ordinance or resolution, a municipality may approve a modified budget pursuant to this section after any applicable deadline for such adoption has passed.

Section 7-576e(a)(4)(B): To require its review, approval, disapproval or modification of the budget of the board of education for the municipality on a line-item basis and to require the board of education to submit to it any budget transfers The board shall consult with such municipality and the board of education of such municipality, as applicable, to establish policies and procedures for the implementation of the provisions of subparagraphs (A) and (B) of this subdivision.

Policies and Procedures

NEW:

1. At the same time that the superintendent of schools submits his or her recommended education budget to the local board of education, ~~one hard copy and one an~~ electronic version of such recommended budget shall be submitted to the MARB.
2. At the same time that the local chief elected official or chief executive officer submits his or her recommended budget to the local legislative body, ~~one hard copy and~~ an electronic version of such recommended budget shall be submitted to the MARB. The submitted recommended annual budget shall include the municipality's general fund, capital fund budget and any enterprise, special revenue fund, or internal service fund budgets developed by the municipality or required by local charter or ordinance.
- 2.3. An updated 5-Year Plan shall be submitted by the municipality with its recommended budget. The recommended budget shall not be considered to have been submitted unless it is accompanied by the updated 5-Year Plan.
- 3.4. The format of the municipal and education budgets shall be determined by the MARB, but shall include, at a minimum, the following:

- a. Prior year actuals, current year adopted budget, current year revised budget, current year projections, and the recommended budget for the upcoming fiscal year for the following:
 - i. Revenues at an object level
 - ii. Expenditures at an object level
- b. Explanation of the major assumptions used to develop the budget
- c. Summary of major grants and other supplemental sources of revenues supporting the budget

4.5. The content of the 5-Year Plan shall comply with the Guidelines for 5-Year Financial Plan detailed in Appendix A of these Policies and Procedures.

5.6. The MARB, or one of its subcommittees, and the chief elected official or chief executive officer, and the superintendent of schools, shall meet to review the recommended budget. The chief elected official or chief executive officer and the superintendent of schools shall provide such information as the MARB and its staff may reasonably require to analyze the assumptions and projections utilized, including, but not limited to, revenue estimates, expenditure estimates, staffing and service levels, employee and retiree benefits, and debt service.

6.7. The MARB shall approve or disapprove the education and the municipal annual budget. If the board disapproves either budget, it shall provide the municipality or board of education with its reasons for disapproval by May 21st⁷.

7.8. In the event that the MARB disapproves the municipality or education budget, the municipality or board of education shall have until June 15th⁸ to resubmit a budget that responds to the MARB's reasons for disapproval. A budget resubmitted by the municipality shall have been approved by the local budget adoption authority. The MARB shall act on the resubmitted budget as soon as is practicably possible. If the municipality does not resubmit its budget by June 15th, or if the resubmitted budget is not approved by the MARB, the MARB shall adopt an interim budget and adopt a tax rate and user fees. An interim budget adopted by the MARB shall take effect with the commencement of the fiscal year.

- a. In the event that an interim budget is adopted by the MARB, the municipality may resubmit to the MARB a budget to replace the interim budget. Any budget resubmitted by the municipality to replace the interim budget shall have been approved by the local budget adoption authority.
- b. If the MARB approves a budget submitted to replace the interim budget, such budget shall take effect on a date to be established when such action is taken by the MARB.
- c. An interim budget adopted by the MARB shall remain in effect unless and until a replacement budget is submitted by the municipality and approved by the MARB.

8.9. No annual budget, annual tax levy or user fee for the municipality shall become operative until it has been approved by the board.

⁷ C.G.S. § 7-576e(a)(3)(i)

⁸ *Id.*

IV. Policies and Procedures Related to Designated Tier IV Municipalities

B. Review, Approval and Authorization of Debt Obligations

Description of Relevant Statute:

Section 7-576e(a)(3)(ii)

To review and approve all bond ordinances and bond resolutions of the municipality.

Section 7-576e(a)(6)

To approve and authorize the issuance of obligations under section 7-575, including, with regard to a designated tier IV municipality otherwise ineligible to issue such obligations, for the purposes of issuing general obligations for purposes of deficit financing, addressing pension liabilities in accordance with section 7-374c, debt restructuring and other purposes allowed for which municipal obligations are authorized by the general statutes.

Section 7-576e(b)

Notwithstanding the provisions of section 7-370c, or any other public or special act, local law or charter, or ordinance or resolution, which limits or imposes conditions on the date of the first maturity of, or the due date of the first sinking fund payment for, or on the amount of any principal or any principal and interest installments on, or sinking fund payment deposit for, refunding bonds issued by any municipality, the board may authorize a designated tier IV municipality to issue refunding bonds for which the provisions of section 7-371 regarding such limitations shall not apply, regardless of whether or not such refunding bonds achieve net present value savings, as described in section 7-370c, with respect to the refunded bonds. The board shall only approve the issue of such refunding bonds upon a determination that, in its judgment, the issue of such bonds will improve the financial condition of such municipality.

Section 7-576e(c)

Notwithstanding the provisions of section 7-370c or 7-371, or any other public or special act, local law or charter, or ordinance or resolution, which limits or imposes conditions on the final maturity of, or the due date of the last sinking fund payment for, bonds issued by any municipality, the board may authorize a designated tier IV municipality to issue bonds for which the last installment of any series of such bonds shall mature, or the last sinking fund payment for such series of bonds shall be due, not later than forty years from the date of issue of such bonds. The board shall only approve the issuance of such bonds upon a determination that, in its judgment, such issuance will improve the financial condition of such municipality.

1. The municipality shall, not later than 60 days prior to the issuance of proposed debt obligations, ~~including any obligations to be~~ issued pursuant to sections 7-576e(a)(6), 7-576e(b) or 7-576e(c) of the General Statutes, notify the MARB of its intent to issue bonds and include the following with such notice:
 - (a) the amount of the bonds to be issued and for what purpose and, if refunding bonds, a listing of the bonds to be refunded;
 - (b) the projected debt service payments and the assumptions related to such projections;
 - (c) an indication if the municipality is seeking to have some or all of the bonds supported by the SCRF;

- (d) with respect to refunding bonds, a comparison of the anticipated effects of the proposed refunding with the current debt service payment schedule and alternative schedules and terms;
 - (e) for bonds proposed to be supported by the SCRF, the projected SCRF impact on the cost of issuance;
 - (f) an indication if the municipality seeking to issue some or all of the obligation pursuant to section 7-576e(a)(6), 7-576e(b) or 7-576e(c) of the General Statutes;
 - (g) documentation of the municipality's authorization of the issuance of such bonds, including, but not limited to, a certified copy of the resolution or ordinance of the municipality authorizing the issuance of such bonds and the opinion of nationally recognized bond counsel as to the due authorization of the issuance of such bonds; and
 - (h) any other information and documentation required or requested by the MARB within 10 days of its receipt of the notice.
2. Following the receipt of the notice, the MARB or its designated representatives, including any financial advisors and bond counsels engaged by the MARB or the State, shall meet with the chief elected official or chief executive officer and its treasurer or finance director to review the proposed debt issuance. The municipality shall make municipality's financial advisor and bond counsel available to the MARB or its representatives as part of this review.
 3. Within 30 days of the receipt of all of the information required in regard to item 1 above, the MARB shall adopt a resolution either approving or disapproving such issuance. If disapproved, the MARB shall provide the reasons for such disapproval.
 4. Any such resolution related to item 3 above, shall be transmitted to the local chief elected official and to the local legislative body within two days of its adoption.
 5. No bond ordinance or bond resolution shall be deemed to have been authorized until it has been approved by the MARB. When seeking authorization of a bond ordinance or bond resolution, the municipality shall provide the MARB with the following:
 - (a) Copy of the proposed bond ordinance or bond resolution
 - (b) Detailed description of the uses of the proposed bonds with reference to the City's multi-year capital improvement plan
 - (c) The projected debt service payments resulting from the proposed bond authorization and the assumptions related to such projections
 - (d) The projected cumulative debt service payments including existing debt, other authorized unissued debt and projected debt service resulting from the proposed bond authorization
 - (e) Projected impact on total outstanding debt
 - (f) Other related information as requested by the MARB

IV. Policies and Procedures Related to Designated Tier IV Municipalities

C. Monitoring the Annual Budget and 5-Year Financial Plan

Description of Relevant Statute:

Section 7-576e(a)(3)(iii)

To monitor compliance with the municipality's five-year financial plan and annual budget and require that the municipality make such changes as are necessary to ensure budgetary balance in such plan and budget.

Policies and Procedures

NEW:

1. Not later than 30 days after the end of each month, the municipality shall submit to the MARB a monthly financial report in regard to the annual budget, which report shall contain budgeted, year-to-date, and projected year-end revenues and expenditures, in a format determined by the MARB, in consultation with the municipality. Expenditures shall be presented at no higher than the department level, with major expenditures for items such as pensions, debt service, active and retiree health insurance and other areas to be broken out separately. Revenues shall be provided by line-items, with appropriate consolidations for smaller and like line-items. A sample format for monthly reports is located on OPM's web-site. The municipality shall appear before the MARB, as requested by the MARB, to review these reports and other matters affecting the municipality's fiscal condition.
2. At such times as determined by the MARB, but not less than once during each fiscal year, the municipality shall provide the MARB with updated projections of revenues and expenditures of the second through fifth years of the five-year financial plan and a report on the status of major elements of such plan and appear before the MARB to review these matters.
3. Not less than annually, the municipality shall provide information as requested by the MARB in regard to its long-term liabilities, including, but not limited to, those related to debt, pensions, and other post-employment benefit benefits and shall appear before the MARB, as requested, to review this information.
4. The MARB or one of its committees shall annually review with the municipality's chief executive officer and chief financial officer the annual independent audit of such municipality and any findings contained therein.
5. The MARB may, by resolution, recommend that the municipality make such changes as the MARB determines are necessary to ensure budgetary balance in the municipality's annual budget and financial plan or to improve the short and long-term financial condition of a municipality and require that the municipality's chief executive officer, by the date indicated, submit a written report regarding the status of the MARB's recommendations and the remedial actions taken by the municipality to improve its financial condition. The municipal chief executive officer shall appear before the MARB to review the report.
6. Not later than forty-five days after its designation as a Tier IV municipality, the local chief elected official or the chief executive officer shall submit to the MARB copies of all of the municipality's written financial policies and procedures.

IV. Policies and Procedures Related to Designated Tier IV Municipalities

D. Review and Action Regarding Collective Bargaining Agreements

Description of Relevant Statute:

Section 7-576e(a)(3)(iv)

To approve or reject all collective bargaining agreements for a new term, other than modifications, amendments or reopening of an agreement, to be entered into by the municipality or any of its agencies or administrative units, including the board of education. If it rejects an agreement, the board shall indicate the specific provisions of the proposed agreement present or missing which caused the rejection, as well as its rationale for the rejection. The board may indicate the total cost impact or savings that are acceptable in a new agreement. At any time during negotiations and prior to reaching any agreement, or a modified agreement, the parties, by mutual agreement, may request guidance from the board as to the level and areas of savings that may be acceptable to the board in a new agreement. Following any rejection of a proposed collective bargaining agreement, the parties to the agreement shall have ten days from the date of the board's rejection to consider the board's concerns and propose a modified agreement. After the expiration of such ten-day period, the board shall approve or reject any such modified agreement. If the parties have been unable to reach a modified agreement or the board rejects such modified agreement, the board shall impose binding arbitration on the parties, in accordance with clause (v) of this subdivision, to arbitrate issues identified by the board as the cause for such inability or rejection. In establishing the issues to be arbitrated, as well as in deciding to reject a proposed agreement, the board shall not be limited to matters raised or negotiated by the parties.

Also, to approve or reject all modifications, amendments or reopeners to collective bargaining agreements entered into by the municipality or any of its agencies or administrative units, including the board of education. If it rejects a modification, amendment or reopener to an agreement, the board shall indicate the specific provisions of the proposed modification, amendment or reopener which caused the rejection, as well as its rationale for the rejection. The board may indicate the total cost impact or savings acceptable in a new modification, amendment or reopener. If the board rejects a proposed amendment or reopener to a collective bargaining agreement, the parties to the agreement shall have ten days from the date of the board's rejection to consider the board's concerns and put forth a revised modification, amendment or reopener. After the expiration of such ten-day period, the board shall approve or reject any revised modification, amendment or reopener amendment. If the parties are unable to reach a revised modification, amendment or reopener or the board rejects such revised modification, amendment or reopener, the board shall impose binding arbitration upon the parties in accordance with clause (v) of this subdivision. The issues to be arbitrated shall be those identified by the board as causing such inability or rejection. Prior to the board acting on any such modification, amendment or reopener, the parties shall have an opportunity to make a presentation to the board.

Policies and Procedures

NEW:

1. Twice annually, in December and June, the municipality and its Board of Education shall provide the MARB with a list of their employee collective bargaining agreements, providing the following

for each agreement: (a) the name of the parties to the agreement; (b) the start and termination date of the agreement and (c) whether such agreement is in negotiations, mediation or arbitration. The municipality and its Board of Education shall provide any additional information requested by the MARB in regard to these agreements.

2. The municipality or its board of education shall submit to the MARB for its approval any collective bargaining agreement for a new term, or any collective bargaining agreement modification, amendment or reopener within 14 days of the date that such agreement or amendment was agreed to by the parties. The municipality or Board of Education submitting a collective bargaining agreement, modification, amendment, or reopener for approval, shall provide the MARB with a summary of the agreement, a fiscal impact analysis of the provisions of the agreement including detailed salary and step analysis, a comparison to provisions in similar agreements in comparable municipalities, and other such data as may reasonably be requested by the MARB.

- a. The content of the fiscal impact analysis shall comply with the Guidelines for Collective Bargaining Agreement Fiscal Impact detailed in Appendix B of these Policies and Procedures

2.3. The MARB may approve or reject a proposed agreement.

- a. If the MARB rejects an agreement, the board shall indicate the provisions causing the rejection and its rationale. Following rejection, the parties to the proposed agreement will have 10 days to propose a revised agreement.
- b. Following the 10-day period, the MARB may approve or reject the revised agreement. Prior to taking action on the revised agreement, the parties shall be provided an opportunity to make a presentation to the board
- c. If the Board rejects the revised agreement, or if the parties are unable to reach a revised agreement, the MARB shall impose binding arbitration on the parties to arbitrate issues raised by the board (in accordance with the following item IV.E)
- d. If the MARB rejects a modified agreement, or otherwise imposes binding arbitration due to the parties being unable to reach a modified agreement, the MARB shall adopt a resolution establishing the issues to be arbitrated. When establishing the issues to be arbitrated, the MARB shall not be limited to matters raised or negotiated by the parties

3.4. Any collective bargaining agreement subject to MARB approval shall not take effect until the MARB has approved the agreement.

IV. Policies and Procedures Related to Designated Tier IV Municipalities

E. Actions Regarding Imposing or Rejecting Binding Arbitration

Description of Relevant Statute:

Section 7-576e(a)(3)(v)

Except as otherwise provided in this subdivision, with respect to collective bargaining agreements of the municipality or any of its agencies or administrative units, including, but not limited to, the board of education, that are in or are subject to binding arbitration, the board shall have the power to impose binding arbitration upon the parties any time after the seventy-fifth day following the commencement of negotiations or to reject any arbitration award pending municipal or board of education action pursuant to section 7-473c or 10-153f on the date the board is established. If, upon the date of a municipality's designation as a tier IV municipality, the parties are in binding arbitration, or if the board rejects a pending arbitration award, the board shall immediately replace any established binding arbitration panel with an arbitrator selected in accordance with this section. If the board imposes binding arbitration or replaces an existing binding arbitration panel, it shall do so with an arbitrator selected by the Governor from a list of three potential arbitrators approved by and submitted to the Governor by the board. Such list of potential arbitrators shall include former judges of the state or federal judicial systems or other persons who have experience with arbitration or similar proceedings. Prior to the Governor's selection of an arbitrator, the parties may provide recommendations for such selection to the board. The board shall not be limited to selecting arbitrators from those recommended by the parties. The board may reduce the time limits in the applicable provisions of the general statutes or any public or special acts governing binding arbitration by one-half. In imposing such arbitration or in replacing an arbitration panel, the board shall not be limited to consideration and inclusion in the collective bargaining agreement of the last best offers or the matters raised by or negotiated by the parties provided the board shall indicate reasons for raising any matters not negotiated by the parties. The board shall be given the opportunity to make a presentation before the arbitrator. In addition to any statutory factors that shall be considered by the arbitrator with respect to proposed municipal or board of education collective bargaining agreements, the arbitrator shall give highest priority to the short and long-term fiscal exigencies that resulted in the municipality's designation as a tier IV municipality. Not later than ten days after the issuance of any of the arbitrator's decisions on the matters subject to such binding arbitration, the board may request reconsideration of one or more of such decisions and state its position as to the impact of such decisions on the short and long-term fiscal sustainability of the municipality. Not later than five days after the board's request for such reconsideration, the parties may submit comments to the arbitrator in response to the board's stated position. Not later than thirty days following the board's request for such reconsideration, the arbitrator, based on the record of the arbitration, may either modify or maintain the original arbitration decisions. The arbitrator's decisions shall be binding upon the parties. With respect to collective bargaining agreements negotiated pursuant to section 10-153d and arbitration awards issued pursuant to section 10-153f, the provisions of this subdivision shall not apply until the board has rejected such agreement or award pursuant to subdivision (7) of subsection (b) of section 7-576d on two occasions.

Policies and Procedures

NEW:

- 1. The municipality or its board of education shall notify the MARB any time negotiation of a collective bargaining agreement has commenced. Such notification shall be provided to the MARB within two business days of the commencement of negotiations.**

2. The MARB ~~board~~ may, any time after the 75th day following the commencement of negotiations of a collective bargaining agreement, impose binding arbitration ~~by a vote of the board~~.
3. If the MARB rejects a proposed collective bargaining agreement, the parties shall have ten days to propose a modified agreement. If the parties fail to submit a modified agreement, or if the MARB rejects the modified agreement submitted, the MARB shall impose binding arbitration. ~~MARBMARB~~ ~~MARB~~.
4. If the MARB rejects a binding arbitration award in accordance with the provisions of C.G.S. Section 7-576d(b)(7)(A) or 7-576d(b)(7)(B), or rejects an arbitration award pending at the time a municipality is designated as a Tier IV municipality, the MARB ~~board~~ shall replace the established binding arbitration panel.
5. If the MARB ~~board~~ imposes binding arbitration, or if the MARB ~~board~~ replaces an established binding arbitration panel, it shall do so with an arbitrator selected as follows:
 - a. The MARB shall submit to the Governor a list of three potential arbitrators ~~approved by the board~~.
 - b. The parties may make recommendations to the MARB for potential arbitrators, but the board will not be limited to recommendations from the parties.
 - c. The potential arbitrators shall be former State or Federal judges, or others with arbitration or similar experience.
 - d. The arbitrator will be selected by the Governor from the list of potential arbitrators approved by the MARB.
5. If the MARB ~~board~~ imposes binding arbitration, or if the MARB ~~board~~ replaces an established binding arbitration panel, it shall adopt resolution establishing the issues to be arbitrated. When establishing the issues to be arbitrated, the MARB shall not be limited to the last best offers of, or matters raised or negotiated by, the parties. If the MARB ~~board~~ raises matters not negotiated by the parties, the resolution shall indicate the reasons for raising such matters.
 - a. The MARB ~~board~~ may reduce the time limits permitted for binding arbitration by one half. If the MARB ~~board~~ opts to reduce the time limits for binding arbitration, it shall do so by resolution.
6. The MARB ~~board~~ may make a presentation to the arbitrator.
7. The MARB ~~board~~ shall have 10 days following the issuance of arbitrator's decisions, the MARB may request reconsideration ~~by the arbitrator~~ of one or more such decisions and ~~may~~ state its position regarding the impact of the decision(s). The parties may submit comment to the arbitrator regarding the MARB's ~~board's~~ request for reconsideration no later than 5 days after MARB's ~~the~~ request.

IV. Policies and Procedures Related to Designated Tier IV Municipalities

F. Approval of Budget Transfers

Description of Relevant Statute:

Section 7-576e(a)(4)(A)

To require its approval of proposed transfers of a municipality's appropriations in excess of fifty thousand dollars ... The board shall consult with such municipality and the Board of Education of such municipality, as applicable, to establish policies and procedures for the implementation of the provisions of subparagraphs (A) and (B) of this subdivision.

Policies and Procedures

NEW:

1. Prior to making any budget transfers in excess of \$50,000, the municipality or its Board of Education shall submit for MARB approval a request for such transfer. The request for a budget transfer shall include, at a minimum, the following:
 - a. Identification of the account(s) funds are to be transferred from and account(s) which funds are transferred to and the original budget and year-to-date expended and encumbered for each;
 - b. Explanation of the need for the transfer; and
 - c. Indication that sufficient funds are available for the remainder of the fiscal year in the accounts from which funds are being transferred.
2. The MARB shall approve or reject the requested transfer at its first scheduled meeting subsequent to the submittal of the request for transfer.
- ~~2.3.~~ A budget transfer subject to this provision shall be deemed to have not been executed until it has been approved by the MARB.

IV. Policies and Procedures Related to Designated Tier IV Municipalities

G. Appointment of a Financial Manager

Description of Relevant Statute:

Section 7-576e(a)(4)(C):

To appoint a financial manager and delegate to such manager, in writing, such powers as the board deems necessary or appropriate for the purpose of managing the financial and administrative affairs of the municipality for the period of time during which the municipality is subject to the powers of the board provided the board may override any actions taken by such manager at any time and shall not delegate the powers enumerated under subdivisions (2), (3) and (5) to (7), inclusive, and (11) to (13), inclusive, of subsection (b) of section 7-576d, or subdivisions (1), (2) and (4) to (6), inclusive of this subsection.

Policies and Procedures

NEW:

1. The MARB may adopt a resolution to conduct a search for Financial Manager for the purpose of managing the financial and administrative affairs of the municipality. A resolution to conduct a search for a Financial Manager shall include a scope of work for the Financial Manager.
2. The search for a Financial Manager shall be in accordance with State policies and procedures regarding the acquisition of professional services.
3. The MARB shall approve the selection of a Financial Manager by adopting a resolution approving the proposed contract for the Financial Manager which shall include a scope of work and reporting requirements of the Financial Manager.
- ~~3.4.~~ The responsibilities of the Financial Manager shall include, but not be limited to monitoring the City's compliance with Tier IV requirements and reporting to the MARB regarding the City's compliance.
- ~~4.5.~~ The MARB may, from time to time, delegate certain board powers to the Financial Manager, provided the MARB shall not delegate the excluded powers enumerated in Section 7-576e(a)(4)(C) of the General Statutes.
- ~~5.6.~~ The delegation of any board powers shall be by resolution.
 - a. For any board power(s) delegated to the Financial Manager, the resolution authorizing such delegation shall specify the duration for which the delegation of power(s) shall be in effect, provided the MARB may override any actions taken by such manager.

Municipal Accountability Review Board (MARB) Policies and Procedures

IV. Policies and Procedures Related to Designated Tier IV Municipalities—continued**H. Review and Approval of Municipal and Board of Education Contracts****Description of Relevant Statute:****Section 7-576e(a)(5)**

The board may require that the municipality or its board of education notify and submit to the board any or all municipal or board of education contracts that exceed (A) fifty thousand dollars for municipalities with a resident population under seventy thousand, or (B) one hundred thousand dollars for municipalities with a resident population of seventy thousand or more, not less than thirty days prior to execution of such contract, for the purpose of the board's review and approval of such contracts. The board shall establish policies and procedures, in consultation with any such municipality and such municipality's board of education, to implement the provisions of this subdivision.

Policies and Procedures**NEW:**

1. Prior to execution of a contract over \$50,000 (for municipalities under 70,000 in population) or over \$100,000 (for municipalities over 70,000 in population), the municipality or its board of education shall submit to the MARB, for its review and approval, a summary of the contract which shall indicate the parties to the contract, the amount of the contract, the proposed term of the contract, a brief summary of purpose of the contract, the date and method of solicitation (e.g., RFP, invitation to bid, quotes, sole source), number of responses to the solicitation, and brief description of evaluation criteria. If a non-competitive selection process is used, the summary information shall also include a brief explanation of the rationale for a non-competitive process and the applicable rules of ethics and conflict of interest rules applied.
2. Any change orders to contracts that have been previously approved by the MARB shall require approval by the board. Change orders to a contract already approved by the MARB shall not be considered new contracts requiring approval. The municipality or Board of Education shall notify the MARB of any change orders that increase the value of an approved contract by more than 20% of the original contract amount.
3. A change order to a contract that was not previously approved by the MARB due to not meeting the dollar threshold established in the statute will require MARB approval if the change order increases the total value of the contract, plus all change orders, to the threshold dollar value. A change order to a contract not previously approved due to having been below the required threshold dollar amount resulting in a total contract amount that exceeds the dollar threshold shall require MARB approval.
4. Contracts subject to this requirement shall include, but not be limited to, This policy shall apply to contracts for the purchase of supplies, equipment, materials, services, or real estate, and to

STATE OF CONNECTICUT

Municipal Accountability Review Board (MARB) Policies and Procedures

contracts for the sale or lease of municipal assets—, ~~The policy shall not apply to~~ grant agreements, intergovernmental agreements, purchases made through collective purchasing agreements, employment agreements, agreements for tax incentives or tax abatements, ~~or and~~ other economic development agreements.

~~5. This policy shall apply to contracts funded substantially from the municipality's or Board of Education's operating budget. This policy shall not apply to contracts funded by grants, capital project funds or other non-operating funds.~~

6.5. A contract subject to MARB approval under these policies and procedures shall not be considered executed until it has been approved by the MARB.

6. A municipality may execute a contract that is subject to these provisions without MARB approval only in the case of emergency (for example, in instances for which a delay would cause a public safety, public health or environmental threat). In such instances, the municipality shall follow its local Charter, ordinances or policies related to emergency contracts, and shall notify the MARB as soon as practically possible.

Reserved

DRAFT

COWH MARB TRACKING SHEET 09/29/2022

| | | ISSUE | REQUIRED RESPONSE | STATUS |
|----------|----------|-----------------------------------|---|--|
| 1 | | Moody's Credit Watch List | Copy of preliminary (unaudited) FY2021 results provided to Moody's | Provided by City on 9/8/2022; provided to Subcommittee on 9/20/2022. City is providing as an attachemt the full Moody's credit report and Bond Buyer periodical article titled "END OF MOODY'S REVIEW SIGN OF LESS PRESSURE ON WEST HAVEN, CONNECTICUT." |
| 2 | a | Itemization of ARPA expenditures | | 2022 2nd Qtr ARPA reports to US Treasury distributed to Subcommittee on 9/20/2022 |
| | b | Itemization of ESSER expenditures | | Sent under separate cover by BOE 9/29/2022 per BOE |
| 3 | | Firefighter Earnings | Two years of actual earnings for firefighters | Attached. Please note that the City (Allingtown FD) transitioned from MUNIS (Novatime) to ADP in March, 2021. Therefore, the 2021 records are currently being validated within the two systems. 2020 earnings are attached; 2021 should be available at the full meeting of MARB. |
| 4 | | Disclosure (Ethics) Statements | List of individuals (employees, elected, and appointed officials) required to complete disclosure forms with status of each | Provided under separate cover |
| 5 | | Brewery Development Agreement | Copy of agreement: lease, assessment cap, PILOT, other commitments | Pending |
| 6 | a | Firefighter Hazard pay Stipend | Status of City revisiting amount | City has negotiated this amount in good faith with the union and is commensurate with the Police Department, which faced in-field personal interactions with individuals potentially infected with deadly disease scarcely understood by global health professionals. The City administration and City Council believe that this is fair compensation for the unprecedented hazards encountered by the Fire Service. |

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| | b | | Status of revision to MOU with Union | MOU incorporated dates certain regarding transitioning to the State Partnership Plan that can no longer be achieved. City and Union are scheduled to discuss any potential changes to TA and MOU on October 4, 2022. The spirit and intent of the dialogue remains intact, however effective dates must be addressed. |
| | c | | Examples of other municipalities using ARPA funds for this purpose | Attached is a survey of Connecticut Fire Districts conducted through the CT Career Fire Chiefs Association at the request of the Allingtown Fire District demonstrating utilization of ARPA funds for hazardous duty pay. |
| | d | | Analysis of whether stipend creates liability when negotiating with other bargaining units | Any benefit delivered to a bargaining unit is necessarily reviewed by every bargaining unit, both within the City and externally. The City contends that the hazards encountered by Guardians during the initial stages of the pandemic are unique in terms of the physical interpersonal contact required in the performance of their duties, and therefore firefighters are both eligible and deserving of the hazard pay allowable under federal standards. |
| 7 | a | Firefighter contract: Provision requiring minimum manning per shift | Confirm that cost of 6th FF is built into 5 year plan for AFD | <p>If SAFER is awarded, the City given a 180-day period to "on-board" additional staffing before the 3-year clock starts. A revised version of the 5-year plan with this item as an alternate scenario, should the grant be awarded (which may be imminent as awards are currently being announced), will be provided with the next Plan update to be submitted to the Subcommittee.</p> <p>SAFER awards have been going out over the past 3 to 4 weeks. Another round of awards are expected around 9/30/2022. 1586 applications were submitted requesting \$2.5 Billion out of only \$515 million allocated. Thus far, approximately \$380 million to \$400 million has been awarded.</p> <p>City will provide an alternate 5-year Plan to the Subcommittee at the next meeting to account for this circumstance in FY27 in the event that 6 per shift is determined to be in the best interests of the City even if the grant is awarded and subsequently expires.</p> |

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| | b | | <p>Confirm that cost of equipping additional 4 hires included in 5 year plan</p> | <p>The City has analyzed the total cost of hiring and equipping each new hire per year. Annual costs include the base salary (exclusive of non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by the fire department. To get the “average” health care costs, average the annual cost among various health insurance plans offered (i.e., self only, family, etc). Total calculated cost per firefighter as identified in the grant are: Year 1: \$98,694.90 Year 2: \$105,915.40 Year 3: \$110,366.00</p> <p>IF SAFER is awarded, the City given a 180-day period to “on-board” additional staffing before the 3-year clock starts.</p> <p>City will provide an alternate 5-year Plan to the Subcommittee at the next meeting to account for this circumstance in FY27 in the event that 6 per shift and the total department roster is determined to be in the best interests of the City even if the grant is awarded and subsequently expires.</p> |
| | c | | <p>Recommendation from Subcommittee to remove language from TA regarding increase in minimum staffing from 5 to 6.</p> | <p>There is no retention required after the Period of Performance (180 days of onboarding plus 36 months of service). This creates a need to clarify the minimum staffing in the contractual language. However, should the grant be awarded, the minimum staffing must be 6 per shift to comply with NFPA standards for the period of the grant.</p> <p>City will provide an alternate 5-year Plan to the Subcommittee at the next meeting to account for this circumstance in FY27 in the event that 6 per shift and the total department roster is determined to be in the best interests of the City even if the grant is awarded and subsequently expires.</p> |
| 8 | | BOE Financials | MUNIS report of BOE Financials | Sent under separate cover by BOE 9/29/2022 per BOE |

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| 9 a | 5-year Plan: Debt Service Details | Timing and amounts of assumed issuances, assumed interest rates, etc. | <p>Debt service schedule and detail attached. Depending on need and continuing availability of federal infrastructure assistance (including the Inflation Reduction Act), the City is forecasting an annual bonding package of \$8M to \$9M per annum for the remainder of the 5-year plan beyond FY24. This maintains essentially level debt service and responds to Moody's assessment that debt load is one of West Haven's challenges. To the extent the City can keep the borrowing in the above-referenced range, it will not put additional pressure on the credit ratings and potentially hasten ratings increases. The City will need to prioritize projects based upon additional assumptions, including</p> <ol style="list-style-type: none"> 1) a reimbursement rates stable at 2022 levels of 76.78% for General Construction and 66.78% for New Construction of schools; 2) continued level support and no change of law for Clean Water Fund projects; and 3) stable allocations via the Local Capital Improvement Project fund (LoCIP). <p>Significant market volatility impacts future assumed net interest cost (NIC) and total interest cost (TIC); municipalities typically use benchmarks from other recent transactions of similar credits to project a probable window of NIC and TIC. The City will project more narrowly those assumptions as we approach the anticipated March 2023 borrowing.</p> <p>A link to the City's September 20, 2022 Official Statement can be found at https://emma.msrb.org/IssueView/Details/P2418457</p> |
| 10 | 5-year Plan: Mitigation Measures | Detailed plans/opprtunities to enhance revenues or reduce expenditures | Update provided to Subcommittee on 9/20/2022. Continuing enhancements will be made on a regular basis. |
| 11 | 5-year Plan: Combined Mill Rates | Plan should include Mill Rates from each Fire District | Initial baseline developed to be validated through forecast model. Will be submitted in 5-year Plan update delivered to subcommittee. |
| 12 | Consolidation of pension investment management services and pension investment advisor services | Detailed tasks and timeline for reviewing options and proceeding with consolidating services. Incorporate fire | Preliminary meeting undertaken week of 9/26/2022. Level-setting among the districts is required; OPM provided the City with the "last best" documents for distribution to required parties week of 9/26/2022. Followup will be conducted in October 2022 to review documents/status, develop tasks, and identify information requests that will determine any appropriate timelines. |

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| 13 | Havens Development Agreement | Provide copy of the agreement to the Board | Pending |
| 14 | Link to Plan of Conservation and Development | Provide link to current POCD | <p>2017-2027 POCD can be found at https://www.cityofwesthaven.com/DocumentCenter/View/1260/West-Haven-Plan-of-Conservation-and-Development-2017-PDF?bidId=</p> <p>or at https://www.cityofwesthaven.com/307/Current-Recent-Planning-Initiatives</p> |
| 15 | Economic Development Plan | Provide a link or copy of the Plan | <p>West Haven participates in the federally-recognized Comprehensive Economic Development Strategy (CEDs) process coordinated by REX Development. The South Central CT Economic Development Corporation/REX Development is a public/private partnership that promotes economic development in South Central Connecticut. Funded by private sector partners and municipalities of the South Central Region, REX supports programs and policies aimed at making the region more competitive in the global economy.</p> <p>The 2018-2023 CEDs can be found at https://rexdevelopment.com/images/PDF/CEDS/REVISED2018CEDS02252021.pdf.</p> <p>Additional economic development information can be found in the City's 5-year Comprehensive Plan/Annual Action plan through the U.S. Department of Housing and Urban Development (HUD) at https://www.cityofwesthaven.com/DocumentCenter/View/2942/West-Haven-CDA-Five-Year-Consolidated-Plan-and-2020-21-Annual-Action-Plan-PDF</p> |
| 16 | FY2021 Audit | Provide updates on open items | Most Recent Open Items list (9/23/2022) attached. Items that have closed in the interim can be addressed at the MARB meeting. |

CREDIT OPINION

27 September 2022



Send Your Feedback

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West Haven (City of) CT

Update to credit analysis

Summary

The credit quality of the [City of West Haven](#) (Baa3 stable) is highlighted by the city's improved financial position as result of growth to cash and reserves and decreasing reliance on state administered municipal restructuring funds (MRF). The likelihood of gradual improvement is enhanced by the increased presence of the Municipal Accountability Review Board (MARB), which amplified its oversight of the city following financial malfeasance by former employees in an alleged effort to defraud the city of federal COVID relief dollars. That episode, combined with the MARB's increased scrutiny of the city, contributed to a delay of the fiscal 2021 audit. Though the fiscal 2021 audit is still unavailable, the city has provided detailed unaudited information to both Moody's and MARB that are of sufficient quality to maintain the rating pending receipt of the fiscal 2021 audit in November. Audited figures that materially deviate from our current understanding of the city's fiscal position will prompt additional review. However, we do not anticipate a substantive difference between the city's unaudited and audited figures for fiscal 2021 because of the presence of MARB oversight and the redoubled efforts of new finance staff to strengthen the city's financial reporting and controls. Nonetheless, a result of the city's various operational challenges, governance is also a key driver of the city's credit position.

Our view of the city's credit profile is also driven by Moody's review of the city's financial projections, which reasonably anticipates gradual growth of reserves and cash to levels that will still be well below average but significantly stronger than amounts held at the city's nadir. The city's solid economy and manageable debt profile also underpin the city's credit position.

Credit strengths

- » Presence of MARB oversight and administrative and financial support
- » Well-sized and growing tax base

Credit challenges

- » Deficit in internal service funds
- » Elevated debt and pension burden
- » Failure to produce timely fiscal 2021 audit

Rating outlook

The stable outlook is driven by our expectation that the city will continue gradual financial improvement while strengthening its policies and procedures. This effort will be enhanced by the oversight of MARB, which will heighten the probability for fiscal stability.

Factors that could lead to an upgrade

- » Consistent operating balance resulting in material improvement to cash and reserves
- » Effective governance leading to the reduction MARB oversight
- » Financial balance across all operating funds

Factors that could lead to a downgrade

- » Operating deficits resulting in decline to cash or reserves
- » Demonstrated weakness of financial controls and reporting including timely audit production

Key indicators

Exhibit 1

West Haven (City of) CT

| | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|-------------|-------------|-------------|-------------|-------------|
| Economy/Tax Base | | | | | |
| Total Full Value (\$000) | \$3,964,415 | \$3,761,443 | \$3,928,817 | \$4,224,963 | \$4,422,795 |
| Population | 54,972 | 55,044 | 54,918 | 54,763 | 54,763 |
| Full Value Per Capita | \$72,117 | \$68,335 | \$71,540 | \$77,150 | \$80,762 |
| Median Family Income (% of US Median) | 98.8% | 101.6% | 98.3% | 99.2% | 99.2% |
| Finances | | | | | |
| Operating Revenue (\$000) | \$169,176 | \$170,747 | \$181,003 | \$176,527 | \$174,759 |
| Fund Balance (\$000) | -\$16,888 | -\$18,139 | \$990 | \$1,359 | \$3,229 |
| Cash Balance (\$000) | \$9,353 | \$9,266 | \$24,090 | \$18,386 | \$19,640 |
| Fund Balance as a % of Revenues | -10.0% | -10.6% | 0.5% | 0.8% | 1.8% |
| Cash Balance as a % of Revenues | 5.5% | 5.4% | 13.3% | 10.4% | 11.2% |
| Debt/Pensions | | | | | |
| Net Direct Debt (\$000) | \$120,368 | \$115,521 | \$126,093 | \$122,587 | \$116,449 |
| 3-Year Average of Moody's ANPL (\$000) | \$123,885 | \$133,560 | \$138,401 | \$126,656 | \$141,454 |
| Net Direct Debt / Full Value (%) | 3.0% | 3.1% | 3.2% | 2.9% | 2.6% |
| Net Direct Debt / Operating Revenues (x) | 0.7x | 0.7x | 0.7x | 0.7x | 0.7x |
| Moody's - ANPL (3-yr average) to Full Value (%) | 3.1% | 3.6% | 3.5% | 3.0% | 3.2% |
| Moody's - ANPL (3-yr average) to Revenues (x) | 0.7x | 0.8x | 0.8x | 0.7x | 0.8x |

Sources: US Census Bureau, West Haven (City of) CT's financial statements and Moody's Investors Service

Profile

The City of West Haven is located in New Haven County in southwestern Connecticut, on the north shore of the Long Island Sound and is part of the New Haven metro area. The city's population is roughly 55,000.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the issuer/deal page on <https://ratings.moodys.com> for the most updated credit rating action information and rating history.

Detailed credit considerations

Economy and tax base: Well-sized tax base with ongoing development and modest resident wealth

The city is largely residential and benefits from its proximity to the City of New Haven, which drives much of the economic activity in the area. The sizable \$4.3 billion tax base is likely to continue to moderately grow as a result of ongoing residential and commercial development. This includes multiple mixed use projects and development of the Yale New Haven Health Regional Operations Center.

Median family income is low compared to other cities in Connecticut, at only 76.3% of the state median but more favorable relative to the nation at 94% of the national median. Full value per capita is modest at about \$81,000. Historically, the city's unemployment rate has trended above state and national levels.

Financial operations and reserves: Improving reserves and diminishing reliance on MRF, financial reporting and control remains a key credit weakness

The city's fiscal 2021 operating results are notably unaudited as the city has not been able to produce its audit within one year of the end of the fiscal year. This is a material credit weakness that highlights poor financial reporting and controls. The audit is delayed because the city's original auditor quit amid a state forensic audit of the city amid a broader investigation into alleged financial malfeasance among former employees who were indicted for allegedly defrauding the city out of \$1.3 million of COVID relief funds.

In lieu of the fiscal 2021 audit, we have reviewed the city's five-year financial plan. The plan is unaudited but includes GAAP-formatted fiscal 2021 information that was submitted to and reviewed by MARB. Our view of the city's financial position and credit quality will be significantly informed by the city's ability to produce a fiscal 2021 audit in November and by there being no material difference that audited data and the figures within the city's five year plan. The city's credit quality and our ability to maintain the rating will also be driven by timely production of the fiscal 2022 audit.

Over the last three audited fiscal years (fiscal 2018 to 2020), the city's financial position has improved materially. This improvement has been largely a result of the receipt of annual though declining MRF that have helped to cure what would have otherwise been operating deficits. While a key component of the city's improvement, West Haven's reliance on the MRF has declined from \$8.4 million in fiscal 2018 to \$3.1 million in fiscal 2020.

The city projects that its fiscal 2021 audit will reflect a continuation of financial improvement and less reliance on state MRF money. The city anticipates a \$2.4 million operating surplus in fiscal 2021, including the receipt of only \$100,000 of MRF funds. This is likely to bring the operating fund balance to \$6 million or 3.5% of revenue. This level of reserve is still significantly below the state and national medians for US cities and below 5% target of the city's MARB-approved five year plan. Nonetheless, it is a strong increase over the prior five-year average reserve of -3.5%. The city's ability to generate these prospective results is also key given its minimal use of MRF money in fiscal 2021.

The city's reserve position will likely continue to moderately improve. The city's fiscal 2022 budget was balanced without the use of municipal restructuring funds (MRF) money. Current projections indicate a \$1 million surplus that would increase reserves to 4.6%. The city anticipates that this positive trend will continue in fiscal 2023 and drive reserves that are 5.6% of operating revenues.

Over the next two years, the city also expects to receive \$29.0 million in federal COVID relief funding. The city has received its first installment of \$14.5 million in funding from this program and is developing a plan for the use of such funds that will focus on infrastructure improvements and community-based programs that comply with the federal eligibility criteria. Appropriate use of COVID money will be another key marker of improved financial management since the state has criticized the city's inability to consistently use COVID fund for eligible uses.

Deficits in the city's sewer fund and fire department fund have historically been a drag on the city's credit quality. However, audited results for fiscal 2020 show an operating surplus in the fire department and \$1.6 million fund balance equal to 21.4% of revenues. The city projects another nearly \$1 million operating surplus in fiscal 2021 resulting in a \$2.9 million fire department fund balance. The sewer system showed similar improvement with actual and projected surpluses for fiscal 2020 and 2021. The city's internal service however, continues to have a significant deficit though it has fallen from \$9.2 million in fiscal 2020 to \$7 million in fiscal 2021. The city projects positive sewer and fire operations in fiscal 2022 and 2023 and additional reduction of the internal service fund deficit.

Liquidity

Fiscal 2020 year-end cash was \$19.6 million representing 11.2% of operating revenues. The discrepancy between cash and fund balance position is due to accounts payable. We expect audited results for fiscal 2021 and 2022 to reflect moderate improvements that will continue into fiscal 2023.

Debt, pensions and OPEB: Manageable long-term liabilities

The city's debt burden will likely remain somewhat elevated as a result of future debt issuance likely over the next several years. The city's debt burden is 2.6% of full value, or 0.7 times operating revenues. The city's five-year capital improvement plan includes \$125 million in projects, \$48 million of which will be funded with bond proceeds. Roughly one-third of future debt plans will fund renovations and additions to the city's schools.

Legal security

All of the city's outstanding debt is backed by its unlimited ad valorem tax pledge.

Debt structure

All of the city's debt is fixed rate. Payout is rapid with 93% of principal repaid in 10 years.

Debt-related derivatives

The city is not party to any derivative agreements.

Pensions and OPEB

The City has three pension plans covering substantially all city employees and administrative employees of the Board of Education except certified educational employees, who participate in a contributory plan administered by the Connecticut State Teachers Retirement Board. The first of these plans covers police officers hired before November 2009. Officers hired after that time participate in a define contribution plan. The city also maintains a pension plan for all Allingtown Fire Department personnel hired before June 2013. The third plan covers all city employees and board of education employees (excluding teachers, who are covered by the state).

Exhibit 2

Debt, pensions and OPEB

| 2021 | (000) | % of Operating Revenues | Discount Rate |
|--|---------|-------------------------|---------------|
| Operating Revenue | 174,759 | n/a | n/a |
| Reported Unfunded Pension Liability | 52,426 | 30% | 7.06% |
| Moody's Adjusted Net Pension Liability | 171,857 | 98% | 2.70% |
| Reported Net OPEB Liability | 337,596 | 193% | 2.21% |
| Moody's Adjusted Net OPEB Liability | 308,744 | 177% | 2.70% |
| Net Direct Debt | 116,449 | 67% | n/a |
| Debt & unfunded retirement benefits (Moody's adjusted) | 597,049 | 341.64% | |
| Pension Contribution | 4,454 | 2.55% | n/a |
| OPEB Contribution | 7,809 | 4.47% | n/a |
| Debt Service | 18,499 | 10.59% | n/a |
| Total Fixed Costs | 30,762 | 17.60% | n/a |
| Tread Water Gap | (428) | -0.24% | n/a |
| Moody's Adjusted Fixed Costs | 30,334 | 17.36% | n/a |

Source: Moody's Investors Service and West Haven audited financial statements

While pension liabilities are fairly moderate, the OPEB liability is comparatively elevated though still manageable. The city has paid 100% percent of its treadwater costs in fiscal 2020 (the amount necessary to pay down the liability over time). The combined pension and OPEB contributions were a moderate 7% of operating revenues. We expect that the fiscal 2021 audit will reflect a comparable level of contribution as a percentage of operating revenues. Total fixed costs, inclusive of debt service was not overly burdensome at 17.4%.

ESG considerations

West Haven's ESG CIS impact score is highly negative (CIS-4), driven by negative governance factors reflected by the city's lack of a timely audit, placement into Tier IV MARB oversight, historic structural imbalances resulting in long periods of very narrow or negative reserves and a recent episode of alleged financial fraud. The city is taking steps to remedy these issues, which has driven turnover in staff and a current effort to update and implement new policies and procedures for a variety of areas including financial controls and reporting. However, the effectiveness of these actions is still developing. The city's risks derived from environmental or social factors are moderately negative and low respectively.

Environmental

West Haven's overall environmental issuer profile score is moderately negative (E-3), reflecting physical climate risk that is derived from the city's exposure to sea level rise and hurricane risk. The city's exposure to other environmental hazards such as carbon transition, natural capital, and waste and pollution is neutral to low.

Social

We assess the social issuer profile score as neutral to low (S-2), reflecting attributes that carry modest credit risks. West Haven has slightly below-average income metrics relative to the state though they are comparable to the nation as a whole. Credit risks attendant to the provision education, housing, basic services and health and safety are generally low.

Governance

West Haven's negative governance risk is reflected in a score of G-4. The city's budget management has often resulted in a structurally unbalanced financial position driving very narrow or negative reserves and cash. The city's financial position appears to be improving though visibility into that development is hampered by the city's failure to produce a timely audit for fiscal 2021. The city benefits from the presence of the MARB though the necessity of such functions underscores the historic and persistent weakness of the city's administration, which has had ineffective policies and procedures that are in the process of being updated.

ESG Issuer Profile Scores and Credit Impact Scores for the rated entity/transaction are available on Moodys.com. In order to view the latest scores, please click [here](#) to go to the landing page for the entity/transaction on MDC and view the ESG Scores section.

Rating methodology and scorecard factors

The US Local Government General Obligation Debt methodology includes a scorecard, a tool providing a composite score of a local government's credit profile based on the weighted factors we consider most important, universal and measurable, as well as possible notching factors dependent on individual credit strengths and weaknesses. Its purpose is not to determine the final rating, but rather to provide a standard platform from which to analyze and compare local government credits.

Exhibit 3

City of West Haven

West Haven (City of) CT

| Scorecard Factors and Subfactors | Measure | Score |
|--|-----------------------------|-------|
| Economy/Tax Base (30%)^[1] | | |
| Tax Base Size: Full Value (in 000s) | \$4,422,795 | Aa |
| Full Value Per Capita | \$80,906 | Aa |
| Median Family Income (% of US Median) | 94.2% | Aa |
| Finances (30%) | | |
| Fund Balance as a % of Revenues | 1.8% | Baa |
| 5-Year Dollar Change in Fund Balance as % of Revenues | 11.2% | Aa |
| Cash Balance as a % of Revenues | 11.2% | Aa |
| 5-Year Dollar Change in Cash Balance as % of Revenues | 5.0% | A |
| Other Scorecard Adjustment Related to Finances: Deficit in ISF; trends overstate position; reliance on MRF | | Down |
| Management (20%) | | |
| Institutional Framework | Aa | Aa |
| Operating History: 5-Year Average of Operating Revenues / Operating Expenditures | 1.0x | A |
| State Oversight or Support | | Up |
| Unusually Strong or Weak Budgetary Management and Planning | | Down |
| Other Scorecard Adjustment Related to Management: Lack of timely audit production | | Down |
| Standardized Adjustments [3]: Other Scorecard Adjustment Related to Management: | | |
| Debt and Pensions (20%) | | |
| Net Direct Debt / Full Value (%) | 2.8% | A |
| Net Direct Debt / Operating Revenues (x) | 0.7x | A |
| 3-Year Average of Moody's Adjusted Net Pension Liability / Full Value (%) | 3.2% | A |
| 3-Year Average of Moody's Adjusted Net Pension Liability / Operating Revenues (x) | 0.8x | A |
| | Scorecard-Indicated Outcome | Baa1 |
| | Assigned Rating | Baa3 |

[1]Economy measures are based on data from most recent year available

[2] Nothing Factors are specifically defined in the US Local Government General Obligation Debt methodology

[3] Standardized adjustments are outlined in the GO Methodology Scorecard Inputs publication.

Sources: US Census Bureau, West Haven's financial statements and Moody's Investors Service

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News The Bond Buyer Top Stories

TOP: END OF MOODY'S REVIEW SIGN OF LESS PRESSURE ON WEST HAVEN, CONNECTICUT

Sep 28 2022 6:31

By Thomas Nocera, The Bond Buyer

Under the oversight of a state review board, the troubled finances of West Haven, Connecticut, are moving in the right direction, according to Moody's Investors Service, which last week affirmed the city's Baa3 general obligation bond rating after a two-month review.

Financial mismanagement and federal corruption charges have dogged the New Haven suburb, which is under the strictest level of state financial oversight.

Moody's put West Haven's Baa3 general obligation bond rating under review in July after the city failed to provide audited budgetary information for the fiscal year 2021. On Wednesday it concluded the report by maintaining that rating and the stable outlook in place before the review.

"The confirmation reflects the city's improved financial position as result of growth to cash and reserves and decreasing reliance on state administered municipal restructuring funds," Moody's said.

The city of 54,000 attracted the state's attention in 2017 when it issued \$17 million of deficit bonds to cover budgetary holes, triggering a state law putting its finances under review by the state watchdog for municipal finances, the Municipal Accounting Review Board.

MARB gave West Haven a Tier III designation initially, allowing the state board the power to make recommendations on a wide range of budgetary and debt issues, but limited approval oversight to just labor agreements and bond refunds.

Following a series of federal wire fraud charges involving municipal officials related to the theft of \$1.2 million in COVID-relief funds, as well as the alleged misspending of around \$1 million more by the city, MARB advised the state in April that the city should be moved into the most severe Tier IV designation – a first in the board's history and a recommendation Gov. Ned Lamont ultimately agreed with and instituted a month later.

MARB's report noted "deficiencies in the City's administrative and financial management that must be addressed in order for the City to achieve long-term fiscal sustainability," as key issues to be overcome.

"MARB has since worked to perform "a financial assessment of governance gaps and needed financial and contractual process improvements," according to Chris Collibee, director of communications at Connecticut's Office of Policy and Management.

"At some point, a financial manager and likely a consulting firm will be embedded with the staff of the city to closely oversee the implementation of recommendations made," he added via email. "The goal with every community that comes before the MARB is for them eventually to no longer need MARB oversight."

Michael Wertz, vice president and senior analyst at Moody's, said the city had "maintained a greater level of spending discipline over the last three years," as well as more seriously approaching issues with governance.

"They have several new folks who are within their budget and finance departments more focused, it would seem, than previous administrations have been upon updating and modernizing their policies and procedures, particularly with respect to financial oversight and control," said Wertz.

MARB's more direct intervention is also a positive for West Haven's creditworthiness, he said.

As the state organization has taken "a more significant and deeper role in the day-to-day oversight and management of the city's financial operations," analysts were given "some confidence in sort of the level of discipline that MARB sort of imposes on cities that it's overseeing."

West Haven's population and economy have also grown steadily over the last few years, another good sign for the long term despite recent struggles, said Wertz.

For the city to regain full fiscal autonomy, MARB requires four benchmarks to be met: no operating budget deficits for three consecutive years, bond ratings that remain unchanged or improve, the approval of a plan that "projects positive fund balance for the next three years," and three consecutive audits with no general fund deficits, said Wertz.

When the city will reach those milestones is "not cut and dry," he said.

"I think is open to some interpretation here, as the city is the first city and Connecticut to reach tier four designation," he said. "How those will be interpreted and imposed I think will be a subject for tomorrow's discretion."

West Haven currently has \$122 million in outstanding bond obligations and is slated to receive \$18.8 million in funds from the American Rescue Plan Act.

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WEST SHORE FIRE DISTRICT

| Rank | Base Salary 2020 | Overtime | Total | Base Salary 2021 | Overtime | Total |
|------|------------------|--------------|---------------|------------------|--------------|---------------|
| FF | \$ 80,596.32 | \$ 14,256.85 | \$ 94,853.17 | \$ 81,503.48 | \$ 14,505.74 | \$ 96,009.22 |
| FF | \$ 84,270.32 | \$ 57,630.64 | \$ 141,900.96 | \$ 84,778.45 | \$ 48,023.56 | \$ 132,802.01 |
| Capt | \$ 94,955.56 | \$ 6,166.04 | \$ 101,121.60 | \$ 96,026.98 | \$ 11,903.38 | \$ 107,930.36 |
| FF | \$ 80,352.52 | \$ 11,059.09 | \$ 91,411.61 | \$ 81,219.40 | \$ 5,975.29 | \$ 87,194.69 |
| FF | \$ 80,445.32 | \$ 786.30 | \$ 81,231.62 | \$ 82,003.48 | \$ - | \$ 82,003.48 |
| LT | \$ 89,873.54 | \$ 19,057.51 | \$ 108,931.05 | \$ 92,799.52 | \$ 19,861.87 | \$ 112,661.39 |
| FF | \$ 59,436.57 | \$ - | \$ 59,436.57 | \$ 69,149.36 | \$ 2,488.33 | \$ 71,637.69 |
| FF | \$ 80,445.32 | \$ 5,296.81 | \$ 85,742.13 | \$ 81,353.48 | \$ 3,384.01 | \$ 84,737.49 |
| FF | \$ 78,086.42 | \$ 17,449.27 | \$ 95,535.69 | \$ 77,244.40 | \$ 23,232.06 | \$ 100,476.46 |
| CAPT | \$ 94,955.56 | \$ 5,604.48 | \$ 100,560.04 | \$ 95,099.34 | \$ 5,230.89 | \$ 100,330.23 |
| FF | \$ 59,977.60 | \$ 6,353.35 | \$ 66,330.95 | \$ 69,128.34 | \$ 15,885.54 | \$ 85,013.88 |
| LT | \$ 87,984.52 | \$ 12,298.79 | \$ 100,283.31 | \$ 88,102.20 | \$ 9,130.94 | \$ 97,233.14 |
| FF | \$ 67,187.85 | \$ 16,745.58 | \$ 83,933.43 | \$ 76,816.18 | \$ 27,523.70 | \$ 104,339.88 |
| FF | \$ 79,915.87 | \$ 8,690.28 | \$ 88,606.15 | \$ 81,610.33 | \$ 15,748.04 | \$ 97,358.37 |
| FF | \$ 94,955.56 | \$ 17,988.83 | \$ 112,944.39 | \$ 96,026.98 | \$ 24,425.81 | \$ 120,452.79 |
| FF | \$ 84,920.32 | \$ 44,551.10 | \$ 129,471.42 | \$ 85,828.48 | \$ 41,159.92 | \$ 126,988.40 |
| CAPT | \$ 94,955.56 | \$ 15,751.61 | \$ 110,707.17 | \$ 96,026.98 | \$ 16,963.57 | \$ 112,990.55 |
| FF | \$ 76,377.52 | \$ - | \$ 76,377.52 | \$ 78,884.52 | \$ 1,600.32 | \$ 80,484.84 |
| FF | \$ 80,445.32 | \$ 2,293.37 | \$ 82,738.69 | \$ 80,567.18 | \$ 4,851.36 | \$ 85,418.54 |
| LT | \$ 88,134.52 | \$ 17,558.97 | \$ 105,693.49 | \$ 89,124.52 | \$ 20,043.84 | \$ 109,168.36 |
| FF | \$ 78,343.27 | \$ 23,743.16 | \$ 102,086.43 | \$ 77,244.40 | \$ 17,347.12 | \$ 94,591.52 |
| FF | \$ 78,050.12 | \$ 401.34 | \$ 78,451.46 | \$ 78,944.52 | \$ 8,024.05 | \$ 86,968.57 |
| FF | \$ 84,270.32 | \$ 32,293.40 | \$ 116,563.72 | \$ 83,842.09 | \$ 14,914.88 | \$ 98,756.97 |
| FF | \$ 81,095.32 | \$ 31,094.93 | \$ 112,190.25 | \$ 82,003.48 | \$ 40,358.42 | \$ 122,361.90 |
| LT | \$ 88,234.52 | \$ 20,040.77 | \$ 108,275.29 | \$ 89,224.52 | \$ 32,294.54 | \$ 121,519.06 |
| FF | \$ 39,069.00 | \$ 1,262.03 | \$ 40,331.03 | \$ 63,829.04 | \$ 12,457.66 | \$ 76,286.70 |
| FF | \$ 8,390.01 | \$ 709.58 | \$ 9,099.59 | \$ 52,829.24 | \$ 5,811.14 | \$ 58,640.38 |
| FF | \$ 79,809.02 | \$ 38,924.33 | \$ 118,733.35 | \$ 81,503.48 | \$ 49,113.02 | \$ 130,616.50 |
| FF | \$ 80,445.32 | \$ 34,991.17 | \$ 115,436.49 | \$ 81,353.48 | \$ 28,424.92 | \$ 109,778.40 |
| FF | \$ 84,527.17 | \$ 23,854.59 | \$ 108,381.76 | \$ 88,253.48 | \$ 16,989.50 | \$ 105,242.98 |
| FF | \$ 81,381.97 | \$ 3,606.60 | \$ 84,988.57 | \$ 81,069.40 | \$ 6,179.45 | \$ 87,248.85 |

CENTER DISTRICT

| Rank | Base Salary 2020 | Overtime | Total | Base Salary 2021 | Overtime | Total |
|------|------------------|----------|-----------|------------------|----------|-----------|
| Capt | \$86,364 | \$2,724 | \$89,088 | \$96,635 | \$4,502 | \$101,137 |
| Capt | \$91,884 | \$22,508 | \$114,392 | \$95,761 | \$30,560 | \$126,321 |
| Capt | \$84,989 | \$20,406 | \$105,395 | \$93,779 | \$26,444 | \$120,223 |
| Capt | \$88,868 | \$20,901 | \$109,769 | \$103,129 | \$6,478 | \$109,607 |
| Capt | \$91,105 | \$19,152 | \$110,257 | \$95,811 | \$31,502 | \$127,313 |
| Capt | \$91,826 | \$5,135 | \$96,961 | \$103,427 | \$5,514 | \$108,941 |
| Capt | \$91,934 | \$21,274 | \$113,208 | \$95,811 | \$33,840 | \$129,651 |
| Lt | \$85,052 | \$9,339 | \$94,391 | \$91,555 | \$8,347 | \$99,902 |
| Lt | \$78,243 | \$46,199 | \$124,442 | \$86,909 | \$25,259 | \$112,168 |
| Lt | \$81,195 | \$33,785 | \$114,980 | \$88,655 | \$36,928 | \$125,583 |
| Lt | \$78,143 | \$29,217 | \$107,360 | \$84,544 | \$34,460 | \$119,004 |
| Lt | \$85,739 | \$28,442 | \$114,181 | \$88,855 | \$54,234 | \$143,089 |
| Lt | \$84,254 | \$25,852 | \$110,106 | \$88,805 | \$43,807 | \$132,612 |
| Lt | \$79,118 | \$15,440 | \$94,558 | \$89,209 | \$12,856 | \$102,065 |
| Lt | \$78,343 | \$10,355 | \$88,698 | \$86,143 | \$8,061 | \$94,204 |
| FF | \$78,908 | \$25,197 | \$104,105 | \$84,096 | \$22,293 | \$106,389 |
| FF | \$76,492 | \$57,357 | \$133,849 | \$78,396 | \$58,155 | \$136,551 |
| FF | \$28,440 | \$7,730 | \$36,170 | \$66,047 | \$29,745 | \$95,792 |
| FF | \$79,619 | \$35,017 | \$114,636 | \$84,349 | \$35,407 | \$119,756 |
| FF | \$79,618 | \$17,471 | \$97,089 | \$84,646 | \$21,942 | \$106,588 |
| FF | \$79,618 | \$23,185 | \$102,803 | \$84,646 | \$34,525 | \$119,171 |
| FF | \$78,755 | \$27,428 | \$106,183 | \$81,146 | \$25,666 | \$106,812 |
| FF | \$78,243 | \$12,782 | \$91,025 | \$81,896 | \$16,576 | \$98,472 |
| FF | \$78,243 | \$32,441 | \$110,684 | \$81,896 | \$29,986 | \$111,882 |
| FF | \$43,969 | \$8,368 | \$52,337 | \$66,271 | \$27,647 | \$93,918 |
| FF | \$62,849 | \$7,439 | \$70,288 | \$74,264 | \$6,243 | \$80,507 |
| FF | \$78,755 | \$40,544 | \$119,299 | \$81,146 | \$32,272 | \$113,418 |
| FF | \$65,052 | \$12,423 | \$77,475 | \$79,302 | \$11,522 | \$90,824 |
| FF | \$78,755 | \$32,373 | \$111,128 | \$81,146 | \$31,243 | \$112,389 |
| FF | \$78,243 | \$618 | \$78,861 | \$81,796 | \$679 | \$82,475 |
| FF | \$78,443 | \$44,069 | \$122,512 | \$81,996 | \$52,935 | \$134,931 |
| FF | \$46,620 | \$1,853 | \$48,473 | \$66,271 | \$1,297 | \$67,568 |
| FF | \$77,643 | \$26,689 | \$104,332 | \$81,146 | \$22,038 | \$103,184 |
| FF | \$78,243 | \$24,511 | \$102,754 | \$81,146 | \$23,138 | \$104,284 |
| FF | \$78,343 | \$46,680 | \$125,023 | \$81,896 | \$50,551 | \$132,447 |
| FF | \$77,643 | \$42,237 | \$119,880 | \$81,146 | \$42,173 | \$123,319 |
| FF | \$67,090 | \$20,252 | \$87,342 | \$84,096 | \$8,364 | \$92,460 |
| FF | \$79,618 | \$29,770 | \$109,388 | \$84,646 | \$28,331 | \$112,977 |
| FF | \$73,262 | \$20,762 | \$94,024 | \$84,096 | \$16,246 | \$100,342 |
| FF | \$78,908 | \$18,714 | \$97,622 | \$84,096 | \$6,961 | \$91,057 |
| FF | \$78,341 | \$13,683 | \$92,024 | \$84,096 | \$21,175 | \$105,271 |
| FF | \$76,493 | \$43,547 | \$120,040 | \$78,446 | \$62,352 | \$140,798 |
| FF | \$83,190 | \$30,690 | \$113,880 | \$86,820 | \$34,019 | \$120,839 |

ALLINGTON FD - 2020

| <u>Rank</u> | | Base Pay 2020 | | Overtime | | Total |
|-------------|----|----------------------|----|-----------------|----|--------------|
| FF | \$ | 67,704.42 | \$ | 33,593.10 | \$ | 101,297.52 |
| CAPT | \$ | 79,326.96 | \$ | 18,319.92 | \$ | 97,646.88 |
| FF | \$ | 70,755.42 | \$ | 56,946.15 | \$ | 127,701.57 |
| FF | \$ | 3,034.88 | \$ | - | \$ | 3,034.88 |
| FF | \$ | 70,755.42 | \$ | 11,269.14 | \$ | 82,024.56 |
| FF | \$ | 70,755.42 | \$ | 56,592.02 | \$ | 127,347.44 |
| CAPT | \$ | 79,326.96 | \$ | 22,869.50 | \$ | 102,196.46 |
| FF | \$ | 65,579.58 | \$ | 23,885.61 | \$ | 89,465.19 |
| FF | \$ | 68,046.90 | \$ | 18,138.64 | \$ | 86,185.54 |
| FF | \$ | 70,755.42 | \$ | 27,926.53 | \$ | 98,681.95 |
| FF | \$ | 70,755.42 | \$ | 24,431.87 | \$ | 95,187.29 |
| FF | \$ | 63,413.40 | \$ | 19,597.69 | \$ | 83,011.09 |
| FF | \$ | 79,326.96 | \$ | 21,825.27 | \$ | 101,152.23 |
| FF | \$ | 79,326.96 | \$ | 23,801.54 | \$ | 103,128.50 |
| FF | \$ | 59,461.56 | \$ | 33,915.43 | \$ | 93,376.99 |
| FF | \$ | 70,755.42 | \$ | 14,902.36 | \$ | 85,657.78 |
| FF | \$ | 70,755.42 | \$ | 31,898.44 | \$ | 102,653.86 |
| FF | \$ | 70,755.42 | \$ | 30,004.86 | \$ | 100,760.28 |



City of West Haven Fire Department - Allingtown ARPA funding for Hazard Duty Pay

This survey was sent out via the CT Career Fire Chiefs Association membership roster as a voluntary request and is a review of departments in CT only.

QUESTION SUMMARIES

DATA TRENDS

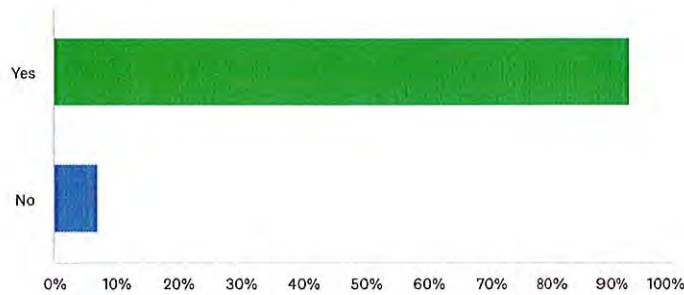
INDIVIDUAL RESPONSES

Q1



Has your department or municipality, town, etc. received American Rescue Plan Act (ARPA) funding?

Answered: 14 Skipped: 0



ANSWER CHOICES

RESPONSES

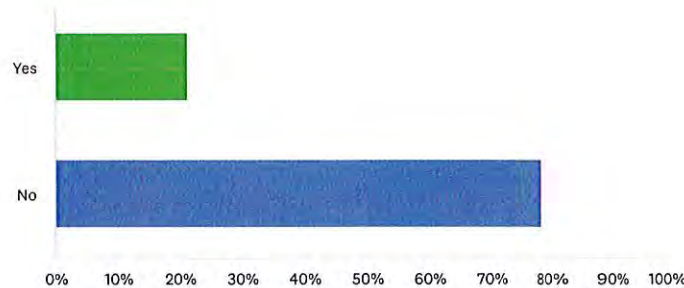
| | | |
|--------------|--------|-----------|
| Yes | 92.86% | 13 |
| No | 7.14% | 1 |
| TOTAL | | 14 |

Q2



If so, has any of it been allotted to Essential Workers as identified by the U.S. Treasury Department guidelines

Answered: 14 Skipped: 0



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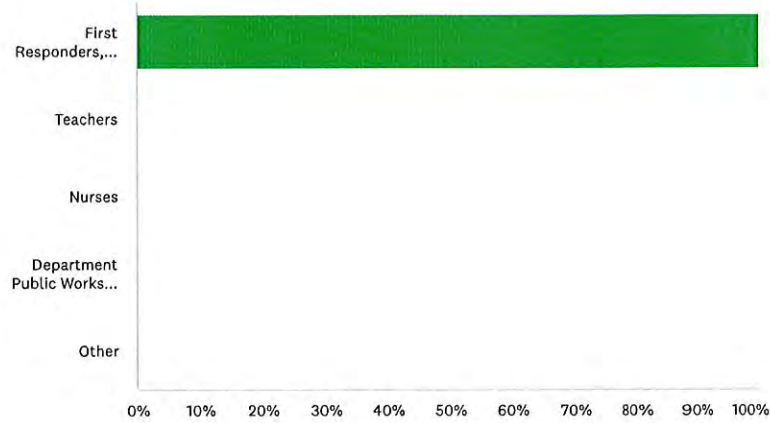


Q3



Which of the following employee categories has your municipality identified as essential

Answered: 6 Skipped: 8



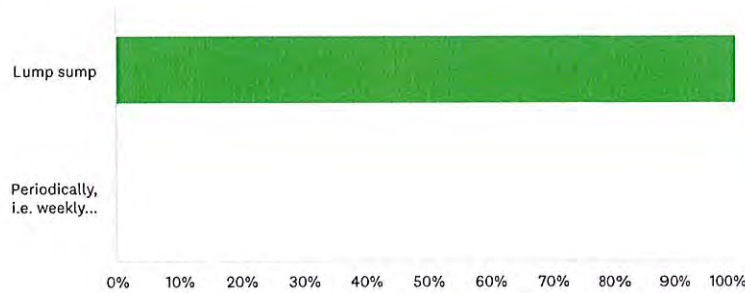
| ANSWER CHOICES | RESPONSES | |
|--|-----------|----------|
| First Responders, i.e. Fire Fighters, Police Officers, EMS personnel | 100.00% | 6 |
| Teachers | 0.00% | 0 |
| Nurses | 0.00% | 0 |
| Department Public Works employees | 0.00% | 0 |
| Other | 0.00% | 0 |
| TOTAL | | 6 |

Q4



In what form if any, was each essential worker allotted Hazard Duty Pay

Answered: 3 Skipped: 11



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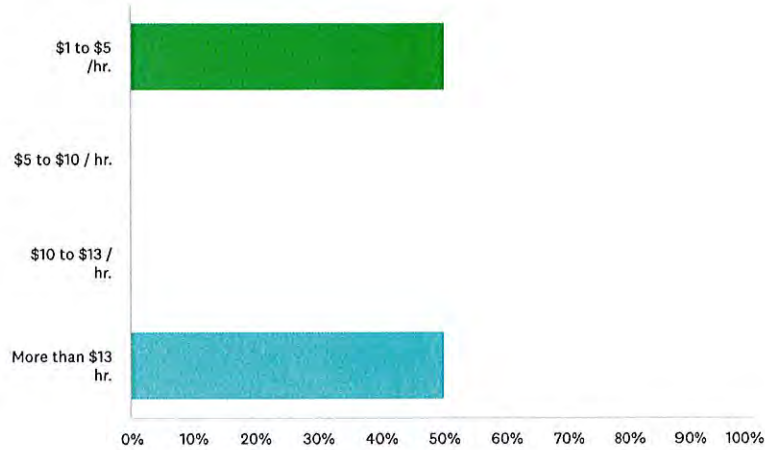


Q5



If calculated hourly, what was the amount or what will be the amount of Hazard Duty pay be allotted to each essential worker?

Answered: 4 Skipped: 10



| ANSWER CHOICES | RESPONSES | |
|-----------------------------|-----------|---|
| \$1 to \$5 /hr. | 50.00% | 2 |
| \$5 to \$10 / hr. | 0.00% | 0 |
| \$10 to \$13 / hr. | 0.00% | 0 |
| More than \$13 hr. | 50.00% | 2 |
| Total Respondents: 4 | | |

Q6



If provided in a lump sum, what is/was the amount provided to each identified essential employee?

Answered: 2 Skipped: 12

10,000

9/28/2022 12:39 PM

20,000

9/26/2022 12:46 PM

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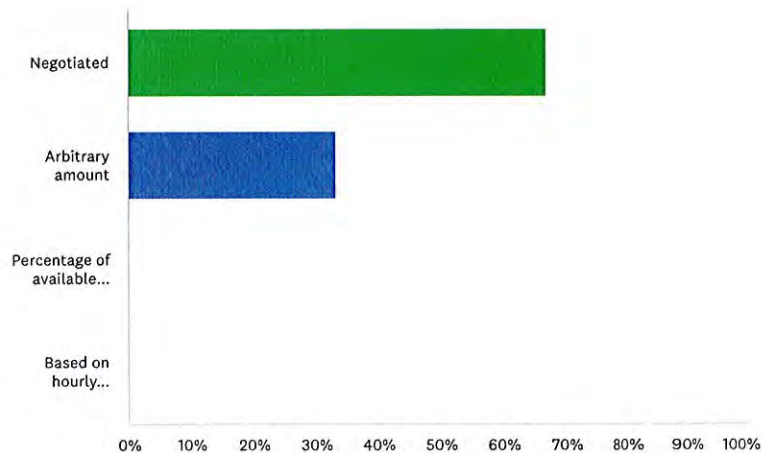


Q7



How was the amount of Hazard Duty pay determined or decided?

Answered: 3 Skipped: 11



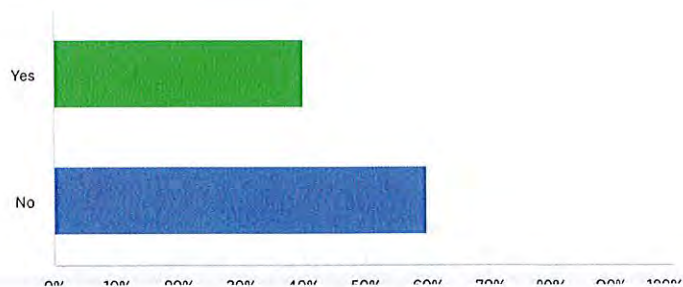
| ANSWER CHOICES | RESPONSES | |
|---|-----------|---|
| Negotiated | 66.67% | 2 |
| Arbitrary amount | 33.33% | 1 |
| Percentage of available funding | 0.00% | 0 |
| Based on hourly responses to CoVID, or during special detail to CoVid | 0.00% | 0 |
| Total Respondents: 3 | | |

Q8



Is hazard duty pay being given only to members still employed

Answered: 5 Skipped: 9



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Item 9

CITY OF WEST HAVEN, CONNECTICUT
Existing & Proposed Debt Service for FY 2022-23 Budget (Scenario #2)
General Fund - Bonded Debt & CWF Loans

| Fiscal Year | Existing GF Bonded Debt | | | Existing CWF loans paid by the GF | | | Existing BANs ¹ | | | Proposed Bond Debt Service | | | Total - Existing & Proposed | | |
|-------------|-------------------------|---------------|---------------|-----------------------------------|----------|------------|----------------------------|---------------|--------------|----------------------------|---------------|---------------|-----------------------------|----------|-----|
| | Principal | Interest | P&I | Principal | Interest | P&I | Principal | Interest | P&I | Principal | Interest | P&I | Principal | Interest | P&I |
| 2022-23 | \$ 8,635,000 | \$ 3,503,460 | \$ 12,338,460 | \$ 101,362 | \$ 592 | \$ 101,954 | \$ 48,812 | \$ 1,700,100 | \$ 488,181 | \$ 2,188,281 | \$ 10,636,462 | \$ 3,992,232 | \$ 14,628,694 | | |
| 2023-24 | 9,670,000 | 2,679,639 | 12,349,639 | - | - | - | - | 1,695,000 | 973,700 | 2,668,700 | 11,365,000 | 3,653,339 | 15,018,339 | | |
| 2024-25 | 10,020,000 | 2,219,011 | 12,239,011 | - | - | - | - | 1,695,000 | 888,950 | 2,583,950 | 11,715,000 | 3,107,961 | 14,822,961 | | |
| 2025-26 | 7,455,000 | 1,793,006 | 9,248,006 | - | - | - | - | 1,695,000 | 804,200 | 2,499,200 | 9,150,000 | 2,597,206 | 11,747,206 | | |
| 2026-27 | 5,480,000 | 1,499,813 | 6,979,813 | - | - | - | - | 1,695,000 | 719,450 | 2,414,450 | 7,175,000 | 2,219,263 | 9,394,263 | | |
| 2027-28 | 4,610,000 | 1,278,500 | 5,888,500 | - | - | - | - | 1,080,000 | 634,700 | 1,714,700 | 5,690,000 | 1,913,200 | 7,603,200 | | |
| 2028-29 | 2,680,000 | 1,122,491 | 3,802,491 | - | - | - | - | 1,080,000 | 580,700 | 1,660,700 | 3,760,000 | 1,703,191 | 5,463,191 | | |
| 2029-30 | 2,655,000 | 1,014,313 | 3,669,313 | - | - | - | - | 1,080,000 | 526,700 | 1,606,700 | 3,735,000 | 1,541,013 | 5,276,013 | | |
| 2030-31 | 2,530,000 | 906,200 | 3,436,200 | - | - | - | - | 1,080,000 | 472,700 | 1,552,700 | 3,610,000 | 1,378,900 | 4,988,900 | | |
| 2031-32 | 2,530,000 | 801,800 | 3,331,800 | - | - | - | - | 1,080,000 | 418,700 | 1,498,700 | 3,610,000 | 1,220,500 | 4,830,500 | | |
| 2032-33 | 2,360,000 | 700,800 | 3,060,800 | - | - | - | - | 785,000 | 364,700 | 1,149,700 | 3,145,000 | 1,065,500 | 4,210,500 | | |
| 2033-34 | 2,360,000 | 603,200 | 2,963,200 | - | - | - | - | 785,000 | 325,450 | 1,110,450 | 3,145,000 | 928,650 | 4,073,650 | | |
| 2034-35 | 2,335,000 | 506,100 | 2,841,100 | - | - | - | - | 780,000 | 286,200 | 1,066,200 | 3,115,000 | 792,300 | 3,907,300 | | |
| 2035-36 | 1,980,000 | 416,600 | 2,396,600 | - | - | - | - | 780,000 | 247,200 | 1,027,200 | 2,760,000 | 663,800 | 3,423,800 | | |
| 2036-37 | 1,980,000 | 334,200 | 2,314,200 | - | - | - | - | 780,000 | 208,200 | 988,200 | 2,760,000 | 542,400 | 3,302,400 | | |
| 2037-38 | 1,960,000 | 252,200 | 2,212,200 | - | - | - | - | 720,000 | 169,200 | 889,200 | 2,680,000 | 421,400 | 3,101,400 | | |
| 2038-39 | 1,640,000 | 178,600 | 1,818,600 | - | - | - | - | 720,000 | 133,200 | 853,200 | 2,360,000 | 311,800 | 2,671,800 | | |
| 2039-40 | 1,640,000 | 113,000 | 1,753,000 | - | - | - | - | 720,000 | 97,200 | 817,200 | 2,360,000 | 210,200 | 2,570,200 | | |
| 2040-41 | 790,000 | 47,400 | 837,400 | - | - | - | - | 720,000 | 61,200 | 781,200 | 1,510,000 | 108,600 | 1,618,600 | | |
| 2041-42 | 790,000 | 15,800 | 805,800 | - | - | - | - | 720,000 | 30,600 | 750,600 | 1,510,000 | 46,400 | 1,556,400 | | |
| 2042-43 | \$ 74,300,000 | \$ 19,986,132 | \$ 94,286,132 | \$ 101,362 | \$ 592 | \$ 101,954 | \$ 48,812 | \$ 21,390,100 | \$ 8,431,131 | \$ 29,821,231 | \$ 95,791,462 | \$ 28,417,854 | \$ 124,209,317 | | |

¹ - Interest on WHHS BANs will be capitalized into the September 2022 bond issue and will not be paid from General Fund budget. BAN interest is for illustration purposes only and is not included in total columns.

CITY OF WEST HAVEN
Proposed New Bonds Debt Service Detail
New Bonds - \$21,390,100 (Various Projects, Includes \$6.5M WHHS)

| Fiscal Year | Proposed \$15,661,600 Bond - BOE Issue Date: 9/29/22 Due: 3/15/23-42 | | | Proposed \$3,100,500 Bond - Public Works Issue Date: 9/29/22 Due: 3/15/23-42 | | | Proposed \$150,000 Bond - Parks & Rec Issue Date: 9/29/22 Due: 3/15/23-27 | | | Proposed \$1,963,000 Bond - Police Issue Date: 9/29/22 Due: 3/15/23-32 | | | Proposed \$180,000 Bond - Building Dept. Issue Date: 9/29/22 Due: 3/15/23-27 | | | Proposed \$335,000 Bond - Information Tech. Issue Date: 9/29/22 Due: 3/15/23-27 | | | Total New Debt Service | | |
|-------------|---|--------------|---------------|---|--------------|--------------|--|-----------|------------|---|------------|--------------|---|-----------|------------|--|-----------|------------|------------------------|--------------|---------------|
| | Principal | Interest | P&I | Principal | Interest | P&I | Principal | Interest | P&I | Principal | Interest | P&I | Principal | Interest | P&I | Principal | Interest | P&I | Principal | Interest | P&I |
| 2022-23 | \$ 891,600 | \$ 356,418 | \$ 1,248,018 | \$ 305,500 | \$ 71,173 | \$ 376,673 | \$ 30,000 | \$ 3,458 | \$ 33,458 | \$ 370,000 | \$ 45,258 | \$ 415,258 | \$ 36,000 | \$ 4,150 | \$ 40,150 | \$ 67,000 | \$ 7,724 | \$ 74,724 | \$ 1,700,100 | \$ 488,181 | \$ 2,188,281 |
| 2023-24 | 890,000 | 728,375 | 1,618,375 | 305,000 | 139,075 | 444,075 | 30,000 | 6,000 | 36,000 | 367,000 | 79,650 | 446,650 | 36,000 | 7,200 | 43,200 | 67,000 | 13,400 | 80,400 | 1,695,000 | 973,700 | 2,668,700 |
| 2024-25 | 890,000 | 683,875 | 1,573,875 | 305,000 | 123,825 | 428,825 | 30,000 | 4,500 | 34,500 | 367,000 | 61,300 | 428,300 | 36,000 | 5,400 | 41,400 | 67,000 | 10,950 | 77,950 | 1,695,000 | 888,950 | 2,583,950 |
| 2025-26 | 890,000 | 639,375 | 1,529,375 | 305,000 | 108,575 | 413,575 | 30,000 | 3,000 | 33,000 | 367,000 | 42,950 | 409,950 | 36,000 | 3,600 | 39,600 | 67,000 | 6,700 | 73,700 | 1,695,000 | 804,200 | 2,499,200 |
| 2026-27 | 890,000 | 594,875 | 1,484,875 | 305,000 | 93,325 | 398,325 | 30,000 | 1,500 | 31,500 | 367,000 | 24,600 | 391,600 | 36,000 | 1,800 | 37,800 | 67,000 | 3,350 | 70,350 | 1,695,000 | 719,450 | 2,414,450 |
| 2027-28 | 890,000 | 550,375 | 1,440,375 | 165,000 | 78,075 | 243,075 | 30,000 | - | 31,250 | 25,000 | 6,250 | 31,250 | 36,000 | - | - | 67,000 | - | 67,000 | 1,080,000 | 634,700 | 1,714,700 |
| 2028-29 | 890,000 | 505,875 | 1,395,875 | 165,000 | 62,825 | 227,825 | 30,000 | - | 28,750 | 25,000 | 5,000 | 30,000 | 36,000 | - | - | 67,000 | - | 67,000 | 1,080,000 | 580,700 | 1,660,700 |
| 2029-30 | 890,000 | 461,375 | 1,351,375 | 165,000 | 47,575 | 212,575 | 30,000 | - | 26,500 | 25,000 | 3,750 | 28,750 | 36,000 | - | - | 67,000 | - | 67,000 | 1,080,000 | 536,700 | 1,616,700 |
| 2030-31 | 890,000 | 416,875 | 1,306,875 | 165,000 | 32,325 | 197,325 | 30,000 | - | 24,250 | 25,000 | 2,500 | 27,500 | 36,000 | - | - | 67,000 | - | 67,000 | 1,080,000 | 492,700 | 1,572,700 |
| 2031-32 | 890,000 | 372,375 | 1,262,375 | 165,000 | 17,075 | 182,075 | 30,000 | - | 22,000 | 25,000 | 1,250 | 26,250 | 36,000 | - | - | 67,000 | - | 67,000 | 1,080,000 | 448,700 | 1,528,700 |
| 2032-33 | 890,000 | 327,875 | 1,217,875 | 105,000 | 1,825 | 106,825 | 30,000 | - | 20,000 | 25,000 | - | 25,000 | 36,000 | - | - | 67,000 | - | 67,000 | 785,000 | 364,700 | 1,149,700 |
| 2033-34 | 680,000 | 293,875 | 973,875 | 105,000 | 31,575 | 136,575 | 30,000 | - | 18,825 | 25,000 | - | 23,825 | 36,000 | - | - | 67,000 | - | 67,000 | 785,000 | 320,450 | 1,105,450 |
| 2034-35 | 675,000 | 259,875 | 934,875 | 105,000 | 26,325 | 131,325 | 30,000 | - | 17,075 | 25,000 | - | 22,075 | 36,000 | - | - | 67,000 | - | 67,000 | 780,000 | 286,200 | 1,066,200 |
| 2035-36 | 675,000 | 226,125 | 901,125 | 105,000 | 21,075 | 126,075 | 30,000 | - | 15,825 | 25,000 | - | 20,825 | 36,000 | - | - | 67,000 | - | 67,000 | 780,000 | 247,200 | 1,027,200 |
| 2036-37 | 675,000 | 192,375 | 867,375 | 105,000 | 15,825 | 120,825 | 30,000 | - | 14,575 | 25,000 | - | 19,575 | 36,000 | - | - | 67,000 | - | 67,000 | 780,000 | 208,200 | 988,200 |
| 2037-38 | 675,000 | 158,625 | 833,625 | 45,000 | 10,575 | 55,575 | 30,000 | - | 13,325 | 25,000 | - | 18,325 | 36,000 | - | - | 67,000 | - | 67,000 | 730,000 | 169,200 | 899,200 |
| 2038-39 | 675,000 | 124,875 | 799,875 | 45,000 | 5,325 | 50,325 | 30,000 | - | 12,075 | 25,000 | - | 17,075 | 36,000 | - | - | 67,000 | - | 67,000 | 720,000 | 133,200 | 853,200 |
| 2039-40 | 675,000 | 91,125 | 766,125 | 45,000 | 6,075 | 51,075 | 30,000 | - | 10,775 | 25,000 | - | 15,775 | 36,000 | - | - | 67,000 | - | 67,000 | 720,000 | 97,200 | 817,200 |
| 2040-41 | 675,000 | 57,375 | 732,375 | 45,000 | 3,825 | 48,825 | 30,000 | - | 9,525 | 25,000 | - | 14,525 | 36,000 | - | - | 67,000 | - | 67,000 | 720,000 | 61,200 | 781,200 |
| 2041-42 | 675,000 | 28,688 | 703,688 | 45,000 | 1,913 | 46,913 | 30,000 | - | 8,213 | 25,000 | - | 13,213 | 36,000 | - | - | 67,000 | - | 67,000 | 720,000 | 30,600 | 750,600 |
| 2042-43 | \$ 15,661,600 | \$ 7,070,606 | \$ 22,732,206 | \$ 3,100,500 | \$ 1,006,185 | \$ 4,106,685 | \$ 150,000 | \$ 18,458 | \$ 168,458 | \$ 1,963,000 | \$ 272,508 | \$ 2,235,508 | \$ 180,000 | \$ 22,150 | \$ 202,150 | \$ 335,000 | \$ 41,224 | \$ 376,224 | \$ 21,390,100 | \$ 8,431,131 | \$ 29,821,231 |

CITY OF WEST HAVEN
Existing BANs Debt Service Detail
Bond Anticipation Notes - \$6,500,000 2021 (WHHS)

| Fiscal Year | Existing \$6,500,000 BANs 2021 (WHHS) ¹ Issue Date: 9/30/21 Due: 9/29/22 | | | Total New Debt Service | | |
|-------------|--|-----------|-----------|------------------------|-----------|-----------|
| | Principal | Interest | P&I | Principal | Interest | P&I |
| 2022-23 | \$ - | \$ 48,812 | \$ 48,812 | \$ - | \$ 48,812 | \$ 48,812 |
| 2023-24 | - | - | - | - | - | - |
| 2024-25 | - | - | - | - | - | - |
| 2025-26 | - | - | - | - | - | - |
| 2026-27 | - | - | - | - | - | - |
| 2027-28 | - | - | - | - | - | - |
| 2028-29 | - | - | - | - | - | - |
| 2029-30 | - | - | - | - | - | - |
| 2030-31 | - | - | - | - | - | - |
| 2031-32 | - | - | - | - | - | - |
| 2032-33 | - | - | - | - | - | - |
| 2033-34 | - | - | - | - | - | - |
| 2034-35 | - | - | - | - | - | - |
| 2035-36 | - | - | - | - | - | - |
| 2036-37 | - | - | - | - | - | - |
| 2037-38 | - | - | - | - | - | - |
| 2038-39 | - | - | - | - | - | - |
| 2039-40 | - | - | - | - | - | - |
| 2040-41 | - | - | - | - | - | - |
| 2041-42 | - | - | - | - | - | - |
| 2042-43 | - | - | - | - | - | - |
| | \$ - | \$ 48,812 | \$ 48,812 | \$ - | \$ 48,812 | \$ 48,812 |

¹ - For illustration purposes only. Interest on WHHS BAN to be capitalized into the 2022 bond issues and not paid from General Fund budget. Amount is net of BAN Premium already received.

City of West Haven

Outstanding items necessary to complete audit

| ITEM NAME | ITEM PROVIDED | DATE |
|---|---------------|------|
| 1 Police Special Duty - Receivable Aging Schedule for FY21 | | |
| 2 Police Special Duty - invoice journal report for FY21 | | |
| 3 Capital assets: a For the CIP street paving and sidewalk replacement projects - schedule listing each road and the related total cost for that road. (see email on 9/21) b Enter the capital asset additions / disposals provided on 9/22 | | |
| 4 Invoices for the 4 LOCIP expenditure selections previously requested. (see attached PDF) | | |
| 5 Allingtown FD - Documentation to confirm Business Manager approved salary/pay rate for the period 7/1/2020 – 6/30/2021. | | |
| 6 Bid documentation (separate list emailed 9/14) | | |
| 7 Quote documentation (separate list emailed 9/14) | | |
| 8 Officials listing updated as of 6/30/2021 (sent 9/15) | | |
| Single Audit Items: | | |
| <u>Telecommunications Fund Grant</u> | | |
| 1 Quarterly and annual financial and program reports submitted for FY2021 | | |
| <u>Urban Act Grant</u> | | |
| 2 The cumulative Statement of Program Cost and a Detailed Schedule of Expenditures | | |
| <u>CDBG - Disaster Recovery Grants (Old Field Creek & Beach Street)</u> | | |
| 3 Were environmental reviews performed? Provide the environmental review certifications. | | |
| 4 Provide the following forms for FY2021: SF-425 Financial Report (IDIS C04PR29 Cash on Hand Quarterly Report) HUD 60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons | | |
| 5 Provide contract/agreement with Giordano Construction for the Old Field Creek project. Provide the required certified payrolls for each week for the Giordano Construction for the Old Field | | |
| 6 Creek project. | | |
| 7 Provide contract/agreement with Loureiro for the Beach Street project. | | |
| 8 Provide the required certified payrolls for each week for Loureiro for the Beach Street project. | | |

| | | | |
|--|---|-----------------|-------------|
| | | | 2021 |
| City of West Haven | | | |
| Outstanding items necessary to complete audit | | | |
| | | ITEM | |
| | ITEM NAME | PROVIDED | DATE |
| | <u>CDBG Entitlement Grant</u> | | |
| 9 | Were environmental reviews performed? Provide the environmental review certifications. | | |
| 10 | Supporting documentation for the 5 cash receipts selected from the CDA Rehab Loan report (see attached PDF) | | |
| 11 | Provide contract/agreement with Laydon Industries for Savin Rock project (Fund 225) | | |
| 12 | Provide the required certified payrolls for each week for Laydon Industries for Savin Rock project (Fund 225) | | |
| 13 | Provide the following forms for FY2021: | | |
| a | SF-425 Financial Report (IDIS C04PR29 Cash on Hand Quarterly Report) | | |
| b | HUD 60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons | | |
| c | C04PR03 Activity Summary Report | | |
| d | C04PR26 CDBG Financial Summary | | |
| e | C04PR26 CDBG Activity Summary by Selected Grant | | |
| f | Consolidate Annual Performance and Evaluation Report (CAPER) | | |
| g | Quarterly Performance Report (QPR) | | |

Town of Sprague Budget Status as of August 31, 2022

Summary

As of the end of August 2022, total revenues collected are 38% of the FY 2022/23 budgeted amount. This is slightly higher than total revenues collected for the same period in FY 2021/2022 which were 36% of the total budgeted amount.

Total expenditures as of 8/31/22 are at 13% of budget. This is slightly lower than expenditures for the same period in FY 2021/22 which were at 15% of the budget.

| <i>Budget Category</i> | FY 2022/2023 | | | Same Period Prior Year |
|--|------------------|---------------------|-----------------------|-----------------------------------|
| | Budget | Year to Date | Year to Date % | |
| Property Taxes | 6,568,716 | 3,709,364 | 56% | 55% |
| State Education Grants | 2,682,435 | - | 0% | 0% |
| Other State Grants | 437,049 | 81,967 | 19% | 13% |
| Other Revenue | 263,113 | 26,570 | 10% | 5% |
| Total General Fund Revenues | 9,951,313 | 3,817,901 | 38% | 36% |
| Town/Municipal Expenditures | 3,000,124 | 767,739 | 26% | 28% |
| Board of Education Expenditures | 6,895,693 | 492,900 | 7% | 9% |
| Total General Fund Expenditures | 9,895,817 | 1,260,639 | 13% | 15% |

The attached Budget vs. Actual report provides a detailed report of all revenues and expenditures as of the end of August. 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 66.0% of total revenues. Collections on Property Taxes for the period to August 31, 2022 of the current fiscal year are at 56% of the budgeted amount. This is also on par with prior year property tax revenue collections which was 55% of the budgeted amount.

State Grants make up 31.3% of total budgeted revenues. As of August 31, 2022, the only State grant the Town has received is its Motor Vehicle Transition Grant in the amount of \$81,967 or 3% of its budgeted State grant revenue. This is comparable to the 2% collected in the same period in the prior year.

The remaining revenue sources include interest income, fees, permits and miscellaneous revenue. In the aggregate, these sources comprise approximately 2.64% of total budgeted revenues. Current year collections on these sources total \$26,570 and are at 10% of the total budgeted amount. Collections in the prior year were 5% of the budgeted amount. The increase in collections in this current fiscal year are due to elevated conveyance tax revenue, recording and permit fees and higher interest income.

Expenditures

Departmental and other operating expenditures as of August 31, 2022 tend to range between 9% and 15% with a few exceptions where year-to-date expenditures don't fall into that range. In most cases, Town current year expenditures are comparable to last fiscal year's expenditures for the same period with no major outliers.

Payments for memberships on regional agencies (49% year-to-date), insurance premiums (15% year-to-date) and maintenance contracts (44% year-to-date) tend to be invoiced in one or several installments. Similarly, payments on bond principal (66% year-to-date) and interest (47% year-to-date) are scheduled payments that do not necessarily occur evenly throughout the fiscal year.

Year to date expenditures by the Board of Education total \$492,900 or 7% of total budget. For the same period last fiscal year, Board of Education expenditures were 9% of budget. (Differences between the education expenditures between the Town report and the Board of Education report are due to timing and recording of grant-related expenditures/revenues.)

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
 July through August 2022

| | | | Current Year Totals | | | | Comparison | Estimated Year-End Totals | | | |
|---|------------------|----------------|---------------------|------------------|--------------------|-------------|------------------|---------------------------|------------------|---------------|-------------|
| | July 2022 | August 2022 | 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 | 3,290,934 | 177,985 | 6,130,716 | 3,468,919 | (2,661,797) | 57% | 56% | 6,130,716 | 6,130,716 | - | 100% |
| 5000-2 - Current Interest & Lien Fees | - | 4,459 | 20,000 | 4,459 | (15,541) | 22% | 18% | 20,000 | 20,000 | - | 100% |
| 5000-3 - Prior Year Tax | 12,473 | 14,030 | 125,000 | 26,503 | (98,497) | 21% | 21% | 125,000 | 125,000 | - | 100% |
| 5000-4 - Prior Year Interest/Lien Fees | 2,724 | 4,740 | 35,000 | 7,464 | (27,536) | 21% | 21% | 35,000 | 35,000 | - | 100% |
| 5000-5 - Current Supp MV Tax | 2,062 | - | 72,000 | 2,062 | (69,938) | 3% | 4% | 72,000 | 72,000 | - | 100% |
| 5000-6 - Firefighter Tax Abatement | - | - | (14,000) | - | 14,000 | 0% | 0% | (14,000) | (14,000) | - | 100% |
| 5000-7 - PILOT Solar Farm | - | 200,000 | 200,000 | 200,000 | - | 100% | 100% | 200,000 | 200,000 | - | 100% |
| 5000-8 - Tax & Applic. Refunds (contra) | - | (43) | - | (43) | (43) | 100% | 100% | - | - | - | 0% |
| 5000-9 - Tax Overpymnts Ret'd (contra) | - | - | - | - | - | 0% | 0% | - | - | - | 0% |
| Total 5000 - Taxes | 3,308,193 | 401,171 | 6,568,716 | 3,709,364 | (2,859,352) | 56% | 55% | 6,568,716 | 6,568,716 | - | 100% |
| 5100 - State Grants-School | | | | | | | | | | | |
| 5100-1 - ECS - Assis. to Towns for Educ. | - | - | 2,682,435 | - | (2,682,435) | 0% | 0% | 2,682,435 | 2,682,435 | - | 100% |
| Total 5100 - State Grants-School | - | - | 2,682,435 | - | (2,682,435) | 0% | 0% | 2,682,435 | 2,682,435 | - | 100% |
| 5200 - State Grants-Local | | | | | | | | | | | |
| 5200-1 - Telecomm. Property Tax Grant | - | - | 4,500 | - | (4,500) | 0% | 0% | 4,500 | 4,500 | - | 100% |
| 5200-10 - Judicial 10th Circuit Court | - | - | 1,000 | - | (1,000) | 0% | 0% | 1,000 | 1,000 | - | 100% |
| 5200-11 - SLA - Emergency Mgmt. Agency | - | - | 2,800 | - | (2,800) | 0% | 0% | 2,800 | 2,800 | - | 100% |
| 5200-13 - St. Police O/T | - | - | - | - | - | 0% | 0% | - | - | - | 0% |
| 5200-14 - Town Aid Roads | - | - | - | - | - | 0% | 50% | - | - | - | 0% |
| 5200-16 - Elderly & Disabled Transp Grant | - | - | 8,543 | - | (8,543) | 0% | 0% | 8,543 | 8,543 | - | 100% |
| 5200-18 - Motor Vehicle Transition Grant | - | 81,967 | - | 81,967 | 81,967 | 100% | 0% | 81,967 | - | 81,967 | 100% |
| 5200-2 - Municipal Rev Sharing-Muni Proj | - | - | 386,528 | - | (386,528) | 0% | 0% | 386,528 | 386,528 | - | 100% |
| 5200-4 - PILOT - State Property | - | - | 14,278 | - | (14,278) | 0% | 0% | 14,278 | 14,278 | - | 100% |
| 5200-5 - Mashantucket Pequot Grant | - | - | 17,479 | - | (17,479) | 0% | 0% | 17,479 | 17,479 | - | 100% |
| 5200-6 - Veterans Tax Relief | - | - | 1,160 | - | (1,160) | 0% | 0% | 1,160 | 1,160 | - | 100% |
| 5200-7 - Disability Exemption Reimb. | - | - | 761 | - | (761) | 0% | 0% | 761 | 761 | - | 100% |
| Total 5200 - State Grants-Local | - | 81,967 | 437,049 | 81,967 | (355,082) | 19% | 13% | 519,016 | 437,049 | 81,967 | 119% |
| 5300 - Local Revenues | | | | | | | | | | | |
| 5300-1 - Interest Income | 1,716 | 2,703 | 1,500 | 4,419 | 2,919 | 295% | 19% | 3,000 | 1,500 | 1,500 | 200% |
| 5300-10 - Permit Fees, P&Z, Inland & Wetl | - | 988 | 3,500 | 988 | (2,512) | 28% | 3% | 3,500 | 3,500 | - | 100% |
| 5300-13 - Landfill Receipts | 1,950 | 2,247 | 23,000 | 4,197 | (18,803) | 18% | 12% | 23,000 | 23,000 | - | 100% |
| 5300-14 - Newsletter Ads | - | - | 2,000 | - | (2,000) | 0% | 7% | 2,000 | 2,000 | - | 100% |
| 5300-15 - Marriage Licenses | 16 | - | 150 | 16 | (134) | 11% | 32% | 150 | 150 | - | 100% |
| 5300-16 - Sportsmans Licenses | 4 | 2 | 150 | 6 | (144) | 4% | 6% | 150 | 150 | - | 100% |
| 5300-17 - Farmland Preservation | 48 | 81 | 950 | 129 | (821) | 14% | 15% | 950 | 950 | - | 100% |
| 5300-2 - Licenses,Burial, Crem, Pis, Liq | 235 | 250 | 1,000 | 485 | (515) | 49% | 41% | 1,000 | 1,000 | - | 100% |
| 5300-3 - Building Inspector Fees | 1,220 | 2,110 | 25,000 | 3,330 | (21,670) | 13% | 3% | 25,000 | 25,000 | - | 100% |
| 5300-4 - Dog License Fees | 196 | 47 | 1,300 | 243 | (1,057) | 19% | 14% | 1,300 | 1,300 | - | 100% |
| 5300-5 - Sundry Receipts, faxes, etc | 6 | 2 | 400 | 8 | (392) | 2% | 3% | 400 | 400 | - | 100% |
| 5300-6 - Recording Land Rec,maps, trade | 877 | 1,206 | 10,000 | 2,083 | (7,917) | 21% | 27% | 10,000 | 10,000 | - | 100% |
| 5300-8 - Conveyance Tax | 3,755 | 4,325 | 17,000 | 8,080 | (8,920) | 48% | 38% | 17,000 | 17,000 | - | 100% |
| 5300-9 - Copies | 185 | 501 | 5,000 | 686 | (4,314) | 14% | 28% | 5,000 | 5,000 | - | 100% |
| Total 5300 - Local Revenues | 10,208 | 14,462 | 90,950 | 24,670 | (66,280) | 27% | 17% | 92,450 | 90,950 | 1,500 | 102% |
| 5400 - Misc Revenues | | | | | | | | | | | |
| 5400-1 - Trans. Subsidy from SCRRA | - | - | 2,000 | - | (2,000) | 0% | 0% | 2,000 | 2,000 | - | 100% |
| 5400-5 - Other Revenues | 945 | 955 | - | 1,900 | 1,900 | 100% | 100% | - | - | - | 0% |
| 5400-6 - Waste Management | - | - | 52,000 | - | (52,000) | 0% | 0% | 52,000 | 52,000 | - | 100% |
| Total 5400 - Misc Revenues | 945 | 955 | 54,000 | 1,900 | (52,100) | 4% | 4% | 54,000 | 54,000 | - | 100% |
| 5500-3 - Resv. Dam Proj. - Prinp. S&W | - | - | 45,000 | - | (45,000) | 0% | 0% | 45,000 | 45,000 | - | 100% |
| 5500-4 - Resv. Dam Proj. - Int. W & S | - | - | 20,234 | - | (20,234) | 0% | 0% | 20,234 | 20,234 | - | 100% |
| 5800 - Transfer in of Capitalized Interest for Bond | - | - | 52,929 | - | (52,929) | 0% | 0% | 52,929 | 52,929 | - | 100% |
| Total Income | 3,319,346 | 498,555 | 9,951,313 | 3,817,901 | (6,133,412) | 38% | 36% | 10,034,780 | 9,951,313 | 83,467 | 101% |
| Gross Profit | 3,319,346 | 498,555 | 9,951,313 | 3,817,901 | (6,133,412) | 38% | 36% | 10,034,780 | 9,951,313 | 83,467 | 101% |

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
July through August 2022

| | | | Current Year Totals | | | | Comparison | Estimated Year-End Totals | | | |
|---|--------------|--------------|---------------------|---------------|-----------------|-------------|------------------|---------------------------|---------------|--------------|-------------|
| | July 2022 | August 2022 | Budget | Year to Date | \$ Remaining | % of Budget | Same Period PY % | Year-End Est. | Budget | \$ Remaining | % of Budget |
| Expense | | | | | | | | | | | |
| 6000 - Board of Selectmen | | | | | | | | | | | |
| 6000-1 - First Selectman | 3,202 | 3,202 | 41,621 | 6,404 | (35,217) | 15% | 19% | 41,621 | 41,621 | - | 100% |
| 6000-2 - Selectman 2 | 100 | 100 | 1,200 | 200 | (1,000) | 17% | 17% | 1,200 | 1,200 | - | 100% |
| 6000-3 - Selectman 3 | 100 | 100 | 1,200 | 200 | (1,000) | 17% | 17% | 1,200 | 1,200 | - | 100% |
| 6000-4 - Selectman Office Sup, Misc. | - | 725 | 1,401 | 725 | (676) | 52% | 4% | 1,401 | 1,401 | - | 100% |
| 6000-5 - Selectman - Mileage | - | - | 1,000 | - | (1,000) | 0% | 24% | 1,000 | 1,000 | - | 100% |
| 6000-6 - Selectman Executive Assistant | 2,856 | 2,856 | 37,128 | 5,712 | (31,416) | 15% | 0% | 37,128 | 37,128 | - | 100% |
| Total 6000 - Board of Selectmen | 6,258 | 6,983 | 83,550 | 13,241 | (70,309) | 16% | 21% | 83,550 | 83,550 | - | 100% |
| 6005 - Elections | | | | | | | | | | | |
| 6005-1 - Election Salaries | 132 | 751 | 6,402 | 883 | (5,519) | 14% | 10% | 6,402 | 6,402 | - | 100% |
| 6005-2 - Election Misc. | 1,925 | 2,110 | 15,708 | 4,035 | (11,673) | 26% | 10% | 15,708 | 15,708 | - | 100% |
| Total 6005 - Elections | 2,057 | 2,861 | 22,110 | 4,918 | (17,192) | 22% | 10% | 22,110 | 22,110 | - | 100% |
| 6010 - Board of Finance | | | | | | | | | | | |
| 6010-2 - BOF - Town Rpt, Sup. | - | - | 188 | - | (188) | 0% | 0% | 188 | 188 | - | 100% |
| Total 6010 - Board of Finance | - | - | 188 | - | (188) | 0% | 0% | 188 | 188 | - | 100% |
| 6011 - Auditing | 5,000 | - | 25,850 | 5,000 | (20,850) | 19% | 0% | 25,850 | 25,850 | - | 100% |
| 6012 - Bookkeeper | | | | | | | | | | | |
| 6012-1 - Bookkeeper - Salary | 2,358 | 2,344 | 29,353 | 4,702 | (24,651) | 16% | 19% | 29,353 | 29,353 | - | 100% |
| 6012-2 - Bookkeeper-Support | - | - | 900 | - | (900) | 0% | 0% | 900 | 900 | - | 100% |
| Total 6012 - Bookkeeper | 2,358 | 2,344 | 30,253 | 4,702 | (25,551) | 16% | 19% | 30,253 | 30,253 | - | 100% |
| 6015 - Assessors | | | | | | | | | | | |
| 6015-1 - Assessors, Salary | 1,757 | 1,757 | 22,835 | 3,514 | (19,321) | 15% | 19% | 22,835 | 22,835 | - | 100% |
| 6015-4 - Assessors, Travel Expense | - | - | 300 | - | (300) | 0% | 0% | 300 | 300 | - | 100% |
| 6015-5 - Assessors, Sch,Wrkshp, Seminars | - | - | - | - | - | 0% | 0% | - | - | - | 0% |
| 6015-6 - Assess. Misc. Supplies, Postage | - | - | 1,500 | - | (1,500) | 0% | 17% | 1,500 | 1,500 | - | 100% |
| 6015-7 - Assess. Map upds, Pric.Manuls | - | - | - | - | - | 0% | 0% | - | - | - | 0% |
| Total 6015 - Assessors | 1,757 | 1,757 | 24,635 | 3,514 | (21,121) | 14% | 17% | 24,635 | 24,635 | - | 100% |
| 6025 - Tax Collector | | | | | | | | | | | |
| 6025-1 - Tax Collector, Salary | 2,124 | 2,124 | 27,607 | 4,248 | (23,359) | 15% | 19% | 27,607 | 27,607 | - | 100% |
| 6025-4 - Tax Collector Misc. Sup. Sch. | - | - | 700 | - | (700) | 0% | 0% | 700 | 700 | - | 100% |
| 6025-5 - Tax Collector, Postage | - | - | 1,900 | - | (1,900) | 0% | 0% | 1,900 | 1,900 | - | 100% |
| Total 6025 - Tax Collector | 2,124 | 2,124 | 30,207 | 4,248 | (25,959) | 14% | 18% | 30,207 | 30,207 | - | 100% |
| 6030 - Town Treasurer | 200 | 200 | 2,400 | 400 | (2,000) | 17% | 17% | 2,400 | 2,400 | - | 100% |
| 6035 - Town Counsel & Financial Advisr | | | | | | | | | | | |
| 6035-1 - Town Counsel | 4,207 | - | 45,000 | 4,207 | (40,793) | 9% | 11% | 45,000 | 45,000 | - | 100% |
| 6035-2 - Financial Advisor | - | - | 3,000 | - | (3,000) | 0% | 0% | 3,000 | 3,000 | - | 100% |
| Total 6035 - Town Counsel & Financial Advisr | 4,207 | - | 48,000 | 4,207 | (43,793) | 9% | 8% | 48,000 | 48,000 | - | 100% |
| 6040 - Town Clerk | | | | | | | | | | | |
| 6040-1 - Town Clerk, Salary | 3,967 | 3,967 | 51,569 | 7,934 | (43,635) | 15% | 19% | 51,569 | 51,569 | - | 100% |
| 6040-2 - Town Clerk, Office Sup, Misc. | 75 | (1,000) | 1,463 | (925) | (2,388) | -63% | 6% | 1,463 | 1,463 | - | 100% |
| 6040-3 - Town Clerk, Dog Licenses | - | - | 350 | - | (350) | 0% | 0% | 350 | 350 | - | 100% |
| 6040-4 - Town Clerk, School | - | 590 | 1,156 | 590 | (566) | 51% | 64% | 1,156 | 1,156 | - | 100% |
| 6040-5 - Town Clerk, Microfm(Security) | - | - | 400 | - | (400) | 0% | 0% | 400 | 400 | - | 100% |
| Total 6040 - Town Clerk | 4,042 | 3,557 | 54,938 | 7,599 | (47,339) | 14% | 19% | 54,938 | 54,938 | - | 100% |
| 6045 - Telephone Services/DSL/Website | 1,023 | 840 | 12,169 | 1,863 | (10,306) | 15% | 13% | 12,169 | 12,169 | - | 100% |
| 6050 - Pool Secretaries | | | | | | | | | | | |
| 6050-1 - Pool Sec,Salary-Asst Town Clerk | 1,872 | 1,872 | 24,331 | 3,744 | (20,587) | 15% | 19% | 24,331 | 24,331 | - | 100% |
| 6050-2 - Pool Sec, Salary-Land Use Clerk | 1,900 | 816 | 36,229 | 2,716 | (33,513) | 7% | 19% | 36,229 | 36,229 | - | 100% |
| Total 6050 - Pool Secretaries | 3,772 | 2,688 | 60,560 | 6,460 | (54,100) | 11% | 19% | 60,560 | 60,560 | - | 100% |
| 6055 - Town Off. Bldg. | | | | | | | | | | | |
| 6055-1 - Town Off. Bldg.Janitorial Serv | - | 715 | 9,900 | 715 | (9,185) | 7% | 8% | 9,900 | 9,900 | - | 100% |
| 6055-2 - Town Off. Bldg. Sup. Maint. | 124 | 526 | 2,000 | 650 | (1,350) | 33% | 9% | 2,000 | 2,000 | - | 100% |
| 6055-3 - Town Off/Sen.Ctr.- Bldg.Heat | - | - | 14,000 | - | (14,000) | 0% | 0% | 14,000 | 14,000 | - | 100% |
| 6055-4 - Town Off Bldg/Sen Ctr - Lights | 294 | 572 | 11,876 | 866 | (11,010) | 7% | 19% | 11,876 | 11,876 | - | 100% |
| 6055-5 - Town Off. Bldg. rpr & renov. | 2,222 | 48 | 5,000 | 2,270 | (2,730) | 45% | 69% | 5,000 | 5,000 | - | 100% |
| Total 6055 - Town Off. Bldg. | 2,640 | 1,861 | 42,776 | 4,501 | (38,275) | 11% | 17% | 42,776 | 42,776 | - | 100% |

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
 July through August 2022

| | | | Current Year Totals | | | | Comparison | | Estimated Year-End Totals | | | |
|---|---------------|----------------|---------------------|---------------|------------------|-------------|------------------|----------------|---------------------------|--------------|-------------|--|
| | July 2022 | August 2022 | Budget | Year to Date | \$ Remaining | % of Budget | Same Period PY % | Year-End Est. | Budget | \$ Remaining | % of Budget | |
| 6100 · P & Z Comm. | | | | | | | | | | | | |
| 6100-1 · P & Z Comm. Encf. Off. | 578 | 578 | 7,518 | 1,156 | (6,362) | 15% | 19% | 7,518 | 7,518 | - | 100% | |
| 6100-2 · P & Z Comm. Planner | 1,632 | - | 11,500 | 1,632 | (9,868) | 14% | 0% | 11,500 | 11,500 | - | 100% | |
| Total 6100 · P & Z Comm. | 2,210 | 578 | 19,018 | 2,788 | (16,230) | 15% | 7% | 19,018 | 19,018 | - | 100% | |
| 6111 · Land Use Miscellaneous | - | - | 500 | - | (500) | 0% | 0% | 500 | 500 | - | 100% | |
| 6115 · Ec. Devel. | 225 | - | 900 | 225 | (675) | 25% | 100% | 900 | 900 | - | 100% | |
| 6120 · Conservation Commission | | | | | | | | | | | | |
| 6120-2 · Training workshop | - | - | 100 | - | (100) | 0% | 0% | 100 | 100 | - | 100% | |
| 6120-4 · Miscellaneous | - | - | 1,000 | - | (1,000) | 0% | 0% | 1,000 | 1,000 | - | 100% | |
| Total 6120 · Conservation Commission | - | - | 1,100 | - | (1,100) | 0% | 0% | 1,100 | 1,100 | - | 100% | |
| 6150 · Conservation Wetlands Enf Off | - | 360 | 7,000 | 360 | (6,640) | 5% | 8% | 7,000 | 7,000 | - | 100% | |
| 6200 · Highways | | | | | | | | | | | | |
| 6200-1 · Highways, General Maintenance | 5,386 | 2,434 | 49,000 | 7,820 | (41,180) | 16% | 7% | 49,000 | 49,000 | - | 100% | |
| 6200-10 · Drug & Alcohol Testing | - | - | 500 | - | (500) | 0% | 40% | 500 | 500 | - | 100% | |
| 6200-2 · Highways, Public Works Salary | 15,397 | 13,595 | 239,303 | 28,992 | (210,311) | 12% | 18% | 239,303 | 239,303 | - | 100% | |
| 6200-3 · Highways, Misc. o/t labor. | 1,376 | 1,449 | 28,000 | 2,825 | (25,175) | 10% | 7% | 28,000 | 28,000 | - | 100% | |
| 6200-4 · Boots - Highways | - | - | 2,500 | - | (2,500) | 0% | 0% | 2,500 | 2,500 | - | 100% | |
| 6200-5 · Storm Materials | 3,881 | 2,887 | 27,500 | 6,768 | (20,732) | 25% | 0% | 27,500 | 27,500 | - | 100% | |
| 6200-6 · Highways, Roadway Mgmt. | 10,934 | - | 40,000 | 10,934 | (29,066) | 27% | 3% | 40,000 | 40,000 | - | 100% | |
| 6200-7 · Highways, Town Garage | 137 | 59 | 8,000 | 196 | (7,804) | 2% | 5% | 8,000 | 8,000 | - | 100% | |
| 6200-8 · Stormwater Permit Fees(Phasell) | - | - | 8,500 | - | (8,500) | 0% | 0% | 8,500 | 8,500 | - | 100% | |
| Total 6200 · Highways | 37,111 | 20,424 | 403,303 | 57,535 | (345,768) | 14% | 13% | 403,303 | 403,303 | - | 100% | |
| 6202 · Tree Maintenance | | | | | | | | | | | | |
| 6202-1 · Tree Warden | - | - | 2,250 | - | (2,250) | 0% | 0% | 2,250 | 2,250 | - | 100% | |
| 6202-2 · Tree Warden- Training Seminars | - | - | 350 | - | (350) | 0% | 0% | 350 | 350 | - | 100% | |
| 6202-3 · Tree Pruning, Removal, Replacme | - | - | 12,000 | - | (12,000) | 0% | 15% | 12,000 | 12,000 | - | 100% | |
| 6202-4 · Tree Warden Mileage | - | - | 400 | - | (400) | 0% | 0% | 400 | 400 | - | 100% | |
| Total 6202 · Tree Maintenance | - | - | 15,000 | - | (15,000) | 0% | 12% | 15,000 | 15,000 | - | 100% | |
| 6205 · Street Lighting | | | | | | | | | | | | |
| 6205-1 · Street Lighting | 870 | 1,197 | 18,500 | 2,067 | (16,433) | 11% | 12% | 18,500 | 18,500 | - | 100% | |
| 6205-2 · Repairs | - | - | 2,000 | - | (2,000) | 0% | 0% | 2,000 | 2,000 | - | 100% | |
| Total 6205 · Street Lighting | 870 | - | 20,500 | 2,067 | (18,433) | 10% | 12% | 20,500 | 20,500 | - | 100% | |
| 6300 · Social Security | 3,767 | 3,502 | 56,880 | 7,269 | (49,611) | 13% | 17% | 56,880 | 56,880 | - | 100% | |
| 6310 · Deferred Compensation | 1,191 | 1,191 | 15,479 | 2,382 | (13,097) | 15% | 19% | 15,479 | 15,479 | - | 100% | |
| 6400 · Regional Agencies | | | | | | | | | | | | |
| 6400-1 · Reg. Agency - TVCCA | 1,100 | - | 1,100 | 1,100 | - | 100% | 100% | 1,100 | 1,100 | - | 100% | |
| 6400-10 · RegAgency-SSAC of Eastern CT | - | - | 300 | - | (300) | 0% | 0% | 300 | 300 | - | 100% | |
| 6400-11 · RegAg-SE CT Enterpr Reg | - | - | 1,038 | - | (1,038) | 0% | 100% | 1,038 | 1,038 | - | 100% | |
| 6400-12 · RegAgcy-Regional Animal Control | 9,811 | - | 9,811 | 9,811 | - | 100% | 100% | 9,811 | 9,811 | - | 100% | |
| 6400-2 · Reg. Agency - Cncl. of Gvnt | - | - | 1,632 | - | (1,632) | 0% | 100% | 1,632 | 1,632 | - | 100% | |
| 6400-3 · Reg. Agency - Soil/Wtr. Con. | - | - | 300 | - | (300) | 0% | 0% | 300 | 300 | - | 100% | |
| 6400-4 · Reg. Agency - Women's Center | - | - | 250 | - | (250) | 0% | 0% | 250 | 250 | - | 100% | |
| 6400-5 · Uncas Health District | 4,989 | - | 19,956 | 4,989 | (14,967) | 25% | 25% | 19,956 | 19,956 | - | 100% | |
| 6400-6 · Reg. Agency - CCM | 2,032 | - | 2,032 | 2,032 | - | 100% | 100% | 2,032 | 2,032 | - | 100% | |
| 6400-7 · Reg. Agency - Norwich PrbCrt | 550 | - | 2,199 | 550 | (1,649) | 25% | 24% | 2,199 | 2,199 | - | 100% | |
| 6400-8 · Council of Small Towns (COST) | 975 | - | 975 | 975 | - | 100% | 0% | 975 | 975 | - | 100% | |
| 6400-9 · Quinebaug Walking Weekends | - | - | 500 | - | (500) | 0% | 0% | 500 | 500 | - | 100% | |
| Total 6400 · Regional Agencies | 19,457 | - | 40,093 | 19,457 | (20,636) | 49% | 52% | 40,093 | 40,093 | - | 100% | |
| 6500 · Insurance | | | | | | | | | | | | |
| 6500-1 · Insurance, General Town | 8,484 | - | 36,440 | 8,484 | (27,956) | 23% | 20% | 36,440 | 36,440 | - | 100% | |
| 6500-2 · Insurance, Fire Department | 4,512 | - | 18,051 | 4,512 | (13,539) | 25% | 0% | 18,051 | 18,051 | - | 100% | |
| 6500-4 · Insurance, Water & Sewer Plants | 2,158 | - | 8,633 | 2,158 | (6,475) | 25% | 25% | 8,633 | 8,633 | - | 100% | |
| 6500-5 · Insurance,CIRMA (Workers Comp) | 8,687 | (7,823) | 40,069 | 864 | (39,205) | 2% | 4% | 40,069 | 40,069 | - | 100% | |
| 6500-6 · Insurance, Empl. Medical Ins. | 24,991 | 897 | 162,476 | 25,888 | (136,588) | 16% | 19% | 162,476 | 162,476 | - | 100% | |
| 6500-7 · Employee Insurance Waiver | 121 | 121 | 6,450 | 242 | (6,208) | 4% | 17% | 6,450 | 6,450 | - | 100% | |
| Total 6500 · Insurance | 48,953 | (6,805) | 272,119 | 42,148 | (229,971) | 15% | 16% | 272,119 | 272,119 | - | 100% | |
| 6600 · Police Department | | | | | | | | | | | | |
| 6600-1 · Police Dept. Resident Trooper | - | - | 182,006 | - | (182,006) | 0% | 0% | 182,006 | 182,006 | - | 100% | |
| 6600-2 · Police Dept., O/T 50% contra | - | - | 5,000 | - | (5,000) | 0% | 0% | 5,000 | 5,000 | - | 100% | |
| 6600-3 · Police Dept. DARE Program | - | - | 300 | - | (300) | 0% | 0% | 300 | 300 | - | 100% | |
| 6600-4 · Police Dept., Supplies, Misc. | - | 90 | 500 | 90 | (410) | 18% | 0% | 500 | 500 | - | 100% | |
| 6600-5 · Police Dept.- Sch. Crs. Guard | - | - | 5,070 | - | (5,070) | 0% | 0% | 5,070 | 5,070 | - | 100% | |
| Total 6600 · Police Department | - | 90 | 192,876 | 90 | (192,786) | 0% | 0% | 192,876 | 192,876 | - | 100% | |

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
 July through August 2022

| | | | Current Year Totals | | | | Comparison | Estimated Year-End Totals | | | |
|--|--------------|--------------|---------------------|---------------|------------------|-------------|------------------|---------------------------|----------------|--------------|-------------|
| | July 2022 | August 2022 | Budget | Year to Date | \$ Remaining | % of Budget | Same Period PY % | Year-End Est. | Budget | \$ Remaining | % of Budget |
| 6605 · Fire Dept. | | | | | | | | | | | |
| 6605-1 · Fire Dept., Vehicle Maint. | 446 | 134 | 24,000 | 580 | (23,420) | 2% | 2% | 24,000 | 24,000 | - | 100% |
| 6605-2 · Fire Dept, Fixed Expenses | 7,013 | 1,145 | 36,300 | 8,158 | (28,142) | 22% | 33% | 36,300 | 36,300 | - | 100% |
| 6605-3 · Fire Dept. Truck Supplies | - | - | 7,550 | - | (7,550) | 0% | 0% | 7,550 | 7,550 | - | 100% |
| 6605-4 · Fire Dept., Firehouse Maint. | 115 | 1,599 | 11,200 | 1,714 | (9,486) | 15% | 2% | 11,200 | 11,200 | - | 100% |
| 6605-5 · Fire Dept., Training | - | 1,900 | 14,500 | 1,900 | (12,600) | 13% | 0% | 14,500 | 14,500 | - | 100% |
| 6605-6 · Fire Dept., Business Exp. | 718 | - | 14,140 | 718 | (13,422) | 5% | 5% | 14,140 | 14,140 | - | 100% |
| 6605-7 · Fire Dept., Equip. Maint. | - | 468 | 12,600 | 468 | (12,132) | 4% | 2% | 12,600 | 12,600 | - | 100% |
| Total 6605 · Fire Dept. | 8,292 | 5,246 | 120,290 | 13,538 | (106,752) | 11% | 11% | 120,290 | 120,290 | - | 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% | 0% | 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% | 0% | 4,030 | 4,030 | - | 100% |
| 6615 · Fire Marshal/Burning Official | | | | | | | | | | | |
| 6615-1 · Fire Marshal/Salary | 667 | 667 | 8,000 | 1,334 | (6,666) | 17% | 17% | 8,000 | 8,000 | - | 100% |
| 6615-2 · Fire Marshal/Off.Exp.Ed.Misc | - | - | 2,250 | - | (2,250) | 0% | 0% | 2,250 | 2,250 | - | 100% |
| 6615-4 · Burning Official - Salary | - | - | 625 | - | (625) | 0% | 0% | 625 | 625 | - | 100% |
| Total 6615 · Fire Marshal/Burning Official | 667 | 667 | 10,875 | 1,334 | (9,541) | 12% | 12% | 10,875 | 10,875 | - | 100% |
| 6620 · Enf. Off-Bldg.Code | | | | | | | | | | | |
| 6620-1 · Enf.Off-Bldg Code - Salary | 1,558 | 1,558 | 20,260 | 3,116 | (17,144) | 15% | 19% | 20,260 | 20,260 | - | 100% |
| 6620-2 · Enf. Off-Bldg.Code - Mileage | - | - | 800 | - | (800) | 0% | 0% | 800 | 800 | - | 100% |
| 6620-3 · Enf.Off-Bldg.Code - Mbrshp.Fee | - | - | 250 | - | (250) | 0% | 0% | 250 | 250 | - | 100% |
| 6620-6 · Enf.Off-Bldg.Code- Ed.Training | - | - | 850 | - | (850) | 0% | 0% | 850 | 850 | - | 100% |
| 6620-7 · Enf.Off-Bldg.Code- Code Vol,Sup | - | - | 500 | - | (500) | 0% | 0% | 500 | 500 | - | 100% |
| Total 6620 · Enf. Off-Bldg.Code | 1,558 | 1,558 | 22,660 | 3,116 | (19,544) | 14% | 17% | 22,660 | 22,660 | - | 100% |
| 6625 · Blight Enforcement Officer | | | | | | | | | | | |
| 6625-1 · Blight Enforce. Officer-Salary | 308 | 308 | 3,700 | 616 | (3,084) | 17% | 17% | 3,700 | 3,700 | - | 100% |
| 6625-2 · Blight Enforce.Officer-Mileage | - | - | 150 | - | (150) | 0% | 0% | 150 | 150 | - | 100% |
| 6625-3 · Blight Enforce.Officer-Postage | - | - | 150 | - | (150) | 0% | 0% | 150 | 150 | - | 100% |
| Total 6625 · Blight Enforcement Officer | 308 | 308 | 4,000 | 616 | (3,384) | 15% | 15% | 4,000 | 4,000 | - | 100% |
| 6700 · Sanit/Wst Rem. | | | | | | | | | | | |
| 6700-2 · Sanit/Wst.Rem,Matls.Misc | 153 | 294 | 5,000 | 447 | (4,553) | 9% | 11% | 5,000 | 5,000 | - | 100% |
| 6700-3 · Sanit/Wst.Rem., Recycling | 800 | 5,496 | 65,000 | 6,296 | (58,704) | 10% | 14% | 65,000 | 65,000 | - | 100% |
| Total 6700 · Sanit/Wst Rem. | 953 | 5,790 | 70,000 | 6,743 | (63,257) | 10% | 14% | 70,000 | 70,000 | - | 100% |
| 6702 · Waste Management Exp. (Waste Management) | - | 5,642 | 67,000 | 5,642 | (61,358) | 8% | 18% | 67,000 | 67,000 | - | 100% |
| 6810 · Comm. of Aging | | | | | | | | | | | |
| 6810-1 · Comm. on Aging - Salary | 2,314 | 1,480 | 30,359 | 3,794 | (26,565) | 12% | 19% | 30,359 | 30,359 | - | 100% |
| 6810-2 · Commission on Aging-Munic Agent | - | - | 100 | - | (100) | 0% | 0% | 100 | 100 | - | 100% |
| 6810-4 · Comm. on Aging - Off sup/misc. | 45 | 45 | 1,250 | 90 | (1,160) | 7% | 8% | 1,250 | 1,250 | - | 100% |
| 6810-5 · Comm. of Aging - Elevator Contr | 220 | 220 | 2,640 | 440 | (2,200) | 17% | 16% | 2,640 | 2,640 | - | 100% |
| 6810-6 · Comm. of Aging - Programs | - | 27 | 2,000 | 27 | (1,973) | 1% | 0% | 2,000 | 2,000 | - | 100% |
| 6810-7 · Comm. of Aging - Van Driver | - | - | 3,500 | - | (3,500) | 0% | 0% | 3,500 | 3,500 | - | 100% |
| 6810-7a · Comm of Aging-Van Dr | 1,531 | 1,531 | 20,907 | 3,062 | (17,845) | 15% | 19% | 20,907 | 20,907 | - | 100% |
| 6810-9 · Van Expense, Comm. on Aging | 229 | 41 | 7,000 | 270 | (6,730) | 4% | 6% | 7,000 | 7,000 | - | 100% |
| Total 6810 · Comm. of Aging | 4,339 | 3,344 | 67,756 | 7,683 | (60,073) | 11% | 16% | 67,756 | 67,756 | - | 100% |
| 6950 · Capital Project | | | | | | | | | | | |
| 6950-1 · Capital Project,Rpr Centr Plnt | - | 240 | 6,000 | 240 | (5,760) | 4% | 42% | 6,000 | 6,000 | - | 100% |
| 6950-2 · Engineering Fees, Cap. Proj. | 3,010 | 3,064 | 18,700 | 6,074 | (12,626) | 32% | 0% | 18,700 | 18,700 | - | 100% |
| Total 6950 · Capital Project | 3,010 | 3,304 | 24,700 | 6,314 | (18,386) | 26% | 17% | 24,700 | 24,700 | - | 100% |
| 7000 · Parks & Playgrounds | | | | | | | | | | | |
| 7003 · Recreation Facilities (BoS) | - | 160 | 750 | 160 | (590) | 21% | 0% | 750 | 750 | - | 100% |
| 7003-2 · Electricity | - | 123 | 1,825 | 123 | (1,702) | 7% | 15% | 1,825 | 1,825 | - | 100% |
| Total 7003 · Recreation Facilities (BoS) | - | 123 | 1,825 | 123 | (1,702) | 7% | 15% | 1,825 | 1,825 | - | 100% |

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
July through August 2022

| | | | Current Year Totals | | | | Comparison | Estimated Year-End Totals | | | |
|---|-----------|-------------|---------------------|--------------|--------------|-------------|------------------|---------------------------|--------|--------------|-------------|
| | July 2022 | August 2022 | Budget | Year to Date | \$ Remaining | % of Budget | Same Period PY % | Year-End Est. | Budget | \$ Remaining | % of Budget |
| 7004 · Recreation Events(SPARC) | | | | | | | | | | | |
| 7004-1 · RecEvent-3 Villages Fall Fest | - | - | 2,000 | - | (2,000) | 0% | 0% | 2,000 | 2,000 | - | 100% |
| 7004-2 · Rec Event-Earth Day | - | - | 400 | - | (400) | 0% | 0% | 400 | 400 | - | 100% |
| 7004-3 · Rec Event-Youth Yr Lng Activity | - | - | 500 | - | (500) | 0% | 0% | 500 | 500 | - | 100% |
| 7004-4 · Rec Event-Shetucket River Fest | - | - | 250 | - | (250) | 0% | 0% | 250 | 250 | - | 100% |
| 7004-8 · Rec Event-Other | - | - | 500 | - | (500) | 0% | 60% | 500 | 500 | - | 100% |
| Total 7004 · Recreation Events(SPARC) | - | - | 3,650 | - | (3,650) | 0% | 8% | 3,650 | 3,650 | - | 100% |
| 7005 · Other Recreation Programs | | | | | | | | | | | |
| 7005-1 · Sprague/Franklin/Canterbury LL | - | - | 1,250 | - | (1,250) | 0% | 0% | 1,250 | 1,250 | - | 100% |
| Total 7005 · Other Recreation Programs | - | - | 1,250 | - | (1,250) | 0% | 0% | 1,250 | 1,250 | - | 100% |
| 7010 · Grist Mill | | | | | | | | | | | |
| 7010-1 · Grist Mill - Supplies, Maint. | - | - | 850 | - | (850) | 0% | 0% | 850 | 850 | - | 100% |
| 7010-2 · Grist Mill-Elevator Maintenance | 201 | 201 | 3,000 | 402 | (2,598) | 13% | 37% | 3,000 | 3,000 | - | 100% |
| 7010-3 · Grist Mill - Heat, Light | - | 325 | 9,000 | 325 | (8,675) | 4% | 12% | 9,000 | 9,000 | - | 100% |
| 7010-5 · Grist Mill - Janitor- Salaries | - | 335 | 4,800 | 335 | (4,465) | 7% | 6% | 4,800 | 4,800 | - | 100% |
| Total 7010 · Grist Mill | 201 | 861 | 17,650 | 1,062 | (16,588) | 6% | 13% | 17,650 | 17,650 | - | 100% |
| 7012 · Historical Museum | | | | | | | | | | | |
| 7012-1 · Salary | - | - | 2,184 | - | (2,184) | 0% | 0% | 2,184 | 2,184 | - | 100% |
| 7012-14 · Sprague Historical Society | 106 | - | 200 | 106 | (94) | 53% | 0% | 200 | 200 | - | 100% |
| Total 7012 · Historical Museum | 106 | - | 2,384 | 106 | (2,278) | 4% | 0% | 2,384 | 2,384 | - | 100% |
| 7015 · Library | | | | | | | | | | | |
| 7015-1 · Library - Librarian Assistant-1 | 721 | 711 | 14,640 | 1,432 | (13,208) | 10% | 16% | 14,640 | 14,640 | - | 100% |
| 7015-10 · Library - Director | 2,433 | 2,288 | 29,011 | 4,721 | (24,290) | 16% | 21% | 29,011 | 29,011 | - | 100% |
| 7015-11 · Library - Programs | - | 17 | 2,500 | 17 | (2,483) | 1% | 6% | 2,500 | 2,500 | - | 100% |
| 7015-12 · Professional Fees | - | - | 500 | - | (500) | 0% | 0% | 500 | 500 | - | 100% |
| 7015-13 · Library-St Lib CT Membership | - | 350 | 350 | 350 | - | 100% | 64% | 350 | 350 | - | 100% |
| 7015-2 · Library - Books | - | 1,596 | 4,500 | 1,596 | (2,904) | 35% | 4% | 4,500 | 4,500 | - | 100% |
| 7015-3 · Library - Sup./Misc. | - | 98 | 2,054 | 98 | (1,956) | 5% | 0% | 2,054 | 2,054 | - | 100% |
| 7015-4 · Library - Library Assistant - 4 | 420 | 756 | 14,640 | 1,176 | (13,464) | 8% | 7% | 14,640 | 14,640 | - | 100% |
| 7015-5 · Librarian Assistant - 5 | 1,208 | 858 | 9,700 | 2,066 | (7,634) | 21% | 13% | 9,700 | 9,700 | - | 100% |
| 7015-6 · Library - Librarian Assistant-6 | 247 | 44 | 7,320 | 291 | (7,029) | 4% | 14% | 7,320 | 7,320 | - | 100% |
| Total 7015 · Library | 5,029 | 6,718 | 85,215 | 11,747 | (73,468) | 14% | 15% | 85,215 | 85,215 | - | 100% |
| 7100 · Miscellaneous | | | | | | | | | | | |
| 7100-10 · Newsletter- Salary | 50 | - | 600 | 50 | (550) | 8% | 0% | 600 | 600 | - | 100% |
| 7100-11 · Bank Fees | - | - | - | - | - | 0% | 0% | - | - | - | 0% |
| 7100-12 · Newsletter - Misc. | - | 45 | 500 | 45 | (455) | 9% | 15% | 500 | 500 | - | 100% |
| 7100-2 · War Mem./Lords Bridge Gazebo | - | - | 675 | - | (675) | 0% | 14% | 675 | 675 | - | 100% |
| 7100-3 · Cemeteries, Vets Graves | - | - | 800 | - | (800) | 0% | 0% | 800 | 800 | - | 100% |
| 7100-4 · Contingent Fund | - | - | 40,000 | - | (40,000) | 0% | 0% | 40,000 | 40,000 | - | 100% |
| 7100-5 · Memorial Day Celebration | - | - | 1,000 | - | (1,000) | 0% | 0% | 1,000 | 1,000 | - | 100% |
| 7100-6 · Legal Ads | (1,639) | 331 | 12,000 | (1,308) | (13,308) | -11% | 4% | 12,000 | 12,000 | - | 100% |
| 7100-8 · Unemployment Compensation | - | - | - | - | - | 0% | 0% | - | - | - | 0% |
| Total 7100 · Miscellaneous | (1,589) | 376 | 55,575 | (1,213) | (56,788) | -2% | 4% | 55,575 | 55,575 | - | 100% |
| 7150 · Sewer & Water Dept. | | | | | | | | | | | |
| 7150-1 · Water & Sewer Public Services | - | - | 7,700 | - | (7,700) | 0% | 0% | 7,700 | 7,700 | - | 100% |
| Total 7150 · Sewer & Water Dept. | - | - | 7,700 | - | (7,700) | 0% | 0% | 7,700 | 7,700 | - | 100% |
| 7200 · Office Machines/Sup/Mnt. | | | | | | | | | | | |
| 7200-1 · Office Mach/Sup/Mnt - Town Clerk | 142 | 1,484 | 10,150 | 1,626 | (8,524) | 16% | 15% | 10,150 | 10,150 | - | 100% |
| 7200-10 · Fixed Asset Inventory | - | - | 1,389 | - | (1,389) | 0% | 0% | 1,389 | 1,389 | - | 100% |
| 7200-2 · Office Mach/Sup/Mnt.- Tax Coll. | 6,043 | 1,576 | 10,250 | 7,619 | (2,631) | 74% | 73% | 10,250 | 10,250 | - | 100% |
| 7200-3 · Office Mach/Sup/Mnt.- Assessor | 14,008 | - | 15,737 | 14,008 | (1,729) | 89% | 84% | 15,737 | 15,737 | - | 100% |
| 7200-4 · Office Mach/Sup/Mnt-Select/Trea | - | 206 | 1,000 | 206 | (794) | 21% | 0% | 1,000 | 1,000 | - | 100% |
| 7200-5 · Office Machines - Equip.Mnt. | - | - | 7,000 | - | (7,000) | 0% | 0% | 7,000 | 7,000 | - | 100% |
| 7200-6 · Office MachSupp-ServSupp | - | 220 | 5,000 | 220 | (4,780) | 4% | 0% | 5,000 | 5,000 | - | 100% |
| 7200-7 · Paychex Services | 123 | 259 | 3,500 | 382 | (3,118) | 11% | 19% | 3,500 | 3,500 | - | 100% |
| 7200-8 · Off.Mach/Sup/Mnt-Library Suppor | 2,095 | - | 4,201 | 2,095 | (2,106) | 50% | 48% | 4,201 | 4,201 | - | 100% |
| 7200-9 · Off.Mach/Sup/Mnt.-Mail System | - | - | 708 | - | (708) | 0% | 0% | 708 | 708 | - | 100% |
| Total 7200 · Office Machines/Sup/Mnt. | 22,411 | 3,745 | 58,935 | 26,156 | (32,779) | 44% | 42% | 58,935 | 58,935 | - | 100% |

Town of Sprague
 BOF Budget vs. Actual
 with YE estimated totals
 July through August 2022

| | | | | Current Year Totals | | | | Comparison | Estimated Year-End Totals | | | |
|--|--|------------------|--------------------|----------------------------|--------------|----------------|-------------|------------------|----------------------------------|--------------|--------------|-------------|
| | | July 2022 | August 2022 | Budget | Year to Date | \$ Remaining | % of Budget | Same Period PY % | Year-End Est. | Budget | \$ Remaining | % of Budget |
| 7300 · Interest Payments - Bonds | | | | | | | | | | | | |
| | 7300-14 · 2005 Bonds, Land Purchase, Rds | - | - | 12,000 | - | (12,000) | 0% | 0% | 12,000 | 12,000 | - | 100% |
| | 7300-15 · 2009 Bond-Roads, Roof, Fire App, A | - | - | 10,500 | - | (10,500) | 0% | 0% | 10,500 | 10,500 | - | 100% |
| | 7300-16 · 2013 Bonds-Various Purposes | - | 49,338 | 93,675 | 49,338 | (44,337) | 53% | 52% | 93,675 | 93,675 | - | 100% |
| | 7300-17 · 2020 Bonds-Various Purposes | - | 75,300 | 148,300 | 75,300 | (73,000) | 51% | 51% | 148,300 | 148,300 | - | 100% |
| | Total 7300 · Interest Payments - Bonds | - | 124,638 | 264,475 | 124,638 | (139,837) | 47% | 45% | 264,475 | 264,475 | - | 100% |
| 7305 · Redemption of Debt-Principal | | | | | | | | | | | | |
| | 7305-14 · 2005 Bonds, Land Purchase, Rds | - | - | 80,000 | - | (80,000) | 0% | 0% | 80,000 | 80,000 | - | 100% |
| | 7305-15 · 2009 Bond-Roads, Roof, Fire App, AD | - | - | 105,000 | - | (105,000) | 0% | 0% | 105,000 | 105,000 | - | 100% |
| | 7305-16 · 2013 Bonds Various Purposes | - | 250,000 | 250,000 | 250,000 | - | 100% | 100% | 250,000 | 250,000 | - | 100% |
| | 7305-17 · 2020 Bonds - Various Purposes | - | 115,000 | 115,000 | 115,000 | - | 100% | 100% | 115,000 | 115,000 | - | 100% |
| | Total 7305 · Redemption of Debt-Principal | - | 365,000 | 550,000 | 365,000 | (185,000) | 66% | 65% | 550,000 | 550,000 | - | 100% |
| | 7360 · Operating Transfers CNR Fund | - | - | 17,000 | - | (17,000) | 0% | 0% | 17,000 | 17,000 | - | 100% |
| | 7370 · Transfer to Eliminate CNR Deficit | - | - | 60,000 | - | (60,000) | 0% | 0% | 60,000 | 60,000 | - | 100% |
| | 7500 · Board of Education | 210,535 | 282,365 | 6,895,693 | 492,900 | (6,402,793) | 7% | 9% | 6,895,693 | 6,895,693 | - | 100% |
| | Total Expense | 409,735 | 855,597 | 9,895,817 | 1,260,639 | (8,635,178) | 13% | 15% | 9,895,817 | 9,895,817 | - | 100% |
| | Net Ordinary Income | 2,909,611 | (357,042) | 55,496 | 2,557,262 | 2,501,766 | | | 138,963 | 55,496 | 83,467 | 250% |
| | Net Income | 2,909,611 | (357,042) | 55,496 | 2,557,262 | 2,501,766 | | | 138,963 | 55,496 | 83,467 | 250% |
| Summary | | July 2022 | August 2022 | Current Year Totals | | | | | Estimated Year-End Totals | | | |
| | Board of Selectmen Expenditures | \$ 199,200 | \$ 573,232 | \$ 3,000,124 | \$ 767,739 | \$ (2,232,385) | 26% | 28% | \$ 3,000,124 | \$ 3,000,124 | \$ - | 100% |
| | Board of Education Expenditures | \$ 210,535 | \$ 282,365 | \$ 6,895,693 | \$ 492,900 | \$ (6,402,793) | 7% | 9% | \$ 6,895,693 | \$ 6,895,693 | \$ - | 100% |
| | Total Expenditures | \$ 409,735 | \$ 855,597 | \$ 9,895,817 | \$ 1,260,639 | \$ (8,635,178) | 13% | 15% | \$ 9,895,817 | \$ 9,895,817 | \$ - | 100% |

| BOE Budget v. Actual 8/31/2022 | | | | | | | | | | |
|--|------------------------|---------------------------|--------------------------|------------------------|------------------------|------------------------|----------------------|------------------------|---------------------------|----------------------|
| | Approved Budget | Current Mo. Budget Trf | Prior YTD Budget Trfs | Revised Budget | Year to Date Actual | Encumbered/ Ordered | Total Expenditures | Variance | Forecasted Expenditure | Forecasted Balance |
| 1000-Regular Instruction | | | | | | | | | | |
| 1000.51110. Wages Paid to Teachers - Regular Ed | \$ 1,144,377.00 | \$ - | \$ - | \$ 1,144,377.00 | \$ 49,327.83 | \$ - | \$ 49,327.83 | \$ 1,095,049.17 | \$ 1,076,609.44 | \$ 18,439.73 |
| 1000.51120. Wages Paid to Instructional Aides - Regular Ed | \$ 14,401.00 | \$ - | \$ - | \$ 14,401.00 | \$ 205.69 | \$ - | \$ 205.69 | \$ 14,195.31 | \$ 14,851.67 | \$ (656.36) |
| 1000.52100. Group Life Insurance - Regular | \$ 726.00 | \$ - | \$ - | \$ 726.00 | \$ 176.09 | \$ - | \$ 176.09 | \$ 549.91 | \$ 584.32 | \$ (34.41) |
| 1000.52200. FICA/Medicare Employer - Regular Ed | \$ 19,222.00 | \$ - | \$ - | \$ 19,222.00 | \$ 823.15 | \$ - | \$ 823.15 | \$ 18,398.85 | \$ 18,147.75 | \$ 251.10 |
| 1000.52500. Tuition Reimbursement | \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ - | \$ 10,000.00 |
| 1000.52800. Health Insurance - Regular | \$ 279,651.00 | \$ - | \$ - | \$ 279,651.00 | \$ 48,272.09 | \$ - | \$ 48,272.09 | \$ 231,378.91 | \$ 251,748.12 | \$ (20,369.21) |
| 1000.53200. Substitutes - Regular Education | \$ 3,500.00 | \$ - | \$ - | \$ 3,500.00 | \$ - | \$ - | \$ - | \$ 3,500.00 | \$ - | \$ 3,500.00 |
| 1000.53230. Purchased Pupil Services | \$ 1,250.00 | \$ - | \$ - | \$ 1,250.00 | \$ - | \$ - | \$ - | \$ 1,250.00 | \$ 937.50 | \$ 312.50 |
| 1000.54300. Equipment Repairs & Maint | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 1000.54420. Equipment Leasing | \$ 18,000.00 | \$ - | \$ - | \$ 18,000.00 | \$ 3,880.81 | \$ 20,103.47 | \$ 23,984.28 | \$ (5,984.28) | \$ - | \$ (5,984.28) |
| 1000.56100. General Supplies - Regular Education | \$ 7,000.00 | \$ - | \$ - | \$ 7,000.00 | \$ - | \$ - | \$ - | \$ 7,000.00 | \$ 5,250.00 | \$ 1,750.00 |
| 1000.56110. Instructional Supplies - Regular Education | \$ 5,000.00 | \$ - | \$ - | \$ 5,000.00 | \$ 186.00 | \$ - | \$ 186.00 | \$ 4,814.00 | \$ 3,610.50 | \$ 1,203.50 |
| 1000.56400. Workbooks/Disposables | \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 7,500.00 | \$ 2,500.00 |
| 1000.56410. Textbooks | \$ 3,000.00 | \$ - | \$ - | \$ 3,000.00 | \$ - | \$ - | \$ - | \$ 3,000.00 | \$ 2,250.00 | \$ 750.00 |
| 1000.56501. Ink and Toner | \$ 8,000.00 | \$ - | \$ - | \$ 8,000.00 | \$ - | \$ - | \$ - | \$ 8,000.00 | \$ 6,000.00 | \$ 2,000.00 |
| 1000.57300. Equipment - Non Instructional | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 1000.58100. Dues & Fees | \$ 9,869.00 | \$ - | \$ - | \$ 9,869.00 | \$ - | \$ - | \$ - | \$ 9,869.00 | \$ 9,869.00 | \$ - |
| Total | \$ 1,533,996.00 | \$ - | \$ - | \$ 1,533,996.00 | \$ 102,871.66 | \$ 20,103.47 | \$ 122,975.13 | \$ 1,411,020.87 | \$ 1,397,358.30 | \$ 13,662.57 |
| 1200-Special Education | | | | | | | | | | |
| 1200.51110. Wages Paid to Teachers - SPED | \$ 351,322.00 | \$ - | \$ - | \$ 351,322.00 | \$ 18,993.18 | \$ - | \$ 18,993.18 | \$ 332,328.82 | \$ 293,796.69 | \$ 38,532.13 |
| 1200.51120. Wages Paid to Instructional Aides - SPED | \$ 273,997.00 | \$ - | \$ - | \$ 273,997.00 | \$ - | \$ - | \$ - | \$ 273,997.00 | \$ 212,143.73 | \$ 61,853.27 |
| 1200.51901. Wages Paid - Other Non Certified Staff - SPED | \$ 87,776.00 | \$ - | \$ - | \$ 87,776.00 | \$ 7,179.76 | \$ - | \$ 7,179.76 | \$ 80,596.24 | \$ 56,330.96 | \$ 24,265.28 |
| 1200.52100. Group Life Insurance - SPED | \$ 981.00 | \$ - | \$ - | \$ 981.00 | \$ 161.70 | \$ - | \$ 161.70 | \$ 819.30 | \$ 700.56 | \$ 118.74 |
| 1200.52200. FICA/Medicare Employer - SPED | \$ 33,064.00 | \$ - | \$ - | \$ 33,064.00 | \$ 848.55 | \$ - | \$ 848.55 | \$ 32,215.45 | \$ 31,683.10 | \$ 532.35 |
| 1200.52300. Pension Contributions | \$ 3,552.00 | \$ - | \$ - | \$ 3,552.00 | \$ 390.84 | \$ - | \$ 390.84 | \$ 3,161.16 | \$ 2,149.60 | \$ 1,011.56 |
| 1200.52800. Health Insurance | \$ 239,621.00 | \$ - | \$ - | \$ 239,621.00 | \$ 31,453.68 | \$ - | \$ 31,453.68 | \$ 208,167.32 | \$ 144,825.90 | \$ 63,341.42 |
| 1200.53200. Substitutes - SPED | \$ 3,500.00 | \$ - | \$ - | \$ 3,500.00 | \$ - | \$ - | \$ - | \$ 3,500.00 | \$ - | \$ 3,500.00 |
| 1200.53230. Purchased Pupil Services | \$ 29,000.00 | \$ - | \$ - | \$ 29,000.00 | \$ (7,661.03) | \$ 231.67 | \$ (7,429.36) | \$ 36,429.36 | \$ - | \$ 36,429.36 |
| 1200.53300. Other Prof/Tech Services | \$ 2,500.00 | \$ - | \$ - | \$ 2,500.00 | \$ 750.00 | \$ 1,185.00 | \$ 1,935.00 | \$ 565.00 | \$ 423.75 | \$ 141.25 |
| 1200.55800. Travel Reimbursement | \$ 1,200.00 | \$ - | \$ - | \$ 1,200.00 | \$ - | \$ - | \$ - | \$ 1,200.00 | \$ - | \$ 1,200.00 |
| 1200.56100. General Supplies - Special Education | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | \$ - | \$ - | \$ - | \$ 1,000.00 | \$ 750.00 | \$ 250.00 |
| 1200.56110. Instructional Supplies - SPED | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | \$ - | \$ 130.13 | \$ 130.13 | \$ 869.87 | \$ 652.40 | \$ 217.47 |
| 1200.56400. Workbooks/Disposables | \$ 500.00 | \$ - | \$ - | \$ 500.00 | \$ - | \$ - | \$ - | \$ 500.00 | \$ 375.00 | \$ 125.00 |
| 1200.57300. Equipment Non-Instructional | \$ 1,430.00 | \$ - | \$ - | \$ 1,430.00 | \$ - | \$ - | \$ - | \$ 1,430.00 | \$ 1,072.50 | \$ 357.50 |
| 1200.58100. Dues & Fees | \$ 760.00 | \$ - | \$ - | \$ 760.00 | \$ 250.00 | \$ - | \$ 250.00 | \$ 510.00 | \$ 510.00 | \$ - |
| Total | \$ 1,031,203.00 | \$ - | \$ - | \$ 1,031,203.00 | \$ 52,366.68 | \$ 1,546.80 | \$ 53,913.48 | \$ 977,289.52 | \$ 745,414.19 | \$ 231,875.33 |
| 1300-Adult Education - Cooperative | | | | | | | | | | |
| 1300.55690. Tuition - Adult Cooperative | \$ 15,366.00 | \$ - | \$ - | \$ 15,366.00 | \$ - | \$ - | \$ - | \$ 15,366.00 | \$ 15,366.00 | \$ - |
| Total | \$ 15,366.00 | \$ - | \$ - | \$ 15,366.00 | \$ - | \$ - | \$ - | \$ 15,366.00 | \$ 15,366.00 | \$ - |
| 1500-Stipends - Extra Curricular | | | | | | | | | | |
| 1500.51930. Extra Curricular Stipends Paid | \$ 8,821.00 | \$ - | \$ - | \$ 8,821.00 | \$ - | \$ - | \$ - | \$ 8,821.00 | \$ 12,941.00 | \$ (4,120.00) |
| Total | \$ 8,821.00 | \$ - | \$ - | \$ 8,821.00 | \$ - | \$ - | \$ - | \$ 8,821.00 | \$ 12,941.00 | \$ (4,120.00) |

| BOE Budget v. Actual 8/31/2022 | | | | | | | | | | |
|---|----------------------|---------------------------|--------------------------|----------------------|------------------------|------------------------|---------------------|----------------------|---------------------------|---------------------|
| | Approved Budget | Current Mo. Budget Trf | Prior YTD Budget Trfs | Revised Budget | Year to Date Actual | Encumbered/ Ordered | Total Expenditures | Variance | Forecasted Expenditure | Forecasted Balance |
| 1600-Summer School | | | | | | | | | | |
| 1600.51110. Wages Paid to Teachers - Summer School | \$ 5,000.00 | \$ - | \$ - | \$ 5,000.00 | \$ 6,108.75 | \$ - | \$ 6,108.75 | \$ (1,108.75) | \$ - | \$ (1,108.75) |
| 1600.51120. Wages Paid to Inst Aides - Summer School | \$ 2,250.00 | \$ - | \$ - | \$ 2,250.00 | \$ 1,631.25 | \$ - | \$ 1,631.25 | \$ 618.75 | \$ - | \$ 618.75 |
| 1600.51901. Wages Paid - Other Non-Cert - Summer School | \$ 2,400.00 | \$ - | \$ - | \$ 2,400.00 | \$ 1,747.25 | \$ - | \$ 1,747.25 | \$ 652.75 | \$ - | \$ 652.75 |
| 1600.52200. FICA/Medicare Employer - Summer School | \$ 309.00 | \$ - | \$ - | \$ 309.00 | \$ 346.97 | \$ - | \$ 346.97 | \$ (37.97) | \$ - | \$ (37.97) |
| Total | \$ 9,959.00 | \$ - | \$ - | \$ 9,959.00 | \$ 9,834.22 | \$ - | \$ 9,834.22 | \$ 124.78 | \$ - | \$ 124.78 |
| 1700-Tutoring | | | | | | | | | | |
| 1700.000100.51110. Wages Paid to Teacher Tutors - Reg Ed | \$ 4,000.00 | \$ - | \$ - | \$ 4,000.00 | \$ - | \$ - | \$ - | \$ 4,000.00 | \$ - | \$ 4,000.00 |
| 1700.000100.52200. FICA/Medicare Employer - Reg Ed | \$ 700.00 | \$ - | \$ - | \$ 700.00 | \$ - | \$ - | \$ - | \$ 700.00 | \$ - | \$ 700.00 |
| 1700.000200.51120. Wages Paid to Inst Aide Tutors - Spec Ed | \$ 6,000.00 | \$ - | \$ - | \$ 6,000.00 | \$ - | \$ - | \$ - | \$ 6,000.00 | \$ - | \$ 6,000.00 |
| 1700.000200.52200. FICA/Medicare Employer - Spec Ed | \$ 8,000.00 | \$ - | \$ - | \$ 8,000.00 | \$ - | \$ - | \$ - | \$ 8,000.00 | \$ - | \$ 8,000.00 |
| 1700.000200.53230. Purchased Pupil Services - Spec Ed | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 18,700.00 | \$ - | \$ - | \$ 18,700.00 | \$ - | \$ - | \$ - | \$ 18,700.00 | \$ - | \$ 18,700.00 |
| 1800-Stipends - Sports Teams | | | | | | | | | | |
| 1800.51930. Sports Teams Stipends Paid | \$ 16,283.00 | \$ - | \$ - | \$ 16,283.00 | 0.00 | 0.00 | \$ - | \$ 16,283.00 | \$ 16,283.00 | \$ - |
| 1800.52200. FICA/Medicare Employer | \$ 1,245.00 | \$ - | \$ - | \$ 1,245.00 | 0.00 | 0.00 | \$ - | \$ 1,245.00 | \$ 1,245.00 | \$ - |
| 1800.53540. Sports Officials | \$ 3,570.00 | \$ - | \$ - | \$ 3,570.00 | 0.00 | 0.00 | \$ - | \$ 3,570.00 | \$ 3,570.00 | \$ - |
| 1800.56100. General Supplies - Sports Teams | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 21,098.00 | \$ - | \$ - | \$ 21,098.00 | \$ - | \$ - | \$ - | \$ 21,098.00 | \$ 21,098.00 | \$ - |
| 2110-Social Work Services | | | | | | | | | | |
| 2110.51900. Wages Paid - Social Worker | \$ 48,125.00 | \$ - | \$ - | \$ 48,125.00 | 1,093.75 | 0.00 | \$ 1,093.75 | \$ 47,031.25 | \$ 22,968.75 | \$ 24,062.50 |
| 2110.52100. Group Life Insurance - Social Worker | \$ 38.00 | \$ - | \$ - | \$ 38.00 | 4.74 | 0.00 | \$ 4.74 | \$ 33.26 | \$ 14.16 | \$ 19.10 |
| 2110.52200. FICA/Medicare Employer - Social Worker | \$ 700.00 | \$ - | \$ - | \$ 700.00 | 15.86 | 0.00 | \$ 15.86 | \$ 684.14 | \$ 333.05 | \$ 351.09 |
| 2110.52800. Health Insurance - Social Worker | \$ 9,842.00 | \$ - | \$ - | \$ 9,842.00 | 873.16 | 0.00 | \$ 873.16 | \$ 8,968.84 | \$ 4,422.36 | \$ 4,546.49 |
| 2110.56100. Supplies | \$ 200.00 | \$ - | \$ - | \$ 200.00 | 0.00 | 0.00 | \$ - | \$ 200.00 | \$ 150.00 | \$ 50.00 |
| 2110.56110. Instructional Supplies | \$ - | \$ - | \$ - | \$ - | 0.00 | 24.94 | \$ 24.94 | \$ (24.94) | \$ - | \$ (24.94) |
| Total | \$ 58,905.00 | \$ - | \$ - | \$ 58,905.00 | \$ 1,987.51 | \$ 24.94 | \$ 2,012.45 | \$ 56,892.55 | \$ 27,888.32 | \$ 29,004.24 |
| 2130-Health Office | | | | | | | | | | |
| 2130.51901. Wages Paid - School Nurse | \$ 87,726.00 | \$ - | \$ - | \$ 87,726.00 | 5,736.20 | 0.00 | \$ 5,736.20 | \$ 81,989.80 | \$ 82,406.40 | \$ (416.60) |
| 2130.51910. Wages Paid - Nurse Substitutes | \$ 4,000.00 | \$ - | \$ - | \$ 4,000.00 | 0.00 | 0.00 | \$ - | \$ 4,000.00 | \$ - | \$ 4,000.00 |
| 2130.51930. Nursing Stipends Paid | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 0.00 | 0.00 | \$ - | \$ 2,000.00 | \$ 2,000.00 | \$ - |
| 2130.52100. Group Life Insurance - Health Office | \$ 76.00 | \$ - | \$ - | \$ 76.00 | 18.90 | 0.00 | \$ 18.90 | \$ 57.10 | \$ 56.70 | \$ 0.40 |
| 2130.52200. FICA/Medicare Employer - Health | \$ 8,486.00 | \$ - | \$ - | \$ 8,486.00 | 438.82 | 0.00 | \$ 438.82 | \$ 8,047.18 | \$ 8,437.67 | \$ (390.49) |
| 2130.52800. Health Insurance - Health Office | \$ 11,104.00 | \$ - | \$ - | \$ 11,104.00 | 1,974.88 | 0.00 | \$ 1,974.88 | \$ 9,129.12 | \$ 9,874.39 | \$ (745.27) |
| 2130.53230. Purchased Pupil Services | \$ 720.00 | \$ - | \$ - | \$ 720.00 | 0.00 | 0.00 | \$ - | \$ 720.00 | \$ 720.00 | \$ - |
| 2130.53300. Other Prof/Tech Services | \$ 600.00 | \$ - | \$ - | \$ 600.00 | 630.00 | 0.00 | \$ 630.00 | \$ (30.00) | \$ - | \$ (30.00) |
| 2130.54300. Repairs & Maint Equipment | \$ 200.00 | \$ - | \$ - | \$ 200.00 | 0.00 | 0.00 | \$ - | \$ 200.00 | \$ 150.00 | \$ 50.00 |
| 2130.55800. Conference/Travel - Health Office | \$ 700.00 | \$ - | \$ - | \$ 700.00 | 0.00 | 0.00 | \$ - | \$ 700.00 | \$ - | \$ 700.00 |
| 2130.56100. Supplies | \$ 2,400.00 | \$ - | \$ - | \$ 2,400.00 | 0.00 | 1,612.29 | \$ 1,612.29 | \$ 787.71 | \$ 590.78 | \$ 196.93 |
| 2130.56430. Professional Periodicals | \$ 100.00 | \$ - | \$ - | \$ 100.00 | 0.00 | 0.00 | \$ - | \$ 100.00 | \$ - | \$ 100.00 |
| 2130.58100. Dues & Fees | \$ 600.00 | \$ - | \$ - | \$ 600.00 | 113.00 | 0.00 | \$ 113.00 | \$ 487.00 | \$ 487.00 | \$ - |
| Total | \$ 118,712.00 | \$ - | \$ - | \$ 118,712.00 | \$ 8,911.80 | \$ 1,612.29 | \$ 10,524.09 | \$ 108,187.91 | \$ 104,722.94 | \$ 3,464.97 |
| 2140-Psychological Services | | | | | | | | | | |
| 2140.51900. Wages Paid - School Psychologist | \$ 53,052.00 | \$ - | \$ - | \$ 53,052.00 | 2,411.45 | 0.00 | \$ 2,411.45 | \$ 50,640.55 | \$ 50,640.55 | \$ - |

| BOE Budget v. Actual 8/31/2022 | | | | | | | | | | |
|---|----------------------|---------------------------|--------------------------|----------------------|------------------------|------------------------|---------------------|----------------------|---------------------------|----------------------|
| | Approved Budget | Current Mo. Budget Trf | Prior YTD Budget Trfs | Revised Budget | Year to Date Actual | Encumbered/ Ordered | Total Expenditures | Variance | Forecasted Expenditure | Forecasted Balance |
| 2140.52100. Group Life Insurance - Psychologist | \$ 38.00 | \$ - | \$ - | \$ 38.00 | 6.12 | 0.00 | \$ 6.12 | \$ 31.88 | \$ 31.68 | \$ 0.20 |
| 2140.52200. FICA/Medicare Employer - Psychologist | \$ 770.00 | \$ - | \$ - | \$ 770.00 | 34.97 | 0.00 | \$ 34.97 | \$ 735.03 | \$ 734.28 | \$ 0.75 |
| 2140.52800. Health Insurance | \$ 20,714.00 | \$ - | \$ - | \$ 20,714.00 | 3,739.22 | 0.00 | \$ 3,739.22 | \$ 16,974.78 | \$ 18,809.30 | \$ (1,834.52) |
| 2140.53230. Purchased Pupil Services | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 0.00 | 0.00 | \$ - | \$ 2,000.00 | \$ 1,500.00 | \$ 500.00 |
| 2140.56100. Assessment Supplies | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 191.00 | 904.56 | \$ 1,095.56 | \$ 904.44 | \$ 678.33 | \$ 226.11 |
| 2140.56110. Instructional Supplies - Psychologist | \$ 200.00 | \$ - | \$ - | \$ 200.00 | 0.00 | 0.00 | \$ - | \$ 200.00 | \$ 150.00 | \$ 50.00 |
| Total | \$ 78,774.00 | \$ - | \$ - | \$ 78,774.00 | \$ 6,382.76 | \$ 904.56 | \$ 7,287.32 | \$ 71,486.68 | \$ 72,544.14 | \$ (1,057.46) |
| 2150-Speech & Audiology Services | | | | | | | | | | |
| 2150.53230. Purchased Pupil Services | \$ 71,622.00 | \$ - | \$ - | \$ 71,622.00 | 0.00 | 81,218.16 | \$ 81,218.16 | \$ (9,596.16) | \$ - | \$ (9,596.16) |
| 2150.56100. Supplies | \$ 775.00 | \$ - | \$ - | \$ 775.00 | 0.00 | 213.52 | \$ 213.52 | \$ 561.48 | \$ 421.11 | \$ 140.37 |
| Total | \$ 72,397.00 | \$ - | \$ - | \$ 72,397.00 | \$ - | \$ 81,431.68 | \$ 81,431.68 | \$ (9,034.68) | \$ 421.11 | \$ (9,455.79) |
| 2160-PT/OT Services | | | | | | | | | | |
| 2160.56100. Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 765.94 | \$ - | \$ (765.94) | \$ - | \$ (765.94) |
| Total | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 765.94 | \$ - | \$ (765.94) | \$ - | \$ (765.94) |
| 2210-Improvement of Instruction | | | | | | | | | | |
| 2210.53220. In Service | \$ 4,000.00 | \$ - | \$ - | \$ 4,000.00 | 45.00 | 1,645.00 | \$ 1,690.00 | \$ 2,310.00 | \$ - | \$ 2,310.00 |
| 2210.55800. Conference/Travel - Professional Development | \$ 6,000.00 | \$ - | \$ - | \$ 6,000.00 | 0.00 | 0.00 | \$ - | \$ 6,000.00 | \$ - | \$ 6,000.00 |
| 2210.56100. Supplies | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 0.00 | 0.00 | \$ - | \$ 2,000.00 | \$ - | \$ 2,000.00 |
| Total | \$ 12,000.00 | \$ - | \$ - | \$ 12,000.00 | \$ 45.00 | \$ 1,645.00 | \$ 1,690.00 | \$ 10,310.00 | \$ - | \$ 10,310.00 |
| 2230-Technology | | | | | | | | | | |
| 2230.51901. Wages Paid - Technology Staff | \$ 6,481.00 | \$ - | \$ - | \$ 6,481.00 | 904.50 | 0.00 | \$ 904.50 | \$ 5,576.50 | \$ 5,576.52 | \$ (0.02) |
| 2230.52100. Group Life Insurance - Technology | \$ 4.00 | \$ - | \$ - | \$ 4.00 | 1.26 | 0.00 | \$ 1.26 | \$ 2.74 | \$ 2.52 | \$ 0.22 |
| 2230.52200. FICA/Medicare Employer - Technology | \$ 496.00 | \$ - | \$ - | \$ 496.00 | 69.21 | 0.00 | \$ 69.21 | \$ 426.79 | \$ 426.58 | \$ 0.21 |
| 2230.52300. Pension Contributions - Technology | \$ 260.00 | \$ - | \$ - | \$ 260.00 | 39.88 | 0.00 | \$ 39.88 | \$ 220.12 | \$ 219.35 | \$ 0.77 |
| 2230.52800. Health Insurance - Technology | \$ 1,111.00 | \$ - | \$ - | \$ 1,111.00 | 296.24 | 0.00 | \$ 296.24 | \$ 814.76 | \$ 888.69 | \$ (73.93) |
| 2230.53520. Other Technical Services | \$ 76,014.00 | \$ - | \$ - | \$ 76,014.00 | 22,371.25 | 54,273.70 | \$ 76,644.95 | \$ (630.95) | \$ - | \$ (630.95) |
| 2230.56100. Supplies | \$ 500.00 | \$ - | \$ - | \$ 500.00 | 0.00 | 0.00 | \$ - | \$ 500.00 | \$ 375.00 | \$ 125.00 |
| 2230.56500. Technology Supplies | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 0.00 | 0.00 | \$ - | \$ 2,000.00 | \$ 1,500.00 | \$ 500.00 |
| 2230.57340. Technology Hardware - Instructional | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 5,400.00 | 0.00 | \$ 5,400.00 | \$ (3,400.00) | \$ - | \$ (3,400.00) |
| 2230.57341. Technology Hardware - Non-Instructional | \$ 3,000.00 | \$ - | \$ - | \$ 3,000.00 | 0.00 | 0.00 | \$ - | \$ 3,000.00 | \$ 2,250.00 | \$ 750.00 |
| 2230.57350. Software - Instructional | \$ 28,856.00 | \$ - | \$ - | \$ 28,856.00 | 15,172.50 | 0.00 | \$ 15,172.50 | \$ 13,683.50 | \$ 13,683.50 | \$ - |
| 2230.57351. Software - Non-Instructional | \$ 33,145.00 | \$ - | \$ - | \$ 33,145.00 | 0.00 | 550.00 | \$ 550.00 | \$ 32,595.00 | \$ 32,595.00 | \$ - |
| Total | \$ 153,867.00 | \$ - | \$ - | \$ 153,867.00 | \$ 44,254.84 | \$ 54,823.70 | \$ 99,078.54 | \$ 54,788.46 | \$ 57,517.16 | \$ (2,728.70) |
| 2310-Board of Education | | | | | | | | | | |
| 2310.51901. Wages Paid - Non-Certified - BOE Admin Office | \$ 12,635.00 | \$ - | \$ - | \$ 12,635.00 | 3,401.44 | 0.00 | \$ 3,401.44 | \$ 9,233.56 | \$ 21,866.40 | \$ (12,632.84) |
| 2310.52100. Group Life Insurance - BOE Office | \$ 8.00 | \$ - | \$ - | \$ 8.00 | 3.12 | 0.00 | \$ 3.12 | \$ 4.88 | \$ 12.00 | \$ (7.12) |
| 2310.52200. FICA/Medicare Employer - BOE Office | \$ 967.00 | \$ - | \$ - | \$ 967.00 | 260.23 | 0.00 | \$ 260.23 | \$ 706.77 | \$ 1,412.53 | \$ (705.76) |
| 2310.52300. Pension Contributions - BOE Office | \$ 506.00 | \$ - | \$ - | \$ 506.00 | 155.50 | 0.00 | \$ 155.50 | \$ 350.50 | \$ 855.24 | \$ (504.74) |
| 2310.52600. Unemployment Compensation - BOE Office | \$ 3,000.00 | \$ - | \$ - | \$ 3,000.00 | 0.00 | 0.00 | \$ - | \$ 3,000.00 | \$ - | \$ 3,000.00 |
| 2310.52700. Workers' Compensation - BOE Office | \$ 21,927.00 | \$ - | \$ - | \$ 21,927.00 | 4,754.31 | 17,172.69 | \$ 21,927.00 | \$ - | \$ - | \$ - |
| 2310.52800. Health Insurance - BOE Office | \$ 4,674.00 | \$ - | \$ - | \$ 4,674.00 | 1,266.99 | 0.00 | \$ 1,266.99 | \$ 3,407.01 | \$ 8,868.92 | \$ (5,461.91) |
| 2310.53020. Legal Services - BOE Office | \$ 15,000.00 | \$ - | \$ - | \$ 15,000.00 | 0.00 | 0.00 | \$ - | \$ 15,000.00 | \$ - | \$ 15,000.00 |
| 2310.55200. Property/Liability Insurance - BOE Office | \$ 19,620.00 | \$ - | \$ - | \$ 19,620.00 | 6,152.75 | 14,715.25 | \$ 20,868.00 | \$ (1,248.00) | \$ - | \$ (1,248.00) |
| 2310.55400. Advertising - BOE Office | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 1,092.36 | 1,092.40 | \$ 2,184.76 | \$ (184.76) | \$ - | \$ (184.76) |

| BOE Budget v. Actual 8/31/2022 | | | | | | | | | | |
|---|----------------------|---------------------------|--------------------------|----------------------|------------------------|------------------------|---------------------|----------------------|---------------------------|-----------------------|
| | Approved Budget | Current Mo. Budget Trf | Prior YTD Budget Trfs | Revised Budget | Year to Date Actual | Encumbered/ Ordered | Total Expenditures | Variance | Forecasted Expenditure | Forecasted Balance |
| 2310.55800. Conference/Travel - BOE Office | \$ 300.00 | \$ - | \$ - | \$ 300.00 | 0.00 | 0.00 | \$ - | \$ 300.00 | \$ - | \$ 300.00 |
| 2310.56100. Supplies - BOE Office | \$ 1,400.00 | \$ - | \$ - | \$ 1,400.00 | 34.49 | 0.00 | \$ 34.49 | \$ 1,365.51 | \$ 1,024.13 | \$ 341.38 |
| 2310.58100. Dues & Fees - BOE Office | \$ 2,572.00 | \$ - | \$ - | \$ 2,572.00 | 0.00 | 0.00 | \$ - | \$ 2,572.00 | \$ 2,572.00 | \$ - |
| 2310.58900. Graduation Costs - BOE Office | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | 0.00 | 0.00 | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ - |
| 2310.58990. Other Expenses | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | 0.00 | 0.00 | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ - |
| Total | \$ 86,609.00 | \$ - | \$ - | \$ 86,609.00 | \$ 17,121.19 | \$ 32,980.34 | \$ 50,101.53 | \$ 36,507.47 | \$ 38,611.22 | \$ (2,103.75) |
| 2320-Superintendents Office | | | | | | | | | | |
| 2320.51900. Wages Paid - Superintendent | \$ 77,950.00 | \$ - | \$ - | \$ 77,950.00 | 11,538.48 | 0.00 | \$ 11,538.48 | \$ 66,411.52 | \$ 63,461.52 | \$ 2,950.00 |
| 2320.51901. Wages Paid - Non-Certified - Supt Admin Office | \$ 12,635.00 | \$ - | \$ - | \$ 12,635.00 | 3,401.44 | 0.00 | \$ 3,401.44 | \$ 9,233.56 | \$ 21,866.40 | \$ (12,632.84) |
| 2320.52100. Group Life Insurance - Superintendent Office | \$ 134.00 | \$ - | \$ - | \$ 134.00 | 3.13 | 0.00 | \$ 3.13 | \$ 130.87 | \$ 11.99 | \$ 118.88 |
| 2320.52200. FICA/Medicare Employer - Superintendent | \$ 2,126.00 | \$ - | \$ - | \$ 2,126.00 | 427.59 | 0.00 | \$ 427.59 | \$ 1,698.41 | \$ 2,592.90 | \$ (894.49) |
| 2320.52300. Pension Contributions - Superintendent's Office | \$ 506.00 | \$ - | \$ - | \$ 506.00 | 155.50 | 0.00 | \$ 155.50 | \$ 350.50 | \$ 855.24 | \$ (504.74) |
| 2320.52800. Health Insurance - Superintendent's Office | \$ 4,674.00 | \$ - | \$ - | \$ 4,674.00 | 1,266.99 | 0.00 | \$ 1,266.99 | \$ 3,407.01 | \$ 8,868.92 | \$ (5,461.91) |
| 2320.55800. Conference/Travel - Superintendent's Office | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | 0.00 | 0.00 | \$ - | \$ 1,000.00 | \$ - | \$ 1,000.00 |
| 2320.56100. Supplies - Superintendent's Office | \$ 300.00 | \$ - | \$ - | \$ 300.00 | 0.00 | 0.00 | \$ - | \$ 300.00 | \$ 225.00 | \$ 75.00 |
| 2320.58100. Dues & Fees - Superintendent's Office | \$ 3,541.00 | \$ - | \$ - | \$ 3,541.00 | 0.00 | 0.00 | \$ - | \$ 3,541.00 | \$ 3,541.00 | \$ - |
| Total | \$ 102,866.00 | \$ - | \$ - | \$ 102,866.00 | \$ 16,793.13 | \$ - | \$ 16,793.13 | \$ 86,072.87 | \$ 101,422.97 | \$ (15,350.10) |
| 2400-School Administration Office | | | | | | | | | | |
| 2400.51900. Wages Paid - Principal | \$ 128,427.00 | \$ - | \$ - | \$ 128,427.00 | 19,758.36 | 0.00 | \$ 19,758.36 | \$ 108,668.64 | \$ 108,667.99 | \$ 0.65 |
| 2400.51901. Wages Paid - Non-Certified - School Administration | \$ 77,361.00 | \$ - | \$ - | \$ 77,361.00 | 6,707.24 | 0.00 | \$ 6,707.24 | \$ 70,653.76 | \$ 73,130.20 | \$ (2,476.44) |
| 2400.52100. Group Life Insurance - School Administration Office | \$ 194.00 | \$ - | \$ - | \$ 194.00 | 45.99 | 0.00 | \$ 45.99 | \$ 148.01 | \$ 148.05 | \$ (0.04) |
| 2400.52200. FICA/Medicare Employer - School Administration | \$ 7,781.00 | \$ - | \$ - | \$ 7,781.00 | 799.56 | 0.00 | \$ 799.56 | \$ 6,981.44 | \$ 5,308.01 | \$ 1,673.43 |
| 2400.52300. Pension Contributions - School Admin Office | \$ 3,095.00 | \$ - | \$ - | \$ 3,095.00 | 0.00 | 0.00 | \$ - | \$ 3,095.00 | \$ 1,809.60 | \$ 1,285.40 |
| 2400.52800. Health Insurance - School Administration Office | \$ 25,566.00 | \$ - | \$ - | \$ 25,566.00 | 4,621.52 | 0.00 | \$ 4,621.52 | \$ 20,944.48 | \$ 23,107.57 | \$ (2,163.09) |
| 2400.53300. Other Prof/Tech Services | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 0.00 | 0.00 | \$ - | \$ 2,000.00 | \$ 1,500.00 | \$ 500.00 |
| 2400.55301. Postage | \$ 3,500.00 | \$ - | \$ - | \$ 3,500.00 | 178.25 | 0.00 | \$ 178.25 | \$ 3,321.75 | \$ 2,491.31 | \$ 830.44 |
| 2400.55800. Conference/Travel - School Administration Office | \$ 750.00 | \$ - | \$ - | \$ 750.00 | 0.00 | 0.00 | \$ - | \$ 750.00 | \$ - | \$ 750.00 |
| 2400.56100. Supplies | \$ 2,500.00 | \$ - | \$ - | \$ 2,500.00 | 0.00 | 329.25 | \$ 329.25 | \$ 2,170.75 | \$ 1,628.06 | \$ 542.69 |
| 2400.58100. Dues & Fees - School Administration | \$ 952.00 | \$ - | \$ - | \$ 952.00 | 956.00 | 0.00 | \$ 956.00 | \$ (4.00) | \$ - | \$ (4.00) |
| Total | \$ 252,126.00 | \$ - | \$ - | \$ 252,126.00 | \$ 33,066.92 | \$ 329.25 | \$ 33,396.17 | \$ 218,729.83 | \$ 217,790.80 | \$ 939.03 |
| 2510-Business Office | | | | | | | | | | |
| 2510.51901. Wages Paid - Non Certified - Business Office | \$ 104,919.00 | \$ - | \$ - | \$ 104,919.00 | 15,308.42 | 0.00 | \$ 15,308.42 | \$ 89,610.58 | \$ 89,612.53 | \$ (1.95) |
| 2510.52100. Group Life Insurance - Business Office | \$ 72.00 | \$ - | \$ - | \$ 72.00 | 17.65 | 0.00 | \$ 17.65 | \$ 54.35 | \$ 54.17 | \$ 0.18 |
| 2510.52200. FICA/Medicare Employer - Business Office | \$ 8,027.00 | \$ - | \$ - | \$ 8,027.00 | 1,171.07 | 0.00 | \$ 1,171.07 | \$ 6,855.93 | \$ 6,855.39 | \$ 0.54 |
| 2510.52300. Pension Contributions - Business Office | \$ 4,834.00 | \$ - | \$ - | \$ 4,834.00 | 743.52 | 0.00 | \$ 743.52 | \$ 4,090.48 | \$ 4,089.55 | \$ 0.93 |
| 2510.52800. Health Insurance - Business Office | \$ 9,994.00 | \$ - | \$ - | \$ 9,994.00 | 1,678.64 | 0.00 | \$ 1,678.64 | \$ 8,315.36 | \$ 8,985.70 | \$ (670.34) |
| 2510.53300. Other Prof/Tech Services - Business Office | \$ 15,000.00 | \$ - | \$ - | \$ 15,000.00 | 1,544.42 | 0.00 | \$ 1,544.42 | \$ 13,455.58 | \$ 13,455.58 | \$ - |
| 2510.53410. Audit/Accounting Services - Business Office | \$ 25,850.00 | \$ - | \$ - | \$ 25,850.00 | 4,417.08 | 10,000.00 | \$ 14,417.08 | \$ 11,432.92 | \$ 11,432.92 | \$ - |
| 2510.55800. Conference/Travel - Business Office | \$ 300.00 | \$ - | \$ - | \$ 300.00 | 0.00 | 0.00 | \$ - | \$ 300.00 | \$ - | \$ 300.00 |
| 2510.56100. Supplies - Business Office | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | 84.99 | 157.89 | \$ 242.88 | \$ 757.12 | \$ 567.84 | \$ 189.28 |
| Total | \$ 169,996.00 | \$ - | \$ - | \$ 169,996.00 | \$ 24,965.79 | \$ 10,157.89 | \$ 35,123.68 | \$ 134,872.32 | \$ 135,053.68 | \$ (181.36) |
| 2600-Building & Grounds | | | | | | | | | | |
| 2600.51901. Wages Paid - Building Maintenance | \$ 114,615.00 | \$ - | \$ - | \$ 114,615.00 | 14,928.63 | 0.00 | \$ 14,928.63 | \$ 99,686.37 | \$ 93,843.57 | \$ 5,842.80 |
| 2600.52100. Group Life Insurance - Maintenance Department | \$ 189.00 | \$ - | \$ - | \$ 189.00 | 25.20 | 0.00 | \$ 25.20 | \$ 163.80 | \$ 149.44 | \$ 14.36 |

| BOE Budget v. Actual 8/31/2022 | | | | | | | | | | |
|--|------------------------|---------------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|------------------------|
| | Approved Budget | Current Mo. Budget Trf | Prior YTD Budget Trfs | Revised Budget | Year to Date Actual | Encumbered/ Ordered | Total Expenditures | Variance | Forecasted Expenditure | Forecasted Balance |
| 2600.52200. FICA/Medicare Employer - Maintenance | \$ 8,768.00 | \$ - | \$ - | \$ 8,768.00 | 1,142.04 | 0.00 | \$ 1,142.04 | \$ 7,625.96 | \$ 6,263.74 | \$ 1,362.22 |
| 2600.52300. Pension Contributions - Maintenance Office | \$ 4,585.00 | \$ - | \$ - | \$ 4,585.00 | 567.68 | 0.00 | \$ 567.68 | \$ 4,017.32 | \$ 4,070.32 | \$ (53.00) |
| 2600.52800. Health Insurance - Maintenance | \$ 39,949.00 | \$ - | \$ - | \$ 39,949.00 | 10,368.78 | 0.00 | \$ 10,368.78 | \$ 29,580.22 | \$ 51,843.93 | \$ (22,263.71) |
| 2600.54010. Purchased Property Services | \$ 30,081.00 | \$ - | \$ - | \$ 30,081.00 | 5,070.65 | 25,002.18 | \$ 30,072.83 | \$ 8.17 | \$ - | \$ 8.17 |
| 2600.54101. Rubbish Removal | \$ 8,700.00 | \$ - | \$ - | \$ 8,700.00 | 1,407.20 | 7,333.12 | \$ 8,740.32 | \$ (40.32) | \$ - | \$ (40.32) |
| 2600.54300. Equipment Repairs & Maint | \$ 5,000.00 | \$ - | \$ - | \$ 5,000.00 | 574.90 | 0.00 | \$ 574.90 | \$ 4,425.10 | \$ 3,318.83 | \$ 1,106.28 |
| 2600.54301. Building Repairs & Maint | \$ 5,000.00 | \$ - | \$ - | \$ 5,000.00 | 846.83 | 0.00 | \$ 846.83 | \$ 4,153.17 | \$ 3,114.88 | \$ 1,038.29 |
| 2600.54411. Water | \$ 3,000.00 | \$ - | \$ - | \$ 3,000.00 | 0.00 | 3,000.00 | \$ 3,000.00 | \$ - | \$ - | \$ - |
| 2600.54412. Sewer | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 0.00 | 2,000.00 | \$ 2,000.00 | \$ - | \$ - | \$ - |
| 2600.55300. Communications - Telephone & Internet | \$ 12,000.00 | \$ - | \$ - | \$ 12,000.00 | 3,304.00 | 7,250.00 | \$ 10,554.00 | \$ 1,446.00 | \$ - | \$ 1,446.00 |
| 2600.55800. Conference/Travel - Building Maintenance | \$ 100.00 | \$ - | \$ - | \$ 100.00 | 0.00 | 0.00 | \$ - | \$ 100.00 | \$ - | \$ 100.00 |
| 2600.56100. General Supplies - Maintenance Department | \$ 16,000.00 | \$ - | \$ - | \$ 16,000.00 | 109.90 | 0.00 | \$ 109.90 | \$ 15,890.10 | \$ 11,917.58 | \$ 3,972.53 |
| 2600.56220. Electricity | \$ 60,000.00 | \$ - | \$ - | \$ 60,000.00 | 3,289.48 | 64,225.80 | \$ 67,515.28 | \$ (7,515.28) | \$ - | \$ (7,515.28) |
| 2600.56230. Liquid Propane | \$ 12,000.00 | \$ - | \$ - | \$ 12,000.00 | 1,918.76 | 10,081.24 | \$ 12,000.00 | \$ - | \$ - | \$ - |
| 2600.56240. Heating Oil | \$ 23,400.00 | \$ - | \$ - | \$ 23,400.00 | 0.00 | 23,400.00 | \$ 23,400.00 | \$ - | \$ 14,400.00 | \$ (14,400.00) |
| 2600.56260. Gasoline | \$ 600.00 | \$ - | \$ - | \$ 600.00 | 0.00 | 0.00 | \$ - | \$ 600.00 | \$ 600.00 | \$ - |
| 2600.57300. Equipment | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | 0.00 | 0.00 | \$ - | \$ 1,000.00 | \$ 750.00 | \$ 250.00 |
| 2600.57330. Furniture & Fixtures | \$ - | \$ - | \$ - | \$ - | 0.00 | 0.00 | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 346,987.00 | \$ - | \$ - | \$ 346,987.00 | \$ 43,554.05 | \$ 142,292.34 | \$ 185,846.39 | \$ 161,140.61 | \$ 190,272.28 | \$ (29,131.67) |
| 2700-Student Transportation | | | | | | | | | | |
| 2700.55100. Contracted Pupil Transp Reg | \$ 372,605.00 | \$ - | \$ - | \$ 372,605.00 | 0.00 | 0.00 | \$ - | \$ 372,605.00 | \$ 372,605.00 | \$ - |
| 2700.55108. Contracted Pupil Transp Spec Ed HS | \$ 58,500.00 | \$ - | \$ - | \$ 58,500.00 | 3,600.00 | 161,000.00 | \$ 164,600.00 | \$ (106,100.00) | \$ - | \$ (106,100.00) |
| 2700.55109. Contracted Pupil Transp Spec Ed Elem\Summer School | \$ 49,317.00 | \$ - | \$ - | \$ 49,317.00 | 2,065.00 | 88,230.00 | \$ 90,295.00 | \$ (40,978.00) | \$ - | \$ (40,978.00) |
| 2700.55150. Contracted Pupil Transp Athletics/Ext Curr | \$ 8,775.00 | \$ - | \$ - | \$ 8,775.00 | 0.00 | 0.00 | \$ - | \$ 8,775.00 | \$ 8,775.00 | \$ - |
| 2700.55151. Contracted Pupil Transp Field Trips | \$ 2,500.00 | \$ - | \$ - | \$ 2,500.00 | 0.00 | 0.00 | \$ - | \$ 2,500.00 | \$ - | \$ 2,500.00 |
| 2700.56260. Gasoline | \$ 35,000.00 | \$ - | \$ - | \$ 35,000.00 | 631.86 | 34,968.14 | \$ 35,600.00 | \$ (600.00) | \$ - | \$ (600.00) |
| Total | \$ 526,697.00 | \$ - | \$ - | \$ 526,697.00 | \$ 6,296.86 | \$ 284,198.14 | \$ 290,495.00 | \$ 236,202.00 | \$ 381,380.00 | \$ (145,178.00) |
| 6000-HS Tuition | | | | | | | | | | |
| 6000.000100.55610. Tuition - HS Regular Ed - public schools | \$ 1,053,516.00 | \$ - | \$ - | \$ 1,053,516.00 | 150,073.00 | 756,433.00 | \$ 906,506.00 | \$ 147,010.00 | \$ 194,673.00 | \$ (47,663.00) |
| 6000.000200.55610. Tuition - HS Special Ed - public schools | \$ 659,932.00 | \$ - | \$ - | \$ 659,932.00 | 0.00 | 681,286.90 | \$ 681,286.90 | \$ (21,354.90) | \$ 9,730.95 | \$ (31,085.85) |
| 6000.000200.55630. Tuition - HS Special Ed - private schools | \$ 238,105.00 | \$ - | \$ - | \$ 238,105.00 | 11,813.00 | 299,978.00 | \$ 311,791.00 | \$ (73,686.00) | \$ (41,421.35) | \$ (32,264.65) |
| Total | \$ 1,951,553.00 | \$ - | \$ - | \$ 1,951,553.00 | \$ 161,886.00 | \$ 1,737,697.90 | \$ 1,899,583.90 | \$ 51,969.10 | \$ 162,982.60 | \$ (111,013.50) |
| 6100-Elementary Tuition | | | | | | | | | | |
| 6100.55631. Tuition - Elem Special Ed - private schools | \$ 159,169.00 | \$ - | \$ - | \$ 159,169.00 | 0.00 | 246,426.75 | \$ 246,426.75 | \$ (87,257.75) | \$ (73,416.10) | \$ (13,841.66) |
| 6100.000100.55660. Tuition - Elem Magnet Schools | \$ 52,552.00 | \$ - | \$ - | \$ 52,552.00 | 0.00 | 0.00 | \$ - | \$ 52,552.00 | \$ 52,552.00 | \$ - |
| 6100.000200.55660. Tuition - Elem Magnet Schools - Special Ed | \$ 113,340.00 | \$ - | \$ - | \$ 113,340.00 | 0.00 | 145,195.00 | \$ 145,195.00 | \$ (31,855.00) | \$ (11,256.70) | \$ (20,598.30) |
| Total | \$ 325,061.00 | \$ - | \$ - | \$ 325,061.00 | \$ - | \$ 391,621.75 | \$ 391,621.75 | \$ (66,560.75) | \$ (32,120.80) | \$ (34,439.96) |
| Total Expenditures | \$ 6,895,693.00 | \$ - | \$ - | \$ 6,895,693.00 | \$ 530,338.41 | \$ 2,762,135.99 | \$ 3,291,708.46 | \$ 3,603,218.60 | \$ 3,650,663.91 | \$ (47,445.31) |
| | | | | | | 7.69% | | | | |