

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

**Meeting Date and Time:** Wednesday, October 6, 2021 10:00 AM –12:00 PM

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

**Call-in Instructions:** Telephone 1 860-840-2075  
Meeting ID: 671 617 570

**Agenda**

- I. Call to Order & Opening Remarks by Secretary Melissa McCaw and Treasurer Shawn Wooden
  
- II. Public Comment Period – *The Public Comment portion of the agenda will be announced by the Chair. Members of the public attending the telephonic meeting will be provided an opportunity to speak. Before making their comments, members of the public wishing to speak must be recognized by the Chair. Speakers may be asked to limit their comments due to time constraints of this meeting.*
  
- III. Approval of Minutes:
  - a. September 23, 2021 Special Meeting
  
- IV. City of Hartford
  - a. Subcommittee Update
  - b. Review and discussion: Monthly Financial Report: August 2021
  - c. Review and discussion: Non-labor contracts:
    - i. Cintas – Public Works Uniforms
    - ii. Salvation Army – Warming Center Operations
    - iii. Salvation Army – Overflow Shelter
  
- V. Town of Sprague
  - a. Subcommittee Update
  - b. Review and discussion: Monthly Financial Report: August 2021

- VI. City of West Haven
  - a. Subcommittee update
  - b. Review and discussion: Monthly Financial Report: August 2021
  
- VII. Other Business
  
- VIII. Adjourn

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

**Meeting Date and Time:** Thursday, September 23, 2021 10:00 AM –10:30 AM

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

**Call-in Instructions:** Telephone 1 860-840-2075  
Meeting ID: 659 697 171

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Thomas Hamilton, Stephen Falcigno, Mark Waxenberg, Matthew Brokman, Sal Luciano, Robert White (joined after approval of minutes)

**City Officials in Attendance:** Mayor Rossi, Frank Cieplinski, Bill Lindsay (Munistat Services, Inc.)

**OPM Staff in Attendance:** Michael Milone (OPM Liaison), Julian Freund

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

The meeting was called to order at 10:02 AM.

II. Approval of Minutes:

a. September 9, 2021 Regular Meeting

A motion was made by Mr. Luciano, with a second by Mr. Hamilton, to approve the minutes. A correction to the title of a vacant position in the City of West Haven, reference on page 4 of the minutes, was noted. The minutes were approved with the correction by a vote of 6-0-1 with Mr. Falcigno abstaining.

III. City of West Haven

a. Review and discussion: September 2021 Bond Issue

The City is preparing to issue \$20.545 million in general obligation bonds to permanently finance \$13 million of maturing bond anticipation notes related to the high school expansion plus \$7.545 million to fund various public works, police and information technology projects. State statute requires that the MARB be provided an opportunity to review and comment on the issuance. The City's Bond Advisor, Bill Lindsay, provided an overview of the planned bond issuance. The high school funding is the second of three planned bond issues for the renovation project and is financing \$13 million of \$19.5 million

maturing bond anticipation notes. The remaining \$6.5 million in notes will be rolled forward to mature in September 2022. The final issuance on the high school projection will finance the maturing notes plus any remaining additional cash flow needs of the project. The final bond issuance amount will depend on a number of factors, including the final cost of the project, reimbursement amounts and timing of retainage on reimbursements from the State, and bond premium. The issuance has no impact on the current year budget and is consistent with the City's 5-Year Plan. Mr. Lindsay indicated that he expects favorable pricing on the bonds. Ms. Shaw asked how the City intends to use the bond premium. Mr. Lindsay explained that the bond premium would be used to pay down capitalized interest on the notes and to reduce the total amount of bonding required. Mr. Hamilton asked how forecasted interest rates factored into the financing plan for the high school project. Mr. Lindsay explained that the financing was accelerated somewhat, but that plan for issuing in phases was designed to align with final payments on previously issued pension obligation bonds and the debt service schedule on other existing debt. The plan allows for the City to budget declining debt service amounts in the operating budget and to adhere to the 5-Year Plan.

#### IV. Adjourn

Mr. Falcigno made a motion to adjourn, with a second by Ms. Shaw. The meeting adjourned at 10:21 AM.

**MEMORANDUM  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

**To:** Municipal Accountability Review Board  
**From:** Julian Freund  
**Subject:** Update on Hartford Subcommittee  
**Date:** September 30, 2021

The Hartford Subcommittee did not meet in September. In response to information requested at the September MARB meeting, Hartford Public Schools (HPS) has provided information related to current enrollment in employee and retiree health plans, as well as projected costs of existing self-insured plans as compared to State Partnership health plan premium costs. The attached memo from Segal quantifies the number of HPS employees and retirees enrolled in the PPO health plan and an approximation of the savings that could be achieved if they were enrolled in the high deductible plan. The memo also references an analysis previously prepared by Segal of the financial impact of transitioning to the State Partnership health plan. That analysis projected that a transition to the Partnership would increase costs to HPS by 5.9%.

The City also has provided an update report on the implementation of various budget mitigation measures. The report is attached.

\* The next meeting of the Hartford Subcommittee is October 21<sup>st</sup>.



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## Memorandum

**To:** Dr. Leslie Torres-Rodriguez

**From:** Robert Cabana

**Date:** September 29, 2021

**Re:** Questions From MARB

Phillip Penn forwarded the questions from the Municipal Accounting Review Board (MARB) to us and this memo includes our responses.

**Question 1:** Provide an estimate of the cost associated with any employees/retirees that have remained on the Anthem Century Preferred PPO plan as compared to if all those employees/retirees were enrolled in the High deductible Health Plan (HDHP) with Health Savings Account (HSA). The basis for this question is that currently there are 8 collective bargaining agreements that have expired and 7 of those agreements do not include the provision of employees/retirees being offered the HDHP with HSA plan only.

**Response 1:** It is estimated that there are still 582 employees and 4 early retirees enrolled in the Anthem Century Preferred PPO plan. The estimated expense savings for FYE22 if these individuals were enrolled in the HDHP w/HSA is approximately \$1,669,000, or a 12.6% expense savings on this population. This is the total estimated expense savings and does not include any adjustments for employee contributions, as the HDHP would typically have a lower employee contribution than the current PPO plan offering.

**Question 2:** Estimate the savings/cost associated with Hartford Public Schools (HPS) moving to the CT Partnership Plan.

**Response 2:** On April 23, 2021 Segal released an analysis comparing the expenses associated with the final FYE22 budget for HPS to the expenses HPS would pay if they joined the CT Partnership Plan. Attached is the analysis comparing the expected expenses for FYE22, from the Segal budget report provided to HPS, to the CT Partnership costs based on the Partnership rates effective July 1, 2021. The result would be a cost to HPS of approximately \$2,911,000, or +5.9%. The exhibit reflects expenses only and does not account for the lost revenue to HPS associated with the Anthem prescription drug rebates and the difference in employee contribution revenue if the employee contributions were based on the Partnership rates rather than on the Anthem fully-insured rate equivalents. The following provides a detailed description of the analysis.

The analysis compares the self-funded medical and prescription drug projected expenses for FYE22 based on 2,477 Actives and 183 Retirees Under 65. The self-funded projected

expenses include Anthem medical and prescription drug claims and CVS/Caremark prescription drug claims as well as fixed costs (administration, stop loss premiums, HSA contributions, ACA fees, and CT Immunization Assessment). Projected claim expenses include a 7% annual trend assumption for both medical and prescription drug. The projected self-funded expenses were calculated by Segal Consulting and match the HPS expense budget for FYE22. In total, the self-funded projected medical and prescription drug expenses for FYE22 are \$49.148M.

Using the same enrollment of 2,477 Actives and 183 Retirees Under 65, the annual projected premium expense for the CT Partnership Plan was calculated using the 7/1/21 Partnership rates and the enrollment by tier of 1,051 Active singles, 552 Active two-person, 874 Active families, 166 Retiree U65 singles, 16 Retiree U65 two-person, and 1 Retiree U65 family. This produces an annual premium expense for the CT Partnership Plan of \$52.060M. When the annual premium expense for the CT Partnership Plan for FYE22 is compared to the projected self-funded plan expenses for FYE22, the result shows a cost to HPS of \$2.911M which would mean an increase in plan expenses to HPS of +5.9%. This cost to HPS may be even greater if actual self-funded claims come in below the projections.

We can update this analysis in March of 2022 for a July 1, 2022 effective date once the HPS budget for FYE23 is finalized and the CT Partnership renewal rates effective July 1, 2022 are released.

Cc. Phillip Penn, Hartford Public Schools  
Natasha Banks, Hartford Public Schools  
Edward Wilson, Hartford Public Schools

# HARTFORD - BOARD OF EDUCATION

## Connecticut State Partnership Plan Analysis

Fiscal Year Ending June 30, 2022

Current - Anthem/CVS Self-Funded Plans	Projections FYE 2022
<b>Actives</b>	
Active Medical Claims - Anthem	\$32,075,700
Active Prescription Drug Claims - Anthem	\$5,208,700
Active Prescription Drug Claims - CVS/Caremark	\$2,045,200
Active Medical Administration	\$1,034,300
HSA Contributions	\$2,980,000
Individual Stoploss Fees	\$622,100
Affordable Care Act Related Fees	\$11,600
CT Immunization Assessment	\$126,700
<b>Actives Total</b>	<b>\$44,104,300</b>
<b>Retirees</b>	
Retiree Medical Claims - Anthem	\$3,739,000
Retiree Prescription Drug Claims - Anthem	\$953,500
Retiree Prescription Drug Claims - CVS/Caremark	\$12,900
Retiree Medical Administration	\$91,700
HSA Contributions	\$196,000
Individual Stop Loss Fees	\$45,600
Affordable Care Act Related Fees	\$600
CT Immunization Assessment	\$4,600
<b>Retirees Total</b>	<b>\$5,043,900</b>
<b>Budgeted Expense Total</b>	<b>\$49,148,200</b>
<b>CT Partnership</b>	
Active Premium	\$49,176,400
Under 65 Retiree Premium	\$2,883,200
<b>Total CT Partnership Expenditures</b>	<b>\$52,059,600</b>
<b>Estimated Cost/(Savings)</b>	
<i>Estimated Cost/(Savings) - (\$)</i>	<i>\$2,911,400</i>
<i>Estimated Cost/(Savings) - (%)</i>	<i>5.9%</i>

**Notes:**

1. Projected costs for the current plan of benefits and for CT Partnership Plan effective July 1, 2021 are based on enrollment reported by Anthem as of December 2020.
2. Projected claims costs, associated fees, and administrative costs under the current plan of benefits are based on the Segal Budget projections for FYE 2022 released in February 2021.
3. Projected premium costs for the CT Partnership Plan are based on the Partnership rates for the plan year effective July 1, 2021 available on the CT Partnership website.
4. The estimated cost shown is not guaranteed, and if the actual medical and/or prescription drug self-funded claims are less than projected the estimated cost will be higher than the amount shown.
5. For purposes of this expense projection, life insurance costs, dental claims costs, and dental administration costs for both actives and retirees were excluded. Anthem prescription drug rebates and employee contributions have also been excluded from this comparison to show expenses only.
6. The projections in this report are estimates of future costs and are based on information available to Segal Consulting at the time the projections were made. Segal Consulting has not audited the information provided. Projections are not a guarantee of future results. Actual experience may differ due to, but not limited to, such variables as changes in the regulatory environment, local market pressure, health trend rates and claims volatility. The accuracy and reliability of health projections decrease as the projection period increases. The projections do not reflect the potential impact of any future changes due to health care reform legislation, other than those noted or previously adopted.



City of Hartford  
 FY2022 Mitigation Efforts Update  
 Through 8-31-21  
 As of 9-16-21

	Initiative	Savings/ Increased Revenues Estimated (Annual)	Savings/ Increased Revenue Year-to- Date (FY2022)	Remaining Savings/ Revenues to Recognize to Meet Goal	Steps to Take
	<b>REVENUE:</b>				
1	<b>Tax Collection Efforts (Estimated Additional Annual Revenues \$300K- \$500K)</b>	\$300,000	\$0  \$61,994  <u>\$0</u> \$61,994	\$238,006	1) Annual Tax Deed Sale – process beings around June (revenue typically exceeds budget annually) 2) License Plate Scanning & Compliance – 3 <sup>rd</sup> party agreement with 50/50 split of revenue and work performed throughout the year by 3 <sup>rd</sup> party (revenue not budgeted) - <b>through 8-31-21</b> 3) Personal Property Audits – ongoing efforts using in-house staff
2	<b>Private Duty Jobs and Other Receivable Collection Efforts (Estimated Additional Annual Revenues \$250,000-\$350,000 )</b>	\$250,000	\$0	\$250,000	1) City to review outstanding receivables (non-tax) to assess collection steps based on type of service provided, date of service and amounts (By July 31, 2021) <b>As of 9-9-21, we have sent out second requests for payment for over \$50k of invoices related to blight and citations related to trash clean up; continue to work with other departments to determine how best to collect on unpaid invoices.</b> 2) City to engage with collection agency and begin to assign past due invoices (by August 2021) <b>Engaged with Revenue Services LLC for assistance with collections. As of 9-9-21, we have placed over \$115k out for collections related to private duty police services.</b> 3) City to establish written procedures on collection efforts for outstanding receivables going forward (by August 2021) <b>We are working with Revenue Services LLC and various City Departments to determine the best practices for City collections and continue to refine our policies and procedures.</b>
4	<b>Grant Opportunities (Estimated Additional Annual Revenues Amount Varies by Grant)</b>	\$2,000,000	\$0  \$0  \$0  <u>\$0</u> \$0	\$2,000,000	The Grants Department is actively seeking new grants which meet our core objectives. This is an ongoing effort. <i>(City to distinguish between operations and CIP below. )</i> Current significant grant opportunities currently on deck include (but are not limited to) - 1) DOT - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) \$5m-\$25m; FY2022 to FY2026 2) CT DEEP - LWCF State and Local Assistance Program and Outdoor Recreation Legacy Partnership (ORLP) Program \$300k-\$5m; FY2022 3) DOT - Pilot Program for Transit-Oriented Development (TOD) Planning \$200k-\$250k; FY2022 <b>Funding not yet available</b> 4) Other grants not previously awarded related to operating or CIP expenditures

City of Hartford  
 FY2022 Mitigation Efforts Update  
 Through 8-31-21  
 As of 9-16-21

EXPENDITURES:					
3	Energy Efficiency Opportunities (Estimated Additional Annual Savings \$350,000-\$400,000)	\$350,000	\$0	\$350,000	The Energy Division is managed by a dedicated individual who manages all energy projects throughout the City. They work with departments to track progress and savings. These are ongoing efforts. The City will include updates in future reports on savings to date by project. <b>Will provide an update in October.</b>
5	Strengthening Golf Course Enterprise Operations (Estimated Additional Annual Savings \$100,000)	\$100,000	\$0	\$100,000	The City hired a new Golf Operations Manager in March 2021. Due in large part to the pandemic limiting the number of activities individuals could participate in, golf saw a significant increase in customers. For FY2021, there continues to be a surplus in the golf fund. Therefore, the \$240k set-aside will be repurposed. For FY2022, the City is only including a set-aside of \$100k with the hope that it will not be needed to fill any gaps in the coming year. The continued improvement in the golf operations is expected to continue in future years. <b>This will be updated at the end of the fiscal year upon Golf account reconciliation.</b>
6	Workers Compensation Cost Reduction Strategies (Estimated Additional Annual Savings \$75,000-\$200,000)	\$150,000	\$61,548 \$0 \$0 \$61,548	\$88,452	Workers Compensation is managed as part of our Safety & Risk Department. The City is currently negotiating a contract with a TPA to ensure additional savings by using new tools to manage both risk and payments out related to workers' compensation. <ol style="list-style-type: none"> <li>1) Negotiating a lower annual admin rate <b>Annual amount for (5) years (includes BOE savings) total = \$307,740</b></li> <li>2) Planning to use a 24-hour nurse line in lieu of urgent care visits, when possible <b>Currently piloting in DPW; plans to roll out to HPF and HFD in 3rd quarter 2021</b></li> <li>3) Closely working with TPA to review program for other efficiencies <b>Currently working to set up Safety Committees in required locations to qualify for a Managed Care Plan option for WC which will save significant dollars.</b></li> </ol>
7	Cost Reduction Strategies Through Procurement Efforts (Estimated Additional Annual Savings of at Least \$300k Annually)	\$300,000	\$0 \$0 \$0 \$0	\$300,000	In FY2021, the City negotiated an office supply contract which is set to save the City approx. \$128k annually. The City is hiring a Project Manager in FY2022 to take on additional cost reduction projects. Projects that are in discussions for FY2022 include (but are not limited to) - <ol style="list-style-type: none"> <li>1) Fleet Program Savings</li> <li>2) Copier/Printer Management and Savings</li> <li>3) Other Cost Savings Measures</li> </ol> <b>Interviews for the Project Manager position noted above wrapped up on 9-15-21. Will report on savings once an employee starts in this new role in the coming months.</b>

City of Hartford  
 FY2022 Mitigation Efforts Update  
 Through 8-31-21  
 As of 9-16-21

8	<b>Cost Reduction Strategies Through Facility and Fleet Management Efforts (Estimated Additional Annual Savings \$75,000 to \$100,000 )</b>	\$75,000	\$0	\$75,000	The City has a Fleet Manager works closely with departments to determine the need for vehicle replacements, repairs, etc. on a City-Wide basis. The City is considering establishment of a Fleet Working Group to determine where savings can be realized; from replacing old vehicles with more fuel-efficient vehicles to sourcing repair parts at contracted prices. Working group currently under consideration. <b>The Fleet Working Group Charter is being established. The working group will meet upon the finalizing of the first draft of the charter - likely October 2021. Recently approved the purchase of 15 new hybrid vehicles for departments and retired several old, less fuel efficient vehicles. Savings to be calculated in coming months.</b>
	<b>Totals</b>	<b>\$3,525,000</b>	<b>\$123,542</b>	<b>\$3,401,458</b>	

**City of Hartford**

Misc. Revenue Collections Reporting  
 Monthly Reporting  
 As of 9-9-21

**NOTE:** Currently working with collection agency on Private Duty collections. No Fire Marshall services sent to agency at this time. Rents, PILOTS, Other are being monitored internally and do not require agency help at this time. City will be adding various Health Code violations (blight clean up and citations) in coming months. Currently sending out second notices for payment prior to sending to agency. City will add agings to this report as collections efforts move forward in coming months.

	Sum of 1 to 30 Days Past	Sum of 30 to 60 Days Past	Sum of 61 to 90 Days Past	Sum of 91 to 120 Days Past	Sum of Over 120 Days Past	Sum of Total Due Now	Total Change Month over Month
Police Private Duty	313,557	50,325	16,968	2,928	2,461,781	2,845,559	
Fire Marshall Services	-	-	-	-	511,399	511,399	
Rents, PILOT, Other	53,941	46,501	46,501	46,501	397,745	591,189	
<b>Total as of 6-21-21</b>	367,497	96,826	63,469	49,429	3,370,925	3,948,147	
	9.3%	2.5%	1.6%	1.3%	85.4%		
Police Private Duty	134,639	53,909	10,224	6,744	2,449,577	2,655,093	(190,466)
Fire Marshall Services	-	-	-	-	501,544	501,544	(9,855)
Rents, PILOT, Other	2,750	7,440	-	-	397,745	407,935	(183,254)
<b>Total as of 7-31-21</b>	137,389	61,349	10,224	6,744	3,348,866	3,564,572	
	3.5%	1.6%	0.3%	0.2%	84.8%		
Police Private Duty	165,914	42,746	40,359	20,448	683,998	953,465	(1,701,628) Payment received on XL Center
Fire Marshall Services	-	-	-	-	69,591	69,591	(431,954) Payment received on XL Center
Rents, PILOT, Other	-	2,750	-	-	397,745	400,495	(7,440)
<b>Total as of 8-31-21</b>	165,914	45,496	40,359	20,448	1,151,333	1,423,551	
	4.2%	1.2%	1.0%	0.5%	29.2%		

# City of Hartford

FY2022

## Monthly Financial Report to the Municipal Accountability Review Board



August 2021  
(FY2022 P2)

*Meeting date: October 14, 2021*

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

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City of Hartford - FY2022 General Fund Financial Report & Projection

MARB 10/14/2021

Revenue Category	FY2021 UN-AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (AUGUST)	FY2022 ACTUAL (AUGUST)	FY2022 PROJECTION	VARIANCE (FAV)/UNFAV
41 General Property Taxes <sup>1</sup>	(295,798,635)	(288,722,169)	(288,722,169)	(141,046,658)	(147,991,564)	(288,722,169)	-
42 Licenses & Permits <sup>2</sup>	(8,289,968)	(6,166,426)	(6,166,426)	(1,349,221)	(882,734)	(6,166,426)	-
43 Fines Forfeits & Penalties <sup>3</sup>	(161,003)	(147,282)	(147,282)	(22,983)	(47,286)	(147,282)	-
44 Revenue from Money & Property <sup>4</sup>	(934,157)	(1,222,188)	(1,222,188)	(146,425)	(145,601)	(1,222,188)	-
45 Intergovernmental Revenues <sup>5 16</sup>	(311,514,107)	(269,161,247)	(269,161,247)	(11,729,760)	(12,080,570)	(269,161,247)	-
46 Charges For Services <sup>6</sup>	(3,854,365)	(3,061,155)	(3,061,155)	(550,921)	(754,200)	(3,061,155)	-
47 Reimbursements <sup>7</sup>	(105,782)	(91,869)	(91,869)	(180)	(50)	(91,869)	-
48 Other Revenues <sup>8</sup>	(192,483)	(193,822)	(193,822)	(4,474)	(37,475)	(193,822)	-
53 Other Financing Sources <sup>9</sup>	(8,103,472)	(15,193,000)	(15,193,000)	-	(32,387)	(15,193,000)	-
<b>Total Revenues<sup>14</sup></b>	<b>(628,953,971)</b>	<b>(583,959,158)</b>	<b>(583,959,158)</b>	<b>(154,850,621)</b>	<b>(161,971,867)</b>	<b>(583,959,158)</b>	<b>-</b>

Expenditure Category	FY2021 UN-AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (AUGUST)	FY2022 ACTUAL (AUGUST)	FY2022 PROJECTION	VARIANCE FAV/(UNFAV)
Payroll <sup>10</sup>	107,476,458	118,818,274	118,818,274	14,549,052	15,801,982	118,818,274	-
Benefits	85,814,150	97,663,761	97,663,761	15,877,260	16,428,426	97,663,761	-
Debt & Other Capital <sup>11 13</sup>	75,491,849	11,299,875	11,299,875	1,501,739	1,460,536	11,299,875	-
Library	1,669,020	8,460,590	8,460,590	278,170	298,987	8,460,590	-
Metro Hartford Innovation Services	3,167,436	4,190,683	4,190,683	527,906	698,453	4,190,683	-
Utilities	26,331,659	27,831,450	27,831,450	3,838,209	4,299,346	27,831,450	-
Other Non-Personnel	22,644,013	31,681,251	31,681,251	1,639,498	3,722,601	31,681,251	-
Education <sup>12</sup>	281,295,198	284,013,274	284,013,274	16,006,397	16,006,397	284,013,274	-
<b>Total Expenditures<sup>14</sup></b>	<b>603,889,783</b>	<b>583,959,158</b>	<b>583,959,158</b>	<b>54,218,231</b>	<b>58,716,728</b>	<b>583,959,158</b>	<b>-</b>

Committed Fund Balance for Board of Education							
Assigned Fund Balance for economic uncertainty							
<b>Total Expenditures incl. Committed and Assigned Fund Balance</b>							
<b>Revenues and Expenditures incl. Committed and Assigned, Net</b>		-	-	(100,632,389)	(103,255,139)	-	
Council Approved Use of Fund Balance				-			

## REVENUE FOOTNOTES

- <sup>1</sup> (1) Cumulative through August, current year tax levy revenues actuals are 4.12% or \$5.71M higher than FY2021 Period 2 (August).
- (2) Prior Year Levy collections actuals are tracking favorably by \$1.47M compared to the FY2021 cumulative through August; primarily due to several tax appeals recorded in August 2020.
- (3) Interest and liens collections actuals are lower by \$290k through August compared to FY2021.
- (4) Revenues from subsequent tax lien sales are not recorded until the 4th quarter of the fiscal year.
- <sup>2</sup> The Licenses and Permits revenue category is primarily comprised of building, electrical, mechanical, plumbing permits, and food and milk dealer licenses. This revenue category's actuals are tracking unfavorably by 34.6% or \$466K compared to the FY2021 cumulative through August due to August 2020 coming in significantly higher than prior years, and are projected to be at budget.
- <sup>3</sup> The Fines, Forfeits and Penalties revenue line item is primarily comprised of false alarms fines and projected to be at the FY2022 budget.
- <sup>4</sup> Revenue from Money and Property contains lease/rental and short-term investment income. FY2022 actuals are tracking similar to August FY2021 due to a low interest rate environment for short-term investment income. This revenue category is projected to be at the FY2022 budget.
- <sup>5</sup> FY2022 Intergovernmental Revenues YTD primarily reflect the receipts of \$11M in Supplemental Car Tax revenues from the State.
- <sup>6</sup> Charges for Services contains revenues associated with the conveyance tax, transcript/filing of records, and special events. This revenue line item varies each year with historical actuals ranging from \$2.8M to \$4.2M.
- <sup>7</sup> **Reimbursements** (primarily Section 8) largely occur at fiscal year end.
- <sup>8</sup> **Other Revenues** will vary year to year based on unanticipated items such as settlements.
- <sup>9</sup> Other Financing Sources reflects revenues from Corporate Contribution (1), DoNo Stadium Fund (2), the Parking Authority Fund (3), Special Police Service Fund (4), and other (5).
  - (1) A Corporate Contribution of \$10M is broken down between the City of Hartford General Fund (\$3.333M) and Hartford Public Library (\$6.667M).
  - (3) The revenue from Hartford Parking Authority is received quarterly; therefore, no revenue will be recognized until September 2021. Yard Goat Admission Tax is received monthly and is included in the year to date actuals.
  - (4) Revenues for from Police Private Duty are posted quarterly and are projected to meet the budget.
  - (5) Other revenues are projected to be \$0.

## EXPENDITURE FOOTNOTES

- <sup>10</sup> Payroll will be monitored throughout the fiscal year for the impacts of attrition and overtime.
- <sup>11</sup> The FY2022 Adopted Budget for Debt & Other Capital are comprised of \$4.65M for Downtown North principal and interest, \$107K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$6.43M for Pay-As-You-Go CapEx for a total of \$11.30M.
- <sup>12</sup> Education YTD actuals reflect 2 months of the City's tax supported payment of \$96M. The \$188M ECS will be recorded as the State allocation is received.
- <sup>13</sup> Under the executed Contract Assistance agreement, \$54.68M of General Obligation debt service payments are made on the City's behalf by the State of Connecticut in FY2022. Consistent with GAAP rules, the contract assistance payments are recorded as donated capital revenue. The debt service expenditures are recorded in the ledger in the Debt Service line item to properly reflect the retirement of debt. This unbudgeted debt expense is offset by contract assistance revenue, together of which nets to zero.
- <sup>14</sup> The City's financial system (Munis) reflects revenues as negative values (credits) and expenditures as positive values. A negative variance for revenues is favorable. A positive variance for revenues is unfavorable.



# Revenue Summary - Major Category

	FY2021 UN-AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (AUGUST)	FY2022 ACTUAL (AUGUST)
<b>41-TAXES</b>	<b>(295,798,635)</b>	<b>(288,722,169)</b>	<b>(288,722,169)</b>	<b>(141,046,658)</b>	<b>(147,991,564)</b>
CURRENT YEAR TAX LEVY	(276,386,353)	(279,792,169)	(279,792,169)	(138,884,651)	(144,599,968)
INTEREST AND LIENS	(7,081,886)	(3,800,000)	(3,800,000)	(988,128)	(698,613)
PRIOR YEAR LEVIES	(11,097,997)	(4,580,000)	(4,580,000)	(1,148,871)	(2,623,056)
TAX LIEN SALES	(273,643)	(450,000)	(450,000)	-	-
OTHER	(958,755)	(100,000)	(100,000)	(25,008)	(69,927)
<b>42-LICENSES AND PERMITS</b>	<b>(8,289,968)</b>	<b>(6,166,426)</b>	<b>(6,166,426)</b>	<b>(1,349,221)</b>	<b>(882,734)</b>
BUILDING PERMITS	(4,945,087)	(3,614,100)	(3,614,100)	(815,956)	(339,710)
ELECTRICAL PERMITS	(1,125,842)	(797,665)	(797,665)	(180,390)	(155,390)
FOOD & MILK DEALER LICENSES	(201,975)	(135,000)	(135,000)	(50,275)	(116,034)
MECHANICAL PERMITS	(860,754)	(800,000)	(800,000)	(89,390)	(118,990)
PLUMBING PERMITS	(571,975)	(337,846)	(337,846)	(119,800)	(48,430)
OTHER	(584,335)	(481,815)	(481,815)	(93,410)	(104,179)
<b>43-FINES FORFEITS AND PENALTIES</b>	<b>(161,003)</b>	<b>(147,282)</b>	<b>(147,282)</b>	<b>(22,983)</b>	<b>(47,286)</b>
FALSE ALARM CITATIONS-POL&FIRE	(157,179)	(138,000)	(138,000)	(21,894)	(44,789)
LAPSED LICENSE/LATE FEE	100	(7,100)	(7,100)	-	(1,500)
OTHER	(3,924)	(2,182)	(2,182)	(1,089)	(997)
<b>44-INTEREST AND RENTAL INCOME</b>	<b>(934,157)</b>	<b>(1,222,188)</b>	<b>(1,222,188)</b>	<b>(146,425)</b>	<b>(145,601)</b>
BILLINGS FORGE	(15,538)	(20,428)	(20,428)	(5,476)	(5,921)
CT CENTER FOR PERFORM ART	(54,167)	(50,000)	(50,000)	(12,500)	(8,333)
INTEREST	(240,486)	(248,000)	(248,000)	(48,778)	(46,641)
RENT OF PROP-ALL OTHER	(92,901)	(118,108)	(118,108)	(18,940)	(19,165)
RENTAL OF PARK PROPERTY	(22,100)	(72,565)	(72,565)	(3,900)	(6,925)
RENTAL OF PARKING LOTS	-	(600)	(600)	-	-
RENTAL OF PROP-FLOOD COMM	(85,320)	(148,560)	(148,560)	(7,440)	(15,720)
RENTAL-525 MAIN STREET	(35,605)	(21,094)	(21,094)	(1,689)	(3,726)
RENTS FROM TENANTS	(191,437)	(115,320)	(115,320)	(29,630)	(21,097)
SHEPHERD PARK	(132,996)	(234,393)	(234,393)	-	-
THE RICHARDSON BUILDING	(27,463)	(156,976)	(156,976)	-	-
UNDERWOOD TOWER PILOT	(36,144)	(36,144)	(36,144)	(18,072)	(18,072)
<b>45-INTERGOVERNMENTAL</b>	<b>(311,514,107)</b>	<b>(269,161,247)</b>	<b>(269,161,247)</b>	<b>(11,729,760)</b>	<b>(12,080,570)</b>
<b>MUNICIPAL AID</b>	<b>(251,311,079)</b>	<b>(254,029,155)</b>	<b>(254,029,155)</b>	<b>(11,344,984)</b>	<b>(11,938,168)</b>
CAR TAX SUPPL MRSF REV SHARING	(11,344,984)	(11,344,984)	(11,344,984)	(11,344,984)	(11,344,984)
EDUCATION COST SHARING	(185,256,814)	(187,974,890)	(187,974,890)	-	-
HIGHWAY GRANT	(1,188,254)	(1,188,254)	(1,188,254)	-	(593,184)
MASHANTUCKET PEQUOT FUND	(6,136,523)	(6,136,523)	(6,136,523)	-	-
MRSA BONDED DISTRIBUTION GRANT	(1,419,161)	(1,419,161)	(1,419,161)	-	-
MRSF SELECT PILOT	(12,422,113)	(12,422,113)	(12,422,113)	-	-
MUNICIPAL STABILIZATION GRANT	(3,370,519)	(3,370,519)	(3,370,519)	-	-
PRIV TAX EXEMPT PROPERTY	(20,009,758)	(20,009,758)	(20,009,758)	-	-
STATE OWNED PROPERTY	(10,162,953)	(10,162,953)	(10,162,953)	-	-
<b>OTHER MUNICIPAL AID</b>	<b>(56,314,629)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
STATE CONTRACT ASSISTANCE	(56,314,629)	-	-	-	-
<b>OTHER STATE REVENUES</b>	<b>(91,351)</b>	<b>(11,210,168)</b>	<b>(11,210,168)</b>	<b>(5,450)</b>	<b>-</b>
DISTRESSED MUNICIPALITIES	(4,582)	(11,114,995)	(11,114,995)	-	-
JUDICIAL BRANCH REV DISTRIB.	(62,253)	(66,947)	(66,947)	(5,450)	-
VETERANS EXEMPTIONS	(24,516)	(28,226)	(28,226)	-	-
<b>PILOTS, MIRA &amp; OTHER INTERGOVERNMENTAL</b>	<b>(3,793,853)</b>	<b>(3,918,624)</b>	<b>(3,918,624)</b>	<b>(379,327)</b>	<b>(142,002)</b>
CRRA - PILOT	-	(1,500,000)	(1,500,000)	-	-
DISABIL EXEMPT-SOC SEC	(6,417)	(9,881)	(9,881)	-	-
GR REC TAX-PARI MUTUEL	(165,714)	(227,868)	(227,868)	(3,393)	(32,245)
HEALTH&WELFARE-PRIV SCH	(55,215)	(61,366)	(61,366)	-	-
MATERIALS INNOVATION RECYCLING	(1,500,000)	-	-	-	-
PHONE ACCESS LN TAX SH	(563,470)	(562,817)	(562,817)	(668)	-
PILOT CHURCH HOMES INC	(126,131)	(126,872)	(126,872)	(63,066)	(63,256)
PILOT FOR CT CTR FOR PERF	-	(357,056)	(357,056)	-	-
PILOT FOR HARTFORD 21	(500,000)	(500,000)	(500,000)	-	-
PILOT HARTFORD HILTON	(232,505)	-	-	-	(46,501)
PILOT HARTFORD MARRIOTT	(624,401)	(552,764)	(552,764)	(312,200)	-
PILOT TRINITY COLLEGE	(20,000)	(20,000)	(20,000)	-	-
<b>OTHER</b>	<b>(3,194)</b>	<b>(3,300)</b>	<b>(3,300)</b>	<b>-</b>	<b>(400)</b>
STATE REIMBURSEMENTS	(3,194)	(3,300)	(3,300)	-	(400)
<b>46-CHARGES FOR SERVICES</b>	<b>(3,854,365)</b>	<b>(3,061,155)</b>	<b>(3,061,155)</b>	<b>(550,921)</b>	<b>(754,200)</b>
CONVEYANCE TAX	(2,023,007)	(1,240,916)	(1,240,916)	(288,309)	(400,422)
FILING RECORD-CERTIF FEES	(337,475)	(300,000)	(300,000)	(45,452)	(65,781)
TRANSCRIPT OF RECORDS	(803,438)	(821,151)	(821,151)	(121,167)	(158,460)
OTHER	(690,445)	(699,088)	(699,088)	(95,993)	(129,538)
<b>47-REIMBURSEMENTS</b>	<b>(105,782)</b>	<b>(91,869)</b>	<b>(91,869)</b>	<b>(180)</b>	<b>(50)</b>
ADVERTISING LOST DOGS	(623)	(453)	(453)	(130)	(50)
ATM REIMBURSEMENT	-	(721)	(721)	-	-
DOG ACCT-SALARY OF WARDEN	(2,105)	(2,600)	(2,600)	-	-
OTHER REIMBURSEMENTS	-	(1,000)	(1,000)	-	-
REIMB FOR MEDICAID SERVICES	(12,753)	-	-	-	-
SECTION 8 MONITORING	(83,657)	(83,890)	(83,890)	-	-
OTHER	(6,644)	(3,205)	(3,205)	(50)	-
<b>48-OTHER REVENUES</b>	<b>(192,483)</b>	<b>(193,822)</b>	<b>(193,822)</b>	<b>(4,474)</b>	<b>(37,475)</b>
MISCELLANEOUS REVENUE	(184,062)	(170,962)	(170,962)	(2,660)	(31,753)
OVER & SHORT ACCOUNT	(169)	(737)	(737)	(160)	(19)
SALE CITY SURPLUS EQUIP	(515)	-	-	(352)	-
SALE OF DOGS	(6,351)	(5,993)	(5,993)	(1,525)	(787)
SETTLEMENTS - OTHER	-	(3,000)	(3,000)	-	(3,002)
OTHER	(1,386)	(13,130)	(13,130)	224	(1,914)
<b>53-OTHER FINANCING SOURCES</b>	<b>(8,103,472)</b>	<b>(15,193,000)</b>	<b>(15,193,000)</b>	<b>-</b>	<b>(32,387)</b>
CORPORATE CONTRIBUTION	(3,333,333)	(10,000,000)	(10,000,000)	-	-
DOWNTOWN NORTH (DONO)	(446,710)	(395,000)	(395,000)	-	(32,387)
REVENUE FROM HTFD PKG AUTHY	(1,942,610)	(2,048,000)	(2,048,000)	-	-
SPECIAL POLICE SERVICES	(2,380,820)	(2,750,000)	(2,750,000)	-	-
<b>Grand Total</b>	<b>(628,953,971)</b>	<b>(583,959,158)</b>	<b>(583,959,158)</b>	<b>(154,850,621)</b>	<b>(161,971,867)</b>

**CITY OF HARTFORD**  
**PROPERTY TAX COLLECTIONS REPORT FOR FY20 AND FY22**  
**PROPERTY TAX COLLECTION REPORT THROUGH AUGUST 31, 2021**

Month	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	FY 21	FY 22
	FY 21	FY 22	FY 21	FY 22	FY 21	FY 22	FY 21	FY 22		
July	91,265,549	100,781,340 <sup>1</sup>	113,251	962,504 <sup>2</sup>	496,088	292,231 <sup>1</sup>	-	-	91,874,888	102,036,074 <sup>1</sup>
August	47,619,102	43,818,629 <sup>1</sup>	1,035,620	1,660,552 <sup>1</sup>	492,040	406,382 <sup>1</sup>	-	-	49,146,762	45,885,563 <sup>1</sup>
September	3,597,283		1,035,675		461,078		-	-	5,094,036	-
October	2,548,895		1,130,119		490,655		-	-	4,169,669	-
November	1,301,195		1,438,745		891,410		13,090	-	3,644,440	-
December	14,009,256		440,158		305,344		(13,090)	-	14,741,667	-
January	82,675,244		616,190		352,382		-	-	83,643,816	-
February	18,490,419		570,470		304,306		-	-	19,365,194	-
March	7,288,908		1,207,018		784,851		-	-	9,280,777	-
April	4,035,237		668,671		533,097		-	-	5,237,005	-
May	1,415,861		501,771		352,426		-	-	2,270,058	-
June	2,139,405		2,340,309		1,618,210		273,643	-	6,371,567	-
<b>Total Collections</b>	<b>276,386,353</b>	<b>144,599,968</b>	<b>11,097,997</b>	<b>2,623,056</b>	<b>7,081,886</b>	<b>698,613</b>	<b>273,643</b>	<b>-</b>	<b>294,839,879</b>	<b>147,921,637</b>
<b>60 Day Collections</b>			1,393,206		-		-		1,393,206	-
<b>Reclass -- Year End entries</b>	(52,855)		48,045		8,326		-		3,515	-
<b>Adjusted Total Collections</b>	<b>276,333,498</b>	<b>144,599,968</b>	<b>12,539,248</b>	<b>2,623,056</b>	<b>7,090,212</b>	<b>698,613</b>	<b>273,643</b>	<b>-</b>	<b>296,236,601</b>	<b>147,921,637</b>
	<b>Current Year Taxes</b>		<b>Prior Year Taxes</b>		<b>Interest</b>		<b>Liens Sales</b>		<b>Total Collections</b>	
	<b>FY 21</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 22</b>
<b>Total Budget</b>	272,220,266	279,792,169	6,250,000	4,580,000	4,500,000	3,800,000	500,000	450,000	283,470,266	288,622,169
<b>Total current levy (GL 2020) new bills</b>	292,707,724	296,633,160	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Collections through AUGUST</b>	138,884,651	144,599,968	1,148,871	2,623,056	988,128	698,613	-	-	141,021,650	147,921,637
<b>Outstanding Receivable at 08/31</b>	145,799,240	147,512,885	58,366,883	51,150,341	n/a	n/a	n/a	n/a	n/a	n/a
<b>Timing Adjustment from bridging QDS to Munis</b>		4,520,306								
<b>% of Budget Collected</b>	51.02%	51.68%	18.38%	57.27%	21.96%	18.38%	0.00%	0.00%	49.75%	51.25%
<b>% of Adjusted Levy Collected</b>	47.45%	48.75%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Mill Rate Real Estate</b>	74.29	74.29								
<b>Mill Rate Personal Property</b>	74.29	74.29								
<b>Mill Rate Motor Vehicle</b>	45	45								

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

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

**Expenditure Summary - Departments**

	FY2021 UN-AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (AUGUST)	FY2022 ACTUAL (AUGUST)	FY2022 PROJECTION	VARIANCE FAV/(UNFAV)
00111 MAYOR'S OFFICE	508,824	743,420	743,420	86,313	72,533	743,420	0
00112 COURT OF COMMON COUNCIL	625,715	820,068	820,068	64,910	89,078	820,068	0
00113 TREASURER	401,919	465,316	465,316	49,102	38,162	465,316	0
00114 REGISTRARS OF VOTERS	665,592	475,065	475,065	188,088	69,131	475,065	0
00116 CORPORATION COUNSEL	1,229,586	1,558,048	1,558,048	159,699	152,447	1,558,048	0
00117 TOWN & CITY CLERK	754,740	842,154	842,154	100,549	89,638	842,154	0
00118 INTERNAL AUDIT	473,007	510,567	510,567	63,911	59,423	510,567	0
00119 CHIEF OPERATING OFFICER	1,245,060	1,646,987	1,646,987	131,900	144,447	1,646,987	0
00122 METRO HARTFORD INNOVATION SERV	3,167,436	4,190,683	4,190,683	527,906	698,453	4,190,683	0
00123 FINANCE	3,300,056	3,758,757	3,758,757	404,167	375,630	3,758,757	0
00125 HUMAN RESOURCES	1,397,749	1,730,419	1,730,419	134,629	128,559	1,730,419	0
00128 OFFICE OF MANAGEMENT & BUDGET	1,086,146	1,252,452	1,252,452	136,088	130,231	1,252,452	0
00132 FAMILIES, CHILDREN, YOUTH & RECREATION	3,216,117	3,690,893	3,690,893	1,186,877	1,389,699	3,690,893	0
00211 FIRE	35,294,415	37,658,924	37,658,924	4,306,022	4,833,174	37,658,924	0
00212 POLICE	43,963,534	48,274,513	48,274,513	6,187,780	6,758,941	48,274,513	0
00213 EMERGENCY SERVICES & TELECOMM.	3,759,888	4,027,832	4,027,832	500,511	631,461	4,027,832	0
00311 PUBLIC WORKS	14,955,094	17,933,864	17,933,864	1,786,482	1,951,377	17,933,864	0
00420 DEVELOPMENT SERVICES	3,856,096	5,975,888	5,975,888	472,237	463,893	5,975,888	0
00520 HEALTH AND HUMAN SERVICES	3,418,803	5,587,795	5,587,795	283,116	567,260	5,587,795	0
00711 EDUCATION	281,295,198	284,013,274	284,013,274	16,006,397	16,006,397	284,013,274	0
00721 HARTFORD PUBLIC LIBRARY	1,669,020	8,460,590	8,460,590	278,170	298,987	8,460,590	0
00820 BENEFITS & INSURANCES	85,814,150	97,663,761	97,663,761	15,877,260	16,428,426	97,663,761	0
00821 DEBT SERVICE	75,491,849	11,299,875	11,299,875	1,501,739	1,460,536	11,299,875	0
00822 NON OP DEPT EXPENDITURES	36,299,790	41,378,013	41,378,013	3,784,377	5,878,846	41,378,013	0
<b>Grand Total</b>	<b>603,889,783</b>	<b>583,959,158</b>	<b>583,959,158</b>	<b>54,218,231</b>	<b>58,716,728</b>	<b>583,959,158</b>	<b>0</b>

Expenditure Summary - Major Expenditure Category

	FY2021 UN-AUDITED ACTUAL	FY2022 ADOPTED BUDGET	FY2022 REVISED BUDGET	FY2021 ACTUAL (AUGUST)	FY2022 ACTUAL (AUGUST)	FY2022 PROJECTION	VARIANCE FAV/(UNFAV)
<b>PAYROLL</b>	<b>107,476,458</b>	<b>118,818,274</b>	<b>118,818,274</b>	<b>14,549,052</b>	<b>15,801,982</b>	<b>118,818,274</b>	<b>0</b>
FT	86,842,645	102,082,659	102,082,659	11,548,718	11,997,321	102,082,659	0
HOL	2,359,957	2,494,938	2,494,938	177,209	173,686	2,494,938	0
OT	15,980,244	12,751,927	12,751,927	2,353,384	3,095,568	12,751,927	0
PT	2,293,611	1,488,750	1,488,750	469,741	535,407	1,488,750	0
<b>BENEFITS</b>	<b>85,814,150</b>	<b>97,663,761</b>	<b>97,663,761</b>	<b>15,877,260</b>	<b>16,428,426</b>	<b>97,663,761</b>	<b>0</b>
HEALTH	29,410,101	35,436,437	35,436,437	4,602,504	5,412,765	35,436,437	0
MITIGATION	0	(1,000,000)	(1,000,000)	0	0	(1,000,000)	0
PENSION	46,952,383	51,406,956	51,406,956	7,088,029	7,438,554	51,406,956	0
INSURANCE	4,192,055	4,595,305	4,595,305	2,653,552	2,721,299	4,595,305	0
FRINGE REIMBURSEMENTS	(3,831,457)	(3,236,631)	(3,236,631)	(146,934)	(46,360)	(3,236,631)	0
LIFE INSURANCE	225,568	164,970	164,970	39,118	38,719	164,970	0
OTHER BENEFITS	4,256,234	4,741,536	4,741,536	707,022	3,659	4,741,536	0
WAGE	0	521,438	521,438	0	0	521,438	0
WORKERS COMP	4,609,265	5,033,750	5,033,750	933,970	859,790	5,033,750	0
<b>DEBT</b>	<b>75,491,849</b>	<b>11,299,875</b>	<b>11,299,875</b>	<b>1,501,739</b>	<b>1,460,536</b>	<b>11,299,875</b>	<b>0</b>
DEBT	75,491,849	11,299,875	11,299,875	1,501,739	1,460,536	11,299,875	0
<b>LIBRARY</b>	<b>1,669,020</b>	<b>8,460,590</b>	<b>8,460,590</b>	<b>278,170</b>	<b>298,987</b>	<b>8,460,590</b>	<b>0</b>
LIBRARY	1,669,020	8,460,590	8,460,590	278,170	298,987	8,460,590	0
<b>MHIS</b>	<b>3,167,436</b>	<b>4,190,683</b>	<b>4,190,683</b>	<b>527,906</b>	<b>698,453</b>	<b>4,190,683</b>	<b>0</b>
MHIS	3,167,436	4,190,683	4,190,683	527,906	698,453	4,190,683	0
<b>UTILITY</b>	<b>26,331,659</b>	<b>27,831,450</b>	<b>27,831,450</b>	<b>3,838,209</b>	<b>4,299,346</b>	<b>27,831,450</b>	<b>0</b>
UTILITY	26,331,659	27,831,450	27,831,450	3,838,209	4,299,346	27,831,450	0
<b>OTHER</b>	<b>22,644,013</b>	<b>31,681,251</b>	<b>31,681,251</b>	<b>1,639,498</b>	<b>3,722,601</b>	<b>31,681,251</b>	<b>0</b>
COMMUNITY ACTIVITIES	2,374,940	2,681,989	2,681,989	903,378	950,193	2,681,989	0
CONTINGENCY	274,423	2,426,847	2,404,519	(9,365)	4,048	2,404,519	0
CONTRACTED SERVICES	3,970,543	5,543,031	5,551,359	(305,116)	323,116	5,551,359	0
ELECTIONS	0	334,389	334,389	0	0	334,389	0
GOVT AGENCY & OTHER	46,683	29,145	29,145	0	19,964	29,145	0
LEASES - OFFICES PARKING COPIER	1,544,001	2,010,368	2,010,368	200,839	261,254	2,010,368	0
LEGAL EXPENSES & SETTLEMENTS	2,431,199	2,474,557	2,474,557	65,714	368,420	2,474,557	0
OTHER	2,510,134	5,271,759	5,271,759	136,281	555,437	5,271,759	0
POSTAGE	189,296	200,000	200,000	50,000	0	200,000	0
SUPPLY	3,445,124	4,185,888	4,208,888	289,505	315,020	4,208,888	0
TECH, PROF & COMM BASED SERVICES	2,491,422	3,307,818	3,298,818	308,264	204,288	3,298,818	0
VEHICLE & EQUIP	3,366,247	3,115,460	3,115,460	0	720,860	3,115,460	0
<b>EDUCATION</b>	<b>281,295,198</b>	<b>284,013,274</b>	<b>284,013,274</b>	<b>16,006,397</b>	<b>16,006,397</b>	<b>284,013,274</b>	<b>0</b>
EDUCATION	281,295,198	284,013,274	284,013,274	16,006,397	16,006,397	284,013,274	0
<b>Grand Total</b>	<b>603,889,783</b>	<b>583,959,158</b>	<b>583,959,158</b>	<b>54,218,231</b>	<b>58,716,728</b>	<b>583,959,158</b>	<b>0</b>

# Appendix

## FY2022 Full-time (FT) Payroll Actuals (August)

DEPARTMENTS	BUDGETED HC	BUDGETED ANNUAL AMOUNT (REV)	PROJECTION	VARIANCE (BUDGETED ANNUAL AMOUNT (REV) - YTD ACTUALS)
111-Mayor	8	707,172	707,172	0
112-CCC	9	472,811	472,811	0
113- Treas	9	379,361	379,361	0
114- ROV	7	341,446	341,446	0
116-Corp Counsel	15	1,424,868	1,424,868	0
117- Clerk	11	704,760	704,760	0
118-Audit	5	485,894	485,894	0
119-COO	17	1,304,258	1,304,258	0
123- FIN	45	3,448,394	3,448,394	0
125- HR	16	1,135,124	1,135,124	0
128-OMBG	13	1,144,372	1,144,372	0
132-FCYR	15	1,053,394	1,053,394	0
211- Fire	366	30,386,038	30,386,038	0
212- Police	512	41,412,614	41,412,614	0
213- EST	51	3,157,864	3,157,864	0
311- DPW	211	10,941,073	10,941,073	0
420- Devel Serv	61	4,436,749	4,436,749	0
520- HHS	37	2,455,695	2,455,695	0
<b>Grand Total</b>	<b>1,408</b>	<b>105,391,887</b>	<b>105,391,887</b>	<b>0</b>

FT- Fire Attrition	(595,684)
FT- Police Attrition	(2,781,839)
FT- Development Services Attrition	(20,000)
FT- Net other payroll	88,295
<b>FT- Total Revised Budget</b>	<b>102,082,659</b>

### Assumptions

1) Adopted head count is 1425 with 17 MHIS positions funded in the MHIS internal service fund.



General Fund Budget  
 Financial Position Report as of 9/21/2021  
 For: 7/1/2021 to 8/31/2021 Period: 1 to 2



Description	Series	FY 2020-21 Adopted Budget	FY 2020-21 Adjusted Budget	Year To Date Expenditures	Year To Date Encumb/ Commitment	Balance
Certified Salaries	100	87,382,326	86,111,176	1,522,932	-	84,588,244
Severance/Other	199	1,215,000	1,215,000	35,940	-	1,179,060
<b>Certified Salaries Total</b>		<b>88,597,326</b>	<b>87,326,176</b>	<b>1,558,872</b>	-	<b>85,767,305</b>
Non Cert Salaries	200	37,589,890	37,592,331	2,692,700	-	34,899,630
Severance/Other	299	383,498	383,498	148,528	-	234,970
<b>Non Certified Salaries Total</b>		<b>37,973,388</b>	<b>37,975,829</b>	<b>2,841,228</b>	-	<b>35,134,600</b>
Instructional Improvements	322	310,149	1,831,372	4,200	24,969	1,802,204
Professional Services	333	1,222,010	1,226,532	208,356	31,956	1,004,524
MHIS/IT Services	335	2,278,990	2,278,990	379,832	-	1,899,158
<b>Professional Contracts &amp; Svs</b>		<b>3,811,149</b>	<b>5,336,894</b>	<b>592,388</b>	<b>56,925</b>	<b>4,705,886</b>
Maint Supplies & Services	442	382,000	382,000	26,841	288,645	66,514
Maintenance Contracts	443	3,284,086	3,214,617	209,079	1,797,692	1,224,501
Rental - Equip & Facilities	444	1,764,113	1,763,693	167,176	291,042	1,305,475
Building Improvements	445	612,900	612,450	-	-	612,450
<b>Purchased Property Services</b>		<b>6,043,099</b>	<b>5,972,760</b>	<b>403,096</b>	<b>2,377,379</b>	<b>3,208,939</b>
Transportation	551	20,958,487	20,957,682	19,999	30,000	20,907,683
Communications	553	164,170	208,862	63,903	12,335	132,623
Advertising	554	19,106	14,606	5,000	-	9,606
Printing & Binding	555	49,450	52,950	-	-	52,950
Tuition	556	88,024,708	88,024,708	-	-	91,290,127
Travel & Conferences	558	65,989	66,509	4,676	-	61,833
Misc Services	559	1,415,233	1,465,420	37,382	139,562	1,288,476
<b>Systemwide Purchased Svs Total</b>		<b>110,697,143</b>	<b>110,790,737</b>	<b>130,960</b>	<b>181,898</b>	<b>113,743,298</b>
Instructional & Other Supplies	610	1,938,834	1,867,305	235,377	820,360	839,468
Utilities	620	6,363,149	6,363,149	764,815	5,630,677	(32,343)
Text & Library Books	640	21,300	23,863	-	2,563	21,300
Misc Supplies	690	418,799	406,896	16,191	40,589	359,021
<b>Supplies &amp; Materials Total</b>		<b>8,742,082</b>	<b>8,661,213</b>	<b>1,016,384</b>	<b>6,494,188</b>	<b>1,187,446</b>
Equipment	730	821,134	816,355	11,538	69,718	735,099
<b>Outlay Total</b>		<b>821,134</b>	<b>816,355</b>	<b>11,538</b>	<b>69,718</b>	<b>735,099</b>
Organization Dues	810	130,370	138,830	33,167	5,794	99,869
Legal Judgments	820	220,000	220,000	-	-	220,000
Other Operating Expenses	899	(5,391,446)	(5,314,291)	7,808	54,556	(5,376,655)
<b>Other Misc Expend Total</b>		<b>(5,041,076)</b>	<b>(4,955,461)</b>	<b>40,975</b>	<b>60,350</b>	<b>(5,056,786)</b>
Fringe Benefits/Insurances	990	34,848,040	34,567,782	9,328,997	129,021	25,109,764
Contingency	998	-	-	-	-	-
Indirect	999	(2,479,011)	(2,479,011)	-	-	(2,479,011)
<b>Sundry Total</b>		<b>32,369,029</b>	<b>32,088,771</b>	<b>9,328,997</b>	<b>129,021</b>	<b>22,630,753</b>
<b>General Fund Budget Total</b>		<b>284,013,274</b>	<b>284,013,274</b>	<b>15,924,438</b>	<b>9,369,479</b>	<b>258,719,357</b>



**All Funds Budget**  
 Financial Position Report as of 9/21/2021  
 For: 7/1/2021 to 8/31/2021 Period: 1 to 2



Description	Series	FY 2020-21 Adopted Budget	FY 2020-21 Adjusted Budget	Year To Date Expenditures	Year To Date Encumb/ Commitment	Balance
Certified Salaries	100	151,494,542	150,545,239	3,649,520	-	146,895,720
Severance/Other	199	1,215,000	1,215,000	35,940	-	1,179,060
<b>Certified Salaries Total</b>		<b>152,709,542</b>	<b>151,760,239</b>	<b>3,685,459</b>	<b>-</b>	<b>148,074,780</b>
Non Cert Salaries	200	60,090,162	60,141,009	5,000,886	-	55,140,123
Severance/Other	299	383,498	383,498	148,528	-	234,970
<b>Non Certified Salaries Total</b>		<b>60,473,660</b>	<b>60,524,507</b>	<b>5,149,414</b>	<b>-</b>	<b>55,375,093</b>
Instructional Improvements	322	3,491,938	5,699,749	25,435	254,561	5,419,753
Professional Services	333	3,032,915	4,766,965	856,664	667,815	3,260,790
MHIS/IT Services	335	3,075,236	3,075,236	512,539	-	2,562,697
<b>Professional Contracts &amp; Svs</b>		<b>9,600,089</b>	<b>13,541,950</b>	<b>1,394,638</b>	<b>922,376</b>	<b>11,243,239</b>
Maint Supplies & Services	442	384,500	384,500	26,841	288,645	69,014
Maintenance Contracts	443	3,455,670	3,390,504	209,079	1,797,692	1,400,389
Rental - Equip & Facilities	444	2,232,613	2,256,943	276,500	429,615	1,550,828
Building Improvements	445	612,900	778,310	90,421	84,059	916,152
<b>Purchased Property Services</b>		<b>6,685,683</b>	<b>6,810,257</b>	<b>602,840</b>	<b>2,600,012</b>	<b>3,936,382</b>
Transportation	551	21,513,932	21,814,027	415,848	178,504	21,219,676
Communications	553	1,342,435	2,520,114	495,687	848,730	1,175,697
Advertising	554	256,606	253,606	15,000	192,700	45,906
Printing & Binding	555	91,950	95,950	-	-	95,950
Tuition	556	100,998,020	101,002,139	-	-	104,267,558
Travel & Conferences	558	171,239	158,608	5,156	-	153,452
Misc Services	559	1,819,359	1,888,296	57,073	140,177	1,691,045
<b>Systemwide Purchased Svs Total</b>		<b>126,193,541</b>	<b>127,732,741</b>	<b>988,764</b>	<b>1,360,112</b>	<b>128,649,284</b>
Instructional & Other Supplies	610	5,075,451	7,057,376	251,257	1,741,262	5,092,758
Utilities	620	8,246,853	8,246,853	1,020,478	7,119,440	106,935
Text & Library Books	640	113,879	129,702	18,260	2,563	108,879
Misc Supplies	690	836,668	2,797,298	20,022	218,098	2,568,083
<b>Supplies &amp; Materials Total</b>		<b>14,272,851</b>	<b>18,231,229</b>	<b>1,310,016</b>	<b>9,081,363</b>	<b>7,876,655</b>
Equipment	730	1,382,609	5,060,083	16,590	82,202	4,961,291
<b>Outlay Total</b>		<b>1,382,609</b>	<b>5,060,083</b>	<b>16,590</b>	<b>82,202</b>	<b>4,961,291</b>
Organization Dues	810	206,520	215,660	41,704	15,719	158,237
Legal Judgments	820	220,000	220,000	-	-	220,000
Other Operating Expenses	899	(5,030,360)	(4,941,245)	16,172	78,597	(5,036,014)
<b>Other Misc Expend Total</b>		<b>(4,603,840)</b>	<b>(4,505,585)</b>	<b>57,876</b>	<b>94,316</b>	<b>(4,657,777)</b>
Fringe Benefits/Insurances	990	57,232,079	56,988,497	10,352,534	129,021	46,506,942
Contingency	998	-	-	-	-	-
Indirect	999	-	-	-	-	-
<b>Sundry Total</b>		<b>57,232,079</b>	<b>56,988,497</b>	<b>10,352,534</b>	<b>129,021</b>	<b>46,506,942</b>
<b>All Funds Budget Total</b>		<b>423,946,213</b>	<b>436,143,917</b>	<b>23,558,132</b>	<b>14,269,402</b>	<b>398,316,384</b>



## CITY OF HARTFORD



- Cintas Uniform Contract:
    - Cintas shall provide the City with uniform services to the Department of Public Works under a US Communities contract (Contract# R-BB-19002).
    - The agreement commenced July 1<sup>st</sup>, 2021 and will end June 30, 2022.
    - Contract cost is approx. \$105,000, which is approx. 5% higher than the FY2021 agreement.
    - This contract covers the uniform costs for approx. 150 DPW workers.
-



**Facilities Solutions Agreement- US Communities**

Location No. 036M Agreement No. 210496454 /210026529/ 210582663

Date 7/1/2021

Customer No. Multiple (see locations covered on page 2)

Customer City of Hartford Department of Public Works (Master Agreement) Phone: 860.757.9981  
 Address 50 Jennings Road City: Hartford State: CT Zip: 06120

**UNIFORM PRICING:**

Material #	Description	Rental Freq.	Inventory	Unit Price
x935	Comfort Shirt	Weekly		\$0.18
X945	Comfort Pant	Weekly		\$0.20
X270	Cargo Pant	Weekly		\$0.25
X383	Carhartt Pant	Weekly		\$0.45
X294	Carhartt FR Shirt Enhanced Vis	Weekly		\$065
X371	Carhartt FR Pant	Weekly		\$0.55
X912	Industrial Coverall	Weekly		\$0.32
X914	Insulated Coverall	Weekly		\$0.791
X64148/ x175	Quilted Vest	Weekly		\$0.375
X391	Carhartt FR Coverall	Weekly		\$0.845
X275	Performance Polo	Weekly		\$0.299
X59935	Enhanced Visibility Work Shirt	Weekly		\$0.294
X59945	Enhanced Visibility Work Pant	Weekly		\$0.419
X59970	Enhanced Visibility Jacket	Weekly		\$0.444
X80308	FR Jacket / LND/ 5oz Navy	Weekly		\$1.42
X80309	FR Vest 4.5 oz Navy	Weekly		\$0.898
X340	Cotton Pant	Weekly		\$0.356
X366	Jacket Image Navy	Weekly		\$0.388
X5345	FR Insulated Coverall 7.0	Weekly		\$3.144
X383	Carhartt Dungaree	Weekly		\$0.434
X8072	Signature Series Sanitizer Service	Weekly		\$2.824
X9559	Signature Series Stand	Weekly		\$2.024

This agreement is effective as of the date of execution of the Master Agreement, for a term of 12 months. Pending satisfactory service, The DPW will renew for an additional term of 12 months. Any negotiations of price, terms or discounts must be approved by Hartford County Public Schools, with any such changes taking effect on the anniversary date of the contract. All requests for price changes must be justified and based upon verifiable criteria which may include the Bureau of Labor Statistics Consumer Price Index (CPI-U) US City Average, Baltimore Region (Washington-Baltimore).

- The additional charges listed below are subject to adjustment by Company effective upon notice to Customer, which notice may be in the form of an invoice.
- COD Terms \$\_\_\_\_\_ per week charge for delayed payment (if Amount Due is Carried to Following Week) • Credit Terms  
- Charge Payments due 10 Days After End of Month
- Automatic Lost Replacement Charge: Material x2160 % of Inventory 10% \$ \$0.475 EA.
- Make-Up charge \$ 1.50 per garment.



- Name Emblem \$ 1.14
- Company/Customer Emblem \$1.14
- Embroidery \$7.00
- Uniform Storage Lockers \$2.00/ each
- Minimum Charge \$35.00 per delivery location
- Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ 0.15 per garment
- Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
- Service Charge: \$ 0 per delivery.  
This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.
- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ 5.00 per garment will be assessed for employee's size changed within 4 weeks of installation.

**Locations Covered under Agreement:**

1. 50 Jennings Road Hartford, CT 06120
2. 40 Jennings Road Hartford, CT 06120
3. 106 Wethersfield Ave Hartford, CT 06114
4. 253 High Street Hartford, CT 06103
5. 550 Main Street Hartford, CT 06103
6. 1561 Asylum Ave Hartford, CT 06117

This agreement is subject to the terms and conditions on the back of this agreement. By signing below, Customer agrees to and accepts the terms and conditions on the back of this agreement.

Cintas Loc. No.	_____	CUSTOMER:	_____
By	_____	Please Sign Name	_____
Title	_____	Please Print Name	_____
		Please Print Title	_____
		E-mail	_____

**Addendum A**

If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as liquidated damages equal to 50 weeks of rental service.

If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as liquidated damages equal to 36 weeks of rental service, If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as liquidate(l damages equal to 23 weeks of rental service,

If this agreement is cancelled after 24 months of service, Customer shall pay as liquidated damages of 10 weeks of rental service.

Customer is responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at then current Loss/Da11 l l age Replacement Values and for any unpaid charges on Customer's account prior to termination.



## US Communities Participating Public Agency Terms

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Hartford County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between the Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at [www.uscommunities.org](http://www.uscommunities.org)

### Supplier General Service Terms Section

3. Prices Customer agrees to rent from Company, and Company agrees to provide to Customer the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a charge of thirty-five dollars (\$35.00) per for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
4. Buyback of Non-Standard Garments Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company's Normal Rental product line. Those non-standard products will be designated as such under Garment Description in Exhibit C. In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement or terminate the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
5. Logo Mats In the event that customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
6. Employees Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed added at customer location that is then participating under this Agreement, the Customer shall pay Company the one-time preparation fee indicated on Exhibit A. Customer shall not pay Company any one-time preparation fee if the garments for employees included in the initial installation of Customer location. There will be a one-time charge for name and/or Company Emblems when employees are added to the program.
7. Emblem Guarantee customer has requested that company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification. Company will maintain a sufficient supply of Customer Emblems in inventory to provide for customer needs.
8. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems terminates this agreement for any reason or fails to renew this Agreement the Customer must purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the company allocated at the price indicated on Exhibit A of this Agreement.
9. Terminating Employees Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employee of the Customer, or on a temporary leave of absence of three (3) weeks or shall be terminated upon oral or written notice by the customer to the Company but only after all garments issued to that individual, or value at the then current Loss/Damage Replacement Values, are returned to Company.
10. Replacement In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
11. Indemnification To the fullest extent permitted by law, Contractor agrees to defend, indemnify, pay on behalf of and save harmless the Board of Education of Hartford County, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Contractor under this Contract, but only to the extent of Contractor's negligence.
12. Additional Items: Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable extension date for any reason other than documented quality of service reasons are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as liquidated damages and not as a penalty based upon the following schedule:

If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as liquidated Damages equal to 36 weeks of service.

If this agreement is cancelled (or convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as liquidated damages equal to 23 weeks of rental service.

Customer shall also be responsible to return all the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.

# CITY OF HARTFORD: Salvation Army Contract Renewal for FY22

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- **Client Profile:** SA will operate a Warming Center program during the months of December through March, located at Thurman L. Milner School, 104 Vine Street in Hartford. The Warming Center will be operational during the hours of 7:00 PM to 7:00 A.M. The center will accommodate 40- 60 individuals at any time.
- **Scope and Cost of Contract:** The Warming Center will serve homeless/unsheltered individuals with priority given to those with a last known Hartford address. The renewal contract for FY2022 is \$107,000 for services from December 1, 2021 through March 31, 2022.
- **Demographics:** Single Men and Single Women

# CITY OF HARTFORD: Salvation Army Contract Renewal for FY22

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- **RFP History:** The Salvation Army was awarded a one-year grant with an option for renewal for three additional years through the RFP process. SA has extensive experience managing the City's Warming Center.
- **Program Goals** for the upcoming fiscal year will be as follows:
  - Increase access to other social support services

# CITY OF HARTFORD: SA FY22 Metrics



## OUTCOME 1: Increase access to other social support services

- At least 60% of qualifying individuals access additional and/or outpatient treatment services
- Number of single men and single women enrolled in other programs such as Homeless Prevention and Diversion



# CITY OF HARTFORD

## ROUTING TABLE #1

Updated 2/22/21

**PROFESSIONAL SERVICES (AGREEMENT)**  **(AMENDMENT)**   
**CONSTRUCTION SERVICES (AGREEMENT)**  **(AMENDMENT)**   
**MISCELLANEOUS GOODS & SERVICES (INSTALL)**  **(NO INSTALL)**   
**LESS THAN 25K AGREEMENT**

Date:	September 17, 2021	
Initiating Department:	Procurement Services for HHS	
Contact Person & Telephone #:	Susan Sheppard (860) 757-9616	
Project Title:	No Freeze Shelter	
Project #:	HHS 2022-22	Extension #
Term of Contract (start & end date):	December 1, 2021 - March 31, 2022	
Total Cost of Project:	\$107,000	
General Fund \$ / MUNIS Account Coding:	\$107,000	520017-590064
Grant Fund \$ / MUNIS Account Coding:	\$	
Vendor Name / Vendor #:	The Salvation Army (#164)	
Council Resolution Date:	N/A	

	TITLE	SIGNATURE	DATE
1. <b>Initiating Department</b>	Department Head	<i>Randy E. Whraye</i>	9/20/2021
2. <b>Procurement Services Unit</b> <i>(Communications &amp; Revisions)</i>	Procurement Specialist		
3. <b>Procurement Services Unit</b>	Procurement Manager		
4. <b>Management &amp; Budget</b>	Director of M&B		
MARB Approval Required <input type="checkbox"/> Initials: _____	MARB Approval Rec'd Yes <input type="checkbox"/> No <input type="checkbox"/>		
5. <b>Corporation Counsel</b> <i>(Form &amp; Legality)</i>	Corporation Counsel		
6. <b>Mayor's Office</b>	Chief Operating Officer		

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



## CONTRACT FOR PROFESSIONAL SERVICES

by and between

**CITY OF HARTFORD**

and

**The Salvation Army**

for

### **NO FREEZE SERVICES**

This Agreement is by and between the **City of Hartford**, a Connecticut municipal Corporation having its territorial limits within the County of Hartford and State of Connecticut, acting herein by **Luke A. Bronin, its Mayor**, duly authorized hereinafter referred to as the **City**, and **The Salvation Army** whose address is **225 South Marshall Street, Hartford, CT 06105** acting herein by **Michael J. Southwick, its Secretary**, duly authorized, hereinafter referred to as the **Provider**.

1. **SCOPE OF SERVICES**

The City of Hartford hereby engages Provider to provide citywide on-project title on an as-needed basis as set forth on **Exhibit A** attached hereto (“Services”), subject to the terms and conditions in this Agreement.

2. **TERM**

The term of this Agreement will be for one year starting project December 1, 2021 and ending March 31, 2022. The City has the option to extend this contract for (3) additional (1) year terms in the City’s sole and absolute discretion.

3. **COMPENSATION**

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

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

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

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

4. **MANAGEMENT**

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

5. **RELATIONSHIP BETWEEN THE PARTIES**

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

6. **HOLD HARMLESS AGREEMENT**

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

7. **INSURANCE REQUIREMENTS**

A certificate of insurance must be presented to the City in order for this Contract to take effect. The certificate must name the City as an additional insured on the face of the document and must bear the original signature of an authorized agent for the issuing entity. Except as otherwise set forth herein, policies maintaining such insurance throughout the duration of the project. Insurance requirements are detailed in document **#1009 Professional Services Insurance Requirements** attached as Exhibit C.

8. **CONFLICT OF INTEREST**

Provider hereby represents and warrants to City as follows:

- (i) Provider has not employed or retained any company or person, other than a bona fide employee working solely for Provider, to solicit or secure this Agreement, and Provider has not paid or agreed to pay any company or person, other than bona fide employees working solely for Provider, any fee, gift or any other consideration contingent upon or resulting from the awarding or making of this Agreement;

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

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

9. **PERFORMANCE OF SERVICES**

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

10. **CONFIDENTIALITY**

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

11. **EVENTS OF DEFAULT AND REMEDIES**

11.1 **Events of Default**

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

- (i) Whenever Provider shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Agreement which on the part or behalf of Provider are to be kept or performed, and Provider fails to correct any such breach within ten (10) days after Provider's receipt of written notice of such breach from City; or
- (ii) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that Provider's management or any accounting for its funding, from whatever source, is improper,

inadequate or illegal, as such management or accounting may relate to Provider's performance of this Agreement; or

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

## 11.2 Election of Remedies

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

- (i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;
- (ii) Suspend Project operation;
- (iii) Require Provider to correct or cure such default to the satisfaction of City; and/or

- (iv) Terminate this Agreement for cause in accordance with Section 12 hereof.
- (v) Deduct from the cash bond/escrow account any penalties, claims, charges or damages assessed against the Operator by the City in the City's reasonable discretion.

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

12. **TERMINATION OF AGREEMENT**

12.1 **Termination for Cause**

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

12.2 **Termination for Non-availability of Funds**

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

12.3 **Termination at Will**

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

12.4 **Payment upon Termination**

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

13. **ESTABLISHMENT AND MAINTENANCE OF RECORDS; AUDITS**

- 13.1 Provider agrees to establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by City to Provider under this Agreement. Without limiting the generality of the foregoing, Provider agrees that it will maintain accurate and complete records of (i) all charges and any other claims or demands for compensation from City, or any other person or entity, in connection with the Project (including, without limitation, any claims for or arising out of any alleged breach of this Agreement), (ii) the basis (including but not limited to, supporting documentation) therefor, and (iii) the amount and source of any and all payments or other consideration ultimately recovered in respect thereof.

13.2 Any and all records shall be generated by Provider in a manner which is consistent with City's requirements and shall be maintained 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 said undertakings; and
- (iii) City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

**15. COMPLIANCE WITH LAWS**

Provider shall perform all Services hereunder in accordance with and subject to all applicable federal, state and local laws, statutes, regulations, ordinances, orders and permits.

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

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

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

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

17. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990**

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

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

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

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

18. **DELINQUENCY IN OBLIGATIONS**

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

19. **NON-WAIVER**

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

20. **AMENDMENTS**

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

21. **DISCLAIMER OF AGENCY OR THIRD PARTY BENEFICIARY RIGHTS**

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

22. **NON-ASSIGNABILITY BY PROVIDER**

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

23. **SEVERABILITY**

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

24. **CUMULATIVE REMEDIES**

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

25. **GOVERNING LAW**

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

26. **GENDER/NUMBER/TITLE**

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

27. **NOTICES**

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this Agreement, shall be deemed properly given if hand delivered or sent by 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  
550 Main Street  
Hartford, CT 06103  
Attn: Luke A. Bronin, Its Mayor

**As to Provider:**  
The Salvation Army  
225 South Marshall Street  
Hartford, CT 06105  
Attn: Michael J. Southwick, Its Secretary

**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 \_\_\_\_\_, 2021.

**PROVIDER** The Salvation Army

By: 

Michael J. Southwick  
its Secretary

Corporate Principal Address:  
440 West Nyack Road  
West Nyack, NY 10994

**CITY OF HARTFORD**

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

Luke A. Bronin  
its Mayor

*APPROVALS:*

As to Form and Legality:

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

Howard G. Rifkin  
Its Corporation Counsel

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

**EXHIBIT A – Detailed Scope of Services**



**Request for Response (RFR)  
AFFIDAVIT**

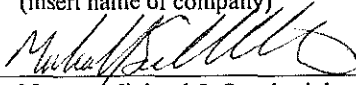
**NEW YORK  
STATE OF ~~CONNECTICUT~~ )**

**COUNTY OF ROCKLAND )**

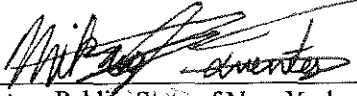
) ss. June 15, 2021

I, Michael J. Southwick, being duly sworn, depose and say:  
(insert name of authorized agent)

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

The Salvation Army  
(insert name of company)  
By:   
Name: Michael J. Southwick  
Title: Secretary

Subscribed and sworn to before me, Mikayla Fuentes, the undersigned officer  
this 15th day of June, 2021.

 Mikayla Fuentes  
Notary Public, State of New York  
My Commission Expires: September 15, 2022  
No. 01FU6311328  
Qualified in Orange County

**CITY OF HARTFORD  
WAGE CERTIFICATION FORM**

I, Michael J. Southwick, Secretary of The Salvation Army  
Officer, ~~Owner~~ Authorized Rep. Company Name

do hereby certify that the The Salvation Army  
Company Name  
225 South Marshall Street  
Street  
Hartford, CT 06105  
City

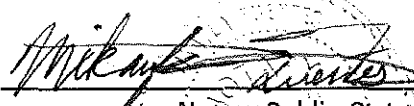
and all of its subcontractors will pay all workers on the  
RFP # 6029 No Freeze Shelter Services  
Project Name and Number  
225 S. Marshall St., Hartford  
Street and City

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

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

  
\_\_\_\_\_  
Signature

Subscribed and sworn to before me this 15th day of June, 2021

  
\_\_\_\_\_  
Mikayla Fuentes  
Notary Public, State of New York  
No. 01FU6311328  
Qualified in Orange County  
Commission Expires September 15, 2022



# CITY OF HARTFORD

## DEPARTMENT OF FINANCE

550 Main Street, Suite 303  
Hartford, Connecticut 06103  
Telephone: (860) 757-9665  
Fax: (860) 722-6571  
[www.hartford.gov](http://www.hartford.gov)

**LUKE A. BRONIN**  
Mayor

**LEIGH ANN RALLS**  
Director of Finance

## LIVING WAGE NOTICE

Fiscal Year 2021  
EFFECTIVE July 1, 2020

### LIVING WAGE RATE

Payable with employer offered Health Insurance coverage:  
\$15.12/hr.

Payable without employer offered Health Insurance coverage:  
\$21.77/hr.

If you have any questions regarding these Living Wage Rates, please contact:

Eloy Toppin  
Project Manager  
CONTRACT COMPLIANCE UNIT  
Finance Department  
550 MAIN STREET  
HARTFORD, CT 06103  
Tel: 860.757.9788  
[etoppin@hartford.gov](mailto:etoppin@hartford.gov)

### Note

Living Wage Rates are updated annually to take effect July 1<sup>st</sup> of each fiscal year,  
Per City of Hartford Municipal Code Part II, Chapter 2, Article XII, Sec 2-763

## Section 1 RESPONSE FORMS

### 1.1 RESPONSE INFORMATION & SIGNATURE FORM

<b>Vendor Name</b> - The Salvation Army				
<b>Trade Name</b> -				
<b>Address</b> - 225 S. Marshall St., Hartford, CT 06105				
<b>Phone #</b> - 860-543-8423		<b>Fax #</b> - 860-543-8426	<b>Email Address</b> - lisa.cretella@use.salvationarmy.org	
<b>Contact Person</b> - Lisa Cretella			<b>Tax ID#</b> - 13-5562351	
<b>Delivery / Service Start Date:</b> October 1, 2021			<b># Calendar days after receipt of executed contract:</b>	
<b>Bid Surety - 10%</b>	For electronic bonds enter bond number, otherwise check the appropriate box	<b>Electronic Bond #</b>	<input type="checkbox"/> Bond (hard copy)	<input type="checkbox"/> Cashiers / Certified Check
		N/A		
<b>Cost of Performance Bond included in base bid (if applicable)</b> N/A		\$	Per thousand	
<b>EEO Certification Status (check one)</b> See General Information for Preparing a Response paragraph 3.6.3			<input checked="" type="checkbox"/> Current & on file	<input type="checkbox"/> EEO form attached
<b>DAS Prequalified Contractor?</b> (non highway construction projects >\$500,000) <a href="http://das.ct.gov/cr1.aspx?page=10">http://das.ct.gov/cr1.aspx?page=10</a>			<input type="checkbox"/> N/A Certificate attached	<input type="checkbox"/> Update Statement attached
<b>Insurance Agent Name</b>		Deanna Cipriano	<b>Phone #</b> 330-896-7639 ext. 8123	
<b>Insurance Agent Address</b>		Chesterfield Insurance Agency, PO Box 237, Green, OH 44232-0237		

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

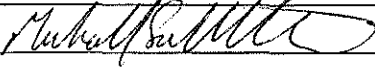
The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding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

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

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

**The undersigned certifies under penalty of false statement that the information provided in this**

response is true.

Submitted by (Signature)		
Printed name and title	Michael J. Southwick, Secretary (Authorized Agent of Company)	Date 6-15-2021

**1.2 RESPONSE PRICING**

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

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

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

**1.3 STATEMENT OF QUALIFICATIONS**

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

1. Number of years in business - 156 D-U-N-S Number: 062517941

2. Number of personnel employed Part time - 14 , Full time - 7 ,

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

Project	Date	Contact Person	Phone No.
CT DOH ESS - 3 Shelters	7/2015-6/2022	Sue Gajda	(860) 270-8044
City of Hartford Overflow Shelter	11/2019-4/2020	Liany E. Arroyo	860-757-4700
City of Hartford Warming Center	11/2019-4/2020	Liany E. Arroyo	860-757-4700
City of Hartford Overflow Shelter	11/2018-4/2019	Liany E. Arroyo	860-757-4700
City of Hartford Warming Center	11/2018-4/2019	Liany E. Arroyo	860-757-4700

<b>4. DAS CONTRACTOR PREQUALIFICATION</b> <i>(required for construction / infrastructure projects only)</i> DAS prequalified? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	You certify that there has been no substantial change in your financial position or corporate structure since your most recent prequalification certificate was issued or renewed, other than those changes noted in the update statement (attached).	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
		N/A	



5. ORGANIZATIONAL STRUCTURE OF BUSINESS ENTITY (select one)	<input type="checkbox"/>	General partnership (GP)
	<input type="checkbox"/>	Limited partnership (LP)
	<input type="checkbox"/>	Limited liability corporation (LLC)
	<input type="checkbox"/>	Limited liability partnership (LLP)
	<input checked="" type="checkbox"/>	Corporation
	<input type="checkbox"/>	Individual doing business under a trade name (sole proprietor)
	<input type="checkbox"/>	other (specify)

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

8. Is your local organization an affiliate of a Parent company? If so, Indicate the principal place of business of the parent company and the name of agent for service.				
Business Name	N/A			
Address				
City		State		Zip
Name of Agent				

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

<b>Business Name</b>	<b>Address</b>	<b>Ownership Interest %</b>
N/A		

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

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

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

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

## Corporate Structure

For administrative purposes, the international office of The Salvation Army divides the United States into four geographic Territories, each directed by a Territorial Commander.

The Salvation Army, a New York Corporation (TSA) is one of the four Territories (East, West, South and Central), and has its Headquarters in West Nyack, New York. There are twelve states and two U.S. territories within TSA: Maine, Vermont, Connecticut, Massachusetts, Rhode Island, New Hampshire, Delaware, Pennsylvania, New York, New Jersey, Kentucky and Ohio, the U.S. Virgin Islands and Puerto Rico.

TSA is governed by a Board of Trustees and divided into thirteen (13) Commands, each with its own Headquarters and its own leader called the Divisional Commander who, working with his/her General Secretary, reports to the relevant Territorial Commander.

Each Command is itself comprised of operating units responsible for services within a specific program focus or geographic area. As such, each Command and the operating units within its jurisdiction are subject to the policies and procedures developed, adopted and implemented by TSA.

**The Salvation Army's Hartford, Connecticut operating unit with an office address of 225 South Marshall Street, Hartford, Connecticut 06105 is in the Southern New England Command.**

Each operating unit is encouraged to recruit and develop an **Advisory Board** comprised of local volunteers to guide the direction and impact of the unit. The advisory board members are recruited to reflect the local population(s), monitor fiscal and program standards, provide community connections, are held to a strict code of conduct, comply with The Salvation Army conflict of interest policy, and recommend direction and need for local program services.

The corporate board is the Board of Trustees of the New York not-for-profit corporation. Please note that although *some of the Board Information submitted for this matter reflects that of the Advisory Board*, the authorized officers for execution of documents are the Secretary or Assistant Secretary - Legal representing the corporate Board of Trustees.

**Board of Trustee members serve according to our By-Laws, SECTIONS 3-2 & 3.3:** Three of the Trustees of the Corporation shall be such persons as shall be appointed by the General of the branch of the Christian Church known as The Salvation Army to the offices of National Commander of The Salvation Army in the United States, Territorial Commander and Territorial Chief Secretary of the Eastern Territory of The Salvation Army in the United States, and each shall serve as a Trustee for so long as he shall hold the office to which he was appointed by the General. The remaining seven Trustees of the Corporation shall be such persons as are **Trustees** selected by the National Commander of The Salvation Army in the United States, Territorial Commander and Territorial Chief Secretary of the Eastern Territory of The Salvation Army in the United States, or by a majority of them, from the officers and lay members of The Salvation Army, and each of said seven Trustees shall serve for a term of one year from the date of selection.

THE SALVATION ARMY  
a New York Corporation  
FEIN 13-5562351  
DUNS 06-2517941

Executive Address: 440 West Nyack Road  
West Nyack, New York 10994-1739  
T 845-620-7200 F 845-620-7615

Listing of Corporate Trustees and Officers

<u>NAME/EMPLOYMENT</u>	<u>TITLE</u>	<u>HOME ADDRESS</u>
Kenneth G. Hodder	Chairman Trustee	2401 Belle Haven Meadows Court Alexandria, VA 22306
William A. Bamford III	President, Trustee	5 Marino Boulevard Pomona, NY 10970
Philip J. Maxwell	Vice President, Trustee	9 Patriot Drive Airmont, NY 10952
Hubert S. Steele III	Treasurer, Trustee	1 Lansing Court New City, NY 10956
Michelle L. Dressler	First Assistant Treasurer Trustee	16 Henry Street Orangeburg, NY 10962
Michael J. Southwick	Secretary	15 Sunset Road Old Greenwich, CT 06870
Richard D. Allen	Assistant Secretary – Legal	20 Spruce Lane Naples, ME 04055
Thomas O. Henson	Second Assistant Treasurer	3 Tin Court Walden NY 12586
Charles S. Foster	Assistant Secretary – Property	4 Hannah Lane Valley Cottage, NY 10989
Adolph M. Orlando	Second Assistant Secretary –Property	469 Esplanade Pelham Manor, NY 10803
Beth A. Foster	Assistant Secretary – Finance	4 Hannah Lane Valley Cottage, NY 10989
Sandra J. Jackson	Trustee	2 Bubenko Lane Garnerville, NY 10923
Raphael C. Jackson	Trustee	2 Bubenko Lane Garnerville, NY 10923
Ruth A. Stoneburner	Trustee	11 Forest Ridge Rd Nyack, NY 10960
G. Lorraine Bamford	Trustee	5 Marino Boulevard Pomona, NY 10970
Deslea A. Maxwell	Trustee	9 Patriot Drive Airmont, NY 10952

As of 23 March 2021  
(EXADPL)

The Greater Hartford Area Services - Salvation Army Advisory Board as of May 11, 2021

	Title	Last Name	First Name	MI	Home Address	Title/Business	Business Address	Work	Home	Cell	Email Address
1	Sgt.	Austin	Steven		95 Hockanum Blvd, Unit 4604, Vernon, CT 06066	Sergeant, Special Operations Group, City of Hartford Police Dept.	253 High Street, Hartford, CT 06103	(860) 757-4000		(860) 995-7352 (860) 436-7323	ausfs001@hartford.gov
2	Mr.	Bobowski	David	W.	45 Terry Rd, Hartford, CT 06105	Real Estate Sales Associate, Coldwell Banker		(860) 231-2600	(860) 233-0139	(860) 543-2307	david.bobowski@chmovers.com
3	Ms.	Bohman	Lisa			Executive Director, Avon/Canton Chamber of Commerce	304 West Main Street, Suite 2, #206, Avon	(860) 675-4832	(860) 693-1538		avenchamber@sbctglobal.net
4	Mr.	Carmon	John	C.		President/Funeral Director, Carmon Funeral Homes	807 Bloomfield Ave PO Box 6, Windsor, CT 06095	(860) 688-2200	(860) 673-8610		JCCarmon@aol.com
5	Mr.	Ferrigno	William	A.		Sunlight Construction, Inc.	PO Box 748, Avon, CT 06001	(860) 677-7040		(860) 250-6525	bill@sunlightconstruction.com
6	Mr.	Geathers	Glenn			Neighborhood Project Manager, Dept of Dev Services/Economic Dev Division, City of Hartford	250 Constitution Plaza, 4th floor, Hartford, CT 06103			(860) 372-2592 (860) 757-9075	ggeathers@hartford.gov
7	Mr.	Jeter*	Edward	S.	7 Alpine Meadow Lane Avon, CT 06001	Retired			(860) 232-7707		ejeter@yahoo.com
8	Mr.	Langan	Ryan	S.	20 Cliffmore Rd, West Hartford, CT 06107	GM Sales & Business Development, Doosan Fuel Cell America	South Windsor, CT 06074		(860) 707-3979		rlangan@gmail.com Ryan.Langan@zurn.com
9	Ms.	Lucas	Deborah			Travelers Insurance (DDLUCAS@travelers.com)	16 Wadsworth St, Hartford, CT 06106	(860) 954-4894	(860) 525-5093	(860) 709-0659	debra_lucas@comcast.net DDLUCAS@travelers.com
10	Mr.	Manius	Martial			Associate Accountant & Co-Lead Multicultural BRD (D&I), Eversource Energy Service Company - Berlin, CT					manius.martial@eversource.com
11	Ms.	Merrill	Christie			Senior Client Service Associate, DIMeo Schneider & Associates, L.L.C.	100 Northfield Dr, 4th Fl, Windsor Locks, CT 06095	(860) 697-7451			cmerrill@dimeoschneider.com
12	Mr.	Moffitt	Richard		735 Prospect Ave, West Hartford, CT 06105				(860) 233-2206		RLMoffitt@htfd@aol.com
13	Mr.	Nweeia	Alexander		91 Hartwell Road West Hartford, CT. 06117	Self Employed		(310) 937-7700		(860) 263-8558	alexander.nweeia@gmail.com
14	Mr.	Pereda**	Raul			President & CEO, Mitsubishi Power Aero LLC	628 Hebron Ave, Suite 400, Glastonbury, CT 06033	(860) 674-5557		(860) 306-6286	raul.pereda@aeropowermhi.com
15	Ms.	Rinaldi	Monica	L.	22 Coachmans Run, Avon, CT 06001	Medical Case Manager, Travelers				(203) 217-2634	MRINALD@travelers.com
16	Mr.	Robitaille	Mark		30 Stonefield Trail, South Windsor, CT 06074	MAROB Consulting		(860) 273-9224	(860) 648-1215	(860) 713-3644	markrobitaille@gmail.com
17	Mr.	Rotondo	Jim	H.	26 Fulton Place, West Hartford, CT 06107	Attorney, Day Pitney, LLC	242 Trumbull St, Hartford, CT 06103	(860) 275-0197	(860) 233-2559	(860) 833-7561	jbrotondn@daypitney.com
18	Mr.	Sapinski	Sigmund	L.	44 Huntingridge Dr, So Glastonbury, CT 06073	Senior Counsel, Sunlife		(860) 737-6597	(860) 633-7101		sigmund.sapinski@sunlife.com
19	The Hon.	Thompson	Alvin	W.		US District Judge, US District Court	450 Main St, Hartford, CT 06103	(860) 240-3224	(860) 688-7764		Alvin_Thompson@ctd.uscourts.gov
20	Ms.	Thompson	Paige		53 Fox Hollow Dr, Windsor Locks, CT 06096	Consulting Analyst, DIMeo Schneider & Associates, LLC	100 Northfield Dr, 4th Fl, Windsor Locks, CT 06095	(860) 697-7433		(860) 805-9047	pthompson@dimioschneider.com
21	Mr.	Weigert	David		76 Tracy Circle, Windsor Locks, CT 06096	C.I.G. Private Wealth Management LLC	294 New London Tpk, Glastonbury, CT 06033	(860) 657-4445	(860) 623-0172	(860) 951-5034	dweigert@cigpwm.com dave@conrassetment.com
	Ms.	Woodford	Ruth			Ex-officio member; The Women's Auxiliary Chair					ruth_i_woodford@sbctglobal.net
	Ms.	MacRae***	Morath			Communications and Community Relations Manager, Mitsubishi Power Aero LLC	628 Hebron Ave, Suite 400, Glastonbury, CT 06033	(860) 368-5598		(860) 899-5013	Morath.MacRae@aeropowermhi.com

\* Emeritus

\*\* Advisory Board Chair

\*\*\* Not a Board Member, but on distribution at Raul Pereda's request to assist him in an administrative capacity.

# City of Hartford EEO Report



## Part I - IDENTIFICATION OF VENDOR

1. NAME & ADDRESS	The Salvation Army SNE Divisional Headquarters 855 Asylum Avenue Hartford, CT 061015
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2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (NAME)

3. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE #
	The Salvation Army's SNE Division has multiple sites throughout the state of CT and RI; the Divisional Headquarters is located in Hartford, CT.	860-702-0050

## Part II - NONDISCRIMINATION POLICIES AND PRACTICES

<p>1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>1b. If "Yes" have all your employees been informed of this in writing?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>2b. If "Yes" are all such persons given the opportunity to participate in accordance with your nondiscrimination statement?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>3b. Has this been done in writing?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p>	<p>3c. Do all your employee recruitment advertisements state a nondiscrimination policy?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you?</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>4b. If "Yes" does each such agreement assure full compliance nondiscrimination requirements?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>4c. If "No" check here, and explain on a separate attached sheet.</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>5a. Is there a person in your employ who is responsible for assuring equal employment opportunities?</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>5b. If "Yes" give Name and Title</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/> Name/Title Sydney Flowers, HR Director</p>
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## City of Hartford EEO Report (cont.)

### Part III - HIRING AND RECRUITMENT

1. Which of the following recruitment sources are used by you? (Check "Yes" or "No." Estimate % if not known.)				2. Check any of the following that you use as hiring qualifications.		Describe any other practice which show that you hire, train and promote employees without discrimination.
Source	Yes	No	% of all applicants provided by this source.	(Check)		
State Employment Service	<input checked="" type="radio"/>	<input type="radio"/>	1%	<input checked="" type="checkbox"/>	Work Experience	<p>There is an Affirmative Action Plan in place and all applicants must apply online via our applicant tracking system, iCIMS.</p> <p>Various training and development opportunities are available to all employees. Employees can take part in off-site professional development events if financial resources are available. Any employee can submit a professional development event approval form.</p> <p>Promotions from within are encouraged. All open positions are posted online through iCIMS and all employees have the opportunity to apply.</p>
Private Employment Agencies	<input checked="" type="radio"/>	<input type="radio"/>	0.5%	<input checked="" type="checkbox"/>	Ability to speak or write English	
Schools and Colleges	<input checked="" type="radio"/>	<input type="radio"/>	0.5%	<input type="checkbox"/>	Written Tests	
Newspaper Advertisements	<input checked="" type="radio"/>	<input type="radio"/>	0.5%	<input checked="" type="checkbox"/>	High School Diploma	
Walk-ins	<input checked="" type="radio"/>	<input type="radio"/>	3%	<input checked="" type="checkbox"/>	College Degree	
Present Employees	<input checked="" type="radio"/>	<input type="radio"/>	5%	<input type="checkbox"/>	Union Membership	
Labor Organizations	<input checked="" type="radio"/>	<input type="radio"/>	1%	<input checked="" type="checkbox"/>	Personal Recommendation	
Minority/Community Organizations	<input checked="" type="radio"/>	<input type="radio"/>	1%	<input checked="" type="checkbox"/>	Car Ownership	
Employment Resource Development Agency	<input checked="" type="radio"/>	<input type="radio"/>	1%			
Other (Specify): Online Job Boards via our Applicant Tracking System	<input checked="" type="radio"/>	<input type="radio"/>	86.5%			

**City of Hartford EEO Report (cont.)**

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

EMPLOYMENT FIGURES WERE OBTAINED FROM (Check)							CLOSING DATE OF REPORT PERIOD				
Visual Check		✓ Employment Record			Other		01/10/2021				
Job Categories	Overall Totals (Sum of all Columns A-E, Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or Pacific Islander		E American Indian or Alaskan Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers	3	0	2	0	0	0	0	1	0	0	0
Professionals	26	0	9	1	12	0	4	0	0	0	0
Technicians	0										
Sales Workers	0										
Office and Clerical	48	1	3	10	22	3	9	0	0	0	0
Craft Workers (Semi-Skilled)	0										
Operatives (Semi-Skilled)	0										
Laborers (Unskilled)	1	0	0	1	0	0	0	0	0	0	0
Service Workers	4	0	0	0	2	1	1	0	0	0	0
<b>TOTALS ABOVE</b>	<b>82</b>	<b>1</b>	<b>14</b>	<b>12</b>	<b>36</b>	<b>4</b>	<b>14</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS ONE YEAR AGO</b>	<b>79</b>	<b>2</b>	<b>13</b>	<b>16</b>	<b>28</b>	<b>3</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ON THE JOB TRAINEES (Enter figures for the same categories as shown above)</b>											
Apprentices											
Trainees											

**Part V DOCUMENTATION AND COMMITMENT REQUIRED**


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

The undersigned hereby certifies that s/he is duly authorized to negotiate execute and deliver agreements, documents and other instruments in the name of and on behalf of the organization submitting this application for funding assistance, and that the information contained in this certification is, to the best of his/her knowledge, true, correct, and complete.

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

860-702-0050

PHONE (123-456-7890)

  
 AUTHORIZED SIGNATURE (BLUE INK)

Sydney Flowers, HR Director

PRINT NAME AND TITLE

01/31/2021

DATE SIGNED



## **Equal Employment Opportunity**

It is the policy of The Salvation Army that it will provide equal opportunity for employment on the bases enumerated in the federal, state and local laws applicable to it, except where a prohibition on discrimination is inconsistent with the religious principles of The Salvation Army. Such equal opportunity for employment will apply to recruitment and hiring, training, promotion, salaries and other compensation, transfers and layoffs or termination.

As a religious organization, a branch of the Christian church, The Salvation Army reserves the right to make such employment decisions, adopt employment policies (including employee benefits) which are *calculated to promote the religious and moral principles for which it is established and maintained*, consistent with its rights to the free exercise of its religion guaranteed to it by the Constitution of the United States.

Without limiting the foregoing, by accepting employment with The Salvation Army, an individual recognizes that The Salvation Army is a church, agrees to do nothing to undermine its religious mission, and acknowledges that his or her conduct must not conflict with or undermine the religious programs of The Salvation Army, or its religious and moral purposes.

**The Salvation Army's  
Warming Center  
2021-2022 Proposal**

**Project Description**

The Salvation Army will provide the following services:

The Salvation Army will operate a Warming Center program during the months of December 2021 through March 2022, located at the Thurman L. Milner School, 104 Vine Street, Hartford, CT 06120. The Warming Center will be operational during the hours of 7:00 PM to 7:00 AM.

Services for 40 - 60 individuals at any one time will be offered. Final capacity will be determined by the most current guidelines on safe social distancing at the time of program opening.

Center furnishings will include cots, tables, and chairs. Blankets will be provided. Access to restrooms and showers will be available.

The Warming Center will serve homeless/unsheltered individuals. Unsheltered families will be referred to the outreach team, the Marshall House Overflow Shelter for temporary shelter, or when available, permanent shelter beds for families.

Non-perishable food items, snacks, coffee, water, and refreshments will be offered, as well as personal hygiene items, undergarments, jackets/coats, winter clothing and hand warmers, as available/donated.

**Target Population:**

Single Men: Warming Center services will be offered at the City of Hartford's Milner School, located at 104 Vine Street, Hartford, CT 06120.

Single Women: Warming Center services will be offered at the City of Hartford's Milner School 104 Vine Street, Hartford, CT 06120.

Individuals with a last known address in the City of Hartford will be prioritized for admission; non-Hartford residents will be referred to appropriate programs/warming centers, when possible. When referred, transportation will be provided.

**Program Operations:**

Access - Upon presentation, staff will check the sex offender registry for each adult reporting to the Warming Center. Registered sex offenders will be prioritized for year-round shelter beds so that the Warming Center can accommodate both single men and women. If year-round shelter

beds cannot accommodate the registered sex offender(s), staff will place the individual(s) in a local hotel.

When permanent shelter beds are available, staff will make those beds available to individuals with the greatest barriers to permanent housing or vulnerability. Individuals not directed to another shelter will be offered a cot at the Warming Center.

Intake - Upon arrival, staff will search bags and personal possessions. Clients will be required to empty their pockets and remove weapons. If a client is in possession of illegal substances and/or sharp objects/weapons, staff will ask the client to dispose of the items prior to entry into the warming center.

After initial check in, staff will complete the following with the client: HMIS intake, HMIS ROI. Staff will also ask clients for any identification to make copies. All data will be placed in a client file for information to be later uploaded into HMIS.

Warming Center Services - Cots will be available for clients during their stay. Tables, chairs, and blankets will also be available. Clients will have access to restrooms, refreshments, and nonperishable food.

Showers will be made available, upon confirmation from the City of Hartford.

Staffing - Monitoring staff will be on site 7 days a week to ensure the safety and security of all staff and Warming Center clients.

Staff to client ratio will be 1:15. The Warming Center will not exceed capacity of 60 individuals per night.

Utilizing a Harm Reduction model, no individual will be turned away from the Warming Center when occupancy is below 60. Individuals posing a safety risk to themselves or a threat to others will not be admitted. If a health/safety risk is identified, staff will call 911 and/or mobile crisis, whichever is most relevant to the threat.

#### **Additional Requirements-**

- Staff will be hired and trained by The Salvation Army, following organizational policies, City, State and Federal employment requirements.
- Staff and volunteers will be provided badges for easy identification by clients and visitors.
- Contracted janitorial services will be provided daily to clean the interior of the Warming Center, ensure restrooms are clean and stocked, and high touch areas are sanitized.
- Addiction and mental health assessments will be available through a partnership with a local behavioral health organization.
- Diversion services will be available for individuals with income.

- The Program Coordinator will attend all relevant CAN meetings, including Cold Weather Planning, Housing Matching Meetings, etc. to assist Warming Center clients in obtaining housing.
- Staff will provide clients with hygiene products, clothing, and coats, as available.

### Organizational Capacity

The Salvation Army has been working with the unsheltered population in the Hartford area for 47 years. In 1974 the organization opened a 12-bed shelter for families and individual women who were homeless. This was the first shelter to open in Hartford that served individual women and families. Today it remains the area's only shelter program that allows a family unit to remain together while in residence. Since its beginnings, The Salvation Army's Family Shelter, Marshall House, has grown to a 50-bed shelter, providing comprehensive services to people who are at risk of becoming homeless, currently experiencing homelessness or transitioning from homelessness back into stable housing. Services include:

The **Family Shelter** which provide services to 27 residents who are homeless including: emergency housing, nutritious meals, case management, employment readiness/job search services, life skill workshops\* (i.e. nutrition, improving credit, resume writing, and job and apartment searches), recreation groups\* for children, family activities, referrals to assessments for mental health and substance abuse needs and an on-site computer lab to support residents in their efforts to become job ready, and to search for jobs and apartments.

**Youth Transitional Housing** services are offered to 4 young adults, aged 18 – 24 years, who are confirmed unsheltered. Housing-focused case management services are offered, as well as housing, nutritious meals, employment readiness/job search services, recreation space and referrals to assessments for mental health and substance abuse needs. This program opened in 2018 and is part of HUD's Youth Homeless Demonstration Project.

The **Overflow/No Freeze Women and Family Shelter** which provides seasonal shelter services to 23 residents who are homeless during cold weather months (December through March) including: emergency housing, nutritious meals, case management, employment readiness/job search services, life skill workshops\* (i.e. nutrition, improving credit, resume writing, and job and apartment searches), recreation groups\* for children, family activities, referrals to assessments for mental health and substance abuse needs and an on-site computer lab to support residents in their efforts to become job ready, and to search for jobs and apartments. When the No Freeze Women and Family Shelter is at capacity, Marshall House provides financial assistance for motel stays for literally homeless women and families. Marshall House has been operating this No Freeze Shelter since 2008.

The **Homeless Prevention and Shelter Diversion Program**, which began operations in 1996, provides shelter diversion, advocacy and limited financial assistance to those at risk of homelessness with the goal of stabilizing housing and developing greater powers of self-sufficiency and self-determination. Additional services include crisis assistance, and life skills

workshops\* including Landlord/Tenant Rights and Responsibilities, Budgeting and Obtaining and Maintaining Employment, as well as referral services.

**Youth Navigation Services**, outreach and casework are provided to unsheltered youth ages 18 – 24 years. Through mediation and creative solutioning, staff seek to help youth identify stable and safe housing options. This program has been in operation since 2018 and is part of HUD’s Youth Homeless Demonstration Project.

\*note: these services are not currently being offered due to the COVID-19 pandemic and the discontinuation of group services.

### **Coordination with the Greater Hartford Coordinated Access Network (GH-CAN)**

The Salvation Army is an active member within the GH-CAN. Staff attend the following CAN meetings on a regular basis: CAN Leadership, Youth & Individual Solutions, Family Solutions, CAN Operations, Cold Weather Planning, Family Triage, YHDP Imminent Risk and YHDP YETI.

The Salvation Army will follow all GH-CAN policies including: directing clients to call 211 to set up a CAN appointment if they have not already done so; adding clients to the GH-CAN By Name List, and ensuring that all other available beds in other shelters in the Greater Hartford Area are utilized prior to client enrollment in the warming center..

The Salvation Army will seek guidance from the GH-CAN Cold Weather working group (comprised of local GH-CAN providers including 211) to coordinate and complement existing GH-CAN services including diversion services, shared housing opportunities and emergency shelter providers.

### **Coordinate with the City of Hartford**

The Salvation Army will maintain open communication with designated City of Hartford personnel regarding the Warming Center program. Staff will contact the City of Hartford regarding property issues, incidents/injuries on-site, security issues, changes to hours of operation, extended hours due to the activation of cold weather protocols or other instances of inclement weather.

The Salvation Army will submit statistical, zip code and age reports to the City of Hartford.

### **Connecticut Homeless Management Information System (CT-HMIS)**

The Salvation Army currently utilizes the CT-HMIS to input data on shelter residents. The Salvation Army will work with the CAN and Nutmeg Consultants to ensure Warming Center guests are enrolled in the program.

Designated staff, including the Program Coordinator and a Lead Monitor will be responsible for data entry and accuracy in HMIS. These staff will be signed up and trained through Nutmeg Consulting.

### **Transportation**

Marshall House will provide transportation to area shelters when beds are available within the community as well as to motels for sex offenders or individuals during cold weather protocol activation, when the Warming Center is at capacity.

In addition, transportation funds will be used for bus/train passes to assist individuals return to their home communities, when family, friends or other supports are confirmed to receive the individual.

### **Project Timeline**

Once a notice of award has been received from the City of Hartford, The Salvation Army will post all positions and begin recruiting staff. Upon hiring, staff will work with Journey Home, Nutmeg Consulting, and other community partners to provide GH-CAN training, HMIS, Narcan and diversion training to all staff. The Salvation Army will provide CPR/First Aid training, seizure first aid, Keep SAfe and other trainings for front line staff.

The Salvation Army will order all supplies and equipment needed for the Warming Center to be fully operational by December 1, 2021.

The Salvation Army will work with the GH-CAN to ensure 211, community partners, local organizations and entities are aware of the program opening. Staff will provide outreach workers with fliers so any unsheltered household can be informed of how to access services.

### **Leveraged Resources**

The Salvation Army will leverage City of Hartford funding to obtain additional program funding from the Hartford Foundation for Public Giving (HFPG).

The Salvation Army Marshall House will partner with local churches to obtain pre-packed food items or meals for Warming Center guests. Any prepared foods accepted will be prepared in a commercial kitchen by certified food handlers.

The Salvation Army will commit in-kind donations of food, clothing, hygiene products, and bedding.

The Salvation Army will establish an MOU with a local behavioral health provider to conduct mental health and substance abuse assessments.

The Salvation Army will refer Warming Center guests with income to Mercy Housing for appointments with diversion specialists.

### **Training/Staff/Onboarding**

The following positions are current staff who will be involved in the warming center:

**Brenda Downing, Director of Social Services**, has more than 26-years of experience developing and managing social service programs. She holds a master's degree in Business Administration. In her current role, she oversees The Salvation Army's social ministries in Connecticut and Rhode Island, ensuring fiscal, programmatic and contract compliance. 10% of her time will be spent on this project.

**Lisa Cretella, Director of Housing Services**, has more than 30 years in experience social services including direct service, program management and fund development. She holds a master's degree in Social Work Administration. In her current role, she oversees program implementation and evaluation, contract compliance, staff development, and financial planning and oversight for The Salvation Army's shelter and housing related services in Connecticut.; 30% of time is spent on this project.

Staff to be hired will include:

**Temporary Program Coordinator** - a full time, exempt employee will be hired to oversee the hiring, training, and scheduling of staff, as well as manage the daily operations of the program. Additional responsibilities include: donation management, inventory control, HMIS data entry, including but not limited to intakes, nightly check-ins, and overseeing volunteers.

**Warming Center Monitors** - full and part time, temporary monitors will be responsible to: screen prospective clients for possible admission; complete intakes on new admissions, review rules and obtain signatures; explain procedures; communicate any concerns to the Program Coordinator, provide crisis intervention; assist with personal hygiene, sort and distribute donations, document incidents and ensure the safety/security of guests and other staff. The staff will be trained on relevant GH CAN policies and procedures, the online shelter priority list, cultural competency including LGBTQ, safety protocols including Narcan administration and CPR, mandated reporting requirements, HMIS access and diversion techniques.

All staff hired by The Salvation Army must pass a background check which assesses criminal history and ability to work with minors.

### **Budget**

(see attached)

**EXHIBIT B – Compensation**



No Freeze Shelter Budget	Shelter Budget	City No Freeze	Hartford Foundation	Totals	Justification
<b>Income</b>					
City of Hartford No Freeze Contract	(City Council Appropriation through Health and Human Services)	\$106,981		\$106,981	
Hartford Foundation for Public Giving No Freeze Overflow			\$109,427	\$109,427	
<b>TOTALS</b>		<b>\$106,981</b>	<b>\$109,427</b>	<b>\$216,408</b>	
<b>Expenses</b>					
<b>Salaries</b>					
Dir. of Social Services	B. Downing; \$219.24/week x 17 weeks		\$3,727	\$3,727	program administration & compliance
Dir. of Homeless Services	L. Cretella; \$553.80/week x 17 weeks		\$9,415	\$9,415	program administration, fiscal oversight, reporting, supervision
Program Coordinator	TBH; \$1,000/week x 17 weeks	\$17,000		\$17,000	program oversight, staff hiring, training,
Monitors	TBH; \$15.12/hour	\$50,380	\$50,379	\$100,759	14-hour/day operations; 4 staff/shift; 7 days/week; intake, food service, client monitoring, facility oversight
<b>Fringe Benefits</b>					
Medical, Pension, Disability, Life Ins		\$5,288	\$288	\$5,576	medical insurance for eligible staff; disability; 0.44% of staff salaries
FICA		\$5,007	\$5,007	\$10,014	
Workers Comp., EP&L		\$631	\$632	\$1,263	worker's comp: 3.4%; EP&L: 6.25%
<b>Direct Assistance</b>					
Food	17 weeks @ \$705/week	\$6,000	\$6,000	\$12,000	refreshments, breakfast/dinner, paper products for up to 60 individuals/daily
Janitorial Services	\$ 1,000/month	\$10,000	\$7,000	\$17,000	daily cleaning/sanitizing; laundering
Supplies			\$1,000	\$1,000	janitorial supplies, PPEs, office supplies
<b>Program Occupancy</b>					
Utilities, communication		\$1,800		\$1,800	10% of telephone, internet; cell phone for Program Coordinator
<b>Insurance</b>					
Insurance - bldg & equipment			\$2,100	\$2,100	10% of building insurance & equipment
<b>Vehicle Expenses (use of ACT van)</b>					
Van insurance					
Gasoline					
<b>Other Expenses</b>					
motel placement		\$3,500		\$3,500	50 nights @ \$70/night
partipant assistance			\$5,000	\$5,000	personal hygiene items, local transportation, intercity travel, document requests
professional fees, data processing, audit			\$4,614	\$4,614	payroll fees: 6.25%; bookkeeping fees: 7.5%; audit: 7.5%
<b>SubTotal</b>		<b>\$99,606</b>	<b>\$95,162</b>	<b>\$181,626</b>	
<b>Administration</b>					

Administration (8% of total budget)	Allocable Admin Salaries/ Fringe; Insurance; Rent; Telephone; Computer/LAN; Office Supplies; Postage; Equipment/Copier; Professional/Audit Services; Depreciation	\$7,375	\$14,265	\$216,408	
<b>TOTALS</b>		<b>\$106,981</b>	<b>\$109,427</b>	<b>\$216,408</b>	

**EXHIBIT C – Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/04/2021

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

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

PRODUCER  CHESTERFIELD INSURANCE AGENCY, INC. P. O. BOX 237 GREEN, OH 44232-0237	CONTACT NAME: DEANNA M. KRUGER	
	PHONE (A/C, No, Ext): (330) 896-7639 X 8123 FAX (A/C, No): 330-896-6548	
INSURED  THE SALVATION ARMY, A NEW YORK CORP. 440 WEST NYACK ROAD WEST NYACK, NY 10994-1739	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: ZURICH AMERICAN INS. CO.	16535
	INSURER B: THE SALVATION ARMY RISK TRUST	
	INSURER C: THE SALVATION ARMY, A NY CORP.	
	INSURER D: AMERICAN ZURICH INS. CO.	40142
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: #005 REVISION NUMBER:

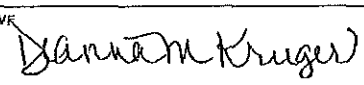
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	X	SELF INSURED RETENTION	01/01/21	01/01/22	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 500,000 PRODUCTS - COMP/OP AGG \$ 500,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	X	X	BAP 8978527-25	01/01/21	01/01/22	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$500,000	X	X	TRUST #19578500 INCLUDING PROFESSIONAL LIABILITY	01/01/21	01/01/22	EACH OCCURRENCE \$ 4,500,000 AGGREGATE \$ 4,500,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 8978533-25	01/01/21	01/01/22	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	AUTO LIABILITY EXCESS	X	X	SELF INSURED RETENTION	01/01/21	01/01/22	\$400,000 XS OF \$100,000

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

COVERAGE APPLIES TO THE SALVATION ARMY SOUTHERN NEW ENGLAND DIVISION AS RESPECTS THE MARSHALL HOUSE OVERNIGHT WARMING CENTER SERVICES & FAMILY OVERFLOW SHELTER LOCATED AT 225 S. MARSHALL STREET, HARTFORD, CT 06105.

THE CITY OF HARTFORD IS AN ADDITIONAL INSURED AS ITS INTEREST MAY APPEAR ON A PRIMARY & NONCONTRIBUTORY BASIS. WAIVER OF SUBROGATION APPLIES. 30 DAY NOTICE OF CANCELLATION APPLIES.

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 

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# CITY OF HARTFORD: Salvation Army Contract Renewal for FY22

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- **Client Profile:** SA will operate a 23-bed overflow shelter for homeless families and single women in a safe, warm facility, 24 hours a day. Priorities will be given to Hartford residents and SA staff will ensure a clean, and secure environment as well as provide referral to treatment services as appropriate. The program will also provide for the basic shelter, food, and personal hygiene of its residents.
- **Scope and Cost of Contract:** SA shall continue to operate the Family Overflow Shelter for the City, 24 hours a day. The renewal contract for FY2022 is \$100,000 for services from December 1, 2021 through March 31, 2022.
- **Demographics:** Families and single women.

# CITY OF HARTFORD: Salvation Army Contract Renewal for FY22

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- **RFP History:** The Salvation Army was awarded a one-year grant with an option for renewal for three additional years through a single source process. SA has extensive experience managing the City's Overflow shelter
- **Program Goals** for the upcoming fiscal year will be as follows:
  - Increase the percentage of families and single women transitioning to permanent housing
  - Increase access to other social support services

# CITY OF HARTFORD: SA FY22 Metrics

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**OUTCOME 1:** Families or single women that can be diverted from year-round shelter beds

- Development of client housing plans
- Provision of life skill education on topics such as financial literacy, and health education

**OUTCOME 2:** Increase access to other social support services

- At least 60% of qualifying households access additional and/or outpatient treatment services
  - Number of families and single women enrolled in other programs
-

# CONTRACT FOR PROFESSIONAL SERVICES

by and between

**CITY OF HARTFORD**

and

**The Salvation Army**

for

## **OPERATIONS OF FAMILY AND WOMEN'S OVERFLOW HOMELESS SHELTER**

This Agreement is by and between the **City of Hartford**, a Connecticut Municipal Corporation having its territorial limits within the County of Hartford and State of Connecticut, acting herein by **Luke A. Bronin, its Mayor**, duly authorized hereinafter referred to as the **City**, and **The Salvation Army** whose address is **225 South Marshall Street, Hartford, CT 06105** acting herein by **Michael J. Southwick, its Secretary**, duly authorized, hereinafter referred to as the **Provider**.

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

The City hereby engages Provider to provide specific deliverables to the Operations of Family and Women's Overflow Homeless Shelter on an as-needed basis as set forth in the scope of services referenced as **Exhibit A** attached hereto ("**Services**"), subject to the terms and conditions in this Agreement.

### **2. TERM**

The term of this Agreement shall be December 1, 2021 through and including March 31, 2022. The City has the option to extend this contract for ( 3 ) additional (1) year terms in the City's sole and absolute discretion.

### **3. COMPENSATION**

For Services rendered by Provider as detailed in Exhibit A of this Agreement, Provider shall be paid according to the rates set forth in **Exhibit B** ("**Compensation**").

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



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

Payment will be made by the City for any Services provided hereunder within thirty (30) days of its receipt of the Provider's invoice therefore in accordance with this Section. The agency's Fiscal Officer and Executive Director must sign the Request for Reimbursement form. Payment cannot be made from photocopies or faxes.

#### **4. MANAGEMENT**

The Director of Health and Human Services or his/her designee will manage this Agreement for the City. The City will manage the Services detailed in Exhibit A (herein collectively referred to as the "Project" or the "Program") and shall work closely with the Provider in all aspects of the Services agreed to. Each shall follow reasonable suggestions of the other to improve outcomes.

#### **5. RELATIONSHIP BETWEEN THE PARTIES**

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

The Provider agrees that, except as otherwise provided herein, all non-expendable property purchased under this Agreement is understood to be and remain the property of the City and shall be tagged and tracked as property of the City. At the end of this Agreement or any renewal or extension thereof, such property shall be returned to the City or otherwise disposed of. As used herein the term "non-expendable" property shall mean any and all personality or fixtures which will not be consumed or lose its identity, and which is expected to have a useful life of one (1) year or more.

#### **6. HOLD HARMLESS AGREEMENT**

The Provider, its agents and assigns shall indemnify and hold harmless the City, including but not limited to, its elected officials, employees, officers, and agents, ("collectively, "the City Indemnitees") from any and all claims made against the City Indemnitees, including but not limited to, damages, awards, costs and reasonable attorneys' fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by or on

behalf of the Provider here under or under any other agreements of the Provider entered into by reason thereof. The City agrees to give the Provider prompt notice of any such claim and absent a conflict of interest, an opportunity to control of the defense thereof. The foregoing indemnity shall survive the termination or expiration of this Agreement.

**7. INSURANCE (The Provider)**

During the term of this Agreement, Provider shall carry and maintain at its own cost, with companies that are rated a minimum of A-, (VII or better) in AM Best Rating Guide or are otherwise reasonable acceptable to The City of Hartford, the following insurance coverages with the following minimum primary limits and/or primary/excess limits where indicated. Insurance coverage shall remain in full force for the duration of the Agreement term including any and all extensions or renewals thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.

7.1 **Commercial General Liability Insurance.** Covering against bodily injury, property damage, contractor's products and completed operations, personal and advertising injury, and contractual liability with limits not less than \$1,000,000.00 per claim and \$2,000,000.00 in the annual aggregate. The City of Hartford shall be included as an additional insured, AIIMA at all times during the term of this Agreement or any extension thereof. A waiver of subrogation in favor of the City of Hartford is also required.

7.2 **Workers' Compensation Insurance** in accordance with Connecticut General Statutes. A waiver of subrogation in favor of the City of Hartford is also required.

7.3 **Employer's Liability:**  
\$1,000,000 bodily injury for each accident;  
\$1,000,000 bodily injury by disease for each employee;  
\$1,000,000 bodily injury by disease aggregate

A waiver of subrogation in favor of the City of Hartford is also required and the policy must be endorsed as such.

7.4 **Automobile Liability Insurance:** Covering all owned, non-owned, and hired automobiles with a \$1,000,000 combined single limit for any one accident or loss. The City of Hartford shall be included as an additional insured, AIIMA, at all times during the term of this Agreement or any extension thereof. A waiver of subrogation in favor of the City of Hartford is also required.

- 7.5 **Inland Marine:** Covering the City of Hartford Department of Health and Human Services from all causes of loss during transportation (motor truck cargo or trip transit) up to and including storage (basic causes of loss form). n/a
- 7.6 **Fidelity Bond:** Shall be maintained in an amount no less than the total amount of the contract for the duration of the contract including any renewal or extension thereof. n/a
- 7.7 **The City of Hartford:** Shall be named Loss payee under the Inland Marine Policy(ies) noted in 7.5 above. n/a
- 7.8 **Professional Liability:** Issued on a claims made basis with a \$1,000,000 Single Limit for the duration of the Statute of Repose and for three years thereafter.
- 7.9 **The City of Hartford is included as an Additional Insured, AIIMA.** Under the Commercial General Liability, Automobile Liability and any Excess Liability Insurance Policies.

THE 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, AIIMA

- 7.10 Provider shall provide The City of Hartford with a copy of the certificate of insurance required under this section no later than the Effective Date of this Agreement. Provider shall automatically provide The City of Hartford with updated certificates annually and upon request. They can be sent directly to: [COHRISK@Hartford.gov](mailto:COHRISK@Hartford.gov). As evidence of Provider's continued compliance with the terms of this Agreement, said policies of insurance shall not be materially amended, or limits materially reduced, or policies cancelled without thirty (30) days prior written notice to The City of Hartford.
- 7.11 It is further agreed that the amount of insurance required herein does not, in any way, limit the liability of the Provider by virtue of its promise to hold City harmless so that in the event that any claims result in a settlement or judgment in any amount above the limits set in Paragraph 7.1 herein, the Provider shall be liable to, or for the benefit of, the City for the excess.
- 7.12 Insurance requirements and coverage may be reviewed from time to time during the Term and all extensions and renewals hereof. The Provider agrees to comply with any and all reasonable insurance requirements or

modifications made by the City's Risk Manager.

- 7.13 Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default of the terms and conditions of this Agreement. The Provider agrees that such default may be cured by procurement of insurance on behalf of Provider, at the Provider's expense, at City's option.
- 7.14 Provider shall be responsible for all deductibles including payment and indemnity to the City.
- 7.15 In the event that any of the above-described insurance policies are written on a claims-made basis, then such policy or policies shall be maintained during the Term of this Agreement for a period of not less than three (3) years following the termination or expiration of this Agreement
- 7.16 If the Provider maintains a program of self-insurance, for any of the coverages listed in this section, Provider must provide documentation of financial strength such that The City of Hartford must ascertain acceptability of self-insured arrangement.

## **8. SAFEGUARDING OF FUNDS**

In the event that the City provides the Provider with a cash advance or makes a lump sum payment, the Provider shall deposit all project funds in a Hartford financial institution with adequate FDIC or FSLIC coverage, and the balance exceeding the FDIC coverage shall be secure. Such security shall be satisfactory to the City. Consistent with the goal of expanding opportunities for minority business enterprise, the Provider is encouraged to use minority banks where possible.

## **9. PUBLIC RELATIONS**

All publicity efforts, including without limitation posters, invitations to events, publications, brochures and news releases, shall contain the following statement, as applicable:

This Program is funded by the City of Hartford; *or*

This Program is funded in part by the City of Hartford.

## **10. CONFLICT OF INTEREST**

The City and the Provider hereby agree that no member of the governing body of the City, or its designees or agents, and no other City official, either paid or unpaid, or employee, who exercises any function or responsibility with respect to this Program during the individual's tenure or thereafter, shall have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to be performed in connection with the Program assisted under this Agreement. The Provider shall cause to be incorporated in all subcontracts a provision prohibiting such interest pursuant to the provisions of this section.

## **11. EVENTS OF DEFAULT AND REMEDIES**

### **11.1 Events of Default**

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

- 11.1.1 If default shall be made by the Provider, its successors or assigns, in the performance or observance of any of the covenants, conditions or agreements on the part of the Provider set forth in this Agreement; or
- 11.1.2 If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that the Provider's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to the Provider's performance of this Agreement; or
- 11.1.3 If a decree or order by a court having jurisdiction in the matter shall have been entered adjudging the Provider bankrupt or insolvent or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for the Provider under the federal bankruptcy laws, or any other similar applicable federal or state law; or
- 11.1.4 If any competent authority shall have determined that the Provider is in default of any federal, state or local tax obligation.
- 11.1.5 Pursuant to a Resolution passed by the Court of Common Council on September 13, 1982, default on the part of any outstanding debt owed to the City by the Provider shall be considered just cause for termination of this Agreement. Default shall be considered to have occurred when a monthly payment required by a repayment agreement is thirty (30) or more days late.

11.2 Election of Remedies

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

11.2.1 Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;

11.2.2 Suspend Program operation;

11.2.3 Require the Provider to correct or cure such default to the satisfaction of the City; and

11.2.4 Terminate this Agreement for cause in accordance with Section 12 hereof.

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

**12. TERMINATION OF AGREEMENT**

12.1 Termination

"Termination," for purposes of this Agreement, shall mean the cessation, upon the effective date of termination, of the following obligations only: The Provider's obligation to perform the Services described in Exhibit A, and the City's obligation, as described in Section 3, Compensation of this Agreement to pay for such Services.

12.2 Termination for Cause

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

12.3 Termination for Program Change

In the event the Program shall be terminated or significantly changed, the City may terminate this Agreement on thirty (30) days' written notice thereof to the Provider.

12.4 Termination for Non-availability of Funds

In the event the City shall not have funds available for this Program, the City may terminate this Agreement on thirty (30) days' written notice thereof to the Provider.

12.5 Termination for Convenience

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

12.6 Payment upon Termination

In the event this Agreement is terminated as herein provided in 12.3 through 12.5 above, the City shall make full payment to the Provider for all services performed up to and including the date of termination within ten (10) days of such date of termination.

**13. AMENDMENTS**

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives. The Provider's duly authorized representative shall be **Michael J. Southwick, Its Secretary, or his successor**, and the City's duly authorized representative shall be **Luke A. Bronin, its Mayor**.

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

**14. DISCLAIMER OF AGENCY OR THIRD PARTY BENEFICIARY RIGHTS**

In no event shall anything in this Agreement be deemed to confer upon any person or entity agency status or third party beneficiary rights against the City.

**15. ESTABLISHMENT AND MAINTENANCE OF RECORDS**

The Provider agrees to establish and maintain fiscal control and accounting procedures, which assure proper accounting for all funds paid by the City to the Provider under this Agreement. The Provider agrees that all records with respect to all matters covered by this Agreement shall be maintained during the term of this Agreement, and for one full year following termination, including any renewal or extension.

**16. AUDITS**

At any time during normal business hours, with reasonable notice (not less than seven business days) and as often as may be deemed necessary by the City, the Provider shall make available to the City, for examination, all records with respect to all matters covered by this Agreement.

**17. REPORTS AND INFORMATION**

The Provider shall furnish the City with such information and reports concerning the progress and management of this project as may be required from time to time. The form of said reports shall be determined by the City and agreeable to the Provider and consistent with the City's requirements.

Monthly reports must be submitted in duplicate by the **fifteenth working day** of the month following the report period and **must include**: copies of payroll registers, canceled checks and other back-up documentation deemed necessary to support reimbursement of expenditures. Any subcontract program agreements must be submitted which detail agencies or individuals providing services under this contract, prior to execution.

The Provider will agree to comply with any reporting, auditing, documentation, invoicing or additional requirements imposed by the City or by the Director of Management & Budget.

The Provider agrees to set up a separate account to administer the funds provided pursuant to this agreement and to provide the City with a detailed description of all fund expenditures on a monthly basis. This expenditure report must include payroll rosters to substantiate personnel expenses and program participant numbers. The City may audit at will all Provider accounts related to this agreement and/or any of its amendments.

The Provider agrees to report any staff reductions, replacements and terminations to the City in writing within ten (10) days of the occurrence.

**18. NON-ASSIGNABILITY**

The Provider shall not assign or transfer any interest in this Agreement without prior written consent of the City.

**19. SEVERABILITY**

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

**20. CUMULATIVE REMEDIES**



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

**21. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws and relevant ordinances and regulations of the State of Connecticut and the City of Hartford.

**22. SUBCONTRACTORS**

Portions of the Services may be subcontracted, provided that:

- 22.1 The City shall give prior approval to such subcontract in writing.
- 22.2 All of the terms, covenants, conditions and provisions of this Agreement shall have been incorporated in such subcontracts(s) and the subcontractor(s) shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions and provisions hereof.
- 22.3 The City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

**23. GENDER/NUMBER/TITLE**

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

**24. NOTICES**

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

As to the City:

**Luke A Bronin, Its Mayor  
City of Hartford  
550 Main Street**

As to the Provider:

**Michael J. Southwick, Its Secretary  
The Salvation Army  
225 South Marshall Street**

**Hartford, CT 06103**

**Hartford, CT 06105**

**Liany Arroyo, Director  
Department of Health & Human Services  
131 Coventry Street  
Hartford, CT 06112**

Neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

**25. SUCCESSORS**

This Agreement, to the extent permitted herein, shall inure to the benefit of and be binding upon the parties hereto and any and all successors and assigns.

**26. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION**

The Provider agrees to abide by the provisions of Section 2-692 *et seq.* of the City of Hartford Municipal Code (as applicable), Executive Orders Number 3 and 17 of the State of Connecticut; and Presidential Executive Orders Number 11246, 11375 and 11063. In carrying out this Program, the Provider shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

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

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

**27. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990**

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

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

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

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

## **28. TAXPAYER IDENTIFICATION NUMBER**

The Internal Revenue Service Form W-9, *Request for Taxpayer Identification Number and Certification* as submitted by the Provider, is hereby made a part of this Agreement and is incorporated herein by reference. It is understood and agreed that the City shall use the number as listed on the IRS Form W-9 to report any and all compensation paid to the Provider under this Agreement. It is further understood and agreed that the City shall not be liable for inaccurate information contained on said IRS Form W-9.

## **29. NON-WAIVER**

Any failure by the City or the Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not be a waiver, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of the Agreement and neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

**30. DELINQUENCY IN OBLIGATIONS**

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

**31. CONDITIONS**

The Provider hereby agrees to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut and City of Hartford, including, but not limited to the following:

- (1) Civil Rights Act of 1964, as amended
- (2) Civil Rights Act of 1991, as amended
- (3) Federal Labor Standards (29 CFR Parts 3, 5, and 5a)
- (4) Architectural Barriers Act of 1969 (42 USC 4151)
- (5) Section 504 of the Rehabilitation Act of 1973
- (6) Hatch Act (Title 5 USC Chapter 15)
- (7) Living Wage Ordinance of the City of Hartford (Section 2-761 et seq of the Municipal Code of the City of Hartford)

**32. ENTIRE AGREEMENT**

This Agreement and its Exhibits attached hereto, contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter, hereof.

IN WITNESS THEREOF, the CITY OF HARTFORD and the PROVIDER have executed this Contract as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**PROVIDER**

By: \_\_\_\_\_ / / \_\_\_\_\_  
Michael J. Southwick Date  
Its Secretary

**CITY OF HARTFORD**

By: \_\_\_\_\_ / /  
Luke A. Bronin Date  
Its Mayor

**CITY OF HARTFORD**

By: \_\_\_\_\_ / /  
Liany E. Arroyo Date  
Its Director of Health and Human Services

*APPROVALS:*

As to Form and Legality:

By: \_\_\_\_\_ / /  
Howard G. Rifkin Date  
Its Corporation Counsel

## **EXHIBIT A – Detailed Scope of Services**

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

- 1.1. See Exhibit A

### **2. DATA MANAGEMENT AND REPORTING REQUIREMENTS**

- 2.1. Provider will adhere to and comply with the City of Hartford's data use agreement. Provider will collect and handle all data with confidentiality. Any data collected will be reported in the aggregate, and no individual data is to be shared.

### **3. PERSONNEL**

- 3.1. Provider will recruit and hire culturally and linguistically sensitive staff. Provider will screen and train all paid Staff and volunteers to insure they comply with agency and state regulations regarding confidentiality and security.

### **4. TARGET POPULATION**

- 4.1. Services to compromised groups and individuals is recommended. Priority should be given to those residing in the City of Hartford.
- 4.2. In addition, Provider must address service gaps for all special populations (Lesbian, Gay, Bisexual, Trans, Questioning (LGBTQ), Black and Hispanic individuals, and individuals presumed homeless).

## EXHIBIT B – Compensation

### 1. COMPENSATION

- 1.1. Total compensation under this Firm-Fixed Fee for Service Agreement shall not exceed **One Hundred Thousand Dollars (\$100,000)** in accordance with the Budget, which could be partially or 100% Grant funded. The City of Hartford is not obligated to fund partially or 100% Grant funded programs upon termination of present program funding.
- 1.2. The Provider must not commingle the City of Hartford General and Grant Fund(s) with other General or Grant Fund(s) and may not reallocate them to other line items in other programs, nor within the same program or grant without an authorized Budget Revision. The Budget Revision request timeline is at least thirty (30) days to the end of the period. Budget Line Items may be adjusted within a Budget Variance of 10%.
- 1.3. Compensation will be payable within thirty (30) days of Provider's submission of each monthly invoice that reflects those deliverables completed during the prior month. Expenditure reports are submitted to the City's Health and Human Services Department not later than ten (10) business days following the close of the month.
- 1.4. Invoices shall be accompanied by the following to initiate proper payment. A cover letter on company letterhead requesting payment. The cover letter should include but not be limited to:
  - a. A reference number;
  - b. The date;
  - c. The amount requested;
  - d. The deliverable for which payment is requested;
  - e. A brief summary of service (s) provided; and
  - f. Signature
- 1.5. Documentation of expenses is required by the Managing Authority. Backup documentation should include but not be limited to:
  - a. Summary of expenses (usually a spreadsheet with line item details);
  - b. Payroll and fringe benefits backup documentation;
  - c. Receipts and all other proofs of payments;
  - d. A copy of the general ledger showing both current month & contract-to-date activities related to scope;
  - e. For charges allocated across multiple grants and/or funding sources, provide documentation on how these indirect charges are allocated each month; and

- f. Details showing type & amount of expenditures (e.g.: management salaries, fringe, allocated office expenses, etc.) and the basis for allocating to the grant.
- 1.6. Provider agrees to serve as the Fiduciary Agent for this agreement. As such, the Provider agrees to establish and maintain accounting and record keeping procedures and issue such reports as may be required by the City.
- 1.7. Should your agency, at any time during the contract period, be audited by any branch of the federal or state government and be made to reimburse said branch, your agency will be solely responsible for covering the reimbursed amount, under no circumstances can project funds be used for reimbursement.

Please submit documents directly to The City of Hartford, Department of Health and Human Services, Finance Division. All documents regarding payments (i.e., Invoices, Etc.) that arise from Contracts, Purchase Orders, or Pre-Approval for products or services of any kind with the Department of Health and Human Services, should preferably be emailed to [APinvoices.HHS@hartford.gov](mailto:APinvoices.HHS@hartford.gov) or physically sent to:

THE CITY OF HARTFORD  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
FINANCE UNIT, ACCOUNTS PAYABLE  
131 COVENTRY STREET, 1st FLOOR, SUITE 1013  
HARTFORD, CT 06112-1548



## **EXHIBIT A**

### **SCOPE OF WORK**

**PROGRAM: FAMILY OVERFLOW SHELTER**

**CONTRACT TERM: December 1, 2021 – March 31, 2022**

#### **I. Project Description**

Provider shall provide the following services:

- A 23-bed overflow shelter (shelter) for families (defined as one or two legal guardians and their minor dependent/s) and single women in a safe, warm facility, 24 hours a day from December 1, 2021 to March 31, 2022. Priority for admission will be given to Hartford residents.
- Shelter staff will ensure that each guest is given a bed and blanket, use of lavatory facilities and three (3) meals daily and a snack.
- A record will be maintained in the Homeless Management Information System (HMIS) on all Shelter clients indicating basic information, including but not limited to, name, previous address, date of birth, Social Security number, and the date(s) and length of stay in residence.
- All persons seeking to enter the shelter will first be screened for diversion. All persons entering the Shelter will be screened for obvious signs of illness or injury. Residents must be ambulatory and able to understand and adhere to shelter rules. Persons who are unable will be referred to other appropriate facilities.
- All persons entering the Shelter will be subject to a security check.
- Shelter staff will advise Shelter clients of all Shelter rules and will enforce those rules in a fair and consistent manner.
- Shelter staff will provide logged security on an hourly basis and will maintain order in the facility.
- Provider will ensure 24-hour fire monitoring and fire suppression systems are in place.
- If medical attention is required for any Shelter resident, shelter staff will be responsible for arranging transportation to the nearest medical facility.
- Shelter staff will be responsible for distributing clothing and hygiene supplies from donations, as available.
- Case management, information and referral and other social services will be available on site.
- Shelter staff will assist clients in accessing year-round shelter beds, permanent housing and/or community housing settings, and/or entry to a social services program such as a mental health or addictions treatment program. Such efforts and placements shall be documented for review, as desired, by the Contractor.
- Sufficient staff will be on premises to ensure proper supervision, maintain order, and to provide hourly security. Staff to adult client ratio shall not exceed 1:25.
- A police background check will be required for all shelter staff.
- All clients will be screened for sex offender status. Anyone on the sex offender registry will be denied access to the shelter.
- Shelter case management staff will provide substance abuse information and referral to treatment services, as appropriate. Direct care staff will be trained in Narcan administration and certified yearly in CPR and every three (3) years in First Aid.

#### **Needs to Be Addressed**

The Provider of the shelter will address the needs of clients prioritizing families (defined as one or two legal guardians and their minor dependent/s) and single women who are homeless or would be homeless without assistance. The shelter will provide a safety net of emergency shelter services to families and individuals in crisis due to homelessness. The program will provide for the basic shelter, food, and personal hygiene needs of its residents through its overflow facilities. In order

to assist clients in becoming self-sufficient and in obtaining permanent housing it will also provide for the social service, health, mental health, life skills, employment, and related service needs through the provision of case management services which include individual assessments, action plans and information/referral services.

### **Population (Groups) to Be Served**

The shelter will provide assistance to up to twenty-three (23) members of intact families (defined as one or two legal guardians and their minor dependent/s) and up to four single women. Preference will be given to Hartford residents when shelter is at or near capacity. Residents must be ambulatory and able to understand and adhere to shelter rules.

All of the clients served will have low to very low incomes. The majority of the families and women served will have little to no income. The overwhelming majority served will be female-headed single parent families of African American and Hispanic descent. Eviction will be the living situation most clients are coming away from when arriving at the shelter, with the number of individuals coming also having been recently unemployed.

## **II. Organization Capacity & Coordination with Agencies**

The Provider should demonstrate collaboration and working experience with homeless families/individuals and organizations that provide the same services, including public institutions, nonprofit organizations, schools, etc.

Staff should follow a strict Code of Ethics which respects human dignity, civil and legal rights, the right to self-determination, and the right to informed consent.

Since every person has a specific set of needs and personal goals; staff should work one-on-one with the individual to ensure efficient, effective care. The Provider should demonstrate experience of collaboration with multiple medical, housing and community providers to secure resources and sustain the level of care and services that each individual may need.

Provider will positively affirm the experience, sexual orientation, gender identity, and gender expression of the LGBTQ+ population in the proposed program. Individuals will be served in these programs according to the gender with which they identify.

## **III. Homeless Management Information System (HMIS)**

- a. Provider is required to enter emergency shelter data into the Homeless Management Information System (HMIS) and keep all current with data quality and data completeness at or above 95%.
- b. Provider should sign a data sharing agreement with other Hartford homeless providers in order to share basic information and streamline services.
- c. Provider staff should attend regular Coordinated Access Network meetings on a consistent basis.
- d. Provider should demonstrate that it has participated in the development of the Greater Hartford Coordinated Homeless Crisis Response System.

## **IV. Program Objectives, Quality Management and Improvement**

### **a. Program Measures**

- To provide sheltering services for families and, when space is available, single women, who are homeless and are seeking shelter when all year-round shelters in the Greater Hartford area are full. The success of this goal will be measured by the utilization rate of year-round shelters and the Overflow Shelter.
- To provide case management services that support guests on their journey back to living in stable housing and to prepare them to maintain such housing through shelter diversion and mainstream resources.
- For those households that cannot be diverted from the shelter system, to provide referrals and access to year-round shelter beds.

Indicators of the success of these goals will be:

- Development of client housing plans to secure stable housing and provision of case management services to support the implementation of the plan.
- Provision of job readiness services for clients in need of employment.
- Referrals to community resources such as Social Security, the Hartford Board of Education's Homeless Children 's Liaison to enroll children in school and mental health services.
- Provision of life skill education on topics such as landlord-tenant responsibilities, financial literacy, and health education.

An annual report will be completed on the above anticipated goals.

Along with shelter, Provider should provide a comprehensive case management program including referral services in areas which affect clients' lives, including housing, employment, substance abuse, mental illness, HIV/AIDS issues, and other health concerns.

### **Outcome Goals and Indicators**

The outcome goal is that clients attain alternative housing and/or access social and/or treatment services for those that can be diverted from year-round shelter beds. Alternative housing includes, but is not limited to, residential treatment programs, supportive and permanent housing. Social services include, but are not limited to, domestic violence abuse counseling, family counseling, educational and employment and financial counseling, childcare, security deposit and rental assistance programs. Treatment services include, but are not limited to, residential and outpatient mental health, substance abuse treatment, and medical treatment.

The outcome indicators are as follows:

**Measure 1:** Families or single women that can be diverted from year-round shelter beds:

At least 40% of households access another community housing setting such as transitional housing, residential (treatment) program, or permanent housing,

**Measure 2:** Families or single women that can be diverted from year-round shelter beds:

At least 60% of qualifying households access additional and/or outpatient treatment services,

**Measure 3:** Families or single women that can be diverted from year-round shelter beds:

For households whose Housing Plans agreed upon goals of reading information on health, education, housing, budgeting, and/or other services as stated above, in order to make informed decisions about their health, education, finances, housing and other identified needs. 95% are provided with such information as individually appropriate, in order to enable them to make informed decisions on meeting those needs,

Outcomes shall be measured and documented in each client's file.

Provider will collect electronic data on the Homeless Management Information System (HMIS).

### **b. Program Quality, Access, & Referrals Objectives:**

#### **Quality Management Plan**

A successful implementation of the program should evaluate and monitor the following items:

- Achievement of the outcome indicators compared to percentages anticipated.
- The shelter utilization rate tracked through HMIS.
- The length of stay for shelter guests tracked through HMIS.

### **Quality Improvement Plan**

Provider should conduct an annual self-assessment of the Shelter to assess goals, progress, and effectiveness. A report should be produced to describe the methodology and results of the self-assessment. The report should identify the strengths of the Program, the weaknesses of the Program, and will include recommendations to the Shelter staff.

### **Eligibility Criteria:**

Determining if a household is eligible for a referral to a specific service is made once assessments and housing plans are completed with the client. If a household has been in an emergency shelter longer than two weeks and has not self-resolved their housing crisis, the case manager will complete a VI-SPDAT (Vulnerability Index- Service Prioritization Decision Assistance Tool). Once a VI-SPDAT is completed and the household is given a score, it will be uploaded into HMIS to place the family on a byname list. The household's score and placement on this list will show what housing programs they may be eligible for. After receiving the household's score and knowing what options are available to the household, a housing plan can be produced to outline steps the household and case manager must take to complete necessary referrals to exit the family from homelessness.

### **Overflow Contingency Plan:**

With the development of the Coordinated Access Network (CAN), all requests for shelter are channeled through 211 which works with diversion services to schedule and conduct CAN assessments. If a household cannot be diverted, is in need of shelter, and there is no shelter space available, they will be placed on the shelter priority list. They will be contacted when shelter becomes available.



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

**To:** Municipal Accountability Review Board  
**From:** Julian Freund  
**Subject:** Update on Sprague Subcommittee  
**Date:** September 30, 2021

The Sprague Subcommittee did not meet in September. OPM staff held a working meeting with the Town and Board of Education to review a draft set of Financial Policies and Procedures which has been prepared in response to prior years audit findings. The Town also reported that an audit firm has been selected and hired for the FY 2021 audit. Due to the timing of the execution of the contract, the auditor anticipates that the Town will request an extension to the audit deadline.

\* The next regular meeting of the Sprague Subcommittee is November 18<sup>th</sup>. If necessary, a special meeting of the Subcommittee may be scheduled in October.

## Town of Sprague Budget Status as of August 31, 2021

### Summary

As of the end of August 2021, total revenues collected are 37% of the FY 2021/22 budgeted amount. This is higher than total revenues collected for the same period in FY 2020/2021 which were 30% of the total budgeted amount. The increased revenue collection in FY2022 is due to the Town not having a deferred tax payment program in place like it did in FY2020/2021.

Total expenditures as of 8/31/21 are at 15% of budget. This is approximately 3% higher than expenditures for the same period in FY 2020/21 which were at 12% of the budget. This is mainly due to an increase in the Town's interest and principal payments related to the 2020 general obligation bond and the timing of the payment.

<i>Budget Category</i>	FY 2021/2022		Year to Date %	Same Period Prior Year
	Budget	Year to Date		
Property Taxes	6,241,789	3,461,859	55%	46%
State Education Grants	2,668,094	-	0%	0%
Other State Grants	582,822	76,080	13%	13%
Other Revenue	215,158	18,121	8%	6%
<b>Total General Fund Revenues</b>	<b>9,707,863</b>	<b>3,556,060</b>	<b>37%</b>	<b>30%</b>
Town/Municipal Expenditures	2,846,888	784,210	28%	25%
Board of Education Expenditures	6,787,139	636,313	9%	6%
<b>Total General Fund Expenditures</b>	<b>9,634,027</b>	<b>1,420,523</b>	<b>15%</b>	<b>12%</b>

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

### Revenues

Property Taxes are the largest revenue source to the Town, representing 63.6% of total revenues. Collections on Property Taxes for the period to August 31, 2021 of the current fiscal year are at 55% of the budgeted amount. This is 9% higher than the prior year due to no deferred tax payment program in the current fiscal year.

State Grants make up 33.1% of total budgeted revenues. As of August 31, 2021, the Town has received 2% or \$76,080 of its State grant revenue, which is comparable to the same period in the prior year.

The remaining revenue sources include interest income, fees, permits and miscellaneous revenue. In the aggregate, these sources comprise approximately 3.3% of total budgeted revenues. Current year collections on these sources total \$18,121 and are at 8% of the total budgeted amount. Collections in the prior year were 6% of the budgeted revenue.

### Expenditures

Departmental and other operating expenditures as of August 31, 2021 tend to range between 10% and 20% with a few exceptions where year-to-date expenditures don't fall into that range. In most cases, Town current year expenditures are comparable to last fiscal year's expenditures for the same period with no major outliers.

Payments for memberships on regional agencies (52% year-to-date), insurance premiums (16% year-to-date) and maintenance contracts (42% year-to-date) tend to be invoiced in one or several installments. Similarly, payments on bond principal (65% year-to-date) and interest (45% year-to-date) are scheduled payments that do not necessarily occur evenly throughout the fiscal year.

Year to date expenditures by the Board of Education total \$636,313 or 9% of total budget. For the same period last fiscal year, Board of Education expenditures were 6% of budget. (Differences between the education expenditures between the Town report and the Board of Education report are due to timing and recording of grant-related expenditures/revenues.)



**Town of Sprague**  
**BOF Budget vs. Actual**  
**with YE estimated totals**  
 July through August 2021

			Current Year Totals				Comparison	Estimated Year-End Totals			
	July 2021	August 2021	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
<b>Ordinary Income/Expense</b>											
Income											
5000 - Taxes											
5000-1 - Current Taxes	3,091,414	130,672	5,801,039	3,222,086	(2,578,953)	56%	45%	5,801,039	5,801,039	-	100%
5000-2 - Current Interest & Lien Fees	-	3,572	20,000	3,572	(16,428)	18%	0%	20,000	20,000	-	100%
5000-3 - Prior Year Tax	15,934	10,160	125,000	26,094	(98,906)	21%	19%	125,000	125,000	-	100%
5000-4 - Prior Year Interest/Lien Fees	4,403	2,919	35,000	7,322	(27,678)	21%	17%	35,000	35,000	-	100%
5000-5 - Current Supp MV Tax	2,200	684	72,000	2,884	(69,116)	4%	4%	72,000	72,000	-	100%
5000-6 - Firefighter Tax Abatement	-	-	(11,250)	-	11,250	0%	0%	(11,250)	(11,250)	-	100%
5000-7 - PILOT Solar Farm	-	200,000	200,000	200,000	-	100%	100%	200,000	200,000	-	100%
5000-8 - Tax & Applic. Refunds (contra)	(99)	-	-	(99)	(99)	100%	100%	(99)	-	(99)	100%
5000-9 - Tax Overpymnts Ret'd (contra)	-	-	-	-	-	0%	0%	-	-	-	0%
<b>Total 5000 - Taxes</b>	<b>3,113,852</b>	<b>348,007</b>	<b>6,241,789</b>	<b>3,461,859</b>	<b>(2,779,930)</b>	<b>55%</b>	<b>46%</b>	<b>6,241,690</b>	<b>6,241,789</b>	<b>(99)</b>	<b>100%</b>
5100 - State Grants-School											
5100-1 - ECS - Assis. to Towns for Educ.	-	-	2,668,094	-	(2,668,094)	0%	0%	2,668,094	2,668,094	-	100%
<b>Total 5100 - State Grants-School</b>	<b>-</b>	<b>-</b>	<b>2,668,094</b>	<b>-</b>	<b>(2,668,094)</b>	<b>0%</b>	<b>0%</b>	<b>2,668,094</b>	<b>2,668,094</b>	<b>-</b>	<b>100%</b>
5200 - State Grants-Local											
5200-1 - Telecomm. Property Tax Grant	-	-	5,221	-	(5,221)	0%	0%	5,221	5,221	-	100%
5200-10 - Judicial 10th Circuit Court	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
5200-11 - SLA - Emergency Mgmt. Agency	-	-	2,800	-	(2,800)	0%	0%	2,800	2,800	-	100%
5200-13 - St. Police O/T	-	-	-	-	-	0%	0%	-	-	-	0%
5200-14 - Town Aid Roads	-	76,080	152,349	76,080	(76,269)	50%	50%	152,349	152,349	-	100%
5200-16 - Elderly & Disabled Transp Grant	-	-	8,543	-	(8,543)	0%	0%	8,543	8,543	-	100%
5200-2 - Municipal Rev Sharing-Muni Proj	-	-	386,528	-	(386,528)	0%	0%	386,528	386,528	-	100%
5200-4 - PILOT - State Property	-	-	6,156	-	(6,156)	0%	0%	6,156	6,156	-	100%
5200-5 - Mashantucket Pequot Grant	-	-	17,479	-	(17,479)	0%	0%	17,479	17,479	-	100%
5200-6 - Veterans Tax Relief	-	-	1,876	-	(1,876)	0%	0%	1,876	1,876	-	100%
5200-7 - Disability Exemption Reimb.	-	-	870	-	(870)	0%	0%	870	870	-	100%
<b>Total 5200 - State Grants-Local</b>	<b>-</b>	<b>76,080</b>	<b>582,822</b>	<b>76,080</b>	<b>(506,742)</b>	<b>13%</b>	<b>13%</b>	<b>582,822</b>	<b>582,822</b>	<b>-</b>	<b>100%</b>
5300 - Local Revenues											
5300-1 - Interest Income	172	398	3,000	570	(2,430)	19%	11%	3,000	3,000	-	100%
5300-10 - Permit Fees, P&Z, Inland & Wetl	-	100	3,500	100	(3,400)	3%	3%	3,500	3,500	-	100%
5300-13 - Landfill Receipts	700	1,992	23,000	2,692	(20,308)	12%	12%	23,000	23,000	-	100%
5300-14 - Newsletter Ads	70	70	2,000	140	(1,860)	7%	3%	2,000	2,000	-	100%
5300-15 - Marriage Licenses	32	16	150	48	(102)	32%	32%	150	150	-	100%
5300-16 - Sportsmans Licenses	5	4	150	9	(141)	6%	3%	150	150	-	100%
5300-17 - Farmland Preservation	84	54	950	138	(812)	15%	20%	950	950	-	100%
5300-2 - Licenses,Burial, Crem, Pis, Liq	250	160	1,000	410	(590)	41%	38%	1,000	1,000	-	100%
5300-3 - Building Inspector Fees	-	800	25,000	800	(24,200)	3%	6%	25,000	25,000	-	100%
5300-4 - Dog License Fees	140	67	1,500	207	(1,293)	14%	25%	1,500	1,500	-	100%
5300-5 - Sundry Receipts, faxes, etc	6	6	400	12	(388)	3%	4%	400	400	-	100%
5300-6 - Recording Land Rec,maps, trade	1,187	1,522	10,000	2,709	(7,291)	27%	31%	10,000	10,000	-	100%
5300-8 - Conveyance Tax	3,797	2,718	17,000	6,515	(10,485)	38%	37%	17,000	17,000	-	100%
5300-9 - Copies	929	458	5,000	1,387	(3,613)	28%	20%	5,000	5,000	-	100%
<b>Total 5300 - Local Revenues</b>	<b>7,372</b>	<b>8,365</b>	<b>92,650</b>	<b>15,737</b>	<b>(76,913)</b>	<b>17%</b>	<b>18%</b>	<b>92,650</b>	<b>92,650</b>	<b>-</b>	<b>100%</b>
5400 - Misc Revenues											
5400-1 - Trans. Subsidy from SCRRRA	-	-	2,000	-	(2,000)	0%	0%	2,000	2,000	-	100%
5400-5 - Other Revenues	15	2,369	-	2,384	2,384	100%	100%	2,384	-	2,384	100%
5400-6 - Waste Management	-	-	52,000	-	(52,000)	0%	0%	52,000	52,000	-	100%
<b>Total 5400 - Misc Revenues</b>	<b>15</b>	<b>2,369</b>	<b>54,000</b>	<b>2,384</b>	<b>(51,616)</b>	<b>4%</b>	<b>4%</b>	<b>56,384</b>	<b>54,000</b>	<b>2,384</b>	<b>104%</b>
5500-3 - Resv. Dam Proj. - Prinp. S&W	-	-	45,000	-	(45,000)	0%	0%	45,000	45,000	-	100%
5500-4 - Resv. Dam Proj. - Int. W & S	-	-	23,508	-	(23,508)	0%	0%	23,508	23,508	-	100%
5800 - Transfer in of Capitalized Interest for Bond	-	-	105,000	-	(105,000)	0%	0%	105,000	105,000	-	100%
<b>Total Income</b>	<b>3,121,239</b>	<b>434,821</b>	<b>9,812,863</b>	<b>3,556,060</b>	<b>(6,256,803)</b>	<b>36%</b>	<b>30%</b>	<b>9,815,148</b>	<b>9,812,863</b>	<b>2,285</b>	<b>100%</b>
<b>Gross Profit</b>	<b>3,121,239</b>	<b>434,821</b>	<b>9,812,863</b>	<b>3,556,060</b>	<b>(6,256,803)</b>	<b>36%</b>		<b>9,815,148</b>	<b>9,812,863</b>	<b>2,285</b>	<b>100%</b>

**Town of Sprague**  
**BOF Budget vs. Actual**  
**with YE estimated totals**  
 July through August 2021

			Current Year Totals				Comparison	Estimated Year-End Totals			
	July 2021	August 2021	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
Expense											
6000 · Board of Selectmen											
6000-1 · First Selectman	4,534	3,023	40,804	7,557	(33,247)	19%	19%	40,804	40,804	-	100%
6000-2 · Selectman 2	100	100	1,200	200	(1,000)	17%	17%	1,200	1,200	-	100%
6000-3 · Selectman 3	100	100	1,200	200	(1,000)	17%	17%	1,200	1,200	-	100%
6000-4 · Selectman office Sup, Misc.	-	52	1,260	52	(1,208)	4%	71%	1,260	1,260	-	100%
6000-5 · Selectman - Mileage	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
6000-6 · Selectman Executive Assistant	6,124	2,740	36,400	8,864	(27,536)	24%	19%	36,400	36,400	-	100%
6000-7 · Stipend Add'l Brd Participation	-	-	-	-	-	0%	0%	-	-	-	0%
<b>Total 6000 · Board of Selectmen</b>	<b>10,858</b>	<b>6,015</b>	<b>81,864</b>	<b>16,873</b>	<b>(64,991)</b>	<b>21%</b>	<b>20%</b>	<b>81,864</b>	<b>81,864</b>	<b>-</b>	<b>100%</b>
6005 · Elections											
6005-1 · Election Salaries	421	247	6,409	668	(5,741)	10%	20%	6,409	6,409	-	100%
6005-2 · Election Misc.	1,144	209	14,141	1,353	(12,788)	10%	24%	14,141	14,141	-	100%
<b>Total 6005 · Elections</b>	<b>1,565</b>	<b>456</b>	<b>20,550</b>	<b>2,021</b>	<b>(18,529)</b>	<b>10%</b>	<b>23%</b>	<b>20,550</b>	<b>20,550</b>	<b>-</b>	<b>100%</b>
6010 · Board of Finance											
6010-2 · BOF - Town Rpt, Sup.	-	-	188	-	(188)	0%	0%	188	188	-	100%
<b>Total 6010 · Board of Finance</b>	<b>-</b>	<b>-</b>	<b>188</b>	<b>-</b>	<b>(188)</b>	<b>0%</b>	<b>0%</b>	<b>188</b>	<b>188</b>	<b>-</b>	<b>100%</b>
6011 · Auditing	-	-	23,200	-	(23,200)	0%	0%	23,200	23,200	-	100%
6012 · Bookkeeper											
6012-1 · Bookkeeper - Salary	3,361	2,185	28,777	5,546	(23,231)	19%	21%	28,777	28,777	-	100%
6012-2 · Bookkeeper-Support	-	-	900	-	(900)	0%	0%	900	900	-	100%
<b>Total 6012 · Bookkeeper</b>	<b>3,361</b>	<b>2,185</b>	<b>29,677</b>	<b>5,546</b>	<b>(24,131)</b>	<b>19%</b>	<b>20%</b>	<b>29,677</b>	<b>29,677</b>	<b>-</b>	<b>100%</b>
6015 · Assessors											
6015-1 · Assessors, Salary	2,487	1,658	22,387	4,145	(18,242)	19%	19%	22,387	22,387	-	100%
6015-4 · Assessors, Travel Expense	-	-	300	-	(300)	0%	0%	300	300	-	100%
6015-5 · Assessors, Sch,Wrkshp, Seminars	-	-	100	-	(100)	0%	0%	100	100	-	100%
6015-6 · Assess. Misc. Supplies, Postage	250	-	1,500	250	(1,250)	17%	19%	1,500	1,500	-	100%
6015-7 · Assess. Map updts, Pric.Manuls	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
<b>Total 6015 · Assessors</b>	<b>2,737</b>	<b>1,658</b>	<b>25,287</b>	<b>4,395</b>	<b>(20,892)</b>	<b>17%</b>	<b>18%</b>	<b>25,287</b>	<b>25,287</b>	<b>-</b>	<b>100%</b>
6025 · Tax Collector											
6025-1 · Tax Collector, Salary	3,007	2,005	27,065	5,012	(22,053)	19%	19%	27,065	27,065	-	100%
6025-4 · Tax Collector Misc. Sup. Sch.	-	-	700	-	(700)	0%	3%	700	700	-	100%
6025-5 · Tax Collector, Postage	-	-	200	-	(200)	0%	8%	200	200	-	100%
<b>Total 6025 · Tax Collector</b>	<b>3,007</b>	<b>2,005</b>	<b>27,965</b>	<b>5,012</b>	<b>(22,953)</b>	<b>18%</b>	<b>18%</b>	<b>27,965</b>	<b>27,965</b>	<b>-</b>	<b>100%</b>
6030 · Town Treasurer	200	200	2,400	400	(2,000)	17%	17%	2,400	2,400	-	100%
6035 · Town Counsel & Financial Advisr											
6035-1 · Town Counsel	2,104	-	20,000	2,104	(17,896)	11%	3%	20,000	20,000	-	100%
6035-2 · Financial Advisor	-	-	7,000	-	(7,000)	0%	0%	7,000	7,000	-	100%
<b>Total 6035 · Town Counsel &amp; Financial Advisr</b>	<b>2,104</b>	<b>-</b>	<b>27,000</b>	<b>2,104</b>	<b>(24,896)</b>	<b>8%</b>	<b>2%</b>	<b>27,000</b>	<b>27,000</b>	<b>-</b>	<b>100%</b>
6040 · Town Clerk											
6040-1 · Town Clerk, Salary	5,618	3,745	50,558	9,363	(41,195)	19%	19%	50,558	50,558	-	100%
6040-2 · Town Clerk, Office Sup, Misc.	-	84	1,463	84	(1,379)	6%	6%	1,463	1,463	-	100%
6040-3 · Town Clerk, Dog Licenses	-	-	350	-	(350)	0%	0%	350	350	-	100%
6040-4 · Town Clerk, School	-	575	900	575	(325)	64%	0%	900	900	-	100%
6040-5 · Town Clerk, Microfm(Security)	-	-	400	-	(400)	0%	0%	400	400	-	100%
<b>Total 6040 · Town Clerk</b>	<b>5,618</b>	<b>4,404</b>	<b>53,671</b>	<b>10,022</b>	<b>(43,649)</b>	<b>19%</b>	<b>18%</b>	<b>53,671</b>	<b>53,671</b>	<b>-</b>	<b>100%</b>
6045 · Telephone Services/DSL/Website	819	797	12,056	1,616	(10,440)	13%	12%	12,056	12,056	-	100%
6050 · Pool Secretaries											
6050-1 · Pool Sec,Salary-Asst Town Clerk	2,752	1,776	23,850	4,528	(19,322)	19%	13%	23,850	23,850	-	100%
6050-2 · Pool Sec, Salary-Land Use Clerk	3,948	2,772	35,519	6,720	(28,799)	19%	20%	35,519	35,519	-	100%
<b>Total 6050 · Pool Secretaries</b>	<b>6,700</b>	<b>4,548</b>	<b>59,369</b>	<b>11,248</b>	<b>(48,121)</b>	<b>19%</b>	<b>17%</b>	<b>59,369</b>	<b>59,369</b>	<b>-</b>	<b>100%</b>
6055 · Town Off. Bldg.											
6055-1 · Town Off. Bldg.Janitorial Serv	774	-	9,822	774	(9,048)	8%	8%	9,822	9,822	-	100%
6055-2 · Town Off. Bldg. Sup. Maint.	184	-	2,000	184	(1,816)	9%	10%	2,000	2,000	-	100%
6055-3 · Town Off/Sen.Ctr.- Bldg.Heat	-	-	11,000	-	(11,000)	0%	0%	11,000	11,000	-	100%
6055-4 · Town Off Bldg/Sen Ctr - Lights	920	894	9,700	1,814	(7,886)	19%	14%	9,700	9,700	-	100%
6055-5 · Town Off. Bldg. rpr & renov.	3,462	-	5,000	3,462	(1,538)	69%	69%	5,000	5,000	-	100%
<b>Total 6055 · Town Off. Bldg.</b>	<b>5,340</b>	<b>894</b>	<b>37,522</b>	<b>6,234</b>	<b>(31,288)</b>	<b>17%</b>	<b>15%</b>	<b>37,522</b>	<b>37,522</b>	<b>-</b>	<b>100%</b>

**Town of Sprague**  
**BOF Budget vs. Actual**  
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 July through August 2021

			Current Year Totals				Comparison	Estimated Year-End Totals			
	July 2021	August 2021	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
<b>6100 · P &amp; Z Comm.</b>											
6100-1 · P & Z Comm. Enfc. Off.	819	546	7,370	1,365	(6,005)	19%	19%	7,370	7,370	-	100%
6100-2 · P & Z Comm. Planner	-	-	11,500	-	(11,500)	0%	12%	11,500	11,500	-	100%
<b>Total 6100 · P &amp; Z Comm.</b>	<b>819</b>	<b>546</b>	<b>18,870</b>	<b>1,365</b>	<b>(17,505)</b>	<b>7%</b>	<b>15%</b>	<b>18,870</b>	<b>18,870</b>	<b>-</b>	<b>100%</b>
6111 · Land Use Miscellaneous	-	-	500	-	(500)	0%	1%	500	500	-	100%
6115 · Ec. Devel.	225	-	225	225	-	100%	25%	225	225	-	100%
<b>6120 · Conservation Commission</b>											
6120-2 · Training workshop	-	-	100	-	(100)	0%	0%	100	100	-	100%
6120-4 · Miscellaneous	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
<b>Total 6120 · Conservation Commission</b>	<b>-</b>	<b>-</b>	<b>1,100</b>	<b>-</b>	<b>(1,100)</b>	<b>0%</b>	<b>0%</b>	<b>1,100</b>	<b>1,100</b>	<b>-</b>	<b>100%</b>
6150 · Conservation Wetlands Enf Off	-	560	7,000	560	(6,440)	8%	8%	7,000	7,000	-	100%
<b>6200 · Highways</b>											
6200-1 · Highways, General Maintenance	1,463	1,873	45,000	3,336	(41,664)	7%	9%	45,000	45,000	-	100%
6200-10 · Drug & Alcohol Testing	200	-	500	200	(300)	40%	50%	500	500	-	100%
6200-2 · Highways, Public Works Salary	25,159	16,587	229,330	41,746	(187,584)	18%	20%	229,330	229,330	-	100%
6200-3 · Highways, Misc. o/t labor.	816	921	26,200	1,737	(24,463)	7%	8%	26,200	26,200	-	100%
6200-4 · Boots - Highways	-	-	2,500	-	(2,500)	0%	8%	2,500	2,500	-	100%
6200-5 · Storm Materials	-	-	27,500	-	(27,500)	0%	0%	27,500	27,500	-	100%
6200-6 · Highways, Roadway Mgmt.	347	904	40,000	1,251	(38,749)	3%	24%	40,000	40,000	-	100%
6200-7 · Highways, Town Garage	267	104	8,000	371	(7,629)	5%	3%	8,000	8,000	-	100%
6200-8 · Stormwater Permit Fees(Phasell)	-	-	8,500	-	(8,500)	0%	0%	8,500	8,500	-	100%
<b>Total 6200 · Highways</b>	<b>28,252</b>	<b>20,389</b>	<b>387,530</b>	<b>48,641</b>	<b>(338,889)</b>	<b>13%</b>	<b>16%</b>	<b>387,530</b>	<b>387,530</b>	<b>-</b>	<b>100%</b>
<b>6202 · Tree Maintenance</b>											
6202-1 · Tree Warden	-	-	2,250	-	(2,250)	0%	0%	2,250	2,250	-	100%
6202-2 · Tree Warden- Training Seminars	-	-	350	-	(350)	0%	0%	350	350	-	100%
6202-3 · Tree Pruning, Removal, Replacme	1,760	-	12,000	1,760	(10,240)	15%	0%	12,000	12,000	-	100%
6202-4 · Tree Warden Mileage	-	-	400	-	(400)	0%	0%	400	400	-	100%
<b>Total 6202 · Tree Maintenance</b>	<b>1,760</b>	<b>-</b>	<b>15,000</b>	<b>1,760</b>	<b>(13,240)</b>	<b>12%</b>	<b>0%</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>100%</b>
6205 · Street Lighting	1,013	1,158	18,500	2,171	(16,329)	12%	13%	18,500	18,500	-	100%
6300 · Social Security	5,801	3,792	56,184	9,593	(46,591)	17%	16%	56,184	56,184	-	100%
6310 · Deferred Compensation	1,777	1,142	15,421	2,919	(12,502)	19%	19%	15,421	15,421	-	100%
<b>6400 · Regional Agencies</b>											
6400-1 · Reg. Agency - TVCCA	1,000	-	1,000	1,000	-	100%	100%	1,000	1,000	-	100%
6400-10 · RegAgency-SSAC of Eastern CT	-	-	300	-	(300)	0%	0%	300	300	-	100%
6400-11 · RegAg-SE CT Enterpr Reg	-	1,044	1,044	1,044	-	100%	24%	1,044	1,044	-	100%
6400-12 · RegAgcy-Regional Animal Control	9,006	-	9,006	9,006	-	100%	100%	9,006	9,006	-	100%
6400-2 · Reg. Agency - Cncl. of Gvnt	-	1,641	1,641	1,641	-	100%	0%	1,641	1,641	-	100%
6400-3 · Reg. Agency - Soil/Wtr. Con.	-	-	300	-	(300)	0%	0%	300	300	-	100%
6400-4 · Reg. Agency - Women's Center	-	-	250	-	(250)	0%	0%	250	250	-	100%
6400-5 · Uncas Health District	4,989	-	19,956	4,989	(14,967)	25%	25%	19,956	19,956	-	100%
6400-6 · Reg. Agency - CCM	2,032	-	2,032	2,032	-	100%	50%	2,032	2,032	-	100%
6400-7 · Reg. Agency - Norwich PrbCrt	508	-	2,124	508	(1,616)	24%	19%	2,124	2,124	-	100%
6400-8 · Council of Small Towns (COST)	-	-	725	-	(725)	0%	0%	725	725	-	100%
6400-9 · Quinebaug Walking Weekends	-	-	175	-	(175)	0%	0%	175	175	-	100%
<b>Total 6400 · Regional Agencies</b>	<b>17,535</b>	<b>2,685</b>	<b>38,553</b>	<b>20,220</b>	<b>(18,333)</b>	<b>52%</b>	<b>43%</b>	<b>38,553</b>	<b>38,553</b>	<b>-</b>	<b>100%</b>
<b>6500 · Insurance</b>											
6500-1 · Insurance, General Town	8,121	-	41,002	8,121	(32,881)	20%	27%	41,002	41,002	-	100%
6500-2 · Insurance, Fire Department	-	-	17,191	-	(17,191)	0%	25%	17,191	17,191	-	100%
6500-4 · Insurance, Water & Sewer Plants	2,055	-	8,222	2,055	(6,167)	25%	25%	8,222	8,222	-	100%
6500-5 · Insurance,CIRMA (Workers Comp)	1,579	-	38,205	1,579	(36,626)	4%	17%	38,205	38,205	-	100%
6500-6 · Insurance, Empl. Medical Ins.	18,964	10,070	152,368	29,034	(123,334)	19%	22%	152,368	152,368	-	100%
6500-7 · Employee Insurance Waiver	329	329	3,950	658	(3,292)	17%	17%	3,950	3,950	-	100%
<b>Total 6500 · Insurance</b>	<b>31,048</b>	<b>10,399</b>	<b>260,938</b>	<b>41,447</b>	<b>(219,491)</b>	<b>16%</b>	<b>22%</b>	<b>260,938</b>	<b>260,938</b>	<b>-</b>	<b>100%</b>
<b>6600 · Police Department</b>											
6600-1 · Police Dept. Resident Trooper	-	-	175,006	-	(175,006)	0%	0%	175,006	175,006	-	100%
6600-2 · Police Dept., O/T 50% contra	-	-	5,000	-	(5,000)	0%	0%	5,000	5,000	-	100%
6600-3 · Police Dept. DARE Program	-	-	300	-	(300)	0%	0%	300	300	-	100%
6600-4 · Police Dept., Supplies, Misc.	-	-	500	-	(500)	0%	60%	500	500	-	100%
6600-5 · Police Dept.- Sch. Crs. Guard	-	-	3,961	-	(3,961)	0%	0%	3,961	3,961	-	100%
<b>Total 6600 · Police Department</b>	<b>-</b>	<b>-</b>	<b>184,767</b>	<b>-</b>	<b>(184,767)</b>	<b>0%</b>	<b>0%</b>	<b>184,767</b>	<b>184,767</b>	<b>-</b>	<b>100%</b>

**Town of Sprague**  
**BOF Budget vs. Actual**  
**with YE estimated totals**  
 July through August 2021

			Current Year Totals				Comparison	Estimated Year-End Totals			
	July 2021	August 2021	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
6605 · Fire Dept.											
6605-1 · Fire Dept., Vehicle Maint.	100	342	24,000	442	(23,558)	2%	16%	24,000	24,000	-	100%
6605-2 · Fire Dept, Fixed Expenses	11,311	526	36,300	11,837	(24,463)	33%	24%	36,300	36,300	-	100%
6605-3 · Fire Dept. Truck Supplies	-	-	7,550	-	(7,550)	0%	0%	7,550	7,550	-	100%
6605-4 · Fire Dept., Firehouse Maint.	-	203	11,200	203	(10,997)	2%	3%	11,200	11,200	-	100%
6605-5 · Fire Dept., Training	-	-	14,500	-	(14,500)	0%	30%	14,500	14,500	-	100%
6605-6 · Fire Dept., Business Exp.	185	507	14,140	692	(13,448)	5%	2%	14,140	14,140	-	100%
6605-7 · Fire Dept., Equip. Maint.	113	90	12,600	203	(12,397)	2%	10%	12,600	12,600	-	100%
<b>Total 6605 · Fire Dept.</b>	<b>11,709</b>	<b>1,668</b>	<b>120,290</b>	<b>13,377</b>	<b>(106,913)</b>	<b>11%</b>	<b>15%</b>	<b>120,290</b>	<b>120,290</b>	<b>-</b>	<b>100%</b>
6610 · Emergency											
6610-1 · Salary Director	-	-	2,200	-	(2,200)	0%	0%	2,200	2,200	-	100%
6610-5 · Training Expense	-	-	500	-	(500)	0%	0%	500	500	-	100%
6610-6 · Equipment Maintenance	-	-	830	-	(830)	0%	0%	830	830	-	100%
6610-8 · Local Emerg. Plan Chair.(LEPC)	-	-	500	-	(500)	0%	0%	500	500	-	100%
<b>Total 6610 · Emergency</b>	<b>-</b>	<b>-</b>	<b>4,030</b>	<b>-</b>	<b>(4,030)</b>	<b>0%</b>	<b>0%</b>	<b>4,030</b>	<b>4,030</b>	<b>-</b>	<b>100%</b>
6615 · Fire Marshal/Burning Official											
6615-1 · Fire Marshal/Salary	667	667	8,000	1,334	(6,666)	17%	17%	8,000	8,000	-	100%
6615-2 · Fire Marshal/Off.Exp.Ed.Misc	-	-	2,250	-	(2,250)	0%	0%	2,250	2,250	-	100%
6615-4 · Burning Official - Salary	-	-	625	-	(625)	0%	0%	625	625	-	100%
<b>Total 6615 · Fire Marshal/Burning Official</b>	<b>667</b>	<b>667</b>	<b>10,875</b>	<b>1,334</b>	<b>(9,541)</b>	<b>12%</b>	<b>13%</b>	<b>10,875</b>	<b>10,875</b>	<b>-</b>	<b>100%</b>
6620 · Enf. Off-Bldg.Code											
6620-1 · Enf.Off-Bldg Code - Salary	2,207	1,471	19,862	3,678	(16,184)	19%	19%	19,862	19,862	-	100%
6620-2 · Enf. Off-Bldg.Code - Mileage	-	-	800	-	(800)	0%	0%	800	800	-	100%
6620-3 · Enf.Off-Bldg.Code - Mbrshp.Fee	-	-	250	-	(250)	0%	0%	250	250	-	100%
6620-6 · Enf.Off-Bldg.Code.- Ed.Training	-	-	250	-	(250)	0%	0%	250	250	-	100%
6620-7 · Enf.Off-Bldg.Code- Code Vol,Sup	-	-	500	-	(500)	0%	0%	500	500	-	100%
<b>Total 6620 · Enf. Off-Bldg.Code</b>	<b>2,207</b>	<b>1,471</b>	<b>21,662</b>	<b>3,678</b>	<b>(17,984)</b>	<b>17%</b>	<b>18%</b>	<b>21,662</b>	<b>21,662</b>	<b>-</b>	<b>100%</b>
6625 · Blight Enforcement Officer											
6625-1 · Blight Enforce. Officer-Salary	302	302	3,627	604	(3,023)	17%	17%	3,627	3,627	-	100%
6625-2 · Blight Enforce.Officer-Mileage	-	-	150	-	(150)	0%	0%	150	150	-	100%
6625-3 · Blight Enforce.Officer-Postage	-	-	150	-	(150)	0%	0%	150	150	-	100%
<b>Total 6625 · Blight Enforcement Officer</b>	<b>302</b>	<b>302</b>	<b>3,927</b>	<b>604</b>	<b>(3,323)</b>	<b>15%</b>	<b>15%</b>	<b>3,927</b>	<b>3,927</b>	<b>-</b>	<b>100%</b>
6700 · Sanit/Wst Rem.											
6700-2 · Sanit/Wst.Rem.Matls.Misc	316	214	5,000	530	(4,470)	11%	14%	5,000	5,000	-	100%
6700-3 · Sanit/Wst.Rem., Recycling	3,856	5,237	65,000	9,093	(55,907)	14%	15%	65,000	65,000	-	100%
<b>Total 6700 · Sanit/Wst Rem.</b>	<b>4,172</b>	<b>5,451</b>	<b>70,000</b>	<b>9,623</b>	<b>(60,377)</b>	<b>14%</b>	<b>15%</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>	<b>100%</b>
6702 · Waste Management Exp. (Waste Management)	5,577	6,043	63,000	11,620	(51,380)	18%	10%	63,000	63,000	-	100%
6810 · Comm. of Aging											
6810-1 · Comm. on Aging - Salary	3,393	2,289	29,764	5,682	(24,082)	19%	19%	29,764	29,764	-	100%
6810-2 · Commission on Aging-Munic Agent	-	-	100	-	(100)	0%	15%	100	100	-	100%
6810-4 · Comm. on Aging - Off sup/misc.	55	45	1,200	100	(1,100)	8%	16%	1,200	1,200	-	100%
6810-5 · Comm. of Aging - Elevator Contr	213	213	2,601	426	(2,175)	16%	16%	2,601	2,601	-	100%
6810-6 · Comm. of Aging - Programs	-	-	2,000	-	(2,000)	0%	1%	2,000	2,000	-	100%
6810-7 · Comm. of Aging - Van Driver	-	-	3,500	-	(3,500)	0%	0%	3,500	3,500	-	100%
6810-7a · Comm of Aging-Van Dr	2,418	1,577	20,496	3,995	(16,501)	19%	20%	20,496	20,496	-	100%
6810-9 · Van Expense, Comm. on Aging	173	252	7,000	425	(6,575)	6%	4%	7,000	7,000	-	100%
<b>Total 6810 · Comm. of Aging</b>	<b>6,252</b>	<b>4,376</b>	<b>66,661</b>	<b>10,628</b>	<b>(56,033)</b>	<b>16%</b>	<b>14%</b>	<b>66,661</b>	<b>66,661</b>	<b>-</b>	<b>100%</b>
6950 · Capital Project											
6950-1 · Capital Project,Rpr Centrl Plnt	-	2,513	6,000	2,513	(3,487)	42%	20%	6,000	6,000	-	100%
6950-2 · Engineering Fees, Cap. Proj.	-	-	8,700	-	(8,700)	0%	85%	8,700	8,700	-	100%
<b>Total 6950 · Capital Project</b>	<b>-</b>	<b>2,513</b>	<b>14,700</b>	<b>2,513</b>	<b>(12,187)</b>	<b>17%</b>	<b>58%</b>	<b>14,700</b>	<b>14,700</b>	<b>-</b>	<b>100%</b>
7000 · Parks & Playgrounds	-	-	750	-	(750)	0%	9%	750	750	-	100%
7003 · Recreation Facilities (BoS)											
7003-2 · Electricity	133	132	1,825	265	(1,560)	15%	9%	1,825	1,825	-	100%
<b>Total 7003 · Recreation Facilities (BoS)</b>	<b>133</b>	<b>132</b>	<b>1,825</b>	<b>265</b>	<b>(1,560)</b>	<b>15%</b>	<b>9%</b>	<b>1,825</b>	<b>1,825</b>	<b>-</b>	<b>100%</b>

**Town of Sprague  
BOF Budget vs. Actual  
with YE estimated totals  
July through August 2021**

			Current Year Totals				Comparison	Estimated Year-End Totals			
	July 2021	August 2021	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
<b>7004 · Recreation Events(SPARC)</b>											
7004-1 · RecEvent-3 Villages Fall Fest	-	-	2,000	-	(2,000)	0%	0%	2,000	2,000	-	100%
7004-2 · Rec Event-Earth Day	-	-	400	-	(400)	0%	0%	400	400	-	100%
7004-3 · Rec Event-Youth Yr Lng Activity	-	-	500	-	(500)	0%	0%	500	500	-	100%
7004-4 · Rec Event-Shetucket River Fest	-	-	250	-	(250)	0%	0%	250	250	-	100%
7004-8 · Rec Event-Other	-	300	500	300	(200)	60%	0%	500	500	-	100%
<b>Total 7004 · Recreation Events(SPARC)</b>	-	300	3,650	300	(3,350)	8%	0%	3,650	3,650	-	100%
<b>7005 · Other Recreation Programs</b>											
7005-1 · Sprague/Franklin/Canterbury LL	-	-	1,250	-	(1,250)	0%	0%	1,250	1,250	-	100%
<b>Total 7005 · Other Recreation Programs</b>	-	-	1,250	-	(1,250)	0%	0%	1,250	1,250	-	100%
<b>7010 · Grist Mill</b>											
7010-1 · Grist Mill - Supplies, Maint.	-	-	850	-	(850)	0%	0%	850	850	-	100%
7010-2 · Grist Mill-Elevator Maintenance	679	194	2,372	873	(1,499)	37%	5%	2,372	2,372	-	100%
7010-3 · Grist Mill - Heat, Light	484	434	7,850	918	(6,932)	12%	12%	7,850	7,850	-	100%
7010-5 · Grist Mill - Janitor- Salaries	250	-	4,500	250	(4,250)	6%	0%	4,500	4,500	-	100%
<b>Total 7010 · Grist Mill</b>	1,413	628	15,572	2,041	(13,531)	13%	6%	15,572	15,572	-	100%
<b>7012 · Historical Museum</b>											
7012-1 · Salary	-	-	1,930	-	(1,930)	0%	0%	1,930	1,930	-	100%
7012-14 · Sprague Historical Society	-	-	200	-	(200)	0%	0%	200	200	-	100%
<b>Total 7012 · Historical Museum</b>	-	-	2,130	-	(2,130)	0%	0%	2,130	2,130	-	100%
<b>7015 · Library</b>											
7015-1 · Library - Librarian Assistant-1	1,384	754	13,414	2,138	(11,276)	16%	0%	13,414	13,414	-	100%
7015-10 · Library - Director	3,779	2,265	28,441	6,044	(22,397)	21%	19%	28,441	28,441	-	100%
7015-11 · Library - Programs	-	145	2,500	145	(2,355)	6%	0%	2,500	2,500	-	100%
7015-12 · Professional Fees	-	-	500	-	(500)	0%	0%	500	500	-	100%
7015-13 · Library-St Lib CT Membership	-	350	550	350	(200)	64%	0%	550	550	-	100%
7015-2 · Library - Books	-	194	4,500	194	(4,306)	4%	1%	4,500	4,500	-	100%
7015-3 · Library - Sup./Misc.	-	-	2,054	-	(2,054)	0%	0%	2,054	2,054	-	100%
7015-4 · Library - Library Assistant - 4	246	774	13,936	1,020	(12,916)	7%	1%	13,936	13,936	-	100%
7015-5 · Librarian Assistant - 5	247	598	6,707	845	(5,862)	13%	0%	6,707	6,707	-	100%
7015-6 · Library - Librarian Assistant-6	1,501	-	10,800	1,501	(9,299)	14%	7%	10,800	10,800	-	100%
<b>Total 7015 · Library</b>	7,157	5,080	83,402	12,237	(71,165)	15%	8%	83,402	83,402	-	100%
<b>7100 · Miscellaneous</b>											
7100-10 · Newsletter- Salary	74	(74)	-	-	-	0%	8%	-	-	-	0%
7100-11 · Bank Fees	-	-	-	-	-	0%	100%	-	-	-	0%
7100-12 · Newsletter - Misc.	-	74	500	74	(426)	15%	0%	500	500	-	100%
7100-2 · War Mem./Lords Bridge Gazebo	47	47	675	94	(581)	14%	14%	675	675	-	100%
7100-3 · Cemeteries, Vets Graves	-	-	700	-	(700)	0%	0%	700	700	-	100%
7100-4 · Contingent Fund	-	-	3,000	-	(3,000)	0%	2%	3,000	3,000	-	100%
7100-5 · Memorial Day Celebration	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
7100-6 · Legal Ads	-	477	12,000	477	(11,523)	4%	4%	12,000	12,000	-	100%
7100-8 · Unemployment Compensation	-	-	-	-	-	0%	100%	-	-	-	0%
<b>Total 7100 · Miscellaneous</b>	121	524	17,875	645	(17,230)	4%	15%	17,875	17,875	-	100%
<b>7150 · Sewer &amp; Water Dept.</b>											
7150-1 · Water & Sewer Public Services	-	-	8,500	-	(8,500)	0%	0%	8,500	8,500	-	100%
<b>Total 7150 · Sewer &amp; Water Dept.</b>	-	-	8,500	-	(8,500)	0%	0%	8,500	8,500	-	100%
<b>7200 · Office Machines/Sup/Mnt.</b>											
7200-1 · Office Mach/Sup/Mnt -Town Clerk	-	1,484	10,150	1,484	(8,666)	15%	31%	10,150	10,150	-	100%
7200-10 · Fixed Asset Inventory	-	-	1,323	-	(1,323)	0%	110%	1,323	1,323	-	100%
7200-2 · Office Mach/Sup/Mnt.- Tax Coll.	5,230	1,777	9,622	7,007	(2,615)	73%	83%	9,622	9,622	-	100%
7200-3 · Office Mach/Sup/Mnt.- Assessor	12,920	-	15,387	12,920	(2,467)	84%	103%	15,387	15,387	-	100%
7200-4 · Office Mach/Sup/Mnt-Select/Trea	-	-	1,000	-	(1,000)	0%	8%	1,000	1,000	-	100%
7200-5 · Office Machines - Equip.Mnt.	-	-	7,000	-	(7,000)	0%	21%	7,000	7,000	-	100%
7200-6 · Office MachSupp-ServSupp	-	-	5,000	-	(5,000)	0%	100%	5,000	5,000	-	100%
7200-7 · Paychex Services	366	249	3,225	615	(2,610)	19%	15%	3,225	3,225	-	100%
7200-8 · Off.Mach/Sup/Mnt-Library Suppor	2,009	-	4,162	2,009	(2,153)	48%	55%	4,162	4,162	-	100%
7200-9 · Off.Mach/Sup/Mnt.-Mail System	-	-	708	-	(708)	0%	0%	708	708	-	100%
<b>Total 7200 · Office Machines/Sup/Mnt.</b>	20,525	3,510	57,577	24,035	(33,542)	42%	63%	57,577	57,577	-	100%

**Town of Sprague**  
**BOF Budget vs. Actual**  
**with YE estimated totals**  
 July through August 2021

			Current Year Totals				Comparison	Estimated Year-End Totals			
	July 2021	August 2021	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year-End Est.	Budget	\$ Remaining	% of Budget
<b>7300 - Interest Payments - Bonds</b>											
7300-14 - 2005 Bonds, Land Purchase, Rds	-	-	20,500	-	(20,500)	0%	0%	20,500	20,500	-	100%
7300-15 - 2009 Bond-Roads, Roof, Fire App, A	-	-	14,800	-	(14,800)	0%	0%	14,800	14,800	-	100%
7300-16 - 2013 Bonds-Various Purposes	-	54,338	103,675	54,338	(49,337)	52%	53%	103,675	103,675	-	100%
7300-17 - 2020 Bonds-Various Purposes	-	77,600	152,900	77,600	(75,300)	51%	0%	152,900	152,900	-	100%
<b>Total 7300 - Interest Payments - Bonds</b>	-	131,938	291,875	131,938	(159,937)	45%	38%	291,875	291,875	-	100%
<b>7305 - Redemption of Debt-Principal</b>											
7305-14 - 2005 Bonds, Land Purchase, Rds	-	-	85,000	-	(85,000)	0%	0%	85,000	85,000	-	100%
7305-15 - 2009 Bond-Roads, Roof, Fire App, AD	-	-	110,000	-	(110,000)	0%	0%	110,000	110,000	-	100%
7305-16 - 2013 Bonds Various Purposes	-	250,000	250,000	250,000	-	100%	100%	250,000	250,000	-	100%
7305-17 - 2020 Bonds - Various Purposes	-	115,000	115,000	115,000	-	100%	0%	115,000	115,000	-	100%
<b>Total 7305 - Redemption of Debt-Principal</b>	-	365,000	560,000	365,000	(195,000)	65%	48%	560,000	560,000	-	100%
7360 - Operating Transfers CNR Fund	-	-	22,000	-	(22,000)	0%	0%	22,000	22,000	-	100%
7500 - Board of Education	205,181	431,132	6,787,139	636,313	(6,150,826)	9%	6%	6,787,139	6,787,139	-	100%
<b>Total Expense</b>	<b>395,955</b>	<b>1,024,568</b>	<b>9,634,027</b>	<b>1,420,523</b>	<b>(8,213,504)</b>	<b>15%</b>	<b>12%</b>	<b>9,634,027</b>	<b>9,634,027</b>	<b>-</b>	<b>100%</b>
<b>Net Ordinary Income</b>	<b>2,725,284</b>	<b>(589,747)</b>	<b>178,836</b>	<b>2,135,537</b>	<b>1,956,701</b>			<b>181,121</b>	<b>178,836</b>	<b>2,285</b>	<b>101%</b>
<b>Net Income</b>	<b>2,725,284</b>	<b>(589,747)</b>	<b>178,836</b>	<b>2,135,537</b>	<b>1,956,701</b>			<b>181,121</b>	<b>178,836</b>	<b>2,285</b>	<b>101%</b>
<b>Summary</b>	<b>July 2021</b>	<b>August 2021</b>	<b>Current Year Totals</b>					<b>Estimated Year-End Totals</b>			
Board of Selectmen Expenditures	\$ 190,774	\$ 593,436	\$ 2,846,888	\$ 784,210	\$ (2,062,678)	28%	25%	\$ 2,846,888	\$ 2,846,888	\$ -	100%
Board of Education Expenditures	\$ 205,181	\$ 431,132	\$ 6,787,139	\$ 636,313	\$ (6,150,826)	9%	6%	\$ 6,787,139	\$ 6,787,139	\$ -	100%
<b>Total Expenditures</b>	<b>\$ 395,955</b>	<b>\$ 1,024,568</b>	<b>\$ 9,634,027</b>	<b>\$ 1,420,523</b>	<b>\$ (8,213,504)</b>	<b>15%</b>	<b>12%</b>	<b>\$ 9,634,027</b>	<b>\$ 9,634,027</b>	<b>\$ -</b>	<b>100%</b>

**BOE Budget v. Actual  
8/31/2021**

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/ Ordered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
<b>1000-Regular Instruction</b>										
1000.51110. Wages Paid to Teachers - Regular Ed	\$ 1,070,688.00	\$ -	\$ -	\$ 1,070,688.00	\$ 49,100.31	\$ -	\$ 49,100.31	\$ 1,021,587.69	\$ 1,041,067.49	\$ (19,479.80)
1000.51120. Wages Paid to Instructional Aides - Regular Ed	\$ 45,843.00	\$ -	\$ -	\$ 45,843.00	\$ 236.25	\$ -	\$ 236.25	\$ 45,606.75	\$ 42,347.71	\$ 3,259.04
1000.52100. Group Life Insurance - Regular	\$ 756.00	\$ -	\$ -	\$ 756.00	\$ 182.70	\$ -	\$ 182.70	\$ 573.30	\$ 567.93	\$ 5.37
1000.52200. FICA/Medicare Employer - Regular Ed	\$ 20,289.00	\$ -	\$ -	\$ 20,289.00	\$ 1,125.67	\$ -	\$ 1,125.67	\$ 19,163.33	\$ 19,192.03	\$ (28.70)
1000.52500. Tuition Reimbursement	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
1000.52800. Health Insurance - Regular	\$ 308,843.00	\$ -	\$ -	\$ 308,843.00	\$ 61,585.01	\$ -	\$ 61,585.01	\$ 247,257.99	\$ 204,786.53	\$ 42,471.46
1000.53200. Substitutes - Regular Education	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00	\$ -	\$ -	\$ -	\$ 8,500.00	\$ 4,250.00	\$ 4,250.00
1000.53230. Purchased Pupil Services	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00	\$ -
1000.54420. Equipment Leasing	\$ 21,064.00	\$ -	\$ -	\$ 21,064.00	\$ 3,642.82	\$ 17,514.69	\$ 21,157.51	\$ (93.51)	\$ -	\$ (93.51)
1000.56100. General Supplies - Regular Education	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	\$ 1,043.18	\$ -	\$ 1,043.18	\$ 5,956.82	\$ 5,956.82	\$ -
1000.56110. Instructional Supplies - Regular Education	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 535.93	\$ 535.93	\$ 2,464.07	\$ 2,464.07	\$ -
1000.56400. Workbooks/Disposables	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 1,499.00	\$ 2,133.25	\$ 3,632.25	\$ 6,367.75	\$ 4,775.81	\$ 1,591.94
1000.56410. Textbooks	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
1000.56501. Ink and Toner	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 6,000.00	\$ 2,000.00
1000.58100. Dues & Fees	\$ 9,710.00	\$ -	\$ -	\$ 9,710.00	\$ 8,787.50	\$ -	\$ 8,787.50	\$ 922.50	\$ 1,100.00	\$ (177.50)
<b>Total</b>	<b>\$ 1,527,943.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,527,943.00</b>	<b>\$ 127,202.44</b>	<b>\$ 20,183.87</b>	<b>\$ 147,386.31</b>	<b>\$ 1,380,556.69</b>	<b>\$ 1,340,258.39</b>	<b>\$ 40,298.30</b>
<b>1200-Special Education</b>										
1200.51110. Wages Paid to Teachers - SPED	\$ 341,409.00	\$ -	\$ -	\$ 341,409.00	\$ 32,012.61	\$ -	\$ 32,012.61	\$ 309,396.39	\$ 307,634.23	\$ 1,762.16
1200.51120. Wages Paid to Instructional Aides - SPED	\$ 276,143.00	\$ -	\$ -	\$ 276,143.00	\$ -	\$ -	\$ -	\$ 276,143.00	\$ 279,097.89	\$ (2,954.89)
1200.51901. Wages Paid - Other Non Certified Staff - SPED	\$ 86,666.00	\$ -	\$ -	\$ 86,666.00	\$ 10,855.00	\$ -	\$ 10,855.00	\$ 75,811.00	\$ 75,882.81	\$ (71.81)
1200.52100. Group Life Insurance - SPED	\$ 930.00	\$ -	\$ -	\$ 930.00	\$ 205.71	\$ -	\$ 205.71	\$ 724.29	\$ 584.85	\$ 139.44
1200.52200. FICA/Medicare Employer - SPED	\$ 35,643.00	\$ -	\$ -	\$ 35,643.00	\$ 1,306.78	\$ -	\$ 1,306.78	\$ 34,336.22	\$ 32,047.98	\$ 2,288.24
1200.52300. Pension Contributions	\$ 3,467.00	\$ -	\$ -	\$ 3,467.00	\$ 526.32	\$ -	\$ 526.32	\$ 2,940.68	\$ 2,855.66	\$ 85.02
1200.52800. Health Insurance	\$ 276,676.00	\$ -	\$ -	\$ 276,676.00	\$ 49,749.09	\$ -	\$ 49,749.09	\$ 226,926.91	\$ 150,164.62	\$ 76,762.29
1200.53200. Substitutes - SPED	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00	\$ -	\$ -	\$ -	\$ 8,500.00	\$ 4,250.00	\$ 4,250.00
1200.53230. Purchased Pupil Services	\$ 29,000.00	\$ -	\$ -	\$ 29,000.00	\$ (1,563.75)	\$ 510.00	\$ (1,053.75)	\$ 30,053.75	\$ 22,540.31	\$ 7,513.44
1200.53300. Other Prof/Tech Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 795.00	\$ 795.00	\$ 1,705.00	\$ 1,278.75	\$ 426.25
1200.55800. Travel Reimbursement	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 600.00	\$ 600.00
1200.56100. General Supplies - Special Education	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 64.39	\$ -	\$ 64.39	\$ 935.61	\$ 935.61	\$ -
1200.56110. Instructional Supplies - SPED	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 260.19	\$ 467.86	\$ 728.05	\$ 271.95	\$ 271.95	\$ -
1200.56400. Workbooks/Disposables	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 375.00	\$ 125.00
1200.58100. Dues & Fees	\$ 760.00	\$ -	\$ -	\$ 760.00	\$ 250.00	\$ -	\$ 250.00	\$ 510.00	\$ 550.00	\$ (40.00)
<b>Total</b>	<b>\$ 1,065,394.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,065,394.00</b>	<b>\$ 93,666.34</b>	<b>\$ 1,772.86</b>	<b>\$ 95,439.20</b>	<b>\$ 969,954.80</b>	<b>\$ 879,069.66</b>	<b>\$ 90,885.14</b>
<b>1300-Adult Education - Cooperative</b>										
1300.55690. Tuition - Adult Cooperative	\$ 16,050.00	\$ -	\$ -	\$ 16,050.00	\$ -	\$ -	\$ -	\$ 16,050.00	\$ 14,372.82	\$ 1,677.18
<b>Total</b>	<b>\$ 16,050.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,050.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,050.00</b>	<b>\$ 14,372.82</b>	<b>\$ 1,677.18</b>
<b>1500-Stipends - Extra Curricular</b>										
1500.51930. Extra Curricular Stipends Paid	\$ 11,809.00	\$ -	\$ -	\$ 11,809.00	\$ -	\$ -	\$ -	\$ 11,809.00	\$ 12,941.00	\$ (1,132.00)
<b>Total</b>	<b>\$ 11,809.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,809.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,809.00</b>	<b>\$ 12,941.00</b>	<b>\$ (1,132.00)</b>
<b>1600-Summer School</b>										
1600.51110. Wages Paid to Teachers - Summer School	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 3,060.00	\$ -	\$ 3,060.00	\$ 1,940.00	\$ -	\$ 1,940.00
1600.51120. Wages Paid to Inst Aides - Summer School	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00	\$ 1,587.50	\$ -	\$ 1,587.50	\$ 662.50	\$ -	\$ 662.50
1600.51901. Wages Paid - Other Non-Cert - Summer School	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00	\$ 2,662.86	\$ -	\$ 2,662.86	\$ (262.86)	\$ -	\$ (262.86)
1600.52200. FICA/Medicare Employer - Summer School	\$ 309.00	\$ -	\$ -	\$ 309.00	\$ 369.54	\$ -	\$ 369.54	\$ (60.54)	\$ -	\$ (60.54)
<b>Total</b>	<b>\$ 9,959.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,959.00</b>	<b>\$ 7,679.90</b>	<b>\$ -</b>	<b>\$ 7,679.90</b>	<b>\$ 2,279.10</b>	<b>\$ -</b>	<b>\$ 2,279.10</b>
<b>1700-Tutoring</b>										
1700.000100.51110. Wages Paid to Teacher Tutors - Reg Ed	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
1700.000100.52200. FICA/Medicare Employer - Reg Ed	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00	\$ 350.00	\$ 350.00
1700.000200.51120. Wages Paid to Inst Aide Tutors - Spec Ed	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
1700.000200.52200. FICA/Medicare Employer - Spec Ed	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 4,000.00	\$ 4,000.00
1700.000200.53230. Purchased Pupil Services - Spec Ed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 18,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,700.00</b>	<b>\$ 9,350.00</b>	<b>\$ 9,350.00</b>
<b>1800-Stipends - Sports Teams</b>										
1800.51930. Sports Teams Stipends Paid	\$ 16,283.00	\$ -	\$ -	\$ 16,283.00	\$ -	\$ -	\$ -	\$ 16,283.00	\$ 16,283.00	\$ -
1800.52200. FICA/Medicare Employer	\$ 1,245.00	\$ -	\$ -	\$ 1,245.00	\$ -	\$ -	\$ -	\$ 1,245.00	\$ 1,245.65	\$ (0.65)
1800.53540. Sports Officials	\$ 3,570.00	\$ -	\$ -	\$ 3,570.00	\$ -	\$ -	\$ -	\$ 3,570.00	\$ 3,570.00	\$ -
<b>Total</b>	<b>\$ 21,098.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,098.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,098.00</b>	<b>\$ 21,098.65</b>	<b>\$ (0.65)</b>

**BOE Budget v. Actual  
8/31/2021**

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/ Ordered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
<b>2110-Social Work Services</b>										
2110.51900. Wages Paid - Social Worker	\$ 83,472.00	\$ -	\$ -	\$ 83,472.00	\$ 1,062.86	\$ -	\$ 1,062.86	\$ 82,409.14	\$ 22,320.14	\$ 60,089.00
2110.52100. Group Life Insurance - Social Worker	\$ 38.00	\$ -	\$ -	\$ 38.00	\$ 9.45	\$ -	\$ 9.45	\$ 28.55	\$ 28.35	\$ 0.20
2110.52200. FICA/Medicare Employer - Social Worker	\$ 1,211.00	\$ -	\$ -	\$ 1,211.00	\$ 15.41	\$ -	\$ 15.41	\$ 1,195.59	\$ 323.65	\$ 871.94
2110.52800. Health Insurance - Social Worker	\$ 21,822.00	\$ -	\$ -	\$ 21,822.00	\$ 2,385.63	\$ -	\$ 2,385.63	\$ 19,436.37	\$ 7,202.43	\$ 12,233.94
2110.56100. Supplies	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
2110.56110. Instructional Supplies	\$ -	\$ -	\$ -	\$ -	\$ 18.99	\$ -	\$ 18.99	\$ (18.99)	\$ -	\$ (18.99)
<b>Total</b>	<b>\$ 106,743.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,743.00</b>	<b>\$ 3,492.34</b>	<b>\$ -</b>	<b>\$ 3,492.34</b>	<b>\$ 103,250.66</b>	<b>\$ 29,874.57</b>	<b>\$ 73,376.09</b>
<b>2130-Health Office</b>										
2130.51901. Wages Paid - School Nurse	\$ 85,034.00	\$ -	\$ -	\$ 85,034.00	\$ 5,688.35	\$ -	\$ 5,688.35	\$ 79,345.65	\$ 79,456.06	\$ (110.41)
2130.51910. Wages Paid - Nurse Substitutes	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
2130.51930. Nursing Stipends Paid	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
2130.52100. Group Life Insurance - Health Office	\$ 76.00	\$ -	\$ -	\$ 76.00	\$ 18.90	\$ -	\$ 18.90	\$ 57.10	\$ 56.70	\$ 0.40
2130.52200. FICA/Medicare Employer - Health	\$ 8,280.00	\$ -	\$ -	\$ 8,280.00	\$ 435.16	\$ -	\$ 435.16	\$ 7,844.84	\$ 7,853.65	\$ (8.81)
2130.52800. Health Insurance - Health Office	\$ 11,409.00	\$ -	\$ -	\$ 11,409.00	\$ 2,710.08	\$ -	\$ 2,710.08	\$ 8,698.92	\$ 7,853.25	\$ 845.67
2130.53230. Purchased Pupil Services	\$ 585.00	\$ -	\$ -	\$ 585.00	\$ -	\$ -	\$ -	\$ 585.00	\$ 585.00	\$ -
2130.53300. Other Prof/Tech Services	\$ 600.00	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -
2130.54300. Repairs & Maint Equipment	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ 100.00	\$ 100.00
2130.55800. Conference/Travel - Health Office	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00	\$ 350.00	\$ 350.00
2130.56100. Supplies	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00	\$ -	\$ 120.23	\$ 120.23	\$ 2,279.77	\$ 2,279.77	\$ -
2130.56430. Professional Periodicals	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 50.00	\$ 50.00
2130.58100. Dues & Fees	\$ 600.00	\$ -	\$ -	\$ 600.00	\$ 111.00	\$ -	\$ 111.00	\$ 489.00	\$ 300.00	\$ 189.00
<b>Total</b>	<b>\$ 115,984.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,984.00</b>	<b>\$ 9,563.49</b>	<b>\$ 120.23</b>	<b>\$ 9,683.72</b>	<b>\$ 106,300.28</b>	<b>\$ 100,884.43</b>	<b>\$ 5,415.85</b>
<b>2140-Psychological Services</b>										
2140.51900. Wages Paid - School Psychologist	\$ 51,638.00	\$ -	\$ -	\$ 51,638.00	\$ 2,347.18	\$ -	\$ 2,347.18	\$ 49,290.82	\$ 49,290.82	\$ -
2140.52100. Group Life Insurance - Psychologist	\$ 38.00	\$ -	\$ -	\$ 38.00	\$ 6.12	\$ -	\$ 6.12	\$ 31.88	\$ 31.68	\$ 0.20
2140.52200. FICA/Medicare Employer - Psychologist	\$ 749.00	\$ -	\$ -	\$ 749.00	\$ 34.03	\$ -	\$ 34.03	\$ 714.97	\$ 714.72	\$ 0.25
2140.52800. Health Insurance	\$ 10,730.00	\$ -	\$ -	\$ 10,730.00	\$ 3,353.68	\$ -	\$ 3,353.68	\$ 7,376.32	\$ 15,609.74	\$ (8,233.42)
2140.53230. Purchased Pupil Services	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
2140.56100. Assessment Supplies	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
2140.56110. Instructional Supplies - Psychologist	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -
<b>Total</b>	<b>\$ 67,355.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,355.00</b>	<b>\$ 5,741.01</b>	<b>\$ -</b>	<b>\$ 5,741.01</b>	<b>\$ 61,613.99</b>	<b>\$ 68,846.96</b>	<b>\$ (7,232.97)</b>
<b>2150-Speech &amp; Audiology Services</b>										
2150.53230. Purchased Pupil Services	\$ 64,974.00	\$ -	\$ -	\$ 64,974.00	\$ -	\$ -	\$ -	\$ 64,974.00	\$ 71,067.72	\$ (6,093.72)
2150.56100. Supplies	\$ 775.00	\$ -	\$ -	\$ 775.00	\$ -	\$ -	\$ -	\$ 775.00	\$ -	\$ 775.00
<b>Total</b>	<b>\$ 65,749.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,749.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,749.00</b>	<b>\$ 71,067.72</b>	<b>\$ (5,318.72)</b>
<b>2160-PT/OT Services</b>										
2160.56100. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>2210-Improvement of Instruction</b>										
2210.53220. In Service	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ 49.50	\$ -	\$ 49.50	\$ 3,950.50	\$ 3,950.50	\$ -
2210.55800. Conference/Travel - Professional Development	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 2,600.00	\$ 2,600.00	\$ 3,400.00	\$ 3,400.00	\$ -
2210.56100. Supplies	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
<b>Total</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>	<b>\$ 49.50</b>	<b>\$ 2,600.00</b>	<b>\$ 2,649.50</b>	<b>\$ 9,350.50</b>	<b>\$ 9,350.50</b>	<b>\$ -</b>
<b>2230-Technology</b>										
2230.51901. Wages Paid - Technology Staff	\$ 12,622.00	\$ -	\$ -	\$ 12,622.00	\$ 1,754.37	\$ -	\$ 1,754.37	\$ 10,867.63	\$ 10,892.23	\$ (24.60)
2230.52100. Group Life Insurance - Technology	\$ 8.00	\$ -	\$ -	\$ 8.00	\$ 1.89	\$ -	\$ 1.89	\$ 6.11	\$ 5.67	\$ 0.44
2230.52200. FICA/Medicare Employer - Technology	\$ 966.00	\$ -	\$ -	\$ 966.00	\$ 134.21	\$ -	\$ 134.21	\$ 831.79	\$ 833.25	\$ (1.46)
2230.52300. Pension Contributions - Technology	\$ 505.00	\$ -	\$ -	\$ 505.00	\$ 77.82	\$ -	\$ 77.82	\$ 427.18	\$ 428.04	\$ (0.86)
2230.52800. Health Insurance - Technology	\$ 2,282.00	\$ -	\$ -	\$ 2,282.00	\$ 542.04	\$ -	\$ 542.04	\$ 1,739.96	\$ 1,626.01	\$ 113.95
2230.53520. Other Technical Services	\$ 76,014.00	\$ -	\$ -	\$ 76,014.00	\$ 30,664.75	\$ 68,995.25	\$ 99,660.00	\$ (23,646.00)	\$ (24,482.00)	\$ 836.00
2230.56100. Supplies	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -
2230.56500. Technology Supplies	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
2230.57340. Technology Hardware - Instructional	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,280.00	\$ 252.00	\$ 1,532.00	\$ (532.00)	\$ -	\$ (532.00)
2230.57341. Technology Hardware - Non-Instructional	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 3,050.00	\$ 13,487.50	\$ 16,537.50	\$ (13,537.50)	\$ (13,487.50)	\$ (50.00)
2230.57350. Software - Instructional	\$ 12,725.00	\$ -	\$ -	\$ 12,725.00	\$ 796.25	\$ -	\$ 796.25	\$ 11,928.75	\$ 7,635.62	\$ 4,293.13
2230.57351. Software - Non-Instructional	\$ 25,920.00	\$ -	\$ -	\$ 25,920.00	\$ -	\$ 910.00	\$ 910.00	\$ 25,010.00	\$ 26,743.73	\$ (1,733.73)
<b>Total</b>	<b>\$ 137,542.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 137,542.00</b>	<b>\$ 38,301.33</b>	<b>\$ 83,644.75</b>	<b>\$ 121,946.08</b>	<b>\$ 15,595.92</b>	<b>\$ 12,695.05</b>	<b>\$ 2,900.87</b>
<b>2310-Board of Education</b>										
2310.51901. Wages Paid - Non-Certified - BOE Admin Office	\$ 12,302.00	\$ -	\$ -	\$ 12,302.00	\$ 1,751.14	\$ -	\$ 1,751.14	\$ 10,550.86	\$ 10,574.51	\$ (23.65)



**BOE Budget v. Actual  
8/31/2021**

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/Ordered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
2310.52100. Group Life Insurance - BOE Office	\$ 8.00	\$ -	\$ -	\$ 8.00	\$ 1.89	\$ -	\$ 1.89	\$ 6.11	\$ 5.67	\$ 0.44
2310.52200. FICA/Medicare Employer - BOE Office	\$ 941.00	\$ -	\$ -	\$ 941.00	\$ 133.93	\$ -	\$ 133.93	\$ 807.07	\$ 808.98	\$ (1.91)
2310.52300. Pension Contributions - BOE Office	\$ 493.00	\$ -	\$ -	\$ 493.00	\$ 75.84	\$ -	\$ 75.84	\$ 417.16	\$ 417.19	\$ (0.03)
2310.52600. Unemployment Compensation - BOE Office	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
2310.52700. Workers' Compensation - BOE Office	\$ 22,823.00	\$ -	\$ -	\$ 22,823.00	\$ 5,221.49	\$ 17,117.25	\$ 22,338.74	\$ 484.26	\$ -	\$ 484.26
2310.52800. Health Insurance - BOE Office	\$ 6,030.00	\$ -	\$ -	\$ 6,030.00	\$ 1,429.08	\$ -	\$ 1,429.08	\$ 4,600.92	\$ 4,287.17	\$ 313.75
2310.53020. Legal Services - BOE Office	\$ 25,825.00	\$ -	\$ -	\$ 25,825.00	\$ -	\$ -	\$ -	\$ 25,825.00	\$ 19,368.75	\$ 6,456.25
2310.55200. Property/Liability Insurance - BOE Office	\$ 21,459.00	\$ -	\$ -	\$ 21,459.00	\$ 5,919.38	\$ 16,094.25	\$ 22,013.63	\$ (554.63)	\$ -	\$ (554.63)
2310.55400. Advertising - BOE Office	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 1,882.82	\$ -	\$ 1,882.82	\$ (1,382.82)	\$ -	\$ (1,382.82)
2310.55800. Conference/Travel - BOE Office	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ 150.00	\$ 150.00
2310.56100. Supplies - BOE Office	\$ 1,400.00	\$ -	\$ -	\$ 1,400.00	\$ -	\$ -	\$ -	\$ 1,400.00	\$ 1,400.00	\$ -
2310.58100. Dues & Fees - BOE Office	\$ 2,416.00	\$ -	\$ -	\$ 2,416.00	\$ -	\$ -	\$ -	\$ 2,416.00	\$ 2,462.00	\$ (46.00)
2310.58900. Graduation Costs - BOE Office	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
<b>Total</b>	<b>\$ 98,497.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,497.00</b>	<b>\$ 16,415.57</b>	<b>\$ 33,211.50</b>	<b>\$ 49,627.07</b>	<b>\$ 48,869.93</b>	<b>\$ 40,474.27</b>	<b>\$ 8,395.66</b>
<b>2320-Superintendents Office</b>										
2320.51900. Wages Paid - Superintendent	\$ 75,500.00	\$ -	\$ -	\$ 75,500.00	\$ 14,259.25	\$ -	\$ 14,259.25	\$ 61,240.75	\$ 62,740.75	\$ (1,500.00)
2320.51901. Wages Paid - Non-Certified - Supt Admin Office	\$ 12,302.00	\$ -	\$ -	\$ 12,302.00	\$ 1,751.14	\$ -	\$ 1,751.14	\$ 10,550.86	\$ 10,574.51	\$ (23.65)
2320.52100. Group Life Insurance - Superintendent Office	\$ 134.00	\$ -	\$ -	\$ 134.00	\$ 1.89	\$ -	\$ 1.89	\$ 132.11	\$ 5.67	\$ 126.44
2320.52200. FICA/Medicare Employer - Superintendent	\$ 2,072.00	\$ -	\$ -	\$ 2,072.00	\$ 340.66	\$ -	\$ 340.66	\$ 1,731.34	\$ 1,718.75	\$ 12.59
2320.52300. Pension Contributions - Superintendent's Office	\$ 493.00	\$ -	\$ -	\$ 493.00	\$ 75.84	\$ -	\$ 75.84	\$ 417.16	\$ 416.19	\$ 0.97
2320.52800. Health Insurance - Superintendent's Office	\$ 6,030.00	\$ -	\$ -	\$ 6,030.00	\$ 1,429.08	\$ -	\$ 1,429.08	\$ 4,600.92	\$ 4,287.17	\$ 313.75
2320.55800. Conference/Travel - Superintendent's Office	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 500.00	\$ 500.00
2320.56100. Supplies - Superintendent's Office	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 7.79	\$ -	\$ 7.79	\$ 292.21	\$ 292.21	\$ -
2320.58100. Dues & Fees - Superintendent's Office	\$ 1,561.00	\$ -	\$ -	\$ 1,561.00	\$ 250.00	\$ -	\$ 250.00	\$ 1,311.00	\$ 3,190.00	\$ (1,879.00)
<b>Total</b>	<b>\$ 99,392.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,392.00</b>	<b>\$ 18,115.65</b>	<b>\$ -</b>	<b>\$ 18,115.65</b>	<b>\$ 81,276.35</b>	<b>\$ 83,725.25</b>	<b>\$ (2,448.90)</b>
<b>2400-School Administration Office</b>										
2400.51900. Wages Paid - Principal	\$ 125,050.00	\$ -	\$ -	\$ 125,050.00	\$ 23,202.60	\$ -	\$ 23,202.60	\$ 101,847.40	\$ 102,091.40	\$ (244.00)
2400.51901. Wages Paid - Non-Certified - School Administration	\$ 59,163.00	\$ -	\$ -	\$ 59,163.00	\$ 6,017.50	\$ -	\$ 6,017.50	\$ 53,145.50	\$ 53,145.50	\$ -
2400.52100. Group Life Insurance - School Administration Office	\$ 202.00	\$ -	\$ -	\$ 202.00	\$ 40.95	\$ -	\$ 40.95	\$ 161.05	\$ 160.65	\$ 0.40
2400.52200. FICA/Medicare Employer - School Administration	\$ 6,340.00	\$ -	\$ -	\$ 6,340.00	\$ 796.75	\$ -	\$ 796.75	\$ 5,543.25	\$ 5,545.98	\$ (2.73)
2400.52300. Pension Contributions - School Admin Office	\$ 1,770.00	\$ -	\$ -	\$ 1,770.00	\$ -	\$ -	\$ -	\$ 1,770.00	\$ 1,769.56	\$ 0.44
2400.52800. Health Insurance - School Administration Office	\$ 26,725.00	\$ -	\$ -	\$ 26,725.00	\$ 6,333.36	\$ -	\$ 6,333.36	\$ 20,391.64	\$ 19,000.04	\$ 1,391.60
2400.53300. Other Prof/Tech Services	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
2400.55301. Postage	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ 32.02	\$ -	\$ 32.02	\$ 3,467.98	\$ 1,733.99	\$ 1,733.99
2400.55800. Conference/Travel - School Administration Office	\$ 750.00	\$ -	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ 375.00	\$ 375.00
2400.56100. Supplies	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 292.24	\$ 292.24	\$ 2,207.76	\$ 2,207.76	\$ -
2400.58100. Dues & Fees - School Administration	\$ 1,014.00	\$ -	\$ -	\$ 1,014.00	\$ 249.00	\$ -	\$ 249.00	\$ 765.00	\$ 675.00	\$ 90.00
<b>Total</b>	<b>\$ 229,014.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 229,014.00</b>	<b>\$ 36,672.18</b>	<b>\$ 292.24</b>	<b>\$ 36,964.42</b>	<b>\$ 192,049.58</b>	<b>\$ 187,704.88</b>	<b>\$ 4,344.70</b>
<b>2510-Business Office</b>										
2510.51901. Wages Paid - Non Certified - Business Office	\$ 91,863.00	\$ -	\$ -	\$ 91,863.00	\$ 13,569.16	\$ -	\$ 13,569.16	\$ 78,293.84	\$ 82,472.63	\$ (4,178.79)
2510.52100. Group Life Insurance - Business Office	\$ 68.00	\$ -	\$ -	\$ 68.00	\$ 17.01	\$ -	\$ 17.01	\$ 50.99	\$ 51.03	\$ (0.04)
2510.52200. FICA/Medicare Employer - Business Office	\$ 7,028.00	\$ -	\$ -	\$ 7,028.00	\$ 1,038.05	\$ -	\$ 1,038.05	\$ 5,989.95	\$ 6,309.15	\$ (319.20)
2510.52300. Pension Contributions - Business Office	\$ 2,020.00	\$ -	\$ -	\$ 2,020.00	\$ 311.30	\$ -	\$ 311.30	\$ 1,708.70	\$ 4,212.16	\$ (2,503.46)
2510.52800. Health Insurance - Business Office	\$ 9,127.00	\$ -	\$ -	\$ 9,127.00	\$ 2,168.04	\$ -	\$ 2,168.04	\$ 6,958.96	\$ 6,504.17	\$ 454.79
2510.53300. Other Prof/Tech Services - Business Office	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 2,239.54	\$ -	\$ 2,239.54	\$ 12,760.46	\$ 12,760.46	\$ -
2510.53410. Audit/Accounting Services - Business Office	\$ 25,750.00	\$ -	\$ -	\$ 25,750.00	\$ 405.00	\$ -	\$ 405.00	\$ 25,345.00	\$ 25,345.00	\$ -
2510.55800. Conference/Travel - Business Office	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
2510.56100. Supplies - Business Office	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 79.99	\$ -	\$ 79.99	\$ 920.01	\$ 920.01	\$ -
<b>Total</b>	<b>\$ 152,156.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 152,156.00</b>	<b>\$ 19,828.09</b>	<b>\$ -</b>	<b>\$ 19,828.09</b>	<b>\$ 132,327.91</b>	<b>\$ 138,574.61</b>	<b>\$ (6,246.70)</b>
<b>2600-Building &amp; Grounds</b>										
2600.51901. Wages Paid - Building Maintenance	\$ 109,255.00	\$ -	\$ -	\$ 109,255.00	\$ 15,652.92	\$ -	\$ 15,652.92	\$ 93,602.08	\$ 90,141.82	\$ 3,460.26
2600.52100. Group Life Insurance - Maintenance Department	\$ 138.00	\$ -	\$ -	\$ 138.00	\$ 28.35	\$ -	\$ 28.35	\$ 109.65	\$ 160.65	\$ (51.00)
2600.52200. FICA/Medicare Employer - Maintenance	\$ 8,358.00	\$ -	\$ -	\$ 8,358.00	\$ 1,183.32	\$ -	\$ 1,183.32	\$ 7,174.68	\$ 12,471.59	\$ (5,296.91)
2600.52300. Pension Contributions - Maintenance Office	\$ 3,528.00	\$ -	\$ -	\$ 3,528.00	\$ 538.64	\$ -	\$ 538.64	\$ 2,989.36	\$ 5,724.23	\$ (2,734.87)
2600.52800. Health Insurance - Maintenance	\$ 11,409.00	\$ -	\$ -	\$ 11,409.00	\$ 2,710.08	\$ -	\$ 2,710.08	\$ 8,698.92	\$ 8,130.18	\$ 568.74
2600.54010. Purchased Property Services	\$ 23,075.00	\$ -	\$ -	\$ 23,075.00	\$ 5,327.90	\$ 17,382.39	\$ 22,710.29	\$ 364.71	\$ -	\$ 364.71
2600.54101. Rubbish Removal	\$ 7,935.00	\$ -	\$ -	\$ 7,935.00	\$ 1,914.00	\$ 5,856.84	\$ 7,770.84	\$ 164.16	\$ -	\$ 164.16
2600.54300. Equipment Repairs & Maint	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
2600.54301. Building Repairs & Maint	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 563.16	\$ 469.28	\$ 1,032.44	\$ 3,967.56	\$ 3,967.56	\$ -
2600.54411. Water	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -

**BOE Budget v. Actual  
8/31/2021**

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered/ Ordered	Total Expenditures	Variance	Forecasted Expenditure	Forecasted Balance
2600.54412. Sewer	\$ 1,700.00	\$ -	\$ -	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 1,700.00	\$ -	\$ -	\$ -
2600.55300. Communications - Telephone & Internet	\$ 11,000.00	\$ -	\$ -	\$ 11,000.00	\$ 833.86	\$ 6,952.00	\$ 7,785.86	\$ 3,214.14	\$ -	\$ 3,214.14
2600.55800. Conference/Travel - Building Maintenance	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 75.00	\$ 25.00
2600.56100. General Supplies - Maintenance Department	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 16,000.00	\$ 16,000.00	\$ -
2600.56220. Electricity	\$ 60,550.00	\$ -	\$ -	\$ 60,550.00	\$ 4,891.08	\$ 55,458.34	\$ 60,349.42	\$ 200.58	\$ -	\$ 200.58
2600.56230. Liquid Propane	\$ 11,000.00	\$ -	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ 11,000.00	\$ 8,000.00	\$ 3,000.00
2600.56240. Heating Oil	\$ 21,150.00	\$ -	\$ -	\$ 21,150.00	\$ -	\$ 16,149.07	\$ 16,149.07	\$ 5,000.93	\$ 5,000.93	\$ -
2600.56260. Gasoline	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 32.76	\$ -	\$ 32.76	\$ 367.24	\$ 300.00	\$ 67.24
2600.57300. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 298,098.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 298,098.00</b>	<b>\$ 33,676.07</b>	<b>\$ 106,467.92</b>	<b>\$ 140,143.99</b>	<b>\$ 157,954.01</b>	<b>\$ 154,971.96</b>	<b>\$ 2,982.05</b>
<b>2700-Student Transportation</b>										
2700.55100. Contracted Pupil Transp Reg	\$ 394,192.00	\$ -	\$ -	\$ 394,192.00	\$ -	\$ -	\$ -	\$ 394,192.00	\$ 338,127.00	\$ 56,065.00
2700.55108. Contracted Pupil Transp Spec Ed HS	\$ 81,030.00	\$ -	\$ -	\$ 81,030.00	\$ -	\$ 70,690.60	\$ 70,690.60	\$ 10,339.40	\$ -	\$ 10,339.40
2700.55109. Contracted Pupil Transp Spec Ed Elem(Summer School)	\$ 22,905.00	\$ -	\$ -	\$ 22,905.00	\$ 11,015.40	\$ 32,612.80	\$ 43,628.20	\$ (20,723.20)	\$ -	\$ (20,723.20)
2700.55150. Contracted Pupil Transp Athletics/Ext Curr	\$ 8,775.00	\$ -	\$ -	\$ 8,775.00	\$ -	\$ -	\$ -	\$ 8,775.00	\$ 5,000.00	\$ 3,775.00
2700.55151. Contracted Pupil Transp Field Trips	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
2700.56260. Gasoline	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	\$ -
<b>Total</b>	<b>\$ 544,402.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 544,402.00</b>	<b>\$ 11,015.40</b>	<b>\$ 103,303.40</b>	<b>\$ 114,318.80</b>	<b>\$ 430,083.20</b>	<b>\$ 378,127.00</b>	<b>\$ 51,956.20</b>
<b>6000-HS Tuition</b>										
6000.000100.55610. Tuition - HS Regular Ed - public schools	\$ 1,180,533.00	\$ -	\$ -	\$ 1,180,533.00	\$ 156,041.66	\$ 780,208.30	\$ 936,249.96	\$ 244,283.04	\$ 244,283.04	\$ -
6000.000200.55610. Tuition - HS Special Ed - public schools	\$ 524,480.00	\$ -	\$ -	\$ 524,480.00	\$ -	\$ -	\$ -	\$ 524,480.00	\$ 621,383.87	\$ (96,903.87)
6000.000200.55630. Tuition - HS Special Ed - private schools	\$ 259,859.00	\$ -	\$ -	\$ 259,859.00	\$ 11,972.62	\$ 253,275.70	\$ 265,248.32	\$ (5,389.32)	\$ 74,261.32	\$ (79,650.64)
<b>Total</b>	<b>\$ 1,964,872.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,964,872.00</b>	<b>\$ 168,014.28</b>	<b>\$ 1,033,484.00</b>	<b>\$ 1,201,498.28</b>	<b>\$ 763,373.72</b>	<b>\$ 939,928.23</b>	<b>\$ (176,554.51)</b>
<b>6100-Elementary Tuition</b>										
6100.55631. Tuition - Elem Special Ed - private schools	\$ 79,398.00	\$ -	\$ -	\$ 79,398.00	\$ 4,807.00	\$ 76,429.00	\$ 81,236.00	\$ (1,838.00)	\$ -	\$ (1,838.00)
6100.000100.55660. Tuition - Elem Magnet Schools	\$ 144,984.00	\$ -	\$ -	\$ 144,984.00	\$ -	\$ -	\$ -	\$ 144,984.00	\$ 144,984.00	\$ -
6100.000200.55660. Tuition - Elem Magnet Schools Special Ed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,334.00	\$ 6,334.00	\$ (6,334.00)	\$ -	\$ (6,334.00)
<b>Total</b>	<b>\$ 224,382.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 224,382.00</b>	<b>\$ 4,807.00</b>	<b>\$ 82,763.00</b>	<b>\$ 87,570.00</b>	<b>\$ 136,812.00</b>	<b>\$ 144,984.00</b>	<b>\$ (8,172.00)</b>
<b>Total Expenditures</b>	<b>\$ 6,787,139.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,787,139.00</b>	<b>\$ 594,240.59</b>	<b>\$ 1,467,843.77</b>	<b>\$ 2,062,084.36</b>	<b>\$ 4,725,054.64</b>	<b>\$ 4,638,299.95</b>	<b>\$ 86,754.69</b>

**MEMORANDUM  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

**To:** Municipal Accountability Review Board  
**From:** Julian Freund  
**Subject:** Update on MARB Subcommittees  
**Date:** September 30, 2021

West Haven

The West Haven Subcommittee met on September 23. The Subcommittee meeting immediately followed a special meeting of the full MARB to review a planned bond issuance of \$20.545 million to continue funding the West Haven High School project and the FY 2021 capital plan projects.

At the Subcommittee meeting, the status of the City's compliance with the FY 2021 Memorandum of Agreement (MOA) with OPM was discussed. Prior to distributing Municipal Restructuring Funds (MRF) as provided in the MOA, the Secretary seeks input from the MARB. The FY 2021 MOA provides for up to \$4 million conditioned on the City meeting a number of requirements specified within the MOA. The most recent projections from the City indicate that approximately \$2.5 million of the MRF would be needed in order for the City to close the fiscal year with a positive balance.

The Secretary recently sent a letter to the City outlining areas in which the City is not in compliance with the MOA, and requesting a plan and timeline by which the City will commit to achieving compliance. The letter from the Secretary and a summary report on the status of the City's compliance is attached. An update from the City on the status of open items and plans for revising timelines is also attached. OPM anticipates working with the City to address open items in advance of the next Subcommittee meeting.

\* The next meeting of the West Haven Subcommittee is October 19<sup>th</sup>.



Melissa McCaw  
Secretary

STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT



Konstantinos Diamantis  
Deputy Secretary

September 17, 2021

Nancy R. Rossi  
Mayor  
355 Main St 3<sup>rd</sup> Floor  
West Haven, Connecticut 06516

Mayor Rossi,

As the City closes its books for fiscal year 2021 and prepares for the upcoming FY 2021 audit, various issues related to the City's compliance with the current Memorandum of Agreement (MOA) with OPM for Municipal Restructuring Funds remain open to date. I noted my concerns at the September 9<sup>th</sup> MARB meeting that several critical requirements in the MOA are out of compliance. The City's most recent estimates indicate that at least some portion of the FY 2021 Restructuring Funds will be necessary to meet the fund balance targets in the City's five-year plan. The City must be in compliance with the MOA in order to receive Municipal Restructuring Funds.

OPM staff has met and followed up with you and your staff in an effort to support compliance with the MOA, including recalibrating timelines due to missed deadlines and vacancies. Throughout the City's financial oversight, a dedicated consultant has assisted with many of the outstanding compliance deliverables. However, the City continues to struggle with meeting its requirements under the MOA.

While the City's balance sheet in recent years has improved dramatically as a result of direct payments of Municipal Restructuring Funds, the sustainability of improvements in the City's fiscal health will rely largely on a strong financial management infrastructure. Each of the Memoranda of Agreement with the City has been designed to include requirements that would stabilize and advance the City's management capacity in the areas of finance, personnel administration, information technology and others.

As you know concerns about other open issues, such as the selection of a pension investment advisor, have been raised by MARB members regularly during meetings. To date no concrete plan has been provided.

Please provide to me in writing, in advance of the next Subcommittee meeting, a plan for resolving the City's compliance with the MOA.

Sincerely,

A handwritten signature in blue ink that reads "Melissa McCaw".

Secretary  
Office of Policy and Management

Attachments:

- Summary of Municipal Restructuring Funds distributed to City
- Analysis of Compliance with MOA

Cc: Deputy Secretary Diamantis, Office of Policy and Management  
Kimberly Kennison, Executive Financial Officer, Office of Policy and Management  
Julian Freund, Policy Development Coordinator, Office of Policy and Management  
Michael Milone, OPM Liaison, Office of Policy and Management  
Alexis Aronne, Executive Secretary Finance Division, Office of Policy and Management  
Frank Cieplinski, Director of Finance, West Haven

**Summary Status of City of West Haven Compliance with FY 2021 MOA**

<b><u>Section:</u></b> 6.a	<b><u>Requirement:</u></b> Remit to OPM \$100,000 MARB Fee for FY 2021	<b><u>Current Status:</u></b> Complete
<b><u>Discussion:</u></b> Received within 2 weeks of execution of MOA		
<b><u>Section:</u></b> 6.b and 6.c	<b><u>Requirement:</u></b> Provide MARB fee expense detail to City	<b><u>Current Status:</u></b> Complete
<b><u>Discussion:</u></b> Transmitted 2/8/21. Updated version transmitted 5/13.		
<b><u>Section:</u></b> 7 and 7.a	<b><u>Requirement:</u></b> By May 1, the City shall submit to OPM a revised Munis training plan based on recommendations in 2018 Blum Shapiro report. The City shall implement the plan.	<b><u>Current Status:</u></b> Delayed
<b><u>Discussion:</u></b> Delays due in part to vacancies and demands of ADP project. Schedule outline included first training phase in July; second phase in October. Training not yet implemented.		
<b><u>Section:</u></b> 8 and 8.a	<b><u>Requirement:</u></b> By April 20, the City and Board of Education shall complete implementation of all corrective actions addressing FY 2019 audit findings. Monthly updates are to be provided to the MARB Subcommittee.	<b><u>Current Status:</u></b> Pending verification
<b><u>Discussion:</u></b> Written reports on FY 2019 findings not provided since Nov. 2020. Verbal updates only. Verification of closed items is pending (upcoming FY 2021 audit).		

<p><b><u>Section:</u></b> 9.a and 9.b</p>	<p><b><u>Requirement:</u></b> By April 20, the City shall submit to OPM a corrective action plan to address FY 2020 audit findings. The City shall implement the plan and include funding necessary for closing findings in its FY 2022 budget.</p>	<p><b><u>Current Status:</u></b> Pending verification</p>
<p><b><u>Discussion:</u></b> Corrective action plan submitted for April Subcommittee meeting Monthly reporting provided only in June and July only FY 2022 budget included funding for restructuring of Finance Department Closed items pending verification (upcoming FY 2021 audit) Last status report (July) shows two items remaining open</p>		
<p><b><u>Section:</u></b> 10.a and 10.b</p>	<p><b><u>Requirement:</u></b> By April 1, the City shall submit to OPM for approval a revised Human Resources (Personnel Department) Action Plan to address the findings in the Nov. 2019 HR Consulting Group report. The plan shall include milestone dates and responsible parties assigned to specific tasks.  Monthly status reports are to be provided, and the FY 2022 budget shall include any funding necessary to implement the revised plan.</p>	<p><b><u>Current Status:</u></b> Delayed</p>
<p><b><u>Discussion:</u></b> No revised plan submitted</p>		
<p><b><u>Section:</u></b> 11.a and 11.b</p>	<p><b><u>Requirement:</u></b> By May 1, the City shall submit to OPM for approval an Information Technology Security Action Plan to address a 2020 review of IT controls. The plan shall be implemented and the FY 2022 shall include any funding needed for implementation.  After concern expressed by City about documenting potentially sensitive information, OPM advised City to prepare summary plan referencing recommendations in study, steps to be taken and resources needed</p>	<p><b><u>Current Status:</u></b> Delayed</p>
<p><b><u>Discussion:</u></b> No plan submitted referencing 2020 review No itemization of resources required</p>		

<b>Section:</b> 12	<b>Requirement:</b> The City shall ensure that sufficient staffing and resources are in place to address FY 2019 audit findings regarding the procurement function and for efficient operation and management of the Finance Department.	<b>Current Status:</b> Open
<b>Discussion:</b> Procurement Manager position created and filled (currently pulled away to help backfill A/P vacancy) Accounts Payable position vacant since end of June (retirement announced by April) Other Finance Department positions filled based on restructuring funded in FY 2022 budget		
<b>Section:</b> 13.a and 13.b	<b>Requirement:</b> The City shall coordinate the preparation of a 3-Year Fire Districts Plan by 5/30, including projected revenues, expenditures and mill rates. Quarterly updates on the status of the creation of the Tri-District Commission and plan development are to be provided.	<b>Current Status:</b> In compliance (ongoing)
<b>Discussion:</b> Tri-District Commission created 3-Year Financial Plans developed Written status reports provided in May and July; presentation at the July Subcommittee meeting Follow-up on numerous elements to continue		
<b>Section:</b> 14	<b>Requirement:</b> By April 1, the City shall provide an update on the preliminary results of the revaluation.	<b>Current Status:</b> Completed
<b>Discussion:</b> Results of 2020 revaluation presented to Subcommittee at March meeting		
<b>Section:</b> 15	<b>Requirement:</b> By April 1, the City shall submit to OPM an update comparing the assumptions used in the FY 2021 budget to actual revenues and expenditures	<b>Current Status:</b> Completed
<b>Discussion:</b> Relevant comparative data included in proposed FY 2022 budget document		



<b><u>Section:</u></b> 16	<b><u>Requirement:</u></b> By April 1, the City shall submit to OPM written recommendations regarding proposed future proceeds from the sales of City property.	<b><u>Current Status:</u></b> Ongoing
<b><u>Discussion:</u></b> Draft policy prepared in 2019; No property sales proposed in FY 2022 budget		
<b><u>Section:</u></b> 17.a – 17.e	<b><u>Requirement:</u></b> The City shall submit its proposed budget for FY 2022 by March 18. Proposal to include detailed assumptions regarding school enrollment projections, tuition projections and various education related grants and expenditures. Budget data from the independent fire districts was also required. The MOA also required certain procedural steps to ensure that the City Council adopted a budget that was responsive to MARB feedback.	<b><u>Current Status:</u></b> Complete
<b><u>Discussion:</u></b> Proposed budget submitted on time Certain supporting data regarding schools was not provided with the submitted budget and needed to be requested during the review process The budget ultimately adopted was consistent with MARB guidance and input		
<b><u>Section:</u></b> 18.a – 18.f	<b><u>Requirement:</u></b> The City shall submit an updated 5-Year Plan with the proposed FY 2022 budget.	<b><u>Current Status:</u></b> Complete
<b><u>Discussion:</u></b> The 5-Year Plan was submitted after the submittal of the proposed FY 2022 budget Certain supporting data was not provided with the original submittal and needed to be requested during the review process The 5-Year Plan ultimately approved by the MARB was consistent with MARB guidance and input and was approved by the City Council		

*Note: The deadlines shown in the above table reflect the revised timelines requested by the City in its April 1 status report.*

City of West Haven and State of Connecticut  
Office of Policy and Management  
Memorandum of Agreement  
Status Tracking Report for October 1, 2021

A. MUNIS Training and Development Implementation, Items 7, 7a

This project has taken longer than expected due to a key staff vacancy, Accounts Payable Analyst, which I have explained in past reports and also due to the expanded nature of this project. One of the critical elements of this project has been the evaluation and enhancement of our accounts payable/purchasing procedure, which has now grown to include a thorough revision to the documents and some of the procedures and compliance requirements used in our bidding and request for proposal (RFP) solicitations. While this was not considered in our original plan for this project it is evident to staff that it be incorporated into this restructuring of our purchasing program.

In response to this new element of the project we are utilizing the services of the South Central Connecticut Regional Council of Governments (SCCRCOG), who have a purchasing consultant on retainer to support the needs of their member municipalities. This individual has been assisting us in the evaluation and enhancement of this bidding and RFP solicitation process to the limited extent allowed in our SCCRCOG agreement, but we intend to contract directly with her to ensure the completion of this element of the project in a comprehensive and timely manner. We will also utilize her services to assist in other elements of this project as the need arises.

Additionally and with the much appreciated support from the MARB and the OPM staff, Finance Director Frank Cieplinski has initiated the posting process for the Accounts Payable Analyst and we hope to have this position filled by the time I submit my next monthly report to you, provided we have a suitable qualified candidate for this position. This staff addition will eventually allow our Procurement Manager to devote much more of his time to this project as originally planned.

The portion of our policy and procedures manual outlining the MUNIS purchase requisition process is sufficiently developed to allow us to pursue the actual MUNIS training for our employees. We are confident that we are now at a point where we can pursue this project on two parallel tracks – the document and procedures development portion and the accounting system training portion, and not have to delay the training portion any longer. This will allow us to pursue the introductory MUNIS training with in-house assistance, even if MUNIS is still limited to remote training and not their usual on-site training. Once this plan is finalized we will have a revised action plan developed and transmitted to OPM by my next monthly report.

B. Human Resources Action Plan, Items 10, 10a, 10b

As I mentioned at the MARB Subcommittee meeting on September 23, I have appointed a Personnel Director who will begin in mid-October. The candidate has over 25 years of experience in Human Resources and possesses a Bachelor Degree from the University of CT and Master Degree from the University of New Haven.

Additionally the newly created position of Human Resource Generalist will be posted within the next two weeks and with this hiring will complete the filling of all the positions in the newly restructured Personnel Department.

C. Information Technology Security Action Plan, Items 11, 11a, 11b

As you know, our IT Manager Jumaine Samuels has developed and followed the attached "IT Strategy Roadmap," which I will reference in my summary of our progress with this project.

We have completed the tasks identified in phase I, "Design/Plan," and will have completed the tasks 1 and 2 in phase II by mid-October. However, within phase II, tasks 3 and 4, migrating all staff users to the Microsoft 365 release and educating users on the system, has taken longer than expected but has not delayed the implementation of tasks 1 and 2 in phase III.

Mr. Samuels has made security of our IT system his highest priority throughout his IT Strategy Roadmap starting with Blum Shapiro's plan to upgrade the Network Operating Systems to a newer, supported version of the most current Windows server. This has been accomplished in phase I of his Roadmap on the primary servers supporting most of the City's IT needs that were identified in the report.

Also recommended in the Blum Shapiro report was the "Upgrade of Windows 7 Workstations to a Supported Version of Windows." This migration of all staff users to Microsoft 365 was referenced in the second paragraph of this section. It has been started and will continue until all work stations have been converted.

The Blum Shapiro recommendation to "Develop and Test a Comprehensive Disaster Recovery Plan" has been planned and as Mr. Samuels's Roadmap indicates is scheduled for implementation at the start of the new calendar year. Due to the cost of this initiative and the demands of the IT staff it was programmed into the later phase of this plan.

The recommendation to "Develop a Laptop Security Program" is included in the Roadmap plan for the later stages of the project but the laptops are currently protected by a less robust system, which has provided adequate but not the enhanced security protection of the replacement system.

The recommendation to "Align Password Standards with NIST 800-63" had been completed prior to Mr. Samuels's appointment as IT Manager. However Mr. Samuels indicated that while this installation has provided adequate security protection his plan does include a revised and upgraded protection system due to be installed at the later stage of his Roadmap.

Blum Shapiro recommended that the City "Evaluate and Document PCI Compliance." This recommendation applies to third party administrators providing credit card services to the City. This affects about five City departments and Mr. Samuels indicated that it is the statutory obligation of the City's third party administrator to meet their security standards, which is being confirmed in his review of the contractual agreement with the vendor.

The remaining item in the Blum Shapiro report recommends that the City adopt a Mobile Device Management (MDM) system. The City has an existing service protection provider which is good

but not comprehensive according to Mr. Samuels. Given the limited use of personal mobile devices being used by City staff and the expense associated with this upgrade, Mr. Samuels will be exploring possible funding sources for this upgrade.

There is currently a network password control system in place but in response to the Blum Shapiro recommendation Mr. Samuels had planned to upgrade this protection to deploy a managed SIEM system as identified in his Roadmap plan and presuming funding is available.

D. Finance Department Staffing, Item 12

One of the most critical positions to be filled in this Department has been the vacant position of Accounts Payable Analyst, which was reclassified in the FY 22 budget from the former position of Accounts Payable Clerk. As previously discussed this position reclassification was done to better meet the needs of the department by upgrading the classification to require an enhanced professional skill set. This change resulted in opposition from the City's bargaining unit which has delayed this hiring and had a deleterious impact on the entire Finance operation and the implementation of our MUNIS training efforts and the accounts payable process restructuring.

This was discussed extensively at the MARB meeting on September 9, and as I stated earlier in this report, with the much appreciated support of MARB members and OPM staff, Finance Director Frank Cieplinski has initiated the posting process for this position. We anticipate that this position will be filled by the time I submit my next monthly status report provided we find a suitable, qualified candidate for this position.

The new position of Administrative Assistant has been posted.



# City of West Haven

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FY2022 2Mos Monthly Financial Report to  
the Municipal Accountability Review Board



**October 06, 2021**

## I) West Haven General Fund

### GENERAL FUND : Revenue Comparisons FY19-FY22

\$ Millions Revenue Category	Fiscal 2019		Fiscal 2020		Fiscal 2021		Fiscal 2022	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Property Taxes	48.395	49.95%	49.326	49.94%	51.335	50.03%	53.039	50.76%
Licenses & Permits	0.617	31.46%	0.215	15.13%	0.296	19.32%	0.253	14.39%
Fines And Penalties	0.073	25.41%	0.040	16.50%	0.085	22.68%	0.014	5.10%
Revenue From Use Of Money	0.045	11.08%	0.059	15.69%	0.010	7.18%	0.017	25.25%
Fed/State Grants - Non MARB	0.489	0.92%	0.181	0.34%	0.512	0.95%	0.495	0.90%
Charges For Services	0.180	14.97%	0.151	15.20%	0.143	11.92%	0.302	18.89%
Other Revenues	0.108	5.09%	0.130	7.23%	0.095	4.82%	0.083	4.39%
Other Financing Sources	1.064	69.74%	1.110	100.00%	0.714	97.41%	0.549	73.29%
	<b>50.970</b>	<b>32.33%</b>	<b>51.211</b>	<b>32.47%</b>	<b>53.190</b>	<b>32.79%</b>	<b>54.753</b>	<b>33.07%</b>

\*Note : FY22% reflects current YTD as a % of currently projected FY22

### GENERAL FUND : Cost Comparisons FY19-FY22

\$ Millions Expense Category	Fiscal 2019		Fiscal 2020		Fiscal 2021		Fiscal 2022	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	4.233	17.49%	4.335	17.68%	4.152	16.80%	4.525	17.16%
Debt Service	8.761	46.29%	7.706	41.66%	6.463	35.64%	6.533	36.50%
Health Ins. & Pension	2.618	19.15%	2.490	18.80%	3.278	24.21%	2.910	18.65%
Other Fixed Charges	0.563	19.59%	0.583	16.89%	0.575	16.59%	1.028	30.65%
Solid Waste & Recycling	0.395	12.42%	0.412	11.88%	0.171	4.80%	0.290	8.17%
Other Contractual Svcs	0.336	10.94%	0.551	17.81%	0.392	10.88%	0.745	20.53%
Electricity/Gas	0.279	15.97%	(0.036)	-3.26%	0.064	4.52%	0.103	6.60%
Supplies & Materials	0.036	6.40%	0.101	16.25%	0.061	8.73%	0.149	22.17%
Capital Outlay	0.007	14.07%	0.017	20.23%	0.013	13.98%	0.001	0.98%
Other/Contingency	0.084	17.83%	0.065	8.12%	0.121	4.35%	0.161	10.30%
Fuel	0.022	6.90%	0.031	10.93%	0.022	5.61%	0.040	8.84%
Telephone	0.026	6.37%	0.018	3.54%	0.014	2.84%	0.037	7.19%
<b>Total City Expend.</b>	<b>17.360</b>	<b>24.98%</b>	<b>16.275</b>	<b>23.36%</b>	<b>15.327</b>	<b>21.03%</b>	<b>16.523</b>	<b>21.95%</b>
Salaries	3.073	5.96%	3.524	6.75%	2.880	6.52%	3.134	5.87%
Tuition	0.484	5.21%	(1.325)	-14.25%	0.640	7.59%	0.132	1.60%
Student Transportation	0.729	12.33%	(0.462)	-9.38%	0.009	0.20%	-	0.00%
Operation of Plant	0.595	16.22%	(0.171)	-4.54%	0.144	3.63%	0.262	8.24%
Health Insurance	2.301	17.72%	2.019	15.22%	2.575	18.79%	3.727	26.66%
Other Fixed Costs	0.788	21.24%	0.722	22.08%	0.805	26.73%	0.782	23.16%
Purchased Services	0.322	21.81%	(0.015)	-1.39%	0.136	10.28%	0.139	11.95%
Instruction	0.312	23.84%	0.385	28.92%	0.232	17.66%	0.414	31.36%
<b>Total Board of Ed.</b>	<b>8.604</b>	<b>9.57%</b>	<b>4.676</b>	<b>5.24%</b>	<b>7.422</b>	<b>9.21%</b>	<b>8.589</b>	<b>9.55%</b>

\*Note : FY22% reflects current YTD as a % of currently projected FY22

**CITY OF WEST HAVEN  
REVENUE DETAIL REPORT  
August 2021**

Variances favorable/(unfavorable)

Account Description	ACTUAL					FORECAST		
	FY22	Aug YTD	Aug YTD	Aug YTD %	FY21 YTD %	Projected	Aug YTD %	Δ to Budget
	Budget	Actual	FY21	Budget	Actual	FY22	Fcst	
Tax Levy - Current Year	101,896,440	52,787,933	50,990,031	51.8%	51.3%	101,896,440	51.8%	-
Motor Vehicle Supplement	1,261,000	44,772	37,882	3.6%	3.0%	1,261,000	3.6%	-
Tax Levy - Prior Years	412,000	56,925	167,984	13.8%	16.3%	412,000	13.8%	-
Tax Levy - Suspense	100,000	33,514	31,395	33.5%	18.1%	100,000	33.5%	-
Tax Interest - Current Year	476,100	63,803	32,938	13.4%	7.0%	476,100	13.4%	-
Tax Interest - Prior Years	220,500	24,684	43,715	11.2%	14.2%	220,500	11.2%	-
Tax Interest - Suspense	128,000	27,821	31,307	21.7%	19.9%	128,000	21.7%	-
<b>41 Property Taxes</b>	<b>104,494,040</b>	<b>53,039,451</b>	<b>51,335,251</b>	<b>50.8%</b>	<b>49.9%</b>	<b>104,494,040</b>	<b>50.8%</b>	<b>-</b>
Building Permits	1,210,017	141,829	256,012	11.7%	22.0%	1,210,017	11.7%	-
Electrical Permits	189,324	58,864	11,636	31.1%	12.2%	189,324	31.1%	-
Zoning Permits	126,641	20,800	9,850	16.4%	9.5%	126,641	16.4%	-
Health Licenses	80,300	27,232	4,930	33.9%	5.3%	80,300	33.9%	-
Plumbing & Heating Permits	95,168	16,141	6,830	17.0%	13.3%	95,168	17.0%	-
Police & Protection Licenses	22,900	661	1,030	2.9%	2.0%	22,900	2.9%	-
Animal Licenses	15,400	2,872	2,693	18.6%	24.5%	15,400	18.6%	-
Excavation Permits	10,496	1,800	300	17.1%	14.3%	10,496	17.1%	-
City Clerk Fees	6,200	(12,510)	735	-201.8%	3.8%	6,200	-201.8%	-
Dog Pound Releases	300	-	-	0.0%	0.0%	-	n/a	(300)
Marriage Licenses	3,800	(2,233)	2,000	-58.8%	16.1%	3,800	-58.8%	-
Sporting Licenses	250	(2,126)	175	-850.4%	7.8%	250	-850.4%	-
Alcoholic Beverage License	600	140	100	23.3%	11.6%	600	23.3%	-
<b>42 Licenses &amp; Permits</b>	<b>1,761,396</b>	<b>253,469</b>	<b>296,291</b>	<b>14.4%</b>	<b>18.5%</b>	<b>1,761,096</b>	<b>14.4%</b>	<b>(300)</b>
Bldg Code Violations	13,600	-	191	0.0%	5.6%	13,600	0.0%	-
Fines And Penalties	42,315	5,941	9,198	14.0%	10.4%	42,315	14.0%	-
Parking Tags	220,932	8,189	75,612	3.7%	26.2%	220,932	3.7%	-
<b>43 Fines And Penalties</b>	<b>276,847</b>	<b>14,130</b>	<b>85,001</b>	<b>5.1%</b>	<b>22.4%</b>	<b>276,847</b>	<b>5.1%</b>	<b>-</b>
Investment Income	50,000	7,592	6,193	15.2%	14.1%	50,000	15.2%	-
Rent from City Facilities	17,700	9,500	3,590	53.7%	3.8%	17,700	53.7%	-
<b>44 Revenue From Use Of Money</b>	<b>67,700</b>	<b>17,092</b>	<b>9,783</b>	<b>25.2%</b>	<b>7.1%</b>	<b>67,700</b>	<b>25.2%</b>	<b>-</b>
Educational Cost Sharing	45,140,487	-	-	0.0%	0.0%	45,140,487	0.0%	-
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	-	-	-	n/a	n/a	-	n/a	-
Prop Tax Relief - Total Disab	5,000	-	-	0.0%	0.0%	5,000	0.0%	-
Prop Tax Relief - Veterans	127,400	-	-	0.0%	0.0%	127,400	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	617,268	309,185	309,787	50.1%	50.0%	617,268	50.1%	-
Fed/State Miscellaneous Grants	1,697,000	43,142	45,949	2.5%	25.0%	1,697,000	2.5%	-
Telephone Access Grant	95,000	-	-	0.0%	0.0%	95,000	0.0%	-
SCCRWA-Pilot Grant	301,100	142,378	156,117	47.3%	50.0%	301,100	47.3%	-
<b>45 Fed/State Grants</b>	<b>54,707,054</b>	<b>494,705</b>	<b>511,853</b>	<b>0.9%</b>	<b>1.0%</b>	<b>54,707,054</b>	<b>0.9%</b>	<b>-</b>
Record Legal Instrument Fees	1,150,000	332,176	135,376	28.9%	13.1%	1,150,000	28.9%	-
Miscellaneous - Parks & Recreation	340,000	(38,327)	5,539	-11.3%	4.5%	340,000	-11.3%	-
Miscellaneous - General Gov't	56,000	6,032	652	10.8%	1.3%	53,000	11.4%	(3,000)
Miscellaneous - Public Works	37,900	100	5	0.3%	12.5%	37,900	0.3%	-
Police Charges	13,500	1,074	560	8.0%	5.7%	13,500	8.0%	-
All Other Public Works	3,000	1,276	779	42.5%	3.3%	3,000	42.5%	-
<b>46 Charges For Services</b>	<b>1,600,400</b>	<b>302,330</b>	<b>142,910</b>	<b>18.9%</b>	<b>11.6%</b>	<b>1,597,400</b>	<b>18.9%</b>	<b>(3,000)</b>
Fire Dept Share of ERS	901,774	-	-	0.0%	0.0%	901,774	0.0%	-
Yale Contribution	445,000	-	-	0.0%	0.0%	445,000	0.0%	-
Sale of Property	-	3,300	-	n/a	0.0%	3,300	100.0%	3,300
Miscellaneous Revenue	195,300	2,529	1,649	1.3%	2.8%	195,300	1.3%	-
Pilot - Housing Authority	146,600	-	-	0.0%	0.0%	146,600	0.0%	-
Parking Meter Revenue	62,000	16,569	17,593	26.7%	27.2%	62,000	26.7%	-
Sewer Fee Collection Expenses	55,200	55,166	55,166	99.9%	100.0%	55,200	99.9%	-
Quigley/Yale Parking	43,603	-	7,267	0.0%	18.2%	43,603	0.0%	-
Insurance Reimbursement	26,400	4,728	12,884	17.9%	35.4%	26,400	17.9%	-
Organic Recycling Compost	10,600	570	700	5.4%	8.1%	10,600	5.4%	-
<b>47 Other Revenues</b>	<b>1,886,477</b>	<b>82,862</b>	<b>95,259</b>	<b>4.4%</b>	<b>4.8%</b>	<b>1,889,777</b>	<b>4.4%</b>	<b>3,300</b>
Residual Equity Transfers In	200,000	-	-	0.0%	n/a	200,000	0.0%	-
Transfer From Sewer Oper Fund	548,785	548,785	713,643	100.0%	100.0%	548,785	100.0%	-
<b>48 Other Financing Sources</b>	<b>748,785</b>	<b>548,785</b>	<b>713,643</b>	<b>73.3%</b>	<b>100.0%</b>	<b>748,785</b>	<b>73.3%</b>	<b>-</b>
<b>Total Operational Revenue</b>	<b>165,542,699</b>	<b>54,752,824</b>	<b>53,189,992</b>	<b>33.1%</b>	<b>33.0%</b>	<b>165,542,699</b>	<b>33.1%</b>	<b>-</b>
COVID Relief Funds	-	-	-	n/a	0.0%	-	n/a	-
MARB	-	-	-	n/a	0.0%	-	n/a	-
<b>Total General Fund Revenues</b>	<b>165,542,699</b>	<b>54,752,824</b>	<b>53,189,992</b>	<b>33.1%</b>	<b>31.9%</b>	<b>165,542,699</b>	<b>33.1%</b>	<b>-</b>



**CITY OF WEST HAVEN**  
**CURRENT YEAR TAX LEVY / MV**  
**August 2021**

	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
July	39,787,303	40,636,486	36,896,969	41,337,588	32,810,815	43,227,207
August	6,573,519	5,192,803	11,343,112	7,817,042	18,217,098	9,605,498
September	476,553	568,217	883,587	904,547	1,035,740	-
October	815,955	822,118	493,826	532,280	593,125	-
November	837,197	558,796	548,481	875,040	931,618	-
December	8,140,855	9,739,833	5,353,068	9,221,956	9,660,020	-
January	26,044,887	24,813,164	28,991,624	26,502,343	24,351,642	-
February	5,509,758	6,497,672	6,655,587	6,558,742	8,705,437	-
March	1,656,917	1,418,868	1,695,458	1,143,833	1,937,829	-
April	421,858	875,085	991,489	306,974	667,147	-
May	133,560	263,825	332,013	846,497	852,388	-
June	284,729	(224,895)	620,562	1,279,516	898,322	-
<b>Total / Fcst</b>	<b>90,683,090</b>	<b>91,161,973</b>	<b>94,805,777</b>	<b>97,326,360</b>	<b>100,661,183</b>	<b>103,157,440</b>
<b>Aug YTD</b>	<b>46,360,822</b>	<b>45,829,289</b>	<b>48,240,081</b>	<b>49,154,630</b>	<b>51,027,913</b>	<b>52,832,705</b>
<b>% Total</b>	<b>51.12%</b>	<b>50.27%</b>	<b>50.88%</b>	<b>50.50%</b>	<b>50.69%</b>	<b>51.22%</b>
				<b>Aug YTD 5 Year Avg FY17-FY21</b>		<b>50.70%</b>

Includes: 41100: Tax Levy - Current Year  
41101: Motor Vehicle Supplement

**CITY OF WEST HAVEN**  
**DEPARTMENT EXPENDITURES**  
**August 2021**

Variations favorable/(unfavorable)

Department	ACTUAL					FORECAST		
	FY22 Budget	Aug YTD Actual	Aug YTD FY21	Aug YTD % Budget	FY21 YTD % Actual	FY22 Projected	Aug YTD % Fcst	Δ to Budget
100 City Council	103,492	14,045	14,716	13.6%	12.6%	103,492	13.6%	-
105 Mayor	331,810	56,602	39,757	17.1%	13.8%	331,810	17.1%	-
110 Corporation Counsel	695,869	76,166	45,488	10.9%	7.2%	695,869	10.9%	-
115 Personnel Department	287,387	92,128	26,633	32.1%	10.2%	287,387	32.1%	-
120 Telephone Administration	336,336	1,108	400	0.3%	0.1%	336,336	0.3%	-
125 City Clerk	318,702	38,721	37,818	12.1%	11.5%	318,702	12.1%	-
130 Registrar Of Voters	147,640	20,068	16,792	13.6%	12.3%	147,640	13.6%	-
165 Probate Court	8,800	161	150	1.8%	1.9%	8,800	1.8%	-
190 Planning & Development	1,126,953	122,955	94,444	10.9%	12.7%	1,126,953	10.9%	-
<b>Central Government Total</b>	<b>3,356,989</b>	<b>421,955</b>	<b>276,197</b>	<b>12.6%</b>	<b>9.7%</b>	<b>3,356,989</b>	<b>12.6%</b>	<b>-</b>
200 Treasurer	7,600	1,267	1,267	16.7%	16.7%	7,600	16.7%	-
210 Comptroller	1,014,064	535,341	106,072	47.2%	11.0%	1,014,064	52.8%	-
220 Central Services	740,881	137,016	101,632	18.2%	9.7%	740,881	18.5%	-
230 Assessment	456,112	62,627	64,018	14.0%	14.3%	456,112	13.7%	-
240 Tax Collector	445,732	57,121	52,693	13.3%	13.2%	445,732	12.8%	-
<b>Finance Total</b>	<b>2,664,389</b>	<b>793,371</b>	<b>325,680</b>	<b>28.6%</b>	<b>11.3%</b>	<b>2,664,389</b>	<b>29.8%</b>	<b>-</b>
300 Emergency Report System I	2,125,943	416,295	259,263	21.8%	12.7%	2,125,943	19.6%	-
310 Police Department	13,883,176	2,650,798	2,380,142	19.6%	17.4%	13,883,176	19.1%	-
320 Animal Control	284,450	44,586	36,165	15.7%	14.0%	284,450	15.7%	-
330 Civil Preparedness	14,198	4,072	1,991	28.7%	15.5%	14,198	28.7%	-
<b>Public Service Total</b>	<b>16,307,767</b>	<b>3,115,751</b>	<b>2,677,562</b>	<b>19.9%</b>	<b>16.7%</b>	<b>16,307,767</b>	<b>19.1%</b>	<b>-</b>
400 Public Works Administration	555,182	62,183	56,641	10.3%	10.1%	555,182	11.2%	-
410 Engineering	440,466	58,657	16,502	17.3%	4.5%	440,466	13.3%	-
440 Central Garage	1,286,935	128,779	132,847	9.7%	9.5%	1,286,935	10.0%	-
450 Solid Waste	3,575,924	296,731	173,829	9.2%	4.8%	3,575,924	8.3%	-
460 Building & Ground Maintena	1,302,814	148,481	131,306	11.9%	10.3%	1,302,814	11.4%	-
470 Highways & Parks	4,206,441	590,793	500,092	14.6%	12.0%	4,206,441	14.0%	-
<b>Public Works Total</b>	<b>11,367,762</b>	<b>1,285,624</b>	<b>1,011,217</b>	<b>11.9%</b>	<b>8.9%</b>	<b>11,367,762</b>	<b>11.3%</b>	<b>-</b>
500 Human Resources	444,222	65,704	22,925	23.5%	8.9%	444,222	14.8%	-
510 Elderly Services	460,989	36,162	37,342	8.2%	20.2%	460,989	7.8%	-
520 Parks & Recreation	980,889	308,543	260,139	35.1%	38.9%	980,889	31.5%	-
530 Health Department	374,678	56,321	51,742	16.4%	14.5%	374,678	15.0%	-
<b>Health &amp; Human Services Total</b>	<b>2,260,778</b>	<b>466,730</b>	<b>372,148</b>	<b>24.0%</b>	<b>25.4%</b>	<b>2,260,778</b>	<b>20.6%</b>	<b>-</b>
600 Library	1,521,544	236,834	203,500	16.7%	15.4%	1,521,544	15.6%	-
800 City Insurance	800,977	605,668	411,818	75.6%	48.8%	800,977	75.6%	-
810 Employee Benefits	17,870,947	2,945,409	3,466,885	16.4%	21.0%	17,870,947	16.5%	-
820 Debt Service	17,900,579	6,533,011	6,463,069	34.6%	35.6%	17,900,579	36.5%	-
830 C-Med	42,179	-	-	0.0%	0.0%	42,179	0.0%	-
900 Unallocated Expenses	1,488,367	118,796	119,157	-70.5%	2.9%	1,488,367	8.0%	-
<b>Other Total</b>	<b>39,624,593</b>	<b>10,439,719</b>	<b>10,664,429</b>	<b>26.8%</b>	<b>26.1%</b>	<b>39,624,593</b>	<b>26.3%</b>	<b>-</b>
<b>Total City Departments</b>	<b>75,582,278</b>	<b>16,523,150</b>	<b>15,327,233</b>	<b>22.5%</b>	<b>20.3%</b>	<b>75,582,278</b>	<b>21.9%</b>	<b>-</b>
Board of Education	89,960,421	8,588,536	7,421,694	9.5%	8.3%	89,960,421	9.5%	-
<b>Total General Fund Expenses</b>	<b>165,542,699</b>	<b>25,111,686</b>	<b>22,748,927</b>	<b>15.4%</b>	<b>13.8%</b>	<b>165,542,699</b>	<b>15.2%</b>	<b>-</b>

Note : YTD actuals exclude encumbrances

**CITY OF WEST HAVEN**  
**SUB CATEGORY EXPENDITURE REPORT**  
**August 2021**

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY22	Aug YTD	Aug YTD	Aug YTD	FY21 YTD	FY22	Aug YTD	Δ to Budget
	Budget	Actual	FY21	% Budget	% Actual	Projected	% Fcst	
Regular Wages	21,220,545	3,309,649	3,010,916	15.6%	15.3%	21,220,545	15.6%	-
Part Time	1,016,323	243,946	284,995	24.0%	31.0%	1,016,323	24.0%	-
Overtime	1,865,050	583,347	476,154	31.3%	18.6%	1,865,050	31.3%	-
Longevity	638,830	100,518	99,487	15.7%	14.2%	638,830	15.7%	-
Fringe Reimbursements	1,275,157	168,694	227,875	13.2%	21.3%	1,275,157	13.2%	-
Other Personnel Services	356,070	119,296	52,233	33.5%	66.0%	356,070	33.5%	-
<b>51 Personnel Services</b>	<b>26,371,975</b>	<b>4,525,449</b>	<b>4,151,660</b>	<b>17.2%</b>	<b>16.6%</b>	<b>26,371,975</b>	<b>17.2%</b>	<b>-</b>
Advertising	65,375	4,109	3,946	6.3%	5.3%	65,375	6.3%	-
Building Maintenance	62,732	8,343	7,005	13.3%	14.6%	62,732	13.3%	-
Copier Machine & Rental	45,880	-	8,503	0.0%	16.5%	45,880	0.0%	-
Electricity	1,378,336	56,871	103,733	4.1%	8.5%	1,378,336	4.1%	-
Equipment Repair and Maintenance	87,350	18,645	4,227	21.3%	5.8%	87,350	21.3%	-
Financial Services	232,500	46,303	-	19.9%	0.0%	232,500	19.9%	-
Legal Services	200,000	7,500	-	3.8%	0.0%	200,000	3.8%	-
Maintenance Services	808,813	266,103	45,480	32.9%	4.0%	808,813	32.9%	-
Town Aid Road & Tree Manintenance	433,000	10,920	17,672	2.5%	3.6%	433,000	2.5%	-
Training	49,630	3,602	2,030	7.3%	3.4%	49,630	7.3%	-
Trash Pickup, Tip Fees & Recycling	3,555,724	290,430	170,750	8.2%	4.8%	3,555,724	8.2%	-
Water	53,900	4,207	-	7.8%	0.0%	53,900	7.8%	-
Uniforms	196,932	143,740	139,797	73.0%	71.9%	196,932	73.0%	-
Other Contractual Services	1,444,269	235,272	115,818	16.3%	10.4%	1,444,269	16.3%	-
<b>52 Contractual Services</b>	<b>8,614,441</b>	<b>1,096,043</b>	<b>618,961</b>	<b>12.7%</b>	<b>7.3%</b>	<b>8,614,441</b>	<b>12.7%</b>	<b>-</b>
Motor Vehicle Parts	257,000	32,366	28,855	12.6%	10.4%	257,000	12.6%	-
Construction Supplies	72,000	84,576	996	117.5%	1.3%	72,000	117.5%	-
Office Supplies	73,870	8,238	7,385	11.2%	9.3%	73,870	11.2%	-
Other Supplies & Materials	267,395	23,436	23,418	8.8%	8.8%	267,395	8.8%	-
<b>53 Supplies &amp; Materials</b>	<b>670,265</b>	<b>148,616</b>	<b>60,654</b>	<b>22.2%</b>	<b>8.7%</b>	<b>670,265</b>	<b>22.2%</b>	<b>-</b>
Health & General Liability Insurance	11,924,136	2,116,458	2,456,055	17.7%	23.3%	11,924,136	17.7%	-
FICA	1,499,100	255,550	280,760	17.0%	18.4%	1,499,100	17.0%	-
Pension	3,679,300	793,950	822,267	21.6%	22.6%	3,679,300	21.6%	-
Workers Compensation	1,606,200	367,764	282,628	22.9%	18.4%	1,606,200	22.9%	-
Debt Service	17,695,899	6,498,826	6,360,118	36.7%	35.8%	17,695,899	36.7%	-
Debt Service (Water Purification)	204,680	34,185	102,951	16.7%	28.5%	204,680	16.7%	-
Other Fixed Charges	248,929	404,818	12,011	162.6%	2.7%	248,929	162.6%	-
<b>54 Fixed Charges</b>	<b>36,858,244</b>	<b>10,471,552</b>	<b>10,316,789</b>	<b>28.4%</b>	<b>28.8%</b>	<b>36,858,244</b>	<b>28.4%</b>	<b>-</b>
Capital Outlay	100,600	982	13,458	1.0%	14.0%	100,600	1.0%	-
<b>55 Capital Outlay</b>	<b>100,600</b>	<b>982</b>	<b>13,458</b>	<b>1.0%</b>	<b>14.0%</b>	<b>100,600</b>	<b>1.0%</b>	<b>-</b>
Contingency Services	100,000	395	-	0.4%	0.0%	100,000	0.4%	-
Other Contingency	1,461,967	160,466	121,278	11.0%	2.9%	1,461,967	11.0%	-
<b>56 Other/Contingency</b>	<b>1,561,967</b>	<b>160,861</b>	<b>121,278</b>	<b>10.3%</b>	<b>2.9%</b>	<b>1,561,967</b>	<b>10.3%</b>	<b>-</b>
Fuel	455,000	40,200	22,296	8.8%	4.5%	455,000	8.8%	-
Telephone	520,486	37,445	13,709	7.2%	2.6%	520,486	7.2%	-
Gas Heat	129,300	42,002	8,428	32.5%	4.7%	129,300	32.5%	-
<b>Total City Departments</b>	<b>75,582,278</b>	<b>16,523,150</b>	<b>15,327,233</b>	<b>21.9%</b>	<b>20.3%</b>	<b>75,582,278</b>	<b>21.9%</b>	<b>-</b>
Salaries	53,342,106	3,133,710	2,880,342	5.9%	5.6%	53,342,106	5.9%	-
Health Insurance	13,980,252	3,726,781	2,574,915	26.7%	16.7%	13,980,252	26.7%	-
Benefits & Fixed Charges	3,375,000	781,753	805,111	23.2%	25.2%	3,375,000	23.2%	-
Tuition	8,246,037	131,911	640,014	1.6%	7.5%	8,246,037	1.6%	-
Student Transportation	5,359,511	-	9,095	0.0%	0.2%	5,359,511	0.0%	-
Operation of Plant	3,175,756	261,553	144,000	8.2%	3.6%	3,175,756	8.2%	-
Purchased Services	1,161,159	138,736	136,146	11.9%	10.3%	1,161,159	11.9%	-
Instruction	1,320,600	414,092	232,072	31.4%	17.7%	1,320,600	31.4%	-
Board of Education	89,960,421	8,588,536	7,421,694	9.5%	8.3%	89,960,421	9.5%	-
<b>Total General Fund Expenses</b>	<b>165,542,699</b>	<b>25,111,686</b>	<b>22,748,927</b>	<b>15.2%</b>	<b>13.8%</b>	<b>165,542,699</b>	<b>15.2%</b>	<b>-</b>

Note : YTD actuals exclude encumbrances

**CITY OF WEST HAVEN**  
**BOARD OF EDUCATION EXPENDITURE REPORT**  
**August 2021**

Variances favorable/(unfavorable)

	ACTUAL					FORECAST			
	FY22	Aug YTD		Aug YTD	Aug YTD	FY21 YTD	FY22	Aug YTD	
	Budget	Actual	FY21 Actual	FY21	% Budget	% Actual	Projected	% Fcst	Δ to Budget
Superintendent / Principals / Asst.	2,350,120	148,958	2,206,663	161,259	6.3%	7.3%	2,350,120	6.3%	-
Teachers - Classroom	28,184,637	1,416,655	28,143,774	1,256,026	5.0%	4.5%	28,184,637	5.0%	-
Teachers - Special Education	6,003,621	269,155	5,824,037	276,177	4.5%	4.7%	6,003,621	4.5%	-
Teachers - Special Area	3,429,966	140,400	3,305,057	173,470	4.1%	5.2%	3,429,966	4.1%	-
Teachers - Substitutes/Interns	689,815	11,619	700,160	1,080	1.7%	0.2%	689,815	1.7%	-
Teacher Aides	3,044,326	116,950	3,034,612	108,896	3.8%	3.6%	3,044,326	3.8%	-
Pupil Services	1,573,205	81,895	1,554,012	73,736	5.2%	4.7%	1,573,205	5.2%	-
Clerical	1,551,638	251,881	1,491,206	237,599	16.2%	15.9%	1,551,638	16.2%	-
School Nurses	1,039,846	45,142	883,799	46,689	4.3%	5.3%	1,039,846	4.3%	-
Coordinators/Directors	1,114,632	65,480	1,126,158	78,109	5.9%	6.9%	1,114,632	5.9%	-
Custodial / Maintenance	3,006,539	496,216	2,599,360	460,217	16.5%	17.7%	3,006,539	16.5%	-
Lunch Aides	300,000	6,759	67,040	-	2.3%	0.0%	300,000	2.3%	-
Para Subs-Instructional Aides	105,000	77,556	128,124	-	73.9%	0.0%	105,000	73.9%	-
Homebound	125,000	-	24,775	-	0.0%	0.0%	125,000	0.0%	-
Detached Worker	98,261	3,008	81,730	3,008	3.1%	3.7%	98,261	3.1%	-
Athletic Coaches	175,500	1,346	85,667	4,038	0.8%	4.7%	175,500	0.8%	-
Adult Education	150,000	688	62,075	38	0.5%	0.1%	150,000	0.5%	-
Severance Pay	300,000	-	-	-	0.0%	0.0%	300,000	0.0%	-
Student Activity Advisors	100,000	-	9,654	-	0.0%	0.0%	100,000	0.0%	-
Salaries	53,342,106	3,133,710	51,327,902	2,880,342	5.9%	5.6%	53,342,106	5.9%	-
Health Insurance	13,980,252	3,726,781	15,405,239	2,574,915	26.7%	16.7%	13,980,252	26.7%	-
Medicare Only - Taxes	825,000	44,253	764,939	42,626	5.4%	5.6%	825,000	5.4%	-
Social Security	697,300	70,715	650,651	54,612	10.1%	8.4%	697,300	10.1%	-
Property & Liability Insurance	525,000	463,200	435,925	431,615	88.2%	99.0%	525,000	88.2%	-
Worker's Compensation	662,100	144,472	505,289	154,934	21.8%	30.7%	662,100	21.8%	-
Retirement Contributions	384,100	47,097	324,209	41,606	12.3%	12.8%	384,100	12.3%	-
Life Insurance	172,200	-	210,030	-	0.0%	0.0%	172,200	0.0%	-
Travel / Convention / Dues	56,700	9,616	134,333	76,417	17.0%	56.9%	56,700	17.0%	-
Other Benefits & Fixed Charges	52,600	2,400	175,692	3,300	4.6%	1.9%	52,600	4.6%	-
Benefits & Fixed Charges	17,355,252	4,508,534	18,606,308	3,380,025	26.0%	18.2%	17,355,252	26.0%	-
Tuition	8,246,037	131,911	8,512,032	640,014	1.6%	7.5%	8,246,037	1.6%	-
Bus Service	3,388,909	-	3,179,379	6,173	0.0%	0.2%	3,388,909	0.0%	-
Transportation - Phys. Handicapped	1,546,671	-	1,298,436	2,922	0.0%	0.2%	1,546,671	0.0%	-
Transportation - Regional VOC	314,214	-	197,190	-	0.0%	0.0%	314,214	0.0%	-
Transportation - Student Activities	109,717	-	41,659	-	0.0%	0.0%	109,717	0.0%	-
Student Transportation	5,359,511	-	4,716,665	9,095	0.0%	0.2%	5,359,511	0.0%	-
Site Repairs & Improvements	627,800	103,043	1,132,420	36,380	16.4%	3.2%	627,800	16.4%	-
Electricity	1,058,716	80,067	1,111,709	78,946	7.6%	7.1%	1,058,716	7.6%	-
Heating	431,000	-	419,610	-	0.0%	0.0%	431,000	0.0%	-
Water	84,800	6,429	95,344	6,429	7.6%	6.7%	84,800	7.6%	-
Telephone & Communications	246,300	24,545	144,107	11,903	10.0%	8.3%	246,300	10.0%	-
Building Security	388,740	25,474	763,941	2,343	6.6%	0.3%	388,740	6.6%	-
Solid Waste / Recycling	215,600	19,287	222,464	6,986	8.9%	3.1%	215,600	8.9%	-
Supplies & Equipment	107,100	2,708	49,701	-	2.5%	0.0%	107,100	2.5%	-
Other Expenses	15,700	-	77,952	1,012	0.0%	1.3%	15,700	0.0%	-
Operation of Plant	3,175,756	261,553	4,017,250	144,000	8.2%	3.6%	3,175,756	8.2%	-
Photocopy Services	269,809	43,092	596,926	25,051	16.0%	4.2%	269,809	16.0%	-
Consultant Services	260,000	38,575	341,468	62,500	14.8%	18.3%	260,000	14.8%	-
Police And Fire	75,000	-	193	-	0.0%	0.0%	75,000	0.0%	-
Printing / Postage / Supplies	119,300	25,244	70,959	27,678	21.2%	39.0%	119,300	21.2%	-
Other Services	437,050	31,825	314,936	20,917	7.3%	6.6%	437,050	7.3%	-
Purchased Services	1,161,159	138,736	1,324,482	136,146	11.9%	10.3%	1,161,159	11.9%	-
Instruction	1,320,600	414,092	1,310,781	232,072	31.4%	17.7%	1,320,600	31.4%	-
Board of Education	89,960,421	8,588,536	89,815,421	7,421,694	9.5%	8.3%	89,960,421	9.5%	-

Note : YTD actuals exclude encumbrances

**CITY OF WEST HAVEN**  
**Summary of Revenues and Expenditures**  
**August 2021**

Variances favorable/(unfavorable)

	ACTUAL					FORECAST				
	FY22 Budget	Aug YTD Actual	FY21 Estimate	Aug YTD FY21	Aug YTD % Budget	FY21 YTD % Actual	Projected FY22	Aug YTD % Fcst	Δ to Budget	
<b>REVENUE</b>										
41 Property Taxes	104,494,040	53,039,451	102,800,591	51,335,251	50.8%	49.9%	104,494,040	50.8%	-	
42 Licenses & Permits	1,761,396	253,469	1,605,270	296,291	14.4%	18.5%	1,761,096	14.4%	(300)	
43 Fines And Penalties	276,847	14,130	379,842	85,001	5.1%	22.4%	276,847	5.1%	-	
44 Revenue From Use Of Money	67,700	17,092	138,584	9,783	25.2%	7.1%	67,700	25.2%	-	
45 Fed/State Grants - Non MARB	54,707,054	494,705	52,470,538	511,853	0.9%	1.0%	54,707,054	0.9%	-	
46 Charges For Services	1,600,400	302,330	1,235,578	142,910	18.9%	11.6%	1,597,400	18.9%	(3,000)	
47 Other Revenues	1,886,477	82,862	1,998,485	95,259	4.4%	4.8%	1,889,777	4.4%	3,300	
48 Other Financing Sources	748,785	548,785	713,643	713,643	73.3%	100.0%	748,785	73.3%	-	
<b>Total Operational Revenues</b>	<b>165,542,699</b>	<b>54,752,824</b>	<b>161,342,530</b>	<b>53,189,992</b>	<b>33.1%</b>	<b>33.0%</b>	<b>165,542,699</b>	<b>33.1%</b>	<b>-</b>	
COVID Relief Funds	-	-	1,212,472	-		0.0%	-		-	
45 Fed/State Grants - MARB	-	-	4,000,000	-		0.0%	-		-	
<b>Total Revenue</b>	<b>165,542,699</b>	<b>54,752,824</b>	<b>166,555,002</b>	<b>53,189,992</b>	<b>33.1%</b>	<b>31.9%</b>	<b>165,542,699</b>	<b>33.1%</b>	<b>-</b>	
<b>EXPENDITURES</b>										
Central Government	3,356,989	421,955	2,849,261	276,197	12.6%	9.7%	3,356,989	12.6%	-	
Finance	2,664,389	793,371	2,870,175	325,680	29.8%	11.3%	2,664,389	29.8%	-	
Public Service	16,307,767	3,115,751	16,026,092	2,677,562	19.1%	16.7%	16,307,767	19.1%	-	
Public Works	11,367,762	1,285,624	11,350,519	1,011,217	11.3%	8.9%	11,367,762	11.3%	-	
Health & Human Services	2,260,778	466,730	1,466,993	372,148	20.6%	25.4%	2,260,778	20.6%	-	
City Insurance	800,977	605,668	844,130	411,818	75.6%	48.8%	800,977	75.6%	-	
Employee Benefits	17,870,947	2,945,409	16,500,401	3,466,885	16.5%	21.0%	17,870,947	16.5%	-	
Debt Service	17,900,579	6,533,011	18,132,932	6,463,069	36.5%	35.6%	17,900,579	36.5%	-	
Library / Other	1,563,723	236,834	1,359,593	203,500	15.1%	15.0%	1,563,723	15.1%	-	
Contingency Services	100,000	395	115,000	-	0.4%	0.0%	100,000	0.4%	-	
COVID Expenses	-	66,327	2,090,511	20,004			66,327	100.0%	(66,327)	
Contingency / Other	1,088,367	52,075	1,877,645	99,153	4.8%	5.3%	1,022,040	5.1%	66,327	
<b>Total City Departments</b>	<b>75,582,278</b>	<b>16,523,150</b>	<b>75,483,251</b>	<b>15,327,233</b>	<b>21.9%</b>	<b>20.3%</b>	<b>75,582,278</b>	<b>21.9%</b>	<b>0</b>	
Board of Education	89,960,421	8,588,536	89,815,421	7,421,694	9.5%	8.3%	89,960,421	9.5%	-	
<b>Total Expenditures</b>	<b>165,542,699</b>	<b>25,111,686</b>	<b>165,298,672</b>	<b>22,748,927</b>	<b>15.2%</b>	<b>13.8%</b>	<b>165,542,699</b>	<b>15.2%</b>	<b>0</b>	
<b>Surplus / (Deficit)</b>	<b>-</b>	<b>29,641,138</b>	<b>1,256,330</b>	<b>30,441,064</b>			<b>-</b>		<b>-</b>	

## II) West Haven Sewer Fund

### SEWER FUND : Revenue Comparisons FY19-FY22

\$ Millions Revenue Category	Fiscal 2019		Fiscal 2020		Fiscal 2021		Fiscal 2022	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Charges For Services	5.755	49.36%	5.682	48.49%	5.604	49.04%	5.307	45.90%
Fed/State Grants - Non MARB	-	0.00%	-		-		-	
Other Revenues	0.070	31.01%	0.230	59.53%	-	0.00%	0.063	23.65%
	<b>5.825</b>	<b>48.98%</b>	<b>5.912</b>	<b>48.84%</b>	<b>5.604</b>	<b>48.02%</b>	<b>5.370</b>	<b>45.40%</b>

\*Note : FY22% reflects current YTD as a % of currently projected FY22

### SEWER FUND : Cost Comparisons FY19-FY22

\$ Millions Cost Category	Fiscal 2019		Fiscal 2020		Fiscal 2021		Fiscal 2022	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	0.327	14.84%	0.353	14.75%	0.333	14.44%	0.363	14.11%
Capital Outlay	0.450	19.11%	0.540	21.64%	0.515	19.17%	0.508	16.94%
Electricity/Gas/Water	0.109	8.19%	0.081	6.93%	0.081	6.67%	0.140	9.73%
Debt Service	0.717	100.00%	0.659	100.00%	0.361	100.00%	0.205	100.00%
Contractual Services	0.074	8.50%	0.082	7.76%	0.087	7.15%	0.121	10.09%
Other Fixed Charges	0.099	9.22%	0.108	12.71%	0.125	17.04%	0.190	20.80%
Supplies & Materials	0.053	5.40%	0.038	3.56%	0.105	8.60%	0.061	4.63%
Health Ins. & Pension	0.055	26.48%	0.001	1.08%	-	0.00%	0.013	7.62%
Other/Contingency	0.365	51.17%	0.452	85.19%	0.358	80.03%	0.353	35.84%
Fuel	0.004	18.99%	-	0.00%	-	0.00%	0.004	17.65%
Telephone	0.000	8.57%	0.000	8.74%	0.000	4.88%	0.001	24.38%
	<b>2.252</b>	<b>21.52%</b>	<b>2.314</b>	<b>22.41%</b>	<b>1.965</b>	<b>19.04%</b>	<b>1.959</b>	<b>16.57%</b>

\*Note : FY22% reflects current YTD as a % of currently projected FY22

**WEST HAVEN SEWER  
SUB CATEGORY EXPENDITURE REPORT  
August 2021**

	Aug YTD				Aug YTD		
	FY22 Budget	Forecast	Actual	% Fcst	FY21 Actual	Actual	% Actual
Regular Wages	1,976,471	1,976,471	238,454	12.1%	1,690,741	239,424	14.2%
Part Time	-	-	-	0.0%	-	-	0.0%
Overtime	547,431	547,431	123,627	22.6%	668,236	93,512	14.0%
Longevity	-	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	50,000	50,000	1,396	2.8%	5,746	-	0.0%
Other Personnel Services	1,545	1,545	-	0.0%	-	-	0.0%
<b>51 Personnel Services</b>	<b>2,575,447</b>	<b>2,575,447</b>	<b>363,477</b>	<b>14.1%</b>	<b>2,364,723</b>	<b>332,936</b>	<b>14.1%</b>
Advertising	-	-	-	0.0%	-	-	0.0%
Building Maintenance	-	-	-	0.0%	-	-	0.0%
Copier Machine & Rental	-	-	-	0.0%	-	-	0.0%
Electricity	1,200,000	1,200,000	130,315	10.9%	1,120,612	61,896	5.5%
Equipment Repair and Maintenance	275,000	275,000	24,312	8.8%	452,995	16,106	3.6%
Financial Services	55,166	55,166	55,166	100.0%	55,166	55,166	100.0%
Legal Services	-	-	-	0.0%	-	-	0.0%
Maintenance Services	80,000	80,000	2,255	2.8%	25,005	960	3.8%
Town Aid Road & Tree Manintenance	-	-	-	0.0%	-	-	0.0%
Training	-	-	-	0.0%	-	-	0.0%
Trash Pickup, Tip Fees & Recycling	15,000	15,000	1,789	11.9%	15,000	1,843	12.3%
Water	171,000	171,000	8,601	5.0%	190,000	19,179	10.1%
Uniforms	-	-	-	0.0%	-	-	0.0%
Other Contractual Services	769,000	769,000	36,988	4.8%	666,421	12,582	1.9%
<b>52 Contractual Services</b>	<b>2,565,166</b>	<b>2,565,166</b>	<b>259,426</b>	<b>10.1%</b>	<b>2,525,198</b>	<b>167,733</b>	<b>6.6%</b>
Motor Vehicle Parts	-	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	-	0.0%	-	-	0.0%
Office Supplies	-	-	-	0.0%	-	-	0.0%
Other Supplies & Materials	1,315,000	1,315,000	60,949	4.6%	1,220,465	104,908	8.6%
<b>53 Supplies &amp; Materials</b>	<b>1,315,000</b>	<b>1,315,000</b>	<b>60,949</b>	<b>4.6%</b>	<b>1,220,465</b>	<b>104,908</b>	<b>8.6%</b>
Health & General Liability Insurance	175,000	175,000	13,327	7.6%	109,325	-	0.0%
FICA	183,932	183,932	27,184	14.8%	169,636	28,782	17.0%
Pension	-	-	20,131	0.0%	43,875	-	0.0%
Workers Compensation	50,000	50,000	76,775	153.6%	171,320	5,609	3.3%
Debt Service	-	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	204,680	204,680	204,680	100.0%	361,128	361,128	100.0%
Other Fixed Charges	678,624	678,624	65,701	9.7%	356,553	90,565	25.4%
<b>54 Fixed Charges</b>	<b>1,292,236</b>	<b>1,292,236</b>	<b>407,798</b>	<b>31.6%</b>	<b>1,211,838</b>	<b>486,084</b>	<b>40.1%</b>
Capital Outlay	2,997,987	2,997,987	507,895	16.9%	2,684,825	514,617	19.2%
<b>55 Capital Outlay</b>	<b>2,997,987</b>	<b>2,997,987</b>	<b>507,895</b>	<b>16.9%</b>	<b>2,684,825</b>	<b>514,617</b>	<b>19.2%</b>
Contingency Services	-	-	-	0.0%	-	-	0.0%
Other Contingency	985,000	985,000	353,060	35.8%	447,845	358,405	80.0%
<b>56 Other/Contingency</b>	<b>985,000</b>	<b>985,000</b>	<b>353,060</b>	<b>35.8%</b>	<b>447,845</b>	<b>358,405</b>	<b>80.0%</b>
Fuel	25,000	25,000	4,412	17.6%	20,151	-	0.0%
Telephone	6,000	6,000	1,463	24.4%	8,000	391	4.9%
Gas Heat	66,000	66,000	959	1.5%	65,144	339	0.5%
Deficit Reduction	-	-	-	0.0%	-	-	0.0%
<b>Total City Departments</b>	<b>11,827,836</b>	<b>11,827,836</b>	<b>1,959,440</b>	<b>16.6%</b>	<b>10,548,189</b>	<b>1,965,412</b>	<b>18.6%</b>

*Note : YTD actuals exclude encumbrances*

**WEST HAVEN SEWER**  
**Summary of Revenues and Expenditures**  
**August 2021**

Variances favorable/(unfavorable)

	<b>ACTUAL</b>						<b>FORECAST</b>			
	FY22	Budget	Aug YTD Actual	FY21 Estimate	Aug YTD FY21	Aug YTD % Budget	FY21 YTD % Actual	Projected FY22	Aug YTD % Fcst	Δ to Budget
<b>REVENUE</b>										
41 Property Taxes		-	-	-	-			-		-
42 Licenses & Permits		-	-	-	-			-		-
44 Revenue From Use Of Money		-	-	-	-			-		-
45 Fed/State Grants - Non MARB		-	-	-	-			-		-
46 Charges For Services	11,561,636		5,307,031	11,428,099	5,604,445	45.9%	49.0%	11,561,636	45.9%	-
47 Other Revenues	266,200		62,960	243,104	-	23.7%	0.0%	266,200	23.7%	-
<b>Total Revenue</b>	<b>11,827,836</b>		<b>5,369,991</b>	<b>11,671,203</b>	<b>5,604,445</b>	<b>45.4%</b>	<b>48.0%</b>	<b>11,827,836</b>	<b>45.4%</b>	<b>-</b>
<b>EXPENDITURES</b>										
Personnel Services	2,575,447		363,477	2,364,723	332,936	14.1%	14.1%	2,575,447	14.1%	-
Electricity/Gas/Water	1,437,000		139,875	1,375,756	81,414	9.7%	5.9%	1,437,000	9.7%	-
Other Contractual Services	1,194,166		120,510	1,214,587	86,658	10.1%	7.1%	1,194,166	10.1%	-
Supplies & Materials	1,315,000		60,949	1,220,465	104,908	4.6%	8.6%	1,315,000	4.6%	-
Health & General Liability Insurance	175,000		13,327	109,325	-	7.6%	0.0%	175,000	7.6%	-
Debt Service	204,680		204,680	361,128	361,128	100.0%	100.0%	204,680	100.0%	-
Other Fixed Charges	912,556		169,660	697,509	124,956	18.6%	17.9%	912,556	18.6%	-
Capital Outlay	2,997,987		507,895	2,684,825	514,617	16.9%	19.2%	2,997,987	16.9%	-
Other Contingency	985,000		353,060	447,845	358,405	35.8%	80.0%	985,000	35.8%	-
Fuel	25,000		4,412	20,151	-	17.6%	0.0%	25,000		-
Telephone	6,000		1,463	8,000	391	24.4%	4.9%	6,000	24.4%	-
<b>Total Expenditures</b>	<b>11,827,836</b>		<b>1,959,440</b>	<b>10,548,189</b>	<b>1,965,412</b>	<b>16.6%</b>	<b>18.6%</b>	<b>11,827,836</b>	<b>16.6%</b>	<b>-</b>
<b>Surplus / (Deficit)</b>	<b>-</b>		<b>3,410,551</b>	<b>1,123,014</b>	<b>3,639,033</b>		<b>324.0%</b>	<b>-</b>		<b>-</b>



### III) Allingtown Fire Department

#### AFD : Revenue Comparisons FY19-FY22

\$ Millions Revenue Category	Fiscal 2019		Fiscal 2020		Fiscal 2021		Fiscal 2022	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Property Taxes	3.345	47.20%	3.621	49.99%	3.645	48.76%	3.609	50.67%
Licenses & Permits	0.002	1.82%	0.001	0.47%	0.004	16.17%	0.029	48.37%
Revenue From Use Of Money	-	0.00%	-		-		-	
Fed/State Grants - Non MARB	0.170	85.81%	0.030	12.39%	0.990	95.08%	0.985	74.83%
Charges For Services	0.001	11.64%	0.005	51.40%	-	0.00%	-	0.00%
Other Revenues	0.007	2.03%	0.001	0.69%	0.006	22.80%	0.002	1.23%
	<b>3.525</b>	<b>45.46%</b>	<b>3.658</b>	<b>47.06%</b>	<b>4.645</b>	<b>54.22%</b>	<b>4.625</b>	<b>53.42%</b>

\*Note : FY22% reflects current YTD as a % of currently projected FY22

#### AFD : Cost Comparisons FY19-FY22

\$ Millions Cost Category	Fiscal 2019		Fiscal 2020		Fiscal 2021		Fiscal 2022	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	0.335	16.69%	0.348	16.74%	0.354	16.10%	0.348	15.43%
Health Ins. & Pension	0.759	21.47%	0.691	18.48%	1.422	31.73%	0.909	19.35%
Telephone	0.001	0.41%	0.001	0.29%	0.001	0.42%	0.002	0.57%
Other Fixed Charges	0.052	33.04%	0.034	9.42%	0.013	17.46%	0.014	7.43%
Electricity/Gas/Water	0.085	43.77%	0.002	0.99%	0.003	1.69%	0.092	39.60%
Other/Contingency	-	0.00%	-	0.00%	-	0.00%	0.000	0.00%
Other Contractual Svcs	0.011	10.32%	0.033	22.94%	0.013	8.98%	0.016	10.48%
Capital Outlay	0.001	1.14%	0.001	1.16%	0.009	16.17%	0.014	3.77%
Supplies & Materials	0.001	3.71%	0.003	6.44%	0.043	30.49%	0.005	3.88%
Fuel	-	0.00%	-	0.00%	-	0.00%	0.001	8.49%
	<b>1.246</b>	<b>19.26%</b>	<b>1.113</b>	<b>15.86%</b>	<b>1.858</b>	<b>24.31%</b>	<b>1.400</b>	<b>16.17%</b>

\*Note : FY22% reflects current YTD as a % of currently projected FY22

**ALLINGTOWN FIRE DEPARTMENT**  
**SUB CATEGORY EXPENDITURE REPORT**  
**August 2021**

	Aug YTD				Aug YTD		
	FY22 Budget	Forecast	Actual	% Fcst	FY21 Actual	Actual	% Actual
Regular Wages	1,827,643	1,827,643	272,950	14.9%	1,702,044	255,720	15.0%
Part Time	-	-	-	0.0%	-	-	0.0%
Overtime	400,000	400,000	74,646	18.7%	537,339	97,201	18.1%
Longevity	-	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	25,000	25,000	-	0.0%	10,020	660	6.6%
Other Personnel Services	-	-	-	0.0%	-	-	0.0%
<b>51 Personnel Services</b>	<b>2,252,643</b>	<b>2,252,643</b>	<b>347,596</b>	<b>15.4%</b>	<b>2,249,403</b>	<b>353,582</b>	<b>15.7%</b>
Advertising	-	-	-	0.0%	-	-	0.0%
Building Maintenance	20,000	20,000	1,192	6.0%	19,043	57	0.3%
Copier Machine & Rental	-	-	-	0.0%	-	-	0.0%
Electricity	23,140	23,140	2,935	12.7%	15,430	3,182	20.6%
Equipment Repair and Maintenance	39,000	39,000	5,413	13.9%	45,175	1,785	4.0%
Financial Services	13,000	13,000	-	0.0%	21,048	-	0.0%
Legal Services	-	-	-	0.0%	-	-	0.0%
Maintenance Services	-	-	-	0.0%	-	-	0.0%
Town Aid Road & Tree Manintenance	-	-	-	0.0%	-	-	0.0%
Training	32,000	32,000	645	2.0%	31,000	2,308	7.4%
Trash Pickup, Tip Fees & Recycling	-	-	-	0.0%	-	-	0.0%
Water	195,400	195,400	88,206	45.1%	177,827	-	0.0%
Uniforms	28,000	28,000	8,000	28.6%	14,049	6,800	48.4%
Other Contractual Services	22,000	22,000	884	4.0%	13,081	1,908	14.6%
<b>52 Contractual Services</b>	<b>372,540</b>	<b>372,540</b>	<b>107,275</b>	<b>28.8%</b>	<b>336,653</b>	<b>16,040</b>	<b>4.8%</b>
Motor Vehicle Parts	-	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	-	0.0%	-	-	0.0%
Office Supplies	6,000	6,000	433	7.2%	4,648	329	7.1%
Other Supplies & Materials	118,850	118,850	4,406	3.7%	136,529	42,686	31.3%
<b>53 Supplies &amp; Materials</b>	<b>124,850</b>	<b>124,850</b>	<b>4,839</b>	<b>3.9%</b>	<b>141,177</b>	<b>43,016</b>	<b>30.5%</b>
Health & General Liability Insurance	1,809,033	1,809,033	265,065	14.7%	1,309,477	149,050	11.4%
FICA	58,400	58,400	11,872	20.3%	69,927	11,508	16.5%
Pension	2,890,196	2,890,196	644,040	22.3%	3,162,872	1,272,686	40.2%
Workers Compensation	125,000	125,000	1,752	1.4%	8,650	1,882	21.8%
Debt Service	-	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	-	-	-	0.0%	-	-	0.0%
Other Fixed Charges	-	-	-	0.0%	-	-	0.0%
<b>54 Fixed Charges</b>	<b>4,882,629</b>	<b>4,882,629</b>	<b>922,729</b>	<b>18.9%</b>	<b>4,550,926</b>	<b>1,435,125</b>	<b>31.5%</b>
Capital Outlay	366,000	366,000	13,808	3.8%	55,395	8,957	16.2%
<b>55 Capital Outlay</b>	<b>366,000</b>	<b>366,000</b>	<b>13,808</b>	<b>3.8%</b>	<b>55,395</b>	<b>8,957</b>	<b>16.2%</b>
Contingency Services	-	-	-	0.0%	-	-	0.0%
Other Contingency	320,125	320,125	9	0.0%	83,662	-	0.0%
<b>56 Other/Contingency</b>	<b>320,125</b>	<b>320,125</b>	<b>9</b>	<b>0.0%</b>	<b>83,662</b>	<b>-</b>	<b>0.0%</b>
Fuel	16,000	16,000	1,358	8.5%	13,586	-	0.0%
Telephone	310,034	310,034	1,770	0.6%	249,668	1,042	0.4%
Gas Heat	13,000	13,000	544	4.2%	9,994	250	2.5%
Deficit Reduction	-	-	-	0.0%	-	-	0.0%
<b>Total City Departments</b>	<b>8,657,821</b>	<b>8,657,821</b>	<b>1,399,927</b>	<b>16.2%</b>	<b>7,690,464</b>	<b>1,858,011</b>	<b>24.2%</b>

*Note : YTD actuals exclude encumbrances*

**ALLINGTOWN FIRE DEPARTMENT**  
**Summary of Revenues and Expenditures**  
**August 2021**

Variances favorable/(unfavorable)

	<b>ACTUAL</b>						<b>FORECAST</b>		
	FY22 Budget	Aug YTD Actual	FY21 Estimate	Aug YTD FY21	Aug YTD % Budget	FY21 YTD % Actual	Projected FY22	Aug YTD % Fcst	Δ to Budget
<b>REVENUE</b>									
41 Property Taxes	7,121,696	3,608,640	7,475,485	3,645,018	50.7%	48.8%	7,121,696	50.7%	-
42 Licenses & Permits	60,000	29,020	25,320	3,835	48.4%	15.1%	60,000	48.4%	-
44 Revenue From Use Of Money	-	-	-	-			-		-
45 Fed/State Grants - Non MARB	1,316,525	985,108	1,041,444	990,227	74.8%	95.1%	1,316,525	74.8%	-
46 Charges For Services	6,000	-	420	-	0.0%	0.0%	6,000	0.0%	-
47 Other Revenues	153,600	1,892	25,066	5,605	1.2%	22.4%	153,600	1.2%	-
<b>Total Revenue</b>	<b>8,657,821</b>	<b>4,624,660</b>	<b>8,567,734</b>	<b>4,644,685</b>	<b>53.4%</b>	<b>54.2%</b>	<b>8,657,821</b>	<b>53.4%</b>	<b>-</b>
<b>EXPENDITURES</b>									
Personnel Services	2,252,643	347,596	2,249,403	353,582	15.4%	15.7%	2,252,643	15.4%	-
Electricity/Gas/Water	231,540	91,685	203,251	3,432	39.6%	1.7%	231,540	39.6%	-
Other Contractual Services	154,000	16,134	143,396	12,858	10.5%	9.0%	154,000	10.5%	-
Supplies & Materials	124,850	4,839	141,177	43,016	3.9%	30.5%	124,850	3.9%	-
Health & General Liability Insurance	1,809,033	265,065	1,309,477	149,050	14.7%	11.4%	1,809,033	14.7%	-
Pension	2,890,196	644,040	3,162,872	1,272,686	22.3%	40.2%	2,890,196	22.3%	-
Other Fixed Charges	183,400	13,624	78,577	13,390	7.4%	17.0%	183,400	7.4%	-
Capital Outlay	366,000	13,808	55,395	8,957	3.8%	16.2%	366,000	3.8%	-
Other Contingency	320,125	9	83,662	-	0.0%	0.0%	320,125	0.0%	-
Fuel	16,000	1,358	13,586	-	8.5%	0.0%	16,000		-
Telephone	310,034	1,770	249,668	1,042	0.6%	0.4%	310,034	0.6%	-
Deficit Reduction	-	-	-	-			-		-
<b>Total Expenditures</b>	<b>8,657,821</b>	<b>1,399,927</b>	<b>7,690,464</b>	<b>1,858,011</b>	<b>16.2%</b>	<b>24.2%</b>	<b>8,657,821</b>	<b>16.2%</b>	<b>-</b>
<b>Surplus / (Deficit)</b>	<b>-</b>	<b>3,224,734</b>	<b>877,270</b>	<b>2,786,673</b>		<b>317.7%</b>	<b>-</b>		