

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

**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

**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 attending the telephonic meeting will be provided an opportunity to speak. Before making their comments, members of the public wishing to speak must be recognized by the Chair. Speakers may be asked to limit their comments due to time constraints of this meeting.*
  
- III. Approval of Minutes:
  - a. July 14, 2022 Regular Meeting
  
- IV. City of Hartford
  - a. Review and Discussion: Monthly Financial Report: June and July 2022
  - b. Review and Discussion: Non-Labor Contracts
    - i. Konover Commercial Corp. – Facility Management Services
  
- V. City of West Haven
  - a. Subcommittee Update
  - b. Update: Bond Issuance Plan
  - c. Review and Discussion: Monthly Financial Report: June and July, 2022
  - d. Review, Discussion and Possible Action: Labor Contracts:
    - i. West Haven Professional Firefighters, IAFF Local 1198
    - ii. Board of Education Non-Certified, AFSCME, Local 2706

- e. Review, Discussion and Possible Action: Non-Labor Contracts:
  - i. Grant Agreement with CT Department of Energy and Environmental Protection
  - ii. Dawson Ave. Area Sewer and Manhole Rehabilitation Construction – National Water Main Cleaning Company
  - 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
  - iv. Old Colony Construction – Fuel Tank Replacement
  - v. O’Riordan Migani Architects LLC – Architectural Services
  - vi. Sanitary Equipment Co., Inc. – Vacuum Truck
  - vii. Development Agreement - Brewery Conference Center Project
- f. Tier IV Action Plan
  - i. Review, Discussion and Possible Action: Organizational Financial Assessment
  - ii. Review, Discussion and Possible Action: MARB Policies and Procedures
  - iii. Review and Discussion: Financial Manager Selection/RFP

VI. Town of Sprague

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

VII. Other Business

VIII. Adjourn

**DRAFT**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD  
**REGULAR MEETING MINUTES**

**Meeting Date and Time:** Thursday, July 14, 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: 587 326 891

Members in Attendance: OPM Secretary Beckham, Christine Shaw (State Treasurer designee), Sal Luciano, Thomas Hamilton, David Biller, Patrick Egan, Mark Waxenberg, Robert White

Tier IV Members in Attendance: Mayor Rossi, Colleen O'Connor

Municipal Officials in Attendance: Mayor Bronin, Leigh Ann Ralls, Philip Penn, First Selectman Cheryl Blanchard, Superintendent Hull, Scott Jackson, David Thomas, Lee Tiernan

Staff in Attendance: Kimberly Kennison, Julian Freund

**Agenda**

I. Call to Order & Opening Remarks by Secretary Jeff Beckham and Treasurer Shawn Wooden

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

II. Public Comment Period

Paige Weinstein of West Haven asked for clarity regarding whether the MARB has embedded a financial manager at the City yet, and also expressed hope for greater oversight of the City by the MARB.

Secretary Beckham noted that the board does not have anyone embedded with the City at this time, but that is part of the board's plan to be discussed later on the agenda.

III. Approval of Minutes:

a. June 15, 2022 Regular Meeting

Mr. Biller made a motion to approve the minutes with a second by Mr. Egan. Ms. Kennison suggested adding James Caley of the Attorney General's Office to the list of attendees of the

meeting. Ms. Shaw asked that a clarification be made to page 3, paragraph 2, last sentence of the minutes regarding City Council approval of the Police contract. She asked that the minutes reflect that she did not want to second guess the judgement of those who negotiated the contract. The minutes were approved unanimously, as amended.

IV. City of Hartford

a. Subcommittee update

A written update was included in the meeting materials.

b. Review, Discussion and Possible Action: Labor Contract

i. Hartford Federation of School Secretaries

This is an agreement with the union representing approximately 100 secretaries and clerical positions at the Hartford Board of Education. The last contract expired June 30, 2018. This contract would have a term of July 1, 2018 through June 30, 2024. The union and the Board of Education have both ratified the agreement. If the board opts to take action on this contract, it has until July 20 to do so. At its June meeting the Hartford Subcommittee voted to recommend approval of the contract by the full MARB.

Mr. Penn provided an overview of the proposed contract. This is the seventh labor contract that the Hartford BOE has brought to the board since December 2021. No general wage increase (GWI) is provided for the first three years, followed by a 2% GWI retroactive to July 1, 2021, a 2% GWI in FY 2023 and a 3% GWI in FY 2024. The PPO health option is sunseting in FY 2024. All members will be converted to the high deductible/health savings account health plan. Employee premium cost shares increase from the current 14% to 14.5% effective July 1, 2022 and to 15% effective July 1, 2023.

Mr. White made a motion to approve the contract with a second by Mr. Egan. The motion was approved unanimously.

c. Review and discussion: Monthly Financial Report: May 2022

Mayor Bronin provided an update on the City budget as of the end of May. The City is projecting an end of year surplus of about \$9.4 million. Mayor Bronin noted this is a conservative projection and could increase. He also advised the board that the City Council allocated \$5 million of the projected surplus to Fund Balance, \$1 million to capital equipment purchases, \$6 million to capital improvements in economic and community development. In response to a question about the potential BOE surplus, Mr. Penn indicated that surplus funds in the Education budget would likely be allocated to school construction projects to cover construction price increases.

V. Town of Sprague

a. Review and Discussion: Monthly Financial Report: May 2022

Cheryl Blanchard, First Selectman, reported that revenues and expenditures are trending similar to last year. The Town is projecting a surplus of about \$100,000, not including any balance remaining for the Board of Education. William Hull, Superintendent, added that the schools' expected surplus is another \$100,000 to \$120,000.

Secretary Beckham asked if the board would consider allowing the Town of Sprague to only attend meetings when necessary based on the content of the agenda. Mr. White asked for a synopsis of the criteria for releasing the Town from oversight.

VI. City of West Haven

a. Subcommittee Update

A written update was included in the meeting materials. Mr. Freund highlighted some of the Subcommittee's review of a revised 5-Year Plan and further adjustments that the Subcommittee has requested.

b. Tier IV Action Plan

i. Review and Discussion: Action Plan Timeline

Ms. Kennison outlined an updated timeline for implementation of the Tier IV action plan which was included in the meeting materials.

ii. Review, Discussion and Possible Action: Draft Scope of Services for Financial Organizational Assessment

Mr. White spoke about cultural change in the City, at the department head level and among the City Council. He advocated using the MARB's ability to shed light on City issues by holding discussions with City Council members. He also spoke in favor of an investigative aspect to the scope that would look back at questions raised in the CohnReznick report. Secretary Beckham noted that prioritizing credentials and experience in hiring decisions can help facilitate cultural change. He added that if the City does not make progress under this board, there may be discussions with the General Assembly about something sterner. Mr. Waxenberg noted the City's difficulty in responding to board requests for information. Secretary Beckham noted that the board is at the very beginning of its new role of oversight at Tier IV and that getting the processes and resources in place that will have an impact on the City will take time. Mr. Luciano added that breaches of ethics need to result in ramifications. Ms. Shaw said that there should be an alignment of interest in addressing City problems and expressed concern regarding the City Council's resistance to some of these efforts. She agreed that formal meetings with City Council members would be helpful. Mr. Egan said that taking on the matters of inconsistencies or noncompliance with policies could begin before the organizational assessment and the other items in the Tier IV plan.

Mr. White suggested adding to the scope of services that the consultant report out on any instances of waste, fraud or abuse that are discovered. He added that it is not clear if the City investigation will be looking at past actions or is only forward looking, but that the City should

be given direction to not continue with the investigation. He also said that the board should consider what steps it wants to take that are not readily apparent.

Mr. Hamilton raised the possibility of the City building an internal audit department, focused on waste, fraud and abuse. He suggested that the scope of assessment include some discussion around establishing an internal audit function that reports to the MARB. He added that the Financial Manager position is a key role and the assessment should include some discussion of how to structure that position.

Mr. Biller agreed with Mr. White that MARB's role should include getting information out to West Haven voters. The value of the CohnReznick report was the transparency it provided. He would like to look at ways the board can help inform West Haven voters.

Ms. Kennison, in response to questions about the Financial Manager, explained that the financial organizational assessment will provide the Financial Manager with a roadmap. Members discussed the target dates included in the timeline. The assessment would be performed by a firm selected from several that are already under contract with the State. The assessment would be phased such that the areas of highest risk would be addressed first. The Financial Manager would be selected through an RFP process with a selection committee established consisting of OPM staff and representation from the board.

To establish transparency, Mr. Waxenberg asked for the names of any and all elected and appointed individuals including police and fire commissioners, their current and past employment, the names of relatives of such individuals that are employed by the City or its fire districts or have contracts for service with the City or districts. Secretary Beckham suggested that the organizational assessment could look into this. Ms. Kennison said the assessment could at least identify if the City has adequate disclosure processes and what they are. Secretary Beckham added that the answer appears to be that the City does not, and so there is a need to know who has contracts with the City.

Mr. Egan pointed out that the City already has many policies and procedures on paper, but that they are often disregarded. This board needs to address what the consequences of noncompliance will be. Ms. Shaw added that non-responsiveness to board requests for information should also carry consequences.

Staff will amend the scope of the assessment to incorporate comments of the board and proceed with the selection of a firm. Quotes will be sought from firms on an existing state contract.

### iii. Review, Discussion and Possible Action: Tier IV Implementation Spending Plan

Secretary Beckham explained that the spending plan is consistent with what had previously been presented to the board. All of the funds are budgeted, but the intent is not to expend all of the available funds. All contracts with consultants and the Financial Manager will be brought to the board for approval.

Mr. Egan made a motion, with a second by Mr. Luciano, to request that the Secretary direct staff to implement the plan and to report back to the board and subcommittee regularly on implementation. The motion passed unanimously.

#### iv. Review and Discussion: MARB Policies and Procedures

Draft policies and procedures were distributed in advance of the meeting. Mr. Freund summarized the proposed policies that have been drafted. In addition to policies and procedures that address Tier IV oversight, the proposed policies include some revisions to correct for spelling or grammatical errors, legislative changes, and clarifications in some existing policies.

Members made suggestions for revisions to the proposal including the following:

- Section III.D. – Amend to indicate that the MARB may seek review of contracts that are not specifically covered by the policy
- Section IV.A. – Amend to require that the 5-Year Plan be submitted at the same time as the budget/add a date certain for budget submittal
- Section IV.H. – Remove the exclusions
- Add to Financial Manager’s role – monitoring and enforcement

Members discussed enforcement mechanisms and suggested that some enforcement mechanism be spelled out in policies and procedures. Secretary Beckham suggested that one of the responsibilities of the Financial Manager to be hired by the MARB should include monitoring the City’s compliance with Tier IV requirements.

#### c. Review and discussion: Monthly Financial Report: Preliminary June 30, 2022

Year-to-date financial reports were included with the meeting materials. Mr. Jackson provided a summary. Preliminary figures for the month ending June 30<sup>th</sup> show revenues at Revenues 101.2% of budget and expenditures at 95.0% of budget. Final transactions and entries are expected to result in an ending surplus of just over \$1 million. Surpluses are also projected for the Sewer Fund and Allingtown Fire Fund.

Mr. Hamilton asked about the City’s current policy for budget transfers and what controls are in place to limit expenditures to what has been appropriated. The budget report shows instances of expenditures exceeding the appropriation, with no budget transfers to address the shortfalls. Now that the board has budget transfer authority at a line-item level, he does not want to receive transfer requests at the end of the fiscal year to retroactively account for overages. Mr. Jackson indicated that the City is working on implementing a block within Munis to prevent over-expending accounts.

Mr. White asked whether the City Council contract for investigative services or the contract with Carmody have been executed. Mr. Tiernan replied that Carmody is the firm assigned as legal counsel to the ARPA committee. The City Council, through their authority under the Charter, is empowered to begin investigations into past activity and to request that counsel be assigned by Corporation Counsel. The City Council has met with one attorney from Rome McGuigan but a contract has not been executed. Mr. Tiernan indicated he would convey the board’s comments to the City Council regarding the potential contract for an investigation. Mr. Tiernan also reported that the Ethics Board has been meeting. In response to questions from MARB members, he explained that the Ethics Board members are City residents with no particular ties

to any elected officials and have the power to recommend to the Mayor various actions, such as fines, in cases of ethical violations.

In response to a question regarding ARPA funding, Mr. Jackson explained that ARPA related expenses were initially run through the General Fund. At year-end close-out, those expenditures have been reclassified to a special revenue fund.

Mr. Hamilton asked about the report on special revenue funds and whether there are possibly instances in which expenditures are being run through a fund that does not have a funding source. The City will look into the funds showing deficits and report back to the MARB.

d. Review and Discussion: Non-Labor Contracts:

i. PKF O'Connor Davies: FY 2021 and FY 2022 Audits

This contract is with the audit firm conducting the audit of fiscal years 2021 and 2022.

Mr. Egan asked about the proposed consolidation of pension investment services for the City and independent fire districts. Mr. Tiernan indicated that a new RFP may need to be issued. Ms. Kennison suggested the City utilize guidance from Ms. Shaw and the Treasurer's Office and also to consider exploring existing State contracts that could be piggy-backed.

VII. Other Business

Secretary Beckham suggested that members be offered an opportunity to suggest agenda items prior to the finalization of meeting agendas.

VIII. Adjourn

Mr. Egan made a motion to adjourn, with a second by Mr. White. The meeting adjourned at 12:58 PM.



# City of Hartford

FY2022

## Monthly Financial Report to the Municipal Accountability Review Board



June 2022  
(FY2022 P13)

*Meeting date: September 8, 2022*

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

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City of Hartford - FY2022 General Fund Financial Report & Projection

Revenue Category	FY2021 AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (YTD)	FY2022 ACTUAL (YTD)	FY2022 PROJECTION	VARIANCE (FAV)/UNFAV
41 General Property Taxes <sup>1</sup>	(297,194,132)	(288,722,169)	(288,722,169)	(295,798,635)	(297,110,363)	(296,110,363)	(7,388,194)
42 Licenses & Permits <sup>2</sup>	(8,297,671)	(6,166,426)	(6,166,426)	(8,290,568)	(6,108,881)	(6,108,881)	57,545
43 Fines Forfeits & Penalties <sup>3</sup>	(161,103)	(147,282)	(147,282)	(161,003)	(167,951)	(167,951)	(20,669)
44 Revenue from Money & Property <sup>4</sup>	(934,157)	(1,222,188)	(1,222,188)	(934,157)	(1,645,160)	(1,645,160)	(422,972)
45 Intergovernmental Revenues <sup>5 17</sup>	(311,514,107)	(269,161,247)	(280,056,182)	(311,514,107)	(278,275,693)	(278,275,693)	1,780,489
46 Charges For Services <sup>5</sup>	(4,289,956)	(3,061,155)	(3,061,155)	(3,853,765)	(4,921,600)	(4,921,600)	(1,860,445)
47 Reimbursements <sup>7</sup>	(105,682)	(91,869)	(91,869)	(105,782)	(78,186)	(78,186)	13,683
48 Other Revenues <sup>8</sup>	(191,935)	(193,822)	(193,822)	(192,483)	(382,813)	(382,813)	(188,991)
53 Other Financing Sources <sup>9</sup>	(10,052,054)	(15,193,000)	(15,193,000)	(8,103,472)	(4,095,205)	(4,031,348)	11,161,652
<b>Total Revenues<sup>18</sup></b>	<b>(632,740,797)</b>	<b>(583,959,158)</b>	<b>(594,854,093)</b>	<b>(628,953,971)</b>	<b>(592,785,853)</b>	<b>(591,721,996)</b>	<b>3,132,097</b>

Expenditure Category	FY2021 AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (YTD)	FY2022 ACTUAL (YTD)	FY2022 PROJECTION	VARIANCE FAV/(UNFAV)
Payroll <sup>10</sup>	104,442,101	118,818,274	118,795,622	104,442,101	116,750,712	116,480,483	2,315,139
Benefits <sup>11</sup>	85,728,017	97,663,761	77,263,761	85,728,017	70,846,158	70,890,276	6,373,485
Debt & Other Capital <sup>12 17</sup>	110,293,644	11,299,875	43,094,810	110,293,644	35,477,915	43,094,810	-
Library <sup>16</sup>	1,669,020	8,460,590	8,460,590	1,669,020	0	0	8,460,590
Metro Hartford Innovation Services <sup>16</sup>	3,167,436	4,190,683	3,690,683	3,167,436	2,151,273	2,151,273	1,539,410
Utilities <sup>13</sup>	26,410,398	27,831,450	28,797,320	26,410,398	28,251,330	28,296,830	500,490
Other Non-Personnel <sup>14</sup>	24,359,578	31,681,251	30,738,033	24,359,578	27,420,666	32,106,079	(1,368,046)
Education <sup>15</sup>	275,667,573	284,013,274	284,013,274	275,667,573	282,800,486	282,800,486	1,212,788
<b>Total Expenditures<sup>18</sup></b>	<b>631,737,767</b>	<b>583,959,158</b>	<b>594,854,093</b>	<b>631,737,767</b>	<b>563,698,539</b>	<b>575,820,237</b>	<b>19,033,856</b>
<b>Revenues and Expenditures incl. Committed and Assigned, Net</b>	<b>(1,003,030)</b>	<b>-</b>	<b>-</b>	<b>2,783,796</b>	<b>(29,087,314)</b>	<b>(15,901,759)</b>	

## REVENUE FOOTNOTES

- <sup>1</sup> (1) Cumulative through June, current year tax levy revenue actuals are 1.94% or \$5.3M higher than FY2021 Period 13 (August).  
(2) Prior Year Levy collections actuals are tracking unfavorably by \$1.3M compared to the FY2021 cumulative through June.  
(3) Interest and liens collections actuals are lower by \$2M through P13 compared to FY2021.  
(4) Revenues from subsequent tax lien sales are typically recorded in the 4th quarter of the fiscal year.  
(5) FY2022 projection for Current Year Tax Levy reduced by \$1.0M for 60-day collections.
- <sup>2</sup> The Licenses and Permits revenue category is primarily comprised of building, electrical, mechanical, plumbing permits, and food and milk dealer licenses. This revenue category's actuals are tracking unfavorably by 26.32% or \$2.18M compared to the FY2021 cumulative through June due to several significant permits sold for large projects during FY2021 which did not reoccur in FY2022. This revenue category is projected to be at budget based on known upcoming projects in the City of Hartford.
- <sup>3</sup> The Fines, Forfeits and Penalties revenue line item is primarily comprised of false alarms fines and projected to be slightly higher than the FY2022 budget due to strong collections on false alarms.
- <sup>4</sup> Revenue from Money and Property contains lease/rental and short-term investment income. FY2022 actuals are tracking slightly higher than June FY2021 due to increasing park property and other City property rentals in FY2022. This revenue category is projected to be slightly lower than the FY2022 budget.
- <sup>5</sup> FY2022 Intergovernmental Revenues YTD primarily reflect the receipts of Education Cost Sharing, Supplemental Car Tax and PILOT revenues from the State. State PILOT increased by approximately \$11M over the original budget. This additional funding was moved to CIP in November 2021 and is in line with the resolution passed in May 2021. Unfavorable projections due in part to lower than anticipated PILOT payments due to COVID.
- <sup>6</sup> Charges for Services contains revenues associated with the conveyance tax, transcript/filing of records, and special events. Conveyance tax revenue continues to be strong in FY2022 and is projected to be higher than budget. This revenue line item varies each year with historical actuals ranging from \$2.6M to \$4.4M.
- <sup>7</sup> **Reimbursements** (primarily Section 8) largely occur at fiscal year end.
- <sup>8</sup> **Other Revenues** will vary year to year based on unanticipated items such as settlements.
- <sup>9</sup> Other Financing Sources reflects revenues from 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 the cost 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 and are projected to have a shortfall of approximately \$750K as of June 2022 due to higher costs associated with Private Duty and fewer contracts than anticipated.

## EXPENDITURE FOOTNOTES

- <sup>10</sup> Net favorable variance of \$2.32M in Payroll due to vacancies of \$10.80M and holiday pay of \$230K, offset by unfavorable overtime of \$7.95M and part-time of \$771K.
- <sup>11</sup> Benefits and Insurances is favorable due to health claims, Social Security, Workers Compensation and various insurance premiums. Budget transfers of \$20.40M from Benefits to Debt Service will fund capital needs. American Rescue Plan resources will fund actual benefit expenditures in FY2022.
- <sup>12</sup> The FY2022 Adopted Budget for Debt & Other Capital are comprised of \$4.65M for Downtown North principal and interest, \$107K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest and \$6.43M for Pay-As-You-Go CapEx. In addition, there have been budget increases of \$10.89M for a mid-FY2022 increase for Payment in Lieu of Taxes, \$20.40M transferred from Benefits and Insurances and \$500K transferred from MHIS for a grand total of \$43.09M.
- <sup>13</sup> Utilities are favorable due to water, waste disposal and electricity costs being over the Adopted Budget, but below the Revised Budget.
- <sup>14</sup> Other Non-Personnel is net unfavorable due to planned prior year tax levy costs, planned technology costs and an end of FY2022 Resolution to approve a \$1.80M settlement for property at 510 Farmington Avenue.
- <sup>15</sup> Education YTD actuals reflect 12 months of the City's tax supported payment of \$96M and three payments from the State of Connecticut. Education is favorable due to actual revenue received from the State of Connecticut.
- <sup>16</sup> The American Rescue Plan will fund \$8.46M of Library expenditures and \$2.04M of MHIS expenditures. Actual expenditures have been adjusted.
- <sup>17</sup> Under the executed Contract Assistance agreement, \$54.68M of General Obligation debt service payments are made on the City's behalf by the State of Connecticut in FY2022. Consistent with GAAP rules, the contract assistance payments are recorded as donated capital revenue. The debt service expenditures are recorded in the ledger in the Debt Service line item to properly reflect the retirement of debt. This unbudgeted debt expense is offset by contract assistance revenue, together of which nets to zero.
- <sup>18</sup> The City's financial system (Munis) reflects revenues as negative values (credits) and expenditures as positive values. A negative variance for revenues is favorable. A positive variance for revenues is unfavorable.

# Revenue Summary - Major Category

	FY2021 AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (JUNE)	FY2022 ACTUAL (JUNE)
<b>41-TAXES</b>	<b>(297,194,132)</b>	<b>(288,722,169)</b>	<b>(288,722,169)</b>	<b>(295,798,635)</b>	<b>(297,110,363)</b>
CURRENT YEAR TAX LEVY	(276,333,498)	(279,792,169)	(279,792,169)	(276,386,353)	(281,743,173)
INTEREST AND LIENS	(7,090,212)	(3,800,000)	(3,800,000)	(7,081,886)	(5,029,160)
PRIOR YEAR LEVIES	(12,539,248)	(4,580,000)	(4,580,000)	(11,097,997)	(9,769,363)
TAX LIEN SALES	(273,643)	(450,000)	(450,000)	(273,643)	(187,912)
OTHER	(957,531)	(100,000)	(100,000)	(958,755)	(380,755)
<b>42-LICENSES AND PERMITS</b>	<b>(8,297,671)</b>	<b>(6,166,426)</b>	<b>(6,166,426)</b>	<b>(8,290,568)</b>	<b>(6,108,881)</b>
BUILDING PERMITS	(4,951,690)	(3,614,100)	(3,614,100)	(4,945,087)	(3,082,466)
ELECTRICAL PERMITS	(1,125,842)	(797,665)	(797,665)	(1,125,842)	(911,294)
FOOD & MILK DEALER LICENSES	(201,975)	(135,000)	(135,000)	(201,975)	(288,674)
MECHANICAL PERMITS	(860,754)	(800,000)	(800,000)	(860,754)	(597,311)
PLUMBING PERMITS	(571,975)	(337,846)	(337,846)	(571,975)	(429,864)
OTHER	(585,435)	(481,815)	(481,815)	(584,935)	(799,273)
<b>43-FINES FORFEITS AND PENALTIES</b>	<b>(161,103)</b>	<b>(147,282)</b>	<b>(147,282)</b>	<b>(161,003)</b>	<b>(167,951)</b>
FALSE ALARM CITATIONS-POL&FIRE	(157,179)	(138,000)	(138,000)	(157,179)	(145,421)
LAPSED LICENSE/LATE FEE	-	(7,100)	(7,100)	100	(12,025)
OTHER	(3,924)	(2,182)	(2,182)	(3,924)	(10,505)
<b>44-INTEREST AND RENTAL INCOME</b>	<b>(934,157)</b>	<b>(1,222,188)</b>	<b>(1,222,188)</b>	<b>(934,157)</b>	<b>(1,645,160)</b>
BILLINGS FORGE	(15,538)	(20,428)	(20,428)	(15,538)	(22,646)
CT CENTER FOR PERFORM ART	(54,167)	(50,000)	(50,000)	(54,167)	(54,167)
INTEREST	(240,486)	(248,000)	(248,000)	(240,486)	(830,377)
RENT OF PROP-ALL OTHER	(92,901)	(118,108)	(118,108)	(92,901)	(87,625)
RENTAL OF PARK PROPERTY	(22,100)	(72,565)	(72,565)	(22,100)	(40,380)
RENTAL OF PARKING LOTS	-	(600)	(600)	-	(26,021)
RENTAL OF PROP-FLOOD COMM	(85,320)	(148,560)	(148,560)	(85,320)	(114,240)
RENTAL-525 MAIN STREET	(35,605)	(21,094)	(21,094)	(35,605)	(37,251)
RENTS FROM TENANTS	(191,437)	(115,320)	(115,320)	(191,437)	(165,517)
SHEPHERD PARK	(132,996)	(234,393)	(234,393)	(132,996)	(124,207)
THE RICHARDSON BUILDING	(27,463)	(156,976)	(156,976)	(27,463)	(106,586)
UNDERWOOD TOWER PILOT	(36,144)	(36,144)	(36,144)	(36,144)	(36,144)
<b>45-INTERGOVERNMENTAL</b>	<b>(311,514,107)</b>	<b>(269,161,247)</b>	<b>(280,056,182)</b>	<b>(311,514,107)</b>	<b>(278,275,693)</b>
<b>MUNICIPAL AID</b>	<b>(251,311,079)</b>	<b>(254,029,155)</b>	<b>(264,924,090)</b>	<b>(251,311,079)</b>	<b>(263,709,416)</b>
CAR TAX SUPPL MRSF REV SHARING	(11,344,984)	(11,344,984)	(11,344,984)	(11,344,984)	(11,344,984)
EDUCATION COST SHARING	(185,256,814)	(187,974,890)	(187,974,890)	(185,256,814)	(186,762,102)
HIGHWAY GRANT	(1,188,254)	(1,188,254)	(1,188,254)	(1,188,254)	(1,186,368)
MASHANTUCKET PEQUOT FUND	(6,136,523)	(6,136,523)	(6,136,523)	(6,136,523)	(6,136,523)
MRSA BONDED DISTRIBUTION GRANT	(1,419,161)	(1,419,161)	(1,419,161)	(1,419,161)	(1,419,161)
MRSF SELECT PILOT	(12,422,113)	(12,422,113)	(12,422,113)	(12,422,113)	(12,422,113)
MUNICIPAL STABILIZATION GRANT	(3,370,519)	(3,370,519)	(3,370,519)	(3,370,519)	(3,370,519)
PRIV TAX EXEMPT PROPERTY	(20,009,758)	(20,009,758)	(30,904,693)	(20,009,758)	(30,904,693)
STATE OWNED PROPERTY	(10,162,953)	(10,162,953)	(10,162,953)	(10,162,953)	(10,162,953)
<b>OTHER MUNICIPAL AID</b>	<b>(56,314,629)</b>	<b>-</b>	<b>-</b>	<b>(56,314,629)</b>	<b>-</b>
STATE CONTRACT ASSISTANCE	(56,314,629)	-	-	(56,314,629)	-
<b>OTHER STATE REVENUES</b>	<b>(91,351)</b>	<b>(11,210,168)</b>	<b>(11,210,168)</b>	<b>(91,351)</b>	<b>(11,208,076)</b>
DISTRESSED MUNICIPALITIES	(4,582)	(11,114,995)	(11,114,995)	(4,582)	(11,114,995)
JUDICIAL BRANCH REV DISTRIB.	(62,253)	(66,947)	(66,947)	(62,253)	(74,654)
VETERANS EXEMPTIONS	(24,516)	(28,226)	(28,226)	(24,516)	(18,427)
<b>PILOTS, MIRA &amp; OTHER INTERGOVERNMENTAL</b>	<b>(3,793,853)</b>	<b>(3,918,624)</b>	<b>(3,918,624)</b>	<b>(3,793,853)</b>	<b>(3,355,901)</b>
DISABIL EXEMPT-SOC SEC	(6,417)	(9,881)	(9,881)	(6,417)	(7,148)
GR REC TAX-PARI MUTUEL	(165,714)	(227,868)	(227,868)	(165,714)	(175,135)
HEALTH&WELFARE-PRIV SCH	(55,215)	(61,366)	(61,366)	(55,215)	(56,245)
MATERIALS INNOVATION RECYCLING	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
PHONE ACCESS LN TAX SH	(563,470)	(562,817)	(562,817)	(563,470)	(532,756)
PILOT CHURCH HOMES INC	(126,131)	(126,872)	(126,872)	(126,131)	(126,512)
PILOT FOR CT CTR FOR PERF	-	(357,056)	(357,056)	-	(273,269)
PILOT FOR HARTFORD 21	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
PILOT HARTFORD HILTON	(232,505)	-	-	(232,505)	(46,501)
PILOT HARTFORD MARRIOTT	(624,401)	(552,764)	(552,764)	(624,401)	(113,335)
PILOT TRINITY COLLEGE	(20,000)	(20,000)	(20,000)	(20,000)	(25,000)
<b>OTHER</b>	<b>(3,194)</b>	<b>(3,300)</b>	<b>(3,300)</b>	<b>(3,194)</b>	<b>(2,300)</b>
STATE REIMBURSEMENTS	(3,194)	(3,300)	(3,300)	(3,194)	(2,300)
<b>46-CHARGES FOR SERVICES</b>	<b>(4,289,956)</b>	<b>(3,061,155)</b>	<b>(3,061,155)</b>	<b>(3,853,765)</b>	<b>(4,921,600)</b>
CONVEYANCE TAX	(2,023,007)	(1,240,916)	(1,240,916)	(2,023,007)	(2,634,161)
FILING RECORD-CERTIF FEES	(337,475)	(300,000)	(300,000)	(337,475)	(439,964)
TRANSCRIPT OF RECORDS	(803,438)	(821,151)	(821,151)	(803,438)	(844,959)
OTHER	(1,126,037)	(699,088)	(699,088)	(689,845)	(1,002,515)
<b>47-REIMBURSEMENTS</b>	<b>(105,682)</b>	<b>(91,869)</b>	<b>(91,869)</b>	<b>(105,782)</b>	<b>(78,186)</b>
ADVERTISING LOST DOGS	(623)	(453)	(453)	(623)	(598)
ATM REIMBURSEMENT	-	(721)	(721)	-	-
DOG ACCT-SALARY OF WARDEN	(2,105)	(2,600)	(2,600)	(2,105)	-
OTHER REIMBURSEMENTS	-	(1,000)	(1,000)	-	-
REIMB FOR MEDICAID SERVICES	(12,753)	-	-	(12,753)	-
SECTION 8 MONITORING	(83,657)	(83,890)	(83,890)	(83,657)	(76,688)
OTHER	(6,544)	(3,205)	(3,205)	(6,644)	(900)
<b>48-OTHER REVENUES</b>	<b>(191,935)</b>	<b>(193,822)</b>	<b>(193,822)</b>	<b>(192,483)</b>	<b>(382,813)</b>
MISCELLANEOUS REVENUE	(182,881)	(170,962)	(170,962)	(184,062)	(197,131)
OVER & SHORT ACCOUNT	(169)	(737)	(737)	(169)	(1,237)
SALE CITY SURPLUS EQUIP	(515)	-	-	(515)	-
SALE OF DOGS	(6,351)	(5,993)	(5,993)	(6,351)	(7,633)
SETTLEMENTS - OTHER	-	(3,000)	(3,000)	-	(3,002)
OTHER	(2,019)	(13,130)	(13,130)	(1,386)	(173,809)
<b>53-OTHER FINANCING SOURCES</b>	<b>(10,052,054)</b>	<b>(15,193,000)</b>	<b>(15,193,000)</b>	<b>(8,103,472)</b>	<b>(4,095,205)</b>
CORPORATE CONTRIBUTION	(3,333,333)	(10,000,000)	(10,000,000)	(3,333,333)	-
DOWNTOWN NORTH (DONO)	(621,710)	(395,000)	(395,000)	(446,710)	(637,376)
REVENUE FROM HTFD PKG AUTHY	(1,942,610)	(2,048,000)	(2,048,000)	(1,942,610)	(2,111,857)
SPECIAL POLICE SERVICES	(4,154,401)	(2,750,000)	(2,750,000)	(2,380,820)	(1,345,973)
<b>Grand Total</b>	<b>(632,740,797)</b>	<b>(583,959,158)</b>	<b>(594,854,093)</b>	<b>(628,953,971)</b>	<b>(592,785,853)</b>

**CITY OF HARTFORD**  
**PROPERTY TAX COLLECTIONS REPORT FOR FY21 AND FY22**  
**PROPERTY TAX COLLECTION REPORT THROUGH JUNE 30, 2022**

Month	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	Actual FY 21	Actual FY 22	Actual FY 21	Actual FY 22	Actual FY 21	Actual FY 22	Actual FY 21	Actual FY 22	FY 21	FY 22
July	91,265,549	100,781,340 <sup>1</sup>	113,251	962,504 <sup>2</sup>	496,088	292,231 <sup>1</sup>	-	-	91,874,888	102,036,074 <sup>1</sup>
August	47,619,102	43,818,629 <sup>1</sup>	1,035,620	1,660,552 <sup>1</sup>	492,040	406,382 <sup>1</sup>	-	-	49,146,762	45,885,563 <sup>1</sup>
September	3,597,283	2,354,099 <sup>3</sup>	1,035,675	1,234,241 <sup>3</sup>	461,078	660,811 <sup>3</sup>	-	-	5,094,036	4,249,151 <sup>3</sup>
October	2,548,895	1,620,537 <sup>4</sup>	1,130,119	786,197 <sup>4</sup>	490,655	358,588 <sup>4</sup>	-	-	4,169,669	2,765,323 <sup>4</sup>
November	1,301,195	2,414,141 <sup>5</sup>	1,438,745	567,061 <sup>5</sup>	891,410	289,710 <sup>5</sup>	13,090	187,912 <sup>6</sup>	3,644,440	3,458,824 <sup>5</sup>
December	14,009,256	20,209,585 <sup>7</sup>	440,158	655,480 <sup>7</sup>	305,344	322,547 <sup>7</sup>	(13,090)	-	14,741,667	21,187,611 <sup>7</sup>
January	82,675,244	80,054,887 <sup>7</sup>	616,190	1,026,226 <sup>7,8</sup>	352,382	545,976 <sup>7,8</sup>	-	-	83,643,816	81,627,089 <sup>7,8</sup>
February	18,490,419	22,815,794 <sup>7,9</sup>	570,470	383,975 <sup>7,9</sup>	304,306	352,041 <sup>7,9</sup>	-	-	19,365,194	23,551,810 <sup>7,9</sup>
March	7,288,908	3,375,384 <sup>7,9</sup>	1,207,018	976,618 <sup>7,9</sup>	784,851	577,764 <sup>7,9</sup>	-	-	9,280,777	4,929,766 <sup>7,9</sup>
April	4,035,237	1,657,143 <sup>9,10</sup>	668,671	510,408 <sup>9,10</sup>	533,097	404,324 <sup>9,10</sup>	-	-	5,237,005	2,571,875 <sup>9,10</sup>
May	1,415,861	1,208,036	501,771	494,287	352,426	382,679	-	-	2,270,058	2,085,002 <sup>7,9</sup>
June	2,139,405	1,433,600 <sup>11</sup>	2,340,309	511,814 <sup>11</sup>	1,618,210	436,107 <sup>11</sup>	273,643	-	6,371,567	2,381,521 <sup>11</sup>
<b>Total Collections</b>	<b>276,386,353</b>	<b>281,743,173</b>	<b>11,097,997</b>	<b>9,769,363</b>	<b>7,081,886</b>	<b>5,029,160</b>	<b>273,643</b>	<b>187,912</b>	<b>294,839,879</b>	<b>296,729,608</b>
<b>60 Day Collections</b>			1,393,206		-		-		1,393,206	-
<b>Reclass -- Year End entries</b>	(52,855)		48,045		8,326		-		3,515	-
<b>Adjusted Total Collections</b>	<b>276,333,498</b>	<b>281,743,173</b>	<b>12,539,248</b>	<b>9,769,363</b>	<b>7,090,212</b>	<b>5,029,160</b>	<b>273,643</b>	<b>187,912</b>	<b>296,236,601</b>	<b>296,729,608</b>
	<b>Current Year Taxes</b>		<b>Prior Year Taxes</b>		<b>Interest</b>		<b>Liens Sales</b>		<b>Total Collections</b>	
	<b>FY 21</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 22</b>
<b>Total Budget</b>	272,347,014	279,792,169	5,270,000	4,580,000	3,800,000	3,800,000	480,000	450,000	281,897,014	288,622,169
<b>Total current levy (GL 2020) new bills</b>	292,707,724	300,570,922	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Collections through JUNE</b>	276,386,353	281,743,173	11,097,997	9,769,363	7,081,886	5,029,160	273,643	187,912	294,839,879	296,729,608
<b>Outstanding Receivable at 06/30</b>	8,897,625	12,241,724	45,611,294	41,738,457	n/a	n/a	n/a	n/a	n/a	n/a
<b>Timing Adjustment from bridging QDS to Munis</b>		6,586,025								
<b>% of Budget Collected</b>	101.48%	100.70%	210.59%	213.30%	186.37%	132.35%	57.01%	41.76%	104.59%	102.81%
<b>% of Adjusted Levy Collected</b>	94.42%	93.74%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Mill Rate Real Estate</b>	74.29	74.29								
<b>Mill Rate Personal Property</b>	74.29	74.29								
<b>Mill Rate Motor Vehicle</b>	45	45								

<sup>1</sup> FY22 P1- Current Year Tax collections exceeds prior year due to timing. Several top payers paid in July this year but in August last year. YtY records showed over in July & under in August for FY22.

<sup>2</sup> The lower balance of FY21 Prior Year's Tax collections was a result of \$1.376M credit adjustments from tax appeals (Walmart,Capital dist, West Service LLC).

<sup>3</sup> FY22 continues to result in increased collections, primarily due to timing and increased assessments.

<sup>4</sup> FY21's first installment due date was extended to Oct 1st due to the Governor's Executive Order while FY22's due date was Aug 2nd.

<sup>5</sup> Tax Deed Sales of \$1,573k was included in FY21's PY collections. No tax deed sales in FY22.

<sup>6</sup> This lien sale is from the foreclosure of property sold to Express Kitchen by the Department of Development Services.

<sup>7</sup> Significant increase in December collections is due to timing of 2nd installment payments that were made in January in prior year.

<sup>8</sup> PY tax and interest collections increase is mainly due to several older delinquencies collected in January FY22.

<sup>9</sup> February's collections in FY22 is more favorable than FY21 because of timing; some large payments collected in 02/2022 were paid either in 01/2021 or 03 & 04/2021.

<sup>10</sup> Tax collections were strong in April 2021 due to the extended due date (04/01/2021) by the Governor's executive order; and 2021 prior year tax collection includes \$469k from the prior Tax Deed Sale (TD).

<sup>11</sup> A collection of \$3.9M from 50 Morgan Street in FY2021 was the key driver of YtY variance in June.

**Expenditure Summary - Departments**

	FY2021 AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (YTD)	FY2022 ACTUAL (YTD)	FY2022 PROJECTION	VARIANCE FAV/(UNFAV)
00111 MAYOR'S OFFICE	508,824	743,420	743,420	508,824	628,885	628,885	114,535
00112 COURT OF COMMON COUNCIL	625,715	820,068	820,068	625,715	701,869	701,869	118,199
00113 TREASURER	401,919	465,316	465,316	401,919	453,347	453,347	11,969
00114 REGISTRARS OF VOTERS	665,592	475,065	627,902	665,592	498,310	498,310	129,592
00116 CORPORATION COUNSEL	1,229,586	1,558,048	1,558,048	1,229,586	1,253,278	1,255,450	302,598
00117 TOWN & CITY CLERK	754,740	842,154	842,154	754,740	669,392	669,392	172,762
00118 INTERNAL AUDIT	473,007	510,567	510,567	473,007	508,345	508,345	2,222
00119 CHIEF OPERATING OFFICER	1,247,429	1,646,987	1,646,987	1,247,429	1,347,835	1,347,835	299,152
00122 METRO HARTFORD INNOVATION SERV <sup>7</sup>	3,167,436	4,190,683	3,690,683	3,167,436	2,151,273	2,151,273	1,539,410
00123 FINANCE	3,300,056	3,758,757	3,758,757	3,300,056	3,158,397	3,158,397	600,360
00125 HUMAN RESOURCES	1,397,749	1,730,419	1,730,419	1,397,749	1,419,987	1,419,987	310,432
00128 OFFICE OF MANAGEMENT & BUDGET	1,086,146	1,252,452	1,252,452	1,086,146	1,059,956	1,059,956	192,496
00132 FAMILIES, CHILDREN, YOUTH & RECREATION <sup>1</sup>	3,181,759	3,690,893	3,690,893	3,181,759	3,704,964	3,704,964	(14,071)
00211 FIRE <sup>2</sup>	33,922,286	37,658,924	37,658,924	33,922,286	39,163,624	39,163,624	(1,504,700)
00212 POLICE <sup>3</sup>	42,357,774	48,274,513	48,274,513	42,357,774	48,420,104	48,420,104	(145,591)
00213 EMERGENCY SERVICES & TELECOMM.	3,759,888	4,027,832	4,027,832	3,759,888	3,780,366	3,510,137	517,695
00311 PUBLIC WORKS	14,998,284	17,933,864	17,933,864	14,998,284	17,284,382	17,284,382	649,482
00420 DEVELOPMENT SERVICES	3,856,221	5,975,888	5,975,888	3,856,221	4,599,628	4,899,628	1,076,260
00520 HEALTH AND HUMAN SERVICES	3,547,405	5,587,795	5,587,795	3,547,405	4,082,835	4,082,835	1,504,960
00711 EDUCATION	275,667,573	284,013,274	284,013,274	275,667,573	282,800,486	282,800,486	1,212,788
00721 HARTFORD PUBLIC LIBRARY <sup>7</sup>	1,669,020	8,460,590	8,460,590	1,669,020	0	0	8,460,590
00820 BENEFITS & INSURANCES <sup>4</sup>	85,728,017	97,663,761	77,263,761	85,728,017	70,846,158	70,890,276	6,373,485
00821 DEBT SERVICE <sup>5</sup>	110,293,644	11,299,875	43,094,810	110,293,644	35,477,915	43,094,810	0
00822 NON OP DEPT EXPENDITURES <sup>6</sup>	37,897,696	41,378,013	41,225,176	37,897,696	39,687,205	44,115,945	(2,890,769)
<b>Grand Total</b>	<b>631,737,767</b>	<b>583,959,158</b>	<b>594,854,093</b>	<b>631,737,767</b>	<b>563,698,539</b>	<b>575,820,237</b>	<b>19,033,856</b>

<sup>1</sup> Families, Children, Youth and Recreation is unfavorable due to seasonal part-time and overtime.

<sup>2</sup> Fire is unfavorable due to overtime.

<sup>3</sup> Police is unfavorable due to overtime.

<sup>4</sup> Benefits and Insurances is net favorable due to health claims, Social Security, Workers Compensation and various insurance premiums. Budget transfers totaling \$20.40M from Benefits to Debt Service will fund capital needs. American Rescue Plan resources will fund actual benefit expenditures in FY2022.

<sup>5</sup> The FY2022 Adopted Budget for Debt & Other Capital are comprised of \$4.65M for Downtown North principal and interest, \$107K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest and \$6.43M for Pay-As-You-Go CapEx. In addition, there have been budget increases of \$10.89M for a mid-FY2022 increase for Payment in Lieu of Taxes, \$20.40M transferred from Benefits and Insurances and \$500K transferred from MHIS for a grand total of \$43.09M.

<sup>6</sup> Non Operating is net unfavorable primarily due to planned prior year tax levy costs and an end of FY2022 Resolution to approve a \$1.80M settlement for property at 510 Farmington Avenue.

<sup>7</sup> The American Rescue Plan will fund \$8.46M of Library expenditures and \$2.04M of MHIS expenditures. Actual expenditures have been adjusted.

Expenditure Summary - Major Expenditure Category

	FY2021 AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (YTD)	FY2022 ACTUAL (YTD)	FY2022 PROJECTION	VARIANCE FAV/(UNFAV)
<b>PAYROLL</b>	<b>104,442,101</b>	<b>118,818,274</b>	<b>118,795,622</b>	<b>104,442,101</b>	<b>116,750,712</b>	<b>116,480,483</b>	<b>2,315,139</b>
FT <sup>1</sup>	86,842,645	102,082,659	101,958,067	86,842,645	91,156,969	91,156,969	10,801,098
HOL <sup>1</sup>	2,359,957	2,494,938	2,494,938	2,359,957	2,264,827	2,264,827	230,111
OT <sup>2</sup>	12,980,244	12,751,927	12,751,927	12,980,244	20,967,160	20,696,931	(7,945,004)
PT <sup>3</sup>	2,259,254	1,488,750	1,590,690	2,259,254	2,361,756	2,361,755	(771,065)
<b>BENEFITS</b>	<b>85,728,017</b>	<b>97,263,761</b>	<b>77,263,761</b>	<b>85,728,017</b>	<b>70,846,158</b>	<b>70,890,276</b>	<b>6,373,485</b>
HEALTH <sup>4</sup>	29,410,101	35,436,437	15,036,437	29,410,101	10,548,746	10,503,037	4,533,400
MITIGATION <sup>5</sup>	0	(1,000,000)	(1,000,000)	0	0	0	(1,000,000)
PENSION <sup>4</sup>	46,952,383	51,406,956	51,406,956	46,952,383	51,450,003	51,450,003	(43,047)
INSURANCE <sup>13</sup>	4,195,055	4,595,305	4,595,305	4,195,055	3,863,774	3,863,774	731,531
FRINGE REIMBURSEMENTS <sup>17</sup>	(3,920,589)	(3,236,631)	(3,236,631)	(3,920,589)	(3,042,276)	(3,042,276)	(194,355)
LIFE INSURANCE <sup>5</sup>	225,568	164,970	164,970	225,568	231,654	231,654	(66,684)
OTHER BENEFITS <sup>14</sup>	4,256,234	4,741,536	4,741,536	4,256,234	3,735,238	3,779,355	962,181
WAGE <sup>6</sup>	0	521,438	521,438	0	0	0	521,438
WORKERS COMP <sup>16</sup>	4,609,265	5,033,750	5,033,750	4,609,265	4,059,020	4,104,729	929,021
<b>DEBT</b>	<b>110,293,644</b>	<b>11,299,875</b>	<b>43,094,810</b>	<b>110,293,644</b>	<b>35,477,915</b>	<b>43,094,810</b>	<b>0</b>
DEBT	110,293,644	11,299,875	43,094,810	110,293,644	35,477,915	43,094,810	0
<b>LIBRARY</b>	<b>1,669,020</b>	<b>8,460,590</b>	<b>8,460,590</b>	<b>1,669,020</b>	<b>0</b>	<b>0</b>	<b>8,460,590</b>
LIBRARY <sup>12</sup>	1,669,020	8,460,590	8,460,590	1,669,020	0	0	8,460,590
<b>MHIS</b>	<b>3,167,436</b>	<b>4,190,683</b>	<b>3,690,683</b>	<b>3,167,436</b>	<b>2,151,273</b>	<b>2,151,273</b>	<b>1,539,410</b>
MHIS <sup>12</sup>	3,167,436	4,190,683	3,690,683	3,167,436	2,151,273	2,151,273	1,539,410
<b>UTILITY</b>	<b>26,410,398</b>	<b>27,831,450</b>	<b>28,797,320</b>	<b>26,410,398</b>	<b>28,251,330</b>	<b>28,296,830</b>	<b>500,490</b>
UTILITY <sup>7</sup>	26,410,398	27,831,450	28,797,320	26,410,398	28,251,330	28,296,830	500,490
<b>OTHER</b>	<b>24,359,578</b>	<b>31,681,251</b>	<b>30,738,033</b>	<b>24,359,578</b>	<b>27,420,666</b>	<b>32,106,079</b>	<b>(1,368,046)</b>
COMMUNITY ACTIVITIES <sup>18</sup>	2,374,940	2,681,989	2,640,439	2,374,940	2,471,114	2,471,114	169,325
CONTINGENCY <sup>19</sup>	274,423	2,426,847	810,339	274,423	826,640	2,095,640	(1,285,301)
CONTRACTED SERVICES <sup>15</sup>	4,510,828	5,543,031	5,545,175	4,510,828	5,200,140	5,202,313	342,862
ELECTIONS <sup>20</sup>	0	334,389	181,552	0	0	0	181,552
GOVT AGENCY & OTHER	46,683	29,145	45,140	46,683	45,140	45,140	0
LEASES - OFFICES PARKING COPIER <sup>8</sup>	1,544,001	2,010,368	1,683,722	1,544,001	1,649,183	1,649,183	34,539
LEGAL EXPENSES & SETTLEMENTS <sup>11</sup>	2,477,923	2,474,557	2,855,850	2,477,923	2,832,265	4,682,265	(1,826,415)
OTHER <sup>9</sup>	2,663,736	5,271,759	5,908,896	2,663,736	4,700,097	5,900,097	8,799
OUT AGENCY	0	100,000	100,000	0	100,000	100,000	0
POSTAGE <sup>21</sup>	189,296	200,000	200,000	189,296	225,000	225,000	(25,000)
SUPPLY <sup>22</sup>	3,447,111	4,185,888	4,369,572	3,447,111	3,857,854	3,857,855	511,717
TECH, PROF & COMM BASED SERVICES <sup>10</sup>	2,548,977	3,307,818	3,368,018	2,548,977	2,848,149	2,848,149	519,869
VEHICLE & EQUIP	4,281,659	3,115,460	3,029,330	4,281,659	2,665,084	3,029,324	6
<b>EDUCATION</b>	<b>275,667,573</b>	<b>284,013,274</b>	<b>284,013,274</b>	<b>275,667,573</b>	<b>282,800,486</b>	<b>282,800,486</b>	<b>1,212,788</b>
EDUCATION <sup>23</sup>	275,667,573	284,013,274	284,013,274	275,667,573	282,800,486	282,800,486	1,212,788
<b>Grand Total</b>	<b>631,737,767</b>	<b>583,959,158</b>	<b>594,854,093</b>	<b>631,737,767</b>	<b>563,698,539</b>	<b>575,820,237</b>	<b>19,033,856</b>

<sup>1</sup> Net favorable variance of \$2.32M in Payroll due to vacancies of \$10.80M and holiday pay of \$230K, offset by unfavorable overtime of \$7.95M and part-time of \$771K.

<sup>2</sup> Health is favorable due to health claims and lower health waiver expenditures.

<sup>3</sup> Mitigation of \$1.0M reflects non-Public Safety budgeted attrition and vacancy savings. The Police and Fire department respectively include \$2.78M and \$596K in budgeted attrition and vacancy savings. In total, \$4.38M is budgeted for attrition city-wide.

<sup>4</sup> Pension is unfavorable due to cashouts and a plan for new, non-bargaining hires.

<sup>5</sup> Life Insurance is unfavorable due to insurance costs.

<sup>6</sup> The FY2022 Adopted Budget includes centralized salary increases. Approved salary increase for Unclassified, Non-union, City of Hartford Professional Employees Association (CHPEA) and Hartford Municipal Employee Association (HMEA) positions are favorable in benefits and are realized in full-time payroll.

<sup>7</sup> Utilities are favorable due to water, waste disposal and electricity costs being over the Adopted Budget, but below the Revised Budget.

<sup>8</sup> Leases are net favorable due to lower copier costs.

<sup>9</sup> Other is favorable due to net city-wide service costs and relocation costs.

<sup>10</sup> Tech, Prof and Comm based services are favorable due to city-wide technology costs and audit services.

<sup>11</sup> Legal is unfavorable primarily due to an end of FY2022 Resolution to approve a \$1.80M settlement for property at 510 Farmington Avenue.

<sup>12</sup> The American Rescue Plan will fund \$8.46M of Library expenditures and \$2.04M of MHIS expenditures. Actual expenditures have been adjusted.

<sup>13</sup> Insurance is favorable due to lower than anticipated costs for various insurance premiums.

<sup>14</sup> Other Benefits are favorable due to unemployment and Social Security costs.

<sup>15</sup> Contracted Services are favorable due to city-wide contractor services, camera maintenance and repair costs.

<sup>16</sup> Workers Compensation is favorable due to lower claims.

<sup>17</sup> Fringe reimbursements actual costs are less than budget.

<sup>18</sup> Community Activities are favorable due to Police Review Board costs.

<sup>19</sup> Contingency is unfavorable due to planned MHIS technology and equipment costs.

<sup>20</sup> Elections are favorable due to a primary not occurring.

<sup>21</sup> Postage is unfavorable due to city-wide mailing costs.

<sup>22</sup> Supplies are favorable due to uniform costs.

<sup>23</sup> Education YTD actuals reflect 12 months of the City's tax supported payment of \$96M and three payments from the State of Connecticut. Education is favorable due to actual revenue received from the State of Connecticut.



# Appendix

### FY2022 Full-time (FT) Payroll Actuals (as of 8/15/22)

DEPARTMENTS	BUDGETED HC	BUDGETED ANNUAL AMOUNT (REV)	YTD ACTUALS	VARIANCE (BUDGETED ANNUAL AMOUNT (REV) - YTD ACTUALS)
111-Mayor	8	707,172	587,171	120,001
112-CCC	9	472,811	348,946	123,865
113- Treas	9	379,361	339,339	40,022
114- ROV	7	341,446	331,947	9,499
116-Corp Counsel	15	1,424,868	1,202,741	222,127
117- Clerk	11	704,760	570,680	134,080
118-Audit	5	485,894	498,296	(12,402)
119-COO	17	1,304,258	995,623	308,635
123- FIN	45	3,423,394	2,817,291	606,103
125- HR	16	1,120,532	780,505	340,027
128-OMBG	13	1,144,372	1,020,085	124,287
132-FCYR	15	1,053,394	987,749	65,645
211- Fire	366	30,386,038	28,446,114	1,939,924
212- Police	512	41,412,614	34,590,108	6,822,506
213- EST	51	3,157,864	2,280,059	877,805
311- DPW	211	10,856,073	10,013,994	842,079
420- Devel Serv	61	4,436,749	3,555,286	881,463
520- HHS	37	2,455,695	1,389,751	1,065,944
<b>Grand Total</b>	<b>1,408</b>	<b>105,267,295</b>	<b>90,755,685</b>	<b>14,511,610</b>

FT- Fire Attrition	(595,684)
FT- Police Attrition	(2,781,839)
FT- Development Services Attrition	(20,000)
FT- Net other payroll	88,295
<b>FT- Total Revised Budget</b>	<b>101,958,067</b>

FT- Fire Attrition	(595,684)
FT- Police Attrition	(2,781,839)
FT- Development Serv. Attrition	(20,000)
FT- Net other payroll	(312,989)
<b>FT- Subtotal Variance</b>	<b>10,801,098</b>
Non-Sworn Attrition (in Benefits)	(1,000,000)
<b>Total Variance (favorable)</b>	<b>9,801,098</b>

#### Assumptions

- 1) Adopted head count is 1425 with 17 MHIS positions funded in the MHIS internal service fund.
- 2) Audit full-time is unfavorable due to planned city-wide increases for Non-union, Unclassified and Hartford Municipal Employee Association employees being budget centrally in FY2022.

# City of Hartford

FY2023

## Monthly Financial Report to the Municipal Accountability Review Board



July 2022

(FY2023 P1)

*Meeting date: September 8, 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

9/8/2022

Revenue Category	FY2023 ADOPTED BUDGET	FY2023 REVISED BUDGET	FY2022 ACTUAL (JULY)	FY2023 ACTUAL (JULY)	FY2023 PROJECTION	VARIANCE (FAV)/UNFAV
41 General Property Taxes <sup>1</sup>	(294,747,269)	(294,747,269)	(102,074,526)	(108,221,480)	(294,747,269)	-
42 Licenses & Permits <sup>2</sup>	(6,119,612)	(6,119,612)	(460,417)	(1,424,041)	(6,119,612)	-
43 Fines Forfeits & Penalties <sup>3</sup>	(154,100)	(154,100)	(32,459)	(10,917)	(154,100)	-
44 Revenue from Money & Property <sup>4</sup>	(1,171,054)	(1,171,054)	(70,287)	(337,499)	(1,171,054)	-
45 Intergovernmental Revenues <sup>5</sup>	(288,532,177)	(288,532,177)	(11,702,888)	(178,280)	(288,532,177)	-
46 Charges For Services <sup>6,10</sup>	(3,149,666)	(3,149,666)	(375,116)	(509,496)	(3,149,666)	-
47 Reimbursements <sup>7</sup>	(89,653)	(89,653)	(50)	(5,033)	(89,653)	-
48 Other Revenues <sup>8</sup>	(55,200)	(55,200)	(10,261)	(16,074)	(55,200)	-
53 Other Financing Sources <sup>9</sup>	(5,556,000)	(5,556,000)	-	-	(5,556,000)	-
<b>Total Revenues</b>	<b>(599,574,731)</b>	<b>(599,574,731)</b>	<b>(114,726,005)</b>	<b>(110,702,820)</b>	<b>(599,574,731)</b>	<b>-</b>

Expenditure Category	FY2023 ADOPTED BUDGET	FY2023 REVISED BUDGET	FY2022 ACTUAL (JULY)	FY2023 ACTUAL (JULY)	FY2023 PROJECTION	VARIANCE FAV/(UNFAV)
Payroll <sup>11</sup>	124,048,205	124,164,820	6,744,515	6,432,080	124,164,820	-
Benefits	98,049,066	98,049,066	10,318,480	7,894,031	98,049,066	-
Debt & Other Capital <sup>12 14</sup>	15,454,900	15,454,900	1,450,904	1,408,263	15,454,900	-
Library	8,663,336	8,663,336	149,494	721,945	8,663,336	-
Metro Hartford Innovation Services	4,392,973	4,392,973	349,230	366,081	4,392,973	-
Utilities	30,256,463	30,256,463	3,396,432	3,884,200	30,256,463	-
Other Non-Personnel	34,696,514	34,579,899	1,122,214	1,813,734	34,579,899	-
Education <sup>13</sup>	284,013,274	284,013,274	8,003,199	8,003,199	284,013,274	-
<b>Total Expenditures<sup>15</sup></b>	<b>599,574,731</b>	<b>599,574,731</b>	<b>31,534,467</b>	<b>30,523,531</b>	<b>599,574,731</b>	<b>-</b>
<b>Revenues and Expenditures incl. Committed and Assigned, Net</b>	<b>-</b>	<b>-</b>	<b>(83,191,538)</b>	<b>(80,179,289)</b>	<b>-</b>	<b>-</b>

## REVENUE FOOTNOTES

- <sup>1</sup> (1) Cumulative through July, current year tax levy revenue actuals are 7.13% or \$7.19M higher than FY2022 Period 1 (July).  
(2) Prior Year Levy collections actuals are tracking unfavorably by \$1.26M compared to the FY2022 cumulative through July.  
(3) Interest and liens collections actuals are higher by \$51k through July compared to FY2022.  
(4) Revenues from subsequent tax lien sales are typically recorded in the 4th quarter of the fiscal year.
- <sup>2</sup> The Licenses and Permits revenue category is primarily comprised of building, electrical, mechanical, plumbing permits, and food and milk dealer licenses. This revenue category's actuals are tracking favorably by 209% or \$964k compared to the FY2022 cumulative through July 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.
- <sup>3</sup> The Fines, Forfeits and Penalties revenue line item is primarily comprised of false alarms fines and projected to be at the FY2023 budget.
- <sup>4</sup> Revenue from Money and Property contains lease/rental and short-term investment income. FY2023 actuals are tracking significantly higher than July FY2022 due to higher interest revenue.
- <sup>5</sup> Intergovernmental Revenues primarily reflect the receipts of Education Cost Sharing, Supplemental Car Tax and PILOT revenues from the State. July FY2023 actuals are significantly lower than July 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.
- <sup>6</sup> 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 \$4.4M. Conveyance tax revenue continues to be strong in FY2023.
- <sup>7</sup> **Reimbursements** (primarily Section 8) largely occur at fiscal year end.
- <sup>8</sup> **Other Revenues** will vary year to year based on unanticipated items such as settlements.
- <sup>9</sup> Other Financing Sources reflects revenues from 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 and are projected to have a shortfall of approximately \$750K as of July 2022 due to higher costs associated with Private Duty and fewer contracts than anticipated.
- <sup>10</sup> 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

- <sup>11</sup> Payroll will be monitored throughout the fiscal year for the impacts of attrition and overtime.
- <sup>12</sup> 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.
- <sup>13</sup> Education YTD actuals reflect 1 month of the City's tax supported payment of \$96M. The \$188M ECS will be recorded as the State allocation is received.
- <sup>14</sup> 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.
- <sup>15</sup> The City's financial system (Munis) reflects revenues as negative values (credits) and expenditures as positive values. A negative variance for revenues is favorable. A positive variance for revenues is unfavorable.

## Revenue Summary - Major Category

	FY2023 ADOPTED BUDGET	FY2023 REVISED BUDGET	FY2022 ACTUAL (JULY)	FY2023 ACTUAL (JULY)
<b>41-TAXES</b>	<b>(294,747,269)</b>	<b>(294,747,269)</b>	<b>(102,074,526)</b>	<b>(108,221,480)</b>
CURRENT YEAR TAX LEVY	(285,792,269)	(285,792,269)	(100,781,340)	(107,971,467)
INTEREST AND LIENS	(3,800,000)	(3,800,000)	(292,231)	(343,138)
PRIOR YEAR LEVIES	(5,130,000)	(5,130,000)	(962,504)	298,163
TAX LIEN SALES	-	-	-	(187,912)
OTHER	(25,000)	(25,000)	(38,452)	(17,126)
<b>42-LICENSES AND PERMITS</b>	<b>(6,119,612)</b>	<b>(6,119,612)</b>	<b>(460,417)</b>	<b>(1,424,041)</b>
BUILDING PERMITS	(3,614,100)	(3,614,100)	(193,880)	(913,556)
ELECTRICAL PERMITS	(797,665)	(797,665)	(96,870)	(124,947)
FOOD & MILK DEALER LICENSES	(140,000)	(140,000)	(57,675)	(70,625)
MECHANICAL PERMITS	(800,000)	(800,000)	(49,850)	(235,750)
PLUMBING PERMITS	(337,846)	(337,846)	(17,900)	(34,142)
OTHER	(430,001)	(430,001)	(44,242)	(45,022)
<b>43-FINES FORFEITS AND PENALTIES</b>	<b>(154,100)</b>	<b>(154,100)</b>	<b>(32,459)</b>	<b>(10,917)</b>
FALSE ALARM CITATIONS-POL&FIRE	(138,000)	(138,000)	(31,165)	(10,719)
LAPSED LICENSE/LATE FEE	(7,100)	(7,100)	(600)	-
OTHER	(9,000)	(9,000)	(694)	(198)
<b>44-INTEREST AND RENTAL INCOME</b>	<b>(1,171,054)</b>	<b>(1,171,054)</b>	<b>(70,287)</b>	<b>(337,499)</b>
BILLINGS FORGE	(20,428)	(20,428)	(5,921)	-
CT CENTER FOR PERFORM ART	(50,000)	(50,000)	(4,167)	(4,167)
INTEREST	(362,000)	(362,000)	(19,723)	(300,043)
RENT OF PROP-ALL OTHER	(101,329)	(101,329)	(6,711)	(6,394)
RENTAL OF PARK PROPERTY	(16,000)	(16,000)	(2,825)	(4,913)
RENTAL OF PARKING LOTS	-	-	-	-
RENTAL OF PROP-FLOOD COMM	(99,360)	(99,360)	(15,720)	(8,280)
RENTAL-525 MAIN STREET	-	-	(1,863)	(1,863)
RENTS FROM TENANTS	(161,400)	(161,400)	(13,357)	(11,840)
SHEPHERD PARK	(234,393)	(234,393)	-	-
THE RICHARDSON BUILDING	(90,000)	(90,000)	-	-
UNDERWOOD TOWER PILOT	(36,144)	(36,144)	-	-
<b>45-INTERGOVERNMENTAL</b>	<b>(288,532,177)</b>	<b>(288,532,177)</b>	<b>(11,702,888)</b>	<b>(178,280)</b>
<b>MUNICIPAL AID</b>	<b>(284,605,856)</b>	<b>(284,605,856)</b>	<b>(11,344,984)</b>	<b>-</b>
CAR TAX SUPPL MRSF REV SHARING	(20,321,339)	(20,321,339)	(11,344,984)	-
EDUCATION COST SHARING	(187,974,890)	(187,974,890)	-	-
HIGHWAY GRANT	(1,186,368)	(1,186,368)	-	-
MASHANTUCKET PEQUOT FUND	(6,136,523)	(6,136,523)	-	-
MRSA BONDED DISTRIBUTION GRANT	(1,419,161)	(1,419,161)	-	-
MRSF SELECT PILOT	(12,422,113)	(12,422,113)	-	-
MUNICIPAL STABILIZATION GRANT	(3,370,519)	(3,370,519)	-	-
PRIV TAX EXEMPT PROPERTY	(51,774,943)	(51,774,943)	-	-
STATE OWNED PROPERTY	-	-	-	-
<b>OTHER MUNICIPAL AID</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
STATE CONTRACT ASSISTANCE	-	-	-	-
<b>OTHER STATE REVENUES</b>	<b>(24,516)</b>	<b>(24,516)</b>	<b>-</b>	<b>(20,399)</b>
DISTRESSED MUNICIPALITIES	-	-	-	-
JUDICIAL BRANCH REV DISTRIB.	-	-	-	(20,399)
VETERANS EXEMPTIONS	(24,516)	(24,516)	-	-
<b>PILOTS, MIRA &amp; OTHER INTERGOVERNMENTAL</b>	<b>(3,898,505)</b>	<b>(3,898,505)</b>	<b>(357,904)</b>	<b>(157,881)</b>
DISABIL EXEMPT-SOC SEC	(6,417)	(6,417)	-	-
GR REC TAX-PARI MUTUEL	(165,714)	(165,714)	(15,643)	(14,602)
HEALTH&WELFARE-PRIV SCH	(54,629)	(54,629)	-	-
MATERIALS INNOVATION RECYCLING	(1,500,000)	(1,500,000)	-	-
PHONE ACCESS LN TAX SH	(562,817)	(562,817)	-	-
PILOT CHURCH HOMES INC	(126,872)	(126,872)	(63,256)	(63,066)
PILOT FOR CT CTR FOR PERF	(357,056)	(357,056)	-	-
PILOT FOR HARTFORD 21	(500,000)	(500,000)	-	-
PILOT HARTFORD HILTON	(350,000)	(350,000)	(279,006)	-
PILOT HARTFORD MARRIOTT	(250,000)	(250,000)	-	(80,213)
PILOT TRINITY COLLEGE	(25,000)	(25,000)	-	-
<b>OTHER</b>	<b>(3,300)</b>	<b>(3,300)</b>	<b>-</b>	<b>-</b>
STATE REIMBURSEMENTS	(3,300)	(3,300)	-	-
<b>46-CHARGES FOR SERVICES</b>	<b>(3,149,666)</b>	<b>(3,149,666)</b>	<b>(375,116)</b>	<b>(509,496)</b>
CONVEYANCE TAX	(1,300,000)	(1,300,000)	(192,756)	(285,155)
FILING RECORD-CERTIF FEES	(300,000)	(300,000)	(31,979)	(27,185)
TRANSCRIPT OF RECORDS	(805,266)	(805,266)	(79,142)	(55,378)
OTHER	(744,400)	(744,400)	(71,240)	(141,779)
<b>47-REIMBURSEMENTS</b>	<b>(89,653)</b>	<b>(89,653)</b>	<b>(50)</b>	<b>(5,033)</b>
ADVERTISING LOST DOGS	(453)	(453)	(50)	(20)
ATM REIMBURSEMENT	-	-	-	-
DOG ACCT-SALARY OF WARDEN	(2,105)	(2,105)	-	-
OTHER REIMBURSEMENTS	-	-	-	-
REIMB FOR MEDICAID SERVICES	-	-	-	(4,613)
SECTION 8 MONITORING	(83,890)	(83,890)	-	-
OTHER	(3,205)	(3,205)	-	(400)
<b>48-OTHER REVENUES</b>	<b>(55,200)</b>	<b>(55,200)</b>	<b>(10,261)</b>	<b>(16,074)</b>
MISCELLANEOUS REVENUE	(45,724)	(45,724)	(9,288)	(15,060)
OVER & SHORT ACCOUNT	-	-	(19)	-
SALE CITY SURPLUS EQUIP	-	-	-	-
SALE OF DOGS	(5,993)	(5,993)	(787)	(564)
SETTLEMENTS - OTHER	(3,000)	(3,000)	-	-
OTHER	(483)	(483)	(167)	(451)
<b>53-OTHER FINANCING SOURCES</b>	<b>(5,556,000)</b>	<b>(5,556,000)</b>	<b>-</b>	<b>-</b>
CORPORATE CONTRIBUTION	-	-	-	-
DOWNTOWN NORTH (DONO)	(795,000)	(795,000)	-	-
REVENUE FROM HTFD PKG AUTHY	(2,011,000)	(2,011,000)	-	-
SPECIAL POLICE SERVICES	(2,750,000)	(2,750,000)	-	-
<b>Grand Total</b>	<b>(599,574,731)</b>	<b>(599,574,731)</b>	<b>(114,726,005)</b>	<b>(110,702,820)</b>

**CITY OF HARTFORD**  
**PROPERTY TAX COLLECTIONS REPORT FOR FY22 AND FY23**  
**PROPERTY TAX COLLECTION REPORT THROUGH JULY 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 <sup>1</sup>	962,504	(298,163) <sup>2</sup>	292,231	343,138 <sup>2</sup>	-	187,912 <sup>1</sup>	102,036,074	108,204,354
August	43,818,629		1,660,552		406,382		-	-	45,885,563	-
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	-
<b>Total Collections</b>	<b>281,743,173</b>	<b>107,971,467</b>	<b>9,769,363</b>	<b>(298,163)</b>	<b>5,029,160</b>	<b>343,138</b>	<b>187,912</b>	<b>187,912</b>	<b>296,729,608</b>	<b>108,204,354</b>
<b>60 Day Collections</b>			1,393,206		-		-		1,393,206	-
<b>Reclass -- Year End entries</b>	(52,855)		48,045		8,326		-		3,515	-
<b>Adjusted Total Collections</b>	<b>281,690,318</b>	<b>107,971,467</b>	<b>11,210,614</b>	<b>(298,163)</b>	<b>5,037,486</b>	<b>343,138</b>	<b>187,912</b>	<b>187,912</b>	<b>298,126,330</b>	<b>108,204,354</b>
	<b>Current Year Taxes</b>		<b>Prior Year Taxes</b>		<b>Interest</b>		<b>Liens Sales</b>		<b>Total Collections</b>	
	<b>FY 22</b>	<b>FY 23</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 22</b>	<b>FY 23</b>
<b>Total Budget</b>	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
<b>Total current levy (GL 2021) new bills</b>	300,570,922	311,522,547	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Collections through JULY</b>	100,781,340	107,971,467	962,504	(298,163)	292,231	343,138	-	187,912	102,036,074	108,204,354
<b>Outstanding Receivable at 07/31</b>	191,934,182	199,384,896	54,739,935	54,243,393	n/a	n/a	n/a	n/a	n/a	n/a
<b>Timing Adjustment from bridging QDS to Munis</b>		4,166,184								
<b>% of Budget Collected</b>	36.02%	37.78%	21.02%	-5.81%	7.69%	9.03%	0.00%	-	35.35%	36.71%
<b>% of Adjusted Levy Collected</b>	33.53%	34.66%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Mill Rate Real Estate</b>	74.29	68.95								
<b>Mill Rate Personal Property</b>	74.29	68.95								
<b>Mill Rate Motor Vehicle</b>	45	32.46								

<sup>1</sup> 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).

<sup>2</sup> 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.



**Expenditure Summary - Departments**

	FY2023 ADOPTED BUDGET	FY2023 REVISED BUDGET	FY2022 ACTUAL (JULY)	FY2023 ACTUAL (JULY)	FY2023 PROJECTION	VARIANCE FAV/(UNFAV)
00111 MAYOR'S OFFICE	791,907	791,907	24,314	27,634	791,907	0
00112 COURT OF COMMON COUNCIL	988,318	988,318	34,460	30,278	988,318	0
00113 TREASURER	553,375	553,375	14,468	17,853	553,375	0
00114 REGISTRARS OF VOTERS	507,196	660,393	42,335	32,015	660,393	0
00116 CORPORATION COUNSEL	1,501,798	1,501,798	54,644	58,179	1,501,798	0
00117 TOWN & CITY CLERK	832,927	832,927	36,570	30,448	832,927	0
00118 INTERNAL AUDIT	523,219	523,219	22,189	22,049	523,219	0
00119 CHIEF OPERATING OFFICER	1,820,210	1,820,210	63,056	130,397	1,820,210	0
00122 METRO HARTFORD INNOVATION SERV	4,392,973	4,392,973	349,230	366,081	4,392,973	0
00123 FINANCE	3,900,809	3,900,809	136,549	135,147	3,900,809	0
00125 HUMAN RESOURCES	1,920,345	1,920,345	46,805	44,183	1,920,345	0
00128 OFFICE OF MANAGEMENT & BUDGET	1,288,894	1,288,894	45,557	41,816	1,288,894	0
00132 FAMILIES, CHILDREN, YOUTH & RECREATION	3,663,453	3,663,453	209,114	1,108,257	3,663,453	0
00211 FIRE	40,371,325	40,371,325	1,851,413	1,691,342	40,371,325	0
00212 POLICE	49,586,238	49,586,238	3,028,493	2,954,745	49,586,238	0
00213 EMERGENCY SERVICES & TELECOMM.	4,405,552	4,405,552	210,463	219,263	4,405,552	0
00311 PUBLIC WORKS	19,124,731	19,124,731	782,187	804,186	19,124,731	0
00420 DEVELOPMENT SERVICES	6,268,086	6,268,086	177,913	173,768	6,268,086	0
00520 HEALTH AND HUMAN SERVICES	5,467,402	5,467,402	377,801	334,210	5,467,402	0
00711 EDUCATION	284,013,274	284,013,274	8,003,199	8,003,199	284,013,274	0
00721 HARTFORD PUBLIC LIBRARY	8,663,336	8,663,336	149,494	721,945	8,663,336	0
00820 BENEFITS & INSURANCES	98,049,066	98,049,066	10,318,480	7,894,031	98,049,066	0
00821 DEBT SERVICE	15,454,900	15,454,900	1,450,904	1,408,263	15,454,900	0
00822 NON OP DEPT EXPENDITURES	45,485,397	45,332,200	4,104,833	4,274,243	45,332,200	0
<b>Grand Total</b>	<b>599,574,731</b>	<b>599,574,731</b>	<b>31,534,467</b>	<b>30,523,531</b>	<b>599,574,731</b>	<b>0</b>

Expenditure Summary - Major Expenditure Category

	FY2023 ADOPTED BUDGET	FY2023 REVISED BUDGET	FY2022 ACTUAL (JULY)	FY2023 ACTUAL (JULY)	FY2023 PROJECTION	VARIANCE FAV/(UNFAV)
<b>PAYROLL</b>	<b>124,048,205</b>	<b>124,164,820</b>	<b>6,744,515</b>	<b>6,432,080</b>	<b>124,164,820</b>	<b>0</b>
FT	104,054,712	104,054,712	5,012,052	4,903,722	104,054,712	0
HOL	2,494,938	2,494,938	172,689	200,341	2,494,938	0
OT	15,949,949	15,949,949	1,311,771	1,124,956	15,949,949	0
PT	1,548,606	1,665,221	248,004	203,061	1,665,221	0
<b>BENEFITS</b>	<b>98,049,066</b>	<b>98,049,066</b>	<b>10,318,480</b>	<b>7,894,031</b>	<b>98,049,066</b>	<b>0</b>
HEALTH	35,836,618	35,836,618	3,024,798	2,210,458	35,836,618	0
MITIGATION	(1,190,000)	(1,190,000)	0	0	(1,190,000)	0
PENSION	50,806,786	50,806,786	3,856,933	4,634,719	50,806,786	0
INSURANCE	4,878,123	4,878,123	2,553,907	156,563	4,878,123	0
FRINGE REIMBURSEMENTS	(3,236,631)	(3,236,631)	0	0	(3,236,631)	0
LIFE INSURANCE	231,987	231,987	19,400	19,205	231,987	0
OTHER BENEFITS	4,579,297	4,579,297	402,298	426,106	4,579,297	0
WAGE	1,379,136	1,379,136	0	0	1,379,136	0
WORKERS COMP	4,763,750	4,763,750	461,144	446,979	4,763,750	0
<b>DEBT</b>	<b>15,454,900</b>	<b>15,454,900</b>	<b>1,450,904</b>	<b>1,408,263</b>	<b>15,454,900</b>	<b>0</b>
DEBT	15,454,900	15,454,900	1,450,904	1,408,263	15,454,900	0
<b>LIBRARY</b>	<b>8,663,336</b>	<b>8,663,336</b>	<b>149,494</b>	<b>721,945</b>	<b>8,663,336</b>	<b>0</b>
LIBRARY	8,663,336	8,663,336	149,494	721,945	8,663,336	0
<b>MHIS</b>	<b>4,392,973</b>	<b>4,392,973</b>	<b>349,230</b>	<b>366,081</b>	<b>4,392,973</b>	<b>0</b>
MHIS	4,392,973	4,392,973	349,230	366,081	4,392,973	0
<b>UTILITY</b>	<b>30,256,463</b>	<b>30,256,463</b>	<b>3,396,432</b>	<b>3,884,200</b>	<b>30,256,463</b>	<b>0</b>
UTILITY	30,256,463	30,256,463	3,396,432	3,884,200	30,256,463	0
<b>OTHER</b>	<b>34,696,514</b>	<b>34,579,899</b>	<b>1,122,214</b>	<b>1,813,734</b>	<b>34,579,899</b>	<b>0</b>
COMMUNITY ACTIVITIES	2,740,799	2,740,799	7,370	912,991	2,740,799	0
CONTINGENCY	3,079,795	3,079,795	1,012	(1,349)	3,079,795	0
CONTRACTED SERVICES	6,540,258	6,573,553	48,613	47,742	6,573,553	0
ELECTIONS	307,024	153,827	0	0	153,827	0
GOVT AGENCY & OTHER	43,176	43,176	19,964	20,579	43,176	0
LEASES - OFFICES PARKING COPIER	1,992,939	1,992,939	180,833	230,016	1,992,939	0
LEGAL EXPENSES & SETTLEMENTS	2,404,557	2,404,557	214,999	20,330	2,404,557	0
OTHER	5,298,645	5,298,645	533,355	352,031	5,298,645	0
OUT AGENCY	100,000	100,000	0	0	100,000	0
POSTAGE	200,000	200,000	8,321	75,618	200,000	0
SUPPLY	4,533,777	4,536,277	61,032	80,583	4,536,277	0
TECH, PROF & COMM BASED SERVICES	3,865,424	3,866,211	46,716	75,193	3,866,211	0
VEHICLE & EQUIP	3,590,120	3,590,120	0	0	3,590,120	0
<b>EDUCATION</b>	<b>284,013,274</b>	<b>284,013,274</b>	<b>8,003,199</b>	<b>8,003,199</b>	<b>284,013,274</b>	<b>0</b>
EDUCATION	284,013,274	284,013,274	8,003,199	8,003,199	284,013,274	0
<b>Grand Total</b>	<b>599,574,731</b>	<b>599,574,731</b>	<b>31,534,467</b>	<b>30,523,531</b>	<b>599,574,731</b>	<b>0</b>

# Appendix

## FY2023 Full-time (FT) Payroll Actuals (July)

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
<b>Grand Total</b>	<b>1,425</b>	<b>108,371,092</b>	<b>108,371,092</b>	<b>0</b>

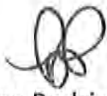
FT- Fire Attrition	(355,941)
FT- Police Attrition	(4,071,069)
FT- Net other payroll	110,630
<b>FT- Total Revised Budget</b>	<b>104,054,712</b>

### 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:** August 29, 2022  
**Re:** Preliminary 2021-22 Financial Results

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Attached please find our year to date financial results through Period 12 for the year ended June 30, 2002.

Total expenditures from all sources were \$452.1 million through June 30, compared with \$341.8 million at the end of May. The roughly \$110 million spending in the final month of the fiscal year provides some sense of the scale of our year-end closeout activities.

General Fund expenditures were \$275.7 million, which would indicate an unaudited year-end surplus of just over \$8.3 million. However, there were a number of changes in Period 13 that lowered the total General Fund expenditures to \$273.6 million and increased the surplus to approximately \$10.4 million. Period 13 is an accounting convention that allows for continued revision to fiscal information up and until audited financial results are issued. These Period 13 adjustments included:

- Recovery of indirect costs of \$2.33 million. Indirect costs reflect our ability to charge certain grants for the cost of our overhead (positive to surplus).
- An adjustment to the amount paid for one of pension costs of \$571,000, as the July and August fringe charges related to the pension substantially exceeded our expectations. To clarify, the salaries and related fringe charges for July and August for some positions get pushed back to the prior fiscal year (positive to surplus).
- An expense of \$25,000 for fees for excess false fire alarm to the City of Hartford; some of the charges dated back to 2018 (negative to surplus).
- An expense of \$11,500 to void and correct the payee on a vendor check after as the vendor was acquired; the original payment had been made from a grant that closed (negative to surplus).
- Roughly \$814,000 in maintenance costs for the second half of the year for our facilities at the learning corridor; we don't typically receive the invoice until mid-August (negative to surplus).

Finally, I would note that we had a very small amount of purchase orders remain open past the end of the year, including just \$35,000 in the General Fund. Most of the payments for those open POs were made in the month of August, and the POs subsequently closed.

If you have any questions regarding our current financial position or the above information, please let me know.



**All Funds Budget**  
 Financial Position Report as of 8/19/2022  
 For: 7/1/2021 to 6/30/2022 Period: 1 to 12



Description	Series	FY 2021-22		Year To Date Expenditures	Year To Date Encumb/Committed	Balance
			Adjusted Budget			
Certified Salaries	100	151,494,542	155,706,544	143,712,176	-	11,994,368
Severance/Other	199	1,215,000	4,951,389	2,556,009	-	2,395,380
<b>Certified Salaries Total</b>		<b>152,709,542</b>	<b>160,657,932</b>	<b>146,268,184</b>	<b>-</b>	<b>14,389,748</b>
Non Cert Salaries	200	60,090,162	61,238,454	62,578,354	-	(1,339,900)
Severance/Other	299	383,498	1,878,037	1,957,004	-	(78,967)
<b>Non Certified Salaries Total</b>		<b>60,473,660</b>	<b>63,116,491</b>	<b>64,535,358</b>	<b>-</b>	<b>(1,418,867)</b>
Instructional Improvements	322	3,491,938	17,396,117	14,168,373	-	3,237,745
Professional Services	333	3,032,916	9,054,202	6,736,650	150,030	2,167,522
MHIS/IT Services	335	3,075,236	3,075,236	3,075,236	-	(0)
<b>Professional Contracts &amp; Svs</b>		<b>9,600,089</b>	<b>29,525,555</b>	<b>23,970,258</b>	<b>150,030</b>	<b>5,405,267</b>
Maint Supplies & Services	442	384,500	392,967	393,014	-	(47)
Maintenance Contracts	443	3,455,670	5,324,755	5,851,112	10,117	(536,474)
Rental - Equip & Facilities	444	2,232,613	1,677,069	1,205,764	-	471,305
Building Improvements	445	612,900	2,145,022	272,984	-	1,872,039
<b>Purchased Property Services</b>		<b>6,685,683</b>	<b>9,539,813</b>	<b>7,722,873</b>	<b>10,117</b>	<b>1,806,823</b>
Transportation	551	21,513,932	23,032,418	26,260,388	-	(3,227,970)
Communications	553	1,342,435	4,729,464	3,768,154	1,200	960,110
Advertising	554	256,606	314,920	304,720	-	10,200
Printing & Binding	555	91,950	88,588	16,081	-	72,507
Tuition	556	100,998,020	95,400,352	91,954,338	-	3,446,014
Travel & Conferences	558	171,239	133,498	74,500	-	58,999
Misc Services	559	1,819,359	891,519	622,014	-	269,505
<b>Systemwide Purchased Svs Total</b>		<b>126,193,541</b>	<b>124,590,760</b>	<b>123,000,195</b>	<b>1,200</b>	<b>1,589,365</b>
Instructional & Other Supplies	610	5,075,451	9,108,808	6,664,953	274	2,443,581
Utilities	620	8,246,853	9,253,599	8,649,843	-	603,755
Text & Library Books	640	113,879	141,860	76,098	-	65,762
Misc Supplies	690	836,668	5,275,998	2,510,338	132	2,765,529
<b>Supplies &amp; Materials Total</b>		<b>14,272,851</b>	<b>23,780,265</b>	<b>17,901,233</b>	<b>406</b>	<b>5,878,627</b>
Equipment	730	1,382,609	7,811,684	6,835,352	411,100	565,232
<b>Outlay Total</b>		<b>1,382,609</b>	<b>7,811,684</b>	<b>6,835,352</b>	<b>411,100</b>	<b>565,232</b>
Organization Dues	810	206,520	218,364	204,764	-	13,600
Legal Judgments	820	220,000	36,623	36,623	-	-
Other Operating Expenses	899	(5,030,360)	5,581,229	1,390,907	-	4,190,322
<b>Other Misc Expend Total</b>		<b>(4,603,840)</b>	<b>5,836,216</b>	<b>1,632,294</b>	<b>-</b>	<b>4,203,922</b>
Fringe Benefits/Insurances	990	57,232,079	56,155,602	60,218,957	-	(4,063,355)
Contingency	998	-	-	-	-	-
Indirect	999	-	1,908,203	-	-	1,908,203
<b>Sundry Total</b>		<b>57,232,079</b>	<b>58,063,805</b>	<b>60,218,957</b>	<b>-</b>	<b>(2,155,152)</b>
<b>All Funds Budget Total</b>		<b>423,946,213</b>	<b>482,922,523</b>	<b>452,084,706</b>	<b>572,853</b>	<b>30,264,964</b>



General Fund Budget  
 Financial Position Report as of 8/19/2022  
 For: 7/1/2022 to 6/30/2022 Period: 1 to 12



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	82,539,154	71,736,554	-	10,802,600
Severance/Other	199	1,215,000	1,215,000	2,010,609	-	(795,609)
<b>Certified Salaries Total</b>		<b>83,801,376</b>	<b>83,754,154</b>	<b>73,747,163</b>	-	<b>10,006,991</b>
Non Cert Salaries	200	37,814,549	37,789,453	35,503,491	-	2,285,961
Severance/Other	299	383,498	383,498	1,956,754	-	(1,573,256)
<b>Non Certified Salaries Total</b>		<b>38,198,047</b>	<b>38,172,951</b>	<b>37,460,245</b>	-	<b>712,706</b>
Instructional Improvements	322	285,649	284,118	1,991,623	-	(1,707,505)
Professional Services	333	1,245,178	1,360,664	1,449,088	-	(88,423)
MHIS/IT Services	335	2,278,990	2,278,990	2,278,990	-	(0)
<b>Professional Contracts &amp; Svs</b>		<b>3,809,817</b>	<b>3,923,772</b>	<b>5,719,701</b>	-	<b>(1,795,929)</b>
Maint Supplies & Services	442	382,000	382,000	393,014	-	(11,014)
Maintenance Contracts	443	3,124,853	3,113,353	5,678,488	10,117	(2,555,018)
Rental - Equip & Facilities	444	1,520,933	1,545,493	879,374	-	666,119
Building Improvements	445	612,900	615,200	336,513	-	278,687
<b>Purchased Property Services</b>		<b>5,640,686</b>	<b>5,656,047</b>	<b>7,287,389</b>	<b>10,117</b>	<b>(1,621,225)</b>
Transportation	551	21,054,178	21,029,178	20,116,830	-	912,348
Communications	553	485,955	487,212	272,869	-	214,343
Advertising	554	71,606	71,106	18,336	-	52,770
Printing & Binding	555	51,250	42,844	4,675	-	38,169
Tuition	556	92,715,120	92,715,120	81,649,178	-	11,065,942
Travel & Conferences	558	112,509	134,974	40,770	-	94,204
Misc Services	559	471,402	471,558	433,312	-	38,246
<b>Systemwide Purchased Svs Total</b>		<b>114,962,020</b>	<b>114,951,993</b>	<b>102,535,971</b>	-	<b>12,416,021</b>
Instructional & Other Supplies	610	1,840,449	1,785,053	1,740,283	-	44,770
Utilities	620	7,515,516	7,515,516	6,800,621	-	714,895
Text & Library Books	640	22,600	22,600	20,065	-	2,535
Misc Supplies	690	448,895	450,442	527,211	132	(76,901)
<b>Supplies &amp; Materials Total</b>		<b>9,827,460</b>	<b>9,773,611</b>	<b>9,088,180</b>	<b>132</b>	<b>685,299</b>
Equipment	730	567,216	559,578	2,557,123	25,240	(1,972,305)
<b>Outlay Total</b>		<b>567,216</b>	<b>559,578</b>	<b>2,557,123</b>	<b>25,240</b>	<b>(1,972,305)</b>
Organization Dues	810	146,637	152,353	126,085	-	26,267
Legal Judgments	820	220,000	220,000	36,623	-	183,377
Other Operating Expenses	899	(5,342,206)	(5,318,166)	303,734	-	(5,621,900)
<b>Other Misc Expend Total</b>		<b>(4,975,569)</b>	<b>(4,945,814)</b>	<b>466,443</b>	-	<b>(5,412,257)</b>
Fringe Benefits/Insurances	990	33,637,633	33,622,394	36,797,107	-	(3,174,713)
Contingency	998	-	-	-	-	-
Indirect	999	(1,455,407)	(1,455,407)	-	-	(1,455,407)
<b>Sundry Total</b>		<b>32,182,226</b>	<b>32,166,987</b>	<b>36,797,107</b>	-	<b>(4,630,120)</b>
<b>General Fund Budget Total</b>		<b>284,013,279</b>	<b>284,013,279</b>	<b>275,659,322</b>	<b>35,489</b>	<b>8,318,468</b>



Special Fund Budget  
 Financial Position Report as of 8/22/2022  
 For: 7/1/2021 to 6/30/2022 Period: 1 to 12



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
<b>Federal Grants:</b>							
ADULT EDUCATION PIP	2022	40,000	-	-	-	0.00	-
AMERICAN RESCUE PLAN ARP-ESSERIII	2021	-	8,237,491	6,719,938	262,500	5,819,848.09	992,553
ARP HCY BRIDGE (McVento)	2021	-	3,000	3,000	-	3,000.00	-
ARP HCY II Homeless Children&Youth	2021	-	397,612	12,516	-	95,000.00	385,096
ARP IDEA PART B 611	2022	-	1,387,608	305,013	-	350,000.00	1,082,595
ARP IDEA PART B 619 PRESCHOOL	2022	-	131,911	4,336	-	6,500.00	127,575
CARL D. PERKINS	2021	-	0	0	-	0.00	-
CARL D. PERKINS	2022	626,803	597,243	458,393	-	470,000.00	138,850
CONSOLIDATED TITLE 3 IMMIGRANT	2022	-	30,000	14,001	-	30,000.00	15,999
COVID-19 SPECIAL EDUCATION STIPENDS	2021	-	20,000	20,002	-	20,000.00	(2)
EDUC-HOMELESS CHILDREN-YOUTH McVEN	2022	50,000	-	33,303	-	0.00	(33,303)
ESSER (COVID-19) CARES ACT	2020	-	3,594,083	3,389,155	-	0.00	204,928
ESSER II - FAMILY RESOURCE CENTER	2022	-	125,000	-	-	0.00	125,000
ESSER II SET-ASIDE (CRRSA ACT)	2021	-	1,863,078	655,564	-	654,280.46	1,207,514
ESSER II (CRRSA ACT) Covid-19	2021	-	35,761,024	20,542,218	150,000	18,523,471.91	14,918,806
ESSER II Bonus Dyslexia Recovery	2022	-	37,050	-	-	0.00	37,050
ESSER II Bonus Spec Population \$25K	2022	-	25,000	-	-	0.00	25,000
ESSER II SPED Recovery Activities	2022	-	120,000	14,395	-	6,695.00	105,805
FAFSA CHALLENGE	2022	-	5,140	2,284	-	5,140.00	2,856
IDEA PART B SECTION 611	2019	-	-	-	-	-28,895.00	-
IDEA PART B SECTION 611	2020	-	-	(3,799)	1,200	-25,473.81	2,599
IDEA PART B SECTION 611	2021	652,651	2,684,069	2,526,037	-	2,800,000.00	158,032
IDEA PART B SECTION 611	2022	6,526,511	6,549,072	4,047,083	-	5,239,257.60	2,501,989
IDEA PART B, SECTION 619 PRE-SCHOOL	2021	30,408	102,494	100,720	-	100,000.00	1,774
IDEA PART B, SECTION 619 PRE-SCHOOL	2022	202,717	204,114	27,485	-	78,201.03	176,629
OD ESSA SIG C02-BURNS	2022	-	405,300	312,529	-	340,000.00	92,771
OD ESSA SIG C02-MILNER	2022	-	425,324	232,283	-	240,000.00	193,041
OD ESSA SIG C02-MLKING	2022	-	425,000	232,123	-	285,000.00	192,877
OD ESSA SIG C02-SAND	2022	-	390,000	309,538	-	325,000.00	80,462
OD ESSA SIG C02-SMSA	2022	-	500,000	297,223	-	311,000.00	202,777
OD ESSA SIG C02-WISH	2022	-	390,000	332,621	-	350,000.00	57,379
OD ESSA SIG CO2-WHS	2022	-	500,000	207,018	-	229,000.00	292,982
TITLE 1 PART A 1003 SIG (BELLIZZI)	2021	-	319,047	318,617	-	320,000.00	430
TITLE 1 PART A 1003 SIG (BURR)	2019	-	1,774	804	-	-1,774.00	970
TITLE 1 PART A 1003 SIG (BURR)	2021	-	223,300	203,668	30	354,000.00	19,602
TITLE 1 PART A 1003 SIG (BULKELEY)	2019	-	31,779	4,290	-	-31,778.34	27,489
TITLE 1 PART A 1003 SIG (BULKELEY)	2021	-	91,886	92,429	-	160,000.00	(544)
TITLE 1 PART A 1003 SIG (HPHS)	2021	-	54,947	54,947	-	70,000.00	-
TITLE 1 PART A 1003 SIG (PARKVILLE)	2021	-	83,940	53,345	-	245,000.00	30,595
TITLE 1, PART D, NEG & DEL	2022	56,054	68,673	68,673	-	68,673.00	-
TITLE 2 PART A, TEACHERS	2020	-	78,992	78,992	-	0.00	-
TITLE 2 PART A, TEACHERS	2021	195,998	607,753	580,055	-	680,000.00	27,698
TITLE 2 PART A, TEACHERS	2022	1,241,322	1,136,003	823,187	-	908,802.40	312,816
TITLE 3 PART A, ENGLISH LANGUAGE	2020	-	6,019	6,019	-	0.00	-
TITLE 3 PART A, ENGLISH LANGUAGE	2021	81,515	294,421	217,909	-	310,000.00	76,512
TITLE 3 PART A, ENGLISH LANGUAGE	2022	510,827	543,235	214,171	-	225,000.00	329,064
TITLE 3 PART A, ENGLISH LANGUAGE	2023	-	-	368	-	0.00	(368)
TITLE I IMPROVING BASIC PROGRAMS	2019	-	271,446	219,549	-	0.00	51,897
TITLE I IMPROVING BASIC PROGRAMS	2020	-	182	-	-	0.00	182
TITLE I IMPROVING BASIC PROGRAMS	2021	3,291,271	5,313,050	5,130,919	-	5,800,000.00	182,130
TITLE I IMPROVING BASIC PROGRAMS	2022	12,901,783	12,514,359	8,949,755	-	10,011,487.20	3,564,604
TITLE I IMPROVING BASIC PROGRAMS	2023	-	-	3,891	-	0.00	(3,891)
TITLE IV-A SOC SUPPT & ACAD ENRICH	2019	-	2,025	1,885	-	0.00	140
TITLE IV-A SOC SUPPT & ACAD ENRICH	2021	-	90,185	15,503	-	0.00	74,682
TITLE IV-A SOC SUPPT & ACAD ENRICH	2022	897,063	946,097	503,183	-	535,000.00	442,914
<b>Total Federal Grants:</b>		<b>27,304,923</b>	<b>87,589,725</b>	<b>58,337,139</b>	<b>413,730</b>	<b>55,881,436</b>	<b>28,426,356</b>





Special Fund Budget  
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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
<b>State Grants:</b>							
ADULT EDUCATION - PROVIDER (STATE)	2021	-	0	-	-	0.00	0
ADULT EDUCATION - PROVIDER (STATE)	2022	1,729,660	1,729,660	1,487,589	-	1,521,919.00	242,071
ADULT EDUCATION - PROVIDER (STATE)	2023	-	-	529	-	0.00	(529)
ADULT EDUCATION CEE - URBAN LEAGUE	2022	5,965	6,142	6,076	-	112,599.00	66
ADULT EDUCATION CEE-LITERACY VOLUNT	2022	108,522	104,788	106,457	-	0.00	(1,669)
ALLIANCE - GOVENORS TURNAROUND	2022	24,552,532	24,570,044	24,566,845	-	24,570,044.00	3,199
ALLIANCE - GOVENORS TURNAROUND	2023	-	-	2,366	-	0.00	(2,366)
ALLIANCE BUILDING GRANT	2021	-	183,487	(106,010)	-	0.00	426,083
COMMISSIONER'S NETWORK	2022	-	900,000	781,048	-	900,000.00	118,952
COMMISSIONER'S NETWORK-McDonough	2022	-	50,000	49,424	-	50,000.00	576
CSDE - TEAM MENTORSHIP PROGRAM	2022	-	44,801	-	-	44,801.00	44,801
DEPT OF AG - CT GROWN 4 CT KIDS	2022	-	24,999	6,028	-	12,499.50	18,971
DEPT OF PUBLIC HEALTH - ORAL HEALTH	2021	-	-	(2,049)	-	15,562.87	2,049
DEPT OF PUBLIC HEALTH - ORAL HEALTH	2022	-	50,000	41,864	-	32,531.37	8,136
EXTENDED SCHOOL HOUR	2022	357,753	343,287	46,599	-	343,287.00	296,688
FAMILY RESOURCE CENTER PROGRAM	2022	507,650	508,250	474,650	-	508,250.00	33,600
FIRST ROBOTICS MINI GRANT UHSSE	2022	-	6,250	4,269	-	6,250.00	1,981
INTERDIST MAGNET ACADEMIC/SOCIAL SU	2021	-	407,270	401,540	274	407,269.70	5,456
INTERDIST MAGNET ACADEMIC/SOCIAL SU	2022	-	360,000	324,896	-	360,000.00	35,104
MAGNET SCHOOL JOINT MAGNET OFFICE	2022	850,000	850,000	692,012	-	620,446.02	157,988
MAGNET SCHOOL OPERATING GRANT	2022	55,150,730	52,913,810	51,967,562	-	52,913,810.00	946,248
MAGNET SCHOOL OPERATING GRANT	2023	-	-	7,926	-	0.00	(7,926)
OPEN CHOICE SLOTS (RECEIVING DIST)	2021	-	1,263	1,263	-	104,935.52	-
OPEN CHOICE SLOTS (RECEIVING DIST)	2022	168,000	168,000	150,806	-	228,562.00	17,194
PARENT TRUST FUND GRANT	2022	-	20,350	17,132	-	20,350.00	3,218
PRIORITY SCHOOL DISTRICTS	2022	4,441,989	4,478,964	4,447,181	-	4,478,964.00	31,783
PRIORITY SCHOOL DISTRICTS	2023	-	-	1,399	-	0.00	(1,399)
PSD FamilyFee Replacement SchReadi	2022	-	43,500	40,463	-	0.00	3,037
PSD-SUMMER SCHOOL	2022	406,499	396,257	340,547	-	350,000.00	55,710
PSD-SUMMER SCHOOL	2023	-	-	(297)	-	0.00	297
SBHC-MATERNAL & CHILD HEALTH BLOCK	2022	125,000	125,000	106,401	-	144,445.43	18,599
SCHOOL BASED HEALTH CLINICS	2022	930,118	933,140	805,724	-	931,163.20	127,416
SCHOOL READINESS GRANT	2022	2,190,000	2,190,000	2,190,791	-	2,184,750.00	(791)
SCHOOL SECURITY GRANT	2022	-	123,360	-	123,360	0.00	(123,360)
SHEFF OC ACCEPTANCE RATE	2022	-	3,600	3,592	-	3,600.00	8
SHEFF OC INCREASE EDUCATIONAL OPP	2022	-	3,600	3,579	-	3,600.00	21
SHEFF SETTLEMENT-OC ACADEMIC/SOCIAL	2022	-	136,300	121,972	-	120,000.00	14,328
STATE BILINGUAL EDUCATION	2022	213,079	210,810	193,979	-	210,810.00	16,831
STATE EDUCATION RESOURCE CENTER	2022	-	-	-	-	15,000.00	-
<b>Total State Grants:</b>		<b>91,737,495</b>	<b>91,886,932</b>	<b>89,284,153</b>	<b>123,634</b>	<b>91,215,450</b>	<b>2,492,372</b>



Special Fund Budget  
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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
<b>Private/Foundation Grants/Fees:</b>							
BARR FOUNDATION G-II	2021	-	383,578	181,244	-	200,000.00	202,334
CHILD HEALTH & DEVELOP INSTITUTE CT	2020	-	30,394	-	-	0.00	30,394
CHILD HEALTH & DEVELOP INSTITUTE CT	2022	-	5,752	-	-	6,652.49	5,752
CT CHILDREN MEDICAL CENTER-DWORKIN	2022	-	1,000,000	-	-	0.00	1,000,000
DALIO FOUNDATION	2021	-	38,845	35,403	-	0.00	1,442
DALIO FOUNDATION	2022	-	31,500	8,379	-	31,500.00	23,121
FEE COLLECTION - PRE-K	2022	90,514	90,514	89,049	-	134,843.25	1,465
Grants Accounting Sundry	2099	-	-	(122)	-	0.00	122
HARTFORD FOUNDATION PUBLIC GIVING	2021	-	160,257	241,686	-	0.00	(81,430)
HARTFORD FOUNDATION PUBLIC GIVING	2022	350,000	-	-	-	31,685.00	-
HARTFORD PROMISE	2022	-	1,000,000	1,000,000	-	1,000,000.00	-
INDOOR/OUTDOOR INVITATIONAL	2022	-	-	-	-	36,739.24	-
INSURANCE BILLING - MEDICAID(SBCH)	2022	2,847,675	2,847,675	2,154,881	-	1,437,011.35	692,794
INSURANCE BILLING - MEDICAL REIMB	2022	2,226,712	199,900	1,138,453	-	801,579.27	(938,553)
INSURANCE BILLING - MEDICAL REIMB	2023	-	-	1,619	-	0.00	(1,619)
JENE FRANK SCHOLARSHIP FUND	2021	-	43,000	-	-	0.00	43,000
L.E.A.P.	2022	-	1,045,580	72,891	-	1,045,580.00	972,689
MULTISOURCE - FOR SCHOOL	2019	-	4,010	-	-	0.00	4,010
MULTISOURCE - FOR SCHOOL	2020	-	11,256	-	-	0.00	11,256
MULTISOURCE - FOR SCHOOL	2021	-	5,593	-	-	0.00	5,593
NASSAU (formerly PHOENIX LIFE)	2021	-	19,445	742	-	0.00	18,702
NELLIE MAE EDUCATION FOUNDATION	2021	-	28,354	27,120	-	10,000.00	1,234
NELLIE MAE EDUCATION FOUNDATION	2022	250,000	250,000	-	-	0.00	250,000
OTIS ELEVATOR	2022	-	-	(1,127)	-	0.00	1,127
PARTNERSHIP FUNDS (VARIOUS SOURCES)	2019	-	17,970	-	-	0.00	17,970
PARTNERSHIP FUNDS (VARIOUS SOURCES)	2021	-	-	-	-	4,500.00	-
PARTNERSHIP FUNDS (VARIOUS SOURCES)	2022	-	9,500	3,693	-	5,000.00	5,807
PRATT & WHITNEY	2022	-	1,450	-	-	1,450.00	1,450
QUALVOICE LLC	2022	-	12,500	-	-	12,500.00	12,500
SHIPMAN & GOODWIN	2021	-	9,934	-	-	0.00	9,934
SPECIAL EDUCATION EXCESS COST	2022	10,140,535	6,628,439	6,628,439	-	6,628,439.00	-
TRAVELERS	2019	-	110,201	1,959	-	0.00	108,242
TRAVELERS	2021	-	101,839	27,277	-	0.00	74,562
TRAVELERS	2022	75,599	50,000	28,111	-	50,000.00	21,889
TUITION BILLING - SPECIAL EDUCATION	2022	4,909,486	4,909,486	11,685,446	-	3,974,507.65	(6,775,960)
TUITION BILLING-MAGNET	2022	-	-	88,649	-	0.00	(88,649)
UNIVERSITY OF CONNECTICUT	2017	-	271,801	257,391	-	534,957.67	14,411
WISE ISIDORE & SELMA TRAVEL FOUNDAT	2021	-	40,023	35,000	-	0.00	5,023
WISE ISIDORE & SELMA TRAVEL FOUNDAT	2022	-	75,795	71,417	-	75,795.00	4,378
<b>Total Private/Foundation Grants/Fee</b>		<b>20,890,521</b>	<b>19,432,592</b>	<b>23,777,602</b>	<b>-</b>	<b>16,022,740</b>	<b>(4,345,010)</b>
<b>Total All Grants:</b>		<b>139,932,939</b>	<b>198,909,249</b>	<b>171,398,893</b>	<b>537,364</b>	<b>163,119,625</b>	<b>26,573,718</b>

# CITY OF HARTFORD CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>1003 GENERAL FUND - EDUCATION</b>							
511010 SUPT/DEP/ASST-REG	428,843	24,955	453,798	423,534.02	.00	30,263.93	93.3%
511020 ADMINISTRATOR-REG	150,000	-150,000	0	.00	.00	.00	0%
511040 DIRECTOR/ASST-REG	1,375,762	672,085	2,047,846	2,060,884.76	.00	-13,038.32	100.6%
511041 DIRECTOR - PT	23,932	-9,915	14,017	.00	.00	14,016.83	0%
511240 PRIN/VP-REG	8,186,939	-344,089	7,842,850	7,786,827.92	.00	56,022.08	99.3%
511241 PRIN/VP - PT	0	88,272	88,272	61,420.81	.00	26,851.10	69.6%
511360 TEACHER-REG	66,149,663	-10,352,557	55,797,106	51,085,442.23	.00	4,711,663.63	91.6%
511361 TEACHER-PT	404,867	-239,209	165,658	131,412.12	.00	34,245.92	79.3%
511363 TEACHER-SUBS	1,557,312	339,396	1,896,708	1,736,299.80	.00	160,408.06	91.5%
511365 TCHR-STIPENDS & ATHLETIC COA	1,505,562	-266,760	1,238,802	1,297,747.20	.00	-58,945.38	104.8%
511366 TEACHER-SP PER	81,700	377,650	459,350	432,454.26	.00	26,896.11	94.1%
511369 EARN DAYS	0	0	0	67,470.00	.00	-67,470.00	100.0%
511380 GUIDANCE COUNS-REG	1,491,162	9,709	1,500,871	1,488,127.90	.00	12,742.80	99.2%
511381 GUIDANCE COUNS-PT	14,000	5,931	19,931	20,984.84	.00	-1,053.37	105.3%
511400 SOC WKR-REG	4,595,716	-548,026	4,047,690	3,811,780.68	.00	235,909.55	94.2%
511420 SCH PSYCHOL-REG	1,416,868	-81,326	1,335,542	1,335,542.28	.00	.00	100.0%
511997 BONUS - CERTIFIED	0	1,262,500	1,262,500	1,260,750.00	.00	1,750.00	99.9%
511999 CERTIFIED SEVERANCE	1,215,000	-375,000	840,000	749,858.67	.00	90,141.33	89.3%
512020 ADMINISTRATOR-REG	0	195,000	195,000	191,999.94	.00	3,000.06	98.5%
512040 DIRECTOR/ASST-REG	1,829,313	-64,234	1,765,079	1,757,329.94	.00	7,748.58	99.6%
512120 SPECIAL ASST - REG	73,239	90,738	163,977	128,715.07	.00	35,261.55	78.5%
512122 SPECIAL ASST-OT	1,100	0	1,100	895.84	.00	204.16	81.4%
512160 COORD/ASST-REG	224,889	179,152	404,041	245,182.29	.00	158,858.24	60.7%
512180 MANAGER-REG	1,068,507	-150,727	917,780	917,702.29	.00	77.76	100.0%
512182 MANAGER - O.T.	0	19,464	19,464	21,693.78	.00	-2,230.13	111.5%
512200 SUPERVISOR-REG	707,859	-7,166	700,693	703,233.60	.00	-2,540.61	100.4%
512202 SUPERVISOR-OT	0	150,410	150,410	145,171.45	.00	5,238.06	96.5%
512280 SUPPORTIVE STAFF-REG	4,450,196	59,533	4,509,729	3,848,846.61	.00	660,882.61	85.3%
512281 SUPPORTIVE STAFF-PT	151,950	-61,391	90,560	69,397.47	.00	21,162.57	76.6%
512282 SUPPORTIVE STAFF - OT	22,500	41,469	63,969	47,348.57	.00	16,620.05	74.0%
512320 CLERICAL-REG	3,490,390	-23,294	3,467,096	3,429,938.78	.00	37,157.67	98.9%
512321 CLERICAL-PT	5,000	54,652	59,652	55,698.35	.00	3,953.36	93.4%
512322 CLERICAL-OT	42,679	41,919	84,598	61,392.93	.00	23,204.77	72.6%
512440 PHYSICIAN-REG	0	53,767	53,767	53,766.94	.00	.00	100.0%
512441 PHYSICIAN-PT	0	16,733	16,733	16,732.50	.00	.00	100.0%
512460 NURSE-REG	1,510,995	12,401	1,523,397	1,338,481.24	.00	184,915.50	87.9%
512461 NURSE-PT	0	15,250	15,250	15,880.79	.00	-630.67	104.1%
512462 NURSE - OT	1,000	13,849	14,849	6,511.33	.00	8,337.99	43.8%
512463 NURSE-SUBS	39,100	60,797	99,897	91,643.11	.00	8,253.70	91.7%
512470 DENTIST - REG	0	88,312	88,312	97,300.93	.00	-8,988.93	110.2%

# CITY OF HARTFORD CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
512480 DENTAL HYGIENIST - REG	0	419,430	419,430	200,000.00		219,429.91	47.7%
512482 DENTAL HYGIENIST - OT	0	0	0	340.09		-340.09	100.0%
512540 PARAPROFESSIONAL-REG	10,751,885	-2,077,458	8,674,426	8,728,924.83		-54,498.41	100.6%
512542 PARAPROFESSIONAL-OT	4,200	1,234	5,434	5,904.38		-470.71	108.7%
512560 SPEC POLICE OFF-REG	3,244,914	129,046	3,373,960	3,259,154.44		114,805.66	96.6%
512561 SPEC POLICE OFF-PT	16,300	618,322	634,622	488,018.82		146,602.98	76.9%
512562 SPEC POLICE OFF-OT	242,700	126,949	369,649	436,372.82		-66,723.66	118.1%
512563 SPEC POLICE OFF-SUBS	200,000	-114,637	85,363	58,529.17		26,834.08	68.6%
512680 CUSTODIAN-REG	7,441,281	-1,056,018	6,385,263	6,524,976.95		-139,713.57	102.2%
512682 CUSTODIAN-OT	178,650	269,872	448,522	573,640.06		-125,117.66	127.9%
512683 CUSTODIAN-SUBS	250,000	0	250,000	328,836.50		-78,836.50	131.5%
512702 GYM & POOL ASST-REG	173,547	-40,169	133,378	123,298.03		10,079.52	92.4%
512702 GYM & POOL ASST-OT	0	322	322	321.85		.00	100.0%
512730 GROUNDS KEEPER	44,229	34,544	78,773	74,024.00		4,749.29	94.0%
512732 GROUNDS KEEPER-OT	0	1,526	1,526	1,923.97		-398.10	126.1%
512740 CARPENTER-REG	164,710	47,546	212,256	220,232.96		-7,977.02	103.8%
512742 CARPENTER-OT	0	3,354	3,354	4,835.68		-1,481.67	144.2%
512760 ELECTRICIAN-REG	194,214	194,214	194,214	163,082.92		31,131.08	84.0%
512762 ELECTRICIAN-OT	0	25,474	25,474	26,074.66		-600.53	102.4%
512780 PAINTER-REG	167,002	-57,660	109,342	114,015.90		-4,673.94	104.3%
512782 PAINTER-OT	0	15,692	15,692	16,460.37		-768.80	104.9%
512800 MECHANIC-REG	299,885	0	299,885	232,272.23		67,612.57	77.5%
512802 MECHANIC-OT	0	38,527	38,527	39,203.60		-676.53	101.8%
512820 PLUMBER-REG	127,579	62,165	189,744	190,334.37		-590.01	100.3%
512822 PLUMBER-OT	0	38,658	38,658	40,459.90		-1,801.64	104.7%
512860 LOCK & HDWARE-REG	110,588	0	110,588	56,877.56		53,710.44	51.4%
512862 LOCK & HDWARE-OT	0	2,602	2,602	3,765.20		-1,163.07	144.7%
512870 MAINT & CUST JOURNEYMAN-REG	176,468	0	176,468	107,858.61		68,609.39	61.1%
512880 M & C HELPER-REG	183,021	0	183,021	186,790.53		-3,769.53	102.1%
512882 M & C HELPER-OT	0	28,698	28,698	29,899.88		-1,201.41	104.2%
512997 BONUS NON-CERTIFIED	0	953,269	953,269	953,269.00		.00	100.0%
512999 NON CERTIFIED SEVERANCE	383,498	241,270	624,768	1,003,484.79		-378,716.81	160.6%
521001 GROUP LIFE INSURANCE - ACTIV	0	0	0	634,947.94		-634,947.94	100.0%
521003 HEALTHCARE-CLAIMS	0	0	0	45,044,589.53		-45,044,589.53	100.0%
521004 BLUE CROSS-ADMIN FEES	0	0	0	1,404,962.63		-1,404,962.63	100.0%
521005 GROUP LIFE INSURANCE PENSION	0	0	0	13,603.80		-13,603.80	100.0%
521008 CVS/CAREMARK RX CLAIMS	0	0	0	1,837,408.94		-1,837,408.94	100.0%
521009 HEALTH INS. CLAIMS REIMB. -OTH	0	0	0	-36,373,741.76		36,373,741.76	100.0%
521011 SEGAL ADMIN. FEES	0	0	0	81,912.82		-81,912.82	100.0%
521012 HSA PLAN -EMPLOYER CONTR.	0	0	0	3,428,638.26		-3,428,638.26	100.0%
521020 WORKERS COMP. CLAIMS	0	0	0	2,246,034.88		-2,246,034.88	100.0%
521023 ANTHEM EAP	0	0	0	54,265.98		-54,265.98	100.0%
521100 HEALTH INSURANCE WAIVERS	0	0	0	49,000.00		-49,000.00	100.0%
522072 S/S EMPLOYER SHARE - EDUCATI	0	0	0	7,118,069.68		-7,118,069.68	100.0%

# CITY OF HARTFORD CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
523052 CONTR. TO MERF - EDUCATION	0	0	0	7,260,931.00		-7,260,931.00	100.0%
523058 CONTR. TO RAF - EDUCATION	0	0	0	6,846.00		-6,846.00	100.0%
523077 PAY TO STATE RETIREMENT FUND	0	0	0	2,125,735.84		-2,125,735.84	100.0%
523082 STATE MERF B PLAN - EDUCATI	0	0	0	79,300.00		-79,300.00	100.0%
528910 PROF IMPRVMT-TEACHERS	0	0	0	147,696.89		-147,696.89	100.0%
528911 PROF IMPRVMT-ADMIN (HRSA)	0	0	0	29,525.00		-29,525.00	100.0%
528912 PROF IMPRVMT-CLERICAL	0	0	0	5,166.00		-5,166.00	100.0%
528913 PROF IMPRVMT-PARAS	0	0	0	16,296.00		-16,296.00	100.0%
528914 PROF IMPRVMT-HEALTH PROF	0	0	0	15,039.00		-15,039.00	100.0%
528915 PROF IMPRVMT-SUB TEACHERS	0	0	0	5,038.00		-5,038.00	100.0%
528916 PROF IMPRVMT-CDA	0	0	0	7,200.00		-7,200.00	100.0%
528917 PROF IMPRVMT-SUPP PERS (HESP	0	0	0	26,197.00		-26,197.00	100.0%
528920 PROF IMPRVMT-NON ADMIN NBARG	0	0	0	4,098.00		-4,098.00	100.0%
528921 PROF IMPRVMT-SUPP SUPV (HSSS	0	0	0	1,500.00		-1,500.00	100.0%
529405 CLAIMS INCURRED AND NOT RPRT	0	0	0	533,000.00		-533,000.00	100.0%
529994 403B EMPLOYER MATCH CONTR BO	0	0	0	208,041.64		-208,041.64	100.0%
529997 FRINGE BENEFITS-CERT	19,123,177	-3,240,096	15,883,081	-1,049,084.36		16,932,165.11	-6.6%
529998 FRINGE BENEFITS-NON-CERT	15,724,863	-670,101	15,054,762	-382,002.47		15,436,764.52	-2.5%
532210 INSTR CONTRACT SVS	60,667	-21,107	39,560	36,818.75		2,741.65	93.1%
533220 INSTR PROG IMPROVE SVS	79,200	-7,283	71,917	46,869.12		25,048.08	65.2%
533230 PUPIL SVS: NON-PYRL SVS	0	1,931,400	1,931,400	1,826,044.77		105,354.94	94.5%
533240 FIELD TRIPS	170,282	-54,647	115,635	75,838.60		39,796.82	65.6%
533250 PARENT ACTIVITIES	0	36	36			36.00	0.0%
533303 STAFF DEVELOPMENT	88,668	-44,482	44,186	47,704.83		-3,518.63	108.0%
533305 OTHER PROF TECH SVS	1,133,342	347,793	1,481,134	1,401,681.78		79,452.66	94.6%
533511 MHIS SERVICES	2,278,990	0	2,278,990	2,278,990.06		-0.06	100.0%
544038 RENTAL OF CHAIRS TABLES ETC	8,400	-2,016	6,384	300.00		6,083.64	4.7%
544100 WATER & SEWAGE	522,328	67,632	589,960	475,228.19		114,731.88	80.6%
544210 TRASH REMOVAL	235,000	45,335	280,335	283,381.84		-3,046.84	101.1%
544220 SNOW REMOVAL CONTRACTS	70,000	-35,450	34,550	34,550.00		0.00	100.0%
544230 EXTERMINATION SVS	77,000	-1,918	75,082	75,082.00		0.00	100.0%
544300 MAINT & CUSTODIAL SERVICES	291,980	490,891	782,871	877,341.31		-94,469.98	112.1%
544302 REPAIRS	150,091	-140,366	9,726	7,770.30		1,955.20	79.9%
544303 EQUIPMENT/VEHICLE REPAIR	241,950	32,133	274,083	258,634.56		15,448.87	94.4%
544304 MAINTENANCE SVS/CONTRACTS	981,565	57,950	1,039,514	956,039.52		83,474.96	92.0%
544306 STRUCT SVS CONTRACTS	254,500	329,922	584,422	1,232,907.04		-648,484.79	211.0%
544320 TECHNOLOGY REPAIRS & MAINT	1,364,000	1,033,916	2,397,916	2,344,075.74		53,840.57	97.8%
544410 RENTAL OF FACILITIES-INST	0	1,719	1,719	1,719.12		0.00	100.0%
544411 RENTAL OF FACIL-NON-INSTR	1,337,893	-645,520	692,373	1,505,905.00		-813,532.00	217.5%
544420 EQUIP/VEHICLE RENTAL	360,464	12,250	372,714	140,004.88		232,709.12	37.6%
544500 BLDGS & GROUNDS IMPROVEMENTS	57,356	-3,189	54,167	47,644.34		6,522.83	88.0%
552006 PUBLIC LIABILITY	612,900	-273,394	339,506	336,513.01		2,993.24	99.1%
552008 LIABILITY & PROP.DAMAGE -EDU	0	0	0	1,640,375.49		-1,640,375.49	100.0%
	0	0	0	62,404.64		-62,404.64	100.0%

# CITY OF HARTFORD CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2022\_13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
555001 STUDENT COMPETITIONS/MEETS	0	6,052	6,052	6,052.00	.00	.00	100.0%
555100 STUDENT TRANSP	20,830.487	-1,088.629	19,741.858	20,034,579.06	.00	-292,720.81	101.5%
555107 BUS TICKETS	128,000	-38,043	89,957	89,251.40	.00	706.00	99.2%
555300 COMMUNICATIONS	1,500	0	1,500	1,214.95	.00	285.05	81.0%
555301 POSTAGE	64,900	3,161	68,061	58,079.05	.00	9,981.45	85.3%
555302 TELEPHONE/CELL PHONE USAGE	2,300	0	2,300	.00	.00	2,300.00	.0%
555303 INTERNET COMMUNICATIONS	95,470	161,711	257,181	213,575.37	.00	43,605.38	83.0%
555400 ADVERTISEMENT	19,106	5,666	24,772	29,836.43	.00	-5,064.43	120.4%
555500 PRINTING & BINDING	49,450	-13,625	35,825	4,674.78	.00	31,150.22	13.0%
555600 TUITION	24,417,728	-3,450,947	20,966,781	21,013,919.86	.00	-47,138.41	100.2%
555610 TUITION-SCH DISTRICTS IN STA	40,781,552	-254,940	40,526,612	37,873,001.76	.00	2,653,610.24	93.5%
555620 TUITION-SCH DISTRICT OUT STA	139,984	100,970	240,954	240,954.04	.00	.00	100.0%
555630 TUITION-PRIVATE SCHOOLS	21,183,570	-1,511,422	19,672,148	20,116,241.96	.00	-444,094.32	102.3%
555640 TUITION-CHARTER SCHLS IN STA	1,501,874	2,115,933	3,617,807	2,405,008.74	.00	1,212,798.26	66.5%
555800 MILEAGE REIMBURSEMENT (TRAVE	17,000	-3,005	13,995	6,962.24	.00	7,032.59	49.7%
555801 TRAVEL EXPENSES	27,170	-3,255	23,915	15,199.34	.00	8,715.73	63.6%
555802 CONTRACTUAL AUTO ALLOWANCE	21,819	1,804	23,623	18,608.60	.00	5,014.88	78.8%
555900 MISC PURCHASED SVS	1,252,233	-1,018,336	233,897	212,040.06	.00	21,856.94	90.7%
555901 GUARD/POLICE SERVICES	3,000	980	3,980	1,980.00	.00	2,000.00	49.7%
555902 VANDAL ALARM SVS	160,000	59,282	219,282	243,907.11	.00	-24,624.94	111.2%
555905 RECRUITMENT EXPENSES	0	400	400	400.00	.00	.00	100.0%
566110 INSTRUCTIONAL SUPPLIES	643,527	-10,156	633,371	611,988.89	.00	21,382.50	96.6%
566112 TESTING MATERIALS	91,072	1,838	92,910	77,372.40	.00	15,537.52	83.3%
566113 TRAINING SUPPLIES	5,500	-3,169	2,331	2,329.65	.00	1.12	100.0%
566120 OFFICE SUPPLIES & EXPENSES	94,306	6,558	100,864	88,161.68	.00	12,702.42	87.4%
566130 MAINT & CUSTODIAL SUPPLIES	482,408	-130,784	351,624	350,610.19	.00	1,013.53	99.7%
566131 TOOLS	13,000	2,000	15,000	14,069.66	.00	930.34	93.8%
566132 SAFETY EQUIPMENT & CLOTHING	95,800	-32,810	62,990	56,357.68	.00	6,632.05	89.5%
566133 STRUC SYS SUPPL & MATLS	140,521	24,150	164,671	164,663.99	.00	7.01	100.0%
566134 MECH SYS SUPPL & MATLS	288,000	21,684	309,684	303,374.73	.00	6,309.27	98.0%
566135 LKS & HDW SUPPL & MATL	79,000	-12,383	66,617	57,397.67	.00	9,219.18	86.2%
566136 MAINT SYS SUPPL & MATLS	5,700	5,563	11,263	11,254.08	.00	8.42	99.9%
566210 NATURAL GAS	1,641,996	586,197	2,228,193	1,883,046.12	.00	345,146.76	84.5%
566220 ELECTRICITY	4,192,114	356,628	4,548,742	4,439,452.54	.00	109,289.19	97.6%
566260 GAS/DIESEL FUEL	6,711	-3,711	3,000	2,893.87	.00	106.13	96.5%
566400 SUBSCRIPTIONS/PERIODICALS	1,000	-860	140	77.46	.00	62.54	55.3%
566410 TEXTBOOKS	5,000	8,340	13,340	11,560.81	.00	1,779.08	86.7%
566420 LIBRARY BOOKS & PERIODICALS	15,300	9,469	24,769	8,427.01	.00	16,342.44	34.0%
566504 TECHNOLOGY RELATED SUPPLIES	53,900	41,586	95,486	90,419.83	.00	5,066.59	94.7%
566901 GRADUATION EXPENSES	44,225	-2,502	41,723	27,167.67	.00	14,555.11	65.1%
566903 ATHLETIC SUPPLIES & UNIFORMS	72,400	57,617	130,017	122,717.31	.00	7,300.14	94.4%
566904 AWARDS & INCENTIVES - STUDEN	66,800	36,883	103,683	91,526.91	.00	12,155.77	88.3%
566905 STUDENT UNIFORMS	58,816	13,195	72,011	57,781.03	.00	14,229.72	80.2%
566909 SUPPLIES AND MATERIALS	122,658	35,767	158,425	137,598.72	.00	20,826.62	86.9%

# CITY OF HARTFORD CT

## YEAR-TO-DATE BUDGET REPORT




FOR 2022 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
577311 NON-INSTR FURNITURE/FIXTURES	0	4,964	4,964	4,666.70	.00	297.30	94.0%
577320 VEHICLES	0	26,700	26,700	26,691.10	.00	8.90	100.0%
577321 NEW LEASES AND PURCHASES	0	44,335	44,335	44,334.60	.00	.00	100.0%
577340 EQUIPMENT	319,246	1,684,067	2,003,313	2,008,517.21	.00	-5,203.82	100.3%
577341 FURNITURE/FIXTURES	91,795	62,376	154,171	144,813.10	.00	9,357.97	93.9%
577348 COMPUTER/TECH RELATED HARDWA	410,093	-45,071	365,022	328,100.06	.00	36,922.31	89.9%
588100 ORGANIZATION DUES AND FEES	130,370	-7,735	122,635	126,085.48	.00	-3,450.45	102.8%
588200 RESERVE FOR LEGAL JUDGEMENTS	220,000	-183,377	36,623	36,623.37	.00	.00	100.0%
588902 MEETINGS & ASSEMBLIES	132,859	75,033	207,892	183,736.73	.00	24,155.09	88.4%
588904 EMPLOYEE PERSONAL PROP DAMAG	0	0	0	4,741.97	.00	-4,741.97	100.0%
588905 ACCREDITATION EXPENSES	700	11,190	11,890	6,390.00	.00	5,500.00	53.7%
588906 INCENTIVES FOR STAFF	40,000	65,601	105,601	100,713.86	.00	4,887.19	95.4%
588908 SCHOLARSHIPS	0	4,000,000	4,000,000	.00	.00	4,000,000.00	.0%
588909 OTHER OPERATING EXPENSES	-5,565,005	5,573,157	8,152	8,151.37	.00	101,000.64	100.0%
589404 CLAIMS INCURRED AND REPORTED	0	0	0	-101,000.00	.00	101,000.00	100.0%
599950 UNALLOCATED P-CARD EXPENSE	0	675	675	.00	.00	674.50	.0%
599999 INDIRECT - OVERHEAD	-2,479,011	2,479,011	0	-2,330,818.24	.00	2,330,818.24	100.0%
TOTAL GENERAL FUND - EDUCATION	284,013,274	0	284,013,274	273,550,110.40	.00	10,463,163.47	96.3%



**MEMO**

**From:** Phillip J. Penn   
**To:** Dr. Leslie Torres-Rodriguez  
**Date:** August 29, 2022  
**Re:** COVID-19 Relief Grant Spending

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Our final COVID grant expenditures through the end of June totaled \$39.0 million, an increase of roughly \$1.8 million from the prior report. The table that follows summarizes that spending by grant:

<b>Grant</b>	<b>Spending Deadline</b>	<b>Total Grant Award</b>	<b>Total Spent or Encumbered</b>	<b>Change From Prior Month</b>
ESSER I/CARES Act	9/30/2022	\$10,314,679	\$10,289,326	\$276,765
ESSER II	9/30/2023	\$45,730,706	\$21,841,155	\$1,554,979
ARP/ESSER III	9/30/2024	<u>\$98,589,663</u>	<u>\$6,880,887</u>	<u>-\$41,831</u>
<b>Total</b>		\$154,635,048	\$39,011,368	\$1,789,913

There are two notable items in the above table. First, we are down to just \$25,000 that remains to be spent in our ESSER I grant (and as of the date of this memo \$6,800 of that had been spent in the 2022-23 fiscal year). Second, the ARP/ESSER II amount dropped slightly as a number of purchase orders were closed at the end of the fiscal year, releasing the encumbrances associated with them. These purchase orders can now be created in the new fiscal year if they are still needed.

Major revisions to our ESSER II and ARP spending plans are due to be finalized this week; as the above table suggests, there is \$115 million to be spent from those grants through September 2024. There will also be a step-back exercise in October to evaluate those plans relative to any proposed staff we were unable to obtain, which will then trigger our 'Plan B' expenditures for those grants.

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



**ESSER I/CARES ACT**

*Expenditures through 6/30/22*

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2020-21 EXPENDED</b>	<b>2021-22 EXPENDED</b>	<b>ENCUMBRANCES</b>	<b>TOTAL</b>
511360	TEACHER-REG	45,828.44	0.00	0.00	45,828.44
511361	TEACHER-PT	0.00	143,706.39	0.00	143,706.39
511400	SOC WKR-REG	0.00	855,653.87	0.00	855,653.87
511401	SOC WKR-PT	0.00	396.00	0.00	396.00
512280	SUPPORTIVE STAFF-REG	200,940.33	288,156.61	0.00	489,096.94
512281	SUPPORTIVE STAFF-PT	0.00	1,326.92	0.00	1,326.92
512282	SUPPORTIVE STAFF-OT	0.00	3,256.25	0.00	3,256.25
512461	NURSE-PT	0.00	10,082.71	0.00	10,082.71
512562	SPEC POLICE OFF-OT	0.00	7,365.74	0.00	7,365.74
512591	FOOD SERVICE WORKER PT	53,823.43	55,747.30	0.00	109,570.73
512680	CUSTODIAN-REG	232,682.74	373,408.59	0.00	606,091.33
512682	CUSTODIAN-OT	37,052.09	55,038.59	0.00	92,090.68
529997	FRINGE BENEFITS-CERT	11,773.33	183,488.11	0.00	195,261.44
529998	FRINGE BENEFITS-NON-CER	206,584.97	287,025.56	0.00	493,610.53
533220	INSTR PROG IMPROVE SVS	310,750.00	13,000.00	0.00	323,750.00
533305	OTHER PROF TECH SVS	288,142.47	357,029.37	0.00	645,171.84
544300	MAINT & CUSTODIAL SERV	0.00	28,612.00	0.00	28,612.00
555301	POSTAGE	0.00	20,000.00	0.00	20,000.00
555303	INTERNET COMMUNICATIONS	382,838.93	429,660.59	0.00	812,499.52
555900	MISC PURCHASED SVS	10,683.00	0.00	0.00	10,683.00
566110	INSTRUCTIONAL SUPPLIES	306,590.08	147,000.83	0.00	453,590.91
566504	TECHNOLOGY RELATED SUPP	46,310.40	28,227.30	0.00	74,537.70
566909	SUPPLIES AND MATERIALS	575,561.09	166,037.29	0.00	741,598.38
577340	EQUIPMENT	91,749.00	73,353.80	0.00	165,102.80
577348	COMPUTER/TECH RELATED H	3,871,861.93	4,810.11	0.00	3,876,672.04
599999	INDIRECT - OVERHEAD	47,424.11	36,345.36	0.00	83,769.47
	<b>Expense Total</b>	<b>6,720,596.34</b>	<b>3,568,729.29</b>	<b>0.00</b>	<b>10,289,325.63</b>

**ESSER II***Expenditures through 6/30/22*


<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>YTD EXPENDED</b>	<b>ENCUMBRANCES</b>	<b>TOTAL</b>
511020	ADMINISTRATOR-REG	168,269.23	0.00	168,269.23
511240	PRIN/VP-REG	111,660.27	0.00	111,660.27
511241	PRIN/VP - PT	26,134.66	0.00	26,134.66
511360	TEACHER-REG	4,513,501.51	0.00	4,513,501.51
511361	TEACHER-PT	314,768.42	0.00	314,768.42
511365	TCHR-STIPENDS & ATHLETI	525,553.66	0.00	525,553.66
511400	SOC WKR-REG	282,118.16	0.00	282,118.16
511997	BONUS CERTIFIED	545,400.00	0.00	545,400.00
512040	DIRECTOR/ASST-REG	76,846.15	0.00	76,846.15
512280	SUPPORTIVE STAFF-REG	339,535.89	0.00	339,535.89
512281	SUPPORTIVE STAFF-PT	43,065.23	0.00	43,065.23
512282	SUPPORTIVE STAFF - OT	956.19	0.00	956.19
512461	NURSE-PT	6,600.00	0.00	6,600.00
512462	NURSE - OT	8,052.24	0.00	8,052.24
512540	PARAPROFESSIONAL-REG	13,324.65	0.00	13,324.65
512541	PARAPROFESSIONAL-PT	48,269.50	0.00	48,269.50
512560	SPEC POLICE OFF-REG	12,652.22	0.00	12,652.22
512561	SPEC POLICE OFF-PT	17,238.00	0.00	17,238.00
512562	SPEC POLICE OFF-OT	41,841.04	0.00	41,841.04
512681	CUSTODIAL PART TIME	3,000.00	0.00	3,000.00
512682	CUSTODIAN-OT	19,278.46	0.00	19,278.46
512997	BONUS NON-CERTIFIED	250.00	0.00	250.00
529997	FRINGE BENEFITS-CERT	1,204,204.80	0.00	1,204,204.80
529998	FRINGE BENEFITS-NON-CER	199,551.34	0.00	199,551.34
533210	INSTR CONTRACT SVS	5,516,890.00	0.00	5,516,890.00
533220	INSTR PROG IMPROVE SVS	1,363,400.00	0.00	1,363,400.00
533230	PUPIL SVS: NON-PYRL SVS	1,516,110.00	0.00	1,516,110.00
533305	OTHER PROF TECH SVS	1,321,219.87	0.00	1,321,219.87
544300	MAINT & CUSTODIAL SERVICES	33,775.38	0.00	33,775.38
544410	RENTAL OF FACILITIES	48,000.00	0.00	48,000.00
555100	STUDENT TRANSP	993,731.30	0.00	993,731.30
555303	INTERNET COMMUNICATIONS	305,977.24	0.00	305,977.24
555400	ADVERTISEMENT	10,000.00	0.00	10,000.00
555900	MISC PURCHASED SVS	34,299.60	0.00	34,299.60
566110	INSTRUCTIONAL SUPPLIES	254,932.48	0.00	254,932.48
566113	TRAINING SUPPLIES	1,699.50	0.00	1,699.50
566130	MAINT & CUSTODIAL SUPPL	331,003.12	0.00	331,003.12
566904	AWARDS & INCENTIVES	48,067.12	0.00	48,067.12
566909	SUPPLIES AND MATERIALS	708,756.82	0.00	708,756.82
577438	COMPUTER/TECH RELATED HARDWARE	13,848.00	0.00	13,848.00
588300	RELOCATION EXPENSE	13,838.99	0.00	13,838.99
588906	INCENTIVES FOR STAFF	16,932.10	0.00	16,932.10
599999	INDIRECT - OVERHEAD	786,602.20	0.00	786,602.20
	<b>Expense Total</b>	<b>21,841,155.34</b>	<b>0.00</b>	<b>21,841,155.34</b>

**ARP/ESSER III***Expenditures through 6/30/22*

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>YTD EXPENDED</b>	<b>ENCUMBRANCES</b>	<b>TOTAL</b>
511020	ADMINISTRATOR-REG	187,500.08	0.00	187,500.08
511040	DIRECTOR/ASST-REG	321,492.39	0.00	321,492.39
511240	PRIN/VP-REG	127,578.09	0.00	127,578.09
511361	TEACHER-PT	49,087.50	0.00	49,087.50
511363	TEACHER-SUBS	11,750.00	0.00	11,750.00
512280	SUPPORTIVE STAFF-REG	54,979.58	0.00	54,979.58
512281	SUPPORTIVE STAFF-PT	2,383.51	0.00	2,383.51
512680	CUSTODIAN-REG	28,241.70	0.00	28,241.70
529997	FRINGE BENEFITS-CERT	136,563.61	0.00	136,563.61
529998	FRINGE BENEFITS-NON-CER	35,010.46	0.00	35,010.46
533220	INSTR PROG IMPROVE SVS	189,929.30	0.00	189,929.30
533305	OTHER PROF TECH SVS	1,015,793.30	0.00	1,015,793.30
555303	INTERNET COMMUNICATIONS	706,125.41	0.00	706,125.41
566110	INSTRUCTIONAL SUPPLIES	761,865.64	0.00	761,865.64
566113	TRAINING SUPPLIES	485,266.87	0.00	485,266.87
566504	TECHNOLOGY RELATED SUPP	42,326.55	0.00	42,326.55
566909	SUPPLIES & MATERIALS	28,761.70	0.00	28,761.70
577340	EQUIPMENT	0.00	0.00	0.00
577348	COMPUTER/TECH RELATED H	2,535,282.74	0.00	2,535,282.74
599999	INDIRECT - OVERHEAD	160,948.30	0.00	160,948.30
	<b>Expense Total</b>	<b>6,880,886.73</b>	<b>0.00</b>	<b>6,880,886.73</b>



**MEMO**

**From:** Phillip J. Penn   
**To:** Dr. Leslie Torres-Rodriguez  
**Date:** August 29, 2022  
**Re:** July 2022 Financial Results

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Attached please find our financial results covering July 2022.

July is a typically a quiet month for most districts, and Hartford is no exception. Total expenditures were just under \$6 million. The bulk of those expenditures were related to salary and fringe benefit costs for our 12-month employees, utilities and property and casualty insurance renewals. For comparison, last year our expenditures were \$11.6 million, which included an unusually high level of health insurance claims that did not repeat this year.

We also encumbered approximately \$14.1 million on new purchase orders, primarily for utilities, instructional supplies to start the new school year and annual maintenance and service contracts. In short, it was a month that is probably best described as 'normal' for the very beginning of a fiscal year.

Let me know if you have any questions on the information above or the attached Period 1 financial reports.



**All Funds Budget**  
 Financial Position Report as of 8/29/2022  
 For: 7/1/2022 to 7/31/2022 Period: 1 to 1



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	148,750,450	1,618,020	-	147,132,430
Severance/Other	199	1,215,000	1,215,000	29,005	-	1,185,995
<b>Certified Salaries Total</b>		<b>149,836,779</b>	<b>149,965,450</b>	<b>1,647,025</b>	<b>-</b>	<b>148,318,425</b>
Non Cert Salaries	200	60,390,749	61,043,723	2,349,504	-	58,694,219
Severance/Other	299	383,498	383,498	-	-	383,498
<b>Non Certified Salaries Total</b>		<b>60,774,247</b>	<b>61,427,221</b>	<b>2,349,504</b>	<b>-</b>	<b>59,077,717</b>
Instructional Improvements	322	3,326,028	3,411,475	1,567	7,824	3,402,084
Professional Services	333	3,131,676	3,445,204	775	74,009	3,670,420
MHIS/IT Services	335	3,075,236	3,075,236	-	-	3,075,236
<b>Professional Contracts &amp; Svcs</b>		<b>9,532,940</b>	<b>9,931,915</b>	<b>2,342</b>	<b>81,833</b>	<b>10,147,739</b>
Maint Supplies & Services	442	384,500	384,500	-	110,000	274,500
Maintenance Contracts	443	3,237,089	3,240,089	-	1,353,000	1,907,323
Rental - Equip & Facilities	444	1,819,386	1,830,686	285,937	484,369	1,060,380
Building Improvements	445	642,900	645,200	-	82,025	563,175
<b>Purchased Property Services</b>		<b>6,083,876</b>	<b>6,100,476</b>	<b>285,937</b>	<b>2,029,394</b>	<b>3,805,379</b>
Transportation	551	21,707,931	21,720,431	-	-	21,720,431
Communications	553	2,380,739	2,743,891	275,816	142,640	2,325,435
Advertising	554	309,106	297,044	-	-	297,044
Printing & Binding	555	76,750	69,344	-	-	69,344
Tuition	556	100,998,020	100,998,020	-	-	100,998,020
Travel & Conferences	558	170,309	192,763	8,694	-	184,069
Misc Services	559	875,028	874,609	1,321	933	872,355
<b>Systemwide Purchased Svcs Total</b>		<b>126,517,884</b>	<b>126,896,102</b>	<b>285,831</b>	<b>143,573</b>	<b>126,466,698</b>
Instructional & Other Supplies	610	5,870,232	5,890,901	110	1,008,042	4,882,749
Utilities	620	9,395,846	9,395,846	334,152	8,876,613	185,081
Text & Library Books	640	118,179	118,179	16	-	118,163
Misc Supplies	690	1,051,998	1,201,129	4,293	14,727	1,182,109
<b>Supplies &amp; Materials Total</b>		<b>16,436,254</b>	<b>16,606,055</b>	<b>338,572</b>	<b>9,899,382</b>	<b>6,368,101</b>
Equipment	730	1,577,637	1,751,116	(5,657)	185,291	2,393,681
<b>Outlay Total</b>		<b>1,577,637</b>	<b>1,751,116</b>	<b>(5,657)</b>	<b>185,291</b>	<b>2,393,681</b>
Organization Dues	810	221,637	229,123	100	4,555	224,468
Legal Judgments	820	220,000	220,000	-	-	220,000
Other Operating Expenses	899	(4,950,422)	(4,856,612)	2,081	52,468	(4,911,161)
<b>Other Misc Expend Total</b>		<b>(4,508,785)</b>	<b>(4,407,490)</b>	<b>2,181</b>	<b>57,023</b>	<b>(4,466,694)</b>
Fringe Benefits/Insurances	990	56,459,539	56,509,758	1,050,539	1,752,372	53,706,847
Contingency	998	-	-	-	-	-
Indirect	999	25,350	25,350	-	-	25,350
<b>Sundry Total</b>		<b>56,484,889</b>	<b>56,535,108</b>	<b>1,050,539</b>	<b>1,752,372</b>	<b>53,732,197</b>
<b>All Funds Budget Total</b>		<b>422,735,721</b>	<b>424,805,953</b>	<b>5,956,275</b>	<b>14,148,867</b>	<b>404,700,811</b>



General Fund Budget  
 Financial Position Report as of 8/29/2022  
 For: 7/1/2022 to 7/31/2022 Period: 1 to 1



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	82,555,788	672,730	-	81,883,059
Severance/Other	199	1,215,000	1,215,000	(995)	-	1,215,995
<b>Certified Salaries Total</b>		<b>83,801,376</b>	<b>83,770,788</b>	<b>671,734</b>	-	<b>83,099,054</b>
Non Cert Salaries	200	37,814,549	37,781,387	1,362,717	-	36,418,670
Severance/Other	299	383,498	383,498	-	-	383,498
<b>Non Certified Salaries Total</b>		<b>38,198,047</b>	<b>38,164,885</b>	<b>1,362,717</b>	-	<b>36,802,168</b>
Instructional Improvements	322	285,649	286,118	-	-	286,118
Professional Services	333	1,245,178	1,308,264	800	74,009	1,233,455
MHIS/IT Services	335	2,278,990	2,278,990	-	-	2,278,990
<b>Professional Contracts &amp; Svs</b>		<b>3,809,817</b>	<b>3,873,372</b>	<b>800</b>	<b>74,009</b>	<b>3,798,563</b>
Maint Supplies & Services	442	382,000	382,000	-	110,000	272,000
Maintenance Contracts	443	3,124,853	3,127,853	-	1,353,000	1,795,087
Rental - Equip & Facilities	444	1,520,933	1,544,233	183,364	340,920	1,019,949
Building Improvements	445	612,900	615,200	-	82,025	533,175
<b>Purchased Property Services</b>		<b>5,640,686</b>	<b>5,669,286</b>	<b>183,364</b>	<b>1,885,945</b>	<b>3,620,211</b>
Transportation	551	21,054,178	21,054,178	-	-	21,054,178
Communications	553	485,955	487,153	130,066	516	356,571
Advertising	554	71,606	71,106	-	-	71,106
Printing & Binding	555	51,250	43,844	-	-	43,844
Tuition	556	92,715,120	92,715,120	-	-	92,715,120
Travel & Conferences	558	112,509	133,574	8,514	-	125,061
Misc Services	559	471,402	470,983	-	850	470,133
<b>Systemwide Purchased Svs Total</b>		<b>114,962,020</b>	<b>114,975,958</b>	<b>138,580</b>	<b>1,366</b>	<b>114,836,012</b>
Instructional & Other Supplies	610	1,840,449	1,810,798	110	802,311	1,008,378
Utilities	620	7,515,516	7,515,516	258,763	7,164,464	92,289
Text & Library Books	640	22,600	22,600	16	-	22,584
Misc Supplies	690	448,895	450,869	439	1,600	448,830
<b>Supplies &amp; Materials Total</b>		<b>9,827,460</b>	<b>9,799,784</b>	<b>269,328</b>	<b>7,968,374</b>	<b>1,572,081</b>
Equipment	730	567,216	555,063	(5,657)	7,149	604,050
<b>Outlay Total</b>		<b>567,216</b>	<b>555,063</b>	<b>(5,657)</b>	<b>7,149</b>	<b>604,050</b>
Organization Dues	810	146,637	151,753	100	4,130	147,523
Legal Judgments	820	220,000	220,000	-	-	220,000
Other Operating Expenses	899	(5,342,206)	(5,323,468)	2,081	10,080	(5,335,630)
<b>Other Misc Expend Total</b>		<b>(4,975,569)</b>	<b>(4,951,716)</b>	<b>2,181</b>	<b>14,210</b>	<b>(4,968,107)</b>
Fringe Benefits/Insurances	990	33,637,633	33,611,264	1,050,539	1,752,372	30,808,353
Contingency	998	-	-	-	-	-
Indirect	999	(1,455,407)	(1,455,407)	-	-	(1,455,407)
<b>Sundry Total</b>		<b>32,182,226</b>	<b>32,155,858</b>	<b>1,050,539</b>	<b>1,752,372</b>	<b>29,352,947</b>
<b>General Fund Budget Total</b>		<b>284,013,279</b>	<b>284,013,279</b>	<b>3,663,587</b>	<b>11,703,426</b>	<b>268,646,266</b>



Special Fund Budget  
 Financial Position Report as of 8/29/2022  
 For: 7/1/2022 to 7/31/2022 Period: 1 to 1



Grant Name	Grant Year	FY 2021-22 Adopted Budget	FY 2021-22 Adjusted Budget	Year To Date Expenditures	Year To Date Encumb/Commitment	Year To Date Revenue	Balance
<b>Federal Grants:</b>							
ADULT EDUCATION PIP	2023	40,000	40,000	-	-	0.00	40,000
AMERICAN RESCUE PLAN ARP-ESSERIII	2021	-	146,700	180,331	-	4,693,663.55	(33,631)
ARP HCY II Homeless Children&Youth	2021	-	385,096	-	-	0.00	385,096
ARP IDEA PART B 611	2022	-	-	9,283	-	0.00	(9,283)
CARL D. PERKINS	2023	591,485	591,485	-	-	0.00	591,485
ESSER (COVID-19) CARES ACT	2020	-	-	6,768	-	0.00	(6,768)
ESSER II SET-ASIDE (CRRSA ACT)	2021	-	-	-	-	10,000.00	-
ESSER II (CRRSA ACT) Covid-19	2021	-	489,204	166,914	225,729	2,420,324.88	96,561
IDEA PART B SECTION 611	2022	982,361	982,361	155,946	-	0.00	826,415
IDEA PART B SECTION 611	2023	6,549,072	6,549,072	4,505	7,000	0.00	6,537,568
IDEA PART B, SECTION 619 PRE-SCHOOL	2022	30,617	30,617	-	-	0.00	30,617
IDEA PART B, SECTION 619 PRE-SCHOOL	2023	204,114	204,114	-	-	0.00	204,114
OD ESSA SIG C02-BURNS	2022	-	-	345	-	0.00	(345)
OD ESSA SIG C02-BURNS	2023	405,300	405,300	-	-	0.00	405,300
OD ESSA SIG C02-MILNER	2022	-	-	2,071	-	0.00	(2,071)
OD ESSA SIG C02-MILNER	2023	425,324	425,324	-	-	0.00	425,324
OD ESSA SIG C02-MLKING	2023	425,000	425,000	2,071	-	0.00	422,929
OD ESSA SIG C02-SAND	2022	-	-	4,719	-	0.00	(4,719)
OD ESSA SIG C02-SAND	2023	390,000	390,000	-	-	0.00	390,000
OD ESSA SIG C02-SMSA	2022	-	-	3,480	-	0.00	(3,480)
OD ESSA SIG C02-SMSA	2023	500,000	500,000	2,071	-	0.00	497,929
OD ESSA SIG C02-WISH	2023	390,000	390,000	-	-	0.00	390,000
OD ESSA SIG C02-WHS	2023	500,000	500,000	5,732	-	0.00	494,268
SPECIAL EDUCATION STIPEND	2022	-	10,000	-	-	0.00	10,000
SPECIAL EDUCATION STIPEND PARAS	2022	-	5,000	-	-	0.00	5,000
TITLE 1, PART D, NEG & DEL	2023	68,673	68,673	-	-	0.00	68,673
TITLE 2 PART A, TEACHERS	2022	170,400	170,400	-	18,556	0.00	151,844
TITLE 2 PART A, TEACHERS	2023	1,136,003	1,136,003	46,362	508	0.00	1,089,134
TITLE 3 PART A, ENGLISH LANGUAGE	2021	-	-	5,590	-	0.00	(5,590)
TITLE 3 PART A, ENGLISH LANGUAGE	2022	81,485	81,485	3,647	-	0.00	77,839
TITLE 3 PART A, ENGLISH LANGUAGE	2023	543,235	543,235	3,134	-	0.00	540,101
TITLE I IMPROVING BASIC PROGRAMS	2021	-	-	5,588	-	0.00	(5,588)
TITLE I IMPROVING BASIC PROGRAMS	2022	2,593,222	2,594,860	321,041	1,639	0.00	2,272,181
TITLE I IMPROVING BASIC PROGRAMS	2023	12,393,711	12,393,711	78,839	288,118	0.00	12,026,755
TITLE IV-A SOC SUPPT & ACAD ENRICH	2022	141,915	141,915	58,200	1,000	0.00	82,715
TITLE IV-A SOC SUPPT & ACAD ENRICH	2023	946,097	946,097	-	-	0.00	946,097
<b>Total Federal Grants:</b>		<b>29,508,014</b>	<b>30,545,653</b>	<b>1,066,636</b>	<b>542,550</b>	<b>7,123,988.43</b>	<b>28,936,467</b>



Special Fund Budget  
 Financial Position Report as of 8/29/2022  
 For: 7/1/2022 to 7/31/2022 Period: 1 to 1



Grant Name	Grant Year	FY 2021-22 Adopted Budget	FY 2021-22 Adjusted Budget	Year To Date Expenditures	Year To Date Encumb/Commitment	Year To Date Revenue	Balance
<b>State Grants:</b>							
ADULT EDUCATION - PROVIDER (STATE)	2022	-	-	1,755	-	0.00	(1,755)
ADULT EDUCATION - PROVIDER (STATE)	2023	1,729,660	1,729,660	30,798	-	0.00	1,698,862
ADULT EDUCATION CEE - URBAN LEAGUE	2023	6,076	6,076	-	-	0.00	6,076
ADULT EDUCATION CEE-LITERACY VOLUNT	2023	110,228	110,228	-	-	0.00	110,228
ALLIANCE - GOVENORS TURNAROUND	2022	-	-	14,026	-	0.00	(14,026)
ALLIANCE - GOVENORS TURNAROUND	2023	27,740,159	27,740,159	290,453	-	0.00	27,449,706
COMMISSIONER'S NETWORK	2022	-	-	2,468	-	0.00	(2,468)
CT DEPT OF PUBLIC HEALTH	2023	875,000	875,000	1,001	-	0.00	873,999
EXTENDED SCHOOL HOUR	2023	325,000	325,000	-	-	0.00	325,000
FAMILY RESOURCE CENTER PROGRAM	2023	508,250	508,250	-	-	0.00	508,250
MAGNET SCHOOL JOINT MAGNET OFFICE	2023	850,000	850,000	31,556	-	0.00	818,444
MAGNET SCHOOL OPERATING GRANT	2022	-	-	26,718	-	0.00	(26,718)
MAGNET SCHOOL OPERATING GRANT	2023	56,546,141	56,546,141	560,363	1,889,161	0.00	54,096,617
OPEN CHOICE SLOTS (RECEIVING DIST)	2023	150,000	150,000	-	-	0.00	150,000
PRIORITY SCHOOL DISTRICTS	2022	-	-	929	-	0.00	(929)
PRIORITY SCHOOL DISTRICTS	2023	4,399,999	4,399,999	57,181	7,204	0.00	4,335,615
PSD-SUMMER SCHOOL	2023	375,000	375,000	158,606	-	0.00	216,394
SBHC-MATERNAL HEALTH & CHILD BLOCK	2023	125,000	125,000	-	-	0.00	125,000
SCHOOL READINESS GRANT	2022	-	-	1,272	-	0.00	(1,272)
SCHOOL READINESS GRANT	2023	2,190,000	2,190,000	-	-	0.00	2,190,000
SCHOOL SECURITY GRANT	2022	-	-	-	-	0.00	-
STATE BILINGUAL EDUCATION	2023	216,080	216,080	10,364	-	0.00	205,716
<b>Total State Grants:</b>		<b>96,146,593</b>	<b>96,146,593</b>	<b>1,187,490</b>	<b>1,896,365</b>	<b>0.00</b>	<b>93,062,738</b>





Special Fund Budget  
 Financial Position Report as of 8/29/2022  
 For: 7/1/2022 to 7/31/2022 Period: 1 to 1



Grant Name	Grant Year	FY 2021-22 Adopted Budget	FY 2021-22 Adjusted Budget	Year To Date Expenditures	Year To Date Encumb/Commitment	Year To Date Revenue	Balance
<b>Private/Foundation Grants/Fee Collections:</b>							
BARR FOUNDATION G-II	2023	50,000	50,000	-	-	0.00	50,000
DALIO FOUNDATION	2022	-	-	330	-	0.00	(330)
FEE COLLECTION - PRE-K	2022	-	-	-	-	-44.00	-
FEE COLLECTION - PRE-K	2023	12,000	12,000	-	-	0.00	12,000
HARTFORD FOUNDATION PUBLIC GIVING	2022	-	9,795	-	-	0.00	9,795
HARTFORD FOUNDATION PUBLIC GIVING	2023	-	6,000	-	5,885	6,000.00	115
INSURANCE BILLING - MEDICAID(SBCH)	2022	-	-	-	-	-320,588.59	-
INSURANCE BILLING - MEDICAID(SBCH)	2023	2,904,628	2,904,628	-	-	0.00	2,904,628
INSURANCE BILLING - MEDICAL REIMB L.E.A.P.	2023	2,281,826	2,281,826	23,488	-	7,511.24	2,258,338
INSURANCE BILLING - MEDICAL REIMB L.E.A.P.	2022	-	873,037	84	-	0.00	872,953
QUALVOICE LLC	2022	-	12,500	-	-	0.00	12,500
SPECIAL EDUCATION EXCESS COST	2023	5,329,382	5,329,382	-	-	0.00	5,329,382
TRAVELERS	2022	-	27,889	386	-	0.00	27,502
TUITION BILLING - SPECIAL EDUCATION	2022	1,490,000	1,490,000	13,052	-	-20,675.76	1,476,948
TUITION BILLING - SPECIAL EDUCATION	2023	1,000,000	1,000,000	-	-	0.00	1,000,000
TUITION BILLING-MAGNET	2023	-	90,240	-	-	0.00	90,240
WISE ISIDORE & SELMA TRAVEL FOUNDAT	2022	-	12,132	1,222	-	0.00	10,910
YOUTH COMMISSION MINI GRANT	2023	-	1,000	-	642	1,000.00	358
<b>Total Private/Foundation Grants/Fee</b>		<b>13,067,836</b>	<b>14,100,429</b>	<b>38,562</b>	<b>6,527</b>	<b>-326,797.11</b>	<b>14,055,340</b>
<b>Total All Grants:</b>		<b>138,722,442</b>	<b>140,792,674</b>	<b>2,292,688</b>	<b>2,445,441</b>	<b>6,797,191.32</b>	<b>136,054,545</b>



- **KONOVER COMMERCIAL CORP.:**

- Konover Commercial Corporation shall provide the City with facility management services for the Hartford Public Safety Complex.
- The agreement contract with Konover was awarded through a competitive RFP-based solicitation, from which Konover was the lowest-priced qualified respondent.
- FY23 is Year 1 of the agreement contract with Konover. The contract has a initial projected value of \$166,800 for Year 1.
- Year 1 of the agreement commenced May 1<sup>st</sup>, 2022 and will end on April 30<sup>th</sup>, 2023. The City has the option to renew this agreement for three (3) additional one-year terms. The projected compensation table for 4 years is listed below:

<b>Years</b>	<b>Total</b>
Year 1	\$166,800
Year 2	\$169,800
Year 3	\$172,800
Year 4	\$176,800

## CONTRACT FOR PROFESSIONAL SERVICES

by and between

**CITY OF HARTFORD**

and

**Konover Commercial Corporation**

for

### **Facility Manager for Hartford Public Safety Complex**

This Agreement is by and between the **City of Hartford**, a Connecticut municipal Corporation having its territorial limits within the County of Hartford and State of Connecticut, acting herein by **Luke A. Bronin, its Mayor**, duly authorized hereinafter referred to as the **City**, and **Konover Commercial Corporation**, whose address is **342 N. Main Street, Suite 200, West Hartford, CT 06117** acting herein by **Elizabeth G. Judd, its President**, duly authorized, hereinafter referred to as the **Provider**.

#### **1. SCOPE OF SERVICES**

The City of Hartford hereby engages Provider to provide citywide Facility Management for the Hartford Public Safety Complex on an as-needed basis as set forth on **Exhibit A** attached hereto ("Services"), subject to the terms and conditions in this Agreement.

#### **2. TERM**

The term of this Agreement will be for one year starting May 1, 2022 and expiring no later than April 30, 2023. The City has the option to extend this contract for (3) additional (1) year terms in the City's sole and absolute discretion.

#### **3. COMPENSATION**

For services rendered by Provider as detailed in Exhibit A of this Contract, Provider shall be paid according to the rates set forth on Exhibit B.

City's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Provider having satisfactorily performed the same. In the event that City reasonably determines that Provider's work is not satisfactory, or if City reasonably believes Provider otherwise has breached any of its obligations under this Agreement, City may take corrective action, including, but not limited to, the following:

- (i) Delay of payment;
- (ii) Adjustment of payment; and/or
- (iii) Suspension or termination of this Agreement.

Payment will be made by City for any Services provided hereunder within thirty (30) days of its receipt of Provider's invoice therefor in accordance with this Section.

**4. MANAGEMENT**

The Director of Public Works or his/her designee will manage this contract for the City. The City will co-manage all center operations and shall also work closely with the Provider in all aspects of the programs and services and each shall follow reasonable suggestions of the other to improve same.

**5. RELATIONSHIP BETWEEN THE PARTIES**

It is mutually agreed that the Provider including its employee(s) is an independent contractor and not an officer, employee or agent of the City, and that this Agreement is a contract for services and not a contract of employment, and that, as such, the Provider and its employee(s) shall not be entitled to any employment benefits of the City such as, but not limited to: vacation, sick leave, insurance, workers' compensation, pension and retirement benefits. All personnel matters affecting staff will be the responsibility of the Provider.

**6. HOLD HARMLESS AGREEMENT**

The Provider, its agents and assigns shall indemnify and hold harmless the City of Hartford, including but not limited to, its elected and appointed officials, officers, employees, and agents, ("collectively, "the City Indemnities") from any and all claims made against the City Indemnities, including but not limited to, damages, awards, costs and reasonable attorneys' fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by or on behalf of the Provider here under or under any other agreements of the Provider entered into by reason thereof. The City agrees to give the Provider prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof. The foregoing indemnity shall survive the termination or expiration of this agreement.

**7. INSURANCE REQUIREMENTS**

A certificate of insurance must be presented to the City in order for this Contract to take effect. The certificate must name the City as an additional insured on the face of the document and must bear the original signature of an authorized agent for the issuing entity. Except as otherwise set forth herein, policies maintaining such insurance shall do so at all relevant times. Insurance requirements are detailed in document **#1009 Professional Services Insurance Requirements revision date 1/2020** attached as Exhibit C.

**8. CONFLICT OF INTEREST**

Provider hereby represents and warrants to City as follows:

- (i) Provider has not employed or retained any company or person, other than a bona fide employee working solely for Provider, to solicit or secure this Agreement, and Provider has not paid or agreed to pay any company or person, other than bona fide employees working solely for Provider, any fee, gift or any other

consideration contingent upon or resulting from the awarding or making of this Agreement;

- (ii) no member of the governing body of City, or its designees, employees or agents, and no other public official, either paid or unpaid, who exercises any functions or responsibilities with respect to this Agreement shall, during the individual's tenure or thereafter, have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to be performed in connection with this Agreement. Provider shall cause to be incorporated, in all subcontracts a provision prohibiting such interest pursuant to the provisions of this paragraph.

In the event any of the foregoing representations are untrue, or if any fact or circumstance occurs during the term hereof that cause any of the same to be untrue, then City, in addition to such other rights or remedies which may then be available to it, all of which are expressly reserved hereby, shall have the option of terminating this Agreement in accordance with Subsection 12.1.

#### 9. PERFORMANCE OF SERVICES

All Services will be performed by Provider in a timely manner with skill and competence in accordance with generally accepted practices of, and pursuant to a standard of care exercised by, companies providing similar services under like circumstances.

#### 10. CONFIDENTIALITY

Provider shall not, at any time during, or after the expiration of, the term of this Agreement, divulge to any person, or use for its or any other person's benefit, any information or fact relating to the conduct, management, or business of City, which shall have come to the knowledge of Provider in the course of providing the Services hereunder. Provider further agrees to treat as confidential, and to use only for the advancement of the interest of City, all data and other information submitted to or obtained by it in connection with the Project during the term of this Agreement. Except as may otherwise be agreed by City, all originals and copies of any such materials shall be returned to City upon completion of the Project or at such earlier time as is requested thereby.

#### 11. EVENTS OF DEFAULT AND REMEDIES

##### 11.1 Events of Default

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

- (i) Whenever Provider shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Agreement which on the part or behalf of Provider are to be kept or performed, and Provider fails to correct any such breach within ten (10) days after Provider's receipt of written notice of such breach from City; or

- (ii) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that Provider's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to Provider's performance of this Agreement; or
- (iii) whenever an involuntary petition shall be filed against Provider under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Provider or of or for the property of Provider shall be appointed without the acquiescence of Provider, or whenever this Agreement or the unexpired balance of the term would, by operation of law or otherwise, except for this provision, devolve upon or pass to any person, firm or corporation other than Provider or a corporation in which Provider may be duly merged, converted or consolidated under statutory procedure, and such circumstance under this subparagraph shall continue and shall remain undischarged or unstayed for an aggregate period of sixty (60) days (whether or not consecutive) or shall not be remedied by Provider within sixty (60) days; or
- (iv) whenever Provider shall make an assignment of the property of Provider for the benefit of creditors or shall file a voluntary petition under any bankruptcy or insolvency law, or whenever any court of competent jurisdiction shall approve a petition filed by Provider under the reorganization provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever a petition shall be filed by Provider under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Provider shall desert or abandon the Project; or
- (v) If any competent authority shall have determined that Provider is in default of any federal, state or local tax obligation; or
- (vi) Pursuant to Resolutions passed by the Court of Common Council on March 4, 1996 and January 13, 1997, if Provider or any of its principals are in default of any tax or other financial obligations which are owed to City. Default shall be considered to have occurred under this subsection when any payment required to be made to City is more than thirty (30) days past due.

## 11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, City may elect to pursue any one or more of the following remedies, in any combination or sequence:

- (i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;

- (ii) Suspend Project operation;
- (iii) Require Provider to correct or cure such default to the satisfaction of City; and/or
- (iv) Terminate this Agreement for cause in accordance with Section 12 hereof.
- (v) Deduct from the cash bond/escrow account any penalties, claims, charges or damages assessed against the Operator by the City in the City's reasonable discretion.

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

12. TERMINATION OF AGREEMENT

12.1 Termination for Cause

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

12.2 Termination for Non-availability of Funds

In the event City shall not have funds available for the Project, City may terminate this Agreement following written notice thereof to Provider.

12.3 Termination at Will

City or Provider may terminate this Agreement at any time by giving thirty (30) days' prior written notice thereof to the other party.

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to any of Sections 12.2 through 12.3 above, City shall make full payment to Provider for all Services performed in accordance with this Agreement up to and including the date of termination within sixty (60) days of such date of termination and presentation of Provider's reports therefor in accordance with Section 3 above.

13. ESTABLISHMENT AND MAINTENANCE OF RECORDS; AUDITS

- 13.1 Provider agrees to establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by City to Provider under this Agreement. Without limiting the generality of the foregoing, Provider agrees that it will maintain accurate and complete records of (i) all charges and any other claims or demands for compensation from City, or any other person or entity, in connection with the Project (including, without limitation, any claims for or arising out of any alleged breach of this Agreement), (ii) the basis (including but not limited to, supporting documentation) therefor, and (iii) the amount and source of any and all payments or other consideration ultimately recovered in respect thereof.
- 13.2 Any and all records shall be generated by Provider in a manner which is consistent with City's requirements and shall be maintained by Provider for a period of not less than six (6) years from the date of expiration or any termination of this Agreement. Provider further shall permit (and require its Providers to permit) City and/or its duly authorized representatives to reasonably examine, review, and audit any records, books, or other documents of Provider or any and all of Provider's providers relative to the above, and furnish copies thereof, when requested.

#### 14. SUBCONTRACTORS

Portions of the Services may be subcontracted, provided that:

- (i) City shall have given prior approval to such subcontract in writing, which approval may be withheld in its sole and absolute discretion;
- (ii) All of the terms, covenants, conditions and provisions of this Agreement shall have been incorporated in such subcontract(s) and the subcontractor(s) shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions and provisions hereof and shall have further acknowledged and agreed that City is and will be a third party beneficiary of said undertakings; and
- (iii) City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

#### 15. COMPLIANCE WITH LAWS

Provider shall perform all Services hereunder in accordance with and subject to all applicable federal, state and local laws, statutes, regulations, ordinances, orders and permits, including regulations promulgated by the Department of Motor Vehicles.

#### 16. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION

Provider agrees to abide by the provisions of Section 2-679 *et seq.* of the City of Hartford Municipal Code (as applicable), Executive Orders Numbers 3 and 17 of the State of Connecticut; and Presidential Executive Orders Numbers 11246, 11375 and 11063. In carrying out the Project, Provider shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.



Provider shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship. Provider shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the federal government, setting forth the provisions of the non-discrimination clause.

Provider shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Provider shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant to this Agreement. Provider agrees to abide by the terms and conditions contained in the City of Hartford's *Contractor's EEO Report*.

17. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

Provider agrees to abide by the provisions of the Americans with Disabilities Act (the "Act") of 1990; Public Law 101-336, as applicable.

In compliance with this law, Provider shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of Provider, or be subjected to discrimination by Provider. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations provided by Provider.

Any television public service announcement that is produced or funded in whole or in part under this Agreement shall include closed captioning of the verbal content of such announcement. Provider shall not discriminate against any individual because such individual has opposed any act or practice made unlawful by the Act or because such individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the Act.

Provider shall not permit coercion, intimidation or threatening of, or interference with, any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by the Act.

18. DELINQUENCY IN OBLIGATIONS

Provider hereby agrees that throughout the period of this Agreement, all taxes, contractual obligations and audit responsibilities owed to City shall be and remain current.

19. NON-WAIVER

Any failure by City or Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not constitute a waiver of that or any other of said other party's obligations hereunder, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of this Agreement.

20. AMENDMENTS

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives.

21. DISCLAIMER OF AGENCY OR THIRD PARTY BENEFICIARY RIGHTS

City and Provider are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

22. NON-ASSIGNABILITY BY PROVIDER

This Agreement shall not be transferable or assignable by Provider, by operation of law or otherwise, without prior written consent of City, which consent may be withheld in its sole and absolute discretion.

23. SEVERABILITY

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

24. CUMULATIVE REMEDIES

All rights and remedies exercisable by City hereunder shall be cumulative and the exercise or beginning of the exercise by City of any of its rights or remedies hereunder shall not preclude City from exercising any other right or remedy granted hereunder or permitted by law.

25. GOVERNING LAW

This Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the ordinances of the City of Hartford without regard or resort to conflict of laws principles.

26. GENDER/NUMBER/TITLE

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

27. NOTICES

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this Agreement, shall be deemed properly given if hand delivered or sent by nationally recognized overnight courier service or United States registered or certified mail, return receipt requested, postage prepaid, to the following addresses:

**As to the City:**

City of Hartford  
550 Main Street  
Hartford, CT 06103  
Attn: Luke A. Bronin, Its Mayor

**As to Provider:**

Konover Commercial Corporation  
342 N. Main Street, Suite 200  
West Hartford, CT 06117  
Attn: Elizabeth G. Judd, Its President

**With a Copy to:**

Corporation Counsel  
City of Hartford  
550 Main Street  
Hartford, CT 06103

Notices provided in accordance with the foregoing shall be deemed received as of the earlier of the date of delivery or the second business day following the date of their being posted with U.S. Postal Service.

30. SUCCESSORS AND ASSIGNS

Subject to the other provisions of this Agreement, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

31. MERGER/ENTIRE AGREEMENT

This Agreement and its exhibits referenced herein and attached hereto, contain the entire understanding between the parties hereto and supersede any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter hereof.

32. EMPLOYMENT OF PROVIDER'S EMPLOYEES

City shall not employ or solicit for employment any present or past employee of Provider, provided however that such restriction shall expire twelve (12) months after that date such employee is no longer employed by Provider. This provision shall survive expiration or termination of this Agreement.

IN WITNESS THEREOF, the CITY OF HARTFORD and the PROVIDER have executed this Contract as of this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**PROVIDER**

By: Elizabeth G. Judd  
Elizabeth G. Judd  
its President

**CITY OF HARTFORD**

By: \_\_\_\_\_  
Luke A. Bronin  
its Mayor

*APPROVALS:*

As to Form and Legality:

By: \_\_\_\_\_  
Howard G. Rifkin  
its Corporation Counsel

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**EXHIBIT A – Detailed Scope of Services**

## **A. Cover Letter**



## ELECTRONIC SUBMISSION

February 25, 2022

Tara Cummins  
Procurement Specialist  
City of Hartford  
Procurement Services Unit  
550 Main Street  
Hartford, CT 06103

Re: Request for Response  
RFR# 6086  
Facility Manager for Hartford Public Safety Complex

Dear Ms. Cummins:

On behalf of Konover Commercial Corporation (KCC), I am pleased to submit our bid to provide property management services at the Hartford Public Safety Complex, as described in Section 2, Scope of Services, in the above mentioned Request for Response.

As demonstrated in our response, you will see that KCC offers an unparalleled level of professionalism, commitment and resources to enthusiastically work with the City of Hartford on the management of this very important and highly visible asset.

As President of KCC, I am authorized to commit our firm to the work described in the Request for Response.

Our bid includes the following:

- Cover letter
- Table of contents
- Outline of services/key personnel responsibilities
- Resume of relevant experience, qualifications and capacity
- Key personnel
- Key personnel changes
- Technical proposal
- Proposed costs



- Attachments
  - Response Forms
    - 1.1 Response Information & Signature Form
    - 1.2 Response Pricing (included in Section H)
    - 1.3 Statement of Qualifications
    - Licenses and Certificates
    - Request for Response Affidavit
    - City of Hartford Tax/Financial Certification and Declaration Form
    - Bidders EEO Report
    - Affirmative Action Program
    - Certificate of Insurance
    - City of Hartford Wage Certification Form
    - W-9
    - Letters of Reference

We look forward to the continuation of our work with the City of Hartford.

Please don't hesitate to contact me at (860) 760-9147 with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth G. Judd".

Elizabeth G. Judd  
President

Enclosures



## **B. Table Of Contents**

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**SECTION B: TABLE OF CONTENTS**

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## **C. Outline Of Services/Key Personnel Responsibilities**

## SECTION C: OUTLINE OF SERVICES/KEY PERSONNEL RESPONSIBILITIES

Konover Commercial Corporation (KCC) is pleased to present this proposal to City of Hartford for facility management services at the Hartford Public Safety Complex located at 249-253 High Street, consisting of two 3-level office buildings of approximately 155,000 square feet that houses the Hartford Police and Fire Departments, 911 Call Center/Dispatch, Detention, Evidence Storage, two credit unions as well as surface and structured parking.

KCC has earned a reputation for maximizing asset value while maintaining long-term tenant relationships at properties owned by third party clients and Konover-related entities. KCC's diverse portfolio includes Class A office space in downtown and suburban settings, multi-building office parks, industrial buildings, vacant campuses, community and regional retail plazas, and parking garages. KCC manages more than 25 properties totaling approximately 2.5 million square feet of space for corporate, State and private real estate owners and investors.

KCC is proud to partner with the State of Connecticut Department of Emergency Services and Public Protection on the management of two significant properties: 1111 Country Club Road in Middletown (State Police Headquarters) and the Troop G Barracks in Bridgeport. Both facilities are operated on a 24/7 basis and reflect many of the same aspects of occupancy as the Hartford Public Safety Complex.

KCC has established a web-based preventive maintenance program, using the *Yardi* system. *Yardi* is also used to record maintenance requests, issue work orders, and record actions taken to address these issues. This information will provide a useful tool to evaluate both the condition of critical building systems and the responsiveness of the staff and contractors. This web-based system provides immediate real time status of all current or past work orders, which can be viewed by authorized client and occupant representatives. *Yardi* is currently available at all properties managed by KCC.

Procedures for preventive maintenance will be reviewed regularly and will be modified when necessary to ensure the most cost effective and efficient operation of all systems. All preventive maintenance actions will be coordinated by the Property Manager.

The focus of such actions will be to preserve and extend useful life, maintain warranties (if any), and reduce costly unscheduled repairs.

Presenting a welcoming yet secure environment to visitors and employees will be accomplished through a cooperative and collaborative process with City of Hartford.

The project team assembled for this assignment comprises experience, commitment and enthusiasm unrivaled by our competitors. The team will be led by Amanda Albert with direction and support from Erin Sanford, Michael Blitz and Beth Judd, as well as assistance from Brian Nicknair, Senior Manager and David Jones, Chief Building Engineer.

Amanda will handle all day-to-day property operations, including directing staff, approving invoices, dealing with HPSC occupants and visitors, and interfacing with City DPW Staff. Amanda will have the authority to make decisions regarding daily work assignments, approve budgeted projects,

schedule and oversee contract work, and handle many decisions related to daily operations. Amanda has been on-site at HPSC since KCC's short-term contract inception. There will be no learning curve or transition needed with Amanda on the team.

Erin Sanford and Brian Nicknair are two KCC managers that will provide back-up and guidance. Both are seasoned KCC managers that are familiar with running facilities that are high profile, high security properties. Erin currently manages two State of CT DESPP locations - 1111 Country Club Road in Middletown and the Troop G Barracks in Bridgeport. Erin will cover HPSC when Amanda is out for sick time or vacation. Only hours when Erin is required to be on-site will be part of HPSC's payroll. All other times, Erin is a **value-added benefit** to the contract. Brian manages 450 Columbus Boulevard in Hartford for the State of CT. Brian's salary is not part of the HPSC payroll. He is a **value-added benefit** to this contract.

David Jones, a KCC Building Engineer based in Hartford, will provide support and assistance in managing and developing maintenance programs for the building systems. He will be available for technical assistance and support when requested. David Jones' salary is not part of the HPSC payroll. He is a **value-added benefit** to this contract.

Beth Judd will oversee the management staff to ensure that all objectives of the City of Hartford DPW are met. Beth will support the team in recommending strategy, including developing and reviewing the strategic operating plan prior to submission to the City of Hartford, participating in regular City meetings and interfacing with large vendor relationships.

KCC is recommending a full-time Maintenance Technician for this assignment. The Maintenance Technician will be skilled in many areas of building systems and can provide immediate maintenance and repair solutions at HPSC, improving the level of occupant satisfaction and cost effectiveness. This proposed staffing can be discussed further with the City of Hartford DPW.

The management team will ensure that the scope of services, as defined in Section 2.2 of RFR #6086, will be performed on a timely basis.

The scope of services include but are not limited the following:

- Day to day supervision and management of HPSC
- Coordination and scheduling of all in-house and contracted work
- Regular communication with all stakeholders
- Preparation and maintenance of operating manuals
- Implementation of a web-based work order system, preferably Yardi Commercial Café
- Preparation of budgets, including operating and 5-year capital budgets
- Development and implementation of a preventive maintenance program, preferably Yardi

KCC's Property Manager and proposed Maintenance Technician will work together on many of the above-mentioned services so that expectations are met or exceeded.

Amanda will be on site on a daily basis. She is available 24/7 and lives with 30 minutes of HPSC, depending on traffic and weather.

When Amanda is out (sick or vacation), Erin will cover HPSC. Erin is also available 24/7 and lives within 30 minutes of HPSC, depending on traffic and weather.

All KCC managers and maintenance staff are cross trained. Cross-training has been a hallmark of KCC for 30 years. The importance of cross-training has never been more evident than during the COVID-19 pandemic.

Additional KCC Maintenance Staff will be cross-trained at HPSC. In the event the Maintenance Technician is on vacation, out sick or needs a second “set of hands” on a project, KCC’s regional office in Hartford has the resources of manpower to assist when necessary. This cross training and assistance are a **value-added benefit** to this assignment.

Job descriptions of a KCC Property Manager and Maintenance Technician are included for reference as to job responsibilities.

Job Title:       **Property Manager**  
Reports to:     President, Konover Commercial Corporation

**Position Profile:**

The Property Manager ensures profitability and operational excellence for multiple properties. The Property Manager manages the performance of all building systems, leasing, tenant relations, financial performance and reporting, contracts, budgets and compliance. He/She will develop and implement appropriate career paths for all staff. In addition, the Property Manager performs asset management responsibilities in determining best use of space, capital improvements and budgeting based on the Client's plans for each property.

**Responsibilities:**

1. Overall accountability for all aspects of their portfolio, operations and team.
2. Verifies compliance in regard to safety policies, procedures and ordinances.
3. Reviews property expenditures for compliance with budgetary approvals.
4. Manages and assists third party leasing agents in marketing vacancies, where applicable.
5. Markets available space, shows space, prepares proposals and financial analyses, negotiates leases.
6. Develops property operating and capital budgets.
7. Develops budgets for proposed tenant improvements and contracts.
8. Manages aged delinquency reports and tenant relations in order to improve accounts receivables.
9. Overall tenant relations.
10. Initiates and completes renewals of existing tenants.
11. Directs operational and maintenance activities.
12. Oversees and institutes legal action when necessary.
13. Prepares and manages monthly operating reports to ensure accuracy, including narratives and variance reports.
14. Reviews monthly work orders to identify any issues and/or problems.
15. Develops RFP's, oversees bid-walkthroughs and manages all bids.

16. Develops long term capital improvement schedules based on useful life assumptions for major building components.
17. Responsible for vendor management.
18. Directly supervises a staff including Property Administrator and Maintenance Staff.
19. Plans and implements a program of training and professional development for all assigned staff.
20. Acts as public relations agent within the real estate community, representing Client at various real estate functions and civic events.

**Qualifications:**

- College degree preferred.
- BOMA, IREM, ICSC certifications preferred.
- Current Connecticut Real Estate Salesperson License.
- At least five (5) years experience in commercial property management.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Word, Excel, Outlook, PowerPoint, and Yardi.
- Highly organized with attention to detail and follow-through.
- Ability to work independently with minimum supervision.
- At least three (3) years of direct supervision of staff.
- Must enjoy working in a team environment and working with other people.

Job Title:       **Maintenance Technician**  
Reports to:     Building Engineer or Property Manager

**A. Basic Functions:**

The Maintenance Technician is responsible for the maintenance and general appearance of the building. The Maintenance Technician is a Konover Commercial Corporation representative and, as such, must present a neat appearance and deliver prompt, courteous and professional service to the tenants while adhering to safety standards.

The following job description is intended to serve as general guideline for the tasks to be performed by the Maintenance Technician. Functions will vary by property depending on the physical characteristics of the building and the lease obligations of the Landlord. To effectively execute the duties outlined below, it is recommended that the Maintenance Technician develop and implement a daily routine, with input from the Property Manager and Building Engineer, and establish verbal communications with the Property Manager, Building Engineer, and other building staff on a regular basis.

**B. Minimum Requirements:**

1. High School Diploma or equivalency (GED).
2. Knowledge in commercial building operations including HVAC, plumbing, mechanical and electrical systems, and housekeeping.
3. The ability to communicate effectively, both verbal and written, in English.
4. The ability to work independently with minimum supervision.

**C. Supervision and Direction:**

The Maintenance Technician will be under the direct supervision of the Building Engineer or Property Manager, in the absence of a Building Engineer. The Maintenance Technician will comply with established policies and operational procedures. In the absence of the Building Engineer, the Maintenance Technician will report to the designated supervisor for direction and guidance.

**D. Duties and Responsibilities:**

1. The Maintenance Technician is responsible for performing maintenance and repair duties with the intention of preservation and upkeep of building, grounds, fixtures and tenant space. The Maintenance Technician will provide the physical services for maintenance and repairs not performed by others.
2. Performs general maintenance repairs such as: basic carpentry, floor repairs, minor plumbing and electrical repairs, painting and plaster repairs, minor glazing, light bulb and fluorescent tube replacement, and other related minor building repairs or maintenance.
3. Assists building engineering staff in duties requiring physical labor; correction of emergency conditions such as sewer back-ups or water flooding of space; changing of HVAC filters; snow and ice removal; cleaning of boilers or operating equipment; and other tasks.
4. Provides written lists of activities and deficiencies within the building to the Building Engineer. Such reports outline building activity, specific conditions or situations, exact locations and recommendations for corrective action. Examples of activities or deficiencies include:
  - a. Malfunctioning door closers or doors loose from frame.
  - b. Light fixtures damaged or removed.
  - c. Stuck elevators, slow closing doors or defaced cabs.
  - d. Hanging access panels, running water faucets or toilets, missing floor tile, or damaged walls.
  - e. Contracted services, such as pest control, interior landscaping, cleaning, etc.
5. Performs any and all duties as assigned by Building Engineer, Property Manager, or their supervisor(s).
6. Is available to devote extra time to the building operations, performing physical operational tasks, when and if the need arises or is requested by the Building Engineer.
7. Responds to emergency situations on a 24-hour on-call basis. Notifies Building Engineer and/or Property Manager or their supervisor(s) of all after-hour calls as soon as practical.



## **D. Resume Of Relevant Experience, Qualifications and Capacity**

## SECTION D: RESUME OF RELEVANT EXPERIENCE, QUALIFICATIONS AND CAPACITY

Konover Commercial Corporation (KCC) has been providing property and facility management services to various clients for over 25 years.

KCC's comprehensive management approach maximizes real estate value through aggressive initiatives, strategic management and systematic maintenance. Our real estate management team works to identify and implement solutions sensitive to near-term net operating income goals while achieving longer term investment objectives. Supported by the full resources of The Simon Konover Company, KCC is able to leverage relationships across portfolios resulting in exceptional cost savings and value enhancing services. This integrated management approach ensures accountability and measurable results for sound financial decision-making.

KCC's core capabilities include:

- ❑ Strategic asset management
- ❑ Comprehensive property and facility management
- ❑ Preventive maintenance
- ❑ Crisis management/Emergency and disaster preparedness
- ❑ Accounting and financial reporting
- ❑ Capital improvements
- ❑ Construction management
- ❑ Tenant fit-out

KCC has extensive experience with managing facilities of high profile and highly secure tenants, such as the Connecticut State Police Headquarters and Troop G Barracks, US Secret Service, State of CT Department of Revenue Services, and US Department of Homeland Security. All of these tenants are current occupants in the KCC portfolio and have similar characteristics and attributes as HPSC.

Below is a list of comparable properties/projects:

- Client:** State of Connecticut DAS/Department of Emergency Services and Public Protection
- Address:** 1111 Country Club Road, Middletown, CT 06457
- Contact/Phone:** Willis G. Ballard, IV, Director of Facility Operations, State of Connecticut DAS/Department of Emergency Services and Public Protection/860-234-1581  
Alvin D. Schwapp, Jr., Director of Connecticut Intelligence Center, State of Connecticut/860-250-3836
- Project Scope:** Facility Management of 108,000 Sq. Ft., 4-story office building that includes three parking lots
- Project Cost:** \* \$37,800/year (Management Fee)

**Client:** State of Connecticut Department of Emergency Services and Public Protection  
**Address:** Troop G Barracks, Bridgeport, CT 06601  
**Contact/Phone:** Lt. Robert Derry/860-790-2528  
**Project Scope:** Facility Management of 22,000 Sq. Ft. 2-level office building that includes Detention/Lock-up  
**Project Cost:** \*\$20,000/year (Management Fee)

**Client:** State of Connecticut, Department of Administrative Services  
**Address:** 450 Columbus Boulevard, Hartford CT 06103  
**Contact/Phone:** David Grigely/860-713-5683  
**Project Scope:** Facility Management of 586,000 Sq. Ft. office complex with 850-car parking garage  
**Project Cost:** \*\$126,700/year (Management Fee)

**Client:** Mashantucket Pequot Tribal Nation  
**Address:** 55 Main Street, Norwich, CT 06360  
**Contact/Phone:** Michael Santagata 860-312-3197  
**Project Scope:** Property Management of 89,000 Sq. Ft. office building with two parking garages of 130 cars  
**Project Cost:** \* \$31,900/year (Management Fee)

\*All of these projects are property or facility management assignments. Therefore the Budgeted Cost is the same as the Final Cost.

## **E. Key Personnel**

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## **SECTION E: KEY PERSONNEL**

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### **PROPOSED PERSONNEL**

The management team assembled for this assignment will be led by Amanda Albert, Property Manager, with support from Erin Sanford, Property Manager, and Beth Judd, President.

Beth Judd will play the key role in ensuring that the objectives of City of Hartford are met. Beth has over 35 years of experience in all aspects of the commercial real estate business, including leasing and management. Beth has the perspective of an experienced asset manager, an owner/developer, and a broker.

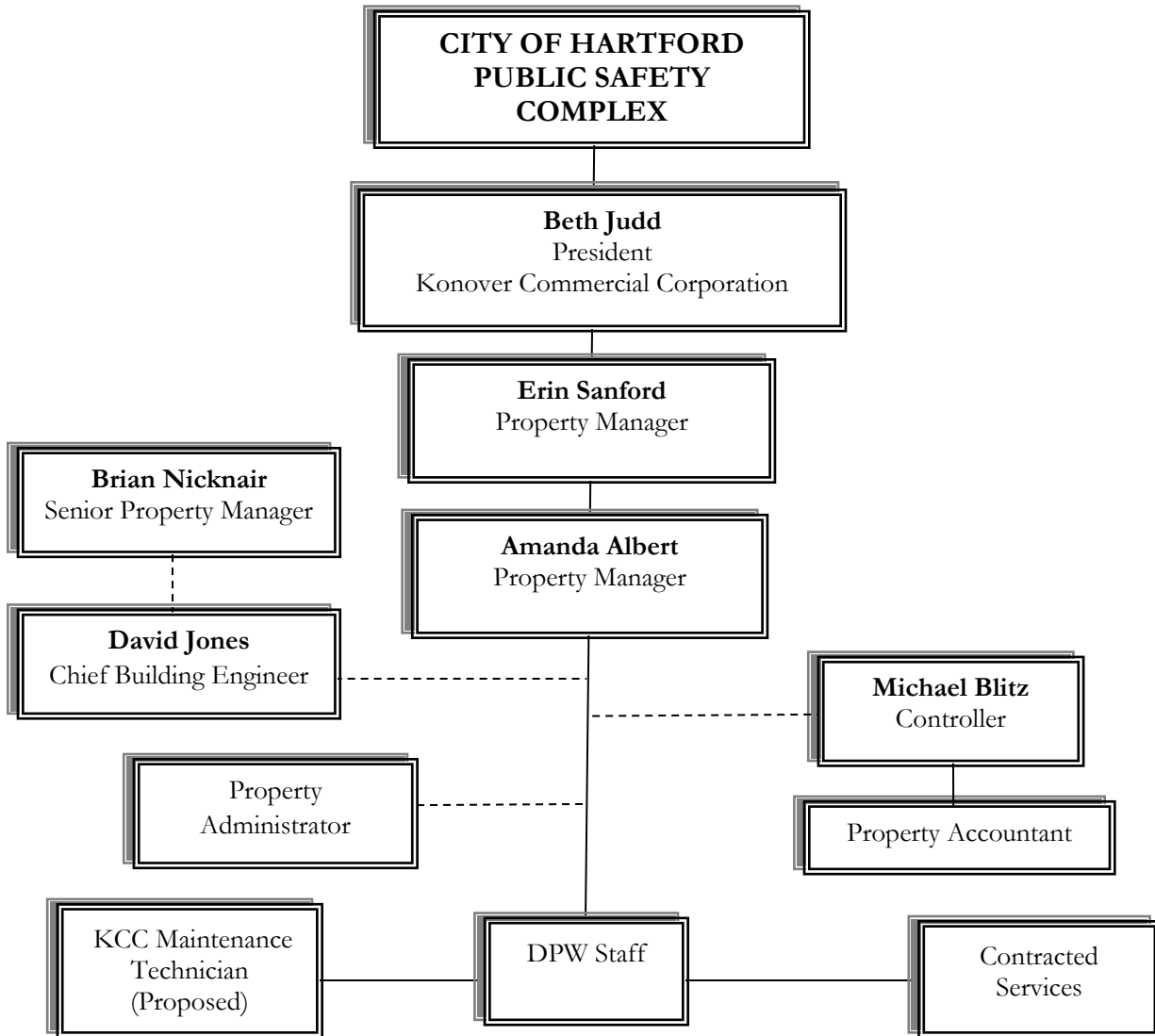
Amanda Albert will function as the main contact for City of Hartford, occupants, vendors and contractors at HPSC. Amanda will be responsible for the day-to-day property operations, including management, administration and supervision of all vendor contracts, and coordination with City of Hartford DPW staff.

Based on the size of the property and number of occupants, KCC is recommending one full-time Maintenance Technician, who will be on-site for 8 hours per day and available 24/7. This proposed Maintenance Technician will report to Amanda Albert. The Maintenance Technician will be knowledgeable about various energy management systems and mechanical systems and will implement the preventive maintenance program. The maintenance staff will work with Amanda to address work requests in a timely basis. Amanda will plan, schedule and supervise all contractor work and personnel; assist in bid specification development, analysis and awarding of contracts; and facilitate and direct contractor personnel in various property work.

All employees of The Simon Konover Company are eligible to participate in both company-provided training programs and industry-sponsored classes. Company-provided training includes human resource management, insurance and risk mitigation and awareness, personal development classes and professional development seminars, ranging from computer courses to time management.

KCC employees are members of various industry and trade organizations, including BOMA (Building Owners and Managers Association), CREW-CT (Commercial Real Estate Women/The Real Estate Exchange), REFA-CT (Real Estate Finance Association) and ICSC (International Council of Shopping Centers). In addition to active membership, KCC and The Simon Konover Company lend their support as sponsors of most of these organizations. Employees participate in many classes, seminars and networking functions provided by these trade associations.

**PROPOSED RELATIONSHIP TEAM**



**KEY STAFF**

**ELIZABETH G. JUDD**, RPA, President

Elizabeth G. Judd is President of Konover Commercial Corporation, overseeing a portfolio of 2.5 million square feet of commercial real estate. In this capacity, she acts as asset manager and owner representative for all owned and third-party properties. Prior to joining Konover, Ms. Judd developed and had direct oversight for all of Cushman & Wakefield’s third-party fee-management commercial real estate business in Greater Hartford. She also served as the head of the Connecticut office of Koll Real Estate Services (subsequently purchased by CB Richard Ellis), where she opened Koll’s Connecticut office, overseeing third-party asset and property management. Ms. Judd has been active in leadership positions in the Real Estate Finance Association (past president and chairman of REFA-Connecticut, past president of the Hartford Chapter and past committee chair),

CREW-CT (past president and committee chairs), and CREW Network (past Board member and committee chairs). She is the past Chairman of the New Haven Town Green Special Services District and past Chairman and Treasurer of the Hartford Business Improvement District (HBID). Currently she is a commissioner on the HBID Board. She earned her undergraduate degree at Georgetown University, received the Real Property Administrator (RPA) designation from BOMI, and holds real estate broker licenses in Connecticut, New York, Massachusetts and Rhode Island.

### **AMANDA ALBERT, Property Manager**

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Amanda Albert joined The Simon Konover Company in 2008 and spent 13 years with Konover Residential Corporation before joining Konover Commercial Corporation as Property Manager in 2021. Ms. Albert has managed multiple residential communities, including market, elderly, and student housing, providing Amanda with a solid understanding of various property types, mechanical systems and tenancies.

Her most recent experience includes the following:

- ❑ Act as primary contact for clients
- ❑ Administer contracts for a variety of property services including janitorial, elevator maintenance, security, fire/life safety, HVAC, landscaping and snow removal
- ❑ Develop specifications, solicit proposals, analyze bids, award purchase orders and/or bids and draft and administer contracts, including meeting with vendors
- ❑ Supervise all on-site employees and contractors
- ❑ Work closely with fire and building officials to ensure code compliance
- ❑ Organize and conduct monthly project status meetings
- ❑ Review and coordinate environmental compliance of asbestos and lead based paint regulations and submission of associated mandatory reporting
- ❑ Balance the needs and requirements of a diverse tenant base
- ❑ Develop and implement operating budgets

Ms. Albert has significant experience with the Yardi suite of modules, including Commercial Café and Rent Café.

She holds a bachelor's degree received from Eastern Connecticut State University and has held her Connecticut Real Estate Salesperson License since 2009.

### **ERIN SANFORD, Property Manager**

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Erin Sanford joined The Simon Konover Company in 2004 and spent 8 years with Konover Hotel Corporation and Konover Residential Corporation before joining Konover Commercial Corporation as Property Manager in 2013. Her experience with the three operating companies of The Simon Konover Company included a full-service hotel, student, elderly and market rate residential communities as well as suburban office and retail properties, providing Erin with a breadth of understanding for various properties and mechanical systems.

Most recently, Erin is the Property Manager assigned to multiple public safety buildings for the State of CT Department of Emergency Services and Public Protection. This assignment includes the Connecticut State Police Headquarters Building as well as Troop G Police Barracks. Erin provides strong coordination amongst multiple State agencies for the various needs of the properties and their occupants.

Prior to joining Konover in 2004, Ms. Sanford was employed by CB Richard Ellis in their corporate facilities division, working in Lease Administration for a national banking client.

Ms. Sanford's experience includes the following:

- ❑ Act as primary contact for clients
- ❑ Negotiated contracts for services such as janitorial, landscaping, elevator and snow removal
- ❑ Developed and administered operating budgets of \$50,000 to \$3,000,000
- ❑ Managed capital projects of \$1,000 to \$950,000, including the replacement of a 50 kva UPS serving Troop G Barracks.
- ❑ Supervised maintenance, administrative and security staff of 5 to 40 employees
- ❑ Administered leases for 2,400 SF to 140,000 SF office and retail tenants in a portfolio of 470,000 SF

Ms. Sanford has held her Real Estate License in the State of Connecticut since 2001 and is OSHA 10 certified. In 2021, Erin obtained her Class A Operator License for Underground Storage Tanks.

#### **MICHAEL BLITZ**, Controller

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Michael C. Blitz is the Portfolio Controller for The Simon Konover Company (TSKC). He is directly responsible for all accounting and financial reporting for Konover Commercial and Konover Residential, including HUD, CHFA and USDA Rural Development audits.

Mr. Blitz previously served as the Controller for Grove Property Trust (Grove), a publicly traded Real Estate Investment Trust (REIT), overseeing a portfolio of more than 7,000 residential units in 70 properties throughout Connecticut, Massachusetts and Rhode Island. His responsibilities at Grove included SEC and MHFA reporting. He also worked in public accounting for 10 years, including eight years with Ernst & Young. He earned his undergraduate degree at Bentley University and his Certified Public Accountant (CPA) license from the State of Connecticut. He is a member of the American Institute of CPA's (AICPA), and the Connecticut Society of CPA's (CSCPA).



## **F. Key Personnel Changes**

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**SECTION F: KEY PERSONNEL CHANGES**

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KCC will commit to providing notice to the City of Hartford of any changes in Key Personnel as described in Section E of this response.

KCC recognizes and understands that the City of Hartford has the right to accept or reject KCC's proposed replacement candidate.

## **G. Technical Proposal**

## SECTION G: TECHNICAL PROPOSAL

HPSC is a highly visible, high security complex with mission critical equipment and services. The mechanical systems and variety of stakeholders located at HPSC create a complex and complicated asset to be managed.

KCC has successfully been providing facility management services at similar facilities and properties for over 20 years, as evidenced by numerous contract renewals and extensions after competitive bidding.

### KCC GOALS FOR THE ASSIGNMENT

KCC has identified five (5) goals for this assignment which will be simultaneously implemented:

- ❑ ***Establish and implement a web-based Preventive Maintenance and Work Order Request Program to preserve and extend the useful life of the specific and designated equipment and reduce costly unscheduled repairs.***

A comprehensive and pro-active HVAC maintenance program which includes regular filter changes, belt replacements, lubrication of bearings and linkages, cleaning of coils, drains, and calibration and adjustment of controls will improve the efficiency of the heating, ventilating, and air conditioning systems, extend the equipment life, and control energy costs. Items such as a leaking chilled water valve would be easily identified and repaired during a routine preventive maintenance inspection. This program would be administered by the Property Manager.

A 5-year maintenance plan that addresses such items as surface and structured parking inspections, sealcoating and restriping, roof inspections, exterior painting, and window seal and glass replacement will be developed to ensure performance of these items on a timely basis. Often these items are overlooked and result in costlier capital repairs or replacements.

Occupant comfort and customer (tenant) satisfaction are drivers for KCC's deliverance of day-to-day property management services. The *Yardi* work order request program is a key component to achieving a high level of occupant satisfaction.

- ❑ ***Review life safety, code and liability issues. Identify areas of potential liability, actions needed for correction or elimination, and the associated costs.***

Safety, security and mitigation of any potential liabilities are paramount to any management assignment. An initial review of the complex will assist in KCC's preparation of annual and long-term budgets as well as be an integral part of day-to-day property operations.

- ❑ ***Prudently control operating expenses while maximizing vendor performance and establish and maintain industry and City of Hartford standard service levels.***

Bottom line pricing should not be viewed as the sole goal in a vendor relationship. While periodic bidding is essential to effectively control vendors, annual vendor changes can be counterproductive. Achieving the proper mix of quality with competitive pricing is our preferred long-term strategy. KCC emphasizes the team approach with all of our vendors. Based on our reputation and size in the industry, KCC demands and receives superior service, response time, and value from our vendors.

Upon award of the management contract, KCC will immediately review all vendor contracts for specification evaluation and pricing. Where necessary, specifications will be rewritten with HPSC's goals in mind and contracts will be rebid. If no contracts are in place for key services, KCC will develop the specifications and work with DPW to bid the services.

❑ *Maintain a high level of cleanliness for liability and curb appeal.*

Exterior aesthetics are extremely important. The outside area of HPSC should be aggressively policed on a regular basis by the maintenance and custodial staff and contractors, removing trash, cigarette remnants, and snow and ice.

Curb appeal is enhanced by regular weeding of landscape beds, removal of sand from the parking lots and sidewalks, and repair of broken asphalt berms.

The appearance of the interior of the building must mirror the professional and polished appearance of the exterior. A high standard of cleanliness will be maintained to ensure an attractive appearance for the occupants and visitors.

❑ *Position the asset for City of Hartford's short- and long-term objectives.*

Enhancing the overall physical appearance, controlling operating expenses, establishing and maintaining service levels, and creating a positive image of the property within its community all play significant roles in achieving short- and long-term objectives. These objectives should be determined and formalized during the transition period through discussions and financial forecasting with City of Hartford and KCC.

KCC's value to this assignment can be demonstrated through:

- ❑ Extensive experience with managing facilities for Konover related and third-party clients
- ❑ Outstanding record in management and client relations;
- ❑ The synergy and accountability of our asset management team, which is passed on to our clients;
- ❑ Depth, breadth and experience in both **personnel** and **resources** in asset and property management to minimize facility distractions so KCC's clients can focus on their business and services; and
- ❑ Our state of the art real estate management systems.

KCC's management portfolio consists of properties of varied sizes, types and locations. From empty campuses of multiple buildings to high-traffic retail centers to suburban office properties, KCC's flexible management capabilities and addition of value for our clients are best illustrated by the following case studies.

## CASE STUDIES

□ **Example #1:** Property Owner #1 purchased a building in “as is” condition from the bankruptcy court. The building had been vacant for an extended period of years and Property Owner #1 was not concerned with due diligence as the purchase was based on the plan to demolish the building to make way for a new development. However, Property Owner #1 could not assemble the remaining parcels, so the development plan was scrapped. Property Owner #1 had a building that was “mothballed” and was unsure of the condition of the building systems. KCC assisted Property Owner #1 with internal staff to assess the building systems, contractors to develop pricing for needed repairs and replacements, and internal market expertise to project rents, expenses, and a leasing plan. Property Owner #1 made minor modifications to the cost-effective budget presented by KCC. Work was performed at the property, marketing commenced and, within three months, KCC delivered a full building tenant to Property Owner #1. KCC was able to assist Property Owner #1 with a strategic plan, resulting in an income-producing asset for an owner whose original intention for the property had changed.

□ **Example #2:** Elizabeth Judd, President of KCC, was appointed as a Receiver by the Federal Court in Massachusetts in October 2010 for a 20 building, 550,000 square foot property in West Springfield that consisted of office, industrial/flex and retail buildings. The property housed over 35 tenants, ranging in size from 300 to 300,000 square feet. Most of the tenants were withholding rent. KCC began its management assignment by taking an inventory of all buildings and tenants. Due to the contentious relationship between the property owner and its lender, little information and basically no funds were transferred to KCC. The property owner left the property in a state of disrepair and had no interest in participating in any further conversations or financial contributions. Using the Transition Checklist, KCC was able to monitor and track the collection of a myriad of information about the tenants, accounts payable, building systems, insurance certificates and physical condition of the property. Over the next eight months, KCC made stellar progress with the tenants, resulting in payments from almost 95% of the rent roll. KCC began a program to address both basic maintenance and preventative maintenance, which had been neglected by the property owner. In addition, KCC was able to implement a program to tackle the significant amount of deferred maintenance. However, on June 1, 2011, a tornado struck Western Massachusetts. Its path cut straight through the property, causing millions of dollars in damage to this asset. For two years, KCC worked with the insurance company, lender, Federal Court, various consultants and contractors, and tenants on the restoration of the asset and was able to settle the claim to most stakeholders' satisfaction. The original plan for this asset was to stabilize the tenants, establish a maintenance program and sell the property. KCC was able to adapt to the serious condition of tornado damage, bringing its expertise and experience to bear on the situation.

□ **Example #3:** Property Owner #3 owned a large office building with a single tenant whose lease was coming due. After months of negotiation, Property Owner #3 believed the tenant would renew the lease with the only expectation of a Tenant Allowance for recarpeting, repainting and renovation of some offices. KCC, acting as property manager, would assist Property Owner #3 with the various contractors and work. However, nothing goes as planned and Property Owner #3 was presented with a list of major building system renovations that would be required to retain the tenant. KCC acted as the construction manager to plan, organize and direct the modernization of four mid-rise elevators, reroof of the building, replacement of chillers (and obtaining a rebate from the utility company for the new energy-efficient units), repavement of all parking areas, restoration of all exterior windows and replacement of the cooling tower. In addition, KCC led the project to recarpet and repaint the entire building in an after-hours project. KCC, as property manager, was able to accomplish these projects, totaling over \$3 million, with the tenant in place, through effective and regular communications with the tenants, the property's lender and Property Owner #3.

□ **Example #4:** Uncas on Thames Campus in Norwich: On January 1, 2007, KCC began its management assignment of Uncas on Thames, a multi-faceted 120-acre campus with a diverse group of office, medical and residential tenants. During the first two years, major contracted services were rebid, scopes were refined, and contracts consolidated. The scope for two major contracts (snow removal and landscaping) was expanded without any increase in cost to the State. During KCC's tenure at Uncas, the State of Connecticut DAS instituted its first environmental/safety audit, an exhaustive review of every aspect of each building. In addition, there have been asbestos abatements, tank containments and insurance inspections at the campus. In the first year of our assignment, the campus went into lock-down as a potential criminal was hiding on the property. KCC staff coordinated efforts with Statewide Security, State Police and Norwich Police. There have been fires, an accident resulting in a fatality, major storm preparation and clean-up, and crowd control. In coordination with the American Red Cross, 2,000 cots have been distributed from the campus multiple times. Tenant handbooks were developed and distributed by KCC. Bi-monthly tenant meetings are conducted by KCC Management staff for the over 20 campus tenants. A telephone tree and email list were developed and implemented for emergencies as well as on-going communication. On-site KCC staff has been involved with State agency-administered projects, such as tenant build-outs, construction of a cell tower, roof replacements, energy retrofits, demolition of buildings, and boiler and chiller replacements. KCC has risen to the challenges as evidenced by the increasingly higher rating each year by the State agencies and retaining the contract after competitive bidding by the State.

## OCCUPANT RELATIONS

One of the keys to effective facility and property management is to ensure occupant satisfaction through a formalized Occupant Relations program. The successful implementation of such a

program consists of two steps designed to increase overall occupant satisfaction:

- ❑ ***Communication and Relations:*** The Property Manager will initiate a program of occupant communications that will include introductory meetings with key representatives and decision makers, scheduled tenant representative meetings to monitor satisfaction, and building communications through our *Yardi* tenant portal, *Commercial Café*, to inform the occupants of relevant issues at the property.
- ❑ ***Professional and Timely Management Response:*** Property and facility management is a detailed service that is measured from day to day. An essential element of quality services and occupant satisfaction is professional and timely management response to occupant concerns. KCC will ensure through our web-based tenant portal, *Commercial Café*, that all occupant issues, maintenance requests and inquiries are addressed in a timely manner.

## WORK PLAN

In order to effectively manage real property, goals must be established to provide benchmarks by which performance can be measured. In order to accomplish this, KCC will develop a comprehensive Strategic Plan, which incorporates the Transition Plan with site-specific Building Operations Policies & Procedures. The scope will include budget analysis, job descriptions and functions of building staff, mechanical and grounds maintenance programs, and contract services.

In assessing management requirements, KCC will review the assignment's needs, giving consideration to physical layout, equipment application, and overall economic conditions. The mix of those components and specific client goals will form the basis of our recommendations.

The coordinated Strategic Plan will provide both the City DPW and KCC with an effective tool for appraising the performance of our management efforts. In addition, it will serve as a guide for determining the present state and future direction of maintenance and management at HPSC.

The Strategic Plan will be implemented according to a schedule determined with the City. All activities will be regularly monitored and assessed to verify their goal-oriented status and direction. Modifications to strategies will be made, if and when necessary. Regular weekly review meetings will take place in order to measure the performance of HPSC and the management team based on goals and objectives set at the onset of the assignment or at the prior meeting.

These meetings will be attended by the Property Manager and other key members of the management team as requested by the City DPW. During the meeting, property performance will be assessed based upon the budgeted estimate. These results will be reviewed not just against the current budget, but also against longer-term asset management goals and objectives. Expenses and capital expenditures will be reviewed and, if necessary, reforecast for the remainder of the year. Explanations of major variances will be provided and recommendations suggested when appropriate.



## **i. Maintenance and Repair Program**

The performance of the management team will be reviewed based on specific objectives set for outstanding issues. These may include accounting, property operations, personnel, capital projects, etc. During reviews, issues will be identified along with the prior status, results, and new objectives.

In order to assure the establishment and continuation of efficient operations, the management team will commit all information pertinent to the administrative and mechanical operation to a logical written form, which will serve as a Building Operation Manual.

As part of the Building Operation Manual, the management team will develop a preventive maintenance (“PM”) program for all critical equipment. The PM program will be designed to achieve the highest operating efficiencies from all systems while complying with budget requirements. The development and implementation of the PM program will include:

- Performance of visual inspections of all critical mechanical systems, collecting name-plate information to ascertain the manufacturer, model number, etc. for each piece of equipment;
- Obtaining the manufacturer’s specifications for design capabilities and recommended maintenance schedules;
- Establishing an on-going preventive maintenance program for the systems to evaluate cost and effectiveness; and
- Entering the above information into *Yardi*, the web-based preventive maintenance/work order request system used by KCC to document the maintenance program, including an explanation of the program, ordering information for replacement parts, and future dates for maintenance.

Procedures for preventive maintenance will be reviewed regularly and will be modified when necessary to ensure the most cost effective and efficient operation of all systems. All preventive maintenance actions will be coordinated by the Property Manager. The focus of such actions will be to preserve and extend useful life, maintain warranties (if any), and reduce costly unscheduled repairs.

HVAC preventive maintenance as well as all other critical building system equipment are vitally important to the day-to-day operation of HPSC. All HVAC systems will be evaluated within the first 30-45 days of the assignment. Current HVAC contracts will be reviewed by the Property Manager and Chief Building Engineer for scope and pricing. An initial meeting with the HVAC contractors, and the Property Manager will be held shortly thereafter. Based on KCC’s review of the HVAC systems, meetings with the HVAC contractors and best practices, KCC will make recommendations.

Any disruptions in HVAC convenience and comfort will be communicated to the City DPW representatives through KCC’s Yardi Commercial Café or, if an emergency, in person or by phone call. Replacements of equipment will be communicated in an initial meeting with key DPW staff. This initial meeting will be followed by regular communications through Yardi Commercial Café and emails. This process was recently followed as KCC replaced boilers in one of the properties in its portfolio. Occupants were continually updated with status reports so that they were then able to communicate project status to their employees.

## **ii. Safety Program**

Safety, security and mitigation of any potential liabilities are paramount to every management assignment. An initial life/safety, code and liability issue review is performed at all locations to identify areas of potential liability and any actions needed for correction and/or elimination. An evaluation of the associated costs is an integral part of the preparation of annual and long-term budgets and day-to-day property operations.

## **iii. Quality Control Program**

KCC uses a multi-layered approach to ensure client satisfaction and quality control.

*Inspections:* Properties are inspected on a daily by the Property Manager for both safety and cleanliness. All concerns are addressed immediately. The Property Manager will then review the property inspection reports with DPW, either in person or over the phone, to discuss possible building issues, solutions and work schedules.

During property inspections, the Property Manager will note areas of concern and items of deficiency. These issues will be entered into Yardi as work orders and then assigned to appropriate DPW staff or outside contractors, as required.

Additionally, KCC Senior Management Staff visit all KCC-managed properties on a regular basis and provide feedback to the Property Manager and their staff.

*Work Order Review:* All preventive maintenance and tenant service requests are tracked through Yardi's Commercial Café. When a work request has been finished, the Property Manager completes the work order form, listing all work that was performed.

*Tenant Satisfaction:* After entering a work request through the Yardi Commercial Café, occupants will be updated with the status of the work. They will also be notified when the work has been completed. At that time the occupant will be able to complete a rating survey, indicating the level of their satisfaction with the work. Any unsatisfactory rating will be addressed immediately by the Property Manager or Senior Property Manager, if necessary.

## **iv. Energy Conservation**

Energy conservation has been an essential part of KCC's proactive management plan at all of the properties in the KCC portfolio. From occupancy sensors to reduce electricity consumption to installation of variable frequency drives on motors to enhance and extend equipment life, KCC has been implementing energy conservation projects for years, often with the added benefit of rebates or financial incentives from utility companies. As an example, 333 East River Drive in East Hartford is an all-electric 100,000 sq. ft. Class A office building. KCC worked with the property owner and Eversource on four Energy Conservation Measures (ECMs), including changing lighting ballasts from magnetic to electronic, installing occupancy sensors throughout all tenant spaces and common areas, installing variable frequency drives on HVAC motors, and replacing an energy management system to eliminate the 24/7 operation of the HVAC system. This project, with a less than 3-year payback, cost \$332,000, of which 53% was rebated to the property owner by the utility. Most

recently, KCC initiated the replacement of standard lighting with LED lighting in several of the parking lots of its office buildings and parking garages, receiving rebates to offset each project's cost.

Finally, One Century Tower, a 270,000 sq. ft. 20-story high rise office building in New Haven, received the Summer Saver Silver Award from the State of Connecticut Dept. of Energy and Environmental Protection for achieving a 20% reduction in electricity consumption. One Century Tower also achieved the Energy Star rating from the US Environmental Protection Agency (EPA), which designation signifies that the Building performs in the top 25% of similar facilities nationwide for energy efficiency and meets strict energy efficiency performance levels set by the EPA. One Century Tower has repeatedly scored in the 90th percentile for this rating.

#### **v. Compliance with “Green” Building Standards**

Green Building Standards are a part of KCC's standard operating procedures. KCC has had contracts to manage properties for the State of Connecticut for over fifteen years and is very familiar with the State's commitment to environmentally responsible purchasing. All of the janitorial contractors employed under our State contracts are required to follow Executive Order #14 which mandates choosing cleaning and sanitizing products and methods that both perform well and have positive environmental attributes as well as providing training to ensure proper use by the janitorial staff to reduce exposure to potentially harmful products.

#### **vi. Custodial Oversight Program**

Janitorial contractors must provide a list and a Safety Data Sheet (SDS) for every chemical used and stored at the property. The Property Manager reviews this list with the janitorial contractor at least twice per year. Any chemicals that do not meet the standards set forth in Executive Order #14 are removed immediately.

In addition to following Executive Order #14, whenever possible KCC follows and encourages all of its contractors to adhere to the State of Connecticut's Green Purchasing State Profile and the DAS Procurement Division's Environmentally Preferred Purchasing website.

Oversight of the custodial program will be the responsibility of the Property Manager.

KCC has recommended the hiring of a Maintenance Technician as part of this assignment. This staff member will provide various maintenance and repair services as well as minor electrical, plumbing and janitorial services on an in-house basis. Services requiring specialty equipment or a license to perform the service, such as boiler or fire life/safety testing and maintenance, will be provided by outside contractors/vendors.

All KCC staff regularly attend training and informational sessions related to various industry topics, including asbestos awareness, current insurance trends, electrical lock-out/tag-out, indoor air quality, preventive maintenance and capital/project management. KCC invests in its staff in areas of education so that KCC, its clients and properties are the beneficiaries of the learning experiences of the employees.

## TRANSITION

The breadth and scope of the KCC portfolio have afforded the management team with significant experience with transitioning properties. Over the past 20 years, the KCC management portfolio transitioned millions of square feet of commercial properties.

With each new property comes a period of transition. Staff becomes familiar with the tenant base, the physical attributes of the property, and all property operations. During the transition, a physical audit is performed so that the operating and capital budgets can be developed. When appropriate, leases or licenses are reviewed and abstracted so that the management team understands the obligations and rights of the property owner and the tenants. Previous budgets and financial performance, if available, are reviewed for historical perspective and experience.

During the transition period, the property audit will be completed, identifying all areas in need of attention. KCC's responsive management team is experienced with similar property types in terms of size and goal fulfillment, and has been successful in rising to the challenge of managing these properties. Presenting a safe, secure, and efficiently managed environment is paramount to the City of Hartford, its employees, occupants and visitors.

## TIMELINE

During the first 30 days of the management assignment, KCC expects to:

- Establish the maintenance, training, and safety/security procedures and ensure that all staff are familiar with the procedures;
- Evaluate and document the physical condition of the HPSC, including any engineering survey in support of maintenance and planning;
- Complete a property strategic plan and operating budget; and
- Review specifications for service contracts and assist the City with bidding and implementation, as requested.

KCC has developed a Transition Checklist to assist with each property transition. The Transition Checklist encompasses all aspects of the assignment, including Accounting, Administration, Construction, Engineering, Life Safety, Operations, Owner Relations and Tenant Relations. Under each category, there are numerous items and tasks which are assigned to a specific management team member for accountability. Dates are assigned for completion of each task. Team meetings are held **every week** so that each team member can report on their progress.

Within the first 60 days, KCC will provide a comprehensive existing conditions assessment identifying conditions that might affect the efficiency of HPSC's operating systems or environment.

Although a transition of 30-60 days is ideal, we recognize that this is often not possible, as evidenced by KCC's award of the management contract of 25 Sigourney Street in Hartford, a fully occupied 20-story, 467,000 sq. ft. office building, on December 16, 2011. The contract commenced on January 1, 2012, just **15** calendar days later. The previous management company unexpectedly reassigned five of the six building employees, so KCC was unable to transition any of the existing

personnel or transfer working knowledge of the building's equipment. Staff from other KCC-managed properties assisted in the transition as the KCC Property Manager worked with our HR department to recruit new employees. The property was fully staffed within 45 days of contract commencement.

## **COMPETITIVE BID PROCESS**

KCC is familiar with various purchasing and bidding requirements for the State of Connecticut based on our current and former contracts with the Departments of Administrative Services, Emergency Services and Public Protection, and Transportation as well as private and institutional owners such as Yale University and Mashantucket Pequot Tribal Nation. Each Property Manager with the guidance of either the Senior Property Manager or KCC President is responsible for compliance with these requirements. KCC will quickly learn and adhere to City of Hartford purchasing and bidding requirements.

The process starts with identifying the necessary service or purchase. The Property Manager will develop a scope of work and submit the scope to the client for approval. Once approved, the Property Manager will complete some basic research to establish the potential value of the work or service. If the estimated value is over \$2,499, the Property Manager will discuss the process for requesting bids with the client.

KCC's typical process is as follows:

For goods or services estimated between \$2,500 to \$9,999, the Property Manager will request pricing from three vendors. Whenever possible the Property Manager will select vendors that are registered with the Office of Supplier Diversity as an SBE/MBE company or from the State of Connecticut Trade Labor Agreement. After receiving the bids, the Property Manager will forward an approval package to the client. The approval package will include a list of contacted bidders, the scope of work, a matrix breaking down the bids received, and a written recommendation of award. If needed, the Property Manager will meet with Client liaison to answer any questions and address any concerns. No work will be award without written approval from the Client. Before the purchase is completed or the services awarded, the Property Manager will request a certificate of insurance from the selected vendor.

For purchases estimated to be over \$10,000, the Property Manager will develop either a bid package or Request for Proposal (RFP) package which will include the scope of work and MBE/SBE requirements for Client approval. Once the bid package or RFP is approved, the Property Manager will schedule a mandatory bid meeting and advertise the date of the meeting and scope of work in at least three newspapers as well as work with the City of Hartford Procurement division. Whenever possible, the postings will be at least 7 days before the scheduled mandatory meeting. After receiving the bids or proposals, the Property Manager will forward an approval package to the client. The approval package will include a copy of the public notice, the sign-in sheet for all bidders attending the mandatory meeting, the scope of work, a matrix of the bids or proposals received, and a written recommendation of award. The Property Manager will meet with the Client liaison to discuss the recommendation, answer any questions and address any concerns. No work will be award without written approval from the client. Once the approval is received, the Property Manager will document the award with a contract that will detail the scope of work and any other requirements

such as security clearance and insurance requirements. No work will proceed until the Property Manager has received a signed contract and proof of insurance from the vendor.

For purchases over \$50,000, the Property Manager will assist the City of Hartford Procurement division as requested.

Recently KCC participated in a large RFP for custodial services for the 586,000 square foot Class A office complex at 450 Columbus Boulevard in Hartford. Since the project was over \$50,000, the RFP was conducted by State of CT DAS Procurement Division. However, based on the magnitude of the services, the KCC Senior Property Manager and President were significantly involved with the development of the Scope of Work, establishing the evaluation criteria, reviewing the bids, participating in evaluation meetings and contract award. The value of the contract award value was over \$2.3 million. The Contract Award number is **16PSX0129** and can be accessed on the State of CT DAS Contract Portal. Due to the size of the Scope of Work and number of other documents, we have not included the RFP details in our response, but will do so upon request.

## **BILLING PACKAGES**

As the managing agent for numerous real estate owners and investors, KCC operates property management accounting systems with the flexibility necessary to effectively allow for the modification of reporting formats and accounting policies and procedures subject to the requirements of a specific Management Agreement. Typical monthly report packages include the property's Operating Statement in a detailed format and a Cash Flow Statement. These reports reflect all income and expense activity for the period, comparing actual amounts to budgeted amounts on both a current and year-to-date basis. A narrative explanation of variances is also prepared (Budget Variance Analysis). Other typical monthly reports include detailed Aged Payables Report, Year-to-Date General Ledger, Balance Sheet and Check Register. Copies of paid invoices are often part of the monthly reporting package.

In order to provide thorough and timely responses to all requirements of the City of Hartford, KCC uses the *Yardi* financial accounting software system combined with various modules for specialty applications such as job cost accounting.

***Monthly Financial Reports and Annual Budgets:*** Each monthly report package is due by the 10<sup>th</sup> of the month and will include an Executive Summary describing events of the previous month along with various reports determined by the City of Hartford. For other clients, KCC provides a Budget Variance Analysis, Actual and Projected monthly expenses, an itemized List of Invoices, copies of all Paid Invoices, Timesheets and supporting documentation, Bid/Purchasing Approval documentation, Tool Inventory, Listing of all Subcontractors, an Invoice for Management Services and an Invoice for Payroll Reimbursement. Monthly financial reports will be customized for the City of Hartford.

***Expenses:*** Our accounts payable procedures are control-oriented in order to ensure that all expenditures are requested and approved by authorized parties, that all purchasing is on a cost effective basis, and that the relevant information relating to each expenditure is captured for reporting purposes and posted to the associated purchase order or contract. The invoice is then processed through the system, resulting in the expense distributions reflected in the monthly reports.

Each invoice is reviewed by the Property Manager for accuracy, including packing slips, purchase order numbers or details of the work. A W-9 has to be received from the vendor before any processing can begin. Once the invoice is reviewed for accuracy, the Property Manager will code the invoice and provide a description along with details of the contract or purchase order, to DPW for processing.

KCC's typical reporting package includes detailed operating and capital budgets as well as a 5 -year capital plan that is regularly updated. With the understanding of the City's objectives, KCC will prepare an annual property budget for discussion and examination. Once the budget is approved, KCC's manager will maintain stringent compliance to budgeted expenditures. Monthly reviews with DPW will allow KCC the opportunity to review bids for services and projects as well as evaluate property performance.

## **JANITORIAL SERVICES PLAN**

KCC will work with DPW on the understanding of current janitorial specifications and recommend changes to reflect typical and customary specifications for a facility like HPSC. Once established, the KCC Property Manager will work with DPW on the implementation of these specifications, inspecting work, cleaning schedules and defining expectations of the staff and HPSC occupants. This is needed in order to provide a clean and safe environment for building occupants and visitors. KCC staff will complete quality inspections and will use subcontracted services to supplement when needed.

The normal janitorial services include trash pick-up, restroom cleaning, dusting, vacuuming, floor sweeping and mopping, floor buffing as required and any other task deemed necessary. KCC has a very detailed Janitorial Specification that was established for all Class A buildings in its portfolio. This specification will be available to the DPW for review and revision for HPSC.

Special services such as carpet cleaning, floor stripping and finishing, restroom floor scrubbing, and any service that would be disruptive during normal business hours will be scheduled and completed after 5:00 pm and on weekends.

## **CONCLUSION**

KCC is the most qualified firm to provide property management services at HPSC for the following reasons:

- Extensive experience with managing similar facilities, including those for the State of Connecticut;
- Outstanding record in management and client relations;
- The synergy and accountability of our asset management team, which is passed on to our clients;

- Depth, breadth and experience in both **personnel** and **resources** in asset and property management to minimize facility distractions so the occupants of HPSC can focus on their business and services; and
- Our state of the art real estate management systems.



## **H. Proposed Costs**

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**SECTION H: PROPOSED COSTS**

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In accordance with Section 1.2 Response Pricing, KCC is proposing the following:

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**MANAGEMENT FEE**

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Based on the Scope of Services for this assignment and resources that KCC will dedicate, the proposed Management Fee for Year One of the contract is \$3,500 per month, or \$42,000 per year exclusive of State sales tax.

The Management Fee will increase as follows:

- Year Two: \$45,000
- Year Three: \$48,000
- Year Four: \$52,000

Our fee includes accounting and all Corporate personnel.

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**PERSONNEL COSTS**

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Based on our understanding of the needs of the assignment, we propose the following staffing plan:

<b>Staff Member/ Position</b>	<b>Pro-Rata Share</b>	<b>Rate</b>
Amanda Albert/ Property Manager	100%	\$60 per hour
Erin Sanford/ Property Manager	As needed in a support role	Included in Management Fee
Brian Nicknair/ Senior Property Manager	As needed in a support role	Included in Management Fee
David Jones/ Chief Building Engineer	As needed in a support role	Included in Management Fee
Beth Judd/ President	As needed in a support role	Included in Management Fee
Michael Blitz/ Controller	As needed in a support role	Included in Management Fee

# **I. Attachments**

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## SECTION I: ATTACHMENTS

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### Response Forms

- 1.1 Response Information & Signature Form
- 1.2 Response Pricing (included in Section H)
- 1.3 Statement of Qualifications
- Licenses and Certificates
- Request for Response Affidavit
- City of Hartford Tax/Financial Certification and Declaration Form
- Bidders EEO Report
- Affirmative Action Program
- Certificate of Insurance
- City of Hartford Wage Certification Form
- W-9
- Letters of Reference

## Section 1 RESPONSE FORMS

### 1.1 RESPONSE INFORMATION & SIGNATURE FORM

Vendor Name - Konover Commercial Corporation				
Trade Name - Konover Commercial Corporation				
Address - 342 N. Main Street, Suite 200, West Hartford, CT 06117				
Phone # - 860-760-9147		Fax # - 860-586-7498	Email Address - ejudd@simonkonover.com	
Contact Person - Elizabeth G. Judd			Tax ID# - 06-1482346	
Delivery / Service Start Date:			# Calendar days after receipt of executed contract:	
Bid Surety - 10%	For electronic bonds enter bond number, otherwise check the appropriate box	Electronic Bond #	<input type="checkbox"/> Bond (hard copy)	<input type="checkbox"/> Cashiers / Certified Check
Cost of Performance Bond included in base bid (if applicable)			\$	Per thousand
EEO Certification Status (check one) See General Information for Preparing a Response paragraph 3.6.3			<input type="checkbox"/> Current & on file	<input type="checkbox"/> EEO form attached
DAS Prequalified Contractor? (non highway construction projects >\$500,000) <a href="http://das.ct.gov/cr1.aspx?page=10">http://das.ct.gov/cr1.aspx?page=10</a>			<input type="checkbox"/> Certificate attached	<input type="checkbox"/> Update Statement attached
Insurance Agent Name		Smith Brothers	Phone # 860-652-3235	
Insurance Agent Address		68 National Drive, Glastonbury, CT 06033		

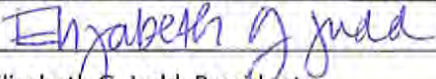
Vendor acknowledges receipt of all addenda issued during the bidding period (if applicable) and understands that they are a part of the bidding documents.

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived. The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

The undersigned hereby declares that no reason or persons other than those named herein are interested in this proposal, which is made without any connection with any other person or persons making any proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Hartford is directly or indirectly interested therein, or in the supplies or works to which it relates, or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interest of said City of Hartford.

The undersigned additionally declares that they are not debarred or suspended, or otherwise excluded from, or ineligible for, participation in City of Hartford, State of Connecticut or federally funded projects (Executive Order 12549).

**The undersigned certifies under penalty of false statement that the information provided in this response is true.**

Submitted by ( <i>Signature</i> )			
Printed name and title	Elizabeth G. Judd, President	Date	2-25-2022

(Authorized Agent of Company)

**1.2 RESPONSE PRICING**

**Pricing shall be submitted in the proposal.**

The City of Hartford is exempt from all sales and use tax; bid prices shall not incorporate such taxes.

Upon request by the successful respondent, a sales tax exemption certificate will be issued.

**1.3 STATEMENT OF QUALIFICATIONS**

**Please complete the following information. Failure to respond to all items may result in the rejection of your response.**

1. Number of years in business - 25      D-U-N-S Number: 118566593

2. Number of personnel employed Part time - 0 , Full time - 27 ,

3. List up to six past contracts of this type/size your firm has completed within the last three (3) years:

Project	Date	Contact Person	Phone No.
450 Columbus Boulevard, Hartford	in process	Doug Moore	860-713-5885
Troop G Barracks, Bridgeport	in process	Lt. Robert Derry	860-790-2528
1111 Country Club Road, Middletown	in process	Willis Ballard, IV	860-234-1581
Mercantile Exchange, Norwich	in process	Michael Santagata	860-312-3197
Whitney Grove Square, New Haven	in process	Lauren Zucker	203-432-6618
Uncas on Thames, Norwich	in process	David Grigely	860-713-5683

<p><b>4. DAS CONTRACTOR PREQUALIFICATION</b>  <i>(required for construction / infrastructure projects only)</i>                  DAS prequalified?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>You certify that there has been no substantial change in your financial position or corporate structure since your most recent prequalification certificate was issued or renewed, other than those changes noted in the update statement (attached).</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
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5. ORGANIZATIONAL STRUCTURE OF BUSINESS ENTITY (select one)	<input type="checkbox"/>	General partnership (GP)
	<input type="checkbox"/>	Limited partnership (LP)
	<input type="checkbox"/>	Limited liability corporation (LLC)
	<input type="checkbox"/>	Limited liability partnership (LLP)
	<input checked="" type="checkbox"/>	Corporation
	<input type="checkbox"/>	Individual doing business under a trade name (sole proprietor)
	<input type="checkbox"/>	other (specify)

6. CITY OF HARTFORD TAX STATUS / OTHER FINANCIAL OBLIGATIONS  NA	<b>Hartford Businesses</b> – All City of Hartford taxes & financial obligations (real, motor & personal property) are current and paid in full or subject to a current and approved payment plan. Please attach RFR Affidavit.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<b>Non-Hartford Businesses</b> - All City of Hartford financial obligations are current and paid in full or subject to a current and approved payment plan. Please attach RFR Affidavit.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE	<b>Connecticut businesses</b> - Are all required filings current with the Secretary of State and will the Secretary of State be able to issue a Certificate of Legal Existence?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<b>Out-of-State (foreign) businesses</b> – Have you filed a Certificate of Authority / Application of Registration with the Connecticut Secretary of State? If so, submit a copy of your filing with your response. If not, submit a copy of your Certificate of Good Standing from your state of incorporation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. Is your local organization an affiliate of a Parent company? If so, Indicate the principal place of business of the parent company and the name of agent for service.					
Business Name	The Simon Konover Company				
Address	342 North Main Street, Suite 200				
City	West Hartford	State	CT	Zip	06117
Name of Agent	The Simon Konover Company				

9. List all Affiliated Businesses (attach additional sheets as necessary):

Business Name	Address	Ownership Interest %
NA		

10. Based on the organizational structure of your business, provide a current listing of all corporate officers, principals, general or managing partners, limited partners, managers and members. If sole proprietorship or general partnership, attach trade name certificate filed with the town clerks office.

11. Submit copies of all required business (trade & occupational) licenses with your response.

12. Your company may be asked to submit information relative to your company's financial statements and/or a Dun & Bradstreet report may be obtained prior to receiving an award. This information will be protected to the fullest extent required by law.

13. Additional information/documentation may be requested subsequent to your responding to this solicitation.



**KONOVER COMMERCIAL CORPORATION**

**UNANIMOUS WRITTEN CONSENT OF DIRECTORS  
IN LIEU OF 2021 ANNUAL MEETING**

**As of APRIL 1, 2021**

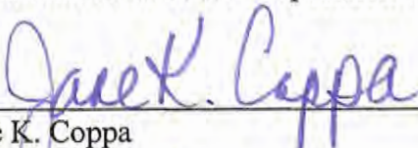
Pursuant to Section 33-749 of the Connecticut General Statutes, the undersigned Directors of **Konover Commercial Corporation**, a Connecticut corporation (the "Corporation"), in lieu of the 2021 annual meeting of the Board of Directors of the Corporation, hereby consent to and adopts the following resolutions, without notice or the holding of a meeting of the Board of Directors, which resolutions shall take effect as though adopted at a meeting duly called and held, at which a quorum was present and acting throughout:

**RESOLVED**, that all purchases, contracts, contributions, compensations, acts, transactions, proceedings, elections and appointments by the officers of the Corporation in carrying out and promoting the purposes, objectives and interests of the Corporation since the last meeting of the Board of Directors (or consent in lieu thereof) be, and the same hereby are, ratified and approved in all respects; and further

**RESOLVED**, that the following persons be, and they hereby are, appointed to the offices of the Corporation set forth opposite their names below, to serve until the next annual meeting of the Board of Directors or until their successors are duly appointed and qualified:

Elizabeth G. Judd	President
James Wakim	Executive Vice President and Chief Operating Officer
Scott J. Lynch	Vice President, Chief Financial Officer and Secretary
Marilyn S. Derouin	Assistant Secretary

**IN WITNESS WHEREOF**, the undersigned Directors of **Konover Commercial Corporation** have executed this Consent as of the Date set forth above, hereby waiving all notice and the holding of the 2021 annual meeting of the Board of Directors of the Corporation, and hereby direct that this Consent be inserted in the minute book of the Corporation with the minutes of the Board of Directors meetings.

  
\_\_\_\_\_  
Jane K. Coppa

  
\_\_\_\_\_  
Steven Konover

# STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

Attached is your Real Estate Broker license. Such license shall be shown to any properly interested person on request and shall not be transferred to or used by any other person or business than the person or business to whom the license was issued. Please note, the address has been removed from the certificate, however, the Department of Consumer Protection must be notified of any name or address change. Changes and questions can be emailed to the License Services Division at [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov).

In an effort to be more efficient and Go Green, the department asks that you keep your email information with our office current to receive correspondence. You can access your account at [www.elicense.ct.gov](http://www.elicense.ct.gov) to verify, add or change your email address. Visit our web site to download applications, verify licensure and download rosters at [www.ct.gov/dcp](http://www.ct.gov/dcp).

Email on file to be used for receiving all notices from this office: [ejudd@simonkonover.com](mailto:ejudd@simonkonover.com)

**ELIZABETH GIANESELO JUDD  
KONOVER COMMERCIAL CORPORATION  
342 NORTH MAIN ST STE 200  
WEST HARTFORD, CT 06117**

## STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

**REAL ESTATE BROKER  
KONOVER COMMERCIAL  
CORPORATION**

ELIZABETH GIANESELO JUDD

License #	Effective	Expiration
<b>REB.0754429</b>	<b>04/01/2021</b>	<b>03/31/2022</b>

SIGNED

## STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

Be it Known That

**KONOVER COMMERCIAL CORPORATION**

has been certified by the Department of Consumer Protection as a licensed

**REAL ESTATE BROKER**

ELIZABETH GIANESELO JUDD

**License #: REB.0754429**

**Effective Date: 04/01/2021**

**Expiration Date: 03/31/2022**

*Michelle Seagull*

Michelle Seagull, Commissioner

**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION**

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Email on file to be used for receiving all notices from this office: [ejudd@simonkonover.com](mailto:ejudd@simonkonover.com)

**ELIZABETH JUDD**  
22 RAILROAD AVE  
CHESTER, CT 06412

**STATE OF CONNECTICUT**  
DEPARTMENT OF CONSUMER PROTECTION

**REAL ESTATE BROKER**  
**ELIZABETH GIANESELLO JUDD**

License #	Effective	Expiration
<b>REB.0346695</b>	<b>04/01/2021</b>	<b>03/31/2022</b>
SIGNED		

**STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION**

Be it Known That

**ELIZABETH GIANESELLO JUDD**

has been certified by the Department of Consumer Protection as a licensed

**REAL ESTATE BROKER**

License #: **REB.0346695**

Effective Date: **04/01/2021**

Expiration Date: **03/31/2022**

*Michelle Seagull*

Michelle Seagull, Commissioner

# STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

Attached is your Real Estate Salesperson license. Such license shall be shown to any properly interested person on request and shall not be transferred to or used by any other person than to whom the license was issued. Please note, the address has been removed from the certificate, however, the Department of Consumer Protection must be notified of any name or address change. Changes and questions can be emailed to [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov).

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AMANDA ALBERT  
57 SHODDY MILL RD  
ANDOVER, CT 06232-1214

**STATE OF CONNECTICUT**  
DEPARTMENT OF CONSUMER PROTECTION

853805

**REAL ESTATE SALESPERSON**

**AMANDA L ALBERT**

Sponsoring Broker: **KONOVER COMMERCIAL CORPORATION**

License #	Effective	Expiration
RES.0791147	08/23/2021	05/31/2022
SIGNED		



## STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

853805

Be it known that

**AMANDA L ALBERT**

has been certified by the Department of Consumer Protection as a licensed

**REAL ESTATE SALESPERSON**

Sponsoring Broker: **KONOVER COMMERCIAL CORPORATION**

License #: RES.0791147
Effective Date: 08/23/2021
Expiration Date: 05/31/2022

Michelle Seagull, Commissioner

**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION**

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Visit our website for information, online services, applications and to verify licensure at [www.ct.gov/dcp](http://www.ct.gov/dcp).

**ERIN E SANFORD**  
33 PARK ROAD  
COLCHESTER, CT 06415

**STATE OF CONNECTICUT**  
DEPARTMENT OF CONSUMER PROTECTION

865043

**REAL ESTATE SALESPERSON**

**ERIN E SANFORD**

Sponsoring Broker: **KONOVER COMMERCIAL  
CORPORATION**

License #	Effective	Expiration
<b>RES.0764759</b>	<b>06/01/2021</b>	<b>05/31/2022</b>

SIGNED

**STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION**

865043

Be it known that

**ERIN E SANFORD**

has been certified by the Department of Consumer Protection as a licensed

**REAL ESTATE SALESPERSON**

Sponsoring Broker: **KONOVER COMMERCIAL CORPORATION**

**License #: RES.0764759**

**Effective Date: 06/01/2021**

**Expiration Date: 05/31/2022**



Michelle Seagull, Commissioner

# CERTIFICATE OF TRAINING

*This certifies that*

**Elizabeth Judd**

*has successfully completed the*

**2-Hour Asbestos Awareness Training**

*In accordance with the OSHA Asbestos Standards*

*29 CFR 1926.1101*

*conducted by*

**GEOQUEST**, inc.

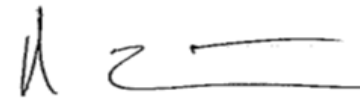
2 Barnard Lane

Bloomfield, CT 06002

(860) 243-1757

February 23, 2021

*Date of Training*



---

Bruce Gregoire

*Instructor, Industrial Hygienist*

**OSHA Requires Yearly Refresher Training**

## **CERTIFICATE OF PROGRAM STANDING**

This certificate verifies the program status of

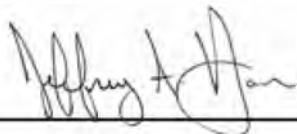
**Ms. Elizabeth Judd, RPA**

**Program Title:** Real Property Administrator (US)

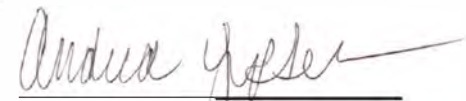
**Date Earned:** 09-30-2003

**Continued Professional Development**

**Status:** Graduated



Jeffery A. Horn  
President & CEO



Andrea C. Yepsen  
Director of Learning & Development

# CERTIFICATE OF COMPLETION

This is to certify that

Elizabeth Judd

participated in

Rooftop Safety: Why It's Important to Anyone Accessing Your Roof

aired on

Apr 15, 2021

Earning

Continuing Professional Development (CPD) credit from BOMI International for RPA, FMA, or SMA designation programs.

---

Provider Number (40119203)

---



# CERTIFICATE OF TRAINING

*This certifies that*

**Erin Sanford**

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*29 CFR 1926.1101*

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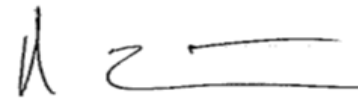
2 Barnard Lane

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Bruce Gregoire

*Instructor, Industrial Hygienist*

**OSHA Requires Yearly Refresher Training**

# CERTIFICATE OF COMPLETION

**Erin Sanford**

---

1111 Country Club Rd  
1111 Country Club Rd  
Middletown, Connecticut 06415

HAS SUCCESSFULLY COMPLETED

**Connecticut Class A/B UST Operator Training**

*2021-08-09*

This Certificate is current for 2 Years



Training provided by

**ATCeclipse**

The petroleum industry leader for compliance and fuel management.



**Request for Response (RFR)  
AFFIDAVIT**

STATE OF CONNECTICUT                   )  
  ) ss. West Hartford, 2022  
COUNTY OF Hartford                    )

I, Elizabeth G. Judd, being duly sworn, depose and say:  
(insert name of authorized agent)

1. I am the President of Konover Commercial Corporation (the  
(insert title) (insert name of company)  
“Respondent”) and am authorized on behalf of the Proposer to make this Affidavit.
2. I am over 18 years of age and understand the obligations of an oath.
3. There are no delinquent real and personal property taxes due the City of Hartford from the Respondent.
4. The Respondent is current on all monetary obligations due the City of Hartford.
5. The Respondent is currently in compliance with all applicable laws, regulations and ordinances of the United States, State of Connecticut and the City of Hartford.

Konover Commercial Corporation  
(insert name of company)  
By: Elizabeth G. Judd  
Name: Elizabeth G. Judd  
Title: President

Subscribed and sworn to before me, Carolyn Norton, the undersigned officer this  
2d<sup>ND</sup> day of February, 2022.

Carolyn Norton  
Notary Public Carolyn Norton  
My Commission Expires: August 31, 2023

# CITY OF HARTFORD TAX/FINANCIAL CERTIFICATION AND DECLARATION FORM

## To Be Completed by Applicant

<b>Name of Owner:</b> Konover Commercial Corporation	<b>Business Name:</b> Konover Commercial Corporation
<b>Title:</b>	<b>Federal Employer ID #</b> 06-1482346
<b>Business Address:</b> 342 N. Main Street, Suite 200 West Hartford, CT 06117	
<b>Email</b> ejudd@simonkonover.com	<b>City, State, Zip</b> West Hartford, CT 06117
<b>Contact #</b> 860-760-9147	<b>Business Contact #</b> 860-570-2000
<b>RFR Number</b> 6086	<b>RFR Tittle</b> Facility Manager for Hartford Public Safety Complex

**Form of Business:**

Sole Proprietorship    Corporation    General Partnership    Limited Partnership    LLP    LLC

IF SOLE PROPRIETORSHIP OR PARTNERSHIP, LIST THE NAMES OF THE PRINCIPALS OF THE ORGANIZATION:

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**Property Declaration of Delinquencies** - for each of the categories below, please indication whether your organization is delinquent on required payments to the City of Hartford. If yes, please provide an explanation.

Categories	Yes	No
Taxes (real, personal, vehicle)		<b>X</b>
Loans received through the City of Hartford		<b>X</b>
Rental Payments		<b>X</b>
Police private duty service		<b>X</b>
Fire watch service		<b>X</b>
False alarm fees		<b>X</b>
License & inspection & permit fees		<b>X</b>
Special event services		<b>X</b>
Housing and building code violations		<b>X</b>

IF "YES" TO ANY OF THE ABOVE, PROVIDE AN EXPLANATION.

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**CITY OF HARTFORD TAX/FINANCIAL CERTIFICATION AND DECLARATION FORM**

**Declaration of Property**

1	Do you currently own property in the City of Hartford? (Personal Property (Business Personal Property), Motor Vehicle or Real Estate)	Yes	No X
2	Have you ever registered a motor vehicle in Hartford? If "YES" ( <b><i>Submit a copy of your most current paid bill. (<a href="https://www.mytaxbill.org/inet/bill/home.do?town=hartford">https://www.mytaxbill.org/inet/bill/home.do?town=hartford</a>)</i></b> )		X
3	Have you ever been issued a tax bill from the City of Hartford?		X
4	Is your business registered with the Hartford Assessor's Office? If "YES" ( <b><i>Submit a copy of your most current paid bill. (<a href="https://www.mytaxbill.org/inet/bill/home.do?town=hartford">https://www.mytaxbill.org/inet/bill/home.do?town=hartford</a>)</i></b> )		X


Elizabeth G. Judd, President  
Print Name and Title

02/25/2022  
Date (MM/DD/YEAR)

# CITY OF HARTFORD TAX/FINANCIAL CERTIFICATION AND DECLARATION FORM

<b>Name of Owner:</b> Konover Commercial Corporation	<b>Business Name:</b> Konover Commercial Corporation
<b>Federal Employer ID #</b> 06-1482346	
<b>Business Address:</b> 342 N. Main Street, Suite 200	
<b>City, State, Zip</b> West Hartford, CT 06117	
<b>Contact #</b> 860-760-9147	<b>Business Contact #</b> 860-570-2000

**To Be Completed by Tax Division**

After reviewing the real property taxes, motor vehicle taxes & personal property taxes for the listed entity and known affiliated entities in which the owner of the listed entity has been found to have an interest of twenty-five percent (25%) or more, I certify that the aforementioned:

	Is current
	Is not current
	Is not current but has approved payment Plans(s)
	Is not listed on the tax rolls

*(Please Attach supporting documentation as proof of an applicant Status)*

\_\_\_\_\_  
Authorized Signature (Blue Ink)
Print Name and Title
Date (MM/DD/YEAR)

**To Be Completed by Revenue Collections Division**

After reviewing NON-TAX Revenues for the listed entity and known affiliated entities in which the owner of the listed entity has been found to have an interest of twenty-five percent (25%) or more, I certify that the aforementioned:

	Is current	
	Is not current	
	Is not current but has an approved payment plan(s)	

	Yes
Loans received through the City of Hartford	
Do you currently own property in the City of Hartford? (Business, Motor Vehicle or Real Estate)	
Rental Payments	
Police private duty service	
Fire watch service	
False alarm fees	
License & inspection & permit fees	
Special event services	
Housing and building code violations	
Is not on the books and does not have any financial obligations owed to the City	

*(Please Attach supporting documentation as proof of an applicant Status)*

\_\_\_\_\_  
Authorized Signature (Blue Ink)
Print Name and Title
Date (MM/DD/YEAR)

CITY OF HARTFORD TAX/FINANCIAL CERTIFICATION AND DECLARATION FORM

Federal Compliance Exclusion Check

Go to the following site to check federal Compliance: <https://www.sam.gov/SAM/>

Federally Debarred/Suspended:

Yes  No

If Yes, input the following information found on the above website:

Provision Number:	
Exclusion Type:	
Classification:	
Activation/Active Date:	
Termination Date:	

_____	_____	_____
Authorized Signature (Blue Ink)	Print Name and Title	Date (MM/DD/YEAR)

**BIDDERS EEO REPORT**


**Part I – IDENTIFICATION OF VENDOR**

1. NAME & ADDRESS (As shown on BID)	Konover Commercial Corporation 342 North Main Street, Suite 200 West Hartford, CT 06117
--	---

2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (NAME)

--

4. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE #

**Part II: NONDISCRIMINATION POLICIES AND PRACTICES**

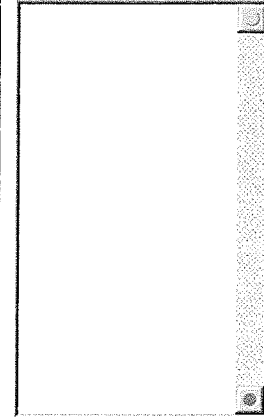
<p>1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination? Yes No <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p>3c. Do all your employee recruitment advertisements state a nondiscrimination policy? Yes No <input checked="" type="checkbox"/> <input type="checkbox"/></p>
<p>1b. If "Yes" have all your employees been informed of this in writing? Yes No <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p>4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you? Yes No <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees? Yes No <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p>4b. If "Yes" does each such agreement assure full compliance nondiscrimination requirements? Yes No <input type="checkbox"/> <input type="checkbox"/></p>
<p>2b. If "Yes" are all such persons given the opportunity to participate in accordance with your nondiscrimination statement? Yes No <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p>4c. If "No" check here, and explain on a separate attached sheet. Yes No <input type="checkbox"/> <input type="checkbox"/></p>
<p>3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination? Yes No <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p>5a. Is there a person in your employ who is responsible for assuring equal employment opportunities? Yes No <input type="checkbox"/> <input type="checkbox"/></p>
<p>3b. Has this been done in writing? Yes No <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p>5b. If "Yes" give Name and Title Yes No <input checked="" type="checkbox"/> <input type="checkbox"/> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p>

**Part III-HIRING AND RECRUITMENT**

<p>1. Which of the following recruitment sources are used by you? (Check "Yes" of "No" Estimate % if not known)</p>	<p>2. Check any of the following that you use as hiring qualifications.</p>	<p>3a. Describe any other practice which show that you hire, train and promote employees without discrimination.</p>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 55%;">% of all applicants provided by this source.</th> </tr> </thead> <tbody> <tr> <td style="font-weight: bold; text-align: left;"><i>SOURCE</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>State Employment Service</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> </tr> <tr> <td>Private Employment Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> </tr> </tbody> </table>		Yes	No	% of all applicants provided by this source.	<i>SOURCE</i>				State Employment Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	Private Employment Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<p>(x) <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Work Experience</p> <p><input checked="" type="checkbox"/> Ability to speak or write English c</p> <p><input checked="" type="checkbox"/> Written Tests</p>	
	Yes	No	% of all applicants provided by this source.															
<i>SOURCE</i>																		
State Employment Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>															
Private Employment Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>															



Schools and Colleges	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> High School Diploma
Newspaper Advertisements	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> College Degree
Walk-ins	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Union Membership
Present Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Personal Recommendation
Labor Organizations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Car Ownership
Minority/Community Organizations	<input type="checkbox"/>	<input type="checkbox"/>		
Employment Resource Development Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
OTHER (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Indeed</b>				



**PART IV – STATISTICS** – Employment at bidder’s location (as shown on bid submittal). In lieu of completing this section, bidder may submit copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization, if filed within the last year.

EMPLOYMENT FIGURES WERE OBTAINED FROM								CLOSING DATE OF REPORT PERIOD			
<input type="checkbox"/> Visual Check <input checked="" type="checkbox"/> Employment Record <input type="checkbox"/> Other								1/29/2022			
JOB CATEGORIES	OVERALL TOTALS (Sum of all columns A-E Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or Pacific Islander		E AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Female	Male
Officials and Managers	10	2	8								
Professionals	2	1		1							
Technicians	4	3		1							
Sales Workers											
Office and Clerical	2		1				1				
Craft Workers (Semi-Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)	9	3	1	2		3					
Service Workers											
TOTALS ABOVE	27	9	10	4		3	1				
TOTALS ONE YEAR AGO	30	10	10	3	1	6					
ON THE JOB TRAINEES (Enter figures for the same categories as shown above)											
Apprentices											
Trainees											

**PART V- DOCUMENTATION AND COMMITMENT REQUIRED**

1. Please submit as part of this EEO report, a copy of your Company Policy Statement of Equal Employment Opportunity.

2. For companies employing more than 10 persons, please submit as part of this EEO report a written commitment to hire minority and female workers if your work force statistics are not representative of the minority and female work force availability in your labor market area.
3. If your company is not located in Connecticut, please submit a copy of your local labor market area statistics.

**AFFIDAVIT**

The Bidder understands and agrees that its failure to meet the equal opportunity requirements established by section 2-573 of the Code will preclude such bid from being considered. The bidder agrees to the procedures set forth in section 2-573 of the Code in regard to the determination of whether such bidder is an equal opportunity employer. The Bidder also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.

NAME OF PERSON SUBMITTING BID	TITLE	DATE SIGNED	TELEPHONE NO. (Include Area Code)
<input checked="" type="checkbox"/> Elizabeth G. Judd	President	2/22/2022	860-760-9147



# **I. AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES**

The Simon Konover Company  
Company

Corporate  
Establishment

342 N. Main Street, Suite 200  
Street Address

West Hartford, CT 06117  
City and State

Inclusive Dates of the AAP: **January 1, 2021 to December 31, 2021**

Program Completed by: **Sarah Kallajian, HR Officer - Benefits Director**

Telephone Number: **860-760-9122**

## **TABLE OF CONTENTS**

Confidentiality of Records

Preliminary Statement

Compliance with the Sex Discrimination Guidelines *41 CFR 60-20*

Compliance with Religion or National Origin Guidelines of *41 CFR 60-50*

Responsibilities for Implementation *41 CFR 60-2.17(a)*

Race and Sex Codes

EEO-1 Job Categories

Problem Areas *41 CFR 60-2.17(b)*

Action Oriented Programs *41 CFR 60-2.17(c)*

Audit and Reporting *41 CFR 60-2.17(d)*

## **CONFIDENTIALITY OF RECORDS**

This affirmative action program contains confidential, trade secret and commercial information protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to 18 U.S.C. 1905. In addition, exemptions 3 and 4 of the Freedom of Information Act (FOIA) protect information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). The release of any trade secret, confidential statistical or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CAN Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 and N.73 (D.C. Cir.), cert. Denied, 485 U.S. 977 (1988).

If supplied to a public official or representative of a governmental agency, whether pursuant to review proceedings or otherwise, it is understood that it is for review only, or examination for authorized purposes and may not be retained, copied or made available to others without receipt of express written permission of a duly authorized representative of our firm.

## **PRELIMINARY STATEMENT**

This affirmative action program has been voluntarily prepared as a reaffirmation of the company's commitment to equal employment opportunity and affirmative action. In preparation of the Program, the terminology used in Executive Order 11246 and its implementing regulations has been used as a guide. Therefore, the use of such terms as "placement goal", "expected number", "problem area", "utilization", "distribution", etc., should not be construed as an admission that in fact either minorities or women have been or presently are being discriminated against in any way in violation of federal, state or local fair employment practice laws. Further, nothing contained in this material or the data supporting this program should be construed as an admission that any such federal, state or local fair employment practice laws have been contravened.

In developing and implementing this program, the company has been guided by its established policy of providing equal employment opportunity. Any goals, which are established herein, are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing its affirmative action program. The use of goals in this program is not intended to discriminate against any individual or group of individuals with respect to any employment opportunity for which they are qualified on the grounds that they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this plan has been developed in strict reliance upon the affirmative action guidelines issued by the Equal Employment Opportunity Commission (EEOC) and the regulations issued by the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP).

**COMPLIANCE OF PERSONNEL POLICIES AND PRACTICES**  
**WITH THE SEX DISCRIMINATION GUIDELINES**  
*41CFR 60-20*

The company's personnel policies and practices are monitored to ensure that they are in keeping with the letter and spirit of applicable EEO regulations and the affirmative action program. It is expressly stated that there shall be no discrimination against any employee or applicant on account of sex.

It is the policy of this company to recruit employees of both sexes for all jobs. Newspaper and other media advertisements for employment opportunities do not express a gender preference and in fact carry an affirmative action statement.

When dealing with a bargaining unit for employees, if there is a written agreement on conditions of employment, such agreement does not contain language that is discriminatory on the basis of sex. The company insists that employees of both sexes have equal opportunities to any available job that he or she is qualified to perform. The company and this facility have instituted personnel policies and practices which ensure that employment opportunities, wages, hours, or other conditions of employment are not discriminatory to either sex; this includes employer contributions for insurance, pensions, and other similar group benefits.

There is no distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the opposite sex. Employment is not denied to women with young children. Employees of one sex are not given any preferential treatment over the other sex in cases of termination, layoff or other similar actions. Physical facilities are made available to employees of both sexes. The company does not follow any state guidelines on sex limitations if they are contrary to federal regulations issued by appropriate compliance agencies. Women are not denied particular jobs because of any state "protective" laws.

Female employees are not penalized in their conditions of employment because they require time away from work on account of childbearing. Women are granted medical leaves of absence upon evidence from the woman and her physician that she is pregnant. The start of the medical leave is left up to the employee and her physician. The female employee on medical leave is entitled to return to work to her former position or a position similar in status and wages for which she is eligible. She continues to accrue credited service while on leave.

The company pension program provides no age distinction for male or female employees in either mandatory or optional retirement. Neither wage and salary scales nor seniority lists are related to or based upon the sex of employees.

**COMPLIANCE OF PERSONNEL POLICIES WITH GUIDELINES ON  
DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN**  
*41 CFR 60-50*

Discrimination in any term or condition of employment with the company on the basis of religion and/or national origin has always been and will continue to be prohibited.

As such, we do not seek or request information regarding the religious beliefs and/or national origin from any employee or applicant.

This policy is published and publicized internally and externally. Internally, our policy prohibiting discrimination on the basis of religion and national origin is included in all posted Equal Employment Opportunity policy statements. Similarly all recruiting sources are directed to refer applicants without regard to religion or national origin.

In keeping with this policy, reasonable accommodations are made for individual religious observances and practices unless such an accommodation would impose an undue hardship on the conduct of our business. Generally, we will try to make reasonable accommodations to the religious observances and practices of any employee who regularly observes Friday evening and Saturday, or some other day of the week, as Sabbath and/or who observes certain religious holidays during the year and is conscientiously opposed to performing work or engaging in similar activity on such days. In determining the extent of the hardship imposed, we may consider business necessity, financial costs and expenses, and employee relations.



**RESPONSIBILITIES FOR IMPLEMENTATION OF**  
**EEO POLICY**  
*41 CFR 60-2.17(a)*

With the support of senior management, Sarah Kallajian, HR Officer - Benefits Director, has overall primary responsibility for implementation of the company's EEO policy and affirmative action program. All employees are responsible to cooperate with this person and act in accordance with the prescribed policies and procedures. All members of management are familiar with the policy, fully support it, and apply these principles in good faith.

To ensure compliance with the Equal Employment Opportunity policy and affirmative action program, Sarah Kallajian, and/or designated staff, will as appropriate:

1. Develop policy statements and internal and external modes of communication;
2. Conduct regular discussions with managers, supervisors, and other employees to be certain the company's policies are being followed;
3. Advise supervisors that they are responsible for complying with company policies;
4. Implement audit and reporting systems that will measure the effectiveness of the affirmative action program, identify the need for action areas, determine the degree to which the company's goals and objectives have been attained, and ensure that the company is in compliance with applicable employment laws and regulations;
5. Advise management regarding the effectiveness of the affirmative action program and offer suggestions for remedial action if warranted;
6. Keep management informed of the latest developments in the areas of affirmative action and equal employment opportunity.

## **RACE & SEX CODES**

1. **White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black or African American (not Hispanic or Latino)** - A person having origins in any of the Black racial groups of Africa.
3. **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. **Asian (not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian Subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5. **American Indian or Alaskan Native (not Hispanic or Latino)** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
6. **Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
7. **Two or More Races** – All persons who identify with more than one of the above five races.

## **SEX CODES**

**M**      **Male**                      **F**      **Female**

## **EEO-1 JOB CATEGORIES**

- 1.1 **Executive/Senior Level Officials and Managers** – Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of organizations. Example: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents, chief information officers, chief HR officers, chief marketing officers, chief legal officers, management directors and managing partners.
- 1.2 **First/Mid Level Officials and Managers** – Managers other than Executive/Senior Level. Managers who lead major business units implementing policies, programs, and directives of executive/senior managers through subordinate managers. Example: VPs and directors; group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. Those who report directly to middle managers are also included. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing day-to-day operational objectives. Example: first-line, team, unit, operations & production, branch, administrative services, purchasing & transportation, storage & distribution, call center or customer service, technical support, and brand or product managers.
2. **Professional** – Jobs requiring bachelor or graduate degrees and/or professional certification or comparable experience. Example: accountants & auditors; airplane pilots & flight engineers; architects; artists; chemists; computer programmers; designers; dietitians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians & surgeons; social scientists; teachers; and surveyors.
3. **Technicians** – Jobs requiring applied scientific skills usually obtained by post-secondary education of varying lengths. Example: drafters; emergency medical technicians; chemical technicians; and broadcast & sound engineering technicians.
4. **Sales Workers** – Non-managerial activities that wholly or primarily involve direct sales. Example: advertising sales agents; insurance sales agents; real estate brokers & sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.
5. **Administrative Support Workers** – Jobs involving non-managerial tasks providing administrative and support assistance, primarily in office settings. Example: office & administrative support workers; bookkeeping, accounting & auditing clerks; cargo & freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving & traffic clerks; work processors & typists; proofreaders; desktop publishers; and general office clerks.
6. **Craft Workers** – Higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers; jobs related to the installation, maintenance and part replacement of equipment, machines & tools; and some production occupations that are distinguished by the high degree of skill and precision required to perform them based on clearly defined task specifications. Example: boilermakers; brick & stone masons; carpenters; electricians; painters; glaziers; plumbers, pipefitters & steam fitters; roofers; elevator installers; earth drillers; oil & gas rotary drill operators; blasters & explosive workers; automotive mechanics; aircraft mechanics; electric & electronic equipment repairers; millwrights; etchers & engravers; tool & die makers; and pattern makers.
7. **Operatives** – Jobs involving operation of machines or factor-related processing equipment or operating and controlling equipment to facilitate the movement of people or materials. These occupations require intermediate skill level and usually do not require more than several months of training. Example: textile machine operators; laundry & dry cleaning workers; photographic process works; weaving machine operators; electrical & electronic equipment assemblers; semiconductor processors; testers; graders & sorters; bakers; butchers; and other meat, poultry & fish processing workers; bridge & lock tenders; truck, bus or taxi drivers; industrial truck & tractor (forklift) operators; parking lot attendants; sailors; conveyor operations; and hand packers & packagers.
8. **Laborers and Helpers** – Jobs requiring limited skills and only brief training to perform tasks that require little or no independent judgment. Example: production & construction worker helpers; vehicle & equipment cleaners; laborers; freight, stock & material movers; service station attendants; construction laborers; refuse & recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.
9. **Service Workers** – Jobs including food service, personal service, cleaning service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Example: Cooks; bartenders; other food service workers; medical assistants and other healthcare support occupations; hairdressers; ushers; transportation attendants; cleaners; janitors; porters; transit and railroad police and fire fighters; guards; private detectives and investigators.

**PROBLEM AREAS**  
*41 CFR 60-2.17(b)*

This establishment conducts in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include evaluation of the following:

- (1) Workforce by organizational unit and job group to determine whether there are any problems with utilization or distribution of minorities or women;
- (2) Personnel activity, including applicant flow, hires, terminations, and promotions to determine whether there are selection disparities;
- (3) Compensation systems to determine whether there are gender-, race-, or ethnicity-based disparities;
- (4) Selection, recruitment, and other personnel procedures to determine whether they result in disparities in the employment or advancement of minorities or women; and
- (5) Other areas that might impact the success of the affirmative action program.

Job groups where underutilization of minorities or women exists are identified in the “Placement Goals” section of this AAP.

During the year, every good faith effort will be made to meet these placement goals as opportunities arise in recruiting, promoting, and transferring. Our ultimate goal is to reach and maintain 100% availability in all job groups.

**ACTION-ORIENTED PROGRAMS**  
*41 CFR 60-2.17(c)*

This establishment is committed to increasing the diversity of its workforce and to promoting equal employment opportunity for all at all levels of the organization. It undertakes affirmative steps to reach the placement goals identified while continuing to hire and promote the best qualified people to carry out its mission.

The following are among the action-oriented programs designed to eliminate problems and attain goals and objectives:

- Continue to recruit minorities and women in percentages consistent with their availability; maintain records of all applicants; conduct an adverse impact analysis to determine if minorities and women are applying in insufficient numbers.
- Recruit for a diverse pool of applicants through the employment service delivery system, diversity recruiting events, target schools, and job postings in a variety of media which targets minorities, women, veterans, and individuals with disabilities.
- Select qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status or any other status or characteristic protected by federal, state, or local law. When apparently qualified minority or female employees are rejected for promotion or upgrading, supervisory personnel provide justification.
- Train human resources personnel in affirmative action best practices.
- Provide human resources related training to managers and supervisors.
- Train all employees in non-discrimination, anti-harassment, and company values.
- Ensure that facilities and company sponsored social and recreational activities are not segregated and encourage all employees to participate in all company sponsored events. (41 CFR 60-1.8)

**AUDIT AND REPORTING**  
*41 CFR 60-2.17(d)*

This establishment monitors the effectiveness of its affirmative action program.

This establishment's EEO coordinator will:

- (1) Monitor records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the non-discriminatory policy is carried out;
- (2) Require internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
- (3) Review report results with all levels of management; and
- (4) Advise top management of program effectiveness and submit recommendations to improve unsatisfactory performance.



## **II. AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES**

The Simon Konover Company  
Company

Corporate  
Establishment

342 N. Main Street, Suite 200  
Street Address

City and State

Inclusive Dates of the AAP: **January 1, 2021 to December 31, 2021**

Program Completed by: **Sarah Kallajian, HR Officer - Benefits Director**

Telephone Number: **860-760-9122**

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## **DEFINITIONS**

### ***41 CFR 60-741.2***

For the purpose of implementing the affirmative action program, the following definitions apply:

"Disability" means with respect to an individual: (i) A physical or mental impairment that substantially limits one or more major life activities of such individual; (ii) A record of such impairment; or (iii) Being regarded as having such an impairment. 41 CFR 60-741.3 lists exceptions: individuals currently engaging in the illegal use of drugs; alcoholics whose current use of alcohol prevents such individual from performing the essential functions of the job; or those with a contagious disease which would constitute a direct health threat. The term impairment as defined in this part does not include homosexuality, bisexuality, transvestitism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders; compulsive gambling, kleptomania, or pyromania; or psychoactive substance use disorders resulting from current illegal use of drugs.

"Essential functions" are fundamental job duties of the employment position the individual with a disability holds or desires. Reasons a job function may be considered essential include but are not limited to (1) the reason the position exists is to perform that function, (2) there are a limited number of employees available among whom the performance of that job function can be distributed, and/or (3) the function is so highly specialized that the incumbent in the position is hired for his or her expertise or ability to perform that particular function.

"Major life activities" means functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. For the purpose of Section 503 of the Act, primary attention is given to those life activities that affect employability.

"Physical or mental impairment" means (1) any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or (2) any mental or psychological disorder, such as an intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Qualified individual" means an individual who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

"Reasonable accommodation" means: (1) modifications to a job application process that enable a qualified applicant with a disability to be considered for the position such applicant desires; (2) modifications to the work environment or to the manner or circumstances under which the position is customarily performed that enable a qualified individual with a disability to perform the essential functions of that position; or (3) modifications that enable the employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

"Record of such impairment" means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities. An individual shall be considered to have a record of a disability if the individual has a history of an impairment that substantially limited one or more major life activities when compared to most people in the general population, or was misclassified as having had such an impairment.

"Regarded as having such an impairment" except in the case of impairments that are both "minor" and "transitory", occurs any time a prohibited action is taken against the individual because of an actual or perceived impairment. Prohibited actions include but are not limited to refusal to hire, demotion, placement on involuntary leave, termination, exclusion for failure to meet a qualification standard, harassment, or denial of any other term, condition, or privilege of employment.

"Substantially limits" shall be construed broadly in favor of expansive coverage, to the maximum extent permitted by law. Substantially limits is not meant to be a demanding standard and should not demand extensive analysis. An impairment is substantially limiting within the meaning of this section if it substantially limits the ability of an individual to perform a major life activity as compared to most people in the general population.

**MEDICAL EXAMINATIONS AND INQUIRIES**  
***41 CFR 60-741.23***

As part of its employment process, this company may make inquiries into the ability of an applicant to perform job-related functions, and/or may ask an applicant to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions.

Employment entrance examinations (and/or inquiries) are not given unless all entering employees in the same job category are subjected to such an examination (and/or inquiry) regardless of disability.

Job-related medical exams may be required of employees if they are consistent with business necessity. Inquiries may be made into the ability of employees to perform job-related functions.

If the results of such examinations are used to screen out applicants or employees with disabilities, it will be demonstrated that the exclusionary criteria are job-related and consistent with business necessity, and that performance of the essential job functions cannot be accomplished with reasonable accommodations as required in this part.

Information obtained regarding the medical condition or history of any applicant or employee shall be collected and maintained on separate forms and in separate medical files and treated as a confidential medical record, except that:

A manager or supervisor is to be informed regarding any restrictions on the work or duties of the applicant or employee and necessary accommodations;

First aid and personnel are to be informed when appropriate, if the disability might require emergency treatment; and,

Government officials engaged in enforcing the laws administered by the OFCCP, or enforcing the Americans with Disabilities Act, as amended, shall be provided relevant information on request.

Information obtained regarding the medical condition or history of any applicant or employee shall not be used for any purpose inconsistent with this part.

**AVAILABILITY OF THE AFFIRMATIVE ACTION PROGRAM**  
*41 CFR 60-741.40, 60-741.41*

This written affirmative action program is designed solely for individuals with disabilities.

This affirmative action program will be reviewed and updated annually by the official designated pursuant to 60-741.44(i). Any significant changes in the program, including employees' benefits or rights, will be communicated to employees.

All employees have been informed through posting on bulletin boards of the affirmative action policy toward individuals with disabilities.

Employees who believe themselves covered by the Rehabilitation Act have been informed that they can identify themselves at any time and ask to be included in the program.

This facility's full affirmative action program, absent the data metrics required by 60-741.44(k), shall be available in the Human Resources department for inspection during regular business hours upon request by any employee or applicant.

**INVITATION TO SELF-IDENTIFY**  
***41 CFR 60-741.42***

Applicants who believe they are an individual with a disability as defined in 60-741.2(g)(1)(i) or (ii) are invited to voluntarily self-identify as such at the time they apply or are considered for employment. The invitation may be at the same time race and gender information is requested but is separate from the application.

Once an employment offer has been made but before job duties begin, applicants are invited to self-identify.

Employees are invited to voluntarily self-identify if they believe themselves to be an individual with a disability as defined in 60-741.2(g)(1)(i) or (ii). Invitations are made at five year intervals and at least once between these intervals employees are reminded that they may voluntarily update their disability status at any time.

Information is requested on a voluntary basis. No individual will be compelled or coerced to self-identify as an individual with a disability. All information on self-identification is kept confidential, and maintained in a data analysis file and is not a part of the medical files of the individual employee.

An individual with an obvious disability who did not self-identify may be identified by the designated official and included in the affirmative action program.

**AFFIRMATIVE ACTION POLICY, PRACTICES AND PROCEDURES**  
***41 CFR 60-741.44***

**A. EQUAL EMPLOYMENT OPPORTUNITY POLICY**

***41 CFR 60-741.44(a)***

The company's equal opportunity policy, supported by the chief U.S. official, is posted for employees and applicants to read in areas where employees gather and job seekers apply for employment and is included in this affirmative action program. The policy notice will be provided in a format understandable to the disabled individual.

**B. REVIEW OF PERSONNEL PROCESSES**

***41 CFR 60-741.44(b)***

The company ensures that its personnel processes do not stereotype disabled individuals in a manner that limits their access to all jobs for which they are qualified and that applicants and employees with disabilities have equal access to these processes. The HR Manager reviews personnel processes to determine whether its programs provide the required affirmative action for employment and advancement of qualified disabled individuals. Data is collected to include total applicants, applicants with disabilities, job openings, jobs filled, and total hires of individuals with disabilities. The company creates a Utilization Analysis for Individuals with Disabilities. Based upon the goals set, this company makes ongoing efforts to search for effective methods of specific, targeted outreach for qualified individuals with disabilities.

**C. PHYSICAL AND MENTAL QUALIFICATIONS**

***41 CFR 60-741.44(c)***

Each year all job descriptions are reviewed to ensure that any job qualification requirements that tend to screen out qualified individuals with disabilities are job-related and are consistent with business necessity and the safe performance of the job. Any information obtained during that inquiry is maintained in a confidential manner as required by law.

**D. REASONABLE ACCOMMODATION**

***41 CFR 60-741.44(d)***

Every reasonable attempt will be made to accommodate the physical and mental limitations of a disabled employee or applicant. Consideration will be given to modification of existing physical facilities, machinery, and job duties, and in supplying physical aids as may be required and deemed financially reasonable. If an employee with a disability is having significant difficulty performing his or her job and it is reasonable to conclude that the problem is related to the disability, the employee is confidentially advised of the performance problem and asked if the problem is related to the disability. In the case of an affirmative response, a confidential inquiry is made regarding the need for reasonable accommodation. In determining the extent of accommodations, business necessity and financial cost will be considered among other factors.

**E. HARASSMENT AND INTIMIDATION**  
**41 CFR 60-741.44(e) and 41 CFR 60-741.69**

The company has developed a policy and implemented procedures to provide a discrimination and harassment-free workplace and to ensure that its applicants and employees, including those with disabilities, are not harassed because of their disability status.

No individual shall be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

- (1) Filing a complaint;
- (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended or any other Federal, State, or local law requiring equal opportunity for disabled persons;
- (3) Opposing any act or practice made unlawful by Section 503 or its implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons;  
or
- (4) Exercising any other right protected by Section 503 or its implementing regulations in this part.

**F. EXTERNAL DISSEMINATION OF POLICY, OUTREACH, AND POSITIVE RECRUITMENT**  
**41 CFR 60-741.44(f)**

This company has undertaken appropriate outreach and positive recruitment activities to ensure affirmative action for its disability program.

Written notification of company policy related to affirmative action efforts is sent to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.

Sources that may be enlisted in outreach efforts, depending upon circumstances, include but are not limited to: the State Vocational Rehabilitation Service Agency (SVRA), State mental health agency, or State developmental disability agency; the Employment One-Stop Career Center or American Job Center; the Department of Veterans Affairs Regional Office; Department of Labor funded entities such as Employer Assistance and Resource Network ([www.earnworks.com](http://www.earnworks.com)); local Employment Network organizations listed in the Social Security Administration's Ticket to Work Employment Network Directory ([www.yourtickettowork.com/endir](http://www.yourtickettowork.com/endir)); local disability groups, organizations, or Centers for Independent Living; placement or career offices of educational institutions that specialize in the placement of individuals with disabilities; and private recruitment sources, such as professional organizations or employment placement services that specialize in the placement of individuals with disabilities.

As appropriate to meet our commitment to individuals with disabilities, this facility may undertake some of these activities: formal briefing sessions with recruiting sources with explanations of current and future job openings, position descriptions, worker specifications, the selection process, recruiting literature, and arrangements for referral of applicants, follow up, and feedback; special efforts at

educational institutions to reach students who are individuals with disabilities; participation in work-study programs with schools and universities and through EARN; participation of individuals with disabilities in career days, youth motivation programs, and related activities in their communities; any other positive steps necessary to attract qualified individuals with disabilities and consideration of disabled applicants for all available positions for which they may be qualified when the position(s) applied for is unavailable.

A self-assessment of outreach and recruitment efforts is conducted and documented, including the criteria used and the conclusion reached regarding the effectiveness of each effort. If the review indicates that the totality of outreach efforts were not effective, alternative efforts will be implemented.

Documentation of all activities will be retained for three (3) years.

## **G. INTERNAL DISSEMINATION OF POLICY**

### ***41 CFR 60-741.44(g)***

To ensure a strong and effective outreach program, this facility has developed internal procedures to communicate to executive, management, supervisory, and other employees its obligation to employ and advance in employment qualified individuals with disabilities and to encourage them to aid in meeting this obligation.

At a minimum, the policy is included in the policy manual if one exists or otherwise made available to employees and if a collective bargaining agreement is involved, union officials and/or employee representatives are notified and requested to cooperate.

All employees and prospective employees are informed of this facility's commitment to engage in affirmative action to increase employment opportunities for individuals with disabilities.

The EEO policy may be publicized in the company newspaper, magazine, annual report and other media; discussed at special meetings with executive, management, and supervisory personnel; and discussed thoroughly in employee orientation meetings and management training programs when conducted.

Individuals with disabilities are included in employee and company publications where employees are featured.

## **H. AUDIT AND REPORTING**

### ***41 CFR 60-741.44(h)***

This company has an auditing system which measures the effectiveness of our program and the degree to which our objectives have been met; indicates the need for any remedial action; and, determines whether individuals with known disabilities have had the opportunity to participate in all company sponsored educational, training, recreational and social activities.



Compliance with the affirmative action program's specific obligations is measured and all actions taken as part of the auditing system are documented and retained as employment records subject to the recordkeeping requirements of 60-741.80.

At the end of each AAP year, the HR Manager will review the Utilization Analysis for Individuals with Disabilities for the program's effectiveness in obtaining the desired goals. Where the affirmative action program is found to be deficient, more effective means of outreach will be sought in the new AAP year.

## **I. RESPONSIBILITY FOR IMPLEMENTATION**

***41 CFR 60-741.44(i)***

**Sarah Kallajian, HR Officer - Benefits Director** is responsible for implementation of affirmative action activities and is identified on all internal and external communications. This official is given necessary senior management support and staff to manage the implementation of this program.

## **J. TRAINING**

***41 CFR 60-741.44(j)***

All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes have been carefully selected and trained to ensure elimination of bias in all personnel actions. The total selection process has been reviewed to ensure freedom from stereotyping disabled persons in a manner that might limit their access to all jobs for which they are qualified.

**COMPLAINT PROCEDURES**  
***41 CFR 60-741.61***

Any employee or applicant for employment who is an individual with a disability may personally, or by an authorized representative, file a written complaint alleging a violation of the Act or the regulations in this part. The complaint may allege individual or class-wide violation(s). Such complaints must be filed no later than 300 days from the date of the alleged violation unless the time for filing is extended by the OFCCP for good cause shown.

Complaints may be submitted to the OFCCP, 200 Constitution Avenue, NW, Washington, DC 20210, or to any OFCCP regional, district or area office.

Internal procedures have been established at this facility to investigate complaints of alleged discrimination from disabled applicants or employees prior to filing with the OFCCP. When a complaint is known, an investigation will be conducted. At the completion of the investigation, if the complaint is valid, efforts will be made to correct the problem and reasonable accommodations made if needed. If, at the end of the investigation, the complaint is found not to be valid, the complainant will be so informed and also advised of his rights to file a complaint with the OFCCP. The complaints and related actions are kept confidential as much as practicable.

If a disabled individual files a complaint with the OFCCP alleging noncompliance with the requirements of the Act, the company will cooperate with the OFCCP in its investigation of the complaint, and provide necessary pertinent information regarding its employment practices with respect to individuals with disabilities.

Information concerning complaint procedures is available to all employees.

Complaints must be signed by complainants or authorized representatives and must contain the following information:

- i. Name and address (including telephone number) of the complainant;
- ii. Name and address of the contractor who committed the alleged violation;
- iii. The facts showing that the individual has a disability, a record or history of disability or was regarded by the contractor as having a disability;
- iv. A description of the act or acts considered to be a violation, including the pertinent dates (in the case of an alleged continuing violation, the earliest and most recent date that the alleged violation occurred should be stated); and
- v. Other pertinent information available which will assist in the investigation and resolution of the complaint, including the name of any known federal agency with which the employer has contracted.

A complaint filed by an authorized representative need not identify by name the person on whose behalf it is filed. The person filing the complaint, however, shall provide the OFCCP with the name,

address and telephone number of the person on whose behalf it is made, and the other information specified above. The OFCCP shall verify the authorization of such a complaint by the person on whose behalf the complaint is made. Any such person may request that the OFCCP keep his or her identity confidential, and the OFCCP will protect the individual's confidentiality wherever that is possible given the facts and circumstances in the complaint.

Where a complaint contains incomplete information, OFCCP shall seek the needed information from the complainant. If the information is not furnished to OFCCP within 60 days of the date of such request, the case may be closed.

The Department of Labor shall institute a prompt investigation.



### **III. AFFIRMATIVE ACTION PROGRAM FOR VETERANS**

The Simon Konover Company  
Company

Corporate  
Establishment

342 N. Main Street, Suite 200  
Street Address

West Hartford, CT 06117  
City and State

Inclusive Dates of the AAP: **January 1, 2021 to December 31, 2021**

Program Completed by: **Sarah Kallajian, HR Officer - Benefits Director**

Telephone Number: **860-760-9122**

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## **VETERAN DEFINITIONS**

### ***41 CFR 60-300.2***

For the purpose of implementing the company's affirmative action program for veterans, the following definitions are being used:

**“Protected Veteran”** means a veteran who is protected under the non-discrimination and affirmative action provisions of the Act; specifically, a veteran who may be classified as a “disabled veteran”, “recently separated veteran”, “active duty wartime or campaign badge veteran”, or an “Armed Forces service medal veteran”.

**"Disabled Veteran"** means (1) a veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

**“Active Duty Wartime or Campaign Badge Veteran”** means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

**“Armed Forces Service Medal Veteran”** means any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

**“Recently Separated Veteran”** means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

## **MEDICAL EXAMINATIONS AND INQUIRIES**

### ***41 CFR 60-300.23***

As part of its employment process, this facility may make inquiries into the ability of an applicant to perform job-related functions, and/or may ask an applicant to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions.

Employment entrance examinations (and/or inquiries) are not given unless all entering employees in the same job category are subjected to such an examination (and/or inquiry) regardless of their status as a disabled veteran.

Job-related medical exams may be required of employees if they are consistent with business necessity. Inquiries may be made into the ability of employees to perform job-related functions.

If the results of such examinations are used to screen out applicants or employees who are disabled veterans, it will be demonstrated that the exclusionary criteria are job-related and consistent with business necessity, and that performance of the essential job functions cannot be accomplished with reasonable accommodations as required in this part.

Information obtained regarding the medical condition or history of any applicant or employee shall be collected and maintained on separate forms and in separate medical files and treated as a confidential medical record, except that:

A manager or supervisor is to be informed regarding any restrictions on the work or duties of the applicant or employee and necessary accommodations;

Safety and health personnel are to be informed, when appropriate, if the disability might require emergency treatment; and,

Authorized government officials engaged in enforcing the laws administered by the OFCCP or enforcing the Americans with Disabilities Act, shall be provided relevant information on request.

Information obtained regarding the medical condition or history of any applicant or employee shall not be used for any purpose inconsistent with this part.

**AVAILABILITY OF THE AFFIRMATIVE ACTION PROGRAM**  
***41 CFR 60-300.40, 60-300.41***

This facility has developed a written affirmative action program designed solely for veterans covered by the Act.

The facility will review and update its affirmative action program for veterans annually. Any significant changes in the program, including employees' benefits or rights, will be communicated to employees.

This facility's full affirmative action program, absent the data metrics required by 60-300.44(k), shall be available in the Human Resources Department for inspection during regular business hours upon request by any employee or applicant.

All employees of this facility have been informed through posting on bulletin boards of the company's affirmative action policy toward veterans. Employees who believe themselves covered by the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA) have been informed that they may make a request to benefit under the affirmative action program at any time.



**INVITATION TO SELF-IDENTIFY**  
*41 CFR 60-300.42*

Applicants who believe they are protected veterans are invited to voluntarily self-identify as a protected veteran (but not in a specific category) at the same time race and gender information is requested.

Once an employment offer has been made but before job duties begin, applicants are invited to self-identify to which, if any, of the specific categories of protected veterans they belong.

Information is requested on a voluntary basis, will be kept confidential, refusal to provide it will not subject the applicant to any adverse treatment, and it will not be used in a manner inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

If an applicant identifies himself or herself as a disabled veteran, inquiry will be made as to whether an accommodation is necessary.

**AFFIRMATIVE ACTION POLICY, PRACTICES AND PROCEDURES**  
***41 CFR 60-300.44***

**A. EQUAL EMPLOYMENT OPPORTUNITY POLICY**

***41 CFR 60-300.44 (a)***

The company's equal opportunity policy, supported by the chief U.S. official, is posted for employees and applicants to read in areas where employees gather and job seekers apply for employment and is included in this affirmative action program.

**B. REVIEW OF PERSONNEL PROCESSES**

***41 CFR 60-300.44 (b)***

Personnel processes are reviewed by the HR Manager to ensure that they provide the required affirmative action for employment and advancement of qualified covered veterans. Data is collected to include total applicants, protected veteran applicants, jobs opened and jobs filled and percentage filled with protected veterans. Should our hiring benchmark not be met, the company will search for more effective methods of specific, targeted outreach for protected veterans. Employment records are maintained to determine the availability of promotable and transferable qualified covered veterans presently employed and to determine whether their present and potential skills are being fully utilized or developed. If there are job openings, covered veterans are processed through the regular employment procedures.

**C. PHYSICAL AND MENTAL QUALIFICATIONS**

***41 CFR 60-300.44 (c)***

All physical and mental job qualification standards in position descriptions are reviewed to ensure that, to the extent that such standards tend to screen out qualified disabled veterans, they are job-related for the position in question and are consistent with business necessity. Any information obtained during this review is maintained in a confidential manner as required by law.

**D. REASONABLE ACCOMMODATION**

***41 CFR 60-300.44 (d)***

Every reasonable attempt will be made to accommodate the physical and mental limitations of a disabled veteran or applicant. Consideration will be given to modification of existing physical facilities, machinery, and job duties, and in supplying physical aids as may be required and deemed financially reasonable. In the construction of new facilities, or the redesigning of facilities within existing buildings, barrier-free architectural designs will be considered. In determining the extent of accommodations, business necessity, and financial cost, will be considered among other factors.

## **E. HARASSMENT AND INTIMIDATION**

***41 CFR 60-300.44 (a), 41 CFR 60-300.44 (e) and 41 CFR 60-300.69***

The company has developed a policy and implemented procedures to provide a discrimination and harassment-free workplace and to ensure that its applicants and employees, including veterans, are not harassed because of their veteran status.

No individual shall be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

- (1) Filing a complaint;
- (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other Federal, state, or local law requiring equal opportunity for protected veterans;
- (3) Opposing any act or practice made unlawful by VEVRAA or its implementing regulations in this part or any other Federal, state or local law requiring equal opportunity for covered veterans; or
- (4) Exercising any other right protected by VEVRAA or its implementing regulations in this part.

## **F. EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT**

***41 CFR 60-300.44 (f)***

This facility has undertaken appropriate outreach and positive recruitment activities to ensure affirmative action for protected veterans.

Written notification of company policy related to affirmative action efforts is sent to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.

Sources that may be enlisted in outreach efforts, depending upon circumstances, include but are not limited to: the Veterans' representative at the local employment service office, Department of Veterans Affairs Regional Office, veterans' counselors on college campuses, service officers of the national veterans' groups in the area, local veterans' groups and service centers, the Department of Defense Transition Assistance Program or any subsequent program that might replace it in whole or in part, and any organization listed in the Employer Resources section of the National Resource Directory (<http://www.nationalresourcedirectory.gov/>), or any future service that replaces or complements it.

As appropriate to meet our commitment to veterans, this facility may undertake some of these activities: formal briefing sessions with recruiting sources with explanations of current and future job openings, position descriptions, worker specifications, the selection process, recruiting literature, and arrangements for referral of applicants, follow up, and feedback; special efforts at educational

institutions; participation in work-study programs with the Department of Veterans Affairs rehabilitation facilities; participation of protected veterans in career days, youth motivation programs, and related activities in their communities; any other positive steps necessary to attract qualified protected veterans, and consideration of protected veteran applicants for all available positions for which they may be qualified when the position(s) applied for is unavailable.

An annual self-assessment of outreach and recruitment efforts will be conducted and documented, including the criteria used and the conclusion reached regarding the effectiveness of each effort. If the review indicates that the totality of outreach efforts were not effective, alternative efforts will be implemented.

Documentation of all activities will be retained for three (3) years.

## **G. INTERNAL DISSEMINATION OF POLICY**

### ***41 CFR 60-300.44 (g)***

To ensure a strong and effective outreach program, this facility has developed internal procedures to communicate to executive, management, supervisory, and other employees its obligation to employ and advance in employment qualified protected veterans and to encourage them to aid in meeting this obligation.

At a minimum, the policy is included in the policy manual if one exists or otherwise made available to employees and if a collective bargaining agreement is involved, union officials and/or employee representatives are notified and requested to cooperate.

All employees and prospective employees are informed of this facility's commitment to engage in affirmative action to increase employment opportunities for protected veterans.

The EEO policy may be publicized in the company newspaper, magazine, annual report and other media; discussed at special meetings with executive, management, and supervisory personnel; and discussed at employee orientation meetings and reviewed during management training programs when conducted.

Disabled veterans are included in employee and company publications where employees are featured.

## **H. AUDIT AND REPORTING SYSTEM**

### ***41 CFR 60-300.44 (h)***

This company has an auditing system which measures the effectiveness of our program and the degree to which our objectives have been met; indicates the need for any remedial action; and, determines whether known protected veterans have had the opportunity to participate in all company sponsored educational, training, recreational and social activities.

Compliance with the affirmative action program's specific obligations is measured and all actions taken as part of the auditing system are documented and retained as employment records subject to the recordkeeping requirements of 60-300.80.

The HR Manager will review the Veteran Hiring Benchmark Analysis for the program's effectiveness in attaining the desired benchmark. Where the affirmative action program is found to be deficient, more effective means of outreach will be sought in the new AAP year.

#### **I. RESPONSIBILITY FOR IMPLEMENTATION**

*41 CFR 60-300.44 (i)*

**Sarah Kallajian, HR Officer - Benefits Director** is responsible for implementation of affirmative action activities identified on all internal and external communications. This official is given necessary senior management support and staff to manage the implementation of this program.

#### **J. TRAINING**

*41 CFR 60-300.44 (j)*

All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes have been carefully selected and trained to ensure elimination of bias in all personnel actions. The total selection process has been reviewed to ensure freedom from stereotyping protected veterans in a manner that might limit their access to all jobs for which they are qualified.

**COMPLAINT PROCEDURES**  
***41 CFR 60-300.61***

Any employee or applicant for employment may personally, or by an authorized representative, file a written complaint alleging a violation of the Act or the regulations in this part. The complaint may allege individual or class-wide violation(s). Such complaints must be filed no later than 300 days from the date of the alleged violation unless the time for filing is extended by OFCCP for good cause shown.

Complaints may be submitted to the OFCCP, 200 Constitution Avenue, NW, Washington, DC 20210, or to any OFCCP regional, district, or area office. Complaints may also be submitted to the Veterans' Employment and Training Service of the Department of Labor directly, or through the Local Veterans' Employment Representative (LVER) at the local employment service office. Such parties will assist veterans in preparing complaints, promptly refer such complaints to OFCCP, and maintain a record of all complaints which they receive and forward. OFCCP shall inform the party forwarding the complaint of the progress and results of its complaint investigation. The state workforce agency shall cooperate with the Deputy Assistant Secretary in the investigation of any complaint.

Internal procedures have been established at this facility to investigate complaints of alleged discrimination from covered veterans prior to filing with the OFCCP. When a complaint is known, an investigation will be conducted. At the completion of the investigation, if the complaint is valid, efforts will be made to correct the problem and reasonable accommodations made if needed. If, at the end of the investigation, the complaint is found not to be valid, the complainant will be so informed and also advised of his/her rights to file a complaint with the OFCCP. The complaints and related actions are kept confidential.

If a veteran files a complaint with the OFCCP alleging noncompliance with the requirements of the Act, the company will cooperate with the OFCCP in its investigation of the complaint, and provide necessary pertinent information regarding its employment practices with respect to veterans.

Information concerning complaint procedures is available to all employees.

Complaints must be signed by the complainant or his or her authorized representative and must contain the following information:

- i. Name and address (including telephone number) of the complainant;
- ii. Name and address of the contractor who committed the alleged violation;
- iii. Documentation showing that the individual is a protected veteran or pre-JVA veteran;
- iv. A description of the act or acts considered to be a violation, including the pertinent dates (in the case of an alleged continuing violation, the earliest and most recent date that the alleged violation occurred should be stated); and

- v. Other pertinent information available which will assist in the investigation and resolution of the complaint, including the name of any known Federal agency with which the employer has contracted.

A complaint filed by an authorized representative need not identify by name the person on whose behalf it is filed. The person filing the complaint, however, shall provide OFCCP with the name, address and telephone number of the person on whose behalf it is made, and the other information specified above. OFCCP shall verify the authorization of such a complaint by the person on whose behalf the complaint is made. Any such person may request that OFCCP keep his or her identity confidential, and OFCCP will protect the individual's confidentiality wherever that is possible given the facts and circumstance in the complaint.

Where a complaint contains incomplete information, OFCCP shall seek the needed information from the complainant. If the information is not furnished to OFCCP within 60 days of the date of such request, the case may be closed.

The Department of Labor shall institute a prompt investigation of each complaint.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/21/2022

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Smith Brothers Insurance, LLC. 68 National Drive, Glastonbury, CT 06033. CONTACT NAME: Christine E. Brannon. PHONE: (860) 430-3222. FAX: (860) 430-3222. E-MAIL ADDRESS: cbrannon@smithbrothersusa.com. INSURER(S) AFFORDING COVERAGE: Cincinnati Insurance Company (10677), Cincinnati Casualty Company (28665), Berkley Specialty Insurance Company (31295).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Commercial Umbrella.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Workers' Compensation Named Insureds: The Simon Konover Company, Konover Commercial Corporation, and Sikon Construction Services, LLC.

Additional Umbrella:

(3) Navigators Insurance Company, NAIC #42307, Effective 7/1/2021 to 6/1/2022 - \$5,000,000 (\$5Mx\$5M); 4) Federal Insurance Company, NAIC #20281, Policy #9364-27-28, Effective 7/1/2021-6/1/2022, Aggregate Limit - \$15,000,000 (\$15Mx\$10M); 5) Fireman's Fund Insurance Company, NAIC #21873, Effective 7/1/2021-6/1/2022, Aggregate Limit - \$25,000,000 (\$25Mx\$25M)

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER: City of Hartford, 550 Main Street, Hartford, CT 06103. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]





### ADDITIONAL REMARKS SCHEDULE

AGENCY <b>Smith Brothers Insurance, LLC.</b>		NAMED INSURED <b>Konover Commercial Corporation 342 North Main Street, Ste 200 West Hartford, CT 06117</b>	
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**Description of Operations/Locations/Vehicles:**  
**RE: Property management at Hartford Public Safety Complex**  
If required by written contract, the City of Hartford is included as an Additional Insured on the General Liability, Auto Liability, and primary Excess Liability on a primary, non-contributory basis. Waivers of subrogation apply in favor of the City of Hartford on the General Liability, Auto Liability, Workers' Compensation, and primary Excess Liability policies. A 10-day notice of cancellation will be provided to the City of Hartford.

**CITY OF HARTFORD  
WAGE CERTIFICATION FORM**

I, Elizabeth G. Judd of Konover Commercial Corporation  
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the Konover Commercial Corporation  
Company Name  
342 N. Main Street, Suite 200  
Street  
West Hartford  
City

and all of its subcontractors will pay all workers on the  
Facility Manager for Hartford Public Safety Complex - RFR# 6086  
Project Name and Number  
253 High Street, Hartford  
Street and City

the following wages as required for such project (a copy of the rates which is attached hereto):

- State of Connecticut Prevailing wage rates
- Federal Prevailing wage rates
- City of Hartford Living wage rates

Elizabeth G. Judd  
Signature

Subscribed and sworn to before me this 22<sup>ND</sup> day of February, 20 22

Carolyn Norton  
Notary Public Carolyn Norton  
My Commission Expires: August 31, 2023

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>Konover Commercial Corporation</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)  <b>342 North Main Street Suite 200</b> City, state, and ZIP code <b>West Hartford, CT 06117</b>	Requester's name and address (optional)
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>														
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.														
Social security number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">-</td> <td style="width: 33%;"></td> </tr> </table>		-		Employer identification number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">0</td> <td style="width: 12.5%;">6</td> <td style="width: 12.5%; text-align: center;">-</td> <td style="width: 12.5%;">1</td> <td style="width: 12.5%;">4</td> <td style="width: 12.5%;">8</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">4</td> <td style="width: 12.5%;">6</td> </tr> </table>	0	6	-	1	4	8	2	3	4	6
	-													
0	6	-	1	4	8	2	3	4	6					
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.														

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
<b>Sign Here</b>	Signature of U.S. person ▶  Date ▶ <u>3/19/14</u>

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



# Connecticut Intelligence Center

1111 Country Club Road  
Middletown, CT 06456  
(860) 706-5500  
[CTIC@CT.GOV](mailto:CTIC@CT.GOV)

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February 22, 2022

Ms. Tara Cummins  
Procurement Specialist  
City of Hartford, Procurement Services Unit  
550 Main Street  
Hartford, CT 06103

RE: RFR# 6086

Dear Ms. Cummins,

I am writing to inform you of my experiences with Konover Commercial Corporation. Prior to doing so, I wanted to advise you that I had a career in facilities management prior to my career in Public Safety. As a result of that experience, I acquired a skillset of being acutely aware of a building's appearance upon walking through the door. I also have a tendency to assess maintenance staff, taking note of their attention to detail and disposition during interactions. I learned a long time ago, an organization's first impression is made upon entering a building and interacting with maintenance staff. If both impressions are favorable, the likelihood of an organization's culture being positive is enhanced significantly.

Upon walking into the Department of Emergency Services and Public Protection (DESPP) for the first time in October 2020, I observed a building which was cared for and interacted with a maintenance staff which was focused on customer service. I would later learn, this was a direct result of the leadership and professionalism provided by Ms. Erin Sanford, Property Manager, Konover Commercial Corporation.

Over the period of time I have been with the state, I have asked for assistance from Ms. Sanford on a number of occasions and she has always ensured every call for service was addressed promptly and properly. I know Ms. Sanford embodies the characteristics Konover Commercial Corporation seeks in all of its employees. I can state without equivocation, Konover Commercial Corporation is a reputable organization and would provide first class service to the City of Hartford.

If any further information is needed about Konover Commercial Corporation, please do not hesitate to contact me at [alvin.d.schwapp.ct.gov](mailto:alvin.d.schwapp.ct.gov) or at 860-685-8225. Please have a good day.

Very Respectfully,

Alvin D. Schwapp, Jr.  
Director, Connecticut Intelligence Center  
Division. of Emergency Management and  
Homeland Security



Commanding Officer  
Lt. Robert Derry

# State of Connecticut



## Connecticut State Police Troop G - Bridgeport



Executive Officer  
M/Sgt. Michael Dogali

City of Hartford  
Procurement Services Unit  
550 Main Street  
Hartford, CT 06103

I have been requested to write this letter which will document my professional experience with the staff of Konover Commercial Corporation.

I am currently the Commanding Officer of the Troop G Barracks for the Connecticut State Police located at 149 Prospect Street in the city of Bridgeport. The Troop G barracks is one of the largest State Police Troops in Connecticut and requires a vast amount of effort to maintain and manage this facility.

Since 2017, I have had the opportunity and pleasure to work with the staff of Konover Commercial Corporation upon their award of the state contract to provide facility maintenance at the Troop G Barracks.

I have worked directly with Konover Commercial Corporation Property Manager Erin Sanford and Maintenance Technician Del Rodrigues daily since 2017. I have found both Erin and Del to be an absolute pleasure to work with and extremely responsive with facility issues that take place at Troop G. They have both become an integral part of the Troop G team as they are both extremely dependable, reliable and always professional, even when presented with difficult facility situations.

I would happy to provide additional information surrounding my experience with Konover Commercial Corporation should you need further information.

Sincerely,

Lieutenant Robert Derry  
Commanding Officer  
Troop G, Bridgeport

149 Prospect Street  
Bridgeport, Connecticut 06604  
Phone (203) 696-2500  
FAX (203) 696-2506



# CITY OF HARTFORD

DEPARTMENT OF FINANCE  
550 Main Street, Suite 303  
Hartford, Connecticut 06103  
P: (860) 757-9604  
F: (860) 722-6607  
www.hartford.gov

**LUKE A. BRONIN**  
Mayor

**LEIGH ANN RALLS**  
Director of Finance

March 29, 2022

Konover Commercial Corporation  
342 North Main Street Suite 200  
West Hartford, CT 06117

Dear Konover Commercial Corporation,

This letter is to inform you that your company has been allocated 30 minutes to deliver a presentation based on your proposal on RFP #6086-Facility Manager for Hartford Public Safety Complex. This will be followed by a 15-minute window for questions and answers.

Although some of these items were addressed in the proposal the selection committee members would like you to go into more detail and adhere to the following request:

1. What would their fee schedule for personnel costs be for a 10-hour workday, 5-days per week, 50 hours per week?
2. Is there a cost for after-hours, weekends, and holiday callbacks?
3. Please provide the Table of Contents sample, to an Operations MEP Maintenance Manual, your firm has produced for past clients.

The presentation will take place on 4/4/2022 from 1:00-1:45

The presentations will take place via WebEx: <https://cityofhartford.webex.com/meet/tara.cummins>

If you have any additional questions I can be reached by email [tara.cummins@hartford.gov](mailto:tara.cummins@hartford.gov)

Sincerely,

A handwritten signature in blue ink, appearing to read "Tara Cummins".

Tara Cummins  
Principal Administrative Analyst

# HARTFORD PUBLIC SAFETY COMPLEX



City of Hartford

***Presentation for  
Facility Management  
of  
City of Hartford  
Public Safety Complex***

***Presented to:  
The City of Hartford***

**April 4, 2022**

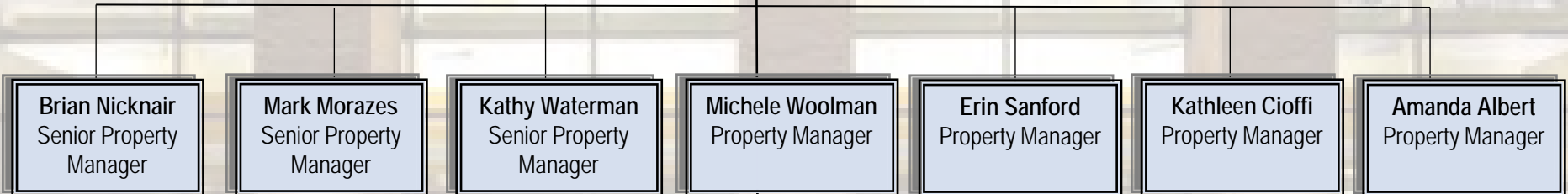


# Table Of Organization

HARTFORD PUBLIC SAFETY COMPLEX



**Beth Judd**  
President  
Konover Commercial Corporation



**Brian Nicknair**  
Senior Property  
Manager

**Mark Morazes**  
Senior Property  
Manager

**Kathy Waterman**  
Senior Property  
Manager

**Michele Woolman**  
Property Manager

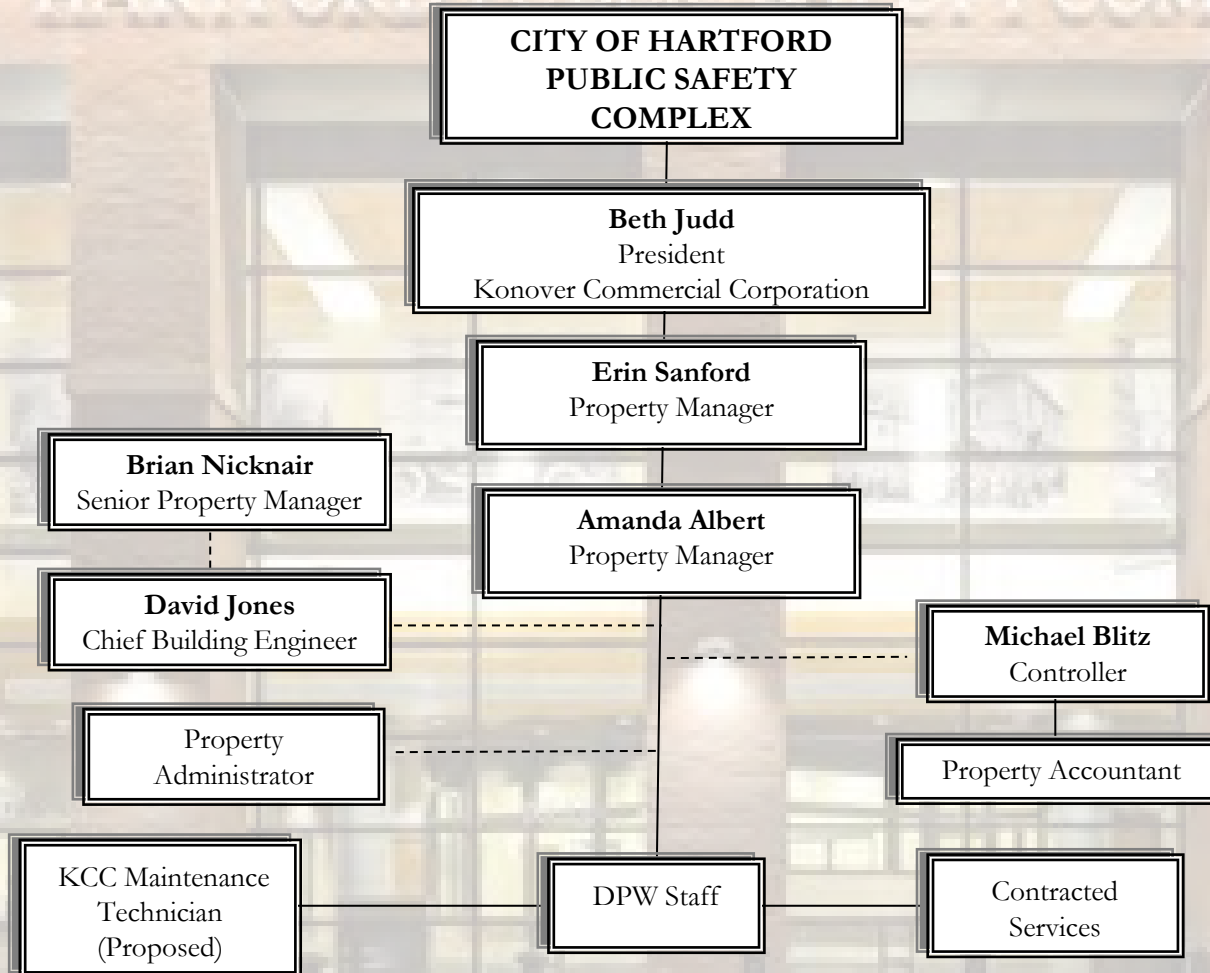
**Erin Sanford**  
Property Manager

**Kathleen Cioffi**  
Property Manager

**Amanda Albert**  
Property Manager

# Proposed Relationship Team

HARTFORD PUBLIC SAFETY COMPLEX



# ***Internal Resources***

HARTFORD PUBLIC SAFETY COMPLEX

- ◆ Human Resources
- ◆ Information Technology
- ◆ Risk Management
- ◆ Construction Management
- ◆ Accounting and Financial Management

# *Property Management Experience*

## ◆ Experience of the Team

- ◆ Erin Sanford
- ◆ Amanda Albert
- ◆ Brian Nicknair

# ***Hartford and Relevant Properties***

- ◆ 450 Columbus Boulevard, Hartford
  - ◆ 560,000 sq. ft. office towers occupied by the State of Connecticut, including Homeland Security
  
- ◆ 31-45 Pratt Street, Hartford
  - ◆ 55,000 sq. ft. building with 200-car parking lot
  
- ◆ 342 North Main Street, West Hartford
  - ◆ 60,000 sq. ft. office/retail building with The Simon Konover Company corporate offices

# ***Hartford and Relevant Properties***

- ◆ 1111 Country Club Drive, Middletown
  - ◆ 108,000 sq. ft. office building occupied by the State of CT Department of Emergency Services and Public Protection
- ◆ Troop G Barracks, Bridgeport
  - ◆ 22,000 sq. ft. State Police building

# Operations Management

HARTFORD PUBLIC SAFETY COMPLEX

- ◆ **YARDI** - Web Based
  - ◆ Commercial Café – Tenant Access
  - ◆ Work Orders
  - ◆ Preventive Maintenance
  - ◆ Certificate of Insurance Tracking
  - ◆ Lease Abstracts
  - ◆ Purchase Orders
  - ◆ Budgeting

# ***Operations Management***

HARTFORD PUBLIC SAFETY COMPLEX

- ◆ **Contracts/Bidding**
  - ◆ **Develop Specifications**
  - ◆ **Prepare Bid Package**
  - ◆ **Mandatory Bidder Meeting**
  - ◆ **Receipt/Review of Bids**
  - ◆ **Analysis of Bids**
  - ◆ **Recommendation to Client**



# Work Order System



- ◆ 100% web-based for 24/7/365 onsite and remote access.
- ◆ Immediate work order notification to the maintenance staff via cell phone or email.
- ◆ View status of all open requests as well as history of all closed work orders.
- ◆ Redundant backup of data at multiple locations throughout the country.
- ◆ Tenant-friendly interface with minimal setup and training.

# Work Orders/Preventive Maintenance

11/1/2021 2:07 PM

## 450 Columbus Boulevard - 2019 Work Order Period Activity Details - Fully Occupied Facility

WO#	Property	Property Name Unit	Priority	Status	Category	Brief Desc.	Call Date	Scheduled Date	Completed Date
9181	c4450	450 Columbus Bl 1-0600	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Rug in Office	3/14/2019	3/18/2019	3/19/2019
9182	c4450	450 Columbus Bl 2-1110	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	The 8th floor break room has no pap	3/14/2019	3/18/2019	3/18/2019
9194	c4450	450 Columbus Bl 1-0920	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Vacuum	3/14/2019	3/18/2019	3/19/2019
9306	c4450	450 Columbus Bl 2-1110	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Paper towel dispenser empty	3/15/2019	3/18/2019	3/18/2019
9364	c4450	450 Columbus Bl 2-1110	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Paper towel dispenser 6th fl South	3/18/2019	3/18/2019	3/18/2019
9378	c4450	450 Columbus Bl 2-0200	Tenant Requester	Work Completed	Comm HVAC	Too cold in telephone rooms 3rd fl.	3/18/2019	3/18/2019	3/20/2019
9395	c4450	450 Columbus Bl 2-1000	Tenant Requester	Work Completed	Comm HVAC	Heater making loud noises	3/18/2019	3/18/2019	3/20/2019
9458	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm HVAC	Water Heater Monthly	3/18/2019	3/22/2019	3/21/2019
9459	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm HVAC	9N Domestic Water Pump Quarterly	3/18/2019	3/18/2019	3/26/2019
9460	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Fire/Life Safety	Air Quality Check (DEEP) Weekly	3/18/2019	3/22/2019	3/22/2019
9461	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	Mechanical Inspections Daily	3/18/2019	3/18/2019	3/22/2019
9462	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	Detailed Building Inspection Daily	3/18/2019	3/19/2019	3/21/2019
9463	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	Drinking Fountain Flush Weekly	3/18/2019	3/20/2019	3/20/2019
9464	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	Ejector Pump Inspection Weekly	3/18/2019	3/20/2019	3/20/2019
9465	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Fire/Life Safety	Emer Generator Running Insp Weekly	3/18/2019	3/22/2019	3/22/2019
9466	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	Exterior Weeding Weekly	3/18/2019	3/21/2019	3/20/2019
9467	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Fire/Life Safety	Fire Pump Churn Weekly	3/18/2019	3/21/2019	3/22/2019
9468	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Fire/Life Safety	Fire Sprinkler Iso Valves Weekly	3/18/2019	3/21/2019	3/20/2019
9469	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	Parking Garage Inspection Weekly	3/18/2019	3/20/2019	3/20/2019
9470	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Electrical/Lighting	Lighting Inspection Daily	3/18/2019	3/19/2019	3/20/2019
9471	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Fire/Life Safety	Fire Extinguisher Inspection Annual	3/18/2019	3/21/2019	4/2/2019
9472	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Fire/Life Safety	Fire Sprinkler Drains Bi Weekly	3/18/2019	3/22/2019	3/20/2019
9473	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	Engineering Day End Daily	3/18/2019	3/18/2019	3/21/2019
9474	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Fire/Life Safety	Fire Extinguishers Monthly	3/18/2019	3/21/2019	3/21/2019
9475	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	G3 Boiler Room Clean Monthly	3/18/2019	3/22/2019	4/1/2019
9476	c4450	450 Columbus Blvd	Preventative Mair	Work Completed	Comm Miscellaneous	G3 Chiller Room Clean Monthly	3/18/2019	3/20/2019	4/4/2019
9484	c4450	450 Columbus Bl 1-0500	Tenant Requester	Work Completed	Comm HVAC	Lack of Heat	3/18/2019	3/18/2019	3/20/2019
9486	c4450	450 Columbus Bl 1-0400	Tenant Requester	Work Completed	Comm Doors/Locks/Keys	Security Problem in the HR Area!	3/18/2019	3/18/2019	3/25/2019
9488	c4450	450 Columbus Bl 1-0620	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Jammed Paper Towels	3/18/2019	3/18/2019	3/18/2019
9556	c4450	450 Columbus Bl 1-0920	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Boxes for recycling	3/19/2019	3/21/2019	3/21/2019
9568	c4450	450 Columbus Bl 1-0740	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Two (Very) Dirty Toilets	3/19/2019	3/21/2019	4/4/2019
9584	c4450	450 Columbus Bl 1-0920	Tenant Requester	Work Completed	Comm HVAC	Loud noise coming from unit	3/19/2019	3/22/2019	3/22/2019
9596	c4450	450 Columbus Bl 1-0920	Tenant Requester	Work Completed	Comm HVAC	Loud noise from heat vent	3/19/2019	3/26/2019	3/29/2019
9691	c4450	450 Columbus Bl 1-0620	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Smelly Garbage	3/20/2019	3/26/2019	4/4/2019
9704	c4450	450 Columbus Bl 1-0920	Tenant Requester	Work Completed	Comm Miscellaneous	Damaged Office Divider	3/20/2019	3/26/2019	4/1/2019
9727	c4450	450 Columbus Bl 2-1110	Tenant Requester	Work Completed	Comm HVAC	No heat	3/20/2019	3/21/2019	3/22/2019
9811	c4450	450 Columbus Bl 1-1510	Tenant Requester	Work Completed	Comm Miscellaneous	Paper Towel Dispenser	3/21/2019	3/26/2019	4/4/2019
9851	c4450	450 Columbus Bl 2-1040	Tenant Requester	Work Completed	Comm HVAC	Cold cubicles S10112 and S10113	3/21/2019	4/4/2019	4/12/2019
9853	c4450	450 Columbus Bl 1-0610	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Bureau Chief Office (Turnaround)	3/21/2019	3/26/2019	3/26/2019
9862	c4450	450 Columbus Bl 2-0530	Tenant Requester	Work Completed	Comm HVAC	There is no heat in the Fraud Unit	3/21/2019	3/22/2019	3/22/2019
9890	c4450	450 Columbus Bl 1-0620	Tenant Requester	Work Completed	Comm Moving/Hanging	Chief Performance Office	3/22/2019	3/26/2019	4/1/2019
9910	c4450	450 Columbus Bl 2-1110	Tenant Requester	Work Completed	Comm Cleaning/Janitorial/Trash	Vacuum	3/22/2019	3/26/2019	4/4/2019

# ***Service Contracts***

HARTFORD PUBLIC SAFETY COMPLEX

## ◆ Specifications

- ◆ HVAC
- ◆ Janitorial
- ◆ Pest Control
- ◆ Fire/Life Safety
- ◆ Snow Removal
- ◆ Landscaping
- ◆ Elevator
- ◆ Trash
- ◆ Water Treatment
- ◆ Irrigation
- ◆ Security

# ***Service Contracts***

HARTFORD PUBLIC SAFETY COMPLEX

- ◆ Qualified Bidders
- ◆ Coordination with Procurement
- ◆ Oversight of Contractors/Quality Control
  - ◆ Integration in Preventive Maintenance Schedule

# ***Objectives For Assignment***

## HARTFORD PUBLIC SAFETY COMPLEX

- ◆ Implement web-based Preventive Maintenance and Work Order programs to maximize the useful life of equipment and reduce costly unscheduled repairs.
- ◆ Review life safety, code and liability issues. Identify and correct areas of potential liability.

# ***Objectives For Assignment***

## HARTFORD PUBLIC SAFETY COMPLEX

- ◆ Control operating expenses while maximizing vendor performance. Establish and maintain industry and City of Hartford standard service levels.
- ◆ Maintain a high level of cleanliness for liability and curb appeal.
- ◆ Position the asset for City of Hartford's short- and long-term objectives.

# Why Konover Commercial?

## HARTFORD PUBLIC SAFETY COMPLEX

### **Government Occupancy**

Over 25 years of management and operations experience with State, Regional and Federal occupants

### **High Profile/Traffic/Security Properties**

Portfolio includes numerous high profile tenants such as State of Connecticut Commissioners, high traffic occupants such as Social Security Administration and Internal Revenue Service, and high security tenants such as US Secret Service, Homeland Security and State Police

### **Capital Projects**

Recently completed capital projects include chiller replacements, elevator modernizations, cafeteria renovations, roof replacements, and carpeting/painting renovations

### **Emergency Preparedness**

Executed emergency plans following disasters including floods, fires, tornado, blizzards, and hurricanes

### **Energy Retrofits**

Managed projects that consisted of installations of variable speed drives, energy management systems, lighting upgrades, and occupancy sensors, and replacement of pneumatic controls with DDC controls

### **Structured Parking**

Implemented parking programs, automated revenue control equipment, performed physical evaluations and developed preventive maintenance plans to extend the life of the structures

### **Ownership Perspective**

Management plans are developed based on a long-term hold perspective, setting and accomplishing goals to achieve positive results the first time

**EXHIBIT B – Compensation**



# Proposed Costs

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**SECTION H: PROPOSED COSTS**

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In accordance with Section 1.2 Response Pricing, KCC is proposing the following:

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**MANAGEMENT FEE**

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Based on the Scope of Services for this assignment and resources that KCC will dedicate, the proposed Management Fee for Year One of the contract is \$3,500 per month, or \$42,000 per year exclusive of State sales tax.

The Management Fee will increase as follows:

- Year Two: \$45,000
- Year Three: \$48,000
- Year Four: \$52,000

Our fee includes accounting and all Corporate personnel.

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**PERSONNEL COSTS**

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Based on our understanding of the needs of the assignment, we propose the following staffing plan:

<b>Staff Member/ Position</b>	<b>Pro-Rata Share</b>	<b>Rate</b>
Amanda Albert/ Property Manager	100%	\$60 per hour
Erin Sanford/ Property Manager	As needed in a support role	Included in Management Fee
Brian Nicknair/ Senior Property Manager	As needed in a support role	Included in Management Fee
David Jones/ Chief Building Engineer	As needed in a support role	Included in Management Fee
Beth Judd/ President	As needed in a support role	Included in Management Fee
Michael Blitz/ Controller	As needed in a support role	Included in Management Fee

**EXHIBIT C – Insurance**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2022

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with PRODUCER (Smith Brothers Insurance, LLC) and INSURED (Konover Commercial Corporation) information, and CONTACT (Christine E. Brannon) and INSURER(S) (Cincinnati Insurance Company, MEMIC Indemnity Co., Berkley Specialty Insurance Company) details.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Commercial Umbrella.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Workers' Compensation Named Insureds: The Simon Konover Company, Konover Commercial Corporation, and Sikon Construction Services, LLC.

Additional Umbrella: (3) Navigators Insurance Company, NAIC #42307, , policy #NY22FXRZ08E5PIV, Effective 6/1/2022 to 6/1/2023- \$5,000,000 (\$5Mx\$5M); 4) Federal Insurance Company, NAIC #20281, policy #9364-27-28, Effective 6/1/2022 to 6/1/2023, Aggregate Limit - \$15,000,000 (\$15Mx\$10M); 5) Fireman's Fund Insurance Company, NAIC #21873, policy #USL014614225, Effective 6/1/2022 to 6/1/2023, Aggregate Limit - \$25,000,000 (\$25Mx\$25M)

SEE ATTACHED ACORD 101

Table with CERTIFICATE HOLDER (City of Hartford) and CANCELLATION (SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.)

**ADDITIONAL REMARKS SCHEDULE**

AGENCY <b>Smith Brothers Insurance, LLC.</b>		NAMED INSURED <b>Konover Commercial Corporation 342 North Main Street, Ste 200 West Hartford, CT 06117</b>	
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**Description of Operations/Locations/Vehicles:****RE: Property management at Hartford Public Safety Complex**

If required by written contract, the City of Hartford is included as an Additional Insured on the General Liability, Auto Liability, and primary Excess Liability on a primary, non-contributory basis. Waivers of subrogation apply in favor of the City of Hartford on the General Liability, Auto Liability, Workers' Compensation, and primary Excess Liability policies. A 10-day notice of cancellation will be provided to the City of Hartford.