

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

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

Meeting Location: 55 Farmington Avenue, Meeting Room #1011 (First Floor), Hartford, CT

Agenda

- I. Call to Order & Opening Remarks by Secretary Melissa McCaw and Treasurer Shawn Wooden
- II. Public Comment* Period
- III. Approval of Minutes:
 - a. February 13, 2020 regular meeting
- IV. City of West Haven Issues and Items
 - a. Subcommittee update
 - b. Review and discussion: Monthly Financial Report January 2020
 - c. Review, Discussion and Possible Action: Labor contracts
 - i. Police AFSCME Council 4, Local 895
- V. City of Hartford Issues and Items
 - a. Subcommittee update
 - b. Review and discussion: Monthly Financial Report January 2020
 - c. Review and discussion: Nonlabor contracts:
 - i. Allovue (BOE) - Budget management software
 - ii. Frontline Education (BOE) - School administration software
- VI. Town of Sprague Issues and Items
 - a. Subcommittee update
 - b. Review and discussion: Monthly Financial Report January 2020
 - c. Update: FY 2019 Audit and Corrective Action Plan
- VII. Other Business
- VIII. Adjourn

*Public Comment (from Board's Adopted Policies and Procedures): The MARB may provide for a public comment period on its board meeting agendas. When a public comment item is on the agenda, there

shall be sign-up sheet provided at least 15 minutes prior to the meeting. The speakers will be called in the order that they signed up, but the MARB may reserve the first 10 minutes of the public comment period for state and local elected officials. Each speaker may be limited to no more than three minutes. In the interest in enabling members of the public to attend board meetings for their full duration, the Chairperson may limit the public comment agenda item to 30 minutes.

**DRAFT
STATE OF CONNECTICUT**

MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES

Meeting Date and Time: Thursday, February 13, 2020, 10:00 AM –12:00 PM

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

Members in Attendance: OPM Secretary Designee Kimberly Kennison (Executive Finance Officer), State Treasurer Designee Christine Shaw (Assistant State Treasurer), Matthew Brokman, Tom Hamilton (telephone), Sal Luciano, Mark Waxenberg (telephone), Robert White, and David Wright-Biller

Municipal and State Staff and Others Present:

City of Hartford: Luke Bronin - Mayor, Jolita Lazauskas - Budget Director, Dr. Leslie Torres-Rodriguez - School Superintendent, and other City staff

Town of Sprague: Cheryl A. Blanchard - First Selectwoman, William Hull – Superintendent, Michele Demicco – Business Manager

City of West Haven: Mayor Nancy Rossi, Frank Cieplinski – Finance Director, City Attorney Lee Tiernan, Bill Lindsay – Financial Advisor for West Haven

Others: Michael Milone (OPM liaison), OPM Staff - Julian Freund, Michael Walsh, and Bill Plummer

I. Call to Order & Opening Remarks

The meeting was called to order at 10:06 a.m. by Ms. Kennison. Ms. Kennison and Ms. Shaw introduced themselves to those in attendance and indicated that as the co-chair designees, they would each be acting in a co-chair capacity at today’s meeting in the absence of OPM Secretary McCaw and State Treasurer Wooden.

II. Public Comment Period

Ms. Kennison noted that there was no one present that was seeking to make a public comment at today’s meeting.

III. Approval of Minutes:

The January 9, 2020 regular meeting minutes were unanimously approved with Mr. Wright-Biller abstaining.

IV. Town of Sprague Issues and Items

a. Subcommittee update

Mr. Freund provided an update of the January 30th subcommittee meeting. That meeting included discussions on various audit issues including the reasons for the need for two extension requests for submission of the June 30, 2019 audit, the status of prior year audit findings and a cash flow update from the Town.

b. Review and discussion: Monthly Financial Report December 2019

First Selectwoman Blanchard provided an update of the December 2019 financial results of the Town.

c. Update: FY 2019 Audit and Corrective Action Plan

First Selectwoman Blanchard described the open items needed in order for the Town's independent auditor to complete the June 30, 2019 audit. She indicated that an audit extension for the month of March will be required as the audit is not expected to be completed by the end of February.

Ms. Shaw commented that at the December 2019 subcommittee meeting, there was an indication that the Board of Education was developing its FY 2020-21 proposed budget. She inquired whether that budget had been approved by the Board of Education. First Selectwoman Blanchard confirmed that the Board of Education had approved the proposed education budget.

V. City of West Haven Issues and Items

a. Subcommittee update

Mr. Freund provided an update of the January 28th subcommittee meeting. Additional work has been requested from the human resources consultant, HRCG for a deeper review of the Board of Education HR function. The City has issued an RFP to outsource payroll and employee benefit services. Ms. Kennison indicated that she is seeking for the City and Board of Education to provide the Board the anticipated dates that the additional work requested of HRCG would be completed by.

b. Review and discussion: Clean Water Fund Loan

Mr. Lindsey, the City's investment adviser, provided information on the projects expected to be financed by the Clean Water Loan Proceeds, including a description of the loan terms and the different repayment schedules. In response to a question from Mr. Hamilton, the Finance Director indicated that the impact on sewer rates as a result of the loan is projected to be an increase from \$426 per housing unit to \$439 by FY 2024.

c. Review, discussion and possible action: 5-Year Plan FY20-FY24

Ms. Kennison provided an update on the City's 5-year plan and indicated that the West Haven City Council had voted to approve the plan. A discussion ensued among Board members in regard to the various assumptions made in the plan and other matters. The 5-year plan was approved by Board members with Mr. White opposed.

d. Review and discussion: Conditions for FY 2020 Municipal Restructuring Funds

Mr. Freund presented a list of suggested conditions for the City to comply with in order to receive Municipal Restructuring Funds for FY 2020. Board members recommended considering the addition of several conditions. Mr. White suggested the agreement address the extent to which restructuring funds may be used to pay down IBNR costs. He also suggested a requirement to have an actuary provide long-term projections of OPEB benefit payments. Mr. Brokman suggested the City be required to detail and track the savings associated with the placeholder savings included in the 5-Year Plan. Members also suggested included regular updates on the Fire Districts.

e. Update: Fire Districts

Mr. Walsh provided an update on his and Ms. Kennison's work with the districts, including meetings held with the districts in December 2019 and January 2020. He indicated that based upon discussions with the districts, the fire chiefs expressed concerns that were similar to the Board in regard to the funding of the pension plans and the OPEB liability. The districts are currently working with their respective actuaries to obtain current pension and OPEB valuations. The Chiefs of the districts are both aware of OPM's desire for their 2020-21 budget to reflect an increase towards the funding of their pension plans and the start of contributions to set aside assets toward the funding of their OPEB liabilities.

f. Review and discussion: Monthly Financial Report December 2019

Mr. Cieplinski, the City's finance director provided an update regarding the December 2019 financial results of the City.

g. Review, Discussion and Possible Action: Labor contracts

i. ERS Unit (Dispatchers), IAFF Local 5127

Mr. Freund provided a description of the proposed contract. Additional actuarial analysis information that had previously been requested by Board members were provided. The proposed contract was unanimously approved by the Board.

ii. BOE Administrators Association

Mr. Freund provided a description of the proposed contract. An analysis by the City's actuary of certain changes to the contract and the anticipated savings were provided. After discussion by Board members, the contract was approved.

VI. City of Hartford Issues and Items

a. Subcommittee update

Mr. Freund provided an update of the Hartford subcommittee meeting held on January 23, 2020. He indicated that the agenda for that meeting included the review of the City's June 30, 2019 audit report and a discussion regarding a planned evaluation of Hartford Public Schools' special education services.

b. Discussion and Possible Action: Resolution supporting Hartford School District efforts to obtain residency verification and supporting documentation justifying service costs invoiced by other districts

Background information was provided regarding the district's efforts to seek residency verification and justification of billing from other districts providing services to Hartford students. To date, these efforts have been unsuccessful. Superintendent Torres-Rodriguez explained that part of the challenge is that the information was requested mid-year and other districts are encountering difficulties in producing the requested information. Based on further discussion, the motion was amended to express support for the District and City to seek residency verification and supporting documentation for services invoiced by other districts as an initiative for the next school year. All members voted in support of the amended motion.

c. Review and discussion: Monthly Financial Report December 2019

Budget Director, Jolita Lazauskas, provided an update on the City's December 2019 financial results.

d. Review and discussion: Non-labor contracts:

It was noted by Ms. Kennison that the non-labor contracts on the agenda required no formal action by the Board. Mr. Freund provided a description of all 3 contracts below.

- i. Amendments to contracts for Speech Language Pathologists (BOE): Soliant Health, Sunbelt Staffing, Delta T Group

Board members had no questions regarding this contract.

- ii. Golf Course Superintendent: Guilmette Golf LLC

The City's public works director and deputy director provided an overview of the contract. Several questions were posed by Board members.

- iii. Overnight Warming Center: Salvation Army

Mayor Bronin described the provisions of the contract and the need for such services. A discussion ensued among Board members.

VII. Other Business

None.

VIII. Adjourn

The meeting adjourned at 12:03 p.m.

**MEMORANDUM
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

To: Municipal Accountability Review Board
From: Julian Freund
Subject: Update on MARB Subcommittees
Date: March 5, 2020

West Haven

The West Haven Subcommittee of the MARB most recently met on February 25, 2020.

State Partnership

Mr. Milone and a representative from Lockton presented an analysis by Lockton of the estimated cost of medical insurance for the Board of Education under a self-insured high deductible plan scenario compared to a scenario in which employee medical benefits are provided through the State Partnership. With State Partnership rates for July 2020 not yet available, the analysis assumed two potential rate increases: 8% and 4%. The analysis suggested that a move to the State Partnership would result in a higher cost than remaining self-insured with a high deductible plan. Members discussed the potential financial impact and the timing associated with a transition to the Partnership. When the State Partnership rates for July are finalized, the analysis will be updated to reflect actual rates.

Police Union Tentative Agreement

The City and its labor attorney presented a tentative agreement between the City and the Police Union. The agreement was reached on February 4th, giving the MARB until March 19th to take action if it chooses. Subcommittee members voted to recommend approval by the full MARB. The contract is an agenda item on the March 12 MARB meeting.

2019 Audit

The City's auditor is continuing with additional testing as previously reported. An additional extension to the filing deadline has been submitted and approved. A presentation by the auditor is anticipated at the March subcommittee meeting.

Fire Districts

OPM staff provided an update on discussions with the independent fire districts. Both districts have expressed intent to task their actuarial firms with deeper analysis of long term liabilities, including a depletion analysis of pension funds and projected OPEB benefit payments. The First District commission has approved a motion to have the analysis completed and forwarded to OPM. The West Shore District

commissioners have scheduled meetings with their actuarial firm. The results of the analyses are anticipated in late April.

Human Resources Action Plan

The City provided the outline of a plan following the consultant's presentation in November. Since then, an RFP to outsource payroll and employee benefits was issued and City staff are reviewing the proposals received. The City determined that prior to contracting with 3rd party service providers, internal policies and procedures need to be established or updated. These will provide vendors with the necessary framework to operate within. HR Consulting Group is assisting the City in the development of needed policies and procedures. The City will be preparing a detailed plan for developing that framework and providing regular progress reports.

The next meeting of the West Haven Subcommittee is scheduled for March 24.

Sprague

The Sprague subcommittee did not meet in February. Town Administration, BOE Administration and OPM staff met with the auditor last week to discuss the status of the audit and steps that have been taken to resolve prior years audit findings.

A meeting of the subcommittee is being organized for late March.

Hartford

The Hartford subcommittee did not meet in February. OPM staff have worked with the Board of Education to develop the RFP for an evaluation of the school district's special education system and utilization. The Board of Education is in the process of reviewing a revised scope of services for the study.

The next meeting of the Hartford subcommittee is scheduled for March 26.

City of West Haven

FY2020 7Mos Monthly Financial Report to
the Municipal Accountability Review Board



March 12, 2020



Interoffice Memorandum-Office of Mayor Nancy Rossi

To: Municipal Accountability Review Board

From: Frank M. Cieplinski

Date: 3/5/2020

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

I) West Haven General Fund

A. Revenues

YTD operational revenues of \$119.903M are \$4M higher than the same period last year driven by higher tax collections and are directionally in line as a percent of the total year when compared to prior years.

Property taxes comprised 73.2% of total operating revenues compared to 72.0% in FY19 and 72.7% in FY18. These revenues continue to grow as a percentage of the total as funds from State programs continue to decrease. Year-end revenue projections have been pressure tested using historical timing and continue to support the overall budget amount, however as the year progresses and the sale of the schools are finalized those revenues will be added to the projection.

GENERAL FUND : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020		
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	% of Yr
Property Taxes	84.304	89.97%	84.273	88.68%	85.730	88.55%	87.716	98.704	88.87%
Licenses & Permits	0.647	49.24%	0.682	34.26%	1.186	60.49%	0.875	1.849	47.30%
Fines And Penalties	0.090	43.19%	0.129	40.60%	0.167	58.30%	0.150	0.297	50.43%
Revenue From Use Of Money	0.017	71.77%	0.044	21.20%	0.186	46.05%	0.257	0.321	80.05%
Fed/State Grants - Non MARB	30.234	55.12%	28.081	53.05%	28.991	54.45%	28.306	53.174	53.23%
Charges For Services	0.571	51.79%	0.476	41.63%	0.603	50.05%	0.587	1.285	45.70%
Other Revenues	1.148	56.73%	1.046	54.50%	1.201	56.50%	0.902	1.767	51.06%
Other Financing Sources	1.381	76.86%	1.171	87.19%	1.064	87.40%	1.110	1.409	78.76%
	118.393	76.37%	115.903	74.83%	119.128	75.76%	119.903	158.805	75.50%

*Note : Does not reflect any MARB restructuring funds.

B. Expenditures

YTD city expenses of \$42.015M are higher than the same period last year but is consistent with prior years when looking at % spend of the full year.

Payroll and other personnel costs are slightly higher than the previous year as driven by Public Works overtime in earlier months. Pension costs are higher than previous years due to contribution timing (in prior years cash constraints meant delaying the contribution to February).

Board of Education timing issues around payroll have been resolved.

GENERAL FUND : Cost Comparisons FY17-FY20

\$ Millions Expense Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	14.913	58.93%	15.529	60.15%	13.915	57.34%	14.762	59.49%
Debt Service	10.406	62.20%	10.171	59.43%	12.558	66.35%	11.992	32.01%
Health Ins. & Pension	6.963	53.45%	8.056	56.72%	7.890	57.98%	7.866	49.29%
Other Fixed Charges	2.142	60.33%	1.990	60.40%	1.796	63.00%	2.029	-12.21%
Solid Waste & Recycling	1.756	57.59%	1.685	56.40%	1.729	54.34%	1.768	55.32%
Other Contractual Svcs	1.577	54.18%	1.811	63.29%	1.551	50.70%	1.769	56.56%
Electricity/Gas	0.905	51.70%	0.902	58.11%	0.780	44.66%	0.754	53.49%
Supplies & Materials	0.299	46.84%	0.311	55.37%	0.256	44.58%	0.303	47.56%
Capital Outlay	0.033	49.36%	0.036	45.10%	0.024	46.23%	0.034	34.60%
Other/Contingency	0.143	61.11%	0.492	84.07%	0.387	62.19%	0.374	26.09%
Fuel	0.160	48.48%	0.154	44.27%	0.167	48.92%	0.145	32.16%
Telephone	0.287	62.25%	0.159	21.55%	0.127	21.34%	0.219	47.23%
Total City Expend.	39.584	58.17%	41.297	58.88%	41.178	58.98%	42.015	58.01%
Salaries	25.087	48.52%	25.195	48.68%	25.483	49.39%	25.820	49.68%
Tuition	4.984	62.71%	6.222	73.70%	5.289	56.92%	5.715	67.71%
Student Transportation	2.334	44.40%	3.119	53.85%	2.670	45.17%	2.903	56.57%
Operation of Plant	2.940	85.95%	2.397	62.15%	3.258	88.83%	2.340	64.02%
Health Insurance	8.488	63.41%	8.568	64.00%	8.656	66.67%	7.849	56.38%
Other Fixed Costs	1.789	55.88%	2.055	59.94%	2.373	63.98%	2.039	53.66%
Purchased Services	0.681	45.32%	0.674	43.60%	0.722	48.90%	0.633	44.54%
Instruction	1.530	95.04%	1.364	98.27%	1.124	85.95%	1.265	89.10%
Total Board of Ed.	47.832	54.34%	49.594	55.35%	49.575	55.12%	48.563	54.10%

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

C. Summary

While the City is not changing it's revenue projections for the year the annual expense forecast has been reduced by \$530k to reflect expected payroll savings as well as cost reductions to the police pension ADEC. As a reminder, the FY20 budget was prepared using an estimate from the acuary as the valuation was not ready. If everything holds, the General Fund is expected to end the year with a \$734k surplus with \$530k coming from the City and \$204k coming from the BOE.

CITY OF WEST HAVEN
Summary of Revenues and Expenditures
January 2020

Variances favorable/(unfavorable)

	ACTUAL					FORECAST				
	FY20 Budget	Jan YTD Actual	FY19 Projected	Jan YTD FY19	Jan YTD % Budget	FY19 YTD % Actual	Projected FY20	Jan YTD % Fcst	Δ to Budget	
REVENUE										
41 Property Taxes	99,215,707	87,715,984	96,894,415	85,729,655	88.4%	88.5%	98,704,112	88.9%	(511,595)	
41 Property Taxes (Lien Sale)	-	-	-	-			-		-	
42 Licenses & Permits	1,791,424	874,540	1,961,408	1,186,420	48.8%	60.5%	1,848,990	47.3%	57,566	
43 Fines And Penalties	200,750	149,715	286,947	167,297	74.6%	58.3%	296,873	50.4%	96,123	
44 Revenue From Use Of Money	101,250	256,911	403,514	185,832	253.7%	46.1%	320,933	80.1%	219,683	
45 Fed/State Grants - Non MARB	53,151,809	28,306,364	53,241,754	28,991,022	53.3%	54.5%	53,173,505	53.2%	21,696	
46 Charges For Services	1,143,674	587,159	1,205,512	603,392	51.3%	50.1%	1,284,686	45.7%	141,012	
47 Other Revenues	1,791,804	902,343	2,118,500	1,200,960	50.4%	56.7%	1,767,320	51.1%	(24,484)	
48 Other Financing Sources	1,408,875	1,109,575	1,525,141	1,063,700	78.8%	69.7%	1,408,875	78.8%	-	
Total Operational Revenues	158,805,293	119,902,590	157,637,192	119,128,279	75.5%	75.6%	158,805,293	75.5%	(0)	
48 Bond Proceeds	-	-	-	-			-		-	
45 Fed/State Grants - MARB	4,115,542	-	4,000,000	250,000	0.0%	6.3%	4,115,542	0.0%	-	
Total Revenue	162,920,835	119,902,590	161,637,192	119,378,279	73.6%	73.9%	162,920,835	73.6%	(0)	
EXPENDITURES										
Central Government	2,816,971	1,444,114	2,564,316	1,360,165	51.3%	53.0%	2,804,149	51.5%	12,822	
Finance	2,769,795	1,584,465	2,697,794	1,497,336	57.2%	55.5%	2,737,578	57.9%	32,217	
Public Service	15,695,570	8,939,016	15,097,032	8,594,653	57.0%	56.9%	15,408,557	58.0%	287,013	
Public Works	10,765,156	5,795,148	10,073,486	5,155,427	53.8%	51.2%	10,632,333	54.5%	132,823	
Health & Human Services	1,943,995	1,043,186	1,935,228	1,047,717	53.7%	54.1%	1,855,551	56.2%	88,444	
City Insurance	800,977	609,141	906,371	596,098	76.0%	65.8%	800,977	76.0%	-	
Employee Benefits	17,999,404	9,302,865	15,238,746	9,063,461	51.7%	59.5%	16,808,742	55.3%	1,190,662	
Debt Service	18,873,827	11,992,139	18,926,611	12,557,657	63.5%	66.3%	18,873,827	63.5%	-	
Library / Other	1,463,179	1,014,000	1,588,179	929,429	69.3%	58.5%	1,463,179	69.3%	-	
Contingency Services	225,000	18,387	250,000	250,000	8.2%	100.0%	225,000	8.2%	-	
Other Contingency	(393,460)	272,960	209,393	126,533	-69.4%	60.4%	820,551	33.3%	(1,214,011)	
Deficit Reduction	-	-	-	-			-		-	
Total City Departments	72,960,414	42,015,420	69,487,155	41,178,476	57.6%	59.3%	72,430,444	58.0%	529,970	
Board of Education	89,960,421	48,562,677	89,941,197	49,574,794	54.0%	55.1%	89,756,568	54.1%	203,853	
Total Expenditures	162,920,835	90,578,097	159,428,352	90,753,270	55.6%	56.9%	162,187,011	55.8%	733,824	
Surplus / (Deficit)	-	29,324,493	2,208,840	28,625,008			733,824		733,824	

CITY OF WEST HAVEN
REVENUE DETAIL REPORT
January 2020

Variances favorable/(unfavorable)

Account Description	ACTUAL					FORECAST		
	FY20	Jan YTD	Jan YTD	Jan YTD %	FY19 YTD %	Projected	Jan YTD %	
	Budget	Actual	FY19	Budget	Actual	FY20	Fcst	Δ to Budget
Tax Levy - Current Year	96,375,557	86,171,429	84,558,102	89.4%	89.9%	96,000,810	89.8%	(374,747)
Motor Vehicle Supplement	1,236,000	1,019,368	608,374	82.5%	42.4%	1,430,246	71.3%	194,246
Tax Levy - Prior Years	412,000	40,441	190,186	9.8%	45.9%	93,576	43.2%	(318,424)
Tax Levy - Suspense	100,000	104,426	70,326	104.4%	54.8%	198,229	52.7%	98,229
Tax Interest - Current Year	463,500	190,012	141,436	41.0%	28.4%	550,991	34.5%	87,491
Tax Interest - Prior Years	220,500	77,376	90,979	35.1%	35.9%	205,571	37.6%	(14,929)
Tax Interest - Suspense	108,150	112,932	70,252	104.4%	50.9%	224,689	50.3%	116,539
Tax Lien Sale	-	-	-	n/a	n/a	-	n/a	-
Non Current Per. Prop. Tax	300,000	-	-	0.0%	n/a	-	n/a	(300,000)
41 Property Taxes	99,215,707	87,715,984	85,729,655	88.4%	88.5%	98,704,112	88.9%	(511,595)
Building Permits	1,200,000	547,413	846,608	45.6%	61.9%	1,169,944	46.8%	(30,056)
Electrical Permits	160,000	106,472	134,323	66.5%	65.9%	190,139	56.0%	30,139
Zoning Permits	95,000	67,507	65,972	71.1%	44.6%	145,060	46.5%	50,060
Health Licenses	82,400	44,412	38,622	53.9%	40.5%	157,619	28.2%	75,219
Plumbing & Heating Permits	200,000	69,690	63,482	34.8%	79.5%	112,786	61.8%	(87,214)
Police & Protection Licenses	20,600	20,470	18,250	99.4%	71.6%	33,647	60.8%	13,047
Animal Licenses	13,390	3,068	5,027	22.9%	31.6%	10,311	29.8%	(3,079)
Excavation Permits	7,210	8,755	6,010	121.4%	58.0%	15,327	57.1%	8,117
City Clerk Fees	7,313	3,537	3,226	48.4%	55.1%	6,696	52.8%	(617)
Dog Pound Releases	2,060	(10)	1,872	-0.5%	92.1%	500	-2.0%	(1,560)
Marriage Licenses	3,090	2,056	2,052	66.5%	41.4%	4,748	43.3%	1,658
Sporting Licenses	206	276	177	134.0%	65.3%	423	65.3%	217
Alcoholic Beverage License	155	894	800	576.8%	52.6%	1,789	50.0%	1,634
42 Licenses & Permits	1,791,424	874,540	1,186,420	48.8%	60.5%	1,848,990	47.3%	57,566
Bldg Code Violations	-	3,001	13,982	n/a	54.4%	11,035	27.2%	11,035
Fines And Penalties	25,750	8,672	10,389	33.7%	27.3%	51,599	16.8%	25,849
Parking Tags	175,000	138,042	142,926	78.9%	64.0%	234,238	58.9%	59,238
43 Fines And Penalties	200,750	149,715	167,297	74.6%	58.3%	296,873	50.4%	96,123
Investment Income	70,000	229,621	173,082	328.0%	45.4%	287,507	79.9%	217,507
Rent from City Facilities	31,250	27,290	12,750	87.3%	58.3%	33,427	81.6%	2,177
44 Revenue From Use Of Money	101,250	256,911	185,832	253.7%	46.1%	320,933	80.1%	219,683
Educational Cost Sharing	45,140,487	21,700,725	22,107,362	48.1%	48.9%	45,140,487	48.1%	-
Federal Miscellaneous Grants	-	-	-	n/a	n/a	-	n/a	-
Health Services	60,000	67,266	66,528	112.1%	100.0%	67,266	100.0%	7,266
Pilot-Colleges & Hospitals	5,527,988	5,527,988	5,527,988	100.0%	100.0%	5,527,988	100.0%	-
Muni Revenue Sharing	147,516	-	-	0.0%	0.0%	147,516	0.0%	-
Prop Tax Relief - Elderly & Disabl	-	2,000	4,000	n/a	100.0%	2,000	100.0%	2,000
Prop Tax Relief - Total Disab	5,370	4,608	5,111	85.8%	100.0%	5,370	85.8%	-
Prop Tax Relief - Veterans	118,373	130,803	130,003	110.5%	100.0%	130,803	100.0%	12,430
Pilot-State Owned Property	181,198	181,198	181,198	100.0%	100.0%	181,198	100.0%	-
Mashentucket Pequot Grant	807,097	269,032	269,032	33.3%	33.3%	807,097	33.3%	-
Town Aid Road	616,005	-	308,002	0.0%	50.0%	616,005	0.0%	-
Fed/State Miscellaneous Grants	122,000	120,682	90,401	98.9%	73.8%	122,000	98.9%	-
Telephone Access Grant	120,555	-	-	0.0%	0.0%	120,555	0.0%	-
SCCRWA-Pilot Grant	305,220	302,062	301,396	99.0%	100.0%	305,220	99.0%	-
45 Fed/State Grants	53,151,809	28,306,364	28,991,022	53.3%	54.5%	53,173,505	53.2%	21,696
Record Legal Instrument Fees	656,250	442,339	446,306	67.4%	61.0%	799,617	55.3%	143,367
Miscellaneous - Parks & Recreation	340,000	111,685	111,625	32.8%	31.7%	357,734	31.2%	17,734
Miscellaneous - General Gov't	92,700	16,410	39,153	17.7%	67.6%	30,141	54.4%	(62,559)
Miscellaneous - Public Works	37,059	635	749	1.7%	1.9%	65,919	1.0%	28,860
Police Charges	15,450	15,116	5,214	97.8%	51.2%	29,214	51.7%	13,764
All Other Public Works	2,060	974	320	47.3%	2.2%	2,060	47.3%	-
Health Fees	-	-	25	n/a	100.0%	-	n/a	-
Sundry - Other	155	-	-	0.0%	n/a	-	n/a	(155)
46 Charges For Services	1,143,674	587,159	603,392	51.3%	50.1%	1,284,686	45.7%	141,012
Fire Dept Share of ERS	857,822	241,637	275,668	28.2%	36.2%	857,822	28.2%	-
Yale Contribution	422,651	444,561	437,317	105.2%	100.0%	444,561	100.0%	21,910
Sale of Property	-	12,000	298,807	n/a	100.0%	12,000	100.0%	12,000
Miscellaneous Revenue	210,000	18,920	25,923	9.0%	11.4%	69,551	27.2%	(140,449)
Pilot - Housing Authority	145,230	-	-	0.0%	0.0%	145,230	0.0%	-
Parking Meter Revenue	30,000	62,185	51,962	207.3%	63.2%	96,948	64.1%	66,948
Sewer Fee Collection Expenses	51,301	55,166	55,166	107.5%	100.0%	55,166	100.0%	3,865
Quigley/Yale Parking	41,200	25,435	25,435	61.7%	58.3%	43,603	58.3%	2,403
Insurance Reimbursement	20,600	23,808	20,454	115.6%	46.6%	23,808	100.0%	3,208
Organic Recycling Compost	13,000	18,630	10,228	143.3%	53.9%	18,630	100.0%	5,630
47 Other Revenues	1,791,804	902,343	1,200,960	50.4%	56.7%	1,767,320	51.1%	(24,484)
Residual Equity Transfers In	250,000	-	-	0.0%	0.0%	250,000	0.0%	-
Transfer From Sewer Oper Fund	1,158,875	1,109,575	1,063,700	95.7%	87.4%	1,158,875	95.7%	-
48 Other Financing Sources	1,408,875	1,109,575	1,063,700	78.8%	69.7%	1,408,875	78.8%	-
Total Operational Revenue	158,805,293	119,902,590	119,128,279	75.5%	75.6%	158,805,293	75.5%	(0)
Bond Proceeds	-	-	-	n/a	n/a	-	n/a	-
MARB	4,115,542	-	250,000	0.0%	6.3%	4,115,542	0.0%	-
Total General Fund Revenues	162,920,835	119,902,590	119,378,279	73.6%	73.9%	162,920,835	73.6%	(0)

CITY OF WEST HAVEN
PROPERTY TAX COLLECTIONS REPORT
January 2020

Month	Tax Levy - Current Year		Tax Levy - Prior Years		Interest		Total Collections	
	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20
July	36,896,969	41,337,588	32,266	16,296	36,845	56,022	36,966,079	41,409,906
August	11,343,112	7,817,042	6,353	16,624	79,005	82,152	11,428,470	7,915,818
September	883,587	904,547	24,425	1,194	72,392	71,617	980,404	977,358
October	493,826	532,280	59,260	(15,983)	42,923	52,076	596,009	568,373
November	548,481	875,040	11,266	7,690	33,487	118,831	593,235	1,001,560
December	5,353,068	9,221,956	37,588	664	56,452	45,895	5,447,108	9,268,515
January	29,647,432	26,502,343	19,029	13,956	51,888	58,154	29,718,350	26,574,453
February	6,655,587	-	(26,904)	-	122,514	-	6,751,198	-
March	1,695,458	-	141,603	-	177,402	-	2,014,463	-
April	991,489	-	56,756	-	150,806	-	1,199,050	-
May	332,013	-	43,455	-	84,243	-	459,710	-
June	620,562	-	8,841	-	110,937	-	740,339	-
Total Collections	95,461,585	87,190,797	413,937	40,441	1,018,894	484,746	96,894,415	87,715,984
Jan YTD	85,166,476	87,190,797	190,186	40,441	372,993	484,746	85,729,655	87,715,984
Projected	95,461,585	97,431,056	413,937	93,576	1,018,894	1,179,480	96,894,415	98,704,112
% Total	89.22%	89.49%	45.95%	43.22%	36.61%	41.10%	88.48%	88.87%
Excl. Lien Sales							88.48%	88.87%

CITY OF WEST HAVEN
DEPARTMENT EXPENDITURES
January 2020

Variances favorable/(unfavorable)

Department	ACTUAL					FORECAST		
	FY20 Budget	Jan YTD Actual	Jan YTD FY19	Jan YTD % Budget	FY19 YTD % Actual	FY20 Projected	Jan YTD % Fcst	Δ to Budget
100 City Council	162,672	62,247	49,836	38.3%	56.6%	174,594	35.7%	(11,922)
105 Mayor	317,111	209,248	191,934	66.0%	65.4%	317,070	66.0%	41
110 Corporation Counsel	466,368	206,953	208,237	44.4%	48.1%	465,211	44.5%	1,157
115 Personnel Department	170,585	98,540	93,469	57.8%	56.2%	169,336	58.2%	1,249
120 Telephone Administration	320,000	124,079	47,669	38.8%	21.3%	320,000	38.8%	-
125 City Clerk	266,278	197,877	154,889	74.3%	50.4%	303,650	65.2%	(37,372)
130 Registrar Of Voters	137,002	79,494	104,264	58.0%	72.0%	136,511	58.2%	491
165 Probate Court	8,020	4,223	3,134	52.7%	43.7%	7,056	59.8%	964
190 Planning & Development	968,935	461,453	506,732	47.6%	56.2%	910,721	50.7%	58,214
Central Government Total	2,816,971	1,444,114	1,360,165	51.3%	53.0%	2,804,149	51.5%	12,822
200 Treasurer	7,600	4,433	4,433	58.3%	58.3%	7,600	58.3%	-
210 Comptroller	1,134,370	635,099	593,026	56.0%	54.9%	1,123,941	56.5%	10,429
220 Central Services	750,933	462,511	447,631	61.6%	59.1%	747,616	61.9%	3,317
230 Assessment	447,888	255,394	238,794	57.0%	53.6%	442,775	57.7%	5,113
240 Tax Collector	429,004	227,028	213,452	52.9%	52.5%	415,646	54.6%	13,358
Finance Total	2,769,795	1,584,465	1,497,336	57.2%	55.5%	2,737,578	57.9%	32,217
300 Emergency Report System I	1,906,271	855,935	865,667	44.9%	48.5%	1,906,271	44.9%	-
310 Police Department	13,491,535	7,940,427	7,572,973	58.9%	58.1%	13,228,949	60.0%	262,586
320 Animal Control	283,566	132,658	153,012	46.8%	58.3%	255,091	52.0%	28,475
330 Civil Preparedness	14,198	9,996	3,000	70.4%	33.3%	18,246	54.8%	(4,048)
Public Service Total	15,695,570	8,939,016	8,594,653	57.0%	56.9%	15,408,557	58.0%	287,013
400 Public Works Administration	604,341	246,749	178,301	40.8%	38.2%	595,807	41.4%	8,534
410 Engineering	339,311	123,168	65,091	36.3%	55.1%	265,844	46.3%	73,467
440 Central Garage	1,323,141	646,505	554,535	48.9%	52.5%	1,319,555	49.0%	3,586
450 Solid Waste	3,215,901	1,781,884	1,737,445	55.4%	54.4%	3,215,900	55.4%	1
460 Building & Ground Maintena	1,243,881	727,212	599,493	58.5%	48.2%	1,257,865	57.8%	(13,984)
470 Highways & Parks	4,038,581	2,269,630	2,020,564	56.2%	50.6%	3,977,361	57.1%	61,220
Public Works Total	10,765,156	5,795,148	5,155,427	53.8%	51.2%	10,632,333	54.5%	132,823
500 Human Resources	279,237	151,536	141,013	54.3%	55.4%	275,634	55.0%	3,603
510 Elderly Services	441,772	236,980	217,887	53.6%	42.9%	437,286	54.2%	4,486
520 Parks & Recreation	878,548	474,684	502,931	54.0%	57.8%	824,521	57.6%	54,027
530 Health Department	344,438	179,986	185,888	52.3%	61.3%	318,110	56.6%	26,328
Health & Human Services Total	1,943,995	1,043,186	1,047,717	53.7%	54.1%	1,855,551	56.2%	88,444
600 Library	1,421,000	1,014,000	887,250	71.4%	57.4%	1,421,000	71.4%	-
800 City Insurance	800,977	609,141	596,098	76.0%	65.8%	800,977	76.0%	-
810 Employee Benefits	17,999,404	9,302,865	9,063,461	51.7%	59.5%	16,808,742	55.3%	1,190,662
820 Debt Service	18,873,827	11,992,139	12,557,657	63.5%	66.3%	18,873,827	63.5%	-
830 C-Med	42,179	-	42,179	0.0%	100.0%	42,179	0.0%	-
900 Unallocated Expenses	(168,460)	291,347	376,533	-172.9%	82.0%	1,045,551	27.9%	(1,214,011)
Other Total	38,968,927	23,209,491	23,523,177	59.6%	63.4%	38,992,276	59.5%	(23,349)
Total City Departments	72,960,414	42,015,420	41,178,476	57.6%	59.3%	72,430,444	58.0%	529,970
Board of Education	89,960,421	48,562,677	49,574,794	54.0%	55.1%	89,756,568	54.1%	203,853
Total General Fund Expenses	162,920,835	90,578,097	90,753,270	55.6%	56.9%	162,187,011	55.8%	733,824

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
SUB CATEGORY EXPENDITURE REPORT
January 2020

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Jan YTD	Jan YTD	Jan YTD	FY19 YTD	FY20	Jan YTD	
	Budget	Actual	FY19	% Budget	% Actual	Projected	% Fcst	Δ to Budget
Regular Wages	20,522,254	11,617,330	10,914,829	56.6%	56.5%	19,883,838	58.4%	638,416
Part Time	915,626	529,976	508,728	57.9%	61.7%	931,757	56.9%	(16,131)
Overtime	1,879,682	1,464,777	1,226,376	77.9%	64.0%	1,878,849	78.0%	833
Longevity	654,950	373,973	435,489	57.1%	59.1%	654,950	57.1%	-
Fringe Reimbursements	1,138,200	623,564	682,898	54.8%	57.8%	1,138,200	54.8%	-
Other Personnel Services	334,871	152,519	146,254	45.5%	69.8%	326,425	46.7%	8,446
51 Personnel Services	25,445,583	14,762,139	13,914,574	58.0%	57.5%	24,814,018	59.5%	631,565
Advertising	48,875	27,045	23,557	55.3%	49.6%	51,825	52.2%	(2,950)
Building Maintenance	56,350	94,341	36,513	167.4%	58.4%	102,148	92.4%	(45,798)
Copier Machine & Rental	49,000	18,767	23,540	38.3%	51.9%	49,000	38.3%	-
Electricity	1,242,000	665,257	491,858	53.6%	50.1%	1,242,000	53.6%	-
Equipment Repair and Maintenance	70,750	51,848	47,467	73.3%	56.4%	70,750	73.3%	-
Financial Services	195,000	164,610	158,415	84.4%	52.7%	195,000	84.4%	-
Legal Services	153,000	25,734	40,367	16.8%	28.2%	153,000	16.8%	-
Maintenance Services	653,097	363,808	371,520	55.7%	58.2%	653,097	55.7%	-
Town Aid Road & Tree Manintenance	484,000	200,724	126,454	41.5%	34.7%	484,000	41.5%	-
Training	36,730	33,762	17,733	91.9%	34.2%	42,808	78.9%	(6,078)
Trash Pickup, Tip Fees & Recycling	3,195,800	1,767,777	1,728,525	55.3%	54.3%	3,195,800	55.3%	-
Water	33,000	15,867	11,909	48.1%	47.4%	33,678	47.1%	(678)
Uniforms	185,832	167,132	156,484	89.9%	87.9%	185,832	89.9%	-
Other Contractual Services	1,125,854	620,878	514,948	55.1%	44.7%	1,139,378	54.5%	(13,524)
52 Contractual Services	7,529,288	4,217,549	3,749,290	56.0%	51.7%	7,598,316	55.5%	(69,028)
Motor Vehicle Parts	245,000	134,850	132,034	55.0%	54.0%	245,000	55.0%	-
Construction Supplies	65,000	35,749	14,427	55.0%	16.7%	65,000	55.0%	-
Office Supplies	64,868	36,701	38,127	56.6%	59.1%	64,868	56.6%	-
Other Supplies & Materials	263,243	96,171	71,554	36.5%	41.8%	263,243	36.5%	-
53 Supplies & Materials	638,111	303,471	256,142	47.6%	45.2%	638,111	47.6%	-
Health & General Liability Insurance	12,279,949	6,063,355	6,737,117	49.4%	63.0%	11,131,860	54.5%	1,148,089
FICA	1,408,018	846,253	799,421	60.1%	61.3%	1,408,018	60.1%	-
Pension	3,679,203	1,803,083	1,152,833	49.0%	38.8%	3,384,520	53.3%	294,683
Workers Compensation	1,500,000	1,120,798	886,148	74.7%	65.9%	1,752,111	64.0%	(252,111)
Debt Service	18,214,952	11,590,767	12,139,454	63.6%	66.7%	18,214,952	63.6%	-
Debt Service (Water Purification)	658,875	401,373	418,203	60.9%	58.4%	658,875	60.9%	-
Other Fixed Charges	248,879	61,612	109,996	24.8%	48.9%	248,879	24.8%	-
54 Fixed Charges	37,989,876	21,887,241	22,243,171	57.6%	62.7%	36,799,214	59.5%	1,190,662
Capital Outlay	99,266	34,348	24,188	34.6%	49.9%	99,266	34.6%	-
55 Capital Outlay	99,266	34,348	24,188	34.6%	49.9%	99,266	34.6%	-
Contingency Services	225,000	18,387	250,000	8.2%	100.0%	225,000	8.2%	-
Other Contingency	(4,660)	355,868	136,886	-7636.6%	61.6%	1,209,351	29.4%	(1,214,011)
56 Other/Contingency	220,340	374,255	386,886	169.9%	81.9%	1,434,351	26.1%	(1,214,011)
Fuel	450,000	144,724	166,932	32.2%	51.9%	450,000	32.2%	-
Telephone	464,150	219,237	126,718	47.2%	31.0%	464,150	47.2%	-
Gas Heat	123,800	72,457	310,574	58.5%	41.9%	133,017	54.5%	(9,217)
Total City Departments	72,960,414	42,015,420	41,178,476	57.6%	59.3%	72,430,444	58.0%	529,970
Salaries	52,370,421	25,819,863	25,482,757	49.3%	49.4%	51,969,133	49.7%	401,288
Health Insurance	14,105,092	7,849,137	8,656,098	55.6%	66.7%	13,922,143	56.4%	182,949
Benefits & Fixed Charges	4,110,714	2,038,534	2,373,359	49.6%	64.0%	3,799,025	53.7%	311,689
Tuition	7,939,386	5,714,714	5,288,790	72.0%	56.9%	8,439,386	67.7%	(500,000)
Student Transportation	5,006,320	2,903,207	2,670,430	58.0%	45.2%	5,132,032	56.6%	(125,712)
Operation of Plant	3,847,829	2,339,612	3,257,572	60.8%	88.8%	3,654,540	64.0%	193,289
Purchased Services	1,161,159	632,862	722,205	54.5%	48.9%	1,420,809	44.5%	(259,650)
Instruction	1,419,500	1,264,749	1,123,583	89.1%	86.0%	1,419,500	89.1%	-
Board of Education	89,960,421	48,562,677	49,574,794	54.0%	55.1%	89,756,568	54.1%	203,853
Total General Fund Expenses	162,920,835	90,578,097	90,753,270	55.6%	56.9%	162,187,011	55.8%	733,824

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
BOARD OF EDUCATION EXPENDITURE REPORT
January 2020

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Jan YTD	Jan YTD	Jan YTD	FY19 YTD	FY20	Jan YTD	
	Budget	Actual	FY19	% Budget	% Actual	Projected	% Fcst	Δ to Budget
Superintendent / Principals / Asst.	2,350,120	1,099,700	1,093,661	46.8%	50.1%	2,350,120	46.8%	-
Teachers - Classroom	27,356,996	13,355,549	12,941,090	48.8%	47.9%	27,341,898	48.8%	15,098
Teachers - Special Education	5,922,487	2,834,623	2,941,731	47.9%	47.7%	5,916,656	47.9%	5,831
Teachers - Special Area	3,405,682	1,591,649	1,718,329	46.7%	49.1%	3,395,200	46.9%	10,482
Teachers - Substitutes/Interns	689,815	216,594	261,108	31.4%	43.6%	633,188	34.2%	56,627
Teacher Aides	2,992,839	1,629,867	1,631,661	54.5%	56.3%	2,987,624	54.6%	5,215
Pupil Services	1,565,854	830,680	802,272	53.0%	51.2%	1,575,461	52.7%	(9,607)
Clerical	1,551,638	924,829	999,224	59.6%	61.3%	1,489,544	62.1%	62,094
School Nurses	1,030,163	419,636	493,614	40.7%	49.3%	1,008,948	41.6%	21,215
Coordinators/Directors	1,064,632	510,864	517,444	48.0%	51.8%	1,053,902	48.5%	10,730
Custodial / Maintenance	3,006,539	1,526,437	1,582,038	50.8%	57.2%	2,872,315	53.1%	134,224
Lunch Aides	300,000	161,244	169,088	53.7%	55.7%	295,614	54.5%	4,386
Para Subs-Instructional Aides	105,000	120,906	108,481	115.1%	126.8%	41,811	289.2%	63,189
Homebound	125,000	31,010	16,160	24.8%	26.0%	62,019	50.0%	62,981
Detached Worker	98,261	37,019	82,856	37.7%	62.2%	79,127	46.8%	19,134
Athletic Coaches	200,417	65,354	57,348	32.6%	35.1%	165,000	39.6%	35,417
Adult Education	150,000	58,674	66,653	39.1%	44.7%	150,000	39.1%	-
Severance Pay	300,000	405,230	-	135.1%	0.0%	405,230	100.0%	(105,230)
Student Activity Advisors	154,978	-	-	0.0%	0.0%	145,476	0.0%	9,502
Salaries	52,370,421	25,819,863	25,482,757	49.3%	49.4%	51,969,133	49.7%	401,288
Health Insurance	14,105,092	7,849,137	8,656,098	55.6%	66.7%	13,922,143	56.4%	182,949
Medicare Only - Taxes	881,908	396,040	388,055	44.9%	46.7%	876,605	45.2%	5,303
Social Security	764,786	364,431	405,728	47.7%	57.7%	749,246	48.6%	15,540
Property & Liability Insurance	525,000	487,606	525,339	92.9%	85.7%	525,000	92.9%	-
Worker's Compensation	1,050,000	347,774	625,622	33.1%	75.2%	832,378	41.8%	217,622
Retirement Contributions	477,407	177,506	203,246	37.2%	55.3%	455,012	39.0%	22,395
Life Insurance	187,913	130,317	151,868	69.3%	61.1%	187,500	69.5%	413
Travel / Convention / Dues	77,200	102,784	41,988	133.1%	71.3%	102,784	100.0%	(25,584)
Other Benefits & Fixed Charges	146,500	32,077	31,513	21.9%	56.0%	70,500	45.5%	76,000
Benefits & Fixed Charges	18,215,806	9,887,670	11,029,457	54.3%	66.1%	17,721,168	55.8%	494,638
Tuition	7,939,386	5,714,714	5,288,790	72.0%	56.9%	8,439,386	67.7%	(500,000)
Bus Service	3,257,312	1,627,097	1,592,135	50.0%	44.7%	3,221,812	50.5%	35,500
Transportation - Phys. Handicapped	1,341,539	1,062,808	875,824	79.2%	45.1%	1,521,314	69.9%	(179,775)
Transportation - Regional VOC	302,012	144,202	144,202	47.7%	50.0%	288,406	50.0%	13,606
Transportation - Student Activities	105,457	69,100	58,269	65.5%	48.4%	100,500	68.8%	4,957
Student Transportation	5,006,320	2,903,207	2,670,430	58.0%	45.2%	5,132,032	56.6%	(125,712)
Site Repairs & Improvements	675,000	641,793	1,752,084	95.1%	158.9%	700,000	91.7%	(25,000)
Electricity	1,058,733	669,741	726,326	63.3%	66.4%	1,093,300	61.3%	(34,567)
Heating	664,487	194,324	189,735	29.2%	38.2%	450,500	43.1%	213,987
Water	103,919	60,859	48,763	58.6%	64.2%	100,500	60.6%	3,419
Telephone & Communications	364,178	109,083	151,339	30.0%	79.0%	360,500	30.3%	3,678
Building Security	388,740	342,419	232,971	88.1%	51.4%	388,740	88.1%	-
Solid Waste / Recycling	220,833	149,147	138,651	67.5%	62.3%	220,500	67.6%	333
Supplies & Equipment	321,939	171,135	16,563	53.2%	55.6%	295,500	57.9%	26,439
Other Expenses	50,000	1,110	1,140	2.2%	64.6%	45,000	2.5%	5,000
Operation of Plant	3,847,829	2,339,612	3,257,572	60.8%	88.8%	3,654,540	64.0%	193,289
Photocopy Services	269,809	228,611	352,125	84.7%	63.7%	269,809	84.7%	-
Consultant Services	260,000	328,559	221,096	126.4%	67.9%	260,000	126.4%	-
Police And Fire	75,000	922	7,726	1.2%	2.1%	370,000	0.2%	(295,000)
Printing / Postage / Supplies	119,300	42,303	94,314	35.5%	78.3%	95,500	44.3%	23,800
Other Services	437,050	32,467	46,944	7.4%	43.2%	425,500	7.6%	11,550
Purchased Services	1,161,159	632,862	722,205	54.5%	48.9%	1,420,809	44.5%	(259,650)
Instruction	1,419,500	1,264,749	1,123,583	89.1%	86.0%	1,419,500	89.1%	-
Board of Education	89,960,421	48,562,677	49,574,794	54.0%	55.1%	89,756,568	54.1%	203,853

Note : YTD actuals exclude encumbrances

II) West Haven Sewer Fund

SEWER FUND : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Charges For Services	10.419	89.27%	10.446	87.10%	10.067	86.33%	10.371	87.98%
Fed/State Grants - Non MARB	0.017	100.00%	0.141	100.00%	0.009	100.00%	-	
Other Revenues	0.339	89.66%	0.170	68.48%	0.149	65.51%	0.230	59.53%
	10.776	89.30%	10.756	86.88%	10.224	85.94%	10.601	87.08%

SEWER FUND : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	1.255	54.54%	1.246	57.06%	1.231	56.15%	1.383	55.99%
Capital Outlay	1.408	58.99%	1.525	63.06%	1.401	59.51%	1.543	57.20%
Electricity/Gas/Water	0.458	34.87%	0.646	48.16%	0.715	53.74%	0.469	40.93%
Debt Service	1.011	100.00%	0.815	100.00%	0.717	100.00%	0.659	100.00%
Contractual Services	0.854	72.62%	0.584	49.86%	0.400	45.88%	0.382	40.10%
Other Fixed Charges	0.431	50.08%	0.552	55.90%	0.382	35.70%	0.466	52.36%
Supplies & Materials	0.485	58.17%	0.513	54.92%	0.532	54.96%	0.497	42.06%
Health Ins. & Pension	0.057	44.44%	0.050	44.88%	0.079	38.53%	0.015	7.56%
Other/Contingency	0.437	80.20%	0.437	78.29%	0.472	66.14%	0.495	48.91%
Fuel	0.008	37.77%	0.008	45.65%	0.009	40.24%	0.006	24.36%
Telephone	0.006	51.68%	0.005	73.95%	0.001	52.35%	0.001	50.63%
	6.409	60.54%	6.382	60.51%	5.940	56.85%	5.916	52.65%

After 7 months Sewer Fund revenues are projected to be higher than budget due to higher projected tax collections (using historical timing) and a higher than expected Nitrogen Credit. Expenses are projected to be \$561k lower than budget resulting in a currently projected surplus for the year of \$939k.

WEST HAVEN SEWER
Summary of Revenues and Expenditures
January 2020

Variances favorable/(unfavorable)

	ACTUAL					FORECAST			
	FY20	Jan YTD Budget Actual	FY19 Actual	Jan YTD FY19	Jan YTD % Budget	FY19 YTD % Actual	Projected FY20	Jan YTD % Fcst	Δ to Budget
REVENUE									
41 Property Taxes	-	-	-	-			-	-	-
42 Licenses & Permits	-	-	-	-			-	-	-
44 Revenue From Use Of Money	-	-	-	-			-	-	-
45 Fed/State Grants - Non MARB	-	-	8,690	8,690		100.0%	-	-	-
46 Charges For Services	11,571,507	10,371,222	11,660,529	10,066,637	89.6%	86.3%	11,788,370	88.0%	216,863
47 Other Revenues	226,425	230,059	226,740	148,527	101.6%	65.5%	386,484	59.5%	160,059
Total Revenue	11,797,932	10,601,281	11,895,959	10,223,854	89.9%	85.9%	12,174,854	87.1%	376,922
EXPENDITURES									
Personnel Services	2,410,211	1,382,589	2,191,824	1,230,655	57.4%	56.1%	2,469,261	56.0%	(59,050)
Electricity/Gas/Water	1,456,000	469,014	1,330,837	715,251	32.2%	53.7%	1,146,000	40.9%	310,000
Other Contractual Services	1,044,166	381,987	872,635	400,355	36.6%	45.9%	952,539	40.1%	91,627
Supplies & Materials	1,168,000	497,193	968,559	532,352	42.6%	55.0%	1,182,000	42.1%	(14,000)
Health & General Liability Insurance	200,000	15,112	206,119	79,426	7.6%	38.5%	200,000	7.6%	-
Pension	-	-	-	-			-	-	-
Debt Service	658,876	658,875	716,700	716,700	100.0%	100.0%	658,875	100.0%	1
Other Fixed Charges	890,692	466,390	1,068,843	381,581	52.4%	35.7%	890,692	52.4%	-
Capital Outlay	2,857,987	1,543,128	2,354,463	1,401,092	54.0%	59.5%	2,697,987	57.2%	160,000
Other Contingency	1,075,000	494,674	713,814	472,103	46.0%	66.1%	1,011,453	48.9%	63,547
Fuel	25,000	6,091	22,879	9,206	24.4%	40.2%	25,000		
Telephone	12,000	1,118	2,023	1,059	9.3%	52.4%	2,208	50.6%	9,792
Deficit Reduction	-	-	-	-			-	-	-
Total Expenditures	11,797,932	5,916,172	10,448,695	5,939,781	50.1%	56.8%	11,236,014	52.7%	561,918
Surplus / (Deficit)	-	4,685,110	1,447,264	4,284,073		296.0%	938,840		

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

	Jan YTD			Jan YTD		
	FY20 Budget	Actual	% Budget	FY19 Actual	Actual	% Actual
Regular Wages	1,918,711	1,002,491	52.2%	1,670,890	920,766	55.1%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	490,000	379,348	77.4%	519,734	309,289	59.5%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	-	-	0.0%	-	-	0.0%
Other Personnel Services	1,500	750	50.0%	1,200	600	50.0%
51 Personnel Services	2,410,211	1,382,589	57.4%	2,191,824	1,230,655	56.1%
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	-	-	0.0%	-	-	0.0%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	1,200,000	401,976	33.5%	1,190,316	633,951	53.3%
Equipment Repair and Maintenance	220,000	38,476	17.5%	121,668	40,395	33.2%
Financial Services	55,166	55,166	100.0%	55,166	55,166	100.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	80,000	16,824	21.0%	50,883	34,583	68.0%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	-	-	0.0%	-	-	0.0%
Trash Pickup, Tip Fees & Recycling	15,000	5,790	38.6%	14,533	5,591	38.5%
Water	190,000	54,903	28.9%	105,289	68,656	65.2%
Uniforms	-	-	0.0%	-	-	0.0%
Other Contractual Services	674,000	265,731	39.4%	630,386	264,621	42.0%
52 Contractual Services	2,434,166	838,865	34.5%	2,168,241	1,102,962	50.9%
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	-	-	0.0%	-	-	0.0%
Other Supplies & Materials	1,168,000	497,193	42.6%	968,559	532,352	55.0%
53 Supplies & Materials	1,168,000	497,193	42.6%	968,559	532,352	55.0%
Health & General Liability Insurance	200,000	15,112	7.6%	206,119	79,426	38.5%
FICA	175,374	92,703	52.9%	154,639	92,412	59.8%
Pension	-	-	0.0%	-	-	0.0%
Workers Compensation	50,000	15,021	30.0%	23,738	16,121	67.9%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	658,876	658,875	100.0%	716,700	716,700	100.0%
Other Fixed Charges	665,318	358,666	53.9%	890,466	273,048	30.7%
54 Fixed Charges	1,749,568	1,140,377	65.2%	1,991,662	1,177,708	59.1%
Capital Outlay	2,857,987	1,543,128	54.0%	2,354,463	1,401,092	59.5%
55 Capital Outlay	2,857,987	1,543,128	54.0%	2,354,463	1,401,092	59.5%
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	1,075,000	494,674	46.0%	713,814	472,103	66.1%
56 Other/Contingency	1,075,000	494,674	46.0%	713,814	472,103	66.1%
Fuel	25,000	6,091	24.4%	22,879	9,206	40.2%
Telephone	12,000	1,118	9.3%	2,023	1,059	52.4%
Gas Heat	66,000	12,136	18.4%	35,231	12,644	35.9%
Deficit Reduction	-	-	0.0%	-	-	0.0%
Total City Departments	11,797,932	5,916,172	50.1%	10,448,695	5,939,781	56.8%

Note : YTD actuals exclude encumbrances

III) Allingtown Fire Department

AFD : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Property Taxes	4.794	91.35%	5.425	90.63%	6.165	87.01%	6.433	89.43%
Licenses & Permits	0.003	8.65%	0.006	3.00%	0.111	82.72%	0.076	100.00%
Revenue From Use Of Money	-		0.004	100.00%	0.000	100.00%	-	0.00%
Fed/State Grants - Non MARB	0.921	95.32%	0.414	93.85%	0.198	100.00%	0.190	87.93%
Charges For Services	0.002	15.02%	(0.001)	-8.49%	0.004	34.19%	0.009	100.00%
Other Revenues	0.031	22.92%	0.018	12.44%	0.027	8.21%	0.016	11.15%
	5.751	89.86%	5.865	86.45%	6.505	83.90%	6.724	88.00%

AFD : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	1.555	60.21%	1.263	55.89%	1.140	57.01%	1.188	57.04%
Health Ins. & Pension	1.762	61.34%	1.749	56.37%	2.228	62.99%	2.693	66.80%
Telephone	0.117	42.54%	0.114	44.58%	0.102	39.48%	0.090	23.62%
Other Fixed Charges	0.093	62.05%	0.098	74.61%	0.114	72.23%	0.094	49.71%
Electricity/Gas/Water	0.086	75.41%	0.175	92.79%	0.097	49.74%	0.095	45.09%
Other/Contingency	0.014	13.13%	0.012	22.10%	0.040	64.82%	0.000	0.04%
Other Contractual Svcs	0.059	50.56%	0.065	63.83%	0.047	42.69%	0.080	57.50%
Capital Outlay	0.019	18.02%	0.008	8.46%	0.007	7.54%	0.007	7.04%
Supplies & Materials	0.034	82.00%	0.028	76.04%	0.016	46.30%	0.024	64.03%
Fuel	0.002	34.98%	0.003	17.22%	0.004	31.57%	0.005	27.86%
	3.741	58.72%	3.516	56.30%	3.797	58.69%	4.277	57.41%

After 7 months Allingtown tax revenues continue to report higher than prior years as a result of the increased (supplemental) Mill Rate put into place last year. Revenue projections for the year are \$213k above budget driven by an unbudgeted \$160k for Motor Vehicle Cap . Expenses are higher than prior year driven by timing around pension contributions and are projected to be slightly above budget. Overall, the Allingtown Fire Department is projected to end the year with a \$190k surplus.

ALLINGTOWN FIRE DEPARTMENT
Summary of Revenues and Expenditures
January 2020

Variances favorable/(unfavorable)

	ACTUAL						FORECAST			
	FY20	Budget	Jan YTD Actual	FY19 Actual	Jan YTD FY19	Jan YTD % Budget	FY19 YTD % Actual	Projected FY20	Jan YTD % Fcst	Δ to Budget
REVENUE										
41 Property Taxes	7,151,957		6,432,990	7,085,050	6,164,705	89.9%	87.0%	7,192,929	89.4%	40,972
42 Licenses & Permits	75,000		76,317	134,525	111,275	101.8%	82.7%	76,317	100.0%	1,317
44 Revenue From Use Of Money	7,210		-	356	356	0.0%	100.0%	7,210	0.0%	-
45 Fed/State Grants - Non MARB	56,000		190,085	197,809	197,809	339.4%	100.0%	216,170	87.9%	160,170
46 Charges For Services	6,000		9,090	12,195	4,170	151.5%	34.2%	9,090	100.0%	3,090
47 Other Revenues	131,600		15,528	322,977	26,525	11.8%	8.2%	139,310	11.1%	7,710
Total Revenue	7,427,767		6,724,010	7,752,913	6,504,841	90.5%	83.9%	7,641,026	88.0%	213,259
EXPENDITURES										
Personnel Services	2,137,170		1,188,426	2,000,447	1,140,483	55.6%	57.0%	2,083,554	57.0%	53,616
Electricity/Gas/Water	211,400		95,327	194,306	96,855	45.1%	49.8%	211,400	45.1%	-
Other Contractual Services	114,926		80,454	103,087	47,327	70.0%	45.9%	139,926	57.5%	(25,000)
Supplies & Materials	37,000		23,693	32,853	15,912	64.0%	48.4%	37,000	64.0%	-
Health & General Liability Insurance	1,780,273		1,002,597	1,319,864	765,918	56.3%	58.0%	1,780,273	56.3%	-
Pension	2,251,000		1,690,489	2,217,579	1,462,413	75.1%	65.9%	2,251,000	75.1%	-
Debt Service	-		-	-	-			-		-
Other Fixed Charges	215,000		94,442	158,331	114,355	43.9%	72.2%	190,000	49.7%	25,000
Capital Outlay	103,511		7,290	97,179	7,493	7.0%	7.7%	103,511	7.0%	-
Other Contingency	232,000		106	57,265	39,790	0.0%	69.5%	232,000	0.0%	-
Fuel	18,000		5,015	12,744	4,024	27.9%	31.6%	18,000		
Telephone	307,239		89,607	258,437	102,173	29.2%	39.5%	379,438	23.6%	(72,199)
Deficit Reduction	25,000		-	-	-	0.0%		25,000	0.0%	-
Total Expenditures	7,432,518		4,277,445	6,452,093	3,796,742	57.6%	58.8%	7,451,102	57.4%	(18,584)
Surplus / (Deficit)	(4,751)		2,446,565	1,300,820	2,708,098	-51496.5%	208.2%	189,924		

ALLINGTOWN FIRE DEPARTMENT
SUB CATEGORY EXPENDITURE REPORT
January 2020

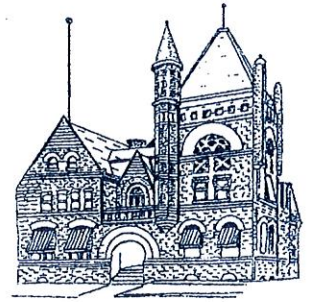
	Jan YTD			Jan YTD		
	FY20 Budget	Actual	% Budget	FY19 Actual	Actual	% Actual
Regular Wages	1,683,170	922,510	54.8%	1,512,998	828,859	54.8%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	450,000	252,799	56.2%	444,590	275,415	61.9%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	4,000	13,117	327.9%	42,860	36,209	84.5%
Other Personnel Services	-	-	0.0%	-	-	0.0%
51 Personnel Services	2,137,170	1,188,426	55.6%	2,000,447	1,140,483	57.0%
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	10,205	8,389	82.2%	9,665	5,511	57.0%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	19,000	8,823	46.4%	16,035	9,496	59.2%
Equipment Repair and Maintenance	27,552	45,117	163.8%	34,925	23,934	68.5%
Financial Services	13,000	9,000	69.2%	27,200	-	0.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	-	-	0.0%	-	-	0.0%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	25,000	5,289	21.2%	7,778	4,269	54.9%
Trash Pickup, Tip Fees & Recycling	-	-	0.0%	-	-	0.0%
Water	181,400	83,591	46.1%	167,171	83,729	50.1%
Uniforms	16,000	7,913	49.5%	8,919	7,722	86.6%
Other Contractual Services	23,169	4,746	20.5%	14,599	5,891	40.4%
52 Contractual Services	315,326	172,867	54.8%	286,293	140,552	49.1%
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	4,000	523	13.1%	5,949	2,855	48.0%
Other Supplies & Materials	33,000	23,170	70.2%	26,904	13,057	48.5%
53 Supplies & Materials	37,000	23,693	64.0%	32,853	15,912	48.4%
Health & General Liability Insurance	1,780,273	1,002,597	56.3%	1,319,864	765,918	58.0%
FICA	65,000	32,684	50.3%	50,045	30,464	60.9%
Pension	2,251,000	1,690,489	75.1%	2,217,579	1,462,413	65.9%
Workers Compensation	150,000	61,758	41.2%	108,285	83,891	77.5%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	-	-	0.0%	-	-	0.0%
Other Fixed Charges	-	-	0.0%	-	-	0.0%
54 Fixed Charges	4,246,273	2,787,528	65.6%	3,695,774	2,342,686	63.4%
Capital Outlay	103,511	7,290	7.0%	97,179	7,493	7.7%
55 Capital Outlay	103,511	7,290	7.0%	97,179	7,493	7.7%
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	232,000	106	0.0%	57,265	39,790	69.5%
56 Other/Contingency	232,000	106	0.0%	57,265	39,790	69.5%
Fuel	18,000	5,015	27.9%	12,744	4,024	31.6%
Telephone	307,239	89,607	29.2%	258,437	102,173	39.5%
Gas Heat	11,000	2,913	26.5%	11,100	3,629	32.7%
Deficit Reduction	25,000	-	0.0%	-	-	0.0%
Total City Departments	7,432,518	4,277,445	57.6%	6,452,093	3,796,742	58.8%

Note : YTD actuals exclude encumbrances



Office of the Mayor

City of West Haven
355 Main Street
West Haven, Connecticut 06516



City Hall
1896-1968

Nancy R. Rossi
Mayor

February 21, 2020

Municipal Accountability Review Board
State of Connecticut – Office of Policy and Management
450 Capitol Avenue
Hartford, CT 06106

Honorable Members,

Attached for your review are a number of documents associated with the critical elements of the Tentative Agreement between the City of West Haven and the West Haven Police Local #895, UPSEU. This information was assembled collectively by me, Labor Attorney Christopher Hodgson, Financial Director Frank Cieplinski and MARB/OPM West Haven Liaison Michael A. Milone

We would expect that this information will provide a thorough overview of this contract proposal, but obviously there will be questions and each of these four individuals will be in attendance at your MARB Subcommittee meeting on February 25th to answer any questions you might have.

To clarify the attached documents, I have summarized them below:

- Tentative Agreement Summarizing Changes – pages 1-4
- Financial Impact of Wage and Medical Benefit Changes – pages 5-6
- Comparative Police Wage and Contract Information from Various Statewide Municipalities – pages 7-9

I look forward to a very constructive and insightful dialogue on this critically important agreement.

Thank you,

Nancy R. Rossi
Mayor

Tentative Agreement
Between
City of West Haven

West Haven Police Local #895, UPSEU

to Resolve CBA Issues

January 31, 2020

The City of West Haven and West Haven Police Local #895, UPSEU hereby reach a Tentative Agreement on the terms of a successor agreement to commence July 1, 2018. The negotiating committees for the City and Union agree to recommend that the Tentative Agreement be ratified.

Wages

07/01/18	0%
07/01/19	0%
07/01/20	0%
07/01/21	1% General Wage Increase
07/01/22	2.5% General Wage Increase

Medical

- Section 19.1 The Union agrees to switch medical plans to the State Partnership Plan 2.0 effective January 1, 2020, and to execute the attached side letter pertaining to the MPP charge dated December 18, 2019 filed with the State Board of Labor Relations upon ratification of this Tentative Agreement. In the event the City leaves the State Partnership Plan 2.0, the City agrees that the starting point for negotiations with the Union shall be the medical plan in effect as of November 1, 2019.
- Employee Premium Share

07/01/19	15%
07/01/20	15%
07/01/21	16%
07/01/22	16%
- Section 24.2 =Pre Age 65 Retirees. City will agree that employees who retire after the date of this agreement will receive the Anthem PPO Plan (or a plan that is equal to or better as set forth in Section 19.4) until the retiree turns age 65. The current Anthem PPO Plan design is subject to change as determined by Anthem in its discretion.
- Add to Section 24.2. Pre-age 65 retirees hired prior to the union ratification vote on January 27, 2020 will pay the same premium share as active employees, which may

increase as it increases for active employees as negotiated between the City and the Union, provided that the pre-age 65 retirees will not pay more than 20% of the premium cost share. Employees hired prior to the union ratification vote on January 27, 2020 will receive a side letter from the City confirming the 20% cap on pre-65 retiree medical premium share.

Laterals may be hired at Grade C rate.

Union Proposals

- Union Proposal No. 4. Change Section 8.5 to three days advance notice for vacation, as proposed
- Union Proposal No. 9. Agree to add "Aunt or Uncle" to Section 16.2(A)
- Union Proposal No. 10. Agree to delete proof of responsibility in Section 16.2(B), as proposed
- Union Proposal No. 15. Change to Post Certified Officers in Section 26.1 and delete "30.1," as proposed
- Union Proposal No. 16. Add hours of work 8am – 4pm, two consecutive days off based on seniority, in Section 26.2, as proposed
- Union Proposal No. 18. In Article 27, add (Counter): "All new Officers including transfer Officers shall work as Patrol Officers and be off probation prior to being considered for a specialized assignment (I.E., SCU, SRO, Dare, Traffic, Training, Accreditation, Shore patrol, K9 Unit, crime prevention, etc.), unless there are no other qualified officers who express interest."
- Union Proposal No. 20. Section 12.2(A). All extra duty will be paid at the rate of time and one-half the hourly rate for the rank of Lieutenant. An officer filling a supervisor's assignment, will be paid at the rate of one and one-half the hourly rate for the rank of Captain. All extra duty work relating to parking lots shall be paid at the rate of time and one half the position being filled.
- Union Proposal No. 21. Change Section 13.1(C) to 18 hours, as proposed
- Union Proposal No. 22. Change overtime language in Section 13.1 (D), as proposed
- Union Proposal No. 23. Substitute Communications Sergeant in Section 13.2(D), as proposed

- Union Proposal No. 25. Agree to Union proposals regarding Record Room Sergeant and Hiring Sergeant only (reject Summer Shore Patrol proposal)
- Union Proposal No. 26. Substitute Communications Sergeant in Assignments of Command Appendix, as proposed

Pension Plan

- City and Union agree to waiver of the statutory requirements through July 1, 2020 so the parties can continue to bargain.

Nancy Rossi 2/4/20 P. Lange 1/31/20
For the City Date For the Union Date

[Signature] 1/23/20
For the Union Date

OK as to
Form
1/24/2020

SIDE LETTER

Whereas, West Haven Police Local 895, UPSEU, C.O.P.S. ("Union") has filed a Municipal Prohibited Practice Charge with the State Board of Labor Relations and Petition for Interim Relief dated December 18, 2019, against the City of West Haven ("City") relating to the City's switch to the State Partnership Plan 2.0 ("SPP");

And whereas, the Union has ratified the Tentative Agreement on the terms of a successor collective bargaining agreement which includes the Union's agreement to accept the switch to the SPP;

Now, therefore, the Union hereby withdraws its Prohibited Practice Complaint and Petition for Interim Relief filed with the SBLR dated December 18, 2019.

For the Union Date

Nancy Rossi 2/4/2020

For the ~~Union~~ City Date
NR

OK or to
From WF
2/4/2020

ANTHEM/ SPP PLANS
F.Y.'20 RATE COST COMPARISON & OVERALL SAVINGS
POLICE UNION

A. ANTHEM RATES-MONTHLY/ANNUALLY

	<u>SINGLE</u>	<u>E+1</u>	<u>FAMILY</u>	<u>TOTAL</u>	<u>SINGLE</u>	<u>E+1</u>	<u>FAMILY</u>	<u>TOTAL</u>	<u>SAVINGS</u>
POLICE UNION									
MONTHLY RATES	1,030.88	2,141.21	2,620.80		927.62	1,993.74	2,437.95		
LIVES	35	18	56		35	18	56		
ANNUAL COST	432,969.60	462,501.36	1,761,177.60	2,656,648.56	389,600.40	430,647.84	1,638,302.40	2,458,550.64	198,097.92

B. STATE PARTNERSHIP PLAN RATES-MONTHLY/ANNUALLY

<u>F.Y.</u>	<u>EMPLOYEE PREM. CONT. *</u>	<u>ESTIMATED. S.P.P. SAVINGS</u>	<u>ESTIMATED. WAGE INCR.</u>	<u>TOTAL ESTIMATED SAVINGS</u>
F.Y.' 20		198,098	0	198,098
F.Y.' 21		-73,757	0	124,341
F.Y.' 22		-49,171	-86,571	62,356
F.Y.' 23		-49,171	-218,592	-69,665

* Employee premium cont.-These amounts reflect the impact of the employee premium contribution declining from 18% to 15% in FY'20 & '21 and going to 16 % in F.Y.'22 & '23. Since the premium contribution change in F.Y.' 20 is prospective it will be approximately \$25,000, while the reduction in police benefit enrollees has saved about \$200,000, aggregating this in some manner would have distorted the information. These figures assume no change in the rates over these four years to simplify the comparisons

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THE CITY OF WEST HAVEN and THE WEST HAVEN POLICE LOCAL #895, UPSEU

	Patrol Officer		Detective		Sergeant		Lieutenant		Captain	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
West Haven	56,827.16	71,693.96	73,603.92	75,200.32	77,818.52	79,397.76	84,116.24	85,868.12	91,230.36	92,814.80
Ansonia	63,315.20	71,219.20		77,625.60		79,060.80				
Danbury	57,464.99	82,019.16	70,003.58	84,923.90	86,059.29	91,714.65	92,828.46	100,393.94	100,235.71	109,452.38
Derby	63,148.80	78,145.60		81,848.00		85,758.40		89,856.00		
East Hartford	59,518.00	72,033.00	72,692.00	76,833.00	75,604.00	81,633.00	83,248.00	89,929.00		
Meriden	51,584.00	78,478.40	N/A	82,409.60	82,409.60	86,320.00	90,688.00	94,952.00	99,756.80	104,478.40
Norwalk	65,081.00	79,203.00	84,106.00	87,916.00	90,257.00	94,446.00	99,984.00	104,082.00	108,972.00	113,074.00
Norwich	55,422.72	74,582.48			78,657.08	82,742.48	88,629.92	90,902.48	96,585.92	99,062.48
Stamford	63,703.00	80,027.00			N/A	91,265.00	N/A	105,404.00	N/A	119,546.00
AVERAGE	59,904.71	76,963.48	75,600.53	81,926.02	82,597.39	86,617.54	91,075.68	96,502.77	101,387.61	109,122.65
WEST HAVEN	56,827.16	71,693.96	73,603.92	75,200.32	77,818.52	79,397.76	84,116.24	85,868.12	91,230.36	92,814.80
% DIFFERENCE	-5.1%	-6.8%	-2.6%	-8.2%	-5.8%	-8.3%	-7.6%	-11.0%	-10.0%	-14.9%
AENGLC										
Ansonia	63,315.20	71,219.20		77,625.60		79,060.80				
Bridgeport	57,462.53	70,126.40	75,571.20	79,244.80	78,036.33	80,641.88	87,561.65	92,737.90	97,363.73	106,652.28
East Hartford	59,518.00	72,033.00	72,692.00	76,833.00	75,604.00	81,633.00	83,248.00	89,929.00		
Meriden	51,584.00	78,478.40	N/A	82,409.60	82,409.60	86,320.00	90,688.00	94,952.00	99,756.80	104,478.40
New Britain	65,696.00	72,568.00	79,574.00	80,768.00	86,895.00	88,198.00	96,714.00	98,164.00	107,642.00	109,256.00
New Haven	54,994.00	71,230.00	N/A	75,906.00	N/A	80,140.00	N/A	89,321.00	N/A	98,055.00
New London	58,453.14	70,378.98	74,622.18	75,298.44	75,974.70	83,762.40	82,520.04	95,361.84	N/A	108,296.46
Norwich	55,422.72	74,582.48			78,657.08	82,742.48	88,629.92	90,902.48	96,585.92	99,062.48
Waterbury	56,940.00	71,968.00	N/A	75,920.00	N/A	80,808.00	N/A	87,984.00	N/A	95,680.00
AVERAGE	58,153.95	72,509.38	75,614.85	78,000.68	79,596.12	82,589.62	88,226.94	92,419.03	100,337.11	103,068.66
WEST HAVEN	56,827.16	71,693.96	73,603.92	75,200.32	77,818.52	79,397.76	84,116.24	85,868.12	91,230.36	92,814.80
% DIFFERENCE	-2.3%	-1.1%	-2.7%	-3.6%	-2.2%	-3.9%	-4.7%	-7.1%	-9.1%	-9.9%
Contiguous										
Milford	60,610.68	73,567.52			74,655.36	79,553.24	87,244.04	90,326.08	93,518.88	96,232.24
New Haven	54,994.00	71,230.00	N/A	75,906.00	N/A	80,140.00	N/A	89,321.00	N/A	98,055.00
Orange	63,190.40	79,185.60			N/A	87,505.60	N/A	93,142.40		
AVERAGE	59,598.36	74,661.04	#DIV/0!	75,906.00	74,655.36	82,399.61	87,244.04	90,929.83	93,518.88	97,143.62
WEST HAVEN	56,827.16	71,693.96	73,603.92	75,200.32	77,818.52	79,397.76	84,116.24	85,868.12	91,230.36	92,814.80
% DIFFERENCE	-4.6%	-4.0%	#DIV/0!	-0.9%	4.2%	-3.6%	-3.6%	-5.6%	-2.4%	-4.5%

THE CITY OF WEST HAVEN and THE WEST HAVEN POLICE LOCAL #895, UPSEU

	Patrol Officer		Detective		Sergeant		Lieutenant		Captain	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
West Haven	56,827.16	71,693.96	73,603.92	75,200.32	77,818.52	79,397.76	84,116.24	85,868.12	91,230.36	92,814.80
Ansonia	63,315.20	71,219.20		77,625.60		79,060.80				
Bridgeport	57,462.53	70,126.40	75,571.20	79,244.80	78,036.33	80,641.88	87,561.65	92,737.90	97,363.73	106,652.28
Danbury	57,464.99	82,019.16	70,003.58	84,923.90	86,059.29	91,714.65	92,828.46	100,393.94	100,235.71	109,452.38
Derby	63,148.80	78,145.60		81,848.00		85,758.40		89,856.00		
East Hartford	59,518.00	72,033.00	72,692.00	76,833.00	75,604.00	81,633.00	83,248.00	89,929.00		
Meriden	51,584.00	78,478.40	N/A	82,409.60	82,409.60	86,320.00	90,688.00	94,952.00	99,756.80	104,478.40
Milford	60,610.68	73,567.52			74,655.36	79,553.24	87,244.04	90,326.08	93,518.88	96,232.24
New Britain	65,696.00	72,568.00	79,574.00	80,768.00	86,895.00	88,198.00	96,714.00	98,164.00	107,642.00	109,256.00
New Haven	54,994.00	71,230.00	N/A	75,906.00	N/A	80,140.00	N/A	89,321.00	N/A	98,055.00
New London	58,453.14	70,378.98	74,622.18	75,298.44	75,974.70	83,762.40	82,520.04	95,361.84	N/A	108,296.46
Norwalk	65,081.00	79,203.00	84,106.00	87,916.00	90,257.00	94,446.00	99,984.00	104,082.00	108,972.00	113,074.00
Norwich	55,422.72	74,582.48			78,657.08	82,742.48	88,629.92	90,902.48	96,585.92	99,062.48
Orange	63,190.40	79,185.60			N/A	87,505.60	N/A	93,142.40		
Stamford	63,703.00	80,027.00			N/A	91,265.00	N/A	105,404.00	N/A	119,546.00
Waterbury	56,940.00	71,968.00	N/A	75,920.00	N/A	80,808.00	N/A	87,984.00	N/A	95,680.00
AVERAGE	59,772.30	74,982.16	76,094.83	79,881.21	80,949.82	84,903.30	89,935.35	94,468.33	100,582.15	105,435.02
WEST HAVEN	56,827.16	71,693.96	73,603.92	75,200.32	77,818.52	79,397.76	84,116.24	85,868.12	91,230.36	92,814.80
% DIFFERENCE	-4.9%	-4.4%	-3.3%	-5.9%	-3.9%	-6.5%	-6.5%	-9.1%	-9.3%	-12.0%

THE CITY OF WEST HAVEN

and

THE WEST HAVEN POLICE LOCAL #895, UPSEU

Average General Wage Increases, Comparable Police Contracts and CCM Municipal Wage Data

Comparable Towns for Police Contracts										
	2014	2015	2016	2017	2018	2019	2020	2021	2022	AVERAGE
West Haven					0.00%	0.00%	0.00%	1.00%	2.50%	0.70%
Stratford				2.50%	2.50%	2.50%	2.50%			2.50%
New Haven			2.25%	2.00%	2.00%	2.25%	2.25%	2.75%		2.25%
Hamden	1.95%	2.00%	2.25%	2.00%	2.00%	2.25%	2.00%	2.25%		2.09%
Bridgeport			1.00%	2.50%	2.00%	2.00%	2.00%			1.90%

CCM Data Reporter February 2020

GWI - Negotiated Settlements

	2018	2019	2020	2021	2022	AVERAGE
Average	2.21%	2.20%	2.16%	2.19%		2.19%
Minimum	0.00%	0.00%	0.00%	1.25%		0.31%
Maximum	6.00%	3.25%	3.25%	3.00%		3.88%

CCM Data Reporter February 2020

GWI - Arbitration Awards

	2018	2019	2020	2021	2022	AVERAGE
Average	2.33%	1.90%	2.00%	1.92%		2.04%
Minimum	2.25%	1.75%	2.00%	1.85%		1.96%
Maximum	2.50%	2.25%	2.00%	2.00%		2.19%

Summary of Savings: Agreement Between City of West Haven and West Haven Police Local #895, UPSEU

General Topic	Change	Fiscal Impact			
		FY 19-20	FY 20-21	FY 21-22	FY 22-23
Wages	General Wage Increases %	0%	0%	1.0%	2.5%
	Cost of General Wage Increase in \$	\$0	\$0	\$86,571	\$218,592
	Cost of Step Yearly Increment Changes in \$	\$ N/A	\$ N/A	\$ N/A	\$ N/A
Healthcare	Health Plan Design Change: Cost/(Savings)	(\$198,098)	(\$198,098)	(\$198,098)	(\$198,098)
Health Premium Cost Share	Current employee share 18%	\$442,539			
	Proposed employee share 15% --- 16%		\$368,783	\$393,368	\$393,368
	Projected/cost	\$ N/A	\$73,756	\$49,171	\$49,171
Pension	Current Contribution __%	__%	__%	__%	__%
	New Contribution __% Closed out to New Hires	__%	__%	__%	__%
	Cost/(Savings) in \$ After Nov. 1, 2009	\$ -	\$ -	\$ -	\$ -
Net Annual Impact		(\$198,098)	(\$124,342)	(\$62,356)	\$69,665
Sick Leave	Current provisions: 15 days per year of service				
	New provisions: No change	No Change			
	Cost/(Savings) N/A	\$ -	\$ -	\$ -	\$ -
Vacation Leave	Current provisions:				
	- 6 mo. - 1 yr. service = 1 week vacation				
	- 1 yr. to less than 5 yrs. service = 2 weeks vacation				
	- 5 yrs. to less than 10 yrs. service = 3 weeks vacation				
	- 10 yrs. to less than 15 yrs. service = 4 weeks vacation				
	- 15 yrs. to less than 20 yrs. service = 5 weeks vacation				
	- 20 yrs. service or more = 6 weeks vacation				
	New provisions: No change				
	Cost/(Savings) N/A	\$ -	\$ -	\$ -	\$ -
	Other Measures to Offset Costs of Contract				
	Cost/(Savings)	\$ -	\$ -	\$ -	\$ -
	Cost/(Savings)	\$ -	\$ -	\$ -	\$ -
	Cost/(Savings)	\$ -	\$ -	\$ -	\$ -
Total Savings (includes one-time and non-recurring)		(\$198,098)	(\$124,342)	(\$62,356)	\$69,665

Notes: Labor Attorney will discuss any other relevant changes

895 UNION EMPLOYEES : PAYROLL 7/1/18 - 6/30/19

Source: Flexible Earnings Report

coded as longev coded as longev coded as longevity

Status	Position	EE #	REGULAR		PD TRAINING	PD MANPOWR	VAC BUY BK	PD EXTRA	SHIFT DIFFERENTIAL	HOLIDAY BUYBACK	LONGEVITY	PD EDUCATION	SEPARATION PAY	WORKER'S COMP PAY	UNIFORMS - FT	Grand Total
			WAGES	OVERTIME												
A	CAPTAIN - 1	6990	86,894.40	-	197.37	22,414.04	3,302.40	1,343.94	422.72	5,263.20	1,000.00	1,520.06	-	-	1,264.00	123,622.13
I	CAPTAIN - 2	8190	60,683.20	-	-	7,496.16	10,708.80	535.44	-	9,637.92	1,000.00	-	-	32,126.40	1,264.00	123,451.92
A	CAPTAIN - 3	42470	85,862.40	-	-	23,664.78	-	206.76	1,545.57	990.72	900.00	1,520.06	-	-	1,264.00	115,954.29
A	LIEUTENANT - 1	33650	79,393.60	-	-	18,466.56	-	878.73	2,124.54	1,526.80	1,000.00	-	-	-	1,264.00	104,654.23
A	LIEUTENANT - 2	47150	80,301.62	-	19,049.36	5,150.40	7,634.00	1,008.26	207.04	9,197.12	900.00	-	-	-	1,264.00	124,711.80
A	LIEUTENANT - 3	47120	82,064.64	-	185.76	28,531.72	3,578.88	-	3,256.10	4,205.76	900.00	-	-	2,588.16	1,264.00	126,575.02
A	LIEUTENANT - 4	42410	85,862.40	433.44	185.76	22,079.71	990.72	-	3,054.44	2,311.68	900.00	-	-	-	1,264.00	117,082.15
A	LIEUTENANT - 5	46970	85,362.40	557.28	123.84	19,274.33	1,651.20	-	3,173.57	1,651.20	900.00	1,520.06	-	-	1,264.00	115,477.88
A	DETECTIVE SGT - 1	33660	75,192.00	1,030.29	-	31,813.87	8,676.00	2,480.72	-	9,254.40	1,000.00	-	-	-	1,264.00	130,711.28
A	DETECTIVE SGT - 2	47290	71,628.41	11,294.74	51.69	14,934.25	7,119.12	631.32	-	9,383.44	900.00	-	-	2,602.80	1,264.00	119,809.77
I	DETECTIVE SGT - 3	24560	25,337.60	1,009.55	-	494.04	3,167.20	-	-	1,583.60	1,000.00	-	30,088.40	-	1,264.00	63,944.39
A	DETECTIVE SGT - 4	26810	75,192.00	4,771.82	-	15,183.07	5,784.00	310.14	2,404.48	5,784.00	1,000.00	-	-	-	1,264.00	111,693.51
A	DETECTIVE - 1	46920	75,192.00	11,278.84	-	6,026.97	4,338.00	-	1,734.00	7,808.40	900.00	-	-	-	1,264.00	108,542.21
A	DETECTIVE - 2	38260	75,192.00	18,490.80	487.98	21,930.25	7,230.00	413.52	1,098.20	8,386.80	900.00	-	-	-	1,264.00	135,393.55
I	DETECTIVE - 3	38250	41,934.00	1,030.29	-	13,659.92	-	930.42	-	6,362.40	900.00	1,520.06	48,350.62	-	1,264.00	115,951.71
A	DETECTIVE - 4	52130	72,118.66	575.49	51.69	36,521.57	5,021.12	1,240.56	-	5,818.72	800.00	-	-	-	1,264.00	123,411.81
A	DETECTIVE - 5	47420	75,192.00	7,591.55	2,982.10	22,436.83	7,230.00	2,998.02	-	9,254.40	900.00	-	-	-	1,264.00	129,848.90
A	DETECTIVE - 6	29700	75,192.00	3,850.00	-	19,503.67	2,313.60	1,654.08	2,508.52	6,073.20	1,000.00	-	-	-	1,264.00	113,359.07
I	DETECTIVE - 7	29780	75,119.70	2,982.42	379.54	56,893.68	8,676.00	827.04	1,294.72	9,543.60	1,000.00	-	-	72.30	1,264.00	158,053.00
A	SERGEANT - 1	43330	82,686.94	448.93	687.00	22,171.14	4,550.00	1,343.94	3,163.54	5,466.08	900.00	1,182.27	-	-	200.00	122,799.84
A	SERGEANT - 2	65580	77,694.80	-	224.44	4,217.97	897.84	1,388.42	1,142.96	2,394.24	750.00	1,520.06	-	-	1,264.00	91,494.73
A	SERGEANT - 3	5360	82,347.20	5,819.76	-	34,041.30	17,736.32	1,602.39	3,104.15	10,135.04	1,000.00	1,520.06	-	-	1,264.00	158,570.22
A	SERGEANT - 4	49660	81,865.63	3,715.02	59.38	13,767.95	6,334.40	1,525.16	-	8,868.16	800.00	-	-	-	1,264.00	118,199.70
A	SERGEANT - 5	57910	79,393.60	4,694.94	-	16,785.70	5,191.12	8,111.13	-	9,771.52	800.00	1,520.06	-	-	1,264.00	127,532.07
A	SERGEANT - 6	65850	79,089.60	801.59	5,435.33	19,957.90	-	1,602.39	2,032.03	1,526.80	750.00	1,857.86	-	-	1,264.00	114,317.50
A	SERGEANT - 7	40600	79,393.60	-	744.25	10,553.90	2,442.88	963.78	-	2,442.88	800.00	1,182.27	-	-	1,264.00	99,787.56
A	SERGEANT - 8	52150	72,266.80	6,151.11	-	5,924.30	3,308.16	413.52	212.46	7,466.96	800.00	1,182.27	-	-	1,264.00	98,989.58
A	SERGEANT - 9	57990	39,237.00	-	-	4,189.61	4,962.24	413.52	242.44	4,410.88	800.00	1,857.86	-	-	1,264.00	57,377.55
I	SERGEANT - 10	35470	65,652.40	-	-	-	9,160.80	2,274.36	1,721.61	1,526.80	900.00	-	37,921.90	-	1,264.00	120,421.87
A	SERGEANT - 11	47480	79,393.60	171.77	343.50	20,236.05	5,801.84	2,053.18	-	5,801.84	900.00	-	-	-	1,264.00	115,965.78
A	SERGEANT - 12	49680	78,293.14	56.12	7,309.76	4,910.70	-	620.28	-	1,514.64	800.00	1,520.06	-	-	1,264.00	96,288.70
A	SERGEANT - 13	57660	70,572.00	6,484.79	-	28,019.90	6,946.72	-	2,048.70	6,364.24	800.00	1,520.06	-	2,992.80	1,264.00	127,013.21
A	SERGEANT - 14	22240	79,393.60	1,431.38	-	14,544.58	9,160.80	2,123.20	-	4,580.40	1,000.00	1,857.86	-	-	1,264.00	115,355.82
A	SERGEANT - 15	22420	79,393.60	-	458.00	13,675.88	1,221.44	1,790.82	561.66	4,580.40	1,000.00	1,520.06	-	-	1,264.00	105,465.86
A	SERGEANT - 16	23650	79,969.78	641.70	-	23,662.29	8,665.28	1,905.32	-	9,229.92	1,000.00	1,520.06	-	-	1,264.00	127,858.35
A	SERGEANT - 17	65600	51,276.48	258.45	258.45	15,283.02	3,859.52	413.52	242.44	4,962.24	750.00	1,857.86	-	20,400.32	1,264.00	100,826.30
A	SERGEANT - 18	57540	75,562.24	651.26	1,268.43	20,099.10	5,985.60	2,835.74	894.79	1,496.40	800.00	1,520.06	-	598.56	1,264.00	112,976.18
I	SERGEANT - 19	28410	13,779.37	-	-	-	-	-	-	4,885.76	1,000.00	-	38,363.78	-	1,264.00	59,292.91
A	SERGEANT - 20	62820	72,856.80	12,898.58	448.88	16,945.72	2,992.80	310.14	2,004.88	6,970.32	750.00	1,182.27	-	-	1,264.00	118,624.39
A	SERGEANT - 21	30200	72,370.32	-	400.75	7,499.04	3,969.68	458.00	2,533.16	2,748.24	1,000.00	-	-	7,023.28	1,264.00	99,266.47
A	SERGEANT - 22	47130	79,393.60	2,061.20	-	25,087.74	8,855.44	4,748.27	36.63	9,771.52	900.00	-	-	-	1,264.00	132,118.40
A	SERGEANT - 23	61100	79,393.60	20,840.90	-	13,121.70	4,275.04	827.04	2,442.00	7,939.36	750.00	1,520.06	-	-	1,264.00	132,373.70
A	POLICE OFFICER - 1	77890	28,412.80	-	-	-	-	-	-	437.12	-	-	-	-	-	28,849.92
A	POLICE OFFICER - 2	64010	71,676.80	310.14	258.45	1,281.90	-	206.76	1,752.18	-	750.00	1,520.06	-	-	1,264.00	79,020.29
A	POLICE OFFICER - 3	57730	71,676.80	689.20	51.69	19,641.95	5,237.92	1,809.15	-	1,654.08	800.00	-	-	-	1,264.00	102,824.79
A	POLICE OFFICER - 4	49640	71,676.80	1,343.94	14,111.37	-	4,962.24	413.52	-	8,821.76	800.00	-	-	-	200.00	102,329.63
A	POLICE OFFICER - 5	78010	13,113.60	-	-	-	-	-	-	437.12	-	-	-	-	-	13,550.72
A	POLICE OFFICER - 6	77810	30,598.40	-	-	-	-	-	-	1,748.48	-	-	-	-	-	32,346.88
A	POLICE OFFICER - 7	35980	71,676.80	103.38	-	15,974.75	4,686.56	2,481.12	-	4,962.24	900.00	1,520.06	-	-	1,264.00	103,568.91
I	POLICE OFFICER - 8	73020	59,104.92	341.04	-	6,803.72	-	878.73	-	-	-	1,520.06	-	-	1,264.00	69,912.47
I	POLICE OFFICER - 9	73840	22,172.83	42.63	-	9,340.88	2,273.60	206.76	-	2,273.60	-	1,857.86	604.83	-	1,264.00	40,036.99
A	POLICE OFFICER - 10	61080	71,676.80	723.66	-	12,217.43	-	413.52	-	2,205.44	750.00	1,520.06	-	-	1,264.00	90,770.91
A	POLICE OFFICER - 11	72000	63,888.99	-	-	11,635.87	-	1,447.32	172.71	-	-	-	-	-	1,264.00	78,408.89
A	POLICE OFFICER - 12	64050	71,676.80	-	3,153.09	481.75	827.04	7,339.98	88.16	-	750.00	1,520.06	-	-	1,264.00	87,100.88
A	POLICE OFFICER - 13	74610	56,825.60	409.80	327.84	21,152.67	1,092.80	4,083.51	1,878.96	-	-	-	-	-	1,264.00	87,035.18
A	POLICE OFFICER - 14	70380	68,666.95	9,497.43	-	21,295.12	1,378.40	206.76	2,178.92	1,654.08	-	1,520.06	-	-	1,264.00	107,661.72
A	POLICE OFFICER - 15	33630	71,676.80	155.07	-	-	6,616.32	1,240.56	-	4,962.24	1,000.00	1,520.06	-	-	1,264.00	88,435.05
A	POLICE OFFICER - 16	4620	70,849.76	-	-	827.04	1,378.40	206.76	2,962.70	4,410.88	1,000.00	-	-	827.04	200.00	82,662.58
A	POLICE OFFICER - 17	42940	69,747.04	155.07	-	-	3,583.84	2,377.74	82.68	6,064.96	900.00	1,520.06	-	1,929.76	1,264.00	87,625.15
A	POLICE OFFICER - 18	40160	75,192.00	4,012.69	-	451.11	2,892.00	1,964.22	-	7,230.00	900.00	-	-	-	1,264.00	93,906.02

A	POLICE OFFICER - 19	6500	71,676.80	3,618.30	-	-	8,270.40	5,013.93	-	7,167.68	1,000.00	-	-	-	1,264.00	98,011.11
A	POLICE OFFICER - 20	68910	71,628.84	516.90	413.52	37,870.61	3,308.16	310.14	2,380.70	4,135.20	-	-	-	-	1,264.00	121,828.07
A	POLICE OFFICER - 21	76970	56,825.60	614.70	-	7,448.48	-	1,240.56	1,688.62	-	-	-	-	-	200.00	68,017.96
A	POLICE OFFICER - 22	59110	71,676.80	206.76	-	-	-	5,169.00	132.24	-	750.00	1,182.27	-	-	1,264.00	80,381.07
A	POLICE OFFICER - 23	74300	61,789.11	712.17	188.68	21,514.05	-	206.76	2,339.72	-	-	1,182.27	-	4,277.20	1,264.00	93,473.96
A	POLICE OFFICER - 24	45070	71,676.80	3,618.30	-	155.07	6,892.00	6,409.56	-	8,821.76	900.00	-	-	-	1,264.00	99,737.49
I	POLICE OFFICER - 25	74140	45,447.29	463.98	-	9,019.22	2,046.24	413.52	1,519.15	227.36	-	1,520.06	754.93	-	1,264.00	62,675.75
A	POLICE OFFICER - 26	57600	71,676.80	465.21	-	-	275.68	3,256.47	-	1,378.40	800.00	-	-	-	1,264.00	79,116.56
I	POLICE OFFICER - 27	74660	56,388.48	368.82	655.68	25,009.65	-	723.66	1,882.90	-	-	-	-	-	1,264.00	86,293.19
I	POLICE OFFICER - 28	58900	61,476.64	-	-	-	5,513.60	-	-	7,719.04	750.00	-	3,873.30	-	1,264.00	80,596.58
A	POLICE OFFICER - 29	33640	75,192.00	5,476.78	-	25,549.98	1,446.00	982.11	-	7,808.40	1,000.00	1,520.06	-	-	1,264.00	120,239.33
A	POLICE OFFICER - 30	76580	39,777.92	901.56	450.78	4,122.55	1,092.80	-	253.46	1,748.48	-	-	-	17,047.68	200.00	65,595.23
A	POLICE OFFICER - 31	42450	75,192.00	3,524.65	-	-	6,073.20	-	2,323.56	6,651.60	900.00	-	-	-	1,264.00	95,929.01
A	POLICE OFFICER - 32	77820	30,598.40	-	-	-	-	-	-	1,748.48	-	-	-	-	-	32,346.88
A	POLICE OFFICER - 33	77910	28,412.80	-	-	-	-	-	-	218.56	-	-	-	-	-	28,631.36
A	POLICE OFFICER - 34	46950	71,676.80	2,326.05	-	16,414.65	6,892.00	3,825.06	-	7,719.04	900.00	1,520.06	-	-	1,264.00	112,537.66
A	POLICE OFFICER - 35	65830	71,676.80	723.66	361.83	20,423.74	275.68	413.52	2,181.96	-	750.00	-	-	-	1,264.00	98,071.19
I	POLICE OFFICER - 36	69820	70,135.78	903.34	2,015.91	10,362.54	-	413.52	1,947.72	-	-	1,520.06	-	-	1,264.00	88,562.87
A	POLICE OFFICER - 37	55810	71,676.80	878.73	103.38	26,589.95	-	3,101.40	2,253.62	-	800.00	1,182.27	-	-	1,264.00	107,850.15
A	POLICE OFFICER - 38	78050	13,113.60	-	-	-	-	-	-	-	-	-	-	-	-	13,113.60
A	POLICE OFFICER - 39	55470	71,676.80	1,085.49	3,049.71	-	-	1,395.63	-	5,237.92	800.00	-	-	-	1,264.00	84,509.55
A	POLICE OFFICER - 40	57940	71,676.80	155.07	258.45	11,943.83	-	-	2,880.02	-	800.00	1,520.06	-	-	1,264.00	90,498.23
I	POLICE OFFICER - 41	68940	28,850.18	-	-	4,610.35	1,654.08	465.21	1,125.16	4,410.88	-	1,520.06	1,929.76	-	1,264.00	45,829.68
A	POLICE OFFICER - 42	78250	3,278.40	-	-	-	-	-	87.40	-	-	-	-	-	-	3,365.80
A	POLICE OFFICER - 43	73800	58,550.43	165.57	341.04	16,944.14	-	1,137.18	-	-	-	1,520.06	-	-	1,264.00	79,922.42
A	POLICE OFFICER - 44	78030	13,113.60	-	-	-	-	-	-	-	-	-	-	-	-	13,113.60
A	POLICE OFFICER - 45	44920	71,676.80	-	-	-	4,135.20	620.28	-	6,892.00	900.00	1,182.27	-	-	1,264.00	86,670.55
A	POLICE OFFICER - 46	78090	13,113.60	-	-	-	-	-	-	-	-	-	-	-	-	13,113.60
I	POLICE OFFICER - 47	74680	56,825.60	122.94	-	9,071.30	-	275.68	2,107.56	-	-	1,520.06	-	-	1,264.00	71,187.14
A	POLICE OFFICER - 48	70340	70,600.08	979.62	827.04	42,268.14	-	-	1,507.28	3,859.52	-	1,520.06	-	-	1,264.00	122,825.74
A	POLICE OFFICER - 49	55570	71,676.80	2,429.43	155.07	4,771.96	4,135.20	1,757.46	-	5,513.60	800.00	-	-	-	1,264.00	92,503.52
A	POLICE OFFICER - 50	77830	30,598.40	-	-	-	-	-	-	1,748.48	-	-	-	-	-	32,346.88
A	POLICE OFFICER - 51	71150	63,840.40	368.32	943.40	5,256.73	-	1,309.48	2,369.84	-	-	-	-	-	1,264.00	75,352.17
A	POLICE OFFICER - 52	19000	70,849.76	-	-	430.06	2,756.80	-	-	5,513.60	1,000.00	-	-	827.04	1,264.00	82,641.26
A	POLICE OFFICER - 53	73060	41,014.48	-	-	7,555.72	909.44	-	479.47	-	-	-	-	-	200.00	50,159.11
A	POLICE OFFICER - 54	77840	30,598.40	-	-	-	-	-	-	2,185.60	-	-	-	-	-	32,784.00
A	POLICE OFFICER - 55	55840	65,990.90	3,669.99	-	-	4,686.56	4,807.17	-	8,821.76	800.00	-	-	5,685.90	1,264.00	95,726.28
A	POLICE OFFICER - 56	21370	75,192.00	21,581.61	-	58,400.34	8,676.00	1,757.46	-	9,254.40	1,000.00	1,520.06	-	-	1,264.00	178,645.87
A	POLICE OFFICER - 57	73820	55,479.43	1,064.10	1,151.01	25,902.42	1,591.52	620.28	1,624.86	3,986.88	-	-	-	-	200.00	91,620.50
A	POLICE OFFICER - 58	45720	71,676.80	3,101.40	206.76	21,776.62	6,892.00	3,101.40	1,763.20	6,616.32	900.00	-	-	-	1,264.00	117,298.50
A	POLICE OFFICER - 59	76330	-	-	-	-	-	-	-	3,059.84	-	-	-	56,825.60	1,264.00	61,149.44
A	POLICE OFFICER - 60	71640	65,343.39	2,547.50	1,509.44	8,945.14	-	671.97	-	-	-	1,520.06	-	-	1,264.00	81,801.50
A	POLICE OFFICER - 61	73860	58,550.43	691.34	-	16,688.76	-	878.73	327.24	3,183.04	-	1,520.06	-	-	1,264.00	83,103.60
I	POLICE OFFICER - 62	73780	50,199.71	83.61	-	15,567.84	-	930.42	1,844.12	-	-	1,520.06	1,505.87	1,529.92	1,264.00	74,445.55
I	POLICE OFFICER - 63	23510	47,330.80	-	-	7,505.12	6,107.20	1,100.52	-	916.08	1,000.00	-	50,498.91	-	200.00	114,658.63
A	POLICE OFFICER - 64	23570	75,192.00	1,138.73	-	-	5,784.00	827.04	-	9,543.60	1,000.00	1,520.06	-	-	1,264.00	96,269.43
A	POLICE OFFICER - 65	64030	71,676.80	1,188.87	-	36,585.84	-	-	2,380.32	2,756.80	750.00	1,520.06	-	-	1,264.00	118,122.69
A	POLICE OFFICER - 66	67310	71,676.80	3,566.61	51.69	26,836.66	551.36	310.14	848.54	-	750.00	1,520.06	-	-	1,264.00	107,375.86
A	POLICE OFFICER - 67	73930	58,365.60	1,178.79	-	39,126.20	-	1,654.08	2,076.05	-	-	1,520.06	-	-	1,264.00	105,184.78
A	POLICE OFFICER - 68	78110	13,113.60	-	-	4,269.00	-	620.28	343.02	-	-	-	-	-	-	18,345.90
I	POLICE OFFICER - 69	71190	33,696.99	213.15	188.68	9,103.55	2,516.00	1,464.55	1,093.75	-	-	1,182.27	1,493.91	-	1,264.00	52,216.85
A	POLICE OFFICER - 70	64120	71,676.80	18,970.23	-	7,377.10	3,308.16	465.21	1,267.30	6,064.96	750.00	1,520.06	-	-	1,264.00	112,663.82
I	POLICE OFFICER - 71	78070	13,113.60	-	-	-	-	-	-	437.12	-	-	-	-	-	13,550.72
A	POLICE OFFICER - 72	55830	71,676.80	-	-	-	-	5,892.66	-	-	800.00	1,182.27	-	-	1,264.00	80,815.73
A	POLICE OFFICER - 73	65710	75,260.64	706.43	465.21	4,264.06	-	-	1,295.26	-	750.00	-	-	-	1,264.00	84,005.60
A	POLICE OFFICER - 74	74100	48,756.54	327.84	-	36,437.57	-	1,240.56	928.64	-	-	1,520.06	2,273.60	-	1,264.00	92,748.81
A	POLICE OFFICER - 75	70430	71,676.80	-	-	12,566.84	-	6,978.15	228.70	-	-	-	-	-	1,264.00	92,714.49
A	POLICE OFFICER - 76	28970	71,676.80	568.59	155.07	-	-	1,964.22	2,494.18	-	1,000.00	-	-	-	1,264.00	79,122.86
I	POLICE OFFICER - 77	64190	4,962.24	310.14	-	2,067.60	3,859.52	413.52	192.92	4,686.56	750.00	-	1,378.62	-	1,264.00	19,885.12
A	POLICE OFFICER - 78	61070	71,676.80	20,934.45	-	378.37	4,135.20	413.52	-	8,270.40	750.00	1,520.06	-	-	1,264.00	109,342.80
A	POLICE OFFICER - 79	65670	71,676.80	18,401.64	1,499.01	26,040.71	-	310.14	2,005.64	-	750.00	-	-	-	1,264.00	121,947.94
A	POLICE OFFICER - 80	45050	75,192.00	4,934.51	-	19,630.67	10,122.00	2,067.60	-	7,519.20	900.00	-	-	-	200.00	120,565.98
I	POLICE OFFICER - 81	69430	36,735.20	51.69	-	8,703.23	-	310.14	1,180.86	2,936.16	-	1,520.06	8,063.64	-	1,264.00	60,764.98
A	POLICE OFFICER - 82	64150	71,676.80	206.76	206.76	27,738.09	827.04	723.66	1,206.80	1,929.76	750.00	1,182.27	-	-	1,264.00	107,711.94

A	DOG WARDEN - 1	46530	44,358.56	3,798.47	-	-	3,143.52	-	-	-	900.00	-	-	-	200.00	52,400.55
A	DOG WARDEN - 2	75800	43,463.06	3,575.78	-	-	-	-	-	848.00	-	-	-	-	200.00	48,086.84
A	DOG WARDEN - 3	69910	42,262.88	2,816.09	-	-	174.64	-	-	2,095.68	-	-	-	3,143.52	1,264.00	51,756.81
I	DOG WARDEN - 4	38350	45,406.40	4,191.23	-	-	1,746.40	-	-	873.20	900.00	-	-	-	1,264.00	54,381.23
Grand Total			7,795,691.78	300,253.96	74,433.82	1,565,519.95	358,465.68	156,423.03	106,885.44	460,259.36	74,150.00	86,136.79	227,102.07	160,498.28	133,656.00	11,499,476.16

Retiree

THE CITY OF WEST HAVEN and THE WEST HAVEN POLICE LOCAL #895, UPSEU

	Patrol Officer		Detective		Sergeant		Lieutenant		Captain	
	Mimimum	Maximum	Mimimum	Maximum	Mimimum	Maximum	Mimimum	Maximum	Mimimum	Maximum
West Haven	56,827.16	71,693.96	73,603.92	75,200.32	77,818.52	79,397.76	84,116.24	85,868.12	91,230.36	92,814.80
Ansonia	63,315.20	71,219.20		77,625.60		79,060.80				
Bridgeport	57,462.53	70,126.40	75,571.20	79,244.80	78,036.33	80,641.88	87,561.65	92,737.90	97,363.73	106,652.28
Danbury	57,464.99	82,019.16	70,003.58	84,923.90	86,059.29	91,714.65	92,828.46	100,393.94	100,235.71	109,452.38
Derby	63,148.80	78,145.60		81,848.00		85,758.40		89,856.00		
East Hartford	59,518.00	72,033.00	72,692.00	76,833.00	75,604.00	81,633.00	83,248.00	89,929.00		
Hamden	64,492.83	85,244.66	92,559.54	92,559.54	93,841.05	93,841.05	100,602.67	100,602.67	109,381.89	109,381.89
Hartford	49,851.88	71,480.24			81,431.48	82,977.44	87,255.48	95,525.04	101,337.60	110,281.08
Meriden	51,584.00	78,478.40	N/A	82,409.60	82,409.60	86,320.00	90,688.00	94,952.00	99,756.80	104,478.40
Milford	60,610.68	73,567.52			74,655.36	79,553.24	87,244.04	90,326.08	93,518.88	96,232.24
New Britain	65,696.00	72,568.00	79,574.00	80,768.00	86,895.00	88,198.00	96,714.00	98,164.00	107,642.00	109,256.00
New Haven	54,994.00	71,230.00	N/A	75,906.00	N/A	80,140.00	N/A	89,321.00	N/A	98,055.00
New London	58,453.14	70,378.98	74,622.18	75,298.44	75,974.70	83,762.40	82,520.04	95,361.84	N/A	108,296.46
Norwalk	65,081.00	79,203.00	84,106.00	87,916.00	90,257.00	94,446.00	99,984.00	104,082.00	108,972.00	113,074.00
Norwich	55,422.72	74,582.48			78,657.08	82,742.48	88,629.92	90,902.48	96,585.92	99,062.48
Orange	63,190.40	79,185.60			N/A	87,505.60	N/A	93,142.40		
Stamford	63,703.00	80,027.00			N/A	91,265.00	N/A	105,404.00	N/A	119,546.00
Waterbury	56,940.00	71,968.00	N/A	75,920.00	N/A	80,808.00	N/A	87,984.00	N/A	95,680.00
AVERAGE	59,466.42	75,379.84	78,446.93	80,937.74	82,165.54	85,315.76	90,661.48	94,917.77	101,643.84	106,111.40
WEST HAVEN	56,827.16	71,693.96	73,603.92	75,200.32	77,818.52	79,397.76	84,116.24	85,868.12	91,230.36	92,814.80
% DIFFERENCE	-4.4%	-4.9%	-6.2%	-7.1%	-5.3%	-6.9%	-7.2%	-9.5%	-10.2%	-12.5%

THE CITY OF WEST HAVEN and THE WEST HAVEN POLICE LOCAL #895, UPSEU

Premium Cost Share

	Date	HDHP	PPO	SPP	Comments
Ansonia	2016-17	9%	buy up		Expired June 30, 2017, unable to obtain new contract
Bridgeport	2018-19				Open Access Plus, in negotiations for SPP; T/A 1% premium increase/year: 12%
Danbury	2018-19	10%			
Derby	2018-19	12%			Aetna Choice POS II - HRA 1500 City, & Aetna Choice POS II - HSA 1500 City: 12%
East Hartford	2018-19	16%			
Hamden	2018-19	15%	21%		PPO: \$5400 cap on ee cost share; HDHP: \$3200 cap on ee cost share
Hartford	2018-19	18%	buy up		Ees hired before 12/11/17 option to buy up
Meriden	2018-19	15%			With Wellness, Tier 1: 13%, Tier 2: 12%
Milford	2018-19	9%	15%		HDHP sole and core plan for Ees hired on or after 2/10/18
New Britain	2018-19	15%			
New Haven	2018-19	15%	28%		CompMix: 18%; BC POE: 22%
New London	2018-19			19%	
Norwalk	2018-19			14%	
Norwich	2018-19	6%			
Orange	2018-19		20%		
Stamford	2018-19	12%	18%		
Waterbury	2018-19	12%			Open Access OPE Plan: 12%; Open Access OPS Plan: 17%

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
New Haven	CBA (7/1/11 - 6/30/16)	DB	12% of pay (and a separate contribution of 4.8% of total extra duty earnings)	<p>Graduated prior to 10/20/12: 2.5% for each year up to a max. of 80% of employee's salary</p> <p>Graduated after 10/20/12: 2% for each year up to a max of 70% of employee's salary (unless graduated between 10/20/12 and 12/18/12 can max at 80% with 2% accrual)</p>	2.5% of avg total annual earnings in 4 highest yrs x yrs of service up to 20 yrs, plus 3% for yrs 21-30, up to a max of 80%. Avg total annual earnings for each yr shall not be less than the ees budgeted annual salary at time of retirement. For ees hired after 11/1/09, total annual earnings = base wages or salary only. Ees hired after 12/18/12 formula is 2% for first 20 yrs, 2.5% for years after 20 to max of 70%. Has limited option to buyback sick leave for up to 5 yrs of credited service; 3 years for ees with less than 10 yrs of service as of 7/1/11; no buyback for new hires after 12/18/12	Yes for ees hired before 11/1/09, no for ees hired thereafter
New Haven	CBA (7/1/16 - 6/30/22) Revised Retiree Health					

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Incl OT?
Avon	CBA 7/1/12-6/30/15 (where DOH prior to 7/1/97)	DB only for ees hired prior to 1/1/97	7.5% of earnings	70% of final avg earnings	2.5% x final avg earnings x years of credited service, to max of 70%. Final avg earnings = avg of total earnings during 36 months or total number of months, if less, preceding retirement. Buyback 30 days unused vacation and/or sick (prorated) equals 1 year of service up to 5 years max.	Yes
Avon	CBA 7/1/12-6/30/15 (where DOH after 7/1/97)	DC for ees hired after 1/1/97 - money purchase plan	9% both Town and employee; must complete 5 yrs continuous service to be vested	Not applicable	Not applicable	Not applicable
Berlin	CBA 2011-2015 "Town of Berlin Retirement Income Plan"	DB	DB plan data not available	DB Plan data not available	DB plan data not available	DB Plan data not available
Bethel	CBA (through 6/30/13)	DB	6.5% of base salary; 3.35% if 30 yrs of service	70% of avg of highest 5 yrs base comp	2.5% of avg of highest 5 yrs base comp x up to 20 yrs of credited service, plus 2% x yrs thereafter to a max of 30 yrs.	No
Bloomfield	Plan 1994 w/ various amendments, most recently 2012	DB only for ees hired before 12/31/01	6.4% earnings	67.5% final earnings	2.5% of final earnings x years of credited service	No

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Bloomfield	CBA (2011-2016) - refers to Police Retirement Contract - amendment #5, 2012	DC for Ees hired after 1/1/02	7% min; 10% contrib by Town	Not applicable	Not applicable	No
Bridgeport	Info per 1981 Plan; CBA 2008-2012	DB	6% of base salary; City to contribute 15% of base salary quarterly for first 36 mos of hire. Thereafter City contribution per actuarial study.	70% max yearly salary of active at retirement rank, including COLAs	2.0% of salary x years of service. Buyback - military buyback at 6% of first years salary if paid in within 2 /2/ years of appointment to be applied after completion of 25 years or in event of eligibility for disability retirement.	No
Canton	Police Retirement Plan 7/1/01 (from CCM) Modified by Arbitration Award 2007 MBA 192 (7/8/09)	DB	6.5% of annual compensation	Per Section 415 of the IRS Code	2.25% of final avg compensation x yrs of credited service. Final avg comp = avg of annual comp for highest 3 years. Buyback -Yes, military credit for up to 5 years of service.	No

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Canton	CBA (2013-2016)	DC 1/1/03, as amended by Interest arb award 7/8/09	6.5% of all wages Hired after 10/1/13 - 7.5%; Town contributes max 12% quarterly	Not applicable	Not applicable	Not applicable
Cheshire	Plan Guide (eff 7/1/05) (from Town); See Retirement Ordinance, as modified	DB	8% of total earnings	68% of final avg comp; increased to 72% by award 5/2014	2% of final avg comp x yrs of credited service. For ees with 25 yrs as of 7/1/05 is 2.5%. Max benefit of 68% of final avg comp. Final avg comp = avg of comp earned during 3 yrs preceding retirement, cannot be less than avg of 3 highest consecutive years during last 10. Includes OT, but not payments for accumulated sick, vacation etc.; changed to 2 5/8% multiplier. Buyback - Yes, if more than 23 YOS, maximum of 2 years.	Yes
Cheshire	Interest Arbitration Award 2014	DC; effective 1/1/4	5.00%	Not applicable	Not applicable	Not applicable
Colchester	Plan (effective 7/1/10) (from Town 11/21/11);	DB	12.5% of comp	60% of final avg salary	2.5% of final avg salary x years of service, up to max of 60% of final avg salary. Final avg salary = comp for highest 3 plan years divided by 3. Comp = base salary only, excluding OT, longevity, shit diffs etc.	No
Colchester	2011-2014 CBA	DC after 1/1/12	4-8%	Not applicable	Not applicable	Not applicable
Darien	CBA 2014-2018	DB	6% of comp	72% of average monthly compensation; employee who retires after the effective date of this Agreement after having successfully completed (29) or more years of service in the Department shall be 76.0% of average monthly compensation.	Average monthly compensation for purposes of calculating retirement benefits shall be defined as the average monthly compensation, excluding overtime, received during the twenty-one (21) months immediately preceding retirement, except that for Employees hired to begin work on or before January 1, 1978, overtime pay shall continue to be averaged over three (3) years immediately preceding retirement for purposes of calculating retirement benefits. 2.5% years 1-26; 3.5% years 27-28 and 4% year 29	No, only for ees hired prior to 1/1/78

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Fairfield	Pension - amended 1973 (from Town 11/6/11); CBA 2013-2017	DB	4.5% of basic annual salary, including longevity;	70% of final salary after 2010; 80% prior to 2010	2% of final salary for each of first 25 years, plus additional 4% of final salary for each year 25 - 30, up to max of 70% of final salary. Final salary = basic annual salary and longevity payments	No
Farmington	See Town Code, as amended 1/2012; CBA 2015-2018. See Ch 51 of Town Code, as amended 1/2012	DB	7% of salary or earnings	65% of highest avg annual earnings. 70% for supervisory (Capt. or Chief)	2.5% of annual avg of highest annual earnings received during any 3 consecutive yrs x yrs of credited service, including fractions thereof, which may be annualized to determine the 3 highest yrs, not to exceed 65% of highest avg annual earnings	Yes
Glastonbury	Pension amended 1/1/99 (from CCM)	DB	5% of earnings; plus 6.5% of portion of earning in excess of max amount subject to Soc. Sec.	66 2/3% of avg annual earnings	2.5% of avg annual earnings x yrs of credited service . Avg annual earnings = highest avg earnings during any 48 consecutive months	Yes
Granby	Pension amended 7/1/03 (from CCM); CBA 2005-2009	DB per Granby Pension Plan; effective with CBA, Union will allow for voluntary participation or conversion from Pension Plan to 401a Plan.	6% of yearly earnings	65% of final avg earnings	2.5% final avg earnings x years up to 20 and 1.5% x years over 20, up to a max of 30 total years (65%). Final avg earnings = avg of earnings during 5 highest earning calendar quarters	Yes

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Greenwich	CBA (7/1/17 - 6/30/21); See also Art 14 of Town Charter	DB; Optional participation in 401(a) DC for employees hired after 1/1/2019	Effective 7/1/2019 6% of pensionable earnings For officers in DC plan 5% of pre-tax earnings	Maximum retirement allowance shall be 75% of final compensation. Subject to additional allowance upon certain conditions.	The rate of benefit for calculation of an employee's retirement allowance shall be 1/40 or 2.5% for each year of creditable service as a sworn police officer, provided however, that: (1) a sworn police officer with twenty six (26) years and eight (8) months of creditable service as a sworn police officer shall be eligible for a retirement allowance of 75% of final compensation; and (2) the maximum retirement allowance shall be 75% of final compensation. Buyback - Yes, military service	No
Groton	Plan (eff. 7/1/05-6/30/09) Appendix F to 2012-2015 CBA	DB	8.25% of annual base pay	80% of avg annual pay	2.67% x credited years of service x final average earnings;	Yes

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Hamden	Hired after 7/1/06 - CMERS (CBA - 2017-2022 - health insurance)					
Hamden	Employees Retirement Plan of the Town of Hamden, Amended and Restated eff. 7/1/00	DB	eff. 7/1/2001 5.00% Ees hired prior to 7/1/86 were required to make contributions under the terms of plan and CBA in existence prior to that date. From 7/1/86 - 12/31/99, contributions were neither required nor permitted.			No

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Hartford	2016-2022 CBA					
Manchester	Plan Pamphlet upd. 2007 (from Town) CBA 201- 2014	DB	8.5% of wages	68% of final avg wages	2.5% of final avg wages x yrs of service. Final avg wages = avg of wages over highest 3 years.	Yes
New Canaan	CBA (7/1/2017 - 6/30/2021)	DB	Effective 7/1/2013 2.00% for all Ees hired before 6/30/2014. 8.00% for ees hired after 6/30/2014	75% of final three (3) years avg annul comp	2.5% of final 3 years avg annual comp x yrs of credited service, up to max of 75%. If age 55 is based on 1 final year annual comp. Have limited ability to sell back unused sick and vacation for up to 5% increase in benefit	No

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Norwalk	CBA 2016-2020	DB	8% based salary hired before 1/1/15; 10% of base salary hired after 1/1/15	Hired before 1/1/15, Maximum retirement allowance shall be 75% of final compensation; 60% if hired after 1/1/15.	2.50% of Final Average Compensation if hired before 1/1/15; 2.25% after. Military buyback - 2yr max.	No
Norwich	CBA 2013-2017	DB	8% of annual earnings	DOH before 7/1/14 -72% of avg comp; DOH after 7/1/14 68% of avg. comp	DOH before 7/1/14 -50% of avg comp during highest 3 yrs of last 10, plus 2.20% for each yr after 20 ; DOH after 7/1/14 same except 2.5% for each year after 25	No
Orange	Amended 12/31/00	DB - only for ees hired before 7/1/99	7% of earnings	Per Section 415 of the IRS Code	2.25% up to 20 years; 2.0% after 20 years	No

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Orange	CBA 2012-2016	DC - effective 7/1/99 for new hires	up to 12% with match	Not applicable	Not applicable	No
Plainville	Amended 2004 - current as of 4/2009 -	DB	7% of basic monthly earnings (exclusive of OT, bonus, etc)		2% of final avg earnings for credited years prior to 7/1/04 and 2.5% for years thereafter x years of credited service. Final Avg earnings = avg of basic monthly earnings over highest 3 calendar years as active plan participant	Not express, but appears no
Ridgefield	CBA exp 2017	DB	6 % for DB plan	30 yrs, (75%)	One-twelfth (1/12) of his Final Average Earnings, multiplied by 2.5%, multiplied by each Year of Credited Service. The average earnings of an employee during the three (3) consecutive years immediately preceding his Normal Retirement Date or Actual Retirement Date, if later.	No
Ridgefield	CBA exp 2017	DC for Ees hired after April 1, 2013	5% base pay with match	Not applicable	Not applicable	Not applicable
South Windsor	Pension amended 1/1/04 (from CCM)	DB	7.5% of wkly earnings	75% of final avg earnings	2.5% of final avg earnings x years of service not to exceed 30 yrs (75%). Final avg earnings = avg of last 36 months	No
South Windsor	CBA 201-2015	DC for DOH after 7/1/05	6% with match	Not applicable	Not applicable	Not applicable
Southbury	Plan (amended 7/1/10)	DB	1.9% of all earnings	Per Section 415 of the IRS Code	With less than 20 yrs of credited service = 2% of avg monthly earnings x yrs of credited service. If 20 or more yrs = 2.5% avg monthly earnings x first 20 yrs, plus 2.25% avg monthly earnings for yrs over 20. Avg monthly earnings = monthly salary or wage including bonuses, OT etc. averaged over highest 36 consecutive months	Yes
Stamford	CBA (6/30/05 - 7/1/09) extended through 2011	DB		50% -76.65% based on yrs of service	% of base annual salary as defined in pension schedule, ranging from 50% for 20 yrs of service to a max of 76.65% for 30 yrs of service. Base salary includes value of 14 paid holidays. At retirement, vacation bank can be cashed out for up to an additional 7.5% added to pension	No

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Trumbull	CBA (7/1/11 - 6/30/15)	DB	6% of salary	75% of annual pay at time of retirement	50% of base salary plus holiday pay at time of retirement, plus 1.25% of annual base pay plus holiday pay for each 3 months of service after 25 yrs, to a max of 75% of annual pay at the time of retirement.	No
Trumbull	CBA (7/1/11 - 6/30/15)	DC - effective 7/1/14 for new hires	7% match	Not applicable	Not applicable	No
Wallingford	Plan (7/1/05 - 6/30/14) (from Town 11/22/11)	DB	7.75% of annual salary	70% of final avg salary	2.35% of final avg salary x yrs of credited service, up to max of 70% of final avg salary. Final avg salary = avg annual salary or wage	No
Waterbury	CBA (2008-2011); City Ordinance amended 2003 - SEE 2011 Arb Award Ordinance amended 2013	DB	9.5% of base pay, plus holiday pay	70% of final avg base pay	2.5% of final avg base pay x yrs of service prior to 6/30/05 plus 2% of final avg base pay x yrs thereafter. Ees vested prior to 6/30/05 calculated all on 2.5%. Final avg base pay = base pay plus holiday pay.	No
West Hartford	Plan Guide (from Town 11/22/11). Ees hired before 8/1/06 - See Town Ordinance	DB	6% (5% of comp and 1% of base wage)	Lesser of 75% of avg final comp or 80% of avg final comp with 30 yrs of service, or 95% of base pay	2.5% of avg final comp x yrs of credited service, up to max of 75% of avg final comp or 95% of base pay; 30 yrs of service is 80% avg, final comp	No if use base salary, yes if use final avg comp
West Hartford	Ees hired after 8/1/06	DB	6% (5% of comp and 1% of base wage)	85% of base pay or 75% of final avg comp. If 30 yrs of service = 80% of avg final comp or 85% of base pay	At normal retirement (20 yrs) = 2.5% of avg 3 yr base salary x yrs of credited service. If 30 yrs of credited service use final avg compensation	No if use base salary, yes if use final avg comp

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Incl OT?
West Haven	Pension - Arb Award dated 3/16/2010 CBA (2015-2018)	DB	Pension Plan 2009-2016	75% of final salary	2.25% x final salary x yrs of service up to 20 yrs; 3% thereafter	No
Westport	Pension - 7/1/16 - 6/30/24; with 2005 amendment and restatement	DB Effective date of award hybrid plan for new hires	10% of compensation (comp = base salary plus college credits and weapons qualifications, does not include OT or any other income)	81.25% of final avg compensation	2.5% of final avg comp x up to 32.5 years. Final avg comp = comp during last 12 months of continuous credited service, including accrued sick leave, prior to retirement. If employed beyond last year of credited service, equals comp during last 12 months of service prior to retirement date, or comp earned during 34 1/2 year of service, if earlier, including unused sick time	No

Pension Benefit Analysis
Police Departments

	CBA/Pension Plan Date	DB/DC Plan?	EE Contrib. %	Max Benefit %	Benefit Calculation Formula	Calc. Includ OT?
Wethersfield	Plan (revised 6/16/08)	DB	8.5% (7.5% for pension, 1% for retiree health fund)	75% for ees hired before 7/1/06, 72% for ees hired after, of avg monthly earnings.	EE hired before 7/1/06 = 2% of avg monthly earnings x full years of credited service less than 20. At completion of 20 yrs entitled to 50% of avg monthly earnings plus additional 2% for each yr in excess of 20. At completion of 25 yrs, entitled to 65% plus 2% for yrs above 25. At completion of 30 yrs, entitled to 75%, which is the max payable. For ees hired after 7/1/06 = 2.25% avg monthly earnings x number of full years of credited service up to max of 72%. Monthly avg earnings = highest avg monthly earnings for any period of 3 consecutive years. Monthly earnings = basic rate of pay including OT, holiday pay, bonus pay etc.	Yes
Wilton	Amended 7/1/02 (from Town 12/2/11)	DB	7.75% of comp	73% of avg annual salary	2.5% of avg annual salary x yrs of credited service up to max of 73%. Avg annual salary = highest consecutive 3 yr avg compensation within last 10 yrs preceding retirement, provided that comp increased by 3.5% if calc includes FY11. Comp = base salary, excluding all other comp received/acrued	No
Windham	CBA (2015-2018)	DB	9.0% of straight time earnings	Per Section 415 of the IRS Code	2.50% of Final Compensation (annual straight-time earnings in the fiscal year last completed before retirement), multiplied by his/her years of continuous permanent service, plus 75% of the average of two (2) best years of departmental overtime earnings; however, the maximum annual pension shall not exceed 80% of Final Compensation (annual straight-time earnings in the fiscal year last completed before retirement).	Yes

MERS (Municipal Ees)	Administered by State	DB	5% if no covered by	100% of final avg pay,	If not covered by SS = 2% x final avg pay x yrs of service,	Yes
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Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
New Haven	<p>Retire prior to 7/1/14: 20+ years = same plans as actives for ee, spouse & dependents at fixed rates at retirement</p> <p>Retire after 7/1/14: 8+ years @ 7/1/11 with 20 years service = same plans as actives for ee, spouse & dependents at fixed % at retirement not to exceed 6% increase per year or \$525/month < 8 years @ 7/1/11 & graduated by 12/18/12 with 20+ years service = same plans and cost share as actives for ee and spouse only; option to purchase for dependents at 50% Graduated after 12/18/12 with 25+ years service same plans and cost share as actives for ee only with option to purchase for spouse at 50%. Active members reimb. City at 1.25% of base pay/year to offset cost of retiree coverage.</p>	20 yrs of service; 25 yrs for ees hired after 12/18/12	<p>15+ years of service effective 3/28/12 = 4% annual max with 25% lifetime max;</p> <p><15 years of service effective 3/28/12 = 2% annual max with 10% lifetime max.</p> <p>Optional buyout @ 40% for all.</p>
New Haven	<p>Retire prior to 7/1/14: 20+ years = same plans as actives for ee, spouse & dependents at fixed rates at retirement</p> <p>Retire after 7/1/14: Graduated police academy prior to 12/18/12 with 20 years service as of 7/1/19 = same plans as actives for ee, spouse & dependents at fixed % at retirement not to exceed 6% increase per year or \$525/month Graduated police academy prior to 12/18/12 with 19 years service as of 7/1/19 = same plans as actives for ee, spouse & dependents at fixed % at retirement not to exceed 6% increase per year or \$700/month Graduated police academy prior to 12/18/12 [all other current Ees upon ratification of CBA] = same plans as actives for ee, spouse & dependents at fixed % at retirement not to exceed 6% increase per year or \$850/month</p> <p>Active members reimb. City at 1.25% of base pay/year to offset cost of retiree coverage.</p>		
Avon	<p>Retired Ees, who are eligible for post retirement medical that were hired prior to 7/1/09 and their spouses when each reaches age 65 will be covered 100% by Town under Medicare Supplemental Plan provided in conjunction with the "Plan" (PPO).</p> <p>Retired Ees, who are eligible for post retirement medical that were hired after 7/1/2009 and their spouses when each reaches age 65 will be covered 50% by Town under Medicare Supplemental Plan provided in conjunction with the "Plan."</p>	Normal = earlier of age 65 or 46 and 25 years of continuous service	No
Avon	<p>25 yrs svc: town pays 80% for Ee/55% Ee family 20-24 yrs svc: town pays 50% for EE/ 50% Ee family</p>	Vest after 5 years	No

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
Berlin	<p>Retiree who otherwise meets eligibility requirements for benefit, and spouse at time of retirement, shall continue at own expense to be enrolled in all applicable Group Medical Plans, beginning at the later of age 50 or the date participant has reached "Normal Retirement Date" criteria as defined in the Town of Berlin Retirement Income Plan, Amended and Restated effective 7/1/98, and provided further that the employee has completed a minimum of at least 20 yrs of service to the Berlin Police Department, and continuing until age 65. Except that if the employee has less than 25 yrs of service the age for said benefit from Retirement Medical Benefit fund will be 55. In the event that the participant reaches age 65 prior to the spouse, the spouse shall continue to be enrolled until the spouse reaches age 65. Group medical available to eligible dependents at COBRA rates.</p> <p>Ees who retire on/after 7/1/00 - alternative A - Blue Cross & Blue Shield Century Preferred - alternative B - Blue Cross HMO.</p> <p>All enrollees in A or B shall receive from the Police Post-Retirement Medical Fund \$500 per month towards the premium payments. Line of duty death - Town will provide medical benefits to spouse (until remarries) and eligible dependents (to 18 or 22, if FT student) Not open for renegotiation until successor CBA expires.</p>	As defined in Town of Berlin Retirement Income Plan, amended and restated eff. 7/1/98 Not subject to renegotiation to reduce benefits until June 30, 2030. Benefits may be increased without prohibition.	DB Plan data not available
Bethel		25 yrs or age 55 with 10 yrs of service	
Bloomfield		25 yrs	No
Bloomfield	<p>Medical Insurance for retiree's will be governed by the provisions set forth in the Retirement Contract.</p> <p>For Ees who retired before 6/30/1989, Town will continue to pay 50% of retiree's premium and 50% of additional cost of dependent coverage and retiree shall pay rest. For Ees who retire after 7/1/99 Town shall provide same coverage as actives from date of retirement until date eligible for Medicare. (Not applicable to retirees eligible to receive comparable benefits from another employer) Town shall pay 100% of retiree premium and 66 2/3% of dependent premium. As of 7/1/00 Town shall pay 100% or retiree and dependent coverage. For Ees hired after 11/1/12, Town shall pay 100% of retirees and spousal coverage; 100% other dependent coverage for two years after retirement and then 50% thereafter.</p> <p>Section 17 Health Insurance subsection 1 (a) shall read as follows: Ee who is a participant in this Plan shall have deducted from gross amount of each of pay checks sum of 1% and Town shall establish fund to assist in providing for retiree medical insurance. Ees hired after 11/1/12 shall have the sum of 2% of their gross amount deducted each pay check for this fund.</p>	20 years for Normal Retirement Age; 10 years for Early Retirement eligibility, with adjustment between 10 and 20 years of service	No
Bridgeport	City will reimburse Medicare B premiums. City will provide and pay benefits same as for actives	Age 45 and 25 years of service	Yes, 50% of annual GSI for actives in same rank as retiree at time of retirement

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
Canton	No data available	Earliest of the following: age 55 and 10 YOS; Effective 7/1/03, age and credited service = 80; or later of age 65, or 5 yrs in Plan	No
Canton	No data available	Same	No
Cheshire	VEBA established for limited post retirement medical benefit. Town shall fund 1 1/2% gross payroll of bargaining unit employees for 15 years. Lock out period until 9/17/15	20 yrs or 10 yrs and age 55	Yes, after 36 months receiving monthly benefit. 3% max per year, may not exceed initial increase of more than 150% initial benefit
Cheshire	Same as above	Not applicable	Not applicable
Colchester		20 yrs of service	Yes, 2.5%
Colchester		Vest after 5 years	Not applicable
Darien	Town to pay 75% of premium plus amount equal to HDHP deductible of \$1K for single person; \$2K two person or family, or 10% premium whichever greater.	Age 55 and served as a regular police officer for 25 years up to age 65.	No
Fairfield	Same plan as offered to actives, as may change from time to time. Changes to Medicare coverage at age 65. Cover dependents at retirement only. 3/18/2013 Ees shall contribute 1.50% to OPEB Trust; 7/1/2013 Ees shall contribute 2.50% to OPEB Trust; 7/1/2016 Ees shall contribute 3.25% to OPEB trust	Age 51 and 25 years of service, or age 65 and 20 yrs . Mandatory retirement at 65	Yes. Effective 7/1/2015 COLA will be based on CPI and will be effective March 31st of even numbered years for an adjustment provided said adjustment shall not exceed 3.00% during a 2-year calculation period. Maximum COLA for ees hired after March 18, 2013 shall be 2.00%.

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
Farmington	Eligible if 15 years of continuous service (20 years if early retirement); Town pays 75% cost retiree; 50% spouse.. Coverage same as actives. Post 65 coverage changes to BC High Option, BS Plan 81 and BC prescription rider.	Age 48 and 26 yrs of credited service	No
Glastonbury	Retirees who separate at NRA between 50 and 65 (and have 10 years continuous service) will b	Age 55 or 20 yrs of service	Yes, per CPI but max of 4% year
Granby	Retirees may purchase Anthem PPO at their own expense under group rate subject to agreement of carrier. Town will pay 50% of insurance premium for retiree only. Must subscribe to Medicare or other eligible coverage if at lesser cost to employee.	Age 55 and 20 yrs of continuous service	See Pension Plan
Greenwich	effective 1/1/99, Ee with 20 yrs of service pays 25% premium for medical and prescription coverage. At age 65, Medicare A and B become primary payer, Town to provide supplemental plan.	The minimum requirements for service retirement shall be (20) years of creditable service, regardless of age, with "creditable service" defined as and subject to the following: 1. An employee appointed to a police bargaining unit position prior to 9/1/00 shall be eligible for normal retirement upon reaching (20) years of continuous employment with the Town, the last of which service is as a sworn police employee. Such employee's pension shall be calculated on a blended basis. For years of creditable service as a civilian, the benefit rate shall be that applicable to the classification of "general employees" under Section 179 of the Town of Greenwich Retirement System. For years of creditable service as a sworn employee, the benefit rate shall be that applicable to the classification of "policemen" under Section 179 of the Town of Greenwich Retirement System. 2. All employees appointed to police bargaining unit positions on or after 9/1/00 shall be eligible for normal retirement only upon completion of (20) years of service in a sworn police bargaining unit position, in the classification of "policemen" under the Town of Greenwich Retirement System.	Article XV, Section M July 1 of each year, not to exceed 3% of CPI only applicable to retirees who retired on or after July 1, 2017
Groton	Life insurance of \$10k at no cost to retiree; Retiree between 60 and Medicare eligibility) shall pay same cost share as actives. Retirees age 50 to 60 may purchase medical plan available to actives at 100% of cost of group rate, if allowed by carrier	Age 50 with sum and 25yrs or age 60 and 10 years	No

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
Hamden	<p>For Ees retiring prior to 6/30/20 may elect to retire under PPO or HSA/HRA. Blue Cross and Blue Shield Flexible Dental Program "A" with 100%, 80%, 50% co-insurance, \$25/\$75 deductible shared between categories II, III, \$1000 max per person/year applied to categories II and III only, for each Ee, Ee's spouse and eligible children.</p> <p>Retirees who are Medicare eligible enroll in Medicare Supplemental Plan F with PDP Rider. Retiree cost share 5% of the total cost. Spouse coverage will only be provided to spouse of Ee at time of retirement.</p> <p>Hired on and after 1/1/00, pay rate in effect in at time of retirement up to time Ee reaches age 65.</p> <p>Ees enrolled in the HDHP HSA plan at retirement have cost share rate, cap, and employer deductible locked in as of the date of retirement.</p> <p>Hired on and before 12/31/99, not required to contribute for retiree medical insurance. Town will offer a HDHP with a HRA, deductible of \$2,000/\$4,000 and Town will contribute 75% of the plan deductible to the HRA for each retiree each year they are enrolled in the HDHP.</p> <p>Retirees covered who are Medicare eligible shall enroll in, and contribute towards, Medicare Supplemental Plan F. Town will continue to pay all Medicare part B premiums.</p>		
Hamden		Age 60, or the completion of 20 years of Credited Service, whichever is earlier.	

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
Hartford	<p>Hired before 7/1/12 had the option to elect to participate in the retiree health insurance coverage provided to Post 7/1/12 Ees, provided Ee makes additional 1.5% contribution to Pension Fund. Ees hired on or after 12/11/17 not eligible for retiree health insurance benefits through the City as described above, but instead be eligible for self-funded retiree health insurance stipend, with the ability to opt-out at time of hire only.</p> <p>Terms and provisions of the self-funded retiree health insurance stipend are as follows:</p> <ul style="list-style-type: none"> i. The Post-2018 employee must retire from the City in a HPU position. ii. The monthly retiree health insurance stipend will begin at retirement, but no earlier than age 55 and end when the Post-2018 employee turns age 65. iii. The monthly retiree health insurance stipend will be \$500.00. iv. The monthly retiree health insurance stipend will be self-funded by the employee via a weekly payroll deduction in the amount of \$25.00. The retiree health insurance stipend deduction will be retroactive to the Post-2018 employee's date of hire with the City. v. Post-2018 employees who are hired before the implementation of this area of the contract shall have a window period to opt out of this benefit. Thereafter, Post-2018 employees may elect to opt-out of receiving the retiree health insurance stipend benefit within thirty (30) days from their date of hire only. If the Post-2018 employee elects to opt-out of this benefit: <ul style="list-style-type: none"> • He or she will not receive any retiree health insurance stipend; • The retiree health insurance stipend deduction will not be taken from the Post-2018 HPU Member's pay; and • Said election is irrevocable. <p>Ees who retire after approval of 2010-2016 CBA not allowed to purchase or otherwise remain on City's health insurance plan once retiree or spouse reach age 65.</p>		
Manchester	Coverage same as for actives until age 65. Certain exclusions apply	Age 50 or 25 yrs of service, whichever earlier	No
New Canaan	Eer to pay premium cost of single coverage only under current plan for actives, as that plan may change through collective bargaining, subject to retiree premium which shall be the same premium prior to retirement. Option to cover spouse/dependents at own expense. At 65 town shall provide and pay for Medicare supplement subject to retiree's premium contribution. Retirees electing the HSA prior to age 65 subject to premium contribution in effect for actives at time of retirement. At age 65, retirees premium contribution shall be at PPO rate.	Age 50 and 20 yrs of service or 25 years of service	No

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
Norwalk	<p>Ee who retires under the Police Pension Plan shall be eligible to continue participation in the medical plan subject to the following:</p> <p>Retirees eligible to participate in same medical as active employees. City shall make same contribution to retiree's HSA as active employees. The retiree may only remain in the HDHP-HSA plan until the retiree is Medicare eligible. At the time of Medicare eligibility, retiree shall be enrolled in the OAP-POS plan with the carve-out provision. In addition, if a retiree turns 65 and is not eligible to participate in the HDHP-HSA plan but has a spouse or dependent who is under 65, the retiree and the spouse or dependent shall be enrolled in the OAP-POS plan (with the carve-out provision applicable to any plan participant who is 65 and over). Retiree HDHP deductibles shall remain frozen at the time of retirement, unless the IRS code requires otherwise.</p> <p>Ees hired prior to April 15, 2011 shall pay the following shares of the premium cost for medical and dental coverage upon retirement:</p> <p>Service at Retirement Cost Share 20 years 10 percent 25 years 9 percent 30 years 8 percent 35 years 7 percent</p> <p>Ees hired on or after April 15, 2011, must have at least 20 years of service upon retirement to qualify for retiree medical and dental benefits. Such employees shall pay the following share of the premium cost for medical and dental coverage upon retirement:</p> <p>Service at Retirement Cost Share 20 years 50 percent 25 years 40 percent 30 years 37.5 percent</p>	20 YOS and age 48 if hired before 1/1/15; Later of age 52 or 25 YOS. Mandatory retirement at age 65 thereafter.	If retire on or after 7/1/06, 1.5% beginning at age 55.
Norwich	City to provide/cover 100% cost of premiums; same riders as actives until age 67 for retiree and 50% for spouse. If retire after 7/1/13, city to pay 100% of above for retiree only until age 67; retiree may purchase coverage for spouse at sole expense. No coverage for disability retirees or their spouses. DOH after 7/1/14 required to contribute 0.5% per period to OPEB.	DOH on or before 7/1/14 , 20 yrs of service, regardless of age; DOH after 7/1/14 25 yrs of service , regardless of age	NO
Orange	Same as actives as per CBA Article 10 or comparable		Yes
Orange	Same as actives as per CBA Article 10 or comparable. At no cost for retiree only if 55 or 20 years; if 25 yrs at no cost for retiree and spouse.	Vest after 6 years	Not applicable
Plainville	No data available	Age 55 with at least 10 yrs of continuous service or 15 years of aggregate service, or 25 total years with no age requirement	
Ridgefield	Same plan as offered to actives for self/spouse until Medicare eligibility; DOH before 4/1/13 and retire before 12/21/13, ee pays 50% of group rate capped at retirement date; DOH before 4/1/13 but retire after 12/31/13, ee pays 50% capped at 150% rate as of retirement date; DOH on or after 4/1/13 ee pays 75%, no cap.	55 yrs old or 25 yrs service	No

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
Ridgefield	Same as above	vested after 5 years	No
South Windsor	DOH before 7/1/06 town will pay 75% of cost of ins for retiree/spouse to age 65; DOH after 7/1/06 retiree/spouse may participate at own expense	Age 50 or 25 years of continuous service	No
South Windsor	Same as above	Vest after 5 years	Not applicable
Southbury		Later of Age 50 and 20 yrs of service, but no later than Age 55	Yes
Stamford	No data available	20 yrs of service	
Trumbull	Same as actives with premiums from fund until age 65 (Upon 20 years of service)	Age 47 and 25 yrs of continuous service	No
Trumbull	Same as above	Not applicable	Not applicable
Wallingford	No data available	22 yrs of credited service, regardless of age	Yes, 2%
Waterbury	DOH before 7/1/99, same as actives, as may change from time, capped at rate at time of retirement. If eligible for Medicare shall participate, ee pays 20% of supplement; same for spouse. DOH after 7/1/99 but before 7/1/09, same plan as actives, same conditions, capped at rate at time of retirement. Once eligible for Medicare must participate in A & B, responsible for B premiums and 50% of supplement for self and spouse. DOH after 7/1/09 same plan as actives, ee pays 102% of premium. Once eligible, must participate in Medicare A and B, shall pay for supplement premiums at 102% Review	25 yrs regardless of age, except ees vested as of 6/30/05 shall be elig. After 20 yrs, regardless of age	No
West Hartford	No data available	20 yrs, or age 55 and 10 yrs, or age 65	
West Hartford	No data available	20 yrs, or age 55 and 10 yrs, or age 65	Yes, 2% for first two years

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
West Haven	<p>*Plan prior to 2020 T/A CBA - City agrees to pay full cost for Medicare over 65 plan eff 7/1/85, for ees retiring after said date, or equivalent. Retirees hired on or after 7/1/15, shall pay 25% premium contribution percentage toward cost of plan and 50% for spouse/dependent cost of plan, for both pre and post age 65 retirees. Retirees who are hired on or after 11/1/09, must have 20 YOS to be eligible to receive retiree medical benefits.</p> <p>City shall provide ee who actually retires same medical plan as that in which ee was enrolled at time of retirement, until retiree attains age 65. City shall pay cost of coverage for retiree and eligible dependents. Retiree who is eligible for paid medical coverage from another source shall not be eligible for this benefit, provided that coverage from other source is substantially equivalent to that provided by City. Retiree who loses eligibility for paid medical coverage from another source shall be allowed to reenroll in City's plan.</p> <p>City shall pay full cost of Supplement 65 insurance for members who qualify for Social Security. For any ee hired on or after 7/1/93, upon retirement, retiree shall pay any contribution toward health and/or life insurance which is required of active ees.</p>	65 yrs of age or 20 yrs of service	Yes, 50% of GWI
Westport	<p>Except as specifically provided in the "Police Pension Fund of the Town of Westport," the TOWN shall permit retired members, at their own expense, to continue group coverage under the TOWN'S health insurance plans available to retirees, unless such retired member is otherwise employed where similar benefits are available. At age 49, retiree and spouse can participate at 40% cost share. Must enroll in Medicare and B if eligible.</p>	<p>Ees prior to 1/1/85 at least 20 years of credited service; ees after 1/1/85 after age 49 or 20 years of credited service</p> <p>For ees active on or after 7/1/2017, (i) age 55 and 20 YOS or (ii) age 60 and 10 YOS</p>	Yes, capped at 2.75%
Wethersfield		Age 55 plus 15 yrs of continuous service or 25 yrs of continuous service	
Wilton	Entitled to continue coverage at own expense under group for self and spouse. Eff. 7/1/00 less	Age 48 of 20 yrs of credited service	No

Pension Benefit Analysis
Police Departments

Retiree Health Insurance		Normal Retirement Date	Pension COLA
Windham	Each bargaining unit member who retires under the Town Pension Plan shall be included in the Town of Windham's active employee health insurance group and shall have access to group rates until such time as the member reaches age 65, reaches eligibility for Medicare or becomes eligible for insurance benefits through another employer, whichever occurs first. Bargaining unit members electing coverage shall be responsible for 100% of the premium and/or allocated rate. The nature and scope of coverage, including, but not limited to, deductibles, co-insurance, co-pays and/or limits shall be those in effect for active Police Officers, as those coverages, including, but not limited to, deductibles, coinsurance, co-pays and/or limits may change from time to time.	Hired prior to 1/1/16 is defined as follows: 20 or more YOS; or 10 or more YOS and age 60 or more. Hired after 12/31/15 is defined as follows: 25 or more YOS; or 10 or more YOS and age 60 or more.	For any officer retiring on or after the date of this Agreement, the officer shall become eligible for a 0.5% COLA adjustment on the first July 1 occurring at least twelve (12) months after the effective date of the officer's retirement, and on each July 1 thereafter.
MERS (Municipal Ees		Age 55 with 5 yrs continuous service of 15 yrs of non-continuous active	

DRAFT
January 31, 2020

AGREEMENT

Between

THE CITY OF WEST HAVEN

and

THE WEST HAVEN POLICE LOCAL #895, UPSEU

July 1, ~~2015~~2018— June 30, ~~2018~~2023

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This Agreement is entered into by the City of West Haven, hereafter referred to as the "City", and the West Haven Police of the Local #895 United Public Service Employees Union, hereafter referred to as the "Union," for the establishment of an equitable and peaceful procedure for the resolution of disputes and differences and the establishment of rates of pay, hours of work, working privileges, and the benefits of any or other matters that come within the general meaning of the terms, working condition or conditions of employment.

The City and the Union agree that no individual or group of individuals shall change any part or deviate in any manner from the terms of this Agreement, nor shall individual arrangements be made covering this Agreement contrary to the terms hereto, unless such change or deviation is made in writing and signed by both the City and the Union.

The parties acknowledge that during negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining for municipalities, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE 1
MANAGEMENT RIGHTS

Except where such rights, powers and authority are specifically relinquished, abridged or otherwise limited by the provisions of this Agreement, the City has and will continue to retain, exercised or not, the sole and unquestioned responsibility and prerogative to manage the affairs of the City and direct the work force, including but not limited to the following:

- (a) To determine the care, maintenance and operation of City equipment and property.
- (b) To establish or continue policies, practices and procedures for the conduct of City business and, from time to time, to change or abolish such policies, practices or procedures.
- (c) To discontinue processes or operations or to discontinue their performance by employees.
- (d) To select and to determine the number and types of employees required to perform the City's operations.
- (e) To lay off, furlough or otherwise relieve employees from duty for lack of work or other legitimate reasons.
- (f) To prescribe and enforce reasonable work rules provided such rules are made known in a reasonable manner to the employees affected by them.

- (g) To create job descriptions and revise existing job descriptions as deemed necessary.
- (h) To transfer or reassign employees wherever the City's needs require, provided that the City shall give employees to be transferred or reassigned at least two weeks notice, except in the case of an emergency. Such transfers or reassignments shall be made in a manner so that the employee(s) transferred or reassigned will not experience a reduction in their current regular hours and base wage.
- (i) To decide the staffing levels in all City operations, including but not limited to the number of employees assigned to City vehicles or work projects.
- (j) Take any action necessary in emergency situations regardless of prior commitments in order to carry out the responsibility of the City to the citizens of West Haven.

Nothing in this Article shall relieve the City of any obligation it may have to bargain over the impact of a managerial decision.

ARTICLE 2 **RECOGNITION**

2.1 The City recognizes the Union as a sole and exclusive bargaining agent for all full time regular and permanent investigatory and uniform members of the Police Department, with authority to exercise Police powers up to and including the rank of Captain.

2.2 For the purpose of this Article, full time employees are defined as personnel regularly scheduled to work sixty-five (65) days per year.

ARTICLE 3 **NON-DISCRIMINATION**

3.1 The provisions of this Agreement will apply to all employees in the Union without discrimination because of sex, race, creed, national origin, religious affiliation or political affiliations.

3.2 The City agrees that it will not discriminate against any employee covered under this Agreement because of said employee's membership in, or activity on behalf of the Union.

ARTICLE 4 **UNION SECURITY AND DUES DEDUCTIONS**

4.1 The City agrees to deduct each week the weekly membership dues uniformly required as a condition of retaining membership in the Union from the pay of those employees who shall have executed and furnished the City and the Union an authorization and assignment in the form

agreed upon. The City also agrees to deduct regular weekly membership dues uniformly required as a condition of membership in the Union from the pay of employees who hereafter join the Union and execute a written authorization and assignment.

4.2 This agreement, authorization and direction shall be irrevocable for a period of not more than one (1) year from the effective date of this contract or until the termination of the agreement between the City and the Union, which is in force at the time of delivery of this authorization, whichever comes sooner. Notice of revocation shall be furnished to the City and to the Union, not less than twenty (20) or more than forty (40) days prior to the expiration of the one (1) year period, or the expiration of the contract, whichever comes sooner. The authorization payroll deduction card shall be certified by the Secretary or other authorized official of the Union as to the Union dues deductible. Deduction shall be made from the payroll periodically as specified, and the total dues shall be delivered to the Treasurer of the Union. Deductions shall be made every week, except where an employee is not on the payroll for that week. The City shall not be liable for any such member's deduction if he is not on the payroll during the specific deduction week. When such member returns to duty it shall be the responsibility of the City to reactivate the deduction of his current dues.

4.3 All present employees within the bargaining unit who are members of the Union on the effective date of this Agreement, and all future members of the Department shall as a condition of employment remain and/or become members of the Union in good standing.

ARTICLE 5
SENIORITY

5.1 Seniority with the West Haven Police Department shall commence from the date that the employee was hired as a regular member.

5.2 All new appointments to the Police Department will be made by the Commissioners from the top three (3) applicants rated first, second or third on the current eligibility list. When more than one appointment to the force is made on the same day the person who has the highest ranking on the eligibility list shall be deemed the senior person. When two or more appointments have the same ranking on the eligibility list, seniority shall be derived from the employee's date of birth with the oldest appointment being senior to the younger appointment.

5.3 Any officer who resigns from employment with the West Haven Police Department prior to certification by POST will forfeit all accumulated sick, vacation, holiday and personal time.

5.4 Seniority for Detectives, Sergeants, Detective Sergeants, Lieutenants, and Captains shall commence from the effective date of appointment to their respective ranks.

5.5 Patrol Officers and Sergeants shall select their shifts and beats according to seniority from the effective date of appointment to their respective ranks in accordance with the present selection plan and Section 13.4 of this Agreement. The selection period shall be fifty-six (56) days.

5.6 Detectives and Detective Sergeants shall pick their holidays and vacations according to seniority from the effective date of appointment to their respective ranks in accordance with the present selection plan and Section 13.4 of this Agreement. The selection period shall be fifty-six (56) days.

5.7 Lieutenants shall select their shifts and days off according to seniority from effective date of appointment to their respective ranks in accordance with the present selection plan and Section 13.4 of this Agreement. The selection period shall be fifty-six (56) days.

5.8 Seniority shall not be broken by vacation time, sick time, temporary lay-off or any call to military service for the duration, including service in the National Guard, or any suspension of less than 30 days duration. Any suspensions of thirty (30) days or more by the Board of Police Commissioners shall count as a loss of seniority for the time of suspension only in excess of thirty (30) days.

5.9 If an employee resigns voluntarily or is discharged for just cause he/she shall forfeit all seniority.

5.10 In the event of a reduction of the force, all layoffs shall be in inverse order of most recent hiring and any subsequent recall to work shall be made by seniority.

A layoff of a Humane Officer shall be affected separately from any reduction in the force of sworn police officers, and shall be in inverse order of seniority within their respective titles.

ARTICLE 6

GRIEVANCE PROCEDURE

6.1 Purpose:

The purpose of this grievance procedure shall be to discuss employee grievances and/or complaints in a manner which will insure efficiency and employee morale with the best interests of both parties involved in the settlement.

6.2 Scope:

A. A grievance within the meaning of this Agreement is defined to include any difference or disputes between the Union and/or an employee and the City involving any interpretation or application of any provision of this Agreement.

B. In addition to disputes or complaints involving interpretation or application of this Agreement, grievances shall be recognized as valid which shall have reference to interpretation or application of rules and regulations and policies of the Police Department, or which shall have reference to charges of favoritism or discrimination or which involve discharge, suspension or other disciplinary action.

6.3 Representation:

Any employee may use this grievance procedure with or without Union assistance. Should an employee process the grievance through one or more of the step provided herein prior to seeking Union aid, the Union shall process the grievance from the next succeeding steps following that which the employee has utilized.

6.4 Settlements:

No grievance settlement made as a result of any individually processed grievance shall contravene any of the provisions of this Agreement.

6.5 Steps of the Grievance Procedure:

Step 1 - An employee who has a grievance or complaint shall go to the senior officer in charge of that shift accompanied, if desired, by a Union representative to settle the dispute. The senior officer shall submit his answer in not less than three (3) working days. Any grievance must be filed within fifty (50) days from the date it occurred.

1a - When action is taken by the Chief of Police, the normal procedure shall be to file the grievance directly to Step 3.

1b - When action is taken by the Board of Police Commissioners the normal grievance procedure may be advanced to Step 4.

Step 2 - If the complainant and/or the Union is not yet satisfied, the complainant shall then reduce the complaint to writing and then submit it to the Chief or his/her designee. The Chief's or his/her designee's decision shall be rendered in writing within five (5) working days of receipt of the grievance.

Step 3 - If the complainant and his/her Union representative, if desired, are not satisfied with the decision rendered by the Chief or his/her designee, the employee or the Union representative, shall submit the grievance in writing to the Board of Police Commissioners within ten (10) days. All information pertaining to the grievance, including Internal Affairs reports shall be made available to the Commissioners and there shall be no disqualification of Commissioners. Whenever there is a grievance filed at this Step, the Commissioners will hear the grievance, not later than the third regularly scheduled meeting of the Board of Police Commissioners that follows the filing at Step 3. The grievance hearing will allow the Chief or his/her designee and the union to argue the merits of the grievance. If the Commissioners do not hold a meeting on the grievance within this time, the Union shall have the right to bring it directly to the next Step. Said Board shall render its decision in writing within ten (10) working days following the Board of Commissioners' meeting with the Union.

Step 4 - If the complainant and/or his Union Representative are not satisfied with the decision rendered by the Board of Police Commissioners, said grievance shall be forwarded to the City Personnel Director who shall within ten (10) working days convene a hearing. The City Personnel Director shall render his/her decision within five (5) working days of said hearing.

Step 5 - (a) If a grievance has not been satisfactorily adjudicated in any of the prior steps, the Union may submit the matter to the Connecticut State Board of Mediation and Arbitration for review and hearing and the decision rendered by the arbitrator(s) shall be final and binding upon both parties.

(b) A letter of notification must be submitted by the initiating party to the other party, and a grievance not filed within a thirty (30) day time limit shall be deemed voided. The parties may also submit appropriate grievances to the State Board of Mediation and Arbitration for expedited arbitration, by mutual agreement.

6.6 General Provisions:

A. Mediation: The mediation service of the State Board of Mediation and Arbitration is to be used in fourth (4th) step matters provided both parties are mutually agreed on the desirability of this service and any cost shall be borne by the initiating party.

B. Meetings: If either party to the grievance process desires to meet for the purpose of oral review, a meeting shall be requested and scheduled not later than fifteen (15) days after receipt of the request.

C. Recording Minutes or Testimony: Either party shall have the right to employ a public stenographer or use a mechanical recording device at Step 3 or 4 in the procedure. Any cost incurred shall be borne by the initiating party.

D. Police Union as a Complainant: The Union shall be entitled to submit grievance(s) in the name of the Police Union in the same manner as provided for employees herein.

E. Time Extensions: Time extensions beyond those stipulated in this grievance procedure may be arrived at by mutual written agreement of the parties.

ARTICLE 7 **DISCIPLINE AND DISCHARGE**

7.1 No employee shall be disciplined, suspended or discharged except for just cause. Any employee who has been disciplined or discharged and who is subsequently exonerated shall be reinstated with full rights and benefits and without prejudice, and shall be made whole for all losses incurred.

7.2 When an employee is ordered to report to the Chief of Police or his designee for any violation of any department rule and regulations, personal or otherwise; such employee shall have the right to be attended by the Local Union, if he/she so chooses.

7.3 The Union shall have the right to be in attendance at all disciplinary hearings before the Board of Police Commissioners. The accused will receive a letter advising him of the date of such hearing and copies of this letter shall be sent to the Union. At such hearings all witnesses shall be sworn. Mechanical equipment or stenographer can be used to record all testimony, with any

cost to be borne by the party requesting same. The accused shall have the right and choice of representation. Such hearings shall be closed to the public and press unless the accused requests an open hearing.

7.4 An officer who is suspended without pay for a period of ten (10) days or less by the Chief of Police or his designee may appeal the suspension through the grievance procedure beginning at Step 3.

7.5 If the Chief recommends discipline greater than a suspension without pay of ten (10) working days, he shall refer the recommendation to the Board of Police Commissioners for a hearing. The Board shall notify the officer of a hearing date in writing within ten (10) days of receipt of the Chief's recommendation.

7.6 The Chief may suspend an employee with pay while an internal investigation is being conducted if the Chief decides that the employee is a detriment to the organization in his/her present capacity. Such suspension shall be at the Chief's discretion and shall be grievable. The Chief may suspend an employee pending the outcome of a disciplinary hearing under Section 7.5 above. Such suspension shall be at the Chief's discretion and shall not be grievable.

7.7 Whenever a civilian complaint against a member or group of members of the Police Department relating to his or their conduct as an officer(s) or the manner in which such officer(s) discharges his duties and such complaint results in a hearing or inquiry, said member shall be entitled to be represented by an attorney of his own choosing before the Board of Police Commissioners. The City agrees to pay said attorney according to the schedule established by the New Haven County Bar Association in effect at the time the attorney is engaged. Should the attorney's fee be higher than the aforementioned rate, the employee will assume the difference in cost. The maximum liability to the City will be five hundred dollars (\$500) per case. This section applies only to disciplinary hearings before the Board of Police Commissioners and does not apply to grievance hearings or meetings pursuant to the contractual grievance procedure.

7.8 Employees may be required to attend such hearings when off duty. Such witnesses who are required by the City to attend shall be compensated for such appearances by being paid a sum of money that is equal to the number of hours spent at such hearings. This section applies only to disciplinary hearings before the Board of Police Commissioners and does not apply to grievance hearings or meetings pursuant to the contractual grievance procedure.

7.9 An officer suspended for ten (10) working days or less shall forfeit one accumulated holiday, vacation day or personal day for each day of suspension. If the officer has no accumulated holidays, vacation days or personal days left, he shall forfeit a day's pay for each day of suspension. Suspended days shall not count toward the forty (40) hour work week for overtime purposes.

7.10 Time extensions beyond those stipulated here regarding hearings may be arrived at by mutual written agreement of the City and the Union.

7.11 When an employee receives a written warning or letter of reprimand placed in his or her personnel file it shall be removed after three (3) years provided the employee has had no other discipline issues in that time period.

ARTICLE 8 **VACATIONS**

8.1 Each employee who has completed six (6) months of service but less than one (1) year, shall be entitled to a vacation with pay of one (1) week.

8.2 Employees who have completed one (1) year of service shall be entitled to a vacation with pay of two (2) weeks annually.

8.3 Employees who have completed five (5) years of service but less than ten (10) years of service shall receive three (3) weeks of paid vacation annually.

Employees who have completed ten (10) years of service but less than fifteen (15) years of service shall receive four (4) weeks of paid vacation annually.

Employees who have completed fifteen (15) years of service but less than twenty (20) years of service shall receive five (5) weeks of paid vacation annually.

Employees who have completed twenty (20) years of service or more shall receive six (6) weeks of paid vacation annually.

8.4 Vacation time shall be computed from day of hiring and not necessarily fiscal year.

8.5 Employees shall be entitled to take their vacation at the completion of service specified. No employee shall be "bumped" from a vacation that he/she has picked if said "bumping" is less than forty-five (45) calendar days prior to the starting day of said employee's vacation.

A request for vacation time by an Animal Control Officer or Humane Officer shall be submitted in writing to the Chief of Police or his designee not less than ~~seven (7)~~ **three (3)** days prior to the requested vacation. The taking of vacation shall be subject to the demands of service of the Department. In the event that the Animal Control Officer and Humane Officer request the same vacation, preference shall be granted to the more senior employee.

8.6 Vacation pay, prorated on the employee's service with the City, shall be granted the employee in the event his services are terminated with the City for any reason except discharge.

8.7 Number of Employees On Vacation:

A. There shall be one vacation schedule for Lieutenants which shall be apart from the vacation schedule for other employees. Only one such Lieutenant shall be allowed to take vacation time on the same shift. However, the Chief of Police, in his discretion, may grant additional personnel vacation time.

B. There shall be a separate vacation schedule for Sergeants and only one Sergeant in the manpower clause shall be allowed to take vacation time at the same time on the same shift. However, the Chief of Police, in his discretion, may grant additional personnel vacation time.

C. No more than two (2) Detective Investigators on the 8:00 a.m. to 4:00 p.m. shift shall take vacation leave at one time and no more than one (1) Detective Investigator on the 4:00 p.m. to 12 midnight shift shall take vacation leave at any one time. However, the Chief of Police, in his discretion, may grant additional personnel vacation time.

D. Vacation days may be taken at the discretion of the employee subject to no more than one (1) Shift Commander, one (1) Sergeant in the manpower clause and up to six (6) Patrol Persons in the manpower clause to be granted this privilege per shift subject to the provision that the number of Patrol Persons in the manpower clause who may be off on personal leave, holidays and vacation shall not exceed, in the aggregate, six (6) per shift (Appendix C). However, the Chief of Police, in his discretion, may grant additional personnel vacation time.

8.8 These provisions are also subject to a three (3) day advanced notice request to the Chief of Police or his designated authority. The three (3) day advance notice request for the Chief of Police or his designated authority is waived for the swing men.

8.9 No vacation day shall be granted to an employee on an enumerated holiday if said position(s) cannot be filled without ordering another man to "double though."

8.10 Seniority shall prevail for vacation days and holidays.

8.11 Full vacation weeks have priority.

8.12 All vacation time will be used or cashed in at any time prior to the employee's anniversary date. Under no circumstance can vacation time be carried over past the employee's anniversary date.

8.13 A full week vacation shall commence on the first scheduled day of work after the employee's two (2) days off.

ARTICLE 9

RATE OF PAY

9.1 A. Probation A new city police officer shall be considered a probationary officer for three (3) years from the original date of hire. A new Humane Officer shall be considered a probationary employee for one (1) year from the original date of hire. Any absence for illness or injury in excess of five (5) consecutive working days shall not be counted toward completion of the probationary period and the probation shall be extended accordingly. During probation, a police officer shall be paid as a Grade "D" for three (3) years. For the next one (1) year following probation the officer shall be paid as a Patrol Officer "C" and the following one (1) year shall be paid as a Patrol Officer "B" before being advanced to grade "A". During probation, a Humane Officer shall be paid at grade "B" and thereafter shall be advanced to grade "A". During probation,

the employee may be removed at any time during his/her probationary period if the employee is not performing to the level required. Removal during the probationary period shall not be subject to the grievance and arbitration procedures of this Agreement.

9.1 B. A new Detective, Sergeant, Detective Sergeant, Lieutenant or Captain shall be considered a Grade B officer at that rank for one (1) year from the date of promotion. The officer shall be paid as a Grade B Detective, Sergeant, Detective Sergeant, Lieutenant or Captain for the first year of that rank.

9.1 C. A Connecticut Post Certified Police Officer transferring from another Connecticut Police Department who has three years or more of continuous prior police experience shall be paid as a Patrol Officer "C" ~~.after successfully completing a probationary period of one (1) year.~~

9.2 — Weekly and Annual Salaries Effective and Retroactive to 7/1/15 – 6/30/16 (2.0% GWI):

RANK		WEEKLY	ANNUALLY
Captain-A		1,715.60	89,211.20
Captain-B	1-yr	1,686.30	87,687.60
Lieutenant-A		1,587.20	82,534.40
Lieutenant-B	1-yr	1,554.80	80,849.60
Det/SGT-A		1,522.40	79,164.80
DET/SGT-B	1-yr	1,495.37	77,759.24
Sergeant-A		1,467.60	76,315.20
Sergeant-B	1-yr	1,438.40	74,796.80
Detective-A		1,390.00	72,280.00
Detective-B	1-yr	1,360.50	70,746.00
Patrol-Officer-A		1,325.20	68,910.40
Patrol-Officer-B	1-yr	1,209.20	62,878.40
Patrol-Officer-C	1-yr	1,092.80	56,825.60
Patrol-Officer-D	3-yr	1,050.40	54,620.80
Humane-Officer-A		839.60	43,659.20
Humane-Officer-B	1-yr	815.20	42,390.40

9.3 — Weekly and Annual Salaries Effective 7/1/16 – 6/30/17 (2.0% GWI):

RANK		WEEKLY	ANNUALLY
Captain A		1,749.91	90,995.32
Captain B	1-yr	1,720.03	89,441.56
Lieutenant A		1,618.94	84,184.88
Lieutenant B	1-yr	1,585.90	82,466.80
Det/SGT A		1,552.85	80,748.20
DET/SGT B	1-yr	1,525.28	79,314.56
Sergeant A		1,496.95	77,841.40
Sergeant B	1-yr	1,467.17	76,292.84
Detective A		1,417.80	73,725.60
Detective B	1-yr	1,387.71	72,160.92
Patrol Officer A		1,351.70	70,288.40
Patrol Officer B	1-yr	1,233.38	64,135.76
Patrol Officer C	1-yr	1,114.66	57,962.32
Patrol Officer D	3-yr	1,071.41	55,713.32
Humane Officer A		856.39	44,532.28
Humane Officer B	1-yr	831.50	43,238.00

9.29.4 Weekly and Annual Salaries Effective 7/1/17-18 - 6/30/18-21 (2.90% GWI):

RANK		WEEKLY	ANNUALLY
Captain A		1,784.90	92,814.80
Captain B	1 yr	1,754.43	91,230.36
Lieutenant A		1,651.31	85,868.12
Lieutenant B	1 yr	1,617.62	84,116.24
Det/SGT A		1,583.91	82,363.32
DET/SGT B	1yr	1,555.78	80,900.56
Sergeant A		1,526.88	79,397.76

Sergeant B	1 yr	1,496.51	77,818.52
Detective A		1,446.16	75,200.32
Detective B	1 yr	1,415.46	73,603.92
Patrol Officer A		1,378.73	71,693.96
Patrol Officer B	1 yr	1,258.05	65,418.60
Patrol Officer C	1 yr	1,136.95	59,121.40
Patrol Officer D	3 yr	1,092.83	56,827.16
Humane Officer A		873.52	45,423.04
Humane Officer B	1 yr	848.13	44,102.76

9.3 Weekly and Annual Salaries Effective 7/1/21 - 6/30/22 (1% GWI):

RANK		WEEKLY	ANNUALLY
Captain A		1,802.75	93,742.95
Captain B	1 yr	1,771.97	92,142.66
Lieutenant A		1,667.82	86,726.80
Lieutenant B	1 yr	1,633.80	84,957.40
Det/SGT A		1,599.75	83,186.95
DET/SGT B	1yr	1,571.34	81,709.57
Sergeant A		1,542.15	80,191.74
Sergeant B	1 yr	1,511.48	78,596.71
Detective A		1,460.62	75,952.32
Detective B	1 yr	1,429.61	74,339.96
Patrol Officer A		1,392.52	72,410.90
Patrol Officer B	1 yr	1,270.63	66,072.79
Patrol Officer C	1 yr	1,148.32	59,712.61
Patrol Officer D	3 yr	1,103.76	57,395.43
Humane Officer A		882.26	45,877.27
Humane Officer B	1 yr	856.61	44,543.79

9.4 Weekly and Annual Salaries Effective 7/1/22 - 6/30/23 (2.50% GWI):

RANK		WEEKLY	ANNUALLY
Captain A		1,847.82	96,086.52
Captain B	1 yr	1,816.27	94,446.23
Lieutenant A		1,709.52	88,894.97
Lieutenant B	1 yr	1,674.64	87,081.34
Det/SGT A		1,639.74	85,266.63
DET/SGT B	1yr	1,610.62	83,752.30
Sergeant A		1,580.70	82,196.53
Sergeant B	1 yr	1,549.26	80,561.62
Detective A		1,497.14	77,851.13
Detective B	1 yr	1,465.35	76,198.46
Patrol Officer A		1,427.33	74,221.17
Patrol Officer B	1 yr	1,302.40	67,724.61
Patrol Officer C	1 yr	1,177.03	61,205.43
Patrol Officer D	3 yr	1,131.35	58,830.32
Humane Officer A		904.31	47,024.20
Humane Officer B	1 yr	878.03	45,657.38

9.5 Shift Differential:

A. Every officer working the 3:00 p.m. to 11:00 p.m. and the 4:00 p.m. to 12:00 a.m. shift shall receive a shift differential of four percent (4%) in their weekly salary. Every officer working the 11:00 p.m. to 7:00 a.m. shift and 12:00 a.m. to 8:00 a.m. shift shall receive a shift differential of five percent (5%) increase over their earned weekly salary.

B. Shift differential shall be paid only when actively working that shift. (Shift differential is not paid on holidays, vacation or other leave.)

ARTICLE 10
LONGEVITY

10.1 Eligibility and Amount: Each employee in the bargaining unit who has or will have five (5) years but less than ten (10) years of service on June 30th of each fiscal year shall receive an annual

longevity payment of seven hundred fifty (\$750) dollars. Each employee who has or will have ten (10) years of service but less than fifteen (15) years of service on June 30th of each fiscal year shall receive an annual longevity payment of eight hundred (\$800) dollars. Each employee who has or will have fifteen (15) years of service but less than twenty (20) years of service on June 30th of each fiscal year shall receive an annual longevity payment of nine hundred (\$900) dollars. Each employee who has or will have twenty (20) years or more of service on June 30th of each fiscal year shall receive an annual longevity increment of one thousand (\$1,000) dollars. Such payments are to be made on the last pay period in July of said fiscal year.

10.2 Termination, Retirement or Death:

A. In the event of the death of an employee who is entitled to such longevity payments, said payments shall be paid to his/her spouse. In the event the employee is not survived by a spouse, said payments of employee longevity increments are to be paid to the estate and/or children.

B. Any member who is otherwise eligible, and retires, shall receive longevity payments for the fiscal year in which he/she retires.

C. An employee who leaves the Department for other employment, or who is discharged, or otherwise released from the Department for disciplinary reasons shall not be eligible for longevity payments for the calendar year in which he/she leaves.

ARTICLE 11
EDUCATIONAL BENEFITS

11.1 Each member of the bargaining unit with one year of service possessing an Associate's Degree shall receive a yearly allowance during the term of this contract of \$1,182.27.

11.2 Each member of the bargaining unit with one year of service possessing a B.A. or B.S. Degree shall receive a yearly allowance during the term of this contract of \$1,520.06.

11.3 Each member of the bargaining unit with one year of service possessing a Master's Degree will receive a yearly allowance during the term of this contract of \$1,857.86

11.4 Each member of the bargaining unit who has the equivalent of an Associate's Degree in credit hours will be paid as though such member had obtained the degree, but only if after attaining the required credit hours, such member continues in school in a program directed toward a Bachelor of Arts or a Bachelor of Science Degree. Such member shall be allowed to take one full semester off between the time the necessary credit hours for an Associate's Degree is achieved and the time the Bachelor of Arts or Bachelor of Science Degree is obtained, without losing the allowance. If, however, such member takes more than one semester off during said period of time, then he or she shall no longer be entitled to receive the allowance, as of ninety (90) days after the beginning of the second semester which is taken off unless such member produces an Associate's Degree within said period of ninety (90) days, in which case the

allowance will continue. If such member leaves school during any semester after having already taken one semester off, he or she shall no longer be entitled to such allowance as of ninety (90) days after such time he or she leaves school, unless such member produces an Associate's Degree, within said period of ninety (90) days. Proof of compliance with the various requirements of Section 11.4 shall be submitted to the Chief of Police. All degrees must be from an accredited school.

11.5 Any employee who has a degree verified at any time during the year shall be paid the appropriate sum of money in either December or June.

11.6 Education Assistance

Eligibility - Applicants for educational assistance must have at least eighteen (18) months of continuous service at the time of application.

- a. All applicants for education assistance must be made to and approved by the Chief of Police prior to the time of registration; such approval shall not be unreasonably withheld. Applications not made in advance will be rejected.
- b. Course work for which assistance is being requested must be job related, or it must be of such a nature as to improve the employee's promotional opportunities, or it must be a requirement of a college or university degree program which is related to the employee's development as a City employee.
- c. Course work must be taken at an appropriately recognized and certified educational institution, technical school or training center within the State of Connecticut including an appropriately recognized on-line institution. Online courses shall be accepted and reimbursed. No reimbursement is available under this policy for association meetings, conventions, institutional programs, or other similar forms of extracurricular programs.

Reimbursement - The City will reimburse employees for actual allowable expenses incurred to a maximum of two thousand five hundred dollars (\$2,500.00) per fiscal year.

1. Allowable expenses include tuition, books, lab fees, registration and fees.
2. In order to be reimbursed, the employee must provide satisfactory evidence of completion of the course with a "B" or higher for undergraduate courses or a graduate course, or a marking equivalent, and proof of prior payment.

ARTICLE 12 **EXTRA POLICE DUTY**

12.1 Definition:

Extra Police Duty – The term extra police duty shall be defined as duty for which the employee is paid by some party other than the City itself.

Event – Something that occurs in a certain place during a particular interval of time, i.e. but not limited to – Carnivals, Races, Sporting events, Festivals, Dances, Board of Education.

Construction – Extra duty requested on city or state roadways, for traffic, public safety, worker safety. This is normally requested by the construction company.

12.2 Rates of Pay:

A. All extra duty shall be paid at the rate of time and one-half the hourly rate for the **rank of Lieutenant.** ~~position being filled (i.e., patrol officer or supervisor). If the individual filling a patrol officer assignment is not a patrol officer, the rate shall be time and one-half the maximum patrol officer rate.~~ If the individual is filling a supervisor's assignment, the rate shall be time and one-half the **hourly rate for the rank of Captain.** **All extra duty work relating to parking lots shall be paid at time and one half of the position being filled.** ~~rate of the individual filling the assignment.~~

B. Payment for extra duty jobs shall be at a minimum of six (6) hours, Board of Education and Notre Dame High School jobs shall remain at four (4) hours.

C. The Chief of Police or his/her designee will determine if a marked Police Vehicle is needed for safety at any outside job. Conditions to be considered will include but are not limited to: weather conditions, lighting conditions, visibility, roadway volume, time of day, roadway speed, effect on traffic pattern, roadway restrictions at the actual job location.

If a marked Police Vehicle is authorized, a per day fee will be billed to the party hiring the officer(s) for use of the vehicle. No vehicles will be used for extra duty assignments unless approved by the Chief of Police or his/her designee.

12.3 Access to Extra Duty Jobs:

A. All such assignments shall be made by the Chief of Police or designated person and shall be made on an equitable rotating basis with seniority as a governing factor and the Chief shall bear the sole responsibility for this.

B. All employees desiring extra duty assignments shall make their desire known in writing to the Chief of Police or his designee, with a copy of such notice supplied to the Union. Thereafter, a list shall be drawn up on a rotating basis which will include those available for this work. When a supervisor is required for an event, such assignment shall first be offered to a Sergeant, and then to Lieutenants/Captains. If no employee of these ranks is available, the supervisor assignment shall be offered to the most senior patrol officer who shall become acting Sergeant and shall be paid at the rate of Sergeant.

C. Any employee who accepts an extra duty assignment and cancels it for any reason with less than four (4) hours notice shall not be eligible to be called for the next extra duty assignment when his/her card comes up.

D. Any employee who books off sick from the West Haven Police Department shall not be eligible to take an extra duty job for sixteen (16) hours from the end of the shift he/she booked off sick.

12.4 Manning for Extra Police Duty:

A. When three (3) or more patrol persons are assigned, one (1) supervisor (Sergeant, Lieutenant or Captain) shall be assigned. When a supervisor is required for an event, such assignment shall first be offered to a Sergeant, and then to Lieutenants/Captains. If no employee of these ranks is available, the supervisor assignment shall be offered to the most senior patrol officer who shall become acting Sergeant and shall be paid at the rate of Sergeant.

B. When twelve (12) or more patrol persons are assigned, two (2) supervisors shall be assigned. When a supervisor is required for an event, such assignment shall first be offered to a Sergeant, and then to Lieutenants/Captains. If no employee of these ranks is available, the supervisor assignment shall be offered to the most senior patrol officer who shall become acting Sergeant and shall be paid at the rate of Sergeant.

C. When fifteen (15) or more patrol persons are assigned, two (2) Sergeants and one (1) Lieutenant or Captain will be assigned, when a Lieutenant or Captain is not assigned in the above event the Senior Sergeant shall be paid the rate of Lieutenant.

12.5 Surcharges:

The City will bill a surcharge to employers utilizing extra duty police officers, to cover administrative costs. The amount of the surcharge shall be determined by the City. Any small charges will be collected on the day the service is rendered by the police officers. For larger jobs, the police Special Service charges are due and payable upon receipt of the invoice. A late charge, in an amount determined by the City, will be added to any account that is over ten (10) days old. If a bill is unpaid for over forty-five (45) days the vendor will be unable to hire police Special Services until the account is paid in full and will be subject to additional collection and legal expense. Upon full payment of the account the vendor will be eligible once again to hire police Special Services but must pay for services up front for the next two (2) times. All new clients will pay on an up-front basis for the first two (2) jobs regardless of the job size.

ARTICLE 13 **EXTRA DUTY FOR CITY AND STAFFING**

13.1 Filling Open Shifts:

A. When an opening on a shift exists, the same system of seniority shall exist. (The senior man is to be called first). All persons must be called or asked according to their seniority.

If after calling by phone or asking each person, according to his/her seniority, and the job or jobs cannot be filled, then the person with least amount of seniority must work the next shift, paid at the rate of time and one-half.

B. Any officer who works sixteen (16) consecutive hours for the City may be allowed to leave after fifteen (15) hours, if in the determination of the Shift Commander it is not busy.

C. No officers shall be allowed to work in excess of ~~seventeen (17)~~**eighteen (18)** hours during any twenty-four (24) hour period with the exception being any job in which the officer may be held over, due to circumstances beyond his/her control. It shall be the responsibility of each officer to notify the hiring authority of any violation of the ~~seventeen (17)~~**eighteen (18)** hour rule. An officer who fails to provide the notification required by this subsection shall be removed from the rotation for a period of three (3) days after the first violation, five (5) days after the second violation, and thirty (30) days after the third violation.

D. When there is overtime available for a Humane Officer, **the available overtime shall be distributed using the current hiring system.** ~~the senior employee within the classification of a Humane Officer, as applicable, shall be given the first opportunity to work the available overtime.~~

13.2 Minimum Staffing:

A. A full complement of officers shall be 10 patrol beats on the 4:00 p.m. to 12:00 a.m./3:00 p.m. to 11:00p.m. shift, 9 patrol beats on the 12:00 a.m. to 8:00 a.m./11:00 p.m. to 7:00 a.m. shift and 10 patrol beats on the 8:00 a.m. to 4:00 p.m./7:00 a.m. to 3:00 p.m. shift.

B. There will be a minimum of one (1) Detective Investigator and one (1) supervisor of Detectives working on the 4:00 p.m. to 12:00 a.m. shift.

C. There will be a minimum of two (2) Detective Investigators and one (1) supervisor of Detectives working on the 8:00 a.m. to 4:00 p.m. shift. A Detective Investigator for the purposes of this section is any Detective working the 8:00 a.m. to 4:00 p.m. shift.

D. One (1) uniformed ~~Desk/Station~~**Communications** Sergeant and one (1) uniformed street Sergeant will work per shift at all times. The ~~Desk/Station~~**Communications** Sergeant may be assigned by the Shift Commander to work as a second Street Sergeant, but at all times, there will be either a Shift Commander or a ~~Desk/Station~~**Communications** Sergeant in the station.

E. Effective July 1, 2002, there shall be a single rank of Lieutenant. Lieutenants may serve as shift commanders. Captains can only cover the job of Shift Commander on an overtime basis. The one 8:00 a.m. to 4:00 p.m. opening in the current job schedule for Shift Commander which occurs on Sunday shall be offered first to the Captains. If no Captains are available to cover this job, it will then be offered to Lieutenants. All other Shift Commander overtime will be offered to Lieutenants first. If no Lieutenants are available, it will then be offered to the Captains.

F. Captains: Captains will predominantly work Monday through Friday, 8:00 a.m. to 4:00 p.m., but the Chief may assign the Captains of the Uniform Services Division and the Investigative Services Division to work other hours on occasion as necessary to maintain the good order of their divisions. The Chief may reassign a Captain from one division to another. It is anticipated that division assignments for Captains shall be rotated periodically. The City will provide each Captain with a Departmental approved communication device (Nextel or similar) for use in connection with police business.

G. The Chief may assign a patrol officer to perform investigative assignments. Any such patrol officer so assigned shall be paid at the rate of pay they currently receive, during the time that he or she is holding such temporary assignment. Such temporary assignment shall not exceed a period of twelve months. No incumbent Detective shall be removed as a result of any such special assignment. This temporary assignment is not a promotion and shall not be interpreted as such.

H. The provisions of the manpower clause notwithstanding, up to three (3) officers sent to school need not be replaced. In addition, the City shall not be required to replace an officer who is attending a training session of less than four (4) hours within the City limits; this exception shall not be used for more than three (3) officers who are on patrol.

13.3 Payment for Extra Shift Work:

A. In order to receive the time and one half rate for extra shift work, and extra police duty as defined in Section 12.1 the officer must have worked the full forty (40) hour work week during the week that the extra shift occurred. In the event of a recognized holiday or vacation, it will be considered as eight (8) working hours toward the full forty (40) hour week.

B. In order to receive the time and one half rate for extra police duty as defined in Section 12.1, the officer must have worked the full forty (40) hour work week during that week that the extra police duty occurred. In the event that an officer takes Sick Leave as defined in Section 15.1, forty-eight (48) hours prior to or after working the extra police duty, it will be considered as eight (8) working hours toward the full forty (40) hour week. An approved holiday, vacation, personal or compensatory day will be considered as eight (8) working hours toward the full forty (40) hour week.

13.4 Shift Selection:

All employees shall be required to bid within the time limits established herein.

A copy of the upcoming pick sheet for bidding shall be distributed with employee paychecks prior to the fourth week preceding the start of the cycle. The bidding shall be done starting in the fourth week prior to the start of the fifty-six day cycle. If an employee is on duty and it is his/her turn to pick, the employee must pick prior to the end of the tour of duty. If an employee is on his/her regularly scheduled day off when it is his/her turn to pick, the employee must pick not later than the start of the first shift on which he/she is regularly scheduled to work

following the day(s) off. If an employee is on vacation or absent due to illness or injury, the employee may call the hiring authority or, in his/her absence, the desk sergeant, to pick or may give a written proxy to the hiring authority.

Once the bidding has been completed, there shall be no rebids. An employee who does not bid at the designated time for bidding waives his/her right to bid for that cycle. An employee who does not bid shall be placed on an opening on the swing schedule; if there is more than one, it shall be done in seniority order.

13.5 Rebidding of Shifts Due to Reassignments: If an officer is reassigned after the date on which shifts are selected, and the majority of the bidding period remains, the officers junior to the officer reassigned shall rebid. No rebid shall be required if officers are not affected by the reassignment.

13.6 Compensatory Time

In lieu of cash payment for overtime, compensatory time at time and one-half may be given for the following assignments:

- a) SWAT training;
- b) night work by the Crime Prevention Officer after eight (8) hours of work, or after four (4) hours of work on a Saturday or Sunday;
- c) attendance at staff meetings by commanding officers;
- d) demonstrations by K-9 officers;
- e) attendance by the DARE Officer(s) at graduations or presentations;
- f) other assignments as mutually agreed by the Chief and the Union;
- g) Regularly scheduled officers working the midnight shift on the day of the time change to Eastern Standard Time in the fall of each year, shall receive one (1) hour of compensatory time.

Attendance at these assignments is voluntary. No compensatory time may be given for work required by the City.

The maximum amount of compensatory time which an officer may accumulate is forty (40) hours. The City may, at any time, at its option, eliminate all or a portion of any compensatory time balances by making payment to the officer(s) at his/her regular hourly rate of pay.

Compensatory time may be used as follows:

1. A full shift of compensatory time may be used in any situation where the City may grant the time off without having to hire overtime. If a compensatory day is approved-anticipating that a scheduled extra officer will replace the officer on a compensatory day and another employee subsequently takes the day off, the approval of the compensatory day shall not be withdrawn
2. Up to four (4) hours of compensatory time may be used any time during a shift, in which case the City shall not be required to replace the officer.
3. Use of compensatory time is subject to approval of the Shift Commander based on staffing requirements.
4. Since compensatory time is not granted unless there is no overtime cost to the City, approval of compensatory time shall not normally be granted more than seventy-two (72) hours in advance of the time off requested.
5. An officer may not take compensatory time in order to work overtime/extra duty.
6. An officer shall be informed at the start of his shift, or at the time of the request if made during a shift, whether he may use compensatory time with the understanding that the decision may be rescinded later if an emergency occurs.

ARTICLE 14
HOLIDAYS

14.1 The following holidays shall be paid for whether worked or not:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans' Day
Washington's Birthday	Columbus Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Employee's Birthday

For employees hired on or after July 1, 2015, holidays will be paid at the end of the quarter for holidays that fall within the quarter.

14.2 When a holiday falls on Sunday and is celebrated on a Monday, then the Monday shall be considered the holiday. When a holiday falls on Saturday and is celebrated on the preceding Friday, then, Friday shall be considered the holiday. Christmas, New Year's, and Independence Day will be celebrated on the actual day. In the event for any reason whatsoever, a holiday is created by order of the President of the United States or the Governor of the State of Connecticut such holiday shall be awarded to each member of the bargaining unit. If the member is required to work on the day that is designated as a holiday, he/she shall be compensated for the holiday by eight hours pay or holiday time off at the discretion of the employee. Such day shall be treated as all other holidays that are specified with this document.

14.3 An employee who is required to work on the above enumerated holidays shall receive regular rate of pay for the hours so worked. He shall be compensated for the holiday by eight (8) hours holiday pay or holiday time off at the discretion of the employee.

14.4 It is expressly understood and agreed between the parties to this contract that the holiday known as Washington's Birthday, Memorial Day and Columbus Day are now celebrated on the Mondays specified in Section 1-4 of the Connecticut General Statutes and those days shall be the holidays for the purpose of this Article rather than the traditional dates previously celebrated. If by statute any said holiday listed above is to be celebrated on a day other than the day on which said holiday normally fell then, and in such event, the day so specified by statute shall be the holiday for the purpose of this Article rather than the traditional dates previously celebrated.

14.5 All holidays must be used or cashed in at anytime during the fiscal year. Under no circumstances can they be carried over to the next year. If the officer works on said holidays, he shall be awarded one (1) holiday day off for each holiday so worked. Anyone wishing to work an extra beat job on Thanksgiving Eve, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day will be working as bonus job, on all shifts. The City's scheduled fireworks detail will also be considered a bonus job.

14.6 Scheduling:

A. Holiday(s) may be taken at the discretion of the employee subject to the present practice of permitting no more than one (1) Shift Commander, one (1) Sergeant in the manpower clause and up to six (6) patrol persons in the manpower clause to be granted this privilege per shift subject to the provision that the number of Patrol Persons in the manpower clause who may be off on personal leave, holidays and vacations shall not exceed, in the aggregate, six (6) per shift (Appendix C). However, the Chief of Police, in his discretion, may grant additional personnel holiday time. No more than two (2) Detective Investigators on the 8:00 a.m. to 4:00 p.m. shift shall take holiday leave at one time and no more than one (1) Detective Investigator of the 4:00 p.m. to 12:00 a.m. shift shall take holiday leave at any one time. However, the Chief of Police, in his discretion, may grant additional personnel holiday time.

B. No holiday shall be granted to an employee on an enumerated holiday or the eve of said holiday if said position(s) cannot be filled without ordering another officer to "double though".

C. These provisions are also subject to a three (3) day advanced notice request to the Chief of Police or his designated authority. The three (3) day advanced notice requested can be waived by the Chief of Police. The three (3) day advance notice request to the Chief of Police or his designated authority is waived for the swing men.

14.7 Any employee who books off sick the day before or the day after a holiday or compensatory day or before or after an enumerated holiday as outlined in 14.1 taken shall lose one compensatory day from his/her accumulation. If no compensatory days can be deducted, said employee shall lose one holiday. If neither holiday nor compensatory day is accrued, the

employee shall forfeit one day's pay. When a holiday is forfeited, the employee shall not lose more than one (1) days accumulation, under any circumstances, or one day's pay, if no accumulation. However, any employee who books off "injured" whether compensable or not shall not forfeit a holiday or compensatory day or pay and each employee shall furnish to the Department a doctor's excuse relating to said injury in that event.

14.8 No Holiday pay shall be paid to an employee who is out on suspension. If the suspension is overturned through the grievance procedure, the holiday will be restored.

ARTICLE 15 **SICK LEAVE**

15.1 Definition and Use:

A. Sick Leave defined: an absence from work for the following reasons during which an employee shall be compensated at his regular rate of pay.

1. Illness or injury to the employee not arising out of or during the performance of duty.
2. When the employee is required to undergo medical, optical, or dental treatment, and only when this cannot be scheduled on off-duty hours.
3. Illness, incapacity, or injury to the employee's spouse, child, or parent requiring the employee's personal attendance.

B. If any police officer leaves duty sick, for more than four (4) hours, he/she shall be charged the full amount of sick time i.e.: 5, 6, 7 hours.

C. When an officer leaves duty sick any time within the last four (4) hours of his/her tour of duty, he/she will be charged sick time. A replacement is not required under these circumstances.

D. If the officer is leaving duty sick for any time more than four (4) hours, a replacement will be hired.

15.2 Accrual, Maximum Accumulation, Retirement and Death:

A. Employees shall be entitled to fifteen (15) days of sick leave per fiscal year. Any employee hired during a fiscal year shall have sick time computed at one and one-quarter (1 ¼) days per month until July 1st of the said year.

B. Unused sick leave as accrued may be accumulated up to one hundred fifty (150) days. For employees hired on or after July 1, 2015, unused sick leave as accrued may be accumulated up to one hundred twenty (120) days.

C. Up to one hundred twenty (120) days of accumulated sick leave may be credited toward early retirement, or the employee shall receive one day of pay for each day of accumulated sick leave up to a maximum of one hundred twenty (120) days. For employees hired on or after July 1, 2015, the employee shall receive one day of pay for each day of accumulated sick leave up to a maximum of ninety (90) days on retirement.

D. Upon death of an employee, the amount of sick leave due to such employee shall be payable to his/her designated beneficiary at his/her going rate of pay.

15.3 Advance of Sick Leave: An employee who has exhausted his/her sick leave in any one year may request in writing, an advance of future sick days. Such employee shall be allowed to borrow, subject to the approval of the Board of Police Commissioners, an additional fifteen (15) days sick leave time. Such approved time shall be charged to the following year's sick leave. Upon his/her return to active duty, all earned sick leave credit shall be applied to his/her borrowed leave until repaid. Should for any reason an employee be terminated before the borrowed time is repaid, the days owed will be deducted from any moneys owed to said individual upon his/her termination of employment.

15.4 Sick Pool:

A sick pool shall be established by all members, with said members contributing one (1) sick day per year to said pool with a cap of two thousand four hundred (2,400) hours or three hundred (300) days. Members shall qualify for said pool after all holidays, vacation, sick time and sick time extensions have been exhausted. Said pool is to be utilized by officers with a legitimate extraordinary illness or injury which is not covered by workers' compensation or by the City.

The sick leave pool will be administered by a Sick Pool Committee of two (2) Union representatives and two management representatives. In the event of an impasse, the current Director of Personnel and Labor Relations will be the tiebreaker. An employee seeking access to the sick pool must submit a written request to the Committee, together with appropriate documentation of the illness or injury. In deciding whether to grant sick pool benefits and the extent of such benefits, the Committee shall consider such factors as:

- The nature and anticipated duration of the illness-or-injury.
- The employee's length of service with the Department.
- The employee's attendance record.

Sick pool benefits may only be granted upon a majority vote of the Committee.

The Committee's decision on whether to grant, in whole or in part, or to deny sick pool benefits shall not be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE 16
OTHER LEAVES

16.1 Union Business Leave:

A. The City shall pay up to three hundred fifty (350) hours per year to members of the Union Executive Board and/or elected delegates to allow them to attend board or council meetings, conferences or conventions, or any other official union meetings. The President of the Union shall be allowed Union time to attend functions in his capacity as Union President. Total Union time shall not exceed three hundred fifty (350) hours as set forth in this Section. The Union shall notify the City at least one week in advance, when possible, of the need for invoking this provision and shall notify the City as to the names of the employees involved and the duration of the absence. The Union agrees that no more than three (3) employees shall be absent for these purposes at the same time. The City agrees that the above does not apply to time lost in bargaining, grievance or hearing sessions. An employee may not work overtime on the regularly scheduled shift on which he/she is scheduled to work and is on union leave time.

B. The number of Union people to attend arbitration hearings shall be two (2) Union representatives, plus the President.

16.2 Funeral Leave:

A. In the event of a death of an employee's parent, spouse, brother, sister, child, stepchild, stepfather and stepmother, an employee shall be granted up to five (5) days' pay in accordance with the following provisions. In the event of a death of an employee's current mother-in-law, current father-in-law, current brother-in-law, current sister-in-law, grandmother, grandfather or grandchild, **Aunt or Uncle** an employee shall be granted up to three (3) days' pay in accordance with the following provisions.

B. For any person domiciled in the officer's household other than the above, ~~where there is proof of responsibility for funeral arrangements,~~ participation of the employee shall warrant two (2) days paid absence.

C. Members shall not be paid for any days that are their regular days off that occur between the date of death and the burial.

16.3 Workers' Compensation:

A. An employee who shall become disabled in the line of duty or is unable to work because of illness incident to his/her police duty, shall receive full pay for the duration of such illness or disability or until he or she becomes eligible for retirement, or for a maximum of eighteen (18) months whichever comes first. This section applies to those officers who file State Compensation Forms within seven (7) days of the injury. If the Compensation Commissioner rules against an officer, said officer shall compensate the City for designated time, i.e. holiday, sick time, vacation and wages. Should the employer file a disclaimer within the time limits prescribed

by the Workers Compensation Statute, then said injured employee must request a hearing before the Workers' Compensation Commissioner within thirty (30) days following receipt of the disclaimer in order to continue to receive the benefits specified in this section. If a determination of compensability is not made during this eighteen (18) month period by the Workers' Compensation Commissioner, the officer's injured status will automatically revert to sick status and the appropriate sick, vacation, holiday, and personal time will be forfeited from the officer. If the Workers' Compensation Commissioner, at a formal hearing rules the injury compensable, the officer (if active) will be made whole.

B. If an employee loses time because of an injury sustained in the line of duty for which he or she is entitled to compensation under the Workers' Compensation Act, he or she shall receive benefits equal to normal full pay for the period of disability, with the City making up the difference in the amount of such compensation received and the normal amount of the weekly pay, for up to eighteen (18) months. He or she shall receive the amount of pay per week as prescribed by the Workers' Compensation Act after eighteen (18) months.

C. All sick or injured employees are prohibited from working during their last normal scheduled working hours. Any violator of this section shall be subject to discipline, up to and including termination. If the injured employee is working another job he is capable of doing during hours other than his scheduled hours, he must notify the Chief of said other job and present a note from his Doctor stating that the other job would not affect his injury. Upon receipt of said Doctor's note, the City shall have the right to have said injured employee examined by the City Doctor.

D. Whenever an employee suffers an injury for which workers' compensation is claimed, the City shall investigate whether there is work available temporarily for the employee during the period of the employee's rehabilitation. A "Temporary work assignment" will not be for more than six (6) months. It is understood that a temporary work assignment is provided as a precursor to returning to full duty status. There is no permanent light duty status. The current job description for the position held by the employee, and any other information concerning the essential functions of the job, will be forwarded to the employee's treating physician and the City's workers' compensation carrier. The physician will indicate which of the essential functions of the job the employee is and is not capable of performing, as well as any medical restrictions on the employee, so that the City can analyze whether alternative work assignments are available. The Chief of Police and the City's Risk Manager will review alternative work assignments that may be available for the employee.

If there is a suitable temporary assignment available, the employee will be asked to return to work. It is understood that employees have an obligation to accept suitable alternative work under the Workers' Compensation Act.

A temporary work assignment may not be available for the entire period of an employee's temporary disability. If the temporary assignment ends, the employee will be notified and will no longer be required to report to that assignment. An employee with a non-service connected injury is eligible for a temporary work assignment under this Section.

Assignments under this Section shall be distributed on a first-come, first-served basis. If two officers are eligible at the same time, then the officer out of work the longest shall be offered the job. In all cases, priority shall be given to officers with work related injuries.

E. Any employee sustaining a work related injury or disability as provided in this Article must use a health care provider in the City of West Haven's workers' compensation preferred provider network, as such may be modified from time to time by the Plan Administrator and approved by the Workers' Compensation Commissioner.

16.4 Military Leave:

Leave for time spent in any of the Armed Forces or for time spent in the National Guard, shall be considered as time accruing toward years of service with the Police Department.

16.5 Personal Leave:

A. Each employee with five (5) years or more of service with the Department shall be entitled to five (5) personal days per fiscal year at his/her discretion, (with at least eight (8) hours notice), except that they may not be taken on any designated holiday. Personal days may be taken at the discretion of the employee subject to the permitting of no more than one (1) Shift Commander, one (1) Sergeant in the manpower clause, one (1) Detective Investigator, and one (1) Patrol Person in the manpower clause to be granted this privilege per shift (subject to Appendix C). However, the Chief of Police, in his discretion, may grant additional personnel to take a personal day.

B. Seniority shall prevail on all personal days. The officer may request said personal day sixteen (16) hours in advance, but can be bumped by a senior officer up to eight (8)-hours prior to the start of said shift.

C. All personal days must be used or cashed in at anytime during the fiscal year. Under no circumstances can they be carried over to the next year.

ARTICLE 17
WORK WEEK

17.1 The standard work week shall be forty (40) hours per week.

17.2 Any officer who is required to work over-eight (8) hours in one-working day, or who works in excess of the normal forty (40) hours in any week, will be paid for those hours worked in excess at the rate of time and one half of regular rate for all such hours. The term "regular rate" as used in this contract shall be the hourly rate agreed upon and incorporated in this contract. The working day shall be defined as a minimum of fifteen (15) hours time off before the next scheduled shift unless the officer voluntarily waives these rights. (Voluntary waiving of rights means picking the beats only.)

17.3 Any officer scheduled to work an extra job for the City, or otherwise, and reports to headquarters ready for duty and said job is canceled, shall receive a minimum of five (5) hours of work. For outside work, he/she shall receive four (4) hours pay.

17.4 Each officer will receive two (2) consecutive days off per week unless officer voluntarily waives the right. (Voluntary waiving of rights means picking beats only.)

17.5 Any officer required to work fifteen (15) minutes or more will be paid the next hourly rate.

17.6 All police personnel will take no lunch periods the last two (2) hours of any shift. All police personnel will be allowed to take their lunch periods at home, provided that said police personnel reside within the City of West Haven, with the exception of an officer assigned to a bicycle.

ARTICLE 18 **PROMOTIONS**

18.1 Examinations:

A. Examinations for promotion to the rank of Sergeant, Lieutenant and Captain shall be conducted at least every two (2) years. Promotional exams which shall consist of oral and written exams shall be conducted by a mutually agreed upon firm or agency and shall be valid for a two (2) year period as specified in Section 18.3 unless all eligible candidates are promoted prior to the expiration date. The firm or agency conducting said examinations shall be determined at least eight (8) months prior to the exam date.

Should a vacancy(ies) arise after the regular list of eligible candidates is exhausted, or when there is no list for some other reason, a special examination shall be given. The special examination shall be given by the testing firm or agency that gave the last regularly scheduled examination. Such examination shall be given as soon as practicable following the date on which the vacancy arises, and in no event more than ninety (90) days following the date on which the vacancy arises. The special examination list shall expire on the April 30 prior to the new list resulting from the next regularly scheduled examination.

Applicants shall be eligible to take the special examination if they met the time-in-grade requirements as of the April 30 cut-off date for the last regularly scheduled examination. Seniority points shall also be determined as of that date.

B. All appointments will be made in order from those ranking number one on the exam.

C. Promotional exams shall consist of two elements, a written examination and the Assessment Center Examination Process or oral board as determined by the City and announced eight (8) months prior to the exam date. Each officer must attain a mark of at least the same percentage as is required to pass the written examination for entry level officers, to pass the written portion of the examination. All written examinations and Assessment Center Examinations or oral board shall be held off-site of the West Haven Police Department.

D. For the Sergeant's examination, the written examination shall be worth fifty percent (50%) of the grade and the Assessment Center Examination or oral board shall be worth fifty (50%) of the grade before seniority points are added.

For the Lieutenant's and Captain's examinations, the written examination shall be worth fifty percent (50%) of the grade and the Assessment Center Examination or oral board shall be worth fifty percent (50%) of the grade before seniority points are added.

E. Detective/Detective Sergeant Assignment

When an opening exists in the Detective Bureau for a Detective and/or a Detective Sergeant, the process for selecting a Patrol Officer or Sergeant to fill the spot is as follows:

The Chief of Police will solicit input from his/her senior staff. The senior staff will provide a list of 3-5 candidates and rank them in order. From these individual's lists, a master list of the three (3) candidates is submitted by the Chief to the Board of Police Commissioners for review. The board will select one of the three candidates submitted from the master list.

18.2 Eligibility:

A. A patrol officer will be eligible to take the exam for the rank of Sergeant upon obtaining Grade "A" status. No Sergeant shall be deemed qualified to take the exam for Lieutenant until the Sergeant has completed three (3) years as Sergeant. No Lieutenant shall be deemed qualified to take the exam for Captain until the Lieutenant has completed three (3) years as Lieutenant.

B. Officers to be promoted to the position of Sergeant and above are strongly encouraged to hold an Associate's Degree, and preferably a Bachelor's Degree.

All police officers hired by the Department after September 1, 2005 do not need an Associate's degree to reach Grade "A" status. Officers hired after September 1, 2005, however, must have an Associate's degree in order to be promoted to Sergeant and above. The Department will accept an officer's E-4 rank in lieu of an Associate's degree in order to make Sergeant. An officer hired after September 1, 2005 with an E-4 rank, needs an Associate's degree in order to be promoted to Lieutenant and above.

18.3 Effective Dates of Lists: No promotional list shall be made effective prior to the expiration of an existing list. Beginning in 1995 and every two (2) years thereafter, the promotional list shall become effective May 1, and be valid for a two year period ending on April 30 subject to vendor availability, regardless of when the exam is given or the list is certified. Applicants will be eligible to take the exam if they have or will have, their time-in-grade by April 30. Seniority points will be computed for years of service completed on April 30.

18.4 Results: All results are to be posted within thirty (30) days following the completion of all phases of the examination. If there is a current list, a promotion caused by a vacancy shall be filled from the existing current list within thirty (30) days. If there is no current list, a promotion

caused by a vacancy shall be filled within thirty (30) days from the date of the posting of the results of the special examination.

ARTICLE 19
HEALTH AND LIFE INSURANCE BENEFITS

19.1 Health Benefits for Active Employees:

A. **Effective January 1, 2020, the City will provide to eligible employees the State Partnership Plan 2.0 (the "SPP"). If an employee (or spouse or dependent(s)) does not comply with the wellness provisions/requirement of the SPP, known as the Health Enhancement Plan ("HEP"), the employee will be responsible for penalties issued for non-compliance in accordance with the SPP. In the event the City leaves the SPP, the City agrees that the starting point for negotiations with the Union shall be the Anthem PPO plan in effect as of November 1, 2019.**~~The current Century Preferred plan will continue through June 30, 2017, at which time the parties agree to reopen the contract to negotiate the medical plan and employee premium share only. If the Cadillac Tax in the Affordable Care Act is repealed prior to June 30, 2017, the current Century Preferred Plan will continue in effect through June 30, 2018, as the plan design is modified by this Agreement.~~

Effective July 1, ~~2015~~**2019**, employees shall contribute ~~16%~~**15%** of the premium cost. Effective July 1, ~~2016~~**2020**, employees shall contribute ~~17%~~**15%** of the premium cost. Effective July 1, ~~2017~~**2021**, employees shall contribute ~~18%~~**16%** of the premium cost.* **Effective July 1, 2022, employees shall contribute 16% of the premium cost.** All employee contributions shall be under a Section 125 Premium Only Plan. The following health benefit plans for eligible employees and, unless otherwise provided, for their eligible dependents (which shall include an eligible employees spouse and unmarried dependents up to age 26, so long as required by law, otherwise to age 25):

~~* In the event the Cadillac Tax is repealed prior to June 30, 2017.~~

~~B. The current Century Preferred PPO Plan Summary is attached as Appendix E and is summarized in part below:—~~

~~1. — In Network \$0 Deductible, 100% Coinsurance; unlimited OOP max.~~

~~a. — In Network Benefit Co-payments effective on ratification:~~

~~General office visits — \$30~~

~~Specialist — \$40~~

~~Walk-ins/allergy testing — \$40~~

~~Emergency Room — \$200~~

~~Outpatient Surgery—\$200~~

~~Inpatient per admission—\$500~~

~~Urgent Care—\$75~~

~~Chiropractic—\$40 (20 visits maximum)~~

~~Physical/Occup/Speech Therapy—\$40 (30 visits combined)~~

~~DME and prosthetics—\$100~~

~~Wellness and preventive—\$0~~

~~b. Combined In Network and Out of Network Frequency Limits:~~

~~Home health/hospice: 200 visits~~

~~c. Out of Network Benefits (on a non-emergency basis) shall be subject to the following coinsurance and deductibles and shall be paid up to the limits of reasonable and customary charges (90th percentile):~~

~~Annual deductible:—\$300/\$600/\$900~~

~~Coinsurance rate:—80/20%~~

~~Coinsurance maximum:—\$900/\$1,200/\$1,800~~

~~Cost share maximum—\$900/\$1,800/\$2,700~~

~~d. The following Managed Care provisions shall be included:~~

~~Case management, pre-admission notification, managed mandatory second surgical opinion. Also, there shall be a \$500 penalty for each occurrence which does not comply with the Managed Care requirements.~~

~~e. The Plan shall include in-network treatment for eligible employees and eligible dependents residing outside of Connecticut.~~

~~f. The current Century Preferred managed Rx, 3 Tier Plan summary is attached as Appendix E and summarized in part below. The Plan shall include Mandatory Generic and a Managed Care network of participating pharmacies and the following co-payments shall be in effect on ratification:~~

~~Mail order: _____ 2 times copay~~

~~Retail Generic (required where available): \$5~~

~~Retail Listed brand: _____ \$20~~

~~Retail Non-listed brand: _____ \$35~~

~~There shall be a \$1,000 per person annual maximum with excess services treated as out-of-network expenses.~~

- ~~2B.~~ Dental benefits comparable to the former Blue Cross Full Service Dental Plan with Riders A, B, C and D.
- ~~3C.~~ Vision care benefits for the employee only, comparable to the former Blue Cross Vision Care Rider.

~~19.2~~ Alternative Health Benefit Plan:

~~The Blue Care Plan or similar plan shall be offered to all employees covered by this Agreement as an alternative to the Century Preferred Point of Service Plan. Any additional cost to the City for Blue Care that payable for the Century Preferred Point of Service Plan shall be the obligation of the employee selecting Blue Care. Such additional cost, if any, shall be deducted from the pay, on a regular, periodic basis, of the employee making the election. Should the cost to the City for the Blue Care Plan increase during the term of this Agreement, the employee's contribution by payroll deduction, shall reflect such change in cost. There shall be a limited time period to be agreed upon during which coverage may be switched.~~

~~19.3~~**19.2** Life Insurance:

For active employees, the City shall pay the full cost of the life insurance program of one hundred thousand dollars (\$100,000) for all present members of the Department.

~~19.4~~**19.3** Change of Carriers:

The City shall have the right to change insurance carriers or to self-insure provided that employee benefits are equal to or better than the benefits the employee now has in place.

~~19.5~~**19.4** Medicare Deductions for Employees Currently Not Having Taxes Withheld

The City will start deducting (withholding) Medicare tax from employees who currently do not have Medicare tax withheld from their earnings, commencing on January 1, 2003. This shall be done at the employee's request. The request must be made within thirty (30) days after the signing of the agreement.

~~19.6~~**19.5** Insurance opt-out

The City shall provide a payment in lieu of health benefits for employees that waive such coverage, in the amount of four thousand dollars (\$4000) per year, payable to the employee in two installments. The first payment shall be made six (6) months following the employee's waiver. Employees not currently (as of January 31, 2013) receiving an insurance waiver payment may not receive an insurance waiver payment if they receive coverage under any City or Board of Education plan.

ARTICLE 20
MATERNITY AND FAMILY LEAVE

20.1 A female employee who becomes pregnant shall, as early as her condition is known, submit a written statement from her physician indicating her present physical condition, the expected childbirth date, and any limitations which may affect her ability to continue in her normal employment whether currently or in subsequent months.

20.2 Disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom, shall be treated as temporary disability for all job related purposes.

20.3 The date for leaving work shall be determined by the City, after review and after consultation with the officer, unless the officer's physician has determined that for medical reasons the officer must leave work on a date earlier than set by the City.

20.4 The City shall make a reasonable effort to transfer a pregnant officer to a suitable temporary position within the Police Department. The City shall have the sole discretion to determine if such assignment is available. An officer shall be granted maternity leave and be eligible to use any accrued paid leave to the officer's credit for that period of time that the individual's doctor or the City certify that the officer is medically incapable of performing the duties of the position.

20.5 There shall be no loss of seniority during said leave. Such officer shall have up to ninety (90) days from the date of the birth of the child to return to work. Upon signifying the officer's intent to return to normal duties, such officer shall be reinstated with equivalent pay, accumulated seniority, retirement credit and fringe benefits. In the event that the officer needs additional time, she shall submit an additional request to the Board of Police Commissioners.

20.6 An employee who becomes sick or disabled due to pregnancy or childbirth shall be entitled to leave in accordance with applicable state and federal statutes. An employee shall not be obligated to use vacation or other personal leave time in order to be granted a maternity leave. Employees shall not be precluded from using accrued vacation, personal time or sick time to extend periods of childbearing leave.

20.7 During the period of maternity leave, the City shall provide employee benefits seniority, insurances and pensions. The City does not have to grant additional sick time, holidays, vacations, and personal days during the leave.

20.8 A male employee shall be entitled to use up to twenty (20) accrued sick days for the birth or adoption of his child. Such employee shall also be entitled to unpaid leave in accordance with the Family and Medical Leave Act.

20.9 Employees may be granted a leave of absence when adopting a child.

20.10 This Article will not be precedent for light duty.

ARTICLE 21

CLOTHING ALLOWANCE

21.1 Clothing and Accessory Allowances:

A. Each regular member of the Police Department shall be granted a clothing allowance of one thousand and sixty four dollars (\$1064) for the fiscal year. Each member shall have the option of receiving a check for said amount issued on the first payday in July or remaining on the present voucher system. A written request to receive a check must be sent to the Chief of Police, on or before June 1st of each year.

B. A one hundred (\$100) dollar payment (separate check) will be paid to each officer on the first payday in July, to use for clothing and/or cleaning expenses.

C. Each member of the Department shall receive one hundred dollars (\$100) on the first payday in July, to be used for accessories, i.e., briefcases, clip boards, etc.

21.2 Equipment:

A. Police equipment shall be furnished to each sworn member of the Police Department as necessary to fulfill their job assignment within the agency. The City shall furnish each employee such equipment as it customarily furnished, and whenever reasonable possible shall furnish such additional equipment as is necessary to promote safety and welfare of the department members as well as aid in the efficient performance of their duties.

B. All issued equipment including bullet proof vests and duty weapons shall be returned upon separation from the department. Failure to return equipment upon separation will be cause to withhold any moneys owed.

21.3 Voucher System:

The voucher system in effect prior to the implementation of the 1996 contract shall remain in effect except that there shall be at least one catalogue company added as a source for purchases. Catalogue orders shall be processed through the designated office of the Police Department. Orders shall be sent to the catalogue company once a month.

21.4 Uniform Specifications:

If there is a change in uniform specifications, the Department shall confer with the Union concerning an appropriate wear-out period for prior purchases.

ARTICLE 22
GENERAL PROVISIONS

22.1 All side letters, memoranda of agreement, amendments and other written or oral agreements or assurances not expressly contained in this Agreement shall be invalid as of the effective date of this Agreement, with the exception of those which have continuing application, per the attached.

22.2 The City agrees to furnish to the Union an up-to-date seniority list for the bargaining unit, together with the classification and rates of pay for each employee on this list.

22.3 No employee covered by this Agreement shall be regularly required to perform any function normally done by another City Department or agency or by a private concern except in emergency situations.

22.4 The City agrees to recognize and meet with any accredited Representative of the Union, who is described in Article 2, Section 2.1. its International Union, the national AFL-CIO, or any of its affiliates. Such recognition shall specifically include an accredited representative of the Greater New Haven Central Labor Council, AFL-CIO, or accredited representative of the Connecticut Police Council #15, AFL-CIO, or accredited representative of State, County, and Municipal Employees.

22.5 The City and Union agree to a residency provision. Said provision allows personnel to reside outside the limits of West Haven in the State of Connecticut within a twenty (20) mile radius from the West Haven border.

ARTICLE 23
NO STRIKE OR LOCKOUT

23.1 During the course of this Agreement there shall be no strike, slowdown, suspension or stoppage of work in any part of the City's operation authorized by the Union, nor shall there be any lockout by the City in any part of the City's operation.

ARTICLE 24
PENSIONS AND RETIREE INSURANCE

24.1 Pension Plan:

A. The Pension Plan restatement of January 1, 1999, as negotiated and updated from time to time by the City and the Union shall govern all retirement benefits and pension matters for current full-time, permanent uniformed and investigatory employees of the West Haven Police Department. Retirement benefits and pension matters for individuals who are already retired shall be governed by the policies and procedures in effect at the time of their retirement. Any employee hired after November 1, 2009 will be enrolled into the City of West Haven's 401k plan, not the pension plan mentioned above. The City will provide disability insurance to members hired after November 1, 2009.

24.2 Retiree Health Insurance:

A. The City agrees to pay the full cost for the Medicare over 65 plan effective July 1, 1985, for those members retiring after said date, or equivalent. Retirees hired on or after ~~July 1, 2015~~ **January 1, 2020**, shall pay 25% premium contribution percentage toward the cost of the plan and 50% for the spouse/dependent for the cost of the plan, for both pre-age 65 retirees and post-age 65 retirees. Retirees who are hired on or after November 1, 2009, must have 20 years of service to be eligible to receive the retiree medical benefits outlined in Section 24.2

B. **1)** The City shall provide an employee who actually retires **after this Agreement is ratified the Anthem PPO Plan (or a plan that is equal to or better as set forth in Section 19.4) until the retiree turns age 65. The Anthem PPO plan design is subject to change as determined by Anthem in its discretion.** ~~the same medical plan as that in which the employee was enrolled at the time of retirement, until the retiree attains age 65.~~ The City shall pay the cost of coverage for the retiree and his/her eligible dependents.

2) **Pre-age 65 retirees hired prior to the union ratification vote on January 27, 2020 will pay the same premium share as active employees, which may increase as it increases for active employees as negotiated between the City and the Union, provided that pre-age 65 retirees will not pay more than twenty percent (20%) in premium cost share. Employees hired prior to the union ratification vote on January 27, 2020, will receive a side letter from the City confirming the 20% cap on pre-age 65 retiree medical premium share.**

C. A retiree who is eligible for paid medical coverage from another source shall not be eligible for this benefit, provided that the coverage from the other source is substantially equivalent to that provided by the City. A retiree who loses his/her eligibility for paid medical coverage from another source shall be allowed to reenroll in the City's plan for retirees. Whether the other coverage is substantially equivalent shall be determined by a joint committee of the City and the Union. If the City and the Union disagree on whether the coverage is substantially equivalent, the dispute shall be submitted to a consultant selected by mutual agreement of the parties.

CD. The City shall pay the full cost of Supplement 65 insurance for those members who qualify for Social Security.

DE. For any employee hired on or after July 1, 1993, upon retirement, the retiree shall pay any contribution toward health and/or life insurance which is required of active employees.

24.3 Retiree Life Insurance:

For employees who retire from the Department, the City shall pay the full cost of the life insurance program of ten thousand dollars (\$10,000) upon retirement.

24.4 Deferred Compensation Program:

A. Effective January 1, 1999, the City shall establish a deferred compensation program for employees in accordance with Conn. Gen. Stat. § 7-464(a), which program meets the requirements of Section 457 of the Internal Revenue Code. The program will provide the opportunity for payroll deduction of voluntary contributions by employees, with pre-tax dollars, subject to the limitations set forth in Section 457 of the Code and related Regulations.

B. The deferred compensation plan shall be administered by a third party who is properly licensed and qualified. Said third party must also be insured or bonded. The selection of the third party shall be done by a joint committee, comprised of two representatives of the City and two representatives of the Union.

ARTICLE 25
MOTORCYCLE

25.1 The City and the Union agree that if the City feels it is necessary to employ the use of a motorcycle in full time police duty, the selection of the operator of said vehicle shall be by seniority from an eligibility list to be maintained by the City. In order to be on this eligibility list an officer must have a valid Connecticut Motorcycle License. If chosen an Officer must satisfactorily complete a Motorcycle Training Course.

ARTICLE 26
HUMANE OFFICER

26.1 All provisions of the collective bargaining agreement shall apply to the Humane Officer with the exception of Sections 5.2, 5.3, 5.4, 5.5, 5.6, , 8.9, 9.5, 12.1 through 12.5, 13.2, 13.4, 13.5, 18.1 through 18.4, 25.1, 27.1, 29, ~~30.1~~, and any other article or section which, by its terms, is clearly applicable only to **Post Certified Officers**~~sworn officers~~.

26.2 The Humane Officer shall work a forty (40) hour work week. **The hours of work will be 8:00 a.m. to 4:00 p.m.** The work schedule for the Humane Officer shall normally provide for two consecutive days off based on seniority ~~on Tuesday and Wednesday~~, subject to change by mutual agreement between the employee and the Chief or his designee.

26.3 There shall be a three (3) hour minimum for Animal Control Officers who are called in to perform their regular Animal Control duties.

ARTICLE 27
K-9 SQUAD

- 27.1 The City and Union agree to the formation of a K-9 Squad with the following provisions:
- a. Dog to be owned by the City of West Haven.
 - b. City to pay for dog food and veterinary cost. City must approve vet costs in advance for retired dog which exceed \$500, per fiscal year.
 - c. City to pay for schooling required for state certification;
 - d. City will provide insurance for K-9.
 - e. City will provide a specially equipped car for duty.
 - f. Officer will be paid time and one-half if called to work when off duty.
 - g. Must be able to pass State qualification test and be recommended by State Board.
 - h. A canine officer may not pick the bicycle patrol or Beat 40. However, a canine officer may work Beat 40 as relief or as overtime. A canine officer working Beat 40 will still respond to a call for a canine officer.
 - i. The City will allow the canine officer to leave his shift one (1) hour early on his regularly scheduled workdays in order to care for the animal. Normally, a canine officer shall take this hour at the start or end of his regular shift based on the concurrence of the Canine Officer and the Shift Commander. In addition, the City will pay each canine officer two (2) hours of regular pay per week at straight time for time spent off-duty in caring for the animal.

Criteria for Dog Handler

- a. Patrol person or Patrol Sergeant.
- b. Willing to have dog live in home.
- c. No family allergies connected to animals.
- d. Animal must be maintained in one or two family dwelling.
- e. Minimum of two (2) years on the Department.

- f. Shall work either the 8:00 a.m. to 4:00 p.m. shift; the 4:00 p.m. to 12 midnight or 7:00 p.m. to 3:00 a.m. shift(s); or the 12 midnight to 8:00 a.m. shift Officers who are designated dog handlers bid their shifts with other officers but the Chief may limit the number who bid for any one shift.
- g. Minimum commitment of three (3) years.
- h. Must pass the complete course (Patrol person and dog).
- i. All other provisions of the contract will be applicable.
- j. Must pass a special physical examination designed for the position of K-9 Officer conducted by a qualified physician selected by the City.

ARTICLE 28
WEIGHT PROGRAM

Following ratification of this agreement, the City and Union shall establish a joint committee, with three representatives from each party. The committee shall meet and confer in good faith regarding the establishment of a minimum physical fitness standard necessary for the performance of a police officer's duties.

ARTICLE 29
DETECTIVE BUREAU SCHEDULE AND STREET CRIME

29.1 Detective Bureau:

A. Detectives and Detective Sergeants shall have the right to bid shifts every fifty six (56) days. Said shifts shall be either 8:00 a.m. to 4:00 p.m. or 4:00 p.m. to 12:00 midnight. All Detectives and Detective Supervisors shall work Monday through Friday with Saturday and Sunday off. Exceptions to the bid shall be the Property Room, Youth and Fraud who shall work 8:00 a.m. to 4:00 p.m.

B. The Chief, or his/her designee, shall have the right to change shifts of the Detectives to continue an investigation. Said change in shifts shall not exceed sixty (60) days.

29.2 Street Crime:

A. There will be a ranking Supervisor and three (3) officers, one of whom may be a detective assigned to the Street Crime Unit. The Chief shall have the right to add additional Police personnel whenever it warrants.

B. Hours of work will be the basic 4-12 shift. However, shifts may be flexible on case load.

C. Any officer, detective or supervisor, assigned to this unit will not be considered part of the manpower clause for either the Detective Bureau or Patrol Division, except as provided in

the Memorandum of Agreement on Reorganization as set forth in Appendix B and except that if the supervisor is a Detective Sergeant or Detective Lieutenant, he/she will be counted in the manpower clause for the Detective Bureau on the 4-12 Shift.

D. The City will not have to fill the vacancy for this unit when they are off.

E. There will be no replacement put on the job to replace these officers.

F. All personnel will have two consecutive days off.

G. Any overtime will be at time and one-half.

H. All other provisions of the contract will be applicable.

I. Any officer assigned to the Street Crime Unit, DEA, STNF or other drug interdiction unit will be drug tested no more than 6 times per calendar year, in addition to the random drug testing already provided under this agreement. The cost of testing will be paid for by the City.

ARTICLE 30

DURATION

30.1 This Agreement shall become effective on the date of its signing, with the exception of those provisions for which a retroactive effective date is specified. This Agreement shall remain in effect through June 30, ~~2018~~**2023**.

**APPENDIX A
COST CONTAINMENT PROVISIONS**

The following utilization review provisions will become part of the group benefit package provided by the City:

1. PRE-ADMISSION CERTIFICATION/CONTINUED STAY REVIEW:

All hospital inpatient admissions will be subject to certification review. This includes both elective and emergency admissions. Elective admissions must be certified at least 48 hours in advance; emergency admissions must be certified within 48 hours after admission to the hospital.

The length of the admission will be subject to certification. Additional days beyond those certified during the pre-admission process must be approved to be treated as a covered expense.

If a hospital inpatient admission is not certified, there will be a \$200 penalty applied. This penalty may not be submitted as a Major Medical expense.

If an admission extends beyond the number of certified days, such additional days will not be considered a covered expense. Subject charges may not be submitted under Major Medical.

2. SECOND OPINION SURGERY:

For all elective surgical procedures, the Second Opinion "service line" must be contacted to determine if a Second Opinion is necessary. If deemed necessary, the Second Opinion will be covered at 100%, not subject to deductible. A Third Opinion will also be covered at 100%.

If a Second Opinion is deemed not necessary, you may still obtain one. Under these circumstances, the Second Opinion will be treated as any other expense subject to deductible and coinsurance. Third Opinions are also available, but reimbursed as any other expense.

If a Second Opinion is not obtained when required, reimbursement for the surgical procedure will be reduced by 20%.

3. PRE-ADMISSION TESTING:

The purpose of the Pre-Admission Testing feature is to encourage plan participants to have diagnostic tests done prior to Hospital confinement.

Costs for necessary tests done prior to Admission will be paid at 100%, with no deductible, when done on an outpatient basis prior to confinement. This provision applies to all elective, nonemergency admissions.

There is no need to contact the insurance carrier prior to the admission. However, as part of the scheduling process, you should ask your physician to request Pre-Admission Testing for necessary tests.

If pre-admission testing is not done for confinements which are not due to an Emergency illness or Accident, the normal coinsurance and deductible provisions may apply.

4. GENERIC DRUG ALTERNATIVE:

Many Prescriptions today may be properly filled with a “generic” alternative, rather than a “brand name” drug. The purpose of the Generic Drug alternative is to encourage you to use appropriate but less medication services for necessary treatment. The generic alternative is mandated unless the physician directs the use of a brand name drug.

You must request that your physician indicate on the prescription that it is to be filled with a Generic Drug, when available, to ensure proper reimbursement. The pharmacist will then note on the dispensed prescription that it is a Generic Drug alternative. The insurance carrier will then reimburse at 100%.

5. CASE MANAGEMENT:

An organized effort to identify, as early as possible, hospitalized patients who may have high-cost, complicated illnesses. It is specially designed to coordinate their health care benefits as efficiently and cost effectively as possible. It often provides for extended or expanded coverage for benefits normally limited by regular plan provisions.

If the case is determined appropriate for the program, a representative will work with the patient or patient’s representative, the patient’s physician, hospital and other health care providers to coordinate medical benefit resources. Exceptions and special plan arrangements will be identified and approved in advance of recommended treatment plans.

The program is intended to maximize member and physician choice and to promote the most efficient and appropriate use of available benefits.

The program is voluntary; a participant never has to accept the recommendations or alternative treatments offered by the program coordinator.

6. PSYCHIATRIC AND SUBSTANCE ABUSE MANAGEMENT:

The Psychiatric and Substance Abuse Case Management program assists employees and their dependents suffering from nervous, mental, drug or alcohol-related illnesses requiring hospitalization. It offers treatment alternatives when hospitalization may not be medically necessary.

Psychiatric, drug and alcohol-related admissions are subject to pre-admission review.

If you fail to notify us of the admission within the required time frame, benefits will be reduced as described above.

APPENDIX B ASSIGNMENTS

The following are the conditions of employment for the listed assignments. Nothing in this provision shall infringe on the City's right to eliminate one or more of these assignments and place the affected employee in another assignment suitable to his rank; or, if the elimination of the assignment results in a layoff, the layoff will be made in accordance with Section 5.9 of the contract.

Crime Prevention Officer

1. There shall be no set hours of work, but the schedule shall be predominately 7:00 a.m. to 3:00 p.m., forty hours per week. The hours are to be flexible, to meet the demands of work.
2. If eight (8) hours of work is done on Saturday or Sunday, a day off will be taken that week.
3. If night work after eight (8) hours of work or four (4) hours of work on Saturday or Sunday, the compensation time will be given at time and one half (1½) to be taken at the Crime Prevention Officer's convenience with notice to the Chief of Police.
4. All time worked pertaining to his schedule will be given to the Chief of Police.

Traffic Division

1. There shall be no set hours of work, but the schedule shall be predominately 7:00 a.m. to 3:00 p.m., forty hours per week. The hours are to be flexible, to meet the demands of work.

Training Officer

1. There will be a Training Officer in the West Haven Police Department.
2. The hours of work will be an 8-4, 4-12, and 12-8. They will be flexible by the week. The Training Officer's work schedule shall be approved by the Chief.
3. There will be two (2) consecutive days off.

Armorer

The duties of the Armorer shall be as follows:

1. Maintain control over all firearms equipment and supplies relating to this Department, and cleanliness and security of range.

2. Prepare and maintain for inspection, administrative records pertaining to police personnel, Police Department inventory and condition of all firearms and related equipment.
3. Maintain a running inventory of all ammunition and other related equipment used by this Department.
4. Have sole responsibility for ordering and maintaining adequate ammunition and other related equipment, upon approval of Chief of Police and/or his designee.
5. Prepare and maintain scheduling for firearms training for all Police Department personnel, working whatever shift necessary to accomplish this function and correlating with Department's training instructor.
6. Wear appropriate Police Department uniform and equipment when working.
7. Submit a monthly report to the Chief of Police on activity conducted by Division, along with a work schedule.

High School and other schools Assignment

Conditions of Employment:

1. Patrolman shall wear an approved school officer uniform.
2. Hours are 7 a.m. to 3 p.m. - Monday to Friday.
3. During school closings, the officer will report to the Crime Prevention Sergeant for the hours of 8 a.m. to 4 p.m.
4. The Officer will be accountable to the Crime Prevention Sergeant.
5. Officers assigned shall be selected by seniority.

Duties:

1. Provide in-house security.
2. Provide preventive measures to deter student disruption.
3. Provide services solely for West Haven High School and other schools during the school day. After school hours will be devoted to checks on residency, truancy, or other related matters.
4. Direct students to outside agencies for assistance.
5. Confer with parents when needed.

6. Channel referrals to the Youth Officer through the Vice-Principal's office.
7. Be available as a resource person, in and out of the classroom.

Property Officer

1. There will be a full time Property Officer.
2. The days off will be Saturday and Sunday.
3. The hours of work will be 8:00 an. to 4:00 p.m.
4. The job will not be filled when the Property Officer is off.
5. The Chief of Police will assign the Property Officer.
6. The Property Officer will not be utilized to investigate complaints unless an emergency exists.

Record Room Sergeant

- 1. There will be a full time Record Room Sergeant.**
- 2. The Days off will be Saturday and Sunday.**
- 3. The hours of work will be 8:00 a.m. to 4:00 p.m. unless needed to cover hiring Sergeant.**
- 4. The job will not be filled when the Record Room Sergeant is off.**
- 5. The Chief of Police will assign the Record Room Sergeant.**

Hiring Sergeant

- 1. There will be a full time Hiring Sergeant.**
- 2. The Days off will be Saturday and Sunday.**
- 3. The hours of work will be 7:00 a.m. to 3:00 p.m.**
- 4. The job will be filled only when both the Record room Sergeant and Hiring Sergeant are off.**
- 5. The Chief of Police will assign the Hiring Sergeant.**

Special Assignments

The Chief of Police and or his/her designee shall have the right to assign Department personnel to special assignments.

1. A special assignment shall be defined as a temporary assignment of fifteen (15) working days or less. Where it is critical to have continuity of assignment, the assignment may be extended by an additional fifteen (15) days. Additional time shall require mutual agreement. The Union shall not unreasonably withhold its agreement.
2. A special assignment shall be voluntary.
3. Notification of special assignments shall be made to such person accepting the assignment at least three (3) days in advance if possible.
4. If applicable the City shall attempt to hire three (3) days in advance any position that is required to be hired for by the minimum manpower clause.
5. There shall be no re-pick for beats left vacant by special assignments.
6. **All new Officers including transfer Officers shall work as Patrol Officer and be off probation prior to being considered for a specialized assignment (I.E., SCU, SRO, Dare, Traffic, Training, Accreditation, Shore patrol, K9 Unit, crime prevention, etc.), unless there are no other qualified officers who express interest.**

APPENDIX C
ADDITIONAL SIDE AGREEMENTS

NUMBER OF EMPLOYEES OFF

Any other provision of the contract notwithstanding, the number of Patrol Persons in the manpower clause who may be off on personal leave, holidays and vacation shall not exceed, in the aggregate, six (6) per shift.

ETHICS COMMISSION

Members of the bargaining unit shall be subject to investigation and hearings by the Chief of Police and the Board of Police Commissioners for violation of ethical standards, and not subject to investigation or discipline by the Ethics Committee.

INTERNAL AFFAIRS AND TRAINING ASSIGNMENTS

1. The Union waives the hours, days off and the fifteen hours between shifts. Once the instructor or Internal Affairs officer is assigned to their special duties and an opening occurs on his regular shift, the job will be filled at time and one half pay.
2. For Officers going to training and school for the department, the Union also waives the hours, days off and the fifteen (15) hours between shifts.
3. There shall be no required advance notice for commencement or termination of an Internal Affairs assignment.
4. For training, the Union agrees that two weeks' notice need not be given if the training opportunity was not available that far in advance. However, an employee who receives less than two (2) weeks' notice to attend training and who has previously approved leave time shall not be mandated to attend on the day(s) of such approved leave.
5. Officers attending mandated and/or non-mandated training will be given compensatory time for "driving time" to and from school farther than 20 miles away from the border of West Haven. Training at POST in Meriden will not qualify for compensatory time under this section. This section applies to automotive travel time. No other travel time is compensatory (i.e.: train, bus, airplane). If an officer is required to leave for training on their scheduled day-off they shall be granted a day allowed for travel purposes.
6. Employees, while out of work due to job-related injury, shall be required to report to work for mandated training sessions as scheduled by the Department, provided they are not prohibited from attending such sessions for medical reasons.

ASSIGNMENTS OF COMMAND AND SUPERVISORY PERSONNEL

1. Shift Commanders will have full responsibility for the running of their shifts and will answer to the Captain of Patrol or, in that Captains absence, the Captain or other officer designated by the Chief of Police. When in the event that there are two Lieutenants on any given shift, the swing Lieutenant, regardless of seniority, will all under the command of the regular Shift Commander.
2. The ~~Desk/Station~~ **Communications** Sergeant will notify all street supervisors and commanding officers of important messages and calls. Street sergeants on any given shift, upon reporting for duty shall conduct line-up and after obtaining appropriate orders and/or information proceed to street patrol and supervision of personnel, remaining in the street until desk sergeant is relieved for lunch.

SPLIT SHIFT HIRING

When hiring for beat work, after exhausting the cards, said job may be broken into 2 jobs, e.g. 12:00 a.m. to 4:00 a.m. and 4:00 a.m. to 8:00 a.m. and offered to the officers before ordering an officer through the shift. In addition, the current practice, of holding over an officer for approximately one hour and offering the job to an officer available for the remainder of the shift, shall continue.

BEAT JOBS

No officer shall be taken off of a beat job for the purpose of filling another beat job in lieu of another officer being ordered through. An officer working an outside special service job may voluntarily remove himself/herself from said job for the purpose of working a beat job in lieu of an officer being ordered through, provided that the job from which the person is coming off, does not itself have to be filled by ordering another officer.

PUBLIC SERVICE OFFICERS

Public Service Officers will be utilized for:

- Church traffic on Sunday.
- Halloween Patrol - reporting of incidents in designated patrol areas, will not use marked police vehicles and will not be dispatched from Headquarters.
- July 3rd - Fireworks - for perimeter control/information.
- Parades.
- Band Concerts - Council of the Arts.
- Walk-a-Thons - Except money guard.

- Bike-A-Thons.
- Municipal functions where no money is charged.
- Emergency - natural disasters, total mobilization. National emergencies.
- And any other duties mutually agreed upon between the Chief of Police and the Union Executive Board.
- Public Service Officers will not use marked police vehicles.

APPENDIX D
SUBSTANCE ABUSE TESTING

All employees shall be required, as a condition of continued employment, to participate in testing for controlled substances, including but not limited to drugs and alcohol, in accordance with this Appendix.

SCREENING

The administration of screening tests to detect the presence of drugs or alcohol in members of the Department will be performed in the following instances:

- 1) upon reasonable suspicion that a member is using or is under the influence of illegal drugs, is abusing legal drugs or alcohol, or is reporting for duty under the influence of drugs or alcohol;
- 2) with respect to drugs, on a random basis.

TESTING BASED UPON REASONABLE SUSPICION

A member-of the Department may be required to undergo testing based on “reasonable suspicion” when objective facts and observations are brought to the attention of a superior officer and, based upon the reliability and weight of such information, the superior officer can reasonably infer or suspect that the member is using illegal drugs, is abusing legal drugs or alcohol, or is reporting for duty under the influence of drugs or alcohol. Reasonable suspicion must be supported by specific facts which may include, but are not limited to: reports and observations of the member’s drug related activities, such as purchase, sale or possession of drugs, associations with known drug dealers or users, observations of the member at known drug or drug related locations; an otherwise unexplained change in the member’s behavior or work performance; an observed impairment of the member’s ability to perform his or her duties.

A superior officer shall report the basis for his/her reasonable suspicion to the Chief of Police or his/her designee. The Chief shall decide whether to direct the member to testing. Prior to so deciding, the Chief or his/designee may meet with the member. If such a meeting is held, the member may request Union representation. However, the meeting shall not be delayed for the purpose of having a representative of the member’s choice.

If the employee is ordered to submit to a drug and/or alcohol test, the employee shall be given a brief verbal statement of the basis for reasonable suspicion. A verbal directive to submit to a drug and/or alcohol test shall be confirmed in writing within twenty-four (24) hours, but the testing shall not be delayed pending issuance of such written directive.

Prior to implementation of any testing based on reasonable suspicion, the City shall provide training for Sergeants, Lieutenants, Captains and Chiefs on the appropriate basis for methods for determining reasonable suspicion of drug and/or alcohol use.

RANDOM TESTING

The Chief of Police or his/her designee (which may be an outside testing agency) shall be responsible for administration of a random selection system. Not more than twenty-five (25) employees shall be selected in each random drawing. The random selection of a member will not result in that member's name being removed from any future selection process. Any member randomly selected will be ordered to report during the first available tour of duty.

Members selected for testing must appear unless they are on previously approved or scheduled leave. Those missing a scheduled test due to previously approved or scheduled leave will be rescheduled for testing as soon as possible.

A request for use of any leave or compensatory time off shall not be granted if the employee has, at the time of such request, already been directed to submit to random testing as provided above. A member who calls in sick after notification of the assigned test date will be required to report for the test unless a physician directs that he is unable to do so.

REFUSAL TO SUBMIT

The refusal by a member of the Department to submit to a drug or alcohol screening test pursuant to the provisions of this Appendix will result in the member's immediate suspension without pay (for the maximum number of days permitted by current contract and regulations) and subsequent action for dismissal from the Department.

TESTING PROCEDURES

1. The member shall provide a urine sample for purposes of testing for drugs or controlled substances other than alcohol: The employee shall provide a sufficient amount of the sample to allow for initial screening, a confirmatory test, and for later testing if requested by the employee.
2. If the employee is ordered to submit to testing for alcohol, the employee shall submit to a breathalyzer test to be administered by an officer designated by the Police Chief or Assistant Chief. If the initial breathalyzer tests positive for the presence of alcohol, a confirming test shall be by one of the following methods, at the option of the Chief or his designee:
 - a) a second breathalyzer test; or
 - b) a blood or urine test, whichever the employee elects.
3. Initial drug screening will be done by Enzyme Multiple Immunoassay Testing (EMIT). No sample will be further tested upon a negative screening for controlled substances, including marijuana. After the negative screening, the second sample will be destroyed.
4. Each member of the Department being tested on the basis of reasonable suspicion may consult with and be accompanied by a representative of the Union. The Union representative may confer with and advise the member before and after the testing process, but shall not

participate in the process in any way, except as an observer. The testing process will not be delayed because the Union representative is unable to be present.

5. During the testing process, the member shall cooperate with requests for information concerning use of medications, and with other requirements of the testing process such as acknowledgment of giving of a urine or blood specimen.
6. The integrity of the testing process will be maintained with the utmost consideration for the privacy of the person being tested. Only one person, of the same sex as the person being tested, may be present during the collection of a urine specimen. If the necessary precautions to ensure legitimacy of the sample can be arranged without undue cost, an observer will not be required.
7. Prior to testing for thugs, two separate containers, supplied by the laboratory conducting the testing, shall be prepared for each member being tested. Each container shall have a code number and the date of collection. The code numbers shall be recorded, together with the member's name and signature. Two (2) specimens will be taken at the time of collection and shall be sealed in the presence of the member being tested. The first specimen shall be used for the initial screening and confirmatory test. The second specimen shall be preserved so that if the employee tests positive, the second specimen may be used for retesting in accordance with paragraph 11 below.
8. The laboratory supervising the test shall ensure that the appropriate chain of custody is maintained in order to verify the identity of each sample being tested.
9. Each and every positive EMIT test will be confirmed using a Gas Chromatography - Mass Spectrometry test. Only if confirmed will a test result in a positive report.
10. Drug testing or blood alcohol testing will be performed by a laboratory licensed or certified by the Connecticut Department of Health Services.
11. Any member whose drug or alcohol test results in a positive report may, within five (5) days of receiving notification of such result, request in writing to the Director of Personnel that the second sample be made available for retesting at a licensed or certified laboratory of the member's choosing. The second specimen taken from the employee under paragraph 7 above shall be used for the retesting. This specimen shall be delivered to a licensed or certified laboratory designated by the employee in such manner as to assure the chain of custody. The employee shall pay for the second testing; provided, however, that should such test result in a negative report, the employee shall be reimbursed by the Department.

RESULTS OF DRUG SCREENING TESTS

Members of the Department will be notified of the results of all screening tests at the earliest appropriate time (to be determined by particular facts and circumstances). Those test

results which do not indicate the presence of a drug or alcohol will be sealed and there will be no indication of testing in the member's personnel file.

POSITIVE TEST RESULTS

Any test resulting in a positive report will be referred to the Police Chief for a complete investigation. Upon completion of such investigation, if it is found that a member has used any drug which has not been legally prescribed and/or dispensed, or has abused a legally prescribed drug or has reported for duty under the influence of drugs or alcohol, a report of such shall be prepared. Upon service, the member against whom such report has been made shall receive a copy of the laboratory test results, and will be immediately suspended from duty with pay or, at the Chief's discretion, reassigned, pending disciplinary action. The employee shall be subject to disciplinary action which may include discharge, except as provided in the section below concerning rehabilitation. During the suspension with pay pending disciplinary action, the employee shall not be allowed to cash in any vacation, holiday or personal leave benefits. If the employee is discharged, the employee shall forfeit accrued vacation, holiday and personal leave pay. (If the employee is not discharged, the employee's carryover date shall be extended so that the time is not forfeited because of the date of the disciplinary action.)

The consequences of a positive test shall be as follows:

1. For use of an illegal drug - discharge.
2. For abuse of a legally prescribed drug - one opportunity for rehabilitation, as provided below, then discharge.
3. For alcohol (at the level of .05 or above) - one opportunity for rehabilitation as provided below, then discharge.

OPPORTUNITY FOR REHABILITATION

The opportunity for rehabilitation (rather than discipline) shall be granted once for any officer who is not involved in any drug/alcohol related criminal activity and either:

- (a) voluntarily admits to alcohol or legally prescribed drug abuse prior to testing, or
- (b) tests positive for alcohol or abuse of legally prescribed drugs for the first time.

Any member who voluntarily admits to the Chief of Police his/her use of or dependence upon legal drugs or alcohol shall be afforded the opportunity to participate in a mutually acceptable rehabilitation program. The first time a member is found to have abused legally prescribed drugs or tests positive for alcohol in the course of random testing, he/she shall have the same opportunity for rehabilitation as does a member who voluntarily seeks rehabilitation. The opportunity for rehabilitation will only be provided prior to any allegation of impropriety by the public or another member or prior to initiation of an investigation of the member's use or sale of a controlled substance by any competent state or federal authority.

The member shall use accumulated sick or vacation leave for the period of absence for the purpose of obtaining treatment. All treatment will be at the sole expense of the member, to the extent not covered by the member's health benefits plan.

As part of any rehabilitation program, the member may be required to undergo periodic screening for drugs or alcohol. If, after screening the member has tested positive, he will be immediately suspended and will be subject to discharge.

ADMINISTRATIVE PROVISIONS

1. Time spent by an employee undergoing tests required by this Agreement shall be compensated at his/her regular hourly rate of pay for time spent in testing.
2. Any alteration, switching, substituting or tampering with a sample or test given under this Agreement by any employee shall be grounds for immediate suspension with pay or, at the Chief's discretion, reassignment, and subsequent disciplinary action which may include dismissal from the Department. During the suspension with pay pending disciplinary action, the employee shall not be allowed to cash in any vacation, holiday or personal leave benefits. If the employee is discharged, the employee shall forfeit accrued vacation, holiday and personal leave pay. (If the employee is not discharged, the employee's carryover date shall be extended so that the time is not forfeited because of the date of the disciplinary action.)
3. All files concerning drug testing shall be deemed medical files, maintained as confidential by the City. The only information concerning testing which shall be disclosable is the A positive test result(s) used as the basis for disciplinary action.
4. The City shall make every effort to have the testing service perform testing for Police Department employees on site.

APPENDIX E
BENEFITS AT A GLANCE



Visit www.osc.ct.gov/ctpartner (click "provider networks") to search the list of network providers.

Administered by
UnitedHealthcare/Oxford

IN NETWORK	CT Partnership Plan 2.0 w/ Health Enhancement Program
Medical Office Visit	\$15 Co-pay
Specialist Office Visit	\$15 Co-pay
Vision Exams (one per calendar year)	\$15 Co-pay
Inpatient Hospital	\$0 Co-pay
Outpatient Surgical	\$0 Co-pay
Emergency Room	\$35 Co-pay (waived if admitted)
Urgent Care	\$15 Co-pay
Walk In	\$15 Co-pay
Lab/X-Ray High Cost Radiological & Diagnostic Tests	\$0 Co-pay
Deductible	Individual: \$350 Family: \$350 each member (\$1,400 maximum). Waived for HEP-compliant members.
Coinsurance	Not applicable
Max out of pocket	\$2,000 Individual / \$4,000 family

PREVENTIVE SERVICES	CT Partnership Plan 2.0 w/ Health Enhancement Program
Primary Care (Adult and Child Wellness Exams)	\$0 Co-pay
Gynecologist Wellness	\$0 Co-pay
Mammogram	\$0 Co-pay
Lifetime Maximum	Unlimited

OUT OF NETWORK	CT Partnership Plan 2.0 w/ Health Enhancement Program
Annual Deductible	\$300 Individual / \$900 family
Coinsurance	20% of allowable UCR charges
Max Out-of-Pocket	\$2,300 Individual / \$4,900 family
Lifetime Maximum	Unlimited

CONNECTICUT PARTNERSHIP PLAN 2.0

MEDICAL BENEFIT SUMMARY

Visit www.osc.ct.gov/ctpartner [click "provider networks"] to search the list of network providers.

Administered by UnitedHealthcare/Oxford

OTHER SERVICES	CT Partnership Plan 2.0 w/ Health Enhancement Program
Deductible	Not applicable*
Acupuncture (20 visits/year)	\$15 Co-pay
Chiropractic	\$0 Co-pay
Nutritional Counselling (3 visits/year)	\$0 Co-pay
Physical/Occupational Therapy	\$0 Co-pay
Durable Medical Equipment	\$0 Co-pay
Routine Hearing Screening (as part of an exam)	\$15 Co-pay

PRESCRIPTION COVERAGE	MAINTENANCE DRUGS	NON-MAINTENANCE DRUGS	HEP CHRONIC CONDITION DRUGS
Generic	\$5	\$5	\$0
Preferred/Listed Brand Name	\$10	\$20	\$5
Non-Preferred/Non-Listed Brand Name	\$25	\$35	\$12.50
Annual Maximum	Unlimited		
Max out of pocket	\$4,600 Individual / \$9,200 family		

UnitedHealthcare/Oxford Contact Information

Live, knowledgeable customer service representatives are available for current State of Connecticut Partnership members toll-free at 800-385-9055 from 8am to 6pm EST, Monday through Friday.

If you prefer, you may also visit <http://partnershipstateofct.welcometouhc.com> to search for a participating physician or facility, to learn about your health plan, to find the status of claims, or obtain additional information about discount programs offered to State of Connecticut Partnership members.

UnitedHealth Allies: This health discount program helps you, and your family, save money on many health and wellness purchases not included in your standard health benefit plan.

Visit www.osc.ct.gov/ctpartner to search the list of network providers.

**CONNECTICUT
PARTNERSHIP PLAN 2.0**

DENTAL BENEFIT SUMMARY

Administered by Cigna

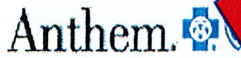
	Unlimited Maximum Plan	\$750 Annual Maximum Plan	\$1,000 Annual Maximum Plan	\$1,500 Annual Maximum Plan	Dental HMO Plan
	IN/OUT NETWORK	IN/OUT NETWORK	IN/OUT NETWORK	IN/OUT NETWORK	
Annual Deductible	\$0	\$0	\$25 Indiv/\$75 family	\$0	\$0
Annual Maximum	NONE	\$750	\$1,000	\$1,500	none
Lifetime Orthodontia Max	N/A	N/A	\$1,500	\$1,500	covered*
DEDUCTIBLE WAIVED					
Preventive	Yes	Yes	Yes	Yes	N/A
Basic	N/A	N/A	No	N/A	N/A
Major	N/A	N/A	No	N/A	N/A
PREVENTATIVE					
X-Ray	100%	100%	100%	100%	100%
Cleanings	100%	100%	100%	100%	100%
Oral Exam	100%	100%	100%	100%	100%
Flouride	80%	100%	80%	100%	100%
BASIC					
Fillings	80%	0%	80%	80%	covered*
Endodontics	80%	0%	80%	80%	covered*
Periodontics	80%/50%	0%	80%/50%	80%	covered*
Simple Extractions	80%	100%	80%	80%	covered*
Dentures (Repair Only)	80%	0%	80%	80%	covered*
Bridges (Repair Only)	80%	0%	80%	80%	covered*
MAJOR					
Crown	67%	0%	50%	67%	covered*
Inlays	67%	0%	50%	67%	covered*
Onlays	67%	0%	50%	67%	covered*
Dentures	0%	0%	0%	67%	covered*
Bridges	0%	0%	0%	67%	covered*
Space Maintainers	67%	100%	50%	100%	covered*
Oral Surgery	67%	0%	50%	67%	covered*
ORTHODONTIA					
Braces (Adult & Child)	N/A	N/A	50%	50% Child Only	covered*

* visit www.osc.ct.gov/CTPartner to view full Dental HMO Benefit Plan

Preventive Service	Birth – age 5	Age 6 - 17	Age 18 – 24	Age 25 – 29	Age 30 – 39	Age 40 – 49	Age 50+
Preventive Visit	Once per year	Once every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50 - 64 - Every 3 years 65 and Over - Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years starting at 20	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	One screening between the ages of 35 and 39. Otherwise as recommended by physician	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years starting at age 21	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Annual FIT/FOBT to age 75

These requirements meet compliance with the HEP Preventive Program as outlined in the SEBAC agreement and have not changed from 2012.

As is currently the case under the State Health plan, any medical decisions will continue to be made by you and your physician



Century Preferred

West Haven Police
001706-338

Century Preferred is a preferred provider organization (PPO) plan.

	In-Network Member pays:	Out-of-Network Member pays:
COST SHARE PROVISIONS		
Office Visit (OV) Copayment	\$30 per visit	Deductible & Coinsurance
Specialist (SV) Copayment	\$40 per visit	Deductible & Coinsurance
Hospital (HSP) Copayment	\$500	Deductible & Coinsurance
Urgent Care (UR) Copayment	\$75	Not Covered
Emergency Room (ER) Copayment – waived if admitted	\$200	\$200
Outpatient Surgery (OS) Copayment	\$200	Deductible & Coinsurance
Annual Deductible (individual/2-member family/3+ member family)		\$300/600/900
Coinsurance	Not applicable	20% after deductible up to
Coinsurance Maximum (individual/2-member family/3+ member family)		600/1200/1800
Cost Share Maximum (individual/2-member family/3+ member family)		\$900/1800/2700
Lifetime Maximum	Unlimited	Unlimited
PREVENTIVE CARE		
Well child care	No Charge	Deductible & Coinsurance
Periodic, routine health examinations	No Charge	
Routine eye exams	No Charge	
Routine OB/GYN visits	No Charge	
Mammography	No Charge	
Hearing screening	No Charge	
*Hearing exams will take a copay when they are done by a provider other than your primary care physician		
MEDICAL CARE		
Office visits with PCP	OV Copayment	Deductible & Coinsurance
Office visits with Specialist	SV Copayment	
Outpatient Mental Health & Substance Abuse - prior authorization required	OV Copayment	
OB/GYN care	SV Copayment	
Maternity care – initial visit subject to copayment, no charge thereafter	OV Copayment	
Diagnostic Lab, X-ray and Testing	No charge	
High-Cost Outpatient Diagnostic	No charge	
Allergy Services		
Office visits/testing	SV Copayment	
Injections—50 visits in 3 years	No Copayment	
HOSPITAL CARE – Prior authorization required		
Semi-private room (General Medical/Surgical/Maternity)	HSP Copayment	Deductible & Coinsurance
Inpatient Mental Health & Substance Abuse	HSP Copayment	
Skilled nursing facility – up to 120 days per calendar year	HSP Copayment	
Rehabilitative services – up to 60 days per person per calendar year	No charge	
Outpatient surgery – in a hospital or surgi-center	OS Copayment	
EMERGENCY CARE		
Walk-in centers	OV Copayment	Deductible & Coinsurance
Urgent care – at participating centers only	UR Copayment	Not covered
Emergency care – copayment waived if admitted	ER Copayment	ER Copayment
Ambulance	No charge	No charge

OTHER HEALTH CARE

Outpatient rehabilitation services \$50 per member per calendar year for PT, OT, ST and CHIRO -Excess covered as out of network	OV Copayment	Deductible & Coinsurance
Durable medical equipment Prosthetic Devices \$100 deductible Unlimited maximum per member calendar year	\$100 Deductible	Deductible & Coinsurance
Infertility Services (diagnosis and treatment)	Applicable Copayment	Deductible & Coinsurance
Home Health Care	No charge	\$50 Deductible & 20 % Coinsurance

PREVENTIVE CARE SCHEDULES

<p><i>Well Child Care (including immunizations)</i></p> <p>7 exams birth to one 7 exams 1 to 5 1 exam every year 5-22 1 exam every year 22+</p>

<p><i>Adult Exams</i></p> <p>1 exam every year 22+</p>
--

<p><i>Mammography</i></p> <ul style="list-style-type: none"> ◆ 1 baseline screening, ages 35-39 ◆ 1 screening per year, ages 40+ ◆ Additional exams when medically necessary

<p><i>Vision Exams: 1 exam every calendar year</i></p>
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<p><i>Hearing Exams: 1 exam every 2 calendar years</i></p>
--

<p><i>OB/GYN Exams: 1 exam per calendar year</i></p>
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Notes To Benefit Descriptions

- ◆ In situations where the member is responsible for obtaining the necessary pre-authorization and fails to do so, benefits may be reduced or denied.
- ◆ Inpatient Hospital Per Admission Copay is waived if readmitted within 30 days of same diagnosis
- ◆ Skilled Nursing Facility Copay is waived if admitted within 3 days of hospital discharge.
- ◆ Home Health Care services are covered when in lieu of hospitalization. Includes intravenous (IV) therapy.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants. Covered services are subject to a lifetime maximum of unlimited. Members are responsible for the balance of charges billed by out-of-network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services.

Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Plan. Please refer to your Subcontractor's Certificate of Coverage/Agreement/Certificate of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; refractive eye surgery; services and supplies related to, as well as the performance of, sex change operations; surgical and non-surgical services related to TMJ syndrome; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; workers' compensation.

A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.

**CENTURY PREFERRED
MANAGED RX, 3 TIER**
Benefits at a Glance

\$5 COPAYMENT GENERIC DRUGS
\$20 COPAYMENT LISTED BRAND-NAME DRUGS
\$35 COPAYMENT NON-LISTED BRAND-NAME DRUGS
\$1,000 Annual Maximum

How To Use 3-Tier Managed Rx

3-Tier Managed Rx has three different levels (or "tiers") of copayments, depending on the type of prescription drug you purchase (see the chart below for details). Your copayment will be lower when you use generic or brand-name medications that are on our list of preferred prescription drugs. Medications on this list are selected for their quality, safety and cost-effectiveness. You'll still have coverage brand-name drugs that are not on the list, but your copayment will be higher.

Talk to your provider about using generic drugs or listed brand-name drugs. It's a simple way to save out-of-pocket expenses.

Copayments and Day Supplies

- You will be responsible for **one copayment** when purchasing a **30-day supply** of prescription drugs from a retail pharmacy.
- You'll be responsible for **two copayments** when purchasing a **30-day to 90-day supply** of maintenance drugs through the voluntary mail-service program (see chart for details).

Generic Drugs Have the Lowest Copayment

		<i>Your copayment:</i>
Tier 1: Generic drugs	The term "generic" refers to a prescription drug that is not protected by a trademark. It is required to meet the same bioequivalency test as the original brand-name drug. Tier 1 copayment applies.	\$5
Tier 2: Listed brand-name drugs	The term "listed brand-name" refers to a brand-name prescription drug that is on Anthem Blue Cross and Blue Shield's list of preferred prescription drugs. Tier 2 copayment applies.	
Tier 3: Non-listed brand-name drugs	The term "non-listed brand-name" refers to a brand-name prescription drug that is not on Anthem Blue Cross and Blue Shield's list of preferred prescription drugs. Tier 3 copayment applies.	\$35
Mail Service	Two copayment(s) per 30-90 day supply	\$10/40/70
Annual Maximum	Per member per calendar year	\$1,000

Generic Substitution

- When a generic equivalent is available and you obtain a preferred or non-preferred brand-name drug, you will be responsible for the Tier 1 copayment plus the difference in cost between the generic and brand-name drug. This provision applies unless your provider obtains Prior Authorization. When Prior Authorization is obtained (at the discretion of Anthem Blue Cross and Blue Shield), you will be responsible only for the applicable Tier copayment.
- Prior authorization may be required for certain Prescription Drugs (or the prescribed quantity of a particular Drug). Prior authorization helps promote appropriate utilization and enforcement of guidelines for Prescription Drug benefit coverage. The PBM uses pre-approved criteria, developed by our Pharmacy and Therapeutics Committee, which is reviewed and adopted by us.
- Step therapy may be required for certain Prescription Drugs. Step therapy refers to the process in which you may be required to use one type of medication before benefits are available for another.

Voluntary Mail-Service Program

Anthem Rx, our voluntary mail-service drug program, can save you time and expense if you regularly take one or more types of maintenance drugs. You can order up to a 90-day supply of these medications and have them delivered directly to your home.

Two mail-service copayments will apply as follows: \$10 Generic/\$40 Preferred Brand/\$70 Non-Listed Brand

National Pharmacy Network

Members also have access to a network of more than 64,000 retail pharmacies throughout the country. Members may call 1-888-207-4214, to locate a participating pharmacy when traveling outside their area.

Non-Participating Pharmacies

Members who fill prescriptions at a non-participating pharmacy are responsible for payment at the time the prescription is filled. Members must submit claims to Anthem Blue Cross and Blue Shield for reimbursement. Payment will be sent to the member. Members who use non-participating pharmacies will pay 20% of the in-network allowance, plus the difference between Anthem Blue Cross and Blue Shield's payment and the pharmacist's actual charge.

Limits and Exclusions

Benefits are limited to no more than a 30-day supply for covered drugs purchased at a retail pharmacy, and no more than a 90-day supply for covered drugs purchased by mail service. All prescriptions are subject to quantity limitations imposed by state and federal statutes.

Benefits for prescription birth control and Sexual Dysfunction medications are optional for groups subject to your plan. Check with your benefits administrator to find out whether or not you have such benefits.

This is not a legal contract. It is only a general description of the Managed Rx, 3 Tier version. Please consult the Evidence of Coverage or prescription drug rider for a complete description of benefits and exclusions applicable to your coverage.

SIGNATURES

IN WITNESS WHEREOF, the parties have caused their names to be signed this ____ day
of ~~November, 2015~~ **January, 2020**.

CITY OF WEST HAVEN

WEST HAVEN POLICE LOCAL #895,
UPSEU

By: _____
~~Edward M. O'Brien~~ **Nancy R. Rossi**
Mayor

By: _____
~~Walter S. Casey~~ **Sean Faughnan**
President

By: _____
~~John Karajanis~~ **Joseph S. Perno**
Chief of Police

By: _____
Ron Suraci
Regional Director

By: _____
Beth A. Sabo
Director of Personnel &
Labor Relations

By: _____

By: _____

By: _____

City of Hartford

FY2020

Monthly Financial Report to the Municipal Accountability Review Board



January 2020

(FY2020 P7)

Meeting date: March 12, 2020

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

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City of Hartford - FY2020 General Fund Financial Report & Projection

MARB 3/12/20

Revenue Category	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (JANUARY)	FY2020 ACTUAL (JANUARY)	FY2020 PROJECTION	VARIANCE	% COLL.
41 General Property Taxes ¹	(277,053,297)	(283,570,266)	(283,570,266)	(237,440,518)	(242,481,476)	(281,670,266)	1,900,000	86%
42 Licenses & Permits ²	(6,378,386)	(6,040,406)	(6,040,406)	(3,822,838)	(3,807,432)	(6,040,406)	-	63%
43 Fines Forfeits & Penalties ³	(249,446)	(190,000)	(190,000)	(137,952)	(114,913)	(190,000)	-	60%
44 Revenue from Money & Property ⁴	(4,274,741)	(4,003,465)	(4,003,465)	(2,212,268)	(2,199,140)	(4,003,465)	-	55%
45 Intergovernmental Revenues ^{5,14}	(307,019,577)	(259,580,413)	(259,580,413)	(155,471,989)	(155,143,349)	(258,872,355)	708,058	60%
46 Charges For Services ⁶	(4,167,429)	(2,967,964)	(2,967,964)	(2,369,364)	(2,380,445)	(2,967,964)	-	80%
47 Reimbursements ⁷	(122,833)	(135,440)	(135,440)	(73,346)	(60,492)	(135,440)	-	45%
48 Other Revenues ⁸	(451,813)	(238,650)	(238,650)	(383,192)	(173,832)	(238,650)	-	73%
53 Other Financing Sources ⁹	(10,089,325)	(16,554,137)	(16,554,137)	(2,242,913)	(3,571,533)	(9,887,471)	6,666,666	22%
Total Revenues¹⁸	(609,806,845)	(573,280,741)	(573,280,741)	(404,154,381)	(409,932,611)	(564,006,017)	9,274,724	72%

MARB 3/12/20

Expenditure Category	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (JANUARY)	FY2020 ACTUAL (JANUARY)	FY2020 PROJECTION	VARIANCE	% EXP.
Payroll ¹⁰	97,702,910	110,295,287	110,514,041	54,817,727	57,507,735	106,085,931	4,428,110	52%
Benefits ¹¹	84,071,987	94,148,565	94,148,565	50,140,074	48,967,293	92,665,872	1,482,693	52%
Debt & Other Capital ^{12,16}	77,971,699	16,310,036	16,310,036	4,698,456	4,710,767	17,304,036	(994,000)	29%
Library ¹³	1,483,334	8,201,317	8,201,317	868,611	895,213	1,534,651	6,666,666	11%
Metro Hartford Innovation Services	3,188,510	3,193,214	3,193,214	1,851,566	1,862,708	3,193,214	-	58%
Utilities ¹⁷	23,415,165	25,865,608	25,865,608	14,700,164	15,678,733	25,563,608	302,000	61%
Other Non-Personnel	33,030,630	31,253,440	31,034,686	15,286,443	11,041,011	31,034,686	-	36%
Education ¹⁴	281,242,396	284,013,274	284,013,274	150,305,718	150,009,837	284,013,274	-	53%
Total Expenditures	602,106,630	573,280,741	573,280,741	292,668,759	290,673,297	561,395,272	11,885,469	51%
Committed Fund Balance for Board of Education ¹⁵	2,834,533							
Total Expenditures incl. Committed Fund Balance	604,941,163							
Revenues and Expenditures incl. Committed for BOE, Net	(4,865,682)	-	-	(111,485,621)	(119,259,315)	(2,610,745)		
Council Approved Use of Fund Balance	-			-				
Net Surplus/(Deficit)	4,865,682	-	-	111,485,621	119,259,315	2,610,745		

See footnotes on page 2.

REVENUE FOOTNOTES

¹ The General Property Tax revenue category is comprised of (1) Current Year Levy, (2) Prior Year Levy, (3) Interest & Liens and (4) Subsequent Lien Sales. (1) Cumulative through January current year tax levy revenues are 0.69% higher than FY2019 Period 7 (January). In April, the GL2018 were reduced in net assessment value by \$22M, for appeals settled through the Board of Assessment and court process late in March, that resulted an adjustment of \$1.9M in General Property Tax revenue.

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

(3) Interest and liens collections through January are tracking favorable by 14.71% comparing to FY2019 Period 7 (January).

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

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

² The Licenses and Permits revenue category is primarily comprised of building, electrical, mechanical, plumbing permits, and food and milk dealer licenses. This revenue category is in line with the FY2020 budget, however is tracking lower comparing to the FY2019 Period 7 (January) due to less permits submitted in the first quarter of FY2020.

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

⁴ Revenue from Money and Property contains lease/rental and short-term investment income. FY2020 actuals are tracking lower comparing to the FY2019 Period 7 (January), due to timing on posting lease payments.

⁵ FY2020 Intergovernmental Revenues YTD primarily reflect the receipt of the car tax, education cost sharing, and highway grant revenues from the state. The projection has been adjusted and reduced by \$708K due to no additional funding from the State for the School Building Grant and the Bond Interest Subsidy on School Projects.

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

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

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

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

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

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

(3) The first and second quarter of revenue from Hartford Parking Authority was received and recorded as of 12/31/2019.

(4) Special Police Private Duty Jobs has been recorded for two (2) quarters and is in line with the FY2020 budget, and tracking favorably.

EXPENDITURE FOOTNOTES

¹⁰ Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$4.43M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 27 weeks of actual payroll expenses with 25.4 weeks remaining. Vacancies are assumed to be refilled with 21.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$5.9M is offset by a projected shortfall of \$994K in OT, \$454K in PT salary expenses and \$31K in holiday pay. Payroll will continue to be monitored throughout the fiscal year.

¹¹ The City's total ADEC for Police, Fire and Municipal workers was budgeted at \$40.87M. Due to timing, an updated estimate provided by the City's actuaries has reduced the ADEC by a total of \$1.13M. Additional favorability is driven by the trend in insurance costs, closed retirement plans, unemployment, Social Security and fringe reimbursements. Projected favorability is offset by \$111K in collective bargaining agreement savings and \$500K in non-Public Safety budgeted attrition and vacancy savings.

¹² The FY2020 Adopted Budget for Debt & Other Capital actuals are comprised of \$4.65M for Downtown North principal and interest, \$95K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$11.45M for Pay-As-You-Go CapEx for a total of \$16.31M. This expenditure line item is projected to be \$17.30M due to additional capital needs, offset by a \$6K DoNo expense being charged to a Stadium Reserve Fund.

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

¹⁴ Education YTD actuals reflect 7 months of the City's tax supported payment of \$96M and two payments from the State of Connecticut. The \$188M ECS will be recorded as received by the State.

¹⁵ City Council Resolution item number 21, dated August 13, 2019, authorizes \$2.8M of the General Fund fund balance in FY2019 to "be used by the Board of Education in the provision of education services to the school children of Hartford." A transfer of \$2.9M occurred in P4 and a correcting journal entry by the BOE of \$100K brought the P5 transfer amount to \$2.8M. Over the course of two fiscal years, \$2.8M will be spent on education services.

¹⁶ Under the executed Contract Assistance agreement, \$45.67M of General Obligation debt service payments are made on the City's behalf by the State of Connecticut in FY2020. Consistent with GAAP rules, the contract assistance payments are recorded as donated capital revenue. The debt service expenditures are recorded in the ledger in the Debt Service line item to properly reflect the retirement of debt. This unbudgeted debt expense is offset by contract assistance revenue, together of which nets to zero.

¹⁷ Utilities are projected to be \$302K favorable due to savings in electricity resulting from streetlight LED lighting retro fit projects and lower expenditures in piped heat and A/C due to a moderate winter.

¹⁸ 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

	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (JANUARY)	FY2020 ACTUAL (JANUARY)
41-TAXES	(277,053,297)	(283,570,266)	(283,570,266)	(237,440,518)	(242,481,476)
CURRENT YEAR TAX LEVY	(268,172,511)	(272,220,266)	(272,220,266)	(233,598,269)	(235,209,894)
INTEREST AND LIENS	(4,998,639)	(4,500,000)	(4,500,000)	(2,521,883)	(2,892,923)
PRIOR YEAR LEVIES	(3,057,342)	(6,250,000)	(6,250,000)	(1,280,810)	(4,274,186)
TAX LIEN SALES	(740,692)	(500,000)	(500,000)	-	-
OTHER	(84,112)	(100,000)	(100,000)	(39,557)	(104,473)
42-LICENSES AND PERMITS	(6,378,386)	(6,040,406)	(6,040,406)	(3,822,838)	(3,807,432)
BUILDING PERMITS	(3,248,523)	(3,442,000)	(3,442,000)	(1,986,186)	(2,120,447)
ELECTRICAL PERMITS	(972,254)	(775,000)	(775,000)	(578,820)	(559,533)
FOOD & MILK DEALER LICENSES	(289,194)	(312,000)	(312,000)	(89,825)	(112,275)
MECHANICAL PERMITS	(830,946)	(800,000)	(800,000)	(574,376)	(369,458)
PLUMBING PERMITS	(399,136)	(325,000)	(325,000)	(246,166)	(238,469)
OTHER	(638,333)	(386,406)	(386,406)	(347,464)	(407,250)
43-FINES FORFEITS AND PENALTIES	(249,446)	(190,000)	(190,000)	(137,952)	(114,913)
FALSE ALARM CITATIONS-POL&FIRE	(239,289)	(185,000)	(185,000)	(132,305)	(96,973)
LAPSED LICENSE/LATE FEE	(4,700)	(5,000)	(5,000)	(4,100)	(13,800)
OTHER	(5,458)	-	-	(1,547)	(4,141)
44-INTEREST AND RENTAL INCOME	(4,274,741)	(4,003,465)	(4,003,465)	(2,212,268)	(2,199,140)
BILLINGS FORGE	(20,308)	(20,428)	(20,428)	(15,353)	(15,440)
CT CENTER FOR PERFORM ART	(50,000)	(50,000)	(50,000)	(29,167)	(25,000)
DELTAPRO - LANDFILL GAS	(10,202)	(90,294)	(90,294)	(10,202)	-
INTEREST	(3,121,304)	(2,905,249)	(2,905,249)	(1,640,586)	(1,741,126)
MIRA SOLAR REVENUE	-	(50,000)	(50,000)	-	-
RENT OF PROP-ALL OTHER	(109,809)	(112,839)	(112,839)	(64,451)	(63,892)
RENTAL OF PARK PROPERTY	(60,021)	(54,000)	(54,000)	(28,021)	(13,113)
RENTAL OF PARKING LOTS	(300)	(600)	(600)	(300)	-
RENTAL OF PROP-FLOOD COMM	(107,880)	(148,560)	(148,560)	(67,320)	(58,800)
RENTAL-525 MAIN STREET	(22,456)	(21,094)	(21,094)	(13,141)	(12,778)
RENTS FROM TENANTS	(180,426)	(161,257)	(161,257)	(98,530)	(90,810)
SHEPHERD PARK	(241,289)	(118,000)	(118,000)	-	-
THE RICHARDSON BUILDING	(313,952)	(235,000)	(235,000)	(208,553)	(141,113)
UNDERWOOD TOWER PILOT	(36,144)	(36,144)	(36,144)	(36,144)	(36,144)
OTHER	(650)	-	-	(500)	(925)
45-INTERGOVERNMENTAL	(307,019,577)	(259,580,413)	(259,580,413)	(155,471,989)	(155,143,349)
MUNICIPAL AID	(253,863,415)	(254,285,642)	(254,285,642)	(153,999,599)	(153,595,417)
CAR TAX SUPPL MRSF REV SHARING	(11,078,328)	(11,597,120)	(11,597,120)	(11,078,328)	(11,597,120)
EDUCATION COST SHARING	(188,043,631)	(187,974,890)	(187,974,890)	(94,286,294)	(93,987,446)
HIGHWAY GRANT	(1,192,605)	(1,192,605)	(1,192,605)	(596,303)	-
MASHANTUCKET PEQUOT FUND	(6,136,523)	(6,136,523)	(6,136,523)	(2,045,508)	(2,045,508)
MRSA BONDED DISTRIBUTION GRANT	(1,446,985)	(1,419,161)	(1,419,161)	(27,824)	-
MRSF SELECT PILOT	(12,422,113)	(12,422,113)	(12,422,113)	(12,422,113)	(12,422,113)
MUNICIPAL STABILIZATION GRANT	(3,370,519)	(3,370,519)	(3,370,519)	(3,370,519)	(3,370,519)
PRIV TAX EXEMPT PROPERTY	(20,009,758)	(20,009,758)	(20,009,758)	(20,009,758)	(20,009,758)
STATE OWNED PROPERTY	(10,162,953)	(10,162,953)	(10,162,953)	(10,162,953)	(10,162,953)
OTHER MUNICIPAL AID	(48,566,231)	-	-	-	-
STATE CONTRACT ASSISTANCE	(48,566,231)	-	-	-	-
OTHER STATE REVENUES	(111,786)	(830,774)	(830,774)	(70,901)	(84,631)
BOND INT SUB ON SCH PROJ	-	(46,613)	(46,613)	-	-
JUDICIAL BRANCH REV DISTRIB.	(89,972)	(76,000)	(76,000)	(49,087)	(65,175)
SCH BUILD GRT-SERIAL	-	(661,445)	(661,445)	-	-
VETERANS EXEMPTIONS	(21,814)	(46,716)	(46,716)	(21,814)	(19,456)
PILOTS, MIRA & OTHER INTERGOVERNMENTAL	(4,473,045)	(4,458,997)	(4,458,997)	(1,398,589)	(1,443,152)
DISABIL EXEMPT-SOC SEC	(6,223)	(7,755)	(7,755)	(6,223)	(6,559)
GR REC TAX-PARI MUTUEL	(206,810)	(250,000)	(250,000)	(134,274)	(111,331)
HEALTH&WELFARE-PRIV SCH	(54,629)	(61,366)	(61,366)	(54,629)	(50,793)
MATERIALS INNOVATION RECYCLING	(1,500,000)	(1,500,000)	(1,500,000)	-	-
PHONE ACCESS LN TAX SH	(447,838)	(550,000)	(550,000)	-	-
PILOT CHURCH HOMES INC	(131,112)	(131,112)	(131,112)	(65,556)	(125,390)
PILOT FOR CT CTR FOR PERF	(513,422)	(361,000)	(361,000)	-	-
PILOT FOR HARTFORD 21	(500,000)	(500,000)	(500,000)	(250,000)	(250,000)
PILOT HARTFORD HILTON	(540,247)	(525,000)	(525,000)	(315,144)	(270,124)
PILOT HARTFORD MARRIOTT	(552,763)	(552,764)	(552,764)	(552,763)	(603,956)
PILOT TRINITY COLLEGE	(20,000)	(20,000)	(20,000)	(20,000)	(25,000)
OTHER	(5,100)	(5,000)	(5,000)	(2,900)	(20,149)
STATE REIMBURSEMENTS	(5,100)	(5,000)	(5,000)	(2,900)	(20,149)
46-CHARGES FOR SERVICES	(4,167,429)	(2,967,964)	(2,967,964)	(2,369,364)	(2,380,445)
CONVEYANCE TAX	(1,913,349)	(1,200,000)	(1,200,000)	(984,635)	(921,496)
FILING RECORD-CERTIF FEES	(280,062)	(300,000)	(300,000)	(300,000)	(182,959)
TRANSCRIPT OF RECORDS	(829,705)	(839,250)	(839,250)	(475,700)	(459,723)
OTHER	(1,144,312)	(628,714)	(628,714)	(739,664)	(816,267)
47-REIMBURSEMENTS	(122,833)	(135,440)	(135,440)	(73,346)	(60,492)
ADVERTISING LOST DOGS	(980)	(220)	(220)	(560)	(243)
ATM REIMBURSEMENT	(399)	(1,475)	(1,475)	(399)	(280)
DOG ACCT-SALARY OF WARDEN	(2,291)	(2,600)	(2,600)	-	-
OTHER REIMBURSEMENTS	(4,438)	(20,500)	(20,500)	(2,353)	(1,042)
PRIOR YEAR EXPEND REFUNDS	-	(17,000)	(17,000)	-	-
REIMB FOR MEDICAID SERVICES	(9,945)	(22,000)	(22,000)	(9,945)	-
SECTION 8 MONITORING	(87,497)	(65,545)	(65,545)	(43,405)	(41,972)
OTHER	(17,284)	(6,100)	(6,100)	(16,684)	(16,955)
48-OTHER REVENUES	(451,813)	(238,650)	(238,650)	(383,192)	(173,832)
MISCELLANEOUS REVENUE	(155,122)	(169,150)	(169,150)	(121,849)	(129,781)
OVER & SHORT ACCOUNT	(1,007)	(1,500)	(1,500)	(854)	9
SALE CITY SURPLUS EQUIP	(783)	(60,000)	(60,000)	(259)	(963)
SALE OF DOGS	(6,126)	(5,000)	(5,000)	(4,028)	(4,519)
SETTLEMENTS - OTHER	(215,998)	(3,000)	(3,000)	(213,800)	(75)
OTHER	(72,777)	-	-	(42,403)	(38,503)
53-OTHER FINANCING SOURCES	(10,089,325)	(16,554,137)	(16,554,137)	(2,242,913)	(3,571,533)
CORPORATE CONTRIBUTION	(3,141,333)	(10,000,000)	(10,000,000)	-	-
DOWNTOWN NORTH (DONO)	(1,122,590)	(993,500)	(993,500)	(300,071)	(429,430)
REVENUE FROM HTFD PKG AUTHY	(2,630,675)	(2,695,637)	(2,695,637)	-	(1,177,315)
SPECIAL POLICE SERVICES	(2,955,127)	(2,750,000)	(2,750,000)	(1,913,816)	(1,914,742)
OTHER	(239,599)	(115,000)	(115,000)	(29,027)	(50,045)
Grand Total	(609,806,845)	(573,280,741)	(573,280,741)	(404,154,381)	(409,932,611)

CITY OF HARTFORD
PROPERTY TAX COLLECTIONS REPORT FOR FY19 AND FY20
PROPERTY TAX COLLECTION REPORT THROUGH JANUARY 31, 2020

Month	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	FY 19	FY 20
July	96,451,948	83,540,894 ¹	(342,432)	(151,199) ²	251,077	303,663	-	-	96,360,592	83,693,359
August	42,246,468	51,765,115	525,224	1,244,906	387,653	322,761	-	-	43,159,346	53,332,783
September	2,271,622	2,165,195	17,906	436,631	718,507	259,879 ³	-	-	3,008,035	2,861,706
October	2,646,106	2,189,141	(278,383)	769,555	246,322	376,828	-	-	2,614,045	3,335,524
November	1,971,266	1,398,615 ⁴	469,702	364,745 ⁴	318,786	219,391 ⁴	-	-	2,759,753	1,982,751 ⁴
December	13,258,728	13,885,761 ⁵	382,154	945,112 ⁵	280,737	1,085,525 ⁵	-	-	13,921,620	15,916,399 ⁵
January	74,752,130	80,265,171 ⁶	506,639	664,435 ⁶	318,802	324,876	-	-	75,577,571	81,254,483 ⁶
February	27,809,194		417,367		312,757		-	-	28,539,318	-
March	2,712,714		543,565		467,814		-	-	3,724,092	-
April	1,933,466		763,667		443,352		-	-	3,140,486	-
May	1,288,335		616,554		511,556		-	-	2,416,446	-
June	830,534		801,596		741,276		740,692	-	3,114,098	-
Total Collections	268,172,511	235,209,894	4,423,559	4,274,186	4,998,639	2,892,923	740,692	-	278,335,402	242,377,003
60 Day Collections (Year End entry)			(1,366,218)						(1,366,218)	-
Adjusted Total Collections	268,172,511	235,209,894	3,057,342	4,274,186	4,998,639	2,892,923	740,692	-	276,969,184	242,377,003

	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20
Total Budget	273,861,323	272,220,266	5,500,000	6,250,000	3,900,000	4,500,000	750,000	500,000	284,011,323	283,470,266
Total Adjusted Levy at July 1st	289,991,265	286,964,966	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Collections through January	233,598,269	235,209,894	1,280,810	4,274,186	2,521,883	2,892,923	-	-	237,400,962	242,377,003
Outstanding Receivable at 12/31/19	49,681,538	48,368,591	48,252,201	49,482,207	n/a	n/a	n/a	n/a	n/a	n/a
% of Budget Collected	85.30%	86.40%	23.29%	68.39%	64.66%	64.29%	0.00%	0.00%	83.59%	85.50%
% of Adjusted Levy Collected	80.55%	81.96%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Mill Rate Real Estate	74.29	74.29								
Mill Rate Personal Property	74.29	74.29								
Mill Rate Motor Vehicle	45	45								

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

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

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

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

⁵ FY2020 December Prior Year's Tax collections and interest are higher comparing to FY2019 December due to a one-time payment for a tax fixing agreement for prior year levy and interest in FY2020.

⁶ FY2020 January's collections are higher as compared to FY2019 January collections, due to the fee relief program for MV and PP (\$500K), as well as the timing of payments.

Expenditure Summary - Departments

	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (JANUARY)	FY2020 ACTUAL (JANUARY)	FY2020 PROJECTION	VARIANCE
00111 MAYOR'S OFFICE	700,632	802,661	802,661	409,391	463,462	759,592	43,069
00112 COURT OF COMMON COUNCIL	503,577	510,147	560,916	283,053	256,758	538,127	22,789
00113 TREASURER	454,715	470,860	470,860	254,453	241,656	454,658	16,202
00114 REGISTRARS OF VOTERS	581,934	470,367	730,980	416,983	398,207	718,442	12,538
00116 CORPORATION COUNSEL	1,335,850	1,551,808	1,551,808	770,445	719,104	1,407,296	144,512
00117 TOWN & CITY CLERK	696,637	800,095	800,095	398,878	390,856	753,757	46,338
00118 INTERNAL AUDIT	501,016	513,779	513,779	281,139	284,376	513,636	143
00119 CHIEF OPERATING OFFICER	613,541	818,222	818,222	401,366	369,441	816,138	2,084
00122 METRO HARTFORD INNOVATION SERV	3,188,510	3,193,214	3,193,214	1,851,566	1,862,708	3,193,214	0
00123 FINANCE	3,301,651	3,803,175	3,803,175	1,823,205	1,824,280	3,554,696	248,479
00125 HUMAN RESOURCES ¹	1,231,425	1,257,176	1,257,176	699,024	610,272	1,278,845	(21,669)
00128 OFFICE OF MANAGEMENT & BUDGET	856,745	1,187,960	1,187,960	492,818	476,515	1,053,719	134,241
00132 FAMILIES, CHILDREN, YOUTH & RECREATION ²	3,343,256	3,407,296	3,407,296	2,180,147	2,206,752	3,579,528	(172,232)
00211 FIRE	32,107,353	34,285,229	34,285,229	18,072,773	18,318,980	33,422,223	863,006
00212 POLICE	40,011,308	46,627,694	46,627,694	22,069,061	23,239,047	44,472,455	2,155,239
00213 EMERGENCY SERVICES & TELECOMM. ³	3,657,064	3,799,883	3,799,883	2,156,909	2,094,298	4,027,343	(227,460)
00311 PUBLIC WORKS	13,176,086	15,595,312	15,595,312	6,666,694	7,975,201	15,020,209	575,103
00420 DEVELOPMENT SERVICES	3,290,211	4,020,079	4,020,079	1,802,851	2,031,157	3,916,643	103,436
00520 HEALTH AND HUMAN SERVICES	3,325,808	5,063,719	5,063,719	1,319,996	2,245,830	4,581,429	482,290
00711 EDUCATION	281,242,396	284,013,274	284,013,274	150,305,718	150,009,837	284,013,274	0
00721 HARTFORD PUBLIC LIBRARY ⁴	1,483,334	8,201,317	8,201,317	868,611	895,213	1,534,651	6,666,666
00820 BENEFITS & INSURANCES	84,071,987	94,148,565	94,148,565	50,140,074	48,967,293	92,665,872	1,482,693
00821 DEBT SERVICE ⁵	77,971,699	16,310,036	16,310,036	4,698,456	4,710,767	17,304,036	(994,000)
00822 NON OP DEPT EXPENDITURES	44,459,898	42,428,873	42,117,491	24,305,148	20,081,287	41,815,491	302,000
Grand Total	602,106,630	573,280,741	573,280,741	292,668,759	290,673,297	561,395,272	11,885,469

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

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

³ Emergency Services & Telecomm. is projected to be unfavorable due to number of Trainees being hired as full-time staff and the need to assign a full-time staff person to each Trainee during scheduled shifts.

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

⁵ The FY2020 Adopted Budget for Debt & Other Capital actuals are comprised of \$4.65M for Downtown North principal and interest, \$95K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$11.45M for Pay-As-You-Go CapEx for a total of \$16.31M. This expenditure line item is projected to be \$17.30M due to additional capital needs, offset by a \$6K DoNo expense being charged to a Stadium Reserve Fund.

Expenditure Summary - Major Expenditure Category

	FY2019 AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (JANUARY)	FY2020 ACTUAL (JANUARY)	FY2020 PROJECTION	VARIANCE
PAYROLL	97,702,910	110,295,287	110,514,041	54,817,727	57,507,735	106,085,931	4,428,110
FT ¹	80,500,637	94,243,829	94,294,598	44,850,797	46,903,676	88,387,636	5,906,962
HOL	2,144,726	2,480,489	2,480,489	1,257,538	1,286,339	2,511,275	(30,786)
OT ¹	13,204,845	12,066,029	12,066,029	7,265,615	7,753,547	13,060,137	(994,108)
PT ¹	1,852,702	1,504,940	1,672,925	1,443,777	1,564,173	2,126,882	(453,957)
BENEFITS	84,071,987	94,148,565	94,148,565	50,140,074	48,967,293	92,665,872	1,482,693
HEALTH	31,260,540	35,195,175	35,195,175	17,773,972	16,461,268	35,195,175	0
MITIGATION ²	0	(500,000)	(500,000)	0	0	0	(500,000)
PENSION ³	43,406,819	48,109,987	48,109,987	25,350,267	25,001,768	46,877,212	1,232,775
INSURANCE ⁹	4,839,402	4,890,000	4,890,000	3,647,390	3,610,039	4,530,000	360,000
FRINGE REIMBURSEMENTS ⁷	(5,332,983)	(3,800,000)	(3,800,000)	(2,393,348)	(1,878,203)	(4,100,000)	300,000
LIFE INSURANCE ¹⁰	262,106	315,652	315,652	151,909	135,714	265,652	50,000
OTHER BENEFITS ⁸	4,236,104	4,698,957	4,698,957	2,409,884	2,465,874	4,547,833	151,124
WAGE ⁴	0	(111,206)	(111,206)	0	0	0	(111,206)
WORKERS COMP	5,400,000	5,350,000	5,350,000	3,200,000	3,170,833	5,350,000	0
DEBT	77,971,699	16,310,036	16,310,036	4,698,456	4,710,767	17,304,036	(994,000)
DEBT ⁶	77,971,699	16,310,036	16,310,036	4,698,456	4,710,767	17,304,036	(994,000)
LIBRARY	1,483,334	8,201,317	8,201,317	868,611	895,213	1,534,651	6,666,666
LIBRARY ⁵	1,483,334	8,201,317	8,201,317	868,611	895,213	1,534,651	6,666,666
MHIS	3,188,510	3,193,214	3,193,214	1,851,566	1,862,708	3,193,214	0
MHIS	3,188,510	3,193,214	3,193,214	1,851,566	1,862,708	3,193,214	0
UTILITY	23,415,165	25,865,608	25,865,608	14,700,164	15,678,733	25,563,608	302,000
UTILITY ¹¹	23,415,165	25,865,608	25,865,608	14,700,164	15,678,733	25,563,608	302,000
OTHER	33,030,630	31,253,440	31,034,686	15,286,443	11,041,011	31,034,686	0
COMMUNITY ACTIVITIES	2,105,764	2,342,699	2,338,054	1,282,370	993,398	2,338,054	0
CONTINGENCY	555,751	4,022,152	3,642,699	67,425	25,491	3,642,699	0
CONTRACTED SERVICES	3,286,289	4,071,425	4,107,229	1,548,721	1,116,783	4,107,229	0
ELECTIONS	0	458,146	197,533	0	0	197,533	0
GOVT AGENCY & OTHER	0	0	19,964	0	19,964	19,964	0
LEASES - OFFICES PARKING COPIER	1,548,780	2,033,636	2,033,636	833,828	845,130	2,033,636	0
LEGAL EXPENSES & SETTLEMENTS	6,428,094	3,216,500	3,216,500	4,291,102	951,122	3,216,500	0
OTHER	3,255,876	4,313,833	4,319,928	1,545,267	2,404,845	4,319,928	0
POSTAGE	163,630	200,000	200,000	150,004	125,000	200,000	0
SUPPLY	4,011,786	4,396,572	4,431,072	1,918,919	1,913,485	4,431,072	0
TECH, PROF & COMM BASED SERVICES	1,655,597	2,506,553	2,836,147	822,884	1,023,631	2,836,147	0
VEHICLE & EQUIP	10,019,063	3,691,924	3,691,924	2,825,923	1,622,164	3,691,924	0
EDUCATION	281,242,396	284,013,274	284,013,274	150,305,718	150,009,837	284,013,274	0
EDUCATION	281,242,396	284,013,274	284,013,274	150,305,718	150,009,837	284,013,274	0
Grand Total	602,106,630	573,280,741	573,280,741	292,668,759	290,673,297	561,395,272	11,885,469

¹ Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$4.43M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 27 weeks of actual payroll expenses with 25.4 weeks remaining. Vacancies are assumed to be refilled with 21.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$5.9M is offset by a projected shortfall of \$994K in OT, \$454K in PT salary expenses and \$31K in holiday pay. Payroll will continue to be monitored throughout the fiscal year.

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

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

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

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

⁶ This expenditure line item is projected to be \$17.30M due to additional capital needs, offset by a \$6K DoNo expense being charged to a Stadium Reserve Fund.

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

⁸ Social Security is projected to be favorable by \$126K and unemployment is projected to be favorable by \$25K.

⁹ Insurance is projected to be favorable due to a \$300K decrease in the loss funding trend of claims and a \$60K decrease due to the majority of premiums spend occurring year-to-date.

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

¹¹ Utilities are projected to be \$302K favorable due to savings in electricity resulting from streetlight LED lighting retro fit projects and lower expenditures in piped heat and A/C due to a moderate winter.

Appendix

FY2020 Full-time Payroll Projection (through January) as of 1/13/20

DEPARTMENTS	BUDGETED HC	BUDGETED ANNUAL AMOUNT (REV)	YTD THRU CHECK ISSUE 1/13 (27 WEEKS)	PROJECTION (25.4 WEEKS)	YTD THRU 1/13 PLUS PROJECTION (25.4 WEEKS)	REMAINING ESTIMATED STEPS	PROJECTION	VARIANCE (BUDGETED ANNUAL AMOUNT - PROJECTION)
111-Mayor	11	748,913	414,853	292,140	706,994	1,410	708,404	40,509
112-CCC	7	405,620	161,931	220,375	382,306	0	382,306	23,314
113- Treas	9	393,548	219,953	151,855	371,808	5,208	377,017	16,531
114- ROV	7	333,236	156,499	159,900	316,399	778	317,177	16,059
116-Corp Counsel	16	1,493,753	627,567	689,754	1,317,321	0	1,317,321	176,432
117- Clerk	10	662,701	240,366	304,375	544,741	897	545,638	117,063
118-Audit	5	509,901	262,892	246,566	509,458	0	509,458	443
119-COO	6	498,868	185,515	312,344	497,859	0	497,859	1,009
123- FIN	45	3,448,056	1,570,121	1,651,428	3,221,549	15,280	3,236,829	211,227
125- HR	13	936,431	361,616	485,004	846,620	1,099	847,719	88,712
128-OMBG	13	1,080,130	416,969	527,340	944,309	1,830	946,139	133,991
132-FCYR	11	792,033	382,356	369,181	751,536	878	752,415	39,618
211- Fire	368	27,117,637	12,885,743	12,686,175	25,571,917	144,095	25,716,012	1,401,625
212- Police	537	38,289,832	16,767,641	17,423,377	34,191,018	236,214	34,427,232	3,862,600
213- EST	49	3,002,483	1,231,339	1,349,735	2,581,074	11,601	2,592,675	409,808
311- DPW	197	10,261,421	4,502,319	4,854,957	9,357,276	51,458	9,408,735	852,686
420- Devel Serv	52	3,863,440	1,775,074	1,885,388	3,660,462	20,434	3,680,896	182,544
520- HHS	33	2,152,369	686,055	974,004	1,660,059	12,445	1,672,504	479,865
Grand Total	1,389	95,990,372	42,848,808	44,583,900	87,432,707	503,628	87,936,335	8,054,037

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

FT- Fire Attrition	(510,000)
FT- Police Attrition	(1,252,299)
FT- Development Serv. Attrition	(20,000)
FT- Net other payroll	(364,776)
FT- Subtotal Variance	<u>5,906,962</u>
Non-Sworn Attrition (in Benefits)	(500,000)
Total Variance (favorable)	<u>5,406,962</u>

- Assumptions
- 1) Analysis is based on year-to-date actuals from check date 1/13/19, which includes 27 pay periods, and projects filled positions for 25.4 future weeks.
 - 2) Non-sworn vacancies are projected for 21.4 future weeks.
 - 3) A future Police class is anticipated to be hired in the Spring.
 - 4) No future Fire FY2020 classes planned.
 - 5) Adopted head count is 1403 with 1389 General Fund positions and 14 MHIS positions funded in the MHIS internal service fund.

MEMORANDUM

Municipal Accountability Review Board

To: Members of the Municipal Accountability Review Board
From: Julian Freund, OPM
Subject: Hartford Board of Education Non-Labor Contracts
Date: March 9, 2019

The Hartford Board of Education has submitted two non-labor contracts for MARB review and comment. In both cases, the District is transitioning from existing to new software platforms driven largely by a need for greater automation and enhanced reporting capabilities.

Allovue (Budget management software)

This vendor offers a range of budget and financial software modules on a Software as a Service (hosted) basis. Based on the attached proposal, the contract will be for budget management software provided as a hosted service for a period of three years. The total contract amount is \$317,075 which essentially covers three years of licensing plus implementation costs. This is a new contract, selected as a sole source procurement due to a limited number of vendors providing similar services to districts of comparable size. The District has indicated that funding for the contract is in the current budget as it the service will be replacing legacy platforms.

Frontline (School administration software)

Frontline offers various school administration software modules on a hosted basis. Frontline is an existing vendor for the District currently providing employee evaluation and applicant tracking modules. The District is adding Medicaid Management and IEP Management modules to its existing contract. The annual subscription cost of the two additional platforms is \$94,137. The District has indicated that funding for the additional service is in the current budget as it will be replacing legacy platforms.

The District's Chief Financial Officer will be at the MARB meeting to provide any additional detail needed.



1) Contract: Allovue – Amount: \$317,075 (over 3 years)

Executive Summary

Allovue was founded in 2013 by a team of educators, technologists, education finance experts, and data specialists who realized the impact budgeting decisions could have on student success. Together they worked to build an innovative education finance solution to maximize student outcomes.

Our mission is to empower educators to strategically and equitably allocate resources to best support the needs of students. Allovue’s goal is to help educators make better decisions about their budgets and spending by giving them dynamic, up-to-date, and user-friendly data.

To date, Allovue has worked with districts and state departments of education across the country to budget, manage, and evaluate their spending. Allovue’s software platform, *Balance*, integrates seamlessly with districts’ existing accounting systems and other data systems to help educators allocate, budget, manage, and evaluate spending via four products: *Allocate*, *Budget*, *Manage*, and *Evaluate*. Allovue also provides additional services such as chart of accounts revisions, strategic consulting, financial management training, executive coaching, and funding formula revisions.

Allovue recommends the following solutions to meet Hartford Public Schools’ priorities:

- *Balance Manage* and *Balance Evaluate* for effective site-level autonomy and user-friendly access to financial data and reports.
- *Balance Budget* for a collaborative and streamlined budgeting process.
- *Balance Allocate* to equitably distribute funds to schools.
- *Balance Suite (Budget, Manage, Evaluate, and Allocate)* to build fiscal transparency and trust between Hartford Public Schools and its community and stakeholders.
- Executive Coaching for the superintendent for the purposes of professional development.

The following describes the strategic goals that will be met by partnering with Allovue:

Strategic Priority 1: Provide user-friendly and accessible financial dashboards and reports to support principals and non-financial users with effectively monitoring spending and ensure accountability.

Strategic Priority 2: Streamline the budgeting process to be more collaborative, efficient, and user-friendly so principals and other budget owners can understand and plan their budgets appropriately.



Strategic Priority 3: Simplify and expedite the process to equitably allocate dollars to schools.

Strategic Priority 4: Build fiscal transparency and trust with school leaders, community, and board.

Invoice 1	Invoice upon customer signature	\$49,250
Invoice 2	Invoice sent March 17, 2020 contingent upon board approval	\$74,500
Invoice 3	2021 Renewal of Customer Signature	\$95,275
Invoice 4	2022 Renewal of Customer Signature	\$98,050

2) Contract: Frontline – Amount: \$161,202.76

Executive Summary

HPS currently uses two platforms run by Frontline. One is the employee evaluation management platform (My Learning Plan) where all certified evaluations, as well as evaluations for CDA's and Paraeducators take place. The second platform is for Recruitment & Hiring (Applicant Tracking), which is used for all applications of employment to the Hartford Public Schools.

An agreement modification is needed to add 2 more platforms: Medicaid Management, and IEP Management, bringing the total to \$161,202.76.

Allovue Proposal

PREPARED FOR:

Hartford Public Schools

Dr. Leslie Torres-Rodriguez, Superintendent

Clarence Zachery, Chief Operating and Financial Officer

March 3, 2020

PREPARED BY:

Allovue

Micaela Perez Ferrero, Account Executive

ABOUT ALLOVUE

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ALLOVUE AND HARTFORD PUBLIC SCHOOLS

Allovue will partner with Hartford Public Schools (HPS) to incorporate the District Model for Excellence Strategic Operating Plan into its practice for financial operations. Specifically, Allovue will focus on "Priority 4: Operational Effectiveness" by using *Balance* and supporting strategic services. *Balance* allows stakeholders to collaborate in the budgeting process in a controlled online environment. Administrators and teachers will work on a shared data set where financial inputs can be assessed against student characteristics such as Growth Percentile. Central office will be able to run unlimited resource allocation models that support the equitable distribution of funds aligned with student need. Further, visibility to the personnel and non-personnel planning at the school level will increase transparency and trust across the district. *Balance* is purpose-fit to advance the initiatives in the HPS Strategic Operating Plan and support the district as it seeks to equitably allocate resources to best support the needs of students.

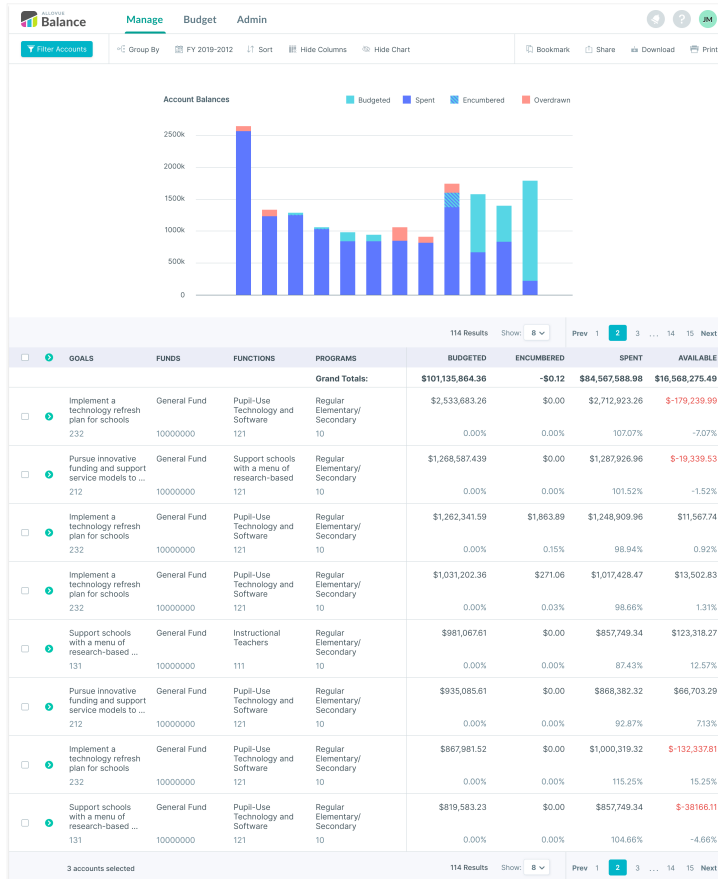


BALANCE MODULES

The Allovue team will work with key personnel from Hartford Public Schools to complete the following deliverables, including *Balance* licenses with access to underlying product modules:

Balance Manage

Balance Manage helps school districts and education organizations to view available account balances and track spending at the transaction level. Budget managers can easily filter accounts and transactions by fund, program, location, or other account level details to view daily updates of their budgets. Financial data can also be correlated with non-financial data to analyze equity and cost-effectiveness. *Manage* will help ensure that HPS central office and schools use relevant and timely data to continuously improve teaching and learning, and district operations.



- **Account Filtering** Parse and filter financial data to analyze spending by year, fund, category, and program – or any other segment from your chart of accounts.
- **Smart Search** No more memorizing thousands of account codes. Find the accounts you're looking for in plain English and don't worry, you will still be able to search by account code.
- **Up-To-Date Data** *Balance* integrates with your existing backend data systems to provide daily updates on accounts and transactions, ensuring HPS administrators and teachers are using data to inform decisions.
- **Performance Analysis** Analyze spending in the context of non- financial metrics, such as attendance rates, student achievement, and demographic data.
- **Custom Views** Keep tabs on a particular grant, object code, or another expenditure with our Bookmarks feature. Log in and share bookmarks with other members of your team, and set personal reminders develop a regular routine of tracking data.



Balance Budget

Balance Budget facilitates site-level budget development in a collaborative online environment. Title I grant managers, teaching and learning departments, operations staff, and school administrators can develop staffing and spending plans aligned to goals. HPS will be able to build a balanced budget, reduce inefficiencies, and increase transparency at the same time.

Budget ID	School Name	Status	Allocated	Planned	Total Remaining
3101	Lincoln Elementary School	In Progress	\$4,632,447.00	\$962,292.85	\$3,670,154.15
3102	Central Elementary School	In Progress	\$4,538,300.00	\$100,926.29	\$4,437,373.71
3103	Washington Elementary School	Awaiting Approval	\$8,332,523.00	\$699,202.21	\$7,633,320.79

Category	Allocated	Planned	Remaining
Discretionary Estimated Salaries Funds 10000000 General Fund Locations 3103 Washington Elementary School	\$48,200.00	\$24,120.00	\$24,080.00
ELL Actual Salaries Funds 21041100 Title III - Language Acquisition Programs 40 Bilingual/ESL Education	\$50,450.00	\$30,000.00	\$20,450.00

- **Flexible Staffing Set Up** Department heads can build their staffing plans with confidence because salaries and benefits are calculated correctly with the right account codes based on FTE and positions.
- **Approval Process** Easily identify which budget are in progress, awaiting approval, or approved in real-time. When a budget is approved, it is locked for editing until an approver moves it back to in progress for adjustments.
- **Position Planning** Our position planning system includes a combination of district defined elements (job type/ employee) and FTE and supports average or actual salary budgeting. Easily view displaced employees and vacancies created in real time as budgets are crafted.
- **Up-to-Date Changes Across the System** *Balance Budget* provides a central place to make bulk adjustments that immediately apply across the entire system. Last-minute changes are no longer a problem with the ability to change salaries, benefits or allocations just once and know that all budgets are appropriately updated.
- **Real-time Access to Budget Data** All budget administrators see their allocations in an online collaborative space across departments or cost-centers, free of duplicate copies or broken formulas. Trust that you're always working with the latest version of your budget—anytime, anywhere.
- **Visibility into the Budgeting Process** HPS Finance Directors can keep tabs on the budgeting process across your district with summarized data on FTE count and total allocated and planned dollars. Gain early insights on potential hiring needs or offer help to administrators who need extra support. Keep tabs on planned expenses by segment, priority, or location.
- **Collaborative Budgeting** Allow for additional stakeholders to take part in the process by assigning more than one person to construct any budget and by assigning budget viewers to any budgets for read-only access and strategic planning and review.
- **Strategic Alignment** Using the district-wide priorities and supporting strategies from the Strategic Operating Plan, *Balance Budget* allows for the seamless connection of budgeting to goals. Each expense can optionally be “tagged” with a strategy. Complete budgets will now be able to be presented with a narrative structure, showing the investment level per priority and strategy for each budget.

Balance Evaluate

Balance Evaluate provides three services: school profiles, equity reports, and scatterplot to assist school leaders as they analyze the distribution of expenditures against underlying drivers and performance measures such as student characteristics, aggregated assessment data, and building square footage.



- **School Profiles** Review tailored, monthly updated public profiles for each school to better understand budgets and spending patterns at the school-level and in comparison, to district averages. Equip principals with the narrative behind their school's spending to best communicate with their school community.
- **Equity Reports** Analyze actual spending by location, student characteristics, academic performance, and other factors to better understand whether resource allocation processes are supporting fiscal equity.
- **Scatter Plot** Analyze relationships between non-financial outcomes and your spending using the power of *Balance Manage's* filters.
- **Stakeholder Engagement** Share contextualized budget and spending data with school communities and parents through public school spending profiles, directly supporting Priority: Family & Community Partnerships. Help each local community understand how their school's expenditures compare to the district average, as well as trends in spending and top vendors.
- **Spending Efficacy** Connect budgets and expenditures—by source, location, and targeted student group—to performance metrics and other non-financial indicators. This analysis will help district leaders to understand the relationship between spending across locations and school-based initiatives and practices that impact student learning and drive costs.

Balance Allocate

HPS requires effective tools that help them make strategic funding allocations and improve their budgeting process. Balance Allocate is a cloud-based application that improves the strategic budgeting process for K-12 districts. HPS will use Balance Allocate to select their ideal school funding formula, ensuring alignment of per-pupil budgeting to school need, and educate stakeholders and regulators with detailed, student-level reporting.

The screenshot shows the 'Balance Allocate' application interface. At the top, there is a navigation bar with the 'Balance Allocate' logo, a user profile icon labeled 'JM', and a 'New Scenario' button. Below the navigation bar, there are icons for document management (New, Save, Print, Delete) and utility functions (Bookmark, Share, Download, Print). The main content area is titled 'School-Level Insight' and contains a table with 84 results. The table has columns for UID, Institution Name, Type, Base, Equity, Gifted, ELL, Total, and PP%. The table is paginated, showing page 2 of 15. The data rows include schools like Wilson High School, Allovue Middle School, Alice Middle School, Bellwood Elementary, Cedarcrest Middle School, Clay County HS, Kenwood Middle School, Clay Middle School, New Berlin Elementary, Powell Middle School, and Central High.

UID	Institution Name	Type	Base	Equity	Gifted	ELL	Total	PP%
2380	Wilson High School	High School	\$232,864	\$121,069	\$53,890	\$101,932	\$403,841	-0.06%
2191	Allovue Middle School	Middle School	\$310,990	\$655,000	\$129,880	\$80,970	\$1,090,772	1.00%
1123	Alice Middle School	Middle School	\$72,400	\$320,880	\$221,908	\$341,789	\$520,990	-0.05%
1211	Bellwood Elementary	Elementary School	\$438,921	\$87,330	\$32,900	\$324,332	\$671,924	-0.05%
2312	Cedarcrest Middle School	Middle School	\$438,670	\$321,000	\$160,766	\$231,009	\$255,087	-0.05%
2188	Clay County HS	High School	\$324,345	\$58,933	\$195,230	\$67,881	\$176,023	1.05%
2311	Wilson High School	High School	\$232,864	\$121,069	\$53,890	\$101,932	\$403,841	-0.06%
2422	Kenwood Middle School	Middle School	\$310,990	\$45,845	\$129,880	\$80,970	\$90,772	1.00%
1254	Clay Middle School	Middle School	\$72,400	\$320,880	\$221,908	\$341,789	\$520,990	-0.05%
2341	New Berlin Elementary	Elementary School	\$438,921	\$870,330	\$32,900	\$324,332	\$671,924	-0.50%
2361	Powell Middle School	Middle School	\$438,670	\$821,000	\$160,766	\$231,009	\$211,087	-0.45%
2307	Central High	High School	\$324,345	\$58,933	\$195,230	\$67,881	\$170,323	0.65%

- **Streamline Administration:** Quickly and efficiently manage calculations and reports for your budget and budget book.
- **Model Funding Formula Alternatives:** Model unlimited funding scenarios to evaluate alternatives and find the ideal budget allocations in seconds, and without spreadsheets.
- **Strategically Align District Goals:** Align district and school board priorities with student-centered school budget allocations.
 - **Establish Transparency** Allocate funding based on student need and share School Profiles to encourage transparency for allocation methodology rationale among principals.

BALANCE IMPLEMENTATION

Our implementation services are designed to help you maximize the value of your investment in *Balance*. We believe that our partnership will help usher real change into your district's financial management practices, and offer the following as part of our package:

Balance Manage Implementation | 60 Days

Overview

Deliverable	Duration	Format
1. Introductory Phone Call	1 hour	Virtual
2. Getting Started Kick-Off Meeting	2.5 hours	Virtual
3. Savvy Survey Administration & Scorecard Delivery	2 hours	Virtual
4. SMART Scorecard, Trail Map & End of Year Review	2 hours	Virtual
5. Data Integration & Quality Assurance	10 hours	Virtual
6. <i>Balance Manage</i> Training	1 day (3 sessions, 15 participants each)	Onsite
7. Implementation Sign-Off Call	2 hours	Virtual
8. Ongoing Support	As needed	Virtual

Details

1. Introductory Phone Call: Your Allovue District Partner will host an introductory phone call with key district implementation personnel for up to one hour to review the products and services purchased, discuss implementation timeline and steps, and schedule relevant meetings.

2. Getting Started Kick-Off Meeting: At Allovue we know that every district has its own unique background, strategies, and challenges. Your District Partner will meet with you and your implementation team remotely for up to 2.5 hours to learn more about your district so that we can understand your specific needs as we review your data prior to implementation.

- **3. Savvy Survey Administration & Scorecard Delivery:** To truly understand how everyone using *Balance* is interacting with financial information today, Allovue will administer a virtual survey with questions around current financial knowledge, skills, and behaviors. Once all survey results have been collected, your District Partner will review any notable trends with you during a two-hour call.
- **4. SMART Scorecard, Trail Map & End of Year Review:** Keeping your district's strategic priorities for financial management in mind throughout your implementation is key to your overall success. Concurrent with data integration, your District Partner will meet with key project sponsors to review the indicators of success along your strategic priorities and develop a pathway to meeting your goals in this two-hour virtual meeting. At the end of the year, your District Partner will review your progress to these goals.
-
- **5. Data Integration and Quality Assurance:** Our team of data experts will work with your team of data experts remotely to ensure that a secure connection has been established, allowing us to refresh your data every night. Within 60 days of establishing this connection, your district will be ready to launch *Manage*. Our team will:



- Configure *Manage* to your chart of accounts for both historical and regularly updated fiscal year data
 - Import data from the general ledger and transaction journal with assistance of district sponsors
 - Test connectivity and proper coverage of data elements for financial transactions
 - Conduct quality assurance testing to ensure financial data import accuracy and business rule integrity for accurate account statements
 - Implement supplemental cross-referencing of non-financial data and strategic plan
 - Review the environment with core district team to receive sign off to move forward with training
- **6. Balance Manage Training:** When it comes to training, we know that two statements ring true: seeing is believing and it's best to learn by doing. With these in mind, Allovue will facilitate up to three 2-hour onsite training sessions with your district to ensure that everyone has an opportunity to receive hands-on training to use *Manage* to manage their spending. All training sessions will include a demo of *Manage* as well as an activity-based portion where staff are invited to interact directly with their data. This training will empower participants to:
 - Become proficient in use of *Manage*
 - View how much is in their budgets and how much is available to spend, at any given day during the year
 - Understand how to view, track, and analyze transactions
 - Create Bookmarks to flag key analyses including noting the standard bookmarks that have been “pushed” to users
 - Each session will be held onsite and led by two Allovue Team members with up to three sessions per day and can accommodate up to 15 participants in each session. The district will provide a Wi-Fi-enabled room with a projector, a computer for each participant, and space for up to 15 people. A senior sponsor from the district should be available during the sessions.
 -
 - **7. Implementation Sign-Off Call:** Signaling the completion of your integration and training process, you will meet with your District Partner for up to two hours remotely to review your progress associated with product implementation and confirm all necessary expectations have been met. You will conclude this final session with an introduction to long-term support.
 -
 - **8. Ongoing Support:** After implementation sign-off, a 2-hour virtual post-launch check in will occur after the first six months of using *Manage* to ensure a strong adoption during the school year. Monthly check in calls are an opportunity to share insights or new strategies at your district to inform how Allovue supports your staff.

Balance Budget Implementation | 60 Days

Overview

Deliverable	Duration	Format
1. Introductory Phone Call	1 hour	Virtual
2. Getting Started Kick-Off Meeting	2.5 hours	Virtual
3. Guided Data Integration & Strategy	10 hours	Virtual
4. <i>Balance Budget</i> for Architects Strategy	4 hours	Virtual
5. <i>Balance Budget</i> for Architects Training	2 hours	Virtual
6. <i>Balance Budget</i> for Builders “Train the Trainer”	2 hours	Virtual
7. Implementation Sign-Off Call	2 hours	Virtual



8. Ongoing Support		Virtual
Post-Launch Budget Season Check In	2 hours	
Export and Upload of Budget to ERP	6 hours	
Monthly Check-In Calls	1 hour each	
Rollover Budget Data Import	1 hour	

Details

1. Introductory Phone Call: Your Allovue District Partner will host an introductory phone call with key district implementation personnel for up to one hour to review the products and services purchased, discuss implementation timeline and steps, and schedule relevant meetings.

2. Getting Started Kick-Off Meeting: Your District Partner will conduct a remote kick off meeting for 2.5 hours with key district staff to develop an overview of the main budget concepts in *Balance Budget*, including employees, job types, benefits packages, allocations and budgets. Allovue will discuss strategy for organizing District project budgets and goals.

- **3. Guided Data Integration & Strategy: Leveraging the *Budget Launchpad* resource, District Architects and Builders will construct budgets and allocations in the tool with up to 10 hours of support through webinars, emails or chat.**
-
- **4. *Balance Budget* for Architects Strategy:** Allovue will facilitate a 4-hour virtual meeting to provide guidance on how to structure allocations using strategies that best support your district’s needs.
-
- **5. *Balance Budget* for Architects Training:** Allovue will facilitate a 2-hour virtual training with district Budget Architects. This session will provide the requisite skills for *Budget Architects* to:
 - Become proficient in the use of *Budget*
 - Understand the roles within the application (Architects, Builders, Viewers)
 - Understand the various system setup steps for Budgets and Allocations, Job Types, Employees and Benefit Packages
 - Orient Architects to the summary views and reporting functionality within the application
 - Understand the end-user (site-level budget manager) experience in a train-the-trainer format for your budget Builders
 - Gain access to the self-guided training User Guide materials
-
- **6. *Balance Budget* for Builders “Train the Trainer”:** Allovue will facilitate a two-hour remote training with district Budget Builders. This session will provide the requisite skills for Budget Builders to:
 - Become proficient in use of *Budget* as a site-level budget manager
 - Understand the role of the Builder and its relation to other roles within the district
 - Know how to navigate between various budget allocations
 - Learn how to view and edit the site-level staffing plan, add a personnel expense, and budget for specific employees and vacant positions
 - Learn how to add a non-personnel expense within the *Balance Budget* application
 - Edit previously budgeted line items and communicate budget submissions
-
- **7. Implementation Sign-Off Call:** Signaling the completion of your integration and training process, you will meet with your District Partner for up to two hours remotely to review your progress associated with product implementation and confirm all necessary expectations have been met. You will conclude this final session with an introduction to long-term support.
-
- **8. Ongoing Support:** After implementation sign-off, a 2-hour virtual post-launch check in will occur after the first six months of using *Budget* to ensure a strong adoption during the school year. Monthly check in calls are an opportunity to share insights or new strategies at your district to inform how we support your staff. Allovue will also remotely

support district Architects to successfully complete the export of the approved budget to import into their existing ERP. Ready to start planning for next fiscal year? Your District Partner can help you 'rollover' your Budget Data, including employees, job types, positions, planned expenses, allocations, and budgets for your following year's budget planning.

Balance Evaluate Implementation | 30 Days

Overview

Deliverable	Duration	Format
1. Introductory Phone Call	1 hour	Virtual
2. Data Collection & Definitions	10 hours*	Virtual
3. Report Development	10 hours*	Virtual
4. Guided Review & Rollout	2 hours	Virtual

*Combined time dedicated to Deliverables 2 and 3 not to exceed 20 hours total

Details

1. Introductory Phone Call: Your Allovue District Partner will host an introductory phone call with key district implementation personnel for one hour to review the products and services purchased, discuss implementation timeline and steps, and schedule relevant meetings.

2. Data Collection and Definitions: To power *Evaluate*, you will provide Allovue with an export of your general ledger, transactions journal, and non-financial data. Using this data, Allovue will work with your district's senior sponsor to "tag" accounts to create summary levels for reporting, including tags such as salaries, personnel, discretionary dollars, state and local, and federal. Using this information, a Data Workbook will be provided to the district to provide context to the reports developed.

3. Report Development: *Evaluate* contains three connected reports. Each is styled to get stakeholders engaged with the data and asking the right questions, with built-in takeaways, explanations, and essential questions providing the tools necessary to understand the financial patterns across the district. The reports include:

- **School Profiles:** Tailored year-in-review and year-end reports that offer a clear and concise look at key budget and spending indicators and patterns at the school level and in comparison to district averages
- **District Profiles:** Tailored year-in-review and year-end reports that offer a clear and concise look at key budget and spending indicators and patterns at the district level.
- **Equity Reports:** A deeper analysis of spending by location, student characteristics, academic performance, and other factors to better understand whether resource allocation processes are supporting fiscal equity
- **4. Guided Review & Rollout:** Once the reports are developed, Allovue will place them on a district-specific website. District stakeholders will meet with Allovue in a 2-hour virtual meeting to review the trends and insights developed, and to understand the narrative and data presented. Once feedback is collected and incorporated into the reports, Allovue will make the reports available at the district's discretion.

Balance Allocate Implementation

Your implementation of *Balance Allocate* will include the support of up to 10 hours from an Allovue District Partner to support your initial set up and strategic consultation. You will also have access to built-in strategic guidance, support tutorials, documents, worksheets, and FAQs.



HOSTING, MAINTENANCE, AND SUPPORT

Hosting

Licenses to *Balance* include all hosting, maintenance and support. *Balance* is offered as Software as a Service (SaaS) on a subscription basis. It is cloud hosted by Allovue on Amazon Web Services. All customer credentials are encrypted and application accounts passwords are encrypted at rest in our databases. Any Allovue staff accounts on customer systems (VPN or application) required for data encryption are also encrypted at rest and can only be accessed by a limited set of personnel who will be disclosed to the customer. No direct access to production databases is provided to end users and a limited number of Allovue employees are permitted direct database access for maintenance purposes only.

All data communication is encrypted over HTTPS. Allovue conducts nightly backups of all customer data that can be restored in case of failure for any reason.

Maintenance

Allovue is responsible for all maintenance and upgrades of *Balance*. All customers run the same version of *Balance* software and receive all updates to the products they purchased for the duration of their license subscription at no additional cost. Security fixes, bug patches, and additional features are released continuously once they have completed rigorous internal quality assurance and testing. New features may be announced within the application via our application chat or, on occasion, through an emailed announcement. Major changes to the application interface are previewed with senior sponsors prior to release and are accompanied by webinar trainings if appropriate.

Continuous Product Development and Delivery: *Balance* is offered as Software as a Service, and all customers benefit from having access to all bug fixes, upgrades, and improvements made for the lifetime of their engagement with Allovue. We typically have at least one feature release each month and release bug fixes as they become available. We collect feedback through several channels including:

- Live chat available within the application, where we not only assist individuals but receive valuable feedback that we incorporate directly into our product management process.
- Monthly scheduled check-ins between districts and our District Partners.
- VIP sessions for *Balance* customers at the Future of Education Finance Summit.

Each piece of customer feedback is logged in our internal product management tool and tagged with the district and individual who requested a feature or mentioned a bug. This way when we release a new update that reflects that feedback, we're able to directly contact the requesters and let them know that their feedback was addressed. We also provide release notes to districts at their District Partner check-ins that review what features we have released and what bugs have been fixed since the prior check-in.

Support

- **Live Chat:** Our customer success team is available to respond to any question, no matter how big or small. Our hours of operation are from 7am – 8pm ET from Monday through Friday. This is the most popular method of customer outreach to Allovue where a quick question requiring an even quicker answer, or someone at your district in a noisy place (such as a school!) prefers reaching out to us directly in *Balance*.
- **Partnership Discussions:** It is important that we work alongside your district staff as partners, helped by scheduled check-ins with your District Partner, including one in 6 months after launching *Balance*, and one Year End Business Review. These remote discussions are an opportunity for Allovue to share insights and analyses, and for you to share any news and strategies at your district to inform how we support your staff. Have a major spending deadline coming up? Thinking about a major strategic shift such as student-based budgeting or a 1-to-1 initiative? Just curious about an expense category in your budget and don't have the time to look into it? We can help with any and all of that.
- **Insights on Your District's Progress:** One of the benefits of being an Allovue district and having your data integrated into *Balance* is that it allows us to benchmark every district to the average Allovue district and against our standards for data and process quality. We want to ensure that your district grows and flourishes as a result of our partnership, and we will point out opportunities to advance your district periodically throughout the year.

- **Education Finance Learning Opportunities:** As an ever-changing field with a lot at stake, the Allovue team will ensure that you are included in thought leadership events and news. Examples of such opportunities include: Allovue's annual Future of Education Finance Summit, periodic webinars on key education finance topics, and infographics and data analyses on trends across Allovue districts to inform your thinking about financial strategies at your district.

INVESTMENT

This Scope of Work covers the period of date of signature through three years.

	DELIVERABLE	QUANTITY	TERM	AMOUNT
LICENSES	<i>Balance</i> License Year 1 Includes: <i>Manage, Budget, Evaluate, Allocate</i> Hosting and Ongoing Support	Unlimited Users	2020-2021	\$92,500
	<i>Balance</i> License Year 2 Includes: <i>Manage, Budget, Evaluate, Allocate</i> Hosting and Ongoing Support	Unlimited Users	2021-2022	\$95,275
	<i>Balance</i> License Year 3 Includes: <i>Manage, Budget, Evaluate, Allocate</i> Hosting and Ongoing Support	Unlimited Users	2022-2023	\$98,050
PROFESSIONAL SERVICES	<i>Balance</i> Implementation	1	2020-2021	\$21,250
Year 1 Total				\$113,750
Year 2 Total				\$95,275
Year 3 Total				\$98,050
Total Term Investment				\$307,075

Invoice is sent upon contract execution and is payable within 30 days of receipt. Pricing is valid through March 29, 2020.

Invoice 1	Invoice upon customer signature	\$49,250
Invoice 2	Invoice sent March 17, 2020 contingent upon board approval	\$64,500
Invoice 3	2021 Renewal of Customer Signature	\$95,275
Invoice 4	2022 Renewal of Customer Signature	\$98,050

Signature Request

Approval Cover Page for Contracts & Grants
TO: DR. VAZQUEZ-MATOS, Deputy Superintendent

FROM: Rachael Stimpson / Natasha Banks, OTM-LR

SUBMISSION: 8/29/2019 DEADLINE: Click or tap to enter a date.

SUBJECT / RECOMMENDATIONS

Approve contract for Frontline Technologies

EXECUTIVE SUMMARY

OTM uses 2 platforms run by Frontline. 1 is their employee evaluation management platform (My Learning Plan) where all certified evaluations, as well as evaluations for CDA and Paraeducators take place. The other platform is Applicant Tracking which is used for all applications to Hartford Public Schools.

STRATEGIC GOALS

Teaching & Learning (Applicant Tracking) and Operational Effectiveness (My Learning Plan)

FINANCIAL IMPACT (Budgeted: Yes , No)

\$59,609.11

BUDGET CODE

75802570 533305 20110

DEPARTMENT: OTM/LR

RISK MANAGEMENT REVIEWED: Julie Rippington 9-4-19

NOTES: Click or tap here to enter text.

DEPARTMENT CHIEF SIGNATURE: _____

DEPUTY SUPERINTENDENT SIGNATURE: _____

Recommended Approval Recommended Non-Approval

Date: Click or tap to enter a date.



MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, with an address at 1400 Atwater Drive, Malvern, PA 19355 ("Frontline"), and the customer identified below ("Customer"). Frontline and Customer are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the Terms and Conditions contained herein (the "Terms and Conditions"), including any exhibits, Order Form(s), Order Form Terms and Conditions and Statements of Work (collectively, the "Agreement"). To place orders subject to this Agreement, at least one Order Form (as defined below) must be incorporated into this Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

Table with 2 columns: Frontline Technologies Group LLC dba Frontline Education and Hartford Board of Education. Fields include Signature, Name, Title, Address, and Email.

Effective Date: 7/1/2019

Attached: Terms and Conditions, Exhibit A: Executed Order Forms



MASTER SERVICES AGREEMENT

TERMS AND CONDITIONS

1. Software and Services

1.1. Software. Subject to the terms and conditions set forth in this Agreement (including any Order Forms, Order Form Terms and Conditions and/or Statement of Work), Frontline hereby grants Customer a non-exclusive, non-transferable license to use the software identified on any Order Form (the "Software") and the technical manuals, instructions, user information, training materials, and other documentation that accompany the Software and contain its technical specifications, as may be amended from time to time ("Documentation") solely for internal use by its then-current employees, contractors, agents, representatives and other end users authorized to use the Software on Customer's behalf (collectively, "Authorized Users" or "End Users") in the ordinary course of Customer's business. Frontline shall provide any professional or other services set forth in an Order Form (the "Services"). All rights, title and interest to the Software and any work product, deliverables or other materials provided by Frontline ("Work Product") are expressly reserved and retained by Frontline or its licensors, including any program or other application that is designed to integrate and be used with the Software, whether or not developed independently by Frontline, and all improvements, modifications and intellectual property rights therein. Customer shall not, and Customer shall require any Authorized Users to not (a) transfer, assign, export, or sublicense the Software or Work Product except as specifically set forth herein, or its license rights thereto, to any other person, organization or entity, including through rental, timesharing, service bureau, subscription, hosting, or outsourcing the Software (whether or not such sublicense, hosting or outsourcing is by Customer or for Customer); (b) attempt to create any derivative version thereof; (c) remove or modify any marking or notice on or displayed through the Software, Work Product or Documentation, including those related to Frontline's or its licensors' proprietary rights in and to the Software, Work Product or Documentation, as applicable; or (d) de-compile, decrypt, reverse engineer, disassemble, or otherwise reduce same to human-readable form. Without limiting the foregoing, Customer may not sublicense, outsource or otherwise grant access to the Software to any third party vendor without Frontline's prior written consent, including any third party host of the Software for Customer. Frontline shall have the right (but not the obligation) to monitor Customer's and its Authorized Users' use of the Software to confirm Customer's and its Authorized Users' compliance with the terms of this Agreement.

1.2. Authorized Users. The total number of Authorized Users will be limited to the numerical or category limitations set forth in an Order Form, if any. Customer acknowledges and agrees that, depending on the specific Software provided by Frontline to Customer and/or the category of Authorized User, Authorized Users may have different access and usage rights to the Software. Customer shall ensure that Authorized Users comply with the terms and conditions of this Agreement with respect to access and use of the Software and any acts or omissions of such Authorized Users with respect to the same will be deemed acts or omissions of Customer for which Customer will be responsible on a joint and several basis. Customer is solely responsible for approving and provisioning any and all usernames and passwords assigned to or adopted by Customer's Authorized Users in connection with use of the Software. Customer is responsible for all activities that occur as a result of the use of such usernames and passwords. Customer will notify Frontline promptly of any unauthorized use of such usernames and passwords or any other breach of security known to Customer.

1.3. Order Forms. Customer may place orders for the Software and Services by entering into a mutually agreed Order Form, which shall become a part of this Agreement and be attached hereto as Exhibit A. No other document shall be required to effect a legally binding purchase under this Agreement. Any preprinted or other terms contained on Customer's purchase order or otherwise shall be inapplicable to this Agreement. Unless an Order Form states otherwise, each Order Form is independent of each other Order Form (but each Order Form is a part of and integral to this Agreement).

1.4. Software Administrator; Maintenance Windows. At all times, Customer must have an employee who has obtained the Software administrator certification training from Frontline and who is certified by Frontline as a Software administrator ("Software Administrator"). If Software Administrator ceases to serve as such, Customer shall promptly provide written notice to Frontline and have another employee obtain Frontline Software administrator certification and be designated as a Software Administrator, at Customer's expense. Frontline shall provide Customer with assistance regarding the use of the Software during Frontline's normal business hours (EST), Monday through Friday. Such assistance shall be provided only to Customer's Software Administrator. Frontline may perform system maintenance and/or software updates periodically upon advanced notice to Customer. However, due to extenuating circumstances, Frontline may, at times, need to perform maintenance without the ability to provide advance notice.

1.5. Customer Content. The Software and Services may enable Customer and its Authorized Users to provide, upload, link to, transmit, display, store, process and otherwise use text, files, images, graphics, illustrations, information, data (including Personal Data as that term is defined in applicable laws), audio, video, photographs and other content and material in any format (collectively, the "Customer Content") in connection with the Software and Services. Customer hereby grants to Frontline a non-exclusive, royalty-free license to reproduce, display, distribute, modify, prepare derivative works of and otherwise use the Customer Content for the purpose of providing the Software and otherwise performing its obligations and exercising its rights under this Agreement. Customer shall have the sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness and ownership of all of the Customer Content. Frontline will act as a data processor, and will act on Customer's instruction concerning the treatment of Personal Data provided in connection with the Software and Services, as specified in the Order Form. Customer shall provide any notices and obtain any consents (including consent of any parent or guardian for any minor) related to Customer's use of the Software and receipt of the Services and Frontline's provision of the Software and Services, including those related to the collection, use, processing, transfer and disclosure of Personal Data. Customer acknowledges and agrees that it must properly enter data, information and other Customer Content and configure settings within the Software in order for the Software to operate properly. Customer shall verify the accuracy of any of the Customer Content, forms, workflow and configuration settings entered on the Software. Frontline shall not have any liability arising from the inaccuracy of scoring, completeness, use of or reliance on the information contained in the extract of data from any Software or Services under this Agreement. Customer assumes the sole responsibility for the selection of the Software and Services to achieve Customer's intended results, the use of the Software and Services, and the results attained from such selection and use. Customer



represents and warrants that it is the owner of the Customer Content, or has obtained permission for such use from the owner of the Customer Content, including evaluation frameworks and/or rubrics uploaded into the Software. As to any content or data made available to Frontline, Customer represents that it has notified and obtained consent from all necessary persons (including parents, students, teachers, interns, aides, principals, other administrative personnel, and classroom visitors), and has taken all other actions that may be necessary to ensure that use of the products, services, or related materials provided or produced hereunder complies with all applicable laws and regulations as well as school or district policies.

1.6. **Integration.** Customer may, at Customer's direction and with or without Frontline's assistance, integrate or otherwise use the Software in connection with third party courseware, training, and other information and materials of third parties ("Third Party Materials") and Frontline may make certain Third Party Materials available in connection with the Software and Services. Customer acknowledges and agrees that (a) Frontline is authorized to provide the Customer Content to a specified third party or permit such third party to have access to the Customer Content in connection with Third Party Materials; and (b) Frontline does not control and is not responsible for, does not warrant, support, or make any representations regarding (i) Third Party Materials; (ii) the Customer Content provided in connection with such Third Party Materials, including a third party's storage, use or misuse of the Customer Content; or (iii) Customer's uninterrupted access to Third Party Materials. Customer understands that the use of the Software may involve the transmission of the Customer Content over the Internet and over various networks, only part of which may be owned or operated by Frontline, and that Frontline takes no responsibility for data that is lost, altered, intercepted, or stored without Customer's authorization during the transmission of any data whatsoever across networks whether or not owned or operated by Frontline. If Customer engages Frontline to assist in Customer's integration or use of the Software with Third Party Materials, you authorize Frontline to access and use such Third Party Materials in connection with such assistance and you represent and warrant that you have the rights necessary to grant such authorization. Customer agrees to be bound by the terms, conditions and restrictions of the applicable third party license agreement with respect to such Third Party Materials.

1.7. **Hosting.** The Software will be hosted by an authorized subcontractor (the "Hosting Service Provider") that has been engaged by Frontline and shall only be accessed by Customer on websites, using Customer's computers. As part of the Services, the Hosting Service Provider shall be responsible for maintaining a backup of the Customer Content. The Hosting Service Provider is an independent third party not controlled by the Frontline. Accordingly, IN NO EVENT WILL FRONTLINE BE LIABLE FOR ANY DIRECT, GENERAL, SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING BUT NOT LIMITED TO LOSS OR DAMAGE TO DATA, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE, DUE TO PROBLEMS (INCLUDING BUT NOT LIMITED TO ERRORS, MALFUNCTIONS) ASSOCIATED WITH THE FUNCTIONS OF SERVERS MAINTAINED BY THE HOSTING SERVICE PROVIDER, EVEN IF FRONTLINE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

1.8. **Customer Responsibilities.** Customer understands and agrees that (a) Customer shall have sole responsibility for administering access security (e.g. the granting of rights to Customer's users); (b) Customer shall review any calculations made by using the Services and satisfy Customer that those calculations are correct; and (c) if Customer uses the Services for reimbursement or payment from Medicaid and other government agencies, Frontline shall have no responsibility, and Customer shall have sole responsibility, to submit information and claims for such reimbursement or payment. Frontline does not warrant that the Services, or the results derived there from, will meet Customer's requirements, or that the operation of the Services will be uninterrupted or error-free. Customer is solely responsible for obtaining and maintaining, at its own expense, all hardware, software and services needed to use the Software, including any and all servers, computers, and Internet access services. In connection with the performance of the Services, Customer shall provide Frontline's personnel with all such cooperation and assistance as they may reasonably request, or otherwise may reasonably be required, to enable Frontline to perform its obligations (including the provision of the Services), and exercise its rights, under and in accordance with the terms and conditions of this Agreement.

2. **Invoicing and Payment.** All fees and charges will be set forth in the applicable Order Form(s). The Startup Cost set forth on the first page of an Order Form will be invoiced to Customer by Frontline upon execution of the applicable Order Form. Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120 day implementation period. The Annual Subscription will be invoiced to Customer by Frontline based on the Subscription Start Date (as set forth in the Order Form) unless otherwise stated on the front of an Order Form. The Subscription Start Date shall be defined as thirty (30) days after Customer's signature of an applicable Order Form. Except as otherwise provided, Frontline shall invoice Customer in US Dollars and Customer shall pay all fees, charges, and expenses within thirty days of the date of an invoice via check or ACH. Without prejudice to its other rights and remedies, if Frontline does not receive any payment by its due date, Frontline may assess a late payment charge on the unpaid amount at the rate of 1.5% per month or, if less, the highest rate allowed under applicable law. Frontline reserves the right to increase any of the fees once annually during any Renewal Term by providing at least thirty (30) days advance notice to Customer. All charges under this Agreement are exclusive of, and Customer is solely responsible for, any applicable taxes, duties, fees, and other assessments of whatever nature imposed by governmental authorities. Without limiting the foregoing, Customer shall promptly pay to Frontline any amounts actually paid or required to be collected or paid by Frontline pursuant to any statute, ordinance, rule or regulation of any legally constituted taxing authority. If the Customer claims tax exempt status or the right to remit taxes directly, the tax exempt number must be entered on the first page of any applicable Order Form and the Customer shall indemnify and hold Frontline harmless for any loss occasioned by its failure to pay any tax when due. If for any reason Frontline's personnel travel to Customer's facility or otherwise in connection with the Software or Services under this Agreement, Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel.

3. **Warranties and Disclaimers.**

3.1. **Mutual.** Each Party represents and warrants that the Party's execution, delivery, and performance of this Agreement (a) have been authorized by all necessary action of the governing body of the Party; (b) do not violate the terms of any law, regulation, or court order to which such Party is subject or the terms of any agreement to which the Party or any of its assets may be subject; and (c) are not



subject to the consent or approval of any third party. Customer represents and warrants on behalf of itself and any of its Authorized Users that it has the full legal right to provide the Customer Content and that the Customer Content will not (a) infringe any intellectual property rights of any person or entity or any rights of publicity, personality, or privacy of any person or entity, including as a result of failure to obtain consent to provide Personal Data or otherwise private information about a person; (b) violate any law, statute, ordinance, regulation, or agreement, including school or district policies; or (c) constitute disclosure of any confidential information owned by any third party.

3.2. **Software Warranties.** Frontline represents and warrants that (a) the Software will perform substantially in accordance with the specifications set forth in the then-current Documentation and (b) the Services will be performed in a professional and workmanlike manner. The foregoing warranty will not apply (i) if Customer is in default or breach of any of its obligations under this Agreement, or (ii) to any non-conformance of the Software, Work Product or Services due to (A) Customer's failure to permit the installation/implementation of any update, upgrade or release provided by Frontline, (B) Customer's negligence, abuse, misapplication or misuse of the Software (including Customer's failure to operate the Software in accordance with Documentation), or (C) Customer's use or operation of the Software in or with any technology (including any software, hardware, firmware, system or network) not approved in writing by Frontline. In the event of a non-conformance of the Software, Work Product or Services, reported to and verified by Frontline, Frontline will make commercially reasonable efforts to correct such non-conformance. Customer's sole remedy is limited to the replacement, repair, or refund, at Frontline's option, of defective Software or Work Product or re-performance of the Services. Notwithstanding the foregoing, any Third Party Materials shall be subject only to such third party terms and any warranties therein.

3.3. **Disclaimers.** EXCEPT AS EXPRESSLY PROVIDED HEREIN, FRONTLINE AND ITS LICENSORS EXPRESSLY DISCLAIM ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, AS TO ANY ASPECT OF THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FRONTLINE AND ITS LICENSORS DO NOT WARRANT THAT THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS WILL BE UNINTERRUPTED, OR ERROR-FREE; NOR DO THEY MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS.

4. **Confidential Information; Privacy.**

4.1 **Confidential Information.** During the term of this Agreement and for two (2) years thereafter, each Party will use the same degree of care to protect the other Party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances less than reasonable care. "**Confidential Information**" means any information that is marked or otherwise indicated as confidential or proprietary, in the case of written materials, or, in the case of information that is disclosed orally or written materials that are not marked, by notifying the other Party of the proprietary and confidential nature of the information, such notification to be done orally, by email or written correspondence, or via other means of communication as might be appropriate. Notwithstanding the foregoing, (a) Confidential Information of Frontline shall include the Software and the terms of this Agreement and (b) Confidential Information of Customer shall include Personal Data regarding Customer's users provided in connection with the Software and Services. Confidential Information does not include information which (a) was known to the receiving Party or in the public domain before disclosure; (b) becomes part of the public domain after disclosure by a publication or other means except by a breach of this Agreement by the receiving Party; (c) was received from a third party under no duty or obligation of confidentiality to the disclosing Party; or (d) was independently developed by the receiving Party without reference to Confidential Information. Aggregated data that does not contain personally identifiable information regarding Customer's users provided in connection with the Software and Services will be Confidential Information and property of Frontline. The receiving Party will not be liable for disclosures of Confidential Information that are required to be disclosed by law or legal process, so long as the recipient notifies the disclosing Party, provides it with an opportunity to object and uses reasonable efforts (at the expense of the disclosing Party) to cooperate with the disclosing Party in limiting disclosure.

4.2 **Privacy.** Frontline understands that its performance of the Services may involve the disclosure of student personally identifiable information ("**Student PII**") (as defined in the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99) ("**FERPA**") by the Customer to Frontline. Frontline agrees that it will not use or re-disclose Student PII except in compliance with and all applicable state and federal laws, including FERPA. Customer acknowledges that Frontline is a "school official" with a legitimate educational interest in receiving Student PII under FERPA and Frontline agrees that it will comply with the requirements of 34 C.F.R. § 99.33 regarding its use and re-disclosure of Student PII.

4.3 **Data Security.** Frontline will utilize commercially reasonable administrative, technical, and physical measures designed to maintain the confidentiality and security of Confidential Information and Student PII submitted by Customer. Customer understands and agrees that no security measures can be 100% effective or error-free and understands that Frontline expressly disclaims (a) any warranty that these security measures will be 100% effective or error-free or (b) any liability related to the confidentiality and security measures utilized by third parties.

5. **Indemnification.** Customer shall indemnify Frontline and its officers, directors, employees, and agents and hold them harmless from all third party claims, liabilities, expenses, and losses (including attorneys' fees and expenses) arising from or related to any breach by Customer of this Agreement, including failure to obtain consent to provide Personal Data or otherwise private information about a person.

6. **Limitations of Liability.** OTHER THAN THE FEES, CHARGES AND EXPENSES PAYABLE PURSUANT HERETO, IN NO EVENT SHALL EITHER PARTY (OR IN THE CASE OF FRONTLINE, ITS LICENSORS) BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, WHETHER FORESEEABLE OR UNFORESEEABLE, OF ANY KIND WHATSOEVER (INCLUDING LOST PROFITS) ARISING FROM OR RELATING TO THIS AGREEMENT OR THE USE OR NON-USE OF THE SOFTWARE, WORK PRODUCT OR SERVICES. NOTWITHSTANDING ANYTHING CONTAINED IN THIS AGREEMENT TO THE CONTRARY, IN NO EVENT SHALL FRONTLINE'S (OR ITS LICENSORS') TOTAL LIABILITY ARISING FROM OR RELATING TO THIS AGREEMENT,



WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE, EXCEED THE TOTAL AMOUNTS PAID TO FRONTLINE HEREUNDER DURING THE TWELVE MONTHS IMMEDIATELY PRECEDING THE EVENTS GIVING RISE TO SUCH CLAIMS. Each Party acknowledges and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material, bargained for provisions of this Agreement and that fees and consideration payable hereunder reflects these disclaimers and limitations.

7. Term and Termination. The term of this Agreement will commence on the Effective Date and continue until such time that there are no valid Order Forms. The initial term of each Order Form under this Agreement shall (a) begin on the Subscription Start Date (as defined in Section 2 above) and (b) continue for one year or such longer period as provided in an Order Form (the "Order Form Initial Term") and will automatically renew for successive one-year terms thereafter (each, a "Renewal Term"), unless one Party notifies the other Party of non-renewal in writing at least sixty (60) days prior to the end of the current term of such Order Form. Customer may terminate any Order Form at any time after the Order Form Initial Term, in whole or in part, for any reason or no reason, on sixty (60) days prior written notice. Upon notice of such termination, a pro-rata portion of all outstanding invoices shall become immediately due and payable. If such invoice has been paid by the Customer, Customer shall be entitled to a pro-rata credit to be applied to future Frontline services. Either Party may terminate this Agreement in the event that the other Party materially breaches this Agreement the other Party does not cure such breach within thirty (30) days after written notice of such breach. Expiration or termination of any Order Form or Statement of Work shall constitute the expiration or the termination of such Order Form or Statement of Work only and shall not affect this Agreement or any other Order Form or Statements of Work outstanding under this Agreement. Notwithstanding the foregoing, unless otherwise mutually agreed by the parties in writing, any Order Form or Statement of Work outstanding as of the date of termination or expiration of this Agreement shall remain in effect and continue to be governed by the terms of this Agreement and its own terms until such time as such Order Form or Statement of Work is completed, expires or is otherwise terminated. Upon the termination or expiration of this Agreement, the licenses granted to Customer under Section 1.1 will terminate automatically and Customer (i) shall immediately cease using the Software and Documentation and (ii) for a period of thirty (30) days, may request a copy of the Customer Content that is in Frontline's possession in the format retained by Frontline. The following provisions of this Agreement will survive expiration or termination of this Agreement Sections 3.3, 4, 5, 6, 7 and 9. Frontline may (without limitation of any other rights or remedies) suspend use of the Software in the event that (A) Customer is delinquent in payment of any amount due to Frontline under this Agreement (and has not cured such delinquency within five (5) days following written notice thereof to Customer), (B) Customer has breached any of the provisions of Section 1 of this Agreement, or (C) in Frontline's reasonable good faith determination, suspension of use of the Software is necessary to avoid or mitigate harm to the security of Frontline's or its customers' systems or data. Any such suspension will not constitute a termination of this Agreement.

8. District Ordering. Any other school district in the same state as Customer ("School District") may also purchase from Frontline a license to the Software and provision of the Services for the School District's own account on the same terms and conditions as are applicable to Customer under these Terms and Conditions (excluding any pricing terms and conditions). Each School District will be separately liable for payment for such Software and Services and its compliance with these Terms and Conditions, and neither Customer nor any School District will be liable for the acts, omissions or obligations of any other School District under these Terms and Conditions. Frontline will have no obligations to provide any Software or Services to a School District until such time as Frontline and such School District enter into an Order Form which references and is subject to these Terms and Conditions. By so doing, the School District agrees to be bound by these Terms and Conditions and for purposes of its order is considered "Customer" as that term is used in these Terms and Conditions. In the event that Customer and Frontline amend these Terms and Conditions (each an "Amendment"), any and all such Amendments will be enforceable against each School District that has executed an Order Form which references and is subject to these Terms and Conditions upon notice of such Amendment from Frontline unless Frontline has agreed in writing with School District that the Amendment, or specific provisions within the Amendment, do not apply to such School District.

9. General. Frontline and Customer are each independent contractors and neither Party shall be, nor represent itself to be, the franchiser, partner, broker, employee, servant, agent, or legal representative of the other Party for any purpose whatsoever. Customer may not sublicense, assign, or transfer this Agreement, or any rights and obligations under this Agreement, in whole or in part, without Frontline's prior written consent. Any attempted assignment in violation of this Section shall be void. This Agreement shall be binding upon, and inure to the benefit of, the permitted successors and assigns of each Party. Notwithstanding anything to the contrary in this Agreement, except for Customer's obligations to pay amounts due under this Agreement, neither Party will be deemed to be in default of any provision of this Agreement for any delay, error, failure, or interruption of performance due to any act of God, terrorism, war, strike, or other labor or civil disturbance, interruption of power service, interruption of communications services, problems with the Internet, act of any other person not under the control of such Party, or other similar cause. If the Customer requests to be added as an additional insured on any Frontline insurance policy, the limits of such policies shall be subject to the Limitations of Liability stated in Section 6 herein. This Agreement may be amended only by written agreement of the Parties, and any attempted amendment, including any handwritten changes on this Agreement, in violation of this Section shall be void. The waiver or failure of either Party to exercise in any respect any right provided under this Agreement shall not be deemed a waiver of such right in the future or a waiver of any other rights established under this Agreement. This Agreement does not confer any rights or remedies upon any person other than the Parties, except Frontline's licensors. When used herein, the words "includes" and "including" and their syntactical variations shall be deemed followed by the words "without limitation." This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be the same agreement.

ADDENDUM FOR DATA SECURITY AND PRIVACY

The Hartford Board of Education (the "Board") and Frontline Technologies Group LLC (the "Contractor") are entering into a Contract for services (the "Contract") the performance of which may involve Contractor's access to confidential Board information including, but not limited to, personally-identifiable information or Board records (collectively, "Protected Information") that is subject to state or federal laws regarding securing such information and restricting the use and disclosure of such information..

This Addendum to the Contract is being executed in order to recognize and ensure the obligations of the Contractor with regards to data security and privacy. This Addendum shall be considered a part of and shall be incorporated into the Contract as if fully set forth therein.

1. INTRODUCTION. Contractor agrees to comply with all applicable federal and state laws regarding securing Protected Information and restricting the access, use and disclosure of Protected Information. Contractor agrees to include all of the terms and conditions contained in this Addendum in all sub-contractor or agency contracts providing services under the Contract; and, in any event, Contractor will be responsible for any such sub-contractor or agency's breach of these terms and conditions.

2. PROHIBITION ON UNAUTHORIZED USE OR DISCLOSURE OF PROTECTED INFORMATION . Contractor agrees to hold the Protected Information, and any information derived from such information, in strictest confidence. Contractor shall not access, use or disclose Protected Information except as permitted or required by the Contract between the parties or as otherwise authorized in writing by Board, or applicable laws. If required by a court of competent jurisdiction or an administrative body to disclose Protected Information, Contractor will notify Board in writing immediately upon receiving notice of such requirement and prior to any such disclosure, to give Board an opportunity to oppose or otherwise respond to such disclosure (unless prohibited by law from doing so). Any transmission, transportation or storage of Protected Information outside the United States is prohibited except on prior written authorization by the Board.

3. SAFEGUARD STANDARD. Contractor agrees to protect the privacy and security of Protected Information according to all applicable laws and regulations, by commercially-acceptable standards, and no less rigorously than it protects its own confidential information, but in no case less than reasonable care. Contractor shall implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of the Protected Information. All Protected Information stored on portable devices or media must be encrypted in accordance with the Federal Information Processing Standards (FIPS) Publication 140-2. Contractor shall ensure that such security measures are regularly reviewed and revised to address evolving threats and vulnerabilities while Contractor has responsibility for the Protected Information under the terms of this Addendum. Prior to execution of the Contract, and periodically thereafter (no more frequently than annually) at the Board's request, Contractor will provide assurance, in the form of a third-party audit report or other documentation acceptable to the Board, demonstrating that appropriate information security safeguards and controls are in place.

4. RETURN OR DESTRUCTION OF PROTECTED INFORMATION. Within 30 days of the termination, cancellation, expiration or other conclusion of the Contract, Contractor shall return the Protected Information to Board in a format reasonably acceptable to Board unless Board requests in writing that such data be destroyed. This provision shall also apply to all Protected Information that is in the possession of sub-contractors or agents of Contractor. Such destruction shall be accomplished by

purging or physical destruction, in accordance with instructions from Board. Contractor shall certify in writing to Board that such return or destruction has been completed.

5. BREACHES OF PROTECTED INFORMATION.

- A. **Definition.** For purposes of this article, a "Breach" has the meaning given to it under relevant state or federal law.
- B. **Reporting of Breach:** Contractor shall report any confirmed or suspected Breach to Board immediately upon discovery, both orally and in writing, but in no event more than two (2) business days after Contractor reasonably believes a Breach has or may have occurred. Contractor's report shall identify: (i) the nature of the unauthorized access, use or disclosure, (ii) the Protected Information accessed, used or disclosed, (iii) the person(s) who accessed, used and disclosed and/or received Protected Information (if known), (iv) what Contractor or its sub-contractor or agent has done or will do to mitigate any deleterious effect of the unauthorized access, use or disclosure, and (v) what corrective action Contractor has taken or will take to prevent future unauthorized access, use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by Board. In the event of a suspected Breach, Contractor shall keep the Board informed regularly of the progress of its investigation until the uncertainty is resolved.
- C. **Coordination of Breach Response Activities:** In the event of a Breach, Contractor will: Immediately preserve or cause its sub-contractor or agent to preserve any potential forensic evidence relating to the Breach, and remedy the Breach as quickly as circumstances permit;
1. Promptly (within 2 business days) designate a contact person to whom the Board will direct inquiries, and who will communicate Contractor responses to Board inquiries;
 2. As rapidly as circumstances permit, apply appropriate resources to remedy the Breach condition, investigate, document, restore Board service(s) as directed by the Board, and undertake appropriate response activities;
 3. Provide status reports to the Board on Breach response activities, either on a daily basis or a frequency approved by the Board;
 4. Coordinate all media, law enforcement, or other Breach notifications with the Board in advance of such notification(s), unless expressly prohibited by law;
 5. Make all reasonable efforts to assist and cooperate with the Board in its Breach response efforts; and
 6. Ensure that knowledgeable Contractor staff are available on short notice, if needed, to participate in Board-initiated meetings and/or conference calls regarding the Breach.
- D. **Costs Arising from Breach.** In the event of a Breach, arising from negligence, or a failure in one or more Contractor controls, Contractor agrees to promptly reimburse all costs to the Board arising from such a Breach, except in those cases where the Breach is determined to have arisen from Board negligence or failure in one or more Board controls relating to the safeguarding and securing of all login identifications and passwords in order to prevent any unauthorized access to the Contractor's systems. These costs include, but are not limited to costs of notification to individuals, establishing and operating call center(s), credit monitoring and/or identity restoration services, time of Board personnel responding to Breach, civil or criminal penalties levied against the Board, attorney's fees, court costs, etc. Any Breach may be grounds for immediate termination of the Contract by the Board.

6. EXAMINATION OF RECORDS. Board and, if the applicable law, contract or grant so provides, the other contracting party or grantor (and if that be the United States, or an agency or instrumentality

thereof, then the Controller General of the United States) shall have access to and the right to examine any pertinent books, documents, papers, and records of Contractor involving transactions and work related to this Addendum until the expiration of five years after final payment hereunder.

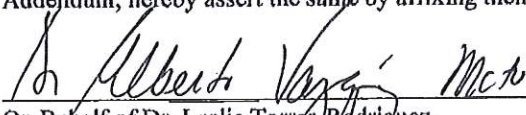
7. ASSISTANCE IN LITIGATION OR ADMINISTRATIVE PROCEEDINGS. Contractor shall make itself and any employees, sub-contractors, or agents assisting Contractor in the performance of its obligations under the Contract available to Board at no cost to Board to testify as witnesses, or otherwise, in the event of an unauthorized disclosure caused by Contractor that results in litigation or administrative proceedings against Board, its officials, agents or employees based upon a claimed violation of laws relating to security and privacy and arising out of this Addendum.

8. NO THIRD-PARTY RIGHTS. Nothing in this Addendum is intended to make any person or entity that is not signatory to the Contract a third-party beneficiary of any right created by this Addendum or by operation of law.

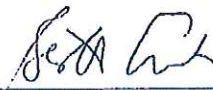
9. ATTORNEY'S FEES. In any action brought by the Board to enforce the terms of this Addendum, if it prevails, the Board shall be entitled to reasonable attorney's fees and costs.

10. SURVIVAL. The terms and conditions set forth in this Addendum shall survive termination of the Contract between the parties. If Contractor is unable to return or destroy the Board's Protected Information in accordance with Article 4, then this Addendum, in its entirety, shall survive the Contract until such time as Contractor does return or destroy the Protected Information.

WHEREFORE, the Parties intending to be legally bound by the execution of the Contract and this Addendum, hereby assert the same by affixing their signatures as stated below.


On Behalf of Dr. Leslie Torres Rodriguez,
Hartford Board of Education, Superintendent of Schools

9/5/19
Date


On Behalf of Scott Crouch
Frontline Technologies Group LLC, VP Financial Operations

8/29/19
Date

STATEMENT OF WORK

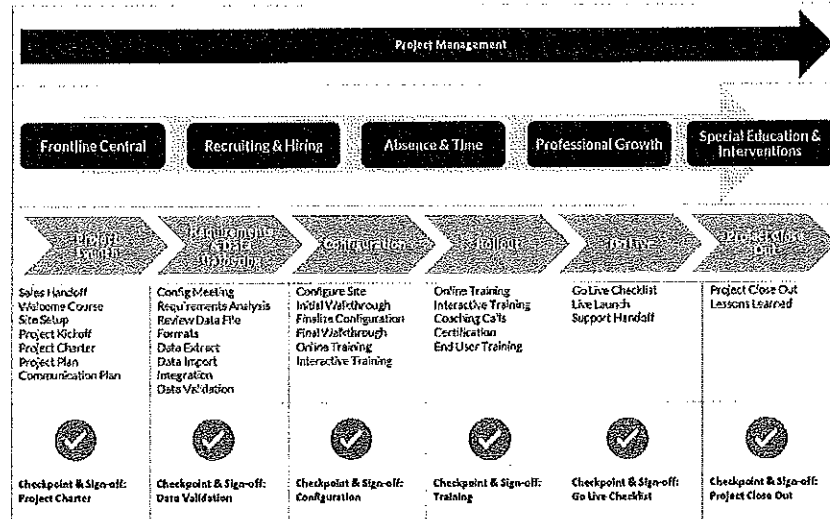
Employee Evaluation Management

Standard Implementation Services



Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.



Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call/Pre-Configuration Meeting
- Business Process Review: review of internal process for a Client's evaluation process to include best practices and recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led *remote* training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call

Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configure the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.



Specific examples of configuration services during implementation include -

Setups	Frontline Education Configuration Services
Rubrics	Up to initial 10 Rubrics
Evaluation Forms	Up to 20 initial Forms with mapping for implementation
Component Templates	Up to 20 initial Templates
Evaluation Types	Up to 10 initial Evaluation Types
Reports	Up to 10 Standard System Reports + Up to 5 Custom Reports
Config Rights	Guidance/Explanation on assigning Config Rights to administrators
Admin Rights	Guidance/Explanation on assigning Admin Rights to administrators
Evaluation/Component Rights	Guidance/Explanation on assigning Evaluation/Component rights to administrators
Buildings/Grades/Departments	No limit
Artifact Types/Category	10 of each
Demo Users	Two Demo users- 1 Evaluator + 1 End user (teacher)

Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Standard User List (Name, unique Employee ID, Email Address, Username, Evaluation Type, District Administrator, Evaluation Cycle Start and End Date, Building, Department, and Grade)

Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --

- sFTP Automation of User Rostering/Updating
- "Learning Loop": Evaluation can integrate with the Professional Learning Management System (if purchased separately) to recommend relevant Professional Development.

Reporting

- Extracts as needed to adhere to state requirements.
- 10 standard system reports are part of the set-up process
- 5 customized reports

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services.

- Onsite training
- Onsite End User training
- Configuration or Custom Reporting services beyond those identified
- Services beyond the implementation timeframe and project close out
- Additional forms and mapping of forms



Schedule

On average, a typical Evaluation project runs 4-8 weeks based on *expedited return of data from district*. Below is an example of a project schedule for implementation for the Professional Growth bundle.

Task	Start	End	2018				
			Jan	Feb	Mar	Apr	May
Sample Solution Rollout	1/2/18	5/8/18	[Gantt bar spanning Jan to May]				
Project Kickoff	1/2/18	1/8/18	[Gantt bar in Jan]				
Insights Platform Migration (clients with existing Fronline solutions)	2/23/18	3/8/18	[Gantt bar in Feb]				
Professional Growth: Evaluations	1/10/18	3/8/18	[Gantt bar from Jan to Mar]				
Professional Growth: Professional Learning	3/10/18	5/8/18	[Gantt bar from Mar to May]				

This is not the actual schedule. Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent, Director of Curriculum & Instruction/Development, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrator

- System administrator: e.g. Superintendent, Assistant Superintendent, Director of Curriculum & Instruction Development etc.
- The "point person" contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
 - Create/edit/delete: user accounts and rights, buildings, evaluation types, admin rights, district settings, artifact categories and types, electronic forms, rubrics, folders etc.
 - Configure system preferences

IT Department

- Will work with Frontline Education Support teams to:
 - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
 - Provide technical support in instances where local network/technology configurations impact usage of our solutions
 - Potentially support in-solution integrations





Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Project Close Out will be scheduled within 30 days after the Actual Go Live Date. Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.



STATEMENT OF WORK

Applicant Tracking

Standard Implementation Services

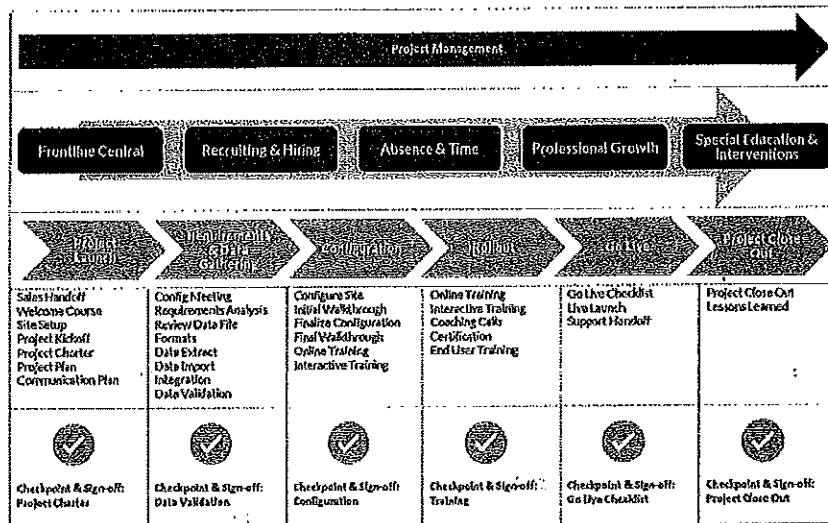




Statement of Work: Applicant Tracking Implementation Services

Introduction

Frontline Education provides a comprehensive Implementation methodology and expert resources to partner with your project team throughout the implementation.



Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's requisition-to-recommendation hiring process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call

Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.





Specific examples of configuration services during implementation include --

Setups	Pre-configured with Applicant Tracking System	Frontline Education Configuration Services
Application Pages	21	Up to 2 additional
Position Categories & Types	124	Adjust existing as needed
Pipelines	1 with 6 stages	Up to 1 additional
Forms	12	Up to 2 additional with workflows
Publics Forms Library	338	Not applicable
Forms Packet	Not Applicable	Up to 1
Job Description Templates	73	Up to 2
Applicant Certificate Types	134	Adjust existing as needed
User Groups & Permissions	1	Up to 1
Cross Advertising	6	Not applicable

Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Applicant position list; categories and types
- Job Posting location/department list
- Applicant certificate types
- User list

Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --

- Standard integration with Frontline Education Solutions' Absence and Substitute Management and Frontline Central.
- One established HRIS/Payroll integration.
 - An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources.
- One established integration across each of the other types of integration partners.
 - Background Check Provider, Applicant Screening, Digital Interview.
 - For a complete list of our vendor partners, please refer to: https://www.frontlineeducation.com/Partners/Find_a_Partner

Reporting

- EEO reporting: built in reporting functionality to aggregate applicant data anonymously based on position types and date range.
- Ad-hoc Reporting on applicant, job posting, or forms data to export into an Excel file.

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out



Schedule

On average, a typical Recruiting and Hiring implementation project runs 10 – 15 weeks. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2017				
				Jul	Aug	Sep	Oct	Nov
Sample Recruiting & Hiring Rollout	7/10/17	11/7/17	85	[Gantt bar spanning Jul to Nov]				
Project Kickoff	7/10/17	7/14/17	5	[Gantt bar]				
Migrate to Foundation (existing clients)	7/17/17	7/28/17	10	[Gantt bar]				
Recruitment & Hiring	7/31/17	11/7/17	70		[Gantt bar spanning Aug to Nov]			

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System administrator: e.g. HR admin, or IT.
- The "point person" contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
 - Create/edit/delete: position categories and types, locations, application pages, user accounts and permissions, electronic forms, category/vacancy pipelines, folders, interview series, application notes, etc.
 - Search/filter/review/share/email applicants and/or job postings
 - Configure system preferences

IT Department

- Will work with Frontline Education Support teams to:
 - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters. This person is responsible for updating white-list from Frontline
 - Provide technical support in instances where local network/technology configurations impact usage of our solutions
 - Potentially support in-solution integrations
 - Link Applicant Tracking to employment opportunities page on website.



Exhibit A- Frontline Customer Order Form

CDUS30268

MSA3983

8/6/2019

F: 888-492-0337

1400 Atwater Drive Malvern, PA 19355

Customer:

Hartford Public Schools CT
960 Main St
Hartford CT 06103

Contact:
Title:
Phone:
Email:

Order Form Details:

Pricing Expiration: 12/31/2019

Account Manager:

Startup Cost Billing Terms: One-Time, Invoiced after signing

Subscription Billing Terms: Annually

Sale Type: Renewal

Pricing Overview:

Startup Cost: One-Time cost invoiced upon signing \$0.00

Annual Subscription: Recurring Cost \$94,136.97

(plus applicable sales tax)

Table with 4 columns: Itemized Description, Rate, Quantity, Amount. Rows include IEP-Direct and Medicaid-Direct for internal employees.

Amount Invoiced upon Signing (Startup Cost) \$0.00

(plus applicable sales tax)

This Order Form and any software, downloads, upgrades, documentation, service packages, material, information, or services set forth herein are governed by the terms of the Master Services Agreement, software license or other agreement with Frontline (the "Agreement"). BY SIGNING BELOW OR OTHERWISE ACCESSING, VIEWING, OR USING ANY SOFTWARE, DOWNLOADS, UPGRADES, DOCUMENTATION, SERVICE PACKAGES, MATERIAL, INFORMATION, OR SERVICES SET FORTH HEREIN, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES TO THE ORDER FORM TERMS (the "Order Form Terms") ATTACHED HERETO AND THE AGREEMENT INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME.

Customer: Hartford Public Schools CT
Name: Dr. Alberto Vázquez-Matos
Deputy Superintendent

Signature: [Handwritten Signature]
Title:
Date: 8/6/19

Frontline Technologies Group LLC dba Frontline Education

Name:

Signature:

Title:

Date:

Tax Exempt? If yes, please provide your exemption number and include a copy of your exemption certificate.

Tax Exempt Number:

PO Status:

PO#:

If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment.



Exhibit A- Frontline Customer Order Form

CDUS30268

MSA3983

8/6/2019

F: 888-492-0337

1400 Atwater Drive Malvern, PA 19355

Customer has one year from date of Customer's signature of this Order to utilize any Professional Services described in this Order. The Professional Services expire thereafter with no credit or refund due to Customer.



Exhibit A- Frontline Customer Order Form

CDUS30268

MSA3983

8/6/2019

F: 888-492-0337

1400 Atwater Drive Malvern, PA 19355

ORDER FORM TERMS AND CONDITIONS:

1. The initial term of this Order Form shall (a) begin on the Subscription Start Date (as defined in Section 2 below) and (b) continue for one year or such longer period as provided in an Order Form (the "Order Form Initial Term") and will automatically renew for successive one-year terms thereafter (each, a "Renewal Term"), unless one Party notifies the other Party of non-renewal in writing at least sixty (60) days prior to the end of the current term of such Order Form. Customer may terminate any Order Form at any time after the Order Form Initial Term, in whole or in part, for any reason or no reason, on sixty (60) days prior written notice. Upon notice of such termination, a pro-rata portion of all outstanding invoices shall become immediately due and payable. If such invoice has been paid by the Customer, Customer shall be entitled to a pro-rata credit to be applied to future Frontline services.
2. The Startup Cost set forth on the first page of this Order Form will be invoiced to Customer by Frontline upon execution of this Order Form. Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120 day implementation period. The Annual Subscription will be invoiced to Customer by Frontline based on the Subscription Start Date unless otherwise stated on the front of an Order Form. The Subscription Start Date shall be defined as thirty (30) days after Customer's signature of an applicable Order Form.
3. Frontline reserves the right to increase any of the fees once annually during any Renewal Term by providing at least thirty (30) days advance notice to Customer.
4. The Startup Cost, Annual Subscription and any other applicable fees do not include any local or state sales or use taxes, any assessment of which shall be paid by the Customer. Without limiting the foregoing, Customer shall promptly pay to Frontline any amounts actually paid or required to be collected or paid by Frontline pursuant to any statute, ordinance, rule or regulation of any legally constituted taxing authority. If the Customer claims tax exempt status or the right to remit taxes directly, the tax exempt number must be entered on the first page of this Order Form and the Customer shall indemnify and hold Frontline harmless for any loss occasioned by its failure to pay any tax when due.

To the extent Proactive Recruiting is included in this Order Form, the following terms and conditions shall apply:

1. Proactive Recruiting, accessed at the URL www.teachers-teachers.com or any successor (referred to as "Proactive Recruiting") is a web-based service where employers (such as, but not limited to, schools or school districts) can advertise to and communicate with a database of individuals and prospective employees (such as, but not limited to, prospective teachers or administrators) ("Prospective Employees"). The terms and conditions set forth below govern the Customer's and its representatives' use of the Proactive Recruiting website and services and are legally binding on the Customer.
2. Information pertaining to Prospective Employees and other individuals found through Proactive Recruiting is confidential and will not be shared with anyone by Customer outside of the Customer. The Customer will not distribute, disclose or transfer such information to third parties unless compelled to by law.
3. Notwithstanding anything to the contrary in these terms and/or any other agreements between the parties, as between the parties, Frontline owns all right, title and interest in and to any and all individual Prospective Employee (and or any other individuals') profile data and resume data, whether or not created or updated via the Proactive Recruiting services, including, without limitation, via Teachers-Teachers.com and/or K12jobspot.com.
4. The Customer will not provide services in competition with or substantially similar to the services provided by Frontline.
5. The Customer understands that Frontline does not screen or verify any information provided by the individuals listed on its website. Therefore, the Customer is responsible for conducting its own search into the background, qualifications and credentials of any Prospective Employee it chooses to hire. The Customer will use the Teachers-Teachers service in compliance with all applicable laws.
6. The Customer is prohibited from taking any action to circumvent or attempt to circumvent the security and access control provisions of Teachers-Teachers.com. The Customer acknowledges that it may not:
 - a. Provide false or misleading information on Teachers-Teachers.com or to Frontline.
 - b. Use Teachers-Teachers.com to violate any applicable law or regulation, or violate the privacy or publicity rights of any other person.
 - c. Post any information that is abusive, defamatory, discriminatory, hateful, obscene, vulgar, sexually-orientated, threatening, or otherwise objectionable.
 - d. Harass, stalk, or otherwise subject any user of Teachers-Teachers.com and/or its services to unwanted and/or inappropriate contact.
 - e. Post any position or business opportunity which requires payment from the applicant/Prospective Employee or requires recruitment of other individuals, sub-distributors or sub-agents such as a multi-level marketing scheme, pyramid scheme, franchise or distributorship arrangement.
 - f. Use Teachers-Teachers.com and/or its services and/or its materials for any purpose other than to identify Prospective Employees for employment opportunities.
 - g. Make any changes, additions and/or deletions to any submissions posted by any user without the express written authorization of such other user.
 - h. Intentionally expose Teachers-Teachers.com and/or its services to any computer virus or any other program or code intended to disrupt or disable to operations of the website or its services.
 - i. Use any robot, spider or other program or device to retrieve or index any portion of the Teachers-Teachers.com website.
 - j. Harvest or otherwise collect information about users for any purpose other than use of Teachers-Teachers.com and/or its services as expressly permitted herein.
7. The foregoing list of prohibitions is illustrative and is not intended to be complete or exclusive. Frontline reserves the right to terminate our relationship with the Customer under these terms and prohibit the Customer's access to Teachers-Teachers.com and/or its services or to edit, remove or close any posting by the Customer for any reason.



Clarence Zachary
Chief Operating and Financial Officer
Hartford Public Schools
Hartford, CT

Dear Clarence:

On behalf of Frontline Education, I am pleased to present you with the following proposal and pricing for Frontline's Time & Attendance, Absence Management, and Onboarding and Forms solutions.

Frontline Education is an integrated insights partner serving more than 9,500 K-12 organizations and millions of educators, administrators and support personnel in their efforts to develop the next generation of learners. With more than 20 years of experience serving the front line of education, Frontline Education provides actionable intelligence and insights that enable informed data driven decisions that drives engagement across school systems.

Bringing together the best education software solutions into one unified platform, Frontline is pioneering a human capital management approach that meets the unique needs of education. The Frontline Insights Platform makes it possible to efficiently and effectively manage the administrative needs of the education community with solutions including Frontline Recruiting & Hiring, Frontline Absence & Time, Frontline Professional Growth, Health Management, and Frontline Special Ed & Interventions.

This proposal contains descriptions of the solutions you have expressed interest in. Investment estimates are provided which include the annual subscription fees, one-time implementation fees, and administrator training with related terms and conditions. You will note that we were able to provide you significant discounts for these new solutions due to your continued investment with Frontline Education.

We look forward to your selection of Time, Absence, and Central while expanding your investment with Frontline Education as your long-term education partner. We look forward to providing solutions that meet the needs of your strategic initiatives as your trusted advisor in your success.

Sincerely,

Joel Titmas
jtitmas@frontlineed.com
610-349-7081

Review of Frontline Solutions

The **Frontline Insights Platform** is bringing critical technologies together to provide on-demand, actionable insights to the front line of education. It is a powerful combination of the Frontline Education solutions, connected to Frontline Central – a single source of truth for all employee information within the Frontline systems – and built on a foundation that provides a secure, efficient and consistent user experience.

Includes:

- **FERPA-compliant security**
- **Identity management**
- **Mobile applications**
- **Common UI and navigation**
- **Reporting and dashboards**

Frontline Absence & Time components:

- Absence & Substitute Management
- Time and Attendance Management

Over 6,000 districts are using **Frontline Absence & Time** to manage employee absences and find qualified substitutes when needed. There are currently 63 districts in Connecticut using Frontline Absence Management, of those districts additional 32 of them also use our Time and Attendance system. Using the phone and web, our absence and substitute management tools quickly find substitutes based on district preferences and required skills. Administrators benefit from real-time reports on fill rates and other trends, gaining data to identify and address potential absence issues.

Frontline Absence & Time will help HPS achieve its goals of having classrooms that are led by professional educators with the expertise during absences. HPS will be able to match qualified substitutes to classroom needs. Teachers can share their lesson plans with substitutes to help ensure curriculum stays on task during times of absence. Absence & Time will also improve the operational effectiveness of your school principals, secretaries, HR, Finance, and all hourly staff by streamlining time collection, calculation, and integration with Munis software. Central office and school administrators will have access to dashboards and robust reporting tools. Frontline Education will enable HPS to gain control of labor costs and stay on budget for employees in all departments. Paper timesheets creates redundancies across the district because school leaders need to calculate hours, enter hours, and file timesheets for 7 years. Districts can ensure compliance with labor laws with accurate records of employee time worked. Together, these tools provide the full picture of employee time and attendance.



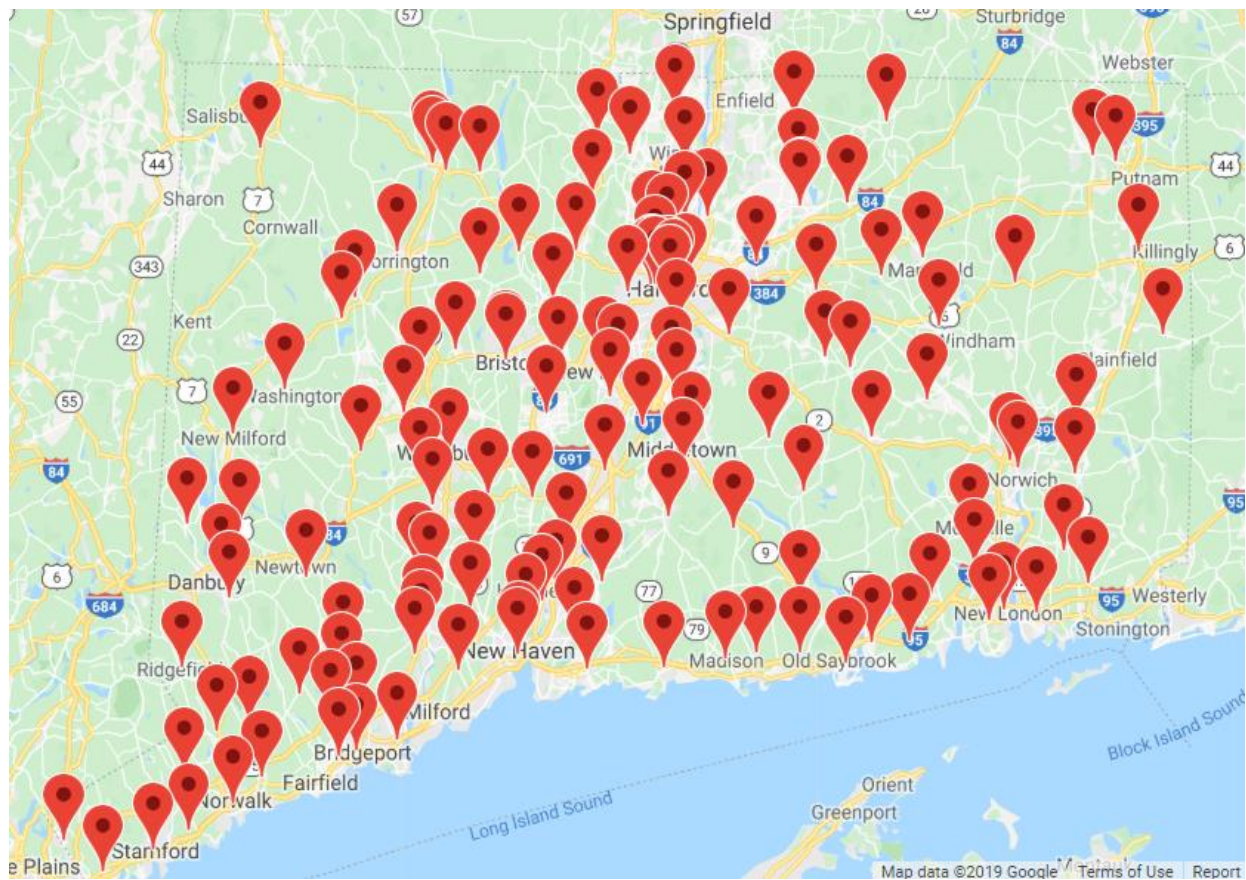
Frontline Recruiting & Hiring components:

- Recruiting and Hiring (Already being used by Hartford Public Schools)
- Frontline Central

25 districts in the state of Connecticut utilize Frontline Education's Recruiting and Hiring combined with Frontline Central services. This will help HPS achieve its strategic goal of Operational Effectiveness. Frontline Central will increase the communication between central office and building staff by streamlining HPS' hiring and onboarding processes. Clearly defined workflow will ensure all departments can see what their responsibilities are to reduce redundancies and increase operational effectiveness. This will provide a better first HPS experience for all new hires through a modern online onboarding experience. This will increase the long-term sustainability of HPS by giving new hires the resources needed to assimilate with the district and its policies. Frontline Central is strategically integrated with Recruiting & Hiring with single sign-on access with one Frontline password.

A total 7 districts in Connecticut utilize all 4 of our proposed services. Our experience in your great state will help you reach your goals in the 20/21 school year and beyond.

Frontline's clients in your state.



Total 2019-2020 New Solution Subscription Summary:

(assuming a sign date of 4/1)

<u>Solutions</u>	<u>List Subscription</u>	<u>Bundle Discount</u>	<u>% Bundle Discount</u>	<u>Net Subscription</u>
Absence & Substitute Management	\$9,839.22	\$983.92	10%	\$8,855.30
Time & Attendance	\$12,323.39	\$1,232.34	10%	\$11,091.05
Frontline Central	\$13,527.09	\$3,381.77	25%	\$10,145.32
Total	\$35,689.70	\$5,598.03	16%	\$30,091.67

Total 2020-2021 New Solution Subscription Summary:

<u>Solutions</u>	<u>List Subscription</u>	<u>Bundle Discount</u>	<u>% Bundle Discount</u>	<u>Net Subscription</u>
Absence & Substitute Management	\$39,465.00	\$3,946.50	10%	\$35,518.50
Time & Attendance	\$49,429.00	\$4,942.90	10%	\$44,486.10
Frontline Central	\$54,257.00	\$13,564.25	25%	\$40,692.75
Total	\$143,151.00	\$22,453.65	16%	\$120,697.35



Implementation Overview

Frontline Education prides ourselves on stellar Customer Service. The implementation of your solutions will be managed by an Implementation Consultant who is a solution expert. They will guide you through the process of gathering requirements, configuring the system to meet the needs of your district and testing the processes. In addition, the Implementation Consultant will also be your Trainer to your District Admins & Staff. Throughout the process, we will provide resources including an online Learning Center, documentation, and a project plan to help guide you every step of the way. Once you are fully utilizing the system, we will engage our Support Team to be there for any additional questions and/or feedback you may have.

Implementation Fee Summary

<u>Solution</u>	<u>One-Time Implementation Fees</u>
Absence & Substitute Management	\$6,300.00
Time & Attendance	\$7,500.00
Frontline Central	\$4,200.00
Total	\$18,000.00



2020-2021 Renewal of Frontline Education Solutions

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. Additionally, functionality has been added to provide user assistance for login issues. The pricing for your subscription(s) renewing on 7/1/2020 is listed below:

<u>Current Solutions Investment Summary</u>	<u>2020-2021</u>
Recruiting & Hiring	\$18,528.71
Evaluation Management	\$43,971.44
Medicaid Management	\$45,101.74
IEP Management	\$53,600.87
Total	\$161,202.76



Town of Sprague Budget Status as of January 31, 2020

Summary

As of the end of January 2020, total revenues collected are 85% of the FY 2019/20 budgeted amount. Year to date collections include the \$500,000 in Municipal Restructuring Funds received as part of the Memorandum of Agreement with the State and \$1,332,602 for the first and second installment of ECS funds. Excluding the restructuring funds, total revenues as of 1/31/20 would be at 80% of budget, which is slightly less than revenues for the same period in FY 2018/19 which were at 84%. This is mainly due to the Town having received 50% of Town Aid Road (\$75,532) and 100% of Municipal Revenue Sharing (\$386,528) at this point in FY 2018/2019. The Town has not received either of those revenues yet in the current year.

Total expenditures as of 1/31/20 are at 52% of budget. This is 8% lower than expenditures for the same period in FY 2018/19 which were 60%.

<i>Budget Category</i>	FY 2019/2020			Same Period Prior Year
	Budget	Year to Date	Year to Date %	
Property Taxes	5,931,604	5,706,003	96%	96%
State Education Grants	2,690,078	1,332,602	50%	50%
Other State Grants	597,726	31,989	5%	80%
Other Revenue	222,771	969,060	435%	198%
Total General Fund Revenues	9,442,179	8,039,654	85%	84%
Town/Municipal Expenditures	2,903,205	1,830,241	63%	63%
Board of Education Expenditures	6,525,766	3,072,638	47%	58%
Total General Fund Expenditures	9,428,971	4,902,878	52%	60%

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

Revenues

Property Taxes are the largest revenue source to the Town, representing 62.8% of total revenues. Collections on Property Taxes for the period to January 31, 2020 of the current fiscal year are at 96% of the budgeted amount. This is comparable to property tax collections for the same period in last fiscal year which were 96% of budget, as well.

State Grants make up 34.8% of total budgeted revenues. The Town has received the first and second installment of ECS (\$1,332,602) and first installment of Mashantucket Pequot revenue (\$5,826). Other state revenues include the PILOT payment for State Property (\$6,156), State Police DUI Grant (\$15,410), receipts for fines/violations from court clerks (\$1,440), Veterans Tax Relief (\$2,576) and Disability Exemption reimbursement (\$581) as of January 31, 2020, which accounts for 42% of State Grants in the current fiscal year. For the same period last fiscal year, the Town had received 56% of its State Grants. The large variance, as mentioned above, is due to the Town not having received any Town Aid Road or Municipal Revenue Sharing funds yet this fiscal year.

The remaining revenue sources include interest income, fees, permits and miscellaneous revenue. In the aggregate, these sources comprise less than 2.5% of total budgeted revenues. Current year collections on these sources total \$969,060, which includes the payment of \$500,000 of Municipal Restructuring Funds and the one-time lease payment of \$325,000 from Willimantic Waste for the lease of a portion of the former Fusion property. Adjusting year to date revenues to exclude the restructuring funds and one-time lease payment, collections on these sources are at 65% of the total budgeted amount, which is 10% less than the prior year. Revenues were at 75% for the same period in the last fiscal year [adjusted to exclude the \$250,000 sale of scrap metal which was a one-time payment received in October 2018]. The variance is mainly attributable to lower waste management revenues in the current year (31% in FY20 vs 52% in FY19), which is due to a change/error in billings from one of the local trash incinerators/carriers. The lower revenues also correlate to lower waste management expense in the current year. (The Town has since contacted the incinerator and trash carrier to rectify this issue.)

Expenditures

Departmental and other operating expenditures as of January 31, 2020 tend to range between 50% and 60% with a few exceptions where year-to-date expenditures are below that range. In most cases, Town current year expenditures are comparable to last fiscal year's expenditures for the same period. Some exceptions include Highway expenditures which are 8% lower in the current year due to a mild winter and waste management expenditures which are 25% lower than the prior year due to an issue with billings from the incinerator/trash carrier. Additionally, current year fire department expenditures are 19% higher than prior year due to increased vehicle maintenance and trainings for new members.

Payments for memberships on regional agencies (85% year-to-date), insurance premiums (67% year-to-date) and maintenance contracts (81% year-to-date) tend to be invoiced in one or several installments. Similarly, payments on bond principal (88%) and interest (53%) are scheduled payments that do not necessarily occur evenly throughout the fiscal year.

Year to date expenditures by the Board of Education total \$3,072,638, or 47% of total budget. For the same period last fiscal year, Board of Education expenditures were slightly higher at 58% of budget.

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

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals				
	Nov 2019	Dec 2019	Jan 2020	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining	% of Budget
Ordinary Income/Expense													
Income													
5000 - Taxes													
5000-1 - Current Taxes	41,158	492,714	1,668,915	5,488,354	5,342,090	(146,264)	97%	97%	5,488,354	5,488,354	-	100%	
5000-2 - Current Interest & Lien Fees	1,409	1,893	1,425	20,000	10,887	(9,113)	54%	51%	20,000	20,000	-	100%	
5000-3 - Prior Year Tax	17,513	11,863	2,512	125,000	68,077	(56,923)	54%	45%	125,000	125,000	-	100%	
5000-4 - Prior Year Interest/Lien Fees	4,701	3,970	719	35,000	18,961	(16,039)	54%	54%	35,000	35,000	-	100%	
5000-5 - Current Supp MV Tax	1,315	775	61,057	72,000	67,554	(4,446)	94%	108%	72,000	72,000	-	100%	
5000-6 - Firefighter Tax Abatement	-	-	-	(8,750)	-	8,750	0%	0%	(8,750)	(8,750)	-	100%	
5000-7 - PILOT Solar Farm	-	435	-	200,000	200,435	435	100%	100%	200,000	200,000	-	100%	
5000-8 - Tax & Applic. Refunds (contra)	(532)	-	(1,353)	-	(1,885)	(1,885)	100%	100%	(1,885)	-	(1,885)	100%	
5000-9 - Tax Overpymnts Ret'd (contra)	-	-	-	-	(117)	(117)	100%	0%	(117)	-	(117)	100%	
Total 5000 - Taxes	65,565	511,650	1,733,275	5,931,604	5,706,003	(225,602)	96%	96%	5,929,602	5,931,604	(2,002)	100%	
5100 - State Grants-School													
5100-1 - ECS - Assis. to Towns for Educ.	-	-	666,301	2,690,078	1,332,602	(1,357,476)	50%	50%	2,690,078	2,690,078	-	100%	
Total 5100 - State Grants-School	-	-	666,301	2,690,078	1,332,602	(1,357,476)	50%	50%	2,690,078	2,690,078	-	100%	
5200 - State Grants-Local													
5200-1 - Telecomm. Property Tax Grant	-	-	-	5,416	-	(5,416)	0%	0%	5,416	5,416	-	100%	
5200-10 - Judicial 10th Circuit Court	1,440	-	-	1,000	1,440	440	144%	353%	1,440	1,000	440	144%	
5200-11 - SLA - Emergency Mgmt. Agency	-	-	-	2,800	-	(2,800)	0%	0%	2,800	2,800	-	100%	
5200-13 - St. Police O/T	-	-	-	15,000	15,410	410	103%	47%	15,410	15,000	410	103%	
5200-14 - Town Aid Roads	-	-	-	151,064	-	(151,064)	0%	50%	151,064	151,064	-	100%	
5200-16 - Elderly & Disabled Transp Grant	-	-	-	8,800	-	(8,800)	0%	32%	8,800	8,800	-	100%	
5200-2 - Municipal Rev Sharing-Muni Proj	-	-	-	386,528	-	(386,528)	0%	100%	386,528	386,528	-	100%	
5200-4 - PILOT - State Property	-	-	-	6,156	6,156	-	100%	100%	6,156	6,156	-	100%	
5200-5 - Mashantucket Pequot Grant	-	5,826	-	17,749	5,826	(11,923)	33%	33%	17,749	17,749	-	100%	
5200-6 - Veterans Tax Relief	-	2,576	-	2,518	2,576	58	102%	105%	2,576	2,518	58	102%	
5200-7 - Disability Exemption Reimb.	-	581	-	695	581	(114)	84%	74%	695	695	-	100%	
Total 5200 - State Grants-Local	1,440	8,983	-	597,726	31,989	(565,737)	5%	80%	598,634	597,726	908	100%	
5300 - Local Revenues													
5300-1 - Interest Income	123	5	56	4,000	518	(3,482)	13%	195%	4,000	4,000	-	100%	
5300-10 - Permit Fees, P&Z, Inland & Wetl	44	82	783	4,000	1,189	(2,811)	30%	59%	4,000	4,000	-	100%	
5300-13 - Landfill Receipts	1,692	1,701	2,534	25,000	13,153	(11,848)	53%	53%	25,000	25,000	-	100%	
5300-14 - Newsletter Ads	-	270	770	3,000	1,371	(1,629)	46%	75%	3,000	3,000	-	100%	
5300-15 - Marriage Licenses	16	32	16	150	160	10	107%	85%	160	150	10	107%	
5300-16 - Sportsmans Licenses	2	13	19	150	59	(91)	39%	30%	150	150	-	100%	
5300-17 - Farmland Preservation	84	114	90	950	708	(242)	75%	75%	950	950	-	100%	
5300-2 - Licenses,Burial, Crem, Pis, Liq	145	50	160	1,000	470	(530)	47%	26%	1,000	1,000	-	100%	
5300-3 - Building Inspector Fees	1,887	-	3,290	25,000	9,980	(15,020)	40%	45%	25,000	25,000	-	100%	
5300-4 - Dog License Fees	24	7	-	2,750	348	(2,402)	13%	13%	2,750	2,750	-	100%	
5300-5 - Sundry Receipts, faxes, etc	14	20	12	400	96	(304)	24%	146%	400	400	-	100%	
5300-6 - Recording Land Rec,maps, trade	1,128	1,588	964	10,000	9,621	(379)	96%	73%	10,000	10,000	-	100%	
5300-8 - Conveyance Tax	2,417	1,079	573	17,000	14,891	(2,109)	88%	51%	17,000	17,000	-	100%	
5300-9 - Copies	363	299	675	5,000	3,628	(1,372)	73%	66%	5,000	5,000	-	100%	
Total 5300 - Local Revenues	7,939	5,260	9,942	98,400	56,191	(42,209)	57%	55%	98,410	98,400	10	100%	
5400 - Misc Revenues													
5400-1 - Trans. Subsidy from SCRRA	-	-	-	2,000	-	(2,000)	0%	0%	2,000	2,000	-	100%	
5400-5 - Other Revenues	400	325,400	200	-	826,426	826,426	100%	100%	226	-	226	100%	
5400-6 - Waste Management	2,354	5,170	-	52,000	16,072	(35,928)	31%	52%	52,000	52,000	-	100%	
Total 5400 - Misc Revenues	2,754	330,570	200	54,000	842,498	788,498	1560%	542%	54,226	54,000	226	100%	
5500-3 - Resv. Dam Proj. - Prinp. S&W	-	-	-	45,000	45,000	-	100%	100%	45,000	45,000	-	100%	
5500-4 - Resv. Dam Proj. - Int. W & S	-	-	-	25,371	25,371	-	100%	94%	25,371	25,371	-	100%	
Total Income	77,698	856,463	2,409,718	9,442,179	8,039,654	(1,402,525)	85%	84%	9,441,321	9,442,179	(858)	100%	
Gross Profit	77,698	856,463	2,409,718	9,442,179	8,039,654	(1,402,525)	85%	84%	9,441,321	9,442,179	(858)	100%	
Expense													
6000 - Board of Selectmen													
6000-1 - First Selectman	3,177	3,077	4,615	40,000	24,715	(15,285)	62%	67%	40,000	40,000	-	100%	
6000-2 - Selectman 2	100	100	100	1,200	700	(500)	58%	58%	1,200	1,200	-	100%	
6000-3 - Selectman 3	-	100	100	1,200	600	(600)	50%	58%	1,200	1,200	-	100%	
6000-4 - Selectman office Sup, Misc.	454	13	103	1,260	1,022	(238)	81%	29%	1,260	1,260	-	100%	
6000-5 - Selectman - Mileage	70	-	296	3,150	1,509	(1,641)	48%	49%	3,150	3,150	-	100%	

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6000-6 · Selectman Executive Assistant	3,478	3,478	5,216	45,215	27,822	(17,393)	62%	61%	45,215	45,215	-	100%
6000-7 · Stipend Add'l Brd Participation	150	-	-	1,000	400	(600)	40%	50%	1,000	1,000	-	100%
Total 6000 · Board of Selectmen	7,429	6,768	10,430	93,025	56,768	(36,257)	61%	63%	93,025	93,025	-	100%
6005 · Elections												
6005-1 · Election Salaries	887	153	104	6,000	2,587	(3,413)	43%	60%	6,000	6,000	-	100%
6005-2 · Election Misc.	2,590	268	-	14,103	5,875	(8,228)	42%	101%	14,103	14,103	-	100%
Total 6005 · Elections	3,477	421	104	20,103	8,462	(11,641)	42%	88%	20,103	20,103	-	100%
6010 · Board of Finance												
6010-2 · BOF - Town Rpt, Sup.	-	-	-	250	-	(250)	0%	5%	250	250	-	100%
Total 6010 · Board of Finance	-	-	-	250	-	(250)	0%	5%	250	250	-	100%
6011 · Auditing												
6011 · Auditing	-	20,000	-	22,650	20,000	(2,650)	88%	42%	22,650	22,650	-	100%
6012 · Bookkeeper												
6012-1 · Bookkeeper - Salary	2,213	2,194	3,346	28,210	17,245	(10,965)	61%	61%	28,210	28,210	-	100%
6012-2 · Bookkeeper-Support	-	-	-	900	-	(900)	0%	39%	900	900	-	100%
Total 6012 · Bookkeeper	2,213	2,194	3,346	29,110	17,245	(11,865)	59%	60%	29,110	29,110	-	100%
6015 · Assessors												
6015-1 · Assessors, Salary	1,705	1,705	1,279	22,165	12,362	(9,804)	56%	62%	22,165	22,165	-	100%
6015-4 · Assessors, Travel Expense	-	-	-	300	41	(259)	14%	0%	300	300	-	100%
6015-5 · Assessors, Sch,Wrkshp, Seminars	-	-	-	280	-	(280)	0%	0%	280	280	-	100%
6015-6 · Assess. Misc. Supplies, Postage	60	6	-	1,680	66	(1,614)	4%	2%	1,680	1,680	-	100%
6015-7 · Assess. Map updts, Pric.Manuls	-	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
Total 6015 · Assessors	1,765	1,711	1,279	25,425	12,469	(12,957)	49%	54%	25,425	25,425	-	100%
6025 · Tax Collector												
6025-1 · Tax Collector, Salary	2,041	2,041	3,061	26,532	16,327	(10,205)	62%	62%	26,532	26,532	-	100%
6025-4 · Tax Collector Misc. Sup. Sch.	-	6	116	700	164	(536)	23%	25%	700	700	-	100%
6025-5 · Tax Collector, Postage	-	-	-	3,030	-	(3,030)	0%	3%	3,030	3,030	-	100%
Total 6025 · Tax Collector	2,041	2,047	3,177	30,262	16,491	(13,771)	54%	56%	30,262	30,262	-	100%
6030 · Town Treasurer	200	200	200	2,400	1,400	(1,000)	58%	58%	2,400	2,400	-	100%
6035 · Town Counsel & Financial Advisr												
6035-1 · Town Counsel	-	-	5,740	20,000	11,117	(8,884)	56%	48%	20,000	20,000	-	100%
6035-2 · Financial Advisor	-	-	-	7,000	3,607	(3,393)	52%	0%	7,000	7,000	-	100%
Total 6035 · Town Counsel & Financial Advisr	-	-	5,740	27,000	14,724	(12,277)	55%	48%	27,000	27,000	-	100%
6040 · Town Clerk												
6040-1 · Town Clerk, Salary	3,812	3,812	5,719	49,562	30,498	(19,064)	62%	62%	49,562	49,562	-	100%
6040-2 · Town Clerk, Office Sup, Misc.	34	34	509	1,463	652	(811)	45%	82%	1,463	1,463	-	100%
6040-3 · Town Clerk, Dog Licenses	-	-	-	350	-	(350)	0%	76%	350	350	-	100%
6040-4 · Town Clerk, School	-	200	-	900	745	(155)	83%	103%	900	900	-	100%
6040-5 · Town Clerk, Microfrm(Security)	-	-	-	400	-	(400)	0%	231%	400	400	-	100%
Total 6040 · Town Clerk	3,846	4,046	6,228	52,675	31,895	(20,780)	61%	64%	52,675	52,675	-	100%
6045 · Telephone Services/DSL/Website	1,090	873	1,116	11,700	6,757	(4,943)	58%	58%	11,700	11,700	-	100%
6050 · Pool Secretaries												
6050-1 · Pool Sec,Salary-Asst Town Clerk	1,703	1,741	2,621	23,378	13,669	(9,709)	58%	58%	23,378	23,378	-	100%
6050-2 · Pool Sec, Salary-Land Use Clerk	2,678	2,688	4,123	34,820	21,665	(13,155)	62%	62%	34,820	34,820	-	100%
Total 6050 · Pool Secretaries	4,381	4,429	6,744	58,198	35,335	(22,863)	61%	61%	58,198	58,198	-	100%
6055 · Town Off. Bldg.												
6055-1 · Town Off. Bldg.Janitorial Serv	761	1,420	1,481	9,897	7,088	(2,809)	72%	62%	9,897	9,897	-	100%
6055-2 · Town Off. Bldg. Sup. Maint.	74	-	273	2,000	826	(1,174)	41%	63%	2,000	2,000	-	100%
6055-3 · Town Off/Sen.Ctr.- Bldg.Heat	-	1,233	2,656	11,500	5,407	(6,093)	47%	49%	11,500	11,500	-	100%
6055-4 · Town Off Bldg/Sen Ctr - Lights	-	48	1,997	9,000	4,732	(4,268)	53%	43%	9,000	9,000	-	100%
6055-5 · Town Off. Bldg. rpr & renov.	16	12	-	5,000	4,322	(678)	86%	19%	5,000	5,000	-	100%
Total 6055 · Town Off. Bldg.	851	2,713	6,407	37,397	22,374	(15,023)	60%	48%	37,397	37,397	-	100%
6060 · Grants/Contracts Manager												
6060-1 · Grants/Cont Mgr-Salary	-	-	5,671	31,507	15,006	(16,501)	48%	61%	31,507	31,507	-	100%
6060-2 · Grants/Co Mg-Workshops,Seminars	-	-	-	700	150	(550)	21%	39%	700	700	-	100%
6060-3 · Grants/ConMgr-Supp,Subs,Postage	-	-	-	1,200	278	(922)	23%	30%	1,200	1,200	-	100%
6060-4 · Grants/Contracts Mgr-Mileage	-	-	-	650	108	(542)	17%	22%	650	650	-	100%
Total 6060 · Grants/Contracts Manager	-	-	5,671	34,057	15,541	(18,516)	46%	59%	34,057	34,057	-	100%
6100 · P & Z Comm.												
6100-1 · P & Z Comm. Enfc. Off.	556	556	834	7,225	4,454	(2,771)	62%	62%	7,225	7,225	-	100%
6100-2 · P & Z Comm. Planner	-	-	3,563	12,000	5,843	(6,157)	49%	33%	12,000	12,000	-	100%
Total 6100 · P & Z Comm.	556	556	4,397	19,225	10,297	(8,928)	54%	41%	19,225	19,225	-	100%

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6111 · Land Use Miscellaneous	-	6	-	800	108	(692)	14%	43%	800	800	-	100%
6115 · Ec. Devel.	-	-	-	900	-	(900)	0%	42%	900	900	-	100%
6120 · Conservation Commission												
6120-2 · Training workshop	-	-	-	100	-	(100)	0%	0%	100	100	-	100%
6120-4 · Miscellaneous	-	-	91	1,000	741	(259)	74%	0%	1,000	1,000	-	100%
Total 6120 · Conservation Commission	-	-	91	1,100	741	(359)	67%	0%	1,100	1,100	-	100%
6150 · Conservation Wetlands Enf Off	438	560	700	6,500	3,273	(3,227)	50%	42%	6,500	6,500	-	100%
6200 · Highways												
6200-1 · Highways, General Maintenance	5,211	1,873	5,745	45,000	28,317	(16,683)	63%	117%	45,000	45,000	-	100%
6200-10 · Drug & Alcohol Testing	-	-	250	500	500	-	100%	100%	500	500	-	100%
6200-2 · Highways, Public Works Salary	16,843	16,843	25,276	250,235	145,404	(104,831)	58%	62%	250,235	250,235	-	100%
6200-3 · Highways, Misc. o/t labor.	247	2,402	3,543	26,200	7,241	(18,959)	28%	20%	26,200	26,200	-	100%
6200-4 · Boots - Highways	148	-	122	2,000	1,033	(967)	52%	55%	2,000	2,000	-	100%
6200-5 · Storm Materials	5,193	3,345	959	27,500	19,008	(8,492)	69%	106%	27,500	27,500	-	100%
6200-6 · Highways, Roadway Mgmt.	5,298	1,714	1,611	40,000	34,028	(5,972)	85%	50%	40,000	40,000	-	100%
6200-7 · Highways, Town Garage	35	505	1,524	8,000	3,551	(4,449)	44%	58%	8,000	8,000	-	100%
6200-8 · Stormwater Permit Fees(Phasell)	500	250	-	8,500	6,364	(2,137)	75%	100%	8,500	8,500	-	100%
Total 6200 · Highways	33,475	26,932	39,030	407,935	245,445	(162,490)	60%	68%	407,935	407,935	-	100%
6202 · Tree Maintenance												
6202-1 · Tree Warden	-	1,125	-	2,250	1,125	(1,125)	50%	50%	2,250	2,250	-	100%
6202-2 · Tree Warden- Training Seminars	-	-	150	350	150	(200)	43%	25%	350	350	-	100%
6202-3 · Tree Pruning, Removal, Replacme	1,710	680	-	12,300	12,300	-	100%	84%	12,300	12,300	-	100%
6202-4 · Tree Warden Mileage	-	180	-	400	180	(220)	45%	56%	400	400	-	100%
Total 6202 · Tree Maintenance	1,710	1,985	150	15,300	13,755	(1,545)	90%	76%	15,300	15,300	-	100%
6205 · Street Lighting	1,232	165	2,953	14,000	8,567	(5,433)	61%	62%	14,000	14,000	-	100%
6300 · Social Security	4,163	4,283	6,109	63,586	35,855	(27,731)	56%	60%	63,586	63,586	-	100%
6310 · Deferred Compensation	1,249	1,249	1,874	16,274	10,000	(6,274)	61%	62%	16,274	16,274	-	100%
6400 · Regional Agencies												
6400-1 · Reg. Agency - TVCCA	-	-	-	1,000	1,000	-	100%	100%	1,000	1,000	-	100%
6400-10 · RegAgency-SSAC of Eastern CT	-	-	-	300	300	-	100%	100%	300	300	-	100%
6400-11 · RegAg-SE CT Enterpr Reg	-	-	-	1,540	1,419	(121)	92%	76%	1,540	1,540	-	100%
6400-12 · RegAgcy-Regional Animal Control	-	-	-	9,179	9,179	0	100%	94%	9,179	9,179	-	100%
6400-2 · Reg. Agency - Cncl. of Gvnt	-	-	-	1,641	1,641	-	100%	100%	1,641	1,641	-	100%
6400-3 · Reg. Agency - Soil/Wtr. Con.	-	300	-	300	300	-	100%	100%	300	300	-	100%
6400-4 · Reg. Agency - Women's Center	-	250	-	250	250	-	100%	100%	250	250	-	100%
6400-5 · Uncas Health District	-	4,815	-	19,262	14,445	(4,817)	75%	75%	19,262	19,262	-	100%
6400-6 · Reg. Agency - CCM	-	-	-	2,032	2,032	-	100%	100%	2,032	2,032	-	100%
6400-7 · Reg. Agency - Norwich PrbCrt	-	-	531	2,124	1,593	(531)	75%	63%	2,124	2,124	-	100%
6400-8 · Council of Small Towns (COST)	-	-	-	725	725	-	100%	100%	725	725	-	100%
6400-9 · Quinebaug Walking Weekends	-	-	-	175	-	(175)	0%	100%	175	175	-	100%
Total 6400 · Regional Agencies	-	5,365	531	38,528	32,885	(5,643)	85%	83%	38,528	38,528	-	100%
6500 · Insurance												
6500-1 · Insurance, General Town	-	6,856	-	29,290	21,591	(7,699)	74%	80%	29,290	29,290	-	100%
6500-2 · Insurance, Fire Department	-	4,134	-	15,890	12,402	(3,488)	78%	75%	15,890	15,890	-	100%
6500-4 · Insurance, Water & Sewer Plants	-	1,892	-	7,532	5,676	(1,856)	75%	75%	7,532	7,532	-	100%
6500-5 · Insurance,CIRMA (Workers Comp)	-	10,139	-	40,560	23,946	(16,614)	59%	60%	40,560	40,560	-	100%
6500-6 · Insurance, Empl. Medical Ins.	647	7,622	16,121	100,344	66,314	(34,030)	66%	59%	100,344	100,344	-	100%
6500-7 · Employee Insurance Waiver	329	329	329	3,950	2,303	(1,647)	58%	61%	3,950	3,950	-	100%
Total 6500 · Insurance	976	30,972	16,450	197,566	132,232	(65,334)	67%	65%	197,566	197,566	-	100%
6600 · Police Department												
6600-1 · Police Dept. Resident Trooper	-	-	-	169,220	-	(169,220)	0%	0%	169,220	169,220	-	100%
6600-2 · Police Dept., O/T 50% contra	-	-	15,020	5,000	15,020	10,020	300%	180%	15,020	5,000	10,020	300%
6600-3 · Police Dept. DARE Program	-	-	-	300	215	(85)	72%	0%	300	300	-	100%
6600-4 · Police Dept., Supplies, Misc.	-	-	-	500	-	(500)	0%	8%	500	500	-	100%
6600-5 · Police Dept. - Sch. Crs. Guard	374	352	550	3,883	2,093	(1,790)	54%	51%	3,883	3,883	-	100%
Total 6600 · Police Department	374	352	15,570	178,903	17,328	(161,575)	10%	6%	188,923	178,903	10,020	106%
6605 · Fire Dept.												
6605-1 · Fire Dept., Vehicle Maint.	747	74	9,870	20,904	18,648	(2,256)	89%	49%	20,904	20,904	-	100%
6605-2 · Fire Dept, Fixed Expenses	1,699	1,860	3,603	36,700	21,347	(15,353)	58%	52%	36,700	36,700	-	100%
6605-3 · Fire Dept. Truck Supplies	-	-	-	7,400	-	(7,400)	0%	0%	7,400	7,400	-	100%
6605-4 · Fire Dept., Firehouse Maint.	127	147	1,140	9,325	4,022	(5,303)	43%	15%	9,325	9,325	-	100%
6605-5 · Fire Dept., Training	108	2,975	-	13,000	9,473	(3,527)	73%	23%	13,000	13,000	-	100%

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6605-6 · Fire Dept., Business Exp.	-	1,124	4,222	13,000	7,446	(5,554)	57%	47%	13,000	13,000	-	100%
6605-7 · Fire Dept., Equip. Maint.	567	1,391	1,131	10,000	4,633	(5,367)	46%	40%	10,000	10,000	-	100%
Total 6605 · Fire Dept.	3,248	7,571	19,966	110,329	65,569	(44,760)	59%	40%	110,329	110,329	-	100%
6610 · Emergency												
6610-1 · Salary Director	-	-	-	2,200	-	(2,200)	0%	0%	2,200	2,200	-	100%
6610-5 · Training Expense	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
6610-6 · Equipment Maintenance	-	-	-	830	-	(830)	0%	33%	830	830	-	100%
6610-8 · Local Emerg. Plan Chair.(LEPC)	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
Total 6610 · Emergency	-	-	-	4,030	-	(4,030)	0%	70%	4,030	4,030	-	100%
6615 · Fire Marshal/Burning Official												
6615-1 · Fire Marshal/Salary	731	731	731	8,767	5,116	(3,651)	58%	58%	8,767	8,767	-	100%
6615-2 · Fire Marshal/Off.Exp.Ed.Misc	-	-	175	2,050	175	(1,875)	9%	0%	2,050	2,050	-	100%
6615-4 · Burning Official - Salary	-	313	-	625	313	(312)	50%	50%	625	625	-	100%
Total 6615 · Fire Marshal/Burning Official	731	1,044	906	11,442	5,604	(5,838)	49%	47%	11,442	11,442	-	100%
6620 · Enf. Off-Bldg.Code												
6620-1 · Enf.Off-Bldg Code - Salary	1,498	1,498	2,247	19,471	11,979	(7,492)	62%	62%	19,471	19,471	-	100%
6620-2 · Enf. Off-Bldg.Code - Mileage	-	-	-	800	9	(791)	1%	7%	800	800	-	100%
6620-3 · Enf.Off-Bldg.Code - Mbrshp.Fee	-	-	-	120	-	(120)	0%	208%	120	120	-	100%
6620-6 · Enf.Off-Bldg.Code.- Ed.Training	-	6	40	250	67	(183)	27%	100%	250	250	-	100%
6620-7 · Enf.Off-Bldg.Code- Code Vol,Sup	-	-	-	500	-	(500)	0%	100%	500	500	-	100%
Total 6620 · Enf. Off-Bldg.Code	1,498	1,504	2,287	21,141	12,055	(9,086)	57%	62%	21,141	21,141	-	100%
6625 · Blight Enforcement Officer												
6625-1 · Blight Enforce. Officer-Salary	296	296	296	3,556	2,070	(1,486)	58%	58%	3,556	3,556	-	100%
6625-2 · Blight Enforce.Officer-Mileage	-	-	-	150	-	(150)	0%	0%	150	150	-	100%
6625-3 · Blight Enforce.Officer-Postage	-	-	-	150	25	(125)	17%	50%	150	150	-	100%
Total 6625 · Blight Enforcement Officer	296	296	296	3,856	2,095	(1,761)	54%	47%	3,856	3,856	-	100%
6700 · Sanit/Wst Rem.												
6700-2 · Sanit/Wst.Rem,Matls.Misc	198	228	610	5,000	3,328	(1,672)	67%	59%	5,000	5,000	-	100%
6700-3 · Sanit/Wst.Rem., Recycling	8,120	4,437	4,621	66,000	40,576	(25,424)	61%	72%	66,000	66,000	-	100%
Total 6700 · Sanit/Wst Rem.	8,318	4,665	5,231	71,000	43,904	(27,096)	62%	71%	71,000	71,000	-	100%
6702 · Waste Management Exp. (Waste Management)	3,217	3,594	2,854	63,000	22,932	(40,068)	36%	61%	63,000	63,000	-	100%
6810 · Comm. of Aging												
6810-1 · Comm. on Aging - Salary	1,839	1,794	3,382	19,143	14,790	(4,353)	77%	67%	19,143	19,143	-	100%
6810-2 · Commission on Aging-Munic Agent	-	-	10	500	30	(470)	6%	10%	500	500	-	100%
6810-4 · Comm. on Aging - Off sup/misc.	146	866	2,533	1,740	3,890	2,150	224%	43%	3,890	1,740	2,150	224%
6810-5 · Comm. of Aging - Elevator Contr	200	200	206	2,437	1,395	(1,042)	57%	57%	2,437	2,437	-	100%
6810-6 · Comm. of Aging - Programs	917	448	75	3,000	1,921	(1,079)	64%	54%	3,000	3,000	-	100%
6810-7 · Comm. of Aging - Van Driver	1,427	1,204	2,021	25,110	11,391	(13,719)	45%	56%	25,110	25,110	-	100%
6810-7a · Comm of Aging-Van Dr	1,731	1,219	2,058	16,612	10,965	(5,647)	66%	61%	16,612	16,612	-	100%
6810-8 · Comm. on Aging -Senior Ctr Aide	-	-	3,000	16,225	7,651	(8,574)	47%	60%	16,225	16,225	-	100%
6810-9 · Van Expense, Comm. on Aging	537	422	719	7,000	2,573	(4,427)	37%	60%	7,000	7,000	-	100%
Total 6810 · Comm. of Aging	6,797	6,153	14,004	91,767	54,606	(37,161)	60%	60%	93,917	91,767	2,150	102%
6950 · Capital Project												
6950-1 · Capital Project,Rpr Centrl Plnt	-	338	7,012	6,000	8,035	2,035	134%	84%	8,035	6,000	2,035	134%
6950-2 · Engineering Fees, Cap. Proj.	-	-	-	5,000	-	(5,000)	0%	100%	5,000	5,000	-	100%
Total 6950 · Capital Project	-	338	7,012	11,000	8,035	(2,965)	73%	91%	13,035	11,000	2,035	119%
7000 · Parks & Playgrounds	96	96	96	1,500	738	(762)	49%	39%	1,500	1,500	-	100%
7002 · Summer Recreation(SPARC)												
7002-1 · Summer Recreation Salaries	-	-	-	14,594	13,578	(1,016)	93%	90%	14,594	14,594	-	100%
7002-2 · Summer Recreation Supplies	-	-	-	1,500	-	(1,500)	0%	68%	1,500	1,500	-	100%
Total 7002 · Summer Recreation(SPARC)	-	-	-	16,094	13,578	(2,516)	84%	88%	16,094	16,094	-	100%
7003 · Recreation Facilities (BoS)												
7003-2 · Electricity	-	152	298	1,900	1,086	(814)	57%	43%	1,900	1,900	-	100%
Total 7003 · Recreation Facilities (BoS)	-	152	298	1,900	1,086	(814)	57%	43%	1,900	1,900	-	100%
7004 · Recreation Events(SPARC)												
7004-1 · RecEvent-3 Villages Fall Fest	1,585	688	-	5,912	3,368	(2,544)	57%	99%	5,912	5,912	-	100%
7004-2 · Rec Event-Earth Day	-	-	-	400	-	(400)	0%	0%	400	400	-	100%
7004-3 · Rec Event-Youth Yr Lng Activity	-	75	-	500	75	(425)	15%	66%	500	500	-	100%
7004-4 · Rec Event-Shetucket River Fest	-	-	-	521	222	(299)	43%	34%	521	521	-	100%
7004-8 · Rec Event-Other	-	261	-	500	261	(239)	52%	56%	500	500	-	100%
Total 7004 · Recreation Events(SPARC)	1,585	1,024	-	7,833	3,926	(3,907)	50%	85%	7,833	7,833	-	100%

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

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals				
	Nov 2019	Dec 2019	Jan 2020	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining	% of Budget
7005 - Other Recreation Programs													
7005-1 - Sprague/Franklin/Canterbury LL	-	-	-	1,250	-	(1,250)	0%	0%	1,250	1,250	-	100%	
Total 7005 - Other Recreation Programs	-	-	-	1,250	-	(1,250)	0%	0%	1,250	1,250	-	100%	
7010 - Grist Mill													
7010-1 - Grist Mill - Supplies, Maint.	-	31	22	850	104	(746)	12%	110%	850	850	-	100%	
7010-2 - Grist Mill-Elevator Maintenance	182	182	188	2,218	1,280	(938)	58%	57%	2,218	2,218	-	100%	
7010-3 - Grist Mill - Heat, Light	-	363	1,979	9,300	4,934	(4,366)	53%	64%	9,300	9,300	-	100%	
7010-5 - Grist Mill - Janitor- Salaries	540	540	540	7,020	4,050	(2,970)	58%	49%	7,020	7,020	-	100%	
Total 7010 - Grist Mill	722	1,116	2,729	19,388	10,369	(9,019)	53%	60%	19,388	19,388	-	100%	
7012 - Historical Museum													
7012-1 - Salary	359	315	445	5,000	2,372	(2,628)	47%	47%	5,000	5,000	-	100%	
7012-14 - Sprague Historical Society	-	-	-	200	-	(200)	0%	11%	200	200	-	100%	
Total 7012 - Historical Museum	359	315	445	5,200	2,372	(2,828)	46%	46%	5,200	5,200	-	100%	
7015 - Library													
7015-1 - Library - Librarian Assistant-1	297	201	186	12,872	4,144	(8,728)	32%	63%	12,872	12,872	-	100%	
7015-10 - Library - Director	2,161	1,722	2,518	28,160	15,299	(12,861)	54%	64%	28,160	28,160	-	100%	
7015-11 - Library - Programs	104	239	250	2,000	847	(1,153)	42%	27%	2,000	2,000	-	100%	
7015-12 - Professional Fees	54	-	-	500	54	(446)	11%	34%	500	500	-	100%	
7015-13 - Library-St Lib CT Membership	-	-	-	550	350	(200)	64%	16%	550	550	-	100%	
7015-2 - Library - Books	1,663	485	170	5,500	2,919	(2,581)	53%	34%	5,500	5,500	-	100%	
7015-3 - Library - Sup./Misc.	-	47	-	2,250	137	(2,113)	6%	16%	2,250	2,250	-	100%	
7015-4 - Library - Library Assistant - 3	328	148	161	12,872	3,961	(8,911)	31%	60%	12,872	12,872	-	100%	
7015-5 - Librarian Assistant - 5	291	464	994	12,872	3,468	(9,404)	27%	7%	12,872	12,872	-	100%	
7015-6 - Library - Librarian Assistant-2	1,373	1,429	2,570	12,872	10,412	(2,460)	81%	61%	12,872	12,872	-	100%	
Total 7015 - Library	6,271	4,735	6,849	90,448	41,591	(48,857)	46%	53%	90,448	90,448	-	100%	
7100 - Miscellaneous													
7100-10 - Newsletter- Salary	255	255	255	3,056	1,784	(1,272)	58%	57%	3,056	3,056	-	100%	
7100-11 - Bank Fees	-	-	7	-	1	1	100%	100%	1	-	1	100%	
7100-12 - Newsletter - Misc.	555	258	261	4,000	2,140	(1,860)	53%	62%	4,000	4,000	-	100%	
7100-2 - War Mem./Lords Bridge Gazebo	-	51	106	600	360	(240)	60%	36%	600	600	-	100%	
7100-3 - Cemeteries, Vets Graves	-	-	-	700	-	(700)	0%	0%	700	700	-	100%	
7100-4 - Contingent Fund	-	40	1,310	3,000	2,307	(693)	77%	100%	3,000	3,000	-	100%	
7100-5 - Memorial Day Celebration	-	-	-	1,200	-	(1,200)	0%	8%	1,200	1,200	-	100%	
7100-6 - Legal Ads	-	-	-	9,000	10,559	1,559	117%	76%	10,559	9,000	1,559	117%	
7100-8 - Unemployment Compensation	24	-	-	-	143	143	100%	0%	143	-	143	100%	
Total 7100 - Miscellaneous	834	604	1,939	21,556	17,295	(4,261)	80%	66%	23,259	21,556	1,703	108%	
7150 - Sewer & Water Dept.													
7150-1 - Water & Sewer Public Services	-	1,961	-	8,500	4,482	(4,018)	53%	61%	8,500	8,500	-	100%	
Total 7150 - Sewer & Water Dept.	-	1,961	-	8,500	4,482	(4,018)	53%	61%	8,500	8,500	-	100%	
7200 - Office Machines/Sup/Mnt.													
7200-1 - Office Mach/Sup/Mnt -Town Clerk	-	2,616	-	9,850	7,326	(2,524)	74%	56%	9,850	9,850	-	100%	
7200-10 - Fixed Asset Inventory	-	-	-	1,040	1,203	163	116%	100%	1,203	1,040	163	116%	
7200-2 - Office Mach/Sup/Mnt.- Tax Coll.	-	-	-	7,100	6,798	(302)	97%	97%	7,100	7,100	-	100%	
7200-3 - Office Mach/Sup/Mnt.- Assessor	-	-	-	12,317	12,317	-	100%	87%	12,317	12,317	-	100%	
7200-4 - Office Mach/Sup/Mnt-Select/Trea	-	56	525	1,000	808	(192)	81%	61%	1,000	1,000	-	100%	
7200-5 - Office Machines - Equip.Mnt.	-	-	-	7,000	3,113	(3,888)	44%	54%	7,000	7,000	-	100%	
7200-6 - Office MachSupp-ServSupp	-	-	-	5,000	5,000	-	100%	100%	5,000	5,000	-	100%	
7200-7 - Paychex Services	195	195	709	3,500	2,052	(1,448)	59%	71%	3,500	3,500	-	100%	
7200-8 - Off.Mach/Sup/Mnt-Library Suppor	249	40	-	3,262	2,137	(1,125)	66%	74%	3,262	3,262	-	100%	
7200-9 - Off.Mach/Sup/Mnt.-Mail System	35	-	177	708	389	(319)	55%	50%	708	708	-	100%	
Total 7200 - Office Machines/Sup/Mnt.	479	2,907	1,411	50,777	41,143	(9,634)	81%	76%	50,940	50,777	163	100%	
7300 - Interest Payments - Bonds													
7300-14 - 2005 Bonds, Land Purchase, Rds	-	-	-	24,750	12,375	(12,375)	50%	50%	24,750	24,750	-	100%	
7300-15 - 2009 Bond-Roads, Roof, Fire App,A	13,200	-	-	23,900	13,200	(10,700)	55%	54%	23,900	23,900	-	100%	
7300-16 - 2013 Bonds-Various Purposes	-	-	-	129,675	68,338	(61,338)	53%	52%	129,675	129,675	-	100%	
Total 7300 - Interest Payments - Bonds	13,200	-	-	178,325	93,913	(84,413)	53%	52%	178,325	178,325	-	100%	
7305 - Redemption of Debt-Principal													
7305-14 - 2005 Bonds, Land Purchase, Rds	-	-	-	85,000	-	(85,000)	0%	0%	85,000	85,000	-	100%	
7305-15 - 2009 Bond-Roads, Roof, FireApp,AD	125,000	-	-	125,000	125,000	-	100%	100%	125,000	125,000	-	100%	
7305-16 - 2013 Bonds Various Purposes	-	-	-	350,000	350,000	-	100%	100%	350,000	350,000	-	100%	
7305-17 - Note Payment	-	-	-	140,000	140,000	-	100%	103%	140,000	140,000	-	100%	

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

	Prior Three Months Totals			Current Year Totals				Comparison	Estimated Year-End Totals			
	Nov 2019	Dec 2019	Jan 2020	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year to Date	Budget	\$ Remaining	% of Budget
Total 7305 - Redemption of Debt-Principal	125,000	-	-	700,000	615,000	(85,000)	88%	88%	700,000	700,000	-	100%
7360 - Operating Transfers CNR Fund	-	-	-	8,000	-	(8,000)	0%	0%	8,000	8,000	-	100%
7500 - Board of Education	286,781	275,198	713,641	6,525,766	3,072,638	(3,453,128)	47%	58%	6,525,766	6,525,766	-	100%
Total Expense	530,898	431,100	918,261	9,428,971	4,902,878	(4,526,093)	52%	60%	9,445,042	9,428,971	16,071	100%
Net Ordinary Income	(453,200)	425,363	1,491,457	13,208	3,136,775	3,123,567			(3,721)	13,208	(16,929)	-28%
Net Income	(453,200)	425,363	1,491,457	13,208	3,136,775	3,123,567			(3,721)	13,208	(16,929)	-28%
Summary	Prior Three Months Totals			Current Year Totals				Same Period PY %	Estimated Year-End Totals			
Board of Selectmen Expenditures	\$ 244,117	\$ 155,902	\$ 204,620	\$ 2,903,205	\$ 1,830,241	\$ (1,072,964)	63%	63%	\$ 2,919,276	\$ 2,903,205	\$ 16,071	100%
Board of Education Expenditures	\$ 286,781	\$ 275,198	\$ 713,641	\$ 6,525,766	\$ 3,072,638	\$ (3,453,128)	47%	58%	\$ 6,525,766	\$ 6,525,766	\$ -	100%
Total Expenditures	\$ 530,898	\$ 431,100	\$ 918,261	\$ 9,428,971	\$ 4,902,878	\$ (4,526,093)	52%	60%	\$ 9,445,042	\$ 9,428,971	\$ 16,071	100%

Sprague BOE
Budget vs Actual
FY20

Sprague BOE February Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
1000-Regular Instruction												
1000.51110. Wages Paid to Teachers - Regular Ed	\$992,900.00	\$0.00	\$29,042.00	\$1,021,942.00	\$597,794.67	\$0.00	\$597,794.67	\$424,147.33	58.50%	58.50%	\$441,311.17	(\$17,163.84)
1000.51120. Wages Paid to Instructional Aides - Regular Ed	\$43,149.20	\$0.00	\$0.00	\$43,149.20	\$21,183.81	\$0.00	\$21,183.81	\$21,965.39	49.09%	49.09%	\$22,283.91	(\$318.52)
1000.52100. Group Life Insurance - Regular	\$704.88	\$0.00	\$0.00	\$704.88	\$413.22	\$0.00	\$413.22	\$291.66	58.62%	58.62%	\$291.66	\$0.00
1000.52200. FICA/Medicare Employer - Regular Ed	\$19,203.32	\$0.00	\$0.00	\$19,203.32	\$9,891.63	\$0.00	\$9,891.63	\$9,311.69	51.51%	51.51%	\$9,357.83	(\$46.14)
1000.52500. Tuition Reimbursement	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$1,968.00	\$0.00	\$1,968.00	\$8,032.00	19.68%	19.68%		\$8,032.00
1000.52800. Health Insurance - Regular	\$233,885.79	\$0.00	(\$2,791.76)	\$231,094.03	\$150,041.62	\$0.00	\$150,041.62	\$81,052.41	64.93%	64.93%	\$82,467.76	(\$1,415.35)
1000.53200. Substitutes - Regular Education	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$2,030.61	\$0.00	\$2,030.61	\$14,969.39	11.94%	11.94%		\$14,969.39
1000.53230. Purchased Pupil Services	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	0.00%	0.00%		\$1,250.00
1000.54420. Equipment Leasing	\$24,548.92	\$0.00	\$0.00	\$24,548.92	\$10,033.02	\$11,281.71	\$21,314.73	\$3,234.19	86.83%	40.87%	\$3,200.00	\$34.19
1000.56100. General Supplies - Regular Education	\$7,000.00	(\$389.20)	\$0.00	\$6,610.80	\$230.74	\$0.00	\$230.74	\$6,380.06	3.49%	3.49%		\$6,380.06
1000.56110. Instructional Supplies - Regular Education	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$440.63	\$0.00	\$440.63	\$2,559.37	14.69%	14.69%		\$2,559.37
1000.56400. Workbooks/Disposables	\$10,000.00	(\$2,594.18)	\$0.00	\$7,405.82	\$7,405.82	\$0.00	\$7,405.82	\$0.00	100.00%	100.00%		\$0.00
1000.56410. Textbooks	\$3,000.00	\$2,983.38	\$0.00	\$5,983.38	\$5,983.38	\$0.00	\$5,983.38	\$1.00	99.98%	99.98%		\$1.00
1000.56501. Ink and Toner	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$3,059.74	\$0.00	\$3,059.74	\$4,940.26	38.25%	38.25%		\$4,940.26
1000.58100. Dues & Fees	\$9,053.00	\$0.00	\$0.00	\$9,053.00	\$7,538.00	\$0.00	\$7,538.00	\$1,515.00	83.27%	83.27%		\$1,515.00
Total	\$1,382,695.11	\$0.00	\$26,250.24	\$1,408,945.35	\$818,013.89	\$11,281.71	\$829,295.60	\$579,649.75	58.86%	58.06%	\$558,912.33	\$20,737.42
1200-Special Education												
1200.51110. Wages Paid to Teachers - SPED	\$320,900.00	\$0.00	(\$40,761.96)	\$280,138.04	157,084.32	0.00	\$157,084.32	\$123,053.72	56.07%	56.07%	\$125,728.68	(\$2,674.96)
1200.51120. Wages Paid to Instructional Aides - SPED	\$219,976.80	\$0.00	\$16,507.20	\$236,484.00	99,660.18	0.00	\$99,660.18	\$136,823.82	42.14%	42.14%	\$140,184.77	(\$3,360.95)
1200.51901. Wages Paid - Other Non Certified Staff - SPED	\$80,600.00	\$0.00	\$0.00	\$80,600.00	43,820.44	0.00	\$43,820.44	\$36,779.56	54.37%	54.37%	\$36,779.56	\$0.00
1200.52100. Group Life Insurance - SPED	\$866.88	\$0.00	\$0.00	\$866.88	567.18	0.00	\$567.18	\$299.70	65.43%	65.43%	\$356.40	(\$56.70)
1200.52200. FICA/Medicare Employer - SPED	\$31,090.71	\$0.00	\$0.00	\$31,090.71	12,708.44	0.00	\$12,708.44	\$18,382.27	40.88%	40.88%	\$19,147.92	(\$765.65)
1200.52300. Pension Contributions	\$3,218.76	\$0.00	\$0.00	\$3,218.76	1,984.00	0.00	\$1,984.00	\$1,234.76	61.64%	61.64%	\$1,240.00	(\$5.24)
1200.52800. Health Insurance	\$189,108.51	(\$7,389.99)	(\$11,827.51)	\$169,891.01	104,760.85	0.00	\$104,760.85	\$65,130.16	61.66%	61.66%	\$49,984.64	\$15,145.52
1200.53200. Substitutes - SPED	\$10,000.00	\$0.00	\$0.00	\$10,000.00	743.87	0.00	\$743.87	\$9,256.13	7.44%	7.44%		\$9,256.13
1200.53230. Purchased Pupil Services	\$39,000.00	\$0.00	(\$10,142.20)	\$28,857.80	7,936.60	3,620.83	\$11,557.43	\$17,300.37	40.05%	27.50%	\$12,000.00	\$5,300.37
1200.53300. Other Prof/Tech Services	\$2,500.00	\$0.00	\$0.00	\$2,500.00	810.00	125.00	\$935.00	\$1,565.00	37.40%	32.40%		\$1,565.00
1200.55800. Travel Reimbursement	\$1,200.00	\$0.00	\$0.00	\$1,200.00	145.70	0.00	\$145.70	\$1,054.30	12.14%	12.14%		\$1,054.30
1200.56100. General Supplies - Special Education	\$1,000.00	\$0.00	\$0.00	\$1,000.00	274.07	0.00	\$274.07	\$725.93	27.41%	27.41%		\$725.93
1200.56110. Instructional Supplies - SPED	\$1,000.00	\$0.00	\$2,400.00	\$3,400.00	1,582.35	744.33	\$2,326.68	\$1,073.32	68.43%	46.54%		\$1,073.32
1200.56400. Workbooks/Disposables	\$500.00	\$0.00	\$0.00	\$500.00	0.00	0.00	\$0.00	\$500.00	0.00%	0.00%		\$500.00
1200.58100. Dues & Fees	\$760.00	\$0.00	\$0.00	\$760.00	550.00	0.00	\$550.00	\$210.00	72.37%	72.37%		\$210.00
Total	\$901,721.66	(\$7,389.99)	(\$43,824.47)	\$850,507.20	\$432,628.00	\$4,490.16	\$437,118.16	\$413,389.04	51.39%	50.87%	\$385,421.97	\$27,967.07
1300-Adult Education - Cooperative												
1300.55690. Tuition - Adult Cooperative	\$17,367.66	0.00	0.00	\$17,367.66	20,300.00	0.00	\$20,300.00	(\$2,932.34)	116.88%	116.88%	(\$3,567.00)	\$634.66
Total	\$17,367.66	\$0.00	\$0.00	\$17,367.66	\$20,300.00	\$0.00	\$20,300.00	(\$2,932.34)	116.88%	116.88%	(\$3,567.00)	\$634.66
1500-Stipends - Extra Curricular												
1500.51930. Extra Curricular Stipends Paid	\$10,152.00	\$0.00	\$0.00	\$10,152.00	\$4,376.00	\$0.00	\$4,376.00	\$5,776.00	43.10%	43.10%	\$5,834.00	(\$58.00)
Total	\$10,152.00	\$0.00	\$0.00	\$10,152.00	\$4,376.00	\$0.00	\$4,376.00	\$5,776.00	43.10%	43.10%	\$5,834.00	(\$58.00)
1600-Summer School												
1600.51110. Wages Paid to Teachers - Summer School	\$5,000.00	\$0.00	(\$2,400.00)	\$2,600.00	\$1,309.75	\$0.00	\$1,309.75	\$1,290.25	50.38%	50.38%		\$1,290.25
1600.51120. Wages Paid to Inst Aides - Summer School	\$2,250.00	\$0.00	\$0.00	\$2,250.00	\$470.59	\$0.00	\$470.59	\$1,779.41	20.92%	20.92%		\$1,779.41
1600.51901. Wages Paid - Other Non-Cert - Summer School	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$1,214.28	\$0.00	\$1,214.28	\$1,185.72	50.60%	50.60%		\$1,185.72
1600.52200. FICA/Medicare Employer - Summer School	\$309.00	\$0.00	\$0.00	\$309.00	\$147.92	\$0.00	\$147.92	\$161.08	47.87%	47.87%		\$161.08
Total	\$9,959.00	\$0.00	(\$2,400.00)	\$7,559.00	\$3,142.54	\$0.00	\$3,142.54	\$4,416.46	41.57%	41.57%	\$0.00	\$4,416.46
1700-Tutoring												
1700.000100.51110. Wages Paid to Teacher Tutors - Reg Ed	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00	0.00	\$0.00	\$4,000.00	0.00%	0.00%		\$4,000.00
1700.000100.52200. FICA/Medicare Employer - Reg Ed	\$700.00	\$0.00	\$0.00	\$700.00	0.00	0.00	\$0.00	\$700.00	0.00%	0.00%		\$700.00
1700.000200.51120. Wages Paid to Inst Aide Tutors - Spec Ed	\$8,000.00	\$0.00	\$0.00	\$8,000.00	465.00	0.00	\$465.00	\$7,535.00	5.81%	5.81%		\$7,535.00
1700.000200.52200. FICA/Medicare Employer- Spec Ed	\$0.00	\$0.00	\$0.00	\$0.00	35.59	0.00	\$35.59	(\$35.59)	0.00%	0.00%		(\$35.59)
1700.000200.53230. Purchased Pupil Services - Spec Ed	\$6,000.00	\$0.00	\$0.00	\$6,000.00	2,139.00	3,317.00	\$5,456.00	\$544.00	90.93%	35.65%		\$544.00
Total	\$18,700.00	\$0.00	\$0.00	\$18,700.00	\$2,639.59	\$3,317.00	\$5,956.59	\$12,743.41	31.85%	14.12%	\$0.00	\$12,743.41
1800-Stipends - Sports Teams												
2110-Social Work Services												

Sprague BOE
Budget vs Actual
FY20

Sprague BOE February Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
2110.51900. Wages Paid - Social Worker	\$62,428.00	\$0.00	\$0.00	\$62,428.00	\$34,051.68	\$0.00	\$34,051.68	\$28,376.32	54.55%	54.55%	\$28,376.32	\$0.00
2110.52100. Group Life Insurance - Social Worker	\$37.80	\$0.00	\$0.00	\$37.80	\$16.32	\$0.00	\$16.32	\$21.48	43.17%	43.17%	\$21.48	\$0.00
2110.52200. FICA/Medicare Employer - Social Worker	\$905.21	\$0.00	\$0.00	\$905.21	\$493.75	\$0.00	\$493.75	\$411.46	54.55%	54.55%	\$411.46	\$0.00
2110.52800. Health Insurance - Social Worker	\$1,410.00	\$0.00	\$0.00	\$1,410.00	\$0.00	\$0.00	\$0.00	\$1,410.00	0.00%	0.00%	\$1,410.00	\$0.00
2110.56100. Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
Total	\$64,981.01	\$0.00	\$0.00	\$64,981.01	\$34,561.75	\$0.00	\$34,561.75	\$30,419.26	53.19%	53.19%	\$30,219.26	\$200.00
2130-Health Office												
2130.51901. Wages Paid - School Nurse	\$72,391.16	\$0.00	\$0.00	\$72,391.16	32,187.64	0.00	\$32,187.64	\$40,203.52	44.46%	44.46%	\$40,203.52	\$0.00
2130.51910. Wages Paid - Nurse Substitutes	\$4,000.00	\$0.00	\$0.00	\$4,000.00	1,488.00	0.00	\$1,488.00	\$2,512.00	37.20%	37.20%	\$0.00	\$2,512.00
2130.51930. Nursing Stipends Paid	\$2,000.00	\$0.00	\$0.00	\$2,000.00	2,000.00	0.00	\$2,000.00	\$0.00	100.00%	100.00%	\$0.00	\$0.00
2130.52100. Group Life Insurance - Health Office	\$75.60	\$0.00	\$0.00	\$75.60	50.40	0.00	\$50.40	\$25.20	66.67%	66.67%	\$25.20	\$0.00
2130.52200. FICA/Medicare Employer - Health	\$7,798.42	\$0.00	\$0.00	\$7,798.42	4,455.96	0.00	\$4,455.96	\$3,342.46	57.14%	57.14%	\$3,342.46	\$0.00
2130.52800. Health Insurance - Health Office	\$10,237.74	\$0.00	\$0.00	\$10,237.74	6,825.20	0.00	\$6,825.20	\$3,412.54	66.67%	66.67%	\$3,412.54	\$0.00
2130.53230. Purchased Pupil Services	\$0.00	\$0.00	\$0.00	\$0.00	585.00	0.00	\$585.00	(\$585.00)				(\$585.00)
2130.54300. Repairs & Maint Equipment	\$200.00	\$0.00	\$0.00	\$200.00	0.00	0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
2130.55800. Conference/Travel - Health Office	\$700.00	\$0.00	\$0.00	\$700.00	0.00	0.00	\$0.00	\$700.00	0.00%	0.00%		\$700.00
2130.56100. Supplies	\$2,400.00	\$0.00	\$0.00	\$2,400.00	784.03	0.00	\$784.03	\$1,615.97	32.67%	32.67%		\$1,615.97
2130.56430. Professional Periodicals	\$100.00	\$0.00	\$0.00	\$100.00	69.00	0.00	\$69.00	\$31.00	69.00%	69.00%		\$31.00
2130.58100. Dues & Fees	\$600.00	\$0.00	\$0.00	\$600.00	221.00	0.00	\$221.00	\$379.00	36.83%	36.83%	\$379.00	\$0.00
Total	\$100,502.92	\$0.00	\$0.00	\$100,502.92	\$48,666.23	\$0.00	\$48,666.23	\$51,836.69	48.42%	48.42%	\$47,362.72	\$4,473.97
2140-Psychological Services												
2140.51900. Wages Paid - School Psychologist	\$49,155.00	\$0.00	\$0.00	\$49,155.00	26,811.84	0.00	\$26,811.84	\$22,343.16	54.55%	54.55%	\$22,343.16	\$0.00
2140.52100. Group Life Insurance - Psychologist	\$37.80	\$0.00	\$0.00	\$37.80	18.90	0.00	\$18.90	\$18.90	50.00%	50.00%	\$18.90	\$0.00
2140.52200. FICA/Medicare Employer - Psychologist	\$712.75	\$0.00	\$0.00	\$712.75	369.69	0.00	\$369.69	\$343.06	51.87%	51.87%	\$343.06	\$0.00
2140.52800. Health Insurance	\$9,095.77	\$0.00	\$0.00	\$9,095.77	5,923.54	0.00	\$5,923.54	\$3,172.23	65.12%	65.12%	\$3,172.23	(\$247.29)
2140.53230. Purchased Pupil Services	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00	0.00	\$0.00	\$2,000.00	0.00%	0.00%		\$2,000.00
2140.56100. Assessment Supplies	\$2,000.00	\$0.00	(\$800.00)	\$1,200.00	710.29	0.00	\$710.29	\$489.71	59.19%	59.19%		\$489.71
2140.56110. Instructional Supplies - Psychologist	\$200.00	\$0.00	\$0.00	\$200.00	0.00	0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
Total	\$63,201.32	\$0.00	(\$800.00)	\$62,401.32	\$33,834.26	\$0.00	\$33,834.26	\$28,567.06	54.22%	54.22%	\$26,124.64	\$2,442.42
2150-Speech & Audiology Services												
2150.53230. Purchased Pupil Services	\$63,388.78	\$0.00	\$10,142.20	\$73,530.98	\$30,426.60	\$35,497.71	\$65,924.31	\$7,606.67	89.66%	41.38%		\$7,606.67
2150.56100. Supplies	\$775.00	\$0.00	\$800.00	\$1,575.00	\$431.16	\$0.00	\$431.16	\$1,143.84	27.38%	27.38%		\$1,143.84
Total	\$64,163.78	\$0.00	\$10,942.20	\$75,105.98	\$30,857.76	\$35,497.71	\$66,355.47	\$8,750.51	88.35%	41.09%	\$0.00	\$8,750.51
2160-PT/OT Services												
2210-Improvement of Instruction												
2210.53220. In Service	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$9,758.93	\$0.00	\$9,758.93	(\$5,758.93)	243.97%	243.97%		(\$5,758.93)
2210.55800. Conference/Travel - Professional Development	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$2,024.59	\$175.00	\$2,199.59	\$5,800.41	27.49%	25.31%		\$5,800.41
2210.56100. Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%		\$2,000.00
Total	\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$11,783.52	\$175.00	\$11,958.52	\$2,041.48	85.42%	84.17%	\$0.00	\$2,041.48
2220-Library/Media Services												
2230-Technology												
2230.51901. Wages Paid - Technology Staff	\$11,739.00	\$0.00	\$0.00	\$11,739.00	\$6,759.64	\$0.00	\$6,759.64	\$4,979.36	57.58%	57.58%	\$4,979.36	\$0.00
2230.52100. Group Life Insurance - Technology	\$7.56	\$0.00	\$0.00	\$7.56	\$5.04	\$0.00	\$5.04	\$2.52	66.67%	66.67%	\$2.52	\$0.00
2230.52200. FICA/Medicare Employer - Technology	\$898.03	\$0.00	\$0.00	\$898.03	\$507.40	\$0.00	\$507.40	\$390.63	56.50%	56.50%	\$390.63	\$0.00
2230.52300. Pension Contributions - Technology	\$469.56	\$0.00	\$0.00	\$469.56	\$288.96	\$0.00	\$288.96	\$180.60	61.54%	61.54%	\$180.60	\$0.00
2230.52800. Health Insurance - Technology	\$2,047.55	\$0.00	\$0.00	\$2,047.55	\$1,365.04	\$0.00	\$1,365.04	\$682.51	66.67%	66.67%	\$682.51	\$0.00
2230.53520. Other Technical Services	\$72,000.00	\$0.00	\$0.00	\$72,000.00	\$4,844.70	\$28,155.30	\$72,000.00	\$0.00	100.00%	60.90%		\$0.00
2230.56100. Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$13.49	\$0.00	\$13.49	\$486.51	2.70%	2.70%		\$486.51
2230.56500. Technology Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$1,314.88	\$0.00	\$1,314.88	\$685.12	65.74%	65.74%		\$685.12
2230.57340. Technology Hardware - Instructional	\$1,000.00	\$7,389.99	\$0.00	\$8,389.99	\$8,679.99	\$0.00	\$8,679.99	(\$290.00)	103.46%	103.46%		(\$290.00)
2230.57341. Technology Hardware - Non-Instructional	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%	0.00%		\$3,000.00
2230.57350. Software - Instructional	\$11,689.01	\$0.00	\$0.00	\$11,689.01	\$2,372.20	\$880.00	\$3,252.20	\$8,436.81	27.82%	20.29%	\$8,436.81	\$0.00
2230.57351. Software - Non-Instructional	\$29,877.03	\$0.00	\$0.00	\$29,877.03	\$20,277.44	\$1,695.00	\$21,972.44	\$7,904.59	73.54%	67.87%	\$7,904.59	\$0.00
Total	\$135,227.74	\$7,389.99	\$0.00	\$142,617.73	\$85,428.78	\$30,730.30	\$116,159.08	\$26,458.65	81.45%	59.90%	\$22,577.02	\$3,881.63
2310-Board of Education												

Sprague BOE
Budget vs Actual
FY20

Sprague BOE February Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
2310.51901. Wages Paid - Non-Certified - BOE Admin Office	11,440.00	0.00	0.00	11,440.00	\$6,595.88	\$0.00	\$6,595.88	\$4,844.12	57.66%	57.66%	\$4,844.12	\$0.00
2310.52100. Group Life Insurance - BOE Office	7.56	0.00	0.00	7.56	\$5.04	\$0.00	\$5.04	\$2.52	66.67%	66.67%	\$2.52	\$0.00
2310.52200. FICA/Medicare Employer - BOE Office	875.16	0.00	0.00	875.16	\$483.97	\$0.00	\$483.97	\$391.19	55.30%	55.30%	\$391.19	\$0.00
2310.52300. Pension Contributions - BOE Office	457.60	0.00	0.00	457.60	\$281.60	\$0.00	\$281.60	\$176.00	61.54%	61.54%	\$176.00	\$0.00
2310.52600. Unemployment Compensation - BOE Office	3,000.00	0.00	0.00	3,000.00	\$2,124.83	\$0.00	\$2,124.83	\$875.17	70.83%	70.83%	\$0.00	\$875.17
2310.52700. Workers' Compensation - BOE Office	23,572.54	0.00	0.00	23,572.54	\$16,647.17	\$5,549.49	\$22,196.66	\$1,375.88	94.16%	70.62%	\$0.00	\$1,375.88
2310.52800. Health Insurance - BOE Office	4,377.90	0.00	0.00	4,377.90	\$2,918.64	\$0.00	\$2,918.64	\$1,459.26	66.67%	66.67%	\$1,459.26	\$0.00
2310.53020. Legal Services - BOE Office	35,000.00	0.00	0.00	35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$0.00	100.00%	0.00%	\$0.00	\$0.00
2310.55200. Property/Liability Insurance - BOE Office	19,413.81	0.00	0.00	19,413.81	\$19,635.77	\$4,462.59	\$24,098.36	(\$4,684.55)	124.13%	101.14%		(\$4,684.55)
2310.55400. Advertising - BOE Office	500.00	0.00	0.00	500.00	\$425.00	\$0.00	\$425.00	\$75.00	85.00%	85.00%		\$75.00
2310.55800. Conference/Travel - BOE Office	300.00	0.00	0.00	300.00	\$996.00	\$0.00	\$996.00	(\$696.00)	332.00%	332.00%		(\$696.00)
2310.56100. Supplies - BOE Office	1,400.00	0.00	0.00	1,400.00	\$229.71	\$0.00	\$229.71	\$1,170.29	16.41%	16.41%		\$1,170.29
2310.58100. Dues & Fees - BOE Office	2,700.00	0.00	0.00	2,700.00	\$2,416.00	\$0.00	\$2,416.00	\$284.00	89.48%	89.48%		\$284.00
2310.58900. Graduation Costs - BOE Office	500.00	0.00	0.00	500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%	0.00%		\$500.00
Total	103,544.57	0.00	0.00	103,544.57	52,759.61	45,012.08	\$97,771.69	\$5,772.88	94.42%	50.95%	\$6,873.09	(\$1,100.21)
2320-Superintendents Office												
2320.51900. Wages Paid - Superintendent	64,000.00	0.00	0.00	64,000.00	\$39,190.44	\$0.00	\$39,190.44	\$24,809.56	61.24%	61.24%	\$23,950.16	\$859.40
2320.51901. Wages Paid - Non-Certified - Supt Admin Office	11,440.00	0.00	0.00	11,440.00	\$6,595.88	\$0.00	\$6,595.88	\$4,844.12	57.66%	57.66%	\$4,844.12	\$0.00
2320.52100. Group Life Insurance - Superintendent Office	133.56	0.00	0.00	133.56	\$78.08	\$0.00	\$78.08	\$55.48	58.46%	58.46%	\$13.48	\$42.00
2320.52200. FICA/Medicare Employer - Superintendent	1,803.16	0.00	0.00	1,803.16	\$1,052.24	\$0.00	\$1,052.24	\$750.92	58.36%	58.36%	\$738.46	\$12.46
2320.52300. Pension Contributions - Superintendent's Office	457.60	0.00	0.00	457.60	\$281.60	\$0.00	\$281.60	\$176.00	61.54%	61.54%	\$176.00	\$0.00
2320.52800. Health Insurance - Superintendent's Office	4,377.90	0.00	0.00	4,377.90	\$2,918.64	\$0.00	\$2,918.64	\$1,459.26	66.67%	66.67%	\$1,459.26	\$0.00
2320.55800. Conference/Travel - Superintendent's Office	1,000.00	0.00	0.00	1,000.00	\$125.00	\$0.00	\$125.00	\$875.00	12.50%	12.50%		\$875.00
2320.56100. Supplies - Superintendent's Office	300.00	0.00	0.00	300.00	\$64.17	\$0.00	\$64.17	\$235.83	21.39%	21.39%		\$235.83
2320.58100. Dues & Fees - Superintendent's Office	4,000.00	0.00	0.00	4,000.00	\$3,578.00	\$0.00	\$3,578.00	\$422.00	89.45%	89.45%		\$422.00
Total	87,512.22	0.00	0.00	87,512.22	53,884.05	0.00	\$53,884.05	\$33,628.17	61.57%	61.57%	\$31,181.48	\$2,446.69
2400-School Administration Office												
2400.51900. Wages Paid - Principal	110,000.00	0.00	11,719.96	121,719.96	\$79,067.68	\$0.00	\$79,067.68	\$42,652.28	64.96%	64.96%	\$42,652.28	\$0.00
2400.51901. Wages Paid - Non-Certified - School	43,680.00	0.00	0.00	43,680.00	\$23,540.39	\$0.00	\$23,540.39	\$20,139.61	53.89%	53.89%	\$19,619.61	\$520.00
2400.52100. Group Life Insurance - School Administration	163.80	0.00	0.00	163.80	\$106.05	\$0.00	\$106.05	\$57.75	64.74%	64.74%	\$54.56	\$3.19
2400.52200. FICA/Medicare Employer - School Administration	4,936.52	0.00	0.00	4,936.52	\$2,829.87	\$0.00	\$2,829.87	\$2,106.65	57.33%	57.33%	\$2,236.81	(\$130.16)
2400.52300. Pension Contributions - School Admin Office	1,747.20	0.00	0.00	1,747.20	\$1,062.40	\$0.00	\$1,062.40	\$684.80	60.81%	60.81%	\$664.00	\$20.80
2400.52800. Health Insurance - School Administration Office	13,237.74	0.00	14,619.27	27,857.01	\$16,194.98	\$0.00	\$16,194.98	\$11,662.03	58.14%	58.14%	\$11,662.03	\$0.00
2400.53300. Other Prof/Tech Services	2,000.00	0.00	0.00	2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%		\$2,000.00
2400.55301. Postage	3,500.00	0.00	0.00	3,500.00	\$2,424.48	\$0.00	\$2,424.48	\$1,075.52	69.27%	69.27%	\$1,075.52	\$0.00
2400.55800. Conference/Travel - School Administration Office	750.00	0.00	0.00	750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%	0.00%		\$750.00
2400.56100. Supplies	2,500.00	0.00	0.00	2,500.00	\$70.40	\$0.00	\$70.40	\$2,429.60	2.82%	2.82%		\$2,429.60
2400.58100. Dues & Fees - School Administration	1,100.00	0.00	0.00	1,100.00	\$995.00	\$0.00	\$995.00	\$105.00	90.45%	90.45%	\$105.00	\$0.00
Total	183,615.26	0.00	26,339.23	209,954.49	126,291.25	0.00	\$126,291.25	\$83,663.24	60.15%	60.15%	\$78,069.81	\$5,593.43
2510-Business Office												
2510.51901. Wages Paid - Non Certified - Business Office	104,676.00	0.00	0.00	104,676.00	\$54,727.66	\$0.00	\$54,727.66	\$49,948.34	52.28%	52.28%	\$38,478.34	\$11,470.00
2510.52100. Group Life Insurance - Business Office	68.04	0.00	0.00	68.04	\$39.06	\$0.00	\$39.06	\$28.98	57.41%	57.41%	\$28.98	\$0.00
2510.52200. FICA/Medicare Employer - Business Office	8,007.71	0.00	0.00	8,007.71	\$4,147.91	\$0.00	\$4,147.91	\$3,859.80	51.80%	51.80%	\$2,982.35	\$877.45
2510.52300. Pension Contributions - Business Office	1,878.24	0.00	0.00	1,878.24	\$1,155.84	\$0.00	\$1,155.84	\$722.40	61.54%	61.54%	\$722.40	\$0.00
2510.52800. Health Insurance - Business Office	11,190.19	0.00	0.00	11,190.19	\$5,460.16	\$0.00	\$5,460.16	\$5,730.03	48.79%	48.79%	\$2,730.03	\$3,000.00
2510.53300. Other Prof/Tech Services - Business Office	2,000.00	0.00	0.00	2,000.00	\$7,933.15	\$0.00	\$7,933.15	(\$5,933.15)	396.66%	396.66%	\$2,100.00	(\$8,033.15)
2510.53410. Audit/Accounting Services - Business Office	25,750.00	0.00	0.00	25,750.00	\$3,711.45	\$0.00	\$3,711.45	\$22,038.55	14.41%	14.41%	\$24,000.00	(\$1,961.45)
2510.55800. Conference/Travel - Business Office	300.00	0.00	0.00	300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%	0.00%		\$300.00
2510.56100. Supplies - Business Office	1,000.00	0.00	0.00	1,000.00	\$367.49	\$0.00	\$367.49	\$632.51	36.75%	36.75%		\$632.51
Total	154,870.18	0.00	0.00	154,870.18	77,542.72	0.00	\$77,542.72	\$77,327.46	50.07%	50.07%	\$71,042.10	\$6,285.36
2600-Building & Grounds												
2600.51901. Wages Paid - Buiding Maintenance	96,533.00	0.00	0.00	96,533.00	\$57,257.04	\$0.00	\$57,257.04	\$39,275.96	59.31%	59.31%	\$40,097.82	(\$821.86)
2600.52100. Group Life Insurance - Maintenance Department	75.60	0.00	0.00	75.60	\$50.40	\$0.00	\$50.40	\$25.20	66.67%	66.67%	\$25.20	\$0.00
2600.52200. FICA/Medicare Employer - Maintenance	7,384.77	0.00	0.00	7,384.77	\$4,283.38	\$0.00	\$4,283.38	\$3,101.39	58.00%	58.00%	\$3,164.27	(\$62.88)
2600.52300. Pension Contributions - Maintenance Office	2,882.05	0.00	0.00	2,882.05	\$1,773.60	\$0.00	\$1,773.60	\$1,108.45	61.54%	61.54%	\$1,108.45	\$0.00

Sprague BOE
Budget vs Actual
FY20

Sprague BOE February Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
2600.52800. Health Insurance - Maintenance	20,475.48	0.00	0.00	20,475.48	\$14,435.80	\$0.00	\$14,435.80	\$6,039.68	70.50%	70.50%	\$6,039.68	\$0.00
2600.54010. Purchased Property Services	23,694.86	0.00	0.00	23,694.86	\$20,217.38	\$5,267.09	\$25,484.47	(\$1,789.61)	107.55%	85.32%		(\$1,789.61)
2600.54101. Rubbish Removal	5,768.00	0.00	0.00	5,768.00	\$5,415.37	\$1,772.00	\$7,187.37	(\$1,419.37)	124.61%	93.89%		(\$1,419.37)
2600.54300. Equipment Repairs & Maint	4,000.00	0.00	0.00	4,000.00	\$4,579.29	\$0.00	\$4,579.29	(\$579.29)	114.48%	114.48%		(\$579.29)
2600.54301. Building Repairs & Maint	4,000.00	0.00	4,229.84	8,229.84	\$12,721.70	\$1,360.00	\$14,081.70	(\$5,851.86)	171.11%	154.58%		(\$5,851.86)
2600.54411. Water	2,781.00	0.00	0.00	2,781.00	\$1,028.72	\$1,390.50	\$2,419.22	\$361.78	86.99%	36.99%		\$361.78
2600.54412. Sewer	1,957.00	0.00	0.00	1,957.00	\$664.31	\$978.50	\$1,642.81	\$314.19	83.95%	33.95%		\$314.19
2600.55300. Communications - Telephone & Internet	11,223.84	0.00	0.00	11,223.84	\$6,643.84	\$3,360.00	\$10,003.84	\$1,220.00	89.13%	59.19%		\$1,220.00
2600.55800. Conference/Travel - Building Maintenance	100.00	0.00	0.00	100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%	0.00%		\$100.00
2600.56100. General Supplies - Maintenance Department	15,800.00	0.00	(4,229.84)	11,570.16	\$477.98	\$0.00	\$477.98	\$11,092.18	4.13%	4.13%	\$8,000.00	\$3,092.18
2600.56220. Electricity	56,921.76	0.00	0.00	56,921.76	\$32,045.79	\$23,717.40	\$55,763.19	\$1,158.57	97.96%	56.30%		\$1,158.57
2600.56230. Liquid Propane	12,360.00	0.00	0.00	12,360.00	\$4,221.39	\$0.00	\$4,221.39	\$8,138.61	34.15%	34.15%	\$4,500.00	\$3,638.61
2600.56240. Heating Oil	24,720.00	0.00	0.00	24,720.00	\$12,516.83	\$12,203.17	\$24,720.00	\$0.00	100.00%	50.63%		\$0.00
2600.56260. Gasoline	400.00	0.00	0.00	400.00	\$62.79	\$0.00	\$62.79	\$337.21	15.70%	15.70%		\$337.21
Total	291,077.36	0.00	0.00	291,077.36	178,395.61	50,048.66	\$228,444.27	\$62,633.09	78.48%	61.29%	\$62,935.42	(\$302.33)
2700-Student Transportation												
2700.55100. Contracted Pupil Transp Reg	400,000.00	0.00	0.00	400,000.00	\$218,717.26	\$155,214.21	\$373,931.47	\$26,068.53	93.48%	54.68%	\$26,068.53	\$0.00
2700.55108. Contracted Pupil Transp Spec Ed HS	117,250.00	0.00	0.00	117,250.00	\$46,530.00	\$55,950.00	\$102,480.00	\$14,770.00	87.40%	39.68%		\$14,770.00
2700.55109. Contracted Pupil Transp Spec Ed Elem	70,000.00	0.00	0.00	70,000.00	\$24,155.00	\$34,500.00	\$58,655.00	\$11,345.00	83.79%	34.51%		\$11,345.00
2700.55150. Contracted Pupil Transp Athletics/Ext Curr	3,000.00	0.00	0.00	3,000.00	\$0.00	\$190.65	\$190.65	\$2,809.35	6.36%	0.00%		\$2,809.35
2700.56260. Gasoline	40,000.00	0.00	0.00	40,000.00	\$14,683.49	\$0.00	\$14,683.49	\$25,316.51	36.71%	36.71%	\$22,000.00	\$3,316.51
Total	630,250.00	0.00	0.00	630,250.00	304,085.75	245,854.86	\$549,940.61	\$80,309.39	87.26%	48.25%	\$48,068.53	\$32,240.86
6000-HS Tuition												
6000.000100.55610. Tuition - HS Regular Ed - public schools	1,456,090.06	0.00	0.00	1,456,090.06	\$909,472.50	\$486,937.50	\$1,396,410.00	\$59,680.06	95.90%	62.46%	\$16,000.00	\$43,680.06
6000.000200.55610. Tuition - HS Special Ed - public schools	356,727.78	0.00	(16,507.20)	340,220.58	\$306,729.88	\$145,766.05	\$452,495.93	(\$112,275.35)	133.00%	90.16%	(\$70,000.00)	(\$42,275.35)
6000.000200.55630. Tuition - HS Special Ed - private schools	200,256.21	0.00	0.00	200,256.21	\$82,590.98	\$108,600.84	\$191,191.82	\$9,064.39	95.47%	41.24%		\$9,064.39
Total	2,013,074.05	0.00	(16,507.20)	1,996,566.85	1,298,793.36	741,304.39	\$2,040,097.75	(\$43,530.90)	102.18%	65.05%	(\$54,000.00)	\$10,469.10
6100-Elementary Tuition												
6100.55631. Tuition - Elem Special Ed - private schools	150,990.74	0.00	0.00	150,990.74	\$57,158.00	\$93,220.00	\$150,378.00	\$612.74	99.59%	37.86%		\$612.74
6100.55660. Tuition - Elem Magnet Schools	128,159.42	0.00	0.00	128,159.42	\$42,611.00	\$47,037.80	\$89,648.80	\$38,510.62	69.95%	33.25%		\$38,510.62
Total	279,150.16	0.00	0.00	279,150.16	99,769.00	140,257.80	\$240,026.80	\$39,123.36	85.98%	35.74%	\$0.00	\$39,123.36
Total Expenditures	6,525,766.00	0.00	0.00	6,525,766.00	3,717,753.67	1,307,969.67	\$5,025,723.34	\$1,500,042.66	77.01%	56.97%	\$1,317,055.37	\$182,987.29