

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.

BUDGET SUMMARY						
DEPARTMENT OF PUBLIC WORKS						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
Revenues:	2013-14	2014-15	6 Months	2014-15	2015-16	Change
Intergovernmental	\$689,311	\$689,311	\$343,726	\$687,452	\$687,452	-0.3%
Licenses & Permits	107,711	110,000	51,984	110,050	110,000	
Charges for Services	191,794	218,934	78,931	209,452	190,320	-13.1%
Miscellaneous Revenue	<u>536,807</u>	<u>487,237</u>	<u>6,124</u>	<u>487,237</u>	<u>464,682</u>	-4.6%
TOTAL	\$1,525,623	\$1,505,482	\$480,765	\$1,494,191	\$1,452,454	-3.5%
Expenditures:						
Wages & Salaries	\$3,825,740	\$3,948,642	\$1,850,016	\$3,917,056	\$3,953,551	0.1%
Operating Expense	6,742,751	6,845,247	2,650,864	6,847,841	7,140,071	4.3%
Equipment	5,117					
Social Security	<u>333,033</u>	<u>363,145</u>	<u>119,906</u>	<u>352,021</u>	<u>358,039</u>	-1.4%
TOTAL	\$10,906,641	\$11,157,034	\$4,620,786	\$11,116,918	\$11,451,661	2.6%

Full-Time Positions:	Authorized Positions			Revised	Adopted
	2012-13	2013-14	2014-15	2014-15	2015-16
General Fund	47	47	47	47	47
Parking Lot Fund	10	10	10	10	10
Cemetery Fund	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	58	58	58	58	58

BUDGET & PROGRAM HIGHLIGHTS

Overall, the Department of Public Works' budget has increased \$294,627 or 2.6% for fiscal year 2016. Wages and salaries increase \$4,909, or 0.1%, due to savings from reductions to regular payroll (\$39,876) based on the budgeting of vacant positions lower in the pay range than incumbents and benefit elections, offset by increased temporary payroll (\$36,026) and overtime (\$8,759). Cost of living adjustments estimates are not included, as contracts are in negotiation. Operating expense increases \$294,824, or 4.3%, for fiscal year 2016 primarily attributed to increased contractual services (\$110,330), solid waste disposal (\$101,288), information technology (\$11,300), vehicles and equipment (\$23,200) and snow removal (\$30,000). Equipment was purchased in fiscal year 2014 for snow removal but these funds will not be required in fiscal year 2016. The social security decrease results from the change in wages and salaries.

COST CENTER: PUBLIC WORKS MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Highway Town Aid Grant	\$689,311	\$ 689,311	\$343,726	\$ 687,452	\$ 687,452	-0.3%
Miscellaneous Revenue			50	50		
Transfer In – LoCIP	<u>459,237</u>	<u>459,237</u>	_____	<u>459,237</u>	<u>436,682</u>	-4.9%
TOTAL	\$1,148,548	\$1,148,548	\$343,776	\$1,146,739	\$1,124,134	-2.1%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$283,699	\$286,354	\$146,359	\$286,354	\$290,551	1.5%
Temporary Payroll	45,503	58,000	22,484	45,000	50,000	-13.8%
Overtime	3,301	2,000	1,122	2,240	2,500	25.0%
Education Premium Pay	780	780	325	650	780	
Office Expense	8,613	8,300	3,864	11,038	8,200	-1.2%
Dues and Travel	611	540	3,022	3,562	3,540	556.6%
Training	4,546	7,500	5,121	10,241	7,500	
Professional Services	6,783	5,000	3,972	3,972	7,500	50.0%
Contractual Services	525			525	525	
Printing/Binding	571	1,000	261	261	1,000	
Meals	13,050	13,000	13,170	14,367	15,000	15.4%
Uniforms & Laundry	26,793	36,880	21,809	35,380	36,800	-0.2%
Information Technology		24,000	20,000	24,000	24,000	
Telecommunications	21,920	20,000	11,941	20,000	26,000	30.0%
Land Lease	35,000	35,000		35,000	35,000	
Social Security	<u>22,164</u>	<u>26,212</u>	<u>10,468</u>	<u>23,397</u>	<u>24,197</u>	-7.7%
TOTAL	\$473,859	\$524,566	\$263,918	\$515,987	\$533,093	1.6%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Director of Public Works	1	1	1	1	1
Business Operations Manager	1	1	1	1	1
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3	3	3	3	3

PUBLIC WORKS MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Management Division is staffed with three full-time positions and reflects anticipated merit increases. Estimates for cost of living adjustments are not included as contracts are in negotiation.

Temporary Payroll: 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. This appropriation is reduced based upon work flow needs.

Overtime: The appropriation is used for staffing the department's Saturday small metal, household hazardous waste and electronics collections and for telephone coverage during snow-fighting operations.

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

Office Expense: This appropriation funds paper, postage and office supplies and is reduced based upon experience.

Dues & Travel: This appropriation covers the cost of annual dues for the American Public Works Association which provides useful information on activities, programs and innovations of public works departments throughout the country. In addition funds are included for an annual appreciation event.

Training: This appropriation funds training offered for the University of Connecticut sponsored Road Master/Road Scholar program and annual certifications directly related to on-the-job work tasks.

Professional Services: This appropriation reflects participation in the CDL-drivers drug and alcohol testing program through the Connecticut Conference of Municipalities.

Contractual Services: This appropriation of \$525 funds testing services.

Printing/Binding: This appropriation reflects the printing costs for forms, information materials and reprints of the DPW's Recycling Guidelines.

Meals: This appropriation reflects the annual contractual meal allowance paid for the 38 eligible full-time employees in the Public Works Department.

Uniforms & Laundry: This appropriation 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.

Information Technology: This appropriation reflects the cost of the department's work order system (Cartegraph), which had previously been funded by the Information Technology department.

Telecommunications: Reflects the operating costs for both desk and cellular telephone services, as well as wireless costs for tablets and other devices used by the department.

Land Lease: The department is leasing land at a cost of \$35,000 per annum for storing materials. Prior to execution of a lease, the land was used at no cost. The lease payment is being used to reduce back taxes on the property.

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

COST CENTER: CONTRACTUAL SERVICES DIVISION

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Bulky Waste/Recycling						
Permits	\$107,711	\$110,000	\$51,934	\$110,000	\$110,000	
Metal Recycling	16,525	11,000	2,392	11,000	11,000	
Recycling Rebate	74,923	70,000	30,561	70,000	70,000	
Rental of Facilities	21,600	21,600	10,800	21,600		-100.0%
Miscellaneous	56,526	15,000		15,000	15,000	
Revenue Cost Sharing	9,673	13,000	11,736	13,000	13,000	
Additional Refuse Barrel	<u>36,509</u>	<u>73,014</u>	<u> </u>	<u>57,532</u>	<u>60,000</u>	-17.8%
TOTAL	\$323,467	\$313,614	\$107,423	\$298,132	\$279,000	-11.0%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$107,373	\$107,646	\$60,451	\$105,666	\$45,845	-57.4%
Temporary Payroll	11,768	16,336	6,391	15,486	34,000	108.1%
Overtime	7,542	11,000	6,981	6,981	8,000	-27.3%
Office Expense	2,104	2,700		2,500	2,700	
Dues and Travel	188	1,300	1,438	2,875	3,000	130.8%
Training		1,500			1,500	
Advertising	2,129	7,500	2,638	3,163	3,940	-47.5%
Professional Services	6,407	28,800	8,820	22,000	31,000	7.6%
Contractual Services	3,362,408	3,459,745	1,428,110	3,436,736	3,548,500	2.6%
Solid Waste Disposal	1,229,271	1,381,712	439,571	1,293,310	1,483,000	7.3%
Printing/Binding		300		300	300	
Office Equipment	165	4,000	2,403	2,403	4,000	
Operating Expenses	5,481		1,343	1,343		
Vehicles & Equipment Expense		2,500		2,500	2,500	
Rental/Leases	26,250	30,000	29,250	29,250	30,000	
Social Security	<u>8,662</u>	<u>10,187</u>	<u>4,706</u>	<u>9,108</u>	<u>6,652</u>	-34.7%
TOTAL	\$4,769,748	\$5,065,226	\$1,992,102	\$4,933,621	\$5,204,937	2.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Public Works Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0.5</u>
TOTAL	1	1	1	1	0.5

CONTRACTUAL SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Environmental Services program activity is staffed with half of one full-time position. This is a reduction of 0.5, which has been moved to the Streets Maintenance Division.

Temporary Payroll: The appropriation funds part-time hours working on the Town's bagged leaf collection and refuse collection programs. The appropriation is increased \$17,664 over fiscal year 2015 to compensate for coverage at the recycling center, previously managed by a contractor.

Overtime: Overtime for the bagged leaf program is budgeted for peak collection periods as well as crews on the Veterans Day holiday and the Saturday after Thanksgiving.

Office Expense: The requested appropriation reflects printing costs of skip tags for use at locations where bags are presented improperly and for residential recycling permits, which will be completely offset by revenue from the recycling center permit program.

Dues and Travel: This account (\$3,000) reflects the annual license renewal with the State Department of Energy and Environmental Protection for the operation of the Recycling Center located at 25 Brixton Street.

Training: This appropriation reflects the cost associated with training seasonal part-time leaf collection staff in safety procedures, including the operation of the rear controls of the refuse packers, work guidelines and confined space regulations.

Advertising: This appropriation funds 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. The reduction relates to the refuse collection and disposal program, based upon prior experience.

Professional Services: This budget 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 Energy and Environmental Protection.

Contractual Services: The appropriation reflects an increase attributed to contractual increases with Paines, the Town's refuse collection contractor. This appropriation also funds contractual disposal of waste oil, oil filters and oil soaked rags as required by the State Department of Energy and Environmental Protection.

Solid Waste Disposal: This appropriation reflects an increase over fiscal year 2015 due to an increase in the Town's refuse disposal contract with Covanta. As part of this contract, the Town is receiving a \$3.50/ton transportation credit to compensate the Town's refuse collection contractor for the costs of the additional mileage and time to use the Bristol facility. In addition, the appropriation is increased based on the expected cost of a new green waste disposal contract.

Printing/Binding: The budget (\$300) reflects the costs of 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: This appropriation covers barrel replacement for the refuse collection program, protective equipment for seasonal help working the leaf collection program (including items such as safety vests and glasses, gloves, hats, ponchos and ear protection), and other equipment like rakes, spray paint, etc.

Vehicles & Equipment: The appropriation funds gasoline and vehicle maintenance.

Rentals/Leases: The appropriation reflects the leaf collection program vehicle rental cost for four (4) packer truck rentals, two for five weeks and two for seven weeks.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Actual FY 2012</u>	<u>Actual FY 2013</u>	<u>Actual FY 2014</u>
Volume of leaves collected (cubic yards)	19,270	14,872	17,674	24,106	23,865
Tons of leaves collected	3,854	3,295	3,535	6,026	5,966

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Actual FY 2012</u>	<u>Actual FY 2013</u>	<u>Actual FY 2014</u>
Tons of Waste Recycled	5,996	7,228	7,246	7,180	7,152
Percent of Total Waste Recycled	21.3%	26.5%	25.7%	26.7%	26.8%
Tons of Refuse Collected	22,133	20,253	20,988	19,525	19,551

COST CENTER: STREET MAINTENANCE DIVISION

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$5,618	\$5,000	\$	\$5,000	\$5,000	
Sale of Assets	<u>7,500</u>	—	—	—	—	
TOTAL	\$13,118	\$5,000	\$	\$5,000	\$5,000	

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$809,615	\$848,462	\$405,327	\$799,430	\$948,321	11.8%
Temporary Payroll	21,814	29,178	4,495	34,987	32,000	9.7%
Overtime	324,484	273,200	48,568	273,810	293,050	7.3%
Meals	31		95	729		
Contractual Services	155,670	156,000	18,846	262,795	166,750	6.9%
Minor Equipment	5,127	10,000	3,929	11,571	12,000	20.0%
Uniforms & Laundry	1,267	3,000	1,087	2,780	3,000	
Telecommunications	60					
Building Maintenance	5,298	2,300		2,300	2,300	
Vehicles & Equipment Expense			525	525	500	
Maintenance & Repairs	8,710	11,500	2,645	7,965	11,500	
Snow Removal Supplies	506,000	320,550	38,654	320,550	350,550	9.4%
Street Maintenance	120,606	110,000	62,965	114,570	110,675	0.6%
Sidewalk Maintenance	1,120	4,540	1,629	6,592	4,540	
Rental/Leases	2,401	5,650	1,161	2,750	5,650	
Operating Equipment	5,117					
Social Security	<u>82,917</u>	<u>87,643</u>	<u>29,916</u>	<u>84,670</u>	<u>97,249</u>	11.0%
TOTAL	\$2,050,237	\$1,862,023	\$619,842	\$1,926,024	\$2,038,085	9.5%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Public Works Manager	1	1	1	1	1.5
Crew Leader Streets Division	4	4	4	4	4
Equipment Operator	6	6	6	6	8
Mason	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>
TOTAL	13	13	13	13	14.5

STREET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Street Maintenance operation will be staffed with 14.5 full-time positions in fiscal year 2016. As part of a reorganization of responsibilities, 0.5 of a Public Works Manager has been reallocated from the Contractual Services Division, and 1 Equipment Operator position was moved in from the Traffic Safety Control Division. Offsetting reductions can be found in these divisions. The appropriation reflects steps and merit increases, but does not include estimates for cost of living adjustments. Payroll is allocated among four Street Maintenance programs as follows for non-managers: Street Maintenance and Repair (50%); Snow and Ice Control (25%); Street Sweeping (15%) and Storm Sewer Repair and Maintenance (10%).

Temporary Payroll: This appropriation is for labor to perform pothole patching and for summer help.

Overtime: This appropriation is used for emergency and planned road maintenance, snow fighting and storm sewer work after normal working hours. It is increased consistent with additional need for special events, snow and ice control and street sweeping.

Meals: This is an unbudgeted line. During severe storms, meals may be provided to employees.

Contractual Services: This appropriation funds the services of snow removal contractors used to plow snow from Town streets. DPW utilizes up to fifteen contractors during a plowing operation.

Minor Equipment: This appropriation represents minor equipment purchases for the street maintenance program, such as mark out paint, cones, caution tape, work zone safety equipment, pumps, compaction equipment, and small engine equipment.

Uniforms & Laundry: This appropriation 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.

Building Maintenance: This budget funds the annual purchase of ice melt used at Town facilities.

Vehicles & Equipment Expense: Funds were expended for vehicle parts in fiscal year 2015. The fiscal year 2016 budget assumes similar purchases will be required.

Maintenance & Repairs: This line item reflects costs for snowplow damage repairs (seed and topsoil), tools, and replacement saw blades.

Snow Removal Supplies: The appropriation reflects the estimated cost for treatment operations for 15 snow events annually, utilizing the Clearlane product. 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. Due to consistently rising cost of salt, this appropriation is increased \$30,000.

Street Maintenance: This appropriation 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.

Sidewalk Maintenance: This appropriation is for emergency sidewalk repairs.

Rental/Leases: This appropriation funds rental/lease of equipment that may be needed on a short-term basis for street maintenance (for example a roller, paving box, bulldozer, excavator or grader). The appropriation also includes the annual cost for monthly basic cable service for monitoring weather forecasts and emergencies.

Operating Equipment: In fiscal year 2014 this appropriation funded the purchase of snow removal equipment.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Actual FY 2012</u>	<u>Actual FY 2013</u>	<u>Actual FY 2014</u>
Number of sanding & plowing operations	11	17	6	16	25
Percent of snowstorms cleared within 8 hours	100%	94%	83%	69%	75%

COST CENTER: FLEET MAINTENANCE DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$488,729	\$526,688	\$261,091	\$522,182	\$509,122	-3.3%
Temporary Payroll	13,860	20,000	6,373	12,745	20,000	
Overtime	12,394	20,000	7,808	15,580	20,000	
Office Expense	1,506	1,500	1,595	1,595	2,000	33.3%
Contractual Services	518		871	871	1,500	
Information Technology	2,123	2,200	2,123	2,200	13,500	513.6%
Vehicles & Equipment Expense	481,964	431,800	195,210	419,319	454,500	5.3%
Maintenance & Repairs	63,050	53,485	30,285	60,569	55,985	4.7%
Social Security	<u>40,101</u>	<u>43,005</u>	<u>18,645</u>	<u>43,005</u>	<u>42,008</u>	-2.3%
TOTAL	\$1,104,245	\$1,098,678	\$524,001	\$1,078,066	\$1,118,615	1.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</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	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

FLEET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Fleet Maintenance activity is staffed with seven full-time positions, one Manager and six Mechanics. The budget reflects contractual step increases in accordance with the AFSCME union contract, but does not include an estimate for cost of living adjustments because the contract expired June 30, 2014. The increases are offset by benefit elections and refill of positions at the start of the pay range after individuals retire.

Temporary Payroll: This appropriation (\$20,000) reflects the cost for three 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 (650 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. A clerical position (215 hours) maintains the vehicle inventory report and provides administrative support to the division.

Overtime: This appropriation is used primarily to catch up on preventive vehicle maintenance deferred during the snow season when all or part of the workforce is participating in snow-fighting operations. It is also used to respond to emergency repairs when public safety vehicles breakdown outside of normal working hours.

Office Expense: This appropriation funds subscriptions and publications required for diagnostic and repair inquiries.

Contractual Services: This appropriation funds environmental services provided by Safety-Kleen and Clean Harbors for spill prevention.

Information Technology: This appropriation reflects the annual software maintenance support cost for the division's fleet maintenance software program (DPSI). This appropriation is increased in order to fund diagnostic system software.

Vehicles & Equipment Expense: This appropriation reflects the parts and equipment used to repair and maintain the Public Works current vehicle fleet of 140 vehicles, 50 plows and 35 sanders. 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. The increase for fiscal year 2016 reflects increased vehicle maintenance costs (\$20,000) and fuel costs (\$2,700).

Maintenance & Repairs: This appropriation funds shop supplies, tools and equipment. 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.

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

COST CENTER: TRAFFIC SAFETY CONTROL DIVISION

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$35,225	\$31,320	\$21,737	\$34,320	\$34,320	9.6%
TOTAL	\$35,225	\$31,320	\$21,737	\$34,320	\$34,320	9.6%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$473,363	\$477,887	\$261,260	\$508,675	\$409,206	-14.4%
Temporary Payroll	2,573	16,000	5,507	16,000	16,000	
Overtime	44,093	34,491	15,210	31,206	30,900	-10.4%
Office Expense	58					
Dues and Travel	280	800	320	2,400	2,480	210.0%
Professional Services	1,219	2,500		2,500	2,500	
Contractual Services	22,121	17,000	10,875	17,000	20,000	17.6%
Solid Waste Disposal		500			500	
Office Equipment	1,014	8,500	368	6,707	8,500	
Uniforms & Laundry	1,214	2,900	4,306	5,300	5,300	82.8%
Information Technology	3,512	6,000	488	2,926	6,000	
Telecommunications	1,291	1,700	359	869	1,700	
Building Maintenance	25,336	34,950	9,141	28,170	34,950	
Operating Expense - Misc.		500		500	500	
Maintenance & Repairs	732	900	247	900	900	
Street Light Maintenance	15,248	32,000	22,182	32,000	32,000	
Signal & Light Maintenance	42,134	43,200	20,015	43,200	43,200	
Rental/Leases	3,716	7,080	250	6,080	7,500	5.9%
Social Security	<u>38,677</u>	<u>40,169</u>	<u>19,576</u>	<u>40,169</u>	<u>34,892</u>	-13.1%
TOTAL	\$676,581	\$727,077	\$370,104	\$744,602	\$657,028	-9.6%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Public Works Manager	1	1	1	1	1
Signal Support Technician	1	1	1	1	1
Sign & Mechanical Maintenance Worker	2	2	2	2	1
Streetlight Technician	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	6	6	6	6	5

TRAFFIC SAFETY CONTROL DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Traffic Safety operation is staffed with five full-time positions. The budget reflects merit increases for AFSCME unionized positions offset by one position which will be funded within the Streets Division in fiscal year 2016.

Temporary Payroll: The temporary payroll appropriation funds two positions. One is a detail person who removes signs posted in Town rights of way as well as graffiti and 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 shared with the Street Maintenance operation to support the Sign Division.

Overtime: This item represents calls regarding “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 appropriation funds office supplies. No budget is requested for fiscal year 2016.

Dues and Travel: This appropriation funds five annual International Municipal Signal Association (IMSA) certifications and five electrical license certifications that are required for personnel working on traffic signals, streetlights and signs.

Professional Services: This appropriation reflects costs for private police duty for traffic control services during events that require it, such as annual maintenance on traffic signals and fiber optic trenching in the street.

Contractual Services: This appropriation funds Eversource charges for reconnecting power on streetlights and other electrical services.

Solid Waste Disposal: This appropriation funds the disposal costs in the street lighting program for all bulbs and other electrical items that cannot otherwise be recycled.

Office Equipment: This budget is for minor equipment costs for such items as tools, parts and equipment for installing and maintaining signals, streetlights, signs and work on the fiber optic network.

Uniforms & Laundry: This appropriation funds safety equipment used in the performance of electrical and sign maintenance operations.

Information Technology: This appropriation includes fiber optic supplies and data processing supplies to support the Town data processing division for needed cabling installations and repairs.

Telecommunications: This item reflects the annual cost to enable the signal maintenance division laptop to communicate with the department’s server in the field.

Building Maintenance: This appropriation reflects specialized maintenance repairs and services on the signal maintenance equipment, speed monitoring devices and streetlights, including contractual services for setting or re-setting poles, building foundations for traffic signal controllers and re-setting and re-stringing fiber optic cable. This appropriation is also used by the Sign Shop as the primary supply account for sign materials, cones and barricades.

Operating Expense: This budget is used for the purchase of graffiti remover, decal application fluid and decal remover used by the Sign Shop staff for lettering vehicles and signs.

Maintenance & Repairs: This appropriation reflects costs for miscellaneous equipment (\$900).

Street Light Maintenance: This appropriation 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 reflects the costs for traffic signal and electrical maintenance supplies and off-street lighting parts and electrical supplies.

Rental/Leases: This appropriation reflects the annual need for renting portable lifts and contractor assistance to inspect and repair traffic signals.

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

COST CENTER: GROUNDS MAINTENANCE DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$5,265	\$7,000	\$7,829	\$10,000	\$10,000	42.9%
TOTAL	\$5,265	\$7,000	\$7,829	\$10,000	\$10,000	42.9%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,010,878	\$1,032,669	\$497,399	\$1,032,669	\$1,036,785	0.4%
Temporary Payroll	72,300	72,710	46,466	102,636	96,250	32.4%
Overtime	91,671	115,241	46,399	104,759	110,241	-4.3%
Professional Services		1,115		675	1,115	
Contractual Services	74,243	75,500	31,424	86,255	81,300	7.7%
Printing/Binding Services	74					
Office Equipment	8,547	31,450	12,676	39,000	31,450	
Utilities	206,919	153,749	76,875	153,749	146,290	-4.9%
Building Maintenance	5,200	6,500		6,500	6,500	
Grounds Maintenance	97,933	106,651	65,258	118,925	108,981	2.2%
Maintenance & Repairs	117,694	120,750	34,127	114,578	120,750	
Rental/Leases	6,000	7,200	3,600	7,200	7,200	
Social Security	77,345	92,762	36,595	88,505	89,874	-3.1%
Transfer Out	<u>63,167</u>	<u>63,167</u>		<u>63,167</u>	<u>63,167</u>	
TOTAL	\$1,831,971	\$1,879,464	\$850,819	\$1,918,618	\$1,899,903	1.1%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Public Works Manager	1	1	1	1	1
Crew Leader	3	3	3	3	3
Equipment Mechanic – Grounds	1	1	1	1	1
Tree Trimmer	2	2	2	2	2
Grounds Maintainer	6	6	6	6	6
BOE Grounds Foreman	1	1	1	1	1
BOE Grounds Maintainer	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	17	17	17	17	17

GROUNDS MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The grounds division is staffed with 17 full-time positions and maintains the grounds at all Town and Board facilities. The appropriation reflects expected step and merit increases but does not include cost of living adjustments as contracts are in negotiation. Consistent with prior years, 50% of the total Grounds payroll is allocated to the Grounds Maintenance program, 35% to the Park and Athletic Field Maintenance Program and 15% to the Tree Maintenance Program.

Temporary Payroll: The appropriation funds permanent and seasonal part-time help. Temporary payroll is increased based on anticipated workload, especially at athletic fields.

Overtime: Overtime 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.

Professional Services: This cost reflects contractually required yearly cholinesterase testing administered to SEIU employees to test for pesticide exposure levels, consistent with the prior year.

Contractual Services: This appropriation 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.

Office Equipment: This appropriation 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. Funding is increased in order to purchase salt spreaders.

Utilities: This appropriation reflects the cost for electricity, natural gas and water at five Town parks (Beachland, Fern, Eisenhower, Kennedy and Wolcott). The budget is used for lighting the parks, operating the pool facilities, and running 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. The decreased cost for fiscal year 2016 reflects utility rates, consumption levels, and the amortization of surplus/deficits in the Utility Services Fund, offset by a significant increase in the clean water surcharge imposed by the MDC.

Building Maintenance: This appropriation 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 budget funds the 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.

Maintenance & Repairs: This cost reflects the repair and preventive 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. In addition, it covers line painting material, pitching rubbers and home plates, soccer goals and netting, and all materials used in the set-up of athletic fields. Finally, it includes the costs associated with the maintenance and repair of the synthetic athletic fields at both Hall and Conard High Schools.

Rental/Leases: This expense reflects the BOE lease costs for garage space for storage of equipment during off season periods.

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 2015-2016

BUDGET IN BRIEF

PARKING LOT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Charges for Services	\$1,478,886	\$1,905,000	\$1,873,000	\$1,890,000
Management Fee – BBS	837,785	948,218	970,157	936,115
Fines & Forfeitures	177,092	100,000	125,000	125,000
Interest Income	2,991	3,000	5,000	5,000
Miscellaneous Revenue		10,000	10,000	
Total Revenues & Other Resources	\$2,496,754	\$2,966,218	\$2,983,157	\$2,956,115

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Municipal Parking Operations	\$1,691,118	\$1,546,981	\$1,509,064	\$2,017,579
BBS Parking Operations	840,540	948,218	970,157	936,115
Total Expenditures & Other Uses	\$2,531,658	\$2,495,199	\$2,479,221	\$2,953,694

CHANGE IN FUND BALANCE	(\$ 34,904)	\$ 471,019	\$ 503,936	\$ 2,421
BEGINNING BALANCE	\$1,519,141	\$1,484,237	\$1,484,237	\$1,988,173
ENDING BALANCE	\$1,484,237	\$1,955,256	\$1,988,173	\$1,990,594

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

	Five Year History of Operating Results				
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>Revenues:</u>					
Intergovernmental	\$	\$ 31,000	\$	\$	\$
Charges for Services	1,223,000	1,295,000	1,396,000	1,617,000	1,656,000
Management Fee	875,000	827,000	938,000	1,002,000	838,000
Interest Income		1,000	2,000	3,000	3,000
Transfer In			22,000		
TOTAL REVENUES	\$2,098,000	\$2,154,000	\$2,358,000	\$2,622,000	\$2,497,000
<u>Expenditures:</u>					
Operational	\$1,987,000	\$2,111,000	\$2,255,000	\$2,168,000	\$2,532,000
TOTAL EXPENDITURES	\$1,987,000	\$2,111,000	\$2,255,000	\$2,168,000	\$2,532,000
OPERATING RESULTS	\$111,000	\$ 43,000	\$ 103,000	\$ 454,000	(\$ 35,000)
FUND BALANCE	\$919,000	\$962,000	\$1,065,000	\$1,519,000	\$1,484,000

Fund: Parking Lot Fund
Department: Public Works

REVIEW OF PERFORMANCE

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. The fund has accumulated a fund balance of \$1,484,237 as of June 30, 2014.

FISCAL YEAR 2015 OPERATING RESULTS

Total estimated expenditures for fiscal year 2015 for the Blue Back Square (BBS) parking operations are \$970,157, while the estimate for the municipal lots is \$1,509,064. Based upon total estimated revenues of \$2,983,157 the fund is expected to increase fund balance by \$503,936, resulting in fund balance of \$1,988,173 as of June 30, 2015.

In accordance with a parking utilization study conducted in fiscal year 2014 and review of the appropriateness of parking rates at all Town facilities, the following changes were made to parking beginning in fiscal year 2015: 1) increased on-street parking rates to \$1.50 per hour to provide equity across the system; 2) converted the first 30-minute free parking in the surface lots to a 30-minute grace period; 3) included Burr Street in the pay-for-parking system; and, 4) reduced library validation from 2 hours to 1.5 hours.

FISCAL YEAR 2016 BUDGET

The fiscal year 2016 budget reflects expenditures relating to the BBS parking operations of \$936,115 with a corresponding management fee equal to these costs. Revenues from municipal lots are expected to reach \$2,020,000, inclusive of \$125,000 in parking violation revenue for tickets issued by the funds parking monitors and interest income of \$5,000. Municipal parking expenditures are budgeted at \$2,017,579, inclusive of two Police Officer positions that have been reallocated from the General Fund based upon their assignments. The fund expects to increase fund balance by \$2,421 for fiscal year 2016.

PARKING LOT FUND

The mission of the Parking Lot Fund is to operate the Town’s municipal parking operations, which include gated off-street parking lots and on-street parking meters, and provide parking operation services for the West Hartford Center-Special Services District in exchange for a management fee equal to the cost of said services.

BUDGET SUMMARY						
DEPARTMENT OF PUBLIC WORKS						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
Revenues:	<u>2013-14</u>	<u>2014-15</u>	<u>6 Months</u>	<u>2014-15</u>	<u>2015-16</u>	<u>Change</u>
Charges for Services	\$1,478,886	\$1,905,000	\$943,789	\$1,873,000	\$1,890,000	-0.8%
Management Fee – BBS	837,785	948,218		970,157	936,115	-1.3%
Fines & Forfeitures	177,092	100,000		125,000	125,000	25.0%
Interest Income	2,991	3,000	2,178	5,000	5,000	66.7%
Miscellaneous Revenue		<u>10,000</u>	<u>10,000</u>	<u>10,000</u>		-100.0%
TOTAL	\$2,496,754	\$2,966,218	\$955,967	\$2,983,157	\$2,956,115	-0.3%
Expenditures:						
Wages & Salaries	\$850,430	\$898,547	\$394,462	\$837,789	\$1,012,413	12.7%
Operating Expense	796,232	1,066,458	560,076	1,113,824	1,113,128	4.4%
Equipment	417,813				145,000	
Fringe Benefits	<u>467,185</u>	<u>530,194</u>	<u>334,131</u>	<u>527,608</u>	<u>683,153</u>	28.8%
TOTAL	\$2,531,660	\$2,495,199	\$1,288,669	\$2,479,221	\$2,953,694	18.4%

Full-Time Positions:	Authorized Positions			Revised	Adopted
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Public Works Manager	1.0	1.0	1.0	1.0	1.0
Crew Leader	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Parking Monitors	4.0	4.0	4.0	4.0	4.0
Parking Lot Gate Attendants	<u>3.0*</u>	<u>3.0*</u>	<u>3.0*</u>	<u>3.0*</u>	<u>3.0*</u>
TOTAL	10.0	10.0	10.0	10.0	10.0

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

BUDGET & PROGRAM HIGHLIGHTS

The budget for the Parking Lot Fund increases \$458,495 or 18.4% for fiscal year 2016. Wages and salaries reflect anticipated contractual cost-of-living increases, merit increases, and the reallocation of two Police Officers from the General Fund based upon their assignments, offset by a reduction in temporary payroll.

Fund: Parking Lot Fund
Department: Public Works

Operating expense increases \$46,670, or 4.4% from fiscal year 2015. This increase is primarily due to a net increase in contractual services (\$51,000) as the new pay stations enable patrons to utilize credit cards for payment. Increases are also reflected in the appropriations for office expense (\$5,900) and vehicle maintenance (\$7,000), offset by savings in utilities (\$6,123) based upon consumption and telecommunication (\$12,000) expense for the parking system. Capital outlay for fiscal year 2016 includes the purchase of pay stations for the Brace Road lot (\$80,000), a camera system for the lots (\$50,000), and a charging station for electric vehicles (\$15,000). Fringe benefits increase \$152,259 due to increased contributions to the Pension Fund and Retiree Health Reserve and the reallocation of two full-time positions to this fund.

SUMMARY OF EXPENDITURES						
<u>Expenditures</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Percent</u>
	<u>2013-14</u>	<u>2014-15</u>	<u>6 Months</u>	<u>2014-15</u>	<u>2015-16</u>	<u>Change</u>
Regular Payroll	\$387,474	\$400,747	\$171,890	\$339,930	\$555,221	38.5%
Temporary Payroll	407,293	425,000	203,981	435,000	380,000	-10.6%
Overtime	55,663	72,800	18,591	62,859	70,000	-3.8%
Holiday					7,192	
Office Expense	19,452	38,100	33,634	42,002	44,000	15.5%
Dues and Travel	2,560	2,600	595	2,600	2,600	
Training	205	2,000	183	2,000	2,000	
Advertising	1,218	2,600	995	2,600	2,600	
Professional Services	1,338	8,000	13,600	15,336	8,000	
Contractual Services	357,047	541,000	330,319	600,000	592,000	9.4%
Solid Waste Disposal		3,107				-100.0%
Printing/Binding		500		500	500	
Office Equipment	6,484	10,000	6,649	11,000	10,000	
Meals	290	1,000	218	1,000	1,000	
Uniforms and Laundry	890	3,000	1,726	3,000	3,000	
Utilities	161,052	131,851	65,926	131,851	125,728	-4.6%
Telecommunications	2,924	16,700	1,738	4,700	4,700	-71.9%
Building Maintenance	10,751	8,000	5,517	10,411	8,000	
Vehicles & Equipment Exp	4,279	10,000	1,692	10,000	17,000	70.0%
Grounds Maintenance	21,805	60,000		60,000	60,000	
Maintenance & Repairs	2,805	15,000	8,665	15,000	19,000	26.7%
Snow Removal Supplies	10,796	15,000	527	15,000	15,000	
Parking Lot Maintenance	32,563	30,000	9,680	30,000	30,000	
Rental/Leases	159,773	168,000	78,412	156,824	168,000	
Operating Equipment	417,813				145,000	
Social Security	59,105	67,417	26,735	64,831	69,747	3.5%
Pension	137,438	152,012	152,012	152,012	214,871	41.4%
Risk Management Expense	<u>270,642</u>	<u>310,765</u>	<u>155,384</u>	<u>310,765</u>	<u>398,535</u>	28.2%
Total Department	\$2,531,660	\$2,495,199	\$1,288,669	\$2,479,221	\$2,953,694	18.4%

TOWN OF WEST HARTFORD

Fiscal Year 2015-2016

BUDGET IN BRIEF

CEMETERY OPERATING FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Charges for Services	\$ 227,377	\$ 230,000	\$ 230,000	\$ 230,000
Sale of Lots	68,039	110,000	110,000	110,000
Interest Income	<u>6,530</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
Total Revenues & Other Resources	\$ 301,946	\$ 347,000	\$ 347,000	\$ 347,000

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Cemetery Operations	<u>\$ 324,129</u>	<u>\$ 384,141</u>	<u>\$ 382,761</u>	<u>\$ 387,132</u>
Total Expenditures & Other Uses	\$ 324,129	\$ 384,141	\$ 382,761	\$ 387,132

CHANGE IN FUND BALANCE	(\$ 22,183)	(\$ 37,141)	(\$ 35,761)	(\$ 40,132)
BEGINNING BALANCE	\$2,109,669	\$2,087,486	\$2,087,486	\$2,051,725
ENDING BALANCE	\$2,087,486	\$2,050,345	\$2,051,725	\$2,011,593

Fund: Cemetery Operating Fund
Department: Public Works

PURPOSE

A budgeted fund created to account for donations, sale of lots, 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

Five Year History of Operating Results					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>Revenues:</u>					
Charges for Service	\$339,000	\$495,000	\$333,000	\$376,000	\$296,000
Interest Income	1,000	5,000	3,000	9,000	6,000
TOTAL REVENUES	\$340,000	\$500,000	\$336,000	\$385,000	\$302,000
<u>Expenditures:</u>					
Operational	\$359,000	\$315,000	\$362,000	\$329,000	\$321,000
TOTAL EXPENDITURES	\$359,000	\$315,000	\$362,000	\$329,000	\$321,000
TRANSFERS TO/FROM OTHER FUNDS	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)
OPERATING RESULTS	(\$22,000)	\$182,000	(\$29,000)	\$53,000	(\$22,000)
FUND BALANCE	\$1,904,000	\$2,086,000	\$2,057,000	\$2,110,000	\$2,087,000

REVIEW OF PERFORMANCE

The Cemetery Operations 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. In fiscal year 2011 a new area of the cemetery was opened, resulting in a significant increase in revenue from sale of lots.

Fund: Cemetery Operating Fund
Department: Public Works

FISCAL YEAR 2015 OPERATING RESULTS

It is estimated that revenues of \$347,000 will be achieved in fiscal year 2015 with corresponding expenditures of \$382,761, resulting in a decrease to fund balance of \$35,761. As of June 30, 2015, fund balance will be approximately \$2,052,000.

FISCAL YEAR 2016 BUDGET

The budget for fiscal year 2016 estimates revenue of \$347,000 with corresponding expenditures of \$387,132, resulting in a \$40,132 shortfall. It is anticipated that fund balance will decline to \$2,011,593 by June 30, 2016.

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.

BUDGET SUMMARY						
DEPARTMENT OF PUBLIC WORKS						
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Percent</u>
<u>Revenues:</u>	<u>2013-14</u>	<u>2014-15</u>	<u>6 Months</u>	<u>2014-15</u>	<u>2015-16</u>	<u>Change</u>
Cemetery Service Charges	\$227,377	\$230,000	\$103,666	\$230,000	\$230,000	
Sale of Lots	68,039	110,000	64,916	110,000	110,000	
Interest on Investment	6,530	7,000	3,398	7,000	7,000	
TOTAL	\$301,946	\$347,000	\$171,980	\$347,000	\$347,000	
<u>Expenditures:</u>						
Wages & Salaries	\$118,732	\$124,661	\$61,813	\$122,771	\$126,827	1.7%
Operating Expense	130,992	177,785	65,822	179,658	173,590	-2.4%
Fringe Benefits	74,405	81,695	52,198	80,332	86,715	6.1%
TOTAL	\$324,129	\$384,141	\$179,833	\$382,761	\$387,132	0.8%

<u>Full-Time Positions:</u>	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Crew Leader	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

BUDGET & PROGRAM HIGHLIGHTS

The Cemetery Operating Fund budget increases \$2,991 or 0.8% for fiscal year 2016. Wages and salaries reflect anticipated cost-of-living and merit increases. Operating expenses decrease \$4,195 due to a reduction in utility costs. This results from a decreased use of water and amortization of accumulated surplus in the Utility Services Fund. Fringe benefit costs increase based upon required contributions to the Town's Risk Management and Pension Funds. Based upon revenues of \$347,000, the Fund is expected to generate a \$40,132 shortfall.

Fund: Cemetery Operating Fund
Department: Public Works

SUMMARY OF EXPENDITURES						
Expenditures	Actual 2013-14	Adopted 2014-15	Actual 6 Months	Estimated 2014-15	Adopted 2015-16	Percent Change
Regular Payroll	\$61,380	\$63,561	\$29,619	\$61,657	\$65,727	3.4%
Temporary Payroll	36,824	37,285	19,053	37,285	37,285	
Overtime	20,528	23,815	13,141	23,829	23,815	
Office Expense	494	2,395	101	2,395	2,395	
Professional Services		4,000		4,000	4,000	
Contractual Services	96,578	124,291	49,750	124,291	124,291	
Printing/Binding Services	104	400	15	400	400	
Office Equipment		3,000	950	3,000	3,000	
Meals		300		300	300	
Uniforms and Laundry		275		275	275	
Utilities	13,326	10,624	5,312	10,624	6,429	-39.5%
Telecommunications	1,901	1,800	440	1,800	1,800	
Building Maintenance	3,111	3,800	3,195	5,673	3,800	
Vehicles and Equipment	7,305	7,600	1,283	7,600	7,600	
Grounds Maintenance	6,203	16,800	4,616	16,800	16,800	
Maintenance & Repairs	1,699	2,500		2,500	2,500	
Miscellaneous Supplies	271		160			
Social Security	7,318	9,206	3,576	7,843	8,010	-13.0%
Pension	25,349	27,979	27,979	27,979	30,463	8.9%
Risk Management Expense	38,514	41,286	20,643	41,286	45,018	9.0%
Transfer Out	3,224	3,224		3,224	3,224	
TOTAL	\$324,129	\$384,141	\$179,833	\$382,761	\$387,132	0.8%

DEPARTMENT: PUBLIC WORKS

FULL-TIME POSITION SCHEDULE

	Authorized Positions			Revised 2014-15	Adopted 2015-16
	2012-13	2013-14	2014-15		
<u>GENERAL FUND</u>					
Director of Public Works	1	1	1	1	1
Budget Operations Manager	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Public Works Manager	5	5	5	5	5
Crew Leader Streets Division	4	4	4	4	4
Equipment Operator	6	6	6	8	8
Mason	2	2	2	1	1
Signal Support Technician	1	1	1	1	1
Sign & Mechanical Maint.Worker	2	2	2	1	1
Streetlight Technician	2	2	2	2	2
Mechanic	6	6	6	6	6
Crew Leader-Grounds	3	3	3	3	3
Equipment Mechanic-Grounds	1	1	1	1	1
Tree Trimmer	2	2	2	2	2
Grounds Maintainer	6	6	6	6	6
BOE Grounds Foreman	1	1	1	1	1
BOE Grounds Maintainer	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL GENERAL FUND	47	47	47	47	47
<u>PARKING LOT FUND</u>					
Parking Operations Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Accounting Specialist	1	1	1	1	1
Parking Monitor	4	4	4	4	4
Parking Gate Attendant*	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL PARKING LOT FUND	10	10	10	10	10
<u>CEMETERY FUND</u>					
Crew Leader	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL CEMETERY FUND	1	1	1	1	1
TOTAL PUBLIC WORKS-ALL FUNDS	58	58	58	58	58

* Parking Gate Attendant is a permanent part-time position.

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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, facility operation and capital improvements.

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 capital improvement program to enhance the physical appearance of public spaces, preserve building infrastructure and upgrade mechanical systems.

BUDGET SUMMARY						
DEPARTMENT OF PLANT & FACILITIES SERVICES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
Revenues:	2013-14	2014-15	6 Months	2014-15	2015-16	Change
Miscellaneous	\$ 1,599	\$	\$ 632	\$ 632	\$	
Transfers from Other Funds	<u>140,000</u>	<u>158,758</u>	<u> </u>	<u>123,917</u>	<u>200,728</u>	26.4%
TOTAL	\$141,599	\$158,758	\$ 632	\$124,549	\$200,728	26.4%
Expenditures:						
Wages & Salaries	\$ 1,060,180	\$ 1,071,312	\$516,833	\$1,043,616	\$ 1,082,194	1.0%
Operating Expense	1,075,357	907,370	512,698	936,356	867,762	-4.4%
Social Security	<u>77,835</u>	<u>82,631</u>	<u>35,664</u>	<u>78,622</u>	<u>81,714</u>	-1.1%
TOTAL	\$2,213,372	\$2,061,313	\$1,065,195	\$2,058,594	\$2,031,670	-1.4%

	<u>Authorized Positions</u>			Revised	Adopted
Full-Time Positions:	2012-13	2013-14	2014-15	2014-15	2015-16
General Fund	7.5	9	9.25*	9.25*	9.25*

* One position is unfunded in fiscal years 2015 and 2016.

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2016 budget for the Department of Plant & Facilities Services decreases \$29,643 or 1.4% from the prior year. Wages and salaries increase \$10,882 and reflect an increase in overtime for the Facilities Maintenance division of \$19,000 based upon workflow needs and actual experience, offset by a reduction in regular payroll in the Capital Projects Management division due to turnover in the Capital Projects Manager position. Operating expense decreases \$39,608, due to increases in contractual services for the Maintenance (\$10,000) and Capital Projects (\$50,000) divisions, offset by a net utility savings (\$100,008) resulting from a Virtual Net Metering agreement (\$12,606), improved electric rate (\$17,402) and energy savings program (\$70,000). The decrease in social security reflects wage increases offset by an adjustment in the assumption regarding utilization of the alternative social security program based upon experience. Responsibility for mailroom services has been transferred to the Financial Services department.

ANNUAL BUDGET 2015-2016

COST CENTER: FACILITIES SERVICES DIVISION

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Misc. Reimbursement	\$1,599	\$	\$632	\$632	\$	
TOTAL	\$1,599	\$	\$632	\$632	\$	

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$537,165	\$501,811	\$245,869	\$501,811	\$501,187	-0.1%
Temporary Payroll	245,312	295,000	138,276	295,000	295,000	
Overtime	145,052	126,600	74,679	126,600	145,600	15.0%
Office Expense	373	325	110	325	325	
Dues and Travel		100		100	100	
Contractual Services	178,898	170,000	108,662	170,000	180,000	5.9%
Meals	5,899	6,200	2,621	6,200	6,200	
Uniforms & Laundry	1,251	2,250	555	2,250	2,250	
Utilities	773,793	597,645	298,823	597,645	497,637	-16.7%
Telecommunications	4,514	4,950	2,286	4,950	4,950	
Building Maintenance	104,271	117,500	73,984	121,000	117,500	
Vehicles & Equipment Expense	3,191	4,500	1,741	4,500	4,500	
Maintenance & Repairs		750		750	750	
Miscellaneous Supplies	1,024	1,500		1,500	1,500	
Social Security	67,415	71,346	30,956	69,817	71,003	-0.5%
TOTAL	\$2,068,158	\$1,900,477	\$978,562	\$1,902,448	\$1,828,502	-3.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Director of Plant & Facilities Services*	0.5	0.5	0.5	0.5	0.5
Services Response Manager	1	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>
TOTAL	7.5	7.5	7.5	7.5	7.5

* This position is shared with the Board of Education.

** One position is unfunded in fiscal years 2015 and 2016.

FACILITIES SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Regular payroll funds the wages for full-time positions involved in the daily maintenance and operation of town buildings and facilities. Seven and one-half of these are Town positions, detailed on the previous page, and one is a Board of Education HVAC Mechanic who maintains Town buildings. As in fiscal year 2015, one vacant building maintenance technician position is unfunded in fiscal year 2016 and will be covered with additional temporary personnel.

Temporary Payroll: Temporary payroll includes the wages for 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 positions are custodians. The appropriation is unchanged from the prior year.

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. An increase of \$19,000 is reflected based upon workflow and actual experience.

Office Expense: Office expenses include office supplies such as copy paper, copier rental and postage.

Dues and Travel: The appropriation of \$100 represents mileage reimbursement.

Contractual Services: This appropriation is for specialized 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. The increase (\$10,000) reflects contractual vendor increases and actual experience.

Meals: Meal allowances are obligated under union contracts when employees work extended shifts on their regular work day or during overtime situations.

Uniforms and Laundry: Uniforms and laundry includes the rental 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.

Utilities: This appropriation represents the transfer to the Utility Services Fund (USF) to cover the costs of electricity, natural gas and water for Town buildings. The fiscal year 2016 budget reflects a decrease of \$100,008 (-16.7%).

Electricity - The Town and Board of Education executed a contract with Aequitas Energy for electricity supply at an all-in fixed price of 7.18 cents per kWh through December 2015. Effective January 1, 2016 the rate will change to 8.16-8.37 cents per kWh under a contract with Constellation. Starting July 1, 2015 the Town is implementing an energy savings capital improvement program which is expected to save \$70,000 in electricity costs for Town buildings. In addition, the Town has executed a Virtual Net Metering letter of agreement with anticipated savings of \$100,000 reflected in this appropriation. Both of these programs are discussed in more detail in the Utility Services Fund section.

Natural Gas – The Town and Board of Education continuously monitor market conditions and prices between third party marketers and the local utility. The budget for fiscal year 2016 is based upon average consumption over the past two years and includes a slight rate increase based upon experience, in addition to amortization of accumulated surplus.

Water – Water and sewer services are provided by the Metropolitan District Commission and prices are expected to increase in fiscal year 2016 due to the surcharge to finance the MDC's Clean Water Project.

Telecommunications: The telecommunications budget pays for seven land-based telephones, four pagers and four cell phones used by Plant and Facilities Services staff. Also, seven phone lines are required for fire alarm monitoring systems and emergency telephones in elevators.

Building Maintenance: Building maintenance funding 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 be consistent with the prior year.

Vehicles and Equipment Expense: The vehicles and equipment appropriation is used to pay for operating costs and repairs to the vehicles assigned to Plant and Facilities Services. The vehicles, which include two vans and one pick-up truck, are utilized by staff in traveling from building to building and for moving supplies and equipment.

Maintenance & Repairs: This appropriation funds the repair of tools and equipment used by the Plant and Facilities Services staff.

Miscellaneous Supplies: Funding is included for employee training and development in order to meet annual OSHA training requirements and development of employee skills.

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

PROGRAM PERFORMANCE MEASURES AND INDICATORS

Completed Work Orders by Fiscal Year

<u>Trade</u>	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Actual FY 2012</u>	<u>Actual FY 2013</u>	<u>Actual FY 2014</u>
Contractor (Carpentry, Electrical, Painting, etc.)	234	463	516	551	444
HVAC	176	260	372	420	418
Plumbing	<u>239</u>	<u>226</u>	<u>218</u>	<u>219</u>	<u>203</u>
Total Work Orders	649	949	1,106	1,190	1,065

COST CENTER: CAPITAL PROJECTS MANAGEMENT DIVISION

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Transfer from Other Funds	\$140,000	\$158,758	\$	\$123,917	\$200,728	26.4%
TOTAL	\$140,000	\$158,758	\$	\$123,917	\$200,728	26.4%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$131,914	\$147,511	\$57,765	\$119,815	\$140,017	-5.1%
Temporary Payroll	347					
Education Premium Pay	390	390	244	390	390	
Office Expense	214	100	132	186	100	
Dues and Travel	11	50		50	50	
Training	190	500	400	500	500	
Advertising	715					
Professional Services			23,040	25,000	50,000	
Printing/Binding Services	20					
Telecommunications	858	1,000	344	1,400	1,400	40.0%
Miscellaneous Supplies	135					
Social Security	10,420	11,285	4,708	8,805	10,711	-5.1%
TOTAL	\$145,214	\$160,836	\$86,633	\$156,146	\$203,168	26.3%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Capital Projects Manager*		1	1	1	1
Administrative Assistant*		0.5	0.75	0.75	0.75
TOTAL		1.5	1.75	1.75	1.75

* Position was transferred from the Community Services Department.

CAPITAL PROJECTS MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds a Capital Projects Manager and 0.75 of an Administrative Assistant position. The reduction in fiscal year 2016 results from turnover in the Capital Projects Manager and refill of the position at the beginning of the range.

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: Appropriation for postage and office supplies for the division.

Dues and Travel: Appropriation is for mileage reimbursement for employees.

Training: This appropriation is for required training for capital projects staff.

Professional Services: This appropriation funds capital project management services by an outside firm in order to address the large number of projects in process at this time.

Telecommunications: This line item funds the costs associated with land line and cellular phone service for divisional employees and is increased based upon actual experiences.

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

TOWN OF WEST HARTFORD
Fiscal Year 2015-2016
BUDGET IN BRIEF
UTILITIES SERVICES
FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Miscellaneous Revenue	\$ 2,423	\$	\$ 473	\$
Interest Income	5,903		6,000	
Contributions from Other Funds	<u>4,394,712</u>	<u>4,116,617</u>	<u>4,116,617</u>	<u>4,350,121</u>
Total Revenues & Other Resources	\$4,403,038	\$4,116,617	\$ 4,123,090	\$4,350,121

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Energy Management Services	\$ 147,291	\$ 100,000	\$ 100,000	\$ 100,000
Utilities Expense	<u>4,430,850</u>	<u>4,675,875</u>	<u>4,653,305</u>	<u>4,684,415</u>
Total Expenditures & Other Uses	\$ 4,578,141	\$4,775,875	\$ 4,753,305	\$4,784,415

CHANGE IN FUND BALANCE	(\$ 175,103)	(\$ 659,258)	(\$ 630,215)	(\$ 434,294)
BEGINNING BALANCE	\$ 1,840,489	\$1,665,386	\$1,665,386	\$1,035,171
ENDING BALANCE	\$ 1,665,386	\$1,006,128	\$1,035,171	\$ 600,877

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 utility 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. Led by the Energy Specialist, Town and BOE staff work cooperatively with the purchasing office in the competitive procurement of energy suppliers and negotiation of supply agreements. The Energy Specialist also works closely with the facility management operation in identifying patterns and 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 Eversource, formerly 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 budget. These estimates are then adjusted for consumption patterns and pricing changes.

Utility Costs Summary						
	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	Estimate FY 2015	Adopted FY 2016
TOWN						
Electric	\$ 935,917	\$ 954,439	\$ 927,552	\$ 893,353	\$ 885,639	\$ 799,611
Fuel Oil	17,366	15,429	17,443	15,345	14,275	14,275
Natural gas	275,245	196,529	222,524	242,086	223,551	243,744
Street lighting	562,220	390,538	346,144	355,524	364,235	362,339
Water	<u>230,075</u>	<u>234,783</u>	<u>242,004</u>	<u>282,873</u>	<u>347,605</u>	<u>359,446</u>
TOTAL	\$2,020,823	\$1,791,718	\$1,755,667	\$1,789,181	\$1,835,305	\$1,779,415
PUBLIC SCHOOLS						
Heating	\$1,138,410	\$ 763,299	\$ 767,145	\$ 784,122	\$ 810,000	\$ 860,000
Water	135,970	108,008	154,282	167,404	186,000	205,000
Electricity	<u>1,910,433</u>	<u>1,742,229</u>	<u>1,761,980</u>	<u>1,690,143</u>	<u>1,822,000</u>	<u>1,840,000</u>
TOTAL	\$3,184,813	\$2,613,536	\$2,683,407	\$2,641,669	\$2,818,000	\$2,905,000
TOTAL UTILITIES	\$5,205,636	\$4,405,254	\$4,439,074	\$4,430,850	\$4,653,305	\$4,684,415

The fiscal year 2016 budget reflects a planned use of \$434,295 of fund balance accumulated in prior years (Energy Management Services - \$100,000; Town - \$200,886; Board of Education - \$133,409).

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 an annual appropriation in the Capital Improvement Program (\$100,000). The following narrative provides a summary of the status of each component of the strategy.

▪ **Internal Service Fund**

Since the Fund was established in fiscal year 2008, operating budgets have been protected from volatility in utility costs that result from the decision to float rather than fix the pricing for natural gas consumption during the year. For fiscal year 2016, 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. The Fund encourages energy conservation by returning savings in energy consumption to cost centers over a two year period. The part-time Energy Specialist is also financed from the Utility Services Fund.

▪ **Billing Auditing & Energy Management System**

EnergySolve, Inc. provided monthly billing auditing services and an energy management system for the Town from March 2008 through September 2011. During that time period, the Town's electric and natural gas bills were redirected to EnergySolve who audited each charge on the bill, resolved any disputes, entered the bill into a web based energy management system and provided a weekly electronic interface file for the Town's accounts payable system. The service was evaluated during early 2011 and it was decided to change the service provider to National Information Solutions Cooperative (NISC) due to enhanced reporting capabilities and competitive pricing. NISC began services for the Town in October 2011. At that time, water bills were also added to this system.

▪ **Procurement Strategy**

The Town and Board of Education utilize the services of an energy broker to analyze forward buying pricing and find opportunities for the Town and BOE to lock in favorable rates for the future. In December 2013, a contract for electrical supply was executed with Aequitas Energy with a price of 7.18 cents per kWh (all-in fixed) for all Town and BOE accounts until December 2015. Effective January 1, 2016 this rate will change to 8.16-8.37 cents per kWh under a contract with Constellation. Due to favorable pricing, at the end of 2012, the Town ended its natural gas contract with Hess Corporation and returned to Connecticut Natural Gas as its supplier (variable pricing). Forward buying opportunities in both electricity and natural gas continue to be evaluated. The Town currently has three solar electric power purchase agreements (PPAs) on Bristow Middle School, Department of Public Works, and Bishops Corner Library/Senior Center, and will consider additional solar photovoltaic projects on three schools and two parking garages under third-party PPAs. A virtual net metering solar project is also under consideration, whereby the Town would purchase power from a third-party owned solar farm (not on town property) and receive a credit against electric bills.

Energy Conservation Investments

In 2011, Peregrine Energy Group, an energy consultant, hired by a five-town cooperative grant, conducted walk-through energy assessments of the Town and Board of Education's major buildings. In 2012, Peregrine also assisted the Town in a joint (with Bloomfield and Simsbury) Request for Proposals (RFQ)

process that resulted in the selection of Ameresco, Inc. for performance contracting services. In 2014, the Town completed and paid Ameresco for an Investment Grade Audit identifying a large number of energy savings improvements including street lighting, interior, exterior lighting, lighting controls, and building control systems in multiple Town and Board of Education buildings. In 2016, a substantial increase in energy conservation investments (from \$100,000 to \$2,900,000) will fund the implementation of these projects which are estimated to have a payback of under 7 years and annual savings of approximately \$500,000 in utility expenses.

The Town also continues to implement smaller, cost-effective energy projects on its own and looks for ways to incorporate energy efficiency into planned capital improvement projects. Benchmarking of facility energy consumption to identify worst performing facilities helps guide energy conservation projects. Utility rebates are used to offset project costs or fund additional energy conservation investments.

DEPARTMENT: PLANT & FACILITIES SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2014-15	Adopted 2015-16
	2012-13	2013-14	2014-15		
<u>GENERAL FUND</u>					
Director of Plant & Facilities Services*	0.5	0.5	0.5	0.5	0.5
Service Response Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Building Maintenance Technician I**	4	4	4	4	4
Plumber	1	1	1	1	1
Capital Projects Manager***		1	1	1	1
Administrative Assistant***	–	<u>0.5</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
TOTAL PLANT & FACILITIES SERVICES	7.5	9	9.25	9.25	9.25

* Position is shared with the Board of Education.

** One Building Maintenance Technician position is unfunded in fiscal years 2015 and 2016.

*** Position transferred from the Community Services Department.

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, through its Division of Human Services the department offers assistance to residents in the program areas of case management, crisis intervention, and counseling.

BUDGET SUMMARY						
DEPARTMENT OF HUMAN & LEISURE SERVICES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
Revenues:	2013-14	2014-15	6 Months	2014-15	2015-16	Change
Intergovernmental	\$136,078	\$125,661	\$34,267	\$125,661	\$62,731	-50.1%
Charges for Services	870,221	819,988	570,323	839,745	827,589	0.9%
Miscellaneous Revenue	<u>32,244</u>	<u>94,919</u>	<u>54,131</u>	<u>97,987</u>	<u>81,300</u>	-14.3%
TOTAL	\$1,038,543	\$1,040,568	\$658,721	\$1,063,393	\$971,620	-6.6%
Expenditures:						
Wages & Salaries	\$1,747,768	\$1,759,234	\$939,149	\$1,755,538	\$1,839,432	4.6%
Operating Expense	1,054,824	1,060,891	391,828	1,026,503	963,345	-9.2%
Equipment		21,185	18,201	21,185		-100.0%
Social Security	<u>223,345</u>	<u>94,044</u>	<u>45,113</u>	<u>93,141</u>	<u>100,885</u>	7.3%
TOTAL	\$3,025,937	\$2,935,354	\$1,394,291	\$2,896,367	\$2,903,662	-1.1%

	Authorized Positions			Revised	Adopted
Full-Time Positions:	2012-13	2013-14	2014-15	2014-15	2015-16
General Fund	11.74	11.99	11.99	11.99	13.22
Leisure Services Fund	10.33	9.68	9.68	9.68	8.48
CDBG Fund	1.60	1.00	1.00	1.00	1.00
Westmoor Park Fund	<u>2.33</u>	<u>2.33</u>	<u>2.33</u>	<u>2.33</u>	<u>2.30</u>
TOTAL	26.00	25.00	25.00	25.00	25.00

BUDGET & PROGRAM HIGHLIGHTS

The Human & Leisure Services fiscal year 2016 departmental budget decreases \$31,692, or 1.1% from the prior year. Wages and salaries increase 4.6% due to anticipated merit increases, but no cost of living adjustments are assumed, as contracts are in negotiation. In addition, several employees were recoded in part to the General Fund (discussed more fully here within) increasing the General Fund staff by 1.23 full-time equivalents. A \$97,546 reduction to operating expense is primarily due to an expanded Dial-A-Ride grant received in 2015. The grant for fiscal year 2016 will be appropriated when notification of funding is received. The Expanded Dial-A-Ride reduction (\$62,460) is augmented by a \$37,000 decrease to the regular Dial-A-Ride program. The social security increase reflects wage and salary increases and fewer temporary employees selecting the social security alternative program.

COST CENTER: HUMAN & LEISURE SERVICES MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Contributions	\$ _____	\$21,185	\$21,185	\$21,185	\$ _____	-100.0%
TOTAL	\$ _____	\$21,185	\$21,185	\$21,185	\$ _____	-100.0%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$189,071	\$184,845	\$ 92,280	\$184,845	\$209,340	13.3%
Temporary Payroll	17,402	20,595	7,627	20,595	5,000	-75.7%
Education Premium Pay	523	780	218	780	780	
Office Expense	7,163	6,400	2,010	6,300	6,400	
Dues and Travel	709	750	275	750	750	
Training	1,413	2,200	768	1,500	1,600	-27.3%
Advertising	2,393		791	791		
Contractual Services	18,045	12,000	8,435	18,000	18,000	50.0%
Printing/Binding	273	500	90	350	350	-30.3%
Office Equipment	1,893					
Telecommunications	1,476	1,700	819	1,600	1,600	-5.9%
Vehicles & Equipment Expense	131	250	330	330	250	
Operating Expense – Miscellaneous	6,050	6,500	6,232	6,500	6,500	
Site Improvements		21,185	18,201	21,185		-100.0%
Social Security	14,458	16,057	6,771	14,735	16,594	3.3%
Transfer Out	<u>131,000</u>	_____	_____	_____	_____	
TOTAL	\$392,000	\$273,762	\$144,847	\$278,261	\$267,164	-2.4%

COST CENTER: HUMAN & LEISURE SERVICES MANAGEMENT DIVISION

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			Revised	Adopted
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Director of Human & Leisure Services	0.70	0.85	0.85	0.85	0.85
Staff Assistant					0.35
Office Operations Specialist	0.67	0.67	0.67	0.67	0.67
Leisure Services Manager	—	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
TOTAL	1.37	2.02	2.02	2.02	2.37

HUMAN & LEISURE SERVICES MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds the majority (85%) of the Director of Human & Leisure Services position, half of the Leisure Services Manager (50%), and a portion of an Office Operations Specialist (67%) and Staff Assistant (35%), with the balance charged to the Leisure Services and CDBG Funds. This account includes anticipated merit increases. A Staff Assistant, previously fully funded by the Leisure Services Fund has been recoded, in part, to this division. A savings is reflected in the temporary payroll line to partially offset this increase.

Temporary Payroll: Funds part-time employees providing office assistance and serving as a back-up to the Customer Service Desk at Town Hall.

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.

Dues & Travel: This budget maintains registrations in the National, New England, 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 provides training funds for local workshops and other professional development programs to maintain staff certifications and is reduced based upon experience.

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.

Vehicle & Equipment Expense: These funds are included for costs associated with gasoline for Town vehicles assigned to the department.

Operating Expense - Miscellaneous: Operating expense includes payment 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.

Site Improvements: This non-recurring appropriation was for the purchase and installation of the Richard Patrissi Memorial Clock, which was funded via contributions.

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

Transfer Out: In fiscal year 2014 the Leisure Services Fund experienced a net operating loss, which was offset by a contribution from the General Fund.

COST CENTER: CASE MANAGEMENT

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Alcohol/Drug Abuse Grant	\$ 5,675	\$5,675	\$250	\$5,675	\$5,675	
Youth Service Bureau Grant	42,898	35,056	27,904	35,056	35,056	
Miscellaneous Revenue	7,030	5,470	5,470	5,470	5,000	-8.6%
Private Bequest/ Contributions		40,000		40,000	40,000	
Transfer In					19,300	
TOTAL	\$55,603	\$86,201	\$33,624	\$86,201	\$105,031	21.8%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$423,823	\$419,644	\$205,884	\$419,644	\$421,245	0.4%
Temporary Payroll	61,817	77,812	28,732	77,812	78,999	1.5%
Education Premium Pay	432	480	180	480	480	
Office Expense	8,330	9,760	3,387	9,760	9,760	
Dues and Travel	1,338	2,400	595	2,400	2,400	
Training	897	1,000	199	1,000	1,000	
Professional Services	10,938	9,000	3,308	9,000	9,000	
Contractual Services	42,898	35,056	8,764	35,056	35,056	
Printing/Binding	132	500		500	500	
Boards & Commissions	5,675	5,675		5,675	5,675	
General Contributions	177,147	177,246	73,020	179,588	183,180	3.3%
Miscellaneous						
Administrative Expense	2,030	470	381	470	470	
Telecommunications	1,430	2,000	550	2,000	2,000	
Town Assistance	4,988		221	221	5,000	
ADA Expenditures		1,000	75	1,000	1,000	
Social Security	<u>35,189</u>	<u>34,657</u>	<u>16,475</u>	<u>35,530</u>	<u>35,858</u>	3.5%
TOTAL	\$777,064	\$776,700	\$341,771	\$780,136	\$791,623	1.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Human Services Manager	0.95	0.95	0.95	0.95	0.95
Social Worker	2	2	2	2	2
Senior Staff Assistant	0.9	0.9	0.9	0.9	0.9
Neighborhood Resource Coordinator	0.6	0.6	0.6	0.6	0.6
Community Partnership Manager	0.5	0.6	0.6	0.6	0.6
Volunteer Coordinator	<u>0.5</u>	—	—	—	—
TOTAL	5.45	5.05	5.05	5.05	5.05

CASE MANAGEMENT - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds 95% of a Human Services Manager, two Social Workers, 90% of a Senior Staff Assistant, 60% of a Community Partnership Manager, and 60% of a Neighborhood Resource Coordinator position. This appropriation includes merit increases, where applicable.

Temporary Payroll: This budget is for 50% of 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 (450 hours).

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 account is for office supplies, paper, printing/copying and postage.

Dues & Travel: This appropriation funds a portion of 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 and will take advantage of on-line courses to control costs.

Professional Services: Home Health Care Services are provided on a short-term basis to assist the elderly and fund emergency response systems to enable the elderly to live safely in their homes.

Contractual Services: This appropriation funds the Town’s contract with Bridge Family Services and is funded via the Youth Services Bureau grant.

Printing/Binding: This line item is for large printing jobs prepared by the Board of Education print shop.

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

General Contributions: This appropriation funds the Town’s contractual agreement with Bridge Family Services for all youth services and the teen center. This appropriation is increased consistent with projected Consumer Price Index increases.

Telecommunications: This account funds desktop telephone services including maintenance, long-distance and circuits.

Town Assistance: This account is for expenditures related to evictions and foreclosures experienced by Town residents. The Town rents storage and assists with movers. The account also includes FOODSHARE and other food pantry expenses, as well as emergency shelter or fuel expenses. In fiscal year 2015 these costs were funded from the Town That Cares Fund.

ADA Expenditures: This account reflects funding for the occasional need for ADA-required services. There is an anticipated 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 MEASURES & INDICATORS					
	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>
Number of information and referral inquiries	1,641	3,095	2,250	3,828	5,193
Number of geriatric residents receiving case management	380	375	381	385	242
Number of Juvenile Review Board referrals	25	48	27	24	36
Number of Community Court interviews/referrals	162/94	125/75	75/25	53/28	39/30

COST CENTER: COMMUNITY & NEIGHBORHOOD SERVICES

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Dial-A-Ride Grant	\$23,015	\$22,000	\$5,643	\$22,000	\$22,000	
Expanded Dial-A-Ride	62,460	62,460		62,460		-100.0%
Contributions	<u>8,640</u>	<u>14,500</u>	<u>13,400</u>	<u>14,500</u>	<u>14,500</u>	
TOTAL	\$94,115	\$98,960	\$19,043	\$98,960	\$36,500	-63.1%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Office Expense	\$ 31	\$	\$ 58	\$ 58	\$	
General Contributions	34,451	34,500	9,204	34,500	28,500	-17.4%
Dial-A-Ride Transportation	245,447	271,579	66,528	231,000	235,000	-13.5%
Expanded Dial-A-Ride	<u>62,460</u>	<u>62,460</u>	<u>19,164</u>	<u>62,460</u>		-100.0%
TOTAL	\$342,389	\$368,539	\$94,954	\$328,018	\$263,500	-28.5%

COMMUNITY & NEIGHBORHOOD SERVICES – BUDGET AND PROGRAM HIGHLIGHTS

Office Expense: This appropriation funds miscellaneous office expenses, as needed.

General Contributions: This appropriation funds utility costs for three Town facilities operated by non-profit organizations: Noah Webster House (\$10,000), Sarah Whitman House (\$6,500), and West Hartford Art League (\$12,000). In fiscal year 2016, the contribution for Noah Webster House was reduced by the amount for natural gas bills, as the Town is not responsible for this cost under the terms of the lease with the organization.

Dial-A-Ride Transportation: This line funds door-to-door transportation for West Hartford residents who are elderly or disabled. The \$36,579 reduction to the Dial-A-Ride program appropriation results from a decrease in projected rides offset by a contractual increase.

Expanded Dial-A-Ride: This line funds West Hartford’s expanded Dial-A-Ride program which is grant funded. The Town has not yet received its grant notification for fiscal year 2016, so neither the revenue nor the expenditure are budgeted at this time.

COST CENTER: ELMWOOD COMMUNITY CENTER

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Day Care Services	\$47,662	\$45,638	\$26,623	\$45,638	\$46,839	2.6%
Program Revenue	296,032	294,000	243,959	295,000	294,750	0.3%
Rental of Facilities	90,138	80,000	52,819	85,000	86,000	7.5%
Miscellaneous Revenue	6,130	5,250	1,800	5,250	4,500	-14.3%
Contributions	<u>8,630</u>	<u>4,000</u>	<u>11,070</u>	<u>11,070</u>	<u>1,500</u>	-62.5%
TOTAL	\$448,592	\$428,888	\$336,271	\$441,958	\$433,589	1.1%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 170,938	\$169,435	\$82,584	\$169,435	\$170,412	0.6%
Temporary Payroll	197,405	197,259	118,746	197,259	212,773	7.9%
Overtime	179					
Office Expense	4,805	6,055	1,495	5,650	5,500	-9.2%
Dues and Travel	2,252	1,650	518	1,650	1,650	
Training	600	500	325	500	500	
Advertising	7,624	8,300	2,587	8,300	8,300	
Professional Services	7,248	9,445	6,909	17,038	17,630	86.7%
Contractual Services	18,557	15,450	4,191	15,050	15,350	-0.6%
Printing/Binding	828	900	379	825	1,150	27.8%
Telecommunications	2,518	2,150	1,082	2,150	2,500	16.3%
Operating Expense – Miscellaneous	623	3,400	1,034	3,400	3,400	
Maintenance & Repairs		4,000	3,929	4,000		-100.0%
Recreational Supplies	12,558	14,523	5,229	14,523	14,523	
Recreational Contractual	112,586	123,289	55,379	113,000	105,789	-14.2%
Social Security	<u>16,793</u>	<u>16,928</u>	<u>8,282</u>	<u>16,711</u>	<u>17,325</u>	2.3%
TOTAL	\$555,514	\$573,284	\$292,669	\$569,491	\$576,802	0.6%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Facility Supervisor	1	1	1	1	1
Program Supervisor	0.25	0.25	0.25	0.25	0.25
Executive Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2.25	2.25	2.25	2.25	2.25

ELMWOOD COMMUNITY CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The fiscal year 2016 appropriation funds one Facility Supervisor position, one Executive Assistant position, and 0.25 Program Supervisor position. The increase is attributed to expected merit increases.

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. This account is increased based on anticipated part-time hours required.

Office Expense: This account funds all office supplies, postage, printing/copying and paper for the programs and newsletters, and reflects a decrease for fiscal year 2016 based upon actual usage.

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 recreational software licensing fee, and mileage reimbursement for off-site meetings.

Training: The training appropriation 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. This account is increased to reflect the cost of the Hartt School programming at Elmwood Community Center. A corresponding reduction is found under Recreational Contractual.

Contractual Services: This appropriation reflects costs for musicians, dancers and entertainers to perform at twelve events throughout the year, sponsorship and staffing of community events and programs, the "I Can Bike" program (formerly called "Lose the Training Wheels") which teaches individuals with special needs how to ride a bike, 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.

Maintenance & Repairs: This budget covered the one-time maintenance and repair costs related to the facility's dance floor.

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. The reduction reflects the transfer of costs to the professional services line item. Historical information on instructional programs and registrations is included in the table below.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

	Actual <u>2010</u>	Actual <u>2011</u>	Actual <u>2012</u>	Actual <u>2013</u>	Actual <u>2014</u>
Number of instructional programs	285	326	329	293	268
Number of program registrations	4,792	5,154	5,199	5,306	4,918
Number of registrations for special events and trips	1,925	1,672	1,333	1,216	1,959

ANNUAL BUDGET 2015-2016

COST CENTER: ELMWOOD SENIOR CENTER

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Memberships	\$26,922	\$28,000	\$12,027	\$28,000	\$28,000	
Program Registration	61,736	52,000	23,185	52,000	52,000	
Rental of Facilities	6,024	6,500	3,127	6,500	6,500	
Sales		5,000	100	2,000	2,000	-60.0%
Special Events	15,149	15,000	2,113	12,000	13,000	-13.3%
Miscellaneous Charges for Services	14,155	15,000	725	15,000	15,000	
Contributions/Commissions	<u>2,226</u>	<u>9,117</u>	<u>4,349</u>	<u>5,232</u>	<u>5,000</u>	-45.2%
TOTAL	\$126,212	\$130,617	\$45,626	\$120,732	\$121,500	-7.0%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 49,592	\$50,345	\$ 24,422	\$50,345	\$51,549	2.4%
Temporary Payroll	83,926	108,000	49,257	108,000	111,240	3.0%
Office Expense	13,401	14,075	4,586	14,125	14,175	0.7%
Dues and Travel	459	850	1,060	1,713	750	-11.8%
Training	65	450		450	450	
Advertising	8,456	7,250	3,496	7,250	7,250	
Professional Services	11,730	875	130	975	900	2.9%
Contractual Services	10,276	11,180	4,094	11,180	11,180	
Printing/Binding	91	250	84	250	250	
Office Equipment	2,789	6,317	4,297	4,697	2,175	-65.6%
Telecommunications	4,603	4,320	2,253	4,620	4,620	6.9%
Building Maintenance Vehicles & Equipment Expense	4,904	500	2,027	350	500	
Recreational Supplies	1,949	5,800	1,127	5,300	5,500	-5.2%
Recreational Contractual	29,466	1,750	1,127	1,900	1,750	
Special Events	2,372	33,000	15,664	33,000	33,000	
Social Security	<u>6,724</u>	<u>2,000</u>	<u>1,594</u>	<u>2,000</u>	<u>2,000</u>	
TOTAL	\$230,803	\$255,154	\$117,354	\$253,286	\$254,510	-0.3%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Program Supervisor	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
TOTAL	0.75	0.75	0.75	0.75	0.75

ELMWOOD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation is for 0.75 full-time Program Supervisor position (the remaining 0.25 is charged to Elmwood Community Center). Regular payroll includes merit increases expected in fiscal year 2016.

Temporary Payroll: This appropriation funds two Office Assistants, one Program Coordinator, one Recreation Coordinator, two Van Drivers, one Nutrition Coordinator, and two Facility Supervisor positions for the Step Up to Health Fitness 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. This account is increased slightly based upon experience.

Dues & Travel: This account 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 and Wellness Fair and Senior Housing Fair.

Professional Services: These funds are used to purchase programming for the Senior Center.

Contractual Services: This appropriation is the fee for a Fitness Consultant to manage the Step Up to Health Fitness Center. 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 and 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. This account is reduced based on anticipated purchases in fiscal year 2016.

Telecommunications: This appropriation funds the cost of telephone service and cable television for the Senior Center and internet access for the Computer Training Center.

Building Maintenance: This appropriation funds the cost of minor repairs at the Elmwood 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.

Recreational Supplies: Supplies related to numerous programs and activities (such as billiards, table tennis, volleyball, basketball, and arts and 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.

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					
	Actual	Actual	Actual	Actual	Actual
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Number of members	1,304	1,441	1,048	1,062	1,046
Number of instructional programs	139	208	193	170	171
Number of program registrations	776	1,075	1,099	1,222	1,296
Number of recreational, special events and trip visitations	53,626	56,783	48,632	44,236	40,000

COST CENTER: WEST HARTFORD SENIOR CENTER

SUMMARY OF REVENUES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
	<u>2013-14</u>	<u>2014-15</u>	<u>6 Months</u>	<u>2014-15</u>	<u>2015-16</u>	<u>Change</u>
Memberships	\$30,838	\$35,000	\$11,346	\$32,000	\$32,000	-8.6%
Program Registration	44,029	42,000	16,974	42,000	42,000	
Rental of Facilities	37,189	20,500	26,502	40,000	45,000	119.5%
Special Events	22,315	20,000	9,239	20,000	20,000	
Contributions	<u>12,748</u>	<u>6,117</u>	<u>4,127</u>	<u>6,000</u>	<u>1,000</u>	-83.7%
TOTAL	\$147,119	\$123,617	\$68,188	\$140,000	\$140,000	13.3%

SUMMARY OF EXPENDITURES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
	<u>2013-14</u>	<u>2014-15</u>	<u>6 Months</u>	<u>2014-15</u>	<u>2015-16</u>	<u>Change</u>
Regular Payroll	\$ 88,705	\$89,837	\$42,207	\$89,594	\$89,450	-0.4%
Temporary Payroll	84,644	83,367	38,416	83,367	85,868	3.0%
Office Expense	11,615	8,500	2,887	8,000	8,500	
Dues and Travel	841	1,075	270	1,100	1,100	2.3%
Training	503	500	325	500	500	
Advertising	5,091	5,000	2,450	5,000	5,000	
Contractual Services	4,360	2,000	800	2,000	2,000	
Printing/Binding	95	200	18	50	100	-50.0%
Office Equipment	6,398	7,417	4,766	7,800	6,800	-8.3%
Telecommunications	2,256	2,450	1,259	2,625	2,725	11.2%
Operating Expense – Misc.	557	500		500	500	
Maintenance & Repairs	9,821					
Recreational Supplies	516	500	36	500	500	
Recreational Contractual	39,854	35,000	19,705	40,000	40,000	14.3%
Special Events	1,057	1,000	605	1,000	1,000	
Social Security	<u>9,753</u>	<u>9,297</u>	<u>4,440</u>	<u>9,714</u>	<u>9,783</u>	5.2%
TOTAL	\$266,066	\$246,643	\$118,184	\$251,750	\$253,826	2.9%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			Revised	Adopted
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Facility Supervisor	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

WEST HARTFORD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The West Hartford Senior Center is staffed with one full-time position.

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, fitness center monitoring, bulletin production and other day-to-day issues that arise.

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.

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.

Training: These funds are used for professional training for staff.

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

Contractual Services: This appropriation funds banking fees relating to customers' use of credit cards.

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. This account is reduced as the department moves to more electronic materials.

Office Equipment: This account funds the Center's annual fitness maintenance contract and equipment, as required, and is reduced based upon experience.

Telecommunications: This account funds telephone, cable and internet services.

Operating Expense – Misc.: This account funds unanticipated office and operating expenses, as needed.

Maintenance & Repairs: In fiscal year 2014 the Town received a one-time donation to construct a patio at the West Hartford Senior Center.

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 and varied classes offered by the West Hartford Senior Center.

Special Events: Expenditures for special events at the Senior Center which are offset by revenue from the programs.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>	<u>Actual</u> <u>2012</u>	<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2014</u>
Number of members	965	862	865	910	893
Number of instructional programs	110	131	160	126	226
Number of program registrations	2,730	1,176	1,178	1,119	1,416
Number of recreational, special events and trip visitations	44,900	59,667	66,707	67,191	67,001

COST CENTER: PARKS & GYMS

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Charges for Services	\$3,230	\$ 2,500	\$1,805	\$ 2,500	\$ 2,500	
Program Registration		5,500				-100.0%
Rental of Facilities	<u>4,273</u>	<u>15,000</u>	<u>11,165</u>	<u>17,000</u>	<u>15,000</u>	
TOTAL	\$7,503	\$23,000	\$12,970	\$19,500	\$17,500	-23.9%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 17,752	\$18,527	\$ 8,613	\$17,591	\$45,169	143.8%
Temporary Payroll	53,318	51,200	30,498	51,200	47,236	-7.7%
Overtime	510	1,878	408	902	1,878	
Dues & Travel	100		301	301		
Professional Services	4,720		4,720	4,720	4,838	
Contractual Services	7,313	7,300	200	7,300	7,300	
Printing/Binding		150			150	
Uniforms & Laundry	27	400	306	400	400	
Telecommunications	406		179	179		
Vehicles & Equipment Expense	997	1,000	494	1,000	1,000	
Grounds Maintenance	3,518	4,000	197	4,000	4,000	
Recreational Supplies		2,500	455	1,000	2,500	
Recreational Contractual		1,500				-100.0%
Town Assistance	4,436	4,325	5,985	7,000	7,000	61.8%
Social Security	<u>2,118</u>	<u>2,135</u>	<u>1,129</u>	<u>2,135</u>	<u>4,126</u>	93.3%
TOTAL	\$95,215	\$94,915	\$53,485	\$97,728	\$125,597	32.3%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Facility Supervisor					0.40
Grounds Maintainer	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>	<u>0.30</u>
TOTAL	0.34	0.34	0.34	0.34	0.70

PARKS & GYMS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds portions of a Grounds Maintainer position (0.3) and Facility Supervisor (0.4) and reflects applicable merit increases. The Facility Supervisor position is added to the division based on priorities and needs within the department. It is offset, in part, by savings in temporary payroll.

Temporary Payroll: This appropriation funds staff at Camp Hillcrest, park supervision and winter gym supervisors. Temporary payroll is reduced as one part-time employee reduces his schedule by 150 hours in this division.

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

Dues & Travel: Funds were expended in fiscal year 2014 and 2015 for registration in the Connecticut Conference of Municipalities' Drug and Alcohol Testing program.

Professional Services: This appropriation funds marketing services provided by an outside consultant.

Contractual Services: This appropriation funds the set-up of the Har-Tru tennis courts at Fernridge Park in the spring.

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.

Recreational Contractual: This account previously funded referee fees for two high school summer soccer leagues. This appropriation is removed for fiscal year 2016.

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 and is adjusted to reflect historical experience.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	Actual <u>2010</u>	Actual <u>2011</u>	Actual <u>2012</u>	Actual <u>2013</u>	Actual <u>2014</u>
Park permits issued	20	19	19	19	17
Field uses scheduled (prior calendar year)	16,264	17,206	17,033	17,494	17,318

COST CENTER: OUTDOOR POOLS

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
General Admission	\$57,973	\$58,600	\$39,513	\$48,000	\$48,000	-18.1%
Memberships	61,257	20,000	30,444	35,000	20,000	
Miscellaneous Charges for Services	1,166	5,000	8,333	8,333	5,000	
Program Registration	<u>39,003</u>	<u>44,500</u>	<u>43,524</u>	<u>43,524</u>	<u>44,500</u>	
TOTAL	\$159,399	\$128,100	\$121,814	\$134,857	\$117,500	-8.3%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 42,427	\$42,103	\$ 20,019	\$41,835	\$77,708	84.6%
Temporary Payroll	258,225	237,517	185,509	236,244	224,695	-5.4%
Overtime	7,079	5,610	3,549	5,610	5,610	
Office Expense	1,363	1,245	185	945	1,145	-8.0%
Dues and Travel	1,556	1,725	1,251	2,125	2,225	29.0%
Advertising	2,076	2,000		2,000	2,000	
Contractual Services	10,680	10,200		5,000	8,000	-21.6%
Uniforms & Laundry	520	545	188	545	545	
Telecommunications	2,541	2,350	1,133	2,350	2,450	4.3%
Building Maintenance Vehicles & Equipment Expense	6,562	6,707	3,071	6,552	6,707	
Operating Expense – Miscellaneous	2,976	2,500	366	1,500	2,500	
Recreational Supplies	16,048	16,077	9,327	17,120	16,077	
Recreational Contractual	6,000	11,000	507	7,517	11,000	
Social Security	1,523		1,169	1,169		
	<u>7,310</u>	<u>6,778</u>	<u>4,753</u>	<u>7,185</u>	<u>9,978</u>	47.2%
TOTAL	\$366,886	\$346,357	\$231,027	\$337,697	\$370,640	7.0%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Leisure Services Manager	0.25	0.25	0.25	0.25	0.25
Staff Assistant					0.15
Facility Supervisor					0.40
Grounds Maintainer	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.30</u>
TOTAL	0.58	0.58	0.58	0.58	1.10

OUTDOOR POOLS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds portions of a Leisure Services Manager position, a Grounds Maintainer position, a Staff Assistant and a Facility Supervisor. The latter two positions were transferred from the Leisure Services Fund based on the functions performed. Merit increases are also included where applicable.

Temporary Payroll: This appropriation covers 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. This appropriation is reduced under the assumption that Beachland Pool will not open this summer. In addition, hours for one permanent part-time employee will be reduced in fiscal year 2016.

Overtime: The overtime appropriation 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 recreational software license and mileage reimbursement for program coordinators, as well as certification courses necessary to maintain licenses for full-time staff. The increase is for mileage reimbursement, consistent with experience.

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

Contractual Services: This appropriation is for the cost of American Red Cross lifeguard safety programs, which are less expensive than providers previously used.

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.

Recreational Contractual: This appropriation pays for instructors who teach classes offered by the Outdoor Pool program, as required.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

	Actual <u>2010</u>	Actual <u>2011</u>	Actual <u>2012</u>	Actual <u>2013</u>	Actual <u>2014</u>
Number of instructional programs	278	275	253	251	257
Number of swim lesson registrations	1,780	1,999	1,914	1,777	1,832

TOWN OF WEST HARTFORD

Fiscal Year 2015-2016

BUDGET IN BRIEF

LEISURE SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Charges for Services	\$ 2,865,092	\$ 2,928,114	\$ 2,894,888	\$ 2,912,091
Westmoor Park Contribution	20,000	20,000	20,000	20,000
Miscellaneous Revenue	50,416	31,050	35,423	37,950
Transfer In	<u>186,580</u>			
Total Revenues & Other Resources	\$ 3,122,088	\$ 2,979,164	\$ 2,950,311	\$ 2,970,041

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Community Programming	\$ 514,283	\$ 536,725	\$ 539,287	\$ 568,817
Skating Rink Services	921,056	881,068	895,316	748,432
Rockledge Golf Course	1,115,737	1,147,608	1,150,180	1,204,291
Buena Vista Golf Course	129,794	146,779	153,098	153,895
Cornerstone Pool Operations	173,185	61,218	60,764	75,300
WH Meeting & Conference Center	87,888	72,025	67,446	72,225
Celebrate West Hartford	<u>123,420</u>	<u>133,141</u>	<u>133,349</u>	<u>134,227</u>
Total Expenditures and Other Uses	\$ 3,065,363	\$ 2,978,564	\$ 2,999,440	\$ 2,957,187

CHANGE IN FUND BALANCE	\$ 56,725	\$ 600	(\$ 49,129)	\$ 12,854
BEGINNING BALANCE	(\$2,023,579)	(\$1,966,854)	(\$1,966,854)	(\$2,015,983)
ENDING BALANCE	(\$1,966,854)	(\$1,966,254)	(\$2,015,983)	(\$2,003,129)

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 which currently include a skating rink, two golf courses, an indoor aquatic facility, a conference center, community programs, and the Town’s annual Celebrate! West Hartford event. 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 to allow them 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 programs subsidized by the General Fund budget were transferred to the General Fund beginning in fiscal year 2009. The intent was to eliminate the annual subsidy to the Leisure Services Fund and enable the department to focus on the operating results of the “self-supporting” leisure programs.

FUND PERFORMANCE:

Five Year History of Operating Results					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>Revenues:</u>					
Charges for Service	\$2,774,000	\$2,731,000	\$2,766,000	\$2,648,000	\$2,865,000
Miscellaneous	20,000	23,000	32,000	39,000	51,000
TOTAL REVENUES	\$2,794,000	\$2,754,000	\$2,798,000	\$2,687,000	\$2,916,000
<u>Expenses:</u>					
Operational	\$2,868,000	\$2,846,000	\$2,900,000	\$2,991,000	\$3,065,000
TOTAL EXPENSES	\$2,868,000	\$2,846,000	\$2,900,000	\$2,991,000	\$3,065,000
CONTRIBUTED CAPITAL ADJUSTMENT	--	--	--	--	55,000
TRANSFERS FROM OTHER FUNDS	62,000	20,000	58,000	304,000	151,000
OPERATING RESULTS	(\$12,000)	(\$72,000)	(\$44,000)	--	\$57,000
FUND BALANCE	(\$1,908,000)	(\$1,980,000)	(\$2,024,000)	(\$2,024,000)	(\$1,967,000)

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

REVIEW OF PERFORMANCE:

In fiscal year 2014, the Leisure Services Enterprise Fund earned \$2,936,000 in revenues (inclusive of the \$20,000 contribution from Westmoor Park) with \$3,066,000 in operating expenses. The Leisure Services Fund had a net loss of approximately \$130,000 which was covered by a contribution from the General Fund. In addition, a contributed capital adjustment of approximately \$56,000 relating to capital assets resulted in a change in fund balance of \$56,725. This brought the fund deficit to \$1,967,000 at June 30, 2014.

FISCAL YEAR 2015 OPERATING RESULTS:

The adopted budget anticipated a surplus of \$600 for fiscal year 2015. While expenditures have been limited to the extent possible, a loss of \$49,129 is expected, resulting in an estimated accumulated fund deficit of \$2,015,983 at year-end.

FISCAL YEAR 2016 BUDGET:

The fiscal year 2016 budget estimates operating revenues and contribution from Westmoor Park of \$2,970,041 with expenditures of \$2,957,187, resulting in operating income of \$12,854. Operating results by program are detailed on the next page.

Town of West Hartford				
Leisure Services Fund				
Operating Results per OCA				
FY 2015 Adopted vs. FY 2015 Estimated and FY 2016 Adopted				
		<u>2015 Adopted</u>	<u>2015 Estimated</u>	<u>2016 Adopted</u>
Community Programming	Revenue	\$ 524,000	\$ 550,522	\$ 520,630
	Expenditures	<u>536,725</u>	<u>539,287</u>	<u>568,817</u>
	Operating Income (Loss)	(12,725)	11,235	(48,187)
Veterans Skating Rink	Revenue	873,000	872,769	883,000
	Expenditures	<u>881,068</u>	<u>895,316</u>	<u>748,432</u>
	Operating Income (Loss)	(8,068)	(22,547)	134,568
Rockledge Golf Course	Revenue	1,140,215	1,086,286	1,125,462
	Expenditures	<u>1,147,608</u>	<u>1,150,180</u>	<u>1,204,291</u>
	Operating Income (Loss)	(7,393)	(63,894)	(78,829)
Buena Vista Golf Course	Revenue	131,000	134,785	135,000
	Expenditures	<u>146,779</u>	<u>153,098</u>	<u>153,895</u>
	Operating Income (Loss)	(15,779)	(18,313)	(18,895)
Cornerstone Aquatics	Revenue	65,949	65,949	65,949
	Expenditures	<u>61,218</u>	<u>60,764</u>	<u>75,300</u>
	Operating Income (Loss)	4,731	5,185	(9,351)
WHMCC	Revenue	90,000	85,000	85,000
	Expenditures	<u>72,025</u>	<u>67,446</u>	<u>72,225</u>
	Operating Income (Loss)	17,975	17,554	12,775
Celebrate! West Hartford	Revenue	155,000	155,000	155,000
	Expenditures	<u>133,141</u>	<u>133,349</u>	<u>134,227</u>
	Operating Income (Loss)	21,859	21,651	20,773
Total	Revenue	2,979,164	2,950,311	2,970,041
	Expenditures	<u>2,978,564</u>	<u>2,999,440</u>	<u>2,957,187</u>
	Operating Income (Loss)	<u>\$ 600</u>	<u>(\$ 49,129)</u>	<u>\$ 12,854</u>

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.

BUDGET SUMMARY						
DEPARTMENT OF LEISURE SERVICES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
Revenues:	2013-14	2014-15	6 Months	2014-15	2015-16	Change
Charges for Services	\$2,865,092	\$2,928,114	\$1,565,427	\$2,894,888	\$2,912,091	-0.5%
Westmoor Park Contribution	20,000	20,000		20,000	20,000	
Miscellaneous Revenue	50,416	31,050	23,899	35,423	37,950	22.2%
Transfer In	<u>131,000</u>					
TOTAL	\$3,066,508	\$2,979,164	\$1,589,326	\$2,950,311	\$2,970,041	-0.3%
Expenditures:						
Wages & Salaries	\$1,204,444	\$1,180,205	\$568,538	\$1,165,818	\$1,137,342	-3.6%
Operating Expense	1,295,786	1,197,588	685,276	1,235,264	1,186,494	-0.9%
Fringe Benefits	<u>565,133</u>	<u>600,771</u>	<u>412,062</u>	<u>598,358</u>	<u>633,351</u>	5.4%
TOTAL	\$3,065,363	\$2,978,564	\$1,665,876	\$2,999,440	\$2,957,187	-0.7%

Full-Time Positions:	Authorized Positions			Revised	Adopted
	2012-13	2013-14	2014-15	2014-15	2015-16
Director of Human & Leisure Services	0.25	0.1	0.1	0.1	0.1
Office Operations Specialist	0.33	0.33	0.33	0.33	0.33
Leisure Services Manager	0.75	0.25	0.25	0.25	0.25
Skating Rink Supervisor	1	1	1	1	1
Staff Assistant	1	1	1	1	0.5
Facility Supervisor					0.1
Recreation Specialist	1	1	1	1	
Golf Course Superintendent	1	1	1	1	1
Crew Leader	1	1	1	1	1
Grounds Maintainer	3	3	3	3	3.2
Equipment Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	10.33	9.68	9.68	9.68	8.48

The fiscal year 2016 Leisure Services Fund budget is reduced \$21,377 or 0.7% from the prior year. Wages and salaries reflect estimated cost-of-living and merit increases for full-time employees, offset by the reallocation of 1.2 full-time employees to other funds based upon work performed. Operating expenses are reduced \$11,094 (0.9%) from prior year primarily attributed to reductions in utility costs (\$18,206) and contractual services (\$8,700), offset by an increase in the recreational contractual appropriation (\$15,100). Fringe benefits increase \$32,580 due to increased pension and risk costs for employees allocated to this fund.

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

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual 2013-14</u>	<u>Adopted 2014-15</u>	<u>Actual 6 Months</u>	<u>Estimated 2014-15</u>	<u>Adopted 2015-16</u>	<u>Percent Change</u>
Community Programming	\$514,283	\$536,725	\$377,427	\$539,287	\$568,817	6.0%
Skating Rink Services	921,056	881,068	457,496	895,316	748,432	-15.1%
Rockledge Golf Course	1,115,737	1,147,608	666,372	1,150,180	1,204,291	4.9%
Buena Vista Golf Course	129,794	146,779	85,134	153,098	153,895	4.8%
Cornerstone Pool Operations	173,185	61,218	27,400	60,764	75,300	23.0%
WH Meeting & CC	87,888	72,025	28,461	67,446	72,225	0.3%
Celebrate West Hartford	<u>123,420</u>	<u>133,141</u>	<u>23,586</u>	<u>133,349</u>	<u>134,227</u>	0.8%
TOTAL	\$3,065,363	\$2,978,564	\$1,665,876	\$2,999,440	\$2,957,187	-0.7%

PROGRAM PERFORMANCE MEASURES & INDICATORS

	(Fiscal Year)				
	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>
Total number of instructional programs offered	2,852	3,063	2,928	2,835	2,946
Total number of instructional program registrations for all programs	30,713	30,415	30,326	29,974	28,688
Value of subsidized use of recreational facilities	\$331,560	\$363,506	\$361,157	\$367,193	\$371,167
Public session attendance at Skating Rink	30,501	26,080	23,385	25,056	25,276
Number of golf rounds – Rockledge	48,874	43,527	46,808	44,863	45,042
Number of golf rounds – Buena Vista	15,042	14,164	14,444	14,258	15,406

ANNUAL BUDGET 2015-2016

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

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$671,430	\$649,686	\$271,502	\$649,494	\$602,045	-7.3%
Temporary Payroll	465,229	473,851	267,623	458,111	478,629	1.0%
Overtime	67,527	56,668	29,305	57,985	56,668	
Education Premium Pay	257		108	228		
Office Expense	15,139	21,810	10,107	22,893	22,064	1.2%
Dues and Travel	5,830	5,713	2,605	5,984	6,584	15.2%
Training	358					
Advertising	55,946	56,642	27,028	54,817	57,945	2.3%
Professional Services	62,229	65,400	48,498	65,400	66,100	1.1%
Contractual Services	69,821	78,800	47,069	71,023	71,350	-9.5%
Printing/Binding Services	5,284	6,850	2,958	4,925	7,650	11.7%
Office Equipment	6,087	7,956	1,231	7,956	7,956	
Uniforms & Laundry	4,028	4,598	2,047	4,598	4,498	-2.2%
Education Tuition Reimbursement			304	304		
Utilities	305,474	205,941	103,051	205,941	187,735	-8.8%
Telecommunications	9,884	10,757	4,426	11,045	11,153	3.7%
Building Maintenance	53,503	46,374	26,461	45,223	44,624	-3.8%
Vehicles & Equipment Expense	31,343	26,700	15,382	26,500	27,600	3.4%
Operating Expense - Misc.	67,803	73,714	71,406	78,714	73,714	
Grounds Maintenance	65,966	82,464	45,517	85,464	82,464	
Depreciation	26,652	37,707		31,707	32,707	-13.3%
Merchandise for Resale	44,399	38,100	14,739	38,156	38,100	
Maintenance & Repairs	63,040	49,500	17,617	49,100	51,100	3.2%
Recreational Supplies	35,147	37,762	40,550	50,864	37,650	-0.3%
Recreational Contractual	298,330	264,500	202,583	299,750	279,600	5.7%
Special Events	34,777	39,000	224	39,000	39,000	
Town Assistance	2,194	2,900	1,473	2,900	2,900	
Rental/Leases	32,552	34,400		33,000	34,000	-1.2%
Social Security	56,496	55,014	25,826	52,601	57,960	5.4%
Pension	211,593	226,706	226,706	226,706	224,451	-1.0%
Risk Management Expense	<u>297,045</u>	<u>319,051</u>	<u>159,530</u>	<u>319,051</u>	<u>350,940</u>	10.0%
TOTAL	\$3,065,363	\$2,978,564	\$1,665,876	\$2,999,440	\$2,957,187	-0.7%

TOWN OF WEST HARTFORD

Fiscal Year 2015-2016

BUDGET IN BRIEF

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Community Development Block Grant	\$ 539,418	\$ 639,715	\$ 639,715	\$ 696,863
Prior Year Carryover		<u>510,311</u>	<u>510,311</u>	
Total Revenues & Other Resources	\$ 539,418	\$1,150,026	\$1,150,026	\$ 696,863

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Housing Services	\$ 280,717	\$ 291,896	\$ 291,896	\$ 296,720
Public Service & CDBG Administration	<u>258,701</u>	<u>858,130</u>	<u>858,130</u>	<u>400,143</u>
Total Expenditures & Other Uses	\$ 539,418	\$1,150,026	\$1,150,026	\$ 696,863

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

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 (HUD). 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. The Community Services Department is responsible for Housing Services and the Leisure Services Department is responsible for Public Services. The Town will continue to appropriate its annual grant authorization to fund these services.

FUND PERFORMANCE

	Five Year History of Operating Results				
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>Revenues:</u>					
Intergovernmental	\$859,000	\$844,000	\$904,000	\$599,000	\$599,000
TOTAL REVENUES	\$859,000	\$844,000	\$904,000	\$599,000	\$599,000
<u>Expenditures:</u>					
Grant Activities	859,000	844,000	904,000	599,000	599,000
TOTAL EXPENDITURES	\$859,000	\$844,000	\$904,000	\$599,000	\$599,000
OPERATING RESULTS	--	--	--	--	--
FUND BALANCE	--	--	--	--	--

CDBG HOUSING REHAB					
FUND BALANCE	(\$39,000)	(\$39,000)	(\$35,000)	\$54,000	\$54,000

COMBINED FUND					
BALANCE	(\$39,000)	(\$39,000)	(\$35,000)	\$54,000	\$54,000

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 2015 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 2016 BUDGET

The grant entitlement award for fiscal year 2016 is \$846,863, a reduction of \$6,852 from the prior year. Of this total, \$400,143 is budgeted in the CDBG Fund for: CDBG Administration (\$146,640), Public Facility Improvements (\$125,000), Hillcrest Outreach (\$78,488) and Volunteer Services (\$50,015). In addition, \$296,720 is budgeted in the Community Services Department for Housing Rehabilitation Administration and Code Enforcement, and \$150,000 is budgeted in the CDBG-Housing Rehabilitation Fund.

Community Block Grant Entitlement			
<u>Fund</u>	<u>Department</u>	<u>Program</u>	<u>FY 2016 Adopted</u>
CDBG (Fund 13)	Community Services	Housing Rehab Administration	\$146,720
CDBG (Fund 13)	Community Services	Code Enforcement	150,000
CDBG - Housing Rehab (Fund 14)	Community Services	Housing Rehabilitation	150,000
CDBG (Fund 13)	Human & Leisure	Hillcrest Outreach	78,488
CDBG (Fund 13)	Human & Leisure	Volunteer Services	50,015
CDBG (Fund 13)	Human & Leisure	Public Facility Improvements	125,000
CDBG (Fund 13)	Human & Leisure	CDBG Administration	<u>146,640</u>
		TOTAL	\$846,863

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

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
CDGB – Administration	\$139,856	\$171,398	\$116,835	\$167,769	\$146,640	-14.4%
Hillcrest Outreach	73,494	100,576	36,222	104,205	78,488	-22.0%
Volunteer Services	45,352	48,656	22,533	48,656	50,015	2.8%
Public Facility Improvements		<u>537,500</u>	<u>93,069</u>	<u>537,500</u>	<u>125,000</u>	-76.7%
Total Public Services	\$258,702	\$858,130	\$268,659	\$858,130	\$400,143	-53.4%

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$92,482	\$92,864	\$43,547	\$92,864	\$95,620	3.0%
Temporary Payroll	60,005	70,000	32,654	65,100	71,410	2.0%
Office Expense	830	1,093	128	1,078	1,075	-1.6%
Dues and Travel	140	425		300	300	-29.4%
Training	100	200		100	300	50.0%
Advertising	3,334	1,850	135	1,500	1,500	-18.9%
Professional Services		31,000	31,001	31,001		-100.0%
Printing/Binding Services	47	230	10	221	230	
Office/Minor Equipment	1,955					
General Contributions	10,000	10,000	10,000	10,000	10,000	
Utilities	3,066	4,275	821	3,450	3,800	-11.1%
Telecommunications	542	840	230	800	830	-1.2%
Building Maintenance	874	1,000	437	874	1,000	
Grounds Maintenance	1,665	23,811		33,426	1,225	-96.0%
Special Events	5,632	3,466	1,793	3,620	3,450	-0.5%
Rental/Leases	4,000	4,000	4,000	4,000	4,000	
Social Security	7,730	11,046	3,582	7,766	7,977	-27.8%
Pension	30,894	29,976	29,976	29,976	32,799	9.4%
Risk Management Expense	35,406	34,554	17,276	34,554	39,627	14.7%
Transfer Out		<u>537,500</u>	<u>93,069</u>	<u>537,500</u>	<u>125,000</u>	-76.7%
Total Public Services	\$258,702	\$858,130	\$268,659	\$858,130	\$400,143	-53.4%

Full-Time Positions:	Authorized Positions			Revised	Adopted
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Director of Human & Leisure Services	0.05	0.05	0.05	0.05	0.05
Neighborhood Resource Coordinator	0.40	0.40	0.40	0.40	0.40
Community Partnership Manager	0.50	0.40	0.40	0.40	0.40
Case Manager Supervisor	0.05	0.05	0.05	0.05	0.05
Volunteer Coordinator	0.50				
Senior Staff Assistant	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
TOTAL	1.60	1.00	1.00	1.00	1.00

TOWN OF WEST HARTFORD

Fiscal Year 2015-2016

BUDGET IN BRIEF

WESTMOOR PARK FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Charges for Services	\$ 256,033	\$ 284,000	\$ 260,363	\$ 287,000
Trust Income	367,659	349,000	367,659	367,659
Interest Income	1,401	1,000	1,400	1,600
Miscellaneous Revenue	<u>3,963</u>	<u>8,000</u>	<u>3,000</u>	<u>4,000</u>
Total Revenues & Other Resources	\$ 629,056	\$ 642,000	\$ 632,422	\$ 660,259

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Park Operations	\$ 463,872	\$ 445,094	\$ 449,775	\$ 438,390
Park Programs	107,067	94,161	83,082	114,940
Park Summer Camp	<u>86,878</u>	<u>84,936</u>	<u>83,246</u>	<u>130,491</u>
Total Expenditures & Other Uses	\$ 657,817	\$ 624,191	\$ 616,103	\$ 683,821

CHANGE IN FUND BALANCE	(\$ 28,761)	\$ 17,809	\$ 16,319	(\$ 23,562)
BEGINNING BALANCE	\$ 525,570	\$ 496,809	\$ 496,809	\$ 513,128
ENDING BALANCE	\$ 496,809	\$ 514,618	\$ 513,128	\$ 489,566

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, 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 program revenues, as well as interest income on 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 PERFORMANCE

	Five Year History of Operating Results				
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>Revenues:</u>					
Intergovernmental					
Charges for Services	\$198,000	\$216,000	\$194,000	\$224,000	\$260,000
Interest Income		1,000	1,000	2,000	1,000
Trust Income	298,000	318,000	313,000	349,000	368,000
TOTAL REVENUES	\$496,000	\$535,000	\$508,000	\$575,000	\$629,000
<u>Expenditures:</u>					
Operational	\$541,000	\$512,000	\$525,000	\$575,000	\$658,000
TOTAL EXPENDITURES	\$541,000	\$512,000	\$525,000	\$575,000	\$658,000
TRANSFERS TO OTHER FUNDS	(\$28,000)	(\$28,000)	(\$28,000)	--	--
OPERATING RESULTS	(\$73,000)	(\$5,000)	(\$45,000)	--	(\$29,000)
FUND BALANCE	\$576,000	\$571,000	\$526,000	\$526,000	\$497,000

Fund: Westmoor Park Fund
Department: Human and Leisure Services

REVIEW OF PERFORMANCE

The fund has struggled to achieve its goal of earning revenues sufficient to cover all operating expenses (excluding capital outlay). Increasing expenditures have resulted in use of fund balance for the five years presented. Fund balance at June 30, 2014 was reduced to \$497,000.

FISCAL YEAR 2015 OPERATING RESULTS

The fund is expected to generate revenues of \$632,422 with corresponding expenditures of \$616,103, resulting in an increase to fund balance of \$16,319. Fund balance at June 30, 2015 will be approximately \$513,128.

FISCAL YEAR 2016 BUDGET

The fiscal year 2016 budget anticipates revenues of \$660,259 with corresponding expenditures of \$683,821, resulting in a \$23,562 reduction to fund balance. Although revenues from programs and trust income are projected to remain strong, increased payroll and benefit costs are expected to result in a deficit for fiscal year 2016.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>	<u>Actual</u> <u>2012</u>	<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2014</u>
Number of instructional programs	648	737	586	536	485
Number of instructional program registrations	10,895	10,718	10,769	9,614	7,890
Number of Group tours/ birthday parties	176	208	163	125	122
Program attendance-public classes/services	10,291	6,376	6,471	6,291	6,136
Program attendance-groups attending	9,321	9,155	9,398	8,194	6,853

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.

BUDGET SUMMARY						
DEPARTMENT OF LEISURE SERVICES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
<u>Revenues:</u>	<u>2013-14</u>	<u>2014-15</u>	<u>6 Months</u>	<u>2014-15</u>	<u>2015-16</u>	<u>Change</u>
Charges for Services	\$256,033	\$284,000	\$93,057	\$260,363	\$287,000	1.1%
Trust Income	367,659	349,000	119,974	367,659	367,659	5.3%
Interest Income	1,401	1,000	690	1,400	1,600	60.0%
Miscellaneous Revenue	<u>3,963</u>	<u>8,000</u>	<u>1,104</u>	<u>3,000</u>	<u>4,000</u>	-50.0%
TOTAL	\$629,056	\$642,000	\$214,825	\$632,422	\$660,259	2.8%
<u>Expenditures:</u>						
Wages & Salaries	\$343,424	\$306,308	\$178,536	\$302,149	\$325,900	6.4%
Operating Expense	145,066	134,392	50,473	132,854	135,603	0.9%
Fringe Benefits	<u>169,327</u>	<u>183,491</u>	<u>100,012</u>	<u>181,100</u>	<u>222,318</u>	21.2%
TOTAL	\$657,817	\$624,191	\$329,021	\$616,103	\$683,821	9.6%

	<u>Authorized Positions</u>			Revised	Adopted
<u>Full-Time Positions:</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Park Naturalist	1	1	1	1	1
Assistant Park Naturalist	1	1	1	1	1
Grounds Maintainer	0.33	0.33	0.33	0.33	0.2
Parks and Facility Supervisor	-	-	-	-	<u>0.1</u>
TOTAL	2.33	2.33	2.33	2.33	2.3

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2016 Westmoor Park Fund budget reflects revenue of \$660,259 with corresponding expenditures totaling \$683,821. In total, expenditures increase \$59,630. Wages and salaries increase \$19,592 due to anticipated cost of living and merit increases and increased temporary payroll. Operating expenses increase slightly from the prior year, although modifications have been made to numerous line items based upon experience and anticipated needs. Fringe benefits increase due to the required contributions for pension and retiree health.

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 2016, this amount is estimated to be \$367,659. In accordance with the Hunter Trust, if revenues exceed annual operating costs, the surplus remains in the Westmoor Park Fund.

ANNUAL BUDGET 2015-2016

Fund: Westmoor Park Fund

Department: Human and Leisure Services

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$147,470	\$148,634	\$62,286	\$123,689	\$153,777	3.5%
Temporary Payroll	193,903	156,634	115,843	177,000	170,723	9.0%
Overtime	2,050	1,040	407	1,460	1,400	34.6%
Office Expense	5,143	6,000	1,696	4,800	4,900	-18.3%
Dues and Travel	241	1,000	235	700	700	-30.0%
Training	592	1,800	75	1,875	1,800	
Advertising	10,139	8,665	2,925	7,200	7,200	-16.9%
Professional Services	9,458	6,000	5,983	11,000	11,000	83.3%
Contractual Services	4,370	6,000	3,450	5,700	5,700	-5.0%
Printing/Binding Services	334	500	458	700	700	40.0%
Office/Minor Equipment	1,366	4,000	450	1,000	3,000	-25.0%
Miscellaneous Admin. Expense	153	800	21	500	800	
Utilities	21,263	17,827	8,913	17,827	18,903	6.0%
Telecommunications	1,803	1,700	779	1,600	1,600	-5.9%
Building Maintenance	52,524	45,500	6,095	45,100	45,500	
Vehicles & Equipment Expense	3,013	3,500	2,899	4,077	3,700	5.7%
Operating Expense – Miscellaneous		500	676	680	500	
Grounds Maintenance	6,037	4,000	2,347	4,694	5,000	25.0%
Merchandise for Resale	1,121	500			500	
Maintenance & Repairs	2,759	4,000	550	3,000	4,000	
Miscellaneous Supplies	3,899	6,500	417	4,000	5,000	-23.1%
Recreational Supplies	3,296	3,500	2,635	3,500	4,000	14.3%
Recreational Contractual	4,132	2,000	2,030	4,000	4,000	100.0%
Insured Program Expenses	13,404	10,000	5,038	8,000	7,000	-30.0%
Rental/Leases			2,801	2,801		
Library Materials	20	100		100	100	
Social Security	12,008	15,279	6,087	12,888	15,195	-0.5%
Pension	46,828	47,952	47,952	47,952	52,885	10.3%
Risk Management Expense	82,176	91,945	45,973	91,945	125,923	37.0%
Transfers Out	<u>28,315</u>	<u>28,315</u>		<u>28,315</u>	<u>28,315</u>	
Total Department	\$657,817	\$624,191	\$329,021	\$616,103	\$683,821	9.6%

DEPARTMENT: HUMAN AND LEISURE SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2014-15	Adopted 2015-16
	2012-13	2013-14	2014-15		
<u>GENERAL FUND</u>					
Director of Human & Leisure Services	0.7	0.85	0.85	0.85	0.85
Office Operations Specialist	0.67	0.67	0.67	0.67	0.67
Human Services Manager	0.95	0.95	0.95	0.95	0.95
Social Worker	2	2	2	2	2
Leisure Services Manager	0.25	0.75	0.75	0.75	0.75
Facility Supervisor	2	2	2	2	2.8
Program Supervisor	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Grounds Maintainer	0.67	0.67	0.67	0.67	0.6
Senior Staff Assistant	0.9	0.9	0.9	0.9	0.9
Staff Assistant					0.5
Neighborhood Resource Coordinator	0.6	0.6	0.6	0.6	0.6
Community Partnerships Manager	0.5	0.6	0.6	0.6	0.6
Volunteer Coordinator	<u>0.5</u>				
TOTAL GENERAL FUND	11.74	11.99	11.99	11.99	13.22
<u>COMMUNITY DEVELOPMENT</u>					
<u>BLOCK GRANT FUND (CDBG)</u>					
Director of Human & Leisure Services	0.05	0.05	0.05	0.05	0.05
Neighborhood Resource Coordinator	0.4	0.4	0.4	0.4	0.4
Community Partnerships Manager	0.5	0.4	0.4	0.4	0.4
Human Services Manager	0.05	0.05	0.05	0.05	0.05
Volunteer Coordinator	0.5				
Senior Staff Assistant	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
TOTAL CDBG FUND	1.6	1.0	1.0	1.0	1.0
<u>LEISURE SERVICES FUND</u>					
Director of Human & Leisure Services	0.25	0.1	0.1	0.1	0.1
Office Operations Specialist	0.33	0.33	0.33	0.33	0.33
Leisure Services Manager	0.75	0.25	0.25	0.25	0.25
Skating Rink Supervisor	1	1	1	1	1
Staff Assistant	1	1	1	1	0.5
Facility Supervisor					0.1
Recreation Specialist	1	1	1	1	
Golf Course Superintendent	1	1	1	1	1
Crew Leader	1	1	1	1	1
Grounds Maintainer	3	3	3	3	3.2
Equipment Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL LEISURE SERVICES FUND	10.33	9.68	9.68	9.68	8.48

ANNUAL BUDGET 2015-2016

DEPARTMENT: HUMAN AND LEISURE SERVICES (continued)

POSITION	Authorized Positions			Revised 2014-15	Adopted 2015-16
	2012-13	2013-14	2014-15		
<u>WESTMOOR PARK FUND</u>					
Park Naturalist	1	1	1	1	1
Assistant Park Naturalist	1	1	1	1	1
Grounds Maintainer	0.33	0.33	0.33	0.33	0.2
Facility Supervisor	—	—	—	—	<u>0.1</u>
TOTAL WESTMOOR PARK FUND	2.33	2.33	2.33	2.33	2.3
 TOTAL HUMAN AND LEISURE SERVICES DEPARTMENT	 26	 25	 25	 25	 25

DEPARTMENT OF LIBRARY SERVICES

MISSION

West Hartford's Public Library's Strategic Plan has four major goals:

- To provide excellent customer service;
- Make the library a community focal point;
- Realize the full potential of new technologies; and
- Strengthen the library's external communications.

BUDGET SUMMARY						
DEPARTMENT OF LIBRARY SERVICES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
Revenues:	2013-14	2014-15	6 Months	2014-15	2015-16	Change
Intergovernmental Revenues	\$ 1,284	\$ 1,250	\$	\$ 1,250	\$ 1,000	-20.0%
Fines & Forfeitures	<u>67,467</u>	<u>67,000</u>	<u>28,921</u>	<u>65,000</u>	<u>65,000</u>	-3.0%
TOTAL	\$68,751	\$68,250	\$28,921	\$66,250	\$66,000	-3.3%
Expenditures:						
Wages & Salaries	\$2,396,772	\$2,365,503	\$1,179,904	\$2,405,522	\$2,420,015	2.3%
Operating Expense	617,157	654,187	389,501	654,192	654,187	
Social Security	<u>170,754</u>	<u>169,753</u>	<u>79,251</u>	<u>169,535</u>	<u>174,211</u>	2.6%
TOTAL	\$3,184,683	\$3,189,443	\$1,648,656	\$3,229,249	\$3,248,413	1.8%

	Authorized Positions			Revised	Adopted
Full-Time Positions:	2012-13	2013-14	2014-15	2014-15	2015-16
General Fund	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>
TOTAL	24	24	24	24	24

BUDGET & PROGRAM HIGHLIGHTS

The mission of Library Services is to explore, learn and connect. Library Services creates opportunities for learning at Town facilities each day, and online 24/7. Electronic media, both downloadable and streaming, broaden the ability of the library to provide information and entertainment to library users. The greatest growth has been in the use of online resources. This past year, there were almost 95,000 hours of computer use, including the wireless networks in all the branches, and the Library's website which had over 480,000 hits. Through its e-newsletter, the Library reaches 20,000 residents each week, and the use of social media like Facebook, Twitter, and Pinterest increases awareness beyond the local media.

The budget for fiscal year 2016 reflects an increase of \$58,970 or 1.8% over the fiscal year 2015 budget. Wages and salaries reflect contractual merit increases, but do not include an estimate for cost of living adjustments as union contracts are in negotiation. In addition, temporary payroll is increased \$32,845 to fund paid sick time, minimum wage increases, a part-time clerical position and accounting of Sunday hours (\$13,281 corresponding overtime reduction included). Operating expense is held flat in fiscal year 2016, compared to fiscal year 2015. The increase in social security is consistent with changes to wages and salaries.

COST CENTER: MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Library Grant	\$ 1,284	\$ 1,250	\$	\$ 1,250	\$ 1,000	-20.0%
Adult Library Fines	52,912	50,000	21,207	50,000	50,000	
Children's Library Fines	8,621	10,000	3,955	8,000	8,000	-20.0%
Lost Material Payment	<u>5,934</u>	<u>7,000</u>	<u>3,759</u>	<u>7,000</u>	<u>7,000</u>	
TOTAL	\$68,751	\$68,250	\$28,921	\$66,250	\$66,000	-3.3%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$260,354	\$262,345	\$130,946	\$302,345	\$269,921	2.9%
Temporary Payroll	44,770	44,493	22,240	44,493	53,142	19.4%
Overtime		825		825	825	
Education Premium Pay	780	780	325	780	780	
Office Expense	14,091	21,650	4,656	21,650	21,650	
Dues and Travel	2,587	3,220	1,268	3,220	3,220	
Professional Services	2,776	3,500	2,456	3,500	3,500	
Contractual Services	1,509	1,200	639	1,200	1,200	
Printing/Binding Services	716	1,000	278	1,000	1,000	
Office Equipment	460	2,750	85	2,750	2,750	
Telecommunications	10,625	15,000	3,215	15,000	15,000	
Rental/Leases		5,000		5,000	5,000	
Social Security	<u>23,009</u>	<u>23,175</u>	<u>10,824</u>	<u>23,175</u>	<u>24,416</u>	5.4%
TOTAL	\$361,677	\$384,938	\$176,932	\$424,938	\$402,404	4.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Director of Library Services	1	1	1	1	1
Administrative Assistant	1	1	1		
Office Operations Specialist				1	1
Librarian II*		<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2	3	3	3	3

* Transferred from Public Services division.

MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Administration oversees the hiring, training, and evaluation of 24 full-time and approximately 75 part-time positions. They produce the bi-weekly payroll, process all bills, and prepare budget documents and reports for the Town and for the Library Board, which is charged with oversight of library operations. They are also charged with oversight of the physical plant of all three locations in cooperation with the Plant & Facilities Services department. With the Library Board, they propose and review policies for provision of services and programs of the libraries, both onsite and in the wider community.

Regular Payroll: The management operation is staffed by three full-time positions - the Director, Office Operations Specialist, and the Web/Communications Librarian. This account is increased consistent with anticipated step increases.

Temporary Payroll: Temporary payroll maintains existing staff levels. A Library Assistant (750 hours) provides staffing for administration and the communications team. A Graphic Designer (900 hours) assists with website updates, produces signs and fliers, displays, and arranges for art exhibits; the Graphic Designer coordinates their work with all facilities and divisions. Temporary payroll is adjusted for the anticipated impact of an increase in the minimum wage rate and the cost of part-time sick leave for the entire staff.

Overtime: This appropriation is used as needed for the taking of minutes at the monthly Library Board meeting.

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 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 State Department of Administrative Services. Ordering is processed centrally in order to maximize discounts and minimize shipping and handling fees, etc. Supplies include envelopes and mailers, copy paper for internal use, toner, stationery, and library specific products.

Dues & Travel: The appropriation for dues and travel maintains memberships in library-related organizations and attendance at workshops, such as those sponsored by the State Library and CT Library Association, averaging \$25 per 1/2 day, and for several staff to attend the annual Connecticut and New England Library Association conferences. Workshops aid in skill building, updating understanding of information technologies and their application to library work. Many staff are now able to attend "webinars" or online workshops for free or reduced prices that allow them to maintain their skills, particularly in working with technology. When appropriate, these are held in the learning lab so several staff can attend at the same time.

Professional Services: This appropriation is used for hiring presenters for programs open to the public and staff training. Funding has been used to bring workshop presentations, webinars, and other training opportunities to the library, enabling the library to provide 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. This also funds presentations to the public - programs for all ages from preschoolers through seniors - including author talks, discussions of local theater and art exhibits,

puppetry and science programs for children, writing contests for teens, film series, and lectures on topics of interest such as finding a job and bullying.

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 print shop including forms such as library card applications, flyers for programs, and other printing that is unique to the library.

Office Equipment: This appropriation allows for the purchase and/or replacement of office equipment that has aged or fallen into disrepair.

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 the Technical Services Division for more information.

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

West Hartford Public Library Sees Increased Use

West Hartford libraries continue to experience high usage, as detailed in the table below.

PROGRAM PERFORMANCE MEASURES & INDICATORS

	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>
<u>Library Customer Services:</u>					
Library Customer Attendance	567,221	511,325	536,902	520,340	510,489
Total Library Loans	816,462	805,609	812,179	834,003	856,721
Loans per Capita	12.6	12.4	12.9	13.2	13.5
Hours of Computer Use	56,116	82,726	93,158	90,440	94,436
Reference Inquiries	87,640	72,747	77,134	66,085	54,345
Electronic Information Retrievals	507,101*	370,881	361,447	527,569	341,668
Visitors to library website	369,863	427,548	415,858	497,272	481,513

* Methodology for calculating retrievals varied in fiscal year 2010.

COST CENTER: TECHNICAL SERVICES DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$252,592	\$256,169	\$127,344	\$256,169	\$265,920	3.8%
Temporary Payroll	162,049	146,377	75,371	148,641	149,430	2.1%
Overtime	80					
Office Expense	21,968	22,500	11,880	21,399	22,500	
Dues and Travel	208	480		480	480	
Information Technology	4,114	5,000	6,086	6,106	5,000	
Rental/Leases	30,509	29,925	19,968	29,925	29,925	
Social Security	<u>28,530</u>	<u>28,339</u>	<u>13,498</u>	<u>27,909</u>	<u>29,135</u>	2.8%
TOTAL	\$500,050	\$488,790	\$254,147	\$490,629	\$502,390	2.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Librarian III	1	1	1	1	1
Librarian I	1	1	1	1	1
Library Specialist	1	1	1	1	2
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	-
TOTAL	4	4	4	4	4

TECHNICAL SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Staff orders materials, reconciles orders and invoices with bill paying, catalogs and prepares materials for the collection, and assists on the public service desks. The technical staff is charged with maintaining and upgrading the library's networks and coordinating these with the town network, the library's shared ILS system with 29 other area libraries, and the CT Educational Network which provides high-speed access. There are over 200 computers to be maintained throughout the system – for use by the public, as well as for staff and public service areas. Wireless networks are available for the public in each location as well.

Regular Payroll: The Technical Services Division is staffed by 4 full-time positions. The Librarian III is charged with supervision of all Technical Services, while the Librarian I (Cataloger) is in charge of the technical processing area, and the computer technicians report directly to the Division Head. The budget reclassifies one Library Assistant position to a Library Specialist. The remaining increase in this account is attributed to anticipated merit increases.

Temporary Payroll: There are 15 part-time positions (4.3 FTE's) in this division. The budget maintains the existing staff level, including Computer Lab Assistants who work with patrons on minor problems (internet access, printing documents, etc.) and Computer Technicians who maintain computer equipment, and work with staff and patrons. Temporary payroll is adjusted for the anticipated impact of the increase to minimum wage.

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).

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 installed 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 Libraries leases its Integrated Library System (ILS) in conjunction with 29 other libraries in Hartford County - sharing the costs of staffing, capital equipment, maintenance, software updates, etc. The consortium, Library Connections, Inc., is a private non-profit with offices in Windsor that was set up to operate this system. West Hartford's cost for FY 2016 is \$73,273 (covering all three locations). The total fee, less than the cost of one full-time employee with benefits, provides access to 24/7 service with training, trouble-shooting, capital, and maintenance costs. Fees are formulated based on circulation figures for the past year, the number of registered borrowers, and number of items in the library's collection.

This past year the library migrated to a new ILS with a public interface that mimics Google; this has helped patrons to find the resources they want – as reflected in the Circulation Services section.

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.

<u>Service</u>	<u>FY 2015</u>	<u>FY 2016</u>
Integrated Library System (ILS)	\$73,399	\$73,273
Cataloging and Interlibrary Loan	7,000	7,200
Web Hosting	1,000	1,400
Statewide Library Catalog	325	325
Web Filtering Software	3,770	4,284
SnapComms		2,500
RFID – equipment, maintenance	15,000	10,662
Pharos annual contract	3,150	4,000
Total	\$103,644	\$103,644

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

COST CENTER: CIRCULATION SERVICES

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$207,519	\$211,142	\$104,884	\$211,142	\$215,809	2.2%
Temporary Payroll	103,055	102,863	48,357	102,863	104,552	1.6%
Overtime	1,646	500	522	522	500	
Education Premium Pay	2,040	2,040	850	2,040	2,040	
Office Expense	2,008	2,750	326	2,750	2,750	
Dues and Travel	590	350	10	350	350	
Rental/Leases	9,500	9,500	9,500	9,500	9,500	
Social Security	<u>22,123</u>	<u>22,490</u>	<u>10,231</u>	<u>22,490</u>	<u>22,944</u>	2.0%
TOTAL	\$348,481	\$351,635	\$174,680	\$351,657	\$358,445	1.9%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Librarian I	1	1	1	1	1
Library Assistant	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	4	4	4	4	4

CIRCULATION SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

The responsibilities of the circulation staff are to check materials out/in, assess fines and fees, provide materials requested by specific patrons, send out notices, and prepare materials for shipping to/from the branch libraries and libraries across the state. Circulation now works in concert with Public and Teen Services as part of the Public Services team.

Regular Payroll: The Circulation Services Division is staffed by 4 full-time positions at the Noah Webster Library. The Circulation Librarian I supervises the staff at the Noah Webster Library, as well as overseeing training for staff at the public service desks in the Children’s Room and at each branch. The increase for fiscal year 2016 relates to anticipated merit increases for eligible employees.

Temporary Payroll: There are currently 12 part-time positions (1.9 FTE's) and 10 page positions (2.4 FTE's) in this division. Because the library is open for 11 hours a day, we must rely on a large number of part-time staff to cover the hours that we are open. These people must be as well-trained as full-time employees in order to provide the same caliber of service throughout the seven day work week. Temporary payroll is adjusted for the anticipated impact of the increase to minimum wage.

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

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 covers the cost of supplies that are bought specifically for circulation activities such as forms for library card applications, library cards, receipt paper, etc. For example, 10,000 library cards (one year's supply) cost approximately \$1,750.

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.

More Cooperation Means More Satisfied Patrons

West Hartford Libraries are now able to get resources for patrons faster and more efficiently with a new software system which has made cooperation and sharing among libraries in its consortium much easier. In the past year, staff have handled over 57,000 items coming to West Hartford residents from other libraries, and have sent out another 32,000 items to support the needs of library users around the state, more than tripling the previous year's totals.

COST CENTER: PUBLIC SERVICES

SUMMARY OF EXPENDITURES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
	<u>2013-14</u>	<u>2014-15</u>	<u>6 Months</u>	<u>2014-15</u>	<u>2015-16</u>	<u>Change</u>
Regular Payroll	\$229,866	\$233,906	\$117,206	\$234,963	\$240,298	2.7%
Temporary Payroll	129,694	105,591	59,072	103,227	111,184	5.3%
Overtime	2,702	4,844	978	3,787	3,225	-33.4%
Office Expense	2,242	4,000	43	4,000	4,000	
Dues and Travel	752	550	65	550	550	
Professional Services		500		500	500	
Rental/Leases	22,749	22,250	22,000	22,250	22,250	
Library Materials	269,749	270,158	174,311	270,158	270,158	
Social Security	<u>25,359</u>	<u>24,943</u>	<u>11,611</u>	<u>24,943</u>	<u>25,669</u>	2.9%
TOTAL	\$683,113	\$666,742	\$385,286	\$664,378	\$677,834	1.7%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			Revised	Adopted
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Librarian III	1	1	1	1	1
Librarian II	2	1	1	1	1
Librarian I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	4	3	3	3	3

PUBLIC SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

Public Services staff provide a variety of programs and services while maintaining a high level of customer service for all library users, every day. They provide reference and information services in person, online and by phone. They maintain the library collection, add new formats as technology changes, and provide training in the use of library resources. Along with staff from other divisions they develop programming that links people in the community to “Explore, Learn and Connect” with the world around them.

Staff teach computer skills, oversee volunteer computer tutoring, assist individuals with their e-readers and personal devices, provide information and programming for job seekers, offer Homebound Services and provide outreach to underserved groups. One program series, “Computer U,” offers staff led instruction on a variety of technology topics; all of the classes to date have been completely filled and patrons are happily asking for more.

Expanded web page content and online resources in a variety of formats, available on a proliferation of personal devices and social networking, have made a huge change in the way libraries interact with patrons but also provide the opportunity to provide resources and help online 24/7.

Library Programs for Adults Provide Both Information and Entertainment

While books and online resources continue to be key sources of information for the West Hartford community, the West Hartford Libraries also excel at providing entertaining and informative programs for customers. In the past year, adults had access to over 500 programs across the three library facilities, which drew in thousands of people with varied interests. Library staff initiated new programs such as a weekly *New Yorker Magazine* discussion group, a monthly "Shakespeare Club," and a bus trip to New York City. Classes like "DeCluttering your Home," "Cooking for Fall," and "Excel for Beginners," along with lectures on history, literature, finance and art were added to the regular line-up of author talks, writing groups, language programs and book discussions. With part-time support at the public service desk, full-time staff had time to plan, promote, teach, moderate, and work with presenters to meet the needs of West Hartford residents.

Regular Payroll: The Public Services Division is staffed with 3 full-time positions at the Noah Webster Library. The increase in regular payroll is due to anticipated merit increases.

Temporary Payroll: There are 8 part-time positions, 2 clerical and 6 professional (2.3 FTE's), in this division. Clerical positions help to maintain and update special collections and assist users in the computer lab; part-time 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 to teach classes as described above. Temporary payroll is adjusted for the anticipated impact of the increase to minimum wage and to reinstate funding for one part-time clerk that was inadvertently unfunded in the fiscal year 2015 budget.

Overtime (Sunday Hours): This appropriation is used to pay wages for Sunday hours. Full-time professional staff are paid their normal hourly rate, plus a differential of \$30 per Sunday (a contracted amount which has not changed since the 1980s). Wages for part-time staff who work Sundays are included in temporary payroll.

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.)

Professional Services: This appropriation is used to hire presenters for programs open to the public such as author talks, discussions of local theater and art exhibits, film series and lectures on topics of interest.

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 the Technical Services budget for details.)

Library Materials: This appropriation is for the purchase of library materials in all formats for the adult collection at the Noah Webster Library. It includes books, periodicals and newspapers, large-type materials, music CDs, audio books (including books on CD, downloadable audio books and PlayAways) and movies

in DVD and Blu-Ray format. In addition, this appropriation also covers system-wide (all three branches) digital reference and online research resources, the electronic equivalents of print resources, so that customers have round-the-clock, offsite access to them via the library website.

The library builds as broad a collection of books and audio-visual materials as possible. Most items are ordered with negotiated discounts for library purchases; titles are discounted up to 46.5% off the list price, and are shipped to the library at no cost. Best-sellers are ordered well before publication so they are on the shelf soon after their release. Titles may be purchased in several non-print formats as well, such as books-on-CD, eBooks, MP3 files, etc. The total adult collection at Noah Webster Library includes 107,641 books, 22,291 non-book materials and 5,327 periodicals. Circulating books and non-print materials account for 2/3 of the materials budget with the remaining 1/3 spent on reference and online resources.

The growth of non-print formats is stretching the budget. Customers expect the library to provide access to newer electronic formats while continuing to maintain a high-quality print collection. As the community is becoming increasingly diverse, the library's collection needs to meet a wider range of educational, informational and recreational needs.

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

COST CENTER: FAXON BRANCH LIBRARY

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$205,974	\$206,278	\$102,879	\$206,375	\$207,064	0.4%
Temporary Payroll	85,300	74,960	43,489	74,960	80,334	7.2%
Overtime	267					
Education Premium Pay	480	480	200	480	480	
Office Expense	2,666	3,500	832	3,500	3,500	
Dues and Travel	615	330		330	330	
Professional Services	336	750	336	750	750	
Rental/Leases	12,400	12,400	12,400	12,400	12,400	
Library Materials	49,242	56,777	24,134	56,777	56,777	
Social Security	<u>20,766</u>	<u>20,252</u>	<u>9,690</u>	<u>20,252</u>	<u>20,900</u>	3.2%
TOTAL	\$378,046	\$375,727	\$193,960	\$375,824	\$382,535	1.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</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>
TOTAL	3	3	3	3	3

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, providing reference and information services, balancing the topics and formats of the collection to meet local needs, and providing programs and Internet resources to enhance the materials collection. The Children’s Specialist and Circulation Assistant are responsible for their area of the operation under the supervision of the branch manager and their division head at the main library. The account is increased based on anticipated merit increases.

Temporary Payroll: There are approximately eight part-time clerical and page positions in each branch library. The budget maintains the existing staff levels. Temporary payroll is adjusted for the anticipated impact of the increase to minimum wage. In addition, the appropriation reflects an additional four hours per week of a part-time Children’s Specialist that was transferred from Noah Webster Library to the Faxon Library.

Educational 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.

Faxon Branch is an Elmwood Community Anchor

Faxon plays a vital role in Elmwood with traditions like the August outdoor movie, participation in the Park Road Parade, and the annual *Coffee Talk* with elected leaders. Computer help offered through one-on-one coaching, and monthly “Tech Therapy” sessions providing know-how for a variety of devices help to bridge the “digital divide.” Family literacy activities provide a basis for tackling the achievement gap. Preschool programs and resources such as the new Tween (middle grades) collection, ensure that children have the widest possible exposure to resources that will prepare and support them for learning. Engaging new residents and immigrant users is a conscious initiative, and Faxon offers a weekly conversational English Class. Building community by providing a welcoming atmosphere is the daily work of the branch staff.

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 hire presenters for programs open to the public such as author talks, discussions of local theater and art exhibits, film series and lectures on topics of interest.

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. Each branch chooses materials that are geared to the interests of the population in its neighborhood while working closely with the Collection Development Coordinator. See Public, Teen, and Children’s Services budgets for more information.

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

COST CENTER: BISHOPS CORNER BRANCH LIBRARY

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$198,021	\$199,534	\$99,061	\$199,534	\$202,797	1.6%
Temporary Payroll	70,984	80,540	35,292	80,540	81,384	1.0%
Overtime	226					
Office Expense	2,643	3,500	481	3,500	3,500	
Dues and Travel	460	330		330	330	
Professional Services	715	750		750	750	
Rental/Leases	12,400	12,400	12,400	12,400	12,400	
Library Materials	46,515	57,809	30,706	57,809	57,809	
Social Security	<u>18,693</u>	<u>20,063</u>	<u>8,727</u>	<u>20,063</u>	<u>20,512</u>	2.2%
TOTAL	\$350,657	\$374,926	\$186,667	\$374,926	\$379,482	1.2%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Librarian III	1	1	1	1	1
Library Specialist	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	3	3	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 specialist. The manager is charged with directing the daily activities of the branch and supervising the staff, providing reference and information services, balancing the topics and formats of the collection to meet local needs, and providing programs and Internet resources to enhance the materials collection. The Children's Specialist and Circulation Specialist are responsible for their area of the operation under the supervision of the branch manager and their division head at the main library. The increase from fiscal year 2015 reflects anticipated merit increases.

Temporary Payroll: There are approximately 9 part-time clerical and page positions in each branch library. The budget maintains the existing staff levels. Temporary payroll is adjusted for the anticipated impact of the increase to minimum wage.

Changes at the Bishops Corner Branch

Patron attendance increased by approximately 5,000 people in the final 6 months of calendar year 2014 versus that same time period in 2013. With a 16.5% increase in materials loaned and holds being placed this year, the library will need more materials in all age ranges and formats, especially audio books and DVD/Blu-Rays. Monthly circulation in special collections (notably the Rapid Reads) is higher than that of the Noah Webster Library, despite Bishops Corner being open 24 hours less per week. Mobile device and e-book instruction are also in demand at the branch, with more than 100 individual sessions occurring over the course of the last year. Bishops Corner hosts several large (100+ people) special inter-generational programs on evenings and weekends throughout the year and story times for 2-year olds have remained popular.

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 for additional information.)

Library Materials: This appropriation is for the purchase of library materials, in all formats, for the branch collections. Each branch chooses materials that are geared to the interests of the population in its neighborhood while working closely with the Collection Development Coordinator. (See Public, Teen, and Children's Services budgets for more information.)

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

COST CENTER: CHILDREN'S SERVICES

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$206,325	\$206,328	\$102,578	\$206,328	\$207,239	0.4%
Temporary Payroll	134,602	121,855	64,948	121,855	129,498	6.3%
Overtime	9,326	12,877		12,877	1,215	-90.6%
Office Expense	4,156	4,500	3,002	4,500	4,500	
Dues and Travel	702	637	110	637	637	
Professional Services	1,725	1,500	1,195	1,500	1,500	
Rental/Leases	10,695	10,000	10,000	10,000	10,000	
Library Materials	51,444	51,552	26,401	51,552	51,552	
Social Security	<u>25,786</u>	<u>23,775</u>	<u>11,648</u>	<u>23,987</u>	<u>23,625</u>	-0.6%
TOTAL	\$444,761	\$433,024	\$219,882	\$433,236	\$429,766	-0.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Librarian III	1	1	1	1	1
Librarian I					1
Library Specialist	1	1	1	1	
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3	3	3	3	3

CHILDREN'S SERVICES – BUDGET AND PROGRAM HIGHLIGHTS

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-five preschool story programs are offered weekly; special programs are offered throughout the year, especially during school and summer vacations, when the library runs a Summer Reading program in conjunction with West Hartford schools.

Regular Payroll: The Children's Services Division is staffed by 3 full-time positions at the Noah Webster Library. The budget for fiscal year 2016 reflects the upgrading of a Library Specialist position to Librarian I.

Temporary Payroll: There are 12 part-time clerical and page positions (3.35 FTE's) in this division; four of these positions make up the hours that would have been worked by a former full-time position. Clerical positions circulate materials, assist with computer use, and provide patron service to fill out the daily

schedule. Four part-time Library Specialists run programs both in- and outside the library as well as providing help with Reader's Advisory and assistance with collection development. Temporary payroll is adjusted for the anticipated impact of the increase to minimum wage. In addition, Sunday hours worked by part-time staff previously accounted for under overtime have been transferred from the overtime budget.

Children's Services Offers A Wide Range of Services to Families

Families have free access to programs for children of all ages at West Hartford's Public Libraries. Children learn skills in preschool story times (25 are offered each week), afterschool and vacation STEAM "Makerspace" activities, and in intergenerational activities and shows. A wide range of puppet, magic, dance and music programs are brought to the libraries, and the Museum Pass Program allows families to visit local attractions for free, or at a reduced cost. The libraries provide a range of computers and tablets loaded with fun, educational software for families to enjoy together and they teach classes in computer and coding skills. Libraries partner with the schools in a summer reading program, as well as providing resources to help students learn how to get the information they need to continue learning throughout their lives. New this year is the *In Between Room* – a space set aside for middle grade students with special materials chosen to meet their interest and reading levels.

Overtime (Sunday Hours): This appropriation is used to pay wages for full-time Children's Services staff who work on Sundays. As is the case in Public Services, when a full-time staff member works, they are paid a differential of \$30 (a contracted amount which has not changed since the 1980s) plus their hourly rate. Wages for part-time staff who work on Sundays have been included in temporary payroll.

Office Expense: This appropriation covers the cost of office supplies as well as items that are specific to the children's area such as craft supplies that complement program themes and art materials to create room displays.

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 the Management Division description for details.

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. Several grants fund special program series such as Sunday concerts for children.

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 the Technical Services budget for details.)

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. The children's room is a destination for many of the Town's families. The account is unchanged from the prior year.

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

COST CENTER: TEEN SERVICES

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>2014-15</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2014-15</u>	<u>Adopted</u> <u>2015-16</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$59,948	\$60,669	\$29,836	\$60,669	\$62,271	2.6%
Temporary Payroll	28,172	30,107	13,526	30,107	30,107	
Office Expense	1,003	1,000	515	1,000	1,000	
Dues and Travel	170	100		100	100	
Professional Services	1,000	1,000	670	1,000	1,000	
Rental/Leases	2,500	2,500	2,500	2,500	2,500	
Library Materials	18,617	11,569	7,033	11,569	11,569	
Social Security	<u>6,488</u>	<u>6,716</u>	<u>3,022</u>	<u>6,716</u>	<u>7,010</u>	4.4%
TOTAL	\$117,898	\$113,661	\$57,102	\$113,661	\$115,557	1.7%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</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

The Librarian I is charged with providing reference and information services; maintaining the teen materials collection by recommending items for purchase; 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.

Regular Payroll: The Teen Services Division is staffed by one full-time position at the Noah Webster Library. The increase from the fiscal year 2015 results from an anticipated merit increase.

Temporary Payroll: There are 3 part-time clerical positions (.9 FTE), in this division. The budget maintains the existing staff levels. Clerical positions assist with computer use and provide patron service to fill out the weekly schedule.

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

Dues and Travel: This appropriation funds registration for employees at relevant State sponsored workshops.

Professional Services: This appropriation is used to hire presenters for programs open to the public - 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 the 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 ensure 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.

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. Public Services staff can assist users at times when there is not an assigned staff member in the room.

Minecraft Comes to West Hartford Library

The Teen Department recently opened a Minecraft server, one of only two servers hosted by public libraries in Connecticut. Minecraft is an online space for teens to meet up and interact in a safe, collaborative environment. Over a hundred teens have built a virtual Noah Webster Branch, complete with librarians and a virtual teen room, within a world of buildings, mountains, rivers, and forests. A group of middle and high school students volunteer their time on a weekly basis to discuss behavior, recommend changes, and organize meet-ups and competitions. Volunteers are learning valuable leadership and negotiation skills, and teens are visiting the library in a whole new (virtual) way.

TOWN OF WEST HARTFORD

Fiscal Year 2015-2016

BUDGET IN BRIEF

WEST HARTFORD LIBRARY FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
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Library Grant	\$ 26,815	\$ 15,000	\$ 15,000	\$ 15,000
Charges for Copies	17,094	15,000	15,000	15,000
Interest Income	<u>110</u>	<u> </u>	<u>120</u>	<u> </u>
Total Revenue & Other Resources	\$ 44,019	\$ 30,000	\$ 30,120	\$ 30,000

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
--------------------------------	---------------------	----------------------	------------------------	----------------------

Library Operations	<u>\$ 36,691</u>	<u>\$ 66,446</u>	<u>\$ 66,566</u>	<u>\$ 30,000</u>
Total Expenditures	\$ 36,691	\$ 66,466	\$ 66,566	\$ 30,000

CHANGE IN FUND BALANCE	\$ 7,328	(\$ 36,446)	(\$ 36,446)	\$
BEGINNING BALANCE	\$ 29,118	\$ 36,446	\$ 36,446	\$
ENDING BALANCE	\$ 36,446	\$	\$	\$

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

Five Year History of Operating Results					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>Revenues:</u>					
Intergovernmental	\$14,000	\$34,000	\$18,000	\$19,000	\$27,000
Charges for Copies	16,000	17,000	19,000	17,000	17,000
Interest Income					
TOTAL REVENUES	\$30,000	\$51,000	\$37,000	\$36,000	\$44,000
<u>Expenditures:</u>					
Library Operations	\$ 25,000	\$ 52,000	\$ 16,000	\$ 52,000	\$ 37,000
TOTAL EXPENDITURES	\$ 25,000	\$ 52,000	\$ 16,000	\$ 52,000	\$ 37,000
OPERATING RESULTS	\$ 5,000	(\$ 1,000)	\$ 21,000	(\$16,000)	\$ 7,000
FUND BALANCE	\$25,000	\$24,000	\$ 45,000	\$ 29,000	\$ 36,000

REVIEW OF PERFORMANCE

The fund balance in the Library Fund increased \$7,000 in FY 2014, resulting in a balance of \$36,000 at June 30, 2014.

FISCAL YEAR 2015 OPERATING RESULTS

In fiscal year 2015, it is expected that the fund will earn \$15,000 in intergovernmental revenue, \$15,000 in charges for copies revenue, and \$120 in interest income. Estimated expenditures total \$66,566 and are comprised of operating expenses (\$15,000), office equipment and furniture (\$16,566) and computer equipment (\$35,000), fully expending fund balance.

FISCAL YEAR 2016 BUDGET

The fiscal year 2016 budgeted revenue includes copier charge revenue of \$15,000 and a library grant of \$15,000. Budgeted expenditures total \$30,000, comprised of operating expense (\$15,000), and computer equipment and furniture (\$15,000), with revenues and expenditures fully offsetting each other.

DEPARTMENT: LIBRARY

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2014-15	Adopted 2015-16
	2012-13	2013-14	2014-15		
<u>GENERAL FUND</u>					
Director of Library Services	1	1	1	1	1
Office Operations Specialist				1	1
Administrative Assistant	1	1	1		
Librarian I	4	4	4	4	5
Librarian II	2	2	2	2	2
Librarian III	5	5	5	5	5
Library Specialist	5	5	5	5	5
Library Assistant	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>5</u>
TOTAL LIBRARY	24	24	24	24	24

EDUCATION

WEST HARTFORD PUBLIC SCHOOLS

MISSION

To inspire and prepare all students to realize their potential and enhance our global community.

DISTRICT GOALS

Goal One: Advance achievement for all students and reduce disparity between and among groups.

Goal Two: Nurture the intellectual, physical and emotional well-being of students and create a safe and respectful learning community where all students are held to high expectations.

Goal Three: Attract, retain and develop high quality staff by providing professional development, resources and appropriate learning environments.

BUDGET SUMMARY EDUCATION SERVICES					
<u>Revenues</u>	<u>Actual 2013-14</u>	<u>Adopted 2014-15</u>	<u>Estimated 2014-15</u>	<u>Adopted 2015-16</u>	<u>Percent Change</u>
Education Cost Sharing					
Grant	\$17,568,474	\$18,181,174	\$18,357,740	\$18,181,174	
School Building Subsidy	207,065	141,804	141,804	136,277	-3.9%
School Transportation					
Grant	<u>278,606</u>	<u>256,021</u>	<u>271,164</u>	<u>181,304</u>	-29.2%
TOTAL	\$18,054,145	\$18,578,999	\$18,770,708	\$18,498,755	-0.4%

BUDGET SUMMARY EDUCATION SERVICES					
<u>Expenditures</u>	<u>Actual 2013-14</u>	<u>Adopted 2014-15</u>	<u>Estimated 2014-15</u>	<u>Adopted 2015-16</u>	<u>Percent Change</u>
Education	\$139,444,560	\$145,888,757	\$145,488,757	\$148,370,424	1.7%
TOTAL	\$139,444,560	\$145,888,757	\$145,488,757	\$148,370,424	1.7%

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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.

BUDGET SUMMARY NON-DEPARTMENTAL						
	<u>Actual 2013-14</u>	<u>Adopted 2014-15</u>	<u>Actual 6 Months</u>	<u>Estimated 2014-15</u>	<u>Adopted 2015-16</u>	<u>Percent Change</u>
Wages & Salaries	\$ 338,763	\$ 95,209	\$ 47,970	\$ 95,209	\$ 96,828	1.7%
Operating Expense	8,687,316	9,099,764	4,684,405	9,085,764	9,599,304	5.5%
Fringe Benefits	<u>26,483,949</u>	<u>29,328,695</u>	<u>19,627,146</u>	<u>29,345,653</u>	<u>30,992,002</u>	5.7%
TOTAL	\$35,510,028	\$38,523,668	\$24,359,521	\$38,526,626	\$40,688,134	5.6%

Full-Time Positions:	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Communication Systems					
Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual 2013-14</u>	<u>Adopted 2014-15</u>	<u>Actual 6 Months</u>	<u>Estimated 2014-15</u>	<u>Adopted 2015-16</u>	<u>Percent Change</u>
Probate Court	\$ 35,533	\$ 36,000	\$ 18,114	\$ 36,000	\$ 36,000	
General Fund Contingency		875,000		875,000	1,425,000	62.9%
Radio System Maintenance	362,614	385,322	277,796	385,322	402,415	4.4%
Private School Health Services	515,393	519,031		539,793	557,850	7.5%
Paramedic Services	290,938	315,000	136,959	301,000	315,000	
Revaluation Litigation	6,638	25,000	4,000	25,000	25,000	
Health District Payment	476,185	485,285	242,643	485,285	494,974	2.0%
Non-Public School						
Transportation	717,565	769,484		765,680	842,330	9.5%
Employee Benefits						
Contributions	25,481,362	27,157,896	19,623,759	27,157,896	28,159,415	3.7%
Metropolitan District						
Commission	<u>7,623,800</u>	<u>7,955,650</u>	<u>4,056,250</u>	<u>7,955,650</u>	<u>8,430,150</u>	6.0%
Total Department	\$35,510,028	\$38,523,668	\$24,359,521	\$38,526,626	\$40,688,134	5.6%

Probate Court Support:

The Town of West Hartford is liable for payment of administrative expenses for the operation of the Probate Court. Based upon historical experience, these costs are expected to total \$36,000.

General Fund Contingency:

This appropriation reflects a contingency for unsettled union contracts.

Radio System Maintenance:

The cost of maintaining and operating the town-wide radio communications system is \$402,415 for fiscal year 2016, an increase of \$17,093 or 4.4% from the current year appropriation. The fiscal year 2016 budget reflects estimated merit increases but does not include a cost of living adjustment as union contracts are in negotiation. Increases are also budgeted in the radio maintenance (\$9,482) and land lease (\$4,799) line items.

Private School Services Fund Subsidy:

Included in the fiscal year 2016 budget is a subsidy of \$1,400,180 to the Private School Services Fund which represents the non-reimbursable cost of providing health (\$557,850) and transportation (\$842,330) services to the non-resident and resident children in West Hartford private schools. The subsidy for health services reflects wage and benefit costs for school nurses including additional temporary payroll to provide services at an additional school, and a reimbursement rate based upon actual experience from the State for health services. The subsidy for transportation services increases \$72,846 due to a contractual cost increase in fiscal year 2016 per the school bus transportation contract and a reduction of \$28,719 in the grant for non-public school transportation.

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 current contract with the provider expires June 30, 2015. The budget assumes this contract will be extended for fiscal year 2016.

Revaluation Litigation:

A total of \$25,000 is appropriated in fiscal year 2016 for costs associated with new or pending tax appeals of property assessments.

Health District Payment:

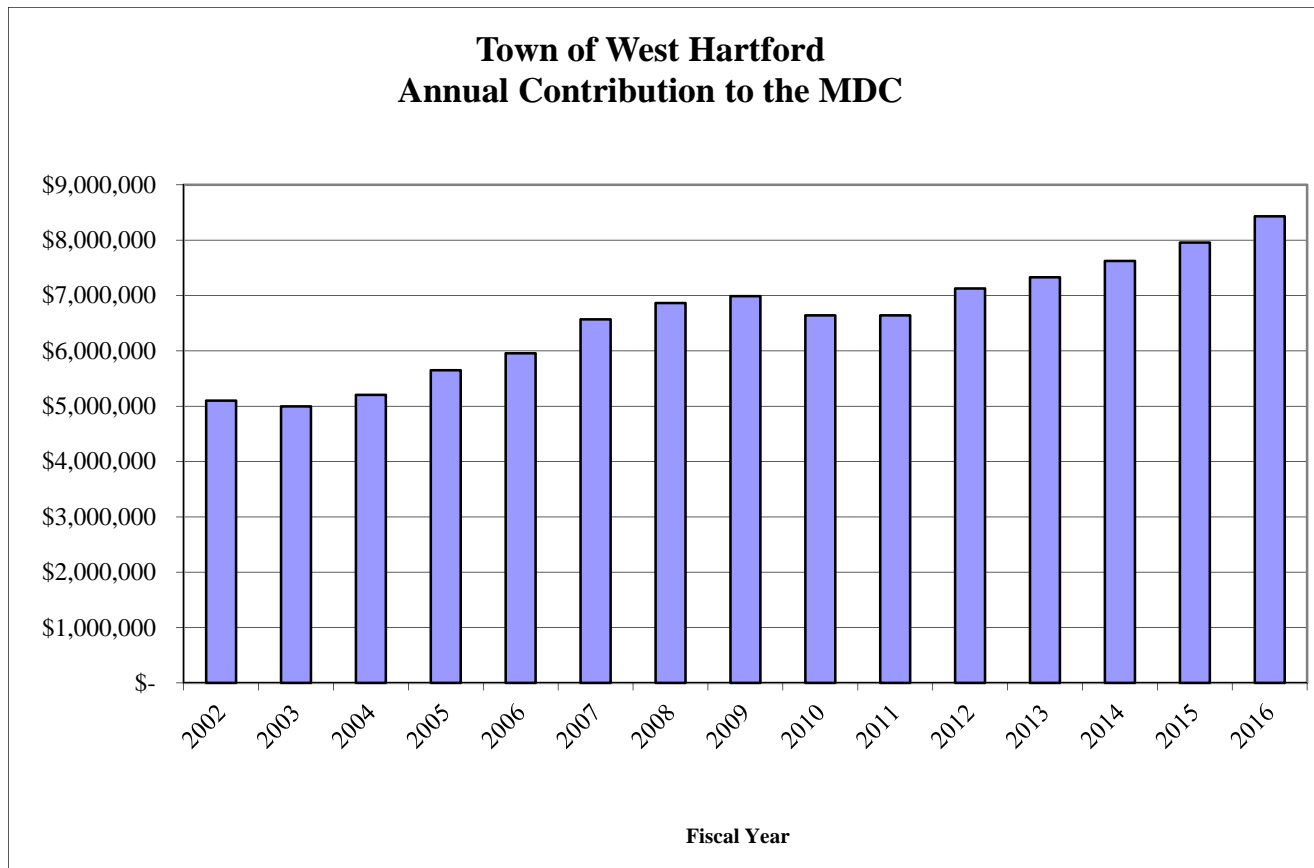
The Town's payment to the West Hartford/Bloomfield Regional Health District (WHBHD) from the General Fund totals \$494,974 for fiscal year 2016, an increase of \$9,689 from the current year based upon the district's budget. As in prior years, an additional \$100,000 is paid from the CDBG Fund.

Employee Benefits Contributions:

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 management programs: workers’ compensation, Town health, heart and hypertension, self-insured programs and insured programs. The increase in the appropriation is primarily driven by three factors. First, the Town’s actuarially determined contribution to the Pension Fund increased from \$17,712,000 in fiscal year 2015 to \$17,917,000 in fiscal year 2016. This contribution is allocated to Town funds and the Board of Education based upon the percentage of covered payroll. Second, the Town continues its commitment to fund its Retiree Health Reserve, which pays for medical care for retirees. The contribution for fiscal year 2016 is \$10,182,000, of which the Town is contributing \$7,272,000 and the Board of Education is contributing \$2,910,000. This represents an increase of \$650,000 for the Town from the prior year appropriation. Finally, the Town’s General Fund contribution to the Risk Management Fund has increased overall based upon claims experience. More detail on the Pension Fund and Risk Management Fund can be found in the Employee Services departmental section.

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 for fiscal year 2016 increases \$474,500 or 6.0% from fiscal year 2015. 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.



TOWN OF WEST HARTFORD

Fiscal Year 2015-2016

BUDGET IN BRIEF

PRIVATE SCHOOL SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Intergovernmental	\$ 759,592	\$ 758,974	\$ 786,928	\$ 777,396
Transfer In	<u>1,232,958</u>	<u>1,288,515</u>	<u>1,305,473</u>	<u>1,400,180</u>
Total Revenues & Other Resources	\$ 1,992,550	\$2,047,489	\$2,092,401	\$2,177,576

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Medical Care Services	\$ 1,169,909	\$1,181,881	\$1,226,793	\$1,267,841
Non-Public School Transportation	<u>822,641</u>	<u>865,608</u>	<u>865,608</u>	<u>909,735</u>
Total Expenditures & Other Uses	\$ 1,992,550	\$2,047,489	\$2,092,401	\$2,177,576

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

Fund: Private School Services Fund
Department: Non-Departmental

PURPOSE

A budgeted fund the purpose of which is to account for all services provided by the Town to private and parochial schools in West Hartford. These services include the busing of West Hartford children to private and parochial schools in Town and health services to these schools. The Town receives State grants and 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

Five Year History of Operating Results					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>Revenues:</u>					
Intergovernmental	\$472,000	\$661,000	\$507,000	\$745,000	\$760,000
TOTAL REVENUES	\$472,000	\$661,000	\$507,000	\$745,000	\$760,000
<u>Expenditures:</u>					
Operational	\$1,547,000	\$1,622,000	\$1,666,000	\$1,787,000	\$1,993,000
TOTAL EXPENDITURES	\$1,547,000	\$1,622,000	\$1,666,000	\$1,787,000	\$1,993,000
TRANSFERS FROM OTHER FUNDS	\$1,075,000	\$ 961,000	\$1,159,000	\$1,042,000	\$1,233,000
OPERATING RESULTS	-	-	-	-	-
FUND BALANCE	-	-	-	-	-

REVIEW OF PERFORMANCE

The General Fund costs to support the programs provided by the Private School Services Fund have varied over the five years presented, reaching a high of \$1,233,000 in fiscal year 2014. The reimbursement from the State of Connecticut for health services to non-public schools has been capped due to State budget constraints, resulting in a higher required contribution from the Town.

FISCAL YEAR 2015 OPERATING RESULTS

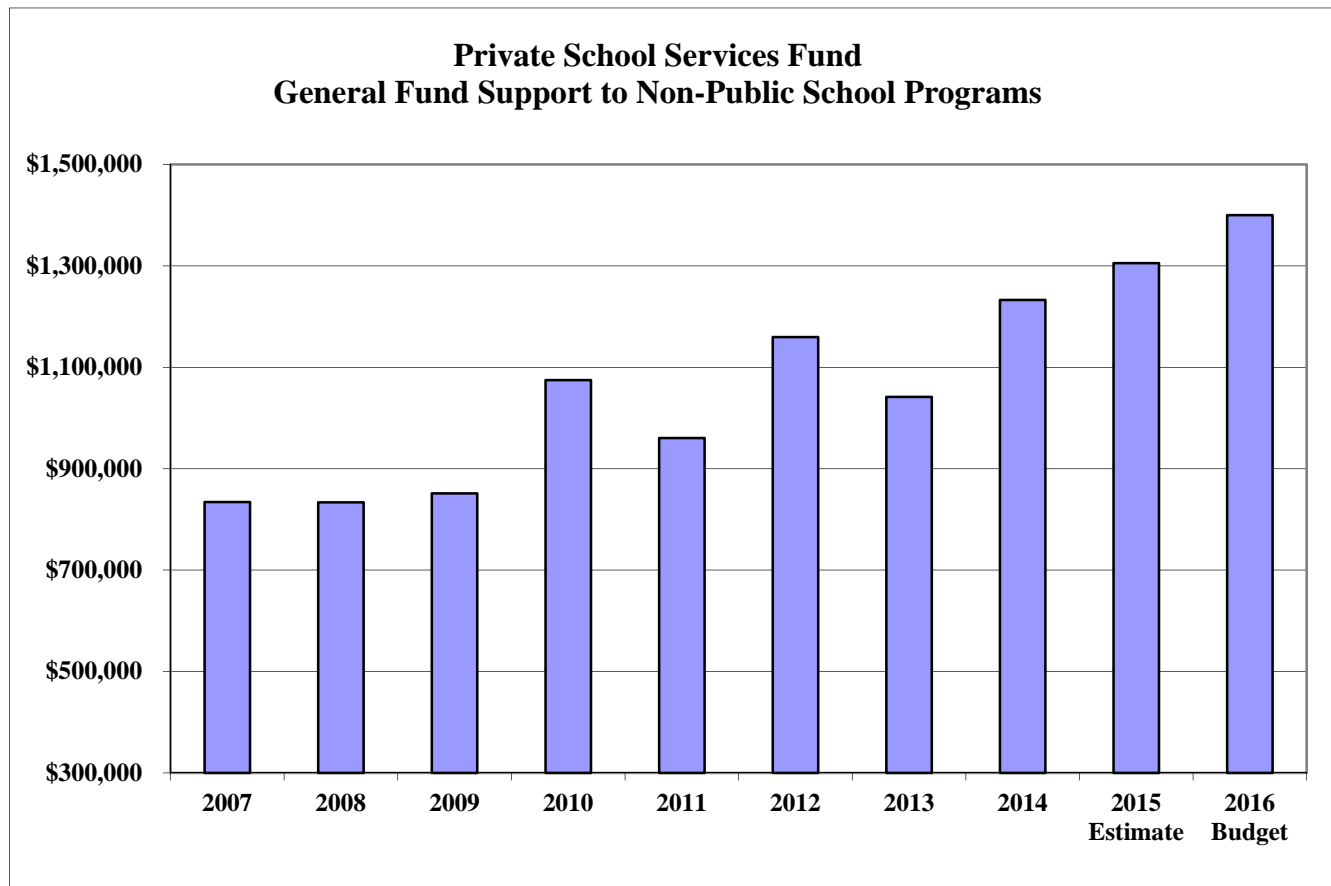
Operating results for the current fiscal year are projected to result in a transfer from the General Fund of \$1,305,473. This is an increase from the amount budgeted due to the need for medical services at an additional non-public school.

Fund: Private School Services Fund
Department: Non-Departmental

FISCAL YEAR 2016 BUDGET

Expenditures are projected to increase by \$130,087 in fiscal year 2016. Private school transportation is experiencing an increase (\$44,127) in bus costs under the contract for said services as well as a \$28,719 reduction in the State grant. The cost of medical services for non-public schools increases \$85,960 due to additional staff needed to provide health care at one additional private school and increases in pension and risk costs. The State reimbursement percentage for health services is budgeted at 56%, versus the 80% the Town should receive under existing State statutes.

<u>Full-Time Positions:</u>	Authorized Positions			Revised	Adopted
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
Senior Nurse	1	1	1	1	1
Nurse	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
TOTAL	9	9	9	9	9



TOWN OF WEST HARTFORD

Fiscal Year 2015-2016

BUDGET IN BRIEF

BLUE BACK SQUARE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Rental of Facilities	\$ 20,427	\$ 18,856	\$ 18,856	\$ 18,856
Interest Income	711	1,500	2,500	2,500
Transfer In	<u>3,320,971</u>	<u>3,526,782</u>	<u>3,545,843</u>	<u>3,661,885</u>
Total Revenues & Other Resources	\$ 3,342,109	\$ 3,547,138	\$ 3,567,199	\$ 3,683,241

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Capital Financing	\$ 3,929,950	\$ 3,921,500	\$ 3,921,500	\$ 3,877,700
Capital Improvements	<u>135,606</u>	<u> </u>	<u> </u>	<u> </u>
Total Expenditures & Other Uses	\$ 4,065,556	\$ 3,921,500	\$ 3,921,500	\$ 3,877,700

CHANGE IN FUND BALANCE	(\$ 723,447)	(\$ 374,362)	(\$ 354,301)	(\$ 194,459)
BEGINNING BALANCE	\$ 1,889,845	\$ 1,166,398	\$ 1,166,398	\$ 812,097
ENDING BALANCE	\$ 1,166,398	\$ 792,036	\$ 812,097	\$ 617,638

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.

REVIEW OF PERFORMANCE

In fiscal year 2010, the BBS capital projects were closed as the development was deemed complete. Remaining balances totaling \$475,437 were transferred to the BBS Fund and added to the reserve for capital projects to be used for maintenance and/or improvements to the garages. In addition, during fiscal year 2010, the Town refunded its long-term debt on the Blue Back Square project to take advantage of a favorable interest environment. This refunding will save the Town \$3,041,867 in debt service over the life of the bonds. As of June 30, 2014, the BBS fund balance totaled \$1,166,398 (inclusive of the Capital Projects Reserve of \$395,176).

FISCAL YEAR 2015 OPERATING RESULTS

The estimate for fiscal year 2015 includes interest income of \$2,500 and rental of facilities of \$18,856. A transfer of \$3,545,843 is expected from the WHC-SSD Fund representing SSD taxes of \$1,714,000 and net proceeds from parking operations of \$1,831,843. Capital financing expenditures of \$3,921,500 represent interest and principal payments due in fiscal year 2015 on the fund's long-term debt.

FISCAL YEAR 2016 BUDGET

The budget for fiscal year 2016 includes interest income of \$2,500 and rental of facilities of \$18,856. A transfer of \$3,661,885 is expected from the WHC-SSD Fund representing SSD taxes of \$1,714,000 and net proceeds from parking operations of \$1,947,885. Capital financing expenditures of \$3,877,700 are budgeted and represent interest and principal payments due in fiscal year 2016 on the fund's long-term debt.

TOWN OF WEST HARTFORD

Fiscal Year 2015-2016

BUDGET IN BRIEF

WEST HARTFORD CENTER – SPECIAL SERVICES DISTRICT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Special Services District Tax	\$ 1,701,455	\$1,714,000	\$1,714,000	\$1,714,000
Parking Revenue	2,272,152	2,657,000	2,673,000	2,755,000
Parking Violation Revenue	177,093	100,000	125,000	125,000
Interest Income	<u>8,056</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total Revenues & Other Resources	\$ 4,158,756	\$4,475,000	\$4,516,000	\$4,598,000

EXPENDITURES AND OTHER USES	ACTUAL 2013-2014	ADOPTED 2014-2015	ESTIMATED 2014-2015	ADOPTED 2015-2016
Parking Operations	\$ 837,785	\$ 948,218	\$ 970,157	\$ 936,115
Transfer Out	<u>3,320,971</u>	<u>3,526,782</u>	<u>3,545,843</u>	<u>3,661,885</u>
Total Expenditures & Other Uses	\$ 4,158,756	\$4,475,000	\$4,516,000	\$4,598,000

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

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

PURPOSE

The West Hartford Center – Special Services District Fund operates as an unbudgeted fund independent from the General Fund. Information on the WHC – Special Services District Fund is included to provide support for expenditures in budgeted funds. 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.

In accordance with a parking utilization study conducted in fiscal year 2014 and review of the appropriateness of parking rates at all Town facilities, the following changes were made to parking beginning in fiscal year 2015: 1) increased on-street parking rates to \$1.50 per hour to provide equity across the system; 2) converted the first 30-minute free parking in the surface lots to a 30-minute grace period; 3) included Burr Street in the pay-for-parking system; and, 4) reduced library validation from 2 hours to 1.5 hours.

FISCAL YEAR 2015 OPERATING RESULTS

The fund expects to earn Special Services District Tax of \$1,714,000 for fiscal year 2015. In addition, with parking revenue and interest income estimated at \$2,802,000 and a related management fee of \$970,157, the fund expects to transfer \$3,545,843 to the BBS Fund.

FISCAL YEAR 2016 BUDGET

The budget for fiscal year 2016 assumes Special Services District taxes of \$1,714,000 and parking revenue and interest income of \$2,884,000. The WHC-SSD Fund contracts with the Parking Lot Fund for the daily operations of the parking facilities with an estimated cost of \$936,115. These assumptions result in a net transfer to the BBS Fund of \$3,661,885 for fiscal year 2016.

DEPARTMENT: NON-DEPARTMENTAL

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2014-15	Adopted 2015-16
	2012-13	2013-14	2014-15		
<u>GENERAL FUND</u>					
Communications System Manager	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$
TOTAL GENERAL FUND	1	1	1	1	1
<u>PRIVATE SCHOOL HEALTH</u>					
Senior School Nurse	1	1	1	1	1
School Nurse	$\frac{8}{8}$	$\frac{8}{8}$	$\frac{8}{8}$	$\frac{8}{8}$	$\frac{8}{8}$
TOTAL PRIVATE SCHOOL SERVICES FUND	9	9	9	9	9
TOTAL NON-DEPARTMENTAL – ALL FUNDS	10	10	10	10	10

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