

Town of West Hartford, Connecticut
ANNUAL BUDGET
2024-2025



**Proposed by the Town Manager &
Superintendent of Schools**

Annual Budget

Fiscal Year July 1, 2024 - June 30, 2025

**Proposed by the Town Manager
and Superintendent of Schools**

**West Hartford
Connecticut**



**WEST
HARTFORD**



March 12, 2024

Town Council

Re: Proposed Fiscal Year 2025 Budget

Guided by sound fiscal management principles and thoughtful deliberations with our leadership team, I am pleased to submit the Proposed FY 2025 Budget for consideration by our Town Council. At the heart of our efforts lies a commitment to our residents' well-being and the prosperity of our Town.

This budget helps to foster a thriving West Hartford and build a safer, stronger, more sustainable community for the years ahead. To balance the increasing demand for resources throughout our Town, with the unforeseen needs of our future, we have prudently navigated the continued uncertain and challenging financial environment. However, I am confident this proposed budget captures our current financial state with an eye on the future, with continued strong economic development town-wide, increased affordable housing options, safer streets for everyone and building a more sustainable town for years to come.

The Proposed FY 2025 Budget totals \$349,071,774. This represents an increase of \$17,881,110 or 5.4% from the FY 2024 Adopted Budget. The municipal services portion of the proposed budget totals \$131,523,008 representing an increase of \$6,759,788 or 5.42% over the current year Adopted Budget. The Superintendent of Schools' Proposed Budget totals \$201,303,856, an increase of \$11,112,735 or 5.84% over the current year. The capital financing portion of the budget for both municipal and education services totals \$16,244,910, an increase of \$8,587 or .05%.

Summary of Expenditures				
	<u>FY 2024 Adopted</u>	<u>FY 2025 Town Manager Proposed</u>	<u>Increase/ (Decrease)</u>	<u>Percent Change</u>
Total Town Services	\$ 124,763,220	\$ 131,523,008	\$ 6,759,788	5.42%
Board of Education	\$ 190,191,121	\$ 201,303,856	\$ 11,112,735	5.84%
Total Capital Financing	\$ 16,236,323	\$ 16,244,910	\$ 8,587	0.05%
Total Expenditures	\$ 331,190,664	\$ 349,071,774	\$ 17,881,110	5.40%

The proposed budget would require an increase of \$14,553,712 or 5.13% in property tax revenue.

Budget Policy Objectives

The budget proposed maintains the high level of services provided to Town residents, taxpayers and guests. No new positions are added, however individual department budgets have been adjusted for contractual increases, minimum wage requirements and, in some cases, additional operational equipment. Also, with the end of the Federal Elementary and Secondary School Emergency Relief Fund (ESSER) grant, the budget request proposed by the Superintendent of

Schools preserves the funding required to maintain the high academic standards our school district is noted for.

Additionally, this proposed budget fully funds the Town's pension liabilities and maintains our past funding commitment to Other Post-Employment Benefits (OPEB) liabilities. Of note, this budget also reflects the implementation of two recent policy/ordinance changes. The first is to increase the Town's annual contribution to the pension Actuarially Determined Employer Contribution (ADEC) from a 5% year over year increase to 8%. Also in years when ADEC is reduced from the prior year, level fund the liability and transfer the excess funds to the Pension Bond Reserve Fund as a replenishment mechanism or offset to the years that require a contribution from that fund. This will help sustain the fund and reduce the possibility that the fund will be depleted prior to the Pension Obligation Bonds being fully paid off. The next change was made as a result of comments from bond rating agencies that the Town's unreserved fund balance is too low when compared to comparable communities. The new policy requires that in years when the Town has a surplus, that surplus will be used in the following manner: first, identify funds to maintain the current fund balance ratio; second, take one third of the remaining balance and apply that to the unreserved fund balance; third, any remaining funds should be applied to bolster reserves in other funds such as Capital Non-Recurring (CNRE), the Risk Fund and the Utility Services Fund. Last year, this policy enabled the Town's unreserved fund balance to grow from 9.2% to 9.9% which is a significant accomplishment.

Revenue Outlook

Fiscal Year 2025 reflects a nominal increase to the Grand List. The following are the changes in each property class:

	Grand List	Grand List	Variance From	Percentage
	<u>2022</u>	<u>2023</u>	<u>2022 GL</u>	<u>Change</u>
			<u>Variance</u>	
Real Property	6,382,820,619	6,401,835,573	19,014,954	0.30%
Personal Property	223,817,839	237,267,170	13,449,331	6.01%
Motor Vehicles	616,308,164	589,486,236	(26,821,928)	-4.35%
	7,222,946,622	7,228,588,979	5,642,357	0.08%

The total net assessed value of all taxable property prior to Board of Assessment Appeal actions is \$7,228,588,979, representing an increase in the net taxable list of \$5,642,357 or .08% above last year's list. As you can see, there was growth in Real and Personal Property but that was substantially eroded by the roughly 4.35% drop in Motor Vehicle values from the prior year. During the COVID years, the value of new and used vehicles increased substantially due to supply and demand issues. Now that equilibrium has returned to a large degree, the inflated values of motor vehicles have reversed to more normal levels. Additionally, the value of electric vehicles have dropped across the board precipitously. High end electric vehicles such as Tesla experienced the largest price drop due to the influx of competing brands.

For intergovernmental aid, the Governor's Proposed Biennial Budget includes the continuation of the Motor Vehicle Tax Cap which sets the cap at 32.46 mills. As an offset to municipalities whose uniform or single motor vehicle mill rate exceeds that cap, the Governor proposes an offsetting

grant for FY 2025, which, for the Town, is \$5,874,518. Additionally his budget recommends an increase of \$2,060,273 to Education Cost Sharing and an increase of \$194,683 to Property Payment in Lieu of Taxes as well as other minor adjustments.

One other significant area of revenue increase is investment earnings. The proposed increase from fiscal year 2024 is \$650,000. Fiscal year 2024 has seen a significant rise in interest rates resulting in an estimated \$4,500,000 in interest earnings. However, research indicates that the Federal Reserve Board will gradually reduce those rates, starting possibly during the summer of 2024. Our projections indicate that the current State of Connecticut Short Term Investment Fund (STIF) rate of 5.40% (as of 6/7/2024) will gradually decline to the 3.0% to 3.5% range by the third quarter of fiscal year 2025.

Expenditures

The Town of West Hartford's General Fund budget is comprised of three major components: municipal services, the West Hartford Public Schools budget, and capital financing.

Municipal Services: Overall Increase of \$6,759,788 or 5.42%

- Regular payroll totals \$41,974,334, an increase of \$1,358,039 or 3.3% from prior adopted budget. This appropriation represents the wages and salaries associated with all full-time employees, inclusive of paramedic stipends and hazardous material certification stipends. All Town union contracts expired in June, 2021 with the exception of Police and Streets bargaining units (expiring June 30, 2024) and Fire and Grounds bargaining units (expiring June 30, 2025), however applicable merit increases for eligible employees are included. A contingency has been established for potential wage settlements for all unsettled collective bargaining unit contracts and are not recorded in the regular payroll account. During fiscal year 2024, two new positions were approved: Building Inspector and a Civil Engineer II in the Community Development budget. No new positions are included in this budget for fiscal year 2025.
- An increase of \$264,656 in part time payroll as a result of minimum wage and step increases.
- An increase of \$43,840; primarily in Public Safety Overtime.
- An increase in Office Expense of \$171,775 primarily representing the year one cost of a multi-year plan to replace outdated non-lethal weapons (Tasers) in the Police Department.
- An increase in Contractual Services of \$249,003 primarily related trash and recycling increases.
- An increase to the West Hartford Bloomfield Health District of \$71,649.
- An increase to Town Utility costs of \$52,442.
- An Increase to Maintenance of \$206,815 primarily related to the Town wide radio system and the license plate recognition camera system maintenance contracts.
- An increase to Risk Management of \$1,202,297 for employee health and insurance premiums.
- An increase to General Fund Pension Contribution of \$927,310.
- An increase to Retiree Health Reserve of \$400,000.

- An increase of \$1,521,227 in the Contingency account for unsettled labor contracts.

West Hartford Public Schools Budget: \$201,303,856, an increase of \$11,112,735 or 5.84%.

- Salaries, which comprise 64% of the budget, increase \$6,686,648, or 5.5%. This increase reflects rate adjustments required by collective bargaining agreements, as well as current staffing for regular and special education services. Staffing of pupil services support specialists and paraprofessionals exceeds budget in the current year to meet increased student needs. The 2024-25 budget reflects a net reduction of 10.6 positions from current staffing. While new certified special education positions are proposed to meet student needs, they are offset by reductions achieved through enrollment changes, scheduling and program efficiencies, and administrative and support staff adjustments.
- Employee benefit expense, which represents 18% of the budget, are increasing by 6.3%. Pension costs for non-certified staff reflect a reduction of \$520,259 based upon the Board's share of the actuarially determined employer contribution for the Town Pension plan and a prorated share of the debt service on pension obligation bonds issued by the Town. The appropriation for health insurance increases based upon an estimated increase in medical premiums for the State Partnership Plan, current staffing, and a reduced use of the health reserve. In addition, social security costs increase consistent with staffing and wages.
- Transportation, Tuition, and Utilities reflect an increase of 7.3%. Pupil transportation increases \$227,424 due to contractual rate increases. Tuition reflects an increase of \$1,533,622 based upon the number of students placed out of district to meet their educational needs, an increase in tuition rates, and the continued underfunding of the State reimbursement for excess costs. Overall, the appropriation for utilities reflects a reduction of \$188,357 due to moderated rate adjustments and consistent usage.
- The remainder of the district's costs consist of items such as instructional supplies, professional services, copiers, textbooks, technology, maintenance and custodial supplies, rent, and general insurance. The increase of \$681,525 relates to an increase in workers' compensation and general liability insurance.

Capital Financing: Overall Increase of \$8,587 or 0.05%

The capital financing portion of the budget for both municipal and education services totals \$16,244,910, representing an increase of \$8,578 or 0.05% over the current year plan. Key project areas/projects include:

- **Transportation and Circulation:** Following the Town Council's implementation of West Hartford Vision Zero Plan 2024, this budget will consider the appropriation of \$1,000,000 in capital financing to fund road design changes town-wide during the upcoming fiscal year. In addition to Vision Zero, the Farmington Ave Reconstruction Project applies \$5,500,000 of ARPA funds to provide Complete Streets improvements on Farmington Avenue from Walden Street to Main Street including the intersections at Walden Road, LaSalle Road, and the Municipal Parking Lot Driveway. Program elements include sidewalk expansions, replacement of sidewalk surfaces, replacement of street trees and tree wells, sidewalk furniture, low impact development drainage improvements, traffic calming improvements, roadway repaving, and new pavement markings.

- **Parks and Recreation:** Rockledge Irrigation originally installed in 1981, is set to be replaced. The irrigation system is important to maintain quality golf; all greens, tees and most fairways are irrigated. Components include the irrigation ponds (fed by wells); a pump station, water distribution pipes, control valves, control lines (with controllers) and sprinkler heads. Irrigation complements fertilizer and Integrated Pest Management, allowing for judicious use and increased use of organic treatments. It also helps control algae and heat stress. The project has a duration of one year, planned to start in Year 1, and has a total cost of \$2,400,000.
- **Town Building Improvements:** Included in this capital plan is the construction of a new Elmwood Community Center to be located at 100 Mayflower Street. In FY 2024, after this proposed budget is submitted, the Town Council will consider an appropriation of \$3,000,000 of ARPA funds to develop plans and specifications for the new building. In Year 2 of this plan \$5,000,000 in bond funds is proposed to hire a construction management firm who will oversee the construction, owner's representative, commissioning agent and other professional/consulting services related to construction of the building. Year 3 of this plan includes \$55,000,000 in bond funds for the actual construction of the building.
- **Miscellaneous Equipment:** Year 1 of the plan includes \$115,000 for a Street Brine System. Public Works during winter months is responsible for the clearing and safe utilization of all parks and BOE parking as well as over 220 miles of roads within the town of West Hartford. The application of ClearLane, a road treatment material, is needed to assure there is no icing, preventing the potential for student or resident harm. The use of a brine system for the application of deicing materials to town roads, center sidewalks and school areas allow more precise application of materials, reducing waste and being environmentally friendly.

Impact on the Taxpayer

The FY 2025 Proposed Budget of \$349,071,774 represents an increase of \$17,881,110 or 5.4% over the FY 2024 Adopted Budget. Of this increase amount, \$14,553,712 will be financed by taxes which represents a 5.13% increase and the balance of \$3,327,398 will be financed by increases in non-tax revenue such as an increase of \$2,060,273 from the Education Cost Sharing Grant, an increase of \$194,683 from the Property PILOT and an increase of \$650,000 from investment earnings.

In order to finance this budget, I am proposing a mill rate of 42.90 for Real Estate and Personal Property. This represents an increase of 1.98 mills or 4.84% from the FY 2024 mill rate of 40.92. Also, in accordance with the State Statute capping the motor vehicle mill rate, I am proposing a motor vehicle mill rate of 32.46 which is the same mill rate as FY 2024.

Conclusion

In closing, I believe this budget addresses the diverse needs of our community while being mindful of our responsibility to our taxpayers. The Proposed FY 2025 Budget is a sound, responsible spending plan designed to provide services that are important to maintaining West Hartford's quality of life and our standing as one of the nation's premier communities.

The preparation of the proposed budget and CIP requires a great deal of time and effort. I would like to thank our directors and the members of the budget team for their patient and thorough work in preparing this submission. I am grateful for their diligence and commitment in keeping West Hartford an incredible place to live, work, learn and play.

We appreciate the Town Council's review of this budget proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Richard C. Ledwith', with a long horizontal line extending to the right.

Richard C. Ledwith
Town Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of West Hartford
Connecticut**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morill

Executive Director

TABLE OF CONTENTS**Budget Guide**

A Reader's Guide to the Budget.....	1 - 1
Town of West Hartford's Organization Values	1 - 2
Six Major Public Policies for the Future	1 - 3
Town of West Hartford's Annual Budget Process	1 - 4
Financial Organization of Accounts	1 - 6
Organizational Structure.....	1 - 10

Fiscal Policies

Fiscal Policies Section	2 - 1
Fund Balance Policy – General Fund	2 - 10
Statement of General Investment Policy	2 - 12

Budget Summaries

Budget In Brief - All Funds.....	3 - 1
Summary of Sources, Uses and Changes in Fund Balances - All Funds	3 - 2
Budget In Brief - General Fund.....	3 - 4
Expenditure Summary by Department - General Fund.....	3 - 5
Estimated Revenues and Other Resources – General Fund	3 - 6
Comparison of Wages and Salaries, Operating Expense, Equipment, and Social Security - General Fund	3 - 9
Full-Time Position Summary	3 - 13
Categories of Expense Summary – General Fund.....	3 - 16

General Government

General Fund Overview	4 - 1
Town Council.....	4 - 3
Town Clerk.....	4 - 7
Town Manager	4 - 13
Corporation Counsel	4 - 21
Registrar of Voters	4 - 25
Assessor's Office.....	4 - 29

Information Technology

General Fund Overview	5 - 1
Technology Investment Fund	5 - 7

Financial Services

General Fund Overview	6 - 1
Budget by Division(s)	6 - 3

Human Resources

General Fund Overview	7 - 1
Risk Management Fund	7 - 7
Pension Operating Fund	7 - 16
Pension Bond Reserve Fund	7 - 20

Fire Services

General Fund Overview	8 - 1
Budget by Division(s)	8 - 4

Police Services

General Fund Overview	9 - 1
Budget by Division(s)	9 - 5
Police Private Duty Fund	9 - 27

Community Development

General Fund Overview	10 - 1
Budget by Division(s)	10 - 4

Public Works

General Fund Overview	11 - 1
Budget by Division(s)	11 - 4
Parking Lot Fund	11 - 19
Cemetery Operating Fund	11 - 24

Facilities Services

General Fund Overview	12 - 1
Budget by Division(s)	12 - 3
Utilities Services Fund	12 - 8

Leisure Services and Social Services

General Fund Overview	13 - 1
Budget by Division(s)	13 - 4
Leisure Services Fund	13 - 24
Community Development Block Grant Fund	13 - 31
CDBG – Housing Rehabilitation Fund	13 - 36
State Housing and Community Development Fund	13 - 39
Westmoor Park Fund	13 - 41

Library Services

General Fund Overview	14 - 1
Budget by Division(s)	14 - 3
West Hartford Library Fund	14 - 17

Education

General Fund Overview	15 - 1
-----------------------------	--------

Non-Departmental

General Fund Overview	16 - 1
Summary by Program.....	16 - 1
Private School Services Fund.....	16 - 4
Blue Back Square Fund.....	16 - 7
West Hartford Center – Special Services District Fund.....	16 – 9
American Rescue Plan Act Fund	16 - 11

Capital Budget

General Fund Overview.....	17 - 1
Debt Service Fund	17 - 2
Capital and Non-Recurring Expenditure Fund.....	17 - 4
Capital Financing Summary.....	17 - 7
Comprehensive Capital Financing Policy	17 - 15
Fiscal Year 2024-2025 and 2025-2026 Capital Budget	17 - 18
Summary of Capital Improvements 2024-2025	17 - 21
2024-2025 Detailed Project Descriptions	17 - 22
Summary of Capital Improvements 2025-2026	17 - 71
2025-2026 Detailed Project Descriptions	17 - 72

<u>Budget Resolutions</u>	18 - 1
---------------------------------	--------

<u>Supplemental Summaries</u>	19 - 1
-------------------------------------	--------

Glossary

Glossary of Terms	20 - 1
Abbreviations/Acronyms	20 - 6
Description of Funds	20 - 10

This Page Left Intentionally Blank

A READER'S GUIDE TO THE BUDGET

This budget document is designed to serve as a policy document, a financial plan, an operations guide, and a communication tool. It is organized by department and within each department by the various funds that comprise the financial operations of the Town.

The **Fiscal Policy & Trends** section provides information on the major highlights and fiscal policies of the General Fund budget and a discussion of the trends and influences that affect the environment in which policy decisions regarding spending and taxation are made.

The **Budget Summaries** section summarizes financial and other information by fund and provides a concise overview of the budget for the fiscal year. Included in this section are summaries of revenues and expenditures by department and by category, as well as information on full-time positions and capital outlay.

Each **Departmental** section begins with a mission statement and a budget summary of the department's General Fund budget. The budget summary is classified into four categories:

- **Wages & Salaries** – Payroll costs for full-time and temporary employees.
- **Operating Expense** – Costs incurred for the normal operation and performance of Town services.
- **Equipment** – Payments of a relatively recurring nature to acquire or replace equipment for normal operating purposes with a value greater than \$5,000 and a life expectancy of one to five years.
- **Social Security/Fringe Benefits** – Costs related to social security, insurance, pension, active and retiree health care, and workers compensation expense. Also included are transfers and capital financing costs.

The remaining portion of this section contains a narrative describing budget and program highlights, detail of expenditures by division, performance measures and policy issues where appropriate, authorized positions and source of funds within the department. If the department has operations in a budgeted fund other than the General Fund, information is provided about the purpose of the fund, the strategy of the fund, the historical performance of the fund, the expected performance during the current fiscal year compared to the budgeted performance, and a discussion of the budget for the upcoming year.

The **Capital Budget** section details the Town's capital plan for the next two fiscal years providing financing policy and implications, as well as a detailed summary of each of the planned capital projects.

The **Budget Resolution** section contains the legislative actions for the Town Council to formally establish the budget for the upcoming fiscal year.

A **Glossary** section provides definitions of terms and acronyms used in the budget document and an alphabetized list of the budgeted "Other Funds" included in the budget document.

TOWN OF WEST HARTFORD ORGANIZATION VALUES

The Town of West Hartford is dedicated to providing quality services, as established by Town policymakers, in a responsive and cost-effective manner. This commitment to quality depends upon a dedicated partnership between residents, elected officials and the employees of the Town.

The Town of West Hartford has certain expectations and values shared by all to ensure organizational excellence and service quality. They are:

Getting Close to our Residents (Customers)

We encourage and promote communication between Town residents and all municipal employees by ensuring friendly, courteous and responsive services. We further encourage and promote resident participation in the development and review of all Town services.

Enhancing our Public Image

We are committed to upholding the highest ideals of professionalism and integrity in performing our responsibilities. We will strive to promote an awareness and understanding of Town programs and services to Town residents, our peers and other communities.

Improving Relations Among All Employees

We are committed to promoting the well-being of employees through professional development, skill building programs, open lines of communication and encouraging organizational participation and teamwork.

Being on the Leading Edge of Technology

We recognize that in order to remain competent and to be leaders in our areas of specialty, we must be committed to incorporating appropriate technological advancements into our delivery of services.

Committing to Long Range Fiscal and Administrative Planning

We are committed to a proactive approach to the issues and challenges confronting the community. We will utilize a wide range of forecasting models and tools to help ensure that the Town will anticipate events and make informed decisions that will help shape the future.

SIX MAJOR PUBLIC POLICIES FOR THE FUTURE

West Hartford must continually position itself to meet the challenges that lie ahead. There are six major public policies that form the basis of public actions.

- FIRST:** and foremost, West Hartford must be among the safest (personal and property security) in the region.
- SECOND:** West Hartford schools must continue the long tradition of being the State's public education leader by becoming more resourceful, providing quality programs, and being customer (parent) responsive.
- THIRD:** West Hartford's physical appearance must be the best in the area, without exception. This includes not only roads, sidewalks, and other parts of the rights-of-way in residential and commercial areas, but the strict enforcement of housing, zoning and environmental health codes to prevent the appearance of neglect.
- FOURTH:** West Hartford must provide the best customer service. The Town will commit itself to continuous improvement to achieve this.
- FIFTH:** West Hartford will incorporate the market forces of competition and entrepreneurialism while being mindful of the need to maintain public accountability.
- SIXTH:** West Hartford must always strive to be inclusive of its residents in developing public policy, and recognize the importance that strong neighborhoods have in enhancing the image of the community.

TOWN OF WEST HARTFORD'S ANNUAL BUDGET PROCESS

Budget Process Guided by Town Charter/Town Ordinance

The Town of West Hartford's fiscal year begins on July 1st and ends on June 30th. The budget cycle is determined by the requirements outlined in the Town Charter, Chapter VII, as follows:

1. Not later than 130 days before the end of the fiscal year, each department files a detailed statement of estimated revenues and proposed expenditures for the ensuing fiscal year. The Superintendent of Schools files a similar statement with the Board of Education and Town Manager at least 115 days prior to the end of the fiscal year.
2. Not later than 110 days prior to the end of the fiscal year, the Town Manager submits to the Town Council a recommended operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
3. Not later than 75 days before the end of the fiscal year, two or more public hearings are conducted at locations throughout the Town to obtain public comments.
4. Not later than 65 days before the end of the fiscal year, the budget is legally enacted through passage of an ordinance.

Budget Referendum Process

Within 25 days from adoption of the budget, Town electors may request that the budget be repealed if 6% of the electors sign a petition. The Town Clerk must certify the petition within five days.

After the Town Clerk's certification of the petition, the question shall be submitted to a referendum of the electors of the town, conducted in accordance with the relevant general statutes. At least ten days prior to such referendum the council shall cause to be published in a newspaper having circulation in the town a notice of such referendum, setting forth the date on which and the hours during which the referendum will be held and the text of the question as it will appear on the voting machines. Such referendum shall be held on a Tuesday.

If the vote to repeal succeeds, the Town Council shall adopt a substitute budget not later than midnight on June 30.

The substitute budget shall be subject to repeal if 6% of the electors sign a petition by July 31.

On the last Tuesday of September, the question shall be submitted to a referendum of the electors of the Town. A majority vote of the electors to repeal the budget ordinance shall not become effective unless a total of at least 15% of the electors have voted.

If the vote to repeal succeeds, the council shall, not later than midnight on October 15, adopt a second substitute budget. The second substitute budget is not subject to a referendum.

Calendar for Fiscal Year 2024-2025 Budget Process

December 4, 2023	Budget guidelines distributed to departments
December 4 - January 5, 2024	Departments prepare budget submissions
January 6 - March 11, 2024	Town Manager's budget review and production of Proposed Budget
March 12, 2024*	Proposed Budget presented to Town Council by Town Manager
March 13 - April 24, 2024	Council review of budget and two public hearings on budget
April 24, 2024**	Town Council adoption of budget
April 25 - June 17, 2024	Preparation of Adopted Budget documents

* Deadline, per Town Charter, is March 13th.

** Deadline, per Town Charter, is April 27th.

Budget Amendment Process

Per the Code of the Town of West Hartford, Chapter 18, Article II, section 18-28, the Town Council may make by resolution supplemental appropriations to the operating or capital budgets at any time during the fiscal year.

In order to do this, the Director of Financial Services must certify that there exists in the General Fund balance or in the capital reserve account a sufficient sum which is unencumbered and able to meet such appropriation.

Any additional appropriation that the Council may wish to provide must be embodied in a separate resolution which specifically designates the purpose of such appropriation to some single project or program. The source of revenue must be stated within the resolution.

The Town Council adopts the operating budget by department and appropriates funds into four categories of expense: wages & salaries, operating expense, equipment, fringe benefits and insurance. During the fiscal year, a department may transfer funds from one line item to another to meet unexpected costs. To do this an internal transfer of funds occurs, provided that the funds are transferred within one of the four characters of expense. This type of transfer requires the approval of the Director of Financial Services and the Town Manager. Any transfer between departments or characters of expense requires approval by the Town Council.

FINANCIAL ORGANIZATION OF ACCOUNTS

The financial operations of the Town of West Hartford are organized into funds, each of which is a separate fiscal and accounting entity. The funds employed by the Town are detailed below, by fund type. Funds denoted in **bold** are budgeted funds and the department responsible for the operations of each fund is in parentheses.

GOVERNMENTAL FUNDS

Governmental funds are those through which most governmental functions typically are financed. There are five types of governmental funds: the General Fund, Special Revenue Funds, Capital Project Funds, Debt Service Funds and Permanent Funds.

General Fund – the primary operating fund of the Town. This fund is used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property taxes, state and federal grants, licenses, permits, charges for services, fines and forfeitures and interest income. The Pension Bonds Reserve fund is consolidated with the General Fund at year end for financial statement purposes.

Special Revenue Funds – account for revenue derived from specific sources (other than major capital projects) that are restricted by legal and regulatory provisions to finance specific activities. The Town's Special Revenue Funds are as follows (funds are listed in department order):

Technology Investment Fund (Information Technology) – accounts for a recurring revenue stream dedicated to continued investment in the Town's e-business strategy.

Police Private Duty Fund (Police Services) – accounts for revenues generated by police private duty overtime fees and the related costs.

Police Home Ownership Program Fund (Police Services) – accounts for loan activity to assist police officers with closing and down payment costs to encourage them to reside in the Southeast quadrant of West Hartford.

Drug Enforcement Fund (Police Services) – accounts for grant revenue and proceeds from seized property to be used for drug enforcement and education.

Parking Lot Fund (Public Works) – accounts for operations of the Town's gated parking lots and parking meters in the Town Center.

Cemetery Operating Fund (Public Works) – an expendable trust fund that accounts for donations and other resources provided for the maintenance of Town-owned cemeteries.

Veterans Memorial Fund (Public Works) – accounts for donations to finance construction and maintenance of a community memorial to honor veterans.

Community Development Block Grant Fund (Leisure Services & Social Services) – accounts for federal grant revenue from the United States Department of Housing and Urban Development.

CDBG Housing Rehabilitation Fund (Leisure Services & Social Services) – accounts for housing rehabilitation activities funded via federal grant monies from the U.S. Department of Housing and Urban Development.

State Housing and Community Development Fund (Leisure Services & Social Services) – accounts for state housing funds for community development programs.

Westmoor Park Fund (Leisure Services & Social Services) – accounts for income received from an external trust and expenditures to maintain Westmoor Park.

CF Morway Fund (Leisure Services & Social Services) – accounts for trust revenue which may be utilized to purchase park and recreation equipment and facilities.

Affordable Housing Trust Fund (Leisure Services & Social Services) – accounts for loan activity to assist low- and moderate-income families.

The Town That Cares Fund (Leisure Services & Social Services) – accounts for donations used to provide financial assistance to residents in need.

West Hartford Library Fund (Library Services) – accounts for grants and other revenue derived from the Connecticard program and computer search activities.

School Cafeteria Fund (Board of Education) – accounts for the operations of the school cafeterias, including sales of food, and state and federal subsidies.

School Interscholastic Sports Fund (Board of Education) – accounts for resources and expenditures related to interscholastic sports at the Town’s high schools.

School Grants Fund (Board of Education) – accounts for state and federal grants used for various education programs.

School Special Programs Fund (Board of Education) – accounts for state grants, federal grants and charges for services to fund education special programs.

School Donations Trust Fund (Board of Education) – accounts for contributions to the school system used to make public school purchases.

Private School Services Fund (Non-Departmental) – accounts for a state grant and other funds necessary to provide mandated services to the Town’s non-public schools.

American Rescue Plan Act (ARPA) (Non-Departmental) – accounts for Federal funds received to provide support to local governments in responding to the economic and public health impacts of COVID-19.

Capital Projects Funds – used to account for and report on resources that are restricted, committed or assigned to expenditures for capital outlay.

Capital Projects Fund (Capital Financing) – accounts for all financial resources used for the acquisition of capital assets or construction of major capital facilities.

Capital and Non-Recurring Expenditures Fund (Capital Financing) – accounts for the resources accumulated for capital projects or equipment acquisition.

Debt Service Funds – used to account for and report on resources that are restricted, committed or assigned to expenditures for principal and interest.

Debt Service Fund (Capital Financing) – accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest, as well as Pension Obligation Bonds long-term debt principal and interest.

Blue Back Square Fund (Non-Departmental) – accounts for the financial activity of the Blue Back Square development project.

Permanent Funds – used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the Town’s programs. The Town has one permanent fund:

Private Cemetery Fund (Public Works) – accounts for contributions and trust income used for the maintenance of private cemetery lots.

PROPRIETARY FUNDS

Proprietary funds are used to account for activities that are similar to those often found in the private sector. These funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. The Town has two types of proprietary funds:

Enterprise Funds – account for operations that are financed in a manner similar to private business enterprises, where the intent is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Leisure Services Fund (Leisure Services & Social Services) – accounts for the operations of the Town’s leisure activities.

West Hartford Center – Special Services District Fund (Non-Departmental) - accounts for the financial activity of the West Hartford Center Special Development District.

Internal Service Funds – account for the financing of goods or services provided by one department to other departments or agencies of the Town on a cost-reimbursement basis. The Town has two internal service funds:

Risk Management Fund (Human Resources) – accounts for the cost of the Town’s insured and self-insured risk programs.

Utilities Services Fund (Facilities Services) – accounts for the cost of the Town’s energy usage.

FIDUCIARY FUNDS

Fiduciary Funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, and other governments. The Town has two types of fiduciary funds:

Trust Funds – involve a trust agreement that affects the degree of management involvement and the length of time that resources are held. The Town has two trust funds:

Pension Trust Fund (Human Resources) – accounts for the payment of pension benefits and other costs associated with the operation of the Town’s pension plan.

Other Post-Employment Benefits Fund (Human Resources) – used to report resources that are required to be held in trust for the members and beneficiaries of the Town’s post-employment benefit plan.

Agency Funds – are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Town has one agency fund:

Student Activity Fund (Board of Education) – accounts for the monies generated by student activities in the West Hartford school system.

BASIS OF ACCOUNTING

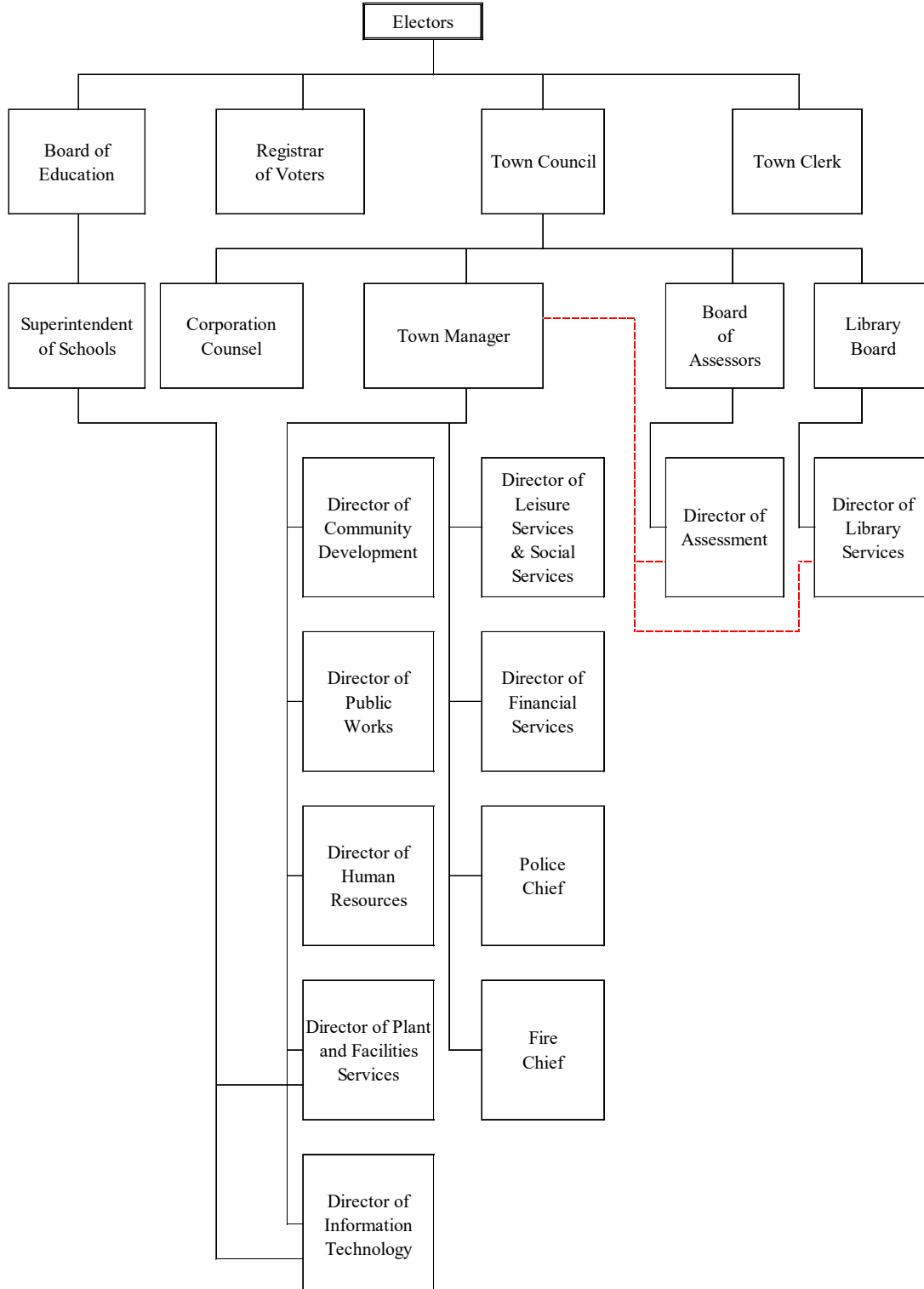
All General and Special Revenue Funds shall be accounted for on the **modified accrual basis**, under which revenues shall be recognized when actually received, or accrued when the Director of Financial Services determines them to be both measurable and available, and commitments of money shall be recorded as soon as they result in contingent liabilities to be met from available appropriations. This shall not apply to interest earnings, which may be recognized on a full-accrual basis, so as not to preclude the Town from maximizing investment earnings through utilization of long-term investments transcending one (1) or more fiscal years. Enterprise and Internal Services Funds utilize a full-accrual system of accounting. The Town shall utilize a full-encumbrance system for all funds in all financial transactions of the town. Salaries and wages of Town employees chargeable against valid personal services appropriations need not be encumbered, except at the close of the fiscal year. At the close of the fiscal year, all salary commitments and related employee benefits, such as social security, group insurance, retirement contributions and other obligations, as evidenced by a valid purchase order or contract accruing to the current accounting period, shall be itemized in a reserve for encumbrances; said itemized encumbrances, at the discretion of the Director of Financial Services, may be met from the aggregate total of the reserve for encumbrances.

This document is prepared on a **budgetary basis**, which follows the modified accrual basis of accounting except:

- a. Encumbrances are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order is issued and, accordingly, encumbrances outstanding at year-end are reflected in budgetary reports as expenditures in the current year but are shown as reservations of fund balance on a GAAP basis.
- b. The Town accounts for "on-behalf" contributions made by the State of Connecticut to the Connecticut State Teachers' Retirement System as revenue in accordance with GASB Statement No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*. As such, General Fund revenue and expenses on a GAAP basis reflect the recognition of "on-behalf" contributions by the State.

ORGANIZATIONAL STRUCTURE

TOWN OF WEST HARTFORD, CONNECTICUT



FISCAL POLICIES SECTION

The Town's annual budget reflects priorities of the Town Council with respect to maintaining a high level of service to the community, mitigating, to the extent possible, tax increases and looking prospectively to the future in hopes that any and all potential contingencies have been properly addressed.

This Proposed budget is designed to maintain the undesignated fund balance level at 9.9% of General Fund expenditures, with an eye towards incrementally increasing that level based on the recently amended fund balance policy which will earmark one third of prior year budgetary surplus to the fund. In addition, this proposed budget recommends to fully fund the pension Actuarially Determined Employer Contribution (ADEC) through a combination of direct funding by all covered funds along with a contribution from the Pension Bond Reserve (POB) Fund. This fund was created in 2021 to absorb any increases in excess of 8% over the prior year ADEC.

The state-wide uniform mill rate of 32.46 which was established for motor vehicles is not changed. Any City/Town who had proposed a mill rate greater than 32.46 for motor vehicles will receive a grant which will offset that loss in revenue. The Town received a grant in the amount of \$5,590,704 in FY 2024 and the Governor proposed a grant of \$5,874,518 which is included in this Proposed budget.

This Proposed budget also includes a \$400K increase towards Other Post-Employment Benefits (OPEB) liabilities in an effort to gradually improve the OPEB unfunded liability.

Lastly, this Proposed budget also addresses operational needs in public safety, public works, and general government. The following policies are reflected in this budget:

- Continue to assume a property tax collection rate of 99.1%.
- Continue to use conservative revenue estimates in all non-tax and non-municipal aid categories.
- Utilize the Governor's Proposed budget for State aid estimates.
- Continue to fully fund the Actuarially Determined Employer Contribution (ADEC) related to Pension liabilities.
- Adhere to planned phase in of ADEC related to Other Post-Employment Benefits (OPEB) liabilities.
- Explore options for service sharing with other municipalities.
- Regular rebidding of contracts for goods and services.
- Continued efforts to modify employee benefit programs to reduce costs.
- Evaluation of best practices for government operations.

The fiscal year Proposed 2025 General Fund budget totals \$349,071,774 and represents an increase of \$17,881,110 or 5.4% from fiscal year 2024. The municipal services portion of the budget totals \$131,523,008; an increase of \$6,759,788 or 5.42%. The education budget totals \$201,303,856, an increase of \$11,112,735 or 5.84%. The capital financing budget for both municipal and education services is \$16,244,910 an increase of \$8,587 or .05%. In order to finance the budget, an increase in current year property tax revenue of \$14,553,712 or 5.13% is required. Property taxes are the primary source of revenue for municipalities in Connecticut and increases in property tax revenue are generated from growth in the value of taxable property and increases in the tax rate. As a fully developed community, growth in the Town's taxable property is through re-use of existing property. The October 1, 2023 Grand List totals \$7,228,588,979, an increase of \$5,642,357 or .08%. This growth

equates to approximately \$239,913 in property tax revenue. In order to generate the remaining property tax required, a mill rate of 42.90 is required.

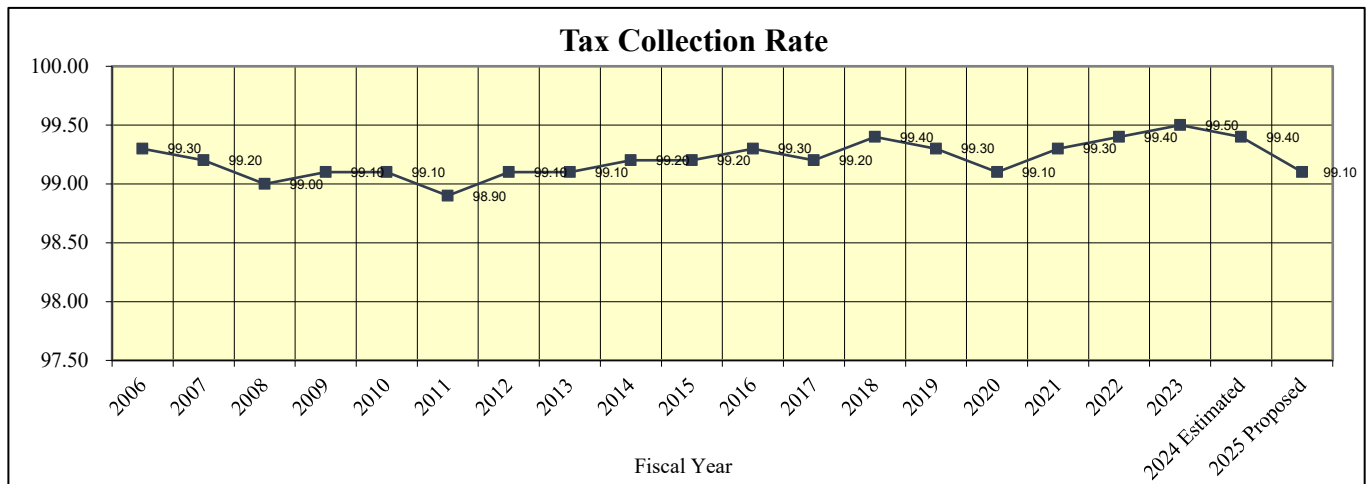
SUMMARY OF REVENUES

	FY 2024 <u>Adopted</u>	FY 2025 <u>Proposed</u>	Increase/ <u>(Decrease)</u>	Percent <u>Change</u>
Current Year Property Taxes	\$283,585,319	\$298,139,031	\$14,553,712	5.13%
Other Property Taxes	4,535,350	4,435,350	(100,000)	-2.20%
Intergovernmental Revenue	32,331,426	34,898,196	2,566,770	7.94%
Charges for Services	7,194,185	7,391,948	197,763	2.75%
Miscellaneous Revenue	2,832,200	3,491,850	659,650	23.29%
Transfers from Other Funds	<u>712,184</u>	<u>715,399</u>	<u>3,215</u>	0.45%
Total Revenues	<u>\$331,190,664</u>	<u>\$349,071,774</u>	<u>\$17,881,110</u>	<u>5.40%</u>

Property Taxes

Approximately 85% of the annual General Fund budget is financed through current year property tax revenue. Increases in property tax revenue are generated from growth in the value of taxable property and increases to the mill rate. As a fully developed community, growth in the Town's taxable property is normally through re-use of existing property.

With the increase in the Grand List, the value of a mill has increased. A mill is used to determine local property taxes. One mill equals one-thousandth of a dollar. For each mill levied on your property, your taxes will be \$1 per every \$1,000 of assessed value. This budget will have one mill rate for real and personal property of 42.90 mills; an increase of 1.98 mills or 4.84% and 32.46 mills for motor vehicles which was established by the State last year and remains in effect. Based on the mill rate cap for motor vehicles, the Town is expecting to receive an offset grant by the State of \$5,874,518. The successful collection of current year property taxes is a critical element in determining property tax revenues and effectively managing the budget during the fiscal year. The collection of the second installment of real estate property taxes in January 2024 was consistent with experience in prior years. Over the last ten years, the average collection rate for the Town has been 99.3%. The Proposed 2025 Budget maintains a conservative 99.1% collection rate assumption.

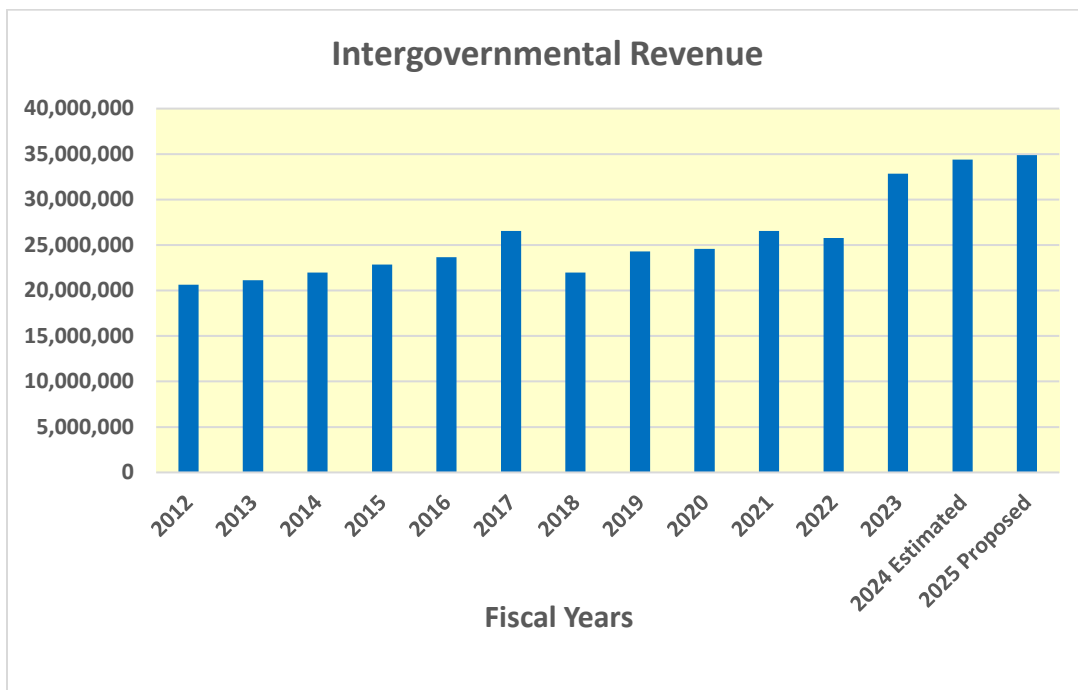


ANNUAL BUDGET 2024-2025

Intergovernmental Revenue

Estimated Intergovernmental Revenue for the Proposed fiscal year 2024-2025 budget is detailed below. State Aid revenue assumptions are based on the Governor's proposed budget.

<u>Grant</u>	<u>FY2024 Adopted</u>	<u>FY2025 Proposed</u>	<u>Increase/ Decrease</u>
Dial-A-Ride	\$ 80,880	\$ 80,880	-
Total Federal Revenue	\$ 80,880	\$ 80,880	-
Motor Vehicle Property Grant	\$ 5,590,704	\$ 5,874,518	\$ 283,814
Education Cost Sharing	23,028,564	25,088,837	2,060,273
Disabled Property Tax Relief	6,000	6,000	-
Grant for Municipal Projects	820,784	843,784	23,000
Payment in Lieu of Taxes (PILOT) Property	1,062,641	1,257,324	194,683
Payment in Lieu of Taxes (PILOT) Grant	691,253	691,253	-
Veterans Tax Relief	62,613	62,613	-
Alcohol/Drug Abuse Grant	7,142	12,142	5,000
Town Aid Road	691,660	691,660	-
Emergency 911 Service Grant	141,000	141,000	-
Pequot/Mohegan Fund Grant	27,820	27,820	-
Telephone Grant	120,365	120,365	-
Total State Aid	\$ 32,250,546	\$ 34,817,316	\$ 2,566,770
Total Intergovernmental Revenue	\$ 32,331,426	\$ 34,898,196	\$ 2,566,770



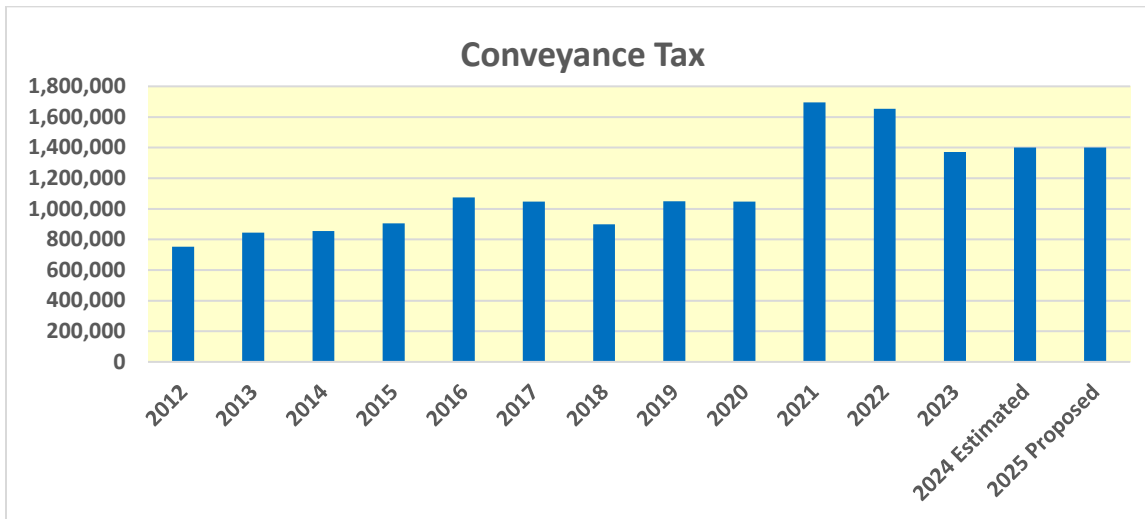
Charges for Services

Building Permits

Estimated building permit revenue is budgeted at \$2,300,000 for the Proposed fiscal year 2025 budget, a decrease of \$50,000. The building permit fee is calculated on the value of new construction or building improvements. The fiscal year 2024 estimate is based on anticipated residential housing and commercial construction projects.

Real Estate Transactions

The Town receives fees established by the State of Connecticut for real estate transactions. Land records fee revenue is received for the recording of legal documents and conveyance taxes are charged on the transfer of all real estate. The fiscal year 2025 Proposed budget reflects conveyance tax revenue of \$1,400,000 based upon the level of activity in the current fiscal year. The fiscal year 2025 Proposed budget increases land records fee revenue from \$175,000 to \$185,000.



Miscellaneous Revenues

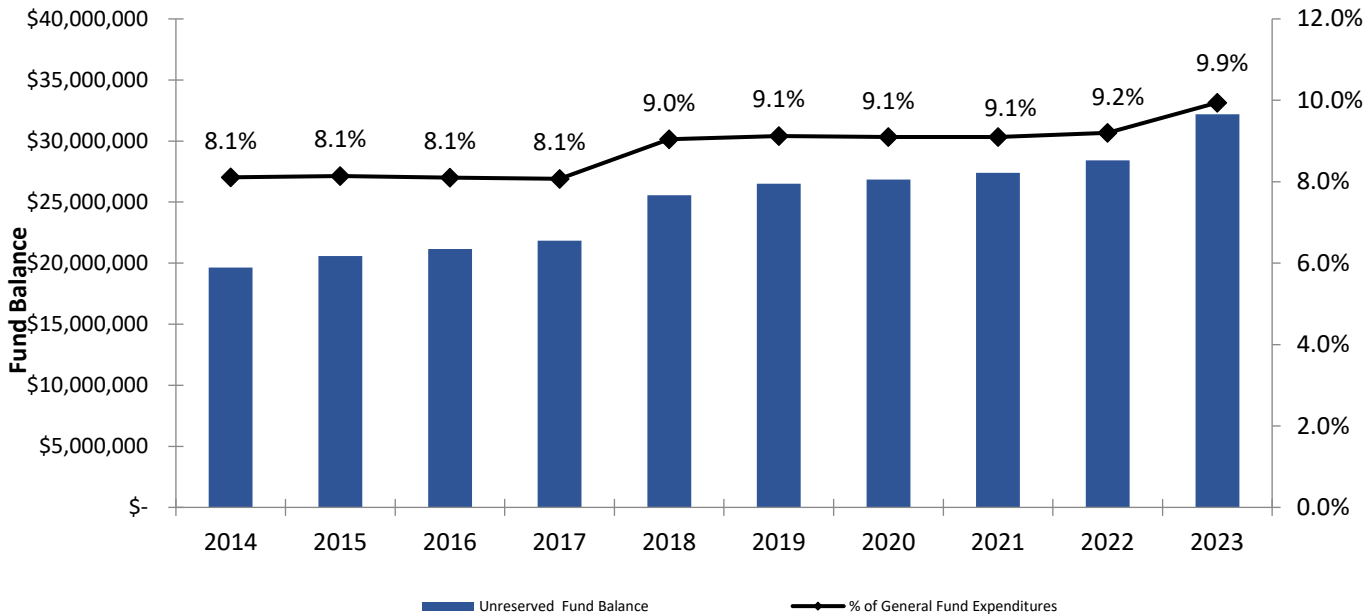
Investment Income

The Town invests available cash to generate interest income, a source of non-property tax revenue in the annual budget. The Proposed fiscal year 2025 interest income increases \$650,000 as interest rates remain favorable due to the Federal Government raising the prime interest rate a number of times during the fiscal year. The Town invests available cash in the State Treasurer's Short-Term Investment Fund (STIF) at current rates between 5.11% and 5.45%.

Fund Balance

Fund balance is the amount the Town has accumulated from prior years when revenues exceeded actual expenditures. As of June 30, 2023, the Town's fund balance increased from the prior year ratio of 9.2% to 9.9% for a total of \$32,195,879.

Town of West Hartford 10 Year History of Unassigned Fund Balance



SUMMARY OF EXPENDITURES

	FY 2024 <u>Adopted</u>	FY 2025 <u>Proposed</u>	Increase/ (Decrease)	Percent <u>Change</u>
Town Services				
Wages & Salaries	\$ 49,244,491	\$ 50,987,992	\$ 1,743,501	3.54%
Operating Expense	29,982,964	31,187,198	1,204,234	4.02%
Fringe Benefits	<u>45,535,765</u>	<u>49,347,818</u>	<u>3,812,053</u>	8.37%
Total Town Services	\$124,763,220	\$131,523,008	\$ 6,759,788	5.42%
Board of Education	\$190,191,121	\$201,303,856	\$11,112,735	5.84%
Capital Financing	<u>\$16,236,323</u>	<u>\$16,244,910</u>	<u>\$8,587</u>	0.05%
Total Expenditures	<u>\$331,190,664</u>	<u>\$349,071,774</u>	<u>\$17,881,110</u>	5.40%

Town Services

Wages & Salaries

Wages and Salaries total \$50,987,992, an increase of \$1,743,501 or 3.54% from the prior adopted budget. This appropriation represents the wages and salaries associated with all full-time employees, inclusive of paramedic stipends and hazardous material certification stipends. All Town union contracts expired June 30, 2021 with the exception of Police and Streets bargaining units (expiring June 30, 2024) and Fire and Grounds bargaining units (expiring June 30, 2025), however applicable merit increases for eligible employees are included. A contingency has been established for potential wage settlements for all unsettled collective bargaining unit contracts and are not included in the regular payroll account. During fiscal year

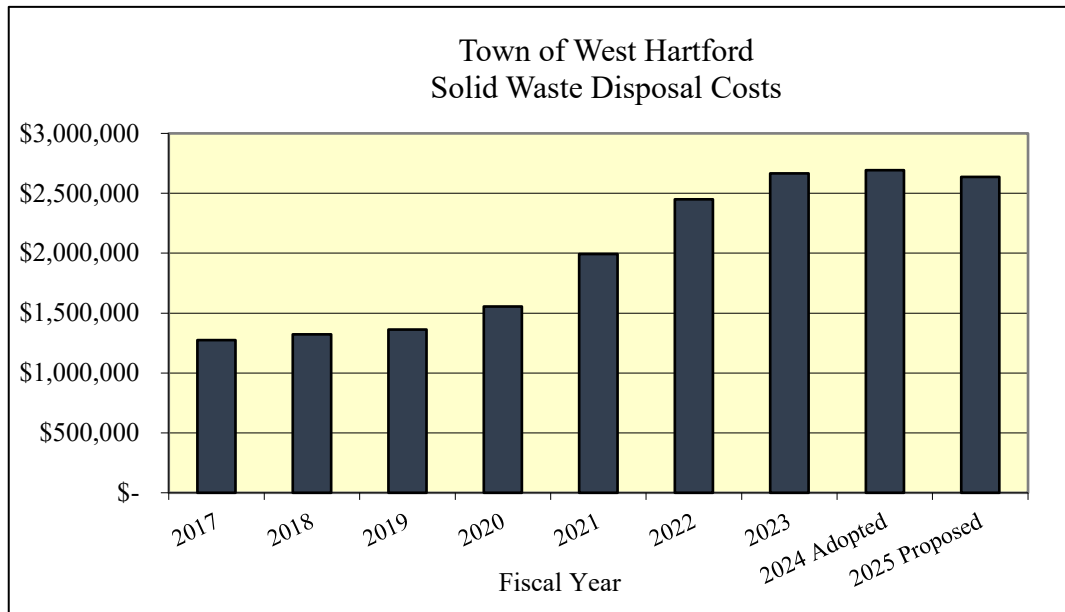
2024, two new General Fund positions were approved: Building Inspector and a Civil Engineer II, both in the Department of Community Development.

The appropriation for part-time personnel increases \$264,656 or 8.8%. The increase is largely due to the increase in CT minimum wage amount on January 1, 2024, contractual wages and step increases for eligible employees. Increases can be found in the Leisure and Social Services department due to part-time staff for programming and staff for the summer and school programs. In addition, increases can be found in the Registrar of Voters and the Town Clerk budgets due to additional part-time staff necessary due to the early voting statutory requirement as well as the Federal election in fiscal year 2025.

The overtime appropriation slightly increases by \$59,177 with increases in Police and Fire departments.

Operating Expense

Operating expense totals \$31,187,198, an increase of \$1,204,234 or 4.02% from the 2024 adopted budget. Payment to the MDC, the quasi-governmental agency responsible for sewage treatment and disposal, is based upon the agency's adopted budget and appropriated to the member communities based upon the local property tax levy. The appropriation for fiscal year 2025 slightly decreases (\$38,523) or -0.3% from fiscal year 2024. Operating expense encompasses a variety of items from office expenses to professional services, utilities and information technology for all Town departments. Office expenses increase by \$171,775 primarily due to early voting statutory requirements, employee recognition and staff event expenses, and a price increase for the annual subscription for commercial real estate information along with publications for the Police department. Renovations to an interview room for the Detective Bureau along with tasers, cartridges and batteries for the tasers are also included. Professional services increase \$168,220 primarily for services provided by outside counsel, labor attorneys, and consultants, contractual costs such as internal mail, switchboard and copying services, and annual physicals which follow a national standard promulgated by National Fire Protection Association (NFPA 1582) for approximately 92 employees. In addition, there are increased costs for the annual audit, transcription services to address additional needs, and a wetlands consultant to assist with application review. The office and minor equipment line increases \$108,602 to purchase a variety of minor equipment related to the Fire, Police and Public Works Departments. This includes an increase in the radio maintenance contract (\$87,695), Glock simulation guns for the Police Department (\$3,500), technical rescue equipment (\$4,000) for the Fire Department and stripping, painting crosswalks and pedestrian areas (\$8,700) in the Public Works department. Maintenance and repairs include all Town wide equipment repair and maintenance. Included in this category are sidewalk maintenance, streetlight maintenance, signal and traffic light maintenance and hardware/equipment maintenance. The increase of \$206,815 is primarily for the Police Department relating to license plate recognition camera system (Flock Safety) (\$65,000), software (\$7,000), commercial copier in the training room (\$2,000), software upgrade to the radio system (\$90,000) and additional EMS supplies (\$27,625). Additional increases are found in the Public Works department for signal maintenance (\$15,400), materials for sign making (\$12,000), bituminous materials used for patching roads (\$29,550) and contractual services for tree removal and crane support (\$10,000). Contractual Services reflect a net increase of \$249,093 primarily due to increased costs for the Town's curbside services related to trash pick-up and the continuance of a bi-weekly recycling collection program (\$134,313). Other contractual services that increase include miscellaneous contractual services in Public Works (\$30,000) and contracted services in the Facilities department (\$10,000).



Fringe Benefits, Insurance & Miscellaneous

Fringe Benefits, Insurance & Miscellaneous total \$49,437,818, an increase of \$3,812,053 or 8.4% from the adopted 2024 budget. This appropriation represents risk management expenses such as the cost of employee health benefits, insurance, self-insurance and workers' compensation programs. This also includes pension benefits, transfers to other funds, social security and contingencies for tentative wage settlements on open union contracts.

Risk management expense, which is charged to all funds, increases \$2,213,478 or 7.5% in fiscal year 2025. The Town Health Program expense increases \$1,308,969 with the General Fund's portion of the increase (\$780,411) in the contribution for retiree health and an increase in active employee health care costs based upon current year trends. In addition, there are increases in insurance premiums on renewals on a number of policies (i.e., property, excess auto, general liability, cyber liability, public official, school leaders.) The other risk programs are experiencing variances due to claim trends and amortization of accumulated surplus/deficit in each program, as detailed in the Human Resources departmental section.

On June 24, 2021, the Town issued \$324.3M of Pension Obligation Bonds (POB's). The fiscal year 2025 contribution to the Pension Fund reflects the Town's total Pension Liability which consists of the Debt Service on the Pension Obligation Bonds of \$17,658,777 and the actuarially determined employer contribution (ADEC) of \$9,171,477 which when combined equal the total Town Pension liability of \$26,830,254. This reflects a decrease of \$352,026 over the fiscal year 2024 adopted budget, as discussed more fully in the Human Resources departmental section. Although there is an overall decrease in the Town's pension liability, the impact to the Town's portion of the General Fund contribution represents an increase of \$927,310, as there is an actuarial percentage shift in the cost between the Town and Board of Education.

The ADEC represents contributions from the Town, Board of Education and covered non-general fund programs that have employees that fall under the Town's Pension umbrella. The \$9,171,477 is comprised of Town, BOE and other covered programs contributions of \$7,981,105 and a contribution from the Pension Bond Reserve Fund of \$1,190,372.

In addition to pension benefits, the Town provides medical benefits to retired employees. The total liability for retiree medical benefits, last measured on July 1, 2021, is \$242,528,208. These benefits are paid from a retiree health care reserve fund established in 1984. The General Fund makes a contribution to the reserve fund each year and these funds are invested in fixed income and equity securities. A long range funding plan for the retiree health care reserve fund was implemented in fiscal year 2005 to restore the General Fund contribution to the reserve fund to a level sufficient to preserve the financial viability of the fund. The General Fund contribution to the retiree health care reserve fund increases \$400,000 in fiscal year 2025 resulting in a Town contribution of \$11,272,000.

The Town extended the retirement eligibility for new employees hired after 2003 which significantly lowered the liability associated with retiree health care. An OPEB (Other Post-Employment Benefits) trust fund was established for these employees and the Actuarially Determined Employer Contribution (ADEC) to the trust for the cost of retirement health care benefits earned has been deposited in the fund each year. The Town has also begun phasing in contributions to reach the ADEC for employees hired prior to 2003 over a multi-year period.

A contingency of \$2,012,227 is appropriated one for unsettled labor agreements that have already expired and two for contracts (Police and Streets) that will expire at the end of fiscal year 2024.

Education

West Hartford Public Schools – The FY 2024-2025 education budget totals \$201,303,856, an increase of \$11,112,735 or 5.8%.

- Salaries, which comprise 64% of the budget, increase \$6,686,648, or 5.5%. This increase reflects rate adjustments required by collective bargaining agreements, as well as current staffing for regular and special education services. Staffing of pupil services support specialists and paraprofessionals exceeds budget in the current year to meet increased student needs. The 2024-25 budget reflects a net reduction of 10.6 positions from current staffing. While new certified special education positions are proposed to meet student needs, they are offset by reductions achieved through enrollment changes, scheduling and program efficiencies, and administrative and support staff adjustments.
- Employee benefit expense, which represents 18% of the budget, is increasing by 6.3%. Pension costs for non-certified staff reflect a reduction of \$520,259 based upon the Board's share of the actuarially determined employer contribution for the Town Pension plan and a prorated share of the debt service on pension obligation bonds issued by the Town. The appropriation for health insurance increases based upon an estimated increase in medical premiums for the State Partnership Plan, current staffing, and a reduced use of the health reserve. In addition, social security costs increase consistent with staffing and wages.
- Transportation, Tuition, and Utilities reflect an increase of 7.3%. Pupil transportation increases \$227,424 due to contractual rate increases. Tuition reflects an increase of \$1,533,622 based upon the number of students placed out of district to meet their educational needs, an increase in tuition rates, and the continued underfunding of the State reimbursement for excess costs. Overall, the appropriation for utilities reflects a reduction of \$188,357 due to moderated rate adjustments and consistent usage.
- The remainder of the district's costs consist of items such as instructional supplies, professional services, copiers, textbooks, technology, maintenance and custodial supplies, rent, and general

insurance. The increase of \$681,525 relates to an increase in workers' compensation and general liability insurance.

The Superintendent's budget maintains class size guidelines, instructional coaches at the middle schools, and a broad array of courses to challenge students and prepare them for college and career. In addition, it preserves counseling and student supports, programs and services to meet the distinctive needs of all learners, and a strong commitment to the arts.

CAPITAL FINANCING SUMMARY

The 2025-2036 Capital Improvement Program (CIP) invests \$522,193,000 in the West Hartford community over the next twelve years. These funds will be invested in Town and School buildings, transportation and infrastructure, parks and recreational projects and capital equipment.

While the CIP is comprised primarily of recurring projects whose purpose is to maintain the infrastructure of the Town and prevent expensive repairs, there are also a few non-recurring projects as noted below.

- **Transportation and Circulation:** Farmington Ave Reconstruction Project applies \$5,500,000 of ARPA funds to provide Complete Streets improvements on Farmington Avenue from Walden Street to Main Street including the intersections at Walden Road, LaSalle Road, and the Municipal Parking Lot Driveway. Program elements include sidewalk expansions, replacement of sidewalk surfaces, replacement of street trees and tree wells, sidewalk furniture, low impact development drainage improvements, traffic calming improvements, roadway repaving, and new pavement markings.
- **Parks and Recreation:** Rockledge Irrigation, originally installed in 1981, is set to be replaced. The irrigation system is important to maintain quality golf; all greens, tees and most fairways are irrigated. Components include the irrigation ponds (fed by wells); a pump station, water distribution pipes, control valves, control lines (with controllers) and sprinkler heads. Irrigation complements fertilizer and Integrated Pest Management, allowing for judicious use and increased use of organic treatments. It also helps control algae and heat stress. The project has a duration of one year, planned to start in Year 1, and has a total cost of \$2,400,000.
- **Town Building Improvements:** Included in this capital plan is the construction of a new Elmwood Community Center to be located at 100 Mayflower Street. In FY 2024, after this proposed budget is submitted, the Town Council will consider an appropriation of \$3,000,000 in ARPA funds to develop plans and specifications for the new building. In Year 2 of this plan \$5,000,000 in bond funds is proposed to hire a construction management firm who will oversee the construction, owner's representative, commissioning agent and other professional/consulting services related to construction of the building. Year 3 of this plan includes \$55,000,000 in bond funds for the actual construction of the building.
- **Miscellaneous Equipment:** Year 1 of the plan includes \$115,000 for a Street Brine System. Public Works during winter months is responsible for the clearing and safe utilization of all parks and BOE parking as well as over 220 miles of roads within the town of West Hartford. The application of ClearLane, a road treatment material, is needed to assure there is no icing, preventing the potential for student or resident harm. The use of a brine system for the application of deicing materials to town roads, center sidewalks and school areas allow more precise application of materials, reducing waste and being environmentally friendly.

The Town utilizes four main financing sources for projects in the CIP: long-term debt (General Obligation Bonds), the Capital and Non-Recurring Expenditure (CNRE) Fund, State and Federal grants, and “other” funds. Projects being financed via other funds include projects at Rockledge Golf Course (excluding the irrigation and retaining wall projects), which are financed through capital projects user fees for golfers, projects at Westmoor Park, which are financed through use of the Westmoor Park fund balance, and projects eligible for funding under the Community Development Block Grant program.

FUND BALANCE POLICY – GENERAL FUND

TOWN OF WEST HARTFORD

The Government Finance Officers Association (“GFOA”) recommends that governments establish a formal policy on the level of unrestricted fund balance in the General Fund. Credit agencies are in general agreement with this GFOA recommendation as they carefully monitor levels of unrestricted fund balance in a government’s General Fund in order to properly evaluate a government’s continued creditworthiness. The Town of West Hartford (“Town”) is in agreement and believes that in order to ensure the long-term economic stability of the Town, a policy that requires maintaining a prudent level of financial resources in order to protect against reducing service levels or raising taxes and fees as a result of unforeseen catastrophic events, unexpected revenue shortfalls, or unpredicted one-time expenditures, is necessary. Furthermore, the Town recognizes that the creation of a formal fund balance policy for the General Fund is essential to maintaining the highest credit rating available.

Accordingly, the Town seeks to gradually increase unrestricted fund balance in the General Fund to 16% of expenditures as stated in the General Fund Schedule of Expenditures and Other Financing Uses Budget and Actual (NON-GAAP BUDGETARY BASIS) in the Town’s most recent Comprehensive Audited Financial Report. The Town intends to reach this level over time by committing year end surplus in the following manner:

1. First, depending on the amount of surplus, at a minimum, utilize surplus funds to maintain the current unreserved fund balance ratio.
2. Second, for surplus funds over and above the amount needed to maintain the current fund balance ratio, commit to utilizing one third of that amount to increase the unreserved fund balance.
3. Third, the balance of any surplus, after points 1 and 2 are achieved, will be used to bolster reserves in other funds such as, but not limited to, the Capital Non-Recurring Fund, Utility Services Fund and Risk Management Fund.

As of the adoption of this revised policy, the Town’s unreserved fund balance is 9.2%. In the event the unrestricted fund balance falls below 9.2%, the Town will take all necessary steps to restore it to at least 9.2% as soon as practical, which steps may or may not be those set forth above.

The Town intends to limit its unrestricted fund balance in the General Fund to no more than 16% of the audited General Fund Expenditures as stated in the General Fund Schedule of Expenditures and Other

Financing Uses Budget and Actual (NON-GAAP BUDGETARY BASIS) in the Town's most recent Comprehensive Audited Financial Report.

Amounts in excess of 16% will be available for appropriation for the following purposes:

1. Tax Relief Purposes: Excess unrestricted fund balance may be used for tax relief purposes. This is permitted only when that tax relief is part of an overall strategy that is intended to smooth out projected tax levy increases over a multiyear period.
2. Unanticipated Operating Expenses: Excess unrestricted fund balance may be used to offset operating budget expenses in extraordinary cases where those expenses are unanticipated and substantial and/or are projected to occur over a multiyear period.
3. Recurring Capital Projects: Excess unrestricted fund balance may be used for recurring capital projects including, but not limited to, Arterial Street Reconstruction, Neighborhood Street Reconstruction, Street Resurfacing and Town Building Improvements.

The Town acknowledges that a drawdown of excess fund balance to mitigate tax increases or to support operations is essentially a one-time source of funding and, therefore, the Town commits to manage any excess fund balance drawdown(s) in a prudent and fiscally responsible manner. When appropriate, drawdowns of excess fund balance will be utilized over a multiyear period. If a significant drawdown of excess fund balance is proposed for a single fiscal year period, the Town Manager will be required to submit a fiscal analysis to the Town Council outlining the impact that one time revenue will have on the following fiscal year's operating budget.

Any recommended usage of excess fund balance must be proposed by the Town Manager and authorized by the Town Council.

Proposed: 12/13/2016 / Revised: 2/14/2023

TOWN OF WEST HARTFORD, CONNECTICUT
STATEMENT OF GENERAL INVESTMENT POLICY

I. Responsibility

Under Chapter 18 of the West Hartford Code, the Director of Finance is responsible for the custody of Town funds and money. This includes the investment of all town funds of the Town of West Hartford, including the General Fund, Special Revenue Funds, Capital Projects Fund, Proprietary Funds, and Trust and Agency Funds, and any other funds which may be created from time to time. Investment of those funds shall be administered in accordance with the provisions of this policy. This policy does not apply to the Risk Management Fund (and Capital and Nonrecurring Expenditure Fund), equity reserves and designated liability reserves, which are governed by the Statement of Reserve Investment Policy, nor its employee retirement system funds, which are administered separately and governed by the Statement of Pension Plan Investment Policy.

In meeting this responsibility, the Director of Financial Services establishes objectives for the investment of these funds, may select an investment manager, oversees the compliance of the manager with all articles and restrictions on the investment of the funds, and evaluates the performance of the investment manager, if one is selected. The Town Manager approves the contracts and/or fee schedules of the investment manager and the investment custodian and approves the continuation of the business relationships with the investment manager and the custodian.

Town funds are invested under the authority of Section 7-400 of the Connecticut General Statutes (CGS).

II. Policy Rationale

The Town believes that prudent investment management requires a statement of investment policies and objectives to guide the investment manager responsible for investing Town assets. Investment objectives should reflect the Town's goal of attaining market rates of return on its investments, consistent with constraints imposed by its safety objectives, cash flow considerations, and state laws that restrict the investment of public funds. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

Inherent in the investment policy statement is the Town's belief that investment strategies should reflect a prudent investor's tolerance for risk. Certain specified investment restrictions are appropriate to help define the degree of risk tolerance acceptable to the Town. The Town believes that diversification is fundamental to the spreading of risk, for example. Fundamental to this diversification is asset allocation, and as indicated below, the Town accepts responsibility for asset allocation decisions, but may delegate asset allocation responsibility to its investment manager.

The Town's rationale for a statement of investment policy is to produce a superior return for the Town through prudent asset allocation and superior investment performance within the designated asset classes.

III. Objectives

The primary objective of the investment of Town funds is to earn an annualized return, including both income and changes in market value after management charges, which exceeds the rate of inflation by 2% as periodically expressed in the Consumer Price Index. The Town recognizes that this objective will not be attainable in periods of market adversity, and the Town places its emphasis on measuring attainment over periods long enough to encompass both a peak and a bottom in the appropriate markets.

The secondary objective of the investment fund is to earn an annualized return which ranks it in the top 40% of appropriate populations of funds as tabulated by Piper, SEI, and others. As in the case of the primary objective,

the Town will emphasize standings in these populations for periods long enough to encompass market peaks and valleys, but will nonetheless assess relative performance at least quarterly.

Although these objective standards will be primary in the Town's assessment of manager performance, the Town will make use of other competitive data, as are made available to it.

If the Town selects an investment manager or managers for expertise in a specific class, or classes, of securities, the class objective standard will become primary in the Town's assessment of the particular manager. The Town will assess performance quarterly and will expect that the manager will rank in the top 40% of the appropriate population(s) over periods long enough to encompass both a peak and a bottom in the appropriate markets.

IV. Asset Allocation

Although asset allocation is finally the responsibility of the Town, the Town may delegate this responsibility or portion thereof to its investment manager, subject to certain restrictions. The Town will strive to give its investment manager the broadest possible mandate to utilize their expertise.

V. Specific Restrictions

A. General Restrictions on Asset Classes

Per CGS Sections 7-400, the portfolio may be invested:

- a. In the obligations of the U.S. Government, including the joint and several obligations of the FHLMC, FNMA, GNMA, and FSLIC, the U.S. Postal Service, all federal home loan banks, all federal land banks, all federal intermediate credit banks, the Central Bank for Cooperatives, the Tennessee Valley Authority, or any other agency of the United States government.
- b. In the obligations of any state of the United States or of any political subdivision, authority of agency thereof, provided at the time of investment such obligations are rated within one of the top two rating categories of any nationally recognized rating service or of any rating service recognized by the state commissioner of banking.
- c. In the obligations of the State of Connecticut or of any regional school district, town, city, borough or metropolitan district in the State of Connecticut, provided at the time of investment the obligations of such government entity are rated within one of the top three rating categories of any nationally recognized rating service or of any rating service recognized by the state commissioner of banking.

Other permissible investments include certificates of deposit, commercial paper, savings accounts, and bankers' acceptances, and the State Short Term Investment Fund (STIF).

B. Specific Restrictions

Unless specifically approved by the Town, all short term securities in the investment fund will be under the management of the Town, a single investment manager or the Town's custodian bank. To the extent that an investment manager elects to leave monies allocated to it in short term investments, these investments will be aggregated with all securities under the manager's responsibility for management fee purposes.

Short term securities are those which have a maturity date within one year at time of purchase. All short term investments must satisfy at least one of the following criteria:

- a. It is an obligation or guaranteed by the U.S. Government.
- b. It is commercial paper rate A-1 or P-1 by Moody's Investors Service or Standard and Poor's Corporation.
- c. It is a certificate of deposit or a banker's acceptance of a commercial bank with assets of at least \$20 billion and permanent capital of at least \$1 billion with the last five years of profitable operation.
- d. It is a repurchase agreement against the collateral of U.S. Treasury or government guaranteed securities with banks meetings requirement c. above and primary government securities dealers.

Because of the need to demonstrate compliance with state statutes, the Town does not permit the pooling of short term investments with those of other accounts under the manager's or the bank's direction.

VI. Diversification and Maturities

Funds of the Town shall be invested in instruments whose maturities do not exceed five years at the time of purchase. Investments shall be diversified to eliminate the risk of loss resulting from overconcentration in a specific maturity, a specific issuer, or a specific class of securities. In establishing diversification strategies, the following general policies shall apply:

- a. Maturities shall be staggered to avoid undue concentration of funds in a specific maturity. Maturities selected shall provide for stability of income and reasonable liquidity.
- b. Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date cash flow needs are covered through maturing investments or marketable U.S. Treasury bills.
- c. At least five (5) percent of the portfolio shall be invested in overnight instruments or in marketable securities which can be converted into cash with one day's notice.

VII. Security

To protect against potential fraud, funds of the Town invested in repurchase agreements or bearer instruments shall be secured through third-party custody and safekeeping procedures. Investment officials shall be bonded to protect the public against possible embezzlement and malfeasance. Collateralized securities such as repurchase agreements shall be purchased using the delivery versus payment procedure. Unless prevailing practices or economic circumstances dictate otherwise, ownership shall be protected through third-party custodial safekeeping.

VIII. Investment Coordinator

The Town's Director of Finance shall serve as the investment coordinator.

IX. Investment Custodian

The Town (shall) may employ an investment custodian to hold or arrange for the holding of the securities in the portfolio and to execute investment transactions in accordance with instruction received from the investment manager. At least annually, the Town will review the fee schedule and performance of the investment custodian and approve the custodian's fees.

TOWN OF WEST HARTFORD

FISCAL YEAR 2024-2025

BUDGET IN BRIEF

ALL FUNDS

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
General Fund	\$327,314,125	\$331,190,664	\$336,003,996	\$349,071,774
Blue Back Square Fund	3,654,022	3,656,800	3,656,800	3,662,050
Community Development Block Grant Fund	1,542,670	678,482	1,753,051	686,237
CDBG – Housing Rehabilitation Fund	305,780	320,000	330,000	310,000
State Housing & Community Development Fund	19		20	15
Westmoor Park Fund	845,596	852,740	820,040	901,686
Leisure Services Fund	5,267,766	5,432,145	5,460,481	5,767,740
Private School Services Fund	2,280,993	2,711,802	2,653,431	2,946,640
West Hartford Library Fund	20,123		3,228	
Parking Lot Fund	2,669,011	2,397,086	2,473,586	2,468,336
Technology Investment Fund	17,136	10,000	10,000	10,000
Capital & Non-Recurring Expenditure Fund	3,757,930		109,000	
Police Private Duty Fund	1,897,257	2,000,000	1,850,000	1,900,000
Cemetery Operating Fund	<u>546,668</u>	<u>679,000</u>	<u>530,000</u>	<u>576,000</u>
Total Revenue & Other Resources	\$350,119,096	\$349,928,719	\$355,653,633	\$368,300,478

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
General Fund	\$323,797,340	\$331,190,664	\$333,069,289	\$349,071,774
Blue Back Square Fund	3,654,000	3,637,000	3,637,000	3,642,250
Community Development Block Grant Fund	1,542,670	678,482	1,753,051	686,237
CDBG – Housing Rehabilitation Fund	305,780	320,000	330,000	310,000
State Housing & Community Development Fund				
Westmoor Park Fund	794,929	781,950	820,644	844,797
Leisure Services Fund	5,179,606	4,979,018	5,355,874	5,536,136
Private School Services Fund	2,280,993	2,711,802	2,653,431	2,946,640
West Hartford Library Fund	36,924		9,016	
Parking Lot Fund	2,475,831	2,923,318	2,956,329	3,003,067
Technology Investment Fund	8,197	10,000	10,000	10,000
Capital & Non-Recurring Expenditure Fund	2,219,616	1,366,000	1,816,000	2,243,000
Police Private Duty Fund	1,789,732	1,845,401	1,867,059	1,971,475
Cemetery Operating Fund	<u>560,537</u>	<u>507,443</u>	<u>545,448</u>	<u>786,707</u>
Total Expenditures & Other Uses	\$344,646,155	\$350,951,078	\$354,823,141	\$371,052,083

CHANGE IN FUND BALANCE	\$ 5,472,941	(\$ 1,022,359)	\$ 830,492	(\$ 2,751,605)
BEGINNING BALANCE	\$ 29,585,557	\$ 35,058,498	\$ 35,058,498	\$ 35,888,990
ENDING BALANCE	\$ 35,058,498	\$ 34,036,139	\$ 35,888,990	\$ 33,137,385

ANNUAL BUDGET 2024-2025

Summary of Sources, Uses And Changes in Fund Balances - All Funds

	General Fund	Blue Back Square Fund	CDBG Fund	CDBG Housing Rehab Fund	State Housing Fund	Westmoor Park Fund	Leisure Services Fund
<u>Revenues</u>							
Property Taxes	\$302,574,381						
Intergovernmental	34,898,196		\$686,237	\$310,000			
Charges for Services	7,391,948	\$19,800			\$15	\$446,686	\$5,635,240
Miscellaneous	3,491,850					455,000	62,500
Total Revenues	\$348,356,375	\$19,800	\$686,237	\$310,000	\$15	\$901,686	\$5,697,740
<u>Other Resources</u>							
Transfers In	\$715,399	\$3,642,250					\$70,000
Total Other Resources	\$715,399	\$3,642,250	\$0	\$0	\$0	\$0	\$70,000
Total Revenue & Other Resources	\$349,071,774	\$3,662,050	\$686,237	\$310,000	\$15	\$901,686	\$5,767,740
<u>Expenditures</u>							
Town Clerk	\$ 414,544						
Town Council	450,839						
Town Manager	911,047						
Corporation Counsel	545,567						
Registrar of Voters	365,506						
Information Technology	1,365,439						
Financial Services	2,786,331						
Assessor	931,361						
Human Resources	600,302						
Fire Department	15,388,812						
Police Department	18,843,559						
Community Development	3,404,502						
Public Works	14,172,068						
Plant & Facilities Services	2,742,722						
Leisure Services & Social Services	4,099,195		\$686,237	\$310,000		\$844,797	\$5,536,136
Library Services	3,705,249						
Education	201,303,856						
Debt Service	16,244,910						
Non-Departmental	58,707,335	\$3,642,250					
Total Expenditures	\$346,983,144	\$3,642,250	\$686,237	\$310,000	\$0	\$844,797	\$5,536,136
<u>Other Uses</u>							
Transfers Out	2,088,630						
Total Other Uses	\$2,088,630	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures and Other Uses	\$349,071,774	\$3,642,250	\$686,237	\$310,000	\$0	\$844,797	\$5,536,136
Change in Fund Balance	\$0	\$19,800	\$0	\$0	\$15	\$56,889	\$231,604
Estimated Fund Balance 7/1/24	\$35,130,586	\$30,209	\$0	\$0	\$591	\$441,127	(\$4,385,500)
Estimated Fund Balance 6/30/25	\$35,130,586	\$50,009	\$0	\$0	\$606	\$498,016	(\$4,153,896)

NOTE: Transfers In and Out on this schedule may not balance since some transfers are between budgeted and unbudgeted funds.

ANNUAL BUDGET 2024-2025

Summary of Sources, Uses And Changes in Fund Balances - All Funds

	Private School Services <u>Fund</u>	Library <u>Fund</u>	Parking Lot <u>Fund</u>	Technology Investment <u>Fund</u>	Capital & Non- Recurring Expenditure <u>Fund</u>	Police Private Duty Service <u>Fund</u>	Cemetery Operating <u>Fund</u>	Total All <u>Funds</u>
Revenues								
Property Taxes								\$302,574,381
Intergovernmental	\$750,864							36,645,297
Charges for Services			\$1,824,000	\$10,000		\$1,900,000	\$506,000	17,733,689
Miscellaneous			24,000				70,000	4,103,350
Total Revenues	\$750,854	\$0	\$1,848,000	\$10,000	\$0	\$1,900,000	\$576,000	\$361,056,717
Other Resources								
Transfers In	\$2,195,776		\$620,336		\$0			\$7,243,761
Total Other Resources	\$2,195,776	\$0	\$620,336	\$0	\$0	\$0	\$0	\$7,243,761
Total Revenue & Other Resources	\$2,946,640	\$0	\$2,468,336	\$10,000	\$0	\$1,900,000	\$576,000	\$368,300,478
Expenditures								
Town Clerk								\$ 414,544
Town Council								450,839
Town Manager								911,047
Corporation Counsel								545,567
Registrar of Voters								365,506
Information Technology				\$10,000				1,375,439
Financial Services								2,786,331
Assessor								931,361
Human Resources								600,302
Fire Department								15,388,812
Police Department						\$1,846,475		20,690,034
Community Development								3,404,502
Public Works			\$3,003,067				\$786,707	17,961,842
Plant & Facilities								
Services								2,742,722
Leisure Services & Social Services								11,476,365
Library Services								3,705,249
Education								201,303,856
Debt Service								16,244,910
Non-Departmental	\$2,946,640				\$1,408,218			66,704,443
Total Expenditures	\$2,946,640	\$0	\$3,003,067	\$10,000	\$1,408,218	\$1,846,475	\$786,707	\$368,003,671
Other Uses								
Transfers Out					834,782	125,000		3,048,412
Total Other Uses	\$0	\$0	\$0	\$0	\$834,782	\$125,000	\$0	\$3,048,412
Total Expenditures and Other Uses	\$2,946,640	\$0	\$3,003,067	\$10,000	\$2,243,000	\$1,971,475	\$786,707	\$371,052,083
Change in Fund Balance	\$0	\$0	(\$534,731)	\$0	(\$2,243,000)	(\$71,475)	(\$210,707)	(\$2,751,605)
Estimated Fund Balance 7/1/24	\$0	\$72,099	(\$159,065)	\$17,774	\$2,881,789	\$385,454	\$1,473,721	\$35,888,990
Estimated Fund Balance 6/30/25	\$0	\$72,099	(\$693,796)	\$17,774	\$638,789	\$313,979	\$1,263,014	\$33,137,385

NOTE: Transfers In and Out on this schedule may not balance since some transfers are between budgeted and unbudgeted funds.

TOWN OF WEST HARTFORD

FISCAL YEAR 2024-2025

BUDGET IN BRIEF

GENERAL FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Current Year Property Taxes	\$276,147,409	\$283,585,319	\$283,585,319	\$298,139,031
Other Property Taxes	5,756,481	4,535,350	4,785,350	4,435,350
Intergovernmental	32,850,028	32,331,426	34,402,056	34,898,196
Charges for Services	7,493,512	7,194,185	7,289,958	7,391,948
Miscellaneous	4,562,195	2,832,200	5,241,881	3,491,850
Transfers In	<u>504,500</u>	<u>712,184</u>	<u>699,432</u>	<u>715,399</u>
Total Revenue & Other Resources	\$327,314,125	\$331,190,664	\$336,003,996	\$349,071,774

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Town Council	\$ 467,287	\$ 420,512	\$ 450,349	\$ 450,839
Town Clerk	413,837	368,612	359,246	414,544
Town Manager	716,126	785,338	793,437	911,047
Corporation Counsel	527,605	514,261	514,261	545,567
Registrar of Voters	260,991	313,791	242,566	365,506
Assessor	746,791	889,105	867,164	931,361
Information Technology	1,254,593	1,342,287	1,338,860	1,365,439
Financial Services	2,405,927	2,727,317	2,770,905	2,786,331
Human Resources	519,808	566,160	559,423	600,302
Fire	14,884,823	14,645,302	15,004,006	15,388,812
Police	18,638,184	18,552,154	19,244,814	18,843,559
Community Development	2,823,410	3,172,936	3,329,250	3,404,502
Public Works	12,856,107	13,523,585	13,612,544	14,172,068
Plant and Facilities Services	2,565,806	2,654,040	2,747,998	2,742,722
Leisure Services & Social Services	3,662,479	3,829,514	4,237,583	4,099,195
Library	3,376,665	3,611,759	3,542,953	3,705,249
Education	181,012,512	190,191,121	190,191,121	201,303,856
Capital Financing	19,794,587	16,236,323	16,256,323	16,244,910
Non-Departmental	<u>56,869,802</u>	<u>56,846,547</u>	<u>57,006,486</u>	<u>60,795,965</u>
Total Expenditures & Other Uses	\$323,797,340	\$331,190,664	\$333,069,289	\$349,071,774

CHANGE IN FUND BALANCE	\$ 3,516,785	\$	\$ 2,934,707	\$
BEGINNING BALANCE	\$ 28,679,094	\$ 32,195,879	\$ 32,195,879	\$ 35,130,586
ENDING BALANCE	\$ 32,195,879	\$ 32,195,879	\$ 35,130,586	\$ 35,130,586

ANNUAL BUDGET 2024-2025

**SUMMARY BY DEPARTMENT
GENERAL FUND EXPENDITURES AND OTHER USES**

	<u>ACTUAL</u> <u>FY 2022-2023</u>	<u>ADOPTED</u> <u>FY 2023-2024</u>	<u>ESTIMATED</u> <u>FY 2023-2024</u>	<u>PROPOSED</u> <u>FY 2024-2025</u>	<u>PERCENT</u> <u>CHANGE</u>
Town Council	\$ 467,287	\$ 420,512	\$ 450,349	\$ 450,839	7.2%
Town Clerk	413,837	368,612	359,246	414,544	12.5%
Town Manager	716,126	785,338	793,437	911,047	16.0%
Corporation Counsel	527,605	514,261	514,261	545,567	6.1%
Registrar of Voters	260,991	313,791	242,566	365,506	16.5%
Assessor's Office	746,791	889,105	867,164	931,361	4.8%
Information Technology	1,254,593	1,342,287	1,338,860	1,365,439	1.7%
Financial Services	2,405,927	2,727,317	2,770,905	2,786,331	2.2%
Human Resources	519,808	566,160	559,423	600,302	6.0%
Fire	14,884,823	14,645,302	15,004,006	15,388,812	5.1%
Police	18,638,184	18,552,154	19,244,814	18,843,559	1.6%
Community Development	2,823,410	3,172,936	3,329,250	3,404,502	7.3%
Public Works	12,856,107	13,523,585	13,612,544	14,172,068	4.8%
Plant and Facilities Services	2,565,806	2,654,040	2,747,998	2,742,722	3.3%
Leisure Services & Social Services	3,662,479	3,829,514	4,237,583	4,099,195	7.0%
Library	3,376,665	3,611,759	3,542,953	3,705,249	2.6%
Education	181,012,512	190,191,121	190,191,121	201,303,856	5.8%
Capital Financing	19,794,587	16,236,323	16,256,323	16,244,910	0.1%
Non-Departmental	<u>56,869,802</u>	<u>56,846,547</u>	<u>57,006,486</u>	<u>60,795,965</u>	6.9%
Total Expenditures & Other Uses	\$323,797,340	\$331,190,664	\$333,069,289	\$349,071,774	5.4%

ANNUAL BUDGET 2024-2025

GENERAL FUND ESTIMATED REVENUES AND OTHER RESOURCES

	Actual 2022-2023	Adopted 2023-2024	Actual 6 months	Estimated 2023-2024	Proposed 2024-2025	Percent Change
PROPERTY TAXES						
Current Year Taxes	\$276,147,409	\$283,585,319	166,618,605	\$283,585,319	\$298,139,031	5.1%
Motor Vehicle Supplement	2,207,151	2,410,350	715,687	2,660,350	2,310,350	-4.1%
Prior Year Taxes	2,435,091	1,425,000	848,575	1,425,000	1,425,000	
Suspense	88,360					
Interest & Lien Fees	1,025,879	700,000	445,902	700,000	700,000	
TOTAL PROPERTY TAXES	281,903,890	288,120,669	168,628,769	288,370,669	302,574,381	5.0%
INTERGOVERNMENTAL REVENUES						
Federal						
Dial-A-Ride Assistance	80,880	80,880	39,180	80,880	80,880	
American Rescue Plan Act						
FEMA Grant	205,659					
Miscellaneous Federal	57,088					
Total Federal Revenues	343,627	80,880	39,180	80,880	80,880	
State						
MV Property Grant	5,186,025	5,590,704	5,590,704	5,590,704	5,874,518	5.1%
ECS Grant	22,149,807	23,028,564	5,759,333	23,028,564	25,088,837	8.9%
Sub-Total Education	27,335,832	28,619,268	11,350,037	28,619,268	30,963,355	8.2%
Disabled Property Tax Relief	4,822	6,000	4,719	6,000	6,000	
Municipal Revenue Sharing	1,398,160		1,819,880	1,819,880		
Grant for Municipal Projects	1,017,502	820,784	49,314	940,066	843,784	2.8%
Payment in lieu of Taxes (PILOT) Property	10,991	1,062,641	1,194,183	1,194,183	1,257,324	18.3%
Payment in lieu of Taxes (PILOT) Grant	1,590,998	691,253	691,253	691,253	691,253	
Veterans Tax Relief	44,016	62,613	41,428	41,428	62,613	
Sub-Total Property Tax Relief	4,066,489	2,643,291	3,800,777	4,692,810	2,860,974	8.2%
Alcohol/Drug Abuse Grant	11,583	7,142	17,142	17,142	12,142	70.0%
YSB Grant						
Sub-Total Human & Cultural	11,583	7,142	17,142	17,142	12,142	70.0%
Town Aid Road	691,660	691,660	345,515	691,031	691,660	
Emergency 911 Service Grant	208,070	141,000	30,971	141,000	141,000	
Emergency Management Grant	37,030					
FEMA-Coronavirus Relief Fund						
Pequot/Mohegan Fund Grant	27,820	27,820	9,273	27,820	27,820	
Telephone Grant	120,417	120,365		120,365	120,365	
Preservation of Historic Documents	7,500		11,740	11,740		
Sub-Total Other State Aid	1,092,497	980,845	397,499	991,956	980,845	
Total State Revenue	32,506,401	32,250,546	15,565,455	34,321,176	34,817,316	8.0%
TOTAL INTERGOVERNMENTAL	32,850,028	32,331,426	15,604,635	34,402,056	34,898,196	7.9%

ANNUAL BUDGET 2024-2025

GENERAL FUND ESTIMATED REVENUES AND OTHER RESOURCES

	Actual 2022-2023	Adopted 2023-2024	Actual 6 months	Estimated 2023-2024	Proposed 2024-2025	Percent Change
CHARGES FOR SERVICES						
Licenses & Permits						
Building Permits	2,258,944	2,350,000	1,268,380	2,350,000	2,300,000	-2.1%
Dog Licenses	20,538	12,000	944	12,000	12,000	
Fire Occupancy Fees	94,649	100,000	32,945	100,000	100,000	
Fire Plan Review Fees	426,780	353,340	345,590	375,000	378,340	7.1%
Marriage Licenses	23,136	20,000	12,528	20,000	20,000	
Miscellaneous Permits	2,198	1,800	286	750	1,800	
Liquor Permits	1,760	2,000	760			-100.0%
Public Works Permits	158,369	116,500	76,488	158,650	258,500	121.9%
Weapons Permits	15,355	20,000	6,415	15,000	20,000	
Engineering Licenses & Permits	53,500	54,500	31,550	55,000	55,000	0.9%
Zoning Permits	52,530	35,000	12,367	35,000	35,000	
Total Licenses & Permits	3,107,759	3,065,140	1,788,253	3,121,400	3,180,640	3.8%
Charges for Services						
Alarm Fees	21,169	15,000	1,976	5,100	15,000	
Photo Fees	159	500	94	250	500	
Birth Certificates	21,510	16,000	7,715	16,000	16,000	
Conveyance Taxes	1,372,100	1,400,000	629,323	1,400,000	1,400,000	
Copies	48,418	53,325	30,582	66,760	67,345	26.3%
Day Care Services	36,924	38,148	19,074			-100.0%
Death Certificates	70,205	61,600	31,775	61,600	61,600	
General Admissions	122,475	102,000	97,411	117,000	113,000	10.8%
Expedited Fees		600		600	600	
Land Records Fee	193,946	175,000	93,522	175,000	185,000	5.7%
Land Records – Farmland Bill Fees	16,785	18,000	7,905	18,000	18,000	
MERS Fee	53,182	75,000	20,483	75,000	75,000	
Memberships	66,401	69,000	32,159	21,000	10,500	-84.8%
Metal Recycling	9,969	4,000	5,445	7,500	7,000	100.0%
Recycling Revenue	2,246	1,000	1,114	1,500	1,000	
Additional Barrel Fees	51,581	52,000		52,000	52,000	
Miscellaneous Charges For Services	49,495	36,000	14,479	791,190	700,483	1,845.8%
Paramedic Services	592,311	760,000	271,038	571,538	760,000	
Paramedic Intercept						
Program Registrations	843,992	665,000	619,403	171,148	180,908	-72.8%
Land Leases	222,042	175,752	86,441	175,752	175,752	
Rental of Facilities	104,387	92,820	43,106	51,320	51,320	-44.7%
Special Events	45,356	42,000	16,252	38,000	35,500	-15.5%
TPZ/IWW Applications	48,407	17,500	6,197			-100.0%
Zoning Petitions	60,425	25,000	10,654	60,000	25,000	
Total Charges for Services	4,053,485	3,895,245	2,046,148	3,876,258	3,951,508	1.4%
Fines & Forfeitures						
Adult Library Fines	24,675	3,000	4,499	10,000	4,000	33.3%
Moving Vehicle Violations	38,185	20,000	27,914	35,000	20,000	
Ordinance Violations	24,222	8,000	14,370	20,000	8,000	
Parking Violation	241,536	200,000	111,398	225,000	225,000	12.5%
Miscellaneous Fines & Forfeitures	3,650	2,800	530	2,300	2,800	
Total Fines & Forfeitures	332,268	233,800	158,711	292,300	259,800	11.1%
TOTAL CHARGES FOR SERVICES	7,493,512	7,194,185	3,993,112	7,289,958	7,391,948	2.7%

West Hartford, Connecticut

ANNUAL BUDGET 2024-2025

GENERAL FUND ESTIMATED REVENUES AND OTHER RESOURCES

	Actual 2022-2023	Adopted 2023-2024	Actual 6 months	Estimated 2023-2024	Proposed 2024-2025	Percent Change
MISCELLANEOUS REVENUES						
Miscellaneous Revenue	406,412	200,000	98,006	283,931	200,000	
Commissions	22,420					
Contributions	12,297	11,700	12,848	86,950	21,350	82.5%
Private Bequests	6,437	9,000		9,000	9,000	
Donations	915	500	760	500	500	
Interest & Investment Income	3,727,408	2,250,000	3,030,508	4,500,000	2,900,000	28.9%
Miscellaneous Reimbursements	22,889	1,000	200	1,500	1,000	
Workers Compensation Reimbursements	363,417	360,000	232,616	360,000	360,000	
Refund of Prior Year Expenditures						
TOTAL MISC REVENUES	4,562,195	2,832,200	3,374,938	5,241,881	3,491,850	23.3%
TRANSFERS IN						
Financial Services (Accounting Services)	68,776	72,000		72,000	72,000	
Human Resources (RMF)	40,000	40,000		40,000	40,000	
Police (PPD)	125,000	125,000		125,000	125,000	
Community Development (CDBG)	26,926	75,000	15,324	40,000	20,000	-73.3%
Public Works (CNRE)						
Facilities Services (CPF)	243,798	289,000		289,000	302,719	4.7%
Social Services (CNRE)				22,248	44,496	100.0%
Non-Departmental		111,184		111,184	111,184	
TOTAL TRANSFERS IN	504,500	712,184	15,324	699,432	715,399	0.5%
GENERAL FUND TOTAL REVENUE	\$327,314,125	\$331,190,664	\$191,616,778	\$336,003,996	\$349,071,774	5.4%

**COMPARISON OF WAGES AND SALARIES, OPERATING EXPENSE,
EQUIPMENT, AND SOCIAL SECURITY
GENERAL FUND**

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Town Council</u>					
Wages & Salaries	\$188,282	\$138,136	\$156,332	\$149,869	8.5%
Operating Expense	268,788	272,097	283,738	289,505	6.4%
Social Security	<u>10,217</u>	<u>10,279</u>	<u>10,279</u>	<u>11,465</u>	11.5%
TOTAL	\$467,287	\$420,512	\$450,349	\$450,839	7.2%
<u>Town Clerk</u>					
Wages & Salaries	\$287,001	\$258,099	\$246,257	\$291,327	12.9%
Operating Expense	110,091	91,395	95,690	104,395	14.2%
Social Security	<u>16,745</u>	<u>19,118</u>	<u>17,299</u>	<u>18,822</u>	-1.5%
TOTAL	\$413,837	\$368,612	\$359,246	\$414,544	12.5%
<u>Town Manager</u>					
Wages & Salaries	\$643,550	\$696,326	\$700,160	\$727,942	4.5%
Operating Expense	30,048	38,430	45,935	131,210	241.4%
Social Security	<u>42,528</u>	<u>50,582</u>	<u>47,342</u>	<u>51,895</u>	2.6%
TOTAL	\$716,126	\$785,338	\$793,437	\$911,047	16.0%
<u>Corporation Counsel</u>					
Wages & Salaries	\$341,798	\$352,215	\$352,215	\$375,911	6.7%
Operating Expense	160,898	135,800	135,800	142,050	4.6%
Social Security	<u>24,909</u>	<u>26,246</u>	<u>26,246</u>	<u>27,606</u>	5.2%
TOTAL	\$527,605	\$514,261	\$514,261	\$545,567	6.1%
<u>Registrar of Voters</u>					
Wages & Salaries	\$178,665	\$216,663	\$150,655	\$267,743	23.6%
Operating Expense	76,528	86,330	85,000	83,860	-2.9%
Social Security	<u>5,798</u>	<u>10,798</u>	<u>6,911</u>	<u>13,903</u>	28.8%
TOTAL	\$260,991	\$313,791	\$242,566	\$365,506	16.5%
<u>Assessor</u>					
Wages & Salaries	\$657,046	\$746,654	\$730,517	\$785,092	5.1%
Operating Expense	42,849	87,090	83,169	88,202	1.3%
Social Security	<u>46,896</u>	<u>55,361</u>	<u>53,478</u>	<u>58,067</u>	4.9%
TOTAL	\$746,791	\$889,105	\$867,164	\$931,361	4.8%

**COMPARISON OF WAGES AND SALARIES, OPERATING EXPENSE,
EQUIPMENT, AND SOCIAL SECURITY
GENERAL FUND**

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Information Technology</u>					
Wages & Salaries	\$535,361	\$529,684	\$530,121	\$540,657	2.1%
Operating Expense	679,908	773,000	769,136	784,500	1.5%
Social Security	<u>39,324</u>	<u>39,603</u>	<u>39,603</u>	<u>40,282</u>	1.7%
TOTAL	\$1,254,593	\$1,342,287	\$1,338,860	\$1,365,439	1.7%
<u>Financial Services</u>					
Wages & Salaries	\$1,891,046	\$1,961,751	\$2,024,209	\$2,012,819	2.6%
Operating Expense	381,861	623,231	607,527	626,736	0.6%
Social Security	<u>133,020</u>	<u>142,335</u>	<u>139,169</u>	<u>146,776</u>	3.1%
TOTAL	\$2,405,927	\$2,727,317	\$2,770,905	\$2,786,331	2.2%
<u>Human Resources</u>					
Wages & Salaries	\$358,459	\$411,658	\$377,147	\$424,809	3.2%
Operating Expense	135,289	124,500	154,800	144,600	16.1%
Social Security	<u>26,060</u>	<u>30,002</u>	<u>27,476</u>	<u>30,893</u>	3.0%
TOTAL	\$519,808	\$566,160	\$559,423	\$600,302	6.0%
<u>Fire</u>					
Wages & Salaries	\$12,828,206	\$12,755,268	\$13,034,693	\$13,382,831	4.9%
Operating Expense	1,855,926	1,679,976	1,748,645	1,774,734	5.6%
Social Security	<u>200,691</u>	<u>210,058</u>	<u>220,668</u>	<u>231,247</u>	10.1%
TOTAL	\$14,884,823	\$14,645,302	\$15,004,006	\$15,388,812	5.1%
<u>Police</u>					
Wages & Salaries	\$16,968,974	\$16,989,227	\$17,667,518	\$17,030,120	0.2%
Operating Expense	1,308,194	1,186,605	1,206,035	1,433,644	20.8%
Social Security	<u>361,016</u>	<u>376,322</u>	<u>371,261</u>	<u>379,795</u>	0.9%
TOTAL	\$18,638,184	\$18,552,154	\$19,244,814	\$18,843,559	1.6%
<u>Community Development</u>					
Wages & Salaries	\$2,341,619	\$2,619,757	\$2,696,722	\$2,846,073	8.6%
Operating Expense	315,107	358,200	435,958	349,150	-2.5%
Social Security	<u>166,684</u>	<u>194,979</u>	<u>196,570</u>	<u>209,279</u>	7.3%
TOTAL	\$2,823,410	\$3,172,936	\$3,329,250	\$3,404,502	7.3%

ANNUAL BUDGET 2024-2025

**COMPARISON OF WAGES AND SALARIES, OPERATING EXPENSE,
EQUIPMENT, AND SOCIAL SECURITY
GENERAL FUND**

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Public Works</u>					
Wages & Salaries	\$4,415,799	\$4,922,273	\$4,937,551	\$5,192,937	5.5%
Operating Expense	8,029,327	8,134,038	8,237,357	8,492,294	4.4%
Social Security	<u>410,981</u>	<u>467,274</u>	<u>437,636</u>	<u>486,837</u>	4.2%
TOTAL	\$12,856,107	\$13,523,585	\$13,612,544	\$14,172,068	4.8%
<u>Plant and Facilities Services</u>					
Wages & Salaries	\$1,227,145	\$1,301,750	\$1,306,872	\$1,344,384	3.3%
Operating Expense	1,253,013	1,269,117	1,342,667	1,298,814	2.3%
Social Security	<u>85,648</u>	<u>83,173</u>	<u>98,459</u>	<u>99,524</u>	19.7%
TOTAL	\$2,565,806	\$2,654,040	\$2,747,998	\$2,742,722	3.3%
<u>Leisure Services and Social Services</u>					
Wages & Salaries	\$2,326,304	\$2,487,655	\$2,652,536	\$2,681,914	7.8%
Operating Expense	1,214,803	1,203,374	1,445,799	1,262,463	4.9%
Social Security	<u>121,372</u>	<u>138,485</u>	<u>139,248</u>	<u>154,818</u>	11.8%
TOTAL	\$3,662,479	\$3,829,514	\$4,237,583	\$4,099,195	7.0%
<u>Library</u>					
Wages & Salaries	\$2,573,126	\$2,752,294	\$2,730,760	\$2,821,945	2.5%
Operating Expense	624,340	652,637	620,775	671,637	2.9%
Social Security	<u>179,199</u>	<u>206,828</u>	<u>191,418</u>	<u>211,667</u>	2.3%
TOTAL	\$3,376,665	\$3,611,759	\$3,542,953	\$3,705,249	2.6%
<u>Board of Education</u>					
Board of Education	<u>\$181,012,512</u>	<u>\$190,191,121</u>	<u>\$190,191,121</u>	<u>\$201,303,856</u>	5.8%
TOTAL	\$181,012,512	\$190,191,121	\$190,191,121	\$201,303,856	5.8%
<u>Capital Financing</u>					
Debt and Sundry	<u>\$19,794,587</u>	<u>\$16,236,323</u>	<u>\$16,256,323</u>	<u>\$16,244,910</u>	0.1%
TOTAL	\$19,794,587	\$16,236,323	\$16,256,323	\$16,244,910	0.1%

ANNUAL BUDGET 2024-2025

**COMPARISON OF WAGES AND SALARIES, OPERATING EXPENSE,
EQUIPMENT, AND SOCIAL SECURITY
GENERAL FUND**

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Non-Departmental</u>					
Wages & Salaries	\$103,727	\$105,081	\$106,840	\$111,619	6.2%
Operating Expense	13,553,092	13,267,144	13,316,847	13,509,404	1.8%
Fringe Benefits and Insurance	<u>43,212,983</u>	<u>43,474,322</u>	<u>43,582,799</u>	<u>47,174,942</u>	8.5%
TOTAL	\$56,869,802	\$56,846,547	\$57,006,486	\$60,795,965	6.9%
 TOTAL ALL DEPARTMENTS	 \$323,797,340	 \$331,190,664	 \$333,069,289	 \$349,071,774	 5.4%

FULL-TIME POSITION SUMMARY

The following summary aggregates authorized Town positions by department and fund. A detailed position schedule can be found in each departmental section. The fiscal year 2025 budget includes 472 full-time authorized positions.

	Authorized and Funded Positions			Revised	Proposed
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>General Government</u>					
General Fund	19.0	22.0	22.0	22.0	22.0
<u>Information Technology</u>					
General Fund	4.5	4.5	4.5	4.5	4.5
<u>Financial Services</u>					
General Fund	17.0	19.0	19.0	19.0	19.0
<u>Human Resources</u>					
General Fund	3.2	2.8	3.8	3.8	3.8
Pension Fund	1.6	1.6	1.6	1.7	1.7
Risk Management Fund	<u>3.7</u>	<u>3.6</u>	<u>4.6</u>	<u>4.5</u>	<u>4.5</u>
TOTAL	8.5	8.0	10.0	10.0	10.0
<u>Fire</u>					
General Fund	93.0	93.0	94.0	94.0	94.0
<u>Police</u>					
General Fund	153.0	153.0	155.0	155.0	155.0
Parking Lot Fund	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
TOTAL	155.0	155.0	157.0	157.0	157.0
<u>Community Development</u>					
General Fund	24.0	26.0	26.0	28.0	28.0
<u>Public Works</u>					
General Fund	49.0	50.0	52.00	52.00	52.00
Parking Lot Fund*	10.0	10.0	10.65	10.65	10.65
Cemetery Operating Fund	<u>1.0</u>	<u>1.0</u>	<u>3.35</u>	<u>3.35</u>	<u>3.35</u>
TOTAL	60.0	61.0	66.00	66.00	66.00

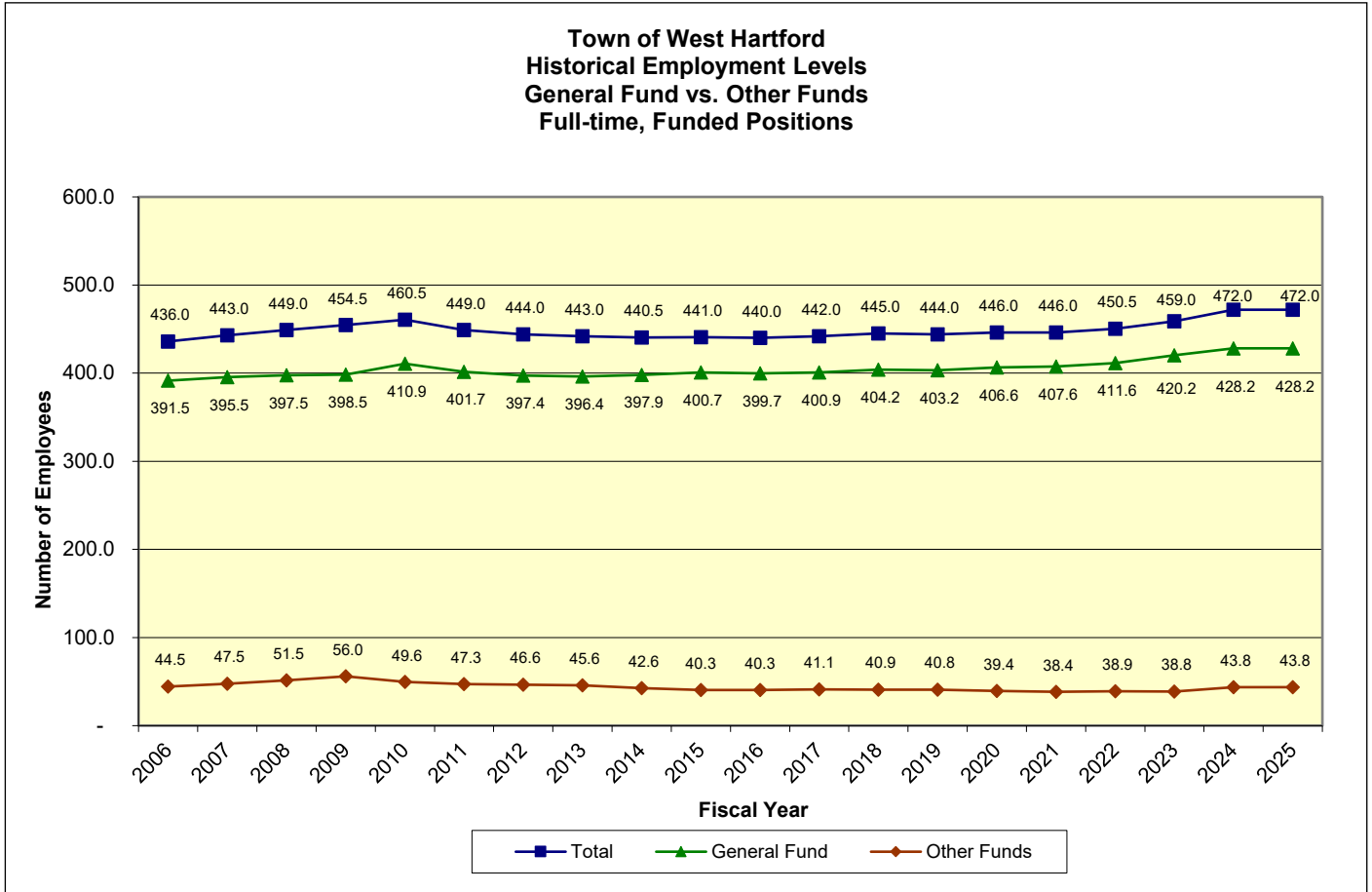
ANNUAL BUDGET 2024-2025

	Authorized and Funded Positions			Revised	Proposed
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
<u>Plant and Facilities Services</u>					
General Fund**	9.5	9.5	9.5	9.5	9.5
<u>Leisure Services & Social Services</u>					
General Fund	14.4	15.4	15.4	15.4	15.7
CDBG Fund	1.6	1.6	1.6	1.6	1.3
Westmoor Park Fund	2.1	2.1	2.1	2.1	2.1
Leisure Services Enterprise Fund	<u>7.9</u>	<u>7.9</u>	<u>7.9</u>	<u>7.9</u>	<u>7.9</u>
TOTAL	26.0	27.0	27.0	27.0	27.0
<u>Library Department</u>					
General Fund***	24.0	24.0	24.0	24.0	24.0
<u>Non-Departmental</u>					
General Fund	1.0	1.0	1.0	1.0	1.0
Private School Services Fund	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>10.0</u>	<u>10.0</u>
TOTAL	10.0	10.0	10.0	11.0	11.0
 TOTAL ALL FUNDS	 450.5	 459.0	 469.0	 472.0	 472.0

* Includes three (3) permanent part-time positions.

** One position is unfunded in fiscal years 2022-2025.

*** One position was unfunded in fiscal years 2022 and 2023.



**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

<u>ADOPTED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PERCENT</u>
<u>FY 2024</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>CHANGE</u>

WAGES & SALARIES

REGULAR PAYROLL	\$40,616,295	\$41,072,974	\$41,974,334	3.3%
------------------------	---------------------	---------------------	---------------------	-------------

Comment: Regular payroll totals \$41,974,334, an increase of \$1,358,039 or 3.3% from prior adopted budget. This appropriation represents the wages and salaries associated with all full-time employees, inclusive of paramedic stipends and hazardous material certification stipends. All Town union contracts expired in June, 2021 with the exception of Police and Streets bargaining units (expiring June 30, 2024) and Fire and Grounds bargaining units (expiring June 30, 2025), however applicable merit increases for eligible employees are included. A contingency has been established for potential wage settlements for all unsettled collective bargaining unit contracts and are not recorded in the regular payroll account. During fiscal year 2024, two new positions were approved: Building Inspector and a Civil Engineer II, both in the Department of Community Development.

TEMPORARY PAYROLL	2,994,874	3,037,632	3,259,530	8.8%
--------------------------	------------------	------------------	------------------	-------------

Comment: The appropriation for part-time personnel increases \$264,656 or 8.8%. The increase is largely due to the new CT minimum wage amount on January 1, 2024, contractual wages and step increases for eligible employees. Increases can also be found in the Leisure and Social Services department due to part-time staff for programming and staff for the summer and school programs. In addition, increases can be found in Registrar of Voters and the Town Clerk offices due to an increase in part-time personnel due to the early voting statutory requirement as well as a Federal election in fiscal year 2025.

OVERTIME	4,251,734	4,903,524	4,310,911	1.4%
-----------------	------------------	------------------	------------------	-------------

Comment: The overtime appropriation slightly increases by \$59,177 with increases in the Police and Fire departments.

HOLIDAY	1,261,494	1,260,261	1,295,883	2.7%
----------------	------------------	------------------	------------------	-------------

Comment: Holiday pay is budgeted for Police and Fire employees who receive pay in lieu of holidays off. In fiscal year 2025, the increase is attributed to the eligible employees who elect payment.

**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

	<u>ADOPTED</u> <u>FY 2024</u>	<u>ESTIMATED</u> <u>FY 2024</u>	<u>PROPOSED</u> <u>FY 2025</u>	<u>PERCENT</u> <u>CHANGE</u>
<u>WAGES & SALARIES (continued)</u>				
EDUCATION PREMIUM PAY	<u>120,094</u>	<u>126,714</u>	<u>147,334</u>	22.7%
Comment: Paid to eligible Police and Fire uniformed employees and Clerical Union employees per union contract, the Education Premium Pay increased by \$27,240 for FY 2025. Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree. Members of the Police and Fire unions are eligible for education attainment payments of \$1,000 for 60 college credits or an Associate's Degree; \$1,500 for 90 college credits; and \$2,000 for 120 college credits or a Bachelor's Degree. This category fluctuates due to the number of eligible employees.				
TOTAL WAGES AND SALARIES	\$49,244,491	\$50,401,105	\$50,987,992	3.5%

**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

	<u>ADOPTED</u> <u>FY 2024</u>	<u>ESTIMATED</u> <u>FY 2024</u>	<u>PROPOSED</u> <u>FY 2025</u>	<u>PERCENT</u> <u>CHANGE</u>
<u>OPERATING EXPENSES</u>				
OFFICE EXPENSE	\$733,861	\$743,696	\$905,636	23.4%
Comment: Includes copying, postage, office supplies, paper, printing and other miscellaneous costs associated with program operation. Total office expense costs are increased by \$171,775 in fiscal year 2025, primarily due to early voting statutory requirements, employee recognition and staff event expenses, price increase for annual subscription for the commercial real estate information and publications for the Police department, renovations to an interview room for the Detective Bureau along with tasers, cartridges and batteries for the tasers. In addition, a copy charge originally in the Library Fund has been moved to the General Fund and is offset by copy revenue.				
DUES AND TRAVEL	320,638	329,495	350,033	9.2%
Comment: Includes individual employee memberships in professional organizations, the Town's membership in outside agencies, as well as conferences, workshops and related travel expense. Total dues and travel increase by \$29,395 in fiscal year 2025, primarily due to the increase in travel post-pandemic and (DARC) Direct Action Resource Training (\$15,000) in the Police Department.				
TRAINING	139,615	145,221	159,278	14.1%
Comment: This appropriation is used for customer service training programs as well as department specific training. The increase is a direct result of the medic refresher course.				
ADVERTISING	55,350	49,300	55,150	-0.4%
Comment: Budgeted primarily for required public notices related to the business of the Town Council and Town Planning and Zoning Commission, recruitment advertising for new employees, yard waste and recycling advertising, and advertising for Leisure Services programs and purchasing bids. The slight decrease in fiscal year 2025 is primarily due to moving away from traditional advertising in newspapers, to more conventional ways to advertise such as online and television ads for employment opportunities.				
PROFESSIONAL SERVICES	770,222	820,072	938,442	21.8%
Comment: This appropriation funds services provided by outside counsel, consultants and contractual costs such as internal mail, switchboard and copying services. The increase is related to the cost of annual physicals which follow a national standard promulgated by National Fire Protection Association (NFPA 1582) for approximately 92 employees, consulting fees, increased costs for annual audit, transcriptions to address additional needs, wetlands consultant to assist with application review along with labor attorneys and outside counsel as needed.				

**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

ADOPTED	ESTIMATED	PROPOSED	PERCENT
<u>FY 2024</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>CHANGE</u>

OPERATING EXPENSES (continued)

CONTRACTUAL SERVICES	4,115,556	4,419,727	4,364,649	6.1%
-----------------------------	------------------	------------------	------------------	-------------

Comment: This appropriation funds the cost of services provided by contract with outside vendors throughout the Town's departments. This appropriation reflects a net increase of \$249,093. This increase is related to increased costs for curbside services related to trash pick-up and the continuance of a bi-weekly recycling collection program (\$134,313). Other increases include contractual services for tree removal and crane support (\$10,000), various contractual services for the Public Works department (\$37,500) and contracted services for our Facilities Department (\$10,000) along with bank fees for Leisure and Social Services department.

SOLID WASTE DISPOSAL	2,759,500	2,695,500	2,704,000	-2.0%
-----------------------------	------------------	------------------	------------------	--------------

Comment: This appropriation reflects the Town's refuse disposal contract with Covanta. The fiscal year 2025 appropriation is calculated based upon the contractual rate of \$95.00 per ton @ 19,000 tons to contract for collection and transportation of residential and municipal waste. The decrease directly relates to the new contracted rate being reduced from \$97.60 per ton to \$95.00 per ton.

OFFICE & MINOR EQUIPMENT	286,502	449,566	395,104	37.9%
-------------------------------------	----------------	----------------	----------------	--------------

Comment: Used to purchase a variety of minor equipment, primarily for the Fire, Police and Public Works Departments. The increase in fiscal year 2025 is primarily due to an increase in the radio maintenance contract (\$87,695), glock guns for the Police Department (\$3,500), technical rescue equipment (\$4,000) for the Fire Department and stripping, painting crosswalks and pedestrian areas (\$8,700) as aligned to the Vision Zero initiative.

MEALS	19,000	18,500	22,000	15.8%
--------------	---------------	---------------	---------------	--------------

Comment: Meal reimbursement payments are required by collective bargaining agreements, or appropriated for individuals who serve on oral boards.

UNIFORMS & LAUNDRY	363,723	372,602	380,173	4.5%
-------------------------------	----------------	----------------	----------------	-------------

Comment: This appropriation pays for uniforms for the Fire and Police departments along with uniforms and/or laundry for the Community Development and Public Works departments, per union contracts. In fiscal year 2025, the increase directly relates to anticipated vendor increases and new hires.

**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

	<u>ADOPTED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PERCENT</u>
	<u>FY 2024</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>CHANGE</u>

OPERATING EXPENSES (continued)

EDUCATION TUITION REIMBURSEMENT	55,000	45,000	55,000	
----------------------------------------	---------------	---------------	---------------	--

Comment: This appropriation pays for certain approved educational courses through the Human Resources department. Members of the Fire union are contractually covered to 75% of each employee's approved tuition costs up to a cap of \$2,500 per employee and \$25,000 in total (promulgated in the collective bargaining agreement). The variance reflects fluctuation in the number of employees eligible for this payment.

GENERAL CONTRIBUTIONS	1,271,396	1,268,673	1,349,588	6.2%
------------------------------	------------------	------------------	------------------	-------------

Comment: This appropriation funds the General Fund portion of costs associated with public health services provided by: the West Hartford-Bloomfield Regional Health District (\$967,974); youth services provided by The Bridge, Inc. (\$211,109); a contractual contribution to the West Hartford Revolver Club (\$1,500); the North Central Mental Health (\$4,485); West Hartford Teen Center (\$13,520); utility costs at Noah Webster House (\$15,000); the Sarah Whitman Hooker House (\$5,000) and the West Hartford Art League (\$15,000). In addition, the Town Council allocates contributions to several non-profit agencies serving West Hartford residents (\$116,000).

INFORMATION TECHNOLOGY RENTAL AND MAINTENANCE	1,424,788	1,448,987	1,476,610	3.6%
----------------------------------------------------------	------------------	------------------	------------------	-------------

Comment: Funds a variety of software and hardware related maintenance costs. Annual software support contracts provide for technical assistance, new software updates and new releases of the software. In fiscal year 2025 the increase is primarily for contractual increases, annual licenses and a program implementation of GASB87+96 (Debtbook) (\$15,000).

UTILITIES	1,465,619	1,466,009	1,518,061	3.6%
------------------	------------------	------------------	------------------	-------------

Comment: This appropriation, which is increasing \$52,442, represents the transfer to the Utility Services Fund (USF) to cover the costs of electricity, street lighting, natural gas, hydrants and water for Town buildings. In fiscal year 2016, the Town began a large-scale capital project devoted to energy improvement which has resulted in significant annual electricity savings. To date, the project has focused primarily on streetlights and school buildings. Town building projects and upgrades are progressing and a virtual net metering solar project is underway, whereby the Town purchases power from a third-party owned solar farm (not on Town property) and receives a credit against electric bills. An increase in the appropriation relates to the market price increased, partially offset by savings for natural gas, electricity, and hydrants and a use of \$345,781 in fund balance.

**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

	<u>ADOPTED FY 2024</u>	<u>ESTIMATED FY 2024</u>	<u>PROPOSED FY 2025</u>	<u>PERCENT CHANGE</u>
<u>OPERATING EXPENSES (continued)</u>				
MDC	12,106,065	12,106,065	12,067,542	-0.3%
Comment: 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 operating budget for fiscal year 2025 slightly decreases (\$38,523) or -0.3% from fiscal year 2024.				
TELECOMMUNICATIONS	298,665	297,875	291,161	-2.5%
Comment: Maintenance and operating costs for the town wide telephone system, data communications network and radio system.				
VEHICLES & EQUIPMENT EXPENSE	1,172,733	1,260,450	1,250,585	6.6%
Comment: Includes vehicle maintenance and fuel costs for all Town departments. The appropriation for fuel has increased based upon rising rates and estimated consumption. Fuel forecasts indicate an overall increase in gas and diesel costs in addition to the increased cost for repairs to an aging fleet.				
OPERATING EXPENSE – MISCELLANEOUS	51,385	50,275	54,385	5.8%
Comments: Includes expenditures related to small machines or equipment repairs and maintenance as well as miscellaneous costs associated with outdoor pools. The increase is directly related to chemicals for the Town pools.				
MAINTENANCE & REPAIRS	878,258	870,844	1,085,073	23.5%
Comments: This appropriation includes all Town wide equipment repair and maintenance. Included in this category are sidewalk maintenance, streetlight maintenance, signal and traffic light maintenance and hardware/equipment maintenance. The increase of \$206,815 is primarily for the Police Department relating to license plate recognition camera system software (Flock Safety) (\$65,000), software increases (\$7,000), a commercial copier in the Fire department training room (\$2,000) and software upgrade to the Public Safety radio system (\$90,000). In addition, costs are found in the Public Works Department for signal maintenance (\$15,400) and materials for sign making (\$12,000) to support the Town's Vision Zero initiative.				

**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

	<u>ADOPTED FY 2024</u>	<u>ESTIMATED FY 2024</u>	<u>PROPOSED FY 2025</u>	<u>PERCENT CHANGE</u>
<u>OPERATING EXPENSES (continued)</u>				
SUPPLIES	741,357	831,707	777,667	4.9%
Comments: This category encompasses all type of supplies the Town utilizes. Specifically included in this category are snow, street repair and recreational supplies. The Town utilizes Clearlane to treat Town roads in anticipation of a snow event. Street repair supplies such as cement, sand, bituminous materials and catch basins are also included. In addition, recreational supplies and public safety supplies are also included. The increase of \$36,310 is primarily related to the increased cost of bituminous materials used for patching roads (\$12,500), additional EMS supplies (\$10,000), catch basin repairs (\$8,210) and slight increase to supplies which are detailed on each of the department's budget summaries.				
SPECIAL EVENTS	5,110	5,360	10,610	107.6%
Comments: This account funds special event programming at the West Hartford and Elmwood Senior Centers. This expense is offset by program registrations.				
TOWN ASSISTANCE/ADA EXPENSE	360,000	384,568	371,250	3.1%
Comments: This account funds the cost of the Town's Dial-A-Ride contract, bus transportation to and from Kennedy Park for the Hillcrest Camp program, expenditures related to evictions and foreclosures experienced by Town residents and administrative costs of the Probate Court. The increase represents a contractual increase and increased bussing costs related to the Dial-A Ride program.				
RENTALS/LEASES	149,506	125,986	156,086	4.4%
Comment: Various operating equipment and system leases within the Information Technology and Radio Maintenance departments. In fiscal year 2025 the primary increase is related to public wireless added to Wolcott Park.				
LIBRARY/ELECTRONIC MATERIALS	<u>439,115</u>	<u>409,400</u>	<u>449,115</u>	2.3%
Comment: Materials for the public libraries including books, subscriptions, periodicals as well as electronic materials including e-books, e-serial and e-audio and on-line resources, all available to West Hartford patrons. In fiscal year 2025 the increase is primarily related to e-media to meet high costs and patron demand.				
TOTAL OPERATING EXPENSES	\$29,982,964	\$30,614,877	\$31,187,198	4.0%

**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

	<u>ADOPTED</u> <u>FY 2024</u>	<u>ESTIMATED</u> <u>FY 2024</u>	<u>PROPOSED</u> <u>FY 2025</u>	<u>PERCENT</u> <u>CHANGE</u>
<u>FRINGE BENEFITS, INSURANCE & MISCELLANEOUS</u>				
SOCIAL SECURITY	\$1,971,545	\$1,933,047	\$2,083,468	5.7%
Comment: Determined by payroll costs and estimated cost-of-living and merit increases for eligible employees, as well as enrollment of temporary employees in the social security alternative program.				
PENSION	18,491,235	18,491,235	19,418,545	5.0%
Comment: The fiscal year 2025 contribution to the Pension Fund reflects the Town's total Pension Liability which consists of the Debt Service on the Pension Obligation Bonds of \$17,658,777 the actuarially determined employer contribution (ADEC) of \$9,171,477 and the Pension Reserve Fund Contribution of \$1,190,372 which, when combined, equal the total Town Pension liability of \$26,830,254. This reflects a decrease of \$352,026 over the fiscal year 2024 adopted budget, as discussed more fully in the Human Resources departmental section. This contribution is split amongst the budgets of the Town, Board of Education, and other funds. The impact on the General Fund is an increase of \$927,310.				
RISK MANAGEMENT EXPENSE	22,444,848	22,444,848	23,647,145	5.4%
Comment: Risk management expense represents the cost of employee health benefits, insurance, self-insurance and workers' compensation programs and is allocated amongst the budgets of the BOE, Town and other funds. The Town's General Fund risk management expense increases \$1,202,297 or 5.4% in fiscal year 2025. Town Health Program expense increases \$780,411 reflecting the General Fund's portion of the increase in the contribution for retiree health and an increase in active employee health care costs based upon current year trends. In addition, there has been a substantial increase in insurance premiums on renewals on a number of policies (i.e., property, excess auto, general liability, cyber liability, public official, special events.) The other risk programs are experiencing variances due to claim trends and amortization of accumulated surplus/deficit in each program, as detailed in the Human Resources departmental section.				
CONTINGENCY	500,000	750,000	2,012,227	302.4%
Comment: The appropriation for fiscal year 2025 contains two components. The first is an estimate for unsettled labor agreements that have already expired. While some bargaining units have recently settled their contracts, others remain unsettled. It is anticipated that all of the unsettled labor contracts will settle either late this fiscal year or early next fiscal year. Once these labor units settle their contracts, the funds budgeted in the Contingency account will be moved to the appropriate departments prior to the end of fiscal year 2025. The second component is for Police and Streets. These contracts will not expire until June 30, 2024. An estimated settlement amount for these two bargaining units is also included.				

CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND

ADOPTED <u>FY 2024</u>	ESTIMATED <u>FY 2024</u>	PROPOSED <u>FY 2025</u>	PERCENT <u>CHANGE</u>
---------------------------	-----------------------------	----------------------------	--------------------------

**FRINGE BENEFITS, INSURANCE &
MISCELLANEOUS (continued)**

TRANSFERS OUT	<u>2,128,137</u>	<u>1,986,732</u>	<u>2,186,433</u>	2.7%
---------------	------------------	------------------	------------------	------

Comment: The overall Private School Services Fund subsidy increases \$58,296 to \$2,088,630 for fiscal year 2025. The transfer for the private school transportation program increases \$61,348 due to a contractual rate increase. This is offset by a slight decrease (\$3,052) in the transfer to the private school health program. A transfer of \$97,803 from the Public Works Department to the Board of Education is included for grounds maintainers' health benefits.

TOTAL FRINGE BENEFITS, INSURANCE & MISCELLANEOUS	\$45,535,765	\$45,605,862	\$49,347,818	8.4%
-----------------------------------------------------	--------------	--------------	--------------	------

TOTAL TOWN GENERAL FUND	\$124,763,220	\$126,621,845	\$131,523,008	5.4%
-------------------------	---------------	---------------	---------------	------

**CATEGORIES OF EXPENSE SUMMARY – TOWN BUDGET
GENERAL FUND**

	<u>ADOPTED</u> <u>FY 2024</u>	<u>ESTIMATED</u> <u>FY 2024</u>	<u>PROPOSED</u> <u>FY 2025</u>	<u>PERCENT</u> <u>CHANGE</u>
<u>CAPITAL FINANCING</u>				
DEBT ADMINISTRATION	\$90,000	\$110,000	\$115,000	27.8%
Comment: The cost of legal, financial, administrative and credit rating expenses for the annual bond sale.				
TRANSFER FOR DEBT SERVICE	16,146,323	16,146,323	16,129,910	-0.1%
Comment: Funds the debt service on long-term bonds that have been issued by the Town for capital improvements. The principal and interest payments on General Obligation bonds that have already been issued total \$17,959,910 in fiscal year 2025, an increase of \$85,627 from the prior year. Debt service includes principal payments of \$13,600,000 and interest payments of \$4,359,910, which are made out of the Debt Service Fund. Of this total, \$16,129,910 is funded via transfer from the General Fund. The remaining \$1,830,000 is funded by bond premiums received from previous Town bond issuances.				
TRANSFER TO CNRE				
Comment: Annual contribution to the Capital Non-Recurring Expenditure Fund for the financing of capital projects not eligible to be funded via long term financing per the terms of the Town's Capital Financing Policy. In fiscal year 2025, there is no General Fund contribution.				
TOTAL CAPITAL FINANCING	\$16,236,323	\$16,256,323	\$16,244,910	0.1%
<u>BOARD OF EDUCATION</u>				
DIRECT APPROPRIATION	<u>\$190,191,121</u>	<u>\$190,191,121</u>	<u>\$201,303,856</u>	5.8%
Comment: Annual direct appropriation to the Board of Education for public schools.				
TOTAL BOARD OF EDUCATION	\$190,191,121	\$190,191,121	\$201,303,856	5.8%
TOTAL GENERAL FUND BUDGET	\$331,190,664	\$333,069,289	\$349,071,774	5.4%

This Page Left Intentionally Blank

GENERAL GOVERNMENT OVERVIEW

The General Government function consists of the following Departments and Offices: Town Council, Town Clerk, Town Manager, Corporation Counsel, Registrar of Voters and Assessor. The Town Clerk and Registrars of Voters are elected officials. The Town Manager and Corporation Counsel are appointed by the Town Council and the Town Assessor is appointed by the Board of Assessors.

BUDGET SUMMARY GENERAL GOVERNMENT					
	<u>Actual 2022-2023</u>	<u>Adopted 2023-2024</u>	<u>Estimated 2023-2024</u>	<u>Proposed 2024-2025</u>	<u>Percent Change</u>
Town Council	\$467,287	\$ 420,512	\$ 450,349	\$450,839	7.2%
Town Clerk	413,837	368,612	359,246	414,544	12.5%
Town Manager	716,126	785,338	793,437	911,047	16.0%
Corporation Counsel	527,605	514,261	514,261	545,567	6.1%
Registrar of Voters	260,991	313,791	242,566	365,506	16.5%
Assessor	<u>746,791</u>	<u>889,105</u>	<u>867,164</u>	<u>931,361</u>	4.8%
TOTAL	\$3,132,637	\$3,291,619	\$3,227,023	\$3,618,864	9.9%

This Page Left Intentionally Blank

TOWN COUNCIL**MISSION**

This office handles the administrative work of the Town Council which includes: posting and recording agendas and minutes of the Town Council meetings, Standing Committee meetings and Special Services District Meetings; handling routine requests for information from the public and Town Council members; and providing assistance to the Town Council in responding to citizens' requests for information. The office is also responsible for filings of Risk Management claims, Candidate and Committee Financial Reports, Candidate State Filings, Agendas and Minutes for Boards and Commission meetings, administration of Board and Commission Appointments/Resignations, Legal Notices, and Administration of Justices of the Peace. In addition, the Town Council has oversight over dues and contributions to outside agencies and retains an independent accounting firm to audit the financial activity of the Town.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Developed and implemented online application process for Board and Commission appointments.
- ✓ Coordinated training with General Code for Town Departments to learn new capabilities of their software/Maplink.

**BUDGET SUMMARY
TOWN COUNCIL**

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Expenditures:</u>						
Wages & Salaries	\$188,282	\$138,136	\$ 71,265	\$156,332	\$149,869	8.5%
Operating Expense	268,788	272,097	207,846	283,738	289,505	6.4%
Social Security	<u>10,217</u>	<u>10,279</u>	<u>4,883</u>	<u>10,279</u>	<u>11,465</u>	11.5%
TOTAL	\$467,287	\$420,512	\$283,994	\$450,349	\$450,839	7.2%

	Authorized Positions			Revised	Proposed
<u>Full-Time Positions:</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2024-2025</u>
General Fund	1.5	1.5	1.5	1.5	1.5

BUDGET & PROGRAM HIGHLIGHTS

The Town Council's budget increases \$30,327 or 7.2% in fiscal year 2025. Wages and salaries increases reflect merit increases for eligible employees. Operating expense increases due to an increase in the membership fees to the Capital Region Council of Government and the Greater Hartford Transit District, as it is calculated on a formula basis. In addition, the increase in Professional Services is associated with the Town's audited financial statements. Social security increases reflect changes to wages and salaries.

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$187,982	\$138,136	\$ 71,115	\$155,972	\$149,509	8.2%
Education Premium Pay	300		150	360	360	100.0%
Dues	98,491	98,762	99,403	99,403	100,170	1.4%
Professional Services	48,366	44,000	24,650	55,000	60,000	36.4%
General Contributions	108,850	116,000	78,000	116,000	116,000	
Information Technology	13,081	13,335	5,793	13,335	13,335	
Social Security	<u>10,217</u>	<u>10,279</u>	<u>4,883</u>	<u>10,279</u>	<u>11,465</u>	11.5%
Total Department	\$467,287	\$420,512	\$283,994	\$450,349	\$450,839	7.2%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Town Clerk	1.0	1.0	1.0	1.0	1.0
Assistant Town Clerk I	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
TOTAL	1.5	1.5	1.5	1.5	1.5

TOWN COUNCIL– BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Town Council office is staffed with 1.5 full time positions. A Town/Council Clerk is elected every four years with the salary set by Town Council resolution on a biennial basis. The Assistant Town Clerk I position is shared with the Town Clerk’s office. In fiscal year 2025 this appropriation increases due to merits and the salary increase for the Town Clerk per Town Council Resolution adoption on December 12, 2023.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate’s Degree or \$1,020 for a Bachelor’s Degree.

Dues: The Town pays dues to organizations as detailed in the chart below.

Dues to Outside Agencies				
<u>Agency</u>	<u>Actual 2023</u>	<u>Adopted 2024</u>	<u>Estimated 2024</u>	<u>Proposed 2024</u>
Capitol Region Council of Governments (CRCOG)	\$46,551	\$46,822	\$46,822	\$46,897
Greater Hartford Transit District (GHTD)	10,891	10,894	11,535	12,227
CT Conference of Municipalities (CCM)	<u>41,046</u>	<u>41,046</u>	<u>41,046</u>	<u>41,046</u>
TOTAL	\$98,491	\$98,762	\$99,403	\$100,170

Professional Services: This appropriation funds the cost of the Town Council’s annual financial audit. The Town and the Board of Education split the cost of the audit equally. In fiscal year 2024 the cost has increased and is also reflected in fiscal year 2025.

General Contribution: This appropriation funds contributions to not-for-profit organizations as detailed below.

Contributions to Outside Agencies				
<u>Agency</u>	<u>Actual 2023</u>	<u>Adopted 2023</u>	<u>Estimated 2023</u>	<u>Proposed 2024</u>
West Hartford Youth League	\$32,300	\$32,300	\$32,300	\$32,300
Noah Webster Foundation	28,500	28,500	28,500	28,500
West Hartford Community Interactive	30,000	30,000	30,000	30,000
West Hartford Art League	4,750	4,750	4,750	4,750
Playhouse on Park	4,750	4,750	4,750	4,750
Interval House	2,850	10,000	10,000	10,000
West Hartford Community Theater	1,900	1,900	1,900	1,900
West Hartford Symphony	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>
TOTAL	\$108,850	\$116,000	\$116,000	\$116,000

Information Technology: This appropriation funds the meeting management system (i.e. CivicClerk).

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

	Town Council				
	(Calendar Year)				
	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Actual</u> <u>2023</u>
Number of Public Hearings	20	19	19	24	19
Number of Town Council Meetings	21	27	25	27	21
Special Services District Meetings	5	5	5	8	5
Standing Committees	41	28	37	53	65
Legal Notices	90	59	40	56	33
Justice of the Peace Appointments*	5	141	4	0	5
Board & Commission Appointments	58	40	57	62	84

* Justices of the Peace are appointed every four years.

TOWN CLERK

MISSION

Connecticut General Statutes require that every Town elect or appoint a Town Clerk. The mission of the Town Clerk's office is to carry out the duties and responsibilities of this office as prescribed in the Connecticut General Statutes. This is done to ensure uniformity throughout the State and to provide for the proper maintenance of important documents, issuance of various licenses and permits, certifying and recording of documents, and providing accurate information to the public.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Successful administration of the Absentee Ballot Processing and Election administration for the 2023 November Municipal Election.
- ✓ All staff attended the 2023 Fall Conference in Westbrook and received continuing education from the Department of Health, the Department of Homeland Security and the Secretary of the State Elections Division.
- ✓ Appointed and elected a new Town Clerk.
- ✓ Streamlined the Board and Commission recruitment, selection and onboarding process.
- ✓ Wrote and received an \$8,000 grant from Connecticut State Library to support the preservation of Vital Records.
- ✓ Implemented a successful new dog licensing procedure.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Collaborate with the Registrar of Voters to successfully implement Early Voting for the April 2024 Presidential Preference Primary, the November 2024 Federal and Congressional, as well as the State Legislative Election. There could be a primary for the November Election.
- ❖ Provide Board and Commission training in collaboration with the Office of Corporation Counsel to train new Board and Commission Chairs and Members.
- ❖ Continue to provide professional development opportunities for staff to improve their skill sets, as well as to receive a professional certification as a municipal Town Clerk.
- ❖ Monitor and recommend legislative changes that impact Town Clerks throughout the State of Connecticut.

TOWN CLERK

BUDGET SUMMARY

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Revenues:</u>						
Intergovernmental	\$7,500	\$	\$ 11,740	\$ 11,740	\$	
Licenses and Permits	46,684	35,400	14,792	35,400	35,400	
Charges for Services	<u>1,762,006</u>	<u>1,791,700</u>	<u>806,859</u>	<u>1,790,200</u>	<u>1,801,700</u>	0.6%
TOTAL	\$1,816,190	\$1,827,100	\$833,391	\$1,837,340	\$1,837,100	0.5%
<u>Expenditures:</u>						
Wages & Salaries	\$287,001	\$258,099	\$112,716	\$246,257	\$291,327	12.9%
Operating Expense	110,091	91,395	45,452	95,690	104,395	14.2%
Social Security	<u>16,745</u>	<u>19,118</u>	<u>7,913</u>	<u>17,299</u>	<u>18,822</u>	-1.5%
TOTAL	\$413,837	\$368,612	\$166,081	\$359,246	\$414,544	12.5%

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-2024</u>	<u>Proposed</u> <u>2024-2025</u>
<u>Full-Time Positions:</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>		
General Fund	2.5	3.5	3.5	3.5	3.5

BUDGET & PROGRAM HIGHLIGHTS

The Town Clerk's budget increases \$45,932 or 12.5% in fiscal year 2025. An increase of \$33,228 in wages and salaries reflect merit increases, as well as an increase in temporary payroll to support staff for the upcoming 2024 elections. Operating expense increases due to the upcoming 2024 election along with an increase in software costs. The social security appropriation reflects budgeted wages.

Revenues in the Town Clerk's office increase slightly due to Land Record fees. In addition, the historical document preservation grant (\$8,000) has not yet been awarded for fiscal year 2025.

ANNUAL BUDGET 2024-2025

SUMMARY OF REVENUES

<u>Revenues</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Intergovernmental						
Revenue	\$ 7,500	\$	\$ 11,740	\$ 11,740	\$	
Licenses and Permits	46,684	35,400	14,792	35,400	35,400	
Conveyance Taxes	1,372,100	1,400,000	629,323	1,400,000	1,400,000	
Land Records Fee	193,946	175,000	93,522	175,000	185,000	5.7%
Charges for Services	<u>195,960</u>	<u>216,700</u>	<u>84,014</u>	<u>215,200</u>	<u>216,700</u>	
Total Department	\$1,816,190	\$1,827,100	\$833,391	\$1,837,340	\$1,837,100	0.5%

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$249,523	\$229,991	\$106,426	\$232,662	\$244,881	6.5%
Temporary Payroll	36,156	28,108	5,840	12,515	45,366	61.4%
Education Premium Pay	1,322		450	1,080	1,080	100.0%
Office Expense	44,017	26,200	11,612	27,000	29,200	11.5%
Dues and Travel	4,066	3,000	808	3,000	3,000	
Advertising	7,733	7,000	1,924	6,000	9,000	28.6%
Professional Services	18,957	19,000	10,514	21,000	21,000	10.5%
Office Equipment	8,997	2,195		2,195	2,195	
Information Technology	26,321	33,000	20,594	36,495	40,000	21.2%
Telecommunications		1,000				-100.0%
Social Security	<u>16,745</u>	<u>19,118</u>	<u>7,913</u>	<u>17,299</u>	<u>18,822</u>	-1.5%
Total Department	\$413,837	\$368,612	\$166,081	\$359,246	\$414,544	12.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2023-24</u>	<u>Proposed 2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Deputy Town Clerk	1.0	1.0	1.0	1.0	1.0
Clerk of Vital Statistics	1.0	1.0	1.0	1.0	1.0
Assistant Town Clerk I	0.5	0.5	0.5	0.5	0.5
Senior Staff Assistant			1.0	1.0	1.0
Office Assistant*		<u>1.0</u>			
TOTAL	<u>2.5</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>

* In fiscal year 2023, the Office Assistant position moved from part time to full time and in fiscal year 2024 upgraded to a Senior Staff Assistant.

TOWN CLERK– BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The appropriation reflects wage anticipated merit increases for eligible employees.

Temporary Payroll: The temporary payroll increases primarily due to the upcoming 2024 election. This appropriation covers daily responsibilities such as covering lunch hours, vacations, high volume periods and special projects (i.e. elections, dog licensing month).

Education Premium Pay: In fiscal year 2024 this appropriation was eliminated due to a retirement. In fiscal year 2025 an eligible member of the Clerical Union is eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: This includes the costs for printing of land record books, absentee ballots for elections, dog license notices, Vital Records and other miscellaneous statutory materials. The department is utilizing the Board of Education print shop when it is deemed cost beneficial. Costs increase in fiscal year 2025 due to the upcoming 2024 election.

Dues and Travel: This appropriation maintains membership to the Connecticut Town Clerks Association and attendance at educational training seminars sponsored by the State. These training sessions are required to learn about changes in legislation, policies and procedures as they relate to all functions of the Town Clerk's office.

Advertising: This appropriation is for the cost of publishing meeting dates, agendas, ordinances and elections as required under Freedom of Information (FOI) rules. Costs increase in fiscal year 2025 for additional legal notices necessary for the 2024 election.

Professional Services: This appropriation is for court reporters and transcription services costs, which are required for many public hearings regarding zoning issues, as well as land record auditing services and services for Hearing Impaired. In fiscal year 2025 the transcription services, sign language and interpretation costs increase due to the 2024 election.

Office Equipment: This includes the cost of replacement of printers, scanners, toner, ink cartridges, label makers associated with printing and binding land records, vital statistics, and election materials.

Information Technology: This appropriation finances the cost of annual software maintenance contracts for the land records system and General Code, as well as the contract for web hosting and the offsite electronic backup system for land records for enhanced security. The increase in fiscal year 2025 is due to the software maintenance increase for Maplink.

Telecommunications: In fiscal year 2025 this appropriation is eliminated as all costs associated with telephone services are located within the Information Technology department budget.

Social Security: Required Federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS

**Town Clerk
(Calendar Year)**

	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Actual</u> <u>2023</u>
Absentee Ballots Processed	1,678	30,946	1,914	4,488	1,159
Annual Births	535	592	609	551	582
Annual Deaths	716	833	691	628	637
Burial/Cremation Permits	580	663	586	523	407
Certified Copies Vital Statistics	4,368	4,075	4,390	4,529	4,956
Copies of Land Records	44,056	53,559	57,167	42,190	27,184
Dog Licenses	2,901	1,842	3,006	3,869	3,913
E Search Subscriptions	36	387	262	360	121
Land Records Processed	8,561	10,957	12,012	8,629	6,439
Liquor Permits	116	40	64	82	84
Maps	232	134	204	166	278
Marriage Certificates	503	277	531	632	885
Military Discharges Filed	39	16	21	35	34
Notary Commission	118	84	110	116	132
Notary Fees	734	132	60	50	57
Trade Names	129	116	141	135	123

This Page Left Intentionally Blank

TOWN MANAGER

MISSION

Under the direction of the Town Council, the Town Manager's primary mission is to provide the leadership, vision, and oversight to ensure the effective delivery of public services. The Manager is appointed by the Town Council and serves as the organization's chief executive officer, overseeing the administrative operations of the Town government. In this role, the Manager implements and monitors policies adopted by the Town Council. The Manager's duties include the execution of all laws and ordinances, the development and execution of the annual operating and capital budgets, and communication with the Town Council. The Public Relations Specialist, the Equity Coordinator, the Economic Development Coordinator, and the Economic Development Specialist are assigned to the Town Manager's Office. The Public Relations Specialist functions as the Town's Public Information Officer responsible for public communications and supporting special events, while the Equity Coordinator will focus on designing and implementing equitable and inclusive policy, best practices and initiatives to further advance the Town's mission to be a more diverse, equitable and inclusive organization, as well as promote opportunities for community engagement through diverse and inclusive campaigns and educational programming on the importance of equity and cultural acknowledgment and awareness. The Economic Development Coordinator and Economic Development Specialist work to support the Town's business community, spur commercial and multifamily investment, and promote overall economic vitality.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Recognized by *Livability.com* on their annual Top 25 Best Places to Live in the Northeast. West Hartford ranked #16 and is the only Connecticut town on the list.
- ✓ Recognized by *Niche* as the Best Place to Live in Connecticut for the sixth straight year.
- ✓ In collaboration with the Town Council, established a Vision Zero Task Force to develop a Vision Zero Action Plan to eliminate all fatalities and severe injuries on West Hartford streets by 2033. The Town Council adopted Vision Zero by resolution on February 27, 2024.
- ✓ In collaboration with the Town Council, added approximately 150 new affordable housing units town-wide.
- ✓ In collaboration with our federal delegation, secured a Safe Streets and Roads For All (SS4A) grant for a town-wide Speed Management Pilot Program.
- ✓ In collaboration with the Town Council, staff and residents, established by ordinance, a Sustainable West Hartford Commission to promote practices that lead to greater environmental, social and economic sustainability.
- ✓ Collaborated with staff, restaurateurs and other stakeholders to continue to offer the premier outdoor dining experience in State of Connecticut.
- ✓ Coordinated 97 outdoor concerts and events at Blue Back Square and 40 community special events including the annual Dr. Martin Luther King Jr. celebration, Memorial Day parade and ceremony, Mayor's State of the Town presentation, Juneteenth Day, Japan Summer Festival, Park Road Parade, Halloween Stroll, West Hartford Pride, Center Streets, NextGen Kids Market, Wellness Fair, WeHa United in Jazz, Holiday Stroll, Chanukah Fire on Ice, Hartford Marathon and Mitten Run, ten other

charity walks/races and assisted with the second year of the Blue Back Farmers Market at Town Hall. Also worked with producers on the continuation of a feature-length film, *The Skulleton*, and a Consumer Reports lifestyle video/photo shoot. The Public Relations Specialist was a member of the Vision Zero Task Force in 2023.

- ✓ Prepared 40 media releases and 217 social media announcements in 2023 by using ConstantContact, Facebook, Twitter, Instagram, and Everbridge. The Town's email notification service has 10,885 subscribers which includes residents, businesses and special event participants. Town email messages on average have a 59% open rate, well above the industry standard of 22%.
- ✓ Experienced an increase in the Town's social media followers on all platforms. Facebook page followers increased from 4,215 to 4,927, Instagram increased from 3,019 followers to 3,583 and X (Twitter) grew from 4,277 followers to 4,292. Total Everbridge citizen opt-in subscribers is now 7,245. Facebook messages on average reached 6,850 people who saw our posts at least once and had 635 engagements where a viewer reacted, commented, or shared. The majority of our followers are women (73.2%) between 35-44 years of age (22%).
- ✓ Served as key advisors in attracting and facilitating significant commercial and multifamily investment including new market rate and affordable housing located throughout Town.
- ✓ Successfully supported two separate affordable housing projects with access to brownfield remediation funding to assist with the environmental cleanup on their development sites.
- ✓ Economic Development and Public Relations Divisions collaborated with West Hartford Chamber of Commerce to manage the WHY West Hartford initiative by creating website and social media content, and increasing the Town's visibility as a top-notch destination for new residents, businesses and visitors.
- ✓ Focused on our Business Retention and Expansion (BRE) Program through phone calls, emails, surveys and site visits with small businesses and non-profit organizations to better understand the local business climate, encourage existing businesses to stay and grow in Town, and supporting local jobs and investment.
- ✓ Oversaw the creation and ongoing management of several American Rescue Plan Act programs and projects including the Small Business & Non-Profit Recovery Grant, the Affordable Housing Development Program, and the Wayfinding Signage initiative.
- ✓ Supported five business and neighborhood associations as well as the Chamber of Commerce by staffing monthly meetings and providing ongoing assistance with initiatives.
- ✓ Curated a monthly Economic Development e-Newsletter containing important information related to business advising opportunities, financial programs, educational webinars and seminars as well as any business-focused updates at local, state and federal levels, among other topics. In addition, the Division launched the Detailed Dive covering a quarterly topic in more depth. Editions included spotlights on: Black Business Month, Manufacturing Month and Workforce Development Resources. Enhanced social media presence through consistent Instagram posting and use of stories featuring West Hartford businesses and non-profit organizations, increasing followers from 1,240 to 1,415 and exceeding over 1,000 accounts reached each quarter.
- ✓ Economic Development staff in partnership with the West Hartford Art League supported various public art projects including the Art Barriers painting of the outdoor dining corrals and the Elmwood Mural on the underpass on New Britain Avenue.

- ✓ Economic Development Coordinator recognized as part of the 2023 Power 25 Real Estate class by the Hartford Business Journal.
- ✓ Economic Development staff spearheaded successful efforts to receive Gold Level accreditation under the Best Practices in Land Use and Economic Development Certification Program from the Connecticut Economic Development Association.
- ✓ Drafted and implemented Transgender and Gender Non-Conforming Employee Workplace Policy.
- ✓ Created and lead the Indigenous Recognition and Reconciliation Task Force. Partnered with West Hartford Public Library, WHCi, and the Noah Webster House for Indigenous Peoples Week.
- ✓ Launched affinity programming/presentations centered around various cultures and ethnicities in the workplace.
- ✓ Launched the IDEA (DEIB) Employee Committee and facilitated monthly internal DEIB workshops with IDEA Committee.
- ✓ Completed FY 2023 Recruitment, Hiring and Retention Analysis.
- ✓ Began *Come As You Are Campaign*, which focuses on creating language access throughout Town facilities as well as professional development in the areas of language lessons and cultural awareness training.
- ✓ Began Roundtable Discussion Series: *Honoring Our Histories and Stories*, which will center around lived experiences of the Black, Indigenous, and People of Color, LGBTQIA, immigrant, aging adults, and disabled communities.
- ✓ Co-lead a *Restrictive Covenant Educational Campaign* with the Town Clerk to inform residents on the history of restrictive covenants in West Hartford and the process of removing them from residential deeds.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Implement recommendations from the Vision Zero Action Plan to improve traffic safety for all residents and visitors.
- ❖ In collaboration with the Town Council, continue to create an environment that is conducive to business growth and job creation, encouraging investment and innovation and developing infrastructure and human capital.
- ❖ Continue to leverage affordable housing to encourage, attract, and create new investment in the community.
- ❖ Continue to make substantial progress with approved American Rescue Plan Act projects.
- ❖ In collaboration with our Department of Public Works, continue to participate in CT DEEP's initiatives to develop long-term sustainable solutions to reduce municipal solid waste and improve recycling.
- ❖ In collaboration with our Department of Plant & Facilities Services, apply for gold-level certification with Sustainable CT.
- ❖ Assist the new Elmwood Community Center, Library, Senior Center, and Teen Center architecture team to produce a cohesive, sustainable and cost-effective design for a successful building.
- ❖ Continue and expand training for all Town staff and boards and commissions around Diversity, Equity and Inclusion.

ANNUAL BUDGET 2024-2025

- ❖ Continue to seek new ways of engaging with our residents to keep them informed.
- ❖ Promote the diversification and growth of the Town's tax base.
- ❖ Encourage growth and retention of existing businesses in Town.
- ❖ Continue to collaborate with local, regional and state organizations in the area of workforce development.
- ❖ Strengthen economic development digital communications and platforms to enhance the user experience as well as increase support to the business community.

TOWN MANAGER

BUDGET SUMMARY

	Actual	Adopted	Actual	Estimated	Proposed	Percent
<u>Expenditures:</u>	<u>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Wages & Salaries	\$643,550	\$696,326	\$298,462	\$700,160	\$727,942	4.5%
Operating Expense	30,048	38,430	21,772	45,935	131,210	241.4%
Social Security	<u>42,528</u>	<u>50,582</u>	<u>19,251</u>	<u>47,342</u>	<u>51,895</u>	2.6%
TOTAL	\$716,126	\$785,338	\$339,485	\$793,437	\$911,047	16.0%

	Authorized Positions			Revised	Proposed
<u>Full-Time Positions:</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2024-2025</u>
General Fund	5	6	6	6	6

BUDGET & PROGRAM HIGHLIGHTS

The Town Manager's budget increases by \$125,709 or 16.0%. A net increase of \$31,616 in wages and salaries reflects merit increases. In addition, the Equity Coordinator was reclassified during fiscal year 2024 to Manager of Equity Advancement. Operating expenses increase \$92,780 specifically related to staff events previously in the Human Resources budget (\$7,500), increase in office expense (\$975), dues and travel (\$5,600), consulting fees (\$62,225), and software costs (\$16,480). Social security is consistent with the variance in wages and salary.

Fund: General Fund
Department: Town Manager

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$642,691	\$695,606	\$298,162	\$699,440	\$726,922	4.5%
Temporary Payroll	139					
Education Premium Pay	720	720	300	720	1,020	41.7%
Office Expense	6,708	7,185	4,957	8,785	16,160	124.9%
Dues and Travel	3,576	5,850	6,530	9,775	11,450	95.7%
Training	1,327	13,500	1,938	13,500	13,500	
Professional Services	10,733	5,775	4,000	5,775	68,000	1,077.5%
Office/Minor Equipment		100		100	100	
Information Technology	7,704	5,520	4,347	8,000	22,000	298.6%
Telecommunications		500				-100.0%
Social Security	42,528	50,582	19,251	47,342	51,895	2.6%
Total Department	\$716,126	\$785,338	\$339,485	\$793,437	\$911,047	16.0%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Town Manager	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Economic Development Coordinator*	1	1	1	1	1
Public Relations Specialist	1	1	1	1	1
Manager of Equity Advancement (Equity Coordinator)*	1	1	1	1	1
Economic Development Specialist**	_____	1	1	1	1
TOTAL	5	6	6	6	6

* In fiscal year 2022, the Economic Development Coordinator position was transferred from Community Development, and a new position, Special Assistant to Town Manager, renamed Equity Coordinator, was created. During fiscal year 2024, the position was reclassified to Manager of Equity Advancement.

** In fiscal year 2023, the position of Economic Development Specialist moved from part time to full time. In fiscal year 2024, the position is funded for a full year.

TOWN MANAGER – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This department is staffed with six full-time employees. The increase represents merits and a salary adjustment for the reclassification of Equity Coordinator to Manager of Equity Advancement during fiscal year 2024.

Temporary Payroll: This appropriation has been eliminated in fiscal year 2024.

Education Premium Pay: Non-union employees in administrative classifications are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's degree.

Office Expense: This appropriation covers the cost of office supplies, postage, printing and copying. In fiscal year 2025 this appropriation increases due to an increase in office supplies (\$1,475) and staff events (\$7,500) previously allocated in the Human Resources budget.

Dues and Travel: This appropriation is for dues to professional organizations and related travel, primarily for the International City/County Management Association (ICMA), and dues for the CT Economic Development Association, professional association events and mileage reimbursement. The increase is due to reinstating travel costs (meals, flights and registrations) after the pandemic.

Training: This appropriation funds economic development, and diversity, equity, and inclusion training opportunities.

Professional Services: This appropriation funds miscellaneous consulting services. In fiscal year 2025 this appropriation increases to include consulting services from Intercept (\$48,000), a consultant for mid-managers workshop along with a consultant to teach our front-facing customer service staff Spanish as a second language (\$14,225).

Office/Minor Equipment: An appropriation for office equipment, as needed.

Information Technology: This appropriation funds a subscription to an online real estate service that will provide additional property information and market data to assist in efforts to retain and attract businesses and investments. In fiscal year 2025 this appropriation increases due to an increase in current software maintenance (\$900) and additional software costs: CoStar (\$6,000), Canva (\$300), BlueDot (\$12,000) and Qualtrics (\$2,800).

Telecommunications: In fiscal year 2025 this appropriation is eliminated as all costs associated with telephone services are located within the Information Technology department budget.

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

This Page Left Intentionally Blank

CORPORATION COUNSEL**MISSION**

The Office of Corporation Counsel appears for and protects the rights of the Town in all actions, suits or proceedings brought by or against it or any of its departments, officers, agencies, boards or commissions. Additionally, the Office of Corporation Counsel provides legal advice to the Town Council, the Town Manager, and all Town officers, boards and commissions in all matters affecting the Town, and furnishes written opinions on questions of law involving their respective powers and duties. Upon request, the Office of Corporation Counsel prepares or approves forms of contracts or other instruments to which the Town is a party or in which it has an interest. As provided by ordinance, the Office of Corporation Counsel compromises or settles claims by or against the Town, and advises the Town Council as to the same.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Served as counsel to the Town in several significant development and construction matters, including affordable housing projects that leverage Low Income Housing Tax Credits, tax-exempt bond financing, state and local financing and equity investment.
- ✓ Assisted Town Departments with the enforcement of state and local health, building and fire codes to improve residential rental property conditions and reduce the number of blighted properties.
- ✓ Worked closely with the newly established Sustainable West Hartford Commission to create a structure and process for developing Town programs and policies relating to long-term environmental, social and economic sustainability of the Town.
- ✓ Worked collaboratively with Town departments to update policies, manuals, forms, applications, waivers and releases.
- ✓ Provided legal training and administrative assistance to the Fair Rent Commission and the Civilian Police Review Board.
- ✓ Provided counsel to the Board of Education regarding policy revisions and provided legal opinions on matters involving student privacy, public meetings and statutory authority.
- ✓ Worked closely with outside counsel to achieve favorable results in litigation and administrative proceedings against the Board of Education and the Town.
- ✓ Conducted training sessions for individual Town departments on the Freedom of Information Act, specifically exemptions, exclusions and exceptions to disclosure of public records applicable to each department.
- ✓ Conducted training sessions for all Town boards and commissions on the Freedom of Information Act, including the preparation of meeting agendas and minutes and the conduct of public meetings.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Provide informational sessions for the senior management team on a variety of emerging legal issues.
- ❖ Conduct training sessions for individual Town departments on the disclosure of records under the Freedom of Information Act and record retention and management requirements under the CT State Library guidelines.

CORPORATION COUNSEL

BUDGET SUMMARY						
<u>Expenditures:</u>	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Wages & Salaries	\$341,798	\$352,215	\$158,728	\$352,215	\$375,911	6.7%
Operating Expense	160,898	135,800	55,051	135,800	142,050	4.6%
Social Security	<u>24,909</u>	<u>26,246</u>	<u>11,578</u>	<u>26,246</u>	<u>27,606</u>	5.2%
TOTAL	\$527,605	\$514,261	\$225,357	\$514,261	\$545,567	6.1%

<u>Full-Time Positions:</u>	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2024-2025</u>
General Fund	3	3	3	3	3

BUDGET & PROGRAM HIGHLIGHTS

Overall, the Office of Corporation Counsel's budget is increased by \$31,306 or 6.1% in fiscal year 2025. Wages and salaries increase due to merit increases for eligible employees. Corporation Counsel's monthly stipend increases as approved by Town Council resolution. Professional services increase by 20% to reflect the need for special counsel at the current hourly rate. There is a minimal increase in the appropriation for professional memberships and legal educational requirements, offset by a corresponding decrease in office expenses. Social security is consistent with the variance in taxable payroll.

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$340,778	\$351,195	\$158,303	\$351,195	\$374,891	6.7%
Education Premium Pay	1,020	1,020	425	1,020	1,020	
Office Expense	8,912	17,300	5,237	13,260	15,300	-11.6%
Dues and Travel	3,668	2,500	1,252	2,500	4,500	80.0%
Professional Services	54,857	25,000	6,962	28,915	30,000	20.0%
Contractual Services	93,461	90,000	41,600	91,125	92,250	2.5%
Telecommunications		1,000				-100.0%
Social Security	<u>24,909</u>	<u>26,246</u>	<u>11,578</u>	<u>26,246</u>	<u>27,606</u>	5.2%
Total Department	\$527,605	\$514,261	\$225,357	\$514,261	\$545,567	6.1%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2023-24</u>	<u>Proposed 2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Deputy Corporation Counsel	1	1	1	1	1
Assistant Corporation Counsel	1	1	1	1	1
Legal Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3	3	3	3	3

CORPORATION COUNSEL – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The department is staffed with three full-time positions. Estimated merit increases are included for eligible personnel.

Education Premium Pay: Classified non-union employees are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: This appropriation funds office supplies, postage, printing costs and off-site storage facility charges. It also funds court filing fees, marshal fees and subscriptions to legal publications. The decrease in fiscal year 2025 represents a transfer to dues and travel to accurately reflect expenses.

Dues and Travel: This appropriation funds membership in the Connecticut Association of Municipal Attorneys and the Connecticut Bar Association, seminars required to meet minimum continuing legal education requirements, and reimbursement for mileage and parking expenses in connection with court appearances. In fiscal year 2025 the increase represents a transfer from office expense to accurately reflect expenses.

Professional Services: This appropriation represents outside legal services and is increased 20% to reflect the need for special counsel at the current hourly rate.

Contractual Services: This appropriation funds the monthly stipend to the Town's Corporation Counsel. Corporation Counsel's stipend increased, approved by the Town Council by resolution for period 12/16/2023 to 12/23/2025.

Telecommunications: In fiscal year 2025 this appropriation is eliminated as all costs associated with telephone services are located within the Information Technology department budget.

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

REGISTRAR OF VOTERS

MISSION

The mission of the Registrar of Voters Office is to fulfill all election statutes and regulations as mandated by Connecticut Secretary of the State. The Registrar of Voters office is charged with ensuring the voting rights of citizens and administering all elections based on current election laws within a safe environment for voters and election workers. Additionally, the Registrars are responsible for conducting an annual voter canvass to maintain an up-to-date list of eligible voters and their permanent addresses. These responsibilities are fulfilled under the guidance of the Secretary of the State.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Executed a successful November General Election with a 31.4% turnout rate.
- ✓ Processed and counted absentee ballots for 1,001 votes for the November General Election. Absentee voter turnout includes absentee ballots voted at 9 facilities in town where designees of the Registrars of Voters conducted in-person supervised absentee balloting for over 250 electors.
- ✓ Recruited, hired, and trained new poll workers to make up for a shortage in experienced poll workers being able to work on Election Day.
- ✓ Attended zoom meetings with the Secretary of the State in regards to Early Voting legislation and other shared priorities between the Registrars of Voters and Secretary of the State.
- ✓ Worked with the UConn VoTeR Center to conduct an electronic audit of the voting tabulator of district 3, Town Hall polling place.
- ✓ Submitted grant application to the Connecticut Secretary of the State that will provide a grant in the amount of \$10,500 to West Hartford for costs related to implementing and conducting early voting.
- ✓ FY23 – held a Special Election for the 4-1 district on February 28, 2023.
- ✓ FY23 – Registrar of Voters Certification Program completed by new Registrar of Voters in June of 2023. The certification program is 25 hours of professional development through the University of Connecticut.
- ✓ FY23 – Monitored Early Voting Legislation.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Implement Early Voting according to Connecticut state statutes and regulation from the Secretary of the State.
- ❖ Transition to the new Connecticut Voter Registration System and Election Management System expected in June 2024.
- ❖ Establish new trainings for poll workers for Early Voting, new tabulator machines, and the new Connecticut Voter Registration System.
- ❖ Successfully conduct the November 2024 General Election and any primaries or special elections as directed by the Secretary of the State or Town Clerk.
- ❖ Mail postcards to 23,000 households informing voters of the statewide implementation of early voting to include details about location and time.

REGISTRAR OF VOTERS

BUDGET SUMMARY

<u>Expenditures:</u>	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Wages & Salaries	\$178,665	\$216,663	\$86,685	\$150,655	\$267,743	23.6%
Operating Expense	76,528	86,330	15,724	85,000	83,860	-2.9%
Social Security	<u>5,798</u>	<u>10,798</u>	<u>2,870</u>	<u>6,911</u>	<u>13,903</u>	28.8%
TOTAL	\$260,991	\$313,791	\$105,279	\$242,566	\$365,506	16.5%

BUDGET AND PROGRAM HIGHLIGHTS

The Registrar of Voters' budget increases by \$51,715 or 16.5% in fiscal year 2025. Wages and salaries reflect an increase due to a minimum wage increase and additional costs for election work to meet the statutory requirements as well as projected high turnout needs for the 2024 Presidential General Election and expected August 2024 primary. Social security changes are reflective of changes in salary.

Fund: General Fund
Department: Registrar of Voters

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Temporary Payroll	\$178,665	\$216,663	\$86,685	\$150,655	\$267,743	23.6%
Office Expense	53,783	55,950	3,511	55,450	51,500	-8.0%
Dues and Travel	3,542	6,060	1,926	5,950	8,560	41.3%
Advertising	263	500		300	500	
Professional Services	2,060	3,300	225	3,300	3,300	
Telecommunications		520				-100.0%
Operating Expense –						
Miscellaneous	16,880	20,000	10,062	20,000	20,000	
Social Security	<u>5,798</u>	<u>10,798</u>	<u>2,870</u>	<u>6,911</u>	<u>13,903</u>	28.8%
Total Department	\$260,991	\$313,791	\$105,279	\$242,566	\$365,506	16.5%

REGISTRAR OF VOTERS – BUDGET AND PROGRAM HIGHLIGHTS

PROGRAM PERFORMANCE MEASURES & INDICATORS

(Calendar Year)

	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Actual</u> <u>2023</u>
Percent Voting:					
Special Election- February	15%				3%
Special Election - April	23%				
Gubernatorial				65%	
Municipal	34%		32%		31%
Presidential		87%			
Presidential Primary		40%			
(Democrat and Republican combined)					
Number of Registered Voters	40,352	42,891	42,763	41,513	41,196
Connecticut Voter Registration System:					
Additions	2,877	5,888	2,753	2,321	2,647
Changes	3,816	7,547	5,060	2,942	8,793

Temporary Payroll: This appropriation funds: the salaries of the Registrars and Deputy Registrars, which are set via Town Council resolution; office staff for the department and election workers. The increase for fiscal year 2025 is related to the statutory requirements and projected high turnout needs for the 2024 Presidential General Election and expected August 2024 Primary.

	Actual	Adopted	Estimated	Proposed
	<u>2023</u>	<u>2024</u>	<u>2024</u>	<u>2025</u>
Registrars/Deputy Registrars	\$90,372	\$91,350	\$90,347	\$91,350
Office Staff	15,502	30,313	15,308	24,394
Election Workers	<u>72,791</u>	<u>95,000</u>	<u>45,000</u>	<u>152,000</u>
Total Temporary Payroll	\$178,665	\$216,663	\$150,655	\$267,744

Office Expense: Office expense includes office supplies, postage and printing/copying costs for the operation of the office, all election costs (including ballots) and the annual State mandated voter canvass. In fiscal year 2025, this line has decreased as the department has estimated actual costs for upcoming election.

Dues and Travel: This appropriation funds the cost of membership in the Registrar of Voters Association of Connecticut (ROVAC) as well as any travel and registration costs associated with bi-annual ROVAC conference and State-mandated Registrar and moderator certification/recertification. In fiscal year 2025 the increase reflects costs of meals for early voting workers during 12-hour days.

Advertising: This appropriation funds election notices required by State law.

Professional Services: This appropriation funds training for all of the moderators, as well as other training for staff and poll workers, as deemed necessary. Also, the cost for coding memory cards is reflected in this line item.

Telecommunications: This appropriation funds the costs associated with desktop telephone services for maintenance, long distance calls and circuits. In fiscal year 2025 this appropriation is eliminated as all costs associated with telephone services are located within the Information Technology department budget.

Operating Expense - Miscellaneous: This line item funds costs related to the optical scan voting machines including annual maintenance and programming memory cards for each polling location, absentee ballot central counting, and electronic document reader. In addition, this appropriation funds costs associated with State mandated annual canvass of active, registered voters including purchase of National Change of Address (NCOA) reports as well as printing, copying, and mailing of canvass letters.

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

ASSESSOR'S OFFICE**MISSION**

The mission of the West Hartford Assessor's Office is to produce an annual Grand List for all property classes in accordance with legal mandates in a timely, accurate, and efficient manner, and to provide assessment-related information to the public and governmental agencies in a timely, responsive and courteous manner.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Completed 92 business personal property audits in-house encompassing the 2019-2022 Grand List years; capturing 3,838,203 in escaped assessment value.
- ✓ Completed pricing on 46,639 registered motor vehicles from DMV.
- ✓ Completed pricing on 7,948 Supplemental Motor Vehicles from DMV.
- ✓ Completed processing of 2,697 business personal property declarations.
- ✓ Completed intake of 434 elderly tax relief benefit applications.
- ✓ Use of our online portal for filing annual personal property declarations increased by 27% over 2022 Grand List.
- ✓ Filled vacant Residential Property Appraiser III position.
- ✓ Settled twenty-nine real property tax appeals.
- ✓ Completed the M-35B State report for the Elderly Tax Relief Program.
- ✓ Completed the M-35P State report reporting on reductions in homeowners' benefits.
- ✓ Completed the M-37 State report on State Owned Property in West Hartford.
- ✓ Completed the M-37C&H State report on Colleges & Hospitals.
- ✓ Completed the M-42B State report on Totally Disabled Benefits Program.
- ✓ Completed all of the M-45 State reports concerning real property transfers used in the ENGL calculation.
- ✓ Completed M-59 State report on Additional Veterans' Exemption Program.
- ✓ Completed the October 1, 2023 grand list by the statutory deadline of January 31, 2024.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Complete development of Office Procedures Manual in fiscal year 24/25 for improved continuity with staff changeover and overall office administration. (Ongoing project)
- ❖ Update images on all improved parcels in Town by October 1, 2026. (Ongoing project)
- ❖ Explore certain property assessment valuation processes utilizing C3 AI in mass appraisal.

ASSESSOR'S OFFICE

BUDGET SUMMARY

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Revenues:</u>						
Charges for Services	\$ 798	\$1,000	\$ 67	\$ 900	\$1,000	
TOTAL	\$ 798	\$1,000	\$ 67	\$ 900	\$1,000	
<u>Expenditures:</u>						
Wages & Salaries	\$657,046	\$746,654	\$292,878	\$730,517	\$785,092	5.1%
Operating Expense	42,849	87,090	59,534	83,169	88,202	1.3%
Social Security	46,896	55,361	20,963	53,478	58,067	4.9%
TOTAL	\$746,791	\$889,105	\$373,375	\$867,164	\$931,361	4.8%

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-2024</u>	<u>Proposed</u> <u>2024-2025</u>
<u>Full-Time Positions:</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>		
General Fund	7	8	8	8	8

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2025 budget for the Assessor's Office increases \$42,256, or 4.8%, from the prior year budget. Wages and salaries increase \$38,438 due to anticipated merit increases. Operating expense reflects a slight increase for annual CPI on software maintenance contracts. Social security is consistent with the changes to wages and salaries.

ANNUAL BUDGET 2024-2025

SUMMARY OF REVENUES

<u>Revenues</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Copies	\$ 798	\$ 1,000	\$ 67	\$ 900	\$ 1,000	
TOTAL	\$ 798	\$ 1,000	\$ 67	\$ 900	\$1,000	

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$649,352	\$743,509	\$291,751	\$727,372	\$780,927	5.0%
Temporary Payroll	2,889					
Overtime	2,842	2,125	277	2,125	2,125	
Education Premium Pay	1,963	1,020	850	1,020	2,040	100.0%
Office Expense	15,370	29,736	16,819	27,436	30,357	2.1%
Dues and Travel	3,667	3,737	2,257	3,535	3,927	5.1%
Training	4,068	3,515	2,059	4,000	4,091	16.4%
Advertising		200		200	200	
Information Technology	18,065	46,848	37,604	46,848	48,327	3.2%
Telecommunications		2,000				-100.0%
Vehicles & Equipment						
Expense	1,679	1,054	795	1,150	1,300	23.3%
Social Security	46,896	55,361	20,963	53,478	58,067	4.9%
Total Department	\$746,791	\$889,105	\$373,375	\$867,164	\$931,361	4.8%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2023-24</u>	<u>Proposed 2024-25</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Director of Assessment	1	1	1	1	1
Property Appraiser I**		1	1	1	1
Property Appraiser II**	2	1	1	1	1
Property Appraiser III*	2	2	2	2	2
Administrative Assessment Technician	1	1	1	1	1
Assessment Analyst	1	1	1	1	1
Staff Assistant***		1	1	1	1
TOTAL	7	8	8	8	8

* Two positions were reclassified to Property Appraiser III in fiscal year 2022.

** In fiscal year 2022 a Property Appraiser I was reclassified to a Property Appraiser II. With the retirement of a Property Appraiser II during fiscal year 2023, the position was reclassified back to Property Appraiser I.

*** A Staff Assistant was funded to begin mid-year in fiscal year 2023.

ASSESSOR'S OFFICE – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Assessment is staffed with eight full-time positions. Regular payroll reflects anticipated merit increases for eligible employees.

Temporary Payroll: This appropriation is eliminated in fiscal year 2024.

Overtime: The overtime appropriation provides administrative support for the Board of Assessment Appeals, Board of Assessors, and motor vehicle pricing.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: The office expense appropriation covers office supplies, paper products, postage, printing and copying, subscriptions and publications. The increase for fiscal year 2025 results from CPI on subscriptions and software.

Dues & Travel: Appropriations for dues in the Hartford Area Assessors Association, Connecticut Association of Assessing Officers, International Association of Assessing Officers, and the Appraisal Institute are integral to the core mission of the department, enabling attendance at educational seminars and workshops at discounted rates, which are requisite for maintaining State certification as Certified Connecticut Municipal Assessors and improving assessment practices. In addition, the department maintains membership in the Multiple Listing Service in order to obtain detailed information on properties for sale. The slight increase in fiscal year 2025 represents additional mileage costs for a new staff member.

Training: This appropriation covers attendance at local workshops, seminars and assessment/appraisal related classes to maintain requisite State certification as Certified Connecticut Municipal Assessors. The increase represents the new staff member attending workshops.

Advertising: This appropriation funds all State mandated notice requirements.

Information Technology: This appropriation funds the annual cost of web hosting for Vision software and software maintenance and support contracts for Vision and Quality Data. The increase in fiscal year 2025 represents contractual increases from vendors.

Telecommunications: In fiscal year 2025 this appropriation is eliminated as all costs associated with telephone services are located within the Information Technology department budget.

Vehicle & Equipment Expense: This appropriation provides for gasoline and vehicle maintenance for the vehicles assigned to the department.

Social Security: This appropriation is for required Federal payments based upon actual wages paid and reflects the change in budgeted wages.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	(calendar year)				
	2019	2020	2021	2022	2023
	<u>(GL 2017)</u>	<u>(GL 2018)</u>	<u>(GL 2019)</u>	<u>(GL 2020)</u>	<u>(GL 2021)</u>
Percent of State reporting deadlines met	100%	100%	100%	100%	100%
Number of business personal property accounts	2,807	2,730	2,696	2,719	2,697
Timeliness of property transfers entered into CAMA system	1 month	1 month	1 month	1 month	1 month
Inspections (Sales and Permits)	2,871	2,365	3,470	3,702	3,901
Real property transfers	1,400	2,155	2,534	2,066	2,522
Elderly, veterans, blind and disability applications	1,033	1,131	1,012	1,038	703

This Page Left Intentionally Blank

ANNUAL BUDGET 2024-2025

DEPARTMENT: GENERAL GOVERNMENT

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2023-24	Proposed 2024-2025
	2021-22	2022-23	2023-24		
<u>GENERAL FUND</u>					
<u>TOWN COUNCIL</u>					
Town Clerk	1	1	1	1	1
Assistant Town Clerk I	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
TOTAL	1.5	1.5	1.5	1.5	1.5
<u>TOWN CLERK</u>					
Deputy Town Clerk	1	1	1	1	1
Clerk of Vital Statistics	1	1	1	1	1
Assistant Town Clerk I	0.5	0.5	0.5	0.5	0.5
Senior Staff Assistant			1	1	1
Office Assistant		<u>1</u>			
TOTAL	<u>2.5</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>
<u>TOWN MANAGER</u>					
Town Manager	1	1	1	1	1
Manager of Equity Advancement (Equity Coordinator)	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Economic Development Coordinator	1	1	1	1	1
Public Relations Specialist	1	1	1	1	1
Economic Development Specialist		<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	<u>5</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
<u>CORPORATION COUNSEL</u>					
Deputy Corporation Counsel	1	1	1	1	1
Assistant Corporation Counsel	1	1	1	1	1
Legal Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3	3	3	3	3
<u>ASSESSOR'S OFFICE</u>					
Director of Assessment	1	1	1	1	1
Property Appraiser I		1	1	1	1
Property Appraiser II	2	1	1	1	1
Property Appraiser III	2	2	2	2	2
Administrative Assessment Technician	1	1	1	1	1
Assessment Analyst	1	1	1	1	1
Staff Assistant		<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	<u>7</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
TOTAL GENERAL GOVERNMENT	19	22	22	22	22

This Page Left Intentionally Blank

DEPARTMENT OF INFORMATION TECHNOLOGY**MISSION**

The mission of the Information Technology Department is to contribute to the successful operation, performance, and long-term viability of the organization through a technical infrastructure that promotes employee and customer access to information. This mission is accomplished through the cost-effective and efficient delivery of management and maintenance of a wide-area network for voice and data communications and infrastructure for supporting the Town's business applications.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Upgraded PowerSchool to improve security and reliability;
- ✓ Digitized over 1,000 paper forms resulting in thousands of online submissions for both internal and residential use, inclusive of new online payment options;
- ✓ Installed outdoor wireless for guest use at Rockledge and our outdoor parks;
- ✓ Implemented next-generation firewalls with redundant appliances and dual internet services;
- ✓ Implemented a rapid response lockdown system at Town Hall and the Public Schools;
- ✓ Expanded IP security cameras for all Public Schools, Public Works, Municipal Parking, and the Police Department, based on areas of need;
- ✓ Installed LPR cameras at various intersections to support traffic enforcement;
- ✓ Maintained 99.99% uptime availability of the entire communications infrastructure for the past 12 months;
- ✓ Migrated the Town and Public School's VoIP system to a new carrier to reduce costs;
- ✓ Implemented POTs in a Box to digitize obsolete analog circuits, cutting costs;
- ✓ Implemented a new internet service for the Town, saving \$18,000 per year while increasing the speed by a factor of four;
- ✓ Closed over 13,000 support tickets while maintaining an average of 4.9 out of 5 stars from customer service survey results.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ 75% of Town facilities that currently have no existing public address system (PA) will have Informacast implemented, a system that will enable a one-way PA over existing VoIP speakerphones;
- ❖ 100% of the Public Schools' network will have a failover internet service provider (ISP) to maintain connectivity in the event of a provider outage, leveraging next-generation firewalls;
- ❖ 75% of our outdoor parks will have an enterprise-class wireless system installed for secure staff access and guest access for public use;
- ❖ Offer formal Cybersecurity training for all staff, and develop a virtual CISO role;
- ❖ Expand IP surveillance cameras to the Public Libraries, remaining Leisure facilities, and key roadway intersections throughout town in partnership with the Police;
- ❖ 100% replacement of core network hardware greater than 15 years old for both Town and Schools;
- ❖ 100% of all Public Schools will have a new rapid response system installed;
- ❖ 100% of antiquated analog POTs lines will be migrated to more current technology to reduce costs;
- ❖ Research Kiosks to be deployed in key locations to improve access to customer service for residents;
- ❖ 100% of all 1,000 wireless access points will be replaced at the schools to leverage next-generation wireless capabilities;
- ❖ Continue to apply for grant opportunities to help offset continually rising costs.

DEPARTMENT OF INFORMATION TECHNOLOGY

BUDGET SUMMARY						
<u>Expenditures:</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Wages & Salaries	\$535,361	\$529,684	\$241,897	\$530,121	\$540,657	2.1%
Operating Expense	679,908	773,000	328,197	769,136	784,500	1.5%
Social Security	39,324	39,603	17,578	39,603	40,282	1.7%
TOTAL	\$1,254,593	\$1,342,287	\$587,672	\$1,338,860	\$1,365,439	1.7%

Authorized Positions			Revised	Proposed
<u>Full-Time Positions:</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
General Fund	4.5	4.5	4.5	4.5

BUDGET & PROGRAM HIGHLIGHTS

In total, the fiscal year 2025 budget for the Department of Information Technology increases \$23,152 or 1.7%. Wages and salaries increase \$10,973 or 2.1% primarily due to merits and salary adjustments. Operating expenses increase \$11,500 or 1.5% primarily due to public wireless being added to all outdoor parks and pools (\$5,000) and Town-wide software license agreements (\$6,500). The social security adjustment reflects estimated cost based upon wages and withholdings.

DEPARTMENT: INFORMATION TECHNOLOGY

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$533,395	\$529,684	\$241,897	\$530,121	\$540,657	2.1%
Temporary Payroll	1,966					
Office Expense	1,654	1,000	337	1,000	1,000	
Dues and Travel	906	2,000		1,500	2,000	
Training	6,590	5,000		5,000	5,000	
Professional Services	37,147	40,000	26,404	40,000	41,500	3.8%
Information Technology	406,253	475,000	144,243	476,636	480,000	1.1%
Telecommunications	110,757	100,000	65,383	100,000	100,000	
Rental & Leases	56,838	100,000	28,961	75,000	105,000	5.0%
Information Systems	59,763	50,000	62,869	70,000	50,000	
Social Security	<u>39,324</u>	<u>39,603</u>	<u>17,578</u>	<u>39,603</u>	<u>40,282</u>	1.7%
TOTAL	\$1,254,593	\$1,342,287	\$587,672	\$1,338,860	\$1,365,439	1.7%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Information Technology Director*					
Information Technology Manager*	1	1	1	1	1
Information Technology Specialist	2	2	2	2	2
Network Engineer*	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
TOTAL	4.5	4.5	4.5	4.5	4.5

* Prior to fiscal year 2022, positions were shared with the Board of Education. In fiscal year 2022, the Information Technology Director was 100% Board of Education funded, and 50% of the Information Technology Manager, previously funded by the Board of Education, returned to the Town. One Network Engineer position remains 50% funded by the Board of Education.

INFORMATION TECHNOLOGY - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Information Technology is staffed with four and one half full-time employees, one of whom is shared equally with the Board of Education. This appropriation reflects anticipated merit increases.

Temporary Payroll: This appropriation was eliminated in fiscal year 2024.

Office Expense: The office expense appropriation finances laser printing supplies for shared networked printers, paper products for centralized printing jobs, and office supplies and is based on experience.

Dues and Travel: This appropriation is used to provide mileage reimbursements to employees for the use of personal vehicles on Town business and provides membership to the Government Chief Information Officer Association.

Training: This account finances information technology training for all Town employees.

Professional Services: This appropriation for outside consultants funds professional services to maintain and enhance existing applications for business software and the Geographic Information System (GIS) application. It also funds a service agreement for the Town's back-up system, including repair and maintenance if hardware failures occur. The annual increase for Active Internet Technologies is included in this appropriation.

Information Technology: This appropriation finances software licenses used by Town departments. There are also annual license fees associated with software products used to protect and defend the Town's computer network. These software licenses include anti-virus software for desktop computers and servers, web filtering software, and spam firewall. Funding is included for the cost of GIS hosting and Microsoft Office 365 licenses for all Town departments. In fiscal year 2025 the annual increase for all licenses listed above is included.

Telecommunications: The primary purpose of this appropriation is to support the Townwide Voice over Internet Protocol (VoIP) phone system. The balance of the appropriation is for cell phones, mobile communication devices and desktop phones for all Town departments, as well as backup internet services. This appropriation also includes the implementation and maintenance of an Informacast emergency notification system, which will serve as a public address system. This appropriation includes centralizing analog land lines for all departments. The Town relies on these lines due to many legacy systems like security alarms, elevator alarms and some panic dialers.

Rental & Leases: This appropriation funds internet bandwidth services. The slight increase is due to the addition of outdoor wireless service for public parks in West Hartford.

Information Systems: This expense is associated with maintaining hardware that provides a wide-area network for voice and data communications. Costs include the network maintenance contract with Cisco SmartNet for routers and switches, and maintenance of servers that host software and communication applications.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

	<u>Actual FY 2020</u>	<u>Actual FY 2021</u>	<u>Actual FY 2022</u>	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>
Number of Municipal/School Sites on Town Owned Fiber	46	46	46	46	46
Number of Physical Servers Consolidated to Virtual Servers	141	150	150	156	156
Number of Sites with Building-wide Wireless	32	37	40	45	48

IT Helpdesk:

Number of Town Work Orders Received	2,944	5,593	6,500	3,557	3,090
Number of BOE Work Orders Received	10,438	18,788	20,000	9,648	9,270
Percentage Completed	96.5%	76.5%	84%	99.8%	96.8%
Average Number of Days to Complete	3.26	13.54	10.5	2.9	3.0

Website Statistics:

Site Visits to www.westhartfordct.gov	866,788	945,788	950,000	967,000	975,000
Site Visits to West Hartford's GIS Site	11,046	12,432	15,000	37,896	40,000
Use of West Hartford's Online Parking Omit System	23,000	13,403	3,000	NA	NA

TOWN OF WEST HARTFORD
Fiscal Year 2024-2025
BUDGET IN BRIEF
TECHNOLOGY INVESTMENT
FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
-----------------------------------------	-----------------------------	------------------------------	--------------------------------	-------------------------------

Charges for Services	<u>\$ 17,136</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Total Revenues & Other Resources	\$ 17,136	\$ 10,000	\$ 10,000	\$ 10,000

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
----------------------------------------	-----------------------------	------------------------------	--------------------------------	-------------------------------

Technology Investments	<u>\$ 8,197</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Total Expenditures & Other Uses	\$ 8,197	\$ 10,000	\$ 10,000	\$ 10,000

CHANGE IN FUND BALANCE	\$ 8,939	\$	\$	\$
BEGINNING BALANCE	\$ 8,835	\$ 17,774	\$17,774	\$ 17,774
ENDING BALANCE	\$ 17,774	\$ 17,774	\$17,774	\$ 17,774

Fund: Technology Investment Fund
Department: Information Technology

PURPOSE

The Technology Investment Fund was created effective July 1, 2003 to identify a recurring revenue stream dedicated to continued investment in the Town's e-business strategy. Revenues are derived from a surcharge of one dollar on parking tickets, alarm fees and ordinance violations.

LONG-TERM STRATEGY

The surcharge revenue will be maintained at the current level in order to provide a consistent revenue stream. Although it is not expected that fund balance will grow significantly, the annual revenue achieved will enable expenditures that support the Town's goal to provide more of its services via the internet to improve customer service.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Charges for Services	<u>\$15,000</u>	<u>\$12,000</u>	<u>\$9,000</u>	<u>\$11,000</u>	<u>\$17,000</u>
TOTAL REVENUES	\$15,000	\$12,000	\$9,000	\$11,000	\$17,000
<u>Expenditures:</u>					
Operational	<u>\$</u>	<u>\$26,000</u>	<u>\$4,000</u>	<u>\$10,000</u>	<u>\$8,000</u>
TOTAL EXPENDITURES	\$	\$26,000	\$4,000	\$10,000	\$8,000
OPERATING RESULTS	\$15,000	(\$14,000)	\$5,000	\$1,000	\$9,000
FUND BALANCE	\$17,000	\$ 3,000	\$8,000	\$9,000	\$18,000

FISCAL YEAR 2024 OPERATING RESULTS

The Fund is projected to earn revenue in the amount of \$10,000 with expenditures of \$10,000 for the fiscal year. Accordingly, fund balance will be approximately \$18,000 by year-end.

FISCAL YEAR 2025 BUDGET

The budget for fiscal year 2025 assumes revenues derived from charges for services of \$10,000 with expenditures of an equal amount. This will allow fund balance to stabilize before appropriating additional funds.

DEPARTMENT: INFORMATION TECHNOLOGY

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2023-24	Proposed 2024-25
	2021-22	2022-23	2023-24		
<u>GENERAL FUND</u>					
Information Technology Director					
Information Technology Manager	1	1	1	1	1
Information Technology Specialist	2	2	2	2	2
Network Engineer	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
TOTAL INFORMATION TECHNOLOGY	4.5	4.5	4.5	4.5	4.5

This Page Left Intentionally Blank

DEPARTMENT OF FINANCIAL SERVICES**MISSION**

The mission of the Financial Services Department is to contribute to the successful operation, performance and long-term viability of the organization through the provision of timely, accurate and meaningful information, and financial analysis and services.

The mission is accomplished through the cost-effective and efficient delivery of the following programs:

- Accurate and timely recording and reporting of the Town's financial transactions.
- Execution of short and long-term investment strategies to maximize the return on available funds.
- Development and execution of the Capital Improvement Program and debt financing plan.
- Accurate and timely execution of payment processes including accounts payable and payroll.
- Development, execution and monitoring of the annual budget.
- Billing, collecting and recording of property taxes, parking tickets and ordinance violations and processing of daily revenue deposits.
- Procurement of goods and services in accordance with applicable laws and best value purchasing.
- Administer the Town's Risk Management Program for Heart and Hypertension, Workers Compensation, as well as property and casualty risks for the Town and Board of Education.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Received the Certificate for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for fiscal year 2022.
- ✓ Received for the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for fiscal year 2024.
- ✓ Successfully executed a \$15 million general obligation bond sale.
- ✓ Consistently achieved a tax collection rate higher than adopted.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Complete the full implementation of the Munis Payroll System for pension retirees.
- ❖ Utilize the Munis Financial System to automate and produce fiscal year 2025 budget documents.
- ❖ Maintain current performance on our exceptional tax collection rates.
- ❖ Continue to assist Pension Board with asset allocation strategy related to Pension Obligation Bonds proceeds.
- ❖ Safety Training Review for staff.
- ❖ Assist in the implementation of the MARC system to calculate employee pension estimates.

DEPARTMENT OF FINANCIAL SERVICES

BUDGET SUMMARY						
	Actual <u>2022-23</u>	Adopted <u>2023-24</u>	Actual <u>6 Months</u>	Estimated <u>2023-24</u>	Proposed <u>2024-25</u>	Percent <u>Change</u>
<u>Revenues:</u>						
Charges for Services	\$ 70	\$ 50	\$ 7	\$ 10	\$	-100.0%
Fines & Forfeitures	470	600	400	600	600	
Transfers from Other Funds	<u>68,776</u>	<u>72,000</u>		<u>72,000</u>	<u>72,000</u>	
TOTAL	\$ 69,316	\$ 72,650	\$ 407	\$ 72,610	\$ 72,600	-0.1%
<u>Expenditures:</u>						
Wages & Salaries	\$1,891,046	\$1,961,751	\$ 940,755	\$2,024,209	\$2,012,819	2.6%
Operating Expense	381,861	623,231	356,829	607,527	626,736	0.6%
Social Security	<u>133,020</u>	<u>142,335</u>	<u>60,123</u>	<u>139,169</u>	<u>146,776</u>	3.1%
TOTAL	\$2,405,927	\$2,727,317	\$1,357,707	\$2,770,905	\$2,786,331	2.2%

	Authorized Positions			Revised	Proposed
<u>Full-Time Positions:</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2024-2025</u>
General Fund	17	19	19	19	19

BUDGET & PROGRAM HIGHLIGHTS

The Department of Financial Services budget reflects an increase of \$59,014 or 2.2% from the current fiscal year. Wages and salaries increase primarily due to merit increases for all eligible employees as well as an increase in temporary payroll to assist with special projects and the implementation of the MARC system to aid in calculating employee pension estimates. An Accountant/Auditor is reclassified to an Accounting Supervisor aligning more with the job functions of the position. Operating expenses increase due to contractual increases. Social security reflects wage and salary changes.

ANNUAL BUDGET 2024-2025

FINANCIAL OPERATIONS DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
NSF Check Fees	\$ 470	\$ 600	\$ 400	\$ 600	\$ 600	
Transfer In	68,776	72,000		72,000	72,000	
TOTAL	\$ 69,246	\$ 72,600	\$ 400	\$ 72,600	\$72,600	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,031,790	\$1,078,654	\$522,826	\$1,080,440	\$1,077,042	-0.1%
Temporary Payroll	105		21,694	54,225	33,684	100.0%
Overtime	18	500	173	500	1,000	100.0%
Education Premium Pay	2,297	2,040	1,150	2,040	2,760	35.3%
Office Expense	14,458	16,925	11,807	17,683	17,825	5.3%
Dues and Travel	2,959	2,900	4,040	4,578	4,950	70.7%
Professional Services	1,250	2,000	612	2,000	2,000	
Contractual Services	7,865	2,500	12	1,000	2,500	
Information Technology				15,000	15,000	100.0%
Telecommunications		960				-100.0%
Social Security	73,076	78,786	32,091	75,513	81,899	4.0%
TOTAL	\$1,133,818	\$1,185,265	\$594,405	\$1,252,979	\$1,238,660	4.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Director of Financial Services	1	1	1	1	1
Financial Operations Manager	1	1	1	1	1
Accounting Manager**	1	1	1		
Budgets and Grants Manager	1	1	1	1	1
Accounting Supervisor***					1
Financial Analyst I*		1	1	1	1
Accountant Auditor	1	1	1	1	
Accountant II**				1	1
Accounting Specialist	1	1	1	1	1
Payroll Coordinator*		1	1	1	1
Payroll Specialist	1	1	1	1	1
Administrative Assistant				1	1
Senior Staff Assistant	1	1	1		
TOTAL	8	10	10	10	10

* In fiscal year 2023, the positions of Payroll Coordinator and Financial Analyst I were added.

** With the retirement of an Accounting Manager in fiscal year 2024, the division was reorganized. The Accounting Manager position was replaced with an Accountant II.

*** In fiscal year 2025, the Accountant Auditor is promoted to a Supervisor of Accounting.

West Hartford, Connecticut

FINANCIAL OPERATIONS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Financial Operations is staffed with ten full-time positions. The budget reflects estimated merit increases for eligible employees.

Temporary Payroll: This funds an Accountant to help with special projects and finalizing the payroll conversion.

Overtime: The overtime appropriation is used for the processing of payroll during holiday weeks and peak reporting periods (quarterly and year end).

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: This appropriation is used for the purchase of paper stock (envelopes, check stock, W-2 forms) and printing supplies associated with the production of payments to employees, as well as the preparation and printing of the annual budget document. The appropriation also funds subscriptions for GASB pronouncements, GAAP updates and payroll updates, annual reports that are produced and forms that are used.

Dues & Travel: The appropriation funds memberships and attendance at educational seminars that are important to the core mission of the financial operations activity. It funds memberships in the New England and Connecticut Government Finance Officers Associations and the American Payroll Association, as well as registration fees and mileage for meetings and educational conferences. For fiscal year 2025, the increase represents the cost of staff attendance at the annual New England States GFOA conference.

Professional Services: This appropriation funds the annual application fee to the GFOA Certificate of Achievement for Excellence in Financial Reporting award program and the GFOA Distinguished Budget award program.

Contractual Services: This appropriation finances the contract for banking services for the Town. The fee structure is activity based, but an earnings interest credit on available balances held at the bank offsets these fees.

Information Technology: For fiscal years 2024 and 2025, this appropriation funds the software cost for DebtBook, needed to implement the new GASB pronouncements (87/96) to recognize lease and subscription costs in the financial statements as debt.

Telecommunications: This appropriation funded the costs associated with the desktop telephone services for maintenance, long distance calls and circuits. This has been transferred to the Information Technology Department.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	(Fiscal Year)				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Actual 2023</u>
Financial Reporting:					
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes
GFOA Certificate for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	*
Financial Operations:					
% of FT Employees on Direct Deposit	100%	100%	100%	100%	100%
% of FT Electronic Direct Deposit Stmt	100%	100%	100%	100%	100%
% of Electronic Payments					
Town	39.1%	38.1%	39.1%	40.0%	37.1%
Board of Education (BOE)	24.6%	27.6%	29.1%	29.7%	34.9%
Fund Balance as a % of General Fund Expenditures	9.1%	9.1%	9.1%	9.2%	9.9%
Investment Strategy:					
Short-Term Investment Fund Return	2.30%	1.52%	0.10%	0.30%	3.95%
Other Investment Vehicle Return	1.7%	2.02%	n/a	n/a	n/a
Capital Financing:					
Municipal Bond Rating (Moody's/S&P)	Aaa/AAA	Aaa/AAA	Aaa/AAA	Aaa/AAA	Aa1/AAA
Debt Service as a % of General Fund Expenditures (excl. BBS & POBs)	6.2%	5.7%	5.9%	5.7%	5.5%
Debt per Capita	\$2,291	\$2,324	\$2,269	\$2,236	\$2,200
Long Term Bonded Debt to Net Assessed Value (excl POBs)	2.2%	2.1%	2.1%	2.2%	2.0%
WH General Obligation Bond Rate	2.65%	1.49%	1.39%	2.01%	3.04%

* The Town has filed for an extension for the GFOA Certificate for Excellence in Financial Reporting for fiscal year 2023, as the external audit is not yet complete.

PURCHASING DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Copies	\$ 20	\$	\$ 7	\$ 10	\$	
TOTAL	\$ 20	\$	\$ 7	\$ 10	\$	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$278,057	\$278,049	\$126,680	\$278,918	\$285,611	2.7%
Office Expense	3,086	3,090	271	3,950	4,050	31.1%
Dues and Travel	2,834	3,415	1,004	2,005	3,060	-10.4%
Training		500		500	500	
Advertising	2,003	4,000	1,029	3,000	3,500	-12.5%
Telecommunications		240				-100.0%
Vehicles & Equipment Expense	210	500				-100.0%
Social Security	<u>19,992</u>	<u>20,919</u>	<u>9,140</u>	<u>20,985</u>	<u>21,485</u>	2.7%
TOTAL	\$306,182	\$310,713	\$138,124	\$309,358	\$318,206	2.4%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Purchasing Agent*				1	1
Senior Buyer		1	1		
Buyer		1	1	1	1
Office Operations Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3	3	3	3	3

* During fiscal year 2024, the Purchasing Division was reorganized to include a Purchasing Agent. Such duties were previously held by the Director of Financial Services. The Senior Buyer position was eliminated.

PURCHASING - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Purchasing Division is staffed with three full-time positions. The budget reflects merit increases for eligible employees. In addition, during fiscal year 2024, the Senior Buyer position was reclassified to a Purchasing Agent.

Office Expense: The office expense appropriation reflects the cost of general office supplies, as well as the copying and mailing of procurement notices and specifications. For fiscal year 2025, subscription and publication costs have increased.

Dues & Travel: Dues and travel appropriations maintain membership in National Institute of Government Purchasing and the costs associated with participating in cooperative purchasing associations including the CRCOG Purchasing Cooperative and the Plymouth County Vehicle Cooperative. The appropriation also includes attendance at various public purchasing meetings and conferences.

Training: This account funds miscellaneous staff training.

Advertising: This appropriation funds weekly newspaper advertisements directing interested parties to the Town's website to learn about current procurement opportunities.

Telecommunications: This appropriation funded the costs associated with the desktop telephone services for maintenance, long distance calls and circuits. These costs are now centrally budgeted in the Information Technology Department.

Vehicles & Equipment Expense: This appropriation funded fuel and maintenance costs for the Town pool car assigned to the division. The car has been transferred to Community Development.

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

REVENUE COLLECTION DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Copies	\$ 50	\$ 50	\$	\$ 50	\$	
TOTAL	\$ 50	\$ 50	\$	\$ 50	\$	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$319,900	\$323,455	\$147,181	\$322,915	\$329,055	1.7%
Temporary Payroll	25,021	39,446	11,337	27,776	39,446	
Overtime	1,165	2,500	358	1,600	2,500	
Education Premium Pay	726	720	420	1,140	1,440	100.0%
Office Expense	90,168	104,210	22,909	103,510	104,210	
Dues and Travel	2,387	3,405		2,150	3,405	
Training	1,290	1,200	680	1,200	1,200	
Advertising	76	800	230	500	800	
Professional Services	2,158	2,400	225	1,200	1,000	-58.3%
Contractual Services	26,967	29,773	13,292	30,773	30,121	1.2%
Information Technology	19,089	20,044	20,043	20,044	20,661	3.1%
Telecommunications		420				-100.0%
Maintenance & Repairs		350		350	350	
Social Security	<u>23,479</u>	<u>25,027</u>	<u>10,756</u>	<u>24,772</u>	<u>25,502</u>	1.9%
TOTAL	\$512,426	\$553,750	\$227,431	\$537,930	\$559,690	1.1%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Revenue Collector	1	1	1	1	1
Revenue Services Representative	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	4	4	4	4	4

REVENUE COLLECTION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The revenue collection office is staffed with four full-time positions. The budget increase reflects merit increases for eligible employees.

Temporary Payroll: Two part-time positions support the Revenue Collection Office. A Staff Assistant position supports the full-time customer service representatives during peak collection periods and during the absence of any of the full-time employees. An Office Assistant is responsible for the daily processing of cash deposits for the Town.

Overtime: The overtime appropriation provides resources for peak collection periods (January and July).

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: The office expense appropriation reflects the cost of postage for the mailing of tax bills, the cost of an outside contractor to print, stuff and mail the property tax bills, the costs associated with printing, binding and use of the BOE's print shop, and general office supplies.

Dues & Travel: The dues and travel appropriation funds membership and education costs associated with the Connecticut Tax Collectors Association, the Hartford Tax Collectors Association and required certification training classes.

Training: This account funds Connecticut Tax Collectors courses as needed.

Advertising: This appropriation funds legal advertisements in the newspaper for public notice of property tax bills.

Professional Services: This appropriation funds the costs associated with the management information system and delinquent billing services associated with the parking ticket and ordinance violation collection programs. The decrease represents the change in vendors from Lexis/Nexis to Idacore.

Contractual Services: This appropriation finances the portion of banking services used by the Revenue Collection Office and the contract for the hearing officer for parking ticket and ordinance violation appeals. In fiscal year 2025, the increase reflects contract increases.

Information Technology: This appropriation finances the costs of annual software maintenance for the tax collection and billing software and web hosting software, and increases based upon contractual costs.

Telecommunications: This appropriation funded costs associated with the desktop telephone services for maintenance, long distance calls and circuits, which is now centrally budgeted in the Department of Information Technology.

Maintenance & Repairs: This appropriation finances the costs associated with the currency counters.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

(Fiscal Year)

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Actual 2023</u>
Revenue Collection:					
Current Year Tax Collection Rate	99.3%	99.3%	99.3%	99.3%	99.4%
% of Parking Tickets Collected	74.8%	73.8%	72.7%	73.5%	76.6%
% Ordinance Violations Collected	44.7%	32.9%	52.6%	49.6%	47.7%

Using Technology to Improve the Customer Experience

Consistent with the habits of individuals, technology continues to be an area of growth in the tax department.

Recent enhancements to the online system include the ability to send text notifications when a bill is ready, as well as the ability to pay by text. Since inception in June 2022, about 100 taxpayers have opted to use the Pay by Text feature. It is expected that the number of Pay by Text users will increase over the next fiscal year, as the feature is marketed as a payment option.

Additional enhancements to the online payment system include the ability of taxpayers to select AutoPay and Paperless billing without the need to register with the Invoice Cloud system and create a customer portal.

Future enhancements include enabling the ability to make payment through PayPal and Venmo, and adding a unique QR code to the tax bills so that taxpayers can simply scan the code to get to their tax bill.

The on-line tax information lookup system allows 24/7 lookup of payment information, including open balances and payment history. Continued improvements to the integration of the on-line lookup system with the bill payment and presentment system has resulted in a more user friendly customer experience.

FINANCIAL SYSTEMS DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$231,967	\$236,387	\$108,936	\$236,989	\$240,281	1.6%
Temporary Payroll			7,326	17,666		
Office Expense	5,204	6,500	1,485	5,500	6,500	
Dues and Travel		1,000			1,000	
Professional Services		3,000	3,356	3,500	3,000	
Information Technology	97,452	308,084	237,378	308,084	311,417	1.1%
Social Security	<u>16,473</u>	<u>17,603</u>	<u>8,136</u>	<u>17,899</u>	<u>17,890</u>	1.6%
TOTAL	\$351,096	\$572,574	\$366,617	\$589,638	\$580,088	1.3%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Financial Systems Manager	1	1	1	1	1
Financial Systems Analyst II		1	1	1	1
Financial Systems Analyst I*	<u>1</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL	2	2	2	2	2

* The Financial Systems Analyst I was reclassified to Financial Systems Analyst II in fiscal year 2023.

FINANCIAL SYSTEMS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The division is staffed with two full-time positions. The budget increase reflects merit increases for eligible employees.

Temporary Payroll: This appropriation funded a part-time position who assisted with programming needs of the division and is eliminated in fiscal year 2025.

Office Expense: This appropriation covers office supplies, paper products, and printing and copying.

Dues and Travel: This appropriation funds membership and training costs for the division.

Professional Services: This appropriation is for outside consultants to maintain and enhance existing financial applications.

Information Technology: This appropriation finances the costs of annual software maintenance contracts and licenses used by the Department of Finance. For fiscal year 2025, these contracts include: Central Square Payroll (\$33,000), Tyler MUNIS (\$221,791), Tyler TSM Support (\$54,625), as well as copier maintenance.

Information Systems: This appropriation reflects the costs associated with printer maintenance and operations.

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

MAIL & DELIVERY SERVICES DIVISION

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Office Expense	\$ 1,638	\$ 1,500	\$ 1,832	\$ 2,000	\$ 2,000	33.3%
Professional Services	<u>100,767</u>	<u>103,515</u>	<u>36,624</u>	<u>79,000</u>	<u>87,687</u>	-15.3%
TOTAL	\$102,405	\$105,015	\$38,456	\$ 81,000	\$ 89,687	-14.6%

MAIL & DELIVERY SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

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

Professional Services: The Town and Board of Education have a joint contract with an outside contractor to provide mailroom and courier services to all facilities, which was renewed in fiscal year 2021 for an additional five years. In fiscal year 2024, the contract was amended through the remainder of the contract as the mailroom was staffed with one less person.

DEPARTMENT: FINANCIAL SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised	Proposed
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
<u>GENERAL FUND</u>					
Director of Financial Services	1	1	1	1	1
Financial Operations Manager	1	1	1	1	1
Accounting Manager	1	1	1		
Budgets and Grants Manager	1	1	1	1	1
Supervisor of Accounting and Payroll					1
Financial Analyst		1	1	1	1
Accountant Auditor	1	1	1	1	
Accountant II				1	1
Accounting Specialist	1	1	1	1	1
Office Operations Specialist	1	1	1	1	1
Administrative Assistant				1	1
Senior Staff Assistant	1	1	1		
Payroll Coordinator		1	1	1	1
Payroll Specialist	1	1	1	1	1
Purchasing Agent				1	1
Senior Buyer	1	1	1		
Buyer	1	1	1	1	1
Revenue Collector	1	1	1	1	1
Revenue Services Representative	3	3	3	3	3
Financial Systems Manager	1	1	1	1	1
Financial Systems Analyst II		1	1	1	1
Financial Systems Analyst I	1				
TOTAL FINANCIAL SERVICES	17	19	19	19	19

Note: The employees in Risk Management Administration (located in the Human Resources section of the budget in the Risk Management Fund section) report to the Director of Financial Services.

DEPARTMENT OF HUMAN RESOURCES**MISSION**

The Town of West Hartford Human Resources Department has the primary role of supporting the organization by providing human resources management and services to more than 457 full time and 195 part-time regular employees of the Town. This is in addition to a number of seasonal employees and election workers. We collaborate with and support internal operating departments. This includes coordination of the recruitment and selection process, employee classification, labor relations and contract negotiations, workforce diversity administration, employee training, employee engagement and recognition, employee benefit and pension administration, and wellness programs.

The Department of Human Resources is committed to providing leadership and expertise in the development and implementation of sound human resource policies, systems, and programs that support employees of the Town of West Hartford in meeting the organization's commitment to the residents of our community.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Successfully worked with Department Directors on 42 external recruitments and 11 promotional recruitments. On-boarded 89 new hires, and processed through Frontline, our on-line application platform, 606 applications. Utilized alternate recruitment local sites, Chamber of Commerce, Constant Contact, and Linked In.
- ✓ Continued working collaboratively with the Police Department to improve our police officer recruitment process. We received 114 applications for the position of police officer. Hired 27 new officers to date. The department is staffed at its highest level in years.
- ✓ An active shooter training took place, led by public safety in coordination with Risk Management.
- ✓ Created electronically fillable forms for new hires.
- ✓ Exit Interviews are provided to any employees leaving employment to provide feedback on employment with the Town.
- ✓ Employee Recognition Committee executed two Town wide events; Holiday Recognition Lunch and an Employee Picnic.
- ✓ Calculated and provided over 200 retirement pension estimates. Processed retirements for over 50 Board of Education and Town employees.
- ✓ The HR Messenger, a quarterly employee newsletter, is distributed to all Town employees.
- ✓ The Human Resources Department launched a half day orientation program for new full time and part time permanent staff incorporating components of organizational values and culture, risk management, FOIA, emergency management, information technology, and payroll in the presentation. The feedback generated from a follow up survey is used to adjust the content and delivery of the orientation to best meet new staff's needs.
- ✓ On June 13, 2022, the Pension Board approved the adoption and implementation of Milliman's MARC (Milliman Actuarial Retirement Calculator) pension administration system. The project's kick-off meeting occurred on January 31, 2023. Throughout 2023, Financial Services and Human Resources staff have been working closely with Milliman to provide and analyze the data necessary for the system's anticipated "go live" date in the Summer of 2024. The MARC system will allow employees

to perform their own pension estimates. It will also facilitate the valuation process as the census data typically prepared and provided by the Town's Finance Department will now be readily accessible in Milliman's MARC system.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Utilize MUNIS for electronic onboarding and records management (Personnel Files) for new hires.
- ❖ Finalize union contract negotiations for seven (7) SEIU bargaining units.
- ❖ Commence union contract negotiations for AFSCME, Police, Crossing Guards, and Fire bargaining units.
- ❖ Continue assessment of onboarding process to provide a more global orientation to the organization, its culture, policies and procedures.
- ❖ Expand Leadership Management development.
- ❖ Continue the Diversity, Equity, Inclusion (DEI) initiatives Town wide.
- ❖ Launch MARC pension administration system.

DEPARTMENT OF HUMAN RESOURCES

BUDGET SUMMARY

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Revenues:</u>						
Miscellaneous Revenue	\$ 53	\$	\$	\$	\$	
Transfer In	40,000	40,000	_____	40,000	40,000	
TOTAL	\$40,053	\$40,000	\$	\$40,000	\$40,000	
<u>Expenditures:</u>						
Wages & Salaries	\$358,459	\$411,658	\$155,981	\$377,147	\$424,809	3.2%
Operating Expense	135,289	124,500	95,373	154,800	144,600	16.1%
Social Security	26,060	30,002	11,286	27,476	30,893	3.0%
TOTAL	\$519,808	\$566,160	\$262,640	\$559,423	\$600,302	6.0%

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
<u>Full-Time Positions:</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
General Fund	3.2	2.8	3.8	3.8	3.8
Risk Management Fund	3.7	3.6	4.6	4.5	4.5
Pension Fund	1.6	1.6	1.6	1.7	1.7
TOTAL	8.5	8.0	10.0	10.0	10.0

Note: The administration employees of the Risk Management Fund began reporting to the Department of Financial Services during fiscal year 2024.

BUDGET AND PROGRAM HIGHLIGHTS

The budget of the Department of Human Resources reflects an increase of \$34,142, or 6.0%, from the prior year. Wages and salaries increase \$13,151 or 3.2% which represents anticipated merit increases. Operating expense increases primarily with costs associated with ongoing union contract negotiations with seven (7) bargaining units, in addition to promotional testing and exams for Public Safety personnel. Social security is estimated based upon employee withholdings and the social security base wage rate.

ANNUAL BUDGET 2024-2025

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$ 53	\$	\$	\$	\$	
Transfers In	40,000	40,000		40,000	40,000	
TOTAL	\$40,053	\$40,000	\$	\$40,000	\$40,000	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$347,701	\$410,638	\$155,556	\$375,887	\$423,789	3.2%
Temporary Payroll	9,808					
Education Premium Pay	950	1,020	425	1,260	1,020	
Office Expense	10,072	16,250	11,480	15,000	14,800	-8.9%
Dues and Travel	2,361	1,500	51	1,300	1,300	-13.3%
Training	3,496	7,500	2,658	7,500	7,500	
Advertising	5,566	7,500	2,895	5,000	5,000	-33.3%
Professional Services	82,455	71,000	50,853	86,000	86,000	21.1%
Contractual Services	13,355	5,000	20,033	25,000	15,000	200.0%
Office/Minor Equipment	1,177					
Meals	1,413	2,000	1,150	2,000	2,000	
Education Tuition						
Reimbursement	15,394	10,000	6,006	10,000	10,000	
Information Technology		3,000	247	3,000	3,000	
Telecommunications		750				-100.0%
Social Security	26,060	30,002	11,286	27,476	30,893	3.0%
Total Department	\$519,808	\$566,160	\$262,640	\$559,423	\$600,302	6.0%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Executive Director of Human Resources*	0.4				
Assistant Director of Human Resources**	0.8	0.8			
Director of Human Resources**			0.8	0.8	0.8
Senior Human Resources Specialist***				1	1
Human Resources Specialist** ***	1	1	2	1	1
Office Operations Specialist	1	1	1	1	1
TOTAL	3.2	2.8	3.8	3.8	3.8

* Position was shared between the Board of Education (0.5), Town (0.4), and the Pension Operating Fund (0.1). In fiscal year 2023 the position was eliminated.

** In fiscal year 2024, the Assistant Director of Human Resources was reclassified to Director of Human Resources. An additional Human Resources Specialist was added.

*** A succession plan during fiscal year 2024 reclassified a Human Resources Specialist to Senior Human Resources Specialist.

BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The department is staffed with 3.8 full-time equivalent positions. Regular payroll reflects anticipated merit increases, reclassifications of Human Resources Specialists to Senior Human Resources Specialists and an additional Human Resources Specialist.

Education Premium Pay: Non-union employees in administrative classifications are eligible for education attainment payments of \$720 for an Associate's Degree and or \$1,020 for a Bachelor's Degree.

Office Expense: This budget funds office supplies, postage, and the costs associated with printing, employment forms, and materials. A decrease in this appropriation reflects a reduction in printing union contracts and new hire forms. It also funds subscriptions to the Connecticut Conference of Municipalities Municipal Labor Relations Data Service, CT Employee Law Updates and the CT Human Relations Report Newsletter.

Dues & Travel: This budget will be utilized for memberships in the Society for Human Resource Management (SHRM), National Public Employers Labor Relations Association (NPFLRA), Connecticut Personnel Labor Relations Association (ConnPELRA) and Public Sector HR Association (PSHRA). In addition, funds for attendance at various professional workshops, seminars and training sessions have been included in the budget.

Training: The appropriation maintains the existing allocation of funds for Town-wide staff training to accommodate leadership development, supervisory training, and other legally mandated training.

Advertising: This appropriation funds advertising for recruitments. With the use of social media and association websites, there is a reduction in this appropriation.

Professional Services: This appropriation is for legal counsel on complex employment or labor issues, union contract negotiations, and also other professional consultants as required. The 2025 increase is for legal consultation in association with negotiating expiring collective bargaining agreements.

Contractual Services: This appropriation licenses the Town to issue testing and assessment products. It also includes agencies which conduct our recruitment screenings (i.e. background checks), and medical examinations required for employees. In fiscal year 2025 this appropriation increases due to promotional exams by external contractors.

Meals: This appropriation pays for the meals associated with panel members brought in to assist in promotional and open competitive recruitment processes.

Education Tuition Reimbursement: This appropriation funds the tuition reimbursement policy for Town employees pursuing advanced educational degrees. Of note, is that the tuition reimbursement is directed by collective bargaining agreements, and for non-union personnel by Town policy.

Information Technology: This request finances the software maintenance contract for FrontLine, the on-line application system, as well as Adobe Pro.

Telecommunications: This appropriation funds the costs associated with the desktop telephone services for maintenance, long distance calls, and circuits. This appropriation has been eliminated as it is covered by the IT budget.

Social Security: Required Federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	Fiscal Year				
	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Actual</u> <u>2023</u>
<u>Applications Processed</u>					
Police Officer	129	119	105	178	114
Open Competitive	791	694	352	374	455
Promotional	<u>36</u>	<u>100</u>	<u>37</u>	<u>119</u>	<u>87</u>
Total Applications Processed	956	913	494	671	656
<u>New Hires</u>					
Public Safety	25	33	14	35	27
Non-Public Safety	<u>25</u>	<u>22</u>	<u>10</u>	<u>21</u>	<u>29</u>
Total New Hires	50	55	24	56	56
<u>Terminations</u>					
Public Safety	24	25	26	18	15
Non-Public Safety	<u>19</u>	<u>24</u>	<u>13</u>	<u>19</u>	<u>16</u>
Total Terminations	43	49	39	37	31
<u>Reason for Separation (All Personnel)</u>					
Retirement	30	25	29	22	11
Resignation	11	23	9	13	23
Dismissal	2	0	1	2	1
Layoff	0	*	0	0	0
Death	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total	43	49	39	37	36

* Layoffs in Library and Leisure Services due to COVID-19 shutdown.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

RISK MANAGEMENT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
<u>TOWN PROGRAM</u>				
Employee Benefit Contributions	\$1,357,008	\$1,063,975	\$1,143,108	\$1,381,501
Interest on Investment	644,762	132,000	535,262	132,000
Amortization	81,184	85,000		(287,694)
Subrogation/Recoveries	2,268	25,000	33,710	25,000
Use of Fund Balance/Reserved Retained Earnings		1,000,000		1,180,000
Transfer In	<u>23,689,241</u>	<u>27,032,550</u>	<u>27,032,549</u>	<u>29,121,195</u>
Total Revenues & Other Resources	\$25,774,463	\$29,338,525	\$28,744,629	\$31,552,002

EXPENSES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Administration-Human Resources	\$ 256,774	\$ 330,639	\$ 372,487	\$ 373,685
Town Program Expense	<u>26,607,626</u>	<u>29,007,885</u>	<u>29,844,664</u>	<u>31,178,317</u>
Total Expenses & Other Uses	\$26,864,400	\$29,338,524	\$30,217,151	\$31,552,002

ANNUAL BUDGET 2024-2025

RISK MANAGEMENT FUND

MISSION

It is the mission and purpose of the Risk Management Fund to finance both current and future obligations of employee benefit programs, as well as casualty and property risks for the Town and Board of Education. The Risk Management Fund operates as an internal service fund, and is an unbudgeted fund independent from the General Fund. Information on the Risk Management Fund is included to provide support for expenditures in budgeted funds. There are six programs: workers' compensation, Town health benefits, heart and hypertension, self-insured, insured and Board of Education health benefits (which is included in the BOE budget).

BUDGET SUMMARY					
DEPARTMENT OF HUMAN RESOURCES					
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Wages & Salaries	\$ 220,009	\$ 284,814	\$ 309,071	\$ 286,246	0.5%
Operating Expense	26,574,412	28,982,305	29,812,617	31,153,317	7.5%
Fringe Benefits	69,979	71,405	95,463	112,439	57.5%
TOTAL	\$26,864,400	\$29,338,524	\$30,217,151	\$31,552,002	7.5%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Exec. Director of Human Resources*	0.1				
Director of Human Resources (formerly Assistant Director)* ***	0.1	0.1	0.1		
Risk Manager***	1	1	1	1	1
Safety Analyst***	1	1	1	1	1
Risk Coordinator** ***			1	1	1
Senior Human Resources Specialist**				0.5	0.5
Human Resources Specialist**	0.5	0.5	0.5		
Senior Personnel Analyst	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3.7	3.6	4.6	4.5	4.5

* During fiscal year 2024, the Assistant Director was reclassified to the Director of Human Resources and the Executive Director position was eliminated in fiscal year 2023.

** A Risk Coordinator was added in fiscal year 2024. A succession plan during fiscal year 2024 reclassified a Human Resources Specialist to Senior Human Resources Specialist.

*** In fiscal year 2024, the Risk Management Administration employees began reporting to the Director of Financial Services. The Director of Human Resources allocation transferred to the Pension Fund.

SUMMARY OF EXPENSES BY PROGRAM					
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Program					
Risk Management					
Administration	\$ 256,774	\$ 330,639	\$ 372,487	\$ 373,685	13.0%
Workers' Compensation	2,504,512	3,152,000	3,010,206	3,163,336	0.4%
Health Program	20,649,648	22,185,385	22,782,952	23,494,354	5.9%
Heart and Hypertension	412,269	187,000	180,869	206,000	10.2%
Self-Insured Program	1,087,843	1,314,000	1,277,170	1,410,600	7.4%
Insured Program	<u>1,953,354</u>	<u>2,169,500</u>	<u>2,593,467</u>	<u>2,904,027</u>	<u>33.9%</u>
TOTAL	\$26,864,400	\$29,338,524	\$30,217,151	\$31,552,002	7.5%

West Hartford, Connecticut

Fund: Risk Management
Department: Human Resources

Beginning in fiscal year 2025, the Risk Manager, Safety Analyst and Risk Coordinator report to the Department of Financial Services.

Risk Management Administration

The Risk Management Administration budget includes the salary of the Risk Manager, Safety Analyst and Risk Management Coordinator. All workers' compensation, heart and hypertension, liability, and property claims are administered by this staff. The Risk Manager also reviews all bid specifications, requests for proposals, and Town and Board contracts for compliance with insurance and indemnification requirements and purchases all insurance coverage. Risk Management Administration expenses are allocated to each program in order to determine the inter-fund transfer required.

<p style="text-align: center;">SUMMARY OF EXPENSES RISK MANAGEMENT ADMINISTRATION</p>					
<u>Expenses</u>	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$207,670	\$284,814	\$288,427	\$286,246	0.5%
Temporary Payroll	12,339		20,644		
Education Premium Pay			360		
Office Expense	2,248	3,400	3,338	3,900	14.7%
Preventative Health					
Dues and Travel	3,133	3,900	1,200	4,100	5.1%
Training	1,405	7,000	3,055	7,000	
Telecommunications		120			-100.0%
Social Security	14,940	21,366	19,536	21,264	-0.5%
Contingency (wage settlements)			25,888	36,136	100.0%
Transfers Out	<u>15,039</u>	<u>10,039</u>	<u>10,039</u>	<u>15,039</u>	49.8%
TOTAL	\$256,774	\$330,639	\$372,487	\$373,685	13.0%

Fund: Risk Management
Department: Human Resources

Workers' Compensation Program

The workers' compensation program requires a contribution from other funds of \$3,423,760 in fiscal year 2025, an increase of \$391,504 from the current year. This is a result of an increase in projected claims and excess insurance.

WORKERS' COMPENSATION PROGRAM					
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Percent</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
<u>Revenues</u>					
Interest on Investments	\$154,618	\$ 50,000	\$142,243	\$ 50,000	
Subrogation	<u>2,268</u>	<u>25,000</u>	<u>33,710</u>	<u>25,000</u>	
Total Revenues	\$156,886	\$ 75,000	\$175,953	\$ 75,000	
<u>Expenses</u>					
Financial Services	\$ 1,694	\$	\$ 2,200	\$ 2,000	100.0%
Professional Services	5,650	15,000	15,000	15,000	
Claims Administration	124,000	132,000	132,000	132,000	
Insurance Services	98,448	10,000	10,000	12,000	20.0%
Excess Insurance	285,878	290,000	301,006	325,086	12.1%
WC Assessments-State	113,348	135,000	135,000	141,500	4.8%
Workers' Compensation Claims	<u>1,875,494</u>	<u>2,570,000</u>	<u>2,415,000</u>	<u>2,535,750</u>	-1.3%
Total Expenses	\$2,504,512	\$3,152,000	\$3,010,206	\$3,163,336	0.4%
<u>Other</u>					
Allocation of Administration					
Expense	\$ 102,710	\$ 132,256	\$ 148,995	\$ 149,474	13.0%
Program Amortization		323,000		185,950	-42.4%
Operating Income/(Loss)	505,486		49,008		
Use of Fund Balance	<u> </u>	<u>(500,000)</u>	<u> </u>	<u> </u>	-100.0%
NET CONTRIBUTION					
(FUND PREMIUM)	\$2,955,822	\$3,032,256	\$3,032,256	\$3,423,760	12.9%

Fund: Risk Management
Department: Human Resources

Health Benefits Program

Health Claims Cost

The net contribution to this program from other funds totals \$21,283,952, an increase of \$1,035,542 or 5.1%. The contribution to the retiree health care reserve for fiscal year 2025 is \$11,272,000, an increase of \$400,000 from the current fiscal year. The appropriation for claims expense increases \$371,615 or 3.8% based upon experience. Amortization of an accumulated surplus totals \$53,901 for fiscal year 2025. The 2025 fiscal year budget requires a use of \$750,000 of reserved retained earnings to minimize the increase from the General Fund due to rising health care costs.

HEALTH BENEFITS PROGRAM					
	Actual	Adopted	Estimated	Proposed	Percent
<u>Revenues</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Interest on Investments	\$ 206,549	\$ 25,000	\$ 199,874	\$ 25,000	
Reserved Retained Earnings		500,000	500,000	750,000	50.0%
Subrogations/Miscellaneous					
Employee Contributions	<u>1,357,008</u>	<u>1,063,975</u>	<u>1,143,108</u>	<u>1,381,501</u>	29.8%
Total Revenues	\$1,563,557	\$1,588,975	\$1,842,982	\$2,156,501	35.7%
<u>Expenses</u>					
Regular Payroll	\$149,759	\$157,907	\$147,066	\$149,020	-5.6%
Education Premium Pay	720	720	720	720	
Office Expense	1,069	2,800	759	2,300	-17.9%
Dues and Travel		500	500	500	
Active Employee Claims	9,398,910	9,780,993	9,906,721	10,152,608	3.8%
Normal Retirement Cost	10,472,000	10,872,000	10,872,000	11,272,000	3.7%
Life/Long-term Disability	388,497	382,512	390,104	405,708	6.1%
Program Expense		757,000	1,196,107	1,216,693	60.7%
Stop Loss Insurance	187,402	179,439	206,141	226,755	26.4%
Social Security	11,291	11,514	10,707	11,123	-3.4%
Contingency			12,127	16,927	
Transfer Out	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	
Total Expenses	\$20,649,648	\$22,185,385	\$22,782,952	\$23,494,354	5.9%
<u>Other</u>					
Program Amortization		(348,000)		(53,901)	-84.5%
Operating Income/(Loss)	<u>(1,178,820)</u>		<u>(691,560)</u>		
NET CONTRIBUTION					
(FUND PREMIUM)	\$17,907,271	\$20,248,410	\$20,248,410	\$21,283,952	5.1%

Fund: Risk Management
Department: Human Resources

Risk Management Health Reserve

In addition to pension benefits, the Town provides medical benefits to retired employees. The total liability for retiree medical benefits, last measured on July 1, 2021, is \$242,528,208. These benefits are paid from a retiree health care reserve fund established in 1984. The annual General Fund budget makes a contribution to the reserve fund each year and these funds are invested in fixed income and equity securities. A long range funding plan for the retiree health care reserve fund was implemented in fiscal year 2005 to restore the General Fund contribution to the reserve fund to a level sufficient to preserve the financial viability of the fund. The General Fund contribution to the retiree health care reserve fund increases \$400,000 in fiscal year 2025 resulting in a Town contribution of \$11,272,000.

The Town extended the retirement eligibility for new employees hired after 2003 which significantly lowered the liability associated with retiree health care. An OPEB (Other Post-Employment Benefits) trust fund was established for these employees and the actuarially determined employer contribution (ADEC) to the trust for the cost of retirement health care benefits earned has been deposited in the fund each year. The Town has also begun phasing in contributions to reach the ADEC for employees hired prior to 2003 over a multi-year period.

Fund: Risk Management
Department: Human Resources

Heart and Hypertension Program

The heart and hypertension program is a self-insured program which provides benefits to public safety employees who incur heart disease or hypertension. The benefits provided include payment of medical bills, a percentage of the employee's average weekly wages and permanent partial incapacity awards for loss of function and death benefits, as determined by the Workers' Compensation Commission. A transfer of \$220,173 from other funds is required to support this program in fiscal year 2025, an increase of \$50,109. This increase is a result of higher claims expense and the amortization of a negative fund balance.

HEART AND HYPERTENSION PROGRAM					
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Percent</u>
<u>Revenues</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Interest on Investments	\$65,036	\$25,000	\$43,836	\$25,000	
Total Revenues	\$65,036	\$25,000	\$43,836	\$25,000	
<u>Expenses</u>					
Financial Services	\$ 713	\$	\$ 869	\$ 1,000	100.0%
Medical Exams	10,305	20,000	15,000	20,000	
Insurance Services	1,601	4,000	3,000	5,000	25.0%
Claims Administration	2,000	3,000	2,000		-100.0%
Claims Expense	397,650	160,000	160,000	180,000	12.5%
Total Expenses	\$412,269	\$187,000	\$180,869	\$206,000	10.2%
<u>Other</u>					
Allocation of Administration					
Expense	\$ 25,677	\$ 33,064	\$ 37,249	\$ 37,368	13.0%
Program Amortization	(81,184)	(25,000)		1,805	-107.2%
Operating Income/(Loss)	_____	_____	(4,218)	_____	
NET CONTRIBUTION					
(FUND PREMIUM)	\$291,726	\$170,064	\$170,064	\$220,173	29.5%

Fund: Risk Management
Department: Human Resources

Self-Insured Program

The Town utilizes a Self-Insured Retention (SIR) program for general liability, automobile liability and law enforcement liability with a retention level of \$250,000. The Town purchases excess insurance to cover core catastrophic losses. Claims for the SIR program are administered by an outside claims administration firm and actuarial services are procured. The self-insured program's required interfund transfer for fiscal year 2025 is \$1,080,085, an increase of \$200,829 from the prior year. This increase results from an increase in claims expense. In order to protect the Town from an unknown liability, the stated goal of the Self-Insurance program is to maintain reserved retained earnings of approximately \$1,000,000. In fiscal year 2025, \$430,000 in reserved retained earnings is used to offset rising claims.

SELF-INSURED PROGRAM					
	Actual	Adopted	Estimated	Proposed	Percent
<u>Revenues</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Interest on Investments	\$218,559	\$ 32,000	\$149,309	\$ 32,000	
Reserved Retained Earnings				430,000	100.0%
Total Revenues	\$218,559	\$ 32,000	\$149,309	\$462,000	1,343.8%
<u>Expenses</u>					
Professional Services	\$ 51,574	\$ 54,000	\$ 52,700	\$ 53,000	-1.9%
Claims Administration Expense	165,199	176,000	160,470	175,000	-0.6%
Claims Expense	854,639	1,084,000	1,064,000	1,182,600	9.1%
Total Expenses	\$1,071,412	\$1,314,000	\$1,277,170	\$1,410,600	7.4%
<u>Other</u>					
Allocation of Administration Expense	\$ 102,710	\$ 132,256	\$ 148,995	\$ 149,474	13.0%
Program Amortization		(535,000)		(17,989)	-96.6%
Operating Income/(Loss)	(57,216)		(397,600)		
NET CONTRIBUTION					
(FUND PREMIUM)	\$ 898,347	\$ 879,256	\$ 879,256	\$1,080,085	22.8%

Fund: Risk Management
Department: Human Resources

Insured Program

The insured program includes premiums paid for insurance coverages that are in excess of the self-insured retention. The insured program also includes premiums paid for coverage that the Town and Board of Education elect not to self-insure. These include special events, cyber, sports accidents, surety bonds, and property. An interfund transfer of \$3,113,225 will be required in fiscal year 2025 to meet the rising costs of the insured program, an increase of \$410,661 or 15.2%. This variance is due to the estimated cost of property insurance, excess general and auto liability, school leader and public official insurance, as well as the amortization of the accumulated deficit in this program of \$172,000.

INSURED PROGRAM					
	Actual	Adopted	Estimated	Proposed	Percent
<u>Expenses</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Purchased Insurance	\$1,953,354	\$2,169,500	\$2,593,467	\$2,904,027	33.9%
Total Expenses	\$1,953,354	\$2,169,500	\$2,593,467	\$2,904,027	33.9%
<u>Other</u>					
Allocation of Administration					
Expense	\$ 25,677	\$ 33,064	\$ 37,249	\$ 37,369	13.0%
Program Amortization		500,000		171,829	-65.6%
Operating Income/(Loss)	(359,387)		71,848		
NET CONTRIBUTION					
(FUND PREMIUM)	\$1,619,644	\$2,702,564	\$2,702,564	\$3,113,225	15.2%

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

PENSION OPERATING FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Employee Contributions	\$ 3,537,883	\$ 3,573,461	\$ 3,700,000	\$ 3,737,000
Interest Income	128			
Pension Buyback				
Trust Fund Contribution	30,226,319	27,833,719	28,257,264	29,816,542
Pension Reserve Fund Contribution		2,134,953	2,134,953	1,190,372
Transfer In	<u>7,038,012</u>	<u>7,389,912</u>	<u>7,389,912</u>	<u>7,981,105</u>
Total Revenues & Other Resources	\$40,802,342	\$40,932,045	\$41,482,129	\$42,725,019

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Human Resources –				
Administration	\$ 688,556	\$ 830,762	\$ 692,995	\$ 802,930
Regular Payments	38,541,949	38,576,283	39,264,134	40,397,089
Survivor Payments	1,497,305	1,500,000	1,500,000	1,500,000
Pension Refunds	<u>62,029</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Expenditures & Other Uses	\$40,789,839	\$40,932,045	\$41,482,129	\$42,725,019

DEPARTMENT OF HUMAN RESOURCES

PENSION OPERATING FUND

MISSION

It is the mission of the Pension Fund to provide for the pension payments earned by employees according to the individual provisions of their union contract and other Employee/Town agreements. The Pension Fund operates as a trust fund, and is an unbudgeted fund independent from the General Fund. Information on the Pension Fund is included to provide support for expenditures in budgeted funds. The Fund is actuarially evaluated on an annual basis to ensure that it has adequate assets to meet the current and future needs of the Pension Plan.

**BUDGET SUMMARY
DEPARTMENT OF HUMAN RESOURCES**

	Actual	Adopted	Actual	Estimated	Proposed	Percent
	<u>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Wages & Salaries	\$ 156,978	\$ 157,137	\$ 60,455	\$ 137,354	\$ 173,846	10.6%
Operating Expense	361,049	483,800	105,064	362,375	417,200	-13.8%
Fringe Benefits	<u>40,271,812</u>	<u>40,291,108</u>	<u>20,839,537</u>	<u>40,982,400</u>	<u>42,133,973</u>	4.6%
TOTAL	\$40,789,839	\$40,932,045	\$21,005,056	\$41,482,129	\$42,725,019	4.4%

	Authorized Positions			Revised	Proposed
<u>Full-Time Positions:</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Director of Human Resources (formerly Assistant Director)	0.1	0.1	0.1	0.2	0.2
Human Resources Specialist	0.5	0.5	0.5	0.5	0.5
Personnel Analyst*	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1.6	1.6	1.6	1.7	1.7

* In fiscal years 2022-2023 this position was a Senior Personnel Analyst.

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2025 Pension Fund budget increases \$1,792,974, or 4.4%, over the prior year. This increase is primarily the result of anticipated benefit payments to retired employees under the terms of the Town's Pension Plan. Operating expenses remain relatively flat. The budget reflects estimated merit and cost-of-living adjustments for full-time employees.

ANNUAL BUDGET 2024-2025

Fund: Pension Operating Fund
Department: Human Resources

SUMMARY OF REVENUES

<u>Revenues:</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Employee Contributions	\$3,537,883	\$3,573,461	\$1,772,434	\$3,700,000	\$3,737,000	4.6%
Interest Income	128					
Pension Buyback						
Trust Fund Contribution	30,226,319	27,833,719		28,257,264	29,816,542	7.1%
Pension Reserve Fund Contribution		2,134,953		2,134,953	1,190,372	-44.2%
ADEC	7,038,012	7,389,912	3,694,956	7,389,912	7,981,105	8.0%
Total Department	\$40,802,342	\$40,932,045	\$5,467,390	\$41,482,129	\$42,725,019	4.4%

SUMMARY OF EXPENDITURES

<u>Expenditures:</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$156,978	\$157,137	\$60,455	\$137,014	\$172,826	10.0%
Temporary Payroll						
Education Premium Pay				340	1,020	100.0%
Office Expense	1,803	3,550		1,625	3,550	
Dues and Travel	229	800		250	800	
Professional Services	359,017	475,500	105,064	360,500	380,500	-20.0%
Office/Minor Equipment		2,000			2,000	
Meals		50			50	
Information Technology		1,900			30,300	100.0%
Telecommunications						
Social Security	11,056	11,514	4,285	9,822	12,737	10.6%
Pension Payments	40,136,294	40,101,283	20,764,610	40,789,134	41,922,089	4.5%
Pension Expense	58,167	61,103	30,552	61,103	62,283	1.9%
Risk Management Expense	29,264	80,177	40,090	80,177	92,668	15.6%
Contingency				5,133	7,165	100.0%
Transfer Out	37,031	37,031		37,031	37,031	
	\$40,789,839	\$40,932,045	\$21,005,056	\$41,482,129	\$42,725,019	4.4%

Fund: Pension Operating Fund
Department: Human ResourcesPension Trust Fund

The ultimate cost, or liability, of a pension plan is directly correlated with the level of benefits promised by the plan. The benefits and expenses paid by the plan are offset by employee contributions and investment earnings to determine the net cost to the Town. The actuarial valuation measures this cost and distributes it over the working lifetime of current plan participants. The process utilized to determine the projected cost involves allocating costs to past and future years, as well as the current year. The valuation determines the Actuarially Determined Employer Contribution (ADEC), which is the amount the Town must contribute to the plan in a particular fiscal year.

On June 24, 2021, the Town issued \$324.3M of POB's resulting in a fully funded pension plan. The bond repayment schedule is based on level principal and interest, therefore eliminating any future fluctuation based on higher coupon rates in later years. The TIC (True Interest Cost) achieved, on a taxable basis, was 2.539%. Based on preliminary information provided by the Town's Actuary, Milliman, the infusion of the POB proceeds in to the pension trust resulted in a projected actuarial value of assets of \$592.6M. The actuarial liability projected at that time was \$584.1M, resulting in an excess of \$8.5M or a funded ratio of 101.5%. The bond repayment schedule and the pension liability amortization period are both 25 years.

The Town also created a Pension Bond Reserve Fund, by ordinance in fiscal year 2021 along with a policy that stated how this reserve fund could be used. The purpose of the Pension Bond Reserve Fund was to mitigate potential increases in the required annual appropriation of the ADEC in the Pension Operating Fund by absorbing any year-over-year increase, or cap in the ADEC of more than 5.0%. In December of 2023 the Pension Bond Reserve Fund Ordinance was revised to amend language on what would trigger the use of the fund and also to stabilize the fund for the remainder of the bond repayment period. The 5% cap was increased to 8%, and additional language was added that stated in years when the ADEC would be less than the prior year, the Town would be required to level fund the ADEC, with the excess funding transferred to the Reserve Fund as a replenishment mechanism.

The fiscal year 2025 Pension Fund increases by \$1,792,974 over the prior year. This increase represents adjustments to anticipated benefits to retired employees and pension administration expenses. While the overall expenditures reflect an increase of 4.4%, it is important to note that the overall Actuarially Determined Employee Contribution (ADEC) decreased from \$9,524,865 in fiscal year 2024 to \$9,171,477 by \$353,388. The ADEC represents contributions from the Town, Board of Education and covered non-general fund programs that have employees that fall under the Town's Pension umbrella. The \$9,171,477 is comprised of Town, BOE and other covered programs contributions of \$7,981,105 and a contribution from the Pension Bond Reserve Fund of \$1,190,372.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

PENSION BOND RESERVE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Interest Income	\$ 965,932	\$ 926,000	\$ 1,584,000	\$ 1,129,000
Total Revenues & Other Resources	\$ 965,932	\$ 926,000	\$ 1,584,000	\$ 1,129,000

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Transfer Out	\$	\$ 2,134,953	\$ 2,134,953	\$ 1,190,372
Total Expenditures & Other Uses	\$	\$ 2,134,953	\$ 2,134,953	\$ 1,190,372
CHANGE IN FUND BALANCE	\$ 965,932	(\$1,208,953)	(\$ 550,953)	(\$ 61,372)
BEGINNING BALANCE	\$26,496,551	\$27,462,483	\$27,462,483	\$26,911,530
ENDING BALANCE	\$27,462,483	\$26,253,530	\$26,911,530	\$26,850,158

Fund: Pension Reserve Fund
Department: Human Resources

PURPOSE

As discussed earlier, on January 26, 2021 in conjunction with the Town Council's authorization of the issuance of Pension Obligation Bonds by Ordinance, the Pension Bonds Reserve Fund was established. On June 24, 2021, the Town issued \$324.3M of POB's resulting in a fully funded pension plan. The purpose of the Pension Bond Reserve Fund is to mitigate potential increases in the required annual appropriation of the ADEC in the Pension Operating Fund by absorbing any year-over-year increase, or cap in the ADEC of more than 8.0%.

LONG TERM STRATEGY

Earnings on the investment of funds will be credited and retained in the fund.

FISCAL YEAR 2025 BUDGET

The fiscal year 2025 budget anticipates revenues from investment income of \$1,129,000. A contribution from the Pension Bond Reserve Fund of \$1,190,372 will be made to the Pension Operating Fund to mitigate the impact of the General Fund's contribution for POB for the increase in the ADEC.

DEPARTMENT: HUMAN RESOURCES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2023-24	Proposed 2024-2025
	2021-22	2022-23	2023-24		
<u>GENERAL FUND</u>					
Executive Director of Human Resources	0.4				
Director of Human Resources (formerly Assistant Director)	0.8	0.8	0.8	0.8	0.8
Senior Human Resources Specialist				1	1
Human Resources Specialist	1	1	2	1	1
Office Operations Specialist	1	1	1	1	1
TOTAL GENERAL FUND	3.2	2.8	3.8	3.8	3.8
<u>RISK MANAGEMENT FUND</u>					
Executive Director of Human Resources	0.1				
Director of Human Resources (formerly Assistant Director)	0.1	0.1	0.1		
Risk Manager	1	1	1	1	1
Safety Analyst	1	1	1	1	1
Risk Coordinator			1	1	1
Senior Human Resources Specialist				0.5	0.5
Human Resources Specialist	0.5	0.5	0.5		
Senior Personnel Analyst	1	1	1	1	1
TOTAL RISK MANAGEMENT FUND	3.7	3.6	4.6	4.5	4.5
<u>PENSION FUND</u>					
Director of Human Resources (formerly Assistant Director)	0.1	0.1	0.1	0.2	0.2
Senior Human Resources Specialist				0.5	0.5
Human Resources Specialist	0.5	0.5	0.5		
Personnel Analyst	1	1	1	1	1
TOTAL PENSION FUND	1.6	1.6	1.6	1.7	1.7
TOTAL HUMAN RESOURCES	8.5	8.0	10.0	10.0	10.0

FIRE DEPARTMENT**MISSION**

The mission of the West Hartford Fire Department is to provide superior emergency services to the citizens of West Hartford. This mission will be accomplished by utilizing industry best-practices, training that meets current hazards, effective resource management to address community risks, and sound fiscal policy.

The Fire Department's primary goals are to improve the quality of life for the citizens and visitors of West Hartford through:

- Proactive community risk reduction, fire investigation, and code enforcement.
- Public education and outreach to our unique and diverse community in an equitable and accessible manner.
- High-quality and compassionate emergency medical response at the basic and advanced life support (paramedic) levels of care.
- Rapid fire suppression, technical rescue, and all-hazards response through modern strategies and tactics.
- Using prevention, mitigation, preparedness, response, and recovery best practices to ensure community resiliency.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ At the conclusion of the fiscal year, our department effectively addressed 9,748 emergency incidents, including several high-impact weather events, achieving a high level of customer satisfaction.
- ✓ The department received valuable training and equipment from various sources. The Leary Foundation generously provided bail-out kits and training, while a grant facilitated Confined Space/Technical Rescue and Fire Officer training.
- ✓ The Training and Support Services Division successfully organized the inaugural Fire Academy Summer Camp in collaboration with Elmwood Community Center. We have been and continue to instruct an Emergency Medical Responder (EMR) course for both Hall and Conard High School students through WHFD initiatives.
- ✓ The Community Support Officer and other members of the department trained 465 West Hartford residents in the essential skills of Hands-Only CPR or Basic CPR.
- ✓ Over the course of the last 12 months, through a combination of staff development and comprehensive rescue training, in part due to the significant grant funding noted above, we increased the level of technical rescue capabilities. We successfully re-branded Engine 1 to Squad 1 in recognition of the advanced equipment and skills carried on the apparatus.
- ✓ We have proactively pursued recruitment strategies, which have resulted in the department being fully staffed.
- ✓ Led by our collective bargaining association (L1241), supported by the Town, we introduced a therapy support dog (Lola) which aims to assist department members in coping with the stressors associated with the nature of the profession.
- ✓ In FY23, the Fire Department Drone Program grew by two new drones: one equipped with an enhanced thermal camera for rescue and firefighting, and another for indoor or confined space use. By the end of FY23, 36 flights were recorded, and in the first half of FY24, the program surpassed this figure while aiding various town departments, including Community Development, Public Works, Municipal Parking, and Leisure Services.
- ✓ An additional Inspector was appointed to the Fire Marshal's office, significantly enhancing its operational capacity and paving the way for future improvement in the number of inspections.

- ✓ The Office of Emergency Management conducted CERT Basic Training classes in both fall and spring, training 55 residents in emergency preparedness each session. Over 250 residents have participated in the training program, with an additional 100 residents trained by CERT instructors who received Heart-saver Certification.
- ✓ Collaborating with West Hartford Schools, the Office of Emergency Management organized the second Teen CERT program for 36 students during the summer school session.
- ✓ The CERT team generously contributed over 2,200 hours of volunteer time to the Town in the 2023 calendar year.
- ✓ Following a successful FEMA-required drill, the Town of West Hartford is now a certified Host Community Reception Center and received approximately \$155,000 from the Nuclear Safety Emergency Program Grant.
- ✓ The Local Emergency Operations Plan and the Local Emergency Medical Services Plan have been completed and submitted to the respective State agencies.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Continue to improve hiring strategies which seek to remove barriers and attract candidates, with a specific focus on the interaction between the Fire Department and the West Hartford Public Schools.
- ❖ Continue to provide the required training and mission specific training for all department members along with bolstering the pre-plan program for target hazards in town.
- ❖ Continue to ensure our medical providers receive top-tier training and have access to cutting-edge equipment, positioning our organization to be on the forefront of fire-based emergency medical services.
- ❖ Increase fire officer training so that current national standards are met and to enhance knowledge and skills in areas of trending hazards, leadership challenges and diversity, equity and inclusion (DEI) initiatives.
- ❖ Reduce the dispatch to patient contact time in all districts through continued analysis and enhancement of the department's deployment model so that all areas of town receive exceptional emergency medical services.
- ❖ Continue fostering interagency relationships and building better interoperability with other regional partners. The fire department is performing multiple trainings with New Britain Fire Department in 2024 as part of a federal grant.
- ❖ Continue to increase the number of statutorily required inspections, especially for multi-family and existing non-code conforming residential occupancies.
- ❖ Increase the amount of in-person fire prevention programs and public engagement.
- ❖ Implement an outreach program of conducting a home safety assessment for single and two-family homes by request. This would be coupled with the installation of battery-operated Smoke Alarms and/or Carbon Monoxide Alarms as needed.
- ❖ Continue to build on the Town's Emergency Management Program and increase the training available to the CERT Team members.
- ❖ Develop general floor plan and costs for moving the Town's Emergency Operations Center to Town Hall.
- ❖ Continue to increase preparedness for residents and businesses for weather-related town wide emergencies through educational programming and media outreach.
- ❖ Conduct a flood control workshop and tabletop exercise to validate the Town's emergency action plan for the New Park Levee System.
- ❖ In collaboration with the West Hartford Bloomfield Health District, develop a medical resiliency coordinator role to increase emergency preparedness relative to medical facilities and residents with medical or functional needs issues.

FIRE DEPARTMENT

BUDGET SUMMARY

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Revenues:</u>						
Intergovernmental	\$351,592	\$	\$	\$	\$	
Licenses & Permits	521,429	453,340	378,535	475,000	478,340	5.5%
Charges for Services	597,836	760,000	271,038	571,538	760,000	
Miscellaneous Revenue		250			250	
TOTAL	\$1,470,857	\$1,213,590	\$649,573	\$1,046,538	\$1,238,590	2.1%
<u>Expenditures:</u>						
Wages & Salaries	\$12,828,206	\$12,755,268	\$5,927,149	\$13,034,693	\$13,382,831	4.9%
Operating Expense	1,855,926	1,679,976	909,086	1,748,645	1,774,734	5.6%
Social Security	200,691	210,058	94,076	220,668	231,247	10.1%
TOTAL	\$14,884,823	\$14,645,302	\$6,930,311	\$15,004,006	\$15,388,812	5.1%

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
<u>Full-Time Positions:</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
General Fund	93	93	94	94	94

BUDGET & PROGRAM HIGHLIGHTS

Overall, the Fire Department's budget increases \$743,510 or 5.1% in fiscal year 2025. Wages and salaries increase \$627,563. The increase represents contractual obligations and estimated merits for eligible employees. Also included in wages and salaries are three existing part-time employees in the Emergency Management Division. Operating expenses reflect an increase of \$94,758. The increases are primarily related to the cost of annual physicals which follow a national standard promulgated by National Fire Protection Association (NFPA 1582) for ~92 employees (\$41,275), technical rescue equipment (\$4,000), increased medical supplies costs (\$10,000), utilities (\$6,900), on-site live burn training (\$15,337), fire investigation equipment (\$1,000), a dishwasher for a fire station (\$1,000), a commercial copier for training activities (\$2,000), increased vehicle maintenance costs (\$12,000), and costs to improve outreach efforts and training (\$1,246). In addition, the software for the weather station has been discontinued in fiscal year 2025. The Social Security adjustment reflects estimated cost based upon wages and withholdings.

ANNUAL BUDGET 2024-2025

MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$ _____	\$ 250	\$ _____	\$ _____	\$ _____	-100.0%
TOTAL	\$	\$ 250	\$	\$	\$	-100.0%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$408,606	\$410,368	\$233,982	\$458,595	\$438,535	6.9%
Temporary Payroll	9,635	27,000	12,712	27,000	27,000	
Overtime	251	2,500	1,174	2,500	2,500	
Education Premium Pay	726	720	467	720	720	
Office Expense	14,584	16,611	7,011	15,651	16,111	-3.0%
Dues and Travel	4,341	13,035	1,447	7,035	13,035	
Professional Services	78,354	78,550	96,862	125,000	119,825	52.5%
Uniforms & Laundry	2,693	2,250	990	2,250	2,250	
Information Technology	48,325	152,747	65,857	145,747	142,747	-6.5%
Telecommunications	28,021	60,846	16,742	54,000	56,846	-6.6%
Maintenance & Repairs	32		53	100		
Social Security	<u>28,237</u>	<u>30,463</u>	<u>14,104</u>	<u>30,463</u>	<u>30,759</u>	1.0%
TOTAL	\$623,805	\$795,090	\$451,401	\$869,061	\$850,328	6.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Fire Chief	1	1	1	1	1
Assistant Fire Chief	1	1	1	1	1
Office Operations Specialist	<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

Regular Payroll: This appropriation funds the Fire Chief, an Assistant Fire Chief and an Office Operations Specialist.

Temporary Payroll: This appropriation represents additional support for administrative functions.

Overtime: Funding for overtime for the Department's Office Operations Specialist to ensure the administrative functions are performed in a timely manner, especially those associated with payroll and financial information in a significant department with only one administrative staff position.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: This appropriation funds all office supplies, printing costs and postage for the Management division.

Dues and Travel: This budget covers professional memberships in order to maintain access to professional knowledge and certifications. Also included is the cost of required certification and professional training.

Professional Services: This budget is for required pre-employment and annual physicals (OSHA required physicals, hazardous material team physicals, annual respiratory exams and DOT required exams). This line also finances new employee hiring costs such as background investigations and psychological exams. In fiscal year 2025 the increase is due to the cost of annual physicals which follow a national standard promulgated by National Fire Protection Association (NFPA 1582) for ~92 employees.

Uniforms & Laundry: This appropriation covers uniform repair and maintenance costs for the Fire Chiefs.

Information Technology: This budget is for the software maintenance costs for Nexgen and Priority Dispatch software. Additionally, this line finances a staffing program (Telestaff) which increases the efficiency of daily hiring practices and provides for more analysis and tracking of personnel activity. In addition, it includes My Sidewalk for Prevention division; a Drone Sense subscription along with miscellaneous equipment and repairs. The decrease in fiscal year 2025 is directly related to the discontinued use of the Weather Station software.

Telecommunications: This appropriation funds costs associated with the desktop telephone services for maintenance and circuits and cell phone costs. Also included in this appropriation is the maintenance of the Everbridge Notification System, used for citizen and employee notifications. The slight decrease in fiscal year 2025 is based on historical levels.

Maintenance & Repairs: This appropriation was used for minor office equipment repairs although a few expenses were recorded for minor office equipment repairs.

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

EMERGENCY MANAGEMENT DIVISION
SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Intergovernmental	\$145,933	\$	\$	\$	\$	
TOTAL	\$145,933	\$	\$	\$	\$	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Temporary Payroll	\$165,105	\$87,638	\$60,051	\$101,431	\$106,488	21.5%
Overtime	1,920		870	1,000		
Office Expense	11,054	13,900	9,081	14,450	13,900	
Office Equipment	70,144	3,000	5,860	9,000	3,000	
Uniforms & Laundry		500	592	750	1,500	200.0%
Information Technology	19,765					
Social Security	<u>3,140</u>	<u>2,701</u>	<u>1,553</u>	<u>3,246</u>	<u>3,473</u>	28.6%
TOTAL	\$271,128	\$107,739	\$78,007	\$129,877	\$128,361	19.1%

EMERGENCY MANAGEMENT DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Temporary Payroll: This appropriation funds the emergency management preparedness planning. Included in temporary payroll are three part-time positions consisting of a Deputy Emergency Management Director, an Emergency Management Program Coordinator, and a Deputy Emergency Management Specialist. The Town has not yet received notification of Emergency Management Preparedness Grant funding; however, if received, the Town would apply for 50% reimbursement.

Overtime: This expenditure covered necessary overtime for the emergency management team.

Office Expense: This appropriation covers the office supplies, printing and postage costs for the division.

Office Equipment: This appropriation is for minor office equipment for emergency management.

Uniforms & Laundry: This appropriation covers uniform repair and maintenance costs for emergency management staff. The increase in fiscal year 2025 is directly related to costs for uniforms and additional expenses for new CERT members.

Information Technology: The appropriation was for the maintenance of the Everbridge Notification System, used for citizen and employee notifications. This appropriation was been transferred to the Management division in fiscal year 2024.

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

ANNUAL BUDGET 2024-2025

FIREFIGHTING DIVISION

SUMMARY OF REVENUES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Charges for Services	\$ 5,525	\$	\$	\$	\$	
Intergovernmental	<u>205,659</u>	_____	_____	_____	_____	
TOTAL	\$211,184	\$	\$	\$	\$	

SUMMARY OF EXPENDITURES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$8,050,112	\$8,290,241	\$3,803,518	\$8,329,962	\$8,761,194	5.7%
Overtime	2,622,581	2,157,754	1,122,289	2,160,000	2,160,574	0.1%
Holiday	551,864	573,981		573,981	606,439	5.7%
Education Premium Pay	31,365	26,000	15,749	26,000	35,500	36.5%
Office Expense	928	2,000	200	1,000	2,000	
Training	13,880		1,123	1,123		
Minor Equipment	53,080	31,500	18,233	33,500	35,500	12.7%
Uniforms & Laundry	189,516	164,620	45,371	162,820	165,620	0.6%
Education Tuition Reimbursement	24,537	25,000	15,566	25,000	25,000	
Utilities	201,260	208,200	104,100	208,200	215,140	3.3%
Operating Expense-Misc.	3,311	2,110		1,000	2,110	
Maintenance & Repairs	8,000	7,500	2,132	4,500	7,500	
Miscellaneous Supplies	12,342	7,500	6,201	8,000	8,500	13.3%
Social Security	<u>154,175</u>	<u>163,031</u>	<u>68,916</u>	<u>171,110</u>	<u>170,875</u>	4.8%
TOTAL	\$11,916,951	\$11,659,437	\$5,203,398	\$11,706,196	\$12,195,952	4.6%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Fire Deputy Chief (formerly Battalion Chief)	4	4	4	4	4
Fire Captain	5	5	5	5	5
Fire Lieutenant	15	15	15	15	15
Apparatus Operator	20	20	20	20	20
Firefighter	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>
TOTAL	84	84	84	84	84

FIREFIGHTING DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds Firefighting division positions, as detailed, and includes merit increases, as applicable. This increase also includes contractual obligations.

Overtime: This appropriation covers overtime costs in the firefighting division. Overtime is incurred for various reasons such as for training or personnel and administrative assignments but is predominately used to cover vacant positions from either retirement or the use of accrued leave. A larger driver of overtime is the minimum daily staffing provision in the collective bargaining contract (21) in comparison to the amount of FTE fire personnel scheduled and assigned to shifts (21).

Holiday Pay: Reflects the cost of thirteen (13) days of holiday pay per employee in lieu of actual days off.

Education Premium Pay: Members of the union are contractually eligible for education attainment payments of \$1,000 for 60 college credits or an Associate's Degree; \$1,500 for 90 college credits; or \$2,000 for 120 college credits or a Bachelor's Degree. The increase in this line is based upon the anticipated number of personnel who have or are obtaining educational attainments.

Office Expense: Reflects level funding for office supplies.

Minor Equipment: Includes funding for hazardous materials equipment, rescue equipment, hose and hand line supply equipment, and miscellaneous firefighting equipment as needed. In fiscal year 2025 the increase is related to technical rescue equipment (\$4,000).

Uniforms & Laundry: This appropriation funds the cost of small safety items such as gloves, flash hoods, and safety goggles. Additionally, the bulk of this line funds the initial and replacement costs of personal protective equipment needed for each firefighter (bunker coats, bunker pants and helmets) which the department is obligated to replace periodically based upon national standards. Further, this line accounts for repair of protective equipment, contractually required safety shoes as well as uniform procurement and repair. This appropriation represents an anticipated CPI increase.

Education Tuition Reimbursement: Represents contractual funding to cover 75% of each employee's approved tuition costs up to a cap of \$2,500 per employee and \$25,000 in total (promulgated in the collective bargaining agreement).

Utilities: This appropriation represents the cost of maintaining approximately 1,388 hydrants through a service agreement with the Metropolitan District Commission (MDC) and reflects an increase in fiscal year 2025.

Operating Expense-Miscellaneous: This appropriation covers unanticipated costs in firefighting operations.

Maintenance & Repairs: Covers small equipment repair on items such as meters, monitors, and various electronic data processing devices.

Miscellaneous Supplies: This appropriation funds miscellaneous supplies, as necessary. Due to increased staff, this appropriation increases to include additional supplies (i.e., SCBA masks).

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

PROGRAM PERFORMANCE MEASURES AND INDICATORS					
(Calendar Year)					
<u>Fire Call Volume</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Actual 2023</u>
Number of Fire Related Calls	183	176	165	201	210
Number of Emergency Medical/ Rescue Calls	7,101	6,284	6,381	6,739	6,561
Number of False Alarms	847	833	976	892	1,260
Mutual Aid	15	20	13	15	24
Number of Hazardous Material Calls	532	698	188	191	183
Number of Other Calls for Service	<u>1,357</u>	<u>1,271</u>	<u>1,947</u>	<u>1,807</u>	<u>1,510</u>
Total Calls	10,035	9,282	9,670	9,845	9,748

EMERGENCY MEDICAL SERVICES DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Charges for Services	\$592,311	\$760,000	\$271,038	\$571,538	\$760,000	
TOTAL	\$592,311	\$760,000	\$271,038	\$571,538	\$760,000	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$103,091	\$111,009	\$56,365	\$111,109	\$116,120	4.6%
Stipends	188,525	213,606	94,876	213,606	235,403	10.2%
Overtime	57,885	40,900	34,457	53,900	40,900	
Holiday	7,589	8,048		8,048	8,574	6.5%
Office Expense		2,000	4,783	5,500	2,000	
Dues and Travel	5,142	8,680	3,565	8,680	8,680	
Training	29,301	34,375	27,728	34,375	34,375	
Professional Services	83,723	115,667	42,664	115,667	115,667	
Information Technology	3,995					
Telecommunications	450					
Maintenance & Repairs	14,287	9,457		9,457	9,457	
Miscellaneous Supplies	182,376	165,704	105,962	165,704	175,704	6.0%
Social Security	<u>5,242</u>	<u>2,398</u>	<u>2,587</u>	<u>3,098</u>	<u>3,121</u>	30.2%
TOTAL	\$681,606	\$711,844	\$372,987	\$729,144	\$750,001	5.4%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Fire Lieutenant – EMS Officer (formerly Support Services)	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

EMERGENCY MEDICAL SERVICES DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds the salary of a Lieutenant – EMS Officer (formerly Support Services).

Stipends: This appropriation funds paramedic stipends based upon the anticipated number of paramedics and the appropriate step payment, per the collective bargaining agreement. In addition, contractual stipends for hazardous material certification for Fire Inspectors are budgeted in this line.

Overtime: Funding for overtime is included to fund annual paramedic recertification.

Holiday Pay: Reflects the cost of thirteen (13) days of holiday pay in lieu of actual days off.

Office Expense: This appropriation funds supplies and office equipment for the EMS division.

Dues and Travel: This appropriation funds the re-licensure training costs for paramedics.

Training: These funds provide the required annual re-licensure training costs and allow participation in regional collaborative training which includes a simulation center.

Professional Services: This line funds the costs for a contracted billing service based on anticipated revenue, as well as maintenance and service contracts for equipment specific to the paramedic program. In addition, this line funds an existing contract with a consultant who provides quality assurance and review relative to the Town's paramedic services program.

Information Technology: This appropriation was transferred to the Management division in fiscal year 2024.

Telecommunications: This appropriation was transferred to the Management division in fiscal year 2024.

Maintenance & Repairs: Includes funding for medical equipment maintenance and repairs.

Miscellaneous Supplies: Reflects funding for medical supplies and medications, oxygens and gases, and medical waste costs. In fiscal year 2025 the increase is related to anticipated increases in medical supply costs and historical trends.

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

PREVENTION DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Fire Occupancy/Use Permits	\$94,649	\$100,000	\$32,945	\$100,000	\$100,000	
Fire Plan Review Fees	<u>426,780</u>	<u>353,340</u>	<u>345,590</u>	<u>375,000</u>	<u>378,340</u>	7.1%
TOTAL	\$521,429	\$453,340	\$378,535	\$475,000	\$478,340	5.5%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$332,640	\$476,916	\$200,516	473,416	\$502,566	5.4%
Temporary Payroll	28,420	28,080	12,691	28,080	27,374	-2.5%
Overtime	11,352	30,000	7,617	31,050	30,000	
Education Premium Pay	2,017	2,000	833	2,000	2,000	
Office Expense	9,290	12,509	6,408	11,250	13,009	4.0%
Dues and Travel	783	1,500	261	1,200	1,750	16.7%
Training		2,150	225	2,000	1,150	-46.5%
Office Equipment	2,010	4,000	1,160	4,000	5,000	25.0%
Uniforms & Laundry	2,608	6,000	1,812	6,000	7,000	16.7%
Miscellaneous Supplies	12,875	7,500	2,596	7,500	7,500	
Social Security	<u>5,114</u>	<u>7,552</u>	<u>3,067</u>	<u>7,552</u>	<u>17,050</u>	125.8%
TOTAL	\$407,109	\$578,207	\$237,186	\$574,048	\$614,399	6.3%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Assistant Fire Chief	1	1	1	1	1
Deputy Fire Marshal	1	1	1	1	1
Fire Inspector*	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	3	3	4	4	4

* In fiscal year 2024 an additional Fire Inspector position is authorized.

PREVENTION DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Reflects salaries and benefit elections for an Assistant Chief, one Deputy Fire Marshal and two Fire Inspector positions.

Temporary Payroll: This appropriation includes funding for hours necessary to administer Fire Occupancy/Use Permits.

Overtime: This appropriation funds overtime needed for fire investigations, fire inspection and fire prevention education activities.

Education Premium Pay: Members of the union are eligible for education attainment payments of \$1,000 for 60 college credits or an Associate's Degree; \$1,500 for 90 college credits; or \$2,000 for 120 college credits or a Bachelor's Degree.

Office Expense: This appropriation covers office supplies, printing/copying and postage costs. In addition, new handbooks, codes, and code subscriptions will be purchased. The increase in fiscal year 2025 represents an increase in office supply expenses.

Dues and Travel: This appropriation is for dues for fire prevention professional organizations. The increase is related to providing four (4) certified staff in the Fire Marshal's office with professional development opportunities.

Training: These funds provide the required annual recertification training costs.

Office Equipment: The appropriation is used to purchase fire investigation supplies and evidence collection equipment. The purchase of prevention equipment such as fire extinguisher refills, four (4) gas meters, tools, and batteries are also included in this appropriation. In fiscal year 2025 an additional \$1,000 is for new and replacement of fire investigation equipment.

Uniforms & Laundry: This appropriation covers employee uniform repair and maintenance costs and is increased to provide for a fully-staffed office. The increase is a result of additional staff.

Miscellaneous Supplies: This line funds the purchase of online NFPA access to codes (required for Fire Marshal activities) and updated professional material for fire safety education programs.

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

PROGRAM PERFORMANCE MEASURES AND INDICATORS

(Fiscal Year)

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Total Cases</u>	1,018	1,328	1,446	1,473	2,665
<u>Statutory Inspections</u>					
Annual	93	227	606	415	952
Licensing	134	134	153	209	348
Re-inspections	42	24	23	21	63
Consultations	31	103	47	49	124
Modifications	45	3	2		
Complaints	12	41	52	59	127
Court					
	<u>357</u>	<u>532</u>	<u>883</u>	<u>753</u>	<u>1,614</u>
<u>New Construction</u>					
Plans Review	337	378	315	416	457
Inspections	97	100	72	135	156
Cert. of Occ.	<u>47</u>	<u>22</u>	<u>26</u>	<u> </u>	<u> </u>
	481	500	413	551	613
<u>Miscellaneous</u>	180	296	150	169	438

STATION OPERATIONS & MAINTENANCE DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Utilities	\$109,697	\$116,086	\$58,045	\$116,086	\$123,251	6.2%
Telecommunications	22,942					
Building/Grounds						
Maintenance	<u>47,548</u>	<u>52,000</u>	<u>17,048</u>	<u>47,650</u>	<u>58,500</u>	12.5%
TOTAL	\$180,187	\$168,086	\$75,093	\$163,736	\$181,751	8.1%

STATION OPERATIONS & MAINTENANCE – BUDGET AND PROGRAM HIGHLIGHTS

Utilities: **Electricity** – The contribution to the Utilities Services Fund for the cost of electrical service to each of the five fire stations is revised based upon consumption and rates.

Natural Gas – This appropriation covers the cost of natural gas at all stations, and is revised based upon consumption and rates.

Water – Covers the cost of water service to each of the five fire stations.

Telecommunications: This appropriation was transferred to the Management division in fiscal year 2024.

Building/Grounds Maintenance: This appropriation covers the cost of expendable supplies and minor equipment used across all five stations (paper products, cleaners, chairs, etc.). In fiscal year 2025 the increase includes CPI, a replacement dishwasher (\$1,000) and a commercial copier for the training at Station 3 (\$2,000).

EQUIPMENT OPERATIONS & MAINTENANCE DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$102,858	\$105,174	\$47,996	\$105,174	\$107,302	2.0%
Overtime	3,968	12,000	1,425	8,350	12,000	
Holiday Pay					7,954	100.0%
Office Expense	785	500	83	500	500	
Training		1,000	100	1,000	1,000	
Minor Equipment	4,471	6,000	6,154	6,500	6,000	
Vehicles & Equipment Expense	392,365	278,129	186,313	323,000	290,720	4.5%
Social Security	<u>1,396</u>	<u>1,699</u>	<u>668</u>	<u>1,699</u>	<u>1,845</u>	8.6%
TOTAL	\$505,843	\$404,502	\$242,739	\$446,223	\$427,321	5.6%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2023-24</u>	<u>Proposed 2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Fire Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

EQUIPMENT OPERATIONS & MAINTENANCE DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Reflects salary for the Fire Mechanic position.

Overtime: This appropriation covers call backs due to alarm support activity and emergency repairs to fire apparatus during non-business hours.

Holiday Pay: Reflects the cost of thirteen (13) days of holiday pay in lieu of actual days off.

Office Expense: This appropriation covers office supplies, printing/copying and postage costs. In addition, new handbooks, codes, and code subscriptions will be purchased.

Training: These funds provide continuing education and training costs for the Mechanic.

Minor Equipment: An appropriation for tools, jacks and diagnostic equipment for the maintenance division.

Vehicle & Equipment Maintenance: This appropriation covers the costs for fuel and vehicle maintenance for all department vehicles. In fiscal year 2025 the increase is a result of aging vehicles and increased costs for maintaining vehicles and equipment.

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

TRAINING DIVISION
SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$133,807	\$134,491	\$200,750	\$279,491	\$137,127	2.0%
Overtime	2,269	5,000	13,853	22,280	5,000	
Holiday Pay	9,604	9,842	4,375	15,000	9,561	-2.9%
Education Premium Pay	2,016	2,000	583	2,000	2,000	
Office Expense	5,158	3,550	2,291	3,650	3,550	
Training	114,080	48,000	42,808	48,000	63,337	32.0%
Professional Services	2,500	12,000		8,500	12,000	
Office Equipment	9,530	3,300	1,659	3,300	4,000	21.2%
Information Technology	15,843					
Social Security	<u>3,387</u>	<u>2,214</u>	<u>3,181</u>	<u>3,500</u>	<u>4,124</u>	86.3%
TOTAL	\$298,194	\$220,397	\$269,500	\$385,721	\$240,699	9.2%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Deputy Chief – Training (formerly Battalion Chief)	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

TRAINING DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Reflects the salary for the Deputy Chief (formerly Battalion Chief) of Training and Support Services.

Overtime: This appropriation covers the cost of overtime for required night or weekend training programs and alarm activity.

Holiday Pay: Reflects the cost of thirteen (13) days of holiday pay in lieu of actual days off.

Education Premium Pay: Members of the union are eligible for education attainment payments of \$1,000 for 60 college credits or an Associate’s Degree; \$1,500 for 90 college credits; and \$2,000 for 120 college credits or a Bachelor’s Degree.

Office Expense: This appropriation covers office supplies, printing/copying training documents and postage costs.

Training: This appropriation reflects expenditures related to maintaining the skill levels of firefighting personnel including leadership, general firefighting, apparatus operation, emergency medical training, hazardous material training, and extrication skills. The increase relates to necessary training support to conduct on-site live burn training.

Professional Services: This line item covers the cost of outside expert instruction in fire suppression or rescue training.

Office Equipment: Funding for minor training equipment (tools, appliances and consumable supplies related to training). The increase represents expected cost increases for tools and increased need for consumable supplies.

Information Technology: This appropriation was transferred to the Management division in fiscal year 2024.

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

DEPARTMENT: FIRE

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised	Proposed
	2021-22	2022-23	2023-24	2023-24	2024-2025
<u>GENERAL FUND</u>					
Fire Chief	1	1	1	1	1
Assistant Fire Chief	2	2	2	2	2
Office Operations Specialist	1	1	1	1	1
Fire Deputy Chief (formerly Battalion Chief)	4	4	4	4	4
Fire Captain	5	5	5	5	5
Deputy Fire Marshal	1	1	1	1	1
Fire Lieutenant	15	15	15	15	15
Apparatus Operator	20	20	20	20	20
Firefighter	40	40	40	40	40
Fire Lieutenant – EMS Officer (formerly Support Services)	1	1	1	1	1
Fire Inspector	1	1	2	2	2
Fire Deputy Chief – Training (formerly Battalion Chief)	1	1	1	1	1
Fire Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL FIRE	93	93	94	94	94

POLICE DEPARTMENT**MISSION**

The West Hartford Police Department, in active collaboration with our community, will enforce all laws and work to improve the quality of life. We will treat every individual with fairness and respect. We will accomplish this mission by providing professional, high quality police services.

The Police Department's primary goals are:

- To provide prompt and professional response to medical emergencies, vehicular accidents or crimes reported in West Hartford.
- To work in cooperation with residents, business owners, interest groups and other Town agencies to maintain the high standards for which this community is known.
- To further the professionalism of law enforcement as a whole.
- To deliver a high level of service in the most cost efficient manner possible.
- To maintain the perception of safety among residents and visitors to the Town.

HIGHLIGHTS & ACCOMPLISHMENTS 2023-2024**Program Analysis**

The West Hartford Police Department (WHPD) reviewed the programs and services provided to the community. As the primary law enforcement agency, all activities are either directly related to public safety or part of an effort to reduce crime and enhance public confidence in the department. An ongoing review of the agency policies and procedures has been underway during the 2023-2024 fiscal year to ensure compliance with statewide mandates and the pursuit of Tier II State Accreditation. Two department members have been selected to assist the Police Officer Standards and Training Council with the Statewide Police Accreditation process for other agencies, consistent with our goal of improving and furthering the professionalism of law enforcement in the State of Connecticut. The department Drone program was expanded to include supporting large scale Town events, serious accident scenes and crime scene investigation applications. With the statewide increase in car thefts and car break-ins, the department joined a regional violent crime/auto theft task force which proved to be very successful in criminal arrests and stolen vehicle recovery in West Hartford and the surrounding towns.

The new Citizen Police Review Board (CPRB), provided a second year of review and oversight of the police department internal investigations. The CPRB reviewed and sustained seven investigations during the 2023 calendar year.

During fiscal year 2024, the Town-wide traffic camera program has expanded. The current initiative has improved criminal activity detection and improved stolen car recovery efforts.

We have taken delivery of a new mobile command vehicle, to be deployed during major events and critical incidents in Town.

Installation of the training de-escalation simulator was utilized by West Hartford Police personnel, various Town departments, WHPD College Academy, Citizens Police Academy, and the Civilian Police Review Board, for the critical experiential exposure to police work.

Additional Revenue

- ✓ Awarded \$67,949.76 between Distracted Driving enforcement and Click It or Ticket (Seat belt) grants.
- ✓ As of the first eleven months of 2023, the department's Supernumerary Program brought in a gross total of \$298,288 with a net revenue to the town of \$123,667.

Community Outreach

- ✓ This holiday season, the department collected over 1,000 toys and \$3,000 in cash donations for the community, local elementary schools, and hospitals.
- ✓ For the calendar year of 2023, our Prescription Drug Box Program has collected 664 lbs. of unused medications for safe disposal. This represents an increase of 130% over last year's collection.
- ✓ The department continued the HANOC project with West Hartford students, grades 3 – 8, who participated in a four-week youth and police engagement program.

Social Media

- ✓ The Police Department's Facebook page has gained 1,110 new followers, bringing the total up to 9,200. Our Instagram interaction has gained 416 new followers in the last year, bringing the total to 4,055. We have had an increase of 266 followers on X in the last year, bringing the total to 5,290.

Accreditation

- ✓ Completed Tier I State Accreditation process and pursuing Tier II.

FISCAL YEAR 2025 GOALS & OBJECTIVES**Anticipated Trends and Key Issues:**

- ❖ Department will continue to face challenges in recruitment. Multiple retirements are upcoming which will heighten the problem.
- ❖ Anticipated that we will continue to see an issue with juvenile crime.
- ❖ Continue to see challenges in staffing private duty and overtime assignments.
- ❖ Neighborhoods continue to express strong concerns over traffic related issues (speeding, congestion and unsafe driving).
- ❖ Increased visitors to, as well as more pedestrian friendly events in, Blue Back Square and The Center requires frequent reassessment of police services to continue to ensure safety and security for all. This is accomplished by working in concert with various private businesses, civic groups, and other Town Departments.
- ❖ Anticipated increase in population and population density throughout the Town requires reassessment of deployment of police services and staffing.
- ❖ Vision Zero initiative implemented by Town Council in January 2023, and the Police Department continues to be an active member of this program. The mission of Vision Zero is to eliminate serious injury and traffic fatalities by 2033.

GOALS 2024-2025:**Recruitment and Retention**

- ❖ Strive towards recruiting and hiring more diverse police personnel.
- ❖ Attempt to retain senior department personnel.

Increased Community Outreach

- ❖ HANOC Project- continue during fiscal year 2024-2025, with an anticipated expansion to a 6 week program.
- ❖ Continue to increase the Department's Social Media footprint.

Training

- ❖ Implement and train personnel on de-escalation techniques.
- ❖ Continue to train all sworn personnel on the new use of force guidelines implemented by POSTC.
- ❖ Continue towards building and implementing a modern intelligence center to provide investigators with timely and relevant information.

Health and Safety

- ❖ Developed a new health and wellness program to improve the well-being of each employee and to strive for a healthier workforce.

SMART Goals: (Specific, Measurable, Achievable, Relevant, Time bound)

- ❖ Acquire Tier II State accreditation process by fiscal year 2023 -2024.
- ❖ Increase Department's social media community outreach and recruitment by 20%.
- ❖ Acquisition of new digital forensic technology for improved investigative access to mobile devices.
- ❖ Enhance police officer safety and wellness programs.
- ❖ Recruit persons of color and women, to better reflect the Town demographics by 30% of annual hiring.
- ❖ Expand our network of partnerships with new public and private community agencies.
- ❖ Augment training and professional development programs to enhance department succession planning.
- ❖ Complete the updated annual Police Officers Standards Training Council (POSTC) department wide use of force training prior to calendar year 2024-2025.

POLICE DEPARTMENT

BUDGET SUMMARY						
<u>Revenues:</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Percent</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Intergovernmental						
Revenues	\$268,678	\$141,000	\$69,025	\$179,100	\$141,000	
Licenses & Permits	17,525	21,900	6,550	15,800	21,900	
Charges for Services	52,775	33,500	13,682	28,540	33,500	
Fines & Forfeitures	304,647	230,200	217,798	281,700	255,200	10.9%
Miscellaneous Revenue	<u>125,000</u>	<u>125,000</u>		<u>125,000</u>	<u>125,000</u>	
TOTAL	\$768,625	\$551,600	\$307,055	\$630,140	\$576,600	4.5%
<u>Expenditures:</u>						
Wages & Salaries	\$16,968,974	\$16,989,227	\$8,080,615	\$17,667,518	\$17,030,120	0.2%
Operating Expense	1,308,194	1,186,605	679,827	1,206,035	1,433,644	20.8%
Social Security	<u>361,016</u>	<u>376,322</u>	<u>170,065</u>	<u>371,261</u>	<u>379,795</u>	0.9%
TOTAL	\$18,638,184	\$18,552,154	\$8,930,507	\$19,244,814	\$18,843,559	1.6%

	Authorized Positions			Revised	Proposed
Full-Time Positions:	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
General Fund	153	153	155	155	155
Parking Lot Fund	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	155	155	157	157	157

BUDGET & PROGRAM HIGHLIGHTS

The Police Department's fiscal year 2025 budget increases \$291,405, or 1.6%. Wages and salaries increase \$40,893, or 0.2%. The increase is primarily due to contractual obligations and estimated merits for eligible employees. Operating expenses increase \$247,039, or 20.8%, primarily consisting of Tasers along with cartridges and batteries (\$116,570), Interview Room upgrades (\$36,125), Direct Action Resource Training (DARC) (\$15,000), a Glock 45 sim with rounds (\$3,500) and Flock Safety software (\$65,050). The balance of increases are incorporated in each division's operating costs and are highlighted in each division. The social security appropriation reflects budgeted wages.

ANNUAL BUDGET 2024-2025

POLICE MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Licenses & Permits	\$17,325	\$21,800	\$6,550	\$15,750	\$21,800	
Alarm Fees	21,169	15,000	1,995	5,100	15,000	
TOTAL	\$38,494	\$36,800	\$8,545	\$20,850	\$36,800	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$982,232	\$972,746	\$444,630	\$911,223	\$866,085	-11.0%
Overtime	12,247		7,161	12,050		
Holiday Pay	11,961	12,389		12,389	6,676	-46.1%
Education Premium Pay	3,045	3,020	1,258	3,020	3,020	
Office Expense	7,161	11,200	5,303	10,450	11,200	
Dues and Training	15,655	24,509	1,822	20,674	24,509	
Boards & Commissions	8,999	6,000	4,230	7,500	6,000	
Education Tuition Reimbursement	6,877	20,000		10,000	20,000	
Maintenance & Repairs	3,362	27,940		15,000	92,990	232.8%
Social Security	43,707	53,063	20,065	48,002	54,564	2.8%
TOTAL	\$1,095,246	\$1,130,867	\$484,469	\$1,050,308	\$1,085,044	-4.1%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Chief of Police	1	1	1	1	1
Assistant Chief of Police	2	2	2	2	2
Police Captain	1	1	1	1	1
Police Sergeant**	1	1	1		
Information Technology Specialist	1	1	1	1	1
Office Operations Specialist*	1	1	1	1	1
Administrative Assistant*					
Senior Staff Assistant	1	1	1	1	1
TOTAL	8	8	8	7	7

* The Administrative Assistant was reclassified to an Office Operations Specialist in fiscal year 2022.

** During fiscal year 2024 a Police Sergeant was transferred to the Community Relations Division from the Management Division.

POLICE MANAGEMENT DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of this division is to manage the Police Department, which consists of 157 full-time and 4 part-time employees. This division also manages 41 crossing guards working for the Board of Education.

Regular Payroll: This appropriation funds seven (7) FTE positions: Police Chief, two (2) Assistant Police Chiefs, Police Captain, Information Technology Specialist, Office Operations Specialist and Senior Staff Assistant. Estimated merit increases are included, where applicable.

Overtime: This appropriation was eliminated in fiscal year 2021. However, funds were used for various special projects and is eligible in the Police Union contract.

Holiday Pay: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 13 holidays that fall each year or grant them additional leave time considered as “holiday days”.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate’s Degree or \$1,020 for a Bachelor’s Degree. In order to attract the most qualified applicants and to encourage officers to continue their education, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. Officers can earn \$2,000 a year for a Bachelor’s degree or \$1,000 a year for an Associate’s degree.

Office Expense: This covers office expenses such as paper, toner, envelopes and various office supplies.

Dues and Training: This account provides executive training and dues for management within the department. This account also funds an enhanced recruitment, retention and promotion diversity program, consistent with CT General Statutes Chapter 104, Sec. 7-291a (June Sp. Sess. P.A. 15-4, S. 3.), to develop and implement guidelines for recruitment, retention and promotion of minority police officers with the goal of achieving racial, gender and ethnic diversity within law enforcement.

Boards and Commissions: This budget represents funding to the West Hartford Police Cadets. The Police Cadets provide support services to the Town at events such as Cruise Nights, Park Road Parade, Memorial Day Parade, Celebrate West Hartford and walkathons. The funds are spent on uniforms and an annual week-long summer training camp.

Education Tuition Reimbursement: As part of the collective bargaining agreement with the West Hartford Police Officer Association, officers are entitled to a partial reimbursement for law enforcement related college courses. This is capped at \$20,000 by contract.

Maintenance & Repairs: These funds are allocated for the maintenance of the Police Department’s Simplex camera security system. In fiscal year 2025 the increase represents Flock Safety software (\$65,050) which is used in conjunction with the license plate reader software.

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

PROGRAM PERFORMANCE MEASURES AND INDICATORS

Police Management Division

(Fiscal Year)

	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Actual</u> <u>2023</u>
Reported crimes or town ordinance violations*	1,272	1,267	889	1,103	16,911
Service and medical calls**	6,361	6,057	5,680	2,767	27,589
Motor Vehicle Accidents	2,428	2,247	1,632	2,445	2,416
Number of Motor Vehicle Stops	6,169	5,476	2,156	2,722	7,084
Total calls***	45,745	49,440	45,866	48,922	56,786
Number of Criminal Arrests	1,220	1,303	1,175	1,314	1,732
Number of motor vehicle arrests and warnings****	4,769	5,030	1,232	2,875	6,036
Number of DUI Arrests	96	77	54	73	52

* Reported crimes or town ordinance violations

Formerly categorized as *Reported Town Ordinance Violations* in FY23

** Service and medical calls

Formerly categorized as *Medical Calls* in FY23

*** Total calls

Formerly categorized as *Total calls for service* in FY23

**** Number of motor vehicle arrests and warnings

Formerly categorized as *Number of motor vehicle arrests* in FY23

PROFESSIONAL STANDARDS DIVISION (PREVIOUSLY SPECIAL INVESTIGATIONS)

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$413,434	\$448,848	\$179,826	\$448,848	\$454,177	1.2%
Overtime	21,461	22,614	32,241	35,500	22,614	
Holiday	17,791	22,132		22,132	22,398	1.2%
Education Premium Pay	5,192	3,000	2,333	3,000	4,000	33.3%
Office Expense	6,177	8,100	1,148	8,100	8,100	
Professional Services	8,806	10,300	2,375	9,000	10,300	
Uniforms	4,520	4,440	4,600	5,000	4,440	
Social Security	<u>6,387</u>	<u>7,130</u>	<u>3,014</u>	<u>7,130</u>	<u>7,231</u>	1.4%
TOTAL	\$483,768	\$526,564	\$225,537	\$538,710	\$533,260	1.3%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Police Lieutenant	1	1	1	1	1
Police Detective	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	4	4	4	4	4

PROFESSIONAL STANDARDS – BUDGET AND PROGRAM HIGHLIGHTS

Mission: This division investigates allegations of misconduct made against employees of the West Hartford Police Department, conducts internal investigations, ensures proper procedures and policies are followed, and conducts background investigations when necessary. In addition, this division has oversight of the Polygraph Unit.

Regular Payroll: This budget accounts for the salary of one Police Lieutenant and three Detectives.

Overtime: Overtime for this unit is strictly limited to members of the unit working overtime on investigations and background checks.

Holiday Pay: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 13 holidays that fall each year or grant them additional leave time considered as “holiday days.”

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. Officers can earn \$2,000 a year for a Bachelor’s degree or \$1,000 a year for an Associate’s degree.

Office Expense: This appropriation is used to cover the purchase of supplies for polygraph examiners and for the digital and video recording devices.

Professional Services: Police Officer applicants are subjected to a rigorous background investigation, which includes a complete physical and psychological testing. This appropriation pays for those examinations.

Uniforms: Due to the nature of the work, the detectives and supervisor of this unit work in plain clothes, which are purchased by the officer. Per union contract they are paid a “uniform allowance”.

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

ANIMAL CONTROL DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Dog Pound Fees	\$2,475	\$1,200	\$ 10	\$1,000	\$1,200	
TOTAL	\$2,475	\$1,200	\$ 10	\$1,000	\$1,200	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$180,966	\$192,262	\$86,816	\$192,262	\$197,568	2.8%
Temporary Payroll	40,778	34,362	17,837	34,362	42,853	24.7%
Overtime	27,653	16,978	15,632	20,170	16,978	
Holiday	9,136	9,319		9,319	9,578	2.8%
Education Premium Pay	2,017	2,000	833	2,000	2,000	
Office Expense	14,435	15,200	7,434	15,300	15,200	
Advertising	473	650	714	800	650	
Office Equipment	1,091	2,000		1,000	2,000	
Social Security	6,376	3,676	1,928	3,676	4,770	29.8%
TOTAL	\$282,925	\$276,447	\$131,194	\$278,889	\$291,597	5.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Animal Control Officer	1	1	1	1	1
Assistant Animal Control Officer	1	1	1	1	1
TOTAL	2	2	2	2	2

ANIMAL CONTROL – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Animal Control Division is to balance the health, public safety, and welfare needs of people and animals within the community of West Hartford by humanely enforcing animal related laws; investigating cases where proper animal care is questionable; educating the public about responsible pet ownership and promoting peaceful coexistence with animals; providing care and a safe environment for unwanted, stray, abused and impounded animals; and finding new homes for homeless animals. The department has an Animal Control Officer working on weekdays and weeknights and during the day on Saturdays and Sundays.

Regular Payroll: This budget accounts for the salary of an Animal Control Officer and an Assistant Animal Control Officer.

Temporary Payroll: This appropriation accounts for the salary of one part-time Animal Control Officer to work on weekends, and one part-time kennel assistant who cleans and feeds the impounded animals. The increase in fiscal year 2025 is attributed to merits for eligible employees and the minimum wage increase.

Overtime: Overtime for this unit is used to pay Animal Control Officers to work overtime on investigations and to cover for Animal Control Officers due to training, vacation or illness.

Holiday Pay: Since animal complaints continue to come in on holidays and impounded animals need to be cared for 7 days a week, Animal Control Officers are often required to work on holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay Animal Control Officers for the 13 holidays that fall each year or grant them additional leave time considered as “holiday days.” This budget reflects the amount paid to officers for their holiday pay.

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. Officers can earn \$2,000 a year for a Bachelor’s degree or \$1,000 a year for an Associate’s degree.

Office Expense: This appropriation is used to cover the costs of disposing of dead animals removed from Town streets, vet expenses, food and supplies, and euthanizing unclaimed and unwanted animals that the Animal Control Officers impound. It also includes printing costs for required forms, publications and notices.

Advertising: This budget is used to place notices for stray animals found by the department in accordance with State law. If no one claims these animals, they are placed for adoption.

Office Equipment: This appropriation is for the purchase of minor equipment as needed to fulfill the needs of the division.

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

RECORDS CONTROL DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Licenses & Permits	\$ 200	\$ 100	\$	\$ 50	\$ 100	
Charges for Services	21,755	18,000	10,404	22,000	18,000	
Fines & Forfeitures	<u>705</u>	<u>1,000</u>	<u>120</u>	<u>700</u>	<u>1,000</u>	
TOTAL	\$22,660	\$19,100	\$10,524	\$22,750	\$19,100	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$337,402	\$335,267	\$155,647	\$335,267	\$345,838	3.2%
Temporary Payroll	4,745					
Overtime	859	1,000	117	1,000	1,000	
Office Expense	36,487	37,500	15,416	35,500	37,500	
Maintenance & Repairs	107,299	100,501	49,393	100,251	107,501	7.0%
Social Security	<u>24,794</u>	<u>24,823</u>	<u>11,347</u>	<u>24,823</u>	<u>26,226</u>	5.7%
TOTAL	\$511,586	\$499,091	\$231,920	\$496,841	\$518,065	3.8%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Police Records Supervisor	1	1	1	1	1
Assistant Police Records Supervisor	1	1	1	1	1
Staff Assistant	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	5	5	5	5	5

RECORDS CONTROL – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Records Division is the efficient maintenance and dissemination of all Police Department records according to State Statute, Town Ordinance, Freedom of Information (FOI), State Librarian retention schedule, and department policy. In addition, the Records Division stores, destroys and returns lost property and evidence, maintains the prescription drug drop off program, fingerprints citizens, conducts records checks, issues permits and responds to general questions from the public on Police Department services and functions. This division is responsible for payroll, the tracking of leave time and scheduled step increases, and maintaining personnel records of all current and past employees. They work in close association with other Town departments and State agencies. Many of the functions that the Records Division accomplishes are time sensitive (such as payroll, court reports, and FOI requests) and must be completed in an expedient manner.

Regular Payroll: This budget accounts for the salary of a Records Division Supervisor, an Assistant Records Supervisor and three Staff Assistants. It includes estimated merit increases for eligible employees.

Temporary Payroll: This appropriation was eliminated in 2024.

Overtime: The overtime budget is used to pay clerical staff to come in on weekends or holidays to process payroll, as needed.

Office Expense: This appropriation is used to cover the cost of supplies for the Police Department. In addition to the normal office expenses (paper, pens, envelopes) there are some unique purchases, such as parking ticket books and prisoner food. This appropriation is also used to pay for printing costs of certain internal forms and business cards for officers.

Maintenance & Repairs: This appropriation pays for upkeep of the Police Department software, hardware, networking equipment, and in-vehicle computers, including maintenance costs associated with a Cogent Livescan finger printing machine, TeleStaff schedule and payroll program, NexGen CAD and RMS system, and CAPTAIN in-vehicle computer communication system. In fiscal year 2025 the increase is due to software increases (\$7,000).

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

EQUIPMENT OPERATIONS DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Telecommunications	\$5,472	\$5,472	\$5,113	\$5,472	\$5,472	
Vehicles & Equipment Expense	<u>444,596</u>	<u>235,000</u>	<u>196,145</u>	<u>275,000</u>	<u>235,000</u>	
TOTAL	\$450,068	\$240,472	\$201,258	\$280,472	\$240,472	

EQUIPMENT OPERATIONS – BUDGET AND PROGRAM HIGHLIGHTS

Mission: This division is administered by the Department of Public Works on behalf of the Police Department to maintain the police fleet in good operating condition and to purchase fuel.

Telecommunications: Funds the cost of cellular service for the vehicle maintenance program.

Vehicles & Equipment: This appropriation pays for gas, oil, and other supplies for the Police fleet of vehicles. In addition, it funds the costs for service, routine washing and minor repairs. It is also used to replace lights, sirens, flashlights or other safety equipment that is damaged or has failed. All vehicle towing costs are paid from this account, whether they are cruisers or civilian cars towed due to criminal investigation.

ANNUAL BUDGET 2024-2025

UNIFORMED PATROL DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Intergovernmental Grants	\$6,958	\$	\$35,000	\$35,000	\$	
Charges for Services	<u>1,041</u>	_____	<u>1,189</u>	<u>1,190</u>	_____	
TOTAL	\$7,999	\$	\$36,189	\$36,190	\$	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$6,735,151	\$7,885,014	\$3,254,850	\$7,935,014	\$7,610,658	-3.5%
Overtime	2,191,042	1,073,223	1,113,102	1,503,430	1,073,223	
Holiday	349,100	384,997		384,997	373,257	-3.0%
Education Premium Pay	37,117	30,000	14,709	30,000	31,500	5.0%
Office Expense	43,005	33,500	9,402	33,300	33,500	
Office Equipment	12,613	20,152	8,234	20,152	20,154	
Uniforms	45,876	84,123	4,806	80,000	84,123	
General Contributions	1,500	1,500	1,500	1,500	1,500	
Maintenance & Repairs	8,088	4,000		4,000	4,000	
Miscellaneous Supplies	68,755	51,218	5,785	51,218	51,218	
Social Security	<u>128,433</u>	<u>137,707</u>	<u>61,816</u>	<u>137,707</u>	<u>131,488</u>	-4.5%
TOTAL	\$9,620,680	\$9,705,434	\$4,474,204	\$10,181,318	\$9,414,621	-3.0%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
<u>GENERAL FUND</u>					
Police Captain	1	1	1	1	1
Police Lieutenant	3	3	3	3	3
Police Sergeant	9	9	9	9	9
Police Officer** ***	<u>66</u>	<u>69</u>	<u>71</u>	<u>69</u>	<u>69</u>
TOTAL GENERAL FUND	79	82	84	82	82
<u>PARKING LOT FUND</u>					
Police Officer*	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL PARKING LOT FUND	2	2	2	2	2
TOTAL ALL FUNDS	81	84	86	84	84

* As of fiscal year 2022, two Police Officer positions are authorized in the Uniformed Patrol division but funded in the Parking Lot Fund.

** During fiscal year 2023, two Police Officer positions were transferred to the Uniformed Patrol division (one from Community Relations and one from the Traffic Control division).

*** During fiscal year 2024, two additional Police Officer positions were added and two Police officer positions were transferred out of the Uniformed Patrol division (one to Training division and one to Traffic division).

UNIFORMED PATROL – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Patrol Division of the West Hartford Police is to provide comprehensive public safety services to citizens, residents, and visitors to the community. The largest division within the police department, the Patrol Division provides 24 hour, 7 days a week emergency response to the community to provide visibility and deterrence to crime.

Regular Payroll: This budget accounts for the salaries of one Police Captain, three Patrol Lieutenants, nine Patrol Sergeants, and sixty-nine Police Officers. Two Police Officer positions were added in the fiscal year 2024 budget, and two Police Officers were transferred out, one to the Training division and one to the Traffic division. During the summer months, two officers are reassigned from the Patrol Division to staff Police Bicycle Patrols, and the department has two K-9 Officers.

Overtime: This appropriation pays for officers who work overtime on investigations, fill in for staff shortages due to position vacancies, and to cover for officers that are training, ill, or on other authorized leave.

Holiday: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. The Town of West Hartford is contractually obligated to either pay police officers for the 13 holidays that fall each year, or grant them additional leave time considered as “holiday days.”

Education Premium Pay: To attract the most qualified applicants, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. This is subject to change as new officers are hired to fill vacancies.

Office Expense: This appropriation encompasses miscellaneous patrol items such as medical supplies, oxygen, flares, prisoner blankets, radio supplies, interpreters, etc.

Office Equipment: This appropriation is utilized for minor equipment required in the course of duty.

Uniforms: Police Officers are required to work outside in all types of adverse weather conditions. The Town provides the officers with a variety of gear to protect them while they are working. The Town does not pay for laundry service for officers. This appropriation also covers badges, replacement holsters and reimbursement for damaged personal property.

General Contributions: This is a contractual contribution to the West Hartford Police Revolver team.

Maintenance & Repairs: These funds pay for the upkeep of police equipment, including maintenance costs associated with a Cogent Livescan finger printing machine.

Miscellaneous Supplies: This budget funds the SWAT Team, Scuba Team, Bike Squad, K9, and a contractual contribution for bullet proof vests.

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

POLICE COMMUNICATIONS DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
E-911 Grant	\$208,070	\$141,000	\$30,970	\$141,000	\$141,000	
TOTAL	\$208,070	\$141,000	\$30,970	\$141,000	\$141,000	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$947,286	\$1,014,676	\$438,547	\$1,014,676	\$1,012,255	-0.2%
Overtime	114,218	38,400	83,361	150,075	38,400	
Holiday	46,870	50,416		44,025	44,489	-11.8%
Office Expense	3,019	1,000	145	600	1,000	
Professional Services	61,104	63,973	63,973	63,973	64,271	0.5%
Office Equipment	193	6,212	144	3,000	6,212	
Telecommunications	59,035	51,500	28,382	51,500	51,500	
Social Security	<u>78,295</u>	<u>81,262</u>	<u>38,114</u>	<u>81,262</u>	<u>80,678</u>	-0.7%
TOTAL	\$1,310,020	\$1,307,439	\$652,666	\$1,409,111	\$1,298,805	-0.7%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
ERC Manager	1	1	1	1	1
Public Safety Dispatchers	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>
TOTAL	14	14	14	14	14

POLICE COMMUNICATIONS – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Emergency Reporting Center (ERC) is to answer telephone calls received each year from citizens reporting emergencies, requesting aid or needing information. These calls are either handled directly by the ERC staff or entered into the West Hartford Police Department Computer Aided Dispatch (CAD) system so that a police officer can be dispatched. ERC also provides dispatching service for the West Hartford Fire Department and makes notification to a variety of agencies requesting a response for a specialized skill or piece of equipment. In addition, the dispatchers communicate with medical personnel and coordinate necessary responses. The dispatchers have received specialized training in the handling of emergency calls.

Regular Payroll: This budget accounts for the salaries of thirteen Public Safety Dispatchers (PSD) and a Public ERC Manager. Merit increases are budgeted for eligible positions.

Overtime: This appropriation is used to pay Public Safety Dispatchers to cover staff shortages when other Public Safety Dispatchers are absent due to training, holiday, vacation, sick or other leave time.

Holiday Pay: Since the ERC is open 24 hours a day and 7 days a week, dispatchers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay dispatchers for the 13 holidays that fall each year, or grant them additional leave time considered as “holiday days.”

Office Expense: This budget is used to cover the cost of Hill Donnelly Reference Books, a directory of listings by address or phone number for the Hartford area.

Professional Services: This appropriation funds the annual assessment from the North Central CT Emergency Medical Services Council, Inc., the company that operates the paramedic communications network. The annual cost is based on a per capita rate of one dollar (\$1.00) and has increased per the Town’s population of 64,271.

Office Equipment: This budget covers the cost of yearly replacement of chairs for the three work stations within the division, which receive 24 hour usage, 7 days a week.

Telecommunications: This appropriation is used to cover the cost of the Police Department’s phone system and cellular phones.

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

DETECTIVE BUREAU

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Charges for Services	\$ 159	\$ 500	\$ 94	\$ 250	\$ 500	
TOTAL	\$ 159	\$ 500	\$ 94	\$ 250	\$ 500	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$2,095,202	\$2,253,164	\$1,040,343	\$2,253,164	\$2,376,428	5.5%
Overtime	394,932	135,058	220,069	135,643	175,915	30.3%
Holiday	121,944	111,417		111,417	117,218	5.2%
Education Premium Pay	24,571	24,000	14,583	24,000	28,000	16.7%
Office Expense	19,913	38,240	5,446	36,490	74,361	94.5%
Dues & Travel		835	150	835	835	
Office Equipment		500		500	500	
Uniforms	17,416	19,370	18,400	19,370	19,370	
Maintenance & Repairs	10,556	10,570	6,450	10,570	10,570	
Miscellaneous Supplies	3,892	5,000		4,000	5,000	
Social Security	<u>38,372</u>	<u>36,344</u>	<u>18,103</u>	<u>36,344</u>	<u>38,842</u>	6.9%
TOTAL	\$2,726,798	\$2,634,498	\$1,323,544	\$2,632,333	\$2,847,039	8.1%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Police Captain	1	1	1	1	1
Police Lieutenant*				1	1
Police Sergeant	3	3	3	3	3
Police Detective	13	13	13	13	13
Police Officer	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL	21	21	21	22	22

* During fiscal year 2022, a Police Lieutenant was transferred to the Community Relations Division, and during fiscal year 2024 a Police Lieutenant was transferred back to the Detective Bureau from the Community Relations Division.

DETECTIVE BUREAU – BUDGET AND PROGRAM HIGHLIGHTS

Mission: It is the mission of the West Hartford Police Detective Division to conduct initial and follow up criminal investigations by interviewing witnesses, victims and suspects and by collection, preservation and analysis of physical evidence. This division works closely with Federal, State and other local law enforcement agencies as well as with the court system. Detectives are highly trained in crime scene processing, interviewing and criminal investigations. The Detective Division also specializes in youth- related offenses and works closely with other juvenile agencies and handles the pistol permit process for Town residents. The division is also responsible for maintaining the deadly weapons offender registry and the sexual offender registry. This division also includes the Community Support Unit, which is responsible for addressing neighborhood complaints and quality of life issues, vice, narcotics, and liquor investigations.

Regular Payroll: This budget accounts for the salary of a Captain, a Lieutenant, three Sergeants, thirteen Detectives and four Officers. The Detective Bureau is available from Monday through Friday and both day and evening shifts are worked.

Overtime: This appropriation is used to pay for Detectives who are working over their shift or have been recalled on an investigation. One detective receives a 4 hour stipend to be on call each Sunday.

Holiday: The Town of West Hartford is contractually obligated to either pay Police Officers for the 13 holidays that fall each year, or grant them additional leave time considered as “holiday days.”

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. The variance reflects officers assigned to this division who are eligible for this payment.

Office Expense: This appropriation is used to cover the cost of certain supplies for the Detective Bureau, such as fingerprint powders and ink, evidence tags, bags and boxes, photographic supplies, blood test kits, gun powder residue test kits and other miscellaneous evidence supplies. In fiscal year 2025 the increase includes upgrades to the Interview Room (\$36,125).

Dues & Travel: Detectives occasionally have to travel out of state and overnight in connection with various criminal investigations. Any such travel is approved by the Chief of Police and the Town Manager.

Office Equipment: This account is used to cover the cost of repair and maintenance on various evidence collection devices used by the division. This equipment includes black lights, a “Total Station” (used in measuring distances at crime scenes and accidents for diagrams), ventilation hood (which removes harmful and noxious fumes from the lab area), metal detectors, and a variety of surveillance devices.

Uniforms: Due to the nature of their work, the detectives and supervisors of this unit work in plain clothes, purchased by the officers. Since they are not in uniform, per union contract they are paid a “uniform allowance”.

Maintenance & Repairs: This account pays for the upkeep of police equipment, including maintenance costs associated with a Cogent Livescan finger printing machine, computer recording system and computer forensics costs.

Miscellaneous Supplies: This budget is used to cover photography requests, as well as supplies for the Bomb Squad.

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

POLICE COMMUNITY RELATIONS DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$607,422	\$678,645	\$331,399	\$696,707	\$679,592	0.1%
Overtime	44,971	37,549	38,719	45,570	42,549	13.3%
Holiday	25,369	29,311		29,311	29,470	0.5%
Education Premium Pay	7,392	8,000	3,500	8,000	7,000	-12.5%
Office Expense	11,827	15,000	7,401	15,000	15,000	
Office Equipment	148	500		500	500	
Uniforms & Laundry	2,350	6,420	1,150	3,000	6,420	
Maintenance & Repairs	1,468	1,500	644	1,500	1,500	
Social Security	<u>13,729</u>	<u>15,615</u>	<u>7,447</u>	<u>15,615</u>	<u>15,937</u>	2.1%
TOTAL	\$714,676	\$792,540	\$390,260	\$815,203	\$797,968	0.7%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Police Lieutenant***	1	1	1		
Police Sergeant*****				1	1
Police Officer* ****	6	5	5	5	5
Social Worker**	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	8	7	7	7	7

- * In fiscal year 2020 one Police Officer was funded by the Parking Lot Fund. In fiscal year 2021 and 2022, the second officer was transferred back to the Parking Lot Fund.
- ** In fiscal year 2022 a Social Worker position was added.
- *** During fiscal year 2022, a Police Lieutenant was transferred from the Detective Division to the Community Relations Division
- **** During fiscal year 2023, one Police Officer was transferred from Community Relations to Uniformed Patrol.
- ***** During fiscal year 2024, a Police Lieutenant was transferred to the Detective division and a Police Sergeant was transferred into the Community Relations division from the Management division.

POLICE COMMUNITY RELATIONS – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Community Relations Division is to improve the efficiency of policing by providing a variety of diverse educational programs and services to the community. Focusing on crime prevention, awareness, and safety, the division provides instruction in all public schools, grades K-12, as well as to numerous private schools and day care programs throughout West Hartford. The division provides group specific presentations on topics such as elderly safety, internet safety, drug and alcohol abuse, and programs to increase the safety and well-being of West Hartford residents. This division also provides a School Resource Officer to both of the Town's high schools.

Regular Payroll: This budget accounts for the salary of one Sergeant, two School Resource Officers, three Community Relations Officers and one Social Worker.

Overtime: This budget is limited to members of the unit working overtime on investigations.

Holiday Pay: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 13 holidays that fall each year or grant them additional leave time considered as "holiday days."

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. The variance reflects officers assigned to this division who are eligible for this payment.

Office Expense: This appropriation is used to cover the purchase of handouts and other items to be used during presentations to students and residents.

Office Equipment: This appropriation pays for the purchase of various supplies needed for equipment used during presentations and to purchase specialized equipment used in criminal investigations.

Uniforms: Officers with a plain clothes assignment are given a uniform allowance which is budgeted here, if applicable.

Maintenance & Repairs: This appropriation is for the upkeep of the Police Department's exercise room equipment.

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

POLICE TRAINING DIVISION

SUMMARY OF REVENUES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Intergovernmental	\$3,520	\$	\$3,055	\$3,100	\$	
Charges for Services	<u>6,176</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
TOTAL	\$9,696	\$	\$3,055	\$3,100	\$	

SUMMARY OF EXPENDITURES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$285,998	\$318,487	\$185,381	\$318,487	\$413,903	30.0%
Overtime	37,266	11,409	26,885	40,230	21,409	87.7%
Holiday	23,065	15,726		15,726	20,479	30.2%
Education Premium Pay	4,167	1,500	1,792	4,200	5,500	266.7%
Office Expense	118,594	94,700	97,085	105,500	214,768	126.8%
Dues and Training	113,960	115,500	98,688	127,200	130,500	13.0%
Office Equipment	3,737	18,080	13,034	18,080	21,580	19.4%
Social Security	<u>4,569</u>	<u>4,990</u>	<u>3,044</u>	<u>4,990</u>	<u>6,576</u>	31.8%
TOTAL	\$591,356	\$580,392	\$425,909	\$634,413	\$834,715	43.8%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Police Lieutenant	1	1	1	1	1
Police Officer*	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	3	3	4	4	4

* During fiscal year 2024, a Police Officer was transferred to the Training Division from the Uniform Division.

POLICE TRAINING – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Training Division is to enhance officer safety, improve officer performance, increase inter-agency contacts and cooperation, and maintain mandatory certifications, which ultimately improves productivity, increases citizen satisfaction and diminishes civil liability. The Training Division provides training to members of the department and maintains training and certification records. In addition, this unit coordinates annual regional in-service training for more than 500 officers from 18 local and State agencies by pooling resources, facilities and instructors from the participating agencies and securing the services of outside instructors. This division also researches and tests new equipment for the Police Department. The training division also conducts recruitment fairs and open houses.

Regular Payroll: This budget funds the salary of a Training Lieutenant and three Training Officers.

Overtime: Training classes for officers are required to last for a full 8 hours. Accordingly, the training division officers often have to start their day early or end late to prepare for class and to clean up. This appropriation is used to pay for Training Officers that are working over their shift. The increase in fiscal year 2025 is based on prior year actuals.

Holiday: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 13 holidays that fall each year, or grant them additional leave time considered as “holiday days.”

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement.

Office Expense: This appropriation is used to purchase ammunition, targets, medical and other supplies for training, including automated external defibrillators and tasers, as well as the associated service contracts. The increase is directly related to Taser cartridges/batteries (\$20,000), Red and Blue books (\$3,500), and Tasers (\$96,568).

Dues and Training: This account is used to pay for training for officers throughout the department. The Town is charged for training at the Police Academy for new recruits and continuing education for current officers. Dues are for officers and detectives to belong to a variety of organizations. These include the International Association of Arson Investigators, International Police Mountain Bike Association, American Association of Police Polygraphers, International Association for Law Enforcement Firearms Instructors, International Association of Dive Rescue, New England State Police Information System, Capitol Region Chiefs of Police Association and Narcotics Enforcement Officers Association. These organizations are either a requirement for certification purposes or provide specialized training. In fiscal year 2025 the increase represents \$15,000 Direct Access Resource Training (DARC).

Office Equipment: This appropriation is used to pay for miscellaneous minor equipment and funds the cost of replacing the range blocks at the indoor Pistol Range located on Brixton Street, which need to be replaced at least annually due to the frequency of shooting. In fiscal year 2025 an increase relates to glock 45 sim guns with rounds (\$3,500).

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

TRAFFIC CONTROL DIVISION

SUMMARY OF REVENUES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Intergovernmental	\$49,965	\$	\$	\$	\$	
DUI Enforcement	165					
Moving Vehicle Violations	38,185	20,000	27,914	35,000	20,000	
Ordinance Violations	24,221	8,000	14,370	20,000	8,000	
Parking Violations	241,536	200,000	175,384	225,000	200,000	
Transfer In	<u>125,000</u>	<u>125,000</u>		<u>125,000</u>	<u>125,000</u>	
TOTAL	\$479,072	\$353,000	\$217,668	\$405,000	\$353,000	

SUMMARY OF EXPENDITURES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$567,990	\$695,778	\$307,231	\$763,574	\$809,696	16.4%
Temporary Payroll	1,314					
Overtime	198,325	81,604	61,397	81,314	81,604	
Overtime – DUI Enforcement						
Holiday	34,064	33,916		33,916	39,790	17.3%
Education Premium Pay	3,279	1,000	416	1,500	3,000	200.0%
Office Expense	1,293	2,200	2,473	3,000	2,200	
Contractual Services	1,107	1,700	560	1,700	1,700	
Office Equipment	27,335	30,500	12,282	30,500	30,500	
Social Security	<u>16,354</u>	<u>11,712</u>	<u>5,187</u>	<u>11,712</u>	<u>13,483</u>	15.1%
TOTAL	\$851,061	\$858,410	\$389,546	\$927,216	\$981,973	14.4%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2023-24</u>	<u>Proposed 2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Police Lieutenant	1	1	1	1	1
Police Sergeant	1	1	1	1	1
Police Officer* **	<u>6</u>	<u>5</u>	<u>5</u>	<u>6</u>	<u>6</u>
TOTAL	8	7	7	8	8

* During fiscal year 2023, one Police Officer was transferred from Traffic Control to Uniformed Patrol.

** During fiscal year 2024, a Police Officer was transferred to the Traffic Control division from the Uniformed Patrol division.

TRAFFIC CONTROL – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Traffic Division is to respond to and investigate motor vehicle accidents that occur in West Hartford each year, to conduct traffic enforcement in order to reduce the number and severity of accidents in West Hartford, and to supervise the school crossing guard program, which is funded by the Board of Education. This division provides logistical support for the many community events held throughout the year. The traffic division works closely with the Town Engineering Department on all traffic/construction matters. This division also responds to calls for service to assist the Patrol Division.

Regular Payroll: This appropriation funds the salary of one Traffic Lieutenant, one Traffic Sergeant, and six Traffic Officers.

Overtime: This budget is used to pay traffic officers when they are required to work overtime or recalled to investigate an accident. Overtime will also be used to hire extra officers to work during times of inclement weather (such as ice storms), in which there is a higher than normal accident rate, or to cover for shortages due to illness, training, vacation or other leave time.

Overtime – DUI Enforcement: Overtime incurred under eligible State traffic grants is accounted for in this line item. If grants are received in fiscal 2025, they will be appropriated when notice of award is received.

Holiday: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 13 holidays that fall each year, or grant them additional leave time considered as “holiday days.” The variance reflects officers assigned to this division who are eligible for this payment.

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. The variance reflects officers assigned to this division who are eligible for this payment.

Office Expense: This appropriation is used to purchase replacement parts for radar and laser guns.

Contractual Services: This appropriation is used to pay for repair and certification of radar and laser guns.

Office Equipment: This budget funds the purchase of miscellaneous office equipment and the annual maintenance contract (FARO) for the precise 3D measurement, imaging and public safety analytics.

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

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

POLICE PRIVATE DUTY SERVICE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Charges for Services	<u>\$1,897,257</u>	<u>\$2,000,000</u>	<u>\$1,850,000</u>	<u>\$1,900,000</u>
Total Revenues & Other Resources	\$1,897,257	\$2,000,000	\$1,850,000	\$1,900,000

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Private Duty Pay	\$1,354,958	\$1,425,000	\$1,446,658	\$1,481,804
Operating Expense	25,966	25,000	25,000	25,000
Pension Expense	283,808	270,401	270,401	304,163
Contingency				35,508
Transfer Out	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>
Total Expenditures & Other Uses	\$1,789,732	\$1,845,401	\$1,867,059	\$1,971,475

CHANGE IN FUND BALANCE	\$ 107,525	\$ 154,599	\$ (17,059)	\$ (71,475)
BEGINNING BALANCE	\$ 294,988	\$ 402,513	\$ 402,513	\$ 385,454
ENDING BALANCE	\$ 402,513	\$ 557,112	\$ 385,454	\$ 313,979

Fund: Police Private Duty Fund
Department: Police

PURPOSE

The Police Private Duty Service Fund was created on July 1, 1993 to account for revenues and expenditures related to police private duty services. Police personnel are hired by private and non-profit entities to provide services, primarily at construction sites in the public right-of-ways.

LONG-TERM STRATEGY

The Fund was established to ensure that revenues charged for private duty services were sufficient to cover the cost of the services and that the general taxpayer was not subsidizing these activities. The rates charged are calculated to include salary, benefit and administrative costs associated with the services and are adjusted annually. It is anticipated that fund balance will be maintained at approximately its current level. Annual transfers to cover benefit and administrative costs will be made to the Pension Fund, Risk Management Fund and General Fund, as appropriate.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Charges for Services	\$1,674,000	\$1,935,000	\$2,360,000	\$2,121,000	\$1,897,000
TOTAL REVENUES	\$1,674,000	\$1,935,000	\$2,360,000	\$2,121,000	\$1,897,000
<u>Expenditures:</u>					
Operational	\$1,612,000	\$1,792,000	\$2,030,000	\$1,998,000	\$1,665,000
TOTAL EXPENDITURES	\$1,612,000	\$1,792,000	\$2,030,000	\$1,998,000	\$1,665,000
TRANSFERS TO OTHER FUNDS		(\$125,000)	(\$125,000)	(\$125,000)	(\$125,000)
OPERATING RESULTS	\$62,000	\$18,000	\$205,000	(\$2,000)	\$107,000
FUND BALANCE	\$74,000	\$92,000	\$297,000	\$295,000	\$402,000

Fund: Police Private Duty Fund**Department: Police****REVIEW OF PERFORMANCE**

The Police Private Duty rates charged for the program cover direct program costs including a reimbursement to the General Fund for costs associated with administering the program and to the Pension Fund for benefit costs. The Fund had an accumulated fund balance of \$402,513 as of June 30, 2023.

FISCAL YEAR 2024 OPERATING RESULTS

Operating revenues are projected to total \$1,850,000 with anticipated expenditures for the current fiscal year of \$1,867,059, inclusive of a \$270,401 transfer to the Pension Fund and a \$125,000 transfer to the General Fund to reimburse administrative costs.

FISCAL YEAR 2025 BUDGET

The fiscal year 2025 budget reflects a continued demand for private duty officers with estimated revenue of \$1,900,000. Expenditures are budgeted at \$1,971,475 which consist of private duty pay to officers and gasoline expense, with \$304,163 transferred to the Pension Fund, \$35,508 estimated for contingency for wage settlements on unsettled contracts and \$125,000 transferred to the General Fund. Fund balance is estimated to total approximately \$313,979 at June 30, 2025.

DEPARTMENT: POLICE

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised	Proposed
	2021-22	2022-23	2023-24	2023-24	2024-2025
<u>GENERAL FUND</u>					
Chief of Police	1	1	1	1	1
Assistant Chief of Police	2	2	2	2	2
Police Captain	3	3	3	3	3
Police Lieutenant	7	7	7	7	7
Police Sergeant	14	14	14	14	14
Police Detective	16	16	16	16	16
Police Officer	85	85	87	87	87
Emergency Response Center Manager	1	1	1	1	1
Animal Control Officer	1	1	1	1	1
Assistant Animal Control Officer	1	1	1	1	1
Public Safety Dispatcher	13	13	13	13	13
Information Technology Specialist	1	1	1	1	1
Police Records Supervisor	1	1	1	1	1
Assistant Police Records Supervisor	1	1	1	1	1
Social Worker	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Senior Staff Assistant	1	1	1	1	1
Staff Assistant	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL GENERAL FUND	153	153	155	155	155
<u>PARKING LOT FUND</u>					
Police Officer	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL PARKING LOT FUND	2	2	2	2	2
TOTAL POLICE – ALL FUNDS	155	155	157	157	157

DEPARTMENT OF COMMUNITY DEVELOPMENT

MISSION

The mission of the Department of Community Development is for the Engineering Division to design infrastructure improvements for all users, for the Planning & Zoning Division to ensure appropriate private development and quality of life by upholding planning and zoning regulations for the entire community, and for the Building Inspection Division to ensure safety through building code reviews and inspections.

The Community Development Department's primary goals are:

- To develop, maintain and improve those assets of the Town, referred to as infrastructure, which are essential to the health, safety, transportation and development of the community.
- To promote and support community planning as a guide for resource allocation.
- To protect the general public's health, safety and welfare by enforcing building codes, developing and enforcing subdivision regulations and zoning ordinances.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ The Management Division secured a Safe Streets and Roads For All (SS4A) grant for over \$800,000 for a Speed Management Pilot Program. This 18 month program will allow the Town to deploy speed enforcement cameras at up to 15 locations at a time to reduce crashes related to excessive speeds.
- ✓ The Building Inspection Division implemented operational changes to streamline its performance with online permitting and plan review. This enables staff to receive and more quickly process permit applications and eliminate time handling paper including opening mail, processing revenue in the form of checks, cash, and coins. This also provides the public easier access to online permit information.
- ✓ In addition to its routine work, the Building Inspection Division staff successfully inspected the large apartment redevelopment at 27 Park Road, called One Park.
- ✓ The Planning Division managed the preparation of the Town's Affordable Housing Plan.
- ✓ The Planning Division coordinated the development review of several large housing development / redevelopment projects, including all aspects of technical administrative analysis/coordination and review with various Boards and Commissions, including the Town Council. These efforts resulted in the approval of 240 housing units.
- ✓ The Engineering Division provided an integral role in the Vision Zero Action Plan development as well as a Road Safety Audit for Park Road from Quaker Lane South to Prospect Avenue.
- ✓ The Engineering Division completed two sections of the Trout Brook Trail from Asylum Avenue to Fern Street.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Implement recommendations from the West Hartford Center Infrastructure Master Plan with reconstruction projects on LaSalle Road, Farmington Avenue, and Park Road.
- ❖ Implement recommendations from the Vision Zero Action Plan to improve traffic safety for all users.
- ❖ Complete the final section of the Trout Brook Trail from Park Road to Jackson Avenue.

- ❖ Continue to work with the Town Council, Town Planning & Zoning Commission and various Boards and Commissions on the implementation of the Plan of Conservation and Development's strategies and action items. Prioritize strategies and action items that encourage availability and access to a diversity of housing types and costs; that promote an integrated and balanced transportation system, including enhanced traffic calming efforts, improved pedestrian mobility and bicycle access; and that preserve, protect, and enhance the Town's open space and fragile natural systems.
- ❖ Continue to improve the Building Inspection Division's operation with inspection scheduling improvements.

SMART Goals (Specific, Measurable, Achievable, Relevant, Time bound)

- ❖ Complete the Department project to scan and electronically store files, which will be remotely available to staff. This will create office space and improve staff productivity by eliminating the time lost finding and filing documents.
- ❖ Use our Department webpages to a greater extent. The Building Inspection, Engineering, and Planning & Zoning webpages should be updated as necessary to provide greater information access to our customers regarding each Division's roles, projects, and legacy records. This will save staff time with calls and emails.

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUDGET SUMMARY						
	Actual	Adopted	Actual	Estimated	Proposed	Percent
Revenues:	<u>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Licenses & Permits	\$2,372,869	\$2,439,500	\$1,312,297	\$2,440,000	\$2,390,000	-2.0%
Charges for Services	101,231	42,775	16,941	77,800	42,775	
Miscellaneous Revenue	26,925	75,000	15,324	40,000	20,000	-73.3%
Transfer In (ARPA)				31,254		
TOTAL	\$2,501,025	\$2,557,275	\$1,344,562	\$2,589,054	\$2,452,775	-4.1%
Expenditures:						
Wages & Salaries	\$2,341,619	\$2,619,757	\$1,158,434	\$2,696,722	\$2,846,073	8.6%
Operating Expense	315,107	358,200	134,834	435,958	349,150	-2.5%
Social Security	166,684	194,979	82,401	196,570	209,279	7.3%
TOTAL	\$2,823,410	\$3,172,936	\$1,375,669	\$3,329,250	\$3,404,502	7.3%

FULL-TIME POSITION SCHEDULE					
	Authorized Positions			Revised	Proposed
Full-Time Positions:	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
General Fund	<u>23</u>	<u>26</u>	<u>26</u>	<u>28</u>	<u>28</u>
TOTAL	23	26	26	28	28

BUDGET & PROGRAM HIGHLIGHTS

The Community Development Department budget reflects an increase of \$231,566 or 7.3% from the prior fiscal year. Wages and salaries increase \$226,316 or 8.6% primarily due to a Civil Engineer II and Building Inspector being added during fiscal year 2024, along with merit increases for eligible employees. The salary and benefits of the Civil Engineer II position is anticipated to be reimbursed through a grant from the Department of Transportation Speed Management Pilot Program in fiscal year 2025 and ARPA in fiscal year 2024. In addition, a Civil Engineer II was promoted to a Civil Engineer III. Operating expenditures decrease \$9,050 or 2.5%. The change in social security is consistent with wages and withholdings.

MANAGEMENT DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$252,268	\$256,309	\$124,305	\$256,114	\$262,156	2.3%
Education Premium Pay	1,020	1,020	425	1,020	1,020	
Office Expense	1,175	850	812	1,200	950	11.8%
Dues and Travel	334	700	484	700	700	
Training	200	100		100	100	
Information Technology	59,033	72,000	63,386	72,000	76,000	5.6%
Telecommunications	638	800	230	800	800	
Vehicles & Equipment Expense	11,780	11,000	5,549	11,000	11,000	
Social Security	<u>17,325</u>	<u>18,674</u>	<u>7,682</u>	<u>18,253</u>	<u>18,961</u>	1.5%
TOTAL	\$343,773	\$361,453	\$202,873	\$361,187	\$371,687	2.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Director of Community Development**	1	1	1	1	1
Office Operations Specialist*	<u> </u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	2	2	2	2

* Position moved from Engineering Division to the Management Division in fiscal year 2023 and reclassified from an Administrative Assistant.

** Position was authorized but unfunded in fiscal year 2022 and reinstated in fiscal year 2023.

MANAGEMENT DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

The Management Division of Community Development is charged with supervising the functions of the Building Inspection, Engineering, and Planning & Zoning divisions.

Regular Payroll: The Management Division is staffed by the Director of Community Development and an Office Operations Specialist.

Office Expense: This appropriation is used for postage, printing and copying, and general office supplies for the division.

Dues & Travel: This reflects professional association events and mileage reimbursement.

Training: This funds training opportunities for staff.

Information Technology: This funds the annual maintenance fee for the CityView and associated BlueBeam software packages. These software packages automate the issuance and management of Building Inspection, Engineering and Planning & Zoning permits and provide remote connectivity to inspectors in the field. In fiscal year 2023, this appropriation was moved from the Building Division to the Management Division.

Telecommunications: This line item funds the costs associated with desktop and cellular telephone services.

Vehicle & Equipment Expense: This appropriation is for gasoline and maintenance of vehicles assigned to the department.

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

ANNUAL BUDGET 2024-2025

ENGINEERING DIVISION

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Licenses & Permits	\$53,500	\$54,500	\$31,550	\$55,000	\$55,000	0.9%
Copies	32	25	29	40	25	
Transfer In (ARPA)				31,254		
TOTAL	\$53,532	\$54,525	\$31,579	\$86,294	\$55,025	0.9%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$908,693	\$950,126	\$431,785	\$974,964	\$1,084,110	14.1%
Temporary Payroll	9,323	25,000	4,014	25,000	25,000	
Office Expense	4,131	5,800	2,577	5,800	5,800	
Dues and Travel	2,000	2,000	1,645	2,000	2,000	
Training	4,810	500	200	500	500	
Contractual Services	175,000	175,000	15,360	237,550	175,000	
Uniforms & Laundry	949	2,500	1,618	2,000	2,000	-20.0%
Information Technology	530	4,300		2,000	2,000	-53.5%
Telecommunications	4,457	4,500	1,837	4,500	5,500	22.2%
Field Operations	1,974	25,000	20,413	25,000	5,000	-80.0%
Social Security	66,108	72,927	31,231	75,095	81,615	11.9%
TOTAL	\$1,177,975	\$1,267,653	\$510,680	\$1,354,409	\$1,388,525	9.5%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Town Engineer	1	1	1	1	1
Assistant Town Engineer	1	1	1	1	1
Civil Engineer III****				1	1
Civil Engineer II****	2	2	2	2	2
Civil Engineer I**	1	1	1	1	1
Survey Crew Chief	1	1	1	1	1
Construction Inspection Manager		1	1	1	1
Engineering Technician II***	1				
Engineering Technician I	2	2	2	2	2
Administrative Assistant*	1				
TOTAL	10	9	9	10	10

* This position moved to the Management Division in fiscal year 2023 and was reclassified to an Office Operations Specialist.

** With a number of promotions in fiscal year 2022, one Civil Engineer II was reclassified to a Civil Engineer I.

*** In fiscal year 2022, the Engineering Technician II was promoted to Construction Inspection Manager and the Engineering Technician II position was eliminated.

**** During fiscal year 2024, a Civil Engineer II was promoted to a Civil Engineer III and a Civil Engineer II was added and funded via ARPA. In fiscal year 2025, the position is funded through a grant from DOT's Speed Management Pilot Program.

ENGINEERING DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

The Engineering Division focuses on the physical condition and appropriate operation of the Town's streets, sidewalks, and traffic control systems (signs, traffic signals, pavement markings). These systems are monitored, records kept, and actions taken in accordance with Federal, State and Town regulations and practices. Staff investigates and documents circumstances of vehicular crashes and looks for ways to make roads safer.

In preparation for larger Town projects, the Engineering Division prepares surveys, design plans, specifications and cost estimates for capital improvements which include streets, sidewalks, storm drainage, curbs, culverts, bridges, parking lots, and other Town-owned property improvements. Additionally, staff reviews plans for private development projects and inspects Town infrastructure projects.

Regular Payroll: The Engineering Division is staffed with 10 full-time employees. This includes estimated merit increases for eligible employees. An additional Civil Engineer II was approved during fiscal year 2024 to assist work on the Town's Vision Zero Action Plan using ARPA funds. For fiscal year 2025 approximately \$50,000 of this position is anticipated to be reimbursed to the Town by the Federal SS4A (Speed Camera Enforcement) Grant Program. In fiscal year 2023, the Administrative Assistant position was reclassified to an Office Operations Specialist and transferred into the Management division.

Temporary Payroll: This appropriation is for temporary staff to assist during construction season including a part-time Engineering Technician and an Engineering Intern.

Office Expense: This appropriation is used for postage, printing, copying and general office supplies.

Dues & Travel: The budget provides funding for all State of Connecticut engineering and surveying licenses required for the division.

Training: This appropriation funds training opportunities for staff. In fiscal year 2023, this funded a one-time charge for AutoCAD training. In fiscal year 2024 and 2025 the budget returns to normal funding levels.

Contractual Services: This appropriation funds \$175,000 for water sampling and testing in compliance with the State's permit for Municipal Separate Storm Sewer Systems (MS4) requirements. The Town's permit requires dry and wet weather testing of all of the Town's storm water outfalls over the period of the permit. It is also our obligation to investigate illicit discharges found in the Town's drainage system.

Uniforms & Laundry: Provides for the replacement of safety shoes for the division, as well as the purchase of jackets to identify employees to the public.

Information Technology: This appropriation funds the traffic software maintenance of Synchro 11.

Telecommunications: This item funds the costs associated with cellular telephone services.

Field Operations: This account funds survey field equipment and supplies. Fiscal year 2024 included the one time cost to purchase Global Positioning System (GPS) survey equipment, allowing survey work to be done by one staff person. The budget returns to normal funding levels in fiscal year 2025.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

Engineering Division

(Calendar Year)

	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Actual 2023</u>	<u>Estimated 2024</u>
Street Excavation and Driveway Permits Issued	1,000	767	1,000	1,200	1,250
Linear Miles of Street Resurfaced	8.38 miles	7.30 miles	7.17 miles	5.40 miles	8.0 miles
Lane Miles of Street Resurfaced	9.05 miles	7.80 miles	9.22 miles	13.5 miles	16.0 miles
Number of Properties Impacted	790	740	800	450	700
Linear Miles of Street Reconstructed	0.98 miles	1.53 miles	1.26 miles	1.20 miles	1.20 miles
Lane Miles of Street Reconstructed	0.98 miles	3.07 miles	1.26 miles	2.40 miles	2.40 miles
Number of Properties Impacted	90	205	200	165	200
Total Linear Miles	9.36 miles	8.83 miles	8.43 miles	6.60 miles	9.20 miles
Total Lane Miles	10.03 miles	10.87 miles	10.48 miles	15.90 miles	18.40 miles
Sidewalk Repairs – Number of Properties Impacted	500	300	400	300	300
Private Development Plan Reviews	40	31	50	95	80

BUILDING INSPECTION DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Building Permits	\$2,258,944	\$2,350,000	\$1,268,380	\$2,350,000	\$2,300,000	-2.1%
Copies	77	50	33	60	50	
Transfers from Other Funds	<u>26,925</u>	<u>75,000</u>	<u>15,324</u>	<u>40,000</u>	<u>20,000</u>	-73.3%
TOTAL	\$2,285,946	\$2,425,050	\$1,283,737	\$2,390,060	\$2,320,050	-4.3%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$725,382	\$786,028	\$392,376	\$884,989	\$867,648	10.4%
Temporary Payroll	67,540	40,000	13,931	40,000	40,000	
Overtime	3,537	1,000		1,000	1,000	
Office Expense	5,089	4,200	707	4,200	4,200	
Dues and Travel	1,700	1,650	385	1,650	1,650	
Training	170	2,000	100	2,000	2,000	
Advertising		250		250	250	
Uniforms & Laundry	1,957	1,750	443	1,750	2,800	60.0%
Telecommunications	6,394	4,200	2,937	7,700	7,700	83.3%
Emergency Supplies	2,128	2,000	120	2,000	2,000	
Social Security	<u>56,178</u>	<u>61,643</u>	<u>29,390</u>	<u>64,948</u>	<u>66,705</u>	8.2%
TOTAL	\$870,075	\$904,721	\$440,389	\$1,010,487	\$995,953	10.1%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Supervisor of Inspections	1	1	1	1	1
Senior Building Inspector*	1	2	2	2	2
Building Inspector**	4	4	4	5	5
Staff Assistant	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	8	9	9	10	10

* During fiscal year 2023, a Senior Building Inspector was added.

** During fiscal year 2024, a Building Inspector was added.

BUILDING INSPECTION DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

The Building Inspection Division administers the permitting of residential and commercial construction in conformance with national, state and local building and zoning codes. The goal is to improve public safety by ensuring that new construction adheres to existing building codes. Inspectors work collaboratively with Zoning Enforcement, the Fire Department and the West Hartford-Bloomfield Health District to protect life and property.

Regular Payroll: The Building Inspection Division is staffed with ten full time employees. The appropriation includes anticipated merit increases. A Building Inspector was added during fiscal year 2024.

Temporary Payroll: This appropriation funds a part-time Building Inspector.

Overtime: This account funds overtime as needed in peak season or as other circumstances require.

Office Expense: This account funds office supplies, postage, printing and copying, advertising and subscriptions.

Dues & Travel: This appropriation is for State of Connecticut Building Inspector licenses, which are required for all inspectors. Additionally, membership in the International Code Council is required by State building officials.

Training: The division provides training for employees to stay current with codes and regulations.

Advertising: This appropriation funds legal notices in the newspaper for public notice.

Uniforms & Laundry: Provides for the replacement of safety shoes and the purchase of shirts and jackets to identify employees to the public. In fiscal year 2025 the increase is a direct result of additional staff.

Telecommunications: This item funds the costs associated with cellular telephone services.

Emergency Supplies: This appropriation funds the cost of items needed in emergency situations for structures deemed unsafe.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

(Fiscal Year)

	Actual <u>2019</u>	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Actual <u>2023</u>	6 Months Actual <u>2024</u>
<u>Building Permits & Inspections</u>						
Number of total permits	5,945	5,599	6,197	6,868	7,511	3,510
Value of Permits (in 000's)	\$91,838	\$90,254	\$87,728	\$136,535	\$141,039	\$69,265
Inspections made	10,909	9,601	9,821	11,061	10,127	4,457
Average turnaround time on inspection requests	6-9 days	7-10 days	7-10 days	10-15 days	7-10 days	1-2 days
Frequency of re-inspections to total inspections	17%	16%	15%	15%	15%	20.5%
Inspections made per Inspector	1,486	2,133	2,178	2,011	1,687	990
Average value per permit	\$15,488	\$16,119	\$14,317	\$19,880	\$18,777	\$19,731
Average value of construction per Inspector (in 000's)	\$20,409	\$20,056	\$16,132	\$24,825	\$21,698	\$9,900

PLANNING & ZONING DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Zoning Permits	\$60,425	\$ 35,000	\$12,367	\$ 35,000	\$35,000	
TPZ Applications	48,407	17,500	6,197	17,500	17,500	
Zoning Petitions	52,530	25,000	10,654	60,000	25,000	
Other Charges for Services	<u>185</u>	<u>200</u>	<u>28</u>	<u>200</u>	<u>200</u>	
TOTAL	\$161,547	\$77,700	\$29,246	\$112,700	\$77,700	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$373,856	\$560,274	\$191,598	\$513,635	\$565,139	0.9%
Office Expense	9,246	11,500	4,514	11,500	11,500	
Dues and Travel	882	1,500		1,500	1,500	
Training	395	1,000	40	1,000	1,000	
Advertising	9,086	10,000	5,131	10,000	10,000	
Professional Services					10,000	100.0%
Contractual Services	10,650	12,500	6,346	26,658	5,000	-60.0%
Telecommunications	399	600		600	2,200	266.7%
Social Security	<u>27,073</u>	<u>41,735</u>	<u>14,098</u>	<u>38,274</u>	<u>41,998</u>	0.6%
TOTAL	\$431,587	\$639,109	\$221,727	\$603,167	\$648,337	1.4%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Town Planner	1	1	1	1	1
Senior Planner**		1	1	1	1
Associate Planner	1	1	1	1	1
Zoning Enforcement Officer	1	1	1	1	1
Asst. Zoning Enforcement Officer*	1	1	1	1	1
Planning and Zoning Technician	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	5	6	6	6	6

* Position was authorized but unfunded in fiscal year 2022 and reinstated mid-year in fiscal year 2023.

** Position was approved during fiscal year 2023.

PLANNING & ZONING DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

The Planning and Zoning Division has four primary functions: plan review and permitting; code enforcement; administrative and technical support to the Town Council and various land use boards and commissions; and land use planning.

Regular Payroll: The Planning and Zoning Division is staffed with six full-time employees. This appropriation includes merit increases for all eligible employees and the addition of a Senior Planner during fiscal year 2023.

Office Expense: Office expenses are comprised of office supplies, postage, printing and copying costs for the division.

Dues & Travel: This appropriation provides for one American Planning Association and three Connecticut Association of Zoning Enforcement Official's professional memberships, as well as mileage reimbursement for staff.

Training: This provides staff development and training, and certification for the Zoning Enforcement Officer and Planning & Zoning Technician positions.

Advertising: This Division is required by State statute and local ordinance to publish legal and public notices associated with land use applications for the Town Planning and Zoning /Inland Wetlands and Watercourses Agency (TPZ/IWWA) and Zoning Board of Appeals (ZBA).

Professional Services: This appropriation is added in fiscal year 2025 for the services of a wetlands professional to assist with development application reviews and the cost for a Soil Scientist / Professional Wetlands consultant for third party peer review of wetland applications and other technical planning assistance.

Contractual Services: This appropriation is for transcription services.

Telecommunications: This funds the costs associated with the desktop telephone and cellular services.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

(Calendar Year)

Planning & Zoning Applications

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Site Plan	8	9	9	12	11
Special Use Permit	28	3	19	24	17
Inland Wetland and Watercourse	44	31	52	41	49
Lot Line Revision	1	3	9	10	5
Lot Split	4	3	2	3	1
Special Development District	9	10	15	13	13
Subdivision	1	0	1	1	0
Honorary/Historic Street Renaming**				2	0
Zoning Board of Appeals	18	15	13	25	21
Zoning Permits	<u>266</u>	<u>279</u>	<u>319</u>	<u>318</u>	<u>240</u>
Total	379	353	439	449	357

Board/Commission Meeting Information

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Town Planning & Zoning Commission					
Number of Meetings	37*	15	15	14	19
Number of Hours	94.4*	29.6	28.4	42.4	46.2
Zoning Board of Appeals					
Number of Meetings	11	7	8	9	6
Number of Hours	7.6	6.5	6.5	7.7	5.1
Design Review Advisory Board					
Number of Meetings	12	8	10	21	16
Number of Hours	<u>17</u>	<u>9.5</u>	<u>13.5</u>	<u>34.25</u>	<u>21.7</u>
Total Number of Meetings	60	30	33	44	41
Total Number of Hours	119	45.6	48.4	84.35	73.0

* Staff support of/at Town Council related meetings is not included in the Board and Commission meetings noted above.

** Honorary & Historic Street Renaming is a new application type. TP&Z designated as the review/approval authority.

DEPARTMENT: COMMUNITY DEVELOPMENT

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised	Proposed
	2021-22	2022-23	2023-24	2023-24	2024-2025
<u>GENERAL FUND</u>					
Director of Community Development	1	1	1	1	1
Town Engineer	1	1	1	1	1
Assistant Town Engineer	1	1	1	1	1
Civil Engineer III				1	1
Civil Engineer II	2	2	2	2	2
Civil Engineer I	1	1	1	1	1
Survey Crew Chief	1	1	1	1	1
Construction Inspection Manager		1	1	1	1
Engineering Technician II	1				
Engineering Technician I	2	2	2	2	2
Supervisor of Inspections	1	1	1	1	1
Senior Building Inspector	1	2	2	2	2
Building Inspector	4	4	4	5	5
Town Planner	1	1	1	1	1
Senior Planner		1	1	1	1
Associate Planner	1	1	1	1	1
Planning & Zoning Technician	1	1	1	1	1
Zoning Enforcement Officer	1	1	1	1	1
Asst. Zoning Enforcement Officer	1	1	1	1	1
Office Operations Specialist		1	1	1	1
Administrative Assistant	1				
Staff Assistant	2	2	2	2	2
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	24	26	26	28	28

This Page Left Intentionally Blank

DEPARTMENT OF PUBLIC WORKS**MISSION**

The mission of the Public Works Department (DPW) is to provide the highest quality public works services to the community and other Town departments, balanced through efforts to maintain a cost-effective operation and to provide these services in a responsible and efficient manner. This is accomplished through the prudent use of resources, technology, innovation, teamwork, and coordination with other service providers in the Town.

VALUES**Excellence**

- We demonstrate a high degree of competency.
- We provide services effectively and efficiently.
- We prepare for today and plan for tomorrow.
- We pursue innovation.

Integrity

- We highly respect and value the public's trust.
- We are available and responsive.
- We are committed to respectful, open and transparent processes.
- We are dedicated to inclusiveness and accessibility.

Stewardship

- We preserve the health and safety of employees and the community.
- We protect public investments.
- We work toward social equity, environmental enhancement and economic prosperity.
- We are fiscally accountable.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ During FY24 the following items were purchased in the Capital Non-Recurring Expenditure Fund to replace severely aging or scrapped vehicles and equipment:
 - BOE Transportation – 2023 Ford EV Transit Van replacing 2011 Ford Econo Van
 - DPW – 2-23 Enclosed Trailers to move landscaping equipment
 - DPW – Concrete Mixer replacing a 2012 mixer
 - DPW – 2023 Volvo Wheeled Excavator with attachments to more quickly service Town needs
 - DPW – 2023 Freightliner Dump Truck (2) w/plows to complement fleet and increase productivity
 - DPW – 2023 Skid-steer Bobcat T7770 w/attachments to replace 2010 New Holland tractor
 - DPW – 2023 Toro 4010 wide area mower to service athletic fields replacing 2010 mower

- ✓ DPW managed multiple aspects of severe weather activities including road closures, assistance to Eversource and clearing debris from roadways.
- ✓ DPW completed 8,268 work orders in fiscal year 2023.
- ✓ Repaired or replaced 250 catch basins, and cleaned an additional 605 to meet DEEP requirements.
- ✓ DPW performed major repair to Town storm drains on Linnard Road for flooding issues in the area.
- ✓ DPW implemented a food scrap pilot in the Morley School district to determine the viability of additional waste diversion to lower the Town's environmental footprint.
- ✓ Grounds Division performed reconstruction of the Wolcott baseball field including dugouts, new LED lighting, laser graded playing surface, fencing and site landscaping.
- ✓ Grounds Division tree replacement planting program included 50 + trees planted on school, park, and cemetery grounds.
- ✓ Traffic Safety upgraded signalized intersections throughout Town with Handicap accessible crosswalk buttons.
- ✓ Parking Services supported Outdoor Dining, restaurant curbside pick-up, the Farmers Market, Summer in the Square, Harvest Fair, Election Parking, Holiday Stroll, Mitten Run, Fire & Ice, and other Social Service programs.
- ✓ Parking Services, working with Library Services, worked to promote children's artistic talents and produced 24 banners displayed on Main Street.
- ✓ DPW outreach programs touched over 75,000 Facebook, Instagram, and X (formally Twitter) users. In addition, communications continue to grow through local media channels including TV and publications.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ DPW will continue to maintain and repair all Town infrastructure aligned with its scope of work. This includes seasonal activities aligned to roads, public venues and athletic areas.
- ❖ DPW will begin constructing a new Materials Service Center to better serve the public, improve operational efficiency and to support waste reduction and separation activities.
- ❖ DPW will build a fuel filling station for Town vehicles to reduce operational costs and increase efficiency. This will assure vehicles remain in service during times of power outages to meet public needs.
- ❖ DPW will complete implementation of a new Asset / Work Management system to enhance operations and increase productivity.
- ❖ DPW will implement Electric Vehicle Service Equipment (EVSE) in key strategic areas of Town identified by resident feedback and consultant designated best practices.
- ❖ DPW will continue its efforts to meet the permit requirements of the Municipal Separate Storm Sewer System (MS4) plan by sweeping streets a minimum of once per year, while sweeping designated business areas and main roads to mitigate the effects of heavy pollutant loads on the storm sewer system. DPW will also inspect, clean, and maintain catch basins in accordance with the requirements of the permit.

DEPARTMENT OF PUBLIC WORKS

BUDGET SUMMARY						
	Actual <u>2022-23</u>	Adopted <u>2023-24</u>	Actual <u>6 Months</u>	Estimated <u>2023-24</u>	Proposed <u>2024-25</u>	Percent <u>Change</u>
Revenues:						
Intergovernmental	\$747,478	\$706,660	\$345,275	\$764,213	\$706,660	
Licenses & Permits	157,147	115,000	76,079	155,200	255,000	121.7%
Charges for Services	108,330	89,820	24,765	97,320	92,320	2.8%
Miscellaneous Revenue	<u>3,485</u>	<u>2,000</u>	<u>1,308</u>	<u>2,500</u>	<u>2,000</u>	
TOTAL	\$1,016,440	\$913,480	\$447,427	\$1,019,233	\$1,055,980	15.6%
Expenditures:						
Wages & Salaries	\$4,415,799	\$4,922,273	\$2,199,434	\$4,937,551	\$5,192,937	5.5%
Operating Expense	8,029,327	8,134,038	3,308,001	8,237,357	8,492,294	4.4%
Fringe Benefits	<u>410,981</u>	<u>467,274</u>	<u>153,425</u>	<u>437,636</u>	<u>486,837</u>	4.2%
TOTAL	\$12,856,107	\$13,523,585	\$5,660,860	\$13,612,544	\$14,172,068	4.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			Revised	Proposed
Full-Time Positions:	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
General Fund	49.00	50.00	52.00	52.00	52.00
Parking Lot Fund	10.00	10.00	10.65	10.65	10.65
Cemetery Fund	<u>1.00</u>	<u>1.00</u>	<u>3.35</u>	<u>3.35</u>	<u>3.35</u>
TOTAL	60.00	61.00	66.00	66.00	66.00

BUDGET & PROGRAM HIGHLIGHTS

Overall, the Department of Public Works' expenditure budget is increased \$648,483 or 4.8% for fiscal year 2025. Wages and salaries increase \$270,664, or 5.5%, primarily due to contractual settlements, merit/step adjustments for eligible employees and minimum wage increases for part time/temporary employees. Operating expense increases \$358,256, or 4.4%, primarily due to the increased cost for refuse and bi-weekly collection of yard waste, the disposal of recyclable materials and fleet maintenance. This increase is offset by an increase in transfer station permit fees. The remainder represents increased cost of material and supplies as well as contractual services, as outlined in the divisions. The change in social security is consistent with wages.

ANNUAL BUDGET 2024-2025

PUBLIC WORKS MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Highway Town Aid Grant	\$691,660	\$691,660	\$345,275	\$691,031	\$691,660	
TOTAL	\$691,660	\$691,660	\$345,275	\$691,031	\$691,660	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$370,336	\$380,266	\$182,247	\$381,776	\$390,037	2.6%
Temporary Payroll	18,188	20,000	8,425	22,995	20,000	
Overtime	4,442	4,000	1,428	4,010	4,000	
Education Premium Pay	1,028	1,020	425	1,020	1,020	
Office Expense	6,948	9,000	3,994	9,200	9,450	5.0%
Dues and Travel	4,158	600	8,734	9,300	2,700	350.0%
Training	12,877	11,000	7,759	15,000	15,000	36.4%
Professional Services	1,340					
Contractual Services	5,730	14,000		10,000	14,000	
Meals	12,149	11,000	10,902	13,000	14,000	27.3%
Uniforms & Laundry	40,795	52,560	31,541	52,560	59,350	12.9%
Information Technology	105,764	52,710	52,581	52,710	57,015	8.2%
Telecommunications	14,626	21,375	6,845	21,375	17,620	-17.6%
Operating Expense	15,408	1,000		1,000	1,000	
Land Lease	32,200					
Social Security	<u>27,354</u>	<u>30,167</u>	<u>12,861</u>	<u>29,075</u>	<u>30,214</u>	0.2%
TOTAL	\$673,343	\$608,698	\$327,742	\$623,021	\$635,406	4.4%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</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 (3) full-time positions. The budget also reflects anticipated merit increases for eligible employees.

Temporary Payroll: The appropriation funds office clerical staff who assist with resident inquiries, the yard waste program, inventory and various other administrative staff.

Overtime: The appropriation is for telephone coverage during snow operations, adverse weather events.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: This appropriation funds paper, postage, copying and office supplies for the department and increases slightly due to historical trends.

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. The increase in fiscal year 2025 supports license requirements for staff.

Training: This appropriation funds the University of Connecticut sponsored Road Master/Road Scholar training program, CDL training, and annual certifications directly related to on-the-job work tasks. The increase is due to a federal statute that necessitates moving CDL training from in-house to the DMV along with technical certification testing and training.

Professional Services: This appropriation was moved to contractual services in fiscal year 2024.

Contractual Services: This appropriation funds the participation in the CDL drivers' drug and alcohol testing program through Connecticut Conference of Municipalities as well as hearing tests for employees.

Meals: This appropriation funds the contractual meal allowance paid to eligible full-time employees in the AFSCME Union, plus costs during extreme weather events. The increase is to account for additional staff hired in fiscal year 2024.

Uniforms & Laundry: This appropriation is for the laundering, repair and replacement of uniform pants and shirts provided by contract to full-time staff, as well as the annual purchase of work safety shoes. The increase is due to additional staff and rising costs.

Information Technology: This appropriation funds the cost of the department's work order system (Asset Essentials), Weatherworks and Easy Clocking Time Clock. The annual increase is directly related to the Asset Essential work management software contract.

Telecommunications: Reflects the operating costs for desk and cellular telephone services, as well as wireless costs for tablets and other devices used by the department. In fiscal year 2025 the decrease is a direct result of reduction in units (cell phones/tablets).

Operating Expense: This appropriation includes miscellaneous office, storm and operating expenses not covered in other appropriations.

Land Lease: This appropriation was for leasing land to store materials and was eliminated in fiscal year 2024.

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

CONTRACTUAL SERVICES DIVISION

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Intergovernmental	\$55,818	\$15,000	\$	\$73,182	\$15,000	
Bulky Waste/Recycling						
Permits	152,697	110,000	75,928	150,200	250,000	127.3%
Metal Recycling	9,969	4,000	5,445	7,500	7,000	75.0%
Recycling Rebate	2,247	1,000	1,114	1,500	1,000	
Refuse Hauling Licenses	4,575	5,000	151	5,000	5,000	
Additional Refuse Barrel	<u>51,581</u>	<u>52,000</u>	<u> </u>	<u>52,000</u>	<u>52,000</u>	
TOTAL	\$276,887	\$187,000	\$82,638	\$289,382	\$330,000	76.5%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Temporary Payroll	\$62,802	\$63,000	\$30,956	\$63,165	\$63,000	
Office Expense	6,133	13,000	192	13,000	13,000	
Advertising	5,424	7,000	1,300	7,000	7,500	7.1%
Professional Services	15,101	19,000	8,363	19,000	19,000	
Contractual Services	2,704,158	2,687,500	1,147,847	2,686,000	2,821,813	5.0%
Solid Waste Disposal	2,665,995	2,692,000	1,016,242	2,635,000	2,637,000	-2.0%
Office/Minor Equipment	64,465	25,000	23,736	110,000	25,000	
Social Security	<u>913</u>	<u>4,820</u>	<u>447</u>	<u>1,124</u>	<u>4,820</u>	
TOTAL	\$5,524,991	\$5,511,320	\$2,229,083	\$5,534,289	\$5,591,133	1.4%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Public Works Manager*	<u>0.35</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL	0.35				

* In fiscal year 2023, this portion of the Manager was transferred to Streets Division.

CONTRACTUAL SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Temporary Payroll: The appropriation funds part-time hours to enforce the Town's refuse and recycling regulations.

Office Expense: This line item is for the printing cost of skip tags, which are used when bags are presented improperly, and for residential recycling permits.

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. A CPI increase is included for fiscal year 2025.

Professional Services: This budget reflects the costs for Recollect Platform Service Renewal direct waste programming, Safety Clean/Clean Harbors waste oil disposal; misc. environmental services waste cleanup and posters, support materials and professional services related to the recycling program.

Contractual Services: The appropriation reflects an increase in curbside services (\$1,632,798), a bi-weekly recycling collection (\$854,850) and a yard waste collection (\$331,165). Contractual price increases are included in the appropriation for fiscal year 2025. Also included in the appropriation is a credit card processing fee for Resident purchasing of permits and fee-based services (\$3,000). Partially offsetting this appropriation is an increase to residents for transfer station fees for which costs have remained unchanged for 10 years. Due to the cost increases for the handling and disposal of yard waste over the last several years it is necessary to increase fees for this fiscal year. The new transfer station fees beginning July 1, 2025 will increase to \$20 for cars, and \$40 for trucks and can be seen in the Bulky Waste/Recycling Permit Revenue.

Solid Waste Disposal: This appropriation reflects the Town's refuse and recycling disposal contract. This appropriation is based on the current contractual rate of \$95 per ton. Also included in this appropriation is the disposal of recyclable materials at \$90 per ton, bi-weekly yard waste material disposal and processing (\$46,000) and a management fee (\$175,000).

Office/Minor Equipment: This appropriation is directly related to purchasing recycling barrels, which were last replaced in 2008.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS**Contractual Services**

	<u>Actual</u> <u>FY 2019</u>	<u>Actual</u> <u>FY 2020</u>	<u>Actual</u> <u>FY 2021</u>	<u>Actual</u> <u>FY 2022</u>	<u>Actual</u> <u>FY 2023</u>
Volume of leaves collected (cubic yards)	6,074	4,880	6,075	5,100	5,583
Tons of leaves collected	1,518	1,224	1,519	1,275	1,384
Tons of Waste Recycled	7,042	6,445	9,727	8,835	8,713
Percent of Total Waste Recycled	27.8%	25.7%	33.5%	32.5%	32.3%
Tons of Refuse Collected	18,246	18,617	19,338	18,333	18,227

STREET MAINTENANCE DIVISION

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,326,726	\$1,423,646	\$648,097	\$1,398,865	\$1,455,535	2.2%
Overtime	140,252	314,400	41,992	315,100	314,400	
Contractual Services	29,183	64,158	26,663	65,000	77,950	21.5%
Solid Waste Disposal	7,027	67,000	9,236	60,000	67,000	
Minor Equipment	45,742	16,300	29,562	38,419	25,000	53.4%
Uniforms & Laundry	46,811	5,500	9,184	11,226	9,000	63.6%
Telecommunications	2,516	2,754	1,277	2,754	2,974	8.0%
Maintenance & Repairs	20,445	38,700	6,236	38,800	40,950	5.8%
Snow Removal Supplies	252,678	303,350		344,998	307,100	1.2%
Street Maintenance	107,687	135,000	77,442	93,352	154,750	14.6%
Sidewalk Maintenance	27,495	24,200	12,395	24,200	25,410	5.0%
Rental/Leases	3,722		881	1,100	1,500	100.0%
Social Security	98,323	130,917	49,568	115,473	133,287	1.8%
TOTAL	\$2,108,607	\$2,525,925	\$912,533	\$2,509,287	\$2,614,856	3.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Public Works Manager**	1.65	2.00	2.00	2.00	2.00
Crew Leader Streets Division	3.00	3.00	3.00	3.00	3.00
Street Maintainer I* ** *** ****	9.00	9.00	10.00	8.00	8.00
Street Maintainer II** ***	3.00	3.00	3.00	5.00	5.00
TOTAL	16.65	17.00	18.00	18.00	18.00

* One Streetlight Technician position from Traffic Division was reallocated to a Street Maintainer I in the Streets Division during fiscal year 2022.

** In fiscal year 2023, 35% of a Public Works Manager was transferred from Contractual Services Division.

*** In fiscal year 2023, with the adoption of the Streets Union Contract, the Equipment Operators were renamed Street Maintainers.

**** In fiscal year 2024, one additional Street Maintainer I is added and 2 Street Maintainer I are promoted to Street Maintainer II.

STREET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Street Maintenance operation is staffed with 18 full-time positions. The budget reflects contractual obligations and anticipated merit increases for eligible employees.

Overtime: This appropriation is for emergency and planned road maintenance, special events, snow and ice control, storm sewer work, and street sweeping outside of normal working hours.

Contractual Services: This appropriation funds the services of snow removal contractors used to plow Town streets. DPW utilizes up to fifteen contractors to supplement Town staff during a plowing operation. In fiscal year 2025 the increase relates to traffic safety, call before you dig fee and anticipated contractor increases.

Solid Waste Disposal: This appropriation reflects the estimated disposal cost of materials vacuumed from catch basins and swept from Town streets under the MS4 program.

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. The increase in fiscal year 2025 represents additional painting and striping markers (\$7,000) due to the Town's New Vision Zero Plan along with aligning expenses to historical trends.

Uniforms & Laundry: This appropriation represents the costs for safety equipment including ear plugs, safety glasses, goggles, hard hats, safety vests and gloves used by staff in the field.

Telecommunications: The department has a wireless internet and cable television subscription to monitor snow operations. A CPI increase is included.

Maintenance & Repairs: This line item reflects costs for snowplow damage repairs (seed and topsoil). The primary increase in fiscal year 2025 represents repairs/replacement of aging equipment.

Snow Removal Supplies: The appropriation reflects the estimated cost of Clearlane to treat streets for 15 snow events annually. Clearlane is a pre-treatment product and saves the department labor and equipment costs in sweeping streets, cleaning catch basins and cleaning of storm water lines, ponds and streams where sand normally collects.

Street Maintenance: This appropriation is 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. The increase in fiscal year 2025 reflects the rising costs for bituminous materials.

Sidewalk Maintenance: This appropriation is for emergency sidewalk repairs. Fiscal year 2025 reflects rising costs.

Rental/Leases: This appropriation funds the annual cost for monthly basic cable service for monitoring weather forecasts and emergencies and for the rental of a container to store equipment. The increase is directly related to minor equipment repairs.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS

	<u>Actual FY 2019</u>	<u>Actual FY 2020</u>	<u>Actual FY 2021</u>	<u>Actual FY 2022</u>	<u>Actual FY 2023</u>
Number of sanding & plowing operations	12	5	12	16	14
Percent of snowstorms cleared within 8 hours	100%	100%	100%	100%	100%
Number of instances employees called in to work	44	38	44	47	41
Number of pothole work orders completed	1,269	744	550	567	375

FLEET MAINTENANCE DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$652,429	\$710,667	\$307,815	\$692,579	\$719,246	1.2%
Temporary Payroll	13,753	28,500	7,260	17,027	30,000	5.3%
Overtime	26,510	20,000	11,736	20,050	20,000	
Office Expense	1,428	2,420		1,000		-100.0%
Contractual Services	100,304	114,600	60,172	114,600	122,000	6.5%
Information Technology	5,018	8,640	50	5,000	12,600	45.8%
Telecommunications	34,044	17,500	17,322	34,000	21,000	20.0%
Vehicles & Equipment Expense	705,868	637,300	323,922	641,450	702,215	10.2%
Maintenance & Repairs	73,151	69,000	18,580	69,000	69,000	
Social Security	<u>53,435</u>	<u>56,675</u>	<u>23,506</u>	<u>53,289</u>	<u>57,314</u>	1.1%
TOTAL	\$1,665,940	\$1,665,302	\$770,363	\$1,647,995	\$1,753,375	5.3%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Public Works Manager	1	1	1	1	1
Heavy Equipment Mechanic*	<u>6</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
TOTAL	7	8	8	8	8

* In fiscal year 2023, an additional Heavy Equipment Mechanic was added to the Fleet Division.

FLEET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Fleet Maintenance activity is staffed with eight full-time positions; one Manager and seven Mechanics. The budget reflects contractual obligations and anticipated merit increases for eligible employees.

Temporary Payroll: This appropriation reflects the cost for two part-time positions. These positions are responsible for keeping the shop and shop floor clean, shuttling cars between the DPW and other Town facilities as needed.

Overtime: This appropriation is used to address preventive vehicle maintenance deferred during the snow season when the workforce is participating in snow and ice control operations. It is also used to respond to emergency repairs when public safety vehicles break down outside of normal working hours.

Office Expense: Subscriptions and publications required for diagnostic and repair inquiries. In fiscal year 2025 this appropriation is combined with the line-item Information Technology.

Contractual Services: This appropriation includes a contract with an Integrated Business Solution (\$116,000) to manage parts and inventory. This program significantly frees up the administrative time of the employees related to parts ordering, returning and overall management, thus increasing productivity. A hazardous waste vendor (KleenHarbors) is utilized for the disposal of toxic materials (\$3,000). In addition, \$3,000 is appropriated for crane safety and lift inspections.

Information Technology: This appropriation reflects the annual software maintenance support costs of the fleet maintenance software system. In fiscal year 2025, the office expense is transferred to the Information Technology line item along with scanned software for newer vehicles (\$1,540).

Telecommunications: This account funds cellular service for the Samsara GPS system in use by the Fleet division for vehicle monitoring and tracking. In fiscal year 2025, additional GPS units are included along with a CPI increase.

Vehicles & Equipment Expense: This appropriation reflects the cost of parts and equipment used to repair and maintain the Public Works vehicle fleet which consists of approximately 156 vehicles, 74 plows and 39 sanders. The appropriation also includes gas, motor oil and fuel used to operate and service the Town fleet, exclusive of Police and Fire vehicles. As the fleet has aged, more repairs are necessary. The budget for vehicle maintenance increases based upon actual usage and prevailing fuel costs.

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.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2019</u>	<u>Actual FY 2020</u>	<u>Actual FY 2021</u>	<u>Actual FY 2022</u>	<u>Actual FY 2023</u>
Number of vehicle maintenance work orders completed	1,021	1,175	1,647	1,967	1,686
Number of instances employees called in to work	6	5	1	7	4

TRAFFIC SAFETY CONTROL DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$44,533	\$32,820	\$18,206	\$36,320	\$32,320	
TOTAL	\$44,533	\$32,820	\$18,206	\$36,320	\$32,320	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$395,120	\$445,073	\$205,929	\$451,467	\$462,888	4.0%
Overtime	29,212	22,000	17,419	29,560	22,000	
Contractual Services	53,825	64,900	11,161	61,400	67,600	4.2%
Solid Waste Disposal		500		500		
Office Equipment	2,149	2,400	1,169	2,400	3,500	45.8%
Uniforms & Laundry	1,027	8,640	11,807	19,126	10,000	15.7%
Maintenance & Repairs	162,207	110,120	41,912	130,196	150,000	36.2%
Information Technology		1,200	932	1,200	3,500	191.7%
Rental/Leases	1,357	3,720	1,412	4,100	3,800	2.2%
Social Security	35,158	35,133	16,448	36,494	36,556	4.1%
TOTAL	\$680,055	\$693,686	\$308,189	\$736,443	\$759,844	9.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Public Works Manager	1	1	1	1	1
Signal Support Technician	1	1	1	1	1
Signal System Technician*	1	1	1	1	1
Sign Maintenance Lead	1	1	1	1	1
Sign Maintenance Worker	1	1	1	1	1
TOTAL	5	5	5	5	5

* One Signal System Technician position was reallocated to a Street Maintainer in the Streets Division during fiscal year 2022.

TRAFFIC SAFETY CONTROL DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Traffic Safety operation is staffed with 5 full-time positions. The budget reflects contractual obligations and merit increases for eligible staff.

Overtime: This line item funds overtime for problems with traffic signals, street sign and streetlight knockdowns, and the Town's fiber optic network that occur outside normal business hours, as well as overtime for special events.

Contractual Services: This appropriation funds updates and charges for the Call Before You Dig mark out service and on-street pole transfers by Eversource. This service is split between the Traffic Safety Control Division and the Street Maintenance Division. The increase reflects the projected annual costs.

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

Office Equipment: This budget is for minor equipment such as tools, parts and equipment for installing and maintaining signals, streetlights, signs and work on the fiber optic network. The increase in fiscal year 2025 represents a CPI increase, and additional minor equipment to meet the needs of the department.

Uniforms & Laundry: This appropriation funds safety equipment used in the performance of electrical and sign maintenance operations and reflects increased costs. The increase in fiscal year 2025 is based on historical costs.

Maintenance & Repairs: 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. In fiscal year 2025 the increase represents updating signs per the Town's Vision Zero Project (\$27,000), street materials and electrical supplies (\$12,880).

Information Technology: This appropriation will be used to purchase fiber optic supplies for traffic signal cabinets. The increase is based on historical trends.

Rental/Leases: This appropriation funds the leasing of a storage container to store sign and signal materials. A CPI increase is included.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2019</u>	<u>Actual FY 2020</u>	<u>Actual FY 2021</u>	<u>Actual FY 2022</u>	<u>Actual FY 2023</u>
Number of street light work orders completed	316	189	158	142	161
Number of instances employees called in to work	23	29	28	23	24

ANNUAL BUDGET 2024-2025

GROUNDS MAINTENANCE DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$3,360	\$ 2,000	\$ 1,308	\$ 2,500	\$ 2,000	
TOTAL	\$3,360	\$ 2,000	\$ 1,308	\$ 2,500	\$ 2,000	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,152,757	\$1,280,701	\$590,211	\$1,303,297	\$1,480,811	15.6%
Temporary Payroll	104,751	99,000	70,716	126,140	100,000	1.0%
Overtime	117,493	110,000	74,778	110,500	110,000	
Contractual Services	213,260	200,765	86,170	200,765	248,265	23.7%
Minor Equipment	33,683	40,195	5,247	40,195	42,300	5.2%
Utilities	279,818	292,261	146,130	292,261	315,427	7.9%
Maintenance & Repairs	477,603	286,170	89,103	286,170	296,005	3.4%
Social Security	97,995	111,759	50,595	104,378	126,843	13.5%
Transfer Out	<u>97,803</u>	<u>97,803</u>	<u> </u>	<u>97,803</u>	<u>97,803</u>	
TOTAL	\$2,575,163	\$2,518,654	\$1,112,950	\$2,561,509	\$2,817,454	11.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Public Works Manager	1	1	1	1	1
Crew Leader*	3	3	3	3	3
Equipment Mechanic – Grounds	1	1	1	1	1
Senior Tree Trimmer	1	1	1	1	1
Tree Trimmer	1	1	1	1	1
Grounds Maintainer**	6	6	7	7	7
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	18	18	18

* One Crew Leader position was authorized but unfunded in fiscal year 2022 and reinstated in fiscal year 2023.

** In fiscal year 2024 an additional Grounds Maintainer is added.

GROUNDS MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Grounds Division, which is staffed with 18 full-time positions, maintains the grounds at all Town and Board facilities. During fiscal year 2024 the Grounds Maintenance contract was ratified. The appropriation reflects estimated step/merit increases for eligible staff.

Temporary Payroll: The appropriation funds permanent and seasonal part-time help to help augment summer maintenance of athletic fields and Town parks. The increase is based on historical trends.

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

Contractual Services: This appropriation reflects a CPI increase for the cost of contractors to perform channel maintenance and roadside mowing, fence repairs, irrigation repairs and servicing, supplemental tree work not done by Town tree crews, athletic field maintenance services such as over-seeding and topdressing, and all other contractual work performed for Town and school grounds.

Minor 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. In fiscal year 2025 the increase represents back pack blowers (\$2,105).

Utilities: This appropriation reflects a contribution to the Utilities Services Fund 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, running athletic field irrigation systems, and a lighted tennis court, basketball court and baseball field at Wolcott Park. The natural gas cost is for heat at the Beachland and Fern Park facilities. This appropriation increases or decreases based upon rates and usage.

Maintenance & Repairs: 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. This budget also funds the purchase 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. The repair and preventive maintenance of power equipment that is not registered and plated is also funded here. This includes mowing and trimming equipment, leaf and snow removal equipment, tree maintenance equipment, athletic field maintenance equipment and all power hand tools. This appropriation also funds 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 of the Town's high schools.

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

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2019</u>	<u>Actual FY 2020</u>	<u>Actual FY 2021</u>	<u>Actual FY 2022</u>	<u>Actual FY 2023</u>
Number of tree issue work orders completed	312	306	637	372	323
Number of instances employees called in to work	9	10	9	8	5

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

PARKING LOT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Charges for Services	\$1,864,634	\$1,609,000	\$1,724,000	\$1,724,000
Management Fee – BBS	680,393	701,586	625,586	620,336
Fines & Forfeitures	120,778	80,000	100,000	100,000
Interest Income	<u>3,206</u>	<u>6,500</u>	<u>24,000</u>	<u>24,000</u>
Total Revenues & Other Resources	\$2,669,011	\$2,397,086	\$2,473,586	\$2,468,336

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Municipal Parking Operations	\$ 1,645,966	\$ 1,861,014	\$1,879,888	\$1,945,915
BBS Parking Operations	<u>829,865</u>	<u>1,062,304</u>	<u>1,076,441</u>	<u>1,057,152</u>
Total Expenditures & Other Uses	\$ 2,475,831	\$ 2,923,318	\$2,956,329	\$3,003,067

CHANGE IN FUND BALANCE	\$ 193,180	(\$ 526,232)	(\$ 482,743)	(\$ 534,731)
BEGINNING BALANCE	\$ 130,498	\$ 323,678	\$ 323,678	(\$ 159,065)
ENDING BALANCE	\$ 323,678	(\$ 202,554)	(\$ 159,065)	(\$ 693,796)

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 and contribute an amount to fund balance 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>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Charges for Services	\$1,958,000	\$1,288,000	\$1,088,000	\$1,664,000	\$1,985,000
Management Fee	1,105,000	63,000	383,000	587,000	681,000
Interest Income	<u>31,000</u>	<u>33,000</u>	<u>1,000</u>	<u> </u>	<u>3,000</u>
TOTAL REVENUES	\$3,094,000	\$1,384,000	\$1,472,000	\$2,251,000	\$2,669,000
<u>Expenditures:</u>					
Operational	<u>\$3,069,000</u>	<u>\$2,691,000</u>	<u>\$2,328,000</u>	<u>\$2,662,000</u>	<u>\$2,475,000</u>
TOTAL EXPENDITURES	\$3,069,000	\$2,691,000	\$2,328,000	\$2,662,000	\$2,475,000
OPERATING RESULTS	\$ 25,000	(\$ 1,307,000)	(\$ 856,000)	(\$ 411,000)	\$ 194,000
FUND BALANCE	\$2,704,000	\$1,397,000	\$ 541,000	\$ 130,000	\$ 324,000

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. In theory, 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 Parking Lot Fund has accumulated fund balance of \$323,678 as of June 30, 2023.

FISCAL YEAR 2024 OPERATING RESULTS

The fiscal year 2024 budget was based on the conditions that were observed in prior year:

- Reduced on-street inventory to accommodate outdoor dining.
- Reduced on-street and lot inventory to accommodate pick-up/take-out.
- Reduction of monthly parking permits as professional employees are working from home.
- Reduction in indoor occupancy for restaurants and businesses.
- Reduction of business traffic (e.g., closed gym, movie theater and restaurants)
- Reduced consumer confidence in public settings (e.g., restaurants, shopping, etc.)

As the year unveils, estimated revenue for fiscal year 2024 for the Parking Lot Fund is projected to be \$2,473,576.

BBS parking operations also sees similar improvements in revenues albeit with modest performance. BBS operations continue to receive a transfer annually from the Parking Lot fund to pay for operating expenses and debt obligations. A number of projects, deferred in fiscal year 2021 due to the economic stress induced by the pandemic, are now being executed. The initiatives include implementing a permit management system, continuing structural maintenance of the garages, upgrading parking kiosks to comply with wireless communication protocols.

The fund expects to have a deficit of \$482,743 for the year, resulting in fund balance of (\$159,065).

FISCAL YEAR 2025 BUDGET

Fiscal year 2025 projects further decline in fund balance with revenue assumptions still below historical averages. Town parking assets are aging and require higher maintenance to meet industry and safety standards.

The fund expects to have a deficit of \$534,731 for the year, resulting in fund balance of (\$693,796).

PARKING LOT FUND

The mission of the Parking Lot Fund is to operate the Town's municipal parking operations, which include metered 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
Revenues:	2022-23	2023-24	6 Months	2023-24	2024-25	Change
Charges for Services	\$1,864,634	\$1,609,000	\$887,477	\$1,724,000	\$1,724,000	7.1%
Management Fee – BBS	680,393	701,586		625,586	620,336	-11.6%
Fines & Forfeitures	120,778	80,000	25,893	100,000	100,000	25.0%
Interest Income	3206	6,500	11,568	24,000	24,000	269.2%
TOTAL	\$2,669,011	\$2,397,086	\$924,938	\$2,473,586	\$2,468,336	3.0%
Expenditures:						
Wages & Salaries	\$775,548	\$ 883,758	\$ 379,230	\$852,924	\$ 920,351	4.1%
Operating Expense	906,257	1,226,674	356,118	1,250,265	1,148,443	-6.4%
Fringe Benefits	794,026	812,886	404,473	853,140	934,273	14.9%
TOTAL	\$2,475,831	\$2,923,318	\$1,139,821	\$2,956,329	\$3,003,067	2.7%

	Authorized Positions			Revised	Proposed
Full-Time Positions:	2021-22	2022-23	2023-24	2023-24	2024-25
Public Works Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Office Operations Specialist					1
Administrative Assistant**		1	1	1	
Senior Staff Assistant**	1				
Staff Assistant			0.65	0.65	0.65
Senior Parking Monitor	1	1	1	1	1
Parking Monitor	2	2	2	2	2
Grounds Maintainer	1	1	1	1	1
Parking Lot Gate Attendant*	3	3	3	3	3
TOTAL	10	10	10.65	10.65	10.65

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

** An Accounting Specialist was authorized but unfunded in fiscal year 2022 and reclassified to a Senior Staff Assistant during the year. In fiscal year 2023, the Senior Staff Assistant was promoted to Administrative Assistant. In fiscal year 2025, the Administrative Assistant is promoted to Office Operations Specialist.

Note – As of fiscal year 2022, two Police Beat Officers are included in this budget but the authorized positions are located in the Police Department

BUDGET & PROGRAM HIGHLIGHTS

The budget for the Parking Lot Fund is increased \$79,749 or 2.7% for fiscal year 2025. Wages and salaries include merit increases for eligible employees. Operating expenses decrease as cost to maintain the garages is included in a capital project in fiscal year 2025. In addition, an increase in fringe benefits is a result of increased healthcare and insurance costs.

Fund: Parking Lot Fund
Department: Public Works

SUMMARY OF EXPENDITURES						
<u>Expenditures</u>	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$641,690	\$692,725	\$322,888	\$707,587	\$727,800	5.1%
Temporary Payroll	56,696	22,028	9,445	21,714	22,028	
Overtime	66,418	158,000	45,639	111,618	158,000	
Holiday	8,995	8,985		8,985	9,503	5.8%
Education Premium Pay	1,749	2,020	1,258	3,020	3,020	49.5%
Office Expense	27,062	25,500	8,064	22,500	27,500	7.8%
Dues and Travel	1,519	4,000		4,000	4,000	
Training	675					
Professional Services	2,300	5,000	532	5,532	5,000	
Contractual Services	705,484	952,800	265,040	978,859	855,200	-10.2%
Office Equipment	3,487	5,000	897	5,000	5,000	
Meals	600					
Uniforms and Laundry	1,915	4,000	130	4,000	4,000	
Utilities	121,644	121,924	60,962	121,924	135,493	11.1%
Telecommunications	1,451	2,450	311	2,450	2,250	-8.2%
Vehicles & Equipment Exp	7,568	10,000	3,886	10,000	10,000	
Maintenance & Repairs	32,552	95,000	16,296	95,000	95,000	
Snow Removal Supplies		1,000		1,000	5,000	400.0%
Social Security	47,191	53,340	24,700	56,173	57,050	7.0%
Pension	331,430	359,948	179,974	359,948	370,247	2.9%
Risk Management Expense	415,405	399,598	199,799	399,598	452,588	13.3%
Contingency				37,421	54,388	100.0%
Total Department	\$2,475,831	\$2,923,318	\$1,139,821	\$2,956,329	\$3,003,067	2.7%

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

CEMETERY OPERATING FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Charges for Services	\$ 322,283	\$ 380,000	\$ 350,000	\$ 385,000
Sale of Lots	169,663	269,000	110,000	121,000
Interest Income	54,722	30,000	70,000	70,000
Transfer In				
Total Revenues & Other Resources	\$ 546,668	\$ 679,000	\$ 530,000	\$ 576,000

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Cemetery Operations	<u>\$ 560,537</u>	<u>\$ 507,443</u>	<u>\$ 545,448</u>	<u>\$ 786,707</u>
Total Expenditures & Other Uses	\$ 560,537	\$ 507,443	\$ 545,448	\$ 786,707

CHANGE IN FUND BALANCE	(\$ 13,869)	\$ 171,557	(\$ 15,448)	(\$ 210,707)
BEGINNING BALANCE	\$1,503,243	\$1,489,374	\$ 1,489,374	\$ 1,473,926
ENDING BALANCE	\$1,489,374	\$1,660,931	\$ 1,473,926	\$ 1,263,219

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>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Charges for Service	\$304,000	\$351,000	\$423,000	\$416,000	\$492,000
Interest Income	26,000	25,000	3,000	4,000	55,000
TOTAL REVENUES	\$330,000	\$376,000	\$426,000	\$420,000	\$547,000
<u>Expenditures:</u>					
Operational	\$376,000	\$410,000	\$503,000	\$538,000	\$561,000
TOTAL EXPENDITURES	\$376,000	\$410,000	\$503,000	\$538,000	\$561,000
TRANSFERS (TO)/FROM OTHER FUNDS	\$97,000	(\$3,000)	(\$3,000)	\$ -	\$ -
OPERATING RESULTS	\$51,000	(\$37,000)	(\$80,000)	(\$118,000)	(\$14,000)
FUND BALANCE	\$1,738,000	\$1,701,000	\$1,621,000	\$1,503,000	\$1,489,000

Fund: Cemetery Operating Fund**Department: Public Works****REVIEW OF PERFORMANCE**

The Cemetery Operations program uses 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. As of June 30, 2023 fund balance inclusive of the Permanent Reserve account totaled \$1,489,374.

FISCAL YEAR 2024 OPERATING RESULTS

The budget for fiscal year 2024 estimates revenue of \$460,000 (excluding interest income), revised midterm to reflect actual collection from July through December 2023. There has been a decline in lot sales due to the limited options available for inground burials. Plans are underway to propose a development of 390 full burial graves near the entrance of Fairview. The expansion will afford the Town to better service its residents with a full suite of options for memorial interment ranging from upright monuments, flush markers and cremation graves.

It is estimated that revenues of \$530,000 will be achieved in fiscal year 2024 with corresponding expenditures of \$545,448 resulting in a slight deficit of \$15,448. As of June 30, 2024, fund balance inclusive of the Permanent Reserve account is estimated to be \$1,473,926.

FISCAL YEAR 2025 BUDGET

Fiscal 2025 budget is projected with the preface that a parcel at the entrance of Fairview Cemetery will be developed to offer 390 full burial graves. The budget for fiscal year 2025 estimates revenue of \$576,000 with corresponding expenditures of \$786,707, resulting in a deficit of \$210,707. It is anticipated that fund balance inclusive of the Permanent Reserve account will total \$1,263,219 by June 30, 2025.

Fund: Cemetery Operating Fund
Department: Public Works

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>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Cemetery Service Charges	\$322,283	\$380,000	\$179,403	\$350,000	\$385,000	1.3%
Sale of Lots	169,663	269,000	66,504	110,000	121,000	-55.0%
Interest on Investment	54,722	30,000	34,948	70,000	70,000	133.3%
TOTAL	\$546,668	\$679,000	\$280,855	\$530,000	\$576,000	-15.2%
<u>Expenditures:</u>						
Wages & Salaries	\$140,300	\$278,494	\$108,858	\$279,159	\$328,827	18.1%
Operating Expense	227,911	101,256	44,753	134,681	107,985	6.6%
Fringe Benefits	192,326	127,693	60,777	131,608	349,895	174.0%
TOTAL	\$560,537	\$507,443	\$214,388	\$545,448	\$786,707	55.0%

	<u>Authorized Positions</u>			Revised	Proposed
<u>Full-Time Positions:</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Crew Leader	1	1	1.00	1.00	1.00
Grounds Maintainer			2.00	2.00	2.00
Staff Assistant			0.35	0.35	0.35
TOTAL	1	1	3.35	3.35	3.35

BUDGET & PROGRAM HIGHLIGHTS

The Cemetery Operating Fund budget increases \$279,264 or 55.0% for fiscal year 2025. Wages and salaries reflect anticipated cost-of-living increases and merit increases. In fiscal year 2024 two Grounds Maintainers and a shared Staff Assistant were added towards the end of the budget process, after the fringe benefit application to all departments was completed. The significant increase in the FY 2025 Proposed Budget reflects the application of those fringe benefits, which include Health/Pension/Risk allocations along with merit increases and a wage accrual for unsettled labor contracts. Based upon revenues of \$576,000, the Fund is expected to experience a loss of \$210,707, which will be offset by fund balance.

Fund: Cemetery Operating Fund
Department: Public Works

SUMMARY OF EXPENDITURES						
<u>Expenditures</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$77,081	\$224,514	\$71,889	\$201,528	\$243,720	8.6%
Temporary Payroll	46,696	28,980	19,688	41,844	44,359	53.1%
Overtime	16,523	25,000	17,281	35,787	40,748	63.0%
Office Expense	516	1,600	55	1,600	1,600	
Professional Services	11,107	20,000	2,485	20,000	20,000	
Contractual Services	124,863		23,853	28,225		
Office Equipment	480	1,000	240	1,000	1,000	
Meals	300		200	200		
Utilities	20,955	17,656	8,828	17,656	19,385	9.8%
Telecommunications						
Vehicles and Equipment	14,650	5,000	4,361	10,000	10,000	100.0%
Maintenance & Repairs	55,040	56,000	4,731	56,000	56,000	
Social Security	8,351	20,739	7,301	20,789	24,639	18.8%
Pension	41,440	45,877	22,938	45,877	112,367	144.9%
Risk Management Expense	142,535	61,077	30,538	61,077	207,495	239.7%
Contingency				<u>3,865</u>	<u>5,394</u>	100.0%
TOTAL	\$560,537	\$507,443	\$214,388	\$545,448	\$786,707	55.0%

ANNUAL BUDGET 2024-2025

DEPARTMENT: PUBLIC WORKS

FULL-TIME POSITION SCHEDULE

	Authorized Positions			Revised	Proposed
	2021-22	2022-23	2023-24	2023-24	2024-2025
<u>GENERAL FUND</u>					
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Business Operations Manager	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Manager	4.00	4.00	4.00	4.00	4.00
Crew Leader-Streets	3.00	3.00	3.00	3.00	3.00
Street Maintainer I	9.00	9.00	10.00	8.00	8.00
Street Maintainer II	3.00	3.00	3.00	5.00	5.00
Signal Support Technician	1.00	1.00	1.00	1.00	1.00
Sign Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Sign Maintenance Lead	1.00	1.00	1.00	1.00	1.00
Signal System Technician	1.00	1.00	1.00	1.00	1.00
Fleet Manager	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	6.00	7.00	7.00	7.00	7.00
Crew Leader-Grounds	3.00	3.00	3.00	3.00	3.00
Equipment Mechanic-Grounds	1.00	1.00	1.00	1.00	1.00
Senior Tree Trimmer	1.00	1.00	1.00	1.00	1.00
Tree Trimmer	1.00	1.00	1.00	1.00	1.00
Grounds Maintainer	6.00	6.00	7.00	7.00	7.00
BOE Grounds Foreman	1.00	1.00	1.00	1.00	1.00
BOE Grounds Maintainer	3.00	3.00	3.00	3.00	3.00
TOTAL GENERAL FUND	49.00	50.00	52.00	52.00	52.00
<u>PARKING LOT FUND</u>					
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00	1.00
Office Operations Specialist					1.00
Administrative Assistant		1.00	1.00	1.00	
Senior Staff Assistant	1.00				
Staff Assistant			0.65	0.65	0.65
Senior Parking Monitor	1.00	1.00	1.00	1.00	1.00
Parking Monitor	2.00	2.00	2.00	2.00	2.00
Grounds Maintainer	1.00	1.00	1.00	1.00	1.00
Parking Lot Gate Attendant	3.00	3.00	3.00	3.00	3.00
TOTAL PARKING LOT FUND	10.00	10.00	10.65	10.65	10.65
<u>CEMETERY FUND</u>					
Crew Leader	1.00	1.00	1.00	1.00	1.00
Grounds Maintainer			2.00	2.00	2.00
Staff Assistant			0.35	0.35	0.35
TOTAL CEMETERY FUND	1.00	1.00	3.35	3.35	3.35
TOTAL PUBLIC WORKS-ALL FUNDS	60.00	61.00	66.00	66.00	66.00

West Hartford, Connecticut

This Page Left Intentionally Blank

DEPARTMENT OF PLANT & FACILITIES SERVICES**MISSION**

The mission of the Department is 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.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Contained operating costs such as overtime and maintenance costs while continuing to provide satisfactory service levels.
- ✓ Continued to respond to and modify building operations in response to the pandemic.
- ✓ Accurately estimated energy budget and continue to secure future favorable electricity supply pricing.
- ✓ Continued to monitor and reduce electricity consumption for both the BOE and Town.
- ✓ Oversaw numerous capital improvement projects including flooring replacements, roof replacements, and improvements to building mechanical systems.
- ✓ Energy conservation achievements included 100% offset of electricity use with Green-e certified Renewable Energy Credit purchase; participated with four buildings in Eversource/ISO-NE's electricity demand response programs, began a three-year Strategic Energy Management (SEM) schools' initiative with Eversource technical consultants, and signed a second solar virtual net metering system.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Continue to improve customer communication and develop customer service metrics.
- ❖ Continue energy efficiency efforts through improvements in daily operations, capital projects and education of building occupants.
- ❖ Continue to assess and plan for building and operational efficiencies for all Town and BOE buildings.
- ❖ Applying for gold-level certification with a Sustainable Connecticut program.

DEPARTMENT OF PLANT & FACILITIES SERVICES

BUDGET SUMMARY						
	Actual	Adopted	Actual	Estimated	Proposed	Percent
<u>Revenues:</u>	<u>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Miscellaneous Revenue	\$	\$	\$ 380	\$ 500	\$	
Transfers from Other Funds	<u>243,798</u>	<u>289,000</u>		<u>289,000</u>	<u>302,719</u>	4.7%
TOTAL	\$243,798	\$289,000	\$ 380	\$289,500	\$302,719	4.7%
<u>Expenditures:</u>						
Wages & Salaries	\$1,227,145	\$1,301,750	\$619,474	\$1,306,872	\$1,344,384	3.3%
Operating Expense	1,253,013	1,269,117	680,710	1,342,667	1,298,814	2.3%
Social Security	<u>85,648</u>	<u>83,173</u>	<u>45,500</u>	<u>98,459</u>	<u>99,524</u>	19.7%
TOTAL	\$2,565,806	\$2,654,040	\$1,345,684	\$2,747,998	\$2,742,722	3.3%

	<u>Authorized Positions</u>			Revised	Proposed
Full-Time Positions:	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
General Fund	9.50	9.50	9.50	9.50	9.50

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2025 budget for the Department of Plant & Facilities Services is increased \$88,682 or 3.3% from the prior year. Wages and salaries increase \$42,634 or 3.3%, primarily due to merit increases for eligible staff as well as a minimum wage increase. Operating expense increases \$29,697, primarily as a result of rising utility and contractual costs. The social security appropriation is consistent with budgeted wages.

The transfer in from the Capital Projects Fund reimburses wages, social security and benefits for the Capital Projects Manager and Office Operations Specialist positions.

ANNUAL BUDGET 2024-2025

FACILITIES SERVICES DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$	\$	\$ 380	\$ 500	\$	
TOTAL	\$	\$	\$ 380	\$ 500	\$	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$512,309	\$539,006	\$245,644	\$575,997	\$571,280	6.0%
Temporary Payroll	413,322	481,806	246,760	450,000	484,332	0.5%
Overtime	61,488	80,000	33,215	75,300	80,000	
Office Expense	71	325	26	200	325	
Dues and Travel		100	25	125	100	
Contractual Services	394,087	280,000	171,732	365,000	290,000	3.6%
Meals	3,247	6,000	690	3,500	6,000	
Uniforms & Laundry	2,762	3,750	4,127	5,250	4,750	26.7%
Utilities	734,245	843,542	421,771	843,542	857,239	1.6%
Telecommunications	3,448	5,600	1,673	5,100	5,600	
Building Maintenance	110,651	115,000	79,341	115,000	120,000	4.3%
Vehicles & Equip. Exp.	2,550	3,950	1,163	2,500	3,950	
Maintenance & Repairs		8,250		1,100	8,250	
Miscellaneous Supplies	1,462	1,500		250	1,500	
Social Security	<u>70,218</u>	<u>68,159</u>	<u>38,654</u>	<u>83,090</u>	<u>83,940</u>	23.2%
TOTAL	\$2,309,860	\$2,436,988	\$1,244,821	\$2,525,954	\$2,517,266	3.3%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Director of Plant & Facilities Services*	0.50	0.50	0.50	0.50	0.50
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***	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	7.50	7.50	7.50	7.50	7.50

* This position is shared with the Board of Education.

** One position was authorized but unfunded in fiscal year 2020 and half funded in fiscal year 2021.

*** Position was authorized & half-funded in fiscal year 2021; unfunded in fiscal years 2022 – 2025.

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, as detailed on the previous page. In addition, a Board of Education HVAC Mechanic who maintains town buildings is budgeted in this division.

Temporary Payroll: Temporary payroll includes the wages for part-time custodians and security for Town Hall. Part-time employees work no more than 20 hours per week and have limited benefits. Contractual step increases and wage adjustments due to minimum wage increases are included in the appropriation.

Overtime: Overtime is utilized to pay for labor of hourly employees outside of their normal work hours. Overtime is used for emergencies, 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.

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

Dues and Travel: The appropriation represents mileage reimbursement, as needed.

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, plumbing, electrical work, water treatment for boilers and air conditioning systems, and boiler tune-ups.

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, five Technicians, an HVAC Mechanic and the part-time Custodians.

Utilities: This appropriation represents the transfer to the Utility Services Fund (USF) to cover the costs of electricity, natural gas, heating fuel oil, and water for all Town and BOE facilities, streetlights and traffic signals. It also covers the annual fee to maintain public fire hydrants and hydrants located on municipal-owned property. The fiscal year 2025 budget reflects a slight increase over prior year actual expenses.

Electricity – The electricity budget assumes consistent use and rates. It includes any electricity purchased or credits received through the local utility, as well as through third-party solar power purchase agreements or solar virtual net metering contracts.

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 2025 is based upon normal historical usage patterns.

Fuel Oil – The use of fuel oil for heating is minimal and only at facilities where other options are limited.

Water – Water services are provided by the Metropolitan District Commission, and the 2025 budget is based upon normal historical use patterns.

Hydrants – Annual fire hydrant maintenance is provided by the Metropolitan District Commission. The 2025 budget is based upon a per hydrant fee.

Streetlights and Traffic Signals – In fiscal year 2025 this allocation and historical data have been combined with Electricity.

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. The increase is due to rising prices.

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 two pick-up trucks, 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 and varies depending upon participation in the alternative social security program.

ANNUAL BUDGET 2024-2025

CAPITAL PROJECTS MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Transfer from Other Funds	\$243,798	\$289,000	\$	\$289,000	\$302,719	4.7%
TOTAL	\$243,798	\$289,000	\$	\$289,000	\$302,719	4.7%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$238,160	\$199,918	\$93,430	\$204,555	\$207,752	3.9%
Overtime	753					
Education Premium Pay	1,113	1,020	425	1,020	1,020	
Office Expense	491	300	162	300	300	
Dues and Travel		50		50	50	
Training		500		500	500	
Telecommunications		250		250	250	
Social Security	<u>15,430</u>	<u>15,014</u>	<u>6,846</u>	<u>15,369</u>	<u>15,584</u>	3.8%
TOTAL	\$255,947	\$217,052	\$100,863	\$222,044	\$225,456	3.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Capital Projects Manager	1	1	1	1	1
Office Operations Specialist				1	1
Administrative Assistant*	<u>1</u>	<u>1</u>	<u>1</u>	<u></u>	<u></u>
TOTAL	2	2	2	2	2

* Position was reclassified to an Office Operations Specialist during fiscal year 2024.

CAPITAL PROJECTS MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds a Capital Projects Manager and an Office Operations Specialist. The budget includes estimated merit increases for eligible employees. The appropriation increases in fiscal year 2024, primarily due to contractual increases with the reclassification of an Administrative Assistant to an Office Operations Specialist.

Overtime: This appropriation was eliminated in fiscal year 2021. However, in fiscal year 2023, funds were used for various special projects and is eligible in the Clerical Union contract.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: Appropriation for postage and office supplies for the division, as well as miscellaneous printing as needed.

Dues and Travel: Appropriation for mileage reimbursement for employees.

Training: This appropriation is for training for capital project management staff, as needed.

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 2024-2025

BUDGET IN BRIEF

UTILITIES SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Interest Income	\$	\$ 5,000	\$	\$ 5,000
Contributions from Other Funds	<u>4,641,088</u>	<u>5,027,117</u>	<u>5,027,117</u>	<u>4,932,255</u>
Total Revenues & Other Resources	\$4,641,088	\$5,032,117	\$5,027,117	\$4,937,255

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Energy Management Services	\$ 103,549	\$ 100,000	\$ 100,000	\$ 100,000
Utilities Expense	<u>4,639,572</u>	<u>5,330,161</u>	<u>4,744,299</u>	<u>5,183,036</u>
Total Expenditures & Other Uses	\$ 4,743,121	\$5,430,161	\$4,844,299	\$5,283,036

CHANGE IN FUND BALANCE	(\$ 102,033)	(\$ 398,044)	\$ 182,818	(\$ 345,781)
BEGINNING BALANCE	\$ 1,450,784	\$1,348,751	\$ 1,348,751	\$1,531,569
ENDING BALANCE	\$ 1,348,751	\$ 950,707	\$ 1,531,569	\$1,185,788

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

The Utilities Services Fund was created to manage the volatility of energy costs. This internal service 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 both an outside consultant and the Town's Energy Specialist. This centralization assists in the identification of energy usage trends and anomalies and creation of the annual budget. During the fiscal year, monthly transfers are made from the utility budget 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. 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 to identify patterns of 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 Specialist is funded from the Utilities Services Fund. Actual versus expected utility costs are analyzed each year 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 anticipated pricing changes.

Utility Costs Summary						
	Actual <u>FY 2020</u>	Actual <u>FY 2021</u>	Actual <u>FY 2022</u>	Actual <u>FY 2023</u>	Estimated <u>FY 2024</u>	Proposed <u>FY 2025</u>
<u>TOWN</u>						
Electricity**	\$ 955,517	\$ 959,890	\$1,027,143	\$ 976,800	\$971,353	\$1,061,006
Natural Gas	195,326	203,698	254,341	355,715	316,335	333,897
Fuel Oil	7,676	5,847	16,488	8,743	10,000	20,000
Water	311,731	307,273	333,831	392,400	403,854	412,927
Hydrants*	<u>190,485</u>	<u>2,800</u>	<u>191,520</u>	<u>201,260</u>	<u>208,200</u>	<u>215,140</u>
TOTAL	\$1,660,735	\$1,479,508	\$1,823,323	\$1,934,918	\$1,909,742	\$2,042,970
<u>PUBLIC SCHOOLS</u>						
Electricity	\$1,472,819	\$1,469,249	\$1,618,487	\$1,638,843	\$1,534,238	\$1,718,169
Natural Gas	605,332	706,552	968,713	1,131,917	1,046,647	1,119,317
Water	<u>226,529</u>	<u>294,300</u>	<u>251,857</u>	<u>348,157</u>	<u>253,672</u>	<u>302,580</u>
TOTAL	\$2,304,680	\$2,470,101	\$2,839,057	\$3,118,917	\$2,834,557	\$3,140,066
TOTAL UTILITIES	\$3,965,415	\$3,949,609	\$4,662,380	\$5,053,835	\$4,744,299	\$5,183,036

*In fiscal years 2017-2019 Water and Hydrants were reported as one number.

** Street & traffic lighting was combined with Electricity.

The fiscal year 2025 budget reflects a planned use of \$345,781 of fund balance accumulated in prior years (Energy Management Services - \$95,000; Town - \$50,000; Board of Education - \$200,781).

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 use monitoring system, improved expertise for energy procurements, and energy audits of facilities to identify opportunities for energy conservation investments, which are funded with an annual appropriation in the Capital Improvement Program. The following narrative provides a summary of the status of each component.

- **Internal Service Fund**

Since the Fund was established in fiscal year 2008, operating budgets have been protected from volatility in utility costs. Utility estimates are developed based upon current year experience. The Fund encourages energy conservation by returning savings in energy consumption to cost centers. The part-time Energy Specialist is also financed from the Utilities Services Fund.

- **Billing Auditing & Tracking System**

Capturis (a ConService company) provides monthly bill auditing services and a utility bill tracking system for the Town. The Town's electric, water and natural gas bills are redirected to Capturis to audit charges on the bill, resolve any disputes, enter the bill into a web-based utility bill tracking system, and provide a weekly electronic interface file for the Town's accounts payable 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. For 2020-2023, a three-year supply contract for electricity supply with Constellation Energy at 7.57 cents for all electricity accounts. In 2024, all accounts moved to a rate of 7.19 cents for one additional year also with Constellation Energy. Electricity rates are not anticipated to return to past low levels for the foreseeable future. For 2025-2026 the Town has contracted for a rate of 9.732 cents with First Point. The Town continues to buy natural gas supply from the utility provider, Connecticut Natural Gas (variable pricing), which continues to be the most favorable option despite record-high gas prices. Forward buying opportunities in both electricity and natural gas continue to be evaluated. The Town has six solar electric power purchase agreements (PPAs) on Bristow Middle School, Bishops Corner Library/Senior Center, Conard High School, Aiken Elementary School, Town Hall, and King Philip Middle School, and will be reinstalling solar on the Department of Public Works new roof in 2024. Solar projects which generate free electricity for the Town and BOE are on Charter Oak International Academy, Wolcott Elementary School, Conard High School, Hall High School, and Westmoor Park. The Town also participates in two virtual net metering solar contracts, whereby the Town purchases power from third-party owned solar farms (not on Town property) and receives a credit against electric bills. The Town continues to consider additional solar photovoltaic projects. Four buildings with high electricity demand were identified in 2021 and enrolled in Eversource and ISO-NE's electricity demand response programs. The Town receives financial payments if these buildings are able to curtail electricity use during designated peak events. The Town offsets 100% of its municipal electricity use with an annual Green-e certified Renewable Energy Credit purchase.

- **Energy Conservation Investments**

In 2016, a substantial investment in energy conservation was made to fund the implementation of energy projects; and they included street lighting, interior and exterior lighting, steam trap replacements, and

upgraded or expanded building control systems in multiple Town and BOE buildings. Favorable pricing on these upgrades, as well as higher than anticipated utility incentives due to comprehensive “bundling” of electric and gas-saving projects, allowed the Town to implement additional LED lighting projects and realize additional savings. Over \$5 million of energy efficiency projects were completed with a combined payback of about 4 years, resulting in a decrease of more than 20% in total energy use.

COVID had a significant impact on energy use, especially in schools. Energy use decreased during the pandemic with unoccupied facilities, but increased in the following years due to State-mandated COVID ventilation requirements. With easing of these mandates, energy use has trended down again, but a combined focus on energy efficiency, fresh air/ventilation, and maintenance must be maintained to avoid a significant increase in energy consumption going forward. Some of these investments will require larger capital projects.

The Town continues to implement smaller, cost-effective energy projects and looks for ways to incorporate energy efficiency into planned capital improvement projects. Benchmarking of facility energy consumption to identify lowest performing facilities, as well as operational and maintenance cost tracking, help to guide energy conservation projects. Utility rebates are used to offset project costs or fund additional energy conservation investments. A three-year Strategic Energy Management (SEM) initiative looking at organizational practices policies and processes to create persistent energy savings in schools is being undertaken with the assistance of Eversource technical consultants. Additional focus will be on water conservation projects and other cost saving strategies, as Metropolitan District Commission rates and fees continue to increase. Leaks in aging water pipes and irrigation have played a significant role in increased water use at some facilities such as Rockledge, Fairview Cemetery, and Hall High School.

ANNUAL BUDGET 2024-2025

DEPARTMENT: PLANT & FACILITIES SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2023-24	Proposed 2024-25
	2021-22	2022-23	2023-24		
<u>GENERAL FUND</u>					
Director of Plant & Facilities Services	0.50	0.50	0.50	0.50	0.50
Service Response Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Building Maintenance Technician I	4	2	2	2	2
Building Maintenance Technician II		2	2	2	2
Plumber	1	1	1	1	1
Capital Projects Manager	1	1	1	1	1
Office Operations Specialist				1	1
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u> </u>	<u> </u>
TOTAL PLANT & FACILITIES SERVICES	9.50	9.50	9.50	9.50	9.50

DEPARTMENT OF LEISURE SERVICES AND SOCIAL SERVICES**MISSION**

The mission of the Leisure Services & Social Services Department is to enrich the lives of all citizens through the creation and coordination of healthy lifestyle initiatives, park preservation and enhancement, and programs that encourage civic engagement. In addition, the Division of Social Services offers assistance to residents through case management, crisis intervention, and counseling.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Oversaw a successful 2024 summer camp season, with robust registrations at Elmwood Community Center, Camp Funtastic, special interest camps and Westmoor Park. Based on customer feedback, we introduced several new registration features, including staggered registration dates for 2024 Summer Camps and Spring/Summer 2024 programs.
- ✓ Collaborated with Capital Projects and Public Works on improvements to various facilities and playfields, including newly renovated, ADA-accessible bathhouse at Kennedy Park; new air handlers at Cornerstone Aquatics Center; renovated baseball field with new lights at Wolcott Park; replaced playscape and added a new swing set at Glover Soccer Complex; replaced Rockledge Golf Course's pump house; and completed replacement of Rockledge Golf Course's aging irrigation system.
- ✓ Began phased construction of Eisenhower Pool and Bathhouse, starting with the bathhouse demolition and reconstruction.
- ✓ Continued collaborative work with numerous community groups on sustainability projects, including the West Hartford Tree Project, Tree Action Group, West Hartford Garden Club, and Friends of West Hartford Parks. Established Westmoor Park as an accredited Arboretum and installed a new wildflower restoration area in Wolcott Park.
- ✓ Strategically assessed Social Services Department functions to enhance and improve operation and delivery of the department's community services.
- ✓ Leveraged opioid settlement funds to hire a prevention coordinator to develop and implement prevention programs, and seek additional resources to address community needs effectively.
- ✓ Continued to provide support to low-and-moderate-income residents in the community through expanded Food Pantry options, housing stability programs, and other support measures.
- ✓ Helped select a design firm for the new Elmwood Community Center/Library/Senior Center/Teen Center facility.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Continue to manage and improve operations to maximize delivery of high-quality programs in an efficient and effective way.
- ❖ Assist the new Elmwood Community Center architecture team to produce a cohesive, ecologically sensible and cost-effective design for a successful building.

- ❖ Continue to oversee and administer Capital Improvement Program, with focus on safety, accessibility, cost-saving measures or improving quality of life. Plans include the construction of Eisenhower Pool; reconstruction of the Wolcott Park restroom and eastern parking lot; erecting a new driving range at Rockledge Golf Club; and introducing softball dugouts at Sterling Complex and Norfeldt Field.
- ❖ Continue to implement sustainability initiatives, including a tree inventory and Tree Canopy Study, as well as additional pollinator and rain gardens in public parks. Designate the Tree Action Group as West Hartford's Urban Forestry Advisory Committee.
- ❖ Celebrate Rockledge Golf Course's Centennial Year.
- ❖ Reinstate senior center van services.
- ❖ Continue to act in cooperation with regional entities to address panhandling and housing instability.
- ❖ Prepare Community Development Block Grant Five-Year Consolidated Plan.

DEPARTMENT OF LEISURE SERVICES AND SOCIAL SERVICES

BUDGET SUMMARY						
	Actual	Adopted	Actual	Estimated	Proposed	Percent
<u>Revenues:</u>	<u>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Intergovernmental	\$ 107,930	\$ 88,022	\$67,822	\$121,022	\$116,022	31.8%
Charges for Services	1,170,604	971,148	808,162	1,094,648	1,000,891	3.1%
Miscellaneous Revenue	13,212	11,950	13,608	87,450	21,600	80.8%
Transfer In	<u>6,437</u>	<u>9,000</u>	_____	<u>31,248</u>	<u>53,496</u>	494.4%
TOTAL	\$1,298,183	\$1,080,120	\$889,592	\$1,334,368	\$1,192,009	10.4%
<u>Expenditures:</u>						
Wages & Salaries	\$2,326,304	\$2,487,655	\$1,455,494	\$2,652,536	\$2,681,914	7.8%
Operating Expense	1,214,803	1,203,374	579,442	1,445,799	1,262,463	4.9%
Social Security	<u>121,372</u>	<u>138,485</u>	<u>66,904</u>	<u>139,248</u>	<u>154,818</u>	11.8%
TOTAL	\$3,662,479	\$3,829,514	\$2,101,840	\$4,237,583	\$4,099,195	7.0%

	<u>Authorized Positions</u>			Revised	Proposed
Full-Time Positions:	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
General Fund	14.4	15.4	15.4	15.4	15.7
Leisure Services Fund	7.9	7.9	7.9	7.9	7.9
CDBG Fund	1.6	1.6	1.6	1.6	1.3
Westmoor Park Fund	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>
TOTAL	26.0	27.0	27.0	27.0	27.0

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2025 budget for the Department of Leisure Services & Social Services increases \$269,681 or 7.0% from the prior year. Wages and salaries increase \$194,259 or 7.8%. This is primarily due to a partial reallocation of Community Partnerships Manager from Community Development Block Grant to General Fund, based on eligible activities, contract settlement, minimum wage increase for part-timers and merit increases for eligible employees. A \$59,089 increase to operating expense is primarily due to credit card fees (\$24,000), a strategic planning consultant in Case Management division (\$8,000), Peer Awareness Campaigns (\$3,000), contractual increases for Dial-A-Ride (\$14,750), The Bridge Inc. (\$6,149) and the Teen Center (\$394), and an increase in chemical costs for the pools (\$2,796). The balance of increases are incorporated in each division's operating costs and are highlighted in each division. The social security variance reflects wage and salary adjustments.

LEISURE SERVICES & SOCIAL SERVICES MANAGEMENT DIVISION

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$270,438	\$273,377	\$124,811	\$273,377	\$296,680	8.5%
Temporary Payroll	16,762	15,300	13,735	18,138	17,043	11.4%
Education Premium Pay	714	714	297	714	714	
Office Expense	5,714	3,800	1,565	3,425	3,200	-15.8%
Dues and Travel	1,629	1,593	1,795	1,665	1,695	6.4%
Training	956	1,000	818	1,023	1,000	
Advertising	5,595	9,200	1,180	6,500	6,500	-29.3%
Professional Services	17,843	16,150	9,015	17,000	17,000	5.3%
Contractual Services	61,528	38,000	19,666	62,000	62,000	63.2%
Information Technology	37,683	45,000	41,556	41,556	45,000	
Telecommunications		700		700	700	
Vehicles & Equipment Expense	623	250	44	250	250	
Social Security	<u>19,103</u>	<u>20,424</u>	<u>9,446</u>	<u>21,449</u>	<u>21,855</u>	7.0%
TOTAL	\$438,588	\$425,508	\$223,928	\$447,797	\$473,637	11.3%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Director of Leisure & Social Services	0.85	0.85	0.85	0.85	0.85
Office Operations Specialist	0.70	0.70	0.70	0.70	0.70
Recreation Specialist	0.50	0.50	0.50	0.50	0.50
Leisure Services Manager	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
TOTAL	2.55	2.55	2.55	2.55	2.55

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

Regular Payroll: This appropriation funds 85% of the Director of Leisure Services & Social Services position, 50% of the Leisure Services Manager, 70% of an Office Operations Specialist and 50% of a Recreation Specialist.

Temporary Payroll: Funds for part-time employees who provide office administrative assistance and support. This appropriation has increased primarily due to minimum wage increases.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's Degree or \$1,020 for a Bachelor's Degree.

Office Expense: This appropriation funds office supplies, paper, postage, and printing/copying. The slight decrease is based on historical trends.

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. The slight increase is due to registration increase.

Training: This appropriation provides training funds for local workshops and other professional development programs to maintain staff certifications.

Advertising: This budget funds a portion of the printing of the Leisure Services Program Guide. This guide is also partially funded by the Enterprise Fund. In fiscal year 2025, printing costs decrease as less printed copies of program guides are necessary as the department utilizes social media as an alternative.

Professional Services: The expense is associated with a portion of the cost of a graphic designer for the department and the recreation program brochures. The increase represents increased graphic designer costs.

Contractual Services: This appropriation pays for bank fees related to customer credit card purchases. The point-of-sale system requires on-line registration. This allocation increases/decreases and is based on the credit card fees determined by the volume of transactions.

Information Technology: This appropriation funds annual software costs for the point-of-sale system for Leisure Services.

Telecommunications: Funds desktop telephone services including maintenance, long-distance and circuits for the department's main office.

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

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

CASE MANAGEMENT DIVISION

SUMMARY OF REVENUES						
	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Intergovernmental	\$27,050	\$ 7,142	\$28,642	\$40,142	\$35,142	392.0%
Charges for Services	5,000	5,000		5,000	5,000	
Transfer In	<u>6,437</u>	<u>9,000</u>	<u> </u>	<u>31,248</u>	<u>53,496</u>	494.4%
TOTAL	\$38,487	\$21,142	\$28,642	\$76,390	\$93,638	342.9%

SUMMARY OF EXPENDITURES						
	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$552,309	\$632,152	\$280,386	\$661,211	\$678,004	7.3%
Temporary Payroll	70,689	84,708	53,374	105,474	125,225	47.8%
Office Expense	5,649	5,950	2,300	6,350	6,750	13.4%
Dues and Travel	1,353	2,270	625	2,320	2,370	4.4%
Training	1,025	1,000	600	1,100	1,750	75.0%
Advertising		750		2,250	3,750	400.0%
Professional Services	18,000	16,142	4,484	16,142	16,142	
Contractual Services	13,288	15,000	22,750	40,500	23,000	53.3%
Office Equipment	525	500	175	600	700	40.0%
General Contributions	213,209	222,571	75,513	222,571	229,114	2.9%
Information Technology	2,201	4,860	5,832	5,832	5,508	13.3%
Telecommunications	2,396	1,968	784	2,174	2,174	10.5%
Vehicle & Equipment Expense	199	100	23	100	100	
Town Assistance	12,551	20,500	75	45,678	15,500	-24.4%
ADA Expenditures	626	750	4,352	1,000	1,250	66.7%
Social Security	<u>42,460</u>	<u>47,430</u>	<u>23,129</u>	<u>47,678</u>	<u>57,936</u>	22.2%
TOTAL	\$936,480	\$1,056,651	\$474,402	\$1,160,980	\$1,169,273	10.7%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Assistant Director of Social Services		1.0	1.0	1.0	1.0
Social Services Manager	1.0	1.0	1.0	1.0	1.0
Social Worker	3.0	3.0	3.0	3.0	3.0
Senior Staff Assistant	1.0	1.0	1.0	1.0	1.0
Community Partnership Manager	<u>.45</u>	<u>.45</u>	<u>.45</u>	<u>.45</u>	<u>.75</u>
TOTAL	5.45	6.45	6.45	6.45	6.75

CASE MANAGEMENT - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds the positions detailed on the previous page. The appropriation includes merit increases for eligible employees along with the Assistant Director of Social Services. In fiscal year 2025 the Community Partnership Manager is funded (75%) by the General Fund.

Temporary Payroll: This appropriation funds two part-time social workers (900 hours each), a part-time Volunteer Coordinator (450 hours). In fiscal year 2025, additional funds are added to part time payroll for a prevention coordinator which will be funded by the Opioid Settlement monies received.

Office Expense: This account is for office supplies, paper, printing/copying and postage. The increase represents an increase for postage of mailing applications and a Notary license.

Dues & Travel: This appropriation funds license fees for 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 slight increase is for additional outreach materials.

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. In fiscal year 2025 the increase represents an increase for staff to attend conferences.

Advertising: This appropriation funds notices and the increase is for peer awareness campaigns (6 at \$500 each), which is offset by monies received from the Opioid Settlement.

Professional Services: Grant-funded 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. Also includes efforts to support local substance abuse prevention activities of the West Hartford Prevention Council, funded by a State grant (Amplify).

Contractual Services: This appropriation funds contractual obligations. In fiscal year 2025 the increase represents a pass-through grant to Bridge Family Center(\$15,000) and a second payment for the Department of Social Services strategic plan (\$8,000).

Office Equipment: Used for the purchase of minor equipment, as needed. A CPI increase is included.

General Contributions: This appropriation funds the Town's contractual agreement with Bridge Family Services for all youth services and the teen center and includes a 3% contractual increase over the prior year.

Information Technology: This appropriation funds software maintenance costs for a system that manages social services client data. This appropriation increases based on user licenses.

Telecommunications: This account funds desktop telephone services including maintenance, long-distance and circuits and is increased based upon experience. The slight increase is based on historical trends.

Vehicle & Equipment Expense: These funds are included for the cost associated with gasoline for Town vehicles assigned to the department. Primary use of this vehicle is for the Police Liaison's Social Worker.

Town Assistance: This account is for expenditures related to evictions and foreclosures experienced by Town residents. In fiscal year 2025, the reduction is based on historical trends.

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. A CPI increase is included.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
Case Management (Fiscal Year)					
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Actual 2023</u>
Number of new individuals receiving case management	886	407	363	417	612
# of children/youth (0- 18)	65	65	49	57	91
# of adults (19-64)	537	140	140	162	293
# of seniors (65+)	284	202	174	198	228
Number of Social Work Police Liaison referrals	n/a	n/a	n/a	89*	407
Number of Juvenile Review Board/Truancy referrals	65	21	50	82	73
Number of Community Court referrals	85	49	0	73	88

* Partial year.

COMMUNITY & NEIGHBORHOOD SERVICES DIVISION

SUMMARY OF REVENUES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Greater Hartford Transit						
District Dial-A-Ride Grant	\$22,110	\$22,110	\$22,110	\$22,110	\$22,110	
Expanded Dial-A-Ride	58,770	58,770	17,070	58,770	58,770	
Dial-A-Ride Contributions	<u>13,070</u>	<u>10,000</u>	<u>13,560</u>	<u>10,500</u>	<u>16,100</u>	61.0%
TOTAL	\$93,950	\$90,880	\$52,740	\$91,380	\$96,980	6.7%

SUMMARY OF EXPENDITURES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
General Contributions	\$ 30,786	\$ 35,000	\$ 10,878	\$ 32,277	\$ 35,000	
Dial-A-Ride Transportation	274,968	295,000	97,366	295,000	309,750	5.0%
Expanded Dial-A-Ride	_____	_____	_____	_____	_____	
TOTAL	\$305,754	\$330,000	\$108,244	\$327,277	\$344,750	4.5%

COMMUNITY & NEIGHBORHOOD SERVICES – BUDGET AND PROGRAM HIGHLIGHTS

General Contributions: This appropriation funds utility costs for three Town facilities operated by non-profit organizations: Sarah Whitman House (\$5,000), West Hartford Art League (\$15,000), and Noah Webster (\$15,000).

Dial-A-Ride Transportation: This line funds door-to-door transportation for West Hartford residents who are elderly or disabled. In fiscal year 2025 a contractual increase (\$14,750) is included. Projected Dial-A-Ride contributions reflect increased revenue from a recommended annual membership fee price increase.

Expanded Dial-A-Ride: This State Department of Transportation grant helps fund expanded Dial-A-Ride services.

ANNUAL BUDGET 2024-2025

ELMWOOD COMMUNITY CENTER

SUMMARY OF REVENUES

	Actual 2022-23	Adopted 2023-24	Actual 6 Months	Estimated 2023-24	Proposed 2024-25	Percent Change
Day Care Rental	\$36,924	\$38,148	\$19,074	\$38,148	\$39,408	3.3%
General Admissions	11,689	12,000	7,916	12,000	12,000	
Program Revenue	705,495	535,000	543,983	650,000	543,983	1.7%
Rental of Facilities	<u>46,875</u>	<u>40,000</u>	<u>23,269</u>	<u>40,000</u>	<u>42,000</u>	5.0%
TOTAL	\$800,983	\$625,148	\$594,242	\$740,148	\$637,391	2.0%

SUMMARY OF EXPENDITURES

	Actual 2022-23	Adopted 2023-24	Actual 6 Months	Estimated 2023-24	Proposed 2024-25	Percent Change
Regular Payroll	\$196,354	\$197,499	\$89,899	\$198,249	\$199,494	1.0%
Temporary Payroll	416,540	391,560	340,133	496,550	409,571	4.6%
Overtime	154	2,000	1,036	2,029	2,000	
Office Expense	1,277	1,550	1,195	1,920	2,150	38.7%
Dues and Travel	35	400		200	200	-50.0%
Training	1,748	5,000		5,000	5,000	
Advertising	279	700	317	700	700	
Professional Services		150		150	150	
Contractual Services	250,836	170,400	117,052	250,400	170,950	0.3%
Telecommunications	128	1,000	116	500	1,000	
Operating Expense – Miscellaneous	145	1,000	239	1,000	1,000	
Recreational Supplies	40,997	24,400	32,462	41,500	25,000	2.5%
Social Security	<u>23,508</u>	<u>30,601</u>	<u>14,338</u>	<u>30,601</u>	<u>29,898</u>	-2.3%
TOTAL	\$932,001	\$826,260	\$596,787	\$1,028,799	\$847,113	2.5%

FULL-TIME POSITION SCHEDULE

	Authorized Positions			Revised	Proposed
	2021-22	2022-23	2023-24	2023-24	2024-2025
Facility Supervisor	1	1	1	1	1
Senior Staff Assistant	1	1	1	1	1
Recreation Specialist	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
TOTAL	2.5	2.5	2.5	2.5	2.5

ELMWOOD COMMUNITY CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds one Facility Supervisor position, one Senior Staff Assistant position and 50% of a Recreation Specialist. Regular payroll includes estimated 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. The increase in fiscal year 2025 reflects minimum wage increases.

Overtime: This appropriation funds overtime for Facilities custodial staff who handle special events.

Office Expense: This account funds all office supplies, postage, printing/copying and paper for programs and newsletters. A CPI increase is included.

Dues & Travel: This budget includes dues to two professional organizations, the National Recreation and Park Association and the Connecticut Recreation and Park Association, and mileage reimbursement for off-site meetings. The slight reduction is based on historical trends.

Training: The training appropriation funds professional development programs and training opportunities for staff along with CPR training.

Advertising: This appropriation funds the cost associated with promoting camps and programs, as well as notices of summer job openings.

Professional Services: This budget originally funded marketing services provided by an outside consultant and in fiscal year 2025 it allocates funds for special event services.

Contractual Services: This appropriation reflects costs for instructors, musicians, dancers and entertainers to perform at events throughout the year, and instructors for special programs. The slight increase in fiscal year 2025 represents a cost-of-living increase for performers.

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

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

Recreational Supplies: This budget covers supplies for programs, classes, and camps, as well as camp staff shirts, first-aid supplies, and sports and fitness equipment. The slight increase in fiscal year 2025 is due to increased costs in supplies.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS**Elmwood Community Center
(Fiscal Year)**

	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Actual</u> <u>2023</u>
Number of instructional programs	359	294	92	302	342
Number of program registrations	2,568	2,468	876	3,154	5,667
Number of registrations for special events and trips	1,235	712	0	433	287

ANNUAL BUDGET 2024-2025

ELMWOOD SENIOR CENTER

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Memberships	\$18,001	\$18,000	\$7,100	\$10,000	\$8,000	-55.6%
Program Registration	47,281	40,000	23,594	45,000	48,000	20.0%
Rental of Facilities	270	2,000	61	500	500	-75.0%
Special Events	5,931	7,500	4,679	7,500	9,500	26.7%
Contributions/Commissions	<u>35</u>	<u>200</u>	<u> </u>	<u>200</u>	<u>500</u>	150.0%
TOTAL	\$71,518	\$67,700	\$35,434	\$63,200	\$66,500	-1.8%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$60,479	\$63,331	\$28,681	\$63,331	\$66,632	5.2%
Temporary Payroll	73,692	87,768	48,532	87,768	80,000	-8.9%
Office Expense	1,972	6,650	1,333	6,650	6,650	
Dues and Travel	90	895	577	895	895	
Training		275		275	275	
Advertising	3,210	4,000	858	4,000	4,000	
Contractual Services	40,805	34,000	10,912	34,000	34,000	
Office Equipment	1,278	2,825	994	2,825	2,825	
Telecommunications	210	1,270		1,270	1,270	
Recreational Supplies	954	1,685	414	1,685	1,685	
Special Events	3,372	2,500	1,362	2,500	2,500	
Transportation		500		500	500	
Social Security	<u>8,151</u>	<u>5,938</u>	<u>4,535</u>	<u>8,233</u>	<u>5,954</u>	0.3%
TOTAL	\$194,213	\$211,637	\$98,198	\$213,932	\$207,186	-2.1%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Program Supervisor					
Recreation Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

ELMWOOD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation is for the full-time Recreation Specialist position and includes anticipated merit increases.

Temporary Payroll: This appropriation funds two Office Assistants, one Program Coordinator, one Nutrition Coordinator, and two Facility Supervisor positions for the Senior 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, quarterly mailing of the Senior Bulletin, and membership cards and applications for the Senior Center and Senior Fitness Center and is reduced based upon anticipated need. Also, 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.

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.

Training: This appropriation is for staff first aid/CPR training.

Advertising: This appropriation supports advertisements in local newspapers for special events and programs such as the Fitness Center Open House, Health and Wellness Fair and Senior Housing Fair.

Contractual Services: This appropriation is the fee for instructor fees for all instructional classes at the Elmwood Senior Center.

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.

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.

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

Transportation (previously Town Assistance): This appropriation funds Senior trips.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS**Elmwood Senior Center****(Fiscal Year)**

	Actual	Actual	Actual	Actual	Actual
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Number of members	837	702	474	625	700
Number of instructional programs	146	114	29	182	212
Number of program registrations	1,378	830	514	1,830	1,867
Number of recreational, special events and trip visitations	39,514	26,344	0	0	33,373

ANNUAL BUDGET 2024-2025

WEST HARTFORD SENIOR CENTER

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Memberships	\$20,022	\$ 21,000	\$9,668	\$ 21,000	\$10,500	-50.0%
Program Registration	53,155	60,000	33,466	60,000	70,000	16.7%
Rental of Facilities	8,246	9,000	6,705	9,000	9,000	
Special Events	17,501	22,000	4,722	22,000	23,500	6.8%
Contributions	<u>107</u>	<u>1,750</u>	<u> </u>	<u>1,750</u>	<u>5,000</u>	185.7%
TOTAL	\$99,031	\$113,750	\$54,561	\$113,750	\$118,000	3.7%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$90,523	\$91,450	\$42,034	\$91,450	\$96,585	5.6%
Temporary Payroll	89,762	90,000	36,131	90,000	108,916	21.0%
Overtime		1,000		1,000	1,000	
Office Expense	2,324	5,785	783	5,785	5,985	3.5%
Dues and Travel	190	1,635	43	1,635	1,635	
Training		500		500	500	
Advertising	2,038	2,800	1,540	2,800	2,800	
Contractual Services	35,049	61,000	23,217	61,000	56,000	-8.2%
Office Equipment	1,640	4,800	445	4,800	4,800	
Telecommunications	230	280	130	280	280	
Operating Expense – Misc.		275		275	275	
Recreational Supplies	521	500	350	500	500	
Special Events	1,813	1,860	275	1,860	6,860	268.8%
Social Security	<u>11,022</u>	<u>13,693</u>	<u>4,168</u>	<u>12,637</u>	<u>16,899</u>	23.4%
TOTAL	\$235,112	\$275,578	\$109,116	\$274,522	\$303,035	10.0%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</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 Supervisor who oversees management for both Senior Center branches.

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.

Overtime: This account funds facilities maintenance overtime as necessary.

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. An increase in supplies is included.

Dues & Travel: This appropriation is used to fund dues to the statewide senior organization, licenses to show movies at the Senior Center and mileage reimbursements between Bishop's Corner Senior Center and Elmwood Community Center.

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

Advertising: The Senior Center advertises the fitness center, rental opportunities, and produces a senior bulletin.

Contractual Services: This appropriation funds contracts with instructors that teach the many and varied classes offered by the West Hartford Senior Center. In fiscal year 2025 a portion of the budget (\$5,000) is transferred to Special Events.

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.

Special Events: Expenditures for special events at the Senior Center which are offset by revenue from the programs. In fiscal year 2025 a portion of Contractual Services budget (\$5,000) is transferred to Special Events to better categorize the expense.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS**West Hartford Senior Center****(Fiscal Year)**

	Actual	Actual	Actual	Actual	Actual
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Number of members	849	716	519	639	729
Number of instructional programs	215	155	42	203	212
Number of program registrations	1,633	1,368	538	1,792	1,867
Number of recreational, special events and trip visitations	70,989	51,029	0	0	41,214

PARKS & GYMS DIVISION

SUMMARY OF REVENUES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Miscellaneous Charges for						
Services	\$ 4,062	\$ 1,000	\$ 320	\$ 1,000	\$ 1,000	
Rental of Facilities	12,927	8,000	360	8,000	8,000	
Contributions	_____	_____	_____	<u>75,000</u>	_____	
TOTAL	\$16,989	\$ 9,000	\$ 680	\$84,000	\$ 9,000	

SUMMARY OF EXPENDITURES

	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$71,570	\$83,668	\$38,397	\$83,668	\$87,101	4.1%
Temporary Payroll	63,121	70,514	42,270	65,000	73,687	4.5%
Overtime	3,974	11,500	1,698	11,500	11,500	
Office Expense		50			50	
Dues & Travel		1,200	400	600	800	-33.3%
Professional Services		500		250	500	
Contractual Services	8,670	10,000	200	10,000	10,000	
Uniforms & Laundry	634	650	268	750	800	23.1%
Telecommunications	3,108	2,600	893	2,600	2,600	
Vehicles & Equipment						
Expense	3,274	2,250	425	2,250	2,250	
Maintenance & Repairs	5,454	4,700	3,816	4,750	5,500	17.0%
Recreational Supplies	1,426	1,800	389	76,800	1,800	
Transportation	9,331	10,000	9,371	10,000	10,000	
Social Security	<u>6,226</u>	<u>8,061</u>	<u>3,591</u>	<u>8,061</u>	<u>8,760</u>	8.7%
TOTAL	\$176,788	\$207,493	\$101,718	\$276,229	\$215,348	3.8%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2023-24</u>	<u>Proposed 2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Facility Supervisor**	0.45	0.45	0.85	0.85	0.85
Crew Leader*		0.40			
Grounds Maintainer	<u>0.40</u>	_____	_____	_____	_____
TOTAL	0.85	0.85	0.85	0.85	0.85

* In fiscal year 2024, 40% of the Crew Leader was transferred from the Parks & Gyms division to the Outdoor Pool division.

** In fiscal year 2024, 40% of the Facility Supervisor was transferred from the Outdoor Pools division to the Parks & Gyms division.

PARKS & GYMS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds a Facility Supervisor (0.85). The budget reflects applicable merit increases for eligible employees.

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.

Office Expense: The Board of Education's print shop is used for the printing of staff manuals, handbooks for parents, and flyers for Camp Hillcrest.

Dues & Travel: This funds the required certifications and licenses. Every four (4) years the Playground Safety Certification is required to be renewed. The decrease in fiscal year 2025 is based on historical trends.

Professional Services: This appropriation funds an outside marketing consultant.

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

Uniforms & Laundry: In accordance with union contracts, uniforms and safety equipment are provided to staff. A CPI increase is included.

Telecommunications: This appropriation funds the cost of cable and internet.

Vehicles & Equipment Expense: This account is used for gasoline for trucks and equipment utilized in the park's operation.

Maintenance & Repairs: Playground repairs and minor equipment repairs (such as tennis court nets) are funded with this appropriation. The increase in fiscal year 2025 is related to increased cost of repairs.

Recreational Supplies: This appropriation is for first aid supplies, arts and crafts supplies, and sports equipment for Camp Hillcrest.

Transportation (previously Town Assistance): This appropriation pays for bus transportation to and from Kennedy Park for the Hillcrest Camp program.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS**Parks & Gyms
(Fiscal Year)**

	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Actual</u> <u>2023</u>
Park permits issued	19	20	8	2	11
Field uses scheduled (prior calendar year)	18,848	18,500	n/a	18,500	18,500

OUTDOOR POOLS DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
General Admission	\$110,786	\$90,000	\$89,495	\$105,000	\$101,000	12.2%
Memberships	28,377	30,000	15,390	25,000	29,500	-1.7%
Miscellaneous Charges for Services		2,500		2,500	5,000	100.0%
Program Registration	<u>38,062</u>	<u>30,000</u>	<u>18,408</u>	<u>33,000</u>	<u>35,000</u>	16.7%
TOTAL	\$177,225	\$152,500	\$123,293	\$165,500	\$170,500	11.8%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$95,438	\$83,803	\$42,735	\$83,803	\$96,348	15.0%
Temporary Payroll	240,123	302,311	255,221	301,006	326,414	8.0%
Overtime	13,662	5,000	16,124	18,268	5,000	
Office Expense	280	1,600	223	1,550	1,400	-12.5%
Dues and Travel	70	325		325	325	
Contractual Services	42,622	43,260	43,756	43,756	44,000	1.7%
Uniforms & Laundry	634	650	268	750	750	15.4%
Telecommunications	4,888	1,400	484	1,800	1,400	
Vehicles & Equipment Expense	1,130	1,200	1,741	1,700	1,700	41.7%
Operating Expense – Miscellaneous	26,547	27,000	15,552	27,000	30,000	11.1%
Maintenance & Repairs	6,885	7,500	3,080	7,500	8,000	6.7%
Recreational Supplies	362	10,000	2,566	10,000	10,000	
Social Security	<u>10,902</u>	<u>12,338</u>	<u>7,697</u>	<u>10,589</u>	<u>13,516</u>	9.5%
TOTAL	\$443,543	\$496,387	\$389,447	\$508,047	\$538,853	8.6%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Leisure Services Manager	0.25	0.25	0.25	0.25	0.25
Facility Supervisor**	0.40	0.40			
Crew Leader*		0.40	0.80	0.80	0.80
Grounds Maintainer*	<u>0.40</u>				
TOTAL	1.05	1.05	1.05	1.05	1.05

* The Grounds Maintainer was reallocated to a Crew Leader in fiscal year 2023. In fiscal year 2024, 40% of the Crew Leader was transferred from Parks & Gyms division to Outdoor Pools division.

** In fiscal year 2024, 40% of the Facility Supervisor was transferred from the Outdoor Pools division to the Parks & Gyms division.

OUTDOOR POOLS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds portions of a Leisure Services Manager position and a Crew Leader position. Merit increases are included where applicable.

Temporary Payroll: This appropriation covers staff at outdoor pools including Managers, Assistant Managers, Water Safety Instructors, Lifeguards, Swim Team Coaches, and Cashiers. In addition, it funded four seasonal maintenance positions used for setting up the pools, maintaining the pools throughout the season, and providing grounds maintenance and event support.

Overtime: The overtime appropriation is used for set up of the pool facilities and 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, as well as minor printing and binding. The slight decrease is based on historical levels.

Dues & Travel: This appropriation covers the mileage reimbursement for program coordinators, as well as certification courses necessary to maintain licenses for full-time staff.

Contractual Services: This appropriation is for the cost of American Red Cross lifeguard safety programs. In addition, this appropriation funds the contract with Health Fitness to manage outdoor pool operations. The slight increase in fiscal year 2025 directly relates to the Health Fitness management contract.

Uniforms & Laundry: In accordance with union contracts, uniforms and safety equipment are provided to staff. The fluctuation within this account is directly related to the staff assigned to this division and eligible by union contract.

Telecommunications: This account funds telephone service at the outdoor pools and Beachland House.

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. The increase in fiscal year 2025 is related to the increase of gas prices.

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. In fiscal year 2025 the increase is directly related to the cost of pool chemicals.

Maintenance & Repairs: 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. In fiscal year 2025 a CPI increase is included.

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

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

PROGRAM PERFORMANCE MEASURES & INDICATORS**Outdoor Pools
(Fiscal Year)**

	Actual	Actual	Actual	Actual	Actual
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Number of instructional programs	203	275	0	274	251
Number of swim lesson registrations	1,227	1,944	0	1,776	2,216

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

LEISURE SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Charges for Services	\$ 5,137,872	\$ 5,312,145	\$ 5,323,981	\$ 5,635,240
Westmoor Park Contribution	20,000	20,000	20,000	20,000
Miscellaneous Revenue	59,894	50,000	66,500	62,500
Transfer In	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Revenues & Other Resources	\$ 5,267,766	\$ 5,432,145	\$ 5,460,481	\$ 5,767,740
EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Community Programming	\$ 746,935	\$ 761,841	\$ 789,334	\$ 777,522
Skating Rink Services	1,097,253	986,918	1,169,657	1,156,009
Rockledge Golf Course	1,553,191	1,577,226	1,606,722	1,759,906
Buena Vista Golf Course	188,094	180,610	192,491	179,505
Cornerstone Pool Operations	1,434,198	1,282,094	1,408,495	1,456,085
WH Meeting & Conference Center	29,245	30,839	24,855	33,133
Celebrate West Hartford	<u>130,690</u>	<u>159,490</u>	<u>164,320</u>	<u>173,976</u>
Total Expenditures and Other Uses	\$ 5,179,606	\$ 4,979,018	\$ 5,355,874	\$ 5,536,136
CHANGE IN FUND BALANCE	\$ 88,160	\$ 453,127	\$ 104,607	\$ 231,604
7/1 OPERATIONAL BALANCE	(\$4,198,936)	(\$4,160,776)	(\$4,160,776)	(\$4,106,169)
6/30 OPERATIONAL BALANCE	(\$4,160,776)	(\$3,757,649)	(\$4,106,169)	(\$3,924,565)
7/1 DEBT SERVICE BALANCE	(\$ 379,331)	(\$ 329,331)	(\$ 329,331)	(\$ 279,331)
6/30 DEBT SERVICE BALANCE	(\$ 329,331)	(\$ 279,331)	(\$ 279,331)	(\$ 229,331)
TOTAL 6/30 FUND BALANCE	(\$4,490,107)	(\$4,036,980)	(\$4,385,500)	(\$4,153,896)

Fund: Leisure Services Enterprise Fund
Department: Leisure Services & Social 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>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Charges for Service	\$3,685,000	\$3,142,000	\$2,943,000	\$4,054,000	\$5,138,000
Miscellaneous	9,000	125,000	23,000	48,000	60,000
TOTAL REVENUES	\$3,694,000	\$3,267,000	\$2,966,000	\$4,102,000	\$5,198,000
<u>Expenses:</u>					
Operational	\$4,527,000	\$3,922,000	\$3,383,000	\$4,945,000	\$5,180,000
TOTAL EXPENSES	\$4,527,000	\$3,922,000	\$3,383,000	\$4,945,000	\$5,180,000
CONTRIBUTED CAPITAL ADJUSTMENT	20,000	20,000	20,000	20,000	20,000
TRANSFERS FROM OTHER FUNDS	250,000	50,000	50,000	50,000	50,000
OPERATING RESULTS	(\$563,000)	(\$585,000)	(\$347,000)	(\$773,000)	\$88,000
FUND BALANCE	(\$2,883,000)	(\$3,468,000)	(\$3,815,000)	(\$4,588,000)	(\$4,490,000)

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

The Leisure Services Fund has traditionally struggled to achieve an operating profit. In fiscal year 2023, the Fund earned \$5,267,766 in operating revenues including a \$20,000 contribution from Westmoor Park. In addition, a transfer of \$50,000 was made from the Debt Service Fund to reduce the accumulated deficit in the fund related to debt payments on Veterans Memorial Skating Rink. Expenditures totaled \$5,179,606, an addition of \$88,160 in fund balance, bringing the fund deficit to \$4,490,107 at June 30, 2023.

FISCAL YEAR 2024 OPERATING RESULTS:

The adopted budget anticipated a surplus of \$453,127 for fiscal year 2024. However, a current estimate indicates a probable gain of \$104,607 for the year as programs continue to recover from the pandemic. Operating results by program are detailed on the next page.

FISCAL YEAR 2025 BUDGET:

The fiscal year 2025 budget estimates revenues of \$5,767,740 with expenditures of \$5,536,136, resulting in a surplus of \$231,604. A transfer from the Debt Service Fund in the amount of \$50,000 is anticipated to partially offset the outstanding debt service liability from 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.

ANNUAL BUDGET 2024-2025

Town of West Hartford Leisure Services Fund Operating Results by Facility				
	Actual	Adopted	Estimated	Proposed
	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2024-2025</u>
Community Programming				
Revenue	\$ 935,198	\$ 879,105	\$ 890,842	\$ 887,500
Expenditures	<u>746,935</u>	<u>761,841</u>	<u>789,334</u>	<u>777,522</u>
Operating Income (Loss)	188,263	117,264	101,508	109,978
Veterans Skating Rink				
Revenue	1,204,864	1,091,900	1,220,895	1,158,900
Expenditures	<u>1,097,253</u>	<u>986,918</u>	<u>1,169,657</u>	<u>1,156,009</u>
Operating Income (Loss)	107,611	104,982	51,238	2,891
Rockledge Golf Course				
Revenue	1,478,884	1,688,140	1,479,800	1,779,340
Expenditures	<u>1,553,191</u>	<u>1,577,226</u>	<u>1,606,722</u>	<u>1,759,906</u>
Operating Income (Loss)	(74,307)	110,914	(126,922)	19,434
Buena Vista Golf Course				
Revenue	206,370	232,000	225,944	242,000
Expenditures	<u>188,094</u>	<u>180,610</u>	<u>192,491</u>	<u>179,505</u>
Operating Income (Loss)	18,276	51,390	33,453	62,495
Cornerstone Aquatics				
Revenue	1,179,044	1,326,000	1,395,000	1,460,000
Expenditures	<u>1,434,198</u>	<u>1,282,094</u>	<u>1,408,495</u>	<u>1,456,085</u>
Operating Income (Loss)	(255,154)	43,906	(13,495)	3,915
WHMCC				
Revenue	65,068	45,000	78,000	60,000
Expenditures	<u>29,245</u>	<u>30,839</u>	<u>24,855</u>	<u>33,133</u>
Operating Income (Loss)	35,823	14,161	53,145	26,867
Celebrate! West Hartford				
Revenue	198,338	170,000	170,000	180,000
Expenditures	<u>130,690</u>	<u>159,490</u>	<u>164,320</u>	<u>173,976</u>
Operating Income (Loss)	67,648	10,510	5,680	6,024
Total				
Revenue	5,267,766	5,432,145	5,460,481	5,767,740
Expenditures	<u>5,179,606</u>	<u>4,979,018</u>	<u>5,355,874</u>	<u>5,536,136</u>
Operating Income (Loss)	\$ 88,160	\$ 453,127	\$ 104,607	\$ 231,604

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>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Charges for Services	\$5,137,872	\$5,312,145	\$2,844,889	\$5,323,981	\$5,635,240	6.1%
Westmoor Park Contribution	20,000	20,000		20,000	20,000	
Miscellaneous Revenue	59,894	50,000	6,500	66,500	62,500	25.0%
Transfer In	<u>50,000</u>	<u>50,000</u>		<u>50,000</u>	<u>50,000</u>	
TOTAL	\$5,267,766	\$5,432,145	\$2,851,389	\$5,460,481	\$5,767,740	6.2%
<u>Expenditures:</u>						
Wages & Salaries	\$1,342,694	\$1,348,088	\$765,708	\$1,483,439	\$1,558,488	15.6%
Operating Expense	3,074,693	2,867,913	1,630,080	3,092,624	3,099,602	8.1%
Fringe Benefits	<u>762,219</u>	<u>763,017</u>	<u>384,453</u>	<u>779,811</u>	<u>878,046</u>	15.1%
TOTAL	\$5,179,606	\$4,979,018	\$2,780,241	\$5,355,874	\$5,536,136	11.2%

	<u>Authorized Positions</u>			Revised	Proposed
Full-Time Positions:	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Director of Leisure Services & Social Services	0.10	0.10	0.10	0.10	0.10
Office Operations Specialist	0.30	0.30	0.30	0.30	0.30
Leisure Services Manager	0.25	0.25	0.25	0.25	0.25
Skating Rink Supervisor	1.00	1.00	1.00	1.00	1.00
Facility Supervisor	0.05	0.05	0.05	0.05	0.05
Recreation Specialist	1.00	1.00	1.00	1.00	1.00
Golf Course Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Golf Course Superintendent	1.00	1.00	1.00	1.00	1.00
Crew Leader	0.70	0.70	0.70	0.20	0.20
Grounds Maintainer	1.50	1.50	1.50	2.00	2.00
Equipment Mechanic	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL	7.90	7.90	7.90	7.90	7.90

The fiscal year 2025 Leisure Services Fund budget increases \$557,118 or 11.2% from the prior year. Wages and salaries reflect estimated merit increases for full-time employees. Operating expenses increase \$231,689 primarily due to increasing programs to pre-pandemic levels and the increased utility costs.

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

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Community Programming	\$ 746,935	\$ 761,841	\$543,555	\$789,334	\$777,522	2.1%
Skating Rink Services	1,097,253	986,918	639,930	1,169,657	1,156,009	17.1%
Rockledge Golf Course	1,553,191	1,577,226	854,405	1,606,722	1,759,906	11.6%
Buena Vista Golf Course	188,094	180,610	73,580	192,491	179,505	-0.6%
Cornerstone Pool Operations	1,434,198	1,282,094	650,159	1,408,495	1,456,085	13.6%
WH Meeting & CC	29,245	30,839	9,938	24,855	33,133	7.4%
Celebrate West Hartford	<u>130,690</u>	<u>159,490</u>	<u>8,674</u>	<u>164,320</u>	<u>173,976</u>	9.1%
TOTAL	\$5,179,606	\$4,979,018	\$2,780,241	\$5,355,874	\$5,536,136	11.2%

PROGRAM PERFORMANCE MEASURES & INDICATORS

Leisure Services Enterprise Fund

(Fiscal Year)

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Actual 2023</u>
Total number of instructional programs offered	5,266	2,689	379	707	1,195
Total number of instructional program registrations for all programs	21,750	15,814	2,162	9,661	15,231
Value of subsidized use of recreational facilities	\$373,663	\$337,212	\$226,000	\$321,459	\$356,160
Public session attendance at Skating Rink	22,978	24,500	10,565	27,176	25,370
Number of golf rounds – Rockledge	32,978	34,337	47,772	39,086	41,502
Number of golf rounds – Buena Vista	8,381	10,083	18,202	13,961	15,067

ANNUAL BUDGET 2024-2025

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

SUMMARY OF EXPENDITURES

	Actual	Adopted	Actual	Estimated	Proposed	Percent
	<u>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Regular Payroll	\$626,841	\$634,955	\$303,934	\$636,733	\$694,917	9.4%
Temporary Payroll	671,994	659,154	432,484	795,627	806,992	22.4%
Overtime	43,553	53,673	29,163	50,773	56,273	4.8%
Education Premium Pay	306	306	127	306	306	
Office Expense	16,476	12,440	10,641	17,456	13,726	10.3%
Dues and Travel	7,569	8,530	3,014	9,161	10,530	23.4%
Training	1,000					
Advertising	11,391	19,900	2,469	19,560	19,800	-0.5%
Professional Services	222,695	153,113	72,595	160,318	160,835	5.0%
Contractual Services	1,505,227	1,407,512	953,005	1,572,255	1,562,321	11.0%
Office Equipment	1,440	5,500		5,500	5,700	3.6%
Meals	300					
Uniforms & Laundry	5,896	5,650	1,357	5,650	5,650	
General Contributions	1,054	200		500	500	150.0%
Information Technology	5,774	7,111	181	7,311	7,517	5.7%
Utilities	494,180	560,573	200,764	549,869	562,589	0.4%
Telecommunications	5,640	5,585	2,078	5,285	5,510	-1.3%
Vehicles & Equipment Expense	37,756	36,300	17,769	36,300	38,300	5.5%
Operating Expense – Misc.	220,388	198,965	162,092	235,750	231,715	16.5%
Depreciation	87,073	8,504		8,504	8,504	
Merchandise for Resale	52,116	35,600	28,872	46,148	37,100	4.2%
Maintenance & Repairs	201,092	202,700	86,022	215,800	213,475	5.3%
Recreational Supplies	52,663	44,300	26,862	36,827	47,400	7.0%
Special Events	43,510	35,000	1,835	40,000	43,000	22.9%
Transportation	6,454	7,500	5,595	7,500	7,500	
Rental/Leases	94,999	112,930	54,929	112,930	117,930	4.4%
Social Security	64,721	62,468	34,179	65,684	72,037	15.3%
Pension	290,279	249,529	124,764	249,529	281,954	13.0%
Risk Management Expense	407,219	451,020	225,510	451,020	489,611	8.6%
Contingency				<u>13,578</u>	<u>34,444</u>	100.0%
TOTAL	\$5,179,606	\$4,979,018	\$2,780,241	\$5,355,874	\$5,536,136	11.2%

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Community Development Block

Grant	\$1,355,493	\$ 678,482	\$ 1,569,827	\$ 686,237
CDBG – Coronavirus (CV) Funds	<u>187,177</u>	<u> </u>	<u>183,224</u>	<u> </u>
Total Revenues & Other Resources	\$1,542,670	\$ 678,482	\$ 1,753,051	\$ 686,237

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Housing Rehabilitation Services	\$ 145,647	\$ 219,885	\$ 169,953	\$ 160,257
Public Service	125,444	149,240	135,384	141,082
Public Facility Improvements	949,284	118,889	1,097,039	213,054
CDBG Administration	135,118	190,468	167,451	171,844
CDBG – Coronavirus (CV) Funds	<u>187,177</u>	<u> </u>	<u>183,224</u>	<u> </u>
Total Expenditures & Other Uses	\$1,542,670	\$ 678,482	\$ 1,753,051	\$ 686,237

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

Fund: Community Development Block Grant Fund
Department: Leisure Services & Social Services

PURPOSE

Two segregated funds 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. Guidelines from HUD 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. Leisure Services and Social Services Department is responsible for both Housing Services and 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>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Intergovernmental	\$959,000	\$1,036,000	\$911,000	\$1,221,000	\$1,543,000
TOTAL REVENUES	\$959,000	\$1,036,000	\$911,000	\$1,221,000	\$1,543,000
<u>Expenditures:</u>					
Grant Activities	\$959,000	\$1,036,000	\$911,000	\$1,221,000	\$1,543,000
TOTAL EXPENDITURES	\$959,000	\$1,036,000	\$911,000	\$1,221,000	\$1,543,000
OPERATING RESULTS	--	--	--	--	--
FUND BALANCE	--	--	--	--	--

CDBG HOUSING REHAB					
FUND BALANCE	\$ --	\$ --	\$ --	\$ --	\$ --

COMBINED FUND	\$ --	\$ --	\$ --	\$ --	\$ --
BALANCE					

Fund: Community Development Block Grant Fund**Department: Leisure Services & Social Services****REVIEW OF PERFORMANCE**

The Community Development Block Grant Fund is a formula grant from the Federal government that supports 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 as well as 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 2024 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 2025 BUDGET

The grant entitlement award for fiscal year 2025 has not yet been announced. As such, it is assumed that the grant award will be consistent with the current year. Beginning in fiscal year 2020, responsibility for CDBG grant activities is centralized in the department of Leisure and Social Services. Allocation of grant funds between program activities is detailed below.

Community Block Grant Entitlement		
<u>Fund</u>	<u>Program</u>	<u>FY 2025 Proposed</u>
CDBG	Housing Rehabilitation Services	\$ 160,257
CDBG	Public Service	141,082
CDBG	Public Facility Improvements	213,054
CDBG	CDBG Administration	171,844
CDBG Housing Rehab	Housing Rehabilitation Grants / Loans	<u>310,000</u>
	TOTAL	\$ 996,237

ANNUAL BUDGET 2024-2025

Fund: Community Development Block Grant Fund

Department: Leisure Services & Social Services

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Housing Rehabilitation Services	\$145,647	\$219,885	\$79,507	\$169,953	\$160,257	-27.1%
Public Service	125,444	149,240	58,279	135,384	141,082	-5.5%
Public Facility Improvements	949,284	118,889	523,579	1,097,039	213,054	79.2%
CDGB Administration	135,118	190,468	67,567	167,451	171,844	-9.8%
CDBG-CV Funds	<u>187,177</u>		<u>25,152</u>	<u>183,224</u>		
TOTAL	\$1,542,670	\$678,482	\$754,084	\$1,753,051	\$686,237	1.1%

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Regular Payroll	\$154,927	\$164,305	\$75,368	\$164,305	\$134,841	-17.9%
Temporary Payroll	95,013	78,265	34,389	93,390	100,240	28.1%
Office Expense	1,130	1,925	337	2,560	2,510	30.4%
Dues and Travel		100				-100.0%
Training		600		600	600	
Advertising	658	1,900	418	1,900	1,900	
Professional Services		40,000			40,000	
Contractual Services	53,546	50,000	35,931	82,640	50,000	
General Contributions	7,000	82,000		7,000	7,000	-91.5%
Utilities	3,489	4,750	1,575	3,900	4,150	-12.6%
Telecommunications		610		210	210	-65.6%
Operating Expenses	131,443					
Maintenance & Repairs	3,429	4,505	896	4,665	4,690	4.1%
Special Events	490	1,850		1,850	1,850	
Rental/Leases	4,225	4,310	4,225	4,225	4,225	-2.0%
Social Security	16,671	13,532	6,571	13,755	15,679	15.9%
Pension	63,852	63,619	31,809	63,619	47,084	-26.0%
Risk Management Expense	30,588	47,322	23,661	33,488	20,194	-57.3%
Contingency (Wage Settlements)				12,905	18,010	100.0%
Transfer Out	<u>976,209</u>	<u>118,889</u>	<u>538,903</u>	<u>1,262,039</u>	<u>233,054</u>	96.0%
TOTAL	\$1,542,670	\$678,482	\$754,083	\$1,753,051	\$686,237	1.1%

ANNUAL BUDGET 2024-2025

Fund: Community Development Block Grant Fund

Department: Leisure Services & Social Services

Full-Time Positions:	<u>Authorized Positions</u>			Revised	Proposed
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Director of Leisure Services & Social Services	0.05	0.05	0.05	0.05	0.05
Community Partnership Manager*	0.55	0.55	0.55	0.55	0.25
Community Programs (CDBG) Coordinator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL	1.60	1.60	1.60	1.60	1.30

* Position was partly reallocated to General Fund due to eligible duties.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

CDBG – HOUSING REHABILITATION FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Community Development Block Grant	\$ 201,943	\$ 270,000	\$ 194,600	\$ 240,000
Loan/Grant Repayments	79,734	40,000	105,000	49,700
Interest Income	23,763	10,000	30,000	20,000
Miscellaneous	<u>340</u>	<u> </u>	<u>400</u>	<u>300</u>
Total Revenues & Other Resources	\$ 305,780	\$ 320,000	\$ 330,000	\$ 310,000
EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Housing Rehabilitation Activities	<u>\$ 305,780</u>	<u>\$ 320,000</u>	<u>\$ 330,000</u>	<u>\$ 310,000</u>
Total Expenditures & Other Uses	\$ 305,780	\$ 320,000	\$ 330,000	\$ 310,000
CHANGE IN FUND BALANCE	\$	\$	\$	\$
BEGINNING BALANCE	\$	\$	\$	\$
ENDING BALANCE	\$	\$	\$	\$

Fund: CDBG – Housing Rehabilitation Fund
Department: Leisure Services & Social Services

PURPOSE

The CDBG Housing Rehabilitation Fund is one of two funds that receive Federal grant monies from the U.S. Department of Housing and Urban Development. Through this fund, grants and loans are made to eligible homeowners and loan repayments are recorded.

LONG-TERM STRATEGY

The fund will continue to offer loans and grants to eligible homeowners to the extent that Federal grant monies from Housing and Urban Development and loan repayment funds are available.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Intergovernmental	\$	\$	\$	\$	\$201,940
Loan/Grant Repayments	130,000	205,000	115,073	201,957	79,500
Interest	24,000	46,000	39,339	62,496	24,000
Miscellaneous			270	430	340
TOTAL REVENUES	\$154,000	\$251,000	\$154,682	\$264,883	\$305,780
<u>Expenditures:</u>					
Grant Activities	154,000	251,000	154,682	264,883	305,780
TOTAL EXPENDITURES	\$154,000	\$251,000	\$154,682	\$264,883	\$305,780
OPERATING RESULTS	--	--	--	--	--
FUND BALANCE	--	--	--	--	--

FISCAL YEAR 2024 OPERATING RESULTS

The CDBG entitlement grant and repayments are projected to be fully expended in fiscal year 2024. This could fluctuate depending upon actual expenditures and grant reimbursements received prior to the close of the fiscal year.

FISCAL YEAR 2025 BUDGET

The total expected grant amount to be used for housing rehabilitation for fiscal year 2025 is \$310,000. These funds, as well as any carryover funds and loan repayments, will be used for loans and grants to low-income residents.

Fund: CDBG – Housing Rehabilitation Fund
Department: Leisure Services & Social Services

PROGRAM PERFORMANCE MEASURES & INDICATORS					
CDBG – Housing Rehabilitation Fund					
(Fiscal Year)					
	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Actual</u> <u>2023</u>
Total Housing Rehabilitation Projects	3	4	4	6	11
Elderly Assistance Projects (subset)	0	1	2	4	8
Number of Applications Approved	4	4	3	11	13
Number of Applications Denied/ Withdrawn	5	4	3	0	3
Number of Inquiries	9	4	27	33	40
Number of Projects Completed	4	4	4	6	13
Housing Rehabilitation Dollars Spent*	\$27,013	\$47,001	\$17,255	\$42,725	\$70,825
Elderly Assistance Dollars Spent*	\$0	\$5,064	\$56,734	\$64,529	\$170,904
Warranty Dollars Spent*	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Dollars Spent	\$27,013	\$52,065	\$73,989	\$107,254	\$241,729
Number of Full Time Positions	1	1	1	1	1
Average Cost Per Housing Rehabilitation Project *	\$9,004	\$13,016	\$18,497	\$17,876	\$23,608
Average Cost Per Elderly Assistance Program Project *	\$0	\$5,064	\$24,712	\$16,132	\$21,363

*The method to calculation changed in 2019.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

STATE HOUSING AND COMMUNITY DEVELOPMENT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Interest Income	\$ 19	\$	\$ 20	\$ 15
Loan/Grant Repayments				
Total Revenues & Other Resources	\$ 19	\$	\$ 20	\$ 15
EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Transfer Out	\$	\$	\$	\$
Total Expenditures & Other Uses	\$	\$	\$	\$
CHANGE IN FUND BALANCE	\$ 19	\$	\$ 20	\$ 15
BEGINNING BALANCE	\$ 552	\$ 571	\$ 571	\$ 591
ENDING BALANCE	\$ 571	\$ 571	\$ 591	\$ 606

Fund: State Housing and Community Development Fund**Department: Leisure Services & Social Services****PURPOSE**

This fund was created to meet state requirements to account for housing rehabilitation and development programs.

LONG-TERM STRATEGY

The State Housing and Community Development Fund will continue to receive loan repayments and fund services as fund balance permits.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Interest on Investment	\$	\$ 200	\$	\$	\$
Loan/Grant Repayments	27,900				
TOTAL REVENUES	\$27,900	\$ 200	\$	\$	\$
TRANSFERS TO OTHER FUNDS		(\$27,500)			
OPERATING RESULTS	\$27,900	(\$27,300)	\$	\$	\$
FUND BALANCE	\$27,900	\$ 600	\$ 600	\$ 600	\$ 600

REVIEW OF PERFORMANCE

The fund balance in the State Housing and Community Development Fund has varied based upon grant repayments and transfers to the General Fund to offset the cost of Social Services programs.

FISCAL YEAR 2024 OPERATING RESULTS

There is \$20 in interest earnings for 2024.

FISCAL YEAR 2025 BUDGET

The budget for fiscal year 2025 assumes \$15 in interest earnings and no budgeted revenue for loan/grant repayments, as such payments will come solely from clients who sell their homes and pay-off their loans.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

WESTMOOR PARK FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Charges for Services	\$ 386,764	\$ 414,740	\$ 440,040	\$ 446,686
Trust Income	427,270	420,000	350,000	424,000
Interest Income	17,021	2,000	14,000	15,000
Miscellaneous Revenue	14,541	16,000	16,000	16,000
Transfer In				
Total Revenues & Other Resources	\$ 845,596	\$ 852,740	\$ 820,040	\$ 901,686

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Park Operations	\$ 514,632	\$ 482,396	\$ 512,768	\$ 522,682
Park Programs	129,130	136,072	143,019	148,385
Park Summer Camp	<u>151,167</u>	<u>163,482</u>	<u>164,857</u>	<u>173,730</u>
Total Expenditures & Other Uses	\$ 794,929	\$ 781,950	\$ 820,644	\$ 844,797

CHANGE IN FUND BALANCE	\$ 50,667	\$ 70,790	(\$ 604)	\$ 56,889
BEGINNING BALANCE	\$ 391,064	\$ 441,731	\$ 441,731	\$ 441,127
ENDING BALANCE	\$ 441,731	\$ 512,521	\$ 441,127	\$ 498,016

Fund: Westmoor Park Fund
Department: Leisure Services & Social Services
PURPOSE

A budgeted fund accounts for income received from program revenue and the Hunter Trust Fund, as well as expenditures necessary to operate and maintain Westmoor Park, an environmental park located in West Hartford. The Fund pays for all operating expenses, maintenance costs and capital improvement costs associated with the facility. Revenue is received from the Hunter Trust Fund, program revenues and donations, 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>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Charges for Services	\$326,000	\$423,000	\$365,000	\$364,000	\$387,000
Interest Income	6,000	5,000	1,000	1,000	17,000
Trust Income	368,000	369,000	345,000	454,000	427,000
Miscellaneous Revenue			<u>23,000</u>	<u>16,000</u>	<u>15,000</u>
TOTAL REVENUES	\$700,000	\$797,000	\$734,000	\$835,000	\$846,000
<u>Expenditures:</u>					
Operational	<u>\$663,000</u>	<u>\$887,000</u>	<u>\$695,000</u>	<u>\$787,000</u>	<u>\$738,000</u>
TOTAL EXPENDITURES	\$663,000	\$887,000	\$695,000	\$787,000	\$738,000
TRANSFERS TO OTHER FUNDS	(\$78,000)	--	--	--	(\$57,000)
OPERATING RESULTS	(\$41,000)	(\$90,000)	\$39,000	\$48,000	\$51,000
FUND BALANCE	\$394,000	\$304,000	\$343,000	\$391,000	\$442,000

Fund: Westmoor Park Fund**Department: Leisure Services & Social Services****REVIEW OF PERFORMANCE**

For the past several years, the fund has successfully met its goal of earning revenues sufficient to cover all operating expenses (excluding capital outlay). In fiscal year 2023 the fund achieved an operating surplus, prior to transfers to other funds. Fund balance at June 30, 2022 was \$391,064. During and post-pandemic, program registrations and visitations have remained strong.

FISCAL YEAR 2024 OPERATING RESULTS

The fund is expected to generate revenues of \$820,040 with corresponding expenditures of \$820,644, resulting in a slight decrease to fund balance of \$604. Fund balance at June 30, 2024 will be approximately \$441,127.

FISCAL YEAR 2025 BUDGET

The fiscal year 2025 budget anticipates revenues of \$901,686 with corresponding expenditures of \$844,797, resulting in a surplus of \$56,889. This may vary depending upon trust income generated by the Hunter Trusts.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
Westmoor Park Fund					
(Fiscal Year)					
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Number of instructional programs	450	269	169	473	545
Number of instructional program registrations	8,005	4,733	2,656	7,698	8,997
Number of Group tours/ birthday parties	149	128	18	53	120
Program attendance-public classes/services	3,316	2,091	2,357	3,211	2,952
Program attendance-groups attending	5,857	3,142	299	5,613	6,397

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>2022-23</u>	<u>2023-24</u>	<u>6 Months</u>	<u>2023-24</u>	<u>2024-25</u>	<u>Change</u>
Charges for Services	\$386,764	\$414,740	\$97,123	\$440,040	\$446,686	7.7%
Trust Income	427,270	420,000	135,775	350,000	424,000	1.0%
Interest Income	17,021	2,000	8,850	14,000	15,000	650.0%
Miscellaneous Revenue	14,541	16,000	13,326	16,000	16,000	
Transfer In						
TOTAL	\$845,596	\$852,740	\$255,074	\$820,040	\$901,686	5.7%
<u>Expenditures:</u>						
Wages & Salaries	\$407,014	\$431,821	\$234,431	\$431,021	\$444,202	2.9%
Operating Expense	132,912	122,827	69,557	132,484	139,253	13.4%
Fringe Benefits	<u>255,003</u>	<u>227,302</u>	<u>149,398</u>	<u>257,139</u>	<u>261,342</u>	15.0%
TOTAL	\$794,929	\$781,950	\$453,386	\$820,644	\$844,797	8.0%

	<u>Authorized Positions</u>			Revised	Proposed
<u>Full-Time Positions:</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Park Naturalist	1.0	1.0	1.0	1.0	1.0
Assistant Park Naturalist	1.0	1.0	1.0	1.0	1.0
Parks and Facility Supervisor	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
TOTAL	2.1	2.1	2.1	2.1	2.1

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2025 Westmoor Park Fund budget reflects revenue of \$901,686 with corresponding expenditures totaling \$844,797. In total, expenditures increase \$62,847 or 8.0% primarily due to minimum wage increase, contractual obligations, increased cost for supplies, as well as increased Pension and Risk expense. In addition, a contingency for contractual wage settlements on unsettled contracts is included.

Hunter Trust Income

The Hunter Trust Fund provides approximately half of this fund's annual operational revenue, and funds facility maintenance and improvements. 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 2025, this amount is estimated to be \$424,000. In accordance with the Hunter Trust, if revenues exceed annual operating costs, the surplus remains in the Westmoor Park Fund.

ANNUAL BUDGET 2024-2025

Fund: Westmoor Park Fund

Department: Leisure Services & Social Services

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$164,464	\$165,811	\$75,420	\$165,271	\$166,291	0.3%
Temporary Payroll	241,960	264,700	158,757	264,700	276,611	4.5%
Overtime	590	1,310	254	1,050	1,300	-0.8%
Office Expense	2,703	4,050	1,701	3,800	4,000	-1.2%
Dues and Travel	380	600	120	600	600	
Training		600	630	630	600	
Advertising	6,234	2,000		4,277	5,000	150.0%
Professional Services	12,222	8,000	3,603	8,000	8,000	
Contractual Services	12,436	14,500	7,343	16,100	14,500	
Office/Minor Equipment	2,388	1,000		1,000	1,000	
Utilities	17,636	24,777	12,389	24,777	26,053	5.1%
Telecommunications	598	1,100	230	600	800	-27.3%
Vehicles & Equipment Expense	3,182	3,000	1,467	3,000	3,000	
Operating Expense – Miscellaneous	995	1,500	1,013	1,500	1,500	
Merchandise for Resale		500		500	500	
Maintenance & Repairs	52,089	38,100	18,846	38,100	46,100	21.0%
Miscellaneous Supplies	9,689	12,100	6,979	12,600	12,600	4.1%
Program Expenses	6,986	11,000	15,236	17,000	15,000	36.4%
Rental/Leases	5,374					
Social Security	16,143	16,476	8,180	16,283	17,207	4.4%
Pension	68,844	65,346	32,673	65,346	72,472	10.9%
Risk Management Expense	113,311	117,090	58,545	117,090	124,387	6.2%
Contingency				13,530	18,886	100.0%
Transfers Out	<u>56,705</u>	<u>28,390</u>	<u>50,000</u>	<u>44,890</u>	<u>28,390</u>	
Total Department	\$794,929	\$781,950	\$453,386	\$820,644	\$844,797	8.0%

DEPARTMENT: LEISURE SERVICES & SOCIAL SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised	Proposed
	2021-22	2022-23	2023-24	2023-24	2024-25
<u>GENERAL FUND</u>					
Director of Leisure Services & Social Services	0.85	0.85	0.85	0.85	0.85
Assistant Director of Social Services		1.00	1.00	1.00	1.00
Office Operations Specialist	0.70	0.70	0.70	0.70	0.70
Social Services Manager	0.95	1.00	1.00	1.00	1.00
Social Worker	3.00	3.00	3.00	3.00	3.00
Leisure Services Manager	0.75	0.75	0.75	0.75	0.75
Facility Supervisor	2.85	2.85	2.85	2.85	2.85
Program Supervisor	1.00				
Recreation Specialist	1.00	2.00	2.00	2.00	2.00
Crew Leader		0.80	0.80	0.80	0.80
Grounds Maintainer	0.80				
Senior Staff Assistant	1.90	2.00	2.00	2.00	2.00
Community Partnerships Manager	<u>0.60</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.75</u>
TOTAL GENERAL FUND	14.40	15.40	15.40	15.40	15.70
<u>LEISURE SERVICES FUND</u>					
Director of Leisure Services & Social Services	0.10	0.10	0.10	0.10	0.10
Office Operations Specialist	0.30	0.30	0.30	0.30	0.30
Leisure Services Manager	0.25	0.25	0.25	0.25	0.25
Skating Rink Supervisor	1.00	1.00	1.00	1.00	1.00
Facility Supervisor	0.05	0.05	0.05	0.05	0.05
Recreation Specialist	1.00	1.00	1.00	1.00	1.00
Golf Course Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Golf Course Superintendent	1.00	1.00	1.00	1.00	1.00
Crew Leader	0.50	0.70	0.70	0.20	0.20
Grounds Maintainer	1.70	1.50	1.50	2.00	2.00
Equipment Mechanic	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL LEISURE SERVICES FUND	7.90	7.90	7.90	7.90	7.90

ANNUAL BUDGET 2024-2025

DEPARTMENT: LEISURE SERVICES & SOCIAL SERVICES (continued)

POSITION	Authorized Positions			Revised	Proposed
	2021-22	2022-23	2023-24	2023-24	2024-25
<u>COMMUNITY DEVELOPMENT BLOCK</u>					
<u>GRANT FUND (CDBG)</u>					
Director of Leisure Services & Social Services	0.05	0.05	0.05	0.05	0.05
Community Partnerships Manager	0.55	0.55	0.55	0.55	0.25
Community Programs (CDBG) Coordinator	1.00	1.00	1.00	1.00	1.00
Social Services Manager					
Social Worker					
Senior Staff Assistant	—	—	—	—	—
TOTAL CDBG FUND	1.60	1.60	1.60	1.60	1.30
<u>WESTMOOR PARK FUND</u>					
Park Naturalist	1.00	1.00	1.00	1.00	1.00
Assistant Park Naturalist	1.00	1.00	1.00	1.00	1.00
Facility Supervisor	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
TOTAL WESTMOOR PARK FUND	2.10	2.10	2.10	2.10	2.10
TOTAL LEISURE SERVICES & SOCIAL SERVICES DEPARTMENT	26.00	27.00	27.00	27.00	27.00

This Page Left Intentionally Blank

DEPARTMENT OF LIBRARY SERVICES**MISSION**

Welcoming all, the West Hartford Public Library brings people, information, resources, and ideas together to enrich lives and strengthen our diverse community.

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ Implemented Fine Free Policy that eliminated overdue fines for library materials, reducing barriers and providing more equitable access to library collections and services for everyone.
- ✓ Finalized and implemented a new strategic plan, developed in partnership with Library staff, Board, stakeholders, and West Hartford community members.
- ✓ Hosted first annual BookWyrn Fest with over 1,000 attendees of all ages who participated in scavenger hunts and role playing, attended panels, played games, experimented with technology, and made connections with other community members.
- ✓ Partnered with West Hartford Food Pantry and Fern Street Food Ministry to offer the 7th year of the Kindness Project by collecting hygiene products and other supplies for underserved populations in the community.
- ✓ Expanded use of library collections: circulation increased over 8% from 2022 – 2023, participation in the Adult Summer Reading challenge increased 18% over the previous year, and we created non-traditional collections like the Seed Library that provided over 4,000 seed packets to gardeners of all kinds.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- ❖ Help lead the design of the new Community Center, Senior Center, and Library building to develop a facility that supports our diverse community now and for generations to come.
- ❖ In response to demand from our patrons, develop a plan to expand or adjust library hours to better meet the needs of our users.
- ❖ Expand access to digital collections by reducing wait times for popular titles, purchasing a broader and more diverse selection of materials, and provide instruction and assistance on using collections and devices.
- ❖ Continue to implement our Strategic Plan to meet the needs of our community

DEPARTMENT OF LIBRARY SERVICES

BUDGET SUMMARY						
	Actual <u>2022-23</u>	Adopted <u>2023-24</u>	Actual <u>6 Months</u>	Estimated <u>2023-24</u>	Proposed <u>2024-25</u>	Percent <u>Change</u>
<u>Revenues:</u>						
Charges for Services	\$	\$	\$7,845	\$9,500	\$14,000	100.0%
Fines & Forfeitures	<u>24,675</u>	<u>3,000</u>	<u>4,499</u>	<u>10,000</u>	<u>4,000</u>	33.3%
TOTAL	\$24,675	\$3,000	\$12,344	\$19,500	\$18,000	500.0%
<u>Expenditures:</u>						
Wages & Salaries	\$2,573,126	\$2,752,294	\$1,236,117	\$2,730,760	\$2,821,945	2.5%
Operating Expense	624,340	652,637	353,678	620,775	671,637	2.9%
Social Security	<u>179,199</u>	<u>206,828</u>	<u>86,274</u>	<u>191,418</u>	<u>211,667</u>	2.3%
TOTAL	\$3,376,665	\$3,611,759	\$1,676,069	\$3,542,953	\$3,705,249	2.6%

	Authorized Positions			Revised	Proposed
Full-Time Positions:	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
General Fund	24	24	24	24	24

BUDGET & PROGRAM HIGHLIGHTS

With locations in each of the Town's three primary business centers, the West Hartford Public Library creates multifaceted opportunities for learning and connecting in-person and online. The libraries support, on average, over 6,300 library service interactions each day. The West Hartford Public Library serves the community through access to current and popular collections, research assistance, and programs for every age. Residents enjoy computer access, digital collections, current event and book discussions, conversation groups for speakers of other languages, technology assistance, and a wide variety of online learning opportunities.

The budget for fiscal year 2025 reflects an increase of \$93,490 or 2.6%. Wages and salaries increase \$69,651 or 2.5% primarily due to estimated merit increases for eligible employees and minimum wage increases for temporary and part time employees. Operating expenses increase by \$19,000 or 2.9%. The majority of the increase represents a copy charge that was originally recorded in the Library Fund transferring into the General Fund with offsetting revenue. Social security is adjusted in accordance with wage changes and participation in the social security alternative program.

ADMINISTRATIVE SERVICES DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Copies	\$	\$	\$ 7,845	\$ 9,500	\$14,000	100.0%
Library Fines	24,675	3,000	4,499	10,000	4,000	33.3%
TOTAL	\$24,675	\$3,000	\$12,344	\$19,500	\$18,000	500.0%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$620,413	\$705,669	\$313,005	\$695,003	\$721,258	2.2%
Temporary Payroll	216,639	235,048	106,358	228,495	260,008	10.6%
Overtime	1,607	1,860		1,860	1,860	
Education Premium Pay	3,896	3,780	1,575	3,780	3,780	
Office Expense	40,581	45,425	27,279	55,175	54,700	20.4%
Dues and Travel	4,817	7,397	1,812	5,100	6,647	-10.1%
Professional Services	5,558	6,700	3,400	6,700	8,000	19.4%
Contractual Services	2,607	1,500	817	1,500	1,500	
Office Equipment	150	400				-100.0%
Information Technology	118,691	128,500	86,662	125,500	128,500	
Telecommunications	299	6,000	150	500	4,275	-28.8%
ADA Expenditures	659	1,500	980	2,000	2,500	66.7%
Social Security	58,416	71,039	29,463	68,062	74,053	4.2%
TOTAL	\$1,074,333	\$1,214,818	\$571,501	\$1,193,675	\$1,267,081	4.3%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Director of Library Services*	1	1	1	1	1
Librarian II**	3	3	3	3	3
Office Operations Specialist	1	1	1	1	1
Library Specialist	2	2	2	2	2
Library Assistant	1	1	1	1	1
TOTAL	8	8	8	8	8

* This position was unfunded for the first half of fiscal year 2022 and fully funded in fiscal year 2023.

** The funding for one authorized Librarian II position was restored in fiscal year 2024.

ADMINISTRATIVE SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

Administrative Services is made up of staff who provide essential services to the library system as a whole: administration, collections services, programs and community outreach, and technology services. All full-time staff members in this division assist with public service on a regular basis.

Regular Payroll: Administrative Services is staffed by eight full-time positions: the Director, Office Operations Specialist, three Librarians II, two Library Specialists and one Library Assistant. Estimated merit increases are included for these positions, where applicable.

Temporary Payroll: Temporary payroll funds part-time catalogers, publicity and program support, and information technology support. In fiscal year 2025 a minimum wage increase is included. In addition, the department reassigned staff to better align with programs.

Overtime: This appropriation is used 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 \$720 for an Associate's Degree or \$1,020 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. Supplies include envelopes and mailers, copy paper for internal use, toner, stationery, and library specific products. This appropriation also 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. In fiscal year 2025 the increase represents a copy charge originally in the Library Fund transferred into the General Fund with offsetting revenue for the expense.

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, 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 reduction is in alignment with historical trends.

Professional Services: This appropriation is used for hiring presenters for programs open to the public as well as staff training. Funding is 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. The increase represents higher performer costs.

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

Office Equipment: This line has been eliminated for fiscal year 2025.

Information Technology: This appropriation covers costs of software and platforms for a variety of Library operations such as the integrated library system (ILS) for cataloging and circulation of materials, access to the national interlibrary loan and catalog system, online library calendar, and employee scheduling software.

Telecommunications: This funds desktop telephone services and faxes at the Library's three locations, for maintenance, long distance calls and circuits. The reduction aligns with historical trends.

ADA Expenditures: This appropriation is to fund sign language interpretation or similar services as requested under ADA. A CPI increase is included.

Social Security: This appropriation is for required Federal payments based upon actual wages paid and is adjusted based upon wage and salary modifications.

PROGRAM PERFORMANCE MEASURES & INDICATORS

Library Services – Administrative Services

(Fiscal Year)

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Actual 2023</u>
<u>Library Customer Services:</u>					
Library Visitors	448,164	299,419	56,124	185,754	250,939
Curbside Pickup Appointments	n/a	n/a	28,380	2,094	686
Library Website Visitors	308,641	283,992	229,379	257,056	297,228
Program and Museum Pass Attendance	31,642	22,493	7,281	14,674	18,649
Preschool Literacy Program Attendance	12,263	10,191	1,124	4,930	6,498
Card Holders	26,426	25,538	26,383	20,922	21,283
Instagram, Facebook and Twitter Followers	11,104	11,631	12,960	13,365	13,844
Newsletter Views	204,944	237,924	220,029	295,181	361,557
Number of Print Book & Media Loans	725,852	511,623	304,655	500,660	544,732
Number of Electronic Book & Media Loans	87,809	133,955	131,616	137,679	155,567
Loans per Capita	12.9	10.3	7.0	10.0	10.9
Reference Inquiries	81,189	64,425	52,328	64,547	59,846
Electronic Information Retrievals	388,721	414,705	427,057	445,289	342,956
Wireless (WIFI) Usage Sessions	101,539	68,350	23,492	45,080	54,004
Number of Computer Sessions	46,560	32,167	4,041	17,340	23,002

ADULT SERVICES DIVISION
SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$458,833	\$465,400	\$212,314	\$522,168	\$472,947	1.6%
Temporary Payroll	184,301	208,922	92,385	188,686	213,922	2.4%
Overtime	3,123	3,930		3,060	3,930	
Education Premium Pay	1,746	720	725	1,020	1,740	141.7%
Office Expense	1,268	1,500	578	1,200	1,500	
Library Materials	296,275	278,300	150,740	253,800	282,840	1.6%
Social Security	<u>47,058</u>	<u>50,989</u>	<u>21,551</u>	<u>46,803</u>	<u>51,763</u>	1.5%
TOTAL	\$992,604	\$1,009,761	\$478,293	\$1,016,737	\$1,028,642	1.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Librarian III	1	1	1	1	1
Librarian II	1	1	1	1	1
Librarian I	2	2	2	2	2
Library Assistant	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	6	6	6	6	6

ADULT SERVICES – BUDGET AND PROGRAM HIGHLIGHTS

The Adult Services staff consists of reference librarians and circulation staff delivering a variety of programs and services while maintaining a high level of consistent customer service for all library users. Full-time staff operate from a “home-base” at one of the three libraries, but cover service points in each library location as needed, providing reference and information services, curating physical and electronic collections, and developing and leading programs on a wide variety of topics.

Regular Payroll: The Adult Services Division is staffed by six full-time positions who are based out of the Noah Webster Library. The appropriation reflects estimated merit increases offset by the filling of a vacancy at the start of the pay range.

Temporary Payroll: In order to cover customer services during all open hours, allocation is made for clerical and professional staff to cover public service desks at the Noah Webster Library when full-time staff are assigned to other locations or activities. In fiscal year 2025 a minimum wage increase is included.

Overtime (Sunday Hours): This appropriation is made to pay wages for full-time staff who volunteer to work Sunday hours in addition to their normal work week. By contract, professional staff are paid their normal hourly rate plus a differential of \$30 per Sunday. Clerical Staff are paid time and a half for Sunday hours. Two full-time staff members are used on Sundays, rather than rely solely on part-time employees.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's degree or \$1,020 for a Bachelor's Degree.

Office Expense: This appropriation covers the cost of supplies required for circulation services.

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, and digital audio books) and movies in DVD and Blu-Ray format. The Library builds as broad a collection of materials as possible, adhering to a collection development policy approved by the Library Board. 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. Also included are e-book, e-serials and e-audio collections for adults and the online research resources available 24/7 to West Hartford residents. In fiscal year 2025 the increase represents higher costs and patron demand for digital content.

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

FAXON BRANCH LIBRARY

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$231,752	\$234,997	\$107,545	\$235,030	\$241,652	2.8%
Temporary Payroll	54,084	73,208	26,977	56,871	73,208	
Education Premium Pay	1,029	1,020	425	1,020	1,020	
Office Expense	1,275	1,500	637	1,500	1,500	
Library Materials	36,689	47,900	20,075	43,200	47,900	
Social Security	<u>19,469</u>	<u>23,143</u>	<u>9,356</u>	<u>20,648</u>	<u>23,626</u>	2.1%
TOTAL	\$344,298	\$381,768	\$165,015	\$358,269	\$388,906	1.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-2025</u>
Librarian II	1	1	1	1	1
Librarian I	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 Faxon Library, located in the Elmwood neighborhood, is staffed by three full-time positions, a Community Engagement Librarian II, a Librarian I who provides outreach programming to students in the West Hartford pre-school and elementary schools in addition to general reference services to all ages, and a Circulation Library Assistant. For both branch libraries, branch operations are overseen by a Librarian III who spends 14-16 hours per week in each location. The budget includes estimated merit increases, where applicable.

Temporary Payroll: This allocation covers professional, clerical and page positions who provide direct customer service.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's degree or \$1,020 for a Bachelor's Degree.

Office Expense: This appropriation covers the cost of office and library supplies that are needed at each branch location.

Library Materials: This appropriation is for the purchase of library materials for all age-groups in all physical formats: books, audio-recordings, magazines, and DVDs. Each branch collection is geared to the interests of the neighborhood community it serves.

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.

BISHOPS CORNER BRANCH LIBRARY

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$250,746	\$254,269	\$125,786	\$255,672	\$260,314	2.4%
Temporary Payroll	84,565	100,349	42,387	88,378	100,349	
Education Premium Pay	1,029	1,020	425	1,020	1,020	
Office Expense	1,318	1,500	884	1,500	1,500	
Library Materials	42,711	50,100	22,024	47,600	50,100	
Social Security	<u>23,310</u>	<u>26,862</u>	<u>11,402</u>	<u>23,925</u>	<u>27,315</u>	1.7%
TOTAL	\$403,679	\$434,100	\$202,908	\$418,095	\$440,598	1.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-2025</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>		
Librarian III	1	1	1	1	1
Librarian II	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

BISHOPS CORNER BRANCH LIBRARY - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Bishops Corner Branch Library is staffed by three full-time positions: a Librarian III Branch Operations Manager who spends 14-16 hours per week in each of the two branch libraries; a Children's Librarian II who also serves as a member of the Children's Services team; and a Circulation Library Assistant. This appropriation reflects estimated merit adjustments, where applicable.

Temporary Payroll: This allocation covers professional, clerical and page positions who provide direct customer service. This appropriation reflects the reallocation of part-time staff between divisions to meet staffing and programming needs.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's degree or \$1,020 for a Bachelor's Degree.

Office Expense: This appropriation covers the cost of office and library supplies that are needed at each branch location.

Library Materials: This appropriation is for the purchase of library materials for all age-groups in all physical formats: books, audio-recordings, magazines, and DVDs. Each branch collection is geared to the interests of the neighborhood community it serves.

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

CHILDREN'S SERVICES DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$256,918	\$250,276	\$109,865	\$241,300	\$246,911	-1.3%
Temporary Payroll	83,614	89,908	41,212	86,561	92,226	2.6%
Overtime	150	3,930		2,000	3,930	
Education Premium Pay	425		425	1,020	1,020	100.0%
Office Expense	3,162	4,000	1,716	3,700	4,000	
Professional Services	2,953	3,500	1,679	3,500	3,500	
Library Materials	50,159	47,915	24,273	49,900	51,575	7.6%
Social Security	<u>22,703</u>	<u>25,884</u>	<u>10,706</u>	<u>23,610</u>	<u>25,785</u>	-0.4%
TOTAL	\$420,084	\$425,413	\$189,876	\$411,591	\$428,947	0.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2024-25</u>
Librarian III	1	1	1	1	1
Librarian I	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

Regular Payroll: The Children's Services Division is staffed by three full-time positions who are based out of the Noah Webster Library but deliver programs and/or services in both branch libraries as needed.

Temporary Payroll: Part-time librarians, clerical staff and pages work in the Children's Division to provide programming, reference and reader's advisory service, circulate library materials, and maintain collections. In fiscal year 2025 a minimum wage increase is included.

Overtime (Sunday Hours): This appropriation is for full-time staff who volunteer to work Sunday hours in addition to their normal work week. By contract, professional staff are paid their normal hourly rate plus a differential of \$30 per Sunday. Clerical Staff are paid time and a half for Sunday hours.

Education Premium Pay: Members of the Clerical Union are eligible for education attainment payments of \$720 for an Associate's degree or \$1,020 for a Bachelor's Degree.

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.

Professional Services: This appropriation is used to fund presentations to the public in the rare instances that they are not available at no charge. Several grants fund special program series such as Sunday concerts for children.

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, and music CD's, as well as the purchase of electronic books and media. The increase in fiscal year 2025 represents the higher costs and patron demand for digital content (\$3,660).

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

Youth Services

Library services for West Hartford's youth are provided by experienced staff in each of the three libraries, who welcome children, teens and families each day to engaging and age-appropriate spaces focused on literacy and cooperative learning. Librarians who specialize in working with specific age groups develop book and media collections as well as programs for infants through high school students. Age-appropriate databases and Internet resources enhance the collections and staff assist teens, children and parents in using these 21st century tools.

TEEN SERVICES DIVISION

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$89,067	\$91,313	\$41,476	\$91,148	\$94,175	3.1%
Temporary Payroll	29,189	26,675	13,232	26,668	26,675	
Office Expense	977	1,500	1,004	1,500	1,800	20.0%
Professional Services	900	2,600	480	2,000	2,600	
Library Materials	13,291	14,900	8,488	14,900	16,700	12.1%
Social Security	<u>8,243</u>	<u>8,911</u>	<u>3,796</u>	<u>8,370</u>	<u>9,125</u>	2.4%
TOTAL	\$141,667	\$145,899	\$68,476	\$144,586	\$151,075	3.5%

FULL-TIME POSITION SCHEDULE

	<u>2021-22</u>	<u>Authorized Positions</u> <u>2022-23</u>	<u>2023-24</u>	<u>Revised</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>
Librarian II	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

TEEN SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Although Teen Services is a separate division serving a unique audience, the Teen Services Librarian works under the direction of the Children's Services Manager and serves as an additional member of both the Adult and Children's Services teams, while focusing on developing programs and collections of interest to middle and high school age customers. Estimated merit increases are included in this appropriation.

Temporary Payroll: This appropriation covers the cost of Library Assistants who assist with teen programs and provide adult supervision of teens using the Teen Room at the Noah Webster Library.

Office Expense: This appropriation covers the cost of supplies that are specific to the teen area and teen programs. A CPI increase is included.

Professional Services: This appropriation is used to hire presenters for programs open to the public such as author talks, songwriter/performers, etc.

Library Materials: This appropriation is for the purchase of library materials for the Teen collection at the Noah Webster Library, including the purchase of electronic books and media, music, movies, television shows, comics and graphic novels for patrons. The Teen Services Librarian works with staff at the branches to coordinate purchases for branch teen collections. In fiscal year 2025 the increase represents meeting higher costs and patron demand for digital content (\$1,800).

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

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

WEST HARTFORD LIBRARY FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Library Grant	\$ 8,453	\$	\$	\$
Charges for Copies	8,495			
Interest Income	<u>3,175</u>	<u> </u>	<u>3,228</u>	<u> </u>
Total Revenue & Other Resources	\$ 20,123	\$	\$ 3,228	\$

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Library Operations	<u>\$ 36,924</u>	<u>\$</u>	<u>\$ 9,016</u>	<u>\$</u>
Total Expenditures	\$ 36,924	\$	\$ 9,016	\$

CHANGE IN FUND BALANCE	(\$ 16,801)	\$	(\$ 5,788)	\$
BEGINNING BALANCE	\$ 94,688	\$ 77,887	\$ 77,887	\$ 72,099
ENDING BALANCE	\$ 77,887	\$ 77,887	\$ 72,099	\$ 72,099

Fund: West Hartford Library Fund**Department: Library****PURPOSE**

A budgeted fund used to account for the DeliverIT-CT (formerly Connecticard) Program which is funded via State grant. In prior years other programs accounted for in this fund included the operation of the Library's copiers, which were supported by user charges, as well as other State grants and private foundation grants. In fiscal year 2025 the DeliverIT-CT grant is reported in this fund.

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>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Intergovernmental	\$30,000	\$16,000	\$ 8,000	\$31,000	\$8,000
Charges for Copies	16,000	13,000	2,000	8,000	9,000
Interest Income	1,000	1,000	-	-	3,000
TOTAL REVENUES	\$47,000	\$30,000	\$10,000	\$39,000	\$20,000
<u>Expenditures:</u>					
Library Operations	\$ 39,000	\$ 17,000	\$10,000	\$37,000	\$37,000
TOTAL EXPENDITURES	\$ 39,000	\$ 17,000	\$10,000	\$37,000	\$37,000
OPERATING RESULTS	\$ 8,000	\$ 13,000	\$ -	\$ 2,000	(\$17,000)
FUND BALANCE	\$ 80,000	\$ 93,000	\$93,000	\$95,000	\$78,000

REVIEW OF PERFORMANCE

Fund balance of the Library Fund at June 30, 2023 is \$77,887.

FISCAL YEAR 2024 OPERATING RESULTS

In fiscal year 2024, it is expected that the fund will earn \$3,228 in investment income. Estimated expenditures total \$9,016 resulting in fund balance of \$72,099 at June 30, 2024.

FISCAL YEAR 2025 BUDGET

In the fiscal year 2025 budget, the DeliverIT-CT State Grant Fund amount is not known before budget adoption.

DEPARTMENT: LIBRARY

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2023-24	Proposed 2024-25
	2021-22	2022-23	2023-24		
<u>GENERAL FUND</u>					
Director of Library Services	1	1	1	1	1
Office Operations Specialist	1	1	1	1	1
Librarian III	3	3	3	3	3
Librarian II	6	6	7	7	7
Librarian I	5	5	4	4	4
Library Specialist	2	2	2	2	2
Library Assistant	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL LIBRARY	24	24	24	24	24

This Page Left Intentionally Blank

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>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Revenues</u>					
Education Cost Sharing Grant	\$22,149,807	\$23,028,564	\$23,037,333	\$25,088,837	8.9%
TOTAL	\$22,149,807	\$23,028,564	\$23,037,333	\$25,088,837	8.9%

**BUDGET SUMMARY
EDUCATION SERVICES**

	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Estimated</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>	<u>Percent</u> <u>Change</u>
<u>Expenditures</u>					
Education	\$181,012,512	\$190,191,121	\$190,191,121	\$201,303,856	5.8%
TOTAL	\$181,012,512	\$190,191,121	\$190,191,121	\$201,303,856	5.8%

This Page Left Intentionally Blank

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 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Wages & Salaries	\$ 103,727	\$ 105,081	\$ 49,505	\$ 106,840	\$ 111,619	6.2%
Operating Expense	13,553,092	13,267,144	6,822,484	13,316,847	13,509,404	1.8%
Fringe Benefits	<u>43,212,983</u>	<u>43,474,322</u>	<u>20,471,649</u>	<u>43,582,799</u>	<u>47,174,942</u>	8.5%
TOTAL	\$56,869,802	\$56,846,547	\$27,343,638	\$57,006,486	\$60,795,965	6.9%

	<u>Authorized Positions</u>			<u>Revised 2023-24</u>	<u>Proposed 2024-2025</u>
Full-Time Positions:	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</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 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Probate Court	\$ 31,559	\$ 45,260	\$ 13,185	\$ 42,616	\$ 45,125	-0.3%
General Fund Contingency	2,194,008	500,000		750,000	2,012,227	302.4%
Radio System Maintenance	230,990	232,480	191,859	286,468	418,777	80.1%
Private School Health Services	809,474	1,022,203	97,991	952,523	1,019,151	-0.3%
Non-Public School						
Transportation	743,031	1,008,131		936,406	1,069,479	6.1%
Tax Appeals/Legal Services	84,653	100,000	40,240	100,000	130,000	30.0%
Health District Payment	870,687	896,325	448,162	896,325	967,974	8.0%
Employee Benefits						
Contributions:						
Health/Other Insurance	18,131,936	22,444,848	11,222,423	22,444,848	23,647,145	5.4%
Pension	3,139,287	5,453,842	2,726,921	5,453,842	6,044,546	10.8%
Pension Obligation Debt Serv.	18,187,977	13,037,393	6,518,697	13,037,393	13,373,999	2.6%
Metropolitan District	11,946,200	12,106,065	6,084,160	12,106,065	12,067,542	-0.3%
Transfer Out	<u>500,000</u>					
Total Department	\$56,869,802	\$56,846,547	\$27,343,638	\$57,006,486	\$60,795,965	6.9%

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 \$45,125 for fiscal year 2025.

General Fund Contingency:

This appropriation reflects a contingency for unsettled union contracts. At the time of budget production, the Police, Fire and Streets contracts are current; all other union contracts remain in negotiation.

Radio System Maintenance:

The cost of maintaining and operating the town-wide radio communications system is \$418,777, an increase of \$186,297 for fiscal year 2025. The Town has installed a new radio system which will include maintenance costs of \$130,683. The remainder of the increase is for a radio system software update.

Private School Services Fund Subsidy:

Included in the fiscal year 2025 budget is a subsidy of \$2,088,630 to the Private School Services Fund which represents the non-reimbursable cost of providing health (\$1,019,151) and transportation (\$1,069,479) services to the resident and non-resident children in West Hartford private schools. The subsidy for transportation services increases \$61,348 in fiscal year 2025 due to contractual increases. The subsidy for providing private school health remains consistent with fiscal year 2024. This reflects merit increases for eligible school nurses, the addition of a full-time nurse in fiscal year 2024 offset by a reduction in temporary payroll, and increases in the pension and risk allocations.

Tax Appeals/Legal Services:

A total of \$100,000 is appropriated for costs associated with new or pending tax appeals of property assessments and \$30,000 for legal services.

Health District Payment:

The Town's payment to the West Hartford/Bloomfield Regional Health District (WHBHD) totals \$967,974 for fiscal year 2025 based upon the district's adopted budget.

Employee Benefits Contributions:

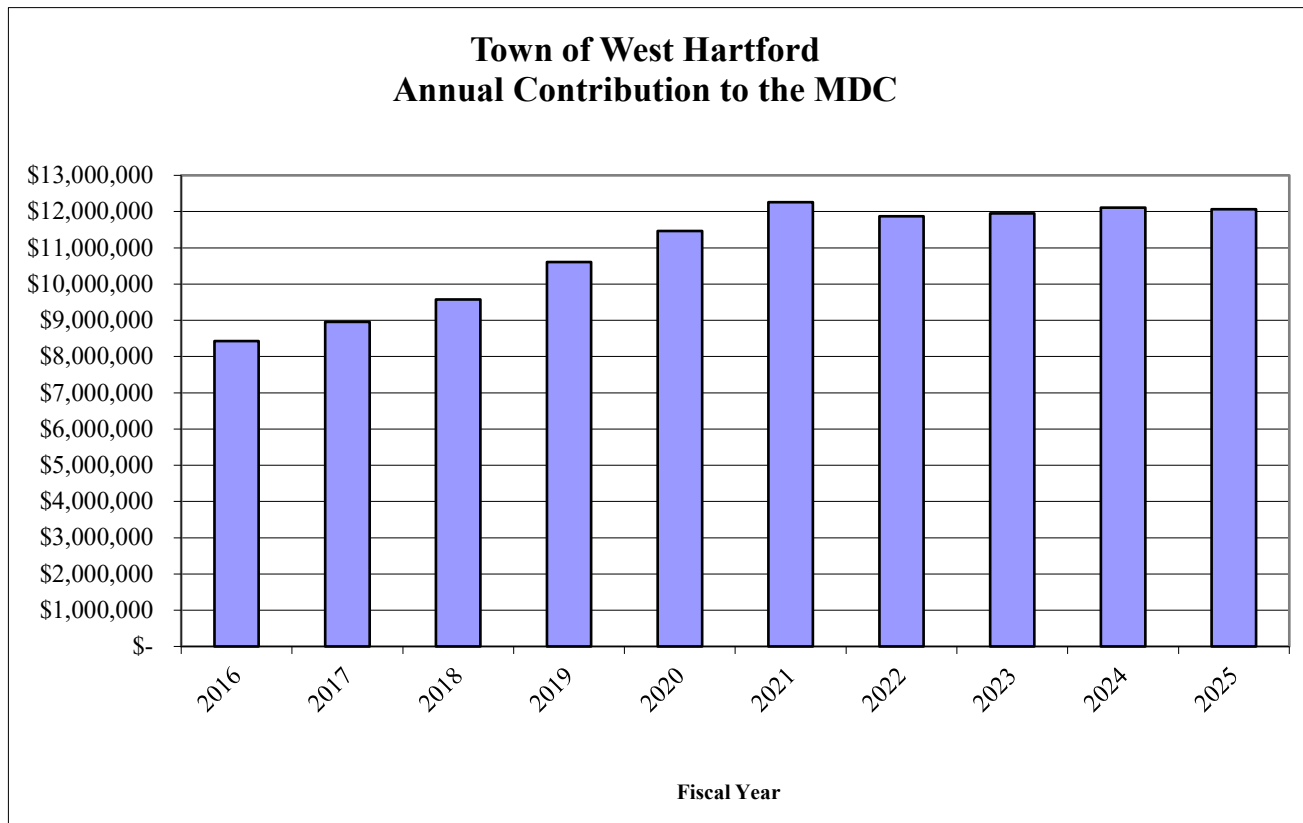
This appropriation represents the General Fund's contributions to the Town's Pension Fund and Risk Management Fund, an internal service fund used to account for the Town's risk management programs: workers' compensation, Town health, heart and hypertension, self-insured and insured. The appropriation is driven by three factors. First, the Town's total pension liability decreases from \$27,182,280 in fiscal year 2024 to \$26,830,254 in fiscal year 2025. This decrease is based on a lower Actuarially Determined Employer Contribution (ADEC) contribution with only a slight increase in the debt service payment on Pension Obligation Bonds (POB's) as discussed further. This total liability is allocated to Town funds and the Board of Education based upon the percentage of covered payroll, as well as an actuarially determined percentage of the ADEC for the Town/Board of Education. In fiscal year 2025 there was a higher percentage shift to the Town, resulting in an increased cost of \$927,310 to the General Fund. Second, the Town continues its commitment to fund its Retiree Health Reserve, which pays for medical care for retirees. The Town's contribution for fiscal year 2025 is \$11,272,000, an increase of \$400,000. Finally, the Town's General Fund contribution to the Risk Management Fund increases as the cost of healthcare and other insurance premiums continue to rise. More detail on the Pension Fund and Risk Management Fund can be found in the Human Resources departmental section.

Pension Obligation Debt Service:

This amount reflects the Town's portion of debt service related to the issuance of Pension Obligation Bonds (POB's). Since this liability is related to employee benefits and not capital improvements, it is being shown in this section of the budget document. The overall POB debt service of \$17,658,777 is being charged proportionately to the Town, BOE and Grant funded programs to employees who are members and contribute to the pension fund. In addition, the Pension Reserve Fund will contribute \$1,190,372 to POB debt service in fiscal year to mitigate the year over year increase to the ADEC. The \$13,373,999 represents approximately 76% of the overall POB debt service.

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 2025 decreases \$38,523 or 0.3% from the prior year.



TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

PRIVATE SCHOOL SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Intergovernmental	\$ 728,488	\$ 681,468	\$ 764,502	\$ 750,864
Charges for Services				
Transfer In	<u>1,552,506</u>	<u>2,030,334</u>	<u>1,888,929</u>	<u>2,195,776</u>
Total Revenues & Other Resources	\$2,280,994	\$2,711,802	\$2,653,431	\$2,946,640
EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Medical Care Services	\$1,537,962	\$1,703,671	\$1,717,025	\$1,877,161
Non-Public School Transportation	<u>743,032</u>	<u>1,008,131</u>	<u>936,406</u>	<u>1,069,479</u>
Total Expenditures & Other Uses	\$2,280,994	\$2,711,802	\$2,653,431	\$2,946,640
CHANGE IN FUND BALANCE	\$	\$	\$	\$
BEGINNING BALANCE	\$	\$	\$	\$
ENDING BALANCE	\$	\$	\$	\$

Fund: Private School Services Fund
Department: Non-Departmental

PURPOSE

A budgeted fund whose purpose is to account for all services provided by the Town to private and parochial schools in West Hartford. These services include the busing of local students to non-public schools in West Hartford and health services to these schools. The Town receives a State grant to partially offset the cost of these services and a transfer from the General Fund is made each year representing the local costs of the program.

LONG-TERM STRATEGY

This fund maintains no fund balance 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>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Intergovernmental	\$688,000	\$663,000	\$721,000	\$738,000	\$728,000
TOTAL REVENUES	\$688,000	\$663,000	\$721,000	\$738,000	\$728,000
<u>Expenditures:</u>					
Operational	\$2,414,000	\$2,219,000	\$2,135,000	\$2,183,000	\$2,281,000
TOTAL EXPENDITURES	\$2,414,000	\$2,219,000	\$2,135,000	\$2,183,000	\$2,281,000
TRANSFERS FROM OTHER FUNDS	\$1,726,000	\$1,556,000	\$1,414,000	\$1,445,000	\$1,553,000
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 \$1,726,000 in fiscal year 2019. The reimbursement from the State of Connecticut for health services to non-public schools has been capped due to State budget constraints.

FISCAL YEAR 2024 OPERATING RESULTS

Operating results for the current fiscal year are projected to result in a transfer from the General Fund of \$1,888,929. An additional Private School Nurse was added during fiscal year 2024.

ANNUAL BUDGET 2024-2025

Fund: Private School Services Fund

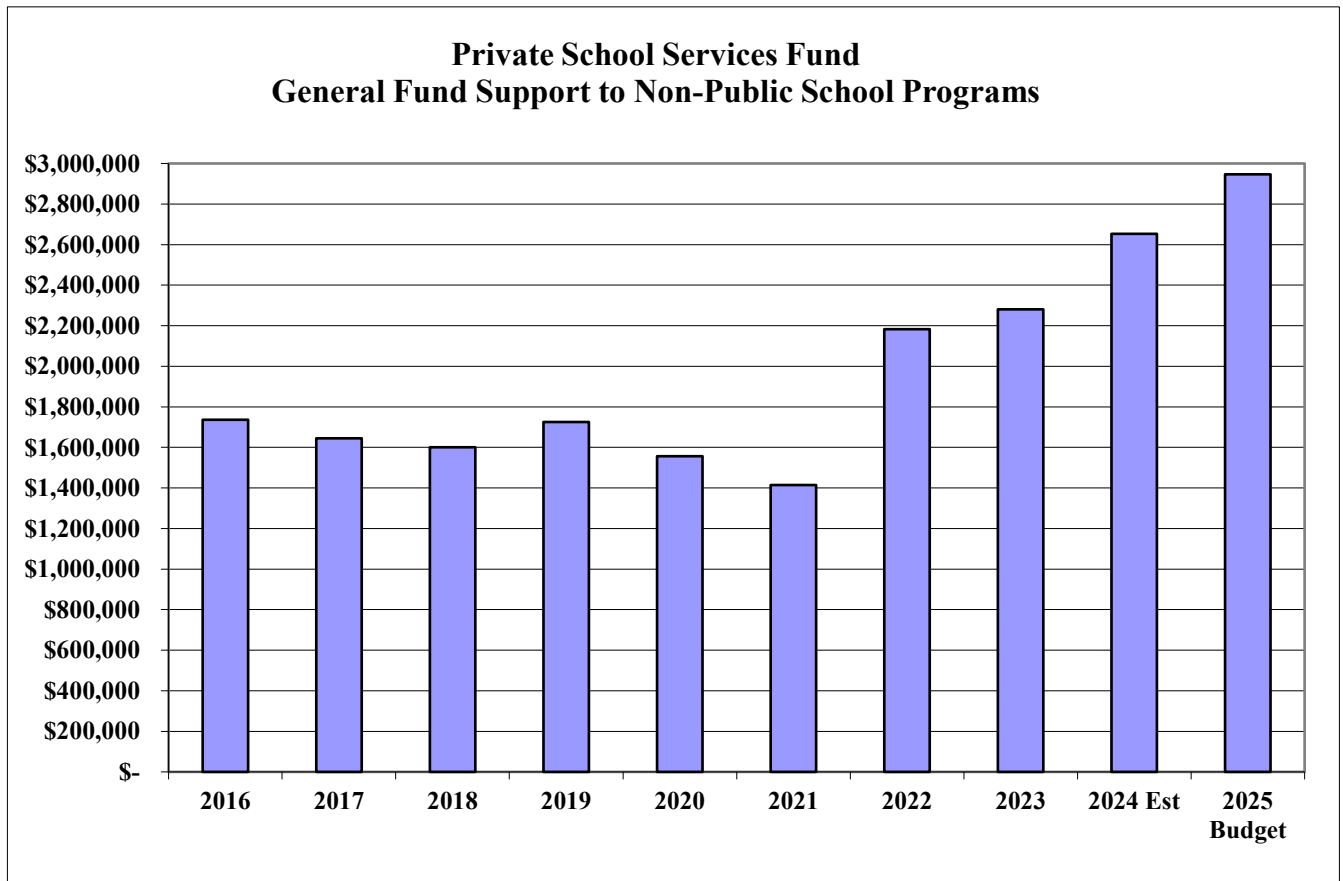
Department: Non-Departmental

FISCAL YEAR 2025 BUDGET

Expenditures are projected to increase \$234,838 in fiscal year 2025. Private school transportation increases due to contractual increases. The cost of medical services for non-public schools increases due to wage adjustments and increases in risk costs. In addition, during fiscal year 2024, one Private School Nurse was added to reduce temporary staff. The State reimbursement percentage for health services is budgeted at approximately 50%, versus the 80% the Town should receive under existing State statutes.

BUDGET SUMMARY						
PRIVATE SCHOOL SERVICES FUND						
	Actual 2022-23	Adopted 2023-24	Actual 6 Months	Estimated 2023-24	Proposed 2024-25	Percent Change
Wages & Salaries	\$ 860,353	\$ 978,762	\$ 341,963	\$ 905,914	\$ 902,508	-7.8%
Operating Expense	721,755	993,690	263,105	932,173	1,059,699	6.6%
Fringe Benefits	698,886	739,350	371,716	815,344	984,433	33.1%
TOTAL	\$2,280,994	\$2,711,802	\$ 976,784	\$2,653,431	\$2,946,640	8.7%

			Authorized Positions		Revised	Proposed
Full-Time Positions:	2021-22	2022-23	2023-24	2023-24	2024-25	
Senior Nurse	1	1	1	1	1	
Nurse	8	8	8	9	9	
TOTAL	9	9	9	10	10	



TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

BLUE BACK SQUARE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Rental of Facilities	\$ 20,623	\$ 19,800	\$ 19,800	\$ 19,800
Interest Income	22			
Transfer In	<u>3,633,377</u>	<u>3,637,000</u>	<u>3,637,000</u>	<u>3,642,250</u>
Total Revenues & Other Resources	\$ 3,654,022	\$ 3,656,800	\$ 3,656,800	\$ 3,662,050

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Capital Financing	\$ <u>3,654,000</u>	\$ <u>3,637,000</u>	\$ <u>3,637,000</u>	\$ <u>3,642,250</u>
Total Expenditures & Other Uses	\$ 3,654,000	\$ 3,637,000	\$ 3,637,000	\$ 3,642,250

CHANGE IN FUND BALANCE	\$ 22	\$ 19,800	\$ 19,800	\$ 19,800
BEGINNING BALANCE	\$ 10,387	\$ 10,409	\$ 10,409	\$ 30,209
ENDING BALANCE	\$ 10,409	\$ 30,209	\$ 30,209	\$ 50,009

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 project accounts 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, 2023, the BBS fund had a balance of \$10,409 inclusive of the Capital Projects Reserve of \$721.

FISCAL YEAR 2024 OPERATING RESULTS

The estimate for fiscal year 2024 includes rental of facilities income of \$19,800 and a transfer of \$3,637,000 from the WHC-SSD Fund. This represents SSD taxes of \$1,702,586 and net proceeds from parking operations of \$1,934,000. Capital financing expenditures of \$3,637,000 represent interest and principal payments due in fiscal year 2024 on long-term debt.

FISCAL YEAR 2025 BUDGET

The budget for fiscal year 2025 includes rental of facilities revenue of \$19,800 and a transfer of \$3,642,250 from the WHC-SSD Fund, representing SSD taxes of \$1,702,586 and net proceeds from parking operations of \$1,939,664. Capital financing expenditures of \$3,642,250 are budgeted and represent interest and principal payments due in fiscal year 2025 on the fund's long-term debt.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

WEST HARTFORD CENTER – SPECIAL SERVICES DISTRICT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Special Services District Tax	\$ 1,702,586	\$1,706,586	\$1,702,586	\$ 1,702,586
Parking Revenue	2,395,841	2,520,000	2,410,000	2,410,000
Parking Violation Revenue	120,778	80,000	100,000	100,000
Interest Income	<u>94,565</u>	<u>32,000</u>	<u>50,000</u>	<u>50,000</u>
Total Revenues & Other Resources	\$ 4,313,770	\$4,338,586	\$4,262,586	\$ 4,262,586

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Parking Operations	\$ 680,393	\$ 701,586	\$ 625,586	\$ 620,336
Transfer Out	<u>3,633,377</u>	<u>3,637,000</u>	<u>3,637,000</u>	<u>3,642,250</u>
Total Expenditures & Other Uses	\$ 4,313,770	\$4,338,586	\$4,262,586	\$ 4,262,586

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.

FISCAL YEAR 2024 OPERATING RESULTS

For fiscal year 2024, the fund expects to earn Special Services District Tax of \$1,702,586 and parking revenue, parking violation revenue and interest income of \$2,560,000. An estimated management fee of \$625,586 will result in a transfer of \$3,637,000 to the BBS Fund.

FISCAL YEAR 2025 BUDGET

The budget for fiscal year 2025 assumes Special Services District taxes of \$1,702,586 and parking revenue, parking violation revenue and interest income of \$2,560,000. 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 2025 of \$620,336. These assumptions result in a net transfer to the BBS Fund of \$3,642,250 for fiscal year 2025.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

AMERICAN RESCUE PLAN ACT (ARPA) FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Federal Grant Revenue	\$ 3,337,022	\$2,350,000	\$7,378,665	\$ 11,130,523
Total Revenues & Other Resources	\$ 3,337,022	\$2,350,000	\$7,378,665	\$ 11,130,523

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
Wages & Salaries	\$ 7,836	\$	\$ 5,990	\$
Operating Expenses				
Capital Outlay	3,329,186	2,350,000	7,372,675	11,130,523
Total Expenditures & Other Uses	\$ 3,337,022	\$2,350,000	\$7,378,665	\$11,130,523

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

Fund: American Rescue Plan Act of 2021 (ARPA)**Department: Non-Departmental****PURPOSE**

On March 11, 2021, the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) established the American Rescue Plan Act (ARPA) and signed it into law. This program is intended to provide support to State, territorial, local and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents and local businesses.

LONG-TERM STRATEGY

The ARPA funds are intended to provide governments with the resources needed to respond to the pandemic and its economic effects and to build a strong, more equitable economy during recovery. The economic recovery has made tremendous progress but faces continued risks from the disease and the disruptions it has caused. Therefore, the Town Manager and the Town Council have effectively allocated these funds to specific projects that will benefit the community in years to come.

Four statutory eligible uses include: responding to the COVID-19 public health emergency or its negative economic impacts; providing premium pay to eligible workers; a provision of government services (reduction in revenue); and investments in water, sewer or broadband infrastructure. In August 2023, the U.S. Treasury introduced the 2023 Interim Final Rule, amending the SLFRF program to provide additional flexibility for recipients to use SLFRF funds to respond to natural disasters, build critical infrastructure (surface transportation projects), and support community development (Title I projects).

The Town is a recipient of entitlement funds of \$25,004,570 and a county allocation of \$12,230,213 for a total of \$37,234,783. These funds must be obligated by December 31, 2024. All obligated monies must be expended by December 31, 2026 and reported as such on the January 2025 quarterly report. If funds are not obligated, they will be required to be returned to the U.S. Treasury.

FISCAL YEAR 2022 OPERATING RESULTS

The Town Council approved (during the fiscal year 2022 budget adoption) \$4,135,000 for the use of revenue reduction. In addition, \$9,606,972 was approved for various municipal projects using the entitlement share of ARPA funds. Projects include, but are not limited to, flood mitigation, police body cameras, West Hartford Center infrastructure master plan, town surveillance cameras, cybersecurity initiatives, a mobile command vehicle and a small business/non-profit recovery grant.

FISCAL YEAR 2023 BUDGET

The Town Council approved \$9,181,036 in additional projects utilizing the entitlement share of ARPA funds. The primary projects include, but are not limited to, the LaSalle Street Reconstruction capital improvement project as part of the West Hartford Center Infrastructure Master Plan, affordable housing, wayfinding signage and sustainability projects. In addition, a traffic study for the Vision Zero initiative is also included.

FISCAL YEAR 2024 BUDGET

In fiscal year 2024 the Town Council approved \$3,181,254 for funding for the LaSalle Street Reconstruction capital improvement project (\$2,200,000) as part of the West Hartford Center Infrastructure Master Plan. In addition, preparation for a traffic study for the Vision Zero initiative (\$300,000) was approved. During

the fiscal year, a position to oversee the traffic study initiative, additional monies for Leisure programs and a feasibility study for Elmwood Community Center (\$3,000,000) were also approved.

FISCAL YEAR 2025 BUDGET

As of December 31, 2024 all ARPA funds must be obligated or expended. The U.S. Treasury revised the definition of “obligation” to mean an order placed for property and/or services with an entry into contracts, subawards or similar transactions that require payment.

In fiscal year 2025, it is anticipated that the Town’s entire ARPA allotment will be allocated in full. Projects include, but not limited to, continuation of the West Hartford Center Infrastructure Master Plan for LaSalle Street Reconstruction (\$1,900,000) and Farmington Avenue Reconstruction (\$5,550,000). In addition, the Vision Zero Initiative (\$1,000,000).

DEPARTMENT: NON-DEPARTMENTAL

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2023-24	Proposed 2024-2025
	2021-22	2022-23	2023-24		
<u>GENERAL FUND</u>					
Communications System Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL GENERAL FUND	1	1	1	1	1
<u>PRIVATE SCHOOL SERVICES FUND</u>					
Senior School Nurse	1	1	1	1	1
School Nurse	<u>8</u>	<u>8</u>	<u>8</u>	<u>9</u>	<u>9</u>
TOTAL PRIVATE SCHOOL SERVICES FUND	9	9	9	10	10
 TOTAL NON-DEPARTMENTAL – ALL FUNDS	 10	 10	 10	 11	 11

CAPITAL FINANCING

This program is responsible for developing and administering the capital financing program for the Town and Board of Education.

BUDGET SUMMARY CAPITAL FINANCING						
	<u>Actual 2022-23</u>	<u>Adopted 2023-24</u>	<u>Actual 6 Months</u>	<u>Estimated 2023-24</u>	<u>Proposed 2024-25</u>	<u>Percent Change</u>
Debt Administration	\$ 105,126	\$ 90,000	\$	\$ 110,000	\$ 115,000	27.8%
Transfer for Debt						
Service (CIP)	16,040,896	16,146,323	16,146,323	16,146,323	16,129,910	-0.1%
Transfer to CNRE	<u>3,648,565</u>					
Total Department	\$19,794,587	\$16,236,323	\$16,146,323	\$16,256,323	\$16,244,910	-0.1%

BUDGET & PROGRAM HIGHLIGHTS

The budget for capital financing includes four components: a transfer to the Debt Service Fund for principal and interest payments on General Obligation bonds that have already been issued; a transfer to the Debt Service Fund for principal and interest payments on General Obligation Pension Bonds; debt administration costs for the issuance of new debt; and, a transfer to the Capital Non-Recurring Expenditure (CNRE) Fund to finance capital projects that are not financed via long-term debt (per the guidelines of the Town's capital financing policy).

Bonded debt service is \$17,959,910 for fiscal year 2025. Of this amount, \$16,129,910 is appropriated in the General Fund and will be transferred to the Town's Debt Service Fund. The remainder will be paid with the use of bond premium. This bonded debt consists of two categories; regular tax exempt bonded debt that supports the Town's ongoing Capital Improvement Plan and Pension Obligation bonded debt. There is no transfer to the Capital and Non-Recurring Expenditure fund budgeted for fiscal year 2025.

In June 2021, the Town sold \$324.3M in taxable General Obligation Pension Bonds. These bonds were used to fully fund the past service cost of the Town's outstanding pension liability. Since the bonds were used to fully fund the Town's pension liability, which is an employee benefit and not a capital improvement, the debt service for those bonds is identified in the Non-Departmental Section of this budget.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

DEBT SERVICE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Use of Bond Premium	\$ 1,750,000	\$ 1,727,960	\$ 1,727,960	\$ 1,830,000
Transfer In (GO Bonds)	16,040,896	16,146,323	16,146,323	16,129,910
Transfer In (Pension Obligation Bonds)	<u>17,660,359</u>	<u>17,657,415</u>	<u>17,657,415</u>	<u>17,658,777</u>
Total Revenues & Other Resources	\$35,451,255	\$35,531,698	\$35,531,698	\$35,618,687

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Debt Service (GO Bonds)	\$ 17,792,509	\$17,874,283	\$17,874,283	\$17,959,910
Debt Service (Pension Obligation Bonds)	17,661,915	17,657,415	17,657,415	17,658,777
Transfer to Leisure Services Fund	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Expenditures & Other Uses	\$35,504,424	\$35,581,698	\$35,581,698	\$35,668,687

CHANGE IN FUND BALANCE	(\$ 53,169)	(\$ 50,000)	(\$ 50,000)	(\$ 50,000)
BEGINNING BALANCE	\$ 294,893	\$ 241,725	\$ 241,725	\$ 191,725
ENDING BALANCE	\$ 241,725	\$ 191,725	\$ 191,725	\$ 241,725

Debt Service Fund

PURPOSE

A fund established in fiscal year 2010 to account for the accumulation of resources for, and the payment of, general long-term principal, interest and related costs in support of the Town's Capital Improvement Plan.

LONG-TERM STRATEGY

This fund will be used to accumulate resources for the payment of long-term debt in order to reduce the financial impact of these obligations on the General Fund.

REVIEW OF PERFORMANCE

The initial funding for the Debt Service Fund came from a bond premium from a previous debt issuance and \$2,758,897 of proceeds received by the Town for a litigation settlement. These proceeds were used to reduce the General Fund appropriation based upon the Town's capital financing model. All bond premiums received subsequently have been recorded as deferred revenue and are being used to offset debt service over a multi-year period.

FISCAL YEAR 2024 OPERATING RESULTS

The budget for fiscal year 2024 reflects a transfer in from the General Fund of \$16,146,323 and use of \$1,727,960 in bond premium from previous debt issuances to fund General Obligation debt service payments of \$17,874,283.

In addition, a transfer of \$50,000 will be made to the Leisure Services Fund to reduce the accumulated deficit in the fund related to debt payments on Veterans Memorial Skating Rink.

The budget for fiscal year 2024's Pension Obligation Debt Service reflects a transfer of \$17,657,415 (\$13M Town General Fund; \$3.7M BOE; \$1M Other Funds).

FISCAL YEAR 2025 BUDGET

In fiscal year 2025, a transfer from the General Fund of \$16,129,910 and a use of \$1,830,000 in bond premiums from prior bond sales provides funding for debt service payments for the Town's ongoing Capital Improvement Plan.

In addition, a transfer of \$50,000 will be made to the Leisure Services Fund to reduce the accumulated deficit in the fund related to debt payments on Veterans Memorial Skating Rink.

Debt Service related to the Pension Obligation Bonds requires a transfer of \$17,658,777.

TOWN OF WEST HARTFORD

Fiscal Year 2024-2025

BUDGET IN BRIEF

CAPITAL NON-RECURRING EXPENDITURE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Interest Income	\$ 90,132	\$	\$ 100,000	\$
Sale of Assets	12,105		9,000	
Transfer In	<u>3,655,693</u>	<u> </u>	<u> </u>	<u> </u>
Total Revenues & Other Resources	\$3,757,930	\$	\$ 109,000	\$

EXPENDITURES AND OTHER USES	ACTUAL 2022-2023	ADOPTED 2023-2024	ESTIMATED 2023-2024	PROPOSED 2024-2025
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Capital Outlay	\$ 672,868	\$ 743,000	\$ 743,000	\$ 1,408,218
Transfer Out	<u>1,546,748</u>	<u>623,000</u>	<u>1,073,000</u>	<u>834,782</u>
Total Expenditures & Other Uses	\$ 2,219,616	\$ 1,366,000	\$ 1,816,000	\$2,243,000

CHANGE IN FUND BALANCE	\$ 1,538,314	(\$1,366,000)	(\$ 1,707,000)	(\$ 2,243,000)
BEGINNING BALANCE	\$ 3,050,475	\$ 4,588,789	\$ 4,588,789	\$ 2,881,789
ENDING BALANCE	\$ 4,588,789	\$ 3,222,789	\$ 2,881,789	\$ 638,789

Capital & Non-Recurring Expenditure Fund

PURPOSE

A budgeted fund created pursuant to CGS Section 7-360 to account for resources accumulated for capital projects or equipment purchases.

LONG-TERM STRATEGY

The Fund is a critical element of the Town's capital financing strategy. The Capital & Non-Recurring Expenditure (CNRE) Fund is utilized to facilitate transfers from the General Fund to be appropriated for capital projects and to accumulate proceeds from unexpended balances in capital project accounts after projects have been completed. The Fund makes a contribution each year to the capital improvement program for project financing. A transfer out represents the CNRE Fund's contribution to the Capital Projects Fund.

FUND PERFORMANCE:

Five Year History of Operating Results					
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Revenues:</u>					
Intergovernmental	\$ 254,000	\$ 203,000	\$	\$	\$
Miscellaneous	84,000	83,000	14,000	23,000	103,000
TOTAL REVENUES	\$ 338,000	\$ 286,000	\$ 14,000	\$ 23,000	\$ 103,000
<u>Expenditures:</u>					
Capital Outlay	1,030,000	840,000	113,000	994,000	673,000
TOTAL EXPENSES	\$ 1,030,000	\$ 840,000	\$ 113,000	\$ 994,000	\$ 673,000
<u>Transfers:</u>					
Transfers In	\$2,390,000	\$2,243,000	\$ 790,000	\$1,603,000	\$3,656,000
Transfers Out	(1,865,000)	(1,839,000)	(2,486,000)	(943,000)	(1,547,000)
NET TRANSFERS	525,000	404,000	(1,696,000)	660,000	2,109,000
OPERATING RESULTS	(167,000)	(150,000)	(1,795,000)	(311,000)	1,539,000
FUND BALANCE	\$5,306,000	\$5,156,000	\$3,361,000	\$3,050,000	\$4,589,000

Fund: Capital & Non-Recurring Expenditure Fund
Department: Non-Departmental

REVIEW OF PERFORMANCE

The Town has been successful in accumulating funds for capital projects and equipment purchases in the CNRE Fund. This has been accomplished through sale of assets and transfers of year-end surplus from the General Fund. At June 30, 2023, the CNRE fund had unreserved, undesignated fund balance of \$4,588,789.

FISCAL YEAR 2024 OPERATING RESULTS

Sale of assets is expected to generate \$9,000 and interest income will total \$100,000. During the year, a resolution authorizing the use of CNRE fund balance for the purchase of BOE furniture and equipment as well as computer infrastructure (\$450,000). Capital outlay is estimated at \$743,000 and transfers to fund capital projects are \$1,073,000. The Fund will have a fund balance of approximately \$2,881,789 as of June 30, 2024.

FISCAL YEAR 2025 BUDGET

The budget reflects no transfer to the Capital Projects Fund from the General Fund. A use of \$2,243,000 CNRE fund balance is planned, leaving approximately \$638,789 as of June 30, 2025.

CAPITAL FINANCING SUMMARY

The 2025-2036 Capital Improvement Program (CIP) invests \$522,193,000 in the West Hartford community over the next twelve years. These funds will be invested in Town and School buildings, transportation and infrastructure, parks and recreational projects and capital equipment.

While the CIP is comprised primarily of recurring projects whose purpose is to maintain the infrastructure of the Town and prevent expensive repairs, there are also a few non-recurring projects as noted below.

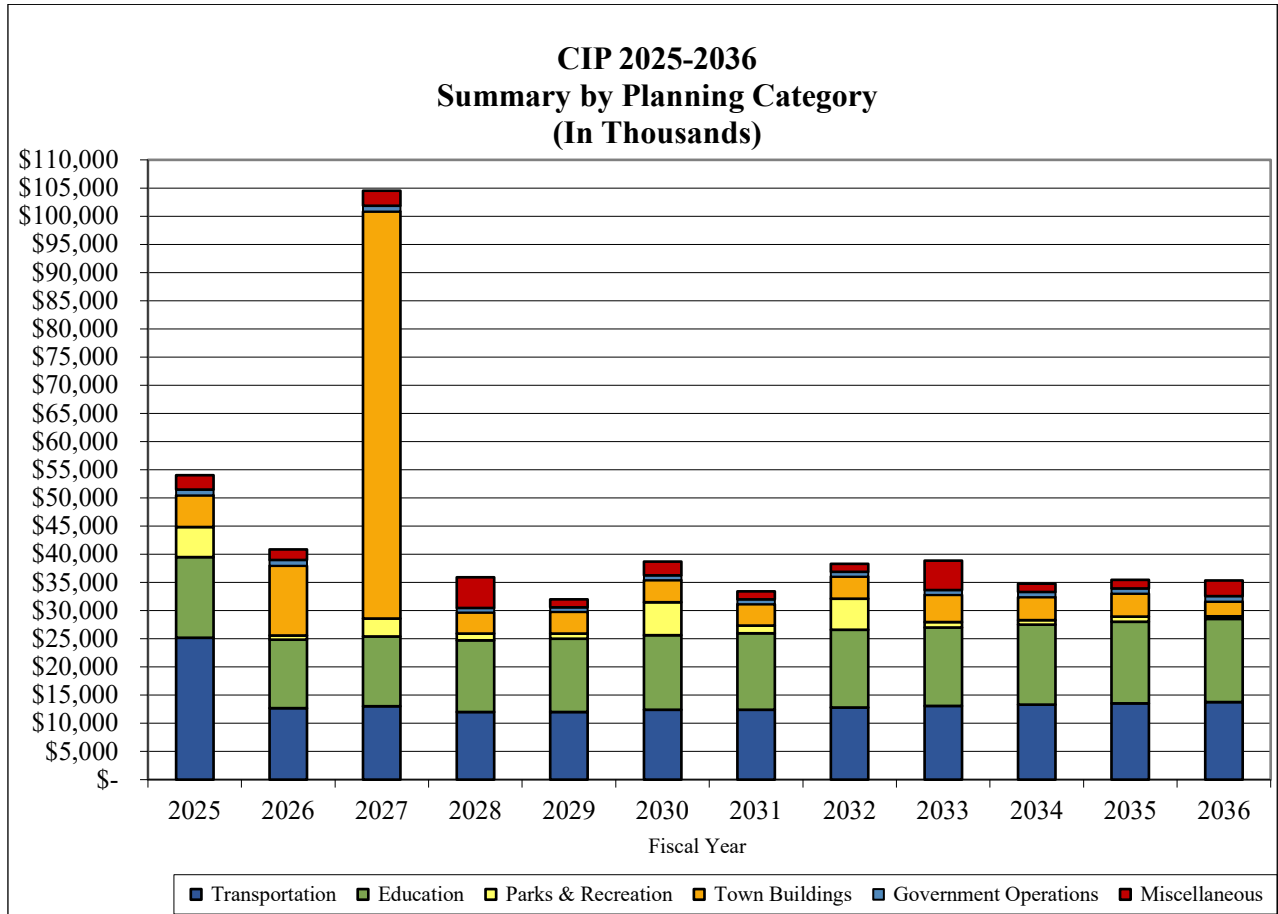
- **Transportation and Circulation:** Farmington Ave Reconstruction Project applies \$5,500,000 of ARPA funds to provide Complete Streets improvements on Farmington Avenue from Walden Street to Main Street including the intersections at Walden Road, LaSalle Road, and the Municipal Parking Lot Driveway. Program elements include sidewalk expansions, replacement of sidewalk surfaces, replacement of street trees and tree wells, sidewalk furniture, low impact development drainage improvements, traffic calming improvements, roadway repaving, and new pavement markings.
- **Parks and Recreation:** Rockledge Irrigation originally installed in 1981, is set to be replaced. The irrigation system is important to maintain quality golf; all greens, tees and most fairways are irrigated. Components include the irrigation ponds (fed by wells); a pump station, water distribution pipes, control valves, control lines (with controllers) and sprinkler heads. Irrigation complements fertilizer and Integrated Pest Management, allowing for judicious use and increased use of organic treatments. It also helps control algae and heat stress. The project has a duration of one year, planned to start in Year 1, and has a total cost of \$2,400,000.
- **Town Building Improvements:** Included in this capital plan is the construction of a new Elmwood Community Center to be located at 100 Mayflower Street. In FY 2024, after this proposed budget is submitted, the Town Council will consider an appropriation of \$3,000,000 in ARPA funds to develop plans and specifications for the new building. In Year 2 of this plan \$5,000,000 in bond funds is proposed to hire a construction management firm who will oversee the construction, owner's representative, commissioning agent and other professional/consulting services related to construction of the building. Year 3 of this plan includes \$55,000,000 in bond funds for the actual construction of the building.
- **Miscellaneous Equipment:** Year 1 of the plan includes \$115,000 for a Street Brine System. Public Works during winter months is responsible for the clearing and safe utilization of all parks and BOE parking as well as over 220 miles of roads within the town of West Hartford. The application of ClearLane, a road treatment material, is needed to assure there is no icing, preventing the potential for student or resident harm. The use of a brine system for the application of deicing materials to town roads, center sidewalks and school areas allow more precise application of materials, reducing waste and being environmentally friendly.

The Town utilizes four main financing sources for projects in the CIP: long-term debt (General Obligation Bonds), the Capital and Non-Recurring Expenditure (CNRE) Fund, State and Federal grants, and "other" funds. Projects being financed via other funds include projects at Rockledge Golf Course (excluding the irrigation project), which are financed through capital projects user fees for golfers, projects at Westmoor Park, which are financed through use of the Westmoor Park fund balance, and projects eligible for funding under the Community Development Block Grant program.

Twelve-year summaries of the Capital Improvement Plan by planning category and by financing source are found on the following pages.

Town of West Hartford
Capital Improvement Plan 2025-2036
Summary by Planning Category
(In Thousands)

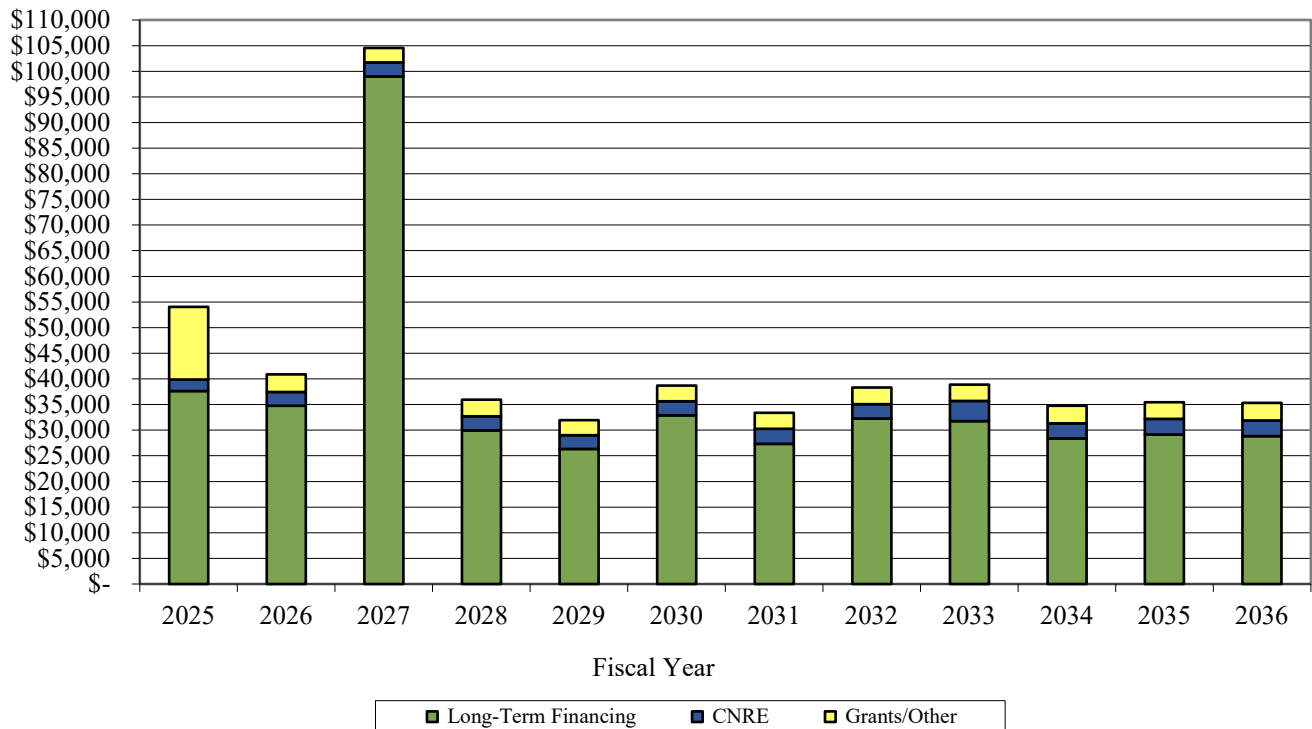
<u>Fiscal Year</u>	<u>Transportation & Infrastructure</u>	<u>Education</u>	<u>Parks & Recreation</u>	<u>Town Buildings</u>	<u>Government Operations</u>	<u>Rolling Stock & Misc. Equipment</u>	<u>Total</u>
2025	25,163	14,315	5,330	5,662	995	2,578	54,043
2026	12,689	12,140	745	12,411	987	1,879	40,851
2027	13,020	12,390	3,195	72,243	1,010	2,694	104,552
2028	12,012	12,690	1,245	3,744	783	5,465	35,939
2029	11,997	12,990	910	3,896	806	1,380	31,979
2030	12,406	13,240	5,850	3,909	831	2,480	38,716
2031	12,399	13,565	1,360	3,824	856	1,390	33,394
2032	12,829	13,790	5,475	3,909	856	1,440	38,299
2033	13,059	13,965	970	4,782	882	5,203	38,861
2034	13,295	14,215	825	4,057	908	1,456	34,756
2035	13,538	14,465	935	4,089	922	1,516	35,465
2036	13,794	14,715	475	2,638	950	2,766	35,338
TOTAL	166,201	162,480	27,315	125,164	10,786	30,247	522,193



Town of West Hartford
Capital Improvement Plan 2025-2036
Summary by Financing Source
(In Thousands)

<u>Fiscal Year</u>	<u>Long-Term Debt</u>	<u>CNRE</u>	<u>Grants</u>	<u>Other</u>	<u>Total</u>
2025	37,631	2,243	14,169	-	54,043
2026	34,765	2,687	3,299	100	40,851
2027	98,953	2,755	2,844	-	104,552
2028	29,988	2,702	2,899	350	35,939
2029	26,343	2,682	2,954	-	31,979
2030	32,883	2,724	3,009	100	38,716
2031	27,323	2,917	3,054	100	33,394
2032	32,260	2,840	3,099	100	38,299
2033	31,766	3,938	3,157		38,861
2034	28,405	2,936	3,215	200	34,756
2035	29,158	3,043	3,264	-	35,465
2036	28,854	3,051	3,333	100	35,338
TOTAL	438,329	34,518	48,296	1,050	522,193

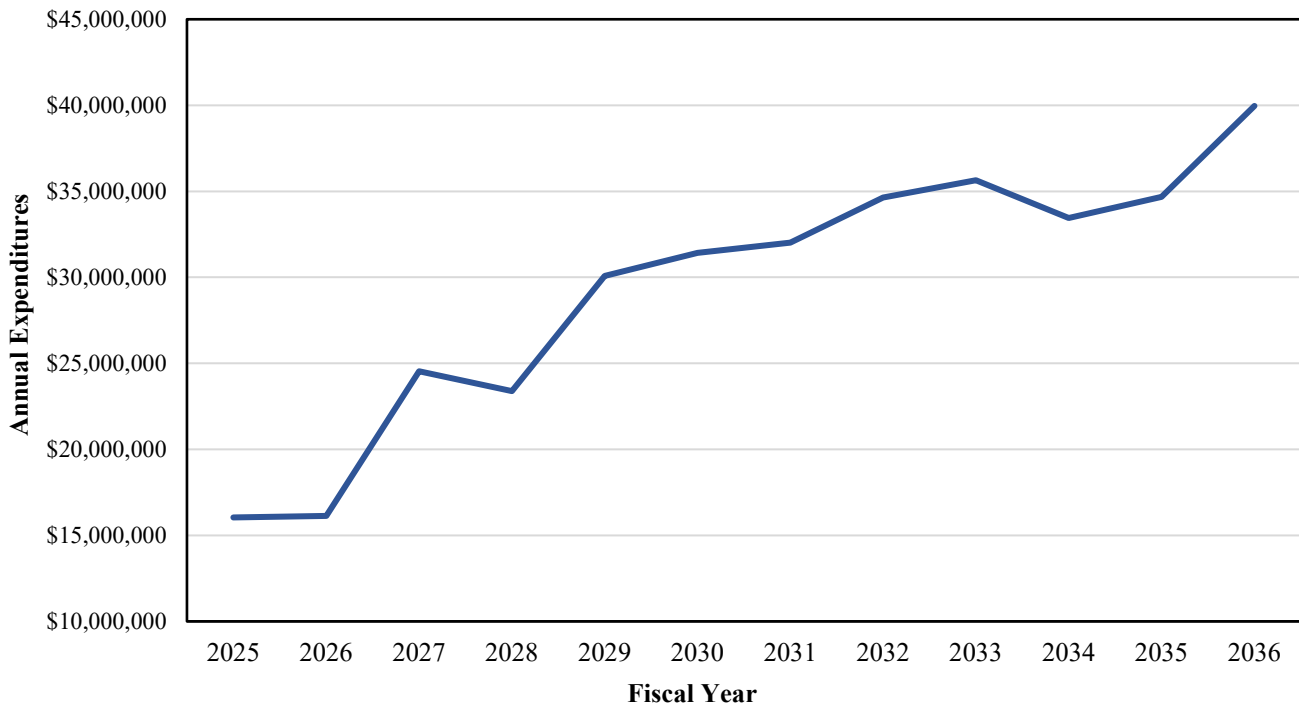
CIP 2025-2036
Summary by Financing Source
(In Thousands)



In order to ensure the CIP adheres to the Town’s Capital Financing Guidelines, a capital financing model is maintained. This model utilizes project cost, timing and financing information from the CIP and develops information as to the timing and amount of bond issuances, anticipated debt service costs, and the financial impact on the General Fund. In addition, financial debt indicators such as debt service as a percentage of General Fund expenditures, percentage of principal repaid within ten (10) years, and outstanding debt per capita are computed in this model. These indicators are then reviewed to ensure that the Town is in compliance with its capital financing guidelines.

Based upon the CIP presented, it is expected that debt service, excluding the Blue Back Square (BBS) issuance being repaid by special services district revenues, will vary from a low of \$17,959,910 in fiscal year 2025 to a high of \$42,962,182 in fiscal year 2036. These figures assume a general obligation bond interest rate of 3.05% in fiscal year 2023, with an increase of 0.25% to the rate every three years thereafter and an average term of 15 years, consistent with the type of projects being financed. The Town plans to issue \$15,000,000 in general obligation bonds with a 15-year term in March 2024. Debt service (exclusive of BBS and POB’s) totals \$17,959,910 for fiscal year 2025, \$16,129,910 of which will be funded via a transfer from the General Fund. The remaining \$1,830,000 will be financed by planned usage of bond premiums from prior bond sale issuances.

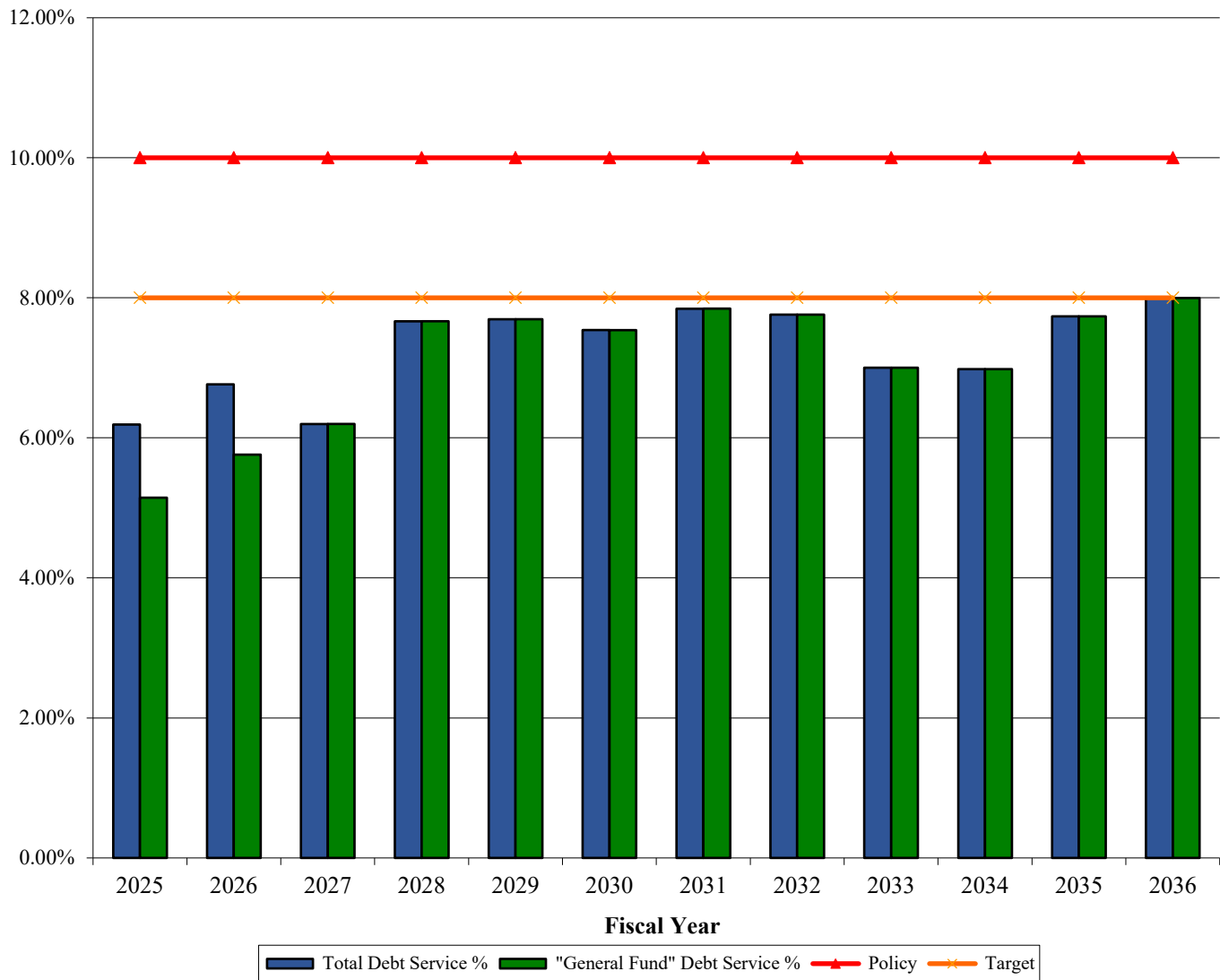
**General Fund - Debt Service Projection
(Excludes Blue Back Square & POB's)**



The Town's Capital Financing Guidelines state that debt service as a percentage of General Fund expenditures shall not exceed 10% and is targeted to be 8% or less. The CIP is in compliance with the 10% policy and 8% target over the entire twelve-year period.

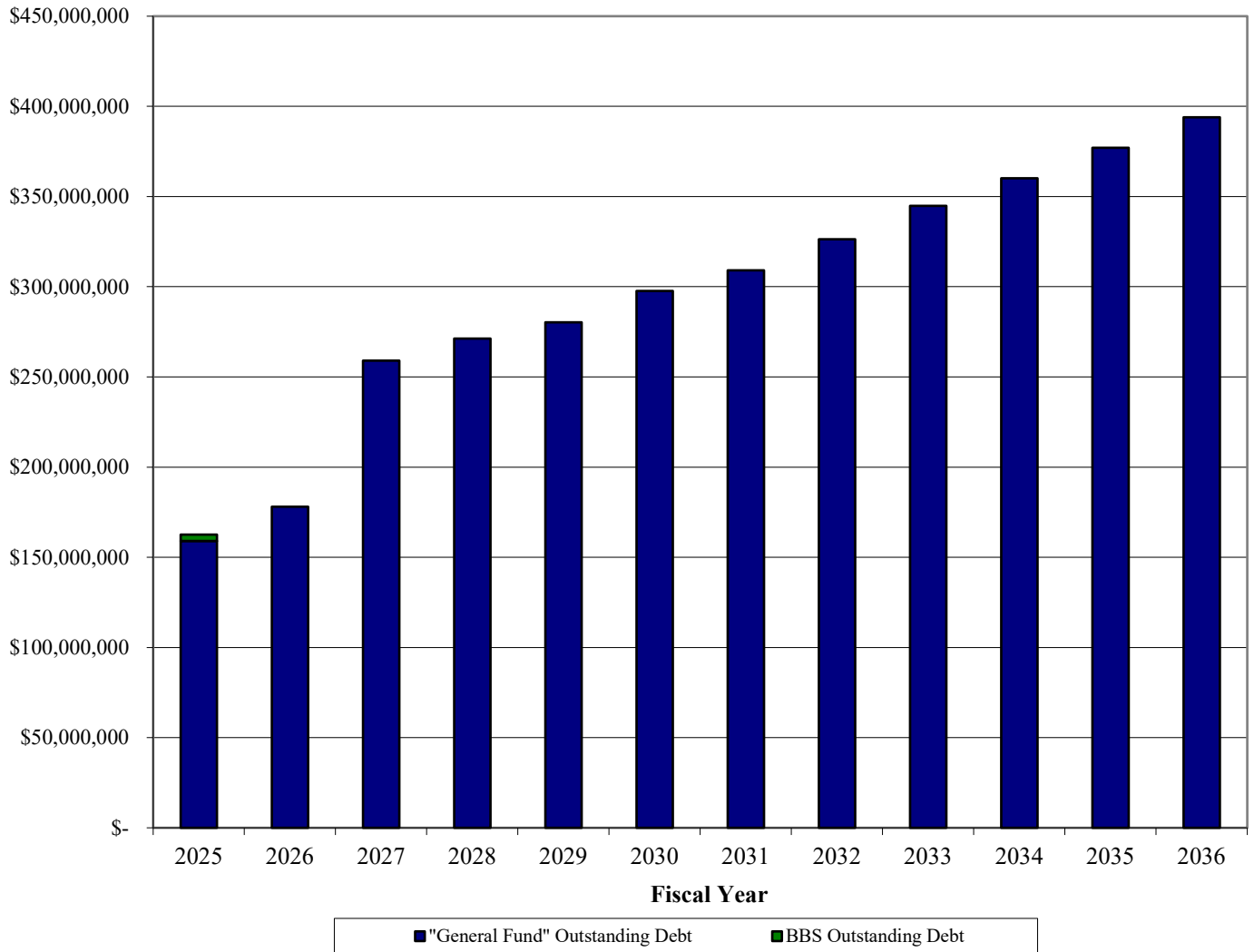
Note: The final payment on general obligation bonds for the BBS development will be made in fiscal year 2026.

Town of West Hartford
Debt Service as a Percent of Projected General Fund Expenditures

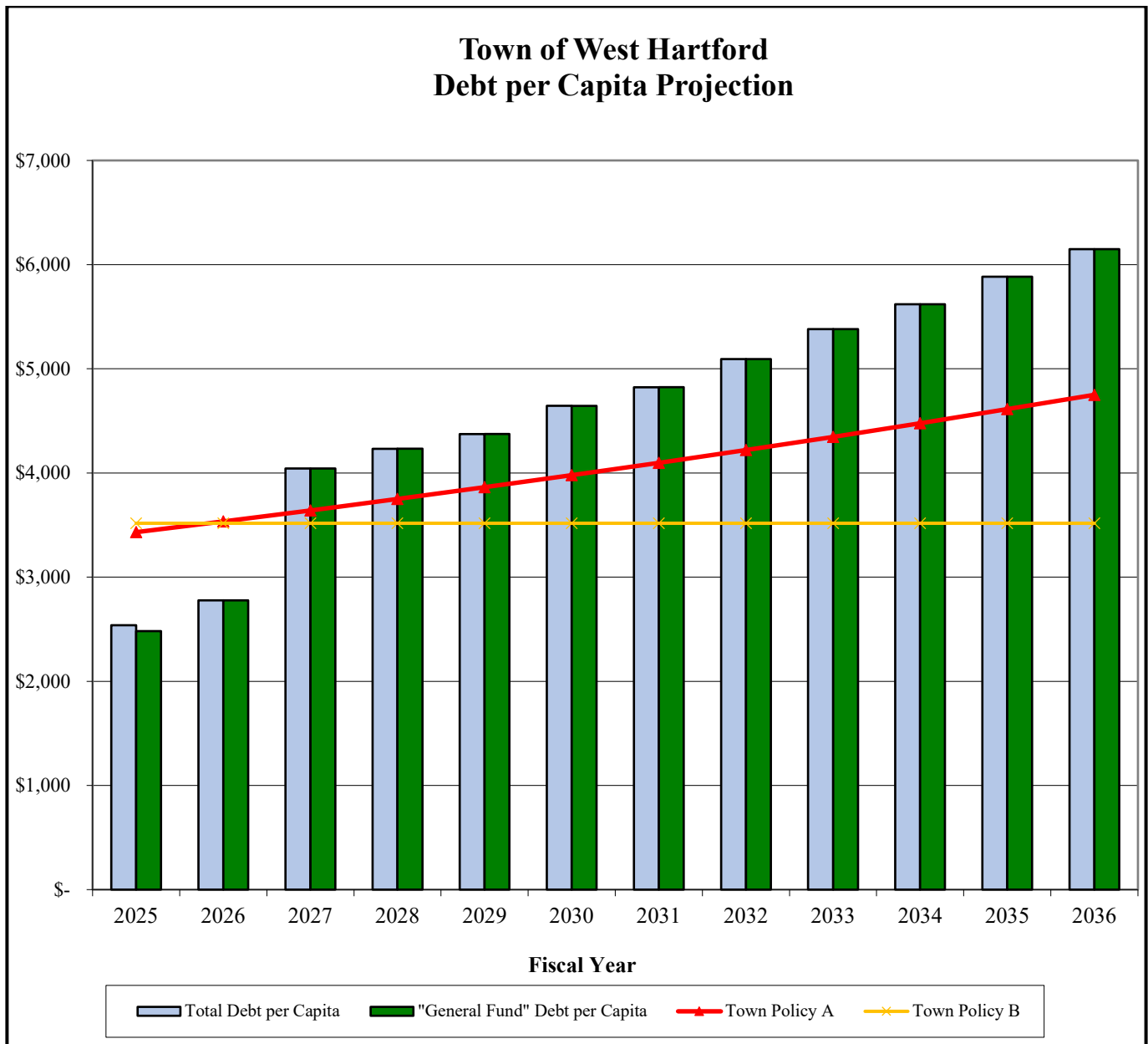


Total outstanding debt peaks at \$393,938,334 by the end of fiscal year 2036.

**Town of West Hartford
Outstanding Debt Projection**



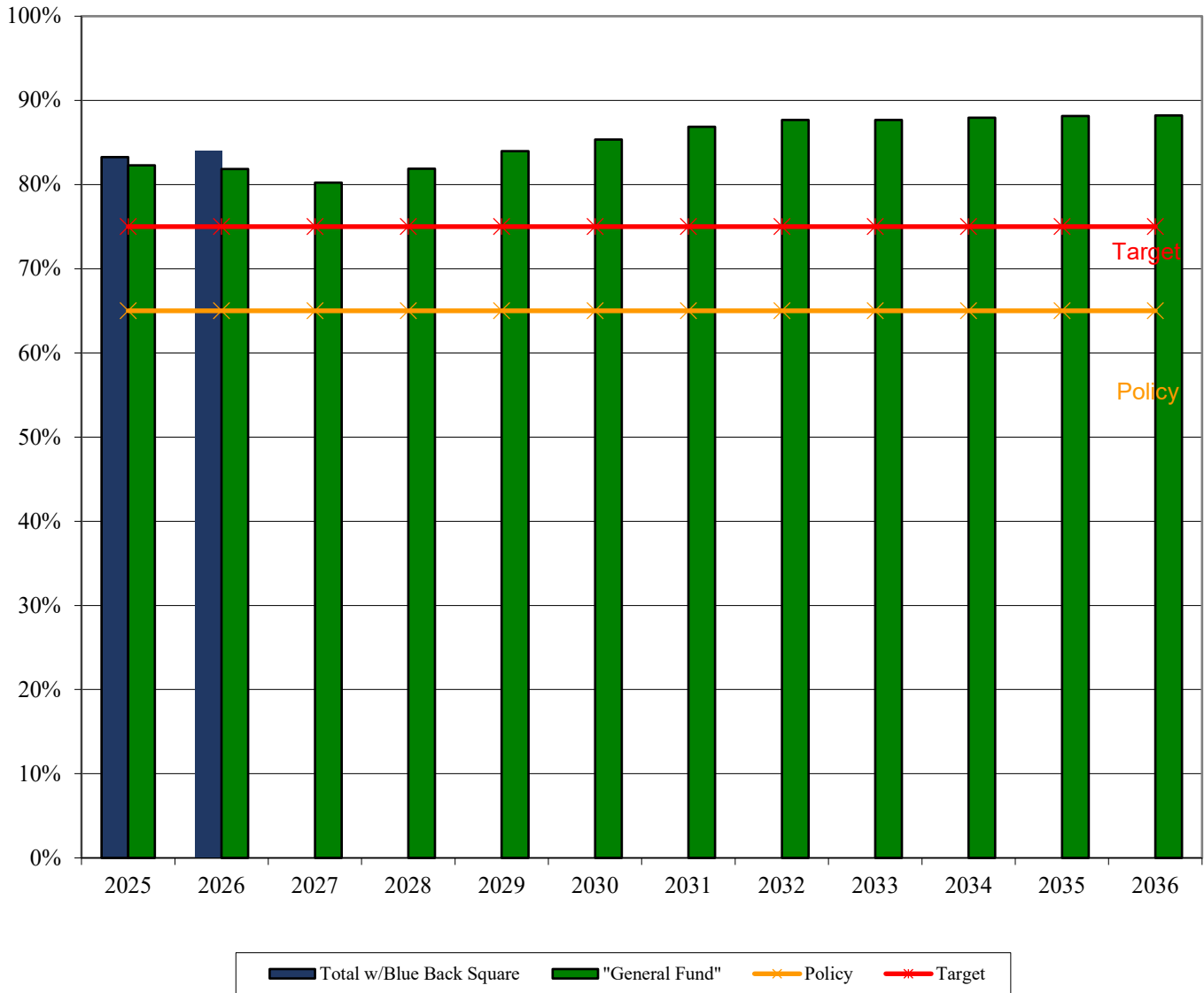
Per the Capital Financing Guidelines, debt per capita should not exceed an amount equal to \$3,432 in 2025 dollars (adjusted 3% annually for inflation) or 5% of per capita income, currently \$3,517. The significant increase starting in FY 2027 is the result of the proposed construction of a new Elmwood Community Center. The cost of the construction of the facility is estimated to be \$55M and the debt would be amortized over a 30-year period. This type of project is generational, similar to the building of a new school. Without this, the debt which would be categorized as ongoing for projects such as streets, roofs for our buildings, or any project that we would see every year or every few years, our per capita ratios would fall to policy acceptable levels.



Note: The final payment on general obligation bonds for the BBS development will be made in fiscal year 2026.

The Capital Financing Guidelines state that principal retired within 10 years shall be 65% or higher and is preferred to be above 75%. As detailed in the chart below, the CIP adheres to the policy and meets the target for all years.

Town of West Hartford Principal Retired within Ten Years



The Capital Improvement Plan presented continues the Town's investment in the infrastructure of the community, while adhering to the Town's Capital Financing Guidelines and balancing such improvements against the financial health and stability of the Town.

Town of West Hartford, Connecticut Comprehensive Capital Financing Policy

General Policy: The policy of the Town Council is that the development of a comprehensive Capital Improvement Plan is based primarily on economic considerations of affordability and the establishment of capital development needs and priorities. As such, this policy statement is designed to:

- (1) make a strong commitment to the strategic management of our capital financing process,
- (2) to delineate the acceptable parameters of debt issuance and management, and
- (3) to provide a framework for monitoring capital financing practices and results.

Strategic Management Policies:

1. In order to minimize debt service expenditures, the Town shall take the appropriate actions to maintain its "Aaa/AAA" credit rating.
2. For each capital project submitted for consideration, the Town shall identify potential financing methods available, making use of long-term debt the option of last choice.
3. Capital projects financed through the issuance of general obligation bonds shall be financed, when practical, for a period which does not exceed the useful life of the asset.
4. Flexibility should be maintained when determining general obligation bond issuance amounts, maturities and market timing, with consideration given to the existing and future bond market in order to obtain the most advantageous net interest rate.
5. The capital financing amounts shall be determined for each year of the Capital Improvement Plan based upon the policies relating to debt indicators adopted in the general obligation debt section of this policy. The development of the financial plan shall be based solely on financial capacity without regard to program need.
6. The Capital Improvement Plan shall present programmatic needs and priorities and will present a twelve (12) year plan that is divided into three sections:
 - A. Years 1-3 will contain specific individual project and financial plans. Council will adopt the first two years of the CIP for implementation and year three for final plan preparation.
 - B. Years 4-6 will present individual and aggregate costs and financing of projects during this three-year period and present them according to five categories of projects: Transportation and Circulation; Education; Town Building Improvements; Parks and Recreation; and Miscellaneous Improvements. Council review of the project priorities will determine which projects emerge from the 4-6 year period to create the New Year 3 of the CIP.
 - C. Years 7-12 will present allocated costs and financing for each year by project categories rather than individual projects. The capital financing model will produce the funding amounts available each year and these amounts will be allocated by category of projects. Review and discussion of these projects shall identify those projects that will enter the 4-6 year period for more detailed planning and design.

General Obligation Debt Policies

1. Annual debt service as a percentage of General Fund expenditures shall not exceed 10%, and is targeted to be 8% or less.
2. Debt per capita should not exceed \$3,432 in FY 2025 (adjusted 3% annually for inflation) or 5% of per capita income, currently \$3,517.
3. Principal retired within 10 years shall be 65% or higher and is preferred to be above 75%.
4. All projects with a useful life of 10 or more years will be bonded with 10-year maturities except major building renovations and additions, street reconstruction and roofing & masonry construction, which will be reviewed to determine the duration based on their useful life and bond financing regulations.
5. All projects with a useful life of less than 10 years or a cost of less than \$100,000 should not, whenever possible, be financed with long-term debt and in any case shall be financed for a period which does not exceed the useful life of the asset.
6. The Town may use short-term financing in the form of bond anticipation notes (BANS) to provide temporary financing for capital projects. BANS will be retired either through cash reserves or through the issuance of long-term bonds as soon as market conditions permit, or otherwise in accordance with sound financial planning.
7. The Town shall not fund current operations from the proceeds of general obligation funds. The use of Town or Board of Education employees for capital projects will be minimized and directly related to a capital project. The Town Manager will determine if it is more cost effective to use such employees for a particular project.
8. The Town will issue bonds in book entry form only; to avoid the expense of certificated issues.
9. The Town will follow a policy of full disclosure in every financial report and official financing statement.
10. The Town will comply with all federal regulations for tax-exempt status and will utilize permissible exclusions from federal regulations on the issuance of tax-exempt debt when advantageous to the Town.

Capital and Non-Recurring Expenditure (CNRE) Fund Policies

1. CNRE shall be used for two primary purposes:
 - A. For planning, construction, reconstruction or acquisition of any capital improvement project that is non-recurring, has a useful life of less than 10 years, or a cost of less than \$100,000.
 - B. For the acquisition of any specific item of equipment.
2. The Town shall not fund current operations from CNRE funds. The Town or Board of Education employees will not be used for CNRE funded capital projects unless the Town Manager determines that it is most cost effective to use such employees for a particular project.
3. Receipts into the CNRE Fund include, but are not limited to:
 - A. transfers of General Fund cash;
 - B. a transfer of surplus cash from any other reserve for capital expenditures;
 - C. any reimbursement of expense for any capital project that has been closed;
 - D. proceeds from the sale of Town property;
 - E. unexpended balances of completed projects in the Capital Projects Fund;
 - F. interest on investments; and,
 - G. a specific tax levy not to exceed four (4) mills.
4. CNRE funds shall be invested in accordance with the Connecticut General Statutes Section 7-362.

Budgeting and Accounting Guidelines

The following are a list of specific budgeting and accounting practices related to CIP, debt and CNRE Fund transactions:

1. On the first day of the fiscal year, the General Fund appropriation to the CNRE Fund will be transferred, if applicable.
2. On the first day of the fiscal year, the CNRE Fund transfer to the Capital Projects Fund will be executed.
3. All bond proceeds will be deposited directly into the Capital Projects Fund, with the exception of the bond proceeds relating to Blue Back Square which will be transferred to the Capital Projects Fund as expenditures are incurred.
4. Proceeds from the sale of Town property will be deposited directly into the CNRE Fund upon receipt.
5. Interest earned by the Capital Projects Fund for the entire fiscal year will be transferred to the CNRE Fund on the last day of the fiscal year, if applicable.
6. School construction grant reimbursements for projects approved by the General Assembly of the State of Connecticut before 7/1/96 will be deposited as revenue into the General Fund.
7. School construction progress payments for projects approved by the General Assembly of the State of Connecticut after 7/1/96 will be deposited into the Capital Projects Fund.
8. All debt service payments and debt issuance costs will be paid from the General Fund and/or Debt Service Fund, with the exception of the debt service payments and debt issuance costs relating to Blue Back Square, which will be paid via the Blue Back Square Fund.
9. All capital projects expenditures will be paid directly from the Capital Projects Fund.

STATEMENT OF DEBT LIMITATION

Legal Debt Margin – Section 7-374 of the Connecticut General Statutes provides for limitation of debt that can be issued by the Town. On June 30, 2022, the Town's debt base was \$273,954 and its limitation and margin, for which future bonded debt may be issued, is as follows:

Purpose Limit	% of Base	Limitation (000's)	Margin (000's)
General Public Improvements	225%	\$616,397	\$473,539
Schools	450	1,232,793	1,155,049
Sewers	375	1,027,328	831,679
Urban Renewal	325	890,351	890,351
Pension Deficit	300	821,862	504,837

Summary of Long-Term Bonded Indebtedness – As of June 30, 2023

Purpose	Interest Rates	Amount (000's)
General Public Improvements	0.35 – 5.00%	\$142,858
Schools	0.35 – 5.00%	77,744
Sewers		195,648
Pension Deficit		<u>317,025</u>
Total Bond Indebtedness		\$733,275

FISCAL YEAR 2024-2025 and 2025-2026 CAPITAL BUDGETS

The following section of the budget represents the capital improvement needs of the Town for fiscal years 2025 and 2026. This section includes a description of each of the capital projects which constitute program years one and two of the Town's Program for Capital Improvement, 2025-2036. Of the \$94,894,000 in capital project funding for program years one and two, \$72,396,000 or 76% is to be funded via bonds. An additional \$4,930,000 or 5% is to be funded through the Capital and Non-Recurring Expenditure Fund, and \$17,568,000 or 19% is to be funded from grants/other.

As part of the review of the CIP the Town Council adopts the first two years of the CIP to improve the ability to plan and execute projects. Project funding will be released over the two-year period according to the capital financing policy.

The Capital Improvement Program for fiscal years 2025 and 2026 continues a long-term commitment to the maintenance of public schools, roads, storm sewers, parks and other public infrastructure. In addition, it addresses a few non-recurring projects such as Farmington Avenue Reconstruction (\$5,500,000), Rockledge Irrigation Replacement (\$2,400,000), Eisenhower Pool and Bathhouse Replacement (\$2,000,000), and Elmwood Community Center (\$5,000,000 – year 2). Regarding Elmwood Community Center, in fiscal year 2024, after this proposed budget is submitted, the Town Council will consider an appropriation of \$3,000,000 in ARPA funds to develop plans and specifications for the new building. \$5,000,000 is proposed in year 2 of this plan for pre-construction services and \$55,000,000 is proposed in year 3 for construction of the facility.

The capital financing plan necessary to fund the projects included in the Capital Improvement Program meets the standards established by the Town Council for debt limits, repayment and debt servicing costs. The Town's capital program is a financially driven program that carefully considers the community's ability to pay along with the assessment of the Town's capital needs.

ANNUAL BUDGET 2024-2025

The tables below summarize the fiscal years 2025 and 2026 Capital Budgets by financing source and by planning category. Detailed project descriptions for 2025 and 2026 projects are also included in this section.

PROGRAM YEARS 1 – 2**FINANCING SUMMARY**

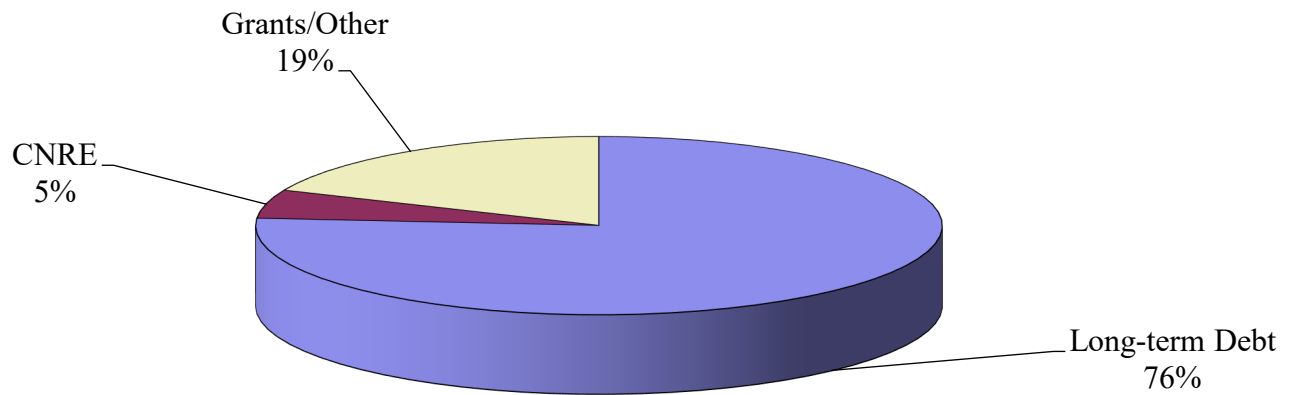
	<u>2025</u>	<u>2026</u>	<u>Total</u>
Long-Term Debt Funding	\$37,631,000	\$34,765,000	\$72,396,000
CNRE	2,243,000	2,687,000	4,930,000
Grants	14,169,000	3,299,000	17,468,000
Other	<u>-</u>	<u>100,000</u>	<u>100,000</u>
TOTAL	\$54,043,000	\$40,851,000	\$94,894,000

PROGRAM YEARS 1 – 2**PLANNING SUMMARY**

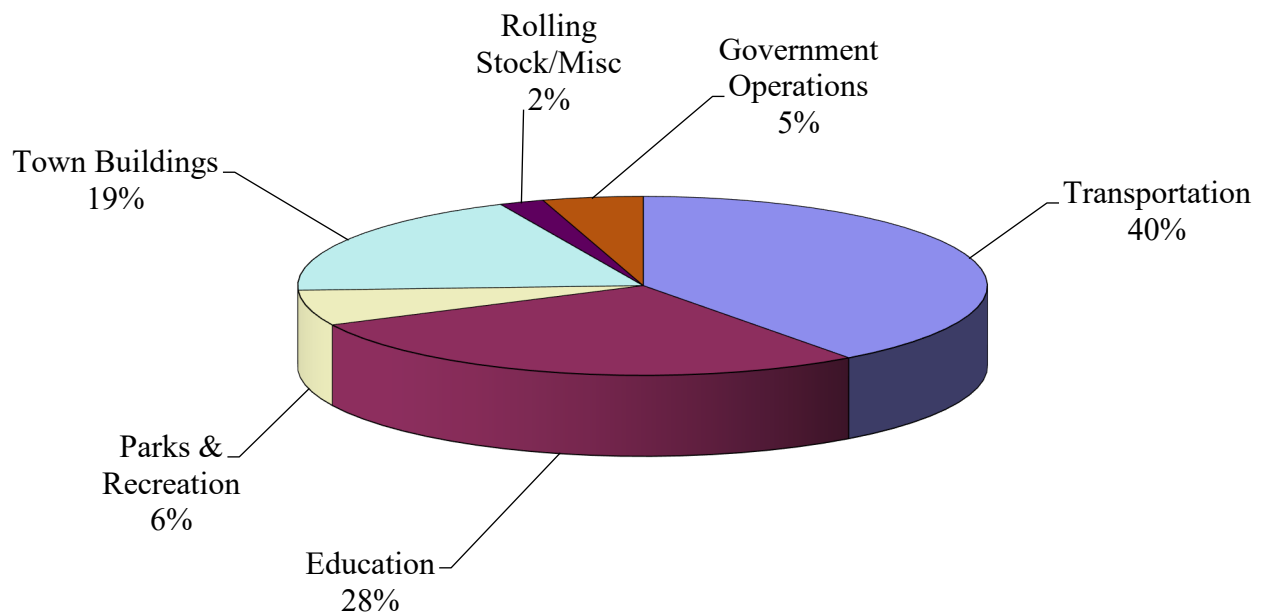
	<u>2025</u>	<u>2026</u>	<u>Total</u>
Transportation & Circulation	\$25,163,000	\$12,689,000	\$ 37,852,000
Education	14,315,000	12,140,000	26,455,000
Parks & Recreation	5,330,000	745,000	6,075,000
Town Building Improvements	5,662,000	12,411,000	18,073,000
Government Operations	995,000	987,000	1,982,000
Rolling Stock/ Miscellaneous Equipment	<u>2,578,000</u>	<u>1,879,000</u>	<u>4,457,000</u>
TOTAL	\$54,043,000	\$40,851,000	\$94,894,000

Fiscal Years 2025 & 2026 Capital Budget Summary

By Financing Source



By Planning Category



**TOWN MANAGER'S RECOMMENDED CIP BUDGET
CAPITAL IMPROVEMENTS BY PROJECTS AND FUNDING SOURCES
PROGRAM YEAR 1 - FISCAL YEAR 2024-2025**

(\$ IN THOUSANDS)

	<u>BONDS</u>	<u>CNRE</u>	<u>GRANTS</u>	<u>OTHER</u>	<u>TOTAL</u>
<u>TRANSPORTATION & CIRCULATION</u>					
Pedestrian & Bicycle Management	684				684
Storm Water Management	733				733
Street Reconstruction	2,050				2,050
Street Resurfacing	2,915		431		3,346
Traffic System Management	200	50			250
Flood Mitigation Infrastructure Improvements	5,000				5,000
Infrastructure Improvement Project	200				200
Fern Street Bridge Replacement	600		3,000		3,600
Trout Brook Trail Phase 3	900		500		1,400
Farmington Avenue Reconstruction			5,500		5,500
LaSalle Road Reconstruction			1,900		1,900
Vision Zero	-	-	500	-	500
Sub-Total	13,282	50	11,831	-	25,163
<u>EDUCATION</u>					
Asbestos Removal	200		100		300
Exterior School Building Improvements	1,415		760		2,175
Heating & Ventilation Systems	900				900
Interior School Building Improvements	1,480		370		1,850
Site and Athletic Field Improvements	550				550
Stage and Auditorium Renovation	200				200
Elementary School Air Quality	4,432		1,108		5,540
Wolcott Security Improvements	2,500				2,500
Computer Infrastructure		200			200
Furniture & Equipment Replacement	-	100	-	-	100
Sub-Total	11,677	300	2,338	-	14,315
<u>PARKS & RECREATION</u>					
Park & Playfield Improvements	400				400
Rockledge Irrigation Replacement	2,400				2,400
Outdoor Pool Improvements		25			25
Park & Playscape Management		80			80
Eisenhower Pool and Bathhouse Replacement	2,000				2,000
Water Pipe Replacement Rockledge Golf Club	125				125
Retaining Wall Maintenance Rockledge	300	-	-	-	300
Sub-Total	5,225	105	-	-	5,330
<u>TOWN BUILDING IMPROVEMENTS</u>					
Isham and Memorial Garage Restoration	750				750
Materials Solution Center Modernization	1,750				1,750
Fire Training Tower	250				250
Town Building Improvements	1,462	150			1,612
Various Police Department Improvements	1,200				1,200
Energy Conservation	-	100	-	-	100
Sub-Total	5,412	250	-	-	5,662
<u>GOVERNMENTAL OPERATIONS</u>					
Document Digitization Project	250				250
Communications Infrastructure	350	145			495
Time & Attendance System	250	-	-	-	250
Sub-Total	850	145	-	-	995
<u>ROLLING STOCK/MISCELLANEOUS EQUIPMENT</u>					
Fire Apparatus	200				200
Fire Miscellaneous Equipment		223			223
Fire Support Fleet		277			277
Public Works Rolling Stock	870				870
Town Vehicles		78			78
Public Works Misc. Equipment		264			264
Narcotics Analyzer		40			40
Police Vehicle Replacement Schedule		302			302
Police Radio Equipment		123			123
Police PC and Related Equipment		86			86
Street Brine System	115	-	-	-	115
Sub-Total	1,185	1,393	-	-	2,578
Program Year 1 - Grand Total	37,631	2,243	14,169	-	54,043

Town of West Hartford Capital Improvement Program			
Project Title Pedestrian and Bicycle Management			
Department Community Development		Expected Life 25 Years	
Category Transportation & Circulation		Funding Schedule Program Year 1: \$684,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$684,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$684,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This capital program addresses the needs of the pedestrians and bicyclists throughout the Town. The Town of West Hartford maintains an extensive system of 300 miles of sidewalks. These sidewalks provide a safety benefit to pedestrians in lieu of walking in the street. The sidewalk system also provides a neighborhood enhancement, and benefits school children, business patrons throughout town, and recreational users. The Engineering Division refers to the Town’s Sidewalk Policy for consideration of adding sidewalk sections to eliminate sidewalk gaps in the Town’s sidewalk network.</p> <p>In addition to the sidewalk system, the Engineering Division will continue to design and construct on and off-street bicycling options across the Town. For on-street bicycling options, the Town intends to evaluate and appropriately sign and mark suitable roadways in accordance with the Town’s Complete Streets Policy, especially the Bicycle Facility Plan.</p> <p>With additional funding and multiple contractors, the Town reduced from over 1,000 to approximately 915 total sidewalk work order requests. We annually average 200 new work order requests and address 150 work orders.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Storm Water Management	
Department	Community Development	Expected Life	50 Years
Category	Transportation & Circulation	Funding Schedule	Program Year 1: \$733,000
Fiscal Year	2024-2025	Prior Year(s):	-
Project Duration	Recurring	Total Cost:	\$733,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$733,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This capital program maintains the complex, Town-wide drainage system, which includes 13 bridges, 73 culverts, 7,600 drainage structures, and 175 miles of pipe.</p> <p>Most of the Town’s bridges and some of the Town’s culverts are inspected every two years by the State of Connecticut, Department of Transportation. The Engineering Division performs periodic inspections of the remaining bridges and culverts.</p> <p>Some inspections of the Town’s storm pipes occur annually on an as-needed basis to investigate flooding, pavement failures, or in advance of a road repaving project. These annual video inspections cost approximately \$165,000. Inevitably, the pipe inspections lead to necessary pipe replacements, which average \$560,000 per year.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Street Reconstruction	
Department	Community Development	Expected Life	30 Years
Category	Transportation & Circulation	Funding Schedule	Program Year 1: \$2,050,000
Fiscal Year	2024-2025	Prior Year(s):	-
Project Duration	Recurring	Total Cost:	\$2,050,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$2,050,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This Capital Improvement Program (CIP) provides the funding necessary to address the reconstruction needs of any Town roadway in order to keep them operational for the public.</p> <p>Street Reconstruction involves the following: coordination with utility companies to ensure underground facilities are not in need of repair or replacement; evaluation for complete street components; replacement of curb; replacement of failing concrete or paver sidewalk; replacement of concrete or asphalt driveway aprons; replacement of drainage structures; re-establishment of the roadway base material; roadway repaving; pavement markings; traffic signage; and traffic control services during construction.</p> <p>Planned 2024 roadway reconstructions include: New Park Avenue, Highland Street, St. Augustine Street, Pleasant Street, and Warwick Street. Due to escalating construction material and labor costs, an additional \$550,000 is requested to complete the proposed roadway reconstructions.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Street Resurfacing	
Department	Community Development	Expected Life	20 Years
Category	Transportation & Circulation	Funding Schedule	Program Year 1: 3,346,000
Fiscal Year	2024-2025	Prior Year(s):	-
Project Duration	Recurring	Total Cost:	\$3,346,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$2,915,000
Contractual Services	\$	Grants	\$431,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The Town strives to repave 10 or more miles of roadway each year, via this Capital Improvement Program. Due to the escalating cost of asphalt and current staffing levels, the Town has only been able to resurface an average of 6.9 miles over the past five years.</p> <p>The streets selected for resurfacing are based on the annual pavement condition evaluation. Of the Town's 217 miles of roadway, 25 percent or 54 miles are in poor or extremely poor condition. Selections are also based on geographical considerations to balance the repaving throughout Town. The Street Resurfacing Program includes: milling to partially remove the existing pavement; sweeping the roadway clean; paving the roadway; and traffic control services during construction. In most cases, bituminous curbing and driveway aprons are also replaced. Also, \$50,000 from this program is used for pavement crack sealing on roadways that were repaved approximately five years prior. The Town also coordinates all work with the utility companies.</p> <p>The Public Works Department and the Town's drainage contractor replace catch basins in conjunction with the street resurfacing program. On average, 240 catch basins are replaced every year at a cost of approximately \$360,000.</p> <p>Due to escalating construction material and labor costs, an additional \$200,000 is requested to complete at least 7 miles of resurfacing.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Traffic System Management	
Department		Expected Life	
Community Development		30 Years Infrastructure 5 Years Pavement Markings	
Category		Funding Schedule	
Transportation & Circulation		Program Year 1: \$250,000	
Fiscal Year		Prior Year(s):	
2024-2025		-	
Project Duration		Total Cost:	
Recurring		\$250,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$200,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$50,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This Capital Improvement Program addresses the improvement or replacement of the Town's 62 traffic signals, 1,200 traffic control signs, 30 miles of pavement markings, two miles of guiderail, and the Town's Street lighting system. Proper operating maintenance of these traffic control devices greatly improves safety to the mobile public. This Program provides funding to install traffic calming measures and intersection traffic safety improvements.</p> <p>Of the Town's 62 traffic signals, eleven remain that are approaching the end of their useful life at 25 years or older. The goal of this program is to replace one traffic signal every other year, make necessary traffic signal improvements such as pedestrian signal upgrades to add exclusive pedestrian signal phases and/or accessible pedestrian signal equipment, and to replace all necessary pavement markings affected by the repaving program and replenish others throughout Town. Guiderail, traffic signage, and street lighting are replaced as necessary.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Flood Mitigation Infrastructure Improvements	
Department		Expected Life	
Community Development		50 Years	
Category		Funding Schedule	
Transportation & Circulation		Program Year 1: \$5,000,000	
Fiscal Year		Prior Year(s):	
2024-2025		2,000,000	
Project Duration		Total Cost:	
Recurring		\$7,000,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$5,000,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>Due to repetitive street and property flooding, three drainage studies were completed to evaluate and recommend improvements to the Town’s Street drainage system to reduce the frequency and impact from flooding after heavy rain events. These studies covered approximately 10 percent of the Town’s Street drainage system in the center of the Town spreading from Mohawk Drive (North), Farmington Avenue (South), Walbridge Road (East), and Pleasant Street (West).</p> <p>Several areas within these studies were identified as in need of larger storm pipes, storm pipe extensions, and drainage connections from private properties to the Town’s storm drainage system.</p> <p>Funding in this program year is for the construction of the second year of a multi-year program to improve the Town’s storm drainage infrastructure to mitigate flooding impacts. The Engineering Division is seeking grants to fund the construction of these improvements.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Infrastructure Improvement Project	
Department		Expected Life	
Community Development		20 Years	
Category		Funding Schedule	
General		Program Year 1: \$200,000	
Fiscal Year		Prior Year(s):	
2024-2025		-	
Project Duration		Total Cost:	
Recurring		\$200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$200,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>This program funds the replacement of public infrastructure that involves multiple departments. Examples of infrastructure eligible for this program include, but are not limited to: Trout Brook Trail, Town parking lots, Webster Walk area, and Memorial and Isham parking garages.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Fern Street Bridge Replacement	
Department		Expected Life	
Community Development		30 Years	
Category		Funding Schedule	
Transportation & Circulation		Program Year 1: \$3,600,000	
Fiscal Year		Prior Year(s):	
2024-2025		-	
Project Duration		Total Cost:	
Non-Recurring		\$3,600,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$600,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$3,000,000
Other	\$	Other	\$
<p>Description & Justification</p> <p>This project replaces the Fern Street Bridge over Trout Brook, near Fernridge Park. This bridge was originally constructed in 1939, was rehabilitated in 2000, and currently has a weight restriction. Based upon a recent inspection, this bridge is recommended for replacement. The Town will receive another \$3,000,000 Local Transportation Capital Improvement Program Grant to total \$6,000,000 from the Capital Region Council of Governments. An additional \$600,000 bond funding is required for project cost increases, some of which is related to a 42" water main replacement that is located under the existing bridge structure.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Trout Brook Trail Phase 3			
Department Community Development		Expected Life 30 Years	
Category Transportation & Circulation		Funding Schedule Program Year 1: \$1,400,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$1,400,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$900,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$500,000
Other	\$	Other	\$
Description & Justification This project is for the construction of the Trout Brook Trail – Phase 3 section from Park Road to Jackson Avenue. This trail section is 3,900 feet and will complete a missing section that will make the trail continuous from Asylum Avenue to New Park Avenue for a total of 19,960 feet or 3.78 miles. The Town already received a \$500,000 grant through the Connecticut Department of Energy and Environmental Protection. An additional \$900,000 is requested due to construction cost increases since the project’s inception.			

Town of West Hartford Capital Improvement Program			
Project Title		Farmington Avenue Reconstruction	
Department		Expected Life	
Community Development		30 Years	
Category		Funding Schedule	
Transportation & Circulation		Program Year 1: \$5,500,000	
Fiscal Year		Prior Year(s):	
2024-2025		-	
Project Duration		Total Cost:	
Non-Recurring		\$5,500,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$5,500,000
Other	\$	Other	\$
<p>Description & Justification</p> <p>This program includes Complete Streets improvements on Farmington Avenue from Walden Street to Main Street including the intersections at Walden Road, LaSalle Road, and the Municipal Parking Lot Driveway. Program elements include sidewalk expansions, replacement of sidewalk surfaces, replacement of street trees and tree wells, sidewalk furniture, low impact development drainage improvements, traffic calming improvements, roadway repaving, and new pavement markings.</p> <p>Additional funding is required based upon the latest construction cost estimate, which includes nighttime construction work and hiring a construction management company due to the challenging construction location.</p> <p>This project will be utilizing ARPA funds.</p>			

Town of West Hartford Capital Improvement Program			
Project Title LaSalle Road Reconstruction			
Department Community Development		Expected Life 30 Years	
Category Transportation & Circulation		Funding Schedule Program Year 1: \$1,900,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$1,900,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$1,900,000
Other	\$	Other	\$
<p>Description & Justification</p> <p>This program includes Complete Streets improvements to LaSalle Road from Farmington Avenue to Ellsworth Road including the intersections at Arapahoe Road and Ellsworth Road. Program elements include sidewalk expansions, replacement of sidewalk surfaces, replacement of street trees and tree wells, sidewalk furniture, low impact development drainage improvements, traffic calming elements, roadway repaving, and new pavement markings.</p> <p>Additional funding is required based upon the latest construction cost estimate, which includes nighttime construction work and hiring a construction management company due to the challenging construction location.</p> <p>This project will utilize APRA funds.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Vision Zero			
Department Community Development		Expected Life 20-50 Years	
Category Transportation & Circulation		Funding Schedule Program Year 1: \$500,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$500,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$500,000
Other	\$	Other	\$
<p>Description & Justification</p> <p>Vision Zero is an extensive, multi-faceted public safety initiative with the goal of eliminating traffic fatalities and severe injury crashes in West Hartford by 2033. The Vision Zero Action Plan contains many recommended actions to achieve this goal, many of which require physical modifications to roadways, intersections, and pedestrian and bicycle infrastructure. The Action Plan recommends a Capital Improvement Program to exclusively fund these physical modifications.</p> <p>This program would use ARPA funds.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Asbestos Removal	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule	
		Program Year 1:	\$300,000
Fiscal Year	2024-2025	Prior Year(s):	
		-	
Project Duration	Recurring	Total Cost:	
		\$300,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$200,000
Contractual Services	\$	Grants	\$100,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Asbestos Containing Material (ACM) has been found throughout the district in locations documented in the Board of Education’s Asbestos Management Plan. The annual appropriation is used to support many other recurring projects, such as boiler replacement. Ideally, the removal precedes the designated recurring construction activity. These funds pay for asbestos removal project specifications, diagrams, hygienists, actual removals, testing results, and final reports.</p> <p>Inert asbestos containing material can be encapsulated rather than removed. Construction and/or renovation activities, however, often make inert materials friable and removal provides for safer, more predictable working conditions. Additionally, when asbestos containing materials are encountered on a work site, all activities must cease until the removal of the asbestos has been completed. Therefore, we are better able to project construction/renovation schedules and cost with the asbestos removed in advance.</p> <p>Funding is allocated toward the removal of asbestos identified during renovations, flooring replacements, and heating improvements.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Exterior School Building Improvements	
Department		Expected Life	
Public Schools			
Category		Funding Schedule	
Education		Program Year 1: \$2,175,000	
Fiscal Year		Prior Year(s):	
2024-2025		-	
Project Duration		Total Cost:	
Recurring		\$2,175,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,415,000
Contractual Services	\$	Grants	\$760,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>With 16 buildings of varying age, exterior school improvements are an annual requirement. Exterior school improvements may include roofing, masonry, window upgrades and exterior door replacement, as well as other structural improvements. Re-roofing includes removal of existing materials and in many cases, insulating with thicker, denser materials to provide for increased energy conservation. It also includes the installation of necessary flashings, counter flashings, drainage improvements and related masonry repairs. A systematic re-roofing program addresses the fact that building materials decay, while it ensures the useful life of the building and protects a significant capital asset. Masonry includes restoration and re-pointing of building facades. Window upgrades replace single pane windows with energy efficient window systems.</p> <p>The desirability of maintaining roofs in a good state of repair represents a prudent approach to building maintenance. Deterioration of roofing surfaces and exterior building envelopes, left unchanged, exposes buildings to water damage and long-term structural damage.</p> <p>This year's appropriation will be dedicated to partial roof replacement at Hall.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Heating and Ventilation Systems	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule Program Year 1: \$900,000	
Fiscal Year	2024-2025	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$900,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$900,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This program provides for the replacement of existing boilers and upgrades to existing HVAC systems some of which have performed well beyond their useful life. Replacement boilers are typically more energy efficient and include a greater amount of programmable auxiliary controls. Reconfigured piping is often necessary. New temperature-controlled gas burners are included, as are requisite improvements to the gas piping. Associated breeching, dampers and needed chimney repairs are also included.</p> <p>Good preventive maintenance practice dictates that major building components be repaired or replaced, if necessary, before problems arise. Few components of a building are as essential as a dependable boiler. Boiler failures can cause major problems to the educational process as well as unanticipated major expenses during the middle of a fiscal year.</p> <p>This funding will go toward the removal of the boilers at Webster Hill.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Interior School Building Improvements	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule	
		Program Year 1:	\$1,850,000
Fiscal Year	2024-2025	Prior Year(s):	
		-	
Project Duration	Recurring	Total Cost:	
		\$1,850,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,480,000
Contractual Services	\$	Grants	\$370,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>School building improvements consist of facility needs that are not specifically outlined as a separate capital project. These expenditures include replacement of fire alarm systems, handicap accessibility improvements, lighting system upgrades, HVAC control system replacements, and building and fire code related improvements.</p> <p>The school system has 11 elementary schools, three middle schools, and two high schools that together comprise more than 1.75 million square feet of educational facilities. These facilities require regular investment to maintain their existing infrastructures and upgrade their systems. This appropriation continues the Town's reinvestment in its schools and commitment to maintain them in good condition.</p> <p>Improvements this year will include flooring replacement and painting at Whiting Lane, restroom renovations at Hall, main entrance improvements at King Philip, gym floor replacement at King Philip, and health suite improvements at Hall.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Site and Athletic Field Improvements	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule Program Year 1: \$550,000	
Fiscal Year	2024-2025	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$550,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$550,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The school fields and site infrastructure have experienced significant wear and tear. Most of these facilities were originally constructed more than fifty years ago. Funding is used to upgrade facilities to ensure their continued usefulness.</p> <p>West Hartford's athletic fields have been intensively used to a point where facilities have become inadequate or are beginning to show signs of deterioration. Much of the site infrastructure is also in need of replacement. The purpose of these improvements is to provide safe playing and pedestrian conditions. A long-term athletic field and site infrastructure improvements program is needed to prevent further deterioration and to preserve these important community resources.</p> <p>The funding will go toward sidewalks and paving at Whiting Lane.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Stage & Auditorium Renovations	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule Program Year 1: \$200,000	
Fiscal Year	2024-2025	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$200,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Every school facility in West Hartford has an auditorium and all but Smith School have a type of traditional stage. Many of the stage components and systems have outlived their useful life and are either non-functional or have been made inoperable due to safety concerns. Furthermore, many stages have lighting panels which require updating by code.</p> <p>The West Hartford Public Schools curriculum has been distinguished by its emphasis on excellence in academics, athletics and the arts. Theater, acting and stagecraft are all part of the curriculum. Our auditoria are the scene of many Town-wide events, such as the Pops and Jazz Concerts and the winter concerts. Furthermore, the safety of the stages as well as their versatility is important to those renting our facilities. The middle schools offer a full program of artistic events to their communities year round. The fact that many of our stages require significant repairs limits the kinds of productions we can offer the community and the teaching experiences we can offer our students.</p> <p>Funding will be allocated for seating replacement and lighting/sound improvements at Wolcott.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Elementary School Air Quality Improvements	
Department		Expected Life	
Public Schools			
Category		Funding Schedule	
Education		Program Year 1: \$5,540,000	
Fiscal Year		Prior Year(s):	
2024-2025		7,715,000	
Project Duration		Total Cost:	
Program Enhancement – Year 3 of 15		\$13,255,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$4,432,000
Contractual Services	\$	Grants	\$1,108,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The majority of our elementary schools were built prior to 1964 and lack modern fresh air ventilation, air conditioning, and have their original single-pane glass window systems. The single-pane glass window systems were intended by design to leak air as a means of providing fresh air. Modern building standards require fresh air to be provided via mechanical air handlers in which outside air is brought in, filtered to remove contaminants, and mixed with existing air with a certain percentage being expelled to the outside and the remaining air being recirculated into the building based upon carbon dioxide levels. Many studies have shown that proper fresh air and comfort is a substantial benefit to student success in a learning environment.</p> <p>Two of our elementary schools have building-wide fresh air and air conditioning systems (Charter Oak International Academy and Smith), two elementary schools have building-wide fresh air systems with limited air conditioning (Braeburn and Wolcott), and the remaining seven elementary schools have limited fresh air and air conditioning along with single-pane window systems. In the 1970s, many of the single-pane window systems were in-filled with sheetrock and insulation in order to help save energy. While this action did save on energy costs, it reduced the number of operable windows in the building, reduced the amount of fresh air entering the building, and also reduced the amount of natural light.</p> <p>As part of the school reopening process necessitated by the COVID-19 pandemic, a retro-commissioning project was conducted by a mechanical engineering consultant to assess and recommend repairs and/or adjustments to our existing HVAC systems in all 16 schools to increase fresh air ventilations and improve air filtration levels where feasible. This project has provided the district with a solid starting point to evaluate and make improvements to improve fresh air quality in the schools.</p> <p>This program enhancement provides funding over a 15-year period to make improvements at the nine elementary schools that lack modern fresh air, air conditioning, and modern window systems. The funding this year will go to Webster Hill.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Wolcott Security & Office Improvements			
Department Public Schools		Expected Life	
Category Education		Funding Schedule Program Year 1: \$2,500,000	
Fiscal Year 2024-2025		Prior Year(s): \$500,000	
Project Duration Program Enhancement –Year 2 of 2		Total Cost: \$3,000,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$2,500,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The main office at Wolcott is located internally in the building, limiting the ability of staff to safely allow visitors into the school. This project would create a small addition at the front of the building for the main office, adjacent to the library/media center, and replace the entry canopy. This configuration would address the safety concern that currently exists. In addition, Wolcott has been experiencing a dramatic increase in the number of students requiring additional services beyond the standard classroom, requiring space that is appropriate to provide these services. Currently, several classrooms have been converted to host multiple small groups at one time but this configuration is not conducive to effectively providing these services. There is also one classroom located on the lower level of the building that is not handicapped accessible. The proposed addition would allow for renovation of the existing main office into several small group learning rooms to address the need for additional services and eliminate the classroom in the lower level.</p> <p>Funding in the second year would be utilized to perform the construction and renovation work.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Computer Infrastructure			
Department Public Schools		Expected Life 3-5 Years	
Category Education		Funding Schedule Program Year 1: \$200,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$200,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>All West Hartford Public Schools are connected to a fiber-optic metropolitan area network (MAN). The internal connections at each school consists of layer 2 switches and layer 3 routers to bring the network and internet resources to all offices and classrooms. Servers, switches, telecommunications equipment and other appliances will require proactive replacement to improve mean time between failures and reduce mean time to recovery. Additionally, these funds are used to annually replace the oldest computers in the district for newer models capable of meeting the demands of current administrative and educational software. These funds, combined with funding in the operating budget, constitute our technology investment in the schools.</p> <p>The ongoing investment in educational and administrative computing is a critical element in providing what has become basic functionality in today's technology reliant education environment.</p> <p>This program supports the computer fleet at all 16 public schools and administrative offices. In order to stay current with software requirements and phase out the oldest hardware that is past its usable life and out of warranty coverage, maintenance of an annual technology refresh schedule of 1,500 devices on average is required. This program ensures a reliable device fleet that is able to support computer based testing mandates.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Furniture and Equipment Replacement			
Department Public Schools		Expected Life	
Category Education		Funding Schedule Program Year 1: \$100,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$100,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$100,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The Furniture and Equipment Replacement program provides for the periodic replacement of furniture and equipment district-wide as the inventory becomes worn out, unable to be repaired, or unsafe. There are five categories of items included in this replacement program.</p> <p>Classrooms and Laboratories– There are approximately 617 classrooms in the 16 schools that comprise the district. Classroom and laboratory furniture have a life span of approximately 20 years. This category of furniture includes student desks and chairs, teacher desks and chairs, laboratory tables and chairs. These items have been standardized throughout the district to streamline maintenance and repairs and so that items may be transferred between schools as needed. Adjustable desks are specified for the elementary schools so that furniture can be transferred to different grade levels within an elementary school.</p> <p>Administrative – Each of the 16 schools have main offices along with support staff operations that have furniture requirements including desks, chairs, tables, filing cabinets, and permanent dividing walls. Office furniture has a typical life span of 20 years.</p> <p>Cafeteria – Each of the 16 schools has a cafeteria that requires tables and chairs for students. In many instances, these spaces are also used for additional classroom space, assemblies and meetings. These items have been standardized throughout the district to streamline maintenance and repairs and so that items may be transferred between schools. Cafeteria furniture has a typical life span of 15 years.</p> <p>Equipment – Items in this category include appliances and folding dividing walls. Appliances have a life span of between 10 and 15 years and dividing walls have a typical life span of approximately 30 years.</p> <p>Lockers – Element of the school building design which is subject to excessive wear and tear as generations of students make use of these temporary storage receptacles. Because certain lockers cannot be repaired further, there is a need for lockers district-wide for the next several years. New lockers are specified to be wider and deeper than existing ones, and they are usually specified to have a more limited number of moving components, thereby limiting our future repairs and maintenance.</p> <p>Furniture has a limited useful life. Much of the Town’s inventory has been pushed well beyond that life span. As many older pieces become obsolete, the Town can no longer obtain repair parts. Finally, as educational methods change, furniture needs change.</p> <p>This funding will go toward the replacement of furniture, equipment, and lockers throughout the system.</p>			

Town of West Hartford Capital Improvement Program			
Project Title <div>Park & Playfield Improvements</div>			
Department <div>Leisure Services & Social Services</div>		Expected Life	
Category <div>Parks & Recreation</div>		Funding Schedule <div>Program Year 1: \$400,000</div>	
Fiscal Year <div>2024-2025</div>		Prior Year(s): -	
Project Duration <div>Recurring</div>		Total Cost: \$400,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$400,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
Description & Justification <p>West Hartford’s parks and athletic fields are intensively used by youth leagues, some to a point where facilities have become inadequate or are beginning to show signs of deterioration. The purpose of park and playfield improvements is to provide safe playing conditions so that interscholastic and youth league injuries can be minimized. The program also covers tennis and basketball courts in parks. A long-term athletic field improvements program, developed in conjunction with the Department of Public Works, prioritizes field maintenance to prevent further deterioration and to preserve these community resources within Town parks.</p> <p>Post tension concrete projects have been implemented in several public parks to date. Investment in this technology saves on long-term upkeep costs. This year, attention will be focused on the installation of post tension courts (\$330,000) at the Eisenhower basketball site. Remaining funds would be used for a safety wood guardrail at Norfeldt softball field (\$60,000); the remainder (\$10,000) will address field improvements at various sites.</p>			

Town of West Hartford Capital Improvement Program

Project Title			
Rockledge Irrigation Replacement			
Department		Expected Life	
Leisure Services & Social Services		20-25 years	
Category		Funding Schedule	
Parks & Recreation		Program Year 1: \$2,400,000	
Fiscal Year		Prior Year(s):	
2024-2025		-	
Project Duration		Total Cost:	
Non- Recurring		\$2,400,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$ 2,400,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$

Description & Justification

Rockledge Golf Course's irrigation system was originally installed in 1981 with a 20-year lifespan. It is long overdue for a replacement. In order to protect the investment of the course, save money on repairs and water leaks, and increase efficiency, this replacement is required. The irrigation system is important to maintain quality golf; all greens, tees and most fairways are irrigated. Components include the irrigation ponds (fed by wells); a pump station, water distribution pipes, control valves, control lines (with controllers) and sprinkler heads. Irrigation complements fertilizer and Integrated Pest Management, allowing for judicious use and increased use of organic treatments. It also helps control algae and heat stress. An automated system would allow remote adjustments.

Town of West Hartford Capital Improvement Program			
Project Title <div>Outdoor Pool Improvements</div>			
Department <div>Leisure Services & Social Services</div>		Expected Life <div>10 Years</div>	
Category <div>Parks & Recreation</div>		Funding Schedule <div>Program Year 1: \$25,000</div>	
Fiscal Year <div>2024-2025</div>		Prior Year(s): <div>-</div>	
Project Duration <div>Recurring</div>		Total Cost: <div>\$25,000</div>	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$25,000
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
Description & Justification <p>The money for this project will be used to repair filtration systems, underground pipes, and concrete decks where necessary. This is an ongoing program to address facility issues within our neighborhood pools.</p> <p>This project will allow for improvements at the Town’s five outdoor pools and four spray decks. Funding under this program will assist the department in maintaining visitor safety as well as upgrading the appearance of the outdoor pools by completing minor projects not addressed through the operating budget.</p> <p>The outdoor pool season is a summer program of limited duration. This program will allow the Town to minimize downtime at the outdoor pools, thus assuring the community has use of their pools during the summer months.</p> <p>Caulking around pools’ concrete perimeter and gutters need to be reviewed and systematically replaced due to failing caulk. One pool is painted annually, which typically lasts four years.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Park & Playscape Management	
Department Leisure Services & Social Services		Expected Life 10-15 Years	
Category Parks & Recreation		Funding Schedule Program Year 1: \$80,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$80,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$80,000
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Funds for this project will be used to repair and/or replace existing playscapes and playground equipment at Town parks. This is a recurring program to address facility improvements. The ongoing maintenance of existing equipment will provide for accessible playgrounds, improve safety, and better serve the needs of neighborhoods.</p> <p>This year's appropriation will fund the replacement of various fencing replacements and ongoing maintenance repairs of park signage, playground structures and equipment.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Eisenhower Pool and Bathhouse Replacement	
Department Leisure Services & Social Services		Expected Life	
Category Parks & Recreation		Funding Schedule Program Year 1: \$2,000,000	
Fiscal Year 2024-2025		Prior Year(s): 2,400,000	
Project Duration Year 2 of 2		Total Cost: \$4,400,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$2,000,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>West Hartford supports community pools in four parks. Community pools offer many benefits to the physical, mental, emotional and social health of our community. The renovation of Eisenhower Pool and Bathhouse is a critical infrastructure improvement. The funding in place (\$2.4M) was not sufficient to meet the cost of construction. An estimated additional \$2M is required to fund the project fully.</p> <p>The two-phased construction schedule is expected to be October 2023 to May 31, 2025, with the building replacement to be completed by June 1, 2024 and the pool construction to be done between August 15, 2024 and May 31, 2025.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Water Pipe Replacement Rockledge Golf Club			
Department Leisure Services & Social Services		Expected Life 50 years	
Category Parks & Recreation		Funding Schedule Program Year 1: \$125,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$125,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$125,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
Description & Justification <p>Failing water infrastructure is a systematic, Town-wide issue. A persistent, substantial water leak exists on the water line that travels north from Ashford Road through the Rockledge Golf Club. It feeds the snack shack and the maintenance building. Water usage, measured by an MDC service bill meter on Ashford Road indicates substantial -- and costly -- water loss. The golf course superintendent has fixed many leaks on this line but small repairs have not stopped the high usage. The leak is large and appears to run into an unknown underground drain, so it is hard to detect. We now suspect that it may be leaking under the 4th green, and are concerned about it escalating into a sinkhole.</p> <p>The Town's energy specialist has flagged the line for several years, due to high utility costs. The leak appears to have begun in April 2021. Water use ballooned from an average 600 ccf in FY21 to 2,003 ccf in FY22. Costs also spiked -- from \$5,454 in FY21 to \$21,407 in FY23. Cost is anticipated to be on par with last year.</p> <p>The repair will save the Town \$20,000 to \$25,000 per year, according to the Town's energy specialist.</p> <p>We request an investment in water pipe infrastructure, since we continually chase leaks on this line at Rockledge to no avail. The line is old and beyond repair.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Retaining Wall Maintenance Rockledge Golf Club			
Department Leisure Services & Social Services		Expected Life	
Category Parks & Recreation		Funding Schedule Program Year 1: \$300,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$300,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$300,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
Description & Justification <p>The retaining wall at Rockledge Golf Club driving range was built in the early 1990's. It has begun to buckle and needs significant maintenance. The site has been reviewed by structural engineers who recommend either rebuilding the wall or shoring up the wall with new blocks on the outside of the wall. This is a maintenance and safety issue.</p> <p>Town surveyors are currently completing a survey, and quotes are expected on the repairs in the coming two weeks.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Isham and Memorial Garage Restoration			
Department Public Works		Expected Life 20 Years	
Category Building Improvements		Funding Schedule Program Year 1: \$750,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Year 1 of 11		Total Cost: \$750,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$750,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>The Town of West Hartford owns and operates two parking structures, circa 2006. Due to their age, both garages were assessed by Desman and Associates - selected via RFP process. Desman is a professional consultant with demonstrated experiences and technical expertise in parking structures.</p> <p>Professional services (engineering and construction management), to assist Town staff in the selection process of a contractor and to manage the restoration progress in FY 2025. The Town does not have in-house resources to apply to the garages and we do not have in-house expertise on garage restoration.</p> <p>The remaining funds will be used to address areas of high priority:</p> <ul style="list-style-type: none"> • Apply Fire proofing material on Memorial Garage basement ceiling. • Repair concrete and waterproof expansion joints along stair/elevator/escalator at roof level of both garages. • Repair expansion joints and brackets on deck 3 of Memorial Garage. • Reapply waterproofing membrane in Isham Garage. • Replace drainage assembly in both garages and clean out oil and water separators. 			

Town of West Hartford Capital Improvement Program			
Project Title Materials Solution Center Modernization			
Department Public Works		Expected Life 25 years	
Category Building Improvements		Funding Schedule Program Year 1: \$1,750,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$1,750,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$1,750,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	OTHER	\$
<p>Description & Justification</p> <p>The property at 25 Brixton Street is the historical landfill site owned by the Town and serves as the Town's Yard Waste and Recycling Center. Public work seeks to build out a more efficient use of the property necessitating a redesign of the Yard Waste and Recycling Center to better serve the public and improve Public Works operational efficiency.</p> <p>The redevelopment and modernization of this site supports the State of Connecticut Department of Energy and Environmental Protection's (DEEP) Comprehensive Materials Management Strategy and their 60% waste diversion goals by 2024. Using grants and CIP funding, the Town completed the Environment Assessment and Remedial Action Plan in 2018. In fiscal year 2021, funds were allocated for redesign and construction of a modern Materials Solution Center for recycling and waste diversion.</p> <p>Fiscal year 2025 funding encompasses the capping of the current landfill to meet DEEP requirements, and the construction of new facilities to address the Town's current and future requirements of MSW, recycling and yard waste management.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Fire Training Tower	
Department		Expected Life	
Fire		10 years	
Category		Funding Schedule	
Building Improvements		Program Year 1: \$250,000	
Fiscal Year		Prior Year(s):	
2024-2025		\$750,000	
Project Duration		Total Cost:	
Year 2 of 2		\$1,000,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$250,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>This project will rebuild the fire training tower facility on the Brixton Street Facility. The project seeks to upgrade the fire training tower and add classroom space as part of the facility.</p> <p>The Training Tower costs were estimated by a previous fire administration. Numerous years later and coupled with the Training Tower budget being deferred, it is appropriate to request an estimate change. The allocation should be increased given benchmarks of other recently constructed training facilities and construction challenges associated with the pandemic.</p> <p>In a prior budget process, the training tower was moved out in the CIP from an earlier replacement date, placing it in FY23-24 with a corresponding funding amount of \$750,000. However, it has yet to be designed or constructed.</p> <p>A Public Safety Facilities study was sent out for bid in September of 2022 with a specific request to front-load recommendations for the training tower, but the study has not yet been completed. Also, in September of 2022, Macchi Engineers performed a structural analysis of the current facility and placed in writing that it cannot be safely occupied, which leads to the fact that it has been fully out of service for over 1 year.</p> <p>Efforts with current year finances, to regain the ability to train in the facility, are underway but the construction of a new facility should be in mind. This is important to the fire service but also supports ongoing future plans to engage high school students in seeking career pathways into public service.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Town Building Improvements			
Department Facilities Services		Expected Life	
Category Building Improvements		Funding Schedule Program Year 1: \$1,612,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$1,612,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,462,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$150,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Town building improvements are facility needs not addressed under other capital projects and include the categories of heating, ventilation and cooling (HVAC) systems, roofing and masonry, interior finishes, fixtures and furnishings, and code compliance. This program allows for improvements to the Town's municipal buildings, such as completing minor projects and replacing equipment and building amenities, and to maintain and upgrade the systems and appearance of the buildings.</p> <p>Heating, Ventilation and Cooling (HVAC) Systems - HVAC systems provide heating, cooling and air circulation to users of buildings. Air temperature and indoor air quality are important issues to building occupants in regard to their personal comfort and health. The periodic replacement of boilers, furnaces, chillers, cooling towers, air handlers, and ventilation systems is required as these systems wear out and/or become obsolete. New HVAC systems also provide the Town an opportunity to install more energy efficient equipment and to install modern direct digital controls, which provide greater control and will lower operating costs.</p> <p>Roofing and Masonry - Proper maintenance of the exterior building shell is required to prevent water and air penetration into the building. Water damage can cause significant damage to a building and potential health hazard to building occupants. Air penetration causes heating and cooling losses and interferes with the proper operation of HVAC equipment and can lead to excessive wear and tear of the equipment and higher operating costs. Building roofs have a life span of approximately 20 to 25 years.</p> <p>Interior Finishes, Fixtures and Furnishings - Interior finishes include wall, floor and ceiling surfaces; fixtures include restroom toilets, sinks, partitions, and kitchen sinks; furnishings include appliances such as stoves, ovens, refrigerators, and water fountains, benches and other miscellaneous items that are permanently installed in buildings.</p> <p>Code Compliance - Code compliance includes fire and life safety, handicap accessibility, elevator and public health codes in Town buildings. Codes periodically change, or if it is discovered that we are not in compliance with the code, we must make repairs, enhance systems, or modify buildings to meet the requirements of the code.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Various Police Department Improvements	
Department Facilities		Expected Life 50 years	
Category Building Improvements		Funding Schedule Program Year 1: \$1,200,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$1,200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,200,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>Police Department is requesting the following projects:</p> <p>Lab Improvements</p> <p>Patrol/Traffic Office Reconfiguration</p> <p>General Building Improvements</p> <p>ERC Extra Station</p> <p>Professional Standards & Patrol Furniture</p> <p>Community Relations Offices</p>			

Town of West Hartford Capital Improvement Program			
Project Title Energy Conservation			
Department Facilities Services		Expected Life	
Category Building Improvements		Funding Schedule Program Year 1: \$100,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$100,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$100,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This project will fund energy conservation improvements to Town and school buildings as part of the Town's overall energy management strategy. Each year, capital improvements will be identified based upon recommendations of the Town's energy specialist that will reduce the consumption and cost of energy. Based upon a priority ranking and payback schedule, those improvements that will have the best return will be implemented. Improvements may include more efficient equipment, energy management control systems, financial incentive programs for improvements from the utility companies, implementing separate heating and cooling systems within buildings, and taking advantage of new technologies.</p> <p>Natural gas, electricity, and water costs are projected to increase for the foreseeable future. Investments need to be made that reduce the consumption of energy and water to manage energy costs. This dedicated project for energy conservation improvements establishes these investments as a priority rather than competing with other building improvement projects and priorities.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Document Digitization Project			
Department Information Technology Services		Expected Life 50+ Years	
Category Miscellaneous		Funding Schedule Program Year 1: \$250,000	
Fiscal Year 2024-2025		Prior Year(s): \$250,000	
Project Duration Year 2 of 4		Total Cost: \$500,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$250,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Information Technology plans to create as close to a paperless work environment as possible for the Town and Board of Education. For example, the Community Development Department (Building, Engineering, and Planning & Zoning Divisions) currently requires paper submissions for most of its license and permit applications. The general office workspaces in this Department are overwhelmed by paper document storage. There are a total of 110 standing file cabinets, 30 flat file cabinets for large plans, 3 plan racks for temporary storage of large plans. In addition, there are more documents stored in the Building and Engineering Division vaults, which are located in Town Hall outside of the work areas.</p> <p>The ongoing CityView license and permit upgrade will allow electronic document submissions. This will stop the need to store paper documents, but leave the many file cabinets, boxes, racks, and piles of paper documents. These documents should be scanned and stored electronically. Once completed, the office will be free of these documents, which will create office space that can be repurposed.</p> <p>The Information Technology (IT) Department will work with Community Development and other Departments to ensure on premise or a cloud storage solution will be available as the main document repository. The IT department will ensure the documents are searchable and categorized so they can be easily retrieved.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Communications Infrastructure	
Department	Information Technology Services	Expected Life	
Category	Miscellaneous	Funding Schedule Program Year 1: \$495,000	
Fiscal Year	2024-2025	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$495,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$350,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$145,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This project represents the continued investment in the organization’s communications infrastructure supporting voice and data communication for Town departments and the public schools. The maintenance of the infrastructure requires annual investments to replace obsolete hardware and software, and enhancements are required to maintain the performance of the infrastructure to support the continued and expanded utilization of voice and data communications. This project also finances investments in hardware and software for all Town departments.</p> <p>The communications infrastructure supports applications that utilize voice and data communications to improve organizational performance. Improved performance is the result of extending access to information throughout the organization, making employees independent in accessing resources to solve problems and provide customer service. The communications infrastructure supports applications that provide customers direct access to electronic services, eliminating their dependencies on employees to receive customer service. Continued investment is required to maintain the infrastructure to support new applications and increased utilization, while maintaining the security integrity of the infrastructure.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Time & Attendance System	
Department	Public Works	Expected Life	20 years
Category	Miscellaneous	Funding Schedule	Program Year 1: \$250,000
Fiscal Year	2024-2025	Prior Year(s):	-
Project Duration	Non-Recurring	Total Cost:	\$250,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$250,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	OTHER	\$
<p>Description & Justification</p> <p>The capture of Town personnel hours worked, PTO, sick time, and compensation are done manually using paper time sheets. The outdated process requires tracking down missing time sheets and verifying paper content due to handwriting challenges. This paper information is then entered manually into the Munis payroll system utilizing valuable time of department staff.</p> <p>This Capital Improvement Program provides the funding necessary to implement time and attendance software. As part of the Town’s continued goal to reduce technology infrastructure costs, improvement process, and increase overall organizational effectiveness, the Financial Services and Public Works departments will put time and attendance software into operation. A time and attendance solution will provide improved accuracy of pay, manage time off requests, track expenses, automate and track time keeping and simplify scheduling.</p> <p>Automated time tracking software will efficiently track, manage and control employee time and attendance while reducing costs. The software will align with the recently implemented Munis Financial and Munis Human Capital Management system. This allocation will be used for implementation of a time & attendance system, which will meet the Public Works & Town departments scheduling and time tracking needs.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Fire Apparatus			
Department Fire Department		Expected Life	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$200,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$200,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The fire service across the United States has been plagued by a major change in the fire apparatus industry. Likely due to a combination of the pandemic, supply chain issues, and widespread availability of ARPA monies being used to purchase apparatus, truck costs have increased dramatically while build times have extended to as much as 3 to 4 years from the time of order. When factoring in out of service times and condition of our current apparatus combined with the national issue, a global re-look at our capital vehicle replacement plan was undertaken. Ultimately, we had to increase the estimated replacement costs significantly as well as moving the replacement dates in closer.</p> <p>Based on the current condition of our spares, out of service times of front-line apparatus which require a spare to go in service, as well as the estimated capital funding cycle for the next new apparatus (FY27), we are requesting immediate funding to procure a new (used) spare. A new spare will "buy time" while we prepare for the new CIP plan and conditions. In discussion with our mechanic, this request for a new spare is a true need rather than a want.</p>			

Town of West Hartford Capital Improvement Program

Project Title Fire Miscellaneous Equipment			
Department Fire Department		Expected Life	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$223,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$223,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$223,000
Other	\$	Special Revenue Fund	\$

Description & Justification

Miscellaneous Equipment in good condition is critical to the safety and productivity of Town departments. The Town has developed a multi-year plan to replace these items based upon the condition of existing inventory and expected useful life. Timely replacement of Miscellaneous Equipment contributes to the efficiency and effectiveness of a Town department.

The Fire Department has a certain cache of equipment that we request to replace annually as part of a comprehensive replacement plan to ensure that our stock is updated and sufficient spares are available. Examples of equipment being replaced annually generally include:

- Electrocardiogram machines (ECG) for paramedics
- Lucas chest compression device
- SCBA bottles

Capital EMS items to include - video laryngoscopes, IV pumps, AEDs, etc.

Additionally, this project request includes certain one-time purchases of capital equipment to address evolving hazards, radio equipment, as well as other equipment to support training opportunities and needs. Of note, this project request also includes equipment to maintain and improve the safety and cancer-reduction of members. Cancer rates are increasing, and there is an urgent need for the department to provide equipment to combat these rates. Safety needs change, but are constantly present, and annual funding will be effective in immediately addressing issues.

In FY25, the specific requests include:

- 1 Electrocardiograms to support an EMS license for Squad 1 and Medic 24 (\$40k)
- A high-fidelity simulation mannequin to support advanced medical training for both police and fire personnel, allowing for on-site realistic training for a variety of situations, including but not limited to, new paramedic precepting, paramedic advanced airway training, active shooter response for both PD and FD, FD and PD EMS re-certification skills, and officer-involved shootings which can be paired with the PD use of force simulator. (\$95k)
- Radio replacement and stock as requested by the Communications System Manager (\$28K)
- A gear washer/extractor and dryer (part of a multi-year plan for cancer reduction) to outfit Station 3 (\$60,000)

Town of West Hartford Capital Improvement Program			
Project Title Fire Support Fleet			
Department Fire		Expected Life	
Category Rolling Stock\Miscellaneous Equipment		Funding Schedule Program Year 1: \$277,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$277,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$277,000
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>The Fire department appreciates the assistance navigating a pandemic though the increased use of support roles. Additionally, we have increased the size of Emergency Management, IT and Admin staff, expanded the CERT team, added a fire inspector, and moved to an intercept paramedic model which places 2-3 light vehicles into front line positions. The net effect has been a better service, better preparedness, better outreach, and a much stronger bond with our community, but a far greater demand for light vehicle availability.</p> <p>However, we have struggled with obtaining a predictable replacement schedule for light vehicles. We work with a vehicle classification system and a “pass-down” principle where we procure vehicles with certain criteria for the assignments, and primary vehicles with high usage are moved to lower use positions to extend service life. Even with these methods, having appropriate and reliable stock is operationally important. In addition to facilitating ancillary functions, light vehicles reduce wear/tear on some heavier, more costly vehicles, and we must also keep an appropriate stock of vehicles to support our statutory requirements relative to emergency medical services licensing. While we appreciate that vehicles are approved periodically, it is not regular, and creates resultant challenges in effective planning when there are no reliable replacement timelines. This results in extensive discussions and justifications for light vehicles, sometimes bringing senior leadership into very detailed nuances over vehicle conditions and assignments. Unfortunately, we are in the position where we must consider our continued ability to maintain outreach and support programs due to the deterioration of vehicle stock and our concern over increased needs/use compared to the replacement cycle.</p> <p>We strongly encourage and request consideration for defined & predictable annual funding, even if at a reduced amount, that can be used to plan for light vehicle replacement. However, it should be noted that we need light vehicles as soon as possible to maintain our various support functions with the tools they need (vehicles) to continue the programs and services we currently offer.</p> <p>Under the premise that there is <u>no</u> surplus funding available, the following are the FY25 needs and requests:</p> <ul style="list-style-type: none"> • 3 Light Pickups (@\$45k ea.) • 1 Medic/ALS Pickup (@ \$75k) • 1 Administration Vehicle (@\$67k) 			

Town of West Hartford Capital Improvement Program			
Project Title Public Works Rolling Stock			
Department Public Works		Expected Life 12- 15 years	
Category Rolling Stock		Funding Schedule Program Year 1: \$870,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$870,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$870,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The Department of Public Works utilizes a variety of rolling stock to perform a diverse array of community maintenance services. Equipment in good repair is critical to the productive use of the Department's resources. The Town has developed a multi-year plan to replace rolling stock based upon the condition of existing inventory and expected useful life. Timely replacement of rolling stock contributes to the efficiency and effectiveness of community maintenance services while providing safe and compliant equipment for use by Department of Public Works staff.</p> <p>Updating the Town's fleet relieves regulatory pressure to meet pollution and fuel economy standards associated with an aging fleet. Replacing needed equipment enhances the public image when vehicles and equipment are in good repair. Safe, reliable equipment which provides necessary functionality also improves relations with employees. Improved engineering and technological advances in updated equipment provides better management of resources. Onboard electronics systems and telematics enable better monitoring of daily operations and performance and provides the ability to manage application rates such as salt application rates. It also improves the ability to monitor and schedule preventative maintenance activities, and helps with workforce productivity.</p> <p>Purchases identified with this funding include the replacement of two (2) snow plow trucks with all associated attachments at a cost of \$600,000, plus one (1) combination utility vehicle to be used for the collection of recyclables and MSW from street side public waste receptacles and in parks at a cost of \$270,000.</p> <p>Using Diesel Emissions Reduction Act grants where applicable will be used in conjunction with CIP funding.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Town Vehicles			
Department Public Works		Expected Life 10 – 15 Years	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$78,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$78,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$78,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Rolling Stock and Miscellaneous Equipment in good condition are critical to the safety and productivity of Public Works. Public Works has developed a multi-year plan to replace these items based upon the condition of existing inventory and expected useful life. Timely replacement of Miscellaneous Equipment contributes to the efficiency and effectiveness of the department.</p> <p>Funding for the replacement of Rolling Stock and Miscellaneous equipment totals \$78,000 from the CNRE Fund.</p>			

Town of West Hartford Capital Improvement Program			
Project Title <div>Public Works Miscellaneous Equipment</div>			
Department <div>Public Works</div>		Expected Life <div>10-15 Years</div>	
Category <div>Rolling Stock / Miscellaneous Equipment</div>		Funding Schedule <div>Program Year 1: \$264,000</div>	
Fiscal Year <div>2024-2025</div>		<div>Prior Year(s): -</div>	
Project Duration <div>Recurring</div>		<div>Total Cost: \$264,000</div>	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$264,000
Other	\$	Special Revenue Fund	\$
Description & Justification <p>The services provided by Public Works are dependent on having the right equipment, in good working order to assure efficiency, timeliness and safety to the work performed and to the resources using the equipment. All equipment used is utilized to maximize life expectancies but at some point needs replacement. Years of continuous hard work requires higher equipment maintenance costs and eventual replacement due to age and wear.</p> <p>The timely replacement of worn and high use equipment assures safety to its users, greater efficiency, and enhanced outcome attributable to newer technologies for residents. Considerable investments have been made in parks, athletic fields, signage, and roadways. Maintaining them to the levels expected by both industry standards and town residents is centric to Public Works' mission. This project requests the replacement of numerous pieces of equipment, with associated hardware, which have reached the end of their useful life span.</p> <p>The project requests the purchase of:</p> <ul style="list-style-type: none"> • Ground Operations Polar Trac • Leaf / Wood Chip Boxes • Sign Shop Plotter Cutting Table • Tandem Asphalt Roller • Fleet Garage Floor Scrubber • Parking Services Tool Cat 			

Town of West Hartford Capital Improvement Program			
Project Title Narcotics Analyzer			
Department Police Department		Expected Life	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$40,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$40,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$40,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The TruNarc Handheld Narcotics Analyzer identifies more than 530 illicit narcotics in a single drug test, saving time and money. The test provides clear, definitive results for presumptive identification with no user interpretation. It can scan directly through plastic or glass for most drug test samples to minimize contamination, reduce exposure and preserve evidence.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Police Vehicle Replacement			
Department Police Department		Expected Life	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$302,000	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$302,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$302,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>A review of the current fleet shows the following vehicles are in need of replacement. Following this plan will refresh many of the unmarked and special service vehicles, most of which range from 14 to 20 years old.</p> <p>2 - K9 Patrol Utility Vehicles 1 - Detective Vehicles 1 - PSU Vehicles 1 - Animal Control Vehicles (full size vans)</p>			

Town of West Hartford Capital Improvement Program			
Project Title Police Radio Equipment			
Department Police Department		Expected Life	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$123,350	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$123,350	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$123,350
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>Radio & Alerting System Console Equipment - \$99,000 - Current equipment is end of life and obsolete. Component failure will cause a position outage at any of the (2) Police dispatch positions and/or (4) ERC/Fire dispatch positions, which could potentially be long term and have a significant impact on Town wide dispatch operations.</p> <p>UHF KEYS ESU Radio - \$12,350 - (19) UHF keys for ESU members to enhance interoperability during mutual aid. Currently the ESU team needs to carry an extra radio that has been assigned by the Capital region response team in order to have communications with members from other areas. Those radios are past end of life and the battery life is minimal. These UHF keys would enable West Hartford's ESU personnel to carry their more reliable regular duty radio which means less equipment to carry and operate during critical incidents, while allowing them to operate more seamlessly and effectively in those high demand, high stress situations. Also, significantly more cost effective overall than needing to purchase replacement radios.</p> <p>Radio Upgrade (2) Supervisor Vehicle -\$12,000 - Upgrade radios in (2) police supervisor vehicles to enhance interoperability on-scenes. The addition of low band radios and a multi band crosspatch unit in both of the supervisor vehicles means that the first responding supervisors can have immediate interagency (Blue Plan) and inter-organization (Universities or shopping malls) communications during the first critical minutes of an incident which could equate to an expedient mitigation of the event.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Police PC and Related Equipment Request			
Department Police Department		Expected Life	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$85,868	
Fiscal Year 2024-2025		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$85,868	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$85,868
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
Description & Justification <ul style="list-style-type: none"> • 66 new PCs (preferably with CD/DVD drives if available, for Windows 11 support) • 10 new laptops for cart in Training • 10 new DisplayPort equipped monitors • 16 Meraki APs @ \$634.40 per AP • Replacement UPS for CyberPower 			

Town of West Hartford Capital Improvement Program			
Project Title Street Brine System			
Department Public Works		Expected Life 10 Years	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$115,000	
Fiscal Year 2024-2025		Prior Year(s): \$0	
Project Duration Recurring		Total Cost: \$115,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$115,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Public Works during winter months is responsible for the clearing and safe utilization of all parks and BOE parking as well as over 220 miles of roads within the town of West Hartford. The application of ClearLane, a road treatment material, is needed to assure there is no icing, preventing the potential for student or resident harm.</p> <p>An alternative to ClearLane which is more environmentally friendly and timely is an anti-icing mixture called brine. Anti-icing involves placing a layer of brine on the surface of the pavement before a winter storm has begun to prevent snow and ice from freezing to the road, parking lot or sidewalk. Deicing uses pre- wetted rock salt to break the bond after snow has frozen to the road. In addition, the mixture can be more specifically mixed to assure best practice concentrations, reducing salt usage and environmental impact.</p> <p>The use of a brine system for the application of deicing materials to town roads, center sidewalks and school areas allow more precise application of materials, reducing waste and being environmentally friendly. This project provides for the purchase of one (1) brine mixing tank, plus 2 truck mounted brine applicators. The addition of this equipment will assure more efficient and effective utilization of town resources, while providing best in class maintenance of town assets.</p> <p>This project funds the purchase of one (1) brine mixing tank, plus 2 truck mounted brine applicators with an acquisition cost totaling \$115,000.</p>			

TOWN MANAGER'S RECOMMENDED CIP BUDGET
CAPITAL IMPROVEMENTS BY PROJECTS AND FUNDING SOURCES
PROGRAM YEAR 2 - FISCAL YEAR 2025-2026
(\$ IN THOUSANDS)

	<u>BONDS</u>	<u>CNRE</u>	<u>GRANTS</u>	<u>OTHER</u>	<u>TOTAL</u>
<u>TRANSPORTATION & CIRCULATION</u>					
Pedestrian & Bicycle Management	711				711
Storm Water Management	755				755
Street Reconstruction	1,871				1,871
Street Resurfacing	2,718		431		3,149
Traffic System Management	400	103			503
Flood Mitigation Infrastructure Improvements	5,000				5,000
Infrastructure Improvement Project	200				200
Vision Zero	-	-	500	-	500
Sub-Total	11,655	103	931	-	12,689
<u>EDUCATION</u>					
Asbestos Removal	200		100		300
Exterior School Building Improvements	1,430		770		2,200
Heating & Ventilation Systems	1,000				1,000
Interior School Building Improvements	1,560		390		1,950
Site and Athletic Field Improvements	550				550
Elementary School Air Quality	4,432		1,108		5,540
Computer Infrastructure		400			400
Furniture & Equipment Replacement	-	200	-	-	200
Sub-Total	9,172	600	2,368	-	12,140
<u>PARKS & RECREATION</u>					
Park & Playfield Improvements	450				450
Outdoor Pool Improvements		70			70
Park & Playscape Management		125			125
Rockledge Improvements	-	-	-	100	100
Sub-Total	450	195	-	100	745
<u>TOWN BUILDING IMPROVEMENTS</u>					
Isham and Memorial Garage Restoration	4,743				4,743
Heavy Equipment/Truck Storage Facility	200				200
Town Building Improvements	1,468	450			1,918
Town Facilities Paving	150				150
Energy Conservation		100			100
Sander / Plow Storage Facility	300				300
Elmwood Community Center	5,000	-	-	-	5,000
Sub-Total	11,861	550	-	-	12,411
<u>GOVERNMENTAL OPERATIONS</u>					
Document Digitization Project	250				250
Communications Infrastructure	350	387	-	-	737
Sub-Total	600	387	-	-	987
<u>ROLLING STOCK/MISCELLANEOUS EQUIPMENT</u>					
Public Works Rolling Stock	750				750
Town Vehicles		160			160
Grounds MadVac EV	277				277
Fire Miscellaneous Equipment		335			335
Fire Support Fleet		200			200
Public Works Misc. Equipment	-	157	-	-	157
Sub-Total	1,027	852	-	-	1,879
Program Year 2 - Grand Total	34,765	2,687	3,299	100	40,851

Town of West Hartford Capital Improvement Program

Project Title				Pedestrian and Bicycle Management			
Department		Community Development		Expected Life		25 Years	
Category		Transportation & Circulation		Funding Schedule		Program Year 2: \$711,000	
Fiscal Year		2025-2026		Prior Year(s):		-	
Project Duration		Recurring		Total Cost:		\$711,000	
Ongoing Operational Costs				Funding Source(s)			
Personnel Services	\$			Bonds		\$711,000	
Contractual Services	\$			Grants		\$	
Non-personnel Services	\$			CNRE Fund		\$	
Other	\$			Special Revenue Fund		\$	

Description & Justification

This capital program addresses the needs of the pedestrians and bicyclists throughout the Town. The Town of West Hartford maintains an extensive system of 300 miles of sidewalks. These sidewalks provide a safety benefit to pedestrians in lieu of walking in the street. The sidewalk system also provides a neighborhood enhancement, and benefits school children, business patrons throughout town, and recreational users. The Engineering Division refers to the Town's Sidewalk Policy for consideration of adding sidewalk sections to eliminate sidewalk gaps in the Town's sidewalk network.

In addition to the sidewalk system, the Engineering Division will continue to design and construct on and off-street bicycling options across the Town. For on-street bicycling options, the Town intends to evaluate and appropriately sign and mark suitable roadways in accordance with the Town's Complete Streets Policy, especially the Bicycle Facility Plan.

With additional funding and multiple contractors, the Town reduced from over 1,000 to approximately 915 total sidewalk work order requests. We annually average 200 new work order requests and address 150 work orders.

Town of West Hartford Capital Improvement Program			
Project Title		Storm Water Management	
Department	Community Development	Expected Life	50 Years
Category	Transportation & Circulation	Funding Schedule	Program Year 2: \$755,000
Fiscal Year	2025-2026	Prior Year(s):	-
Project Duration	Recurring	Total Cost:	\$755,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$755,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This capital program maintains the complex, Town-wide drainage system, which includes 13 bridges, 73 culverts, 7,600 drainage structures, and 175 miles of pipe.</p> <p>Most of the Town’s bridges and some of the Town’s culverts are inspected every two years by the State of Connecticut, Department of Transportation. The Engineering Division performs periodic inspections of the remaining bridges and culverts.</p> <p>Some inspections of the Town’s storm pipes occur annually on an as-needed basis to investigate flooding, pavement failures, or in advance of a road repaving project. These annual video inspections cost approximately \$165,000. Inevitably, the pipe inspections lead to necessary pipe replacements, which average \$575,000 per year. A request for \$300,000 is for the rehabilitation of the west side of the Braeburn Culvert.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Street Reconstruction	
Department	Community Development	Expected Life	30 Years
Category	Transportation & Circulation	Funding Schedule	Program Year 2: \$1,871,000
Fiscal Year	2025-2026	Prior Year(s):	-
Project Duration	Recurring	Total Cost:	\$1,871,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,871,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This Capital Improvement Program (CIP) provides the funding necessary to address the reconstruction needs of any Town roadway in order to keep them operational for the public.</p> <p>Street Reconstruction involves the following: coordination with utility companies to ensure underground facilities are not in need of repair or replacement; evaluation for complete street components; replacement of curb; replacement of failing concrete or paver sidewalk; replacement of concrete or asphalt driveway aprons; replacement of drainage structures; re-establishment of the roadway base material; roadway repaving; pavement markings; traffic signage; and traffic control services during construction.</p> <p>Planned 2025 roadway reconstructions include: King Philip Drive (Fuller Drive to Tumblebrook Lane) and Thomson Road. Due to escalation construction material and labor costs, an additional \$350,000 is requested to complete the proposed roadway reconstructions.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Street Resurfacing	
Department	Community Development	Expected Life	20 Years
Category	Transportation & Circulation	Funding Schedule	Program Year 2: 3,149,000
Fiscal Year	2025-2026	Prior Year(s):	-
Project Duration	Recurring	Total Cost:	\$3,149,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$2,718,000
Contractual Services	\$	Grants	\$431,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The Town strives to repave 10 or more miles of roadway each year, via this Capital Improvement Program. Due to the escalating cost of asphalt and current staffing levels, the Town has only been able to resurface an average of 6.9 miles over the past five years.</p> <p>The streets selected for resurfacing are based on the annual pavement condition evaluation. Of the Town's 217 miles of roadway, 25 percent or 54 miles are in poor or extremely poor condition. Selections are also based on geographical considerations to balance the repaving throughout Town. The Street Resurfacing Program includes: milling to partially remove the existing pavement; sweeping the roadway clean; paving the roadway; and traffic control services during construction. In most cases, bituminous curbing and driveway aprons are also replaced. Also, \$50,000 from this program is used for pavement crack sealing on roadways that were repaved approximately five years prior. The Town also coordinates all work with the utility companies.</p> <p>The Public Works Department and the Town's drainage contractor replace catch basins in conjunction with the street resurfacing program. On average, 240 catch basins are replaced every year at a cost of approximately \$360,000.</p> <p>Due to escalating construction material and labor costs, an additional \$200,000 is requested to complete at least 7 miles of resurfacing.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Traffic System Management	
Department	Community Development	Expected Life 30 Years Infrastructure 5 Years Pavement Markings	
Category	Transportation & Circulation	Funding Schedule Program Year 2: \$503,000	
Fiscal Year	2025-2026	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$503,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$400,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$103,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This Capital Improvement Program addresses the improvement or replacement of the Town's 62 traffic signals, 1,200 traffic control signs, 30 miles of pavement markings, two miles of guiderail, and the Town's street lighting system. Proper operating maintenance of these traffic control devices greatly improves safety to the mobile public. This program provides funding to install traffic calming measures and intersection traffic safety improvements.</p> <p>Of the Town's 62 traffic signals, eleven remain that are approaching the end of their useful life at 25 years or older. The goal of this program is to replace one traffic signal every other year, make necessary traffic signal improvements such as pedestrian signal upgrades to add exclusive pedestrian signal phases and/or accessible pedestrian signal equipment, and to replace all necessary pavement markings affected by the repaving program and replenish others throughout Town. Guiderail, traffic signage, and street lighting are replaced as necessary.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Flood Mitigation Infrastructure Improvements	
Department		Expected Life	
Community Development		50 Years	
Category		Funding Schedule	
Transportation & Circulation		Program Year 2: \$5,000,000	
Fiscal Year		Prior Year(s):	
2025-2026		7,000,000	
Project Duration		Total Cost:	
Recurring		\$12,000,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$5,000,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>Due to repetitive street and property flooding, three drainage studies were completed to evaluate and recommend improvements to the Town's street drainage system to reduce the frequency and impact from flooding after heavy rain events. These studies covered approximately 10 percent of the Town's street drainage system in the center of the Town spreading from Mohawk Drive (North), Farmington Avenue (South), Walbridge Road (East), and Pleasant Street (West).</p> <p>Several areas within these studies were identified as in need of larger storm pipes, storm pipe extensions, and drainage connections from private properties to the Town's storm drainage system.</p> <p>Funding in this program year is for the construction of the third year of a multi-year program to improve the Town's storm drainage infrastructure to mitigate flooding impacts. The Engineering Division is seeking grants to fund the construction of these improvements.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Infrastructure Improvement Project	
Department		Expected Life	
Community Development		20 Years	
Category		Funding Schedule	
Transportation & Circulation		Program Year 2: \$200,000	
Fiscal Year		Prior Year(s):	
2025-2026		-	
Project Duration		Total Cost:	
Recurring		\$200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$200,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>This program funds the replacement of public infrastructure that involves multiple departments. Examples of infrastructure eligible for this program include, but are not limited to: Trout Brook Trail, Town parking lots, Webster Walk area, and Memorial and Isham parking garages.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Vision Zero	
Department Community Development		Expected Life 20-50 Years	
Category Transportation & Circulation		Funding Schedule Program Year 2: \$500,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$500,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$500,000
Other	\$	Other	\$
<p>Description & Justification</p> <p>Vision Zero is an extensive, multi-faceted public safety initiative with the goal of eliminating traffic fatalities and severe injury crashes in West Hartford by 2033. The Vision Zero Action Plan contains many recommended actions to achieve this goal, many of which require physical modifications to roadways, intersections, and pedestrian and bicycle infrastructure. The Action Plan recommends a Capital Improvement Program to exclusively fund these physical modifications.</p> <p>This program would use ARPA funds.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Asbestos Removal	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule Program Year 2: \$300,000	
Fiscal Year	2025-2026	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$300,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$200,000
Contractual Services	\$	Grants	\$100,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Asbestos Containing Material (ACM) has been found throughout the district in locations documented in the Board of Education's Asbestos Management Plan. The annual appropriation is used to support many other recurring projects, such as boiler replacement. Ideally, the removal precedes the designated recurring construction activity. These funds pay for asbestos removal project specifications, diagrams, hygienists, actual removals, testing results, and final reports.</p> <p>Inert asbestos containing material can be encapsulated rather than removed. Construction and/or renovation activities, however, often make inert materials friable and removal provides for safer, more predictable working conditions. Additionally, when asbestos containing materials are encountered on a work site, all activities must cease until the removal of the asbestos has been completed. Therefore, we are better able to project construction/renovation schedules and cost with the asbestos removed in advance.</p> <p>Funding is allocated toward the removal of asbestos identified during renovations, flooring replacements, and heating improvements.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Exterior School Building Improvements	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule Program Year 2: \$2,200,000	
Fiscal Year	2025-2026	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$2,200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,430,000
Contractual Services	\$	Grants	\$770,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>With 16 buildings of varying age, exterior school improvements are an annual requirement. Exterior school improvements may include roofing, masonry, window upgrades and exterior door replacement, as well as other structural improvements. Re-roofing includes removal of existing materials and in many cases, insulating with thicker, denser materials to provide for increased energy conservation. It also includes the installation of necessary flashings, counter flashings, drainage improvements and related masonry repairs. A systematic re-roofing program addresses the fact that building materials decay, while it ensures the useful life of the building and protects a significant capital asset. Masonry includes restoration and re-pointing of building facades. Window upgrades replace single pane windows with energy efficient window systems.</p> <p>The desirability of maintaining roofs in a good state of repair represents a prudent approach to building maintenance. Deterioration of roofing surfaces and exterior building envelopes, left unchanged, exposes buildings to water damage and long-term structural damage.</p> <p>This year's appropriation will be dedicated for roof replacement at Braeburn.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Heating and Ventilation Systems	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule Program Year 2: \$1,000,000	
Fiscal Year	2025-2026	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$1,000,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,000,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This program provides for the replacement of existing boilers and upgrades to existing HVAC systems some of which have performed well beyond their useful life. Replacement boilers are typically more energy efficient and include a greater amount of programmable auxiliary controls. Reconfigured piping is often necessary. New temperature-controlled gas burners are included, as are requisite improvements to the gas piping. Associated breeching, dampers and needed chimney repairs are included.</p> <p>Good preventive maintenance practice dictates that major building components be repaired or replaced, if necessary, before problems arise. Few components of a building are as essential as a dependable boiler. Boiler failures can cause major problems to the educational process as well as unanticipated major expenses during the middle of a fiscal year.</p> <p>This funding will go toward the replacement of the air handler at Hall.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Interior School Building Improvements			
Department Public Schools		Expected Life	
Category Education		Funding Schedule Program Year 2: \$1,950,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$1,950,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,560,000
Contractual Services	\$	Grants	\$390,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>School building improvements consist of facility needs that are not specifically outlined as a separate capital project. These expenditures include replacement of fire alarm systems, handicap accessibility improvements, lighting system upgrades, HVAC control system replacements, and building and fire code related improvements.</p> <p>The school system has 11 elementary schools, three middle schools, and two high schools that together comprise more than 1.75 million square feet of educational facilities. These facilities require regular investment to maintain their existing infrastructures and upgrade their systems. This appropriation continues the Town's reinvestment in its schools and commitment to maintain them in good condition.</p> <p>Improvements this year will include improvements to health suite at King Philip, Aiken restroom renovations, flooring replacement and painting at Wolcott and King Philip, and exterior door replacement at Sedgwick.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Site and Athletic Field Improvements	
Department	Public Schools	Expected Life	
Category	Education	Funding Schedule Program Year 2: \$550,000	
Fiscal Year	2025-2026	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$550,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$550,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The school fields and site infrastructure have experienced significant wear and tear. Most of these facilities were originally constructed more than fifty years ago. Funding is used to upgrade facilities to ensure their continued usefulness.</p> <p>West Hartford's athletic fields have been intensively used to a point where facilities have become inadequate or are beginning to show signs of deterioration. Much of the site infrastructure is also in need of replacement. The purpose of these improvements is to provide safe playing and pedestrian conditions. A long-term athletic field and site infrastructure improvements program is needed to prevent further deterioration and to preserve these important community resources.</p> <p>The funding will go toward improvements at Hall for replacement of the athletic field irrigation system.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Elementary School Air Quality Improvements	
Department		Expected Life	
Public Schools			
Category		Funding Schedule	
Education		Program Year 2: \$5,540,000	
Fiscal Year		Prior Year(s):	
2025-2026		13,255,000	
Project Duration		Total Cost:	
Program Enhancement – Year 4 of 15		\$18,795,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$4,432,000
Contractual Services	\$	Grants	\$1,108,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The majority of our elementary schools were built prior to 1964 and lack modern fresh air ventilation, air conditioning, and have their original single-pane glass window systems. The single-pane glass window systems were intended by design to leak air as a means of providing fresh air. Modern building standards require fresh air to be provided via mechanical air handlers in which outside air is brought in, filtered to remove contaminants, and mixed with existing air with a certain percentage being expelled to the outside and the remaining air being recirculated into the building based upon carbon dioxide levels. Many studies have shown that proper fresh air and comfort is a substantial benefit to student success in a learning environment.</p> <p>Two of our elementary schools have building-wide fresh air and air conditioning systems (Charter Oak International Academy and Smith), two elementary schools have building-wide fresh air systems with limited air conditioning (Braeburn and Wolcott), and the remaining seven elementary schools have limited fresh air and air conditioning along with single-pane window systems. In the 1970s, many of the single-pane window systems were in-filled with sheetrock and insulation in order to help save energy. While this action did save on energy costs, it reduced the number of operable windows in the building, reduced the amount of fresh air entering the building, and also reduced the amount of natural light.</p> <p>As part of the school reopening process necessitated by the COVID-19 pandemic, a retro-commissioning project was conducted by a mechanical engineering consultant to assess and recommend repairs and/or adjustments to our existing HVAC systems in all 16 schools to increase fresh air ventilations and improve air filtration levels where feasible. This project has provided the district with a solid starting point to evaluate and make improvements to improve fresh air quality in the schools.</p> <p>This program enhancement provides funding over a 15-year period to make improvements at the nine elementary schools that lack modern fresh air, air conditioning, and modern window systems. This funding is for the first year of the project for Bugbee.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Computer Infrastructure			
Department Public Schools		Expected Life 3-5 Years	
Category Education		Funding Schedule Program Year 2: \$400,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$400,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$400,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>All West Hartford Public Schools are connected to a fiber-optic metropolitan area network (MAN). The internal connections at each school consists of layer 2 switches and layer 3 routers to bring the network and internet resources to all offices and classrooms. Servers, switches, telecommunications equipment and other appliances will require proactive replacement to improve mean time between failures and reduce mean time to recovery. Additionally, these funds are used to annually replace the oldest computers in the district for newer models capable of meeting the demands of current administrative and educational software. These funds, combined with funding in the operating budget, constitute our technology investment in the schools.</p> <p>The ongoing investment in educational and administrative computing is a critical element in providing what has become basic functionality in today's technology reliant education environment.</p> <p>This program supports the computer fleet at all 16 public schools and administrative offices. In order to stay current with software requirements and phase out the oldest hardware that is past its usable life and out of warranty coverage, maintenance of an annual technology refresh schedule of 1,500 devices on average is required. This program ensures a reliable device fleet that is able to support computer based testing mandates.</p>			

Town of West Hartford Capital Improvement Program

Project Title			
Furniture and Equipment Replacement			
Department		Expected Life	
Public Schools			
Category		Funding Schedule	
Education		Program Year 2:	\$200,000
Fiscal Year		Prior Year(s):	
2025-2026		-	
Project Duration		Total Cost:	
Recurring		\$200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$200,000
Other	\$	Special Revenue Fund	\$

Description & Justification

The Furniture and Equipment Replacement program provides for the periodic replacement of furniture and equipment district-wide as the inventory becomes worn out, unable to be repaired, or unsafe. There are five categories of items included in this replacement program.

Classrooms and Laboratories– There are approximately 617 classrooms in the 16 schools that comprise the district. Classroom and laboratory furniture have a life span of approximately 20 years. This category of furniture includes student desks and chairs, teacher desks and chairs, laboratory tables and chairs. These items have been standardized throughout the district to streamline maintenance and repairs and so that items may be transferred between schools as needed. Adjustable desks are specified for the elementary schools so that furniture can be transferred to different grade levels within an elementary school.

Administrative – Each of the 16 schools have main offices along with support staff operations that have furniture requirements including desks, chairs, tables, filing cabinets, and permanent dividing walls. Office furniture has a typical life span of 20 years.

Cafeteria – Each of the 16 schools has a cafeteria that requires tables and chairs for students. In many instances, these spaces are also used for additional classroom space, assemblies and meetings. These items have been standardized throughout the district to streamline maintenance and repairs and so that items may be transferred between schools. Cafeteria furniture has a typical life span of 15 years.

Equipment – Items in this category include appliances and folding dividing walls. Appliances have a life span of between 10 and 15 years and dividing walls have a typical life span of approximately 30 years.

Lockers – An element of the school building design which is subject to excessive wear and tear as generations of students make use of these temporary storage receptacles. Because certain lockers cannot be repaired further, there is a need for lockers district-wide for the next several years. New lockers are specified to be wider and deeper than existing ones, and they are usually specified to have a more limited number of moving components, thereby limiting our future repairs and maintenance.

Furniture has a limited useful life. Much of the Town's inventory has been pushed well beyond that life span. As many older pieces become obsolete, the Town can no longer obtain repair parts. Finally, as educational methods change, furniture needs change.

This funding will go toward the replacement of furniture, equipment, and lockers throughout the system.

Town of West Hartford Capital Improvement Program			
Project Title <div>Park & Playfield Improvements</div>			
Department <div>Leisure Services & Social Services</div>		Expected Life <div>25-30 years</div>	
Category <div>Parks & Recreation</div>		Funding Schedule <div>Program Year 2: \$450,000</div>	
Fiscal Year <div>2025-2026</div>		Prior Year(s): -	
Project Duration <div>Recurring</div>		Total Cost: \$450,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$450,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
Description & Justification <p>West Hartford's parks and athletic fields are intensively used by youth leagues, some to a point where facilities have become inadequate or are beginning to show signs of deterioration. The purpose of park and playfield improvements is to provide safe playing conditions so that interscholastic and youth league injuries can be minimized. The program also covers tennis and basketball courts in parks.</p> <p>Post tension concrete projects have been implemented in several public parks to date. Investment in this technology saves on long-term upkeep costs. This year, attention will be focused on the installation of post tension courts at the Fernridge Park tennis courts to replace 2 asphalt courts and 4 clay (Har-Tru) courts, which are costly to maintain annually.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Outdoor Pool Improvements			
Department Leisure Services & Social Services		Expected Life 10 Years	
Category Parks & Recreation		Funding Schedule Program Year 2: \$70,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$70,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$70,000
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The money for this project will be used to repair filtration systems, underground pipes, and concrete decks where necessary. This is an ongoing program to address facility issues within our neighborhood pools.</p> <p>This project will allow for improvements at the Town's five outdoor pools and four spray decks. Funding under this program will assist the department in maintaining visitor safety as well as upgrading the appearance of the outdoor pools by completing minor projects not addressed through the operating budget.</p> <p>The outdoor pool season is a summer program of limited duration. This program will allow the Town to minimize downtime at the outdoor pools, thus assuring the community has use of their pools during the summer months.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Park & Playscape Management	
Department Leisure Services & Social Services		Expected Life 10-15 Years	
Category Parks & Recreation		Funding Schedule Program Year 2: \$125,000	
Fiscal Year 2025 -2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$125,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$125,000
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Funds for this project will be used to repair and/or replace existing playscapes and playground equipment at Town parks. This is a recurring program to address facility improvements. The ongoing maintenance of existing equipment will provide for accessible playgrounds, improve safety, and better serve the needs of neighborhoods.</p> <p>This year's appropriation will fund the replacement of various fencing replacements and ongoing maintenance repairs of park playground structures and equipment.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Rockledge Improvements	
Department Leisure Services & Social Services		Expected Life	
Category Parks & Recreation		Funding Schedule Program Year 2: \$100,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$100,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$100,000
<p>Description & Justification</p> <p>This project will address the renovation of greens or other golf course upgrades at Rockledge Golf Club based upon condition and need, and address equipment needs. It will also allow Golf Course Superintendent to purchase needed maintenance equipment periodically. It will be funded via the capital projects user fee included in the rates at Rockledge. The new driving range is also expected to generate additional contributions to the Rockledge Capital Improvement Project Fund.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Isham and Memorial Garage Restoration			
Department Public Works		Expected Life 20 Years	
Category Building Improvements		Funding Schedule Program Year 2: \$4,742,953	
Fiscal Year 2025-2026		Prior Year(s): \$750,000	
Project Duration Year 2 of 11		Total Cost: \$5,492,953	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$4,742,953
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>The Town of West Hartford owns and operates two parking structures, circa 2006. Due to their age, both garages were assessed by Desman and Associates - selected via RFP process. Desman is a professional consultant with demonstrated experiences and technical expertise in parking structures.</p> <p>Moving equipment is a critical part of the garages. Together, both structures house 2 elevators and 10 escalators. They are reaching their life expectancy of 20 years and will require replacement.</p> <p>Based on Desman's condition appraisals, we have identified a list of opportunities for repairs, maintenance and replacement.</p> <ol style="list-style-type: none"> Concrete Repairs Waterproofing Drainage/Mechanical Improvements Electrical Repairs & Improvements Elevator / Escalator Modernization Miscellaneous Repairs & Improvements Miscellaneous Coordination Work Mobilization/Demobilization Construction Contingencies at 10% Engineering/Construction Management 			

Town of West Hartford Capital Improvement Program			
Project Title Heavy Equipment/Truck Storage Facility			
Department Public Works		Expected Life 25 Years	
Category Building Improvement		Funding Schedule Program Year 2: \$200,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Year 1 of 2		Total Cost: \$200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$200,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>The Public Works facility located on Brixton Street supports the Town's infrastructure and facility maintenance operations. The Brixton Street location is responsible for housing all Street, Fleet, Traffic Safety, Grounds, BOE Grounds, Town Plant & Facility, and BOE Facility maintenance operations and their supporting employees. The current storage facility at this location is inadequate to support the core operational needs of Public Works. The current facility is undersized and non-conforming with today's safety and operational effectiveness standards. This was exacerbated when the Town's Grounds, Facility, BOE Grounds, and BOE Facility maintenance operations and employees were relocated to the Public Works location over the last 10 years. The site is currently working to develop a master plan which is required to support its operational needs.</p> <p>The existing storage facility, designed and built in 1998, is inadequate to support the volume, storage, and operational maintenance for critically valued trucks, construction equipment, and collateral equipment. The current building design limits operational effectiveness and presents serious OSHA challenges with the mobilization of the units that use the facility. Access to collateral equipment and high-valued materials is challenging and limited. Supporting operational equipment and vehicles have evolved considerably over the last two decades, and the Public Works facility has grown it's operational utilization by other departments as they have relocated to the Brixton Street location over the last 10 years. The facilities can no longer adequately support the demand for space, size and configuration of the units intended to be stored. This leaves valuable vehicles and equipment exposed to weather and other environmental conditions, creating a negative impact on operational readiness and life expectancy of equipment.</p> <p>A new and repositioned storage facility is required to improve day-to-day maintenance and control of valued equipment and vehicles. The facility will support the storage of seasonal equipment such as plows and material-spreading apparatus, provide secure and environmentally-controlled storage, plus improved storage for smaller yet vital equipment and tools such as portable saws, compressors, and support units. Most importantly, a revised facility will improve the effectiveness and efficiency of the site while maintaining regulatory safety requirements for all employees performing day-to-day operations.</p> <p>The requested funding will support hiring professional services for design, feasibility analysis, and project specifications for a construction project.</p>			

Town of West Hartford Capital Improvement Program

Project Title Town Building Improvements			
Department Facilities Services		Expected Life	
Category Building Improvements		Funding Schedule Program Year 2: \$1,918,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$1,918,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,468,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$450,000
Other	\$	Special Revenue Fund	\$

Description & Justification

Town building improvements are facility needs not addressed under other capital projects and include the categories of heating, ventilation and cooling (HVAC) systems, roofing and masonry, interior finishes, fixtures and furnishings, and code compliance. This program allows for improvements to the Town's municipal buildings, such as completing minor projects and replacing equipment and building amenities, and to maintain and upgrade the systems and appearance of the buildings.

Heating, Ventilation and Cooling (HVAC) Systems - HVAC systems provide heating, cooling and air circulation to users of buildings. Air temperature and indoor air quality are important issues to building occupants in regard to their personal comfort and health. The periodic replacement of boilers, furnaces, chillers, cooling towers, air handlers, and ventilation systems is required as these systems wear out and/or become obsolete. New HVAC systems also provide the Town an opportunity to install more energy efficient equipment and to install modern direct digital controls, which provide greater control and will lower operating costs.

Roofing and Masonry - Proper maintenance of the exterior building shell is required to prevent water and air penetration into the building. Water damage can cause significant damage to a building and potential health hazard to building occupants. Air penetration causes heating and cooling losses and interferes with the proper operation of HVAC equipment and can lead to excessive wear and tear of the equipment and higher operating costs. Building roofs have a life span of approximately 20 to 25 years.

Interior Finishes, Fixtures and Furnishings - Interior finishes include wall, floor and ceiling surfaces; fixtures include restroom toilets, sinks, partitions, and kitchen sinks; furnishings include appliances such as stoves, ovens, refrigerators, and water fountains, benches and other miscellaneous items that are permanently installed in buildings.

Code Compliance - Code compliance includes fire and life safety, handicap accessibility, elevator and public health codes in Town buildings. Codes periodically change, or if it is discovered that we are not in compliance with the code, we must make repairs, enhance systems, or modify buildings to meet the requirements of the code.

Town of West Hartford Capital Improvement Program			
Project Title <div>Town Facilities Paving</div>			
Department <div>Facilities Services</div>		Expected Life	
Category <div>Building Improvements</div>		Funding Schedule <div>Program Year 2: \$150,000</div>	
Fiscal Year <div>2025-2026</div>		<div>Prior Year(s): -</div>	
Project Duration <div>Recurring</div>		<div>Total Cost: \$150,000</div>	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$150,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
Description & Justification This project will repair and repave parking lots at Town facilities that are deemed in poor condition. The goal of the project is to improve safety and accessibility in the Town's parking lots.			

Town of West Hartford Capital Improvement Program			
Project Title Energy Conservation			
Department Facilities Services		Expected Life	
Category Building Improvements		Funding Schedule Program Year 2: \$100,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$100,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$100,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This project will fund energy conservation improvements to Town and school buildings as part of the Town's overall energy management strategy. Each year, capital improvements will be identified based upon recommendations of the Town's energy specialist that will reduce the consumption and cost of energy. Based upon a priority ranking and payback schedule, those improvements that will have the best return will be implemented. Improvements may include more efficient equipment, energy management control systems, financial incentive programs for improvements from the utility companies, implementing separate heating and cooling systems within buildings and taking advantage of new technologies.</p> <p>Natural gas, electricity, and water costs are projected to increase for the foreseeable future. Investments need to be made that reduce the consumption of energy and water to manage energy costs. This dedicated project for energy conservation improvements establishes these investments as a priority rather than competing with other building improvement projects and priorities.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Sander / Plow Storage Facility	
Department Public Works		Expected Life 25 years	
Category Building Improvements		Funding Schedule Program Year 2: \$300,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$300,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$300,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	OTHER	\$
<p>Description & Justification</p> <p>The current sander and plow storage facility is dated, too small and presents a logistical challenge to Public Works facility modernization and utilization. The storage facility operationally is outdated and insufficiently sized to store all the winter snow related equipment (i.e., plows and slide-in sanders) forcing some equipment to be stored outside and exposed to weather deterioration. Additionally, it occupies the land area planned for the installation of a fuel farm servicing town vehicles and eliminating the dependance of retail fuel operators.</p> <p>The relocation and modernization of the storage facility will provide two key deliverables. First, it provides the ability for all road snow operation equipment to be more easily removed and stored, and deliver protection from environmental exposure promoting longer life expectancy of equipment. Second, it allows the installation of the fueling facility in a centric location affording good logistics and easy access for both town vehicles as well as fuel suppliers.</p> <p>This project funds the design and relocation of the sander / plow storage facility. Funding for this project is estimated to be \$300,000.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Elmwood Community Center – Pre-Construction Services	
Department		Expected Life	
Facilities Services			
Category		Funding Schedule	
Building Improvements		Program Year 2: \$5,000,000	
Fiscal Year		Prior Year(s):	
2025-2026		\$3,000,000	
Project Duration		Total Cost:	
Year 2 of 3		\$8,000,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$5,000,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>In 2022, the Town hired Tecton Architects to conduct a functional program development and feasibility study for a new Elmwood Community Center to be located at 100 Mayflower Street. The final report recommended demolishing the existing structure and building a new building. Year 1 of this project provided funding to develop the feasibility study into plans and specifications for the construction of the new building. Year 2 funding will provide funding to hire a construction management firm who will oversee the construction, owner’s representative, commissioning agent and other professional/consulting services related to the construction that will enable the construction of the new building.</p> <p>It is anticipated that \$3M of ARPA Grant funds will be appropriated in FY 24 for architectural services for this project. The funds will be expended in FY 24 and FY 25, therefore no expenditure for this service is identified in Year 1 of the proposed capital plan.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Document Digitization Project			
Department Information Technology Services		Expected Life 50+ Years	
Category Miscellaneous		Funding Schedule Program Year 2: \$250,000	
Fiscal Year 2025-2026		Prior Year(s): 500,000	
Project Duration Year 3 of 4		Total Cost: \$750,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$250,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Information Technology plans to create as close to a paperless work environment as possible for the Town and Board of Education. For example, the Community Development Department (Building, Engineering, and Planning & Zoning Divisions) currently requires paper submissions for most of its license and permit applications. The general office workspaces in this Department are overwhelmed by paper document storage. There are a total of 110 standing file cabinets, 30 flat file cabinets for large plans, 3 plan racks for temporary storage of large plans. In addition, there are more documents stored in the Building and Engineering Division vaults, which are located in Town Hall outside of the work areas.</p> <p>The ongoing CityView license and permit upgrade will allow electronic document submissions. This will stop the need to store paper documents, but leave the many file cabinets, boxes, racks, and piles of paper documents. These documents should be scanned and stored electronically. Once completed, the office will be free of these documents, which will create office space that can be repurposed.</p> <p>The Information Technology (IT) Department will work with Community Development and other departments to ensure on premise or a cloud storage solution will be available as the main document repository. The IT department will ensure the documents are searchable and categorized so they can be easily retrieved.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Communications Infrastructure	
Department	Information Technology Services	Expected Life	
Category	Miscellaneous	Funding Schedule Program Year 2: \$737,000	
Fiscal Year	2025-2026	Prior Year(s): -	
Project Duration	Recurring	Total Cost: \$737,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$350,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$387,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>This project represents the continued investment in the organization’s communications infrastructure supporting voice and data communication for Town departments and the public schools. The maintenance of the infrastructure requires annual investments to replace obsolete hardware and software, and enhancements are required to maintain the performance of the infrastructure to support the continued and expanded utilization of voice and data communications. This project also finances investments in hardware and software for all Town departments.</p> <p>The communications infrastructure supports applications that utilize voice and data communications to improve organizational performance. Improved performance is the result of extending access to information throughout the organization, making employees independent in accessing resources to solve problems and provide customer service. The communications infrastructure supports applications that provide customers direct access to electronic services, eliminating their dependencies on employees to receive customer service. Continued investment is required to maintain the infrastructure to support new applications and increased utilization, while maintaining the security integrity of the infrastructure.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Public Works Rolling Stock			
Department Public Works		Expected Life 15- 20 years	
Category Rolling Stock		Funding Schedule Program Year 2: \$750,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$750,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$750,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>The Department of Public Works utilizes a variety of rolling stock to perform a diverse array of community maintenance services. Equipment in good repair is critical to the productive use of the Department's resources. The Town has developed a multi-year plan to replace rolling stock based upon the condition of existing inventory and expected useful life. Timely replacement of rolling stock contributes to the efficiency and effectiveness of community maintenance services provided by the staff of the Department of Public Works.</p> <p>Updating the Town's fleet relieves regulatory pressure to meet pollution and fuel economy standards. Replacing needed equipment enhances the public image when vehicles and equipment are in good repair. Safe, reliable equipment which provides necessary functionality also improves relations with employees. Improved engineering and technological advances in updated equipment provides better management of resources. Onboard electronics systems and telematics enable better monitoring of daily operations and performance and provides the ability to manage application rates such as salt application rates. It also improves the ability to monitor and schedule preventative maintenance activities, and helps with workforce productivity.</p> <p>Using a Diesel Emissions Reduction Act grant and CIP funding.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Town Vehicles			
Department Public Works		Expected Life	
Category Miscellaneous Equipment		Funding Schedule Program Year 2: \$160,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$160,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$160,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Rolling Stock and Miscellaneous Equipment in good condition is critical to the safety and productivity of Public Works. Public Works has developed a multi-year plan to replace these items based upon the condition of existing inventory and expected useful life. Timely replacement of Rolling Stock/Miscellaneous Equipment contributes to the efficiency and effectiveness of the department.</p> <p>Funding for the replacement of Rolling Stock and Miscellaneous equipment totals \$160,000 from the CNRE Fund.</p>			

Town of West Hartford Capital Improvement Program			
Project Title <div>MadVac Compact Litter Vacuum</div>			
Department <div>Public Works</div>		Expected Life <div>10 Years</div>	
Category <div>Rolling Stock / Miscellaneous Equipment</div>		Funding Schedule <div>Program Year 2: \$277,000</div>	
Fiscal Year <div>2025-2026</div>		<div>Prior Year(s): -</div>	
Project Duration <div>Non-Recurring</div>		<div>Total Cost: \$277,000</div>	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$277,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
Description & Justification <p>The town center, Trout Brook Trail and local parks are a destination for residents as well as surrounding communities. There are expectations these areas will be kept clean and welcoming. Keeping these high visibility areas fresh is a challenge, and the use of large sweepers is not physically possible. The alternative is the use of large amounts of manpower which is inefficient and not practical.</p> <p>The utilization of an Electric Vehicle (EV) based mid-size sweeper / vacuum designed specifically for tight streets, paved trails, and parking lots provides the ability to consistently clean high visibility areas while enhancing constituents' impressions of West Hartford. Being EV based it helps meet the Town's goal of reduced carbon emissions, and significantly lowers noise output. More importantly, it lowers labor costs by reducing manhours associated with center and trail cleaning, and allows those hours to be redirected to activities they were intended to address.</p> <p>This project funds the purchase of one (1) multi-functional EV based mid-size street sweeper with all attachments at a cost of \$277,000.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Fire Miscellaneous Equipment			
Department Fire Department		Expected Life	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 2: \$335,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$335,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$335,000
Other	\$	Special Revenue Fund	\$
<p>Description & Justification</p> <p>Miscellaneous Equipment in good condition is critical to the safety and productivity of Town departments. The Town has developed a multi-year plan to replace these items based upon the condition of existing inventory and expected useful life. Timely replacement of Miscellaneous Equipment contributes to the efficiency and effectiveness of a Town department.</p> <p>The Fire Department has a certain cache of equipment that we request to replace annually as part of a comprehensive replacement plan to ensure that our stock is updated and so there are sufficient spares available. Examples of equipment being replaced annually generally include:</p> <ul style="list-style-type: none"> • Electrocardiogram machines (ECG) for paramedics • Lucas chest compression device • SCBA bottles • Capital EMS items to include - video laryngoscopes, IV pumps, AEDs, etc. <p>Additionally, this project request includes certain one-time purchases of capital equipment to address evolving hazards, radio equipment, as well as other equipment to support training opportunities or needs. Of note, this project request also includes equipment to maintain and improve the safety and cancer-reduction of members. Cancer rates are increasing, and there is an urgent need for the department to provide equipment to combat these rates. Safety needs change, but are constantly present, and annual funding will be effective in immediately addressing issues.</p> <p>In FY26, the specific requests are yet to be determined but are estimated at \$335k.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Fire Support Fleet	
Department Fire		Expected Life	
Category Rolling Stock\Miscellaneous Equipment		Funding Schedule Program Year 2: \$200,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$200,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$200,000
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p>Description & Justification</p> <p>The fire department appreciates the assistance navigating a pandemic though the increased use of support roles. Additionally, we have increased the size of Emergency Management, IT and Admin staff, expanded the CERT team, added a fire inspector, and moved to an intercept paramedic model which places 2-3 light vehicles into front line positions. The net effect has been a better service, better preparedness, better outreach, and a much stronger bond with our community, but a far greater demand for light vehicle availability.</p> <p>However, we have struggled with obtaining a predictable replacement schedule for light vehicles. We work with a vehicle classification system and a “pass-down” principle where we procure vehicles with certain criteria for the assignments, and primary vehicles with high usage are moved to lower use positions to extend service life. Even with these methods, having appropriate and reliable stock is operationally important. In addition to facilitating ancillary functions, light vehicles reduce wear/tear on some heavier, more costly vehicles, and we must also keep an appropriate stock of vehicles to support our statutory requirements relative to emergency medical services licensing. While we appreciate that vehicles are approved periodically, it is not regular, and creates resultant challenges in effective planning when there are no reliable replacement timelines. This results in extensive discussions and justifications for light vehicles, sometimes bringing senior leadership into very detailed nuances over vehicle conditions and assignments. Unfortunately, we are in the position where we must consider our continued ability to maintain outreach and support programs due to the deterioration of vehicle stock and our concern over increased needs/use compared to the replacement cycle.</p> <p>We strongly encourage and request consideration for defined & predictable annual funding, even if at a reduced amount, that can be used to plan for light vehicle replacement. In FY26, we estimate replacing four (4) light vehicles to support a replacement cycle for Fire Administration, Operations (EMS vehicles), Fire Marshal’s Office, Emergency Management, and the restricted duty program. Specific vehicles will be determined based upon FY24 approvals and vehicle stock/deployment.</p>			

Town of West Hartford Capital Improvement Program			
Project Title Public Works Miscellaneous Equipment			
Department Public Works		Expected Life 10 Years	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 2: \$157,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$157,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$157,000
Other	\$	Special Revenue Fund	\$
Description & Justification <p>The recreational areas, parks, Board of Education (BOE) athletic fields and Town center are admired by surrounding communities and cherished by its residents. A jewel within these areas are the many athletic fields utilized by school athletes, clubs, and recreational teams. Over the years considerable investments have been made to bring many of these fields up to modern standards, with more investments planned in the coming years. Maintaining these investments is a challenge requiring specialized equipment. Lawn cutting and sidewalk cleaning are critical to meeting ever growing recreational demands during warmer season, while providing safe pedestrian travel during inclement winter weather. The use of a Polar Trac provides year-round versatility. First, as a dedicated mower for parks, athletic grounds and recreational areas. Secondly, it performs as a key piece of equipment for clearing sidewalks of snow during winter months. The current Polar Trac has reached the end of its life cycle amassing long years of use and run time. Continuing to maintain it has become cost prohibitive. In addition, given its age the emission output is far beyond environmental standards.</p> <p>This project provides for the purchase of one (1) high efficiency Toro Polar Trac 7210 with all associated hardware. Timely replacement of the equipment will assure lower emissions, and reduced maintenance costs while being more efficient and effective to meet the Town's recreational area grounds and town center management efforts.</p> <p>The utilization of specialized equipment is critical to public works mission of servicing the town. The towns cemetery facilities, with their unique configuration, tight spaces and varied tasks are no exception. Narrow bodied utility vehicles with dump bodies and front loaders allow staff to service grave sites, plow snow, and move materials.</p> <p>The current Tool Cat has reached the end of its life cycle amassing long years of use and wear. Maintaining it has become cost prohibitive. This is a critical piece of equipment for the Cemetery department. The enhanced design will improve efficiency and effectiveness, reducing the potential for injury to workers and provide needed resources during changing requirements and weather. This project provides for the purchase on one (1) Bobcat Tool Cat plus all associated hardware and attachments.</p> <p>This project funds the replacement of one (1) Polar Trac 7210 at the end of its life expectancy and the purchase of one (1) Tool Cat utility support vehicle</p>			

ANNUAL BUDGET 2024-2025

ORDINANCE CONCERNING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2024**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WEST HARTFORD:**

THAT, from the revenues derived from the property tax levy on the list of October 1, 2023 and other miscellaneous revenues estimated to be received in the fiscal year July 1, 2024 to June 30, 2025 as shown in the revenue section of the budget document, the following are hereby appropriated to the General Fund:

	<u>Personal Services</u>	<u>Non-Personal Expense</u>	<u>Capital Outlay</u>	<u>Sundry Expense</u>	<u>Total</u>
Town Clerk	\$ 291,327	\$ 104,395		\$ 18,822	\$ 414,544
Town Council	149,869	289,505		11,465	450,839
Town Manager	727,942	131,210		51,895	911,047
Corporation Counsel	375,911	142,050		27,606	545,567
Registrar of Voters	267,743	83,860		13,903	365,506
Information Technology	540,657	784,500		40,282	1,365,439
Financial Services	2,012,819	626,736		146,776	2,786,331
Assessor	785,092	88,202		58,067	931,361
Human Resources	424,809	144,600		30,893	600,302
Fire	13,382,831	1,774,734		231,247	15,388,812
Police	17,030,120	1,433,644		379,795	18,843,559
Community Development	2,846,073	349,150		209,279	3,404,502
Public Works	5,192,937	8,492,294		486,837	14,172,068
Facilities Services	1,344,384	1,298,814		99,524	2,742,722
Leisure Services & Social Services	2,681,914	1,262,463		154,818	4,099,195
Library	2,821,945	671,637		211,667	3,705,249
Education				201,303,856	201,303,856
Debt Service/Capital Financing				16,244,910	16,244,910
Payments to Probate		45,125			45,125
Contingency				2,012,227	2,012,227
Radio Maintenance	111,619	298,763		8,395	418,777
Private School Health Services				1,019,151	1,019,151
Tax Appeals/Legal Services		130,000			130,000
Health District		967,974			967,974
Private School Transportation				1,069,479	1,069,479
Risk Management/Pension Contributions				29,691,691	29,691,691
Pension Obligation Debt Service				13,373,999	13,373,999
Metropolitan District Commission		<u>12,067,542</u>			<u>12,067,542</u>
TOTALS	\$50,987,992	\$31,187,198		\$266,896,584	\$349,071,774

And further, that allocated debt and sundry overhead expenses appropriated to municipal departments and the school department are not available for discretionary expenditure, but are under the exclusive jurisdiction of the Town Treasurer for the sole purpose of meeting the indicated debt and sundry costs, either as direct budgetary expenditures or as transfers to such funds established in accordance with Chapter 18 Section 37 of the Code of Ordinances;

ANNUAL BUDGET 2024-2025

And further, that from revenues to be derived from other funds as shown in the budget document the following is hereby appropriated:

<u>Separately Appropriated Special Funds</u>	<u>Personal Services</u>	<u>Non-Personal Expense</u>	<u>Capital Outlay</u>	<u>Sundry Expense</u>	<u>Total</u>
Blue Back Square Fund	\$	\$	\$	\$3,642,250	\$3,642,250
Community Development Block Grant Fund	235,081	117,135		334,021	686,237
CDBG – Housing Rehabilitation Fund		310,000			310,000
State Housing & Community Development Fund					
Westmoor Park Fund	444,202	139,253		261,342	844,797
Leisure Services Fund	1,558,488	3,099,602		878,046	5,536,136
Private School Services Fund	902,508	1,059,699		984,433	2,946,040
West Hartford Library Fund					
Parking Lot Fund	920,351	1,148,443		934,273	3,003,067
Technology Investment Fund		10,000			10,000
Capital & Non-Recurring Expenditure Fund			2,243,000		2,243,000
Police Private Duty Fund	1,481,804	25,000		464,671	1,971,475
Cemetery Operating Fund	328,827	107,985		349,895	786,707

ATTEST:

Leon S. Davidoff, Town Clerk

Richard C. Ledwith, Town Manager

Approved as to form and legality:

Dallas C. Dodge, Corporation Counsel

RESOLUTION CONCERNING TAX LEVY ON THE LIST OF OCTOBER 1, 2023

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST HARTFORD THAT on the Town Assessment List of October 1, 2023, there be and is hereby granted to be levied upon the ratable estate of the Town of West Hartford, of the inhabitants of said Town and of all others liable to pay taxes therein, including all estate situated or taxable within territory added to the limits of the Town by any acts or resolutions of the General Assembly heretofore passed, a tax of forty two and ninety hundredths (42.90) mills on the dollar for Real and Personal Property and thirty two and forty six hundredths (32.46) for Motor Vehicles. Said taxes shall become due on July first, two thousand twenty four (July 1, 2024) and payable on said date in whole or in equal semi-annual installments from that date, namely: July first, two thousand twenty four (July 1, 2024), and January first, two thousand twenty five (January 1, 2025) except that any tax of less than fifty (\$50) dollars and, any tax on motor vehicles shall be due and payable in full on the first business day of July, two thousand twenty four (July 1, 2024). If any installment of such tax shall not be paid on or before the first day of the month next succeeding that in which it shall be due and payable, the whole or such part of such installment as is unpaid shall thereupon be delinquent and shall be subject to the addition of interest at the rate and in the manner provided for in the General Statutes of the State of Connecticut. Any person may pay the total amount of any such tax for which he is liable at the time when the first installment thereof shall be payable.

ATTEST:

Leon S. Davidoff, Town Clerk

Richard C. Ledwith, Town Manager

ORDINANCE DEAUTHORIZING \$427,000 FOR PROJECTS AUTHORIZED IN THE CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2024-2025, APPROPRIATING FUNDS FOR PROJECTS IN THE CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2024-2025, APPROPRIATING FUNDS FOR THE PROJECTS IN THE CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2025-2026 AND AUTHORIZING THE ISSUANCE OF BONDS OF THE TOWN TO FINANCE THE APPROPRIATIONS AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WEST HARTFORD:

Section 1. The sum of \$427,000 previously appropriated to meet the estimated costs of various town improvement projects contained in the Town's Capital Improvement Program for the fiscal year 2024-2025, is hereby deauthorized as follows:

<u>Town Projects</u>	<u>2024-2025</u>
Heavy Equipment/Truck Storage Facility	200,000
Grounds MadVac EV	<u>227,000</u>
Total	<u>\$427,000</u>

Section 2. The sum of \$4,260,000 is hereby appropriated to meet the estimated costs of various town and school improvement projects contained in the Town's Capital Improvement Program for the fiscal year 2024-2025, as follows, said appropriations to be inclusive of administrative, legal and financing costs and costs of issuance related thereto, and any and all State grants-in-aid for the projects:

<u>Town Projects</u>	<u>2024-2025</u>
Street Reconstruction	\$ 550,000
Street Resurfacing	200,000
Fern Street Bridge Replacement	600,000
Trout Brook Trail Phase 3	900,000
Water Pipe Replacement Rockledge Golf Club	125,000
Retaining Wall Maintenance Rockledge	300,000
Isham and Memorial Garage Restoration	750,000
Fire Training Tower	250,000
Public Works Rolling Stock	270,000
Fire Apparatus	200,000
Street Brine System	<u>115,000</u>
Total	<u>\$4,260,000</u>

ANNUAL BUDGET 2024-2025

Section 3. The sum of \$37,133,000 is hereby appropriated to meet the estimated costs of various town and school improvement projects contained in the Town's Capital Improvement Program for the fiscal year 2025-2026, as follows, said appropriations to be inclusive of administrative, legal and financing costs and costs of issuance related thereto, and any and all State grants-in-aid for the projects:

<u>Town Projects</u>	<u>2025-2026</u>
Pedestrian & Bicycle Management	\$ 711,000
Storm Water Management	755,000
Street Reconstruction	1,871,000
Street Resurfacing	2,718,000
Infrastructure Improvement Project	200,000
Traffic System Management	400,000
Flood Mitigation Infrastructure Improvements	5,000,000
Park & Playfield Improvements	450,000
Isham and Memorial Garage Restoration	4,743,000
Heavy Equipment/Truck Storage Facility	200,000
Town Building Improvements	1,468,000
Town Facilities Paving	150,000
Sander/Plow Storage Facility	300,000
Elmwood Community Center	5,000,000
Document Digitization Project	250,000
Communications Infrastructure	350,000
Public Works Rolling Stock	750,000
Grounds MadVac EV	<u>277,000</u>
Town Total	\$25,593,000
<u>School Projects</u>	
Asbestos Removal	\$ 300,000
Exterior School Building Improvements	2,200,000
Heating & Ventilation Systems	1,000,000
Interior School Building Improvements	1,950,000
Site and Athletic Field Improvements	550,000
Elementary School Air Quality	<u>5,540,000</u>
School Total	\$11,540,000
Total	<u>\$37,133,000</u>
Grand Total	<u>\$40,966,000</u>

Section 4. To meet said appropriations and in lieu of a tax therefor, bonds, notes or temporary notes of the Town shall be issued pursuant to Chapter VII of the Town's Charter and Chapter 109 of the General Statutes of Connecticut, as amended, or any other provision of law thereto enabling, in an amount not to exceed \$40,966,000, or so much thereof as shall be necessary after deducting grants or other sources of funds available for such purpose.

Section 5. The bonds shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, as amended. Said bonds may be issued in one or more series and the amount of bonds of each series to be issued shall be fixed by the Town Manager and the Director of Financial Services in the amount necessary to meet the Town's share of the cost of the projects determined after considering the estimated amounts of the State grants-in-aid for the town and school projects, or the actual amounts thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance for such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signature of the Town Manager and the manual signature of the Director of Financial Services, bear the Town seal or a facsimile thereof, be certified by and be made payable at a bank or trust company, which bank or trust company may also be designated the registrar and transfer agent, and be approved as to their legality by nationally recognized bond counsel. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the approval of the rate or rates of interests, shall be determined by the Town Manager and the Director of Financial Services.

Section 6. The bonds shall be sold by the Town Manager and Director of Financial Services in a competitive offering or by negotiation, in their discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town.

Section 7. The Town Manager and Director of Financial Services are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signature of the Town Manager and the manual signature of the Director of Financial Services, bear the Town seal or a facsimile thereof, be certified by and be payable at a bank or trust company, which bank or trust company may also be designated the registrar and transfer agent, and be approved as to their legality by nationally recognized bond counsel. The notes shall be issued with maturity dates which comply with the provisions of the General Statutes of Connecticut, as amended, governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the

expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the projects included in Sections 2 or 3. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 8. Any of the estimated amounts set forth for projects not required to meet the actual cost of any such project may be transferred by the Town Manager and the Director of Financial Services to meet the actual cost of any other project set forth in Sections 2 or 3. The proceeds of any bonds not transferred in accordance herewith may be deposited in the Capital Reserve Account of the Capital and Non-Recurring Expenditure Fund.

Section 9. While it is anticipated that the bonds will qualify as tax-exempt bonds, the Town Manager and the Director of Financial Services are authorized, upon the advice of bond counsel, to issue all or any portion of the bonds as bonds the interest on which is includable in the gross income of the owners thereof for federal income tax purposes, and it is hereby found and determined that the issuance of any such bonds is in the public interest.

Section 10. The Town hereby expresses its official intent under Treasury Regulation Section 1.150-2 of the Internal Revenue Code of 1986, as amended, that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized for the project; that the Town Manager and Director of Financial Services are authorized to bind the Town pursuant to such representations and agreements as they deem necessary or advisable in order to ensure and maintain the continued exemption from Federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 11. The Town Manager and the Director of Financial Services are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders or noteholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board or any other nationally recognized municipal securities information repositories (the "Repositories") and to provide notices to the Repositories of material events enumerated in Securities and Exchange Commission Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance. Any agreements or representations to provide information to Repositories made prior hereto are hereby confirmed, ratified and approved.

Approved as to form and legality:

Dallas C. Dodge, Corporation Counsel

ORDINANCE CONCERNING AN APPROPRIATION TO AND IN THE CAPITAL
IMPROVEMENT FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2024

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WEST HARTFORD:

THAT, the following amount is hereby appropriated from the Capital and Non-Recurring Expenditure Fund to the Capital Improvement Fund for appropriation to the following projects:

<u>Capital Non-Recurring Projects</u>	<u>Amount</u>
<u>Transportation</u>	
Traffic System Management	\$ 50,000
<u>Education</u>	
Computer Infrastructure	200,000
Furniture & Equipment Replacement	100,000
<u>Parks & Recreation</u>	
Outdoor Pool Improvements	25,000
Park & Playscape Management	80,000
<u>Town Building</u>	
Town Building Improvements	150,000
Energy Conservation	100,000
<u>Government Operations</u>	
Communications Infrastructure	145,000
<u>Rolling Stock/Misc Equipment</u>	
Fire Support Fleet	277,000
Fire Miscellaneous Equipment	223,000
Public Works Equipment	264,000
Police Vehicle Replacement	302,000
Police Radio Equipment	123,000
Police PC & Related Equipment	86,000
Police Narcotics Analyzer	40,000
Town Vehicles	<u>78,000</u>
TOTAL CNRE	<u>\$2,243,000</u>

ATTEST:

Leon S. Davidoff, Town Clerk

Richard C. Ledwith, Town Manager

Approved as to form and legality:

Dallas C. Dodge, Corporation Counsel

RESOLUTION APPROPRIATING AMERICAN RESCUE PLAN ACT GRANT FUNDS

WHEREAS, the federal government has awarded the Town of West Hartford a Town Entitlement of \$25,004,570 in American Rescue Plan Act of 2021 (ARPA) funds; and

WHEREAS, the State of Connecticut has awarded the Town of West Hartford a County Allocation of \$12,230,213.08 in ARPA funds; and

WHEREAS, the Town has a total allocation of \$37,234,783.08 in ARPA; and

WHEREAS, these funds must be obligated for eligible uses by December 31, 2024 and Town Council has already committed an aggregate amount of \$26,104,260.70 in ARPA funds for various municipal projects; and

WHEREAS, the Town Manager, after consultation with Town staff, recommends that two projects be considered for ARPA funds, specifically related to the West Hartford Center Infrastructure Master Plan and the Vision Zero Task Force; and

WHEREAS, the West Hartford Center Infrastructure Master Plan project involves the reconstruction of Farmington Avenue and LaSalle Street that includes, but not limited to, the expansion of sidewalks; replacement of street trees and tree wells; installation of sidewalk furniture; construction of low impact development drainage improvements; and the creation of traffic calming measures; and

WHEREAS, the Vision Zero project involves the implementation of the comprehensive plan to eliminate fatalities and injuries on Town streets; and

WHEREAS, both projects are eligible uses of ARPA funds and will be reported under the negative economic impact category and the revenue replacement category (government services) respectively.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF WEST HARTFORD THAT the grant funds are hereby accepted and allocated in the fiscal year 2024-2025 budget of the American Rescue Plan Act Fund and the Capital Projects Fund as follows:

FUND 18 – AMERICAN RESCUE PLAN ACTIncreased Estimated Revenues:

18-91290008-9047	ARPA – State Grant-County Share	\$8,400,000
------------------	---------------------------------	-------------

Increased Estimated Expenditures:

18-91220037-4058	ARPA-Center Revitalization Master Plan	\$7,400,000
18-91260001-4058	ARPA-Vision Zero	<u>1,000,000</u>
	Total	\$8,400,000

FUND 41 - CAPITAL PROJECTS FUNDIncreased Estimated Revenues:

41-89255582-9386	ARPA - Federal Grant	\$7,400,000
41-87254483-9386	ARPA – Federal Grant	<u>1,000,000</u>
	Total	\$8,400,000

ANNUAL BUDGET 2024-2025

Increased Estimated Appropriations:

41-89255582-3424	ARPA – Center Revitalization Master Plan (Farmington Avenue Reconstruction)	\$5,500,000
41-89255582-3414	ARPA – Center Revitalization Master Plan (LaSalle Road Reconstruction)	\$1,900,000
41-87254483-3999	ARPA - Vision Zero	<u>1,000,000</u>
	Total	\$8,400,000

(LEDWITH)

Town of West Hartford

The Town of West Hartford is located in central Connecticut, adjacent to and west of the City of Hartford, the state capital. The towns of Bloomfield, Newington, Farmington, and Avon border the Town. West Hartford is approximately 100 miles southwest of Boston and approximately 100 miles northeast of New York City. The Town, a residential suburb in the Hartford metropolitan area, encompasses a total of 22.2 square miles and has a population of 64,083. West Hartford was settled as an agricultural community in the early 1700s and was incorporated as a town in 1854.

West Hartford has access to the two major highways in central Connecticut: Interstate Routes 91 and 84, the latter of which has exits in the Town. The Town is also served by U.S. Routes 6 and 44 and State Routes 4, 173, 185, and 218. Amtrak provides passenger rail service for the area. Bradley International Airport is 20 miles north of the center of West Hartford. Public transportation is provided by the CT Department of Transportation. The two largest public utilities are Eversource Energy and Connecticut Natural Gas.

West Hartford is primarily comprised of property with single-family, owner occupied, mid to upper price range homes. The Town has eleven public elementary schools, three public middle schools and two public high schools. West Hartford also has seven parochial schools, seven private schools and two universities.

There are three branch post offices and a public library system with three branch locations. Additionally, the Town has 36 public parks and playgrounds, one playhouse, and 24 churches and synagogues. West Hartford has 217 miles of streets, 300 miles of sidewalks, and is almost fully sewered.

In 1919, the Town became the first in the State to appoint a Town Manager, and it presently operates with a Council-Manager form of government. The legislative function is performed by the nine-member council, which is elected biennially. The Council formulates policies for the administration of the Town. The Town Manager is appointed by the Council to serve as the Town's Chief Executive Officer, with appointive and removal authority over department directors and other employees of the Town. The Town Manager is responsible for the implementation of policies established by the Council. An elected seven-member Board of Education appoints a Superintendent of Schools, who administers the education system of the Town.

Principal Municipal Officials

<u>Office</u>	<u>Town Council</u>	<u>Manner of Selection and Length of Service</u>
Mayor/President of Council	Shari G. Cantor	Appointed 12/04-11/05 Elected 11/05-11/25
Deputy Mayor/Vice President of Council	Ben Wenograd	Elected 11/15-11/25
Minority Leader	Mark Zydanowicz	Elected 11/21-11/25
	Carol A. Blanks	Elected 11/19-11/25
	Alberto Cortes	Elected 11/21-11/25
	Mary Fay	Elected 11/17-11/25
	Tiffani McGinnis	Elected 11/23-11/25
	Debra Polun	Appointed 11/22-11/23 Elected 11/23-11/25
	Barry Walters	Elected 11/23-11/25
	<u>Other Elected Officials</u>	
Town Clerk	Leon S. Davidoff	Appointed 4/23-1/24 Elected 1/24-1/28
Registrar of Voters	Beth Kyle	Elected 11/15-01/25
	Elizabeth Rousseau	Elected 11/21-01/25
	<u>Board of Education</u>	
Chairperson	Dr. Lorna Thomas-Farquharson	Elected 11/17-11/25
Vice-Chairperson	Shannon Marimon	Elected 11/23-11/27
	LaToya Fernandez	Elected 11/23-11/27
	Jason Gagnon	Elected 11/23-11/25
	Ethan Goldman	Appointed 11/21-11/23 Elected 11/23-11/27
	Dr. Gayle Harris	Elected 11/21-11/25
	Clare Nesoralla	Elected 11/21-11/25

ANNUAL BUDGET 2024-2025

Principal Taxpayers				
(Amounts Expressed in Thousands)				
Name of Taxpayer		Nature of Business	Value at October 1, 2022	Percent of Total*
1	Connecticut Light & Power	Utility	\$61,814	0.86%
2	FW CT Corbins Corner Shopping Center	Shopping Center	47,160	0.65%
3	West Farms Mall LLC	Regional Mall	44,350	0.61%
4	Blue Back Capital Partners LLC	Shopping Center	37,771	0.52%
5	Town Center West Associates	Mixed Use	29,504	0.41%
6	SF WH Property Owner LLC	Mixed Use	28,901	0.40%
7	Steele Road LLC	Apartments	26,129	0.36%
8	ALNIC LLC	Supermarket	23,129	0.32%
9	E&A Northeast Limited Partnership	Shopping Center	21,772	0.30%
10	ER West Hartford LLC	Apartments	21,122	0.29%
			\$341,652	4.72%

*Percent of total based on 10/1/2022 Net Taxable Grand List of \$7,222,946.

Note: Assessments include Real Property, Personal Property and Motor Vehicles.

Source: Assessor's Office.

Major Employers		
Employer	Business	Number of Employees
University of Hartford	Education	1,100-2,250
Town of West Hartford	Government	1,100-2,250
Hartford Healthcare At Home	Home Health Service	500-999
Triumph Engine Control Systems	Aircraft Components-Manufacturers	250-499
Connecticut Veterinary Ctr	Animal Hospital	250-499
Cheesecake Factory	Restaurant	250-499
Constructive Workshops Inc	Rehabilitation Services	250-499
Connecticut Behavioral Health	Hospitals	100-249
West Hartford Health & Rehabilitation	Nursing Home	100-249
Stop & Shop Supermarket	Grocers-Retail	100-249
Total		4,000-8,242

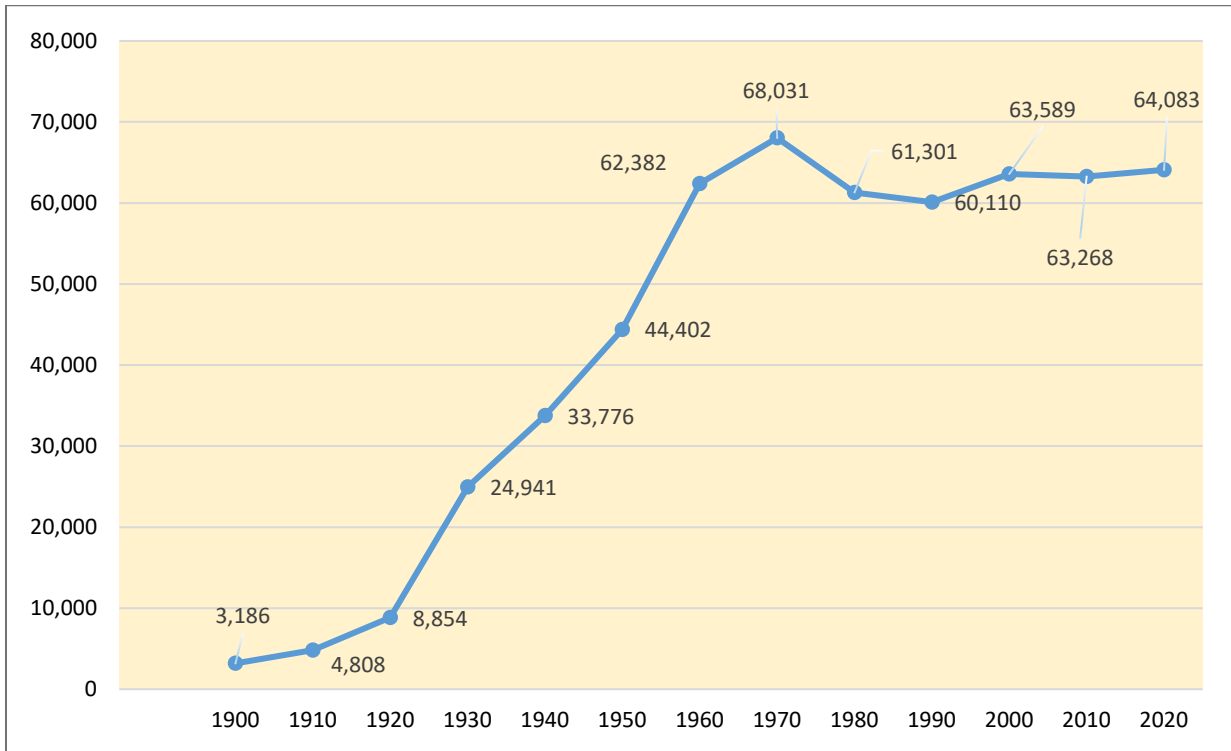
Source: Connecticut Department of Labor, 2023.

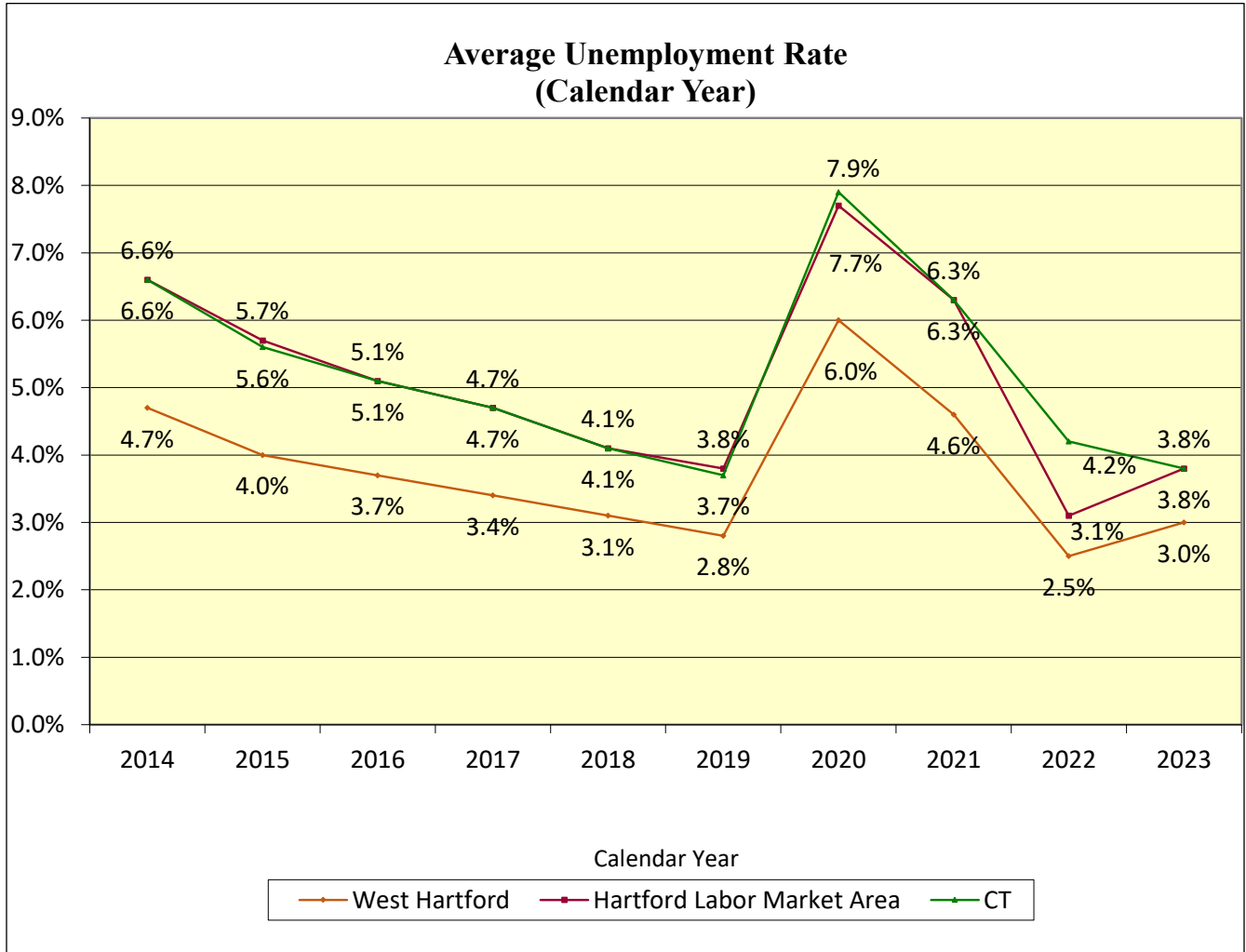
West Hartford: Census Data

<u>CATEGORY</u>	<u>2010</u>	<u>2020</u>	<u>Percent Change</u>
Total Population	63,268	64,083	1.3%
Male	29,365	30,568	4.1%
Female	33,903	33,515	-1.1%
Median Age	41.5	40.7	-1.9%
Percent 65 And Older	17.1%	18.4%	7.6%
Number of Households	25,258	24,726	-2.1%
Average Household Size	2.42	2.47	2.1%
Average Family Size	3.06	3.13	2.3%
Number of Housing Units	26,396	26,437	.2%
Per Capita Income	\$43,998	\$56,692	29.9%
Median Household Income	\$77,156	\$104,281	35.2%

Source: U.S. Census Bureau.

History of West Hartford Population





Municipal Profile

As of June 30, 2023

Date of Incorporation	May 3, 1854
Form of Government	Council-Manager
First Charter Adopted	November 2, 1920
Present Charter Amended	November 5, 1996
Area of Town	22.2 Square Miles
Public Works Information	
Miles of Street	Municipal Parking
Town Streets 217	Metered 2,468
Private Streets 16	Leased 393
State Highways 17	Parking Garages 2
Miles of Sidewalks 300	
Number of Catch Basins 7,650	
Miles of Curbs 231	
Miles of Storm Sewers 170	
Parks and Recreation Information	Elections Information
Senior Centers 2	Registered Voters (as of 2023) 41,196
Community Centers 1	
Neighborhood Parks 7	Percent of voters voting in
Acres of Park Land 1,182	Last national election (2020) 87%
Neighborhood Playgrounds 29	Last state election (2022) 35%
Golf Courses 2	Last municipal election (2023) 31%
Aquatic Facilities 5	
Indoor Skating Rink 1	Police Protection
Tennis Courts/Pickleball Courts 38/12	Police Cars 82
Athletic Fields 92	Employees 157
Basketball Courts (2 lighted) 9	
Municipal Cemeteries 3	Fire Protection
	Stations 5
	Pieces of Equipment 12
	Employees 94
Education System Information	Library
Students:	Branches 3
Senior High Schools (2) 2,864	Employees (full-time) 24
Middle Schools (3) 1,989	
Elementary Schools (11) 3,979	Town Employees
	Town Funded 469
	Federally Funded 2
	Board of Education 1,555

This Page Left Intentionally Blank

GLOSSARY OF TERMS

ACCOUNTING BASIS - all general and special revenue funds shall be accounted for on the **modified accrual basis**, under which revenues shall be recognized when actually received, or accrued when the Director of Financial Services determines them to be both measurable and available, and commitments of money shall be recorded as soon as they result in contingent liabilities to be met from available appropriations. This shall not apply to interest earnings, which may be recognized on a full-accrual basis, so as not to preclude the Town from maximizing investment earnings through utilization of long-term investments transcending one (1) or more fiscal years. Enterprise and internal service funds utilize a full accrual system of accounting. The Town shall utilize a full encumbrance system for all funds in all financial transactions of the Town. Salaries and wages of Town employees chargeable against valid personal services appropriations need not be encumbered, except at the close of the fiscal year. At the close of the fiscal year, all salary commitments and related employee benefits, such as social security, group insurance, retirement contributions and other obligations, as evidenced by a valid purchase order or contract accruing to the current accounting period, shall be itemized in a reserve for encumbrances; said itemized encumbrances, at the discretion of the Director of Financial Services, may be met from the aggregate total of the reserve for encumbrances.

The **budgetary basis** follows the modified accrual basis of accounting except:

- a. Encumbrances are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order is issued and, accordingly, encumbrances outstanding at year-end are reflected in budgetary reports as expenditures in the current year but are shown as reservations of fund balance on a GAAP basis.
- b. The Town accounts for "on-behalf" contributions made by the State of Connecticut to the Connecticut State Teachers' Retirement System as revenue in accordance with GASB Statement No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*. As such, General Fund revenue and expenses on a GAAP basis reflect the recognition of "on behalf contributions by the State."

ACTIVITY CLASSIFICATION - a grouping of expenditures on the basis of specific functions performed by an organizational unit. Examples of activities are street services, refuse collection, traffic regulation, housing services, property assessment, etc.

APPROPRIATION - an authorization granted by a legislative body to make expenditures and incur obligations for specific purposes, and which is usually limited in amount and to the time during which it may be expended.

APPROPRIATION ORDINANCE - the ordinance by which appropriations are enacted into law by the legislative body. This gives legal authority to spend.

ASSESSED VALUATION - a valuation set upon real estate or other property by a government as a basis for levying taxes.

BUDGET - a plan of financial operation containing an estimate of proposed expenditures for a single fiscal year (July 1 through June 30) and the proposed means of financing them.

BUDGET DOCUMENT - as defined by the Charter of the Town of West Hartford, not later than 110 days before the end of the fiscal year, the Manager shall present to the Council a budget consisting of: A budget message outlining the financial policy of the Town government which describes the important features of the plan indicating major changes from the current year and clearly summarizes the contents. This includes:

- Actual revenues and expenditures in the last two fiscal years, the first six months of the current fiscal year, total estimated revenues and expenditures for the entire current fiscal year, and the Manager's recommendation of itemized revenues to be collected and amounts to be appropriated for the ensuing fiscal year.
- Summary of principal sources of anticipated revenues and a clear summary of detailed budget estimates.
- Statistical information to aid evaluation of proposed programs to determine appropriate levels of service.
- Appropriation and revenue ordinances and resolutions to carry out the adopted budget.

BUDGETARY BASIS - the budgeting and accounting policies of the Town of West Hartford conform to generally accepted accounting principles as applicable to government units. The modified accrual basis of accounting is followed by the governmental funds and expendable trust and agency funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are generally recognized under modified accrual accounting when the related fund liability is incurred.

CAPITAL BUDGET - a plan of proposed capital projects and the means of financing them for a current fiscal period.

CAPITAL EXPENDITURE – payment to acquire or replace equipment for normal operating purposes with a value greater than \$5,000 and a life expectancy of more than one year.

CDBG – the Community Development Block Grant (CDBG) is a Federal grant awarded annually from the Department of Housing and Urban Development. It is primarily used for housing rehabilitation and other grant eligible activities. (For a description of the CDBG Fund see “Description of Funds” at the end of the Glossary.)

CHARACTER OF EXPENDITURE - a grouping of expenditures on the basis of the nature of goods or services purchased, as follows:

- **Personal Services** - direct payment to employees of wages and salaries through normal payroll procedures.
- **Non-Personal Expense** - payment of ordinary and recurring operating expenses not otherwise classified.
- **Capital Outlay** - payments of a relatively recurring nature to acquire or replace equipment for normal operating purposes, of value of \$5,000 or more, with a life expectancy of one year or more.
- **Sundry Expense** - payments for employee benefits, insurance, debt service and payments to outside organizations.

DEBT SERVICE - the amount of money required to pay the interest and principal on outstanding debt.

ENCUMBRANCES - obligations in the form of purchase orders or contracts which are chargeable to an appropriation and for which that part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability for payment is recorded.

EXPENDABLE TRUST FUND - a trust fund whose principal, interest earnings, or both must be used for a public purpose. A pension fund is an example of such a fund.

EXPENDITURE - this term designates the costs of goods delivered or services rendered, whether paid or unpaid, as well as provision for debt retirement and capital outlay.

FISCAL YEAR - a twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and result of its operations. The fiscal year for the Town of West Hartford begins July 1 and ends on June 30.

FUNCTION - a group of related activities aimed at accomplishing a major service or program for which a governmental unit is responsible. Examples of functions are: General Government, Public Safety, and Community Maintenance.

FUND - an independent fiscal and accounting entity with a self-balancing set of accounts, in which are recorded cash and/or other resources together with all related liabilities, obligations, reserves and equities. All funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Annual budgeted funds are described in the "Description of Funds" section at the end of the Glossary.

FUND BALANCE - the difference between resources and obligations at a particular point in time, for example the end of the fiscal year. When obligations exceed resources, the result is a negative fund balance. When resources exceed obligations, the result is a positive fund balance.

GENERAL FUND - the chief operating fund which accounts for all resources used for financing the general administration of the Town and all resources not otherwise accounted for in other funds. In West Hartford, the General Fund is supported primarily with revenues derived from local property taxes.

GRAND LIST - the basis upon which the property tax levy is allocated among the property owners in a jurisdiction with taxing powers. Also known as the assessment roll, cadastre, assessment list, abstract of ratables and rendition.

INTERFUND LOANS OR TRANSFERS - loans or transfer amounts made from one fund to another.

INTERGOVERNMENTAL REVENUE - revenue received from other governments (State, Federal) in the form of grants, shared revenues, or payments in lieu of taxes.

INTERNAL SERVICES FUND - a fund separate from the General Fund used to account for the financing of goods and services provided by one department to other departments on a cost-reimbursement basis, e.g. the Risk Management Fund and the Utilities Services Fund.

LEVY - the total amount of taxes imposed by a governmental unit.

LoCIP - a local capital improvement grant program administered by the State. Towns apply annually for reimbursement of expenditures up to a formula generated entitlement amount.

MILL - the amount of tax paid for each \$1,000 of assessed value. A mill is one-tenth (1/10th) of a penny or \$1.00 of tax for each \$1,000 of assessed value.

MILL RATE - the rate applied to assessed valuation to determine property taxes. The mill rate sets the amount of taxes that must be paid for every \$1,000 of assessed value of property.

MISSION – the chief function or responsibility of an organization.

MODIFIED ACCRUAL BASIS - the basis of accounting under which expenditures are recorded at the time liabilities are incurred and revenues are recorded when received in cash, except for available revenues which should be accrued to properly reflect revenues earned.

OBJECT - as used in expenditure classifications, this term applies to the article purchased or the service obtained, such as contractual services, utilities, clothing allowance, medical supplies, advertising, etc.

OBLIGATIONS - amounts which a governmental unit may be legally required to meet out of its resources. This includes actual liabilities and unliquidated encumbrances.

ORDINANCE - a formal legislative enactment by the Council or governing body of a municipality which has full force and effect of law within the boundaries of the municipality to which it applies. A resolution differs from an ordinance in that it requires less legal formality and carries lower legal status. Imposing taxes and special assessments universally require ordinances.

PROGRAM – a cost center designed to capture the specific activities of a department.

PROGRAM PERFORMANCE MEASURE – a numeric indicator representing the performance of a specific process or service delivery activity.

PROPERTY TAX - a locally levied tax based on the market value of property assessed at 70% during a given year by the local municipality. The revenues from property taxes represent the largest funding source for West Hartford municipal expenditures. By State law, all municipalities must revalue the market value of property every five years.

PROPERTY TAX EXEMPTION - a statutory provision that excuses certain types of property uses (e.g. religious, industrial uses) or property owners (e.g. veterans & elderly) from property tax, either partially or completely.

RESERVE - an account which records a portion of fund balance which is legally segregated for some future use and which is, therefore, not available for further appropriation or expenditure.

REVENUE - this term designates additions to assets which do not increase any liability, do not represent the recovery of an expenditure, and do not represent contributions of fund capital.

SPECIAL REVENUE FUND - used to account for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes. For example, the Parking Lot Fund was created specifically to account for revenues and expenditures generated by the parking lots in West Hartford Center.

SUBSIDY - an appropriation of funds from a government to aid in establishing or maintaining a service deemed advantageous to the public.

TOWN AID ROAD - an annual formula grant from the State to be used for local road, bridge and sewer reconstruction. The amount of the grant is based on population, road miles and other demographic factors.

TRUST FUND - a fund separate from the General Fund used to account for assets held by the Town in a trustee capacity, e.g. the Pension Operating Fund.

VALUES – the social principles, goals, or standards held or accepted by the government.

ABBREVIATIONS/ACRONYMS

The following abbreviations and acronyms used throughout the budget document.

ADA – Americans with Disabilities Act of 1990
ADEC – Actuarially Determined Employer Contribution
AFSCME – American Federation of State, County and Municipal Employees
ALS – Advanced Life Support
AMR – American Medical Response
ARPA – American Rescue Plan Act of 2021
BANS – Bond Anticipation Notes
BBS – Blue Back Square
BOE – Board of Education
CAD – Computer Aided Dispatch
CAMA – Computer-Assisted Mass Appraisal
CCM – Connecticut Conference of Municipalities
CDBG – Community Development Block Grant
CDL – Commercial Driver’s License
CERT – Citizen Emergency Response Team
CGS – Connecticut General Statutes
CIP – Capital Improvement Program
CISO – Chief Information Security Officer
CLASS – Connecticut Local Administrators of Social Services
CNRE – Capital and Non-Recurring Expenditure Fund
COVID – CO (Corona) VI (Virus) Disease
CPF – Capital Projects Fund
CPI – Consumer Price Index
CPR – Cardiopulmonary Resuscitation
CPRB – Citizen Police Review Board
CRCOG – Capital Region Council of Governments
CSEA – Connecticut State Employees Association
CSU – Community Support Unit
CV – Coronavirus
CY – Current Year
DAR – Dial-A-Ride
DARC – Direct Action Resource Training
DEEP – Department of Energy and Environmental Protection
DEI – Diversity, Equity and Inclusion

DEMHS – Department of Emergency Management and Homeland Security
DMV – Department of Motor Vehicle
DOT – Department of Transportation
DPW – Department of Public Works
DR – Disaster Recovery
DSF – Debt Service Fund
DUI – Driving Under the Influence
EAP – Employee Assistance Program
ECS – Education Cost Sharing
EMD – Emergency Medical Dispatch
EMS – Emergency Medical Service
ENGL – Equalized Net Grand List
ERC – Emergency Reporting Center
ESU – Emergency Services Unit
EVSE – Electric Vehicle Service Equipment
FEMA – Federal Emergency Management Association
FOI – Freedom of Information
FTE – Full-time equivalent
FY – Fiscal year
GAAP – Generally Accepted Accounting Principles
GASB – Government Accounting Standards Board
GFOA – Government Finance Officers Association
GHTD – Greater Hartford Transit District
GIS – Geographic Information System
GPS – Global Positioning System
HANOC – Hillcrest Area Neighborhood Outreach Center
HDHP – High Deductible – Health Plan
HIPAA – Health Insurance Portability and Accountability Act
HR – Health Resources
HSA – Health Savings Account
HUD – United States Department of Housing and Urban Development
HVAC – Heating, Ventilation and Air Conditioning
ICMA – International City/County Management Association
ICS – Incident Command System
ILS – Integrated Library System
IMSA – International Municipal Signal Association
IP – Internet Protocol
IPMA – International Public Management Administration
ISP – Internet Service Provider

IT – Information Technology
IWWA – Inland Wetlands and Watercourses Agency
LoCIP – Local Capital Improvement Grant Program
LPR – License Plate Reader
LSF – Leisure Services Fund
MDC – Metropolitan District Commission
MS4 – Municipal Separate Storm Sewer System
MV – Motor Vehicle
NCAAA – North Central Area Agency on Aging
NCOA – National Change of Address
NFPA – National Fire Protection Association
OPEB – Other Post-Employment Benefits
OSHA – Occupational Safety and Health Administration
PA – Public Address System
PCR – Polymerase Chain Reaction
PELRA – Connecticut Personnel Labor Relations Association
PLF – Parking Lot Fund
POB – Pension Obligation Bonds
POCD – Plan of Conservation and Development
POSTC – Police Officer Standards Training Council
POTS – Plain Old Telephone Service
PPA – Power Purchase Agreement
PPD – Police Private Duty Fund
PPE – Personal Protective Equipment
PRI – Primary Rate Interface
PSD – Public Safety Dispatch
RMF – Risk Management Fund
ROVAC – Registrar of Voters Association of Connecticut
SHCDF – State Housing and Community Development Fund
SHRM – Society for Human Resource Management
SIP – Session Initiated Protocol
SIR – Self-Insured Retention
SSD – Special Services District
STIF – State of Connecticut’s Short-Term Investment Fund
SWAT – Special Weapons and Tactics
TIC – True Interest Cost
TOD – Transit-Oriented Development
TPZ – Town Planning and Zoning
TRU – Telephone Response Unit

USF – Utility Services Fund
UTV – Utility Task Vehicle
VoIP – Voice over Internet Protocol
WC – Workers’ Compensation
WHBHD – West Hartford/Bloomfield Regional Health District
WHC – West Hartford Center
WHC-SSD – West Hartford Center – Special Services District
WHFD – West Hartford Fire Department
WHHA – West Hartford Housing Authority
WHMCC – West Hartford Meeting and Conference Center
WHPD – West Hartford Police Department
WHPL – West Hartford Public Library
WHPS – West Hartford Public Schools
YSB – Youth Service Bureau
ZBA – Zoning Board of Appeals

DESCRIPTION OF FUNDS

In addition to the General Fund, there are other funds administered by the Town and included in the budget. The following funds are listed in alphabetical order.

American Rescue Plan Act Fund – a fund created to account for Federal and State funds received to provide support in responding to the economic and public health impacts of COVID-19.

Blue Back Square Fund - a fund created to account for the financial activity of the Blue Back Square development project, including the capital financing associated with such project and the revenues derived from Special Services District tax, facility rental and parking operations. Specific budget information can be found in the Non-Departmental section.

Capital and Non-Recurring Expenditure Fund (CNRE) - a fund, created pursuant to Section 7-360 of the Connecticut General Statutes, to account for the resources accumulated for capital projects or equipment acquisition. Summary information on this fund can be found in the Capital Budget section.

Cemetery Operating Fund - an expendable trust fund created by West Hartford Code 67-2 to account for donations and other resources provided for the care and maintenance of Town-owned cemeteries. Specific budget information can be found in the Public Works section.

Community Development Block Grant Fund (CDBG) - a special revenue fund to account for federal grant revenues from the U.S. Department of Housing and Urban Development. Specific budget information can be found in the Leisure Services & Social Services section.

CDBG Housing Rehabilitation Fund - a special revenue fund to account for housing rehabilitation activities funded via the CDBG federal grant monies. Specific budget information can be found in the Leisure Services & Social Services section.

Debt Service Fund - a fund used to account for the accumulation of resources for, and the payment of, general long-term principal, interest and related costs. Specific budget information can be found in the Capital Financing section.

General Fund - the chief operating fund for West Hartford that accounts for all the resources used for financing the general administration of the Town and a fund that accounts for all resources not otherwise accounted for in other funds. It is the largest and most important fund in the Town of West Hartford's budget. In West Hartford, the General Fund is supported primarily with revenues derived from local property taxes.

Leisure Services Fund – an enterprise fund created to account for the leisure service activities of the Town. This fund can be found in the Leisure Services & Social Services section.

Parking Lot Fund - a special revenue fund established in fiscal year 1996 utilized to ensure that revenues generated by gated parking lots and parking meters in the Town Center cover operational costs with no taxpayer subsidy. In addition, this fund receives a management fee to run the operations of the Blue Back Square parking garages. Specific budget information can be found in the Public Works section.

Pension Operating Fund - a pension trust fund used to account for the payment of current pension benefits and other costs associated with the operation of the Town's pension plan. Specific budget information can be found in the Human Resources section. This fund is not subject to appropriation.

Pension Reserve Fund - a fund established to mitigate potential increases in the required annual appropriation of the ADEC in the Pension Operating Fund by absorbing any year-over-year increase in the ADEC of more than 2.5%.

Police Private Duty Fund - a special revenue fund established in fiscal year 1994 to ensure that revenues generated by police private duty overtime fees cover costs with no taxpayer subsidy. Specific information can be found in the Police Services section.

Private School Services Fund - a special revenue fund to account for a State grant or other funds used to fund services provided by the Town to non-public schools. Specific budget information can be found in the Non-Departmental section.

Risk Management Fund - an internal service fund to account for the cost of the Town's insured and self-insured programs. Specific budget data can be found in the Human Resources section. This fund is not subject to appropriation.

State Housing and Community Development Fund - a special revenue fund created pursuant to state requirements to account for state housing funds for community development programs. Specific budget data can be found in the Leisure Services & Social Services section.

Utilities Services Fund - an internal service fund used to account for the energy and utility costs of the Town and Board of Education. Specific budget information can be found in the Facilities Services section.

Technology Investment Fund – a special revenue fund established July 1, 2003 to identify a recurring revenue stream dedicated to continued investment in the Town's e-business strategy. This fund is detailed in the Information Technology section.

West Hartford Center – Special Services District Fund - a fund created to account for the financial activity of the West Hartford Center Special Services District. The District is responsible for collecting Special Services District Tax and operation of the parking garages and surface lots of 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. Specific budget information can be found in the Non-Departmental section. This fund is not subject to appropriation.

West Hartford Library Fund - a special revenue fund to account for grants and other receipts received by the library through the Connecticard Program, interlibrary loan program, photocopying and computer search activities. Specific budget information can be found in the Library Services section.

Westmoor Park Fund - a special revenue fund to account for income received from an external trust and expenditures to maintain Westmoor Park. Specific budget information can be found in the Leisure Services & Social Services section.

This Page Left Intentionally Blank



Follow us



WestHartfordCT.gov



[@TownofWestHartfordCT](https://www.facebook.com/TownofWestHartfordCT)



[@TownofWestHrtfd](https://www.x.com/TownofWestHrtfd)



[townofwesthartfordct](https://www.instagram.com/townofwesthartfordct)