

**DEPARTMENT OF PUBLIC WORKS**

**VISION / MISSION**

Our vision is that the quality of our services will be so great that the Department of Public Works will be the highest rated department in West Hartford and one of the reasons people and businesses locate here.

Our mission is to make West Hartford the safest and most attractive community in Connecticut. The Department of Public Works is a highly trained, flexible and responsive organization dedicated to responding effectively to the challenges of changing conditions including weather, governmental regulations, customer demands and uncontrollable economic conditions. We are responsible for the maintenance and repair of Town: roads, storm water systems, grounds, athletic fields and playgrounds, trees, sidewalks, parking lots, vehicles and equipment, signs and signals, municipal parking, bus shelters, street lights, and Trout Brook channel maintenance, as well as snow and ice control of roads. We administer the following contracted services: refuse/recycling collection and disposal, leaf collection, and yard waste composting.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF PUBLIC WORKS</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Adopted</b>	<b>Percent</b>
<b><u>Expenditures:</u></b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>6 Months</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>	<b><u>Change</u></b>
Wages & Salaries	\$3,265,800	\$3,498,159	\$1,633,939	\$3,523,135	\$3,397,088	-2.9%
Operating Expense	7,136,175	7,371,178	3,377,735	7,564,946	7,296,555	-1.0%
Social Security	<u>227,238</u>	<u>344,289</u>	<u>115,086</u>	<u>336,977</u>	<u>322,848</u>	-6.2%
<b>TOTAL</b>	<b>\$10,629,213</b>	<b>\$11,213,626</b>	<b>\$5,126,760</b>	<b>\$11,425,058</b>	<b>\$11,016,491</b>	<b>-1.8%</b>
<b><u>Revenues:</u></b>						
Intergovernmental	\$340,941	\$340,941	\$169,634	\$339,269	\$248,797	-27.0%
Licenses & Permits	130,228	151,675	64,312	137,575	137,575	-9.3%
Charges for Services	54,910	61,600	26,422	51,929	51,900	-15.7%
Miscellaneous Revenue	89,116	97,000	10,734	91,675	20,000	-79.4%
Transfers In	<u>446,909</u>	<u>442,135</u>	<u>6,843</u>	<u>457,135</u>	<u>454,235</u>	2.7%
<b>TOTAL</b>	<b>\$1,062,104</b>	<b>\$1,093,351</b>	<b>\$277,945</b>	<b>\$1,077,583</b>	<b>\$912,507</b>	<b>-16.5%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
<b>Full-Time Positions:</b>	<b><u>2006-2007</u></b>	<b><u>2007-2008</u></b>	<b><u>2008-2009</u></b>	<b><u>2008-2009</u></b>	<b><u>2009-2010</u></b>
General Fund	44.0	44.0	48.5	48.5	46.5
Parking Lot Fund	8.0	11.0	11.0	11.0	10.5
Cemetery Fund	<u>1.5</u>	<u>1.0</u>	<u>1.5</u>	<u>1.5</u>	<u>1.0</u>
<b>TOTAL</b>	<b>53.5</b>	<b>56.0</b>	<b>61.0</b>	<b>61.0</b>	<b>58.0</b>

**BUDGET & PROGRAM HIGHLIGHTS**

Overall, the Department of Public Works' budget has decreased \$197,135 or 1.8% for fiscal year 2010. Wages and salaries decrease \$101,071, or 2.9%, due to contractual merit increases, offset by vacant positions that have been eliminated and no cost of living increases for employees. Operating expense decreases \$74,623, or 1.0%. Variances are related primarily to contractual services, solid waste disposal, utility expense, snow removal supplies and street maintenance supplies, as more fully discussed in each program area. Reflected in this budget is the change from a vacuum leaf collection program to an all bagged leaf collection program, as discussed in the Budget Option section of the budget document.

**ANNUAL BUDGET 2009-2010**

**COST CENTER: PUBLIC WORKS MANAGEMENT DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Highway Town Aid Grant	\$340,941	\$340,941	\$169,366	\$339,269	\$248,797	-27.0%
Licenses & Permits	3,950	2,100	27	29		-100.0%
Transfer In - LoCIP	<u>442,135</u>	<u>442,135</u>		<u>442,135</u>	<u>442,235</u>	
<b>TOTAL</b>	<b>\$787,026</b>	<b>\$785,176</b>	<b>\$169,393</b>	<b>\$781,433</b>	<b>\$691,032</b>	<b>-12.0%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$279,075	\$270,001	\$123,231	\$246,357	\$182,439	-32.4%
Temporary Payroll	68,727	57,506	27,795	70,000	57,506	
Overtime	4,419	3,762	1,854	3,765	3,762	
Education Premium Pay	556		532	780	780	
Office Expense	8,963	11,280	2,528	9,480	9,800	-13.1%
Dues and Travel	218	2,140	120	1,840	360	-83.1%
Training	15,929	8,800	4,091	8,000	7,000	-20.4%
Professional Services	10,046	7,150	2,527	5,000	5,000	-30.0%
Printing/Binding	115	1,000	480	980	1,000	
Office Equipment	250	850				-100.0%
Uniforms & Laundry	24,045	28,891	22,880	32,800	34,133	18.1%
Telecommunications	30,806	25,200	11,791	30,715	29,608	17.5%
Vehicles & Equipment Expense			64	64		
Maintenance & Repairs	651		20	20		
Social Security	<u>22,057</u>	<u>25,342</u>	<u>9,376</u>	<u>24,549</u>	<u>18,759</u>	-26.0%
	<b>\$465,857</b>	<b>\$441,922</b>	<b>\$207,289</b>	<b>\$434,350</b>	<b>\$350,147</b>	<b>-20.8%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Director of Public Works	1	1	1	1	1
Management Analyst	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Staff Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>—</u>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>

## **PUBLIC WORKS MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The Public Works Administration activity is staffed with three full-time positions which are allocated 90% to the General Fund and 10% to the Parking Lot Fund. The budget reflects the elimination of a vacant clerical Staff Assistant position, as well as a hiring lag with the intended retirement of the Director of Public Works. The budget reflects no cost of living increases for union positions. There is no compensation increase budgeted for the Director of Public Works.

**Temporary Payroll:** Temporary payroll totals \$57,506 and reflects no cost of living increases for fiscal year 2010. This appropriation provides clerical staffing for the front office, data input and management for the DPW vehicle management software, and emergency clerical support, as well as an employee who provides support for Streets, Traffic Safety and Fleet Maintenance Divisions when needed.

**Overtime:** The appropriation is used for staffing the department's Saturday small metal, household hazardous waste and electronics collections and for providing rush hour telephone coverage during snowfighting operations.

**Education Premium Pay:** The appropriation (\$780) reflects a contractual monthly payment to full-time clerical office staff (1) with a 4-year college degree.

**Office Expense:** This appropriation (\$9,800) reflects a reduction of \$1,480 or 13% in fiscal year 2010 with reductions in subscriptions, paper and miscellaneous administrative expense.

**Dues & Travel:** This appropriation (\$360) reflects a reduction of \$1,780 or 83% due to reductions in books, dues and travel expense. The appropriation reflects only the annual dues for the American Public Works Association which provides useful information on activities, programs and innovations of public works departments throughout the country.

**Training:** This appropriation (\$7,000) has been reduced by \$1,800 or 20% to focus on training offered for the University of CT sponsored Road Master/Road Scholar program and annual certifications directly related to on-the-job work tasks.

**Professional Services:** This appropriation (\$5,000) reflects participation in the CDL-drivers drug & alcohol testing program and annual storm water testing costs.

**Printing/Binding:** This appropriation (\$1,000) reflects the printing costs for forms, information materials and reprints of the DPW's Recycling Guidelines. There is no increase in this appropriation for fiscal year 2010.

**Uniforms & Laundry:** This appropriation (\$34,133) is a departmental account for the laundering, repair and replacement of uniform pants and shirts provided to the unionized full-time staff by contract. It also reflects the annual contract cost for the purchase of work safety shoes.

**Telecommunications:** This appropriation (\$29,608) reflects the operating costs for both desktop telephone service and cellular telephone services and reflects a 17% increase over the current year appropriation. The request for fiscal year 2010 includes the elimination of two cell phones, the GPS feature on two phones (\$1,000), and the appropriation for pagers (\$700), offset by an increase in the actual cost for desktop telephone service (\$6,108 or 61%) due to the installation of a digital circuit when the voice over internet protocol phone system was installed.

**Social Security:** This appropriation is for required federal payments based on actual wages paid.

**ANNUAL BUDGET 2009-2010**

**COST CENTER: CONTRACTUAL SERVICES DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Actual 6 Months</u>	<u>Estimated 2008-09</u>	<u>Adopted 2009-10</u>	<u>Percent Change</u>
CRRA Recycling Rebate	\$65,490	\$70,000	\$ 578	\$70,000	\$	-100.0%
Bulky Waste Permits	121,578	142,000	63,830	130,000	130,000	-8.5%
Refuse Hauling Licenses	4,800	7,575	750	7,575	7,575	
Metal Recycling	28,547	20,000	11,033	21,000	21,000	5.0%
Rental of Facilities	21,600	21,600	10,800	21,600	21,600	
Sale of Recycling Bins	13,380	9,000	5,248	11,000	11,000	22.2%
Sale of Assets		<u>9,000</u>				-100.0%
<b>TOTAL</b>	<b>\$255,395</b>	<b>\$279,175</b>	<b>\$92,239</b>	<b>\$261,175</b>	<b>\$191,175</b>	<b>-31.5%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Actual 6 Months</u>	<u>Estimated 2008-09</u>	<u>Adopted 2009-10</u>	<u>Percent Change</u>
Regular Payroll	\$87,568	\$90,932	\$44,290	\$92,020	\$94,432	3.8%
Temporary Payroll	38,547	44,636	23,375	30,811	32,959	-26.2%
Overtime	34,578	21,986	8,658	9,138	39,879	81.4%
Office Expense		330			555	68.2%
Dues and Travel		1,125	1,125	1,125	1,125	
Advertising	11,143	7,775	5,567	8,471	7,895	1.5%
Professional Services	15,038	15,000	4,847	9,800	10,150	-32.3%
Contractual Services	3,907,204	4,080,527	2,218,371	4,140,657	3,785,237	-7.2%
Solid Waste Disposal	1,590,633	1,591,629	479,332	1,578,304	1,704,523	7.1%
Printing/Binding	135	500		200	300	-40.0%
Office Equipment	26,268	9,000	4,553	9,000	9,500	5.6%
Vehicles & Equipment Expense					17,691	
Maintenance & Repairs	751	100	1,858	1,900	100	
Rental/Leases	120			130		
Social Security	<u>9,629</u>	<u>12,969</u>	<u>4,477</u>	<u>9,994</u>	<u>12,797</u>	-1.3%
	<b>\$5,721,614</b>	<b>\$5,876,509</b>	<b>\$2,796,453</b>	<b>\$5,891,550</b>	<b>\$5,717,143</b>	<b>-2.7%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Public Works Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## CONTRACTUAL SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** The Environmental Services program activity is staffed with one full-time position and the budget maintains the existing staffing level. The budget reflects no cost of living increase, but includes a longevity payment (\$3,000) in accordance with union contract. The regular payroll cost is allocated among the division's three programs, 20% to the Leaf Collection program; 40% to the Refuse Collection program and 40% to the Recycling Collection program.

**Temporary Payroll:** The appropriation totals \$32,959, a reduction of \$11,677 or 26% and reflects no cost of living increases. The reduction reflects the transition to an all-bagged leaf collection and the elimination of additional seasonal help used to staff the vacuum collection portion of the program. There are 1,121 hours of staffing for enforcement of curbside refuse, recycling, bulky and metal waste collection regulations. Enforcement also extends into the leaf collection season, enforcing the Town's regulations regarding leaves in the street. An additional 1,440 hours reflect the seasonal help needed for the proposed bagged leaf collection program, a reduction of 1,120 part-time hours.

**Overtime:** The requested appropriation totals \$39,879 and is driven by the bagged leaf collection program. This figure reflects a 6-day-a-week collection program during weeks 2-9 of the 10-week collection program, with up to 9 hours on each of 8 Saturdays to catch up on any delays caused by weather, volume or equipment breakdowns that occur during the week. The remaining overtime reflects the Saturday collections for electronics, small metal and household hazardous waste.

**Office Expense:** The requested appropriation (\$555) reflects printing and copying costs for daily collection forms used by Town and contract crews to record the number of bags collected and for skip tags for locations where bags are presented improperly.

**Dues and Travel:** This request (\$1,125) reflects the annual license renewal with the State Department of Environmental Protection for the operation of the Recycling Center located at 25 Brixton Street. There is no change from the fiscal year 2009 request.

**Advertising:** This appropriation (\$7,895) reflects the advertising costs for the leaf collection program, announcements of special collections for electronics, small metal and household hazardous waste and any other special collections that might be instituted as a result of heavy rain, ice storms, high winds or flooding.

**Professional Services:** This appropriation (\$10,150) is reduced by \$4,850 or 32%. It reflects the costs for quarterly well testing at the Albany Avenue leaf site and annual storm water testing at the Recycling Center. These tests and copies of the results are required by the State Department of Environmental Protection.

**Contractual Services:** This appropriation (\$3,785,237) reflects a decrease of \$295,290 or 7% compared to the fiscal year 2009 appropriation as a result of moving to an all bagged leaf collection program and transferring the cost of the litter barrel collection in the Center to the Parking Lot Fund. This item includes contractual services for bagged leaf collection (\$511,639); refuse collection (\$2,308,569) and recycling collection (\$965,029). The contracts for refuse collection and recycling reflect a 1.75% cost of living increase over the fiscal year 2009 appropriation. The appropriation also includes \$4,500 in bank service charges for credit card services that enable residents to purchase bulky and metal permits online using a credit card and is unchanged from the prior year.

**Solid Waste Disposal:** The requested appropriation (\$1,704,523) reflects an increase of \$112,894 or 7%, driven primarily by a \$7 per ton increase in the solid waste tipping fees at the CRRA, from \$62 per ton to \$69 per ton. Also included in the increased appropriation request are increases in wood, brush and leaves at the Town’s residential Recycling Center of \$35,108 as a result of an increasing amount of material coming over the scale for disposal. The Town administration has been meeting with the contractor at the Recycling Center to identify the reasons for the increasing volume so that steps to manage the increased volume can be identified. Offsetting these increases is the transfer of costs for litter barrels in the Center to the Parking Lot Fund.

**Printing/Binding:** The requested appropriation (\$300) reflects the costs for die cutting services for printed leaf collection skip tags so that they may be hung on the door knob of residences where they are issued.

**Office Equipment:** The requested appropriation (\$9,500) primarily reflects the costs for recycling bins (\$9,000), which are almost completely revenue offset by the sale of the bins to residents (all but the shipping cost). The appropriation also includes minor equipment purchases for the seasonal help working the leaf collection program (\$500), such as safety vests and glasses, gloves, hats, ponchos and ear protection.

**Vehicles & Equipment:** The requested appropriation (\$17,691) reflects the fuel and vehicle maintenance costs for the bagged leaf collection program.

**Maintenance and Repairs:** This appropriation (\$100) reflects the costs for food and soft drinks for the volunteers working at the Town’s annual Household Hazardous Waste collection day held in September. The fiscal year 2009 estimated cost of \$1,900 reflects a one-time replacement of a transmitter in the electronic gate at Albany as a result of a power surge from a lighting strike in the area (\$1,800) and portable toilet rental charges at the Albany Avenue landfill during the leaf collection season.

**Social Security:** This appropriation is for required federal payments based on actual wages paid.

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

	<u>Actual FY 2004</u>	<u>Actual FY 2005</u>	<u>Actual FY 2006</u>	<u>Actual FY 2007</u>	<u>Actual FY 2008</u>	<u>Est FY 2009</u>
Volume of leaves collected (cubic yards)	67,149	58,188	54,467	47,947	39,178	45,000
Number of bags collected	31,488	74,109	43,109	61,719	80,430	100,000
Number of weeks to complete vacuum collection	8	5	5	5	5	5

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

	<u>Actual FY 2004</u>	<u>Actual FY 2005</u>	<u>Actual FY 2006</u>	<u>Actual FY 2007</u>	<u>Actual FY 2008</u>	<u>Est FY 2009</u>
Tons of Waste Recycled	6,733	6,174	6,411	6,390	6,549	7,000
Percent of Total Waste Recycled	20.7%	19.7%	20.1%	21.0%	22.0%	23.0%
Tons of Refuse Collected	25,820	25,202	25,406	24,023	23,206	23,500

**COST CENTER: STREET MAINTENANCE DIVISION**

<b>SUMMARY OF EXPENDITURES</b>						
	<b>Actual 2007-08</b>	<b>Adopted 2008-09</b>	<b>Actual 6 Months</b>	<b>Estimated 2008-09</b>	<b>Adopted 2009-10</b>	<b>Percent Change</b>
Regular Payroll	\$724,714	\$745,471	\$355,106	\$747,050	\$748,819	0.4%
Temporary Payroll	64,318	28,606	24,627	48,000	28,606	
Overtime	265,941	258,342	56,828	258,133	242,224	-6.2%
Office Expense	399					
Dues and Travel	2,252	1,000	3,600	3,600	3,600	260.0%
Professional Services		3,000		2,000	2,000	-33.3%
Contractual Services	95,256	132,767		132,000	136,750	3.0%
Printing/Binding	20		14	25		
Office Equipment	3,622	2,000	171	1,964	2,000	
Meals		4,400				-100.0%
Uniforms & Laundry	552	5,000	315	4,000	5,000	
Telecommunications		551		551	551	
Building Maintenance	958		3,368	6,312	2,381	
Vehicles & Equipment Expense		3,000		1,000	1,000	-66.6%
Operating Expense - Miscellaneous	2,269		2,181	4,200	1,560	
Maintenance & Repairs	12,617	8,000	2,801	9,400	7,000	-12.5%
Snow Removal	347,693	208,997	110,526	400,844	310,515	48.6%
Street Maintenance	136,818	115,500	72,787	109,623	115,600	
Sidewalk Maintenance			187	187		
Miscellaneous Supplies		8,000	1,130	5,500	8,000	
Rental/Leases	19,915	24,338	2,875	14,575	14,500	-40.4%
Social Security	<u>73,694</u>	<u>84,801</u>	<u>31,093</u>	<u>80,372</u>	<u>77,827</u>	-8.2%
	<b>\$1,751,038</b>	<b>\$1,633,773</b>	<b>\$667,609</b>	<b>\$1,829,336</b>	<b>\$1,707,933</b>	<b>4.5%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2008-09</b>	<b>2009-10</b>
Public Works Manager	1	1	1	1	1
Crew Leader Streets Division	4	4	4	4	4
Equipment Operator	8	6	6	6	6
Mason	—	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

## STREET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** The Street Maintenance operation currently reflects 13 full-time positions and the budget maintains existing staffing levels. The budget reflects no contractual cost of living increases for union positions. Payroll is allocated among four Street Maintenance programs as follows: Street Maintenance & Repair (50%); Snow & Ice Control (25%); Street Sweeping (15%) and Storm Sewer Repair & Maintenance (10%).

**Temporary Payroll:** The requested appropriation totals (\$28,606), and reflects no cost of living increase. The 2,358 hours that comprise this appropriation are labor to perform pothole patching (1,482 hours) and for summer help (876 hours). Current year expenditure estimates are expected to exceed appropriations by \$19,394. These expenditures are part of an effort to support other divisions, especially capital projects in the Community Services Division and still fulfill core DPW responsibilities. The use of part-time help to labor with the full-time crews takes advantage of the full-time staff's greater skills and experience and has enabled the Town to reduce costs on capital projects and assist in completing them within budget and in a timely manner.

**Overtime:** This appropriation (\$242,224) reflects no contractual cost of living increase and is used for emergency and planned road maintenance, snow fighting and storm sewer work after normal working hours.

**Dues and Travel:** This appropriation reflects the annual \$300 per person meal allowance paid to the twelve individuals in the AFSCME street maintenance bargaining unit.

**Professional Services:** The appropriation (\$2,000) has been reduced by \$1,000 or 33%. This represents the elimination of the appropriation in the Street Maintenance activity. The remaining appropriation reflects specialized pipe cleaning services used in the Storm Sewer Maintenance & Repair program.

**Contractual Services:** This appropriation (\$136,750) represents a cost of living increase for the services of snow removal contractors used to plow snow on Town streets. Currently the DPW utilizes up to twelve contractors during a plowing operation.

**Office Equipment:** This appropriation (\$2,000) represents minor equipment purchases for the street maintenance program, such as replacement office printers, mark out paint, cones and caution tape.

**Meals:** The current year appropriation of \$4,400 has been eliminated. No appropriation is requested for fiscal year 2010.

**Uniforms & Laundry:** This appropriation (\$5,000) represents the costs for safety equipment used in the Streets operations including ear plugs, safety glasses, goggles, hard hats, safety vests and gloves used by the full-time and part-time staff in the field.

**Telecommunications:** This appropriation (\$551) represents the annual telephone line costs for the flooding alarm at the Grassmere Avenue pump station, which the DPW maintains. The alarm notifies the Police Department through the Emergency Reporting Center when storm water reaches pre-set flood levels.



**Building Maintenance:** This request (\$2,381) represents the annual purchase of ice melt for the Grounds Division used at Town facilities. In past budgets, this item was included in the expenditures for salt, but for tracking purposes has been broken out separately.

**Vehicles & Equipment Expense:** This appropriation (\$1,000) reflects the cost for new or replacement equipment for Street Maintenance and Repair Division vehicles. It has been reduced by \$2,000 or 67%.

**Operating Expense:** This request (\$1,560) represents the annual lease cost for one storage trailer on site for secure equipment storage such as shovels, rakes, tampers and paving equipment. The costs for this item were normally appropriated in the Rental/Lease line item, but the expenditures were reallocated for better tracking.

**Maintenance & Repairs:** The requested appropriation (\$7,000) reflects a reduction of \$1,000 or 13%. This reflects the consolidation of catch basin block appropriations into the Storm Sewer Maintenance program. This line item reflects costs for snowplow damage repairs (seed & topsoil), tools, and replacement saw blades.

**Snow Removal Supplies:** The appropriation (\$310,515) reflects an estimated cost for pre-treatment operations for 15 storms annually, the average number of storms over the past 3 years that we have been using the Clearlane product. In the past, we budgeted for an average of 10 snowstorms. The Clearlane product is more expensive than sand & salt mix that was used in the past. Currently, the price for Clearlane is \$75.20 per ton, while the price per ton for salt is \$72.27 and the price for sand is \$17.00. Just three years ago, the prices per ton for these products were: \$58.14 for Clearlane, \$42.67 for salt and \$13.97 for sand. Clearlane is a superior pre-treatment product and saves the department significant labor and equipment costs in time spent street sweeping, cleaning catch basins and in the cleaning of storm water lines, ponds and streams where sand normally collects.

**Street Maintenance Supplies:** This appropriation (\$115,600) reflects the cost for bituminous materials for paving and patching roads, crushed stone for road base as well as pipe, pre-cast basins, basin tops, cement, sand and basin brick and block for the maintenance and repair of the storm water collection system.

**Miscellaneous Supplies:** This appropriation (\$8,000) reflects expenditures for non-routine items needed for street maintenance and storm water projects such as roadbed fabric, liquid bituminous and specialized basin materials.

**Rental/Leases:** This appropriation (\$14,500) reflects the short-term lease of a large loader for four months during the snow fighting season. It is used for loading vehicles, plowing and snow hauling operations. The appropriation also includes the annual cost for monthly basic cable service for monitoring weather forecasts and emergencies.

**Social Security:** This appropriation is for required federal payments based on actual wages paid.

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>						
	<b>Actual FY 2004</b>	<b>Actual FY 2005</b>	<b>Actual FY 2006</b>	<b>Actual FY 2007</b>	<b>Actual FY 2008</b>	<b>Est FY 2009</b>
Number of sanding & plowing operations	14	19	14	9	15	15
Percent of snowstorms cleared within 8 hours	100%	95%	93%	100%	93%	95%
Snow accumulation (inches)	40.25	60.75	58.75	9.5	43.75	50.0

**COST CENTER: FLEET MAINTENANCE DIVISION**

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$445,811	\$460,719	\$218,551	\$459,730	\$461,257	0.1%
Temporary Payroll	17,046	24,606	4,666	24,606	24,606	
Overtime	16,141	29,617	32,441	34,313	29,617	
Dues and Travel	936	1,800	1,781	1,820	1,800	
Contractual Services	1,765	8,709		7,700	6,583	-24.4%
Office Equipment	730					
Meals	10	125	10			-100.0%
Information Technology	1,874		2,123	2,123	2,187	
Vehicles & Equipment Expense	441,992	277,575	177,905	321,345	311,354	12.2%
Maintenance & Repairs	55,506	64,600	12,505	51,678	57,100	-11.6%
Rental/Leases		8,500				-100.0%
Social Security	<u>37,576</u>	<u>40,162</u>	<u>19,022</u>	<u>44,266</u>	<u>39,433</u>	-1.8%
	<b>\$1,019,387</b>	<b>\$916,413</b>	<b>\$469,004</b>	<b>\$947,581</b>	<b>\$933,937</b>	<b>1.9%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Public Works Manager	1	1	1	1	1
Mechanic	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL	7	7	7	7	7

**FLEET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The Fleet Maintenance activity is currently staffed by seven full-time positions, one Manager and six Mechanics and the budget appropriation maintains the existing staffing levels. The budget reflects no contractual cost of living increases for union positions.

**Temporary Payroll:** This appropriation (\$24,606) reflects the cost for two part-time positions. A shop detail person (900 hours) is responsible for keeping the shop and shop floor clean, shuffling cars between the DPW and other Town facilities as needed and picking up parts. A part-time welder (900 hours) is utilized heavily during snow season to repair and maintain snow fighting equipment. This allows the mechanics to focus on maintaining and repairing public safety vehicles and equipment.

**Overtime:** This appropriation (\$29,617) reflects no contractual cost-of-living increase. It is used primarily to catch up on preventative vehicle maintenance deferred during the snow season when all or part of the workforce is participating in the snowfighting operation. It is also used to respond to emergency repairs when public safety vehicles breakdown outside of normal working hours.

**Dues & Travel:** This appropriation (\$1,800) reflects the annual contractual meal allowance for six full-time mechanics.

**Contractual Services:** This appropriation (\$6,583) reflects the costs for contractual disposal of waste oil, oil filters and oil soaked rags as required by the State Department of Environmental Protection. It also reflects the cost for scrap metal hauling of dumpsters at the DPW.

**Information Technology:** This appropriation (\$2,187) reflects the annual software maintenance support cost for the division's fleet maintenance software program (DPSI). The requested appropriation is increased by 3% from the current year estimate to reflect the expected increase in the annual charge.

**Vehicles & Equipment Expense:** This appropriation (\$311,354) reflects the parts and equipment used to repair and maintain the Public Works current vehicle fleet of 140 vehicles and 50 plows and sanders. The fiscal year 2009 appropriation for Rental/Leases (\$8,500) has been incorporated into this appropriation request for fiscal year 2010 and the parts & equipment savings on vacuum leaf collection equipment of (\$15,000) has been deducted. The net balance increased by 3% to reflect the expected increase in annual charges for parts and equipment. The appropriation also includes gas, motor oil and fuel used to operate and service most of the Town fleet, with the exception of Police and Fire. An estimated \$5,000 of the fuel appropriation is used to provide diesel fuel for tanks at Fern Park and Beachland Park to fuel grounds maintenance equipment.

**Maintenance & Repairs:** This appropriation (\$57,100), which reflects costs for shop supplies, tools and equipment, has been reduced by \$7,500 or 12% in the fiscal year 2010 request. It also reflects the costs to repair and maintain shop equipment used for tire mounting, brake drum and rotor repair, vehicle lifts, cranes and compressors.

**Rental/Leases:** This appropriation (\$8,500) reflects lease costs for outdoor storage trailers used to store tires and large parts such as sweeping brooms and large hoses. The appropriation for fiscal year 2010 has been consolidated into the Vehicles and Equipment Expense request.

**Social Security:** This appropriation is for required federal payments based on actual wages paid.

**ANNUAL BUDGET 2009-2010**

**COST CENTER: TRAFFIC SAFETY CONTROL DIVISION**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$10,444	\$9,000	\$3,958	\$9,500	\$9,000	
Transfer In	<u>4,774</u>	<u>      </u>	<u>6,843</u>	<u>15,000</u>	<u>12,000</u>	
<b>TOTAL</b>	<b>\$15,218</b>	<b>\$9,000</b>	<b>\$10,801</b>	<b>\$24,500</b>	<b>\$21,000</b>	<b>133.3%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$351,080	\$362,511	\$177,327	\$367,756	\$369,179	1.8%
Temporary Payroll	15,143	17,331	6,669	17,331	17,331	
Overtime	70,491	39,096	27,842	52,139	39,096	
Office Expense	299	630	134	380	380	-39.7%
Dues and Travel	2,376	3,100	1,920	1,920	2,160	-30.3%
Professional Services	3,000	2,400		2,400	2,400	
Solid Waste Disposal	674	1,500		1,200	1,500	
Office Equipment	10,046	7,500		7,400	7,500	
Meals		750				-100.0%
Uniforms & Laundry	405	3,700	121	2,300	2,400	-35.1%
Information Technology	6,800	4,000	1,903	4,000	4,000	
Telecommunications	1,110	2,450	791	1,500	1,200	-51.0%
Building Maintenance	38,791	40,310	8,423	34,105	39,760	-1.4%
Vehicles & Equipment Exp		5,800				-100.0%
Operating Expense - Misc	80	1,000		900	1,000	
Maintenance & Repairs	6,199	3,900	1,226	4,100	4,200	7.7%
Street Light Maintenance	14,216	40,795	20,956	42,000	40,795	
Signal & Light Maintenance	55,269	42,480	11,849	40,825	42,480	
Miscellaneous Supplies	147	680		270	330	51.5%
Rental/Leases	195	10,000			10,000	
Social Security	<u>32,707</u>	<u>35,346</u>	<u>15,993</u>	<u>33,447</u>	<u>32,559</u>	-7.9%
	<b>\$609,028</b>	<b>\$625,279</b>	<b>\$275,154</b>	<b>\$613,973</b>	<b>\$618,270</b>	<b>-1.1%</b>

<b>FULL-TIME POSITION SCHEDULE</b>						
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>	
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>	
Sign & Mechanical Maint. Worker	2	2	2	2	2	
Signal Systems Technician	1	1	1	1	1	
Signal Support Technician	1	1	1	1	1	
Streetlight Technician	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	

**West Hartford, Connecticut**

## TRAFFIC SAFETY CONTROL DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** The Traffic Safety operation is currently staffed with six full-time positions and the budget maintains the existing staffing levels. The budget reflects no contractual cost of living increase for unionized positions, but does include step increases for eligible employees.

**Temporary Payroll:** There are no cost-of-living or additional hours reflected in temporary pay. This item reflects 1200 hours to support two positions. One is a 900-hour detail person who removes signs posted in Town rights of way as well as graffiti & tag sale signs from traffic control signals, streetlight poles and Town traffic signs. This position is also responsible for clearing roadway debris, providing temporary traffic control and placing barricades or cones at hazardous locations so full-time employees can remain on task. The second position is a 300-hour position shared with the Street Maintenance operation to support the Sign Division.

**Overtime:** The overtime appropriation reflects no cost of living increase. This item represents call-ins for after hours problems with traffic signals, street sign and streetlight knockdowns as well as any after hours work on the Town's fiber optic network.

**Office Expense:** This item includes office supplies for operations and reflects a decrease of \$250.

**Dues and Travel:** This item reflects the annual meal allowance (\$1,800) required by contract; and six IMSA annual certifications (\$360) that are required by personnel working on traffic signals, streetlights & signs.

**Professional Services:** This appropriation (\$2,400) reflects costs for private police duty traffic control services during events that require annual maintenance on traffic signals and fiber optic trenching in the street. There are no increases in this item reflected in the budget.

**Solid Waste Disposal:** This appropriation (\$1,500) reflects the disposal costs in the street lighting program for all bulbs and other electrical items that cannot otherwise be recycled. There are no increases in this item reflected in the budget.

**Office Equipment:** This appropriation (\$7,500) reflects minor equipment costs for such items as tools, parts and equipment for installing & maintaining signals, streetlights, signs and work on the fiber optic network. There are no increases in this item reflected in the budget.

**Uniforms & Laundry:** This appropriation (\$2,400) funds safety equipment used in the performance of electrical and sign maintenance operations.

**Information Technology:** This appropriation includes fiber optic supplies (\$2,000) and data processing supplies (\$2,000) to support the Town data processing division for needed cabling installations and repairs.

**Telecommunications:** This item reflects the annual cost (\$1,200) to enable the signal maintenance division laptop to communicate with the DPW server.

**Building Maintenance:** This appropriation (\$39,760) reflects specialized maintenance repairs and services on the signal maintenance equipment (\$14,750) and streetlights (\$4,200). Any contractual services for setting or re-setting poles, building foundations for traffic signal controllers and re-setting and re-stringing fiber optic cable are charged to this account. For the Sign Shop, this appropriation is also the primary supply account for sign materials, cones & barricades (\$20,810). The Sign Shop is working toward a federally mandated goal of replacing all 4" streets signs with the larger 6" text by 2012 and is now responsible for the repair and maintenance costs for seven new speed monitoring devices.

**Operating Expense:** This appropriation (\$1,000) reflects the purchase of graffiti remover, application fluid and decal remover used by the Sign Shop staff for lettering vehicles and signs. There are no increases in this item reflected in the budget.

**Maintenance and Repairs:** This appropriation (\$4,200) reflects costs for tools (\$2,800), replacement portable stop signs (\$500) and miscellaneous equipment (\$900).

**Street Light Maintenance:** This appropriation (\$40,795) reflects costs for on-street streetlight parts and supplies, including: poles, fixtures, photo-sensors, bulbs, wire and mast arms for the Streetlight Maintenance operation.

**Signal & Light Maintenance:** This appropriation (\$42,480) reflects the costs for traffic signal and electrical maintenance supplies (\$23,000) and off-street streetlight parts and electrical supplies for the streetlight maintenance division (\$19,480).

**Miscellaneous Supplies:** This appropriation (\$330) reflects the costs for miscellaneous supplies and software graphics used to produce decals and banners on the sign shop computer. Charges for the annual IMSA certifications (\$120) has been transferred to the certifications & licenses line item to be consistent with the Signal Maintenance and Streetlight Maintenance divisions.

**Rental/Leases:** This appropriation (\$10,000) reflects the annual need for renting portable lifts and contractor assistance to inspect & repair traffic signals. The fiscal year 2009 appropriation was reduced to zero as a result of the replacement of many traffic signals this year and the time spent overseeing the work on that project.

**Social Security:** This appropriation is required for federal payments based upon actual wages paid.

**ANNUAL BUDGET 2009-2010**

**COST CENTER: GROUNDS MAINTENANCE DIVISION**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$4,465	\$20,000	\$5,513	\$10,475	\$9,300	53.5%
<b>TOTAL</b>	<b>\$4,465</b>	<b>\$20,000</b>	<b>\$5,513</b>	<b>\$10,475</b>	<b>\$9,300</b>	<b>53.5%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$612,871	\$873,604	\$418,119	\$891,747	\$855,260	-2.1%
Temporary Payroll	77,636	56,175	37,060	57,121	56,175	
Overtime	91,138	113,258	44,968	112,338	113,161	-0.1%
Office Expense	278					
Dues and Travel	1,651	4,050	3,476	3,476	3,751	-7.4%
Professional Services	169	1,115		1,115	1,115	
Contractual Services	24,998	100,444	20,976	82,400	100,444	
Solid Waste Disposal	383		52	52	50	
Office Equipment	8,486	42,000	4,712	40,500	41,550	-1.0%
Uniforms & Laundry		92				-100.0%
Utilities	99,344	124,533	62,266	124,533	118,892	-4.5%
Telecommunications			84	84		
Building Maintenance	3,036	11,000	1,654	11,305	11,000	
Operating Expense - Miscellaneous	74		187	187		
Grounds Maintenance	57,780	90,644	26,517	81,000	88,644	-2.2%
Maintenance & Repairs	32,557	157,146	54,225	154,431	153,946	-2.0%
Miscellaneous Supplies	313		30	30		
Rental/Leases			1,800	3,600	3,600	
Social Security	51,575	82,502	35,125	81,182	78,306	-5.1%
Transfer Out		63,167		63,167	63,167	
	<b>\$1,062,289</b>	<b>\$1,719,730</b>	<b>\$711,251</b>	<b>\$1,708,268</b>	<b>\$1,689,061</b>	<b>-1.8%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Public Works Manager	1	1	1	1	1
Crew Leader	3	3	3	2	2
Equipment Mechanic – Grounds				1	1
Grounds Maintainer	9	9	9.5	9.5	8.5
BOE Grounds Maintainer			4	4	4
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>17.5</b>	<b>17.5</b>	<b>16.5</b>

**West Hartford, Connecticut**

## GROUNDS MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** The grounds division is currently staffed with 17.5 full-time positions; 13.5 SEIU union employees and 4 AFSCME union positions. The appropriation (\$855,260) reflects no contractual cost of living increases. The elimination of a vacant Grounds Maintainer position results in a reduction in this appropriation. A total of 50% of the total Grounds payroll is allocated to the Grounds Maintenance program, 35% to the Park & Athletic Field Maintenance Program and 15% to the Tree Maintenance Program.

**Temporary Payroll:** The appropriation request for temporary payroll (\$56,175) reflects the cost for 5,100 hours of permanent and seasonal part-time help. There are 2,400 hours for permanent part-time employees, one who handles detail work (litter, graffiti removal, minor maintenance & repairs) in the parks and traffic islands and also assists the full-time crews where needed. There are also 2,700 hours per year allocated for seasonal employees during the period between mid-May and the end of August. The seasonal positions are used during these peak operating periods to assist in mowing, ball field maintenance and park maintenance.

**Overtime:** Overtime (\$113,161) is used for peak ball field maintenance periods, spring and fall clean-ups, tree work including emergency call-ins, weekend trash pick up in the parks and for special events such as Celebrate! West Hartford.

**Dues & Travel:** This appropriation (\$3,751) reflects the annual payment of meal allowances required by contract to 12 full-time SEIU Grounds employees.

**Professional Services:** This cost (\$1,115) reflects contractually required yearly cholinesterase testing administered to SEIU employees to test for pesticide exposure levels. There is no increase over the fiscal year 2009 appropriation.

**Contractual Services:** This appropriation (\$100,444) reflects the contractor cost to perform channel maintenance and roadside mowing, fence repairs, irrigation repairs and servicing, a tree contractor for supplemental tree work not done by Town tree crews, contracted athletic field maintenance services such as over-seeding and topdressing and all other contractors performing work for the grounds division including school grounds. There is no increase over the fiscal year 2009 appropriation.

**Solid Waste Disposal:** This cost (\$50) reflects the cost for disposal of storm damage trees and brush at the Recycling Center. There is no charge for Town disposal of normal wood waste at the Recycling Center.

**Office Equipment:** This appropriation (\$41,550) reflects the purchase of small power equipment used for the mowing and trimming of turf and plants, snow removal equipment for sidewalks and bridges, tree maintenance equipment such as chain saws, ropes and pruning tools, as well as equipment for athletic field line painting, fertilizing and pesticide spraying equipment.

**Utilities:** This appropriation (\$118,892) reflects the cost for electricity, natural gas and water at five Town parks (Beachland, Fern, Eisenhower, Kennedy and Wolcott) for lighting the parks, operating the pool facilities, athletic field irrigation systems, as well as a lighted tennis court, basketball court and baseball field at Wolcott Park in the summer. The natural gas cost is for heat at the Beachland and Fern park facilities.



**Building Maintenance:** This appropriation (\$11,000) is unchanged from the FY 2009 appropriation and reflects costs for minor interior and exterior repairs at Town park facilities such as garage door repairs, electrical and plumbing repairs and general carpentry repairs.

**Grounds Maintenance:** This cost (\$88,644) covers all purchases of annuals, perennials and woody ornamentals, topsoil, mulch, seed, trees, irrigation supplies, supplies used for park bench repairs and trash containers, signs and sign repairs, and all general grounds maintenance needs for parks and grounds at Town buildings. This appropriation has been reduced by \$2,000 or 2.2% through reductions in the Park & Athletic Field program by offering a basic level of service to the sports leagues and by negotiating a reduction in athletic field paint cost.

**Maintenance and Repairs:** This cost (\$153,946) reflects the repair and preventative maintenance of all grounds power equipment not registered and plated. This includes mowing and trimming equipment, leaf and snow removal equipment, tree maintenance equipment, athletic field maintenance equipment and all power hand tools. This cost also reflects the purchase of fertilizers, pesticides, drying agents, ball field mixes and other supplies used for athletic field maintenance at both Town and BOE fields. It also covers line painting material, pitching rubbers and home plates, soccer goals and netting, and all materials used in the set up of athletic fields. In addition, it includes the costs associated with the maintenance and repairs to the synthetic athletic fields at both Hall and Conard High Schools.

**Rental/Leases:** This expense (\$3,600) reflects the BOE lease costs for garage space for storage of equipment during off season periods. Previously, this cost was charged to the Maintenance and Repair line item, which has been reduced by \$3,600 to reflect the transfer to the Rental/Leases line item.

**Social Security:** This appropriation is for required federal payments based on actual wages paid.

**Transfer Out:** This reflects the cost of benefits paid by the Public Schools for the four Board of Education Grounds Maintainers.

# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

# BUDGET IN BRIEF

## PARKING LOT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Charges for Services	\$1,403,766	\$1,306,985	\$1,171,802	\$1,274,377
Management Fee – BBS	873,156	1,223,146	1,034,111	1,011,851
Interest Income	<u>10,646</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Revenues & Other Resources	\$2,287,568	\$2,540,131	\$2,215,913	\$2,296,228
EXPENDITURES AND OTHER USES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Municipal Parking Operations	\$973,926	\$1,162,433	\$1,307,234	\$1,261,782
BBS Parking Operations	<u>871,707</u>	<u>1,223,146</u>	<u>1,034,111</u>	<u>1,011,851</u>
Total Expenditures & Other Uses	\$1,845,633	\$2,385,579	\$2,341,345	\$2,273,633
CHANGE IN FUND BALANCE	\$ 441,935	\$ 154,552	(\$ 125,432)	\$ 22,595
BEGINNING BALANCE	\$ 270,788	\$ 712,723	\$ 712,723	\$ 587,291
ENDING BALANCE	\$ 712,723	\$ 867,275	\$ 587,291	\$ 609,886

**Fund: Parking Lot Fund**  
**Department: Public Works**

**PURPOSE**

A budgeted fund established on July 1, 1995 to account for revenue and expenditures related to gated off-street parking services in West Hartford center. The scope of the fund has since been expanded to include on-street parking management and Town-center business support activities. The purpose of the fund is to isolate the costs and revenues associated with these operations. These costs include daily operations, equipment and grounds maintenance, and the cost of full-time employees devoted to the lots. The Town leases the land for the lots from private owners. In addition, beginning in fiscal year 2008 the fund provides parking operation services for the West Hartford Center – Special Services District and receives a management fee equal to the cost of said services.

**LONG-TERM STRATEGY**

The goal of the fund is to cover all operating costs annually and contribute an amount each year to be used as a reserve for capital expenditures. In this way, the General Fund is not required to fund capital purchases related to parking services.

**FUND PERFORMANCE**

	<b>Five Year History of Operating Results</b>				
	<u><b>2004</b></u>	<u><b>2005</b></u>	<u><b>2006</b></u>	<u><b>2007</b></u>	<u><b>2008</b></u>
<b><u>Revenues:</u></b>					
Charges for Services	\$1,005,000	\$1,038,000	\$1,104,000	\$1,095,000	\$1,404,000
Management Fee					873,000
Interest Income	<u>3,000</u>	<u>6,000</u>	<u>10,000</u>	<u>16,000</u>	<u>11,000</u>
<b>TOTAL REVENUES</b>	<b>\$1,008,000</b>	<b>\$1,044,000</b>	<b>\$1,114,000</b>	<b>\$1,111,000</b>	<b>\$2,288,000</b>
<b><u>Expenditures:</u></b>					
Operational	<u>\$857,000</u>	<u>\$912,000</u>	<u>\$889,000</u>	<u>\$1,157,000</u>	<u>\$1,846,000</u>
<b>TOTAL EXPENDITURES</b>	<b>\$857,000</b>	<b>\$912,000</b>	<b>\$889,000</b>	<b>\$1,157,000</b>	<b>\$1,846,000</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>(300,000)</b>	<b>(150,000)</b>			
<b>OPERATING RESULTS</b>	<b>(\$149,000)</b>	<b>(\$18,000)</b>	<b>\$225,000</b>	<b>(\$46,000)</b>	<b>\$442,000</b>
<b>FUND BALANCE</b>	<b>\$110,000</b>	<b>\$92,000</b>	<b>\$317,000</b>	<b>\$271,000</b>	<b>\$713,000</b>

**Fund: Parking Lot Fund**  
**Department: Public Works**

**REVIEW OF PERFORMANCE**

The fund has accumulated a fund balance of \$712,723 as of June 30, 2008. In fiscal year 2008 the fund assumed responsibility for managing and operating the two parking garages in the West Hartford Center – Special Services District, in addition to the existing municipal lots. Doing so required the addition of personnel, the cost of which is shared between the municipal parking operations and the garage operations. The Parking Lot Fund is paid a management fee from the West Hartford Center – Special Services District in an amount equal to the expenditures to operate and manage the garage operations.

**FISCAL YEAR 2009 OPERATING RESULTS**

The fiscal year 2009 budget reflects a full year of managing the BBS parking operations. The total estimated expenditures for fiscal year 2009 for the BBS parking operations are \$1,034,111, while the estimate for the municipal lots is \$1,307,234. Based upon total estimated revenues of \$2,215,913, the fund is expected to use \$125,432 of fund balance, resulting in fund balance of \$587,291 as of June 30, 2009. It should be noted that this is a planned use of fund balance as the Town Council authorized the replacement of parking meters in West Hartford Center at a cost of \$100,000.

**FISCAL YEAR 2010 BUDGET**

The fiscal year 2010 budget reflects expenditures relating to the BBS parking operations of \$1,011,851 with a corresponding management fee of the same amount. Revenues from municipal lots are expected to reach \$1,274,377 with interest income of \$10,000. It should be noted that due to the opening of the Blue Back Square Development, parking meter revenue has increased significantly. As such, meter revenue of \$20,000 per month is being transferred from the Parking Lot Fund to the WHC-Special Services District Fund. After municipal parking expenditures of \$1,261,782, the fund expects to earn \$22,595 for fiscal year 2010. The Parking Lot Fund currently has two vacant positions – a Grounds Maintainer and a Parking Monitor. The Parking Monitor position will be filled, but the Grounds Maintainer position has been eliminated in the fiscal year 2010 budget. Instead, a Grounds Maintainer currently budgeted in the Grounds Division of the General Fund will be shared equally with the Parking Lot Fund.

**ANNUAL BUDGET 2009-2010**

**Fund: Parking Lot Fund**  
**Department: Public Works**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Charges for Services	\$1,403,766	\$1,306,985	\$586,819	\$1,171,802	\$1,274,377	-2.5%
Management Fee - BBS	873,156	1,223,146		1,034,111	1,011,851	-17.3%
Interest Income	10,646	10,000	3,078	10,000	10,000	
<b>TOTAL</b>	<b>\$2,287,568</b>	<b>\$2,540,131</b>	<b>\$589,897</b>	<b>\$2,215,913</b>	<b>\$2,296,228</b>	<b>-9.6%</b>

**SUMMARY OF EXPENDITURES**

<u>Expenditures</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	415,896	\$518,076	\$211,935	\$512,524	\$510,567	-1.4%
Temporary Payroll	313,438	463,917	166,489	356,722	356,722	-23.1%
Overtime	66,009	82,139	29,332	79,704	97,963	19.3%
Holiday	4,056	6,278	4,251	6,269	5,988	-4.6%
Education Premium Pay	2,616		1,491	1,491	780	
Office Expense	24,389	37,000	4,490	15,375	19,575	-47.1%
Dues and Travel	4,439	10,000	900	2,860	2,560	-74.4%
Training	199	4,000		1,000	2,000	-50.0%
Advertising	945	1,000	995	1,995	2,000	100.0%
Professional Services	3,872	5,000	1,936	9,500	10,000	100.0%
Contractual Services	111,289	271,134	66,517	245,277	292,071	7.7%
Solid Waste Disposal					14,128	
Printing/Binding	339	500		500	500	
Office Equipment	13,169	13,000	549	9,000	9,000	-30.8%
Meals	170	500		300	500	
Uniforms and Laundry	2,551	2,000	1,029	3,000	3,000	50.0%
Utilities	60,823	259,575	129,787	259,575	222,527	-14.3%
Telecommunications	23,390	20,850	8,776	21,150	20,350	-2.4%
Building Maintenance	7,245	10,000	2,536	8,000	8,000	-20.0%
Vehicles & Equipment Exp	11,820	10,125	2,734	9,500	10,000	-1.2%
Grounds Maintenance	4,304	14,350	7,414	14,264	14,000	-2.4%
Maintenance & Repairs	4,395	24,200	106,689	124,767	24,000	-0.8%
Snow Removal Supplies	2,312	5,000	1,156	9,000	10,000	100.0%
Street Maintenance Supplies	216					
Parking Lot Maintenance	31,486	31,394	15,727	28,102	29,000	-7.6%
Rental/Leases	152,199	164,729	75,800	169,329	169,329	2.8%
Infrastructure Improvements	267,086	15,000		15,000		-100.0%
Social Security	50,558	51,876	25,707	73,205	62,015	19.5%
Pension	60,018	69,407	34,704	69,407	82,300	18.6%
Risk Management Expense	206,404	294,529	147,267	294,529	294,758	0.1%
<b>Total Department</b>	<b>\$1,845,633</b>	<b>\$2,385,579</b>	<b>\$1,048,211</b>	<b>\$2,341,345</b>	<b>\$2,273,633</b>	<b>-4.7%</b>

**ANNUAL BUDGET 2009-2010**

<b><u>Full-Time Positions:</u></b>	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b><u>2006-2007</u></b>	<b><u>2007-2008</u></b>	<b><u>2008-2009</u></b>	<b><u>2008-2009</u></b>	<b><u>2009-2010</u></b>
Public Works Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Grounds Maintainer	1	1	1	1	0.5
Senior Staff Assistant	1	1	1	1	1
Parking Monitors	1	4	4	4	4
Parking Lot Gate Attendants	<u>3*</u>	<u>3*</u>	<u>3*</u>	<u>3*</u>	<u>3*</u>
<b>TOTAL</b>	8	11	11	11	10.5

\* Permanent part-time positions, 1500 hours per annum.

# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

### BUDGET IN BRIEF

## CEMETERY OPERATING FUND

<b>REVENUES AND OTHER RESOURCES</b>	<b>ACTUAL 2007-2008</b>	<b>ADOPTED 2008-2009</b>	<b>ESTIMATED 2008-2009</b>	<b>ADOPTED 2009-2010</b>
Charges for Services	\$254,480	\$250,000	\$210,000	\$220,000
Sale of Lots	144,093	126,000	126,000	130,000
Interest Income	<u>69,510</u>	<u>60,000</u>	<u>31,716</u>	<u>32,000</u>
Total Revenues & Other Resources	\$468,083	\$436,000	\$367,716	\$382,000

<b>EXPENDITURES AND OTHER USES</b>	<b>ACTUAL 2007-2008</b>	<b>ADOPTED 2008-2009</b>	<b>ESTIMATED 2008-2009</b>	<b>ADOPTED 2009-2010</b>
Cemetery Operations	<u>\$350,636</u>	<u>\$394,682</u>	<u>\$379,429</u>	<u>\$382,046</u>
Total Expenditures & Other Uses	\$350,636	\$394,682	\$379,429	\$382,046

CHANGE IN FUND BALANCE	\$ 117,447	\$ 41,318	(\$ 11,713)	(\$ 46)
BEGINNING BALANCE	\$1,775,567	\$1,893,014	\$1,893,014	\$1,881,301
ENDING BALANCE	\$1,893,014	\$1,934,332	\$1,881,301	\$1,881,255

**Fund: Cemetery Operating Fund**  
**Department: Public Works**

**PURPOSE**

A budgeted fund created to account for donations and other resources provided for the care and maintenance of Town owned and operated cemeteries. Operating revenues and fund balance are utilized for operating expenses and capital improvements.

**LONG-TERM STRATEGY**

The fund will generate sufficient revenue to cover annual operating expense and utilize fund balance solely for capital equipment or improvements.

**FUND PERFORMANCE**

<b>Five Year History of Operating Results</b>					
	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
<b><u>Revenues:</u></b>					
Charges for Service	\$318,000	\$313,000	\$416,000	\$356,000	\$398,000
Interest Income	17,000	45,000	71,000	85,000	70,000
<b>TOTAL REVENUES</b>	<b>\$335,000</b>	<b>\$358,000</b>	<b>\$487,000</b>	<b>\$441,000</b>	<b>\$468,000</b>
<b><u>Expenditures:</u></b>					
Operational	\$362,000	\$356,000	\$378,000	\$468,000	\$348,000
<b>TOTAL EXPENDITURES</b>	<b>\$362,000</b>	<b>\$356,000</b>	<b>\$378,000</b>	<b>\$468,000</b>	<b>\$348,000</b>
<b>TRANSFERS TO/FROM OTHER FUNDS</b>	<b>(\$28,000)</b>	<b>(\$28,000)</b>	<b>(\$13,000)</b>	<b>(\$13,000)</b>	<b>(\$3,000)</b>
<b>OPERATING RESULTS</b>	<b>(\$55,000)</b>	<b>(\$26,000)</b>	<b>\$96,000</b>	<b>(\$40,000)</b>	<b>\$117,000</b>
<b>FUND BALANCE</b>	<b>\$1,745,000</b>	<b>\$1,719,000</b>	<b>\$1,815,000</b>	<b>\$1,775,000</b>	<b>\$1,892,000</b>

**REVIEW OF PERFORMANCE**

Prior to fiscal year 2000, the fund had been able to generate sufficient operating revenues each year to cover operating expenses and fund balance was utilized only to finance capital improvements to the cemeteries. However, beginning in fiscal year 2000 the utilization of fund balance to cover operating expenses was required. The fund was profitable in fiscal year 2006 due to unusually high sale of lots and charges for services income. This program was restructured in fiscal year 2007 and responsibility was transferred to the Department of Public Works. The Town began using a blended workforce, with Town employees performing the administration, customer service and grave opening/closing functions and a private contractor performing the grounds maintenance function. Although this approach necessitated an investment in capital equipment, it significantly improved the profitability of the operations, as evidenced by fiscal year 2008 results.



**Fund: Cemetery Operating Fund**  
**Department: Public Works**

**FISCAL YEAR 2009 OPERATING RESULTS**

It is estimated that revenues of \$367,716 will be achieved in fiscal year 2009 with related expenditures of \$379,429, resulting in use of fund balance of \$11,713. As of June 30, 2009, fund balance will be approximately \$1,881,000.

**FISCAL YEAR 2010 BUDGET**

The budget for fiscal year 2010 assumes revenue of \$382,000 and expenditures of \$382,046. The fund expects to maintain fund balance in fiscal year 2010.

**CEMETERY OPERATING FUND**

The mission of the Cemetery Operating Fund is to provide care and maintenance of Town owned and operated cemeteries in a manner which balances needs against available resources.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF PUBLIC WORKS</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Adopted</b>	<b>Percent</b>
<b>Expenditures:</b>	<b>2007-08</b>	<b>2008-09</b>	<b>6 Months</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Change</b>
Wages & Salaries	\$112,967	\$132,584	\$51,123	\$126,311	\$107,948	-18.6%
Operating Expense	169,594	197,308	94,661	191,808	191,945	-2.7%
Equipment	27,590	13,000	1,350	10,000	13,000	
Fringe Benefits	40,485	51,790	22,466	51,310	69,153	33.5%
<b>TOTAL</b>	<b>\$350,636</b>	<b>\$394,682</b>	<b>\$169,600</b>	<b>\$379,429</b>	<b>\$382,046</b>	<b>-3.2%</b>
<b>Revenues:</b>						
Cemetery Service Charges	\$254,480	\$250,000	\$89,070	\$210,000	\$220,000	-12.0%
Sale of Lots	144,093	126,000	68,618	126,000	130,000	3.2%
Interest on Investment	69,510	60,000	13,215	31,716	32,000	-46.7%
<b>TOTAL</b>	<b>\$468,083</b>	<b>\$436,000</b>	<b>\$170,903</b>	<b>\$367,716</b>	<b>\$382,000</b>	<b>-12.4%</b>

<b>Full-Time Positions:</b>	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2008-2009</b>	<b>2009-2010</b>
Crew Leader	1	1	1	1	1
Grounds Maintainer			0.5	0.5	
Contract & Facility Specialist	0.5	—	—	—	—
<b>TOTAL</b>	<b>1.5</b>	<b>1</b>	<b>1.5</b>	<b>1.5</b>	<b>1</b>

**BUDGET & PROGRAM HIGHLIGHTS**

The Cemetery Operating Fund budget decreases \$12,636 for fiscal year 2010. The vacant Grounds Maintainer position that is shared with the General Fund is eliminated and will not be supplemented with additional temporary payroll and there is no cost of living increase for employees. Non-personal expenses decrease \$5,363 in the areas of uniforms/laundry, and utilities. Risk management costs increase based upon required contributions to the Town's Risk Management Fund. Based upon revenues of \$382,000, the Fund is expected to breakeven in fiscal year 2010.

**Fund: Cemetery Operating Fund**  
**Department: Public Works**

**SUMMARY OF EXPENDITURES**

<u>Expenditures</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$50,451	\$71,997	\$29,769	\$65,716	\$47,361	-34.2%
Temporary Payroll	50,811	40,230	15,237	40,230	40,230	
Overtime	11,705	20,357	6,117	20,365	20,357	
Office Expense	2,115	2,024	605	1,600	2,000	-1.2%
Dues and Travel	150	650	425	450	450	-30.8%
Professional Services	135	8,500	1,757	8,000	8,500	
Contractual Services	122,904	134,668	72,976	134,668	134,668	
Printing/Binding Services	172	500	85	300	400	-20.0%
Office Equipment	1,255	3,000	2,803	3,500	3,000	
Uniforms and Laundry	18	2,978		230	245	-91.8%
Utilities	10,488	11,553	5,776	11,553	9,165	-20.7%
Telecommunications	1,633	2,530	1,781	2,717	2,617	3.4%
Building Maintenance	3,890	4,000	2,111	4,000	4,000	
Vehicles and Equipment	6,444	7,605	1,663	6,600	7,600	-0.1%
Grounds Maintenance	19,458	16,800	4,160	16,000	16,800	
Maintenance and Repairs	932	2,500	519	2,190	2,500	
Land	27,590	13,000	1,350	10,000	13,000	
Social Security	5,907	10,143	3,256	9,663	8,258	-18.6%
Pension	7,551	12,085	6,042	12,085	12,383	2.5%
Risk Management Expense	23,803	26,338	13,168	26,338	45,288	71.9%
Transfer Out	<u>3,224</u>	<u>3,224</u>		<u>3,224</u>	<u>3,224</u>	
<b>TOTAL</b>	<b>\$350,636</b>	<b>\$394,682</b>	<b>\$169,600</b>	<b>\$379,429</b>	<b>\$382,046</b>	<b>-3.2%</b>

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**DEPARTMENT OF PLANT & FACILITIES SERVICES**

**MISSION**

To enhance the public appearance of the Town and preserve assets via cost effective maintenance and facility operation.

This mission is accomplished through the following programs:

- Daily service program addressing routine operation and upkeep of town buildings.
- A program of planned maintenance of building equipment and systems.
- Unplanned maintenance program to respond to unexpected and emergency repairs.
- A program to enhance the physical appearance of public spaces and upgrade mechanical systems.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF PLANT &amp; FACILITIES SERVICES</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Adopted</b>	<b>Percent</b>
<b><u>Expenditures:</u></b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>6 Months</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>	<b><u>Change</u></b>
Wages & Salaries	\$ 776,440	\$ 842,024	\$ 409,611	\$ 800,680	\$ 837,938	-0.5%
Operating Expense	1,278,880	1,293,925	594,884	1,245,507	1,316,466	1.7%
Social Security	<u>50,766</u>	<u>52,436</u>	<u>29,478</u>	<u>57,130</u>	<u>59,751</u>	14.0%
<b>TOTAL</b>	<b>\$2,106,086</b>	<b>\$2,188,385</b>	<b>\$1,033,973</b>	<b>\$2,103,317</b>	<b>\$2,214,155</b>	<b>1.2%</b>
<b><u>Revenues:</u></b>						
Intergovernmental	<u>\$ 387</u>	<u>\$4,292</u>	<u>\$4,292</u>	<u>\$4,292</u>	\$ _____	-100.0%
<b>TOTAL</b>	<b>\$ 387</b>	<b>\$4,292</b>	<b>\$4,292</b>	<b>\$4,292</b>	<b>\$</b>	<b>-100.0%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
<b>Full-Time Positions:</b>	<b><u>2006-2007</u></b>	<b><u>2007-2008</u></b>	<b><u>2008-2009</u></b>	<b><u>2008-2009</u></b>	<b><u>2009-2010</u></b>
General Fund	6	8	8	8	8

**BUDGET & PROGRAM HIGHLIGHTS**

The Department of Plant & Facilities fiscal year 2010 budget increases \$25,770, or 1.2% over the prior year. The primary driver of this increase is utility costs, in particular electricity. Based upon consumption and rate data, the transfer to the Utility Services Fund for electricity increases \$174,477 in fiscal year 2010. Offsetting this increase are a reduction in the transfer for natural gas (\$115,651) and water (\$11,135), and savings in contractual services (\$10,000) and professional services (\$12,000) as discussed in the budget detail. The fiscal year 2010 budget reflects no cost-of-living adjustments for union employees and no increase for the Director of Plant & Facilities Services.

**ANNUAL BUDGET 2009-2010**

**COST CENTER: FACILITIES SERVICES DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Clean Energy Grant	\$ 387	\$4,292	\$4,292	\$4,292	\$	-100.0%
<b>TOTAL</b>	<b>\$ 387</b>	<b>\$4,292</b>	<b>\$4,292</b>	<b>\$4,292</b>	<b>\$</b>	<b>-100.0%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$418,421	\$460,575	\$220,430	\$460,175	\$471,000	2.3%
Temporary Payroll	232,961	310,139	123,236	249,305	297,339	-4.1%
Overtime	125,058	71,310	65,945	91,200	69,599	-2.4%
Office Expense	2,429	1,423	342	850	900	-36.8%
Dues and Travel	150	305	320	100		-100.0%
Professional Services	74,297					
Contractual Services	122,341	130,000	53,348	115,000	120,000	-7.7%
Meals	3,885	3,380	2,360	4,600	4,100	21.3%
Uniforms & Laundry	3,212	3,750	775	3,250	3,750	
Utilities	797,500	876,475	400,045	863,215	924,166	5.4%
Telecommunications	11,304	7,300	3,452	6,500	7,300	
Building Maintenance	132,872	111,500	56,518	106,000	111,000	-0.4%
Vehicles & Equipment Expense	4,157	4,000	6,915	8,500	4,500	12.5%
Maintenance & Repairs		1,500		500	750	-50.0%
Miscellaneous Supplies	387	9,292	1,116	5,292	5,000	-46.2%
Social Security	<u>50,766</u>	<u>52,436</u>	<u>29,478</u>	<u>57,130</u>	<u>59,751</u>	14.0%
	<b>\$1,979,740</b>	<b>\$2,043,385</b>	<b>\$964,280</b>	<b>\$1,971,617</b>	<b>\$2,079,155</b>	<b>1.8%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Director of Plant & Facilities Services		1	1	1	1
Services Response Manager		1	1	1	1
Crew Leader	1	1	1	1	1
Building Maintenance Technician I	4	4	4	4	4
Plumber	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

## FACILITIES SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** Regular payroll contains the wages for nine (9) full-time positions involved in the daily maintenance and operation of town buildings and facilities. Eight of these are Town positions, detailed on the previous page, and one is a Board of Education HVAC Mechanic who maintains Town buildings. Regular payroll will increase by \$10,425 due to contractual merit increases, no cost of living increases are budgeted.

**Temporary Payroll:** Temporary payroll contains the wages for 24 part-time employees. Part-time employees work no more than 20 hours per week and have limited benefits. One position is a Staff Assistant in the Plant and Facilities Services office and the remaining 23 positions are custodians. For fiscal year 2010, temporary payroll will be \$12,800 less than the current fiscal year due to three vacant part-time custodian positions that will not be re-filled. One part-time custodian position that is currently vacant will be re-filled.

**Overtime:** Overtime is utilized to pay for labor of the full-time hourly employees outside of their normal work hours. Overtime situations include emergencies where the life and safety of people or the building and its contents are in jeopardy. Overtime is also utilized to perform building maintenance tasks that cannot be performed when there are other employees or the public is present in a building and to provide event support to Leisure Services (Town Hall Auditorium, Elmwood Community Center, Bishops Corner Senior Center) and the Libraries. The majority of overtime is used in support of these events. Overtime expenditures are expected to decrease slightly for the next fiscal year.

**Office Expense:** Office expenses include office supplies such as copy paper, copier rental and postage. Office expenses are budgeted to be \$523 less than current year expenditures due to the proper assignment of costs between Town and BOE operations.

**Dues and Travel:** Dues for professional associations and travel for fiscal year 2010 have been eliminated for a reduction of \$305.

**Professional Services:** Prior to fiscal year 2008, the Plant and Facilities Services operation was managed by an outside contractor. This service was brought in-house during fiscal year 2008.

**Contractual Services:** This appropriation is for services provided by contractors that our in-house employees are unable to perform. These services include fire alarm testing and monitoring services, sprinkler system testing, elevator maintenance and inspection, electrical work, water treatment for boilers and air conditioning systems, boiler tune-ups, etc. Contractual services for fiscal year 2010 will be \$10,000 less than current expenditures due to the re-bidding of several contracts with more favorable pricing.

**Meals:** Meals allowances are obligated under union contracts when employees work extended shifts on their regular work day or during overtime situations. Meals are expected to increase by \$720 in the next fiscal year.

**Uniforms and Laundry:** Uniforms and laundry includes the purchase and repair of uniforms and the purchase of safety shoes as provided by contract to the following employees: Building Maintenance Crew Leader, Plumber, HVAC Mechanic and Custodians. Costs for these items are expected to remain flat.

**Utilities:** Utilities cover the costs of electricity, natural gas and water for Town buildings.

**Electricity** - The current electricity supply contract expires on December 31, 2009. As a result of the current market conditions, the Town and Public Schools executed a contract with TransCanada Power Marketing for electricity supply for 2010 at a rate of 7.525 cents per kWh. This is a 22% reduction from the current contract with Constellation Energy and will reduce electricity costs by \$370,000 for 2010 for the Town and Public Schools combined. Delivery of electricity is from Connecticut Light and Power and it is expected that their rates will increase 4% above the current price.

**Natural Gas** – In the past year, the Town moved the majority of its natural gas meters from interruptible service to firm service in order to obtain access to third party natural gas suppliers. Beginning in February 2009, the Town began to receive natural gas supply from Hess at a savings of 6 cents per ccf and delivery is provided by Connecticut Natural Gas. Current market prices for natural gas supply are also favorable and consideration for purchasing natural gas for next winter is being considered. The budget for fiscal year 2010 is based upon average consumption over the past two years and a rate increase of 5%.

**Water** – Water and sewer services are provided by the Metropolitan District Commission and prices are expected to remain stable.

**Telecommunications:** Telecommunications pay for 7 land-based telephones, 4 pagers and 4 cell phones used by Plant and Facilities Services staff. Also, 7 phone lines are required for fire alarm monitoring systems and emergency telephones in elevators. Telecommunications expenses are expected to remain the same in fiscal year 2010.

**Building Maintenance:** Building maintenance is used to purchase supplies and items used in the daily maintenance and repair of Town buildings. Supplies include paper towels, toilet paper, cleaning products, and parts for plumbing and HVAC repairs. Minor capital items are also purchased under this account and include motors and other small fixed equipment used in building systems. Building maintenance costs are expected to remain flat for the next fiscal year.

**Vehicles and Equipment:** Vehicles and equipment is used to pay for operating costs and repairs to the 4 vehicles assigned to Plant and Facilities Services. The vehicles utilized include 2 vans, 1 pick-up truck and 1 car for use by staff in traveling from building to building and for moving supplies and equipment. Cost for vehicles and equipment are budgeted to increase by \$500 for fiscal year 2010.

**Maintenance and Repair:** Maintenance and repair covers the repair of tools and equipment used by the Plant and Facilities Services staff. These costs are budgeted to decrease by \$750.

**Miscellaneous:** The West Hartford Clean Energy Task Force received a \$5,000 grant from the Clean Energy Fund in fiscal year 2007 and to date has spent \$708, leaving a balance of \$4,292 available in fiscal year 2009. Any unexpended balance will carry into the next fiscal year. In addition, \$5,000 is requested for employee training and development in order to meet annual OSHA training requirements and development of employee skills which is consistent with the currently budgeted amount.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid. The increased appropriation more accurately reflects the number of part-time employees who utilize the Town's alternative social security plan.



**COST CENTER: MAIL & DELIVERY SERVICES DIVISION**

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Office Expense	\$ 2,181	\$	\$ 1,494	\$ 1,700	\$ 2,000	
Professional Services	<u>124,165</u>	<u>145,000</u>	<u>68,199</u>	<u>130,000</u>	<u>133,000</u>	-8.3%
	<b>\$126,346</b>	<b>\$145,000</b>	<b>\$69,693</b>	<b>\$131,700</b>	<b>\$135,000</b>	<b>-6.9%</b>

**MAIL & DELIVERY SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS**

**Office Expense:** This appropriation is for the annual rental of a postage meter used in the mailroom and the caller fee with the US Postal Service.

**Professional Services:** The Town and Board of Education have a joint contract with an outside contractor to provide mailroom and courier services to all facilities. The adopted appropriation reflects the level of service currently utilized by the Town (i.e. no overtime or special projects).

# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

### BUDGET IN BRIEF

## UTILITIES SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Miscellaneous Revenue	\$ 12,296	\$	\$ 145,799	\$
Interest Income	40,831		16,490	
Contributions from Other Funds	<u>6,027,360</u>	<u>6,402,370</u>	<u>7,356,330</u>	<u>4,906,875</u>
Total Revenues & Other Resources	\$6,080,487	\$6,402,370	\$7,518,619	\$4,906,875

EXPENDITURES AND OTHER USES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Energy Management Services	\$ 56,570	\$ 100,000	\$ 50,000	\$ 50,000
Utilities Expense	<u>6,086,924</u>	<u>6,330,688</u>	<u>5,915,006</u>	<u>5,775,581</u>
Total Expenditures & Other Uses	\$6,143,494	\$6,430,688	\$5,965,006	\$5,825,581

CHANGE IN FUND BALANCE	(\$ 63,007)	(\$ 28,318)	\$1,553,613	(\$ 918,706)
BEGINNING BALANCE	\$ 876,310	\$ 813,303	\$ 813,303	\$ 2,366,916
ENDING BALANCE	\$ 813,303	\$ 784,985	\$2,366,916	\$ 1,448,210

**Fund: Utilities Services Fund**  
**Department: Plant and Facilities Services**

**PURPOSE**

The Utilities Services Fund, an internal service fund, was created to manage the accuracy and volatility of energy costs. The Utilities Services Fund centralizes the process of receiving and paying utility bills and ensures they are recorded into an energy management system and reviewed for accuracy by an outside consultant. This centralization assists in the identification of energy usage trends by the consultant and opportunities to investigate the usage of energy. All utility bills are paid out of the internal services fund and this information is utilized to budget estimates for utilities for inclusion in the annual budget. During the fiscal year, monthly transfers are made from the utility line items to the internal service fund. Any volatility in energy costs is absorbed by the internal service fund and amortized in the subsequent year's budget estimates. The energy management consultant advises the purchasing office in the competitive procurement of energy suppliers and negotiation of supply agreements. The consultant also works closely with the facility management operation in identifying patterns of energy usage and opportunities to reduce energy consumption.

**LONG-TERM STRATEGY**

The Utility Services Fund was established with the funding received in fiscal year 2007 from Northeast Utilities (\$876,310) for overcharging the Town for street lighting costs. The energy management consultant is funded from the Utilities Services Fund. Actual versus expected utility costs are analyzed each year and any variance is amortized over a two year period in order to maintain fund balance while managing the volatility of energy costs. Estimated costs were developed for the current fiscal year and used as the basis for developing estimates for the adopted budget. These estimates are then adjusted for consumption patterns and pricing changes.

**Utility Costs Summary**

	<u>Actual FY 2005</u>	<u>Actual FY 2006</u>	<u>Actual FY 2007</u>	<u>Actual FY 2008</u>	<u>Estimated FY 2009</u>	<u>Budgeted FY 2010</u>
<b><u>TOWN</u></b>						
Electric	\$ 630,855	\$ 776,213	\$ 981,431	\$ 968,685	\$ 1,107,363	\$ 1,051,686
Fuel Oil	21,377	31,988	17,615	18,235	14,800	16,800
Natural gas	230,274	327,532	335,095	380,197	322,817	350,653
Street lighting	265,446	354,992	406,756	601,793	639,275	664,517
Water	<u>164,233</u>	<u>154,306</u>	<u>158,928</u>	<u>181,613</u>	<u>195,200</u>	<u>195,200</u>
<b>TOTAL</b>	<b>\$1,312,185</b>	<b>\$1,645,031</b>	<b>\$1,899,825</b>	<b>\$2,150,523</b>	<b>\$2,279,455</b>	<b>\$2,278,856</b>
<b><u>PUBLIC SCHOOLS</u></b>						
Heating	\$1,096,401	\$1,382,722	\$1,445,090	\$1,783,982	\$1,151,606	\$1,337,000
Water	102,195	85,618	81,822	91,808	95,000	100,000
Electricity	<u>1,343,964</u>	<u>1,752,585</u>	<u>2,283,850</u>	<u>2,060,611</u>	<u>2,388,945</u>	<u>2,059,725</u>
<b>TOTAL</b>	<b>\$2,542,560</b>	<b>\$3,220,925</b>	<b>\$3,810,762</b>	<b>\$3,936,401</b>	<b>\$3,635,551</b>	<b>\$3,496,725</b>
<b>TOTAL ALL UTILITIES</b>	<b>\$3,854,745</b>	<b>\$4,865,956</b>	<b>\$5,710,587</b>	<b>\$6,086,924</b>	<b>\$5,915,006</b>	<b>\$5,775,581</b>

**Fund: Utilities Services Fund**

**Department: Plant & Facilities Services**

**Energy Management Strategy**

An enhanced energy management strategy was implemented in fiscal year 2008 consisting of an internal service fund for managing utility costs, a billing auditing and energy management system functionality, improved expertise with energy procurements, and energy audits of facilities to identify opportunities for energy conservation investments funded with annual appropriation in the Capital Improvement Program (\$100,000). While significant progress has been made in the implementation of this strategy, it will require one more fiscal year for the strategy to reach fruition. The following narrative provides a summary of the status of each component of the strategy.

▪ **Internal Service Fund**

The Fund was established in fiscal year 2008 and operating budgets have been protected from volatility in utility costs caused primarily by the decision to float rather than fix the pricing for natural gas consumption during the year. For fiscal year 2010, utility estimates were developed based on current year experience and the amortization of the cumulative surplus/deficit since the Fund's inception, over a two year period.

▪ **Billing Auditing & Energy Management System**

Celtic Energy was contracted by the Town as energy management consultants. Each utility account was reviewed and each meter was physically identified by Celtic Energy. Based upon an RFP, an award was made to EnergySolve to provide monthly billing auditing services and an energy management system for the Town. Beginning in March 2008, the Town's utility bills were redirected to EnergySolve who audits each charge on the bill, resolves any disputes, enters the bill into a web based energy management system and provides a weekly electronic interface file for the Town's accounts payable system.

▪ **Procurement Strategy**

The Town is procuring new contracts and pricing for electricity and natural gas during fiscal year 2009. As a result of the current market conditions, the Town and Public Schools executed a contract with TransCanada Power Marketing for electricity supply for 2010 at a rate of 7.525 cents per kWh. This is a 22% reduction from the current contract with Constellation Energy and will reduce electricity costs by \$370,000 for 2010 for the Town and Public Schools combined.

Natural gas pricing is procured annually during the spring and summer. With the elimination of pricing differences between firm and interruptible rates for natural gas, the CRCOG cooperative bid for firm natural gas pricing becomes an opportunity for the Town to consider. For fiscal year 2010, the budget for natural gas was developed based upon average consumption for the past two years and a 5% rate increase.

▪ **Energy Conservation Investments**

Energy audits have begun for the following facilities: Hall High School, Conard High School, Sedgwick Middle School, King Philip Middle School, Cornerstone Pool, Veterans Skating Rink, Town Hall, Police Station and Noah Webster Library. The audits will identify opportunities for energy conservation investments.

**DEPARTMENT OF HUMAN AND LEISURE SERVICES**

**MISSION**

The mission of the Human & Leisure Services Department is to enrich the lives of all citizens through the creation and coordination of healthy lifestyle initiatives and programs that encourage civic engagement. In addition, the department offers assistance to residents in the program areas of case management, crisis intervention, and counseling.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF HUMAN &amp; LEISURE SERVICES</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Adopted</b>	<b>Percent</b>
<b><u>Expenditures:</u></b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>6 Months</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>	<b><u>Change</u></b>
Wages & Salaries	\$ 407,279	\$1,512,451	780,648	\$1,476,450	\$1,467,306	-3.0%
Operating Expense	640,520	1,047,747	346,570	1,033,106	953,182	-9.0%
Social Security	<u>967,668</u>	<u>73,359</u>	<u>39,599</u>	<u>73,609</u>	<u>71,184</u>	-3.0%
<b>TOTAL</b>	<b>\$2,015,467</b>	<b>\$2,633,557</b>	<b>\$1,166,817</b>	<b>\$2,583,165</b>	<b>\$2,491,672</b>	<b>-5.4%</b>
<b><u>Revenues:</u></b>						
Intergovernmental	\$182,013	\$152,074	\$37,157	\$153,277	\$65,191	-57.1%
Charges for Services	5,000	812,032	501,168	756,327	793,195	-2.3%
Miscellaneous Revenue	<u>58,991</u>	<u>62,250</u>	<u>31,746</u>	<u>62,763</u>	<u>51,500</u>	-17.3%
<b>TOTAL</b>	<b>\$246,004</b>	<b>\$1,026,356</b>	<b>\$570,071</b>	<b>\$972,367</b>	<b>\$909,886</b>	<b>-11.3%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b><u>2006-2007</u></b>	<b><u>2007-2008</u></b>	<b><u>2008-2009</u></b>	<b><u>2008-2009</u></b>	<b><u>2009-2010</u></b>
<b>Full-Time Positions:</b>					
General Fund	4.00	4.32	11.16	11.16	10.04
Leisure Services Fund	17.00	17.30	10.46	10.46	10.58
CDBG Fund	4.00	3.80	3.80	3.80	3.80
Westmoor Park Fund	<u>2.50</u>	<u>2.58</u>	<u>2.58</u>	<u>2.58</u>	<u>2.58</u>
<b>TOTAL</b>	<b>27.50</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>27.00</b>

**BUDGET & PROGRAM HIGHLIGHTS**

The Human & Leisure Services departmental budget decreases \$141,885, or 5.4% for fiscal year 2010. Wages and salaries decrease \$45,145 as a result of the elimination of one vacant position and no cost-of-living increases for employees. Operating expense decreases \$94,565, primarily due to non-recurring grant revenues and corresponding expenditures for the Dial-A-Ride and Senior Center programs, as discussed in more detail in the appropriate divisional narrative.

**COST CENTER: HUMAN & LEISURE SERVICES MANAGEMENT DIVISION**

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Actual 6 Months</u>	<u>Estimated 2008-09</u>	<u>Adopted 2009-10</u>	<u>Percent Change</u>
Regular Payroll	\$10,110	\$131,871	\$67,125	\$134,005	\$124,669	-5.5%
Temporary Payroll	21,148	19,026	12,300	19,026	19,026	
Overtime			42	42		
Education Premium Pay			139	139		
Office Expense	144	8,400	2,927	7,600	7,600	-9.5%
Dues and Travel		1,650	1,189	1,650	500	-69.7%
Training		4,000	3,063	3,200	2,500	-37.5%
Contractual Services		8,000	3,832	8,000	8,000	
Printing/Binding		1,200	3	1,000	1,000	-16.7%
Telecommunications		2,800	741	2,200	2,200	-21.4%
Vehicles & Equipment Expense		250	274	275	250	
Operating Expense - Miscellaneous		4,000	2,678	4,000	5,500	37.5%
Recreational Supplies		2,500	323	2,500		-100.0%
Social Security	2,255	9,079	5,233	9,079	8,785	-3.2%
Transfer Out	<u>937,908</u>					
	<b>\$971,565</b>	<b>\$192,776</b>	<b>\$99,869</b>	<b>\$192,716</b>	<b>\$180,030</b>	<b>-6.6%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Director of Human & Leisure Services		0.12	0.87	0.87	0.75
Administrative Assistant			<u>0.67</u>	<u>0.67</u>	<u>0.67</u>
<b>TOTAL</b>		0.12	1.54	1.54	1.42

## HUMAN & LEISURE SERVICES MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** This appropriation funds the majority (75% in fiscal year 2010) of the Director of Human & Leisure Services position and a portion of an Administrative Assistant position (67%), with the balance charged to the Leisure Services Fund. No contractual cost-of-living increase is included for the union position. No increase is budgeted for the Director position.

**Temporary Payroll:** Two part-time employees provide staffing for the Customer Service Desk at Town Hall. No increase is requested.

**Education Premium Pay:** Members of the clerical union are eligible for education attainment payments of \$480 for an Associate's Degree or \$780 for a Bachelor's Degree.

**Office Expense:** This appropriation funds office supplies, paper, printing/copying and postage. The fiscal year 2010 request is reduced \$800 due to budget constraints.

**Dues & Travel:** This budget has been reduced \$1,150, but maintains registrations in the National and Connecticut Recreation/Parks Associations. These memberships are necessary to stay current with industry trends and maintain access to National and local databases.

**Training:** This appropriation, which reflects a reduction of \$1,500, provides training funds for local workshops and other professional development programs to maintain staff certifications.

**Contractual Services:** This appropriation pays for bank fees related to customer credit card purchases.

**Printing/Binding:** This appropriation funds costs associated with printing and binding through the Board of Education's print shop.

**Telecommunications:** This account funds desktop telephone services including maintenance, long-distance and circuits for the department's main office and the Customer Service Desk.

**Operating Expense - Miscellaneous:** Operating expense includes costs to Vermont Systems to maintain the computerized database and operational software for recreational facilities. In addition, this appropriation funds the departmental gift catalogue and other town-wide publications.

**Recreational Supplies:** This budget was combined with the appropriation for operating expense – miscellaneous.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**Transfer Out:** Fiscal year 2008 expenditure represents the General Fund subsidy to the Leisure Services Fund. This subsidy was eliminated in the fiscal year 2009 budget as the financial activity of the "subsidized programs" was transferred to the General Fund.

**ANNUAL BUDGET 2009-2010**

**COST CENTER: CASE MANAGEMENT**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Alcohol/Drug Abuse Grant	\$5,675	\$5,675	\$	\$5,675	\$5,675	
Individual Assistance	4,595					
Miscellaneous State Revenue	35,000	3,450		3,450	3,450	
Youth Service Bureau Grant	42,602	34,863	22,157	34,863	34,863	
Miscellaneous Revenue	5,000	5,000	5,000	5,000	5,000	
Contributions	5,000					
Private Bequest	23,431	25,000		25,000	20,000	-20.0%
Transfer In	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	
<b>TOTAL</b>	<b>\$141,303</b>	<b>\$93,988</b>	<b>\$47,157</b>	<b>\$93,988</b>	<b>\$88,988</b>	<b>-5.3%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$288,067	296,089	\$141,289	\$296,089	\$242,290	-18.2%
Temporary Payroll	81,661	106,317	41,102	106,317	99,031	-6.9%
Office Expense	10,026	8,610	4,851	8,610	8,260	-4.1%
Dues and Travel	2,550	4,095	688	4,095	3,050	-25.5%
Training	1,644	2,200	379	2,200	1,400	-36.4%
Advertising	372		450			
Professional Services	18,735	12,950	2,954	12,950	9,000	-30.5%
Contractual Services	73,794	35,056	8,763	35,056	35,056	
Printing/Binding	815	500	145	500	500	
Office Equipment	276		54			
Boards & Commissions	5,675	5,675		5,675	5,675	
General Contributions	158,976	158,978	39,744	158,978	158,978	
Telecommunications	2,078	5,000	767	5,000	2,400	-52.0%
Maintenance & Repairs	1,149					
Insured Program Expenses	142					
Social Assistance	5,080	12,500	621	12,500	11,500	-8.0%
Town Assistance	26,869	19,000	13,745	19,000	19,000	
ADA Expenditures		500		500	1,000	100.0%
Rental/Leases		350		350		-100.0%
Library Materials	532	200		200		-100.0%
Social Security	<u>27,505</u>	<u>24,741</u>	<u>13,758</u>	<u>24,741</u>	<u>24,334</u>	-1.6%
	<b>\$705,946</b>	<b>\$692,761</b>	<b>\$269,310</b>	<b>\$692,761</b>	<b>\$621,474</b>	<b>-10.3%</b>



	<b>FULL-TIME POSITION SCHEDULE</b>				
	<u>Authorized Positions</u>			<b>Revised</b>	<b>Adopted</b>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Case Manager Supervisor	1	1	1	1	1
Social Worker	2	2	2	2	2
Administrative Assistant	1				
Executive Assistant		1	1	1	
Senior Staff Assistant		0.1	0.1	0.1	0.1
Neighborhood Resource Coordinator	-	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
<b>TOTAL</b>	<b>4</b>	<b>4.2</b>	<b>4.2</b>	<b>4.2</b>	<b>3.2</b>

**CASE MANAGEMENT - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** This appropriation funds one Case Manager Supervisor, two Social Workers and 10% of both a Neighborhood Resource Coordinator and Senior Staff Assistant position. No contractual cost-of-living increase is included. The Executive Assistant position previously included in this budget has been transferred to the Elmwood Community Center budget.

**Temporary Payroll:** This budget is for the part-time Program Coordinator at the Hillcrest Area Outreach Center (HANOC), as well as two part-time social workers (900 hours each) and a part-time Volunteer Recruitment Coordinator whose hours have been cut in half (450 hours), resulting in a reduced appropriation.

**Office Expense:** This account is for office supplies, paper, printing/copying and postage. The reduction for fiscal year 2010 results from the elimination of a subscription to the National Association of Social Workers journal.

**Dues & Travel:** This appropriation funds the cost of license fees for three licensed clinical social workers and a licensed substance abuse counselor. It also reflects dues for C.L.A.S.S., the statewide professional organization for social service administrators.

**Training:** Licensed social workers and the substance abuse counselor are required to attend training and earn continuing education credits. In fiscal year 2010 the department will take advantage of on-line courses to reduce costs.

**Professional Services:** Home Health Care Services are provided on a short-term basis to assist the elderly and fund emergency response systems. In addition a Department of Social Services grant funds municipal agent services, but will be fully expended in fiscal year 2009.

**Contractual Services:** This appropriation funds the Town’s contract with Bridge Family Services and is funded via the Youth Services Bureau grant. This appropriation remains unchanged from the prior year.

**Printing/Binding:** Use of Board of Education print shop for large printing jobs.

**Boards & Commissions:** This appropriation is funded via grant from the Capitol Area Substance Abuse Council and is used to support local prevention activities of the West Hartford Substance Abuse Prevention Commission.

**ANNUAL BUDGET 2009-2010**

**General Contributions:** This appropriation, which remains unchanged from the prior year, funds the Town's contractual agreement with Bridge Family Services for all youth services and the teen center.

**Telecommunications:** This account funds desktop telephone services including maintenance, long-distance and circuits. The reduction results from the elimination of phone lines.

**Social Assistance:** This account is used judiciously for client emergencies such as utility or rental assistance; it has been reduced by eight percent with the hope that fundraising for Town That Cares creates funds to supplement this reduction. Client emergencies and requests for help are not expected to decline.

**Town Assistance:** This account represents expenses related to evictions and foreclosures that Town residents experience. The Town rents storage and assists with movers; other occasional expenses are sometimes incurred. The account also includes FOODSHARE and other food pantry expenses, as well as emergency shelter or fuel expenses. This budget item remains the same as fiscal year 2009.

**ADA Expenditures:** This account reflects funding for occasional need for ADA-required services. The amount is doubled from fiscal year 2009 due to a need for a deaf interpreter for the Persons with Disabilities Commission meetings.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

	<b>Actual 2006</b>	<b>Actual 2007</b>	<b>Actual 2008</b>	<b>Est 2009</b>
Number of information and referral inquiries	2,052	2,826	3,002	3,000
Number of geriatric residents receiving case Management	285	310	325	325
Number of Juvenile Review Board referrals		27	30	30
Number of Community Court interviews/referrals	205/91	226/66	266/65	265/80

**COST CENTER: COMMUNITY & NEIGHBORHOOD SERVICES**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Dial-A-Ride Grant	\$94,141	\$83,086	\$	\$84,289	\$21,203	-74.5%
Contributions	<u>10,560</u>	<u>9,000</u>	<u>8,910</u>	<u>9,000</u>	<u>9,000</u>	
<b>TOTAL</b>	<b>\$104,701</b>	<b>\$92,086</b>	<b>\$8,910</b>	<b>\$93,289</b>	<b>\$30,203</b>	<b>-67.2%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$6,293	\$	\$	\$	\$	
Office Expense	42					
Printing/Binding	235					
General Contributions	109,341	41,387	9,493	41,387	41,387	
Town Assistance	<u>222,045</u>	<u>283,086</u>	<u>57,034</u>	<u>283,177</u>	<u>239,400</u>	-15.4%
	<b>\$337,956</b>	<b>\$324,473</b>	<b>\$66,527</b>	<b>\$324,564</b>	<b>\$280,787</b>	<b>-13.5%</b>

**COMMUNITY & NEIGHBORHOOD SERVICES - BUDGET AND PROGRAM HIGHLIGHTS**

**General Contributions:** This appropriation funds utility costs for three Town facilities operated by non-profit organizations: Noah Webster House (\$20,139), Sarah Whitman House (\$7,081), and West Hartford Art League (\$14,167). The fiscal year 2008 expenditure includes contributions which have been transferred the Town Council budget.

**Town Assistance:** Fiscal year 2010 is the third year of the five year contract with DATTCO Transportation of New Britain. Per the terms of the contract, DATTCO provides West Hartford's elderly and disabled residents door-to-door transportation utilizing a fleet of wheelchair accessible Town-owned vans. DATTCO provides dispatching, driving and vehicle maintenance services required to operate this program.

**ANNUAL BUDGET 2009-2010**

**COST CENTER: ELMWOOD COMMUNITY CENTER**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Day Care Services	\$	\$38,432	\$19,218	\$38,432	\$39,633	3.1%
Program Revenue		294,145	214,140	295,300	276,000	-6.2%
Rental of Facilities		100,000	41,263	90,000	100,000	
Contributions			<u>1,500</u>	<u>3,500</u>		
<b>TOTAL</b>	<b>\$</b>	<b>\$432,577</b>	<b>\$276,121</b>	<b>\$427,232</b>	<b>\$415,633</b>	<b>-3.9%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$	\$112,333	\$45,225	\$103,992	\$153,575	36.7%
Temporary Payroll		210,157	118,288	199,659	182,236	-13.3%
Overtime			1,514			
Office Expense		9,151	1,854	8,906	8,680	-5.1%
Dues and Travel		1,805	303	1,550	1,720	-4.7%
Training		798	313	500	798	
Advertising		13,300	9,830	16,300	12,300	-7.5%
Professional Services		9,315	1,095	6,015	9,315	
Contractual Services		18,045	7,182	19,887	19,445	7.8%
Printing/Binding		1,100	220	1,000	1,100	
Telecommunications		1,600	854	1,700	1,600	
Operating Expense - Miscellaneous		3,400	31	3,400	3,400	
Recreational Supplies		13,266	6,376	14,266	13,266	
Recreational Contractual		108,900	72,092	112,168	108,900	
Town Assistance		1,500		500	500	-66.7%
Social Security		<u>14,897</u>	<u>6,575</u>	<u>14,897</u>	<u>16,181</u>	8.6%
	<b>\$</b>	<b>\$519,567</b>	<b>\$271,752</b>	<b>\$504,740</b>	<b>\$533,016</b>	<b>2.6%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Facility Supervisor			1	1	1
Program Supervisor			0.25	0.25	0.25
Executive Assistant					1
Staff Assistant			<u>1</u>	<u>1</u>	
<b>TOTAL</b>			<b>2.25</b>	<b>2.25</b>	<b>2.25</b>

## ELMWOOD COMMUNITY CENTER - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** The fiscal year 2010 appropriation funds one Facility Supervisor position, one Executive Assistant position, and 0.25 Program Supervisor position. In fiscal year 2009, a vacant Staff Assistant position was only partially funded. After the Town-wide hiring freeze took effect, an Executive Assistant position was transferred to Elmwood Community Center from Case Management to meet the workflow needs of the department. The vacant Staff Assistant position has been eliminated. No contractual cost of living increases are budgeted.

**Temporary Payroll:** This appropriation funds part-time employees who provide staffing for office management, on- and off-site programs, program and clerical support, and fitness programs. In addition, a Program Coordinator, Recreation Coordinators (2) and Playground Leaders (10) work directly with special needs children and adults. The reduction for fiscal year 2010 relates to reduced staff hours in the fitness program area.

**Office Expense:** This account funds all office supplies, postage, printing/copying and paper for the Elmwood Community Center programs and newsletters.

**Dues & Travel:** This budget includes dues to two professional organizations, the National Recreation and Park Association and the Connecticut Recreation and Park Association, a portion of the RecTrac licensing fee, and mileage reimbursement for off-site meetings.

**Training:** The training appropriation, which is consistent with the prior year, funds professional development programs and limited training opportunities within the State.

**Advertising:** This appropriation funds the cost associated with printing and publishing the departmental brochure distributed Town-wide to residents, as well as notices of summer job opening.

**Professional Services:** This budget funds the costs of the Special Event Coordinator, who plans and executes a variety of year-round events for children and families. The appropriation is unchanged from the prior year.

**Contractual Services:** This appropriation reflects costs for musicians, dancers and entertainers to perform at twelve events throughout the year (\$3,150), sponsorship of community events and programs, as well as staffing for these events (\$7,495), the fee for the "Lose the Training Wheels" Coordinator ( a summer bike camp co-sponsored with the West Hartford Kiwanis) and banking fees for customer credit cards.

**Printing/Binding:** Funds the printing of flyers, registration packets, camp handbooks, staff training documents, and other items as needed, by the Board of Education print shop.

**Telecommunications:** This appropriation funds desktop telephone services for the Elmwood Community Center as well as staff cell phones for camps and bus trip emergencies.

**Operating Expense - Miscellaneous:** This appropriation covers supplies and materials, equipment, refreshments, prizes, decorations and paper products for Special Events.

**Recreational Supplies:** This budget covers supplies for programs, classes, and camps, as well as camp staff shirts, first-aid supplies, and sports and fitness equipment.

**Recreational Contractual:** Contractual program instructors for all Elmwood Community Center programs are funded via this appropriation. Offsetting these expenditures are program registration revenues. Historical information on instructional programs and registrations is included in the table below.

**Town Assistance:** This appropriation, which is reduced by 67%, provides emergency transportation for special needs campers during inclement weather.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Est</b>
	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
Number of instructional programs	276	301	359	310	367	290
Number of program registrations	3,149	3,439	4,628	4,382	4,888	3,300
Number of registrations for special events and trips	1,330	2,157	1,764	3,346	3,144	2,900

**ANNUAL BUDGET 2009-2010**

**COST CENTER: ELMWOOD SENIOR CENTER**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Hartford Foundation Grant	\$	\$15,000	\$15,000	\$15,000	\$	-100.0%
Miscellaneous Grant		5,000		5,000		-100.0%
Miscellaneous Revenue		10,100	6,034	12,600	13,500	33.7%
Memberships		54,000	20,532	51,500	31,500	-41.7%
Program Registration		68,000	22,974	48,000	50,000	-26.5%
Rental of Facilities		6,000	6,024	6,024	6,000	
Special Events		8,000	4,590	12,000	12,500	56.3%
Contributions		<u>5,750</u>		<u>2,500</u>		-100.0%
<b>TOTAL</b>	<b>\$</b>	<b>\$171,850</b>	<b>\$75,154</b>	<b>\$152,624</b>	<b>\$113,500</b>	<b>-34.0%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$	\$53,080	\$25,630	\$53,122	\$53,120	0.1%
Temporary Payroll		113,280	42,497	105,536	94,936	-16.2%
Office Expense		19,580	6,823	18,080	13,100	-33.1%
Dues and Travel		1,140	749	1,140	1,140	
Training		450	88	450	450	
Advertising		12,500	5,500	11,000	10,649	-14.8%
Professional Services			6,476	12,000		
Contractual Services		1,200	169	1,200	7,700	541.7%
Printing/Binding		500	28	250	250	-50.0%
Office Equipment		13,400		3,500	1,400	-89.6%
General Contributions		1,000			500	-50.0%
Telecommunications		2,700	1,034	2,700	2,700	
Vehicles & Equipment Expense		5,500	2,228	5,500	5,800	5.5%
Recreational Supplies		1,000	17	1,000	1,000	
Recreational Contractual		45,000	20,339	42,500	35,000	-22.2%
Special Events		1,500	771	1,500	1,500	
Social Security		<u>6,793</u>	<u>3,650</u>	<u>6,793</u>	<u>5,377</u>	-20.8%
	<b>\$</b>	<b>\$278,623</b>	<b>\$115,999</b>	<b>\$266,271</b>	<b>\$234,622</b>	<b>-15.8%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Program Supervisor			<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
<b>TOTAL</b>			<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

## ELMWOOD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** This appropriation is for 0.75 full-time Program Supervisor position, as the remaining 0.25 is charge to Elmwood Community Center. No contractual cost of living increase is reflected.

**Temporary Payroll:** This appropriation funds two Office Assistants, one Program Coordinator, one Recreation Coordinator, two Van Drivers, and one Nutrition Coordinator. There are no increases in hours or wages for these positions. In fiscal year 2009, this account included Senior Fitness Center grant funded positions totaling \$41,744. Now that the grant has ended, the Elmwood Senior Center will retain two Facility Supervisor positions (\$23,400) that were previously funded via grant, resulting in a net reduction of \$18,344. One additional position – a Fitness Monitor – is being retained by the West Hartford Senior Center.

**Office Expense:** This appropriation funds all office supplies, printing/copying and postage for the Elmwood Senior Center. Included is printing and mailing of monthly newsletters for the Squires and Regents Men's Clubs, bi-monthly mailing of the Senior Bulletin, and membership cards and applications for the Senior Center and Senior Fitness Center. The reduction in fiscal year 2010 results from the loss of a Department of Social Services grant.

**Dues & Travel:** This account, which is unchanged from the prior year, funds dues for the Connecticut Association of Senior Center Personnel, Connecticut Recreation and Park Association, National Council on Aging, and National Recreation and Park Association. In addition, mileage reimbursement is included in this appropriation, as is the cost of RecTrac certifications for the Senior Center.

**Training:** This budget is for local training opportunities for the Program Supervisor.

**Advertising:** This appropriation supports inclusion in the Human and Leisure Services Program Guide and advertisements in local newspapers for special events and programs such as the Fitness Center Open House, Gazebo Concert Series, Health & Wellness Fair and Senior Housing Fair. Due to budget constraints this appropriation has been reduced for fiscal year 2010.

**Contractual Services:** This appropriation is for the fee (\$7,000) for a Fitness Consultant to manage the Step Up to Health Fitness Center, which was previously funded via grant from the Hartford Foundation for Public Giving. In addition, this appropriation funds banking fees relating to customer's use of credit cards.

**Printing/Binding:** The Board of Education print shop prints the Senior Center's Creative Writing Booklet, Senior Housing Fair programs, Health & Wellness Fair Programs and Town forms.

**Office Equipment:** This appropriation funds the replacement of computers in the senior computer training room, minor office equipment, and replacement weights for the fitness center.

**General Contributions:** This appropriation funds scholarships for Senior programs, as needed.

**Telecommunications:** This appropriation funds the cost of telephone service for the Senior Center.

**Vehicles & Equipment Expense:** This account pays for maintenance and gasoline for the Elmwood Express, a 24 passenger van used by the Senior Center. The increase reflects gasoline rates and consumption.



**Recreational Supplies:** Supplies related to numerous programs and activities such as billiards, table tennis, volleyball, basketball, and arts & crafts are purchased with this appropriation.

**Recreational Contractual:** This appropriation pays instructor fees for all instructional classes at the Elmwood Senior Center and is offset by Program Registration revenue. Based upon the expected class offerings for fiscal year 2010, revenue and expenditures for instructional classes has been reduced.

**Special Events:** This account funds program support, supplies, entertainment, and refreshments for special events.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>	<u>Actual</u> <u>2006</u>	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Est</u> <u>2009</u>
Number of members	1,529	1,508	1,352	1,531	1,429	1,400
Number of instructional programs	161	153	160	215	177	150
Number of program registrations	1,109	1,135	1,151	1,085	1,037	1,000
Number of recreational, special events and trip visitations	45,316	45,293	47,830	49,741	49,176	40,000

**COST CENTER: WEST HARTFORD SENIOR CENTER**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Grants	\$	\$5,000	\$	\$5,000	\$	-100.0%
Memberships		13,000	3,396	13,000	32,307	148.5%
Miscellaneous Revenue		150	43	50	50	-66.7%
Program Registration		40,000	14,682	30,000	30,000	-25.0%
Rental of Facilities		8,000	16,914	25,000	25,000	212.5%
Special Events		15,000	19,738	15,000	20,000	33.3%
Contributions		<u>1,500</u>	<u>390</u>	<u>1,000</u>	<u>1,000</u>	-33.3%
<b>TOTAL</b>	<b>\$</b>	<b>\$82,650</b>	<b>\$55,163</b>	<b>\$89,050</b>	<b>\$108,357</b>	<b>31.1%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$	\$74,462	\$35,925	\$75,962	\$76,957	3.4%
Temporary Payroll		55,555	24,573	59,083	77,007	38.6%
Office Expense		13,894	1,695	8,049	8,599	-38.1%
Dues and Travel		2,471	669	2,775	2,775	12.3%
Advertising		7,150	2,720	7,150	7,650	7.0%
Contractual Services		2,400				-100.0%
Printing/Binding		300	44	300	300	
Office Equipment					400	
General Contributions					500	
Telecommunications		2,140	598	1,840	1,840	-14.0%
Recreational Supplies		500		500	500	
Recreational Contractual		25,500	7,689	25,500	25,500	
Social Security		<u>6,419</u>	<u>3,820</u>	<u>6,419</u>	<u>6,944</u>	8.2%
	<b>\$</b>	<b>\$190,791</b>	<b>\$77,733</b>	<b>\$187,578</b>	<b>\$208,972</b>	<b>9.5%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Facility Supervisor			<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>			<b>1</b>	<b>1</b>	<b>1</b>

**WEST HARTFORD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The West Hartford Senior Center is staffed with one full-time position. The adopted budget maintains this staffing level and includes contractual merit increases, but no cost of living increase.

**Temporary Payroll:** The temporary payroll appropriation funds part-time clerical staff who coordinate key components of the daily operation of the Senior Center including office duties, volunteer recruitment and monitoring, special event assistance, and other day-to-day issues that arise. In fiscal year 2010, this appropriation increases \$21,452 for three items: \$2,400 in funding is included in this appropriation (instead of the contractual service account) for preparation of the senior bulletin and department brochure; \$7,982 is a result of increased hours to cover weekend and evening facility rentals; and, finally, \$11,070 is included for a fitness monitor for the new senior fitness center that had been funded via grant from the Hartford Foundation for Public Giving.

**Office Expense:** Office supplies, printing/copying and postage for mailing bulletins, flyers and other informational publications to the senior members are charged to this account. Savings will be realized by printing fewer promotional and marketing materials, as a grant that had covered this cost has ended.

**Dues & Travel:** This appropriation is used to fund the Vermont Systems computer license, dues to the Statewide senior organization, licenses to show movies at the Senior Center and mileage reimbursements at recently increased rates.

**Advertising:** The Senior Center advertises the fitness center, rental opportunities and participates in the departmental brochure distributed town-wide.

**Contractual Services:** This appropriation, which was for the production of the senior bulletin, has been combined with Temporary Payroll.

**Printing/Binding:** The Board of Education print shop is used to print promotional materials for several special events, including the Entertainment Showcase and Senior Golf Tournament.

**Telecommunications:** This account funds telephone services and reflects historical usage.

**Recreational Supplies:** This account funds supplies, such as game components or movie rentals, for classes and activities to better serve the patrons of the Senior Center.

**Recreational Contractual:** This appropriation pays for instructors that teach the many various classes offered by the WH Senior Center. Program registration revenue of \$30,000 offsets this expenditure.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>						
	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>	<u>Actual</u> <u>2006</u>	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Est</u> <u>2009</u>
Number of members	1,853	1,445	1,105	1,235	1,192	1,200
Number of instructional programs	223	185	161	146	151	150
Number of program registrations	1,453	1,404	1,080	2,137	4,267	2,200
Number of recreational, special events and trip visitations	40,326	37,335	23,290	43,061	44,793	45,000

**COST CENTER: PARKS & GYMS**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$	\$4,205	\$ 870	\$ 4,200	\$ 4,205	
Program Registration		5,900	2,635	3,400	5,900	
Rental of Facilities		<u>15,000</u>	<u>13,477</u>	<u>18,000</u>	<u>15,000</u>	
<b>TOTAL</b>	<b>\$</b>	<b>\$25,105</b>	<b>\$16,982</b>	<b>\$25,600</b>	<b>\$25,105</b>	

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$	\$30,635	\$14,880	\$30,635	\$32,161	5.0%
Temporary Payroll		36,041	21,381	35,400	36,041	
Overtime		1,944	1,236	1,944	1,878	-3.4%
Dues and Travel			226			
Contractual Services		7,300		7,300	7,300	
Printing/Binding		150	50	100	150	
Uniforms & Laundry		400	331	400	400	
Vehicles & Equipment Expense		320	370	740	320	
Grounds Maintenance		4,555	997	4,555	3,983	-12.6%
Recreational Supplies		3,000	213	3,000	2,500	-16.7%
Recreational Contractual		1,500		1,500	1,500	
Town Assistance		4,325		4,325	4,325	
Social Security		<u>2,792</u>	<u>1,748</u>	<u>2,792</u>	<u>2,456</u>	-12.0%
	<b>\$</b>	<b>\$92,962</b>	<b>\$41,432</b>	<b>\$92,691</b>	<b>\$93,014</b>	<b>0.1%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Facility Supervisor				0.25	0.25
Contract & Facilities Specialist			0.25		
Grounds Maintainer			<u>0.34</u>	<u>0.34</u>	<u>0.34</u>
<b>TOTAL</b>			<b>0.59</b>	<b>0.59</b>	<b>0.59</b>

**PARKS & GYMS - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** Portions of a Facility Supervisor position and Grounds Maintainer position are charged to the Parks & Gyms program. The fiscal year 2010 budget includes no contractual cost of living increases for these union positions. The budget does reflect the reclassification of the Contract & Facilities Specialist position to Facility Supervisor.

**Temporary Payroll:** This appropriation, which is unchanged from the prior year, funds staff at Camp Hillcrest, park supervision and winter gym supervisors.

**Overtime:** Labor costs associated with weekend operation, emergency call backs and spring set-ups are included in this account.

**Contractual Services:** This appropriation funds the set up of the Har-Tru tennis courts at Fernridge Park in the spring. Eliminating these courts is an option discussed in the Budget Options section of the budget document.

**Printing/Binding:** The Board of Education’s print shop is used for the printing of staff manuals, parent manuals and flyers for Camp Hillcrest.

**Uniforms & Laundry:** In accordance with union contracts, uniforms and safety equipment are provided to staff.

**Vehicles & Equipment Expense:** This account is used for gasoline for trucks and equipment utilized in the parks operation.

**Grounds Maintenance:** Playground repairs and minor equipment repairs (such as tennis court nets) are paid with this appropriation.

**Recreational Supplies:** This appropriation is for first aid supplies, arts and crafts supplies, and sports equipment for Camp Hillcrest and has been reduced to \$2,500 due to budget constraints.

**Recreational Contractual:** Referee fees for two high school summer soccer leagues and funded via this budget.

**Town Assistance:** This appropriation pays for bus transportation to and from Kennedy Park for the Hillcrest Camp program.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>	<u>Actual</u> <u>2006</u>	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Est</u> <u>2009</u>
Park permits issued	22	23	26	28	19	25
Field uses scheduled (prior calendar year)	11,481	11,760	11,880	11,600	n/a	n/a

n/a – not available

**COST CENTER: OUTDOOR POOLS**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
General Admission	\$	\$58,600	\$33,082	\$33,082	\$58,600	
Memberships		20,000	7,529	7,529	20,000	
Miscellaneous Revenue		5,000	6,875	6,875	5,000	
Program Registration		44,500	43,098	43,098	44,500	
<b>TOTAL</b>	<b>\$</b>	<b>\$128,100</b>	<b>\$90,584</b>	<b>\$90,584</b>	<b>\$128,100</b>	

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$	\$52,534	\$27,520	\$54,002	\$55,317	5.3%
Temporary Payroll		211,120	154,847	192,687	211,120	
Overtime		8,007	5,135	8,810	7,942	-0.8%
Office Expense		1,020	305	870	1,220	19.6%
Dues and Travel		1,125	655	1,075	1,125	
Advertising		6,000	5,158	6,000	6,000	
Contractual Services		10,200	5,633	10,200	10,200	
Printing/Binding			78			
Uniforms & Laundry		400	392	400	500	25.0%
Telecommunications		3,360	1,159	2,860	3,360	
Building Maintenance		7,600	2,210	6,452	5,857	-22.9%
Vehicles & Equipment Expense		3,600	452	2,600	2,700	-25.0%
Operating Expense - Miscellaneous		16,000	10,058	16,000	16,000	
Recreational Supplies		12,000	5,778	11,000	11,309	-5.8%
Social Security		8,638	4,815	8,888	7,107	-17.7%
	<b>\$</b>	<b>\$341,604</b>	<b>\$224,195</b>	<b>\$321,844</b>	<b>\$339,757</b>	<b>-0.5%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Leisure Services Manager			0.25	0.25	0.25
Facility Supervisor				0.25	0.25
Contract and Facilities Specialist			0.25		
Grounds Maintainer			0.33	0.33	0.33
<b>TOTAL</b>			<b>0.83</b>	<b>0.83</b>	<b>0.83</b>

## OUTDOOR POOLS - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** Portions of a Leisure Services Manager position, Facility Supervisor position and Grounds Maintainer position are charged to the Outdoor Pool program. The fiscal year 2010 budget reflects no contractual cost of living increases for these union positions, but does include the reclassification of the Contract & Facilities Specialist position to Facility Supervisor.

**Temporary Payroll:** This appropriation, which reflects no cost of living increase or increase in hours from fiscal year 2009, covers all staff at outdoor pools including Managers, Assistant Managers, Water Safety Instructors, Lifeguards, Swim Team Coaches, and Cashiers. In addition, there are four seasonal maintenance positions used for setting up the pools, maintaining the pools throughout the season, and providing grounds maintenance and event support.

**Overtime:** The overtime appropriation reflects no contractual cost of living increase and is used for set up of the four pool facilities and two splash pads, as well as maintaining a seven day a week operation throughout the summer season. In addition, these funds are used for emergency pool coverage.

**Office Expense:** The cost of staff manuals, daily revenue sheets and internet connectivity are funded via this appropriation.

**Dues & Travel:** This appropriation covers the RecTrac license (\$825) and mileage reimbursement for program coordinators, as well as certification courses necessary to maintain licenses for full-time staff.

**Advertising:** This appropriation funds advertising for the outdoor pool programs in the departmental brochure.

**Contractual Services:** This appropriation is for the cost of Ellis Associates and American Red Cross lifeguard safety programs.

**Uniforms & Laundry:** In accordance with union contracts, uniforms and safety equipment are provided to staff.

**Telecommunications:** This account funds telephone service at the outdoor pools and Beachland House, as well as cell phone costs for the Facility Supervisor.

**Building Maintenance:** This appropriation funds custodial supplies (paper products and cleaning chemicals), light bulbs, keys, minor hardware items, sensors for water monitoring and minor electrical supplies. Repairs and maintenance of a larger scale are funded via the Capital Non-Recurring Expenditure Fund.

**Vehicles & Equipment Expense:** The cost of fuel and general maintenance for one pickup truck used for transportation between pool locations is charged to this account.

**Operating Expense - Miscellaneous:** This account funds seasonal pool chemicals such as chlorine, calcium chloride, stabilizer, etc. in order to ensure that all pools are safe for public use.

**Recreational Supplies:** This appropriation covers all supplies associated with the outdoor pools including first aid and safety equipment, uniforms and supplies.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Est</b>
	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
Number of instructional programs	271	293	309	275	268	275
Number of swim lesson registrations	2,073	2,073	1,999	1,923	1,949	2,000



# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

### BUDGET IN BRIEF

### LEISURE SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Intergovernmental	\$ 47,931	\$	\$	\$
Charges for Services	3,656,419	2,892,057	2,778,046	2,920,227
Miscellaneous	104,550	12,950	5,397	5,800
Transfer In	<u>957,908</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Total Revenues & Other Resources	\$4,766,808	\$2,925,007	\$2,803,443	\$2,946,027

EXPENDITURES AND OTHER USES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Administration	\$185,930	\$	\$	\$
Elmwood CC	621,426			
ECC Senior Center Services	412,076			
WH Senior Center Services	197,741			
Playground/Gym Services	112,502			
Outdoor Pools	387,419			
Community Programming	570,861	624,662	570,838	628,980
Skating Rink Services	895,942	865,938	852,765	901,162
Rockledge Golf Course	980,694	962,475	955,426	964,808
Buena Vista Golf Course	143,666	158,931	150,016	157,990
Cornerstone Pool Operations	140,652	79,227	79,224	88,045
WH Meeting & Conference Center	71,670	76,580	81,975	77,942
Celebrate West Hartford	<u>123,038</u>	<u>110,612</u>	<u>110,612</u>	<u>111,515</u>
Total Expenditures and Other Uses	\$4,843,617	\$2,878,425	\$2,800,856	\$2,930,442

CHANGE IN FUND BALANCE	(\$ 76,809)	\$ 46,582	\$ 2,587	\$ 15,585
BEGINNING BALANCE	(\$1,828,413)	(\$1,905,222)	(\$1,905,222)	(\$1,902,635)
ENDING BALANCE	(\$1,905,222)	(\$1,858,640)	(\$1,902,635)	(\$1,887,050)

**Fund: Leisure Services Enterprise Fund**  
**Department: Human and Leisure Services**

**PURPOSE:**

This fund was established to account for all the costs associated with the Town’s leisure services programs. These programs include community centers, a skating rink, golf courses, pools and community programs. The purpose of the fund was to isolate the costs and revenues associated with the programs for accounting purposes while granting the program managers greater flexibility in managing resources. The greater flexibility was provided to allow managers to better respond to customer demands for programs and to increase opportunities to be more entrepreneurial in their program offerings.

**LONG TERM STRATEGY:**

The Town’s strategic plan for Leisure Services recommended a restructuring to align the department in order to focus on two key areas: Civic Engagement and Active & Healthy Lifestyle. Several of the “subsidized” programs were transferred to the General Fund beginning in fiscal year 2008-2009, eliminating the subsidy to the Leisure Services Fund and enabling the department to focus on the operating results of the “self-supporting” leisure programs.

**FUND PERFORMANCE:**

<b>Five Year History of Operating Results</b>					
	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>
<b><u>Revenues:</u></b>					
Charges for Service	\$3,320,000	\$3,417,000	\$3,343,000	\$3,655,000	\$3,809,000
Intergovernmental	22,000				
<b>TOTAL REVENUES</b>	<b>\$3,342,000</b>	<b>\$3,417,000</b>	<b>\$3,343,000</b>	<b>\$3,655,000</b>	<b>\$3,809,000</b>
<b><u>Expenses:</u></b>					
Operational	\$4,001,000	\$4,241,000	\$4,320,000	\$4,466,000	\$4,843,000
<b>TOTAL EXPENSES</b>	<b>\$4,001,000</b>	<b>\$4,241,000</b>	<b>\$4,320,000</b>	<b>\$4,466,000</b>	<b>\$4,843,000</b>
<b>TRANSFERS TO/ FROM OTHER FUNDS</b>	<b>(116,000)</b>	<b>(880,000)</b>	<b>(922,000)</b>	<b>(939,000)</b>	<b>(958,000)</b>
<b>OPERATING RESULTS</b>	<b>(\$543,000)</b>	<b>\$56,000</b>	<b>(\$55,000)</b>	<b>\$128,000</b>	<b>(\$76,000)</b>
<b>FUND BALANCE</b>	<b>(\$1,958,000)</b>	<b>(\$1,902,000)</b>	<b>(\$1,957,000)</b>	<b>(\$1,829,000)</b>	<b>(\$1,905,000)</b>

**Fund: Leisure Services Enterprise Fund**  
**Department: Human and Leisure Services**

**REVIEW OF PERFORMANCE:**

In fiscal year 2008, the Leisure Services Enterprise Fund experienced a loss of \$76,000 after the subsidy from the General Fund, primarily due to excess utilities expense at Cornerstone Aquatics (\$48,411), bringing the fund deficit to \$1,905,000 at June 30, 2008.

**FISCAL YEAR 2009 OPERATING RESULTS:**

The fiscal year 2009 budget was significantly different from that adopted in fiscal year 2008. The leisure programs deemed “subsidized” programs, that is to say the programs not expected to be self-sufficient, were transferred to the General Fund effective July 1, 2008. As such, the General Fund subsidy to the Leisure Services Fund, which was \$937,908 in fiscal year 2008 and would have been \$1,072,071 in the fiscal year 2009 adopted budget, was eliminated. The “enterprise” activities remain in the Leisure Services Fund and were expected to earn \$46,582 for fiscal year 2009, thereby reducing the accumulated deficit. The estimate for fiscal year 2009 indicates a profit of \$2,587. Variances by program are detailed below.

**FISCAL YEAR 2010 BUDGET:**

The fiscal year 2010 budget estimates revenues of \$2,946,027 with expenditures of \$2,930,442, resulting in a profit of \$15,585. Operating results by program are detailed below.

<b>Town of West Hartford Leisure Services Fund Operating Results per OCA FY 2009 Adopted vs. FY 2009 Estimated and FY 2010 Proposed</b>				
		<u>2009 Adopted</u>	<u>2009 Estimated</u>	<u>2010 Proposed</u>
<b>Community Programming</b>	Revenue	501,300	496,857	524,079
	Expenditures	624,662	570,838	628,980
	Operating Income (Loss)	(123,362)	(73,981)	(104,901)
<b>Veterans Skating Rink</b>	Revenue	970,000	866,000	940,000
	Expenditures	865,938	852,765	901,162
	Operating Income (Loss)	104,062	13,235	38,838
<b>Rockledge Golf Course</b>	Revenue	1,024,507	1,036,086	1,063,948
	Expenditures	962,475	955,426	964,808
	Operating Income (Loss)	62,032	80,660	99,140
<b>Buena Vista Golf Course</b>	Revenue	149,200	132,500	143,000
	Expenditures	158,931	150,016	157,990
	Operating Income (Loss)	(9,731)	(17,516)	(14,990)
<b>Cornerstone Aquatics</b>	Revenue	75,000	65,000	65,000
	Expenditures	79,227	79,224	88,045
	Operating Income (Loss)	(4,227)	(14,224)	(23,045)
<b>WHMCC</b>	Revenue	85,000	82,000	85,000
	Expenditures	76,580	81,975	77,942
	Operating Income (Loss)	8,420	25	7,058
<b>Celebrate! West Hartford</b>	Revenue	120,000	125,000	125,000
	Expenditures	110,612	110,612	111,515
	Operating Income (Loss)	9,388	14,388	13,485
<b>Total</b>	<b>Revenue</b>	<b>2,925,007</b>	<b>2,803,443</b>	<b>2,946,027</b>
	<b>Expenditures</b>	<b>2,878,425</b>	<b>2,800,856</b>	<b>2,930,442</b>
	<b>Operating Income (Loss)</b>	<b>46,582</b>	<b>2,587</b>	<b>15,585</b>

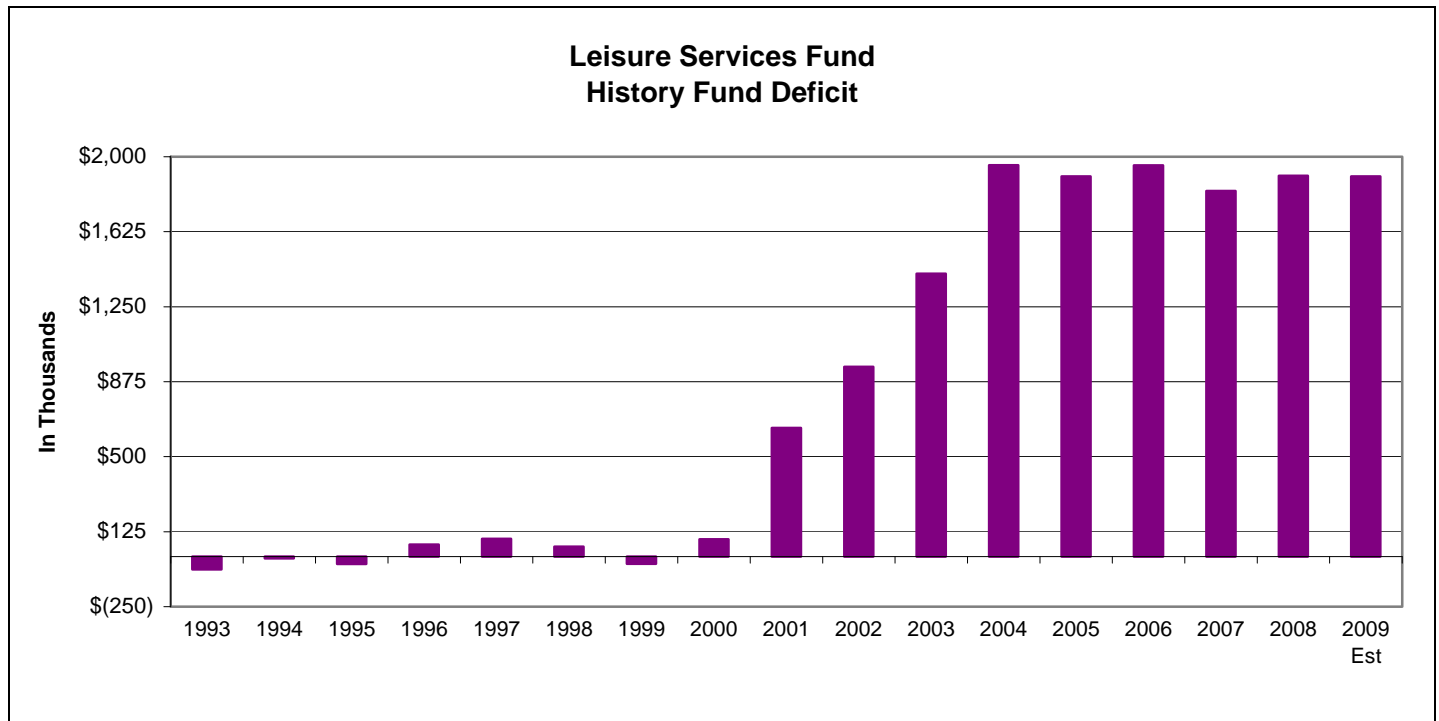
**LEISURE SERVICES ENTERPRISE FUND**

The Leisure Services Enterprise Fund was established to provide the flexibility needed to maintain, improve and expand services to meet the continuously evolving needs of the community. The fund diminishes Leisure Service reliance on the General Fund, requiring that programs and services become self-supporting on a yearly basis.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF LEISURE SERVICES</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Adopted</b>	<b>Percent</b>
<b>Expenditures:</b>	<b>2007-08</b>	<b>2008-09</b>	<b>6 Months</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Change</b>
Wages & Salaries	\$2,205,986	\$1,180,622	\$591,927	\$1,117,135	\$1,190,002	0.8%
Operating Expense	1,810,243	1,257,216	735,321	1,242,784	1,241,904	-1.2%
Equipment	100,023					
Fringe Benefits	<u>727,365</u>	<u>440,587</u>	<u>222,310</u>	<u>440,937</u>	<u>498,536</u>	13.2%
<b>TOTAL</b>	<b>\$4,843,617</b>	<b>\$2,878,425</b>	<b>\$1,549,558</b>	<b>\$2,800,856</b>	<b>\$2,930,442</b>	<b>1.8%</b>
<b>Revenues:</b>						
Intergovernmental	\$ 47,931	\$	\$	\$	\$	
Charges for Services	3,656,419	2,892,057	1,556,467	2,778,046	2,920,227	1.0%
General Fund Subsidy	937,908					
Westmoor Park Contribution	20,000	20,000	20,000	20,000	20,000	
Miscellaneous Revenue	<u>104,550</u>	<u>12,950</u>		<u>5,397</u>	<u>5,800</u>	-55.2%
<b>TOTAL</b>	<b>\$4,766,808</b>	<b>\$2,925,007</b>	<b>\$1,576,467</b>	<b>\$2,803,443</b>	<b>\$2,946,027</b>	<b>0.7%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2008-2009</b>	<b>2009-2010</b>
<b>Full-Time Positions:</b>					
Director of Human & Leisure Services	1	0.88	0.13	0.13	0.25
Administrative Assistant	1	1	0.33	0.33	0.33
Leisure Services Manager	1	1	0.75	0.75	0.75
Program Supervisor	3	1			
Facility Supervisor	1	2		0.25	0.25
Skating Rink Supervisor	1	1	1	1	1
Staff Assistant	2	2	1	1	1
Recreational Specialist	1	1	1	1	1
Contract and Facility Specialist	0.5	0.75	0.25		
Golf Course Superintendent	1	1	1	1	1
Crew Leader	2	2	2	2	2
Grounds Maintainer	2.5	2.67	2	2	2
Equipment Mechanic	1	1	1	1	1
Reallocation for Internal Restructuring	<u>(1)</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
<b>TOTAL</b>	<b>17</b>	<b>17.3</b>	<b>10.46</b>	<b>10.46</b>	<b>10.58</b>

**Fund: Leisure Services Enterprise Fund**  
**Department: Human and Leisure Services**



**SUMMARY OF EXPENDITURES BY PROGRAM**

<u>Program</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Actual 6 Months</u>	<u>Estimated 2008-09</u>	<u>Adopted 2009-10</u>	<u>Percent Change</u>
Administration	\$185,930	\$	\$	\$	\$	
Elmwood CC	621,426					
ECC Senior Center Services	412,076					
WH Senior Center Services	197,741					
Playground/Gym Services	112,502					
Outdoor Pools	387,419					
Community Programming	570,861	624,662	396,878	570,838	628,980	0.7%
Skating Rink Services	895,942	865,938	431,052	852,765	901,162	4.1%
Rockledge Golf Course	980,694	962,475	534,060	955,426	964,808	0.2%
Buena Vista Golf Course	143,666	158,931	74,112	150,016	157,990	-0.6%
Cornerstone Pool Operations	140,652	79,227	36,487	79,224	88,045	11.1%
WH Meeting & CC	71,670	76,580	30,802	81,975	77,942	1.8%
Celebrate West Hartford	<u>123,038</u>	<u>110,612</u>	<u>46,167</u>	<u>110,612</u>	<u>111,515</u>	0.8%
<b>TOTAL</b>	<b>\$4,843,617</b>	<b>\$2,878,425</b>	<b>\$1,549,558</b>	<b>\$2,800,856</b>	<b>\$2,930,442</b>	<b>1.8%</b>

**Fund: Leisure Services Enterprise Fund**  
**Department: Human and Leisure Services**

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>						
	<b><u>Actual</u></b> <b><u>2004</u></b>	<b><u>Actual</u></b> <b><u>2005</u></b>	<b><u>Actual</u></b> <b><u>2006</u></b>	<b><u>Actual</u></b> <b><u>2007</u></b>	<b><u>Actual</u></b> <b><u>2008</u></b>	<b><u>Est</u></b> <b><u>2009</u></b>
Total number of instructional programs offered	3,098	3,156	3,330	3,001	3,102	3,100
Total number of instructional program registrations for all programs	19,025	20,246	21,297	21,506	24,487	24,000
Value of subsidized use of recreational facilities	\$296,020	\$298,359	\$301,268	\$321,636	\$318,647	\$320,000-
Public session attendance at Skating Rink	31,079	27,560	34,835	33,157	29,832	35,000
Revenue from recreational program participation at Skating Rink	\$183,671	\$168,850	\$217,800	\$205,584	\$191,904	\$225,000
Percent revenue over/under expenses at Rockledge	+11%	+7%	0%	+7%	+6%	+6%
Percent revenue over/under expenses at Buena Vista	-21%	-20%	-9%	+4%	+7%	+6%

**ANNUAL BUDGET 2009-2010**

**Fund: Leisure Services Enterprise Fund**  
**Department: Human and Leisure Services**

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,101,387	\$629,220	\$300,443	\$630,150	\$653,239	3.8%
Temporary Payroll	1,025,695	479,887	262,765	415,119	463,158	-3.5%
Overtime	78,451	71,515	28,650	71,866	73,605	2.9%
Education Premium Pay	452		69			
Office Expense	68,717	31,109	18,307	30,271	27,254	-12.4%
Dues and Travel	9,557	7,918	4,682	7,794	7,245	-8.5%
Training	5,297					
Advertising	78,531	49,500	30,020	51,387	48,520	-2.0%
Professional Services	111,128	103,000	58,489	99,000	99,000	-3.9%
Contractual Services	126,827	97,425	39,976	79,954	91,513	-6.1%
Printing/Binding Services	6,643	6,700	2,174	5,066	7,150	6.7%
Office Equipment	2,358	5,079	1,601	5,079	5,079	
Uniforms & Laundry	4,324	5,760	2,806	5,774	4,750	-17.5%
Utilities	322,537	233,291	116,645	233,291	245,591	5.3%
Telecommunications	19,414	11,883	4,972	11,908	11,987	0.9%
Building Maintenance	61,248	38,214	17,884	34,475	38,171	-0.1%
Vehicles & Equipment Expense	33,932	22,760	13,097	22,760	22,760	
Operating Expense - Misc.	86,870	66,212	60,868	70,212	65,714	-0.8%
Grounds Maintenance	111,644	86,000	68,501	92,500	81,059	-5.7%
Depreciation	48,796	33,632		33,632	31,321	-6.9%
Merchandise for Resale	55,703	58,000	25,321	56,000	56,000	-3.4%
Maintenance & Repairs	50,355	41,000	20,583	41,000	40,000	-2.4%
Recreational Supplies	77,756	46,833	35,901	41,335	45,390	-3.1%
Recreational Contractual	457,140	255,000	205,011	264,746	254,500	-0.2%
Insured Program Expenses	32,952	33,000	6,889	33,000	30,000	-9.1%
Town Assistance	8,373	2,900	1,594	1,600	2,900	
Rental/Leases	30,142	22,000		22,000	26,000	-18.2%
Buildings	14,333					
Operating Equipment	6,690					
Vehicles	79,000					
Social Security	107,919	55,985	30,002	56,335	54,669	-2.4%
Pension	153,877	104,703	52,353	104,703	117,712	12.4%
Risk Management Expense	465,569	279,899	139,955	279,899	326,155	16.5%
<b>TOTAL</b>	<b>\$4,843,617</b>	<b>\$2,878,425</b>	<b>\$1,549,558</b>	<b>\$2,800,856</b>	<b>\$2,930,442</b>	<b>1.8%</b>

# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

# BUDGET IN BRIEF

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Community Development Block Grant	\$1,213,721	\$ 937,236	\$ 937,236	\$ 819,236
Prior Year Carryover		10,152	10,152	
Miscellaneous Revenue	<u>4,375</u>			
Total Revenues & Other Resources	\$1,218,096	\$ 947,388	\$ 947,388	\$ 819,236

EXPENDITURES AND OTHER USES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Housing Services	\$ 822,222	\$ 566,349	\$ 566,349	\$ 438,197
Public Service & CDBG Administration	<u>392,728</u>	<u>381,039</u>	<u>381,039</u>	<u>381,039</u>
Total Expenditures & Other Uses	\$1,214,950	\$ 947,388	\$ 947,388	\$ 819,236



**Fund: Community Development Block Grant Fund**  
**Department: Human and Leisure Services**

**PURPOSE**

One of two segregated funds to account for Federal grant revenues from the US Department of Housing and Urban Development. A budget is adopted each year for the current year grant authorization. There are guidelines from HUD, which place limits on the amount of funding each year that can be used for administration, social service and local option programs and restrict the utilization of funds to low and moderate income beneficiaries.

**LONG-TERM STRATEGY**

The Town provides Housing Services and Public Services through this fund. Effective July 1, 2006 responsibility for Housing Services was transferred to the Community Services Department and Public Services to the Leisure Services Department. The fund will continue to appropriate its annual grant authorization to fund these services.

**FUND PERFORMANCE**

	<b>Five Year History of Operating Results</b>				
	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
<b>Revenues:</b>					
Intergovernmental	\$1,413,000	\$1,067,000	\$896,000	\$911,000	\$1,214,000
Miscellaneous Revenue					4,000
<b>TOTAL REVENUES</b>	<b>\$1,413,000</b>	<b>\$1,067,000</b>	<b>\$896,000</b>	<b>\$911,000</b>	<b>\$1,218,000</b>
<b>Expenditures:</b>					
Grant Activities	1,265,000	954,000	719,000	722,000	1,215,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,265,000</b>	<b>\$954,000</b>	<b>\$719,000</b>	<b>\$722,000</b>	<b>\$1,215,000</b>
<b>TRANSFERS TO/FROM OTHER FUNDS</b>	<b>(\$146,000)</b>	<b>(\$146,000)</b>	<b>(\$146,000)</b>	<b>\$880,000</b>	
<b>OPERATING RESULTS</b>	<b>\$2,000</b>	<b>(\$33,000)</b>	<b>\$31,000</b>	<b>\$1,069,000</b>	<b>\$3,000</b>
<b>FUND BALANCE</b>	<b>(\$1,070,000)</b>	<b>(\$1,103,000)</b>	<b>(\$1,072,000)</b>	<b>(\$3,000)</b>	<b>--</b>

<b>CDBG HOUSING REHAB FUND BALANCE</b>	<b>\$1,022,000</b>	<b>\$1,031,000</b>	<b>\$1,039,000</b>	<b>(\$40,000)</b>	<b>(\$61,000)</b>
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<b>COMBINED FUND BALANCE</b>	<b>(\$48,000)</b>	<b>(\$72,000)</b>	<b>(\$33,000)</b>	<b>(\$43,000)</b>	<b>(\$61,000)</b>
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**Fund: Community Development Block Grant Fund**  
**Department: Human and Leisure Services**

**REVIEW OF PERFORMANCE**

The Community Development Block Grant Fund is a formula grant from the Federal government that is used to support eligible public service activities, housing rehabilitation projects and other construction. While two separate funds are utilized to segregate these activities, the source of funding is one Federal grant from HUD. The CDBG Housing Rehabilitation Fund is used to account for grants and loans made to eligible homeowners. This fund also accounts for loan repayments. In order to accurately present fund balance, both funds must be combined and viewed as one. A fiscal year may end with a negative balance only because the drawdown from HUD lags expenditures. Expenditures are shown on a budgetary basis and include end of year encumbrances.

**FISCAL YEAR 2009 OPERATING RESULTS**

The current year budget is projected to be fully expended. This could fluctuate depending upon actual expenditures and grant reimbursements received prior to the close of the fiscal year. Any remaining balance will be carried over through a budgetary amendment.

**FISCAL YEAR 2010 BUDGET**

The grant entitlement award for fiscal year 2010 is estimated to be \$1,083,452, level funding with fiscal year 2009. Of this total, \$438,197 is budgeted in the CDBG Fund for: Housing Rehabilitation Administration (\$238,197), Public Facility Improvements (\$50,000) and Code Enforcement (\$150,000), while \$264,216 is budgeted in the CDBG-Housing Rehabilitation Fund for housing rehabilitation work. These programs are managed by the Community Services Department. The remaining \$381,039 is budgeted for Public Service and CDBG administration and is managed by the Human & Leisure Services Department.

<b>Community Block Grant Entitlement</b>			
<b><u>Fund</u></b>	<b><u>Department</u></b>	<b><u>Program</u></b>	<b><u>FY 2010 Budget</u></b>
CDBG (Fund 13)	Community Services	Housing Rehab Administration	\$238,197
CDBG (Fund 13)	Community Services	Code Enforcement	150,000
CDBG (Fund 13)	Community Services	Public Facility Improvements	50,000
CDBG - Housing Rehab (Fund 14)	Community Services	Housing Rehabilitation	264,216
CDBG (Fund 13)	Human & Leisure	Hillcrest Outreach	103,658
CDBG (Fund 13)	Human & Leisure	Volunteer Services	62,049
CDBG (Fund 13)	Human & Leisure	CDBG Administration	<u>215,332</u>
		<b>TOTAL</b>	<b>\$1,083,452</b>

**ANNUAL BUDGET 2009-2010**

**Fund: Community Development Block Grant Fund**  
**Department: Human and Leisure Services**

**SUMMARY OF EXPENDITURES BY PROGRAM**

<u>Program</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Actual 6 Months</u>	<u>Estimated 2008-09</u>	<u>Adopted 2009-10</u>	<u>Percent Change</u>
CDGB – Administration	\$225,353	\$215,332	\$96,776	\$215,332	\$215,332	
Hillcrest Outreach	103,083	103,658	50,414	103,658	103,658	
Volunteer Services	<u>64,292</u>	<u>62,049</u>	<u>29,844</u>	<u>62,049</u>	<u>62,049</u>	
<b>Total Public Services</b>	<b>\$392,728</b>	<b>\$381,039</b>	<b>\$177,034</b>	<b>\$381,039</b>	<b>\$381,039</b>	

**SUMMARY OF EXPENDITURES**

<u>Expenditures</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Actual 6 Months</u>	<u>Estimated 2008-09</u>	<u>Adopted 2009-10</u>	<u>Percent Change</u>
Regular Payroll	\$239,315	\$240,731	\$118,308	\$246,431	\$253,864	5.5%
Temporary Payroll	3,309	4,391	1,185	3,800	2,017	-54.1%
Office Expense	1,601	2,250	421	1,659	1,525	-32.2%
Dues and Travel	1,506	2,425	250	885	840	-65.4%
Training	915	1,291	98	475	350	-72.9%
Advertising	2,614	900	419	1,454	525	-41.7%
Professional Services					4,500	
Printing/Binding Services	251	300		210	175	-41.7%
Office Equipment	80	75				-100.0%
General Contributions	10,000	10,000		10,000	10,000	
Utilities	3,725	4,700	1,161	4,200	4,542	-3.4%
Telecommunications	2,186	2,643	1,020	2,233	2,400	-9.2%
Building Maintenance	1,176	3,350	437	3,015	2,000	-40.3%
Special Events	1,447	2,606	9	2,300	2,938	12.7%
Rental/Leases	4,000	5,300	4,000	4,300	4,000	-24.5%
Social Security	18,301	18,378	8,875	18,378	19,284	4.9%
Pension	35,839	40,130	20,065	40,130	29,287	-27.0%
Risk Management Expense	<u>66,463</u>	<u>41,569</u>	<u>20,786</u>	<u>41,569</u>	<u>42,792</u>	2.9%
<b>Total Public Services</b>	<b>\$392,728</b>	<b>\$381,039</b>	<b>\$177,034</b>	<b>\$381,039</b>	<b>\$381,039</b>	

<b>Full-Time Positions:</b>	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2008-2009</u>	<u>2009-2010</u>
Neighborhood Resource Coordinator	1	0.9	0.9	0.9	0.9
Community Partnership Manager	1	1	1	1	1
Volunteer Coordinator	1	1	1	1	1
Executive Assistant	1				
Senior Staff Assistant		<u>0.9</u>	<u>0.9</u>	<u>0.9</u>	<u>0.9</u>
<b>TOTAL</b>	<b>4</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

# TOWN OF WEST HARTFORD

## Fiscal Year 2009-10

# BUDGET IN BRIEF

## WESTMOOR PARK FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Charges for Services	\$180,468	\$251,500	\$229,292	\$255,600
Trust Income	305,383	313,410	294,622	295,000
Interest Income	32,634	40,000	11,697	10,000
Miscellaneous Revenue	<u>2,715</u>	<u>3,000</u>	<u>2,500</u>	<u>3,000</u>
Total Revenues & Other Resources	521,200	\$607,910	\$538,111	\$563,600

EXPENDITURES AND OTHER USES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Park Recreation Services	\$489,448	\$519,258	\$509,862	\$523,616
Park Maintenance Services	<u>129,546</u>	<u>122,564</u>	<u>112,797</u>	<u>124,394</u>
Total Expenditures & Other Uses	\$618,994	\$641,822	\$622,659	\$648,010

CHANGE IN FUND BALANCE	(\$ 97,794)	(\$ 33,912)	(\$ 84,548)	(\$ 84,410)
BEGINNING BALANCE	\$ 953,164	\$ 855,370	\$ 855,370	\$ 770,822
ENDING BALANCE	\$ 855,370	\$ 821,458	\$ 770,822	\$ 686,412

**Fund: Westmoor Park Fund**  
**Department: Human and Leisure Services**

**PURPOSE**

A budgeted fund to account for income received from the Hunter Trust Fund and expenditures necessary to operate and maintain Westmoor Park. Westmoor is an environmental park located in West Hartford. The Fund pays for all operating expenses, maintenance cost and capital improvement costs associated with the facility. Revenue is received primarily from the Hunter Trust Fund and interest income on the fund balance.

**LONG-TERM STRATEGY**

The financial goal of the Fund is to cover all operating expenses with revenues and to utilize fund balance for capital investments. In this way, the operations of Westmoor Park are self-sufficient and do not rely on the General Fund. Fund balance is expected to be maintained at its current level.

**FUND PERFORMANCE**

	<b>Five Year History of Operating Results</b>				
	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>
<b><u>Revenues:</u></b>					
Charges for Services	\$163,000	\$212,000	\$154,000	\$221,000	\$183,000
Interest Income	9,000	24,000	37,000	42,000	33,000
Trust Income	341,000	335,000	327,000	321,000	305,000
Intergovernmental					
<b>TOTAL REVENUES</b>	<b>\$513,000</b>	<b>\$571,000</b>	<b>\$518,000</b>	<b>\$584,000</b>	<b>\$521,000</b>
<b><u>Expenditures:</u></b>					
Operational	\$442,000	\$457,000	\$481,000	\$508,000	\$592,000
<b>TOTAL EXPENDITURES</b>	<b>\$442,000</b>	<b>\$457,000</b>	<b>\$481,000</b>	<b>\$508,000</b>	<b>\$592,000</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>(\$53,000)</b>	<b>(\$53,000)</b>	<b>(\$28,000)</b>	<b>(\$128,000)</b>	<b>(\$28,000)</b>
<b>OPERATING RESULTS</b>	<b>\$18,000</b>	<b>\$61,000</b>	<b>\$9,000</b>	<b>(\$52,000)</b>	<b>(\$99,000)</b>
<b>FUND BALANCE</b>	<b>\$936,000</b>	<b>\$997,000</b>	<b>\$1,006,000</b>	<b>\$954,000</b>	<b>\$855,000</b>

**Fund: Westmoor Park Fund**  
**Department: Human and Leisure Services**

**REVIEW OF PERFORMANCE**

Prior to fiscal year 2008, the fund had consistently achieved its goal of earning revenues sufficient to cover all operating expenses (excluding capital outlay). However, in fiscal year 2008 revenues of \$521,200 fell short of operating expenditures of \$589,379 (excluding capital outlay of \$29,615). Fund balance at June 30, 2008 was reduced to \$855,370.

**FISCAL YEAR 2009 OPERATING RESULTS**

The fund is expected to generate revenues that are \$84,548 less than anticipated expenditures, resulting in a reduced fund balance of \$770,822 at June 30, 2009. Total revenue is estimated to be \$69,799 less than budget, while expenditures are only \$19,163 less than anticipated.

**FISCAL YEAR 2010 BUDGET**

The fiscal year 2010 budget anticipates revenues of \$563,600 with corresponding expenditures of \$648,410, resulting in a use of fund balance of \$84,410. As detailed on the previous page, revenues have not been able to keep pace with increasing expenditures.

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>						
	<b>Actual <u>2004</u></b>	<b>Actual <u>2005</u></b>	<b>Actual <u>2006</u></b>	<b>Actual <u>2007</u></b>	<b>Actual <u>2008</u></b>	<b>Est <u>2009</u></b>
Number of instructional programs	761	757	477	557	734	700
Number of instructional program registrations	2,066	2,501	2,036	2,199	2,285	2,300
Number of Group tours/ birthday parties	333	532	312	271	499	500
Program attendance-public classes/services	7,433	6,190	7,907	8,650	15,857	16,000
Program attendance-groups attending	9,238	10,785	10,852	11,496	9,452	10,000

**WESTMOOR PARK FUND**

**MISSION**

The mission of Westmoor Park is to promote, through interpretive programs, the acquisition of knowledge, attitudes, and a lifelong commitment to stewardship of the environment. In addition, it is expected that operating and capital costs will be paid by revenues from the Hunter Trust, Westmoor Park Fund and program fees.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF LEISURE SERVICES</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Adopted</b>	<b>Percent</b>
<b><u>Expenditures:</u></b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>6 Months</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>	<b><u>Change</u></b>
Wages & Salaries	\$244,716	\$273,598	\$133,948	\$252,573	\$275,922	0.8%
Operating Expense	228,111	231,266	121,755	233,662	226,849	-1.9%
Equipment	29,615	3,000	218	2,000	2,000	-33.3%
Fringe Benefits	<u>116,552</u>	<u>133,958</u>	<u>73,055</u>	<u>134,424</u>	<u>143,239</u>	6.9%
<b>TOTAL</b>	<b>\$618,994</b>	<b>\$641,822</b>	<b>\$328,976</b>	<b>\$622,659</b>	<b>\$648,010</b>	<b>1.0%</b>
<b><u>Revenues:</u></b>						
Charges for Services	\$180,468	\$251,500	\$ 62,668	\$229,292	\$255,600	1.6%
Trust Income	305,383	313,410	147,311	294,622	295,000	-5.9%
Interest Income	32,634	40,000	5,462	11,697	10,000	-75.0%
Miscellaneous Revenue	<u>2,715</u>	<u>3,000</u>	<u>982</u>	<u>2,500</u>	<u>3,000</u>	
<b>TOTAL</b>	<b>\$521,200</b>	<b>\$607,910</b>	<b>\$216,423</b>	<b>\$538,111</b>	<b>\$563,600</b>	<b>-7.3%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
<b><u>Full-Time Positions:</u></b>	<b><u>2006-2007</u></b>	<b><u>2007-2008</u></b>	<b><u>2008-2009</u></b>	<b><u>2008-2009</u></b>	<b><u>2009-2010</u></b>
Park Naturalist	1	1	1	1	1
Assistant Park Naturalist	1	1	1	1	1
Facility Supervisor				0.25	0.25
Contract & Facilities Specialist		0.25	0.25		
Grounds Maintainer	<u>0.5</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>
<b>TOTAL</b>	<b>2.5</b>	<b>2.58</b>	<b>2.58</b>	<b>2.58</b>	<b>2.58</b>

**BUDGET & PROGRAM HIGHLIGHTS**

The fiscal year 2010 Westmoor Park Fund budget reflects revenue of \$563,600 with corresponding expenditures totaling \$648,010. Revenue from trust and interest income decrease \$48,410 due to declining interest rates. Expenditures increase \$6,188, primarily due to benefit costs. No cost of living wage increase is budgeted for employees.

**Hunter Trust Income**

The Hunter Trust Fund provides for the majority of this fund's annual operational revenue. Based on the terms of the trust fund, 50% of the annual interest earned in the Hunter Trust (which is managed by Bank of America) goes to the Westmoor Park Fund. In fiscal year 2009 and fiscal year 2010, this amount is estimated to be approximately \$295,000. In accordance with the Hunter Trust, if revenues exceed annual operating costs, the surplus is returned to the Westmoor Park Fund fund balance.

**ANNUAL BUDGET 2009-2010**

**Fund: Westmoor Park Fund**  
**Department: Human and Leisure Services**

**SUMMARY OF EXPENDITURES**

<u>Expenditures</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$146,448	\$146,148	\$69,037	\$146,297	\$148,516	1.6%
Temporary Payroll	97,116	126,150	64,058	105,000	126,150	
Overtime	1,152	1,300	853	1,276	1,256	-3.4%
Office Expense	10,363	9,000	4,962	9,994	8,500	-5.6%
Dues and Travel	874	1,525	236	1,301	1,125	-26.2%
Training	174	500	972	972	500	
Advertising	9,782	8,000	3,207	7,000	7,000	-12.5%
Professional Services	6,105	6,500	4,023	7,300	6,400	-1.5%
Contractual Services	13,284	13,500	9,107	14,500	13,200	-2.2%
Printing/Binding Services	420	800	90	400	550	-31.3%
Miscellaneous Admin. Expense	740	600		500	500	-16.7%
Utilities	17,800	25,041	12,520	25,041	27,674	10.5%
Telecommunications	2,755	1,000	1,385	2,768	2,000	100.0%
Building Maintenance	21,331	20,500	13,666	21,800	19,800	-3.4%
Vehicles & Equipment Expense	1,805	2,300	1,457	3,180	2,300	
Operating Expense - Miscellaneous	4,368	5,000	2,216	4,500	4,000	-20.0%
Grounds Maintenance	3,052	2,000	1,344	2,686	2,000	
Merchandise for Resale	1,657	1,500	1,315	1,600	1,000	-33.3%
Maintenance & Repairs	4,466	5,000	1,365	3,900	3,900	-22.0%
Miscellaneous Supplies	2,647	5,000	630	3,600	4,000	-20.0%
Recreational Supplies	5,672	6,000	2,233	5,600	5,000	-16.7%
Recreational Contractual	113,098	110,000	58,157	109,820	110,000	
Insured Program Expenses	7,120	7,000	2,803	6,750	7,000	
Library Materials	598	500	67	450	400	-20.0%
Information Technology Equipment	1,656	3,000	218	2,000	2,000	-33.3%
Operating Equipment	27,959					
Social Security	12,145	12,289	6,377	12,755	13,129	6.8%
Pension	21,742	24,398	12,199	24,398	27,414	12.4%
Risk Management Expense	54,350	68,956	34,479	68,956	74,381	7.9%
Transfers Out	<u>28,315</u>	<u>28,315</u>	<u>20,000</u>	<u>28,315</u>	<u>28,315</u>	
<b>Total Department</b>	<b>\$618,994</b>	<b>\$641,822</b>	<b>\$328,976</b>	<b>\$622,659</b>	<b>\$648,010</b>	<b>1.0%</b>



**DEPARTMENT OF LIBRARY SERVICES**

**MISSION**

The mission of the West Hartford Public Library is to be the leading provider of information - through free access to collections, programs and services - for our diverse community. Our goals to meet this mission are to:

- Provide collections and resources that support life-long learning, literacy and personal growth and enrichment for our diverse community.
- Present resources for all townspeople to become better informed about their community and government at all levels and to make knowledgeable decisions in daily life.
- Strengthen internal and external communications.
- Offer a diverse variety of quality programs for the enrichment of the West Hartford community.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF LIBRARY SERVICES</b>						
<b><u>Expenditures:</u></b>	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Actual</u></b>	<b><u>Estimated</u></b>	<b><u>Adopted</u></b>	<b><u>Percent</u></b>
	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>6 Months</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>	<b><u>Change</u></b>
Wages & Salaries	\$2,202,227	\$2,185,287	\$1,027,970	\$2,184,887	\$2,131,806	-2.4%
Operating Expense	607,835	626,611	399,655	627,011	626,348	
Social Security	<u>151,599</u>	<u>161,049</u>	<u>70,702</u>	<u>161,049</u>	<u>160,264</u>	-0.5%
<b>TOTAL</b>	<b>\$2,961,661</b>	<b>\$2,972,947</b>	<b>\$1,498,327</b>	<b>\$2,972,947</b>	<b>\$2,918,418</b>	<b>-1.8%</b>
<b><u>Revenues:</u></b>						
Intergovernmental Revenues	\$ 4,142	\$ 4,000	\$	\$ 4,254	\$ 4,000	
Charges for Services		1,800				-100.0%
Fines & Forfeitures	64,927	98,500	42,357	88,500	88,500	-10.2%
Miscellaneous Revenue	<u>387</u>	<u>          </u>	<u>9</u>	<u>9</u>	<u>          </u>	
<b>TOTAL</b>	<b>\$69,456</b>	<b>\$104,300</b>	<b>\$42,366</b>	<b>\$92,763</b>	<b>\$92,500</b>	<b>-11.3%</b>

<b><u>Full-Time Positions:</u></b>	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Adopted</u></b>
	<b><u>2006-2007</u></b>	<b><u>2007-2008</u></b>	<b><u>2008-2009</u></b>	<b><u>2008-2009</u></b>	<b><u>2009-2010</u></b>
General Fund	<u>28</u>	<u>28</u>	<u>28</u>	<u>28*</u>	<u>26</u>
<b>TOTAL</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28*</b>	<b>26</b>

\* - Two positions are unfunded in the fiscal year 2009 budget.

**BUDGET & PROGRAM HIGHLIGHTS**

During the first year that the renovated and expanded Noah Webster Library has been open, service to the public has steadily increased. Circulation has also increased at the Faxon Branch in Elmwood and Bishops Corner branches. Many patrons who visit the branch libraries have decided to continue using them to avoid the traffic and parking in the center. Others have sought out the renovated building, taking advantage of the two-hour validated parking and the bustling Blue Back Square area.

Even with the expanded space at the Noah Webster Library, no additional staff hours were requested in the FY 2009 budget proposal. However, reductions in hours - 4 hours each week at each branch on Friday and three hours at Noah Webster Library - became necessary to meet further reductions requested by West Hartford citizens in two budget referenda. The final total appropriation for FY 2009 was \$26,000 less than the FY 2008 appropriation (including Pension and Risk Management figures).

In order to meet budget guidelines given the current economic climate, it will be necessary to further reduce hours and services by reducing part-time hours. This budget requires the Noah Webster Library to open at 10 a.m. Monday - Saturday, instead of the present 9 a.m. The Library has been opening at 9 a.m. on Monday, Tuesday, Thursday, Friday and Saturday. Opening one hour later will produce savings of five hours of part-time staffing at Noah Webster Library each week. Since the stores in the surrounding area do not open until 10 a.m. and this first hour is the slowest hour of the day – with the exception of the Children’s area – this later opening should have a minimal effect on the library’s patrons. Children’s story times can be coordinated and run simultaneously in two rooms, allowing us to serve the same number of children even with one less hour of morning time to schedule. Other reductions reflected in this budget include trimming office supplies by \$4,500, eliminating the advertising line of \$1,750, and canceling all out-of-state and overnight travel.

**COST CENTER: MANAGEMENT DIVISION**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Library Grant	\$ 4,142	\$ 4,000	\$	\$ 4,254	\$ 4,000	
Rental of Facilities		1,800				-100.0%
Adult Library Fines	55,322	80,000	32,586	70,000	70,000	-12.5%
Children's Library Fines	5,247	10,500	5,438	10,500	10,500	
Lost Material Payment	4,358	8,000	4,333	8,000	8,000	
Miscellaneous Revenue	<u>387</u>	<u>      </u>	<u>9</u>	<u>9</u>	<u>      </u>	
	<b>\$69,456</b>	<b>\$104,300</b>	<b>\$42,366</b>	<b>\$92,763</b>	<b>\$92,500</b>	<b>-11.3%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$154,082	\$158,992	\$76,557	\$158,992	\$162,079	1.9%
Temporary Payroll	41,269	41,243	17,787	41,243	38,378	-6.9%
Overtime	820	850	322	850	821	-3.4%
Education Premium Pay	299		351	780	780	
Office Expense	29,146	27,750	10,463	27,750	23,250	-16.2%
Dues and Travel	3,581	2,920	1,825	2,920	2,920	
Advertising	979	1,750		1,750		-100.0%
Professional Services	1,380	3,845	465	3,845	3,845	
Contractual Services	104		166	400	400	
Printing/Binding Services	1,011	2,200	340	2,200	2,200	
Office Equipment	2,157	2,750		2,750	2,750	
Telecommunications	18,757	15,000	7,885	15,000	15,000	
Rental/Leases	806	4,000		4,000	4,000	
Social Security	<u>14,773</u>	<u>14,316</u>	<u>7,169</u>	<u>14,316</u>	<u>15,118</u>	5.6%
	<b>\$269,164</b>	<b>\$275,616</b>	<b>\$123,330</b>	<b>\$276,796</b>	<b>\$271,541</b>	<b>-1.5%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Director of Library Services	1	1	1	1	1
Executive Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2	2	2	2	2

## MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** The management operation is staffed by two full-time positions - the Director and Executive Assistant. The adopted budget maintains the existing staffing level and reflects no contractual cost of living increase for the union position. There is no compensation increase for the Director.

**Temporary Payroll:** Temporary payroll is reduced from the current year and reflects no cost of living increase. A Library Assistant (750 hours) provides back-up staffing for weekly office functions, such as payroll, reports, gifts and donations, volunteer registration and oversight, and special projects. A Graphic Designer (900 hours) produces signs for use throughout the buildings, fliers for programs, displays and bulletin boards, arranges for art exhibits, updates web page content and she coordinates these with all facilities and divisions.

**Overtime:** The overtime appropriation is used for minute taking for the Library Board meeting once a month.

**Education Premium Pay:** Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

**Office Expense:** This appropriation covers the cost of office supplies that are shared across the system. Supplies are purchased using discounted pricing through the Town, CT Library Consortium, and CREC. Ordering is processed centrally in order to maximize discounts and minimize shipping & handling fees, etc. Supplies include envelopes and mailers, copy paper for internal use, toner, stationery, and library specific products. This line item will be reduced by \$4,500 by cutting back on postage (sending notices by email, etc.) and trimming the use of paper documents where electronic ones can be used.

**Dues & Travel:** The appropriation for dues and travel will not include overnight lodging. It will maintain memberships in library-related organizations and attendance at workshops, such as those sponsored by the State Library and CT Library Association, averaging \$20 per 1/2 day, and for several staff to attend the annual Connecticut and New England Library Association conferences. Workshops will be vital to skill building, updating understanding of information technologies and their application to library work, and for customer service, supervision, and computer training. Some examples of workshops attended in the last six months are: Excel levels I & II, Writing for Teens, Renovation of Historic Libraries, Green Library Renovations, Introduction to Public Service, Library Safety and Security, "Welcome to the USA", Grant Writing, use of specific databases for reference, etc. Mileage for such programs as monthly outreach to assisted living and nursing homes, delivery of materials to homebound and to childcare facilities is also included.

**Advertising:** This appropriation funds required newspaper advertisements for personnel openings and one ad during National Library Week, and is eliminated in fiscal year 2010 (-\$1,750). Most of the applications that we have received over the past few years have come to us online, using library related job sites, rather than through newspaper ads.

**Professional Services:** This appropriation has been used to bring workshop presentations to the library, enabling us to get "more bang for our buck" by providing in-house training for the entire staff at one time. It has also been used to hire consultants to help with planning, updating of technology, etc., in cases where that capacity does not exist on the staff. Examples of this are facilitated discussions about changes in work procedures with relocation to renovated building (and/or returning to "old" workplace), technology update with specific information about library applications across divisions, and training in working with new equipment such as the "Smart Board". This also funds presentations to the public in the rare instance that we are not able to get them free - author talks, programs from the Children's Museum and by songwriter/performers.

**Contractual Services:** This appropriation is for banking services fees related to credit card revenues.

**Printing:** This appropriation finances the costs associated with printing done by the Board of Education's shop that includes forms such as library card applications, flyers for programs, and other printing that is unique to the library (and is more cheaply done by them than if we go outside.)

**Office Equipment:** This appropriation allows for the replacement of office equipment that has aged or fallen into disrepair such as computer printers, fax machines, etc.

**Telecommunications:** This funds desktop telephone services and faxes at the library's three locations, for maintenance, long distance calls and circuits.

**Rental/Leases:** The cost of the library's automated circulation system has been factored into each division's budget, based on the usage by each. See Technical Services Division for more information.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**COST CENTER: TECHNICAL SERVICES DIVISION**

<b>SUMMARY OF EXPENDITURES</b>						
	<b>Actual 2007-08</b>	<b>Adopted 2008-09</b>	<b>Actual 6 Months</b>	<b>Estimated 2008-09</b>	<b>Adopted 2009-10</b>	<b>Percent Change</b>
Regular Payroll	\$232,320	\$240,046	\$114,734	\$240,046	\$242,185	0.9%
Temporary Payroll	114,368	118,198	51,015	118,198	107,955	-8.7%
Overtime	1,813		458			
Office Expense	20,284	17,500	7,785	17,500	17,500	
Dues and Travel	103	380		380	380	
Information Technology	2,664	4,000	1,187	4,000	4,000	
Rental/Leases	20,559	20,388	14,902	20,388	25,975	27.4%
Social Security	<u>23,213</u>	<u>24,995</u>	<u>9,811</u>	<u>24,995</u>	<u>26,474</u>	5.9%
	<b>\$415,324</b>	<b>\$425,507</b>	<b>\$199,892</b>	<b>\$425,507</b>	<b>\$424,469</b>	<b>-0.2%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2008-09</b>	<b>2009-10</b>
Librarian III	1	1	1	1	1
Librarian I	1	1	1	1	1
Library Specialist	1	1	1	1	1
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**TECHNICAL SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The Technical Services Division is staffed by 4 full-time positions. The Head of Automated Services, Librarian III, is charged with supervision of both Technical and Circulation Services. A Librarian I (Cataloger) is in charge of the technical processing area, while the computer technicians report directly to the Division Head. The adopted budget maintains the existing staff level and reflects no contractual cost of living increase for the union positions.

**Temporary Payroll:** There are 8 part-time positions (2.88 FTE's) in this division. The adopted budget maintains the existing staff level (which was reduced by a retirement in 2008), with no salary increases other than those that maintain the minimal compensation for a grade level. Note: several volunteers work in this department to assist with tagging materials, mending books, etc.

**Office Expense:** This appropriation is used for supplies needed for circulating materials, such as covers for books, cases for CDs and DVDs, and security products. These are purchased from library vendors with whom discounts are negotiated on a statewide basis by CT Library Consortium (CLC) in coordination with the Capitol Region Education Council (CREC).

**Dues & Travel:** This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

**Information Technology:** This appropriation is used to purchase software, which is mounted on servers and licensed for users on the library network. Discounts available to educational institutions, members of library consortia, etc, are used to minimize costs.

**How Regional Library Sharing Saves Money**

West Hartford Public Library "leases" its Integrated Library System (ILS) in conjunction with 25 other libraries in Hartford County - sharing the costs of staffing, capital equipment, maintenance, software updates, etc. This consortium, Library Connections, Inc., is a private non-profit with offices in Windsor that was set up to operate this system, at a total cost for fiscal year 2010 of \$1,026,983. West Hartford's cost for fiscal year 2010 is \$69,519 (covering all three locations), 2% more than in fiscal year 2009, and will likely need to be adjusted upwards in fiscal year 2011 due to greater use of the library. This fee is less than the cost of one full-time employee with benefits, and provides access to 24/7 service with training, trouble-shooting, capital, and maintenance costs. Fees are based on a formula that takes into account circulation figures for the past year, the number of registered borrowers, and number of items in the library's collection.

**Rental/Leases:** This appropriation is used to pay for the yearly cost of the library's Integrated Library System (software that runs the online catalog, materials circulation, and magazine check-in) and the additional products and service subscriptions, with their associated maintenance fees. The cost of the library's automated services is factored into each division's budget, based on the utilization by each. As a cost savings measure next year, the library will cancel its subscription to the acquisitions software used for fund accounting and transmitting and tracking orders; those functions will be taken over by our ILS software and web-based software provided by the vendors. With the addition of self-check stations at the renovated Noah Webster Library, our maintenance costs have risen, necessitating an increase in this line of \$5,587; however, personnel costs have been reduced in the fiscal year 2010 budget, due to the fact that this technology is available to library customers.

<u>Service</u>	<u>FY2008-09</u>	<u>FY2009-10</u>
Integrated Library System (ILS)	\$68,142	\$69,519
ILS Telecommunications Fee	\$700	\$700
Cataloging and Interlibrary Loan <i>(estimated 5% increase)</i>	\$7,875	\$8,270
E-Audio Books Access Fee <i>(move \$1,220 to materials line)</i>	\$2,354	\$1,134
Web Hosting <i>(increase available disk space)</i>	\$400	\$600
Statewide Library Catalog <i>(assume no increase)</i>	\$300	\$300
Web Filtering Software <i>(vendor decreased price)</i>	\$3,925	\$3,800
3M Service Contract - Security Gates	\$1,600	\$2,600
3M Service Contract - Self Check Units <i>(NWL units phased in)</i>	\$2,100	\$10,020
3M Fines & Fees License –credit card payments at self-check units		\$1,995
Security Software	\$250	<i>Moved to software line</i>
Public PC Software	\$105	<i>Moved to software line</i>
Public PC Control/Print Cost Recovery Software	\$892	<i>Moved to software line</i>
Chasm-PC recycling ( <b>CANCELLED</b> )	\$2,000	\$0
Acquisitions Software ( <b>CANCELLED</b> )	\$2,708	\$0
<b>Total</b>	<b>\$93,351</b>	<b>\$98,938</b>

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**COST CENTER: CIRCULATION SERVICES**

<b>SUMMARY OF EXPENDITURES</b>						
	<b>Actual 2007-08</b>	<b>Adopted 2008-09</b>	<b>Actual 6 Months</b>	<b>Estimated 2008-09</b>	<b>Adopted 2009-10</b>	<b>Percent Change</b>
Regular Payroll	\$223,444	\$218,957	\$112,805	\$219,492	\$220,502	0.7%
Temporary Payroll	92,460	79,777	40,996	79,777	71,425	-10.5%
Overtime	462	500		500	483	-3.4%
Education Premium Pay	897		1,053	2,340	2,340	
Office Expense	3,017	2,500	1,560	2,500	2,500	
Dues and Travel	115	330	13	330	330	
Office Equipment	432					
Rental/Leases	8,907	9,538	10,892	9,538	9,538	
Social Security	<u>20,430</u>	<u>21,444</u>	<u>10,858</u>	<u>21,444</u>	<u>22,139</u>	3.2%
	<b>\$350,164</b>	<b>\$333,046</b>	<b>\$178,177</b>	<b>\$335,921</b>	<b>\$329,257</b>	<b>-1.1%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2008-09</b>	<b>2009-10</b>
Librarian I				1	1
Library Specialist	1	1	1		
Library Assistant	<u>5</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL	6	6	5	5	5

**CIRCULATION SERVICES - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The Circulation Services Division is staffed by 5 full-time positions at the Noah Webster Library. The Circulation Librarian I is charged with the hiring, training and reviewing of the staff at the Noah Webster Library, as well as staff at the children's desk, and at each Branch library. She shares the supervision of these positions with the Division Head to whom each staff member reports. This position was upgraded within the last year in order to provide continuity among the three facilities and the professional knowledge that will allow a wider focus on how this division interacts with others in the department. Circulation staff check materials out and in, assess fines and fees, provide materials requested by specific patrons, send out notices, etc. The adopted budget maintains the existing staff level and reflects no contractual cost of living increase for the union positions.

**Temporary Payroll:** There are 10 part-time positions (1.3 FTE's) and 8 Pages (2.1 FTE's) in this division. The budget greatly reduces the number of part-time staff hours, with no salary increases other than those that maintain the minimal compensation for a grade level. Note: several volunteers work in this department, assisting with shelving and maintaining the order of materials.



**Part-Time Personnel are the Backbone of Library Service**

The Circulation Division provides an excellent example of what makes the library's personnel budget different from other town departments. Because the library has historically been open for 12 hours a day we rely on a large number of part-time staff to cover the hours that we are open. These people need to be at least as good as our full-time employees, if not better, in order to keep providing the same caliber of service throughout the day and the seven day work week. They need to be good communicators in order to stay up to date with what is happening in the library and to know when they need to update their skills. Although these 10 positions make up only one and a half full-time equivalents, they are critical to our schedule. When we are not able to keep their wages comparable with full-time staff, it inhibits our ability to retain these important staff. When we cannot pay more than the minimal salary for a grade level, it squanders the hiring, training and supervision efforts invested in these people as we see them hired away by another library or business.

**Overtime:** This appropriation covers minimal overtime as required by workflow of the division.

**Education Premium Pay:** Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

**Office Expense:** This appropriation covers the cost of supplies that are bought specifically for circulation activities such as forms for library card applications, library cards, receipt paper, etc. Example: 10,000 library cards (about one year's supply) cost about \$1,600.

**Dues & Travel:** This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

**Rental/Leases:** The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget)

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>					
	<u>Actual 2004</u>	<u>Actual 2005</u>	<u>Actual 2006</u>	<u>Actual 2007</u>	<u>Actual 2008</u>
<b><u>Library Collections &amp; Information Access:</u></b>					
Volumes in Collection	267,108	266,750	233,505	n/a	251,792
Collection Turnover (excluding periodicals)	3.3	3.3	2.9	n/a	2.9
<b><u>Library Customer Services:</u></b>					
Program attendance	36,035	32,858	37,364	n/a	n/a
Library customer Attendance	549,683	526,392	558,662	n/a	n/a
Registered borrowers	28,031	27,368	27,335	n/a	26,624
Total Library Loans	903,238	820,171	781,353	n/a	384,972
Loans per Capita	14.1	12.8	12.2	n/a	6.0

n/a – information is not available

**COST CENTER: ADULT SERVICES**

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$338,885	\$315,457	\$138,519	\$313,971	\$288,774	-8.5%
Temporary Payroll	150,285	119,605	71,093	119,605	117,180	-2.0%
Overtime	227	4,485		4,485	4,348	-3.1%
Office Expense	5,411	6,250	2,397	6,250	6,250	
Dues and Travel		370	40	370	370	
Office Equipment	625					
Rental/Leases	19,706	22,230	22,230	22,230	22,230	
Library Materials	233,950	251,994	170,268	251,994	251,994	
Social Security	<u>35,637</u>	<u>33,908</u>	<u>15,619</u>	<u>33,908</u>	<u>30,574</u>	-9.8%
	<b>\$784,426</b>	<b>\$754,299</b>	<b>\$420,166</b>	<b>\$752,813</b>	<b>\$721,720</b>	<b>-4.3%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Librarian III	1	1	1	1	1
Librarian II	1	1	1	1	1
Librarian I	<u>3</u>	<u>3</u>	<u>3</u>	<u>3*</u>	<u>2</u>
TOTAL	5	5	5	5	4

\* One position is unfunded in the fiscal year 2009 budget.

**ADULT SERVICES - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The Adult Services Division is now staffed by 4 full-time positions on the main level at the Noah Webster Library. One full-time position is vacant and has been eliminated. Staff are charged with providing reference and information services in person, by telephone and email to the public; maintaining the adult materials collection by recommending items for purchase and weeding outdated and worn materials, balancing the topics and formats of the collection to meet local needs; providing online resources to enhance the materials collection as well as training in their use, website development and maintenance; and providing educational and recreational programs to highlight these services and resources. The staff also locates specialized materials available from other institutions for patrons who need them. Professional staff, both full and part-time, provide classes in English conversation, oversee book discussions, a French speakers group, and writers groups of screen plays, fiction and poetry. The budget reflects no contractual cost of living increase for the union positions.

**Temporary Payroll:** There are 10 part-time positions, 4 clerical and 6 professional (3.4 FTE's), in this division. The budget reduces the existing staff hours and provides no salary increases other than those that maintain the minimal compensation for a grade level. Clerical positions help to maintain and update special collections and assist users in the computer lab; professionals provide patron service to fill out the daily schedule as well as fulfilling the critical role of the "person in charge" when full-time staff are not available and teach classes as described above.

**Overtime (Sunday Hours):** This appropriation is used to pay wages for Adult Services staff who voluntarily agree to work on Sundays in addition to their normal work week. Full-time staff are paid their normal hourly rate, plus a differential of \$30 per Sunday (a contracted amount which has not changed since the 1980's). Wages for part-time staff who work Sundays are included in the Temporary Payroll line.

**Office Expense:** This appropriation covers the cost of supplies that are specific to the public service area such as magazine covers, archival supplies for the Local History collection, display and bulletin board materials, bookmarks, posters, and signs for special collections.

**Dues & Travel:** This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

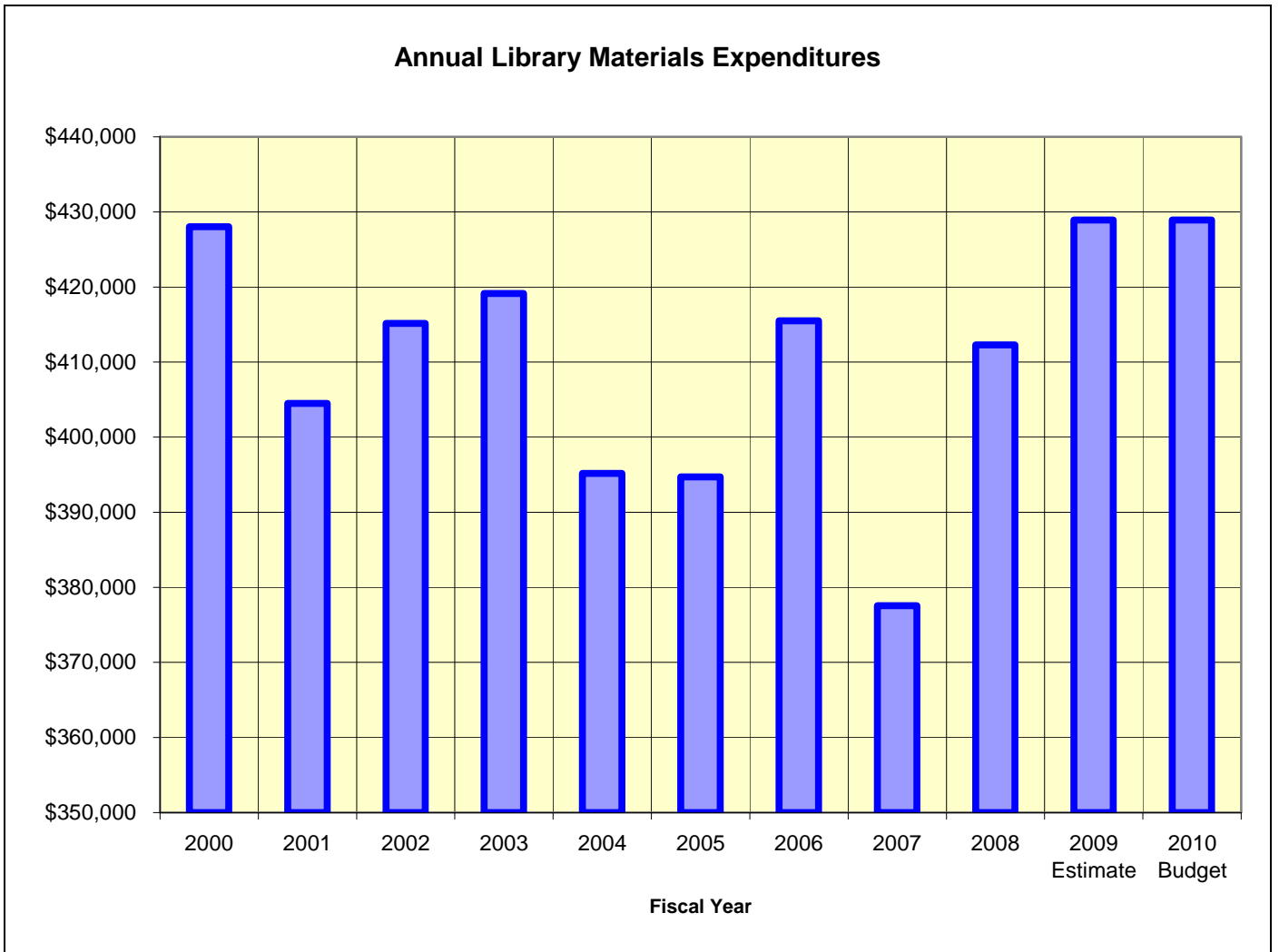
**Rental/Leases:** The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget.)

**Library Materials:** This appropriation is for the purchase of library materials in all formats for the adult collection at the Noah Webster Library. This includes books, periodicals and newspapers, large-type materials, music CDs, audio books (in several formats including books on CD, downloadable audio books and PlayAways) and movies in DVD and Blu-Ray format. In addition to circulation materials, this appropriation covers the cost of print and digital reference books and system-wide online research databases. In recent years, the library has been selectively migrating print reference sources to their electronic equivalents so that customers have round-the-clock and offsite access to these resources via the library website.

The library continues to look for ways to stretch the materials budget so that staff can build as broad a collection of books and audio-visual materials as possible. Most items added to the collection are ordered from vendors with whom the Connecticut Library Consortium has negotiated steep discounts for library purchases. Many titles are discounted up to 46.5% off the list price, and are shipped to the library at no cost. Orders are transmitted to the vendor electronically, and a confirmation file is sent back, which can then be loaded into our online catalog so users can see what items are on-order even before they have been added to the collection. Potential best-sellers are ordered well prior to publication date so they are on the shelf shortly after publication. In 2007-2008, there were approximately 9,000 new circulating items added to the collection for a total adult collection of 98,119 books, 10,944 audio visual materials and 7,396 periodicals at the Noah Webster Library. Circulating books and audiovisuals accounted for  $\frac{2}{3}$  of the materials budget with the remaining  $\frac{1}{3}$  spent on reference resources.

The growth of non-print formats is stretching the materials budget thinner and thinner. Customers expect the Library to provide access to the newer non-print formats while continuing to maintain a high-quality print collection. In addition, with the community becoming increasingly diverse, the library's collection needs to meet a wider range of educational, informational and recreational needs including the need for materials in foreign languages. Because the library's effectiveness is based on the usefulness of its collection, there will not be any reduction of this budget. Even maintaining a zero % increase will erode the ability to purchase the latest materials in sufficient quantities (due to rising costs) to meet the expectations of customers.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.



The chart above details annual expenditures for library materials. As indicated, the budget for fiscal year 2010 includes an appropriation for library materials that is equal to that of fiscal year 2009 due to economic conditions and budget constraints. It should be noted that during the year that the Noah Webster Library was closed for renovations (fiscal year 2007) funds from the library materials budget were used to offset the need for more part-time hours to staff the two branch libraries for seven days each week to meet the needs of the community.

**COST CENTER: FAXON BRANCH LIBRARY**

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$180,642	\$181,624	\$82,470	\$181,872	\$182,881	0.7%
Temporary Payroll	76,247	67,685	35,401	67,685	66,200	-2.2%
Overtime	1,322					
Education Premium Pay	184		216	480	480	
Office Expense	4,937	3,500	460	3,500	3,500	
Dues and Travel	50	260	75	260	260	
Professional Services	613	750	41	750	750	
Printing/Binding	100					
Rental/Leases	12,370	12,370	12,370	12,370	12,370	
Library Materials	53,404	53,599	29,928	53,599	53,599	
Social Security	<u>17,391</u>	<u>18,009</u>	<u>7,896</u>	<u>18,009</u>	<u>18,849</u>	4.7%
	<b>\$347,260</b>	<b>\$337,797</b>	<b>\$168,857</b>	<b>\$338,525</b>	<b>\$338,889</b>	<b>0.3%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Librarian III	1	1	1	1	1
Library Specialist	1	1	1	1	1
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FAXON BRANCH LIBRARY - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The library branch in Elmwood, the Faxon Library, is staffed by 3 full-time positions - a branch manager, a children's specialist and a circulation assistant. The manager is charged with directing the daily activities of the branch and supervising the staff. He/she also takes responsibility for providing reference and information services; maintains the materials collection, balancing the topics and formats of the collection to meet local needs; and provides programs and Internet resources to enhance the materials collection - much as the Adult Services staff does at the Noah Webster Library. The Children's Specialist and Circulation Assistant likewise are charged with oversight for their area of the operation under the supervision of the branch manager and their division head at the main library. Because of the small staff at each branch, each member needs to be informed about all areas of the collection so that they can provide assistance to patrons, whatever their need and/or age. The budget maintains the existing staff level and reflects no contractual cost of living increase for the union positions.

**Temporary Payroll:** There are approximately eight part-time clerical and page positions in each branch library. The budget maintains the existing staff levels, offering no salary increases other than those that maintain the minimal compensation for a grade level.

**Branch Libraries Redefined**

Different philosophies exist about branch libraries and their relationship to a library system. West Hartford's branches were treated as totally separate entities, with separate staff, collections, etc., until the time that renovations were done at the main building. A new sense of how the three facilities could act as a whole has developed since then. Now the branches operate in a more coordinated fashion - with shared collection development, shared staff moving among the buildings, and shared programs that can be repeated at all locations. This model is more suited to maximizing utilization of resources, staff, and programs in tighter economic times, and gives the administration more options for cost savings while still meeting the needs of each of the town's neighborhoods.

**Educational Premium Pay:** Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

**Office Expense:** This appropriation covers the cost of office and library supplies that are needed at each location. (See division budgets at Noah Webster Library for more specific information.)

**Dues & Travel:** This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

**Professional Services:** This appropriation is used to fund presentations to the public in the rare instances that we are not able to get them free – author talks, songwriter/performers, etc.

**Rental/Leases:** The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget)

**Library Materials:** This appropriation is for the purchase of library materials, in all formats, for the branch collections. This includes books, periodicals and newspapers, DVD's and Blu Ray, music CD's, and electronic materials for all ages. Each branch chooses materials that are geared to the interests of the population in its neighborhood. For instance, the Faxon Branch was the first to include many foreign language materials in its collection. In 2007-08 the Faxon Branch added 5,961 items to its collection for all age groups, for a total collection of 45,000.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**COST CENTER: BISHOPS CORNER BRANCH LIBRARY**

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$87,017	\$165,725	\$69,173	\$165,725	\$173,032	4.4%
Temporary Payroll	110,610	73,725	23,904	70,428	64,763	-12.2%
Overtime	366					
Office Expense	2,951	3,500	990	3,500	3,500	
Dues and Travel		260	50	260	260	
Professional Services	650	750	155	750	750	
Rental/Leases	12,370	12,370	12,370	12,370	12,370	
Library Materials	56,880	54,629	32,380	54,629	54,629	
Social Security	<u>11,837</u>	<u>19,020</u>	<u>6,324</u>	<u>19,020</u>	<u>18,193</u>	-4.3%
	<b>\$282,681</b>	<b>\$329,979</b>	<b>\$145,346</b>	<b>\$326,682</b>	<b>\$327,497</b>	<b>-0.8%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Librarian III	1	1	1	1	1
Library Specialist			1	2	2
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>-</u>	<u>-</u>
TOTAL	2	2	3	3	3

**BISHOPS CORNER BRANCH LIBRARY - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The library branch in Bishops Corner is staffed by 3 full-time positions - a branch manager, a children's specialist and a circulation assistant. The manager is charged with directing the daily activities of the branch and supervising the staff. He/she also takes responsibility for providing reference and information services; maintains the materials collection, balancing the topics and formats of the collection to meet local needs; and provides programs and Internet resources to enhance the materials collection - much as the Adult Services staff does at the Noah Webster Library. The Children's Specialist and Circulation Assistant likewise are charged with oversight for their area of the operation under the supervision of the branch manager and their division head at the main library. Because of the small staff at each branch, each member needs to be informed about all areas of the collection so that they can provide assistance to patrons, whatever their need and/or age. The budget maintains the existing staff level and reflects no contractual cost of living increase for the union positions.

**Temporary Payroll:** There are approximately eight part-time clerical and page positions in each branch library. The budget maintains the existing staff levels, offering no salary increases other than those that maintain the minimal compensation for a grade level.

**Branch Libraries Redefined**

Different philosophies exist about branch libraries and their relationship to a library system. West Hartford's branches were treated as totally separate entities, with separate staff, collections, etc., until the time that renovations were done at the main building. A new sense of how the three facilities could act as a whole has developed since then. Now the branches operate in a more coordinated fashion - with shared collection development, shared staff moving among the buildings, and shared programs that can be repeated at all locations. This model is more suited to maximizing utilization of resources, staff, and programs in tighter economic times, and gives the administration more options for cost savings while still meeting the needs of each of the town's neighborhoods.

**Office Expense:** This appropriation covers the cost of office and library supplies that are needed at each location. (See division budgets at Noah Webster Library for more specific information.)

**Dues & Travel:** This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

**Professional Services:** This appropriation is used to fund presentations to the public in the rare instances that we are not able to get them free – author talks, songwriter/performers, etc.

**Rental/Leases:** The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget)

**Library Materials:** This appropriation is for the purchase of library materials, in all formats, for the branch collections. This includes books, periodicals and newspapers, DVD's and Blu Ray, music CD's, and electronic materials for all ages. Each branch chooses materials that are geared to the interests of the population in its neighborhood. For instance, the Bishops Corner Branch now specializes in materials for older adults with its proximity to the Senior Citizens facility. In 2007-08 the branch added 6,949 items to its collection for all age groups, for a total collection of 48,000.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.



**COST CENTER: CHILDREN'S SERVICES**

<b>SUMMARY OF EXPENDITURES</b>						
	<b>Actual 2007-08</b>	<b>Adopted 2008-09</b>	<b>Actual 6 Months</b>	<b>Estimated 2008-09</b>	<b>Adopted 2009-10</b>	<b>Percent Change</b>
Regular Payroll	\$254,236	\$231,638	\$110,986	\$231,638	\$232,765	0.5%
Temporary Payroll	61,224	76,444	40,942	76,444	65,135	-14.8%
Overtime	16,675	8,684	2,861	8,684	8,390	-3.4%
Office Expense	6,451	3,500	3,045	3,500	3,500	
Dues and Travel	95	280		280	280	
Professional Services	1,515	1,500	505	1,500	1,500	
Rental/Leases	9,964	9,964	9,964	9,964	9,964	
Library Materials	51,061	49,646	31,561	49,646	49,646	
Social Security	<u>23,831</u>	<u>23,565</u>	<u>10,312</u>	<u>23,565</u>	<u>22,537</u>	-4.4%
	<b>\$425,052</b>	<b>\$405,221</b>	<b>\$210,176</b>	<b>\$405,221</b>	<b>\$393,717</b>	<b>-2.8%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2008-09</b>	<b>2009-10</b>
Librarian III	1	1	1	1	1
Library Specialist	3	3	3*	3*	2
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	5	5	5	5	4

\* One position is unfunded in the fiscal year 2009 budget.

**CHILDREN'S SERVICES - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The Children's Services Division is staffed by 4 full-time positions at the Noah Webster Library. Staff are charged with providing reference and information services; maintaining the Children's materials collection by recommending items for purchase; weeding outdated and worn materials; balancing the topics and formats of the collection to meet local needs; providing computerized programs and Internet resources to enhance the materials collection, as well as training in their use; and providing age appropriate educational and recreational programs to highlight these services and resources. Twenty four preschool story programs are offered weekly. The budget reflects no contractual cost of living increase for the union positions.

**Temporary Payroll:** There are 9 part-time clerical and page positions (2.1 FTE's) in this division. The budget reduces the existing staff levels, and provides no salary increases other than those that maintain the minimal compensation for a grade level. Clerical positions circulate materials, assist with computer use, and provide patron service to fill out the daily schedule. A part-time Library Specialist runs programs both in- and outside the library as well as providing help with Reader's Advisory and assistance with collection development.

"Floating" Staff Allows For Greater Versatility and Better Communication

Coordination of staff across the library's three facilities allows the library to maximize staff utilization. Having staff trained so that they are able to move from one location to another within the system was one of the most valuable outcomes of the period when the Noah Webster Library was closed for renovations. To make this possible, procedures and practices had to be standardized, some resources replicated, and supervision had to be shared by more than one person. Now, a continuing effort is made to rotate branch staff into the main library and beginning this coming year, an effort will be made to do the same in the other direction. Not only does this promote sharing of ideas, it helps staff to understand the challenges of working in other parts of the library, and allows management to maximize the allocation of personnel.

**Overtime (Sunday Hours):** This appropriation is used to pay wages for Children's Services staff who work on Sundays. As is the case in Adult Services, when a full-time staff member works, they are paid a differential of \$30 (a contracted amount which has not changed since the 1980's) plus their hourly rate. There are usually two staff assigned for Sunday openings.

**Office Expense:** This appropriation covers the cost of supplies that are specific to the children's area such as packaging for classroom collections and Grandparent kits, bulletin board display materials, book marks, labels for collections, and craft supplies like paper, glue and pipe cleaners for projects that compliment program themes.

**Dues & Travel:** This appropriation is used to pay for travel for the division. Programs and materials are delivered to preschool programs throughout the town - especially for children who might not be taken to the library otherwise. For examples of workshops, see Management Division description for detail.

**Professional Services:** This appropriation is used to fund presentations to the public in the rare instances that we are not able to get them free – author talks, songwriter/performers, etc.

**Rental/Leases:** The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget.)

**Library Materials:** This appropriation is for the purchase and replacement of library materials, in all formats, for the Children's collection at the Noah Webster Library. This includes books, periodicals and newspapers, DVD's and Blu Ray, music CD's, and electronic materials. In 2007-08 approximately 5,000 new items were added to the collection for a total of 32,105 books, 3,744 audio visual materials, and 309 periodicals. Most of the materials circulate or can be used online at home. Some reference resources reside only in the library as research resources. Because of the high usage of the renovated children's room, and the fact that the library's effectiveness is based on the use of its collection, there will not be any reduction of this budget. Even maintaining a zero % increase will erode our ability to purchase materials in sufficient quantities to meet the expectations of West Hartford families.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

**COST CENTER: TEEN SERVICES**

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2008-09</u>	<u>Adopted</u> <u>2009-10</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$42,599	\$51,034	\$24,303	\$51,034	\$53,354	4.5%
Temporary Payroll	19,474	30,618	12,024	30,618	27,556	-10.0%
Office Expense	846	1,500	377	1,500	1,500	
Professional Services	720	1,000		1,000	1,000	
Rental/Leases	2,491	2,491	2,491	2,491	2,491	
Library Materials	16,973	19,047	10,475	19,047	19,047	
Social Security	<u>4,487</u>	<u>5,792</u>	<u>2,713</u>	<u>5,792</u>	<u>6,380</u>	10.2%
	<b>\$87,590</b>	<b>\$111,482</b>	<b>\$52,383</b>	<b>\$111,482</b>	<b>\$111,328</b>	<b>-0.1%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
Librarian I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

**TEEN SERVICES - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The Teen Services Division is staffed by a full-time position at the Noah Webster Library. The Librarian I is charged with providing reference and information services; maintaining the Teen materials collection by recommending items for purchase; weeding outdated and worn materials; balancing the topics and formats of the collection to meet local needs; providing computerized programs and Internet resources to enhance the materials collection, as well as training in their use; and providing age appropriate educational and recreational programs to highlight these services and resources. The budget maintains the existing staff level and reflects no contractual cost of living increase for the union position.

**Temporary Payroll:** There are 3 part-time clerical positions (1 FTE), in this division. The budget maintains the existing staff levels, and provides no salary increases other than those that maintain the minimal compensation for a grade level. Clerical positions assist with computer use and provide patron service to fill out the daily schedule.

**Office Expense:** This appropriation covers the cost of supplies that are specific to the teen area and that complement program offerings. (See Adult Services Division for more detail.)

**Professional Services:** This appropriation is used to fund presentations to the public in the rare instances that we are not able to get them free – author talks, songwriter/performers, etc.

**Rental/Leases:** The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget.)

**Library Materials:** This appropriation is for the purchase of library materials, in all formats, for the teen collection at the Noah Webster Library. The Teen Librarian also works with both branch libraries to assure they have a small collection of materials that are suited for teen patrons. This includes books, periodicals and newspapers, DVD's and Blu Ray, music CD's, and electronic materials. Careful consideration is made of the age appropriateness of materials. For instance, DVDs purchased are rated PG-13 or below. Some of these materials are duplicated in the adult or children's collection - based on the interest and/or reading level of the material. In 2007-08, the Teen collection grew by 550 items to a total of 6,400 items at the Noah Webster Library. Teen collections at the branches have 2,500 items at Faxon and 1,500 items at Bishops.

**Social Security:** This appropriation is for required federal payments based upon actual wages paid.

*Note: The Teen Room is not open until 2 pm on school days. This allows the library to maintain minimal staffing and keeps teens from using the library as a place to "skip" school. The room may be used by tutors who have been approved by the West Hartford school system during school hours. Adult Services staff can assist users at times when there is not an assigned staff member in the room.*

# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

### BUDGET IN BRIEF

#### WEST HARTFORD LIBRARY FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
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Library Grant	\$10,061	\$10,000	\$10,000	\$10,000
Charges for Services	<u>4,880</u>	<u>6,000</u>	<u>10,000</u>	<u>10,000</u>
Total Revenue & Other Resources	\$14,941	\$16,000	\$20,000	\$20,000

EXPENDITURES AND OTHER USES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
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Operating Expense	\$ 3,309	\$11,000	\$11,500	\$ 6,500
Office Equipment and Furniture	1,096	11,361	9,861	3,500
Information Technology Equipment	<u>          </u>	<u>7,000</u>	<u>7,000</u>	<u>15,000</u>
Total Expenditures	\$ 4,405	\$29,361	\$28,361	\$25,000

CHANGE IN FUND BALANCE	\$ 10,536	(\$13,361)	(\$ 8,361)	(\$ 5,000)
BEGINNING BALANCE	\$ 2,825	\$ 13,361	\$ 13,361	\$ 5,000
ENDING BALANCE	\$ 13,361	\$	\$ 5,000	\$

**Fund: West Hartford Library Fund**

**Department: Library**

**PURPOSE**

A budgeted fund used to account for the Connecticard Program which is funded via State grant. Other programs accounted for in this fund include the operation of the library's copiers, which are supported by user charges, as well as other State grants and private foundation grants.

**LONG-TERM STRATEGY**

This fund maintains a minimal fund balance as grant revenues and charges for service are utilized on an annual basis to fund operating expenditures and capital equipment needed for the libraries.

**FUND PERFORMANCE**

<b>Five Year History of Operating Results</b>					
	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>
<b><u>Revenues:</u></b>					
Intergovernmental	\$28,000	\$13,000	\$25,000	\$35,000	\$10,000
Charges for Service	6,000	7,000	7,000	4,000	5,000
Interest Income		1,000	1,000	1,000	
<b>TOTAL REVENUES</b>	<b>\$34,000</b>	<b>\$21,000</b>	<b>\$33,000</b>	<b>\$40,000</b>	<b>\$15,000</b>
<b><u>Expenditures:</u></b>					
Operational	\$19,000	\$10,000	\$ 5,000	\$28,000	\$ 4,000
Equipment	17,000	23,000	34,000	11,000	1,000
<b>TOTAL EXPENDITURES</b>	<b>\$36,000</b>	<b>\$33,000</b>	<b>\$39,000</b>	<b>\$39,000</b>	<b>\$ 5,000</b>
<b>TRANSFERS TO OTHER FUNDS</b>					
<b>OPERATING RESULTS</b>	<b>(\$ 2,000)</b>	<b>(\$12,000)</b>	<b>(\$ 6,000)</b>	<b>\$1,000</b>	<b>\$10,000</b>
<b>FUND BALANCE</b>	<b>\$20,000</b>	<b>\$8,000</b>	<b>\$2,000</b>	<b>\$3,000</b>	<b>\$13,000</b>

**REVIEW OF PERFORMANCE**

The fund balance in the Library Fund increased \$10,000 in FY 2008, resulting in a balance of \$13,000 at June 30, 2008.

**FISCAL YEAR 2009 OPERATING RESULTS**

In fiscal year 2009, it is expected that the fund will earn \$20,000 in intergovernmental and charges for service revenue. Estimated expenditures total \$28,361 and are comprised of operating expenses (\$11,500), office equipment and furniture (\$9,861) and computer equipment (\$7,000), resulting in a year-end fund balance of \$5,000.

**FISCAL YEAR 2010 BUDGET**

The fiscal year 2010 budgeted revenue includes a grant of \$10,000 and copier charge revenue of \$10,000. Budgeted expenditures total \$25,000, comprised of operating expense (\$6,500), office equipment (\$3,500) and computer equipment (\$15,000). This planned use of \$5,000 in fund balance will result in a zero fund balance as of June 30, 2010.

**EDUCATION**

**WEST HARTFORD PUBLIC SCHOOLS**

**MISSION**

The mission of the West Hartford Public Schools, as the unifying force in a diverse community with strong traditions and a shared commitment to educational excellence, is to ensure that our students reach their highest potential through a system of high performance schools characterized by mastery of a common core of knowledge, skills, and values and a variety of educational experiences and settings that enables students to progress at their optimal pace and results in a lifelong passion for learning.

<b>BUDGET SUMMARY EDUCATION SERVICES</b>					
	<b><u>Actual</u> <u>2007-08</u></b>	<b><u>Adopted</u> <u>2008-09</u></b>	<b><u>Estimated</u> <u>2008-09</u></b>	<b><u>Adopted</u> <u>2009-10</u></b>	<b><u>Percent</u> <u>Change</u></b>
Education	\$117,198,926	\$123,310,140	\$123,190,140	\$123,306,323	
<b>TOTAL</b>	<b>\$117,198,926</b>	<b>\$123,310,140</b>	<b>\$123,190,140</b>	<b>\$123,306,323</b>	

<b>SUMMARY OF REVENUE EDUCATION SERVICES</b>					
<b><u>Revenues</u></b>	<b><u>Actual</u> <u>2007-08</u></b>	<b><u>Adopted</u> <u>2008-09</u></b>	<b><u>Estimated</u> <u>2008-09</u></b>	<b><u>Adopted</u> <u>2009-10</u></b>	<b><u>Percent</u> <u>Change</u></b>
Education Cost Sharing					
Grant	\$15,479,961	\$16,076,120	\$16,076,120	\$16,076,120	
School Building Subsidy	714,772	716,551	670,292	646,837	-9.7%
School Transportation					
Grant	<u>234,015</u>	<u>291,628</u>	<u>283,596</u>	<u>259,764</u>	-10.9%
<b>TOTAL</b>	<b>\$16,428,748</b>	<b>\$17,084,299</b>	<b>\$17,030,008</b>	<b>\$16,982,721</b>	<b>-0.6%</b>

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**NON-DEPARTMENTAL OVERVIEW**

This section of the budget contains those program expenditures that are not identified with a specific department for oversight and/or management purposes.

<b>BUDGET SUMMARY NON-DEPARTMENTAL</b>						
	<b>Actual 2007-08</b>	<b>Adopted 2008-09</b>	<b>Actual 6 Months</b>	<b>Estimated 2008-09</b>	<b>Adopted 2009-10</b>	<b>Percent Change</b>
Wages & Salaries	\$ 49,597	\$ 61,835	\$ 34,360	\$ 72,322	\$ 72,323	17.0%
Operating Expense	7,884,611	8,007,687	4,154,198	7,997,584	7,607,410	-5.0%
Fringe Benefits	<u>13,753,916</u>	<u>16,330,408</u>	<u>7,515,619</u>	<u>15,857,367</u>	<u>17,236,332</u>	5.5%
<b>TOTAL</b>	<b>\$21,688,124</b>	<b>\$24,399,930</b>	<b>\$11,704,177</b>	<b>\$23,927,273</b>	<b>\$24,916,065</b>	<b>2.1%</b>

<b>Full-Time Positions:</b>	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2008-2009</b>	<b>2009-2010</b>
Communication Systems					
Manager		<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**SUMMARY OF EXPENDITURES BY PROGRAM**

<b>Program</b>	<b>Actual 2007-08</b>	<b>Adopted 2008-09</b>	<b>Actual 6 Months</b>	<b>Estimated 2008-09</b>	<b>Adopted 2009-10</b>	<b>Percent Change</b>
Probate Court	41,202	50,000	11,676	50,000	50,000	
General Fund Contingency		425,000				-100.0%
Radio System Maintenance	336,025	326,883	273,577	326,276	287,961	-11.9%
Private School Health Services	242,467	242,600		246,504	258,010	6.4%
Paramedic Services	265,980	227,705	70,236	275,000	248,100	9.0%
Revaluation Litigation	38,537	50,000	4,500	4,500	25,000	-50.0%
Health District Payment	432,205	432,205	165,670	432,205	432,205	
Non-Public School						
Transportation	591,012	632,169		579,420	641,852	1.5%
Risk Management	12,877,919	15,025,909	7,513,351	15,025,909	16,330,937	8.7%
Metropolitan District						
Commission	<u>6,862,777</u>	<u>6,987,459</u>	<u>3,665,167</u>	<u>6,987,459</u>	<u>6,642,000</u>	-4.9%
<b>Total Department</b>	<b>\$21,688,124</b>	<b>\$24,399,930</b>	<b>\$11,704,177</b>	<b>\$23,927,273</b>	<b>\$24,916,065</b>	<b>2.1%</b>

**BUDGET & PROGRAM HIGHLIGHTS**

**Town-wide Wage & Salary Reductions:**

Employee wages and benefits are defined in collective bargaining agreements negotiated between the nine (9) bargaining units and the Town. Collective bargaining agreements cannot be changed unilaterally by either party to the agreement, but must be negotiated between the two parties. The collective bargaining process in Connecticut is subject to binding arbitration if the two parties cannot reach an agreement. An arbitration panel consisting of a union representative, a management representative and a neutral member consider the best and final offers of the parties and make decisions between the offers in an arbitrated award.

Current contracts call for the following increases for unionized full-time employees:

<u>Bargaining Unit</u>	7/1/09 <u>COLA</u>	Contract <u>Expiration</u>
International Association of Firefighters AFL-CIO, Local 1241	3.25%	6/30/10
West Hartford Police Officers' Association	3.25%	6/30/11
Public Safety Dispatcher Union, SEIU, Local 2001	3.50%	6/30/12
Local 1142 of Council No. 4 AFL-CIO	3.25%	6/30/12
Professional/Management Union, SEIU, Local 2001	3.50%	6/30/12
Grounds Maintenance Union, SEIU, Local 2001	3.50%	6/30/12
Buildings Maintenance Union, SEIU, Local 2001	3.50%	6/30/12
Clerical Union, SEIU, Local 2001	3.50%	6/30/12
Supervisory Union, SEIU, Local 2001	3.50%	6/30/12

The Town has approached all nine bargaining units and asked for wage and benefit concessions in light of the current economic conditions and loss of revenues to finance the Town budget. These discussions are continuing and no agreements were reached at the time of budget adoption. The adopted fiscal year 2010 budget and property tax rate does not fund \$1,200,000 in employee costs. This adjustment will either reflect wage and benefit concessions by the unions, layoffs of employees, or some combination of the two. This adjustment is reflected proportionately in each department's budget. To achieve the \$1,200,000 in adjustments, with no union concessions, approximately 20 full-time employees will have their employment terminated.

**Probate Court Support:**

The Town of West Hartford is liable for payment of administrative expenses for the operation of the Probate Court. Consistent with the prior year, this payment is expected to total \$50,000 in fiscal year 2010.

**General Fund Contingency:**

The General Fund contingency account represents a provision for emergencies or unanticipated expenses that might occur during the course of the fiscal year. In response to an anticipated operational deficit for fiscal year 2009, savings were achieved in several departments as follows: reduced tip fees (\$110,000), a reduction in the Town's payment to MDC (\$180,000), the deferral of bond issuance (\$90,000), and reduced radio repair costs (\$45,000). The appropriations in the respective departments were transferred to contingency so that they are under the direct authority of the Town Council and are unavailable for spending without Town Council action.

**Radio System Maintenance:**

The cost of maintaining and operating the town-wide radio communications system is \$287,961 for fiscal year 2010, a decrease of 11.9% from the current year appropriation. The fiscal year 2010 budget reflects lower maintenance costs as the Town invests in its Radio Communication System via the Capital Improvement Plan. In addition, the Town has been successful in reducing its lease fees for communication towers.

**Private School Services Fund Subsidy:**

Included in the fiscal year 2010 budget is a subsidy of \$899,862 to the Private School Services Fund and represents the non-reimbursable cost of providing services to the non-resident and resident children in West Hartford private schools. This program includes health service to children in private schools and private transportation services. The subsidy is a net increase of \$25,093 due to increased benefit costs for school nurses and increased transportation costs with the new school bus contract, offset by the consolidation of bus routes resulting in fewer buses.

**Paramedic Services:**

This service is provided by a private contractor, with medics and ambulances dispatched by the Emergency Response Center. This non-departmental appropriation represents the Town's contractual commitment to provide paramedic services to town residents. The increase represents a cost-of-living adjustment as well as a reduction in the performance credits received by the Town per the terms of the contract.

**Revaluation Litigation:**

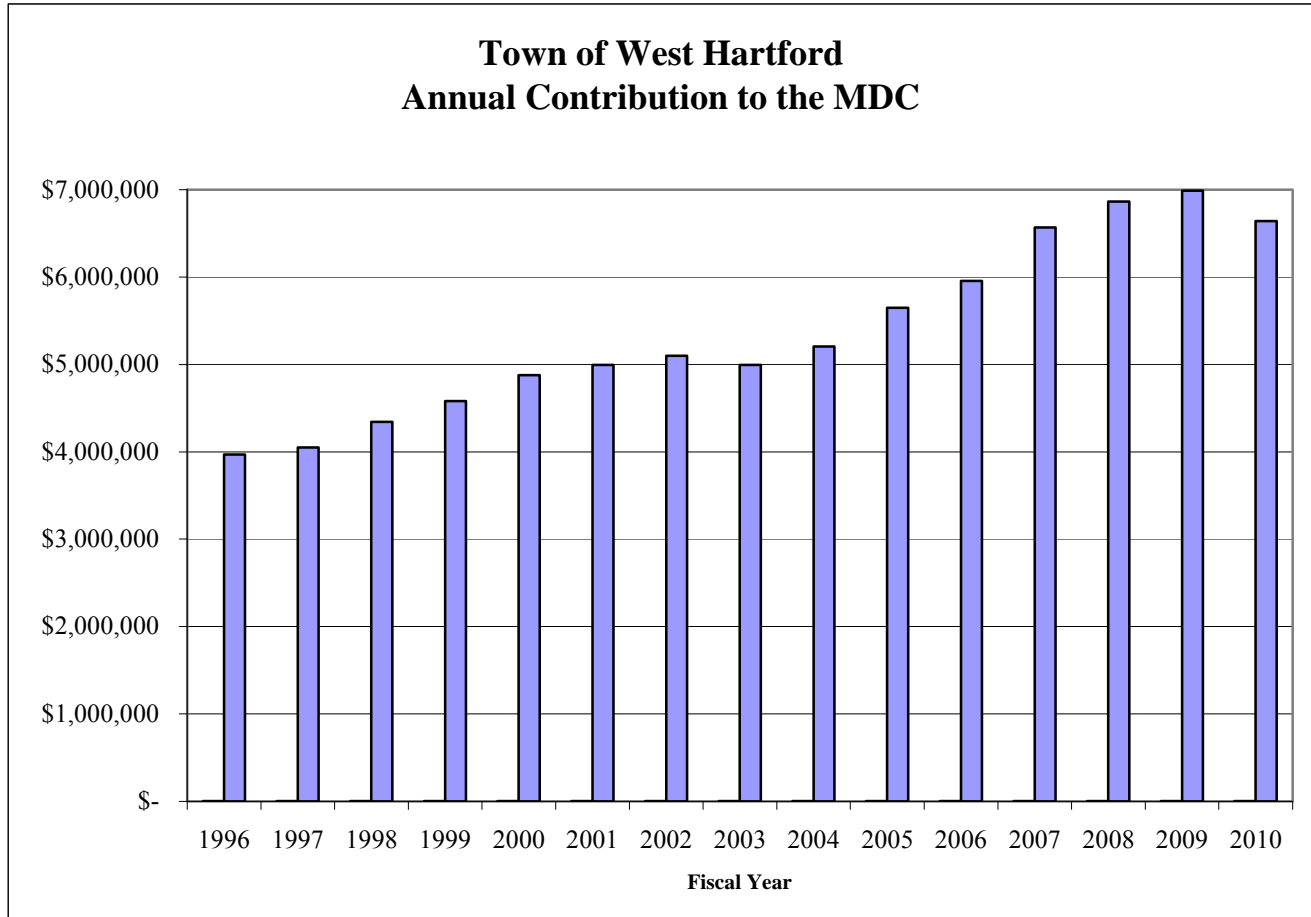
A total of \$25,000 is appropriated in fiscal year 2010 for costs associated with new or pending tax appeals of property assessments.

**Health District Payment:**

The Town's payment to the West Hartford/Bloomfield Regional Health District (WHBHD) from the General Fund totals \$432,205 for fiscal year 2010, an amount consistent with fiscal year 2009. As in prior years, an additional \$100,000 is paid from the CDBG Fund.

**Metropolitan District Commission (MDC):**

The payment to the MDC, the quasi-governmental agency responsible for sewage treatment and disposal, is based upon the agency’s adopted budget and apportioned to the member communities based upon the local property tax levy. The budget includes a decrease of \$345,459 in the MDC contribution for West Hartford. It should be noted that the amount paid by the Town includes no costs related to the Clean Water Project. That cost is being billed directly to water/sewer customers by the MDC. The Town’s annual contribution for the past fifteen years is depicted on the graph below.



**Risk Management:**

This appropriation represents the General Fund’s contribution to the Town’s Pension Fund and the Risk Management Fund, an internal service fund used to account for the Town’s risk programs: Worker’s Compensation, Town Health, Heart & Hypertension, Self-Insured Programs and Insured Programs. The increase in the appropriation is primarily driven by two factors. First, the Town’s actuarially determined contribution to the Pension Fund increased from \$6,812,000 in fiscal year 2009 to \$7,480,000 in fiscal year 2010. This contribution is allocated to Town Funds and the Board of Education based upon covered payroll. Second, the Town continues its commitment to fund its Retiree Health Reserve, which pays for Other Post-Employment Benefits (OPEB). The contribution for fiscal year 2010 is \$5,580,000, of which the Town is contributing \$3,775,000 and the Board of Education is contributing \$1,805,000. More detail on the Pension Fund and Risk Management Fund can be found in the Employee Services departmental section.

# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

# BUDGET IN BRIEF

## PRIVATE SCHOOL SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Intergovernmental	\$ 563,479	\$ 625,573	\$ 635,459	\$ 657,662
Transfer In	<u>833,479</u>	<u>874,769</u>	<u>825,924</u>	<u>899,862</u>
Total Revenues & Other Resources	\$1,396,958	\$1,500,342	\$1,461,383	\$1,557,524

EXPENDITURES AND OTHER USES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Medical Care Services	\$ 757,710	\$ 808,678	\$ 821,679	\$ 860,031
Non-Public School Transportation	<u>639,248</u>	<u>691,664</u>	<u>639,704</u>	<u>697,493</u>
Total Expenditures & Other Uses	\$1,396,958	\$1,500,342	\$1,461,383	\$1,557,524

CHANGE IN FUND BALANCE	\$	\$	\$	\$
BEGINNING BALANCE	\$	\$	\$	\$
ENDING BALANCE	\$	\$	\$	\$

**Fund: Private School Services Fund**  
**Department: Non-Departmental**

**PURPOSE**

A budgeted fund to account for State grants and other funds to finance services provided by the Town to non-public schools in West Hartford. The purpose of the fund is to account for all services provided by the Town to private and parochial schools. These services include the busing of West Hartford children to private and parochial schools in Town and health services to these schools. A transfer from the General Fund is made each year representing the local costs of the program.

**LONG-TERM STRATEGY**

This fund maintains a fund balance of zero as funding from State grants and the subsidy from the General Fund are designed to match annual operating expenditures.

**FUND PERFORMANCE**

<b>Five Year History of Operating Results</b>					
	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>
<b><u>Revenues:</u></b>					
Intergovernmental	\$445,000	\$477,000	\$516,000	\$575,000	\$563,000
<b>TOTAL REVENUES</b>	<b>\$445,000</b>	<b>\$477,000</b>	<b>\$516,000</b>	<b>\$575,000</b>	<b>\$563,000</b>
<b><u>Expenditures:</u></b>					
Operational	\$1,264,000	\$1,235,000	\$1,245,000	\$1,409,000	\$1,397,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,264,000</b>	<b>\$1,235,000</b>	<b>\$1,245,000</b>	<b>\$1,409,000</b>	<b>\$1,397,000</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$ 819,000</b>	<b>\$ 758,000</b>	<b>\$ 729,000</b>	<b>\$ 834,000</b>	<b>\$ 834,000</b>
<b>OPERATING RESULTS</b>	-	-	-	-	-
<b>FUND BALANCE</b>	-	-	-	-	-

**REVIEW OF PERFORMANCE**

The General Fund costs to support the programs provided by the Private School Services Fund have ranged from \$729,000 in fiscal year 2006 to \$834,000 in fiscal years 2007 and 2008.

**FISCAL YEAR 2009 OPERATING RESULTS**

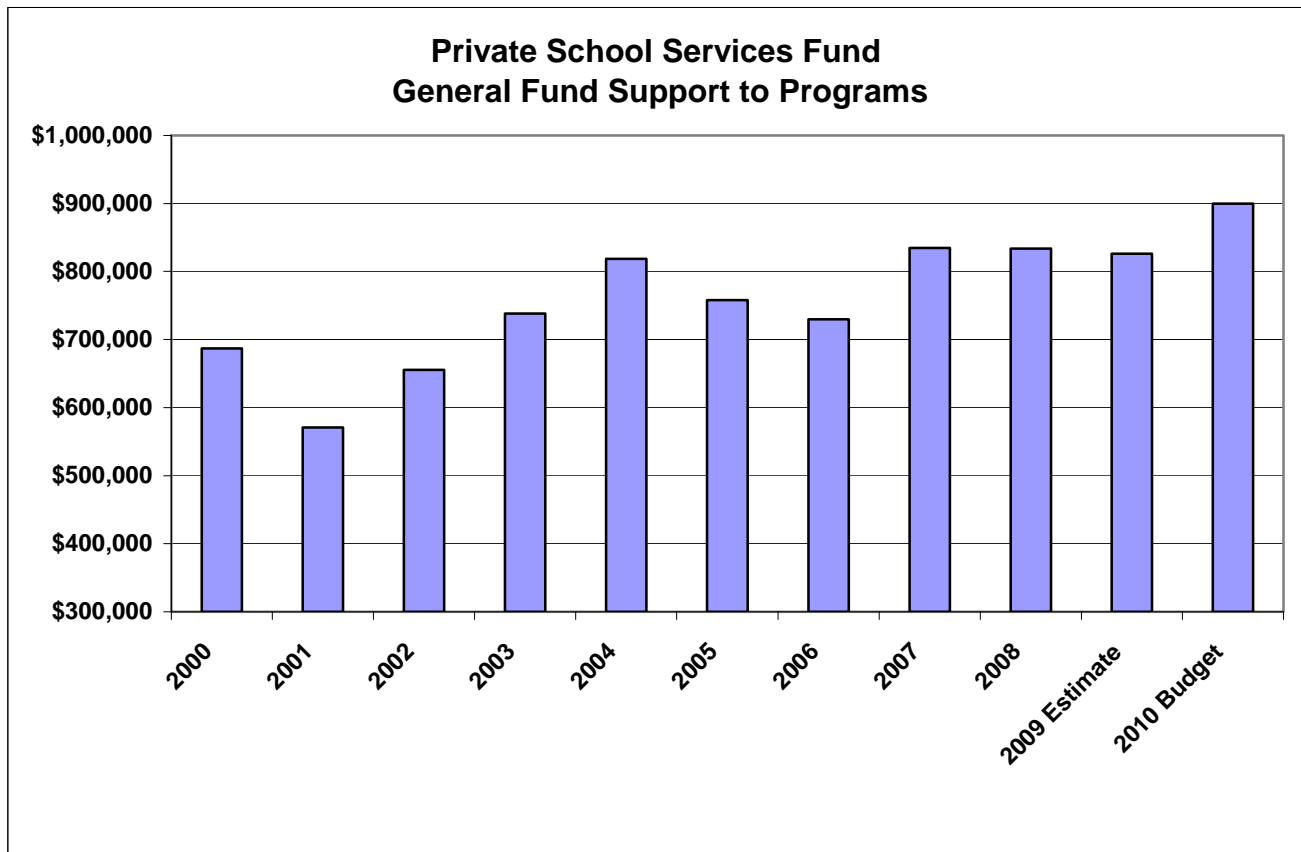
Operating results for the current fiscal year are projected to result in a transfer from the General Fund of \$825,924, \$48,845 less than the adopted budget. Savings in the Non-Public School Transportation program result from fewer buses based upon enrollment and consolidated routes.

**Fund: Private School Services Fund**  
**Department: Non-Departmental**

**FISCAL YEAR 2010 BUDGET**

Expenditures are projected to increase by \$57,182 in fiscal year 2010. Private school transportation is experiencing an increase in per bus costs due to a new bus contract, offset by a consolidation of routes resulting in fewer buses. Wages and benefits for school nurses increase \$51,353. The State grant for transportation services is expected to decrease \$3,854, while the State reimbursement percentage for health services is budgeted at a level consistent with that of fiscal year 2009.

<b>Full-Time Positions:</b>	<b>Authorized Positions</b>			<b>Revised</b>	<b>Adopted</b>
	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2008-2009</b>	<b>2009-2010</b>
Senior Nurse	1	1	1	1	1
Nurse	<u>7</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
<b>TOTAL</b>	8	9	9	9	9



# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

# BUDGET IN BRIEF

## BLUE BACK SQUARE FUND

<b>REVENUES AND OTHER RESOURCES</b>	<b>ACTUAL 2007-2008</b>	<b>ADOPTED 2008-2009</b>	<b>ESTIMATED 2008-2009</b>	<b>ADOPTED 2009-2010</b>
Property Taxes	\$ 842,497	\$ 329,800	\$ 329,800	\$ 1,083,300
Rental of Facilities	12,696	17,964	17,964	17,964
Interest Income	460,503	55,136	165,000	15,000
Transfer In	<u>1,584,951</u>	<u>3,077,669</u>	<u>3,007,124</u>	<u>2,483,149</u>
Total Revenues & Other Resources	\$ 2,900,647	\$3,480,569	\$3,519,888	\$3,599,413

<b>EXPENDITURES AND OTHER USES</b>	<b>ACTUAL 2007-2008</b>	<b>ADOPTED 2008-2009</b>	<b>ESTIMATED 2008-2009</b>	<b>ADOPTED 2009-2010</b>
Capital Financing	\$ 2,302,438	\$ 4,085,675	\$ 4,085,675	\$ 4,086,013
Operating Expense	28,482		14,533	
Transfer to fund Capital Projects	<u>26,219,152</u>	<u>                    </u>	<u>1,036,379</u>	<u>                    </u>
Total Expenditures & Other Uses	\$28,550,072	\$ 4,085,675	\$ 5,136,587	\$ 4,086,013

CHANGE IN FUND BALANCE	(\$25,649,425)	(\$ 605,106)	(\$ 1,616,699)	(\$ 486,600)
BEGINNING BALANCE	\$ 31,815,358	\$ 6,165,933	\$ 6,165,933	\$ 4,549,234
ENDING BALANCE	\$ 6,165,933	\$ 5,560,827	\$ 4,549,234	\$ 4,062,634



**Fund: Blue Back Square Fund**  
**Department: Non-Departmental**

**PURPOSE**

A fund created to account for the financial activity of the Blue Back Square (BBS) development project. This activity includes capital financing for public improvements and revenues generated from property taxes, Special Services District taxes, and parking operations.

**LONG-TERM STRATEGY**

The Blue Back Square Fund will fund the debt service on the \$48.82 million in general obligation bonds issued to fund public improvements within the Blue Back Square project. These public improvements included the purchase of two parking garages, renovations to the Town Hall and Noah Webster Library, and public infrastructure improvements. The net revenue generated from the operation of the parking garages and on-street parking and the Special Services District (SSD) taxes levied on the taxable property with the Blue Back Square development, as well as interest income generated within the fund is expected to fund the annual debt service costs.

**FISCAL YEAR 2009 OPERATING RESULTS**

During fiscal year 2006, long-term debt was issued in the amount of \$48,820,000, with a bond premium of \$3,151,596. These monies were recorded as revenue to the fund. The proceeds are drawn down on a monthly basis to fund the public improvement projects that are part of the BBS development. It is anticipated that \$1,036,379 will be utilized for capital projects in fiscal year 2009, fully expending the capital appropriation. Interest income is earned on the investment balance of the fund, with interest capped by Federal arbitrage limits. Estimated interest income for fiscal year 2009 is \$165,000. In addition, current year property taxes totaling \$329,800 are recognized by the Fund for fiscal year 2009, as is \$17,964 in rental income. A net transfer of \$3,007,124 is anticipated from the West Hartford Center-Special Services District (WHC-SSD) Fund relating to SSD tax (\$1,714,000), unspent capital projects appropriations (\$537,154), and parking operations (\$755,970).

**FISCAL YEAR 2010 BUDGET**

The budget for fiscal year 2010 estimates property tax receipts of \$1,083,300, interest income of \$15,000 and rental of facilities of \$17,964. A transfer of \$2,483,149 is expected from the WHC-SSD Fund representing SSD taxes of \$1,714,000 and net proceeds from parking of \$769,149. Capital financing expenditures of \$4,086,013 are budgeted and represent two interest payments and one principal payment due in fiscal year 2010 on the fund's long-term debt.

# TOWN OF WEST HARTFORD

## Fiscal Year 2009-2010

### BUDGET IN BRIEF

#### WEST HARTFORD CENTER – SPECIAL SERVICES DISTRICT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Special Services District Tax	\$ 1,301,404	\$1,714,000	\$1,714,000	\$1,714,000
Parking Revenue	1,121,015	2,571,000	1,775,581	1,766,000
Interest Income	<u>27,045</u>	<u>15,815</u>	<u>14,500</u>	<u>15,000</u>
Total Revenues & Other Resources	\$ 2,449,464	\$4,300,815	\$3,504,081	\$3,495,000

EXPENDITURES AND OTHER USES	ACTUAL 2007-2008	ADOPTED 2008-2009	ESTIMATED 2008-2009	ADOPTED 2009-2010
Parking Operations	\$ 873,156	\$1,223,146	\$1,034,111	\$1,011,851
Transfer Out	<u>1,584,951</u>	<u>3,077,669</u>	<u>2,469,970</u>	<u>2,483,149</u>
Total Expenditures & Other Uses	\$2,458,107	\$4,300,815	\$3,504,081	\$3,495,000

CHANGE IN FUND BALANCE	\$	\$	\$	\$
BEGINNING BALANCE	\$	\$	\$	\$
ENDING BALANCE	\$	\$	\$	\$

**Fund: WHC – Special Services District Fund**

**Department: Non-Departmental**

**PURPOSE**

A fund created to account for the financial activity of the West Hartford Center Special Services District. The District is responsible for collecting a Special Services District Tax and operation of parking garages and surface lots within the Blue Back Square Development on behalf of the Town, the owner of said facilities. This fund contracts with the Parking Lot Fund to provide such services and pays a management fee to the Parking Lot Fund. Net proceeds of the WHC – Special Services District Fund are transferred to the Town at year-end.

**LONG-TERM STRATEGY**

This fund will account for activities of the Special Services District, but maintain no fund balance as annual net proceeds are transferred to the Town and deposited in the Blue Back Square Fund.

**FISCAL YEAR 2009 OPERATING RESULTS**

The fund expects to earn Special Services District Tax of \$1,714,000 for fiscal year 2009. In addition, with parking revenue and interest income estimated at \$1,790,081 and a related management fee of \$1,034,111, the fund expects to transfer \$2,469,970 to the BBS Fund.

**FISCAL YEAR 2010 BUDGET**

The budget for fiscal year 2010 assumes Special Services District taxes of \$1,714,000 and parking revenue and interest income of \$1,781,000. The WHC-SSD Fund is contracting with the Parking Lot Fund for the daily operations of the parking facilities with an estimated cost of \$1,011,851. These assumptions result in a net transfer to the BBS Fund of \$2,483,149 for fiscal year 2010.

**Fund: WHC – Special Services District Fund**  
**Department: Non-Departmental**

**SUMMARY OF REVENUES**

<b><u>Revenues</u></b>	<b><u>Actual</u></b> <b><u>2007-08</u></b>	<b><u>Adopted</u></b> <b><u>2008-09</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2008-09</u></b>	<b><u>Adopted</u></b> <b><u>2009-10</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Blue Back SSD Tax	\$1,301,404	\$1,714,000	\$ 851,980	\$1,714,000	\$1,714,000	
Town Hall Lot	50,989	50,000	7,572	7,572		-100.0%
Blue Back South Garage	409,182	840,000	248,826	484,723	484,000	-42.4%
Blue Back North Garage	368,810	720,000	294,526	574,846	574,000	-20.3%
Meter Collection	116,689	160,000	235,042	371,042	371,000	131.9%
Validation Parking	38,866	100,000	43,702	87,000	87,000	-13.0%
Permit Parking	136,479	696,000	130,793	250,398	250,000	-64.1%
Sales		5,000				-100.0%
Interest Income	<u>27,045</u>	<u>15,815</u>	<u>7,508</u>	<u>14,500</u>	<u>15,000</u>	-5.2%
<b>TOTAL</b>	<b>\$2,449,464</b>	<b>\$4,300,815</b>	<b>\$1,819,949</b>	<b>\$3,504,081</b>	<b>\$3,495,000</b>	<b>-18.7%</b>