



CITY OF HARTFORD

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June 1, 2026

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On January 6, 2026, Human Resources Director Marlene Fleeting contacted Chief Auditor to perform a procedures review of the Sustainability Office. Chief Auditor met with Cecelia Drayton, Director of Sustainability on January 28, 2026. The Sustainability Office does not currently have documented procedures for job functions. Cecelia did provide me with Hartford's Climate Action Plan which includes a "Vision Summary" page which provides a general statement for each of the six action areas. The Climate Plan also includes a section on each action area with identified goals. Based on a further discussion with Director Drayton in March, she did provide me with "Onboarding" documents for Sustainability Associates Shanice Smith and Zoe Manto. The Onboarding documents are steps to complete for the first two weeks. In addition, the Onboarding documentation for Shanice Smith did include a Grant Administration Guide that included checklists and resources. However, the Sustainability Associates are not provided with documented procedures detailing the required steps necessary to perform the functions of their job effectively and efficiently.

In addition, during the discussion, Cecelia noted that the Sustainability Office is managing a newly funded \$6,000,000 grant from the USDA entitled Capital Stewardship Initiative. Audit did review expenses posted to the grant project in Munis. Currently, most of the expenses are salary. Upon review of the posted salary transactions, it was discovered that Sustainability Associate Meghan Boesch had been erroneously coded to the grant. Shanice Smith was hired for the grant-funded position, but her salary was not posted to the grant. Audit met with Julian Freund, Director of Management, Budget, Grants & Revenue, to discuss the issue. He explained that the payroll expenses could be re-stated in the next financial report if needed. A Financial Report was filed for the period July 1, 2025 – December 30, 2025. Audit did receive a copy and noted that the expenses reported exceeded the expenses posted in Munis. Audit contacted Sustainability Director Cecelia Drayton to reconcile the reported expenses, but the Director has not responded. Additionally, Audit forwarded this issue to Julian Freund for further review. It should also be noted that Sustainability Associate Meghan Boesch left the City of Hartford in the beginning of March and currently, there are no payroll expenses posted to the grant. The end date for

this grant is June 30, 2029. The Capital Stewardship Initiative grant is a huge undertaking with a large budget and a tight deadline. I am very concerned about the lack of staffing and whether there is adequate supervision to properly manage the project and spend the funds available.

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