

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 | Proposed | Percent |
| <u>Revenues:</u> | <u>2014-15</u> | <u>2015-16</u> | <u>6 Months</u> | <u>2015-16</u> | <u>2016-17</u> | <u>Change</u> |
| Intergovernmental | \$687,452 | \$687,452 | \$343,682 | \$687,363 | \$687,363 | |
| Licenses & Permits | 105,681 | 110,000 | 58,108 | 80,000 | 80,000 | -27.3% |
| Charges for Services | 211,939 | 190,320 | 111,004 | 172,983 | 179,320 | -5.8% |
| Miscellaneous Revenue | <u>464,560</u> | <u>464,682</u> | <u>22,838</u> | <u>460,145</u> | <u>460,145</u> | -1.0% |
| TOTAL | \$1,469,632 | \$1,452,454 | \$535,632 | \$1,400,491 | \$1,406,828 | -3.1% |
| <u>Expenditures:</u> | | | | | | |
| Wages & Salaries | \$3,982,776 | \$4,155,467 | \$1,743,423 | \$4,004,340 | \$4,141,680 | -0.3% |
| Operating Expense | 6,692,407 | 7,140,071 | 2,665,830 | 6,874,582 | 7,052,047 | -1.2% |
| Social Security | <u>330,287</u> | <u>375,639</u> | <u>118,046</u> | <u>363,811</u> | <u>375,501</u> | |
| TOTAL | \$11,005,470 | \$11,671,177 | \$4,527,299 | \$11,242,733 | \$11,569,228 | -0.9% |

| | <u>Authorized Positions</u> | | | Revised | Proposed |
|-----------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Full-Time Positions: | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| General Fund | 47 | 47 | 47 | 47 | 49 |
| 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 | 60 |

BUDGET & PROGRAM HIGHLIGHTS

Overall, the Department of Public Works' budget has decreased \$101,949 or 0.9% for fiscal year 2017. Wages and salaries decrease \$13,787, or 0.3%, due to savings from reductions to regular payroll (\$10,966) based on the budgeting of vacant positions lower in the pay range than incumbents and benefit elections, and decreased temporary payroll (\$39,520), offset by increased overtime (\$26,292). In addition, two new Equipment Operator positions are funded, as of January 1, 2017, to assist with mandated Municipal Separate Storm Sewer System (MS4) requirements. Merit and cost-of-living adjustments estimates are included, as well. Operating expense decreases \$88,024, or 1.2%, for fiscal year 2017 primarily attributed to decreased solid waste disposal (\$109,000) and gasoline (\$52,500), offset by increases in contractual services (\$48,650) and utilities (\$32,176). The social security decrease results from the change in wages and salaries.

COST CENTER: PUBLIC WORKS MANAGEMENT DIVISION

SUMMARY OF REVENUES

| | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
|------------------------|---------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|---------------------------|
| Highway Town Aid Grant | \$687,452 | \$ 687,452 | \$343,682 | \$ 687,363 | \$ 687,363 | |
| Miscellaneous Revenue | 498 | | | | | |
| Transfer In – LoCIP | <u>436,682</u> | <u>436,682</u> | | <u>432,145</u> | <u>432,145</u> | -1.0% |
| TOTAL | \$1,124,632 | \$1,124,134 | \$343,682 | \$1,119,508 | \$1,119,508 | -0.4% |

SUMMARY OF EXPENDITURES

| | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
|------------------------|---------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|---------------------------|
| Regular Payroll | \$292,698 | \$301,089 | \$151,117 | \$309,145 | \$313,845 | 4.2% |
| Temporary Payroll | 40,242 | 50,000 | 18,425 | 43,000 | 43,000 | -14.0% |
| Overtime | 3,711 | 2,660 | 3,956 | 8,166 | 8,160 | 206.8% |
| Education Premium Pay | 780 | 780 | 325 | 780 | 780 | |
| Office Expense | 10,932 | 8,200 | 4,105 | 10,700 | 10,700 | 30.5% |
| Dues and Travel | 3,442 | 3,540 | 3,704 | 4,020 | 3,540 | |
| Training | 8,933 | 7,500 | 5,559 | 7,500 | 9,000 | 20.0% |
| Professional Services | 7,092 | 7,500 | 2,681 | 7,500 | 7,500 | |
| Contractual Services | | 525 | | 525 | 525 | |
| Printing/Binding | 438 | 1,000 | 387 | 1,000 | 1,000 | |
| Meals | 13,170 | 15,000 | 13,200 | 15,000 | 15,000 | |
| Uniforms & Laundry | 31,536 | 36,800 | 24,125 | 37,925 | 36,800 | |
| Information Technology | 20,176 | 24,000 | 24,227 | 25,000 | 25,000 | 4.2% |
| Telecommunications | 27,286 | 26,000 | 9,571 | 26,000 | 26,000 | |
| Building Maintenance | 134 | | | | | |
| Land Lease | 35,000 | 35,000 | | 21,000 | 32,200 | -8.0% |
| Social Security | <u>22,835</u> | <u>25,129</u> | <u>11,457</u> | <u>25,625</u> | <u>25,880</u> | 3.0% |
| TOTAL | \$518,405 | \$544,723 | \$272,839 | \$542,886 | \$558,930 | 2.6% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised 2015-16</u> | <u>Proposed 2016-17</u> |
|-----------------------------|-----------------------------|----------------|----------------|----------------------------|-----------------------------|
| | <u>2013-14</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 and estimates for cost-of-living adjustments for eligible employees.

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. This account is increased based on workflow needs.

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. Office supplies are increased consistent with experience and rising cartridge costs.

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 for the University of Connecticut sponsored Road Master/Road Scholar program and annual certifications directly related to on-the-job work tasks. This account is increased as part of centralization of training costs. A corresponding reduction can be found in the Contractual Services Division budget to partially offset the increase.

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), Weatherworks and Easy Clocking Time Clock.

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 \$32,200 per annum for storing materials. Prior to execution of a lease, the land was used at no cost. The account is reduced as the department utilizes less space. In fiscal year 2016 the department estimate is further reduced to reflect an anticipated credit for previous leased space payments. 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 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Bulky Waste/Recycling | | | | | | |
| Permits | \$105,681 | \$110,000 | \$ 58,108 | \$80,000 | \$80,000 | -27.3% |
| Metal Recycling | 8,439 | 11,000 | 1,318 | 8,000 | 8,000 | -27.3% |
| Recycling Rebate | 82,556 | 70,000 | 28,460 | 70,000 | 70,000 | |
| Rental of Facilities | 21,600 | | | | | |
| Miscellaneous | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | |
| Revenue Cost Sharing | 10,973 | 13,000 | 1,596 | 1,596 | | -100.0% |
| Additional Refuse Barrel | <u>57,557</u> | <u>60,000</u> | <u>52,067</u> | <u>52,067</u> | <u>60,000</u> | |
| TOTAL | \$301,806 | \$279,000 | \$156,549 | \$226,663 | \$233,000 | -16.5% |

| SUMMARY OF EXPENDITURES | | | | | | |
|--------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Regular Payroll | \$118,357 | \$48,770 | \$21,085 | \$45,913 | \$47,568 | -2.5% |
| Temporary Payroll | 14,880 | 34,000 | 7,791 | 13,000 | 13,000 | -61.8% |
| Overtime | 11,238 | 8,510 | 11,901 | 12,510 | 12,240 | 43.8% |
| Office Expense | 1,375 | 2,700 | | 2,700 | 2,700 | |
| Dues and Travel | 2,688 | 3,000 | 188 | 3,000 | 3,000 | |
| Training | | 1,500 | | | | 100.0% |
| Advertising | 5,094 | 3,940 | 970 | 3,940 | 3,940 | |
| Professional Services | 13,980 | 31,000 | 4,269 | 31,000 | 31,000 | |
| Contractual Services | 3,385,717 | 3,548,500 | 1,447,775 | 3,548,500 | 3,606,950 | 1.6% |
| Solid Waste Disposal | 1,200,635 | 1,483,000 | 572,365 | 1,329,000 | 1,374,000 | -7.3% |
| Printing/Binding | | 300 | | 300 | 300 | |
| Office Equipment | 2,403 | 4,000 | | 4,000 | 4,000 | |
| Vehicles & Equipment | | | | | | |
| Expense | | 2,500 | | 2,500 | 2,500 | |
| Rental/Leases | 23,250 | 30,000 | 28,400 | 30,000 | 30,000 | |
| Social Security | <u>6,113</u> | <u>7,077</u> | <u>2,573</u> | <u>6,174</u> | <u>6,279</u> | -11.3% |
| TOTAL | \$4,785,730 | \$5,208,797 | \$2,097,317 | \$5,032,537 | \$5,137,477 | -1.4% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Public Works Manager | <u>1</u> | <u>1</u> | <u>0.5</u> | <u>0.5</u> | <u>0.5</u> |
| TOTAL | 1 | 1 | 0.5 | 0.5 | 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. While merits and cost-of-living adjustments are included, a savings is seen from the promoting of employees lower on the pay range than incumbents.

Temporary Payroll: The appropriation funds part-time hours working on the Town's bagged leaf collection and refuse collection programs. The appropriation is decreased \$21,000 compared to fiscal year 2016. In fiscal year 2016 additional funds were included when the Town moved to a new yard waste provider. Costs are now firm and funding is reduced in fiscal year 2017.

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. Overtime is increased consistent with experience.

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. The training budget has been centralized to Management and eliminated in this division to compensate for an increase in the Management division training line.

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.

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 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. The appropriation is decreased based on a declining five year average of municipal solid waste tonnage.

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 2011</u> | <u>Actual FY 2012</u> | <u>Actual FY 2013</u> | <u>Actual FY 2014</u> | <u>Actual FY 2015</u> |
| Volume of leaves collected (cubic yards) | 14,872 | 17,674 | 24,106 | 23,865 | 6,637* |
| Tons of leaves collected | 3,295 | 3,535 | 6,026 | 5,966 | 1,659* |

*The method to calculate the volume of leaves collected changed in fiscal year 2015. The previous method used a scale which due to unreliable service aged out of service. The new method is based on a daily total of trucks delivering leaves to the collection site. It is estimated each truck carries approximately 25 cubic yards of material. The total tons is calculated using the Department of Energy and Environmental Protection's conversion of one cubic yard to one-quarter ton of material.

| PROGRAM PERFORMANCE MEASURES & INDICATORS | | | | | |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| | <u>Actual FY 2011</u> | <u>Actual FY 2012</u> | <u>Actual FY 2013</u> | <u>Actual FY 2014</u> | <u>Actual FY 2015</u> |
| Tons of Waste Recycled | 7,228 | 7,246 | 7,180 | 7,152 | 6,942 |
| Percent of Total Waste Recycled | 26.5% | 25.7% | 26.7% | 26.8% | 26.8% |
| Tons of Refuse Collected | 20,253 | 20,988 | 19,525 | 19,551 | 18,938 |

COST CENTER: STREET MAINTENANCE DIVISION

SUMMARY OF REVENUES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Miscellaneous Revenue | \$ _____ | \$5,000 | \$5,388 | \$10,000 | \$10,000 | 100.0% |
| TOTAL | \$ | \$5,000 | \$5,388 | \$10,000 | \$10,000 | 100.0% |

SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|---------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Regular Payroll | \$831,469 | \$991,474 | \$391,445 | \$895,862 | \$964,054 | -2.8% |
| Temporary Payroll | 35,313 | 32,000 | 15,641 | 32,000 | 22,400 | -30.0% |
| Overtime | 418,863 | 306,112 | 50,267 | 316,399 | 320,515 | 4.7% |
| Meals | 475 | | 600 | 600 | | |
| Contractual Services | 191,114 | 166,750 | 500 | 166,750 | 124,750 | -25.2% |
| Minor Equipment | 8,847 | 12,000 | 1,455 | 12,000 | 12,000 | |
| Uniforms & Laundry | 3,634 | 3,000 | 700 | 3,000 | 3,000 | |
| Building Maintenance | 820 | 2,300 | 1,655 | 2,300 | 2,300 | |
| Vehicles & Equipment Expense | 3,891 | 500 | | 500 | 500 | |
| Maintenance & Repairs | 9,707 | 11,500 | 2,384 | 11,500 | 11,500 | |
| Snow Removal Supplies | 438,013 | 350,550 | 41,947 | 350,550 | 350,550 | |
| Street Maintenance | 115,247 | 110,675 | 57,156 | 110,675 | 110,675 | |
| Sidewalk Maintenance | 2,270 | 4,540 | 5,108 | 5,108 | 4,540 | |
| Rental/Leases | 1,560 | 5,650 | 907 | 6,158 | 5,650 | |
| Social Security | 88,152 | 103,406 | 29,536 | 93,979 | 98,414 | -4.8% |
| TOTAL | \$2,149,375 | \$2,100,457 | \$599,301 | \$2,007,381 | \$2,030,848 | -3.3% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
|------------------------------|-----------------------------|----------------|----------------|----------------------------------|-----------------------------------|
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | | |
| Public Works Manager | 1 | 1 | 1.5 | 1.5 | 1.5 |
| Crew Leader Streets Division | 4 | 4 | 4 | 4 | 4 |
| Equipment Operator | 6 | 6 | 8 | 8 | 8 |
| Mason/Sr. Equipment Operator | <u>2</u> | <u>2</u> | <u>1</u> | <u>1</u> | <u>2</u> |
| TOTAL | 13 | 13 | 14.5 | 14.5 | 15.5 |

STREET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Street Maintenance operation will be staffed with 15.5 full-time positions in fiscal year 2017. 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 to meet workflow needs. This position will return to Traffic Safety Control in fiscal year 2017 as two additional Equipment Operators are funded, effective January 1, 2017. These Equipment Operators will assist with the new Municipal Separate Storm Sewer System (MS4) requirements mandated. The appropriation reflects steps and merit increases, and estimated 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. This account is reduced in tandem with additional full-time staffing and, in tandem with regular payroll increases.

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 and in tandem with regular payroll increases.

Meals: This is an unbudgeted line. Union contracts provide for meal allowances to employees. This account reflects those payments.

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. This account is reduced in tandem with additional full-time staffing.

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 budget assumes similar purchases will be required in the 2016 and 2017 fiscal year budgets.

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.

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.

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

| PROGRAM PERFORMANCE MEASURES & INDICATORS | | | | | |
|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| | <u>Actual FY 2011</u> | <u>Actual FY 2012</u> | <u>Actual FY 2013</u> | <u>Actual FY 2014</u> | <u>Actual FY 2015</u> |
| Number of sanding & plowing operations | 17 | 6 | 16 | 25 | 18 |
| Percent of snowstorms cleared within 8 hours | 94% | 83% | 69% | 75% | 89% |

COST CENTER: FLEET MAINTENANCE DIVISION

| SUMMARY OF EXPENDITURES | | | | | | |
|---------------------------------|---|--|--|--|---|---|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Regular Payroll | \$512,063 | \$533,056 | \$244,434 | \$491,256 | \$508,943 | -4.5% |
| Temporary Payroll | 14,361 | 20,000 | 8,955 | 16,000 | 17,500 | -12.5% |
| Overtime | 12,345 | 21,276 | 5,814 | 21,292 | 20,400 | -4.1% |
| Office Expense | 1,595 | 2,000 | 1,500 | 1,500 | 2,000 | |
| Dues and Travel | 75 | | | | | |
| Contractual Services | 1,345 | 1,500 | | 1,500 | 1,500 | |
| Information Technology | 2,123 | 13,500 | 4,246 | 11,141 | 4,100 | -69.6% |
| Vehicles & Equipment Expense | 433,747 | 454,500 | 152,598 | 354,500 | 402,000 | -11.6% |
| Maintenance & Repairs | 49,296 | 55,985 | 31,456 | 57,837 | 55,985 | |
| Social Security | <u>37,212</u> | <u>44,688</u> | <u>16,341</u> | <u>39,719</u> | <u>43,801</u> | -2.0% |
| TOTAL | \$1,064,162 | \$1,146,505 | \$465,344 | \$994,745 | \$1,056,229 | -7.9% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|------------------------------------|------------------------------------|-----------------------|-----------------------|--|---|
| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
| | <u>2013-14</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 | 7 | 7 | 7 | 7 | 7 |

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, and an estimate for cost-of-living adjustments. The increases are offset by benefit elections and refill of positions at the start of the pay range after individuals retire. The aforementioned increases are also offset by a transfer in from the Board of Education to offset regular payroll for a shared position.

Temporary Payroll: This appropriation (\$17,500) reflects the cost for three part-time positions. A shop detail person 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 clerical position maintains the vehicle inventory report and provides administrative support to the division. Temporary payroll is reduced based on anticipated need in fiscal year 2017.

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). In fiscal year 2016 this appropriation included an appropriation to fund the one-time purchase of 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 approximately 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. This line is reduced consistent with more favorable gasoline prices.

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>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Miscellaneous Revenue | \$34,857 | \$34,320 | \$22,404 | \$34,320 | \$34,320 | |
| TOTAL | \$34,857 | \$34,320 | \$22,404 | \$34,320 | \$34,320 | |

SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|----------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Regular Payroll | \$468,611 | \$433,536 | \$199,243 | \$430,602 | \$479,687 | 10.6% |
| Temporary Payroll | 11,269 | 16,000 | 12,586 | 16,576 | 16,000 | |
| Overtime | 29,547 | 38,190 | 12,822 | 41,995 | 41,118 | 7.7% |
| Dues and Travel | 640 | 2,480 | | 2,480 | 1,130 | -54.4% |
| Professional Services | 947 | 2,500 | 491 | 7,500 | 12,500 | 400.0% |
| Contractual Services | 40,893 | 20,000 | 17,950 | 30,000 | 35,000 | 75.0% |
| Solid Waste Disposal | 79 | 500 | | 500 | 500 | |
| Office Equipment | 4,131 | 8,500 | 2,107 | 8,500 | 8,500 | |
| Uniforms & Laundry | 4,306 | 5,300 | | 5,300 | 5,300 | |
| Information Technology | 1,047 | 6,000 | 4,927 | 6,000 | 6,000 | |
| Telecommunications | 498 | 1,700 | 357 | 1,700 | 1,700 | |
| Building Maintenance | 25,295 | 34,950 | 1,843 | 35,750 | 35,750 | 2.3% |
| Operating Expense - Misc. | | 500 | | 500 | 500 | |
| Maintenance & Repairs | | 900 | | | | -100.0% |
| Street Light Maintenance | 32,355 | 32,000 | 5,033 | 32,000 | 32,000 | |
| Signal & Light Maintenance | 32,897 | 43,200 | 18,880 | 43,200 | 43,200 | |
| Rental/Leases | 2,050 | 7,500 | | 7,500 | 7,500 | |
| Social Security | <u>37,020</u> | <u>37,118</u> | <u>15,116</u> | <u>37,653</u> | <u>41,259</u> | 11.2% |
| TOTAL | \$691,585 | \$690,874 | \$291,355 | \$707,756 | \$767,644 | 11.1% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
|--------------------------------------|-----------------------------|----------------|----------------|----------------------------------|-----------------------------------|
| | <u>2013-14</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 | 1 | 1 | 1 |
| Sign & Mechanical Maintenance Lead | | | | | 1 |
| Streetlight Technician | <u>2</u> | <u>2</u> | <u>2</u> | <u>2</u> | <u>2</u> |
| TOTAL | 6 | 6 | 5 | 5 | 6 |

TRAFFIC SAFETY CONTROL DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Traffic Safety operation is currently staffed with six full-time positions. The budget reflects merit and cost-of-living increases for unionized positions. In addition, one position is transferred back from the Streets Division. The position was authorized in this Division, but was on loan to the Streets Division during reorganization.

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.

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. This line is increased to fund the Call Before You Dig program which requires road cuts.

Contractual Services: This appropriation funds Eversource charges for reconnecting power on streetlights and other electrical services. In addition, this appropriation is increased to fund contracts for motor vehicle accident and CT FastTrak pole removals.

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 funded costs for miscellaneous equipment and is eliminated based on need.

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>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Miscellaneous Revenue | \$8,337 | \$10,000 | \$7,609 | \$10,000 | \$10,000 | |
| TOTAL | \$8,337 | \$10,000 | \$7,609 | \$10,000 | \$10,000 | |

SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Regular Payroll | \$999,263 | \$1,102,942 | \$495,400 | \$1,089,596 | \$1,096,211 | -0.6% |
| Temporary Payroll | 77,941 | 97,797 | 46,037 | 102,797 | 98,377 | 0.6% |
| Overtime | 89,825 | 117,275 | 46,179 | 117,451 | 117,882 | 0.5% |
| Meals | | | 450 | 450 | | |
| Professional Services | | 1,115 | | 1,115 | 1,115 | |
| Contractual Services | 73,521 | 81,300 | 8,205 | 81,300 | 98,500 | 21.2% |
| Printing/Binding | | | 25 | 25 | | |
| Office Equipment | 30,327 | 31,450 | 5,460 | 28,950 | 31,450 | |
| Utilities | 153,749 | 146,290 | 73,144 | 146,290 | 178,466 | 22.0% |
| Building Maintenance | 113 | 6,500 | 600 | 6,600 | 6,500 | |
| Grounds Maintenance | 112,901 | 108,981 | 52,777 | 103,981 | 108,981 | |
| Maintenance & Repairs | 112,418 | 120,750 | 26,243 | 111,012 | 120,750 | |
| Rental/Leases | 7,200 | 7,200 | 3,600 | 7,200 | | -100.0% |
| Social Security | 75,788 | 95,054 | 43,023 | 97,494 | 96,701 | 1.7% |
| Transfer Out | <u>63,167</u> | <u>63,167</u> | <u> </u> | <u>63,167</u> | <u>63,167</u> | |
| TOTAL | \$1,796,213 | \$1,979,821 | \$801,143 | \$1,957,428 | \$2,018,100 | 1.9% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
|------------------------------|-----------------------------|----------------|----------------|----------------------------------|-----------------------------------|
| | <u>2013-14</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, and cost-of-living adjustments. 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.

Meals: Funds were expended in fiscal year 2016 for meals allowances, per union contract.

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. This appropriation is increased for a spraying required for Trout Brook trail in fiscal year 2017.

Printing/Binding: Funds were expended in fiscal year 2016 for print shop services.

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.

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 increased cost for fiscal year 2017 reflects utility rates, consumption levels, and the amortization of surplus/deficits in the Utility Services Fund, and increased 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 funded the BOE lease costs for garage space for storage of equipment during off season periods. This space will not be leased in fiscal year 2017.

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

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

TOWN OF WEST HARTFORD

Fiscal Year 2016-2017

BUDGET IN BRIEF

PARKING LOT FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|----------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Charges for Services | \$1,819,787 | \$1,890,000 | \$1,860,992 | \$1,910,000 |
| Management Fee – BBS | 935,593 | 936,115 | 947,564 | 1,308,004 |
| Fines & Forfeitures | 145,431 | 125,000 | 125,000 | 125,000 |
| Interest Income | 4,501 | 5,000 | 5,000 | 5,000 |
| Miscellaneous Revenue | <u>10,000</u> | | | |
| Total Revenues & Other Resources | \$2,915,312 | \$2,956,115 | \$2,938,556 | \$3,348,004 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Municipal Parking Operations | \$1,479,371 | \$2,017,579 | \$1,854,522 | \$2,014,502 |
| BBS Parking Operations | <u>952,657</u> | <u>936,115</u> | <u>947,564</u> | <u>1,308,004</u> |
| Total Expenditures & Other Uses | \$2,432,028 | \$2,953,694 | \$2,802,086 | \$3,322,506 |

| | | | | |
|------------------------|-------------|-------------|-------------|-------------|
| CHANGE IN FUND BALANCE | \$ 483,284 | \$ 2,421 | \$ 136,470 | \$ 25,498 |
| BEGINNING BALANCE | \$1,532,252 | \$2,015,536 | \$2,015,536 | \$2,152,006 |
| ENDING BALANCE | \$2,015,536 | \$2,017,957 | \$2,152,006 | \$2,177,504 |

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>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| <u>Revenues:</u> | | | | | |
| Intergovernmental | \$ 31,000 | \$ | \$ | \$ | \$ |
| Charges for Services | 1,295,000 | 1,396,000 | 1,617,000 | 1,656,000 | 1,975,000 |
| Management Fee | 827,000 | 938,000 | 1,002,000 | 838,000 | 936,000 |
| Interest Income | 1,000 | 2,000 | 3,000 | 3,000 | 4,000 |
| Transfer In | <u> </u> | <u>22,000</u> | <u> </u> | <u> </u> | <u> </u> |
| TOTAL REVENUES | \$2,154,000 | \$2,358,000 | \$2,622,000 | \$2,497,000 | \$2,915,000 |
| <u>Expenditures:</u> | | | | | |
| Operational | <u>\$2,111,000</u> | <u>\$2,255,000</u> | <u>\$2,168,000</u> | <u>\$2,484,000</u> | <u>\$2,432,000</u> |
| TOTAL EXPENDITURES | \$2,111,000 | \$2,255,000 | \$2,168,000 | \$2,484,000 | \$2,432,000 |
| OPERATING RESULTS | \$ 43,000 | \$ 103,000 | \$ 454,000 | \$ 13,000 | \$ 483,000 |
| FUND BALANCE | \$962,000 | \$1,065,000 | \$1,519,000 | \$1,532,000 | \$2,015,000 |

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 \$2,015,536 as of June 30, 2015.

FISCAL YEAR 2016 OPERATING RESULTS

Total estimated expenditures for fiscal year 2016 for the Blue Back Square (BBS) parking operations are \$947,564, while the estimate for the municipal lots is \$1,854,522. Based upon total estimated revenues of \$2,938,556 the fund is expected to increase fund balance by \$136,470, resulting in fund balance of \$2,152,006 as of June 30, 2016.

FISCAL YEAR 2017 BUDGET

The fiscal year 2017 budget reflects expenditures relating to the BBS parking operations of \$1,308,004 with a corresponding management fee equal to these costs. Included in this budget is \$374,500 for the purchase of parking kiosks for the garages. Revenues from municipal lots are expected to reach \$2,040,000, 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 \$2,014,502. The fund expects to increase fund balance by \$25,498 for fiscal year 2017.

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 | Proposed | Percent |
| <u>Revenues:</u> | <u>2014-15</u> | <u>2015-16</u> | <u>6 Months</u> | <u>2015-16</u> | <u>2016-17</u> | <u>Change</u> |
| Charges for Services | \$1,819,787 | \$1,890,000 | \$927,965 | \$1,860,992 | \$1,910,000 | 1.1% |
| Management Fee – BBS | 935,593 | 936,115 | | 947,564 | 1,308,004 | 39.7% |
| Fines & Forfeitures | 145,431 | 125,000 | | 125,000 | 125,000 | |
| Interest Income | 4,501 | 5,000 | 2,784 | 5,000 | 5,000 | 93.9% |
| Miscellaneous Revenue | <u>10,000</u> | | | | | |
| TOTAL | \$2,915,312 | \$2,956,115 | \$930,749 | \$2,938,556 | \$3,348,004 | 13.3% |
| <u>Expenditures:</u> | | | | | | |
| Wages & Salaries | \$816,901 | \$1,012,413 | \$462,838 | \$1,016,582 | \$917,042 | -9.4% |
| Operating Expense | 1,096,484 | 1,113,128 | 483,725 | 1,106,892 | 1,150,226 | 3.3% |
| Equipment | | 145,000 | | | 449,500 | 210.0% |
| Fringe Benefits | <u>518,643</u> | <u>683,153</u> | <u>441,437</u> | <u>678,612</u> | <u>805,738</u> | 17.9% |
| TOTAL | \$2,432,028 | \$2,953,694 | \$1,388,000 | \$2,802,086 | \$3,322,506 | 12.5% |

| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
|------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| <u>Full-Time Positions:</u> | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</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 \$368,812 or 12.5% for fiscal year 2017. Wages and salaries reflect anticipated contractual cost-of-living increases and anticipated merit increases. These increases are offset entirely by a savings in temporary payroll. This budget assumes the Town's two garages will move to a kiosk system which would generate a savings of approximately \$134,000. Operating expenses are primarily impacted by savings of recurring costs (\$78,000) and sales tax savings (\$83,500) due to the kiosk installations, offset by increased bank fees (\$65,000) and software costs (\$27,720) related to kiosk operation.

Fund: Parking Lot Fund
Department: Public Works

Capital outlay includes onetime costs associated with the purchase and installation of fifteen kiosks (\$374,500) and costs associated with the purchase of new surveillance equipment (\$75,000). Increases to Fringe Benefits are attributed to increased pension and risk management allocations to the Fund.

| SUMMARY OF EXPENDITURES | | | | | | |
|--------------------------------|---------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|---------------------------|
| Expenditures | Actual 2014-15 | Adopted 2015-16 | Actual 6 Months | Estimated 2015-16 | Proposed 2016-17 | Percent Change |
| Regular Payroll | \$378,249 | \$555,221 | \$244,285 | \$555,221 | \$582,850 | 5.0% |
| Temporary Payroll | 397,867 | 380,000 | 192,009 | 380,000 | 256,000 | -32.6% |
| Overtime | 40,785 | 70,000 | 26,127 | 73,169 | 70,000 | |
| Holiday | | 7,192 | | 7,192 | 7,192 | |
| Education Premium Pay | | | 417 | 1,000 | 1,000 | |
| Office Expense | 41,141 | 44,000 | 18,921 | 44,015 | 38,000 | -13.6% |
| Dues and Travel | 1,170 | 2,600 | | 2,600 | 2,600 | |
| Training | 183 | 2,000 | | 2,000 | 2,000 | |
| Advertising | 1,298 | 2,600 | | 2,600 | 2,600 | |
| Professional Services | 14,640 | 8,000 | 3,419 | 8,419 | 8,000 | |
| Contractual Services | 660,286 | 592,000 | 259,887 | 592,000 | 662,120 | 11.8% |
| Printing/Binding | | 500 | 13 | 500 | 500 | |
| Office Equipment | 7,079 | 10,000 | | 10,000 | 10,000 | |
| Meals | 991 | 1,000 | 174 | 1,000 | 1,000 | |
| Uniforms and Laundry | 3,933 | 3,000 | 2,955 | 3,056 | 3,000 | |
| Utilities | 131,851 | 125,728 | 62,864 | 125,728 | 138,706 | 10.3% |
| Telecommunications | 3,006 | 4,700 | 845 | 4,700 | 4,700 | |
| Building Maintenance | 14,250 | 8,000 | 7,403 | 10,298 | 8,000 | |
| Vehicles & Equipment Exp | 7,396 | 17,000 | 1,487 | 17,000 | 17,000 | |
| Grounds Maintenance | 12,400 | 60,000 | 21,901 | 45,000 | 20,000 | -66.7% |
| Maintenance & Repairs | 8,188 | 19,000 | 1,398 | 19,048 | 19,000 | |
| Snow Removal Supplies | 7,084 | 15,000 | 2,254 | 15,000 | 15,000 | |
| Parking Lot Maintenance | 24,764 | 30,000 | 19,817 | 35,928 | 30,000 | |
| Rental/Leases | 156,824 | 168,000 | 80,387 | 168,000 | 168,000 | |
| Operating Equipment | | 145,000 | | | 449,500 | 210.0% |
| Social Security | 55,866 | 69,747 | 27,297 | 65,206 | 65,719 | -5.8% |
| Pension | 152,012 | 214,871 | 214,871 | 214,871 | 244,317 | 13.7% |
| Risk Management Expense | 310,765 | 398,535 | 199,269 | 398,535 | 495,702 | 24.4% |
| Total Department | \$2,432,028 | \$2,953,694 | \$1,388,000 | \$2,802,086 | \$3,322,506 | 12.5% |

TOWN OF WEST HARTFORD

Fiscal Year 2016-2017

BUDGET IN BRIEF

CEMETERY OPERATING FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|----------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Charges for Services | \$ 239,208 | \$ 230,000 | \$ 230,000 | \$ 230,000 |
| Sale of Lots | 147,057 | 110,000 | 110,000 | 110,000 |
| Interest Income | <u>7,945</u> | <u>7,000</u> | <u>7,000</u> | <u>7,000</u> |
| Total Revenues & Other Resources | \$ 394,210 | \$ 347,000 | \$ 347,000 | \$ 347,000 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Cemetery Operations | <u>\$ 658,946</u> | <u>\$ 387,132</u> | <u>\$ 387,296</u> | <u>\$ 399,058</u> |
| Total Expenditures & Other Uses | \$ 658,946 | \$ 387,132 | \$ 387,296 | \$ 399,058 |

| | | | | |
|------------------------|--------------|-------------|-------------|-------------|
| CHANGE IN FUND BALANCE | (\$ 264,736) | (\$ 40,132) | (\$ 40,296) | (\$ 52,058) |
| BEGINNING BALANCE | \$2,087,486 | \$1,822,750 | \$1,822,750 | \$1,782,454 |
| ENDING BALANCE | \$1,822,750 | \$1,782,618 | \$1,782,454 | \$1,730,396 |

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>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| <u>Revenues:</u> | | | | | |
| Charges for Service | \$495,000 | \$333,000 | \$376,000 | \$296,000 | \$386,000 |
| Interest Income | 5,000 | 3,000 | 9,000 | 6,000 | 8,000 |
| TOTAL REVENUES | \$500,000 | \$336,000 | \$385,000 | \$302,000 | \$394,000 |
| <u>Expenditures:</u> | | | | | |
| Operational | \$315,000 | \$362,000 | \$329,000 | \$321,000 | \$346,000 |
| TOTAL EXPENDITURES | \$315,000 | \$362,000 | \$329,000 | \$321,000 | \$346,000 |
| TRANSFERS TO/FROM OTHER FUNDS | (\$3,000) | (\$3,000) | (\$3,000) | (\$3,000) | (\$313,000) |
| OPERATING RESULTS | \$182,000 | (\$29,000) | \$53,000 | (\$22,000) | (\$265,000) |
| FUND BALANCE | \$2,086,000 | \$2,057,000 | \$2,110,000 | \$2,087,000 | \$1,822,000 |

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 2016 OPERATING RESULTS

It is estimated that revenues of \$347,000 will be achieved in fiscal year 2016 with corresponding expenditures of \$387,296, resulting in a decrease to fund balance of \$40,296. As of June 30, 2016, fund balance will be approximately \$1,782,000.

FISCAL YEAR 2017 BUDGET

The budget for fiscal year 2017 estimates revenue of \$347,000 with corresponding expenditures of \$399,058, resulting in a \$52,058 shortfall. It is anticipated that fund balance will decline to \$1,730,396 by June 30, 2017.

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 | | | | | | |
| | Actual | Adopted | Actual | Estimated | Proposed | Percent |
| <u>Revenues:</u> | <u>2014-15</u> | <u>2015-16</u> | <u>6 Months</u> | <u>2015-16</u> | <u>2016-17</u> | <u>Change</u> |
| Cemetery Service Charges | \$239,208 | \$230,000 | \$121,445 | \$230,000 | \$230,000 | |
| Sale of Lots | 147,057 | 110,000 | 26,032 | 110,000 | 110,000 | |
| Interest on Investment | 7,945 | 7,000 | 2,953 | 7,000 | 7,000 | |
| TOTAL | \$394,210 | \$347,000 | \$150,430 | \$347,000 | \$347,000 | |
| <u>Expenditures:</u> | | | | | | |
| Wages & Salaries | \$132,849 | \$126,827 | \$64,155 | \$126,827 | \$128,885 | 1.6% |
| Operating Expense | 135,697 | 173,590 | 82,218 | 173,754 | 173,158 | -0.2% |
| Fringe Benefits | 390,400 | 86,715 | 57,331 | 86,715 | 97,015 | 11.9% |
| TOTAL | \$658,946 | \$387,132 | \$203,704 | \$387,296 | \$399,058 | 3.1% |

| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
|------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| <u>Full-Time Positions:</u> | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</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 \$11,926 or 3.1% for fiscal year 2017. Wages and salaries reflect anticipated cost-of-living and merit increases. Operating expenses decrease \$432 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 \$52,058 shortfall.

Fund: Cemetery Operating Fund
Department: Public Works

| SUMMARY OF EXPENDITURES | | | | | | |
|--------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| <u>Expenditures</u> | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Regular Payroll | \$65,344 | \$65,727 | \$31,591 | \$65,714 | \$67,309 | 2.4% |
| Temporary Payroll | 40,935 | 37,285 | 18,881 | 37,285 | 37,285 | |
| Overtime | 26,570 | 23,815 | 13,683 | 23,828 | 24,291 | 2.0% |
| Office Expense | 2,172 | 2,395 | 85 | 2,395 | 2,395 | |
| Professional Services | | 4,000 | | 4,000 | 4,000 | |
| Contractual Services | 77,718 | 124,291 | 62,004 | 124,291 | 124,291 | |
| Printing/Binding Services | 15 | 400 | 17 | 400 | 400 | |
| Office Equipment | 1,062 | 3,000 | | 3,000 | 3,000 | |
| Meals | | 300 | | 300 | 300 | |
| Uniforms and Laundry | | 275 | | 275 | 275 | |
| Utilities | 10,624 | 6,429 | 3,214 | 6,429 | 5,997 | -6.7% |
| Telecommunications | 1,298 | 1,800 | 484 | 1,800 | 1,800 | |
| Building Maintenance | 22,001 | 3,800 | 1,208 | 3,800 | 3,800 | |
| Vehicles and Equipment | 6,002 | 7,600 | 2,000 | 7,600 | 7,600 | |
| Grounds Maintenance | 14,425 | 16,800 | 12,150 | 16,800 | 16,800 | |
| Maintenance & Repairs | | 2,500 | 892 | 2,500 | 2,500 | |
| Miscellaneous Supplies | 380 | | 164 | 164 | | |
| Social Security | 7,911 | 8,010 | 4,359 | 8,010 | 8,137 | 1.6% |
| Pension | 27,979 | 30,463 | 30,463 | 30,463 | 33,782 | 10.9% |
| Risk Management Expense | 41,286 | 45,018 | 22,509 | 45,018 | 51,872 | 15.2% |
| Transfer Out | <u>313,224</u> | <u>3,224</u> | <u> </u> | <u>3,224</u> | <u>3,224</u> | |
| TOTAL | \$658,946 | \$387,132 | \$203,704 | \$387,296 | \$399,058 | 3.1% |

DEPARTMENT: PUBLIC WORKS

FULL-TIME POSITION SCHEDULE

| | Authorized Positions | | | Revised 2015-16 | Proposed 2016-17 |
|-------------------------------------|----------------------|----------|----------|--------------------|---------------------|
| | 2013-14 | 2014-15 | 2015-16 | | |
| <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 | 8 | 8 | 8 | 8 |
| Mason/Sr. Equipment Operator | 2 | 1 | 1 | 1 | 2 |
| Signal Support Technician | 1 | 1 | 1 | 1 | 1 |
| Sign & Mechanical Maint. Worker | 2 | 1 | 1 | 1 | 1 |
| Sign & Mechanical Maint. Lead | | | | | 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 | 49 |
| <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 | 60 |

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

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 | Proposed | Percent |
| <u>Revenues:</u> | <u>2014-15</u> | <u>2015-16</u> | <u>6 Months</u> | <u>2015-16</u> | <u>2016-17</u> | <u>Change</u> |
| Miscellaneous | \$ 812 | \$ | \$ 180 | \$ 180 | \$ | |
| Transfers from Other Funds | <u>125,514</u> | <u>200,728</u> | <u> </u> | <u>200,728</u> | <u>166,643</u> | -17.0% |
| TOTAL | \$126,326 | \$200,728 | \$ 180 | \$200,908 | \$166,643 | -17.0% |
| <u>Expenditures:</u> | | | | | | |
| Wages & Salaries | \$1,055,876 | \$1,147,374 | \$527,407 | \$1,151,340 | \$1,170,060 | 2.0% |
| Operating Expense | 978,297 | 867,762 | 414,002 | 867,762 | 1,120,573 | 29.1% |
| Social Security | <u>77,853</u> | <u>86,633</u> | <u>37,480</u> | <u>86,633</u> | <u>88,309</u> | 1.9% |
| TOTAL | \$2,112,026 | \$2,101,769 | \$978,889 | \$2,105,735 | \$2,378,942 | 13.2% |

| | <u>Authorized Positions</u> | | | Revised | Proposed |
|-----------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Full-Time Positions: | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| General Fund | 9 | 9.25* | 9.25* | 9.25* | 9.25* |

* One position is unfunded in fiscal years 2015, 2016 and 2017.

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2017 budget for the Department of Plant & Facilities Services increases \$277,173 or 13.2% from the prior year. Wages and salaries increase \$22,686 or 2.0% due to contractual cost-of-living and merit increases. Operating expense increases \$252,811, due primarily to an increase in the contribution to the Utilities Services Fund (\$297,811), offset by a reduction in capital project professional services (\$50,000) as costs will be charged directly to projects. The increase in social security is consistent with wage and salary increases.

ANNUAL BUDGET 2016-2017

COST CENTER: FACILITIES SERVICES DIVISION

| SUMMARY OF REVENUES | | | | | | |
|----------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Misc. Reimbursement | \$ 812 | \$ _____ | \$ 180 | \$ 180 | \$ _____ | |
| TOTAL | \$ 812 | \$ _____ | \$ 180 | \$ 180 | \$ _____ | |

| SUMMARY OF EXPENDITURES | | | | | | |
|---------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Regular Payroll | \$496,138 | \$529,319 | \$243,878 | \$529,319 | \$537,091 | 1.5% |
| Temporary Payroll | 285,839 | 313,824 | 139,075 | 313,824 | 320,885 | 2.2% |
| Overtime | 153,054 | 154,890 | 73,671 | 154,890 | 154,890 | |
| Office Expense | 289 | 325 | 216 | 325 | 325 | |
| Dues and Travel | | 100 | | 100 | 100 | |
| Contractual Services | 199,189 | 180,000 | 103,255 | 180,000 | 180,000 | |
| Meals | 5,819 | 6,200 | 2,682 | 6,200 | 6,200 | |
| Uniforms & Laundry | 1,146 | 2,250 | 360 | 2,202 | 2,250 | |
| Utilities | 597,645 | 497,637 | 248,819 | 497,637 | 795,448 | 59.8% |
| Telecommunications | 4,828 | 4,950 | 2,469 | 4,950 | 4,950 | |
| Building Maintenance | 141,105 | 117,500 | 55,227 | 117,500 | 122,500 | 4.3% |
| Vehicles & Equipment Expense | 3,215 | 4,500 | 787 | 4,500 | 4,500 | |
| Maintenance & Repairs | | 750 | | 750 | 750 | |
| Miscellaneous Supplies | 177 | 1,500 | | 1,500 | 1,500 | |
| Social Security | 68,239 | 75,239 | 31,979 | 75,239 | 76,468 | 1.6% |
| TOTAL | \$1,956,683 | \$1,888,984 | \$902,418 | \$1,888,936 | \$2,207,857 | 16.9% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|--|-----------------------------|----------------|----------------|----------------------------------|-----------------------------------|
| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
| | <u>2013-14</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, 2016 and 2017.

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 and 2016, one vacant building maintenance technician position is unfunded in fiscal year 2017 and will be covered with additional temporary personnel. Contractual merit and cost-of-living adjustments are included in this appropriation.

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 reflects contractual step increases and cost-of-living adjustments.

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.

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 appropriation is consistent with the prior year.

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 2017 budget reflects an increase of \$297,811 (59.8%).

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 changed to an average of 8.25 cents per kWh under a contract with Constellation. In fiscal year 2016, the Town began a large scale capital project devoted to energy improvement. It was assumed that this project would result in electricity savings of \$70,000 per annum in town buildings. However, to date the project has focused primarily on streetlights, which have experienced significant energy savings, and building projects have been delayed. In addition, the fiscal year 2016 adopted budget included \$100,000 in anticipated savings from a Virtual Net Metering project which has not yet come on-line. The delay of these projects affects projected expenditures as well as the amortization of the accumulated deficit in the electricity account.

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 2017 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 2017 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 increase in fiscal year 2017, as reflected in the appropriation.

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 increase is consistent with wage and salary variances.

PROGRAM PERFORMANCE MEASURES AND INDICATORS

Completed Work Orders by Fiscal Year

| <u>Trade</u> | <u>Actual FY 2011</u> | <u>Actual FY 2012</u> | <u>Actual FY 2013</u> | <u>Actual FY 2014</u> | <u>Actual FY 2015</u> |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Contractor (Carpentry, Electrical, Painting, etc.) | 463 | 516 | 551 | 444 | 439 |
| HVAC | 260 | 372 | 420 | 418 | 429 |
| Plumbing | <u>226</u> | <u>218</u> | <u>219</u> | <u>203</u> | <u>226</u> |
| Total Work Orders | 949 | 1,106 | 1,190 | 1,065 | 1,094 |

COST CENTER: CAPITAL PROJECTS MANAGEMENT DIVISION

| SUMMARY OF REVENUES | | | | | | |
|---------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Transfer from Other Funds | \$125,514 | \$200,728 | \$ | \$200,728 | \$166,643 | -17.0% |
| TOTAL | \$125,514 | \$200,728 | \$ | \$200,728 | \$166,643 | -17.0% |

| SUMMARY OF EXPENDITURES | | | | | | |
|-------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Regular Payroll | \$119,701 | \$148,951 | \$70,539 | \$152,722 | \$156,609 | 5.1% |
| Overtime | 559 | | | | | |
| Education Premium Pay | 585 | 390 | 244 | 585 | 585 | 50.0% |
| Office Expense | 280 | 100 | 105 | 128 | 100 | |
| Dues and Travel | | 50 | | 50 | 50 | |
| Training | 400 | 500 | | 500 | 500 | |
| Professional Services | 23,040 | 50,000 | | 50,000 | | -100.0% |
| Printing/Binding | | | 20 | 20 | | |
| Telecommunications | 1,164 | 1,400 | 62 | 1,400 | 1,400 | |
| Social Security | 9,614 | 11,394 | 5,501 | 11,394 | 11,841 | 3.9% |
| TOTAL | \$155,343 | \$212,785 | \$76,471 | \$216,799 | \$171,085 | -19.6% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|-----------------------------|-----------------------------|----------------|----------------|----------------|-----------------|
| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Capital Projects Manager | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 0.5 | 0.75 | 0.75 | 0.75 | 0.75 |
| TOTAL | 1.5 | 1.75 | 1.75 | 1.75 | 1.75 |

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 fiscal year 2017 budget includes cost-of-living adjustments and merit increases, as applicable.

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. For fiscal year 2017, this cost will be charged directly to the appropriate capital project. There is a corresponding revenue reduction in Transfer from Other Funds.

Telecommunications: This line item funds the costs associated with land line and cellular phone service for divisional employees.

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

TOWN OF WEST HARTFORD

Fiscal Year 2016-2017

BUDGET IN BRIEF

UTILITIES SERVICES FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|

| | | | | |
|----------------------------------|------------------|------------------|------------------|------------------|
| Miscellaneous Revenue | \$ 3,710 | \$ | \$ | \$ |
| Interest Income | 5,947 | | 2,007 | |
| Contributions from Other Funds | <u>4,116,620</u> | <u>4,350,121</u> | <u>4,350,121</u> | <u>4,712,999</u> |
| Total Revenues & Other Resources | \$4,126,277 | \$4,350,121 | \$ 4,352,128 | \$4,712,999 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|--------------------------------|---------------------|----------------------|------------------------|-----------------------|
|--------------------------------|---------------------|----------------------|------------------------|-----------------------|

| | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|
| Energy Management Services | \$ 111,658 | \$ 100,000 | \$ 122,900 | \$ 100,000 |
| Utilities Expense | <u>4,625,373</u> | <u>4,684,415</u> | <u>4,510,250</u> | <u>4,981,194</u> |
| Total Expenditures & Other Uses | \$ 4,737,031 | \$4,784,415 | \$ 4,633,150 | \$5,081,194 |

| | | | | |
|------------------------|--------------|--------------|--------------|--------------|
| CHANGE IN FUND BALANCE | (\$ 610,754) | (\$ 434,294) | (\$ 281,022) | (\$ 368,195) |
| BEGINNING BALANCE | \$ 1,725,229 | \$1,114,475 | \$1,114,475 | \$ 833,453 |
| ENDING BALANCE | \$ 1,114,475 | \$ 680,181 | \$ 833,453 | \$ 465,258 |

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 and anomalies by the consultant. All utility bills are paid out of the Utilities 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 funding of \$876,310 received in fiscal year 2007 from Eversource, formerly Northeast Utilities, 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 | | | | | | |
|------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| | <u>Actual FY 2012</u> | <u>Actual FY 2013</u> | <u>Actual FY 2014</u> | <u>Actual FY 2015</u> | <u>Estimate FY 2016</u> | <u>Proposed FY 2017</u> |
| <u>TOWN</u> | | | | | | |
| Electric | \$ 954,439 | \$ 927,552 | \$ 893,353 | \$ 898,203 | \$ 938,209 | \$1,124,489 |
| Fuel Oil | 15,429 | 17,443 | 15,345 | 11,054 | 9,000 | 11,300 |
| Natural gas | 196,529 | 222,524 | 242,086 | 210,567 | 198,231 | 235,793 |
| Street lighting | 390,538 | 346,144 | 355,524 | 380,874 | 366,488 | 240,348 |
| Water | <u>234,783</u> | <u>242,004</u> | <u>282,873</u> | <u>334,160</u> | <u>378,362</u> | <u>377,550</u> |
| TOTAL | \$1,791,718 | \$1,755,667 | \$1,789,181 | \$1,834,858 | \$1,890,290 | \$1,989,480 |
| <u>PUBLIC SCHOOLS</u> | | | | | | |
| Heating | \$ 763,299 | \$ 767,145 | \$ 784,122 | \$ 717,077 | \$ 588,500 | \$ 793,000 |
| Water | 108,008 | 154,282 | 167,404 | 185,012 | 204,000 | 219,000 |
| Electricity | <u>1,742,229</u> | <u>1,761,980</u> | <u>1,690,143</u> | <u>1,888,426</u> | <u>1,827,460</u> | <u>1,979,714</u> |
| TOTAL | \$2,613,536 | \$2,683,407 | \$2,641,669 | \$2,790,515 | \$2,619,960 | \$2,991,714 |
| TOTAL UTILITIES | \$4,405,254 | \$4,439,074 | \$4,430,850 | \$4,625,373 | \$4,510,250 | \$4,981,194 |

The fiscal year 2017 budget reflects a planned use of \$368,195 of fund balance accumulated in prior years (Energy Management Services - \$100,000; Town - \$45,228; Board of Education - \$222,967).

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 2017, 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 changed to an average of 8.25 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 underway, whereby the Town will 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 (RFP)

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) was made to 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. To date, significant progress has been made in reducing street lighting costs through the installation of LED's. The energy management system upgrades are progressing, steamtraps and insulation projects are completed, and lighting projects will be forthcoming.

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 2015-16 | Proposed 2016-17 |
|--|----------------------|-------------|-------------|--------------------|---------------------|
| | 2013-14 | 2014-15 | 2015-16 | | |
| <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 | 1 |
| Administrative Assistant | <u>0.5</u> | <u>0.75</u> | <u>0.75</u> | <u>0.75</u> | <u>0.75</u> |
| TOTAL PLANT & FACILITIES SERVICES | 9 | 9.25 | 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, 2016 and 2017.

DEPARTMENT OF SOCIAL SERVICES AND LEISURE SERVICES

MISSION

The mission of the Social Services & 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 Social Services the department offers assistance to residents in the program areas of case management, crisis intervention, and counseling.

| BUDGET SUMMARY | | | | | | |
|---|---|--|--|--|---|---|
| DEPARTMENT OF SOCIAL SERVICES & LEISURE SERVICES | | | | | | |
| <u>Revenues:</u> | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Intergovernmental | \$134,274 | \$125,191 | \$ 36,461 | \$126,632 | \$ 64,172 | -48.7% |
| Charges for Services | 904,630 | 827,589 | 489,695 | 778,750 | 872,350 | 5.4% |
| Miscellaneous Revenue | <u>60,670</u> | <u>81,300</u> | <u>27,683</u> | <u>74,087</u> | <u>43,750</u> | -46.2% |
| TOTAL | \$1,099,574 | \$1,034,080 | \$553,839 | \$979,469 | \$980,272 | -5.2% |
| <u>Expenditures:</u> | | | | | | |
| Wages & Salaries | \$1,774,585 | \$1,901,710 | \$968,190 | \$1,862,093 | \$1,953,361 | 2.7% |
| Operating Expense | 964,755 | 1,025,805 | 359,738 | 995,677 | 1,262,102 | 23.0% |
| Equipment | 18,201 | | | | | |
| Social Security | <u>217,756</u> | <u>106,851</u> | <u>49,319</u> | <u>103,994</u> | <u>109,329</u> | 2.3% |
| TOTAL | \$2,975,297 | \$3,034,366 | \$1,377,247 | \$2,961,764 | \$3,324,792 | 9.6% |

| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
|------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| <u>Full-Time Positions:</u> | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| General Fund | 11.99 | 11.99 | 13.22 | 13.22 | 13.45 |
| Leisure Services Fund | 9.68 | 9.68 | 8.48 | 8.48 | 8.53 |
| CDBG Fund | 1.00 | 1.00 | 1.00 | 1.00 | 0.92 |
| Westmoor Park Fund | <u>2.33</u> | <u>2.33</u> | <u>2.30</u> | <u>2.30</u> | <u>2.10</u> |
| TOTAL | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 |

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2017 budget for the Department of Social Services & Leisure Services, formerly Human & Leisure Services, increases \$290,426, or 9.6% from the prior year. Wages and salaries increase 2.7% due to contractual cost-of-living adjustments and merit increases. In addition, several employees were recoded in part to the General Fund (discussed more fully here within) increasing the General Fund staff by 0.23 full-time equivalents. A \$236,297 increase to operating expense is primarily due to a transfer of the Leisure Services Fund utilities to the General Fund (\$300,000) offset by an expanded Dial-A-Ride grant received in 2016 (\$62,460). The grant for fiscal year 2017 will be appropriated when notification of funding is received. The social security increase reflects wage and salary increases and temporary employee social security alternative program selections.

COST CENTER: SOCIAL SERVICES & LEISURE SERVICES MANAGEMENT DIVISION

| SUMMARY OF REVENUES | | | | | | |
|----------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Contributions | <u>\$21,185</u> | <u>\$</u> | <u>\$</u> | <u>\$</u> | <u>\$</u> | |
| TOTAL | \$21,185 | \$ | \$ | \$ | \$ | |

| SUMMARY OF EXPENDITURES | | | | | | |
|--------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Regular Payroll | \$189,784 | \$216,552 | \$105,029 | \$218,875 | \$230,263 | 6.3% |
| Temporary Payroll | 19,623 | 5,000 | 5,096 | 5,096 | 9,800 | 96.0% |
| Education Premium Pay | 523 | 780 | 218 | 780 | 780 | |
| Office Expense | 5,272 | 6,400 | 2,433 | 5,425 | 6,400 | |
| Dues and Travel | 593 | 750 | 1,505 | 1,505 | 750 | |
| Training | 818 | 1,600 | 566 | 1,500 | 1,500 | -6.3% |
| Contractual Services | 22,222 | 18,000 | 8,767 | 18,000 | 18,000 | |
| Printing/Binding | 445 | 350 | 77 | 350 | 350 | |
| Utilities | | | | | 300,000 | |
| Telecommunications | 1,471 | 1,600 | 486 | 1,600 | 1,600 | |
| Vehicles & Equipment Expense | 484 | 250 | 546 | 546 | 300 | 20.0% |
| Operating Expense – Miscellaneous | 8,825 | 6,500 | 8,093 | 8,175 | 6,500 | |
| Site Improvements | 18,201 | | | | | |
| Social Security | 14,801 | 17,183 | 7,741 | 16,654 | 17,626 | 2.6% |
| Transfer Out | <u>125,000</u> | <u></u> | <u></u> | <u></u> | <u></u> | |
| TOTAL | \$408,062 | \$274,965 | \$140,557 | \$278,506 | \$593,869 | 116.0% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|---|------------------------------------|-----------------------|-----------------------|-----------------------------------|------------------------------------|
| | <u>Authorized Positions</u> | | | <u>Revised 2015-16</u> | <u>Proposed 2016-17</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | | |
| Director of Human & Leisure Services | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 |
| Staff Assistant | | | 0.35 | 0.35 | 0.50 |
| 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> | <u>0.50</u> |
| TOTAL | 2.02 | 2.02 | 2.37 | 2.37 | 2.52 |

SOCIAL SERVICES & LEISURE SERVICES MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds 85% of the Director of Human & Leisure Services position, half of the Leisure Services Manager, and a portion of an Office Operations Specialist (67%) and Staff Assistant (50%), with the balance charged to the Leisure Services and CDBG Funds. This account includes anticipated merit increases and cost-of-living adjustments. Fifteen percent of a Staff Assistant, previously fully funded by the Leisure Services Fund, has been recoded to this division consistent with workload.

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

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.

Utilities: This line includes funding of utilities for facilities previously funded in the Leisure Services Fund including Veterans Memorial Skating Rink (\$154,557), Rockledge Golf Club (\$38,543), Buena Vista Golf Course (\$7,498), Meeting and Conference Center (\$1,122), and a contingency for Cornerstone Aquatic Center.

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. This account also includes other advertising, as necessary.

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 2015 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>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------------------|---|--|--|--|---|---|
| Alcohol/Drug Abuse Grant | \$ 5,925 | \$5,675 | \$ | \$7,116 | \$7,116 | 25.4% |
| Youth Service Bureau Grant | 42,898 | 35,056 | 20,846 | 35,056 | 35,056 | |
| Miscellaneous Revenue | 5,470 | 5,000 | 5,000 | 5,000 | 5,000 | |
| Private Bequest/ Contributions | | 40,000 | | 20,000 | 20,000 | -50.0% |
| Transfer In | | 19,300 | | 19,300 | | -100.0% |
| TOTAL | \$54,293 | \$105,031 | \$25,846 | \$86,472 | \$67,172 | -36.0% |

SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|---------------------------------|---|--|--|--|---|---|
| Regular Payroll | \$418,171 | \$448,124 | \$232,627 | \$440,874 | \$400,654 | -10.6% |
| Temporary Payroll | 61,130 | 78,999 | 34,430 | 78,999 | 78,999 | |
| Education Premium Pay | 432 | 480 | 180 | 480 | 480 | |
| Office Expense | 9,324 | 9,760 | 3,116 | 9,250 | 11,050 | 13.2% |
| Dues and Travel | 1,312 | 2,400 | 485 | 1,650 | 1,600 | -33.3% |
| Training | 409 | 1,000 | | 500 | 1,000 | |
| Professional Services | 6,827 | 9,000 | 2,483 | 9,000 | 9,000 | |
| Contractual Services | 42,511 | 35,056 | 8,292 | 35,056 | 35,056 | |
| Printing/Binding | 93 | 500 | 20 | 250 | 400 | -20.0% |
| Boards & Commissions | 5,925 | 5,675 | | 7,116 | 7,116 | 25.4% |
| General Contributions | 179,584 | 183,180 | 59,661 | 180,848 | 184,464 | 0.7% |
| Miscellaneous | | | | | | |
| Administrative Expense | 177 | 470 | | 470 | 200 | -57.4% |
| Telecommunications | 1,337 | 2,000 | 217 | 1,875 | 1,900 | -5.0% |
| Vehicles & Equipment Expense | 220 | | | | | |
| Town Assistance | 4,585 | 5,000 | 10 | 5,000 | 5,000 | |
| ADA Expenditures | 75 | 1,000 | 413 | 413 | 250 | -75.0% |
| Social Security | <u>35,429</u> | <u>38,146</u> | <u>18,054</u> | <u>37,702</u> | <u>34,638</u> | -9.2% |
| TOTAL | \$767,541 | \$820,790 | \$359,988 | \$809,483 | \$771,807 | -6.0% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
|-----------------------------------|-----------------------------|----------------|----------------|----------------|-----------------|
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Human Services Manager | 0.95 | 0.95 | 0.95 | 0.95 | 1 |
| 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 | 0.63 |
| Community Partnership Manager | <u>0.6</u> | <u>0.6</u> | <u>0.6</u> | <u>0.6</u> | <u>0.6</u> |
| TOTAL | 5.05 | 5.05 | 5.05 | 5.05 | 5.13 |

CASE MANAGEMENT - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds a Human Services Manager, two Social Workers, 90% of a Senior Staff Assistant, 60% of a Community Partnership Manager, and 63% of a Neighborhood Resource Coordinator position. This appropriation includes merit increases, where applicable, and cost-of-living adjustments. The Human Services Manager, currently vacant, assumes a January 1, 2017 refill date.

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. The account is increased to fund the cost of Charity Tracker, a web application for shared case management used to gather and report statistical data relevant to the department.

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. The account is reduced consistent with experience.

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.

Miscellaneous Administrative Expense: This account funds miscellaneous expenditures, as necessary, and is reduced consistent with experience.

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.

ADA Expenditures: This account reflects funding for the occasional need for ADA-required services, including any 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 | | | | | |
|---|------------------------|------------------------|------------------------|------------------------|------------------------|
| (Fiscal Year) | | | | | |
| | <u>Actual 2011</u> | <u>Actual 2012</u> | <u>Actual 2013</u> | <u>Actual 2014</u> | <u>Actual 2015</u> |
| Number of information and referral inquiries | 3,095 | 2,250 | 3,828 | 5,193 | 4,500 |
| Number of geriatric residents receiving case management | 375 | 381 | 385 | 242 | 245 |
| Number of Juvenile Review Board referrals | 48 | 27 | 24 | 36 | 33 |
| Number of Community Court interviews/referrals | 125/75 | 75/25 | 53/28 | 39/30 | 41/32 |

COST CENTER: COMMUNITY & NEIGHBORHOOD SERVICES
SUMMARY OF REVENUES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|----------------------|---|--|--|--|---|---|
| Dial-A-Ride Grant | \$22,521 | \$22,000 | \$ | \$22,000 | \$22,000 | |
| Expanded Dial-A-Ride | 62,460 | 62,460 | 15,615 | 62,460 | | -100.0% |
| Contributions | <u>14,830</u> | <u>14,500</u> | <u>13,270</u> | <u>14,800</u> | <u>14,750</u> | 1.7% |
| TOTAL | \$99,811 | \$98,960 | \$28,885 | \$99,260 | \$36,750 | -62.9% |

SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|----------------------------|---|--|--|--|---|---|
| General Contributions | \$31,274 | \$28,500 | \$13,139 | \$28,520 | \$28,800 | 1.1% |
| Dial-A-Ride Transportation | 226,296 | 235,000 | 73,936 | 235,000 | 240,000 | 2.1% |
| Expanded Dial-A-Ride | <u>48,927</u> | <u>62,460</u> | <u>12,382</u> | <u>62,460</u> | | -100.0% |
| TOTAL | \$306,497 | \$325,960 | \$99,457 | \$325,980 | \$268,800 | -17.5% |

COMMUNITY & NEIGHBORHOOD SERVICES – BUDGET AND PROGRAM HIGHLIGHTS

General Contributions: This appropriation funds utility costs for three Town facilities operated by non-profit organizations: Noah Webster House (\$12,400), Sarah Whitman House (\$4,000), and West Hartford Art League (\$12,400). Costs vary from prior year due to actual usage.

Dial-A-Ride Transportation: This line funds door-to-door transportation for West Hartford residents who are elderly or disabled. The \$5,000 increase to the Dial-A-Ride program appropriation results from projected rides and anticipated contractual increases.

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 2017, so neither the revenue nor the expenditure are budgeted at this time.

COST CENTER: ELMWOOD COMMUNITY CENTER

SUMMARY OF REVENUES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Day Care Services | \$45,638 | \$46,839 | \$19,516 | \$46,839 | \$48,040 | 2.6% |
| Program Revenue | 305,572 | 294,750 | 180,257 | 231,750 | 331,410 | 12.4% |
| Rental of Facilities | 116,678 | 86,000 | 42,108 | 80,000 | 85,000 | -1.2% |
| Miscellaneous Revenue | 1,800 | 4,500 | 4,200 | 4,500 | | -100.0% |
| Contributions | <u>11,445</u> | <u>1,500</u> | <u>13,538</u> | <u>13,783</u> | <u>1,500</u> | |
| TOTAL | \$481,133 | \$433,589 | \$259,619 | \$376,872 | \$465,950 | 7.5% |

SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|--------------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Regular Payroll | \$ 200,207 | \$181,285 | \$ 60,695 | \$153,243 | \$148,885 | -17.9% |
| Temporary Payroll | 206,367 | 212,773 | 128,972 | 217,388 | 261,998 | 23.1% |
| Office Expense | 5,324 | 5,500 | 963 | 5,800 | 6,700 | 21.8% |
| Dues and Travel | 752 | 1,650 | 141 | 1,150 | 1,200 | -27.3% |
| Training | 325 | 500 | 275 | 500 | 500 | |
| Advertising | 9,438 | 8,300 | 1,693 | 9,500 | 9,800 | 18.1% |
| Professional Services | 15,970 | 17,630 | | 130 | 130 | -99.3% |
| Contractual Services | 10,914 | 15,350 | 4,077 | 16,307 | 15,350 | |
| Printing/Binding | 1,072 | 1,150 | 191 | 1,150 | 1,250 | 8.7% |
| Telecommunications | 2,602 | 2,500 | 815 | 2,500 | 2,400 | -4.0% |
| Operating Expense – Miscellaneous | 1,401 | 3,400 | 330 | 3,400 | 3,400 | |
| Maintenance & Repairs | 4,005 | | | | | |
| Recreational Supplies | 10,722 | 14,523 | 5,394 | 14,523 | 16,773 | 15.5% |
| Recreational Contractual | 83,492 | 105,789 | 54,438 | 95,000 | 117,789 | 11.3% |
| Social Security | <u>16,485</u> | <u>18,430</u> | <u>7,147</u> | <u>16,284</u> | <u>19,892</u> | 7.9% |
| TOTAL | \$569,076 | \$588,780 | \$265,131 | \$536,875 | \$606,067 | 2.9% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
|---------------------|-----------------------------|----------------|----------------|----------------------------------|-----------------------------------|
| | <u>2013-14</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 | |
| 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 |

ELMWOOD COMMUNITY CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The fiscal year 2017 appropriation funds one Facility Supervisor position and one Executive Assistant position. In fiscal year 2017, 0.25 of a Program Supervisor is moved to the Elmwood Senior Center, consistent with duties. Regular payroll includes contractual cost-of-living adjustments and merits, when applicable.

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 to increase programming, including programming previously provided by the Hartt School, and two new vacation camps and recreational camps designed for children with special needs.

Office Expense: This account funds all office supplies, postage, printing/copying and paper for the programs and newsletters, and reflects an increase for fiscal year 2017 based upon anticipated 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 openings.

Professional Services: This budget funds the costs of the Hepatitis B medical fees with the Special Needs budget. The account is reduced as the department will no longer be paying the Hartt School for programming.

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, and banking fees for customer credit cards. In fiscal year 2015 and 2016 the appropriation funded the “I Can Bike” program (formerly called “Lose the Training Wheels”) which teaches individuals with special needs how to ride a bike. In fiscal year 2017, Miracle League of Connecticut will host this event. Miscellaneous Revenue is reduced (\$4,500) accordingly.

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. This account is increased as the department prepares to enhance its program offerings.

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. This account is increased as the department prepares to enhance its program offerings.

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

| PROGRAM PERFORMANCE MEASURES & INDICATORS | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| | (Fiscal Year) | | | | |
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> |
| | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| Number of instructional programs | 326 | 329 | 293 | 268 | 267 |
| Number of program registrations | 5,154 | 5,199 | 5,306 | 4,918 | 4,677 |
| Number of registrations for special events and trips | 1,672 | 1,333 | 1,216 | 1,959 | 891 |

ANNUAL BUDGET 2016-2017

COST CENTER: ELMWOOD SENIOR CENTER

| SUMMARY OF REVENUES | | | | | | |
|---------------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Memberships | \$26,619 | \$28,000 | \$7,427 | \$25,000 | \$27,000 | -3.6% |
| Program Registration | 47,445 | 52,000 | 19,390 | 51,000 | 49,000 | -5.8% |
| Rental of Facilities | 6,427 | 6,500 | 3,158 | 6,500 | 6,900 | 6.2% |
| Sales | 5,000 | 2,000 | | 3,000 | 4,000 | 100.0% |
| Special Events | 15,409 | 13,000 | 1,790 | 13,000 | 15,000 | 15.4% |
| Miscellaneous Charges for Services | 23,933 | 15,000 | 685 | 18,000 | 22,000 | 46.7% |
| Contributions/Commissions | <u>7,373</u> | <u>5,000</u> | <u>5,584</u> | <u>10,122</u> | <u>6,500</u> | 30.0% |
| TOTAL | \$132,206 | \$121,500 | \$38,034 | \$126,622 | \$130,400 | 7.3% |

| SUMMARY OF EXPENDITURES | | | | | | |
|---|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Regular Payroll | \$ 50,059 | \$54,838 | \$25,344 | \$56,092 | \$76,398 | 39.3% |
| Temporary Payroll | 102,661 | 111,240 | 48,247 | 101,240 | 108,000 | -2.9% |
| Office Expense | 13,238 | 14,175 | 4,410 | 14,775 | 13,825 | -2.5% |
| Dues and Travel | 1,680 | 750 | 150 | 800 | 750 | |
| Training | 180 | 450 | | 450 | 300 | -33.3% |
| Advertising | 8,133 | 7,250 | 3,986 | 9,000 | 7,250 | |
| Professional Services | 130 | 900 | | 900 | 300 | -66.7% |
| Contractual Services | 10,075 | 11,180 | 4,302 | 11,180 | 10,500 | -6.1% |
| Printing/Binding | 174 | 250 | 25 | 250 | 150 | -40.0% |
| Office Equipment | 6,545 | 2,175 | 313 | 2,175 | 2,050 | -5.7% |
| Telecommunications | 5,048 | 4,620 | 1,584 | 5,120 | 5,025 | 8.8% |
| Building Maintenance Vehicles & Equipment Expense | 164 | 500 | | 500 | | -100.0% |
| | 3,622 | 5,500 | 1,474 | 4,000 | 4,000 | -27.3% |
| Recreational Supplies | 2,961 | 1,750 | 1,791 | 3,500 | 1,750 | |
| Recreational Contractual | 32,496 | 33,000 | 14,957 | 33,000 | 32,500 | -1.5% |
| Special Events | 2,978 | 2,000 | 31 | 2,000 | 1,750 | -12.5% |
| Social Security | <u>7,063</u> | <u>7,682</u> | <u>3,544</u> | <u>7,682</u> | <u>9,630</u> | 25.4% |
| TOTAL | \$247,207 | \$258,260 | \$110,158 | \$252,664 | \$274,178 | 6.2% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|------------------------------------|-----------------------------|----------------|----------------|----------------|-----------------|
| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Program Supervisor | <u>0.75</u> | <u>0.75</u> | <u>0.75</u> | <u>0.75</u> | <u>1</u> |
| TOTAL | 0.75 | 0.75 | 0.75 | 0.75 | 1 |

ELMWOOD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation is for the full-time Program Supervisor position. In fiscal year 2017 the Supervisor is coded 100% to this division (previously 75%). Regular payroll includes merit increases and cost-of-living adjustments expected in fiscal year 2017.

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 reduced 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 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 line is used to purchase programming for the Senior Center and is reduced consistent with experience.

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.

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. Gasoline is reduced consistent with anticipated pricing.

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 | | | | | |
|--|--|--|--|--|--|
| | (Fiscal Year) | | | | |
| | <u>Actual</u> <u>2011</u> | <u>Actual</u> <u>2012</u> | <u>Actual</u> <u>2013</u> | <u>Actual</u> <u>2014</u> | <u>Actual</u> <u>2015</u> |
| Number of members | 1,441 | 1,048 | 1,062 | 1,046 | 1,056 |
| Number of instructional programs | 208 | 193 | 170 | 171 | 182 |
| Number of program registrations | 1,075 | 1,099 | 1,222 | 1,296 | 1,165 |
| Number of recreational, special events and trip visitations | 56,783 | 48,632 | 44,236 | 40,000 | 42,625 |

COST CENTER: WEST HARTFORD SENIOR CENTER

SUMMARY OF REVENUES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|----------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Memberships | \$32,326 | \$32,000 | \$9,705 | \$32,000 | \$32,000 | |
| Program Registration | 41,637 | 42,000 | 21,124 | 42,000 | 42,000 | |
| Rental of Facilities | 52,174 | 45,000 | 28,822 | 48,000 | 48,000 | 6.7% |
| Special Events | 13,401 | 20,000 | 20,430 | 20,430 | 20,000 | |
| Contributions | <u>5,837</u> | <u>1,000</u> | <u>209</u> | <u>1,000</u> | <u>1,000</u> | |
| TOTAL | \$145,375 | \$140,000 | \$80,290 | \$143,430 | \$143,000 | 2.1% |

SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|---------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Regular Payroll | \$ 88,599 | \$95,157 | \$44,182 | \$95,343 | \$97,219 | 2.2% |
| Temporary Payroll | 81,247 | 85,868 | 44,835 | 85,868 | 87,585 | 2.0% |
| Office Expense | 8,784 | 8,500 | 4,344 | 8,703 | 8,500 | |
| Dues and Travel | 943 | 1,100 | 255 | 1,100 | 1,100 | |
| Training | 1,145 | 500 | 517 | 517 | 500 | |
| Advertising | 5,616 | 5,000 | 1,606 | 5,000 | 5,000 | |
| Contractual Services | 2,020 | 2,000 | 800 | 2,000 | 2,000 | |
| Printing/Binding | 108 | 100 | 20 | 100 | 100 | |
| Office Equipment | 8,712 | 6,800 | 292 | 5,100 | 6,800 | |
| Telecommunications | 2,447 | 2,725 | 88 | 2,625 | 2,725 | |
| Operating Expense – Misc. | 423 | 500 | 582 | 582 | 500 | |
| Recreational Supplies | 371 | 500 | 1,457 | 1,500 | 500 | |
| Recreational Contractual | 41,233 | 40,000 | 20,556 | 40,000 | 40,000 | |
| Special Events | 1,359 | 1,000 | 250 | 1,000 | 1,000 | |
| Social Security | <u>9,786</u> | <u>10,407</u> | <u>4,880</u> | <u>10,407</u> | <u>12,132</u> | 16.6% |
| TOTAL | \$252,793 | \$260,157 | \$124,664 | \$259,845 | \$265,661 | 2.1% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
|---------------------|-----------------------------|----------------|----------------|----------------|-----------------|
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</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. Funding is included for anticipated merits, benefit elections and cost-of-living adjustments.

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.

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

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

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

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

(Fiscal Year)

| | Actual | Actual | Actual | Actual | Actual |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| Number of members | 862 | 865 | 910 | 893 | 900 |
| Number of instructional programs | 131 | 160 | 126 | 226 | 200 |
| Number of program registrations | 1,176 | 1,178 | 1,119 | 1,416 | 1,200 |
| Number of recreational, special events and trip visitations | 59,667 | 66,707 | 67,191 | 67,001 | 68,000 |

COST CENTER: PARKS & GYMS

| SUMMARY OF REVENUES | | | | | | |
|----------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Miscellaneous Charges for | | | | | | |
| Services | \$4,255 | \$ 2,500 | \$1,610 | \$ 2,500 | \$ 2,500 | |
| Rental of Facilities | <u>22,431</u> | <u>15,000</u> | <u>150</u> | <u>15,000</u> | <u>15,000</u> | |
| TOTAL | \$26,686 | \$17,500 | \$1,760 | \$17,500 | \$17,500 | |

| SUMMARY OF EXPENDITURES | | | | | | |
|--------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Regular Payroll | \$ 18,183 | \$48,051 | \$23,018 | \$49,376 | \$50,001 | 4.1% |
| Temporary Payroll | 48,903 | 47,236 | 22,857 | 47,236 | 50,627 | 7.2% |
| Overtime | 638 | 1,998 | 534 | 2,001 | 2,000 | 0.1% |
| Dues & Travel | 543 | | 100 | 100 | | |
| Advertising | 32 | | | | | |
| Professional Services | 4,720 | 4,838 | 4,720 | 4,838 | 5,284 | 9.2% |
| Contractual Services | 7,000 | 7,300 | 913 | 8,213 | 7,300 | |
| Printing/Binding | | 150 | | 50 | 150 | |
| Uniforms & Laundry | 306 | 400 | 433 | 433 | 400 | |
| Telecommunications | 336 | | 287 | 350 | 350 | |
| Vehicles & Equipment | | | | | | |
| Expense | 744 | 1,000 | 1,006 | 3,235 | 2,250 | 125.0% |
| Grounds Maintenance | 2,096 | 4,000 | 2,983 | 5,083 | 4,000 | |
| Recreational Supplies | 575 | 2,500 | 520 | 1,600 | 1,800 | -28.0% |
| Town Assistance | 5,985 | 7,000 | 6,007 | 7,000 | 7,000 | |
| Social Security | <u>2,153</u> | <u>4,389</u> | <u>2,272</u> | <u>4,651</u> | <u>4,699</u> | 7.1% |
| TOTAL | \$92,214 | \$128,862 | \$65,650 | \$134,166 | \$135,861 | 5.4% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------------------|------------------------------------|
| | <u>Authorized Positions</u> | | | <u>Revised 2015-16</u> | <u>Proposed 2016-17</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | | |
| Facility Supervisor | | | 0.40 | 0.40 | 0.40 |
| Grounds Maintainer | <u>0.34</u> | <u>0.34</u> | <u>0.30</u> | <u>0.30</u> | <u>0.30</u> |
| TOTAL | 0.34 | 0.34 | 0.70 | 0.70 | 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 and cost-of-living adjustments.

Temporary Payroll: This appropriation funds staff at Camp Hillcrest, park supervision and winter gym supervisors.

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

Dues & Travel: Funds were expended in fiscal year 2015 and 2016 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, handbooks for parents, and flyers for Camp Hillcrest.

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

Telecommunications: This appropriation funds the cost of telephone service.

Vehicles & Equipment Expense: This account is used for gasoline for trucks and equipment utilized in the parks operation. The account is increased based on increased vehicle expense.

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.

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

(Fiscal Year)

| | Actual <u>2011</u> | Actual <u>2012</u> | Actual <u>2013</u> | Actual <u>2014</u> | Actual <u>2015</u> |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Park permits issued | 19 | 19 | 19 | 17 | 15 |
| Field uses scheduled (prior calendar year) | 17,206 | 17,033 | 17,494 | 17,318 | 16,888 |

COST CENTER: OUTDOOR POOLS

| SUMMARY OF REVENUES | | | | | | |
|---------------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| General Admission | \$46,961 | \$48,000 | \$48,092 | \$58,000 | \$50,000 | 4.2% |
| Memberships | 33,950 | 20,000 | 26,889 | 26,889 | 20,000 | |
| Miscellaneous Charges for Services | 8,370 | 5,000 | 3,467 | 3,467 | 5,000 | |
| Program Registration | 49,604 | 44,500 | 40,957 | 40,957 | 44,500 | |
| TOTAL | \$138,885 | \$117,500 | \$119,405 | \$129,313 | \$119,500 | 1.7% |

| SUMMARY OF EXPENDITURES | | | | | | |
|--------------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Regular Payroll | \$ 42,440 | \$82,666 | \$ 37,085 | \$82,427 | \$83,962 | 1.6% |
| Temporary Payroll | 241,174 | 224,695 | 153,647 | 221,765 | 259,600 | 15.5% |
| Overtime | 4,444 | 5,968 | 1,194 | 5,010 | 6,110 | 2.4% |
| Office Expense | 618 | 1,145 | 603 | 1,252 | 1,145 | |
| Dues and Travel | 1,616 | 2,225 | 1,151 | 2,275 | 2,225 | |
| Advertising | 2,260 | 2,000 | | 2,000 | 2,000 | |
| Contractual Services | 839 | 8,000 | 492 | 3,000 | 3,000 | -62.5% |
| Printing/Binding | 262 | | | | | |
| Uniforms & Laundry | 340 | 545 | 570 | 570 | 545 | |
| Telecommunications | 2,053 | 2,450 | 1,401 | 2,450 | 2,950 | 20.4% |
| Building Maintenance | 5,953 | 6,707 | 2,625 | 6,805 | 6,700 | -0.1% |
| Vehicles & Equipment Expense | 778 | 2,500 | 228 | 1,000 | 2,500 | |
| Operating Expense – Miscellaneous | 15,270 | 16,077 | 4,762 | 16,077 | 16,100 | 0.1% |
| Recreational Supplies | 5,652 | 11,000 | 2,203 | 9,000 | 11,000 | |
| Recreational Contractual | 1,169 | | | | | |
| Social Security | 7,039 | 10,614 | 5,681 | 10,614 | 10,712 | 0.9% |
| TOTAL | \$331,907 | \$376,592 | \$211,642 | \$364,245 | \$408,549 | 8.5% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|------------------------------------|-----------------------------|----------------|----------------|----------------|-----------------|
| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Leisure Services Manager | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Staff Assistant | | | 0.15 | 0.15 | 0.15 |
| Facility Supervisor | | | 0.40 | 0.40 | 0.40 |
| Grounds Maintainer | <u>0.33</u> | <u>0.33</u> | <u>0.30</u> | <u>0.30</u> | <u>0.30</u> |
| TOTAL | 0.58 | 0.58 | 1.10 | 1.10 | 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. Merit increases are included where applicable, as well as contractual cost-of-living adjustments.

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. The fiscal year 2016 budget reflected the Beachland Pool closure, while all pools will be operational in fiscal year 2017.

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.

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 funded instructors who taught classes offered by the Outdoor Pool program.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

(Fiscal Year)

| | Actual | Actual | Actual | Actual | Actual |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| Number of instructional programs | 275 | 253 | 251 | 257 | 250 |
| Number of swim lesson registrations | 1,999 | 1,914 | 1,777 | 1,832 | 1,700 |

TOWN OF WEST HARTFORD

Fiscal Year 2016-2017

BUDGET IN BRIEF

LEISURE SERVICES FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|----------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Charges for Services | \$ 2,932,920 | \$ 2,912,091 | \$ 2,948,445 | \$ 2,992,328 |
| Westmoor Park Contribution | 20,000 | 20,000 | 20,000 | 20,000 |
| Miscellaneous Revenue | 34,240 | 37,950 | 33,251 | 35,400 |
| Transfer In | <u>125,000</u> | <u>25,500</u> | <u>25,500</u> | <u>250,000</u> |
| Total Revenues & Other Resources | \$ 3,112,160 | \$ 2,995,541 | \$ 3,027,196 | \$3,297,728 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|-----------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Community Programming | \$ 550,254 | \$ 568,817 | \$ 591,350 | \$ 614,957 |
| Skating Rink Services | 872,843 | 748,432 | 792,386 | 642,354 |
| Rockledge Golf Course | 1,148,254 | 1,229,791 | 1,193,066 | 1,131,348 |
| Buena Vista Golf Course | 146,305 | 153,895 | 147,818 | 149,107 |
| Cornerstone Pool Operations | 196,253 | 75,300 | 176,218 | 96,415 |
| WH Meeting & Conference Center | 67,653 | 72,225 | 70,668 | 71,796 |
| Celebrate West Hartford | <u>128,197</u> | <u>134,227</u> | <u>137,227</u> | <u>146,795</u> |
| Total Expenditures and Other Uses | \$ 3,109,759 | \$ 2,982,687 | \$ 3,108,733 | \$ 2,852,772 |

| | | | | |
|------------------------|----------|-----------|-------------|------------|
| CHANGE IN FUND BALANCE | \$ 2,401 | \$ 12,854 | (\$ 81,537) | \$ 444,956 |
|------------------------|----------|-----------|-------------|------------|

| | | | | |
|-------------------------|--------------|--------------|--------------|--------------|
| 7/1 OPERATIONAL BALANCE | (\$ 837,354) | (\$ 835,122) | (\$ 835,122) | (\$ 916,659) |
|-------------------------|--------------|--------------|--------------|--------------|

| | | | | |
|--------------------------|--------------|--------------|--------------|--------------|
| 6/30 OPERATIONAL BALANCE | (\$ 835,122) | (\$ 822,268) | (\$ 916,659) | (\$ 721,703) |
|--------------------------|--------------|--------------|--------------|--------------|

| | | | | |
|--------------------------|---------------|---------------|---------------|---------------|
| 7/1 DEBT SERVICE BALANCE | (\$1,129,331) | (\$1,129,331) | (\$1,129,331) | (\$1,129,331) |
|--------------------------|---------------|---------------|---------------|---------------|

| | | | | |
|---------------------------|---------------|---------------|---------------|--------------|
| 6/30 DEBT SERVICE BALANCE | (\$1,129,331) | (\$1,129,331) | (\$1,129,331) | (\$ 879,331) |
|---------------------------|---------------|---------------|---------------|--------------|

| | | | | |
|-------------------------|---------------|---------------|---------------|---------------|
| TOTAL 6/30 FUND BALANCE | (\$1,964,453) | (\$1,951,599) | (\$2,045,990) | (\$1,601,034) |
|-------------------------|---------------|---------------|---------------|---------------|

Fund: Leisure Services Enterprise Fund
Department: Social Services & 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>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| <u>Revenues:</u> | | | | | |
| Charges for Service | \$2,731,000 | \$2,766,000 | \$2,648,000 | \$2,865,000 | \$2,933,000 |
| Miscellaneous | 23,000 | 32,000 | 39,000 | 51,000 | 34,000 |
| TOTAL REVENUES | \$2,754,000 | \$2,798,000 | \$2,687,000 | \$2,916,000 | \$2,967,000 |
| <u>Expenses:</u> | | | | | |
| Operational | \$2,846,000 | \$2,900,000 | \$2,991,000 | \$3,065,000 | \$3,109,000 |
| TOTAL EXPENSES | \$2,846,000 | \$2,900,000 | \$2,991,000 | \$3,065,000 | \$3,109,000 |
| CONTRIBUTED CAPITAL ADJUSTMENT | -- | -- | -- | 55,000 | -- |
| TRANSFERS FROM OTHER FUNDS | 20,000 | 58,000 | 304,000 | 151,000 | 145,000 |
| OPERATING RESULTS | (\$72,000) | (\$44,000) | -- | \$57,000 | \$3,000 |
| FUND BALANCE | (\$1,980,000) | (\$2,024,000) | (\$2,024,000) | (\$1,967,000) | (\$1,964,000) |

Fund: Leisure Services Enterprise Fund**Department: Social Services & Leisure Services****REVIEW OF PERFORMANCE:**

In fiscal year 2015, the Leisure Services Enterprise Fund earned \$2,987,160 in operating revenues (inclusive of the \$20,000 contribution from Westmoor Park) with \$3,109,759 in operating expenses. The Leisure Services Fund had a net loss of approximately \$125,000 which was covered by a contribution from the General Fund. These revenues and expenditures resulted in a change in fund balance of \$2,401. This brought the fund deficit to \$1,964,453 at June 30, 2015.

FISCAL YEAR 2016 OPERATING RESULTS:

The adopted budget anticipated a surplus of \$12,854 for fiscal year 2016. While expenditures have been limited to the extent possible, a loss of \$81,537 is expected, resulting in an expected transfer from the General Fund to offset the loss.

FISCAL YEAR 2017 BUDGET:

The fiscal year 2017 budget estimates operating revenues and contribution from Westmoor Park of \$3,047,728 with expenditures of \$2,852,772, resulting in operating income of \$194,956 to offset the Fund's accumulated operational deficit. Operating results by program are detailed on the next page.

In addition, a transfer from the Debt Services Fund in the amount of \$250,000 will be used to reimburse the Leisure Services Fund for debt service payments it funded in fiscal years 2001-2004. These debt service payments were made on bonds issued to renovate Veterans Memorial Skating Rink. It is not the Town's practice to charge debt service to individual operating divisions, nor was the operating revenue earned by the Leisure Services Fund sufficient to cover these expenditures. As such, reimbursement is being made to the Leisure Services Fund from accumulated bond premium. The \$250,000 represents the first year of a five year plan to decrease the accumulated debt service deficit.

| Town of West Hartford Leisure Services Fund Operating Results by Facility FY 2016 Adopted, FY 2016 Estimated, and FY 2017 Proposed | | | | |
|---|--------------------------------|----------------------------|------------------------------|-----------------------------|
| | | <u>2016 Adopted</u> | <u>2016 Estimated</u> | <u>2017 Proposed</u> |
| Community Programming | Revenue | \$ 520,630 | \$ 592,524 | \$ 604,500 |
| | Expenditures | <u>568,817</u> | <u>591,350</u> | <u>614,957</u> |
| | Operating Income (Loss) | (48,187) | 1,174 | (10,457) |
| Veterans Skating Rink | Revenue | 883,000 | 829,581 | 834,200 |
| | Expenditures | <u>748,432</u> | <u>792,386</u> | <u>642,354</u> |
| | Operating Income (Loss) | 134,568 | 37,195 | 191,846 |
| Rockledge Golf Course | Revenue | 1,150,962 | 1,149,745 | 1,133,500 |
| | Expenditures | <u>1,229,791</u> | <u>1,193,066</u> | <u>1,131,348</u> |
| | Operating Income (Loss) | (78,829) | (43,321) | 2,152 |
| Buena Vista Golf Course | Revenue | 135,000 | 144,397 | 153,000 |
| | Expenditures | <u>153,895</u> | <u>147,818</u> | <u>149,107</u> |
| | Operating Income (Loss) | (18,895) | (3,421) | 3,893 |
| Cornerstone Aquatics | Revenue | 65,949 | 65,949 | 66,028 |
| | Expenditures | <u>75,300</u> | <u>176,218</u> | <u>96,415</u> |
| | Operating Income (Loss) | (9,351) | (110,269) | (30,387) |
| WHMCC | Revenue | 85,000 | 85,000 | 85,000 |
| | Expenditures | <u>72,225</u> | <u>70,668</u> | <u>71,796</u> |
| | Operating Income (Loss) | 12,775 | 14,332 | 13,204 |
| Celebrate! West Hartford | Revenue | 155,000 | 160,000 | 171,500 |
| | Expenditures | <u>134,227</u> | <u>137,227</u> | <u>146,795</u> |
| | Operating Income (Loss) | 20,773 | 22,773 | 24,705 |
| Total | Revenue | 2,995,541 | 3,027,196 | 3,047,728 |
| | Expenditures | <u>2,982,687</u> | <u>3,108,733</u> | <u>2,852,772</u> |
| | Operating Income (Loss) | \$ 12,854 | (\$ 81,537) | \$ 194,956 |

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 | Proposed | Percent |
| <u>Revenues:</u> | <u>2014-15</u> | <u>2015-16</u> | <u>6 Months</u> | <u>2015-16</u> | <u>2016-17</u> | <u>Change</u> |
| Charges for Services | \$2,932,920 | \$2,912,091 | \$1,706,216 | \$2,948,445 | \$2,992,328 | 2.8% |
| Westmoor Park Contribution | 20,000 | 20,000 | | 20,000 | 20,000 | |
| Miscellaneous Revenue | 34,240 | 37,950 | 21,051 | 33,251 | 35,400 | -6.7% |
| Transfer In | <u>125,000</u> | <u>25,500</u> | <u>25,500</u> | <u>25,500</u> | <u>250,000</u> | 880.4% |
| TOTAL | \$3,112,160 | \$2,995,541 | \$1,752,767 | \$3,027,196 | \$3,297,728 | 10.1% |
| <u>Expenditures:</u> | | | | | | |
| Wages & Salaries | \$1,159,341 | \$1,137,342 | \$585,166 | \$1,116,127 | \$1,156,037 | 1.6% |
| Operating Expense | 1,352,914 | 1,186,494 | 722,523 | 1,333,880 | 1,043,665 | -12.0% |
| Equipment | | 25,500 | 25,500 | 25,500 | | -100.0% |
| Fringe Benefits | <u>597,504</u> | <u>633,351</u> | <u>429,340</u> | <u>633,226</u> | <u>653,070</u> | 3.1% |
| TOTAL | \$3,109,759 | \$2,982,687 | \$1,762,529 | \$3,108,733 | \$2,852,772 | -4.4% |

| | <u>Authorized Positions</u> | | | Revised | Proposed |
|--------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Full-Time Positions: | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Director of Human & Leisure Services | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 |
| Office Operations Specialist | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 |
| Leisure Services Manager | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Skating Rink Supervisor | 1 | 1 | 1 | 1 | 1 |
| Staff Assistant | 1 | 1 | 0.5 | 0.5 | 0.35 |
| Facility Supervisor | | | 0.1 | 0.1 | 0.1 |
| Recreation Specialist | 1 | 1 | | | 1 |
| Golf Course Superintendent | 1 | 1 | 1 | 1 | 1 |
| Crew Leader | 1 | 1 | 1 | 1 | 1 |
| Grounds Maintainer | 3 | 3 | 3.2 | 3.2 | 2.4 |
| Equipment Mechanic | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| TOTAL | 9.68 | 9.68 | 8.48 | 8.48 | 8.53 |

The fiscal year 2017 Leisure Services Fund budget is reduced \$129,915 or 4.4% from the prior year. Wages and salaries reflect estimated cost-of-living and merit increases for full-time employees, as well as the reallocation of 0.05 full-time employees to the Fund based upon work performed. Operating expenses are reduced \$142,829. This reduction is attributed to the transfer of utilities expenditures related to this Fund to the General Fund. Fringe benefits increase \$19,719 due to increased pension and risk costs for employees allocated to this fund.

Fund: Leisure Services Enterprise Fund
Department: Social Services & Leisure Services

SUMMARY OF EXPENDITURES BY PROGRAM

| <u>Program</u> | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
|-----------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| Community Programming | \$ 550,254 | \$568,817 | \$413,247 | \$ 591,350 | \$ 614,957 | 8.1% |
| Skating Rink Services | 872,843 | 748,432 | 457,023 | 792,386 | 642,354 | -14.2% |
| Rockledge Golf Course | 1,148,254 | 1,229,791 | 720,105 | 1,193,066 | 1,131,348 | -8.0% |
| Buena Vista Golf Course | 146,305 | 153,895 | 79,549 | 147,818 | 149,107 | -3.1% |
| Cornerstone Pool Operations | 196,253 | 75,300 | 36,223 | 176,218 | 96,415 | 28.0% |
| WH Meeting & CC | 67,653 | 72,225 | 32,366 | 70,668 | 71,796 | -0.6% |
| Celebrate West Hartford | <u>128,197</u> | <u>134,227</u> | <u>24,016</u> | <u>137,227</u> | <u>146,795</u> | 9.4% |
| TOTAL | \$3,109,759 | \$2,982,687 | \$1,762,529 | \$3,108,733 | \$2,852,772 | -4.4% |

PROGRAM PERFORMANCE MEASURES & INDICATORS

| | (Fiscal Year) | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| | <u>Actual 2011</u> | <u>Actual 2012</u> | <u>Actual 2013</u> | <u>Actual 2014</u> | <u>Actual 2015</u> |
| Total number of instructional programs offered | 3,063 | 2,928 | 2,835 | 2,946 | 2,943 |
| Total number of instructional program registrations for all programs | 30,415 | 30,326 | 29,974 | 28,688 | 28,727 |
| Value of subsidized use of recreational facilities | \$363,506 | \$361,157 | \$367,193 | \$371,167 | \$371,611 |
| Public session attendance at Skating Rink | 26,080 | 23,385 | 25,056 | 25,276 | 23,798 |
| Number of golf rounds – Rockledge | 43,527 | 46,808 | 44,863 | 45,042 | 43,106 |
| Number of golf rounds – Buena Vista | 14,164 | 14,444 | 14,258 | 15,406 | 16,094 |

ANNUAL BUDGET 2016-2017

Fund: Leisure Services Enterprise Fund
Department: Social Services & Leisure Services

SUMMARY OF EXPENDITURES

| | Actual | Adopted | Actual | Estimated | Proposed | Percent |
|------------------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------|----------------------|
| | <u>2014-15</u> | <u>2015-16</u> | <u>6 Months</u> | <u>2015-16</u> | <u>2016-17</u> | <u>Change</u> |
| Regular Payroll | \$596,186 | \$602,045 | \$277,511 | \$586,535 | \$611,319 | 1.5% |
| Temporary Payroll | 491,191 | 478,629 | 277,634 | 468,702 | 482,365 | 0.8% |
| Overtime | 71,707 | 56,668 | 29,913 | 60,831 | 62,353 | 10.0% |
| Education Premium Pay | 257 | | 108 | 59 | | |
| Office Expense | 23,844 | 22,064 | 13,687 | 26,759 | 21,275 | -3.6% |
| Dues and Travel | 6,536 | 6,584 | 4,414 | 7,655 | 8,195 | 24.5% |
| Training | 304 | | | | | |
| Advertising | 50,402 | 57,945 | 25,638 | 54,836 | 56,875 | -1.8% |
| Professional Services | 61,730 | 66,100 | 51,067 | 66,100 | 51,847 | -21.6% |
| Contractual Services | 72,458 | 71,350 | 47,069 | 69,600 | 79,950 | 12.1% |
| Printing/Binding Services | 4,195 | 7,650 | 2,358 | 5,296 | 8,300 | 8.5% |
| Office Equipment | 8,575 | 7,956 | 4,661 | 8,266 | 7,956 | |
| Uniforms & Laundry | 4,413 | 4,498 | 5,165 | 6,508 | 6,098 | 35.6% |
| General Contributions | 887 | | | | | |
| Utilities | 350,812 | 187,735 | 93,949 | 287,735 | | -100.0% |
| Telecommunications | 9,862 | 11,153 | 4,581 | 11,153 | 11,153 | |
| Building Maintenance | 53,122 | 44,624 | 16,262 | 41,624 | 44,624 | |
| Vehicles & Equipment Expense | 26,042 | 27,600 | 11,977 | 22,461 | 24,900 | -9.8% |
| Operating Expense - Misc. | 72,497 | 73,714 | 62,388 | 73,714 | 68,714 | -6.8% |
| Grounds Maintenance | 90,831 | 82,464 | 37,655 | 73,567 | 82,464 | |
| Depreciation | 23,786 | 32,707 | | 26,093 | 26,093 | -20.2% |
| Merchandise for Resale | 34,603 | 38,100 | 15,191 | 32,100 | 33,100 | -13.1% |
| Maintenance & Repairs | 43,867 | 51,100 | 39,873 | 65,176 | 51,100 | |
| Recreational Supplies | 44,556 | 37,650 | 28,497 | 33,944 | 42,950 | 14.1% |
| Recreational Contractual | 304,243 | 279,600 | 254,071 | 341,496 | 336,750 | 20.4% |
| Special Events | 30,010 | 39,000 | 100 | 39,000 | 40,016 | 2.6% |
| Town Assistance | 1,473 | 2,900 | 3,920 | 4,797 | 2,900 | |
| Rental/Leases | 33,866 | 34,000 | | 36,000 | 38,405 | 13.0% |
| Operating Equipment | | 21,000 | 21,000 | 21,000 | | -100.0% |
| Vehicles | | 4,500 | 4,500 | 4,500 | | -100.0% |
| Social Security | 51,747 | 57,960 | 29,419 | 57,836 | 59,666 | 2.9% |
| Pension | 226,706 | 224,451 | 224,451 | 224,451 | 249,772 | 11.3% |
| Risk Management Expense | <u>319,051</u> | <u>350,940</u> | <u>175,470</u> | <u>350,939</u> | <u>343,632</u> | -2.1% |
| TOTAL | \$3,109,759 | \$2,982,687 | \$1,762,529 | \$3,108,733 | \$2,852,772 | -4.4% |

TOWN OF WEST HARTFORD

Fiscal Year 2016-2017

BUDGET IN BRIEF

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|--------------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Community Development Block Grant | \$1,014,734 | \$ 696,863 | \$1,164,331 | \$ 699,003 |
| Prior Year Carryover | | 467,468 | | |
| Total Revenues & Other Resources | \$1,014,734 | \$1,164,331 | \$1,164,331 | \$ 699,003 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---|---------------------|----------------------|------------------------|-----------------------|
| Housing Services | \$ 291,896 | \$ 296,720 | \$ 296,720 | \$ 311,439 |
| Public Service & CDBG Administration | 722,838 | 867,611 | 867,611 | 387,564 |
| Total Expenditures & Other Uses | \$1,014,734 | \$1,164,331 | \$1,164,331 | \$ 699,003 |

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

Fund: Community Development Block Grant Fund
Department: Social Services & 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 Social Services and 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>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| <u>Revenues:</u> | | | | | |
| Intergovernmental | \$844,000 | \$904,000 | \$599,000 | \$539,000 | \$1,014,734 |
| TOTAL REVENUES | \$844,000 | \$904,000 | \$599,000 | \$539,000 | \$1,014,734 |
| <u>Expenditures:</u> | | | | | |
| Grant Activities | 844,000 | 904,000 | 599,000 | 539,000 | 1,014,734 |
| TOTAL EXPENDITURES | \$844,000 | \$904,000 | \$599,000 | \$539,000 | \$1,014,734 |
| OPERATING RESULTS | -- | -- | -- | -- | -- |
| FUND BALANCE | -- | -- | -- | -- | -- |

| | | | | | |
|---------------------------|-------------------|-------------------|-----------------|-----------------|-----------------|
| CDBG HOUSING REHAB | | | | | |
| FUND BALANCE | (\$39,000) | (\$35,000) | \$54,000 | \$54,000 | \$21,000 |

| | | | | | |
|----------------------|-------------------|-------------------|-----------------|-----------------|-----------------|
| COMBINED FUND | (\$39,000) | (\$35,000) | \$54,000 | \$54,000 | \$21,000 |
| BALANCE | | | | | |

Fund: Community Development Block Grant Fund

Department: Social Services & 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 2016 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 2017 BUDGET

The grant entitlement award for fiscal year 2017 is \$874,003, an increase of \$27,140 from the prior year. Of this total, \$387,564 is budgeted in the CDBG Fund for: CDBG Administration (\$141,174), Public Facility Improvements (\$116,500), Hillcrest Outreach (\$79,269) and Volunteer Services (\$50,621). In addition, \$311,439 is budgeted in the Community Services Department for Housing Rehabilitation Administration and Code Enforcement, and \$175,000 is budgeted in the CDBG-Housing Rehabilitation Fund.

| Community Block Grant Entitlement | | | FY 2017 |
|--|--------------------------|------------------------------|------------------------|
| <u>Fund</u> | <u>Department</u> | <u>Program</u> | <u>Proposed</u> |
| CDBG (Fund 13) | Community Services | Housing Rehab Administration | \$161,439 |
| CDBG (Fund 13) | Community Services | Code Enforcement | 150,000 |
| CDBG - Housing Rehab (Fund 14) | Community Services | Housing Rehabilitation | 175,000 |
| CDBG (Fund 13) | Social & Leisure | Hillcrest Outreach | 79,269 |
| CDBG (Fund 13) | Social & Leisure | Volunteer Services | 50,621 |
| CDBG (Fund 13) | Social & Leisure | Public Facility Improvements | 116,500 |
| CDBG (Fund 13) | Social & Leisure | CDBG Administration | <u>141,174</u> |
| | | TOTAL | \$874,003 |

ANNUAL BUDGET 2016-2017

Fund: Community Development Block Grant Fund

Department: Social Services & Leisure Services

SUMMARY OF EXPENDITURES BY PROGRAM

| <u>Program</u> | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
|------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| CDGB – Administration | \$168,058 | \$146,640 | \$93,811 | \$148,993 | \$141,174 | -3.7% |
| Hillcrest Outreach | 70,061 | 85,868 | 36,703 | 85,675 | 79,269 | -7.7% |
| Volunteer Services | 46,238 | 50,015 | 22,391 | 47,855 | 50,621 | 1.2% |
| Public Facility Improvements | <u>438,481</u> | <u>585,088</u> | <u>83,293</u> | <u>585,088</u> | <u>116,500</u> | -80.1% |
| Total Public Services | \$722,838 | \$867,611 | \$236,198 | \$867,611 | \$387,564 | -55.3% |

SUMMARY OF EXPENDITURES

| <u>Expenditures</u> | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
|------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| Regular Payroll | \$92,840 | \$95,620 | \$45,503 | \$98,168 | \$91,142 | -4.7% |
| Temporary Payroll | 60,180 | 72,910 | 32,992 | 68,750 | 72,016 | -1.2% |
| Education Premium Pay | 48 | | 20 | 20 | | |
| Office Expense | 1,081 | 1,075 | 341 | 1,160 | 1,075 | |
| Dues and Travel | 80 | 300 | | 300 | 100 | -66.7% |
| Training | | 300 | 100 | 300 | 300 | |
| Advertising | 902 | 1,500 | 900 | 1,544 | 1,500 | |
| Professional Services | 31,000 | | | | | |
| Printing/Binding Services | 58 | 230 | | 230 | 230 | |
| General Contributions | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | |
| Utilities | 2,913 | 3,800 | 1,416 | 3,450 | 3,850 | 1.3% |
| Telecommunications | 541 | 830 | 87 | 830 | 830 | |
| Building Maintenance | 874 | 1,000 | 587 | 2,874 | 1,800 | 80.0% |
| Grounds Maintenance | 1,500 | 4,605 | | 4,600 | 1,600 | -65.3% |
| Special Events | 5,145 | 5,950 | 307 | 5,894 | 2,450 | -58.8% |
| Rental/Leases | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | |
| Social Security | 8,665 | 7,977 | 4,040 | 7,977 | 6,973 | -12.6% |
| Pension | 29,976 | 32,799 | 32,799 | 32,799 | 34,033 | 3.8% |
| Risk Management Expense | 34,554 | 39,627 | 19,813 | 39,627 | 39,165 | -1.2% |
| Transfer Out | <u>438,481</u> | <u>585,088</u> | <u>83,293</u> | <u>585,088</u> | <u>116,500</u> | -80.1% |
| Total Public Services | \$722,838 | \$867,611 | \$236,198 | \$867,611 | \$387,564 | -55.3% |

| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
|--------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| Full-Time Positions: | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</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 | 0.37 |
| Community Partnership Manager | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 |
| Human Services Manager | 0.05 | 0.05 | 0.05 | 0.05 | |
| Senior Staff Assistant | <u>0.10</u> | <u>0.10</u> | <u>0.10</u> | <u>0.10</u> | <u>0.10</u> |
| TOTAL | 1.00 | 1.00 | 1.00 | 1.00 | 0.92 |

TOWN OF WEST HARTFORD

Fiscal Year 2016-2017

BUDGET IN BRIEF

WESTMOOR PARK FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|----------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Charges for Services | \$ 281,842 | \$ 287,000 | \$ 291,163 | \$ 307,800 |
| Trust Income | 369,328 | 367,659 | 367,659 | 365,000 |
| Interest Income | 1,531 | 1,600 | 1,000 | 1,500 |
| Miscellaneous Revenue | <u>9,842</u> | <u>4,000</u> | <u>36,000</u> | <u>8,000</u> |
| Total Revenues & Other Resources | \$ 662,543 | \$ 660,259 | \$ 695,822 | \$ 682,300 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Park Operations | \$ 453,957 | \$ 538,390 | \$ 548,655 | \$ 433,220 |
| Park Programs | 87,993 | 114,940 | 114,440 | 118,833 |
| Park Summer Camp | <u>102,653</u> | <u>130,491</u> | <u>131,660</u> | <u>115,535</u> |
| Total Expenditures & Other Uses | \$ 644,603 | \$ 783,821 | \$ 794,755 | \$ 667,588 |

| | | | | |
|------------------------|------------|--------------|-------------|------------|
| CHANGE IN FUND BALANCE | \$ 17,940 | (\$ 123,562) | (\$ 98,933) | \$ 14,712 |
| BEGINNING BALANCE | \$ 496,809 | \$ 514,749 | \$ 514,749 | \$ 415,816 |
| ENDING BALANCE | \$ 514,749 | \$ 391,187 | \$ 415,816 | \$ 430,528 |

Fund: Westmoor Park Fund
Department: Social Services & 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>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| <u>Revenues:</u> | | | | | |
| Charges for Services | \$216,000 | \$194,000 | \$224,000 | \$260,000 | \$292,000 |
| Interest Income | 1,000 | 1,000 | 2,000 | 1,000 | 2,000 |
| Trust Income | 318,000 | 313,000 | 349,000 | 368,000 | 369,000 |
| TOTAL REVENUES | \$535,000 | \$508,000 | \$575,000 | \$629,000 | \$663,000 |
| <u>Expenditures:</u> | | | | | |
| Operational | \$512,000 | \$525,000 | \$575,000 | \$658,000 | \$645,000 |
| TOTAL EXPENDITURES | \$512,000 | \$525,000 | \$575,000 | \$658,000 | \$645,000 |
| TRANSFERS TO OTHER FUNDS | (\$28,000) | (\$28,000) | -- | -- | -- |
| OPERATING RESULTS | (\$5,000) | (\$45,000) | -- | (\$29,000) | \$18,000 |
| FUND BALANCE | \$571,000 | \$526,000 | \$526,000 | \$497,000 | \$515,000 |

Fund: Westmoor Park Fund
Department: Social Services & 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 four of the five years presented. Fund balance at June 30, 2015 was increased to \$514,749.

FISCAL YEAR 2016 OPERATING RESULTS

The fund is expected to generate revenues of \$695,822 with corresponding expenditures of \$794,755 (inclusive of \$100,000 appropriated for capital improvements), resulting in a reduction to fund balance of \$98,933. Fund balance at June 30, 2016 will be approximately \$415,816.

FISCAL YEAR 2017 BUDGET

The fiscal year 2017 budget anticipates revenues of \$682,300 with corresponding expenditures of \$667,588, resulting in a \$14,712 increase to fund balance. Revenues from programs and trust income are projected to remain strong.

| PROGRAM PERFORMANCE MEASURES & INDICATORS | | | | | |
|--|--|--|--|--|--|
| | (Fiscal Year) | | | | |
| | <u>Actual</u> <u>2011</u> | <u>Actual</u> <u>2012</u> | <u>Actual</u> <u>2013</u> | <u>Actual</u> <u>2014</u> | <u>Actual</u> <u>2015</u> |
| Number of instructional programs | 737 | 586 | 536 | 485 | 517 |
| Number of instructional program registrations | 10,718 | 10,769 | 9,614 | 7,890 | 8,165 |
| Number of Group tours/birthday parties | 208 | 163 | 125 | 122 | 145 |
| Program attendance-public classes/services | 6,376 | 6,471 | 6,291 | 6,136 | 5,112 |
| Program attendance-groups attending | 9,155 | 9,398 | 8,194 | 6,853 | 6,403 |

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 | Proposed | Percent |
| <u>Revenues:</u> | <u>2014-15</u> | <u>2015-16</u> | <u>6 Months</u> | <u>2015-16</u> | <u>2016-17</u> | <u>Change</u> |
| Charges for Services | \$281,842 | \$287,000 | \$ 91,226 | \$291,163 | \$307,800 | 7.2% |
| Trust Income | 369,328 | 367,659 | 118,924 | 367,659 | 365,000 | -0.7% |
| Interest Income | 1,531 | 1,600 | 511 | 1,000 | 1,500 | -6.3% |
| Miscellaneous Revenue | <u>9,842</u> | <u>4,000</u> | <u>33,374</u> | <u>36,000</u> | <u>8,000</u> | 100.0% |
| TOTAL | \$662,543 | \$660,259 | \$244,035 | \$695,822 | \$682,300 | 3.3% |
| <u>Expenditures:</u> | | | | | | |
| Wages & Salaries | \$334,392 | \$325,900 | \$177,628 | \$333,052 | \$348,347 | 6.9% |
| Operating Expense | 129,050 | 135,603 | 66,403 | 139,804 | 123,749 | -8.7% |
| Fringe Benefits | <u>181,161</u> | <u>322,318</u> | <u>223,004</u> | <u>321,899</u> | <u>195,492</u> | -39.3% |
| TOTAL | \$644,603 | \$783,821 | \$467,035 | \$794,755 | \$667,588 | -14.8% |

| | <u>Authorized Positions</u> | | | Revised | Proposed |
|------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <u>Full-Time Positions:</u> | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Park Naturalist | 1 | 1 | 1 | 1 | 1 |
| Assistant Park Naturalist | 1 | 1 | 1 | 1 | 1 |
| Grounds Maintainer | 0.33 | 0.33 | 0.2 | 0.2 | |
| Parks and Facility Supervisor | — | — | <u>0.1</u> | <u>0.1</u> | <u>0.1</u> |
| TOTAL | 2.33 | 2.33 | 2.3 | 2.3 | 2.1 |

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2017 Westmoor Park Fund budget reflects revenue of \$682,300 with corresponding expenditures totaling \$667,588. In total, expenditures are reduced \$116,233. Wages and salaries increase \$22,447 due to anticipated cost-of-living and merit increases and increased temporary payroll, offset by the reallocation of 20% of a Grounds Maintainer position. Operating expenses decrease slightly from the prior year, based upon experience and anticipated needs. Fringe benefits decrease due to a transfer out budgeted in fiscal year 2016 for barn restoration (\$100,000) which is eliminated for fiscal year 2017, as well as a reduction in risk costs due to fewer full-time personnel.

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 2017, this amount is estimated to be \$365,000. In accordance with the Hunter Trust, if revenues exceed annual operating costs, the surplus remains in the Westmoor Park Fund.

ANNUAL BUDGET 2016-2017

Fund: Westmoor Park Fund

Department: Social Services & Leisure Services

SUMMARY OF EXPENDITURES

| <u>Expenditures</u> | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------------------|---|--|--|--|---|---|
| Regular Payroll | \$141,616 | \$153,777 | \$63,378 | \$148,297 | \$146,309 | -4.9% |
| Temporary Payroll | 188,883 | 170,723 | 114,118 | 183,704 | 200,938 | 17.7% |
| Overtime | 3,893 | 1,400 | 132 | 1,051 | 1,100 | -21.4% |
| Office Expense | 3,710 | 4,900 | 698 | 3,900 | 4,200 | -14.3% |
| Dues and Travel | 445 | 700 | | 700 | 700 | |
| Training | 1,131 | 1,800 | | | 1,200 | -33.3% |
| Advertising | 9,368 | 7,200 | 2,460 | 6,200 | 5,200 | -27.8% |
| Professional Services | 18,505 | 11,000 | 6,039 | 11,000 | 12,000 | 9.1% |
| Contractual Services | 5,437 | 5,700 | 3,922 | 5,500 | 5,700 | |
| Printing/Binding Services | 768 | 700 | 443 | 800 | 500 | -28.6% |
| Office/Minor Equipment | 1,398 | 3,000 | | 2,000 | 2,000 | -33.3% |
| Miscellaneous Admin. Expense | 207 | 800 | | 800 | 800 | |
| Utilities | 17,827 | 18,903 | 9,451 | 18,903 | 16,749 | -11.4% |
| Telecommunications | 1,817 | 1,600 | 521 | 1,800 | 1,800 | 12.5% |
| Building Maintenance | 24,497 | 45,500 | 20,674 | 49,000 | 39,000 | -14.3% |
| Vehicles & Equipment Expense | 3,692 | 3,700 | 599 | 2,400 | 2,500 | -32.4% |
| Operating Expense – Miscellaneous | 676 | 500 | 80 | 200 | 500 | |
| Grounds Maintenance | 5,916 | 5,000 | 2,026 | 5,000 | 5,500 | 10.0% |
| Merchandise for Resale | 88 | 500 | 128 | 500 | 500 | |
| Maintenance & Repairs | 3,891 | 4,000 | 1,958 | 3,700 | 4,000 | |
| Miscellaneous Supplies | 8,102 | 5,000 | 1,796 | 4,700 | 4,200 | -16.0% |
| Recreational Supplies | 4,505 | 4,000 | 4,415 | 5,300 | 3,600 | -10.0% |
| Recreational Contractual | 5,073 | 4,000 | 2,379 | 5,000 | 5,000 | 25.0% |
| Insured Program Expenses | 9,196 | 7,000 | 6,013 | 9,500 | 8,000 | 14.3% |
| Rental/Leases | 2,801 | | 2,801 | 2,801 | | |
| Library Materials | | 100 | | 100 | 100 | |
| Social Security | 12,949 | 15,195 | 7,157 | 15,195 | 17,083 | 12.4% |
| Pension | 47,952 | 52,885 | 52,885 | 52,885 | 54,502 | 3.1% |
| Risk Management Expense | 91,945 | 125,923 | 62,962 | 125,923 | 95,592 | -24.1% |
| Transfers Out | <u>28,315</u> | <u>128,315</u> | <u>100,000</u> | <u>127,896</u> | <u>28,315</u> | -77.9% |
| Total Department | \$644,603 | \$783,821 | \$467,035 | \$794,755 | \$667,588 | -14.8% |

DEPARTMENT: SOCIAL SERVICES & LEISURE SERVICES

FULL-TIME POSITION SCHEDULE

| POSITION | Authorized Positions | | | Revised 2015-16 | Proposed 2016-17 |
|---------------------------------------|----------------------|--------------|--------------|--------------------|---------------------|
| | 2013-14 | 2014-15 | 2015-16 | | |
| <u>GENERAL FUND</u> | | | | | |
| Director of Human & Leisure Services | 0.85 | 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 | 1 |
| Social Worker | 2 | 2 | 2 | 2 | 2 |
| Leisure Services Manager | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Facility Supervisor | 2 | 2 | 2.8 | 2.8 | 2.8 |
| Program Supervisor | 1 | 1 | 1 | 1 | 1 |
| Executive Assistant | 1 | 1 | 1 | 1 | 1 |
| Grounds Maintainer | 0.67 | 0.67 | 0.6 | 0.6 | 0.6 |
| Senior Staff Assistant | 0.9 | 0.9 | 0.9 | 0.9 | 0.9 |
| Staff Assistant | | | 0.5 | 0.5 | 0.65 |
| Neighborhood Resource Coordinator | 0.6 | 0.6 | 0.6 | 0.6 | 0.63 |
| Community Partnerships Manager | <u>0.6</u> | <u>0.6</u> | <u>0.6</u> | <u>0.6</u> | <u>0.6</u> |
| TOTAL GENERAL FUND | 11.99 | 11.99 | 13.22 | 13.22 | 13.45 |
| <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 | 0.37 |
| Community Partnerships Manager | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 |
| Human Services Manager | 0.05 | 0.05 | 0.05 | 0.05 | |
| Volunteer Coordinator | | | | | |
| 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 | 1.0 | 1.0 | 1.0 | 1.0 | 0.92 |
| <u>LEISURE SERVICES FUND</u> | | | | | |
| Director of Human & Leisure Services | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 |
| Office Operations Specialist | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 |
| Leisure Services Manager | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Skating Rink Supervisor | 1 | 1 | 1 | 1 | 1 |
| Staff Assistant | 1 | 1 | 0.5 | 0.5 | 0.35 |
| Facility Supervisor | | | 0.1 | 0.1 | 0.1 |
| Recreation Specialist | 1 | 1 | | | |
| Golf Course Superintendent | 1 | 1 | 1 | 1 | 1 |
| Crew Leader | 1 | 1 | 1 | 1 | 1 |
| Grounds Maintainer | 3 | 3 | 3.2 | 3.2 | 3.4 |
| Equipment Mechanic | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| TOTAL LEISURE SERVICES FUND | 9.68 | 9.68 | 8.48 | 8.48 | 8.53 |

ANNUAL BUDGET 2016-2017

DEPARTMENT: SOCIAL SERVICES & LEISURE SERVICES (continued)

| POSITION | Authorized Positions | | | Revised 2015-16 | Proposed 2016-17 |
|--|----------------------|---------|------------|--------------------|---------------------|
| | 2013-14 | 2014-15 | 2015-16 | | |
| <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 | 0.2 | 0.2 | |
| Facility Supervisor | — | — | <u>0.1</u> | <u>0.1</u> | <u>0.1</u> |
| TOTAL WESTMOOR PARK FUND | 2.33 | 2.33 | 2.3 | 2.3 | 2.1 |
| TOTAL SOCIAL SERVICES & LEISURE SERVICES DEPARTMENT | 25 | 25 | 25 | 25 | 25 |

DEPARTMENT OF LIBRARY SERVICES

MISSION

The mission of Library Services is to encourage and enable all residents to explore, learn and connect to the world around them.

| BUDGET SUMMARY | | | | | | |
|---------------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| DEPARTMENT OF LIBRARY SERVICES | | | | | | |
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| <u>Revenues:</u> | | | | | | |
| Intergovernmental Revenues | \$ 1,158 | \$ 1,000 | \$ | \$ 1,000 | \$ 1,000 | |
| Fines & Forfeitures | <u>61,621</u> | <u>65,000</u> | <u>27,409</u> | <u>65,000</u> | <u>65,000</u> | |
| TOTAL | \$62,779 | \$66,000 | \$27,409 | \$66,000 | \$66,000 | |
| <u>Expenditures:</u> | | | | | | |
| Wages & Salaries | \$2,426,560 | \$2,559,954 | \$1,125,145 | \$2,539,107 | \$2,582,283 | 0.9% |
| Operating Expense | 615,305 | 654,187 | 377,241 | 649,187 | 649,187 | -0.8% |
| Social Security | <u>170,336</u> | <u>184,235</u> | <u>81,455</u> | <u>179,248</u> | <u>180,816</u> | -1.9% |
| TOTAL | \$3,212,201 | \$3,398,376 | \$1,583,841 | \$3,367,542 | \$3,412,286 | 0.4% |

| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
|------------------------------------|-----------------------------|----------------|----------------|----------------------------------|-----------------------------------|
| <u>Full-Time Positions:</u> | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | | |
| 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

With locations in each of the Town's three primary business centers, the West Hartford Libraries create opportunities for learning and connecting at town facilities every day, and online 24/7. The libraries support, on average, over 4,500 customer service interactions each day. The West Hartford Libraries have long gone beyond the traditional borrowing and lending of materials, research assistance, and programs for every age. Residents now also enjoy computer access, downloadable movies, music, books and magazines, current event and book discussions, conversation groups for speakers of other languages, writers' workshops, and a wide variety of online learning opportunities – all for free with a West Hartford Library card!

Focused priorities for Library Services in fiscal year 2017 include:

- adding programs for all ages in all libraries developed around a common theme;
- implementing integrated services and resources for greater impact and efficiency across the library system; and
- conducting detailed community analysis to better direct outreach and overall services.

The budget for fiscal year 2017 reflects an increase of \$13,910 or 0.4% over the fiscal year 2016 budget. Wages and salaries reflect contractual merit increases and cost-of-living adjustments. In addition, temporary payroll is increased to fund minimum wage and other wage increases, and the addition of Lincoln's birthday as an operating day for the libraries (approximately \$4,000). Operating expense is reduced in fiscal year 2017, compared to fiscal year 2016 due to a \$5,000 reduction in telecommunications. The reduction in social security is consistent with changes to wages and salaries and part-time staff participating in the Social Security Alternative Program.

COST CENTER: MANAGEMENT DIVISION

SUMMARY OF REVENUES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|--------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Library Grant | \$ 1,158 | \$ 1,000 | \$ | \$ 1,000 | \$ 1,000 | |
| Adult Library Fines | 47,650 | 50,000 | 22,122 | 50,000 | 50,000 | |
| Children's Library Fines | 8,069 | 8,000 | 3,238 | 8,000 | 8,000 | |
| Lost Material Payment | <u>5,902</u> | <u>7,000</u> | <u>2,049</u> | <u>7,000</u> | <u>7,000</u> | |
| TOTAL | \$62,779 | \$66,000 | \$27,409 | \$66,000 | \$66,000 | |

SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|---------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Regular Payroll | \$281,298 | \$280,445 | \$111,807 | \$270,001 | \$274,300 | -2.2% |
| Temporary Payroll | 43,576 | 56,533 | 19,728 | 56,533 | 57,805 | 2.3% |
| Overtime | | 878 | | 878 | 880 | 0.2% |
| Education Premium Pay | 780 | 780 | 325 | 780 | 780 | |
| Office Expense | 13,728 | 21,650 | 5,194 | 21,650 | 21,650 | |
| Dues and Travel | 2,181 | 3,220 | 1,237 | 3,220 | 3,570 | 10.9% |
| Professional Services | 3,091 | 3,500 | 1,385 | 3,500 | 3,500 | |
| Contractual Services | 1,021 | 1,200 | 440 | 1,200 | 1,200 | |
| Printing/Binding Services | 594 | 1,000 | | 1,000 | 1,000 | |
| Office Equipment | 820 | 2,750 | 115 | 2,750 | 2,400 | -12.7% |
| Telecommunications | 7,710 | 15,000 | 1,599 | 10,000 | 10,000 | -33.3% |
| Rental/Leases | | 5,000 | | 5,000 | 5,500 | 10.0% |
| Social Security | <u>21,814</u> | <u>25,461</u> | <u>10,248</u> | <u>23,523</u> | <u>23,906</u> | -6.1% |
| TOTAL | \$376,613 | \$417,417 | \$152,078 | \$400,035 | \$406,491 | -2.6% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
|------------------------------|-----------------------------|----------------|----------------|----------------------------------|-----------------------------------|
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | | |
| Director of Library Services | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | | | | |
| Office Operations Specialist | | 1 | 1 | 1 | 1 |
| Librarian II | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| TOTAL | 3 | 3 | 3 | 3 | 3 |

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, provide marketing materials for library programs, process bills and prepare budget documents and reports for the Town and for the Library Board, which is charged with the oversight of library operations. Administrative staff also oversee the physical plants of all three library locations in cooperation with the Plant and Facilities Services department. With the Library Board, the Director proposes and reviews policies for the 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 Programs and Publicity Librarian. This account is reduced consistent with turnover in staffing.

Temporary Payroll: Temporary payroll maintains existing staff levels. A Library Assistant provides staffing for administration and the communications team. A Graphic Designer 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 wage rate increases (including those attributed to minimum wage legislation) and the cost of operating the libraries on Lincoln's birthday.

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. The increase in this account is offset by a reduction to office equipment.

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.

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. This line is reduced consistent with experience.

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 and is adjusted to reflect participation in the Social Security Alternative Program.

| PROGRAM PERFORMANCE MEASURES & INDICATORS | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| | (Fiscal Year) | | | | |
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> |
| | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| <u>Library Customer Services:</u> | | | | | |
| Customer Attendance* | 511,325 | 536,902 | 520,340 | 510,489 | 470,676 |
| Number of Library Loans | 805,609 | 812,179 | 834,003 | 856,721 | 839,025 |
| Loans per Capita | 12.4 | 12.9 | 13.2 | 13.5 | 13.3 |
| Computer Use** | 82,726 | 93,158 | 90,440 | 94,436 | 134,400 |
| Reference Inquiries | 72,747 | 77,134 | 66,085 | 54,345 | 86,588 |
| Electronic Information Retrievals | 370,881 | 361,447 | 527,569 | 341,668 | 370,292 |
| Visitors to library website*** | 427,548 | 415,858 | 497,272 | 481,513 | 391,619 |

* The FY 2015 increase in downloadable circulation corresponds to lower attendance because patrons can check out materials from home.

** Prior to FY 2015 computer use was reported in hours. Beginning in FY 2015 it is reported in sessions.

*** Beginning in FY 2015 the library's website is no longer pre-programmed to be the default display on library computers.

COST CENTER: TECHNICAL SERVICES DIVISION
SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Regular Payroll | \$256,949 | \$282,888 | \$130,042 | \$286,241 | \$295,007 | 4.3% |
| Temporary Payroll | 162,686 | 157,555 | 79,373 | 157,555 | 165,705 | 5.2% |
| Office Expense | 24,266 | 22,500 | 11,038 | 22,500 | 22,500 | |
| Dues and Travel | 287 | 480 | | 480 | 480 | |
| Information Technology | 8,729 | 5,000 | 4,735 | 5,000 | 5,000 | |
| Rental/Leases | 27,258 | 29,925 | 18,448 | 29,925 | 29,925 | |
| Social Security | <u>30,092</u> | <u>30,886</u> | <u>15,298</u> | <u>31,136</u> | <u>31,403</u> | 1.7% |
| TOTAL | \$510,267 | \$529,234 | \$258,934 | \$532,837 | \$550,020 | 3.9% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
|--------------------|-----------------------------|----------------|----------------|----------------------------------|-----------------------------------|
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | | |
| Librarian III | 1 | 1 | 1 | 1 | 1 |
| Librarian II | | | | 1 | 1 |
| Librarian I | 1 | 1 | 1 | | |
| Library Specialist | 1 | 1 | 2 | 2 | 2 |
| Library Assistant | <u>1</u> | <u>1</u> | <u>-</u> | <u>-</u> | <u>-</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 Automated (IT) and Technical Services (cataloging and materials processing) and directly oversees the work of the part-time computer technicians. The Librarian II directs the work of materials processing, including supervision of the Library Specialists and part-time catalogers. The budget increases in this account are attributed to anticipated merit increases and cost of living adjustments.

Temporary Payroll: There are 15 part-time positions (4.5 FTEs) 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 minimum wage legislation, other wage increases and an additional day of operation (Lincoln's birthday).

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.

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 | <u>3,150</u> | <u>4,000</u> |
| 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>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| Regular Payroll | \$211,492 | \$229,579 | \$ 109,365 | \$229,579 | \$239,742 | 4.4% |
| Temporary Payroll | 92,515 | 117,579 | 41,129 | 117,579 | 121,446 | 3.3% |
| Overtime | 2,134 | 532 | 970 | 1,002 | 535 | 0.6% |
| Education Premium Pay | 2,040 | 2,040 | 850 | 2,040 | 2,040 | |
| Office Expense | 1,350 | 2,750 | 1,579 | 2,750 | 2,750 | |
| Dues and Travel | 150 | 350 | 110 | 350 | 350 | |
| Rental/Leases | 9,500 | 9,500 | 9,500 | 9,500 | 9,500 | |
| Social Security | <u>21,955</u> | <u>24,200</u> | <u>10,633</u> | <u>24,200</u> | <u>24,916</u> | 3.0% |
| TOTAL | \$341,136 | \$386,530 | \$174,136 | \$387,000 | \$401,279 | 3.8% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
|-------------------|-----------------------------|----------------|----------------|----------------|-----------------|
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Librarian II | | | | 1 | 1 |
| Librarian I | 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 II 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 2017 relates to anticipated merit and cost-of-living increases for eligible employees.

Temporary Payroll: There are currently 12 part-time positions (1.9 FTEs) and 8 page positions (2.4 FTEs) 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, other wage increases, and an additional day of operation (Lincoln's birthday).

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.

COST CENTER: PUBLIC SERVICES

| SUMMARY OF EXPENDITURES | | | | | | |
|--------------------------------|---|--|--|--|---|---|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Regular Payroll | \$235,806 | \$255,631 | \$ 92,428 | \$215,953 | \$238,991 | -6.5% |
| Temporary Payroll | 110,863 | 117,675 | 54,091 | 117,672 | 119,354 | 1.4% |
| Overtime | 2,157 | 3,431 | 409 | 3,431 | 2,000 | -41.7% |
| Office Expense | 2,371 | 4,000 | 225 | 4,000 | 4,000 | |
| Dues and Travel | 485 | 550 | | 550 | 550 | |
| Professional Services | | 500 | | 500 | 200 | -60.0% |
| Rental/Leases | 22,749 | 22,250 | 22,000 | 22,250 | 21,750 | -2.2% |
| Library Materials | 276,180 | 270,158 | 161,082 | 270,158 | 270,158 | |
| Social Security | <u>24,628</u> | <u>27,261</u> | <u>10,563</u> | <u>22,884</u> | <u>24,714</u> | -9.3% |
| TOTAL | \$675,239 | \$701,456 | \$340,798 | \$657,398 | \$681,717 | 2.8% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Librarian III | 1 | 1 | 1 | 1 | 1 |
| Librarian II | 1 | 1 | 1 | 1 | 1 |
| Librarian I | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| TOTAL | 3 | 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 sessions, assist individuals with e-readers and personal devices, provide information and research assistance to students, local businesses, and consumers, provide outreach to underserved groups and develop programs and classes for the public on a wide variety of topics. Signature programs include an English conversation class for intermediate and advanced ESOL students, foreign film and discussion programs in Spanish and French, and hands-on computer classes on a variety of technology topics. Finally, staff in this division curate the Library’s physical and online collections of local history maps, books, town documents, local newspapers and photographs.

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.

Regular Payroll: The Public Services Division is staffed with 3 full-time positions at the Noah Webster Library. A reduction is attributed to the budgeting of vacant positions lower in the pay range than incumbents, offset, in part, by anticipated merit and cost-of-living adjustments.

Temporary Payroll: There are 2 clerical and 11 professional positions (2.5 FTEs) 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. Wages for part-time staff who work Sundays are included in this line. In addition to wage increases, temporary payroll primarily increases due to a shift from overtime budget to temporary payroll based on need.

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). Savings in this account has been transferred to temporary payroll based on need.

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. Variance is attributed to part-time staff participating in the Social Security Alternative Program.

COST CENTER: FAXON BRANCH LIBRARY
SUMMARY OF EXPENDITURES

| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
|-----------------------|---|--|--|--|---|---|
| Regular Payroll | \$206,275 | \$220,277 | \$102,875 | \$245,241 | \$202,744 | -8.0% |
| Temporary Payroll | 88,621 | 84,413 | 41,483 | 84,413 | 87,434 | 3.6% |
| Education Premium Pay | 480 | 480 | 200 | 480 | 480 | |
| Office Expense | 3,731 | 3,500 | 714 | 3,500 | 3,250 | -7.1% |
| Dues and Travel | 140 | 330 | | 330 | 330 | |
| Professional Services | 336 | 750 | | 750 | 1,000 | 33.3% |
| Rental/Leases | 12,400 | 12,400 | 12,400 | 12,400 | 12,400 | |
| Library Materials | 52,342 | 56,777 | 27,397 | 56,777 | 56,777 | |
| Social Security | <u>20,989</u> | <u>22,154</u> | <u>10,303</u> | <u>23,239</u> | <u>20,222</u> | -8.7% |
| TOTAL | \$385,314 | \$401,081 | \$195,372 | \$427,130 | \$384,637 | -4.1% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> |
|--------------------|------------------------------------|-----------------------|-----------------------|--|---|
| | <u>2013-14</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. A reduction is attributed to the budgeting of vacant positions lower in the pay range than incumbents, offset, in part, by merit and cost-of-living adjustments.

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, other wage increases, and an additional day of operation (Lincoln’s birthday).

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.

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.) The appropriation is reduced to offset an increase in professional services.

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. The increase in this line is offset by a reduction in office expense.

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 and participation of temporary employees in the Social Security Alternative Program.

COST CENTER: BISHOPS CORNER BRANCH LIBRARY

| SUMMARY OF EXPENDITURES | | | | | | |
|-------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| | <u>Actual</u> <u>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Regular Payroll | \$223,595 | \$215,737 | \$ 98,466 | \$215,741 | \$223,015 | 3.4% |
| Temporary Payroll | 70,675 | 85,603 | 35,758 | 85,603 | 88,639 | 3.5% |
| Overtime | 97 | | | | | |
| Office Expense | 4,651 | 3,500 | 869 | 3,500 | 3,250 | -7.1% |
| Dues and Travel | 140 | 330 | | 330 | 330 | |
| Professional Services | | 750 | 575 | 750 | 1,000 | 33.3% |
| Rental/Leases | 12,400 | 12,400 | 12,400 | 12,400 | 12,400 | |
| Library Materials | 52,919 | 57,809 | 23,933 | 57,809 | 57,809 | |
| Social Security | <u>18,647</u> | <u>21,746</u> | <u>8,977</u> | <u>21,131</u> | <u>21,721</u> | -0.1% |
| TOTAL | \$383,124 | \$397,875 | \$180,978 | \$397,264 | \$408,164 | 2.6% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|-----------------------------|-----------------------------|----------------|----------------|----------------|-----------------|
| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</u> |
| Librarian III | 1 | 1 | 1 | 1 | 1 |
| Librarian I | | | | 1 | 1 |
| Library Specialist | <u>2</u> | <u>2</u> | <u>2</u> | <u>1</u> | <u>1</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 2016 reflects anticipated merit increases and cost-of-living adjustments, as well as a reclassification of one Library Specialist to Librarian I.

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, other wage increases anticipated and an additional day of operation (Lincoln's birthday).

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.) The account is increased but an offsetting reduction can be found in professional services.

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 at no charge. The account is increased but an offsetting reduction can be found in office expense.

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>2014-15</u> | <u>Adopted</u> <u>2015-16</u> | <u>Actual</u> <u>6 Months</u> | <u>Estimated</u> <u>2015-16</u> | <u>Proposed</u> <u>2016-17</u> | <u>Percent</u> <u>Change</u> |
| Regular Payroll | \$207,692 | \$220,463 | \$103,555 | \$220,528 | \$224,966 | 2.0% |
| Temporary Payroll | 135,704 | 127,870 | 55,685 | 127,870 | 131,996 | 3.2% |
| Overtime | 1,448 | 1,293 | 977 | 1,294 | 1,323 | 2.3% |
| Office Expense | 4,161 | 4,500 | 2,213 | 4,500 | 5,000 | 11.1% |
| Dues and Travel | 635 | 637 | 394 | 637 | 637 | |
| Professional Services | 1,695 | 1,500 | 885 | 1,500 | 2,500 | 66.7% |
| Rental/Leases | 10,695 | 10,000 | 10,000 | 10,000 | 10,000 | |
| Library Materials | 51,788 | 51,552 | 35,310 | 51,552 | 50,052 | -2.9% |
| Social Security | <u>25,583</u> | <u>25,070</u> | <u>11,896</u> | <u>25,678</u> | <u>26,205</u> | 4.5% |
| TOTAL | \$439,401 | \$442,885 | \$220,915 | \$443,559 | \$452,679 | 2.2% |

| FULL-TIME POSITION SCHEDULE | | | | | |
|------------------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| | <u>Authorized Positions</u> | | | <u>Revised</u> | <u>Proposed</u> |
| | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</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 |

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 2017 reflects expected merit and cost-of-living adjustments.

Temporary Payroll: There are 12 part-time clerical and page positions (3.2 FTEs) 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 within and outside the library as well as providing help with Reader's Advisory and assistance with collection development. Wages for part-time staff who work Sundays are included in this line. Temporary payroll is adjusted for the anticipated impact of the increase to minimum wage, other wages and an additional day of operation (Lincoln's birthday).

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.

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. The account is increased but an offsetting reduction can be found in library materials.

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 at no charge. Several grants fund special program series such as Sunday concerts for children. The account is increased but an offsetting reduction can be found in library materials.

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. This account is reduced (\$1,500) to fund needs in office expense and professional services.

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

COST CENTER: TEEN SERVICES

SUMMARY OF EXPENDITURES

| | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
|-----------------------|---------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|---------------------------|
| Regular Payroll | \$61,647 | \$66,244 | \$ 31,432 | \$66,665 | \$70,189 | 6.0% |
| Temporary Payroll | 28,030 | 32,028 | 14,197 | 32,028 | 32,912 | 2.8% |
| Office Expense | 1,102 | 1,000 | 725 | 1,000 | 1,300 | 30.0% |
| Dues and Travel | | 100 | | 100 | 100 | |
| Professional Services | 870 | 1,000 | 520 | 1,000 | 1,000 | |
| Rental/Leases | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | |
| Library Materials | 330 | 11,569 | 7,719 | 11,569 | 11,569 | |
| Social Security | <u>6,628</u> | <u>7,457</u> | <u>3,537</u> | <u>7,457</u> | <u>7,729</u> | 3.6% |
| TOTAL | \$101,107 | \$121,898 | \$60,630 | \$122,319 | \$127,299 | 4.4% |

FULL-TIME POSITION SCHEDULE

| | <u>Authorized Positions</u> | | | <u>Revised 2015-16</u> | <u>Proposed 2016-17</u> |
|--------------|-----------------------------|----------------|----------------|----------------------------|-----------------------------|
| | <u>2013-14</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 2016 results from an anticipated merit increase and cost-of-living adjustments.

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. The account is increased consistent with anticipated wage changes.

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 such as 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 upon 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.*

TOWN OF WEST HARTFORD

Fiscal Year 2016-2017

BUDGET IN BRIEF

WEST HARTFORD LIBRARY FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|

| | | | | |
|---------------------------------|------------|-------------------|------------|-------------------|
| Library Grant | \$ 22,146 | \$ 15,000 | \$ 15,000 | \$ 13,500 |
| Charges for Copies | 17,959 | 15,000 | 15,000 | 15,000 |
| Interest Income | <u>148</u> | <u> </u> | <u>100</u> | <u> </u> |
| Total Revenue & Other Resources | \$ 40,253 | \$ 30,000 | \$ 30,100 | \$ 28,500 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|--------------------------------|---------------------|----------------------|------------------------|-----------------------|
|--------------------------------|---------------------|----------------------|------------------------|-----------------------|

| | | | | |
|--------------------|------------------|------------------|------------------|------------------|
| Library Operations | <u>\$ 37,238</u> | <u>\$ 69,461</u> | <u>\$ 69,561</u> | <u>\$ 28,500</u> |
| Total Expenditures | \$ 37,238 | \$ 69,461 | \$ 69,561 | \$ 28,500 |

| | | | | |
|------------------------|-----------|-------------|-------------|----|
| CHANGE IN FUND BALANCE | \$ 3,015 | (\$ 39,461) | (\$ 39,461) | \$ |
| BEGINNING BALANCE | \$ 36,446 | \$ 39,461 | \$ 39,461 | \$ |
| ENDING BALANCE | \$ 39,461 | \$ | \$ | \$ |

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>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| <u>Revenues:</u> | | | | | |
| Intergovernmental | \$34,000 | \$18,000 | \$19,000 | \$27,000 | \$22,000 |
| Charges for Copies | 17,000 | 19,000 | 17,000 | 17,000 | 18,000 |
| Interest Income | | | | | |
| TOTAL REVENUES | \$51,000 | \$37,000 | \$36,000 | \$44,000 | \$40,000 |
| <u>Expenditures:</u> | | | | | |
| Library Operations | \$ 52,000 | \$ 16,000 | \$ 52,000 | \$ 37,000 | \$ 37,000 |
| TOTAL EXPENDITURES | \$ 52,000 | \$ 16,000 | \$ 52,000 | \$ 37,000 | \$ 37,000 |
| OPERATING RESULTS | (\$ 1,000) | \$ 21,000 | (\$16,000) | \$ 7,000 | \$ 3,000 |
| FUND BALANCE | \$24,000 | \$ 45,000 | \$ 29,000 | \$ 36,000 | \$ 39,000 |

REVIEW OF PERFORMANCE

The fund balance in the Library Fund increased \$3,000 in FY 2015, resulting in a balance of \$39,000 at June 30, 2015.

FISCAL YEAR 2016 OPERATING RESULTS

In fiscal year 2016, it is expected that the fund will earn \$15,000 in intergovernmental revenue, \$15,000 in charges for copies revenue, and \$100 in interest income. Estimated expenditures total \$69,561 and are comprised of operating expenses (\$15,000), office equipment and furniture (\$24,561) and computer equipment (\$30,000), fully expending fund balance.

FISCAL YEAR 2017 BUDGET

The fiscal year 2017 budgeted revenue includes copier charge revenue of \$15,000 and a library grant of \$13,500. Budgeted expenditures total \$28,500, comprised of operating expense (\$15,000), and computer equipment and furniture (\$13,500), with revenues and expenditures fully offsetting each other.

DEPARTMENT: LIBRARY

FULL-TIME POSITION SCHEDULE

| POSITION | Authorized Positions | | | Revised 2015-16 | Proposed 2016-17 |
|------------------------------|----------------------|----------|----------|--------------------|---------------------|
| | 2013-14 | 2014-15 | 2015-16 | | |
| <u>GENERAL FUND</u> | | | | | |
| Director of Library Services | 1 | 1 | 1 | 1 | 1 |
| Office Operations Specialist | | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | | | | |
| Librarian III | 5 | 5 | 5 | 5 | 5 |
| Librarian II | 2 | 2 | 2 | 4 | 4 |
| Librarian I | 4 | 4 | 4 | 3 | 3 |
| Library Specialist | 5 | 5 | 6 | 5 | 5 |
| Library Assistant | <u>6</u> | <u>6</u> | <u>5</u> | <u>5</u> | <u>5</u> |
| TOTAL LIBRARY | 24 | 24 | 24 | 24 | 24 |

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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 2014-15</u> | <u>Adopted 2015-16</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Education Cost Sharing | | | | | |
| Grant | \$18,364,058 | \$18,181,174 | \$19,867,867 | \$19,867,867 | 9.3% |
| School Building Subsidy | 141,804 | 136,277 | 136,277 | 131,467 | -3.5% |
| School Transportation | | | | | |
| Grant | <u>256,021</u> | <u>181,304</u> | <u>173,305</u> | <u>119,418</u> | -34.1% |
| TOTAL | \$18,761,883 | \$18,498,755 | \$20,177,449 | \$20,118,752 | 8.8% |

| BUDGET SUMMARY EDUCATION SERVICES | | | | | |
|--|----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| <u>Expenditures</u> | <u>Actual 2014-15</u> | <u>Adopted 2015-16</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Education | <u>\$144,708,412</u> | <u>\$148,370,424</u> | <u>\$148,070,424</u> | <u>\$153,633,022</u> | 3.5% |
| TOTAL | \$144,708,412 | \$148,370,424 | \$148,070,424 | \$153,633,022 | 3.5% |

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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 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
| Wages & Salaries | \$ 867,581 | \$ 103,006 | \$ 47,937 | \$ 103,006 | \$ 104,889 | 1.8% |
| Operating Expense | 9,036,370 | 9,479,304 | 4,917,775 | 9,508,744 | 9,834,040 | 3.7% |
| Fringe Benefits | <u>28,440,732</u> | <u>30,080,245</u> | <u>20,157,041</u> | <u>30,312,689</u> | <u>34,069,788</u> | 13.3% |
| TOTAL | \$38,344,683 | \$39,662,555 | \$25,122,753 | \$39,924,439 | \$44,008,717 | 11.0% |

| | <u>Authorized Positions</u> | | | <u>Revised 2015-16</u> | <u>Proposed 2016-17</u> |
|-----------------------------|------------------------------------|-----------------------|-----------------------|-----------------------------------|------------------------------------|
| Full-Time Positions: | <u>2013-14</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 2014-15</u> | <u>Adopted 2015-16</u> | <u>Actual 6 Months</u> | <u>Estimated 2015-16</u> | <u>Proposed 2016-17</u> | <u>Percent Change</u> |
|--------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| Probate Court | \$ 41,040 | \$ 36,000 | \$ 15,406 | \$ 38,000 | \$ 40,000 | 11.1% |
| General Fund Contingency | | 465,770 | | 465,770 | 1,135,000 | 143.7% |
| Radio System Maintenance | 380,539 | 409,066 | 268,857 | 409,506 | 421,921 | 3.1% |
| Private School Health Services | 541,142 | 557,850 | | 787,595 | 663,760 | 19.0% |
| Paramedic Services | 281,534 | 195,000 | 100,833 | 222,000 | | -100.0% |
| Revaluation Litigation | 11,096 | 25,000 | 16,872 | 25,000 | 25,000 | |
| Health District Payment | 485,285 | 494,974 | 247,487 | 494,974 | 503,532 | 1.7% |
| Non-Public School | | | | | | |
| Transportation | 734,343 | 842,330 | | 845,029 | 867,262 | 3.0% |
| Employee Benefits | | | | | | |
| Contributions | 27,914,054 | 28,206,415 | 20,152,998 | 28,206,415 | 31,395,742 | 11.3% |
| Metropolitan District | | | | | | |
| Commission | <u>7,955,650</u> | <u>8,430,150</u> | <u>4,320,300</u> | <u>8,430,150</u> | <u>8,956,500</u> | 6.2% |
| Total Department | \$38,344,683 | \$39,662,555 | \$25,122,753 | \$39,924,439 | \$44,008,717 | 11.0% |

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 \$40,000.

General Fund Contingency:

This appropriation reflects a contingency for unsettled union contracts and anticipated benefit payouts.

Radio System Maintenance:

The cost of maintaining and operating the town-wide radio communications system is \$421,921 for fiscal year 2016, an increase of \$12,855 or 3.1% from the current year appropriation. The fiscal year 2017 budget reflects estimated cost-of-living adjustments. Increases are also budgeted in the radio maintenance (\$8,956) and land lease (\$1,239) line items.

Private School Services Fund Subsidy:

Included in the fiscal year 2017 budget is a subsidy of \$1,531,022 to the Private School Services Fund which represents the non-reimbursable cost of providing health (\$663,760) and transportation (\$867,262) services to the non-resident and resident children in West Hartford private schools. The subsidy for providing private school health increases \$105,910. This is attributed to an increase in the program's budget primarily due to increases in regular payroll for school nurses (\$10,860) which reflects merits and cost-of-living adjustments, temporary payroll (\$18,365), pension (\$19,802) and risk (\$9,216) allocations; and a reduction in the amount of State funding expected (\$46,232) based on experience. The subsidy for transportation services increases \$24,932 due to a contractual cost increase in fiscal year 2017 per the school bus transportation contract and a reduction of \$19,967 in the grant for non-public school transportation.

Paramedic Services:

This service has been 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 expired June 30, 2015. The budget assumes this contract will be extended until May 1, 2016, at which time the Fire Department will provide the service in-house.

Revaluation Litigation:

A total of \$25,000 is appropriated in fiscal year 2017 for costs associated with new or pending tax appeals of property assessments.

Health District Payment:

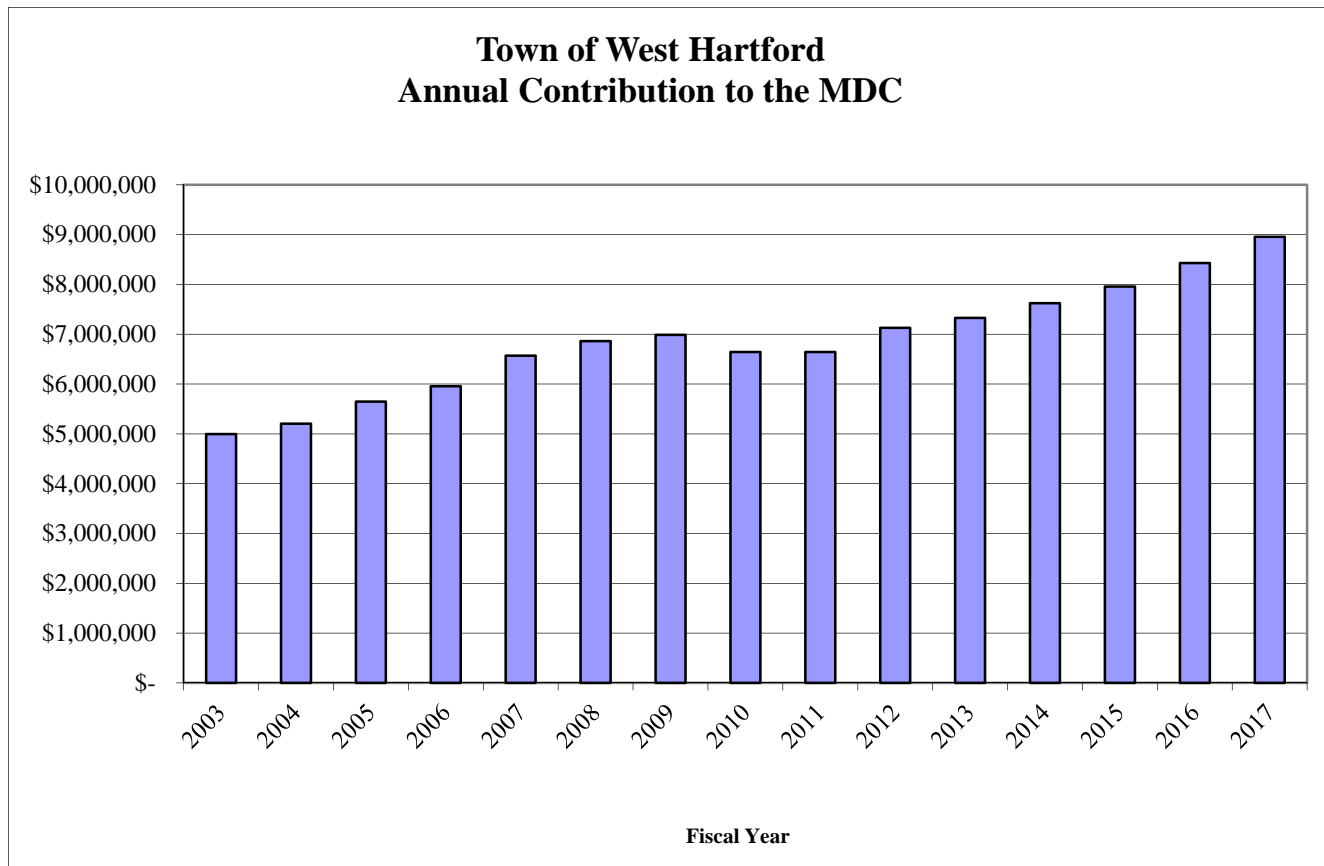
The Town's payment to the West Hartford/Bloomfield Regional Health District (WHBHD) from the General Fund totals \$503,532 for fiscal year 2017, an increase of \$8,558 from the current year based upon the district's budget. As in prior years, an additional \$100,000 is paid from the CDBG Fund.

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 \$17,917,000 in fiscal year 2016 to \$20,551,000 in fiscal year 2017. 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 2017 is \$10,780,000, of which the Town is contributing \$7,872,000 and the Board of Education is contributing \$2,908,000. This represents an increase of \$600,000 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 Human Resources 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 2017 increases \$526,350 or 6.2% from fiscal year 2016. 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 2016-2017

BUDGET IN BRIEF

PRIVATE SCHOOL SERVICES FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|

| | | | | |
|----------------------------------|------------------|------------------|------------------|------------------|
| Intergovernmental | \$ 779,678 | \$ 777,396 | \$ 582,706 | \$ 711,197 |
| Transfer In | <u>1,275,485</u> | <u>1,400,180</u> | <u>1,632,624</u> | <u>1,531,022</u> |
| Total Revenues & Other Resources | \$ 2,055,163 | \$2,177,576 | \$2,215,330 | \$2,242,219 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|--------------------------------|---------------------|----------------------|------------------------|-----------------------|
|--------------------------------|---------------------|----------------------|------------------------|-----------------------|

| | | | | |
|----------------------------------|----------------|----------------|----------------|----------------|
| Medical Care Services | \$ 1,220,893 | \$1,267,841 | \$1,305,595 | \$1,327,519 |
| Non-Public School Transportation | <u>834,270</u> | <u>909,735</u> | <u>909,735</u> | <u>914,700</u> |
| Total Expenditures & Other Uses | \$ 2,055,163 | \$2,177,576 | \$2,215,330 | \$2,242,219 |

| | | | | |
|------------------------|----|----|----|----|
| 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>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
| <u>Revenues:</u> | | | | | |
| Intergovernmental | \$661,000 | \$507,000 | \$745,000 | \$760,000 | \$780,000 |
| TOTAL REVENUES | \$661,000 | \$507,000 | \$745,000 | \$760,000 | \$780,000 |
| <u>Expenditures:</u> | | | | | |
| Operational | \$1,622,000 | \$1,666,000 | \$1,787,000 | \$1,993,000 | \$2,055,000 |
| TOTAL EXPENDITURES | \$1,622,000 | \$1,666,000 | \$1,787,000 | \$1,993,000 | \$2,055,000 |
| TRANSFERS FROM OTHER FUNDS | \$ 961,000 | \$1,159,000 | \$1,042,000 | \$1,233,000 | \$1,275,000 |
| 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 \$1,275,000 in fiscal year 2015. 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 2016 OPERATING RESULTS

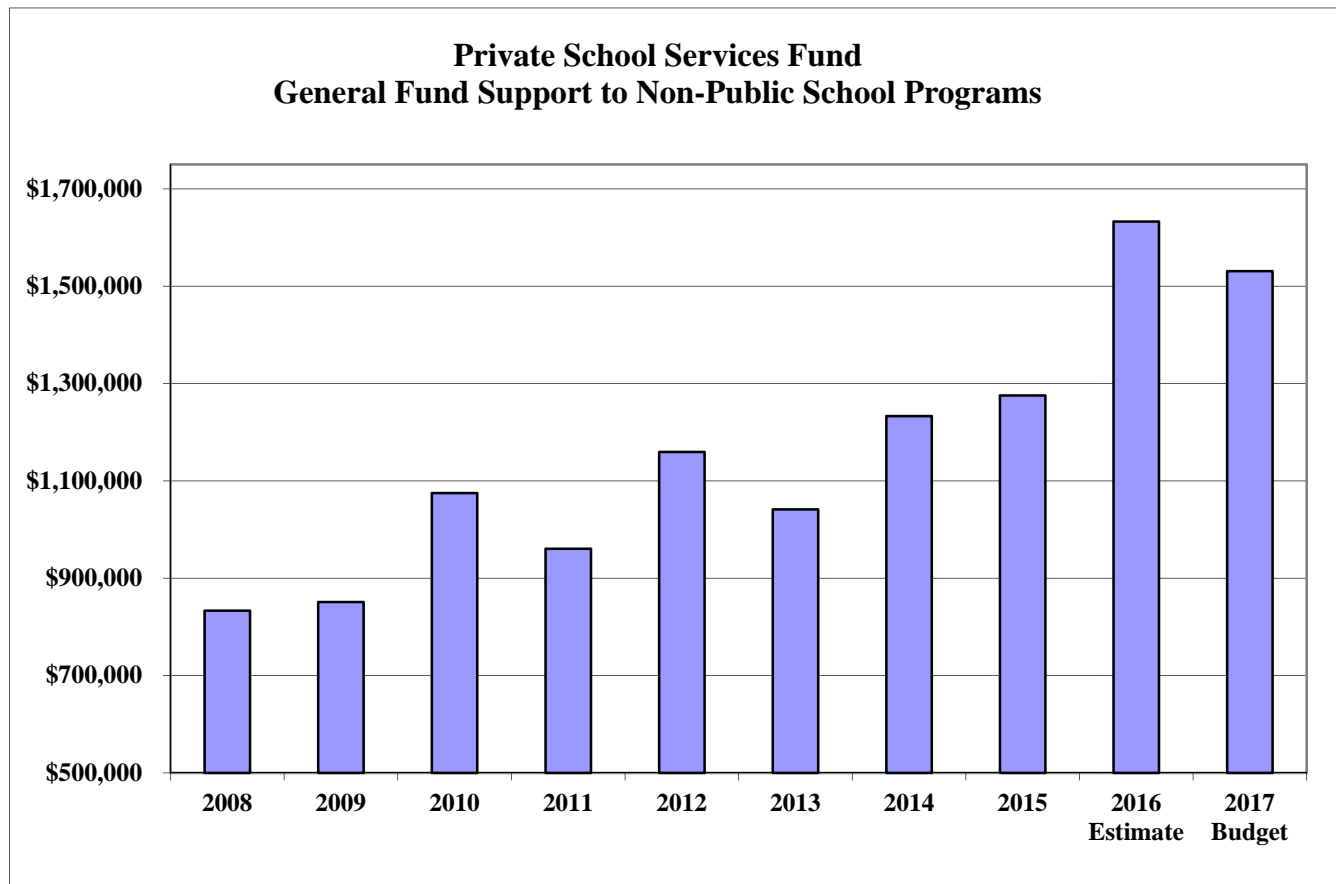
Operating results for the current fiscal year are projected to result in a transfer from the General Fund of \$1,632,624. This is an increase from the amount budgeted due to a reduction in the amount received for the fiscal year 2015 medical services grant and to offset unbudgeted termination payroll.

Fund: Private School Services Fund
Department: Non-Departmental

FISCAL YEAR 2017 BUDGET

Expenditures are projected to increase by \$64,643 in fiscal year 2017. Private school transportation is experiencing an increase (\$4,965) in bus costs under the contract for said services as well as a \$19,967 reduction in the State grant. The cost of medical services for non-public schools increases \$59,678 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 50%, versus the 80% the Town should receive under existing State statutes.

| | Authorized Positions | | | Revised | Proposed |
|------------------------------------|-----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <u>Full-Time Positions:</u> | <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> | <u>2015-16</u> | <u>2016-17</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 2016-2017

BUDGET IN BRIEF

BLUE BACK SQUARE FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|----------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Rental of Facilities | \$ 18,856 | \$ 18,856 | \$ 18,856 | \$ 18,856 |
| Interest Income | 1,493 | 2,500 | 2,000 | 2,000 |
| Transfer In | <u>3,707,021</u> | <u>3,661,885</u> | <u>3,705,436</u> | <u>3,693,496</u> |
| Total Revenues & Other Resources | \$ 3,727,370 | \$ 3,683,241 | \$ 3,726,292 | \$ 3,714,352 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Capital Financing | \$ <u>3,921,500</u> | \$ <u>3,877,700</u> | \$ <u>3,877,700</u> | \$ <u>3,897,275</u> |
| Total Expenditures & Other Uses | \$ 3,921,500 | \$ 3,877,700 | \$ 3,877,700 | \$ 3,897,275 |

| | | | | |
|------------------------|--------------|--------------|--------------|--------------|
| CHANGE IN FUND BALANCE | (\$ 194,130) | (\$ 194,459) | (\$ 151,408) | (\$ 182,923) |
| BEGINNING BALANCE | \$ 1,166,398 | \$ 972,268 | \$ 972,268 | \$ 820,860 |
| ENDING BALANCE | \$ 972,268 | \$ 777,809 | \$ 820,860 | \$ 637,937 |

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 within 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, 2015, the BBS fund balance totaled \$972,268 (inclusive of the Capital Projects Reserve of \$395,176).

FISCAL YEAR 2016 OPERATING RESULTS

The estimate for fiscal year 2016 includes interest income of \$2,000 and rental of facilities of \$18,856. A transfer of \$3,705,436 is expected from the WHC-SSD Fund representing SSD taxes of \$1,714,000 and net proceeds from parking operations of \$1,991,436. Capital financing expenditures of \$3,877,700 represent interest and principal payments due in fiscal year 2016 on the fund's long-term debt.

FISCAL YEAR 2017 BUDGET

The budget for fiscal year 2017 includes interest income of \$2,000 and rental of facilities of \$18,856. A transfer of \$3,693,496 is expected from the WHC-SSD Fund representing SSD taxes of \$1,714,000 and net proceeds from parking operations of \$1,979,496. Included in the parking operation budget in fiscal year 2017 is an investment in parking kiosks for the garages. This one-time cost of approximately \$374,500 will be funded via the BBS Capital Projects Reserve and will enable more efficient and cost-effective parking operations. Capital financing expenditures of \$3,897,275 are budgeted and represent interest and principal payments due in fiscal year 2017 on the fund's long-term debt.

TOWN OF WEST HARTFORD

Fiscal Year 2016-2017

BUDGET IN BRIEF

WEST HARTFORD CENTER – SPECIAL SERVICES DISTRICT FUND

| REVENUES AND OTHER RESOURCES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|----------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Special Services District Tax | \$ 1,701,367 | \$1,714,000 | \$1,714,000 | \$1,714,000 |
| Parking Revenue | 2,785,992 | 2,755,000 | 2,810,000 | 3,158,500 |
| Parking Violation Revenue | 145,431 | 125,000 | 125,000 | 125,000 |
| Interest Income | <u>9,825</u> | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> |
| Total Revenues & Other Resources | \$ 4,642,615 | \$4,598,000 | \$4,653,000 | \$5,001,500 |

| EXPENDITURES AND OTHER USES | ACTUAL 2014-2015 | ADOPTED 2015-2016 | ESTIMATED 2015-2016 | PROPOSED 2016-2017 |
|---------------------------------|---------------------|----------------------|------------------------|-----------------------|
| Parking Operations | \$ 935,594 | \$ 936,115 | \$ 947,564 | \$1,308,004 |
| Transfer Out | <u>3,707,021</u> | <u>3,661,885</u> | <u>3,705,436</u> | <u>3,693,496</u> |
| Total Expenditures & Other Uses | \$ 4,642,615 | \$4,598,000 | \$4,653,000 | \$5,001,500 |

| | | | | |
|------------------------|----|----|----|----|
| 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 is a component unit of the Town. Information on the Fund is included to provide support for expenditures in budgeted Town 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 2016 OPERATING RESULTS

The fund expects to earn Special Services District Tax of \$1,714,000 for fiscal year 2016. In addition, with parking revenue and interest income estimated at \$2,939,000 and a related management fee of \$947,564, the fund expects to transfer \$3,705,436 to the BBS Fund.

FISCAL YEAR 2017 BUDGET

The budget for fiscal year 2017 assumes Special Services District taxes of \$1,714,000 and parking revenue and interest income of \$3,287,500. The WHC-SSD Fund contracts with the Parking Lot Fund for the daily operations of the parking facilities with an estimated cost in fiscal year 2017 of \$1,308,004. This amount includes the purchase and installation of thirty-three (33) parking kiosks in the parking garages, which will improve the experience of the customer and reduce labor costs for the Town. These assumptions result in a net transfer to the BBS Fund of \$3,693,496 for fiscal year 2017.

DEPARTMENT: NON-DEPARTMENTAL

FULL-TIME POSITION SCHEDULE

| POSITION | Authorized Positions | | | Revised 2015-16 | Proposed 2016-17 |
|---------------------------------------|----------------------|---------------|---------------|--------------------|---------------------|
| | 2013-14 | 2014-15 | 2015-16 | | |
| <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 | | | | | |
| <u>PRIVATE SCHOOL HEALTH</u> | | | | | |
| Senior School Nurse | 1 | 1 | 1 | 1 | 1 |
| School Nurse | $\frac{8}{9}$ | $\frac{8}{9}$ | $\frac{8}{9}$ | $\frac{8}{9}$ | $\frac{8}{9}$ |
| TOTAL PRIVATE SCHOOL SERVICES FUND | | | | | |
| TOTAL NON-DEPARTMENTAL – ALL FUNDS | 10 | 10 | 10 | 10 | 10 |

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