

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

Meeting Date and Time: Thursday, November 7, 2019 10:00 AM –12:00 PM

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

Agenda

- I. Call to Order & Opening Remarks by Secretary Melissa McCaw and Treasurer Shawn Wooden
- II. Public Comment* Period
- III. Approval of Minutes:
 - a. September 19, 2019 Regular Meeting
- IV. Town of Sprague Issues and Items
 - a. Review and discussion: Monthly Financial Report September 2019
- V. City of West Haven Issues and Items
 - a. Subcommittee update
 - b. Review and discussion: Monthly Financial Report September 2019
 - c. Update: Status of Corrective Action Plan re: prior years audit findings
 - d. Update: MOA compliance
 - e. Update: Partnership planning
- VI. City of Hartford Issues and Items
 - a. Subcommittee update
 - b. Review and discussion: Monthly Financial Report September 2019
 - c. Review, discussion and possible action: Labor contracts:
 - i. Local 566 (Board of Education)
 - d. Review and discussion: Non-labor contracts
 - i. Athletic Trainer Solutions (Board of Education)
 - ii. Rensselaer Hartford Graduate Center – Parking Agreement
 - iii. OR&L - Public Safety Facility Management Services
- VII. Other Business
 - a. Subcommittee assignments 2020
 - b. Staff update from Fiscal Sustainability workshop

VIII. Adjourn

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

**DRAFT
STATE OF CONNECTICUT**

MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES

Meeting Date and Time: Thursday, September 19, 2019 10:00 AM – 1:00 PM

Meeting Location: State Legislative Office Building, Hartford, CT

Members in Attendance: OPM Secretary Designee Kimberly Kennison (Executive Finance Officer), State Treasurer Designee Linda Savitsky (Deputy State Treasurer), Stephen Falcigno, Tom Hamiton, Scott Jackson, Sal Luciano, Mark Waxenberg, Bob White, and David Wright-Biller

Municipal and State Staff and Others Present: Luke Bronin (Mayor of Hartford) and staff, Cathy Osten (First Selectman of Sprague) and staff, Nancy Rossi (Mayor of West Haven) and staff, Michael Milone (OPM liaison), OPM Staff – Julian Freund, Gareth Bye, and Bill Plummer

Agenda

I. Call to Order & Opening Remarks

Deputy Treasurer Linda Savitsky called the meeting to order at 10:02 a.m.

II. Public Comment* Period

Ms. Savitsky indicated that based upon today's meeting sign-in sheet, there were several people who have signed in to make public comments. The public comment speakers and comments are indicated below.

Speaker #1 –Melissa Ziobron – Budget Director of the Senate Republican Caucus: Ms. Ziobron reminded the board that she had raised several questions at a prior meeting and was awaiting responses.

Speaker 2 – Doctor Larry Deutsch - Hartford City Council: Mr. Deutsch provided his comments and thoughts regarding the cost of high deductible health plans and the contractual provisions of medical care, including high deductible plans for employees.

Speaker #3 - O'neil Anderson – DPW worker for City of Hartford:– Mr. Anderson spoke about the high deductible health plan's effect on workers.

Speaker 3 - Michael Fazio - Municipal Valuation Services: Mr. Fazio described the proposal put forth by his valuation firm in response to the City's recent RFP for revaluation services related to the upcoming revaluation of property and why he believes certain factors should be taken into account in regard to awarding this and similar contracts.

III. Approval of Minutes:

a. August 1, 2019 Regular Meeting

Minutes of August 1st meeting were unanimously approved by all members in attendance with abstentions by Mr. Hamilton and Deputy Treasurer Savitsky. Ms. Kennison clarified that the word “loan” was used loosely as it relates to Sprague’s agreement with the MARB on the funds provided under the MARB legislation to the Town and the structure of the return of such funds to the State. However, the structure agreed to between the State and Sprague is not considered a loan.

b. August 29, 2019 Special Meeting

Minutes of August 29th meeting were unanimously approved with abstentions by Ms. Kennison and Ms. Savitsky.

IV. City of Hartford Issues and Items

a. Subcommittee update

Mr. Freund provided a summary of the August 15th Subcommittee meeting including the 3-year financial plan that was discussed at that meeting.

b. Review and discussion: Monthly Financial Report July 2019

Jolita Lazauskas, the City’s budget director, provided an update on the month of July 2019 unaudited actual budget results as compared to the month of July 2018 actual budget results. She also provided a brief summary of the FY 2018-19 unaudited General Fund budget to actual results to date. Those results indicate a General Fund operating surplus of approximately \$5.6 million with the understanding that not all accruals have been taken into account. Several questions were raised by Board members and answered by Mayor Bronin and Ms. Lazauskas.

c. Review, discussion and possible action: Labor contracts:

i. Support Supervisors Association (Board of Education)

Mr. Freund introduced the contract and the subcommittee’s review and action on the item. Melinda Kaufman, Attorney for the Hartford Board of Education indicated that she would be able to field any questions regarding the contract provisions that the Board may have. Mr. Waxenberg indicated that he had several questions related to the contract on certain concerns that he had in regard to the information delineated in the contract that was unrelated to the fiscal impact of the contract on the City’s finances. It was his opinion that the contract lacked clarification in several areas.

The Board voted unanimously in favor of the contract subject to contract language clarification regarding increments and updated position references. Revised documents are to be provided to the subcommittee.

d. Review and discussion: Non-labor contracts

i. Cybersecurity

Mayor Bronin and the City's Chief Innovations Officer provided a description of a recent contract agreed to by the City for identification of Cybersecurity threats to the City and the intent of the contract.

V. City of West Haven Issues and Items

a. Subcommittee update

Mr. Freund reviewed the subcommittee's work from the August meeting.

b. Review and discussion: Monthly Financial Report July 2019

Finance Director Frank Cieplinski provided an update on the FY19 audit process and noted the City is committed to a submittal date of 12/31/19. Current projections show FY 19 closing with a \$2.5 million surplus, assuming the full \$6.25 million in restructuring funds is received. Mr. White noted that the City's 5-year plan is still an outstanding item in the current Memorandum of Agreement. It has been submitted to the MARB but not acted upon by the City Council. Members have expressed concern regarding the feasibility of the mill rate increase depicted in the last version of the 5-year plan. Review and discussion: October BAN issue

c. Review and discussion: Non-Labor contracts

i. Special Ed Transportation (BOE)

BOE Business Manager Matt Cavallaro presented the special education transportation contract which was bid through the regional consortium, ACES. Ms. Savitsky asked why the service is bid out annually. Mr. Cavallaro explained that service levels are driven by individual student participants which would make multi-year agreements difficult.

ii. Revaluation

Lee Tiernan, Corporation Counsel, and City Assessor Ann Marie Gradoia provided an overview of the proposed contract. Revaluation is conducted every five years. The City's selection was driven in part by the vendor's experience with the City and software considerations. Members discussed the cost of the revaluation and the requirement that Vision software be used for the revaluation. Ms. Gradoia explained the related software expenses, including the base license and annual maintenance fees. Mr. Tiernan expressed that the City would provide the board with additional information regarding the cost of the proposals. In response to questions from Mr. Hamilton, the City described the RFP process and the criteria the City used for evaluating the proposals. Mr. White indicated that a \$40,000 cost differential is not enough to overcome the City's selection of the vendor in the context of a contract that could have a significant impact on appeals. Ms. Savitsky asked that the board also be provided with a history of the City's appeal experience from previous revaluations.

d. Update: MOA compliance

Mr. Freund reviewed the City's current compliance with the MOA and noted two outstanding items: the 5-year plan and the organizational plan for addressing finance and benefits administration capacity.

e. Update: State Partnership Plan

Mr. Milone provided an update on the Partnership transition plan. Partnership rates have been finalized. Presentations to all bargaining units have been made. There is a possibility that the Police union may take the issue to arbitration. The application materials are nearing completion and will be submitted to the Partnership soon. Work on options for the over-65 retirees continues.

VI. Town of Sprague Issues and Items

a. Review and discussion: Monthly Financial Report July 2019

First Selectman Osten introduced the interim Superintendent Bill Hull, who is also serving as acting Principal, and Michele D, Director of Finance for the Board of Education. Board members were provided with the monthly financial reports in their meeting packages.

b. Update: MOA

Mr. Freund provided an update on the status of the Memorandum of Agreement between the Town and OPM. The agreement provides \$500,000 initially in restructuring funds to address the Town's cash flow issues. If ongoing financial conditions warrant, the agreement provides for up to an additional \$400,000 in restructuring funds. The agreement includes repayment of the restructuring funds as the Town's financial condition stabilizes, and as certain fund balance targets are met. A Town Meeting authorized the First Selectwoman to enter into an agreement for restructuring funds with the state and the agreement has been executed. Mr. Waxenberg noted that the financial report suggests the Board of Education budget is projecting favorable balances in transportation and special education which have been drivers of prior budget problems. He also noted that it appears that procedural issues regarding the hiring of an interim and permanent superintendent have been resolved. Deputy Treasurer Savitsky asked about the timing of restructuring funds payments to the Town. Ms. Kennison indicated that the process has been initiated. Mr. Biller asked about the MARB's role when a municipality is filling vacant positions. Deputy Treasurer Savitsky explained that the MARB does not get involved in the filling of positions.

c. Update: September BAN issue

One year notes have been issued to roll over the expiring notes. Two additional authorizations are anticipated for a roads issue, a dam project and a generator for the transfer station.

d. Update: Audit and corrective action plan

Ms. Osten explained that Ms. Kennison is working with the Town on a plan for eliminating prior year audit findings. Solutions for addressing segregation of duties are being devised for Water and Sewer that would not require adding a position. The Town has been receiving monthly reports from the Board of Education to improve budget monitoring. Policies and procedures for several operations are in the process of being documented. The Board of Education is working on corrective actions for establishing certain separate funds in the accounting system.

e. Update: Vacant positions

The open positions have been filled with interim or permanent staff who were introduced earlier in the meeting.

VII. Adjourn

Meeting adjourned at 12:13 p.m.

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

	Prior Three Months			Current Year Totals				Estimated Year-End Totals				
	July 2019	August 2019	September 2019	Jul '19 - Jun '20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun '20	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense												
Income												
5000 · Taxes												
5000-1 · Current Taxes	2,983,912	72,991	58,524	3,115,427	5,488,354	(2,372,927)	57%	5,488,354	5,488,354	-	100%	
5000-2 · Current Interest & Lien Fees	115	2,257	2,518	4,890	20,000	(15,110)	24%	20,000	20,000	-	100%	
5000-3 · Prior Year Tax	13,896	5,727	8,635	28,258	125,000	(96,742)	23%	125,000	125,000	-	100%	
5000-4 · Prior Year Interest/Lien Fees	3,783	1,265	2,600	7,648	35,000	(27,352)	22%	35,000	35,000	-	100%	
5000-5 · Current Supp MV Tax	1,240	622	1,773	3,635	72,000	(68,365)	5%	72,000	72,000	-	100%	
5000-6 · Firefighter Tax Abatement	-	-	-	-	(8,750)	8,750	0%	(8,750)	(8,750)	-	100%	
5000-7 · PILOT Solar Farm	200,000	-	-	200,000	200,000	-	100%	200,000	200,000	-	100%	
5000-9 · Tax Overpymnts Ret'd (contra)	-	(117)	-	(117)	-	-	100%	(117)	-	(117)	100%	
Total 5000 · Taxes	3,202,946	82,745	74,050	3,359,741	5,931,604	(2,571,863)	57%	5,931,487	5,931,604	(117)	100%	
5100 · State Grants-School												
5100-1 · ECS - Assis. to Towns for Educ.	-	-	-	-	2,690,078	(2,690,078)	0%	2,690,078	2,690,078	-	100%	
Total 5100 · State Grants-School	-	-	-	-	2,690,078	(2,690,078)	0%	2,690,078	2,690,078	-	100%	
5200 · State Grants-Local												
5200-1 · Telecomm. Property Tax Grant	-	-	-	-	5,416	(5,416)	0%	5,416	5,416	-	100%	
5200-10 · Judicial 10th Circuit Court	-	-	-	-	1,000	(1,000)	0%	1,000	1,000	-	100%	
5200-11 · SLA - Emergency Mgmt. Agency	-	-	-	-	2,800	(2,800)	0%	2,800	2,800	-	100%	
5200-13 · St. Police O/T	-	-	-	-	15,000	(15,000)	0%	15,000	15,000	-	100%	
5200-14 · Town Aid Roads	-	-	-	-	151,064	(151,064)	0%	151,064	151,064	-	100%	
5200-16 · Elderly & Disabled Transp Grant	-	-	-	-	8,800	(8,800)	0%	8,800	8,800	-	100%	
5200-2 · Municipal Rev Sharing-Muni Proj	-	-	-	-	386,528	(386,528)	0%	386,528	386,528	-	100%	
5200-4 · PILOT - State Property	-	-	-	-	6,156	(6,156)	0%	6,156	6,156	-	100%	
5200-5 · Mashantucket Pequot Grant	-	-	-	-	17,749	(17,749)	0%	17,749	17,749	-	100%	
5200-6 · Veterans Tax Relief	-	-	-	-	2,518	(2,518)	0%	2,518	2,518	-	100%	
5200-7 · Disability Exemption Reimb.	-	-	-	-	695	(695)	0%	695	695	-	100%	
Total 5200 · State Grants-Local	-	-	-	-	597,726	(597,726)	0%	597,726	597,726	-	100%	
5300 · Local Revenues												
5300-1 · Interest Income	0	229	55	284	4,000	(3,716)	7%	4,000	4,000	-	100%	
5300-10 · Permit Fees, P&Z, Inland & Wetl	84	72	102	258	4,000	(3,742)	6%	4,000	4,000	-	100%	
5300-13 · Landfill Receipts	1,207	2,755	1,537	5,499	25,000	(19,502)	22%	25,000	25,000	-	100%	
5300-14 · Newsletter Ads	21	70	70	161	3,000	(2,839)	5%	3,000	3,000	-	100%	
5300-15 · Marriage Licenses	48	-	16	64	150	(86)	43%	150	150	-	100%	
5300-16 · Sportsmans Licenses	1	2	15	18	150	(132)	12%	150	150	-	100%	
5300-17 · Farmland Preservation	99	129	99	327	950	(623)	34%	950	950	-	100%	
5300-2 · Licenses,Burial, Crem, Pis, Liq	65	-	50	115	1,000	(885)	12%	1,000	1,000	-	100%	
5300-3 · Building Inspector Fees	-	(67)	3,390	3,323	25,000	(21,677)	13%	25,000	25,000	-	100%	
5300-4 · Dog License Fees	213	52	36	301	2,750	(2,449)	11%	2,750	2,750	-	100%	
5300-5 · Sundry Receipts, faxes, etc	20	10	12	42	400	(358)	11%	400	400	-	100%	
5300-6 · Recording Land Rec,maps, trade	1,551	1,709	1,497	4,757	10,000	(5,243)	48%	10,000	10,000	-	100%	
5300-8 · Conveyance Tax	2,302	4,328	3,329	9,959	17,000	(7,041)	59%	17,000	17,000	-	100%	
5300-9 · Copies	541	669	601	1,811	5,000	(3,189)	36%	5,000	5,000	-	100%	
Total 5300 · Local Revenues	6,152	9,957	10,809	26,918	98,400	(71,482)	27%	98,400	98,400	-	100%	
5400 · Misc Revenues												
5400-1 · Trans. Subsidy from SCRRRA	-	-	-	-	2,000	(2,000)	0%	2,000	2,000	-	100%	
5400-5 · Other Revenues	225	1	500,934	500,226	-	500,226	100%	226	-	226	100%	
5400-6 · Waste Management	-	4,543	934	5,477	52,000	(46,523)	11%	52,000	52,000	-	100%	
Total 5400 · Misc Revenues	225	4,544	500,934	505,703	54,000	451,703	936%	54,226	54,000	226	100%	
5500-3 · Resv. Dam Proj. - Prinp. S&W	-	-	45,000	45,000	45,000	-	100%	45,000	45,000	-	100%	
5500-4 · Resv. Dam Proj. - Int. W & S	-	-	25,371	25,371	25,371	-	100%	25,371	25,371	-	100%	
Total Income	3,209,323	97,246	656,164	3,962,733	9,442,179	(5,479,446)	42%	9,442,288	9,442,179	109	100%	
Gross Profit	3,209,323	97,246	656,164	3,962,733	9,442,179	(5,479,446)	42%	9,442,288	9,442,179	109	100%	
Expense												
6000 · Board of Selectmen												
6000-1 · First Selectman	3,077	4,615	3,077	10,769	40,000	(29,231)	27%	40,000	40,000	-	100%	
6000-2 · Selectman 2	100	100	100	300	1,200	(900)	25%	1,200	1,200	-	100%	
6000-3 · Selectman 3	100	100	100	300	1,200	(900)	25%	1,200	1,200	-	100%	
6000-4 · Selectman office Sup, Misc.	50	328	74	452	1,260	(808)	36%	1,260	1,260	-	100%	
6000-5 · Selectman - Mileage	-	286	571	857	3,150	(2,293)	27%	3,150	3,150	-	100%	
6000-6 · Selectman Executive Assistant	3,452	5,242	3,478	12,172	45,215	(33,043)	27%	45,215	45,215	-	100%	
6000-7 · Stipend Add'l Brd Participation	-	150	100	250	1,000	(750)	25%	1,000	1,000	-	100%	
Total 6000 · Board of Selectmen	6,779	10,821	7,500	25,100	93,025	(67,925)	27%	93,025	93,025	-	100%	
6005 · Elections												

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

	Prior Three Months			Current Year Totals				Estimated Year-End Totals			
	July 2019	August 2019	September 2019	Jul '19 - Jun '20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun '20	Budget	\$ Over Budget	% of Budget
6005-1 · Election Salaries	442	598	208	1,248	6,000	(4,752)	21%	6,000	6,000	-	100%
6005-2 · Election Misc.	15	1,959	68	2,042	14,103	(12,061)	14%	14,103	14,103	-	100%
Total 6005 · Elections	457	2,557	276	3,290	20,103	(16,813)	16%	20,103	20,103	-	100%
6010 · Board of Finance											
6010-2 · BOF - Town Rpt, Sup.	-	-	-	-	250	(250)	0%	250	250	-	100%
Total 6010 · Board of Finance	-	-	-	-	250	(250)	0%	250	250	-	100%
6011 · Auditing	-	-	-	-	22,650	(22,650)	0%	22,650	22,650	-	100%
6012 · Bookkeeper											
6012-1 · Bookkeeper - Salary	2,023	3,563	2,148	7,734	28,210	(20,476)	27%	28,210	28,210	-	100%
6012-2 · Bookkeeper-Support	-	-	-	-	900	(900)	0%	900	900	-	100%
Total 6012 · Bookkeeper	2,023	3,563	2,148	7,734	29,110	(21,376)	27%	29,110	29,110	-	100%
6015 · Assessors											
6015-1 · Assessors, Salary	1,692	2,570	1,705	5,968	22,165	(16,198)	27%	22,165	22,165	-	100%
6015-4 · Assessors, Travel Expense	-	-	-	-	300	(300)	0%	300	300	-	100%
6015-5 · Assessors, Sch,Wrkshp, Seminars	-	-	-	-	280	(280)	0%	280	280	-	100%
6015-6 · Assess. Misc. Supplies, Postage	-	-	-	-	1,680	(1,680)	0%	1,680	1,680	-	100%
6015-7 · Assess. Map updt, Pric.Manuls	-	-	-	-	1,000	(1,000)	0%	1,000	1,000	-	100%
Total 6015 · Assessors	1,692	2,570	1,705	5,968	25,425	(19,458)	23%	25,425	25,425	-	100%
6025 · Tax Collector											
6025-1 · Tax Collector, Salary	2,041	3,061	2,041	7,143	26,532	(19,389)	27%	26,532	26,532	-	100%
6025-4 · Tax Collector Misc. Sup. Sch.	-	-	-	-	700	(700)	0%	700	700	-	100%
6025-5 · Tax Collector, Postage	-	-	-	-	3,030	(3,030)	0%	3,030	3,030	-	100%
Total 6025 · Tax Collector	2,041	3,061	2,041	7,143	30,262	(23,119)	24%	30,262	30,262	-	100%
6030 · Town Treasurer	200	200	200	600	2,400	(1,800)	25%	2,400	2,400	-	100%
6035 · Town Counsel & Financial Advsr											
6035-1 · Town Counsel	-	1,310	2,052	3,362	20,000	(16,639)	17%	20,000	20,000	-	100%
6035-2 · Financial Advisor	-	-	-	-	7,000	(7,000)	0%	7,000	7,000	-	100%
Total 6035 · Town Counsel & Financial Advsr	-	1,310	2,052	3,362	27,000	(23,639)	12%	27,000	27,000	-	100%
6040 · Town Clerk											
6040-1 · Town Clerk, Salary	3,812	5,719	3,812	13,343	49,562	(36,219)	27%	49,562	49,562	-	100%
6040-2 · Town Clerk, Office Sup, Misc.	75	-	-	75	1,463	(1,388)	5%	1,463	1,463	-	100%
6040-3 · Town Clerk, Dog Licenses	-	-	-	-	350	(350)	0%	350	350	-	100%
6040-4 · Town Clerk, School	-	545	-	545	900	(355)	61%	900	900	-	100%
6040-5 · Town Clerk, Microfm(Security)	-	-	-	-	400	(400)	0%	400	400	-	100%
Total 6040 · Town Clerk	3,887	6,264	3,812	13,963	52,675	(38,712)	27%	52,675	52,675	-	100%
6045 · Telephone Services/DSL/Website	533	1,435	533	2,501	11,700	(9,199)	21%	11,700	11,700	-	100%
6050 · Pool Secretaries											
6050-1 · Pool Sec,Salary-Asst Town Clerk	1,605	2,126	2,028	5,758	23,378	(17,620)	25%	23,378	23,378	-	100%
6050-2 · Pool Sec, Salary-Land Use Clerk	2,663	4,099	2,707	9,469	34,820	(25,351)	27%	34,820	34,820	-	100%
Total 6050 · Pool Secretaries	4,268	6,225	4,735	15,228	58,198	(42,970)	26%	58,198	58,198	-	100%
6055 · Town Off. Bldg.											
6055-1 · Town Off. Bldg.Janitorial Serv	756	1,148	762	2,665	9,897	(7,232)	27%	9,897	9,897	-	100%
6055-2 · Town Off. Bldg. Sup. Maint.	72	333	74	479	2,000	(1,521)	24%	2,000	2,000	-	100%
6055-3 · Town Off/Sen.Ctr.- Bldg.Heat	-	-	1,518	1,518	11,500	(9,982)	13%	11,500	11,500	-	100%
6055-4 · Town Off Bldg/Sen Ctr - Lights	-	1,512	597	2,109	9,000	(6,891)	23%	9,000	9,000	-	100%
6055-5 · Town Off. Bldg. rpr & renov.	-	1,034	21	1,055	5,000	(3,945)	21%	5,000	5,000	-	100%
Total 6055 · Town Off. Bldg.	828	4,026	2,972	7,825	37,397	(29,572)	21%	37,397	37,397	-	100%
6060 · Grants/Contracts Manager											
6060-1 · Grants/Cont Mgr-Salary	2,394	3,540	3,401	9,335	31,507	(22,172)	30%	31,507	31,507	-	100%
6060-2 · Grants/Co Mg-Workshops,Seminars	-	150	-	150	700	(550)	21%	700	700	-	100%
6060-3 · Grants/ConMgr-Supp.Subs,Postage	-	32	57	89	1,200	(1,111)	7%	1,200	1,200	-	100%
6060-4 · Grants/Contracts Mgr-Mileage	-	108	-	108	650	(542)	17%	650	650	-	100%
Total 6060 · Grants/Contracts Manager	2,394	3,829	3,458	9,681	34,057	(24,376)	28%	34,057	34,057	-	100%
6100 · P & Z Comm.											
6100-1 · P & Z Comm. Encf. Off.	552	844	556	1,952	7,225	(5,273)	27%	7,225	7,225	-	100%
6100-2 · P & Z Comm. Planner	-	-	-	-	12,000	(12,000)	0%	12,000	12,000	-	100%
Total 6100 · P & Z Comm.	552	844	556	1,952	19,225	(17,273)	10%	19,225	19,225	-	100%
6111 · Land Use Miscellaneous	65	-	-	65	800	(735)	8%	800	800	-	100%
6115 · Ec. Devel.	-	-	-	-	900	(900)	0%	900	900	-	100%
6120 · Conservation Commission											
6120-2 · Training workshop	-	-	-	-	100	(100)	0%	100	100	-	100%
6120-4 · Miscellaneous	-	-	100	100	1,000	(900)	10%	1,000	1,000	-	100%
Total 6120 · Conservation Commission	-	-	100	100	1,100	(1,000)	9%	1,100	1,100	-	100%

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

	Prior Three Months			Current Year Totals				Estimated Year-End Totals			
	July 2019	August 2019	September 2019	Jul '19 - Jun '20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun '20	Budget	\$ Over Budget	% of Budget
6150 · Conservation Wetlands Enf Off	-	560	490	1,050	6,500	(5,450)	16%	6,500	6,500	-	100%
6200 · Highways											
6200-1 · Highways, General Maintenance	-	7,787	3,779	11,566	45,000	(33,434)	26%	45,000	45,000	-	100%
6200-10 · Drug & Alcohol Testing	-	250	-	250	500	(250)	50%	500	500	-	100%
6200-2 · Highways, Public Works Salary	19,103	28,787	19,294	67,183	250,235	(183,052)	27%	250,235	250,235	-	100%
6200-3 · Highways, Misc. o/t labor.	114	493	-	607	26,200	(25,593)	2%	26,200	26,200	-	100%
6200-4 · Boots - Highways	153	212	398	763	2,000	(1,237)	38%	2,000	2,000	-	100%
6200-5 · Storm Materials	-	-	-	-	27,500	(27,500)	0%	27,500	27,500	-	100%
6200-6 · Highways, Roadway Mgmt.	8,386	1,569	15,069	25,025	40,000	(14,975)	63%	40,000	40,000	-	100%
6200-7 · Highways, Town Garage	-	693	735	1,428	8,000	(6,572)	18%	8,000	8,000	-	100%
6200-8 · Stormwater Permit Fees(Phasell)	-	813	-	813	8,500	(7,688)	10%	8,500	8,500	-	100%
Total 6200 · Highways	27,756	40,603	39,275	107,634	407,935	(300,301)	26%	407,935	407,935	-	100%
6202 · Tree Maintenance											
6202-1 · Tree Warden	-	-	-	-	2,250	(2,250)	0%	2,250	2,250	-	100%
6202-2 · Tree Warden- Training Seminars	-	-	-	-	350	(350)	0%	350	350	-	100%
6202-3 · Tree Pruning, Removal, Replacme	-	3,230	1,235	4,465	12,300	(7,835)	36%	12,300	12,300	-	100%
6202-4 · Tree Warden Mileage	-	-	-	-	400	(400)	0%	400	400	-	100%
Total 6202 · Tree Maintenance	-	3,230	1,235	4,465	15,300	(10,835)	29%	15,300	15,300	-	100%
6205 · Street Lighting	732	1,071	1,170	2,973	14,000	(11,027)	21%	14,000	14,000	-	100%
6300 · Social Security	4,898	7,322	4,742	16,962	63,586	(46,624)	27%	63,586	63,586	-	100%
6310 · Deferred Compensation	1,256	1,874	1,249	4,379	16,274	(11,895)	27%	16,274	16,274	-	100%
6400 · Regional Agencies											
6400-1 · Reg. Agency - TVCCA	-	1,000	-	1,000	1,000	-	100%	1,000	1,000	-	100%
6400-10 · RegAgency-SSAC of Eastern CT	-	-	-	-	300	(300)	0%	300	300	-	100%
6400-11 · RegAg-SE CT Enterpr Reg	375	1,044	-	1,419	1,540	(121)	92%	1,540	1,540	-	100%
6400-12 · RegAgcy-Regional Animal Control	9,179	-	-	9,179	9,179	0	100%	9,179	9,179	-	100%
6400-2 · Reg. Agency - Cncl. of Gvnt	1,641	-	-	1,641	1,641	-	100%	1,641	1,641	-	100%
6400-3 · Reg. Agency - Soil/Wtr. Con.	-	-	-	-	300	(300)	0%	300	300	-	100%
6400-4 · Reg. Agency - Women's Center	-	-	-	-	250	(250)	0%	250	250	-	100%
6400-5 · Uncas Health District	4,815	-	-	4,815	19,262	(14,447)	25%	19,262	19,262	-	100%
6400-6 · Reg. Agency - CCM	2,032	-	-	2,032	2,032	-	100%	2,032	2,032	-	100%
6400-7 · Reg. Agency - Norwich PrbCrt	531	-	-	531	2,124	(1,593)	25%	2,124	2,124	-	100%
6400-8 · Council of Small Towns (COST)	725	-	-	725	725	-	100%	725	725	-	100%
6400-9 · Quinebaug Walking Weekends	-	-	-	-	175	(175)	0%	175	175	-	100%
Total 6400 · Regional Agencies	19,299	2,044	-	21,343	38,528	(17,185)	55%	38,528	38,528	-	100%
6500 · Insurance											
6500-1 · Insurance, General Town	6,859	-	7,876	14,735	29,290	(14,555)	50%	29,290	29,290	-	100%
6500-2 · Insurance, Fire Department	-	4,134	4,134	8,268	15,890	(7,622)	52%	15,890	15,890	-	100%
6500-4 · Insurance, Water & Sewer Plants	1,892	-	1,892	3,784	7,532	(3,748)	50%	7,532	7,532	-	100%
6500-5 · Insurance,CIRMA (Workers Comp)	2,834	-	10,973	13,807	40,560	(26,753)	34%	40,560	40,560	-	100%
6500-6 · Insurance, Empl. Medical Ins.	8,423	9,463	7,909	25,796	100,344	(74,548)	26%	100,344	100,344	-	100%
6500-7 · Employee Insurance Waiver	329	329	329	987	3,950	(2,963)	25%	3,950	3,950	-	100%
Total 6500 · Insurance	20,337	13,927	33,113	67,377	197,566	(130,189)	34%	197,566	197,566	-	100%
6600 · Police Department											
6600-1 · Police Dept. Resident Trooper	-	-	-	-	169,220	(169,220)	0%	169,220	169,220	-	100%
6600-2 · Police Dept., O/T 50% contra	-	-	-	-	5,000	(5,000)	0%	5,000	5,000	-	100%
6600-3 · Police Dept. DARE Program	-	215	-	215	300	(85)	72%	300	300	-	100%
6600-4 · Police Dept., Supplies, Misc.	-	-	-	-	500	(500)	0%	500	500	-	100%
6600-5 · Police Dept. - Sch. Crs. Guard	-	-	404	404	3,883	(3,479)	10%	3,883	3,883	-	100%
Total 6600 · Police Department	-	215	404	619	178,903	(178,284)	0%	178,903	178,903	-	100%
6605 · Fire Dept.											
6605-1 · Fire Dept., Vehicle Maint.	-	1,977	298	2,275	20,904	(18,629)	11%	20,904	20,904	-	100%
6605-2 · Fire Dept, Fixed Expenses	5,847	2,747	1,699	10,293	36,700	(26,407)	28%	36,700	36,700	-	100%
6605-3 · Fire Dept. Truck Supplies	-	-	-	-	7,400	(7,400)	0%	7,400	7,400	-	100%
6605-4 · Fire Dept., Firehouse Maint.	289	1,747	142	2,178	9,325	(7,147)	23%	9,325	9,325	-	100%
6605-5 · Fire Dept., Training	-	2,125	3,090	5,215	13,000	(7,785)	40%	13,000	13,000	-	100%
6605-6 · Fire Dept., Business Exp.	80	1,285	-	1,365	13,000	(11,635)	11%	13,000	13,000	-	100%
6605-7 · Fire Dept., Equip. Maint.	450	437	-	887	10,000	(9,113)	9%	10,000	10,000	-	100%
Total 6605 · Fire Dept.	6,666	10,319	5,229	22,213	110,329	(88,116)	20%	110,329	110,329	-	100%
6610 · Emergency											
6610-1 · Salary Director	-	-	-	-	2,200	(2,200)	0%	2,200	2,200	-	100%
6610-5 · Training Expense	-	-	-	-	500	(500)	0%	500	500	-	100%
6610-6 · Equipment Maintenance	-	-	-	-	830	(830)	0%	830	830	-	100%
6610-8 · Local Emerg. Plan Chair.(LEPC)	-	-	-	-	500	(500)	0%	500	500	-	100%

Town of Sprague
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	Prior Three Months			Current Year Totals				Estimated Year-End Totals			
	July 2019	August 2019	September 2019	Jul '19 - Jun '20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun '20	Budget	\$ Over Budget	% of Budget
Total 6610 · Emergency	-	-	-	-	4,030	(4,030)	0%	4,030	4,030	-	100%
6615 · Fire Marshal/Burning Official											
6615-1 · Fire Marshal/Salary	725	736	731	2,192	8,767	(6,575)	25%	8,767	8,767	-	100%
6615-2 · Fire Marshal/Off.Exp.Ed.Misc	-	-	-	-	2,050	(2,050)	0%	2,050	2,050	-	100%
6615-4 · Burning Official - Salary	-	-	-	-	625	(625)	0%	625	625	-	100%
Total 6615 · Fire Marshal/Burning Official	725	736	731	2,192	11,442	(9,250)	19%	11,442	11,442	-	100%
6620 · Enf. Off-Bldg.Code											
6620-1 · Enf.Off-Bldg Code - Salary	1,487	2,254	1,498	5,238	19,471	(14,233)	27%	19,471	19,471	-	100%
6620-2 · Enf. Off-Bldg.Code - Mileage	-	9	-	9	800	(791)	1%	800	800	-	100%
6620-3 · Enf.Off-Bldg.Code - Mbrshp.Fee	-	-	-	-	120	(120)	0%	120	120	-	100%
6620-6 · Enf.Off-Bldg.Code.- Ed.Training	-	7	-	7	250	(243)	3%	250	250	-	100%
6620-7 · Enf.Off-Bldg.Code- Code Vol,Sup	-	-	-	-	500	(500)	0%	500	500	-	100%
Total 6620 · Enf. Off-Bldg.Code	1,487	2,269	1,498	5,254	21,141	(15,887)	25%	21,141	21,141	-	100%
6625 · Blight Enforcement Officer											
6625-1 · Blight Enforce. Officer-Salary	294	296	296	886	3,556	(2,670)	25%	3,556	3,556	-	100%
6625-2 · Blight Enforce.Officer-Mileage	-	-	-	-	150	(150)	0%	150	150	-	100%
6625-3 · Blight Enforce.Officer-Postage	-	-	-	-	150	(150)	0%	150	150	-	100%
Total 6625 · Blight Enforcement Officer	294	296	296	886	3,856	(2,970)	23%	3,856	3,856	-	100%
6700 · Sanit/Wst Rem.											
6700-2 · Sanit/Wst.Rem,Matls.Misc	1,396	192	128	1,716	5,000	(3,284)	34%	5,000	5,000	-	100%
6700-3 · Sanit/Wst.Rem., Recycling	1,988	8,582	7,897	18,467	66,000	(47,533)	28%	66,000	66,000	-	100%
Total 6700 · Sanit/Wst Rem.	3,384	8,774	8,025	20,183	71,000	(50,817)	28%	71,000	71,000	-	100%
6702 · Waste Management Exp. (Waste Management)	-	5,126	5,085	10,211	63,000	(52,789)	16%	63,000	63,000	-	100%
6810 · Comm. of Aging											
6810-1 · Comm. on Aging - Salary	1,571	2,357	1,823	5,751	19,143	(13,392)	30%	19,143	19,143	-	100%
6810-2 · Commission on Aging-Munic Agent	10	10	-	20	500	(480)	4%	500	500	-	100%
6810-4 · Comm. on Aging - Off sup/misc.	83	98	109	290	1,740	(1,450)	17%	1,740	1,740	-	100%
6810-5 · Comm. of Aging - Elevator Contr	200	190	200	589	2,437	(1,848)	24%	2,437	2,437	-	100%
6810-6 · Comm. of Aging - Programs	-	337	617	954	3,000	(2,046)	32%	3,000	3,000	-	100%
6810-7 · Comm. of Aging - Van Driver	1,202	2,861	1,382	5,446	25,110	(19,664)	22%	25,110	25,110	-	100%
6810-7a · Comm of Aging-Van Dr	1,600	1,340	1,486	4,426	16,612	(12,186)	27%	16,612	16,612	-	100%
6810-8 · Comm. on Aging -Senior Ctr Aide	1,165	1,792	1,694	4,651	16,225	(11,574)	29%	16,225	16,225	-	100%
6810-9 · Van Expense, Comm. on Aging	-	579	316	895	7,000	(6,105)	13%	7,000	7,000	-	100%
Total 6810 · Comm. of Aging	5,832	9,564	7,627	23,022	91,767	(68,745)	25%	91,767	91,767	-	100%
6950 · Capital Project											
6950-1 · Capital Project,Rpr Centr Plnt	-	685	-	685	6,000	(5,315)	11%	6,000	6,000	-	100%
6950-2 · Engineering Fees, Cap. Proj.	-	-	-	-	5,000	(5,000)	0%	5,000	5,000	-	100%
Total 6950 · Capital Project	-	685	-	685	11,000	(10,315)	6%	11,000	11,000	-	100%
7000 · Parks & Playgrounds	90	180	90	360	1,500	(1,140)	24%	1,500	1,500	-	100%
7002 · Summer Recreation(SPARC)											
7002-1 · Summer Recreation Salaries	5,448	8,130	-	13,578	14,594	(1,016)	93%	14,594	14,594	-	100%
7002-2 · Summer Recreation Supplies	-	-	-	-	1,500	(1,500)	0%	1,500	1,500	-	100%
Total 7002 · Summer Recreation(SPARC)	5,448	8,130	-	13,578	16,094	(2,516)	84%	16,094	16,094	-	100%
7003 · Recreation Facilities (BoS)											
7003-2 · Electricity	-	333	127	460	1,900	(1,440)	24%	1,900	1,900	-	100%
Total 7003 · Recreation Facilities (BoS)	-	333	127	460	1,900	(1,440)	24%	1,900	1,900	-	100%
7004 · Recreation Events(SPARC)											
7004-1 · RecEvent-3 Villages Fall Fest	-	-	(145)	(145)	5,912	(6,057)	-2%	5,912	5,912	-	100%
7004-2 · Rec Event-Earth Day	-	-	-	-	400	(400)	0%	400	400	-	100%
7004-3 · Rec Event-Youth Yr Lng Activity	-	-	-	-	500	(500)	0%	500	500	-	100%
7004-4 · Rec Event-Shetucket River Fest	133	45	45	222	521	(299)	43%	521	521	-	100%
7004-8 · Rec Event-Other	-	-	-	-	500	(500)	0%	500	500	-	100%
Total 7004 · Recreation Events(SPARC)	133	45	(100)	77	7,833	(7,756)	1%	7,833	7,833	-	100%
7005 · Other Recreation Programs											
7005-1 · Sprague/Franklin/Canterbury LL	-	-	-	-	1,250	(1,250)	0%	1,250	1,250	-	100%
Total 7005 · Other Recreation Programs	-	-	-	-	1,250	(1,250)	0%	1,250	1,250	-	100%
7010 · Grist Mill											
7010-1 · Grist Mill - Supplies, Maint.	-	21	6	27	850	(823)	3%	850	850	-	100%
7010-2 · Grist Mill-Elevator Maintenance	182	182	182	546	2,218	(1,672)	25%	2,218	2,218	-	100%
7010-3 · Grist Mill - Heat, Light	-	1,084	1,141	2,225	9,300	(7,075)	24%	9,300	9,300	-	100%
7010-5 · Grist Mill - Janitor- Salaries	540	810	540	1,890	7,020	(5,130)	27%	7,020	7,020	-	100%
Total 7010 · Grist Mill	722	2,097	1,869	4,689	19,388	(14,699)	24%	19,388	19,388	-	100%
7012 · Historical Museum											

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7012-1 · Salary	276	321	285	882	5,000	(4,118)	18%	5,000	5,000	-	100%
7012-14 · Sprague Historical Society	-	-	-	-	200	(200)	0%	200	200	-	100%
Total 7012 · Historical Museum	276	321	285	882	5,200	(4,318)	17%	5,200	5,200	-	100%
7015 · Library											
7015-1 · Library - Librarian Assistant-1	1,283	1,268	507	3,058	12,872	(9,814)	24%	12,872	12,872	-	100%
7015-10 · Library - Director	1,817	2,954	1,977	6,748	28,160	(21,412)	24%	28,160	28,160	-	100%
7015-11 · Library - Programs	-	190	64	254	2,000	(1,746)	13%	2,000	2,000	-	100%
7015-12 · Professional Fees	-	-	-	-	500	(500)	0%	500	500	-	100%
7015-13 · Library-St Lib CT Membership	-	350	-	350	550	(200)	64%	550	550	-	100%
7015-2 · Library - Books	-	42	417	459	5,500	(5,041)	8%	5,500	5,500	-	100%
7015-3 · Library - Sup./Misc.	-	51	39	90	2,250	(2,160)	4%	2,250	2,250	-	100%
7015-4 · Library - Library Assistant - 3	982	1,402	470	2,854	12,872	(10,018)	22%	12,872	12,872	-	100%
7015-5 · Librarian Assistant - 5	-	-	1,150	1,150	12,872	(11,722)	9%	12,872	12,872	-	100%
7015-6 · Library - Librarian Assistant-2	577	1,532	1,317	3,426	12,872	(9,446)	27%	12,872	12,872	-	100%
Total 7015 · Library	4,660	7,789	5,941	18,389	90,448	(72,059)	20%	90,448	90,448	-	100%
7100 · Miscellaneous											
7100-10 · Newsletter- Salary	247	262	255	764	3,056	(2,292)	25%	3,056	3,056	-	100%
7100-11 · Bank Fees	4	-	-	4	-	4	100%	-	-	-	0%
7100-12 · Newsletter - Misc.	257	265	260	783	4,000	(3,217)	20%	4,000	4,000	-	100%
7100-2 · War Mem./Lords Bridge Gazebo	-	101	51	152	600	(448)	25%	600	600	-	100%
7100-3 · Cemeteries, Vets Graves	-	-	-	-	700	(700)	0%	700	700	-	100%
7100-4 · Contingent Fund	60	881	-	941	3,000	(2,059)	31%	3,000	3,000	-	100%
7100-5 · Memorial Day Celebration	-	-	-	-	1,200	(1,200)	0%	1,200	1,200	-	100%
7100-6 · Legal Ads	-	1,990	2,539	4,529	9,000	(4,471)	50%	9,000	9,000	-	100%
7100-8 · Unemployment Compensation	-	11	65	76	-	-	0%	-	-	-	0%
Total 7100 · Miscellaneous	569	3,511	3,170	7,250	21,556	(14,306)	34%	21,556	21,556	-	100%
7150 · Sewer & Water Dept.											
7150-1 · Water & Sewer Public Services	-	-	2,615	2,615	8,500	(5,885)	31%	8,500	8,500	-	100%
Total 7150 · Sewer & Water Dept.	-	-	2,615	2,615	8,500	(5,885)	31%	8,500	8,500	-	100%
7200 · Office Machines/Sup/Mnt.											
7200-1 · Office Mach/Sup/Mnt -Town Clerk	1,434	1,968	1,308	4,710	9,850	(5,140)	48%	9,850	9,850	-	100%
7200-10 · Fixed Asset Inventory	1,203	-	-	1,203	1,040	163	116%	1,040	1,040	-	100%
7200-2 · Office Mach/Sup/Mnt.- Tax Coll.	4,930	1,868	-	6,798	7,100	(302)	96%	7,100	7,100	-	100%
7200-3 · Office Mach/Sup/Mnt.- Assessor	12,317	-	-	12,317	12,317	-	100%	12,317	12,317	-	100%
7200-4 · Office Mach/Sup/Mnt-Select/Trea	-	227	-	227	1,000	(773)	23%	1,000	1,000	-	100%
7200-5 · Office Machines - Equip.Mnt.	1,813	1,300	-	3,113	7,000	(3,888)	44%	7,000	7,000	-	100%
7200-6 · Office MachSupp-ServSupp	-	5,000	-	5,000	5,000	-	100%	5,000	5,000	-	100%
7200-7 · Paychex Services	231	313	209	752	3,500	(2,748)	21%	3,500	3,500	-	100%
7200-8 · Off.Mach/Sup/Mnt-Library Suppor	-	1,848	-	1,848	3,262	(1,414)	57%	3,262	3,262	-	100%
7200-9 · Off.Mach/Sup/Mnt.-Mail System	-	-	177	177	708	(531)	25%	708	708	-	100%
Total 7200 · Office Machines/Sup/Mnt.	21,927	12,524	1,694	36,145	50,777	(14,632)	71%	50,777	50,777	-	100%
7300 · Interest Payments - Bonds											
7300-14 · 2005 Bonds, Land Purchase, Rds	-	-	12,375	12,375	24,750	(12,375)	50%	24,750	24,750	-	100%
7300-15 · 2009 Bond-Roads, Roof, Fire App,A	-	-	-	-	23,900	(23,900)	0%	23,900	23,900	-	100%
7300-16 · 2013 Bonds-Various Purposes	-	68,338	-	68,338	129,675	(61,338)	53%	129,675	129,675	-	100%
Total 7300 · Interest Payments - Bonds	-	68,338	12,375	80,713	178,325	(97,613)	45%	178,325	178,325	-	100%
7305 · Redemption of Debt-Principal											
7305-14 · 2005 Bonds, Land Purchase, Rds	-	-	-	-	85,000	(85,000)	0%	85,000	85,000	-	100%
7305-15 · 2009 Bond-Roads, Roof, FireApp, AD	-	-	-	-	125,000	(125,000)	0%	125,000	125,000	-	100%
7305-16 · 2013 Bonds Various Purposes	-	350,000	-	350,000	350,000	-	100%	350,000	350,000	-	100%
7305-17 · Note Payment	-	-	140,000	140,000	140,000	-	100%	140,000	140,000	-	100%
Total 7305 · Redemption of Debt-Principal	-	350,000	140,000	490,000	700,000	(210,000)	70%	700,000	700,000	-	100%
7360 · Operating Transfers CNR Fund	-	-	-	-	8,000	(8,000)	0%	8,000	8,000	-	100%
7500 · Board of Education	156,019	508,043	421,693	1,085,755	6,525,766	(5,440,011)	17%	6,525,766	6,525,766	-	100%
Total Expense	308,228	1,116,630	732,016	2,156,873	9,428,971	(7,272,098)	23%	9,428,971	9,428,971	-	100%
Net Ordinary Income	2,901,095	(1,019,383)	(75,852)	1,805,860	13,208	1,792,652	13672%	13,317	13,208	109	101%
Net Income	2,901,095	(1,019,383)	(75,852)	1,805,860	13,208	1,792,652	13672%	13,317	13,208	109	101%
Summary	Prior Three Months			Current Year Totals				Estimated Year-End Totals			
Board of Selectmen Expenditures	\$ 152,209	\$ 608,586	\$ 310,323	\$ 1,071,119	\$ 2,903,205	\$ (1,832,086)	6%	\$ 2,903,205	\$ 2,903,205	\$ -	0%
Board of Education Expenditures	\$ 156,019	\$ 508,043	\$ 421,693	\$ 1,085,755	\$ 6,525,766	\$ (5,440,011)	17%	\$ 6,525,766	\$ 6,525,766	\$ -	100%
Total Expenditures	\$ 308,228	\$ 1,116,630	\$ 732,016	\$ 2,156,873	\$ 9,428,971	\$ (7,272,098)	23%	\$ 9,428,971	\$ 9,428,971	\$ -	100%

	Beginning Balance	Adjustments to Beg. Bal.	Adjusted Beg. Bal.	New Appropriations (Transfers In)	Bond Proceeds	Additions (Revenues Posted)	Total Available	Reductions (Expenditures Posted)	Internal Transfers	Ending Balance
Public Works Shared Equipment (13/14)	-		-				-			-
Public Works Dept Equipment Acquisitions (FY17):	-		-				-			-
PW Sweeper FY17	-		-				-			-
PW Mower FY17	(0)		(0)				(0)			(0)
PW Dump Truck FY17	19		19				19			19
PW Mason Dump Body Replacement (FY18)	31		31				31			31
River Park Dry Hydrants	1,264		1,264				1,264			1,264
Water Supply Plan	255		255				255	(255)		-
Water & Sewer Capital Upgrades (FY18)	11,687		11,687				11,687	(1,499)		10,188
Security Equipment Acquisition & Installation (FY17)	-		-				-			-
Roads	-		-				-			-
Roads 2017-2018	(98,562)		(98,562)			42,517	(56,045)	(11,581)		(67,626)
Roads 2019-2020	(3,500)		(3,500)			600	(2,900)	(25,836)		(28,736)
School Hill Road Emergency Culvert Repair	(6,638)		(6,638)				(6,638)			(6,638)
CT Main Street/LOTCIP/Tap Set Aside	(79,538)		(79,538)				(79,538)			(79,538)
Signage FY12	-		-				-			-
Snow Blower Replacement (FY16)	-		-				-			-
Sale of Timber - Baltic Reservoir Property	-		-				-	(1,125)		(1,125)
Public Safety	-		-				-			-
Security Equipment - Cameras at Town Sites FY18	(1,673)		(1,673)				(1,673)			(1,673)
BFD Building Improvements FY17	-		-				-			-
BFD Pump (FY17)	-		-				-			-
BFD Building Improvements FY18	20,600		20,600				20,600			20,600
BFD Portable Radios FY18	-		-				-			-
FY10 1986 Seagrave 100' Ladder Truck Repair	0		0				0			0
FY10 Four Defibrillators	-		-				-			-
FY09 1988 Ford E-One Pumper ET-324	-		-				-			-
FY06 Preliminary Architectural Costs	-		-				-			-
Education	-		-				-			-
Sayles School Improvements FY18	72,029		72,029				72,029	(1,669)		70,360
Sayles School Improvements FY17	-		-				-			-
FY03 Generator at Sayles School	-		-				-			-
	(94,012)	-	(94,012)	-	-	46,815	(47,197)	(56,546)	-	(103,743)
ASSIGNED FUND BALANCE										
Bond proceeds (FY02-FY20)	(77,819)		(77,819)		3,440,000		3,362,181	(3,553,779)		(191,598)
Skateboard Park & Upgrades	1,566		1,566				1,566			1,566
Sprague Land Preserve	-		-				-			-
Christmas Families	1,399		1,399				1,399			1,399
Food Bank	11,411		11,411				11,411			11,411
Rental Property	7,725		7,725			4,250	11,975	(9,934)		2,041
Summer Concerts	9,725		9,725				9,725	(5,900)		3,825
Sprague Historical Society	-		-				-			-
Miscellaneous Expense	(3,243)		(3,243)				(3,243)			(3,243)
Assigned	(110,867)		(110,867)				(110,867)			(110,867)
	(160,103)	-	(160,103)	-	3,440,000	4,250	3,284,147	(3,569,613)	-	(285,466)
Unassigned	(397)		(397)	-	-	-	-	-	-	(397)
Total Fund Balance	(385,220)	-	(385,220)	-	3,440,000	51,552	3,106,729	(3,647,714)	-	(541,382)

TOWN OF SPRAGUE
STATEMENT OF CASH BALANCES
(See note below)
9/30/19

GENERAL FUND

General Fund Checking Account Reconciliation:

Balance Prior Month..... 1,326,733.36

Revenues:

Deposits-Chelsea Groton 4,800,498.06

Less Expenditures:

Cleared-Chelsea Groton 5,221,610.94

Bank Balance-General Fund Accounts 905,620.48

GENERAL FUND

	Annual Yield	Beginning Bal. General Fund	Increase in General Fund	Decrease in General Fund	Ending Balance General Fund
<u>Checking Account:</u>					
Chelsea Groton-General Fund (NEW ACCOUNT)		1,326,733.36	4,800,498.06	5,221,610.94	\$ 905,620.48
Total General Fund Checking Accounts.....		1,326,733.36			\$ 905,620.48
<u>Savings Accounts:</u>					
STIF	0.16%	91.66	0.24	-	\$ 91.90
Chelsea Groton Tax Collector Account	0.10%	188.16	89,813.86	89,813.84	\$ 188.18
Chelsea Lovett Cemetery	0.05%	1,209.00	0.05	-	\$ 1,209.05
		<u>1,488.82</u>			<u>\$ 1,489.13</u>

Capital Non Recurring

	Annual Yield	Beginning Bal.	Increase in	Decrease in	Ending Balance
Chelsea Groton - Capital Non-Recurring	non interest	7,390.89	73,115.35	72,037.72	\$ 8,468.52
Total Capital Non Recurring Funds		<u>7,390.89</u>			<u>\$ 8,468.52</u>

CURRENT GENERAL FUND & CNR CASH BALANCE \$ 915,578.13

Prior Year GF & CNR Cash Balance 9/30/18	\$ 527,587.97
Prior Year GF & CNR Cash Balance 9/30/17	\$ 1,996,533.26
Prior Year GF & CNR Cash Balance 9/30/16	\$ 2,370,180.58

Budgeted Interest Income 2019-2020	\$ 4,000.00
Actual Year to Date Interest Income	\$ 284.09
Percent of Interest Received to Date	7.1%

Miscellaneous Accounts

SMALL CITIES PROGRAM INCOME	0.02%	791.74	0.01	-	\$ 791.75
SMALL CITIES RIVER ST. RECONSTRUCTION	non interest	0.02	-	-	\$ 0.02
SMALL CITIES RIVER ST RECONSTRUCTION PHII	non interest	0.01	-	-	\$ 0.01
REGIONAL ANIMAL CONTROL	non interest	49,433.53	-	-	\$ 49,433.53
SPRAGUE PUBLIC LIBRARY	0.01%	3,101.31	0.03	100.00	\$ 3,001.34

	Received	Expended
FUNDS EXPECTED TO BE RECEIVED	325,538.36	13,351.10
		11,391.14
		\$ 323,578.40

FUNDS EXPENDED-APPROVED FOR BONDING	\$ -
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Melissa A. Sevigny - Bookkeeper

JoAnn Lynch - Treasurer

NOTE: This report reflects the cash balances of the Town of Sprague at the specific date noted above. This report does not include, nor does it report on, the Fund Balance of the Town. The Fund Balance of the Town is a financial number which takes into account all of the assets and liabilities of the Town and represents the surpluses and/or deficits the Town has experienced over its history. The Town's cash balances, an asset of the Town, is only one of the many pieces of financial information included in the Fund Balance.

SPRAGUE BOARD OF EDUCATION

BOE Budget v. Actual

For Fiscal Year 2018-2019

Year to Date 9/30/2019

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/Or dered	Total Expenditures	Variance	% Spent
1000-Regular Instruction									
1000.51110. Wages Paid to Teachers - Regular Ed	992,900.00	29,042.00	0.00	1,021,942.00	101,397.59	0.00	101,397.59	920,544.41	9.92
1000.51120. Wages Paid to Instructional Aides - Regular Ed	43,149.20	0.00	0.00	43,149.20	242.66	0.00	242.66	42,906.54	0.56
1000.52100. Group Life Insurance - Regular	704.88	0.00	0.00	704.88	203.46	0.00	203.46	501.42	28.86
1000.52200. FICA/Medicare Employer - Regular Ed	19,203.32	0.00	0.00	19,203.32	1,442.62	0.00	1,442.62	17,760.70	7.51
1000.52500. Tuition Reimbursement	10,000.00	0.00	0.00	10,000.00	1,968.00	0.00	1,968.00	8,032.00	19.68
1000.52800. Health Insurance - Regular	233,885.79	(2,791.76)	0.00	231,094.03	51,725.54	0.00	51,725.54	179,368.49	22.38
1000.53200. Substitutes - Regular Education	17,000.00	0.00	0.00	17,000.00	0.00	0.00	0.00	17,000.00	0.00
1000.53230. Purchased Pupil Services	1,250.00	0.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	0.00
1000.54420. Equipment Leasing	24,548.92	0.00	0.00	24,548.92	3,517.73	13,496.94	17,014.67	7,534.25	69.31
1000.56100. General Supplies - Regular Education	7,000.00	0.00	0.00	7,000.00	131.34	0.00	131.34	6,868.66	1.88
1000.56110. Instructional Supplies - Regular Education	3,000.00	0.00	0.00	3,000.00	259.02	0.00	259.02	2,740.98	8.63
1000.56400. Workbooks/Disposables	10,000.00	0.00	0.00	10,000.00	999.00	71.99	1,070.99	8,929.01	10.71
1000.56410. Textbooks	3,000.00	0.00	0.00	3,000.00	3,659.09	1,313.29	4,972.38	(1,972.38)	165.75
1000.56501. Ink and Toner	8,000.00	0.00	0.00	8,000.00	0.00	327.54	327.54	7,672.46	4.09
1000.58100. Dues & Fees	9,053.00	0.00	0.00	9,053.00	7,498.00	0.00	7,498.00	1,555.00	82.82
Total	1,382,695.11	26,250.24	0.00	1,408,945.35	173,044.05	15,209.76	188,253.81	1,220,691.54	13.36
1200-Special Education									
1200.51110. Wages Paid to Teachers - SPED	320,900.00	(40,761.96)	0.00	280,138.04	40,802.52	0.00	40,802.52	239,335.52	14.57
1200.51120. Wages Paid to Instructional Aides - SPED	219,976.80	16,507.20	0.00	236,484.00	8,676.61	0.00	8,676.61	227,807.39	3.67
1200.51901. Wages Paid - Other Non Certified Staff - SPED	80,600.00	0.00	0.00	80,600.00	14,224.94	0.00	14,224.94	66,375.06	17.65
1200.52100. Group Life Insurance - SPED	866.88	0.00	0.00	866.88	276.36	0.00	276.36	590.52	31.88
1200.52200. FICA/Medicare Employer - SPED	31,090.71	0.00	0.00	31,090.71	2,241.84	0.00	2,241.84	28,848.87	7.21
1200.52300. Pension Contributions	3,218.76	0.00	0.00	3,218.76	868.00	0.00	868.00	2,350.76	26.97
1200.52800. Health Insurance	189,108.51	(11,827.51)	0.00	177,281.00	44,235.48	0.00	44,235.48	133,045.52	24.95
1200.53200. Substitutes - SPED	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
1200.53230. Purchased Pupil Services	39,000.00	0.00	0.00	39,000.00	(1,332.59)	78.00	(1,254.59)	40,254.59	(3.22)
1200.53300. Other Prof/Tech Services	2,500.00	0.00	0.00	2,500.00	645.00	165.00	810.00	1,690.00	32.40
1200.55800. Travel Reimbursement	1,200.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00
1200.56100. General Supplies - Special Education	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
1200.56110. Instructional Supplies - SPED	1,000.00	0.00	0.00	1,000.00	1,274.00	172.50	1,446.50	(446.50)	144.65
1200.56400. Workbooks/Disposables	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
1200.58100. Dues & Fees	760.00	0.00	0.00	760.00	0.00	0.00	0.00	760.00	0.00
Total	901,721.66	(36,082.27)	0.00	865,639.39	111,912.16	415.50	112,327.66	753,311.73	12.98
1300-Adult Education - Cooperative									
1300.55690. Tuition - Adult Cooperative	17,367.66	0.00	0.00	17,367.66	20,300.00	0.00	20,300.00	(2,932.34)	116.88
Total	17,367.66	0.00	0.00	17,367.66	20,300.00	0.00	20,300.00	(2,932.34)	116.88

SPRAGUE BOARD OF EDUCATION

BOE Budget v. Actual

For Fiscal Year 2018-2019

Year to Date 9/30/2019

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/Or dered	Total Expenditures	Variance	% Spent
1500-Stipends - Extra Curricular									
1500.51930. Extra Curricular Stipends Paid	10,152.00	0.00	0.00	10,152.00	0.00	0.00	0.00	10,152.00	0.00
Total	10,152.00	0.00	0.00	10,152.00	0.00	0.00	0.00	10,152.00	0.00
1600-Summer School									
1600.51110. Wages Paid to Teachers - Summer School	5,000.00	0.00	0.00	5,000.00	1,309.75	0.00	1,309.75	3,690.25	26.20
1600.51120. Wages Paid to Inst Aides - Summer School	2,250.00	0.00	0.00	2,250.00	470.59	0.00	470.59	1,779.41	20.92
1600.51901. Wages Paid - Other Non-Cert - Summer School	2,400.00	0.00	0.00	2,400.00	1,214.28	0.00	1,214.28	1,185.72	50.60
1600.52200. FICA/Medicare Employer - Summer School	309.00	0.00	0.00	309.00	147.92	0.00	147.92	161.08	47.87
Total	9,959.00	0.00	0.00	9,959.00	3,142.54	0.00	3,142.54	6,816.46	31.55
1700-Tutoring									
1700.000100.51110. Wages Paid to Teacher Tutors - Reg Ed	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
1700.000100.52200. FICA/Medicare Employer - Reg Ed	700.00	0.00	0.00	700.00	0.00	0.00	0.00	700.00	0.00
1700.000200.51120. Wages Paid to Inst Aide Tutors - Spec Ed	8,000.00	0.00	0.00	8,000.00	124.00	0.00	124.00	7,876.00	1.55
1700.000200.52200. FICA/Medicare Employer - Spec Ed	0.00	0.00	0.00	0.00	9.49	0.00	9.49	(9.49)	0.00
1700.000200.53230. Purchased Pupil Services - Spec Ed	6,000.00	0.00	0.00	6,000.00	496.00	4,960.00	5,456.00	544.00	90.93
Total	18,700.00	0.00	0.00	18,700.00	629.49	4,960.00	5,589.49	13,110.51	29.89
1800-Stipends - Sports Teams									
2110-Social Work Services									
2110.51900. Wages Paid - Social Worker	62,428.00	0.00	0.00	62,428.00	5,675.28	0.00	5,675.28	56,752.72	9.09
2110.52100. Group Life Insurance - Social Worker	37.80	0.00	0.00	37.80	8.16	0.00	8.16	29.64	21.59
2110.52200. FICA/Medicare Employer - Social Worker	905.21	0.00	0.00	905.21	82.30	0.00	82.30	822.91	9.09
2110.52800. Health Insurance - Social Worker	1,410.00	0.00	0.00	1,410.00	0.00	0.00	0.00	1,410.00	0.00
2110.56100. Supplies	200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00
Total	64,981.01	0.00	0.00	64,981.01	5,765.74	0.00	5,765.74	59,215.27	8.87
2130-Health Office									
2130.51901. Wages Paid - School Nurse	72,391.16	0.00	0.00	72,391.16	10,021.44	0.00	10,021.44	62,369.72	13.84
2130.51910. Wages Paid - Nurse Substitutes	4,000.00	0.00	0.00	4,000.00	837.00	0.00	837.00	3,163.00	20.93
2130.51930. Nursing Stipends Paid	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
2130.52100. Group Life Insurance - Health Office	75.60	0.00	0.00	75.60	25.20	0.00	25.20	50.40	33.33
2130.52200. FICA/Medicare Employer - Health	7,798.42	0.00	0.00	7,798.42	825.82	0.00	825.82	6,972.60	10.59
2130.52800. Health Insurance - Health Office	10,237.74	0.00	0.00	10,237.74	2,559.45	0.00	2,559.45	7,678.29	25.00
2130.53230. Purchased Pupil Services	0.00	0.00	0.00	0.00	540.00	0.00	540.00	(540.00)	0.00
2130.54300. Repairs & Maint Equipment	200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00
2130.55800. Conference/Travel - Health Office	700.00	0.00	0.00	700.00	0.00	0.00	0.00	700.00	0.00

SPRAGUE BOARD OF EDUCATION

BOE Budget v. Actual

For Fiscal Year 2018-2019

Year to Date 9/30/2019

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/Or dered	Total Expenditures	Variance	% Spent
2130.56100. Supplies	2,400.00	0.00	0.00	2,400.00	682.87	0.00	682.87	1,717.13	28.45
2130.56430. Professional Periodicals	100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
2130.58100. Dues & Fees	600.00	0.00	0.00	600.00	221.00	0.00	221.00	379.00	36.83
Total	100,502.92	0.00	0.00	100,502.92	15,712.78	0.00	15,712.78	84,790.14	15.63
2140-Psychological Services									
2140.51900. Wages Paid - School Psychologist	49,155.00	0.00	0.00	49,155.00	4,468.64	0.00	4,468.64	44,686.36	9.09
2140.52100. Group Life Insurance - Psychologist	37.80	0.00	0.00	37.80	6.30	0.00	6.30	31.50	16.67
2140.52200. FICA/Medicare Employer - Psychologist	712.75	0.00	0.00	712.75	62.89	0.00	62.89	649.86	8.82
2140.52800. Health Insurance	9,095.77	0.00	0.00	9,095.77	2,228.59	0.00	2,228.59	6,867.18	24.50
2140.53230. Purchased Pupil Services	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
2140.56100. Assessment Supplies	2,000.00	0.00	0.00	2,000.00	0.00	710.29	710.29	1,289.71	35.51
2140.56110. Instructional Supplies - Psychologist	200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00
Total	63,201.32	0.00	0.00	63,201.32	6,766.42	710.29	7,476.71	55,724.61	11.83
2150-Speech & Audiology Services									
2150.53230. Purchased Pupil Services	63,388.78	0.00	0.00	63,388.78	5,071.10	58,317.66	63,388.76	0.02	100.00
2150.56100. Supplies	775.00	0.00	0.00	775.00	0.00	431.15	431.15	343.85	55.63
Total	64,163.78	0.00	0.00	64,163.78	5,071.10	58,748.81	63,819.91	343.87	99.46
2160-PT/OT Services									
2210-Improvement of Instruction									
2210.53220. In Service	4,000.00	0.00	0.00	4,000.00	9,758.93	0.00	9,758.93	(5,758.93)	243.97
2210.55800. Conference/Travel - Professional Development	8,000.00	0.00	0.00	8,000.00	121.89	100.00	221.89	7,778.11	2.77
2210.56100. Supplies	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Total	14,000.00	0.00	0.00	14,000.00	9,880.82	100.00	9,980.82	4,019.18	71.29
2220-Library/Media Services									
2230-Technology									
2230.51901. Wages Paid - Technology Staff	11,739.00	0.00	0.00	11,739.00	2,347.81	0.00	2,347.81	9,391.19	20.00
2230.52100. Group Life Insurance - Technology	7.56	0.00	0.00	7.56	2.52	0.00	2.52	5.04	33.33
2230.52200. FICA/Medicare Employer - Technology	898.03	0.00	0.00	898.03	178.63	0.00	178.63	719.40	19.89
2230.52300. Pension Contributions - Technology	469.56	0.00	0.00	469.56	126.42	0.00	126.42	343.14	26.92
2230.52800. Health Insurance - Technology	2,047.55	0.00	0.00	2,047.55	511.89	0.00	511.89	1,535.66	25.00
2230.53520. Other Technical Services	72,000.00	0.00	0.00	72,000.00	26,387.66	45,612.34	72,000.00	0.00	100.00
2230.56100. Supplies	500.00	0.00	0.00	500.00	13.49	0.00	13.49	486.51	2.70
2230.56500. Technology Supplies	2,000.00	0.00	0.00	2,000.00	0.00	189.88	189.88	1,810.12	9.49
2230.57340. Technology Hardware - Instructional	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00

SPRAGUE BOARD OF EDUCATION

BOE Budget v. Actual

For Fiscal Year 2018-2019

Year to Date 9/30/2019

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/Or dered	Total Expenditures	Variance	% Spent
2230.57341. Technology Hardware - Non-Instructional	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
2230.57350. Software - Instructional	11,689.01	0.00	0.00	11,689.01	2,372.20	0.00	2,372.20	9,316.81	20.29
2230.57351. Software - Non-Instructional	29,877.03	0.00	0.00	29,877.03	12,511.49	3,390.00	15,901.49	13,975.54	53.22
Total	135,227.74	0.00	0.00	135,227.74	44,452.11	49,192.22	93,644.33	41,583.41	69.25
2310-Board of Education									
2310.51901. Wages Paid - Non-Certified - BOE Admin Office	11,440.00	0.00	0.00	11,440.00	2,195.88	0.00	2,195.88	9,244.12	19.19
2310.52100. Group Life Insurance - BOE Office	7.56	0.00	0.00	7.56	2.52	0.00	2.52	5.04	33.33
2310.52200. FICA/Medicare Employer - BOE Office	875.16	0.00	0.00	875.16	165.93	0.00	165.93	709.23	18.96
2310.52300. Pension Contributions - BOE Office	457.60	0.00	0.00	457.60	123.20	0.00	123.20	334.40	26.92
2310.52600. Unemployment Compensation - BOE Office	3,000.00	0.00	0.00	3,000.00	2,124.83	0.00	2,124.83	875.17	70.83
2310.52700. Workers' Compensation - BOE Office	23,572.54	0.00	0.00	23,572.54	11,098.33	11,098.98	22,197.31	1,375.23	94.17
2310.52800. Health Insurance - BOE Office	4,377.90	0.00	0.00	4,377.90	1,094.49	0.00	1,094.49	3,283.41	25.00
2310.53020. Legal Services - BOE Office	35,000.00	0.00	0.00	35,000.00	0.00	35,000.00	35,000.00	0.00	100.00
2310.55200. Property/Liability Insurance - BOE Office	19,413.81	0.00	0.00	19,413.81	10,173.18	8,925.18	19,098.36	315.45	98.38
2310.55400. Advertising - BOE Office	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
2310.55800. Conference/Travel - BOE Office	300.00	0.00	0.00	300.00	0.00	664.00	664.00	(364.00)	221.33
2310.56100. Supplies - BOE Office	1,400.00	0.00	0.00	1,400.00	9.07	110.40	119.47	1,280.53	8.53
2310.58100. Dues & Fees - BOE Office	2,700.00	0.00	0.00	2,700.00	2,416.00	0.00	2,416.00	284.00	89.48
2310.58900. Graduation Costs - BOE Office	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
Total	103,544.57	0.00	0.00	103,544.57	29,403.43	55,798.56	85,201.99	18,342.58	82.29
2320-Superintendents Office									
2320.51900. Wages Paid - Superintendent	64,000.00	0.00	0.00	64,000.00	13,390.44	0.00	13,390.44	50,609.56	20.92
2320.51901. Wages Paid - Non-Certified - Supt Admin Office	11,440.00	0.00	0.00	11,440.00	2,195.88	0.00	2,195.88	9,244.12	19.19
2320.52100. Group Life Insurance - Superintendent Office	133.56	0.00	0.00	133.56	75.56	0.00	75.56	58.00	56.57
2320.52200. FICA/Medicare Employer - Superintendent	1,803.16	0.00	0.00	1,803.16	360.08	0.00	360.08	1,443.08	19.97
2320.52300. Pension Contributions - Superintendent's Office	457.60	0.00	0.00	457.60	123.20	0.00	123.20	334.40	26.92
2320.52800. Health Insurance - Superintendent's Office	4,377.90	0.00	0.00	4,377.90	1,094.49	0.00	1,094.49	3,283.41	25.00
2320.55800. Conference/Travel - Superintendent's Office	1,000.00	0.00	0.00	1,000.00	125.00	0.00	125.00	875.00	12.50
2320.56100. Supplies - Superintendent's Office	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
2320.58100. Dues & Fees - Superintendent's Office	4,000.00	0.00	0.00	4,000.00	3,128.00	0.00	3,128.00	872.00	78.20
Total	87,512.22	0.00	0.00	87,512.22	20,492.65	0.00	20,492.65	67,019.57	23.42
2400-School Administration Office									
2400.51900. Wages Paid - Principal	110,000.00	11,719.96	0.00	121,719.96	26,165.38	0.00	26,165.38	95,554.58	21.50
2400.51901. Wages Paid - Non-Certified - School Administration	43,680.00	0.00	0.00	43,680.00	7,242.80	0.00	7,242.80	36,437.20	16.58
2400.52100. Group Life Insurance - School Administration Office	163.80	0.00	0.00	163.80	51.45	0.00	51.45	112.35	31.41

SPRAGUE BOARD OF EDUCATION

BOE Budget v. Actual

For Fiscal Year 2018-2019

Year to Date 9/30/2019

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/Or dered	Total Expenditures	Variance	% Spent
2400.52200. FICA/Medicare Employer - School Administration	4,936.52	0.00	0.00	4,936.52	921.73	0.00	921.73	4,014.79	18.67
2400.52300. Pension Contributions - School Admin Office	1,747.20	0.00	0.00	1,747.20	464.80	0.00	464.80	1,282.40	26.60
2400.52800. Health Insurance - School Administration Office	13,237.74	14,619.27	0.00	27,857.01	4,627.13	0.00	4,627.13	23,229.88	16.61
2400.53300. Other Prof/Tech Services	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
2400.55301. Postage	3,500.00	0.00	0.00	3,500.00	1,495.31	0.00	1,495.31	2,004.69	42.72
2400.55800. Conference/Travel - School Administration Office	750.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
2400.56100. Supplies	2,500.00	0.00	0.00	2,500.00	70.40	0.00	70.40	2,429.60	2.82
2400.58100. Dues & Fees - School Administration	1,100.00	0.00	0.00	1,100.00	320.00	0.00	320.00	780.00	29.09
Total	183,615.26	26,339.23	0.00	209,954.49	41,359.00	0.00	41,359.00	168,595.49	19.70
2510-Business Office									
2510.51901. Wages Paid - Non Certified - Business Office	104,676.00	0.00	0.00	104,676.00	17,809.56	0.00	17,809.56	86,866.44	17.01
2510.52100. Group Life Insurance - Business Office	68.04	0.00	0.00	68.04	16.38	0.00	16.38	51.66	24.07
2510.52200. FICA/Medicare Employer - Business Office	8,007.71	0.00	0.00	8,007.71	1,358.55	0.00	1,358.55	6,649.16	16.97
2510.52300. Pension Contributions - Business Office	1,878.24	0.00	0.00	1,878.24	505.68	0.00	505.68	1,372.56	26.92
2510.52800. Health Insurance - Business Office	11,190.19	0.00	0.00	11,190.19	2,047.56	0.00	2,047.56	9,142.63	18.30
2510.53300. Other Prof/Tech Services - Business Office	2,000.00	0.00	0.00	2,000.00	438.09	0.00	438.09	1,561.91	21.90
2510.53410. Audit/Accounting Services - Business Office	25,750.00	0.00	0.00	25,750.00	552.75	0.00	552.75	25,197.25	2.15
2510.55800. Conference/Travel - Business Office	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
2510.56100. Supplies - Business Office	1,000.00	0.00	0.00	1,000.00	79.99	78.00	157.99	842.01	15.80
Total	154,870.18	0.00	0.00	154,870.18	22,808.56	78.00	22,886.56	131,983.62	14.78
2600-Building & Grounds									
2600.51901. Wages Paid - Buiding Maintenance	96,533.00	0.00	0.00	96,533.00	22,263.65	0.00	22,263.65	74,269.35	23.06
2600.52100. Group Life Insurance - Maintenance Department	75.60	0.00	0.00	75.60	25.20	0.00	25.20	50.40	33.33
2600.52200. FICA/Medicare Employer - Maintenance	7,384.77	0.00	0.00	7,384.77	1,693.52	0.00	1,693.52	5,691.25	22.93
2600.52300. Pension Contributions - Maintenance Office	2,882.05	0.00	0.00	2,882.05	775.95	0.00	775.95	2,106.10	26.92
2600.52800. Health Insurance - Maintenance	20,475.48	0.00	0.00	20,475.48	5,420.70	0.00	5,420.70	15,054.78	26.47
2600.54010. Purchased Property Services	23,694.86	0.00	0.00	23,694.86	6,598.32	15,286.27	21,884.59	1,810.27	92.36
2600.54101. Rubbish Removal	5,768.00	0.00	0.00	5,768.00	1,950.76	4,326.00	6,276.76	(508.76)	108.82
2600.54300. Equipment Repairs & Maint	4,000.00	0.00	0.00	4,000.00	1,304.31	1,353.50	2,657.81	1,342.19	66.45
2600.54301. Building Repairs & Maint	4,000.00	4,229.84	0.00	8,229.84	8,313.44	4,900.00	13,213.44	(4,983.60)	160.56
2600.54411. Water	2,781.00	0.00	0.00	2,781.00	391.77	2,085.75	2,477.52	303.48	89.09
2600.54412. Sewer	1,957.00	0.00	0.00	1,957.00	221.75	1,467.75	1,689.50	267.50	86.33
2600.55300. Communications - Telephone & Internet	11,223.84	0.00	0.00	11,223.84	3,387.76	3,348.00	6,735.76	4,488.08	60.01
2600.55800. Conference/Travel - Building Maintenance	100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
2600.56100. General Supplies - Maintenance Department	15,800.00	(4,229.84)	0.00	11,570.16	200.00	0.00	200.00	11,370.16	1.73
2600.56220. Electricity	56,921.76	0.00	0.00	56,921.76	13,340.56	42,691.32	56,031.88	889.88	98.44
2600.56230. Liquid Propane	12,360.00	0.00	0.00	12,360.00	846.63	0.00	846.63	11,513.37	6.85
2600.56240. Heating Oil	24,720.00	0.00	0.00	24,720.00	0.00	24,720.00	24,720.00	0.00	100.00

SPRAGUE BOARD OF EDUCATION

BOE Budget v. Actual

For Fiscal Year 2018-2019

Year to Date 9/30/2019

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/Or dered	Total Expenditures	Variance	% Spent
2600.56260. Gasoline	400.00	0.00	0.00	400.00	30.22	0.00	30.22	369.78	7.56
Total	291,077.36	0.00	0.00	291,077.36	66,764.54	100,178.59	166,943.13	124,134.23	57.35
2700-Student Transportation									
2700.55100. Contracted Pupil Transp Reg	400,000.00	0.00	0.00	400,000.00	67,101.19	310,752.71	377,853.90	22,146.10	94.46
2700.55108. Contracted Pupil Transp Spec Ed HS	117,250.00	0.00	0.00	117,250.00	6,830.00	98,050.00	104,880.00	12,370.00	89.45
2700.55109. Contracted Pupil Transp Spec Ed Elem	70,000.00	0.00	0.00	70,000.00	3,455.00	58,735.00	62,190.00	7,810.00	88.84
2700.55150. Contracted Pupil Transp Athletics/Ext Curr	3,000.00	0.00	0.00	3,000.00	0.00	190.65	190.65	2,809.35	6.36
2700.56260. Gasoline	40,000.00	0.00	0.00	40,000.00	225.23	0.00	225.23	39,774.77	0.56
Total	630,250.00	0.00	0.00	630,250.00	77,611.42	467,728.36	545,339.78	84,910.22	86.53
6000-HS Tuition									
6000.000100.55610. Tuition - HS Regular Ed - public schools	1,456,090.06	0.00	0.00	1,456,090.06	292,162.50	876,487.50	1,168,650.00	287,440.06	80.26
6000.000200.55610. Tuition - HS Special Ed - public schools	356,727.78	(16,507.20)	0.00	340,220.58	0.00	0.00	0.00	340,220.58	0.00
6000.000200.55630. Tuition - HS Special Ed - private schools	200,256.21	0.00	0.00	200,256.21	19,014.21	176,348.36	195,362.57	4,893.64	97.56
Total	2,013,074.05	(16,507.20)	0.00	1,996,566.85	311,176.71	1,052,835.86	1,364,012.57	632,554.28	68.32
6100-Elementary Tuition									
6100.55631. Tuition - Elem Special Ed - private schools	150,990.74	0.00	0.00	150,990.74	10,835.00	123,328.00	134,163.00	16,827.74	88.86
6100.55660. Tuition - Elem Magnet Schools	128,159.42	0.00	0.00	128,159.42	0.00	0.00	0.00	128,159.42	0.00
Total	279,150.16	0.00	0.00	279,150.16	10,835.00	123,328.00	134,163.00	144,987.16	48.06
Total Expenditures	\$ 6,525,766.00	\$ 0.00	\$ 0.00	\$ 6,525,766.00	\$ 977,128.52	\$ 1,929,283.95	\$ 2,906,412.47	\$ 3,619,353.53	\$ 44.54

**MEMORANDUM
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

To: Municipal Accountability Review Board
From: Julian Freund
Subject: Update on West Haven Subcommittee
Date: November 1, 2019

At its most recent meeting on October 15, the West Haven Subcommittee received updates on a wide range of items. The Finance Director reported on the status of the FY 2019 audit process, indicating that the auditors had received all 3rd party information and that the books were expected to be closed within the next week. Based on guidance from the auditor, the Finance Director reported that the 12/31/19 deadline can be met.

The corrective action plan related to prior year audit findings was also discussed. The emphasis of the discussion was on items that remain unresolved and holding departments and other entities accountable for taking steps to address the findings. The City was also advised to modify the status reporting format to include the dates that policies or other corrective actions are implemented. Documentation of these dates are important to provide clarity to auditors as to when corrective actions have taken effect.

Reports on the status of the various efficiency measures and the Partnership transition were provided to the subcommittee. A brief update on the sale of school properties was provided, with committee members raising a number of questions about the City's options. A full report and discussion was deferred until the November subcommittee meeting so that Corporation Counsel can be in attendance.

The July 2018 pension valuation and summary explanation was provided. The forecasted required contributions in the updated valuation report are more favorable than the projections that were the basis of the City's previous 5-Year Plan. The City indicated that it will incorporate the forecasted pension contributions into a revised 5-Year Plan that it brings back to the MARB later this year.

The November subcommittee meeting will be on November 19.

City of West Haven

September FY2020 Monthly Financial Report
to the Municipal Accountability Review
Board



November 07, 2019



Interoffice Memorandum-Office of Mayor Nancy Rossi

To: Municipal Accountability Review Board

From: Frank M. Cieplinski

Date: 10/31/2019

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

I) West Haven General Fund

A. Revenues

YTD operational revenues of \$52.635M are higher than the same period last year and are directionally in line as a percent of the total year when compared to prior years.

Property taxes comprised 95.6% of total operating revenues compared to 94.4% in FY19 and 95.3% in FY18. These revenues continue to grow as a percentage of the total as funds from State programs continue to decrease. Year-end revenue projections are not coming off the current year budget amounts, however as the year progresses and the sale of the schools are finalized those revenues will be added to the projection.

GENERAL FUND : Revenue Comparisons FY17-FY20

Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Property Taxes	47.092	50.25%	46.759	49.20%	49.375	51.00%	50.303	48.27%
Licenses & Permits	0.316	24.04%	0.401	20.15%	0.678	34.54%	0.431	24.09%
Fines And Penalties	0.049	23.32%	0.092	28.98%	0.102	35.58%	0.094	46.83%
Revenue From Use Of Money	0.007	30.95%	0.017	8.12%	0.082	20.30%	0.102	100.78%
Fed/State Grants - Non MARB	7.231	13.18%	0.219	0.41%	0.523	0.98%	0.214	0.40%
Charges For Services	0.256	23.20%	0.257	22.46%	0.329	27.28%	0.229	20.01%
Other Revenues	0.185	9.16%	0.150	7.82%	0.125	5.88%	0.153	8.53%
Other Financing Sources	1.381	76.86%	1.171	87.19%	1.064	87.40%	1.110	122.08%
	56.518	36.46%	49.067	31.68%	52.277	33.24%	52.635	32.23%

*Note : Does not reflect any MARB restructuring funds.

B. Expenditures

YTD city expenses of \$20.376M are below than the same period last year being driven by the debt service costs..

Payroll and other personnel costs are higher than the previous year as overtime in Public Works has jumped. New processes were able to identify this early to allow enough time to develop a mitigation plan.

Board of Education expenses are well above last year as there was a \$405k severance pay cost booked this year that was not in FY19. Further, the tuition costs reported this year are \$.8M higher than last year due to timing of payments in FY19.

GENERAL FUND : Cost Comparisons FY17-FY20

\$ Millions Expense Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	Actual	% of Yr	Actual	% of Yr	Actual	% of Yr	Fcst	% of Yr
Payroll and Personnel	6.697	26.46%	7.111	27.54%	6.107	25.17%	6.226	24.47%
Debt Service	9.163	54.77%	9.051	52.89%	11.016	58.20%	7.766	41.15%
Health Ins. & Pension	3.445	26.45%	3.654	25.73%	3.584	26.34%	3.382	21.19%
Other Fixed Charges	1.220	34.36%	1.020	30.95%	0.805	28.23%	0.915	28.98%
Solid Waste & Recycling	0.702	23.04%	0.452	15.12%	0.495	15.56%	0.642	20.09%
Other Contractual Svcs	0.703	24.16%	0.717	25.06%	0.544	17.78%	0.841	27.51%
Electricity/Gas	0.361	20.59%	0.304	19.59%	0.374	21.42%	0.247	17.66%
Supplies & Materials	0.121	18.94%	0.127	22.64%	0.082	14.31%	0.133	20.87%
Capital Outlay	0.013	20.26%	0.012	15.50%	0.008	15.85%	0.017	17.43%
Other/Contingency	0.091	38.86%	0.110	18.79%	0.101	16.17%	0.122	55.55%
Fuel	0.061	18.50%	0.054	15.54%	0.050	14.62%	0.040	8.98%
Telephone	0.068	14.78%	0.046	6.26%	0.052	8.77%	0.043	9.25%
Total City Expend.	22.646	33.28%	22.659	32.30%	23.218	33.25%	20.376	27.93%
Salaries	7.093	13.72%	7.058	13.64%	7.015	13.60%	7.460	14.25%
Tuition	0.739	9.30%	1.635	19.37%	1.907	20.52%	2.765	34.83%
Student Transportation	0.608	11.56%	0.722	12.47%	1.026	17.36%	0.908	18.14%
Operation of Plant	1.502	43.93%	1.065	27.61%	1.124	30.65%	0.934	24.27%
Health Insurance	3.856	28.81%	4.109	30.69%	3.311	25.50%	2.885	20.45%
Other Fixed Costs	0.859	26.83%	0.805	23.48%	1.018	27.45%	0.905	22.01%
Purchased Services	0.364	24.25%	0.302	19.54%	0.394	26.65%	0.264	22.77%
Instruction	0.820	50.95%	0.668	48.08%	0.602	46.09%	0.497	35.01%
Total Board of Ed.	15.842	18.00%	16.364	18.26%	16.397	18.23%	16.618	18.47%

C. Summary

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

II) West Haven Sewer Fund

SEWER FUND : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Charges For Services	5.691	48.76%	5.840	48.69%	5.863	50.28%	5.845	50.51%
Fed/State Grants - Non MARB	-	0.00%	-	0.00%	-	0.00%	-	
Other Revenues	0.261	68.99%	0.131	52.72%	0.070	31.01%	0.230	101.60%
	5.952	49.32%	5.970	48.22%	5.933	49.87%	6.075	51.49%

SEWER FUND : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Payroll and Personnel	0.509	22.13%	0.527	24.13%	0.502	22.92%	0.538	22.32%
Capital Outlay	0.722	30.23%	0.651	26.92%	0.606	25.73%	0.703	24.61%
Electricity/Gas/Water	0.014	1.07%	0.222	16.57%	0.233	17.51%	0.162	11.12%
Debt Service	1.011	100.00%	0.815	100.00%	0.717	100.00%	0.659	100.00%
Contractual Services	0.351	29.86%	0.310	26.44%	0.141	16.16%	0.123	11.82%
Other Fixed Charges	0.232	26.97%	0.177	17.90%	0.142	13.31%	0.167	18.72%
Supplies & Materials	0.176	21.14%	0.187	19.98%	0.189	19.53%	0.119	10.21%
Health Ins. & Pension	0.036	28.26%	(0.002)	-1.43%	0.067	32.72%	0.004	1.96%
Other/Contingency	0.398	73.12%	0.385	69.01%	0.370	51.81%	0.466	43.34%
Fuel	0.003	12.02%	-	0.00%	0.006	28.00%	0.004	17.30%
Telephone	0.001	6.86%	0.002	25.11%	0.000	17.14%	0.000	3.19%
	3.453	32.62%	3.274	31.04%	2.974	28.46%	2.946	24.97%

After 3 months Sewer Fund revenues and expenses are in line with prior years and at this point year-end predictions are not coming off of budget.

III) Allingtown Fire Department

AFD : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Property Taxes	2.609	49.72%	2.994	50.03%	3.402	48.01%	3.688	51.57%
Licenses & Permits	0.003	7.23%	0.003	1.70%	0.003	2.53%	0.057	75.63%
Revenue From Use Of Money	-		-	0.00%	-	0.00%	-	0.00%
Fed/State Grants - Non MARB	0.919	95.11%	0.027	6.15%	0.170	85.81%	0.190	339.44%
Charges For Services	0.001	4.72%	(0.001)	-8.49%	0.001	11.64%	0.007	110.75%
Other Revenues	0.002	1.47%	0.004	2.88%	0.008	2.53%	0.001	0.83%
	3.533	55.21%	3.028	44.63%	3.584	46.23%	3.942	53.08%

AFD : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr						
Payroll and Personnel	0.601	23.26%	0.540	23.91%	0.478	23.87%	0.503	23.52%
Health Ins. & Pension	0.547	19.05%	0.651	20.97%	0.850	24.04%	0.763	354.86%
Telephone	0.026	9.29%	0.002	0.80%	0.002	0.94%	0.038	12.45%
Other Fixed Charges	0.024	15.83%	0.068	51.67%	0.075	47.22%	0.045	1.10%
Electricity/Gas/Water	0.080	70.06%	0.084	44.41%	0.088	45.11%	0.087	41.05%
Other/Contingency	0.000	0.07%	-	0.00%	-	0.00%	0.000	0.04%
Other Contractual Svcs	0.034	28.61%	0.020	19.72%	0.020	17.65%	0.017	14.69%
Capital Outlay	0.014	13.38%	0.004	3.78%	0.001	1.13%	0.002	2.17%
Supplies & Materials	0.019	47.16%	0.012	31.79%	0.008	24.46%	0.009	23.27%
Fuel	0.001	16.21%	0.000	0.13%	0.002	17.97%	0.001	7.88%
	1.345	21.12%	1.380	22.11%	1.524	23.57%	1.464	19.70%

After 3 months Allingtown revenues and expenses are consistent or better than prior years and at this point year-end predictions are not coming off of budget.

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

Variances favorable/(unfavorable)

Account Description	ACTUAL						FORECAST		
	FY20	Sep YTD	Sep YTD	Sep YTD %	FY19 YTD %	Projected	Sep YTD %	Δ to Budget	
	Budget	Actual	FY19	Budget	Actual	FY20	Fcst		
Tax Levy - Current Year	96,375,557	50,016,970	49,091,949	51.9%	52.6%	96,375,557	51.9%	-	
Motor Vehicle Supplement	1,236,000	42,207	31,719	3.4%	2.2%	1,236,000	3.4%	-	
Tax Levy - Prior Years	412,000	34,114	63,044	8.3%	15.2%	412,000	8.3%	-	
Tax Levy - Suspense	100,000	50,645	32,677	50.6%	25.4%	100,000	50.6%	-	
Tax Interest - Current Year	463,500	81,698	78,728	17.6%	15.8%	463,500	17.6%	-	
Tax Interest - Prior Years	220,500	24,452	43,891	11.1%	17.3%	220,500	11.1%	-	
Tax Interest - Suspense	108,150	52,995	32,946	49.0%	23.9%	108,150	49.0%	-	
Non Current Per. Prop. Tax	300,000	-	-	0.0%	n/a	300,000	0.0%	-	
41 Property Taxes	99,215,707	50,303,082	49,374,953	50.7%	51.0%	99,215,707	50.7%	-	
Building Permits	1,200,000	247,060	518,458	20.6%	37.9%	1,200,000	20.6%	-	
Electrical Permits	160,000	60,461	68,755	37.8%	33.7%	160,000	37.8%	-	
Zoning Permits	95,000	30,705	25,370	32.3%	17.2%	95,000	32.3%	-	
Health Licenses	82,400	27,911	23,395	33.9%	24.5%	82,400	33.9%	-	
Plumbing & Heating Permits	200,000	50,000	23,781	25.0%	29.8%	200,000	25.0%	-	
Police & Protection Licenses	20,600	5,640	3,115	27.4%	12.2%	20,600	27.4%	-	
Animal Licenses	13,390	2,018	4,250	15.1%	26.7%	13,390	15.1%	-	
Excavation Permits	7,210	2,985	4,615	41.4%	44.5%	7,210	41.4%	-	
City Clerk Fees	7,313	1,292	1,272	17.7%	21.7%	7,313	17.7%	-	
Dog Pound Releases	2,060	-	1,424	0.0%	70.1%	2,060	0.0%	-	
Marriage Licenses	3,090	3,000	2,700	97.1%	54.4%	3,090	97.1%	-	
Sporting Licenses	206	105	56	51.0%	20.7%	206	51.0%	-	
Alcoholic Beverage License	155	320	320	206.5%	21.1%	155	206.5%	-	
42 Licenses & Permits	1,791,424	431,496	677,512	24.1%	34.5%	1,791,424	24.1%	-	
Bldg Code Violations	-	-	6,207	n/a	24.1%	-	n/a	-	
Fines And Penalties	25,750	4,872	5,472	18.9%	14.4%	25,750	18.9%	-	
Parking Tags	175,000	89,130	90,415	50.9%	40.5%	175,000	50.9%	-	
43 Fines And Penalties	200,750	94,002	102,094	46.8%	35.6%	200,750	46.8%	-	
Investment Income	70,000	91,271	70,644	130.4%	18.5%	70,000	130.4%	-	
Rent from City Facilities	31,250	10,770	11,250	34.5%	51.4%	31,250	34.5%	-	
44 Revenue From Use Of Money	101,250	102,041	81,894	100.8%	20.3%	101,250	100.8%	-	
Educational Cost Sharing	45,140,487	-	-	0.0%	0.0%	45,140,487	0.0%	-	
Federal Miscellaneous Grants	-	-	-	n/a	n/a	-	n/a	-	
Health Services	60,000	-	-	0.0%	0.0%	60,000	0.0%	-	
Pilot-Colleges & Hospitals	5,527,988	-	-	0.0%	0.0%	5,527,988	0.0%	-	
Muni Revenue Sharing	147,516	-	-	0.0%	0.0%	147,516	0.0%	-	
Prop Tax Relief - Elderly & Disabl	-	2,000	4,000	n/a	100.0%	-	n/a	-	
Prop Tax Relief - Total Disab	5,370	-	-	0.0%	0.0%	5,370	0.0%	-	
Prop Tax Relief - Veterans	118,373	-	-	0.0%	0.0%	118,373	0.0%	-	
Pilot-State Owned Property	181,198	-	-	0.0%	0.0%	181,198	0.0%	-	
Mashentucket Pequot Grant	807,097	-	-	0.0%	0.0%	807,097	0.0%	-	
Town Aid Road	616,005	-	308,002	0.0%	50.0%	616,005	0.0%	-	
Fed/State Miscellaneous Grants	122,000	60,629	60,267	49.7%	49.2%	122,000	49.7%	-	
Telephone Access Grant	120,555	-	-	0.0%	0.0%	120,555	0.0%	-	
SCCRWA-Pilot Grant	305,220	151,031	150,698	49.5%	50.0%	305,220	49.5%	-	
45 Fed/State Grants	53,151,809	213,660	522,968	0.4%	1.0%	53,151,809	0.4%	-	
Record Legal Instrument Fees	656,250	158,276	238,253	24.1%	32.5%	656,250	24.1%	-	
Miscellaneous - Parks & Recreation	340,000	59,501	80,863	17.5%	23.0%	340,000	17.5%	-	
Miscellaneous - General Gov't	92,700	7,603	7,088	8.2%	12.2%	92,700	8.2%	-	
Miscellaneous - Public Works	37,059	425	464	1.1%	1.2%	37,059	1.1%	-	
Police Charges	15,450	2,455	2,093	15.9%	20.5%	15,450	15.9%	-	
All Other Public Works	2,060	545	140	26.5%	1.0%	2,060	26.5%	-	
Health Fees	-	-	-	n/a	0.0%	-	n/a	-	
Sundry - Other	155	-	-	0.0%	n/a	155	0.0%	-	
46 Charges For Services	1,143,674	228,804	328,900	20.0%	27.3%	1,143,674	20.0%	-	
Fire Dept Share of ERS	857,822	-	(0)	0.0%	0.0%	857,822	0.0%	-	
Yale Contribution	422,651	-	-	0.0%	0.0%	422,651	0.0%	-	
Sale of Property	-	-	19,100	n/a	6.4%	-	n/a	-	
Miscellaneous Revenue	210,000	5,456	10,908	2.6%	4.7%	210,000	2.6%	-	
Pilot - Housing Authority	145,230	-	-	0.0%	0.0%	145,230	0.0%	-	
Parking Meter Revenue	30,000	57,380	20,926	191.3%	25.4%	30,000	191.3%	-	
Sewer Fee Collection Expenses	51,301	55,166	55,166	107.5%	100.0%	51,301	107.5%	-	
Quigley/Yale Parking	41,200	10,901	-	26.5%	0.0%	41,200	26.5%	-	
Insurance Reimbursement	20,600	23,808	9,423	115.6%	21.5%	20,600	115.6%	-	
Organic Recycling Compost	13,000	100	9,478	0.8%	49.9%	13,000	0.8%	-	
47 Other Revenues	1,791,804	152,811	125,001	8.5%	5.9%	1,791,804	8.5%	-	
Residual Equity Transfers In	250,000	-	-	0.0%	n/a	250,000	0.0%	-	
Transfer From Sewer Oper Fund	1,158,875	1,109,575	1,063,700	95.7%	87.4%	1,158,875	95.7%	-	
48 Other Financing Sources	1,408,875	1,109,575	1,063,700	78.8%	87.4%	1,408,875	78.8%	-	
Total Operational Revenue	158,805,293	52,635,471	52,277,022	33.1%	33.2%	158,805,293	33.1%	-	
MARB	4,115,542	-	-	0.0%	0.0%	4,115,542	0.0%	-	
Total General Fund Revenues	162,920,835	52,635,471	52,277,022	32.3%	32.0%	162,920,835	32.3%	-	

CITY OF WEST HAVEN
PROPERTY TAX COLLECTIONS REPORT
September 2019

Month	Tax Levy - Current Year		Tax Levy - Prior Years		Interest		Tax Lien Sale		Total Collections	
	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20
July	36,896,969	41,337,588	32,266	16,296	36,845	56,022	-	-	36,966,079	41,409,906
August	11,343,112	7,817,042	6,353	16,624	79,005	82,152	-	-	11,428,470	7,915,818
September	883,587	904,547	24,425	1,194	72,392	71,617	-	-	980,404	977,358
October	493,826	-	59,260	-	42,923	-	-	-	596,009	-
November	548,481	-	11,266	-	33,487	-	-	-	593,235	-
December	5,353,068	-	37,588	-	56,452	-	-	-	5,447,108	-
January	28,991,624	-	19,029	-	51,888	-	655,808	-	29,718,350	-
February	6,655,587	-	(26,904)	-	122,514	-	-	-	6,751,198	-
March	1,695,458	-	141,603	-	177,402	-	-	-	2,014,463	-
April	991,489	-	56,756	-	150,806	-	-	-	1,199,050	-
May	332,013	-	43,455	-	84,243	-	-	-	459,710	-
June	539,130	-	8,841	-	110,937	-	-	-	658,907	-
Total Collections	94,724,345	50,059,178	413,937	34,114	1,018,894	209,790	655,808	-	96,812,983	50,303,082
Sep YTD	49,123,668	50,059,178	63,044	34,114	188,241	209,790	-	-	49,374,953	50,303,082
Projected	94,724,345	97,911,557	413,937	412,000	1,018,894	892,150	655,808	-	96,812,983	99,215,707
% Total	51.86%	51.13%	15.23%	8.28%	18.48%	23.52%	0.00%		51.00%	50.70%
Excl. Lien Sales									51.35%	50.70%

CITY OF WEST HAVEN
DEPARTMENT EXPENDITURES
September 2019

Variances favorable/(unfavorable)

Department	ACTUAL					FORECAST		
	FY20 Budget	Sep YTD Actual	Sep YTD FY19	Sep YTD % Budget	FY19 YTD % Actual	FY20 Projected	Sep YTD % Fcst	Δ to Budget
100 City Council	162,672	22,978	20,812	14.1%	23.7%	162,672	14.1%	-
105 Mayor	317,111	116,207	59,176	36.6%	19.8%	317,111	36.6%	-
110 Corporation Counsel	466,368	70,846	70,157	15.2%	16.0%	466,368	15.2%	-
115 Personnel Department	170,585	40,257	39,152	23.6%	23.3%	170,585	23.6%	-
120 Telephone Administration	320,000	14,425	22,700	4.5%	5.8%	320,000	4.5%	-
125 City Clerk	266,278	53,990	74,694	20.3%	24.5%	266,278	20.3%	-
130 Registrar Of Voters	137,002	31,717	32,433	23.2%	22.3%	137,002	23.2%	-
165 Probate Court	8,020	1,130	252	14.1%	3.5%	8,020	14.1%	-
190 Planning & Development	968,935	183,173	216,177	18.9%	23.8%	968,935	18.9%	-
Central Government Total	2,816,971	534,724	535,555	19.0%	19.5%	2,816,971	19.0%	-
200 Treasurer	7,600	1,900	1,900	25.0%	25.0%	7,600	25.0%	-
210 Comptroller	1,134,370	214,488	259,964	18.9%	24.0%	1,134,370	18.9%	-
220 Central Services	750,933	348,293	74,220	46.4%	10.3%	750,933	46.4%	-
230 Assessment	447,888	98,201	98,950	21.9%	22.2%	447,888	21.9%	-
240 Tax Collector	429,004	98,498	92,751	23.0%	22.8%	429,004	23.0%	-
Finance Total	2,769,795	761,380	527,784	27.5%	19.8%	2,769,795	27.5%	-
300 Emergency Report System I	1,906,271	365,222	376,076	19.2%	20.7%	1,906,271	19.2%	-
310 Police Department	13,491,535	3,474,389	3,413,680	25.8%	26.0%	13,491,535	25.8%	-
320 Animal Control	283,566	57,752	68,754	20.4%	25.9%	283,566	20.4%	-
330 Civil Preparedness	14,198	3,000	-	21.1%	0.0%	14,198	21.1%	-
Public Service Total	15,695,570	3,900,363	3,858,511	24.9%	25.3%	15,695,570	24.9%	-
400 Public Works Administration	604,341	85,949	73,551	14.2%	15.6%	604,341	14.2%	-
410 Engineering	339,311	26,657	27,770	7.9%	23.5%	339,311	7.9%	-
440 Central Garage	1,323,141	215,809	181,700	16.3%	16.7%	1,323,141	16.3%	-
450 Solid Waste	3,215,901	649,281	495,660	20.2%	15.5%	3,215,901	20.2%	-
460 Building & Ground Maintena	1,243,881	263,137	199,678	21.2%	16.1%	1,243,881	21.2%	-
470 Highways & Parks	4,038,581	922,613	914,872	22.8%	23.0%	4,038,581	22.8%	-
Public Works Total	10,765,156	2,163,447	1,893,232	20.1%	18.8%	10,765,156	20.1%	-
500 Human Resources	279,237	67,442	65,169	24.2%	25.6%	279,237	24.2%	-
510 Elderly Services	441,772	38,896	68,416	8.8%	13.5%	441,772	8.8%	-
520 Parks & Recreation	878,548	306,920	330,588	34.9%	39.2%	878,548	34.9%	-
530 Health Department	344,438	65,104	79,700	18.9%	26.3%	344,438	18.9%	-
Health & Human Services Total	1,943,995	478,361	543,873	24.6%	28.5%	1,943,995	24.6%	-
600 Library	1,421,000	380,250	380,250	26.8%	24.6%	1,421,000	26.8%	-
800 City Insurance	800,977	520,403	393,199	65.0%	46.5%	800,977	65.0%	-
810 Employee Benefits	17,999,404	3,752,749	3,973,455	20.8%	26.1%	17,999,404	20.8%	-
820 Debt Service	18,873,827	7,765,701	11,015,772	41.1%	58.2%	18,873,827	41.1%	-
830 C-Med	42,179	-	-	0.0%	0.0%	42,179	0.0%	-
900 Unallocated Expenses	(168,460)	118,508	96,259	-70.3%	16.4%	(168,460)	-70.3%	-
Other Total	38,968,927	12,537,610	15,858,935	32.2%	42.6%	38,968,927	32.2%	-
Total City Departments	72,960,414	20,375,885	23,217,890	27.9%	33.3%	72,960,414	27.9%	-
Board of Education	89,960,421	16,618,306	16,397,467	18.5%	18.2%	89,960,421	18.5%	-
Total General Fund Expenses	162,920,835	36,994,191	39,615,358	22.7%	24.8%	162,920,835	22.7%	0

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
SUB CATEGORY EXPENDITURE REPORT
September 2019

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Sep YTD	Sep YTD	Sep YTD	FY19 YTD	FY20	Sep YTD	Δ to Budget
	Budget	Actual	FY19	% Budget	% Actual	Projected	% Fcst	
Regular Wages	20,522,254	4,673,404	4,668,568	22.8%	24.0%	20,522,254	22.8%	-
Part Time	915,626	306,247	282,308	33.4%	35.4%	915,626	33.4%	-
Overtime	1,879,682	684,242	560,596	36.4%	29.7%	1,879,682	36.4%	-
Longevity	654,950	162,381	194,393	24.8%	26.4%	654,950	24.8%	-
Fringe Reimbursements	1,138,200	304,115	302,694	26.7%	25.7%	1,138,200	26.7%	-
Other Personnel Services	334,871	96,103	98,394	28.7%	47.6%	334,871	28.7%	-
51 Personnel Services	25,445,583	6,226,493	6,106,954	24.5%	25.2%	25,445,583	24.5%	-
Advertising	48,875	6,920	10,128	14.2%	21.3%	48,875	14.2%	-
Building Maintenance	56,350	5,617	10,995	10.0%	17.5%	56,350	10.0%	-
Copier Machine & Rental	49,000	7,211	2,951	14.7%	6.5%	49,000	14.7%	-
Electricity	1,242,000	174,064	295,916	14.0%	30.2%	1,242,000	14.0%	-
Equipment Repair and Maintenance	56,250	29,829	19,746	53.0%	25.8%	56,250	53.0%	-
Financial Services	195,000	28,818	88,665	14.8%	29.5%	195,000	14.8%	-
Legal Services	153,000	258	2,003	0.2%	1.4%	153,000	0.2%	-
Maintenance Services	653,097	287,870	31,622	44.1%	5.1%	653,097	44.1%	-
Town Aid Road & Tree Manintenance	484,000	59,309	46,968	12.3%	12.8%	484,000	12.3%	-
Training	36,730	11,376	6,009	31.0%	11.5%	36,730	31.0%	-
Trash Pickup, Tip Fees & Recycling	3,195,800	641,890	495,068	20.1%	15.6%	3,195,800	20.1%	-
Water	33,000	2,532	6,929	7.7%	27.6%	33,000	7.7%	-
Uniforms	185,832	149,817	139,631	80.6%	76.9%	185,832	80.6%	-
Other Contractual Services	1,115,754	253,031	169,516	22.7%	14.8%	1,115,754	22.7%	-
52 Contractual Services	7,504,688	1,658,542	1,326,146	22.1%	18.3%	7,504,688	22.1%	-
Motor Vehicle Parts	245,000	49,325	46,812	20.1%	18.7%	245,000	20.1%	-
Construction Supplies	65,000	23,286	1,285	35.8%	1.5%	65,000	35.8%	-
Office Supplies	64,868	17,486	12,699	27.0%	19.7%	64,868	27.0%	-
Other Supplies & Materials	263,243	43,064	21,431	16.4%	12.4%	263,243	16.4%	-
53 Supplies & Materials	638,111	133,161	82,226	20.9%	14.3%	638,111	20.9%	-
Health & General Liability Insurance	12,279,949	2,534,411	2,802,524	20.6%	26.4%	12,279,949	20.6%	-
FICA	1,408,018	367,084	347,665	26.1%	26.7%	1,408,018	26.1%	-
Pension	3,679,203	847,863	781,569	23.0%	26.3%	3,679,203	23.0%	-
Workers Compensation	1,500,000	501,356	410,490	33.4%	30.6%	1,500,000	33.4%	-
Debt Service	18,214,952	7,586,687	10,836,501	41.7%	59.5%	18,214,952	41.7%	-
Debt Service (Water Purification)	658,875	179,014	179,271	27.2%	25.0%	658,875	27.2%	-
Other Fixed Charges	248,879	46,548	46,564	18.7%	22.9%	248,879	18.7%	-
54 Fixed Charges	37,989,876	12,062,964	15,404,584	31.8%	43.5%	37,989,876	31.8%	-
Capital Outlay	99,266	17,301	8,295	17.4%	15.9%	99,266	17.4%	-
55 Capital Outlay	99,266	17,301	8,295	17.4%	15.9%	99,266	17.4%	-
Contingency Services	225,000	-	-	0.0%	0.0%	225,000	0.0%	-
Other Contingency	(4,660)	122,404	100,608	-2626.7%	27.0%	(4,660)	-2626.7%	-
56 Other/Contingency	220,340	122,404	100,608	55.6%	16.2%	220,340	55.6%	-
Fuel	450,000	40,421	49,881	9.0%	14.6%	450,000	9.0%	-
Telephone	464,150	42,935	52,065	9.3%	8.8%	464,150	9.3%	-
Gas Heat	123,800	70,387	86,368	56.9%	11.7%	123,800	56.9%	-
Total City Departments	72,935,814	20,374,608	23,217,126	27.9%	33.3%	72,935,814	27.9%	-
Salaries	52,370,421	7,460,352	7,014,864	14.2%	13.6%	52,370,421	14.2%	-
Health Insurance	14,105,092	2,884,995	3,311,400	20.5%	25.5%	14,105,092	20.5%	-
Benefits & Fixed Charges	4,110,714	904,636	1,018,154	22.0%	27.4%	4,110,714	22.0%	-
Tuition	7,939,386	2,765,063	1,906,666	34.8%	20.5%	7,939,386	34.8%	-
Student Transportation	5,006,320	908,227	1,026,440	18.1%	17.4%	5,006,320	18.1%	-
Operation of Plant	3,847,829	933,748	1,123,845	24.3%	30.6%	3,847,829	24.3%	-
Purchased Services	1,161,159	264,339	393,637	22.8%	26.7%	1,161,159	22.8%	-
Instruction	1,419,500	496,944	602,461	35.0%	46.1%	1,419,500	35.0%	-
Board of Education	89,960,421	16,618,306	16,397,467	18.5%	18.2%	89,960,421	18.5%	-
Total General Fund Expenses	162,896,235	36,992,913	39,614,593	22.7%	24.8%	162,896,235	22.7%	0

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
BOARD OF EDUCATION EXPENDITURE REPORT
September 2019

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Sep YTD	Sep YTD	Sep YTD	FY19 YTD	FY20	Sep YTD	
	Budget	Actual	FY19	% Budget	% Actual	Projected	% Fcst	Δ to Budget
Superintendent / Principals / Asst.	2,350,120	331,640	333,568	14.1%	15.3%	2,350,120	14.1%	-
Teachers - Classroom	27,356,996	3,628,767	3,333,682	13.3%	12.3%	27,356,996	13.3%	-
Teachers - Special Education	5,922,487	736,073	794,795	12.4%	12.9%	5,922,487	12.4%	-
Teachers - Special Area	3,405,682	405,773	443,728	11.9%	12.7%	3,405,682	11.9%	-
Teachers - Substitutes/Interns	689,815	27,720	49,876	4.0%	8.3%	689,815	4.0%	-
Teacher Aides	2,992,839	419,127	397,892	14.0%	13.7%	2,992,839	14.0%	-
Pupil Services	1,565,854	212,008	203,027	13.5%	13.0%	1,565,854	13.5%	-
Clerical	1,551,638	341,462	403,307	22.0%	24.7%	1,551,638	22.0%	-
School Nurses	1,030,163	104,851	122,876	10.2%	12.3%	1,030,163	10.2%	-
Coordinators/Directors	1,064,632	155,504	143,063	14.6%	14.3%	1,064,632	14.6%	-
Custodial / Maintenance	3,006,539	628,616	662,683	20.9%	24.0%	3,006,539	20.9%	-
Lunch Aides	300,000	22,089	28,233	7.4%	9.3%	300,000	7.4%	-
Para Subs-Instructional Aides	105,000	17,088	26,559	16.3%	31.1%	105,000	16.3%	-
Homebound	125,000	3,533	2,625	2.8%	4.2%	125,000	2.8%	-
Detached Worker	98,261	9,950	50,352	10.1%	37.8%	98,261	10.1%	-
Athletic Coaches	200,417	4,038	808	2.0%	0.5%	200,417	2.0%	-
Adult Education	150,000	6,884	17,788	4.6%	11.9%	150,000	4.6%	-
Severance Pay	300,000	405,230	-	135.1%	0.0%	300,000	135.1%	-
Student Activity Advisors	154,978	-	-	0.0%	0.0%	154,978	0.0%	-
Salaries	52,370,421	7,460,352	7,014,864	14.2%	13.6%	52,370,421	14.2%	-
Health Insurance	14,105,092	2,884,995	3,311,400	20.5%	25.5%	14,105,092	20.5%	-
Medicare Only - Taxes	881,908	112,091	104,059	12.7%	12.5%	881,908	12.7%	-
Social Security	764,786	112,561	116,462	14.7%	16.6%	764,786	14.7%	-
Property & Liability Insurance	525,000	479,438	272,873	91.3%	44.5%	525,000	91.3%	-
Worker's Compensation	1,050,000	45,558	341,898	4.3%	41.1%	1,050,000	4.3%	-
Retirement Contributions	477,407	64,809	73,435	13.6%	20.0%	477,407	13.6%	-
Life Insurance	187,913	16,049	56,897	8.5%	22.9%	187,913	8.5%	-
Travel / Convention / Dues	77,200	67,338	39,674	87.2%	67.3%	77,200	87.2%	-
Other Benefits & Fixed Charges	146,500	6,793	12,856	4.6%	22.8%	146,500	4.6%	-
Benefits & Fixed Charges	18,215,806	3,789,632	4,329,555	20.8%	25.9%	18,215,806	20.8%	-
Tuition	7,939,386	2,765,063	1,906,666	34.8%	20.5%	7,939,386	34.8%	-
Bus Service	3,257,312	551,484	577,991	16.9%	16.2%	3,257,312	16.9%	-
Transportation - Phys. Handicapped	1,341,539	278,629	375,409	20.8%	19.3%	1,341,539	20.8%	-
Transportation - Regional VOC	302,012	57,681	57,681	19.1%	20.0%	302,012	19.1%	-
Transportation - Student Activities	105,457	20,434	15,359	19.4%	12.8%	105,457	19.4%	-
Student Transportation	5,006,320	908,227	1,026,440	18.1%	17.4%	5,006,320	18.1%	-
Site Repairs & Improvements	675,000	381,523	619,545	56.5%	56.2%	675,000	56.5%	-
Electricity	1,058,733	263,496	280,574	24.9%	25.7%	1,058,733	24.9%	-
Heating	664,487	47,585	38,562	7.2%	7.8%	664,487	7.2%	-
Water	103,919	30,916	24,013	29.8%	31.6%	103,919	29.8%	-
Telephone & Communications	364,178	39,819	60,133	10.9%	31.4%	364,178	10.9%	-
Building Security	388,740	74,052	42,501	19.0%	9.4%	388,740	19.0%	-
Solid Waste / Recycling	220,833	88,401	55,223	40.0%	24.8%	220,833	40.0%	-
Supplies & Equipment	321,939	7,955	2,574	2.5%	8.6%	321,939	2.5%	-
Other Expenses	50,000	-	720	0.0%	40.8%	50,000	0.0%	-
Operation of Plant	3,847,829	933,748	1,123,845	24.3%	30.6%	3,847,829	24.3%	-
Photocopy Services	269,809	134,020	187,964	49.7%	34.0%	269,809	49.7%	-
Consultant Services	260,000	87,653	108,632	33.7%	33.3%	260,000	33.7%	-
Police And Fire	75,000	277	512	0.4%	0.1%	370,000	0.1%	(295,000)
Printing / Postage / Supplies	119,300	12,652	51,849	10.6%	43.0%	119,300	10.6%	-
Other Services	437,050	29,738	44,680	6.8%	41.1%	142,050	20.9%	295,000
Purchased Services	1,161,159	264,339	393,637	22.8%	26.7%	1,161,159	22.8%	-
Instruction	1,419,500	496,944	602,461	35.0%	46.1%	1,419,500	35.0%	-
Board of Education	89,960,421	16,618,306	16,397,467	18.5%	18.2%	89,960,421	18.5%	-

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
Summary of Revenues and Expenditures
September 2019

Variances favorable/(unfavorable)

	ACTUAL					FORECAST			
	FY20 Budget	Sep YTD Actual	FY19 Actual	Sep YTD FY19	Sep YTD % Budget	FY19 YTD % Actual	Projected FY20	Sep YTD % Fcst	Δ to Budget
REVENUE									
41 Property Taxes	99,215,707	50,303,082	96,157,175	49,374,953	50.7%	51.3%	99,215,707	50.7%	-
41 Property Taxes (Lien Sale)	-	-	655,808	-		0.0%	-		-
42 Licenses & Permits	1,791,424	431,496	1,961,408	677,512	24.1%	34.5%	1,791,424	24.1%	-
43 Fines And Penalties	200,750	94,002	286,947	102,094	46.8%	35.6%	200,750	46.8%	-
44 Revenue From Use Of Money	101,250	102,041	403,514	81,894	100.8%	20.3%	101,250	100.8%	-
45 Fed/State Grants - Non MARB	53,151,809	213,660	53,241,754	522,968	0.4%	1.0%	53,151,809	0.4%	-
46 Charges For Services	1,143,674	228,804	1,205,512	328,900	20.0%	27.3%	1,143,674	20.0%	-
47 Other Revenues	1,791,804	152,811	2,125,440	125,001	8.5%	5.9%	1,791,804	8.5%	-
48 Other Financing Sources	1,408,875	1,109,575	1,217,060	1,063,700	78.8%	87.4%	1,408,875	78.8%	-
Total Operational Revenues	158,805,293	52,635,471	157,254,619	52,277,022	33.1%	33.2%	158,805,293	33.1%	-
48 Bond Proceeds	-	-	-	-			-		-
45 Fed/State Grants - MARB	4,115,542	-	6,250,000	-	0.0%	0.0%	4,115,542	0.0%	-
Total Revenue	162,920,835	52,635,471	163,504,619	52,277,022	32.3%	32.0%	162,920,835	32.3%	-
EXPENDITURES									
Central Government	2,816,971	534,724	2,748,895	535,555	19.0%	19.5%	2,816,971	19.0%	-
Finance	2,769,795	761,380	2,664,127	527,784	27.5%	19.8%	2,769,795	27.5%	-
Public Service	15,695,570	3,900,363	15,221,485	3,858,511	24.9%	25.3%	15,695,570	24.9%	-
Public Works	10,765,156	2,163,447	10,092,167	1,893,232	20.1%	18.8%	10,765,156	20.1%	-
Health & Human Services	1,943,995	478,361	1,909,698	543,873	24.6%	28.5%	1,943,995	24.6%	-
City Insurance	800,977	520,403	845,676	393,199	65.0%	46.5%	800,977	65.0%	-
Employee Benefits	17,999,404	3,752,749	15,237,392	3,973,455	20.8%	26.1%	17,999,404	20.8%	-
Debt Service	18,873,827	7,765,701	18,926,611	11,015,772	41.1%	58.2%	18,873,827	41.1%	-
Library / Other	1,463,179	380,250	1,588,179	380,250	26.0%	23.9%	1,463,179	26.0%	-
Contingency Services	225,000	-	250,000	-	0.0%	0.0%	225,000	0.0%	-
Other Contingency	(393,460)	118,508	337,313	96,259	-30.1%	28.5%	(393,460)	-30.1%	-
Deficit Reduction	-	-	-	-			-		-
Total City Departments	72,960,414	20,375,885	69,821,544	23,217,890	27.9%	33.3%	72,960,414	27.9%	-
Board of Education	89,960,421	16,618,306	89,941,437	16,397,467	18.5%	18.2%	89,960,421	18.5%	-
Total Expenditures	162,920,835	36,994,191	159,762,980	39,615,358	22.7%	24.8%	162,920,835	22.7%	-
Surplus / (Deficit)	-	15,641,280	3,741,639	12,661,664		338.4%	-		0

ALLINGTOWN FIRE DEPARTMENT
SUB CATEGORY EXPENDITURE REPORT
September 2019

	Sep YTD			Sep YTD		
	FY20 Budget	Actual	% Budget	FY19 Actual	Actual	% Actual
Regular Wages	1,683,170	376,975	22.4%	1,512,998	351,831	23.3%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	450,000	119,683	26.6%	444,590	111,522	25.1%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	4,000	5,912	147.8%	42,860	14,225	33.2%
Other Personnel Services	-	-	0.0%	-	-	0.0%
51 Personnel Services	2,137,170	502,570	23.5%	2,000,447	477,578	23.9%
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	10,205	789	7.7%	9,665	3,762	38.9%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	19,000	3,785	19.9%	16,035	4,130	25.8%
Equipment Repair and Maintenance	27,552	7,325	26.6%	34,925	7,493	21.5%
Financial Services	13,000	-	0.0%	27,200	-	0.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	-	-	0.0%	-	-	0.0%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	25,000	155	0.6%	7,778	486	6.3%
Trash Pickup, Tip Fees & Recycling	-	-	0.0%	-	-	0.0%
Water	181,400	82,818	45.7%	167,171	83,067	49.7%
Uniforms	16,000	7,760	48.5%	8,919	7,200	80.7%
Other Contractual Services	23,169	856	3.7%	14,599	629	4.3%
52 Contractual Services	315,326	103,488	32.8%	286,293	106,768	37.3%
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	4,000	-	0.0%	5,949	1,057	17.8%
Other Supplies & Materials	33,000	8,611	26.1%	26,904	7,349	27.3%
53 Supplies & Materials	37,000	8,611	23.3%	32,853	8,406	25.6%
Health & General Liability Insurance	1,780,273	242,527	13.6%	1,319,864	227,600	17.2%
FICA	65,000	14,728	22.7%	50,045	12,591	25.2%
Pension	2,251,000	520,417	23.1%	2,217,579	622,832	28.1%
Workers Compensation	150,000	29,773	19.8%	108,285	62,167	57.4%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	-	-	0.0%	-	-	0.0%
Other Fixed Charges	-	-	0.0%	-	-	0.0%
54 Fixed Charges	4,246,273	807,445	19.0%	3,695,774	925,190	25.0%
Capital Outlay	103,511	2,250	2.2%	97,179	1,125	1.2%
55 Capital Outlay	103,511	2,250	2.2%	97,179	1,125	1.2%
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	232,000	106	0.0%	57,265	-	0.0%
56 Other/Contingency	232,000	106	0.0%	57,265	-	0.0%
Fuel	18,000	1,418	7.9%	12,744	2,290	18.0%
Telephone	307,239	38,236	12.4%	258,437	2,435	0.9%
Gas Heat	11,000	170	1.5%	11,100	650	5.9%
Deficit Reduction	25,000	-	0.0%	-	-	0.0%
Total City Departments	7,432,518	1,464,293	19.7%	6,452,093	1,524,440	23.6%

Note : YTD actuals exclude encumbrances

ALLINGTOWN FIRE DEPARTMENT
Summary of Revenues and Expenditures
September 2019

Variances favorable/(unfavorable)

	ACTUAL						FORECAST			
	FY20	Budget	Sep YTD Actual	FY19 Actual	Sep YTD FY19	Sep YTD % Budget	FY19 YTD % Actual	Projected FY20	Sep YTD % Fcst	Δ to Budget
REVENUE										
41 Property Taxes	7,151,957		3,687,927	7,085,050	3,401,632	51.6%	48.0%	7,151,957	51.6%	-
42 Licenses & Permits	75,000		56,720	134,525	3,400	75.6%	2.5%	75,000	75.6%	-
44 Revenue From Use Of Money	7,210		-	356	-	0.0%	0.0%	7,210	0.0%	-
45 Fed/State Grants - Non MARB	56,000		190,085	197,809	169,747	339.4%	85.8%	56,000	339.4%	-
46 Charges For Services	6,000		6,645	12,195	1,420	110.8%	11.6%	6,000	110.8%	-
47 Other Revenues	131,600		1,095	322,977	8,181	0.8%	2.5%	131,600	0.8%	-
Total Revenue	7,427,767		3,942,471	7,752,913	3,584,380	53.1%	46.2%	7,427,767	53.1%	-
EXPENDITURES										
Personnel Services	2,137,170		502,570	2,000,447	477,578	23.5%	23.9%	2,137,170	23.5%	-
Electricity/Gas/Water	211,400		86,773	194,306	87,847	41.0%	45.2%	211,400	41.0%	-
Other Contractual Services	114,926		16,885	103,087	19,570	14.7%	19.0%	114,926	14.7%	-
Supplies & Materials	37,000		8,611	32,853	8,406	23.3%	25.6%	37,000	23.3%	-
Health & General Liability Insurance	1,780,273		242,527	1,319,864	227,600	13.6%	17.2%	1,780,273	13.6%	-
Pension	2,251,000		520,417	2,217,579	622,832	23.1%	28.1%	2,251,000	23.1%	-
Debt Service	-		-	-	-			-		-
Other Fixed Charges	215,000		44,501	158,331	74,758	20.7%	47.2%	215,000	20.7%	-
Capital Outlay	103,511		2,250	97,179	1,125	2.2%	1.2%	103,511	2.2%	-
Other Contingency	232,000		106	57,265	-	0.0%	0.0%	232,000	0.0%	-
Fuel	18,000		1,418	12,744	2,290	7.9%	18.0%	18,000		-
Telephone	307,239		38,236	258,437	2,435	12.4%	0.9%	307,239	12.4%	-
Deficit Reduction	25,000		-	-	-	0.0%		25,000	0.0%	-
Total Expenditures	7,432,518		1,464,293	6,452,093	1,524,440	19.7%	23.6%	7,432,518	19.7%	-
Surplus / (Deficit)	(4,751)		2,478,178	1,300,820	2,059,939	-52161.9%	158.4%	(4,751)		

WEST HAVEN SEWER
SUB CATEGORY EXPENDITURE REPORT
September 2019

	Sep YTD			Sep YTD		
	FY20 Budget	Actual	% Budget	FY18 Actual	Actual	% Actual
Regular Wages	1,918,711	398,257	20.8%	1,670,890	379,369	22.7%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	490,000	139,594	28.5%	519,734	122,750	23.6%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	-	-	0.0%	-	-	0.0%
Other Personnel Services	1,500	150	10.0%	1,200	150	12.5%
51 Personnel Services	2,410,211	538,001	22.3%	2,191,824	502,270	22.9%
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	-	-	0.0%	-	-	0.0%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	1,200,000	145,393	12.1%	1,190,316	217,110	18.2%
Equipment Repair and Maintenance	220,000	16,295	7.4%	121,668	4,985	4.1%
Financial Services	55,166	55,166	100.0%	55,166	55,166	100.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	80,000	4,031	5.0%	50,883	16,478	32.4%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	-	-	0.0%	-	-	0.0%
Trash Pickup, Tip Fees & Recycling	15,000	1,499	10.0%	14,533	-	0.0%
Water	190,000	14,225	7.5%	105,289	13,876	13.2%
Uniforms	-	-	0.0%	-	-	0.0%
Other Contractual Services	674,000	46,399	6.9%	630,386	64,387	10.2%
52 Contractual Services	2,434,166	283,007	11.6%	2,168,241	372,001	17.2%
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	-	-	0.0%	-	-	0.0%
Other Supplies & Materials	1,168,000	119,293	10.2%	968,559	189,142	19.5%
53 Supplies & Materials	1,168,000	119,293	10.2%	968,559	189,142	19.5%
Health & General Liability Insurance	200,000	3,920	2.0%	206,119	67,438	32.7%
FICA	175,374	38,456	21.9%	154,639	36,732	23.8%
Pension	-	-	0.0%	-	-	0.0%
Workers Compensation	50,000	4,317	8.6%	23,738	10,083	42.5%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	658,876	658,875	100.0%	716,700	716,700	100.0%
Other Fixed Charges	665,318	123,924	18.6%	890,466	95,438	10.7%
54 Fixed Charges	1,749,568	829,491	47.4%	1,991,662	926,390	46.5%
Capital Outlay	2,857,987	703,468	24.6%	2,354,463	605,836	25.7%
55 Capital Outlay	2,857,987	703,468	24.6%	2,354,463	605,836	25.7%
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	1,075,000	465,899	43.3%	713,814	369,800	51.8%
56 Other/Contingency	1,075,000	465,899	43.3%	713,814	369,800	51.8%
Fuel	25,000	4,325	17.3%	22,879	6,405	28.0%
Telephone	12,000	383	3.2%	2,023	347	17.1%
Gas Heat	66,000	2,242	3.4%	35,231	2,019	5.7%
Deficit Reduction	-	-	0.0%	-	-	0.0%
Total City Departments	11,797,932	2,946,110	25.0%	10,448,695	2,974,210	28.5%

Note : YTD actuals exclude encumbrances

WEST HAVEN SEWER
Summary of Revenues and Expenditures
September 2019

Variances favorable/(unfavorable)

	ACTUAL					FORECAST				
	FY20	Budget	Sep YTD Actual	FY19 Actual	Sep YTD FY19	Sep YTD % Budget	FY19 YTD % Actual	Projected FY20	Sep YTD % Fcst	Δ to Budget
REVENUE										
45 Fed/State Grants - Non MARB		-	-	8,690	-		0.0%	-	-	-
46 Charges For Services	11,571,507		5,845,115	11,660,529	5,862,681	50.5%	50.3%	11,571,507	50.5%	-
47 Other Revenues	226,425		230,059	226,740	70,315	101.6%	31.0%	226,425	101.6%	-
Total Revenue	11,797,932		6,075,174	11,895,959	5,932,996	51.5%	49.9%	11,797,932	51.5%	-
EXPENDITURES										
Personnel Services	2,410,211		538,001	2,191,824	502,270	22.3%	22.9%	2,410,211	22.3%	-
Electricity/Gas/Water	1,456,000		161,860	1,330,837	233,005	11.1%	17.5%	1,456,000	11.1%	-
Other Contractual Services	1,044,166		123,389	872,635	141,015	11.8%	16.2%	1,044,166	11.8%	-
Supplies & Materials	1,168,000		119,293	968,559	189,142	10.2%	19.5%	1,168,000	10.2%	-
Health & General Liability Insurance	200,000		3,920	206,119	67,438	2.0%	32.7%	200,000	2.0%	-
Pension	-		-	-	-			-		-
Debt Service	658,876		658,875	716,700	716,700	100.0%	100.0%	658,876	100.0%	-
Other Fixed Charges	890,692		166,696	1,068,843	142,252	18.7%	13.3%	890,692	18.7%	-
Capital Outlay	2,857,987		703,468	2,354,463	605,836	24.6%	25.7%	2,857,987	24.6%	-
Other Contingency	1,075,000		465,899	713,814	369,800	43.3%	51.8%	1,075,000	43.3%	-
Fuel	25,000		4,325	22,879	6,405	17.3%	28.0%	25,000		-
Telephone	12,000		383	2,023	347	3.2%	17.1%	12,000	3.2%	-
Deficit Reduction	-		-	-	-			-		-
Total Expenditures	11,797,932		2,946,110	10,448,695	2,974,210	25.0%	28.5%	11,797,932	25.0%	-
Surplus / (Deficit)	-		3,129,064	1,447,264	2,958,785		204.4%	-		-

**CITY OF WEST HAVEN
FY17 - 18 Audit Issues**

ID #	Area	Condition	Remedy	Comments	Status
1	Payroll	Currently, the City Data Processing Lead Operator processes the payroll and has the ability to change employee pay rates. In addition, the payroll register is not reviewed and approved prior to the payroll being processed.	An employee in the Personnel Department will be responsible for changing rates when needed.	Training has been completed, Human Resources has been making any needed rate adjustments	Closed
2	Payroll	Currently, the Data Processing Lead Operator has access to the check signature key.	Check signature key will be kept in the Finance Director's office safe.		Closed
3	Year-End Closing Procedures	The City's closing process was not complete until approximately six months after year end.	Finance Director and Accounting Director will drive process and accountability targeting Dec 31, 2019 completion of FY18-19 audit		Closed
4.A	Cash Disbursements	During our testing, we noted multiple invoices (insignificant amounts) that were for services provided in fiscal year 2017 that were paid during the fiscal year 2018. This was due to the submission of invoices by City departments to the Finance Department after the City had closed the fiscal year.	Complete development of vendor payment tool to identify unpaid bills		Closed
			Communicate to Department Heads the need to identify any unpaid bills related to FY19 no later than Aug 1		Closed
			Accounting to prepare entries moving needed costs into FY19		Closed
4.B	Cash Disbursements	Currently, the signature key is maintained in the IT Department.	Check signature key will be kept in the Finance Director's office safe.		Closed
5	Bidding Documentation	<ul style="list-style-type: none"> • Bid documentation for certain projects could not be located. • A project that was initially below the bid threshold expended into a larger project above the bid threshold. • Allingtown is not following the City's bid policy. • Items purchased under State bid were not formally documented on the purchase order or voucher 	The document referred to was a 2012 project, misfiled after employee turnovers. The files containing bid documents have been relocated to ensure improper removal no longer occurs.		Closed
			Department heads have been notified to contact purchasing director prior to addressing any further issues that may be exposed.		Closed
			Finance Director will forward the Purchasing Policy to Allingtown.		Closed
			Department heads have been notified that all purchases made from the State Approved vendor list need to be properly documented.		Closed
6.A	City Clerk	Currently, there are no unique separate logins for each City Clerk Department employee. All employees process transactions using the same login.	Need to investigate and propose solution.	Clerk's office is trying to determine the best way to handle the front register when busy.	Open
6.B	City Clerk	Since the login is shared, all users have rights to void transactions.	Need to investigate and propose solution.	Reliant on solution from 6A	Open
6.C	City Clerk	During our testing, we noted that the number of days of activity that was deposited ranges from 4 to 31 days, with the average being 15 days.	Instruct City Clerk that deposits must be brought to Accounting daily (or at worst weekly).		Closed
7	Building Department	During our testing, we noted that in certain instances deposits were not made on a weekly basis.	Instruct Building Department that deposits must be brought to Accounting daily.		Closed
8	Tax Department	Currently, voided transactions must be approved by a senior staff member, but there is no review and approval of a monthly void report by the Tax Collector to monitor compliance with the procedure.	Tax Director will work with IT to develop needed reports.		Open
9	Capital Assets	We noted that the City's capital asset addition identification policies and procedures do not include a procedure to review the minutes for land additions, donations and sales.	Accounting Director will develop a new policy (currently there is no written policy).		Closed
10.A	Pension Plans	Currently the Police Pension Plan and Allingtown Pension Plan investments are managed by separate investment advisors with separate investment strategies.	Finance Director to investigate and propose solution	My opinion is to put the pension plans out to bid under the same fund manager. Requires Police and Fire Commission approval	Open

**CITY OF WEST HAVEN
FY17 - 18 Audit Issues**

ID #	Area	Condition	Remedy	Comments	Status
10.B	Pension Plans	Currently, the City Finance Department does not received the Police Pension Plan investments statements on a monthly basis and therefore does not reconcile activity or monitor the statements to ensure that the activity is properly recorded until year end.	Finance Director to request copies of monthly statements going forward and retain.	Statements have begun to be sent October	Closed
10.C	Alternative Investments	Although the City has their investment manager monitor their pension investments, currently, there is no formal monitoring of the alternative investments by the City Finance Department and/or Pension Commission.	Finance Director to request copies of quarterly statements going forward and retain.	Request has been made...waiting for statements	
10.D	Alternative Investments	State Statutes require that when pension obligation bonds have been issued that the plan maintain a funded level of 100%. At June 30, 2018 the plan is funded at 85%.	Build line into future budgets to build up funding.		Closed
11	Allingtown FD Personnel files	The City Personnel Department does not maintain adequate personnel files and salary related documentation of the Allingtown Fire Department employees.	Finance Director has met with AFD, personnel files will be collected and delivered to City Personnel Department (copies kept at AFD).	Still some pushback from Allingtown, need to followup	
12	Allingtown FD Capital Assets	Capital asset deletions should be identified and reported annually. We noted that the Allingtown Fire Department have not had any significant deletions over the past two fiscal years.	Finance Director has met with AFD, physical inventory will be conducted and completed before 6/30. Accounting Director to work with AFD to enforce process being used by the City.		Closed
13	Allingtown FD Budget & General Ledger	Currently, the Allingtown Fire Department budget format does not present the budget in a format that is consistent with the City's financial statement presentation with respect to expenditure classification and categorization.	Finance Director has met with AFD, and will work with them to review and finalize account mappings. AFD will use the same budget file as all other City Departments in the FY20-21 budget cycle.		Closed
14	Allingtown FD Unallocated Contingency Account	Currently, the Allingtown Fire Department records expenditures directly to the unallocated contingency budget line account.	Budget Transfer file has been sent to AFD. Going forward they will be part of the Finance Director's crackdown on departments not following the City transfer policy.		Closed
15	Board of Education	Currently, the Board of Education journal entries are prepared and recorded by the Business Manager.	All journal entries are prepared by the BOE Business Manager and entered into MUNIS by the Business Office secretary.		Closed
16.A	Board of Education	Currently, there are certain student activity and other accounts for which the only authorized signor is the teacher advisor.	The authorized signor for all accounts include the School Principal and the BOE Business Manager		Closed
16.B	Board of Education	Various student activity fund accounting records are maintained on a manual basis and are not under general ledger control	Training on QuickBooks is set to begin now that school is back in session.	Training Needed	
16.C	Board of Education	Currently, one employee at each school is responsible for all aspects of cash receipts, cash disbursements, record keeping and accounting related to the student activity funds.	Once the QuickBooks project is up and running, the Business office will perform spot checks throughout the year to monitor all activity.		
17.A	Board of Education	We noted that in some instance certain education grants are overexpended during the year, but are adjusted to the correct balances after year end.	To go along with the current monthly monitoring, journal entries will be entered on a monthly basis to ensure balances are correct in real time in MUNIS		Closed
17.B	Board of Education	During our testing, we noted that a significant number and dollar value of invoices that related to the June 30, 2018 fiscal year were incorrectly charged to July and August 2018. The invoices were subsequently properly reclassified as accounts payable and charged to the fiscal 2018 budget.	Accounts payable entires were reduced by over \$1.2 million related to June 30, 2019. Fiscal years were adjusted prior to processing when the invoices were received at the end of the fiscal year.		Closed
18	Investment Policy	The City does not currently have a comprehensive investment policy that addresses all funds and the related allowable investments.	Need to investigate and propose solution.		Open
19	Employee Security Training	The City experienced an IT security event that affected the City IT systems.	IT Director to investigate and propose solution.	Additional software and monitoring is in place. IT director has occasionally sent out "test" emails to see if employees click on their links.	Closed

To: Municipal Accountability Review Board
From: Michael A. Milone, OPM Liaison to West Haven
Date: November 1, 2019
Subject: State Health Partnership Plan-Transition Update

Since the status report issued to the MARB subcommittee at the October 15, 2019 meeting there have been continuing developments to advance the City to its Jan. 1, 2020 transition to the State Partnership Plan (SPP) 2.0. among which is the status of the discussions with the City's five bargaining unions that are moving to the State Plan.

Labor Attorney, Chris Hodgson informed me that AFSCME Locals #681 (Municipal Employees) and #1303 (Water Pollution Control Department) have agreed to the change in medical benefit coverage and the City's Human Resources Director, Beth Sabo, and the other Labor Attorney Bill Ryan are finalizing these agreements. Local # 222 (ERS-Dispatchers) have agreed to the SPP but are seeking some contract modifications. Additionally, Ms. Sabo and Attorney Ryan are completing contract negotiations with Local #1103 (Management) which include the SPP. Attorney Hodgson further indicated that he and the Police Union have scheduled meetings to negotiate their labor contract, including the SPP. This is a positive development as it had been expected that the Police Union was pursuing arbitration rather than negotiate to change to the SPP. As Attorney Hodgson has previously stated and I have reported to the MARB, the City has bargained for the right to implement the change in coverage and will proceed accordingly, if any union discussions proceed beyond the end of this calendar year.

I reported in my October update that the SPP application information was submitted to the State on Sept. 27, 2019 and now meetings will be held among City staff, the State Plan provider and Lockton, the City's medical benefits consultant, to implement the necessary administrative changes. Also, Zenith, the City's third party administrator for the post-65 retiree health plan, continues to analyze the coverage differences between the existing benefit coverage for this group (Medicare Plan F) and the SPP for post-65 retirees. The objective of their analysis is to identify the options that can be implemented to resolve these coverage differences, to eventually move this group to the State Health Plan.

The City conducted a series of employee information workshops in September to explain the SPP coverage and identify any salient differences with their current Anthem coverage. Later this month, staff from the SPP and the medical provider will conduct a series of follow up workshops to provide more detailed coverage information to these employees and answer any questions to ease the transition for these various groups.

The Education Department continues to evaluate the benefits of transition to this partnership plan and their staff, Lockton and I met in mid October to further analyze these options. The outcome of the meeting was to have Lockton conduct some additional comparative research and clarify coverage issues with the pre-65 retiree group, and report their findings in early November. The Superintendent, Neil Cavallaro, has been invited by OPM to provide a status report on this issue at the MARB subcommittee meeting in mid November.

This represents a summary of the City's efforts to date and I will be at the MARB meeting to provide any additional information that is needed.

MEMORANDUM
MUNICIPAL ACCOUNTABILITY REVIEW BOARD

To: Municipal Accountability Review Board
From: Julian Freund
Subject: Update on Hartford Subcommittee
Date: November 1, 2019

The Hartford Subcommittee has met twice since the last full MARB meeting. The agenda of the subcommittee's regular meeting on October 17 was dedicated largely to Board of Education matters including the district's agreement with Achievement First, charter schools generally and special education. The Superintendent addressed questions regarding aspects of the agreement with Achievement First that had been raised at prior meetings. The subcommittee discussed special education services and challenges to managing the costs of special education, particularly the tuition costs for special education students placed in out-of-district services. The Superintendent anticipated presenting the findings of a preliminary study of the district's programs and services at the November or December subcommittee meeting. A scope for a full evaluation of special education services and options for different models of service will be developed following the preliminary study.

The subcommittee was also provided with the final updated contract between the district and the School Support Supervisors and a complete set of job descriptions for that union.

The subcommittee also held a special meeting on October 30 to review and discuss a labor contract between the Hartford Board of Education and AFSCME Local 566 of Council 4. The subcommittee voted to recommend MARB approval of the contract. That contract is an item on the MARB's November 7 agenda.

The November subcommittee meeting will be on November 21st.

City of Hartford

FY2020

Monthly Financial Report to the Municipal Accountability Review Board



September 2019
(FY2020 P3)

Meeting date: November 7, 2019

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

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City of Hartford - FY2020 General Fund Financial Report & Projection

Revenue Category	MARB 11/7/19								
	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (SEPTEMBER)	FY2020 ACTUAL (SEPTEMBER)	FY2020 PROJECTION	VARIANCE	% COLL.	
41 General Property Taxes ¹	(277,177,941)	(283,570,266)	(283,570,266)	(142,534,043)	(139,904,346)	(281,670,266)	1,900,000	49%	
42 Licenses & Permits ²	(6,378,386)	(6,040,406)	(6,040,406)	(2,004,709)	(1,692,313)	(6,040,406)	-	28%	
43 Fines Forfeits & Penalties ³	(249,446)	(190,000)	(190,000)	(66,642)	(58,854)	(190,000)	-	31%	
44 Revenue from Money & Property ⁴	(4,274,741)	(4,003,465)	(4,003,465)	(959,755)	(1,048,984)	(4,003,465)	-	26%	
45 Intergovernmental Revenues ^{5,14}	(307,019,577)	(259,580,413)	(259,580,413)	(12,513,538)	(12,412,238)	(259,580,413)	-	5%	
46 Charges For Services ⁶	(4,167,429)	(2,967,964)	(2,967,964)	(901,074)	(876,505)	(2,967,964)	-	30%	
47 Reimbursements ⁷	(122,833)	(135,440)	(135,440)	(25,422)	(19,863)	(135,440)	-	15%	
48 Other Revenues ⁸	(451,813)	(238,650)	(238,650)	(220,185)	(57,270)	(238,650)	-	24%	
53 Other Financing Sources ⁹	(10,089,325)	(16,554,137)	(16,554,137)	(1,315,567)	(1,620,662)	(9,887,471)	6,666,666	10%	
Total Revenues¹⁶	(609,931,490)	(573,280,741)	(573,280,741)	(160,540,934)	(157,691,036)	(564,714,075)	8,566,666	28%	

Expenditure Category	MARB 11/7/19								
	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (SEPTEMBER)	FY2020 ACTUAL (SEPTEMBER)	FY2020 PROJECTION	VARIANCE	% EXP.	
Payroll ¹⁰	97,702,910	110,295,287	110,431,957	21,717,734	22,720,083	108,085,740	2,346,217	21%	
Benefits ¹¹	85,571,987	94,148,565	94,148,565	22,524,589	21,852,411	93,626,247	522,318	23%	
Debt & Other Capital ^{12,15}	76,471,699	16,310,036	16,310,036	1,587,893	1,550,568	16,310,036	-	10%	
Library ¹³	1,483,334	8,201,317	8,201,317	371,944	383,663	1,534,651	6,666,666	5%	
Metro Hartford Innovation Services	3,174,113	3,193,214	3,193,214	793,528	798,303	3,193,214	-	25%	
Utilities	23,415,165	25,865,608	25,865,608	4,472,471	4,877,575	25,865,608	-	19%	
Other Non-Personnel	33,030,630	31,253,440	31,116,770	3,915,367	5,079,583	31,116,770	-	16%	
Education ¹⁴	284,076,929	284,013,274	284,013,274	24,008,324	24,009,596	284,013,274	-	8%	
Total Expenditures	604,926,766	573,280,741	573,280,741	79,391,851	81,271,781	563,745,540	9,535,201	14%	
Revenues and Expenditures, Net	(5,004,724)	-	-	(81,149,083)	(76,419,255)	(968,535)			
Council Approved Use of Fund Balance	-	-	-	-	-	-			
Net Surplus/(Deficit)	5,004,724	-	-	81,149,083	76,419,255	968,535			

See footnotes on page 2.

REVENUE FOOTNOTES

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

(1) Cumulative through September current year tax levy revenues are 2.48% lower than FY2019 Period 3 (September). In April, the GL2018 were reduced in net assessment value by \$22M, for appeals settled through the Board of Assessment and court process late in March, that resulted an adjustment of \$1.9M in General Property Tax revenue.

(2) Prior Year Levy collections are tracking favorable comparing to the FY2019 cumulative through September.

(3) Interest and liens collections through September are tracking lower due to one time interest payment of \$470K in FY2019 as part of a tax fixing agreement.

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

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

² The Licenses and Permits revenue category is primarily comprised of building, electrical, mechanical, plumbing permits, and food and milk dealer licenses. This revenue category is in line with the FY2020 budget, however is tracking lower comparing to the FY2019 Period 3 (September) due to less permits submitted in the first quarter of FY2020.

³ The Fines, Forfeits and Penalties revenue line item is primarily comprised of fines for false alarms.

⁴ Revenue from Money and Property contains lease/rental and short-term investment income. FY2020 actuals are tracking favorable comparing to the FY2019 Period 3 (September) due to a more favorable interest rate environment for short-term investment income.

⁵ FY2020 Intergovernmental Revenues YTD primarily reflect the receipt of the car tax revenues from the state.

⁶ Charges for Services contains revenues associated with the conveyance tax, transcript/filing of records and special events. This revenue line item varies each year with historical actuals ranging from \$2.8M to \$4.2M.

⁷ Reimbursements (primarily Section 8) primarily occur at fiscal year end.

⁸ Other Revenues will vary year to year based on unanticipated items such as settlements.

⁹ Other Financing Sources reflects revenues from (1) Corporate Contribution, (2) DoNo Stadium Fund, (3) the Parking Authority Fund, (4) Special Police Service Fund and other (interest from CIP Investment account).

(1) Corporate Contribution of \$10M, of which \$3.333M will be provided directly to the City of Hartford General Fund and \$6.667M has been provided directly to the Hartford Public Library. A corresponding appropriation reduction has been noted to reflect this arrangement.

(2) Stadium lease revenue and the first quarter of revenue from HPA was received in August.

(3) The first quarter of revenue from Hartford Parking Authority was received and recorded.

(4) Special Police Private Duty Jobs for the first quarter revenues are lower comparing to the FY2019 first quarter; this will continue to be monitored through the fiscal year.

EXPENDITURE FOOTNOTES

¹⁰ Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$2.35M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 11 weeks of actual payroll expenses with 41.4 weeks remaining. Vacancies are assumed to be refilled with 37.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$3.52M is offset by a projected shortfall of \$883K in OT and \$292K in PT salary expenses. Payroll will continue to be monitored throughout the fiscal year.

¹¹ The City's total ADEC for Police, Fire and Municipal workers was budgeted at 40.87M. Due to timing, an updated estimate provided by the City's actuaries has reduced the ADEC by a total of \$1.13M, offset by \$111K in collective bargaining agreement savings and \$500K in non-Public Safety budgeted attrition and vacancy savings.

¹² The FY2020 Adopted Budget for Debt & Other Capital actuals are comprised of \$4.65M for Downtown North principal and interest, \$95K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$11.45M for Pay-As-You-Go CapEx for a total of \$16.31M.

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

¹⁴ Education YTD actuals reflect 3 month of the City's tax supported payment of \$96.0M. The \$188.0M ECS will be recorded as received by the State.

¹⁵ Under the executed Contract Assistance agreement, \$45.67M of General Obligation debt service payments are made on the City's behalf by the State of Connecticut in FY2020. Consistent with GAAP rules, the contract assistance payments are recorded as donated capital revenue. The debt service expenditures are recorded in the ledger in the Debt Service line item to properly reflect the retirement of debt. This unbudgeted debt expense is offset by contract assistance revenue, together of which nets to zero.

¹⁶ 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 revenue is unfavorable.

Revenue Summary - Major Category						
	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (SEPTEMBER)	FY2020 ACTUAL (SEPTEMBER)	
41-TAXES	(277,177,941)	(283,570,266)	(283,570,266)	(142,534,043)	(139,904,346)	
CURRENT YEAR TAX LEVY	(270,024,993)	(272,220,266)	(272,220,266)	(140,970,039)	(137,471,204)	
INTEREST AND LIENS	(5,004,287)	(4,500,000)	(4,500,000)	(1,357,237)	(886,304)	
PRIOR YEAR LEVIES	(1,324,776)	(6,250,000)	(6,250,000)	(200,697)	(1,530,338)	
TAX LIEN SALES	(740,692)	(500,000)	(500,000)	-	-	
OTHER	(83,194)	(100,000)	(100,000)	(6,070)	(16,500)	
42-LICENSES AND PERMITS	(6,378,386)	(6,040,406)	(6,040,406)	(2,004,709)	(1,692,313)	
BUILDING PERMITS	(3,248,523)	(3,442,000)	(3,442,000)	(1,199,540)	(935,265)	
ELECTRICAL PERMITS	(972,254)	(775,000)	(775,000)	(195,840)	(222,910)	
FOOD & MILK DEALER LICENSES	(289,194)	(312,000)	(312,000)	(74,500)	(88,025)	
MECHANICAL PERMITS	(830,946)	(800,000)	(800,000)	(301,320)	(158,970)	
PLUMBING PERMITS	(399,136)	(325,000)	(325,000)	(109,145)	(87,406)	
OTHER	(638,333)	(386,406)	(386,406)	(124,363)	(199,737)	
43-FINES FORFEITS AND PENALTIES	(249,446)	(190,000)	(190,000)	(66,642)	(58,854)	
FALSE ALARM CITATIONS-POL&FIRE	(239,289)	(185,000)	(185,000)	(64,942)	(54,661)	
LAPSED LICENSE/LATE FEE	(4,700)	(5,000)	(5,000)	(1,700)	(3,500)	
OTHER	(5,458)	-	-	-	(693)	
44-INTEREST AND RENTAL INCOME	(4,274,741)	(4,003,465)	(4,003,465)	(959,755)	(1,048,984)	
BILLINGS FORGE	(20,308)	(20,428)	(20,428)	(5,128)	(5,377)	
CT CENTER FOR PERFORM ART	(50,000)	(50,000)	(50,000)	(8,333)	(12,500)	
DELTAPRO - LANDFILL GAS	(10,202)	(90,294)	(90,294)	(10,202)	-	
INTEREST	(3,121,304)	(2,905,249)	(2,905,249)	(680,549)	(855,040)	
MIRA SOLAR REVENUE	-	(50,000)	(50,000)	-	-	
RENT OF PROP-ALL OTHER	(109,809)	(112,839)	(112,839)	(24,487)	(27,859)	
RENTAL OF PARK PROPERTY	(60,021)	(54,000)	(54,000)	(20,795)	(7,600)	
RENTAL OF PARKING LOTS	(300)	(600)	(600)	(300)	-	
RENTAL OF PROP-FLOOD COMM	(107,880)	(148,560)	(148,560)	(38,780)	(25,680)	
RENTAL-525 MAIN STREET	(22,456)	(21,094)	(21,094)	(5,589)	(5,326)	
RENTS FROM TENANTS	(180,426)	(161,257)	(161,257)	(33,062)	(48,414)	
SHEPHERD PARK	(241,289)	(118,000)	(118,000)	-	-	
THE RICHARDSON BUILDING	(313,952)	(235,000)	(235,000)	(114,107)	(43,115)	
UNDERWOOD TOWER PILOT	(36,144)	(36,144)	(36,144)	(18,072)	(18,072)	
OTHER	(650)	-	-	(350)	-	
45-INTERGOVERNMENTAL	(307,019,577)	(259,580,413)	(259,580,413)	(12,513,538)	(12,412,238)	
MUNICIPAL AID	(253,863,415)	(254,285,642)	(254,285,642)	(11,674,631)	(11,597,120)	
CAR TAX SUPPL MRSF REV SHARING	(11,078,328)	(11,597,120)	(11,597,120)	(11,078,328)	(11,597,120)	
EDUCATION COST SHARING	(188,043,631)	(187,974,890)	(187,974,890)	-	-	
HIGHWAY GRANT	(1,192,605)	(1,192,605)	(1,192,605)	(596,303)	-	
MASHANTUCKET PEQUOT FUND	(6,136,523)	(6,136,523)	(6,136,523)	-	-	
MRSA BONDED DISTRIBUTION GRANT	(1,446,985)	(1,419,161)	(1,419,161)	-	-	
MRSF SELECT PILOT	(12,422,113)	(12,422,113)	(12,422,113)	-	-	
MUNICIPAL STABILIZATION GRANT	(3,370,519)	(3,370,519)	(3,370,519)	-	-	
PRIV TAX EXEMPT PROPERTY	(20,009,758)	(20,009,758)	(20,009,758)	-	-	
STATE OWNED PROPERTY	(10,162,953)	(10,162,953)	(10,162,953)	-	-	
OTHER MUNICIPAL AID	(48,566,231)	-	-	-	-	
STATE CONTRACT ASSISTANCE	(48,566,231)	-	-	-	-	
OTHER STATE REVENUES	(111,786)	(830,774)	(830,774)	(31,558)	(34,587)	
BOND INT SUB ON SCH PROJ	-	(46,613)	(46,613)	-	-	
JUDICIAL BRANCH REV DISTRIB.	(89,972)	(76,000)	(76,000)	(31,558)	(34,587)	
SCH BUILD GRT-SERIAL	-	(661,445)	(661,445)	-	-	
VETERANS EXEMPTIONS	(21,814)	(46,716)	(46,716)	-	-	
PILOTS, MIRA & OTHER INTERGOVERNMENTAL	(4,473,045)	(4,458,997)	(4,458,997)	(806,710)	(780,531)	
DISABIL EXEMPT-SOC SEC	(6,223)	(7,755)	(7,755)	-	-	
GR REC TAX-PARI MUTUEL	(206,810)	(250,000)	(250,000)	(59,710)	(50,925)	
HEALTH&WELFARE-PRIV SCH	(54,629)	(61,366)	(61,366)	-	-	
MATERIALS INNOVATION RECYCLING	(1,500,000)	(1,500,000)	(1,500,000)	-	-	
PHONE ACCESS LN TAX SH	(447,838)	(550,000)	(550,000)	-	-	
PILOT CHURCH HOMES INC	(131,112)	(131,112)	(131,112)	(65,556)	(62,695)	
PILOT FOR CT CTR FOR PERF	(513,422)	(361,000)	(361,000)	-	-	
PILOT FOR HARTFORD 21	(500,000)	(500,000)	(500,000)	(250,000)	(250,000)	
PILOT HARTFORD HILTON	(540,247)	(525,000)	(525,000)	(135,062)	(90,041)	
PILOT HARTFORD MARRIOTT	(552,763)	(552,764)	(552,764)	(276,382)	(301,870)	
PILOT TRINITY COLLEGE	(20,000)	(20,000)	(20,000)	(20,000)	(25,000)	
OTHER	(5,100)	(5,000)	(5,000)	(640)	-	
STATE REIMBURSEMENTS	(5,100)	(5,000)	(5,000)	(640)	-	
46-CHARGES FOR SERVICES	(4,167,429)	(2,967,964)	(2,967,964)	(901,074)	(876,505)	
CONVEYANCE TAX	(1,913,349)	(1,200,000)	(1,200,000)	(279,038)	(414,989)	
FILING RECORD-CERTIF FEES	(280,062)	(300,000)	(300,000)	(67,791)	(71,637)	
TRANSCRIPT OF RECORDS	(829,705)	(839,250)	(839,250)	(215,345)	(207,210)	
OTHER	(1,144,312)	(628,714)	(628,714)	(338,899)	(182,670)	
47-REIMBURSEMENTS	(122,833)	(135,440)	(135,440)	(25,422)	(19,863)	
ADVERTISING LOST DOGS	(980)	(220)	(220)	(90)	(90)	
ATM REIMBURSEMENT	(399)	(1,475)	(1,475)	(399)	(280)	
DOG ACCT-SALARY OF WARDEN	(2,291)	(2,600)	(2,600)	-	-	
OTHER REIMBURSEMENTS	(4,438)	(20,500)	(20,500)	(908)	(14)	
PRIOR YEAR EXPEND REFUNDS	-	(17,000)	(17,000)	-	-	
REIMB FOR MEDICAID SERVICES	(9,945)	(22,000)	(22,000)	(4,412)	-	
SECTION 8 MONITORING	(87,497)	(65,545)	(65,545)	(19,264)	(18,625)	
OTHER	(17,284)	(6,100)	(6,100)	(350)	(855)	
48-OTHER REVENUES	(451,813)	(238,650)	(238,650)	(220,185)	(57,270)	
MISCELLANEOUS REVENUE	(155,122)	(169,150)	(169,150)	(4,904)	(17,326)	
OVER & SHORT ACCOUNT	(1,007)	(1,500)	(1,500)	(112)	18	
SALE CITY SURPLUS EQUIP	(783)	(60,000)	(60,000)	-	(307)	
SALE OF DOGS	(6,126)	(5,000)	(5,000)	(1,498)	(1,820)	
SETTLEMENTS - OTHER	(215,998)	(3,000)	(3,000)	(213,100)	-	
OTHER	(72,777)	-	-	(571)	(37,835)	
53-OTHER FINANCING SOURCES	(10,089,325)	(16,554,137)	(16,554,137)	(1,315,567)	(1,620,662)	
CORPORATE CONTRIBUTION	(3,141,333)	(10,000,000)	(10,000,000)	-	-	
DOWNTOWN NORTH (DONO)	(1,122,590)	(993,500)	(993,500)	(300,000)	(302,208)	
REVENUE FROM HTFD PKG AUTHY	(2,630,675)	(2,695,637)	(2,695,637)	-	(520,115)	
SPECIAL POLICE SERVICES	(2,955,127)	(2,750,000)	(2,750,000)	(1,006,163)	(779,996)	
OTHER	(239,599)	(115,000)	(115,000)	(9,404)	(18,343)	
Grand Total	(609,931,490)	(573,280,741)	(573,280,741)	(160,540,934)	(157,691,036)	

CITY OF HARTFORD
PROPERTY TAX COLLECTIONS REPORT FOR FY19 AND FY20
PROPERTY TAX COLLECTION REPORT THROUGH SEPTEMBER 30, 2019

Month	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	FY 19	FY 20
July	96,451,948	83,540,894 ¹	(342,432)	(151,199) ²	251,077	303,663	-	-	96,360,592	83,693,359
August	42,246,468	51,765,115	525,224	1,244,906	387,653	322,761	-	-	43,159,346	53,332,783
September	2,271,622	2,165,195	17,906	436,631	718,507	259,879 ³	-	-	3,008,035	2,861,706
October	2,646,106		(278,383)		246,322		-	-	2,614,045	-
November	1,971,266		469,702		318,786		-	-	2,759,753	-
December	13,258,728		382,154		280,737		-	-	13,921,620	-
January	74,752,130		506,639		318,802		-	-	75,577,571	-
February	27,809,194		417,367		312,757		-	-	28,539,318	-
March	2,712,714		543,565		467,814		-	-	3,724,092	-
April	1,933,466		763,667		443,352		-	-	3,140,486	-
May	1,288,335		616,554		511,556		-	-	2,416,446	-
June	2,683,015		(930,970)		746,924		740,692	-	3,239,661	-
Total Collections	270,024,993	137,471,204	2,690,993	1,530,338	5,004,287	886,304	740,692	-	278,460,965	139,887,847
60 Day Collections (Year End entry)			(1,366,218)						(1,366,218)	-
Adjusted Total Collections	270,024,993	137,471,204	1,324,776	1,530,338	5,004,287	886,304	740,692	-	277,094,747	139,887,847

	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20
Total Budget	273,861,323	272,220,266	5,500,000	6,250,000	3,900,000	4,500,000	750,000	500,000	284,011,323	283,470,266
Total Adjusted Levy at July 1st	289,991,265	286,964,966	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Collections through September	140,970,039	137,471,204	200,697	1,530,338	1,357,237	886,304	-	-	142,527,973	139,887,847
Outstanding Receivable at 09/30/19	142,013,294	143,367,533	51,131,362	51,473,881	n/a	n/a	n/a	n/a	n/a	n/a
% of Budget Collected	51.47%	50.50%	3.65%	24.49%	34.80%	19.70%	0.00%	0.00%	50.18%	49.35%
% of Adjusted Levy Collected	48.61%	47.91%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Mill Rate Real Estate	74.29	74.29								
Mill Rate Personal Property	74.29	74.29								
Mill Rate Motor Vehicle	45	45								

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

² FY2020 Prior Year's Tax collections negative balance is due to adjustments from tax appeals. Less adjustments were processed during July FY2020 as compared to July FY2019.

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

Expenditure Summary - Departments

	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (SEPTEMBER)	FY2020 ACTUAL (SEPTEMBER)	FY2020 PROJECTION	VARIANCE
00111 MAYOR'S OFFICE	700,632	802,661	802,661	158,218	188,692	771,791	30,870
00112 COURT OF COMMON COUNCIL	503,577	510,147	510,147	101,138	104,300	501,975	8,172
00113 TREASURER	454,715	470,860	470,860	94,705	95,090	469,501	1,359
00114 REGISTRARS OF VOTERS	581,934	470,367	629,044	187,149	181,145	623,577	5,467
00116 CORPORATION COUNSEL	1,335,850	1,551,808	1,551,808	303,789	277,906	1,460,124	91,684
00117 TOWN & CITY CLERK	696,637	800,095	800,095	162,991	124,052	765,552	34,543
00118 INTERNAL AUDIT	501,016	513,779	513,779	107,811	108,131	513,572	207
00119 CHIEF OPERATING OFFICER	613,541	818,222	818,222	172,162	142,286	772,243	45,979
00122 METRO HARTFORD INNOVATION SERV	3,174,113	3,193,214	3,193,214	793,528	798,303	3,193,214	0
00123 FINANCE	3,301,651	3,803,175	3,803,175	674,478	691,448	3,634,322	168,853
00125 HUMAN RESOURCES ¹	1,231,425	1,257,176	1,257,176	232,300	207,456	1,288,192	(31,016)
00128 OFFICE OF MANAGEMENT & BUDGET	856,745	1,187,960	1,187,960	178,591	178,576	1,151,153	36,807
00132 FAMILIES, CHILDREN, YOUTH & RECREATION ²	3,343,256	3,407,296	3,407,296	1,423,221	1,590,748	3,579,455	(172,159)
00211 FIRE	32,107,353	34,285,229	34,285,229	6,949,785	6,866,016	33,385,188	900,041
00212 POLICE	40,011,308	46,627,694	46,627,694	8,945,601	9,404,403	45,514,213	1,113,481
00213 EMERGENCY SERVICES & TELECOMM. ³	3,657,064	3,799,883	3,799,883	956,377	863,351	4,142,187	(342,304)
00311 PUBLIC WORKS	13,176,086	15,595,312	15,595,312	2,713,737	2,699,884	15,449,122	146,190
00420 DEVELOPMENT SERVICES	3,290,211	4,020,079	4,020,079	679,632	734,599	3,957,540	62,539
00520 HEALTH AND HUMAN SERVICES	3,325,808	5,063,719	5,063,719	653,695	653,493	4,818,215	245,504
00711 EDUCATION	284,076,929	284,013,274	284,013,274	24,008,324	24,009,596	284,013,274	0
00721 HARTFORD PUBLIC LIBRARY ⁴	1,483,334	8,201,317	8,201,317	371,944	383,663	1,534,651	6,666,666
00820 BENEFITS & INSURANCES	85,571,987	94,148,565	94,148,565	22,524,589	21,852,411	93,626,247	522,318
00821 DEBT SERVICE ⁵	76,471,699	16,310,036	16,310,036	1,587,893	1,550,568	16,310,036	0
00822 NON OP DEPT EXPENDITURES	44,459,898	42,428,873	42,270,196	5,410,190	7,565,666	42,270,196	0
Grand Total	604,926,766	573,280,741	573,280,741	79,391,851	81,271,781	563,745,540	9,535,201

¹ Human Resources is projected to be unfavorable due to temporary staffing to address full-time staffing turnover.

² The projected deficit of \$172K in Families, Children, Youth & Recreation is attributable to seasonal part-time and overtime costs for Recreation services.

³ Emergency Services & Telecomm. is projected to be unfavorable due to full-time positions being hired as Trainees, without an offsetting reduction in overtime in the current fiscal year.

⁴ Due to \$6.667M of the Corporate contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

⁵ The FY2020 Adopted Budget for Debt & Other Capital actuals are comprised of \$4.65M for Downtown North principal and interest, \$95K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$11.45M for Pay-As-You-Go CapEx for a total of \$16.31M. Under the executed Contract Assistance agreement, \$45.67M of General Obligation debt service payments are made on the City's behalf by the State of Connecticut in FY2020. Consistent with GAAP rules, the contract assistance payments are recorded as donated capital revenue. The debt service expenditures are recorded in the ledger in the Debt Service line item to properly reflect the retirement of debt. This unbudgeted debt expense is offset by contract assistance revenue, together of which nets to zero.

Expenditure Summary - Major Expenditure Category

	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (SEPTEMBER)	FY2020 ACTUAL (SEPTEMBER)	FY2020 PROJECTION	VARIANCE
PAYROLL	97,702,910	110,295,287	110,431,957	21,717,734	22,720,083	108,085,740	2,346,217
FT ¹	80,500,637	94,243,829	94,243,829	17,516,522	18,199,180	90,722,674	3,521,155
HOL	2,144,726	2,480,489	2,480,489	369,190	358,450	2,480,489	0
OT ¹	13,204,845	12,066,029	12,066,029	3,128,635	3,398,414	12,949,088	(883,059)
PT ¹	1,852,702	1,504,940	1,641,610	703,386	764,039	1,933,489	(291,879)
BENEFITS	85,571,987	94,148,565	94,148,565	22,524,589	21,852,411	93,626,247	522,318
HEALTH	31,260,540	35,195,175	35,195,175	6,906,713	6,337,761	35,195,175	0
MITIGATION ²	0	(500,000)	(500,000)	0	0	0	(500,000)
PENSION ³	43,406,819	48,109,987	48,109,987	11,450,401	10,964,152	46,976,463	1,133,524
INSURANCE	4,839,402	4,890,000	4,890,000	2,685,316	2,767,391	4,890,000	0
FRINGE REIMBURSEMENTS	(5,332,983)	(3,800,000)	(3,800,000)	(933,573)	(640,952)	(3,800,000)	0
LIFE INSURANCE	262,106	315,652	315,652	64,113	58,132	315,652	0
OTHER BENEFITS	4,236,104	4,698,957	4,698,957	1,001,619	1,028,426	4,698,957	0
WAGE ⁴	0	(111,206)	(111,206)	0	0	0	(111,206)
WORKERS COMP	6,900,000	5,350,000	5,350,000	1,350,000	1,337,500	5,350,000	0
DEBT	76,471,699	16,310,036	16,310,036	1,587,893	1,550,568	16,310,036	0
DEBT	76,471,699	16,310,036	16,310,036	1,587,893	1,550,568	16,310,036	0
LIBRARY	1,483,334	8,201,317	8,201,317	371,944	383,663	1,534,651	6,666,666
LIBRARY ⁵	1,483,334	8,201,317	8,201,317	371,944	383,663	1,534,651	6,666,666
MHIS	3,174,113	3,193,214	3,193,214	793,528	798,303	3,193,214	0
MHIS	3,174,113	3,193,214	3,193,214	793,528	798,303	3,193,214	0
UTILITY	23,415,165	25,865,608	25,865,608	4,472,471	4,877,575	25,865,608	0
UTILITY	23,415,165	25,865,608	25,865,608	4,472,471	4,877,575	25,865,608	0
OTHER	33,030,630	31,253,440	31,116,770	3,915,367	5,079,583	31,116,770	0
COMMUNITY ACTIVITIES	2,105,764	2,342,699	2,342,699	894,282	895,996	2,342,699	0
CONTINGENCY	555,751	4,022,152	4,002,188	0	0	4,002,188	0
CONTRACTED SERVICES	3,286,289	4,071,425	4,078,895	562,145	381,367	4,078,895	0
ELECTIONS	0	458,146	299,469	0	0	299,469	0
LEASES - OFFICES PARKING COPIER	1,548,780	2,033,636	2,033,636	354,976	345,297	2,033,636	0
LEGAL EXPENSES & SETTLEMENTS	6,428,094	3,216,500	3,216,500	194,671	311,188	3,216,500	0
OTHER	3,255,876	4,313,833	4,313,833	776,216	732,933	4,313,833	0
POSTAGE	163,630	200,000	200,000	75,000	50,000	200,000	0
SUPPLY	4,011,786	4,396,572	4,420,572	735,927	373,666	4,420,572	0
TECH, PROF & COMM BASED SERVICES	1,655,597	2,506,553	2,497,090	317,572	355,468	2,497,090	0
VEHICLE & EQUIP	10,019,063	3,691,924	3,691,924	4,578	1,613,705	3,691,924	0
EDUCATION	284,076,929	284,013,274	284,013,274	24,008,324	24,009,596	284,013,274	0
EDUCATION	284,076,929	284,013,274	284,013,274	24,008,324	24,009,596	284,013,274	0
Grand Total	604,926,766	573,280,741	573,280,741	79,391,851	81,271,781	563,745,540	9,535,201

¹ Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$2.35M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 11 weeks of actual payroll expenses with 41.4 weeks remaining. Vacancies are assumed to be refilled with 37.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$3.52M is offset by a projected shortfall of \$883K in OT and \$292K in PT salary expenses. Payroll will continue to be monitored throughout the fiscal year.

² Mitigation of \$500K reflects non-Public Safety budgeted attrition and vacancy savings. The Police and Fire department respectively include \$1.25M and \$510K in budgeted attrition and vacancy savings. In total, \$2.26M is budget for attrition city-wide.

³ The City's total ADEC for Police, Fire and Municipal workers was budgeted at 40.87M. Due to timing, an updated estimate provided by the City's actuaries has reduced the ADEC by a total of \$1.13M.

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

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

Appendix

FY2020 Full-time Payroll Projection (September) as of 9/19/19

DEPARTMENTS	BUDGETED HC	BUDGETED ANNUAL AMOUNT (REV)	PROJECTION	VARIANCE (BUDGETED ANNUAL AMOUNT - PROJECTION)
111-Mayor	11	748,913	718,038	30,875
112-CCC	7	354,851	346,679	8,172
113- Treas	9	393,548	392,134	1,414
114- ROV	7	333,236	327,105	6,131
116-Corp Counsel	16	1,493,753	1,383,944	109,809
117- Clerk	10	662,701	605,832	56,869
118-Audit	5	509,901	509,694	207
119-COO	6	498,868	452,889	45,979
123- FIN	45	3,448,056	3,279,203	168,853
125- HR	13	936,431	936,329	102
128-OMBG	13	1,080,130	1,043,322	36,808
132-FCYR	11	792,033	788,103	3,930
211- Fire	368	27,117,637	25,705,391	1,412,246
212- Police	537	38,289,832	35,469,410	2,820,422
213- EST	49	3,002,483	2,730,284	272,199
311- DPW	197	10,261,421	9,890,849	370,572
420- Devel Serv	52	3,863,440	3,754,352	109,088
520- HHS	33	2,152,369	1,906,865	245,504
Grand Total	1,389	95,939,603	90,240,423	5,699,180
FT- Fire Attrition		(510,000)		(510,000)
FT- Police Attrition		(1,252,299)		(1,252,299)
FT- Development Services Attrition		(20,000)		(20,000)
FT- Net other FT		86,525		(395,726)
FT- Total Revised Budget		94,243,829		3,521,155
Non-Sworn Attrition (within Benefits)				(500,000)
Total Variance (favorable)				3,021,155

Assumptions

- 1) Analysis is based on year-to-date actuals from check date 9/19/19, which includes 11 pay periods, and projects filled positions for 41.4 future weeks.
- 2) Non-sworn vacancies are projected for 37.4 future weeks.
- 3) Two Police classes, 18 in October and 15 planned in April, will graduate. A future Police class is anticipated to be hired in April.
- 4) No future Fire FY2020 classes planned.
- 5) Adopted head count is 1403 with 1389 positions plus 14 MHIS positions funded in the MHIS internal service fund.

MEMORANDUM
Municipal Accountability Review Board

To: Members of the Municipal Accountability Review Board
From: Julian Freund, OPM
Subject: Hartford Board of Education and AFSCME Local 566
Date: November 1, 2019

Background

The previous collective bargaining agreement between the Hartford Board of Education and AFSCME Local 566 of Council 4 expired June 30, 2018. A Tentative Agreement for a contract term retroactive to July 1, 2018 through June 30, 2021 was recently approved by the union membership and the Hartford Board of Education.

The Hartford Subcommittee reviewed the contract at an October 30 special meeting. The subcommittee voted to recommend approval of the agreement by the full MARB. If the MARB chooses to take action on the agreement, it would need to do so by November 14.

Summary of Major Economic Provisions

The attached Summary of Hartford 566 Tentative Agreement and several financial exhibits provide analysis and estimates of the financial impact of the major economic provisions.

As described in the attached backup documents, the tentative agreement provides for the following salary adjustments:

- FY 2018/19: 0% general wage increase, with no step increase
- FY 2019/20: 2% general wage increase, with step increases
- FY 2020/21: 2% general wage increase, with step increases

Projections in the supporting documents indicate that the total cost of the salary increases and steps is estimated to be \$1,415,944 over the life of the contract.

Much of this is offset by savings associated with a transition to a mandatory high deductible health plan with health savings account. Analysis estimates the resulting annualized savings in health insurance costs to be \$840,297. The transition to the high deductible plan takes effect in year 3 of the contract, so only one year of savings is built into the projections.

Financial impact over life of contract	
Total cost of salary/steps	\$1,415,944
Savings related to HDHP	(\$840,297)
Net Cost	\$575,647
2% salary increase included in FY19/20 budget	(\$432,934)
Net budgetary impact	\$142,713

The resulting net cost of the contract is shown to be \$575,647. The budgetary impact is further mitigated by the fact that the BOE included a 2% salary increase in the current year budget. The resulting budgetary impact is approximately \$142,000.

Other Provisions:

The Tentative Agreement makes numerous other changes to the contract. Some represent updates to language to reflect current practices (ex. removal of references to positions that no longer exist; corrections to scheduled hours of certain staff). Others represent adjustments to how leave time may be utilized or accrued (ex. increase to maximum number of vacation days maintenance staff may take during the school year). Each of these changes are described in the Summary document provided by the BOE.

Additional Information Requested by Subcommittee:

At the special meeting on October 30, subcommittee members requested the following additional information:

1. Estimate of the impact on cost share for employees as a result of the transition to the HDHP – The BOE has provided a comparison of the estimated payroll deductions under the current Century Preferred PPO plan and the HDHP/HAS in the attached “Cost Savings of HDHP/HSA: Custodians Rates Effective July 1, 2019”
2. Employee turnover in recent years – The BOE has responded that from the 2017-2018 school year through the present there have been 23 resignations in this bargaining unit. This number includes only resignations, not retirements.

Attachments:

- Summary of Tentative Agreement: BOE and Local 566
- Summary Financial Impact
- Tentative Agreement
- Salary Projections
- Projected Savings: High Deductible Health Plan
- Salary Grids
- Costs Savings of HDHP/HAS: Custodian Rates
- Comparables
- Prior Contract between BOE and Local 566: 2012-2018

Summary of Hartford 566 Tentative Agreement

This unit covers custodians, maintenance staff and cafeteria workers and is comprised of approximately 378 employees. The current contract expired on June 30, 2018. The parties reached a tentative agreement on September 26, 2019. The Union ratified the tentative agreement on October 5, 2019. The contract was approved by the Hartford Board of Education at its October 15, 2019 meeting. The new contract will be effective retroactively from July 1, 2018 – June 30, 2021.

Background

The prior contract was from July 1, 2012 through June 30, 2018. There was no step movement during the duration of the contract. GWIs were as follows:

July 1, 2012	0%
July 1, 2013	0%
July 1, 2014	2%
July 1, 2015	2.5%
July 1, 2016	2%
July 1, 2017	1.5%

This unit also had a 0% GWI with no step in the previous contract on July 1, 2011. The last time that this bargaining unit received a step increase was July 1, 2009.

A comparison of wages for Custodian II and cafeteria workers (position 71a) shows that Hartford's wages are significantly lower than those of the surrounding districts and at the bottom of its DRG as well, with only Waterbury being slightly lower.

Salary

2018-2019	0% GWI, no steps
2019-2020	2% GWI plus 1 step (Approximate increase is \$479,700.40)
2020-2021	2% GWI plus 1 step (Approximate increase is \$456,544.05)

Total change over the life of the contract (including step): 4% plus step. Including step movement this is approximately an 8.85% increase over the life of the contract.

Insurance

For the 2019-2020 school year there are no changes to the health insurance and cost share premiums.

It will become mandatory for all bargaining unit members to be on the High Deductible Health Plan with a Health Savings Account (HSA) as of July 1, 2020

- Premium Cost Share
 - July 1, 2020 12%
- In-Network services shall be subject to a \$2,000 deductible for an individual plan and \$4,000 per family. The plan pays 100% in network services after the deductible, except for prescription drugs (Rx).
- Out-of-Network services shall be subject to a 20% coinsurance for an individual plan up to a yearly maximum of \$2,000 individual and \$4,000 per family. Out of network out of pocket maximum is \$4,000 per individual and \$8,000 per family (including the deductible)
- Upon reaching the deductibles, there shall be a Rx co-payment applied as follows:
 - Generic: \$5
 - Brand (formulary): \$15
 - Brand (non-formulary): \$30
 - Up to an out of pocket maximum of \$1,000 per individual and \$2,000 per family.
- For the duration of the contract, the Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. For the 2020-2021 school year, the Board will pay the entire 50% up front on July 1, 2020. In future years, they Board will pay ½ on July 1 and the other half on January 1 of each year.

Estimated cost savings of all employees switching to the HDHP for 2020-2021 is approximately \$840,297.

- Adds language to allow opening of the health insurance portions of the contract if the Affordable Care Act penalties go into effect during the life of the contract.

Other Changes

- The Board agrees to deduct via payroll dues or a representation fee for all members of the bargaining unit who give express written permission to the Executive Director of Human Resources for such fee to be deducted via payroll.
- Amended the current language that prohibited an employee with seven or more absences in the prior 12 months from being eligible for a transfer or promotion to allow eligibility if that employee does not have seven or more absences during both of the prior two 12-month periods.
- Removed all references to the positions of Head Lunch Supervisor and Meal Coordinator which no longer exist.

- Removed all references to the “Adult School” which no longer exists.
- Increased the regular hours of Food Service Workers from 20 to 25 and Cook Managers from 30 to 35, which reflects the actual hours normally worked by these positions.
- Holidays – allows bargaining unit members to have Veteran’s Day as a holiday on years when all the schools are closed and there is no scheduled professional development that day.
- Vacation days: For custodial and maintenance employees, increases from 10 days to 15 days of vacation that may be used between the first and last student day of the school year.
- Allows administration to provide bargaining unit members with information about their accrued vacation and sick leave via electronic means rather than through paper documents.
- Severance pay: Reduces, for new employees hired into the bargaining unit after ratification of the Agreement, the payout of accumulated sick days at retirement from full compensation for up to the first 50 days or 50% of all accumulated days (whichever is greater) to full compensation for up to the first 40 days or 50% of accumulated days, whichever is greater. Maximum accumulation remains at 85 days for employees hired prior to March 30, 1984 and 60 days for those hired after March 30, 1984.
- Eliminates longevity payments for employees hired after ratification of the Agreement.
- Reporting Absences: Requires employees, except those on an approved long-term absence of five or more days, to call in each day to report an absence.
- Eliminates the requirement that employees who leave work due to personal illness after less than half a day be charged a half day of illness. Thus employees will be charged for the actual hours of sick leave used.
- Reduces reimbursement for mileage for custodians who check buildings over weekends and holidays to a maximum of thirty miles per day.
- Technical changes
 - Corrects titles throughout the document.
 - Deletes references to retirement plans that are no longer in effect for any unit members.
 - Updates the non-discrimination language to comply with state and federal law.
 - Adds Locksmiths and Floor Mechanics to the list of Skilled Tradesmen in Appendix B.

Summary of Savings: Agreement Between HBOE and Local 566

General Topic	Change	Fiscal Impact			
		FY 18-19	FY 19-20	FY 20-21 Not Compounded	FY 20-21 Compounded
Wages ¹	General Wage Increases %	0%	2%	2%	
	Cost of General Wage Increase in \$ (compounded)		\$ 211,670	\$ 221,264	\$ 479,700
	Cost of Step Yearly Increment Changes in \$	\$ -	\$ 268,030	\$ 235,280	\$ 456,544
Healthcare	HDHP / HSA Plan Design Change: Cost/(Savings)	N/A	N/A	\$ (840,297)	\$ (840,297)
Health Premium Cost Share	HPPHP Employee Cost Share			12%	
		\$ -			
	Net Annual Impact	\$ -	\$ 479,700	\$ (383,753)	\$ 95,947
Severance	Current CBA: full compensation for up to the first 50 days of accumulated sick leave or 50% of all accumulated sick leave (whichever is greater) to a maximum of 60 days for those hired after 3/30/1984 (max of 85 days for those hired prior to 3/30/1984). New Language is full compensation for up to the first 40 days of accumulated sick leave or 50% of all accumulated sick leave (whichever is greater) to a maximum of 60 days	\$ -	\$ -	\$ -	
Other Measures to Offset Costs of Contract					
	Elimination of Longevity Pay for new bargaining unit members				
	For partial day sick leave, employees will now be charged for all hours of sick leave used	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
	Net Annual Impact Each Year	\$ -	\$ 479,700	\$ (383,753)	
	Total Increase Compounded				\$ 575,647
	Minus 2% Increases already budgeted for 19-20 and 20-21¹				-432,934
	Total Additional Impact Compounded				\$ 142,713

Notes:

1. The HBOE budgeted for a 2% GWI for the 2019-2020 school year which amounts to \$423,340 compounded over 2019-2020 and 2020-2021.

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COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

HARTFORD BOARD OF EDUCATION

AND

LOCAL 566 OF COUNCIL 4

**AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO**

The Hartford Board of Education ("HBOE") and the Local 566 of Council 4, American Federation of State, County and Municipal Employees, AFL-CIO ("Local 566") tentatively agree to a Collective Bargaining Agreement to be in full force and effect for the period commencing July 1, 2018 through June 30, 2021 subject to the ratification by Local 566, and approval by both the HBOE and the Municipal Accountability Review Board of the State of Connecticut ("MARB"). The July 1, 2012 through June 30, 2018 Collective Bargaining Agreement currently in effect shall remain unchanged except as specifically outlined in this Tentative Agreement provided further that the Collective Bargaining Agreement shall be modified to reflect these changes.

This Tentative Agreement represents concepts and not necessarily final contract language. Actual contract language will be drafted if the Tentative Agreement is ratified by Local 566 and approved by the Hartford Board of Education and the MARB.

HARTFORD BOARD OF EDUCATION

**LOCAL 566 OF COUNCIL 4
AMERICAN FEDERATION OF
STATE COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO**

BY: 
Melinda B. Kaufmann
Chief Negotiator

BY: 
Anthony Bento
Chief Negotiator

Date: 9/26/19

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Global Replacement of “Chief Talent Officer” with “Executive Director of Human Resources.”

Global deletion of Head Lunch Supervisors and Meal Coordinators.

ARTICLE III - UNION SECURITY

- 3.0** The Board agrees to deduct via payroll dues or a representation fee for all members of the bargaining unit who give express written permission to the ~~unless an individual member gives notice to the Chief Talent Officer~~ Executive Director of Human Resources, in writing, that he or she wishes to have deducted the service fee only for such fee to be deducted via payroll.

ARTICLE IV - SENIORITY

4.2 (A) Transfers, Vacancies & Promotions

4.2(A-1) Transfers

2. Custodial and Maintenance Employees in non-entry level positions:

Qualified employees in the same classification in which a vacancy exists may apply to transfer into a posted vacant position whenever a vacancy exists. If there is a qualified existing employee who applies for the vacancy in the same classification in which the vacancy exists, he or she shall receive the position and no further action shall be required prior to filling the position. Qualifications shall include:

- a) an “above-average/exceeds requirements” rating or above on all categories of the applicant’s most recent evaluation;
- b) no more than seven authorized absences in the twelve (12) months immediately prior to the transfer request, ~~except that for employees who meet all other criteria listed herein except the attendance requirement, employees who have no more than seven authorized absences in each of the two twelve month periods immediately prior to the twelve month period prior to the transfer request will be considered qualified for the transfer (for example, if a transfer was requested on August 31, 2019 and the employee had more than seven absences between September 1, 2018 and August 1, 2019, the employee could still qualify if the employee had less than seven absences in each twelve month period of September 1, 2017 through August 31, 2018 and September 1, 2016 through August 31, 2017);~~



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- c) no unauthorized absences in the twelve (12) months immediately prior to the transfer request;
- d) no more than three instances of tardiness in the twelve (12) months immediately prior to the transfer request; and
- e) no disciplinary actions in the twelve (12) months immediately prior to the transfer request.

If more than one qualified employee, as defined above, applies for a vacancy, the applicant with the greater amount of seniority shall receive the position.

If no employee who is qualified, as defined in 4.2(A-1)(2)(a-cd) above, applies for a lateral transfer into a vacant non-entry level custodial or maintenance position, the vacancy shall be filled by the promotional procedures described in section 4.2(A-2) below.

4.2(A-2) Promotional Custodial and Maintenance Positions

1. Filling of Vacancies by Promotion:

All non-entry level custodial and maintenance vacancies that are not filled by the procedure set forth in Section 4.2(A-1)(2) above shall be filled as described in Sections 4.2(A-2) and (A-3). All custodial and maintenance promotional vacancies will be filled first by employees who have applied in the posting process and who possess sufficient skills and abilities to perform the work with a minimum of training, and are qualified as defined below. Qualifications shall include:

- a) an "above-average/exceeds requirements" rating in all categories of the applicant's most recent evaluation;
- b) no more than seven (7) authorized absences in the twelve (12) months immediately prior to the application, **except that for employees who meet all other criteria listed herein except the attendance requirement, employees who have no more than seven authorized absences in each of the two twelve month periods immediately prior to the twelve month period prior to the promotion request will be considered qualified for the promotion (for example, if a promotion was requested on August 31, 2019 and the employee had more than seven absences between September 1, 2018 and August 1, 2019, the employee could still qualify if the employee had less than seven absences in each twelve month period of September 1, 2017 through August 31, 2018 and September 1, 2016 through August 31, 2017);**
- c) no unauthorized absences in the twelve (12) months immediately prior to the application;



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- d) no disciplinary actions in the twelve (12) months immediately prior to the application;
- e) no more than three (3) instances of tardiness in the twelve (12) months immediately prior to the application; and,
- f) a passing score on the applicable test, as described in Section 4.2(A-2)(2) below.

Employees promoted under the provision of this article shall serve a probationary period not to exceed ninety (90) days. Should such employee fail his/her probationary period, then he/she shall be returned to his/her previous position, hours of work and work location, or to a comparable position.

4.3 (A) Layoffs

Layoffs shall take effect, within classification, based on reverse seniority, as follows:

- 1. Probationary Employees;
- 2. Rostered employees working less than forty (40) hours a week;
- 3. Full-time rostered employees.

~~Any employee who, on the basis of seniority, is to be laid off because of reduction of staff but who is qualified for another job in the bargaining unit due to previous Board experience may replace the least senior employee in the classification.~~
[NOTE – this is repetitive of 4.3(C)]

ARTICLE V - HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY

5.0 (B) The shift schedules for the custodial staff shall be as follows:

First Shift: Eight (8) hours starting at the earliest 6:00 a.m. and the latest 8:30 a.m. with one (1) hour for an unpaid lunch, except that there will be no more than two (2) different schedules of hours per fiscal year. The Union will be furnished with the schedule of hours for each school.

Second Shift: Eight (8) hours to be scheduled anywhere between Noon to 12:00 midnight, with a three-quarter (3/4) hour paid lunch period included. Shifts available:

- 12:00 p.m. to 8:00 p.m.
- 1:00 p.m. to 9:00 p.m.
- 3:00 p.m. to 11:00 p.m.
- 4:00 p.m. to 12:00 midnight



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Third Shift: 11:00 p.m. to 7:00 a.m. with a three-quarter (3/4) hour paid lunch period included.

During the period from the Monday after school closes to the Friday before school reopens in the fall, the second and third shift employees will be assigned to first shift hours, except that in the Hartford Public High School and the Administration Building, the second and/or third shift employees may be assigned to hours which cut across shift schedules, but normally will not extend beyond 6:00 p.m. In case an employee works beyond 6:00 p.m., the employee(s) will be paid in addition to their regular pay minimum of the three (3) hours shift differential pay, as provided for in Article IX, 9.4 of this Agreement. During the summer months, the unpaid lunch period shall be one-half (1/2) hour.

During school vacation periods, second and third shift employees may be reassigned to first shift at the discretion of the Superintendent's designee.

~~The work year for Head Lunch Supervisors/Meal Coordinators shall consist of one hundred and eighty three (183) working days in accordance with the calendar prepared by the Superintendent's designee.~~

5.0(D) Food Service

The regular hours of employment for cafeteria employees in existing schools shall be as follows: Food Service Workers, ~~twenty (20)~~ twenty-five (25) or more hours per week; cook managers, elementary, at the discretion of administration but no less than ~~thirty (30)~~ thirty-five hours per week; ~~Head Lunch Supervisors, at the discretion of administration but no less than thirty hours per week;~~ all other employees forty (40) hours per week and in each case Monday through Friday. ~~Meal coordinators 4-6 hours daily based on the needs of the school.~~ Employees shall have an unpaid half hour and their hours will be reduced accordingly.

5.1 Time and one-half shall be paid for:

1. All work performed in excess of eight (8) hours in any one day, and forty (40) hours in one (1) week;
2. All overtime work performed on Saturday ~~as such excluding Head Lunch Supervisors/Meal Coordinators;~~ and,
3. All overtime work performed on a day other than an employee's regular work day ~~excluding Head Lunch Supervisors/Meal Coordinators.~~

5.3 A schedule of overtime assignments shall be prepared by the Head Custodian and posted on the bulletin board. A record of overtime shall be posted on the appropriate bulletin board for custodial, maintenance and cafeteria employees.

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1. Full-time employees and regular cafeteria employees shall be given preference on all overtime assignments.
2. Overtime shall be divided equally within classifications, except as provided for in this Article.
3. Except as provided for in this Article of this Agreement, overtime and work performed for outside groups ~~and the Adult School~~ in each school shall be divided equally among the qualified custodians regularly assigned to that school.
4. To the extent possible, night shift employees shall be given an opportunity to equalize their share of overtime and work performed for outside groups ~~and the Adult School~~ when school is not in session and/or when it does not interfere with their regular work schedule.

ARTICLE VI - HOLIDAYS

6.0 (A) The Superintendent shall identify the ten holidays per year for custodial and maintenance employees. The holidays shall be as follows:

New Year's Day	Independence Day
Martin Luther King's Day	Labor Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day

The Superintendent can designate the date that a holiday shall be observed if the holiday is not observed on the identified date.

If it falls on a weekday, Veteran's Day is a holiday if all schools are closed. Veteran's Day is not a holiday if all schools are open (including if there is a professional development scheduled that day).

6.0 (B) Effective July 1, 2012, the following holidays shall be observed by cafeteria employees, excluding Head Lunch Supervisors/Meal Coordinators, as days off with full pay:

New Year's Day	Labor Day
Martin Luther King's Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Christmas Day
Memorial Day	

The Superintendent can designate the date that a holiday shall be observed if the holiday is not observed on the identified date.

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If it falls on a weekday, Veteran's Day is a holiday if all schools are closed. Veteran's Day is not a holiday if all schools are open (including if there is a professional development scheduled that day).

ARTICLE VII - VACATIONS

7.0 Custodial and maintenance employees shall be given vacations at their current average earnings on the following basis:

4. Employees shall be allowed to accumulate vacation time to a maximum of six (6) weeks subject to the provisions of ~~7.32~~.
7. Unless agreed to otherwise between the Superintendent's designee and the employee, up to ~~ten (10)~~ fifteen (15) vacation days may be used between the first and last student day of the school year ~~during the school year~~. The restrictions in this section shall not apply to maintenance employees.
8. 10-month Custodian I's, gym assistants, and cafeteria employees, ~~excluding Head Lunch Supervisors and Meal Coordinators~~ will receive a maximum of fifteen (15) vacation days per school year. These days shall be earned at the rate of 1.5 days per month. These days shall fall, whenever possible, during school vacation periods. No 10-month employee hired on or after July 1, 2005 shall receive vacation benefits.

ARTICLE VII - VACATIONS

7.5 The Board shall make available access to the amount of vacation leave used in the past year and the amount accumulated and due as of July 1. Such information may be provided electronically. ~~shall notify each employee, in writing, of the amount of vacation leave used in the past year and the amount accumulated and due as of July 1, upon request. Such notification will be provided within twenty (20) working days of receipt of the request, so long as the Board does not experience any manual or technical problems in obtaining and compiling the information.~~

ARTICLE VIII - LEAVE PROVISIONS

8.0 (B) The Board shall make available access to the amount of sick leave used in the past year and the amount accumulated and due as of July 1. Such information may be provided electronically. ~~The Board shall notify each employee, in writing, of the amount of sick leave used in the past year and the amount accumulated and due as of July 1, upon request. Such notification will be provided within twenty (20) working days of receipt of the request, so long as the Board does not experience any manual or technical problems in obtaining and compiling the information.~~

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8.1 (A) ~~An employee~~ Bargaining Unit members hired into the Bargaining Unit prior to the ratification of this Agreement, upon retirement shall receive, on the basis of his/her wages at the time of retirement, full compensation for up to the first fifty (50) days or fifty percent (50%), whichever is greater, of his/her unused accumulated sick leave provided for in 8.0(A). The following maximums will be in effect: Employees hired prior to March 30, 1984 shall have a cap of eight-five (85) days; Employees hired on or after March 30, 1984 shall have a cap of sixty (60) days.

New employees hired into the bargaining unit after the ratification of this Agreement shall receive, on the basis of his/her wages at the time of retirement, full compensation for up to the first forty (40) days or fifty percent (50%), whichever is greater, of his/her unused accumulated sick leave provided for in 8.0A.

8.2 (F) Personal Leave

Employees shall be allowed a total of not more than five (5) personal days a year, for any one of the following:

3. Absence for ~~husband~~ spouse for birth or adoption of child to not to exceed two (2) days in any year;

ARTICLE IX - WAGES

9.0 Wages for the duration of the contract shall be computed on the following basis:

July 1, 2012	0%
July 1, 2013	0%
July 1, 2014	2%
July 1, 2015	2.5%
July 1, 2016	2%
July 1, 2017	1.5%

July 1, 2018 0% GWI, no step

July 1, 2019 2% GWI plus 1 step

July 1, 2020 2% GWI plus 1 step

9.2 ~~Employees assigned to work in a higher grid classification shall receive \$10 extra per day. Head Lunch Supervisors/Meal Coordinators assigned to work in a higher grid classification shall be paid immediately on that step of the salary grid of the higher classification, which will give him/her an increase of at least the amount of one full increment. Other employees will receive \$10 extra per day.~~

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9.3 Performance Incentive –

Employees hired after ratification shall not be entitled to longevity payments.

9.5 (A) Mileage

Employees shall be reimbursed at the current IRS rate, effective with the signing of this contract. Mileage will depend on actual odometer readings. Major fractions of a mile shall be considered a full mile for payment purposes. ~~Head Lunch Supervisor and Meal Coordinators shall receive bus~~

9.11 (B) Rotation

Custodial overtime shall be rotated among the available custodians men/women in the building. The Head Custodian is responsible for preparing and posting a schedule of assignments. Maintenance overtime shall be rotated among available employees in the department by trade and classification.

9.11 (D) Building Checks

If the ~~Director~~Manager of Buildings and Grounds or designee determines that a building or facility must be checked, the Head Custodian shall select the person to check the buildings on weekends, taking into consideration travel distance, reliability and responsibility, and the rate of pay shall be two (2) hour minimum at time and one-half.

9.11 (E) If an employee is scheduled overtime or to perform work for outside groups ~~and the Adult School~~ and does not avail him/herself of the opportunity to work, he/she will be charged with the scheduled overtime and assignment for outside groups as if he/she had worked.

9.12 Food Service Employees

9.12 (A) Cafeteria Employees: Rostered Food Service Employees, ~~excluding Head Lunch Supervisors/Meal Coordinators~~ work approximately thirty eight (38) to forty (40) weeks per year. Each employee receives lunch and cash wages. Incumbent rostered Food Service employees receive a thirty (30) minute paid lunch break. Rostered Food Service Workers employed after July 1, 1992 will be paid for their regularly scheduled day, excluding an unpaid lunch break. Payment is made for specified holidays and vacations. Employees are eligible for hospitalization and medical insurance, group life insurance, both types of pupil and staff insurance, and health and accident insurance. The same sick-leave allowances are provided as for other employees.

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~~9.12 (B) — Head Lunch Supervisors/Meal Coordinators who work 183 days a year are paid an annualized basis for hourly work performed. They receive no free lunch, no paid lunch period, holidays or vacation.~~

ARTICLE X - RETIREMENT PLAN

10.0 Bargaining unit employees are covered under the State MERF "B" plan. This Article is for informational purposes only and is not subject to the grievance procedure.

The Hartford Board of Education recommends that employees covered under this Agreement be allowed to change their Retirement Plan to the State MERF "B" plan. Whereby any amendments to the pension provisions contained in this agreement require approval by the Court of Common Council, the Hartford Board of Education requests that the Council take all necessary steps to allow the enrollment of bargaining unit members in the Connecticut Municipal Employee Fund B (State MERF B). All necessary documents shall be processed by April 1, 1988, in order that the unit members be eligible for benefits under State MERF B no later than July 1, 1988.

It is understood and agreed that, should the employer contribution for subsequent service on behalf of bargaining unit members to the State MERF B plan be assessed at a rate higher than the rate the City currently pays to its MERF plan on behalf of bargaining unit employees during the term of this agreement, the Union, upon request of the City, agrees to meet to negotiate concerning such excess contributions.

Pension matters shall not be subject to the grievance procedure, but shall be subject to appeal to the courts.

~~Until such change occurs the present retirement benefits shall remain in effect as follows:~~

~~10.0 (A) — The Board will provide survivorship benefits in the Municipal Employees Retirement Fund without reduction of the employee benefits, so that a surviving spouse will receive fifty percent (50%) of the employee's pension. The employee will pay an additional one percent (1 %) of salary, and the City will bear the remaining costs.~~

~~10.0 (B) — Employees in the Retirement Allowance Fund will be transferred to the MERF with a guarantee of no reduction in benefits.~~

~~10.0 (C) — The Board will limit membership in the MERF to full time permanent employees including probationary employees.~~

~~10.0 (D) — The Board will provide minimum pensions for retired employees and dependents equal to Social Security benefits.~~

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- ~~10.0 (E) In computing pension benefits, the amount of average earnings covered by Social Security shall be the amount of the employee's earnings on which Social Security taxes were paid by the City for the full number of years included in the computation of his/her primary Social Security benefit.~~
- ~~10.0 (F) Pension matters shall not be subject to the grievance procedure, but shall be subject to appeal to the courts.~~
- ~~10.0 (G) Vesting Rights will be after ten (10) years of continuous employment or five years at age forty.~~
- ~~10.0 (H) An employee who served in the military prior to his/her employment by the Board shall have the option to buy into the Retirement Plan for up to four (4) years of military service. Payments shall be based on the employee's salary at the time of hire.~~
- ~~10.0 (I) The computation of benefits on the amount of final average earnings above the amount covered by Social Security shall be based on two percent (2%) for each year of service. This shall apply to employees whether they are covered by Social Security or not.~~
- ~~10.0 (J) Vacation Days and Group Life Insurance~~
- ~~Upon retirement employees shall receive payment for unused earned vacation days. Group Life Insurance may be converted according to the conversion schedule in effect at the time of the retirement. If the employee is a member of City retirement plan, the Group Life Insurance may be continued in reduced amount.~~
- ~~10.0 (K) Members of the bargaining unit will have credited to their employee contributions to the pension fund 3 percent interest on such contributions on July 1 of each year. Once credited the interest and the contributions made by the employee to the pension fund are payable to the employee upon separation from City employment except that no such payment will be made to an employee granted a pension in accordance with Chapter XVII, Section 3 of the Charter of the City of Hartford.~~
- ~~10.0 (L) Normal retirement will be at age 65 with ten (10) years of continuous employment or age 60 with twenty five (25) years of continuous employment.~~
- ~~10.0 (M) Early retirement will continue to be at age 55. Twenty five (25) years of continuous employment with no reduction factor; those with less than twenty five (25) years and a minimum of ten (10) years continuous employment shall have a reduction factor of two percent (2%) per year.~~
- ~~10.0 (N) The final average pay will be based on the highest five (5) years of the last ten (10) years.~~

W. J. AB

MBH

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~~10.0 (O) The member's contribution rate will be based on three percent (3%) on earnings taxed for Social Security and six percent (6%) on the excess.~~

ARTICLE XIV - WORK YEAR

14.0 Cafeteria Workers & Custodians

The normal work year for all employees in the bargaining unit, except those listed below, shall be a twelve (12) month work year. The following employees shall work a ten (10) month work year:

1. Gym Assistants;
2. Cafeteria Employees;
- ~~3. Head Lunch Supervisors/Meal Coordinators work 183 days a year.~~
3. Food Service Truck Drivers

Nothing herein shall be construed as a guaranteed minimum work day or work year for any member of the bargaining unit.

ARTICLE XVII - NON-DISCRIMINATION CLAUSE

17.0 The employer and Union agree that they shall not discriminate against any person because of race, color, creed, sex, age, national origin, ancestry, disability, religious belief, sexual orientation, gender identity or expression or political affiliation and that the provisions of this Agreement shall be applied equally to all employees in the bargaining unit. This section is for information purposes only and shall not be subject to the grievance procedure.

ARTICLE XX - FRINGE BENEFITS

20.1 (1) Health Insurance

20.1(1)(A) PPO

Participating employees shall contribute the following percentages toward the annual premium or fully insured premium equivalent costs for individual or family coverage:

July 1, 2012: 10%
July 1, 2013: 10%
July 1, 2014: 10%
July 1, 2015: 10%
July 1, 2016: 14%
July 1, 2017: 15%
July 1, 2019: 15%



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All employees starting work in the Local 566 bargaining unit on or after July 1, 2016, may only enroll in the HDHP with HSA and not have access to the PPO plan. If an employee is hired into the unit while already enrolled in the district PPO plan, he/she shall be permitted to remain in such plan. Any member who elects the High Deductible Health Plan with the HSA shall not thereafter return to the PPO.

As of July 1, 2020, the only plan available to members will be the HDHP with HSA.

Employees enrolled in the Board's PPO Plan are eligible for the Board's managed three-tier drug rider as follows:

- \$5 generic
- \$25 formulary brand
- \$40 non-formulary brand

Mail Order - 2X co-payments for a 90-day supply.

20.1(1)(B) (1)

The Union agrees that any portion of health, dental or prescription drug plan may be self-insured or insured at the sole discretion of the Board. This provision shall not be subject to the grievance procedure.

20.1(1)(C) High Deductible Health Plan with a Health Savings Account ("HSA"):

Members shall contribute the following percentages toward the annual premium or fully insured premium equivalent costs for individual or family coverage on the HDHP with HSA:

2020-2021 12%

~~2016-2017: 11%~~

~~2017-2018: 12%~~

In-Network services shall be subject to a \$2,000 deductible for an individual plan and \$4,000 per family. The plan pays 100% in network services after the deductible, except for prescription drugs (Rx).

Out-of-Network services shall be subject to a 20% coinsurance for an individual plan up to a yearly maximum of \$2,000 individual and \$4,000 per family. Out of network out of pocket maximum is \$4,000 per individual and \$8,000 per family (including the deductible)

Upon reaching the deductibles, there shall be a Rx co-payment applied as follows:

- Generic: \$5
- Brand (formulary): \$15
- Brand (non-formulary): \$30



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Up to an out of pocket maximum of \$1,000 per individual and \$2,000 per family

Employee payroll deductions shall be made in accordance with the Board's Section 125 Premium Conversion Plan.

Effective July 1, 2020~~16~~, the Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. For the 2020-2021 school year, The the Board's contribution toward the HSA deductible will be deposited into the HSA account during the first week of July 1, 2020. In subsequent years, the payment will be made in two equal installments in two equal installments, the first during the week of July 1, 2016 and the second during the week of January 1, 2017. The Board's contribution will be pro-rated for members hired after July 1st in any year.

The parties acknowledge that the Board's fifty percent (50%) contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment or departure from the Union.

Any member who is enrolled in Medicare may not participate in the HSA and must participate in a health retirement account (HRA).

20.1(2) Dental Plan

Current benefits will remain in effect unless modified in accordance with Article XX, §20.5 of the contract or by agreement. Dental plan is subject to premium cost sharing specified for the PPO-HDHP above.

Section 20.1(6) If the total cost of a group health insurance option offered under this Agreement triggers an excise tax under the Patient Protection and Affordable Care Act (Internal Revenue Code Section 4980I), or any local, state or federal statute or regulation, or the Board reasonably anticipates that such a tax will apply for a future coverage period, either party shall have the right to initiate mid-term negotiations in accordance with the Municipal Employees Relations Act. During such mid-term negotiations, the parties will reopen Article XX, Section 20.1 Health Insurance (including the related Side Letters relative to health insurance) of the collective bargaining agreement for the purpose of addressing the impact of the excise tax. Such negotiations shall be limited solely to medical insurance issues only, and no other provision of the collective bargaining agreement shall be reopened during such mid-term negotiations.



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21.0 (A) Early Closing

If pupils, having reported to school, are dismissed early, the following personnel procedures are to be followed:

1. Ten-month Employees: Cafeteria employees, on a ten-month basis, shall be released by the Principal as soon as their necessary work has been completed. ~~Head Lunch Supervisors and Meal Coordinators will call Food Services for instructions/reassignment.~~

21.0 (B) All Day Closing

If schools are closed all day, in which case a public announcement is made before schools are scheduled to open in the morning, employees will be notified as follows:

1. Ten-month Employees: Cafeteria employees on a ten (10) month basis are not required to report for work. Such employees shall work on the day(s) upon which school is rescheduled. ~~Head Lunch Supervisors/Meal Coordinators shall call the Food Service Office for further instructions and/or reassignment.~~

21.0 (C) Late Openings

If schools are open late on bad weather days, in which case a public announcement is made, the following personnel procedures are followed:

1. Ten-month Employees: Ten-month Custodian I's and rostered food service employees will report at the regular time. ~~Head Lunch Supervisors/Meal Coordinators shall contact the Food Service Office for further instructions and/or reassignment.~~

ARTICLE XXI - MISCELLANEOUS

21.3 Termination of Employment

21.3 (A) Resignation

Notice of resignation should be submitted in writing to the Superintendent for transmission to the Board as early as possible in the school year. Upon resignation, an employee may receive payment for unused earned vacation days up to a maximum of 24 days and arrange to convert his group life insurance policy.

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21.3 (B) Dismissal

Upon dismissal, an employee may receive payment for unused earned vacation days up to a maximum of 24 days and arrange to convert his group life insurance policy.

21.3 (C) Death

Upon the decease of an employee, his spouse and/or minor children may receive payment for unused earned vacation days up to a maximum of 24 days, and if the employee was a member of the group life insurance plan, arrange with the Insurance Division of the City of Hartford for settlement of claims. If the deceased employee has no spouse or minor children, all monies will be left to his/her estate.

21.4 (B) Reporting Absences

3. Return from Absence: Unless the employee is on an approved absence of five or more days, the employee is expected to follow the reporting procedures set forth in Section 21.4(b)(1) on a daily basis. For an employee who has an approved absence of five or more days, it is assumed that an employee who is absent will continue to be absent, unless he/she informs the responsible administrative officer on the day before his/her return of his intention to return the next work day. Failure to comply with notification of intent to return may result in the employee being required to take an additional sick leave day if a substitute has been engaged. The department head may require that an employee present a medical statement certifying his/her readiness to return to work.

~~4. Employees leaving work due to personal illness after less than half a day shall be charged a half day illness.~~

21.5 (B) Special Allowances

Custodians: Head custodians, or custodians designated by the head custodian who check their buildings over the weekends and holiday period, are entitled to mileage for the distance from their homes to the school and back home up to a maximum of thirty miles per day.

ARTICLE XXII - DURATION

22.0 This Agreement shall be in effect from be retroactive from July 1, 2018~~12~~ and shall remain in full force and effect until June 30, 2021~~18~~, and thereafter and shall continue in effect from year to year, if both parties so agree. It may be amended at any time by mutual agreement or upon the anniversary date of said Agreement by giving it to the other party not less than one hundred fifty (150) days written notice of intention to propose amendments. This Article shall be subject to the provisions of the Municipal Employee Relations Act (MERA).

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**APPENDIX B
566 POSITIONS AND GRIDS**

~~32a — Head Lunch Supervisor (elementary)~~
~~32b — Head Lunch Supervisor (elementary)~~
~~40a — Head Lunch Supervisor (middle/high)~~
~~40b — Head Lunch Supervisor (middle/high)~~

83 Skilled Tradesman (Painter, Carpenter, Locksmith, Floor Mechanic)



HARTFORD BOARD OF EDUCATION
2018-19 AFSCME Negotiations

Scenario 1

2018-19 Salaried Positions

Grade	Step 1	FTE	Cost	Step 2	FTE	Cost	Step 3	FTE	Cost	Step 4	FTE	Cost	
75	30,062		-	31,477		-	32,998	3	98,994				
76	35,531	45	1,598,895	37,202	12	446,424	39,003	54	2,106,162				
76A	30,062		-	31,477		-	32,998		-				
77	38,146	21	801,066	39,911	1	39,911	41,678	15	625,170				
77A	32,302		-	33,779		-	35,279		-				
78	43,448	1	43,448	45,196	2	90,392	46,969		-	48,735	5	243,675	
79	46,094	6	276,564	47,854	5	239,270	49,620		-	51,381	8	411,048	
80	48,735	4	194,940	50,503		-	52,266		-	54,048	4	216,192	
81	48,735		-	50,503		-	52,266		-				
82	39,469	1	39,469	41,231		-	43,008	3	129,024				
83	49,015		-	49,903		-	50,793		-	52,548	13	683,124	
84	56,285	1	56,285	58,537	2	117,074	60,792	5	303,960				
Totals			3,010,667				933,071				3,263,310	1,554,039	
											2018-19 Total Salaried Increase		8,761,087 0.00%

HARTFORD BOARD OF EDUCATION
2018-19 AFSCME Negotiations

Scenario 1

2019-20 Salaried Positions

Grade	Step 1	FTE	Cost	Step 2	FTE	Cost	Step 3	FTE	Cost	Step 4	FTE	Cost
32A	12,419			13,249		-	14,086		-	14,907		-
32B	15,526			16,564		-	17,606		-	18,628		-
40A	16,178			17,255		-	18,335		-	19,411		-
40B	19,412			20,692		-	22,003		-	23,295		-
66	50,117			52,605		-	55,129	-	-			
73	26,631			28,069		-	29,460	-	-			
74	31,474			33,171		-	34,809	-	-			
75	30,663			32,107		-	33,658	3	100,974			
76	36,242			37,946	45	1,707,570	39,783	66	2,625,678			
76A	30,663			32,107		-	33,658	-	-			
77	38,909			40,709	21	854,889	42,512	16	680,192			
77A	32,948			34,455		-	35,985	-	-			
78	44,317			46,100	1	46,100	47,908	2	95,816	49,710	5	248,550
79	47,016			48,811	6	292,866	50,612	5	253,060	52,409	8	419,272
80	49,710			51,513	4	206,052	53,311		-	55,129	4	220,516
81	49,710			51,513		-	53,311	-	-			
82	40,258			42,056	1	42,056	43,868	3	131,604			
83	49,995			50,901		-	51,809		-	53,599	13	696,787
84	57,411			59,708	1	59,708	62,008	7	434,056			
	Totals		-			3,209,241			4,321,380			1,585,125
										2019-20 Total Salaried		9,115,746
										Increase		4.05%

HARTFORD BOARD OF EDUCATION
2018-19 AFSCME Negotiations

Scenario 1

2020-21 Salaried Positions

Grade	Step 1	FTE	Cost	Step 2	FTE	Cost	Step 3	FTE	Cost	Step 4	FTE	Cost
75	31,276			32,749			34,331	3	102,993			
76	36,967			38,705			40,579	111	4,504,269			
76A	31,276			32,749			34,331	-	-			
77	39,687			41,523			43,362	37	1,604,394			
77A	33,607			35,144			36,705	-	-			
78	45,203			47,022			48,866	1	48,866	50,704	7	354,928
79	47,956			49,787			51,624	6	309,744	53,457	13	694,941
80	50,704			52,543			54,377	4	217,508	56,232	4	224,928
81	50,704			52,543			54,377	-	-			
82	41,063			42,897			44,745	4	178,980			
83	50,995			51,919			52,845	-		54,671	13	710,723
84	58,559			60,902			63,248	8	505,984			
	Totals		-			-			7,472,738			1,985,520
										2020-21 Total Salaried		9,458,258
										Increase		3.76%

HARTFORD BOARD OF EDUCATION
2018-19 AFSCME Negotiations
Scenario 1

2017-18 Hourly Positions

Grade	Step 1	FTE	Annual Hours	Cost	Step 2	FTE	Annual Hours	Cost	Step 3	FTE	Annual Hours	Cost	
71A	13.16	32	43,340	570,354.40	14.06	2	2,860	40,211.60	14.86	9	12,430	184,709.80	
71B	14.63			-	15.51			-	16.37			-	
71C	16.15	20	30,800	497,420.00	17.07			-	17.97	5	8,030	144,299.10	
71D	18.28	7	11,000	201,080.00	19.23	5	7,920	152,301.60	20.10	1	1,595	32,059.50	
				1,268,854.40					192,513.20				
											2017-18 Total Hourly	1,822,436.00	

2018-19 Hourly Positions

Grade	Step 1	FTE	Annual Hours	Cost	Step 2	FTE	Annual Hours	Cost	Step 3	FTE	Annual Hours	Cost	
71A	13.16	32	43,340	570,354.40	14.06	2	2,860	40,211.60	14.86	9	12,430	184,709.80	
71B	14.63	0	-	-	15.51	0	-	-	16.37	0	-	-	
71C	16.15	20	30,800	497,420.00	17.07	0	-	-	17.97	5	8,030	144,299.10	
71D	18.28	7	11,000	201,080.00	19.23	5	7,920	152,301.60	20.10	1	1,595	32,059.50	
				1,268,854.40					192,513.20				
											2018-19 Total Hourly	1,822,436.00	
											Increase	0.00%	

2019-20 Hourly Positions

Grade	Step 1	FTE	Annual Hours	Cost	Step 2	FTE	Annual Hours	Cost	Step 3	FTE	Annual Hours	Cost	
71A	13.42			-	14.34	32	43,340.00	621,495.60	15.16	11	15,290	231,796.40	
71B	14.92			-	15.82	0	-	-	16.70	0	-	-	
71C	16.47			-	17.41	20	30,800.00	536,228.00	18.33	5	8,030	147,189.90	
71D	18.65			-	19.61	7	11,000.00	215,710.00	20.50	6	9,515	195,057.50	
				-					1,373,433.60				
											2019-20 Total Hourly	1,947,477.40	
											Increase	6.86%	

2020-21 Hourly Positions

Grade	Step 1	FTE	Annual Hours	Cost	Step 2	FTE	Annual Hours	Cost	Step 3	FTE	Annual Hours	Cost	
71A	13.69			-	14.63		-	-	15.46	43	58,630	906,419.80	
71B	15.22			-	16.14		-	-	17.03	0	-	-	
71C	16.8			-	17.76		-	-	18.7	25	38,830	726,121.00	
71D	19.02			-	20		-	-	20.91	13	20,515	428,968.65	
				-					-				
											2020-21 Total Hourly	2,061,509.45	
											Increase	5.86%	

HARTFORD BOARD OF EDUCATION
2018-19 AFSCME Negotiations

**Summary of Three-Year Increases
Scenario 1**

Year	Salaried Cost	\$ Increase	% Increase	Hourly Cost	\$ Increase	% Increase	Total Cost	\$ Increase	% Increase
2017-18	8,761,087			1,822,436.00			10,583,523.00		
2018-19	8,761,087	-	0.00%	1,822,436.00	-	0.00%	10,583,523.00	-	0.00%
2019-20	9,115,746	354,659	4.05%	1,947,477.40	125,041.40	6.86%	11,063,223.40	479,700.40	4.53%
2020-21	9,458,258	342,512	3.76%	2,061,509.45	114,032.05	5.86%	11,519,767.45	456,544.05	4.13%
3-year cumulative increase		697,171	7.96%		239,073	13.12%		936,244	8.85%

Hartford Board of Education - Active Custodians Example (Scenario 2)

Medical, Prescription Drug, and Dental Employee Contributions

	July 1, 2019 to June 30, 2020						Scenario 2 - Full Conversion to HSA						
	Fully-Insured Equivalent Rate	Employee Contribution	BOE HSA Contribution	BOE Total	EE % of Premium		Fully-Insured Equivalent Rate	Employee Contribution	BOE HSA Contribution	BOE Total	EE % of Premium	Contribution Change	
HDHP W/ HEALTH SAVINGS ACCOUNT													
Enrollment Tier	Count						Count						
Employee Only	30	\$974.68	\$116.96	\$83.33	\$941.05	12%	110	\$974.68	\$116.96	\$83.33	\$941.05	12%	0%
Employee + 1	10	\$1,968.99	\$236.28	\$166.67	\$1,899.38	12%	69	\$1,968.99	\$236.28	\$166.67	\$1,899.38	12%	0%
Employee + Family	7	\$2,610.95	\$313.31	\$166.67	\$2,464.31	12%	76	\$2,610.95	\$313.31	\$166.67	\$2,464.31	12%	0%
Total Annual Premium	47	\$806,483	\$96,777	\$63,999	\$773,706	12%	255	\$5,298,088	\$635,766	\$400,001	\$5,062,323	12%	0%
PPO PLAN													
Enrollment Tier	Count						Count						
Employee Only	80	\$1,291.31	\$193.70		\$1,097.61	15%	0	\$1,291.31	\$193.70		\$941.05	15%	0%
Employee + 1	59	\$2,629.97	\$394.49		\$2,235.48	15%	0	\$2,629.97	\$394.49		\$1,899.38	15%	0%
Employee + Family	69	\$3,541.48	\$531.22		\$3,010.26	15%	0	\$3,541.48	\$531.22		\$2,464.31	15%	0%
Total Annual Premium	208	\$6,034,016	\$905,101		\$5,128,915	15%	0	\$0	\$0		\$0		0%
Estimated Total		\$6,840,499	\$1,001,878	\$63,999	\$5,902,621	14.6%		\$5,298,088	\$635,766	\$400,001	\$5,062,323	12.0%	-36.5%

CHANGE IN BOE REVENUE			N/A										
ESTIMATED EXPENSE SAVINGS			N/A										
CHANGE IN BOE NET COST			N/A										

NOTES:

- The July 1, 2019 funding rates above are from the budget projections report released in February 2019.
- Enrollment counts above reflect Active Custodians PPO firm divisions 675106 and 675856 and High Deductible Health Plan firm division 676111 and 676204 as reported by Anthem for April 2019.
- The current employee contribution rates reflect the employee contributions as of 7/1/2017 .
- The employee cost share for the High Deductible Health Plan is based only on the medical, prescription drug, and dental rates. The employee does not pay a percentage of the Board of Education's contribution to the HSAs.
- This exhibit is used to illustrate the estimated revenue **and claims** impact to the Board of Education based on employee cost shares charged on the fully-insured equivalent rates. Please note that the "BOE Total" columns are not reflective of the Board of Education's actual projected costs for the fiscal year ending June 30, 2020.

2018-2019

Grid	Step 1	Step 2	Step 3	Step 4
66	49,134	51,574	54,048	
73	26,109	27,519	28,882	
74	30,857	32,521	34,126	
75	30,062	31,477	32,998	
76	35,531	37,202	39,003	
76A	30,062	31,477	32,998	
77	38,146	39,911	41,678	
77A	32,302	33,779	35,279	
78	43,448	45,196	46,969	48,735
79	46,094	47,854	49,620	51,381
80	48,735	50,503	52,266	54,048
81	48,735	50,503	52,266	
82	39,469	41,231	43,008	
83	49,015	49,903	50,793	52,548
84	56,285	58,537	60,792	
71A	13.16	14.06	14.86	
71B	14.63	15.51	16.37	
71C	16.15	17.07	17.97	
71D	18.28	19.23	20.10	

0% GWI

2019-2020

Grid	Step 1	Step 2	Step 3	Step 4
66	50,117	52,605	55,129	
73	26,631	28,069	29,460	
74	31,474	33,171	34,809	
75	30,663	32,107	33,658	
76	36,242	37,946	39,783	
76A	30,663	32,107	33,658	
77	38,909	40,709	42,512	
77A	32,948	34,455	35,985	
78	44,317	46,100	47,908	49,710
79	47,016	48,811	50,612	52,409
80	49,710	51,513	53,311	55,129
81	49,710	51,513	53,311	
82	40,258	42,056	43,868	
83	49,995	50,901	51,809	53,599
84	57,411	59,708	62,008	
71A	13.42	14.34	15.16	
71B	14.92	15.82	16.70	
71C	16.47	17.41	18.33	
71D	18.65	19.61	20.50	

2% GWI

2020-2021

Grid	Step 1	Step 2	Step 3	Step 4
66	51,119	53,658	56,232	
73	27,164	28,631	30,049	
74	32,104	33,835	35,505	
75	31,277	32,749	34,331	
76	36,966	38,705	40,579	
76A	31,277	32,749	34,331	
77	39,687	41,523	43,362	
77A	33,607	35,144	36,704	
78	45,203	47,022	48,867	50,704
79	47,956	49,787	51,625	53,457
80	50,704	52,543	54,378	56,232
81	50,704	52,543	54,378	
82	41,064	42,897	44,746	
83	50,995	51,919	52,845	54,671
84	58,559	60,902	63,248	
71A	13.69	14.63	15.46	
71B	15.22	16.14	17.03	
71C	16.80	17.76	18.70	
71D	19.02	20.01	20.91	

2% GWI

**Hartford Board of Education
 Cost savings of HDHP / HSA
 Custodians Rates Effective July 1, 2019**

Century Preferred PPO Plan with Dental	Bi-weekly		Annual
Individual	\$105.40	x22 pay periods =	\$2,318.80
Two-Person	\$214.85	x22 pay periods =	\$4,726.70
Family	\$289.07	x22 pay periods =	\$6,359.54

High Deductible Health Plan w/HSA and Dental	Bi-weekly		Annual
Individual	\$64.45	x22 pay periods =	\$1,417.90
Two-Person	\$130.47	x22 pay periods =	\$2,870.34
Family	\$173.04	x22 pay periods =	\$3,806.88

Annual savings choosing the HDHP vs PPO

Individual:	\$2,318.80	-	\$1,417.90	=	\$900.90	plus (\$1,000 employer HSA contribution)
Two-person:	\$4,726.70	-	\$2,870.34	=	\$1,856.36	plus (\$2,000 employer HSA contribution)
Family:	\$6,359.54	-	\$3,806.88	=	\$2,552.66	plus (\$2,000 employer HSA contribution)

Employee cost shares above are based on collective bargaining agreements currently in place.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

HARTFORD BOARD OF EDUCATION

AND

LOCAL 566 OF COUNCIL 4

AMERICAN FEDERATION OF STATE, COUNTY

AND MUNICIPAL EMPLOYEES, AFL-CIO

JULY 1, 2012 - JUNE 30, 2018

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COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

**LOCAL 566 OF COUNCIL 4
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO**

This Agreement is by and between the Hartford Board of Education, hereinafter referred to as the “Board, and/or its successor” and Local 566 of Council 4, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the “Union.”

ARTICLE I - RECOGNITION

- 1.0 The Board recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters relating to wages, hours of employment and other conditions of employment for all employees whose job titles are represented in Appendix B herein. Nothing herein shall be read to limit the Board from creating or eliminating positions.

ARTICLE II - BOARD AND/OR SUPERINTENDENT PREROGATIVES

- 2.0 (A) Unless it is specifically abridged by any provision of this Agreement, it is recognized that the Board and/or Superintendent has and will continue to retain whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the City of Hartford in all its aspects, including but not limited to, the following: to determine the type of work to be performed by employees and/or to establish subcontracts and/or continue existing subcontracts for said work, provided that this right shall not be used to eliminate or reduce the number of bargaining unit employees; to decide the methods, procedures and means of conducting the work; to select, hire, evaluate and demote employees’ to discharge or otherwise discipline any employee; to promote, transfer and layoff employees; to establish promotional tests and procedures; to decide the need for facilities; to determine the work year/work day; to establish or continue policies, practices, and procedures for the conduct of business and the management of operations, and from time to time to change or abolish such policies, practices or procedures.
- 2.0 (B) As used in this Agreement, the terms “Board of Education” or “Board” shall mean the Board or its designee. As used in this Agreement, the terms

“Superintendent of Schools” or “Superintendent” shall mean the Superintendent or his designee.

ARTICLE III - UNION SECURITY

- 3.0 The Board agrees to deduct via payroll dues for all members of the bargaining unit, unless an individual member gives notice to the Director of Human Resources, in writing, that he or she wishes to have deducted the service fee only. Such deduction shall continue for the duration of this Agreement or by any extension thereof.
- 3.1 The Union shall indemnify and hold the Board and the City harmless against any and all claims, demands, liabilities, lawsuits, counsel fees, or any other costs or actions which may arise out of, or be by reason of, actions taken against the Board and/or the City as a result of the administration of the provisions of this section.
- 3.1 (A) The Board agrees to deduct from the pay of all its employees who authorize such deductions from their wages, such amounts as each individual employee wishes to contribute to the National PEOPLE Committee of AFSCME. It is understood that such contributions are voluntary and are not required as a condition of employment. Deductions shall be submitted monthly to the National PEOPLE Committee with a copy of the list of names and amounts to the Union President.
- 3.2 (A) Employees terminated during their probationary period as specified in Section 4.1 (A), may request an administrative hearing. Such appeal must be made in writing to the appropriate supervisor within five (5) days of the notice of termination. A hearing will be held within thirty (30) days of the receipt of the appeal. The Union shall be notified and allowed to participate in the hearing.
- 3.2 (B) Staff Changes
- The Union President will be notified, on a regular on-going basis, of all appointments and transfers. The Union President will be notified, on a confidential basis, of any suspensions or terminations.
- 3.3 (A) The Board agrees that there will be no lockout of any employee or employees during the life of this Agreement.
- 3.3 (B) The Union agrees that it will not engage in, condone, organize, or encourage any type of job action, strike, slow-down, or any action that will interfere with the daily operations of the school system.

- 3.4 At least one bulletin board shall be reserved at an accessible place in each school for the exclusive use of the Union for the posting of official Union notices or announcements.
- 3.5 The administration will provide each bargaining unit employee with a copy of this Agreement as soon as possible after the Agreement is signed. Both parties shall cooperate in having the Agreement printed as soon as possible and will share the expense equally.
- 3.6 The Union agrees that the participation of community groups within the schools is desirable. If a neighborhood group wants to do a beautification project within the schools, i.e. paint a mural, etc., the Union will do the surface preparation for these activities, if the project is one for which the Board determines that surface preparation is required.

ARTICLE IV - SENIORITY

- 4.0 The Office of Talent Management shall prepare a list of all bargaining unit employees showing their seniority. The list should be made available to the Union President upon request no more than once every six months. Upon appointment, new regular employees shall be added.
- 4.0 (A) Hartford Residency –
Bargaining unit shall receive an additional year of service credit for seniority for purposes of layoff/recall for maintaining residency in Hartford.

In order to be eligible for the additional credit for Hartford residency, Hartford must be the member's primary residence. To demonstrate residency, the member must produce to the Chief Talent Officer, with a request for the residency seniority credit, any three of the following documents that show evidence of Hartford residency: utility bill, car insurance, lease, property tax bill, voter registration card, drivers' license. Such evidence must be provided upon request and/or on an annual basis. The Board may discontinue such residency seniority credit upon belief of fraud. Failure to communicate in writing regarding a change in residency or any deception regarding primary residence shall be viewed as insubordination/moral misconduct.

- 4.1 (A) New employees shall serve a probationary period of one hundred twenty (120) working days as Temporary Employees with no seniority during this period. All employees who have completed their probationary period in a satisfactory manner shall become regular employees; seniority shall be retroactive to the first day as a Temporary Employee provided there is a satisfactory evaluation. Pension deductions for temporary employees will begin on the first day of employment.

During the probationary period, layoff or discharge shall be at the discretion of the Superintendent. Temporary employees have hearing rights under

Section 3.2 (A) and are covered under each section of this Agreement except Sections XII and XVI.

4.1 (B) Regular employee is defined as one who has met basic qualifications for employment and has successfully completed his/her probationary period.

A Temporary Employee is a new employee who is serving his/her probationary period as defined in 4.1 (A).

4.2 (A) Transfers, Vacancies & Promotions

4.2(A-1) Transfers

1. Custodians in entry-level positions:

Custodians in entry-level positions who wish to transfer to another position in the same classification may file a “Request for Administrative Transfer” form with the Office of Human Resources for any vacancy within his/her classification. Such vacancies shall not be posted. Said form shall set forth the reasons for the requested change. The Superintendent or his or her designee may grant or deny the request in his/her sole discretion. The decision regarding such request shall be final, and shall not be subject to the grievance procedure. Each custodian in an entry-level position may only receive one voluntary transfer per school year. In order to be considered for a transfer, a custodian in an entry-level position must:

- a) be rated “average/meets requirements” or above on all categories of his or her most recent evaluation;
- b) have no more than seven authorized absences in the twelve (12) months immediately prior to the transfer request;
- c) have no unauthorized absences in the twelve (12) months immediately prior to the transfer request; and
- d) have no disciplinary actions in the twelve months immediately prior to the transfer request.

2. Custodial and Maintenance Employees in non-entry level positions:

Qualified employees in the same classification in which a vacancy exists may apply to transfer into a posted vacant position whenever a vacancy exists. If there is a qualified existing employee who applies for the vacancy in the same classification in which the vacancy exists, he or she shall receive the position and no further action shall be required prior to filling the position. Qualifications shall include:

- a) an “above-average/exceeds requirements” rating or above on all categories of the applicant’s most recent evaluation;
- b) no more than seven authorized absences in the twelve (12) months immediately prior to the transfer request;
- c) no unauthorized absences in the twelve (12) months immediately prior to the transfer request;
- d) no more than three instances of tardiness in the twelve (12) months immediately prior to the transfer request; and
- e) no disciplinary actions in the twelve (12) months immediately prior to the transfer request.

If more than one qualified employee, as defined above, applies for a vacancy, the applicant with the greater amount of seniority shall receive the position.

If no employee who is qualified, as defined in 4.2(A-1)(2)(a-d) above, applies for a lateral transfer into a vacant non-entry level custodial or maintenance position, the vacancy shall be filled by the promotional procedures described in section 4.2(A-2) below.

3. Cafeteria Employees in any position:

A) Vacancies that arise other than during June, July and August:

Except for the period from June 1 through September 1 of each year, cafeteria department vacancies will be posted and filled by those department members requesting a desired change and meeting the requirements of the position available. In order to be considered for a transfer, in addition to meeting the requirements of the position, an employee’s qualifications shall include:

- a) an “average/meets requirements” rating or above on all categories of his or her most recent evaluation;
- b) no more than seven authorized absences in the twelve (12) months immediately prior to the transfer request;
- c) no unauthorized absences in the twelve (12) months immediately prior to the transfer request; and,

- d) no disciplinary actions in the twelve (12) months immediately prior to the transfer request.

B) Filling Vacancies that arise during June, July and August:

Positions that become vacant on or after June 1 until the first day of the following school year shall not be posted. Such positions shall first be filled by using the following procedure: Cafeteria personnel who wish to transfer to another job within the same school or to another school must request to do so in writing to the Director of Food Services between June 1 and June 10. No request received after June 10 shall be accepted. The request shall include:

- a) Name of school (preference if any);
- b) Number of hours per day (minimum and/or maximum);
- c) Kind of job (first, second and third choice).

In order to be considered for a transfer, in addition to meeting the requirements of the position, an employee's qualifications shall include:

- a) an "average/meets requirements" rating or above on all categories of his or her most recent evaluation;
- b) have no more than seven authorized absences in the twelve (12) months immediately prior to the transfer request;
- c) no unauthorized absences in the twelve (12) months immediately prior to the transfer request;
- d) no more than three (3) instances of tardiness in the twelve (12) months immediately prior to the transfer request; and,
- e) no disciplinary actions in the twelve months immediately prior to the transfer request.

4.2(A-2) Promotional Custodial and Maintenance Positions

1. Filling of Vacancies by Promotion:

All non-entry level custodial and maintenance vacancies that are not filled by the procedure set forth in Section 4.2(A-1)(2) above shall be filled as described in Sections 4.2(A-2) and (A-3). All custodial and maintenance promotional vacancies will be filled first by employees who have applied in the posting process and who possess sufficient skills and abilities to perform the work with a minimum of training, and are qualified as defined below. Qualifications shall include:

- a) an "above-average/exceeds requirements" rating in all categories of the applicant's most recent evaluation;

- b) no more than seven (7) authorized absences in the twelve (12) months immediately prior to the application;
- c) no unauthorized absences in the twelve (12) months immediately prior to the application;
- d) no disciplinary actions in the twelve (12) months immediately prior to the application;
- e) no more than three (3) instances of tardiness in the twelve (12) months immediately prior to the application; and,
- f) a passing score on the applicable test, as described in Section 4.2(A-2)(2) below.

Employees promoted under the provision of this article shall serve a probationary period not to exceed ninety (90) days. Should such employee fail his/her probationary period, then he/she shall be returned to his/her previous position, hours of work and work location, or to a comparable position.

2. Ordering of Candidates for Custodial and Maintenance Promotional Vacancies.

Vacancies in custodial and maintenance promotional opportunities shall be filled in the following order:

- a) In the event the position is not filled by the procedure described in 4.2(A-1)(2) above, it shall be filled with an employee from the same department in which the vacancy exists, who has applied and meets the qualification set forth in section 4.2(A-1)(1) above. For any position for which the Board establishes a test, qualified applicants within the same department shall be required to follow the testing procedures set forth in paragraph 4.2(A-2)(5) below. If there are one or more qualified existing employees who apply in the same department in which the vacancy exists, and one or more of these applicants receives a passing score on the test, the applicant from amongst these who receives the highest score shall receive the position. In the event two qualified employees receive the same score on the test, seniority will be the determining factor. In the event there is a tie in seniority, the overall service record will be used as a tiebreaker. No further action shall be required prior to filling the position.
- b) In the event that the position is not filled by the procedures described Section 4.2(A-1)(2) above, or by the procedures contained in paragraph 4.2(A-2)(2)(a) above, it shall be filled by an employee within the bargaining unit who has applied and meets the qualifications set forth in Section 4.2(A-1)(1) above. For any position for which the Board establishes a test,

qualified existing employees who apply within the same department shall be required to follow the testing procedures set forth in paragraph 4.2(A-2)(5) below. If there are one or more qualified applicants in the same department in which the vacancy exists, and one or more of these applicants receives a passing score on the test, the applicant from amongst these who receives the highest score shall receive the position. In the event two qualified employees receive the same score on the test, seniority will be the determining factor. In the event there is a tie in seniority, the overall service record will be used as a tiebreaker. No further action shall be required prior to filling the position.

- c) In the event that the position is not filled by the procedures described Section 4.2(A-1) (2) above, or by the procedures contained in paragraph 4.2(A-2)(2)(a) or (b) above, it shall be filled by outside applicants. No further action shall be required prior to filling the position.

4.2(A-3) Procedures for Promotional Testing

The following procedures shall apply to any and all tests given pursuant to paragraphs 4.2(A-2)(2)(a) and (b) above:

1. In the event that the vacancy is not filled pursuant to the procedure described in paragraph 4.2(A-1)(2) above, all qualified applicants as described in paragraphs 4.2(A-2) above shall be eligible to take the examination in order to be considered for a promotional appointment.
2. The Board shall test for each vacancy separately, unless there is more than one vacancy in a single classification at the time of the test, in which case the test results shall be valid for all of the vacancies in that classification.
3. The exam shall consist of:
 - a) General Section
 - b) Specific position Section
 - c) Interview
4. Any applicant desiring to qualify must pass the general section plus the additional section related to the level of his/her interest.

Any eligible applicant may choose to take as many tests at a time as there are tests given.

5. Ranking will be based on the higher grade received of those passing the test, the higher the grade, the higher the ranking.

4.3 (A) Layoffs

Layoffs shall take effect, within classification, based on reverse seniority, as follows:

1. Probationary Employees;
2. Rostered employees working less than forty (40) hours a week;
3. Full-time rostered employees.

Any employee who, on the basis of seniority, is to be laid off because of reduction of staff but who is qualified for another job in the bargaining unit due to previous Board experience may replace the least senior employee in the classification.

4.3 (B) The Union President, Vice President, Recording Secretary and Financial Officer shall have super-seniority in the event of layoffs or administrative transfers.

4.3 (C) Any employee who, on the basis of seniority, is to be laid off because of reduction of staff but who is qualified for another job in the bargaining unit due to previous Board experience may replace the least senior employee in the classification.

4.4 Laid-off employees shall be placed on a recall list for a period of two (2) years from the date of their layoff or reduction in hours. No person shall be newly hired in a classification that includes an individual on the recall list until all persons on the recall list in that classification have been notified by certified mail and sent to the individual's last known address and such individual either is offered employment or declines such re-employment offer. It shall be the laid off individual's responsibility to notify the Superintendent of Schools of his/her current address. An individual who declines an offer of re-employment in the same classification as previously employed shall forfeit recall rights. Failure to respond in writing to a notice of an opening within ten (10) working days after receipt of mailing thereof shall be deemed a refusal to accept re-employment. The returning individual must return to work within ten (10) calendar days after receipt of the mailing of the notification or the date that the position becomes open, whichever occurs later.

When recall rights within a classification have been exhausted, employees on layoff in other classifications will be given an opportunity, in the order of their seniority, to fill any remaining vacancies if they have sufficient skill and ability to perform the work.

- 4.5 An employee shall lose his seniority rights under any of the following:
1. If he/she resigns;
 2. If he/she is discharged for just cause;
 3. If he/she is laid-off for lack of work and such layoff continues for more than two (2) years; and,
 4. If he/she fails to report to work within ten (10) working days after due notice by the Board to the employee's last known address to return to work after layoff or leave of absence has expired.

4.6 Seniority shall be defined as the last date of appointment in a bargaining unit position. In cases of equal seniority, the employee with the best overall service record shall be considered more senior.

ARTICLE V - HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY

5.0 (A) Truck Drivers

Members of this bargaining unit shall work four (4) to eight (8) hours a day, starting no earlier than 5:30 am and ending no later than 12:00 am. Any member's hours may be changed up to four (4) times per year.

5.0 (B) The shift schedules for the custodial staff shall be as follows:

First Shift: Eight (8) hours starting at the earliest 6:00 a.m. and the latest 8:30 a.m. with one (1) hour for an unpaid lunch, except that there will be no more than two (2) different schedules of hours per fiscal year. The Union will be furnished with the schedule of hours for each school.

Second Shift: Eight (8) hours to be scheduled anywhere between Noon to 12:00 midnight, with a three-quarter (3/4) hour paid lunch period included.
Shifts available:

- 12:00 p.m. to 8:00 p.m.
- 1:00 P.M. to 9:00 p.m.
- 3:00 p.m. to 11:00 p.m.
- 4:00 p.m. to 12:00 midnight

Third Shift: 11:00 p.m. to 7:00 a.m. with a three-quarter (3/4) hour paid lunch period included.

During the period from the Monday after school closes to the Friday before school reopens in the fall, the second and third shift employees will be assigned to first shift hours, except that in the Hartford Public High School and the Administration Building, the second and/or third shift employees may

be assigned to hours which cut across shift schedules, but normally will not extend beyond 6:00 p.m. In case an employee works beyond 6:00 p.m., the employee(s) will be paid in addition to their regular pay minimum of the three (3) hours shift differential pay, as provided for in Article IX, 9.4 of this Agreement. During the summer months, the unpaid lunch period shall be one-half (1 /2) hour.

During school vacation periods, second and third shift employees may be reassigned to first shift at the discretion of the Superintendent's designee.

The work year for Head Lunch Supervisors/Meal Coordinators shall consist of one hundred and eighty three (183) working days in accordance with the calendar prepared by the Superintendent's designee.

5.0 (C) Maintenance Staff

Members of this bargaining unit shall work four (4) to eight (8) hours a day, starting no earlier than 5:30 am and ending no later than 12:00 am. Any member's hours may be changed up to four (4) times per year. Regular day shift, as referred to in Article 9, means all employees whose shift begins before noon.

5.0 (D) Food Service

The regular hours of employment for cafeteria employees in existing schools shall be as follows: Food Service Workers, twenty (20) or more hours per week; cook managers, elementary, at the discretion of administration but no less than thirty (30) hours per week; Head Lunch Supervisors, at the discretion of administration but no less than thirty hours per week; all other employees forty (40) hours per week and in each case Monday through Friday. Meal coordinators 4-6 hours daily based on the needs of the school. Employees shall have an unpaid half hour and their hours will be reduced accordingly.

5.0 (E) All Other Bargaining Unit Staff

Members of this bargaining unit shall work four (4) to eight (8) hours a day, starting no earlier than 5:30 am and ending no later than 12:00 am.

Any member's hours may be changed up to four (4) times per year.

5.1 Time and one-half shall be paid for:

1. All work performed in excess of eight (8) hours in any one day, and forty (40) hours in one (1) week;
2. All overtime work performed on Saturday as such excluding Head

Lunch Supervisors/Meal Coordinators; and,

3. All overtime work performed on a day other than an employee's regular work day excluding Head Lunch Supervisors/Meal Coordinators.

5.2 Double time shall be paid for:

1. All work performed on Sunday as such; and,
2. All work performed on holidays listed in Article VI (6.0 A and B), plus regular holiday pay.

5.3 A schedule of overtime assignments shall be prepared by the Head Custodian and posted on the bulletin board. A record of overtime shall be posted on the appropriate bulletin board for custodial, maintenance and cafeteria employees.

1. Full-time employees and regular cafeteria employees shall be given preference on all overtime assignments.
2. Overtime shall be divided equally within classifications, except as provided for in this Article.
3. Except as provided for in this Article of this Agreement, overtime and work performed for outside groups and the Adult School in each school shall be divided equally among the qualified custodians regularly assigned to that school.
4. To the extent possible, night shift employees shall be given an opportunity to equalize their share of overtime and work performed for outside groups and the Adult School when school is not in session and/or when it does not interfere with their regular work schedule.

5.4 All bargaining unit work will be done by bargaining unit employees, unless there are not bargaining unit employees available.

5.5 Shift preference will be granted on the basis of seniority, within classifications, as openings occur. No more than one shift transfer will be granted an employee during a calendar year.

5.6 Every effort will be made to provide additional coverage when it is known that a person is working alone on any shift.

ARTICLE VI - HOLIDAYS

6.0 (A) The Superintendent shall identify the ten holidays per year for custodial and maintenance employees. The holidays shall be as follows:

New Year's Day	Independence Day
Martin Luther King's Day	Labor Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day

The Superintendent can designate the date that a holiday shall be observed if the holiday is not observed on the identified date.

6.0 (B) Effective July 1, 2012, the following holidays shall be observed by cafeteria employees, excluding Head Lunch Supervisors/Meal Coordinators, as days off with full pay:

New Year's Day	Labor Day
Martin Luther King's Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Christmas Day
Memorial Day	

The Superintendent can designate the date that a holiday shall be observed if the holiday is not observed on the identified date.

6.1 When an employee is on approved leave (longer than ten (10) consecutive days) and any of the holidays specified in 6.0 concur with such leave, the employee will not be charged with sick leave for such date.

6.2 When a holiday occurs during the regular vacation of an employee, the employee shall not be charged vacation time for said date.

6.3 The Superintendent, or his designee, reserves the right to independently investigate any absence or absences charged against illness days.

6.4 Night custodians shall work the day shift on the day before Christmas and the day shift on the day before New Year's.

ARTICLE VII - VACATIONS

7.0 Custodial and maintenance employees shall be given vacations at their current average earnings on the following basis:

1. Employees who have less than five (5) years of service shall be entitled to a yearly vacation of one (1) day per month of service not to exceed twelve (12) days a year.
 2. Employees, who have completed five (5) years of service, shall be entitled to a vacation of three (3) weeks annually.
 3. Employees with over five (5) years of service shall receive one (1) additional vacation day for each two (2) years of service to a maximum of five (5) weeks vacation annually.
 4. Employees shall be allowed to accumulate vacation time to a maximum of six (6) weeks subject to the provisions of 7.2.
 5. The employee's anniversary date will be used to determine the amount of vacation time due.
 6. The Superintendent of Schools may authorize employees to accumulate vacations beyond the periods specified in this Article.
 7. Unless agreed to otherwise between the Superintendent's designee and the employee, up to ten (10) vacation days may be used during the school year. The restrictions in this section shall not apply to maintenance employees.
 8. 10-month Custodian I's, gym assistants, and cafeteria employees, excluding Head Lunch Supervisors and Meal Coordinators will receive a maximum of fifteen (15) vacation days per school year. These days shall be earned at the rate of 1.5 days per month. These days shall fall, whenever possible, during school vacation periods. No 10-month employee hired on or after July 1, 2005 shall receive vacation benefits.
- 7.1 For the purpose of computing vacation benefits, rehired employees will be credited with prior service, provided their termination was for reasons other than dismissal. Employees rehired within one year of the date of separation shall have their original date of hiring used for computing vacation benefits.
- 7.2 Except as provided for in Article VII, 7.0 (F) the vacation period will be set by mutual agreement between the Superintendent or his or her designee and the employee, except that district wide bargaining unit seniority at each site shall govern preference.
- 7.3 (A) Pro-rata accumulated vacation pay shall be granted to an employee in the event he/she terminates his/her service with the Board of Education. In no case shall a member be paid more than 24 vacation days.

- 7.3 (B) In the event of the death of an employee, his/her spouse and/or minor children shall receive his/her pro-rata vacation pay, up to 24 days. In the event that employee has neither a spouse nor children, the pay shall be given to the estate of the deceased employee.
- 7.4 When an employee has no sick leave available, he/she may elect to use vacation leave as sick leave.
- 7.5 The Board shall notify each employee, in writing, of the amount of vacation leave used in the past year and the amount accumulated and due as of July 1, upon request. Such notification will be provided within twenty (20) working days of receipt of the request, so long as the Board does not experience any manual or technical problems in obtaining and compiling the information.

ARTICLE VIII - LEAVE PROVISIONS

- 8.0 (A) All employees shall be entitled to 15 days per year, to be earned at a rate of 1.25 days per month, accumulative to 180 days. If a member hired before July 1, 2005 has more than 180 sick days accumulated as of June 30, 2012, he/she shall be permitted to maintain such banked time, but shall not accumulate any additional time. If such member's bank reaches 180 days or less, 180 sick days shall become the maximum accumulative number for that member.
- 8.0 (B) The Board shall notify each employee, in writing, of the amount of sick leave used in the past year and the amount accumulated and due as of July 1, upon request. Such notification will be provided within twenty (20) working days of receipt of the request, so long as the Board does not experience any manual or technical problems in obtaining and compiling the information.
- 8.1 (A) An employee, upon retirement shall receive, on the basis of his/her wages at the time of retirement, full compensation for up to the first fifty (50) days or fifty percent (50%), whichever is greater, of his/her unused accumulated sick leave provided for in 8.0(A). The following maximums will be in effect: Employees hired prior to March 30, 1984 shall have a cap of eight-five (85) days; Employees hired on or after March 30, 1984 shall have a cap of sixty (60) days.
- 8.1 (B) In the event of an employee's death, his/her beneficiary shall receive on the basis of the employee's wages at the time of death, full compensation for any of the employee's unused accumulation of sick leave provided for in Section 8.0(A). In the event the employee has not named a beneficiary, the compensation for the unused sick leave shall be given to the estate of the employee.

- 8.1 (C) An employee who terminates or whose employment is terminated for any reason other than death or retirement shall have no rights to unused sick leave.
- 8.2 (A) Employees shall be entitled to full pay at current base rate for absence due to jury duty provided that reimbursement for same and regular pay together does not exceed employee's regular wage.

8.2 (B) Injury Leave

Workers' compensation shall be paid in accordance with law.

8.2 (C) Military Leave

The Superintendent may, with the approval of the Board, grant a leave of absence without pay to an employee on regular appointment who enlists for full time active duty with the military service of the United States.

The Superintendent may with the approval of the Board grant a leave of absence with pay to an employee on regular appointment who enlists in the military reserves and is required to undergo field training for a short period of time.

"Short period of time" is defined as not more than thirty days in one calendar year. The employee shall receive the difference between salary and payment received from the government, exclusive of travel allowance, for a period not to exceed thirty days. If the reserve enlistee is extended on active duty at the conclusion of field training, salary coverage by the Board, as defined above, will continue for a period not to exceed an additional six months.

An employee, who is a member of the military reserves, who is ordered to report for active duty, shall receive the difference between salary and payment received from the government, exclusive of travel allowance for a period not to exceed six months.

The employee's benefits shall continue to be paid by the Board until such time that military benefits go into effect. Board coverage for benefits, however, shall not exceed ninety days.

No employee shall lose any seniority standing because of any military service including service in the military reserves.

On return from military service an employee shall be reinstated in the former job or one of like rank and shall receive credit for the yearly increments awarded during absence on military service provided that the employee reports for work within six months of discharge from military service.

For those persons hired by the Board for the first time, credit on the salary schedule for military service, may be granted up to two steps.

8.2 (D) Union Leave

Not more than two (2) Union officials shall be allowed the required time without loss of pay to attend official Union conventions and conferences. The maximum time per year shall be limited to ten (10) days off.

8.2 (E) With the approval of the Superintendent, employees may attend conferences or take courses of study, all of which will contribute to or increase the knowledge of the employee with regard to the Job or position.

8.2 (F) Personal Leave

Employees shall be allowed a total of not more than five (5) personal days a year, for any one of the following:

1. Holy days not to exceed three (3) days in any year;
2. Quarantine;
3. Absence for husband for birth or adoption of child to not to exceed two (2) days in any year;
4. Temporary absence for personal reasons limited to situations not under the control of the employee, which make such absence from service necessary. Personal days must be approved in advance except in cases of emergency. Approval for emergency days must be requested as soon as possible within one (1) day of occurrence;
5. In the event of serious illness or death of a relative or member of his/her immediate household, not to exceed five (5) days in any school year; and,
6. In the event of a documented long-term illness to a family member, five (5) sick days may be granted provided the employee has used his/her allotment of personal days and requests the sick days in advance.

8.2 (G) Personal Leave for Employees who were hired after March 30, 1984

New employees shall be allowed a total of three (3) personal days a year, with deduction from sick leave, for any of the same reasons listed in F.

New employees, for the purpose of implementing this article, refers to an employee whose probationary period begins after March 30, 1984.

8.3 Leaves of Absence without Pay

The Superintendent of Schools may grant leaves of absence without pay for a period not to exceed one (1) year. Requests for such leave shall be made in writing to the Superintendent, and shall include a statement of the reasons therefore and of the length of leave requested.

8.4 During the period of a leave without pay, except for military leave, the employee shall not be credited for length of service. Employees shall not be credited with such time for the purposes of accruing sick leave, vacation time, seniority, or increments.

8.5 An employee shall be reinstated from leave of absence without pay, but without any preferred status from his/her prior employment, to any position comparable to the position the employee last held with the Board.

8.6 Any employee who is on leave of absence without pay shall not be paid for any holiday or sick leave during the period of the absence. Any vacation time due to an employee at the time of taking a leave of absence without pay may be paid at that time. Authorized leaves of absences for one (1) month or less will not be used as a basis of reducing employee benefits.

8.7 The employee's accumulation of sick leave upon leaving shall be retained to his credit when he returns.

ARTICLE IX - WAGES

9.0 Wages for the duration of the contract shall be computed on the following basis:

July 1, 2012	0%
July 1, 2013	0%
July 1, 2014	2%
July 1, 2015	2.5%
July 1, 2016	2%
July 1, 2016	1.5%

There will be no step movement during the life of the contract.

9.1 Wage scales and classifications as negotiated are part of this Agreement and attached hereto, as Appendix A.

9.2 Head Lunch Supervisors/Meal Coordinators assigned to work in a higher grid classification shall be paid immediately on that step of the salary grid of the higher classification, which will give him/her an increase of at least the

amount of one full increment. Other employees will receive \$10 extra per day.

9.3 Performance Incentive –

A member who works forty hours a week in a single school that shows significant improvement shall be paid \$1,250 after the conclusion of the work year. The measure of improvement shall be through improvement as determined by the Superintendent of Schools, which shall apply to all eligible employees in the district. To be eligible, the member must appear and work a full day in such a school on at least 97% of the work days in the relevant work year. If the district modifies the accountability matrix, it shall communicate to the Union President the determination of significant improvement that will warrant a performance incentive. Members assigned to multiple schools in a fiscal year or assigned to a location containing more than one school shall be eligible for the above incentive on a pro-rata basis.

The decision to pay such a bonus shall not be subject to the grievance procedure.

Employee's longevity payments shall be earned on the employee's anniversary date in recognition of their length of service on the following basis. Payment will be made annually in one lump sum on July 1st.

<u>Years</u>	<u>Amount</u>
6 to 9	\$225
10 to 14	\$275
15 to 19	\$350
20 plus	\$450

9.4 Employees working on a shift other than the regular day shift shall receive a shift differential for ten percent (10%) for the second shift and fifteen percent (15 %) for the third shift.

9.5 (A) Mileage

Employees shall be reimbursed at the current IRS rate, effective with the signing of this contract. Mileage will depend on actual odometer readings. Major fractions of a mile shall be considered a full mile for payment purposes. Head Lunch Supervisor and Meal Coordinators shall receive bus fare if requested, for going to and from the bank on Board business.

9.5 (B) All tradesmen shall receive a monthly allowance of \$75.00 for using their vehicles for carrying materials, equipment and tools to their work except for a prorated amount deducted for their vacation periods. Tradesmen shall not be entitled to any other mileage reimbursement.

9.5 (C) All tradesmen shall receive full reimbursement for all license fees if said licenses are required as a condition of employment.

9.6 Initial Salary Placement

A newly hired employee's initial salary placement shall be established by the Superintendent or his or her designee.

9.7 Adjustment of Salaries

9.7 (A) Increments - Increments shall be granted as set forth in this agreement. Upon expiration of this agreement, employees shall not be granted increments, unless and until a successor agreement so provides.

9.7 (B) Salary Adjustment of Employees Returning from Leave

Time spent on military leave is counted the same as active service for the purpose of granting an increment. No increment is granted for leave for any purpose, unless the employee has been in active service for a total of six (6) months or more of the fiscal year beginning with the granting of the last increment, or if the leave has exceeded one (1) year including active service during the fiscal year when the employee returns. In no case, other than military leave, may placement on the salary schedule exceed that justified by actual years of service.

9.8 Computation of Salaries for Salary Deductions

9.8 (A) Ten-Month Employees: The hourly rate of all bargaining unit members employed on the basis of ten (10) calendar months is determined by dividing the annualized salary by 200 and dividing by the number of hours worked (generally 8 hours).

183-day Employees: The hourly rate of all bargaining unit members employed on the basis of one hundred and eighty-three (183) work days is determined by dividing the annualized salary by 183 and dividing by the number of hours worked (generally 8 hours).

9.8 (B) Forty-four Week Employees: The hourly rate of all bargaining unit members employed on the basis of forty-four (44) weeks is determined by dividing the annualized salary by 220 and dividing by the number of hours worked (generally 8 hours).

9.8 (C) Twelve-Month Employees: The hourly rate of bargaining unit members employed on the basis of twelve (12) calendar months is determined by dividing the annualized salary by 260 and dividing by the number of hours worked (generally 8 hours).

9.8 (D) All bargaining unit members shall be paid on a biweekly basis. All members who are paid on an annualized basis shall be paid on the 26 pay plan. All members may be required to receive pay via direct deposit and electronic notification. Exceptions may be granted for reasonable cause.

9.9 Non-instructional Employees

If a bargaining unit member's position is reclassified to a higher schedule and such member's salary is below the maximum step of the salary schedule, he/she will be placed on that step of the reclassified schedule which gives him/her at least one increment over his/her grid placement prior to the reclassification.

If step movement is granted some time after reclassification occurs, the bargaining unit member shall be eligible for step movement only if he/she has served in the position for more than six months since the position was reclassified.

9.10 Salary after Promotions

9.10 (A) Promotions

Upon promotion, bargaining unit members transferring to a higher schedule, move to that step of the new schedule which gives the bargaining unit member at least the amount of an increment on the new schedules. The bargaining unit member will receive the next increment, if the increment is granted, on the new schedule provided he/she has served six (6) months in the new position, as of the date the increment is granted.

9.11 Overtime Pay

9.11 (A) Approval

Payments for overtime will not be granted, unless approved by the Supervisor prior to the time the overtime is worked.

9.11 (B) Rotation

Custodial overtime shall be rotated among the available men/women in the building. The Head Custodian is responsible for preparing and posting a schedule of assignments. Maintenance overtime shall be rotated among available employees in the department by trade and classification.

9.11 (C) Reports of Overtime

Time reports for overtime broken down by authorized overtime, outside use, and Park Department, are sent biweekly on the form provided, signed by the

Head Custodian or Principal to the Business Office. Before payment can be processed, the Maintenance Supervisor will check and approve overtime sheets. Bargaining unit members will be paid for actual time worked.

9.11 (D) Building Checks

If the Manager of Buildings and Grounds or designee determines that a building or facility must be checked, the Head Custodian shall select the person to check the buildings on weekends, taking into consideration travel distance, reliability and responsibility, and the rate of pay shall be two (2) hour minimum at time and one-half.

9.11 (E) If an employee is scheduled overtime or to perform work for outside groups and the Adult School and does not avail him/herself of the opportunity to work, he/she will be charged with the scheduled overtime and assignment for outside groups as if he/she had worked.

9.11 (F) Employees called in for work outside their regularly scheduled work hours shall be paid straight time if work is contiguous to their regularly scheduled hours, unless the employee has worked more than 40 hours in one week. When employees are called in on a non-contiguous basis, they shall be paid for a minimum of three hours or hours worked, whichever is greater, at the rate of time and one half their regular hourly rate.

9.12 Food Service Employees

9.12 (A) Cafeteria Employees: Rostered Food Service Employees, excluding Head Lunch Supervisors/Meal Coordinators work approximately thirty eight (38) to forty (40) weeks per year. Each employee receives lunch and cash wages. Incumbent rostered Food Service employees receive a thirty (30) minute paid lunch break. Rostered Food Service Workers employed after July 1, 1992 will be paid for their regularly scheduled day, excluding an unpaid lunch break. Payment is made for specified holidays and vacations. Employees are eligible for hospitalization and medical insurance, group life insurance, both types of pupil and staff insurance, and health and accident insurance. The same sick-leave allowances are provided as for other employees.

9.12 (B) Head Lunch Supervisors/Meal Coordinators who work 183 days a year are paid an annualized basis for hourly work performed. They receive no free lunch, no paid lunch period, holidays or vacation.

9.12 (C) All elementary cook-managers temporarily assigned to another school in the same position shall receive an additional \$.50 an hour.

ARTICLE X - RETIREMENT PLAN

10.0 Bargaining unit employees are covered under the State MERF “B” plan. This Article is for informational purposes only and is not subject to the grievance procedure.

The Hartford Board of Education recommends that employees covered under this Agreement be allowed to change their Retirement Plan to the State MERF “B” plan. Whereby any amendments to the pension provisions contained in this agreement require approval by the Court of Common Council, the Hartford Board of Education requests that the Council take all necessary steps to allow the enrollment of bargaining unit members in the Connecticut Municipal Employee Fund B (State MERF B). All necessary documents shall be processed by April 1, 1988, in order that the unit members be eligible for benefits under State MERF B no later than July 1, 1988.

It is understood and agreed that, should the employer contribution for subsequent service on behalf of bargaining unit members to the State MERF B plan be assessed at a rate higher than the rate the City currently pays to its MERF plan on behalf of bargaining unit employees during the term of this agreement, the Union, upon request of the City, agrees to meet to negotiate concerning such excess contributions.

Pension matters shall not be subject to the grievance procedure, but shall be subject to appeal to the courts.

Until such change occurs the present retirement benefits shall remain in effect as follows:

- 10.0 (A) The Board will provide survivorship benefits in the Municipal Employees Retirement Fund without reduction of the employee benefits, so that a surviving spouse will receive fifty percent (50%) of the employee’s pension. The employee will pay an additional one percent (1 %) of salary, and the City will bear the remaining costs.
- 10.0 (B) Employees in the Retirement Allowance Fund will be transferred to the MERF with a guarantee of no reduction in benefits.
- 10.0 (C) The Board will limit membership in the MERF to full-time permanent employees including probationary employees.
- 10.0 (D) The Board will provide minimum pensions for retired employees and dependents equal to Social Security benefits.
- 10.0 (E) In computing pension benefits, the amount of average earnings covered by Social Security shall be the amount of the employee’s earnings on which

Social Security taxes were paid by the City for the full number of years included in the computation of his/her primary Social Security benefit.

- 10.0 (F) Pension matters shall not be subject to the grievance procedure, but shall be subject to appeal to the courts.
- 10.0 (G) Vesting Rights will be after ten (10) years of continuous employment or five years at age forty.
- 10.0 (H) An employee who served in the military prior to his/her employment by the Board shall have the option to buy into the Retirement Plan for up to four (4) years of military service. Payments shall be based on the employee's salary at the time of hire.
- 10.0 (I) The computation of benefits on the amount of final average earnings above the amount covered by Social Security shall be based on two percent (2%) for each year of service. This shall apply to employees whether they are covered by Social Security or not.
- 10.0 (J) Vacation Days and Group Life Insurance
- Upon retirement employees shall receive payment for unused earned vacation days. Group Life Insurance may be converted according to the conversion schedule in effect at the time of the retirement: If the employee is a member of City retirement plan, the Group Life Insurance may be continued in reduced amount.
- 10.0 (K) Members of the bargaining unit will have credited to their employee contributions to the pension fund 3 percent interest on such contributions on July 1 of each year. Once credited the interest and the contributions made by the employee to the pension fund are payable to the employee upon separation from City employment except that no such payment will be made to an employee granted a pension in accordance with Chapter XVII, Section 3 of the Charter of the City of Hartford.
- 10.0 (L) Normal retirement will be at age 65 with ten (10) years of continuous employment or age 60 with twenty-five (25) years of continuous employment.
- 10.0 (M) Early retirement will continue to be at age 55. Twenty-five (25) years of continuous employment with no reduction factor; those with less than twenty-five (25) years and a minimum of ten (10) years continuous employment shall have a reduction factor of two percent (2%) per year.
- 10.0 (N) The final average pay will be based on the highest five (5) years of the last ten (10) years.

- 10.0 (O) The member's contribution rate will be based on three percent (3%) on earnings taxed for Social Security and six percent (6%) on the excess.

ARTICLE XI - LOSS COVERAGE

- 11.1 The vandalism and theft benefit shall be \$5,000 and claims shall be honored every six (6) months. The purpose of such reimbursement of employees is for damage or loss, excluding cash, not covered by the employee's insurance, such damage or loss to have taken place during the employee's working hours. All reimbursements will be held until January 1 and the end of the fiscal year, at which times reimbursement will be made in full if the \$2500 for each half of the year is sufficient; otherwise prorated reimbursement will be made according to the demands on the fund. If less than the \$2500 is expended in the first half of the fiscal year, the balance of such monies will be applied toward the satisfaction of claims occurring in the second half of the fiscal year. Such payment may not duplicate the amount paid by the employee's insurance.

ARTICLE XII - DISCIPLINARY PROCEDURES

- 12.0 (A) Bargaining unit members shall not be issued a written reprimand, which is copied to the personnel file, suspended without pay or discharged without just cause.
- 12.0 (B) Disciplinary actions shall normally follow this order:
- (a) Written warning
 - (b) Suspension without pay
 - (c) Discharge

Any of the above steps may be omitted depending upon the severity of the discipline required.

- 12.0 (C) All disciplinary action must be stated in writing with reasons given and a copy given to the employee at the time of the action. An employee has the right to reply in writing to any document placed in the file.
- 12.0 (D) *The Board and the Union agree that all members of the Union, as a condition of employment, must permit the Department of Children and Families to release outcomes of investigations related to employment with the Board of abuse or neglect to the district. In the event that DCF releases anything other than the outcome in the case of a non-substantiation, the information from DCF shall not be used in any proceedings.*

ARTICLE XIII - PRIOR PRACTICE

13.0 Nothing in this Agreement shall be construed as abridging any written right, benefit, or privilege that employees have enjoyed heretofore.

ARTICLE XIV - WORK YEAR

14.0 Cafeteria Workers & Custodians

The normal work year for all employees in the bargaining unit, except those listed below, shall be a twelve (12) month work year. The following employees shall work a ten (10) month work year:

1. Gym Assistants;
2. Cafeteria Employees;
3. Head Lunch Supervisors/Meal Coordinators work 183 days a year.
4. Food Service Truck Drivers

Nothing herein shall be construed as a guaranteed minimum work day or work year for any member of the bargaining unit.

ARTICLE XV - SAFETY AND HEALTH

15.0 A joint committee shall be formed by the Administration and the Union, which shall meet as needed to review and recommend safety and health policies. The provisions of this Article shall not be subject to the grievance procedure.

ARTICLE XVI - GRIEVANCE PROCEDURE

16.0 (A) Definitions

The term “grievance” is defined as an alleged violation, misapplication or misinterpretation of the specific provisions of this Agreement.

“Work days,” for purposes of this Article, shall mean any day that the district (Central Office) is open.

16.0 (B) Procedure

Grievances shall be processed in the following manner:

Step 1: A bargaining unit member must submit his/her grievance in writing and such grievance must be received by the immediate supervisor within ten

(10) work days of the date when the events giving rise to the grievance occurred. Such submission shall be made to the immediate supervisor for a satisfactory adjustment. The written grievance must indicate the specific nature of the grievance and the contract provision(s) alleged to be violated. Such immediate supervisor may request a meeting with the bargaining unit member prior to making his/her decision, but in any event must render his/her decision within five (5) work days of the submission. The bargaining unit member may be accompanied by a Union representative if he/she so desires at any such meeting.

Nothing in this provision shall prohibit a bargaining unit member from informally discussing his/her problem with the involved supervisor, prior to filing a grievance. However, the time limits for filing the initial grievance may only be waived or extended by written agreement between the Chief Labor and Legal Officer (or specified designee) and the Union President (or designee).

Step 2: If no satisfactory settlement is reached after presentation of the grievance at Step 1, the grievance may be pursued by the bargaining unit member to the Chief Labor and Legal Officer by providing the Chief Labor and Legal Officer with a copy of such grievance and requesting a meeting in writing, within ten (10) work days of the decision of the Supervisor at Step 1. The Chief Labor and Legal Officer or his/her designee will schedule a meeting with the Grievant to attempt to resolve the issues related to the grievance within twenty (20) work days following the bargaining unit member's filing the grievance with the Chief Labor and Legal Officer. The Chief Labor and Legal Officer shall have ten (10) work days after holding the meeting to issue a written decision. A copy of the decision shall be provided to both the Grievant, if a Grievant was present at the meeting, and the Union.

Step 3: In the event that the grievance is not settled at Step 1 or Step 2, then the Union may seek arbitration of the grievance. No bargaining unit member may file for arbitration as an individual, but only the Union may file an appeal to arbitration hereunder. The Union's request for arbitration shall be in writing and must be filed with the applicable arbitration agency with a copy to the Chief Labor and Legal Officer within ten (10) work days after the receipt of the Chief Labor and Legal Officer's (or his/her designee's) decision at Step 2 or not later than ten (10) work days following the expiration of the time limits for making such a decision, whichever shall occur first. The first six (6) grievances filed by the Union for arbitration during each fiscal year (July 1 - June 30) shall be submitted to the State Board of Mediation and Arbitration. All subsequent grievances filed for arbitration during the fiscal year (July 1 - June 30) shall be submitted to the American Arbitration Association. For purposes of determining the year in which a grievance was filed, the date of the filing of the first step to the supervisor shall control.

The decision of the arbitrator(s) shall be final and binding upon both parties,

except as otherwise provided by law. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this Agreement.

16.0 (C) General Provisions

1. The provision(s) of the Agreement which are alleged to have been violated in the matter must be identified in the submission.
2. The parties shall share equally in the general cost of the arbitration, including the arbitrator's fee, but shall be responsible for bearing their own respective costs associated with the arbitration process. If a postponement is necessary for one party, that party must pay the postponement fee. If the parties mutually agree to a postponement, they shall share equally the costs of any such fee.
3. In the event that the Board's representative does not provide the Union with a timely response to the grievance following the meeting of the parties or if the meeting is not scheduled within the timelines described above, the bargaining unit member or, if appropriate, the Union, may proceed with the next step of the grievance procedure provided that the Union or the bargaining unit member, if appropriate, does so within the specific time limits set forth above.
4. Any grievance, as defined above, not presented for disposition through the grievance procedure described under "Procedure" above within ten (10) work days of the time when either the Grievant or the Union knew or reasonably should have known of the conditions giving rise thereto, shall not thereafter be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered or an acceptance of a denial, if no decision was rendered, and such decision/denial shall thereafter be binding upon the aggrieved and the Union. The time limits specified at any step after Step 1 may be extended in any particular instance by written agreement signed by both the Chief Labor and Legal Officer and an officer of the Union.
5. Grievances arising from the action of an official other than the immediate supervisor shall be filed with the involved administrator.
6. Meetings held under this procedure shall be conducted at a time and place, which will afford a fair and reasonable opportunity to attend for all persons proper to be present. Such meetings shall be scheduled to avoid interference with school/district operation. When such meetings are held during the work hours, all persons who participate shall be

excused without loss of pay for that purpose. Persons proper to be present for the purposes of this section are defined as the grievant or grievant(s) and their appropriate Union representative. Qualified witnesses shall also be permitted to attend meetings, but only for the duration of such witness' testimony.

7. The Union will be notified, in advance, of the time and location of grievance meetings held by the Chief Labor and Legal Officer.
8. The Union shall have the right to initiate a grievance or appeal from the disposition of a grievance of any bargaining unit member or group of members at any step of this procedure.

ARTICLE XVII – NON-DISCRIMINATION CLAUSE

- 17.0 The employer and Union agree that they shall not discriminate against any person because of race, color, creed, sex, age, national origin, religious belief or political affiliation and that the provisions of this Agreement shall be applied equally to all employees in the bargaining unit.

ARTICLE XVIII - SAVINGS CLAUSE

- 18.0 If any section, sentence, clause, or phrase of this Agreement shall be held for any reason to be inoperative, void, or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof, or provision herein, shall become inoperative or fail by reason of the invalidity of any other portion or provision and the parties do hereby declare that they would have approved of and adopted the provisions contained herein, separately and apart from the other.

ARTICLE XIX - PERSONNEL RECORDS

- 19.0 A. Limitations on File

Employee personnel files shall be maintained so that employees have a right of access and review of their files. No anonymous letters or materials shall be placed in an employee's personnel file.

- 19.0 B. Right to Review File

The employee shall, upon request to the Chief Talent Officer or his/her designee, be given the opportunity outside the employee work day to review the contents of his/her file.

19.0 C. Right to Reply

The employee has the right to reply to any document with a formal letter addressed to the Superintendent of Schools. This letter will be placed in the file.

19.0 D. Right to Copy Material

Each employee shall receive, upon request, a copy of supervisory records and reports of competence, personal character and efficiency, maintained in his/her personnel file with reference to evaluation of his/her performance. The cost of facsimile copies shall be borne by the Board. The cost of facsimile copies of materials other than those cited above (e.g., transcripts, recommendations other than employment recommendations, commendatory letters from outside, etc.) shall be borne by the employee.

ARTICLE XX - FRINGE BENEFITS

20.0 Liability Coverage

20.0 (A) The Board shall protect and save harmless any employee from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in bodily injury to or death to any person or damage to or destruction of property within or without the school building, provided such employee at the time of the occurrence resulting in such injury, damage or destruction was acting in the discharge of duties within the scope of employment or under the direction of the Board. (Connecticut General Statutes, Section 10-235). These obligations are set out in statute and are not subject to the grievance procedure.

20.1 (1) Health Insurance

20.1(1)(A) PPO

Participating employees shall contribute the following percentages toward the annual premium or fully insured premium equivalent costs for individual or family coverage:

July 1, 2012:	10%
July 1, 2013:	10%
July 1, 2014:	10%
July 1, 2015:	10%
July 1, 2016:	14%
July 1, 2017:	15%

All employees starting work in the Local 566 bargaining unit on or after July 1, 2016, may only enroll in the HDHP with HSA and not have access to the PPO plan. If an employee is hired into the unit while already enrolled in the district PPO plan, he/she shall

be permitted to remain in such plan. Any member who elects the High Deductible Health Plan with the HSA shall not thereafter return to the PPO.

Employees enrolled in the Board's PPO Plan are eligible for the Board's managed three-tier drug rider as follows:

- \$5 generic
- \$25 formulary brand
- \$40 non-formulary brand

Mail Order - 2X co-payments for a 90-day supply.

20.1(1)(B) (1)

The Union agrees that any portion of health, dental or prescription drug plan may be self-insured or insured at the sole discretion of the Board. This provision shall not be subject to the grievance procedure.

20.1(1)(C) High Deductible Health Plan with a Health Savings Account ("HSA"):

Members shall contribute the following percentages toward the annual premium or fully insured premium equivalent costs for individual or family coverage on the HDHP with HSA:

2016-2017:	11%
2017-2018:	12%

In-Network services shall be subject to a \$2,000 deductible for an individual plan and \$4,000 per family . The plan pays 100% in network services after the deductible, except for prescription drugs (Rx).

Out-of-Network services shall be subject to a 20% coinsurance for an individual plan up to a yearly maximum of \$2,000 individual and \$4,000 per family. Out of network out of pocket maximum is \$4,000 per individual and \$8,000 per family (including the deductible)

Upon reaching the deductibles, there shall be a Rx co-payment applied as follows:

Generic:	\$5
Brand (formulary):	\$15
Brand (non-formulary):	\$30

Up to an out of pocket maximum of \$1,000 per individual and \$2,000 per family

Employee payroll deductions shall be made in accordance with the Board's Section 125 Premium Conversion Plan.

Effective July 1, 2016, the Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. The Board's contribution toward the HSA deductible will be deposited into the HSA accounts in two equal installments, the first during the week of July 1, 2016 and the second during

the week of January 1, 2017. The Board's contribution will be pro-rated for members hired after July 1st in any year.

The parties acknowledge that the Board's fifty percent (50%) contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment or departure from the Union.

Any member who is enrolled in Medicare may not participate in the HSA and must participate in a health retirement account (HRA).

20.1(2) Dental Plan

Current benefits will remain in effect unless modified in accordance with Article XX, §20.5 of the contract or by agreement. Dental plan is subject to premium cost sharing specified for the PPO above.

20.1(3) Coverage for Disabled Children over Age 25

Current benefit will remain in effect unless modified in accordance with Article XX, §20.5 of the contract or by agreement.

20.1(4) The Board will follow applicable federal law regarding continuation of benefits upon separation. Currently, the law provides that if the employee or the employee's dependents become ineligible for medical or dental coverage they can purchase the coverage at their own expense at the group rate plus the 2 percent administration fee in accordance with the Congressional Omnibus Budget Reconciliation Act (COBRA). This provision is contained in the agreement for informational purposes only and shall not be subject to the grievance procedure.

20.1(5) The Board will also make group life insurance available to employees, according to present terms, except that longevity pay will be included in determining the amount of insurance for which each employee is eligible.

20.2 Coverage under these insurance plans becomes effective as follows:

20.2 (A) Health Insurance

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

20.2 (B) Major Medical

This becomes effective on the first of the month following six complete months of service.

20.2 (C) Group Life

This becomes effective on the first of the month following six complete months of service. The Board of Education will pay the full cost of Group Life.

20.3 Coverage During Leaves

20.3 (A) Employees, who are granted paid leaves of absence because of illness or injury, are eligible to continue with group life insurance while on leave under the premium cost sharing arrangements in effect at that time, except as otherwise provided by law.

20.3 (B) Immediately upon the start of an authorized leave of absence, other than for illness or injury, the group life insurance and accidental death and dismemberment insurance will terminate automatically.

20.3 (C) Upon return to active work after the leave, the following reinstatement rules will apply in each case:

1. If the total length of time away from active work does not exceed three (3) months, request may be made for reinstatement within 31 days after return to work and employee contributions resumed by means of monthly payroll deductions.
2. If request is made later than 31 days after returning to work, it is required that a minimum of six (6) months shall elapse after the return to work, that the employee then provide evidence of insurability satisfactory to the insurance carrier at his/her own expense.
3. If the total length of time away from active work exceeds three (3) months, the employee may again become insured on the same basis as though he/she had no prior employment with the City of Hartford.

20.4 Summary of Provisions

If an employee is granted a leave of absence in excess of three (3) months for other than sickness or injury, he/she is not eligible for participation in group life until six (6) months after his/her return to work.

20.5 The Board reserves the right to study alternative health insurance plans with different administrators. The Board reserves the right to change health insurance provided the following steps occur:

1. The plan suggested as an alternate must contain substantially equal coverage, benefits, portability and administration as the present plan(s) at no additional cost to the employee.
2. The Union shall have an opportunity to study the proposed plan for a period of sixty (60) working days.
3. If at the end of the aforementioned sixty (60) working days there is disagreement between the parties on whether or not the plan offers substantially equal coverage, benefits, portability and administration, then the issue will be sent to a mutually-selected arbitrator. The parties are unable to agree on an arbitrator, the American Arbitration Association shall be requested to appoint an arbitrator with expertise in the health insurance field in accordance with its rules and regulations. The decision of the arbitrator as to whether the proposed plan is substantially equal to the then current plan shall be binding on the parties.
4. The Board may propose an alternative health insurance plan only one (1) time during the life of the contract.

ARTICLE XXI - MISCELLANEOUS

School Closings & Late Openings

21.0 Emergency Closings and Dismissals:

21.0 (A) Early Closing

If pupils, having reported to school, are dismissed early, the following personnel procedures are to be followed:

1. Ten-month Employees: Cafeteria employees, on a ten-month basis, shall be released by the Principal as soon as their necessary work has been completed. Head Lunch Supervisors and Meal Coordinators will call Food Services for instructions/reassignment.
2. Twelve-month Employees: Employees on a twelve (12) month basis are to continue their work, unless otherwise notified. When the Administration Building closes earlier than normal, the operation and maintenance staff will be released at the same time. Required personnel who are not released will be given earned time off. (See Memorandum of Understanding).

3. One hundred and eighty three (183) day employees: Shall be released from their school/work site by the Principal as soon as their necessary work has been completed. These employees shall call the Food Service Office for further instructions and/or reassignment.

21.0 (B) All Day Closing

If schools are closed all day, in which case a public announcement is made before schools are scheduled to open in the morning, employees will be notified as follows:

1. Ten-month Employees: Cafeteria employees on a ten (10) month basis are not required to report for work. Such employees shall work on the day(s) upon which school is rescheduled. Head Lunch Supervisors/Meal Coordinators shall call the Food Service Office for further instructions and/or reassignment.
2. Twelve-month Employees: Employees on a twelve (12) month basis are expected to report for work, unless otherwise notified. It is expected that these persons will exert a reasonable effort to reach their assigned posts. If an individual is unable to report to his/her post because of transportation or other difficulties and has made a reasonable effort to arrive at his/her place of employment, he/she should communicate as soon as possible with his/her immediate superior. If it is decided that the absence is justified, it will be charged to sick leave; if not, a pay deduction will be made. Even though school buildings and the Administration Building are closed and employees released, the custodial and maintenance staff are still responsible for the proper operation and maintenance of buildings. Unless otherwise notified, they are required to report for work and are given earned time off.

21.0 (C) Late Openings

If schools are open late on bad weather days, in which case a public announcement is made, the following personnel procedures are followed:

1. Ten-month Employees: Ten-month Custodian I's and rostered food service employees will report at the regular time. Head Lunch Supervisors/Meal Coordinators shall contact the Food Service Office for further instructions and/or reassignment.
2. Twelve-month Employees: Employees on a twelve (12) month basis will report at the regular opening time.

For both ten and twelve-month employees and one hundred eighty

three (183) day employees who fail to report, it is expected that these persons will exert a reasonable effort to reach their assigned posts. If an individual is unable to report to his post because of transportation or other difficulties and has made a reasonable effort to arrive at his place of employment, he should communicate as soon as possible with his immediate superior. If it is decided that the absence is justified, it will be charged to sick leave; if not, a pay deduction will be made.

21.1 Meetings

Employee meetings may be held in the school building after working hours if space is available.

21.2 Employees shall conduct no personal business, by telephone or otherwise, during their work hours, except in cases of emergency. Union representatives may have reasonable access to employees.

21.3 Termination of Employment

21.3 (A) Resignation

Notice of resignation should be submitted in writing to the Superintendent for transmission to the Board as early as possible in the school year. Upon resignation, an employee may receive payment for unused earned vacation days and arrange to convert his group life insurance policy.

21.3 (B) Dismissal

Upon dismissal, an employee may receive payment for unused earned vacation days and arrange to convert his group life insurance policy.

21.3 (C) Death

Upon the decease of an employee, his spouse and/or minor children may receive payment for unused earned vacation days, and if the employee was a member of the group life insurance plan, arrange with the Insurance Division of the City of Hartford for settlement of claims. If the deceased employee has no spouse or minor children, all monies will be left to his/her estate.

21.4 Salary Allowance for Absences

21.4 (A) Legal Demands

On attendance at court, jury duty, or other demands outside the employee's control, in which the employee is not a party, the employee shall be paid the difference between a day's pay and the amount he/she collects, if any, from the parties requiring such court appearance. These days shall not be deducted

from his absence allowance. In other cases where the employee is a party, the procedure described under personal leave shall be followed.

21.4 (B) Reporting Absences

1. Informing Superior: An employee who is absent or expects to be absent from duty shall notify the responsible administrative officer as early as possible, and such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.

First shift employees should call their immediate supervisor no later than thirty (30) minutes after the shift begins.

Second and third shift employees should call their immediate supervisor no later than 10:00 a.m.

In the event a school site cannot be reached the employee should call Buildings and Grounds no later than the times listed above.

Food service workers should call their supervisor between 8:00 a.m. and 8:30 a.m. Those who start earlier should call at least one hour in advance. Warehouse personnel should call between 5:00 a.m. and 5:30 a.m.

2. Employees shall not leave their place of work during the regular working day, without first having received permission from their immediate supervisor.
3. Return from Absence: It is assumed that an employee who is absent will continue to be absent, unless he/she informs the responsible administrative officer on the day before his/her return of his intention to return the next work day. Failure to comply with notification of intent to return may result in the employee being required to take an additional sick leave day if a substitute has been engaged. The department head may require that an employee present a medical statement certifying his/her readiness to return to work.
4. Employees leaving work due to personal illness after less than half a day shall be charged a half-day illness.

21.4 (C) Absence During Preparation of Payroll

1. Employee Expected to Return: If it is anticipated on reasonable evidence, that the employee will return during the period between the time the payroll is made up and the end of the payroll period, no

deduction shall be taken for possible absence. Actual absence during this period shall be deducted from the next payroll.

2. Employee Not Expected to Return: If, on reasonable evidence there seems to be no possibility that the employee will return during the period between the time the payroll is made up and the end of the payroll period, deductions shall be taken for those days for employees who have no further accumulation allowance.
3. Tentative Allowances and Deductions: Salary allowances and deductions by the Payroll Department shall be tentative until a written report from the responsible administrative officer is received indicating the cause of the employee's absence. However, if the employee has an adequate allowance, no deduction shall be made prior to the report.

21.5 Travel and Mileage Allowances

21.5 (A) Travel on a public conveyance is reimbursable at the actual cost of fare (less tax). In computing the number of miles traveled, no allowance is made for mileage to the first place of duty, nor from the last place of duty to an employee's home. No mileage is allowed for an employee who travels to new assignments during the lunch hours.

21.5 (B) Special Allowances

Custodians: Head custodians, or custodians designated by the head custodian who check their buildings over the weekends and holiday period, are entitled to mileage for the distance from their homes to the school and back home.

21.5 (C) Reimbursement

The employee should submit a mileage form, Statement of Travel Performed with Privately Owned Motor Vehicle, to his department head at the end of each month. Head custodians should have the mileage form countersigned by the school Principal. A special form, Travel Expense Voucher, is required to obtain reimbursement for travel and other expenses issued while attending conventions, conferences or in the performance of other school business. This form must be approved by the appropriate assistant superintendent. These forms are then sent to the Business Office.

21.6 Use of Schools for Voting and Making of Voters

21.6 (A) Procedure in Schools Used for Making Voters

A few of our schools are used for the purpose of making voters, usually between the hours of 9:00 a.m. and 8:00 p.m. Custodians assist in arranging

the rooms, as suggested by representatives of the Registrars, and are on call during the day if additional furniture or equipment is necessary. They remain after the registration is over to close the building and do other necessary work.

21.6 (B) Procedure in Schools Used on Primary and Election Days

Almost all of our schools are used to provide polling places for primary and election purposes. Custodians are on duty from about 5:00 a.m. to 9:00 p.m.*

1. When representatives of the Registrar's office arrive at the school to "dress" the machines and make other arrangements, they will call on the school Principal. The head custodian and the individual who will be on duty on the voting day should be called to the office so they may be aware of the plans.
2. After the machines have been prepared for voting, the custodian should be shown where they are to be placed for voting purposes. Following this, the machines should be rolled to one side so they will not interfere with school activities during the interim. They should be stored in a dry, safe place. Then, on the afternoon before voting day, the custodian should roll the machine or machines into position for voting.
3. The custodian should also assist with the following details on the morning before the polls are open:
 - a. Place 75 feet markers;
 - b. Place district signs;
 - c. Place tables and chairs;
 - d. Hang flag in conspicuous spot in polling place;
 - e. Place "demonstration machine" in convenient place;
 - f. Place pressed board on tables, if necessary.

These details must meet with the approval of the moderator.

4. After the polls are closed, the custodian should gather all the above-mentioned equipment and be sure it is properly stored for future elections.
5. In addition to the above-details, custodians should offer assistance with any other shift details that would be helpful to the representatives of the office of the Registrars of Voters.

*In some primaries, hours of duty are about 1:00 p.m. to 9:00 P.M.

- 21.7 Employees may be subject to medical examinations upon direction by the Superintendent or his or her designee in accordance with applicable state and federal law.

ARTICLE XXII - DURATION

- 22.0 This Agreement shall be retroactive from July 1, 2012 and shall remain in full force and effect until June 30, 2018, and thereafter and shall continue in effect from year to year, if both parties so agree. It may be amended at any time by mutual agreement or upon the anniversary date of said Agreement by giving it to the other party not less than one hundred fifty (150) days written notice of intention to propose amendments. This Article shall be subject to the provisions of the Municipal Employee Relations Act (MERA).

ARTICLE XXIII - CRIMINAL CONDUCT

- 23.0 If a bargaining unit member is arrested for sexual assault, child abuse or a violent felony involving the death of a human being, he/she shall immediately notify the Chief Labor and Legal Officer.

If a bargaining unit member is convicted of a felony crime against a person, sexual assault, child abuse, or any felony involving drugs, weapon(s), or violence, he/she shall immediately notify the Chief Labor and Legal Officer, in writing.

APPENDIX A – SALARY SCHEDULES

**HARTFORD BOARD OF EDUCATION
SALARY SCHEDULES
CUSTODIAL BARGAINING UNIT
July 1, 2012 – June 30, 2014**

Schedule	1	2	3	4
32A	11,248	12,000	12,759	13,503
32B	14,063	15,002	15,947	16,873
40A	14,654	15,628	16,607	17,581
40B	17,582	18,751	19,929	21,099
66	45,393	47,648	49,933	
73	24,122	25,424	26,683	
74	28,508	30,045	31,528	
75	27,774	29,080	30,486	
76	32,826	34,370	36,034	
76A	27,774	29,080	30,486	
77	35,241	36,873	38,505	
77A	29,843	31,207	32,593	
78	40,140	41,755	43,393	45,025
79	42,585	44,212	45,842	47,470
80	45,025	46,658	48,287	49,933
81	45,025	46,658	48,287	
82	36,465	38,092	39,733	
83	45,283	46,104	46,925	48,547
71A	12.17	12.99	13.73	
71B	13.52	14.32	15.12	
71C	14.92	15.77	16.60	
71D	16.89	17.77	18.57	
84	52,000	54,080	56,164	

APPENDIX A – SALARY SCHEDULES

**HARTFORD BOARD OF EDUCATION
SALARY SCHEDULES
CUSTODIAL BARGAINING UNIT
2014-2015**

	1	2	3	4
32A	11,473	12,240	13,014	13,773
32B	14,344	15,302	16,266	17,210
40A	14,947	15,941	16,939	17,933
40B	17,934	19,116	20,328	21,521
66	46,301	48,601	50,932	
73	24,604	25,932	27,217	
74	29,078	30,646	32,159	
75	28,329	29,662	31,096	
76	33,483	35,057	36,755	
76A	28,329	29,662	31,096	
77	35,946	37,610	39,275	
77A	30,440	31,831	33,245	
78	40,943	42,590	44,261	45,926
79	43,437	45,096	46,759	48,419
80	45,926	47,591	49,253	50,932
81	45,926	47,591	49,253	
82	37,194	38,854	40,528	
83	46,189	47,026	47,864	49,518
71A	12.41	13.25	14.00	
71B	13.79	14.61	15.42	
71C	15.22	16.09	16.93	
71D	17.23	18.13	18.94	
84	53,040	55,162	57,287	

APPENDIX A – SALARY SCHEDULES

**HARTFORD BOARD OF EDUCATION
SALARY SCHEDULES
CUSTODIAL BARGAINING UNIT
2015-2016**

	1	2	3	4
32A	11,760	12,546	13,339	14,117
32B	14,703	15,685	16,673	17,640
40A	15,321	16,340	17,362	18,381
40B	18,382	19,594	20,836	22,059
66	47,459	49,816	52,205	
73	25,219	26,580	27,897	
74	29,805	31,412	32,963	
75	29,037	30,404	31,873	
76	34,320	35,933	37,674	
76A	29,037	30,404	31,873	
77	36,845	38,550	40,257	
77A	31,201	32,627	34,076	
78	41,967	43,655	45,368	47,074
79	44,523	46,223	47,928	49,629
80	47,074	48,781	50,484	52,205
81	47,074	48,781	50,484	
82	38,124	39,825	41,541	
83	47,344	48,202	49,061	50,756
71A	12.72	13.58	14.35	
71B	14.13	14.98	15.81	
71C	15.60	16.49	17.35	
71D	17.66	18.58	19.41	
84	54,366	56,541	58,719	

APPENDIX A – SALARY SCHEDULES

**HARTFORD BOARD OF EDUCATION
SALARY SCHEDULES
CUSTODIAL BARGAINING UNIT
2016-2017**

	1	2	3	4
32A	11,995	12,797	13,606	14,399
32B	14,997	15,999	17,006	17,993
40A	15,627	16,667	17,709	18,749
40B	18,750	19,986	21,253	22,500
66	48,408	50,812	53,249	
73	25,723	27,112	28,455	
74	30,401	32,040	33,622	
75	29,618	31,012	32,510	
76	35,006	36,652	38,427	
76A	29,618	31,012	32,510	
77	37,582	39,321	41,062	
77A	31,825	33,280	34,758	
78	42,806	44,528	46,275	48,015
79	45,413	47,147	48,887	50,622
80	48,015	49,757	51,494	53,249
81	48,015	49,757	51,494	
82	38,886	40,622	42,372	
83	48,291	49,166	50,042	51,771
84	55,453	57,671	59,894	
71A	12.97	13.85	14.64	
71B	14.41	15.28	16.13	
71C	15.91	16.82	17.70	
71D	18.01	18.95	19.80	

APPENDIX A – SALARY SCHEDULES

**HARTFORD BOARD OF EDUCATION
SALARY SCHEDULES
CUSTODIAL BARGAINING UNIT
2017-2018**

	1	2	3	4
32A	12,175	12,989	13,810	14,615
32B	15,222	16,239	17,261	18,263
40A	15,861	16,917	17,975	19,030
40B	19,031	20,286	21,572	22,838
66	49,134	51,574	54,048	
73	26,109	27,519	28,882	
74	30,857	32,521	34,126	
75	30,062	31,477	32,998	
76	35,531	37,202	39,003	
76A	30,062	31,477	32,998	
77	38,146	39,911	41,678	
77A	32,302	33,779	35,279	
78	43,448	45,196	46,969	48,735
79	46,094	47,854	49,620	51,381
80	48,735	50,503	52,266	54,048
81	48,735	50,503	52,266	
82	39,469	41,231	43,008	
83	49,015	49,903	50,793	52,548
84	56,285	58,537	60,792	
71A	13.16	14.06	14.86	
71B	14.63	15.51	16.37	
71C	16.15	17.07	17.97	
71D	18.28	19.23	20.10	

APPENDIX B
566 POSITIONS AND GRIDS

The provisions of this Appendix are included in the Agreement for informational purposes only and shall not be subject to the grievance procedure. Nothing here shall be construed to limit the Board's right to create or eliminate positions.

- 32a Head Lunch Supervisor (elementary)**
- 32b Head Lunch Supervisor (elementary)**
- 40a Head Lunch Supervisor (middle/high)**
- 40b Head Lunch Supervisor (middle/high)**

- 71a Food Service Worker**
- 71b Assistant Cook/Baker II**
- 71c Cook, Baker, Cook Manager – Elementary**
- 71d Cook Manager – Middle**

- 75 Gym and Pool Assistant (10 month)**

- 76 Custodian II – 12 month, Messengers, Pool Assistant -12 month, M&C
Journeyman, M&C Helper**
- 77 Truck Driver – 12 month, Groundskeeper, Night Leadsman**
- 78 Head Custodian – Class I**
- 79 Head Custodian – Class II**
- 80 Head Custodian – Class III**
- 81 Custodian & Mechanical Journeyman**
- 82 Maintenance & Custodial Helper**
- 83 Skilled Tradesman (Painter, Carpenter)**
- 84 Licensed Trades – HVAC Mechanic, Plumbers, Electricians, Control Mechanics**

**SIDE LETTER BETWEEN THE HARTFORD BOARD OF
EDUCATION AND AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL
566, AFL-CIO**

Health/Dental Insurance

The Parties agree to the following changes in the benefits provided:

Effective July 1, 2016, the Board shall be able to implement the following:

1. Mandatory generic substitution (mandatory generic may be overridden by written explanation of medical necessity of brand name drug by patient's physician.
2. State of Connecticut Maintenance Drug Network. If this plan is not available to the Board, it shall no longer be offered to the membership.

Board's Modified PPO for eligible members of Local 566:

Office Visit Co-Payment:	\$30
Specialist Visit Co-Payment:	\$40
In-patient Co-Payment:	\$150
Out-patient Co-Payment:	\$100
Emergency Room Co-Payment:	\$100
Urgent Care Co-Payment:	\$25

Out-of-Network visits shall be subject to a \$250 deductible and 20% coinsurance for an individual plan up to a \$1,250 yearly maximum. Family plans shall be subject to a \$500 deductible and 20% coinsurance up to a \$2,500 yearly maximum.

IN WITNESS WHEREOF, the parties have set their hands this ____ day of _____, 2016.

FOR THE HARTFORD BOARD
EDUCATION:
MUNICIPAL

FOR THE AMERICAN FEDERATION
OF STATE, COUNTY AND

EMPLOYEES (LOCAL 566):

BY: _____

BY: _____

Date

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE HARTFORD BOARD OF EDUCATION
AND THE
AMERICAN FEDERATION OF STATE, COUNTY, AND
MUNICIPAL EMPLOYEES (AFSCME), LOCAL 566, AFL-CIO**

The Union and the Board acknowledge the Board's practice to separate an employee from service (self-resign) if the member fails to appear for work without authorization. This practice is long-standing and is not subject to the grievance procedure.

If a member fails to appear for work and does not call in, that day is considered unauthorized and unpaid. If a member fails to appear for work and has not been approved for a leave, he/she may be separated from service as having abandoned his/her position or self-resigned. If a person is running out of leave time or has run out of time, and has not be authorized for any other kind of leave, the Administration sends a notice to the home address listed in the payroll system indicating these facts and requiring that the member return to work by a date certain. If the member fails to appear by such date, the member is self-resigned. Three days without authorization for the first occurrence is the minimum for a self-resignation. A letter is sent to confirm the self-resignation. This process is followed when the member is out of time but legitimately sick or when the person fails to appear but has not been approved for leave. One example of the latter is going on a trip for vacation and failing to return for work. In that case, the letter is sent to the home address on record and the confirming letter is sent if the member does not return as directed. Once a person has received a "self-resignation" notice and reappears for work, he/she no longer receives the same minimum of three day grace period if the same occurs in the future. In those cases where notice is given, even one unauthorized day can be treated as a self-resignation.

FOR THE HARTFORD BOARD
EDUCATION:

FOR THE AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES (LOCAL 566):

BY: _____

BY: _____



HARTFORD
PUBLIC SCHOOLS
ATHLETICS
MEMORANDUM

To: Municipal Accountability Review Board

From: Operations Manager for Athletics

Date: October 30, 2019

Subject: Athletic Training Services Contract for Hartford Public Schools Athletics

Brief Description of Service

Hartford Public Schools Athletics is seeking to establish an agreement with Adriana International/Athletic Training Solutions (ATS) to provide injury prevention and specialized prophylactic treatment to reduce sports injuries before and during athletic contest. ATS assigns athletic trainer coverage to cover athletic contests directed by school athletic faculty managers at Bulkeley, HMTCA, Weaver, Hartford High and Capital Prep.

Vendor Selection

This is a contract extension. After two open competitive solicitations. ATS were the sole responders and were selected based following evaluation of documentation, discussion of needs per school and services previously rendered with Capital Prep.

Financial Information

The contract amount is \$100,000. Funds have been budgeted and are paid through Hartford Public Schools General Budget. Reasonable costs have been negotiated based on contracts with other service providers

FY 2018 – \$21,000 Adriana International/ATS – (Capital Prep)

FY 2018 – \$49,000 Select Physical Therapy (Bulkeley, Hartford Public and Weaver)

FY 2018 – \$47,000 UCONN (SMSA, Classical)

Other Service Details

- The evaluation and treatment of minor injuries
- The application of first aid and other medical assistance as reasonable and possible under circumstances pending the arrival of ambulatory services for major injuries
- Preventative taping, strapping, stretching of athletes as needed to prevent injuries
- Providing nutritional information to students-athletes



- Provide educational services to students and families i.e. concussion and sudden cardiac arrest

ADDENDUM A

SCOPE OF SERVICES

Athletic Trainer Solutions (ATS) assigns athletic trainer coverage to cover all athletic contests as directed by athletic faculty managers at Bulkeley, HMTCA, Weaver, Hartford High, and Capital Prep. The assigned athletic trainer brings all necessary athletic trainer supplies to all athletic events. Once the assigned athletic trainer arrives at the event, they introduce themselves to both coaches and ask if any of their athletes need to be seen by the athletic trainer before the game or event for taping, stretching, etc. to prophylactically prevent injuries. During the event, the athletic trainer provides immediate care and treatment of any athletic injury with the ultimate goal to make a return to play decision to get the athlete back in the game. After the game, the athletic trainer assesses all injuries that happened in the game, provides appropriate treatment to all injured athletes. ATS makes themselves available to make concussion or any other presentations to coaches, athletes, parents, etc. as requested by Bulkeley, HMTCA, Weaver, Hartford High, and Capital Prep.

Responsibilities of the Schools

At the School location, the School shall:

- a) Provide a dedicated area reasonably acceptable to Contractor (the "Athletic Training Room") to perform the Services, other than the Services provided at events.
- b) Take such action and adopt such policies as are reasonable and desirable to facilitate communication between the School, its coaches and other representatives of its Athletic Department and Contractor.
- c) Designate the School's Athletic Director to serve as Contractor's primary contact for communication with the School.

- d) Provide Contractor with athletic event schedules approximately one (1) month prior to the first scheduled event each season and communicate revisions to the schedule to Contractor no less than two (2) weeks prior to any such revision.
- e) Provide Contractor with reasonable access to a telephone in, or in close proximity to, the Athletic Training Room.
- f) Cooperate with Contractor in all other respects to achieve the objectives of this Agreement.

Responsibilities of the Contractor

Athletic Trainer Solutions (ATS) shall:

- a. ATS assigns athletic trainer coverage to cover all athletic contests as directed by School Athletic Faculty Managers at Bulkeley High, Capital Prep, Hartford Magnet Trinity College Academy, Hartford Public, University High and Weaver High.
- b. All Services will be provided on the School's premises or practice sites as needed with the exception of sports events at other schools where the School's athletes are the "visiting" team School's requires such coverage School's Athletic Faculty Manager can request services from ATS as needed.
- c. In cooperation with the Athletic Faculty Manager, ATS will develop a list of locations of emergency phones and emergency phone numbers and emergency procedures to be distributed to student athletes and coaches.
- d. The assigned athletic trainer brings all necessary athletic trainer supplies to all athletic events.
- e. Once the assigned athletic trainer arrives onsite at the event or practice, they inform to the Faculty Athletic Director coaches and ask if any of their athletes need to be seen by the athletic trainer before the game or event for:
 - (i) the evaluation and treatment of minor injuries;

- (ii) the application of first aid and other medical assistance as is reasonable and possible under the circumstances pending the arrival of ambulance services in the case of major injuries;
 - (iii) preventative taping and strapping, stretching of athletes, as needed to prophylactically prevent injuries;
 - (iv) (iv) providing nutritional information to student athletes;
- f. During the event, the athletic trainer provides immediate care and treatment of any athletic injury and will follow return to play protocols to safely get the athlete back into competition.
 - g. After the game/event, the athletic trainer assesses all injuries and provides appropriate treatment to all injured athletes. ATS will provide the School(s) with accurate records of treatment rendered for all athletic injuries for which ATS renders treatment and of all rehabilitation procedures provided by Contractor.
 - h. Contractor will facilitate communication among an injured athlete, the Athletic Faculty Manager, parent/guardian and the team or family physician.
 - i. ATS Certified Athletic Trainer(s) will be responsible for the Athletic Training Room when in use, while in attendance there, including opening and closing. ATS will also advise the School(s) on inventory status, and/or facility management.
 - j. ATS makes themselves available to make concussion or will serve as speaker for educational programs in the School(s), with sufficient advanced notice.



Where the future is present.

Rensselaer Parking Agreement

October 30, 2019

The Hartford Public Schools has been leasing parking spaces for staff at Rensselaer since 2015. There is very limited parking on the Capital Preparatory School, 1304 Main Street, site for staff and visitors, approximately 20 spaces. Prior to 2015, busses and parents would drop off students on Main Street creating a traffic and safety hazard. The entire section of Main Street would be stopped when busses put up their STOP sign in the morning, and again during afternoon rush hours. Staff would park on Winthrop Street.

For safety reasons, off street parking on Winthrop Street was eliminated for staff to allow busses to drop off on Winthrop Street. Rensselaer parking is located across the street from Capital Prep. We have negotiated a reasonable cost for parking with Rensselaer. This is a contract extension of the previous agreement. There does not exist a more reasonable option or location in proximity to the school.

COST:

FY2017 – \$49,000

FY2018 - \$46,480

FY2019 – \$51,660

Funds have been budgeted and are paid through Hartford Public Schools General Budget.

Sincerely,

Claudio Bazzano

Executive Director of Facilities

Hartford Public Schools

860-695-3233

"Every student and every school thrives"

ORIGINAL

PARKING LICENSE AGREEMENT

THIS LICENSE AGREEMENT made this 18 day of June, ~~2016~~ ²⁰¹⁹
between RENSSELAER HARTFORD GRADUATE CENTER, INC. a Connecticut Corporation
doing business as Rensselaer at Hartford with an office and place of business at 275 Windsor
Street, Hartford Connecticut 06120, hereinafter referred to as "RAH" and CITY OF Hartford, a
municipal corporation with a principal place of business at 550 Main Street, Hartford, Connecticut
06103, hereinafter referred to as "CITY."

WITNESSETH

WHEREAS, RAH is the owner of a Parking Garage located at 275 Windsor Street Hartford,
Connecticut 06120, hereafter referred to as "Garage".

WHEREAS, CITY seeks the right to use up to 80 Parking Spaces located in the Garage and RAH
seeks to grant CITY such right.

NOW THEREFORE, CITY seeks to acquire the right from RAH to use up to 80 Parking Spaces
in consideration of the conditions, covenants, restrictions and terms as stated herein, the parties
agree upon the following:

1. **LICENSE** – Upon the terms and conditions hereafter stated RAH does hereby grant to CITY
a non- exclusive right, privilege and license to use up to 80 Parking Spaces in the Garage
subject to the terms and limitations as set forth hereof. The spaces are collectively and
individually hereinafter referred to as the "Parking Spaces." Included in this license is the
right of pedestrian and vehicular ingress to and egress from the Garage over normally traveled
routes across the property of RAH which adjoin the Garage, hereinafter referred to as
"Property".

2. DESCRIPTION OF THE GARAGE – The Garage owned by RAH and to be used by CITY is a 145,000 sf, four level parking facility with approximately 459 available parking spaces. The Garage has two (2) vehicle entrances accessing the Garage at the first and fourth level. The up to 80 Parking Spaces to be used by CITY shall access the Garage at the first level entrance via Windsor Street. The Garage entrance at this level has a restricted maximum height of 6’8” for any vehicle entering the Garage. The Garage does not contain an elevator.

3. TERM OF LICENSE –. The City and RAH agree that, except as otherwise provided in this Agreement, the term of this Agreement is from August 1, 2019 through July 31, 2022. Notwithstanding the foregoing in this Section 3, and irrespective of any other provision in this Agreement that may be to the contrary, it is understood, acknowledged and agreed that this Agreement will automatically terminate no later than July 31, 2020 if the City’s Court of Common Council does not empower and authorize the City’s Mayor to execute and deliver this Agreement as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be extinguished, and the City shall have no further obligation for payment to RAH except for the services rendered prior to such automatic termination. Notwithstanding the foregoing, either party may terminate this License at any time by giving ninety (90) days prior written notice to the other party. At expiration or earlier termination of this License, CITY shall immediately cease use of the Garage.

4. PARKING FEES –

(a) CITY shall pay to RAH a monthly Parking Fee as follows:

\$75 per space per month x 80 spaces = \$ 6,000 per month

\$6,000/month x 12 months = \$72,000 per year

The actual billing monthly will be determined by the actual number of parking spaces requested and used by the CITY. On August 1st of each year of this Parking License Agreement the City shall advise RAH, in writing requesting the number of parking spaces to be used by the City during the following 12 months of this Agreement.

- (b) The Parking Fee for the period ending August 31, 2016 shall be paid by CITY within 15 business days after this Agreement has been signed by all parties. Thereafter, the Parking Fee shall be payable by CITY monthly in advance on or before the first business day of each and every month throughout the Term of this Agreement. The payment of the Parking Fee to RAH shall be addressed to the following:

Ms. Deborah DeVris
Real Estate Specialist
Rensselaer Polytechnic Institute
110-8th Street
Troy, NY 12180

- (c) In addition to the base fee described above CITY will be responsible for and reimburse RAH for all sales, use and other taxes imposed on RAH by the State and City as a result of this Agreement, except to the extent that the CITY or the HPS is exempt from such taxation, and in such case CITY and HPS shall not be liable for such tax.

5. RIGHT OF ACCESS AND HOURS – RAH hereby agrees that CITY and its officers, employees, invitees, agents, and guests and those of the Hartford Public Schools (collectively, its “Permittees”) shall have a right to access and use up to 80 Parking Spaces between the hours of 6:00 A.M. to 9:00 P.M., Monday through Friday. All references to times set forth herein shall be to E.S.T. or E.D.S.T. as may be in effect from time to time. RAH reserves the right to close the Garage or any part thereof, for regular or emergency maintenance or if, in the sole discretion of RAH, the Garage is deemed unsafe for use. In such event, RAH shall make best efforts to notify CITY in writing of such closures at least forty-eight (48) hours in advance.

6. LOCATION OF PARKING SPACES – The location of the up to 80 Parking Spaces designated for use by CITY and its Permittees is on Level 3 of the Garage as described in Exhibit A. During the term of this Agreement RAH reserves the right, in its sole discretion, to relocate the designated Parking Spaces to another area of Level 1 through Level 3 of the

Garage. RAH will use its best efforts to provide at least thirty (30) days advance written notice to CITY of the relocation of the designated Parking Spaces.

7. **CHANGE IN NUMBER OF SPACES** – RAH and CITY may mutually agree in writing to increase or decrease the number of Parking Spaces, provided however, the number of Parking Spaces shall not exceed one hundred (100). Such changes in the number of Parking Spaces will be billed at the same rate per parking spaces as set forth in Paragraph 4 hereof. City will use its best efforts to notify RAH in writing on or before August 1st of each year of the number of Parking Spaces that it will utilize for the period August 1 through July 31st.
8. **CITY INSURANCE.** CITY shall supply annually (on the anniversary of this License) RAH with a certificate of insurance naming RAH as additional insured. The limits of such coverage for general liability shall be at least \$2,000,000 Dollars; automobile liability of \$1,000,000; and Connecticut required Workers Compensation insurance.
9. **RAH INSURANCE COVERAGE** – RAH represents and warrants that it maintains, and shall maintain at all times during the term of this Agreement, commercial general liability insurance in the amount of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage and all other statutorily required levels of insurance coverage, provided however, that the statutory requirements are not less than the coverages and limits specifically set forth in this Section 9. Upon execution of this Agreement and thereafter upon request, RAH shall provide to City a certificate of insurance evidencing the insurance coverage required by this Section 9.
10. **NO TRANSFER OR ASSIGNMENT** – This License is limited exclusively to CITY. Any attempt to transfer or assign this License shall terminate it.
11. **CITY INDEMNIFICATION** - CITY shall indemnify and hold RAH harmless from any and all liability, actions, causes of action, judgments, claims or demands of any kind caused by the negligent acts or inactions of CITY, its officers, employees, invitees, agents, or guests. Notwithstanding any other provision hereof, the parking of vehicles in the Garage shall not

create a bailment between RAH and the owner of any vehicle parked in the Garage and RAH shall not be responsible for loss or damage occurring on or about the Garage to automobiles, vehicles or accessories, or the contents thereof, caused by theft, collision, water, wind storm or any other causes whatsoever. RAH shall not be liable for any personal injury, death, disablement, or property damage sustained by any person, including without limitation by CITY or its officers, employees, invitees, agents, or guests as a result of, or in connection with, the use of the Garage (other than damages caused by the negligence or willful misconduct of RAH) and CITY as a condition to acquiring parking privileges pursuant to the License agrees to indemnify, defend and save RAH harmless from and against any and all liability, actions, causes of action, judgments, claims or demands of any kind that RAH incurs or suffers in connection with the CITY's use of the Garage, except where RAH is guilty of negligence or willful misconduct. This Section shall survive the expiration or earlier termination of this License.

12. RAH INDEMNIFICATION. RAH shall indemnify, defend and hold City harmless from and against any and all liability, actions, causes of action, judgments, claims or demands of any kind caused by the negligent acts or inactions of RAH, its officers, employees, invitees, agents or guests.

13. CITY USE OF THE GARAGE –

- (a) CITY shall require its Permittees to utilize the garage in a careful, safe and proper manner and will not permit any waste, hazardous material debris or nuisance in the Garage.
- (b) Parking in the Parking Spaces shall require a “hang tag” or equivalent visual Identification option, which CITY shall provide to its Permittees.
- (c) CITY shall provide RAH with a current inventory of all Permittees authorized by CITY to park in the Garage.

- (d) In the event that a permitted vehicle is abandoned on the Property, RAH shall have the right to tow the vehicle without liability to RAH, provided however, RAH complies with all federal, state and local laws and regulations governing the towing of vehicles.
- (e) CITY shall not allow its Permittees' vehicles to be parked at any time in the travel portion of the Garage or in any other locations not specifically permitted by this Agreement.
- (f) CITY will provide adequate signage approved by RAH at the entrance to and in the Garage to identify the designated Parking Spaces on Level 3. CITY will be responsible for the supervision of parking by its Permittees and shall enforce all parking regulations, fines, removal of vehicles. RAH will not have any responsibility for policing the Parking Spaces used by CITY.
- (g) The Garage shall be used solely to park vehicles during the permitted hours of use for business and/or school purpose and for no other purpose. No storage or permanent parking of vehicles, nor keeping of disabled or deteriorated vehicles, shall be permitted in the Garage.
- (h) CITY shall not allow oil changes or engine work to be performed in the Garage. Emergency car work for tire change or battery change will be permitted. CITY is responsible for lawful disposal of tires or batteries.
- (i) CITY agrees that no CITY or Permittees vehicle will discharge any waste, oil, fuel, noxious fumes or hazardous materials at any time and CITY will assume full responsibility for any damages and clean up that may arise there from.
- (j) CITY may at its sole cost and expense, subject to approval by RAH, provide personnel and security necessary for its use of the Garage including the installation, maintenance and monitoring of cameras and other security technology.

14. DEFAULT – If CITY fails to pay the Parking Fee by the date set forth in Paragraph 3(a), then CITY shall have ten (10) days from the date of written notice of such default to cure the same. In the event that CITY defaults in the performance of any of its obligations under this Agreement other than the payment of the Parking Fee, CITY shall have thirty (30) days from the receipt of written notice of such default to cure the same. In the event CITY shall fail to cure any default within the time provided herein, RAH may terminate this Agreement forthwith by thirty days' advance written notice to CITY.

15. DAMAGE TO RAH FACILITY – If the Garage or any part thereof shall be damaged by any casualty, RAH shall proceed with reasonable diligence to repair or cause to be repaired such damage. If the damage shall have been caused by CITY or any of its Permittees, CITY shall reimburse RAH promptly for the cost of such repair. If the damage is not caused by CITY or any of its Permittees, and CITY and its Permittees are unable to use all of the Parking Spaces or other available spaces within the Garage as provided in Section 6 by reason of such damage, the Parking Fee shall be equitably reduced for each day that any Parking Space is unusable in an amount equal to one-thirtieth of the Parking Fee multiplied by the number of Parking Spaces rendered unusable until all Parking Spaces rendered unusable by such event have been repaired or rebuilt and are usable.

16. EMINENT DOMAIN – If the Garage or any portion thereof is lawfully taken by condemnation or other lawful proceedings, and the remaining portion of the Garage is unsuitable for use as a Garage, as determined by mutual agreement of the parties, then this Agreement shall terminate upon vesting of title in such condemning authority or governmental entity. Upon such termination hereof the parties' obligations hereunder shall cease.

17. MAINTENANCE AND OPERATION OF GARAGE –

(a) RAH shall, at its sole expense, maintain and repair the Garage as needed to keep the Garage in good working order and clean condition, wear and tear excepted, including without limitation, prompt removal of trash from the Garage and snow and ice from all parking, pedestrian and vehicle travel areas, including the ground level access to the Garage.

- (b) RAH shall provide and maintain, reasonable lighting for the Garage, the vehicles parked therein and in all pedestrian and vehicular travel areas during the hours set forth in Paragraph 5 hereof.
- (c) RAH will not be responsible for providing parking staff and security personnel to provide supervision and oversight of the Garage. In addition, RAH shall not be responsible for providing, installing, maintaining and monitoring of security equipment and technology in the Garage.
- (d) RAH shall not be responsible for damage or loss to possessions or items left in CITY's and its Permittees' permitted vehicles.
- (e) RAH shall not be responsible for damage to HPS or CITY and their Permittee's vehicles, whether or not such damage is caused by other vehicles or persons in the Garage.
- (f) RAH at its sole discretion shall retain the right to use and / or make available to others any or all of the remaining parking spaces in the Garage and any or all of the surface parking spaces located at 275 Windsor Street. In all such cases RAH shall be responsible for providing continued access to up to 80 City Parking Spaces described herein and in Exhibit A, attached hereto.

18. DISPUTE RESOLUTION – If any dispute between the parties arising from or relating to this Agreement is not resolved by mutual agreement between the parties, the parties shall arrange for personal meetings/telephone conferences between RAH's representative and CITY. In the event that a resolution is not achieved within sixty (60) days by these individuals, the parties shall each designate one member of its senior management to negotiate the dispute directly. In the event that such senior management negotiation is not successful in achieving the resolution of the dispute within thirty (30) days, either party shall have the right to terminate this Agreement.

19. TERMINATION – This Agreement and the license granted hereunder may be terminated by either party for any reason or no reason by giving the other not less than ninety (90) days prior written notice.

20. FORCE MAJEURE – Neither party shall be liable to the other or be deemed to be in breach of this Agreement for the failure or delay in rendering performance arising out of causes beyond its control (which shall not include a lack of funds) and without its own fault or negligence. Such causes may include, but are not limited to, acts of God or public enemy, fire, floods, epidemic, quarantine restrictions, strikes, and freight embargoes.

21. SEVERABILITY – If any provision of this Agreement is declared or found to be illegal, unenforceable, or void, then that provision shall be severed from this Agreement and both parties shall be relieved of all obligations under that provision. The remainder of the Agreement, however, shall remain in force and effect to the fullest extent permitted by law.

22. WAIVERS – The failure of either party to insist in any one or more instances upon the strict performance of any one or more of the obligations of this Agreement, or to exercise any election herein contained, shall not be construed as a waiver or relinquishment for the future of the performance of such one or more obligations of this Agreement or of the right to exercise such election, but the same shall continue and remain in full force and effect with respect to any subsequent breach, act or omission. The receipt of RAH of full or partial Parking Fees with knowledge of breach by CITY of any obligation of this Agreement shall not be deemed a waiver of such breach.

23. LIMITATION OF LIABILITIES – Neither party shall be liable to the other party for consequential, incidental or special damages.

24. BROKERS – Each party warrants and represents to the other that it has not dealt with any realtor, broker or agent in connection with this Agreement (“Broker”). Each party shall indemnify and hold the other harmless from any cost, expense or liability (including cost of suit and reasonable attorneys’ fees) for any compensation, commissions or charges claimed by

any other realtor, broker or agent in connection with this Agreement or by reason of any act of the indemnifying party.

25. ENTIRE AGREEMENT – This Agreement constitutes the entire Agreement between the parties concerning the subject matter hereof. No modification or amendment to this Agreement shall be valid or binding unless reduced to writing and duly executed by the party of parties to be bound thereby.

26. SURVIVAL – Any terms or conditions of this Agreement, including without limitation the indemnification provision, that create an obligation to make any payment to any other person arising from an event occurring prior to the termination or expiration of this Agreement shall survive and continue in full force and effect after any termination or expiration of this Agreement.

27. NOTICES – Notices hereunder may be furnished and shall be effective as follows:

(i) Every notice must be in writing and may be delivered in person, overnight courier or may be sent by express mail or postage prepaid registered or certified mail addressed to the party to whom it is intended, at the address specified below. Either party may change its address for notice by giving written notice in the manner herein provided to the other party of the change.

(ii) Any notice shall be effective on the date received.

(iii) Notice to RAH must be addressed to:

Claude D. Rounds
Vice President for Administration
Rensselaer Polytechnic Institute
110-8th Street
Troy, NY 12180

(iv) Notice to HPS and CITY must be addressed to:

Claudio Bazzano
Executive Director of Facilities
Hartford Public Schools
960 Main Street
Hartford, CT 06120

AND

Office of the Mayor
550 Main Street
Hartford, CT 06103

With a copy to Office of Corporation Counsel, 550 Main Street, Hartford, CT 06103

28. GOVERNING LAW – This Agreement shall be interpreted and enforced in accordance with the laws of the State of Connecticut, but without giving effect to its laws or rules relating to conflicts of laws.

29. BINDING OF SUCCESSORS – This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns permitted by this Agreement.

30. SUBORDINATION OF LICENSE – CITY acknowledges and agrees that this Agreement shall be subordinate to any deeds of trust now existing or hereafter placed with respect to the subject matter hereof, and supersedes all other negotiations, understanding and representations (if any) made by and between such parties.

31. CONDITION OF THE PREMISES – CITY accepts the Garage in an “AS IS” condition and agrees that, except as otherwise specifically set forth in this Agreement. RAH makes no warranties pertaining to usability and condition (environmental or otherwise) of the Garage.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Parking License Agreement the day and year first above written.

RENSSELAER POLYTECHNIC INSTITUTE

By: Claude D. Rounds
Claude D. Rounds
Vice President for Administration

STATE OF NEW YORK)

COUNTY OF RENSSELAER)

ss:

On this 7th day of May, 2019 before me, the undersigned, personally appeared CLAUDE D. ROUNDS, personally known to me or proved to me on the basis of satisfactory evidence to the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted (viz: Rensselaer Polytechnic Institute), executed the instrument.

F. Redmond Griffin
Notary Public
F. REDMOND GRIFFIN
Notary Public, State of New York
No. 02GR1572385
Qualified in Rensselaer County
Commission Expires October 31, 2021

[City of Hartford signature page – Parking License Agreement]

CITY OF HARTFORD

By: 

Luke A. Bronin
Its' Mayor

Approved as to form and legality


Howard G. Rifkin, Corporation Counsel

Date: 6/3/19

STATE OF CONNECTICUT)

COUNTY OF HARTFORD) ss: Hartford

On this 18th day of June, 2019 before me, the undersigned, personally appeared LUKE A. BRONIN, personally known to me or proved to me on the basis of satisfactory evidence to the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.


Notary Public

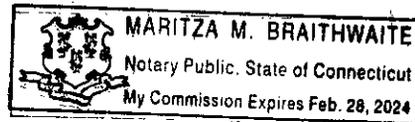
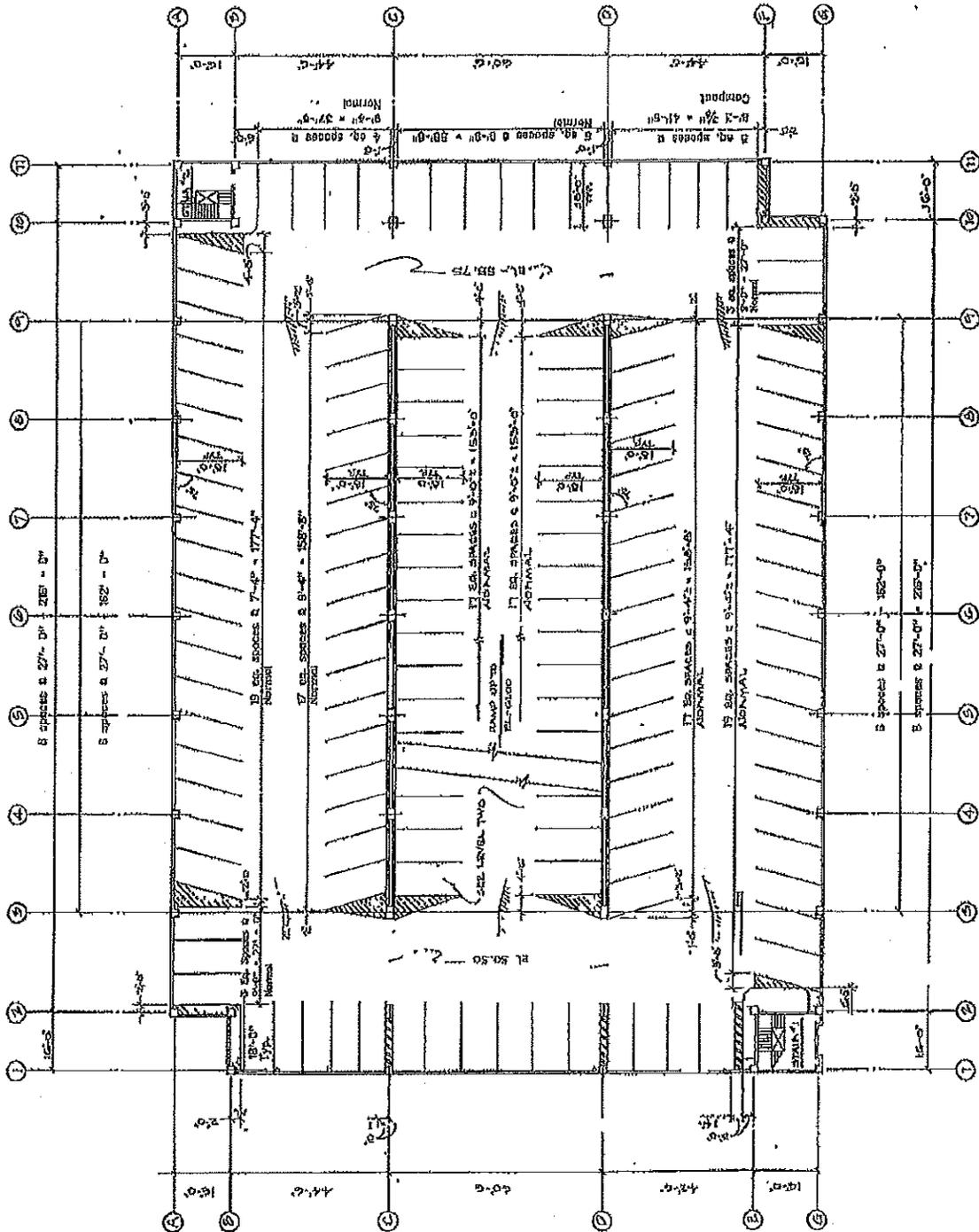


EXHIBIT A
RENSSELAER HARTFORD
PARKING GARAGE
LEVEL 3
DESIGNATED HPS PARKING SPACES



Level Three Plan

Scale: 1/8" = 1'-0"

5	compact
37	normal
144	total



HARTFOR-01

LTRUEB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/25/2019

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hollis D. Segur Inc. 156 Knotter Drive Cheshire, CT 06410	CONTACT NAME: Lindsay Trueb	
	PHONE (A/C, No, Ext): (203) 699-4500	FAX (A/C, No):
E-MAIL ADDRESS: lmt@hdsegur.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Safety National Casualty Corporation		15105
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
City of Hartford & Hartford Public Schools
550 Main Street
Hartford, CT 06103

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR \$500,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GLE4055039	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SIR: \$500,000 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		CAE4055036	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	SP4058934	7/1/2018	7/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

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

Excess Workers' Compensation Limit \$25,000,000

\$1,000,000 Self-Insured Retention Applies to Board of Education Workers' Compensation

\$2,000,000 Self-Insured Retention Applies to All Other Workers' Compensation

Certificate holder is included as additional insured when required by written contract with regard to the use of premises for parking.

CERTIFICATE HOLDER

CANCELLATION

Rensselaer Hartford Graduate Center, Inc DBA Rensselaer at Hartford 275 Windsor Street Hartford, CT 06120	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 <i>Lindsay Trueb</i>

CITY OF HARTFORD



- **OR&L:**

- OR&L shall provide the City with facility management services for the Hartford Public Safety Complex.
- The agreement contract with OR&L was awarded through a competitive RFP-based solicitation, from which OR&L was the lowest-priced qualified respondent
- FY20 is Year 1 of the agreement contract with OR&L. The contract has a fixed value of \$159,000 per year.
- Year 1 of the agreement commenced July 1st, 2019 and will end on June 30th, 2020. The City has the option to renew this agreement for two (2) additional one-year terms. The compensation table for 3 years is listed below:

Years	Total
Year 1	\$159,000
Year 2	\$159,000
Year 3	\$159,000

CONTRACT

by and between

CITY OF HARTFORD

and

OWENS, RENZ & LEE CO., INC. DBA OWENS REALTY SERVICES

for

FACILITY MANAGEMENT SERVICES FOR THE HARTFORD PUBLIC SAFETY COMPLEX

This Contract (the "Agreement") is made, _____ (the "Effective Date") by and between the **CITY OF HARTFORD**, with an office and place of business at 550 Main Street, Hartford, Connecticut 06103, acting herein by Luke A. Bronin, its Mayor, duly authorized (hereinafter referred to as the "City") and **OWENS, RENZ & LEE CO., INC. DBA OWENS REALTY SERVICES** with an office and place of business at 2 Summit Place, Branford, CT 06405, acting herein by Suzanne D. Black, its Executive Vice President, duly authorized (hereinafter engages to as the "Provider or Operator").

1. SCOPE OF SERVICES

The City of Hartford hereby engages Provider to provide Facility Management Services for the Hartford Public Safety Complex 249-253 High Street, Hartford, CT 06103 Exhibit A attached hereto ("Services"), subject to the terms and conditions of this Agreement.

Provider and/or contractor(s) shall furnish all labor materials, supplies, tools, equipment and other facilities or personnel necessary for or incidental to providing the Services. Time is of the essence with respect to contractor's performance of the Services.

2. TERM

The term of this Agreement will be for one year starting project July 1, 2019 and June 30, 2020. The City has the option to extend this contract for (3) additional (1) year terms in the City's sole and absolute discretion and subject to availability of funds.

3. COMPENSATION

Compensation under this Agreement shall be based on the following: a monthly management fee; and reimbursement to the Contractor in accordance with an established/approval budget. The foregoing are all more particularly described in Exhibit B, City's obligation to make any payments for Services rendered hereunder is expressly contingent upon Provider and/or contractor having satisfactorily performed the same, and payment hereunder is subject and contingent upon the City's prior inspection and acceptance of Services. In the event that City reasonably determines that Provider's and/or contractor's work in performing the Services is not satisfactory, or if City reasonably believes Contractor otherwise has breached any its obligations under this Agreement, City may take corrective action, including, but not limited to, the following:

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

The City shall endeavor to make payment for satisfactory Services provided hereunder within thirty (30) days of its receipt of Provider's invoice therefore in accordance with this Section. Provider may not submit invoices to the City more frequently than once per month. Provider shall prepare and submit invoices documenting the Services provided as required by the City. The invoices shall be in such form and accompanied by such documentation as may be required by the City. Any compensation that is due to Provider hereunder shall only be payable to Provider upon Provider's submission of appropriate invoices therefore and as otherwise provided in the Agreement.

4. MANAGEMENT

This Agreement will be managed for City by the Walter Veselka, Director of Public Works, or his authorized designee ("City's Representative"). Provider will work closely with City's Representative in all aspects of this Agreement and Provider shall follow the directives of City Representative in connection therewith. The City shall have the right to inspect Provider's and/or Contractor's work at all reasonable times. This right of inspection is solely the benefit of the City and does not transfer to the City the responsibility for discovering patent and latent defects. The Provider and/or Contractor has the sole and exclusive responsibility for delivering the Services in accordance with the terms and conditions of this Agreement.

5. RELATIONSHIP OF THE PARTIES

This Agreement is a contract for services and not a contract of employment. Accordingly, neither Provider nor any of its directors, officers, partners, members, agents or employees shall be, or deemed to be, an officer, official, agent or employee of City or be entitled to any employment benefits of City such as, but not limited to, vacation pay, sick leave, health or life insurance, workers' compensation, and/or pension or retirement benefits. All personnel matters affecting Provider's contract staff will be the responsibility of Provider.

6. INDEMNIFICATION & HOLD HARMLESS AGREEMENT

Provider will indemnify, defend and hold harmless City and its agents, officials, employees, successors and assigns (collectively, the "Indemnitees") from and against any and all loss and liability (statutory or otherwise), claims, demands, actions, causes of action, suits, judgments, costs, executions, interest and expense whatsoever (hereinafter, individually and collectively, a "Claim" or "Claims"), in law or in equity, which arise from or in connection with Provider's performance or failure to perform hereunder and/or any other act, error or omission which occurs or fails to occur on the part of Provider or any of its directors, officers, partners, members, agents or employees under or in connection with this Agreement or the Project during the term hereof.

Provider's obligations to indemnify and hold harmless the Indemnitees as aforesaid shall include, but not be limited to, protecting the Indemnitees from all Claims for or arising from (i) any failure by Provider to pay for any goods or services obtained by it hereunder, (ii) any negligent act, error or omission on the part of Provider or any of its directors, officers, partners, members, agents or employees in the acquisition or provision of any goods or services hereunder, (iii) any injury (including death) to persons, or damage to real or personal property (including the loss of use thereof and environmental contamination), which results from any act, error or omission on the part of Provider or any of its directors, officers, partners, members, agents or employees under or in connection with this Agreement, and (iv) any automobile use in connection with the performance of any Services or the transportation of children or Provider's agents or employees. In case any action or proceeding is brought against any of the Indemnitees by reason of any matter which is the subject of the foregoing indemnity, Provider shall pay all costs of investigation and defense (including, but not limited to, all court costs, reasonable attorneys' fees, and out-of-pocket expenses), and all losses and liabilities which result therefrom. The provisions of this Section shall survive the expiration or earlier termination of this Agreement.

7. INSURANCE

7.1 Provider will furnish the following types and amounts of insurance coverage at its sole cost and expense for the duration of the Agreement including any and all extensions or renewals thereof:

(i) **Commercial general liability insurance** with a broad form endorsement (including coverage for property damage) as well as endorsements for contractual liability, independent contractors, premises operations, products and completed operations, abuse and molestation, personal injury and corporal punishment coverages insuring against damages to persons and property (including, but not limited to, loss of life) with a minimum combined single limit coverage of not less than one million and 00/100 (\$1,000,000.00) dollars on a per occurrence and project specific basis. If Provider cannot procure such insurance on a project specific basis, the minimum combined aggregate limit for such insurance shall be two million and 00/100 (\$2,000,000.00) dollars on a per occurrence basis.

(ii) **Automobile liability insurance** covering all owned, non-owned or hired vehicles with a minimum combined single limit coverage of not less than one million and 00/100 (\$1,000,000.00) dollars on a per occurrence basis.

(iii) **Workers' compensation insurance** in such amounts as required by Connecticut law, including employers' liability insurance with limits of one hundred thousand and 00/100 (\$100,000.00) dollars for each accident, five hundred thousand and 00/100 (\$500,000.00) dollars for each disease/policy limit, and one hundred thousand and 00/100 (\$100,000.00) dollars for disease of each employee.

- 7.2 All insurance will be effected under standard form policies by insurers of recognized responsibility which are licensed to do business in the State of Connecticut and which are rated as A-(VIII) or better by the latest edition of Best's Rating Guide or other recognized replacement therefor. Except as otherwise provided to the contrary in this Section, any insurance required by this Agreement may be obtained by means of any combination of primary and umbrella coverages and by endorsement and/or rider to a separate or blanket policy and/or under a blanket policy in lieu of a separate policy or policies, provided that Provider shall deliver a certificate of insurance of any said separate or blanket policies and/or endorsements and/or riders evidencing to the City that the same complies in all respects with the provisions of this Agreement, and that the coverages thereunder and the protection afforded the City as an additional insured thereunder are at least equal to the coverages and protection which would be provided under a separate policy or policies procured solely under and by reason of this Agreement.
- 7.3 All policies for each insurance required hereunder shall: (i) provide for not less than thirty (30) days' prior written notice to City by registered or certified mail of any cancellation, restrictive amendment, non-renewal or change in coverage; (ii) include a standard severability of interest clause; (iii) contain a waiver of subrogation holding City free and harmless from all subrogation rights of the insurer; and (iv) provide that such required insurance is the primary insurance and that any other similar insurance that City may have shall be deemed in excess of such primary insurance.
- 7.4 Unless otherwise requested by the City, Provider and its insurers shall not assert or use governmental immunity in the adjustment of any claims, or in the defense of any suit, brought against the City. Provider shall assume and pay all costs and billings for the premiums and audit charges earned and payable for or with respect to any required insurance hereunder.
- 7.5 In the event of any interruption of any required insurance coverage hereunder for any reason, Provider shall immediately notify City of such interruption and cease the performance of any Services or other work hereunder until such coverage has been restored and Provider notifies City of such restoration.
- 7.6 Except as otherwise indicated, the insurances required in this Section shall be carried on an "occurrence" basis only.
- 7.7 All references in this Section to a "deductible" shall be deemed to mean a deductible and/or a self-insured retention. No policy required to be procured by Provider pursuant to this Agreement shall be subject to a deductible or other provision limiting or reducing coverage. If any person is owed, pursuant to any policy required hereunder, any sum which is subject to a deductible, Provider shall pay such deductible. Provider agrees that it will not carry or be the beneficiary of any insurance insuring Provider or any other person or entity against the risks for which insurance is required to be maintained pursuant to this Section unless the insurance and insurance carriers otherwise comply with the terms of this Section.

- 7.8 The City will be included as an additional insured for all insurance policies required hereunder, other than for workers' compensation insurance. ACCORDINGLY, THE FOLLOWING UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE ACORD INSURANCE CERTIFICATE: The City of Hartford is included as an Additional Insured, AIIIMA. Each certificate of insurance shall provide not less than a thirty (30) day notice to the City of any cancellation, reduction or other material change in the coverage to be provided under any of the insurance required hereby. The certificates of the policy or policies evidencing such coverages, together with copies of the declaration and endorsement pages for such policies on which pages the City shall be included and listed as an additional insured, shall be delivered to City upon the execution hereof, and at least thirty (30) days prior to the expiration date of each required insurance set forth above evidencing that such insurance has been renewed and remains in full force and effect.
- 7.9 All insurance policies referred to in this Section shall provide that any losses thereunder shall be adjusted with City, and that any loss thereunder shall be payable to City as its interests may appear. Neither party shall unreasonably withhold or delay its endorsement to any insurance check payable hereunder.
- 7.10 It is agreed between the parties hereunto that the amounts of insurance in this Agreement do not, in any way, limit the liability of Provider to the Indemnitees by virtue of its promise to indemnify and hold harmless the Indemnitees so that in the event that any Claim results in a settlement or judgment in an amount in excess of the amount of insurance coverage carried by Provider, Provider shall be liable to the Indemnitees for the difference, plus all fees and expenses incurred in collecting the same, all at Provider's sole cost and expense.
- 7.11 Insurance requirements and coverages may be reviewed from time to time during the term of this Agreement and all extensions and renewals hereof. Provider agrees to comply with any and all reasonable insurance requirements or modifications made by the City's Risk Manager.
- 7.12 Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default under this Agreement. Provider agrees that such default may be cured by procurement of insurance on behalf of Provider, at Provider's expense, and that the cost of such insurance shall be deducted from any amounts otherwise due to Provider under this Agreement or any other contract with City, at City's option.

8. CONFLICT OF INTEREST

Provider hereby represents and warrants to City as follows:

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

other than bona fide employees working solely for Provider, any fee, gift or any other consideration contingent upon or resulting from the awarding or making of this Agreement;

- (ii) the services to be provided hereunder do not in any way conflict with the interests of any individual, group, business, or governmental organization with which Provider is employed or with which Provider has an agreement or is associated, and, in the event such a conflict arises during the term hereof, Provider will immediately notify City in writing; and
- (iii) no member of the governing body of City, or its designees, employees or agents, and no other public official, either paid or unpaid, who exercises any functions or responsibilities with respect to this Agreement shall, during 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 (i) any and all instructions, guidance and directions provided by City to Provider (ii) this Agreement; and (iii) any and all applicable laws, rules, regulations, ordinances, codes, orders and permits of any and all federal, states and local governmental and quasi-governmental bodies, agencies, authorities and courts having jurisdiction, including but not limited to those ordinances of the City pertaining to affirmative action and wages. In particular, but without limitation, Provider and/or Contractor shall comply with any and all of City's rules, regulations and requirements concerning security clearance relative to any access to the complex.

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 for a period of not less than six (6) years from the date of termination of this Agreement pursuant to Section 12. Provider further shall permit (and require its Providers to permit) City and/or its duly authorized representatives to examine, review, and audit any records, books, or other documents of Provider or any and all of Provider's Providers relative to the above, and furnish copies thereof, when requested.

14. SUBCONTRACTORS

Portions of the Services may be subcontracted, provided that:

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

15. COMPLIANCE WITH LAWS

Provider shall perform all Services hereunder in accordance with and subject to all applicable federal, state and local laws, statutes, regulations, ordinances, orders and permits, 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, upon mutual agreement of the parties hereto, maybe amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives.

City and Provider may require changes in the Services. Such changes which are mutually agreed upon by and between City and Provider shall be incorporated in written amendments to this Agreement.

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. ARBITRATION

All claims and controversies arising out of this Agreement shall be settled and decided in binding arbitration before the American Arbitration Association ("AAA") in accordance with the applicable rules of AAA except as otherwise modified as follow. In the event either party elects to arbitrate any claims or controversy hereunder, such party shall provide written notice of such election ("Notice") to the other party and the Regional Director of the AAA having jurisdiction in Hartford, Connecticut (the "Regional Director"). Within ten (10) days of such other party's receipt of such Notice, both parties shall each select one (1) individual to serve as arbitrators on the panel for the hearing, and shall notify the other party in writing of such selection. Such notice shall identify the arbitrator selected and include a copy of his or her resume. Within twenty (20) days following the other party's receipt of the Notice, these arbitrators shall mutually agree upon and select a third and neutral arbitrator for such panel, and provide written notice of such selection to the parties and the Regional Director, which notice shall identify such arbitrator and include a copy of his or her resume. In the event that the party-selected arbitrators fail to select that third and neutral arbitrator within the above requisite time period for such selection, the AAA shall appoint such arbitrator. The neutral arbitrator shall be the chairperson of the panel. All arbitrator proceedings shall be held in Hartford, Connecticut. While the arbitrator panel shall select the remedy for all breaches of either party's obligations under this Agreement, such panel shall not modify the remedies specifically set forth in this Agreement for City and Provider. Each party shall bear its own costs and attorneys' fees. The determination of the arbitration panel shall be final and binding upon the parties. The determination shall be in the form of a written award, with written finding of fact, and may be specifically enforced by any court of appropriate jurisdiction. All legal issues arising in connection with any such arbitration proceedings shall be governed by the laws of the State of Connecticut, subject to Section 26 hereof.

26. GOVERNING LAW

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

27. GENDER/NUMBER/TITLE

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

28. REPORTS AND INFORMATION

The Provider shall furnish the City with such information and reports concerning the progress and management of its work as may be required from time to time. The form of said reports shall be determined by the City consistent with, among other things, the City's requirements.

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 express courier mail service or United States registered or certified mail, return receipt requested, postage prepaid, to the following addresses:

As to the City:

City of Hartford
50 Jennings Road
Hartford, CT 06120
Attn: Walter Veselka

As to Provider:

Owens, Renz & Lee Co., Inc.
DBA Owens Realty Services
2 Summit Place
Branford, CT 06415

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.

IN WITNESS THEREOF, the CITY OF HARTFORD and the PROVIDER have executed this Contract as of this _____ day of _____, 2019.

PROVIDER

By: Suzanne O Black 10/2/19
Suzanne O. Black
its Executive Vice President

CITY OF HARTFORD

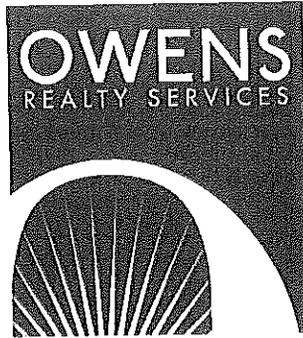
By: _____
Luke A. Bronin
its Mayor

APPROVALS:

As to Form and Legality:

By: _____ / /
Howard G. Rifkin Date
Corporation Counsel

EXHIBIT A – Detailed Scope of Services



Owens Realty Services
Proposal for
City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex
249 – 253 High Street, Hartford, CT



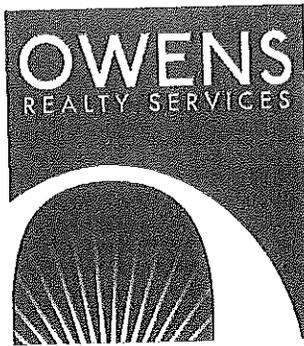
December 31, 2018

- ORIGINAL -

Owens Realty Services
Proposal for
City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex

1. Cover Letter

Please refer to attached.



December 28, 2018

Mr. William Diaz
City of Hartford
Procurement Services
550 Main Street, Room 100
Hartford, CT 06103

Re: RFP# 5883 – Facility Management Services for the Hartford Public Safety Complex

Dear Mr. Diaz:

The Owens, Renz & Lee Co., Inc. – dba Owens Realty Services, and formerly O,R&L Facility Services, is pleased to present our proposal for RFP# 5883 – Facility Management Services for the Hartford Public Safety Complex in Hartford, CT.

Our company is the current outsourced Facility Manager for the Hartford Public Safety Complex, having been awarded the contract to provide services in February of 2015. We are proud that the City and the team at the Hartford Public Safety Complex chose to exercise all three optional renewal years of our current contract.

We understand the demands of high profile, high security facilities and the need for a diligent Facility Manager and a responsive and proactive team. John Jagiello, our current Facility Manager at the Hartford Public Safety Complex has worked hard to affect improvements that have enhanced safety and captured significant cost savings for the City.

If chosen to continue our good work at the Hartford Public Safety Complex, the City will benefit from the knowledge and experience Mr. Jagiello and our entire team have gained over the past 4+ years. Our focus has been, and will continue to be on sustainability, energy management, cost controls and excellent customer service. Our successes over our 28-year history are grounded in the philosophy that teamwork, good communication, and a determined emphasis on the objectives of our clients yields positive results. Your mission for the Hartford Public Safety Complex is our mission.

Northeast Office: 2 Summit Place • Branford, CT 06405 • 203.643.1001
Southeast Office: 1646 33rd Street – Suite 301 • Orlando, FL 32839 • 407.681.2000
www.owens-services.com

*Facility & Property Management | Commercial & Investment Brokerage | Real Estate Investment
Engineering, Trades & Maintenance Staffing | Housekeeping & Environmental Services*

Our ability to address our client's needs has resulted in long-term client relationships with exceptional performance and quantifiable results. As you will see, we maintain many of the same contracts that we had when we first submitted a bid for the Hartford Public Safety Complex. Our relationship with the State of Connecticut Department of Administrative Services is now entering its fifth contract renewal with service at the 18-20 & 30 Trinity Street portfolio from 1998 through to 2023! In many cases, our professional relationships easily exceed 10 years or more.

The key benefits to the City will continue to be:

- An experienced, proactive team
- Efficiency in building operations
- Reduction in overall operating costs
- Protecting the environment – both internal and external
- Providing sustainable services and responsible stewardship
- Implementing innovative energy saving solutions
- Integrating City goals and objectives
- Providing technical resources for both building operations and engineering experts
- Protecting the physical assets of the City
- A team that is dedicated to "pro-active" solutions and innovative approaches to traditional building management programs.

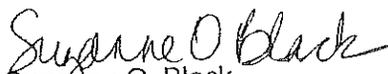
We are proud of the facilities that we manage and take ownership in the management of them. We treat them as if they were our own – which is the reason why.....***We have never lost an account nor had an account terminated due to poor performance in the 28-year history of the company.***

We thoroughly understand the requirements outlined in the Request for Proposal. To date, there have been no addenda issued apart from a replacement section to the RFP – Section 2.3.

We commit to continuing to provide an exceptional level of facility management services to the City. Our Operational Plan will continue to support your goals and initiatives. Our mission continues to be to not just meet your expectations, but to exceed them!

Thank you for your time and consideration.

Sincerely,



Suzanne O. Black

Executive Vice President, Facility Services

sblack@owens-services.com

203.623.4042

Owens Realty Services
Proposal for
City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex

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**Owens Realty Services
Proposal for City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex**

3. Outline of Services to be Rendered

The Owens, Renz & Lee Co., Inc. – dba Owens Realty Services is pleased to submit our proposal to continue providing first class Facility Management Services for the Hartford Public Safety Complex located at 249-253 High Street in Hartford, CT.

The contract for the Hartford Public Safety Complex was awarded to Owens Realty Services in 2015 with a one-year term, renewable for three (3) 12-month extensions. We are proud that the City of Hartford and the team at the Hartford Public Safety Complex extended our contract through all optional renewal years.

We have 5 years of direct experience delivering continuous, proactive services for the Hartford Public Safety Complex. We have established successful, professional relationships within each department, and understand the importance of operational continuity for this 24/7 facility that supports the City of Hartford Fire Department, Fire Marshal, Emergency Management offices and dispatch, Police Department, prisoner booking and detention areas, forensics lab, evidence storage, crime scene and criminal staff space; as well as IT, vehicle/motorcycle bays, animal control, traffic, locker space and credit union.

John Jagiello, Owens Realty Services' current Facility Manager for the property, and his team, will continue to be responsible for the overall management of the building's physical and mechanical plant operations. The team will be responsive and proactive in all building-associated issues and concerns. **Mr. Jagiello is supported by Thomas Hulk, Director, Facility Operations and Executive Vice President of Operations, Suzanne Black.** Mr. Hulk, and/or Ms. Black connect with Mr. Jagiello and his team on a weekly basis minimally, and sometimes daily, depending on need. They each maintain communication with client and tenant representatives, as needed, and assist in problem-solving, giving direction, and assuring compliance in all aspects of the contract, job performance and providing advice and counsel. Ms. Black is the contract liaison for the property.

Also assisting on the corporate Operations side is Michele Vasso, the Facilities Operations Manager. Ms. Vasso assists in administrative functions such as distributing financial reports to Managers, maintaining monthly reports, fleet management, iPhone, uniform distribution and communication liaison. She assists the field personnel with any information needed from corporate as a facilitator. Ms. Vasso reports directly to Suzanne Black.

Additional corporate resources and resumes for key personnel are included in **"Section 5. Key Personnel"** of this proposal.

Owens Realty Services will ensure the following Scope of Services for the Hartford Public Safety Complex:

- Enforce and revise, as required, a plan for day-to-day supervision of the facility, coordinating and facilitating custodial services, grounds/landscaping care, graffiti removal, minor repairs, etc. on an as-needed, ongoing basis.
- Supervision over all site personnel and sub-contracted service providers
- Proactive communication with the Department of Public Works and other stakeholders to document that the City's short and long-term goals and objectives are being met.
- Monthly and Annual reports shall be submitted to the City.
- Maintain and revise, as required, Operations and Maintenance Manuals for the facility.
- Maintain system to track and respond to service requests in a timely fashion. Prioritize service requests to document appropriate levels of response in life/safety, emergencies, routine repairs, etc.
- Provide for the everyday operation of the facility with coverage from 7Am through 7PM with 24-hour emergency call back. John Jagiello, the current Owens Realty Services Facility Manager is the Emergency Contact for the City of Hartford – Hartford Public Safety Complex. He will return all emergency calls within 30 minutes. Owens Realty Services shall ensure that the Department of Public Works has an updated on-call roster of personnel and service providers.
- Review all vendor contracts for scope, compliance and quality assurance.
- Revise bidding specifications for subcontracted services as required.
- Coordinate and supervise all subcontracted vendor activities.
- Maintain regular and professional communication with the Assistant Superintendent of the Department of Public Works regarding the services to the facility.
- Review building system operation and provide suggestions to the City to improve systems.

Owens Realty Services shall ensure coordination and oversight of the following:

- Coordinate Annual Testing of Backflow Preventers by EPA
- Boiler Inspection and Testing
- Building Energy Management & Controls
- Catch Basin Cleaning Service
- Chiller Maintenance
- Drain Cleaning Services
- Electrician's Service
- Elevator Maintenance & Repair (Coordination Only)
- Fire Alarm Systems (Coordination Only)
- Fire Extinguishers' Annual Testing Inspections/Maintenance
- Fire Protection/Suppression Systems (Coordination Only)
- Fuel Cell Lease
- Generator Maintenance
- Graffiti Removal

- Grounds Maintenance
- High Voltage Electrical Testing
- HVAC (Coordination Only)
- Irrigation Systems
- Landscaping
- Lightning Protection (Annual Testing)
- Maintenance & Custodial Services (Coordination Only)
- Mason Installation and Repair
- Minor Repairs and Alterations (All Trades)
- Overhead Door Repair
- Painting Services
- Pest Control Services (Coordination Only)
- Plumbing Services (PM & Service)
- Rotary UPS Maintenance
- Security Alarm monitoring & Maintenance (Coordination Only)
- Snow Removal
- Trash Compactor (PM & Service)
- Trash Disposal & Recycling (Coordination Only)
- Water Treatment & Reverse Osmosis System PM

Owens Realty Services will get prior approval by the Contract Administrator for all repairs exceeding \$5,000.00. All work performed by subcontractors are reimbursable costs.

The cost of general building supplies required to perform the services required by this solicitation will be reimbursed to Owens Realty Services by the City. Reimbursable supplies include but are not limited to minor plumbing and other trades' materials, filters, light switches, light bulbs and ballasts, and other supplies needed to maintain the building in a first-class manner. In addition to basic oversight of the facility day-to-day, and developing appropriate tools and methodologies to do so, Owens Realty Services will support the following:

- Maintain a system of quality control to ensure optimal performance of contracted service providers.
- Maintain a plan for longer term maintenance of the facility, on behalf of the City, incorporating the City's long-term goals and objectives, and forecasting future needs, costs to address these and proposed budgets.
- Continuously examine and identify opportunities for cost savings through energy conservation, work method improvements and contracting methods.
- Maintain a comprehensive preventive maintenance program to ensure optimal life expectancy and operational performance of equipment. Identify items for scheduled maintenance for all building systems and operational equipment. Track and report regularly on all preventative maintenance activities. Maintain logs of all maintenance activities and include preventative maintenance activities in reports and the annual report.
- Provide appropriate training and skill development programs to employees to improve their performance, operate in a safe manner and comply with mandatory training requirements.

- Provide real time budget and accounting systems as they pertain to grounds maintenance, facility maintenance, custodial services, energy and operations. Develop and justify annual budget requests in support of defined goals and objectives and in accordance with guidelines issued by the City of Hartford.
- Review and endorse all vendor invoices for payment and produce payment vouchers and receiving reports for use by the Finance Department. All payments will be entered into MUNIS, the City's Financial Management System.
- The Facility Manager will properly collect, track and generate reports regarding facility related functions and performance. Incorporate "Lessons Learned" into the Operations and Maintenance Manuals.

Customer Service Approach – Our business is service and thus our corporate philosophy is to provide exceptional service to our clients. With respect to work order requests, our company approach is to respond within 2 hours, and to complete the work within 24 hours, except in the case where material must be ordered, or costs approved in advance. We believe that proper communication is the key to providing excellent customer service. This same responsiveness is extended to clients and tenants alike.

Quality Assurance - Many of our clients conduct regular surveys such as the State of Connecticut DOT. Over the course of the 9-year contract **95% of 3, 454 inspections performed by independent DOT inspectors have been "Excellent" or "Very Good"**. The other 5% (167) have been "Satisfactory." Zero percent have been "Unsatisfactory."

The State of New York OGS also conducts an annual Tenant Questionnaire that records building occupants' satisfaction with the building and the services provided therein. Based upon the results of the survey, we work with OGS to develop a response and to develop programs or procedures, if possible, to improve services and occupant satisfaction. Tenant Representatives are also encouraged on a frequent basis, to conduct building tours to document areas of concern.

Over the years, the average score for each building was 97%. We are proud of this result, which shows our commitment to customer satisfaction. We strive for a minimum score of 90% at all our facilities, and thus, both 625 Broadway and 50 Wolf Road perform at a very high level in terms of industry standards and company goals.

We would be pleased to work with the City to conduct surveys as a means to determine quality assurance and tenant satisfaction.

Owens Realty Services
Proposal for City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex

4. Relevant Experience

The Owens, Renz & Lee Co., Inc. – dba Owens Realty Services was founded in 1990 and is celebrating its 28th year providing full service facility/property management and maintenance services.

Owens Realty Services has five years of direct experience as the current Facility Management company for the Hartford Public Safety Complex. The contract for the Hartford Public Safety Complex was awarded to Owens Realty Services in 2015 with a one-year term, renewable for three (3) 12-month extensions. We are proud that the City of Hartford and the team at the Hartford Public Safety Complex extended our contract through all optional renewal years.

Mr. John Jagiello is the current Facility Manager for the Complex and provides for 24/7 operations at the Complex. Over his tenure, he has worked closely with the Owens Realty Services team and the City with the following initiatives:

- Mr. Jagiello created the Building Operations Manual for the Hartford Public Safety Complex and ensures that it is kept up to date. Each department has an updated copy at hand.
- Mr. Jagiello has completed training with the State of Connecticut Department of Energy & Environmental Protection (DEEP) and received his license for UST Training Fueling Safety for Class C UST Operators which is required to maintain any and all equipment pertaining to Underground Storage Tanks.
- The team has completed a power study for change-out in emergency situations when replacement? landline, generators, and fuel cells are needed.
- The team has created schematic diagrams as well as labeled all equipment and sequence of operation to be able to switch from land power to generator power to fuel cell power when emergency conditions prevail.
- The building sprinkler has been repaired due to a rupture in the water main line. All building water mains coming from in from the street have been identified.
- The team has purchased scaffolding to enable safer building Preventive Maintenance and/or facilitate high reach repairs as needed, such as the recent replacement of old “2015 dated” filters. With the on-site team completing high reach tasks. Cost savings were captured because subcontractors do not need to be called in to effect high reach routine maintenance activities.
- The team completed major interior duct lining as well as exterior duct wrapping by the portion of complex near the Police Chief’s offices. The issue at the property had been a long-standing one in which high humidity would create excess condensation

on the duct so that water would leak through the ceiling on high humidity days. This resulted in water damage on the ceiling walls and building molding.

- Our team was able to correct a critical issue by locating construction caps on all smoke detectors under the floors of Dispatch and Data areas. The caps rendered the smoke detectors useless. The team worked together to remove 30 covers from the areas thereby ensuring operation of the units and safety of the area.
- A mistake regarding the fuel cell and boiler set points for water temperature was also found. The fuel cell settings had been incorrectly set and the boiler settings were also too high. This created a major issue on all building piping resulting in leaking seals and temperatures exceeding 250 degrees. This issue was fixed by utilizing correct settings – enabling the fuel cells for 99 percent of hot water needs and using the boiler only as a back-up when the fuel cell fails. In doing this, this new procedure maximized our cost savings by not spending utility money when it is not needed.
- Corrective action has also been taken to prevent snow/ice chunk sliding off the roof of the building in critical areas such as doorways and garage doors. This has been an issue since the opening of the building and has been the cause of property damage for the building and private property as well.
- The team regraded the parking lot across the street, eliminating the pot holes.
- Mr. Jagiello has also addressed and completed over 400 work orders and is continually seeking out work needed to ensure smooth operation of the Complex.

The Owens Realty Services team looks forward to working with the City on cost saving initiatives that include utilization of the chillers to create cost savings and use less energy overall. The chillers have never been initialized and thus the City is not benefitting from the resulting energy savings. By continuing to develop an Energy Management Plan for the complex, our team has already reduced on-call issues and captured significant cost savings for the City.

In addition to our work with the City of Hartford and the Hartford Public Safety Complex, our team has over 20 years of experience in proving management, maintenance and janitorial services throughout the City of Hartford and Hartford County. Our longstanding clients include:

State of Connecticut – Department of Administrative Services:

18-20 & 30 Trinity Street, Hartford, CT – 1998 – 2018 – Our contract was recently renewed for a new term with the addition of 79 Elm Street – HQ for CT DEEP and their lab facility at 9 Windsor Avenue, Windsor, CT.

State of Connecticut – Department of Administrative Services:

39, & 61 Woodland Street and 110 Sherman Street in Hartford, CT – 2014-2019 - Our contract was recently renewed for a new term with the addition of three properties in Wethersfield, Newington and Meriden, CT.

State of Connecticut – Department of Transportation:

Component Change Out Building – Brewery Street, New Haven, CT. Our company provides comprehensive management, maintenance and janitorial services for the State of

Connecticut Department of Transportation's New Haven Rail Yard Component Change Out Building on Brewery Street in New Haven.
Our company was awarded the project as the 300,000 sq. ft. building was coming out of construction. The complex provides for the maintenance of Connecticut's commuter rail fleet with 3 tracks that can accommodate 13 cars at one time with cranes and floor lifts to facilitate removal of large components such as trucks, HVAC units, pantographs, etc. The facility also includes support shops to repair and maintain components, parts storage facility, offices and welfare facilities for employees, training facility, a security suite with command center and MTA police officers, MTA/Metro North Railroad offices, CTDOT office, and a communications hub.

State of Connecticut – Department of Transportation:

We were recently awarded the contract to provide Facility Management Services to the State DOT Region B Railroad system which includes; Bridgeport Station, Fairfield Metro, West Haven Station, Waterbury Station, New Haven State Street Station, and Naugatuck Station, CT. This also includes the Bridgeport Parking Garage and various paid surface lots at West Haven Station and Fairfield Metro Station.

Capitol Region Education Council (CREC):

1.5 million square feet – 25 K-12 Magnet schools in cities and towns throughout Hartford County including the 350,000 SF – 16-acre Learning Corridor campus in downtown Hartford, CT. Our company has held this contract since 2000.

State of Connecticut – Department of Transportation:

24/7/365 Facility Management, Maintenance and Janitorial Services for 23 Service Plaza's on I-95, I-395 and Route 15 corridors in CT – 2009 - 2018

State of Connecticut:

Department of Emergency Services & Public Protection (Connecticut State Police Headquarters) and State Police Troop Barracks, Troop K, Colchester, CT and Troop G, Bridgeport, CT – 2006 - 2017

Our related experience also includes the following public safety facility clients:

City of New Haven – New Haven Police Department – The scope of services required for the City of Hartford Public Safety Complex is identical to the comprehensive 24/7/365 management, maintenance and janitorial services that our company provides for the 125,000 sq. ft. New Haven Police Department headquarters at Union Station. Since 2005, we have managed the facility which includes the City's 911 call center, secure criminal records database division, booking and interrogation areas, 125 lock-up cells and city offices. Additions to the contract include management, maintenance, and janitorial services for the City of New Haven's ten (10) city-wide police substations and the new Firing Range & Police Training Academy at 200 Wintergreen in New Haven, CT.

State of New York Department of Transportation, Albany, NY – The scope of services required for the City of Hartford Public Safety Complex is identical to the comprehensive 24/7/365 management, maintenance and janitorial services for the 386,000 sq. ft. State Emergency Command Center in Albany, NY. Our company has been providing services for this facility since 2006 and has earned the Building Owners and Managers Association's Outstanding Building of the Year (BOMA TOBY) award for excellence in building management. Our management team has Energy Star certification for this facility since 2010. Our contract with the State of New York equals approximately 1.4 million sq. ft. of public facilities in Albany, NY.

City of Orlando – Orlando City Hall, Orlando, FL – Since 2007, Owens Realty Services has provided comprehensive management, maintenance and janitorial services for the 250,000 sq. ft. Orlando City Hall facility which is in the Central Business District of Orlando and sits on 5 acres known as City Commons. The facility supports City Council Chambers, Commissioner and City Clerk's Office, Office of the City Mayor, Department of Transportation and Planning and Red-Light Traffic Depot Department and Conference Center. Owens Realty Services earned the Orlando Chapter Building Owners and Managers Association's Outstanding Building of the Year (BOMA TOBY) award for excellence in building management for this facility. Our contract with the City of Orlando was renewed in 2012 for an additional 6-year term.

City of Winter Park, Winter Park, FL – Owens Realty Services was recently awarded the management contract for 100 municipal facilities equaling 410,000 sq. ft. throughout the City of Winter Park, FL. A janitorial client since 2005, the City contracted with our company in order to capture critical energy cost savings through our successful and comprehensive program. Citywide facilities include: Winter Park City Hall, Winter Park Public Safety Facility which includes administrative offices for Police, Fire and Life Safety including the Offices of the Police Captains and Fire Marshall, fire rescue operations, 4 bay vehicle storage area, vehicle processing bay, on-site fuel pumps, dedicated K-9 holding area and secure storage areas as well as local gun range.

A portfolio of our "Related Experience" is included at the end of this section.

The company's Property/Facility Management division portfolio includes over 20 million square feet of real estate in Connecticut, New York, North Carolina, and Florida. Our clients include state and municipal facilities, Class A office buildings, medical facilities, schools and universities, and public assembly facilities.

Award Winning Services

Owens Realty Services has been awarded six (6) Building Owner and Managers Association (BOMA) The Office Building of the Year (TOBY) awards since 2008. The winning buildings include the State of New York headquarters for the 386,000 sq. ft. Department of Transportation located at 50 Wolf Road in Albany, NY.

The TOBY is recognized as the most prestigious and comprehensive award in the commercial real estate industry. Participants are judged on the effectiveness of their overall management in 11 categories that include: maintenance, community impact,



tenant relations, energy management, emergency preparedness and training for building personnel.

Owens Realty Services has direct experience with the management of LEED certified facilities. Under our management, we have introduced pro-active procedures that have supported the sustainability policies such as Energy Conservation, Water Conservation, Indoor Air Quality, High Performance Mechanical Equipment, Highly Structured Preventative Maintenance Program, Green Cleaning Program and a Recycling Program.

Asset Management Approach & Cost Saving Initiatives

With our Asset Management approach comes a determination to meet financial budgets and to reduce operating costs for the facilities that we manage. Owens Realty Services provides comprehensive and diligent capital planning, service specification development, vendor management, labor management, preventive maintenance and inventory control services. Our focus on competitive bidding of outside services, and utilizing internal resources whenever possible, provides cost savings on each project. In addition, our facility management team is very active in the investigation of maintenance and repair issues. We trouble-shoot issues on-site and diligently attempt to identify problems and correct issues with our internal maintenance personnel, versus calling in a contractor to do the work which results in significant cost savings. Our project management team consistently receives competitive bids from contractors and uses negotiating skills to reduce the project costs.

References:

- **Name of Organization: City of New Haven Police Department Headquarters**
Contact in Effect: 2005 – Current
Services Being Provided: Contract: City of New Haven – New Haven Police Station Headquarters, New Haven, CT. Owens Realty Services has provided management, maintenance and janitorial services for the New Haven Police Station Headquarters since 2005. This high security facility includes the City's "911" Call Center, 125 Lock-up cells, administrative offices, fitness center and cafeteria. The contract also includes nine (9) citywide police substation facilities, and the Firing Range & Police Training Academy at 200 Wintergreen. The facility is open 24/7/365 and supports the City's 911 call center and dispatch and Emergency Management Center. Total Square Feet: 170,000.

Contact Person: Mr. Peter Shmigelsky, Government Facilities Asset Manager
City of New Haven
200 Orange Street, New Haven, CT 06510
203.410.7065 - pshmigel@newhavenct.net

Budgeted Project Cost & Final Cost: Our focus for the City of New Haven is on a strong preventive maintenance program which results in major repair cost avoidance. We have managed the budget for the City without incurring any inflation factor and have come in under budget for the past 5 years. We have improved demand response and emergency response initiatives, improved the delivery of subcontracted services through tighter bid

specs and diligent management of contracts, and assisted in the design and implementation of several capital projects including HVAC design.

- **Capitol Region Education Council (CREC)**

Dates Contact in Effect: 2000 - Current

Services Being Provided: Owens Realty Services provides 24/7/365 facility management, maintenance and custodial services for 23 facilities equaling **1.6 million sq. ft.** for the Capitol Region Education Council's portfolio of K-12 Magnet School facilities, throughout Hartford County including CREC corporate headquarters, and the Learning Corridor campus in downtown Hartford.

Contact Person: Mason Thrall, Director of Operations
Capital Region Education Council
147 Charter Oak Avenue, Hartford, CT 06106
860.534.4056 – mthrall@crec.org

Budgeted Project Cost & Final Cost: The CREC portfolio has grown from 5 buildings to 23 buildings over the past 15 years. Our focus is on a strong preventive maintenance program which results in major repair cost avoidance. It is estimated that we annually save CREC approximately \$1.00 per SF/approximately \$1.5 million per year.

- **State of New York Office of General Services, Albany, NY**

Dates Contact in Effect: 2006 - Current

Services Being Provided: Owens Realty Services provides comprehensive 24/7/365 Integrated Facility Management Services – building and grounds operations, maintenance and management services for NYS Office of General Services – 1.4 million sq. ft. include:

- 625 Broadway – 475,000 SF – NYS Department of Environmental Conservation - LEED Silver NC – **ENERGY STAR** certified since 2010
- 50 Wolf Road – 386,000 SF – NYS Department of Transportation Headquarters and state-wide incident command center - **ENERGY STAR** certified since 2010
- 40 North Pearl Street – 342,000 SF – NYS Office of Technology Data Center, Office for Temporary Disabilities Assistance as well as other private sector tenants.
- 44 Holland Avenue – 286,000 SF - NYS Office of Mental Health & NYS Office for People with Developmental Disabilities

Contact Person: Mr. Frederico Polsinelli, Director, Technical Services
– Real Property Management Group
State of New York Office of General Services
Empire State Plaza, Corning Tower, 39th Floor
Albany, NY 12242
518.402.5246 - fred.polsinelli@ogs.state.ny.us

- **City of Orlando – Orlando City Hall, Orlando, FL**

Contact in Effect: 2008 - Current

Services Being Provided: Owens Realty Services provides comprehensive 24/7/365 management, maintenance and janitorial services for the **250,000 sq. ft.** City of Orlando, Orlando City Hall. Our excellence in services was rewarded with a Building Owner's and Manager's Association "The Building of the Year" Award (BOMA TOBY), for the Orlando Chapter. The building was a finalist in the BOMA Mid Atlantic Competition with the Orlando City Hall competing against other regional winners throughout Florida, Georgia, Alabama, North Carolina, South Carolina, Virginia, West Virginia, Tennessee and Mississippi.

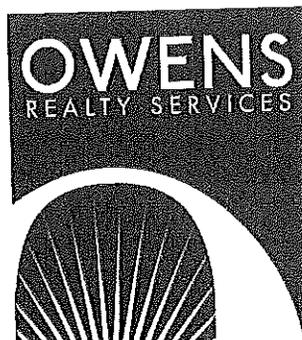
Contact Person: Laurie Botts, Real Estate Division Manager
City of Orlando
400 South Orange Avenue, Orlando, FL 32801
407.246.2653 - laurie.botts@cityoforlando.net

Budgeted Project Cost & Final Cost: The contract for the City of Orlando is a fixed-fee contract and therefore was bid out competitively to ensure the City is getting the value. Care is taken to provide the highest quality service for the lowest possible cost.

Letters of Reference are provided on the following pages.

Letters of Reference

Please note that Owens Realty Services is our new "Doing Business As" company identity. The Letters of Reference attached hereto speak to our previous d/b/a "O,R&L Facility Services." The d/b/a has changed, however our corporate identity of Owens, Renz & Lee Co., Inc. and legal corporate entity under our Federal Tax ID has not changed and remains the same from our date of incorporation, June 29, 1990.





Bob Kozma <bkozma@owens-services.com>

Transition

Thibodeau, Dennis <Dennis.Thibodeau@ct.gov>
To: Bob Kozma <bkozma@owens-services.com>

Mon, Dec 10, 2018 at 1:32 PM

Bob

We are very happy with the service that you and your team have provided to the Agency. We have had a number of challenges over the past year from building renovations, demolition of adjoining building to fires to water leaks to security and safety concerns and a lot in between. Owens Realty Service under your leadership has taken each incident and addressed it in a professional manner. We look forward to continued success and truly feel that we are beginning to make significant progress in all areas of property management and improved work environment for our employees despite budgetary limitations and changes in our surroundings. You and your team make my job easier and I'm personally thankful for that and although you may not hear many compliments from our employees directly I know that they are happy with your services. We look forward to updating the building/tenant manual and continuing the great progress we have made over the past year.

All the Best

Dennis

Dennis Thibodeau
Chief of Fiscal Administrative Services 2
Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106
(860) 424-3748 (Office)

dennis.thibodeau@ct.gov



STATE OF CONNECTICUT
JUDICIAL BRANCH
COURT SUPPORT SERVICES DIVISION
ADULT PROBATION INTERSTATE COMPACT

61 Woodland Street, Hartford, CT 06105

ph (860) 722-5850

March 23, 2018

Dear Evaluation Committee Members:

This letter is in support of Property Manager Joe Macaro and the OR&L staff at 61 Woodland Street, Hartford, CT. I have worked at this location for over 5 years and during that time I have been able to observe the work that is being done by this team.

As a Chief Probation Officer and therefore a supervisor of one of the departments in the building, I have needed to call upon the building maintenance department at various times and for various reasons. The OR&L staff have always responded to my requests immediately and have always been professional, friendly and have gone above and beyond to resolve the issue and improve the situation.

They appear to be skilled in various maintenance functions as the team is easily able to address the issue at hand and have the knowledge to be able to do so in areas such as HVAC, plumbing, locks, the grounds, building repairs and safety.

This team is valuable because they know the building, the needs of the building and the staff in the building. Knowledge of the operation of the building is essential in efficiently maintaining the building and grounds.

I recommend this OR&L team to continue to oversee and maintain the property at this location.

Sincerely,

Natalie F. Latulippe
Chief Probation Officer II



State of Connecticut
Department of Developmental Services

DDS

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

January 26, 2018

Dear Evaluation Committee Members:

I am writing to you in support of continuing the contract with Owens Realty Services, the vendor which is managing 61 Woodland Street in Hartford. I am a newly assigned DDS Manager to this building which is shared by multiple agencies.

Joe Macaro, the Property Manager, and Doug Uzupes and Cedric Knight, the Maintenance Technicians, provide responsive and efficient service to our wing of the basement level, including multiple offices and classrooms. They are helpful and respond quickly when we've had needs from cleaning to lights and power. They are also well organized and foster good communication around the building emergency procedures.

I recommend Owens Realty Services to continue our building management based on their customer service and their technical capability. Please feel free to contact me with any questions.

Sincerely

Curriculum Manager
860-616-2046
Peggy.zabawar@ct.gov

Education Services & Staff Development Office
61 Woodland St ♦ Hartford, Connecticut 06105
Phone: 860 616-2046

An Affirmative Action/ Equal Opportunity Employer



39 Woodland Street
Hartford, CT 06105
Ph: 860.807.2148
Fax: 860.807.2068
www.ctech.org

January 26, 2018

To whom it may Concern,

I write in support of Owens Reality Services, which has managed 39 Woodland Street in Hartford. While we have only been in the building since July 1, 2017 (7) months, I feel it necessary to write this and recognize them for the outstanding service they offer us on a daily basis. When we were moving in they went above and beyond and were most helpful working with all of the vendors to make sure deliveries that were made ended up where they were supposed to be. They worked with the various vendors that were in and out on a continuous basis all day long every day as well as our staff. Through it all they were very professional and patient with us and could not have been any more helpful in making sure our move went smoothly.

In particular, I would like to recognize Joe Macaro and Mike for having provided excellent services in an old building. They work hard to address the concerns of all of the staff on a daily basis which includes adjusting the air conditioning and the heating system every day to meet the needs of all staff in the building.

Joe is great at communicating with all of us to ensure that we are aware of building issues that may affect our operations such as the change over from air conditioning to heat and any work that will be done by contractors during normal business hours.

Please give consideration in their experience in managing this building as well as the excellent customer service they provide in choosing the vendor to fulfill this contract.

Sincerely yours,

A handwritten signature in cursive script that reads "Robin Flumara".

Robin Flumara
Business Manager

Since 1975



FREEDOM OF INFORMATION



Connecticut Freedom of Information Commission • 18-20 Trinity Street, Suite 100 • Hartford, CT 06106
Toll free (CT only): (866) 374-3617 Tel: (860) 566-5682 Fax: (860) 566-6474 • www.ct.gov/foi • email: foi@ct.gov

December 7, 2012

To Whom It May Concern:

My name is Colleen M. Murphy and I am the Executive Director and General Counsel of the Connecticut Freedom of Information Commission.

Please accept this letter as a recommendation for O, R & L Facility Services, which has been managing the property at 18-20 Trinity Street, Hartford, Connecticut for the past 12 years.

I have been very satisfied with the company's attention to detail, personal service and professionalism regarding our building facility. The employees of O, R & L have provided a rapid response to any maintenance issue our office experienced in an expeditious, courteous and proficient manner. Under the most recent leadership of Robert Kozma, I have noticed even greater receptiveness to the needs of the Commission as well as the other agencies housed at this location.

O, R & L makes it a priority to keep our facility in good condition, knowing that it is the best course of action for both the building tenants, as well as for the State of Connecticut, which owns the property. I have no hesitation in advocating for the extension O, R & L's contract with the State of Connecticut.

Very truly yours,

Colleen M. Murphy
Executive Director and
General Counsel



Office of the Secretary of the State
 State of Connecticut
 P.O. Box 150470, Hartford, CT 06115-0470

DENISE W. MERRILL
 Secretary of the State
 JAMES FIELD SPALLONE
 Deputy Secretary of the State

December 5, 2012

Owens, Renz & Lee
 2 Summit Place
 Branford, CT 06403

To whom it may concern:

It gives me great pleasure to recommend OR&L as property managing company, at the Secretary of the State's Offices at 30 Trinity, St.

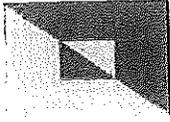
The responsiveness to the needs of the agency is commendable. Bob Kozma, Property Manager and his staff are very polite, handle service request in a timely manner and go out of their way to assist when and where ever needed, in maintaining 30 Trinity St.

I look forward to many years, working with OR&L and their staff.

Sincerely,

Blanche H. Reeves-Tucker
 Fiscal Administrative Manager

CC: B. Kozma



June 9, 2010

Mr. Robert Becker
Contracts Specialist
South Florida Regional Transportation Authority
800 N.W. 33 Street
Pompano Beach, FL 33064

Re: Letter of Reference

Dear Mr. Becker:

Project Service LLC is under contract with O,R&L Facility Services to provide facility management, maintenance and custodial services to the 23 service plazas in Connecticut, under our contract with the State of Connecticut Department of Transportation.

This project is a challenging project as it involves 23 service plazas on Interstates I-95, I-395, and Route 15 in Connecticut. These service plazas include food concessions, fuel, and restrooms for the traveling public. Statistics show a daily traffic of over 79,000 vehicles on the busiest sections of I-95 in Connecticut. The plazas are open 24/7/365 days per year, with the holidays being the busiest days of the year.

Under the leadership of Bob Owens and Sue Black, O,R&L's team has welcomed this opportunity and challenge and are knowledgeable and responsive to the needs of the State, the tenants and Project Service LLC. They have an excellent team of professional managers and corporate resources, with extensive knowledge of facilities management, maintenance, capital projects, and custodial services. The company is also aware of the prime importance in protecting the safety of their employees on site, and the safety of the traveling public.

In addition to the daily oversight of the facilities, the management team has recognized and bid out contracted services resulting in substantial cost savings to the project. These cost savings are integral to the project as efficiencies and effectiveness are essential to the success of this project.

Please feel free to contact me at 203-314-5446 if you have any questions.

Sincerely,

Michael Modine
Director of Operations
Project Service LLC



CREC

Expert
Solutions

OPERATIONS AND FACILITIES
Douglas Henley
Director of Facilities

December 15, 2016

Mr. Robert D. Owens
President
Owens, Renz & Lee Co., Inc.
2 Summit Place
Branford, CT 06405

Dear Mr. Owens:

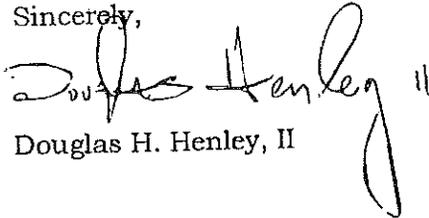
I want to take this opportunity to commend you on the efficient and professional facility management, maintenance and janitorial services that CREC has received from your firm. Your personnel have consistently provided exceptional service during the many years of our business relationship.

Our facilities benefit from the meticulous supervision of the maintenance and cleaning staff in day-to-day function, as well as in special areas, including new school development, project management and green sustainability practices.

Your entire organization takes pride in their work and always responds promptly and courteously to our service requests.

We look forward to working with O,R&L/Owens Realty Services into the years to come.

Sincerely,



Douglas H. Henley, II



CITY OF ORLANDO

September 13, 2016

BB&T Bank

Re: Letter of Recommendation for OR&L Facility Services

To Whom It May Concern:

OR&L Facility Services has been the facility contract manager for Orlando City Hall since November 26, 2007. Their contract was renewed a couple of years ago for an additional 5 year term with an option to extend further. The new contract and extension was approved by City Council due to their high level of professional service and expertise. OR&L provides City Hall with general property management, repairs and maintenance, security and postal services. We have relied on them heavily the last few months as our building is being renovated and their staff is assisting with oversight of the various contractors. Their staff is highly regarded and they bring years of experience in all phases of property management.

In addition, OR&L has managed the janitorial services contract at the Amway Center in Orlando since it was built. Their contract was nearing the end of the term and they were recently awarded a new contract in order to continue their high level of services to that facility.

Please accept this letter as a full recommendation for OR&L Facility Services. I believe that you will find them to be capable, hardworking and provide prompt response to any concerns that may come up during their management. We value their team here and are happy to provide this high recommendation based on our experiences in Orlando. Please call me if I may provide any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Laurie Botts".

Laurie Botts
Real Estate Division Manager

REAL ESTATE MANAGEMENT • BUSINESS AND FINANCIAL SERVICES
CITY HALL • 400 SOUTH ORANGE AVENUE • ORLANDO, FLORIDA 32801-3302
PHONE (407) 246-2653 • FAX (407) 246-3712 • Laurie.Botts@cityoforlando.net

March 15, 2012

Ms. Suzanne O. Black
Executive Vice President of Facility Operations
O,R&L Facility Services
2 Summit Place
Branford, CT 06405

Dear Suzanne:

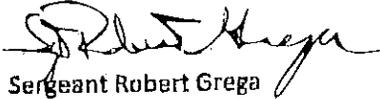
I would like to take the opportunity to let you know how pleased I am with the Property Management, Maintenance & Custodial services that your company currently provides.

O,R&L Facility Services has been providing services to the State of Connecticut Department of Emergency Services & Public Protection since 2007. During this time your staff has always been extremely professional and responsive in dealing with the building's needs.

As a Sergeant in the Office of Administration, I have had the opportunity to spend a substantial amount of time with your Property Manager, Chris Kelly. He has always promptly responded to and taken care of all my service requests. He has done an outstanding job at this facility and has helped to improve the overall maintenance and cleanliness of the building.

Your company continues to operate beyond my expectations. I look forward to working with the O,R&L team for years to come.

Sincerely,



Sergeant Robert Grega
Department of Emergency Services and Public Protection
Division of State Police



GERALD D. JENNINGS
MAYOR

OFFICE OF THE MAYOR
CITY OF ALBANY
CITY HALL
24 EAGLE STREET
ALBANY, NEW YORK 12207

November 23, 2009

Dear Friends:

It is a pleasure to congratulate you for being named "The 2009 Office Building of the Year," as well as the "2009 MAC Regional TOBY." The building at 625 Broadway, managed by Owen, Renz & Lee, has certainly brought the City of Albany much attention in both the regional and international business community, and I am proud to commend you on this accomplishment.

I applaud everyone involved with this success, including Picotte Companies for their hard work and unique vision which ultimately created this spectacular and award-winning building.

Congratulations again, and I wish you all the best.

Sincerely,

A handwritten signature in cursive script that reads "Gerald D. Jennings".

Gerald D. Jennings
Mayor, City of Albany



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
ALBANY, NY 12232
www.nysdot.gov

February 12, 2010

Mr. Jorgen Bowman
Property Manager
O,R&L Company
2 Summit Place
Branford, CT 06405

Re: Letter of Thanks

Dear Jorgen:

I would like to congratulate you and your building management team here at 50 Wolf Road for being the recipient of the Capital Region TOBY award. The O,R&L Building Management Team, under your direction, has done an outstanding job in managing this building and we are thankful for their dedication and daily support of the DOT headquarters building and tenants.

With over 1,500 employees including the Executive staff of the New York Department of Transportation, it is important that the facility is maintained at a high standard. Your team has performed at a consistently high level in all areas of building maintenance, housekeeping and grounds.

Your energy saving initiatives have also been recognized by the State OGS and the DOT and are appreciated, especially during this time of cost containment.

Thanks to you and your team. Our employees are fortunate to have their building needs met in a timely and responsible manner. We all look forward to working with you in 2010, and wish you the very best on your BOMA MAC submission.

Sincerely,

Mark Reuss (sh)

Mark Reuss
Management Systems Analyst
DOT Tenant Representative



Guilford Savings Bank
Your Community. Your Values. Your Bank.

September 14, 2016

To Whom It May Concern:

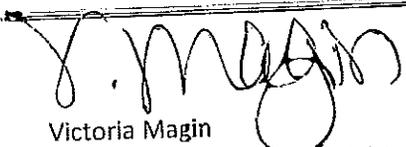
My name is Victoria Magin and I work for Guilford Savings Bank as the Core Banking/Vendor Administrator. I have been with the bank almost eleven (11) years. Our banks consists of 110 employees with six (6) locations.

OR&L has been working with Guilford Savings Bank since 2015. I personally have been working with OR&L since March 2016. We contract with OR&L for our facility management and maintenance for all branches.

Property Manager, Patti Didiano, has been my point of contact for OR&L. She is very timely in my requests and also has an all-encompassing knowledge of facilities management. In addition to facility management, OR&L has bid out contracts and negotiated pricing in a professional manner. Because of this, the bank has saved thousands of dollars in the short period of time I have been working with them. OR&L is committed to building our on-going relationship by working with us to ensure we get the best solutions from our vendors while also providing the best service from their company.

I would like to take the time to recommend using OR&L for your facility management needs. It has been a pleasure to work with the team and I look forward to continuing our relationship.

Sincerely,



Victoria Magin
Core Banking/Vendor Administrator
(203)458-5446

BRANFORD OFFICE
61 North Main Street
Branford, CT 06405
(203) 488-6823

EVERGREEN WOODS OFFICE
Limited Hours
North Branford, CT 06471
(203) 488-4861

PLAZA OFFICE
625 Boston Post Road
Guilford, CT 06437
(203) 453-6485

MAIN OFFICE
PO Box 369
One Park Street
Guilford, CT 06437
Phone (203) 453-2721
Fax (203) 458-3927
gsb-yourbank.com

MADISON OFFICE
589 Boston Post Road
Madison, CT 06443
(203) 318-1875

NORTH MADISON OFFICE
494 Old Toll Road
Madison, CT 06443
(203) 421-7068

OLD SAYBROOK OFFICE
840 Boston Post Road
Old Saybrook, CT 06475
(860) 388-3051



City of New Haven
John DeStefano, Jr.
Mayor

Engineering Department
Richard H. Miller, P.E., L.S.
City Engineer



October 24, 2007

Mr. Robert D. Owens
President
O,R&L Company
2 Summit Place
Branford, CT 06405

Dear Bob:

Just wanted to let you know how pleased we are with the Property Management and Custodial services that you are providing at the New Haven Police Department.

This building, as you know, has very special requirements, due to the nature of its 24/7/365 day schedule, with its emergency call center and central dispatching units, as well as its component of executive offices, detective offices, and special unit areas. The 54 cell blocks are also a challenge.

In the two years that you have managed it, the status of the facility has improved significantly.

The City of New Haven is proud of the facility and we thank the O,R&L team for its diligence in making this happen. The O,R&L is always responsive and pro-active and has taken a strong interest in improving the environment.

Thank you again.

Sincerely,

Peter Shmigelsky
Asset Manager
City of New Haven

200 ORANGE STREET, ROOM 503
Tel (203)946-6417



NEW HAVEN, CT 06510

Jeannette

Thank you for your follow-up and to the OR&L Team for their efforts. The energy conservation measures they have undertaken to operate these two facilities in an efficient manner is quite commendable and demonstrates initiative, environmental stewardship and a level of accountability that should be the standard for all of our facility managers and staff, including our own staff here in OGS.

After reviewing the details associated with the reductions in natural gas and electric at 50 Wolf Rd and 625 Broadway, I'm confident that the OR&L team will remain diligent in searching for, and taking advantage of, future opportunities to conserve energy, the results of which will be reflected in our statewide WEAM reporting initiative.

Keep up the great work!

Thanks, Bob

Robert E. Lobdell Jr., Director
Div. of Utilities Management & Statewide Energy Group
NYS OGS, Real Property Management

G.N.A.R. Empire State Plaza
Corning Tower, 23rd Fl., Suite 2378
Albany, NY 12242

New York State Department of Environmental Conservation
Division of Operations
Bureau of Office Services, 10th Floor
625 Broadway, Albany, New York 12233-5040
Phone: (518) 402-9246 • Fax: (518) 473-8222
Website: www.dec.ny.gov



Alexander B. Grannis
Commissioner

January 27, 2009

Mr. Jorgen Bowman
Owens, Renz & Lee
625 Broadway
Albany NY 12233

RE: BOMA Recognition

Dear Jorgen:

I would first like to congratulate you and your management team here at 625 Broadway for the recognition that you have recently been awarded by BOMA for the outstanding job done in managing this property during the year 2008, and secondly I would like to offer my support of your ongoing initiative to submit your evaluation package at the next levels within the BOMA hierarchy.

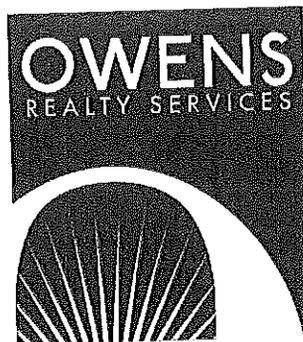
As the State of NY's first LEED certified building, and the home base of our Department of Environmental Conservation (DEC), 625 Broadway really needs to be showplace for the many visitors and customers who daily pass through our fully open office layouts. We at DEC have always felt that we wanted our building to be "a cut above" other NY State office spaces, and we have initiated a number of voluntary programs, such as office waste recycling and green cleaning which have become the standard. We recognize that these additional requirements place an additional burden on you and your staff, and I am happy to be able to say that you have risen to the tasks and performed at a consistently high level in all areas of building maintenance, security, housekeeping and grounds.

I am especially grateful for your extra personal attention to the needs of our tenant population, and the strong support you give to your staff that are responsible for dealing with all manner of tenant problems and issues on a day to day basis, working with my office staff and the general tenant population. We are fortunate to have a good working team, I look forward to working with you again in 2009 and beyond, and wish you the very best luck on your BOMA evaluation.

Sincerely,

Michael Mascelli
Property Manager – Tenant Representative
NYS Department of Environmental Conservation

Related Experience



Full Service Management Services

City of Hartford - Hartford Public Safety Complex



Owens Realty Services provides for 24/7/365 operation, maintenance and janitorial management for the City of Hartford's Hartford Public Safety Complex in Connecticut's State Capital.

The 155,000 sq. ft. complex houses information technology, animal control, traffic, motorcycle and emergency services, locker spaces and a credit union. The two upper levels of the 3-story complex support the Fire Department, Fire Marshall and Emergency Management offices and dispatch.

The lower level houses prisoner booking and detention areas, forensics lab, evidence storage, crime scene and criminal staff space, vehicle bays and the main electrical and boiler room areas.

The Hartford Public Safety Complex, completed in 2013, houses the City's Public Safety Division which includes police, fire and emergency services. The complex includes a state-of-the-art Emergency Operations Center that is the City's main hub of information and decision making during any man-made or natural emergency.

The Complex is at the center of significant and historic transformations for the City of Hartford: the project marks the renewal of a 6 - acre parcel as part of a larger 26 - acre redevelopment in Hartford's New Park initiative. It also represents the first time the City's police, fire and emergency services have been combined into one location, and it forms a strong link between the Central Business District to this historic North Hartford neighborhood.

Hartford Public Safety Complex Profile:

155,000 square feet

3-Story

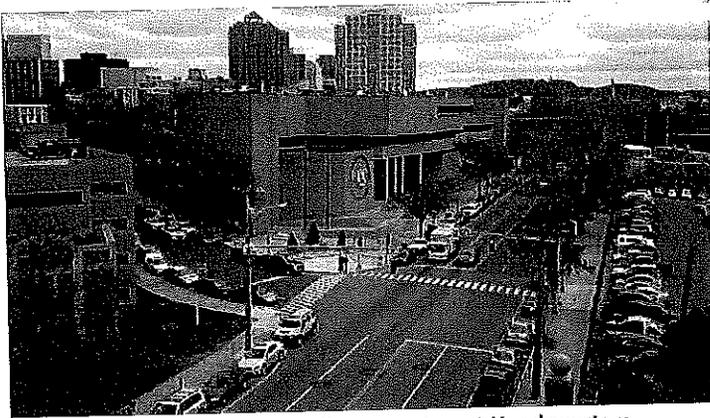
Maximum Occupancy - 500 employees



www.owens-services.com

Full Service Management & Custodial Services

City of New Haven Police Department Headquarters



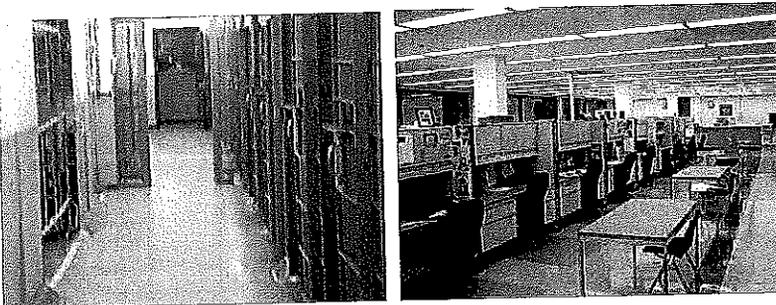
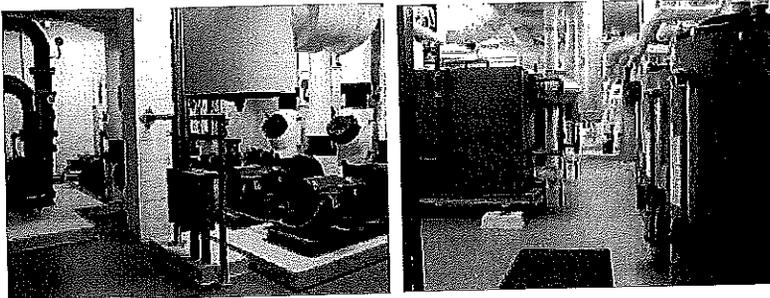
City of New Haven Police Department Headquarters
New Haven, Connecticut

Since 2005, Owens Realty Services has provided comprehensive Facility Management, Maintenance and Security services for the City of New Haven Police Department's Headquarters. Due to the success of our management program, the City subsequently added the Police Training Academy facility and its nine (9) citywide sub-stations to the contract.

Our dedicated, professional team is committed to providing the highest level of service, reporting and communications to achieve the Police Department's objective of addressing the needs of the City, rather than the day-to-day maintenance demands of its physical plant. In addition to offices, administrative space, cafeteria and fitness center, the facility also supports a secure 911 citywide call center, 125 lock up cells, booking area, interrogation space and sally port.

The City's interest in improving the overall health and cleanliness of this facility has resulted in an aesthetically appealing workplace.

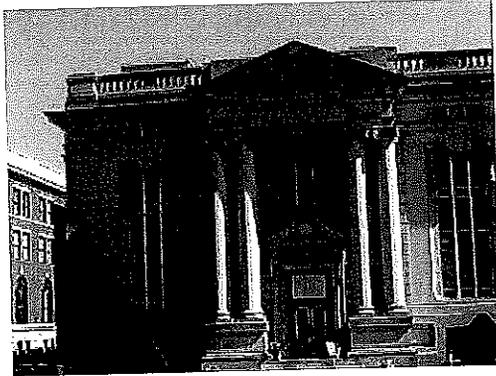
Previously performed by a group of direct maintenance personnel shared between nine sub-stations, the Department has now gained a high level of on-site technical facility experience by retaining the Owens Realty Services team which includes a dedicated Property Manager, Maintenance Technicians and custodial staff. The result has been significant improvements and cost savings in the day-to-day operation of the facilities.



www.owens-services.com

Full Service Management State of Connecticut

Since 1998, Owens Realty Services has been providing comprehensive facility management services of 158,000 sq. ft. for the State of Connecticut office buildings at 18-20 & 30 Trinity Street located across from the State Capitol Complex. After four consecutive 5-year contract terms, our service agreement was recently renewed for another 5-year term, with the addition of another 276,000 sq. ft. of properties that include the offices of the Connecticut Department of Energy & Environmental Protection at 79 Elm Street and the Connecticut Department of Consumer Protection, Food & Standards Division and State Metology Laboratory at 9 Windsor Avenue. The portfolio also includes oversight of the 10 Clinton Street property in Hartford which is slated for demolition in Spring of 2018 to make way for a new parking lot in the downtown Capitol Complex area. Our team provides comprehensive staffing and coordination of all maintenance, janitorial and security staffing, energy management, capital projects oversight, tenant relations and management of work orders through a Computerized Maintenance Management System (CMMS).



18/20 Trinity Street, Hartford, CT - 81,297 Square Feet

Tenant Profile:

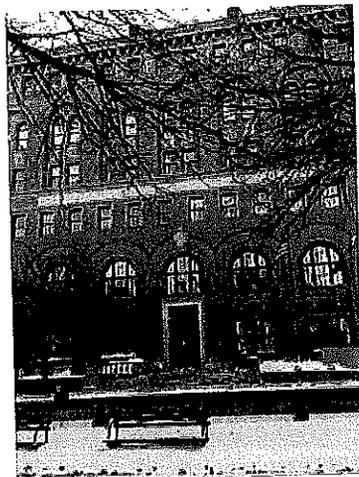
- Elections Enforcement Commission
- Freedom of Information
- State Ethics Commission
- Auditors of Public Accounts
- Commission on Equality & Opportunity
- Commission on Women, Children & Seniors
- Office of the Child Advocate
- State Contracting Standards Board
- Board of Firearms Permits Examiners
- DAS Print Shop
- DAS Mailing Services



30 Trinity Street, Hartford, CT - 76,665 Square Feet

Tenant Profile:

- Secretary of State's Office
- Board of Accountancy
- Office of the Chief Public Defender



79 Elm Street, Hartford, CT - 249,000 Square Feet

- Department of Energy & Environmental Protection



9 Windsor Avenue, Windsor, CT - 27,395 Square Feet

- Department of Energy & Environmental Protection
& Department of Consumer Protection



www.owens-services.com

Owens Realty Services
Full Service Management Services
State of Connecticut - Department of Administrative Services

Owens Realty Services provides operations, maintenance and janitorial management for the State of Connecticut Department of Administrative Services properties that total 617,193 SF of properties in Hartford, Wethersfield, Newington, and Meriden, CT as detailed below.



61 Woodland Street - 243,690 square feet - formerly the offices of Phoenix Mutual Life Insurance Company and the Greater Hartford Community College, the building now serves as offices for the:

- Connecticut Department of Higher Education (ARC Program)
- Connecticut Board of Regents
- Connecticut State Judicial Marshal
- Connecticut Department of Developmental Services
- Connecticut Interstate Compact Unit
- Connecticut Judicial Administration Monitoring



39 Woodland Street - 32,833 square feet

- Connecticut Technical Education and Career System
- Soldiers, Sailors & Marines Fund



170 Ridge Road, Wethersfield, CT - 30,000 square feet



110 Sherman Street - 32,170 square feet - serves as offices for the Attorney General of the State of Connecticut.

525 Russell Road, Newington, CT - 272,100 SF
1 Undercliff Road, Meriden, CT - 9,000 SF



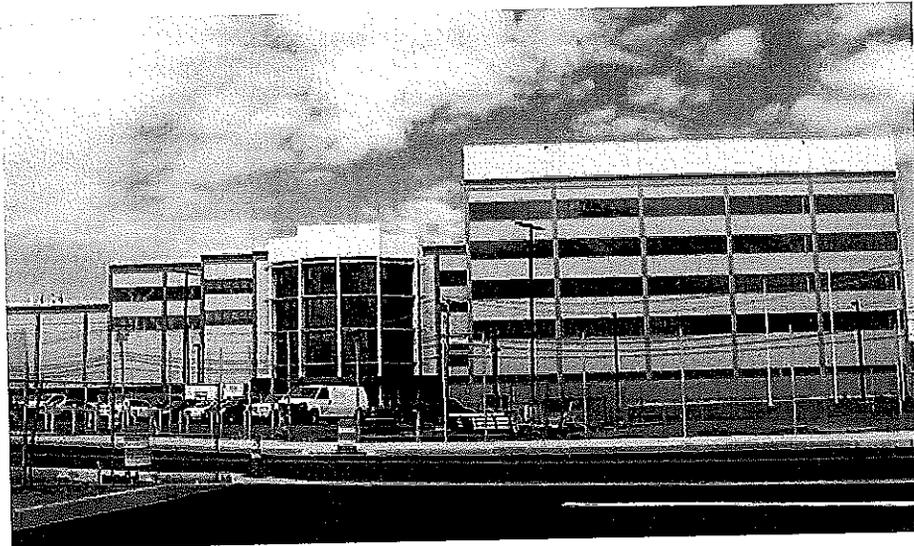
www.owens-services.com

Full Service Management

Connecticut Department of Transportation

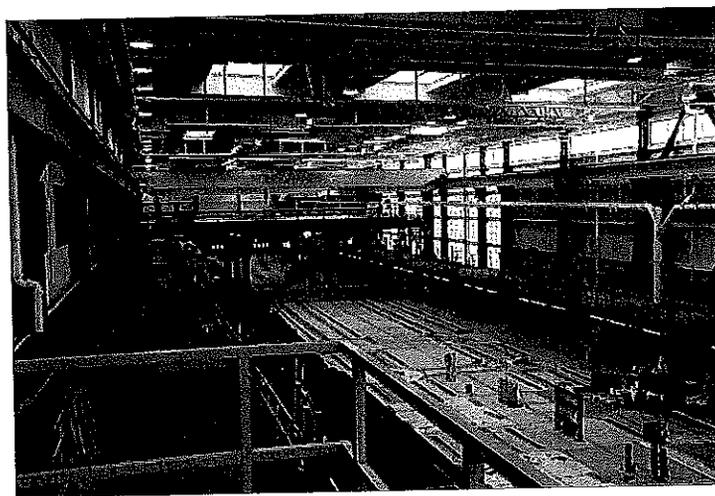
New Haven Rail Yard Component Change Out Building

New Haven, CT



Owens Realty Services provides comprehensive management, maintenance and janitorial services for the State of Connecticut Department of Transportation's New Haven Rail Yard Component Change Out Building on Brewery Street in New Haven. Our company was awarded the project as the 300,000 square foot building was coming out of construction.

The complex provides for the maintenance of Connecticut's commuter rail fleet with 3 tracks that can accommodate 13 cars at one time with cranes and floor lifts to facilitate removal of large components such as trucks, HVAC units, pantographs, etc. The facility also includes support shops to repair and maintain the major car components, parts storage facility, offices and welfare facilities for employees, training facility, a security suite with command center and MTA police offices, MTA/Metro North Railroad offices, CTDOT offices, and a communications hub.

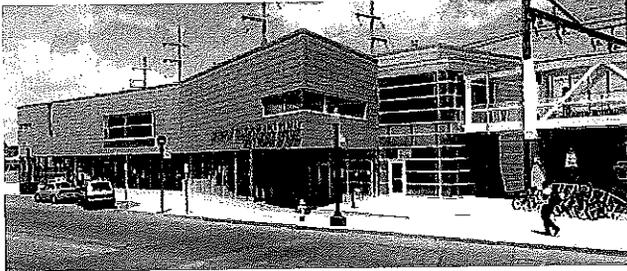


www.owens-services.com

Full Service Management

Connecticut Department of Transportation

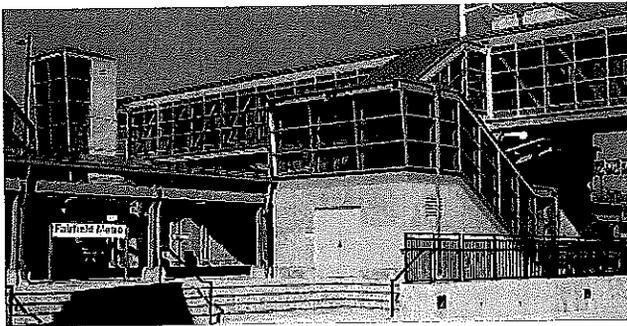
"Region B" Railroad Station Facilities



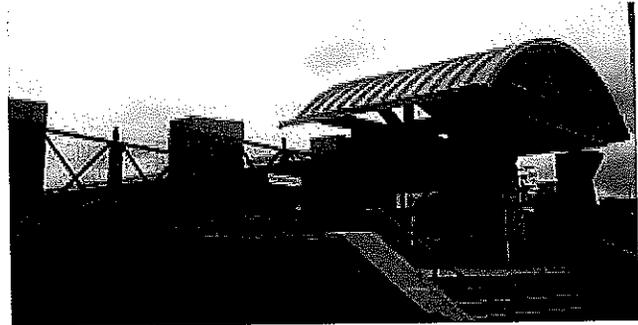
Bridgeport Station East & West - 525 Water Street



Waterbury Station - 333 Meadow Street



Fairfield Metro - 61 Constant Way



New Haven State Street Station - 259 State Street



West Haven Station - 20 Railroad Avenue



Naugatuck Station - 195 Water Street



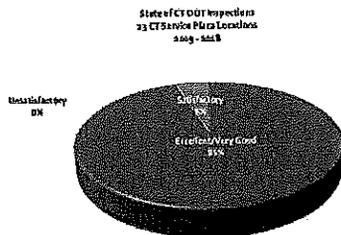
www.owens-services.com

Full Service Management

State of Connecticut - Highway Service Plazas



From December 2009 through December 2018, Owens Realty Services (d/b/a O,R&L Facility Services, LLC) in conjunction with the Carlyle Group, and Project Service LLC, commenced to deliver comprehensive Facility Management, Janitorial and Environmental Services for the State of Connecticut Department of Transportation's twenty-three (23) Service Areas.



High Quality Service Delivery:

Over a 9-year time frame, inspections were performed by an independent auditor for each of the 23 Service Plaza sites. Within that timeframe, only one (1) inspection, out of 3,454, was deemed "unsatisfactory." Five percent (5%) were rated at "satisfactory", with the remaining 95% rated at "Very Good" or "Excellent."



Owens Realty Services worked with SEIU 32 BJ at the following Connecticut Service Area Locations:

I-95 - North & South Bound:

Darien / Fairfield / Milford / Branford / Madison

Route 15 - North & South Bound:

Greenwich / New Canaan / Fairfield / Orange / North Haven

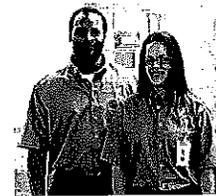
I-395: Plainville - North & South Bound & Montville - South Bound



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Service Provided:

- 24/7/365 Service
- 800 Call Center
- Mobile Trades Maintenance for regular, emergency and on-call maintenance for each Service Area's Mechanical Systems as well as plumbing, electrical and other trade services.
- Computerized Maintenance Management System (CMMS)
- Professional, Trained Cleaning Staff
- Cleaning for Health Program
- Green Seal Cleaning Products
- Low-Impact Cleaning Equipment
- Diligent Grounds Maintenance
- Implementation of Energy & Water Saving Programs



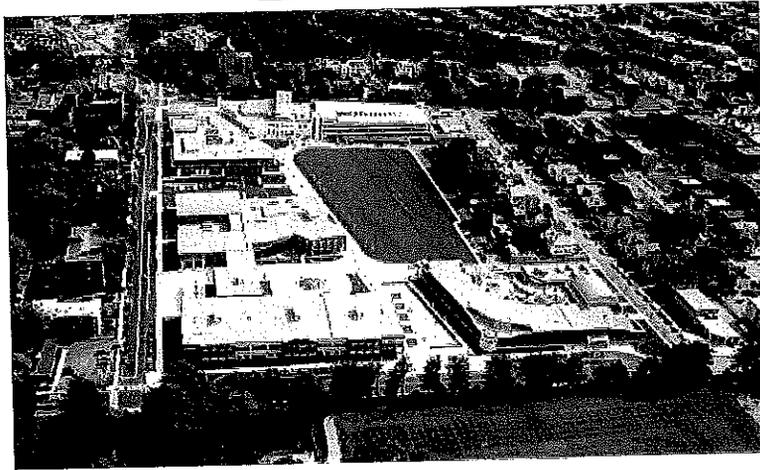
Our team was actively involved in the reconstruction of all 23 locations which have been completely rebuilt to LEED specifications to provide highway travelers with safe, efficient, clean, and scenic rest areas.

Owens Realty Services Full Service Management, Janitorial & Environmental Services

Owens Realty Services provides comprehensive facility management, maintenance and janitorial services for 1.6 million sq. ft. of facilities for the Capitol Region Education Council (CREC) throughout the Greater Hartford region. CREC is a not-for-profit organization designed to develop a wide variety of cost-effective and high-quality programs and services to meet the educational needs of children and adults in the Capitol Region. Starting from just a handful of schools, the portfolio has grown on average, 2-3 schools per year.

Owens Realty Services has created a successful working relationship with CREC in the development and planning of their magnet school program. Our history with the innovative and ground-breaking organization has spanned 18 consecutive years as a direct result of our professional and proactive partnership with CREC. Throughout our 18 year history with CREC we have supported many initiatives to help enrich the student's education experience. We are proud of our partnership with CREC to support the Owens Realty Services Innovation Fund. The fund will help to provide the resources necessary to facilitate CREC's Promoting & Cultivating Education Innovation Program which is designed to empower teachers, staff and students to develop the skills to be entrepreneurial leaders, creatively addressing the demands of education in the 21st century.

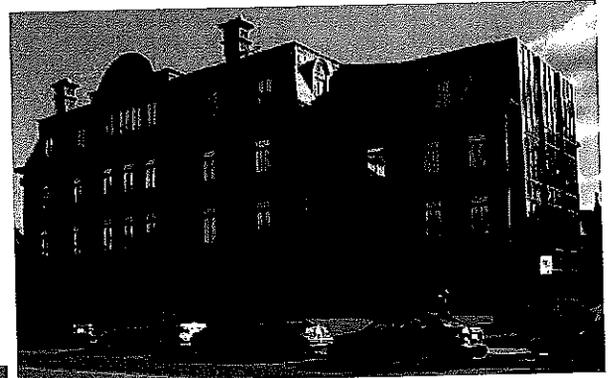
The CREC Portfolio



CREC - The Learning Corridor, Hartford, CT: Montessori Magnet Elementary School, East Central Magnet Middle School, Greater Hartford Regional High School for Science, Math & Technology, Theater Complex, Commons Building, 425-space Parking Facility
16 acres - 5 buildings - 350,000 SF



CREC - Operations Center
Hartford, CT
20,970 SF



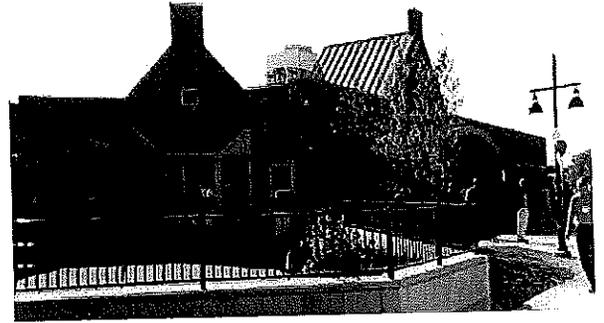
CREC - Central Corporate Offices
Hartford, CT
50,617 SF



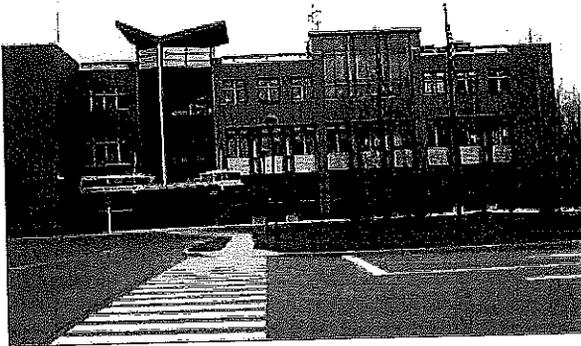
Owens Realty Services Full Service Management, Janitorial & Environmental Services



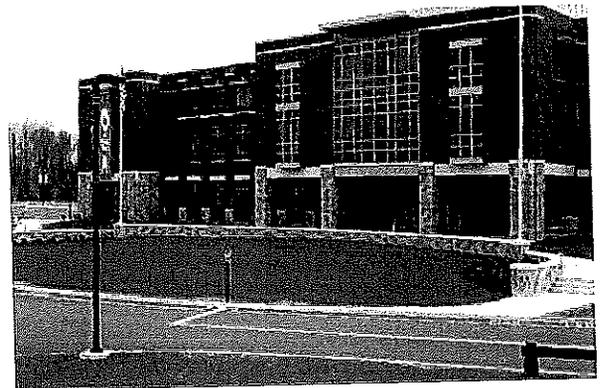
Metropolitan Learning Center
Bloomfield, CT
146,859 SF
Grades 6-12



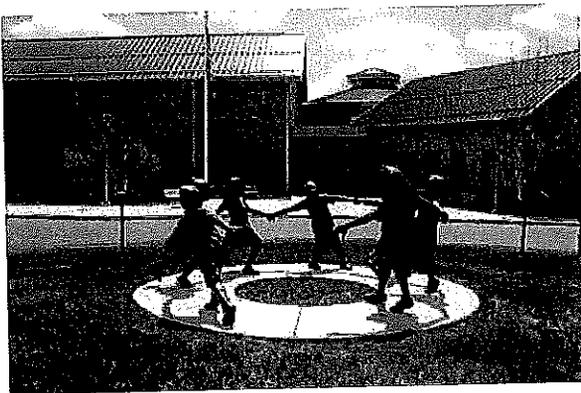
University of Hartford Magnet School
Hartford, CT
76,048 SF
Grades Pre-K - 5



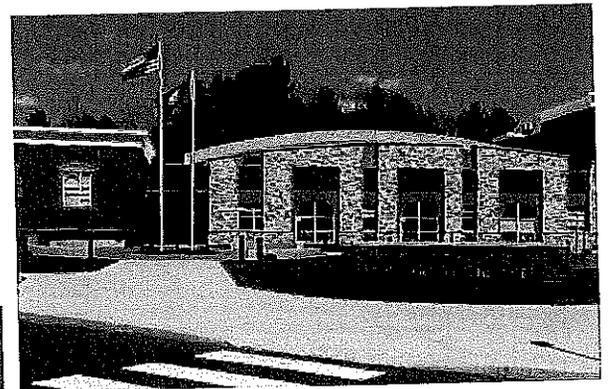
Two Rivers Magnet Middle School
East Hartford, CT
128,000 SF
Grades 6-8



Public Safety Academy
Enfield, CT
145,000 SF
Grades 6-12



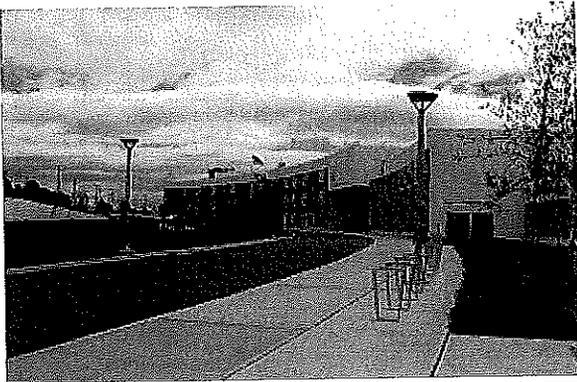
International Magnet School for Global Citizenship
South Windsor, CT
62,923 SF
Grades Pre-K - 5



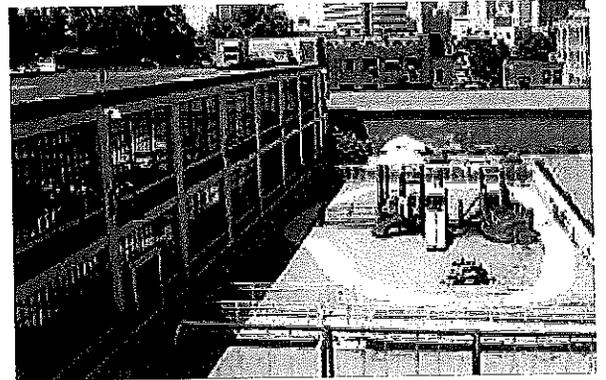
Reggio Magnet School of the Arts
Avon, CT
64,120 SF
Grades PreK-5



Owens Realty Services Full Service Management, Janitorial & Environmental Services



Medical Professions Academy
New Britain, CT
145,000 SF
Pre-K



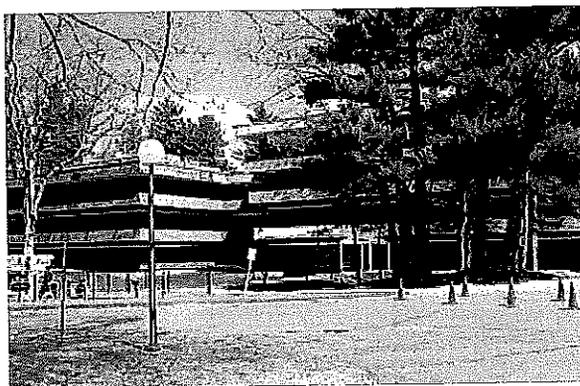
Coltsville/River Street Preschool/Early Learning Center
Hartford, CT
53,043 SF
Student Ages 3-5



Arts Academy High School, Hartford, CT
50,000 SF
Grades 9-12



Arts Academy Middle School, Hartford, CT
45,000 SF
Grades 6 - 8



Ana Grace Academy of the Arts
Elementary Magnet School, Avon, CT
43,420 SF
Grades PreK3 - Grade 3



Farmington Valley Diagnostic Center School,
Simsbury, CT
5,900 SF

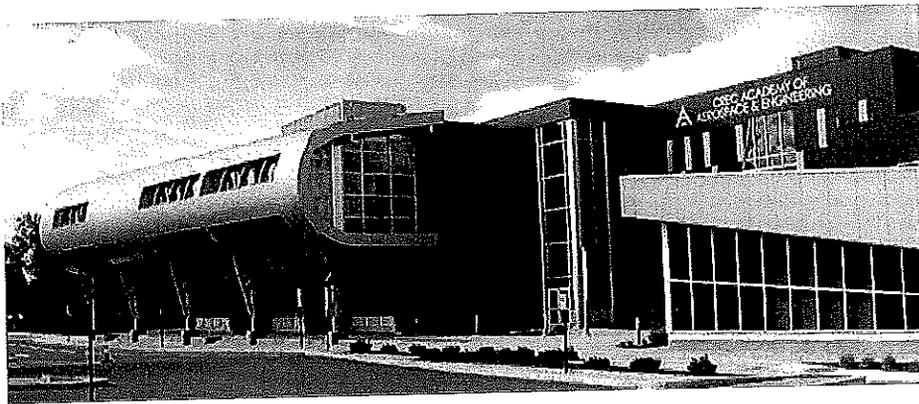


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Owens Realty Services Full Service Management, Janitorial & Environmental Services



Museum Academy School, Windsor, CT
49,815 SF
Grades Pre-K - 5



Academy of Aerospace & Engineering, Rocky Hill, CT
164,765 SF
Grades 9 - 12



Discovery Academy School, Wethersfield, CT
77,000 SF
Grades Pre-K - 5



Full Service Management University Towers, New Haven, CT



Since 2003, Owens Realty Services has provided comprehensive property management, engineering, maintenance and custodial services for the complex and accounting and financial services to the operating corporation.

University Towers is a 250,000 sq. ft., 16-story residential/office tower in downtown New Haven, CT. The first two floors of the building are commercially leased with the balance of the building being cooperative residential units comprised of 238 privately-owned studios, and 1,2, and 3-bedroom apartment units. The site offers a 107-space on-site parking lot, 208 space off-site structured parking lot and an outdoor, built-in swimming pool. The dedicated Property Manager for the facility oversees a team that includes a full time Chief Building Engineer, full time Maintenance Mechanic, full time Administrative Assistant, 24/7 front desk staff and 7 days a week janitorial services.

The most recent capital project for University Towers, under the direction of the Property Manager for this account was for a three year (2014-2017), two-phase \$16M renovation which included:

- Elevator modernization
- Structural reinforcement and resurfacing of the parking garage
- Penthouse roof replacement
- Replacement of all balcony railings, windows, sliding glass doors and removal of PCB contaminated curtain wall under an EPA approved remediation plan.
- The Property Manager is currently overseeing the installation of a storm water separation system with a \$350,000 budget.

Our Property Manager also previously provided the project management for an eight million dollar capital renovation project at the complex. The capital project consisted of the total replacement of the facility's mechanical plant as well as major renovations to the exterior building facade and interior common areas.

Tenant Profile:

- The Yale Child Study Center
- The Yale Child Study Center Trauma Program
- Yale School of Medical Pediatric Emergency Medicine Faculty
- Yale School of Medicine Transplant Anesthesiology
- Yale School of Medicine ICU Anesthesiology
- Yale Depression Research Clinic
- Allergy Associates
- Drs. Brier, Rosenthal & Evans
- Dr. Henry B. Samson, O.D.

University Towers Owners Corporation Profile:

250,000 square feet

Mechanical Information:

Electrical

460 Volt 3 Phase 4000 Amp service stepped down to 208/120 Volt

HVAC

(1) low pressure brick-set Fitzgibbon dual-fuel steam boiler with hot water coil Heat via steam to hot water heat exchanger (hydronic finned coil served via heating hot water risers) - 15,000 UST

Centralized exhaust system with 6 roof mounted exhaust units

(5) Packaged Air Handlers servicing 1st & 2nd floors

Internal Water Cooled DX Towers

Apartment packaged A/C units with inverted fan blowers

Elevators

Otis (2000 LB Cap @250 FPM)

(2) passenger

(1) freight

Fire

ADT Universal Modular Fire Alarm Model 4520

50 HP 500 GPM Booster

Wet Standpipe System



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**Owens Realty Services
Proposal for City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex**

5. Staffing

John Jagiello, Owens Realty Services' current Facility Manager for the property, and his team, will continue to be responsible for the overall management of the building's physical and mechanical plant operations. He will continue to be responsive and proactive in all building-associated issues and concerns.

Mr. Jagiello is supported by Thomas Hulk, Director, Facility Operations and Executive Vice President of Operations, Suzanne Black. Mr. Hulk, and/or Ms. Black connect with Mr. Jagiello on a weekly basis minimally, and sometimes daily, depending on need. They each maintain communication with client and tenant representatives and assists in problem-solving, giving direction, and assuring compliance in all aspects of the contract, job performance and providing advice and counsel. Mr. Hulk and/or Ms. Black attend client meetings and Ms. Black is the contract liaison for the property.

Suzanne Black will be the corporate point of contact for the Assistant Superintendent of the DPW for this property. Her contact information is as follows:

Contact Information:

Cell Phone: 203.623.4042

Email: sblack@owens-services.com

We thoroughly understand the requirements as outlined in RFP# 5883 and commit to providing an exceptional level of building management services to your organization, including implementation of a program that will result in an enhanced and expeditious Operations Plan, and a high customer service rating. Our objective is not to just meet your expectations, but to exceed them.

The management team assigned to support Mr. Jagiello in the management of the Hartford Public Safety Complex includes the following key personnel:

Robert D. Owens	President/CEO
Randall K. Ziegler	Executive Vice President
Suzanne O. Black	Executive Vice President, Facility Services
Thomas Hulk	Director, Facility Operations
Michele Vasso	Facilities Operations Manager
Joan McDonnell	Chief Financial Officer, Executive Vice President
Robert Johansmeyer	Exec. Vice President., HR, Risk Mgmt.& Corporate Training
Bethany Burgos	Vice President, Compliance & Process Improvement
Michael Rivera	Director, Risk Management & Safety

This team will continue to support Mr. Jagiello throughout the term of the contract. This group of specialists will work together as a team to review and modify the Building Operational Plans, review and assist in the continued refinement of bid documents for building related services, assist in the hiring of new employees, and evaluate building performance.

A Commitment to Supporting Field Operations:

Over the past few years, the company has made a commitment to building a strong internal support structure for our field teams to enhance communication, offer cost effective solutions and support the company's sustainability initiatives. One of our first initiatives has been to bring on board **Michael Rivera, Director of Risk Management and Safety**. With an intense focus on workplace safety and training, Owens Realty Services was recognized by our insurance company, BB&T with the prestigious "BB&T Light House Beam" Safety Recognition Award for achieving a MOD rating of less than 1.0 – companywide.

The company's new Executive Vice President, HR, Risk Management and Corporate training, **Robert Johansmeyer**, brings extensive industry experience in departmental planning, employee management, training, risk management detection and remediation. With a resume that includes serving as Deputy Chief of Police for the City of Altamonte Springs, FL, he has a unique perspective that is valuable to our team in the management of our 24/7/365 Public Safety portfolio.

Thomas Hulk is the company's Director of Facility Operations. He reports directly to Suzanne Black. Mr. Hulk brings over 17 years of experience in property and asset management, and construction and project management. He has been instrumental in numerous account start-ups for Owens Realty Services in Connecticut, and Florida. He works closely with our Property and Facility Managers to ensure that the scope of services for each client is being met and that expectations are being exceeded.

Joan McDonnell, Chief Financial Officer/Executive Vice President, brings over 28 years of experience in finance accounting and operations. Her previous experience includes Big 4 CPA firm Deloitte & Touche with significant involvement in both the public and private sector with an emphasis on reporting, budgeting and forecasting. Responsible for over \$10B real estate assets through the company's divisions, she is responsible for managing state-based accounting teams that help ensure proactive field-to-office communications, detailed and timely reporting, all customized to meet the reporting needs of our clients.

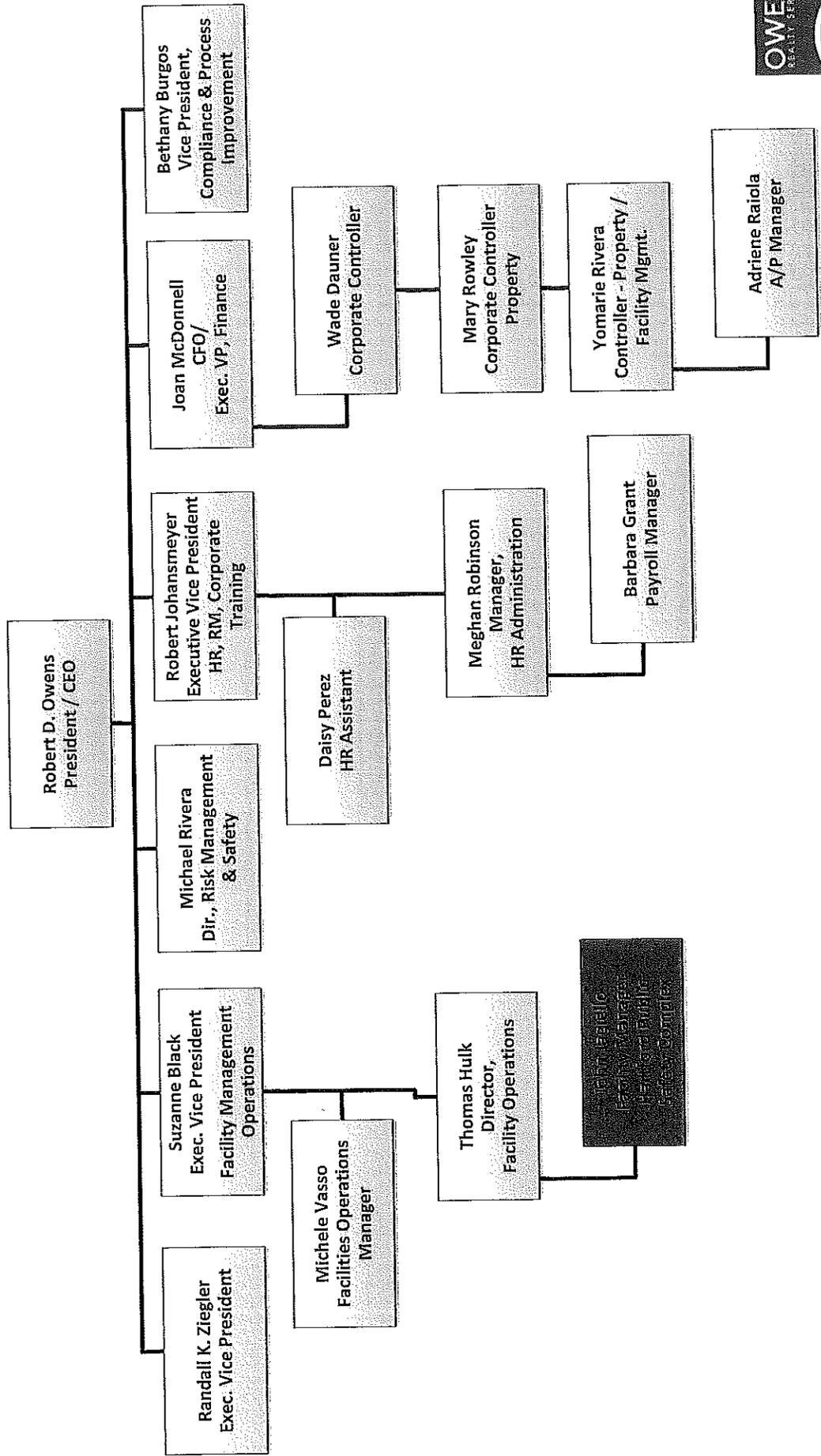
Bethany Burgos, Vice President, Compliance & Process Improvement, has a proven track record of supporting the company's continuous improvement and technology initiatives through diligent research, program development, training, implementation and enforcement of best practices. Her work in transitioning the company to a more dynamic and flexible payroll and scheduling system has resulted in *significant time savings for our managers, flexibility in scheduling changes and companywide notifications utilizing the software's mobile application, and proactive timecard monitoring system that prevents incorrect punches and time theft.*

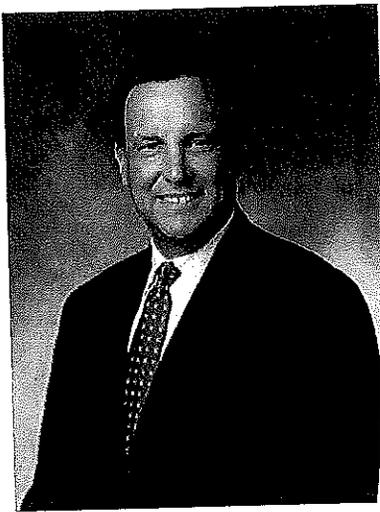
She has also completing a comprehensive transition to cloud-based computing which has had the immediate effect of improved field-to-office communications with seamless integration into the new sales and contract tracking database. This new, fluid program can be accessed from anywhere, and any device, with secure password protected access to real time contract tracking companywide.

Doris Wasson, LCAM, CFM, LEED AP O+M, supports the team regarding energy initiatives, sustainability initiatives and LEED consulting.

An organizational chart and resumes for the team are included at the end of this section.

Owens Realty Services - Organizational Chart for RFP# 5883
 Hartford Public Safety Complex - 249-253 High Street, Hartford, CT





Robert D. Owens President/CEO

Robert D. Owens is the President/CEO of Owens, Renz & Lee Co., Inc. - doing business as Owens Realty Services. Mr. Owens has over 34 years of professional experience in commercial real estate marketing, management and construction.

He founded the company in 1990 and currently employs over 1,000 full time employees with offices in Florida, North Carolina, Connecticut and New York. With unique marketing and industry foresight, Mr. Owens has created an organization that combines the vital expertise required for state-of-the-art facility development and operations.

Owens Realty Services offers large public and private facility owners with a single resource that they can rely on for all their facility and real estate needs. Comprehensive real estate services include master planning, site selection, site acquisition, facility design, design review, construction estimating, and construction management as well as facility management and maintenance.

Mr. Owens has carefully built his staff of best-in-the-industry professionals, who utilize innovative technology and best practices that continually result in total client satisfaction. The company's success cannot be attributed to one specific relationship or event; its remarkable success is the result of Mr. Owens' overwhelming commitment and dedication to be the absolute best and most innovative firm in the industry.

Associations

- University of Vermont Foundation Leadership Council
- Give Kids the World - Board of Directors
- Winter Park Memorial Hospital Family Foundation - Secretary, Board of Directors
- New Image Youth Center - Board Member
- U.S. Green Building Council
- Downtown Orlando Partnership
- APPA: Leadership in Educational Facilities
- Building Service Contractors Association International (BSCAI)
- Building Owners & Managers Association (BOMA)
- International Facility Management Association (IFMA)
- Cleaning Management Institute (CMI)
- Council of Educational Facility Planners International (CEFPI)
- Community Association Manager
- Member of the University of New Haven - Sports Facility Management/Master's Degree Program - Business School Advisory Board - Member & Guest Lecturer
- CT Yankee Greyhound Racing, Inc. - 1983-2005 - Member of Board of Directors
- CT Yankee Motor Inn, Inc. 1983 - 1989 - Member of Board of Directors

Community Enrichment

The Owens Scholarship for Scholastic Achievement
Since 2002, given in recognition of outstanding scholastic achievement and performance of community service.

~

Founder

Owens Realty Services Orlando Mentoring Executive Forum -est. 2010

~

Major Founding Sponsor

Winning Ways - Rising Stars Annual Basketball Clinic Orlando, Florida -est. 2010

Education

University of Vermont
B.S. Political Science

Experience:

Colleges & Universities:

- Albertus Magnus College, New Haven, CT
- College of Central Florida
- Florida A&M University, Orlando, FL
- Florida Atlantic University - Boca Raton
- Polk State College, FL
- University of South Florida
- UCF Spectrum Stadium, Orlando, FL
- Yale University, New Haven, CT

K-12 Educational Facilities:

- Achievement First, Inc., New Haven, CT
- Capitol Region Education Council, Hartford, CT
- East Haven High School, East Haven, CT
- The Learning Corridor, Hartford, CT

State of Connecticut - Dept. of Transportation

- Component Change Out Building, New Haven
- Region B Railroad System
- 23 - Statewide Service Plazas

CT Dept. of Administrative Services

[10 facilities = 1.2M SF]

City of Hartford Public Safety Complex, CT

City of New Haven, CT

- New Haven PD HQ & Citywide Substations
- Police Training Academy & Gun Range

State of New York - Office of General Services

[4 facilities - 1.4M SF]

City of Ocala - Ocala International Airport, FL

City of Orlando - Orlando City Hall Complex, FL

City of Winter Park, FL

[100 facilities = 410,500 SF]

Orlando Venues, Orlando, FL

- Amway Center - LEED NC Gold
- Camping World Stadium - LEED BD+C Silver

Orlando City Soccer Stadium, Orlando, FL

LEED BD+C Silver

Tampa Bay Buccaneers HQ & Practice Facility, FL

Tampa Convention Center, FL

Dsceola Heritage Park, FL

Mecklenburg County, NC

[66 facilities = 1.1M SF]

Union County, NC

[26 facilities = 711,000 SF]

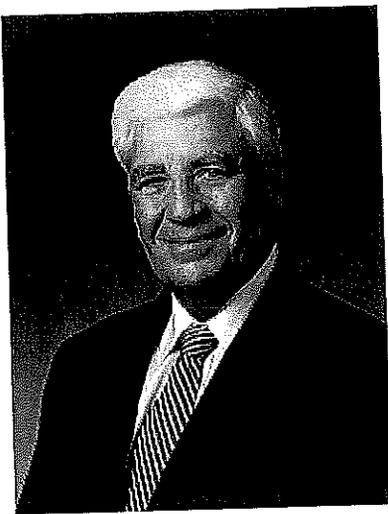
Investment & Corporate:

- 70 Audubon Street, CT
- University Towers, CT
- Tavistock Group
- Siemens's Gamesa Renewable Energy, Inc.
- ORC, LLC



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Property & Facility Management | Commercial & Investment Brokerage | Real Estate Investment
Engineering, Trades & Maintenance Staffing | Housekeeping & Environmental Services 51



Randall K. Ziegler
Executive Vice President

In addition to assisting Robert Owens, President/CEO in the development of the Company on a planned basis, Mr. Ziegler is charged with the responsibility of handling the company's ongoing corporate relationships.

Prior to joining Owens Realty Services, Mr. Ziegler was an internationally recognized leader in the stadium and leisure food industry and as such has been listed on the International Association of Venue Manager's website as one of their "Legacy of Leaders" Distinguished Allied Awards – www.iavm.org/legacy/index.htm.

He has served as a guest lecture at Cornell University's Hospitality School, the University of New Haven's Sports and Entertainment MBA School and has served on numerous expert panels in the USA, Asia and Australia. His career spans over four decades.

As Director of Sales for the Midwest Region, Mr. Ziegler was responsible for all Colleges, Public School systems and Healthcare facilities in a three-state area and was later assigned as Vice President of the Public Venues Division.

Immediately prior to joining Owens Realty Services Mr. Ziegler was the President and Co-Founder of Fine Host Corporation in Greenwich, CT. He was responsible for all leisure facility business affairs in the contract food service management business; Mr. Ziegler negotiated contracts with high profile clients and oversaw all leisure facility operations. He has extensive experience in the marketplace, including the opening of the Sun Life Stadium, formerly known as the Joe Robbie Stadium - home of the Miami Dolphins, the Orange County Convention Center & Performing Arts Center, as well as other high profile clients such as the Portland Performing Arts Center and the Portland Memorial Coliseum – first home to the Portland Trail Blazers and host arena for the USA's 1992 Olympic "Dream Team", and Qualcomm Stadium, formerly known as the Jack Murphy Stadium – home to the San Diego Chargers and San Diego Civic Theater. Mr. Ziegler was responsible for the opening of the M&T Bank Stadium – home of the Baltimore Ravens, the RCA Dome – home of the Indianapolis Colts, and the Raymond James Stadium-home of the Tampa Bay Buccaneers.

Mr. Ziegler's experience also includes the management of such high-profile events as eight (8) Super Bowls, three (3) World Series, three (3) NBA Finals, two (2) NBA All Star Games, two (2) 1992 Dream Team exhibition games and the Woodstock 25th Reunion.

Mr. Ziegler believes corporate growth can only be attained when the needs of the customer (and their clients), not the needs of the company, are the driving focus of a given project, as well as the development of close interpersonal contact between the client and Principals.

Awards & Distinctions

- Third Recipient of the Distinguished Allied - IAVM Lifetime Service Award
- Member Board of Governors – IAVM - 1999-2017 - 3 terms
- IAAM Institute of Leadership Council - 2003-2005

Education

- B.S. Ohio State University, Columbus, OH
- Completed credits toward MBA at University of Southern California
- Cornell University - Senior Management Symposium

Experience

- Fine Host International Corporation
Co-Founder, President & CEO
- ARA Services, ARAMARK Division Vice President
- Centerplate, Vice President
- Canteen Corporation, Vice President
- Hospital Host Division, National Sales Director
- United States Air Force - Chief of Special Service

Associations

- Member: U.S. Green Building Council
- Member: Building Service Contractors Assoc. International (BSCAI)
- Member: APPA-Leadership in Educational Facilities
- Member: International Facility Managers Association (IFMA)
- Member: Building Owners and Managers Association (BOMA)
- Member: Metro Orlando Economic Development Council
- Member: The Central Florida Partnership
- International Assoc. of Venue Managers
- Member of the University of New Haven - Sports Facility Management Masters Degree Program - Business School Advisory Board Member & Guest Lecturer
- Guest Lecturer for Cornell University School of Hotel Administration
- Director, IAVM Foundation, 1986-1994
- International Convention Center Managers Association (Charter Member and frequent Panel Participant)
- Stadium Managers Association (Charter Member and frequent guest speaker)
- World Venue Manager (Charter Member and Sponsor)
- Asia Pacific Exhibition & Convention Centre Association (Annual Speaker)
- Venue Managers Association – Australia, New Zealand & Asia



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Property & Facility Management | Commercial & Investment Brokerage | Real Estate Investment
Engineering, Trades & Maintenance Staffing | Housekeeping & Environmental Services 52



Suzanne O. Black, LCAM
Executive Vice President, Facility Services

Ms. Black is the Executive Vice President of Facility Services for Owens Realty Services. Ms. Black has over 35 years of experience encompassing facility management planning, expense budgeting, investment analysis, building maintenance, housekeeping services, mechanical and electrical systems, computerized maintenance management systems, quality assurance programs and capital project management.

With a portfolio of over 17 million square feet of commercial facilities over four (4) states, she follows the management philosophy of maximizing efficiencies by implementing the most proven advancements in property management methods and technology.

Ms. Black has direct experience working with Hartford, CT Local SEIU 32BJ Union. Under her leadership we have never had a grievance proceed to arbitration. In addition, due to the documentation that we have provided, 99.5% of all employee grievances have been resolved in our favor.

Ms. Black has led her team in the fine achievement of (6) Building Owner & Manager's Association (BOMA) Office Building of the Year (TOBY) Awards. Winning the Capital Region TOBY for 62.5 Broadway and 50 Wolf Road, both buildings went on to win the Mid-Atlantic Region competition and were one of 5 finalists in the International BOMA Building of the Year Awards. Under her guidance, both buildings have earned Energy Star® Building Certification since 2010. Her team has also won the TOBY for the Orlando Chapter BOMA for the management and maintenance of the Orlando City Hall in Orlando, FL.

Prior to her employment at Owens Realty Services, Ms. Black was the Customer Service Manager for F. D. Grave and Son, Inc. in New Haven, and the Director of Pricing for Homequity, Inc., a relocation company located in Danbury, Connecticut.

Education

Boston College, Boston, MA
B.S. School of Management, Marketing

Certifications

- State of Florida Community Association Manager - License # L11032300899
- Disney Institute - Disney's Approach to Quality Service
- FEMA Emergency Management Institute - Active Shooter Training
- Reasonable Suspicion Training for Supervisors - Signs & Symptoms of Drug Use & Alcohol Misuse
- OSHA Core 6

Associations

- Connecticut Chapter Green Building Council (CTGBC) - Gold Member Board of Directors - 2012-2013
- APPA: Leadership in Educational Facilities
- Building Owners and Managers Association (BOMA) - CT Chapter Member
- Building Service Contractors Association International (BSCAI) - Member
- International Facility Management Association (IFMA) - Member

Experience:

Colleges & Universities:

- Albertus Magnus College, New Haven, CT
- College of Central Florida
- Florida A&M University, Orlando, FL
- Florida Atlantic University - Boca Raton
- Polk State College, FL
- University of South Florida
- UCF Spectrum Stadium, Orlando, FL
- Yale University, New Haven, CT

K-12 Educational Facilities:

- Achievement First, Inc., New Haven, CT
- Capitol Region Education Council, Hartford, CT
- East Haven High School, East Haven, CT
- The Learning Corridor, Hartford, CT

State of Connecticut - Dept. of Transportation

- Component Change Out Building, New Haven
- Region B Railroad System
- 23 - Statewide Service Plazas

CT Dept. of Administrative Services

[10 facilities = 1.2M SF]

City of Hartford Public Safety Complex, CT

City of New Haven, CT

- New Haven PD HQ & Citywide Substations
- Police Training Academy & Gun Range

State of New York - Office of General Services

[4 facilities - 1.4M SF]

City of Ocala - Ocala International Airport, FL

City of Orlando - Orlando City Hall Complex, FL

City of Winter Park, FL

[100 facilities = 410,500 SF]

Orlando Venues, Orlando, FL

- Amway Center - LEED NC Gold
- Camping World Stadium - LEED BD+C Silver

Orlando City Soccer Stadium, Orlando, FL

LEED BD+C Silver

Tampa Bay Buccaneers HQ & Practice Facility, FL

Tampa Convention Center, FL

Osceola Heritage Park, FL

Mecklenburg County, NC

[66 facilities = 1.1M SF]

Union County, NC

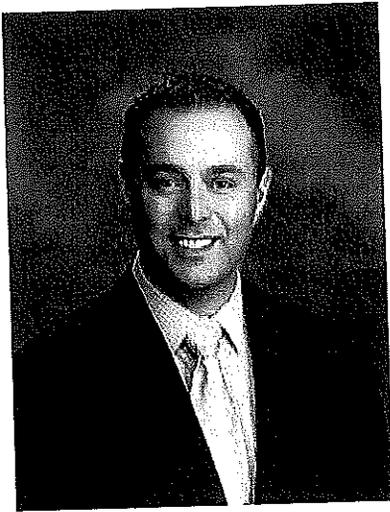
[26 facilities = 711,000 SF]

Investment & Corporate:

- 70 Audubon Street, CT
- University Towers, CT
- Guilford Savings Bank, CT
- Y&O Investments, CT



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Thomas Hulk
Director of Facility Operations

Thomas Hulk is the Director of Operations for Owens Realty Services Facility Management Division. Reporting directly to the Executive Vice President of Facility Operations, Mr. Hulk is responsible for a commercial real estate portfolio of over 17 million square feet in Connecticut, New York, North Carolina and Florida.

Mr. Hulk has over 17 years of experience in the commercial real estate market including direct property management, asset management and

construction and project management services. He is responsible for supporting the company's mission to provide true asset management services by proactive and responsible management that results in extended lifecycles of critical capital equipment and systems, an emphasis on sustainable services and energy and utility conservation strategies. He works closely with Ms. Black and the Regional Operation Team Leaders to ensure sustainable management, preservation of the client's assets and comprehensive operational cost savings initiatives through diligent facility management planning, expense budgeting, investment analysis, building maintenance, housekeeping services, mechanical and electrical systems, computerized maintenance management systems, quality assurance programs and capital project management.

Most recently, Mr. Hulk gained valuable experience in property and construction project management at KS Partners, LLC. Responsible for a \$24M portfolio in Woburn, MA and Hartford, CT, he served as Regional Director of Real Estate. His previous positions with the company included acting as the Director of Construction and Project Management (2014-2016) and as Assistant Vice President of Asset Management (2013-2014).

Owens Realty Services is proud to welcome Mr. Hulk to a team that has been recognized with (6) Building Owner & Manager's Association (BOMA) Office Building of the Year (TOBY) Awards and the inclusion of ENERGY STAR certified, and LEED certified buildings within the managed portfolio.

His comprehensive management background, extensive construction management experience and strong leadership skills will be a valuable asset to our team.

Education & Accreditations

University of Connecticut, Storrs, CT
BS Economics, Concentration in Finance

State of Connecticut Real Estate Agent - License # REB0758876

Associations

- Member - Accounting & Real Estate Societies
- Member - Building Owners & Managers Association - Greater Hartford Chapter

Experience:

Owens Realty Services
Director, Facility Operations
2017 - Present

Previous Experience:

KS Partners, LLC, Woburn, MA & Hartford, CT
Regional Director of Real Estate (2016 - 2017)
Responsible for \$24M real estate portfolio in Massachusetts and Connecticut. Collaborated with company President to develop and manage long-term growth strategies including cost efficiencies, functional policies, maximization of lease renewals and 100% occupancy. In addition to directing the on-site personal within the portfolio, also coordinated activities with town planners, economic development directors, and P&Z. Managed and coordinated multiple TI Renovations, CapEx Improvements and Special Venture Projects. Negotiated vendor, contractor and subcontractor proposals including, GC, A&E, real estate managers, legal counsel, investors and lenders.

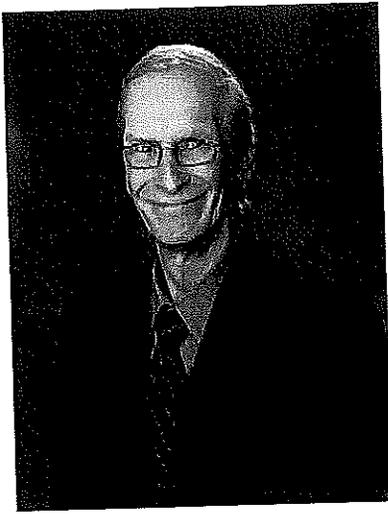
KS Partners, LLC, Woburn, MA & Hartford, CT
Dir, Construction & Project Mgmt. (2014-2016)
Responsible for construction and project management of 4.5M SF of commercial office space and the completion of over 410M in renovations over a two-year period. Facilitated the expansion of the construction team, procedures and processes for efficient project management, coordination and close-out. Coordinated the review and establishment of capital and tenant improvement budgets for large and small-scale renovations. Negotiated agreements on behalf of ownership with sub-contractors and third-party vendors.

KS Partners, LLC, Hartford, CT
Asst Vice President, Asset Mgmt. (2013-2014)
Responsible for the management of multiple, high profile corporate offices totaling 800,000 SF. Provided the oversight and execution of real estate activities for the CT portfolio including leases, building acquisitions/dispositions, site locations and property management services. Created and monitored budgets for optimal cost efficiencies and ownership objectives. Established and managed in-house general contracting of capital improvement projects, tenant renovations, energy efficiency upgrades and facility cleaning.

Nutmeg Management Corporation, Hartford, CT
Property Manager (2001-2013)
Managed 1.1M SF of office, flex and medical space. Was responsible for the management of up to 25 employees. Responsibilities included bidding, negotiation and procurement of subcontracted services, janitorial, life-safety, engineering and general maintenance activities in accordance with OSHA safety regulations, draft, review and approve lease agreements tracking rental and operating expenses for cost efficiencies. Implemented sustainability initiatives including "green" cleaning, recycling programs, energy upgrades, resulting in operational cost savings and building efficiency.



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John Jagiello

Facility Manager for the
City of Hartford,
Hartford Public Safety Complex

John Jagiello is Owens Realty Services Facility Manager for the City of Hartford, Hartford Public Safety Complex located at 249-253 High Street, Hartford, CT. As such, he is responsible for all aspects of Facility Management and Maintenance for the 155,000 sq. ft., 24/7/365 complex which supports the City of Hartford Fire Department, Fire Marshal, Emergency Management offices and dispatch, Police Department, prisoner booking and detention

areas, forensics lab, evidence storage, crime scene and criminal staff space; as well as IT, vehicle/motorcycle bays, animal control, traffic, locker space and credit union.

With over 25 years of direct facility experience, Mr. Jagiello has worked hard to affect not only proactive day-to-day maintenance for this critical facility but has achieved energy efficiencies that have resulted in significant cost savings for the City. Additionally, through his due diligence audits of the facility, has been able to complete critical projects resulting in improved safety for the facility and its occupants.

Prior to his employment at Owens Realty Services County, Mr. Jagiello provided facility management services for large portfolios with facilities throughout geographical regions, with over 17 years of experience and contacts throughout the Greater Hartford region.

His background is based in strong oversight for daily and extraordinary maintenance activities, capital management planning, financial reporting and direction of the Mobile Trades team. He has strong written and verbal communication skills and a friendly cooperative manner which has enabled him to work well with other property managers as well as clients, tenants, vendors and subcontractors. He has built successful and professional relationships with our tenants with an eye to tenant satisfaction and proactive work order management.

Mr. Jagiello's attention to detail, thorough preparation and cooperative management style makes him a valuable team member.

Education & Credentials

W.F. Kaynor Technical High School, Waterbury, CT

Central Connecticut State University, New Britain, CT

Experience:

Owens Realty Services, Branford, CT
Property Manager
City of Hartford, Hartford Public Safety Complex
2015 - Present

Verizon Wireless
Senior Analyst/ Facilities
2011-2015

Managed multiple retail locations in CT, Western MA, and Albany, NY - overseeing all aspects of building maintenance, cleanliness, security, EMS systems, and utilities. Completed maintenance and site inspections on all 37 locations as needed daily, monthly, and quarterly. Member of the crisis management team reporting to senior management. Opened and closed multiple new retail locations as well as moved existing locations to new buildings. Managed all vendors through the work order system. Managed all larger scale capital projects as requested through Capitol Expense. Responsible for tracking and reporting cost savings.

Oce/Verizon
Facilities Manager
2006-2011

Managed multiple Call Centers and office locations in CT including Wallingford, Meriden, Rocky Hill, Norwalk, and Shelton overseeing all aspects of building maintenance, cleanliness, EMS systems, and vendors. Performed all maintenance tasks needed as assigned on all sites to ensure smooth daily operations. Worked exclusively with Verizon senior management on all building and vendor related items. Routinely completed monthly site inspections and tracked and reported on all cost savings and EMS functions. Ensuring all work orders were completed correctly and in a timely manner. Maintained on-call assignments as well as responding to after-hour issues as needed.

Hartford Jobs Corps Academy
Facilities Manager
2001-2006

Managed all aspects of facilities, inventory, and transportation for an 8-building campus in Hartford, CT. Scheduled Staff and completed all daily work orders and preventative maintenance items including scheduling on-call rotation. Trained and supported facilities and logistic staff scheduling and completing routine and season work. Responsible for the management and implementation of all yearly budgetary needs for all areas of campus.



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Michele Vasso
Facilities Operations Manager

Michele Vasso is a qualified and results oriented professional with over 22 years of experience in the property management industry. She is the Facilities Operations Manager for the company and reports directly to Suzanne Black, Executive Vice President, Facility Services.

Her responsibilities include assisting Ms. Black in the management and support of the company's property managers and maintenance teams for 17 million square feet of properties throughout Connecticut, New York, North Carolina, and Florida. Ms. Vasso provides direct oversight

for all administrative functions and enforcement of all policies and procedures regarding all of the properties. She prepares and originates all internal work orders for billing to accounting and clients as well as daily, weekly, and monthly reporting to clients; vendor management; fleet management, telecommunications, time and attendance compliance; and maintenance and management of the company's client and vendor database. Ms. Vasso is also a key member of the company's Transition/Start-Up team, assisting with due diligence initiatives and corporate training.

Her experience includes the management of over 500 units for 13 condominium associations located throughout New Haven County and Norwalk, CT. She has worked closely with Board of Directors, conducting monthly and annual meetings, managing daily operations and is knowledgeable of all aspects of construction project management.

Through Ms. Vasso's previous property management experience as well as her experience as the Facilities Operations Coordinator, she has demonstrated her ability to manage multiple sites and clients in a demanding setting and has met each challenge with a focus on customer service and internal support.

Education & Certifications

- Certified Professional Coder (CPC) - Medical Coding Academy
- North Haven Adult Education Accounting Classes
- Community Association Manager's License in progress
- Excel - Advanced Training
- Core 6 Safety Trainer
- Certified Occupancy Specialist (COS)

Experience:

Owens, Renz & Lee Co., Inc.
Facilities Operations Manager
November 2011 - Current
Assists the Executive Vice President of Facility Services in providing support to all facility managers and maintenance teams.

Previous Experience:

KCF Nutrition Distributors
Office Manager/Accounting
Responsible for the recruitment and training of new employees Maintained office records and all financial reports. Responsible for A/R and A/P, credit and collections.

Margolis Barkon Realty

Property Manager
Management and Maintenance for 13 properties located throughout New Haven County and Norwalk, CT, some of which included:

- Bishop Court, New Haven, CT
- Central East, New Haven, CT
- East Rock Commons, New Haven, CT
- Highpoint, Norwalk, CT
- Pine Brook, Darien, CT
- Silvermine, Norwalk, CT
- Silver Ridge, Norwalk, CT
- Woodfield Commons, Norwalk, CT
- Oakwood Condominiums, Norwalk, CT
- Countryplace II, Shelton, CT
- Park Towers, Norwalk, CT
- Silver Meadows, East Haven, CT

Maintenance Supervisor

Initiated the development of the Property Management division. Duties included scheduling of work, employee management, work orders management, invoicing, bill collection, and payroll.

Property Bookkeeper

Responsible for 25 properties. Maintained monthly financial statements and reports for property managers. Responsible for processing cash receipts and disbursements on a daily basis.



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Joan McDonnell
 Chief Financial Officer/
 Executive Vice President, Finance

As the company's Chief Financial Officer, Ms. McDonnell's focus is on effective financial reporting, cost management accounting, and control solutions in order to gain efficiencies and strengthen reporting compliance.

She provides direct management of the company's accounting team and recommends and implements accounting policies and procedures for numerous income producing accounts across multiple cost centers throughout Connecticut, New York, North Carolina, and Florida. She is responsible for accurate monthly financial reporting, supervision of supplementary monthly, quarterly, and annual financial information, and management of tax reporting. She coordinates hard close and year end audits with external auditors and manages all cash transactions and banking relationships.

Ms. McDonnell has established a cooperative and professional working environment with the company's Executive Vice Presidents as well as the company's Operations, HR, and Business Development teams.

Ms. McDonnell is responsible for the financial reporting requirements under the Project Service LLC contract. This involves all monthly reporting and monthly reconciliation reports as well as assisting with budget development. Her involvement in growth companies has resulted in a successful track record of leading change with the implementation of proven industry best practices in financial operations.

Ms. McDonnell has demonstrated skill in strategic planning combined with financial, technical, and business acumen resulting from a diverse professional background and hands on experience to drive business growth. Owens Realty Services is proud to have her as a part of our dynamic team.

Education

Hofstra University
 BBA Accounting

Professional Certification

Certified Public Accountant, New York

Experience:

Owens, Renz & Lee Co., Inc.
 CFO/EVP - 2016 - Current

Previous Experience:

Thule Group

Controller - 2015-2016

Internationally publicly traded company with 5.3 billion in net sales for 2015. Responsible for directing the accounting function for the company's businesses in the US and Canada.

Management Health Solutions Inc.

Controller - 2011 - 2015

Oversaw the establishment, implementation and administration of accounting principles, practices and procedures. Integrated operations of 2 business acquisitions into the financial operations of the company.

Sequel International - Timex Group

Controller - 2009 - 2010

Responsible for all areas of accounting for the US and international divisions. Reviewed and realigned the department to ensure operational efficiency. Led the team to convert US Accounts Receivable from outside factor group to in-house with no bad debt and no fees from factor group.

Dianon Systems, Inc.

Regional Controller - 2004 - 2009

Supervised and trained staff. Prepared annual budget and monthly forecasts for revenue and expenses. Responsible for \$350 million budget and \$130 million of expenses.

Swiss Army Brands, Inc.

Accounting Manager - 1996 - 2004

Preparation of monthly consolidated financial statements, including foreign subsidiaries. Assist CFO in tracking foreign currency hedge position versus anticipated requirements. Saved company 14% of CT sales tax during an audit by checking auditor's methodology.

Colgate-Palmolive Company

Financial Manager-General Accounting - 1991-1996

Steady promotions from Corporate Staff to Financial Manager - General Accounting over a 5-year period for this worldwide consumer products company with reported revenues of \$16.3B.

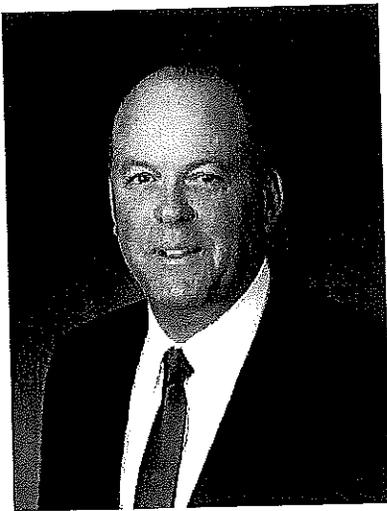
Deloitte & Touche

Senior Accountant - 1988-1991

Plan, supervise and conduct full audit engagement including manufacturing, entertainment, distribution, retail, banking and financial services.



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Robert Johansmeyer
Executive Vice President, HR,
Risk Management & Corporate Training

Mr. Johansmeyer is the Executive Vice President, HR, Risk Management and Corporate Training at Owens Realty Services with a professional resume of over 30 years of departmental planning, employee management, training and risk management detection and remediation.

In his present capacity, Mr. Johansmeyer will be responsible for the planning, development, organization, direction and subsequent evaluation of the company's HR function and performance.

His oversight extends to HR Administration, Talent Acquisition, Risk Management and Safety and management of the Company Training Program.

He will closely work with the Owens Realty Services Executive Team to proactively identify opportunities to enhance and improve the company's performance and functionality. His duties include assessing the overall climate and wellbeing of the organization in order to deliver increased employee productivity and commitment; including positive employee relations, employee communication strategies, performance management and goal setting, optimal staffing levels and overall employee involvement and development. He is knowledgeable in employee and labor relations including: conflict resolution, conducting and documenting investigations, preparation of statistical reports and records of action involving grievances, arbitration and mediation and other related labor relation activities. He is in charge of ensuring that all policies and procedures comply with state and federal regulations.

Prior to his appointment at Owens Realty Services, Mr. Cunningham served as the Deputy Chief of Police for the City of Altamonte Springs Police Department in Florida. As such he was responsible for the day-to-day administration and command of the Altamonte Springs Police Department with a complement of 103 sworn officers and 19 civilian positions. He provided strategic planning and resource recommendations to the Chief of Police and City Manager regarding all aspects of law enforcement policy and procedure. From an operational perspective, he has extensive experience and success in cost saving initiatives that included the research and implementation of a centralized dispatch system which involved complex and exacting technology milestones as well as the conversion and migration of critical data to a new records management system.

Mr. Johansmeyer is an excellent addition to our team and will be a valuable resource for our clients.

Education

Mountain State University, Beckley, WV
B.S. Criminal Justice, Magna Cum Laude

Seminole State College, Sanford, FL
A.S. Criminal Justice

Professional Development

- Graduate, Federal Bureau of Investigation, Florida Executive Development Program, West Palm, FL - 2014
- Graduate, Federal Bureau of Investigation National Academy (FBINAA) - 238th Session, Quantico, VA - 2009
- Graduate, State of Florida Emergency Management Academy, Tallahassee, FL - 2006
- Graduate, Florida Department of Law Enforcement, Senior Leadership Program, Tallahassee, FL - 2004

Previous Experience:

City of Altamonte Springs, FL
Deputy Chief of Police (2014-2016)

Responsible for the day-to-day administration and command of the Altamonte Springs Police Department. The organization is comprised of 103 sworn officers and nineteen civilian positions. Acts as Chief of Police in the absence of the Chief. Provide strategic planning and resource recommendations to the Chief of Police and, when needed, the City Manager, on all aspects of law enforcement policy and operations. Daily involvement in programs for crime prevention, high profile interaction with local media outlets, management of social media portals, community-policing programs, large volunteer program and enforcement efforts through programs such as Data-Driven Approach to Crime and Traffic Safety (DDACTS) and Intelligence-led policing.

City of Altamonte Springs, FL

Police Commander-Special Operations Division
(2010-2014)

Responsible for the City's crime prevention and community-oriented policing programs, which included more than fifty volunteers working assignments throughout the department. The City's robust volunteer program which saves the City the equivalent of more than \$96,000 each year and assists the department in forging deep ties in the community. Served as host agency for the Volunteers in Police Service (VIPS) Program in partnership with the Bureau of Justice Assistance and U.S. Department of Justice. This assignment included long-term planning and general administration of the Traffic, Uptown Altamonte and Community Oriented Policing Sections.

City of Altamonte Springs, FL

Police Commander-Management Support Division
(2004-2010)

Multidisciplinary division providing department-wide support for various activities within the department. Provide administrative oversight of the Internal Affairs, Records, Communications Center, Court Liaison, Budget Management, Emergency Management/Research, Planning and Development, Accreditation, Training and Alarm Sections.

Lieutenant Special Operations, Communications Center,
Special Projects (2000 - 2004)

Operations, Ready Response Team, Traffic Watch
Commander (1997 - 2000)

Master Police Officer - Criminal Investigations,
Homicide Detective (1994 - 1997)

Police Officer - Patrol / Operations and Traffic/
Special Operations (1987 - 1994)



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Bethany Burgos
Vice President, Compliance &
Process Improvement

Bethany Burgos is the Vice President of Compliance and Process Improvement for Owens Realty Services. She reports to President/CEO Robert D. Owens and is responsible for working across all divisions of the company to ensure efficient operations through research, development, training and implementation, and enforcement of industry best practices and technology that support the company's business goals.

Prior to her promotion Mrs. Burgos was the Director of Process Improvement for the company. During her tenure in that position she successfully developed, trained and implemented numerous company-wide programs that have helped improve efficiency while reducing overhead costs. Her management of the company's move to cloud-based computing resulted in improved office-to-field communications which included Video Conferencing and the change to VOIP telecommunications which resulted in cost savings for the company. Her responsibilities included the management of vendors and the in-house technical team that ensured the successful integration of software resulting in streamlined operational procedures for the corporate team as well for divisional supervisors and managers.

Prior to working at Owens Realty Services, Mrs. Burgos served as the Executive Assistant to the Vice President of JT3, military contractor at U.S. Edwards Air Force Base in southern California. She was responsible for Project and Event Coordination as well as for daily and weekly auditing of time and travel of over 700 employees as well as for the organization of purchase requisitions for the Vice President's review and approval.

Ms. Burgos is a graduate of Southern University in Lakeland, Florida and is currently pursuing her Masters of Business Administration degree.

Education

Liberty University
Pursing - M.S. Business Administration

Southeastern University, Lakeland, FL
B.S. Communications

Certifications

OSHA 6

Experience:

Owens Realty Services

Vice President, Compliance & Training
2018 - Current

Director, Process Improvement
2016 - 2018

Process Improvement Manager
2015 - 2016

Human Resources, Support
2014 - 2015

Previous Experience:

JT3

Executive Assistant

2011-2014

Prepared written and statistical monthly reports containing the studies and summaries for project data. Organized file systems for all correspondence and military records on all project assignments. Responsible for creating PowerPoint presentations for official government meetings. Trained all supervisors on a cost effective way of saving money on travel utilizing a new Defense Connect Online System which allowed secure telecommuting between bases. Develop desktop procedures for employees of all departments to follow for various projects. Arranged and coordinated travel schedules and reservations for Vice President and Program Management. Responsible for ensuring all time coordinated with government funding and travel authorizations and project expenses. Responsible for purchase requisitions and audit of purchases for Vice President's review and approval.

Books A Million

Assistant General Manager

2009 - 2011

Reviewed and recruited candidates for employment. Performed initial interviews and recommended top candidates. In charge of new hire orientation, building profiles, explaining benefits and monitoring all training. Ensured that all employees were up to date on training implemented by company. Responsible for the overall operation of the store and exceeding our net sales goal of 2.5million annually. Maximized sales and profits while minimizing store expenses.

Carolyn Pankalla Ministries

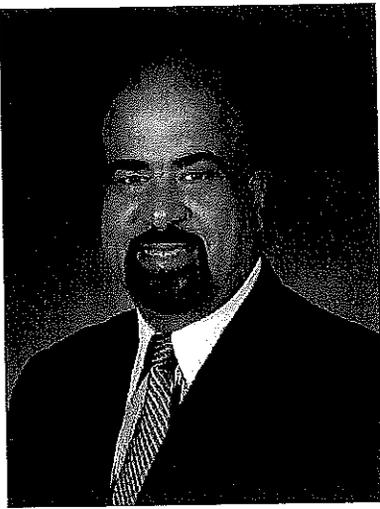
Web/Projects Manager and Coordinator

2009

Implemented the design and content of the website and online store, and maintained social networks including: MySpace, Facebook, Twitter and YouTube. Received, Managed and shipped inventory from suppliers to our buyers, and made sure all books, inventory and outside contracts were in order. Scheduled events such as: fashion shows, performances and meetings. Coordinated all travel arrangements for CEO, contractors and company representatives.



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Michael Rivera
Director, Risk Management & Safety

Mr. Rivera has over 20 years of professional experience in the safety management field that encompasses occupational safety and health, training and development, security management, and physical security.

Currently, Mr. Rivera manages risk management and safety programs for the company's contracts with clients throughout Florida, Connecticut, New York and North Carolina. He oversees a team of safety experts who conduct in-house and field training sessions that include OSHA mandated training, and the company's own safety training program which features annual and bi-weekly safety training.

He analyzes safety inspection audit reports to ensure compliance with all local, State and Federal regulations concerning Health and Safety. Additionally, he supports the company's business development initiative by assessing risk of prospective new business and developing programs to mitigate risk in existing projects.

Mr. Rivera is experienced in the management of corporate & industrial safety, hazpower / hazmat, strategic emergency planning, risk assessment, disaster preparedness, hazardous materials, incident investigations, crisis management, and food safety.

Mr. Rivera has developed time and cost saving strategies by identifying areas of focus with his team, and carefully analyzing results to calculate effectiveness. His streamlined safety procedures allow he and his team to run efficiently and effectively.

From 2015 to date (2018) Mr. Rivera and his department have completed 187 Quality Assurance and Safety Inspections of the Service Plazas. His findings are reported to Senior Management as well as to Greg Horan, the O,R&L Property Manager for the contract. These inspections have been invaluable to making modifications to our programs to enhance performance and safety.

Education

Bayamón Central University
Bachelor in Safety and Health

Stratford Career Institute
Security / Police Sciences

Certifications

- Licensed Private Investigator
- Licensed Security Instructor, Licensed Security D and G
- Licensed Security Agency Manager
- Reasonable Suspicion Training for Supervisors - Signs & Symptoms of Drug Use & Alcohol Misuse
- Notary Public, Orange County Civilian Sheriff Academy
- Executive Protection Specialist
- OSHA 10 Trainer
- FEMA Safety Training including FEMA Emergency Management Institute - Active Shooter Training
- Certified Food Safety Manager
- Licensed Teacher, State of Florida
- Licensed Asbestos Inspector

Associations

- National Safety Council
- National Fire Protection Association
- Chemical Hygienist Environmental Management Association
- American Society for Industrial Security
- Association of College Administration Professional
- The American Security Council Foundation

Experience:

Owens Realty Services
Director, Risk Management & Safety
2014 - Current

Previous Experience:

Brantly Corporation

Safety Manager / OSHA and Security Instructor -
2007 - 2014

Lead training sessions for courses including: OSHA, Asset Investigation, Surveillance Operations, and Environmental Safety and Health. Ensured policies were followed.

Walt Disney World

Animal Kingdom Safety Manager
2011-2012

Specialized in food & beverage safety for 5 main restaurants and 40 concessions and all park merchandising.

Empirical Protective Service

Safety Manager / Operations - 2006-2007

Directed operations and maintained customer service. Conducted investigations on incidents and maintained reports for clients. Lead safety training sessions for all associates.

Ana G. Mendez University System

Security Environmental, Safety & Health Director
1994-2006

Adhered to all standards set by OSHA, EPA, Fire Department, and ADA. Lead the safety committee and updated employees on new procedures. Organized a committee for emergencies, disasters, and government contacts during crisis.

Wackenhut Corporation

Safety / Branch Manager - 1992 - 1994

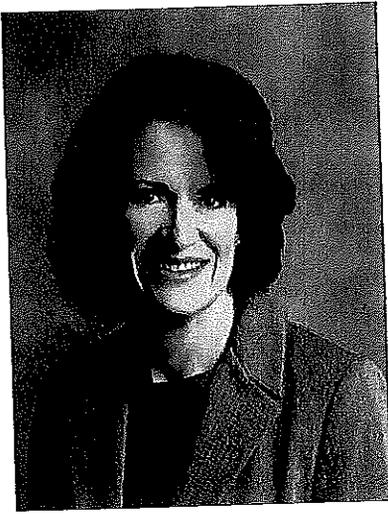
Oversaw 1,000 employees and 35 vehicles. Developed teams to conduct weekly inspections of client facilities. Lead training sessions and investigated incidents on client properties.

US Army, Combat Logistics

1986-1995



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**Doris Wasson, LCAM, CFM,
LEED AP O+M**

Director, Energy Initiatives

Doris Wasson, Director of Energy Initiatives for Owens Realty Services has over 20 years of property and facility management experience and holds the designation of Certified Facility Manager (CFM) and is a Licensed Community Association Manager. She is a certified LEED Accredited Professional in Operations and Maintenance. The designation is awarded by the United States Green Building Council

(USGBC) and stands for Leadership in Energy and Environmental Design.

Mrs. Wasson reports directly to Suzanne Black, Executive Vice President, Facility Services. Prior to serving in her current position, she was responsible for the management of the Orlando City Hall complex in Orlando, Florida. Providing the direct oversight of annual operations, maintenance and custodial services for the 250,000 sq. ft. facility, she was also responsible for leading her team in the Building Owners and Managers Association - Orlando Chapter's recognition of the Orlando City Hall as the 2010 "The Office Building of the Year" (BOMA TOBY). Recognized as the most prestigious and comprehensive award in the commercial real estate industry, the competition for the BOMA TOBY award judges participants on the effectiveness of their overall management capabilities in categories that include: Building Maintenance, Energy Management, Emergency Preparedness, Training, Community Impact and Tenant Relations. *The judges comment included "...multi-corridors had excellent maintenance..., plus security and life safety features [are] excellent."*

Mrs. Wasson's previous experience includes the management of high rise, high profile buildings. She is adept in project planning and implementation as well as process analysis and improvement. She has a superior customer service skill set which has enabled her to successfully bridge the satisfaction gap between owner/clients and tenant/occupations and she consistently meets budgetary objectives. Her proactive approach in discipline addresses the method, rather than the motive behind a substandard performance. Her philosophy is employee motivation through proper incentives and the pride of a job well done.

Education & Activities

West Texas State University, Canyon, TX

BS Communications & Education

Pi Delta Kappa (Individual Competitive Fraternity)

Kappa Delta Pi (Honorary Educational Fraternity)

Post Degree: Crummer Management Program - Rollins College, Winter Park, FL

Certified Facility Manager - International Facility Manager Association (IFMA)

LEED Accredited Professional O+M - U.S. Green Building Council

Certification Florida Real Estate License #L09022702852

State of Florida Community Association Manager - License #L10120600438

Member U.S. Green Building Council - Central Florida Chapter

Member IFMA - Education/Programs Committee Member - Chair 2005-2007

Member IFMA Public Sector Council Chapter

Take Stock in Children Mentor - 2003-2004

Experience with

Owens Realty Services:

Owens Realty Services
Director, Energy Initiatives
2012 - Current

Orlando City Hall
Orlando, FL
Owens Realty Services
Property Manager
2007 - 2012

Providing 24/7/365, comprehensive management of operations, maintenance and janitorial services for the 250,000 SF City Hall facility since 2007.

Previous Experience:

University of Central Florida Foundation
Research Park-Orlando, FL

Portfolio Manager for approx. 500,000 SF of properties with an annual budget of \$5.9M. Responsibilities included supervision of in-house staff, contractors, rent collection, accounts payable, detailed monthly reporting, leasing of University affiliated tenants, budget preparations and capital initiatives.

One Orlando Center
Orlando, FL

Property Manager for 360,000 SF - 19-story office tower and 7-story parking garage in downtown Orlando. Responsible for management of all in-house staff, contractors, rent collection, accounts payable, budget preparation, monthly reporting, tenant improvement projects, tenant appreciation events and capital initiatives.

One & Two Protegrity Place
Orlando, FL

Property Manager for (2) 60,000 SF - 3 story office buildings in Orlando, FL. Responsibilities included leasing and property management services for Protegrity Holdings general and medical office facilities in Orlando as well as for national satellite locations.



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Property & Facility Management | Commercial & Investment Brokerage | Real Estate Investment
Engineering, Trades & Maintenance Staffing | Housekeeping & Environmental Services 61

Owens Realty Services
Proposal for City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex

6. Commitment to Notification Upon Changes in Staffing

The Owens, Renz & Lee Co., Inc. – dba Owens Realty Services commits to giving notice to the City of Hartford of any changes in key personnel, as outlined in RFP #5883 - Item 2.6 Response Submittal – Item “D” and as noted as in “Section 4. Relevant Experience” of this proposal response.

**Owens Realty Services
Proposal for City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex**

7. Technical Proposal

1. Staffing -

Our staffing plan for the Hartford Public Safety Complex is detailed in "Section 5 – Staffing" of this proposal. John Jagiello will continue as the Facility Manager for the HPSC. Owens Realty Services will abide by all required background checks, per DPW protocol, with accurate records kept on file and are available to **the Assistant Superintendent for the DPW** by request. We shall ensure that living wages and supplements are paid to employees and employees of subcontractors in compliance with the Request for Proposal.

2. Meetings & Communication –

We pride ourselves on accurate and timely reporting to clients. Owens Realty Services shall maintain regular communication with the DPW, and the Facility Manager will be available 24/7/365 for building related matters. Owens Realty Services maintains a 24/7/365 Emergency Call Center and our Facility Managers are required to be on-site in emergency situations within 30 minutes of notification. The Facility Manager will maintain a professional, respectful, open dialog with all contacts of DPW and the Tenant Representatives for the Hartford Public Safety Complex. Upon contract renewal, Owens Realty Services will hold a Contract Meeting to review building plans, projects, and to meet the tenant representatives. It will be important to discuss any current projects as well as reviewing scope of other planned work. We will continue to schedule regular monthly meetings and/or on an as needed basis to discuss building issues. We shall be responsible for meeting minutes and will submit written building reports on a monthly basis. The Facility Manager will serve on the Tenant Safety Committee and will contribute to the Building's Evacuation Plan. The Owens Realty Services Executive Team shall also meet with the DPW on a routine basis and is always available.

3. Facility Condition Assessment/Periodic Building(s) Review –

Since Owens Realty Services is already the current facility Services provider, no transition will be required. However, our team will review the current Facility Condition Assessment and update the document as required. This Assessment will be provided to the DPW and will become the basis for all future minor and major repairs at the property. Discussion will ensue between the DPW and our team to prioritize projects based upon availability of City and/or State funds.

Daily inspections will also be performed to record operating conditions of mechanical equipment and to visually note any unusual operating conditions that may be apparent. These visual inspections often result in identifying issues BEFORE they become critical. Pumps, fans and variable speed drives will be examined to verify that flows and static pressures are maintained as expected.

Spot temperature and CO₂ levels will be reviewed to verify that comfort levels and adequate outdoor air is being provided. Air handlers will be examined to verify outside air and return air dampers are positioned correctly. Runtimes and temperatures will also be analyzed.

During the building reviews, the team looks to optimize building performance which results in energy cost savings. This includes a thorough review of current equipment and operations. Utility bills and demand logs are analyzed to understand the energy usage in the buildings. Energy management trend logs are reviewed and analyzed to identify operating trends and anomalies that may result in energy inefficiency. The staff is trained to identify problems and to understand operating habits of occupants and staff. As a result of the investigation, the team provides recommendations for operating the facility in an energy efficient manner. Ongoing inspections will become the basis for long-term recommendations for improvement that will be presented to the DPW for a specific action.

In order to maintain a healthy indoor environment, the Owens Realty Services team will monitor the "Green Cleaning" program and will also assist in maintaining the newest green strategies, in accordance with LEED concepts for building upgrades, interior reconfigurations and/or renovations.

4. Annual Operating Budgets and Capital Planning –

An Operating Budget will be established by Owens Realty Services and be submitted for approval by the DPW for the upcoming year. The budget will continue to be developed and submitted to the DPW on an annual basis in accordance with contractual obligations. Capital budgets will also be submitted on an annual basis.

5. Building Management and Maintenance -

Owens Realty Services will provide the following Facility Management and Maintenance services:

- 24/7/365 Facility Management & Operations – Maximum response time to respond on site is 30 minutes.
- Service Call Center (800.238.0867) and Emergency Response
- Facility Manager available from 7:00 am to 7:00 pm, Monday through Friday.
- Development of Annual Operating & Preventative Maintenance Budgets
- Development of 5-Year Capital Plan
- Comprehensive Financial Services
- Computerized Maintenance Management System for Work Order and Preventative Maintenance Tracking
- Development of Facility Operations Plans, including Security and Emergency Plans, Energy Conservation Plans, and Building Rules and Regulations
- Implementation of Single Stream Recycling Program
- Development of Service Specifications and Bidding of Services
- Quality Assurance Program
- Comprehensive Monthly Operational Reporting

Owens Realty Services will abide by the published scope of services and will manage the facility in accordance with the specifications as set forth in RFP #5883.

6. Building Management Software Program –

Owens Realty Services proposes the MicroMain™ web-based Computerized Maintenance Management System. In addition to easy implementation, the many advantages of the MicroMain System include:

- Easy access via the internet.
- Documentation of all planned and preventative maintenance histories
- Documentation of Preventative Maintenance activities aids in manufacturer's upholding their warranties
- Aids the Capital Budget process by providing pertinent information on potential equipment replacement needs
- Ability for Facility Manager and client to track maintenance activities in the building
- Enables tenants to monitor work requests.

7. Maintenance and Repairs –

Owens Realty Services will coordinate the work of all maintenance within the facility with City maintenance personnel and outside vendors. Work will be performed during normal work hours and will be cognizant of building operations and shall not interfere with building operations.

We will maintain open communication with Assistant Superintendent of the DPW, Tenant Representatives and occupants to coordinate work to be done in the building with the least amount of disruption. We shall monitor vendor performance and utilize only those vendors with excellent records of performance and response time.

8. Bidding of Services –

We shall competitively bid for services required at the building, according to DPW protocol. Owens Realty Services shall develop bid specifications according to manufacturer's recommended standards and will monitor the work when contracted. We believe that tight bidding and services specifications will result in the most efficient work being performed, at the lowest cost, and with the proper supervision, at the highest quality.

9. Equipment Replacement –

Owens Realty Services shall provide supervision of equipment replacement and repairs. We shall ensure that the equipment is new and by a reputable manufacturer, and that the equipment is the "same or equal" to the original equipment.

Owens Realty Services shall also assure the DPW that the equipment carries a minimum of a one-year warranty. With our focus on energy efficient operation of the building, we will replace equipment with Energy Star® compliant equipment and will be within budget constraints. We shall ensure that any new equipment will be guaranteed for a minimum of one (1) year from the date of replacement and replaced at no cost to the City if found to be

defective during that time and will obtain cost estimates for extended warranties on new installations upon consultation with the DPW.

10. Emergency Response –

The Facility Manager will be on-call 24/7/365 for building emergencies. The Manager will return the call fifteen (15) minutes. Our Managers are required to live within a 30-minute radius of the facility and will personally appear to a building emergency within 30 minutes.

11. Financial Administration and Reporting –

Owens Realty Services shall work with the City financial department to create a property budget. Owens Realty Services shall develop and justify annual budget requests in support of defined goals and objectives and in accordance with guidelines issued by the City of Hartford.

12. Financial Responsibilities –

Owens Realty Services shall maintain accurate records with respect to employee work and the work of sub-contractors. We shall be responsible for reviewing all bills for services rendered and supplies ordered in connection with the buildings.

13. Monthly Reporting –

Owens Realty Services shall provide a monthly report to the DPW, at an agreed upon date, for the preceding month.

14. Insurance Requirements –

Owens Realty Services shall provide the proper commercial general liability insurance coverages for the property as required under the terms of this Request for Proposal. The company shall also be responsible for reviewing insurance coverages throughout the contract term to assure the DPW that the proper levels of insurance is in place. We will also advise and provide documentation and reports to the DPW of any incident occurring within or on the premises and filling out Incident Reports when necessary.

15. Property Records –

Owens Realty Services shall establish and maintain orderly books, records, and files containing personnel records, insurance policies, correspondence, receipted bills, contract and vouchers, maintenance logs, energy consumption logs, and all other documents and papers pertaining to the building and the operation and maintenance thereof. These documents are available to the Assistant Superintendent for the DPW upon request.

16. Safety –

Owens Realty Services shall abide by all City of Hartford and State of Connecticut Right-to-Know/Hazard Communication Program. We shall provide information and training to advise employees and building tenants of potentially hazardous substances known to be in the work place. SDS (Safety Data Sheets) for all chemicals are assembled and maintained on-site. A listing of all chemicals used on site will be furnished to the Assistant Superintendent for the DPW for their approval.

Owens Realty Services also conforms to all OSHA requirements for Safety on our properties under management, such as conducting routine inspections, perform fire evacuation and lock-down drills, and maintaining equipment in accordance with OSHA standards to ensure the safe and continuous operation of the building(s). OSHA training will include:

- ◆ Affected Person Lock Out/Tag Out
- ◆ Blood Borne Pathogens
- ◆ Confined Space Entry
- ◆ Use of Personal Protective Equipment
- ◆ Body Mechanics
- ◆ Hazardous Communication

17. Monthly Reports –

Owens Realty Services will provide written reports to the Assistant Superintendent for the DPW by an agreed upon date before the end of each month including a precise description of services provided to the building, including all systems and equipment, number of employees/subcontractors involved, and the costs incurred. Fire Systems Testing reports will be provided to the Assistant Superintendent for the DPW within 24 hours and be available for review at all times.

18. Semi-Annual Report –

Owens Realty Services shall provide a semi-annual Contract Summary report stating current service contracts, current service provider, contract period, cancellation data, time remaining on contract, cost of contract, bid status of contract award, and service rating. The report will include a report with narrative outlining observations, recommendations, and an Action Plan for the upcoming 6-month period. Owens Realty Services will be involved monthly, quarterly and semi-annually to review systems performance. This monthly and quarterly review is critical in order to make changes to operations that will improve performance.

19. Building Management Services –

Building Management Services shall include, but not be limited to:

Coordinate Annual Testing of Backflow Preventers by EPA, Boiler Inspection & Testing, Building Energy Management & Controls, Catch Basin Cleaning Service, Chiller Maintenance, Drain Cleaning Services, Electrician's Service, Elevator Maintenance & Repair (Coordination Only), Fire Alarm Systems (Coordination Only), Fire Extinguishers' Annual Testing Inspections/Maintenance, Fire Protection/Suppression Systems (Coordination Only), Fuel Cell Lease, Generator Maintenance, Graffiti Removal, Grounds Maintenance, High Voltage Electrical Testing, HVAC (Coordination Only), Irrigation Systems, Landscaping, Lightening Protection (Annual Testing), Maintenance & Custodial Services (Coordination Only), Mason Installation & Repair, Minor Repairs & Alterations (All Trades), Overhead Door Repair, Painting Services, Pest Control Services (Coordination Only), Plumbing Services (PM & Service), Rotary UPS Maintenance, Security Alarm Monitoring & Maintenance (Coordination Only), Snow Removal, Trash Compactor (PM & Service), Trash Disposal & Recycling (Coordination Only), Water Treatment & Reverse Osmosis System PM.

20. Capital Repairs and Improvements –

Owens Realty Services shall manage and supervise capital repairs and improvement in the best interest of the City of Hartford when requested by the Assistant Superintendent for the DPW. In consideration for services rendered (not performed by an employee already compensated from the established Operating Expense Account). Owens Realty Services and the Assistant Superintendent for the DPW will work together to determine a reasonable fee for services based upon good faith and a fee shall be agreed to prior to the commencement of work.

Owens Realty Services understands that repairs exceeding \$5,000.00 will require prior approval by the Managing Authority. All work performed by subcontractors are to be considered reimbursable costs. The cost of general building supplies required to perform the services required by this solicitation will also be reimbursed to the vendor by the City.

21. Building Operations Procedures Manual – Owens Realty Services has prepared and will continue to update as required a Building Operation Procedures Manual for the Hartford Public Safety Complex. The Operations Manual consists of two parts; the main manual is entitled "Building Operations Manual" which is the main technical manual used by the management team and "Building Operations Summary", or "Tenant Handbook", which is a summary of building operations and building regulations that is circulated to general building personnel.

The "Building Operations Summary/Tenant Handbook" also contains information regarding building regulations, fire and public safety information (i.e. operation of building equipment, fire drills, fire exit floor plans, evacuation plan and names of members of safety committees.)

22. Administrative Support –

Owens Realty Services will be responsible for the completion of a variety of administrative and reporting requirements. These administrative functions include, but are not limited to the following:

- ◆ Monthly Reports
- ◆ Monthly Meetings with the City and Building Representative(s)
- ◆ Semi-Annual Contract Summary Report
- ◆ Quality Assurance Program
- ◆ Development of Operations Plan
- ◆ Identify and resolve problems
- ◆ Review building management progress and quality of work
- ◆ Building Operations Manual

Owens Realty Services
Proposal for City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex

9. Required Documentation

- Response Signature Form (1.1)
- Statement of Qualifications (1.3)
- Bidders EEO Report
- Request for Response Affidavit
- Wage Certification
- Certificate of Insurance



Request for Response (RFR)
AFFIDAVIT

STATE OF CONNECTICUT)
) ss. _____, 20__
COUNTY OF New Haven)

I, Suzanne O. Black, being duly sworn, depose and say:
(insert name of authorized agent)

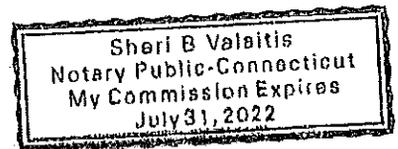
- I am the Executive Vice President of Owens, Renz & Lee Co., Inc. (the
(insert title) (insert name of company)
"Respondent") and am authorized on behalf of the Proposer to make this Affidavit.
- I am over 18 years of age and understand the obligations of an oath.
- There are no delinquent real and personal property taxes due the City of Hartford from the Respondent.
- The Respondent is current on all monetary obligations due the City of Hartford.
- 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.

Owens, Renz & Lee Co., Inc.
(insert name of company)

By: Suzanne O Black
Name: Suzanne O. Black
Title: Executive Vice President, Facility Services

Subscribed and sworn to before me, Sheri B Valaitis, the undersigned officer this
28th day of December, 20 18.

Sheri B Valaitis
Notary Public
My Commission Expires:



BIDDERS EEO REPORT

Owens, Renz & Lee Co., Inc.

Part I - IDENTIFICATION OF VENDOR

1. NAME & ADDRESS (As shown on BID)	Owens, Renz & Lee Co., Inc. 2 Summit Place Branford, CT 06405
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2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (NAME)

Robert D. Owens

4. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE #
<input type="checkbox"/>		

Part II: NONDISCRIMINATION POLICIES AND PRACTICES

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

Part III-HIRING AND RECRUITMENT

1. Which of the following recruitment sources are used by you? (Check "Yes" of "No" Estimate % if not known)	2. Check any of the following that you use as hiring qualifications.	3a. Describe any other practice which show that you hire, train and promote employees without discrimination.												
<table border="1"> <thead> <tr> <th>SOURCE</th> <th>Yes</th> <th>No</th> <th>% of all applicants provided by this source.</th> </tr> </thead> <tbody> <tr> <td>State Employment Service</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Private Employment Agencies</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	SOURCE	Yes	No	% of all applicants provided by this source.	State Employment Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Private Employment Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Work Experience <input checked="" type="checkbox"/> Ability to speak or write English c <input checked="" type="checkbox"/> Written Tests	
SOURCE	Yes	No	% of all applicants provided by this source.											
State Employment Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
Private Employment Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>												

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

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		SEE ATTACHED						CLOSING DATE OF REPORT PERIOD			
<input type="checkbox"/> Visual Check <input type="checkbox"/> Employment Record <input type="checkbox"/> Other								<input type="text"/>			
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office and Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Craft Workers (Semi-Skilled)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operatives (Semi-Skilled)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Laborers (Unskilled)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS ABOVE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS ONE YEAR AGO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ON THE JOB TRAINEES (Enter figures for the same categories as shown above)											
Apprentices	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trainees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

EEO Summary Data Worksheet

Company Code: 1J1

This EEO Summary Data Worksheet is not to be used to file the annual EEO-1 report. You should use the standard report "EEO-1 Report" for filing. Use this EEO summary Data Worksheet to summarize employees by gender, ethnicity, race and EEO job classification as of the run date. The summary data will only include employees who are active or on leave as of the run date. Employees who are terminated or deceased will not be included.

NUMBER OF EMPLOYEES
(Report Employees In Only One Category)

Job Categories	Race/Ethnicity																				Total Col A - N												
	Hispanic Or Latino										Not Hispanic Or Latino																						
	Male					Female					Male					Female																	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Native Hawaiian	Black Or African American	White	Asian	Native American	Two Or More Races	Hispanic Or Latino	Black Or African American	White	Asian	Native American	Two Or More Races	Hispanic Or Latino	Black Or African American	White	Asian	Native American	Two Or More Races
Executive/Senior Level Officials And Managers	1	0	5	1	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10
First/Mid-Level Officials And Managers	7	8	28	3	1	1	1	0	14	2	1	0	0	0	0	14	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	66	
Professionals	2	0	3	2	0	0	0	0	10	1	0	0	0	0	0	10	1	0	0	0	0	0	0	0	0	0	0	0	0	0	18		
Technicians	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sales Workers	4	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2			
Administrative Support Workers	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	1	0	0	0	0	0	0	0	0	0	0	0	0	9			
Crafts Workers	6	0	4	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	6			
Operatives	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Laborers And Helpers	8	1	0	0	11	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13			
Service Workers	9	136	174	57	134	1	5	0	1	35	142	2	4	0	0	35	142	2	4	0	0	0	0	0	0	0	0	0	0	691			
Total	10	145	188	98	151	2	6	1	2	69	146	3	4	0	0	69	146	3	4	0	0	0	0	0	0	0	0	0	815				

Previous Totals

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)
<i>Suzanne O. Black</i> x) Suzanne O. Black	<i>Exec VP</i> Executive V. P.	<i>12/27/18</i> 12/26/2018	203.823.4042

EXHIBIT B – Compensation

Owens Realty Services
Proposal for City of Hartford – RFP #5883
Facility Management Services for the
Hartford Public Safety Complex

8. Proposed Costs

Please refer to attached.

Owens Realty Services
Section 1.2 Pricing Sheet

	RATE	Estimated Total Annual Cost
Management Fees		\$163,500
Annual Testing of Backflow Preventers (by EPA: coordination only)		\$250
Boiler Inspection and Testing		\$500
Building Energy Management and Controls		\$4,500
Catch Basin Cleaning Service		\$4,000
Chiller Maintenance		\$7,500
Drain Cleaning Services		\$2,500
Electrician's Service		\$4,500
* Elevator Maintenance & Repair (Coordination only)		\$750.00
* Fire Alarm Systems (Coordination Only)		\$250.00
Fire Extinguishers Inspections, Testing and Maintenance		\$500.00
* Fire Suppression Systems (Coordination Only)		\$250.00
* Fuel Cell Lease (Coordination Only)		\$250.00
Generator Maintenance		\$2,500.00
Grounds Maintenance		\$2,500.00
Graffiti Removal		\$1,000
High Voltage Electrical Testing		\$2,500.00
* HVAC (Coordination Only)		\$750.00
Irrigation System		\$1,500.00
Landscaping		\$10,000.00
Lightning Protection (Annual Testing)		\$1,000.00
Maintenance and Custodial Services (Coordination Only)		\$2,000.00
Masonry Installation and Repair		\$4,500.00
Minor Repairs and Alterations		\$5,000.00
Overhead Door Repair		\$1,575.00
Painting Services		\$5,000.00
* Pest Control Services		\$1,200.00
Plumbing Services (PM & Service)		\$4,000.00
Rotary UPS Maintenance		\$1,000.00
* Security Alarm Monitoring & Maintenance (Coordination Only)		\$250.00
Snow Removal		\$22,000.00
Trash Compactor (PM & Service)		\$2,500.00
Trash Disposal & Recycling (Coordination Only)		\$250.00
Water Treatment & Reverse Osmosis System (PM)		\$450.00
		\$258,725.00 TOTAL

Repairs exceeding \$5,000.00 will require prior approval by Managing Authority

All in house salaries are subject to the City of Hartford Living Wage Ordinance

* Services to be provided by the City of Hartford Contracted vendor; the selected firm will coordinate with the managing authority when these services are necessary.

Any service required but not listed above must be reported to managing authority as necessary and rates must be agreed upon by both parties.

EXHIBIT C – Insurance

Client#: 1615398

131OWENSREN

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/21/2018

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services PO Box 4927 Orlando, FL 32802-4927 407 691-9600	CONTACT NAME: PHONE (A/C, No, Ext): 407 691-9600	FAX (A/C, No): 888-635-4183
	E-MAIL ADDRESS:	
INSURED Owens Renz & Lee Co Inc 2 Summit Place Branford, CT 06405	INSURER(S) AFFORDING COVERAGE	
	INSURER A : National Fire Insurance Co of Hartford	NAIC # 20478
	INSURER B : American Guarantee & Liability Ins Co	26247
	INSURER C : Transportation Insurance Company	20494
	INSURER D : Valley Forge Insurance Company	20508
	INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER: 18/19 MSTBAIWOSCAN** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:10000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER: <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		X	6050510887	12/31/2018	01/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 0			AUC719174200	12/31/2018	01/01/2020	EACH OCCURRENCE \$20,000,000 AGGREGATE \$20,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	WC656539913	12/31/2018	12/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: RFP# 5526 - Facility Management for the Hartford Public Safety Complex at 249-253 High Street, Hartford, CT.

Additional Insured Status is granted on the General Liability where required by written contract or written agreement per "Contractors' General Liability Extension Endorsement" Form CNA74705XX (01/15), "Primary and (See Attached Descriptions)

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 

DESCRIPTIONS (Continued from Page 1)

Non-Contributory where required by written contract" Form CNA74705XX (01/15), or "Blanket Additional Insured - Owners, Lessees or Contractors, - with Products-Completed Operations Coverage Endorsement" Form CNA75079XX (01/15), or "Additional Insured - Designated Person or Organization Endorsement" Form CNA7475XX (01/15)

Additional Insured Status is granted on the Auto per "Additional Insured - Lessor" Forms CA20 01 (10/13) and (03/06), or "Extended Coverage Endorsement - BA PLUS" SCA23500D (10/11), or Designated for Covered Autos Liability Coverage Form CA 20 48 (10-13)

Notice of Cancellation to Third Parties is provided per General Liability per "Changes - Notice of Cancellation or Material Restriction Endorsement" Form CNA74702XX (1-15), Auto Notice of Cancellation or material Change Endorsement Form G-20471-A, and Workers' Compensation Notice of Cancellation or Material Change Endorsement Form CNA87380XX (11-16)