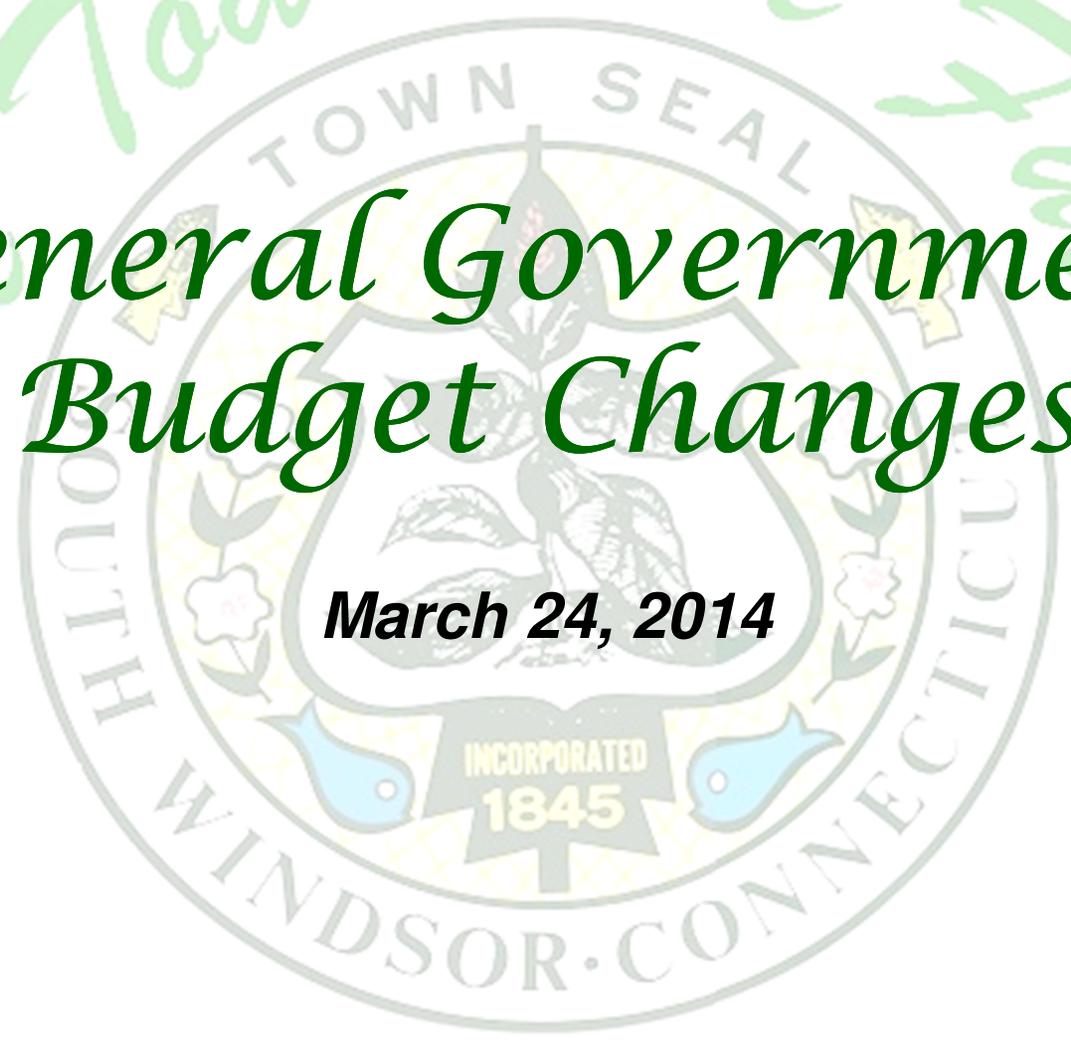


# *General Government Budget Changes*

**March 24, 2014**





# Town Manager's Office

- **Full Time Salaries**

- Increase of **\$89,614** for 2% salary increases for staff, a new FT Economic Development Coordinator position, and for a promotion for the Assistant to the Town Manager to Assistant Town Manager

- **Professional**

- Decrease of **\$24,150** because of the removal of Economic Development Consultation fees, the addition of attendance at the ICSC Conference, and an increase in postmaster fees

- **Fees & Membership**

- Increase of **\$808** for the increase in various membership fees



# Human Resources

- **Operating**
  - Increase of **\$330** for Town Hall AED Maintenance
- **Advertising**
  - Increase of **\$2,000** for job postings. The total line item will cover about 8 postings. Each posting is about \$750.
- **Professional**
  - Increase of **\$2,262** for anticipated HRB increases
- **Recruitment and Training**
  - Increase of **\$900** for Employee AED/CPR Training



# Finance Department

## Major Budget Drivers

- Upgrade Part Time Clerical Assistant to Full Time Tax Assistant (\$11,076)

## Major Challenges

- **Staffing in Collector of Revenue's Office**
  - to maintain customer service levels, as the number of commercial and residential bills generated each year continually grows
  - to meet collection rate (currently 98.75%) set with approved budget – Budgeted Tax Revenue collectable in Fiscal Year 2005-2006 was \$63,386,508 compared to the Proposed Tax Revenue of \$89,597,009 in 2014-2015



# Finance Department

## Major Challenges

- **Tax & Assessment Program**
  - to obtain grand lists, State of CT reports, tax bills, delinquent tax bills, etc. more efficiently and without the necessary assistance from the IT Department (Team in early stages of evaluating software options)
- **Capital Project Funding**
  - to meet the State Statute's requirement of performing revaluation every five years



# Information Technology

- The Information Technology budget has increased by **\$52,692.67**; increases are detailed as follows:
  - **Full-time Salaries** - \$24,076.67 salary increase of 2% for staff and Adjustment for replacement of Josh Boudreault position.
  - **Operating Materials** - \$0 increase
  - **Rental & Leases** - \$50 increase for Environmental Controlled Storage
  - **Printing** - \$1,100 increase for color copies (Toshiba) in Public Works
  - **Professional** - \$1,000 increase for Professional Services
  - **Maintenance Contracts** – \$21,099 increase on software/hardware maintenance contracts
  - **Fees and Memberships** - \$250 increase for licensure/membership fees for staff
  - **Recruitment and Training** - \$700 increase for staff training and certification
  - **Office Equipment: Capital Leases** - \$4,417 increase for computer replacement
- The media budget has increased by **\$1,600**; increases are detailed as follows:
  - **Professional** - \$1,600 increase for Contractual Services Maintenance Fees



# Police Department

**The program budget has increased by 5.7% or \$324,797.**

- **Admin Part-Time Wages - \$31,200:** This is the first full year of funding for the part-time position of Deputy Director, Emergency Management. Additionally, a new part-time administrative position of Accreditation Manager is being proposed.
- **Operations – Full-Time Salaries - \$184,737:** This amount reflects a 6.3% increase and includes the addition of funding for one new police officer. This will return our funded strength to 43 sworn officers. It should be noted that the number of lieutenants was reduced from 3 to 2. This reduction nets a savings of approximately \$10,000. Also, one sergeant position was transferred from the Support Services division to the Operations Division.
- **Operations – Longevity - \$45,225:** This amount reflects an increase of 75%. This account has been grossly underfunded in recent years. This amount reflects a 4-year average of the costs actually paid out from this account.



# Police Department

- **Support Services – Operating Material - \$17,800:** This amount reflects an increase of 37%. The increase is the result of the need to purchase additional safety and medical equipment in order to comply with State mandates for first responder equipment. Additionally, funds are needed to support the proper destruction of certain electronic equipment and evidence seized.
- **Support Services – Repair and Maint - \$8,640:** This amount reflects an increase of 15%. The increase is the result of the continued integration of the new patrol vehicle platform into the police fleet. With the discontinuance of the Ford Crown Victoria and the transition to the new Ford SUV platform, all new equipment for inside the vehicle has to be purchased. This is year 2 of this transition.



# Police Department

- **Support Services – Department Equipment - \$22,900:** This amount reflects a 15% increase. This increase is also associated with the transition to the new patrol platform and the purchase of the proper equipment for these new vehicles. Additionally, 3 e-ticket printers are being purchased for installation in to certain patrol vehicles. This is a continuation of a previously state grant-funded project.
- **Community Services – Part-Time Wages - \$20,000:** This amount reflects the proposal of a new part-time position to assist at the new regional animal shelter. A significant portion of this cost will be reimbursed by the towns of East Hartford and Manchester.



# Fire Marshal's Office

**The program budget has increased by \$37,600.**

- **PT Salary Account – Increase \$10,200**
  - Promote one Fire Inspector to Deputy Fire Marshal to provide another trained fire investigator
  - Full year funding of 16 hour a week Fire Inspector position
  - Annual increases
- **Office Supplies – Increase \$400**
  - Purchase Scott Air Respirators for fire scene investigations
- **Operating Material – Increase \$2,750**
  - Increase of \$1,000 in anticipation of new Connecticut Fire Prevention Code adoption which will require new code reference books to be purchased from NFPA and ICC.
  - Increase of \$1,000 to reimburse Fire Department for cell phone usage
  - Increase of \$379 in NFPA membership and subscription costs



# Fire Marshal's Office

- **Vehicle & Equipment Supplies – Increase \$2,800**
  - Purchase mobile radio for \$2,500 to communication on new PD system. Year 1 of 3 project
  - Replace vehicle flashlight
- **Uniforms & Clothing Account – Increase \$400**
  - Replace 4 winter coats
- **Rental & Leases Account – Increase \$15,000**
  - Year 1 of 3 vehicle replacement program by purchasing off lease vehicles from PD
  - Improve fuel efficiency
  - Reduce repair costs
- **Fees and Memberships Account – Increase \$140**
  - Anticipated increase in professional membership fees



# Fire Marshal's Office

- **Recruitment and Training – Increase \$2,180**
  - Additional required 30 hour CEU training of additional Fire Inspector
  - Increase of \$980 to attend one national training conference
  - Increase of \$1,100 in anticipating 3 employees attending different National Fire Academy classes
  - Increase of \$100 for training at South Windsor Fire Headquarters
- **Utilities – Increase \$37,600**
  - Increase of \$1,200 to reinstate hydrant flag program
  - Increase of \$18,300 to fully fund 2 snow storms for hydrant clearing
  - Increase of \$5,800 in MDC hydrant fees
  - Increase of \$12,000 in CWC fire protection fees
  - Increase of \$100 in Town of Manchester hydrant fee
  - Increase of \$200 in maintenance of Town-owned hydrants



# Public Works

- **Reinstatement of Staffing** (\$164,000)
- **Reinstatement of Salt Funding** ( \$200,000)
- **Reinstatement of Equipment Funding** (\$346,400)
- **Reinstatement of Tree Maintenance Services Funding** (\$30,000)
- **Reinstatement of 5 Year Average Overtime Funding** (\$38,000)
- **FTE Realignment from WPC Budget to Refuse/Recycling /Town Budget** (\$81,023)
- **Reinstatement of Previous Positions**
  - Executive Secretary/Program Manager (FT)
  - Assistant to DPW (added Duties to Current Division Head)
  - Fleet Manager (FT)
  - Superintendent of Operations (Change Duties of existing position)
- **New Position- Proposed Shared Services with the Fire Department**
  - Building Maintenance - Partially Funded by Fire Department



# Health Department

**The program budget has increased by \$31,894.**

- **Full-time Salaries - \$1,412:** salary increase of 2% for Environmental Health Officer
- **Part-time Salaries - \$20,020:** increase in Environmental Health Specialist hours from 14 to 24.5 hours/week to fully fund a part-time position
- **Office Supplies - \$550:** increase for general supplies and desk/chair for part-time staff
- **Operating Materials - \$3,954:** increase for purchase of electronic field equipment for inspections, field printers and cell phone hot spot fees
- **Uniforms and Clothing - \$100:** increase for uniforms for part-time staff



# Health Department

- **Small Tools - \$100:** increase for field equipment needed for inspections
- **Professional**
  - **\$1,000:** increase for Director of Health Salary (offset by grant funds)
  - **\$2,500:** increase for mosquito control program based upon increased complaints,
  - **\$500:** increase for consultant fees
- **Printing - \$150:** increase for printing outreach materials
- **Fees and Memberships - \$608:** increase for licensure/membership fees for part-time staff
- **Recruitment and Training - \$1,000:** increase for part-time staff training and certification



# Health Department

**\*\*\*This proposed program budget increase can be offset by the collection of revenue. The revenue structure of the Health Department is in need of updating; fee structures are antiquated, and the adoption of ordinances and permitting needs to be revisited.**



# Human Services

**The program budget has increased by 7%.**

- **Human Services Administration**
  - **Full Time** - Promotion of Administrative Secretary to Executive Secretary (\$1,404)
  - **Op Materials** - To cover additional supplies and materials for overall department programs and events (\$750)
- **Youth and Family Services-**
  - **Professional** - Additional contractual funds to cover salary of Positive Youth Development Specialist and increase to hourly rate for contracted MFT (\$12,220)
  - **Repair and Maintenance** - Maintenance and repair of teen center equipment (\$100)



# Human Services

- **Adult and Senior Services**
  - **Transportation** - Additional bus driver time to meet increased transportation needs (\$25,480)
  - **Full Time** - Promotion of one HS I Program Specialist to HS II (\$1665)
  - **Part-Time** - Additional hours for our CARES Program Instructor (\$3,969)
  - **Professional** - Senior program instructors and professional speakers (\$500)
  - **Repair and Maintenance** - Costs to maintain kitchen fridge, freezers and kiln (\$500)
  - **Fees and Membership** - Trainings and conferences for our caseworkers (\$200)
  - **Other Purchased Services** - Costs for entertainment for senior functions (\$350)



# Parks & Recreation

## Administration

- Replace vacant Admin. Sec. position with a Rec. Supervisor for Special Needs/Special Events = **+\$1,833**
- Equalize Parks Superintendent and Asst. Director positions with that of similar management positions with parallel levels of responsibility in Public Works = **+\$14,744**
- 2% salary increases for the remainder of the full time staff = **+\$11,596**
- Addition of storage rental in preparation for probable loss of the old post office = **+\$6,000**



# Parks & Recreation

## Parks Division

- Addition of a “Turf Specialist” position to the unionized crew to address the major concerns created by the anticipated expanded unfunded state mandate banning the use of pesticides on all public grounds = **+\$61,818.**
- 2% raise for the parks crew = **+\$11,149**
- Over time budget for emergencies based on a five year average of 41% (also used by DPW)= **+\$77,022** and for pool maintenance services at VMP = **+\$14,040.**
- Materials and supplies primarily for water chemistry products at VMP = **+\$31,705**
- Rentals and leases to meet growing demand for portable toilets in the parks = **+\$8,000**



# Parks & Recreation

## Parks Division

- Pool filter gutters and plaster crack repairs at VMP if not funded properly through the C.I.P. budget = **+\$22,000**
- A reduction in our maintenance contracts line item for parking lot snow removal and trim mowing services that we will handle in-house = **(\$23,764)**
- Added a line item for Engineering Services for project work = **+\$2,000**
- Department equipment to support our “Employee + Equipment = Efficiency” initiative = **+\$25,000**



# Parks & Recreation

## Special Revenue Recreation Fund

- **Generally** increases were driven by direct cost associated with program expansion, the growing need for new additional programs, and in many cases to accommodate the upgraded state minimum wage rate in line items for staff wages and the associated FICA/Social Security taxes.
- **Day Camp = +\$40,549**
  - Wages = **+\$18,277**, FICA/SS = **+\$1,363**, software processing = **+\$6,028**, advertising = **+\$1,706**, new specialty camps = **+\$17,000**, transportation costs for trips = **+\$5,000**
  - To meet the growth in expenses minimal user fee increases were necessary ranging from as little as \$1 to \$25 depending on the size and depth of the camp = **+\$34,121**



# Parks & Recreation

## Special Revenue Recreation Fund

- **4th R Before & After School = (\$19,596)**
  - The proposed budget is actually less than that requested last year due to the removal of the “Wednesday Only” program that was attempted last year.
  - User fees will remain unchanged at the 2013-2014 levels, projected revenues will cover the large cost to deliver this much needed service for our residents.
- **Veterans Memorial Park = +\$30,229**
  - Wages = **+\$19,847**, FICA/SS = **+\$1,652**; software processing = **+\$3,64**; replacement of obsolete equipment & to support new pass card format = **+\$4,300**
  - Reduction in utilities = **(\$4,680)**
  - Revenues calculated conservatively as we transition from household to individual pass system. Change instituted to tighten gate control and reduce abuse = **+\$12,480**



# Parks & Recreation

## Special Revenue Recreation Fund

- **Outdoor, Indoor & Facilities accounts** – Relatively unchanged other than an increase in professional for pilot programs = **\$18,100** Indoor & **\$18,400** Outdoor, off-set by revenue generated from corresponding program user fees. Facilities account is flat.
- **Social Cultural = +\$35,821**
  - Wages for a veteran preschool teaching staff = **+\$5,550**, materials for new special events = **+\$4,260**, software processing = **+\$3,207**, advertising = **+\$1,939**, and new pilot programs to expand and diversify our offerings to the community = **+\$18,200**.
  - Program fee adjustments to match these increases, range from \$3-\$5 based on the size and depth of the activity. New revenue = **+\$38,778**



# Parks & Recreation

## Other Significant Changes/Initiatives

- New Community Garden User fee of \$20/plot to help defray the cost of providing water and maintenance. Anticipated new revenue = \$1,200.
- Request to establish a revolving type account for collecting new \$5/player fee charged every local sports group for each youth athlete each season to go towards major athletic facility maintenance, improvements, or amenities. Anticipated new revenue: \$5 x 4,000 youth athletes = \$20,000.



# Unclassified

## Major Budget Drivers

- Health & Life Insurance increase of \$180,550
- Social Security Taxes increase of \$131,416

## Budget Changes

- Casualty & Liability Insurance (\$23,421) – 7% increase in premiums for liability & automobile coverage and 3% increase in flood insurance premiums
- Pension (-\$83,356) – net decrease results from
  - An increase in the ARC of \$132,168 due to adjusting the discount rate from 8% to 7.5%, to be in line with assumptions used by other CT municipalities
  - Better than anticipated investment earnings on plan's assets
  - 2013/2014 budgeted contribution to the defined benefit plan is higher than necessary – entire budgeted contribution deposited in pension plan in July 2013



# Unclassified

## **Budget Changes**

- Social Security Taxes (\$131,416) – increase related to additional positions and salary increases
- Health & Life Insurance (\$180,550) – expected increase in claims
- Other Post Employment Benefits (\$47,716) – increase due to lowering the discount rate assumption from 8% to 7.5%
- Workers' Compensation Insurance (-\$90,317) – increase in premiums offset by end of Heart & Hypertension settlement payments and recalculation of premium reimbursement due from the Sewer Special Revenue Fund
- Unemployment Payments (-\$15,000) – projected reduction in unemployment benefits