

**Town of West Hartford, Connecticut**  
**ANNUAL BUDGET**  
**2025-2026**



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

# **Annual Budget**

**Fiscal Year July 1, 2025 - June 30, 2026**

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

**West Hartford  
Connecticut**



**WEST  
HARTFORD**



March 11, 2025

Town Council

## Re: Proposed Fiscal Year 2025-2026 Budget

I am pleased to present the fiscal year 2026 General Fund Proposed Budget totaling \$370,290,339. This represents an increase of \$22,751,258 or 6.5% from the fiscal year 2025 Adopted Budget. The municipal services portion of the Proposed budget totals \$137,963,224, an increase of \$7,472,909 or 5.7% over the current year Adopted Budget. The Superintendent of Schools' Proposed Budget totals \$215,226,800, an increase of \$14,422,944 or 7.2% over the current year. The capital financing portion of the budget for both municipal and education services total \$17,100,315, representing an increase of \$855,405 or 5.3% over FY 2025.

### Summary of Expenditures

	<b>FY25</b>	<b>FY26</b>	<b>Increase/</b>	<b>Percent</b>
	<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Decrease</u></b>	<b><u>Change</u></b>
Total Town Services	\$130,490,315	\$137,963,224	\$ 7,472,909	5.7%
Board of Education	200,803,856	215,226,800	14,422,944	7.2%
Total Capital Financing	<u>16,244,810</u>	<u>17,100,315</u>	<u>855,405</u>	<u>5.3%</u>
Total Expenditures	\$347,539,081	\$370,290,339	\$22,751,258	6.5%

The Proposed budget requires an increase of \$22,751,258 or 7.35% in property tax revenue.

This budget reflects continued optimism for our future. While challenges remain ahead of us, our strong financial outlook and substantial economic development reassures continued advancement of key Town Council initiatives.

### **Budget Policy Objectives**

The Proposed budget 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 needs.

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 two recently implemented 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 the 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 9.9% to 10.1% which is a significant accomplishment.

### **Revenue Outlook**

Fiscal Year 2026 reflects an increase to the Grand List. The following are the changes in each property class:

	<b>Grand List</b>	<b>Grand List</b>	<b>Variance From</b>	<b>Percentage</b>
	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2023 GL</u></b>	<b><u>Change</u></b>
			<b><u>Variance</u></b>	
Real Property	6,401,835,573	6,448,100,785	46,265,212	0.72%
Personal Property	237,267,170	249,644,118	12,376,948	5.22%
Motor Vehicles	589,486,236	584,395,248	(5,090,988)	-0.86%
	<b>7,228,588,979</b>	<b>7,282,140,151</b>	<b>53,551,172</b>	<b>0.74%</b>

The total net assessed value of all taxable property prior to Board of Assessment Appeal actions is \$7,282,140,151, representing an increase in the net taxable list of \$53,551,172 or .74% above last year's list. As you can see, there was growth in Real and Personal Property but that was substantially offset by the .86% drop in Motor Vehicle values from the prior year.

For intergovernmental aid, the State's Proposed Biennial Budget includes the continuation of the Motor Vehicle Tax Cap which sets the cap at 32.46 mills. For municipalities whose uniform or single motor vehicle mill rate exceeds that cap, the State has provided an offsetting grant to alleviate the burden in towns. For FY 2026 the Town's grant totals \$6,691,291. Additionally, the State Proposed budget includes an increase of \$642,091 to Education Cost Sharing and a decrease of \$390,724 to Property Payment in Lieu of Taxes as well as other minor adjustments.

One other significant area of revenue increase, is investment earnings. In fiscal year 2025, investment earnings were budgeted at \$3,000,000. However, interest rates proved more favorable than budgeted and have ranged from 5.56% and 4.45% thus far. Interest earnings are estimated at \$4,102,128 for fiscal year 2025. The Proposed fiscal year 2026 budget increases investment earnings by \$418,000 from FY 2025 adopted budget. The economic forecast indicates that the Federal Reserve Board will reduce rates twice during calendar year 2025. Our proposed interest earnings are estimating that the State of Connecticut Short Term Investment Fund (STIF) interest rate (currently at 4.44%) will gradually decline with an average interest rate of 3.5% for fiscal year 2026.

## **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 \$7,472,909 or 5.73%**

- The total Wages and Salaries appropriation for fiscal year 2026 is \$54,547,435, an increase of \$3,559,443 or 7.0% from prior the adopted budget. This category includes regular payroll, temporary payroll, overtime, holiday pay, education premium pay and stipends.
- Regular payroll totals \$45,144,099, an increase of \$3,169,765 or 7.6%. This appropriation represents the wage and salaries associated with all full-time employees inclusive of paramedic stipends and hazardous material certification stipends. During fiscal year 2025 all Town union contracts were ratified and are set to expire in June, 2025 with the exception of the Streets bargaining union (expired June 30, 2024), Public Safety Dispatchers and Supervisors bargaining units (expiring June 30, 2027) and the Police Officers Association (expiring June 30, 2028). In addition, all applicable merit increases for eligible employees are also 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. In fiscal year 2026 there are no new positions added.
- Part-time personnel increase \$325,970 or 10.0%. The increase is primarily due to the new CT minimum wage increase on January 1, 2025. Contractual wages and step increases for eligible employees are also included. Increases can also be found in the Public Works Department for a part-time staff to enforce refuse and recycling regulations which will be reimbursed by NIP funds, the Financial Services Department for additional assistance due to retirements, the Emergency Management Division of the Fire Department whose employees received a retro cost of living increase in fiscal year 2025 and it is reflected in fiscal year 2026. In addition, the Leisure and Social Services department increases due to part time staff for programming and staff for the summer and school programs. Also, there are two part time staff members who are reimbursed by the Opioid Settlement funds.
- Office & Minor Equipment increases by \$12,499 or 3.2% for the purchase of minor equipment, primarily for the Fire, Police and Public Works Departments. The increase in fiscal year 2026 is primarily due to the increase in the radio maintenance contract.
- The appropriation for fiscal year 2026 to the MDC increases \$161,321 or 1.3% from fiscal year 2025. The MDC, a quasi-governmental agency responsible for sewage treatment and disposal. The Tax Warrant is based upon the agency's adopted budget and appropriated to the member communities based upon the local property tax levy.
- An increase to Maintenance and Repairs of \$123,660 is primarily related to a town wide initiative to maintain all AED's and Police department software for the police body cameras and flock software. Increases are also found in the Public Works department for athletic field maintenance and street repair maintenance supplies.
- The Town's General Fund risk management expense increases \$3,327,420 or 14.6% in fiscal year 2026. This is partly due to the use of fund balance (\$2,080,000) in fiscal year

2025 to help mitigate the impact on the General Fund for rising health care costs as well as a planned increase to the Retiree Health Reserve of \$400,000.

- An increase to the General Fund Pension Contribution of \$646,676.

West Hartford Public Schools –The fiscal year 2025-26 proposed budget totals \$215,226,800, an increase of \$14,422,944, or 7.18%.

- Salaries increase \$6,046,948, or 4.7% in the recommended budget. This increase reflects rate adjustments required by collective bargaining agreements, as well as current staffing for regular and special education services. The 2025-26 proposed budget reflects a net reduction of 8.2 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.
- Total benefit costs are increasing by 9.1%. The appropriation for health insurance increases based upon an estimated 10% 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 21.3%. Pupil transportation increases \$1,327,716 due to contractual rate increases and a significant increase in out-of-district special education busing. Tuition reflects an increase of \$3,693,916 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 \$84,525 due to moderated rate adjustments, consistent usage, and cost savings in the current year.
- The remainder of the district's costs are included under Other Expenses. They consist of items such as instructional supplies, professional services, copiers, textbooks, technology, maintenance and custodial supplies, rent, and general insurance. The increase of \$128,803 for 2025-26 relates to an increase in contracted services and supplies.

The Superintendent's budget maintains class size guidelines, the team structure at the middle school level, 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 distinct needs of all learners, and a strong commitment to the arts.

### **Capital Financing: Overall Increase of \$855,405 or 5.3%**

The capital financing portion of this budget for both municipal and education services totals \$17,100,315 representing an increase of \$855,405 or 5.3% the current year plan. Key projects/areas include:

- Transportation and Circulation: Safe Streets and Roads For All (SS4A) – Vulnerable User Safety Program - As part of the Town's Vision Zero initiative, a federal grant (\$3,178,000) through the US DOT was awarded to complete a phased project which will include supplemental planning and implementation of improvements to advance vulnerable user

(pedestrians, bicyclists, etc.) safety on nine critical corridors and 16 school zones. The project will also include two demonstration activities including quick-build corridor improvements and an automated Traffic Enforcement Safety Devices (red-light cameras), and establishment of school safety zones. The program requires a minimum of 20% match, or \$794,525 (bonds) which is transferred from the existing Vision Zero project (FY2027).

- Parks and Recreation Included in year 1 (2026) of the CIP is \$875,000 for various Park and Playfield Improvements. This year, attention will be focused on the installation of post-tensioned concrete tennis courts at the Fernridge Park to replace 2 asphalt courts and 4 clay (Har-Tru) courts.
- 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 FY2024, after this budget was adopted, the Town Council appropriated \$3,000,000 in ARPA funds to develop plans and specifications for the new building. In Year 1 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 and consulting services related to construction of the building. Year 3 of this plan includes \$65,000,000 in bond funds for the actual construction of the building. In addition, due to the age of the Town owned parking structures (Isham and Memorial Garage) a study was conducted by an outside consultant to assess the condition of the 20-year-old garages. Based on this study \$9,910,000 is included in years 1 and 2 of the CIP for maintenance and repairs for both structures.
- Miscellaneous Equipment: Miscellaneous Equipment: Year 1 of the CIP includes funds for Public Works rolling stock (\$750,000), Town vehicle replacement (\$247,000) Police vehicle replacement (\$724,000), and equipment replacement (\$490,000). Of this amount, Also included in the twelve year is planned replacement of fire vehicles totaling \$5,200,000.

### **Impact on the Taxpayer**

The FY 2026 Proposed Budget of \$370,290,339 represents an increase of \$22,751,258 or 6.5% over the FY 2025 Adopted Budget. Of this increase amount, \$21,653,413 will be financed by taxes which represents a 7.35% increase and the balance of \$1,097,845 will be financed by increases in non-tax revenue such as an increase of \$642,091 from the Education Cost Sharing Grant and \$418,000 from investment earnings.

In order to finance this budget, a mill rate of 45.21 for Real Estate and Personal Property is required. This represents an increase of 2.86 mills or 6.75% from the FY 2025 mill rate of 42.35. Also, in accordance with the State Statute capping the motor vehicle mill rate, the FY 26 Proposed Budget recognizes the motor vehicle mill rate of 32.46 which is the same mill rate as FY 2025.



## **Conclusion**

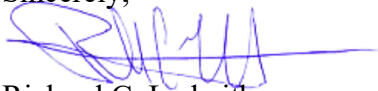
In closing, we believe this budget addresses the diverse needs of our community while being mindful of our responsibility to our taxpayers. The Proposed FY 2026 Budget is a sound, responsible spending plan designed to provide services that are important to maintaining West Hartford's quality of life and its standing as one of the nation's premier communities.

It is no easy task to continue to provide the current level of exceptional services that residents and visitors expect, while limiting the increase in local taxes. I am confident this budget provides you, the policy makers, with vital information and a framework for decision making.

The preparation of the Proposed budget and CIP requires a great deal of time and effort. I would like to express my gratitude to our directors and the members of the budget team for their dedication and thorough work in preparing this submission. Your time and commitment are truly appreciated.

Also appreciated is the Town Council's thoughtful and insightful review of this budget.

Sincerely,



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, 2024**

*Christopher P. Morill*

**Executive Director**

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## 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 2025-2026 Budget Process**

December 2, 2024	Budget guidelines distributed to departments
December 2 - January 6, 2025	Departments prepare budget submissions
January 6 - March 10, 2025	Town Manager's budget review and production of Proposed Budget
<b>March 11, 2025*</b>	<b>Proposed Budget presented to Town Council by Town Manager</b>
March 12 - April 22, 2025	Council review of budget and two public hearings on budget
<b>April 22, 2025**</b>	<b>Town Council adoption of budget</b>
April 23 - June 17, 2025	Preparation of Adopted Budget documents

\* Deadline, per Town Charter, is March 12<sup>th</sup>.

\*\* Deadline, per Town Charter, is April 26<sup>th</sup>.

**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 (Financial Services & 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.

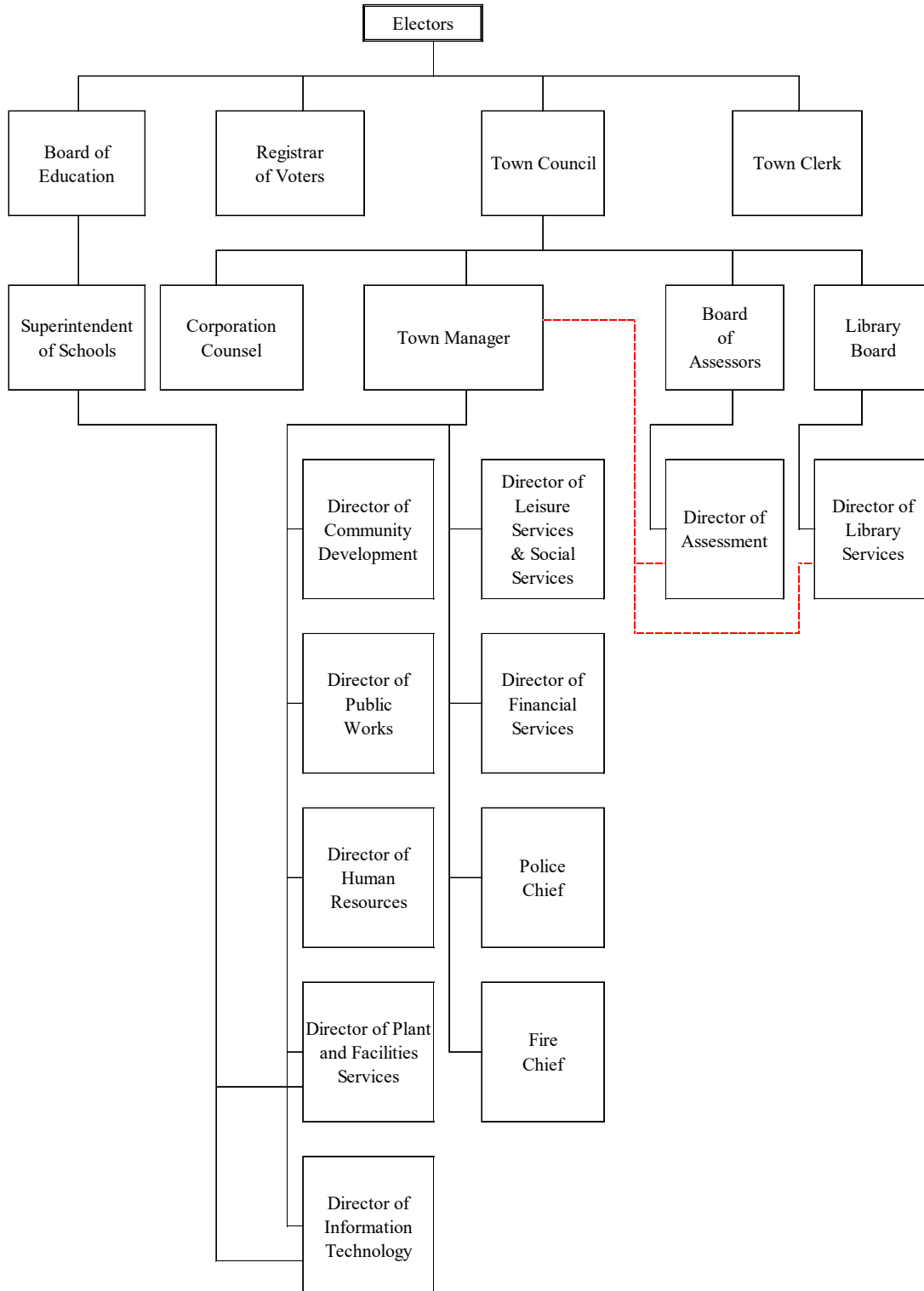
This document is prepared on a **budgetary basis**, which follows the modified accrual basis of accounting except:

- 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.

The proposed budget is designed to maintain the undesignated fund balance level at 10.1% 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 adopted budget fully funds 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 \$5,874,518 in FY 2025 and the Governor proposed a grant of \$6,691,291 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.
- 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 2026 General Fund budget totals \$370,290,339 and represents an increase of \$22,751,258 or 6.5% from fiscal year 2025. The municipal services portion of the budget totals \$137,963,224; an increase of \$7,472,909 or 5.7%. The education budget totals \$215,226,800, an increase of \$14,422,944 or 7.2%. The capital financing budget for both municipal and education services is \$17,100,315 an increase of \$855,405 or 5.3%. In order to finance the budget, an increase in current year property tax revenue of \$21,653,413 or 7.4% 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. In fiscal year 2027, the Town anticipates an increase in the grand list due to the number of residential developments, commercial investment sales and affordable housing projects. The October 1, 2024 Grand List

## ANNUAL BUDGET 2025-2026

totals \$7,282,140,151, an increase of \$53,551,172 or .74%. This growth equates to approximately \$2,267,892 in property tax revenue. In order to generate the remaining property tax required, a mill rate of 45.21 is required.

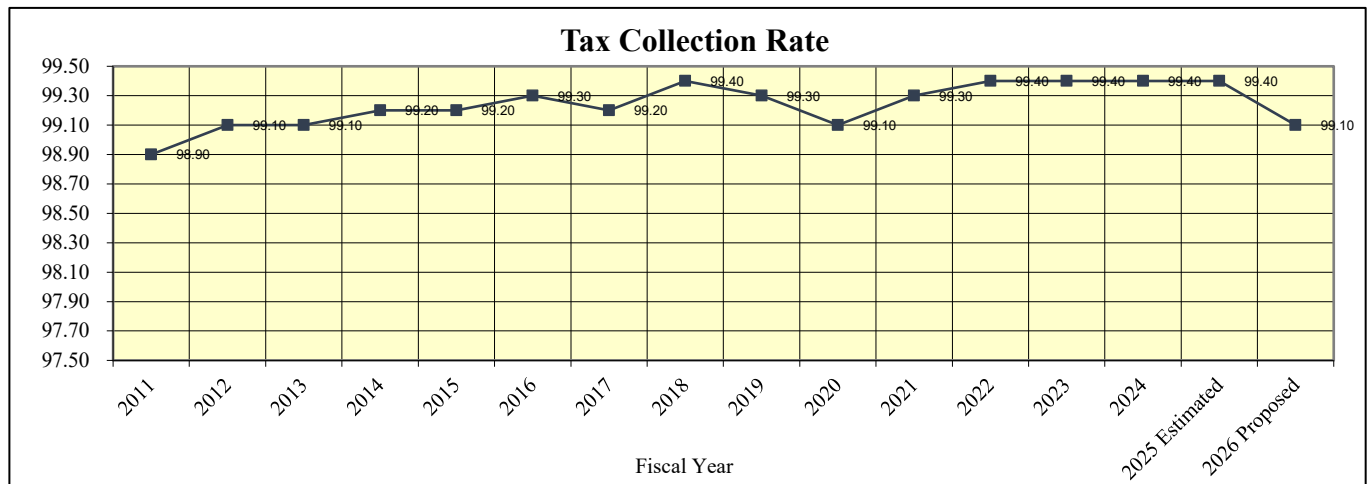
### SUMMARY OF REVENUES

	<b>FY 2025 <u>Adopted</u></b>	<b>FY 2026 <u>Proposed</u></b>	<b>Increase/ <u>(Decrease)</u></b>	<b>Percent <u>Change</u></b>
Current Year Property Taxes	\$294,525,102	\$316,178,515	\$21,653,413	7.4%
Other Property Taxes	4,435,350	4,635,350	200,000	4.5%
Intergovernmental Revenue	36,454,432	36,002,783	(451,649)	-1.2%
Charges for Services	7,441,948	8,528,233	1,086,285	14.6%
Miscellaneous Revenue	3,966,850	4,313,390	346,540	8.7%
Transfers from Other Funds	<u>715,399</u>	<u>632,068</u>	<u>( \$83,331 )</u>	-11.6%
<b>Total Revenues</b>	<b><u>\$347,539,081</u></b>	<b><u>\$370,290,339</u></b>	<b><u>\$ 22,751,258</u></b>	<b><u>6.5%</u></b>

### 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 45.21 mills; an increase of 2.86 mills or 6.75% and 32.46 mills for motor vehicles which was established by the State of Connecticut and is 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 \$6,691,291. 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 2025 was consistent with experience in prior years. Over the last ten years, the average collection rate for the Town has been 99.3%. The adopted 2026 budget maintains a conservative 99.1% collection rate assumption.

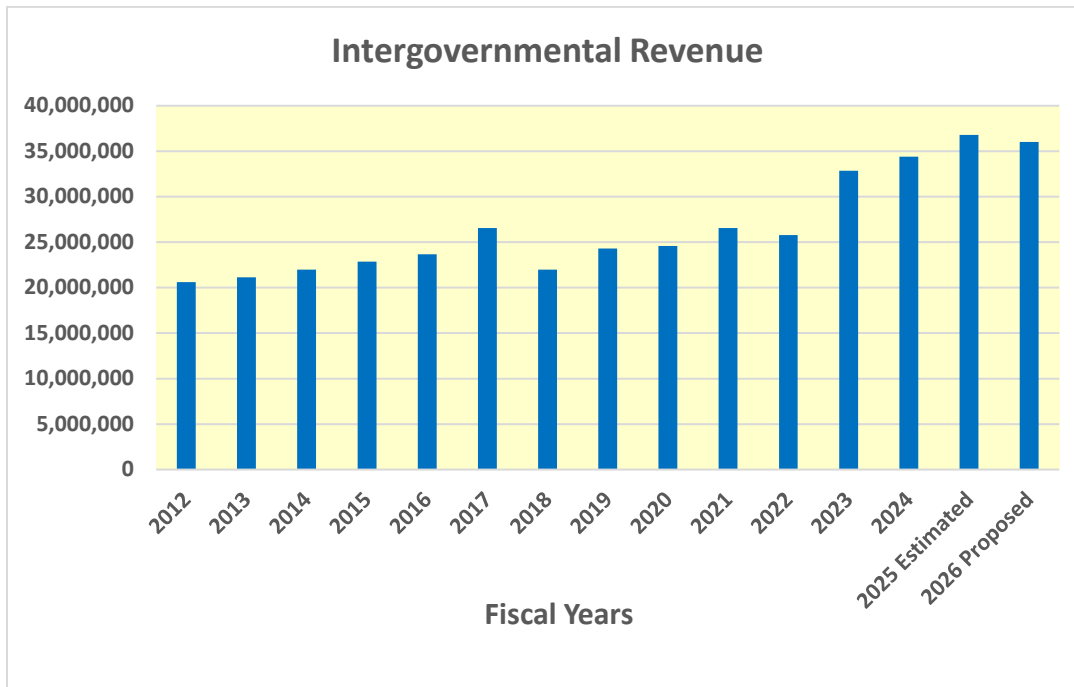


## ANNUAL BUDGET 2025-2026

### Intergovernmental Revenue

Estimated Intergovernmental Revenue for the adopted fiscal year 2025-2026 budget is detailed below. State Aid revenue assumptions are based on the Governor's proposed budget.

<u>Grant</u>	<u>FY 2025 Adopted</u>	<u>FY 2026 Proposed</u>	<u>Increase/ Decrease</u>
American Rescue Plan Act Grant	\$ 1,500,000		(\$1,500,000)
Dial-A-Ride	<u>80,880</u>	<u>\$ 80,880</u>	<u>-</u>
<b>Total Federal Revenue</b>	<b>\$ 1,580,880</b>	<b>\$ 80,880</b>	<b>(\$1,500,000)</b>
Motor Vehicle Property Grant	\$ 5,874,518	\$ 6,691,291	\$ 816,773
Education Cost Sharing	25,088,837	25,726,769	637,932
Disabled Property Tax Relief	6,000	6,000	-
Grant for Municipal Projects	843,784	828,784	(15,000)
Payment in Lieu of Taxes (PILOT) Property	1,257,324	1,257,324	-
Payment in Lieu of Taxes (PILOT) Grant	691,253	300,529	(390,724)
Veterans Tax Relief	62,613	62,613	-
Alcohol/Drug Abuse Grant	12,142	12,142	-
Town Aid Road	691,660	691,030	(630)
Emergency 911 Service Grant	141,000	141,000	-
Pequot/Mohegan Fund Grant	27,820	27,820	-
Telephone Grant	<u>176,601</u>	<u>176,601</u>	<u>-</u>
<b>Total State Aid</b>	<b>\$ <u>34,873,552</u></b>	<b>\$ <u>35,921,903</u></b>	<b>\$ <u>1,048,351</u></b>
<b>Total Intergovernmental Revenue</b>	<b>\$ 36,454,432</b>	<b>\$ 36,002,783</b>	<b>( \$451,649)</b>



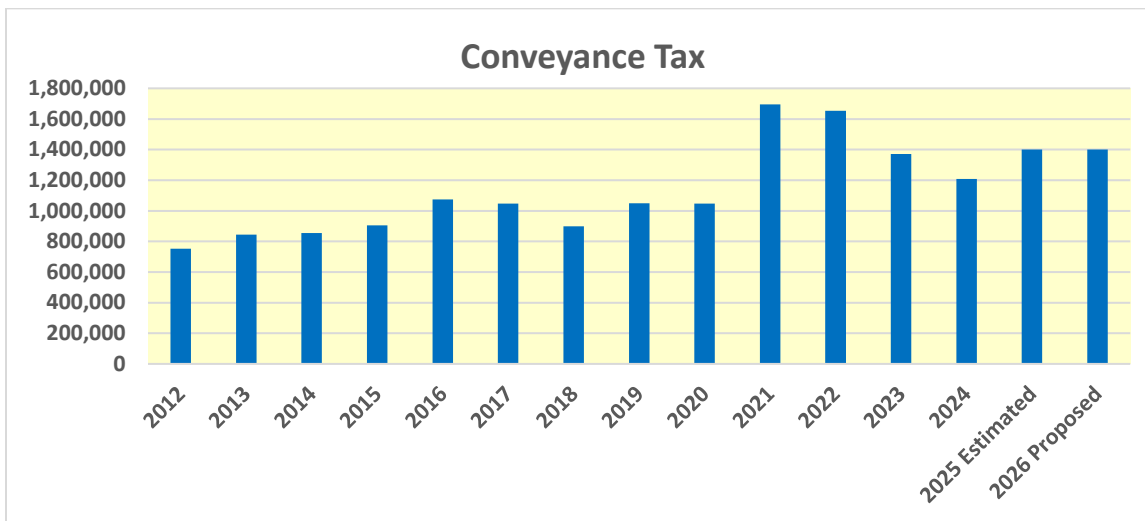
**Charges for Services**

**Building Permits**

Estimated building permit revenue is budgeted at \$3,000,000 for the proposed fiscal year 2026 budget. The building permit fee is calculated on the value of new construction or building improvements. The fiscal year 2025 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 2026 proposed budget reflects conveyance tax revenue of \$1,400,000 based upon the level of activity in the current fiscal year. The fiscal year 2026 proposed budget land records fee revenue remains flat at \$185,000.



**Miscellaneous Revenues**

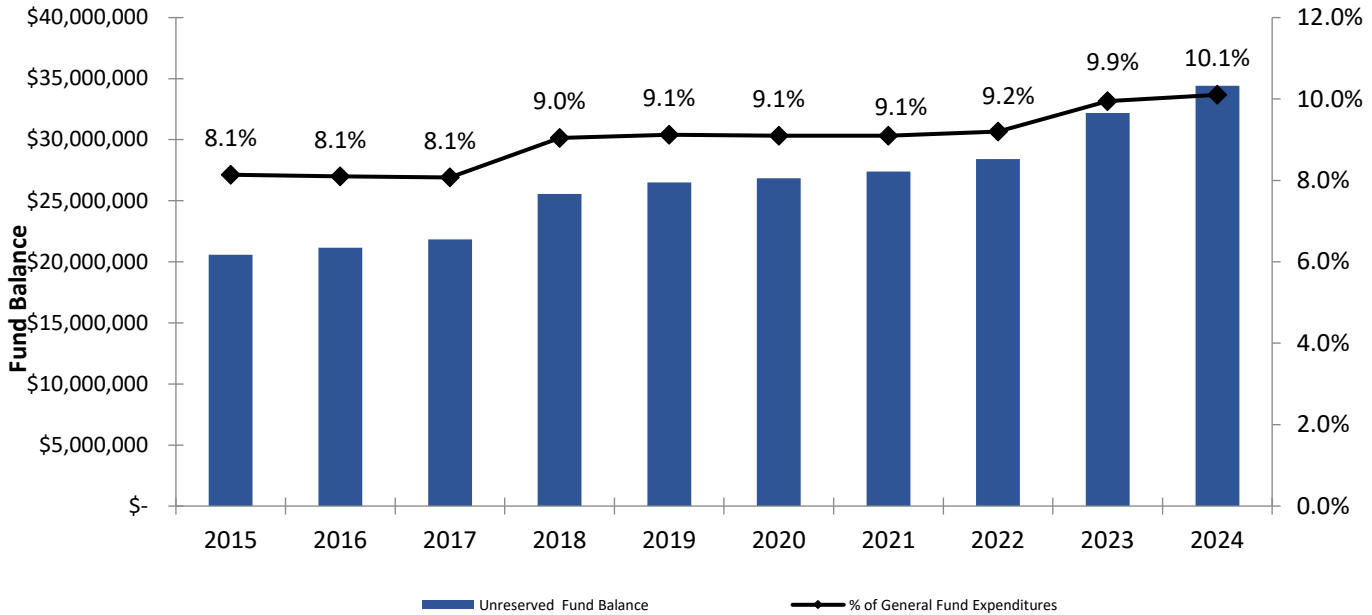
**Investment Income**

The Town invests available cash to generate interest income, a source of non-property tax revenue in the annual budget. The proposed fiscal year 2026 interest income increases \$418,000 as interest rates remain favorable. The Town invests available cash in the State Treasurer's Short-Term Investment Fund (STIF) at current rates between 5.56% and 4.45%.

**Fund Balance**

Fund balance is the amount the Town has accumulated from prior years when revenues exceeded actual expenditures. As of June 30, 2024, the Town's fund balance increased from the prior year ratio of 9.9% to 10.1% for a total of \$34,417,701.

## Town of West Hartford 10 Year History of Unassigned Fund Balance



### SUMMARY OF EXPENDITURES

	<u>FY 2025 Adopted</u>	<u>FY 2026 Proposed</u>	<u>Increase/ (Decrease)</u>	<u>Percent Change</u>
Town Services				
Wages & Salaries	\$ 50,987,992	\$ 54,547,435	\$ 3,559,443	7.0%
Operating Expense	31,054,505	31,320,627	266,122	0.9%
Fringe Benefits	48,447,818	52,095,162	3,647,344	7.5%
Total Town Services	\$130,490,315	\$137,963,224	\$ 7,472,909	5.7%
Board of Education	\$200,803,856	\$215,226,800	\$14,422,944	7.2%
Capital Financing	<u>\$16,244,910</u>	<u>\$ 17,100,315</u>	<u>\$ 855,405</u>	5.3%
<b>Total Expenditures</b>	<b><u>\$347,539,081</u></b>	<b><u>\$370,290,339</u></b>	<b><u>\$22,751,258</u></b>	<b>6.5%</b>

#### Town Services

##### **Wages & Salaries**

Wages and Salaries total \$54,547,435, an increase of \$3,559,443 or 7.0% 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. During fiscal year 2025 all Town union contracts were ratified and are set to expire in June, 2025 with the exception of the Streets bargaining union (expired June 30, 2024), Public Safety Dispatchers and Supervisors bargaining units (expiring June 30, 2027) and the Police Officers Association (expiring June 30, 2028). In addition, all applicable merit increases for eligible employees are also 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. In fiscal year 2026 there are no new positions added.

The appropriation for part-time personnel increases \$325,970 or 10.0%. The increase is primarily due to the new CT minimum wage amount on January 1, 2025, contractual wages as well as step increases for eligible employees. Increases can also be found in the Public Works Department for a part-time staff to enforce refuse and recycling regulations which will be reimbursed by NIP funds, the Financial Services Department for additional assistance due to retirements, the Emergency Management Division of the Fire Department whose employees received a retroactive cost of living increase in fiscal year 2025 and it is reflected in fiscal year 2026. In addition, the Leisure and Social Services department increases due to part time staff for programming and staff for the summer and school programs. Also, there are two part time staff members who are reimbursed by the Opioid Settlement funds.

The overtime appropriation slightly decreases by (\$6,200) from fiscal year 2025.

### **Operating Expense**

Operating expense totals \$31,320,627, an increase of \$266,122 or 0.9% from the 2025 adopted budget. Operating expense encompasses a variety of items from administrative expenses, office expense (including postage), printing expense, dues, memberships, registrations, subscriptions, mileage, training, consulting and legal services, other professional services, minor equipment, uniforms and safety shoes, contractual services, software expenses and outside agencies. In addition, utilities and supplies for all Town departments are included.

Professional Services increases by \$26,382 or 2.8% which provides services for outside counsel, consultants and contractual costs such as internal mail, copying services, transcriptions to address additional needs, wetlands consultant to assist with application review along with labor attorneys and outside counsel as needed. Also included in this appropriation is the cost related to annual physicals which follow a national standard promulgated by National Fire Protection Association (NFPA 1582) for approximately 92 employees. In fiscal year 2026 the increase primarily from increased costs to the Town's annual audit and the internal mailroom service.

Office & Minor Equipment increases by \$12,499 or 3.2% for the purchase of minor equipment, primarily for the Fire, Police and Public Works Departments. The increase in fiscal year 2026 is primarily due to the increase in the radio maintenance contract.

General Contributions increase by \$4,531 or 0.3% primarily for the costs associated with public health services provided by: The West Hartford-Bloomfield Regional Health District.

Information Technology and Maintenance increase by \$24,390 or 1.7%, which is for a variety of software and hardware related maintenance costs are included in this category. Annual software support contracts provide for technical assistance, new software updates and new releases of the software. In fiscal year 2026 the increase is primarily for the financial software.

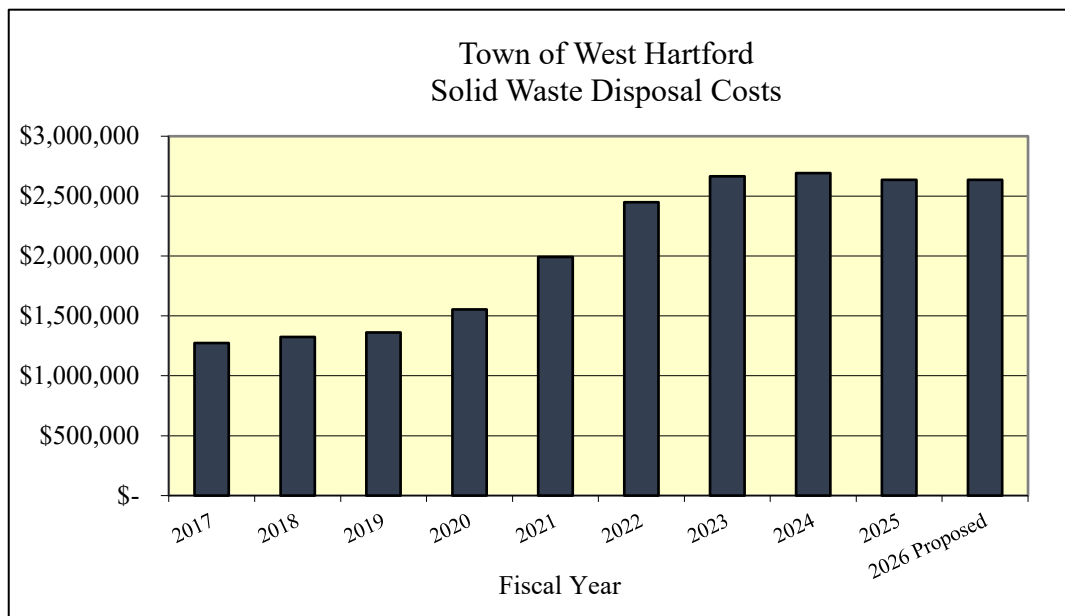
Maintenance and Repairs includes all Town wide equipment repair and maintenance. Included in this category are sidewalk maintenance, street light maintenance, signal and traffic light maintenance along with hardware/equipment maintenance. The increase of \$123,660 in fiscal year 2026 is related to a town wide initiative to maintain all AED's and the Police department software for the police body cameras and



flock software. Increases are also found in the Public Works department for athletic field maintenance and street repair maintenance supplies.

The appropriation for fiscal year 2026 to the MDC increases \$161,321 or 1.3% from fiscal year 2025. The MDC, a quasi-governmental agency responsible for sewage treatment and disposal. The Tax Warrant is based upon the agency's adopted budget and appropriated to the member communities based upon the local property tax levy.

Below is a chart outlining the Solid Waste Disposal Costs for the past ten years. Currently, the Town's refuse disposal contract is with Covanta. The fiscal year 2026 appropriation is calculated based upon the contractual rate of \$95.00 per ton @ 18,500 tons to contract for collection and transportation of residential and municipal waste.



### **Fringe Benefits, Insurance & Miscellaneous**

Fringe Benefits, Insurance & Miscellaneous total \$52,095,162, an increase of \$3,647,344 or 7.5% from the adopted 2025 budget. This appropriation represents risk management expenses such as the cost of employee health benefits, insurance, self-insurance, heart and hypertension 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 represents the cost of employee health benefits, insurance, self-insurance, heart and hypertension 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 \$3,327,420 or 14.6% in fiscal year 2026. This is partly due to the use of fund balance (\$2,080,000) in fiscal year 2025 to help mitigate the impact on the General Fund for rising health care costs. 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 and 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 Financial Services departmental section of this budget.

On June 24, 2021, the Town issued \$324.3M of Pension Obligation Bonds (POB's). The fiscal year 2026 contribution to the Pension Fund reflects the Town's total Pension Liability which consists of the Debt Service on the Pension Obligation Bonds of \$17,660,322 and the actuarially determined employer contribution (ADEC) of \$10,042,824 which when combined equal the total Town Pension liability of \$27,703,146. This reflects an increase of \$872,892 over the fiscal year 2025 adopted budget. This increase is in part from the Police Officers' Association union contract for fiscal years 2024-2028, which changed eligibility for benefits from 25 years of service to 20 years. This is also offset by increases in employee contribution rates for several settled union contracts. 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 in \$646,676.

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 \$10,042,824 is comprised of Town, BOE and other covered programs contributions of \$8,619,593 and a contribution from the Pension Bond Reserve Fund of \$1,423,231.

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, 2023, is \$249,610,267. 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 2026 resulting in a Town contribution of \$11,672,000.

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 \$1,279,323 is appropriated unsettled labor agreements that will expire at the end of fiscal year 2025.

### **Education**

West Hartford Public Schools - The fiscal year 2025-26 proposed budget totals \$215,226,800, an increase of \$14,422,944, or 7.18%.

- Salaries increase \$6,046,948, or 4.7% in the recommended budget. This increase reflects rate adjustments required by collective bargaining agreements, as well as current staffing for regular and special education services. The 2025-26 proposed budget reflects a net reduction of 8.2 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.

- Total benefit costs are increasing by 9.1%. The appropriation for health insurance increases based upon an estimated 10% 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 21.3%. Pupil transportation increases \$1,327,716 due to contractual rate increases and a significant increase in out-of-district special education busing. Tuition reflects an increase of \$3,693,916 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 \$84,525 due to moderated rate adjustments, consistent usage, and cost savings in the current year.
- The remainder of the district's costs are included under Other Expenses. They consist of items such as instructional supplies, professional services, copiers, textbooks, technology, maintenance and custodial supplies, rent, and general insurance. The increase of \$128,803 for 2025-26 relates to an increase in contracted services and supplies.

The Superintendent's budget maintains class size guidelines, the team structure at the middle school level, 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 distinct needs of all learners, and a strong commitment to the arts.

### **CAPITAL FINANCING SUMMARY**

The 2025-2036 Capital Improvement Program (CIP) invests \$547,259,000 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: Safe Streets and Roads For All (SS4A) – Vulnerable User Safety Program - As part of the Town's Vision Zero initiative, a federal grant (\$3,178,000) through the US DOT was awarded to complete a phased project which will include supplemental planning and implementation of improvements to advance vulnerable user (pedestrians, bicyclists, etc.) safety on nine critical corridors and 16 school zones. The project will also include two demonstration activities including quick-build corridor improvements and an automated Traffic Enforcement Safety Devices (red-light cameras), and establishment of school safety zones. The program requires a minimum of 20% match, or \$794,525 (bonds) which is transferred from the existing Vision Zero project (FY2027).
- Parks and Recreation Included in year 1 (2026) of the CIP is \$875,000 for various Park and Playfield Improvements. This year, attention will be focused on the installation of post-tensioned concrete tennis courts at the Fernridge Park to replace 2 asphalt courts and 4 clay (Har-Tru) courts.

- **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 FY2024, after this budget was adopted, the Town Council appropriated \$3,000,000 in ARPA funds to develop plans and specifications for the new building. In Year 1 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 \$65,000,000 in bond funds for the actual construction of the building. In addition, due to the age of the Town owned parking structures (Isham and Memorial Garage) a study was conducted by an outside consultant to assess the condition of the 20-year-old garages. Based on this study \$9,910,000 is included in years 1 and 2 of the CIP for maintenance and repairs for both structures.
- **Miscellaneous Equipment:** Miscellaneous Equipment: Year 1 of the CIP includes funds for Public Works rolling stock (\$750,000), Town vehicle replacement (\$247,000) Police vehicle replacement (\$724,000), and equipment replacement (\$490,000). Of this amount, Also included in the twelve year is planned replacement of fire vehicles totaling \$5,200,000.

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.

## **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.

Adopted: 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 2025-2026

### BUDGET IN BRIEF

### ALL FUNDS

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
General Fund	\$342,917,242	\$347,539,081	\$349,664,487	\$370,290,339
Blue Back Square Fund	3,676,727	3,662,050	3,662,050	3,663,675
Community Development Block Grant Fund	1,454,277	686,237	673,308	678,969
CDBG – Housing Rehabilitation Fund	503,548	310,000	360,000	320,000
State Housing & Community Development Fund	25	15	21	15
Westmoor Park Fund	777,224	901,686	930,686	875,286
Leisure Services Fund	5,741,097	5,767,740	6,026,888	6,392,550
Private School Services Fund	2,423,886	2,946,640	2,814,840	3,134,270
West Hartford Library Fund	17,734		3,418	
Parking Lot Fund	2,724,455	2,468,336	2,480,636	2,227,711
Technology Investment Fund	19,485	10,000	10,000	10,000
Capital & Non-Recurring Expenditure Fund	3,977,076		182,783	
Police Private Duty Fund	2,096,615	1,900,000	1,900,000	1,900,000
Cemetery Operating Fund	<u>549,718</u>	<u>576,000</u>	<u>620,000</u>	<u>675,000</u>
<b>Total Revenue &amp; Other Resources</b>	<b>\$366,879,109</b>	<b>\$366,767,785</b>	<b>\$369,329,117</b>	<b>\$390,167,815</b>

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
General Fund	\$340,695,421	\$347,539,081	\$349,664,487	\$370,290,339
Blue Back Square Fund	3,637,000	3,642,250	3,642,250	3,643,875
Community Development Block Grant Fund	1,454,277	686,237	673,308	678,969
CDBG – Housing Rehabilitation Fund	503,548	310,000	360,000	320,000
State Housing & Community Development Fund				
Westmoor Park Fund	941,702	844,797	823,703	884,157
Leisure Services Fund	5,466,440	5,536,136	5,650,911	5,903,933
Private School Services Fund	2,423,886	2,946,640	2,814,840	3,134,270
West Hartford Library Fund	15,703		2,500	
Parking Lot Fund	2,631,519	3,003,067	3,122,801	3,214,993
Technology Investment Fund	9,597	10,000	8,000	10,000
Capital & Non-Recurring Expenditure Fund	1,953,537	2,243,000	2,844,780	2,034,000
Police Private Duty Fund	1,905,973	1,971,475	1,935,984	1,935,454
Cemetery Operating Fund	<u>463,510</u>	<u>786,707</u>	<u>792,006</u>	<u>1,010,477</u>
<b>Total Expenditures &amp; Other Uses</b>	<b>\$362,102,113</b>	<b>\$369,519,390</b>	<b>\$372,335,570</b>	<b>\$393,060,467</b>

CHANGE IN FUND BALANCE	\$ 4,776,996	(\$ 2,751,605)	(\$ 3,006,453)	(\$ 2,892,652)
BEGINNING BALANCE	\$ 35,105,789	\$ 39,882,785	\$ 39,882,785	\$ 36,876,332
ENDING BALANCE	\$ 39,882,785	\$ 37,131,180	\$ 36,876,332	\$ 33,983,680

# ANNUAL BUDGET 2025-2026

## 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
<b><u>Revenues</u></b>							
Property Taxes	\$320,813,865						
Intergovernmental	36,002,783		\$678,969	\$320,000			
Charges for Services	8,528,233	\$19,800			\$15	\$480,286	\$6,255,050
Miscellaneous	4,313,390					395,000	67,500
<b>Total Revenues</b>	<b>\$369,658,271</b>	<b>\$19,800</b>	<b>\$678,969</b>	<b>\$320,000</b>	<b>\$15</b>	<b>\$875,286</b>	<b>\$6,322,550</b>
<b><u>Other Resources</u></b>							
Transfers In	\$632,068	\$3,643,875					\$70,000
<b>Total Other Resources</b>	<b>\$632,068</b>	<b>\$3,643,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>
<b>Total Revenue &amp; Other Resources</b>	<b>\$370,290,339</b>	<b>\$3,663,675</b>	<b>\$678,969</b>	<b>\$320,000</b>	<b>\$15</b>	<b>\$875,286</b>	<b>\$6,392,550</b>
<b><u>Expenditures</u></b>							
Town Clerk	\$ 432,582						
Town Council	492,491						
Town Manager	1,011,011						
Corporation Counsel	576,905						
Registrar of Voters	380,081						
Information Technology	1,453,028						
Financial Services	3,026,319						
Assessor	1,018,607						
Human Resources	657,538						
Fire Department	15,748,487						
Police Department	19,913,429						
Community Development	3,806,338						
Public Works	14,479,259						
Plant & Facilities Services	2,930,922						
Leisure Services & Social Services	4,408,480		\$678,969	\$320,000		\$884,157	\$5,903,933
Library Services	4,090,275						
Education	215,226,800						
Debt Service	17,100,315						
Non-Departmental	61,216,908	\$3,643,875					
<b>Total Expenditures</b>	<b>\$367,969,775</b>	<b>\$3,643,875</b>	<b>\$678,969</b>	<b>\$320,000</b>	<b>\$0</b>	<b>\$884,157</b>	<b>\$5,903,933</b>
<b><u>Other Uses</u></b>							
Transfers Out	2,320,564						
<b>Total Other Uses</b>	<b>\$2,320,564</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenditures and Other Uses</b>	<b>\$370,290,339</b>	<b>\$3,643,875</b>	<b>\$678,969</b>	<b>\$320,000</b>	<b>\$0</b>	<b>\$884,157</b>	<b>\$5,903,933</b>
<b>Change in Fund Balance</b>	<b>\$0</b>	<b>\$19,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15</b>	<b>(\$ 8,871)</b>	<b>\$488,617</b>
<b>Estimated Fund Balance 7/1/25</b>	<b>\$34,417,700</b>	<b>\$69,936</b>	<b>\$0</b>	<b>\$0</b>	<b>\$617</b>	<b>\$387,013</b>	<b>(\$3,794,959)</b>
<b>Estimated Fund Balance 6/30/26</b>	<b>\$34,417,700</b>	<b>\$89,736</b>	<b>\$0</b>	<b>\$0</b>	<b>\$632</b>	<b>\$378,142</b>	<b>(\$3,306,342)</b>

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

# ANNUAL BUDGET 2025-2026

## 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 Funds <u>Funds</u>
<b>Revenues</b>								
Property Taxes								\$320,813,865
Intergovernmental	\$804,798							37,806,550
Charges for Services			\$1,520,000	\$10,000		\$1,900,000	\$605,000	19,318,384
Miscellaneous			24,000				70,000	4,869,890
<b>Total Revenues</b>	\$804,798	\$0	\$1,544,000	\$10,000	\$0	\$1,900,000	\$675,000	\$382,808,689
<b>Other Resources</b>								
Transfers In	\$2,329,472		\$683,711		\$0			\$7,359,126
<b>Total Other Resources</b>	\$2,329,472	\$0	\$683,711	\$0	\$0	\$0	\$0	\$7,359,126
<b>Total Revenue &amp; Other Resources</b>	\$3,134,270	\$0	\$2,227,711	\$10,000	\$0	\$1,900,000	\$675,000	\$390,167,815
<b>Expenditures</b>								
Town Clerk								\$ 432,582
Town Council								492,491
Town Manager								1,011,011
Corporation Counsel								576,905
Registrar of Voters								380,081
Information Technology				\$10,000				1,463,028
Financial Services								3,026,319
Assessor								1,018,607
Human Resources								657,538
Fire Department								15,748,487
Police Department						\$1,810,454		21,723,883
Community Development								3,806,338
Public Works			\$3,214,993				\$853,477	18,547,729
Plant & Facilities								
Services								2,930,922
Leisure Services & Social Services								12,195,539
Library Services								4,090,275
Education								215,226,800
Debt Service								17,100,315
Non-Departmental	\$3,134,270				\$738,000			68,733,053
<b>Total Expenditures</b>	\$3,134,270	\$0	\$3,214,993	\$10,000	\$738,000	\$1,810,454	\$853,477	\$389,161,903
<b>Other Uses</b>								
Transfers Out					\$1,296,000	\$125,000	\$157,000	\$3,898,564
<b>Total Other Uses</b>	\$0	\$0	\$0	\$0	\$1,296,000	\$125,000	\$157,000	\$3,898,564
<b>Total Expenditures and Other Uses</b>	\$3,134,270	\$0	\$3,214,993	\$10,000	\$2,034,000	\$1,935,454	\$1,010,477	\$393,060,467
<b>Change in Fund Balance</b>	\$0	\$0	(\$987,282)	\$0	(\$2,034,000)	(\$35,454)	(\$335,477)	(\$2,892,652)
<b>Estimated Fund Balance 7/1/25</b>	\$0	\$80,836	(\$225,551)	\$29,662	\$3,950,331	\$557,171	\$1,403,576	\$36,876,332
<b>Estimated Fund Balance 6/30/26</b>	\$0	\$80,836	(\$1,212,833)	\$29,662	\$1,916,331	\$521,717	\$1,068,099	\$33,983,680

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 2025-2026

### BUDGET IN BRIEF

### GENERAL FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Current Year Property Taxes	\$287,600,925	\$294,525,102	\$295,476,928	\$316,178,515
Other Property Taxes	4,972,598	4,435,350	4,435,350	4,635,350
Intergovernmental	34,655,087	36,454,432	36,807,167	36,002,783
Charges for Services	8,804,462	7,441,948	7,716,616	8,528,233
Miscellaneous	6,309,822	3,966,850	4,668,707	4,313,390
Transfers In	<u>574,348</u>	<u>715,399</u>	<u>559,719</u>	<u>632,068</u>
<b>Total Revenue &amp; Other Resources</b>	<b>\$342,917,242</b>	<b>\$347,539,081</b>	<b>\$349,664,487</b>	<b>\$370,290,339</b>

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Town Council	\$ 436,609	\$ 450,839	\$ 450,332	\$ 492,491
Town Clerk	380,026	414,544	379,902	432,582
Town Manager	850,359	911,047	977,066	1,011,011
Corporation Counsel	504,906	545,567	544,276	576,905
Registrar of Voters	256,897	365,506	425,080	380,081
Assessor	867,510	931,361	940,508	1,018,607
Information Technology	1,348,540	1,365,439	1,416,624	1,453,028
Financial Services	2,817,953	2,786,331	2,918,653	3,026,319
Human Resources	578,726	600,302	647,684	657,538
Fire	15,744,298	15,388,812	15,590,615	15,748,487
Police	19,231,686	18,710,866	19,442,243	19,913,429
Community Development	3,123,249	3,404,502	3,663,566	3,806,338
Public Works	13,433,271	14,172,068	14,273,379	14,479,259
Plant and Facilities Services	2,838,371	2,742,722	2,840,193	2,930,922
Leisure Services & Social Services	4,304,821	4,099,195	4,619,151	4,408,480
Library	3,602,973	3,705,249	3,723,016	4,090,275
Education	190,158,676	200,803,856	200,803,856	215,226,800
Capital Financing	20,024,764	16,244,910	16,244,910	17,100,315
Non-Departmental	<u>60,191,786</u>	<u>59,895,965</u>	<u>59,763,433</u>	<u>63,537,472</u>
<b>Total Expenditures &amp; Other Uses</b>	<b>\$340,695,421</b>	<b>\$347,539,081</b>	<b>\$349,664,487</b>	<b>\$370,290,339</b>

CHANGE IN FUND BALANCE	\$ 2,221,821	\$		\$
BEGINNING BALANCE	\$ 32,195,879	\$ 34,417,700	\$ 34,417,700	\$ 34,417,700
ENDING BALANCE	\$ 34,417,700	\$ 34,417,700	\$ 34,417,700	\$ 34,417,700

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

	<b><u>ACTUAL</u></b> <b><u>FY 2023-2024</u></b>	<b><u>ADOPTED</u></b> <b><u>FY 2024-2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2024-2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2025-2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
Town Council	\$ 436,609	\$ 450,839	\$ 450,332	\$ 492,491	9.2%
Town Clerk	380,026	414,544	379,902	432,582	4.4%
Town Manager	850,359	911,047	977,066	1,011,011	11.0%
Corporation Counsel	504,906	545,567	544,276	576,905	5.7%
Registrar of Voters	256,897	365,506	425,080	380,081	4.0%
Assessor's Office	867,510	931,361	940,508	1,018,607	9.4%
Information Technology	1,348,540	1,365,439	1,416,624	1,453,028	6.4%
Financial Services	2,817,953	2,786,331	2,918,653	3,026,319	8.6%
Human Resources	578,726	600,302	647,684	657,538	9.5%
Fire	15,744,298	15,388,812	15,590,615	15,748,487	2.3%
Police	19,231,686	18,710,866	19,442,243	19,913,429	6.4%
Community Development	3,123,249	3,404,502	3,663,566	3,806,338	11.8%
Public Works	13,433,271	14,172,068	14,273,379	14,479,259	2.2%
Plant and Facilities Services	2,838,371	2,742,722	2,840,193	2,930,922	6.9%
Leisure Services & Social Services	4,304,821	4,099,195	4,619,151	4,408,480	7.5%
Library	3,602,973	3,705,249	3,723,016	4,090,275	10.4%
Education	190,158,676	200,803,856	200,803,856	215,226,800	7.2%
Capital Financing	20,024,764	16,244,910	16,244,910	17,100,315	5.3%
Non-Departmental	<u>60,191,786</u>	<u>59,895,965</u>	<u>59,763,433</u>	<u>63,537,472</u>	6.1%
<b>Total Expenditures &amp; Other Uses</b>	<b>\$340,695,421</b>	<b>\$347,539,081</b>	<b>\$349,664,487</b>	<b>\$370,290,339</b>	<b>6.5%</b>

# ANNUAL BUDGET 2025-2026

## GENERAL FUND ESTIMATED REVENUES AND OTHER RESOURCES

	Actual 2023-2024	Adopted 2024-2025	Actual 6 months	Estimated 2024-2025	Proposed 2025-2026	Percent Change
<b>PROPERTY TAXES</b>						
Current Year Taxes	\$287,600,925	\$294,525,102	\$183,874,831	\$295,476,928	\$316,178,515	7.4%
Motor Vehicle Supplement	2,670,804	2,310,350	611,203	2,310,350	2,410,350	4.3%
Prior Year Taxes	1,180,291	1,425,000	965,087	1,425,000	1,425,000	
Suspense	147,763					
Interest & Lien Fees	973,740	700,000	438,510	700,000	800,000	14.3%
<b>TOTAL PROPERTY TAXES</b>	<b>292,573,523</b>	<b>298,960,452</b>	<b>185,889,631</b>	<b>299,912,278</b>	<b>320,813,865</b>	<b>7.3%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
<b>Federal</b>						
Dial-A-Ride Assistance	80,880	80,880	25,117	80,880	80,880	
American Rescue Plan Act		1,500,000	1,500,000	1,500,000		-100.0%
FEMA Grant	199,419			228,983		
Miscellaneous Federal	43,458		4,950	16,995		
<b>Total Federal Revenues</b>	<b>323,757</b>	<b>1,580,880</b>	<b>1,530,067</b>	<b>1,826,858</b>	<b>80,880</b>	<b>-94.9%</b>
<b>State</b>						
MV Property Grant	5,590,704	5,874,518	5,874,518	5,874,518	6,691,291	13.9%
ECS Grant	22,886,177	25,088,837	6,271,170	25,084,678	25,726,769	2.5%
Sub-Total Education	28,476,881	30,963,355	12,145,688	30,959,196	32,418,060	4.7%
Disabled Property Tax Relief	4,719	6,000	5,250	6,000	6,000	
Municipal Revenue Sharing	1,819,880					
Grant for Municipal Projects	968,197	843,784	64,251	935,624	828,784	-1.8%
Payment in lieu of Taxes (PILOT)	1,203,325	1,257,324	1,257,324	1,257,324	1,257,324	
Payment in lieu of Taxes (PILOT)	691,253	691,253	691,253	691,253	300,529	-56.5%
Veterans Tax Relief	41,428	62,613	36,023	62,613	62,613	
Sub-Total Property Tax Relief	4,728,802	2,860,974	2,054,101	2,952,814	2,455,250	-14.2%
Alcohol/Drug Abuse Grant	14,489	12,142	9,794	23,795	12,142	
YSB Grant						
Sub-Total Human & Cultural	14,489	12,142	9,794	23,795	12,142	
Town Aid Road	691,030	691,660	345,515	691,030	691,030	-0.1%
Emergency 911 Service Grant	163,558	141,000	71,502	143,004	141,000	
Emergency Management Grant	33,458		5,000	5,000		
FEMA-Coronavirus Relief Fund						
Pequot/Mohegan Fund Grant	27,820	27,820	9,273	27,820	27,820	
Telephone Grant	176,601	176,601		176,601	176,601	
Preservation of Historic Documents	18,691		1,050	1,050		
Sub-Total Other State Aid	1,111,158	1,037,081	432,340	1,044,505	1,036,451	-0.1%
<b>Total State Revenue</b>	<b>34,331,330</b>	<b>34,873,552</b>	<b>14,641,923</b>	<b>34,980,309</b>	<b>35,921,903</b>	<b>3.0%</b>
<b>TOTAL INTERGOVERNMENTAL</b>	<b>34,655,087</b>	<b>36,454,432</b>	<b>16,171,990</b>	<b>36,807,167</b>	<b>36,002,783</b>	<b>-1.2%</b>

# ANNUAL BUDGET 2025-2026

## GENERAL FUND ESTIMATED REVENUES AND OTHER RESOURCES

	Actual 2023-2024	Adopted 2024-2025	Actual 6 months	Estimated 2024-2025	Proposed 2025-2026	Percent Change
<b>CHARGES FOR SERVICES</b>						
<b>Licenses &amp; Permits</b>						
Building Permits	3,227,392	2,350,000	1,379,498	2,350,000	3,000,000	27.7%
Dog Licenses	13,516	12,000	1,346	1,050	12,000	
Fire Occupancy Fees	105,911	100,000	64,703	100,000	100,000	
Fire Plan Review Fees	942,597	378,340	320,016	565,000	378,340	
Marriage Licenses	23,549	20,000	16,276	23,500	20,000	
Miscellaneous Permits	762	1,800	485	4,575	8,300	361.1%
Liquor Permits	1,660		920	1,700	2,000	100.0%
Public Works Permits	167,379	258,500	83,073	164,546	250,000	-3.3%
Weapons Permits	17,197	20,000	7,155	15,290	20,000	
Engineering Licenses & Permits	59,950	55,000	20,200	55,000	55,000	
Zoning Permits	39,428	35,000	14,228	35,000	35,000	
<b>Total Licenses &amp; Permits</b>	<b>4,599,341</b>	<b>3,230,640</b>	<b>1,907,900</b>	<b>3,315,661</b>	<b>3,880,640</b>	<b>20.1%</b>
<b>Charges for Services</b>						
Alarm Fees	2,246	15,000		250	250	-98.3%
Photo Fees	211	500	184	250	500	
Birth Certificates	16,715	16,000	7,305	15,340	16,000	
Conveyance Taxes	1,208,947	1,400,000	750,775	1,290,523	1,400,000	
Record Hub (Cott)			612	4,212		
Copies	63,401	67,345	28,259	51,560	67,360	
Day Care Services	38,148	39,408	19,704	39,408	40,704	3.3%
Death Certificates	71,744	61,600	36,320	67,600	61,600	
General Admissions	151,068	113,000	100,407	122,000	122,000	8.0%
Expedited Fees		600			600	
Land Records Fee	179,332	185,000	104,676	179,000	185,000	
Land Records – Farmland Bill Fees	15,888	18,000	7,839	15,000	18,000	
MERS Fee	38,272	75,000	25,971	42,000	75,000	
Memberships	76,436	48,000	22,495	50,500	50,500	5.2%
Metal Recycling	8,464	7,000	7,742	8,500	8,000	14.3%
Recycling Revenue	2,844	1,000	1,575	2,500	1,000	
Additional Barrel Fees	49,426	52,000		50,000	151,600	191.5%
Miscellaneous Charges For Services	29,855	80,500	17,655	69,400	76,000	-5.6%
Paramedic Services	587,363	760,000	353,556	760,000	760,000	
Paramedic Intercept						
Program Registrations	961,953	696,983	761,101	984,000	1,008,800	44.7%
Land Leases	174,317	175,752	88,169	175,752	175,752	
Rental of Facilities	86,274	51,320	39,112	51,610	50,820	-1.0%
Special Events	35,453	45,000	12,219	51,000	74,807	66.2%
TPZ/IWW Applications	47,373	17,500	2,585	17,500	17,500	
Zoning Petitions	60,259	25,000	50,029	55,000	25,000	
<b>Total Charges for Services</b>	<b>3,905,989</b>	<b>3,951,508</b>	<b>2,438,290</b>	<b>4,102,905</b>	<b>4,386,793</b>	<b>11.0%</b>
<b>Fines &amp; Forfeitures</b>						
Adult Library Fines	7,500	4,000	2,576	5,500	5,000	25.0%
Moving Vehicle Violations	42,746	20,000	28,335	35,000	20,000	
Ordinance Violations	21,653	8,000	27,042	30,000	8,000	
Parking Violation	224,563	225,000	128,031	225,000	225,000	
Miscellaneous Fines & Forfeitures	2,670	2,800	990	2,550	2,800	
<b>Total Fines &amp; Forfeitures</b>	<b>299,132</b>	<b>259,800</b>	<b>186,974</b>	<b>298,050</b>	<b>260,800</b>	<b>0.4%</b>
<b>TOTAL CHARGES FOR SERVICES</b>	<b>8,804,462</b>	<b>7,441,948</b>	<b>4,533,164</b>	<b>7,716,616</b>	<b>8,528,233</b>	<b>14.6%</b>

West Hartford, Connecticut



# ANNUAL BUDGET 2025-2026

## GENERAL FUND ESTIMATED REVENUES AND OTHER RESOURCES

	Actual 2023-2024	Adopted 2024-2025	Actual 6 months	Estimated 2024-2025	Proposed 2025-2026	Percent Change
<b>MISCELLANEOUS REVENUES</b>						
Miscellaneous Revenue	94,665	575,000	85,710	173,568	664,540	15.6%
Commissions						
Contributions	86,459	21,350	20,701	21,936	16,350	-23.4%
Private Bequests	5,075	9,000		9,000	9,000	
Donations	825	500	400	575	500	
Interest & Investment Income	5,619,835	3,000,000	2,902,129	4,102,128	3,418,000	13.9%
Miscellaneous Reimbursements	17,008	1,000	1,948	1,500	1,000	
Workers Compensation Reimbursements	479,041	360,000	102,413	360,000	204,000	-43.3%
Refund of Prior Year Expenditures	6,914					
<b>TOTAL MISC REVENUES</b>	<b>6,309,821</b>	<b>3,966,850</b>	<b>3,113,301</b>	<b>4,668,707</b>	<b>4,313,390</b>	<b>8.7%</b>
<b>TRANSFERS IN</b>						
Financial Services (Accounting Services)	63,851	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 (SS4A Grant)					67,349	100.0%
Community Development (CDBG)	56,497	20,000		20,000	20,000	
Public Works (CNRE)						
Facilities Services (CPF)	289,000	302,719		302,719	302,719	
Social Services (CNRE)		44,496			5,000	-88.8%
Non-Departmental		111,184				-100.0%
<b>TOTAL TRANSFERS IN</b>	<b>574,348</b>	<b>715,399</b>		<b>559,719</b>	<b>632,068</b>	<b>-11.6%</b>
<b>GENERAL FUND TOTAL REVENUE</b>	<b>\$342,917,242</b>	<b>\$347,539,081</b>	<b>\$209,708,086</b>	<b>\$349,664,487</b>	<b>\$370,290,339</b>	<b>6.5%</b>

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

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
<b><u>Town Council</u></b>					
Wages & Salaries	\$156,961	\$149,869	\$146,918	\$171,298	14.3%
Operating Expense	268,503	289,505	293,265	309,505	6.9%
Social Security	<u>11,145</u>	<u>11,465</u>	<u>10,149</u>	<u>11,688</u>	1.9%
<b>TOTAL</b>	<b>\$436,609</b>	<b>\$450,839</b>	<b>\$450,332</b>	<b>\$492,491</b>	<b>9.2%</b>
<b><u>Town Clerk</u></b>					
Wages & Salaries	\$247,401	\$291,327	\$263,998	\$306,990	5.4%
Operating Expense	115,408	104,395	98,275	104,395	
Social Security	<u>17,217</u>	<u>18,822</u>	<u>17,629</u>	<u>21,197</u>	12.6%
<b>TOTAL</b>	<b>\$380,026</b>	<b>\$414,544</b>	<b>\$379,902</b>	<b>\$432,582</b>	<b>4.4%</b>
<b><u>Town Manager</u></b>					
Wages & Salaries	\$707,783	\$727,942	\$792,870	\$821,776	12.9%
Operating Expense	93,799	131,210	130,129	131,210	
Social Security	<u>48,777</u>	<u>51,895</u>	<u>54,067</u>	<u>58,025</u>	11.8%
<b>TOTAL</b>	<b>\$850,359</b>	<b>\$911,047</b>	<b>\$977,066</b>	<b>\$1,011,011</b>	<b>11.0%</b>
<b><u>Corporation Counsel</u></b>					
Wages & Salaries	\$354,884	\$375,911	\$378,133	\$405,349	7.8%
Operating Expense	124,106	142,050	139,500	142,050	
Social Security	<u>25,916</u>	<u>27,606</u>	<u>26,643</u>	<u>29,506</u>	6.9%
<b>TOTAL</b>	<b>\$504,906</b>	<b>\$545,567</b>	<b>\$544,276</b>	<b>\$576,905</b>	<b>5.7%</b>
<b><u>Registrar of Voters</u></b>					
Wages & Salaries	\$197,219	\$267,743	\$306,973	\$283,100	5.7%
Operating Expense	52,553	83,860	102,787	83,860	
Social Security	<u>7,125</u>	<u>13,903</u>	<u>15,320</u>	<u>13,121</u>	-5.6%
<b>TOTAL</b>	<b>\$256,897</b>	<b>\$365,506</b>	<b>\$425,080</b>	<b>\$380,081</b>	<b>4.0%</b>
<b><u>Assessor</u></b>					
Wages & Salaries	\$723,444	\$785,092	\$790,966	\$869,479	10.7%
Operating Expense	91,309	88,202	90,829	84,735	-3.9%
Social Security	<u>52,757</u>	<u>58,067</u>	<u>58,713</u>	<u>64,393</u>	10.9%
<b>TOTAL</b>	<b>\$867,510</b>	<b>\$931,361</b>	<b>\$940,508</b>	<b>\$1,018,607</b>	<b>9.4%</b>

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

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
<b><u>Information Technology</u></b>					
Wages & Salaries	\$539,569	\$540,657	\$563,730	\$622,164	15.1%
Operating Expense	769,755	784,500	810,500	784,500	
Social Security	<u>39,216</u>	<u>40,282</u>	<u>42,394</u>	<u>46,364</u>	15.1%
<b>TOTAL</b>	<b>\$1,348,540</b>	<b>\$1,365,439</b>	<b>\$1,416,624</b>	<b>\$1,453,028</b>	<b>6.4%</b>
<b><u>Financial Services</u></b>					
Wages & Salaries	\$2,136,871	\$2,012,819	\$2,152,793	\$2,221,619	10.4%
Operating Expense	541,126	626,736	616,089	647,581	3.3%
Social Security	<u>139,956</u>	<u>146,776</u>	<u>149,771</u>	<u>157,119</u>	7.0%
<b>TOTAL</b>	<b>\$2,817,953</b>	<b>\$2,786,331</b>	<b>\$2,918,653</b>	<b>\$3,026,319</b>	<b>8.6%</b>
<b><u>Human Resources</u></b>					
Wages & Salaries	\$369,656	\$424,809	\$465,657	\$479,051	12.8%
Operating Expense	182,260	144,600	149,675	144,600	
Social Security	<u>26,810</u>	<u>30,893</u>	<u>32,352</u>	<u>33,887</u>	9.7%
<b>TOTAL</b>	<b>\$578,726</b>	<b>\$600,302</b>	<b>\$647,684</b>	<b>\$657,538</b>	<b>9.5%</b>
<b><u>Fire</u></b>					
Wages & Salaries	\$13,607,269	\$13,382,831	\$13,276,451	\$13,745,784	2.7%
Operating Expense	1,926,259	1,774,734	2,112,507	1,778,802	0.2%
Social Security	<u>210,770</u>	<u>231,247</u>	<u>201,657</u>	<u>223,901</u>	-3.2%
<b>TOTAL</b>	<b>\$15,744,298</b>	<b>\$15,388,812</b>	<b>\$15,590,615</b>	<b>\$15,748,487</b>	<b>2.3%</b>
<b><u>Police</u></b>					
Wages & Salaries	\$17,499,695	\$17,030,120	\$17,696,469	\$18,139,469	6.5%
Operating Expense	1,357,869	1,300,951	1,353,023	1,360,293	4.6%
Social Security	<u>374,122</u>	<u>379,795</u>	<u>392,751</u>	<u>413,667</u>	8.9%
<b>TOTAL</b>	<b>\$19,231,686</b>	<b>\$18,710,866</b>	<b>\$19,442,243</b>	<b>\$19,913,429</b>	<b>6.4%</b>
<b><u>Community Development</u></b>					
Wages & Salaries	\$2,598,283	\$2,846,073	\$3,075,382	\$3,221,628	13.2%
Operating Expense	340,923	349,150	359,330	347,150	-0.6%
Social Security	<u>184,043</u>	<u>209,279</u>	<u>228,854</u>	<u>237,560</u>	13.5%
<b>TOTAL</b>	<b>\$3,123,249</b>	<b>\$3,404,502</b>	<b>\$3,663,566</b>	<b>\$3,806,338</b>	<b>11.8%</b>

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

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
<b><u>Public Works</u></b>					
Wages & Salaries	\$4,913,498	\$5,192,937	\$5,429,150	\$5,468,824	5.3%
Operating Expense	8,072,622	8,492,294	8,372,375	8,503,894	0.1%
Social Security	<u>447,151</u>	<u>486,837</u>	<u>471,854</u>	<u>506,541</u>	4.0%
<b>TOTAL</b>	<b>\$13,433,271</b>	<b>\$14,172,068</b>	<b>\$14,273,379</b>	<b>\$14,479,259</b>	<b>2.2%</b>
<b><u>Plant and Facilities Services</u></b>					
Wages & Salaries	\$1,357,433	\$1,344,384	\$1,365,712	\$1,506,764	12.1%
Operating Expense	1,383,423	1,298,814	1,375,398	1,312,526	1.1%
Social Security	<u>97,515</u>	<u>99,524</u>	<u>99,083</u>	<u>111,632</u>	12.2%
<b>TOTAL</b>	<b>\$2,838,371</b>	<b>\$2,742,722</b>	<b>\$2,840,193</b>	<b>\$2,930,922</b>	<b>6.9%</b>
<b><u>Leisure Services and Social Services</u></b>					
Wages & Salaries	\$2,749,202	\$2,681,914	\$3,040,179	\$2,965,558	10.6%
Operating Expense	1,415,769	1,262,463	1,416,738	1,264,568	0.2%
Social Security	<u>139,850</u>	<u>154,818</u>	<u>162,234</u>	<u>178,354</u>	15.2%
<b>TOTAL</b>	<b>\$4,304,821</b>	<b>\$4,099,195</b>	<b>\$4,619,151</b>	<b>\$4,408,480</b>	<b>7.5%</b>
<b><u>Library</u></b>					
Wages & Salaries	\$2,771,060	\$2,821,945	\$2,860,348	\$3,188,238	13.0%
Operating Expense	641,097	671,637	661,375	663,312	-1.2%
Social Security	<u>190,816</u>	<u>211,667</u>	<u>201,293</u>	<u>238,725</u>	12.8%
<b>TOTAL</b>	<b>\$3,602,973</b>	<b>\$3,705,249</b>	<b>\$3,723,016</b>	<b>\$4,090,275</b>	<b>10.4%</b>
<b><u>Board of Education</u></b>					
Board of Education	<u>\$190,158,676</u>	<u>\$200,803,856</u>	<u>\$200,803,856</u>	<u>\$215,226,800</u>	7.2%
<b>TOTAL</b>	<b>\$190,158,676</b>	<b>\$200,803,856</b>	<b>\$200,803,856</b>	<b>\$215,226,800</b>	<b>7.2%</b>
<b><u>Capital Financing</u></b>					
Debt and Sundry	<u>\$20,024,764</u>	<u>\$16,244,910</u>	<u>\$16,244,910</u>	<u>\$17,100,315</u>	5.3%
<b>TOTAL</b>	<b>\$20,024,764</b>	<b>\$16,244,910</b>	<b>\$16,244,910</b>	<b>\$17,100,315</b>	<b>5.3%</b>

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**ANNUAL BUDGET 2025-2026**

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

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
<b><u>Non-Departmental</u></b>					
Wages & Salaries	\$108,638	\$111,619	\$106,676	\$130,344	16.8%
Operating Expense	16,645,376	13,509,404	17,482,004	17,257,533	27.7%
Fringe Benefits and Insurance	<u>43,437,772</u>	<u>46,274,942</u>	<u>42,174,753</u>	<u>46,149,595</u>	-0.3%
<b>TOTAL</b>	<b>\$60,191,786</b>	<b>\$59,895,965</b>	<b>\$59,763,433</b>	<b>\$63,537,472</b>	<b>6.1%</b>
 <b>TOTAL ALL DEPARTMENTS</b>	 <b>\$340,695,421</b>	 <b>\$347,539,081</b>	 <b>\$349,664,487</b>	 <b>\$370,290,339</b>	 <b>6.5%</b>

**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.

	<b>Authorized and Funded Positions</b>			<b>Revised</b>	<b>Proposed</b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>
<u>General Government</u>					
General Fund	22.00	22.00	22.00	22.00	22.00
<u>Information Technology</u>					
General Fund	4.50	4.50	4.50	4.50	4.50
<u>Financial Services</u>					
General Fund	19.00	19.00	19.00	19.00	19.00
Risk Management Fund	—	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
TOTAL	19.00	22.00	22.00	22.00	22.00
<u>Human Resources</u>					
General Fund	2.80	3.80	3.80	3.80	3.80
Pension Fund	1.60	1.70	1.70	1.70	1.70
Risk Management Fund	<u>3.60</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
TOTAL	8.00	7.00	7.00	7.00	7.00
<u>Fire</u>					
General Fund	93.00	94.00	94.00	94.00	94.00
<u>Police</u>					
General Fund	153.00	155.00	155.00	155.00	155.00
Parking Lot Fund	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
TOTAL	155.00	157.00	157.00	157.00	157.00
<u>Community Development</u>					
General Fund	26.00	28.00	28.00	28.00	28.00
<u>Public Works</u>					
General Fund	50.00	52.00	52.00	52.00	52.00
Parking Lot Fund*	10.00	10.65	10.65	10.65	10.65
Cemetery Operating Fund	<u>1.00</u>	<u>3.35</u>	<u>3.35</u>	<u>3.35</u>	<u>3.35</u>
TOTAL	61.00	66.00	66.00	66.00	66.00

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**ANNUAL BUDGET 2025-2026**

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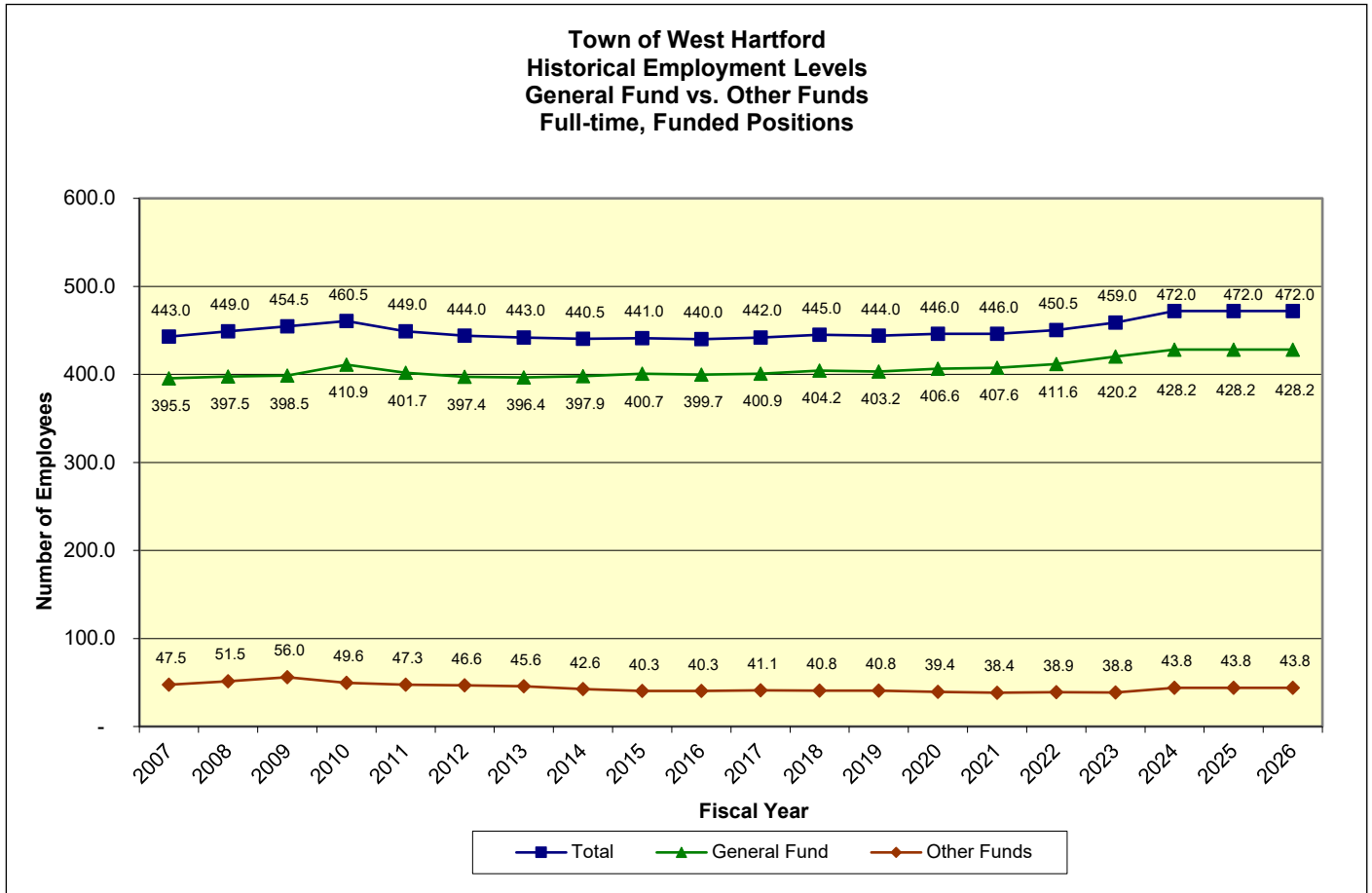
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	<b>Authorized and Funded Positions</b>			<b>Revised</b>	<b>Proposed</b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>
<u>Plant and Facilities Services</u>					
General Fund**	9.50	9.50	9.50	9.50	9.50
<u>Leisure Services &amp; Social Services</u>					
General Fund	15.40	15.40	15.70	15.70	15.75
CDBG Fund	1.60	1.60	1.30	1.30	1.30
Westmoor Park Fund	2.10	2.10	2.10	2.10	2.10
Leisure Services Enterprise Fund	<u>7.90</u>	<u>7.90</u>	<u>7.90</u>	<u>7.90</u>	<u>7.85</u>
TOTAL	27.00	27.00	27.00	27.00	27.00
<u>Library Department</u>					
General Fund***	24.00	24.00	24.00	24.00	24.00
<u>Non-Departmental</u>					
General Fund	1.00	1.00	1.000	1.000	1.00
Private School Services Fund	<u>9.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
TOTAL	10.00	11.00	11.00	11.00	11.00
 TOTAL ALL FUNDS	 459.00	 472.00	 472.00	 472.00	 472.00

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

\*\* One position is unfunded in fiscal years 2022-2026.

\*\*\* One position was unfunded in fiscal year 2023.





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

	<b><u>ADOPTED</u></b> <b><u>FY 2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
<b><u>WAGES &amp; SALARIES</u></b>				
<b>REGULAR PAYROLL</b>	<b>\$41,974,334</b>	<b>\$40,880,532</b>	<b>\$45,144,099</b>	<b>7.6%</b>
<p><b>Comment:</b> Regular payroll totals \$45,144,099, an increase of \$3,169,765 or 7.6% from prior adopted budget. This appropriation represents the wage and salaries associated with all full-time employees inclusive of paramedic stipends and hazardous material certification stipends. During fiscal year 2025 all Town union contracts were ratified and are set to expire in June, 2025 with the exception of the Streets bargaining union (expired June 30, 2024), Public Safety Dispatchers and Supervisors bargaining units (expiring June 30, 2027) and the Police Officers Association (expiring June 30, 2028). In addition, all applicable merit increases for eligible employees are also 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. In fiscal year 2026 there are no new positions added.</p>				
<b>TEMPORARY PAYROLL</b>	<b>3,259,530</b>	<b>3,593,757</b>	<b>3,585,500</b>	<b>10.0%</b>
<p><b>Comment:</b> Part-time personnel increase \$325,970 or 10.0%. The increase is primarily due to the new CT minimum wage amount on January 1, 2025, contractual wages and step increases for eligible employees are also included. Increases can also be found in the Public Works Department for a part-time staff to enforce refuse and recycling regulations which will be reimbursed by NIP funds, the Financial Services Department for additional assistance due to retirements, the Emergency Management Division of the Fire Department whose employees received a retro cost of living increase in fiscal year 2025 and it is reflected in fiscal year 2026. In addition, the Leisure and Social Services department increases due to part time staff for programming and staff for the summer and school programs. Also, there are two part time staff members who are reimbursed by the Opioid Settlement funds.</p>				
<b>OVERTIME</b>	<b>4,310,911</b>	<b>6,948,722</b>	<b>4,304,711</b>	<b>-0.1%</b>
<p><b>Comment:</b> The overtime category slightly decreases by (\$6,200) from fiscal year 2025.</p>				
<b>HOLIDAY PAY</b>	<b>1,295,883</b>	<b>1,137,771</b>	<b>1,346,283</b>	<b>3.9%</b>
<p><b>Comment:</b> Holiday pay is provided to Police and Fire employees who elect to receive pay in lieu of holidays off. This category increases or decreases depending on the number of eligible employees who elect payment.</p>				

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

	<b><u>ADOPTED</u></b> <b><u>FY 2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
<b><u>WAGES &amp; SALARIES</u> (continued)</b>				
<b>EDUCATION PREMIUM PAY</b>	<b><u>147,334</u></b>	<b><u>151,622</u></b>	<b><u>166,842</u></b>	<b>13.2%</b>
<p><b>Comment:</b> Paid to eligible Police and Fire uniformed employees, Clerical Union employees and the Public Safety Dispatchers per union contract. The Education Premium Pay increases by \$19,508 for FY 2026. Members of the Police and Fire unions are eligible for education attainment payments of \$1,000 for a 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. Members of the Clerical Union are eligible for education attainment payments of \$960 for an Associate's Degree or \$1,260 for a Bachelor's Degree. Members of the Public Safety Dispatchers union are eligible for education attainment annual payments of \$960 for an Associate's Degree or a Bachelor's Degree.</p>				
<b>TOTAL WAGES AND SALARIES</b>	<b>\$50,987,992</b>	<b>\$52,712,404</b>	<b>\$54,547,435</b>	<b>7.0%</b>

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

	<b><u>ADOPTED</u></b> <b><u>FY 2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
<b><u>OPERATING EXPENSES</u></b>				
<b>OFFICE EXPENSE</b>	<b>\$772,943</b>	<b>\$786,718</b>	<b>\$769,968</b>	<b>-0.4%</b>
<b>Comment:</b> Includes copying, postage, office supplies, paper, printing and other miscellaneous costs associated with program operation. Total office expenses costs slightly decrease in fiscal year 2026 by (\$2,975).				
<b>DUES AND TRAVEL</b>	<b>350,033</b>	<b>323,914</b>	<b>349,463</b>	<b>-0.2%</b>
<b>Comment:</b> 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 slightly decrease from prior year by (\$570).				
<b>TRAINING</b>	<b>159,278</b>	<b>382,185</b>	<b>159,678</b>	<b>0.3%</b>
<b>Comment:</b> This category is used for customer service training programs as well as department specific training. The increase is a direct result of a virtual conference.				
<b>ADVERTISING</b>	<b>55,150</b>	<b>52,900</b>	<b>54,400</b>	<b>-1.4%</b>
<b>Comment:</b> 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, purchasing bids and advertising for Leisure Service programs. The decrease in fiscal year 2026 represents more online advertising than the traditional ad in newspaper.				
<b>PROFESSIONAL SERVICES</b>	<b>938,442</b>	<b>981,486</b>	<b>964,824</b>	<b>2.8%</b>
<b>Comment:</b> Provides services for outside counsel, consultants and contractual costs such as internal mail, copying services, transcriptions to address additional needs, wetlands consultant to assist with application review along with labor attorneys and outside counsel as needed. Also included in this appropriation is the cost related to annual physicals which follow a national standard promulgated by National Fire Protection Association (NFPA 1582) for approximately 92 employees. In fiscal year 2026 the increase directly relates to the increased costs to the Town's annual audit and the internal mail service.				

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

	<b><u>ADOPTED</u></b> <b><u>FY 2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
<b><u>OPERATING EXPENSES</u> (continued)</b>				
<b>CONTRACTUAL SERVICES</b>	<b>4,364,649</b>	<b>4,533,041</b>	<b>4,356,928</b>	<b>-0.2%</b>
<b>Comment:</b> Funds the cost of services provided by contract with outside vendors throughout the Town's departments. This appropriation reflects a slight decrease in fiscal year 2026 primarily due to bank fees being offset by earnings credit.				
<b>SOLID WASTE DISPOSAL</b>	<b>2,704,000</b>	<b>2,472,432</b>	<b>2,704,000</b>	
<b>Comment:</b> This category reflects the Town's refuse disposal contract with Covanta. The fiscal year 2026 appropriation is calculated based upon the contractual rate of \$95.00 per ton @ 18,500 tons to contract for collection and transportation of residential and municipal waste. The current contract with Covanta expires on June 30, 2027. There is no change from the prior year.				
<b>OFFICE &amp; MINOR EQUIPMENT</b>	<b>395,104</b>	<b>518,245</b>	<b>407,603</b>	<b>3.2%</b>
<b>Comment:</b> This category is used to purchase a variety of minor equipment, primarily for the Fire, Police and Public Works Departments. The increase in fiscal year 2026 is primarily due to the increase in the radio maintenance contract.				
<b>MEALS</b>	<b>22,000</b>	<b>17,700</b>	<b>22,000</b>	
<b>Comment:</b> Meal reimbursement payments are required by collective bargaining agreements or appropriated for individuals who serve on oral panels. In fiscal year 2026, this appropriation remains flat.				
<b>UNIFORMS &amp; LAUNDRY</b>	<b>380,173</b>	<b>319,021</b>	<b>379,423</b>	<b>-0.2%</b>
<b>Comment:</b> 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 2026 this appropriation remains level as there are no new personnel added.				

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

	<b><u>ADOPTED</u></b> <b><u>FY 2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
<b><u>OPERATING EXPENSES</u></b> (continued)				

<b>EDUCATION TUITION REIMBURSEMENT</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	
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**Comment:** Certain approved educational courses through the Human Resources department is covered in this category. 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.

<b>GENERAL CONTRIBUTIONS</b>	<b>1,349,588</b>	<b>1,356,095</b>	<b>1,354,119</b>	<b>0.3%</b>
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**Comment:** General Fund portion of contributions associated with public health services provided by: The West Hartford-Bloomfield Regional Health District (\$972,505); 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 allocated contributions to several non-profit agencies service West Hartford residents (\$116,000). In fiscal year 2026 there is a slight increase to the public health services.

<b>INFORMATION TECHNOLOGY RENTAL AND MAINTENANCE</b>	<b>1,476,610</b>	<b>1,516,044</b>	<b>1,501,000</b>	<b>1.7%</b>
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**Comment:** A variety of software and hardware related maintenance costs are included in this category. Annual software support contracts provide for technical assistance, new software updates and new releases of the software. In fiscal year 2026 the increase is primarily for the financial software.

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

	<b><u>ADOPTED FY 2025</u></b>	<b><u>ESTIMATED FY 2025</u></b>	<b><u>PROPOSED FY 2026</u></b>	<b><u>PERCENT CHANGE</u></b>
<b><u>OPERATING EXPENSES</u> (continued)</b>				
<b>UTILITIES</b>	<b>1,518,061</b>	<b>1,518,709</b>	<b>1,482,838</b>	<b>-2.3%</b>
<p><b>Comment:</b> This category represents a transfer to the Utility Services Fund (USF) to cover the costs of electricity, street lighting, natural gas, hydrants and water for Town buildings. 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. The Town continues to implement smaller, cost-effective energy projects and looks for ways to incorporate energy efficiency into planned capital improvement projects. The decrease in fiscal year 2026 is related to the Town and BOE utilizing fund balance in the amount of \$582,801.</p>				
<b>MDC</b>	<b>12,067,542</b>	<b>12,075,452</b>	<b>12,228,863</b>	<b>1.3%</b>
<p><b>Comment:</b> This category is a direct 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 2026 increases \$161,321 or 1.3%.</p>				
<b>TELECOMMUNICATIONS</b>	<b>291,161</b>	<b>272,600</b>	<b>280,115</b>	<b>-3.8%</b>
<p><b>Comment:</b> Maintenance and operating costs for the Town include the telephone system, data communications, network, cell phones, GPS units and the radio system. In fiscal year 2026 this category decreases primarily due to number of devices.</p>				
<b>VEHICLES &amp; EQUIPMENT EXPENSE</b>	<b>1,250,585</b>	<b>1,438,456</b>	<b>1,238,484</b>	<b>-1.0%</b>
<p><b>Comment:</b> Includes vehicle maintenance and fuel costs for all Town departments. Fuel costs fluctuate based on the market and the usage.</p>				
<b>OPERATING EXPENSE – MISCELLANEOUS</b>	<b>54,385</b>	<b>50,555</b>	<b>53,885</b>	<b>-0.9%</b>
<p><b>Comment:</b> Includes expenditures related to small machines or equipment repairs and maintenance as well as miscellaneous costs associated with outdoor pools. The slight decrease in fiscal year 2026 relates to current supply of chemicals for the Town pools.</p>				

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

	<b><u>ADOPTED FY 2025</u></b>	<b><u>ESTIMATED FY 2025</u></b>	<b><u>PROPOSED FY 2026</u></b>	<b><u>PERCENT CHANGE</u></b>
<b><u>OPERATING EXPENSES</u> (continued)</b>				
<b>MAINTENANCE &amp; REPAIRS</b>	<b>1,085,073</b>	<b>1,041,482</b>	<b>1,208,733</b>	<b>11.4%</b>
<b>Comment:</b> This appropriation includes all Town wide equipment repair and maintenance. Included in this category are sidewalk maintenance, street light maintenance, signal and traffic light maintenance along with hardware/equipment maintenance. The increase of \$123,660 in fiscal year 2026 is related to a town wide initiative to maintain all AED's and the Police department software for the police body cameras and flock software. Increases are also found in the Public Works department for athletic field maintenance and street repair maintenance supplies.				
<b>SUPPLIES</b>	<b>777,667</b>	<b>817,530</b>	<b>774,367</b>	<b>-0.4%</b>
<b>Comment:</b> This category encompasses all type of supplies the Town utilizes. Specifically included in this category are snow, street repair, recreational and public safety 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 fiscal year 2026 there is a slight decrease primarily due to the level of supplies currently in stock.				
<b>SPECIAL EVENTS</b>	<b>10,610</b>	<b>10,610</b>	<b>15,110</b>	<b>42.4%</b>
<b>Comment:</b> Funds special event programming at the West Hartford and Elmwood Senior Centers. This expense is offset by program registrations.				
<b>TOWN ASSISTANCE/ ADA EXPENSE</b>	<b>371,250</b>	<b>426,926</b>	<b>358,750</b>	<b>-3.4%</b>
<b>Comment:</b> In fiscal year 2026 this category has been combined Town Assistance with ADA Expenditures and includes bus transportation to the Town's camp programs and expenditures related to evictions and foreclosures experienced by Town residents.				
<b>RENTALS/LEASES</b>	<b>156,086</b>	<b>132,500</b>	<b>153,486</b>	<b>-1.7%</b>
<b>Comment:</b> Various operating equipment and system leases within the Information Technology and Radio Maintenance departments. There is a slight decrease in fiscal year 2026 due to the elimination of one radio lease.				

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

	<b><u>ADOPTED</u></b> <b><u>FY 2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
<b><u>OPERATING EXPENSES</u></b> (continued)				
<b>LIBRARY/ELECTRONIC MATERIALS</b>	<b><u>449,115</u></b>	<b><u>444,215</u></b>	<b><u>447,590</u></b>	<b>-0.3%</b>
<b>Comment:</b> Materials for the public libraries including books, subscriptions, periodicals as well as electronic materials including e-books, e-serial and e-audio along with on-line resources are all available to West Hartford patrons. There is a slight decrease in fiscal year 2026.				
<b>TOTAL OPERATING EXPENSES</b>	<b>\$31,054,505</b>	<b>\$31,543,816</b>	<b>\$31,320,627</b>	<b>0.9%</b>



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

	<b><u>ADOPTED</u></b> <b><u>FY 2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
<b><u>FRINGE BENEFITS, INSURANCE</u></b> <b><u>&amp; MISCELLANEOUS</u></b>				

<b>SOCIAL SECURITY</b>	<b>\$2,083,468</b>	<b>\$2,076,025</b>	<b>\$2,257,686</b>	<b>8.4%</b>
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**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.

<b>PENSION</b>	<b>19,418,545</b>	<b>19,418,545</b>	<b>20,065,221</b>	<b>3.3%</b>
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**Comment:** The fiscal year 2026 contribution to the Pension Fund reflects the Town's total Pension Liability (\$27,703,146); which consists of the Debt Service on the Pension Obligation Bonds of \$17,660,322, the actuarially determined employer contribution (ADEC) comprised of fund contributions of \$8,619,593 and the Pension Reserve Fund Contribution of \$1,423,231. This reflects an increase of \$870,892 over the fiscal year 2025 adopted budget. This increase is in part from the Police Officers' Association union contract for fiscal years 2024-2028, which changed eligibility for benefits from 25 years of service to 20 years. This is offset by increases in employee contribution rates for several settled union contracts. 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 \$646,676.

<b>RISK MANAGEMENT EXPENSE</b>	<b>22,747,145</b>	<b>22,747,145</b>	<b>26,074,565</b>	<b>14.6%</b>
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**Comment:** Risk management expense represents the cost of employee health benefits, insurance, self-insurance, heart and hypertension 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 \$3,327,420 or 14.6% in fiscal year 2026. This is partly due to the use of fund balance (\$1,540,000) in fiscal year 2025 to help mitigate the impact on the General Fund for rising health care costs. 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 and 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 Financial Services departmental section of this budget.

<b>CONTINGENCY</b>	<b>2,012,227</b>	<b>2,012,227</b>	<b>1,279,323</b>	<b>-36.4%</b>
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**Comment:** The category sets aside funding for all unsettled labor agreements. Currently, all agreements are set to expire in June, 2025 with the exception of the Streets bargaining union (expired June 30, 2024). In addition, the Public Safety Dispatchers and Supervisors bargaining units (expiring June 30, 2027) and the Police Officers Association (expiring June 30, 2028). An estimated settlement amount has been included for fiscal year 2026 for all unsettled agreements.

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

	<b><u>ADOPTED</u></b> <b><u>FY 2025</u></b>	<b><u>ESTIMATED</u></b> <b><u>FY 2025</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2026</u></b>	<b><u>PERCENT</u></b> <b><u>CHANGE</u></b>
<b><u>FRINGE BENEFITS, INSURANCE</u></b> <b><u>&amp; MISCELLANEOUS (continued)</u></b>				
TRANSFERS OUT	<b><u>2,186,433</u></b>	<b><u>2,105,559</u></b>	<b><u>2,418,367</u></b>	<b>10.6%</b>
<p><b>Comment:</b> The overall Private School Services Fund subsidy increases \$2,320,564 for the fiscal year 2026. The transfer for the private school transportation program increases \$52,795 due to a contractual rate increase. In addition to transportation, the private school health program increases \$179,139 over fiscal year 2025. Also included in this category is a transfer of \$97,803 from the Public Works department to the Board of Education for the ground maintainers' health benefits.</p>				
<b>TOTAL FRINGE BENEFITS, INSURANCE &amp; MISCELLANEOUS</b>	<b>\$48,447,818</b>	<b>\$48,359,501</b>	<b>\$52,095,162</b>	<b>7.5%</b>
<b>TOTAL TOWN GENERAL FUND</b>	<b>\$130,490,315</b>	<b>\$132,615,721</b>	<b>\$137,963,224</b>	<b>5.7%</b>

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

	<b><u>ADOPTED FY 2025</u></b>	<b><u>ESTIMATED FY 2025</u></b>	<b><u>PROPOSED FY 2026</u></b>	<b><u>PERCENT CHANGE</u></b>
<b><u>CAPITAL FINANCING</u></b>				
<b>DEBT ADMINISTRATION</b>	<b>\$115,000</b>	<b>\$115,000</b>	<b>\$115,000</b>	
<b>Comment:</b> The cost of expenses related to the annual Town's bond sale (i.e. legal, financial, administrative and credit rating expenses).				
<b>TRANSFER FOR DEBT SERVICE</b>	<b>16,129,910</b>	<b>16,129,910</b>	<b>16,985,315</b>	<b>5.3%</b>
<b>Comment:</b> 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 \$17,985,315 in fiscal year 2026, a decrease of \$25,405 from the prior year. Debt service includes principal payments of \$13,645,000 and interest payments of \$4,340,315 which are made out of the Debt Service Fund. Of this total, \$16,985,315 is funded via transfer from the General Fund. The remaining \$1,000,000 is funded by bond premiums received from previous Town bond issuances.				
<b>TRANSFER TO CNRE</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>	
<b>Comment:</b> 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 2026, there are no General Fund contributions.				
<b>TOTAL CAPITAL FINANCING</b>	<b>\$16,244,910</b>	<b>\$16,244,910</b>	<b>\$17,100,315</b>	<b>5.3%</b>
<b><u>BOARD OF EDUCATION</u></b>				
<b>DIRECT APPROPRIATION</b>	<b><u>\$200,803,856</u></b>	<b><u>\$200,803,856</u></b>	<b><u>\$215,226,800</u></b>	<b>7.2%</b>
<b>Comment:</b> Annual direct appropriation to the Board of Education for public schools.				
<b>TOTAL BOARD OF EDUCATION</b>	<b>\$200,803,856</b>	<b>\$200,803,856</b>	<b>\$215,226,800</b>	<b>7.2%</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$347,539,081</b>	<b>\$349,664,487</b>	<b>\$370,290,339</b>	<b>6.5%</b>

**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.

<b>BUDGET SUMMARY GENERAL GOVERNMENT</b>					
	<b><u>Actual</u> <u>2023-2024</u></b>	<b><u>Adopted</u> <u>2024-2025</u></b>	<b><u>Estimated</u> <u>2024-2025</u></b>	<b><u>Proposed</u> <u>2025-2026</u></b>	<b><u>Percent</u> <u>Change</u></b>
Town Council	\$436,609	\$450,839	\$450,332	\$492,491	9.2%
Town Clerk	380,026	414,544	379,902	432,582	4.4%
Town Manager	850,359	911,047	977,066	1,011,011	11.0%
Corporation Counsel	504,906	545,567	544,276	576,905	5.7%
Registrar of Voters	256,897	365,506	425,080	380,081	4.0%
Assessor	<u>867,510</u>	<u>931,361</u>	<u>940,508</u>	<u>1,018,607</u>	9.4%
<b>TOTAL</b>	<b>\$3,296,307</b>	<b>\$3,618,864</b>	<b>\$3,717,164</b>	<b>\$3,911,677</b>	<b>8.1%</b>

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**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**

- ✓ Presented to Board and Commission members seminar on the Freedom of Information Act (FOIA) in conjunction with the Office of Corporation Counsel.
- ✓ Reviewed and processed over 100 appointments to Town Boards and Commissions.

**BUDGET SUMMARY  
TOWN COUNCIL**

	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$156,961	\$149,869	\$70,503	\$146,918	\$171,298	14.3%
Operating Expense	268,503	289,505	270,174	293,265	309,505	6.9%
Social Security	<u>11,145</u>	<u>11,465</u>	<u>4,809</u>	<u>10,149</u>	<u>11,688</u>	1.9%
<b>TOTAL</b>	<b>\$436,609</b>	<b>\$450,839</b>	<b>\$345,486</b>	<b>\$450,332</b>	<b>\$492,491</b>	<b>9.2%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Proposed</b>
<b><u>Full-Time Positions:</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
General Fund	1.5	1.5	1.5	1.5	1.5

**BUDGET & PROGRAM HIGHLIGHTS**

The Town Council's budget increases \$41,652 or 9.2% in fiscal year 2026. Wages and salaries increases reflect merit increases along with wage settlements for eligible employees. The operating expense increase is directly related to the Town's audited financial statements. Social security increases reflect changes to wages and salaries.

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Regular Payroll	\$156,551	\$149,509	\$70,303	\$146,478	\$170,818	14.3%
Education Premium Pay	410	360	200	440	480	33.3%
Dues	99,403	100,170	100,119	100,120	100,170	
Professional Services	47,307	60,000	56,909	70,000	80,000	33.3%
General Contributions	116,000	116,000	106,000	116,000	116,000	
Information Technology	5,793	13,335	7,146	7,145	13,335	
Social Security	<u>11,145</u>	<u>11,465</u>	<u>4,809</u>	<u>10,149</u>	<u>11,688</u>	1.9%
<b>Total Department</b>	<b>\$436,609</b>	<b>\$450,839</b>	<b>\$345,486</b>	<b>\$450,332</b>	<b>\$492,491</b>	<b>9.2%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
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>
<b>TOTAL</b>	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 2026 this appropriation increases due to merits and a wage settlement.

**Education Premium Pay:** Members of the Clerical Union are eligible for education attainment payments of \$960 for an Associate’s Degree or \$1,260 for a Bachelor’s Degree. In fiscal year 2026 the increase is directly related to wage settlements.

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

Dues to Outside Agencies				
<u>Agency</u>	<u>Actual 2024</u>	<u>Adopted 2025</u>	<u>Estimated 2025</u>	<u>Proposed 2026</u>
Capitol Region Council of Governments (CRCOG)	\$46,822	\$46,897	\$46,897	\$46,897
Greater Hartford Transit District (GHTD)	11,535	12,227	12,176	12,227
CT Conference of Municipalities (CCM)	<u>41,046</u>	<u>41,046</u>	<u>41,046</u>	<u>41,046</u>
TOTAL	\$99,403	\$100,170	\$100,119	\$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. This cost has shown an increase over the past few years and is also reflected in fiscal year 2026.

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

Contributions to Outside Agencies				
<u>Agency</u>	<u>Actual 2024</u>	<u>Adopted 2025</u>	<u>Estimated 2025</u>	<u>Proposed 2026</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	10,000	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	\$116,000	\$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**

	<b>Town Council</b>				
	<b>(Calendar Year)</b>				
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
Number of Public Hearings	19	19	24	19	19
Number of Town Council Meetings	27	25	27	21	22
Special Services District Meetings	5	5	8	5	5
Standing Committees	28	37	53	65	54
Legal Notices	59	40	56	33	22
Justice of the Peace Appointments*	141	4	0	5	94
Board & Commission Appointments	40	57	62	84	100

\* 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, Early Voting and Election administration for the 2024 State and Federal Election cycle.
- ✓ Updated Elections training materials and provided training to staff in advance of the 2024 Elections.
- ✓ Town Clerk Awarded Certificate of Recognition for outstanding and dedicated service.
- ✓ Staff attended Spring and Fall Connecticut Town Clerk's Association conferences; attended continuing education classes which included seminars from the Secretary of the State, Department of Public Health, State Library, Department of Homeland Security and the Social Security Administration.
- ✓ Ensured compliance with Freedom of Information Act (FOIA) by posting agendas and minutes for Town Council meetings and public hearings, Boards and Commissions and outside agencies such as Capitol Region Council of Governments (CRCOG), Greater Hartford Transit District and the Metropolitan District Commission (MDC).
- ✓ Replaced and transitioned to an updated software platform for land record title searching called Record Hub.
- ✓ Implemented Town Clerk summer intern program.
- ✓ Wrote and received a \$7,500 grant from Connecticut State Library to support the preservation of Vital Records.
- ✓ Successfully processed over 3,900 dog licenses.
- ✓ Assisted the Veterans Commission in hosting and presenting at the first Townwide Veteran Affairs resource fair.
- ✓ Town Clerk appointed to the Legislative Committee of the Town Clerks Association.

### **FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Collaborate with the Registrar of Voters to conduct Early Voting for the November 2025 Municipal Election.
- ❖ Develop plan of action for the digitization and archiving of Town Clerk permanent records. Identify future storage needs for the Town Clerk's office.
- ❖ Continue to provide professional development opportunities for staff to improve their skill sets, as well as to receive 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>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
<b><u>Revenues:</u></b>						
Intergovernmental	\$18,691	\$	\$ 1,050	\$ 1,050	\$	
Licenses and Permits	39,936	35,400	19,342	27,449	35,400	
Charges for Services	<u>1,563,552</u>	<u>1,801,700</u>	<u>947,679</u>	<u>1,640,375</u>	<u>1,801,700</u>	
<b>TOTAL</b>	<b>\$1,622,179</b>	<b>\$1,837,100</b>	<b>\$968,071</b>	<b>\$1,668,874</b>	<b>\$1,837,100</b>	
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$247,401	\$291,327	\$119,415	\$263,998	\$306,990	5.4%
Operating Expense	115,408	104,395	40,542	98,275	104,395	
Social Security	<u>17,217</u>	<u>18,822</u>	<u>8,463</u>	<u>17,629</u>	<u>21,197</u>	12.6%
<b>TOTAL</b>	<b>\$380,026</b>	<b>\$414,544</b>	<b>\$168,420</b>	<b>\$379,902</b>	<b>\$432,582</b>	<b>4.4%</b>

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
<b><u>Full-Time Positions:</u></b>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2024-2025</u>	<u>2025-2026</u>
General Fund	3.5	3.5	3.5	3.5	3.5

**BUDGET & PROGRAM HIGHLIGHTS**

The Town Clerk's budget increases \$18,038 or 4.4% in fiscal year 2026. An increase of \$15,663 in wages and salaries reflects merit increases and wage settlements. Operating expenses remain flat. The social security appropriation reflects budgeted wages.

Revenues in the Town Clerk's office remain level along with the historical document preservation grant (\$8,000) that has not yet been awarded for fiscal year 2026.

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**ANNUAL BUDGET 2025-2026**

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**SUMMARY OF REVENUES**

<b><u>Revenues</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Intergovernmental						
Revenue	\$ 18,691	\$	\$ 1,050	\$ 1,050	\$	
Licenses and Permits	39,936	35,400	19,342	27,449	35,400	
Conveyance Taxes	1,208,946	1,400,000	750,775	1,290,523	1,400,000	
Land Records Fee	179,332	185,000	104,676	179,000	185,000	
Charges for Services	<u>175,274</u>	<u>216,700</u>	<u>92,228</u>	<u>170,852</u>	<u>216,700</u>	
<b>Total Department</b>	<b>\$1,622,179</b>	<b>\$1,837,100</b>	<b>\$968,071</b>	<b>\$1,668,874</b>	<b>\$1,837,100</b>	

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Regular Payroll	\$233,323	\$244,881	\$113,909	\$237,678	\$281,946	15.1%
Temporary Payroll	12,848	45,366	4,906	25,000	23,604	-48.0%
Education Premium Pay	1,230	1,080	600	1,320	1,440	33.3%
Office Expense	34,571	29,200	18,272	30,700	29,200	
Dues and Travel	2,434	3,000	1,129	2,700	3,000	
Advertising	10,473	9,000	680	5,000	9,000	
Professional Services	21,012	21,000	5,891	20,000	21,000	
Office Equipment	1,195	2,195		1,200	2,195	
Information Technology	45,723	40,000	14,570	38,675	40,000	
Social Security	<u>17,217</u>	<u>18,822</u>	<u>8,463</u>	<u>17,629</u>	<u>21,197</u>	12.6%
<b>Total Department</b>	<b>\$380,026</b>	<b>\$414,544</b>	<b>\$168,420</b>	<b>\$379,902</b>	<b>\$432,582</b>	<b>4.4%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised 2024-25</u></b>	<b><u>Proposed 2025-2026</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
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	1.0
Office Assistant*	<u>1.0</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
<b>TOTAL</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

\* 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 merit increases and wage settlements for eligible employees.

**Temporary Payroll:** The temporary payroll decreases primarily due to fewer hours necessary during elections. 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:** Members of the Clerical Union are eligible for education attainment payments of \$960 for an Associate’s Degree or \$1,260 for a Bachelor’s Degree. In fiscal year 2026 the increase is directly related to wage settlements.

**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.

**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.

**Professional Services:** This appropriation is for court reporters, transcription services and sign language costs, which are required for many public hearings regarding zoning issues, as well as land record auditing services and services for Hearing Impaired.

**Office Equipment:** This includes the cost of replacement of printers, scanners, toner, ink cartridges, and 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.

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

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

**Town Clerk  
(Calendar Year)**

	<b><u>Actual</u> <u>2020</u></b>	<b><u>Actual</u> <u>2021</u></b>	<b><u>Actual</u> <u>2022</u></b>	<b><u>Actual</u> <u>2023</u></b>	<b><u>Actual</u> <u>2024</u></b>
Absentee Ballots Processed	30,946	1,914	4,488	1,159	4,385
Annual Births	592	609	551	582	619
Annual Deaths	833	691	628	637	668
Burial/Cremation Permits	663	586	523	407	488
Certified Copies Vital Statistics	4,075	4,390	4,529	4,956	5,361
Copies of Land Records	53,559	57,167	42,190	27,184	26,080
Dog Licenses	1,842	3,006	3,869	3,913	3,986
E Search Subscriptions	387	262	360	121	0
Land Records Processed	10,957	12,012	8,629	6,439	6,513
Liquor Permits	40	64	82	84	90
Maps	134	204	166	278	338
Marriage Licenses Issued	277	338	327	359	423
Military Discharges Filed	16	21	35	34	51
Notary Commission	84	110	116	132	128
Notary Fees	132	60	50	57	56
Trade Names	116	141	135	123	145

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**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 Employee Development & Community Engagement Manager, 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 Employee Development & Community Engagement Manager 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 *Niche* as the Best Place to Live in Connecticut for the seventh straight year.
- ✓ 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.
- ✓ In collaboration with the Town Council and our Planning Division, adopted the Town of West Hartford's Affordable Housing Plan.
- ✓ Approved affordable housing projects that, once completed, will increase the Town's affordable housing percentage from 7.43% to 8.92%.
- ✓ Substantial progress was made towards advancing Vision Zero through roadway projects in 2024 as the Town implemented 115 separate Vision Zero projects during our first year of Vision Zero.
- ✓ In collaboration with our federal delegation, secured a Safe Streets and Roads For All (SS4A) grant for \$3.2 million. This grant project will include the implementation of many safety countermeasures throughout the Town identified in our Vision Zero Action Plan.
- ✓ Collaborated with staff, restaurateurs and other stakeholders to continue to offer the premier outdoor dining experience in State of Connecticut.
- ✓ Coordinated the scheduling of 77 outdoor concerts and events at Blue Back Square and managed the logistics of 51 special events in 2024 including the annual Dr. Martin Luther King Jr. celebration, Memorial Day parade and ceremony, Veterans Day ceremony, Mayor's State of the Town presentation, Japan Summer Festival, Park Road Parade, Halloween Stroll, West Hartford Pride, Center Streets, Earth Day Family Festival, Electric Showcase, WeHa United in Jazz, Holiday Stroll, Chanukah Fire on Ice,



Hartford Marathon, Mitten Run, Johnny's Jog for Charity and seven other charity walks/races, and assisted with the third year of the Blue Back Farmers Market at Town Hall.

- ✓ Prepared 45 media releases and 250 social media announcements in 2024 by using Constant Contact, Facebook, X (Twitter), Instagram, Everbridge and our web page. The Town's email notification service has 10,920 subscribers, which includes residents, businesses and special event participants. Town email messages on average have a 56% open rate, well above the industry standard of 22%. Assisted with important public awareness information including early voting, weather alerts, fire risks, flood prevention, special events, road improvements, awards and accolades, public hearings, health and wellness programs, Vision Zero, sustainability and recycling, and more.
- ✓ Experienced an increase in the Town's social media followers on all platforms. Facebook followers increased from 4,927 to 5,716, Instagram increased from 3,583 followers to 4,103, and X decreased from 4,277 followers to 4,176. Total Everbridge citizen opt-in subscribers is now 7,441. In the past 90 days, the highest number of views of a Facebook message was 84,569. The majority of our followers live in West Hartford (49%) and are women (73.4%) between 35-55 years of age (40%).
- ✓ Served as key advisors in attracting and facilitating significant commercial and multifamily investment, including new outparcel development as well as new market rate and affordable housing located throughout Town.
- ✓ Successfully supported three separate housing projects with access to brownfield remediation funding to assist with the environmental cleanup on their development sites, including two projects dedicated to affordable housing. Staff are continuing to manage these funding awards as well as utilize the State's brownfield remediation program as a tool to incentivize additional investment.
- ✓ Supported four housing projects with access to \$9 million of funding under the Town's Affordable Housing Development Program, which assists with the creation of 20% or more affordable units within each project, aiding in the creation of 132 new affordable housing units to be built over the next two years.
- ✓ 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 support 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 and issued 12 editions of 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 Economic Development Division issued 12 other messages, including, but not limited to, Women Empowering Women, PPO Forgiveness, Workforce Innovation & Opportunity Act Youth Program, and the InnoConn Job Fair to support workforce at The Camelot and One Park projects. Average open rate for all email campaigns was 50%, far exceeding the industry-average of 22%.
- ✓ 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.

- ✓ Provided new and existing businesses access to no-cost business advising services and funding support through the CT Small Business Development Center, the Women's Business Development Council, the Small Business Administration, and the Department of Economic & Community Development CT Boost Fund.
- ✓ Supported approximately 50 new businesses with leasing, permitting assistance, access to capital, and workforce development.
- ✓ Enhanced social media presence through consistent Instagram posting and use of stories featuring West Hartford businesses and non-profit organizations. Through this, followers increased from 1,415 to 1,670, with a monthly reach of over 6,000 accounts and over 10,000 views per month.
- ✓ Economic Development staff worked with the Tax Department to review the top delinquent accounts of the past three years by contacting business owners by phone and email to set up business visits to discuss financing and/or business advising options. Assisted the Tax Department to collect past due taxes.
- ✓ Economic Development staff helped to coordinate and execute several events in 2024, including the First Annual Black Business Expo in coordination with WHAASCO, the First Annual Women Empowering Women Event in coordination with the Office of Equity Advancement, and the First Annual Futures in Manufacturing Career Fair in partnership with the West Hartford Public Schools that facilitated 170 students from Conard and Hall visiting with five major West Hartford-based manufacturers, the State Office of Manufacturing, Tunxis Community College, ReadyCT and the Goodwin University Advanced Manufacturing Program.
- ✗ Led an employee committee which resulted in updating the Town's organizational values.
- ✗ Began a Spanish Language Lessons program for employees.
- ✗ Organized 6 community *Film & Discussions* in partnership with the West Hartford Public Library, which centered on culturally relevant topics and stories followed by speakers from various organizations and community members.
- ✗ Conducted an LGBTQIA+ Community Needs Survey to gather feedback about services, resources, and overall community morale.
- ✗ Hosted the 1<sup>st</sup> Annual Women's Small Business Breakfast with the Office of Economic Development.
- ✗ Co-sponsored the Inaugural Community Block Party with West Hartford Public Schools and various community organizations.
- ✗ Led and hosted a Community Daring Dialogue to discuss dismantling Ageism and Ableism in collaboration with the Age Well Collaborative, Senior Services, and the West Hartford-Bloomfield Health Department.
- ✗ Co-sponsored United Against Hate Panel with West Hartford Public Schools and the West Hartford Police Department.
- ✗ Launched an interactive cultural and self-awareness activity calendar for staff engagement.
- ✗ Held a mental health awareness workshop for employees.
- ✗ Held three successful employee engagement events this year, including employees years of service ceremony.

- ✓ The Employee Appreciation Committee recognized 13 employees for their demonstration of excellence in service, professionalism, and leadership to their peers and our residents.

### **FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Create and implement a Vision Zero public education campaign focused on changing behaviors so that our streets are safe for all users.
- ❖ Design and implement a Vision Zero Quick Build Guide, as a supplement to our Vision Zero Annual Report, identifying a series of projects to be completed in the Spring and Summer of 2025.
- ❖ Begin forming a new committee with staff and residents aimed at celebrating West Hartford's contributions during America's 250th anniversary in 2026. Create educational material and a timeline of community engagement events.
- ❖ Continue to actively promote employee engagement events and enrich our employee involvement.
- ❖ 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.
- ❖ 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.

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**ANNUAL BUDGET 2025-2026**

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**TOWN MANAGER****BUDGET SUMMARY**

<b><u>Expenditures:</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Wages & Salaries	\$707,783	\$727,942	\$351,257	\$792,870	\$821,776	12.9%
Operating Expense	93,799	131,210	43,255	130,129	131,210	
Social Security	<u>48,777</u>	<u>51,895</u>	<u>23,250</u>	<u>54,067</u>	<u>58,025</u>	11.8%
<b>TOTAL</b>	<b>\$850,359</b>	<b>\$911,047</b>	<b>\$417,762</b>	<b>\$977,066</b>	<b>\$1,011,011</b>	<b>11.0%</b>

<b><u>Full-Time Positions:</u></b>	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
General Fund	6	6	6	6	6

**BUDGET & PROGRAM HIGHLIGHTS**

The Town Manager's budget increases by \$99,964 or 11.0%. A net increase of \$93,834 in wages and salaries reflects wage settlement and merit increases for eligible employees. Operating expenses remain flat and social security is consistent with the variance in wages and salary.

**Fund: General Fund**  
**Department: Town Manager**

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Regular Payroll	\$707,018	\$726,922	\$350,732	\$791,850	\$820,516	12.9%
Education Premium Pay	765	1,020	525	1,020	1,260	23.5%
Office Expense	10,123	16,160	7,462	16,129	16,160	
Dues and Travel	18,429	11,450	4,181	11,500	11,450	
Training	1,938	13,500	250	10,000	13,500	
Professional Services	53,248	68,000	24,000	68,000	68,000	
Office/Minor Equipment		100			100	
Information Technology	10,061	22,000	5,054	22,000	22,000	
Operating Expense – Employee Development & Community Engagement			2,308	2,500		
Social Security	<u>48,777</u>	<u>51,895</u>	<u>23,250</u>	<u>54,067</u>	<u>58,025</u>	11.8%
<b>Total Department</b>	<b>\$850,359</b>	<b>\$911,047</b>	<b>\$417,762</b>	<b>\$977,066</b>	<b>\$1,011,011</b>	<b>11.0%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-2026</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
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
Employee Development and Community Engagement Manager*	1	1	1	1	1
Economic Development Specialist**	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

\* During fiscal year 2025, the position was reclassified from Manager of Equity Advancement to Employee Development and Community Engagement Manager.

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

## TOWN MANAGER – BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** This department is staffed with six full-time employees.

**Education Premium Pay:** Non-union employees in administrative classifications are eligible for education attainment payments of \$960 for an Associate's Degree or \$1,260 for a Bachelor's degree.

**Office Expense:** This appropriation covers the cost of office supplies, postage, printing and copying.

**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.

**Training:** This appropriation funds training opportunities for department staff.

**Professional Services:** This appropriation funds consulting services from Intercept, a consultant for mid-managers workshop along with a consultant to teach our front-facing customer service staff Spanish as a second language.

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

**Information Technology:** This appropriation funds a subscription to an online real estate service that provides additional property information and market data to assist in efforts to retain and attract businesses and investments.

**Operating Expense – Employee Development & Community Engagement:** This appropriation funds activities for the Employee Development & Community Engagement Manager to promote Employee Development & Community Engagement. In fiscal year 2026, this initiative is postponed a year due to budgeting constraints.

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

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**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 brownfield grants, state and local financing and equity investment.
- ✓ Provided legal counsel to the Town on the acquisition of the recreational fields located at 1700 Asylum Avenue, including assisting with all phases of the due diligence activities.
- ✓ Assisted Town departments with the challenging and comprehensive review of the significant and complex mixed-use development project located at 1800 Asylum Avenue.
- ✓ Provided counsel to the Board of Education regarding employee matters, policy revisions, updates to forms and waivers, and provided legal opinions on matters involving student privacy, public meetings and statutory authority.
- ✓ 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 outside counsel to achieve favorable results in litigation and administrative proceedings against the Board of Education and the Town.
- ✓ Successfully represented the health district in administrative appeals of its enforcement actions.
- ✓ 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.
- ✓ Supported Town departments with state and federal grant applications to implement the West Hartford Vision Zero Action Plan.

**FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Provide informational sessions for the senior management team on a variety of emerging legal issues.
- ❖ Conduct comprehensive ethics training for Town departments and boards and commissions.
- ❖ Provide specialized training sessions for individual Town departments on the proper disclosure of records under the Freedom of Information Act as well as the requirements for record retention and management in accordance with the CT State Library guidelines.



**CORPORATION COUNSEL**

<b>BUDGET SUMMARY</b>						
<b><u>Expenditures:</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Wages & Salaries	\$354,884	\$375,911	\$172,715	\$378,133	\$405,349	7.8%
Operating Expense	124,106	142,050	68,799	139,500	142,050	
Social Security	<u>25,916</u>	<u>27,606</u>	<u>12,619</u>	<u>26,643</u>	<u>29,506</u>	6.9%
<b>TOTAL</b>	<b>\$504,906</b>	<b>\$545,567</b>	<b>\$254,133</b>	<b>\$544,276</b>	<b>\$576,905</b>	<b>5.7%</b>

<b><u>Full-Time Positions:</u></b>	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
General Fund	3	3	3	3	3

**BUDGET & PROGRAM HIGHLIGHTS**

The Office of Corporation Counsel's budget is increased by \$31,338 or 5.7% in fiscal year 2026. Wages and salaries increase due to merit increases for eligible employees. Operating expenses for fiscal year 2026 remain flat. Social security is consistent with the variance in taxable payroll.

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Regular Payroll	\$353,844	\$374,891	\$172,190	\$377,113	\$404,089	7.8%
Education Premium Pay	1,040	1,020	525	1,020	1,260	23.5%
Office Expense	11,208	15,300	5,306	11,500	15,300	
Dues and Travel	3,179	4,500	705	3,750	4,500	
Professional Services	21,994	30,000	16,663	32,000	30,000	
Contractual Services	87,725	92,250	46,125	92,250	92,250	
Social Security	<u>25,916</u>	<u>27,606</u>	<u>12,619</u>	<u>26,643</u>	<u>29,506</u>	6.9%
<b>Total Department</b>	<b>\$504,906</b>	<b>\$545,567</b>	<b>\$254,133</b>	<b>\$544,276</b>	<b>\$576,905</b>	<b>5.7%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised 2024-25</u></b>	<b><u>Proposed 2025-2026</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
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>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**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 \$960 for an Associate’s Degree or \$1,260 for a Bachelor’s Degree. In fiscal year 2026 the increase is directly related to wage settlements.

**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.

**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.

**Professional Services:** This appropriation represents outside legal services.

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**ANNUAL BUDGET 2025-2026**

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

**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**

- ✓ Successfully executed the November General Election with an 82.69% turnout rate.
- ✓ Processed 16,820 early voting ballots and 2,920 absentee ballots, including 550 in-person supervised absentee votes at 9 facilities.
- ✓ Achieved the second highest early voter turnout in Connecticut during the November General Election.
- ✓ Recruited, hired, and trained new poll workers to address shortages for Election Day and Early Voting.
- ✓ Participated in Zoom meetings with the Secretary of the State regarding Early Voting legislation and shared priorities.
- ✓ Conducted two hand-count audits to verify voting tabulator accuracy (FY24 and FY25).
- ✓ Mailed postcards to 23,000 households informing voters of the statewide implementation of early voting to including details about location and time.
- ✓ Secured a \$16,606 grant from the Secretary of the State to support Early Voting (FY25).
- ✓ Secured a \$10,500 grant from the Secretary of the State to support Early Voting implementation (FY24).
- ✓ Achieved the 4<sup>th</sup> highest early voter turnout in Connecticut during the Presidential Preference Primary (FY24).

**FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Develop trainings for election workers for new tabulators and the new Voter Registration System.
- ❖ Conduct the November 2025 General Election and any primaries or special elections as directed by the Secretary of the State or Town Clerk.
- ❖ FY25: Transition to the new Connecticut Voter Registration System and Election Management System in spring of 2025.

**REGISTRAR OF VOTERS****BUDGET SUMMARY**

<b><u>Expenditures:</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Wages & Salaries	\$197,219	\$267,743	\$198,010	\$306,973	\$283,100	5.7%
Operating Expense	52,553	83,860	75,100	102,787	83,860	
Social Security	<u>7,125</u>	<u>13,903</u>	<u>9,210</u>	<u>15,320</u>	<u>13,121</u>	-5.6%
<b>TOTAL</b>	<b>\$256,897</b>	<b>\$365,506</b>	<b>\$282,320</b>	<b>\$425,080</b>	<b>\$380,081</b>	<b>4.0%</b>

**BUDGET AND PROGRAM HIGHLIGHTS**

The Registrar of Voters' budget increases by \$14,575 or 4.0% in fiscal year 2026. Wages and salaries reflect an increase due to a minimum wage increase and a compensation adjustment for the Registrar of Voters and the Deputy Registrar of Voters as approved by Town Council by resolution on December 10, 2024. Social security changes are reflective of changes in salary.

**Fund: General Fund**  
**Department: Registrar of Voters**

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Temporary Payroll	\$197,219	\$267,743	\$198,010	\$306,973	\$283,100	5.7%
Office Expense	35,510	51,500	61,728	78,606	51,500	
Dues and Travel	3,614	8,560	3,340	4,405	8,560	
Advertising		500			500	
Professional Services	705	3,300	945	1,500	3,300	
Telecommunications			697	1,496		
Operating Expense –						
Miscellaneous	12,724	20,000	8,390	16,780	20,000	
Social Security	<u>7,125</u>	<u>13,903</u>	<u>9,210</u>	<u>15,320</u>	<u>13,121</u>	-5.6%
<b>Total Department</b>	<b>\$256,897</b>	<b>\$365,506</b>	<b>\$282,320</b>	<b>\$425,080</b>	<b>\$380,081</b>	<b>4.0%</b>

**REGISTRAR OF VOTERS – BUDGET AND PROGRAM HIGHLIGHTS**

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

**(Calendar Year)**

	<b><u>Actual</u> <u>2020</u></b>	<b><u>Actual</u> <u>2021</u></b>	<b><u>Actual</u> <u>2022</u></b>	<b><u>Actual</u> <u>2023</u></b>	<b><u>Actual</u> <u>2024</u></b>
Percent Voting:					
Special Election- February				3%	
Special Election - April					
Gubernatorial			65%		
Municipal		32%		31%	
Presidential	87%				83%
Presidential Primary	40%*				12%
(Democrat and Republican combined)					
State Primary	40%*		20%		7%
(Democrat and Republican combined)					
Number of Registered Voters	42,891	42,763	41,513	41,196	43,345
Connecticut Voter Registration System:					
Additions	5,888	2,753	2,321	2,647	4,938
Changes	7,547	5,060	2,942	8,793	7,513

\* There was a combined Presidential and State Primary in 2020.

**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 2026 is related to the statutory requirements for Early Voting and the increase in minimum wage.

	<b>Actual</b> <b><u>2024</u></b>	<b>Adopted</b> <b><u>2025</u></b>	<b>Estimated</b> <b><u>2025</u></b>	<b>Proposed</b> <b><u>2026</u></b>
Registrars/Deputy Registrars	\$91,350	\$91,350	\$133,254	\$145,519
Office Staff	20,000	24,393	25,137	25,234
Election Workers	<u>85,869</u>	<u>152,000</u>	<u>148,582</u>	<u>112,347</u>
Total Temporary Payroll	\$197,219	\$267,743	\$306,973	\$283,100

**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.

**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.

**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.

**Operating Expense - Miscellaneous:** This line item funds costs related to the voting machines including annual maintenance and programming for each polling location and central counting. 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. The increase in this budget line is associated with the new statewide voting tabulator contract and the unknown increase in fees and supply costs.

**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 104 business personal property audits in-house encompassing the 2020-2023 Grand List years; capturing 12,409,710 in escaped assessment value.
- ✓ Completed pricing on 45,998 registered motor vehicles from DMV.
- ✓ Completed pricing on 8,521 Supplemental Motor Vehicles from DMV.
- ✓ Completed processing of 2,718 business personal property declarations.
- ✓ Completed intake of 405 elderly tax relief benefit applications.
- ✓ Online portal for filing annual personal property declarations has increased by 2.3% over the 2023 grand list to now 392 users.
- ✓ Settled forty (40) real property tax appeals.
- ✓ We now have a copy of "C3 AI" property valuation software in house under review by appraisal staff.
- ✓ 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, 2024 grand list by the statutory deadline of January 31, 2025.

**FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ 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 (underway).
- ❖ Complete RFP for 2026 Revaluation Project and select contractor.



### ASSESSOR'S OFFICE

#### BUDGET SUMMARY

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
<b><u>Revenues:</u></b>						
Charges for Services	\$ 450	\$1,000	\$ _____	\$200	\$1,000	
<b>TOTAL</b>	<b>\$ 450</b>	<b>\$1,000</b>	<b>\$ _____</b>	<b>\$ 200</b>	<b>\$1,000</b>	
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$723,444	\$785,092	\$369,738	\$790,966	\$869,479	10.7%
Operating Expense	91,309	88,202	45,348	90,829	84,735	-3.9%
Social Security	<u>52,757</u>	<u>58,067</u>	<u>26,946</u>	<u>58,713</u>	<u>64,393</u>	10.9%
<b>TOTAL</b>	<b>\$867,510</b>	<b>\$931,361</b>	<b>\$442,032</b>	<b>\$940,508</b>	<b>\$1,018,607</b>	<b>9.4%</b>

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
<b><u>Full-Time Positions:</u></b>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2024-2025</u>	<u>2025-2026</u>
General Fund	8	8	8	8	8

#### BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2026 budget for the Assessor's Office increases \$87,246, or 9.4%, from the prior year budget. Wages and salaries increase \$84,387 due to merit increases, wage settlements and increased health optional payouts in lieu of health insurance. Operating expense reflects a slight decrease for annual software maintenance contracts. Social security is consistent with the changes to wages and salaries.

**ANNUAL BUDGET 2025-2026**

**SUMMARY OF REVENUES**

<b><u>Revenues</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Copies	\$ 450	\$ 1,000	\$	\$ 200	\$1,000	
<b>TOTAL</b>	<b>\$ 450</b>	<b>\$ 1,000</b>	<b>\$</b>	<b>\$ 200</b>	<b>\$1,000</b>	

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Regular Payroll	\$719,788	\$780,927	\$368,462	\$787,286	\$864,834	10.7%
Overtime	1,416	2,125	541	1,640	2,125	
Education Premium Pay	2,240	2,040	735	2,040	2,520	23.5%
Office Expense	29,940	30,357	12,185	30,129	30,357	
Dues and Travel	3,547	3,927	821	3,950	3,927	
Training	5,017	4,091	1,465	5,000	4,091	
Advertising		200			200	
Information Technology	50,292	48,327	29,781	50,000	44,860	-7.2%
Telecommunications	1,066					
Vehicles & Equipment						
Expense	1,447	1,300	1,096	1,750	1,300	
Social Security	52,757	58,067	26,946	58,713	64,393	10.9%
<b>Total Department</b>	<b>\$867,510</b>	<b>\$931,361</b>	<b>\$442,032</b>	<b>\$940,508</b>	<b>\$1,018,607</b>	<b>9.4%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
Director of Assessment	1	1	1	1	1
Property Appraiser I**	1	1	1	1	1
Property Appraiser II**	1	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	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

\* 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 merit increases, wage settlements and increased health optional payouts in lieu of health insurance for eligible employees.

**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 \$960 for an Associate's Degree or \$1,260 for a Bachelor's Degree. In fiscal year 2026 the increase is directly related to wage settlements.

**Office Expense:** The office expense appropriation covers office supplies, paper products, postage, printing and copying, subscriptions and publications.

**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, mileage reimbursement is included in this appropriation for three (3) new employees to attend UCONN Assessor School for a week-long course in addition to various workshops.

**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 slight decrease in fiscal year 2026 represents a reduction of printing and mailing from the vendor's maintenance agreement.

**Telecommunications:** In fiscal year 2025 this appropriation was 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.

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>					
	<b>(calendar year)</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
	<b><u>(GL 2018)</u></b>	<b><u>(GL 2019)</u></b>	<b><u>(GL 2020)</u></b>	<b><u>(GL 2021)</u></b>	<b><u>(GL 2022)</u></b>
Percent of State reporting deadlines met	100%	100%	100%	100%	100%
Number of business personal property accounts	2,730	2,696	2,719	2,697	2,698
Timeliness of property transfers entered into CAMA system	1 month	1 month	1 month	1 month	1 month
Inspections (Sales and Permits)	2,365	3,470	3,702	3,901	3,215
Real property transfers	2,155	2,534	2,066	2,522	2,201
Elderly, veterans, blind and disability applications	1,131	1,012	1,038	703	1,170

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**ANNUAL BUDGET 2025-2026**

DEPARTMENT: GENERAL GOVERNMENT

**FULL-TIME POSITION SCHEDULE**

POSITION	Authorized Positions			Revised 2024-25	Proposed 2025-2026
	2022-23	2023-24	2024-25		
<u>GENERAL FUND</u>					
<u>TOWN COUNCIL</u>					
Town Clerk	1	1	1	1	1
Assistant Town Clerk I	0.5	0.5	0.5	0.5	0.5
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	1
Office Assistant	1				
TOTAL	3.5	3.5	3.5	3.5	3.5
<u>TOWN MANAGER</u>					
Town Manager	1	1	1	1	1
Employee Development and Community Engagement 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
Economic Development Specialist	1	1	1	1	1
TOTAL	6	6	6	6	6
<u>CORPORATION COUNSEL</u>					
Deputy Corporation Counsel	1	1	1	1	1
Assistant Corporation Counsel	1	1	1	1	1
Legal Assistant	1	1	1	1	1
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	1
Property Appraiser II	1	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	1
TOTAL	8	8	8	8	8
TOTAL GENERAL GOVERNMENT	22	22	22	22	22

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**DEPARTMENT OF INFORMATION TECHNOLOGY****MISSION**

The mission of the Information Technology Department is to contribute to the organization's successful operation, performance, and long-term viability 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 to support the town's business applications.

**HIGHLIGHTS & ACCOMPLISHMENTS**

- ✓ Installed digital signage at Town Hall to help constituents find meeting room locations more efficiently.
- ✓ Digitized Community Development and Corporation Counsel paper documents to make searching more efficient and accessible for all stakeholders.
- ✓ Installed permanent outdoor wireless for special event use at Town Hall.
- ✓ Implemented next-generation firewalls with redundant appliances and dual internet services.
- ✓ Expanded IP security cameras for all Public Schools, Public Works, Municipal Parking, and the Police Department, based on areas of need.
- ✓ Maintained 99.99% uptime availability of the entire communications infrastructure for the past twelve months.
- ✓ Expanded POTs in a Box to digitize obsolete analog circuits, cutting costs at more facility locations.
- ✓ Installed permanent professional-grade audio/visual equipment for the Town Hall auditorium and Council Chambers.
- ✓ Assisted with the implementation of the new Intel Center for the Police Department.
- ✓ Entered a public/private partnership with a local internet provider to expand infrastructure availability.
- ✓ Over 16,000 support tickets were closed while maintaining an average of 4.9 out of 5 stars from customer service survey results.



**FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ 75% of Town facilities that currently have no existing public address system (PA) will have Informacast implemented, enabling a one-way PA over existing VoIP speakerphones.
- ❖ 100% of our outdoor parks will have an enterprise-class wireless system installed for public use.
- ❖ 75% of departments will be offered cybersecurity training for staff.
- ❖ 50% of IP camera expansion requests for various departments and roadway intersections will be implemented.
- ❖ 100% replacement of core network hardware over 15 years old for Town and Schools.
- ❖ 100% of all Public Schools will have a new rapid response system installed.
- ❖ 75% of Windows 10 desktop computers will be upgraded or replaced to support Windows 11.
- ❖ 100% of all 1,000 wireless access points will be replaced at the schools to leverage next-generation wireless capabilities.
- ❖ 100% of the VoIP phone system will have a new SIP carrier to improve call quality and reliability.
- ❖ Support initial technical research for a potential copier RFP.
- ❖ Continue to apply for grant opportunities to help offset continually rising costs.

## DEPARTMENT OF INFORMATION TECHNOLOGY

BUDGET SUMMARY						
<b><u>Expenditures:</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Wages & Salaries	\$539,569	\$540,657	\$279,896	\$563,730	\$622,164	15.1%
Operating Expense	769,755	784,500	503,057	810,500	784,500	
Social Security	<u>39,216</u>	<u>40,282</u>	<u>20,260</u>	<u>42,394</u>	<u>46,364</u>	15.1%
<b>TOTAL</b>	<b>\$1,348,540</b>	<b>\$1,365,439</b>	<b>\$803,213</b>	<b>\$1,416,624</b>	<b>\$1,453,028</b>	<b>6.4%</b>

Authorized Positions			Revised	Proposed
<b><u>Full-Time Positions:</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
General Fund	4.5	4.5	4.5	4.5

## BUDGET &amp; PROGRAM HIGHLIGHTS

In total, the fiscal year 2026 budget for the Department of Information Technology increases \$87,589 or 6.4%. Wages and salaries increase \$81,507 or 15.1% primarily due to merits, wage settlements, salary adjustments and optional vacation time buyouts. Operating expenses remain flat in fiscal year 2026. The social security adjustment reflects estimated cost based upon wages and withholdings.

## DEPARTMENT: INFORMATION TECHNOLOGY

## SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$539,569	\$540,657	\$279,896	\$563,730	\$622,164	15.1%
Office Expense	4,129	1,000	573	1,000	1,000	
Dues and Travel	485	2,000		2,000	2,000	
Training		5,000		5,000	5,000	
Professional Services	43,795	41,500	27,673	41,500	41,500	
Information Technology	400,884	480,000	349,578	506,000	480,000	
Telecommunications	119,673	100,000	64,919	100,000	100,000	
Rental & Leases	48,555	105,000	20,533	105,000	105,000	
Information Systems	152,234	50,000	39,781	50,000	50,000	
Social Security	<u>39,216</u>	<u>40,282</u>	<u>20,260</u>	<u>42,394</u>	<u>46,364</u>	15.1%
<b>TOTAL</b>	<b>\$1,348,540</b>	<b>\$1,365,439</b>	<b>\$803,213</b>	<b>\$1,416,624</b>	<b>\$1,453,028</b>	<b>6.4%</b>

## FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-26</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>
<b>TOTAL</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

\* 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 merit increases, wage settlements and optional vacation time buyouts.

**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.

**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.

**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 2021</u>	<u>Actual FY 2022</u>	<u>Actual FY 2023</u>	<u>Actual FY 2024</u>	<u>Estimated FY 2025</u>
Number of Municipal/School Sites on Town Owned Fiber	46	46	46	46	46
Number of Physical Servers Consolidated to Virtual Servers	150	150	156	156	156
Number of Sites with Building-wide Wireless	37	40	45	48	49

**IT Helpdesk:**

Number of Town Work Orders Received	5,593	6,500	3,557	3,090	3,008
Number of BOE Work Orders Received	18,788	20,000	9,648	9,270	10,800
Percentage Completed	76.5%	84%	99.8%	96.8%	91.7%
Average Number of Days to Complete	13.54	10.5	2.9	3.0	7.3

**Website Statistics:**

Site Visits to <a href="http://www.westhartfordct.gov">www.westhartfordct.gov</a>	945,788	950,000	967,000	975,000	1,000,000
Site Visits to West Hartford's GIS Site	12,432	15,000	37,896	40,000	45,000
Use of West Hartford's Online Parking Omit System	13,403	3,000	NA	NA	NA

**TOWN OF WEST HARTFORD**  
**Fiscal Year 2025-2026**  
**BUDGET IN BRIEF**  
**TECHNOLOGY INVESTMENT**  
**FUND**

<b>REVENUES AND OTHER RESOURCES</b>	<b>ACTUAL 2023-2024</b>	<b>ADOPTED 2024-2025</b>	<b>ESTIMATED 2024-2025</b>	<b>PROPOSED 2025-2026</b>
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Charges for Services	\$ 19,485	\$ 10,000	\$ 16,000	\$ 10,000
Total Revenues & Other Resources	\$ 19,485	\$ 10,000	\$ 16,000	\$ 10,000

<b>EXPENDITURES AND OTHER USES</b>	<b>ACTUAL 2023-2024</b>	<b>ADOPTED 2024-2025</b>	<b>ESTIMATED 2024-2025</b>	<b>PROPOSED 2025-2026</b>
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Technology Investments	\$ 9,597	\$ 10,000	\$ 8,000	\$ 10,000
Total Expenditures & Other Uses	\$ 9,597	\$ 10,000	\$ 8,000	\$ 10,000

CHANGE IN FUND BALANCE	\$ 9,888	\$	\$ 2,000	\$
BEGINNING BALANCE	\$ 17,774	\$ 27,662	\$27,662	\$ 35,662
ENDING BALANCE	\$ 27,662	\$ 27,662	\$35,662	\$ 35,662

**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**

<b>Five Year History of Operating Results</b>					
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
<b><u>Revenues:</u></b>					
Charges for Services	<u>\$12,000</u>	<u>\$9,000</u>	<u>\$11,000</u>	<u>\$17,000</u>	<u>\$19,600</u>
<b>TOTAL REVENUES</b>	<b>\$12,000</b>	<b>\$9,000</b>	<b>\$11,000</b>	<b>\$17,000</b>	<b>\$19,600</b>
<b><u>Expenditures:</u></b>					
Operational	<u>\$26,000</u>	<u>\$4,000</u>	<u>\$10,000</u>	<u>\$8,000</u>	<u>\$9,600</u>
<b>TOTAL EXPENDITURES</b>	<b>\$26,000</b>	<b>\$4,000</b>	<b>\$10,000</b>	<b>\$8,000</b>	<b>\$9,600</b>
<b>OPERATING RESULTS</b>	<b>(\$14,000)</b>	<b>\$5,000</b>	<b>\$1,000</b>	<b>\$9,000</b>	<b>\$10,000</b>
<b>FUND BALANCE</b>	<b>\$ 3,000</b>	<b>\$8,000</b>	<b>\$9,000</b>	<b>\$18,000</b>	<b>\$28,000</b>

**FISCAL YEAR 2025 OPERATING RESULTS**

The Fund is projected to earn revenue in the amount of \$16,000 with expenditures of \$8,000 for the fiscal year. Accordingly, fund balance will be approximately \$36,000 by year-end.

**FISCAL YEAR 2026 BUDGET**

The budget for fiscal year 2026 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	Proposed
	2022-23	2023-24	2024-25	2024-25	2025-26
<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



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**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 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. Awaiting results for fiscal year 2023.
- ✓ Received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for fiscal year 2025.
- ✓ Successfully executed a \$15 million general obligation bond sale.
- ✓ Consistently achieved a tax collection rate higher than adopted.
- ✓ Successfully utilized and allocated all of the American Rescue Plan Act of 2021 funds designated by the Federal government to the Town of West Hartford.

**FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Complete the full implementation of the Munis Payroll System for pension retirees.
- ❖ Implement Clear Gov's interactive software program to assist in developing the operating and capital budgets for fiscal year 2027.
- ❖ 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.
- ❖ Continue with assistance in the implementation of the MARC system to calculate employee pension estimates.
- ❖ Revise the Procurement Manual and provide virtual monthly procurement trainings with Question-and-Answer sessions for departments.

## DEPARTMENT OF FINANCIAL SERVICES

BUDGET SUMMARY						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
<b><u>Revenues:</u></b>						
Charges for Services	\$ 82	\$ 70	\$ 55	\$ 85	\$ 85	21.4%
Fines & Forfeitures	590	600	210	400	600	
Transfers from Other Funds	<u>63,851</u>	<u>72,000</u>		<u>72,000</u>	<u>72,000</u>	
<b>TOTAL</b>	<b>\$ 64,523</b>	<b>\$ 72,670</b>	<b>\$ 265</b>	<b>\$ 72,485</b>	<b>\$ 72,685</b>	
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$2,136,871	\$2,012,819	\$1,018,422	\$2,152,793	\$2,221,619	10.4%
Operating Expense	541,126	626,736	428,548	616,089	647,581	3.3%
Social Security	<u>139,956</u>	<u>146,776</u>	<u>65,243</u>	<u>149,771</u>	<u>157,119</u>	7.0%
<b>TOTAL</b>	<b>\$2,817,953</b>	<b>\$2,786,331</b>	<b>\$1,512,213</b>	<b>\$2,918,653</b>	<b>\$3,026,319</b>	<b>8.6%</b>

	Authorized Positions			Revised	Proposed
<b><u>Full-Time Positions:</u></b>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2024-2025</u>	<u>2025-2026</u>
General Fund	19	19	19	19	19
Risk Management Fund	—	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
<b>TOTAL</b>	<b>19</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>

Note: During fiscal year 2024, the Risk Management Administration employees of the Risk Management Fund reported to the Department of Financial Services. In fiscal year 2026 the Risk Management Fund is reported in the Financial Services departmental section. 1.7 FTE Risk Management employees are funded in the Town Health Program but their authorized positions are located in the Human Resources Department.

## BUDGET & PROGRAM HIGHLIGHTS

The Department of Financial Services budget reflects an increase of 239,988 or 8.6% from the current fiscal year. Wages and salaries increase primarily due to merit increases for all eligible employees, union contract settlements, as well as temporary payroll to assist with special projects and the implementation of the MARC system, which will aid in calculating employee pension estimates. Operating expenses slightly increase due to contractual costs. Social security reflects wage and salary changes.

# ANNUAL BUDGET 2025-2026

## FINANCIAL OPERATIONS DIVISION

### SUMMARY OF REVENUES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
NSF Check Fees	\$ 590	\$ 600	\$ 210	\$ 400	\$ 600	
Transfer In	<u>63,851</u>	<u>72,000</u>	<u>—</u>	<u>72,000</u>	<u>72,000</u>	
<b>TOTAL</b>	<b>\$ 64,441</b>	<b>\$ 72,600</b>	<b>\$ 210</b>	<b>\$ 72,400</b>	<b>\$ 72,600</b>	

### SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,175,042	\$1,077,042	\$476,417	\$1,022,015	\$1,168,786	8.5%
Temporary Payroll	59,864	33,684	34,842	52,353	49,824	47.9%
Overtime	1,182	1,000	1,254	1,300	1,000	
Education Premium Pay	2,980	2,760	1,450	3,480	3,480	26.1%
Office Expense	18,017	17,825	8,987	15,900	17,325	-2.8%
Dues and Travel	4,339	4,950	1,755	2,965	4,950	
Professional Services	1,265	2,000	2	1,000	1,000	-50.0%
Contractual Services	24	2,500	12	1,000	2,000	-20.0%
Information Technology	15,000	15,000		7,500		
Social Security	<u>76,995</u>	<u>81,899</u>	<u>33,495</u>	<u>78,584</u>	<u>85,850</u>	4.8%
<b>TOTAL</b>	<b>\$1,354,708</b>	<b>\$1,238,660</b>	<b>\$558,214</b>	<b>\$1,186,097</b>	<b>\$1,334,215</b>	<b>7.7%</b>

### FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Director of Financial Services	1	1	1	1	1
Financial Operations Manager	1	1	1	1	1
Accounting Manager**	1				
Budgets and Grants Manager	1	1	1	1	1
Accounting Supervisor***			1		1
Financial Analyst I*	1	1	1	1	1
Accountant Auditor	1	1		1	
Accountant II**		1	1	1	1
Accounting Specialist	1	1	1	1	1
Payroll Coordinator*	1	1	1	1	1
Payroll Specialist	1	1	1	1	1
Administrative Assistant		1	1	1	1
Senior Staff Assistant	<u>1</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

\* 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 was 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 as well as the settlement of union contracts which were previously budgeted in a separate expense account for unsettled contracts.

**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 \$960 for an Associate's Degree or \$1,260 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.

**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. In fiscal year 2025 the Finance Department cancelled the DebtBook subscription as the department found other means to capture the lease and subscription costs.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	(Fiscal Year)				
	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Actual 2023</u>	<u>Actual 2024</u>
<b>Financial Reporting:</b>					
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes
GFOA Certificate for Excellence in Financial Reporting	Yes	Yes	Yes	*	**
<b>Financial Operations:</b>					
% of FT Town Employees on Direct Deposit	100%	100%	100%	100%	100%
% of FT Town Electronic Direct Deposit Statements	100%	100%	100%	100%	100%
% of Electronic Payments					
Town	38.1%	39.1%	40.0%	37.1%	39.6%
Board of Education (BOE)	27.6%	29.1%	29.7%	34.9%	29.4%
Fund Balance as a % of General Fund Expenditures	9.1%	9.1%	9.2%	9.9%	10.1%
<b>Investment Strategy:</b>					
Short-Term Investment Fund Return	1.52%	0.10%	0.30%	3.95%	5.39%
Other Investment Vehicle Return	2.02%	n/a	n/a	n/a	n/a
<b>Capital Financing:</b>					
Municipal Bond Rating (Moody's/S&P)	Aaa/AAA	Aaa/AAA	Aaa/AAA	Aa1/AAA	Aa1/AAA
Debt Service as a % of General Fund Expenditures (excl. BBS & POBs)	5.7%	5.9%	5.7%	5.2%	4.6%
Debt per Capita	\$2,324	\$2,269	\$2,236	\$2,034	\$2,005
Long Term Bonded Debt to Net Assessed Value (excl POBs)	2.1%	2.1%	2.2%	2.0%	1.3%
WH General Obligation Bond Rate	1.49%	1.39%	2.01%	3.04%	3.18%

\* The Town had filed an extension for the GFOA Certificate for Excellence in Financial Reporting for fiscal year 2023 and is awaiting the results.

\*\* The Town has filed an extension for the GFOA Certificate for Excellence in Financial Reporting for fiscal year 2024, as the external audit is not yet complete.

**PURCHASING DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Copies	\$ 27	\$ 20	\$	\$ 20	\$ 20	
<b>TOTAL</b>	<b>\$ 27</b>	<b>\$ 20</b>	<b>\$</b>	<b>\$ 20</b>	<b>\$ 20</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$282,069	\$285,611	\$156,319	\$319,234	\$311,797	9.2%
Temporary Payroll			36,114	50,358	10,000	100.0%
Office Expense	3,288	4,050	2,150	4,050	4,050	
Dues and Travel	1,129	3,060	1,335	3,060	3,060	
Training		500	249	500	1,000	100.0%
Advertising	2,184	3,500	1,899	3,500	3,500	
Telecommunications					500	100.0%
Social Security	<u>20,444</u>	<u>21,485</u>	<u>9,671</u>	<u>22,619</u>	<u>22,455</u>	4.5%
<b>TOTAL</b>	<b>\$309,114</b>	<b>\$318,206</b>	<b>\$207,737</b>	<b>\$403,321</b>	<b>\$356,362</b>	<b>12.0%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Purchasing Agent*		1	1	1	1
Senior Buyer	1				
Buyer	1	1	1	1	1
Office Operations Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

\* 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 was promoted to this position.

## **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 and the settlement of union contracts which were previously budgeted in a contingency account. During fiscal year 2024, the Senior Buyer position was reclassified to a Purchasing Agent.

**Temporary Payroll:** The Purchasing Agent retired in fiscal year 2025 and is assisting through the transition.

**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.

**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 funds the cost associated with cellular telephone services.

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



**REVENUE COLLECTION DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Copies	\$ 55	\$ 50	\$ 55	\$ 65	\$ 65	30.0%
<b>TOTAL</b>	<b>\$ 55</b>	<b>\$ 50</b>	<b>\$ 55</b>	<b>\$ 65</b>	<b>\$ 65</b>	<b>30.0%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$337,076	\$329,055	\$214,590	\$405,336	\$369,066	12.2%
Temporary Payroll	22,827	39,446	7,576	25,634	24,950	-36.7%
Overtime	912	2,500	2,266	2,500	2,500	
Education Premium Pay	1,460	1,440	480	1,040	960	-33.3%
Office Expense	106,055	104,210	40,102	103,780	104,210	
Dues and Travel	1,545	3,405	426	1,945	3,230	-5.1%
Training	980	1,200	535	1,200	1,300	8.3%
Advertising	494	800		500	800	
Professional Services	750	1,000	379	905	1,000	
Contractual Services	24,590	30,121	15,947	23,578	16,700	-44.6%
Information Technology	20,043	20,661	20,820	20,820	22,045	6.7%
Maintenance & Repairs		350		350	350	
Social Security	<u>24,671</u>	<u>25,502</u>	<u>13,030</u>	<u>28,160</u>	<u>28,020</u>	9.9%
<b>TOTAL</b>	<b>\$541,403</b>	<b>\$559,690</b>	<b>\$316,151</b>	<b>\$615,748</b>	<b>\$575,131</b>	<b>2.8%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</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>
<b>TOTAL</b>	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 and the settlement of union contracts previously budgeted in a contingency account.

**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 \$960 for an Associate's Degree or \$1,260 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.

**Contractual Services:** Banking services used by the Revenue Collection Office for lockbox have been eliminated in fiscal year 2026 as Finance negotiated this fee to be offset by the earnings credit given to the Town for maintaining a certain average balance in the bank. This appropriation finances the contract for the hearing officer for parking ticket and ordinance violation appeals.

**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.

**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)

	<b>Actual <u>2020</u></b>	<b>Actual <u>2021</u></b>	<b>Actual <u>2022</u></b>	<b>Actual <u>2023</u></b>	<b>Actual <u>2024</u></b>
<b>Revenue Collection:</b>					
Current Year Tax Collection Rate	99.3%	99.3%	99.3%	99.4%	99.4%
% of Parking Tickets Collected	73.8%	72.7%	73.5%	76.6%	74.9%
% Ordinance Violations Collected	32.9%	52.6%	49.6%	47.7%	30.0%

**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.

Taxpayers continue to embrace the option of paperless billing for real estate accounts. This past year has seen a 23% increase in paperless billing over the prior year, and it has more than doubled since 2020. Paperless billing results in cost savings to the Town in paper, printing and postage expenses.

In June 2024 the PayPal and Venmo features were added to the online bill payment system. While payments by this method have been slow, it is expected to grow as it is a preferred payment method of the younger demographic.

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**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$238,917	\$240,281	\$123,228	\$269,543	\$279,256	16.2%
Temporary Payroll	14,542					
Office Expense	1,660	6,500	93	3,000	5,500	-15.4%
Dues and Travel		1,000			1,000	
Professional Services	3,356	3,000			3,000	
Information Technology	255,797	311,417	304,543	330,699	356,990	14.6%
Social Security	<u>17,846</u>	<u>17,890</u>	<u>9,047</u>	<u>20,408</u>	<u>20,794</u>	16.2%
<b>TOTAL</b>	<b>\$532,118</b>	<b>\$580,088</b>	<b>\$436,911</b>	<b>\$623,650</b>	<b>\$666,540</b>	<b>14.9%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Financial Systems Manager	1	1	1	1	1
Financial Systems Analyst II	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## 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 and the settlement of union contracts.

**Temporary Payroll:** This appropriation funded a part-time position who assisted with programming needs of the division and was 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 with a CPI increase. For fiscal year 2026, these contracts include: HTE historical data (\$35,640), Superion Technical Access (\$3,000), Tyler MUNIS (\$233,086), Tyler TSM Software and Support (\$72,837), as well as copier maintenance. In addition, the costs associated with printer maintenance and operations is included.

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

## MAIL &amp; DELIVERY SERVICES DIVISION

## SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Office Expense	\$ 1,974	\$ 2,000	\$ 85	\$ 2,150	\$ 2,000	
Professional Services	<u>78,636</u>	<u>87,687</u>	<u>29,229</u>	<u>87,687</u>	<u>92,071</u>	5.0%
<b>TOTAL</b>	<b>\$80,610</b>	<b>\$ 89,687</b>	<b>\$29,314</b>	<b>\$ 89,837</b>	<b>\$94,071</b>	<b>4.9%</b>

## MAIL &amp; 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 term as the mailroom was staffed with one less person.

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### RISK MANAGEMENT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
<b><u>TOWN PROGRAM</u></b>				
Employee Benefit Contributions	\$ 1,593,128	\$ 1,381,501	\$ 1,658,000	\$ 1,763,400
Interest on Investment	1,111,463	132,000	458,267	132,000
Amortization		(287,694)		190,404
Subrogation/Recoveries	38,502	25,000	312	25,000
Use of Fund Balance/Reserved Retained Earnings		2,080,000		
Transfer In	<u>27,244,330</u>	<u>28,221,195</u>	<u>28,221,195</u>	<u>31,827,221</u>
Total Revenues & Other Resources	\$29,987,423	\$31,552,002	\$30,337,774	\$33,938,025

EXPENSES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Administration-Human Resources	\$ 342,385	\$ 373,685	\$ 390,365	\$ 391,305
Town Program Expense	<u>29,352,125</u>	<u>31,178,317</u>	<u>30,682,571</u>	<u>33,546,720</u>
Total Expenses & Other Uses	\$29,694,510	\$31,552,002	\$31,072,936	\$33,938,025

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**ANNUAL BUDGET 2025-2026**

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**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).

<b>BUDGET SUMMARY</b>					
<b>DEPARTMENT OF FINANCIAL SERVICES</b>					
	<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Wages & Salaries	\$ 308,397	\$ 286,246	\$ 337,642	\$ 326,922	14.2%
Operating Expense	29,316,655	31,153,317	30,655,521	33,521,420	7.6%
Fringe Benefits	69,458	112,439	79,773	89,683	-20.2%
<b>TOTAL</b>	<b>\$29,694,510</b>	<b>\$31,552,002</b>	<b>\$31,072,936</b>	<b>\$33,938,025</b>	<b>7.6%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b><u>Authorized Positions</u></b>			<b>Revised</b>	<b>Proposed</b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Risk Manager**		1	1	1	1
Safety Analyst**		1	1	1	1
Risk Coordinator* **		1	1	1	1
<b>TOTAL</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

\* A Risk Coordinator was added in fiscal year 2024.

\*\* In fiscal year 2024, the Risk Management Administration employees began reporting to the Director of Financial Services.

<b>SUMMARY OF EXPENSES BY PROGRAM</b>					
	<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Program</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Risk Management					
Administration	\$ 342,385	\$ 373,685	\$ 390,365	\$ 391,305	4.7%
Workers' Compensation	3,778,320	3,163,336	3,094,567	3,268,839	3.3%
Health Program	21,911,508	23,494,354	23,358,285	25,263,552	7.5%
Heart and Hypertension	(451,779)	206,000	147,471	188,016	-8.7%
Self-Insured Program	1,520,022	1,410,600	1,272,537	1,449,079	2.7%
Insured Program	2,594,054	2,904,027	2,809,711	3,377,234	16.3%
<b>TOTAL</b>	<b>\$29,694,510</b>	<b>\$31,552,002</b>	<b>\$31,072,936</b>	<b>\$33,938,025</b>	<b>7.6%</b>



**Fund: Risk Management**  
**Department: Financial Services**

Beginning in fiscal year 2024, 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.

SUMMARY OF EXPENSES RISK MANAGEMENT ADMINISTRATION					
<b><u>Expenses</u></b>	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$290,860	\$286,246	\$336,682	\$325,962	13.9%
Temporary Payroll	17,537				
Education Premium Pay			960	960	100.0%
Office Expense	2,608	3,900	2,800	3,900	
Dues and Travel	1,475	4,100	2,700	3,800	-7.3%
Training	419	7,000	6,850	7,000	
Vehicle Expense	28		600		
Social Security	19,419	21,264	24,734	24,288	14.2%
Contingency (wage settlements)		36,136		10,356	-71.3%
Transfers Out	<u>10,039</u>	<u>15,039</u>	<u>15,039</u>	<u>15,039</u>	
<b>TOTAL</b>	<b>\$342,385</b>	<b>\$373,685</b>	<b>\$390,365</b>	<b>\$391,305</b>	<b>4.7%</b>

**Fund: Risk Management**  
**Department: Financial Services**

**Workers' Compensation Program**

The workers' compensation program requires a contribution from other funds of \$3,479,009 in fiscal year 2026, an increase of \$55,249 from the current year. This primarily is the result of an increase in projected claims and excess insurance.

<b>WORKERS' COMPENSATION PROGRAM</b>					
	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Percent</u></b>
	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
<b><u>Revenues</u></b>					
Interest on Investments	\$296,277	\$ 50,000	\$207,585	\$ 50,000	
Subrogation	<u>38,502</u>	<u>25,000</u>	<u>312</u>	<u>25,000</u>	
<b>Total Revenues</b>	<b>\$334,779</b>	<b>\$ 75,000</b>	<b>\$207,897</b>	<b>\$ 75,000</b>	
<b><u>Expenses</u></b>					
Financial Services	\$ 2,613	\$ 2,000	\$ 3,127	\$ 3,500	75.0%
Professional Services	10,703	15,000	13,322	15,000	
Claims Administration	132,000	132,000	132,000	135,000	2.3%
Insurance Services	5,993	12,000	12,000	12,000	
Excess Insurance	301,006	325,086	313,442	334,839	3.0%
WC Assessments-State	128,137	141,500	120,676	143,500	1.4%
Workers' Compensation Claims	<u>3,197,868</u>	<u>2,535,750</u>	<u>2,500,000</u>	<u>2,625,000</u>	3.5%
<b>Total Expenses</b>	<b>\$3,778,320</b>	<b>\$3,163,336</b>	<b>\$3,094,567</b>	<b>\$3,268,839</b>	<b>3.3%</b>
<b><u>Other</u></b>					
Allocation of Administration					
Expense	\$ 136,954	\$ 149,474	\$ 156,146	\$ 156,522	4.7%
Program Amortization		185,950		128,648	-30.8%
Operating Income/(Loss)	(45,425)		380,944		
Use of Fund Balance	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	
<b>NET CONTRIBUTION</b>					
<b>(FUND PREMIUM)</b>	<b>\$3,535,070</b>	<b>\$3,423,760</b>	<b>\$3,423,760</b>	<b>\$3,479,009</b>	<b>1.6%</b>

**Fund: Risk Management**  
**Department: Financial Services**

**Health Benefits Program**

Health Claims Cost

The net contribution to this program from other funds totals \$23,395,669, an increase of \$2,901,717 or 14.2%. In fiscal year 2025, \$1,540,000 of reserved retained earnings was used to minimize the increase in the General Fund. No reserved retained earnings are used in fiscal year 2026 in order to maintain the reserve at its current estimated balance of \$1,400,000. The contribution to the retiree health care reserve for fiscal year 2026 is \$11,672,000, an increase of \$400,000 from the current fiscal year. The appropriation for claims expense increases \$1,300,409 or 12.8% based upon experience and rising health insurance costs. Amortization of an accumulated surplus totals \$79,483 for fiscal year 2026.

<b>HEALTH BENEFITS PROGRAM</b>					
	<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Revenues</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Interest on Investments	\$412,886	\$ 25,000	\$140,000	\$ 25,000	
Subrogations/Miscellaneous	61,190		75,000		
Employee Contributions	<u>1,593,128</u>	<u>1,381,501</u>	<u>1,658,000</u>	<u>1,763,400</u>	27.6%
<b>Total Revenues</b>	<b>\$2,067,204</b>	<b>\$1,406,501</b>	<b>\$1,873,000</b>	<b>\$1,788,400</b>	<b>27.2%</b>
<b><u>Expenses</u></b>					
Regular Payroll	\$151,294	\$149,020	\$163,449	\$166,674	11.8%
Education Premium Pay	740	720	960	960	33.3%
Office Expense	799	2,300	1,193	2,300	
Dues and Travel		500	200	500	
Active Employee Claims	9,568,483	10,152,608	10,527,698	11,453,017	12.8%
Normal Retirement Cost	10,872,000	11,272,000	11,272,000	11,672,000	3.5%
Life/Long-term Disability	392,700	405,708	402,585	419,862	3.5%
Program Expense	686,943	1,216,693	738,580	1,263,629	3.9%
Stop Loss Insurance	187,720	226,755	199,367	226,755	
Social Security	10,829	11,123	12,253	12,452	11.9%
Contingency		16,927		5,403	-68.1%
Transfer Out	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	
<b>Total Expenses</b>	<b>\$21,911,508</b>	<b>\$23,494,354</b>	<b>\$23,358,285</b>	<b>\$25,263,552</b>	<b>7.5%</b>
<b><u>Other</u></b>					
Program Amortization		(53,901)		(79,483)	47.5%
Reserved Retained Earnings		(1,540,000)			-100.0%
Operating Income/(Loss)	<u>113,073</u>		<u>(991,333)</u>		
<b>NET CONTRIBUTION</b>					
<b>(FUND PREMIUM)</b>	<b>\$19,957,377</b>	<b>\$20,493,952</b>	<b>\$20,493,952</b>	<b>\$23,395,669</b>	<b>14.2%</b>

**Fund: Risk Management**  
**Department: Financial Services**

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 2026 resulting in a Town contribution of \$11,672,000.

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: Financial Services**

**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 \$52,593 from other funds is required to support this program in fiscal year 2026, a decrease of \$167,580. This decrease is a result of lower claims expense and the amortization of a positive fund balance.

<b>HEART AND HYPERTENSION PROGRAM</b>					
	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Percent</u></b>
<b><u>Revenues</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Interest on Investments	\$91,306	\$25,000	\$40,000	\$25,000	
<b>Total Revenues</b>	<b>\$91,306</b>	<b>\$25,000</b>	<b>\$40,000</b>	<b>\$25,000</b>	
<b><u>Expenses</u></b>					
Financial Services	\$ 1,907	\$ 1,000	\$ 971	\$ 1,000	
Medical Exams	3,339	20,000	12,500	20,000	
Insurance Services	736	5,000	4,000	5,000	
Claims Administration					
Claims Expense	(457,761)	180,000	130,000	162,016	-10.0%
<b>Total Expenses</b>	<b>(\$451,779)</b>	<b>\$206,000</b>	<b>\$147,471</b>	<b>\$188,016</b>	<b>-8.7%</b>
<b><u>Other</u></b>					
Allocation of Administration					
Expense	\$ 34,239	\$ 37,368	\$ 39,037	\$ 39,131	4.7%
Program Amortization		1,805		(149,554)	-8,385.5%
Operating Income/(Loss)	678,910		73,666		
<b>NET CONTRIBUTION</b>					
<b>(FUND PREMIUM)</b>	<b>\$170,064</b>	<b>\$220,173</b>	<b>\$220,174</b>	<b>\$ 52,593</b>	<b>-76.1%</b>

**Fund: Risk Management**  
**Department: Financial Services**

**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 2026 is \$1,578,656, an increase of \$608,571 from the prior year. This increase is primarily the result of using \$540,000 of restricted retained earnings in fiscal year 2025 to ease the burden of a large increase on the General Fund while still maintaining reserved retained earnings of approximately \$1,000,000. This is to protect the Town from an unknown liability, and is the stated goal of the Self-Insurance program to maintain.

<b>SELF-INSURED PROGRAM</b>					
	<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Revenues</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Interest on Investments	\$310,994	\$ 32,000	\$ 70,682	\$ 32,000	
<b>Total Revenues</b>	<b>\$310,994</b>	<b>\$ 32,000</b>	<b>\$ 70,682</b>	<b>\$ 32,000</b>	
<b><u>Expenses</u></b>					
Professional Services	\$ 47,208	\$ 53,000	\$ 53,277	\$ 54,000	1.9%
Claims Administration Expense	150,600	175,000	139,845	178,200	1.8%
Claims Expense	<u>1,322,214</u>	<u>1,182,600</u>	<u>1,079,415</u>	<u>1,216,879</u>	2.9%
<b>Total Expenses</b>	<b>\$1,520,022</b>	<b>\$1,410,600</b>	<b>\$1,272,537</b>	<b>\$1,449,079</b>	<b>2.7%</b>
<b><u>Other</u></b>					
Allocation of Administration Expense	\$ 136,954	\$ 149,474	\$ 156,146	\$ 156,522	4.7%
Program Amortization		(17,989)		5,055	-128.1%
Reserved Retained Earnings		(540,000)	(540,000)		-100.0%
Operating Income/(Loss)	<u>(466,726)</u>	<u>          </u>	<u>152,084</u>	<u>          </u>	
<b>NET CONTRIBUTION</b>					
<b>(FUND PREMIUM)</b>	<b>\$ 879,256</b>	<b>\$ 970,085</b>	<b>\$ 970,085</b>	<b>\$1,578,656</b>	<b>62.7%</b>

**Fund: Risk Management**  
**Department: Financial Services**

**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 \$3,321,295 will be required in fiscal year 2026 to meet the rising costs of the insured program, an increase of \$208,070 or 6.7%. This variance is due to the ever-rising cost of property, excess general and auto liability, school leader and public official insurance.

<b>INSURED PROGRAM</b>					
<b><u>Expenses</u></b>	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Purchased Insurance	\$2,594,054	\$2,904,027	\$2,809,711	\$3,377,234	16.3%
<b>Total Expenses</b>	<b>\$2,594,054</b>	<b>\$2,904,027</b>	<b>\$2,809,711</b>	<b>\$3,377,234</b>	<b>16.3%</b>
<b><u>Other</u></b>					
Allocation of Administration Expense	\$ 34,239	\$ 37,369	\$ 39,037	\$ 39,131	4.7%
Program Amortization		171,829		(95,070)	-155.3%
Operating Income/(Loss)	<u>74,271</u>	<u>          </u>	<u>264,477</u>	<u>          </u>	
<b>NET CONTRIBUTION</b>					
<b>(FUND PREMIUM)</b>	<b>\$2,702,564</b>	<b>\$3,113,225</b>	<b>\$3,113,225</b>	<b>\$3,321,295</b>	<b>6.7%</b>

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**ANNUAL BUDGET 2025-2026**

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DEPARTMENT: FINANCIAL SERVICES

**FULL-TIME POSITION SCHEDULE**

POSITION	Authorized Positions			Revised	Proposed
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-26</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				
Budgets and Grants Manager	1	1	1	1	1
Supervisor of Accounting and Payroll			1	1	1
Financial Analyst	1	1	1	1	1
Accountant Auditor	1	1			
Accountant II		1	1	1	1
Accounting Specialist	1	1	1	1	1
Office Operations Specialist	1	1	1	1	1
Administrative Assistant		1	1	1	1
Senior Staff Assistant	1				
Payroll Coordinator	1	1	1	1	1
Payroll Specialist	1	1	1	1	1
Purchasing Agent		1	1	1	1
Senior Buyer	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	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL GENERAL FUND	19	19	19	19	19
<u>RISK MANAGEMENT FUND</u>					
Risk Manager		1	1	1	1
Safety Analyst		1	1	1	1
Risk Coordinator		<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL RISK MANAGEMENT FUND		3	3	3	3
TOTAL FINANCIAL SERVICES	19	22	22	22	22



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**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 services to more than 619 full time and part-time regular employees of the Town as well as 703 temporary/seasonal employees (as of July 1, 2024). We collaborate with and support internal operating departments. This includes coordination of the recruitment and selection process, employee classification, labor relations and contract negotiations, performance management, workforce diversity administration, employee training, employee benefit and pension administration, onboarding 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 69 new hires (full time and part time regular hires), 254 temporary seasonal hires, and processed through Frontline, our on-line application platform, 535 applications. The Department utilized the following recruitment sites: Connecticut Conference of Municipalities (CCM), CTHires, Indeed and LinkedIn, as well as professional organization websites associated with the specific function where the vacancies exist.
- ✓ Continued working collaboratively with the Police Department to improve our police officer recruitment process. We received 129 applications for the position of police officer and hired 20 new officers in 2024. The department is staffed at its highest level in years.
- ✓ The Town EAP provider reported 9 coaching/counseling sessions, 26 self-help sessions, 146 online trainings and 22 trauma responses for calendar year 2024.
- ✓ Finalized union contract negotiations for six (6) bargaining units in calendar year 2024 (Public Safety Dispatch, Building Maintenance, Supervisors, Clerical, Professional and Police).
- ✓ In 2024, 52 full time and part time regular employees left Town employment. 111 part time seasonal employees left Town employment. Exit Interviews are provided to any employees voluntarily leaving employment to provide feedback on employment with the Town.
- ✓ Calculated and provided over 241 retirement pension estimates. Processed retirements for over 50 Board of Education and Town employees/beneficiaries.
- ✓ Conducted eight (8) HR investigations during calendar year 2024.
- ✓ Received thirty-nine (39) FMLA requests from Town employees during calendar year 2024.
- ✓ 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, active shooter, 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.

- ✓ In 2024, HR provided support on filling 35 positions in the form of oral, written and/or practical exams.
- ✓ 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 and 2024, Financial Services and Human Resources staff worked closely with Milliman to provide, analyze, and review data necessary to populate the system. The system's "go live" date occurred on December 31, 2024. Following this "go live" date, a period of additional testing and training is being conducted prior to launching the site for employee use. The MARC system will enable employees to perform their own pension estimates and obtain retirement application materials. It will also facilitate the valuation process as the census data prepared and provided by the Town's Finance Department, Pension Division, and the BOE Business Office will be uploaded to MARC throughout the year and be readily accessible by Milliman.

### **FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Utilize BambooHR for electronic onboarding and records management (Personnel Files) for new hires.
- ❖ Continue union contract negotiations for PT Custodians, Streets and Parking Monitors. Commence union contract negotiations for Fire and Crossing Guards.
- ❖ Continue assessment of onboarding process to provide a more global orientation to the organization, its culture, policies and procedures.
- ❖ Create a new Town-wide performance evaluation tool.
- ❖ Launch a paperless Personnel Action Form.
- ❖ Work with DEI to complete Town Affirmative Action Plan.
- ❖ Expand Leadership and Management development.
- ❖ Continue the support of Diversity, Equity, Inclusion (DEI) initiatives Town wide.
- ❖ Support two (2) promotional tests for the Fire Department (Lieutenant, Deputy Chief Assessment Center). Support two (2) promotional tests for the Police Department.
- ❖ Launch MARC pension administration system.

**DEPARTMENT OF HUMAN RESOURCES**

<b>BUDGET SUMMARY</b>						
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Percent</u>
<u>Revenues:</u>	<u>2023-24</u>	<u>2024-25</u>	<u>6 Months</u>	<u>2024-25</u>	<u>2025-26</u>	<u>Change</u>
Transfer In	\$40,000	\$40,000	\$	\$40,000	\$40,000	
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$</b>	<b>\$40,000</b>	<b>\$40,000</b>	
<u>Expenditures:</u>						
Wages & Salaries	\$369,656	\$424,809	\$208,727	\$465,657	\$479,051	12.8%
Operating Expense	182,260	144,600	56,505	149,675	144,600	
Social Security	<u>26,810</u>	<u>30,893</u>	<u>14,805</u>	<u>32,352</u>	<u>33,887</u>	9.7%
<b>TOTAL</b>	<b>\$578,726</b>	<b>\$600,302</b>	<b>\$280,037</b>	<b>\$647,684</b>	<b>\$657,538</b>	<b>9.5%</b>

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
<u>Full-Time Positions:</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
General Fund	2.8	3.8	3.8	3.8	3.8
Risk Management Fund*	3.6	1.5	1.5	1.5	1.5
Pension Fund	<u>1.6</u>	<u>1.7</u>	<u>1.7</u>	<u>1.7</u>	<u>1.7</u>
<b>TOTAL</b>	<b>8.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

\* 1.7 FTE Risk Management Fund Town Health employees are funded in the Risk Management Fund located in the Financial Services section of the budget but their authorized positions are located in the Human Resources Department.

Note: During fiscal year 2024, the Risk Management Administration employees of the Risk Management Fund reported to the Department of Financial Services. In fiscal year 2026 the Risk Management Fund is reported in the Financial Services departmental section.

**BUDGET AND PROGRAM HIGHLIGHTS**

The budget of the Department of Human Resources reflects an increase of \$57,236, or 9.5%, from the prior year. Wages and salaries increase \$54,242 or 12.7% which represents merit increases, wage settlements and optional vacation time buyouts. Operating expense in fiscal year 2026 remains unchanged. Social security is estimated based upon employee withholdings and the social security base wage rate.

**ANNUAL BUDGET 2025-2026**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Transfers In	\$40,000	\$ 40,000	\$	\$ 40,000	\$40,000	
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$</b>	<b>\$40,000</b>	<b>\$40,000</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$368,616	\$423,789	\$208,202	\$464,397	\$477,791	12.7%
Education Premium Pay	1,040	1,020	525	1,260	1,260	23.5%
Office Expense	14,499	14,800	3,040	14,800	14,800	
Dues and Travel	226	1,300	323	1,025	1,300	
Training	7,597	7,500	6,146	8,500	7,500	
Advertising	3,845	5,000	332	3,850	5,000	
Professional Services	116,021	86,000	40,376	92,000	86,000	
Contractual Services	24,876	15,000	4,350	15,000	15,000	
Meals	2,160	2,000	587	1,500	2,000	
Education Tuition Reimbursement	10,000	10,000	899	10,000	10,000	
Information Technology	3,036	3,000	452	3,000	3,000	
Social Security	<u>26,810</u>	<u>30,893</u>	<u>14,805</u>	<u>32,352</u>	<u>33,887</u>	9.7%
<b>Total Department</b>	<b>\$578,726</b>	<b>\$600,302</b>	<b>\$280,037</b>	<b>\$647,684</b>	<b>\$657,538</b>	<b>9.5%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Assistant Director of Human Resources*	0.8				
Director of Human Resources*		0.8	0.8	0.8	0.8
Senior Human Resources Specialist**		1	1	1	1
Human Resources Specialist* **	1	1	1	1	1
Office Operations Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>2.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

\* 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.

**Education Premium Pay:** Non-union employees in administrative classifications are eligible for education attainment payments of \$960 for an Associate's Degree or \$1,260 for a Bachelor's Degree. The increase in fiscal year 2026 is directly related to wage settlements.

**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 (NPELRA), 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 to provide for ongoing professional development.

**Training:** This 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, predominantly using social media and association websites.

**Professional Services:** This appropriation is for legal counsel on complex employment or labor issues, union contract negotiations, and also other professional consultants as required.

**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.

**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, 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.

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

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	Fiscal Year				
	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Actual <u>2023</u>	Actual <u>2024</u>
<b><u>Applications Processed</u></b>					
Police Officer	119	105	178	114	129
Open Competitive	694	352	374	455	535
Promotional	<u>100</u>	<u>37</u>	<u>119</u>	<u>87</u>	<u>63</u>
Total Applications Processed	913	494	671	656	727
<b><u>New Hires</u></b>					
Public Safety	33	14	35	27	25
Non-Public Safety	<u>22</u>	<u>10</u>	<u>21</u>	<u>29</u>	<u>44</u>
Total New Hires	55	24	56	56	69
<b><u>Terminations</u></b>					
Public Safety	25	26	18	15	20
Non-Public Safety	<u>24</u>	<u>13</u>	<u>19</u>	<u>16</u>	<u>31</u>
Total Terminations	49	39	37	31	51
<b><u>Reason for Separation (All Personnel)</u></b>					
Retirement	25	29	22	11	12
Resignation	23	9	13	23	32
Dismissal	0	1	2	1	7
Layoff	*	0	0	0	0
Death	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>
Total	49	39	37	36	51

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

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### PENSION OPERATING FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Employee Contributions	\$ 3,739,286	\$ 3,737,000	\$ 3,843,800	\$ 3,920,676
Interest Income			1,343	
Pension Buyback				
Trust Fund Contribution	28,273,681	29,816,542	29,808,925	30,665,358
Pension Reserve Fund Contribution	2,134,953	1,190,372	1,190,372	1,423,231
Transfer In	<u>7,389,912</u>	<u>7,981,105</u>	<u>7,981,105</u>	<u>8,619,593</u>
Total Revenues & Other Resources	\$41,537,832	\$42,725,019	\$42,825,545	\$44,628,858

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Human Resources –				
Administration	\$ 698,097	\$ 802,930	\$ 699,627	\$ 809,983
Regular Payments	39,236,536	40,397,089	40,498,918	42,118,875
Survivor Payments	1,476,529	1,500,000	1,450,000	1,525,000
Pension Refunds	<u>213,887</u>	<u>25,000</u>	<u>177,000</u>	<u>175,000</u>
Total Expenditures & Other Uses	\$41,625,049	\$42,725,019	\$42,825,545	\$44,628,858



**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**

	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Actual</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Percent</u></b>
	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Wages & Salaries	\$ 138,282	\$ 173,846	\$ 74,007	\$181,901	\$195,777	12.6%
Operating Expense	381,303	417,200	99,487	312,650	382,775	-8.3%
Fringe Benefits	41,105,464	42,133,973	21,472,534	42,330,994	44,050,306	4.5%
<b>TOTAL</b>	<b>\$41,625,049</b>	<b>\$42,725,019</b>	<b>\$21,646,028</b>	<b>\$42,825,545</b>	<b>\$44,628,828</b>	<b>4.5%</b>

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
<b><u>Full-Time Positions:</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Director of Human Resources (formerly Assistant Director)	0.1	0.2	0.2	0.2	0.2
Human Resources Specialist	0.5	0.5	0.5	0.5	0.5
Personnel Analyst*	1	1	1	1	1
<b>TOTAL</b>	<b>1.6</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>

\* In fiscal years 2023-2024 this position was a Senior Personnel Analyst.

**BUDGET & PROGRAM HIGHLIGHTS**

The fiscal year 2026 Pension Fund budget increases \$1,903,839, or 4.5%, 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 merits for full-time employees.

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**ANNUAL BUDGET 2025-2026**

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**Fund: Pension Operating Fund**  
**Department: Human Resources**

**SUMMARY OF REVENUES**

<b><u>Revenues:</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Employee Contributions	\$3,739,286	\$3,737,000	\$1,921,900	\$3,843,800	\$3,920,676	4.9%
Interest Income			1,343	1,343		
Trust Fund Contribution	28,273,682	29,816,542	5,400,000	29,808,925	30,665,358	2.8%
Pension Reserve Fund						
Contribution	2,134,953	1,190,372	1,190,372	1,190,372	1,423,231	19.6%
ADEC	<u>7,389,912</u>	<u>7,981,105</u>	<u>2,379,188</u>	<u>7,981,105</u>	<u>8,619,593</u>	8.0%
<b>Total Department</b>	<b>\$41,537,833</b>	<b>\$42,725,019</b>	<b>\$10,892,803</b>	<b>\$42,825,545</b>	<b>\$44,628,858</b>	<b>4.5%</b>

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures:</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Regular Payroll	\$137,837	\$172,826	\$73,692	\$180,956	\$194,517	12.6%
Temporary Payroll						
Education Premium Pay	445	1,020	315	945	1,260	23.5%
Office Expense	1,154	3,550	384	2,685	2,925	-17.6%
Dues and Travel		800		100	500	-37.5%
Professional Services	370,338	380,500	99,103	309,840	348,000	-8.5%
Office/Minor Equipment		2,000			1,000	-50.0%
Meals		50		25	50	
Information Technology		30,300			30,300	
Telecommunications						
Social Security	9,811	12,737	5,307	13,094	14,115	10.8%
Pension Payments	40,927,153	41,922,089	21,389,752	42,125,918	43,818,875	4.5%
Pension Expense	61,103	62,283	31,141	62,283	71,274	14.4%
Risk Management						
Expense	80,177	92,668	46,334	92,668	103,293	11.5%
Contingency		7,165			5,718	-20.2%
Transfer Out	<u>37,031</u>	<u>37,031</u>		<u>37,031</u>	<u>37,031</u>	
	<b>\$41,625,049</b>	<b>\$42,725,019</b>	<b>\$21,646,028</b>	<b>\$42,825,545</b>	<b>\$44,628,858</b>	<b>4.5%</b>

**Fund: Pension Operating Fund****Department: Human Resources**Pension 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 2026 Pension Fund increases by \$1,903,839 or 4.5% over the prior year. This increase represents adjustments to anticipated benefits to retired employees and pension administration expenses. The Actuarially Determined Employee Contribution (ADEC) increased from \$9,171,477 in fiscal year 2025 to \$10,042,824, or \$871,347. This increase is in part from the Police Officers' Association union contract for fiscal years 2024-2028, which changed eligibility for benefits from 25 years of service to 20 years. This is offset by increases in employee contribution rates for several unions. 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 \$10,042,824 is comprised of Town, BOE and other covered programs contributions of \$8,619,593 and a contribution from the Pension Bond Reserve Fund of \$1,423,231.

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

# BUDGET IN BRIEF

## PENSION BOND RESERVE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Interest Income	\$ 1,646,559	\$ 1,129,000	\$ 1,383,975	\$ 1,171,707
Total Revenues & Other Resources	\$ 1,646,559	\$ 1,129,000	\$ 1,383,975	\$ 1,171,707

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Transfer Out	\$ 2,134,953	\$ 1,190,372	\$ 1,190,372	\$ 1,423,231
Total Expenditures & Other Uses	\$ 2,134,953	\$ 1,190,372	\$ 1,190,372	\$ 1,423,231
CHANGE IN FUND BALANCE	(\$ 488,394)	(\$ 61,372)	\$ 193,603	(\$ 251,524)
BEGINNING BALANCE	\$27,462,483	\$26,974,089	\$26,974,089	\$27,167,692
ENDING BALANCE	\$26,974,089	\$26,912,717	\$27,167,692	\$26,916,168

**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 2026 BUDGET**

The fiscal year 2026 budget anticipates revenues from investment income of \$1,171,707. A contribution from the Pension Bond Reserve Fund of \$1,423,231 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 2024-25	Proposed 2025-2026
	2022-23	2023-24	2024-25		
<u>GENERAL FUND</u>					
Director of Human Resources (formerly Assistant Director)	0.8	0.8	0.8	0.8	0.8
Senior Human Resources Specialist		1.0	1.0	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Office Operations Specialist	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL GENERAL FUND	2.8	3.8	3.8	3.8	3.8
<u>RISK MANAGEMENT FUND</u>					
Director of Human Resources	0.1				
Risk Manager	1.0				
Safety Analyst	1.0				
Senior Human Resources Specialist		0.5	0.5	0.5	0.5
Human Resources Specialist	0.5				
Senior Personnel Analyst	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL RISK MANAGEMENT FUND	3.6	1.5	1.5	1.5	1.5
<u>PENSION FUND</u>					
Director of Human Resources (formerly Assistant Director)	0.1	0.2	0.2	0.2	0.2
Senior Human Resources Specialist		0.5	0.5	0.5	0.5
Human Resources Specialist	0.5				
Personnel Analyst	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL PENSION FUND	1.6	1.7	1.7	1.7	1.7
TOTAL HUMAN RESOURCES	8.0	7.0	7.0	7.0	7.0

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**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 calendar year, our department effectively addressed 10,162 emergency incidents, achieving a high level of customer satisfaction.
- ✓ We successfully filled the vacant Assistant Chief of Operations position with a highly qualified fire officer, James Silver. Upon the retirement of two senior Deputy Chiefs, two new Deputy Chiefs have been promoted to key leadership positions.
- ✓ We have proactively pursued recruitment strategies, which resulted in the department being fully staffed for much of 2024. Based on recent retirements, we will likely fill 3-4 vacancies in the remainder of FY25 and into FY26.
- ✓ For calendar year 2024, our three drones flew 78 missions. These missions supported our firefighting and rescue efforts, provided support at town events and assisted other town departments. We also added an additional pilot to our cadre and implemented a new management platform.
- ✓ The Office of Emergency Management conducted CERT basic training classes in the fall and spring, training 53 residents in emergency preparedness. To date, 295 residents have participated in the training program, and an additional 86 residents were trained by CERT instructors and received Heart-saver Certification.
- ✓ Successfully completed two CERT basic training classes delivered in Spanish, the first such classes held in the Greater-Hartford area.
- ✓ The CERT team generously contributed over 2,025 hours of volunteer time to the Town in the 2024 calendar year.
- ✓ In collaboration with the West Hartford-Bloomfield Health District, developed and implemented a medical resiliency coordinator role to increase emergency preparedness relative to medical facilities and residents with medical or functional needs issues.



- ✓ The Office of Emergency Management received \$25,000 from the Nuclear Safety Emergency Program grant. These funds were used to obtain additional emergency shelter supplies and update computers that are used in the Emergency Operation Center.
- ✓ The OEM Support vehicle and team were deployed 12 times in 2024 to provide logistical support during emergencies and training exercises.
- ✓ We restructured the Fire Marshal's office (FMO) by elevating a fire inspector position to Deputy Fire Marshal, which allowed for increased effectiveness and paving the way for future improvement in the number of inspections and inspectors.
- ✓ The FMO has continued the practice of supplying and installing smoke and/or carbon monoxide alarms in residential properties as needed. The install includes a home safety assessment to educate residents about potential fire/life safety issues.
- ✓ The FMO has reinstated the Fire Prevention/Education Program delivery to elementary schools during the month of October. The program is led by the FMO in a cooperative approach with assistance from the Operations Division and the Community Support Officer.
- ✓ Continuing our training funded by the Assistance to Firefighters Grant (AFG), we are working with our mutual aid partner New Britain Fire Department to complete the second half of our confined space rescue training. This brings our total members certified under this program to 16.
- ✓ The Training and Support Services Division successfully organized a second basic Kids Fire Academy Summer Camp and introduced the inaugural "advanced" Kids Fire Academy in collaboration with many other Town stakeholders.
- ✓ Numerous WHFD members continue instructing the Emergency Medical Responder (EMR) course for both Hall and Conard High School students. This inaugural year brought 31 students successfully through the program.
- ✓ The Community Support Officer and other members of the department trained 186 West Hartford residents in the essential skills of Hands-Only CPR or Basic CPR.
- ✓ The department acquired an advanced medical training mannequin for our EMTs and paramedics to practice trauma care under real-world conditions. The mannequin presents to caregivers just as an actual victim would and responds to care.
- ✓ The department conducted a large-scale active shooter/hostile event response (ASHER) drill in cooperation with West Farms Mall, community volunteers and our WHPD partners. This drill provided real-world practical application of hostile event response.
- ✓ The Operations Division implemented new credentialing programs for supervisors to best situate them for success in their new roles. These classroom and practical programs glean knowledge from highly skilled members and our town partners including Human Resources, Corporation Counsel, Risk Management, Equity Management and many others to prepare candidates for the role of supervisor.
- ✓ We have increased depth and capacity with our heavy fleet by securing a used fire apparatus to serve as a spare called into service when a front-line fire apparatus goes out of service for repair. Our emergency call volume places tremendous stress on our vehicles and in order to provide continuous and consistent fire protection and emergency medical services we must maintain a ready fleet.

### **FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Assume internal control of emergency medical continuing education 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.

- ❖ Bridge current Emergency Medical Responder (EMR) graduates from our high school programs to Emergency Medical Technician (EMT).
- ❖ Transition the existing EMR programs in our high schools to full work-force ready EMT programs.
- ❖ Evaluate all in service electronic platforms including our records management system to increase efficiency, streamline platforms and decrease overall fiscal impact.
- ❖ Continue working towards creating an accurate database of inspectable properties.
- ❖ Increase the number of fire code compliance inspections, completed annually, to meet statutory requirements.
- ❖ Continue to follow-up initial inspections with code compliance progress inspections.
- ❖ Continue fostering interagency relationships and building better interoperability with other regional partners.
- ❖ Continue to educate shareholders in the community through community risk reduction and prevention activities, including home safety assessments and smoke alarm/carbon monoxide alarm installations.
- ❖ Continue to build on the Town's Emergency Management Program and increase the training available to the CERT Team members.
- ❖ Continue to increase preparedness for residents and businesses for weather-related town wide emergencies through educational programming and media outreach.
- ❖ Keep new construction throughout town on track with timely plan reviews, consultation as needed with design professionals/contractors, and regular progress inspections.
- ❖ Complete the process of making our reserve apparatus "Ready Spares" whereby they are fully equipped and ready for service at a moment's notice.
- ❖ 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 and fire protection.
- ❖ Continue to provide required training and mission specific training for all department members along with advanced training for supervisors to continue closing the experience gap with a young workforce.

## FIRE DEPARTMENT

### BUDGET SUMMARY

	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Revenues:</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Intergovernmental	\$260,751	\$	\$ 5,000	\$ 258,983	\$	
Licenses & Permits	1,048,508	478,340	384,719	665,000	478,340	
Charges for Services	587,363	760,000	353,556	760,000	760,000	
Miscellaneous Revenue		250		250	250	
<b>TOTAL</b>	<b>\$1,896,622</b>	<b>\$1,238,590</b>	<b>\$743,275</b>	<b>\$1,684,233</b>	<b>\$1,238,590</b>	
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$13,607,269	\$13,382,831	\$6,210,828	\$13,276,451	\$13,745,784	2.7%
Operating Expense	1,926,259	1,774,734	873,243	2,112,507	1,778,802	.2%
Social Security	210,770	231,247	98,248	201,657	223,901	-3.2%
<b>TOTAL</b>	<b>\$15,744,298</b>	<b>\$15,388,812</b>	<b>\$7,182,319</b>	<b>\$15,590,615</b>	<b>\$15,748,487</b>	<b>2.3%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Proposed</b>
<b><u>Full-Time Positions:</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
General Fund	93	94	94	94	94

### BUDGET & PROGRAM HIGHLIGHTS

Overall, the Fire Department's budget increases \$359,675 or 2.3% in fiscal year 2026. Wages and salaries increase \$362,953. 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. These employees received a retro cost of living increase in fiscal year 2025 and it is reflected in the fiscal year 2026 salary figure. Operating expenses reflect a slight increase of \$4,068 related to a statutory requirement of \$10 per firefighter to be contributed to the Connecticut Firefighter Cancer Relief Fund (\$1,000), a town wide initiative for AED maintenance, including the replacement of batteries (\$12,000), offset by a reduction in utility costs. The Social Security adjustment reflects estimated cost based upon wages and withholdings.

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**ANNUAL BUDGET 2025-2026**

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**MANAGEMENT DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$ _____	\$ 250	\$ _____	\$ 250	\$ 250	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ 250</b>	<b>\$ _____</b>	<b>\$ 250</b>	<b>\$ 250</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$428,473	\$438,535	\$186,950	\$392,719	\$479,454	9.3%
Temporary Payroll	23,692	27,000	12,863	28,700	28,754	6.5%
Overtime	1,353	2,500	623	1,720	2,500	
Education Premium Pay	987	720	400	720	960	33.3%
Office Expense	15,725	16,111	5,006	14,600	16,111	
Dues and Travel	13,070	13,035	3,769	12,400	14,035	7.7%
Professional Services	100,431	119,825	37,331	135,000	119,825	
Uniforms & Laundry	2,468	2,250	5,505	6,500	2,250	
Information Technology	146,909	142,747	53,851	147,000	142,747	
Telecommunications	41,749	56,846	19,572	40,270	55,000	-3.2%
Maintenance & Repairs	53					
Social Security	<u>28,006</u>	<u>30,759</u>	<u>13,390</u>	<u>29,355</u>	<u>33,106</u>	7.6%
<b>TOTAL</b>	<b>\$802,916</b>	<b>\$850,328</b>	<b>\$339,260</b>	<b>\$808,984</b>	<b>\$894,742</b>	<b>5.2%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</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>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## 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:** This appropriation is to fund 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 \$960 for an Associate's Degree or \$1,260 for a Bachelor's Degree. The increase in fiscal year 2026 directly relates to the wage settlement.

**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, certifications and professional training. In fiscal year 2026 the increase relates to a statutory requirement of \$10 per firefighter to be contributed to the Connecticut Firefighter Cancer Relief Fund.

**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.

**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.

**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 2026 is based on historical levels.

**Maintenance & Repairs:** This appropriation was used 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**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Intergovernmental	\$57,863	\$	\$ 5,000	\$ 5,000	\$	
Miscellaneous State Revenue				<u>25,000</u>		
<b>TOTAL</b>	<b>\$57,863</b>	<b>\$</b>	<b>\$ 5,000</b>	<b>\$30,000</b>	<b>\$</b>	

**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Temporary Payroll	\$131,707	\$106,488	\$58,105	\$120,870	\$144,811	36.0%
Overtime	870		420	800		
Office Expense	14,536	13,900	9,871	14,600	13,900	
Office Equipment	22,182	3,000	11,722	27,500	3,000	
Uniforms & Laundry	592	1,500	1,171	1,500	1,500	
Social Security	<u>3,681</u>	<u>3,473</u>	<u>1,628</u>	<u>3,764</u>	<u>3804</u>	9.5%
<b>TOTAL</b>	<b>\$173,568</b>	<b>\$128,361</b>	<b>\$82,917</b>	<b>\$169,034</b>	<b>\$167,015</b>	<b>30.1%</b>

**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. These part time employees received a retro cost-of-living increase, and it is reflected in this line for fiscal year 2026. 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 was eliminated in fiscal year 2025. However, overtime may be necessary to cover special events.

**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.

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

**ANNUAL BUDGET 2025-2026**

**FIREFIGHTING DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Intergovernmental	\$199,420	_____	_____	\$228,983	_____	
<b>TOTAL</b>	<b>\$199,420</b>	<b>\$</b>	<b>\$</b>	<b>\$228,983</b>	<b>\$</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$8,439,860	\$8,761,194	\$3,969,128	\$8,040,480	\$8,981,386	2.5%
Overtime	2,594,576	2,160,574	1,160,141	2,604,989	2,160,574	
Holiday Pay	572,677	606,439	5,461	598,575	625,604	3.2%
Education Premium Pay	37,498	35,500	16,499	37,000	38,000	7.0%
Office Expense	1,390	2,000	1,470	3,000	2,000	
Training	116,870			228,983		
Minor Equipment	31,782	35,500	34,436	50,500	35,500	
Uniforms & Laundry	151,882	165,620	50,682	131,926	165,620	
Education Tuition						
Reimbursement	30,376	25,000	3,073	30,000	25,000	
Utilities	208,200	215,140	107,570	215,140	215,140	
Operating Expense-Misc.		2,110		500	2,110	
Maintenance & Repairs	5,631	7,500	4,084	6,500	7,500	
Miscellaneous Supplies	15,283	8,500	2,205	10,000	8,500	
Social Security	160,045	170,875	72,216	148,954	172,663	1.0%
<b>TOTAL</b>	<b>\$12,366,070</b>	<b>\$12,195,952</b>	<b>\$5,426,965</b>	<b>\$12,106,547</b>	<b>\$12,439,597</b>	<b>2.0%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</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>
<b>TOTAL</b>	84	84	84	84	84



## **FIREFIGHTING DIVISION – BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** This appropriation funds Firefighting division positions, as detailed, and it includes merit increases, as applicable, along with 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).

**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.

**Training:** This appropriation is not budgeted in fiscal year 2026. In fiscal year 2024 and 2025 it represents grant expenses through the Assistance to Firefighters Grant (AFG) regional grant with offsetting revenue.

**Minor Equipment:** Includes funding for hazardous materials equipment, rescue equipment, hose and hand line supply equipment, and miscellaneous firefighting equipment as needed.

**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.

**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).

**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)

<b><u>Fire Call Volume</u></b>	<b><u>Actual 2020</u></b>	<b><u>Actual 2021</u></b>	<b><u>Actual 2022</u></b>	<b><u>Actual 2023</u></b>	<b><u>Actual 2024</u></b>
Number of Fire Related Calls	176	165	201	210	239
Number of Emergency Medical/ Rescue Calls	6,284	6,381	6,739	6,561	7,011
Number of False Alarms	833	976	892	1,260	1,310
Mutual Aid	20	13	15	24	13
Number of Hazardous Material Calls	698	188	191	183	187
Number of Other Calls for Service	<u>1,271</u>	<u>1,947</u>	<u>1,807</u>	<u>1,510</u>	<u>1,042</u>
<b>Total Calls</b>	<b>9,282</b>	<b>9,670</b>	<b>9,845</b>	<b>9,748</b>	<b>9,802</b>

**EMERGENCY MEDICAL SERVICES DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Charges for Services	\$587,363	\$760,000	\$353,556	\$760,000	\$760,000	
<b>TOTAL</b>	<b>\$587,363</b>	<b>\$760,000</b>	<b>\$353,556</b>	<b>\$760,000</b>	<b>\$760,000</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$118,707	\$116,120	\$57,169	\$110,430	\$116,147	
Stipends	209,870	235,403	110,185	235,403	265,170	12.6%
Overtime	79,131	40,900	28,047	74,200	40,900	
Holiday Pay	8,047	8,574		8,575	8,574	
Office Expense	4,783	2,000		500	2,000	
Dues and Travel	6,820	8,680	3,820	7,000	8,680	
Training	27,978	34,375	909	34,375	34,375	
Professional Services	113,553	115,667	60,916	115,667	115,677	
Maintenance & Repairs	8,637	9,457	3,988	9,457	21,457	126.9%
Miscellaneous Supplies	192,074	175,704	122,504	198,200	175,704	
Social Security	<u>5,729</u>	<u>3,121</u>	<u>2,738</u>	<u>5,382</u>	<u>2,279</u>	-27.0%
<b>TOTAL</b>	<b>\$775,329</b>	<b>\$750,001</b>	<b>\$390,276</b>	<b>\$799,189</b>	<b>\$790,953</b>	<b>5.5%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Fire Lieutenant – EMS Officer (formerly Support Services)	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**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. The increase in fiscal year 2026 directly relates to trainers as it is related to the New Britain Emergency Management Service (NBEMS) closure.

**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.

**Maintenance & Repairs:** Includes funding for medical equipment maintenance and repairs. In fiscal year 2026 the increase is related to a town wide initiative for AED maintenance, including the replacement of batteries (\$12,000).

**Miscellaneous Supplies:** Reflects funding for medical supplies and medications, oxygens and gases, and medical waste costs.

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

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**ANNUAL BUDGET 2025-2026**

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**PREVENTION DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Intergovernmental	\$ 3,468	\$	\$	\$	\$	
Fire Occupancy/Use Permits	105,911	100,000	64,703	100,000	100,000	
Fire Plan Review Fees	<u>942,597</u>	<u>378,340</u>	<u>320,016</u>	<u>565,000</u>	<u>378,340</u>	
<b>TOTAL</b>	<b>\$1,051,976</b>	<b>\$478,340</b>	<b>\$384,719</b>	<b>\$665,000</b>	<b>\$478,340</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$470,068	\$502,566	\$240,695	\$477,362	\$524,767	4.4%
Temporary Payroll	24,633	27,374	17,786	25,000	28,266	3.3%
Overtime	29,848	30,000	27,326	60,100	30,000	
Education Premium Pay	2,000	2,000	166	2,000		-100.0%
Office Expense	10,591	13,009	3,217	9,809	13,009	
Dues and Travel	1,550	1,750	678	1,750	1,750	
Training	1,788	1,150	75	1,150	1,150	
Office Equipment	4,184	5,000	1,552	5,000	5,000	
Uniforms & Laundry	5,804	7,000	3,205	7,000	7,000	
Miscellaneous Supplies	9,045	7,500	2,467	7,500	7,500	
Social Security	<u>7,228</u>	<u>17,050</u>	<u>3,805</u>	<u>7,947</u>	<u>8,097</u>	-52.5%
<b>TOTAL</b>	<b>\$566,739</b>	<b>\$614,399</b>	<b>\$300,972</b>	<b>\$604,618</b>	<b>\$626,539</b>	<b>2.0%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Assistant Fire Chief	1	1	1	1	1
Deputy Fire Marshal	1	1	1	2	2
Fire Inspector* **	<u>1</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

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

\*\* In fiscal year 2025, a Fire Inspector was reclassified to a Deputy Fire Marshal.

## PREVENTION DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

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

**Dues and Travel:** This appropriation is for dues for fire prevention professional organizations.

**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.

**Uniforms & Laundry:** This appropriation covers employee uniform repair and maintenance costs and is increased to provide for a fully-staffed office.

**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><b>2020</b></u>	<u><b>2021</b></u>	<u><b>2022</b></u>	<u><b>2023</b></u>	<u><b>2024</b></u>
<u>Total Cases</u>	1,328	1,446	1,473	2,665	3,216
<u>Statutory Inspections</u>					
Annual	227	606	415	952	1,068
Licensing	134	153	209	348	390
Re-inspections	24	23	21	63	72
Consultations	103	47	49	124	114
Modifications	3	2			
Complaints	41	52	59	127	151
Court					
	<u>532</u>	<u>883</u>	<u>753</u>	<u>1,614</u>	<u>1,795</u>
<u>New Construction</u>					
Plans Review	378	315	416	457	611
Inspections	100	72	135	156	248
Cert. of Occ.	<u>22</u>	<u>26</u>			
	500	413	551	613	859
<u>Miscellaneous</u>	296	150	169	438	562

## STATION OPERATIONS &amp; MAINTENANCE DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Utilities	\$116,085	\$123,251	\$61,625	\$123,250	\$116,165	-5.7%
Telecommunications						
Building/Grounds						
Maintenance	<u>53,637</u>	<u>58,500</u>	<u>24,766</u>	<u>52,024</u>	<u>58,500</u>	
<b>TOTAL</b>	<b>\$169,722</b>	<b>\$181,751</b>	<b>\$86,391</b>	<b>\$175,274</b>	<b>\$174,665</b>	<b>-3.9%</b>

## STATION OPERATIONS &amp; 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.).



**EQUIPMENT OPERATIONS & MAINTENANCE DIVISION**

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$105,181	\$107,302	\$48,948	\$98,304	\$107,318	
Overtime	3,749	12,000	1,223	6,000	12,000	
Holiday Pay		7,954				-100.0%
Office Expense	356	500	83	350	500	
Training	100	1,000		250	1,000	
Minor Equipment	6,675	6,000	1,498	6,000	6,000	
Vehicles & Equipment Expense	379,465	290,720	193,641	381,804	290,720	
Social Security	<u>1,454</u>	<u>1,845</u>	<u>663</u>	<u>1,362</u>	<u>1,730</u>	-6.2%
<b>TOTAL</b>	<b>\$496,980</b>	<b>\$427,321</b>	<b>\$246,056</b>	<b>\$494,070</b>	<b>\$419,268</b>	<b>-1.9%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Fire Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**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. As the fleet size increases the cost also increases.

**Vehicle & Equipment Expense:** This appropriation covers the costs for fuel and vehicle maintenance for all department vehicles.

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

**TRAINING DIVISION**
**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$274,653	\$137,127	\$241,902	\$302,871	\$133,929	-2.3%
Overtime	34,191	5,000	21,325	43,000	5,000	
Holiday Pay	13,748	9,561	4,633	4,633	9,670	1.1%
Education Premium Pay	1,750	2,000	833	2,000	2,000	
Office Expense	3,030	3,550	830	3,550	3,550	
Training	58,561	63,337	31,201	62,702	63,337	
Professional Services	150	12,000	1,565	4,250	12,000	
Office Equipment	2,264	4,000	3,385	5,000	4,000	
Social Security	<u>4,627</u>	<u>4,124</u>	<u>3,808</u>	<u>4,893</u>	<u>2,222</u>	-46.1%
<b>TOTAL</b>	<b>\$392,974</b>	<b>\$240,699</b>	<b>\$309,482</b>	<b>\$432,899</b>	<b>\$235,708</b>	<b>-2.1%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-2026</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
Deputy Chief – Training (formerly Battalion Chief)	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**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.

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**ANNUAL BUDGET 2025-2026**

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**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.

**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).

**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
	2022-23	2023-24	2024-25	2024-25	2025-2026
<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	2
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	2	2	2	1
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	94	94	94	94

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**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 2024-2025****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 2024-2025 fiscal year to ensure compliance with statewide mandates and the pursuit of full State Accreditation. Two department members were 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. With the statewide increase in car thefts and car break-ins, the department has maintained involvement in 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 task force has also been instrumental in serving West Hartford arrest and search warrants for criminal cases.

A new Chaplain was added to the cadre of clergy supporting the members of the department and the WHPD's Health and Wellness Team. The Chaplains volunteer their time and expertise as a service to our department and the community in various functions.

The new Citizen Police Review Board (CPRB), provided a third year of review and oversight of the police department internal investigations. The CPRB reviewed and sustained all twelve investigations during the 2024 calendar year.

Due to many factors, for nearly a decade, the law enforcement profession has experienced a downturn in applicants and retention of police officers. West Hartford Police Department was no different. However, during the 2024-2025 fiscal year, our hiring included 14 new officers and stabilized employee retention. Currently we only have two (2) police officer vacancies.

A primary initiative was to increase the motor vehicle violation enforcement from the previous year. For calendar year 2024, Traffic enforcement stops increased to 7,696 or 4.5% from the previous year.

The new mobile command vehicle has been deployed during major events and critical incidents in Town during the 2024 calendar year. It was utilized when a large portion of the state lost emergency telephone coverage due to a service provider interruption. Other situations where it was utilized was during lengthy outdoor, criminal and accident investigations and many of our large scale, annual town events.

### **Drone Unit**

The department has been actively building a drone program with equipment and certified department drone pilots. The program has been successfully implemented with a total of 342 missions / flights during the first 11 months of 2024. Those deployments were to provide air support and over watch as well as detection and apprehension of suspects. The overflights were also utilized to locate missing or lost people. In summary, the drones have been utilized for criminal cases, tactical operations, assisting state and federal agencies to include the Secret Service, FBI, State Police and to provide real time security for our community during large town events and celebrations.

### **Partnerships**

During the 2024 calendar year, West Hartford PD strengthened current partnerships and established new ones. Some examples include training security personnel at the University of Hartford, enhancing our working relationship with the University of Saint Joseph's Security staff and West Farms Mall Security, participating in a new initiative (Community Action Board) with WVIT / Channel 30 located here in West Hartford and providing more education opportunities to our school students, community members and public-school security personnel. The police department and the Secure Community Network have been working closely together with its Regional Security Advisor headquartered in West Hartford on incidents and security measures involving the Jewish Federation of Greater Hartford.

### **Additional Revenue**

- ✓ Awarded \$69,000 for Distracted Driving grants.
- ✓ As of the first eleven months of 2024, the department's Supernumerary Program brought in a gross total of \$524,712 with a net revenue to the town of \$229,257.

### **Community Outreach**

- ✓ This holiday season, the department collected over \$5,000 in toys and \$3,599 in cash donations for the community, local elementary schools, and hospitals.
- ✓ For the calendar year of 2024, our Prescription Drug Box Program collected 841 lbs. of unused medications for safe disposal. This represents an increase of 26% 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.

**Smoke Shop Enforcement**

During the 2024 Calendar year, the Community Support Unit conducted multi-month investigations into various smoke shops in West Hartford resulting in the following seizures, multiple arrests, and confiscations:

- ✓ One illegal firearm recovered
- ✓ 176.21 pounds of marijuana (raw marijuana and THC equivalents)
- ✓ 113.3 grams of cocaine
- ✓ 1.93 pounds of illegal mushrooms
- ✓ \$31,509 in US currency
- ✓ Various packaging material/ drug paraphernalia

**Social Media**

The Police Department's Facebook page has gained 677 new followers, bringing the total up to 9,877. Our Instagram interaction has gained 284 new followers in the last year, bringing the total to 4,339. We have had an increase of 101 followers on X in the last year, bringing the total to 5,391.

**Accreditation**

- ✓ Completed Tiers I, II, and III and obtained full State of Connecticut Police Department Accreditation.

**Technology**

- ✓ Upgraded guest WIFI at Police Headquarters.
- ✓ West Hartford PD Intelligence Center (WHIC) was activated.

**FISCAL YEAR 2026 GOALS & OBJECTIVES****Anticipated Trends and Key Issues:**

- ❖ Anticipated that we will continue to experience issues with juvenile crime.
- ❖ Anticipate challenges in staffing private duty jobs due to the plethora of private duty 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 potential increase of civilian and sworn staffing.
- ❖ The Police Department continues to be actively involved in the Vision Zero initiative implemented by Town Council in January, 2023. The mission of Vision Zero is to eliminate serious injury and traffic fatalities by 2033.

**GOALS 2025-2026:****Recruitment and Retention**

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



**Increased Community Outreach**

- ❖ HANOC Project - Continue program during fiscal year 2025-2026.
- ❖ Continue to increase the Department's social media footprint.
- ❖ Obtain a part-time civilian to oversee a re-constitution of the WHPD Police Cadet Program.

**Training**

- ❖ Continue to 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 enhancing our modern intelligence center to provide investigators with timely and relevant information.

**Health and Safety**

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

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

- ❖ Increase Department's social media community outreach and communication by 20%.
- ❖ Reorganize the Department Honor Guard Unit, which represents the WHPD in 20-30 functions per year.
- ❖ Acquisition of new digital forensic technology for improved investigative access to mobile devices.
- ❖ Enhance police officer safety and wellness programs by merging them with the Peer Support Program.
- ❖ 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.

**POLICE DEPARTMENT**

**BUDGET SUMMARY**

	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Revenues:</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Intergovernmental						
Revenues	\$248,583	\$141,000	\$112,096	\$196,999	\$141,000	
Licenses & Permits	17,807	21,900	7,365	15,890	21,900	
Charges for Services	28,008	33,500	12,836	21,200	18,750	-44.0%
Fines & Forfeitures	291,042	255,200	184,188	292,150	255,200	
Miscellaneous Revenue	<u>125,000</u>	<u>125,000</u>	<u>        </u>	<u>125,000</u>	<u>125,000</u>	
<b>TOTAL</b>	<b>\$710,440</b>	<b>\$576,600</b>	<b>\$316,485</b>	<b>\$651,239</b>	<b>\$561,850</b>	<b>-2.6%</b>
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$17,499,695	\$17,030,120	\$8,456,759	\$17,696,469	\$18,139,469	6.5%
Operating Expense	1,357,869	1,300,951	760,252	1,353,023	1,360,293	4.6%
Social Security	<u>374,122</u>	<u>379,795</u>	<u>192,304</u>	<u>392,751</u>	<u>413,667</u>	8.9%
<b>TOTAL</b>	<b>\$19,231,686</b>	<b>\$18,710,866</b>	<b>\$9,409,315</b>	<b>\$19,442,243</b>	<b>\$19,913,429</b>	<b>6.4%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Proposed</b>
<b>Full-Time Positions:</b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
General Fund	153	155	155	155	155
Parking Lot Fund	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>155</b>	<b>157</b>	<b>157</b>	<b>157</b>	<b>157</b>

**BUDGET & PROGRAM HIGHLIGHTS**

The Police Department's fiscal year 2026 budget increases \$1,202,563, or 6.4%. Wages and salaries increase \$1,109,349, or 6.5%. The increase is primarily due to wage settlements and estimated merits for eligible employees. Operating expenses increase \$59,342, or 4.6% primarily due to Axon Standards Administration Software (\$26,000) and software maintenance (\$33,644) in the Records division. Social security appropriation reflects budgeted wages.

**ANNUAL BUDGET 2025-2026**

**POLICE MANAGEMENT DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Licenses & Permits	\$17,707	\$21,800	\$7,365	\$15,790	\$21,800	
Alarm Fees	2,245	15,000	_____	250	250	-98.3%
<b>TOTAL</b>	<b>\$19,952</b>	<b>\$36,800</b>	<b>\$7,365</b>	<b>\$16,040</b>	<b>\$22,050</b>	<b>-40.1%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$905,229	\$866,085	\$440,943	\$909,501	\$964,325	11.3%
Overtime	16,118		22,141	35,050		
Holiday Pay	11,948	6,676		7,221	6,774	1.5%
Education Premium Pay	3,120	3,020	942	3,020	3,260	7.9%
Office Expense	8,903	11,200	3,270	8,954	11,200	
Dues and Training	14,677	24,509	6,285	15,674	24,509	
Boards & Commissions	4,736	6,000	4,067	5,000	6,000	
Education Tuition						
Reimbursement	1,763	20,000	2,087	15,000	20,000	
Maintenance & Repairs	6,680	92,990	81,029	95,248	92,990	
Social Security	45,780	54,564	22,115	49,384	60,407	10.7%
<b>TOTAL</b>	<b>\$1,018,954</b>	<b>\$1,085,044</b>	<b>\$582,879</b>	<b>\$1,144,052</b>	<b>\$1,189,465</b>	<b>9.6%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</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				
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
<b>TOTAL</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

\* 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.

**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 \$960 for an Associate’s Degree or \$1,260 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. In fiscal year 2026, the Connecticut Police Chiefs Association dues increase \$250.

**Boards and Commissions:** The account provides funds for our department’s peer team, which is used to support officer’s overall health and wellness. This team focuses on physical, mental, and emotional well-being of officers. This account may also fund future programs, such as the West Hartford Police Cadets. Lastly, funds will be utilized for any fees for boards or commissions within division.

**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 \$30,000 by contract.

**Maintenance & Repairs:** These funds are allocated for the maintenance of the Police Department’s Simplex camera security system and the Flock Safety software (\$65,050) year 2 of 5 (began in fiscal year 2025).

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

<b>PROGRAM PERFORMANCE MEASURES AND INDICATORS</b>					
<b>Police Management Division</b>					
<b>(Fiscal Year)</b>					
	<b><u>Actual</u></b> <b><u>2020</u></b>	<b><u>Actual</u></b> <b><u>2021</u></b>	<b><u>Actual</u></b> <b><u>2022</u></b>	<b><u>Actual</u></b> <b><u>2023</u></b>	<b><u>Actual</u></b> <b><u>2024</u></b>
Reported crimes or town ordinance violations*	1,267	889	1,103	16,911	17,756
Service and medical calls**	6,057	5,680	2,767	27,589	29,497
Motor Vehicle Accidents	2,247	1,632	2,445	2,416	2,419
Number of Motor Vehicle Stops	5,476	2,156	2,722	7,084	8,353
Total calls***	49,440	45,866	48,922	56,786	59,976
Number of Criminal Arrests	1,303	1,175	1,314	1,732	1,816
Number of motor vehicle arrests and warnings****	5,030	1,232	2,875	6,036	6,870
Number of DUI Arrests	77	54	73	52	77

\* 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)**

<b>SUMMARY OF EXPENDITURES</b>						
	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$403,561	\$454,177	\$196,019	\$409,403	\$476,567	4.9%
Overtime	50,362	22,614	17,727	41,728	22,614	
Holiday Pay	17,645	22,398	22,362	22,362	23,173	3.5%
Education Premium Pay	5,833	4,000	3,125	5,200	5,000	25.0%
Office Expense	5,276	8,100	4,038	7,850	8,100	
Professional Services	9,350	10,300	8,911	13,661	10,300	
Uniforms & Laundry	4,600	4,440	4,680	4,700	4,440	
Social Security	<u>6,758</u>	<u>7,231</u>	<u>3,281</u>	<u>6,651</u>	<u>7,589</u>	5.0%
<b>TOTAL</b>	<b>\$503,385</b>	<b>\$533,260</b>	<b>\$260,143</b>	<b>\$511,555</b>	<b>\$557,783</b>	<b>4.6%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Police Lieutenant	1	1	1	1	1
Police Detective	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

## 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 & Laundry:** 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>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Dog Pound Fees	<u>\$1,580</u>	<u>\$1,200</u>	<u>\$400</u>	<u>\$1,650</u>	<u>\$1,200</u>	
<b>TOTAL</b>	<b>\$1,580</b>	<b>\$1,200</b>	<b>\$ 400</b>	<b>\$1,650</b>	<b>\$1,200</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$199,125	\$197,568	\$68,718	\$148,966	\$188,951	-4.4%
Temporary Payroll	45,399	42,853	15,545	41,104	46,148	7.7%
Overtime	42,031	16,978	24,530	52,904	16,978	
Holiday Pay	8,567	9,578	2,649	7,543	9,247	-3.5%
Education Premium Pay	1,500	2,000				-100.0%
Office Expense	13,310	15,200	4,000	14,100	15,200	
Advertising	834	650	260	800	650	
Office Equipment		2,000		1,000	2,000	
Social Security	<u>4,968</u>	<u>4,770</u>	<u>1,825</u>	<u>4,507</u>	<u>5,586</u>	17.1%
<b>TOTAL</b>	<b>\$315,734</b>	<b>\$291,597</b>	<b>\$117,527</b>	<b>\$270,924</b>	<b>\$284,760</b>	<b>-2.3%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Animal Control Officer	1	1	1	1	1
Assistant Animal Control Officer	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	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 2026 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. The decrease in fiscal year 2026 directly relates to a retirement in this division.

**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>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Licenses & Permits	\$ 100	\$ 100	\$	\$ 100	\$ 100	
Charges for Services	24,363	18,000	11,338	19,200	18,000	
Fines & Forfeitures	<u>500</u>	<u>1,000</u>	<u>380</u>	<u>500</u>	<u>1,000</u>	
<b>TOTAL</b>	<b>\$24,963</b>	<b>\$19,100</b>	<b>\$11,718</b>	<b>\$19,800</b>	<b>\$19,100</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$346,258	\$345,838	\$182,361	\$361,265	\$389,640	12.7%
Temporary Payroll	6,907		10,630	20,779		
Overtime	117	1,000		500	1,000	
Office Expense	28,680	37,500	16,674	28,500	37,500	
Maintenance & Repairs	124,802	107,501	85,627	106,751	167,145	55.5%
Social Security	<u>25,747</u>	<u>26,226</u>	<u>14,016</u>	<u>27,811</u>	<u>29,538</u>	12.6%
<b>TOTAL</b>	<b>\$532,511</b>	<b>\$518,065</b>	<b>\$309,308</b>	<b>\$545,606</b>	<b>\$624,823</b>	<b>20.6%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</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>
<b>TOTAL</b>	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. However, funds are used for coverage in office during peak times and employees scheduled time off.

**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 2026 the increase is due to software maintenance (\$33,644) and Axon Standards Administrative Software (\$26,000).

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

**EQUIPMENT OPERATIONS DIVISION**

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Telecommunications	\$5,113	\$5,472	\$ 414	\$5,472	\$5,472	
Vehicles & Equipment Expense	<u>357,947</u>	<u>235,000</u>	<u>143,232</u>	<u>285,756</u>	<u>235,000</u>	
<b>TOTAL</b>	<b>\$363,060</b>	<b>\$240,472</b>	<b>\$143,646</b>	<b>\$291,228</b>	<b>\$240,472</b>	

**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 2025-2026

## UNIFORMED PATROL DIVISION

### SUMMARY OF REVENUES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Intergovernmental Grants	\$39,950	\$	\$39,950	\$51,995	\$	
Charges for Services	<u>1,189</u>	_____	<u>1,314</u>	<u>1,500</u>	_____	
<b>TOTAL</b>	<b>\$41,139</b>	<b>\$</b>	<b>\$41,264</b>	<b>\$53,495</b>	<b>\$</b>	

### SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$6,764,362	\$7,610,658	\$3,299,028	\$6,951,180	\$8,246,007	8.3%
Overtime	2,217,974	1,073,223	1,065,587	2,526,426	1,073,223	
Holiday Pay	348,968	373,257	167,717	284,965	401,986	7.7%
Education Premium Pay	34,750	31,500	17,042	35,000	42,500	34.9%
Office Expense	36,887	33,500	28,421	37,000	33,500	
Office Equipment	19,805	20,154	3,069	16,000	20,154	
Uniforms & Laundry	101,846	84,123	5,858	61,000	84,123	
General Contributions	1,500	1,500	1,500	1,500	1,500	
Maintenance & Repairs	1,640	4,000		2,000	4,000	
Miscellaneous Supplies	70,652	51,218	28,254	68,213	51,218	
Social Security	<u>132,376</u>	<u>131,488</u>	<u>64,161</u>	<u>135,125</u>	<u>140,853</u>	7.1%
<b>TOTAL</b>	<b>\$9,730,760</b>	<b>\$9,414,621</b>	<b>\$4,680,637</b>	<b>\$10,118,409</b>	<b>\$10,099,064</b>	<b>7.3%</b>

### FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
<u>GENERAL FUND</u>					
Police Captain	1	1	1	1	1
Police Lieutenant ****	3	3	3	4	4
Police Sergeant	9	9	9	9	9
Police Officer** ***	<u>69</u>	<u>69</u>	<u>69</u>	<u>69</u>	<u>69</u>
<b>TOTAL GENERAL FUND</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>83</b>	<b>83</b>
<u>PARKING LOT FUND</u>					
Police Officer*	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>TOTAL PARKING LOT FUND</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL ALL FUNDS</b>	<b>84</b>	<b>84</b>	<b>84</b>	<b>85</b>	<b>85</b>

\* 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).

\*\*\*\* In fiscal year 2025 a Police Lieutenant was transferred from the Traffic division to the Patrol division.

West Hartford, Connecticut

## 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, four Patrol Lieutenants, nine Patrol Sergeants, and sixty-nine Police Officers. 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 Pay:** 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 & Laundry:** 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>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
E-911 Grant	\$163,559	\$141,000	\$71,502	\$143,004	\$141,000	
<b>TOTAL</b>	<b>\$163,559</b>	<b>\$141,000</b>	<b>\$71,502</b>	<b>\$143,004</b>	<b>\$141,000</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$921,821	\$1,012,255	\$448,228	\$937,003	\$1,171,514	15.7%
Overtime	175,217	38,400	140,820	230,021	38,400	
Holiday Pay	45,359	44,489	40,124	42,584	50,590	13.7%
Education Premium Pay			2,400	4,800	5,760	100.0%
Office Expense	144	1,000	539	1,000	1,000	
Professional Services	63,973	64,271	64,271	64,271	63,969	-0.5%
Office Equipment	6,176	6,212	351	6,212	6,212	
Telecommunications	63,957	51,500	31,125	62,248	51,500	
Social Security	83,562	80,678	52,997	97,009	93,288	15.6%
<b>TOTAL</b>	<b>\$1,360,209</b>	<b>\$1,298,805</b>	<b>\$780,855</b>	<b>\$1,445,148</b>	<b>\$1,482,233</b>	<b>14.1%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
ERC Manager	1	1	1	1	1
Public Safety Dispatchers	13	13	13	13	13
<b>TOTAL</b>	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.”

**Education Premium Pay:** Members of the Public Safety Dispatchers Union are eligible for education attainment annual payments of \$960 for an Associate’s Degree or a Bachelor’s Degree.

**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 decreased per the Town’s population of 63,969.

**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>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Charges for Services	\$ 211	\$ 500	\$ 184	\$ 250	\$ 500	
<b>TOTAL</b>	<b>\$ 211</b>	<b>\$ 500</b>	<b>\$ 184</b>	<b>\$ 250</b>	<b>\$ 500</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$2,179,886	\$2,376,428	\$1,057,686	\$2,181,319	\$2,498,860	5.2%
Overtime	401,855	175,915	168,914	303,305	175,915	
Holiday Pay	120,841	117,218	66,324	86,991	122,613	4.6%
Education Premium Pay	30,917	28,000	11,667	23,334	29,000	3.6%
Office Expense	34,792	38,236	19,155	35,236	38,236	
Dues & Travel	500	835		500	835	
Office Equipment		500			500	
Uniforms & Laundry	18,400	19,370	19,695	19,695	19,370	
Maintenance & Repairs	15,750	10,570	6,900	15,570	10,570	
Miscellaneous Supplies	708	5,000		1,000	5,000	
Social Security	<u>39,050</u>	<u>38,842</u>	<u>18,202</u>	<u>39,224</u>	<u>40,707</u>	4.8%
<b>TOTAL</b>	<b>\$2,842,699</b>	<b>\$2,810,914</b>	<b>\$1,368,543</b>	<b>\$2,706,174</b>	<b>\$2,941,606</b>	<b>4.6%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-2026</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>		
Police Captain	1	1	1	1	1
Police Lieutenant*		1	1	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>
<b>TOTAL</b>	21	22	22	22	22

\* During fiscal year 2023, 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 Pay:** 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.

**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 & Laundry:** 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**

<b>SUMMARY OF EXPENDITURES</b>						
	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$677,024	\$679,592	\$257,015	\$616,453	\$729,974	7.4%
Overtime	55,909	42,549	45,569	88,195	42,549	
Holiday Pay	17,763	29,470	15,508	18,442	31,017	5.2%
Education Premium Pay	8,250	7,000	2,583	7,000	7,000	
Office Expense	13,661	15,000	2,296	15,000	15,000	
Office Equipment		500		150	500	
Uniforms & Laundry	3,067	6,420		3,500	6,420	
Maintenance & Repairs	1,286	1,500		1,250	1,500	
Social Security	<u>15,673</u>	<u>15,937</u>	<u>6,903</u>	<u>14,765</u>	<u>16,702</u>	4.8%
<b>TOTAL</b>	<b>\$792,633</b>	<b>\$797,968</b>	<b>\$329,874</b>	<b>\$764,755</b>	<b>\$850,662</b>	<b>6.6%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Police Lieutenant**	1				
Police Sergeant****		1	1	1	1
Police Officer***	5	5	5	5	5
Social Worker*	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

\* In fiscal year 2023, a Social Worker position was added.

\*\* During fiscal year 2023, 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 & Laundry:** 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</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Intergovernmental	\$6,566	\$	\$ 644	\$2,000	\$	
<b>TOTAL</b>	<b>\$6,566</b>	<b>\$</b>	<b>\$ 644</b>	<b>\$2,000</b>	<b>\$</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$386,300	\$413,903	\$144,887	\$297,461	\$417,416	0.8%
Overtime	55,042	21,409	28,614	49,882	21,409	
Holiday Pay	20,479	20,479	11,664	15,883	20,641	0.8%
Education Premium Pay	5,000	5,500	1,667	5,500	4,000	-27.3%
Office Expense	130,348	118,200	76,190	142,012	118,200	
Dues and Training	126,110	130,500	70,808	127,200	130,500	
Office Equipment	26,119	21,580	28,983	30,000	21,580	
Social Security	<u>6,635</u>	<u>6,576</u>	<u>2,561</u>	<u>5,394</u>	<u>6,677</u>	1.5%
<b>TOTAL</b>	<b>\$756,033</b>	<b>\$738,147</b>	<b>\$365,374</b>	<b>\$673,332</b>	<b>\$740,423</b>	<b>.3%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Police Lieutenant	1	1	1	1	1
Police Officer*	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
<b>TOTAL</b>	3	4	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.

**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.

**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.

**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.

**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.

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

**TRAFFIC CONTROL DIVISION**

**SUMMARY OF REVENUES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Intergovernmental	\$38,508	\$	\$	\$	\$	
DUI Enforcement						
Moving Vehicle Violations	42,746	20,000	28,335	35,000	20,000	
Ordinance Violations	21,653	8,000	27,042	30,000	8,000	
Parking Violations	224,563	225,000	128,031	225,000	225,000	
Transfer In	<u>125,000</u>	<u>125,000</u>		<u>125,000</u>	<u>125,000</u>	
<b>TOTAL</b>	<b>\$452,470</b>	<b>\$378,000</b>	<b>\$183,408</b>	<b>\$415,000</b>	<b>\$378,000</b>	

**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$781,561	\$809,696	\$347,843	\$739,125	\$736,420	-9.1%
Temporary Payroll			2,672	3,000		
Overtime	150,853	81,604	73,798	140,392	81,604	
Overtime – DUI Enforcement						
Holiday Pay	33,678	39,790	30,877	39,996	36,394	-8.5%
Education Premium Pay	2,166	3,000	833	1,666	1,000	-66.7%
Office Expense	2,473	2,200	1,497	2,200	2,200	
Contractual Services	1,330	1,700	770	1,300	1,700	
Office Equipment	30,074	30,500	5,996	30,500	30,500	
Social Security	<u>13,573</u>	<u>13,483</u>	<u>6,243</u>	<u>12,881</u>	<u>12,320</u>	-8.6%
<b>TOTAL</b>	<b>\$1,015,708</b>	<b>\$981,973</b>	<b>\$470,529</b>	<b>\$971,060</b>	<b>\$902,138</b>	<b>-8.1%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-2026</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
Police Lieutenant ***	1	1	1		
Police Sergeant	1	1	1	1	1
Police Officer* **	<u>5</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
<b>TOTAL</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>

\* 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.

\*\*\* In fiscal year 2025, a Police Lieutenant was transferred from the Traffic division to the 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 Sergeant and six Traffic Officers.

**Temporary Payroll:** This appropriation is not budgeted. However, funds are used for various special projects.

**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 2026, they will be appropriated when notice of award is received.

**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.” 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 2025-2026

### BUDGET IN BRIEF

### POLICE PRIVATE DUTY SERVICE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Charges for Services	<u>\$2,096,615</u>	<u>\$1,900,000</u>	<u>\$1,900,000</u>	<u>\$1,900,000</u>
Total Revenues & Other Resources	\$2,096,615	\$1,900,000	\$1,900,000	\$1,900,000

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Private Duty Pay	\$1,486,301	\$1,481,804	\$1,448,924	\$1,489,867
Operating Expense	24,271	25,000	22,389	25,000
Pension Expense	270,401	304,163	304,163	295,587
Contingency		35,508	35,508	
Transfer Out	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>
Total Expenditures & Other Uses	\$1,905,973	\$1,971,475	\$1,935,984	\$1,935,454

CHANGE IN FUND BALANCE	\$ 190,642	\$ (71,475)	\$ (35,984)	\$ (35,454)
BEGINNING BALANCE	\$ 402,513	\$ 593,155	\$ 593,155	\$ 557,171
ENDING BALANCE	\$ 593,155	\$ 521,680	\$ 557,171	\$ 521,717

**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>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b><u>Revenues:</u></b>					
Charges for Services	\$1,935,000	\$2,360,000	\$2,121,000	\$1,897,000	\$2,097,000
<b>TOTAL REVENUES</b>	<b>\$1,935,000</b>	<b>\$2,360,000</b>	<b>\$2,121,000</b>	<b>\$1,897,000</b>	<b>\$2,097,000</b>
<b><u>Expenditures:</u></b>					
Operational	\$1,792,000	\$2,030,000	\$1,998,000	\$1,665,000	\$1,781,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,792,000</b>	<b>\$2,030,000</b>	<b>\$1,998,000</b>	<b>\$1,665,000</b>	<b>\$1,781,000</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>(\$125,000)</b>	<b>(\$125,000)</b>	<b>(\$125,000)</b>	<b>(\$125,000)</b>	<b>(\$125,000)</b>
<b>OPERATING RESULTS</b>	<b>\$18,000</b>	<b>\$205,000</b>	<b>(\$2,000)</b>	<b>\$107,000</b>	<b>\$191,000</b>
<b>FUND BALANCE</b>	<b>\$92,000</b>	<b>\$297,000</b>	<b>\$295,000</b>	<b>\$402,000</b>	<b>\$593,000</b>

**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 \$593,155 as of June 30, 2024.

**FISCAL YEAR 2025 OPERATING RESULTS**

Operating revenues are projected to total \$1,900,000 with anticipated expenditures for the current fiscal year of \$1,935,984, inclusive of a \$304,163 transfer to the Pension Fund and a \$125,000 transfer to the General Fund to reimburse administrative costs.

**FISCAL YEAR 2026 BUDGET**

The fiscal year 2026 budget reflects a continued demand for private duty officers with estimated revenue of \$1,900,000. Expenditures are budgeted at \$1,935,454 which consist of private duty pay to officers and gasoline expense, with \$295,587 transferred to the Pension Fund and \$125,000 transferred to the General Fund. Fund balance is estimated to total approximately \$521,717 at June 30, 2026.

DEPARTMENT: POLICE

### FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised	Proposed
	2022-23	2023-24	2024-25	2024-25	2025-2026
<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	87	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
Office Operations Specialist (formerly 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	155	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	157	157	157	157

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## **DEPARTMENT OF COMMUNITY DEVELOPMENT**

### **MISSION**

The Department of Community Development's mission is to design infrastructure improvements for all users, ensure appropriate private development and quality of life by upholding applicable regulations and ordinances for the entire community, and to ensure safety through construction code reviews and inspections.

The Community Development Department's primary goals are:

- To develop, maintain and improve the Town's 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**

- ✓ In addition to its routine work, the Building Inspection Division staff inspected a number of larger redevelopments such as the 44 apartment units at the 900 Farmington Avenue "Camelot" site, the 48 apartment units and first floor commercial at the 920-924 Farmington Avenue "Byline" site, the 65 apartment units at the 10-50 Starkel Road "Fellowship Housing" – Phase 1 site, and 172 apartments units at the 950 Trout Brook Drive site.
- ✓ The Planning Division staff coordinated the review of the redevelopment projects mentioned above along with many other applications, including all aspects of technical administrative analysis/coordination and review with various Boards and Commissions, including the Town Council. All of these efforts resulted in the approval of 322 housing units with an additional 206 housing units still in the development review process. Furthermore, efforts progress related to the redevelopment of the former University of Connecticut – West Hartford campus at 1700 and 1800 Asylum Avenue.
- ✓ Working with a consultant, the Planning Division staff managed the preparation, coordination, and adoption of the Town's Affordable Housing Plan, which was adopted by the Town Council in October 2024.
- ✓ The Engineering Division staff implemented over 70 traffic safety projects recommended in the Vision Zero Action Plan with over 80 additional projects in progress.
- ✓ The Engineering Division staff successfully obtained another Safe Streets and Roads for All grant for \$3.2 Million. This grant project will include the implementation of many safety countermeasures throughout Town identified in the Vision Zero Action Plan including the deployment of cameras to combat motorist red light running.
- ✓ The Engineering Division completed the last originally planned section of the Trout Brook Trail from Park Road to Jackson Avenue. With this new section, the Trout Brook Trail provides a continuous 3.67 mile off road linear park through the middle of the Town.

- ✓ Working with a consultant, the Engineering and Planning & Zoning Division's staff completed an update to the Bicycle Facility Plan by creating the Town's Bicycle Plan and Facility Selection & Design Guide.

### **FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Implement recommendations from the West Hartford Center Infrastructure Master Plan with reconstruction projects on LaSalle Road and Farmington Avenue. Furthermore, explore implementation of the Plan's recommendations for other commercial areas including North/South Main Street from Brace Road to Boulevard and Farmington Avenue from North/South Main Street to Trout Brook Drive.
- ❖ Continue to implement recommendations from the Vision Zero Action Plan to improve traffic safety for all users including the deployment of cameras to reduce motorist speeds and red light running.
- ❖ Construct Complete Street improvement projects along New Park Avenue, Park Road, and Sedgwick Road incorporating pedestrian safety upgrades, bicycle facilities, and traffic signal modifications.
- ❖ Oversee the construction of flood mitigation improvement projects with the replacement of two culverts along Trout Brook near Asylum Avenue as well as the replacement of the Fern Street bridge near Fernridge Park.
- ❖ Explore options to extend the Trout Brook Trail south of New Park Avenue and north of Asylum Avenue.
- ❖ Continue to work with the Town Council, Town Plan & 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 will 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

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
<b>Revenues:</b>						
Licenses & Permits	\$3,326,770	\$2,440,000	\$1,413,926	\$2,440,000	\$3,090,000	26.6%
Charges for Services	107,960	42,775	52,663	72,775	42,775	
Miscellaneous Revenue	25,244	20,000		20,000	20,000	
Transfer In	31,254				67,753	100.0%
<b>TOTAL</b>	<b>\$3,491,228</b>	<b>\$2,502,775</b>	<b>\$1,466,589</b>	<b>\$2,532,775</b>	<b>\$3,220,348</b>	<b>28.7%</b>
<b>Expenditures:</b>						
Wages & Salaries	\$2,598,283	\$2,846,073	\$1,399,881	\$3,075,382	\$3,221,628	13.2%
Operating Expense	340,923	349,150	176,222	359,330	347,150	-.6%
Social Security	184,043	209,279	99,627	228,854	237,560	13.5%
<b>TOTAL</b>	<b>\$3,123,249</b>	<b>\$3,404,502</b>	<b>\$1,675,730</b>	<b>\$3,663,566</b>	<b>\$3,806,338</b>	<b>11.8%</b>

#### FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-2026</u>
<b>Full-Time Positions:</b>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>		
General Fund	<u>26</u>	<u>28</u>	<u>28</u>	<u>28</u>	<u>28</u>
<b>TOTAL</b>	<b>26</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>

#### BUDGET & PROGRAM HIGHLIGHTS

The Community Development Department budget reflects an increase of \$401,836 or 13.5% from the prior fiscal year. Wages and salaries increase \$375,555 or 13.2%, primarily due to union contract settlements and merit increases for eligible employees. The salary and benefits of the Civil Engineer II position is anticipated to be reimbursed 50% through a transfer from the Department of Transportation Speed Management Pilot Program grant in fiscal year 2025 and ARPA in fiscal year 2024. Operating expenditures show a slight decrease for fiscal year 2026. The change in social security is consistent with wages and withholdings.



**MANAGEMENT DIVISION**
**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$259,329	\$262,156	\$120,513	\$273,839	\$283,324	8.1%
Education Premium Pay	1,120	1,020	525	1,260	1,260	
Office Expense	1,142	950	228	950	950	
Dues and Travel	672	700		700	700	
Training		100		100	100	
Information Technology	63,386	76,000	68,600	68,600	76,000	
Telecommunications	552	800	231	600	600	-25.0%
Vehicles & Equipment Expense	10,858	11,000	5,490	11,000	11,000	
Social Security	<u>17,953</u>	<u>18,961</u>	<u>8,863</u>	<u>19,771</u>	<u>20,280</u>	7.0%
<b>TOTAL</b>	<b>\$355,012</b>	<b>\$371,687</b>	<b>\$204,450</b>	<b>\$376,820</b>	<b>\$394,214</b>	<b>6.1%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Director of Community Development	1	1	1	1	1
Office Operations Specialist*	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

\* Position moved from Engineering Division to the Management Division in fiscal year 2023 and reclassified from an Administrative Assistant.

## 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.

**Education Premium Pay:** Members of the Clerical Union are eligible for education attainment payments of \$960 for an Associate's Degree or \$1,260 for a Bachelor's Degree.

**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.

**Telecommunications:** This line item funds the costs associated with 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 2025-2026**

**ENGINEERING DIVISION**

<b>SUMMARY OF REVENUES</b>						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Licenses & Permits	\$59,950	\$55,000	\$20,200	\$55,000	\$55,000	
Copies	39	25	14	25	25	
Transfer In	<u>31,254</u>				<u>67,349</u>	100.0%
<b>TOTAL</b>	<b>\$91,243</b>	<b>\$55,025</b>	<b>\$20,214</b>	<b>\$55,025</b>	<b>\$122,374</b>	<b>122.4%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$979,029	\$1,084,110	\$555,757	\$1,204,454	\$1,237,158	14.1%
Temporary Payroll	10,566	25,000	3,357	12,875	12,648	-49.4%
Office Expense	4,656	5,800	1,537	5,800	5,800	
Dues and Travel	2,000	2,000		2,000	2,000	
Training	200	500	310	500	500	
Contractual Services	175,000	175,000	64,600	175,000	175,000	
Uniforms & Laundry	2,185	2,000	837	2,000	1,500	-25.0%
Information Technology	1,506	2,000	1,525	2,000	2,000	
Telecommunications	4,397	5,500	2,041	5,500	5,500	
Field Operations	21,832	5,000	1,057	5,000	5,000	
Social Security	<u>71,160</u>	<u>81,615</u>	<u>39,555</u>	<u>91,147</u>	<u>93,308</u>	14.3%
<b>TOTAL</b>	<b>\$1,272,531</b>	<b>\$1,388,525</b>	<b>\$670,576</b>	<b>\$1,506,276</b>	<b>\$1,540,414</b>	<b>10.9%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Town Engineer	1	1	1	1	1
Assistant Town Engineer	1	1	1	1	1
Civil Engineer III*		1	1	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	1
Engineering Technician I	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

\* 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 50% through a grant from DOT's Speed Management Pilot Program Grant.

## 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 2026 approximately 50% of this position is anticipated to be reimbursed to the Town by the Federal SS4A (Speed Camera Enforcement) Grant Program.

**Temporary Payroll:** This appropriation is for temporary staff to assist during construction season including a part-time Engineering Technician and/or an 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 staff training opportunities and reference manuals for staff.

**Contractual Services:** This appropriation funds \$200,000 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 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 safety attire to improve employees' conspicuity while out in the public.

**Information Technology:** This appropriation funds maintenance of the traffic software called Synchro.

**Telecommunications:** This line 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.

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

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

**Engineering Division**

**(Calendar Year)**

	<b><u>Actual 2021</u></b>	<b><u>Actual 2022</u></b>	<b><u>Actual 2023</u></b>	<b><u>Actual 2024</u></b>	<b><u>Estimated 2025</u></b>
Street Excavation and Driveway Permits Issued	767	1,000	1,200	908	950
Linear Miles of Street Resurfaced	7.30 miles	7.17 miles	5.40 miles	8.82 miles	8.19 miles
Lane Miles of Street Resurfaced	7.80 miles	9.22 miles	13.5 miles	17.64 miles	17.60 miles
Number of Properties Impacted (est.)	740	800	450	880	820
Linear Miles of Street Reconstructed	1.53 miles	1.26 miles	1.20 miles	1.15 miles	0.42 miles
Lane Miles of Street Reconstructed	3.07 miles	1.26 miles	2.40 miles	2.30 miles	0.84 miles
Number of Properties Impacted (est.)	205	200	165	150	50
Total Linear Miles	8.83 miles	8.43 miles	6.60 miles	9.97 miles	8.61 miles
Total Lane Miles	10.87 miles	10.48 miles	15.90 miles	19.94 miles	18.44 miles
Sidewalk Repairs – Number of Properties Impacted (est.)	300	400	300	405	300
Private Development Plan Reviews	31	50	95	70	80

**BUILDING INSPECTION DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Building Permits	\$3,227,392	\$2,350,000	\$1,379,498	\$2,350,000	\$3,000,000	27.7%
Copies	57	50		50	50	
Transfers from Other Funds	<u>25,244</u>	<u>20,000</u>	<u>          </u>	<u>20,000</u>	<u>20,000</u>	
<b>TOTAL</b>	<b>\$3,252,693</b>	<b>\$2,370,050</b>	<b>\$1,379,498</b>	<b>\$2,370,050</b>	<b>\$3,020,050</b>	<b>27.4%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$862,928	\$867,648	\$419,241	\$924,841	\$1,002,806	15.6%
Temporary Payroll	34,846	40,000	20,011	40,000	50,742	26.9%
Overtime		1,000		1,000	1,000	
Office Expense	1,902	4,200	1,287	4,200	4,200	
Dues and Travel	385	1,650	869	1,650	1,650	
Training	365	2,000	100	2,000	2,000	
Advertising		250		250	250	
Uniforms & Laundry	1,226	2,800	1,932	2,800	2,800	
Telecommunications	7,755	7,700	2,390	7,080	7,000	-9.1%
Emergency Supplies	120	2,000		2,000	2,000	
Social Security	<u>62,051</u>	<u>66,705</u>	<u>31,486</u>	<u>71,983</u>	<u>76,820</u>	15.2%
<b>TOTAL</b>	<b>\$971,578</b>	<b>\$995,953</b>	<b>\$477,316</b>	<b>\$1,057,804</b>	<b>\$1,151,268</b>	<b>15.6%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-2026</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>		
Supervisor of Inspections	1	1	1	1	1
Senior Building Inspector	2	2	2	2	2
Building Inspector*	4	5	5	5	5
Senior Staff Assistant *	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

\* During fiscal year 2024, a Building Inspector was added and 2 Staff Assistants were reclassified to Senior Staff Assistants.

**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.

**Telecommunications:** This line 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)**

	<b>Actual <u>2020</u></b>	<b>Actual <u>2021</u></b>	<b>Actual <u>2022</u></b>	<b>Actual <u>2023</u></b>	<b>Actual <u>2024</u></b>	<b>6 Months Actual <u>2025</u></b>
<b><u>Building Permits &amp; Inspections</u></b>						
Number of total permits	5,599	6,197	6,868	7,511	6,557	3,317
Value of Permits (in 000's)	\$90,254	\$87,728	\$136,535	\$141,039	\$203,991	\$94,270
Inspections made	9,601	9,821	11,061	10,127	12,053	5,763
Average turnaround time on inspection requests	7-10 days	7-10 days	10-15 days	7-10 days	1-2 days	1-2 days
Frequency of re-inspections to total inspections	16%	15%	15%	15%	17%	17%
Inspections made per Inspector	2,133	2,178	2,011	1,687	2,009	1,051
Average value per permit	\$16,119	\$14,317	\$19,880	\$18,777	\$31,110	\$28,420
Average value of construction per Inspector (in 000's)	\$20,056	\$16,132	\$24,825	\$21,698	\$33,998	\$15,711



**PLANNING & ZONING DIVISION**

**SUMMARY OF REVENUES**

	<b>Actual</b> <b><u>2023-24</u></b>	<b>Adopted</b> <b><u>2024-25</u></b>	<b>Actual</b> <b><u>6 Months</u></b>	<b>Estimated</b> <b><u>2024-25</u></b>	<b>Proposed</b> <b><u>2025-26</u></b>	<b>Percent</b> <b><u>Change</u></b>
Zoning Permits	\$ 39,428	\$ 35,000	\$ 14,228	\$ 35,000	\$ 35,000	
TPZ Applications	47,373	17,500	2,585	17,500	17,500	
Zoning Petitions	60,260	25,000	50,029	55,000	25,000	
Other Charges for Services	<u>231</u>	<u>200</u>	<u>35</u>	<u>200</u>	<u>200</u>	
<b>TOTAL</b>	<b>\$147,292</b>	<b>\$ 77,700</b>	<b>\$ 66,877</b>	<b>\$107,700</b>	<b>\$ 77,700</b>	

**SUMMARY OF EXPENDITURES**

	<b>Actual</b> <b><u>2023-24</u></b>	<b>Adopted</b> <b><u>2024-25</u></b>	<b>Actual</b> <b><u>6 Months</u></b>	<b>Estimated</b> <b><u>2024-25</u></b>	<b>Proposed</b> <b><u>2025-26</u></b>	<b>Percent</b> <b><u>Change</u></b>
Regular Payroll	\$450,465	\$565,139	\$280,477	\$617,113	\$632,690	12.0%
Office Expense	8,363	11,500	4,332	11,500	11,500	
Dues and Travel	275	1,500	125	1,500	1,500	
Training	740	1,000	745	1,000	1,000	
Advertising	8,976	10,000	2,265	10,000	10,000	
Professional Services		10,000	4,287	20,000	10,000	
Contractual Services	22,430	5,000	11,434	15,000	5,000	
Telecommunications		2,200		600	1,600	-27.3%
Social Security	<u>32,879</u>	<u>41,998</u>	<u>19,723</u>	<u>45,953</u>	<u>47,152</u>	12.3%
<b>TOTAL</b>	<b>\$524,128</b>	<b>\$648,337</b>	<b>\$323,388</b>	<b>\$722,666</b>	<b>\$720,442</b>	<b>11.1%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b>Revised</b>	<b>Proposed</b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Town Planner	1	1	1	1	1
Senior Planner	1	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>
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

\* 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.

**Office Expense:** Office expenses are comprised of office supplies, postage, printing and copying costs for the division.

**Dues & Travel:** This appropriation provides for three 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, training, and certification for the Zoning Enforcement Officer and Planning & Zoning Technician positions as well as continuing education for the Planning staff.

**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 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 service, planning, soil scientist/wetlands, and traffic consultants for third party peer review of major development applications and other technical planning assistance related to the Plan of Conservation and Development implementation.

**Telecommunications:** This funds the costs associated with 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>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Site Plan	9	9	12	11	18
Special Use Permit	3	19	24	17	19
Inland Wetland and Watercourse	31	52	41	49	50
Lot Line Revision	3	9	10	5	5
Lot Split	3	2	3	1	2
Special Development District	10	15	13	13	15
Subdivision		1	1		
Honorary/Historic Street Renaming**			2		
Zoning Board of Appeals	15	13	25	21	13
Zoning Permits	<u>279</u>	<u>319</u>	<u>318</u>	<u>240</u>	<u>250</u>
Total	353	439	449	357	372

**Board/Commission Meeting Information**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Town Planning & Zoning Commission					
Number of Meetings	15*	15	14	19	15
Number of Hours	29.6*	28.4	42.4	46.2	29.5
Zoning Board of Appeals					
Number of Meetings	7	8	9	6	8
Number of Hours	6.5	6.5	7.7	5.1	10.4
Design Review Advisory Board					
Number of Meetings	8	10	21	16	12
Number of Hours	<u>9.5</u>	<u>13.5</u>	<u>34.25</u>	<u>21.7</u>	<u>14.4</u>
Total Number of Meetings	30	33	44	41	35
Total Number of Hours	45.6	48.4	84.35	73.0	54.3

\* 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
	2022-23	2023-24	2024-25	2024-25	2025-2026
<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	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	1
Engineering Technician I	2	2	2	2	2
Supervisor of Inspections	1	1	1	1	1
Senior Building Inspector	2	2	2	2	2
Building Inspector	4	5	5	5	5
Town Planner	1	1	1	1	1
Senior Planner	1	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	1
Senior Staff Assistant	2	2	2	2	2
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	26	28	28	28	28

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**DEPARTMENT OF PUBLIC WORKS****MISSION**

The mission of the Public Works Department (DPW) is to deliver outstanding public works services enhancing the quality of life for our community and provide vital support to other Town departments. We are steadfast in our commitment to excellence, balancing cost-effectiveness, accountability, and operational efficiency in everything we do. Our objectives are achieved through the thoughtful allocation of resources, the adoption of cutting-edge technology, the implementation of forward-thinking and innovative solutions, and the cultivation of a collaborative team environment. By working in harmony with other service providers across the Town, we ensure a cohesive and comprehensive approach to meeting the evolving needs of our community.

**VALUES****Excellence**

- Uphold the highest standards of professionalism, demonstrating expertise and commitment in all we do.
- Deliver services with maximum effectiveness and efficiency, ensuring optimal use of resources.
- Anticipate future challenges and opportunities, preparing thoughtfully for tomorrow while addressing the needs of today.
- Foster a culture of innovation, continuously seeking new ideas, technologies, and strategies to improve our services.

**Integrity**

- Deeply honor the public's trust, ensuring honesty and accountability in every action we take.
- Be approachable, responsive, and proactive in addressing community needs.
- Prioritize respectful, open, and transparent processes to maintain clear communication and build trust.
- Be committed to inclusiveness, ensuring that everyone has equal access to services and opportunities.

**Stewardship**

- Prioritize the health, safety, and well-being of our employees and the community as a core responsibility.
- Safeguard and enhance public investments, ensuring their long-term value and benefit.
- Actively promote social equity, environmental sustainability, and economic vitality in our operations and decisions.
- Exercise fiscal responsibility, ensuring accountability and prudence in managing resources.

**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:
  - DPW – 2024 Ford F550 truck replacing 2005 Ford F550
  - DPW – 2024 Ford F550 Bucket Truck replacing 1994 Ford 550 Bucket Truck

- DPW – 2024 Freightliner Dump Truck (2) w/plows to complement fleet and increase productivity
- DPW – 2024 Freightliner Dump Truck w/plow to replace 2009 dump truck
- DPW – 2024 Volvo Wheeled Excavator replacing 1994 Caterpillar backhoe
- DPW – 2024 Freightliner M2 chassis Crane/Dump truck to enhance productivity
- DPW – 2024 Freightliner 10-wheel hook truck to replace 2005 truck
- ✓ DPW managed multiple aspects of severe weather activities including road closures, assistance to Eversource and clearing debris from roadways.
- ✓ DPW completed 9,211 work orders in fiscal year 2024.
- ✓ Repaired or replaced 252 catch basins, and cleaned an additional 603 to meet DEEP requirements.
- ✓ 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 Beachland soccer field, renovation of the Sedgewick Major League baseball field, full renovation of the Hall High JV field and demolition and replacement of 2 basketball courts.
- ✓ Grounds Division tree replacement planting program included 66 trees planted on school, park, and cemetery grounds.
- ✓ Traffic Safety upgraded signalized intersections throughout Town with Handicap accessible crosswalk buttons.
- ✓ Traffic Safety installed 8 Blue Notification Lights on Farmington Ave and Trout Brook Dr. to let residents know of Parking Bans during storms.
- ✓ 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 (formerly Twitter) users. In addition, communications continue to grow through local media channels including TV and publications.

### **FISCAL YEAR 2026 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 ensure vehicles remain in service during times of power outages to meet public needs.
- ❖ DPW will complete implementation of a new time capture system for staff to simplify payroll 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 implement Food Scrap collection bins in key locations throughout the Town.
- ❖ 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**

<b>BUDGET SUMMARY</b>						
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Percent</u>
<b><u>Revenues:</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Intergovernmental	\$749,212	\$706,660	\$345,515	\$691,030	\$691,030	-2.2%
Licenses & Permits	215,495	255,000	82,273	167,046	255,000	
Charges for Services	49,312	92,320	21,910	99,110	192,920	109.0%
Miscellaneous Revenue	<u>1,560</u>	<u>2,000</u>	<u>275</u>	<u>275</u>		-100.0%
<b>TOTAL</b>	<b>\$1,015,579</b>	<b>\$1,055,980</b>	<b>\$449,973</b>	<b>\$957,461</b>	<b>\$1,138,950</b>	<b>7.9%</b>
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$4,913,498	\$5,192,937	\$2,378,278	\$5,429,150	\$5,468,824	5.3%
Operating Expense	8,072,622	8,492,294	3,183,230	8,372,375	8,503,894	0.1%
Fringe Benefits	<u>447,151</u>	<u>486,837</u>	<u>167,883</u>	<u>471,854</u>	<u>506,541</u>	4.0%
<b>TOTAL</b>	<b>\$13,433,271</b>	<b>\$14,172,068</b>	<b>\$5,729,391</b>	<b>\$14,273,379</b>	<b>\$14,479,259</b>	<b>2.2%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
<b><u>Full-Time Positions:</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>
General Fund	50.00	52.00	52.00	52.00	52.00
Parking Lot Fund	10.00	10.65	10.65	10.65	10.65
Cemetery Fund	<u>1.00</u>	<u>3.35</u>	<u>3.35</u>	<u>3.35</u>	<u>3.35</u>
<b>TOTAL</b>	<b>61.00</b>	<b>66.00</b>	<b>66.00</b>	<b>66.00</b>	<b>66.00</b>

**BUDGET & PROGRAM HIGHLIGHTS**

The Department of Public Works' expenditure budget for Fiscal Year 2026 increases by \$307,191, representing a 2.2% growth compared to the previous year. Wages and salaries are set to increase by \$275,887 (5.3%), primarily due to contractual obligations, merit and step adjustments for eligible employees, and minimum wage increases for part-time and temporary staff. Operating expenses slightly increase over the current fiscal year. Social Security contributions are aligned with wage adjustments.

**PUBLIC WORKS MANAGEMENT DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Highway Town Aid Grant	\$691,030	\$691,660	\$345,515	\$691,030	\$691,030	-0.1%
<b>TOTAL</b>	<b>\$691,030</b>	<b>\$691,660</b>	<b>\$345,515</b>	<b>\$691,030</b>	<b>\$691,030</b>	<b>-0.1%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$390,923	\$390,037	\$196,014	\$414,905	\$428,854	10.0%
Temporary Payroll	25,026	20,000	11,234	24,105	23,000	15.0%
Overtime	3,483	4,000	4,166	5,015	4,000	
Education Premium Pay	1,120	1,020	525	1,020	1,260	23.5%
Office Expense	8,164	9,450	4,143	8,276	8,700	-7.9%
Dues and Travel	21,686	2,700	1,829	3,400	2,700	
Training	13,509	15,000	4,054	12,000	15,000	
Contractual Services	1,942	14,000	376	10,500	14,000	
Meals	15,357	14,000	8,100	15,000	14,000	
Uniforms & Laundry	46,154	59,350	26,212	51,350	59,350	
Information Technology	54,081	57,015	70,453	75,000	57,015	
Telecommunications	23,165	17,620	7,147	16,476	15,120	-14.2%
Operating Expense		1,000			1,000	
Social Security	29,131	30,214	14,188	32,000	33,198	9.9%
<b>TOTAL</b>	<b>\$633,741</b>	<b>\$635,406</b>	<b>\$348,441</b>	<b>\$669,047</b>	<b>\$677,197</b>	<b>6.6%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-26</u>
Director of Public Works	1	1	1	1	1
Business Operations Manager	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## **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:** This appropriation funds office clerical staff who assist with resident inquiries, the yard waste program, inventory and various other administrative staff.

**Overtime:** This 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 \$960 for an Associate's Degree or \$1,260 for a Bachelor's Degree. The increase directly relates to wage settlements.

**Office Expense:** This appropriation funds paper, postage, copying and office supplies for the department and slightly decreases due to switching to an automated time capture system.

**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.

**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.

**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.

**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.

**Information Technology:** This appropriation funds the cost of the department's work order system (Asset Essentials), Weatherworks and Easy Clocking Time Clock.

**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 2026 the decrease reflects the continuation of reducing the number of cell phones/tablets.

**Operating Expense:** This appropriation includes miscellaneous office, storm and operating expenses not covered in other appropriations.

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

**CONTRACTUAL SERVICES DIVISION**
**SUMMARY OF REVENUES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Intergovernmental	\$58,182	\$15,000	\$	\$	\$	-100.0%
Bulky Waste/Recycling Permits	211,745	250,000	82,273	164,546	250,000	
Metal Recycling	8,464	7,000	7,742	8,500	8,000	14.3%
Recycling Rebate	2,844	1,000	1,575	2,500	1,000	
Refuse Hauling Licenses	3,750	5,000		2,500	5,000	
Additional Refuse Barrel		52,000		50,000	151,600	191.5%
Miscellaneous Revenue	<u>252</u>	<u>          </u>	<u>275</u>	<u>275</u>	<u>          </u>	
<b>TOTAL</b>	<b>\$285,237</b>	<b>\$330,000</b>	<b>\$91,865</b>	<b>\$228,321</b>	<b>\$415,600</b>	<b>25.9%</b>

**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Temporary Payroll	\$67,849	\$63,000	\$26,864	\$63,177	\$72,000	14.3%
Office Expense	6,969	13,000	2,705	7,000	13,000	
Advertising	3,537	7,500	1,900	6,000	7,500	
Professional Services	24,397	19,000	12,811	24,000	19,000	
Contractual Services	2,617,685	2,821,813	916,666	2,917,026	2,821,813	
Solid Waste Disposal	2,303,913	2,637,000	978,090	2,417,932	2,637,000	
Office/Minor Equipment	111,306	25,000	80,491	90,000	25,000	
Social Security	<u>981</u>	<u>4,820</u>	<u>390</u>	<u>954</u>	<u>5,509</u>	14.3%
<b>TOTAL</b>	<b>\$5,136,637</b>	<b>\$5,591,133</b>	<b>\$2,019,917</b>	<b>\$5,526,089</b>	<b>\$5,600,822</b>	<b>0.2%</b>

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

**Temporary Payroll:** This appropriation funds part-time hours to enforce the Town's refuse and recycling regulations. The increase in fiscal year 2026 anticipates additional staff to enforce 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.

**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:** This appropriation reflects curbside services (\$1,632,798), a bi-weekly recycling collection (\$854,850) and a yard waste collection (\$331,165). Also included in the appropriation is a credit card processing fee for Resident purchasing of permits and fee-based services (\$3,000).

**Solid Waste Disposal:** This appropriation reflects the Town's refuse and recycling disposal contract. This appropriation is based on the current contractual rate of \$97.85 per ton. Also included in this appropriation is the disposal of recyclable materials at \$104.48 per ton, bi-weekly yard waste material disposal and processing, town shredding, and a management fee.

**Office/Minor Equipment:** This appropriation is directly related to purchasing recycling barrels.

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

**PROGRAM PERFORMANCE MEASURES & INDICATORS****Contractual Services**

	<b><u>Actual</u></b> <b><u>FY 2020</u></b>	<b><u>Actual</u></b> <b><u>FY 2021</u></b>	<b><u>Actual</u></b> <b><u>FY 2022</u></b>	<b><u>Actual</u></b> <b><u>FY 2023</u></b>	<b><u>Actual</u></b> <b><u>FY 2024</u></b>
Volume of leaves collected (cubic yards)	4,880	6,075	5,100	5,583	4,513
Tons of leaves collected	1,224	1,519	1,275	1,384	1,128
Tons of Waste Recycled	6,445	9,727	8,835	8,713	8,906
Percent of Total Waste Recycled	25.7%	33.5%	32.5%	32.3%	32.9%
Tons of Refuse Collected	18,617	19,338	18,333	18,227	18,135

**STREET MAINTENANCE DIVISION**

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,445,473	\$1,455,535	\$689,499	\$1,521,866	\$1,537,883	5.7%
Overtime	205,909	314,400	59,054	389,700	314,400	
Contractual Services	85,709	77,950	9,514	71,000	77,950	
Solid Waste Disposal	24,007	67,000	7,341	54,500	67,000	
Minor Equipment	9,108	25,000	21,496	25,000	20,000	-20.0%
Uniforms & Laundry	4,067	9,000	1,192	7,500	9,000	
Telecommunications	2,582	2,974	1,306	2,611	2,974	
Maintenance & Repairs	35,185	40,950	22,002	49,900	55,950	36.6%
Snow Removal Supplies	237,836	307,100	17,685	301,500	307,100	
Street Maintenance	156,658	154,750	82,853	139,750	147,750	-4.5%
Sidewalk Maintenance	27,244	25,410	8,844	27,000	25,410	
Rental/Leases	2,362	1,500	3,343	4,500	1,500	
Social Security	<u>117,926</u>	<u>133,287</u>	<u>54,724</u>	<u>120,233</u>	<u>139,075</u>	4.3%
<b>TOTAL</b>	<b>\$2,354,066</b>	<b>\$2,614,856</b>	<b>\$978,853</b>	<b>\$2,715,060</b>	<b>\$2,705,992</b>	<b>3.5%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-26</u>
Public Works Manager*	2	2	2	2	2
Crew Leader Streets Division	3	3	3	3	3
Street Maintainer I* ** ***	9	8	8	8	8
Street Maintainer II* **	<u>3</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
<b>TOTAL</b>	17	18	18	18	18

\* 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, 1 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.

**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. In fiscal year 2026, \$5,000 was transferred to Maintenance & Repairs to better align with expenses.

**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.

**Maintenance & Repairs:** This line item reflects the cost of pipe, connections and stripe paint to support Vision Zero. The increase in fiscal year 2026 relates to two transfers, \$5,000 from Minor Equipment and \$7,000 from Street Maintenance, to better align with expenses.

**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. In fiscal year 2026, \$7,000 was transferred to Maintenance & Repairs to better align with expenses.

**Sidewalk Maintenance:** This appropriation is for emergency sidewalk repairs.

**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.

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



**PROGRAM PERFORMANCE MEASURES & INDICATORS**

	<b><u>Actual FY 2020</u></b>	<b><u>Actual FY 2021</u></b>	<b><u>Actual FY 2022</u></b>	<b><u>Actual FY 2023</u></b>	<b><u>Actual FY 2024</u></b>
Number of sanding & plowing operations	5	12	16	14	11
Percent of snowstorms cleared within 8 hours	100%	100%	100%	100%	100%
Number of instances employees called in to work	38	44	47	41	38
Number of pothole work orders completed	744	550	567	375	395

**FLEET MAINTENANCE DIVISION**

**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$659,304	\$719,246	\$326,286	\$700,930	\$752,548	4.6%
Temporary Payroll	14,093	30,000	10,361	20,360	30,000	
Overtime	16,521	20,000	4,294	15,050	20,000	
Office Expense	2,028					
Contractual Services	127,593	122,000	47,755	103,883	122,000	
Information Technology	4,134	12,600	1,577	5,100	12,000	-4.8%
Telecommunications	17,322	21,000	15,616	18,000	17,000	-19.0%
Vehicles & Equipment Expense	760,412	702,215	329,115	748,747	690,264	-1.7%
Maintenance & Repairs	72,275	69,000	30,805	62,162	69,000	
Social Security	<u>53,259</u>	<u>57,314</u>	<u>23,914</u>	<u>53,251</u>	<u>59,700</u>	4.2%
<b>TOTAL</b>	<b>\$1,726,941</b>	<b>\$1,753,375</b>	<b>\$789,723</b>	<b>\$1,727,483</b>	<b>\$1,772,512</b>	<b>1.1%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
Public Works Manager	1	1	1	1	1
Heavy Equipment Mechanic	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
<b>TOTAL</b>	8	8	8	8	8

## 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 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.

**Contractual Services:** This appropriation includes a contract with an Integrated Business Solution (\$120,000) to manage parts and inventory. This program significantly frees up the administrative time of the employees related to parts ordering, returning of parts and the overall management, thus increasing productivity. A hazardous waste vendor (KleenHarbors) is utilized for the disposal of toxic materials.

**Information Technology:** This appropriation reflects the annual software maintenance support costs of the fleet maintenance software system. The slight decrease in fiscal year 2026 relates to moving from printed manuals to digital updates.

**Telecommunications:** This account funds 72 units for cellular service for the Samsara GPS system used by the Fleet division for vehicle monitoring and tracking.

**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, diesel exhaust fluid (DEF) 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.

**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 2020</u>	<u>Actual FY 2021</u>	<u>Actual FY 2022</u>	<u>Actual FY 2023</u>	<u>Actual FY 2024</u>
Number of vehicle maintenance work orders completed	1,175	1,647	1,967	1,686	1,644
Number of instances employees called in to work	5	1	7	4	6

**TRAFFIC SAFETY CONTROL DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$38,004	\$32,320	\$12,593	\$38,110	\$32,320	
<b>TOTAL</b>	<b>\$38,004</b>	<b>\$32,320</b>	<b>\$12,593</b>	<b>\$38,110</b>	<b>\$32,320</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$461,249	\$462,888	\$221,048	\$483,447	\$503,366	8.7%
Overtime	33,399	22,000	20,143	38,687	22,000	
Contractual Services	42,369	67,600	7,567	45,000	67,600	
Office Equipment	2,700	3,500	1,736	2,800	3,500	
Uniforms & Laundry	11,815	10,000	7,985	13,500	10,000	
Maintenance & Repairs	115,786	150,000	43,756	126,250	150,000	
Information Technology	932	3,500	3,042	4,000	3,500	
Rental/Leases	12,662	3,800	559	2,000	1,200	-68.4%
Social Security	<u>36,471</u>	<u>36,556</u>	<u>18,108</u>	<u>38,531</u>	<u>39,468</u>	8.0%
<b>TOTAL</b>	<b>\$717,383</b>	<b>\$759,844</b>	<b>\$323,944</b>	<b>\$754,215</b>	<b>\$800,634</b>	<b>5.4%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-26</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	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

## 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.

**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.

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

**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.

**Information Technology:** This appropriation will be used to purchase fiber optic supplies for traffic signal cabinets.

**Rental/Leases:** This appropriation funds the leasing of a storage container to store sign and signal materials. In fiscal year 2026 the decrease represents the lease of Conex boxes being discontinued and the purchase of permanent storage containers.

**Social Security:** This appropriation is required for 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>Actual FY 2024</u>
Number of street light work orders completed	189	158	142	161	157
Number of instances employees called in to work	29	28	23	24	27

**ANNUAL BUDGET 2025-2026**

**GROUNDS MAINTENANCE DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$1,308	\$ 2,000	\$ _____	\$ _____	\$ _____	-100.0%
<b>TOTAL</b>	<b>\$1,308</b>	<b>\$ 2,000</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>-100.0%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,349,817	\$1,480,811	\$686,472	\$1,504,559	\$1,549,513	4.6%
Temporary Payroll	105,704	100,000	48,561	103,032	100,000	
Overtime	133,628	110,000	73,757	143,297	110,000	
Contractual Services	201,378	248,265	109,450	245,265	248,265	
Minor Equipment	40,062	42,300	30,280	43,100	42,300	
Utilities	292,261	315,427	157,714	315,427	272,428	-13.6%
Maintenance & Repairs	532,270	296,005	105,720	299,920	370,005	25.0%
Social Security	111,580	126,843	56,559	129,082	131,788	3.9%
Transfer Out	<u>97,803</u>	<u>97,803</u>	<u>_____</u>	<u>97,803</u>	<u>97,803</u>	
<b>TOTAL</b>	<b>\$2,864,503</b>	<b>\$2,817,454</b>	<b>\$1,268,513</b>	<b>\$2,881,485</b>	<b>\$2,922,102</b>	<b>3.7%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-26</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	7	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>
<b>TOTAL</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>

\* 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. This appropriation reflects estimated step/merit increases for eligible staff.

**Temporary Payroll:** This appropriation funds permanent and seasonal part-time staff to help augment summer maintenance of athletic fields and Town parks.

**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 is 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. In addition, the DEEP required culvert cleaning is included.

**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.

**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.

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>					
	<b><u>Actual FY 2020</u></b>	<b><u>Actual FY 2021</u></b>	<b><u>Actual FY 2022</u></b>	<b><u>Actual FY 2023</u></b>	<b><u>Actual FY 2024</u></b>
Number of tree issue work orders completed	306	637	372	323	362
Number of instances employees called in to work	10	9	8	5	6



# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### PARKING LOT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Charges for Services	\$1,806,861	\$1,724,000	\$1,720,000	\$1,420,000
Management Fee – BBS	779,336	620,336	661,636	683,711
Fines & Forfeitures	125,155	100,000	75,000	100,000
Interest Income	<u>13,103</u>	<u>24,000</u>	<u>24,000</u>	<u>24,000</u>
Total Revenues & Other Resources	\$2,724,455	\$2,468,336	\$2,480,636	\$2,227,711

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Municipal Parking Operations	\$ 1,684,537	\$ 1,945,915	\$ 2,041,231	\$ 2,021,921
BBS Parking Operations	<u>946,982</u>	<u>1,057,152</u>	<u>1,081,570</u>	<u>1,193,072</u>
Total Expenditures & Other Uses	\$ 2,631,519	\$ 3,003,067	\$ 3,122,801	\$ 3,214,993

CHANGE IN FUND BALANCE	\$ 92,936	(\$ 534,731)	(\$ 642,165)	(\$ 987,282)
BEGINNING BALANCE	\$ 323,678	\$ 416,614	\$ 416,614	(\$ 225,551)
ENDING BALANCE	\$ 416,614	(\$ 118,117)	(\$ 225,551)	(\$1,212,833)

**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**

	<b>Five Year History of Operating Results</b>				
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
<b><u>Revenues:</u></b>					
Charges for Services	\$1,288,000	\$1,088,000	\$1,664,000	\$1,985,000	\$1,932,000
Management Fee	63,000	383,000	587,000	681,000	779,000
Interest Income	<u>33,000</u>	<u>1,000</u>	<u>      </u>	<u>3,000</u>	<u>13,000</u>
<b>TOTAL REVENUES</b>	<b>\$1,384,000</b>	<b>\$1,472,000</b>	<b>\$2,251,000</b>	<b>\$2,669,000</b>	<b>\$2,724,000</b>
<b><u>Expenditures:</u></b>					
Operational	<u>\$2,691,000</u>	<u>\$2,328,000</u>	<u>\$2,662,000</u>	<u>\$2,475,000</u>	<u>\$2,632,000</u>
<b>TOTAL EXPENDITURES</b>	<b>\$2,691,000</b>	<b>\$2,328,000</b>	<b>\$2,662,000</b>	<b>\$2,475,000</b>	<b>\$2,632,000</b>
<b>OPERATING RESULTS</b>	<b>(\$1,307,000)</b>	<b>(\$ 856,000)</b>	<b>(\$ 411,000)</b>	<b>\$ 194,000</b>	<b>\$ 92,000</b>
<b>FUND BALANCE</b>	<b>\$ 1,397,000</b>	<b>\$ 541,000</b>	<b>\$ 130,000</b>	<b>\$ 324,000</b>	<b>\$ 416,000</b>

**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 \$470,996 as of June 30, 2024.

**FISCAL YEAR 2025 OPERATING RESULTS**

The fiscal year 2025 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 2025 for the Parking Lot Fund is projected to be \$2,480,636.

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 \$642,165 for the year, resulting in fund balance of (\$225,551).

**FISCAL YEAR 2026 BUDGET**

Fiscal year 2026 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 \$987,282 for the year, resulting in fund balance of (\$1,212,833).

**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.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF PUBLIC WORKS</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b>Revenues:</b>	<b>2023-24</b>	<b>2024-25</b>	<b>6 Months</b>	<b>2024-25</b>	<b>2025-26</b>	<b>Change</b>
Charges for Services	\$1,806,861	\$1,724,000	\$950,459	\$1,720,000	\$1,420,000	-17.6%
Management Fee – BBS	779,336	620,336		661,636	683,711	10.2%
Fines & Forfeitures	125,155	100,000	64,016	75,000	100,000	
Interest Income	13,103	24,000	11,904	24,000	24,000	
<b>TOTAL</b>	<b>\$2,724,455</b>	<b>\$2,468,336</b>	<b>\$1,026,379</b>	<b>\$2,480,636</b>	<b>\$2,227,711</b>	<b>-9.7%</b>
<b>Expenditures:</b>						
Wages & Salaries	\$ 841,660	\$ 920,351	\$410,889	\$983,952	\$917,721	-0.3%
Operating Expense	939,320	1,148,443	545,783	1,204,576	1,327,537	15.6%
Fringe Benefits	827,216	934,273	434,561	934,273	969,735	3.8%
<b>TOTAL</b>	<b>\$2,608,196</b>	<b>\$3,003,067</b>	<b>\$1,391,233</b>	<b>\$3,122,801</b>	<b>\$3,214,993</b>	<b>7.1%</b>

	<b>Authorized Positions</b>			<b>Revised</b>	<b>Proposed</b>
<b>Full-Time Positions:</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2024-25</b>	<b>2025-26</b>
Public Works Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Office Operations Specialist			1	1	1
Administrative Assistant**	1	1			
Staff Assistant		0.65	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
<b>TOTAL</b>	<b>10</b>	<b>10.65</b>	<b>10.65</b>	<b>10.65</b>	<b>10.65</b>

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

\*\* 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 – 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 \$211,926 or 7.1% for fiscal year 2026. Wages and salaries include merit increases for eligible employees. Operating expenditures increase 15.6% primarily due to ever rising contractual services and utility increases. 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>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$710,147	\$727,800	\$343,429	\$762,209	\$784,511	7.8%
Temporary Payroll	21,373	22,028	19,218	45,972	28,125	27.7%
Overtime	97,517	158,000	43,196	163,007	91,719	-42.0%
Holiday	9,503	9,503	3,688	9,503	10,106	6.3%
Education Premium Pay	3,120	3,020	1,358	3,261	3,260	7.9%
Office Expense	22,896	27,500	8,645	28,500	28,500	3.6%
Dues and Travel	3,233	4,000	1,685	4,402	4,000	
Professional Services	3,124	5,000		5,000	5,000	
Contractual Services	741,461	855,200	418,776	885,389	997,000	16.6%
Office Equipment	897	5,000	1,099	5,000	5,000	
Meals	600			600	180	100.0%
Uniforms and Laundry	130	4,000	948	4,000	4,000	
Utilities	121,924	135,493	67,746	135,493	171,857	26.8%
Telecommunications	634	2,250	185	2,000	2,000	-11.1%
Vehicles & Equipment Exp	8,318	10,000	2,350	10,000	10,000	
Maintenance & Repairs	35,551	95,000	44,349	119,192	95,000	
Snow Removal Supplies	552	5,000		5,000	5,000	
Social Security	51,532	57,050	23,143	57,050	55,800	-2.2%
Pension	359,948	370,247	185,124	370,247	347,218	-6.2%
Risk Management Expense	399,598	452,588	226,294	452,588	562,529	24.3%
Contingency	16,138	54,388		54,388	4,188	-92.3%
<b>Total Department</b>	<b>\$2,608,196</b>	<b>\$3,003,067</b>	<b>\$1,391,233</b>	<b>\$3,122,801</b>	<b>\$3,214,993</b>	<b>7.1%</b>

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

## BUDGET IN BRIEF

### CEMETERY OPERATING FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Charges for Services	\$ 330,343	\$ 385,000	\$ 400,000	\$ 440,000
Sale of Lots	147,377	121,000	150,000	165,000
Interest Income	<u>71,998</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Total Revenues & Other Resources	\$ 549,718	\$ 576,000	\$ 620,000	\$ 675,000
EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Cemetery Operations	\$ 463,510	\$ 786,707	\$ 792,006	\$ 853,477
Transfer Out				<u>157,000</u>
Total Expenditures & Other Uses	\$ 463,510	\$ 786,707	\$ 792,006	\$ 1,010,477
CHANGE IN FUND BALANCE	\$ 86,208	(\$ 210,707)	(\$ 172,006)	(\$ 335,477)
BEGINNING BALANCE	\$1,489,374	\$1,575,582	\$ 1,575,582	\$ 1,403,576
ENDING BALANCE	\$1,575,582	\$1,364,875	\$ 1,403,576	\$ 1,068,099

**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>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b><u>Revenues:</u></b>					
Charges for Service	\$351,000	\$423,000	\$416,000	\$492,000	\$478,000
Interest Income	25,000	3,000	4,000	55,000	72,000
<b>TOTAL REVENUES</b>	<b>\$376,000</b>	<b>\$426,000</b>	<b>\$420,000</b>	<b>\$547,000</b>	<b>\$550,000</b>
<b><u>Expenditures:</u></b>					
Operational	\$410,000	\$503,000	\$538,000	\$561,000	\$464,000
<b>TOTAL EXPENDITURES</b>	<b>\$410,000</b>	<b>\$503,000</b>	<b>\$538,000</b>	<b>\$561,000</b>	<b>\$464,000</b>
<b>TRANSFERS (TO)/FROM OTHER FUNDS</b>	<b>(\$3,000)</b>	<b>(\$3,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING RESULTS</b>	<b>(\$37,000)</b>	<b>(\$80,000)</b>	<b>(\$118,000)</b>	<b>(\$14,000)</b>	<b>\$86,000</b>
<b>FUND BALANCE</b>	<b>\$1,701,000</b>	<b>\$1,621,000</b>	<b>\$1,503,000</b>	<b>\$1,489,000</b>	<b>\$1,575,000</b>

**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, 2024 fund balance inclusive of the Permanent Reserve account totaled \$1,575,582.

**FISCAL YEAR 2025 OPERATING RESULTS**

The budget for fiscal year 2025 estimates revenue of \$550,000 (excluding interest income), revised midterm to reflect actual collection from July through December 2024. 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 \$620,000 will be achieved in fiscal year 2025 with corresponding expenditures of \$792,006 resulting in a deficit of \$172,006. As of June 30, 2025, fund balance inclusive of the Permanent Reserve account is estimated to be \$1,403,576.

**FISCAL YEAR 2026 BUDGET**

Fiscal 2026 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 2026 estimates revenue of \$675,000 with corresponding operating expenditures of \$853,477 and a transfer out of \$157,000 to the Capital Projects Fund for the purchase of Cemetery equipment, resulting in a deficit of \$335,477. It is anticipated that fund balance inclusive of the Permanent Reserve account will total \$1,068,099 by June 30, 2026.



**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.

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF PUBLIC WORKS</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Revenues:</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Cemetery Service Charges	\$330,343	\$385,000	\$201,513	\$400,000	\$440,000	14.3%
Sale of Lots	147,377	121,000	83,991	150,000	165,000	36.4%
Interest on Investment	<u>71,998</u>	<u>70,000</u>	<u>37,375</u>	<u>70,000</u>	<u>70,000</u>	
<b>TOTAL</b>	<b>\$549,718</b>	<b>\$576,000</b>	<b>\$322,879</b>	<b>\$620,000</b>	<b>\$675,000</b>	<b>17.2%</b>
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$280,721	\$328,827	\$148,476	\$324,520	\$347,643	5.7%
Operating Expense	56,744	107,985	40,618	122,985	130,659	21.0%
Fringe Benefits/Transfers						
Out	<u>126,045</u>	<u>349,895</u>	<u>170,216</u>	<u>344,501</u>	<u>532,175</u>	52.1%
<b>TOTAL</b>	<b>\$463,510</b>	<b>\$786,707</b>	<b>\$359,310</b>	<b>\$792,006</b>	<b>\$1,010,477</b>	<b>28.4%</b>

	<b><u>Authorized Positions</u></b>			<b>Revised</b>	<b>Proposed</b>
<b><u>Full-Time Positions:</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>
Crew Leader	1	1.00	1.00	1.00	1.00
Grounds Maintainer		2.00	2.00	2.00	2.00
Staff Assistant		<u>0.35</u>	<u>0.35</u>	<u>0.35</u>	<u>0.35</u>
<b>TOTAL</b>	1	3.35	3.35	3.35	3.35

**BUDGET & PROGRAM HIGHLIGHTS**

The Cemetery Operating Fund budget increases \$223,770 or 28.4% for fiscal year 2026. Wages and salaries reflect anticipated cost-of-living increases and merit increases. The budget for fiscal year 2026 estimates revenue of \$675,000. Cemetery Operations expenditures total \$853,477. There is a transfer out of \$157,000 to the Capital Projects Fund for the purchase of Cemetery equipment, resulting in a deficit of \$335,477.

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

SUMMARY OF EXPENDITURES						
<b><u>Expenditures</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Regular Payroll	\$199,075	\$243,720	\$111,136	\$243,720	\$264,380	8.5%
Temporary Payroll	42,575	44,359	21,881	45,800	46,945	5.8%
Overtime	39,071	40,748	15,459	35,000	36,318	-10.9%
Office Expense	121	1,600	49	1,600	1,600	
Professional Services	5,582	20,000	868	20,000	20,000	
Contractual Services	(4,372)					
Office Equipment	671	1,000	80	1,000	1,000	
Meals	800					
Utilities	17,827	19,385	9,692	19,385	27,059	39.6%
Vehicles and Equipment	13,601	10,000	10,337	25,000	25,000	150.0%
Maintenance & Repairs	22,514	56,000	19,592	56,000	56,000	
Social Security	19,091	24,639	10,285	24,639	25,931	5.2%
Pension	45,877	112,367	17,490	112,367	116,539	3.7%
Risk Management Expense	61,077	207,495	103,747	207,495	223,355	
Contingency		5,394			9,350	73.3%
Transfer Out			38,694		157,000	100.0%
<b>TOTAL</b>	<b>\$463,510</b>	<b>\$786,707</b>	<b>\$359,310</b>	<b>\$792,006</b>	<b>\$1,010,477</b>	<b>28.4%</b>

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**ANNUAL BUDGET 2025-2026**

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DEPARTMENT: PUBLIC WORKS

**FULL-TIME POSITION SCHEDULE**

	Authorized Positions			Revised	Proposed
	2022-23	2023-24	2024-25	2024-25	2025-2026
<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	8.00	8.00	8.00	8.00
Street Maintainer II	3.00	5.00	5.00	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	7.00	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	7.00	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	50.00	52.00	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	1.00	1.00
Administrative Assistant	1.00	1.00			
Senior Staff Assistant					
Staff Assistant		0.65	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	10.65	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	2.00
Staff Assistant		0.35	0.35	0.35	0.35
TOTAL CEMETERY FUND	1.00	3.35	3.35	3.35	3.35
TOTAL PUBLIC WORKS-ALL FUNDS	61.00	66.00	66.00	66.00	66.00

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**West Hartford, Connecticut**

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## **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.
- ✓ Accurately estimated energy budget and continued to secure future favorable electricity supply pricing.
- ✓ Continued to monitor and analyze strategies to reduce energy 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 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, continued participation for year two of a three-year Strategic Energy Management (SEM) schools' initiative with Eversource technical consultants, participated in U.S. DOE's Energy CLASS educational initiative with 60 schools districts nationwide, secured a \$124,000 Energy Efficiency and Conservation Block Grant for LED decorative street lights, and achieved Gold-level certification with the Sustainable CT program.

### **FISCAL YEAR 2026 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.

## DEPARTMENT OF PLANT &amp; FACILITIES SERVICES

BUDGET SUMMARY						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
<b><u>Revenues:</u></b>						
Miscellaneous Revenue	\$ 380	\$	\$ 450	\$ 500	\$	
Transfers from Other Funds	<u>289,000</u>	<u>302,719</u>		<u>302,719</u>	<u>302,719</u>	
<b>TOTAL</b>	<b>\$289,380</b>	<b>\$302,719</b>	<b>\$ 450</b>	<b>\$303,219</b>	<b>\$302,719</b>	
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$1,357,433	\$1,344,384	\$627,465	\$1,365,712	\$1,506,764	12.1%
Operating Expense	1,383,423	1,298,814	721,693	1,375,398	1,312,526	1.1%
Social Security	<u>97,515</u>	<u>99,524</u>	<u>45,925</u>	<u>99,083</u>	<u>111,632</u>	12.2%
<b>TOTAL</b>	<b>\$2,838,371</b>	<b>\$2,742,722</b>	<b>\$1,395,083</b>	<b>\$2,840,193</b>	<b>\$2,930,922</b>	<b>6.9%</b>

	<u>Authorized Positions</u>			<u>Revised</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>
<b><u>Full-Time Positions:</u></b>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>		
General Fund	9.50	9.50	9.50	9.50	9.50

## BUDGET &amp; PROGRAM HIGHLIGHTS

The fiscal year 2026 budget for the Department of Plant & Facilities Services is increased \$188,200 or 6.9% from the prior year. Wages and salaries increase \$162,380 or 12.1%, primarily due to increase in minimum wage, a wage settlement and merit increases for eligible staff. Operating expense slightly increases \$13,712, primarily as a result of rising utility 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 2025-2026

## FACILITIES SERVICES DIVISION

### SUMMARY OF REVENUES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$ 380	\$	\$ 450	\$ 500	\$	
<b>TOTAL</b>	<b>\$ 380</b>	<b>\$</b>	<b>\$ 450</b>	<b>\$ 500</b>	<b>\$</b>	

### SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$574,209	\$571,280	\$253,418	\$545,700	\$628,228	10.0%
Temporary Payroll	522,196	484,332	239,944	525,274	562,624	16.2%
Overtime	53,297	80,000	25,930	60,100	80,000	
Office Expense	78	325	79	275	275	-15.4%
Dues and Travel	25	100		100	100	
Contractual Services	372,012	290,000	203,116	352,559	290,000	
Meals	1,240	6,000	390	1,200	6,000	
Uniforms & Laundry	4,127	4,750	3,914	4,500	4,500	-5.3%
Utilities	843,542	857,239	428,619	857,239	872,101	1.7%
Telecommunications	3,302	5,600	1,632	3,265	5,000	-10.7%
Building Maintenance	156,076	120,000	82,355	142,350	120,000	
Vehicles & Equip. Exp.	2,590	3,950	1,379	3,600	3,950	
Maintenance & Repairs		8,250		8,250	8,250	
Miscellaneous Supplies		1,500		1,500	1,500	
Social Security	<u>82,372</u>	<u>83,940</u>	<u>38,044</u>	<u>81,751</u>	<u>94,020</u>	12.0%
<b>TOTAL</b>	<b>\$2,615,066</b>	<b>\$2,517,266</b>	<b>\$1,278,820</b>	<b>\$2,587,663</b>	<b>\$2,676,548</b>	<b>6.3%</b>

### FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</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>
<b>TOTAL</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>

\* 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 – 2026.

## 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. In fiscal year 2026 the slight decrease relates to discounts in purchases.

**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, 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, four Technicians, an HVAC Mechanic and the part-time Custodians. This appropriation increases or decreases depending on the number of 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. This appropriation increases or decreases based upon rates and usage.

**Electricity –** The fiscal year 2026 electricity budget assumes consistent use and rates, with adjustments made for any building electrification projects. It includes any electricity purchased or credits received through the local utility, as well as through third-party suppliers, solar power purchase agreements, or solar virtual net metering contracts. Street light and traffic signal electricity use are included.

**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 2026 is based upon normal historical usage patterns, adjusted for any building electrification projects.

**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 fiscal year 2026 budget is based upon normal historical use patterns, adjusted for major leak repair projects.

**Hydrants** – Annual fire hydrant maintenance is provided by the Metropolitan District Commission. The fiscal year 2026 budget is based upon a per hydrant fee.

**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. The decrease represents costs associated with telephone services re-located within the Information Technology department budget during fiscal year 2025.

**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.

**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.



**CAPITAL PROJECTS MANAGEMENT DIVISION**

<b>SUMMARY OF REVENUES</b>						
	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Transfer from Other Funds	\$289,000	\$302,719	\$ _____	\$302,719	\$302,719	
<b>TOTAL</b>	<b>\$289,000</b>	<b>\$302,719</b>	<b>\$ _____</b>	<b>\$302,719</b>	<b>\$302,719</b>	

<b>SUMMARY OF EXPENDITURES</b>						
	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$206,611	\$207,752	\$107,648	\$233,618	\$234,652	12.9%
Education Premium Pay	1,120	1,020	525	1,020	1,260	23.5%
Office Expense	431	300	209	460	300	
Dues and Travel		50			50	
Training		500		100	500	
Telecommunications		250				-100.0%
Social Security	<u>15,143</u>	<u>15,584</u>	<u>7,881</u>	<u>17,332</u>	<u>17,612</u>	13.0%
<b>TOTAL</b>	<b>\$223,305</b>	<b>\$225,456</b>	<b>\$116,263</b>	<b>\$252,530</b>	<b>\$254,374</b>	<b>12.8%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Capital Projects Manager	1	1	1	1	1
Office Operations Specialist		1	1	1	1
Administrative Assistant*	<u>1</u>				
<b>TOTAL</b>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

\* 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.

**Education Premium Pay:** Members of the Clerical Union are eligible for education attainment payments of \$960 for an Associate's Degree or \$1,260 for a Bachelor's Degree. The increase directly relates to wage settlements.

**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 the capital project management staff, as needed.

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

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### UTILITIES SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Interest Income	\$ 5,505	\$ 5,000	\$ 5,728	\$ 5,000
Contributions from Other Funds	<u>4,777,117</u>	<u>4,932,255</u>	<u>5,178,608</u>	<u>5,061,972</u>
Total Revenues & Other Resources	\$4,782,622	\$4,937,255	\$ 5,184,336	\$5,066,972

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Energy Management Services	\$ 127,562	\$ 100,000	\$ 143,836	\$ 145,758
Utilities Expense	<u>3,962,392</u>	<u>5,183,036</u>	<u>4,908,149</u>	<u>5,504,015</u>
Total Expenditures & Other Uses	\$ 4,089,954	\$5,283,036	\$ 5,051,985	\$5,649,773

CHANGE IN FUND BALANCE	\$ 692,668	(\$ 345,781)	\$ 132,351	(\$ 582,801)
BEGINNING BALANCE	\$ 1,348,751	\$2,041,419	\$ 2,041,419	\$2,173,770
ENDING BALANCE	\$ 2,041,419	\$1,695,638	\$ 2,173,770	\$1,590,969

**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 2021</u>	Actual <u>FY 2022</u>	Actual <u>FY 2023</u>	Actual <u>FY 2024</u>	Estimated <u>FY 2025</u>	Proposed <u>FY 2026</u>
<b><u>TOWN</u></b>						
Electricity	\$ 959,890	\$1,027,143	\$ 976,800	\$846,853	\$1,104,560	\$1,387,547
Natural Gas	203,698	254,341	355,715	207,878	222,267	312,684
Fuel Oil	5,847	16,488	8,743	7,347	12,178	15,000
Water	307,273	333,831	392,400	349,723	398,546	433,358
Hydrants	<u>2,800</u>	<u>191,520</u>	<u>201,260</u>	<u>205,200</u>	<u>215,140</u>	<u>229,020</u>
<b>TOTAL</b>	<b>\$1,479,508</b>	<b>\$1,823,323</b>	<b>\$1,934,918</b>	<b>\$1,617,001</b>	<b>\$1,952,691</b>	<b>\$2,377,609</b>
<b><u>PUBLIC SCHOOLS</u></b>						
Electricity	\$1,469,249	\$1,618,487	\$1,638,843	\$1,456,817	\$1,874,727	\$2,035,373
Natural Gas	706,552	968,713	1,131,917	663,358	790,734	793,164
Water	<u>294,300</u>	<u>251,857</u>	<u>348,157</u>	<u>225,216</u>	<u>289,997</u>	<u>297,869</u>
<b>TOTAL</b>	<b>\$2,470,101</b>	<b>\$2,839,057</b>	<b>\$3,118,917</b>	<b>\$2,345,391</b>	<b>\$2,955,458</b>	<b>\$3,126,406</b>
<b>TOTAL UTILITIES</b>	<b>\$3,949,609</b>	<b>\$4,662,380</b>	<b>\$5,053,835</b>	<b>\$3,962,392</b>	<b>\$4,908,149</b>	<b>\$5,504,015</b>

The fiscal year 2026 budget reflects a planned use of \$582,801 of fund balance accumulated in prior years (Energy Management Services - \$140,758; Town - \$150,000; Board of Education - \$292,043).

**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. In 2024, all accounts benefited from a favorable electricity supply rate of 7.19 cents per kWh 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. 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 early 2025. 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 as the age and condition of building roofs allow. 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 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-19 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 trended down again. In 2024, the State implemented new mandates for regular air quality and HVAC inspections for schools. 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. Some of the federally-funded grants and technical assistance programs that the Town and BOE were participating in have been put on hold. Additional focus will be on water conservation projects and other cost saving strategies. Leaks in aging water pipes and irrigation have played a significant role in increased water use at some facilities. Projects to replace infrastructure are being implemented at Rockledge Golf Course and Hall High School.

DEPARTMENT: PLANT &amp; FACILITIES SERVICES

**FULL-TIME POSITION SCHEDULE**

POSITION	Authorized Positions			Revised 2024-25	Proposed 2025-26
	2022-23	2023-24	2024-25		
<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	4	4	4	4
Plumber	1	1	1	1	1
Capital Projects Manager	1	1	1	1	1
Office Operations Specialist		1	1	1	1
Administrative Assistant	<u>1</u>	<u></u>	<u></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. Total registrations for recreation programs in the last fiscal year topped 39,500.
- ✓ Eliminated membership fees for senior center memberships, and reinstated free van service to both West Hartford Senior Center branches.
- ✓ Collaborated with Capital Projects and Public Works on improvements to various facilities and playfields, including newly renovated, ADA-accessible restroom at Wolcott Park; renovated baseball field at Sedgwick Middle School; replaced basketball courts at Eisenhower Park; installed new irrigation heads at Beachland Soccer field; installed new sidewalk at Glover Soccer Complex to improve access from parking lots to main field entrance; installed dugouts and fencing at softball fields at Norfeldt and Sterling fields; continued renovation to Rockledge Golf Course's driving range.
- ✓ Established Westmoor Park as an accredited Level II Arboretum (the only one in Hartford County, and one of only three in the State).
- ✓ Completed Urban Tree Canopy Study and Tree Inventory, which included data on tree coverage and species diversity. Continued collaboration with Tree Action Group on several sustainability initiatives.
- ✓ Launched an ADA Self-Assessment and ADA Transition Plan.
- ✓ Completed the Community Development Block Grant Five-Year Consolidated Plan.
- ✓ Prioritized actions outlined in the Social Services Department Strategic Plan to improve key operations and delivery of the department's community services.
- ✓ Implemented numerous prevention programs in conjunction with West Hartford Prevention Partnership.
- ✓ Continued to provide support to low-and-moderate-income residents in the community through Food Pantry, housing stability programs, and other support measures. Collaborated with WHPS district to support back-to-school and holiday programs.
- ✓ Helped guide GWWO architecture firm on design of the new Elmwood Community Center/Library/Senior Center/Teen Center facility.

**FISCAL YEAR 2026 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 Wolcott Park's eastern parking lot; completion of a new driving range at Rockledge Golf Club; and replacement of Fernridge Park tennis courts.
- ❖ Conduct park planning for Kennedy Park.
- ❖ Complete an ADA Self-Assessment and ADA Transition Plan.
- ❖ Based on Urban Tree Canopy Study, help develop a planting and maintenance plan for Town trees, and provide an education program on the important role of trees in a sustainable community.
- ❖ Implement priorities as set forth in the Community Development Block Grant Five-Year Consolidated Plan.
- ❖ Continue to support residents with prevention programs and provide additional services for residents with special needs.

**DEPARTMENT OF LEISURE SERVICES AND SOCIAL SERVICES**

<b>BUDGET SUMMARY</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Revenues:</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Intergovernmental	\$ 122,367	\$116,022	\$ 46,914	\$172,515	\$116,022	
Charges for Services	1,321,262	1,000,891	946,057	1,293,908	1,352,311	35.1%
Miscellaneous Revenue	87,284	21,600	23,501	24,661	16,600	-23.1%
Transfer In	<u>57,316</u>	<u>53,496</u>	<u>      </u>	<u>80,168</u>	<u>103,540</u>	93.5%
<b>TOTAL</b>	<b>\$1,588,229</b>	<b>\$1,192,009</b>	<b>\$1,016,472</b>	<b>\$1,571,252</b>	<b>\$1,588,473</b>	<b>33.3%</b>
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$2,749,202	\$2,681,914	\$1,659,149	\$3,040,179	\$2,965,558	10.6%
Operating Expense	1,415,769	1,262,463	635,153	1,416,738	1,264,568	0.2%
Social Security	<u>139,850</u>	<u>154,818</u>	<u>75,847</u>	<u>162,234</u>	<u>178,354</u>	15.2%
<b>TOTAL</b>	<b>\$4,304,821</b>	<b>\$4,099,195</b>	<b>\$2,370,149</b>	<b>\$4,619,151</b>	<b>\$4,408,480</b>	<b>7.5%</b>

	<b><u>Authorized Positions</u></b>			<b>Revised</b>	<b>Proposed</b>
<b>Full-Time Positions:</b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
General Fund	15.40	15.40	15.70	15.70	15.75
Leisure Services Fund	7.90	7.90	7.90	7.90	7.85
CDBG Fund	1.60	1.60	1.30	1.30	1.30
Westmoor Park Fund	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>
<b>TOTAL</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>

**BUDGET & PROGRAM HIGHLIGHTS**

The fiscal year 2026 budget for the Department of Leisure Services & Social Services increases \$309,285 or 7.5% from the prior year. Wages and salaries increase \$283,644 or 10.6%. This is primarily due to contract settlements, a minimum wage increase for part-timers and merit increases for eligible employees. Operating expenses slightly increase over fiscal year 2025. The social security variance reflects wage and salary adjustments.

**LEISURE SERVICES & SOCIAL SERVICES MANAGEMENT DIVISION**

<b>SUMMARY OF EXPENDITURES</b>						
	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$286,989	\$296,680	\$137,728	\$310,135	\$353,149	19.0%
Temporary Payroll	21,410	17,043	4,604	12,846	18,700	9.7%
Education Premium Pay	784	714	368	882	882	23.5%
Office Expense	3,574	3,200	1,609	2,790	2,840	-11.3%
Dues and Travel	2,515	1,695	1,423	1,695	1,650	-2.7%
Training	818	1,000	249	500	1,000	
Advertising	11,031	6,500	5,729	12,500	6,500	
Professional Services	17,045	17,000	6,504	17,500	17,000	
Contractual Services	66,636	62,000	21,381	62,000	62,000	
Information Technology	41,556	45,000	44,497	44,497	45,000	
Telecommunications		700			700	
Vehicles & Equipment Expense	109	250		50	100	-60.0%
Social Security	<u>21,646</u>	<u>21,855</u>	<u>10,272</u>	<u>22,803</u>	<u>26,135</u>	19.6%
<b>TOTAL</b>	<b>\$474,113</b>	<b>\$473,637</b>	<b>\$234,364</b>	<b>\$488,198</b>	<b>\$535,656</b>	<b>13.1%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
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>0.75</u>
<b>TOTAL</b>	<b>2.55</b>	<b>2.55</b>	<b>2.55</b>	<b>2.55</b>	<b>2.80</b>

\* In fiscal year 2026, 25% of a Leisure Services Manager was transferred to the Management division from the Outdoor Pools division.

## 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, 75% of the Leisure Services Manager, 70% of an Office Operations Specialist and 50% of a Recreation Specialist. In fiscal year 2026, 25% of the Leisure Services Manager is transferred from Outdoor Pools. Also included is a wage settlement and merits for eligible employees.

**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 \$960 for an Associate's Degree or \$1,260 for a Bachelor's Degree.

**Office Expense:** This appropriation funds office supplies, paper, postage, and printing/copying. The slight decrease is based on usage.

**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 decrease is due to an adjustment to registrations.

**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.

**Professional Services:** The expense is associated with a portion of the cost of a graphic designer for the department and the recreation program brochures.

**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 consistent with experience.

**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 and maintenance for a Town vehicle assigned to the department. This allocation increases/decreases based on the usage of the vehicle.

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

**ANNUAL BUDGET 2025-2026**

**CASE MANAGEMENT DIVISION**

<b>SUMMARY OF REVENUES</b>						
	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Intergovernmental	\$41,487	\$35,142	\$21,796	\$47,297	\$35,142	
Charges for Services	5,000	5,000	5,000	5,000	5,000	
Transfer In	<u>57,316</u>	<u>53,496</u>		<u>80,168</u>	<u>103,540</u>	93.5%
<b>TOTAL</b>	<b>\$103,803</b>	<b>\$93,638</b>	<b>\$26,796</b>	<b>\$132,465</b>	<b>\$143,682</b>	<b>53.4%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$622,368	\$678,004	\$341,833	\$744,550	\$769,970	13.6%
Temporary Payroll	136,395	125,225	47,281	106,653	133,372	6.5%
Office Expense	6,284	6,750	3,283	7,250	11,550	71.1%
Dues and Travel	1,715	2,370	575	2,370	2,270	-4.2%
Training	22,743	1,750	750	2,550	2,550	45.7%
Advertising		3,750		3,000	3,000	-20.0%
Professional Services	16,284	16,142	10,124	23,795	21,142	31.0%
Contractual Services	38,000	23,000		28,000	41,500	80.4%
Office Equipment	175	700		700	700	
General Contributions	219,370	229,114	98,081	229,114	229,114	
Information Technology	5,832	5,508	4,991	5,508	5,508	
Telecommunications	1,962	2,174	1,336	2,474	2,774	27.6%
Vehicle & Equipment Expense	83	100	144	300	100	
Supplies			3,168	3,168	4,000	100.0%
Town Assistance	29,475	16,750	17,595	29,027	21,250	26.9%
Social Security	<u>51,321</u>	<u>57,936</u>	<u>27,073</u>	<u>61,002</u>	<u>64,856</u>	11.9%
<b>TOTAL</b>	<b>\$1,152,007</b>	<b>\$1,169,273</b>	<b>\$556,234</b>	<b>\$1,249,461</b>	<b>\$1,313,656</b>	<b>12.3%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Assistant Director of Social Services	1.0	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>.75</u>	<u>.75</u>	<u>.75</u>
<b>TOTAL</b>	<b>6.45</b>	<b>6.45</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>

**CASE MANAGEMENT - BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** This appropriation funds the positions detailed on the previous page. The appropriation includes a wage settlement and merit increases for eligible employees.

**Temporary Payroll:** This appropriation funds two part-time social workers (900 hours each) and a part-time Volunteer Coordinator (450 hours). In fiscal year 2026, additional funds are added to part time payroll for a prevention coordinator and a part-time seasonal clerk, which will be funded by the Opioid Settlement monies received.

**Office Expense:** This account is for office supplies, paper, printing/copying and postage. In fiscal year 2026 an increase is directly related to Cannabis eligible expenses.

**Dues & Travel:** This appropriation funds license fees for licensed clinical social workers. It also reflects dues for C.L.A.S.S., the statewide professional organization for social service administrators. The slight decrease represents an adjusted mileage reimbursement for staff.

**Training:** Licensed social workers are required to attend training and earn continuing education credits and will take advantage of on-line courses to control costs. The increase in fiscal year 2026 represents training for staff, youth and/or council members.

**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. The decrease in fiscal year 2026 relates to the Leisure Services program guide printing funded through the Management division.

**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. It also includes efforts to support local substance abuse prevention activities of the West Hartford Prevention Council, funded by a State grant (Amplify). The increase is related to Amplify grant expenses in fiscal year 2026.

**Contractual Services:** This appropriation funds a pass-through grant to Bridge Family Center (\$23,000). In fiscal year 2026, the increase is related to expenses funded by the Opioid Settlement monies received and will be utilized for a recovery coach, advertising and costs to update the website.

**Office Equipment:** Used for the purchase of minor equipment, as needed.

**General Contributions:** This appropriation funds the Town's contractual agreement with Bridge Family Services for all youth services and the teen center.

**Information Technology:** This appropriation funds software maintenance costs for a system that manages social services client data.

**Telecommunications:** This account funds desktop telephone services including maintenance, long-distance and circuits and is increased based upon experience. The increase in fiscal year 2026 represents a cell phone cost for the part-time Prevention Coordinator which is funded by the Opioid Settlement monies received.

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

**Supplies:** This appropriation is new for fiscal year 2026. It funds the purchase of Narcan and is funded by the Opioid Settlement monies received.

**Town Assistance:** This appropriation is for expenditures related to evictions and foreclosures experienced by Town residents. In fiscal year 2026, the increase is related to the Town's obligation resulting from the Relocation Act.

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

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

**Case Management  
(Fiscal Year)**

	<b><u>Actual 2020</u></b>	<b><u>Actual 2021</u></b>	<b><u>Actual 2022</u></b>	<b><u>Actual 2023</u></b>	<b><u>Actual 2024</u></b>
Number of new individuals receiving case management	407	363	417	612	544
# of children/youth (0- 18)	65	49	57	91	93
# of adults (19-64)	140	140	162	293	239
# of seniors (65+)	202	174	198	228	212
Number of Social Work Police Liaison referrals	n/a	n/a	89*	407	331
Number of Juvenile Review Board/ Truancy referrals	21	50	82	73	60
Number of Community Court referrals**	49	0	73	88	50

\* Partial year.

\*\* Reduction due to change in protocol for repeat offenders.

**COMMUNITY & NEIGHBORHOOD SERVICES DIVISION**

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Greater Hartford Transit						
District Dial-A-Ride Grant	\$22,110	\$22,110	\$25,118	\$22,110	\$22,110	
Expanded Dial-A-Ride	58,770	58,770		58,770	58,770	
Dial-A-Ride Contributions	<u>16,320</u>	<u>16,100</u>	<u>16,660</u>	<u>17,250</u>	<u>16,100</u>	
<b>TOTAL</b>	<b>\$97,200</b>	<b>\$96,980</b>	<b>\$41,778</b>	<b>\$98,130</b>	<b>\$96,980</b>	

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
General Contributions	\$ 30,220	\$ 35,000	\$ 16,445	\$ 41,507	\$ 35,000	
Dial-A-Ride Transportation	315,196	309,750	125,724	314,750	309,750	
Expanded Dial-A-Ride	_____	_____	_____	_____	_____	
<b>TOTAL</b>	<b>\$345,416</b>	<b>\$344,750</b>	<b>\$142,169</b>	<b>\$356,257</b>	<b>\$344,750</b>	

**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.

**Expanded Dial-A-Ride:** This State Department of Transportation grant helps fund expanded Dial-A-Ride services.



**ELMWOOD COMMUNITY CENTER**

**SUMMARY OF REVENUES**

	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Day Care Rental	\$38,148	\$39,408	\$19,704	\$39,408	\$40,704	3.3%
General Admissions	12,319	12,000	6,935	12,000	12,000	
Program Revenue	802,838	543,983	682,561	826,000	842,000	54.8%
Rental of Facilities	<u>42,781</u>	<u>42,000</u>	<u>21,270</u>	<u>42,000</u>	<u>42,000</u>	
<b>TOTAL</b>	<b>\$896,086</b>	<b>\$637,391</b>	<b>\$730,470</b>	<b>\$919,408</b>	<b>\$936,704</b>	<b>47.0%</b>

**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Regular Payroll	\$198,486	\$199,494	\$107,743	\$230,162	\$222,602	11.6%
Temporary Payroll	546,331	409,571	391,678	607,432	501,285	22.4%
Overtime	1,334	2,000	533	1,800	2,300	15.0%
Office Expense	2,301	2,150	1,033	2,120	2,130	-0.9%
Dues and Travel		200				-100.0%
Training	278	5,000	1,050	5,000	4,000	-20.0%
Advertising	398	700	221	700	700	
Professional Services		150		150	150	
Contractual Services	242,791	170,950	99,017	251,500	170,950	
Telecommunications	267	1,000	360	1,000	1,000	
Operating Expense – Miscellaneous	239	1,000	175	500	500	-50.0%
Recreational Supplies	43,488	25,000	31,192	39,500	25,000	
Social Security	<u>27,269</u>	<u>29,898</u>	<u>16,468</u>	<u>37,121</u>	<u>41,312</u>	38.2%
<b>TOTAL</b>	<b>\$1,063,182</b>	<b>\$847,113</b>	<b>\$649,470</b>	<b>\$1,176,985</b>	<b>\$971,929</b>	<b>14.7%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-2026</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
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>
<b>TOTAL</b>	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 a wage settlement and 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 2026 reflects minimum wage increases along with increased programs.

**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.

**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. This appropriation has been eliminated in fiscal year 2026, as it is expensed through the Management division.

**Training:** The training appropriation funds professional development programs and training opportunities for staff along with CPR training. The increase/decrease in this appropriation relates to the number of staff in need of training. Returning staff do not need as much training as new staff members.

**Advertising:** This appropriation funds the cost associated with promoting camps and programs, as well as notices of summer job openings.

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

**Contractual Services:** This appropriation reflects costs for instructors, musicians, dancers and entertainers to perform at events throughout the year, and instructors for special programs.

**Telecommunications:** This appropriation funds 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. The decrease aligns the appropriation with historical levels.

**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.

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

**PROGRAM PERFORMANCE MEASURES & INDICATORS****Elmwood Community Center****(Fiscal Year)**

	<b>Actual</b> <b><u>2020</u></b>	<b>Actual</b> <b><u>2021</u></b>	<b>Actual</b> <b><u>2022</u></b>	<b>Actual</b> <b><u>2023</u></b>	<b>Actual</b> <b><u>2024</u></b>
Number of instructional programs	294	92	302	342	385
Number of program registrations	2,468	876	3,154	5,667	5,541
Number of registrations for special events	712	0	433	287	550

**ELMWOOD SENIOR CENTER**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Intergovernmental	\$	\$	\$	\$22,169	\$	
Memberships	17,782	8,000	3,485	8,000	8,000	
Program Registration	49,483	48,000	27,886	48,000	52,800	10.0%
Rental of Facilities	61	500		500		-100.0%
Special Events	8,884	9,500	3,902	9,500	27,980	194.5%
Miscellaneous Revenue			2,400	2,400		
Contributions/Commissions	<u>95</u>	<u>500</u>	<u>115</u>	<u>125</u>	<u>250</u>	-50.0%
<b>TOTAL</b>	<b>\$76,305</b>	<b>\$66,500</b>	<b>\$37,788</b>	<b>\$90,694</b>	<b>\$89,030</b>	<b>33.9%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$63,052	\$66,632	\$32,504	\$72,786	\$75,500	13.3%
Temporary Payroll	85,224	80,000	30,381	75,900	87,400	9.3%
Office Expense	2,151	6,650	779	3,800	3,950	-40.6%
Dues and Travel	617	895	43	895	895	
Training		275		275	275	
Advertising	3,626	4,000	880	4,000	4,000	
Contractual Services	28,856	34,000	15,049	34,000	29,000	-14.7%
Office Equipment	1,478	2,825	406	2,025	2,025	-28.3%
Telecommunications		1,270		1,270	1,270	
Recreational Supplies	1,275	1,685	580	1,685	1,685	
Special Events	2,486	2,500	274	2,500	2,500	
Transportation		500	1,670	22,169		-100.0%
Social Security	<u>8,787</u>	<u>5,954</u>	<u>3,846</u>	<u>6,868</u>	<u>6,832</u>	14.7%
<b>TOTAL</b>	<b>\$197,552</b>	<b>\$207,186</b>	<b>\$86,412</b>	<b>\$228,173</b>	<b>\$215,332</b>	<b>3.9%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Recreation Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## ELMWOOD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** This appropriation is for the full-time Recreation Specialist position and includes a wage settlement and estimated merits, where applicable.

**Temporary Payroll:** This appropriation funds two Office Assistants, one Program Coordinator, one Nutrition Coordinator, and two Facility Supervisor positions for the Senior Fitness Center. The increase reflects minimum wage increases.

**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. In fiscal year 2026 the decrease aligns the appropriation with historical trends to online use rather than printing.

**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 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 funded Senior trips through a grant and has been eliminated in fiscal year 2026.

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

**PROGRAM PERFORMANCE MEASURES & INDICATORS****Elmwood Senior Center****(Fiscal Year)**

	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
Number of members	702	474	625	700	735
Number of instructional programs	114	29	182	212	209
Number of program registrations	830	514	1,830	1,867	2,413
Number of recreational, special events and trip visitations	26,344	0	0	33,373	34,828

**ANNUAL BUDGET 2025-2026**

**WEST HARTFORD SENIOR CENTER**

**SUMMARY OF REVENUES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Intergovernmental	\$	\$	\$	\$22,169	\$	
Memberships	21,704	10,500	7,385	10,500	13,000	23.8%
Program Registration	63,653	70,000	40,530	70,000	77,000	10.0%
Rental of Facilities	18,560	9,000	5,186	9,000	9,000	
Special Events	8,675	23,500	5,702	23,500	34,827	48.2%
Contributions	<u>80</u>	<u>5,000</u>	<u>115</u>	<u>675</u>	<u>250</u>	-95.0%
<b>TOTAL</b>	<b>\$112,672</b>	<b>\$118,000</b>	<b>\$58,918</b>	<b>\$135,844</b>	<b>\$134,077</b>	<b>13.6%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$93,577	\$96,585	\$48,442	\$107,611	\$110,906	14.8%
Temporary Payroll	97,896	108,916	53,322	115,317	121,200	11.3%
Overtime		1,000				-100.0%
Office Expense	2,286	5,985	1,265	3,115	3,115	-48.0%
Dues and Travel	653	1,635	43	1,185	1,185	-27.5%
Training		500		500	500	
Advertising	2,323	2,800	653	2,800	2,800	
Contractual Services	45,941	56,000	26,507	42,500	50,000	-10.7%
Office Equipment	750	4,800	1,303	3,610	3,650	-24.0%
Telecommunications	274	280	144	280	280	
Operating Expense – Misc.		275		275	275	
Recreational Supplies	537	500	549	503	500	
Special Events	1,293	6,860	242	6,860	6,860	
Transportation			116	22,169		
Social Security	<u>10,244</u>	<u>16,899</u>	<u>5,303</u>	<u>12,537</u>	<u>19,110</u>	13.1%
<b>TOTAL</b>	<b>\$255,774</b>	<b>\$303,035</b>	<b>\$137,889</b>	<b>\$319,262</b>	<b>\$320,381</b>	<b>5.7%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Facility Supervisor	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## WEST HARTFORD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** The West Hartford Senior Center is staffed with one full-time Facility Supervisor who oversees management for both Senior Center branches. The increase is related to a wage settlement and estimated merit increases, where applicable.

**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. The increase is due to the minimum wage increase.

**Overtime:** This account funds facilities maintenance overtime as necessary. This appropriation is eliminated in fiscal year 2026.

**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. The appropriation decreases in fiscal year 2026 to align with historical trends.

**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. The appropriation decreases in fiscal year 2026 to align with historical levels.

**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 2026, the decrease aligns with historical trends.

**Office Equipment:** This account funds the Center's annual fitness maintenance contract and equipment, as required. The decrease in fiscal year 2026 aligns expenses with historical trends.

**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.

**Transportation (previously Town Assistance):** This appropriation funded Senior trips through a grant and has been eliminated in fiscal year 2026.



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

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>					
<b>West Hartford Senior Center</b>					
<b>(Fiscal Year)</b>					
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
Number of members	716	519	639	729	703
Number of instructional programs	155	42	203	212	227
Number of program registrations	1,368	538	1,792	1,867	2,177
Number of recreational, special events and trip visitations	51,029	0	0	41,214	44,820

**PARKS & GYMS DIVISION**

**SUMMARY OF REVENUES**

	<u>Actual 2023-24</u>	<u>Adopted 2024-25</u>	<u>Actual 6 Months</u>	<u>Estimated 2024-25</u>	<u>Proposed 2025-26</u>	<u>Percent Change</u>
Miscellaneous Charges for						
Services	\$ 1,265	\$ 1,000	\$	\$ 1,000	\$1,000	
Rental of Facilities	8,430	8,000	1,300	7,500	8,000	
Contributions	<u>70,789</u>	<u>      </u>	<u>4,211</u>	<u>4,211</u>	<u>      </u>	
<b>TOTAL</b>	<b>\$80,484</b>	<b>\$ 9,000</b>	<b>\$5,511</b>	<b>\$12,711</b>	<b>\$9,000</b>	

**SUMMARY OF EXPENDITURES**

	<u>Actual 2023-24</u>	<u>Adopted 2024-25</u>	<u>Actual 6 Months</u>	<u>Estimated 2024-25</u>	<u>Proposed 2025-26</u>	<u>Percent Change</u>
Regular Payroll	\$84,628	\$87,101	\$44,322	\$97,232	\$102,816	18.0%
Temporary Payroll	63,081	73,687	44,930	57,032	46,290	-37.2%
Overtime	4,148	11,500	2,979	6,000	6,000	-47.8%
Office Expense		50				-100.0%
Dues & Travel	400	800		800	800	
Professional Services		500				-100.0%
Contractual Services	9,484	10,000	568	1,180	8,700	-13.0%
Uniforms & Laundry	906	800	380	800	800	
Telecommunications	1,842	2,600	650	1,608	1,650	-36.5%
Vehicles & Equipment						
Expense	1,781	2,250	2,773	2,250	2,250	
Maintenance & Repairs	6,976	5,500	2,442	5,500	5,500	
Recreational Supplies	72,674	1,800	3,927	6,011	1,500	-16.7%
Transportation	9,371	10,000	10,134	10,133		-100.0%
Social Security	<u>7,546</u>	<u>8,760</u>	<u>4,269</u>	<u>8,306</u>	<u>9,137</u>	4.3%
<b>TOTAL</b>	<b>\$262,837</b>	<b>\$215,348</b>	<b>\$117,374</b>	<b>\$196,852</b>	<b>\$185,443</b>	<b>-13.9%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Facility Supervisor**	0.45	0.85	0.85	0.85	0.85
Crew Leader*	0.40				
Grounds Maintainer					
<b>TOTAL</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>

\* 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. In fiscal year 2026, 5% is transferred to the General Fund.

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

**Regular Payroll:** This appropriation funds a Facility Supervisor. The budget reflects a wage settlement and applicable merit increases for eligible employees.

**Temporary Payroll:** This appropriation funds staff for programs, park supervision and winter gym supervisors. The reduction in fiscal year 2026 directly relates to the realigning of department programs.

**Overtime:** Labor costs associated with weekend operation, emergency call backs and spring set-ups are included in this account. The reduction in fiscal year 2026 directly relates to the realigning of department programs.

**Office Expense:** The Board of Education's print shop is used for the printing of staff manuals, handbooks for parents, and flyers for programs. This appropriation has been eliminated in fiscal year 2026.

**Dues & Travel:** This appropriation funds required certifications and licenses. Every four (4) years the Playground Safety Certification is required to be renewed.

**Professional Services:** This appropriation funds an outside marketing consultant. This appropriation has been eliminated in fiscal year 2026.

**Contractual Services:** This appropriation funds the set-up of the Har-Tru tennis courts at Fernridge Park in the spring. The reduction in fiscal year 2026 directly relates to the realigning of department programs.

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

**Telecommunications:** This appropriation funds the cost of cable and internet. The reduction in fiscal year 2026 directly relates to the realigning of department programs.

**Vehicles & Equipment Expense:** This account is used for gasoline for trucks and equipment utilized in park operations.

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

**Recreational Supplies:** This appropriation is for first aid supplies, arts and crafts supplies, and sports equipment for programs. The reduction in fiscal year 2026 directly relates to the realigning of department programs.

**Transportation (previously Town Assistance):** This appropriation paid for bus transportation to and from camp programs. The reduction in fiscal year 2026 directly relates to the realigning of department programs.

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

**PROGRAM PERFORMANCE MEASURES & INDICATORS****Parks & Gyms  
(Fiscal Year)**

	<b><u>Actual</u> <u>2020</u></b>	<b><u>Actual</u> <u>2021</u></b>	<b><u>Actual</u> <u>2022</u></b>	<b><u>Actual</u> <u>2023</u></b>	<b><u>Actual</u> <u>2024</u></b>
Park permits issued	20	8	2	11	18
Field uses scheduled (prior calendar year)	18,500*	n/a	18,500*	18,500*	18,500*

\* Permit statistics not recorded in online registration software after 2019. An estimate is provided.

**OUTDOOR POOLS DIVISION**

<b>SUMMARY OF REVENUES</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
General Admission	\$138,750	\$101,000	\$93,472	\$110,000	\$110,000	8.9%
Memberships	36,950	29,500	11,614	32,000	29,500	
Miscellaneous Charges for Services		5,000			2,500	-50.0%
Program Registration	<u>45,979</u>	<u>35,000</u>	<u>10,125</u>	<u>40,000</u>	<u>37,000</u>	5.7%
<b>TOTAL</b>	<b>\$221,679</b>	<b>\$170,500</b>	<b>\$115,211</b>	<b>\$182,000</b>	<b>\$179,000</b>	<b>5.0%</b>

<b>SUMMARY OF EXPENDITURES</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Regular Payroll	\$95,440	\$96,348	\$39,844	\$97,448	\$67,686	-29.7%
Temporary Payroll	327,331	326,414	320,210	382,393	340,500	4.3%
Overtime	20,728	5,000	10,447	14,000	5,000	
Office Expense	536	1,400	176	500	1,000	-28.6%
Dues and Travel		325	350	425	325	
Contractual Services	43,649	44,000	43,990	44,000	44,000	
Meals	240					
Uniforms & Laundry	906	750	379	750	750	
Telecommunications	1,173	1,400	379	1,150	1,400	
Vehicles & Equipment Expense	3,158	1,700	1,335	1,700	1,700	
Operating Expense – Miscellaneous	28,678	30,000	14,886	30,000	30,000	
Maintenance & Repairs	8,094	8,000	2,925	8,000	8,000	
Recreational Supplies	10,970	10,000	2,700	10,000	10,000	
Social Security	<u>13,037</u>	<u>13,516</u>	<u>8,616</u>	<u>13,597</u>	<u>10,972</u>	-18.8%
<b>TOTAL</b>	<b>\$553,940</b>	<b>\$538,853</b>	<b>\$446,237</b>	<b>\$603,963</b>	<b>\$521,333</b>	<b>-3.3%</b>

<b>FULL-TIME POSITION SCHEDULE</b>					
	<b><u>Authorized Positions</u></b>			<b>Revised</b>	<b>Proposed</b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
Leisure Services Manager***	0.25	0.25	0.25	0.25	
Facility Supervisor**	0.40				
Crew Leader*	<u>0.40</u>	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>
<b>TOTAL</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>0.80</b>

\* 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.

\*\*\* In fiscal year 2026, 25% of the Leisure Services Manager was transferred to the Management division from the Outdoor Pools division.

## OUTDOOR POOLS - BUDGET AND PROGRAM HIGHLIGHTS

**Regular Payroll:** This appropriation funds portions of a Leisure Services Manager position and a Crew Leader position. In fiscal year 2026, 25% of the Leisure Services Manager was transferred to the Management division from the Outdoor Pools division. In addition, a wage settlement and 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. The increase in fiscal year 2026 represents a minimum wage increase.

**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.

**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.

**Meals:** This appropriation is based on contractual obligations and may increase or decrease depending on the employees assigned to this division.

**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.

**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.

**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.

**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.

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>					
<b>Outdoor Pools</b>					
<b>(Fiscal Year)</b>					
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
Number of instructional programs	275	0	274	251	271
Number of swim lesson registrations	1,944	0	1,776	2,216	2,556

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### LEISURE SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Charges for Services	\$ 5,604,549	\$ 5,635,240	\$ 5,886,923	\$ 6,255,050
Westmoor Park Contribution	20,000	20,000	20,000	20,000
Miscellaneous Revenue	66,548	62,500	69,965	67,500
Transfer In	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Revenues & Other Resources	\$ 5,741,097	\$ 5,767,740	\$ 6,026,888	\$ 6,392,550

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Community Programming	\$ 873,665	\$ 777,522	\$ 935,454	\$ 945,780
Skating Rink Services	1,226,713	1,156,009	1,189,629	1,204,498
Rockledge Golf Course	1,631,933	1,759,906	1,687,580	1,802,066
Buena Vista Golf Course	185,583	179,505	189,830	239,276
Cornerstone Pool Operations	1,369,021	1,456,085	1,454,885	1,496,852
WH Meeting & Conference Center	23,217	33,133	22,057	32,173
Celebrate West Hartford	<u>156,308</u>	<u>173,976</u>	<u>171,476</u>	<u>183,288</u>
Total Expenditures and Other Uses	\$ 5,466,440	\$ 5,536,136	\$ 5,650,911	\$ 5,903,933
CHANGE IN FUND BALANCE	\$ 274,657	\$ 231,604	\$ 375,977	\$ 488,617
7/1 OPERATIONAL BALANCE	(\$4,116,262)	(\$3,891,605)	(\$3,891,605)	(\$3,565,628)
6/30 OPERATIONAL BALANCE	(\$3,941,605)	(\$3,710,001)	(\$3,565,628)	(\$3,127,011)
7/1 DEBT SERVICE BALANCE	(\$ 329,331)	(\$ 279,331)	(\$ 279,331)	(\$ 229,331)
6/30 DEBT SERVICE BALANCE	(\$ 279,331)	(\$ 229,331)	(\$ 229,331)	(\$ 179,331)
TOTAL 6/30 FUND BALANCE	(\$4,170,936)	(\$3,939,332)	(\$3,794,959)	(\$3,306,342)



**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>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b><u>Revenues:</u></b>					
Charges for Service	\$3,142,000	\$2,943,000	\$4,054,000	\$5,138,000	\$5,604,000
Miscellaneous	125,000	23,000	48,000	60,000	67,000
<b>TOTAL REVENUES</b>	<b>\$3,267,000</b>	<b>\$2,966,000</b>	<b>\$4,102,000</b>	<b>\$5,198,000</b>	<b>\$5,671,000</b>
<b><u>Expenses:</u></b>					
Operational	\$3,922,000	\$3,383,000	\$4,945,000	\$5,126,000	\$5,466,000
<b>TOTAL EXPENSES</b>	<b>\$3,922,000</b>	<b>\$3,383,000</b>	<b>\$4,945,000</b>	<b>\$5,126,000</b>	<b>\$5,466,000</b>
<b>CONTRIBUTED CAPITAL ADJUSTMENT</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>OPERATING RESULTS</b>	<b>(\$585,000)</b>	<b>(\$347,000)</b>	<b>(\$773,000)</b>	<b>\$142,000</b>	<b>275,000</b>
<b>FUND BALANCE</b>	<b>(\$3,468,000)</b>	<b>(\$3,815,000)</b>	<b>(\$4,588,000)</b>	<b>(\$4,446,000)</b>	<b>(\$4,171,000)</b>

**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 2024, the Fund earned \$5,741,097 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 \$5,466,440, an addition of \$274,657 in fund balance, bringing the fund deficit to \$4,170,936 at June 30, 2024.

**FISCAL YEAR 2025 OPERATING RESULTS:**

The adopted budget anticipated a surplus of \$231,604 for fiscal year 2025. However, a current estimate indicates a probable gain of \$357,977 for the year as programs continue to recover from the pandemic. Operating results by program are detailed on the next page.

**FISCAL YEAR 2026 BUDGET:**

The fiscal year 2026 budget estimates revenues of \$6,392,550 with expenditures of \$5,903,933, resulting in a surplus of \$488,617. 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.

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**ANNUAL BUDGET 2025-2026**

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<b>Town of West Hartford</b> <b>Leisure Services Fund</b> <b>Operating Results by Facility</b>				
	<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
<b>Community Programming</b>				
Revenue	\$ 1,000,646	\$ 887,500	\$ 1,061,218	\$ 1,057,740
Expenditures	<u>873,665</u>	<u>777,522</u>	<u>935,454</u>	<u>945,780</u>
Operating Income (Loss)	126,981	109,978	125,764	111,960
<b>Veterans Skating Rink</b>				
Revenue	1,312,059	1,158,900	1,285,600	1,255,900
Expenditures	<u>1,226,713</u>	<u>1,156,009</u>	<u>1,189,629</u>	<u>1,204,498</u>
Operating Income (Loss)	85,346	2,891	95,971	51,402
<b>Rockledge Golf Course</b>				
Revenue	1,446,744	1,779,340	1,660,070	2,031,910
Expenditures	<u>1,631,933</u>	<u>1,759,906</u>	<u>1,687,580</u>	<u>1,802,066</u>
Operating Income (Loss)	(185,189)	19,434	(27,510)	229,844
<b>Buena Vista Golf Course</b>				
Revenue	193,148	242,000	240,000	257,000
Expenditures	<u>185,583</u>	<u>179,505</u>	<u>189,830</u>	<u>239,276</u>
Operating Income (Loss)	7,565	62,495	50,170	17,724
<b>Cornerstone Aquatics</b>				
Revenue	1,501,826	1,460,000	1,525,000	1,540,000
Expenditures	<u>1,369,021</u>	<u>1,456,085</u>	<u>1,454,885</u>	<u>1,496,852</u>
Operating Income (Loss)	132,805	3,915	70,115	43,148
<b>WHMCC</b>				
Revenue	82,359	60,000	75,000	60,000
Expenditures	<u>23,217</u>	<u>33,133</u>	<u>22,057</u>	<u>32,173</u>
Operating Income (Loss)	59,142	26,867	52,943	27,827
<b>Celebrate! West Hartford</b>				
Revenue	204,315	180,000	180,000	190,000
Expenditures	<u>156,308</u>	<u>173,976</u>	<u>171,476</u>	<u>183,288</u>
Operating Income (Loss)	48,007	6,024	8,524	6,712
<b>Total</b>				
Revenue	<b>5,741,097</b>	<b>5,767,740</b>	<b>6,026,888</b>	<b>6,392,550</b>
Expenditures	<b><u>5,466,440</u></b>	<b><u>5,536,136</u></b>	<b><u>5,650,911</u></b>	<b><u>5,903,933</u></b>
Operating Income (Loss)	<b>\$ 274,657</b>	<b>\$ 231,604</b>	<b>\$ 375,977</b>	<b>\$ 488,617</b>

**LEISURE SERVICES ENTERPRISE FUND**

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

<b>BUDGET SUMMARY DEPARTMENT OF LEISURE SERVICES</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Revenues:</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Charges for Services	\$5,604,549	\$5,635,240	\$3,165,892	\$5,886,923	\$6,255,050	11.0%
Westmoor Park Contribution	20,000	20,000		20,000	20,000	
Miscellaneous Revenue	66,548	62,500	9,966	69,965	67,500	8.0%
Transfer In	<u>50,000</u>	<u>50,000</u>		<u>50,000</u>	<u>50,000</u>	
<b>TOTAL</b>	<b>\$5,741,097</b>	<b>\$5,767,740</b>	<b>\$3,175,858</b>	<b>\$6,026,888</b>	<b>\$6,392,550</b>	<b>10.8%</b>
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$1,503,756	\$1,558,488	\$838,577	\$1,511,365	\$1,698,008	9.0%
Operating Expense	3,190,321	3,099,602	1,748,980	3,296,987	3,266,643	5.4%
Fringe Benefits	<u>772,363</u>	<u>878,046</u>	<u>421,839</u>	<u>842,559</u>	<u>939,282</u>	7.0%
<b>TOTAL</b>	<b>\$5,466,440</b>	<b>\$5,536,136</b>	<b>\$3,009,396</b>	<b>\$5,650,911</b>	<b>\$5,903,933</b>	<b>6.6%</b>

	<b><u>Authorized Positions</u></b>			<b>Revised</b>	<b>Proposed</b>
<b>Full-Time Positions:</b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>
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	0.00
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	0.20	0.20	0.20	0.20
Grounds Maintainer	1.50	2.00	2.00	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>
<b>TOTAL</b>	<b>7.90</b>	<b>7.90</b>	<b>7.90</b>	<b>7.90</b>	<b>7.85</b>

The fiscal year 2026 Leisure Services Fund budget increases \$367,797 or 6.6% from the prior year. Wages and salaries reflect a wage settlement and estimated merit increases for full-time employees. Operating expenses increase \$167,041 primarily due to increasing programs and the increased utility costs.

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

**SUMMARY OF EXPENDITURES BY PROGRAM**

<b><u>Program</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Community Programming	\$ 873,665	\$777,522	\$606,421	\$935,454	\$945,780	21.6%
Skating Rink Services	1,226,713	1,156,009	673,053	1,189,629	1,204,498	4.2%
Rockledge Golf Course	1,631,933	1,759,906	898,985	1,687,580	1,802,066	2.4%
Buena Vista Golf Course	185,583	179,505	68,277	189,830	239,276	33.3%
Cornerstone Pool Operations	1,369,021	1,456,085	742,505	1,454,885	1,496,852	2.8%
WH Meeting & CC	23,217	33,133	12,060	22,057	32,173	-2.9%
Celebrate West Hartford	<u>156,308</u>	<u>173,976</u>	<u>8,095</u>	<u>171,476</u>	<u>183,288</u>	5.4%
<b>TOTAL</b>	<b>\$5,466,440</b>	<b>\$5,536,136</b>	<b>\$3,009,396</b>	<b>\$5,650,911</b>	<b>\$5,903,933</b>	<b>6.6%</b>

**PROGRAM PERFORMANCE MEASURES & INDICATORS**

**Leisure Services Enterprise Fund**

**(Fiscal Year)**

	<b><u>Actual 2020</u></b>	<b><u>Actual 2021</u></b>	<b><u>Actual 2022</u></b>	<b><u>Actual 2023</u></b>	<b><u>Actual 2024</u></b>
Total number of instructional programs offered	2,689	379	707	1,195	1,372
Total number of instructional program registrations for all programs	15,814	2,162	9,661	15,231	16,944
Value of subsidized use of recreational facilities	\$337,212	\$226,000	\$321,459	\$356,160	\$349,827
Public session attendance at Skating Rink	24,500	10,565	27,176	25,370	27,618
Number of golf rounds – Rockledge	34,337	47,772	39,086	41,502	37,660
Number of golf rounds – Buena Vista	10,083	18,202	13,961	15,067	13,829

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**ANNUAL BUDGET 2025-2026**

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

**SUMMARY OF EXPENDITURES**

	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Regular Payroll	\$663,574	\$694,917	\$319,080	\$647,006	\$739,986	6.5%
Temporary Payroll	785,610	806,992	488,345	811,331	900,171	11.5%
Overtime	54,236	56,273	30,994	52,722	57,473	2.1%
Education Premium Pay	336	306	158	306	378	23.5%
Office Expense	14,500	13,726	6,825	13,490	12,860	-6.3%
Dues and Travel	8,537	10,530	4,416	9,675	11,316	7.5%
Advertising	18,502	19,800	4,487	18,800	23,100	16.7%
Professional Services	165,439	160,835	75,517	164,835	167,012	3.8%
Contractual Services	1,739,223	1,562,321	1,016,405	1,732,395	1,714,700	9.8%
Office Equipment		5,700	1,970	6,670	6,150	7.9%
Meals	360			150	150	100.0%
Uniforms & Laundry	5,918	5,650	2,831	6,350	6,250	10.6%
General Contributions	808	500		500	500	
Information Technology	4,678	7,517	2,265	7,217	7,617	1.3%
Utilities	439,620	562,589	265,093	564,089	528,873	-6.0%
Telecommunications	4,861	5,510	3,141	5,285	5,340	-3.1%
Vehicles & Equipment Expense	35,823	38,300	17,103	37,400	39,600	3.4%
Operating Expense – Misc.	279,409	231,715	123,771	231,715	248,215	7.1%
Depreciation	3,349	8,504		8,504	5,655	-33.5%
Merchandise for Resale	51,317	37,100	26,928	49,000	37,000	-0.3%
Maintenance & Repairs	215,086	213,475	97,301	218,975	223,375	4.6%
Recreational Supplies	27,790	47,400	39,707	53,507	51,700	9.1%
Special Events	52,482	43,000		43,000	45,150	5.0%
Transportation	5,595	7,500	6,291	7,500	11,000	46.7%
Rental/Leases	117,024	117,930	54,929	117,930	121,080	2.7%
Social Security	71,814	72,037	36,056	70,994	74,916	4.0%
Pension	249,529	281,954	140,977	281,954	288,682	2.4%
Risk Management Expense	451,020	489,611	244,806	489,611	552,522	12.8%
Contingency		<u>34,444</u>			<u>23,162</u>	-32.8%
<b>TOTAL</b>	<b>\$5,466,440</b>	<b>\$5,536,136</b>	<b>\$3,009,396</b>	<b>\$5,650,911</b>	<b>\$5,903,933</b>	<b>6.6%</b>

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### COMMUNITY DEVELOPMENT BLOCK GRANT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Community Development Block Grant	\$1,061,102	\$ 686,237	\$ 673,308	\$ 678,969
CDBG – Coronavirus (CV) Funds	<u>393,175</u>			
Total Revenues & Other Resources	\$1,454,277	\$ 686,237	\$ 673,308	\$ 678,969

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Housing Rehabilitation Services	\$ 155,001	\$ 160,257	\$ 147,743	\$ 158,311
Public Service	122,474	141,082	140,306	112,356
Public Facility Improvements	634,627	213,054	219,254	271,369
CDBG Administration	149,000	171,844	166,005	136,933
CDBG – Coronavirus (CV) Funds	<u>393,175</u>			
Total Expenditures & Other Uses	\$1,454,277	\$ 686,237	\$ 673,308	\$ 678,969

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**

	<b>Five Year History of Operating Results</b>				
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
<b><u>Revenues:</u></b>					
Intergovernmental	\$1,036,000	\$911,000	\$1,221,000	\$1,543,000	\$1,454,000
<b>TOTAL REVENUES</b>	<b>\$1,036,000</b>	<b>\$911,000</b>	<b>\$1,221,000</b>	<b>\$1,543,000</b>	<b>\$1,454,000</b>
<b><u>Expenditures:</u></b>					
Grant Activities	\$1,036,000	\$911,000	\$1,221,000	\$1,543,000	\$1,454,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,036,000</b>	<b>\$911,000</b>	<b>\$1,221,000</b>	<b>\$1,543,000</b>	<b>\$1,454,000</b>
<b>OPERATING RESULTS</b>	--	--	--	--	--
<b>FUND BALANCE</b>	--	--	--	--	--

<b>CDBG HOUSING REHAB</b>					
<b>FUND BALANCE</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>

<b>COMBINED FUND</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>
<b>BALANCE</b>					



**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 2025 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 2026 BUDGET**

The grant entitlement award for fiscal year 2026 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.

<b>Community Block Grant Entitlement</b>		
<b><u>Fund</u></b>	<b><u>Program</u></b>	<b><u>FY 2026 Proposed</u></b>
CDBG	Housing Rehabilitation Services	\$ 158,311
CDBG	Public Service	112,356
CDBG	Public Facility Improvements	271,369
CDBG	CDBG Administration	136,933
CDBG Housing Rehab	Housing Rehabilitation Grants / Loans	<u>320,000</u>
	<b>TOTAL</b>	<b>\$ 998,969</b>

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**ANNUAL BUDGET 2025-2026**

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**Fund: Community Development Block Grant Fund**

**Department: Leisure Services & Social Services**

**SUMMARY OF EXPENDITURES BY PROGRAM**

<b><u>Program</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Housing Rehabilitation Services	\$155,001	\$160,257	\$66,588	\$147,743	\$158,311	-1.2%
Public Service	122,474	141,082	54,883	140,306	112,356	-20.4%
Public Facility Improvements	634,627	213,054	139,363	219,254	271,369	27.4%
CDGB Administration	149,000	171,844	96,968	166,005	136,933	-20.3%
CDBG-CV Funds	<u>393,175</u>		<u>9,037</u>			
<b>TOTAL</b>	<b>\$1,454,277</b>	<b>\$686,237</b>	<b>\$366,839</b>	<b>\$673,308</b>	<b>\$678,969</b>	<b>-1.1%</b>

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures</u></b>	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Regular Payroll	\$162,944	\$134,841	\$68,447	\$134,879	\$155,628	15.4%
Temporary Payroll	77,343	100,240	44,473	100,240	69,950	-30.2%
Office Expense	1,172	2,510	1,033	1,975	2,450	-2.4%
Dues and Travel			16	17	150	100.0%
Training		600		600	600	
Advertising	647	1,900	423	1,900	1,900	
Professional Services		40,000	40,220	40,000		-100.0%
Contractual Services	52,116	50,000	26,736	50,000	50,350	0.7%
Office/Minor Equipment	598					
General Contributions	7,000	7,000		7,000	7,000	
Utilities	3,219	4,150	1,545	3,571	3,891	-6.2%
Telecommunications		210	146	150	150	-28.6%
Vehicle & Equipment Maintenance					850	100.0%
Operating Expenses						
Maintenance & Repairs	1,623	4,690	754	4,690	4,690	
Special Events	869	1,850	60	1,850	200	-89.2%
Rental/Leases	4,225	4,225	4,225	4,225	4,225	
Social Security	13,988	15,679	5,759	15,679	12,505	-20.2%
Pension	63,619	47,084	7,329	47,084	47,482	0.8%
Risk Management Expense	47,322	20,194	10,097	20,194	21,769	7.8%
Contingency (Wage Settlements)		18,010			3,810	-78.8%
Transfer Out	<u>1,017,592</u>	<u>233,054</u>	<u>155,576</u>	<u>239,254</u>	<u>291,369</u>	25.0%
<b>TOTAL</b>	<b>\$1,454,277</b>	<b>\$686,237</b>	<b>\$366,839</b>	<b>\$673,308</b>	<b>\$678,969</b>	<b>-1.1%</b>

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**West Hartford, Connecticut**

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**ANNUAL BUDGET 2025-2026**

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**Fund: Community Development Block Grant Fund**

**Department: Leisure Services & Social Services**

<b>Full-Time Positions:</b>	<b><u>Authorized Positions</u></b>			<b>Revised</b>	<b>Proposed</b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>
Director of Leisure Services & Social Services	0.05	0.05	0.05	0.05	0.05
Community Partnership Manager*	0.55	0.55	0.25	0.25	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>
<b>TOTAL</b>	1.60	1.60	1.30	1.30	1.30

\* Position was partly reallocated to General Fund due to eligible duties.

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### CDBG – HOUSING REHABILITATION FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Community Development Block Grant	\$ 320,000	\$ 240,000	\$ 272,600	\$ 270,000
Loan/Grant Repayments	138,392	49,700	71,500	33,000
Interest Income	44,636	20,000	15,500	16,600
Miscellaneous	<u>520</u>	<u>300</u>	<u>400</u>	<u>400</u>
Total Revenues & Other Resources	\$ 503,548	\$ 310,000	\$ 360,000	\$ 320,000
EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Housing Rehabilitation Activities	<u>\$ 503,548</u>	<u>\$ 310,000</u>	<u>\$ 360,000</u>	<u>\$ 320,000</u>
Total Expenditures & Other Uses	\$ 503,548	\$ 310,000	\$ 360,000	\$ 320,000
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>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b><u>Revenues:</u></b>					
Intergovernmental	\$	\$	\$	\$201,940	\$320,000
Loan/Grant Repayments	205,000	115,073	201,957	79,500	138,392
Interest	46,000	39,339	62,496	24,000	44,636
Miscellaneous		270	430	340	520
<b>TOTAL REVENUES</b>	<b>\$251,000</b>	<b>\$154,682</b>	<b>\$264,883</b>	<b>\$305,780</b>	<b>\$503,548</b>
<b><u>Expenditures:</u></b>					
Grant Activities	251,000	154,682	264,883	305,780	503,548
<b>TOTAL EXPENDITURES</b>	<b>\$251,000</b>	<b>\$154,682</b>	<b>\$264,883</b>	<b>\$305,780</b>	<b>\$503,548</b>
<b>OPERATING RESULTS</b>	--	--	--	--	--
<b>FUND BALANCE</b>	--	--	--	--	--

**FISCAL YEAR 2025 OPERATING RESULTS**

The CDBG entitlement grant and repayments are projected to be fully expended in fiscal year 2025. This could fluctuate depending upon actual expenditures and grant reimbursements received prior to the close of the fiscal year.

**FISCAL YEAR 2026 BUDGET**

The total expected grant amount to be used for housing rehabilitation for fiscal year 2026 is \$320,000. 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**

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>					
<b>CDBG – Housing Rehabilitation Fund</b>					
<b>(Fiscal Year)</b>					
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
Number of Under 65 Housing Rehabilitation Projects	3	2	2	3	7
Number of Elderly Assistance Projects	<u>1</u>	<u>2</u>	<u>4</u>	<u>8</u>	<u>12</u>
Total Number of Housing Rehabilitation Projects	4	4	6	11	19
Number of Applications Approved	4	3	11	13	20
Number of Applications Denied/Withdrawn	4	3	0	3	5
Number of Inquiries	4	27	33	40	57
Number of Projects Completed	4	4	6	13	19
Under 65 Housing Rehabilitation Dollars Spent	\$47,001	\$17,255	\$42,725	\$70,825	\$109,513
Elderly Assistance Dollars Spent	\$5,064	\$56,734	\$64,529	\$170,904	\$256,358
Warranty Dollars Spent	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Dollars Spent	\$52,065	\$73,989	\$107,254	\$241,729	\$365,871
Number of Full Time Positions	1	1	1	1	1
Average Cost Per Housing Rehabilitation Project	\$13,016	\$18,497	\$17,876	\$23,608	\$15,645
Average Cost Per Elderly Assistance Program Project	\$ 5,064	\$24,712	\$16,132	\$21,363	\$21,363

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### STATE HOUSING AND COMMUNITY DEVELOPMENT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Interest Income	\$ 25	\$ 15	\$ 21	\$ 15
Loan/Grant Repayments				
Total Revenues & Other Resources	\$ 25	\$ 15	\$ 21	\$ 15

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Transfer Out	\$ _____	\$ _____	\$ _____	\$ _____
Total Expenditures & Other Uses	\$ _____	\$ _____	\$ _____	\$ _____

CHANGE IN FUND BALANCE	\$ 25	\$ 15	\$ 21	\$ 15
BEGINNING BALANCE	\$ 571	\$ 596	\$ 596	\$ 617
ENDING BALANCE	\$ 596	\$ 611	\$ 617	\$ 632

**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**

<b>Five Year History of Operating Results</b>					
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
<b><u>Revenues:</u></b>					
Interest on Investment	\$ 200	\$ 1	\$ 1	\$ 20	\$ 25
Loan/Grant Repayments					
<b>TOTAL REVENUES</b>	<b>\$ 200</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ 20</b>	<b>\$ 25</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>(\$27,500)</b>				
<b>OPERATING RESULTS</b>	<b>(\$27,300)</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ 20</b>	<b>\$ 25</b>
<b>FUND BALANCE</b>	<b>\$ 549</b>	<b>\$ 550</b>	<b>\$ 551</b>	<b>\$ 571</b>	<b>\$ 596</b>

**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 2025 OPERATING RESULTS**

There is \$21 in interest earnings for 2025.

**FISCAL YEAR 2026 BUDGET**

The budget for fiscal year 2026 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 2025-2026

### BUDGET IN BRIEF

### WESTMOOR PARK FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Charges for Services	\$ 424,817	\$ 446,686	\$ 478,686	\$ 480,286
Trust Income	310,362	424,000	424,000	360,000
Interest Income	19,439	15,000	12,000	15,000
Miscellaneous Revenue	<u>22,606</u>	<u>16,000</u>	<u>16,000</u>	<u>20,000</u>
Total Revenues & Other Resources	\$ 777,224	\$ 901,686	\$ 930,686	\$ 875,286

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Park Operations	\$ 652,904	\$ 522,682	\$ 512,767	\$ 530,455
Park Programs	140,143	148,385	140,534	209,582
Park Summer Camp	<u>148,655</u>	<u>173,730</u>	<u>170,402</u>	<u>144,120</u>
Total Expenditures & Other Uses	\$ 941,702	\$ 844,797	\$ 823,703	\$ 884,157

CHANGE IN FUND BALANCE	(\$ 164,478)	\$ 56,889	\$ 106,983	(\$ 8,871)
BEGINNING BALANCE	\$ 444,508	\$ 280,030	\$ 280,030	\$ 387,013
ENDING BALANCE	\$ 280,030	\$ 336,919	\$ 387,013	\$ 378,142

**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**

	<b>Five Year History of Operating Results</b>				
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
<b><u>Revenues:</u></b>					
Charges for Services	\$423,000	\$365,000	\$364,000	\$387,000	\$425,000
Interest Income	5,000	1,000	1,000	17,000	20,000
Trust Income	369,000	345,000	454,000	427,000	310,000
Miscellaneous Revenue	<u>          </u>	<u>23,000</u>	<u>16,000</u>	<u>15,000</u>	<u>23,000</u>
<b>TOTAL REVENUES</b>	<b>\$797,000</b>	<b>\$734,000</b>	<b>\$835,000</b>	<b>\$846,000</b>	<b>\$778,000</b>
<b><u>Expenditures:</u></b>					
Operational	<u>\$887,000</u>	<u>\$695,000</u>	<u>\$787,000</u>	<u>\$738,000</u>	<u>\$762,000</u>
<b>TOTAL EXPENDITURES</b>	<b>\$887,000</b>	<b>\$695,000</b>	<b>\$787,000</b>	<b>\$738,000</b>	<b>\$762,000</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>(\$ 57,000)</b>	<b>(\$178,000)</b>
<b>OPERATING RESULTS</b>	<b>(\$ 90,000)</b>	<b>\$ 39,000</b>	<b>\$ 48,000</b>	<b>\$ 51,000</b>	<b>(\$162,000)</b>
<b>FUND BALANCE</b>	<b>\$304,000</b>	<b>\$343,000</b>	<b>\$391,000</b>	<b>\$442,000</b>	<b>\$280,000</b>

**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 2024 the fund achieved an operating surplus, prior to transfers to other funds. Fund balance at June 30, 2023 was \$444,508.

**FISCAL YEAR 2025 OPERATING RESULTS**

The fund is expected to generate revenues of \$930,686 with corresponding expenditures of \$823,703, resulting an increase to fund balance of \$106,983. Fund balance at June 30, 2025 will be approximately \$387,013.

**FISCAL YEAR 2026 BUDGET**

The fiscal year 2026 budget anticipates revenues of \$875,286 with corresponding expenditures of \$884,157, resulting in a decrease of \$8,871. This may vary depending upon trust income generated by the Hunter Trusts.

<b>PROGRAM PERFORMANCE MEASURES &amp; INDICATORS</b>					
<b>Westmoor Park Fund</b>					
<b>(Fiscal Year)</b>					
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
Number of instructional programs	269	169	473	545	520
Number of instructional program registrations	4,733	2,656	7,698	8,997	9,764
Number of Group tours/birthday parties	128	18	53	120	118
Program attendance-public classes/services	2,091	2,357	3,211	2,952	3,719
Program attendance-groups attending	3,142	299	5,613	6,397	6,475

## WESTMOOR PARK FUND

### MISSION

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

<b>BUDGET SUMMARY</b>						
<b>DEPARTMENT OF LEISURE SERVICES</b>						
	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Percent</b>
<b><u>Revenues:</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>6 Months</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>Change</u></b>
Charges for Services	\$424,817	\$446,686	\$105,284	\$478,686	\$480,286	7.5%
Trust Income	310,362	424,000	203,158	424,000	360,000	-15.1%
Interest Income	19,439	15,000	5,891	12,000	15,000	
Miscellaneous Revenue	22,606	16,000	4,732	16,000	20,000	25.0%
Transfer In						
<b>TOTAL</b>	<b>\$777,224</b>	<b>\$901,686</b>	<b>\$319,065</b>	<b>\$930,686</b>	<b>\$875,286</b>	<b>-2.9%</b>
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$420,341	\$444,202	257,742	\$444,214	\$487,829	9.8%
Operating Expense	144,190	139,253	83,716	137,033	135,136	-3.0%
Fringe Benefits	<u>377,171</u>	<u>261,342</u>	<u>128,093</u>	<u>242,456</u>	<u>261,192</u>	
<b>TOTAL</b>	<b>\$941,702</b>	<b>\$844,797</b>	<b>\$469,551</b>	<b>\$823,703</b>	<b>\$884,157</b>	<b>4.7%</b>

	<b><u>Authorized Positions</u></b>			<b>Revised</b>	<b>Proposed</b>
<b><u>Full-Time Positions:</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>
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>
<b>TOTAL</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>

### BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2025 Westmoor Park Fund budget reflects revenue of \$875,286 with corresponding expenditures totaling \$884,157. In total, expenditures increase \$39,360 or 4.7% primarily due to minimum wage increase, a wage settlement, 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 2026, this amount is estimated to be \$360,000. In accordance with the Hunter Trust, if revenues exceed annual operating costs, the surplus remains in the Westmoor Park Fund.

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**ANNUAL BUDGET 2025-2026**

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**Fund: Westmoor Park Fund**

**Department: Leisure Services & Social Services**

**SUMMARY OF EXPENDITURES**

<b><u>Expenditures</u></b>	<b><u>Actual</u> <u>2023-24</u></b>	<b><u>Adopted</u> <u>2024-25</u></b>	<b><u>Actual</u> <u>6 Months</u></b>	<b><u>Estimated</u> <u>2024-25</u></b>	<b><u>Proposed</u> <u>2025-26</u></b>	<b><u>Percent</u> <u>Change</u></b>
Regular Payroll	\$165,792	\$166,291	\$88,629	\$166,503	\$187,529	12.8%
Temporary Payroll	254,011	276,611	168,792	276,611	299,000	8.1%
Overtime	538	1,300	321	1,100	1,300	
Office Expense	4,123	4,000	1,270	2,400	3,400	-15.0%
Dues and Travel	480	600		400	400	-33.3%
Training	630	600	630	630	650	8.3%
Advertising		5,000		700	1,200	-76.0%
Professional Services	6,116	8,000	6,283	8,000	8,000	
Contractual Services	13,407	14,500	7,145	13,000	13,600	-6.2%
Office/Minor Equipment		1,000		1,000	1,000	
Utilities	24,777	26,053	13,027	26,053	23,986	-7.9%
Telecommunications	507	800	277	550	500	-37.5%
Vehicles & Equipment Expense	2,497	3,000	1,057	2,700	2,700	-10.0%
Operating Expense – Miscellaneous	1,475	1,500	1,435	2,000	2,000	33.3%
Merchandise for Resale		500		500	200	-60.0%
Maintenance & Repairs	62,764	46,100	26,797	46,600	46,500	0.9%
Miscellaneous Supplies	10,110	12,600	8,733	13,500	13,000	3.2%
Program Expenses	17,304	15,000	17,062	19,000	18,000	20.0%
Social Security	16,345	17,207	8,934	17,207	19,190	11.5%
Pension	65,346	72,472	11,280	72,472	74,542	2.9%
Risk Management Expense	117,090	124,387	62,193	124,387	133,089	7.0%
Contingency		18,886			5,981	-68.3%
Transfers Out	<u>178,390</u>	<u>28,390</u>	<u>45,686</u>	<u>28,390</u>	<u>28,390</u>	
<b>Total Department</b>	<b>\$941,702</b>	<b>\$844,797</b>	<b>\$469,551</b>	<b>\$823,703</b>	<b>\$884,157</b>	<b>4.7%</b>

DEPARTMENT: LEISURE SERVICES & SOCIAL SERVICES

**FULL-TIME POSITION SCHEDULE**

POSITION	Authorized Positions			Revised	Proposed
	2022-23	2023-24	2024-25	2024-25	2025-26
<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	1.00
Office Operations Specialist	0.70	0.70	0.70	0.70	0.70
Social Services Manager	1.00	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	2.90
Program Supervisor					
Recreation Specialist	2.00	2.00	2.00	2.00	2.00
Crew Leader	0.80	0.80	0.80	0.80	0.80
Grounds Maintainer					
Senior Staff Assistant	2.00	2.00	2.00	2.00	2.00
Community Partnerships Manager	<u>0.45</u>	<u>0.45</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
TOTAL GENERAL FUND	15.40	15.40	15.70	15.70	15.75
<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	0.00
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	0.20	0.20	0.20	0.20
Grounds Maintainer	1.50	2.00	2.00	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	7.85

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**ANNUAL BUDGET 2025-2026**

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DEPARTMENT: LEISURE SERVICES & SOCIAL SERVICES (continued)

POSITION	Authorized Positions			Revised	Proposed
	2022-23	2023-24	2024-25	2024-25	2025-26
<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	0.25	0.25	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	1.30	1.30	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	27.00	27.00	27.00	27.00	27.00

**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**

- ✓ Completed year one of our four-year strategic plan, including: developed plan to expand library hours in response to demand from our users, improved Faxon Library's Welcome Center with new furniture and multilingual collections, and installed a new mural created by teens in the Teen department.
- ✓ Through expanded efforts to promote the library and respond to user interests, we increased visitor counts by 27%, program attendance by 9%, and circulation by 9% over last year.
- ✓ Helped select architects, construction managers, and other key role-players to design and construct the new Community Center, Senior Center, and Library building that will be a facility that supports our diverse community now and for generations to come.
- ✓ Hosted second annual BookWorm Fest with over 1,200 attendees of all ages (over 50% increase from last year) who participated in scavenger hunts and role playing, attended panels, played games, experimented with technology, and made connections with other community members.

**FISCAL YEAR 2026 GOALS & OBJECTIVES**

- ❖ Implement expanded public service hours to better serve the access needs of our diverse community.
- ❖ Help lead the design and work on internal planning for the new Community Center, Senior Center, and Library building.
- ❖ Continue implementing our Strategic Plan to meet the needs of our community, focusing on enhancing our physical spaces to be more welcoming to all library users.



## DEPARTMENT OF LIBRARY SERVICES

BUDGET SUMMARY						
	Actual <u>2023-24</u>	Adopted <u>2024-25</u>	Actual <u>6 Months</u>	Estimated <u>2024-25</u>	Proposed <u>2025-26</u>	Percent <u>Change</u>
<b><u>Revenues:</u></b>						
Charges for Services	\$13,835	\$14,000	\$5,796	\$12,000	\$14,000	
Fines & Forfeitures	<u>7,500</u>	<u>4,000</u>	<u>2,577</u>	<u>5,500</u>	<u>5,000</u>	25.0%
<b>TOTAL</b>	<b>\$21,335</b>	<b>\$18,000</b>	<b>\$8,373</b>	<b>\$17,500</b>	<b>\$19,000</b>	<b>5.6%</b>
<b><u>Expenditures:</u></b>						
Wages & Salaries	\$2,771,060	\$2,821,945	\$1,418,229	\$2,860,348	\$3,188,238	13.0%
Operating Expense	641,097	671,637	373,139	661,375	663,312	-1.2%
Social Security	<u>190,816</u>	<u>211,667</u>	<u>98,430</u>	<u>201,293</u>	<u>238,725</u>	12.8%
<b>TOTAL</b>	<b>\$3,602,973</b>	<b>\$3,705,249</b>	<b>\$1,889,798</b>	<b>\$3,723,016</b>	<b>\$4,090,275</b>	<b>10.4%</b>

	Authorized Positions			Revised	Proposed
<b>Full-Time Positions:</b>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
General Fund	24	24	24	24	24

## BUDGET &amp; 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 7,500 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 2026 reflects an increase of \$385,026 or 10.4%. Wages and salaries increase \$366,293 or 13.0% primarily due to merit increases for eligible employees, union contract settlements and minimum wage increases for temporary and part time employees. Operating expenses decrease slightly over fiscal year 2025. 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>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Copies	\$13,835	\$14,000	\$5,796	\$12,000	\$14,000	
Library Fines	<u>7,500</u>	<u>4,000</u>	<u>2,577</u>	<u>5,500</u>	<u>5,000</u>	25.0%
<b>TOTAL</b>	<b>\$21,335</b>	<b>\$18,000</b>	<b>\$8,373</b>	<b>\$17,500</b>	<b>\$19,000</b>	<b>5.6%</b>

**SUMMARY OF EXPENDITURES**

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$713,355	\$721,258	\$372,356	\$750,700	\$815,802	13.1%
Temporary Payroll	236,678	260,008	121,837	261,484	291,535	12.1%
Overtime	512	1,860	557	1,010	1,860	
Education Premium Pay	4,180	3,780	1,975	3,780	4,740	25.4%
Office Expense	55,938	54,700	27,432	54,800	55,700	1.8%
Dues and Travel	4,531	6,647	3,460	5,250	6,047	-9.0%
Professional Services	7,694	8,000	3,910	8,000	8,000	
Contractual Services	1,442	1,500	608	1,500	1,500	
Information Technology	114,692	128,500	97,610	128,500	125,000	-2.7%
Telecommunications	1,192	4,275	205	1,200	3,775	-11.7%
ADA Expenditures	980	2,500		1,500	500	-80.0%
Social Security	<u>67,236</u>	<u>74,053</u>	<u>35,252</u>	<u>72,926</u>	<u>83,138</u>	12.3%
<b>TOTAL</b>	<b>\$1,208,430</b>	<b>\$1,267,081</b>	<b>\$665,202</b>	<b>\$1,290,650</b>	<b>\$1,397,597</b>	<b>10.3%</b>

**FULL-TIME POSITION SCHEDULE**

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</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	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

\* 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. A wage settlement is included for these positions along with merit increases for eligible employees.

**Temporary Payroll:** Temporary payroll funds part-time catalogers, publicity and program support, and information technology support. In fiscal year 2026 a minimum wage increase is included.

**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 \$960 for an Associate's Degree or \$1,260 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.

**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.

**Professional Services:** This appropriation is used for hiring presenters for programs open to the public as well as staff training. Occasionally, 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 primarily funds presentations to the public, programs for all ages from preschoolers through seniors, including author talks, discussions of local theater and art exhibits, puppetry and science programs for children, writing contests for teens, film series, and lectures on topics of interest.

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

**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. In fiscal year 2026 the decrease represents savings to program 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. The decrease is related to historical trends.

**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)**

	<b><u>Actual</u> <u>2020</u></b>	<b><u>Actual</u> <u>2021</u></b>	<b><u>Actual</u> <u>2022</u></b>	<b><u>Actual</u> <u>2023</u></b>	<b><u>Actual</u> <u>2024</u></b>
<b><u>Library Customer Services:</u></b>					
Library Visitors	299,419	56,124	185,754	250,939	303,840
Curbside and Locker Pickups	n/a	28,380	2,094	2,750	2,757
Library Website Visitors	283,992	229,379	257,056	297,228	427,373
Program Attendance	22,493	7,281	14,674	17,094	18,574
Preschool Literacy Program Attendance	10,191	1,124	4,930	6,498	5,849
Card Holders	25,538	26,383	20,922	21,283	22,703
Social Media Followers	11,631	12,960	13,365	13,844	14,330
Newsletter Views	237,924	220,029	295,181	361,557	577,094
Number of Print Book & Media Loans	511,623	304,655	500,660	544,732	567,389
Number of Electronic Book & Media Loans	133,955	131,616	137,679	155,567	195,578
Loans per Capita	10.3	7.0	10.0	10.9	12.0
Reference Inquiries	64,425	52,328	64,547	59,846	61,321
Electronic Information Retrievals	414,705	427,057	445,289	342,956	282,194
Wireless (WIFI) Usage Sessions	68,350	23,492	45,080	54,004	57,997
Number of Computer Sessions	32,167	4,041	17,340	23,002	23,425

**ADULT SERVICES DIVISION**
**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$490,844	\$472,947	\$234,059	\$473,355	\$534,321	13.0%
Temporary Payroll	199,587	213,922	98,801	185,717	231,456	8.2%
Overtime	3,020	3,930		3,000	3,930	
Education Premium Pay	1,795	1,740	1,050	1,740	2,520	44.8%
Office Expense	1,513	1,500	270	1,475	1,500	
Library Materials	296,757	282,840	168,648	289,340	285,215	0.8%
Social Security	<u>46,148</u>	<u>51,763</u>	<u>23,189</u>	<u>46,495</u>	<u>57,736</u>	11.5%
<b>TOTAL</b>	<b>\$1,039,664</b>	<b>\$1,028,642</b>	<b>\$526,017</b>	<b>\$1,001,122</b>	<b>\$1,116,678</b>	<b>8.6%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-2026</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
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>
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**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 a wage settlement and merit increases for eligible employees.

**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 2026 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 \$100 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 \$960 for an Associate's degree or \$1,260 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. Allocation between the three library locations and departments varies slightly from year to year based on usage and anticipated demand.

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

**FAXON BRANCH LIBRARY**
**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$237,472	\$241,652	\$124,936	\$250,174	\$273,575	13.2%
Temporary Payroll	60,976	73,208	32,557	65,895	75,111	2.6%
Education Premium Pay	1,120	1,020	525	1,020	1,260	23.5%
Office Expense	1,463	1,500	958	1,510	1,500	
Library Materials	38,522	47,900	17,691	42,600	46,100	-3.8%
Social Security	<u>20,795</u>	<u>23,626</u>	<u>10,979</u>	<u>22,542</u>	<u>26,162</u>	10.7%
<b>TOTAL</b>	<b>\$360,348</b>	<b>\$388,906</b>	<b>\$187,646</b>	<b>\$383,741</b>	<b>\$423,708</b>	<b>8.9%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
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>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



## **FAXON BRANCH LIBRARY – BUDGET AND PROGRAM HIGHLIGHTS**

**Regular Payroll:** The 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 a wage settlement and merit increases for eligible employees.

**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 \$960 for an Associate's degree or \$1,260 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. Allocation between the three library locations and departments varies slightly from year to year based on usage and anticipated demand.

**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**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$266,591	\$260,314	\$135,734	\$271,615	\$296,433	13.9%
Temporary Payroll	91,213	100,349	46,692	92,640	109,620	9.2%
Education Premium Pay	1,120	1,020	525	1,020	1,260	23.5%
Office Expense	1,311	1,500	777	1,500	1,500	
Library Materials	43,996	50,100	21,928	48,700	49,000	-2.2%
Social Security	<u>24,229</u>	<u>27,315</u>	<u>12,266</u>	<u>24,609</u>	<u>30,757</u>	12.6%
<b>TOTAL</b>	<b>\$428,460</b>	<b>\$440,598</b>	<b>\$217,922</b>	<b>\$440,084</b>	<b>\$488,570</b>	<b>10.9%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b>	<b><u>Proposed</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2024-25</u></b>	<b><u>2025-2026</u></b>
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>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**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 a wage settlement and merit increases for eligible employees.

**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 \$960 for an Associate's degree or \$1,260 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. Allocation between the three library locations and departments varies slightly from year to year based on usage and anticipated demand.

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

**CHILDREN'S SERVICES DIVISION**
**SUMMARY OF EXPENDITURES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Actual</u></b> <b><u>6 Months</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
Regular Payroll	\$248,377	\$246,911	\$127,010	\$255,756	\$284,547	15.2%
Temporary Payroll	92,032	92,226	51,876	98,057	107,590	16.7%
Overtime	1,706	3,930		1,500	3,930	
Education Premium Pay	1,120	1,020	525	1,020	1,260	23.5%
Office Expense	3,716	4,000	1,657	4,025	4,000	
Professional Services	3,404	3,500	1,716	3,500	3,500	
Library Materials	47,917	51,575	20,118	50,075	51,075	-1.0%
Social Security	<u>24,137</u>	<u>25,785</u>	<u>12,073</u>	<u>24,514</u>	<u>29,787</u>	15.5%
<b>TOTAL</b>	<b>\$422,409</b>	<b>\$428,947</b>	<b>\$214,975</b>	<b>\$438,447</b>	<b>\$485,689</b>	<b>13.2%</b>

**FULL-TIME POSITION SCHEDULE**

	<b><u>Authorized Positions</u></b>			<b><u>Revised</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>
	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>		
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>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## 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 2026 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 \$100 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 \$960 for an Associate's degree or \$1,260 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 programs for children such as music, dance, author talks, and STEM programs.

**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. Allocation between the three library locations and departments varies slightly from year to year based on usage and anticipated demand.

**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 21<sup>st</sup> century tools.

### TEEN SERVICES DIVISION

#### SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$91,838	\$94,175	\$47,552	\$97,068	\$108,418	15.1%
Temporary Payroll	27,524	26,675	19,662	43,797	39,070	46.5%
Office Expense	1,856	1,800	1,472	2,300	1,800	
Professional Services	2,177	2,600	700	2,100	1,400	-46.2%
Library Materials	11,996	16,700	3,979	13,500	16,200	-3.0%
Social Security	<u>8,271</u>	<u>9,125</u>	<u>4,671</u>	<u>10,207</u>	<u>11,145</u>	22.1%
<b>TOTAL</b>	<b>\$143,662</b>	<b>\$151,075</b>	<b>\$78,036</b>	<b>\$168,972</b>	<b>\$178,033</b>	<b>17.8%</b>

#### FULL-TIME POSITION SCHEDULE

	<u>2022-23</u>	<u>Authorized Positions</u> <u>2023-24</u>	<u>2024-25</u>	<u>Revised</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>
Librarian II	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## 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. The appropriation reflects a wage settlement and merit increases for eligible employees.

**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.

**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. Allocation between the three library locations and departments varies slightly from year to year based on usage and anticipated demand.

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

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### WEST HARTFORD LIBRARY FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Library Grant	\$ 14,449	\$	\$	\$
Charges for Copies				
Interest Income	<u>3,285</u>	<u>          </u>	<u>3,418</u>	<u>          </u>
Total Revenue & Other Resources	\$ 17,734	\$	\$ 3,418	\$

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Library Operations	<u>\$ 15,703</u>	<u>\$</u>	<u>\$ 2,500</u>	<u>\$</u>
Total Expenditures	\$ 15,703	\$	\$ 2,500	\$

CHANGE IN FUND BALANCE	\$ 2,031	\$	\$ 918	\$
BEGINNING BALANCE	\$ 77,887	\$ 79,918	\$ 79,918	\$ 80,836
ENDING BALANCE	\$ 79,918	\$ 79,918	\$ 80,836	\$ 80,836



**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.

**LONG-TERM STRATEGY**

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

**FUND PERFORMANCE**

<b>Five Year History of Operating Results</b>					
	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
<b><u>Revenues:</u></b>					
Intergovernmental	\$16,000	\$ 8,000	\$31,000	\$8,000	\$14,500
Charges for Copies	13,000	2,000	8,000	9,000	-
Interest Income	1,000	-	-	3,000	3,500
<b>TOTAL REVENUES</b>	<b>\$30,000</b>	<b>\$10,000</b>	<b>\$39,000</b>	<b>\$20,000</b>	<b>\$18,000</b>
<b><u>Expenditures:</u></b>					
Library Operations	\$ 17,000	\$10,000	\$37,000	\$37,000	\$16,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,000</b>	<b>\$10,000</b>	<b>\$37,000</b>	<b>\$37,000</b>	<b>\$16,000</b>
<b>OPERATING RESULTS</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>(\$17,000)</b>	<b>\$ 2,000</b>
<b>FUND BALANCE</b>	<b>\$ 93,000</b>	<b>\$93,000</b>	<b>\$95,000</b>	<b>\$78,000</b>	<b>\$80,000</b>

**REVIEW OF PERFORMANCE**

Fund balance of the Library Fund at June 30, 2024 is \$79,918.

**FISCAL YEAR 2025 OPERATING RESULTS**

In fiscal year 2025, it is expected that the fund will earn \$3,418 in investment income. Estimated expenditures total \$2,500 resulting in fund balance of \$80,836 at June 30, 2025.

**FISCAL YEAR 2026 BUDGET**

In the fiscal year 2026 budget, the DeliverIT-CT State Grant Fund amount has not been awarded before budget adoption.

DEPARTMENT: LIBRARY

**FULL-TIME POSITION SCHEDULE**

POSITION	Authorized Positions			Revised 2024-25	Proposed 2025-26
	2022-23	2023-24	2024-25		
<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	7	7	7	7
Librarian I	5	4	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

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**EDUCATION****WEST HARTFORD PUBLIC SCHOOLS****MISSION**

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

**DISTRICT GOALS**

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

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

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

**BUDGET SUMMARY  
EDUCATION SERVICES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
<b><u>Revenues</u></b>					
Education Cost Sharing Grant	\$22,886,177	\$25,088,837	\$25,084,678	\$25,726,769	2.54%
<b>TOTAL</b>	<b>\$22,886,177</b>	<b>\$25,088,837</b>	<b>\$25,084,678</b>	<b>\$25,726,769</b>	<b>2.54%</b>

**BUDGET SUMMARY  
EDUCATION SERVICES**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Adopted</u></b> <b><u>2024-25</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Proposed</u></b> <b><u>2025-26</u></b>	<b><u>Percent</u></b> <b><u>Change</u></b>
<b><u>Expenditures</u></b>					
Education	\$190,007,099	\$200,803,856	\$200,803,856	\$215,226,800	7.18%
<b>TOTAL</b>	<b>\$190,007,099</b>	<b>\$200,803,856</b>	<b>\$200,803,856</b>	<b>\$215,226,800</b>	<b>7.18%</b>

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**NON-DEPARTMENTAL OVERVIEW**

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

<b>BUDGET SUMMARY NON-DEPARTMENTAL</b>						
	<u><b>Actual 2023-24</b></u>	<u><b>Adopted 2024-25</b></u>	<u><b>Actual 6 Months</b></u>	<u><b>Estimated 2024-25</b></u>	<u><b>Proposed 2025-26</b></u>	<u><b>Percent Change</b></u>
Wages & Salaries	\$ 108,638	\$ 111,619	\$ 58,058	\$106,676	\$130,344	16.8%
Operating Expense	16,645,376	13,509,404	6,498,973	17,482,004	17,257,533	27.7%
Fringe Benefits	<u>43,437,772</u>	<u>46,274,942</u>	<u>21,107,021</u>	<u>42,174,753</u>	<u>46,149,595</u>	-0.3%
<b>TOTAL</b>	<b>\$60,191,786</b>	<b>\$59,895,965</b>	<b>\$27,664,052</b>	<b>\$59,763,433</b>	<b>\$63,537,472</b>	<b>6.1%</b>

	<u><b>Authorized Positions</b></u>			<u><b>Revised</b></u>	<u><b>Proposed</b></u>
<b>Full-Time Positions:</b>	<u><b>2022-23</b></u>	<u><b>2023-24</b></u>	<u><b>2024-25</b></u>	<u><b>2024-25</b></u>	<u><b>2025-2026</b></u>
Communication Systems					
Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**SUMMARY OF EXPENDITURES BY PROGRAM**

<u><b>Program</b></u>	<u><b>Actual 2023-24</b></u>	<u><b>Adopted 2024-25</b></u>	<u><b>Actual 6 Months</b></u>	<u><b>Estimated 2024-25</b></u>	<u><b>Proposed 2025-26</b></u>	<u><b>Percent Change</b></u>
Probate Court	\$ 38,453	\$ 45,125	\$18,422	\$ 41,445	\$ 45,050	-0.2%
General Fund Contingency	1,675,000	2,012,227		2,012,227	1,279,323	-36.4%
Radio System Maintenance	255,795	418,777	233,578	362,889	421,381	.6%
Private School Health Services	920,534	1,019,151		1,097,256	1,198,290	17.6%
Non-Public School						
Transportation	760,176	1,069,479		910,500	1,122,274	4.9%
Tax Appeals/Legal Services	101,317	130,000	29,447	130,000	130,000	
Health District Payment	896,673	967,974	242,051	967,974	972,505	0.5%
Employee Benefits						
Contributions:						
Health/Other Insurance	23,946,537	22,747,145	11,393,556	22,747,145	26,074,565	14.6%
Pension	5,453,842	6,044,546	3,022,242	6,044,546	6,581,225	8.9%
Pension Obligation Debt Serv.	13,037,393	13,373,999	6,687,030	13,373,999	13,483,996	0.8%
Metropolitan District	12,106,066	12,067,542	6,037,726	12,075,452	12,228,863	1.3%
Transfer Out	<u>1,000,000</u>					
<b>Total Department</b>	<b>\$60,191,786</b>	<b>\$59,895,965</b>	<b>\$27,664,052</b>	<b>\$59,763,433</b>	<b>\$63,537,472</b>	<b>6.1%</b>

**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 \$45,050 for fiscal year 2026.

**General Fund Contingency:**

This appropriation reflects a contingency for unsettled union contracts. At the time of budget production, the Police, Public Safety Dispatch and Supervisor 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 \$421,381, an increase of \$2,604 for fiscal year 2026.

**Private School Services Fund Subsidy:**

Included in the fiscal year 2026 budget is a subsidy of \$2,320,564 to the Private School Services Fund which represents the non-reimbursable cost of providing health (\$1,198,290) and transportation (\$1,122,274) services to the resident and non-resident children in West Hartford private schools. The subsidy for transportation services increases \$52,795 in fiscal year 2026 due to contractual increases. The subsidy for providing private school health increases \$179,139 This reflects merit increases for eligible school nurses, 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 \$972,505 for fiscal year 2026 based upon the district's adopted budget.

**Employee Benefits Contributions:**

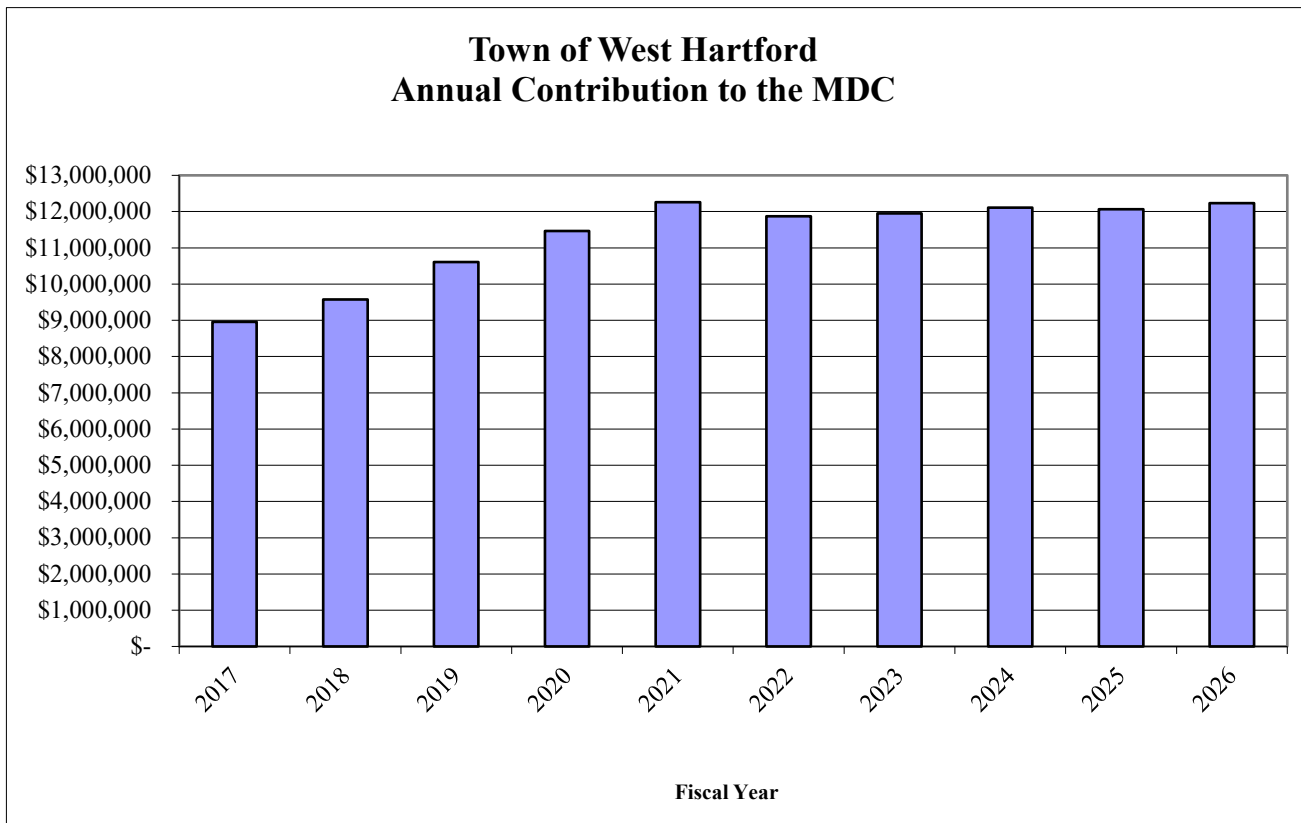
This appropriation represents the General Fund's contributions to the Town's Pension Fund and Risk Management Fund, an internal service fund used to account for the Town's risk management programs: workers' compensation, Town health, heart and hypertension, self-insured and insured. The appropriation is driven by three factors. First, the Town's total pension liability increases from \$26,830,254 in fiscal year 2025 to \$27,703,146 in fiscal year 2026. This increase is based on a higher Actuarially Determined Employer Contribution (ADEC) contribution (with changes in actuarial assumptions based on newly settled union contracts) and an 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. Beginning in fiscal year 2025 there was a higher percentage shift to the Town. The increase in fiscal year 2026 is \$646,676 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 2026 is \$11,672,000, 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 and Financial Services departmental sections, respectively.

**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 \$17,660,322 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 \$1,423,231 to POB debt service in fiscal year 2026 to mitigate the year over year increase to the ADEC. The \$13,483,996 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 2026 increases \$161,321 or 1.3% from the prior year.





# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### PRIVATE SCHOOL SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Intergovernmental	\$ 743,176	\$ 750,864	\$ 807,084	\$ 804,798
Transfer In	<u>1,680,710</u>	<u>2,195,776</u>	<u>2,007,756</u>	<u>2,329,472</u>
Total Revenues & Other Resources	\$2,423,886	\$2,946,040	\$2,814,840	\$3,134,270

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
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Medical Care Services	\$1,663,710	\$1,877,161	\$1,904,340	\$2,011,996
Non-Public School Transportation	<u>760,176</u>	<u>1,069,479</u>	<u>910,500</u>	<u>1,122,274</u>
Total Expenditures & Other Uses	\$2,423,886	\$2,946,640	\$2,814,840	\$3,134,270

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>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b><u>Revenues:</u></b>					
Intergovernmental	\$663,000	\$721,000	\$738,000	\$728,000	\$743,000
<b>TOTAL REVENUES</b>	<b>\$663,000</b>	<b>\$721,000</b>	<b>\$738,000</b>	<b>\$728,000</b>	<b>\$743,000</b>
<b><u>Expenditures:</u></b>					
Operational	\$2,219,000	\$2,135,000	\$2,183,000	\$2,281,000	\$2,424,000
<b>TOTAL EXPENDITURES</b>	<b>\$2,219,000</b>	<b>\$2,135,000</b>	<b>\$2,183,000</b>	<b>\$2,281,000</b>	<b>\$2,424,000</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$1,556,000</b>	<b>\$1,414,000</b>	<b>\$1,445,000</b>	<b>\$1,553,000</b>	<b>\$1,681,000</b>
<b>OPERATING RESULTS</b>	-	-	-	-	-
<b>FUND BALANCE</b>	-	-	-	-	-

**REVIEW OF PERFORMANCE**

The General Fund costs to support the programs provided by the Private School Services Fund have varied over the five years presented, reaching a high of \$1,681,000 in fiscal year 2024. Reimbursements from the State of Connecticut for health services to non-public schools have been capped due to State budget constraints.

**FISCAL YEAR 2025 OPERATING RESULTS**

Operating results for the current fiscal year are projected to result in a transfer from the General Fund of \$2,007,756. This increase is due to rising transportation costs as well as wage settlements.

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**ANNUAL BUDGET 2025-2026**

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**Fund: Private School Services Fund**

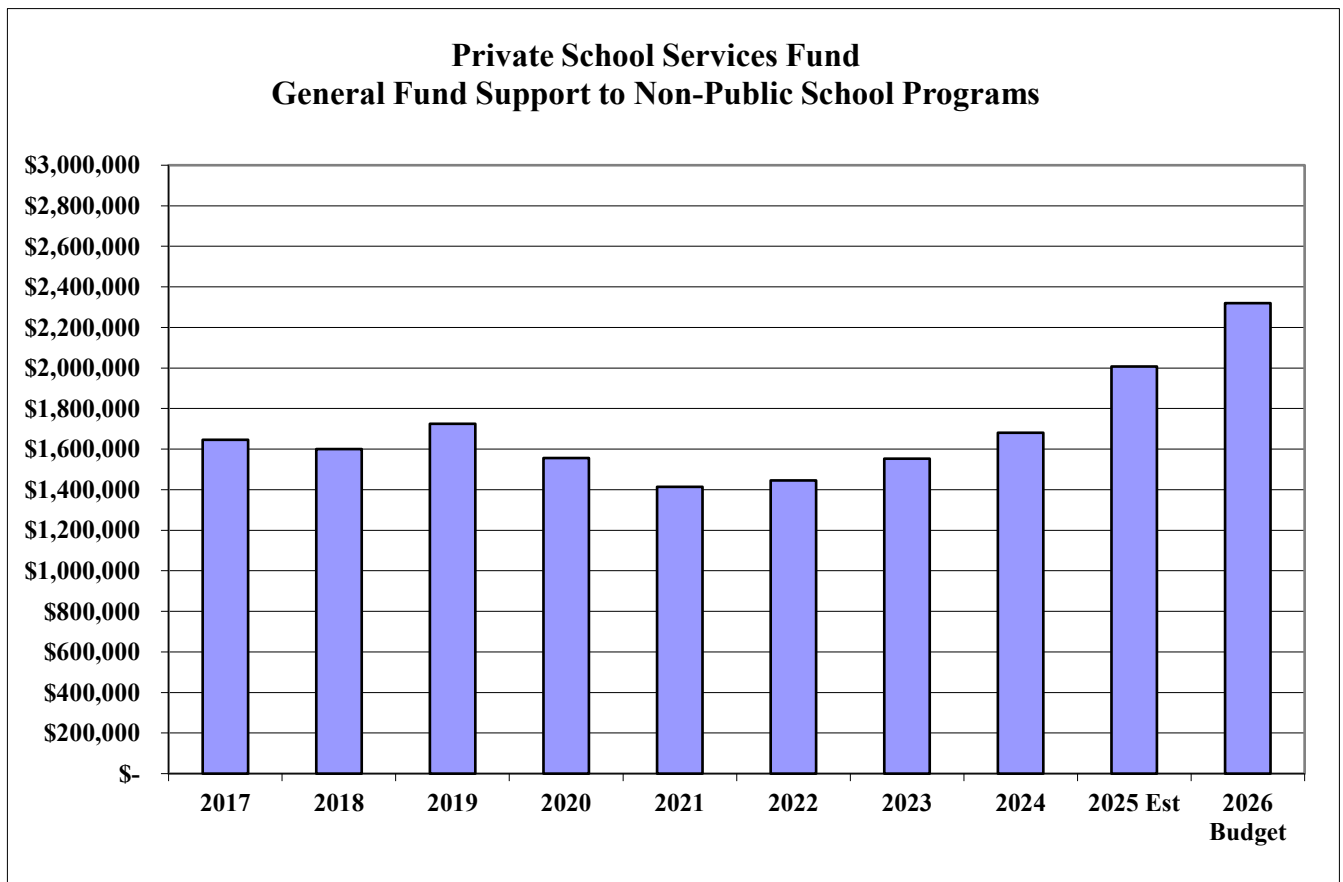
**Department: Non-Departmental**

**FISCAL YEAR 2026 BUDGET**

Expenditures are projected to increase \$187,630 in fiscal year 2026, or 6.4%. Private school transportation increases slightly due to contractual increases. The cost of medical services for non-public schools increases due to contract settlements and increases in risk costs. The State reimbursement percentage for health services is budgeted at approximately 50%, versus the 80% the Town should receive under existing State statutes.

<b>BUDGET SUMMARY</b>						
<b>PRIVATE SCHOOL SERVICES FUND</b>						
	<u>Actual</u> <u>2023-24</u>	<u>Adopted</u> <u>2024-25</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2024-25</u>	<u>Proposed</u> <u>2025-26</u>	<u>Percent</u> <u>Change</u>
Wages & Salaries	\$ 814,607	\$ 902,508	\$ 401,632	\$ 981,796	\$1,017,143	12.7%
Operating Expense	758,115	1,059,699	325,830	916,489	1,100,348	3.8%
Fringe Benefits	851,164	984,433	453,385	916,555	1,016,779	3.3%
<b>TOTAL</b>	<b>\$2,423,886</b>	<b>\$2,946,640</b>	<b>\$1,180,847</b>	<b>\$2,814,840</b>	<b>\$3,134,270</b>	<b>6.4%</b>

<u>Full-Time Positions:</u>	<u>Authorized Positions</u>			<u>Revised</u>	<u>Proposed</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2024-25</u>	<u>2025-2026</u>
Senior Nurse	1	1	1	1	1
Nurse	8	9	9	9	9
<b>TOTAL</b>	9	10	10	10	10



**TOWN OF WEST HARTFORD**  
**Fiscal Year 2025-2026**  
**BUDGET IN BRIEF**  
**BLUE BACK SQUARE FUND**

<b>REVENUES AND OTHER RESOURCES</b>	<b>ACTUAL 2023-2024</b>	<b>ADOPTED 2024-2025</b>	<b>ESTIMATED 2024-2025</b>	<b>PROPOSED 2025-2026</b>
Rental of Facilities	\$ 20,789	\$ 19,800	\$ 19,800	\$ 19,800
Interest Income	7,218			
Transfer In	<u>3,648,720</u>	<u>3,642,250</u>	<u>3,642,250</u>	<u>3,643,875</u>
Total Revenues & Other Resources	\$3,676,727	\$ 3,662,050	\$ 3,662,050	\$ 3,663,675

<b>EXPENDITURES AND OTHER USES</b>	<b>ACTUAL 2023-2024</b>	<b>ADOPTED 2024-2025</b>	<b>ESTIMATED 2024-2025</b>	<b>PROPOSED 2025-2026</b>
Capital Financing	\$ <u>3,637,000</u>	\$ <u>3,642,250</u>	\$ <u>3,642,250</u>	\$ <u>3,643,875</u>
Total Expenditures & Other Uses	\$ 3,637,000	\$ 3,642,250	\$ 3,642,250	\$ 3,643,875

CHANGE IN FUND BALANCE	\$ 39,727	\$ 19,800	\$ 19,800	\$ 19,800
BEGINNING BALANCE	\$ 10,409	\$ 50,136	\$ 50,136	\$ 69,936
ENDING BALANCE	\$ 50,136	\$ 69,936	\$ 69,936	\$ 89,736

**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, 2024, the BBS fund had a balance of \$50,136 inclusive of the Capital Projects Reserve of \$125,721.

**FISCAL YEAR 2025 OPERATING RESULTS**

The estimate for fiscal year 2025 includes rental of facilities income of \$19,800 and a transfer of \$3,642,250 from the WHC-SSD Fund. This represents SSD taxes of \$1,702,586 and net proceeds from parking operations of \$1,939,664. Capital financing expenditures of \$3,642,250 represent interest and principal payments due in fiscal year 2025 on long-term debt.

**FISCAL YEAR 2026 BUDGET**

The budget for fiscal year 2026 includes rental of facilities revenue of \$19,800 and a transfer of \$3,643,875 from the WHC-SSD Fund, representing SSD taxes of \$1,702,586 and net proceeds from parking operations of \$1,941,289. Capital financing expenditures of \$3,643,875 are budgeted and represent the final interest and principal payment on Blue Back Square debt.

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

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

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Special Services District Tax	\$ 1,702,586	\$1,702,586	\$1,702,586	\$1,702,586
Parking Revenue	2,503,069	2,410,000	2,476,300	2,475,000
Parking Violation Revenue	125,155	100,000	75,000	100,000
Interest Income	<u>97,246</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Revenues & Other Resources	\$ 4,428,056	\$4,262,586	\$4,303,886	\$4,327,586

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Parking Operations	\$ 779,336	\$ 620,336	\$ 661,636	\$ 683,711
Transfer Out	<u>3,648,720</u>	<u>3,642,250</u>	<u>3,642,250</u>	<u>3,643,875</u>
Total Expenditures & Other Uses	\$ 4,428,056	\$4,262,586	\$4,303,886	\$4,327,586

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 2025 OPERATING RESULTS**

For fiscal year 2025, the fund expects to earn Special Services District Tax of \$1,702,586 and parking revenue, parking violation revenue and interest income of \$2,601,300. An estimated management fee of \$661,636 will result in a transfer of \$3,642,250 to the BBS Fund.

**FISCAL YEAR 2026 BUDGET**

The budget for fiscal year 2026 assumes Special Services District taxes of \$1,702,586 and parking revenue, parking violation revenue and interest income of \$2,625,000. 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 2026 of \$683,711. These assumptions result in a net transfer to the BBS Fund of \$3,643,875 for fiscal year 2026.

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

# BUDGET IN BRIEF

## AMERICAN RESCUE PLAN ACT (ARPA) FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Federal Grant Revenue	\$ 5,637,469	\$11,130,523	\$11,130,523	\$ _____
Total Revenues & Other Resources	\$ 5,637,469	\$11,130,523	\$11,130,523	\$ _____

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
Wages & Salaries	\$ 37,244	\$ _____	\$ _____	\$ _____
Capital Outlay	5,600,225	11,130,523	11,130,523	_____
Total Expenditures & Other Uses	\$ 5,637,469	\$11,130,523	\$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 2021 OPERATING RESULTS**

The Town Council approved (during the fiscal year 2022 budget adoption) \$4,135,000 for the use of revenue reduction for fiscal year 2021.

**FISCAL YEAR 2022 OPERATING RESULTS**

In fiscal year 2022, the Town Council approved \$9,606,972 was approved for various municipal projects using these funds. Projects include, but are not limited to, flood mitigation, police body cameras, the design for the West Hartford Center Infrastructure Master Plan, town surveillance cameras, cybersecurity initiatives, a mobile command vehicle and a small business/non-profit recovery grant. As of June 30, 2022 the total of ARPA funds expended is \$5,092,121.

**FISCAL YEAR 2023 OPERATING RESULTS**

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 continuation of the West Hartford Center Infrastructure Master Plan including the LaSalle Street Reconstruction capital improvement project. In addition, affordable housing, wayfinding signage, sustainability projects and a traffic study for the Vision Zero initiative is also approved. As of June 30, 2023 the total of ARPA funds expended is \$3,337,022.

**FISCAL YEAR 2024 OPERATING RESULTS**

In fiscal year 2024 the Town Council approved \$13,081,254 for funding to non-profit organizations and the continuation of the traffic study for the Vision Zero initiative. In addition, revenue replacement for fiscal year 2025 and additional monies for the West Hartford Center Infrastructure Master Plan to include the Farmington Avenue Reconstruction capital improvement project along with a feasibility study for the Elmwood Community Center were also approved. As of June 30, 2024 the Town expended \$5,637,468 of ARPA funds.

**FISCAL YEAR 2025 OPERATING RESULTS**

In fiscal year 2025, the Town Council reallocated some prior approved projects that were either no longer active or came in underbudget and approved the balance of the allotment, or \$1,230,521. Funding was approved for electric vehicles, affordable housing, storage bin for food scrap drop-off station and inter-agency agreements with the Public Safety division for radios.

December 31, 2024 was the deadline for all ARPA funds to be obligated or expended. The U.S. Treasury revised the definition of “obligation” as an order placed for property and/or services or with an entry into contracts, subawards or similar transactions that require payment (includes inter-agency agreements).

As of January 31, 2025 all of the ARPA funds were obligated with the exception of one dollar (\$1). If any obligated projects are under budget at the time of their completion, additional funds may be returned to the U.S. Treasury as stated in the Final Rule.

**FISCAL YEAR 2026 BUDGET**

All ARPA funds have been obligated, therefore, there is no fiscal year 2026 request.

DEPARTMENT: NON-DEPARTMENTAL

## FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2024-25	Proposed 2025-2026
	2022-23	2023-24	2024-25		
<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>9</u>	<u>9</u>	<u>9</u>	<u>9</u>
TOTAL PRIVATE SCHOOL SERVICES FUND	9	10	10	10	10
 TOTAL NON-DEPARTMENTAL – ALL FUNDS	 10	 11	 11	 11	 11

**CAPITAL FINANCING**

This program is responsible for developing and administering the capital financing program for the Town and Board of Education.

<b>BUDGET SUMMARY CAPITAL FINANCING</b>						
	<b><u>Actual 2023-24</u></b>	<b><u>Adopted 2024-25</u></b>	<b><u>Actual 6 Months</u></b>	<b><u>Estimated 2024-25</u></b>	<b><u>Proposed 2025-26</u></b>	<b><u>Percent Change</u></b>
Debt Administration	\$ 82,316	\$ 115,000	\$ 3,200	\$ 115,000	\$ 115,000	
Transfer for Debt						
Service (CIP)	16,146,323	16,129,910	4,536,988	16,129,910	16,985,315	5.3%
Transfer to CNRE	<u>3,796,125</u>					
<b>Total Department</b>	<b>\$20,024,764</b>	<b>\$16,244,910</b>	<b>\$4,540,188</b>	<b>\$16,244,910</b>	<b>\$17,100,315</b>	<b>5.3%</b>

**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).

In fiscal year 2025, a transfer of \$3,796,125 of year end surplus was made to the Capital and Non-Recurring Expenditure Fund for future vehicle and equipment purchases.

Bonded debt service is \$17,985,315 for fiscal year 2026. Of this amount, \$16,985,315 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 \$1,000,000 in 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. No transfer to the Capital and Non-Recurring Expenditure Fund budgeted for fiscal year 2026.

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 2025-2026

### BUDGET IN BRIEF

### DEBT SERVICE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Use of Bond Premium	\$ 1,727,960	\$ 1,830,000	\$ 1,634,332	\$ 1,000,000
Transfer In (GO Bonds)	16,146,323	16,129,910	16,129,910	16,985,315
Transfer In (Pension Obligation Bonds)	<u>17,658,004</u>	<u>17,658,777</u>	<u>17,658,777</u>	<u>17,660,322</u>
Total Revenues & Other Resources	\$35,532,287	\$35,618,687	\$35,423,019	\$35,645,637

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Debt Service (GO Bonds)	\$17,874,323	\$17,959,910	\$17,764,242	\$17,985,315
Debt Service (Pension Obligation Bonds)	17,657,415	17,658,777	17,658,777	17,660,322
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	\$35,581,738	\$35,668,687	\$35,473,019	\$35,695,637

CHANGE IN FUND BALANCE	(\$ 49,451)	(\$ 50,000)	(\$ 50,000)	(\$ 50,000)
BEGINNING BALANCE	\$ 241,725	\$ 192,274	\$ 192,274	\$ 142,274
ENDING BALANCE	\$ 192,274	\$ 142,274	\$ 142,274	\$ 92,274

## **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 2025 OPERATING RESULTS**

The budget for fiscal year 2025 reflects a transfer in from the General Fund of \$16,129,910 and use of \$1,634,332 in bond premium from previous debt issuances to fund General Obligation debt service payments of \$17,764,242.

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 2025's Pension Obligation Debt Service reflects a transfer of \$17,658,777 (\$13.4M Town General Fund; \$3.2M BOE; \$1.05M Other Funds).

### **FISCAL YEAR 2026 BUDGET**

In fiscal year 2026, a transfer from the General Fund of \$16,985,315 and a use of \$1,000,000 in bond premiums from prior bond sales provides funding for debt service payments for the Town's ongoing Capital Improvement Plan.

A transfer of \$50,000 will be made, if fund balance is available, 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 \$17,660,322.

# TOWN OF WEST HARTFORD

## Fiscal Year 2025-2026

### BUDGET IN BRIEF

### CAPITAL NON-RECURRING EXPENDITURE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
---------------------------------	---------------------	----------------------	------------------------	-----------------------

Interest Income	\$ 156,578	\$	\$ 98,880	\$
Sale of Assets	24,373		83,903	
Transfer In	<u>3,796,125</u>			
Total Revenues & Other Resources	\$3,977,076	\$	\$ 182,783	\$

EXPENDITURES AND OTHER USES	ACTUAL 2023-2024	ADOPTED 2024-2025	ESTIMATED 2024-2025	PROPOSED 2025-2026
--------------------------------	---------------------	----------------------	------------------------	-----------------------

Capital Outlay	\$ 541,637	\$ 1,393,000	\$ 1,694,780	\$ 738,000
Transfer Out	<u>1,411,900</u>	<u>850,000</u>	<u>1,150,000</u>	<u>1,296,000</u>
Total Expenditures & Other Uses	\$ 1,953,537	\$ 2,243,000	\$ 2,844,780	\$ 2,034,000

CHANGE IN FUND BALANCE	\$ 2,023,539	(\$2,243,000)	(\$2,661,997)	(\$2,034,000)
BEGINNING BALANCE	\$ 4,588,789	\$ 6,612,328	\$ 6,612,328	\$ 3,950,331
ENDING BALANCE	\$ 6,612,328	\$ 4,369,328	\$ 3,950,331	\$ 1,916,331

## 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>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b><u>Revenues:</u></b>					
Intergovernmental	\$ 203,000	\$	\$	\$	\$
Miscellaneous	83,000	14,000	23,000	103,000	180,000
<b>TOTAL REVENUES</b>	<b>\$ 286,000</b>	<b>\$ 14,000</b>	<b>\$ 23,000</b>	<b>\$ 103,000</b>	<b>\$ 180,000</b>
<b><u>Expenditures:</u></b>					
Capital Outlay	840,000	113,000	994,000	673,000	542,000
<b>TOTAL EXPENSES</b>	<b>\$ 840,000</b>	<b>\$ 113,000</b>	<b>\$ 994,000</b>	<b>\$ 673,000</b>	<b>\$ 542,000</b>
<b><u>Transfers:</u></b>					
Transfers In	\$2,243,000	\$ 790,000	\$1,603,000	\$3,656,000	\$3,796,000
Transfers Out	(1,839,000)	(2,486,000)	(943,000)	(1,547,000)	(1,411,000)
<b>NET TRANSFERS</b>	<b>404,000</b>	<b>(1,696,000)</b>	<b>660,000</b>	<b>2,109,000</b>	<b>2,385,000</b>
<b>OPERATING RESULTS</b>	<b>(150,000)</b>	<b>(1,795,000)</b>	<b>(311,000)</b>	<b>1,539,000</b>	<b>2,023,000</b>
<b>FUND BALANCE</b>	<b>\$5,156,000</b>	<b>\$3,361,000</b>	<b>\$3,050,000</b>	<b>\$4,589,000</b>	<b>\$6,612,000</b>



**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, 2024, the CNRE fund had unreserved, undesignated fund balance of \$6,612,328.

**FISCAL YEAR 2025 OPERATING RESULTS**

Sale of assets are expected to generate \$83,903 and interest income will total \$99,880. During the year, a resolutions were adopted authorizing the use of CNRE fund balance for the purchase of BOE furniture and equipment and computer infrastructure (\$300,000) and Town vehicles and equipment (\$302,000). Capital outlay is estimated at \$1,694,780 and transfers to fund capital projects are \$1,150,000. The Fund will have a fund balance of approximately \$3,950,331 as of June 30, 2025.

**FISCAL YEAR 2026 BUDGET**

The budget reflects no transfer to the Capital Projects Fund from the General Fund. A use of \$2,034,000 CNRE fund balance is planned, leaving approximately \$1,916,000 as of June 30, 2026.

## CAPITAL FINANCING SUMMARY

The 2026-2037 Capital Improvement Program (CIP) invests \$547,259,000 in the West Hartford community over the next twelve years. These funds will be invested in Town and School buildings, transportation and infrastructure, park recreational projects and capital equipment.

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

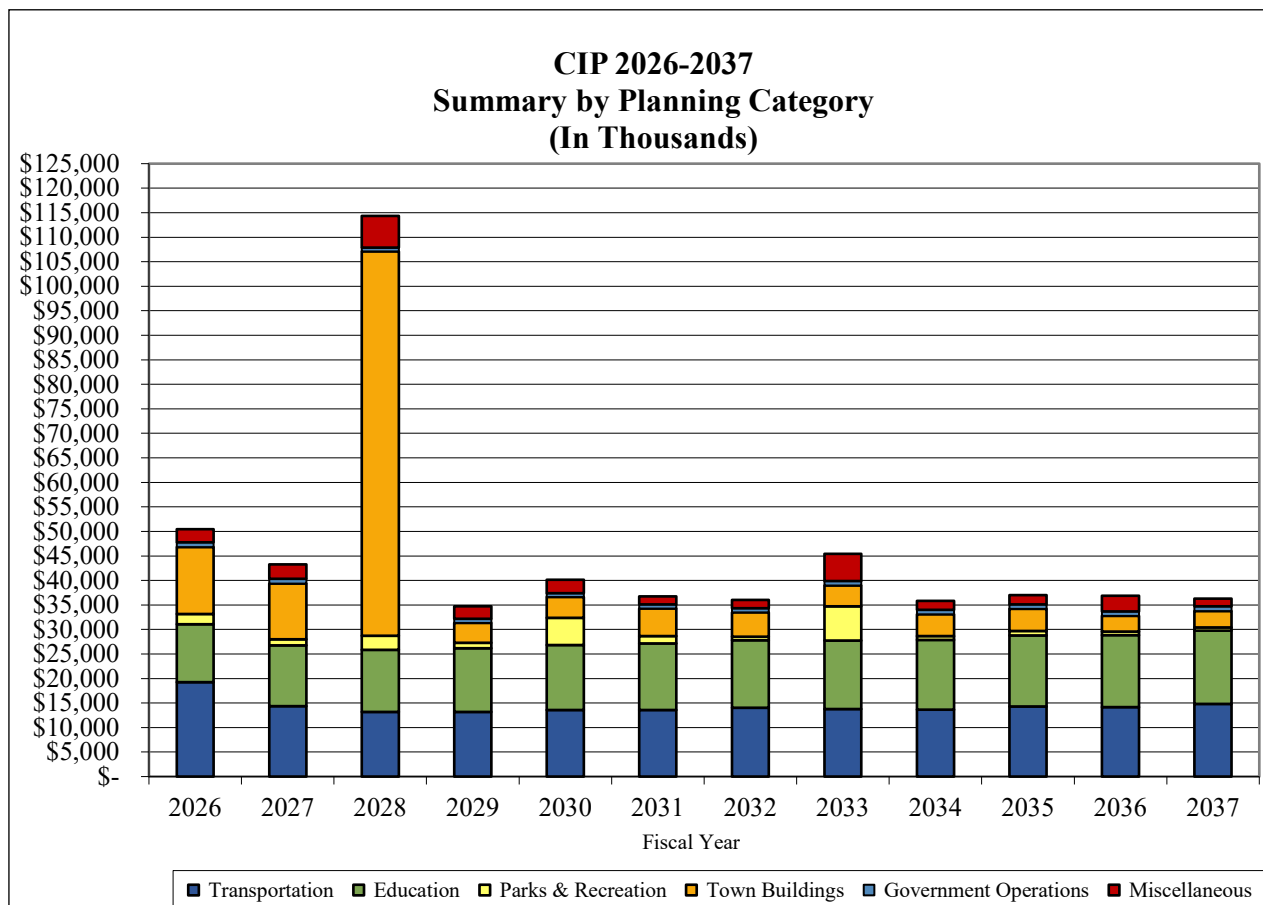
- **Transportation and Circulation:** Safe Streets and Roads For All (SS4A) – Vulnerable User Safety Program - As part of the Town’s Vision Zero initiative, a federal grant (\$3,178,000) through the US DOT was awarded to complete a phased project which will include supplemental planning and implementation of improvements to advance vulnerable user (pedestrians, bicyclists, etc.) safety on nine critical corridors and 16 school zones. The project will also include two demonstration activities including quick-build corridor improvements and an automated Traffic Enforcement Safety Devices (red-light cameras), and establishment of school safety zones. The program requires a minimum of 20% match, or \$794,525 (bonds) which is transferred from the existing Vision Zero project (FY2027).
- **Parks and Recreation** Included in year 1 (2026) of the CIP is \$875,000 for various Park and Playfield Improvements. This year, attention will be focused on the installation of post-tensioned concrete tennis courts at the Fernridge Park to replace 2 asphalt courts and 4 clay (Har-Tru) courts.
- **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 FY2024, after the budget was adopted, the Town Council appropriated \$3,000,000 in ARPA funds to develop plans and specifications for the new building. In Year 1 of this plan \$5,000,000 in bond funds are 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 \$65,000,000 in bond funds for the actual construction of the building. In addition, due to the age of the Town owned parking structures (Isham and Memorial Garage) a study was conducted by an outside consultant to assess the condition of the 20-year-old garages. Based on this study \$9,910,000 is included in Years 1 and 2 of the CIP for maintenance and repairs for both structures.
- **Miscellaneous Equipment:** Year 1 of the CIP includes funds for Public Works rolling stock (\$750,000), Town vehicle replacement (\$247,000) Police vehicle replacement (\$724,000), and equipment replacement (\$490,000). Also included in the twelve year CIP is the planned replacement of fire vehicles totaling \$5,200,000.

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 2026-2037  
Summary by Planning Category  
(In Thousands)

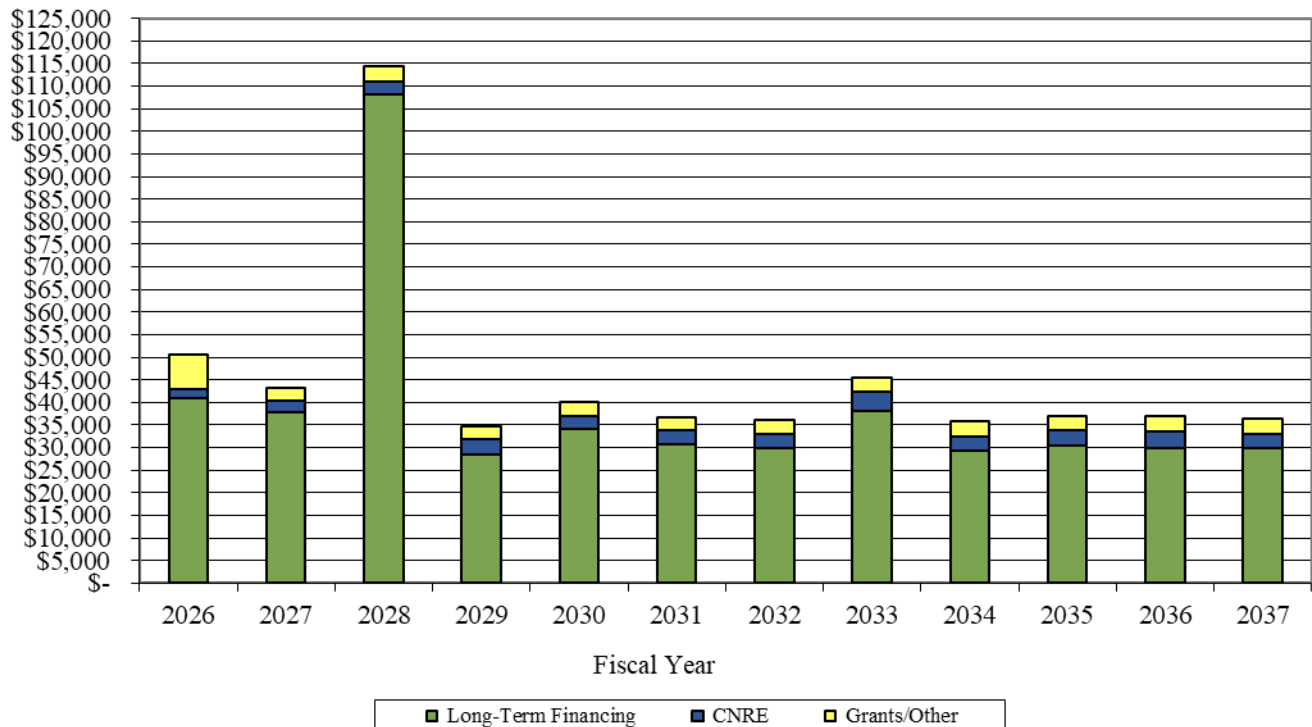
Fiscal Year	Transportation & Infrastructure	Education	Parks & Recreation	Town Buildings	Government Operations	Rolling Stock & Misc. Equipment	Total
2026	19,262	11,831	2,090	13,586	987	2,702	50,458
2027	14,355	12,390	1,235	11,372	1,010	2,940	43,302
2028	13,157	12,690	2,900	78377	783	6,460	114,367
2029	13,158	12,990	1,160	4,033	806	2,605	34,752
2030	13,583	13,240	5,550	4,215	831	2,700	40,119
2031	13,599	13,565	1,465	5,609	856	1,675	36,769
2032	14,047	13,790	680	4,958	856	1,725	36,056
2033	13,796	13,965	6,930	4,282	882	5,553	45,408
2034	13,630	14,215	830	4,410	908	1,856	35,849
2035	14,295	14,465	930	4,513	922	1,881	37,006
2036	14,134	14,715	730	3,167	950	3,181	36,877
2037	<u>14,829</u>	<u>14,965</u>	<u>630</u>	<u>3,322</u>	<u>950</u>	<u>1,600</u>	<u>36,296</u>
<b>TOTAL</b>	<b>171,845</b>	<b>162,821</b>	<b>25,130</b>	<b>141,844</b>	<b>10,741</b>	<b>34,878</b>	<b>547,259</b>



Town of West Hartford  
Capital Improvement Plan 2026-2037  
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>
2026	40,966	2,034	6,477	981	50,458
2027	37,687	2,771	2,844	-	43,302
2028	108,106	3,012	2,899	350	114,367
2029	28,461	3,337	2,954	-	34,752
2030	34,161	2,849	3,009	100	40,119
2031	30,743	2,972	3,054	-	36,769
2032	29,817	3,040	3,099	100	36,056
2033	38,091	4,160	3,157	-	45,408
2034	29,204	3,230	3,215	200	35,849
2035	30,344	3,398	3,264	-	37,006
2036	29,948	3,496	3,333	100	36,877
2037	<u>29,865</u>	<u>3,084</u>	<u>3,348</u>	<u>-</u>	<u>36,296</u>
<b>TOTAL</b>	<b>467,392</b>	<b>37,383</b>	<b>40,653</b>	<b>1,831</b>	<b>547,259</b>

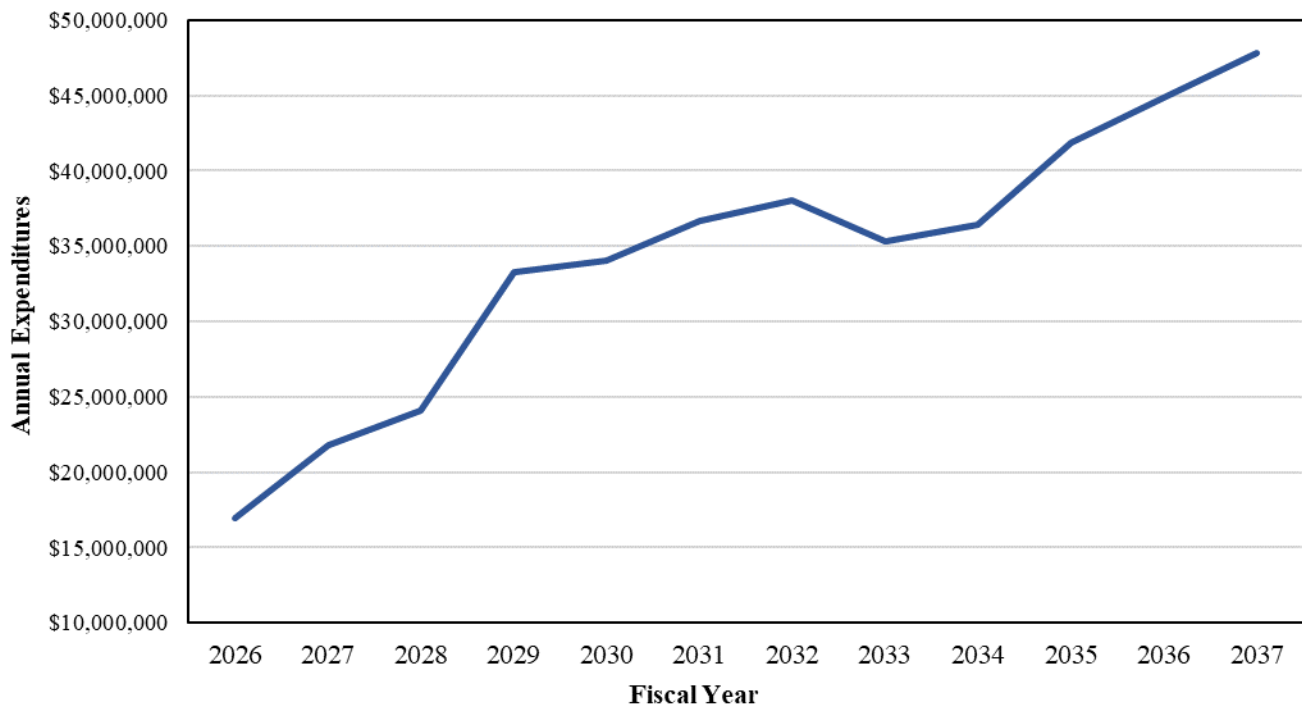
**CIP 2026-2037**  
**Summary by Financing Source**  
(In Thousands)



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 \$16,985,000 in fiscal year 2026 to a high of \$47,850,522 in fiscal year 2037. These figures assume a general obligation bond interest rate of 3.3% in fiscal year 2026, 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 2025. Debt service (exclusive of BBS and POB's) totals \$17,985,315 for fiscal year 2026, \$16,985,315 of which will be funded via a transfer from the General Fund. The remaining \$1,000,000 will be financed by planned usage of bond premiums from prior bond sale issuances.

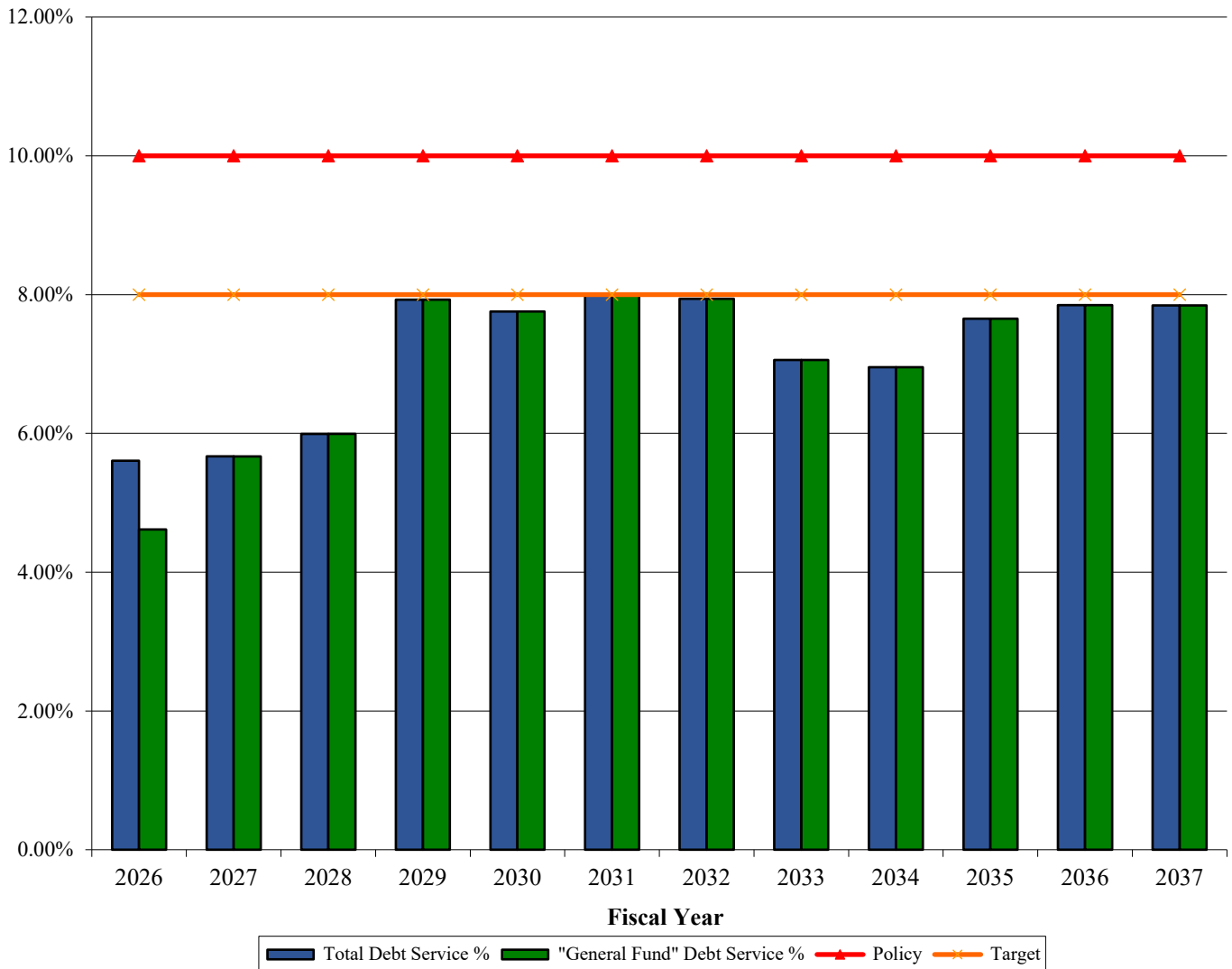
**General Fund - Debt Service Projection  
(Excludes Blue Back Square & POB's)**



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.

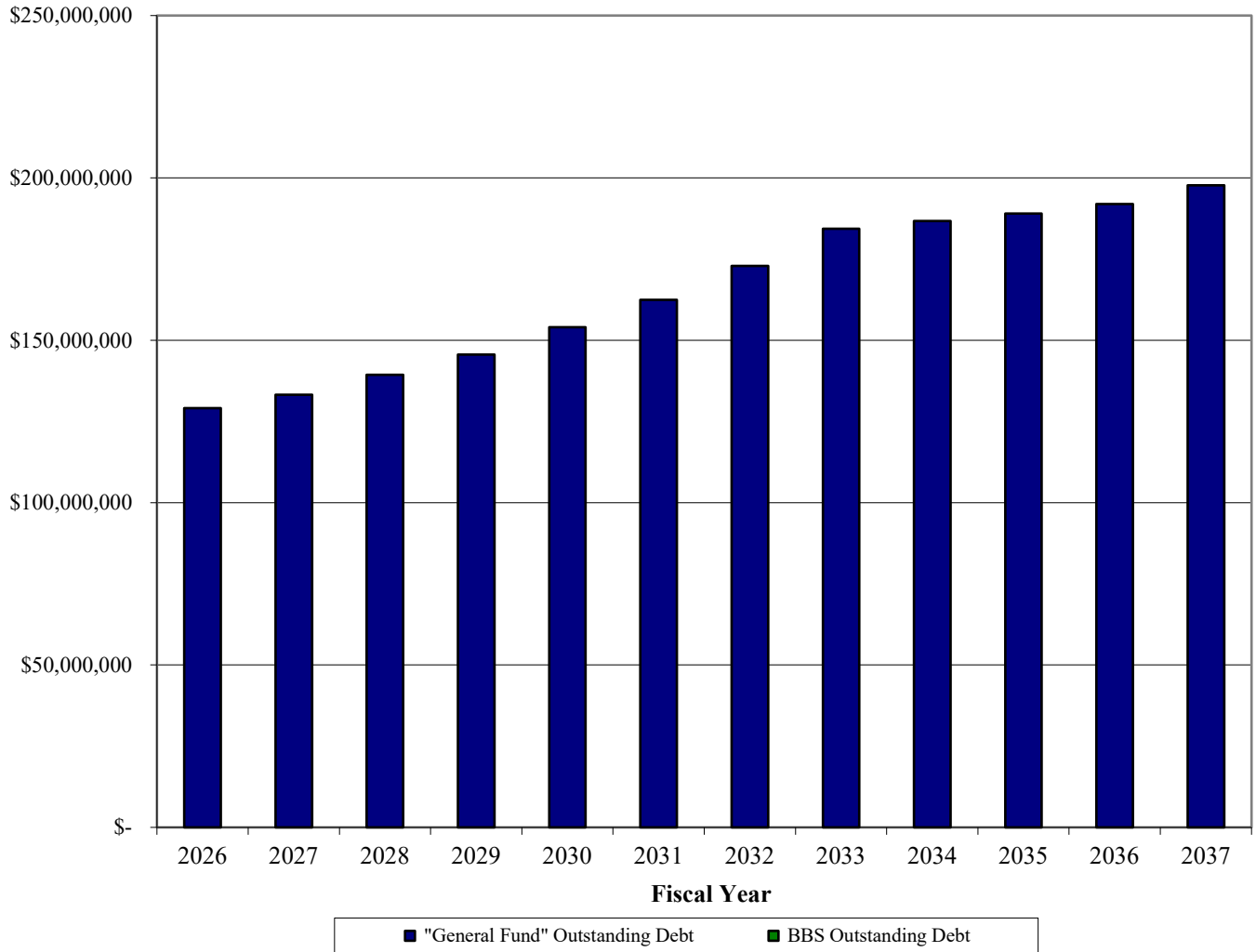
Note: The final payment on general obligation bonds for the BBS development will be made in fiscal year 2026.

**Town of West Hartford  
Debt Service as a Percent of Projected General Fund Expenditures**

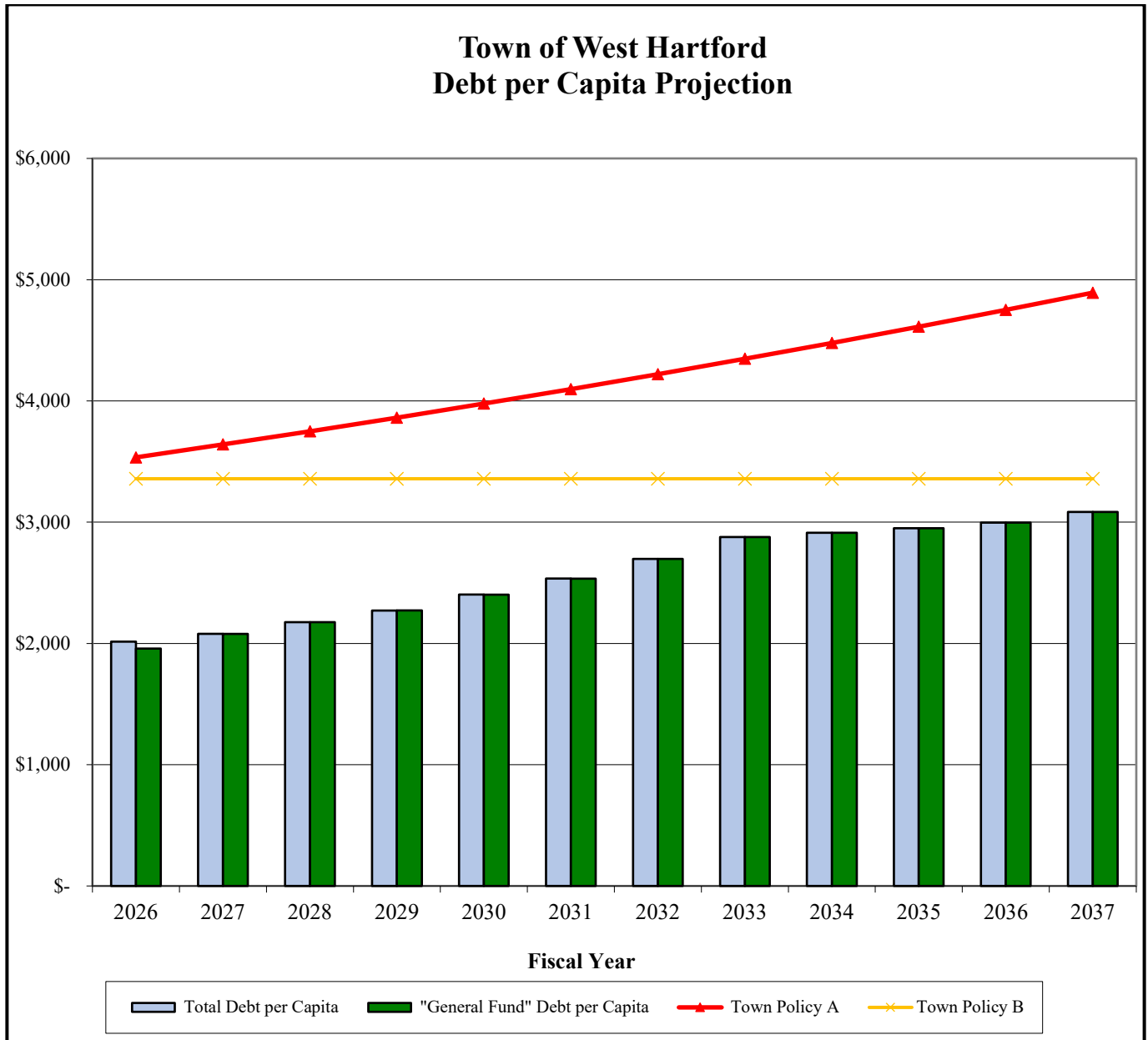


Total outstanding debt peaks at \$197,696,667 by the end of fiscal year 2037

**Town of West Hartford  
Outstanding Debt Projection**



Per the Capital Financing Guidelines, debt per capita should not exceed an amount equal to \$3,535 in 2026 dollars (adjusted 3% annually for inflation) or 5% of per capita income, currently \$3,358. The significant increase starting in FY 2028 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 \$65M 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.

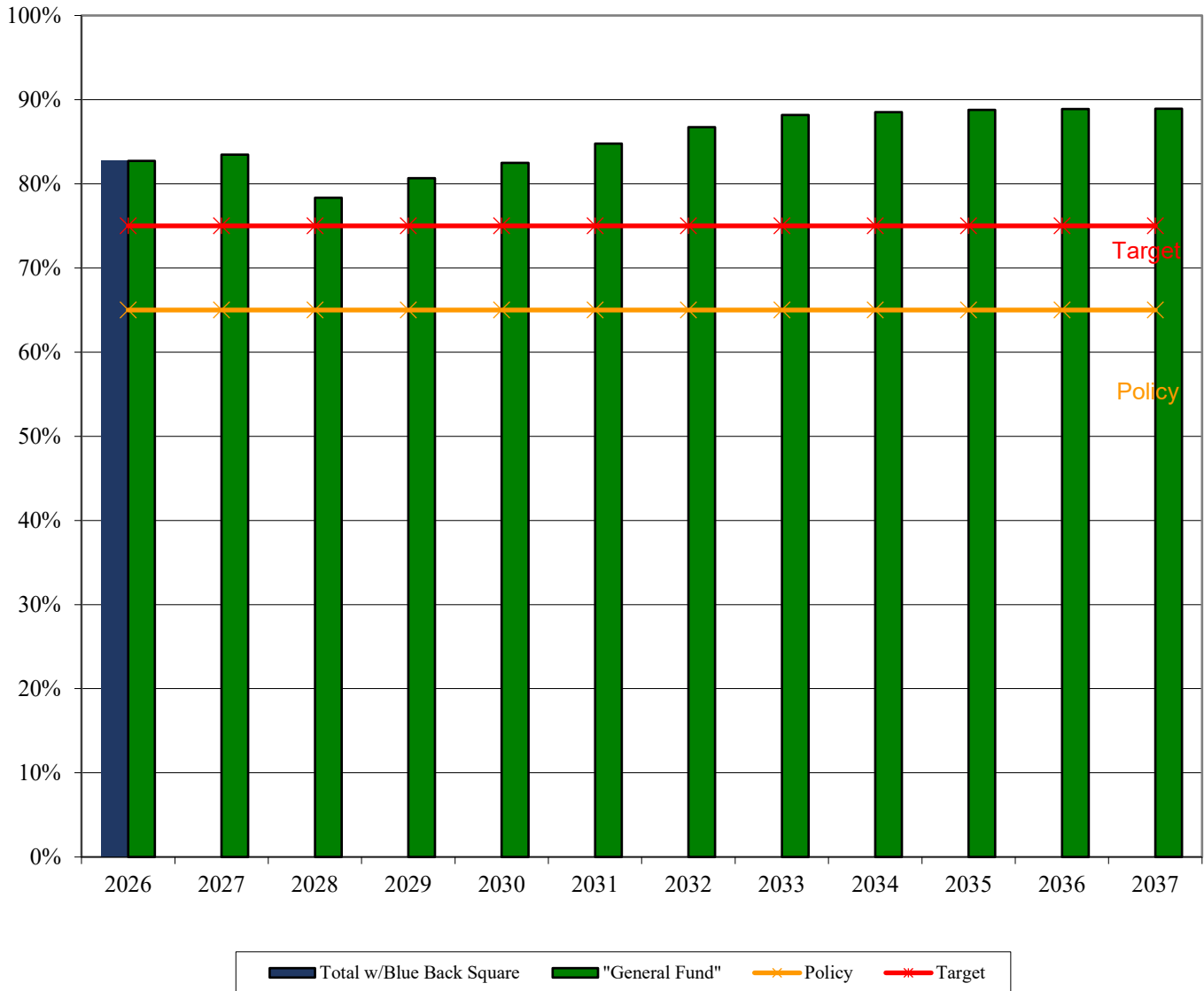


Note: The final payment on general obligation bonds for the BBS development will be made in fiscal year 2026.



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 (excluding POB Debt) should not exceed \$3,535 in FY 2026 (adjusted 3% annually for inflation) or 5% of per capita income, currently \$3,358.
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, 2023, the Town's debt base was \$281,848 and its limitation and margin, for which future bonded debt may be issued, is as follows:

<b>Purpose Limit</b>	<b>% of Base</b>	<b>Limitation (000's)</b>	<b>Margin (000's)</b>
General Public Improvements	225%	\$634,158	\$470,690
Schools	450	1,268,316	1,189,344
Sewers	375	1,056,930	860,580
Urban Renewal	325	916,006	916,006
Pension Deficit	300	845,544	539,184

### **Summary of Long-Term Bonded Indebtedness** – As of June 30, 2024

<b>Purpose</b>	<b>Interest Rates</b>	<b>Amount (000's)</b>
General Public Improvements	0.35 – 5.00%	\$163,468
Schools	0.35 – 5.00%	78,972
Sewers		196,350
Pension Deficit		<u>306,360</u>
<b>Total Bond Indebtedness</b>		<b>\$539,184</b>

**FISCAL YEAR 2025-2026 and 2026-2027 CAPITAL BUDGETS**

The following section of the budget represents the capital improvement needs of the Town for fiscal years 2026 and 2027. 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, 2026-2037. Of the \$93,760,000 in capital project funding for program years one and two, \$78,653,000 or 84% is to be funded via bonds. An additional \$4,805,000 or 5% is to be funded through the Capital and Non-Recurring Expenditure Fund, and \$10,302,000 or 11% 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 2026 and 2027 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 New Park Complete Streets (\$2,019,000), Vulnerable User Safety Program (\$3,973,000) and new Fire Apparatus (\$1,200,000) in year 2. Regarding the Elmwood Community Center, in fiscal year 2024, \$3,000,000 in ARPA funds were used to develop plans and specifications for the new building. In fiscal year 2026 (year 1), 5,000,000 is allocated for pre-construction services and in fiscal year 2028 (year 3), \$65,000,000 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.

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**ANNUAL BUDGET 2025-2026**

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The tables below summarize the fiscal years 2026 and 2027 Capital Budgets by financing source and by planning category. Detailed project descriptions for 2026 and 2027 projects are also included in this section.

**PROGRAM YEARS 1 – 2****FINANCING SUMMARY**

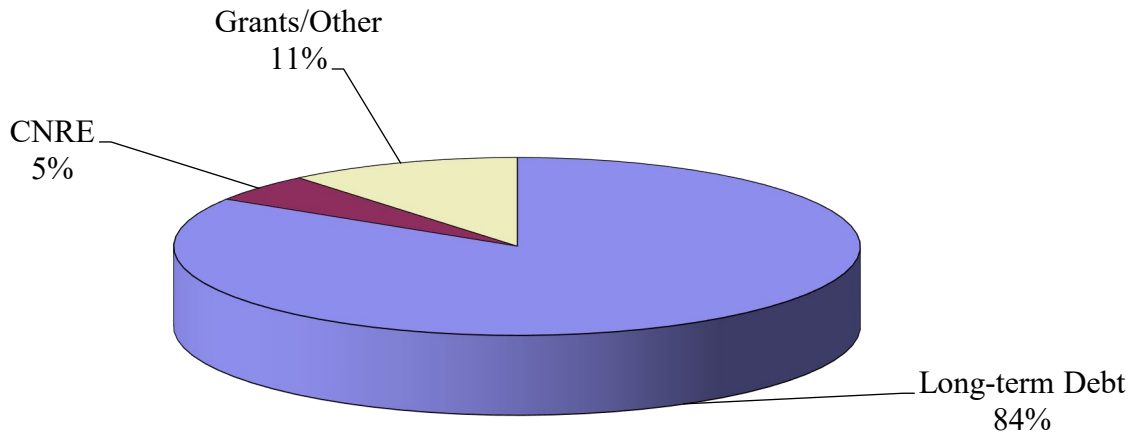
	<b><u>2026</u></b>	<b><u>2027</u></b>	<b><u>Total</u></b>
Long-Term Debt Funding	\$40,966,000	\$37,687,000	\$78,653,000
CNRE	2,034,000	2,771,000	4,805,000
Grants	6,477,000	2,844,000	9,321,000
Other	<u>981,000</u>	<u>-</u>	<u>981,000</u>
TOTAL	\$50,458,000	\$43,302,000	\$93,760,000

**PROGRAM YEARS 1 – 2****PLANNING SUMMARY**

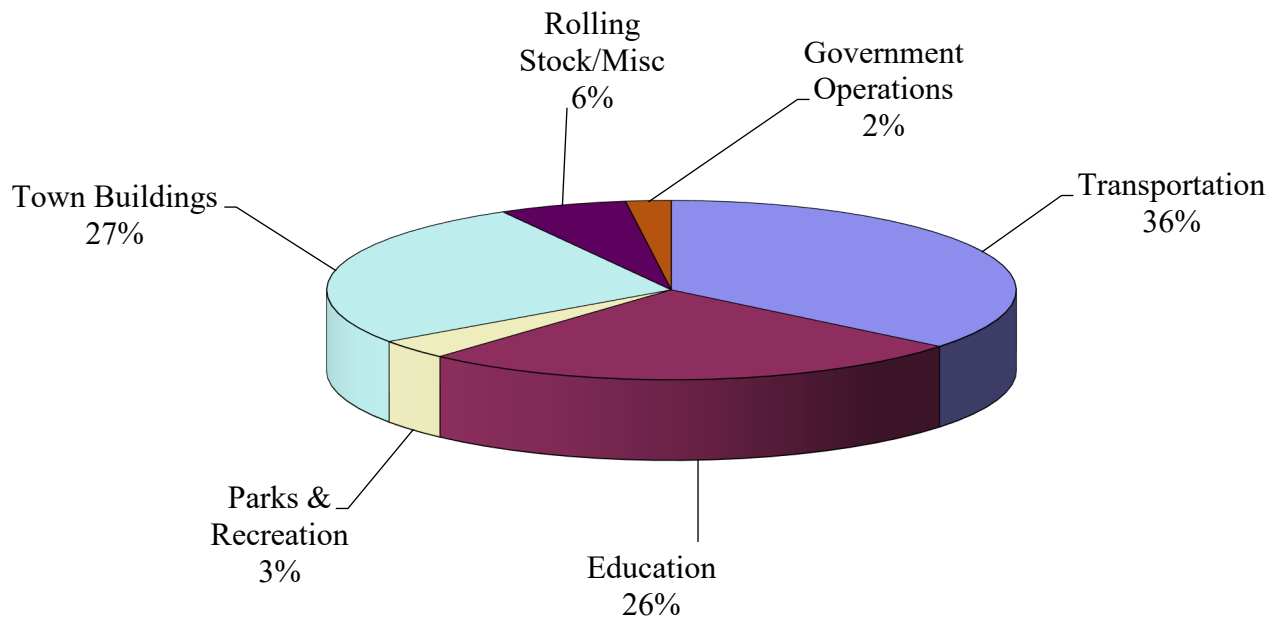
	<b><u>2026</u></b>	<b><u>2027</u></b>	<b><u>Total</u></b>
Transportation & Circulation	\$19,262,000	\$14,355,000	\$ 33,617,000
Education	11,831,000	12,390,000	24,221,000
Parks & Recreation	2,090,000	1,235,000	3,325,000
Town Building Improvements	13,586,000	11,372,000	20,958,000
Government Operations	987,000	1,010,000	1,997,000
Rolling Stock/ Miscellaneous Equipment	<u>2,702,000</u>	<u>2,940,000</u>	<u>5,642,000</u>
TOTAL	\$50,458,000	\$43,302,000	\$93,760,000

# Fiscal Years 2026 & 2027 Capital Budget Summary

## By Financing Source



## By Planning Category



**TOWN COUNCIL PROPOSED CIP BUDGET**  
**CAPITAL IMPROVEMENTS BY PROJECTS AND FUNDING SOURCES**  
**PROGRAM YEAR 1 - FISCAL YEAR 2025-2026**  
**(\$ IN THOUSANDS)**

	<u>BONDS</u>	<u>CNRE</u>	<u>GRANTS</u>	<u>OTHER</u>	<u>TOTAL</u>
<b><u>TRANSPORTATION &amp; CIRCULATION</u></b>					
Pedestrian & Bicycle Management	711				711
Storm Water Management	755				755
Street Reconstruction	1,352				1,352
Street Resurfacing	2,718		431		3,149
Traffic System Management	400	103			503
Flood Mitigation Infrastructure Improvements	5,000				5,000
Infrastructure Improvement Project	550				550
Vision Zero	750		500		1,250
Vulnerable User Safety Program	795		3,178		3,973
New Park Avenue Complete Streets Improvements	2,019	-	-	-	2,019
<b>Sub-Total</b>	<b>15,050</b>	<b>103</b>	<b>4,109</b>	<b>-</b>	<b>19,262</b>
<b><u>EDUCATION</u></b>					
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		200			200
Furniture & Equipment Replacement	-	91	-	-	91
<b>Sub-Total</b>	<b>9,172</b>	<b>291</b>	<b>2,368</b>	<b>-</b>	<b>11,831</b>
<b><u>PARKS &amp; RECREATION</u></b>					
Park & Playfield Improvements	875				875
Outdoor Pool Improvements		70			70
Park & Playscape Management		95			95
Rockledge Improvements				100	100
Wolcott Park Eastern Parking Lot	700				700
Eisenhower Pool	250	-	-	-	250
<b>Sub-Total</b>	<b>1,825</b>	<b>165</b>	<b>-</b>	<b>100</b>	<b>2,090</b>
<b><u>TOWN BUILDING IMPROVEMENTS</u></b>					
Isham and Memorial Garage Restoration	4,743				4,743
Heavy Equipment/Truck Storage Facility	500				500
Town Building Improvements	1,593	350			1,943
Town Facilities Paving	150				150
Fire Training Tower	750				750
Materials Solution Center Modernization	500				500
Elmwood Community Center	5,000	-	-	-	5,000
<b>Sub-Total</b>	<b>13,236</b>	<b>350</b>	<b>-</b>	<b>-</b>	<b>13,586</b>
<b><u>GOVERNMENTAL OPERATIONS</u></b>					
Document Digitization Project	250				250
Communications Infrastructure	350	387	-	-	737
<b>Sub-Total</b>	<b>600</b>	<b>387</b>	<b>-</b>	<b>-</b>	<b>987</b>
<b><u>ROLLING STOCK/MISCELLANEOUS EQUIPMENT</u></b>					
Public Works Rolling Stock	750				750
Town Vehicles		247			247
Fire Miscellaneous Equipment		336			336
Public Works Misc. Equipment				87	87
Police Vehicle Replacement				724	724
Police Training Room Furniture		30			30
Police Radio Equipment	181				181
Fire Reserve Apparatus Fleet Outfitting		125			125
Cemetery Misc. Equipment - Compact Loader				70	70
Grounds Misc. Equipment - Chipper	100				100
Streets Misc. Equipment - Hydro Seeder	52	-	-	-	52
<b>Sub-Total</b>	<b>1,083</b>	<b>738</b>	<b>-</b>	<b>881</b>	<b>2,702</b>
<b>Program Year 1 - Grand Total</b>	<b>40,966</b>	<b>2,034</b>	<b>6,477</b>	<b>981</b>	<b>50,458</b>



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: \$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	\$
<p><b>Description &amp; Justification</b></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 recently updated Bicycle Plan and Facilities Selection &amp; Design Guide 2024.</p> <p>The current backlog is approximately 800 total sidewalk work order requests. On average, 130 new work order requests are received annually. Based on current funding levels approximately 160 work orders are addressed.</p>			

Town of West Hartford Capital Improvement Program			
<b>Project Title</b> <div>Storm Water Management</div>			
<b>Department</b> <div>Community Development</div>		<b>Expected Life</b> <div>50 Years</div>	
<b>Category</b> <div>Transportation &amp; Circulation</div>		<b>Funding Schedule</b> <div>Program Year 1:      \$755,000</div>	
<b>Fiscal Year</b> <div>2025-2026</div>		<div>Prior Year(s):                      -</div>	
<b>Project Duration</b> <div>Recurring</div>		<div>Total Cost:                      \$755,000</div>	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$755,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<b>Description &amp; Justification</b>  <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 \$590,000 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: \$1,352,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$1,352,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,352,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 Tumble Brook Lane) and Albany Avenue frontage road. Additionally, there are several grant funded roadway projects which may require additional funding. These projects include: West Hartford Center Infrastructure, Park Road Rehabilitation, and Sedgwick Road Pavement Improvements. A balance of \$519,000 was transferred to the New Park Avenue Complete Streets program to offset a projected shortfall.</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: 3,149,000	
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><b>Description &amp; Justification</b></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 7.3 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, 23 percent or 51 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, 200 catch basins are replaced every year at a cost of approximately \$300,000.</p>			

Town of West Hartford Capital Improvement Program			
<b>Project Title</b>		Traffic System Management	
<b>Department</b> Community Development		<b>Expected Life</b> 30 Years Infrastructure 5 Years Pavement Markings	
<b>Category</b> Transportation & Circulation		<b>Funding Schedule</b> Program Year 1: \$503,000	
<b>Fiscal Year</b> 2025-2026		Prior Year(s): -	
<b>Project Duration</b> Recurring		Total Cost: \$503,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$400,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$103,000
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 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 accessible pedestrian signal equipment, video detection, fiber communications, 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. Additional traffic safety equipment such as crosswalk warning lights, enhanced signage, and recessed pavement markings are being installed as part of the Town's on-going Vision Zero initiative, which will require future funding increases to maintain these features.</p>			

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Flood Mitigation Infrastructure Improvements			
<b>Department</b> Community Development		<b>Expected Life</b> 50 Years	
<b>Category</b> Transportation & Circulation		<b>Funding Schedule</b> Program Year 1: \$5,000,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b>	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$5,000,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$5,000,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$

### Description & Justification

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).

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.

Funding in this program year is for the construction 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.

Town of West Hartford Capital Improvement Program			
Project Title		Infrastructure Improvement Project	
Department	Community Development	Expected Life	20 Years
Category	Transportation & Circulation	Funding Schedule	Program Year 1: \$550,000
Fiscal Year	2025-2026	Prior Year(s):	-
Project Duration	Recurring	Total Cost:	\$200,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$550,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<b>Description &amp; Justification</b>  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, and the Webster Walk area.			

Town of West Hartford Capital Improvement Program			
Project Title Vision Zero			
Department Community Development		Expected Life 25 Years	
Category Transportation & Circulation		Funding Schedule Program Year 1: \$1,250,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$1,250,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$750,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$500,000
Other	\$	Other	\$
<b>Description &amp; Justification</b>  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.  The program was originally funded through ARPA and received a state grant award where funding was changed from ARPA to State grant by resolution on 11/12/2024. This funding was obligated by 12/31/2024 and no additional funding is available.  Additional funding in the amount of \$750,000 is requested in order to continue to address roadway safety issues. Funds will be used to incorporate safety improvements into the Park Road Rehabilitation and Sedgwick Road Improvement projects. These safety improvements were identified through Road Safety Audits (RSA) performed for each corridor. These improvements include curb extensions, pedestrian crosswalks with warning lights, traffic signal modifications, and bicycle facilities.			



Town of West Hartford Capital Improvement Program			
<b>Project Title</b>		Safe Streets and Roads For All (SS4A) – Vulnerable User Safety Program	
<b>Department</b>		<b>Expected Life</b>	
Community Development		10 years	
<b>Category</b>		<b>Funding Schedule</b>	
Transportation & Circulation		Program Year 1: \$3,972,625	
<b>Fiscal Year</b>		<b>Prior Year(s):</b>	
2025-2026		-	
<b>Project Duration</b>		<b>Total Cost:</b>	
Non-Recurring		\$3,972,625	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$ 794,525
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$3,178,100
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></p> <p>As part of the Town’s Vision Zero initiative, a federal grant through the US DOT was awarded to complete a phased project which will include supplemental planning and implementation of improvements to advance vulnerable user (pedestrians, bicyclists, etc.) safety on nine critical corridors and 16 school zones. The project will also include two demonstration activities including quick-build corridor improvements and an automated Traffic Enforcement Safety Devices (red-light cameras), and school zone safety. The program requires a minimum of 20% match, or \$794,525 (bonds) which is transferred from the existing Vision Zero project (FY27).</p>			

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> New Park Avenue Complete Streets Improvements			
<b>Department</b> Community Development		<b>Expected Life</b> 30 Years	
<b>Category</b> Transportation & Circulation		<b>Funding Schedule</b> Program Year 1: \$2,019,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b> \$3,706,800	
<b>Project Duration</b> Non-Recurring		<b>Total Cost:</b> \$5,725,800	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$2,019,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$

### Description & Justification

This non-recurring Capital Improvement Project provides the funding necessary to rehabilitate and improve New Park Avenue from Oakwood Avenue to New Britain Avenue. This project will improve the attractiveness, safety, and mobility for all users by incorporating traffic calming and complete street elements such as a travel lane reduction from 4 lanes (2 in each direction) to 3 lanes (1 in each direction with a center left turn lane). There will be a bike lane in each direction to connect New Britain Avenue the Elmwood CT Fastrak bus station, the Trout Brook Trail, and many destinations along this corridor

In addition, the sidewalk areas will be improved with decorative street lighting, sidewalk material enhancements, wayfinding signage, and landscaping. Enhanced crosswalks will be incorporated and he traffic signals at the Talcott Road and Oakwood Avenue intersections will be replaced and include accessible pedestrian signal equipment with exclusive pedestrian phasing

The Community Development Department obtained two grant sources for this project:

- \$2,000,000 from the Office of Policy and Management's 2017 Responsible Growth and Transit Oriented Development Grant
- \$1,706,800 from the Department of Transportation's Local Transportation Capital Improvement Program

Town bond funding was previously approved for at \$100,000 (in FY 2023) to cover costs exceeding the \$3,706,000 grant funding. The current project cost estimate is \$5,725,800. An additional \$1,500,000 is requested to help offset the shortfall, with the remaining balance of \$519,000 transferred from the FY 2026 Street Reconstruction project CIP.

Town of West Hartford Capital Improvement Program			
<b>Project Title</b>		Park & Playfield Improvements	
<b>Department</b> Leisure Services & Social Services		<b>Expected Life</b> 25-30 years	
<b>Category</b> Parks & Recreation		<b>Funding Schedule</b> Program Year 1: \$875,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$875,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$875,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></p> <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>Replacement of asphalt courts with post-tensioned concrete courts 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-tensioned courts at the Fernridge Park tennis courts to replace 2 asphalt courts and 4 clay (Har-Tru) courts, which are costly to maintain. Project based on previous estimates along with cost of post-tension concrete has increased, there for bringing total project cost to 875,000 compared to the original estimate of 450,000.</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 1: \$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><b>Description &amp; Justification</b></p> <p>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 1: \$95,000	
Fiscal Year 2025 -2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$95,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$95,000
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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. These costs are not addressed through the operating budget.</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			
<b>Project Title</b> <div>Rockledge Improvements</div>			
<b>Department</b> <div>Leisure Services &amp; Social Services</div>		<b>Expected Life</b>	
<b>Category</b> <div>Parks &amp; Recreation</div>		<b>Funding Schedule</b> <div>Program Year 1:      \$100,000</div>	
<b>Fiscal Year</b> <div>2025-2026</div>		<div>Prior Year(s):                      -</div>	
<b>Project Duration</b> <div>Recurring</div>		<div>Total Cost:                      \$100,000</div>	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$100,000
<b>Description &amp; Justification</b>  <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		Wolcott Park Eastern Parking Lot	
Department Leisure Services & Social Services		Expected Life 25 years	
Category Parks & Recreation		Funding Schedule Program Year 1: \$700,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$700,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$700,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></p> <p>Parking lot renovations in public parks incorporate specific design and review measures that increase sustainability and reduce impervious surfaces whenever possible, to achieve efficient use of space in an environmentally sensitive way.</p> <p>Wolcott Park’s eastern parking lot is in very poor condition, and the layout is neither sufficient nor practical. The design captures 24 additional parking spots without increasing impervious cover. The project will follow the reconstruction of a restroom building to be located in its current spot next to the splash pad as well as an existing playscape.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Eisenhower Pool Replacement	
Department Leisure Services & Social Services		Expected Life	
Category Parks & Recreation		Funding Schedule Program Year 1: \$250,000	
Fiscal Year 2025-2026		Prior Year(s): 4,400,000	
Project Duration Year 3 of 3		Total Cost: \$4,650,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$250,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></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 (\$4.4M) was nearly sufficient to meet the cost of construction. However, an unexpected expense of remediation requires an additional \$250,000 allocation to fund the project fully.</p> <p>Phase-two construction schedule began in October 2023 and was completed in June 2024, with the Pool house building replacement. The pool construction will begin with remediation in August 2025, and the pool replacement will be completed by May 31, 2026.</p> <p>Increase request by \$250,000 to augment necessary pool material remediation prior to pool construction. Year 1 and Year 2 of the project covered the cost of replacing the pool house and most of the pool construction costs. An additional \$250,000 will provide remainder of funds needed to cover remediation of tainted caulk and painted cement.</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: \$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><b>Description &amp; Justification</b></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 items for repairs, maintenance and replacement.</p> <ol style="list-style-type: none"> <li>Concrete Repairs</li> <li>Waterproofing</li> <li>Drainage/Mechanical Improvements</li> <li>Electrical Repairs &amp; Improvements</li> <li>Elevator / Escalator Modernization</li> <li>Miscellaneous Repairs &amp; Improvements</li> <li>Miscellaneous Coordination Work</li> <li>Mobilization/Demobilization</li> <li>Construction Contingencies at 10%</li> <li>Engineering/Construction Management</li> </ol>			

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Heavy Equipment/Truck Storage Facility			
<b>Department</b> Public Works		<b>Expected Life</b> 25 Years	
<b>Category</b> Building Improvement		<b>Funding Schedule</b> Program Year 1: \$500,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Year 1 of 2		<b>Total Cost:</b> \$500,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$500,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$

### Description & Justification

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.

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 its 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.

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.

This request increases the amount of funding required for design and blueprint development by \$300,000 (which will come from the elimination of Sander/Plow Storage Facility CIP). This is necessary based on current market forces and includes full blueprints for submission to engineering and construction firms.

The requested funding of \$500,000 will support hiring professional services for design, feasibility analysis, and project specifications for a construction project.

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Town Building Improvements			
<b>Department</b> Facilities Services		<b>Expected Life</b>	
<b>Category</b> Building Improvements		<b>Funding Schedule</b> Program Year 1: \$1,943,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$1,943,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$1,593,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$350,000
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 Town Facilities Paving			
Department Facilities Services		Expected Life	
Category Building Improvements		Funding Schedule Program Year 1: \$150,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$150,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$150,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<b>Description &amp; Justification</b>  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 Fire Training Tower			
Department Fire		Expected Life 10 years	
Category Building Improvements		Funding Schedule Program Year 1: \$750,000	
Fiscal Year 2025-2026		Prior Year(s): \$1,000,000	
Project Duration Year 2 of 2		Total Cost: \$1,750,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$750,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<b>Description &amp; Justification</b>  This project will rebuild the fire training tower facility at its current location. The Training Tower costs were estimated by a previous fire administration several years ago and costs have increased substantially due to post-pandemic inflation and increased complexity of the project to meet NFPA training and safety requirements along with improved amenities for the facility.			

Town of West Hartford Capital Improvement Program			
Project Title Material Solution Center – Design / Planning			
Department Public Works		Expected Life 30 Years	
Category		Funding Schedule Program Year 1: \$500,000	
Fiscal Year 2025-2026		Prior Year(s): \$1,750,000	
Project Duration Year 2 of 2		Total Cost: \$2,250,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$500,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></p> <p>This project is for a creation of a Materials Solution Center (MSC), a strategic initiative designed to address both the growing demand for sustainable practices and the evolving needs of our residential community. The MSC will serve as a hub for the collection and separation of waste products aimed at improving the quality of life for local residents.</p> <p>Funding has been secured for construction in Fiscal Year 2025 CIP, but additional funding is needed for year one activities. In the first year of development, the request for funding is \$500,000 to cover the costs associated with the design phase and the creation of detailed working blueprints. This investment will be crucial to laying the foundation for the project and ensuring a strong, well-structured proposal for construction in year two. In addition, architectural and engineering services, environmental assessments, permitting and the creation of comprehensive plans necessary to submit for contractor proposals is included. The funding will ensure the project is developed thoughtfully and efficiently, paving the way for the successful realization of a Material Solution Center that will benefit the entire community for years to come.</p> <p>This additional funding request of \$500,000 for the MSC will assure complete and comprehensive construction design documents for engineering and construction firms.</p>			

Town of West Hartford Capital Improvement Program			
<b>Project Title</b>		Elmwood Community Center – Pre-Construction Services	
<b>Department</b>		<b>Expected Life</b>	
Facilities Services			
<b>Category</b>		<b>Funding Schedule</b>	
Building Improvements		Program Year 1: \$5,000,000	
<b>Fiscal Year</b>		<b>Prior Year(s):</b>	
2025-2026		\$3,000,000	
<b>Project Duration</b>		<b>Total Cost:</b>	
Year 2 of 3		\$8,000,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	BONDS	\$5,000,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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>In 2024, \$3M of ARPA grant funds were utilized for architectural services for this project and GWWO was hired to design the new Elmwood Community Center.</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	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><b>Description &amp; Justification</b></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 &amp; 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			
<b>Project Title</b>		Communications Infrastructure	
<b>Department</b>	Information Technology Services	<b>Expected Life</b>	7-10 Years
<b>Category</b>	Miscellaneous	<b>Funding Schedule</b>	Program Year 1: \$737,000
<b>Fiscal Year</b>	2025-2026	<b>Prior Year(s):</b>	-
<b>Project Duration</b>	Recurring	<b>Total Cost:</b>	\$737,000
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$350,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$387,000
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 1: \$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			\$		

### Description & Justification

The Department of Public Works relies on a diverse fleet of rolling stock to deliver essential community maintenance services. Ensuring this equipment is in good repair is critical to maximizing productivity and optimizing the Department's resources. To achieve this, the Town has developed a multi-year replacement plan, guided by the condition and expected useful life of existing inventory. This proactive approach ensures timely upgrades to maintain the efficiency and effectiveness of Public Works operations.

Regularly updating the Town's fleet delivers significant benefits:

Regulatory Compliance: Modern equipment helps alleviate regulatory pressures by meeting current pollution control and fuel economy standards.

Enhanced Public Perception: Well-maintained vehicles and equipment reinforce a positive public image of the Department's operations.

Employee Satisfaction: Safe, reliable equipment improves working conditions and enhances employee relations.

Operational Efficiency: Advances in engineering and technology, such as onboard electronics and telematics, improve resource management by enabling precise monitoring of application rates (e.g., salt distribution) and scheduling of preventative maintenance activities. These tools also enhance workforce productivity by ensuring equipment performs at peak levels.

To support these upgrades, Public Works will leverage Diesel Emissions Reduction Act (DERA) grants where applicable, supplementing Capital Improvement Program (CIP) funding to reduce costs and accelerate progress.

Investing in fleet replacement aligns with the Town's commitment to delivering high-quality, sustainable, and cost-effective services to its residents, ensuring the Department of Public Works can continue to meet the evolving needs of the community.

Town of West Hartford Capital Improvement Program			
Project Title Town Vehicles			
Department Public Works		Expected Life	
Category Miscellaneous Equipment		Funding Schedule Program Year 1: \$247,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$247,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$247,000
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 \$257,000 from the CNRE Fund. This is an increase of \$97,000 for the replacement of truck #197 which is inoperable.</p>			

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Fire Miscellaneous Equipment			
<b>Department</b> Fire Department		<b>Expected Life</b>	
<b>Category</b> Rolling Stock / Miscellaneous Equipment		<b>Funding Schedule</b> Program Year 1: \$336,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$336,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$336,000
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 on the condition of the 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, and 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, and other equipment to support training opportunities or needs. Of note, this project request also includes equipment to maintain and improve members' safety. Safety needs change but are constantly present, and annual funding will be effective in immediately addressing issues.

In FY26, the specific requests are:

- Two (4) ECG machines to ensure all primary paramedics are using the most current ECG model available following a manufacturer change (\$182,000)
- Two (2) Lucas chest compression devices as part of a replacement plan (\$40k)
- Four (4) SCBA bottles (\$4k)
- Five (5) portable radios as the first part of a multi-year replacement plan (\$50k)
- Miscellaneous rescue rope as part of a replacement program and water rescue equipment, including two inflatable boats for ice and small water rescue (\$20k)
- Five (5) portable thermal imaging cameras to replace aging units (\$40k)

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Public Works Miscellaneous Equipment			
<b>Department</b> Public Works		<b>Expected Life</b> 10 Years	
<b>Category</b> Rolling Stock / Miscellaneous Equipment		<b>Funding Schedule</b> Program Year 1: \$87,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$87,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$87,000

### Description & Justification

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 snow off sidewalks 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.

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.

The utilization of specialized equipment is critical to public works mission of servicing the town. The Town's 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.

Town of West Hartford Capital Improvement Program			
Project Title Vehicle Replacement			
Department Police Department		Expected Life	
Category Rolling Stock		Funding Schedule Program Year 1: \$724,000	
Fiscal Year 2025-2026		Prior Year(s): -	
Project Duration		Total Cost: \$724,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$ 724,000
<p><b>Description &amp; Justification</b></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 range from 14 to 20 years old.</p> <p>(2) Traffic Vehicles - \$62,000 per unit = 124,000 total – Replace with Durango, or Tahoe</p> <p>(1) Animal Control Van = \$100,000 – Replace with F250, chassis w/custom box</p> <p>(3) Patrol Vehicles - \$70,000 per unit = 210,000 total – Replace with Explorer, Durango, or Tahoe</p> <p>(1) Training Van = \$75,000 – Replace with full size van</p> <p>(1) Patrol Supervisor Vehicle = \$70,000 – Replace with Tahoe</p> <p>(1) Patrol Prisoner Van = \$90,000 - Replace with full size van</p> <p>(1) CSU Vehicle = \$55,000 – Replace with Durango</p>			

## Town of West Hartford Capital Improvement Program

Project Title			
Training Room Furniture			
Department		Expected Life	
Police Department			
Category		Funding Schedule	
Miscellaneous Equipment		Program Year 1: \$29,448	
Fiscal Year		Prior Year(s): -	
2025-2026			
Project Duration		Total Cost: \$29,448	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$29,448
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$

### Description & Justification

The Training Division's classroom regularly holds classes and other events that are attended by our personnel, outside agencies as well as the public. They include the Police Citizen/College Academies, West Hartford Fire Training for Fire personnel, Risk Management's monthly safety meeting, and a meeting space for many of the Town's departments. This room also doubles as the Town of West Hartford's Emergency Operations Center (EOC). The EOC is the hub for all large-scale events held within the town and major weather-related situations. The current tables and chairs are approaching twenty years old and are in considerable state of wear with broken components. The tables and chairs are in immediate need of replacement.

Town of West Hartford Capital Improvement Program			
Project Title		Police Radio Equipment	
Department Police Department		Expected Life	
Category Miscellaneous Equipment		Funding Schedule Program Year 1: \$181,000	
Fiscal Year 2025-2026		Prior Year(s):	
Project Duration		Total Cost: \$181,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$181,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></p> <p>Our Radio system currently operates as a Phase 1 system. A Phase 2 upgrade basically means that we will double our frequency capacity allowing more subscribers (users) to talk on the system at the same time without incurring queued (busy) calls. Phase 2 will ensure that public safety resources never have a queued call. Phase 2 will also have a significant positive impact on BOE radio communications enabling the elementary segment of BOE to communicate more effectively and easily town wide. Phase 2 will also open a greater possibility of interoperability with other municipalities and the potential of a regional system that may qualify for federal funding in the future. This project will benefit all town subscribers.</p> <p>The following projects have been funded through inter-agency agreement utilizing ARPA funds:</p> <ul style="list-style-type: none"> <li>• Antenna Replacements WCCC</li> <li>• RFSS Server</li> <li>• Town wide Backup Repeater</li> <li>• UPS Batteries at antenna sites</li> <li>• GPS Sync Unit</li> <li>• Hard Cabinet for PD Radio Room Equip</li> <li>• Replacement Microwave Radio</li> </ul>			



## Town of West Hartford Capital Improvement Program

### Project Title

Fire Reserve Apparatus Fleet Outfitting

### Department

Fire

### Expected Life

### Category

Miscellaneous Equipment

### Funding Schedule

Program Year 1:        \$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

\$

Other

\$

## Description & Justification

The West Hartford Fire Department operates five (5) front-line apparatus and two (2) reserve or “spare” apparatus. Over the last few years, apparatus costs and delivery times have exponentially increased. Through the foresight of the Council, in FY25, an additional spare was procured, which will assist the Town in better planning for and implementing a replacement cycle that considers the new conditions.

Due to the overall primary fleet condition and the fact that we are using at least one (1) specialty and heavy apparatus (Ladder 4) for intercept paramedic response, maintenance and repairs, which require spare apparatus to be put into service, are becoming commonplace. Except for fire hoses, spare apparatus are stored with no firefighting equipment such as SCBA, tools, nozzles, medical gear, etc. When a primary apparatus is placed into service, a “change-over” occurs. A change-over is a time-consuming process that takes the firefighting personnel and apparatus out of service and requires other companies across the Town to “cover” calls while the change-over occurs.

Additionally, for emergencies where a staff callback is required, having spare apparatus without equipment leaves callback personnel looking for spare equipment stored in stations, which is frequently outdated.

Based on a combination of these factors, the Department is seeking to outfit all three (3) spare apparatus with a basic level of National Fire Protection Association (NFPA) required equipment so that a spare can be placed into service immediately with no impact on the operational readiness of the Department. Unfortunately, doing this is expensive due to the self-contained breathing apparatus (SCBA), appliances, tools, and equipment. However, once completed, the replacement cycle and costs are manageable, and there is utility in adding equipment, especially for training.

We have conducted an analysis and inventory of all spare and reserve equipment to ensure we appropriately use all current stock.

The types of equipment included in this project request are all long-life, durable equipment with wide-ranging costs to be placed on the three (3) spare apparatus. Examples include, but are not limited to: SCBA, Firefighting tools (halligans, axes, hand tools, etc.), Nozzles, couplings, connectors, and hose appliances, and Electric or gas-powered saws and tools.

Town of West Hartford Capital Improvement Program			
Project Title Cemetery Services Compact Loader			
Department Public Works		Expected Life 15 Years	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 1: \$70,000	
Fiscal Year 2025-2026		Prior Year(s): \$0	
Project Duration Recurring		Total Cost: \$70,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$70,000
<p><b>Description &amp; Justification</b></p> <p>Specialized equipment is essential to the Department of Public Works’ mission to serve the community effectively, and the Town’s Cemetery facilities are no exception. With their unique layout, confined spaces, and diverse operational needs, these facilities rely on narrow-bodied utility vehicles equipped with front loaders and versatile attachments to perform critical tasks such as grave site maintenance, snow removal, and material transport.</p> <p>The Cemetery’s current Bobcat Tool Cat has exceeded its useful life after years of extensive service. Maintenance costs have become unsustainable, and the equipment is no longer reliable for the demands placed on it. Replacing this essential tool will enhance operational efficiency and effectiveness while reducing risks of worker injury. Additionally, updated equipment will better adapt to evolving needs and varying weather conditions, ensuring the Cemetery can continue providing high-quality service.</p> <p>This project will fund the purchase of one (1) compact utility loader, including all necessary attachments, at a cost of \$70,000. This investment will equip the Cemetery with the tools needed to operate safely and effectively, while reducing long-term maintenance costs and improving service delivery.</p>			

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Grounds Wood Chipper			
<b>Department</b> Public Works		<b>Expected Life</b> 10 Years	
<b>Category</b> Rolling Stock / Miscellaneous Equipment		<b>Funding Schedule</b> Program Year 1: \$100,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Non-Recurring		<b>Total Cost:</b> \$100,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	BONDS	\$100,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$

### Description & Justification

The Town of West Hartford is proud to be home to over 30,000 trees spread across its parks, roads, and trails. These trees are a cherished community asset, enhancing the quality of life for residents and drawing visitors from surrounding areas. Maintaining this urban forest is a critical responsibility, especially in the aftermath of storms, disease outbreaks, or other challenges that result in fallen branches and tree debris. Prompt removal of such debris, particularly in high-visibility areas, is essential to preserving the town's aesthetic appeal and reputation.

A mobile wood chipper is a vital tool for efficiently processing tree debris, enabling its proper disposal in a timely and environmentally responsible manner. Unfortunately, the town's current wood chipper has surpassed its useful life and now demands frequent and costly maintenance to remain operational. Its replacement is necessary to maintain efficiency and ensure uninterrupted service.

Acquiring a new, modern wood chipper will provide several key benefits:

- Improved Operational Efficiency: The new chipper will reduce labor hours required for debris removal from roads, parks, and trails. This will allow personnel to focus on other critical tasks.
- Environmental Responsibility: The upgraded unit will feature low-emission technology, supporting West Hartford's commitment to sustainability.
- Community Satisfaction: Timely removal of debris from public spaces helps maintain the town's pristine appearance and fosters positive impressions among residents and visitors.

This funding request seeks \$100,000 for the purchase of one (1) mobile wood chipper, including all necessary attachments.

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Hydro Seeder			
<b>Department</b> Public Works		<b>Expected Life</b> 10 Years	
<b>Category</b> Rolling Stock / Miscellaneous Equipment		<b>Funding Schedule</b> Program Year 1: \$52,000	
<b>Fiscal Year</b> 2025-2026		<b>Prior Year(s):</b> \$0	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$52,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	BONDS	\$52,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$

### Description & Justification

Public Works maintains all parks, recreational areas and over 220 miles of roads within the Town of West Hartford. Often these assets require repairs due to unanticipated issues including vandalism, area reclamation or capital roadside improvements. More specifically replacing grassy areas quickly has been a challenge usually requiring expensive contractor services. The timely and correct repair of these areas are critical to all who use them. Having the required equipment to assure their repair is an imperative for Public Works.

The use of hydro-seeding allows for the timely repair of lawns at athletic fields, parks and roadside areas. The addition of a trailer-based hydro-seeder allows for the quick application of seed and fertilizer along with a bio-friendly bonding agent to accelerate lawn growth, while minimizing water runoff. Utilization of a hydro seeder also allows for a timelier application of material without the cost associated with third party suppliers. This project provides for the purchase of one (1) trailer-based hydro-seeder with all associated hardware. The addition of this equipment will assure more efficient and effective utilization of town resources, while providing best in class repairs of town assets.

This project funds the purchase of one (1) trailer hydro seeding system with acquisition costs totaling \$52,000.

**TOWN COUNCIL PROPOSED CIP BUDGET**  
**CAPITAL IMPROVEMENTS BY PROJECTS AND FUNDING SOURCES**  
**PROGRAM YEAR 2 - FISCAL YEAR 2026-2027**  
**(\$ IN THOUSANDS)**

	<u>BONDS</u>	<u>CNRE</u>	<u>GRANTS</u>	<u>OTHER</u>	<u>TOTAL</u>
<b><u>TRANSPORTATION &amp; CIRCULATION</u></b>					
Pedestrian & Bicycle Management	738				738
Storm Water Management	778				778
Street Reconstruction	1,543				1,543
Street Resurfacing	2,624		431		3,055
Traffic System Management	200	136			336
Flood Mitigation Infrastructure Improvements	5,000				5,000
Braeburn Culvert Rehabilitation	400	-	-	-	400
Infrastructure Improvement Project	1,000	-	-	-	1,000
Street Light Relamping	300				300
Mountain at Albany Intersection Improvement	1,000				1,000
Vision Zero	205	-	-	-	205
<b>Sub-Total</b>	<b>13,788</b>	<b>136</b>	<b>431</b>	<b>-</b>	<b>14,355</b>
<b><u>EDUCATION</u></b>					
Asbestos Removal	200		100		300
Exterior School Building Improvements	1,495		805		2,300
Heating & Ventilation Systems	1,100				1,100
Interior School Building Improvements	1,600		400		2,000
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
<b>Sub-Total</b>	<b>9,377</b>	<b>600</b>	<b>2,413</b>	<b>-</b>	<b>12,390</b>
<b><u>PARKS &amp; RECREATION</u></b>					
Park & Playfield Improvements	360				360
Outdoor Pool Improvements		100			100
Park & Playscape Management		100			100
Spraypad Replacements	200				200
Pond Dredging	150				150
Playscape Replacements	325	-	-	-	325
<b>Sub-Total</b>	<b>1,035</b>	<b>200</b>	<b>-</b>	<b>-</b>	<b>1,235</b>
<b><u>TOWN BUILDING IMPROVEMENTS</u></b>					
Isham and Memorial Garage Restoration	5,167				5,167
Veterans Rink Improvements	4,000				4,000
Town Building Improvements	1,605	500			2,105
Energy Conservation	-	100	-	-	100
<b>Sub-Total</b>	<b>10,772</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>11,372</b>
<b><u>GOVERNMENTAL OPERATIONS</u></b>					
Document Digitization Project	250				250
Communications Infrastructure	350	410	-	-	760
<b>Sub-Total</b>	<b>600</b>	<b>410</b>	<b>-</b>	<b>-</b>	<b>1,010</b>
<b><u>ROLLING STOCK/MISCELLANEOUS EQUIPMENT</u></b>					
Fire Apparatus	1,200				1,200
Public Works Rolling Stock	800				800
Town Vehicles		200			200
Fire Miscellaneous Equipment		335			335
Fire Support Fleet		210			210
Public Works Misc. Equipment		80			80
Grounds Leaf Vac	115	-	-	-	115
<b>Sub-Total</b>	<b>2,115</b>	<b>825</b>	<b>-</b>	<b>-</b>	<b>2,940</b>
<b>Program Year 2 - Grand Total</b>	<b><u>37,687</u></b>	<b><u>2,771</u></b>	<b><u>2,844</u></b>	<b><u>-</u></b>	<b><u>43,302</u></b>

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Pedestrian and Bicycle Management			
<b>Department</b> Community Development		<b>Expected Life</b> 25 Years	
<b>Category</b> Transportation & Circulation		<b>Funding Schedule</b> Program Year 2: \$738,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$738,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$738,000
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 Bicycle Plan and Facilities Selection & Design Guide 2024.

With additional funding, the Town reduced the backlog to approximately 800 total sidewalk work order requests. On average, 130 new work order requests are received annually. Based on current funding levels approximately 160 work orders are addressed.

At the request of residents, an increase of \$100,000 has been incorporated into this project to construct a new sidewalk along the north side of Still Road to service seven recently constructed homes. The sidewalk would be 4' wide and approximately 1,900 feet running from North Main Street to the western most property. The project will require tree removal, grading, and potential utility issues.

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: \$778,000	
Fiscal Year 2026-2027		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$778,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$778,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 \$168,000. Inevitably, the pipe inspections lead to necessary pipe replacements, which average \$610,000 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 2: \$1,543,000	
Fiscal Year 2026-2027		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$1,543,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$1,543,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 may involve 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>			



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: \$3,055,000	
Fiscal Year 2026-2027		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$3,055,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$2,624,000
Contractual Services	\$	Grants	\$431,000
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 7.3 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, 23 percent or 51 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, 200 catch basins are replaced every year at a cost of approximately \$300,000.</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:       \$336,000	
Fiscal Year		2026-2027		Prior Year(s):		-	
Project Duration		Recurring		Total Cost:		\$336,000	
Ongoing Operational Costs				Funding Source(s)			
Personnel Services		\$		Bonds		\$200,000	
Contractual Services		\$		Grants		\$	
Non-personnel Services		\$		CNRE Fund		\$136,000	
Other		\$		Special Revenue Fund		\$	

### Description & Justification

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.

Of the Town's 62 traffic signals, eleven 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 accessible pedestrian signal equipment, video detection, fiber communications, 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. Additional traffic safety equipment such as crosswalk warning lights, enhanced signage, and recessed pavement markings are being installed as part of the Town's on-going Vision Zero initiative, which will require future funding increases to maintain these features.

An increase of \$30,000 of CNRE funding is requested to utilize green paint to enhance the conspicuity of bicycle markings in select locations and as new bicycle facilities are implemented.

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):	
2026-2027		-	
Project Duration		Total Cost:	
Recurring		\$5,000,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$5,000,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></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 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		Braeburn Culvert Rehabilitation	
Department Community Development		Expected Life 50 Years	
Category Transportation & Circulation		Funding Schedule Program Year 2: \$400,000	
Fiscal Year 2026-2027		Prior Year(s): -	
Project Duration Non-Recurring		Total Cost: \$400,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$400,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<b>Description &amp; Justification</b>  <p>The Braeburn Road Culvert is a twin corrugated metal culvert structure that is 9.5 feet wide, 6 feet high, and 27 feet long conveying the west branch of Trout Brook. The culvert has been rated in Poor condition since 2010. The Town's contractor completed the rehabilitation of the east half of this culvert in 2023. This year's funding will focus on the west half of the culvert.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Infrastructure Improvement Project	
Department Community Development		Expected Life 20 Years	
Category Transportation & Circulation		Funding Schedule Program Year 2: \$1,000,000	
Fiscal Year 2026-2027		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	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></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, and Webster Walk area.</p> <p>An increase of \$800,000 is requested to fund the replacement of a 400 foot long retaining wall along Mountain Road. The estimated construction cost is \$1,000,000. The wall has already failed in one location and has been temporarily repaired with concrete blocks.</p>			

## Town of West Hartford Capital Improvement Program

Project Title				Street Light Re-lamping			
Department		Community Development		Expected Life		15 Years	
Category		Transportation & Circulation		Funding Schedule		Program Year 2: \$300,000	
Fiscal Year		2026-2027		Prior Year(s):		-	
Project Duration		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

The Town maintains approximately 6,500 streetlights, not including decorative streetlights in the commercial areas. These streetlights were upgraded to LED fixtures around 2015. These LED fixtures are first generation technology and are reaching the end of their useful life. The LEDs do not fail like a tradition lamp, but rather slowly diminish and fade overtime. A phased replacement is recommended, replacing approximately 20% of the fixtures each year.

Re-lamping the fixtures provided several benefits to the community:

- Better Visibility and Safety: Newer generation fixtures provide better, more uniform illumination compared to older models. This improves visibility for drivers, cyclists, and pedestrians, enhancing road safety and reducing the risk of crashes at night.
- Reduced Glare and Light Pollution: Newer technologies are designed to reduce glare and minimize light pollution, creating a safer and more pleasant environment.
- Improved Durability: New lamps are often more robust and resistant to external factors like weather, temperature extremes, and mechanical damage. This translates to fewer outages and more consistent service.
- Lower Maintenance Costs due to less frequent repairs.
- Enhanced Public Perception: Upgraded street lighting improves the aesthetic appearance of streets and public spaces, creating a safer and more welcoming environment.

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Mountain Road at Albany Avenue Intersection Improvements			
<b>Department</b> Community Development		<b>Expected Life</b> 30 Years	
<b>Category</b> Transportation & Circulation		<b>Funding Schedule</b> Program Year 2: \$1,000,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> \$1,555,000	
<b>Project Duration</b> Non-Recurring		<b>Total Cost:</b> \$2,555,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$1,000,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$

### Description & Justification

This non-recurring Capital Improvement Project provides the funding necessary to widen Mountain Road at the intersection of Albany Avenue (Route 44). This is a very busy intersection, which experiences excessive vehicular delays on every approach. This project will provide additional intersection capacity, which will accommodate the existing and future vehicular demand, and improve intersection safety.

The proposed project includes roadway widening on Mountain Road north and south of Albany Avenue to provide a dedicated left turn lane, a through lane, and a shared through/right turn lane in each direction. This improvement will reduce queues on Mountain Road and discourage motorists from diverting to Flagg Road. The traffic signal at the intersection of Mountain Road at Albany Avenue is a State maintained traffic signal and is proposed to be replaced as part of the intersection improvements. The replacement is due to the proposed Mountain Road lane shifts.

This project incorporates Complete Streets elements with consideration for all users particularly pedestrians and bicyclists. This project includes continuous on-street bicycle lanes along Mountain Road in both directions, new bicycle lane signage, and pavement markings. In order to accommodate on street bicycle lanes, 500 feet of underutilized sidewalk will be removed. Two new mid-block crosswalks are proposed to provide a connection across Mountain Road. Both crossings will be enhanced with push-button actuated rectangular rapid flashing beacons (RRFBs) and pavement markings. All of these measures improve pedestrian and bicyclist accessibility and safety.

In 2017, the Community Development Department applied for and was awarded a Local Transportation Capital Improvement Program (LOTICIP) grant submitted through the Capitol Region Council of Governments for intersection improvements at Mountain Road and Albany Avenue.

The current project cost estimate is \$2,555,000. An additional \$1,000,000 is requested to help offset costs exceeding the original \$1,555,000 allocated grant funding approved by resolution on 12/12/2017.

Town of West Hartford Capital Improvement Program			
Project Title Vision Zero			
Department Community Development		Expected Life 25 Years	
Category Transportation & Circulation		Funding Schedule Program Year 2: \$205,475	
Fiscal Year 2026-2027		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$205,475	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$205,475
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></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>A balance of \$794,525 was transferred to the Safe Streets and Roads for All program to satisfy the 20% match requirement.</p>			



Town of West Hartford Capital Improvement Program			
Project Title Park & Playfield Improvements			
Department Leisure Services & Social Services		Expected Life 25-30 years	
Category Parks & Recreation		Funding Schedule Program Year 2: \$360,000	
Fiscal Year 2026-2027		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$360,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$360,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></p> <p>West Hartford's parks and athletic fields are intensively used by youth leagues, some to a point where facilities have become inadequate or 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>With the acquisition of the Asylum Avenue Baseball Complex, which includes the Miracle League baseball field, the bridge from parking lot requires replacement. Funds would also cover replacement of raised pathways in Wolcott Children's Forest and Eisenhower baseball CMU dugouts.</p> <p>Increase by \$100,000 to help fund a new bridge from parking lot to newly acquired Miracle League Field and Little League fields.</p>			

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Outdoor Pool Improvements			
<b>Department</b> Leisure Services & Social Services		<b>Expected Life</b> 10 Years	
<b>Category</b> Parks & Recreation		<b>Funding Schedule</b> Program Year 2: \$100,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$100,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$100,000
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$

### Description & Justification

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.

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.

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.

<b>Town of West Hartford Capital Improvement Program</b>			
<b>Project Title</b> Park & Playscape Management			
<b>Department</b> Leisure Services & Social Services		<b>Expected Life</b> 10-15 Years	
<b>Category</b> Parks & Recreation		<b>Funding Schedule</b> Program Year 2: \$100,000	
<b>Fiscal Year</b> 2026 -2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$100,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$100,000
Non-personnel Services	\$	Grants	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 Spraypad Replacement			
Department Leisure Services & Social Services		Expected Life 25 years	
Category Parks & Recreation		Funding Schedule Program Year 2: \$200,000	
Fiscal Year 2026-2027		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	\$
<b>Description &amp; Justification</b>  Spraypads are popular – and free of charge – park amenities for the general public. They are typically separated from the main pool area, which allows for a longer open season. This program will replace spraypads, starting with the oldest. This year, the program will focus on Kennedy Park’s spraypad, which was installed in 2003, and will dovetail with other recent and current park improvements.			

Town of West Hartford Capital Improvement Program			
Project Title Pond Dredging			
Department Leisure Services & Social Services		Expected Life 25 years	
Category Parks & Recreation		Funding Schedule Program Year 2      \$150,000	
Fiscal Year 2026-2027		Prior Year(s):      -	
Project Duration Recurring		Total Cost:      \$150,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$150,000
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></p> <p>Ponds play a significant role in managing storm water, controlling erosion and benefitting the ecosystem. Cultural eutrophication from excessive sedimentation is a common problem that degrades habitat quality in many small ponds across the state, including West Hartford. Dredging can provide an effective and immediate means of improving habitat quality and recreational opportunities (primarily fishing) in ponds that have become filled in over time and/or suffer from excessive vegetative growth. Restoration of ponds at three sites in West Hartford would enhance recreational opportunities, and conserve and restore aquatic resources.</p> <p>The restoration of three ponds are planned over a period of three years. In 2026-2027, the Buena Vista Pond would be completed. This pond is fed from a branch of the Trout Brook that flows from Woodridge Lake, located to the south, through the golf course and northward towards Spicebush Swamp Park.</p> <p>Requested funds would cover pond dredging plans and wetlands application preparation, and reflects collaborations with Public Works and Engineering.</p>			

Town of West Hartford Capital Improvement Program			
Project Title		Playscape Replacement	
Department Leisure Services & Social Services		Expected Life 15 years	
Category Parks & Recreation		Funding Schedule Program Year 2: \$325,000	
Fiscal Year 2026-2027		Prior Year(s): -	
Project Duration Recurring		Total Cost: \$325,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$325,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></p> <p>Playground and playscape equipment have a typical lifespan of 20 years. Most West Hartford parks offer playscapes for two age groups (ages 2-5 and 5-12). The heavily used 2-5 playscape at Fernridge Park is slated for replacement in FY27.</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: \$5,166,732	
Fiscal Year 2026-2027		Prior Year(s): \$5,492,953	
Project Duration Year 3 of 11		Total Cost: \$10,659,685	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$5,166,732
Contractual Services	\$	CNRE Fund	\$
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$
<p><b>Description &amp; Justification</b></p> <p>Initial phase of the restoration and replacement project for both garages are scheduled over two years. Below breaks down the components of this project:</p> <ol style="list-style-type: none"> <li>Concrete Repairs</li> <li>Waterproofing</li> <li>Drainage/Mechanical Improvements</li> <li>Electrical Repairs &amp; Improvements</li> <li>Elevator / Escalator Modernization</li> <li>Miscellaneous Repairs &amp; Improvements</li> <li>Miscellaneous Coordination Work</li> <li>Mobilization/Demobilization</li> <li>Construction Contingencies at 10%</li> <li>Engineering/Construction Management</li> </ol>			

## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Veterans Skating Rink Improvements			
<b>Department</b> Leisure Services & Social Services		<b>Expected Life</b> 25 Years	
<b>Category</b> Building Improvements		<b>Funding Schedule</b> Program Year 2: \$4,000,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$4,000,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$4,000,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$

### Description & Justification

The aging refrigeration system, installed in 2001, will need to be replaced. Due to the age and manufacturer's suggested life expectancy of 25 years, the system will be replaced with a more energy efficient glycol system. Its lower ammonia charge will be safer to operate, and be more cost effective than the annual capital outlay to maintain an aging system moving forward. The scope of work would include the following:

- Remove old refrigeration system and replace with a new pre-built system on a skid
- Remove existing rink concrete floor, piping and dasher board system
- Install new warm floor, cold floor headers and piping while connecting to the refrigeration package
- Pour new cement floor
- New Zamboni – electric machine to replace current 2017 model. No back up currently exists.
- Install new dasher board/glass system

It is anticipated that the work could be completed in a 4-month time period, with the ideal timeframe from April 1 to August 1, 2027 to avoid peak operations.



## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Town Building Improvements			
<b>Department</b> Facilities Services		<b>Expected Life</b>	
<b>Category</b> Building Improvements		<b>Funding Schedule</b> Program Year 2: \$2,105,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$2,105,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$1,605,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$500,000
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 hazards 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

<b>Project Title</b> Energy Conservation			
<b>Department</b> Facilities Services		<b>Expected Life</b>	
<b>Category</b> Building Improvements		<b>Funding Schedule</b> Program Year 2: \$100,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$100,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$100,000
Other	\$	Special Revenue Fund	\$

### Description & Justification

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.

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.

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	2026-2027	Prior Year(s):	750,000
Project Duration	Year 4 of 4	Total Cost:	\$1,000,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$250,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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 &amp; 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	7-10 years
Category	Miscellaneous	Funding Schedule	Program Year 2: \$760,000
Fiscal Year	2026-2027	Prior Year(s):	-
Project Duration	Recurring	Total Cost:	\$760,000
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	Bonds	\$350,000
Contractual Services	\$	Grants	\$
Non-personnel Services	\$	CNRE Fund	\$410,000
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></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

<b>Project Title</b> Fire Apparatus			
<b>Department</b> Fire Department		<b>Expected Life</b>	
<b>Category</b> Rolling Stock / Miscellaneous Equipment		<b>Funding Schedule</b> Program Year 2: \$1,200,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$1,200,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	BONDS	\$1,200,000
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$
Other	\$	Special Revenue Fund	\$

### Description & Justification

A major change in the fire apparatus industry has plagued the fire service across the United States. 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. At the same time, build times have extended to 3 to 5 years from the time of order. When factoring out-of-service times and the condition of our current apparatus combined with the national issue, a global re-look at our capital vehicle replacement plan was undertaken. Ultimately, we again had to increase the estimated replacement costs.

This capital funding request is for a new apparatus to replace Engine 2.

## 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: \$800,000	
Fiscal Year			2026-2027			Prior Year(s):		-	
Project Duration			Recurring			Total Cost:		\$800,000	
Ongoing Operational Costs					Funding Source(s)				
Personnel Services		\$		BONDS			\$800,000		
Contractual Services		\$		GRANTS			\$		
Non-personnel Services		\$		CNRE Fund			\$		
Other		\$		Special Revenue Fund			\$		

### Description & Justification

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.

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. An additional \$50,000 is requested due to rising costs.

Public Works will leverage Diesel Emissions Reduction Act (DERA) grants where applicable, supplementing Capital Improvement Program (CIP) funding to reduce costs and accelerate progress.

<b>Town of West Hartford Capital Improvement Program</b>			
<b>Project Title</b> Town Vehicles			
<b>Department</b> Public Works		<b>Expected Life</b>	
<b>Category</b> Miscellaneous Equipment		<b>Funding Schedule</b> Program Year 2: \$200,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$200,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$200,000
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></p> <p>Town Vehicles 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 Town Vehicles contributes to the efficiency and effectiveness of the department.</p> <p>Funding for the replacement of Rolling Stock and Miscellaneous equipment totals \$200,000 from the CNRE Fund, an increase of \$30,000 from FY26 CIP due to rising costs.</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 2026-2027		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><b>Description &amp; Justification</b></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 on the existing inventory condition 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 that there are sufficient spares available. Examples of equipment being replaced annually generally include: Electrocardiogram machines (ECG) for paramedics (~\$46k/each), Lucas chest compression device (~\$22k/ea.), SCBA bottles (~\$1k/ea.), Capital EMS items to include - video laryngoscopes, IV pumps, AEDs, etc. (~\$10k/ea.), and Mobile and Portable Radios (~\$6-8k/ea.).</p> <p>Additionally, this project request includes certain one-time purchases of capital equipment to address evolving hazards, radio equipment, and other equipment to support training opportunities or needs. Of note is that this project request also includes equipment to maintain and improve members' safety and cancer reduction. 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 effectively address issues.</p> <p>The specific requests for FY27 have yet to be determined. However, a known need will be to replace a set of gas-powered hydraulic rescue tools with newer battery-operated tools, the same kind currently on Squad 1.</p>			



## Town of West Hartford Capital Improvement Program

<b>Project Title</b> Fire Support Fleet			
<b>Department</b> Fire		<b>Expected Life</b>	
<b>Category</b> Rolling Stock\Miscellaneous Equipment		<b>Funding Schedule</b> Program Year 2: \$210,000	
<b>Fiscal Year</b> 2026-2027		<b>Prior Year(s):</b> -	
<b>Project Duration</b> Recurring		<b>Total Cost:</b> \$210,000	
<b>Ongoing Operational Costs</b>		<b>Funding Source(s)</b>	
Personnel Services	\$	Bonds	\$
Contractual Services	\$	CNRE Fund	\$210,000
Non-personnel Services	\$	Grants	\$
Other	\$	Other	\$

### Description & Justification

In recent years, the fire department has had an increased need for light vehicles for various reasons, such as the intercept paramedic program, expanding support roles in Emergency Management, IT, Community Support, and the CERT team, and adding a fire inspector. The net effect of the positions and vehicles has been better service, preparedness, outreach, and a much stronger bond with our community. However, it has placed a far greater demand on light vehicle availability.

In the past, we struggled with obtaining a predictable replacement schedule for light vehicles. However, through the active and appreciated support of the Town Manager and Town Council over the last few years, we have “right-sized” the total fleet for the current needs. Most vehicles are in an acceptable condition. To maintain this position of relative stability, we must continue to stay the course of a replacement cycle that considers a vehicle classification system and a “pass-down” principle. This generally means we initially procure vehicles using certain criteria for the assignments, and then 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 essential.

In addition to facilitating ancillary functions, light vehicles reduce wear and tear on heavier, more costly vehicles. We must also keep an appropriate stock of vehicles to support our statutory requirements relative to emergency medical services licensing. We strongly encourage and request continued consideration for defined and predictable annual funding, which can be used to plan for light vehicle replacement year after year.

In most years, we estimate replacing up to four (4) light vehicles, which support a replacement cycle for the Fire Administration, Operations (EMS vehicles), Fire Marshal’s Office, Emergency Management, and the restricted duty program. Specific vehicles will be determined based on FY26 and vehicle stock/deployment and condition. With vehicle, equipment, and upfitting costs increasing, we estimate a fully outfitted vehicle (emergency lighting, cabinetry, etc.) at \$75k/ea. This amount may increase or decrease based on the actual vehicle, but we believe the overall amount is appropriate for the annual costs.

Town of West Hartford Capital Improvement Program			
Project Title Public Work Miscellaneous Equipment			
Department Public Works		Expected Life 10 Years	
Category Rolling Stock / Miscellaneous Equipment		Funding Schedule Program Year 2: \$80,000	
Fiscal Year 2026-2027		Prior Year(s): \$0	
Project Duration Recurring		Total Cost: \$80,000	
Ongoing Operational Costs		Funding Source(s)	
Personnel Services	\$	BONDS	\$
Contractual Services	\$	GRANTS	\$
Non-personnel Services	\$	CNRE Fund	\$80,000
Other	\$	Special Revenue Fund	\$
<p><b>Description &amp; Justification</b></p> <p>The Town is made up numerous roads, paths and walkways winding through tree lined areas, all of which add to the character and charm which draws people to West Hartford. While the trees are cherished, they require constant maintenance and often times require removal or replacement due to age, weather and disease. Specialized equipment is needed to perform their removal.</p> <p>Once a tree has been taken down and disposed of, remnants remain in the form of a stump. A fallen tree is not totally removed until the stump is removed. Their removal eliminates unsightly landscape debris, reduces pedestrian hazards and lessens bug infestation of rotting wood. The use of a specialized high powered stump grinder is critical to removing stumps. The current stump grinder has reached the end of its life cycle amassing long years of use and run time. Continuing to maintain it has become cost prohibitive, and given its age the emission output is far beyond environmental standards. This project provides for the purchase of one (1) high efficiency Carton 7500 Stump Cutter 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 tree management needs.</p>			

## Town of West Hartford Capital Improvement Program

<b>Project Title</b>				Ground Leaf Vac			
<b>Department</b>				<b>Expected Life</b>			
Public Works				10 Years			
<b>Category</b>				<b>Funding Schedule</b>			
Rolling Stock / Miscellaneous Equipment				Program Year 2: \$115,000			
<b>Fiscal Year</b>				<b>Prior Year(s):</b>			
2026-2027				\$0			
<b>Project Duration</b>				<b>Total Cost:</b>			
Recurring				\$115,000			
<b>Ongoing Operational Costs</b>				<b>Funding Source(s)</b>			
Personnel Services	\$			BONDS		\$115,000	
Contractual Services	\$			GRANTS		\$	
Non-personnel Services	\$			CNRE Fund		\$	
Other	\$			Special Revenue Fund		\$	

### Description & Justification

The Town recreational areas, parks, and athletic fields are admired by surrounding communities and prized by its residents. Maintaining these areas however is intensive and time consuming and without proper care would fall into disrepair. During the fall months thousands of cubic yards of leaves descend to the ground creating a colorful landscape, but is a considerable maintenance challenge to Public Works staff. Collecting these leaves requires specialized equipment.

How grounds are maintained depends on the time of year and weather conditions. During the fall months, parks and recreational areas are covered with leaves. If the weather is dry, leaves are easier to collect but generate more volume, yet if they are wet, collecting them can be time consuming and laborious. The use of a Titan Leaf Pro Plus leaf collection vacuum addresses all weather and volume conditions. This procurement will replace the current leaf vacuum which 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 it is far beyond environmental standards. This project provides for the purchase of one (1) high efficiency Titan Leaf Pro Plus with all associated hardware. Replacement of the equipment will assure lower emissions, and reduced maintenance costs while being more efficient and effective to meet the Town's leaf collection needs.

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**ANNUAL BUDGET 2025-2026**

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**ORDINANCE CONCERNING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025****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, 2024 and other miscellaneous revenues estimated to be received in the fiscal year July 1, 2025 to June 30, 2026 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	\$ 306,990	\$ 104,395		\$ 21,197	\$ 432,582
Town Council	171,298	309,505		11,688	492,491
Town Manager	821,776	131,210		58,025	1,011,011
Corporation Counsel	405,349	142,050		29,506	576,905
Registrar of Voters	283,100	83,860		13,121	380,081
Information Technology	622,164	784,500		46,364	1,453,028
Financial Services	2,221,619	647,581		157,119	3,026,319
Assessor	869,479	84,735		64,393	1,018,607
Human Resources	479,051	144,600		33,887	657,538
Fire	13,745,784	1,778,802		223,901	15,748,487
Police	18,139,469	1,360,293		413,667	19,913,429
Community Development	3,221,628	347,150		237,560	3,806,338
Public Works	5,468,824	8,503,894		506,541	14,479,259
Facilities Services	1,506,764	1,312,526		111,632	2,930,922
Leisure Services & Social Services	2,965,558	1,264,568		178,354	4,408,480
Library	3,188,238	663,312		238,725	4,090,275
Education				215,226,800	215,226,800
Debt Service/Capital Financing				17,100,315	17,100,315
Payments to Probate		45,050			45,050
Contingency				1,279,323	1,279,323
Radio Maintenance	130,344	281,228		9,809	421,381
Private School Health Services				1,198,290	1,198,290
Tax Appeals/Legal Services		130,000			130,000
Health District		972,505			972,505
Private School Transportation				1,122,274	1,122,274
Risk Management/Pension Contributions				32,655,790	32,655,790
Pension Obligation Debt Service				13,483,996	13,483,996
Metropolitan District Commission		<u>12,228,863</u>			<u>12,228,863</u>
TOTALS	\$54,547,435	\$31,320,627		\$284,422,277	\$370,290,339

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;

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**ANNUAL BUDGET 2025-2026**

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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	\$	\$	\$	\$3,643,875	\$3,643,875
Community Development Block Grant Fund	225,578	76,456		376,935	678,969
CDBG – Housing Rehabilitation Fund		320,000			320,000
State Housing & Community Development Fund					
Westmoor Park Fund	487,829	135,136		261,192	884,157
Leisure Services Fund	1,698,008	3,266,643		939,282	5,903,933
Private School Services Fund	1,017,143	1,100,348		1,016,779	3,134,270
West Hartford Library Fund					
Parking Lot Fund	917,721	1,327,537		969,735	3,214,993
Technology Investment Fund		10,000			10,000
Capital & Non-Recurring Expenditure Fund			2,034,000		2,034,000
Police Private Duty Fund	1,489,867	25,000		420,587	1,935,454
Cemetery Operating Fund	347,643	130,659		532,175	1,010,477

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, 2024

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST HARTFORD THAT** on the Town Assessment List of October 1, 2024, 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 five and twenty one hundredths (45.21) 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 five (July 1, 2025) and payable on said date in whole or in equal semi-annual installments from that date, namely: July first, two thousand twenty five (July 1, 2025), and January first, two thousand twenty six (January 1, 2026) 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 five (July 1, 2025). 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:

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Leon S. Davidoff, Town Clerk

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Richard C. Ledwith, Town Manager

ORDINANCE DEAUTHORIZING \$1,596,000 FOR PROJECTS AUTHORIZED IN THE CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2025-2026, APPROPRIATING FUNDS FOR PROJECTS IN THE CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2025-2026, APPROPRIATING FUNDS FOR THE PROJECTS IN THE CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2026-2027 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 \$1,596,000 previously appropriated to meet the estimated costs of various town improvement projects contained in the Town's Capital Improvement Program for the fiscal year 2025-2026, is hereby deauthorized as follows:

<u>Town Projects</u>	<u>2025-2026</u>
Street Reconstruction	\$ 1,019,000
Sander/Plow Storage Facility	300,000
Grounds MadVac EV	<u>277,000</u>
Total	<u>\$1,596,000</u>

Section 2. The sum of \$7,297,000 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>
Infrastructure Improvement Project	\$ 350,000
Vision Zero	750,000
Street Reconstruction	500,000
Vulnerable User Safety Program	795,000
New Park Avenue Complete Streets Impr.	2,019,000
Parks & Playfield	425,000
Wolcott Park Eastern Parking Lot	700,000
Eisenhower Pool	250,000
Heavy Equipment/Truck Storage Facility	300,000
Town Building Improvements	125,000
Fire Training Tower	750,000
Materials Solution Center Modernization	500,000
Police Radio Equipment	181,000
Grounds Misc. Equipment – Chipper	100,000
Streets Misc. Equipment – Hydro Seeder	<u>52,000</u>
Total	<u>\$7,797,000</u>

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**ANNUAL BUDGET 2025-2026**

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Section 3. The sum of \$40,100,000 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 2026-2027, 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>2026-2027</u>
Pedestrian & Bicycle Management	\$ 738,000
Storm Water Management	778,000
Street Reconstruction	1,543,000
Street Resurfacing	2,624,000
Traffic System Management	200,000
Flood Mitigation Infrastructure Improvements	5,000,000
Braeburn Culver Rehabilitation	400,000
Infrastructure Improvement Project	1,000,000
Street Light Re-lamping	300,000
Mountain at Albany Intersection Improvement	1,000,000
Vision Zero	205,000
Park & Playfield Improvements	360,000
Spraypad Replacements	200,000
Pond Dredging	150,000
Playscape Replacements	325,000
Isham and Memorial Garage Restoration	5,167,000
Veterans Rink Improvements	4,000,000
Town Building Improvements	1,605,000
Document Digitization Project	250,000
Communications Infrastructure	350,000
Fire Apparatus	1,200,000
Public Works Rolling Stock	800,000
Grounds Leaf Vac	<u>115,000</u>
Town Total	\$28,310,000
<u>School Projects</u>	
Asbestos Removal	\$ 300,000
Exterior School Building Improvements	2,300,000
Heating & Ventilation Systems	1,100,000
Interior School Building Improvements	2,000,000
Site and Athletic Field Improvements	550,000
Elementary School Air Quality	<u>5,540,000</u>
School Total	\$ 11,790,000
Total	<u>\$ 40,100,000</u>
Grand Total\$	<u>\$ 46,301,000</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 \$46,301,000, 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:

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Dallas C. Dodge, Corporation Counsel

ORDINANCE CONCERNING AN APPROPRIATION TO AND IN THE CAPITAL  
IMPROVEMENT FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2025

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	\$ 103,000
<u>Education</u>	
Computer Infrastructure	200,000
Furniture & Equipment Replacement	91,000
<u>Parks &amp; Recreation</u>	
Outdoor Pool Improvements	70,000
Park & Playscape Management	95,000
<u>Town Building</u>	
Town Building Improvements	350,000
<u>Government Operations</u>	
Communications Infrastructure	387,000
<u>Rolling Stock/Misc Equipment</u>	
Town Vehicles	247,000
Fire Miscellaneous Equipment	336,000
Police Training Room Furniture	30,000
Fire Reserve Apparatus Fleet Outfitting	<u>125,000</u>
TOTAL CNRE	<u>\$2,034,000</u>

ATTEST:

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Leon S. Davidoff, Town Clerk

\_\_\_\_\_  
Richard C. Ledwith, Town Manager

Approved as to form and legality:

\_\_\_\_\_  
Dallas C. Dodge, Corporation Counsel

## **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**

<b><u>Office</u></b>	<b><u>Town Council</u></b>	<b><u>Manner of Selection and Length of Service</u></b>
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
	<b><u>Other Elected Officials</u></b>	
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 11/22-01/25
	<b><u>Board of Education</u></b>	
Chairperson	Dr. Lorna Thomas-Farquharson	Elected 11/17-11/25
Vice-Chairperson	Shannon Marimon	Elected 11/23-11/27
	LaToya Yagaloff	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

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**ANNUAL BUDGET 2025-2026**

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<b>Principal Taxpayers</b>				
(Amounts Expressed in Thousands)				
<b>Name of Taxpayer</b>		<b>Nature of Business</b>	<b>Value at October 1, 2022</b>	<b>Percent of Total*</b>
1	Connecticut Light & Power	Utility	\$65,207	0.79%
2	FW CT Corbins Corner Shopping Center	Shopping Center	53,123	0.64%
3	West Farms Mall LLC	Shopping Center	46,119	0.56%
4	Blue Back Capital Partners LLC	Regional Mall	44,311	0.53%
5	Town Center West Associates	Shopping Center	42,892	0.52%
6	SF WH Property Owner LLC	Mixed Use	29,943	0.36%
7	Steele Road LLC	Mixed Use	29,525	0.36%
8	ALNIC LLC	Apartments	28,586	0.34%
9	E&A Northeast Limited Partnership	Supermarket	23,128	0.28%
10	ER West Hartford LLC	Apartments	21,136	0.25%
			<b>\$383,970</b>	<b>4.63%</b>

\*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.

<b>Major Employers</b>		
<b>Employer</b>	<b>Business</b>	<b>Number of Employees</b>
Town of West Hartford	Government	1,100-2,250
University of Hartford	Education	1,100-2,250
Hartford Healthcare At Home	Home Health Service	500-999
Triumph Engine Control Systems	Aircraft Components-Manufacturers	250-499
Connecticut Veterinary Center	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	<u>100-249</u>
Total		4,000-8,242

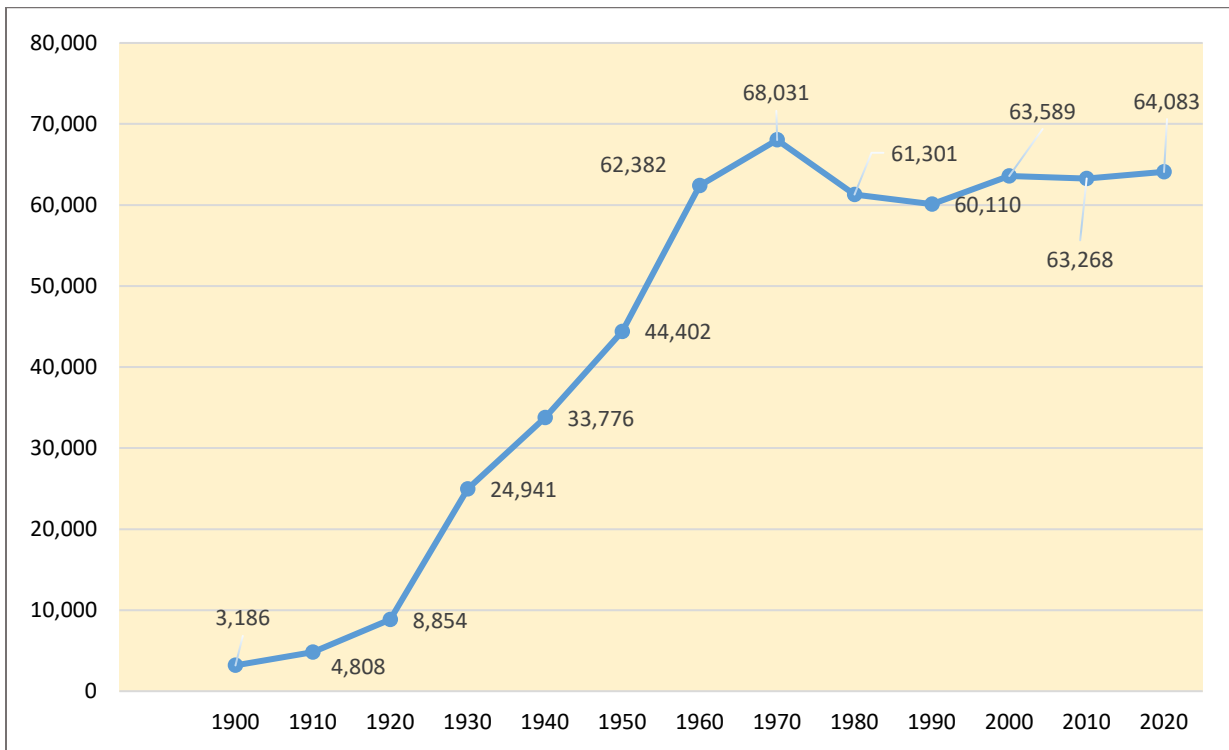
Source: Connecticut Department of Labor, 2024.

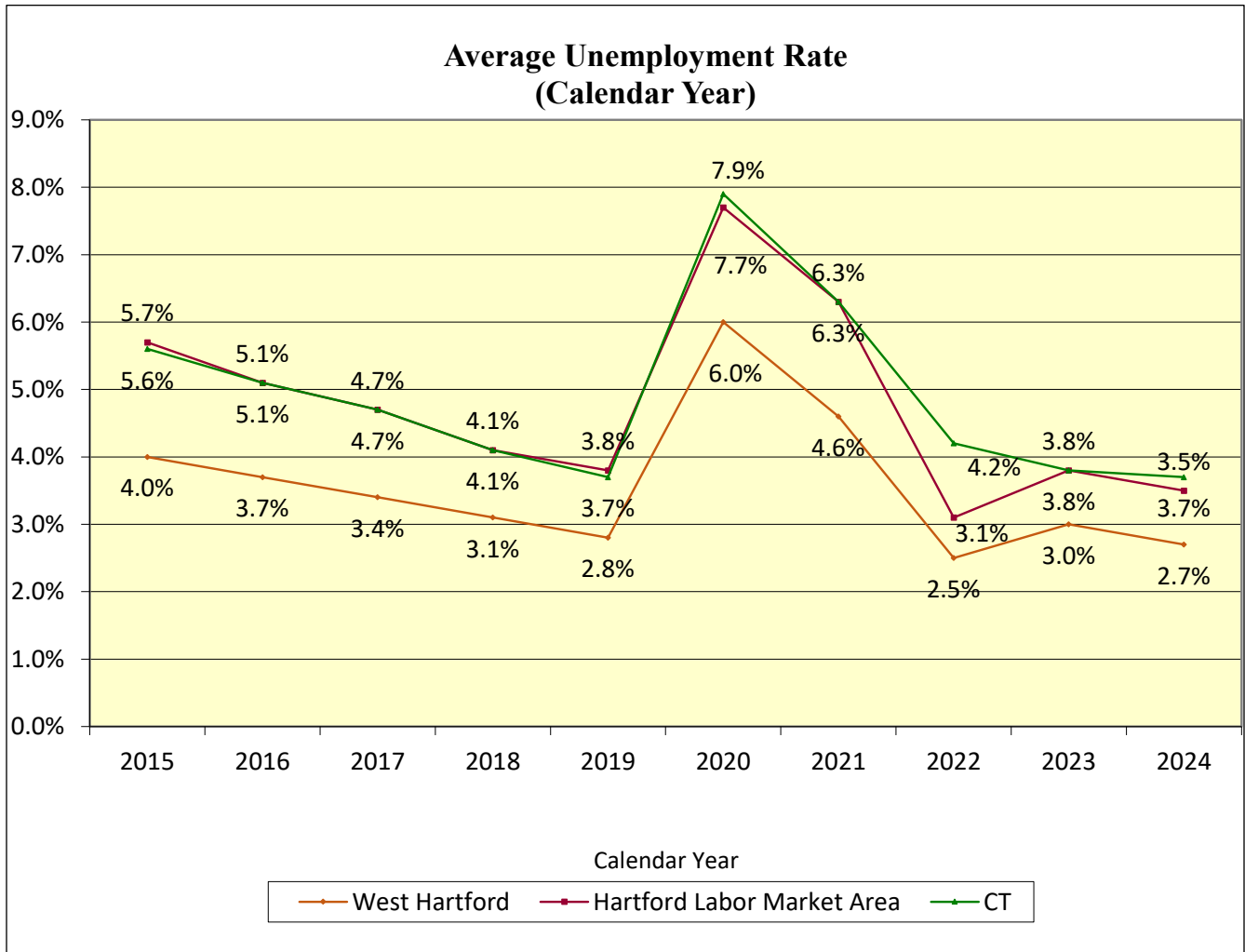
### West Hartford: Census Data

<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, 2024

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
<b>Public Works Information</b>	
<b>Miles of Street</b>	<b>Municipal Parking</b>
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 232	
Miles of Storm Sewers 170	
<b>Parks and Recreation Information</b>	<b>Elections Information</b>
Senior Centers 2	Registered Voters (as of 2023) 43,345
Community Centers 1	
Neighborhood Parks 7	<b>Percent of voters voting in</b>
Acres of Park Land 1,182	Last national election (2024) 83%
Neighborhood Playgrounds 29	Last state election (2022) 35%
Golf Courses 2	Last municipal election (2023) 31%
Aquatic Facilities 5	
Indoor Skating Rink 1	<b>Police Protection</b>
Tennis Courts/Pickleball Courts 38/12	Police Cars 83
Athletic Fields 92	Employees 157
Basketball Courts (2 lighted) 9	
Municipal Cemeteries 3	<b>Fire Protection</b>
	Stations 5
	Pieces of Equipment 14
	Employees 94
<b>Education System Information</b>	<b>Library</b>
Students:	Branches 3
Senior High Schools (2) 2,864	Employees (full-time) 24
Middle Schools (3) 1,989	
Elementary Schools (11) 3,979	<b>Town Employees</b>
	Town Funded 470
	Federally Funded 2
	Board of Education 1,626



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## 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.

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