



# **TOWN OF WESTPORT**

## **SELECTMAN'S PRELIMINARY BUDGET**

**FOR THE FISCAL YEAR JULY 1, 2015 – JUNE 30, 2016**

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TOWN OF WESTPORT 2015/2016 SELECTMAN'S BUDGET REVENUES AND TRANSFERS

<b>GENERAL FUND REVENUES AND TRANSFERS:</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ESTIMATE</b>	<b>2015-16 ESTIMATE</b>
<b>GENERAL PROPERTY TAXES</b>			
Current List	174,363,978	174,935,479	TBD
Prior Levies	2,460,832	2,000,000	2,000,000
<b>TOTAL PROPERTY TAXES:</b>	<b>176,824,810</b>	<b>176,935,479</b>	<b>2,000,000</b>
<b>EDUCATION REVENUES</b>			
Staples Trust Fund	0	20,000	17,000
State Education Grants	1,993,183	1,988,255	1,988,255
Sundries	125,257	50,000	50,000
Tuition	241,211	175,000	271,842
<b>TOTAL EDUCATION REVENUES:</b>	<b>2,359,651</b>	<b>2,233,255</b>	<b>2,327,097</b>
<b>PARKS AND RECREATION</b>			
Debt Recovery	691,114	691,114	649,716
Operations	3,673,445	4,081,389	4,194,616
<b>TOTAL PARKS &amp; RECREATION REVENUES:</b>	<b>4,364,559</b>	<b>4,772,503</b>	<b>4,844,332</b>
<b><u>OTHER REVENUES</u></b>			
<b>LICENSES AND PERMITS</b>			
Building Inspection	1,577,701	1,300,000	1,450,000
Burglar Alarms	55,217	60,000	55,000
Conservation Commission	120,169	120,000	120,000
Fire Department Permits, etc.	878	1,000	1,000
Planning and Zoning	388,193	350,000	375,000
Town Clerk Conveyance Tax	2,654,128	1,800,000	1,800,000
Town Clerk Licenses	26,770	14,000	14,000
Zoning Board of Appeals	22,858	15,000	15,000
<b>TOTAL LICENSES AND PERMITS:</b>	<b>4,845,913</b>	<b>3,660,000</b>	<b>3,830,000</b>
<b>FINES AND PENALTIES</b>			
Police Fines	231,615	220,000	220,000
Tax Collector - Interest Lien	1,273,168	975,000	1,000,000
<b>TOTAL FINES AND PENALTIES:</b>	<b>1,504,783</b>	<b>1,195,000</b>	<b>1,220,000</b>

TOWN OF WESTPORT 2015/2016 SELECTMAN'S BUDGET REVENUES AND TRANSFERS

<b>GENERAL FUND REVENUES AND TRANSFERS:</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ESTIMATE</b>	<b>2015-16 ESTIMATE</b>
<b>FROM USE OF MONEY</b>			
Interest - General Fund	74,847	75,000	75,000
<b>FROM STATE OF CONNECTICUT</b>			
Additional Veterans' Exemption	12,771	10,000	10,000
Elderly Tax Grant	94,410	100,000	100,000
Historical Preservation Grant	5,443	0	0
Housing Authority PILOT Grant	0	184,153	50,000
In-Lieu-of-Taxes	763,032	828,016	828,016
In-Lieu-of-Taxes Hospitals	176,738	184,153	184,153
Miscellaneous State Grants	137,976	0	0
Municipal Video Trust Grant	36,808	120,000	75,000
Pequot Indian Grant	26,668	25,000	25,000
Shellfish Commission	8,279	3,000	5,000
State Aid on School Construction	290,111	279,412	268,753
State Reimbursements	5,969	5,000	5,000
<b>TOTAL FROM STATE OF CONNECTICUT:</b>	<b>1,558,204</b>	<b>1,738,734</b>	<b>1,550,922</b>
<b>CURRENT SERVICES CHARGES</b>			
Bulky Waste Charges	20,570	20,000	20,000
DPW Refuse Collection Permits	19,590	20,000	20,000
Recycling Rebate	3,338	100,000	5,000
EMS Reimbursements	904,830	875,000	875,000
Fire Dept Commercial Plan Review	168,814	200,000	200,000
Housing Authority Canal St. PILOT	0	35,000	0
Housing Authority Loan Repayment	115,821	115,000	115,000
Police Vehicle Reimb. (Outside Contractors)	14,432	20,000	15,000
Public Works Permits, etc.	53,630	45,000	50,000
Rental of Facilities	1,044,253	981,000	1,056,000
Solid Waste Tipping Fees	285,002	275,000	275,000
Town Attorney Reimbursement	74	5,000	5,000
Town Clerk Recording Fees	304,031	370,570	332,000
Youth Services	0	0	0
<b>TOTAL CURRENT SERVICES CHARGES:</b>	<b>2,934,385</b>	<b>3,061,570</b>	<b>2,968,000</b>

TOWN OF WESTPORT 2015/2016 SELECTMAN'S BUDGET REVENUES AND TRANSFERS

<b>GENERAL FUND REVENUES AND TRANSFERS:</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ESTIMATE</b>	<b>2015-16 ESTIMATE</b>
MISCELLANEOUS REVENUES			
Insurance Reimbursements	12,956	15,000	15,000
Others	19,844	25,000	20,000
Premium on Sale of Bonds	0	0	0
Sale of Surplus Property	38,211	5,000	10,000
Telephone Access Lines Grant	97,131	0	
TOTAL MISCELLANEOUS REVENUES:	168,142	45,000	45,000
TOTAL OTHER REVENUES:	11,086,274	9,775,304	9,688,922
TRANSFERS FROM OTHER FUNDS			
Dog Fund Reimbursement	0	0	0
From Debt Service Fund	308,000	188,000	187,000
Public Protection Outside Duty Reimb.	175,000	175,000	250,000
RRPkg. Administr. Reimbursement	(4,000)	140,000	140,000
Transfer From Other Funds		0	0
TOTAL TRANS. FROM OTHER FUNDS:	479,000	503,000	577,000
<b>GEN. FUND REVENUES &amp; TRANSFERS</b>	<b>195,114,294</b>	<b>194,219,541</b>	<b>19,437,351</b>
General Fund Balance Applied		4,437,186	
Capital and Operation Savings		(234,223)	
Union Negotiation Settlements & Contingencies			
Turnbacks			
	195,114,294	198,422,504	19,437,351

**BUDGET SUMMARY**

	<b>2014 ACTUAL</b>	<b>2015 ORIG BUD</b>	<b>2015 REVISED BUD</b>	<b>2016 SEL PREL</b>	<b>PCT CHANGE</b>	<b>\$ Change</b>
<b>General Fund</b>						
(110) R T M	43,262.93	44,331.00	44,331.00	48,441.00	9.3%	4,110.00
(120) Selectmen	262,465.55	362,175.00	440,350.00	360,000.00	-18.2%	(80,350.00)
(132) Probate Court	11,105.88	14,000.00	14,000.00	14,000.00	0.0%	0.00
(140) Registrars	102,323.23	113,216.00	113,216.00	112,508.00	-0.6%	(708.00)
(142) Elections	60,916.38	127,499.00	127,499.00	141,674.00	11.1%	14,175.00
(150) Board of Finance	2,200.49	2,500.00	2,500.00	2,500.00	0.0%	0.00
(151) Finance Department	807,001.91	802,925.00	790,842.00	751,286.00	-5.0%	(39,556.00)
(152) Audit	189,731.00	195,552.00	197,904.00	197,903.00	0.0%	(1.00)
(153) Personnel	239,053.32	266,544.00	310,708.00	352,538.00	13.5%	41,830.00
(154) Assessor	470,644.30	474,826.00	510,817.00	506,648.00	-0.8%	(4,169.00)
(156) Tax Collector	308,188.52	319,489.00	330,978.00	349,908.00	5.7%	18,930.00
(157) Information Technology	774,908.44	841,735.00	847,427.00	872,957.00	3.0%	25,530.00
(158) Board of Assessment Appeals	695.83	1,825.00	1,825.00	4,300.00	135.6%	2,475.00
(170) Town Attorney	666,081.65	728,761.00	729,283.00	728,761.00	-0.1%	(522.00)
(180) Town Clerk	375,690.28	390,627.00	401,977.00	402,277.00	0.1%	300.00

**BUDGET SUMMARY**

	<b>2014 ACTUAL</b>	<b>2015 ORIG BUD</b>	<b>2015 REVISED BUD</b>	<b>2016 SEL PREL</b>	<b>PCT CHANGE</b>	<b>\$ Change</b>
(181) Historic District	84,537.82	67,667.00	69,181.00	69,837.00	0.9%	656.00
(182) Conservation	342,202.01	352,385.00	365,231.00	379,016.00	3.8%	13,785.00
(185) Planning & Zoning	534,689.93	552,781.00	571,555.00	664,571.00	16.3%	93,016.00
(187) Zoning Board of Appeals	25,509.62	25,510.00	25,510.00	27,137.00	6.4%	1,627.00
(210) Police	7,553,861.78	8,021,993.00	8,056,703.00	8,261,881.00	2.5%	205,178.00
(214) Police Vehicle Maintenance	346,326.05	355,706.00	355,906.00	371,206.00	4.3%	15,300.00
(216) Dog Warden	158,785.26	134,118.00	139,918.00	146,497.00	4.7%	6,579.00
(218) Emergency Medical Services	1,156,353.89	1,186,651.00	1,187,251.00	1,215,547.00	2.4%	28,296.00
(220) Fire Department	8,399,712.16	8,766,941.00	8,810,412.00	8,935,573.00	1.4%	125,161.00
(221) Water Service-Fire	1,108,020.44	1,135,448.00	1,135,448.00	1,101,612.00	-3.0%	(33,836.00)
(225) Building Inspection	346,641.64	351,416.00	364,186.00	383,247.00	5.2%	19,061.00
(235) Public Site & Building	76,125.24	70,121.00	71,605.00	74,547.00	4.1%	2,942.00
(250) Emergency Management	51,422.46	66,710.00	66,710.00	75,200.00	12.7%	8,490.00
(310) Engineering	807,230.99	816,040.00	840,537.00	864,552.00	2.9%	24,015.00
(320) Highway	1,886,118.58	1,775,427.00	1,778,103.00	1,816,232.00	2.1%	38,129.00
(321) Equipment Maintenance	390,341.01	406,135.00	406,135.00	394,292.00	-2.9%	(11,843.00)

**BUDGET SUMMARY**

	<b>2014 ACTUAL</b>	<b>2015 ORIG BUD</b>	<b>2015 REVISED BUD</b>	<b>2016 SEL PREL</b>	<b>PCT CHANGE</b>	<b>\$ Change</b>
(322) Road Maintenance	441,005.01	1,919,850.00	1,919,850.00	2,066,365.00	7.6%	146,515.00
(324) Street Lighting	238,252.03	240,000.00	240,000.00	240,000.00	0.0%	0.00
(332) Solid Waste Disposal	1,837,697.11	1,828,015.00	1,828,015.00	1,878,015.00	2.7%	50,000.00
(350) Building Maintenance	1,266,366.40	1,294,110.00	1,296,126.00	1,262,839.00	-2.6%	(33,287.00)
(352) Building Custodians	294,788.46	325,269.00	325,269.00	329,275.00	1.2%	4,006.00
(360) Property Maintenance	14,312.47	21,000.00	21,000.00	25,000.00	19.0%	4,000.00
(361) P&R Property Maintenance	316,467.52	353,500.00	353,500.00	378,500.00	7.1%	25,000.00
(370) Tree Maintenance	179,954.96	283,400.00	283,400.00	298,400.00	5.3%	15,000.00
(410) Health District	486,698.00	525,563.00	525,563.00	536,074.00	2.0%	10,511.00
(412) Health Services	3,700.00	3,700.00	3,700.00	3,700.00	0.0%	0.00
(510) Youth Services	232,648.01	263,711.00	268,465.00	265,174.00	-1.2%	(3,291.00)
(520) Social Services	339,890.56	335,491.00	366,861.00	359,688.00	-2.0%	(7,173.00)
(530) Senior Services	441,453.29	455,981.00	463,876.00	488,994.00	5.4%	25,118.00
(650) Board of Education	104,446,777.26	109,333,352.00	109,333,352.00	111,597,012.00	2.1%	2,263,660.00
(651) BOE Rentals/Reim	125,256.53	0.00	0.00	0.00	0.0%	0.00
(652) Aid to Pvt & Parochial Schools	316,794.00	321,747.00	321,747.00	342,415.00	6.4%	20,668.00



**BUDGET SUMMARY**

	<b>2014 ACTUAL</b>	<b>2015 ORIG BUD</b>	<b>2015 REVISED BUD</b>	<b>2016 SEL PREL</b>	<b>PCT CHANGE</b>	<b>\$ Change</b>
(654) Debt Service-Long Term	12,175,380.38	11,998,403.00	11,998,403.00	11,914,605.00	-0.7%	(83,798.00)
(750) Library Board	4,323,703.96	4,448,497.00	4,448,497.00	4,556,340.00	2.4%	107,843.00
(751) Library Pension	139,673.00	139,673.00	139,673.00	146,658.00	5.0%	6,985.00
(810) P&R Administration	519,316.59	510,145.00	524,032.00	536,740.00	2.4%	12,708.00
(812) Guest Services	239,359.40	223,681.00	223,681.00	223,751.00	0.0%	70.00
(820) Maintenance & Development	562,747.29	544,767.00	547,007.00	589,489.00	7.8%	42,482.00
(830) Boating	372,575.87	360,527.00	360,827.00	442,527.00	22.6%	81,700.00
(831) Parks Maintenance	382,473.73	447,541.00	448,241.00	466,741.00	4.1%	18,500.00
(832) Golf	910,860.42	882,495.00	882,618.00	885,861.00	0.4%	3,243.00
(833) Athletic Fields	290,234.00	333,979.00	333,979.00	333,779.00	-0.1%	(200.00)
(834) Tennis	80,816.28	79,996.00	79,996.00	92,979.00	16.2%	12,983.00
(835) Skating	26,563.48	32,482.00	32,482.00	25,300.00	-22.1%	(7,182.00)
(836) Beach & Pool	250,590.34	260,674.00	260,674.00	268,814.00	3.1%	8,140.00
(838) Miscellaneous Programs	984,681.04	1,043,509.00	1,046,638.00	1,092,484.00	4.4%	45,846.00
(840) Memorial & Veteran Day	8,805.00	9,000.00	9,000.00	9,000.00	0.0%	0.00
(901) Pensions	16,321,206.89	15,674,894.00	15,674,894.00	16,011,540.00	2.1%	336,646.00

**BUDGET SUMMARY**

	<b>2014 ACTUAL</b>	<b>2015 ORIG BUD</b>	<b>2015 REVISED BUD</b>	<b>2016 SEL PREL</b>	<b>PCT CHANGE</b>	<b>\$ Change</b>
(902) Insurance	9,830,068.93	9,171,420.00	9,172,415.00	9,285,920.00	1.2%	113,505.00
(903) Social Security	1,071,560.94	1,078,100.00	1,100,878.00	1,120,000.00	1.7%	19,122.00
(905) Unemployment Com	117,872.27	90,000.00	90,000.00	110,000.00	22.2%	20,000.00
(907) Earthplace	95,000.00	95,000.00	185,000.00	95,000.00	-48.6%	(90,000.00)
(911) Miscellaneous	202,094.15	105,030.00	105,030.00	106,131.00	1.0%	1,101.00
(915) Transportation Service	276,595.00	284,120.00	284,120.00	304,120.00	7.0%	20,000.00
(917) Reserve: Salary	0.00	125,000.00	0.00	129,000.00	0.0%	129,000.00
(921) Employee Product	6,105.00	7,600.00	7,600.00	7,600.00	0.0%	0.00
(925) Accrued Vacation	0.00	5,000.00	5,000.00	5,000.00	0.0%	0.00
(941) Transfer to Sewer	383,136.00	383,136.00	383,136.00	383,136.00	0.0%	0.00
(942) Transfer to Other	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	0.0%	0.00
(951) Interest on Bond	776,203.00	647,018.00	647,018.00	570,875.00	-11.8%	(76,143.00)
(952) Bond Anticipation	84,000.00	0.00	0.00	0.00	0.0%	0.00
(953) Bond Principal Payments	1,869,337.00	1,991,754.00	1,991,754.00	2,190,300.00	10.0%	198,546.00
(980) Storms	66,702.20	0.00	0.00	0.00	0.0%	0.00
<b>TOTAL (101) General Fund</b>	<b>191,931,872.36</b>	<b>198,249,184.00</b>	<b>198,641,365.00</b>	<b>202,601,789.00</b>	<b>2.0%</b>	<b>3,960,424.00</b>

**BUDGET SUMMARY**

	<b>2014 ACTUAL</b>	<b>2015 ORIG BUD</b>	<b>2015 REVISED BUD</b>	<b>2016 SEL PREL</b>	<b>PCT CHANGE</b>	<b>\$ Change</b>
<b>Railroad Parking Fund</b>						
(210) Railroad Parking	1,892,624.38	1,914,911.00	1,916,912.00	1,801,974.00	-6.0%	(114,938.00)
<b>TOTAL (210) Railroad Parking</b>	<b>1,892,624.38</b>	<b>1,914,911.00</b>	<b>1,916,912.00</b>	<b>1,801,974.00</b>	<b>-6.0%</b>	<b>(114,938.00)</b>

**BUDGET SUMMARY**

	<b>2014 ACTUAL</b>	<b>2015 ORIG BUD</b>	<b>2015 REVISED BUD</b>	<b>2016 SEL PREL</b>	<b>PCT CHANGE</b>	<b>\$ Change</b>
<b>Wakeman Farm Fund</b>						
(215) Wakeman Farm	91,584.70	102,737.00	102,737.00	115,600.00	12.5%	12,863.00
<b>TOTAL (215) Wakeman Farm Fund</b>	<b>91,584.70</b>	<b>102,737.00</b>	<b>102,737.00</b>	<b>115,600.00</b>	<b>12.5%</b>	<b>12,863.00</b>

**BUDGET SUMMARY**

	<b>2014 ACTUAL</b>	<b>2015 ORIG BUD</b>	<b>2015 REVISED BUD</b>	<b>2016 SEL PREL</b>	<b>PCT CHANGE</b>	<b>\$ Change</b>
<b>Sewer Fund</b>						
(330) Sewage Treatment	1,200,940.13	1,252,752.00	1,255,242.00	1,239,958.00	-1.2%	(15,284.00)
(331) Sewage Collection	468,830.89	507,823.00	507,823.00	511,260.00	0.7%	3,437.00
(901) Pensions	111,320.00	111,320.00	111,320.00	116,886.00	5.0%	5,566.00
(902) Insurance	384,713.92	389,035.00	389,035.00	408,487.00	5.0%	19,452.00
(951) Interest on Bond	702,606.00	633,913.00	633,913.00	586,570.00	-7.5%	(47,343.00)
(953) Bond Principal Payments	1,866,272.00	1,833,522.00	1,833,522.00	1,876,159.00	2.3%	42,637.00
<b>TOTAL (220) Sewer Fund</b>	<b>4,734,682.94</b>	<b>4,728,365.00</b>	<b>4,730,855.00</b>	<b>4,739,320.00</b>	<b>0.2%</b>	<b>8,465.00</b>

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	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(03) EH & OT	38,471.23	39,681.00	39,681.00	43,691.00	43,691.00	0.00	10.1%
(19) Contract Services	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	0.00	0.0%
(33) Advert & Print	782.64	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(34) Postage	1,581.33	1,200.00	1,200.00	1,300.00	1,300.00	0.00	8.3%
(41) Supplies	677.73	700.00	700.00	700.00	700.00	0.00	0.0%
<b>TOTAL</b>	<b>43,262.93</b>	<b>44,331.00</b>	<b>44,331.00</b>	<b>48,441.00</b>	<b>48,441.00</b>	<b>0.00</b>	<b>9.3%</b>

(110) R T M

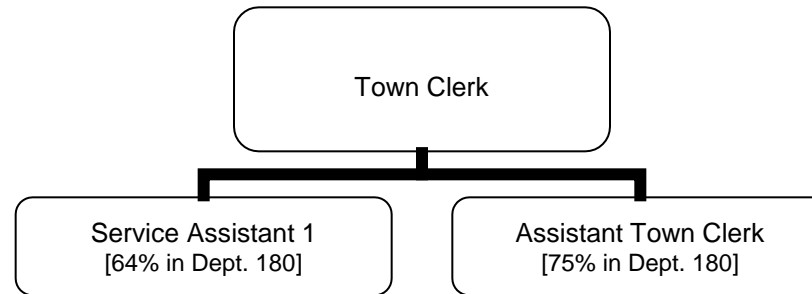
110 - RTM BUDGET 2015-2016

EXTRA HELP & OVERTIME

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2014-15 Salaries	2015-16 Salary Totals
0.25	Asst Town Clerk (75% in 180)	VI-7			65,077	15,950	16,269
0.36	Service Assistant I (64% in 180)	IV-7			54,274	18,244	19,539
1.00	RTM Clerk				7,883	7,728	7,883
	Custodial					0	0
1.61	TOTAL EXTRA HELP & OVERTIME:					41,922	43,691



110 – R.T.M.  
2015/2016 Organization Chart  
2014/15: 0.50 Full Time / 2015/16: 0.50 Full Time



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	240,136.54	312,475.00	317,650.00	315,800.00	315,800.00	0.00	-0.6%
(03) EH & OT	0.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
(15) Trans. Allowance	4,800.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00	0.0%
(18) Fees & Services	9,878.90	20,750.00	93,750.00	20,750.00	20,750.00	0.00	-77.9%
(25) Telephone	1,151.62	1,800.00	1,800.00	1,800.00	1,800.00	0.00	0.0%
(26) Equip Maint/Oper	615.64	800.00	800.00	800.00	800.00	0.00	0.0%
(34) Postage	627.67	850.00	850.00	850.00	850.00	0.00	0.0%
(41) Supplies	4,079.35	4,000.00	4,000.00	4,000.00	4,000.00	0.00	0.0%
(59) Education & Exp.	1,175.83	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.0%
(CD) Office Equipment	0.00	7,500.00	7,500.00	2,000.00	2,000.00	0.00	-73.3%
<b>TOTAL</b>		<b>(120) Selectmen</b>					
	<b>262,465.55</b>	<b>362,175.00</b>	<b>440,350.00</b>	<b>360,000.00</b>	<b>360,000.00</b>	<b>0.00</b>	<b>-18.2%</b>

**120 - SELECTMEN'S BUDGET 2015-2016**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16	
					Salary Rate	Salaries	Salary Totals	
1.00	First Selectman	n/a	n/a	n/a	101,475	101,475	101,475	
1.00	Operations Director	n/a	n/a	n/a	90,000	90,000	90,000	
2.00	Selectmen	n/a	n/a	n/a	2,000	4,000	4,000	
1.00	Office Manager	n/a	n/a	n/a	66,000	64,000	66,000	
1.00	Administrative Assistant	n/a	n/a	n/a	54,325	53,000	54,325	
6.00	<b>TOTAL SALARIES:</b>						312,475	315,800

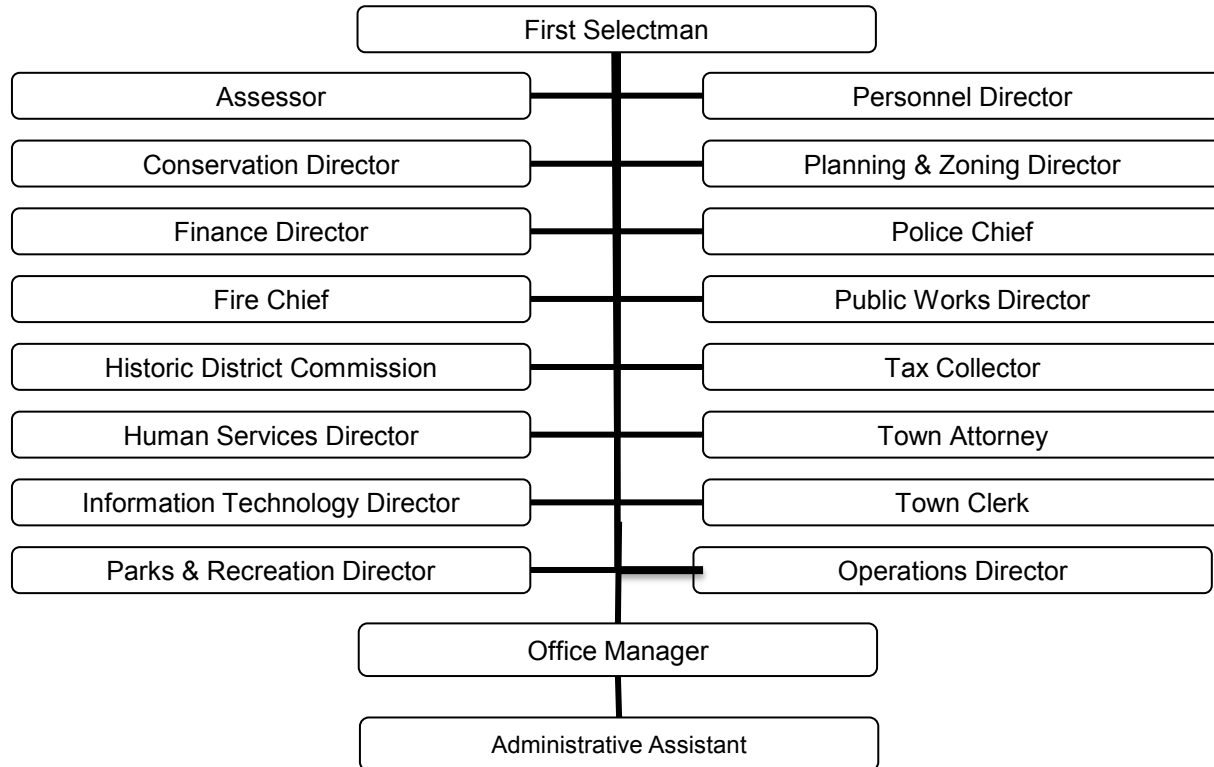
**EXTRA HELP & OVERTIME**

qty	Position	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16	
				EH&OT Rate	EH&OT	EH&OT Totals	
1.00	Clerical Help(Coverage)	\$25.00	200	5,000	35,000	5,000	
1.00	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					35,000	5,000

**120 – SELECTMEN**

<u>Account</u>	<u>Description</u>
<i>Fees and Services</i>	Land Record Audit – Index Checkers (\$6,000), Green Energy Task Force (\$750)
<i>Education &amp; Expenses</i>	Meetings/Conferences; Dues/Subscriptions; Educational Supplies

120 – SELECTMEN'S OFFICE  
2015/2016 Organization Chart  
2014/15: 4 Full Time / 2015/16: 4 Full Time



		2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
		ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(60) PaymentsToAgency/ <b>TOTAL</b>	<b>(132) Probate Court</b>	11,105.88	14,000.00	14,000.00	14,000.00	14,000.00	0.00	0.0%
		<b>11,105.88</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>0.00</b>	<b>0.0%</b>

**132 – PROBATE COURT BUDGET 2015-2016**

<u>Account</u>	<u>Description</u>
<i>Payments to Agencies/Organizations</i>	Probate Court Expenses (estimated as follows): Microfilming = \$8,000 Microfilm Storage (record security) = \$1,000 Computer Communications and Phone Line Use = \$2,000 Office Supplies (including lease of copier) = \$8,000  Subtotal: \$19,000 – \$5,000 (26% paid by Weston) = \$14,000

# REGISTRARS' BUDGET NARRATIVE

## Account 140 – Registrars' Office

In 2015-16 we will continue with over \$40,000 in cost savings from the office reorganization in 2013-14. These savings are not reflected in our office budget as they are part of the Town's benefit and retirement costs.

We have not yet attained our goal of keeping each of our hours to the part-time standard agreed upon in the reorganization. This was due mainly to training required for Registrar succession and the need to train our deputies. In 2015-16 as we continue our deputy training, we hope to attain the part-time standard.

## ACTIVITIES OF THE REGISTRARS' OFFICE

- Voter registration administration
- Online voter registration processing\*
- Dept. Motor Vehicle change processing
- Annual Permanent Absentee status confirmation\*
- Annual voter residency canvass
- High school registration at Staples & GFA
- Poll worker hiring
- Poll worker training
- Election administration
- Election Day Registration\*
- Poll setup and clean up
- FOIA information request processing & tracking
- Spring and fall educational conferences
- Reporting to & coordination with Secretary of the State's Office
- Legislative review
- Lobbying and testimony in Hartford
- Deputy Registrar training
- Procedures documentation/updating
- Professional organization meetings
- Technology review and integration
- Records retention management
- Hand counted district audits
- Recanvasses (commonly known as recounts)

\* New mandates within the latest election cycle

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	82,140.66	84,120.00	84,120.00	84,120.00	84,120.00	0.00	0.0%
(03) EH & OT	11,182.13	14,196.00	14,196.00	15,288.00	15,288.00	0.00	7.7%
(15) Trans. Allowance	1,500.00	1,600.00	1,600.00	1,600.00	1,600.00	0.00	0.0%
(19) Contract Services	1,864.32	4,500.00	4,500.00	3,000.00	3,000.00	0.00	-33.3%
(33) Advert & Print	1,032.84	1,800.00	1,800.00	1,500.00	1,500.00	0.00	-16.7%
(41) Supplies	2,959.58	3,500.00	3,500.00	3,500.00	3,500.00	0.00	0.0%
(59) Education & Exp.	1,643.70	3,500.00	3,500.00	3,500.00	3,500.00	0.00	0.0%
<b>TOTAL</b>	<b>102,323.23</b>	<b>113,216.00</b>	<b>113,216.00</b>	<b>112,508.00</b>	<b>112,508.00</b>	<b>0.00</b>	<b>-0.6%</b>

(140) Registrars



140 - REGISTRARS BUDGET 2015-16

SALARIES

FTE	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2014-15 Salaries	2015-16 Salary Totals	Increase /Decrease
1.00	Registrar of Voters	n/a			84,120	84,120	84,120	0.00%
0.00	Service Assistant I (F.T.)	IV-2			0	0	0	0.00%
1.00	TOTAL SALARIES:				84,120	84,120	84,120	0.00%

EXTRA HELP & OVERTIME

FTE	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 EH&OT Rate	2014-15 EH&OT Totals	2015-16 EH&OT Totals	Increase /Decrease
0.10	Deputy Registrar of Voters (P.T.)	n/a	\$21.00	364	7,644	7,098	7,644	7.69%
0.10	Special Projects - Temp. Office Help	n/a	\$21.00	364	7,644	7,098	7,644	7.69%
TOTAL EXTRA HELP & OVERTIME:						14,196	15,288	7.69%

140 – REGISTRARS OF VOTERS

Account	Description	2014-15	2015-16	Increase /Decrease
528900	Transportation ROV vehicle usage reimbursement	1,600	1,600	0.00%
532000	Contract Services For Equipment and Non-Election Mailings (Canvass, Registration Confirmations)	4,500	3,000	-33.33%
551000	Advertising & Printing Copier, printing, advertising	1,800	1,500	-16.67%
561000	Supplies Office supplies, paper (lists), mailing labels and envelopes	3,500	3,500	0.00%
585000	Education & Expenses ROV conferences, meetings, trainings	3,500	3,500	0.00%
TOTAL OTHER		14,900	13,100	-12.08%
<b>TOTAL REGISTRARS OF VOTERS</b>		<b>113,216</b>	<b>112,508</b>	<b>-0.63%</b>

TOTAL OFFICE & ELECTIONS

2012-13	2013-14	2014-15	2015-16
185,996	183,221	177,665 (A)	187,783 (A)

140 SALARIES

Account	Description
Registrars of Voters	
Deputy Registrars	Utilized throughout the year to assist with office duties & for succession planning purposes
Special Project - Temp. Office Help	Deputy Registrars with various personnel used for office coverage only when one of the deputies is not available

(A) Not reflective of over \$40,000 in savings from reorganization to nonstaff office model.

# ELECTIONS' BUDGET NARRATIVE

## Account 142 – Elections

In 2015-16 the Secretary of the State (SOTS) is expected to certify one or more vendors to provide electronic poll books for polling place check off. There remain too many unknowns at this point to include the purchase of electronic poll books in this budget. This includes whether or not the SOTS will bond for a statewide purchase. When the particulars are known, we expect to return to the funding bodies with a request to fund the purchase.

We prefer, and intend to lobby for, a holistic approach to systems utilization that would integrate electronic poll books with the Connecticut Voter Registration System (CVRS). Such integration would increase efficiency, reduce costs, and provide a higher level of voter service. However, because changes effecting Elections often require legislation and funding, we recognize that such integration may not occur in the near term.

In 2014-15 we were able to gain the support of our statewide organization, Registrars of Voters Association of Connecticut (ROVAC), in lobbying for the use of the Online Voter Registration module of the statewide system to process Election Day Registrations (EDRs). Such use would have greatly reduced the manual processing necessary for these registrations. It is our understanding that in 2016, the SOTS office will propose legislation to facilitate this processing.

We will also continue to lobby for legislation allowing us to consolidate polling places for primaries. We estimate savings for years where we would be able to do so, to be approximately \$15,000 to \$25,000 per primary, depending on the type of primary.

We continue to investigate ways to reduce costs by automating manual processes. We successfully utilized a beta version of a system to generate and print test decks. The system greatly reduces the manual labor, and thereby costs, to produce test decks. We believe we will be able to continue to use the beta version. We plan to purchase the system when released.

Our polling places are subject to audits of compliance with Americans with Disabilities Act standards by the Connecticut Office of Protection and Advocacy (OPA). Checklists issued by the OPA have alerted us to needed changes in our polling places and we have budgeted for the remediation.

In 2011, the SOTS notified Registrars that Moderator Certification would be changed from four year intervals to two years. We took advantage of the cost savings and had many of our Moderators trained in 2011. In 2014, the SOTS instituted an additional online training session to be completed for Moderator Certification. The 2015-16 Elections budget includes approximately \$4,500 of cost relating to this certification and online training.

The Secretary of the State and Legislative Leaders have made known their intent to introduce Elections system reform in 2015-16. We cannot, at this point, predict what such reform may look like or its effect on this budget.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(03) EH & OT	36,665.77	38,299.00	38,299.00	48,375.00	48,375.00	0.00	26.3%
(18) Fees & Services	9,036.57	13,000.00	13,000.00	13,000.00	13,000.00	0.00	0.0%
(22) Primaries - Dem	0.00	58,000.00	58,000.00	61,399.00	61,399.00	0.00	5.9%
(25) Telephone	0.00	0.00	0.00	900.00	900.00	0.00	0.0%
(41) Supplies	15,214.04	18,200.00	18,200.00	18,000.00	18,000.00	0.00	-1.1%
<b>TOTAL</b>	<b>60,916.38</b>	<b>127,499.00</b>	<b>127,499.00</b>	<b>141,674.00</b>	<b>141,674.00</b>	<b>0.00</b>	<b>11.1%</b>

(142) Elections

142 - ELECTIONS PRESIDENTIAL PREFERENCE PRIMARY BUDGET 2015-16

PRIMARY - 536001

qty	Position	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16	Selectman Change	BOF Change
				EH&OT Rate	EH&OT	EH&OT Totals		
14	Instruction: Assistant Registrars			50	700	700		
14	Instruction: Ballot Monitors			25	350	350		
7	Instruction: Security Monitors			25	175	175		
0	Instruction: Demonstrators			25	0	0		
14	Instruction: Official Checkers			25	350	350		
7	Instruction: Optical Scanner Tenders			25	175	175		
9	Instruction: Floaters & Traffic Directors			25	225	225		
1	Instruction: Absentee Ballot Moderator			50	50	50		
1	Instruction: Absentee Ballot Deputy Moderator			50	50	50		
8	Instruction: Absentee Counters			15	120	120		
1	Instruction: Head Moderator			100	100	100		
7	Instruction: Moderators			50	350	350		
2	Instruction: Transport Workers			25	50	50		
2	Election Day Workers: Registrars			1,000	2,000	2,000		
1	Election Day Workers: Head Moderator			300	280	300		
6	Election Day Workers: Moderators			265	1,530	1,590		
14	Election Day Workers: Assistant Registrars			235	3,150	3,290		
14	Election Day Workers: Ballot Monitors			200	2,660	2,800		
7	Election Day Workers: Security			200	1,330	1,400		
0	Election Day Workers: Demonstrators			0	0	0		
14	Election Day Workers: Official Checkers			200	2,660	2,800		
7	Election Day Workers: Optical Scanner Tenders			200	1,330	1,400		
9	Election Day Workers: Floaters & Traffic Directors			200	1,710	1,800		
1	Election Day Workers: Absentee Ballot Moderator			265	255	265		
1	Election Day Workers: Deputy AB Moderator			235	225	235		
8	Election Day Workers: Absentee Counters			200	1,520	1,600		
2	Election Day Workers: Master Tallies			225	450	450		
2	Election Day Workers: Mechanics			1,000	2,000	2,000		
2	Election Day Workers: Transport Workers			200	380	400		
2	Audit/Recount Workers: Registrars			100	200	200		
8	Audit/Recount Workers: Counters	\$19.00	8.00	152	1,216	1,216		
6	Prep Workers: Ballots	\$14.75	8.00	118	708	708		
2	Prep Workers: Election Misc.	\$21.00	225.00	4,725	7,600	9,450		
<b>TOTAL EXTRA HELP:</b>					33,899	36,599	7.96%	
Election Day Workers: Police					0	2,500		
Election Day Workers: Custodial (DPW)					2,000	2,000		
<b>TOTAL OVERTIME:</b>					2,000	4,500	125.00%	
<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					35,899	41,099	14.49%	

142 - ELECTIONS BUDGET 2015-2016

EXTRA HELP & OVERTIME -513001

qty	Position	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16	
				EH&OT Rate	EH&OT Totals	EH&OT Totals	
22	Instruction: Assistant Registrars			50	800	1,100	
10	Instruction: Ballot Monitors			25	200	250	
10	Instruction: Security Monitors			25	200	250	
0	Instruction: Demonstrators			25	0	0	
10	Instruction: Official Checkers			25	350	250	
9	Instruction: Optical Scanner Tenders			25	200	225	
20	Instruction: Floaters & Traffic Directors			25	225	500	
1	Instruction: Absentee Ballot Moderator			50	50	50	
1	Instruction: Absentee Ballot Deputy Moderator			50	50	50	
8	Instruction: Absentee Counters			15	120	120	
1	Instruction: Head Moderator			100	100	100	
8	Instruction: Moderators			50	350	400	
2	Instruction: Transport Workers			25	50	50	
2	Instruction: Pretraining for EDR	\$18.00	4.00			144	
2	Election Day Workers: Registrars			1,000	2,000	2,000	
1	Election Day Workers: Head Moderator			300	280	300	
8	Election Day Workers: Moderators			265	1,530	2,120	
20	Election Day Workers: Assistant Registrars			235	3,600	4,700	
10	Election Day Workers: Ballot Monitors			200	1,520	2,000	
9	Election Day Workers: Security			200	1,520	1,800	
0	Election Day Workers: Demonstrators			0	0	0	
10	Election Day Workers: Official Checkers			200	2,660	2,000	
9	Election Day Workers: Optical Scanner Tenders			200	1,520	1,800	
14	Election Day Workers: Floaters & Traffic Directors			200	1,710	2,800	
1	Election Day Workers: Absentee Ballot Moderator			265	255	265	
1	Election Day Workers: Deputy AB Moderator			235	225	235	
8	Election Day Workers: Absentee Counters			200	1,425	1,600	
2	Election Day Workers: Master Tallies			225	450	450	
2	Election Day Workers: Mechanics			2,000	2,000	2,000	
2	Election Day Workers: Transport Workers			200	380	400	
2	Audit/Recount Workers: Registrars			300	200	600	
8	Audit/Recount Workers: Counters	\$19.00	15.50	100	2,400	2,400	
12	Prep Workers: Ballots	\$14.75	8	118	1,425	0	
2	Prep Workers: Election	\$21.00	225	9,450	7,600	9,450	
6	Absentee Ballot Recording	\$14.75	3			266	
8	Poll Setup Crew	\$16.00	10			1,280	
34	Training Fees: Moderators	\$14.75	7	130	1,033	4,420	
<b>TOTAL EXTRA HELP:</b>					<b>36,428</b>	<b>46,375</b>	<b>27.30%</b>

142 - ELECTIONS PRESIDENTIAL PREFERENCE PRIMARY BUDGET 2015-16

<u>Description</u>	<u>2014-15</u>	<u>2015-16</u>	
<b><u>Fees &amp; Services</u></b>			
Post Office Service (election reminders), Mailings to Poll Workers	5,200	5,200	
Tabulator Card Programming	3,600	1,600	
Annual Tabulator Maintenance	0	0	
	<u>8,800</u>	<u>6,800</u>	-22.73%
<b><u>Telephone</u></b>			
Fax Line Programming for Local Elections	<u>-</u>	<u>0</u>	
 <b><u>Supplies</u></b>			
Ballot Printing & Forms	7,500	7,500	
Food for Election Day Workers	3,800	3,000	
Machine Ink and Paper Tape; Voting Signs, Registration Card Signs, Pens, Magnifying Sheets, Election Day Miscellaneous Expenses, Folders, Moderator Returns, Enlarged ballots; Polls Supplies, Storage Containers, Rental of Election Day Van	2,000	3,000	
	<u>13,300</u>	<u>13,500</u>	1.50%
 <b>Primary 536002 - TOTALS</b>	 <u><b>\$22,100</b></u>	 <u><b>\$20,300</b></u>	 -8.14%
 <b>TOTAL 2016 PRESIDENTIAL PREFERENCE PRIMARY</b>	 <u><b>\$57,999</b></u>	 <u><b>\$61,399</b></u>	 5.86%

142 - ELECTIONS BUDGET 2015-2016

		2014-15	2015-16	
<b>142 – ELECTIONS 513002</b>				
	Election Day Workers: Police	0	0	
	Election Day Workers: Custodial (DPW)	2,000	2,000	
	<b>TOTAL OVERTIME:</b>	<b>2,000</b>	<b>2,000</b>	<b>0.00%</b>
<u>Account</u>	<u>Description</u>			
531000	<b><u>Fees &amp; Services</u></b>			
	Post Office Service (election reminders), Mailings to Poll Workers	\$5,200	\$5,200	
	Tabulator Card Programming	\$3,600	\$3,600	
	Annual Tabulator Maintenance	\$4,200	\$4,200	
		<u>\$13,000</u>	<u>\$13,000</u>	0.00%
541000	<b><u>Telephone</u></b>			
	Fax Line Programming for Local Elections	\$0	\$900	
561000	<b><u>Supplies</u></b>			
	Ballot Printing & Forms	\$6,400	\$5,700	
	Food for Election Day Workers	\$3,800	\$3,000	
	Machine Ink and Paper Tape; Voting Signs, Registration Card Signs, Pens, Magnifying Sheets, Election Day Miscellaneous Expenses, Folders, Moderator Returns, Enlarged ballots; Polls Supplies, Storage Containers, Rental of Election Day Van, Moving Van KHS to Library, ADA Compliance Supplies	\$3,000	\$4,300	
		<u>\$13,200</u>	<u>\$13,000</u>	-1.52%
	<b>TOTAL ELECTIONS</b>	<b><u>\$64,628</u></b>	<b><u>\$75,275</u></b>	<b>16.47%</b>

		2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
		ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(33) Advert & Print		2,200.49	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.0%
<b>TOTAL</b>	<b>(150) Board of Finance</b>	<b>2,200.49</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.0%</b>



## **DEPARTMENT: FINANCE**

**DEPARTMENT SERVICES OVERVIEW:** Financial activities performed by Town departments include the Assessor's Office and the Tax Collector's Office. In addition, the Finance Department is responsible for general accounting functions, payroll and benefits, budget development and control, financial reporting, management of Town funds, debt management and Pension Investment oversight. The department also supports departments responsible for development of online financial payments and accounting systems and control.

### **FY 2015 ACCOMPLISHMENTS:**

- Completed union negotiations with the WMEU. Eliminated the new Supervisors union and reverted back to a non-bargaining group. Completed negotiations with the Municipal Employees union (WMEU)
- Awarded the 2013 Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association.
- Working with the BOE, we hired a Health Insurance Broker to represent the BOE and Town..
- Built the Town's Health Benefits Fund net asset balance and now will be taking reserves down which will freeze the net cost for Health Insurance for the 2014-15 and 2015-2016 budgets.
- Change investment stance for the General Fund by laddering investments and took advantage of a one time Money Market investment at 2% which will earn an extra \$50K for 2014-15. Maintaining a Long Term disciplined investment account for the Capital and Non-Recurring, Health Insurance, Sewer Reserve and Insurance Reserve funds. Returned 5.27% (\$353,000) for the Year ending December 31, 2015.
- Reorganized the Finance department due to the retirement of two staff

### **FY 2016 SERVICE LEVEL GOALS:**

- Produce the Annual Audit and CAFR for Town review by December 2014.
- Continue to streamline the Budget process with the goal of paperless reporting and review by Town Bodies. (New Scanning Module)
- Continue to coordinate with BOE to streamline functions regarding benefits and contract negotiations in addition to joint projects on energy savings and purchasing.
- Upgrade the Human Resource Time and Attendance module for reporting of Sick, Vacation, personal and injury leave. Install Bio-Metric Time Clocks to track attendance and integrate with the current Payroll/HR system
- Continue to implement policies on tighter internal controls and paperless processing.
- Continue with the momentum of our Safety teams to reduce accidents and injuries to produce Workers Compensation claims savings by bringing in a part time safety inspector and implementing a reward system for no loss time accidents.

### **PERFORMANCE MEASURES:**

- Timely closing of year end financials and filing CAFR by December 31.
- Budget documents accuracy and timeliness.
- Risk Management Best Practices resulting in lower insurance costs.
- Improved Monthly financial reporting to Board of Finance.
- Cost savings through streamlining accounting and banking functions and increased investment returns through disciplined investments.

**5 YR GOALS:**

- Stress the need to reduce paper documents.
- All payments to vendors will be via ACH or Direct Deposit.
- Work towards converting Health, Dental, Life and Disability plans to a consortium of Town’s and Boards of Education.
- Full integration of Financial and HR modules within the Munis System with links from the BOE HR system for Valuation reporting.
- Have all employees in a Defined Contribution or Hybrid Plan.

**REVENUE SUMMARY:**

- The Finance Department does not generate any revenues from operations but rather manages investing Town funds to generate revenue in addition to overseeing the administration and collection of funds generated from the rental of Town property such as the Inn at Longshore and cell tower rental revenues of (\$1.0 million). Due to market conditions and record low interest rates, the Town will generate minimal investment income of \$150,000 compared to \$75,000 in the previous year.

**DESCRIPTION OF ACCOUNTS:**

<u>Account</u>	<u>Description</u>
• Fees & Services	MUNIS Maintenance Fees (per 3-Year Contract), copy charges and printing.
• Equipment Maint./Operation	Check Signers, Printers, Copier and Dymo machines
• Supplies	Office Supplies, Forms and Binders
• Education & Expenses	Publications, Dues, Conferences, and Professional & IT Training

**DETAIL OPERATING CAPITAL REQUESTS:**

- Nothing of significance in the upcoming year.

**BUDGET NOTES:**

- Salaries and Extra Help are down (second Year in a row) from the prior year by \$33,056 due to the retirement of our Payroll Accountant and Senior Accountant which the reorganizing and coordination with the Human Resources resulted in the savings noted. As a result of the retirements we promoted two Staff members and replaced the Accounts Payable / Accounting Clerk.
- Fees & Service are the same as last year’s level due to renegotiating a new 3-year contract for our Munis Software.
- Education expense remains the same and reflects the reimbursement of our Financial Coordinator who is pursuing an Accounting degree.
- Overtime and outside help has been reduced by \$3,676 by eliminating Overtime but leaving additional help for office scanning which may be possible to do through an internship program.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	667,462.38	647,325.00	631,566.00	602,186.00	602,186.00	0.00	-4.7%
(03) EH & OT	85.47	3,000.00	6,676.00	3,000.00	3,000.00	0.00	-55.1%
(18) Fees & Services	125,109.34	125,000.00	125,000.00	125,000.00	125,000.00	0.00	0.0%
(25) Telephone	738.89	900.00	900.00	900.00	900.00	0.00	0.0%
(26) Equip Maint/Oper	1,303.37	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
(34) Postage	2,811.93	4,200.00	4,200.00	4,200.00	4,200.00	0.00	0.0%
(41) Supplies	3,532.02	5,500.00	5,500.00	5,500.00	5,500.00	0.00	0.0%
(59) Education & Exp.	4,525.00	8,500.00	8,500.00	8,500.00	8,500.00	0.00	0.0%
(CD) Office Equipment	1,433.51	6,500.00	6,500.00	0.00	0.00	0.00	-100.0%
<b>TOTAL</b>	<b>807,001.91</b>	<b>802,925.00</b>	<b>790,842.00</b>	<b>751,286.00</b>	<b>751,286.00</b>	<b>0.00</b>	<b>-5.0%</b>
		<b>(151) Finance Department</b>					

**151 - FINANCE DEPARTMENT BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Finance Director				161,534	161,534	161,534
1.00	Controller				112,475	112,475	112,475
1.00	Senior Accountant				79,755	85,000	79,755
1.00	Financial Coordinator				64,418	75,000	64,418
1.00	Purchasing Officer				82,061	82,061	85,000
1.00	Accounting Assistant II	VII-7			71,259	69,862	71,259
1.00	Accounts Payable / Accounting Clerk	VI-3			53,539	58,650	58,650
1.00	Service Assistant I	IV-7			54,274	53,210	54,274
	401(k)/DC Plan Tax effected Payment					4,900	5,060
	Vacation Payouts					13,200	
	Special Funds Allocation (Sewer/RRP)				(87,300)	(87,300)	(90,239)
8.00	<b>TOTAL SALARIES:</b>					628,592	602,186

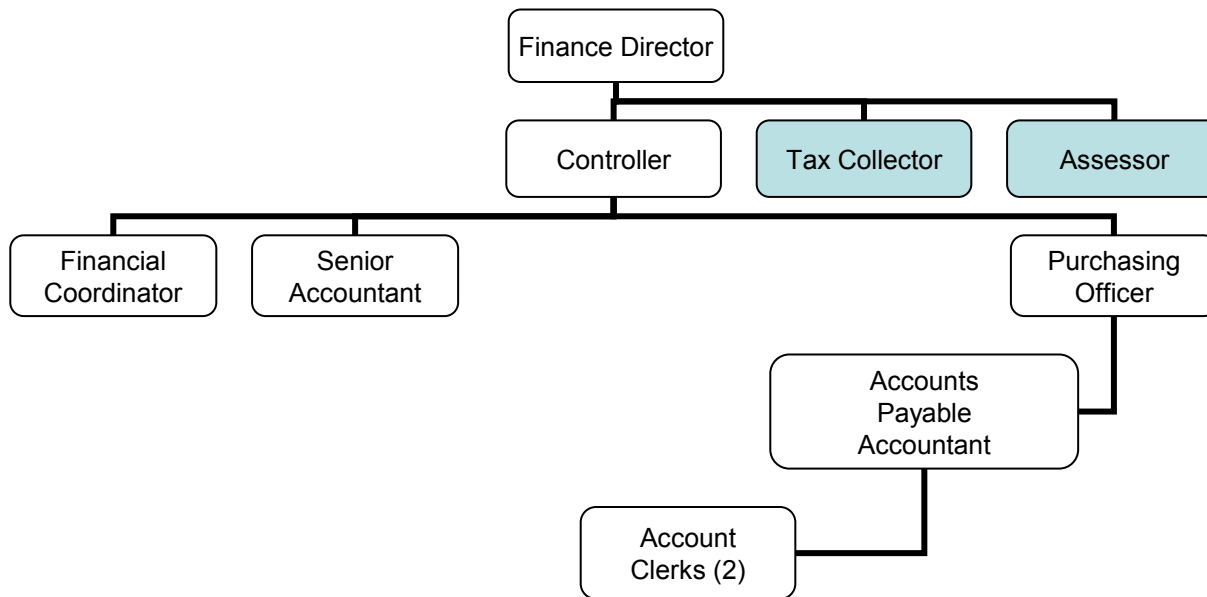
**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
	Professional Accounting/ System Modifications					3,000	3,000
	<b>TOTAL EXTRA HELP:</b>					3,000	3,000

**151 – FINANCE DEPARTMENT**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	MUNIS Maintenance Fees for HR (per 3-Year Contract)
<i>Equipment Maint./Operation</i>	Check Signers, Printers, Copier, Folding/Stuffing/Mailing Machine Rental
<i>Supplies</i>	Office Supplies, Forms and Binders
<i>Education &amp; Expenses</i>	Publications, Dues, Conferences, and Professional & IT Training
<i>Office Equipment</i>	Office Furniture

151 – FINANCE DEPARTMENT  
2015/2016 Organization Chart  
2014/15: 8 Full Time + 1 Part-time / 2015/16: 8 Full Time



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	94,052.00	94,052.00	96,404.00	96,403.00	96,403.00	0.00	0.0%
(18) Fees & Services	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.0%
(19) Contract Services	75,000.00	80,000.00	80,000.00	80,000.00	80,000.00	0.00	0.0%
(41) Supplies	0.00	500.00	500.00	500.00	500.00	0.00	0.0%
(59) Education & Exp.	679.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
<b>TOTAL</b>	<b>189,731.00</b>	<b>195,552.00</b>	<b>197,904.00</b>	<b>197,903.00</b>	<b>197,903.00</b>	<b>0.00</b>	<b>0.0%</b>

(152) Audit

**152 - AUDIT BUDGET 2015-2016**

<u>Account</u>	<u>Description</u>
<i>Salaries</i>	One (1) Internal Auditor (\$96,404)
<i>Fees and Services</i>	GASB Statement Nos. 34, 43 & 45 Update and Financial Reporting Certificate Preparation
<i>Contract Services</i>	Annual Fee: Certified Professional Accounting Final Review of Town of Westport Financial Statements
<i>Supplies</i>	Supplies for Internal Auditor
<i>Education &amp; Expenses</i>	Employee Education for Internal Auditor

## **DEPARTMENT: PERSONNEL**

### **DEPARTMENT SERVICES OVERVIEW:**

The Human Resources Department is committed to utilizing best practices to provide quality customer service and guidance. Specifically, the department's key goals and objectives are:

- Recruitment, selection, hiring, development, evaluation and retention of a diverse, quality staff in compliance with all laws, regulations and contractual requirements;
- Management and administration of the Town's employee benefit programs for active employees, retirees and survivors;
- Provide counsel to department heads, employees, appointing authorities, elected officials and volunteer boards;
- Development and implementation of relevant training and enhancement opportunities;
- Development and implementation of fair, reasonable, ethical human resource policies and practices.
- Provision of direction and support to all Town departments and Appointing Authorities in the development, coordination and execution of human resource policies, practices and procedures.
- Administration of employee relations' services for all Town employees.
- Labor contract administration and interpretation.
- Cost effective management and administration of all employee and retiree benefit programs.
- Development of long term, strategic plans for employee health care benefits and wellness programs to ensure fiscal accountability in a changing health care environment.
- Administration of all employee pension and defined contribution plans.
- Administration of workers compensation and oversight of the safety initiative.
- Administration of the Town's Employee Assistance Program.
- Timely and accurate administration of all payroll processes and functions in compliance with all federal, state and contractual obligations.
- Creation and administration of training and professional development opportunities to meet identified needs.
- Administration of the Town's unemployment compensation program.
- Management and maintenance of all employee personnel records and files.



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	224,084.04	241,544.00	285,708.00	314,058.00	314,058.00	0.00	9.9%
(03) EH & OT	0.00	0.00	0.00	12,480.00	12,480.00	0.00	0.0%
(15) Trans. Allowance	1,799.67	0.00	0.00	0.00	0.00	0.00	0.0%
(18) Fees & Services	10,445.22	17,500.00	17,500.00	17,500.00	17,500.00	0.00	0.0%
(33) Advert & Print	599.25	500.00	500.00	500.00	500.00	0.00	0.0%
(34) Postage	507.75	500.00	500.00	500.00	500.00	0.00	0.0%
(41) Supplies	977.79	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(59) Education & Exp.	639.60	5,500.00	5,500.00	5,500.00	5,500.00	0.00	0.0%
(CD) Office Equipment	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.0%
<b>TOTAL</b>	<b>239,053.32</b>	<b>266,544.00</b>	<b>310,708.00</b>	<b>352,538.00</b>	<b>352,538.00</b>	<b>0.00</b>	<b>13.5%</b>

**(153) Personnel**

**153 - PERSONNEL DEPARTMENT BUDGET 2015-16**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16	
					Salary Rate	Salaries	Salary Totals	
1.00	Personnel Director	n/a	n/a	n/a	120,822	120,822	120,822	
1.00	Benefits Administrator	n/a	n/a	n/a	73,236	73,236	73,236	
1.00	Human Resource Manager	n/a	n/a	n/a	65,000	52,000	65,000	
1.00	Payroll Coordinator	n/a	35.00	1114	55,000	38,000	55,000	
4.00	<b>TOTAL SALARIES:</b>						284,058	314,058

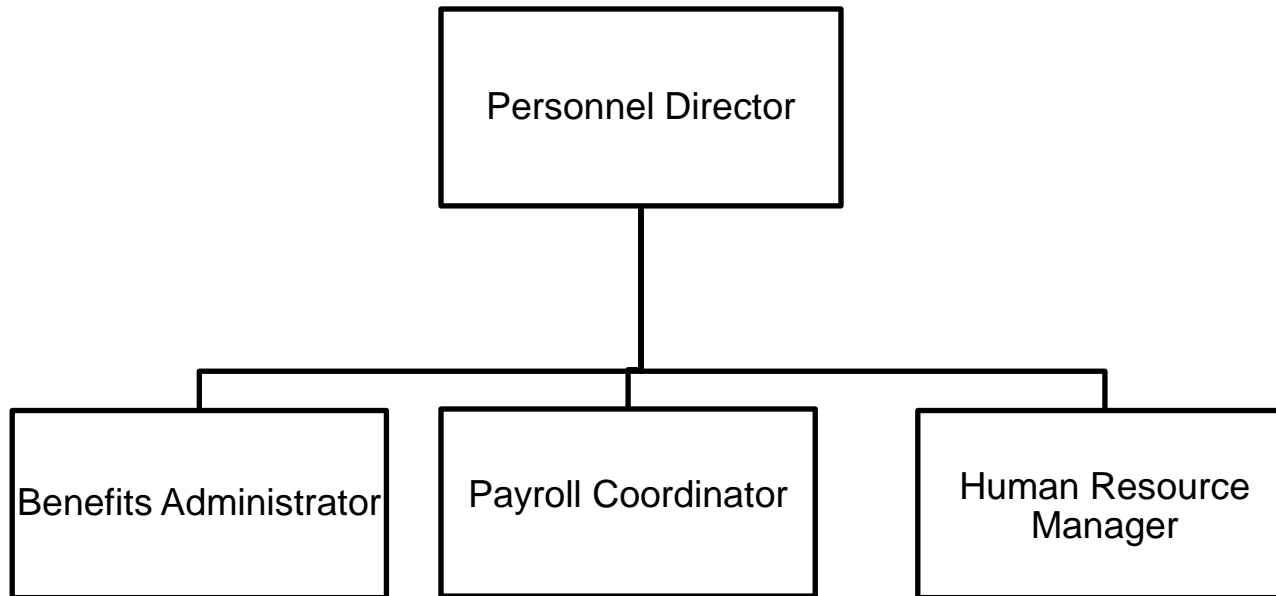
**EXTRA HELP & OVERTIME**

qty	Position	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16	
				EH&OT Rate	EH&OT	EH&OT Totals	
		\$15.00	832	12,480	0	12,480	
0.00	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					0	12,480

**153 – PERSONNEL**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Arbitration and Mediation Fees
	Medical Exams for disability pensions
	MIRA subscription
	Salary Surveys
	Consultants for contract negotiations (Dunn)
	Medical Consultants for Anthem appeals
	Service Agreement for office equipment
	CCM Municipal Labor Relations Data Service
	Labor Relations Transcript
	MUNIS Software Support

153 – PERSONNEL DEPARTMENT  
2015/2016 Organization Chart  
2014/15: 3 Full Time / 2015/16: 4 Full Time



## DEPARTMENT: ASSESSOR'S OFFICE

### DEPARTMENT SERVICES OVERVIEW:

Connecticut State Statutes require the Assessor's Office to provide the Town an annual Grand List. This list includes the valuation of all Real Estate, Personal Property and Motor Vehicles. In order to accomplish this, the office performed approximately 850 real estate inspections, electronically sketched and valued all building permits that had an effect on value, including 124 demolitions and 123 new constructions. In addition, annual Personal Property audits are performed as well as the physical viewing of businesses and processing over 2500 declarations. Motor Vehicle requires the valuation of 24,000 vehicles and the processing of over 1,200 annual adjustments. The filing of the Grand List results in the annual printing of 3,000 personal property and increase notices.

This office is required to annually collect and process Income and Expense information from 450 commercial property owners. The office processes more than 400 applications for the State and Town elderly benefits, as well as those for veterans, the disabled and the blind. Assessor's Office collects applications, schedules and reconciles all Board of Assessment Appeal hearings and notices. This office is responsible for the revaluation of all real estate every five years. The department is organized under the Assessor's direction to recognize the importance of each of the above areas of the Grand List and to attend to taxpayer services. In a revaluation year, the priority is both the collection and valuation of all new building permits and the correct valuation of every property in Westport.

### FY 2015 ACCOMPLISHMENTS:

- Settled 91% of all lawsuits that resulted from the 2010 revaluation.
- Switched from copying to scanning all motor vehicle documentation, saving the annual printing and storing of over 2000 sheets of paper.
- Have kept pace with inspection and valuation of the new construction/renovation work and commercial development.
- Chose Vision Government Solutions and Andrews and Galvin to assist in the 2015 revaluation and successfully working with homeowners during the inspection phase of the revaluation.
- Completed the input of data into the new Veterans software and transitioned all benefit information from paper cards to electronic format.
- Implemented DMV access to verify the cancellation of registration thereby streamlining the process for the taxpayer.

### FY 2016 SERVICE LEVEL GOALS:

- Work with Vision and Andrews and Galvin to meet all inspection and valuation objectives towards the goal of performing a successful revaluation for October 1, 2015.

### PERFORMANCE MEASURES:

- Remaining current with the inspection of Building Permits in order to maintain Grand List growth and fairness to all Westport taxpayers.
- Striving for good taxpayer service and assistance for assessment and non assessment issues.
- Perform a successful revaluation for 2015, producing fair and defensible values.

### 5 YR GOALS:

- Implement a system that allows for the correlation of Personal Property and Income and Expense information.
- Replace the mailing of Personal Property declaration letters with an emailing system that will save money for the Town.
- Collect further detailed Income and Expense information that would assist in developing more accurate commercial valuations for the 2020 revaluation.
- Implement new Vision software and have all of the real estate data on the cloud resulting in faster updating, easier public access and less computer hardware for IT.

### REVENUE SUMMARY:

- Copy machine and report revenue \$4,664.
- Approximately \$150,000,000 increase in the Grand List this year should produce an additional \$2,700,000 in tax revenue.

### DESCRIPTION OF ACCOUNTS:

- Fees and Services: Tech support & license fees for QDS (\$10,650); Personal Property Audits (\$10,000); Vision Maintenance fees and Web Hosting (\$10,025); Legal Notices (\$50); Appraisal Licensing & Real estate fees (\$1,350); NADA motor vehicle pricing (\$380); Senior App. Audits (\$2280)
- Telephone: Telephone usage and Service
- Equipment Maint/Operation: Leasing of copiers and maintenance of and Printers and office equipment
- Extra help and Overtime: Extra office help (\$5,000); Extra office and inspection help for the continued increase in building permits and work associated with the revaluation.
- Postage: Postage and mailing costs for Declarations, Elderly Mailings, Increase Notices, Inspection Postcards, and Income and Expense Forms
- Supplies: Copy Paper, Mailing Envelopes, Toner, Typical Office Supplies
- Education & Expenses: Continuing Education Seminars and Classes for Assessor and Staff

### DETAIL OPERATING CAPITAL REQUESTS:

- Revaluation for 2015 to include inspections of all real estate and an in-depth analysis of commercial income and expense data.

### BUDGET NOTES:

- Equipment budget reductions resulting from new copier contracts. Fees and Services includes Senior Application Audits.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	405,164.84	414,081.00	425,172.00	447,613.00	447,613.00	0	5.3%
(03) EH & OT	9,480.94	5,000.00	16,400.00	5,000.00	5,000.00	0	-69.5%
(15) Trans. Allowance	634.35	700.00	700.00	700.00	700.00	0	0.0%
(18) Fees & Services	38,571.34	35,205.00	48,705.00	34,735.00	34,735.00	0	-28.7%
(25) Telephone	1,253.74	1,275.00	1,275.00	1,300.00	1,300.00	0	2.0%
(26) Equip Maint/Oper	1,680.00	2,800.00	2,800.00	1,900.00	1,900.00	0	-32.1%
(27) Veh. Maint/Oper	2,466.94	1,500.00	1,500.00	1,550.00	1,550.00	0	3.3%
(34) Postage	3,673.53	4,965.00	4,965.00	5,350.00	5,350.00	0	7.8%
(41) Supplies	3,241.97	4,000.00	4,000.00	4,000.00	4,000.00	0	0.0%
(59) Education & Exp.	4,476.65	4,500.00	4,500.00	4,500.00	4,500.00	0	0.0%
(CF) Computers	0.00	800.00	800.00	0.00	0.00	0	-100.0%
<b>TOTAL</b>	<b>470,644.30</b>	<b>474,826.00</b>	<b>510,817.00</b>	<b>506,648.00</b>	<b>506,648.00</b>	<b>0</b>	<b>-0.8%</b>

(154) Assessor

**154 - ASSESSOR DEPARTMENT BUDGET 2015-2016**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2014-15 Salaries	2015-16 Salary Totals	
1.00	Assessor	n/a			116,817	116,817	116,817	
1.00	Deputy Assessor	n/a			76,174	76,174	76,174	
1.00	Assessment Analyst/Inspector	n/a			73,722	73,722	73,722	
1.00	Assessor Technician	VI-7	Upgrade		59,431	58,265	61,978	
1.00	Administrative Assistant II	V-7			59,491	58,265	59,491	
1.00	Administrative Assistant II	V-7			59,431	55,491	59,431	
6.00	<b>TOTAL SALARIES:</b>						438,734	447,613

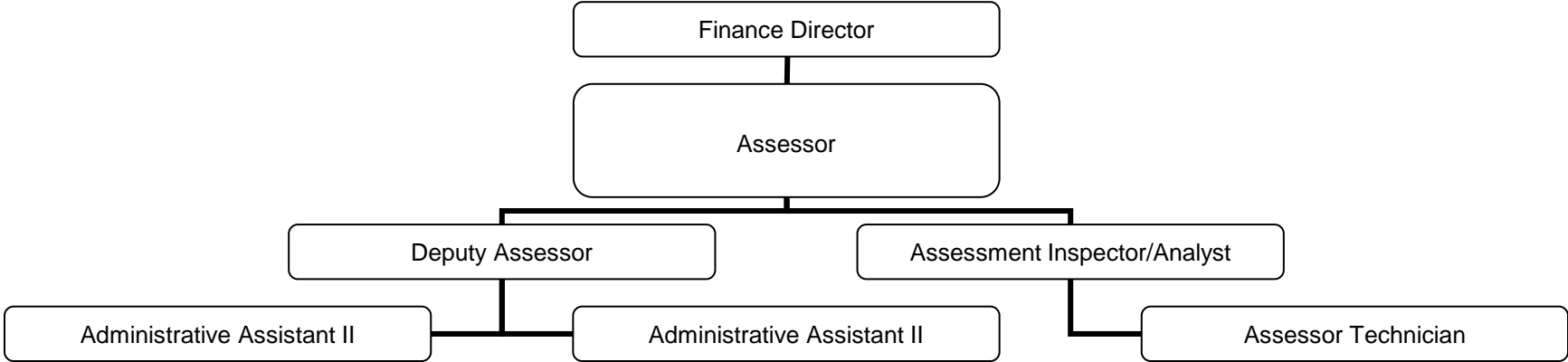
**EXTRA HELP & OVERTIME**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 EH&OT Rate	2014-15 EH&OT	2015-16 EH&OT Totals	
1.00	Staff Overtime	n/a				5,000	5,000	
1.00	<b>TOTAL OVERTIME:</b>						5,000	5,000

**154 – ASSESSOR**

<u>Account</u>	<u>Description</u>
<i>Extra help &amp; overtime</i>	Funded to assist with any additional work associated with the Reval
<i>Fees &amp; Services</i>	Technical Support and Licensing Fee for QDS System (\$10,650) Personal Property Audits (\$10,000) Vision Maintenance Fees and Web Hosting (\$10,025) Legal Notices (\$50) Appraisal Licensing & Real Estate Fees (\$1,350) NADA Motor Vehicle Pricing Guides (\$380) Senior application audits (\$2,280)
<i>Telephone</i>	Telephone Usage and Telephone Service
<i>Equipment Maint./Operation</i>	Leasing of copiers and maintenance of printers and office equipment
<i>Transportation Allowance</i>	Mileage for traveling on Town business
<i>Vehicle Maint./Operation</i>	Fuel and Repairs for Inspection Vehicles
<i>Postage</i>	Postage and mailing costs for Declarations, Elderly Mailings, Increase Notices, Inspection postcards and Income and Expense Forms
<i>Supplies</i>	Copy Paper, Mailing Envelopes, Toner, Typical Office Supplies
<i>Education &amp; Expenses</i>	Continuing Education Seminars and Classes for Assessor and staff

154 – ASSESSOR’S OFFICE  
2015/2016 Organization Chart  
2014/15: 6 Full Time / 2015/16: 6 Full Time



## Department: Tax Collector

### Department Services Overview:

The Westport Tax Collectors annually bills and collects the Real Estate (10,307 accounts), Personal Property (2,398 accounts), Motor Vehicles (23,916 accounts), and Supplementary Motor Vehicle (4,225 accounts) and Sewer Assessment (1007 accounts) and Sewer Use (4,310 accounts). All Taxes and Sewer billing is on a quarterly basis.

The Tax Collectors Department collected \$182,596,615.65. Beginning July 1, 2013 through June 30, 2014. (List Year 2012)

### FY 2014/2015 Accomplishments:

Through internal efforts with support from the Foreclosure Review Committee we have collected **\$2,510,249.37** between, July 1, 2013 and June 30, 2014 for the delinquent Real Estate. The committee reviews the accounts and discusses the progression giving updates and suggestions. The Collector's office staff initiates the contact and collection of each account i.e. monthly, follow-up phone call, personal payment plans and accounting of payments. This information is updated for the Committee's subsequent review.

Collections of delinquent Personal Property (business taxes) for the same period of time amounted to **\$162,402.86**

### Collections July 2013 to June 2014:

<u>In-house</u> 97.26%	<u>Official Payments</u> 2.74%	<u>Total</u> 100%
\$177,593,890.82	\$5,002,724.83	\$182,596,615.65

Please note 97.26% of taxes were paid in house. As of this writing more people use their own banks to pay taxes. This creates much more work in the office as each of the checks must have the account number verified (approximately 50% are incorrect) and memo bills written to leave a proper audit trail in our tax records.

The Vendor for on-line payments is Official Payments as of July 2012. As of July 1, 2015 Official Payments will no longer be our vendor for on-line payments. We will be interviewing other Vendors to replace them.

### FY 2015 / 2016 Service Level Goals:

Continue to educate the Taxpayers to the use of on-line Tax information and payment options.

Continue collection efforts on all delinquent taxes and Sewer Accounts.

### Performance Measures:

Collection rate for the fiscal year 2013/2014 (2012 list year) was 98.69% (this figure includes the Deferred Tax, when this is excluded the rate is 99.32%). Consistently in top 10% of the State in collection rate.

### Revenue Summary:

In the list year 2012, (2013/2014) we collected \$60,329.97 in fees primarily to reimburse our costs from the State of Connecticut DMV to code owners of motor vehicles with delinquent taxes due thus preventing registration renewal until all taxes are paid. Other fees included are the Returned Check fees, Lien fees and copy fees.

### Description of Accounts:

Salaries-Five full time employees,

Seasonal Extra Help- Instead of extra help/ overtime, hire a full time part time person for 19 hours a week. This has been a position in past years, and is very beneficial to the department.

Fees and Services – Fees collected for DMV reporting of delinquent Motor Vehicle Taxes. Lien Fees and duplicate bill fees.

Equipment Maintenance/Operation- Service contracts and repairs.

### Budget Notes:

Official Payments charges no fees to the Town of Westport for their on-line payment services.



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	238,924.58	235,489.00	246,978.00	264,908.00	264,908.00	0.00	7.3%
(03) EH & OT	6,043.61	7,500.00	7,500.00	15,000.00	15,000.00	0.00	100.0%
(18) Fees & Services	30,919.72	37,000.00	37,000.00	31,500.00	31,500.00	0.00	-14.9%
(26) Equip Maint/Oper	720.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(33) Advert & Print	123.80	500.00	500.00	500.00	500.00	0.00	0.0%
(34) Postage	17,194.08	23,000.00	23,000.00	24,000.00	24,000.00	0.00	4.3%
(41) Supplies	7,893.60	12,000.00	12,000.00	10,000.00	10,000.00	0.00	-16.7%
(59) Education & Exp.	1,869.13	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.0%
(CF) Computers	4,500.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL</b>	<b>308,188.52</b>	<b>319,489.00</b>	<b>330,978.00</b>	<b>349,908.00</b>	<b>349,908.00</b>	<b>0.00</b>	<b>5.7%</b>

(156) Tax Collector

**156 - TAX COLLECTOR BUDGET 2015-2016**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
					Salary Rate	Salaries	Salary Totals
1.00	Tax Collector	n/a			88,328	88,328	88,328
1.00	Deputy Tax Collector	n/a			73,000	61,762	73,000
1.00	Accounting Assistant I	VI-7			65,077	63,801	65,077
1.00	Service Assistant I	IV-7			54,274	53,210	54,274
1.00	Service Assistant I	IV-5			49,229	45,966	49,229
	<b>SUBTOTAL</b>					313,067	329,908
	LESS: Allocation to Sewer Collection for sewer billing/collection					(65,000)	(65,000)
5.00	<b>TOTAL SALARIES:</b>					248,067	264,908

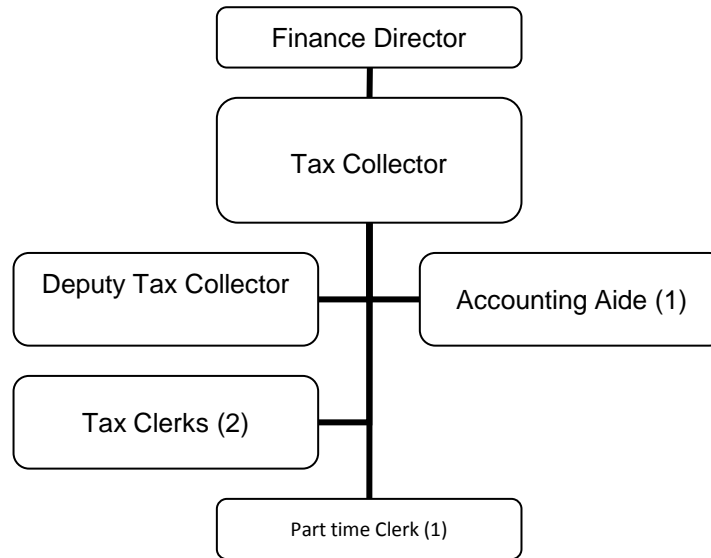
**EXTRA HELP & OVERTIME**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
					EH&OT Rate	EH&OT	EH&OT Totals
1.00	Extra Help (P.T.)	n/a	\$15.00	1,000	15,000	7,500	15,000
	<b>TOTAL EXTRA HELP:</b>					7,500	15,000

**156 – TAX COLLECTOR**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Quality Data Services, Rate Book Printings, License Support (\$30,000) Accurint Collection Software (\$1,500 estimate) DMV fee to be removed with the understanding that if it is reinstated we would make a request
<i>Equipment Maint/Operation</i>	Service Contracts and Repairs (\$1,000)

156 – TAX COLLECTOR  
2015/2016 Organization Chart  
2014/15: 5 Full Time / 2015/16: 5 Full Time



**DEPARTMENT: OFFICE OF INFORMATION TECHNOLOGY**

**DEPARTMENT SERVICES OVERVIEW:**

The Office of IT provides for the sustained, efficient, and effective delivery of IT services, infrastructure, and telecommunications to enhance service delivery to Westport’s employees, residents, businesses, and visitors. Working with all town agencies, we deliver these services with innovative, cost effective, and accessible technology solutions. In addition, we serve the public directly through the public access Wi-Fi (access points are in all town facilities and beach areas), westportct.gov, and the WPTV platform.

**FY 2015 ACCOMPLISHMENTS:**

- Virtualized town-wide Cisco VoIP phone system and upgraded software to the latest version in the town’s private cloud.
- Replaced town network backbone firewalls to accommodate the increased internet traffic and security needs.
- Finished the town-wide virtualization desktop infrastructure (DVI) deployment and continue to roll out virtualized computers where it meets the service requirements.
- Finished town-wide computer operating systems and office application upgrade.
- Participated in the state-wide Connecticut Municipalities Broadband Infrastructure Upgrade and Expansion Project, Gig fiber network RFQ release.
- Migrating the town’s email system from the Town Hall Servers to the hosted Microsoft GovCloud.

**FY 2016 SERVICE LEVEL GOALS:**

- Upgrade town network backbone edge switches to enhance the network security.
- Deploy a town-wide ePermit management system.
- Continue to participate in the state-wide Connecticut Municipalities Broadband Infrastructure Upgrade and Expansion Project
- Start to deploy town-wide (Town, BOE, and Library) Digital Imaging and Archiving System.
- Continue to deploy virtualized desktop computers to reduce IT hardware and support cost.
- Transfer town’s private cloud to a private-public GovCloud hybrid environment to maximize cost efficiency, and improve flexibility; high availability; resiliency and disaster recovery.

**PERFORMANCE MEASURES:**

- We support town-wide network infrastructure which includes one fiber network ring connecting to 8 town facilities; 3 distributed data center in 3 locations; 17 data storages, 28 physical servers; 58 virtualized servers; 163 network devices (Routers, Switches, Firewalls, and Wi-Fi Access Points ); 149 printers; 373 desktop PCs, notebooks, and tablets; 459 VoIP phones, and many smart phones.
- We manage the town website that has had 99.999% up time since its launch in March 2011. The website has averaged 977,586 visits and 1,272,053 page views in 2014. The town’s website viewership has a slight decrease from 2013 due to the large increase of social media activities.
- We also manage the town government WPTV that carries live town meetings on the Cablevision channel 79 and Frontier channel 99. In 2014, we logged a total of 304 hours of live broadcasting airtime.

**5 YR GOALS:**

- Evaluate all the possibilities that the cloud platform can offer. We are following the Federal and State government’s guidelines and policies closely in deploying cloud platform service.
- Collaborate with the private or state sector to expand Wi-Fi accessibility throughout the town.
- Implement a web-based online payment system that accepts every category of payments made to town government.
- Deploy a single phone number calling center service desk to provide the public with more efficient and effective service.

**DESCRIPTION OF ACCOUNTS:**

Salaries Full-time	Employee Salaries.
EX & OT	Extra help is for contracted positions based on service needs and pays at an hourly rate. No overtime pay for IT employees.
Fees and Services	Fees and Service pays for town-wide network infrastructure hardware maintenance cost, annual software license renew; website/video stream hosting service fees. GIS hosting and license fees; permit software license fees; public meeting broadcasting service and consultants for development and implementation of new projects.
Telephone	This account pays the annual town fiber network ring, Cisco equipment, VoIP equipment maintenance, T1 lines, PRIs/DID, Analog lines, and internet service provider fees.
Supplies	General Office Supplies.
Education and Exp	This account provides for all town employees IT related training.

**DETAIL OPERATING CAPITAL REQUESTS:**

- Computers Additional SAN storage units are required to expand the town private cloud during the period of transition.
- Software Upgrading and additional software licenses which are associated with the town private cloud.

**BUDGET NOTES:**

The Engineering Department manages the town’s Geographic Information System (GIS). See attached GIS usage report.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	227,632.00	227,632.00	233,324.00	233,323.00	233,323.00	0.00	0.0%
(03) EH & OT	30,000.00	30,000.00	30,000.00	34,000.00	34,000.00	0.00	13.3%
(18) Fees & Services	248,454.67	258,500.00	258,500.00	293,000.00	293,000.00	0.00	13.3%
(25) Telephone	177,281.00	177,603.00	177,603.00	174,634.00	174,634.00	0.00	-1.7%
(41) Supplies	1,857.99	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.0%
(59) Education & Exp.	19,683.27	20,000.00	20,000.00	10,000.00	10,000.00	0.00	-50.0%
(CF) Computers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.00	0.0%
(CG) Software	19,999.51	75,000.00	75,000.00	75,000.00	75,000.00	0.00	0.0%
<b>TOTAL</b>	<b>774,908.44</b>	<b>841,735.00</b>	<b>847,427.00</b>	<b>872,957.00</b>	<b>872,957.00</b>	<b>0.00</b>	<b>3.0%</b>

(157) Information Technology

**157 - INFORMATION TECHNOLOGY BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	IT Director	n/a	n/a	n/a	127,332	127,332	127,332
1.00	Senior Network Engineer	n/a	n/a	n/a	105,991	105,991	105,991
2.00	<b>TOTAL SALARIES:</b>					233,323	233,323

**EXTRA HELP (Part-time)**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
1.00	Website Project Manager (P.T.)	n/a	\$60.00	400	24,000	24,000	24,000
1.00	Broadcast Coordinator (P.T.)	n/a	\$50.00	200	10,000	6,000	10,000
2.00	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					30,000	34,000

**157 – INFORMATION TECHNOLOGY**

<u>Account</u>	<u>Description</u>
Salaries	(see next page breakdown)
<i>Fees and Services</i>	(see next page breakdown)
<i>Telephone</i>	(see next page breakdown)
<i>Supplies</i>	Office Supplies
<i>Education and Expenses</i>	IT Related Professional Development and Employee Training Courses
<i>Computers</i>	Sever and Storage Replacements
<i>Software</i>	Town-wide Microsoft Windows Operating System and Office Licenses

**157 - INFORMATION TECHNOLOGY BUDGET 2015-2016**

**FEES AND SERVICES**

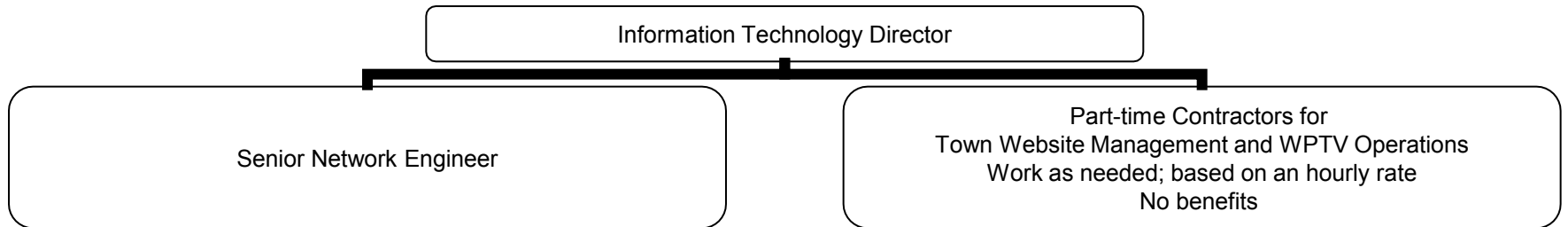
<b>Network and Data Processing Operating Costs</b>	<b>2014-15</b>	<b>2015-16</b>
Professional Assistance: consultants for development and implementation of new project	50,000	50,000
Hardware Maintenance: Data storage, servers, computers, printers, and firewalls	30,000	30,000
Software License annual Maintenance: VMWare, Symantec anti-virus, and backup software	25,000	32,000
Public Meeting Broadcasting	20,000	12,000
Equipment upgrade and maintenance: routers, switches, memories, hard drive, UPS batteries	15,000	15,000
Town Website Hosting/Maintenance/Upgrading; Video stream and Social Media Hosting	35,000	41,000
Microsoft Gov cloud email hosting service		33,000
<b>TOTAL NETWORK AND DATA PROCESSING:</b>	<b>175,000</b>	<b>213,000</b>
<b>Post Mail Operating Costs</b>		
Maintenance: Pitney Bowes Equipment	2,500	
Pitney Bowes Postage Machine Rental	1,000	
<b>TOTAL POST MAIL OPERATION:</b>	<b>3,500</b>	
<b>GIS Mapping Operating Costs</b>		
GIS Development of Digital Mapping/Permit Processing	80,000	80,000
<b>TOTAL GIS MAPPING:</b>	<b>80,000</b>	<b>80,000</b>
<b>TOTAL FEES AND SERVICES</b>	<b>258,500</b>	<b>293,000</b>

**COMMUNICATIONS**

	<b>2014-15</b>	<b>2015-16</b>
VoIP Equipment Maintenance and Support	50,000	50,000
Fiber Network and Cisco Equipment Maintenance	53,183	53,183
Fiber Network Monitoring and Maintenance	24,281	24,281
Fiber Internet Connections	13,200	13,200
Frame Relay	3,300	3,300
Town Hall Verizon PRIs and DIDs	15,000	15,000
Analogy lines	15,000	12,000
Cablevision Public Internet Connection	1,719	1,750
Cell Phone Service	1,920	1,920
<b>TOTAL COMMUNICATIONS</b>	<b>177,603</b>	<b>174,634</b>

**157 – INFORMATION TECHNOLOGY  
2015/2016 Organization Chart**

**2014/15: 2 Full Time / 2015/16: 2 Full Time**





	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	400.00	600.00	600.00	600.00	600.00	0.00	0.0%
(03) EH & OT	198.88	150.00	150.00	1,500.00	1,500.00	0.00	900.0%
(33) Advert & Print	6.02	125.00	125.00	250.00	250.00	0.00	100.0%
(34) Postage	0.00	300.00	300.00	600.00	600.00	0.00	100.0%
(41) Supplies	90.93	300.00	300.00	1,000.00	1,000.00	0.00	233.3%
(59) Education & Exp.	0.00	350.00	350.00	350.00	350.00	0.00	0.0%
<b>TOTAL</b>	<b>695.83</b>	<b>1,825.00</b>	<b>1,825.00</b>	<b>4,300.00</b>	<b>4,300.00</b>	<b>0.00</b>	<b>135.6%</b>

**(158) Board of Assessment Appeals**

**158 - BOARD OF ASSESSMENTS APPEALS BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
3.00	Board Member (as required by statute)				200	600	600
3.00	TOTAL SALARIES:				200	600	600

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
	Secretarial Services (for preparing correspondence copies of Assessor's documents and administrative functions at Board Meetings)				1,500	150	1,500
	TOTAL EXTRA HELP & OVERTIME:				1,500	150	1,500

**158 – BOARD OF ASSESSMENT APPEALS**

<u>Account</u>	<u>Description</u>
<i>Advertising and Printing</i>	Publishing Statutory Notices of Meetings, Printing Petitions and Instructions (\$250)
<i>Postage</i>	Mailing Correspondence and Notices of Decisions (\$600)
<i>Supplies</i>	Copying of Appeal Documents, Assessor Records, and Supporting Data (\$1000)
<i>Education &amp; Expenses</i>	Tuition (for 1 member) for UConn Tax Assessors/Appraisers School (\$350)

## **DEPARTMENT: TOWN ATTORNEY'S OFFICE**

### **DEPARTMENT SERVICES OVERVIEW:**

The Town Attorney's Office handles all the legal matters of the Town (excluding those matters which are covered by the Town's insurance providers and excluding the Board of Education). These matters include labor, land use, review of contracts and other municipal documents, Freedom of Information requests, tax appeals and tax foreclosures, and general advice. Assistant Town Attorney Gail Kelly is stationed at the Town Hall office, in accordance with the long-standing custom. We serve the First Selectman, boards and commissions, and individual departments.

### **FY 2015 ACCOMPLISHMENTS:**

- Successfully resolved land use cases through final judgment or settlements.
- Successfully resolved a significant number of our tax assessment appeals in a favorable manner.
- Baron's South: Continued to assist in this initiative.
- Successfully completed a number of labor matters including arbitrations.
- Successfully resolved a number of land use appeals.
- Continued to provide seminars and updates for boards and commissions.

### **FY 2016 SERVICE LEVEL GOALS:**

- Reduce the amount of pending litigation through careful advance advice and training of staff, boards and commissions.
- Work closely with First Selectman, Board of Finance and RTM in labor matters and negotiations.
- Maintain high level of service to First Selectman, boards and commission, and departments.

### **PERFORMANCE MEASURES:**

- We strive to reduce the legal exposure of the Town in all possible ways through careful training and advise to staff, boards and commissions.
- In fact, the Town has had relatively few monetary judgments assessed against it and few Freedom of Information claims over the years.
- The number of land use appeals which we currently have is lower than it has been in recent years.
- Our labor negotiations continue to be an increasingly important aspect of our total services.

### **5 YR GOALS:**

- The goals of our department continue to be the same over the next five year period. We seek to reduce litigation, reduce exposure of the Town to costly judgments, to successfully negotiate fair and favorable contracts, and to provide quality legal advice at all times.

**REVENUE SUMMARY:** The Town Attorney's office has no direct sources of revenue, but our services have a very direct impact on tax assessments and tax collections. By favorably negotiating settlements or achieving court judgments in our tax assessment appeals, we enhance the collection of tax revenues significantly. Similarly, the Foreclosure Review Committee has successfully raised and maintained the tax collection rate to a high level.

**DETAIL OPERATING CAPITAL REQUESTS:** Our department has no capital requests.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	144,684.03	147,761.00	148,283.00	152,761.00	152,761.00	0.00	3.0%
(19) Contract Services	441,554.53	485,000.00	485,000.00	485,000.00	485,000.00	0.00	0.0%
(21) Negotiation Servi	67,555.00	75,000.00	75,000.00	75,000.00	75,000.00	0.00	0.0%
(41) Supplies	701.72	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(64) Miscell. Expenses	11,586.37	20,000.00	20,000.00	15,000.00	15,000.00	0.00	-25.0%
<b>TOTAL</b>	<b>666,081.65</b>	<b>728,761.00</b>	<b>729,283.00</b>	<b>728,761.00</b>	<b>728,761.00</b>	<b>0.00</b>	<b>-0.1%</b>

(170) Town Attorney

**170 - TOWN ATTORNEY BUDGET 2015-2016**

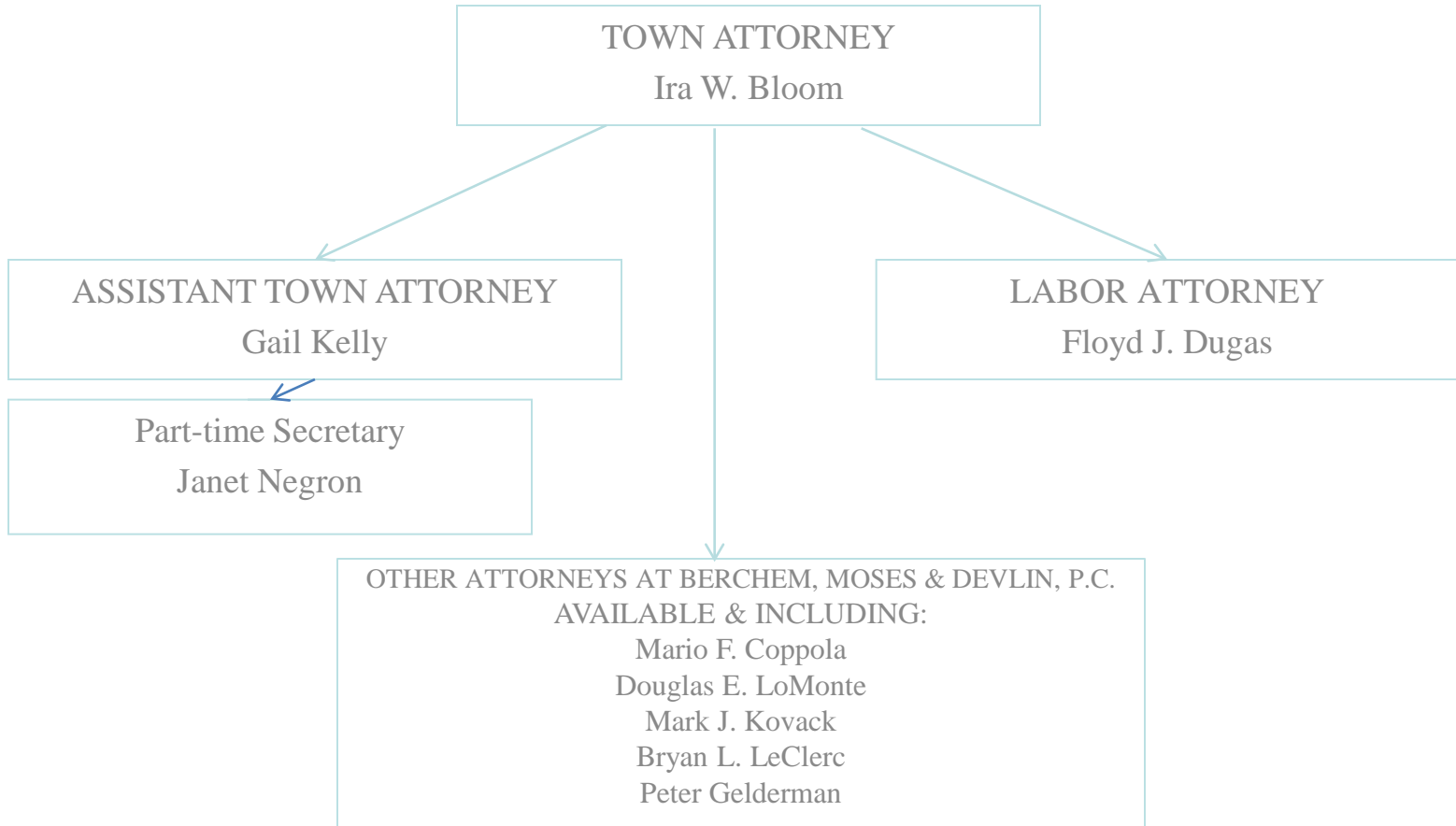
**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-2016	2014-15	2015-2016
					Salary Rate	Salaries	Salary Totals
1.00	Town Attorney (Retainer)				44,514	44,514	44,514
1.00	Assistant Town Attorney				87,400	82,400	87,400
1.00	Secretary P/T		\$20.60	1,012	20,847	20,847	20,847
3.00	<b>TOTAL SALARIES:</b>					147,761	152,761

**170 – TOWN ATTORNEY**

<u>Account</u>	<u>Description</u>
<i>Contract Services</i>	Litigation (\$485,000)
<i>Negotiation Services</i>	Labor (Negotiation Services) – includes 5 bargaining units (negotiations/grievances) Services
<i>Supplies</i>	Office Supplies, Stationery, Copying, Printing
<i>Education &amp; Expenses</i>	Dues, Library/Periodicals, Seminars/Conferences
<i>Miscellaneous Expenses</i>	Disbursements for: Sheriff Fees, Witness Fees, Trial Transcripts, Attorney Tax

170 - TOWN ATTORNEY  
2015-2016  
Organization Chart



## **DEPARTMENT: Office of the Town Clerk**

**DEPARTMENT SERVICES OVERVIEW:** The Town Clerk's Office serves the community through four major functions established by either State or Local Law: Recording property transactions including deeds, mortgages, maps, liens and other related documents; serving as Registrar of Vital Statistics by recording of births, marriages, deaths and issuance of related certificates; presiding as one of three permanent election officials conducting elections, primaries and referenda; and acting as clerk to the town's legislative body known as the Representative Town Meeting. Other duties include recording trade names of local businesses, veteran's discharges, liquor permits and notary public commissions; issuing sports and dog licenses and certified copies of public records; posting and housing minutes and agendas of Town bodies; and revision of the charter-ordinance publication as new local laws or amendments are adopted. Financially responsible for annual collection of over \$2 million in revenue and the monthly reporting and distribution of funds to the State of CT.

### **FY 2015 ACCOMPLISHMENTS:**

- Began accepting electronic delivery for land recordings continuing to promote this service to our recorders: 328 (approx 4%) eRecordings in 2014.
- Installed a web-based marriage application having 24/7 access. Now a 100% electronic data entry program.
- Back-scanned land records from 1989 back to 1987 making these records electronically accessible using grant funds .
- Back-scanned vital records from 2013 back to 1993 simplifying the process for certifying copies.
- Assisted our indexing vendor to create an electronic certification stamp for vital record images. Now a 100% electronic copy process.
- Orchestrated and supervised the 6<sup>th</sup> Annual Community Shred Day in May.
- Successfully administered election duties for the gubernatorial election. Successfully operated the State absentee ballot program working closely with State programmers to tweak the weak areas.

### **FY 2016 SERVICE LEVEL GOALS:**

- Increase copy revenue by continuing the back-scanning project of land records.
- Continue to participate with the Secretary of the State (SOTS) to establish Election Night Reporting (ENR) electronically which has expanded to the development of a total Elections Management System.
- Rearrange public workspace to remove computers from the vault area.
- Purchase a second scanner to increase back-scanning efforts using grant funds and to have a backup to a 10 year old machine.

### **PERFORMANCE MEASURES:**

- Increase in copy revenue line.
- Increase in the number of public document pages electronically accessible.
- Maintaining low operating expenses.
- Increase the number of land records submitted electronically.

## **5 YR GOALS:**

- Participate in pilot programs with SOTS involving early voting, electronic voting for military, election night reporting.
- On-line dog licensing renewal.
- Expand the annual Community Shred Day to more than once a year.
- Continue to reduce paper by developing electronic filing systems for existing paper collections.
- Participate with Dept of Public Health to develop an on-line birth and death registry program.

## **REVENUE SUMMARY:**

- Conveyance tax revenue is estimated to be steady but not over stated since FY2014 and FY2015 includes large, unforeseen commercial sales.
- All other 2016 revenue to remain in line with 2015 actual with an increase in the vital records copies line due to a higher demand for certified copies.
- State Historic Document Preservation grant funds will be reduced from \$7,500 to \$4,000 in 2016.

## **DESCRIPTION OF ACCOUNTS:**

- Salaries- office staff payroll
- Fees & Services-Vendor: Cott Systems. Indexing software support program, specialized hardware supplies
- Historic Document Preservation- Town clerk \$1 account for land recordings per PA00-146, CGS Sec 7-34a(d)-offset by revenue
- Historic Preservation Grants-annual town clerk grant for historic preservation-offset by revenue
- Advertising-Vendor-ACS -archival microfilming of records, storage supplies, annual fee for off-site storage of microfilm at Iron Mountain
- Postage-required to return all recorded land record documents and to fill all pre-paid copy requests
- Supplies- Two copy machine lease payments thru BOE, paper, office and preservation supplies
- Licenses & Fees- Historic Documents- \$2 account for land recordings paid to State of CT per PA00-146, CGS Sec 7-34a(d)-offset by revenue
- Licenses & Fees-LPAHHP-Town clerk \$1 account for land recordings per PA05-228, CGS Sec 7-34a(e)-offset by revenue
- Education & Expenses- covers conferences, town clerk academy, workshops, mileage reimbursements for office staff

## **DETAIL OPERATING CAPITAL REQUESTS:**

- Replace 30 year old carpet in the public vault area with rubber tiles. Move public PC's out of the vault area.

## **BUDGET NOTES:**

- 2015 revenue budget was over budget due to large, unforeseen commercial conveyance taxes paid. 2016 estimated the same as 2015.
- 2016 expenses to remain in line with 2015 with approved collective bargaining increases noted.
- 2016 Historic Document Preservation grant will decrease \$3,500 to \$4,000.



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	304,368.29	307,112.00	318,462.00	327,522.00	327,522.00	0.00	2.8%
(18) Fees & Services	28,770.76	31,415.00	31,415.00	27,255.00	27,255.00	0.00	-13.2%
(33) Advert & Print	8,529.75	8,900.00	8,900.00	9,500.00	9,500.00	0.00	6.7%
(34) Postage	4,226.80	5,500.00	5,500.00	5,000.00	5,000.00	0.00	-9.1%
(41) Supplies	7,026.83	6,800.00	6,800.00	6,800.00	6,800.00	0.00	0.0%
(55) Licenses & Fees	18,181.09	27,000.00	27,000.00	23,000.00	23,000.00	0.00	-14.8%
(59) Education & Exp.	2,986.76	3,100.00	3,100.00	3,200.00	3,200.00	0.00	3.2%
(CF) Computers	1,600.00	800.00	800.00	0.00	0.00	0.00	-100.0%
<b>TOTAL</b>	<b>375,690.28</b>	<b>390,627.00</b>	<b>401,977.00</b>	<b>402,277.00</b>	<b>402,277.00</b>	<b>0.00</b>	<b>0.1%</b>

(180) Town Clerk

**180 - TOWN CLERK BUDGET 2015-2016**

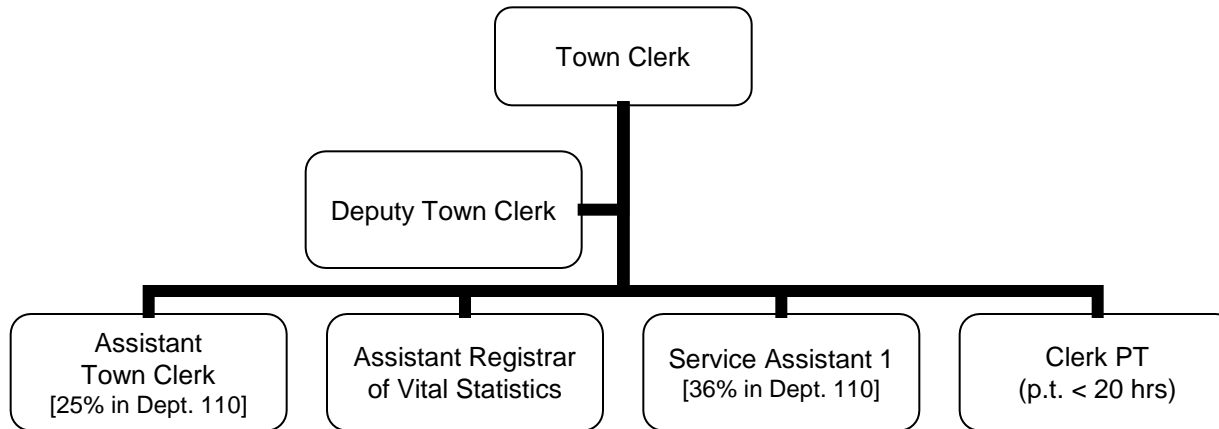
**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Town Clerk				100,376	100,376	100,376
1.00	Deputy Town Clerk				74,269	74,269	74,269
0.75	Asst Town Clerk (25% in 110)	VI-7			65,077	47,851	48,808
1.00	Asst Reg of Vital Stats	V-7			59,431	58,265	59,431
0.64	Service Assistant I (36% in 110)	IV-7			54,274	32,433	34,735
1.00	Clerk P/T		\$21.16	468	9,903	9,617	9,903
5.39	<b>TOTAL SALARIES:</b>					322,811	327,522

**180 – TOWN CLERK**

<u>Account</u>	<u>Description</u>	
<i>Fees &amp; Services</i>	Cott Indexing Software & Support	17,255
	Historic Documents Preservation (offset by revenue) Per PA00-146 Sec 7-34a(d)	6,000
	Historic Preservation Grants (offset by revenue)	4,000
		<hr/> 27,255
<i>Licenses &amp; Fees</i>	State Fee: Historic Documents Preservation (offset by revenue)	12,000
	State Fees: LPAHHP (offset by revenue) Per PA05-228 Sec 7-34a(e)	6,000
	Town Clerk Fee-MERS- offset by revenue	5000
		<hr/> 23,000

180 – TOWN CLERK  
2015/2016 Organization Chart  
2014/15: 4.50 Full Time / 2015/16: 4.50 Full Time



## **DEPARTMENT: HISTORIC DISTRICT COMMISSION**

### **DEPARTMENT SERVICES OVERVIEW:**

As a Certified Local Government (CLG) since 1986, the Town of Westport is partnered with the State Historic Preservation Office (SHPO) and the National Park Service in a commitment to the preservation and protection of our nation's historic resources. To maintain its status as a CLG, the town has agreed to integrate the Historic District Commission into the services and structure of town government and provide full time staff assistance dedicated to that purpose. CLG status offers grant funding for municipal preservation projects and professional support through SHPO and the Circuit Rider Program of the Connecticut Trust for Historic Preservation.

The Historic District Commission and the (HDC) Staff Administrator/ (CLG) Coordinator are required to properly serve the town in the Commission's regulatory and advisory capacities. The staff position requires demonstrated background in historic preservation with a firm understanding of State and Federal historic preservation enabling legislation and ongoing programs, and the procedures associated with public hearings. The staff position acts as liaison to the public including property owners, lawyers, developers, builders, liaison to the State Historic Preservation Office and the Connecticut Trust for Historic Preservation, liaison to other town departments, and liaison to consultants engaged by the town in matters related to historic preservation.

The position reports to and operates under the administrative direction of the First Selectman, who is responsible for performance evaluation. Operationally, its work assignments are at the direction of the Historic District Commission.

### **FY 2014 ACCOMPLISHMENTS:**

- At the initiative of the HDC and with the help of CT Trust Vibrant Communities Initiative Grant funding in the amount of \$50,000, the appointed Village District Steering Committee (VDSC) contracted The Cecil Group in partnership with Fitzgerald & Halliday to prepare a Proposed Village District Study Report and Draft National Register Nomination. A public workshop in June and subsequent public informational meetings for the property owners were held in December at the completion of the studies. The proposed zoning overlay was presented to the Planning and Zoning Commission for its action and for integration into the master plan for Westport Center.
- Administered and reviewed 89 demolition permit applications for properties 50 years or older (11 delays were not waived). Ongoing efforts to preserve historically and architecturally significant historic resources by denying the waiver of a 180-day demolition delay and working with the owner and other interested parties to discuss alternatives to demolition.
- HDC/ARB Joint Committee reviewed and made recommendations for P&Z Special Permits for Historic Residential Structures applications and for proposed exterior modifications to properties located in the Business Center District/Historic (BCD/H).
- Made recommendations and comments to Planning and Zoning (P&Z) for site plan applications, text amendments and variances that include properties that are considered historic resources.
- Upon the request of petitioners for the proposed local historic district designation of Maplewood Avenue, a study committee was formed and CLG Enhancement Grant funding was awarded to the town to hire the professional services of an architectural historian to assess the historic and architectural significance of the structures within the district boundary.
- Prepared and presented 2014 Annual Preservation Awards for 8 historic properties as outstanding contributions to the preservation of historic properties in Westport.
- Administered and reviewed 26 *Certificates of Appropriateness Applications* for regulated properties in local historic districts or for local historic landmark properties.
- Worked collaboratively with the Arts Advisory Committee and project conservator, Francis Miller, on the restoration project of Minute Man Monument site.
- Review of eligibility for residential property owners seeking Special Permit for Historic Residential Structures 32-18.

## **FY 2015-16 SERVICE LEVEL GOALS:**

- Work collaboratively with Planning and Zoning Commission to implement future planning recommendations to integrate preservation efforts with the revitalization of downtown.
- Seek grant funding (CLG Supplemental Grant) in the amount of \$30,000 to update Historic Resources Inventory by conducting a survey of all town owned properties to assess their historic and architectural significance.
- Seek grant funding (CT Trust Maintenance Grant) for the restoration of porch at the Wakeman Farm
- Work collaboratively with Planning and Zoning Commission to expand Special Permit for Residential Structures (32-18) to include historic commercial properties.
- Hold public informational meeting on vouchers available through the State Historic Preservation Office (SHPO) for restoration projects for residential structures in the amount of \$15,000 to a maximum amount of \$100,000.
- Improve organization of office space to encourage appointed members to be more involved in the operations of the office and to provide a better work space to review applications with the public and to discuss preservation issues.
- CLG Enhancement funding in the amount of \$5,000 for the assistance of an architectural historian to prepare a study report for the proposed local historic property designation of the Nike site.

## **PERFORMANCE MEASURES:**

- Public support for the preservation of the historic character of Westport Center.
- Create property value through historic preservation.
- HDC Office as an exemplary CLG receives frequent inquiries on preservation issues from other Connecticut communities upon the recommendation of SHPO.
- Press coverage of preservation initiatives.
- Public support and continued outcry regarding the loss of historic resources.
- The consistent receipt of grant awards for preservation projects.

## **5 YR GOALS:**

- Digitize and update all inventory forms to date.
- Provide online GIS map with a Historic Resources Inventory overlay with all the inventory data.
- Continue to provide administrative staff support for the HDC and CLG program coordinator.
- Continue to develop recommendations to encourage historic preservation by such means as tax and/or zoning incentives.
- In the next round of revisions to the Town Charter, request the Town update Chapter 38 to reflect the full range of duties and responsibilities of the HDC.
- Provide support to Planning and Zoning for further analysis, review and possible adoption of the Village District zoning overlay.

## **REVENUE SUMMARY:**

- VCI Grant Reimbursement for Village District Study in the amount of \$50,000.
- Negotiated with project conservator to reduce fee for MMM site restoration from the budgeted amount of \$79,000 reduced to \$66,900.
- CLG Enhancement Grant reimbursement in the amount of \$4,500 for the Maplewood Avenue Study Report.
- As a condition of the demolition delay ordinance, HDC staff administers application notification requirements for all demolition permits for properties 50 years and older. A fee of \$300/per application is received by the Building Department.
- HDC Staff assists P&Z Office with Special Permit for Historic Residential Structures to determine eligibility and meet with prospective applicants. The fee of \$460 is received by the P&Z Office for each Special Permit §32-18 Application.

- Fees collected in the amount of \$442.50 for fiscal year 2014 and \$220.25 for fiscal year 2015 so far (\$5/demolition sign and \$1/per page for copies )

**DESCRIPTION OF ACCOUNTS:**

- Salaries - Salary for HDC Staff Administrator/CLG Coordinator who functions as point of contact for all preservation issues and office management.
- Fees & Services - \$5,000 for annual CLG Reimbursable Enhancement Grant applications. Other requests for an appropriation are made to the Board of Finance on a per grant project basis.
- Advertising & Printing - for the cost of publishing required legal notice and agendas for public hearings.
- Postage - primarily for certified mail to certain property owners and documents sent to SHPO.
- Supplies - primarily for toner replacements.
- Education & Expenses – for membership fees to the National Trust, CT Trust and National Alliance of Preservation Commissions, which provides access to a broad range of benefits?

**BUDGET NOTES:**

Salary change is determined by contract negotiations for non-union employees.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	60,548.00	60,548.00	62,062.00	62,062.00	62,062.00	0.00	0.0%
(15) Trans. Allowance	0.00	150.00	150.00	150.00	150.00	0.00	0.0%
(18) Fees & Services	22,222.84	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
(33) Advert & Print	245.61	379.00	379.00	500.00	500.00	0.00	31.9%
(34) Postage	91.13	200.00	200.00	225.00	225.00	0.00	12.5%
(41) Supplies	1,069.24	1,000.00	1,000.00	1,500.00	1,500.00	0.00	50.0%
(59) Education & Exp.	361.00	390.00	390.00	400.00	400.00	0.00	2.6%
<b>TOTAL</b>	<b>84,537.82</b>	<b>67,667.00</b>	<b>69,181.00</b>	<b>69,837.00</b>	<b>69,837.00</b>	<b>0.00</b>	<b>0.9%</b>

(181) Historic District

**181 - HISTORIC DISTRICT BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	HDC Administrator/CLG Coordinator		n/a	n/a	62,062	62,062	62,062
1.00	TOTAL SALARIES:					62,062	62,062

**181 – HISTORIC DISTRICT**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	CLG Grant Application (\$5,000)
<i>Advertising &amp; Printing</i>	Legal Notices (\$500)
<i>Postage</i>	Mailings (\$225)
<i>Supplies</i>	Office Supplies (\$1,500)
<i>Education &amp; Expenses</i>	Membershiop & Publications (\$400)



## DEPARTMENT: Conservation

**DEPARTMENT SERVICES OVERVIEW:** The Conservation Department is comprised of a staff of five, full-time and one, less than 1/4 –time person. The Conservation Department:

- Administers and enforces the Inland Wetland and Watercourse Regulations for the Town of Westport (IWW) and the Waterway Protection Line Ordinance (WPLO) of the Town Code.
- Serves as wetland agents for the Town by issuing administrative permits and enforcing regulations.
- Serves the Conservation Commission for complex IWW and WPLO applications. We draft all legal notices, prepare minutes, inspect properties, prepare staff reports and draft findings and resolutions.
- Staff verifies inland wetland boundaries based on on-site soil profiles.
- Prepares court records for appeals and testifies in court when needed.
- Advises the public in land use considerations relating to wetlands, watercourses and floodplains.
- Reviews and reports to the Planning and Zoning Commission and Zoning Board of Appeals on Coastal Area Management, Excavation and Fill, Zoning Map and Text change applications as they relate to the environment.
- Serves as staff to the Shellfish Commission who administers the Town’s recreational shellfishing program. Issue permits, collects all fees, oversees enforcement of state and local shellfishing regulations and, through the Commission’s direction, works with the commercial shellfishermen in managing Westport’s shellfish beds.
- Is responsible for issuing camping permits for Cockenoe Island, organizing island clean-ups, and for overseeing habitat management efforts including working with the US Fish&Wildlife Service on threatened and endangered species protection.
- Is responsible for administering the Tree Spraying ordinance of the Town. Inspects vehicles used for spraying pesticides that use water collected from specified areas within the community for this purpose.
- Serves as staff to the Sasco Brook Pollution Abatement Committee.
- Represents the Town on the Fairfield County Deer Alliance and RTM Deer Committee, the Long Island Sound Council, the SWRPA Hazard Mitigation Plan update, the Saugatuck River Watershed Planning group and The Nature Conservancy’s Saugatuck River Watershed Partnership.
- Works with various volunteer, governmental and non-governmental agencies on public outreach education efforts and service projects.
- Educates and enforces the Plastic Bag Ordinance and answers questions from communities across the nation who want to impose a similar ban.
- Administers the Aquifer Protection Regulations.

### **BUDGET NOTES:**

- Including salaries, the budget forecast represents a 4.5% increase over last year.
- Excluding salaries, the forecast results in a net decrease of \$1,020 or virtually a zero increase.
- Excluding salaries, the overall operating budget is \$27,815.
- There is an increase in the salary line of \$17,237. This is primarily because of the recently ratified union contract and because we are proposing that 15% of the Administrative Assistant II’s salary be paid for by the Shellfish Commission rather than 30% as currently exists.

Please note:

- Our current expenditures indicate we will be able to finish the remainder of this fiscal year with no need for transfers.
- At the end of FY13/14 we returned approximately \$10, 500 to the General Fund.
- At the end of FY 12/13 we returned approximately \$10,000 to the General Fund.
- Therefore, despite the increase to the salary line there is no reason to believe that the majority of the increase will not be off-set by the return to the General Fund as has been experienced in the past.
- We are on track to equal the number of permits issued and revenue collected in FY 14/15. This represents approximately 1/3 of our total operating budget.

#### **FY 2014/2015 ACCOMPLISHMENTS:**

- In the last 10 years (2004-2014), the Conservation Department has issued 2,708 permits with 2013 and 2014 being nearly tied for having the highest number issued in a single year at approximately 380.
- Between 2004 and 2014, we have received 648 complaints, 48 of which were received in 2014. This is down from the peak in 2006 with 99 complaints received. Of those 648, approximately 206 actual Notices of Violation were issued. The rest were either determined not to be a violation or were resolved expeditiously. Of those violations that resulted in a fine, \$46,550 has been collected. In 2014 48 complaints were investigated, 6 Notices of Violation resulted but no fines were collected.
- It appears from the data collected a trend in the number of violations has been decreasing in the last 10 years. We'd like to think this is due to a combination of educating the property owner, being aggressive with offenders and having a strong presence in the field by both the Compliance Officer and the Sediment and Erosion Control Inspector.
- In an effort to better protect wetlands and watercourses, we changed our policy in June of 2012 for determining wetland boundaries whereby a soil investigation by a certified soil scientist is required for all large scale projects. So far, this has resulted in nearly 94 properties being mapped and the new process has also allowed us to reduce the Fees & Services line item.
- In FY 13/14 we sent informational mailings to 180 new property owners with wetlands (an increase of 35 from FY12/13) and 76 within the Aquifer Protection Area. This increases public awareness and decreases violations.
- Sasco Brook has now met State requirements for a fishable stream and has been removed from the State's list of impaired waterways in this category. We continue to implement the recommendations in the DEEP-adopted Sasco Brook Watershed Management Plan. Adoption of this plan allows for grant funding of stormwater management projects.
- In 2014 we issued 811 shellfish permits. This is a 5% increase from 2013.
- Though not an accomplishment by the Department per se, connection of Saugatuck Shores to sewer should improve water quality of the Saugatuck Estuary and Long Island Sound.
- Continued to work with the CT Invasive Plant Working Group (CIPWG) to release and monitor success of weevils that have been released on state, town and private property to control Mile-A-Minute vine.
- As a result of a new state statute our department has begun to educate the public about the invasive nature of a certain species of bamboo. We anticipate this will occupy more of our time in 2015.
- In the summer of 2014 we issued 66 Cockenoe Island camping permits and collected \$1,900 in fees
- Entered into an agreement for a fourth year with the US. Fish and Wildlife Service for the management of Cockenoe Island for protection of federally-listed endangered and threatened shorebirds.
- As a result of storms Irene and Sandy, along with increases in flood insurance rates, our department has issued numerous permits for house raisings. This trend will continue into the foreseeable future. These house-raising efforts over the years have proven to be very effective in that those houses that were elevated suffered little to no damage during these storm events.
- Reduced mailing costs to shellfish permit applicants by sending application material electronically.

#### **FY 15/16 SERVICE LEVEL GOALS:**

- Amend the IWW Regulations to be consistent with changes in state statutes and amend the WPLO Regulations to be more "user friendly."
- Continue public outreach and enforcement efforts to improve water quality.
- Work with other departments to increase the Town's FEMA CRS rating from Class 8 to Class 7 to further decrease flood insurance premiums for policy holders.
- Re-evaluate Tree Spraying Ordinance with the RTM to determine if this should be repealed or amended.
- Investigate ability for people to pay for shellfish permits on-line.

## **5 YR GOALS:**

- Complete removal of Sasco Brook from the state's list of impaired waterways and prevent other streams from being named on the list. Expansion of the sewer into the watershed planned for 2015 should help improve water quality in the watershed.
- Upgrade the mouth of the Saugatuck River from a Restricted-Relay area to a Conditionally Approved area for shellfishing. This is possible because of the sewerage and mandatory connection of Saugatuck Shores.
- Development of an accurate wetland boundary delineation for the majority of properties in Westport.
- Establish a volunteer program to remove invasive plant species from private and public property while continuing to require said removal as part of a condition for permit issuance.
- Develop a public outreach campaign to remind people of proper dog waste disposal.
- Secure grant funding for an informational pamphlet showcasing local raingardens, vegetated riparian buffers and bio-swales and wetland restoration projects so they can be viewed as an aesthetic landscape feature.

## **PERFORMANCE MEASURES:** The Department's success is measured by:

- Improvement in water quality that keeps our beaches open, our drinking water clean, upgrades the classification of our shellfish beds and de-lists or keeps our watercourses from being put on the state's list of impaired waterways.
- A decrease in wetland and WPLO violations.
- Removal of invasive plant species while working in cooperation with the CT Invasive Plant Working Group and the State's WHAMM program.
- Compliance with the EPA's MS4 Stormwater Management program mandates
- Maintaining the town's Class 8 CRS Rating in the FEMA program by upholding our floodplain regulations and implementing other preparedness measures.

## **REVENUE SUMMARY:**

- In FY 13/14 we collected \$128,450 in permit fees. This represented 37% of the FY13/14 operating budget.
- As of the end of December 2014, we have collected \$71,070 in total revenue. At this rate we estimate a year-end revenue this current fiscal year of \$142,140 which will be 39% of our current FY 14/15 operating budget.

## **DESCRIPTION OF ACCOUNTS:**

- **Salaries: (\$17,237 increase)** We have one, non-union, supervisor and four union employees. The increase is caused by the salary adjustments to the recently ratified union contract. In addition, this budget changes the percentage of the contribution by the Shellfish Commission to the salary of the Admin II position from 30% to 15% to more accurately reflect the amount of time devoted to administering the recreational shellfishing program. Please note that the volume of work in the department has stayed relatively the same but the applications have become more challenging as the nature of the sites are more and more difficult to build on. In general, even though most of the houses are tear-downs, they are by and large on sites that are filled wetlands and or have high groundwater and or ledge. A property once with a 3 to 4 bedroom home now is being developed with a 5 to 6 bedroom home with a 10 ft cellar and accompanying septic system and pool. The marginal lot is now being asked to support and even greater challenge for development. Without a skilled staff in this department wetland, floodplain and water quality protection would not be adequately safeguarded.
- **Extra Help and Overtime: (\$1,210 increase)** Employees covered in this category include the Sediment and Erosion Control Inspector who we share with P&Z; a custodian for one Conservation Commission public hearing per month but only when the meeting goes past 11:00 pm. (Typically, we do not exceed this time-frame) and, per the union contract we budget for the Conservation Analyst to attend one Conservation Commission public hearing per month. We are asking this year to increase the S&E Inspector's hours from 320/year total to 400/year with Conservation and P&Z each budgeting for 200 hours. Historically, we have consistently come under budget and have returned money to the General Fund from this account.

- **Uniforms (same)** \$400 for each field related union position. This totals \$800.
- **Transportation (same)**: gas for use of a private vehicle for Town business. The Town car is used whenever possible to conduct inspections and attend training sessions held in other parts of the state but sometimes an employee must use their own car.
- **Fees & Services (\$500 decrease)**: This bulk of this line item (\$3,000) covers the cost by HarborWatch for water quality testing of several of our major streams. This data is then used to target sources of pollution. The remaining funds are allocated for the hiring of soil scientists and sometimes court reporters for the preparation of meeting transcripts if one of our Commission decisions is appealed. However, because of the change in policy for wetland boundary determinations, the need to hire an outside soil scientist for boundary confirmation has decreased. Even though the Town was and will be reimbursed for this expenditure through permit fees, the line-item has been substantially reduced.
- **Contract Services (same)**: This line item includes membership to the Southwest Conservation District which provides free assistance to property owners and public outreach assistance. It also includes a nominal fee for maintenance efforts of Cockenoe Island and The Teuscher Preserve on Imperial Avenue.
- **Voice/Data (a/k/a Telephone) (\$20 increase)**: Our current expenditures indicate that we will not exceed the \$400 we currently have budgeted for phone usage but an extra \$20 has been added as a cushion.
- **Equipment Maintenance/Operation (same)**
- **Vehicle Maintenance (\$450 decrease)**: This line item is for maintaining and fueling the Town car used primarily for site inspections and whose use is shared with other departments but it is still our department that pays for the gas.
- **Advertising and Printing (same)**
- **Postage (\$500 increase)**: certified mailings, commission mailings, public education efforts, general correspondence. In past years this line item had been cut. Last year it was returned to the amount allotted in previous years. This current year projects an end-of-the-year deficit primarily due to the increased number of permit applications and rise in real estate sales which in turn, leads to more public outreach efforts.
- **Supplies (same)**: supplies for the office plus \$2,000 for water quality testing materials.
- **Office Equipment \$0 (\$1,000 decrease)**: We are not asking for any expenditure in this category. If we need office furniture we will get it from recycling that which was discarded by other departments.
- **Computers \$0 (\$800 decrease)**: We are not asking for any expenditure in this category. The IT Dept has been successful rebuilding existing machines when they begin to malfunction.
- **Licenses & Fees (\$0)**: State mandated land use fee – ELIMINATED from the Department’s budget.
- **Education ( same)**: DEEP required training of commissioners and staff and for professional development. This is especially needed since we anticipate at least two new members to fulfill Commission vacancies. A

**DETAIL OPERATING CAPITAL RQUESTS:** None

**OTHER NOTES:**

The following are examples of how our department cooperates with other Town departments to save on costs:

- Since the mail room copy machine was eliminated, we now use the copier in the P&Z Department for large copy jobs. We “repay” them with paper.
- We share our Town car with any department who needs it. For example, the IT Department uses it several times a week. The Town Clerk takes it to meetings in Hartford.
- The Sediment and Erosion Control Inspector is shared with the P&Z Department and we split his salary.
- When possible, the Conservation Department services the public on Mondays, Wednesday and Fridays when the P&Z Department closes early on those days.

Alicia/bof/2015-2016 budget narrative

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	320,445.44	323,550.00	336,396.00	351,201.00	351,201.00	0.00	4.4%
(03) EH & OT	3,380.00	5,260.00	5,260.00	6,470.00	6,470.00	0.00	23.0%
(14) Uniform Allowance	800.00	800.00	800.00	800.00	800.00	0.00	0.0%
(15) Trans. Allowance	115.44	600.00	600.00	600.00	600.00	0.00	0.0%
(18) Fees & Services	3,907.50	5,000.00	5,000.00	4,500.00	4,500.00	0.00	-10.0%
(19) Contract Services	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	0.0%
(25) Telephone	285.76	400.00	400.00	420.00	420.00	0.00	5.0%
(26) Equip Maint/Oper	428.46	1,500.00	1,500.00	1,500.00	1,500.00	0.00	0.0%
(27) Veh. Maint/Oper	746.11	2,200.00	2,200.00	1,750.00	1,750.00	0.00	-20.5%
(33) Advert & Print	1,297.35	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
(34) Postage	2,210.89	2,200.00	2,200.00	2,700.00	2,700.00	0.00	22.7%
(41) Supplies	4,335.06	4,275.00	4,275.00	4,275.00	4,275.00	0.00	0.0%
(59) Education & Exp.	1,150.00	1,300.00	1,300.00	1,300.00	1,300.00	0.00	0.0%
(CD) Office Equipment	0.00	1,000.00	1,000.00	0.00	0.00	0.00	-100.0%
(CF) Computers	1,600.00	800.00	800.00	0.00	0.00	0.00	-100.0%
<b>TOTAL</b>	<b>342,202.01</b>	<b>352,385.00</b>	<b>365,231.00</b>	<b>379,016.00</b>	<b>379,016.00</b>	<b>0.00</b>	<b>3.8%</b>

(182) Conservation

**182 - CONSERVATION BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade&amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Conservation Director				99,708	99,708	99,708
1.00	Conservation Analyst	VIII-7			78,028	76,498	78,028
1.00	Conservation Compliance Officer	VII-7			71,259	69,862	71,259
1.00	Administrative Assistant I	IV-6			51,690	48,264	51,690
1.00	Administrative Assistant II	V-7			50,516	49,525	50,516
5.00	<b>TOTAL SALARIES:</b>					343,857	351,201

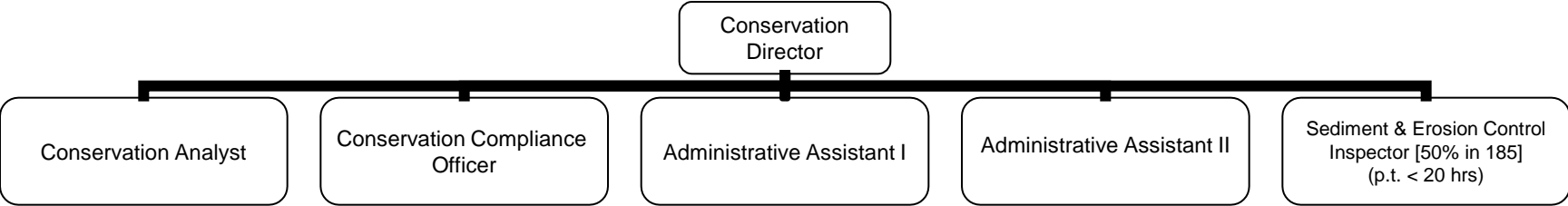
**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>14-15 Grade&amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2014-15 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-2016</b>
0.50	Sediment & Erosion Control Inspector (160 hours in Budget 185)		\$21.50	200	4,300	3,280	4,300
1.00	Conservation Analyst	n/a	\$61.91	33	2,043	1,773	2,043
1.00	Custodian	n/a	\$42.57	3	127	208	127
2.50	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					5,261	6,470

**182 – CONSERVATION**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Subject to Application Fees and HW/RW for Saugatuck River, Sasco Brook and New Creek Water Quality Testing (\$3,000) Hiring of Outside Consultants, primarily soil scientists (\$2,000)
<i>Contract Services</i>	Conservation Properties: Teuscher and Cockenoe Island (\$250) Southwest Conservation District (\$1,250)
<i>Equipment Maint./Operation</i>	Copier Service Contract
<i>Postage</i>	General correspondence, Commission packets, public outreach/education efforts
<i>Supplies</i>	Office Supplies (\$2,275), Environmental Water Quality Testing Supplies (\$2,000)
<i>Education &amp; Expenses</i>	Staff and Commission
<i>Computers</i>	

182 – CONSERVATION  
2015/2016 Organization Chart  
2014/15: 5 Full Time / 2015/16: 5 Full Time





**DEPARTMENT: PLANNING & ZONING**

**DEPARTMENT SERVICES OVERVIEW:**

The Planning and Zoning staff provides administrative assistance and support services for the Planning and Zoning Commission, the Zoning Board of Appeals and the Architectural Review Board. The staff is responsible for the day-to-day operation of the Planning and Zoning office. The staff issues zoning permits, investigates and follows up on zoning violations, conducts plan reviews and conducts research for other Town officials regarding land use issues.

The Planning and Zoning Commission is a regulatory body composed of seven regular members and three appointed alternates. The Commission members are elected officials and serve four year terms. The Zoning Board of Appeals is a five member elected board responsible for reviewing and acting on all requests for variances and appeals of ZEO decisions. There are three appointed alternates. The Board members are elected to serve four year terms.

**SUMMARY OF ACTIVITIES (3 Year Comparison):**

The following chart summarizes the P&Z Department's activities for the past three complete fiscal years.

	<b>FY 11-12 Totals</b>	<b>FY 12-13 Totals</b>	<b>FY 13-14 Totals</b>
<b>Site Plan Applications</b>	21	12	13
<b>Site Plan Waivers by P&amp;Z Director</b>	0	9	16
<b>Special Permits</b>	20	22	26
<b>8-24 (Municipal Improvements)</b>	8	4	6
<b>Subdivisions</b>	2	4	4
<b>Coastal Site Plan Reviews</b>	21	18	16
<b>Zoning Text Amendments</b>	13	9	13
<b>Zoning Map Amendments</b>	1	5	4
<b>POCD Amendments</b>	0	0	1
<b>ZBA Variances</b>	98	113	103
<b>ZEO Appeals to ZBA</b>	1	4	4
<b>ARB Applications</b>	31	48	37
<b>Zoning Permits - Residential</b>	343	362	389
<b>Zoning Permits - Commercial</b>	209	214	178
<b>Zoning Violations Notices</b>	72	56	81
<b>Cease &amp; Desist Orders</b>	8	16	25
<b>Zoning Citations</b>	3	4	4

The fiscal period that ended on June 30, 2014 shows some marked increases in activity. All application types that require P&Z review show a 10% increase in P&Z related applications over the previous fiscal year. In FY12-13 P&Z reviewed 74 applications; in FY13-14 P&Z reviewed 83 applications.

Zoning Permits show a slight decrease in the number of permits issued, however the value of these permit based upon revenue is actually higher which indicates that the level of complexity associated with these permits has increased. The most dramatic increase in activity is in the area of enforcement. The number of Notices of Violations issued in FY13-14 is up 30% over FY12-13. Also the number of Cease & Desist orders issued has increased by 36%.

The trend for the first six months of FY14-15 shows a 16% increase (+ \$43,689) in revenue over this same period last year. In order to handle this increase in activity and to meet customer service benchmarks increases in staff overtime hours were necessary. Also, overtime has been increased due to the need to cover the work load of a member of the P&Z staff who has been out on an approved long-term leave.

It should also be noted that starting in November 2013, the P&Z office increased walk-in hours for questions and general inquiries to 5 mornings per week. This was done as part of the First Selectman's "citizen centric" approach to Town Hall. The public now has access to professional P&Z staff member a total 15 hours per week

The increased activity in the P&Z office is attributed to several factors including an ever improving economy, continued rebuilding after several major storm events and an increased focus on zoning enforcement. Further, the level of activity in commercial zoning districts seems to be at an all time high.

Starting in FY14-15, the restoration of the P&Z Commission recording secretary's position was realized. The P&Z recording secretary provides detailed meeting notes about the Commission's activities for 33 meetings per year.

It should be noted that the P&Z Office lost 2 full time positions in FY 09-10 and FY 10-11 without any requests for restoration. The office has been able to manage the increased activity with current staffing levels due to increases in staff productivity but the level of activity has reached a point whereby this current request includes some increases in staffing to help better assist the public and manage the application work load.

#### **FY 15-16 SERVICE LEVEL GOALS:**

- a) Pursue more staff in the next budget cycle to help process the increase in applications.
- b) Update customer service training for P&Z staff that was last provided five years ago in 2015.
- c) Seek a replacement and upgrade to the current Cartegraph permit system.
- d) Provide for maintaining the Town's Baseline Traffic data.
- e) Prepare of the next update of the 2007 Plan of Conservation and Development which must be completed by the end of 2017.

#### **PERFORMANCE MEASURES:**

Our customer service surveys indicated that we have a 99% customer satisfaction rating. We track all P&Z applications using an Excel spreadsheet and all zoning permit are tracked using the Cartegraph system. Information on all zoning permits is also available as a link within the Town's GIS system. Zoning violations, Cease & Desist orders and Zoning Citations are also tracked using Excel spreadsheets.

**5 YR GOALS:**

- a) Seek to replace the current Cartegraph permit system with a truly town-wide permit system which is more user friendly and can be accessed by the public over the internet.
- b) Work with the Information Technology (IT) Department on a Document Management System (DMS) which will allow all of the P&Z records, both current and past, to be digitized and available over the internet, similar to the Land Records, maintained by the Town Clerk.
- c) Develop better ways to assist existing and new businesses with their needs by possibly creating a separate entity within the Town of Westport to foster economic development.
- d) Create better access to information to assist people who wish to pursue both residential and commercial projects.
- e) Prepare for the next update of the Plan of Conservation & Development (POCD) as an update to the 2007 POCD.

**REVENUE SUMMARY:**

Below is the revenue summary for FY 13-14:

Commercial Zoning Permit Revenue:	\$ 117,982
Residential Zoning Permit Revenue:	\$ 223,028
P&Z Application Revenue:	\$ 19,400
ZBA Application Revenue:	\$ 28,600
Miscellaneous Revenue:	<u>\$ 18,899</u>
Total	\$ 407,909

Revenues for the first six months of FY14-15 are 16% above the same six month period from one year earlier. Total Revenue for the first six months of FY14-15 is \$273,837. Revenue for the first six months of FY 13-14 was \$230,148. This increase in revenue is attributed to an increase in both the residential and commercial building sectors. There were also increases in P&Z applications.

**BUDGET NOTES:**

This budget shows an overall increase of 15.16% over last fiscal year. However, department revenues for the last complete fiscal year last year have only decreased by \$10,500 and revenue for the first half of the current fiscal year is up 16% over the previous period last year.

The requested increases in the P&Z budget are mostly personnel related. However, there are also requested increases in transportation and vehicle maintenance costs, computer software and licensing fees, a consultant to update the baseline traffic model, staff customer training and miscellaneous equipment and office expense fees. A complete list of the proposed changes is summarized below:

- 1) Salaries - This budget includes a request for a new full-time Land Use Coordinator. This position was also part of the department request last fiscal year. This position will work directly with the public to streamline and expedite the application and permit process. The current level of activity now warrants a full time staff member to work on the permit process so that zoning and administrative staff can focus on their respective duties.
- 2) Extra Help & Overtime - There are increases in these categories to reflect the increased demand for more staff time and interaction with the public. Also, more hours are being sought for the part-time Erosion Control Inspector due to the increase in construction activity.

- 3) Transportation, Telephone, Vehicle Maintenance, Postage, Printing and Supplies - These categories all show very modest increases totaling less than \$1,600 to reflect increased costs. Over half of this increase will be used to maintain the P&Z vehicle which was purchased in 2006 and is now in need of some modest repairs.
- 4) Fee & Services - A new expense of \$6,000 has been added to this line to fund the hiring of a traffic engineer to maintain the Town's Baseline Traffic study. In November 2013, the Town spent over \$60,000 as part of the Downtown Master Plan to create a Town-wide traffic model. This model will need to be updated on an on-going basis.
- 5) Education & Expenses. This line has increased by \$1,000 to provide updated customer service training for the P&Z staff which was last provided 5 years ago in 2010.
- 6) Office Equipment. In order to create greater efficiency and enhance customer experience in the P&Z office, \$5,000 is being requested for an office upgrade to provide a better space for interactions with visitors to the P&Z office.

1/25/15

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	489,848.25	492,204.00	510,978.00	523,555.00	523,555.00	0.00	2.5%
(03) EH & OT	12,967.74	22,845.00	22,845.00	24,669.00	24,669.00	0.00	8.0%
(14) Uniform Allowance	800.00	800.00	800.00	800.00	800.00	0.00	0.0%
(15) Trans. Allowance	511.96	1,050.00	1,050.00	1,150.00	1,150.00	0.00	9.5%
(18) Fees & Services	11,438.21	11,597.00	11,597.00	82,647.00	82,647.00	0.00	612.7%
(25) Telephone	398.48	425.00	425.00	450.00	450.00	0.00	5.9%
(27) Veh. Maint/Oper	799.83	460.00	460.00	1,400.00	1,400.00	0.00	204.3%
(33) Advert & Print	3,987.04	4,250.00	4,250.00	4,500.00	4,500.00	0.00	5.9%
(34) Postage	4,381.80	4,500.00	4,500.00	4,700.00	4,700.00	0.00	4.4%
(41) Supplies	3,891.46	7,000.00	7,000.00	7,050.00	7,050.00	0.00	0.7%
(59) Education & Exp.	3,925.19	5,650.00	5,650.00	6,650.00	6,650.00	0.00	17.7%
(CD) Office Equipment	0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.0%
(CF) Computers	1,739.97	2,000.00	2,000.00	0.00	0.00	0.00	-100.0%
(CG) Software	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.0%
<b>TOTAL</b>	<b>534,689.93</b>	<b>552,781.00</b>	<b>571,555.00</b>	<b>664,571.00</b>	<b>664,571.00</b>	<b>0.00</b>	<b>16.3%</b>

(185) Planning & Zoning

Planning and Zoning  
Fiscal Year 2015-2016

Account 185 - Planning and Zoning

Code	Description	Explanation of Request	Prior Year Budget	Depart Request	% Change
110	Salaries	Detailed in Salary Section	492,204	523,555	5.99%
130	Overtime & Extra Help	P&Z Meeting Secretary/Zoning Inspector OT	22,845	24,669	7.39%
280	Uniforms Allowance	Per Union Contract (2 Positions \$400 ea.)	800	800	0.00%
281	Transporation Allowance	Fuel Costs & Mileage	1,050	1,150	8.70%
310	Fees & Services	WCCOG 9,797 Court Fees 150 Cartegraph License 1700 Traffic Consultant Fee 6000	11,597	17,647	34.28%
410	Telephone	Telephone Expenses	425	450	5.56%
430	Maint & Operation - Vehicles	Gas, Oil & Repairs	460	1,400	67.14%
510	Advertising & Printing	Printing ,Maps & Advertising Costs	4,250	4,500	5.56%
520	Postage	Mailings	4,500	4,700	4.26%
610	Supplies	Supplies & Copying & Copier Lease	7,000	7,050	0.71%
850	Education Expense	Publications/Seminars/Professional Fees	5,650	6,650	15.04%

Position	Name of Person	Function	Grade	FY15-16 Rate	FY14-15 Salary	FY15-16 Depart Request	Notes
P&Z Director	Bradley	Administrator	C-28-1	123,441	120,430	123,441	
Deputy Director	Young	Planning Activities	C-30-1	93,000	86,572	93,000	
Planner	Perillie	CAM, Flood Programs & Affordable Housing	A-VIII-7	78,028	69,856	78,028	Move to Step 7
Zoning Official	Reynolds	Zoning Enforcement	A-VII-7	71,259	66,985	71,259	
Zoning Official	Montagana	Zoning Enforcement	A-VII-7	71,259	66,985	71,259	
Admin Assistant II	Curcio	Secretarial & Accounting Duties	A-V-7	59,431	55,866	59,431	
Admin Assistant I	Alcaraz	Secretarial Duties	A-IV-7	27,137	25,510	27,137	
adjustments							
<b>Total Salaries</b>				<b>\$523,555</b>	<b>\$492,204</b>	<b>\$523,555</b>	

Extra Help & Overtime Position	Hours	Function	Rate	FY14-15 Rate	FY13-14 Salary	FY14-15 Depart Request
Secretary Extra Help	140		30.00			4,200
P&Z Recording Secy	200		35.00			7,000
<b>Total Extra Help</b>						<b>\$11,200</b>

Zoning Official	150		36.00			5,400
Custodial Overtime	25		40.74			1,019
Clerical Part Time	40		15.00			600
Sediment & Erosion Inspector	300		21.50			6,450

**Total Overtime** \$13,469

**Total Extra Help & Overtime** \$0 \$0 \$24,669

<b>Total Operating Expenses</b>		<u>\$550,781</u>	<u>\$592,571</u>	<u>7.05%</u>
730 Equipment Office	Furniture Upgrades	0	5000	100.00%
740 Computers	Computers	2000	0	
741 Software	Software & Licensing Fees (GIS)	0	2000	100.00%
<b>Total Capital Expenses</b>		<u>\$2,000</u>	<u>\$7,000</u>	
		<u>\$552,781</u>	<u>\$599,571</u>	<u>7.80%</u>

**185 - PLANNING & ZONING BUDGET 2015-2016**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
					Salary Rate	Salaries	Salary Totals
1.00	P&Z Director	n/a	n/a	n/a	123,441	123,441	123,441
1.00	Deputy Director	n/a	n/a	n/a	93,000	93,000	93,000
1.00	Planner	VIII-7	n/a	n/a	78,028	76,498	78,028
1.00	Zoning Official	VII-7	n/a	n/a	71,259	69,862	71,259
1.00	Zoning Official	VII-7	n/a	n/a	71,259	69,862	71,259
1.00	Administrative Assistant II	V-7	n/a	n/a	59,431	58,265	59,431
0.50	Administrative Assistant I	IV-7	n/a	n/a	54,274	26,605	27,137
6.50	<b>TOTAL SALARIES:</b>					517,533	523,555

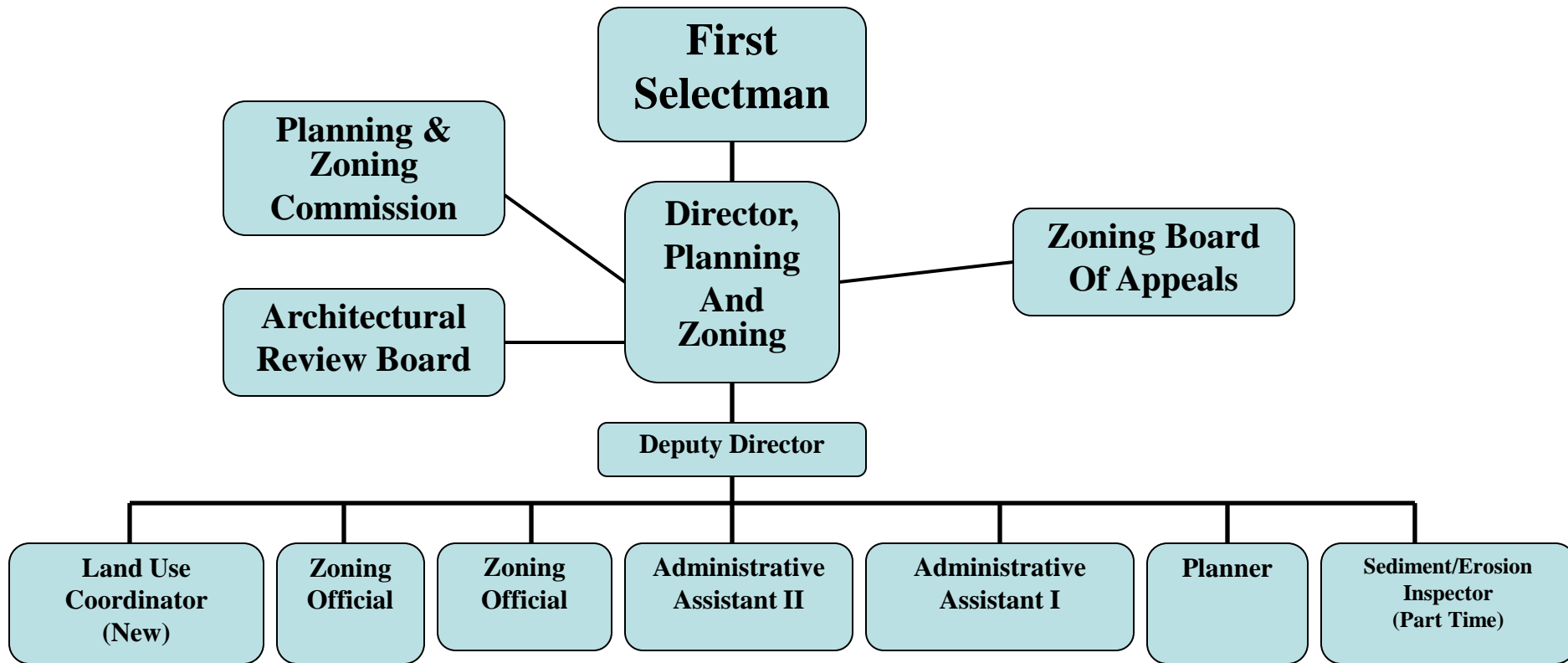
**EXTRA HELP & OVERTIME**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2014-15	2013-14	2014-15
					EH&OT Rate	EH&OT	EH&OT Totals
	Secretary	n/a	\$30.00	140	4,200	3,920	4,200
	P&Z Recording Secretary	n/a	\$35.00	200	7,000	7,000	7,000
	<b>TOTAL EXTRA HELP:</b>					3,920	11,200
	Zoning Official	n/a	\$36.80	150	5,520	5,447	5,520
	Clerical	n/a	\$15.00	40	600	420	600
	Custodial	n/a	\$40.74	25	1,019	1,019	1,019
0.60	Sediment & Erosion Control Inspector (200 hours in Budget 182)	n/a	\$21.50	300	6,450	3,280	6,450
	<b>TOTAL OVERTIME:</b>					10,166	13,589

**185 – PLANNING AND ZONING**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	SWRPA (\$9,797) – Court Fees (\$100) - Cartegraph (\$1,700) Traffic Consultant (\$6,000)
<i>Vehicle Maint./Operation</i>	Gas, Oil & Repairs
<i>Advertising &amp; Printing</i>	Advertising, Printing and Maps Costs
<i>Supplies</i>	Office Supplies, Copying and Copier Lease
<i>Education &amp; Expenses</i>	Publications/Seminars/Professional Fees

# Town of Westport Planning & Zoning 2015-2016 Organizational Chart





		2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
		ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries		25,509.62	25,510.00	25,510.00	27,137.00	27,137.00	0.00	6.4%
<b>TOTAL</b>	<b>(187) Zoning Board of Appeals</b>	<b>25,509.62</b>	<b>25,510.00</b>	<b>25,510.00</b>	<b>27,137.00</b>	<b>27,137.00</b>	<b>0.00</b>	<b>6.4%</b>

187 - ZONING BOARD OF APPEALS BUDGET 2015-2016

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>	
0.50	Administrative Assistant I	IV-7	n/a	n/a	54,274	26,605	27,137	
0.50	<b>TOTAL SALARIES:</b>						26,605	27,137

Code	Description	Explanation of Request	Prior Year Budget	Depart Request	% Change
110	Salaries	Detailed in Salary Section	25,510	25,510	0.00%
130	Extra Help & Overtime	Detailed in Salary Section	0	0	0.00%
410	Telephone	Telephone Expenses	0	0	0.00%
510	Advertising & Printing	Printing & Advertising Costs	0	0	0.00%
520	Postage	Mailings	0	0	0.00%
610	Supplies	Regular Business Supplies	0	0	0.00%
820	Licenses & Fees	State Reimbursements	0	0	0.00%
<b>Total Operating Expenses</b>			<u>\$25,510</u>	<u>\$25,510</u>	<u>0.00%</u>
730	Equipment Office	Furniture Upgrades	0		
740	Computers	Equipment Replacements	0		
741	Software	Software & Licensing Fees	0		
<b>Total Capital Expenses</b>			<u>\$0</u>	<u>\$0</u>	

Position	Name of Person	Function	Grade	FY14-15 Rate	FY13-14 Salary	FY14-15 Depart Request
ZBA Clerk	Alcaraz	Clerk/Secretary/Office	A-V-7	25,510	25,510	25,510
<b>Total Salaries</b>				<u>\$25,510</u>	<u>\$25,510</u>	<u>\$25,510</u>

Extra Help & Overtime Position	Hours	Function	Rate	FY14-15 Rate	FY13-14 Salary	FY14-15 Depart Request
Secretary Extra Help	0		20.59			0
Secretary Meeting Minutes	0		25.00			0
ZBA Clerk Overtime	0		26.08			0
Custodial Overtime	0		25.75			0
<b>Total Extra Help &amp; Overtime</b>				<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

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## **DEPARTMENT: POLICE DEPARTMENT**

### **DEPARTMENT SERVICES OVERVIEW:**

The Westport Police Department provides protection of life and property, enforcement of local and state laws and ordinances, and other associated police services within the Town of Westport 24 hours a day, 365 days a year. In addition, the Police Department is the Town's primary First Responder for all medical emergencies. The Police Department's law enforcement functions include road patrol, investigative services, parking and traffic enforcement, records management and emergency communications as well as the overseeing the Fleet Maintenance division, Emergency Medical Services, Animal Control and Railroad Parking.

### **FY 2015 ACCOMPLISHMENTS:**

- Accreditation process underway, completed comprehensive legal review of all policies and have re-written approximately 30% of existing policy
- Ordered new Marine I police boat, delivery due in February 2015, in-service by March 2015
- Began pilot program for body-worn cameras after test and evaluation period – to date 10 officers and all supervisors equipped
- Instituted new early warning system software to track officer complaints and officer-involved crashes
- 9.4% reduction in car crashes, 3 of 4 robberies (including 2 banks) closed by arrest on same day with probable suspect identified in 4th
- Reconfigured Greens Farms station lot using employees from DPW to add 17 additional spaces and 12 additional through restriping
- Joined cost-effective copier lease program which has allowed us to eliminate standalone printers and consolidate printing between many offices

### **FY 2016 SERVICE LEVEL GOALS:**

- Increase number of officers wearing body-worn video (goal is 100% of patrol officers)
- Use officers in admin positions to cover last minute vacancies and special patrols (i.e., beach patrol) to reduce OT costs and increase presence
- Find ways to increase citizen usage of online reporting system for minor offenses – currently very underutilized
- Rebuilding of Saugatuck RR Lot #1 with DPW to improve drainage, surface, traffic flow and potentially add spaces

### **PERFORMANCE MEASURES:**

- Reduction in index crimes
- Further reduce traffic crashes by at least 5%
- Increase traffic enforcement by at least 9% (number lowered in 2014 after traffic unit was reassigned for staffing reasons)

### **5 YR GOALS:**

- Complete accreditation process within next 1 ½ to 2 years
- Consolidation of police and fire emergency dispatch remains a priority – new Next Gen 9-1-1 system deployed at PD in June 2015

### **REVENUE SUMMARY:**

- Parking ticket and EMS revenue remains consistent with previous FY
- RRP revenue parking fee revenue has increased due to online renewals and increased revenue from rentals at Saugatuck and Greens Farms

### **BUDGET NOTES:**

- Police salaries increase 2.5% per new CBA, WMEU employee salaries increase 2%

**DEPARTMENT: POLICE DEPARTMENT**  
**Budget Division: Police Department (210)**

**Division Overview:**

The Westport Police Department provides protection of life and property, enforcement of local and state laws and ordinances, and other associated police services within the Town of Westport 24 hours a day, 365 days a year, including Long Island Sound. In CY 2014 the Department logged 25,361 incidents, consistent with CY 2013 and nearly 8% more than CY 2013. A call for service reflects one incident, not the number of officers that respond and includes officer-initiated activity.

The Police Department was funded for 64 sworn officers in FY14/15 as well as 8 civilian employees (which include 3 civilian dispatchers). The department became fully staffed for the first time in several years with 2 lateral hires from other departments in October 2014. The Police Department is organized into two divisions (Staff and Operations). Staff functions include Records Management and Communications. Operations include the entire patrol function as well as the investigative functions of the department. The Professional Standards office investigates civilian complaints and also oversees accreditation and training functions.

**Partial Description of Accounts:**

- EH & OT Based on analysis of previous 3 years usage
- Fees & Services Includes system maintenance fees, regional fees for tactical team and computer crime unit
- Medical Fit for duty annual physicals, drug testing program
- Telephone Includes equipment and data access costs for police vehicle computer systems
- Equipment Maintenance CAD system maintenance, service contracts, radio maintenance, marine division maintenance
- Supplies Office supplies, department forms
- Detective Supplies Specialized detective bureau supplies/tools/equipment, search warrant fees, prisoner meals
- Ammunition Includes all firearms/weapon systems parts/maintenance
- Program expenses Used for grant cost-sharing expenses

**Detail Operating Capital Requests:**

- \$147,000 - Replacement of 5 police cars whose replacement cycle was extended to 3+ years. New models may require new equipment; cost includes one-time purchase of this equipment. New vehicles under state contract pricing.
- \$7,000 – Replacement of non-workstation computers, printers and other hardware not subject to virtualization

**Budget Notes:**

- Sworn staff reflects 2.5% increase due in CBA plus full step increases for 13 officers (+/- \$76,000), 2% increase for WMEU civilian staff
- Detective Supply also funds Juvenile Review Board which is used jointly by Police Department and schools
- Increase in overtime lines due to increases in CBA, expected deployment of one officer overseas for one year period
- Request for one additional officer for 7 month period (expect 1 retirement in January 2016) who will also handle department IT functions

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	5,923,735.37	6,246,893.00	6,279,923.00	6,496,556.00	6,496,556.00	0.00	3.4%
(03) EH & OT	1,052,958.45	1,143,600.00	1,145,280.00	1,191,000.00	1,191,000.00	0.00	4.0%
(14) Uniform Allowance	75,574.25	64,000.00	64,000.00	64,000.00	64,000.00	0.00	0.0%
(18) Fees & Services	41,374.99	44,000.00	44,000.00	15,000.00	15,000.00	0.00	-65.9%
(20) Employee Medical	29,195.99	34,000.00	34,000.00	37,000.00	37,000.00	0.00	8.8%
(25) Telephone	36,418.45	40,000.00	40,000.00	40,000.00	40,000.00	0.00	0.0%
(26) Equip Maint/Oper	125,520.38	146,000.00	146,000.00	131,325.00	131,325.00	0.00	-10.1%
(34) Postage	4,667.39	6,000.00	6,000.00	5,000.00	5,000.00	0.00	-16.7%
(41) Supplies	17,963.11	18,000.00	18,000.00	18,000.00	18,000.00	0.00	0.0%
(50) Supplies - Det.	38,446.00	39,000.00	39,000.00	39,000.00	39,000.00	0.00	0.0%
(51) Supplies-Ammo/Tar	18,000.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.0%
(52) Supplies Training	3,483.25	3,500.00	3,500.00	4,000.00	4,000.00	0.00	14.3%
(53) Supply-Accidnt/Em	4,999.95	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
(59) Education & Exp.	19,899.91	32,000.00	32,000.00	25,000.00	25,000.00	0.00	-21.9%
(63) Program Expenses	1,125.02	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
(CE) Vehicles	115,000.00	125,000.00	125,000.00	147,000.00	147,000.00	0.00	17.6%
(CF) Computers	29,999.27	10,000.00	10,000.00	7,000.00	7,000.00	0.00	-30.0%
(CP) Equipment-Police	15,500.00	40,000.00	40,000.00	12,000.00	12,000.00	0.00	-70.0%
<b>TOTAL</b>	<b>7,553,861.78</b>	<b>8,021,993.00</b>	<b>8,056,703.00</b>	<b>8,261,881.00</b>	<b>8,261,881.00</b>	<b>0.00</b>	<b>2.5%</b>
		<b>(210) Police Department</b>					

210 - POLICE BUDGET 2015-2016

SALARIES

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2015-16 Salary Subtotals	2014-15 Salaries	2015-16 Salary Totals
1.00	Chief of Police	C-1			139,782	139,782	135,372	139,782
1.00	Deputy Police Chief	C-1			132,060	132,060	126,839	132,060
1.00	Captain - Sam Arciola	C-1			125,614	125,614	120,550	125,614
1.00	Captain - Vincent Penna	C-1			125,614	125,614	120,550	125,614
1.00	Admin LT - Arthur Belile	C-1			117,118	117,118	114,261	117,118
1.00	Patrol LT - David Farrell	C-1			117,118	117,118	114,261	117,118
1.00	Patrol LT - Eric Woods	C-1			117,118	117,118	114,261	117,118
1.00	Patrol LT - Ryan Paulsson	C-1			117,118	117,118	114,261	117,118
1.00	Patrol LT - Jillian Cabana	C-1			117,118	117,118	114,261	117,118
1.00	Sergeant Rich Frazier (7 mo.)	A-2			97,875	97,875	95,488	57,094
1.00	Sergeant Jill Ruggiero	A-2			97,875	97,875	95,488	97,875
1.00	Sergeant Michael Hayes	A-2			97,875	97,875	95,488	97,875
1.00	Sergeant Anthony Prezioso	A-2			97,875	97,875	95,488	97,875
1.00	Sergeant David Wolf	A-1			93,216	93,216	90,943	93,216
1.00	Sergeant Matthew Gouviea	A-1			93,216	93,216	90,943	93,216
1.00	Sergeant Robert Myer (5 mo.)	A-1			93,216	93,216	0	38,340
1.00	Desk Officer Karen Farrar	A-7			87,134	87,134	85,009	87,134
1.00	Desk Officer Manuel Sylvia	A-7			87,134	87,134	85,009	87,134
1.00	Desk Officer Flor Dunne	A-7			87,134	87,134	85,009	87,134
1.00	Desk Officer Sean Kelley	A-7			87,134	87,134	85,009	87,134
1.00	Detective John Rocke	A-7			87,134	87,134	85,009	87,134
1.00	Detective George Taylor	A-7			87,134	87,134	85,009	87,134
1.00	Detective Phil Restirei	A-7			87,134	87,134	85,009	87,134
1.00	Detective Sereniti Dobson	A-7			87,134	87,134	85,009	87,134
1.00	Detective William Harsche	A-7			87,134	87,134	85,009	87,134
1.00	Detective Marc Heinmiller	A-7			87,134	87,134	85,009	87,134
1.00	PSO John Parisi	A-7			85,108	85,108	83,032	85,108



**210 - POLICE BUDGET 2015-2016**

1.00	PSO Chris Proudfoot	A-7	85,108	85,108	83,032	85,108
1.00	Corporal Rich Bagley	A-7	83,081	83,081	79,078	83,081
1.00	Corporal Pete Biagiotti	A-7	83,081	83,081	79,078	83,081
1.00	Corporal David Librandi	A-7	83,081	83,081	81,055	83,081
1.00	Corporal Casey Mezerewski	A-7	83,081	83,081	79,078	83,081
1.00	Corporal Robert Myer (7 mo.)	A-7	83,081	83,081	79,078	48,464
1.00	Corporal Howard Simpson	A-7	83,081	83,081	81,055	83,081
1.00	Officer Rich Allen	A-7	81,055	81,055	79,078	81,055
1.00	Officer Ned Batlin	A-7	81,055	81,055	79,078	81,055
1.00	Officer Craig Bergamo	A-7	81,055	81,055	79,078	81,055
1.00	Officer John Cabral	A-7	81,055	81,055	79,078	81,055
1.00	Officer Tad Carr	A-7	81,055	81,055	79,078	81,055
1.00	Officer Tom Casimiro	A-7	81,055	81,055	79,078	81,055
1.00	Officer Alan D'Amura	A-7	81,055	81,055	79,078	81,055
1.00	Officer Anastasia LeBeau	A-7	81,055	81,055	81,055	81,055
1.00	Officer Richard Failla	A-7	81,055	81,055	79,078	81,055
1.00	Officer Anthony Falbo	A-7	81,055	81,055	79,078	81,055
1.00	Officer Michael Gudzik	A-7	81,055	81,055	79,078	81,055
1.00	Officer Craig Kupson	A-7	81,055	81,055	79,078	81,055
1.00	Officer John Lachioma	A-7	81,055	81,055	75,995	81,055
1.00	Officer James Loomer	A-7	81,055	81,055	75,995	81,055
1.00	Officer Scott Morrison	A-7	81,055	81,055	75,995	81,055
1.00	Officer Albert Nowinski	A-7	81,055	81,055	79,078	81,055
1.00	Officer Mark Pocius	A-7	81,055	81,055	79,078	81,055
1.00	Officer Stephen Pritchard	A-7	81,055	81,055	79,078	81,055
1.00	Officer Sharon Russo	A-7	81,055	81,055	79,078	81,055
1.00	Officer Mike Ruttenber	A-7	81,055	81,055	79,078	81,055
1.00	Officer Erin Shaw	A-7	81,055	81,055	79,078	81,055
1.00	Officer Kevin Smith	A-7	81,055	81,055	81,055	81,055
1.00	Officer James Baker III	A-6	75,995	75,995	70,942	75,995

**210 - POLICE BUDGET 2015-2016**

1.00	Officer Ashley DelVecchio	A-6	75,995	75,995	70,942	75,995
1.00	Officer Sam Sabin	A-6	75,995	75,995	70,942	75,995
1.00	Officer Shawn Sember	A-6	75,995	75,995	70,942	75,995
1.00	Officer Shawn Won Won	A-6	75,995	75,995	70,942	75,995
1.00	Officer Ruta Pratt	A-5	70,942	70,942	64,251	70,942
1.00	Officer Daniel Paz	A-5	70,942	70,942	64,251	70,942
1.00	Officer [Charles Sampson]	A-4.5	68,400	68,400	64,251	68,400
1.00	Officer David Scinto	A-4	65,857	65,857	59,316	65,857
1.00	Officer Brendan Fearon	A-4	65,857	65,857	59,316	65,857
66.00	Sworn Totals (drops 1 after 7 mo.)		5,825,033	5,825,033	5,533,546	5,694,759
1.00	Dispatcher Lynn Marshall	V-7	59,431	59,431	58,265	59,431
1.00	Dispatcher David Baxter	V-6	56,601	56,601	52,849	56,601
1.00	Dispatcher Don Rice	V-5	53,906	53,906	50,332	53,906
3.00	Total C/D		169,938	169,938	161,446	169,938
1.00	Admin Asst II Carol Cody	V-7	59,431	59,431	58,265	59,431
1.00	Service Asst I Carmen Figueroa	IV-7	54,274	54,274	53,210	54,274
1.00	Clerical Asst I Suni Cruz	III-7	49,556	49,556	48,594	49,556
1.00	Clerical Asst Soncha Chung	III-7	49,556	49,556	48,594	49,556
1.00	Clerical Asst Isabel Hernandez	III-2	38,836	38,836	36,261	38,836
5.00	Civilian Staff		251,653	251,653	244,924	251,653
74.00	SUBTOTAL SALARIES:		6,246,624	6,246,624	5,939,916	6,116,350

**210 - POLICE BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Salaries</b>	<b>Salary</b>
	College Credits	43,300	39,800
	Holiday Pay (13 Days per Officer/Contract)	318,000	330,000
65.00	Master Officers Program	167,000	168,000
65.00	Officers Weapon Allowance	68,640	68,640
28.00	Officers EMT Awards	23,200	23,200
	Railroad Parking Reimbursement	(291,737)	(249,434)
<b>SUBTOTAL SALARIES:</b>		<b>328,403</b>	<b>380,206</b>
<b>GRAND TOTAL SALARIES:</b>		<b>6,268,319</b>	<b>6,496,556</b>

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>EH&amp;OT</b>	<b>EH&amp;OT</b>
	Extra Help and Overtime	125,000	133,000
	Court Time	16,000	21,000
	Traffic Agents/School Xing Guards	82,000	82,000
	Marine Patrol	20,000	20,000
	Funeral Leave	5,600	5,000
	Injury Leave	75,000	75,000
	School/Training Replacement	45,000	110,000
	Sick Replacement	75,000	75,000
	Vacation Replacement	330,000	310,000
	Shift Differential	168,000	168,000
	Special Detective Services	100,000	100,000
	Emergency Callback/Special Events	92,000	92,000
	EMT/MRT Recert Replace, Training	10,000	0
<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>		<b>1,143,600</b>	<b>1,191,000</b>

**210 - POLICE**Account*Fees & Services***210 - POLICE BUDGET 2015-2016**Description

COLLECT system maintenance = \$4,000

FFLD CTY Police Chiefs Radio = \$3,000

SWRERT = \$5,000

SW CT Computer Crime Technical Group = \$3,000

*Employee Medical*

Annual and Entry Level Physicals, Drug Testing Program, EAP program cost share

*Equipment Maint./Operation*

Copier, Microfilm, Computer repairs

CAD System Maintenance Contract = \$38,325

Additional software service contracts and maintenance for existing equipment: \$37,000

Marine Division: painting, maintenance, fuel, oil, hauling/launching = \$19,000

Radio Maintenance: repairs, reinstallations, batteries = \$30,000

Special Operations (Dive Rescue, Tactical, K9): equipment, repairs = \$7,000

*Supplies*

Alarm ordinance supplies = \$1,000

Printing supplies/copies, forms, envelopes, tickets, supplies = \$17,000

*Detective Supplies*

Prisoner meals, investigative materials &amp; tools, fees, supplies, DARE supplies = \$16,000

Juvenile Review Board used by BoE as well as PD = \$15,000

Camera repairs and upgrades = \$8,000

*Accident/Emerg. Supplies*

Accident prevention/traffic calming supplies (includes repairs to LED radar signs)

*Vehicles*

1 unmarked car, 4 marked police cars

*Computers*

Workstation replacement - \$7,000

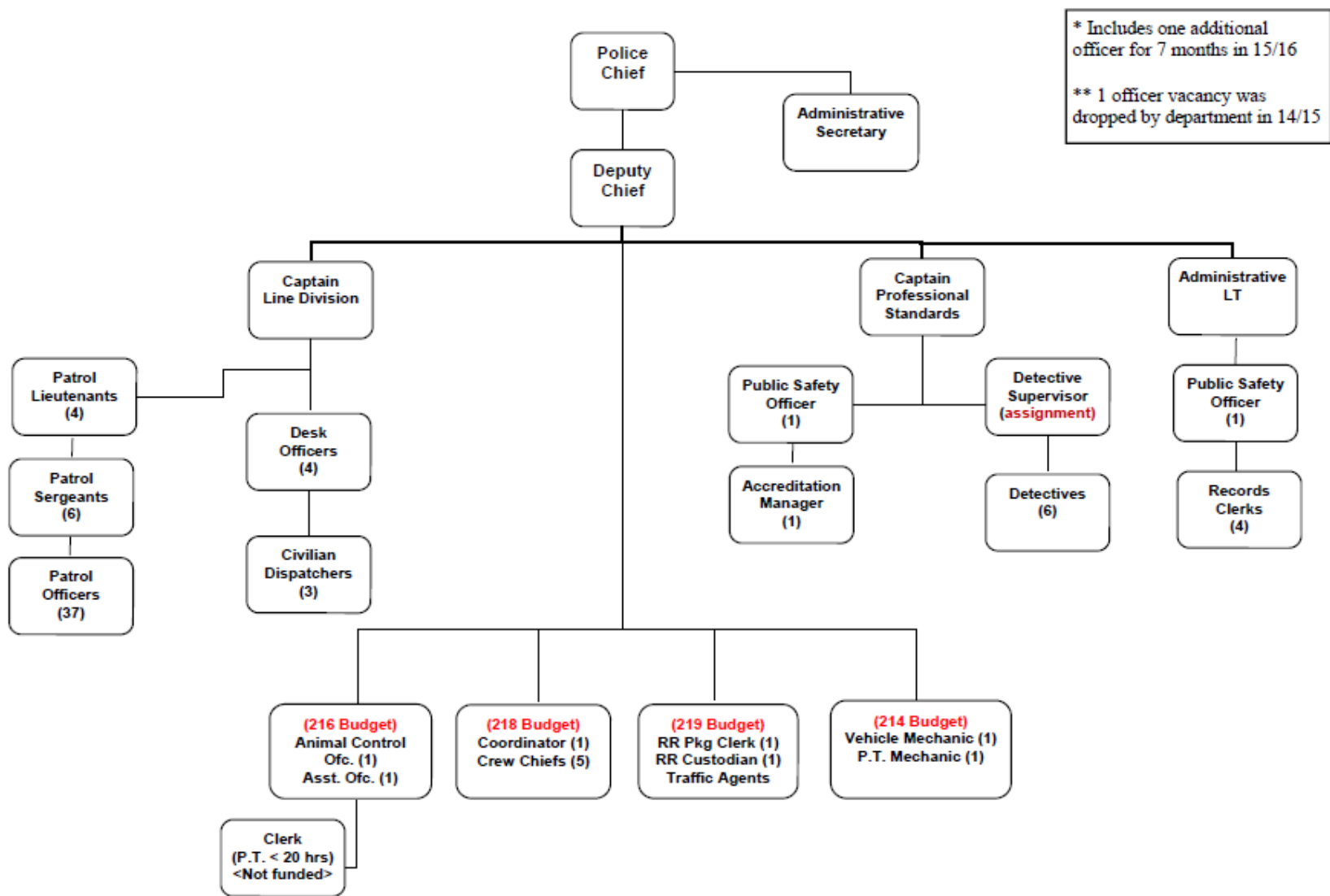
*Police Equipment*

Continued program for bullet resistant vests – grant program

210/214/216/218/219—POLICE DEPARTMENT

2015/2016 Organization Chart (Proposed) \*

[2012/2013: 86 Full Time & 1 Part Time/ 2013/2014: 83 Full Time & 1 Part Time/ 2014/2015: 84 Full Time & 1 Part Time\*\*]



\* Includes one additional officer for 7 months in 15/16  
 \*\* 1 officer vacancy was dropped by department in 14/15

**DEPARTMENT: POLICE DEPARTMENT**  
**Budget Division: Fleet Maintenance (214)**

**Division Overview:**

The Fleet Maintenance division is responsible for both preventative maintenance and repairs on the Police Department vehicles. It is staffed with one F/T mechanic and one P/T mechanic. In addition to vehicle maintenance, the mechanics are also used during storms, emergencies and major events to move and install barricades when needed. The Police Department performs vehicle maintenance for the Board of Education, reducing their costs, in addition to providing vehicle maintenance for the Easton Police Department. These agencies are charged for these services on a per-use basis. New fluid/oil dispensing system has reduced waste and spillage. All front line patrol cars are now 6-cylinder, with remaining 8-cylinder cars in support roles.

**Description of Accounts:**

- Salaries                              Employee salaries
- EH & OT                              Based on prior years usage – limited mainly to storm emergency callbacks (i.e., snowstorms)
- Equipment Maintenance        Traffic radar/lidar recertification and repair costs
- Vehicle Maintenance              Fuel, motor oil and parts for police vehicles

**Detail Operating Capital Requests:**

- \$24,000 request for replacement of 2001 van with 185,000 miles

**Budget Notes:**

- No increase in salary or OT line pending new CBA
- Gasoline costs are biggest variable, fuel usage remains consistent at or near 51,000 gallons annually

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	109,885.00	114,906.00	114,906.00	114,906.00	114,906.00	0.00	0.0%
(03) EH & OT	3,381.04	2,000.00	2,200.00	2,000.00	2,000.00	0.00	-9.1%
(14) Uniform Allowance	0.00	800.00	800.00	800.00	800.00	0.00	0.0%
(26) Equip Maint/Oper	3,000.00	3,000.00	3,000.00	3,500.00	3,500.00	0.00	16.7%
(27) Veh. Maint/Oper	230,060.01	235,000.00	235,000.00	226,000.00	226,000.00	0.00	-3.8%
(CE) Vehicles	0.00	0.00	0.00	24,000.00	24,000.00	0.00	0.0%
<b>TOTAL</b>	<b>346,326.05</b>	<b>355,706.00</b>	<b>355,906.00</b>	<b>371,206.00</b>	<b>371,206.00</b>	<b>0.00</b>	<b>4.3%</b>

**(214) Police Vehicle Maintenance**

**214 - POLICE VEHICLE MAINTENANCE BUDGET 2015-16**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
					Salary Rate	Salaries	Salary Totals
1.00	Police Mechanic	A-IV-7			67,030	67,030	67,030
1.00	Assistant Mechanic	A-III-7	\$30.69	1,560	47,876	47,876	47,876
2.00	TOTAL SALARIES:					114,906	114,906

**EXTRA HELP & OVERTIME**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
					EH&OT Rate	EH&OT	EH&OT Totals
1.00	Mechanic Overtime					2,000	2,000
	TOTAL EXTRA HELP & OVERTIME:					2,000	2,000

**214 - POLICE VEHICLE MAINTENANCE**

<u>Account</u>	<u>Description</u>
<i>Equipment Maint. &amp; Operation</i>	Radar Maintenance/Certification (\$3,500)
<i>Vehicle Maint. &amp; Operation</i>	Fuel, Oil, Parts & Supplies (estimated fuel consumption of 51,000 gallons Based on FY 14/15 @ 2.95/gallon, parts and oil – (\$226,000)
<i>Capital Requests</i>	Cargo van to replace 14 year old van (\$24,000)



**DEPARTMENT: POLICE DEPARTMENT**  
**Budget Division: Animal Control (216)**

**Division Overview:**

The Animal Control division is responsible for enforcing both the animal control statutes of the State of Connecticut as well as the local ordinances of the Town of Westport. The division is staffed by two F/T Animal Control Officers who provide coverage seven days a week from 8AM until 6PM. Emergencies after hours are handled on an overtime basis through callbacks. A part-time clerk position has been privately funded for the past 2 FY's.

The paid staff is assisted by a volunteer group (Westport Animal Shelter Advocates) who help out with walking and caring for impounded dogs and raise funds for various improvements and amenities not covered in the operating budget.

**Description of Accounts:**

- |                       |   |
|-----------------------|---|
| • Salaries            | Employee salaries   |
| • EH & OT             | Based on prior years use  |
| • Uniforms            | Required uniforms supplied per CBA  |
| • Vehicle Maintenance | Fuel, motor oil and parts for animal control van, work performed by police mechanics  |
| • Telephone           | VoIP phone service and police Records Management access provided through cable hookup |

**Detail Operating Capital Requests:**

- none

**Budget Notes:**

- New CBA in effect which now includes holiday pay similar to other full-time employees required to work holidays
- Overtime costs should show decrease with new holiday pay system
- Possible retirement of Animal Control Officer prior to FY 15/16 – new hire would come in at lower salary and OT costs

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	PCT CHANGE
(01) Salaries	102,459.00	102,459.00	106,859.00	115,297.00	115,297.00	0.00	7.9%
(03) EH & OT	19,006.87	19,500.00	20,900.00	19,000.00	19,000.00	0.00	-9.1%
(14) Uniform Allowance	861.35	800.00	800.00	800.00	800.00	0.00	0.0%
(19) Contract Services	210.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(25) Telephone	686.40	800.00	800.00	850.00	850.00	0.00	6.3%
(27) Veh. Maint/Oper	4,078.46	3,500.00	3,500.00	3,500.00	3,500.00	0.00	0.0%
(41) Supplies	972.14	1,250.00	1,250.00	1,250.00	1,250.00	0.00	0.0%
(45) Heating Fuel	1,503.38	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
(46) Electricity	1,757.77	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
(48) Water	249.89	309.00	309.00	300.00	300.00	0.00	-2.9%
(59) Education & Exp.	0.00	500.00	500.00	500.00	500.00	0.00	0.0%
(CE) Vehicles	27,000.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL (216) Dog Warden</b>	<b>158,785.26</b>	<b>134,118.00</b>	<b>139,918.00</b>	<b>146,497.00</b>	<b>146,497.00</b>	<b>0.00</b>	<b>4.7%</b>

**216 - DOG WARDEN BUDGET 2015-16**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Animal Control Officer	V-6			59,431	58,265	59,431
1.00	Assistant Animal Control Officer	III-7			49,566	48,594	49,566
2.00	<b>SUBTOTAL SALARIES:</b>					106,859	108,997
	Holiday Pay (per CBA)				6,300	0	6,300
0.00	<b>TOTAL SALARIES:</b>					106,859	115,297

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
	Vacation Replacement				16,000	19,500	16,000
	Callbacks				3,000	0	3,000
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					19,500	19,000

**DEPARTMENT: POLICE DEPARTMENT**  
**Budget Division: EMS (218)**

**Division Overview:**

Westport EMS provides Advanced Life Support-level emergency medical services for the Town of Westport. The division is staffed with 6 F/T employees (5 paramedics and 1 EMT-I). The division is supported by the Westport Volunteer Emergency Medical Services, a volunteer organization, who provide thousands of hours of coverage at the Basic Life Support level as well as providing nearly all the capital equipment used by the division.

In addition, the Town contracts with Norwalk Hospital to provide 24/7/365 paramedic coverage. In effect, this allows Westport EMS to handle 2 simultaneous ALS calls most of the time without calling for mutual aid. This contract contains no increases over the remaining term.

**Description of Accounts:**

- Salaries Employee salaries
- EH & OT Based on prior years use – costs affected by volunteer coverage
- Uniforms Required uniforms supplied per CBA
- Contract Services Maintenance of medical equipment, fees to CMED for dispatch services, software support contracts
- WVEMS fees Share of fees paid from revenue to WVEMS
- WVEMS Awards Incentives paid to volunteer EMT's
- Paramedic Contract Annual contract with Norwalk Hospital – annual cost remains flat for 5-year term
- Billing/Collection Fees paid for outsourced patient billing – cost offset by revenue
- Medical Fit for duty physicals for paid staff
- Vehicle Maintenance Fuel and oil costs – major mechanical work is paid for by WVEMS
- Education Professional conferences, certification costs
- Refunds Refunds due for overpayments by patients

**Detail Operating Capital Requests:**

- \$28,000 for new vehicle for EMS Coordinator (used for additional ALS response by Coordinator), replaces 2008 vehicle

**Budget Notes:**

- No changes in salary or OT pending new CBA
- EH&OT stable but division is dealing with chronic shortage of volunteer Crew Chiefs to cover shifts
- High cost “Extra Duty” ambulance assignments are charged out to offset overtime costs when volunteers not available
- Most costs continue to be offset by revenue (including mileage charges)

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	413,673.37	429,300.00	429,300.00	429,300.00	429,300.00	0.00	0.0%
(03) EH & OT	90,278.20	93,100.00	93,700.00	93,100.00	93,100.00	0.00	-0.6%
(14) Uniform Allowance	4,942.71	3,675.00	3,675.00	3,675.00	3,675.00	0.00	0.0%
(18) Fees & Services	143,490.21	157,000.00	157,000.00	155,696.00	155,696.00	0.00	-0.8%
(19) Contract Services	471,327.65	470,276.00	470,276.00	474,276.00	474,276.00	0.00	0.9%
(20) Employee Medical	1,426.00	2,800.00	2,800.00	2,500.00	2,500.00	0.00	-10.7%
(29) Veh. Oper.	16,266.62	17,000.00	17,000.00	17,000.00	17,000.00	0.00	0.0%
(34) Postage	305.25	300.00	300.00	300.00	300.00	0.00	0.0%
(41) Supplies	1,345.36	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
(59) Education & Exp.	2,499.92	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.0%
(64) Miscell. Expenses	5,998.60	6,700.00	6,700.00	6,700.00	6,700.00	0.00	0.0%
(CE) Vehicles	0.00	0.00	0.00	28,000.00	28,000.00	0.00	0.0%
(CF) Computers	4,800.00	1,500.00	1,500.00	0.00	0.00	0.00	-100.0%
<b>TOTAL</b>	<b>1,156,353.89</b>	<b>1,186,651.00</b>	<b>1,187,251.00</b>	<b>1,215,547.00</b>	<b>1,215,547.00</b>	<b>0.00</b>	<b>2.4%</b>

(218) Emergency Medical Services

**218 - EMS BUDGET 2015-16**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
					Salary Rate	Salaries	Salary Totals
1.00	EMS Coordinator	VIII			77,400	77,400	77,400
5.00	EMS Crew Chief	VI			70,380	351,900	351,900
6.00	TOTAL SALARIES:					429,300	429,300

**EXTRA HELP & OVERTIME**

qty	Position	2015-16	2014-15	2015-16
		EH&OT Rate	EH&OT	EH&OT Totals
	Vacation, Personal Leave & Training Replacement		53,100	53,100
	Holiday Replacement		21,000	21,000
	Callback & Late Call		19,000	19,000
	TOTAL EXTRA HELP & OVERTIME:		93,100	93,100

**218 – EMS**

<u>Account</u>	<u>Description</u>
<i>Extra Help &amp; Overtime</i>	Callback and volunteer replacement due to fewer volunteer crew chief replacements
<i>Fees &amp; Services</i>	Service Contract for LifePak12 (\$5,500) CMED Radio Contract (\$34,196) SWEMS Council Fees (\$1,500) Fees to WVEMS – Share of Ambulance Revenue (\$82,000) Service contracts for software (\$2500) WVEMS Awards Program - highest possible cost (\$30,000)
<i>Vehicle Operation</i>	Fuel Cost remains steady, offset by additional revenue generated by call volume - fuel based on 3yr average diesel and gasoline usage
<i>Contract Services</i>	Paramedic Contract with Norwalk Hospital (\$390,276) Billing and Collection Outsourcing Fees-offset by revenue (\$84,000)
<i>Capital Expenses</i>	Vehicle for EMS Coordinator (Equipped for ALS response w/pre-existing equipment): \$28,000

## DEPARTMENT: FIRE DEPARTMENT

**DEPARTMENT SERVICES OVERVIEW:** The Fire Department operates four fire stations and responded to 3256 emergency incidents in 2014. The department provides protection to 10,399 residential and 829 commercial properties. With 73 people on staff including sworn and civilian, the department provides fire prevention and education services, fire safety compliance inspections, and emergency management for the Town of Westport, as well as responding to emergency medical, heavy rescue, hazardous materials and all types of fire incidents. The department is managed by Chief Andrew Kingsbury and has 4 shifts of emergency personnel. Each shift is managed by an Assistant Fire Chief who serves as shift commander and company officers who are responsible for operational firefighting and company supervision.

### **2014 ACCOMPLISHMENTS:**

- Through continued energy conservation efforts, fuel expenditures were reduced by an additional 6.9% in 2014 (600 gallon diesel reduction).
- Group lease energy efficient copier/printer/scanner and retired less efficient printers.
- Implemented lessons learned during numerous natural disasters and participation in local and statewide drills, Westport's Local Emergency Operations Plan (LEOP) was rewritten and validated by the State of Connecticut.
- Maintained Westport's "Storm Ready" designation with the National Weather Service through 2016.
- Staples High School became the town's new primary shelter, which was successfully tested during the Governor's Statewide Emergency Drill. Part of the exercise was utilizing Westport CERT, testing multiple channels of communications, and a shelter dry-run set-up. All proved successful.
- Replaced Self-Contained Breathing Apparatus (SCBA) with new state of the art SCOTT SCBA, this now allows Westport to be compatible with all our regional partners. SCBA are now fully NFPA compliant including Chemical and Biological.
- Consolidation of Dispatching Services with the Town of New Canaan.
- Managing Hazard Mitigation Grants for Westport residents and the town (30 home elevation projects, 3 acquisitions, 1 bridge replacement, 1 generator for WPD).
- Completed installation of a Security/Building Entry system for Fire Headquarters.

### **2015 SERVICE LEVEL GOALS:**

- Reduce injuries and associated expenses by a continued emphasis on injury prevention, accident investigation, wellness and education programs.
- Continue efficiencies and safety enhancements in our Apparatus Maintenance Division.
- Maintain and improve fire suppression, storm readiness, and rescue capabilities. Reinstigate fire prevention and education programs in the schools system.

### **PERFORMANCE MEASURES:**

- Successful control of various emergency incidents, with no loss of life or destruction to significant /historic buildings.
- Conduct benchmark comparison of area Fire Departments, results show Westport's efficiencies as well as capabilities.
- Conducted ISO Public Protection Classification rating, initial indication is Westport will slightly improve our protection rating

### **5 YR GOALS:**

- Pursue Assistance to Firefighter Grant (AFG) to replace initial attack fire hose and nozzles.
- Address capital infrastructure facility needs.
- Consolidation of Westport Police and Fire Dispatching Services, in addition to other municipalities.
- Improve Westport's Flood Mitigation programs thru a coordination of several town and federal agencies.
- Expand Fire Prevention Education programs to include K -2 and Seniors.

**REVENUE SUMMARY:** Fire Marshal revenue from commercial plan reviews produced \$168,814 in FY 13/14, as of December 31<sup>st</sup> revenues are \$130,385. Our Communications Division co-manages town owned transmitter sites with current revenue projections exceeding \$200,000 a year.

**BUDGET NOTES:** Salaries lines reflect an increase for contractual step obligations, while operating costs have remained relatively flat. Utilizing MUNIS and through careful scrutiny of budget lines, this budget reflects the most accurate and responsible budget presented to date.

**DEPARTMENT: FIRE DEPARTMENT**  
**Budget Division: FIRE 220**

<b>Division Overview:</b>	Provides fire suppression, rescue, prevention and educational services, as well as fire safety compliance inspections.
<b>Description of Accounts:</b>	
Salaries -	This year's salaries line increase reflects the ratification of a new CBA (2.25% on 7/15) and step increases.
EH & OT -	The Extra Help and Overtime budget has been adjusted to reflect actual budget experience, several lines have been increased or decreased accordingly. Overall the EH&OT budget has increased, notably the Firefighter Open line has been increased from \$92,446 to \$115,560 and Miscellaneous OT from \$47,865 to \$65,810 which includes \$18,500 designated for fire prevention education in the schools.
Uniform Allowance -	Uniforms for Firefighters, Fire Inspectors, and Fire Officers.
Fees & Services -	Used to reimburse Volunteer Firefighters for service rendered in lieu of local tax reduction.
Telephone, Cellular & Paging -	Used to pay Fire Department's share of telephone circuits, network costs and long assistance charges, as well as monthly fees for department cell phones and wireless modems for mobile data system.
Equipment Maint/Operation -	Breathing Apparatus, Fixed Equipment, Radios, Extinguishers, Medical Supplies, Oxygen, Safety Equipment, Turnout Gear.
Vehicle Maintenance -	Used for maintenance of Fire Apparatus, Staff Vehicles and Large Fixed Equipment.
Vehicle Operation -	Diesel: 11,594 gallons @ \$3.15/gal and Gasoline: 7,174 gallons @ \$2.95/gal
Maintenance Supplies -	Cartage, House Equipment, Laundry, House Supplies, Office Supplies, Maintenance Contract, Haz-Mat Dues.
Educations & Expenses -	Used for Training Programs, Fire Academy Tuition, Physicals, Prevention Dues, Periodicals, Fitness Program

**Detail Operating Capital Requests:**

Fire Suppression -	Fire Hose: \$10,000, Fire Turnout Gear: \$37,183, Fire Foam: \$3,250
Staff Vehicle -	\$29,500 for replacement of 2001 Crown Victoria, a retired Police cruiser with 101,776 miles
Rescue Equipment -	Replace Thermal Imager: \$10,000, Thermal Camera upgrade to existing units: \$2,000, Exposure Suit: \$3,000
Hazardous Materials -	Survey Meters, Sensors: \$8,750
Station Equipment -	Replacement of Fire Station Equipment (Furniture, Appliances, Office Equipment) \$14,506



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	6,120,981.51	6,343,977.00	6,385,423.00	6,516,521.00	6,516,521.00	0.00	2.1%
(03) EH & OT	1,496,112.05	1,592,805.00	1,597,805.00	1,638,926.00	1,638,926.00	0.00	2.6%
(14) Uniform Allowance	50,294.55	73,063.00	75,088.00	73,738.00	73,738.00	0.00	-1.8%
(18) Fees & Services	250.00	3,800.00	3,800.00	3,800.00	3,800.00	0.00	0.0%
(25) Telephone	50,921.78	55,250.00	55,250.00	56,355.00	56,355.00	0.00	2.0%
(26) Equip Maint/Oper	77,732.97	95,576.00	95,576.00	98,888.00	98,888.00	0.00	3.5%
(28) Veh. Maint.	84,507.59	96,400.00	96,400.00	98,238.00	98,238.00	0.00	1.9%
(29) Veh. Oper.	64,303.81	60,173.00	60,173.00	58,818.00	58,818.00	0.00	-2.3%
(42) Maint. Supplies	91,897.42	100,225.00	100,225.00	108,343.00	108,343.00	0.00	8.1%
(59) Education & Exp.	115,306.80	135,542.00	135,542.00	138,542.00	138,542.00	0.00	2.2%
(CB) Building Renovati	14,996.00	25,000.00	25,000.00	0.00	0.00	0.00	-100.0%
(CE) Vehicles	0.00	74,600.00	74,600.00	29,500.00	29,500.00	0.00	-60.5%
(CF) Computers	59,690.72	6,000.00	6,000.00	6,000.00	6,000.00	0.00	0.0%
(CG) Software	35,514.30	5,500.00	5,500.00	5,000.00	5,000.00	0.00	-9.1%
(CJ) Equip.-Fire	4,032.41	3,600.00	3,600.00	3,600.00	3,600.00	0.00	0.0%
(CK) Equip-Fire Maint	45,815.81	25,230.00	20,230.00	16,006.00	16,006.00	0.00	-20.9%
(CL) Equip-FireSuppRes	66,573.86	48,450.00	48,450.00	59,548.00	59,548.00	0.00	22.9%
(CM) Equip.-Fire Rescu	14,342.37	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.0%
(CN) Equip-Haz Materia	6,438.21	6,750.00	6,750.00	8,750.00	8,750.00	0.00	29.6%
<b>TOTAL</b>	<b>8,399,712.16</b>	<b>8,766,941.00</b>	<b>8,810,412.00</b>	<b>8,935,573.00</b>	<b>8,935,573.00</b>	<b>0.00</b>	<b>1.4%</b>
		<b>(220) Fire Department</b>					

**220 - FIRE BUDGET 2015-2016**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary	2015-16 Salary	2014-15 Salaries	2015-16 Salary Totals
1.00	Chief				138,756	138,756	138,756	138,756
1.00	Deputy Chief				130,010	130,010	130,010	130,010
1.00	Fire Marshal				128,225	128,225	128,225	128,225
1.00	Assistant Chief T/O				119,941	119,941	119,941	119,941
4.00	Assistant Chief				115,941	463,764	463,764	463,764
<b>5.00</b>							<b>583,705</b>	<b>583,705</b>
2.00	Inspector				97,412	194,824	190,536	194,824
4.00	Lieutenant E2				88,365	353,460	345,684	353,460
4.00	Lieutenant E4				88,365	353,460	345,684	353,460
4.00	Lieutenant T1				88,365	353,460	345,684	353,460
<b>12.00</b>							<b>1,037,052</b>	<b>1,060,380</b>
28.00	Firefighter	7			76,858	2,152,024	2,029,482	2,152,024
4.00	Firefighter	6			72,043	288,172	281,832	288,172
3.00	Firefighter	5			67,253	201,759	263,092	201,759
4.00	Firefighter	4			62,434	249,736	183,180	249,736
0.00	Firefighter	3			57,637	0	281,845	0
5.00	Firefighter	2			54,891	274,455	0	274,455
0.00	Firefighter	1			52,276	0	51,126	0
<b>44.00</b>							<b>3,090,557</b>	<b>3,166,146</b>
1.00	Accounting Aide	V			59,430	55,866	58,265	59,430
1.00	Accounting Aide	V			59,430	59,430	58,265	59,430
1.00	Dispatcher	V-7			59,430	59,430	58,265	59,430
1.00	Dispatcher	V-7			67,890	67,890	66,725	67,890
1.00	Dispatcher	V-4			51,338	51,338	47,936	51,338
1.00	Dispatcher	V-2			46,565	46,565	43,478	46,565
<b>4.00</b>							<b>219,830</b>	<b>225,223</b>
1.00	Fleet Mechanic				81,538	81,538	79,744	81,538
<b>73.00</b>	<b>SUBTOTAL SALARIES:</b>						<b>5,714,945</b>	<b>5,827,667</b>

**220 - FIRE BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Rate</b>	<b>2013-14 Salary Subtotals</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Total</b>
	College Credits		1,400	2,000	26,900
	Holiday Pay		373,733	402,263	411,396
	EMT Certifications @		52,000	52,800	53,600
	Master Firefighter/Officer		155,000	176,000	176,000
	Stand-by		20,061	20,481	20,958
<b>SUBTOTAL SALARIES:</b>				<b>653,544</b>	<b>688,854</b>
<b>GRAND TOTAL SALARIES:</b>				<b>6,368,489</b>	<b>6,516,521</b>

**EXTRA HELP & OVERTIME**

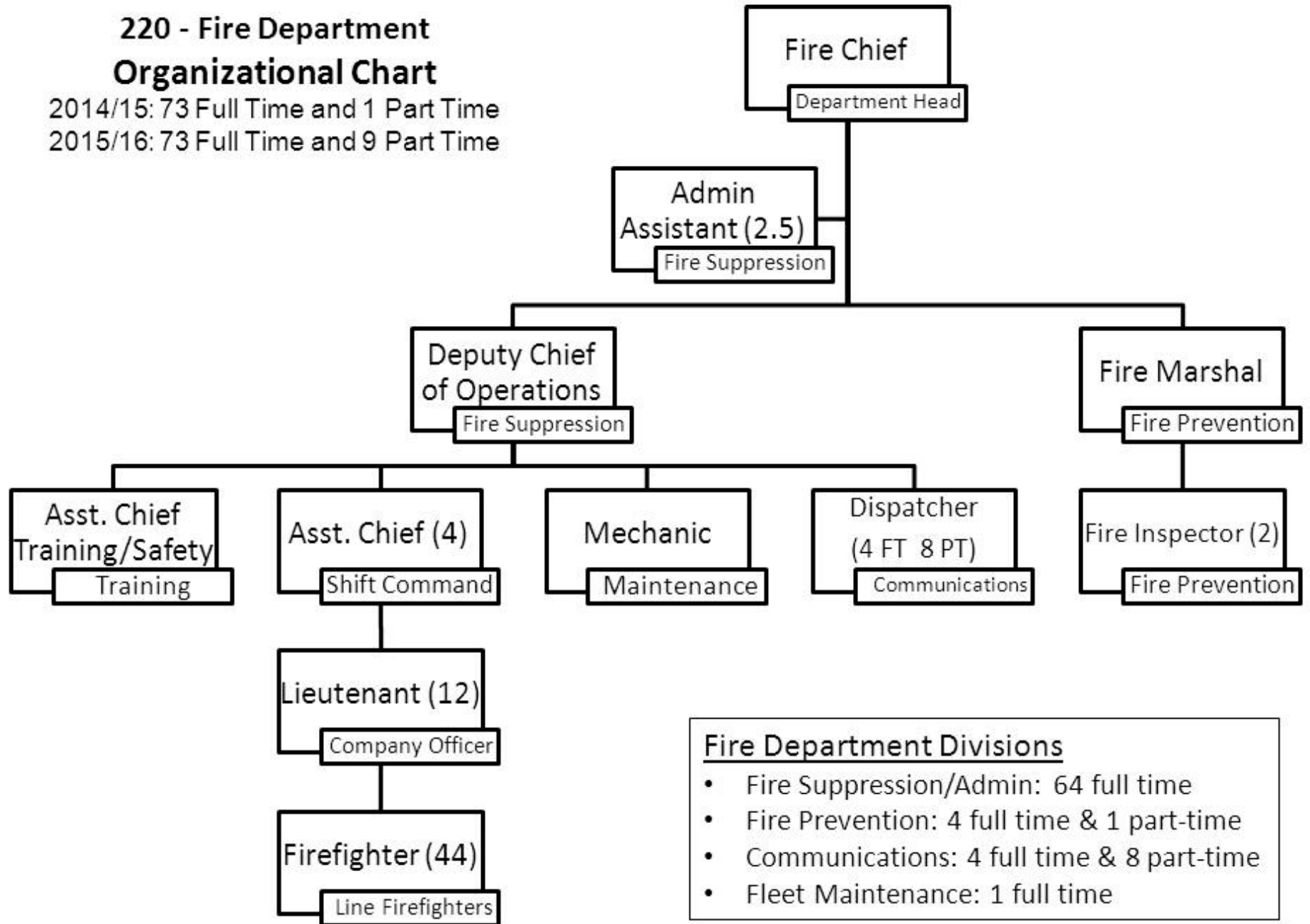
<b>qty</b>	<b>Position</b>	<b>2014-15 EH &amp; OT</b>	<b>2015-16 EH &amp; OT Totals</b>
	FLSA Callbacks	60,270	54,677
	FLSA Funeral Leave	14,208	12,698
	FLSA Injury Leave	182,546	184,191
	FLSA Military Leave	78,080	72,204
	FLSA Miscellaneous Overtime	47,865	65,810
	FLSA Shift Holdover	36,174	27,877
	FLSA Sick Leave	188,119	192,634
	FLSA Time and One-Half	11,000	11,000
	FLSA Training Days	67,286	69,000
	FLSA Union Leave	4,000	4,000
	FLSA Training Leave/ Replacement	79,760	79,824
	FLSA Vacation Leave	669,919	685,007
	FLSA Firefighter Open Position	92,446	115,560
	Non-FLSA Dispatcher Sick Leave/Open Position	52,514	52,514
	Non-FLSA Mechanic Overtime	4,520	4,644
	Non-FLSA Personal Leave	4,098	4,086
	Non-FLSA Secretarial Overtime	1,000	1,200
	Non-FLSA Training Assistance	4,000	2,000
<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>		<b>1,597,805</b>	<b>1,638,926</b>

**220 - FIRE BUDGET 2015-2016**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Vol. Firefighter Awards - used to reimburse Volunteer Firefighters for service rendered in lieu of local tax reduction.
<i>Telephone</i>	Cellular Telephone - used for monthly fees for department cell phones and wireless modems for mobile data system. Monthly Service - used to pay Fire Department's share of telephone circuits, network costs and long assistance charges. Telephone Paging - used to pay for wide area paging service for off-duty firefighter.
<i>Equipment Operation</i>	Breathing Apparatus, Fixed Equipment, Radios, Extinguishers, Medical Supplies, Oxygen, Safety Equipment, Turnout Gear
<i>Vehicle Operation</i>	Diesel (11,954 gallons) @ \$3.15/gal=\$37,655 Gasoline (7,174 gallons) @ \$2.95/gal=\$21,163
<i>Computers</i>	Computers/supplies
<i>Software</i>	Computer software upgrades-\$5000
<i>Equip. -Maint.</i>	Mechanics Tools and Repairs, station equipment (4) stations, Thermal Imager replacement/rehab
<i>Rescue Equipment</i>	Replace (1) Thermal Imager-\$10,000, replace Thermal Camera upgrade to existing units-\$2,000, Exposure suit-\$3,000
<i>Fire Suppression</i>	Fire Hose-\$10,000, Turnout Gear-\$37,183, Fire Foam-\$3,250
<i>Hazardous Materials</i>	Meters-\$8,750
<i>Education &amp; Expenses</i>	Physicals, Prevention Dues, Training, Periodicals, Fitness Program

## 220 - Fire Department Organizational Chart

2014/15: 73 Full Time and 1 Part Time  
2015/16: 73 Full Time and 9 Part Time



- Fire Department Divisions**
- Fire Suppression/Admin: 64 full time
  - Fire Prevention: 4 full time & 1 part-time
  - Communications: 4 full time & 8 part-time
  - Fleet Maintenance: 1 full time

		2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
		ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(48) Water		1,108,020.44	1,135,448.00	1,135,448.00	1,101,612.00	1,101,612.00	0.00	-3.0%
<b>TOTAL</b>	<b>(221) Water Service-Fire</b>	<b>1,108,020.44</b>	<b>1,135,448.00</b>	<b>1,135,448.00</b>	<b>1,101,612.00</b>	<b>1,101,612.00</b>	<b>0.00</b>	<b>-3.0%</b>

## **DEPARTMENT: BUILDING**

### **DEPARTMENT SERVICES OVERVIEW**

The Westport Building Department's mission is to ensure building safety through education and enforcement. Connecticut General Statutes require this department to enforce the Connecticut Building code for all residential, commercial and municipal construction projects. Plans are reviewed in the office and permits are issued followed by numerous field inspections in all phases of construction to ensure code compliance.

The Building Department is staffed with one Department Head, two Inspectors and one Administrative Assistant.

The Building Official enforces Anti-Blight provisions of the new Town Ordinance.

### **FY 2015 ACCOMPLISHMENTS:**

- Continued to expand Building Code awareness with Norwalk Community College Students & Builders
- Evaluated FEMA requests for funding to raise homes
- Investigated 9 Blight Claims. Worked with Blight Commission & owners to develop plans to mitigate the blighted properties. Follow-up to ensure plans of action are being carried out.

### **FY 2015 SERVICE LEVEL GOALS:**

- Continue developing our website with updated information on recent code changes

### **PERFORMANCE MEASURES:**

- Reduced number of flooded homes attributed to past enforcement of FEMA regulations
- Feedback from owners has been positive

### **5 YR GOALS:**

- Develop/purchase an archiving software for storage of old permits and construction plans – we are running out of space at the Bayberry site and according to retention laws many of our documents can not be disposed of
- Improve software to link land use departments & share information
- Enable contractors to request inspections & permits using an automated, web-based system

### **REVENUE SUMMARY:**

- Revenues continue to dramatically exceed operating expenses and we continue to operate as a profit center. 2013 – 2014 fees collected totaled \$1,578,296 with actual expenditures totaling \$346,642 generating a surplus \$1,231,654

### **DESCRIPTION OF ACCOUNTS:**

- Salaries - 4 FT EE's - 3 under a union contract. One .54% Administrative Assistant under union contract.
- Overtime – pay for emergency callbacks of the Deputy & Assistant Bldg Official when structure stability is in question ie fires/car into building/tree on house and for extra hours needed to keep up with and expanding workload (administrative) for Building & Blight
- Uniform Allowance – reimbursement for clothing purchases per union contract
- Fees & Services – Cost Estimator - reviews construction documents & determines estimated cost of construction. State Marshal – delivers summons to owners of blighted properties
- Voice/Data – phones/service/data
- Equipment Maintenance & Operations – office equipment & software maintenance
- Vehicle Maintenance – used for service and parts needed to keep cars running
- Vehicle Operations – gas

- Supplies – paper, pens, notepads, file folders, copy paper, ink.....
- Reference Material – building code books
- Office Equipment – file cabinets/furniture
- Education & Expenses – reimbursement for coursework & seminar fees for continuing education mandated by the state

**DETAIL OPERATING CAPITAL REQUESTS:**

**BUDGET NOTES:**

- Salaries – personnel to remain the same but the salaries are dictated by the union contract
- Extra Help & Overtime – Extra help - utilize part-time Building Inspectors from the area to keep up with increased permit activity. Overtime - as needed for call backs & office workload.



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	288,709.06	302,784.00	315,554.00	321,571.00	321,571.00	0.00	1.9%
(03) EH & OT	14,509.65	21,990.00	21,990.00	24,189.00	24,189.00	0.00	10.0%
(14) Uniform Allowance	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	0.00	0.0%
(18) Fees & Services	0.00	0.00	0.00	11,500.00	11,500.00	0.00	0.0%
(25) Telephone	1,770.78	3,054.00	3,054.00	3,054.00	3,054.00	0.00	0.0%
(26) Equip Maint/Oper	983.27	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(28) Veh. Maint.	3,333.56	3,500.00	3,500.00	3,000.00	3,000.00	0.00	-14.3%
(29) Veh. Oper.	5,238.34	4,838.00	4,838.00	4,983.00	4,983.00	0.00	3.0%
(41) Supplies	2,590.16	3,000.00	3,000.00	3,500.00	3,500.00	0.00	16.7%
(49) Other Material/Su	470.27	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(59) Education & Exp.	2,006.60	2,500.00	2,500.00	2,700.00	2,700.00	0.00	8.0%
(CD) Office Equipment	329.95	1,400.00	1,400.00	1,400.00	1,400.00	0.00	0.0%
(CE) Vehicles	24,280.00	0.00	0.00	0.00	0.00	0.00	0.0%
(CF) Computers	1,070.00	3,000.00	3,000.00	2,000.00	2,000.00	0.00	-33.3%
(CG) Software	0.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
<b>TOTAL</b>	<b>346,641.64</b>	<b>351,416.00</b>	<b>364,186.00</b>	<b>383,247.00</b>	<b>383,247.00</b>	<b>0.00</b>	<b>5.2%</b>

(225) Building Inspection

**225 - BUILDING DEPARTMENT BUDGET 2015-2016**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-2016	2014-15	2015-16	
					Salary Rate	Salaries	Salary Totals	
0.50	Building Official	n/a			116,687	58,344	58,344	
2.00	Assistant Building Official	IX-7			85,442	167,534	170,884	
1.00	Building Assistant	V-7			59,431	58,265	59,431	
0.54	Administrative Assistant I	IV-5			51,690	26,063	27,913	
0.00	Blight Officer	n/a			5,000	5,000	5,000	
4.04	<b>TOTAL SALARIES:</b>						315,205	321,571

**EXTRA HELP & OVERTIME**

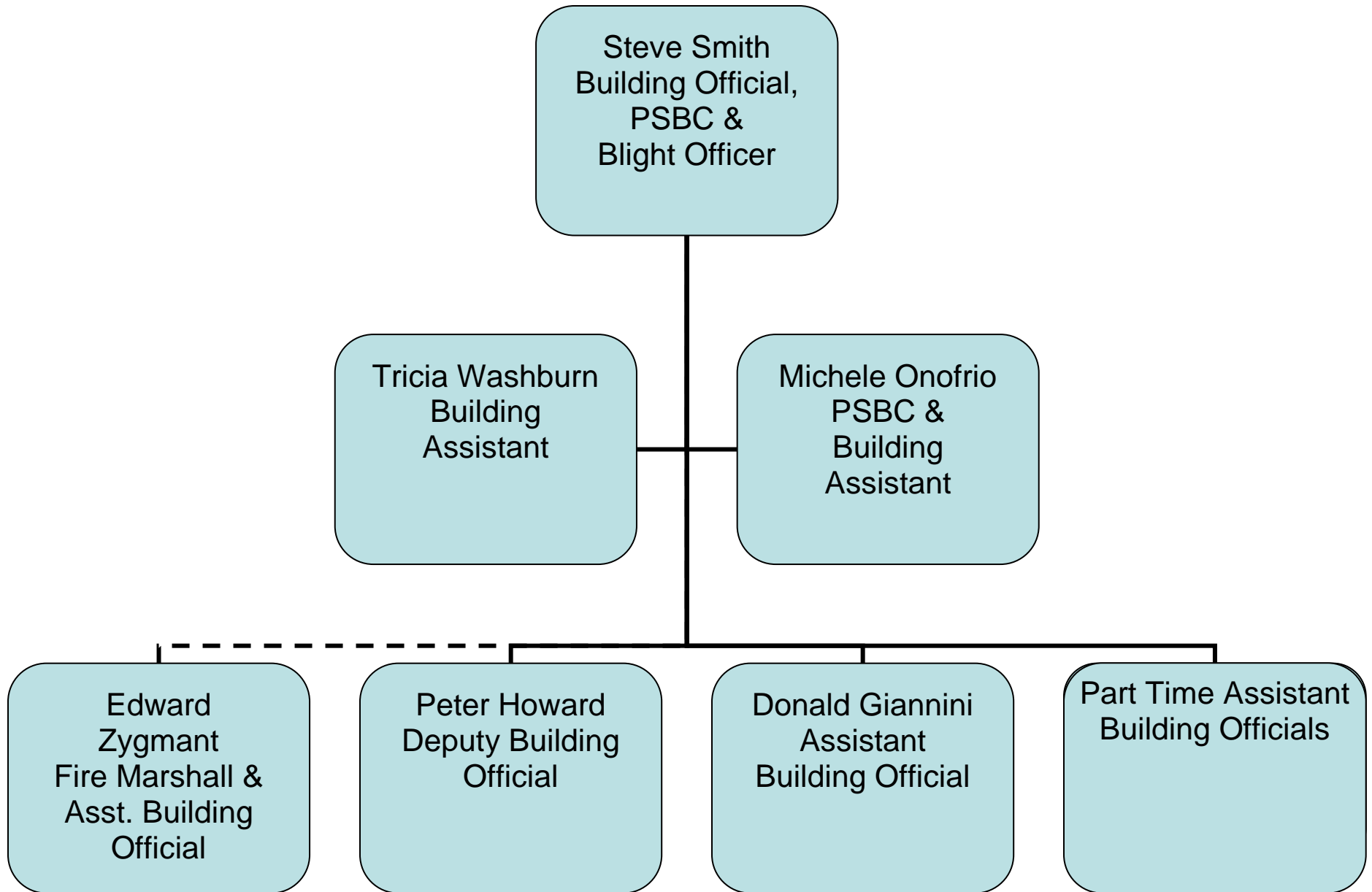
qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2014-15	
					EH&OT Rate	EH&OT	EH&OT Totals	
1.00	Assistant Building Official Callbacks	IX-7			14,276	12,978	14,276	
1.00	Building Assistant				9,913	9,012	9,913	
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>						21,990	24,189

**225 - BUILDING DEPARTMENT**

<u>Account</u>	<u>Description</u>
Computers	1 new desktop & 1 new printer
Equipment Maint/Operation	Copier Maintenance \$1,000
Extra Help & Overtime	Bldg Inspectors \$14,276/Bldg Admins \$9,913
Fees & Services	Cost Estimator \$10,000/State Marshal \$1,500
Office Equipment	File Storage \$1,400
Software Maintenance	ePermits System enhancement \$2,000

# Westport Building Department

## Organizational Chart



## **DEPARTMENT: PUBLIC SITE & BUILDING COMMISSION**

### **DEPARTMENT SERVICES OVERVIEW**

The Public Site and Building Commission shall have control of those building projects specifically assigned to it by the First Selectman and may assist in planning all other building projects of the Town of Westport and in supervision of construction of such projects. Contracts in connection with all building projects shall be authorized by the Board of Selectmen. The Public Site and Building Commission may request the First Selectman to appoint an engineer to work at its direction.

### **FY 2015 ACCOMPLISHMENTS:**

- Levitt Pavilion - Oversaw construction activities
- Westport Public Library Transformation – working with the architect through the schematic design phase with the library building committee & developing the budget

### **FY 2016 SERVICE LEVEL GOALS:**

The following projects are currently being monitored by the Commission:

- Library expansion project

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	74,830.47	67,621.00	69,105.00	70,232.00	70,232.00	0.00	1.6%
(03) EH & OT	845.14	1,000.00	1,000.00	2,785.00	2,785.00	0.00	178.5%
(15) Trans. Allowance	0.00	200.00	200.00	204.00	204.00	0.00	2.0%
(33) Advert & Print	0.00	200.00	200.00	204.00	204.00	0.00	2.0%
(41) Supplies	449.63	600.00	600.00	612.00	612.00	0.00	2.0%
(59) Education & Exp.	0.00	500.00	500.00	510.00	510.00	0.00	2.0%
<b>TOTAL</b>	<b>76,125.24</b>	<b>70,121.00</b>	<b>71,605.00</b>	<b>74,547.00</b>	<b>74,547.00</b>	<b>0.00</b>	<b>4.1%</b>

**(235) Public Site & Building**

**235 - PUBLIC SITE & BUILDING COMMISSION BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
0.50	Building Official	n/a			116,687	58,344	58,344
0.23	Secretary	n/a			51,690	11,101	11,889
0.73	<b>TOTAL SALARIES:</b>					69,444	70,232

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
	Commision Meeting Minutes	n/a	\$39.78	70	2,785	1,000	2,785

**235 - Public Site & Building Commission**

Account

Extra Help & Overtime                      Monthly PS&B Commission Meeting Minutes \$2,785

**DEPARTMENT: FIRE DEPARTMENT**  
**Budget Division: EMERGENCY MANAGEMENT 250**

**Division Overview:** The Office of Emergency Management headed by Emergency Management Director Andrew Kingsbury is enabled by Town Charter Article 3 Section 26-51 and Title 28, Chapter 517, of the General Statutes of Connecticut as amended. The division functions provide for the direction and control and the continuity of government in disaster situations, to provide for the integration of resources and capabilities of town government and the private sector for hazard mitigation, survival and recovery operations when any disaster threatens or occurs. To maximize survival of people, prevent or minimize injuries, and preserve property and resources in the Town of Westport by coordinating equipment and resources from all town departments and agencies in the event of natural, human caused, or national security emergency or disaster.

**Description of Accounts:**

Salaries - (1) Part-time clerical

Telephone - Satellite phone (disaster) addl. minutes

**Detail Operating Capital Requests:**

\$14,000 - Code RED System notification system. An ongoing program, pricing locked-in until 2018.

\$2,000-Infectious Disease Protective Suits

\$7,000 EOC upgrades

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	15,297.94	25,510.00	25,510.00	28,000.00	28,000.00	0.00	9.8%
(25) Telephone	674.69	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
(26) Equip Maint/Oper	1,601.60	6,700.00	6,700.00	6,700.00	6,700.00	0.00	0.0%
(41) Supplies	3,484.52	4,000.00	4,000.00	4,000.00	4,000.00	0.00	0.0%
(49) Other Material/Su	2,760.04	2,700.00	2,700.00	2,700.00	2,700.00	0.00	0.0%
(59) Education & Exp.	0.00	300.00	300.00	300.00	300.00	0.00	0.0%
(CJ) Equip.-Fire	27,603.67	25,500.00	25,500.00	31,500.00	31,500.00	0.00	23.5%
<b>TOTAL</b>	<b>51,422.46</b>	<b>66,710.00</b>	<b>66,710.00</b>	<b>75,200.00</b>	<b>75,200.00</b>	<b>0.00</b>	<b>12.7%</b>
		<b>(250) Emergency Management</b>					

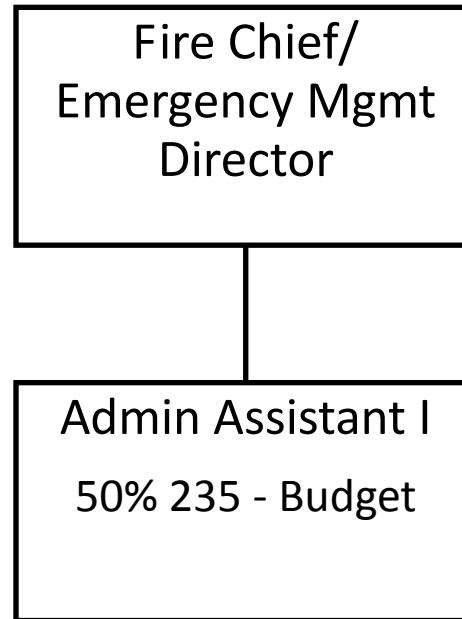


# 250 – Emergency Management

## Organizational Chart

2014/15: 0.5 Full Time

2015/16: 0.5 Full Time



### Emergency Management

- Fire Chief/EMD: (220 Budget)
- Secretary: 0.5 Full Time

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**DEPARTMENT: PUBLIC WORKS**

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**DEPARTMENT SERVICES OVERVIEW:**

*The Department of Public Works is responsible for maintenance of the town infrastructure which consists of 123 miles of roadway, 71 buildings, 50 pieces of rolling stock, 19,000 tons of municipal solid waste, 3,500 tons of recyclables, 2,750 tons of yard waste, 95 miles of sanitary sewer gravity line, 16 miles of pressure sewer, 18 pump stations and a 3.4 million gallon per day water pollution control facility. The Department of Public Works consists of 48 full time and 2 part-time employees representing seven (7) staffed divisions. The tree warden and his associated budget also comes under the Public Works Department.*

**FY 2015 ACCOMPLISHMENTS:**

- \*Completed restoration efforts resulting from Storm Sandy*
- \*Negotiated a new 10-yr solid waste contract that saves the town over a million dollars over the life of the contract.*
- \*Negotiated a third party PPA for new solar installations at the Public Works garage and Golf Maintenance*
- \*Applied for and received SWRPA funding for Automatic Vehicle Locators for all DPW trucks.*
- \*Reconstructed 0.5 mile of Greens Farms Road to include a bike path.*
- \*Upgraded the existing GIS platform through an inter-municipal grant.*

**FY 2016 SERVICE LEVEL GOALS:**

- \*Attain a Pavement OCI (Overall Condition Index) of 70.0.*
- \*Continue to seek third party funding for a solar PPA on town hall and the police station.*
- \*Complete infrastructure improvements to downtown Main Street*
- \*Complete a tree inventory of Longshore Club Park and Compo Beach*
- \*Reconstruct the lower Longshore Parking Lot*
- \*Rebuild or build new 1500 lf of sidewalk*

**PERFORMANCE MEASURES:**

- \*Provide service within established budget and when possible return a surplus.*
- \*Provide a sounding board for citizen requests, providing timely service when appropriate.*
- \*Provide support to various town departments/agencies when possible*

**5 YR GOALS:** *\*Greater inter-departmental and inter-municipal co-operation*

**REVENUE SUMMARY:** *\* Major revenue generated is for commercial solid waste disposal which is a direct offset for cost of disposal*

**BUDGET NOTES:** *\* Major savings from renegotiated solid waste disposal contract*  
*\*Major cost centers continue to be fuels for operation and heating*

**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: ENGINEERING**

**Division Overview:** *The Engineering Division provides the overall public works administration (Director, Deputy Director and Accounting) functions for the entire department as well as the highly technical services of the Town Engineer and the Town surveyor. Additional personnel provide engineering review for the Planning and Zoning Department and Conservation Department as well as the mapping requirements for the Town Clerk, Assessor, Registrar of Voters, and other land use agencies. Staff from this office is also responsible for construction inspection services and oversight of utility operations within the town right-of-way.*

**Description of Accounts:**

<i>Salaries</i>	<i>Employee salaries – slightly lower due to employee turnover</i>
<i>EH &amp; OT</i>	<i>Seasonal Extra Help summer intern and overtime for construction supervision</i>
<i>Uniform Allowance</i>	<i>Replacement work and safety clothing as per contract</i>
<i>Trans Allowance</i>	<i>Reimbursement for mileage to training sessions</i>
<i>Fees &amp; Services</i>	<i>Specialized outside services such as borings, wetland delineation, appraisals or deed research</i>
<i>AutoCad</i>	<i>License fees for the proprietary software used in the Eng. Division – no anticipated increases</i>
<i>Telephone</i>	<i>Annual fees – slight increase due to increased use of mobile phones for data exchange</i>
<i>Equip Maint/Oper</i>	<i>Service contracts and repairs for office equipment. Service contract for a new copier</i>
<i>Supplies</i>	<i>Copier supplies, ink for plotter, general office supplies for the department – costs have been increasing.</i>
<i>Education</i>	<i>Registration, mileage reimbursement for educational conferences or tutorials</i>

**Detail Operating Capital Requests:**

*Office Computers – Annual allocation of \$1500 to upgrade or replace specialized departmental computers.*  
*Vehicle Replacement – Replace 69 WP a 2003 Chevy Blazer*

**Budget Notes:**

*This budget is essentially flat with the exception of the negotiated salary increases. Overall 2.9% increase*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	766,309.76	767,540.00	792,037.00	784,702.00	784,702.00	0.00	-0.9%
(03) EH & OT	3,680.40	7,000.00	7,000.00	7,250.00	7,250.00	0.00	3.6%
(14) Uniform Allowance	2,772.69	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.0%
(15) Trans. Allowance	89.60	200.00	200.00	200.00	200.00	0.00	0.0%
(18) Fees & Services	6,714.05	10,800.00	10,800.00	11,200.00	11,200.00	0.00	3.7%
(25) Telephone	2,495.53	3,000.00	3,000.00	4,000.00	4,000.00	0.00	33.3%
(26) Equip Maint/Oper	3,247.08	3,500.00	3,500.00	4,200.00	4,200.00	0.00	20.0%
(29) Veh. Oper.	9,312.02	9,000.00	9,000.00	9,000.00	9,000.00	0.00	0.0%
(41) Supplies	6,784.80	6,000.00	6,000.00	6,000.00	6,000.00	0.00	0.0%
(59) Education & Exp.	4,325.06	4,500.00	4,500.00	4,500.00	4,500.00	0.00	0.0%
(CE) Vehicles	0.00	0.00	0.00	29,000.00	29,000.00	0.00	0.0%
(CF) Computers	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	0.0%
<b>TOTAL (310) Engineering</b>	<b>807,230.99</b>	<b>816,040.00</b>	<b>840,537.00</b>	<b>864,552.00</b>	<b>864,552.00</b>	<b>0.00</b>	<b>2.9%</b>

**310 - ENGINEERING BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Director of Public Works	C-61-1			140,861	140,861	140,861
1.00	Deputy Director	C-63-1			115,944	115,944	115,944
1.00	Town Engineer	C-65-1			108,078	108,078	108,078
0.00	Assistant Town Engineer	C-67-1			0	93,000	0
0.00	Engineer II	VIII-7			0	73,348	0
1.00	Engineer II	VIII-4			67,404	0	67,404
1.00	Engineer II	VIII-7			78,028	76,498	78,028
1.00	Engineer II / GIS	VIII-7			78,028	76,498	78,028
1.00	Engineering Assistant	V-offstep			59,431	59,013	59,431
1.00	Administrative Assistant II	V-7			59,431	58,265	59,431
1.00	Engineer I - Surveyor	IX-5			77,497	0	77,497
9.00	<b>TOTAL SALARIES:</b>					801,505	784,702

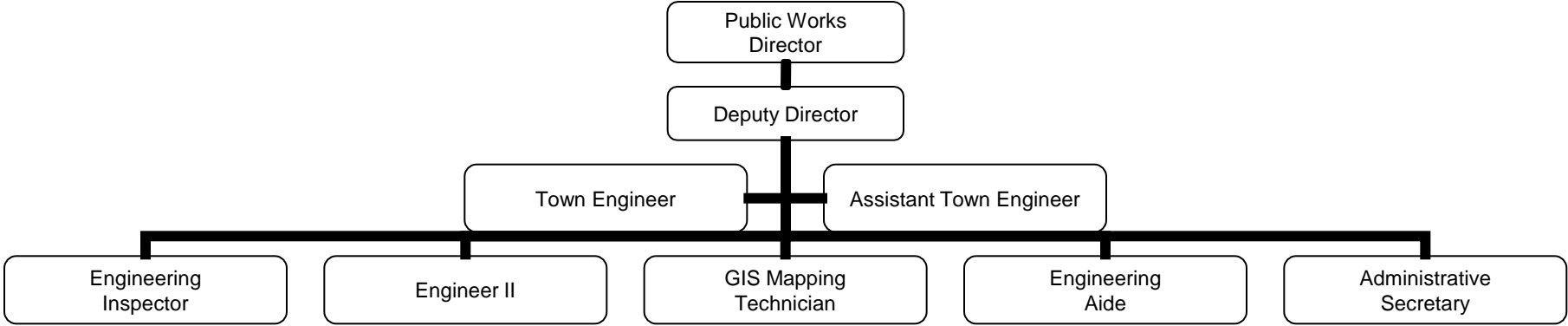
**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>	
1.00	Overtime			7,250	7,000	7,250	
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					7,000	7,250

**310 -ENGINEERING**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Specialized subcontracting services, lab work & analysis, wetland delineation (\$4,000) Autocad/Hydrocad Software Maintenance and technical support (\$7,200)
<i>Equip. Maint/Operation</i>	Service Contracts: Office Equipment (\$1000), Copier (\$2,200), Test/Calibrate Survey Equipment (\$1000)
<i>Vehicle Operating</i>	Fuels and lubricants (\$9,000)
<i>Supplies</i>	Copier Supplies (\$1,000), HP Plotter Supplies (\$2,500), General Office Supplies (\$2,500)
<i>Capital:</i>	2003 Chevy Blazer (69 WP) (\$29,000)
<i>Computers</i>	Annual upgrade and reconfiguration of computers (\$1,500)
<i>Education and Expense</i>	AVC Information & Cartegraph Training, Professional Licenses & Association Fees (\$4,500)

310 – ENGINEERING  
2015/2016 Organization Chart  
2014/15: 9 Full Time / 2015/16: 9 Full Time



**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: HIGHWAY**

**Division Overview:** *The Highway Division is responsible for the maintenance of the 123 miles of town right-of-way. Responsibility extends beyond the care and maintenance of pavement to include drainage structures and vegetation control on the shoulders. State mandated street sweeping and basin cleaning is imperative to maintenance of water quality standards. Where necessary for proper street drainage, curbing and driveway aprons are also included. Safety considerations often dictate traffic signage and/or painted street lines, traffic lights and guide rails. Sidewalk maintenance is also included in this budget.*

**Description of Accounts:**

<i>Salaries</i>	<i>Employee salaries – No salary increase due to expired contract</i>
<i>EH &amp; OT</i>	<i>Seasonal Extra Help in summer addresses coverage for vacations and increased seasonal work load</i>
<i>Uniform Allowance</i>	<i>Replacement work and safety clothes as per contract</i>
<i>Employee Medical</i>	<i>Provides for routine random drug testing as required by the CDL license</i>
<i>Telephone</i>	<i>Annual fees</i>
<i>Veh Oper</i>	<i>Fuels and lubricants for the entire public works department.</i>
<i>Rental Equip</i>	<i>Rental of specialized equipment as necessary</i>
<i>Maint. Supplies</i>	<i>Routine supplies such as shovels, rakes, chain saw parts, barricades, etc.</i>
<i>Education &amp; Exp</i>	<i>Registration, mileage reimbursement and training materials</i>
<i>Program Expenses</i>	<i>Storm expenses provides for the costs associated with any storm emergency throughout the year – hurricanes, snow storms, etc. A three-year rolling average is \$462,500. Decided to use a figure of \$500k, same as the current year.</i>

**Detail Operating Capital Requests:**

<i>Power brooms</i>	<i>\$ 1,200 to replace two 1998 Power brooms and one chain saw.</i>
<i>Pipe Plug</i>	<i>\$ 800 to plug a pipe during maintenance</i>
<i>Replacement vehicle</i>	<i>\$90,000 to replace a 2003 Ford 550 truck with plow and sander</i>

**Budget Notes:**

*The Highway Division budget shows an increase of 2.1% primarily due to the increase capital expenditures.*



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	959,152.78	972,727.00	975,403.00	971,805.00	971,805.00	0.00	-0.4%
(03) EH & OT	68,159.36	67,500.00	67,500.00	90,227.00	90,227.00	0.00	33.7%
(14) Uniform Allowance	8,653.72	8,700.00	8,700.00	8,700.00	8,700.00	0.00	0.0%
(20) Employee Medical	4,116.74	4,500.00	4,500.00	5,000.00	5,000.00	0.00	11.1%
(25) Telephone	2,310.66	4,000.00	4,000.00	3,000.00	3,000.00	0.00	-25.0%
(29) Veh. Oper.	111,402.90	135,000.00	135,000.00	126,000.00	126,000.00	0.00	-6.7%
(31) Rental Equip.	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	0.0%
(42) Maint. Supplies	8,802.14	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.0%
(59) Education & Exp.	1,236.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	0.0%
(63) Program Expenses	680,691.26	500,000.00	500,000.00	500,000.00	500,000.00	0.00	0.0%
(CS) Equipment-DPW	33,593.02	63,500.00	63,500.00	92,000.00	92,000.00	0.00	44.9%
<b>TOTAL (320) Highway</b>	<b>1,886,118.58</b>	<b>1,775,427.00</b>	<b>1,778,103.00</b>	<b>1,816,232.00</b>	<b>1,816,232.00</b>	<b>0.00</b>	<b>2.1%</b>

**320 - HIGHWAY BUDGET 2015-2016**

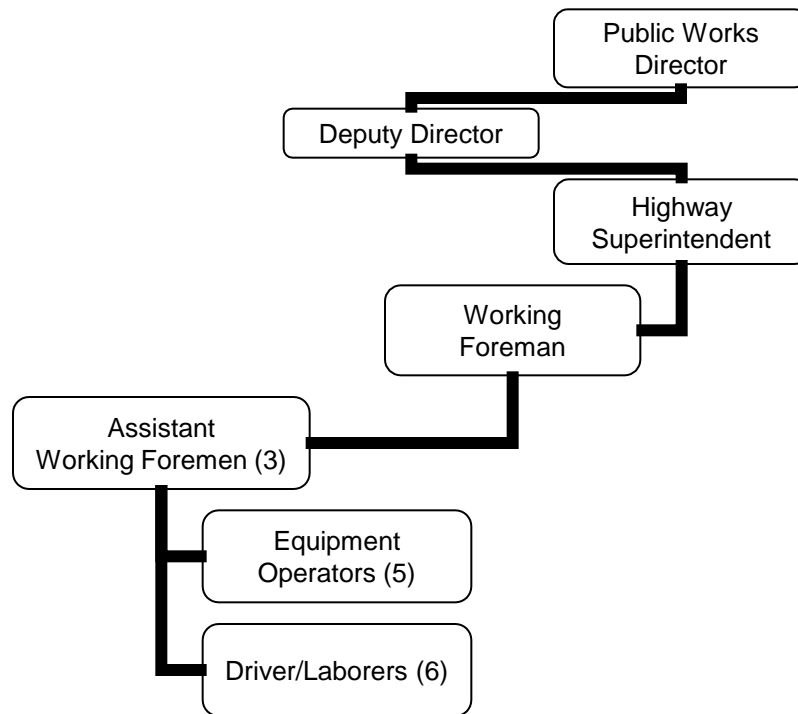
**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015 -16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Highway Superintendent	C-69-1			109,409	109,409	109,409
1.00	Working Foreman	B-VI			67,939	67,939	67,939
3.00	Assistant Working Foremen	B-V			64,358	193,074	193,074
5.00	Equipment Operator	B-III-7			60,050	300,250	300,250
2.00	Driver Laborer	B-II-7			57,053	114,106	114,106
0.00	Driver Laborer	B-II-6			54,336	54,336	0
1.00	Driver Laborer	B-II-5			51,748	0	51,748
0.00	Driver Laborer	B-II-4			49,287	49,287	0
1.00	Driver Laborer	B-II-3			46,938	46,938	46,938
1.00	Driver Laborer	B-II-2			44,703	44,703	44,703
0.00	Driver Laborer	B-II-1			0	42,572	0
1.00	Driver laborer	B-II-0.5			43,638	0	43,638
16.00	<b>TOTAL SALARIES:</b>					<b>1,022,614</b>	<b>971,805</b>

**320 - HIGHWAY**

<u>Account</u>	<u>Description</u>	
<i>Telephone</i>	Regular and Cellular Service (\$3,000)	
<i>Vehicle Operation</i>	Fuels: Unleaded gasoline and diesel (110,000) Fleet Maintenance: supplies and lubricants (\$16,000)	
<i>Rental of Equipment</i>	Rental of various machines and equipment as needed (\$8,000)	
<i>Program Expenses</i>	Storm Expenses – Based on rolling 3 year average (\$462,547) 13/14 \$680,690 12/13 \$515,723 11/12 \$191,229	
<i>Capital Equipment</i>	67 WP Truck with Plow and Sander Power Brooms Pipe Plugs	\$90,000 \$1,200 <u>\$800</u>
	total	\$92,000

320 – HIGHWAY  
2015/2016 Organization Chart  
2014/15: 16 Full Time / 2015/16: 16 Full Time



**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: EQUIPMENT MAINTENANCE**

**Division Overview:** *The Equipment Division is responsible for the maintenance of 50 pieces of rolling stock used within the Public Works Department. The two mechanics comprising the Equipment Division also provide support to the Parks and Recreation Department in the maintenance of their heavy equipment, garbage trucks and excavator. Since they are also CDL licensed operators, manpower from this division is also utilized as necessary within the Highway Division.*

**Description of Accounts:**

<i>Salaries</i>	<i>Employee Salaries – since the contract covering these employees is still under negotiation, there is no change</i>
<i>EH &amp; OT</i>	<i>Overtime is used as necessary to keep the equipment available and maximize employee production</i>
<i>Uniform Allowance</i>	<i>Replacement work and safety clothes as per contract</i>
<i>Veh Maint/Oper</i>	<i>Costs for parts for in-house service and outside contractors to service and repair the departmental equipment. As the equipment ages, repairs costs will continue to increase.</i>
<i>Education &amp; Exp</i>	<i>Training materials</i>

**Detail Operating Capital Requests:**

<i>Double Wall Oil Tank</i>	<i>\$ 1,200 to purchase an additional oil tank for storage of recyclable oil</i>
<i>Air Jack</i>	<i>\$ 1,750 to provide an additional jack for garage maintenance</i>

**Budget Notes:**

*The Equipment Division budget reflects an decrease of 2.9% resulting from decreased capital purchases*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	125,948.84	130,985.00	130,985.00	130,985.00	130,985.00	0.00	0.0%
(03) EH & OT	14,468.80	17,500.00	17,500.00	18,207.00	18,207.00	0.00	4.0%
(14) Uniform Allowance	1,599.63	1,650.00	1,650.00	1,650.00	1,650.00	0.00	0.0%
(27) Veh. Maint/Oper	243,400.38	240,000.00	240,000.00	240,000.00	240,000.00	0.00	0.0%
(59) Education & Exp.	0.00	500.00	500.00	500.00	500.00	0.00	0.0%
(CS) Equipment-DPW	4,923.36	15,500.00	15,500.00	2,950.00	2,950.00	0.00	-81.0%
<b>TOTAL (321) Equipment Maintenance</b>	<b>390,341.01</b>	<b>406,135.00</b>	<b>406,135.00</b>	<b>394,292.00</b>	<b>394,292.00</b>	<b>0.00</b>	<b>-2.9%</b>

**321 - EQUIPMENT MAINTENANCE BUDGET 2015-2016**

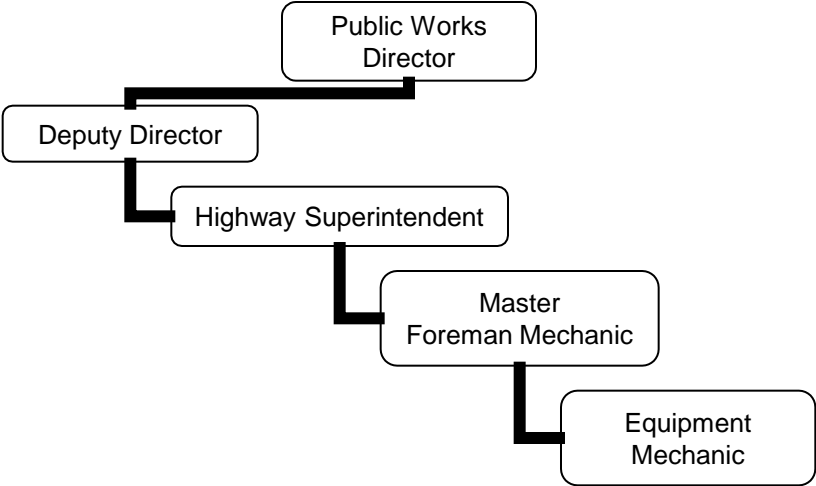
**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014 -15 Salaries</b>	<b>2015 -16 Salary Totals</b>
1.00	Master Mechanic / Foreman	B-VI			67,939	67,939	67,939
1.00	Equipment Mechanic	B-IV-7			63,046	63,046	63,046
2.00	<b>TOTAL SALARIES:</b>					130,985	130,985

**321 - EQUIPMENT MAINTENANCE**

<u>Account</u>	<u>Description</u>	
<i>Vehicle Maint/Operation</i>	Repair of Public Works Fleet (\$240,000)	
<i>Capital Equipment</i>	Double Wall Oil Tank	1,200
	Air Jack	<u>1,750</u>
	Total:	2,950

321 – EQUIPMENT MAINTENANCE  
2015/2016 Organization Chart  
2014/15: 2 Full Time / 2015/16: 2 Full Time



**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: ROAD MAINTENANCE**

**Division Overview:** *The Road Maintenance Division has no staff and represents the funding mechanism for maintenance of the town road right-of-ways.*

**Description of Accounts:**

*Fees & Services*      *Cost for hiring of outside contractors to meet DEEP mandated water quality sampling, proprietary software for processing work orders, traffic control during road maintenance operations. Significant increase in activities associated with stormwater program and traffic control costs*

*Maint. Supplies*      *Funds for the performance of routine road maintenance functions: cleaning catch basins, repairing guard rails, repairing sidewalks, traffic signals, road signs, annual repainting of street markings, and TAME supplies for traffic speed control. Increased costs associated with stormwater program and road stripping expenses.*

*OtherMat/Supplies*      *Primary source of road maintenance funds. Major categories include drainage expenses for repair/replacement of old structures, pavement of parking lots, asphalt for routine patching by the highway division, patching of school parking lots, and the largest portion for road materials placed by outside contractors- i.e. asphalt road materials.*

**Detail Operating Capital Requests:**

*None*

**Budget Notes:**

*The Road Maintenance Division is seeking a 7.6% increase over the current year funding. This consists of an increase of \$25,000 increase in catch basin cleaning, \$10,000 increase in reporting and storm water monitoring, \$10,000 increase in traffic control costs, and \$10,000 increase in the street marking budget. The annual road maintenance budget provides for 10 miles of road treatment using a variety of treatments.*



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(18) Fees & Services	41,090.91	64,550.00	64,550.00	81,550.00	81,550.00	0.00	26.3%
(42) Maint. Supplies	83,666.41	105,000.00	105,000.00	147,000.00	147,000.00	0.00	40.0%
(49) Other Material/Su	316,247.69	1,750,300.00	1,750,300.00	1,837,815.00	1,837,815.00	0.00	5.0%
<b>TOTAL (322) Road Maintenance</b>	<b>441,005.01</b>	<b>1,919,850.00</b>	<b>1,919,850.00</b>	<b>2,066,365.00</b>	<b>2,066,365.00</b>	<b>0.00</b>	<b>7.6%</b>

**322 – ROAD MAINTENANCE BUDGET 2015-2016**

<u>Account</u>	<u>Description</u>
<i>Fees and Services</i>	ESRI Software (\$8,800) Storm Water laboratory testing- DEP mandated Sampling / Permitting (\$30,000) Cartegraph Work Order Program (\$12,750) Traffic Control (\$30,000)
<i>Maintenance Supplies</i>	Catch Basin Cleaning – Contract Service as bid (\$50,000) - Extra Cleaning Maintenance Bridge / Guide Rails – Annual Maintenance Program (\$5,000) Maintenance Sidewalks – Annual Maintenance Program (\$10,000) - Extra Sweeping Maintenance Traffic Signals – Lamps and repairs (\$1,500) Road Signs Stock – Replacement signs (\$21,000) - New Reflectivity Regulations Street Marking – Contract Service as bid (\$57,000) - Establish white gutter lines Tame Supplies - Speed humps, Numetric repair / replacement, reflectors (\$2,500)
<i>Other Materials/Supplies</i>	Drainage Improvements: Overlay Program (\$94,500) Parking Lots Maintenance (\$78,750) School Roads /Parking Lots – Maintenance (\$3,150) Town Highway Asphalt: \$78,750  Road Materials: 2 Mi. Paving @ \$179,760/Mi = \$359,520 2 Mi Mill / Pave @ \$222,810/Mi = \$445,620 1 Mi Reconstruction @ \$438,900 / Mi = \$438,900 5 Mi Surface Treatments @ \$67,725 / Mi = <u>\$338,625</u> Total : \$1,582,665

**DEPARTMENT:** PUBLIC WORKS  
**Budget Division:** STREET LIGHTING

**Division Overview:** *The Street Lighting Division has no staff and represents the funding mechanism for the street lights and traffic lights within the town of Westport exclusive of those within the state right-of-way.*

**Description of Accounts:**

*Street Lights*            *Electric utility costs for street lights and traffic lights*

**Detail Operating Capital Requests:**

*None*

**Budget Notes:**

*There is no anticipated change in electrical use or charges for 2016.*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(47) Street Lights	238,252.03	240,000.00	240,000.00	240,000.00	240,000.00	0.00	0.0%
<b>TOTAL (324) Street Lighting</b>	<b>238,252.03</b>	<b>240,000.00</b>	<b>240,000.00</b>	<b>240,000.00</b>	<b>240,000.00</b>	<b>0.00</b>	<b>0.0%</b>

**DEPARTMENT:** PUBLIC WORKS  
**Budget Division:** SOLID WASTE

**Division Overview:** *The Solid Waste Division includes a staff of three workers that are supervised by the Highway Superintendent. The major factors affecting this budget are municipal solid waste, recyclable materials, and yard waste.*

**Description of Accounts:**

<i>Salaries</i>	<i>Employee Salaries – since the contract covering these employees is still under negotiation, there is no change</i>
<i>EH &amp; OT</i>	<i>Overtime is built into the position to provide coverage at the transfer station on Saturdays and holidays.</i>
<i>Uniform Allowance</i>	<i>Replacement work and safety clothes as per contract</i>
<i>Fees &amp; Services</i>	<i>Primarily for disposal of municipal solid waste, also includes disposal of bulky waste, hazardous waste and ongoing claim for a 1995 claim</i>
<i>Contract Services</i>	<i>Covers cost of recycling, yard waste disposal, and construction/demolition disposal</i>
<i>Telephone</i>	<i>Annual service for alarms</i>
<i>Veh Maint/Oper</i>	<i>Cost allocation for use of front-end loader at yard waste site</i>
<i>Fac. Maintenance</i>	<i>Costs for maintenance of the transfer station and the yard waste site at Bayberry Lane</i>
<i>Advert &amp; Print</i>	<i>Printing cost for refuse licenses and dump tickets</i>
<i>Maint Supplies</i>	<i>Costs for supplies used at the transfer station and yard waste site to include odor control agents, lubricants, paper and ink for the scale house printer</i>
<i>Electricity</i>	<i>Electric service to operate the transfer station</i>

**Detail Operating Capital Requests:**

*None*

**Budget Notes:**

*The Solid Waste Division is showing a slight increase due to a slightly greater volume of solid waste associated with the stronger economy. Overall Solid Waste Division increase of 2.7% has been proposed.*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	175,615.00	175,615.00	175,615.00	175,615.00	175,615.00	0.00	0.0%
(03) EH & OT	63,607.54	62,000.00	62,000.00	65,000.00	65,000.00	0.00	4.8%
(14) Uniform Allowance	2,150.96	2,150.00	2,150.00	2,150.00	2,150.00	0.00	0.0%
(18) Fees & Services	1,427,518.28	1,389,250.00	1,389,250.00	1,444,250.00	1,444,250.00	0.00	4.0%
(19) Contract Services	128,221.22	160,000.00	160,000.00	150,000.00	150,000.00	0.00	-6.3%
(25) Telephone	500.00	500.00	500.00	500.00	500.00	0.00	0.0%
(27) Veh. Maint/Oper	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(30) Facility Maint.	18,392.87	17,000.00	17,000.00	15,000.00	15,000.00	0.00	-11.8%
(33) Advert & Print	450.00	500.00	500.00	500.00	500.00	0.00	0.0%
(42) Maint. Supplies	7,815.04	8,000.00	8,000.00	8,000.00	8,000.00	0.00	0.0%
(46) Electricity	12,426.20	12,000.00	12,000.00	16,000.00	16,000.00	0.00	33.3%
<b>TOTAL (332) Solid Waste Disposal</b>	<b>1,837,697.11</b>	<b>1,828,015.00</b>	<b>1,828,015.00</b>	<b>1,878,015.00</b>	<b>1,878,015.00</b>	<b>0.00</b>	<b>2.7%</b>

**332 - SOLID WASTE DISPOSAL BUDGET 2015-2016**

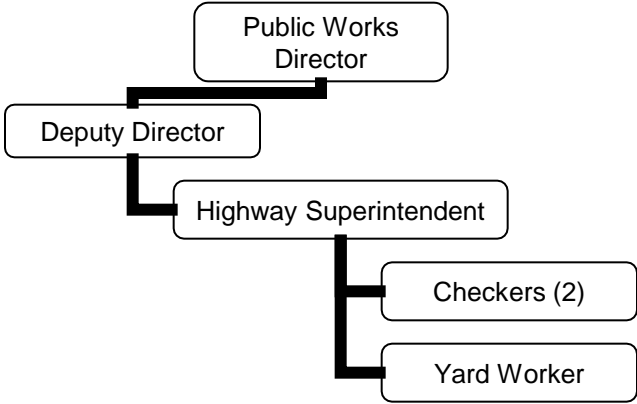
**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Checker (Assist. W.F.)	B-V			64,358	64,358	64,358
1.00	Checker	B-II-7			57,053	57,053	57,053
1.00	Yardworker	B-1-7			54,204	54,204	54,204
3.00	<b>TOTAL SALARIES:</b>					175,615	175,615

**332 - SOLID WASTE DISPOSAL**

<u>Account</u>	<u>Description</u>
<i>Fees and Services</i>	Bulky Waste/Demolition (\$6,000) Litigation Settlement (\$5,000) Hazardous Waste – Annual Collection day (\$20,000) MSW Tip Fees:15,750 tons @ \$77.00 /ton (\$1,212,750), Station Oper. (\$190,500), Misc. Exp (\$10,000)
<i>Contract Services</i>	Recycling, Yard waste Disposal, Construction Waste Processing (\$150,000)
<i>Facility Maintenance</i>	Maintenance of Transfer Station (\$15,000)
<i>Electricity</i>	Operation of Transfer Station (\$16,000)

332 – SOLID WASTE DISPOSAL  
2015/2016 Organization Chart  
2014/15: 3 Full Time / 2015/16: 3 Full Time





**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: BUILDING MAINTENANCE**

**Division Overview:** *The Building Maintenance Division is responsible for the maintenance of 71 town buildings, 28 of which are funded under the Parks and Rec building maintenance division. Included in this division are 11 emergency generators to keep critical structures functional during a power outage. The Building Maintenance Division includes a staff of five maintenance mechanics and a superintendent.*

**Description of Accounts:**

<i>Salaries</i>	<i>Employees salaries – since the contract covering these employees is still under negotiation, there is no change</i>
<i>EH &amp; OT</i>	<i>Overtime is necessary to address emergency maintenance issues such as equipment malfunction or security calls.</i>
<i>Uniform Allowance</i>	<i>Replacement work and safety clothes as per contract</i>
<i>Fees and Services</i>	<i>Outside contracts for regular preventive maintenance, HVAC service, boiler service, security alarms, elevator service, etc.</i>
<i>Telephone</i>	<i>Annual fees</i>
<i>Equip Maint/Oper</i>	<i>Expenses for the operation of the three vehicles plus maintenance of equipment such as vacumns, pumps, snow blowers, etc</i>
<i>Facility Maint</i>	<i>Expenses for parts for in-house repairs as well as expenses for contractors to complete necessary building repairs.</i>
<i>Heating Fuel</i>	<i>Heating oil, propane and natural gas for heating of the town buildings except Parks and Rec and WPCF</i>
<i>Electricity</i>	<i>Electricity use in the town buildings except Parks and Rec and WPCF</i>
<i>Water</i>	<i>Water use in the town buildings except Parks and Rec and WPCF</i>
<i>Education</i>	<i>Registration, mileage reimbursement and training materials</i>

**Detail Operating Capital Requests:**

<i>Paint exterior of 99 Myrtle Avenue</i>	<i>\$ 6,000</i>
<i>Carpet Replacement at town Hall</i>	<i>\$ 5,000</i>
<i>Bathroom renovation at town hall</i>	<i>\$25,000</i>
<i>Trailer Bucket lift</i>	<i>\$26,000</i>

**Budget Notes:**

*The Building Maintenance budget shows a slight decrease of 2.6% which is primarily due to a decrease in capital purchases.*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	391,757.21	388,060.00	390,076.00	394,839.00	394,839.00	0.00	1.2%
(03) EH & OT	11,842.15	14,500.00	14,500.00	14,950.00	14,950.00	0.00	3.1%
(14) Uniform Allowance	3,137.04	3,150.00	3,150.00	3,150.00	3,150.00	0.00	0.0%
(18) Fees & Services	83,310.12	87,800.00	87,800.00	87,800.00	87,800.00	0.00	0.0%
(25) Telephone	1,940.96	2,100.00	2,100.00	2,100.00	2,100.00	0.00	0.0%
(26) Equip Maint/Oper	12,267.12	10,500.00	10,500.00	12,000.00	12,000.00	0.00	14.3%
(30) Facility Maint.	173,065.82	155,000.00	155,000.00	160,000.00	160,000.00	0.00	3.2%
(45) Heating Fuel	193,471.32	202,000.00	202,000.00	185,000.00	185,000.00	0.00	-8.4%
(46) Electricity	294,235.63	320,000.00	320,000.00	310,000.00	310,000.00	0.00	-3.1%
(48) Water	28,999.94	29,000.00	29,000.00	29,000.00	29,000.00	0.00	0.0%
(59) Education & Exp.	1,879.31	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
(CA) Buildings	70,459.78	80,000.00	80,000.00	62,000.00	62,000.00	0.00	-22.5%
<b>TOTAL (350) Building Maintenance</b>	<b>1,266,366.40</b>	<b>1,294,110.00</b>	<b>1,296,126.00</b>	<b>1,262,839.00</b>	<b>1,262,839.00</b>	<b>0.00</b>	<b>-2.6%</b>

**350 - BUILDING MAINTENANCE BUDGET 2015-2016**

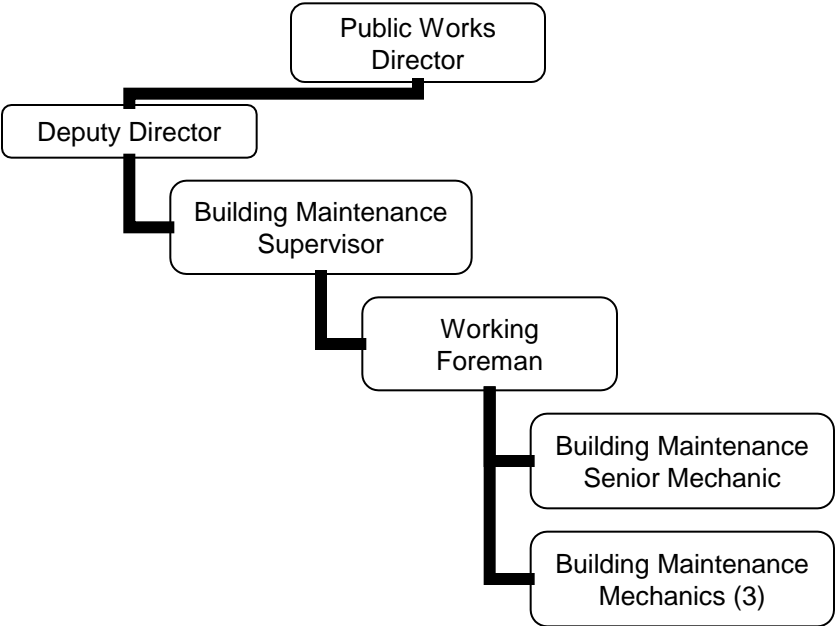
**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Superintendent	C-73-1			83,704	83,704	83,704
1.00	Working Foreman	B-VI			67,939	67,939	67,939
1.00	Senior Mechanic	B-IV-7			63,046	63,046	63,046
3.00	Mechanic	B-III-7			60,050	180,150	180,150
6.00	<b>TOTAL SALARIES:</b>					394,839	394,839

**350 - BUILDING MAINTENANCE**

<u>Account</u>	<u>Description</u>	
<i>Fees and Services</i>	Contract services, HVAC, sprinklers, alarms, boilers: Town wide (\$72,500) Senior Center (\$15,300)	
<i>Facility Maintenance</i>	Parts and services beyond routine service contracts (\$160,000)	
<i>Heating Fuel</i>	#2 fuel oil (47,000 gals), propane (300 gals), natural gas	
<i>Electricity</i>	CL &P and TransCanada Electrical costs, diesel for generators	
<i>Buildings (Capital)</i>	Paint exterior of 99 Myrtle Avenue	6,000
	Carpet Replacement Town Hall	5,000
	Trailer Bucket Lift	25,000
	Renovate 2 Restrooms - Town Hall	<u>26,000</u>
		62,000

350 – BUILDING MAINTENANCE  
2015/2016 Organization Chart  
2014/15: 6 Full Time / 2015/16: 6 Full Time



**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: BUILDING CUSTODIANS**

**Division Overview:** *The Building Custodian Division is comprised of four full time and one part time custodians that report to the Building Maintenance Superintendent. Custodial services are provided to Town Hall, Police Headquarters and the Senior Center. Outside cleaning services are used to clean the Public Works Center and the Senior Center.*

**Description of Accounts:**

<i>Salaries</i>	<i>Employee salaries show a slight increase as per contract</i>
<i>EH &amp; OT</i>	<i>Overtime required to cover the buildings when open for special event, particularly the theater</i>
<i>Uniform Allowance</i>	<i>Replacement work and safety clothes as per contract</i>
<i>Contract Services</i>	<i>Outside cleaning services used to clean public works center, Police Headquarters and Senior Center. Also used to clean windows and carpeting when warranted</i>
<i>Supplies</i>	<i>Cleaning and sanitary supplies used in town buildings</i>

**Detail Operating Capital Requests:**

*None*

**Budget Notes:**

*The Building Custodian Budget shows a slight increase the next fiscal year due to contract wage increase.*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	186,293.98	200,119.00	200,119.00	203,555.00	203,555.00	0.00	1.7%
(03) EH & OT	13,348.58	19,000.00	19,000.00	19,570.00	19,570.00	0.00	3.0%
(14) Uniform Allowance	2,132.82	2,150.00	2,150.00	2,150.00	2,150.00	0.00	0.0%
(19) Contract Services	73,414.52	84,000.00	84,000.00	84,000.00	84,000.00	0.00	0.0%
(41) Supplies	19,598.56	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.0%
<b>TOTAL (352) Building Custodians</b>	<b>294,788.46</b>	<b>325,269.00</b>	<b>325,269.00</b>	<b>329,275.00</b>	<b>329,275.00</b>	<b>0.00</b>	<b>1.2%</b>

352 - BUILDING CUSTODIANS BUDGET 2015-2016

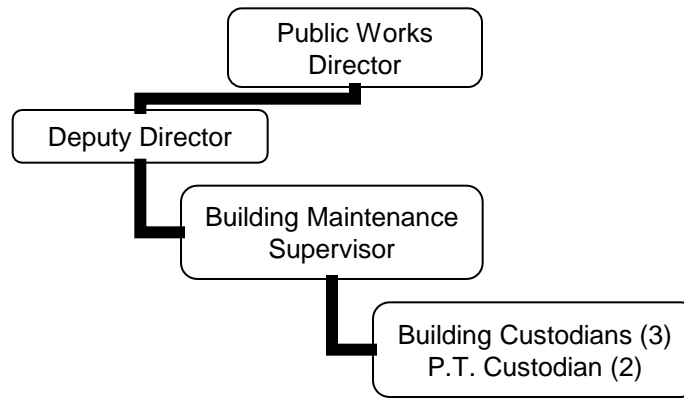
SALARIES

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2014-15 Salaries	2015-16 Salary Totals
2.00	Custodians	I-7			57,906	115,812	115,812
1.00	Custodian	I-2			47,641	45,373	47,641
2	Custodians (part time)			1,040	19.28	37,983.92	40,102.40
<b>TOTAL SALARIES:</b>						199,169	203,555

# 352 – BUILDING CUSTODIANS

## 2015/2016 Organization Chart

2014/15: 3 Full Time & 2 Part Time / 2015/16: 3 Full Time & 2 Part Time





**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: PROPERTY MAINTENANCE**

**Division Overview:** *The Property Maintenance Division is a catchall account for four distinct areas: The Beautification Committee, bike paths, parking lot lights, and tide gates. Each budget represents a specific task or tasks that require annual maintenance and dedicated funds.*

**Description of Accounts:**

*Contract Services*      *Funds are provided to the Beautification Committee for local projects*

*Maint. Supplies*      *Funds provided for maintenance of the bike paths, parking lot lights, and the tide gates*

**Detail Operating Capital Requests:**

*None*

**Budget Notes:**

*The proposed budget increase results from an increase of \$2000 for bike path stenciling and \$2000 for a new light pole at Parker Harding Plaza.*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(19) Contract Services	3,550.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.0%
(42) Maint. Supplies	10,762.47	11,000.00	11,000.00	15,000.00	15,000.00	0.00	36.4%
<b>TOTAL (360) Property Maintenance</b>	<b>14,312.47</b>	<b>21,000.00</b>	<b>21,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>19.0%</b>

**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: P&R PROPERTY MAINTENANCE**

**Division Overview:** *The P&R Property Maintenance Division is more correctly called the P&R Building Maintenance division. This division is responsible for funding the maintenance of 28 parks and recreation buildings. This division does not have any associated staff since the work is performed by the Building Maintenance Division and is overseen by the Superintendent of Building Maintenance.*

**Description of Accounts:**

<i>Fees &amp; Services</i>	<i>Outside contracts for regular preventive maintenance, HVAC service, boiler service, security alarms, sprinkler, etc</i>
<i>Telephone</i>	<i>Annual alarm fees</i>
<i>Facility Maint.</i>	<i>Expenses for parts for in-house repairs as well as expenses for contractors to complete necessary building repairs</i>
<i>Heating Fuel</i>	<i>Heating oil, propane, and natural gas for heating P&amp;R buildings</i>
<i>Electricity</i>	<i>Electricity use in P&amp;R buildings</i>

**Detail Operating Capital Requests:**

<i>Tide Gate Actuator</i>	<i>\$8,500 to replace a tide gate actuator at the Sherwood Mill Pond</i>
<i>Painting</i>	<i>\$8,000 to paint the exterior of the Pavilion Building</i>
<i>Replacement Air Handler</i>	<i>\$25,000 to replace the second 20-yr old air handler unit at the P&amp;R Admin Building</i>

**Budget Notes:**

*The P&R Property Maintenance Division shows a 7.1% increase that reflects the increase in heating fuel, primarily propane use associated with use of the ice rink along with additional capital expenditures.*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(18) Fees & Services	34,128.71	35,000.00	35,000.00	35,000.00	35,000.00	0.00	0.0%
(25) Telephone	1,463.56	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
(30) Facility Maint.	33,506.81	50,000.00	50,000.00	50,000.00	50,000.00	0.00	0.0%
(45) Heating Fuel	62,167.42	58,000.00	58,000.00	70,000.00	70,000.00	0.00	20.7%
(46) Electricity	154,201.02	175,000.00	175,000.00	180,000.00	180,000.00	0.00	2.9%
(CB) Building Renovati	31,000.00	33,500.00	33,500.00	41,500.00	41,500.00	0.00	23.9%
<b>TOTAL (361) P&amp;R Property Maintenance</b>	<b>316,467.52</b>	<b>353,500.00</b>	<b>353,500.00</b>	<b>378,500.00</b>	<b>378,500.00</b>	<b>0.00</b>	<b>7.1%</b>

**361 - Park and Recreation Property Maint. 2015 - 2016**

**361 - Park & Recreation Property Maintenance**

Buildings - Capital

Replace - Old Mill Tide Gate actuator	\$8,500.00
Paint - Exterior of the Pavilion Building Building	\$8,000.00
Replace - Second Air Handler - Longshore Administration building	<u>\$25,000.00</u>
total:	\$41,500.00

**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: TREE MAINTENANCE**

**Division Overview:** *The Tree Maintenance Division is responsible for the care and maintenance of the trees located within the town right-of-way. The budget provides for the service of a full-time tree warden who reports to the Director of Public Works. The tree warden is responsible for coordinating with a licensed tree contractor for the pruning and removal of hazardous trees.*

**Description of Accounts:**

<i>EH &amp; OT</i>	<i>The tree warden will be paid on an hourly contract basis at an estimated budget of \$60,000</i>
<i>Trans. Allowance</i>	<i>The tree warden will be compensated for mileage traveled in town estimated at \$6,000</i>
<i>Contract Services</i>	<i>A licensed tree contractor is hired to prune or remove hazardous trees at the direction of the tree warden</i>

**Detail Operating Capital Requests:**

*None*

**Budget Notes:**

*The budget proposes a tree warden at approximately 30 hrs per week and provides for the tree contractor to work four to five days per week.*

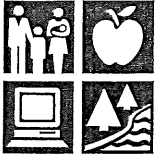
	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(03) EH & OT	34,394.72	60,000.00	60,000.00	75,000.00	75,000.00	0	25.0%
(15) Trans. Allowance	678.13	6,000.00	6,000.00	6,000.00	6,000.00	0	0.0%
(19) Contract Services	144,882.11	217,400.00	217,400.00	217,400.00	217,400.00	0	0.0%
<b>TOTAL</b>	<b>179,954.96</b>	<b>283,400.00</b>	<b>283,400.00</b>	<b>298,400.00</b>	<b>298,400.00</b>	<b>0</b>	<b>5.3%</b>

**(370) Tree Maintenance**

**370 Tree Maintenance 2015 - 16**

<b>DEPT</b>		<b>Grade &amp;</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2014-15</b>
<b>qty</b>	<b>Position</b>	<b>Step</b>	<b>Account</b>	<b>Account</b>	<b>Account</b>
			<b>Totals</b>	<b>total</b>	<b>Totals</b>
1.00	Tree Warden Full Time From (30 hours @ \$40/hr x 50 weeks)	N/A	60,000	60,000	75,000





**Westport Weston  
Health District**

January 20, 2015

Honorable James Marpe, First Selectman  
Westport Town Hall  
110 Myrtle Avenue  
Westport, Ct. 06880

Dear First Selectman Marpe:

Enclosed for your review and consideration is the FY 2015 - 2016 budget proposal for the Westport Weston Health District.

The Westport Weston Health District is requesting a contribution of \$538,702 from the Town of Westport. This is a 2.5% increase over last year's contribution of \$525,563, an increase of \$13,139.

The Health District's Board of Directors has not yet finalized its budget which is not due to the State Department of Health until April 30th. It is expected this year will be a "maintenance budget", maintaining current services without any personnel or capital project increases.

As in the past, the Health District has also forwarded the budget request of the Southwest Regional Mental Health Board to your office. The Southwest Regional Mental Health Board's request of \$3,700 has traditionally been submitted through the Health District but is paid directly to the Southwest Regional Mental Health Board by the town.

Should you have any questions and/or comments regarding any of the information provided, please feel free to contact me directly at 203.227.9571.

Very truly yours,

Mark A.R. Cooper, Director of Health  
Westport Weston Health District

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(60) PaymentsToAgency/	486,698.00	525,563.00	525,563.00	536,074.00	536,074.00	0.00	2.0%
<b>TOTAL (410) Health District</b>	<b>486,698.00</b>	<b>525,563.00</b>	<b>525,563.00</b>	<b>536,074.00</b>	<b>536,074.00</b>	<b>0.00</b>	<b>2.0%</b>

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(60) PaymentsToAgency/	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	0.00	0.0%
<b>TOTAL (412) Health Services</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>0.00</b>	<b>0.0%</b>

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## **DEPARTMENT: HUMAN SERVICES BUDGET FOR FY2015-16**

**DEPARTMENT SERVICES OVERVIEW:** The Westport Human Services Department is organized into three service areas: Youth Services, Social Services & Senior Services. Focus is on Positive Youth Development, Family School Community partnership, financial stability and self-sufficiency, and helping seniors to identify resources and services that will support their ability to age in place. The department works in partnership with other service providers, community organizations and funding sources. There are 10 FT and 7 PT employees.

### **FY 2015 ACCOMPLISHMENTS:**

- Fine-tuned Client Track database software program to meet the needs of the Department.
- Hale's Court After School Pilot Program funded for the second year.
- Assisted in "Safer Homes Committee" with WWHD and Westport Fire & Police Departments to address the hoarding issue.
- Expanded hours with AARP volunteers to provide tax preparation assistance at two locations, Town Hall and the CSA.
- Collaborated with WPD to offer "Play by the Rules," an award winning 10 week civics program for students grades 6-8
- Expanded community outreach counseling program for all ages.
- Active roles in regional initiatives: Greater Norwalk Opening Doors (Regional Alliance to Prevent & End Homelessness); Norwalk Hospital Community Health Committee; Community Care Team (regional case management); resulted in significant decrease in need regionally for emergency/crisis intervention services
- Expanded CSA hours to meet the demand and requests from seniors who are still working in their sixties or seventies and thus unable to participate in many course offerings. Center now opens at 7:30 a.m. and is open every Saturday until 3:00 p.m.
- CSA collaborated with Westport Library, Westport Historical Society, Westport Art Center, Westport Playhouse, Earthplace and other community organization to offer field trips and special tours/programs on upcoming exhibits.
- Increased programs and usage at Center meeting a wide array of seniors' needs through a diversified course offering.
- Created registration platform for re-introducing membership cards at Toquet Hall
- Established new middle school governing board modeled after the long running high school teen governing board (TGB)

### **FY 2016 SERVICE LEVEL GOALS:**

- Continue to develop Hale's Court After School Program to serve elementary school age residents and include community partners e.g. Westport Library, Westport Family Y, Parks & Recreation and others.
- Explore ways to further support families involved in the Westport Early Childhood Community Collaborative to increase their chances of long term success.
- Toquet Hall will develop programming for the elementary and middle school population during the non-school hours
- Continue to educate and address the need for senior housing in town through a collaborative effort with the Town's senior housing development partners.
- Partner with Fairfield County Teen Centers to offer new combined governing board and community programs

- Increase number of registered membership card holders at Toquet Hall and number of collaborative events with local school clubs and organizations

**PERFORMANCE MEASURES:**

- Westport residents receiving services and resources for which they are eligible as result of caseworker efforts, e.g. applicants certified for heating assistance. Caseload stable or decreasing, i.e. current clients becoming self-sufficient balances new clients seeking assistance.
- Program participation at CSA and Toquet Hall.
- Identify efficiencies realized from new database and increased caseload analysis and reporting capabilities.

**5 YR GOALS:**

- Continue to participate in planning for development of Baron’s South as a senior living community so that services provided as part of that initiative are integrated and complement current facilities and programs.
- Expansion of CSA to meet program, space and usage demand and requests.
- In cooperation with WPD support Westport’s participation in the Norwalk Juvenile Review Board.
- Development of the recording and broadcasting opportunities within Toquet Hall and expand Toquet Hall programs to include satellite locations.
- Development of the Teen Center Network to include multi-town program opportunities.
- Development of the Hales Court After School Program to include elementary, middle and high school age groups and extend to other WHA locations. Increase collaborative programming initiative to engage WHA and other community/school organizations.

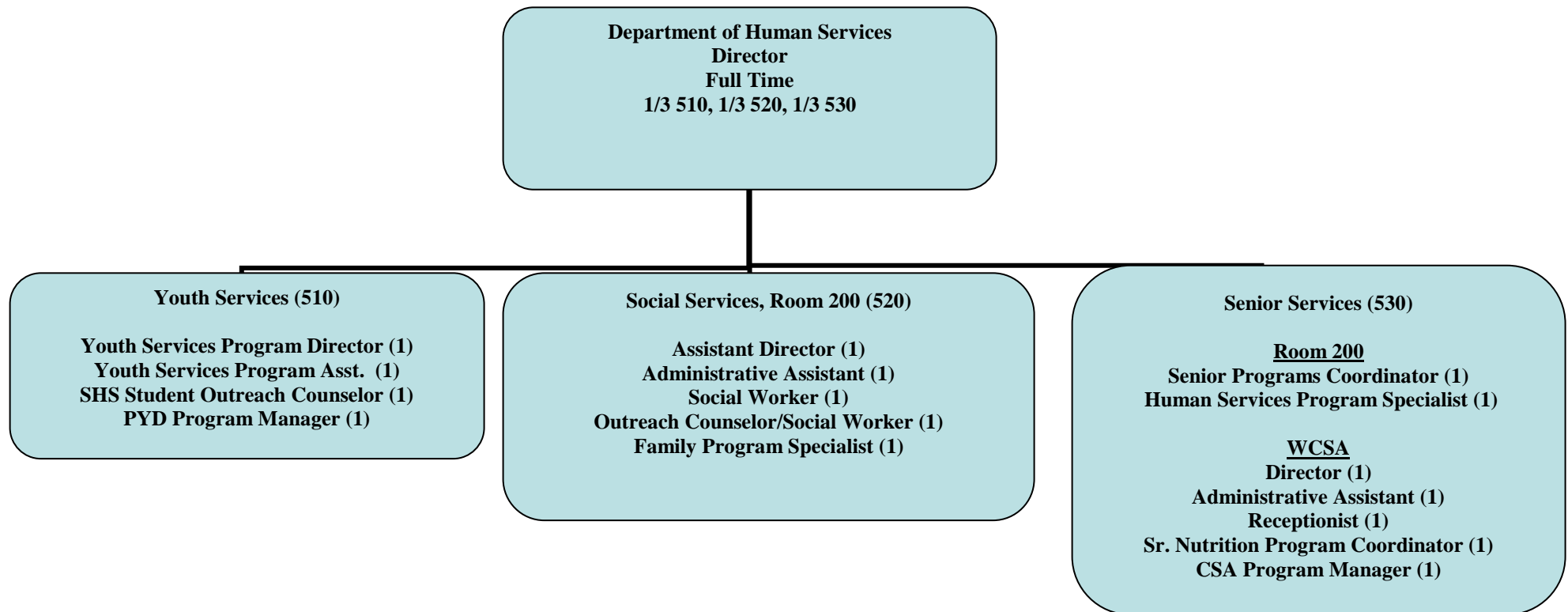
**REVENUE SUMMARY:**

While revenues to the General Fund from this department are modest, the value of community donations (e.g. Families in Need Fund, Holiday Programs, Westport Warm Up Fund, Friends of the CSA) and resources going directly to residents (e.g. energy assistance, tax refunds, camp, after school and summer school scholarships, groceries and gift cards) is over \$1,000,000, closely matching the town’s investment in department operations.

**BUDGET NOTES:** Every effort is being made to maintain expenses at current level and to partner with community organizations to support new programming.

# Department of Human Services FY 2015/16 Organization Chart

2014/15: 10 Full Time & 7 Part Time / 2015/16: 10 Full Time & 7 Part Time



**DEPARTMENT: HUMAN SERVICES**  
**Budget Division: Youth Services**

**Division Overview:** Youth programming includes **Westport Youth Commission** initiatives e.g. Westport iMentor (internet safety program), Teenflix, Kool to be Kind (K2BK), the Westport Police/Youth Collaborative & other social research projects. Other programs include Toquet Hall Teen Center; Westport Mentor Program, Community Service Corps (middle school service learning); Family Support Team (town and school professionals meet monthly); Annual Mental Health Breakfast (annual fall forum for town, school and community professionals who work with children and families); online Community Resource Directory.

**Student Outreach Counselor:** provides counseling support and short-term crisis intervention to high school students and their families (234 referrals/1441 client contacts in FY 13-14); available for consultation to all Westport students and families; advisor to Teen Awareness Group (TAG), a grassroots group of Staples students who attempt to raise awareness and promote healthy social decision making among their peers through presentation to freshman health classes and special events e.g. Grim Reaper Day and Homecoming programs. Supervises Middle School Outreach Counseling Program.

**Toquet Hall Teen Center:** YS Program Director manages day-to-day operation and maintenance of the facility; coordination of facility rentals; development of weekend events and after school programs (3,609 weekend visits/5 events in FY13-14); identification, outreach and referrals for at-risk kids; a designated KIC safe place for teens; collaboration with schools and community agencies; guidance of student governing board (TGB). Use of Toquet Hall by student groups producing their own programs continued to increase in FY13-14. Continued to strengthen and build new collaborative programs with community organizations and businesses including: Staples High School Clubs (TAG, Wreckers In Tune, Players, Amnesty Int., K2BK); Downtown Merchants Association; Westport Library; Westport Youth Commission; Westport Cinema Initiative; Retro Games Plus; Fairfield School of Rock; First Night of Westport/Weston; Chess Club of Fairfield County; Studio 44; and Matsu Sushi. Developed new stress relief programs to support the mental health and emotional needs of Westport students.

**Description of Accounts for FY14-15:**

<i>Extra Help</i>	Decrease due to PA position, program changes & available staff
<i>Transportation</i>	Travel expense for professional meetings, program development
<i>Fees &amp; Services</i>	Includes: CL&P (\$7,132), SGC (\$1,753), HVAC (\$720), Burglar/Fire Alarm/Security Service (\$756), Cable Internet Service (\$955), Elevator Maintenance & Safety Certification (\$1,004), Cleaning Service (\$5,205), Website fees (\$120), ASCAP Fees (\$340), SESAC Fees (\$621), BMI Fees (\$330)
<i>Contract Services</i>	Toquet Hall rent - 3% annual increase per lease
<i>Facilities Maintenance</i>	Elevator \$1,500, HVAC \$1,000
<i>Advertising &amp; Printing</i>	Toquet Hall Brochures
<i>Postage</i>	General correspondence, Youth Commission, program information/announcements
<i>Supplies</i>	Office Supplies (\$2,000), Toquet Hall Snack Bar (\$00)
<i>Education &amp; Expenses</i>	Professional Membership & Staff Development, Conference Fees

**Budget Notes:** PYD Program Manager position is funded by grants from the CT Dept. of Education and United Way of Coastal Fairfield County.



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	174,156.18	190,109.00	194,863.00	195,035.00	195,035.00	0.00	0.1%
(03) EH & OT	4,423.27	17,100.00	17,100.00	13,000.00	13,000.00	0.00	-24.0%
(15) Trans. Allowance	350.00	350.00	350.00	350.00	350.00	0.00	0.0%
(18) Fees & Services	17,032.49	18,936.00	18,936.00	18,936.00	18,936.00	0.00	0.0%
(19) Contract Services	30,306.00	31,216.00	31,216.00	32,153.00	32,153.00	0.00	3.0%
(30) Facility Maint.	2,365.81	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.0%
(33) Advert & Print	368.75	400.00	400.00	400.00	400.00	0.00	0.0%
(34) Postage	245.63	500.00	500.00	400.00	400.00	0.00	-20.0%
(41) Supplies	1,967.69	2,300.00	2,300.00	2,100.00	2,100.00	0.00	-8.7%
(59) Education & Exp.	682.19	300.00	300.00	300.00	300.00	0.00	0.0%
(CF) Computers	750.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL (510) Youth Services</b>	<b>232,648.01</b>	<b>263,711.00</b>	<b>268,465.00</b>	<b>265,174.00</b>	<b>265,174.00</b>	<b>0.00</b>	<b>-1.2%</b>

**510 - YOUTH SERVICES BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
0.33	Director				106,610	35,535	35,535
1.00	Student Outreach Counselor, SHS				72,484	72,484	72,484
1.00	Youth Services Program Director				66,762	66,762	66,762
1.00	Youth Services Program Assistant		\$20.50	988	20,254	19,760	20,254
3.33	<b>TOTAL SALARIES:</b>					194,541	195,035

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
	Staff Event Supervision (P.T.)				12,000	15,600	12,000
	<b>TOTAL EXTRA HELP:</b>					15,600	12,000
1.00	Police Security for special events				1,000	1,500	1,000
	<b>TOTAL OVERTIME:</b>					1,500	1,000

**510 - YOUTH SERVICES**

<u>Account</u>	<u>Description</u>
<i>Extra Help</i>	Decrease due to PA position, program changes & available staff
<i>Transportation</i>	Travel expense for professional meetings, program development.
<i>Fees &amp; Services</i>	Includes: CL&P (7,132), SGC (1,753), HVAC (720), Burglar/Fire Alarm/Security Service (756), Cable Internet Service (955), Elevator Maintenance & Safety Certification (1,004), Cleaning Service (5,205), Website fees (120), ASCAP fees (340), SESAC Fees (621), BMI Fees (330)
<i>Contract Services</i>	Toquet Hall rent - 3% annual increase per lease
<i>Facility Maintenance</i>	Elevator 1,500, HVAC 1,000.
<i>Advertising &amp; Printing</i>	Toquet Hall Brochures
<i>Postage</i>	General correspondence, Youth Commission, program information/announcements
<i>Supplies</i>	Office Supplies (2,000), Toquet Hall Snack Bar (100)
<i>Education &amp; Expenses</i>	Professional Membership & Staff Development, Conference Fees

**DEPARTMENT: HUMAN SERVICES**  
**Budget Division: Social Services**

**Division Overview:** The Social Services budget provides salaries for the professional services of three Masters level social workers, Family Program Coordinator, and Administrative Assistant. The services they provide include:

- FY13-14: 1,403 Westport family households and 1682 senior households were served by the casework staff with direct professional casework service including assessment, financial assistance, Medicaid and Medicare benefits; counseling & protective services, I&R, heating and Tax Relief programs.
- Family Programs distributed goods and services valued at (FY13-14) \$257,910. All families served met established income limits and all funds were raised in the community. Programs include Camp and Summer School scholarships, Back to School supplies and clothing, Westport Library Book Bucks; Ceremonies & Celebrations (prom and graduation expenses), and Holiday Programs.
- Up-to-date information and referral on all community resources including local, state and federal programs
- Assessments & Referrals:
  - Act on referrals from police, fire, hospitals, medical providers, schools and private individuals; social services assessment and case management for all seniors receiving home delivered meals, including a home visit to insure all services are made available to maintain and enhance their independence; assessments done on all referrals including requests for emergency food, participation in all Family Programs (including Parks & Rec., Little League, Westport Soccer, Westport Weston Family Y), school trips, Continuing Ed classes and programs.
  - School referrals of youth and families in need of support services such as summer and afterschool programs, financial assistance, counseling services, scholarship needs for class trips, summer school.
- Health insurance, food stamps, disability, housing, prescription drug and other government and private benefits programs obtained for eligible residents.
- Jumpstart speaker education program on parenting, career, financial literacy offered to low income households.
- AARP Tax Assistance Program: FY13-14 320 federal returns for low/moderate income households returning \$300,000 to residents.
- Emergency management: maintain telephone reassurance list of vulnerable residents, planning & participation in state, regional and local services with special concern for seniors and special needs population. Training and management of emergency sheltering.
- CT Works Career Coach offers free monthly instructional computer classes at Westport Town Hall to unemployed and under employed residents since 2003. FY13-14: 12 scheduled dates offered 146 community residents instruction in Microsoft Excel, Word, and PowerPoint.

**Description of Accounts for FY14-15:**

<i>Salaries</i>	Staff changes
<i>Transportation</i>	Travel expense for professional meetings, casework (\$550)
<i>Fees &amp; Services</i>	Homes With Hope Inc. (formerly Interfaith Housing Assoc.) (\$12,500)
<i>Equipment Maintenance</i>	Copier (lease and usage charges for digital copy machine) and printer cartridges
<i>Advertising &amp; Printing</i>	Department brochures envelopes, letterhead, business cards
<i>Postage</i>	Program announcements/info., e.g. Holiday Program, Back to School Program, Campership Program, Jumpstart, general correspondence
<i>Office Equipment</i>	Furniture for two offices and waiting area.
<i>Supplies</i>	Office supplies, meeting supplies
<i>Computer Software</i>	Client Track licensing fees (web-based client database)
<i>Education &amp; Expenses</i>	Professional Development Seminars and Conference for counseling staff (6)
<i>Public Assist/Emergency Assist.</i>	Response to residents' need for emergency financial assistance

**Detail Operating Capital Requests:** NA

**Budget Notes:** Furniture budgeted in Office Equipment is part of office renovation project.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	280,157.19	278,343.00	286,314.00	289,243.00	289,243.00	0.00	1.0%
(03) EH & OT	8,380.00	9,880.00	9,880.00	10,374.00	10,374.00	0.00	5.0%
(15) Trans. Allowance	550.00	550.00	550.00	550.00	550.00	0.00	0.0%
(18) Fees & Services	27,353.00	12,000.00	12,000.00	12,500.00	12,500.00	0.00	4.2%
(19) Contract Services	194.18	0.00	0.00	0.00	0.00	0.00	0.0%
(26) Equip Maint/Oper	2,000.00	2,000.00	2,000.00	2,936.00	2,936.00	0.00	46.8%
(33) Advert & Print	950.00	1,200.00	1,200.00	1,100.00	1,100.00	0.00	-8.3%
(34) Postage	1,179.65	1,450.00	1,450.00	1,500.00	1,500.00	0.00	3.4%
(41) Supplies	3,118.30	3,200.00	3,200.00	3,250.00	3,250.00	0.00	1.6%
(59) Education & Exp.	400.00	3,380.00	3,380.00	3,380.00	3,380.00	0.00	0.0%
(62) Public Assistance	9,908.24	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.0%
(CD) Office Equipment	0.00	500.00	23,899.00	12,075.00	12,075.00	0.00	-49.5%
(CF) Computers	700.00	700.00	700.00	0.00	0.00	0.00	-100.0%
(CG) Software	5,000.00	12,288.00	12,288.00	12,780.00	12,780.00	0.00	4.0%
<b>TOTAL (520) Social Services</b>	<b>339,890.56</b>	<b>335,491.00</b>	<b>366,861.00</b>	<b>359,688.00</b>	<b>359,688.00</b>	<b>0.00</b>	<b>-2.0%</b>

**520 - SOCIAL SERVICES BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
0.33	Director	n/a			106,610	35,538	35,538
1.00	Assistant Director	n/a			78,587	78,587	78,587
1.00	Administrative Assistant II	V-7			59,431	58,265	59,431
1.00	Social Worker	n/a	\$35.00	728	25,480	27,799	25,480
1.00	Social Worker	n/a	\$38.17	1,456	55,578	55,578	55,578
1.00	Family Program Coordinator	n/a	\$35.05	988	34,629	33,780	34,629
5.33	<b>TOTAL SALARIES:</b>					289,547	289,243

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
1.00	Secretarial	n/a	\$10.50	988	10,374	9,880	10,374
	<b>TOTAL EXTRA HELP:</b>					9,880	10,374

**520 - SOCIAL SERVICES**

<u>Account</u>	<u>Description</u>
<i>Salaries</i>	Staff changes
<i>Transportation</i>	Travel expense for professional meetings, casework (\$550)
<i>Fees &amp; Services</i>	Homes With Hope Inc. (formerly Interfaith Housing Assoc.) (\$12,500)
<i>Equipment Maintenance</i>	Copier (lease & usage charges for digital copy machine) and Printer Cartridges
<i>Advertising &amp; Printing</i>	Department brochures, envelopes, letterhead, business cards
<i>Postage</i>	Program announcements/information, e.g. Holiday Program, Back to School Program, Campership Program, Jumpstart, General correspondence
<i>Office Equipment</i>	Furniture for two offices and waiting area
<i>Supplies</i>	Office Supplies, Meeting Supplies
<i>Computer Software</i>	Client Track licensing fees (web-based client database)
<i>Education &amp; Expenses</i>	Professional Development Seminars and Conferences for counseling staff (6)
<i>Public Assistance/Emergency Assist.</i>	Response to need for emergency assistance

**DEPARTMENT: HUMAN SERVICES**  
**Budget Division: Senior Services**

**Division Overview:** Senior Services operates the Center for Senior Activities and the Senior Nutrition Program including congregate and home delivered meals; Senior Services also offers casework services including short term counseling and protective services; tax relief and renter's relief programs; energy assistance, Information & Referral (e.g. alternative housing resources, transportation, Medicare Part D, Social Security, SNAP, legal services, adult daycare), publishes Perspective, a twice yearly newsletter, and a Directory of Resources for Older Adults; and offers assistance in applying for benefits with local, state, & federal programs for which older residents may qualify.

The Westport Center for Senior Activities offers recreational, cultural, social and educational programs. Mon-Sat. FY13-14: 114,007 program visits. The Friends of the CSA offers additional monthly cultural programs on Sun afternoons. The Senior Nutrition program served café meals: FY13-14: 8,653 and HDM FY13-14: 13,603. The CSA is designated as the Town's official warming/cooling/1<sup>st</sup> responder's center and/or shelter in weather emergencies. Operation of the CSA requires management of 108 volunteers and 45 paid instructors; management of facility usage, operation and maintenance; intergenerational programs with Westport Public Schools (Community Service Corps, interns from Staples High School, volunteers from middle and high-school throughout the year, community service hours through court system, National Charity League and S.L.O.B.S.). There continues to be great coordination and collaboration with the Westport Art Center, Westport Historical Society, Westport Country Playhouse, Westport Community Theater, Westport Public Library and the Music Theater of CT which facilitates the offering of diverse programs at either no fee or a nominal rate. Dept. caseworker established office hours at CSA two days/week with tremendous response from CSA participants who are more easily able to get questions answered and access services.

**Description of Accounts for FY14-15:**

<i>Salaries</i>	CSA Program Manager salary increased to more accurately reflect professional responsibilities
<i>Extra Help</i>	Extended hours of operation effective January 2015
<i>Transportation</i>	Travel expense for professional meetings, casework.
<i>Fees &amp; Services</i>	Instructor Fees (\$12,500) - covers cost for classes offered @no charge; Scholarship (\$4,500); Fitness Equipment Annual Maintenance (\$2,500), CSA Copier (\$2,371), Cablevision (\$2,087); Kitchen Maintenance (\$2,000); Senior Express (\$250) - annual maintenance & support for HDM software program
<i>Facilities Maintenance</i>	CSA annual maintenance expense per Public Works
<i>Advertising &amp; Printing</i>	Printing Costs: Perspective – 2 issues layout & printing (\$2320) and Westport Warm Up letter (\$4170)
<i>Postage</i>	Adm. (\$980), Bulk Permit (\$200), Warm Up Fund mailing (\$2100)
<i>Supplies</i>	Adm. Supplies - Includes CSA Printer Cartridges (500)
<i>Other Materials &amp; Supplies</i>	CSA Program Supplies (increase \$1836 to purchase insulated delivery bags per WWHD)
<i>Education &amp; Expenses</i>	Professional Membership & Staff Development, Conference Fees
<i>Public Assistance/Winter Fuel</i>	Emergency assistance to residents for fuel expenses

**Detail Operating Capital Requests:** NA

**Budget Notes:** Perspective will no longer be mailed but will be available online with limited hard copies available at the CSA and Town Hall.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	363,613.48	357,698.00	365,593.00	391,210.00	391,210.00	0.00	7.0%
(03) EH & OT	13,838.71	26,640.00	26,640.00	22,940.00	22,940.00	0.00	-13.9%
(15) Trans. Allowance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(18) Fees & Services	22,024.20	24,913.00	24,913.00	26,208.00	26,208.00	0.00	5.2%
(30) Facility Maint.	4,774.16	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
(33) Advert & Print	4,087.50	6,300.00	6,300.00	6,590.00	6,590.00	0.00	4.6%
(34) Postage	4,298.15	3,500.00	3,500.00	3,280.00	3,280.00	0.00	-6.3%
(41) Supplies	2,049.53	3,130.00	3,130.00	3,130.00	3,130.00	0.00	0.0%
(49) Other Material/Su	13,006.39	12,000.00	12,000.00	13,836.00	13,836.00	0.00	15.3%
(59) Education & Exp.	782.00	800.00	800.00	800.00	800.00	0.00	0.0%
(62) Public Assistance	11,979.17	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.0%
<b>TOTAL (530) Senior Services</b>	<b>441,453.29</b>	<b>455,981.00</b>	<b>463,876.00</b>	<b>488,994.00</b>	<b>488,994.00</b>	<b>0.00</b>	<b>5.4%</b>

**530 - SENIOR SERVICES BUDGET 2015-2016**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2014-15 Salaries	2015-16 Salary Totals
0.33	Director	n/a			106,610	35,537	35,537
1.00	CSA Director	n/a			83,604	83,604	83,604
1.00	Administrative Assistant I	IV-4			54,274	51,944	54,274
1.00	Clerical Assistant	III-4			47,205	44,076	47,205
1.00	CSA Program Manager	n/a			55,000	45,000	55,000
1.00	Nutrition Program Coordinator	n/a			32,000	32,000	32,000
1.00	Senior Program Coordinator (P.T.)	n/a	\$32.01	1,456	46,607	46,607	46,607
1.00	Human Services Program Special	n/a	\$34.89	1,060	36,983	36,983	36,983
7.33	<b>TOTAL SALARIES:</b>					<b>375,751</b>	<b>391,210</b>

**EXTRA HELP & OVERTIME**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 EH&OT Rate	2014-15 EH&OT	2015-16 EH&OT Totals
1.00	Chef				6,000	6,000	6,000
	Temp HDM Staff					1,200	
	Weekends at WCSA				8,000	8,000	8,000
	Expanded hours at WCSA				7,500	10,000	7,500
	Custodial	n/a	\$30.00	48	1,440	1,440	1,440
	<b>TOTAL EXTRA HELP:</b>					<b>26,640</b>	<b>22,940</b>

**530 - SENIOR SERVICES**

<u>Account</u>	<u>Description</u>
<i>Salaries</i>	CSA Program Manager salary increased to more accurately reflect professional responsibilities.
<i>Extra Help</i>	Extended hours of operation effective Jan 2015
<i>Transportation</i>	Travel expense for professional meetings, casework.
<i>Fees &amp; Services</i>	Instructor Fees (\$12,500) - covers cost for classes offered @no charge Scholarship (\$4,500) – program fees for income eligible participants Fitness Equipment Annual Maintenance (\$2,500), CSA Copier (\$2,371), Cablevision (\$2,087); Kitchen Maintenance (\$2,000);Senior Express (\$250) - annual maintenance & support for HDM software program
<i>Facilities Maintenance</i>	CSA annual maintenance expense per Public Works
<i>Advertising &amp; Printing</i>	Printing Costs: Perspective - 2 issues layout & printing (\$2320 ) and Westport Warm Up letter (\$4170)
<i>Postage</i>	Adm. (\$980), Bulk Permit (\$200), Warm Up Fund mailing (\$2,100)
<i>Supplies</i>	Adm. Supplies - Includes CSA Printer Cartridges (\$500)
<i>Other Materials &amp; Supplies</i>	CSA Program Supplies (increase \$1836 to purchase insulated delivery bags per WWHD).
<i>Education &amp; Expenses</i>	Professional Membership & Staff Development, Conference Fees
<i>Public Assistance/Winter Fuel</i>	Emergency assistance to residents for fuel expenses (increase due to fuel costs)



**WESTPORT PUBLIC SCHOOLS  
SUPERINTENDENT'S RECOMMENDED 2015-2016 BUDGET**

**Line Item Budget**

2010-2011 Year-End Expense	2011-2012 Year-End Expense	2012-2013 Year-End Expense	2013-2014 Year-End Expense	2014-2015 BUDGET	2014-2015 Projected Expense	DESCRIPTIONS	CURRENT SERVICES	ENROLL- MENT	CHANGE TO PROGRAM	2015-2016 PROPOSED BUDGET	DIFF PROPOSED 14-15 BUD	% CHG 15/16 TO 14-15 BUD
63,157,963	64,948,565	67,002,468	69,136,549	71,852,333	70,828,625	100 TOTAL SALARIES	72,721,338	(334,025)	456,000	72,843,313	990,980	1.38%
15,060,796	15,217,392	15,448,872	16,179,263	17,625,493	17,498,960	200 TOTAL BENEFITS	18,445,357	-	222,961	18,668,318	1,042,825	5.92%
1,221,769	1,143,377	1,357,734	1,211,652	1,290,922	1,307,662	300 TOTAL PURCHASED SVCS	1,446,156	25,000	75,000	1,546,156	255,234	19.77%
5,421,712	5,376,787	5,212,229	5,652,646	5,420,291	5,727,950	400 TOTAL PROPERTY SVCS	6,789,398	-	-	6,789,398	1,369,107	25.26%
7,147,233	7,487,583	7,276,634	7,631,981	8,477,472	8,429,576	500 TOTAL OTHER PURCH SVCS	8,729,942	-	-	8,729,942	252,470	2.98%
2,324,687	2,323,318	2,247,319	2,607,706	2,810,143	2,810,143	600 TOTAL SUPPLIES, ETC.	2,732,964	-	-	2,732,964	(77,179)	-2.75%
1,006,084	1,131,743	1,217,753	1,278,916	1,236,168	1,236,168	700 TOTAL EQUIPMENT	1,474,575	-	-	1,474,575	238,407	19.29%
455,759	466,354	463,546	478,899	490,166	493,650	800 TOTAL OTHER	509,828	-	-	509,828	19,662	4.01%
\$ 95,796,003	\$ 98,095,120	\$ 100,226,554	\$ 104,177,616	\$ 109,202,984	\$ 108,332,734	TOTAL	\$ 112,849,557	\$ (309,025)	\$ 753,961	\$ 113,294,493	\$ 4,091,505	3.75%
						DOLLAR DIFFERENCE	\$ 3,646,573	\$ (309,025)	\$ 753,961	\$ 4,091,509		
						PERCENT CHANGE	3.34%	-0.28%	0.69%	3.75%		

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(18) Fees & Services	58,000.00	0.00	0.00	0.00	0.00	0.00	0.0%
(61) Board of Educatio	103,711,225.22	109,202,984.00	109,202,984.00	111,471,756.00	111,471,756.00	0.00	2.1%
(63) Program Expenses	125,072.04	130,368.00	130,368.00	125,256.00	125,256.00	0.00	-3.9%
(CH) Equipment-Other	552,480.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL</b>	<b>104,446,777.26</b>	<b>109,333,352.00</b>	<b>109,333,352.00</b>	<b>111,597,012.00</b>	<b>111,597,012.00</b>	<b>0.00</b>	<b>2.1%</b>
		<b>(650) Board of Education</b>					

		2014	2015	2015	2016	2016	2016	
		ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	SEL PREL VS. REV BUDGET PCT CHANGE
(63) Program Expenses		316,794.00	321,747.00	321,747.00	342,415.00	342,415.00	0.00	6.4%
TOTAL	(652) Aid to Pvt & Par	316,794.00	321,747.00	321,747.00	342,415.00	342,415.00	0.00	6.4%

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(56) Principal	9,005,940.00	8,941,940.00	8,941,940.00	9,221,940.00	9,221,940.00	0.00	3.1%
(57) Interest	3,169,440.38	3,056,463.00	3,056,463.00	2,692,665.00	2,692,665.00	0.00	-11.9%
<b>TOTAL (654) Debt Service-Long Term Del</b>	<b>12,175,380.38</b>	<b>11,998,403.00</b>	<b>11,998,403.00</b>	<b>11,914,605.00</b>	<b>11,914,605.00</b>	<b>0.00</b>	<b>-0.7%</b>

654 - BOE DEBT SERVICE (LONG TERM) BUDGET 2015-2016

<u>Long Term Financing</u>	<u>Principal</u>	<u>Interest</u>
Debt Service Payments Due on Outstanding Issues	9,221,940	2,692,665
<b>TOTAL BONDS:</b>	<b>9,221,940</b>	<b>2,692,665</b>

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The Westport Library  
 FY 2015-2016 - Budget Request Report  
 Town Presentation

Revised: January 23, 2015

	FY 14/15 Budget	FY 14/15 Projected	FY 15/16 Requested	Over (Under) Budget	Percent Change
<b>Summary By Department/Category</b>					
<b>Revenues</b>					
<b>Town Appropriation</b>	<b>\$4,448,497</b>	<b>\$4,448,497</b>	<b>\$4,556,340</b>	<b>\$107,843</b>	<b>2.42%</b>
Non-Town Sources - Library Development Contribution	\$717,193	\$717,193	\$771,020	\$53,827	7.51%
Non-Town Sources - Library Fees & Charges	\$125,000	\$125,000	\$110,500	(\$14,500)	-11.60%
Non-Town Sources - Café & Retail Income	\$184,600	\$184,600	\$184,600	\$0	0.00%
Non-Town Sources - State & Other Public Funds	\$78,100	\$78,100	\$73,100	(\$5,000)	-6.40%
<b>Total Revenues</b>	<b>\$5,553,390</b>	<b>\$5,553,390</b>	<b>\$5,695,560</b>	<b>\$142,170</b>	<b>2.56%</b>
<b>Expenses</b>					
Administration	\$1,079,653	\$1,079,653	\$1,113,817	\$34,164	3.16%
Facility Operation & Maintenance	\$485,316	\$485,316	\$490,692	\$5,376	1.11%
Development & Fundraising	\$399,816	\$399,816	\$404,561	\$4,745	1.19%
Innovation & Technology Services	\$522,379	\$522,379	\$518,240	(\$4,139)	(0.79%)
Community Relations & Programs	\$447,286	\$447,286	\$460,768	\$13,482	3.01%
Marketing & Communications	\$147,580	\$147,580	\$168,722	\$21,142	14.33%
Patron Experience Services	\$400,650	\$400,650	\$414,139	\$13,489	3.37%
Content Advisory Services	\$252,896	\$252,896	\$258,303	\$5,407	2.14%
Children's Services	\$572,446	\$572,446	\$588,556	\$16,110	2.81%
Materials Management	\$662,741	\$662,741	\$675,906	\$13,165	1.99%
Information Services	\$582,627	\$582,627	\$601,858	\$19,231	3.30%
<b>Total Expenses</b>	<b>\$5,553,390</b>	<b>\$5,553,390</b>	<b>\$5,695,560</b>	<b>\$142,170</b>	<b>2.56%</b>
<b>Revenues vs. Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Town Appropriation as Percentage of Library Budget</b>	<b>80.10%</b>	<b>80.10%</b>	<b>80.00%</b>		

The Westport Library  
 FY 2015-2016 - Budget Request Report  
 Town Presentation

Revised: January 23, 2015

	FY 14/15 Budget	FY 14/15 Projected	FY 15/16 Requested	Over (Under) Projected	Percent Change
<b>Revenues</b>					
<b>Town Appropriation</b>	<b>\$4,448,497</b>	<b>\$4,448,497</b>	<b>\$4,556,340</b>	<b>\$107,843</b>	<b>2.42%</b>
Transfer from Perm Restricted Fund	\$33,154	\$33,154	\$35,233	\$2,079	6.27%
Transfer from Board Restricted Fund	\$74,069	\$74,069	\$76,570	\$2,501	3.38%
Transfer from Temp. Restricted Fund	\$17,500	\$17,500	\$17,500	\$0	0.00%
Transfer from Annual Appeal	\$292,820	\$292,820	\$322,102	\$29,282	10.00%
Transfer from Fundraising Events	\$199,650	\$199,650	\$219,615	\$19,965	10.00%
Book Sale Events contribution	\$100,000	\$100,000	\$100,000	\$0	0.00%
<b>Total Library Development Contribution</b>	<b>\$717,193</b>	<b>\$717,193</b>	<b>\$771,020</b>	<b>\$53,827</b>	<b>7.51%</b>
Copy Machine	\$3,000	\$3,000	\$3,500	\$500	16.67%
Fines & Fees	\$90,000	\$90,000	\$75,000	-\$15,000	(16.67%)
Internet Printing	\$8,000	\$8,000	\$8,000	\$0	0.00%
Meeting Room Fees	\$3,000	\$3,000	\$3,000	\$0	0.00%
Program Income	\$15,000	\$15,000	\$15,000	\$0	0.00%
Interest Income	\$1,000	\$1,000	\$1,000	\$0	0.00%
Miscellaneous Income	\$5,000	\$5,000	\$5,000	\$0	0.00%
<b>Total Library Fees &amp; Charges</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$110,500</b>	<b>-\$14,500</b>	<b>(11.60%)</b>
Cafe	\$135,000	\$135,000	\$135,000	\$0	0.00%
Daily Book Sale	\$19,600	\$19,600	\$19,600	\$0	0.00%
Retail Income	\$30,000	\$30,000	\$30,000	\$0	0.00%
<b>Total Café &amp; Retail Income</b>	<b>\$184,600</b>	<b>\$184,600</b>	<b>\$184,600</b>	<b>\$0</b>	<b>0.00%</b>
Westport School Contribution	\$6,900	\$6,900	\$6,900	\$0	0.00%
Connecticard Reimbursement	\$70,000	\$70,000	\$65,000	-\$5,000	(7.14%)
State Grant	\$1,200	\$1,200	\$1,200	\$0	0.00%
<b>Total State &amp; Other Public Funds</b>	<b>\$78,100</b>	<b>\$78,100</b>	<b>\$73,100</b>	<b>-\$5,000</b>	<b>(6.40%)</b>
<b>Total Revenues</b>	<b>\$5,553,390</b>	<b>\$5,553,390</b>	<b>\$5,695,560</b>	<b>\$142,170</b>	<b>2.56%</b>



**The Westport Library**  
**FY 2015-2016 - Budget Request Report**  
**Town Presentation**

Revised: January 23, 2015

**Department: Administration**

Develops and oversees the implementation of the Library's strategy and operational plans.

Develops and implements policies and procedures, prepares reports to meet external reporting requirements; maintains financial controls; administers library contracts, ensures efficient and effective Human Resources management, and serves as main point of contact with the Town of Westport.

6.00 FY 14/15 FTEs

6.00 FY 15/16 Requested FTEs

**FY 2015/2016 Department Goals**

- Continue to create an environment that enables the Library to be an incubator for thoughts and ideas
- Promote the Library as the place for lifelong learning and personal growth
- Provide a rich and interactive library experience to meet the needs of all segments of the community
- Develop and implement metrics that enable the Library to track performance against goals and support decision making
- Measure patron satisfaction with specific services by conducting surveys at least once a year
- Develop and implement a comprehensive staff training program to ensure that staff have the skills and training needed for successful performance in their jobs
- Assure the delivery of exceptional patron service

**FY 2015/2016 Major Budget Changes**

- Change in personnel & benefits costs due to projected increase in the cost of health insurance and cost of living salary increases
- Change in other expenses due to 1) estimated cost of purchasing credit card machines that are compatible with new technology, and 2) increase in the maintenance fees for financial software

**Administration**

	<b>FY 14/15 Budget</b>	<b>FY 14/15 Projected</b>	<b>FY 15/16 Requested</b>	<b>Over (Under) Budget</b>	<b>Percent Change</b>
Personnel & Benefits	\$883,981	\$883,981	\$914,228	\$30,247	3.42%
Supplies & Materials	\$18,775	\$18,775	\$18,775	\$0	0.00%
Other Expenses	\$176,897	\$176,897	\$180,814	\$3,917	2.21%
<b>Total Administration</b>	<b>\$1,079,653</b>	<b>\$1,079,653</b>	<b>\$1,113,817</b>	<b>\$34,164</b>	<b>3.16%</b>

# The Westport Library...

## Budget Projection for FY 2016-2017 through FY 2019-2020

Fiscal years 2017 through 2020 will be an exciting time for the Library. The Library planned transformation into a 21st century facility will take place within this time frame and will last approximately twenty-four months. See the Library's capital request on separate page.

During that period, Library staff, collection, programs and services will be moving to a temporary location to be determined. Staff will be deployed differently, operating from a base location but also reaching out into the community to offer services and programming. At this stage, projecting a budget for that period of time is difficult. But other than the initial move to the temporary location, the move back into the renovated space and any lease payments, these costs are expected to be offset by what we are paying now to operate and maintain the current Library space. Assuming a 3% increase annually for cost of living increases and slightly more for utility increases should be sufficient.

We anticipate the cost of moving to a temporary location and then back to the renovated library, lease payments, technology expenses related to setting up systems in the temporary location, and other expenses that we be developed in the coming months as we put together a comprehensive plan and budget for that period.

Operating costs in the newly renovated Library can be estimated once the schematic design has been completed and the mechanical portion has been designed. Library space is anticipated to increase by approximately 16,000sf to a total of 65,000sf. The transformed Library will be built for energy efficiency so heating costs are not expected to increase much more than the increased cost of natural gas. The plan is to keep operational cost increases in the vicinity of 5% despite an increase in square feet of approximately 35%.

**THE WESTPORT LIBRARY...**  
**OPERATING BUDGET REQUEST FOR 2015-2016**

"Expanding access to education, learning opportunities and social connections for all is one of the great challenges of our time. It is a challenge made more urgent by the rapid transition to a new economy in which knowledge and creativity are the drivers of productivity and economic growth, and information, technology and learning are central to economic performance and prosperity. Public Libraries are essential institutions for meeting this challenge." The Westport Library is at the forefront and has taken a leadership role in meeting this challenge. "There is both an opportunity and an obligation to lead at a time when the United States is changing its thinking on how people learn." **The Aspen Institute's Dialogue on Public Libraries**

**THE WESTPORT LIBRARY...**

We are committed to enhancing learning within the challenges of our space for the upcoming fiscal year. During this period, the Library will balance trying out new methods to inform our future space, keeping our commitment to meeting current user needs and keeping our staff trained and ready for the future.

Against this backdrop, the Library is requesting a 2.42% increase in Town funding. At the same time, we are increasing the revenue derived from our own fundraising and development activities by 3.8%; an increase of 24% over the past four years. Revenue from the State of Connecticut as well as the late fees and charges levied are anticipated to continue to decline.

## **THE LIBRARY LANDSCAPE**

Public libraries continue to witness, and be a part of, a revolutionary transition from 20th century learning to 21st century learning. Libraries face the challenge of acclimating both the public and staff, who were trained before the development of the Internet and Google, to a new way of functioning at the most basic level. The public library has become the de facto daily learning center for the out of school population and for an increasingly wide range of students.

In this era of transition the Westport Library has evolved into a multi-dimensional center for participatory learning while still offering traditional services and programs. With generous help from the Town, donors and sponsors, the Library has become a hub where residents discover and learn together. **The Library has evolved from a place where things are stored and organized for a community, to one that facilitates the sharing of expertise and ideas;** it is the connective tissue that binds the community together.

**The Library is an anchor that stabilizes the vibrant Westport center and attracts people to the downtown businesses.** With the YMCA leaving downtown, the Library remains an anchor and is the premier attraction bringing people into the downtown area seven days a week, morning, afternoon, and night. The Library provides a wide range of resources to the community: meeting spaces, quiet study areas, a variety of collections in digital and/or hard copy formats, a café, and services for people of all ages, as an extension of its role as a community and cultural center. On any given day, a broad range of community residents, from toddlers to school-age students, to senior citizens, fill the Library. They come to study or conduct research, for enjoyment or for entrepreneurial support. (See Attachment A on page 15)

The Library has always been committed to empowering the individual and strengthening the community through dynamic interaction and the lively, exchange of ideas. It has become a leader in participatory learning in public libraries, and has positioned Westport as a forward-thinking and attractive community. We have been contacted by officials from Russia, Australia, Singapore, Malaysia, Germany and a variety of cities worldwide to learn of our efforts. **The support of innovation and entrepreneurship are ways Westport can stand out with the Library as the main catalyst.**

## **STRATEGIES FOR SUCCESS**

“The best way to predict the future is to invent it.” – **Alan Kay**, as cited by **R. David Lanke** (*R. David Lanke is a Professor and Dean’s Scholar for the New Librarianship at Syracuse University’s School of Information Studies and Director of the Information Institute of Syracuse*).

Expanding access to education, learning opportunities and social connections for all is one of the great challenges of our time. We are in the midst of a rapid transition to a new economy in which knowledge and creativity drive productivity and economic growth, and information, technology and learning are central to economic performance and prosperity. Vibrant libraries are essential to meeting this challenge. **The Library’s mission statement embraces this new imperative.**

***“To empower individuals and strengthen the community, providing a welcoming destination that stimulates curiosity, encourages lifelong learning and promotes the open and lively exchange of information and ideas.”***

The Library's goal is to continue to align our services in support of community goals. This will require a level of flexibility and adaptability to change as community needs change. It will also require collaboration among policy makers and community partners as we redefine the role of the Library as an institution that inspires learning, drives development and creates opportunities.

As we shift from a repository for materials to a platform for learning and participation, it is vital that we provide access to content in all formats. We are currently working to overcome two major challenges to doing so: being able to purchase and share e-books and other digital content on the same basis as physical versions; and having high capacity, easily scalable broadband technologies that deliver and help create new content.

Managing this transition while securing a sustainable funding base for the future means we need to identify reliable revenue sources for both daily operations and long-term planning and investment. We need to become more skilled at measuring outcomes rather than counting activities. We have been exploring alternative organizational structures that maximize efficient and sustainable library operations and customer service.

The Library has to continue to maintain a public library of which the people of Westport can be proud and which can sustain heavy usage. It also requires that we maintain this 48,000 square foot, aging facility, in a way that provides the public the safety and security it needs and expects. The Library is poised to create a more efficient physical facility. Over the remainder of the current fiscal year and into next year the Library will continue to pursue the objective of creating a more efficient facility by planning for the Library’s transformation and schematic design and, when ready, proceeding with the necessary Town regulatory approvals. **The existing building limits the operational efficiencies the Library can achieve** and our ability to provide 21st century support.

Programming efforts will be focused on the **new job market, coding, entrepreneurship, making things, collaborating with others, and expanding ways of learning to meet the challenges of the twenty-first century.** In addition, new programming

efforts will be focused on using our Maker Space and other available spaces for programs on making things, exploring, using technology and developing experiences that foster interaction between generations so we can learn from one another. We will continue to offer paid and volunteer internships to teens and adults interested in providing hands-on support for these activities. We will develop programs based on the success of recent experimental participatory programming such as coding for robots.

With the recent plans to upgrade the phone system and the coming use of new portable phones, the Library will also continue to **improve services to our customers** by positioning staff away from stationary desks and placing them into areas throughout the Library where they can offer assistance, answer questions, and better serve the users of the Library.

### **FY 2015-2016 BUDGET REQUEST**

For FY 2015-2016 the Library is requesting a total of \$4,556,340 from the Town. This represents an increase of 2.42%, or \$107,843. At the same time the Library is increasing the revenue derived from its own fundraising and development activities by 3.8%; revenues from such efforts have increased by 24% over the past four years. However, revenue from the State as well as the late fees and charges levied are anticipated to continue to decline.

#### **Revenues**

Income from Library fees and charges and State Connecticard funds are projected to decline by 11.6%, or \$14,500, and 7.1%, or \$5,000, respectively. State funding for Connecticard has been decreasing as has the circulation of hard copy materials. Patrons are turning to the convenience of downloadable materials, borrowing fewer hard copy books and videos. Technology now provides for e-mail notices as to what patrons have borrowed and when they need to be returned so they are incurring fewer fines. Revenue from copier machines is also declining.

On the positive side, for FY 2016 income from Library Development activities alone is projected to increase 7.5% on average or \$53,827.

#### **Expenditures**

Salary and benefit increases are the main drivers of the requested increase. The overall increase for personnel and benefits is 3.7%, due to a 2.58% overall average wage increase for staff and a 10% projected increase in health insurance, partially offset by an increased employee contribution (to 13.5%). These increases total \$152,538, and are offset by reductions in other areas and increased revenue raised by the Library, leading to the Town appropriation request for an additional \$107,843.

Over the past year, five retirements and other staff turnover has provided us with an opportunity to assure our organizational structure was aligned with the Library's Strategic Plan. The organization has been realigned; departments now include Learning & Discovery; Innovation & Technology Services; Community Relations & Programs. As part of this effort, a full-time Human Resources professional has joined the staff to help manage risk, assure that staff hired have the skills needed to provide services to support 21st century learning and to develop and implement the necessary training for 35 full-time and 60 part-time staff to support the initiatives stated in the strategic plan. We believe this will have positive long-term financial benefits as the Library will operate more efficiently over time. Staffing has fluctuated from time to time as the dynamics and needs of the Library have changed, but it is clear that the Library has carefully managed staffing such that the overall headcount has dropped over the past five years.

Other increasing costs include utilities (natural gas, electric and water), in which we project an overall increase of 2.7%, and \$3,000 to upgrade our credit card equipment, which will provide additional protection and more security for patrons and the Library.

Costs for maintaining our servers and other technology have declined as we have upgraded firewalls and other equipment and found alternate vendors to provide some services for less cost, resulting in a savings of approximately \$21,000. Costs for downloadable and streaming materials are projected to remain stable for the coming year.

Following earlier initiatives, we have continued our efforts to operate the Library at the least possible cost by emphasizing efficiencies in staffing, investments in technology, and by outsourcing. With the Federal Institute of Museum and Library Science funding for the part-time staff in the Maker Space ending in November 2014, the special funding provided by the Town to continue the activities in the current year's budget has been maintained within our operating budget for next year. This will be used for two interns who will provide support to patrons and assist with the implementation of programs that will be developed and offered to the public. This demonstrates our commitment to continuing programs and services implemented with the IMLS grant. Recently, we have had requests for opportunities to create using audio and video technology. Research is currently underway to determine the inclusion of a new media lab in a section of the Library's AV department. This space will allow for the creation of personal media products, such as a compilation of images and videos from several digital sources, podcasts or recording of musical compositions.

**Based on all of the above and other minor changes, the Library's proposed budget totals \$5,695,560, representing an overall increase of 2.56% and an appropriation request from the Town of \$4,556,340, an increase of 2.42%.**

**For comparative purposes, we note that the following expenses, totaling \$1,026,793 are included in the Library’s proposed budget but are not included in most other Town department budgets:**

Medical Insurance & Other Benefits for Current Employees & Retirees	\$ 577,361
Annual Debt Service for Roof Repairs	\$ 27,526
Utilities, Building Maintenance and Repair Costs	\$ 346,969
Property, Liability and Director’s & Officer’s Liability Insurances	\$ 74,937
	<hr/>
Total	\$ 1,026,793

**This represents 18% of our total expenditures.**

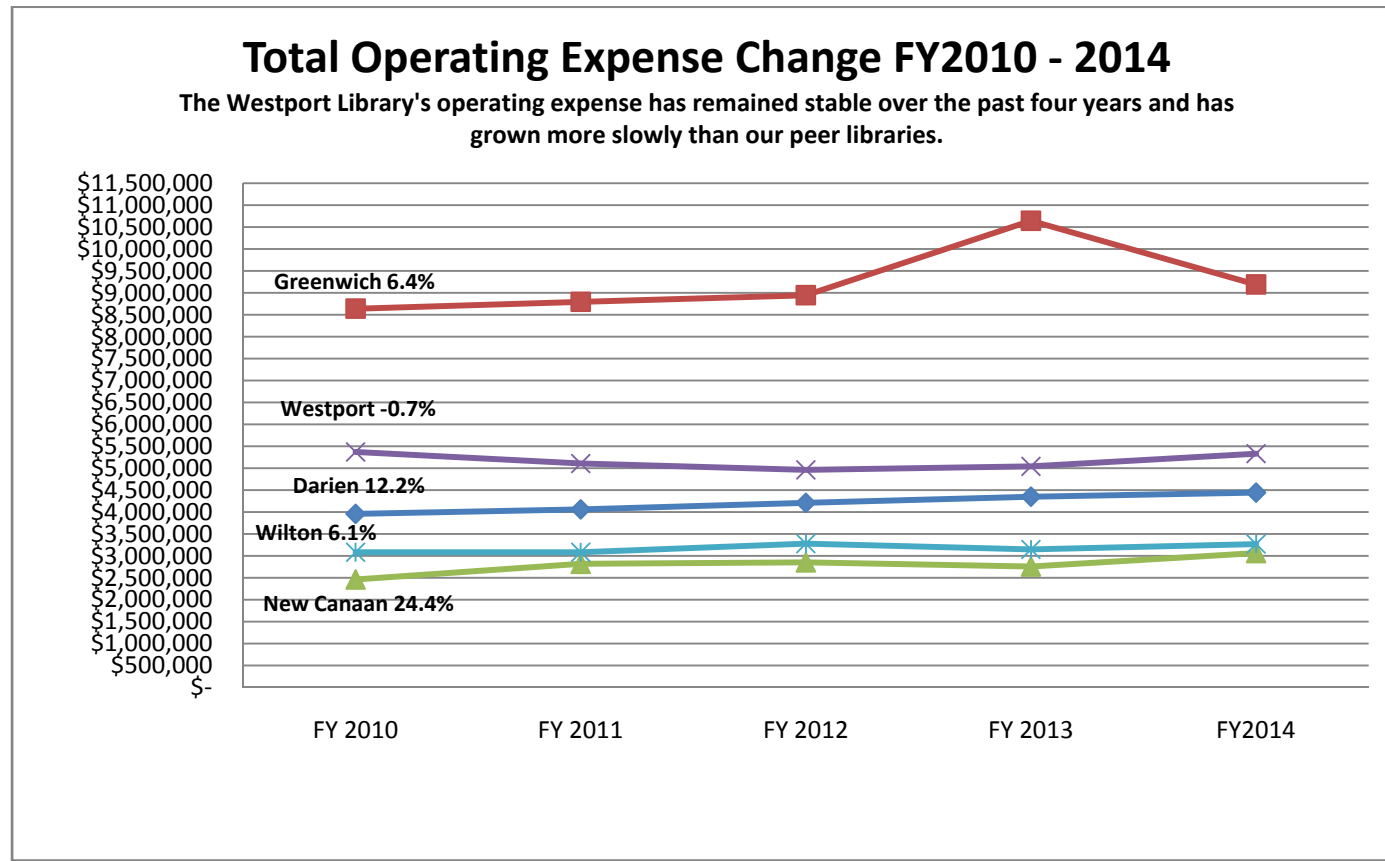
**The Library has never believed in “business as usual”.** The Westport Library is used by the whole community and surrounding region. **It is open to the public seven days per week 69 hours per week, 52 weeks per year.** We have created self-directed work teams; outsourced custodial services; and continually cross-train staff in departments other than their own to ensure maximum flexibility. We are part of the town’s VOIP phone system; Internet access is provided free via the Connecticut Education Network; State funds are used for online databases; we purchase electricity and natural gas through a competitive bid process in conjunction with the Town and the Connecticut Conference of Municipalities; we operate a café within the Library that has its own ambiance while sourcing product offerings from local merchants. Our retail store has continually increased revenues which is increasingly becoming a destination on its own.

Both the Library staff and Trustees are committed to offering the best Library services possible to our community of passionate Library users. **We recognize the importance of using both public and private funds effectively and efficiently so that the Library contributes real value to the community.** Our intent is to bring the greatest efficiency to our operation through innovative ways of doing work, while maintaining our justly-earned reputation for excellence.

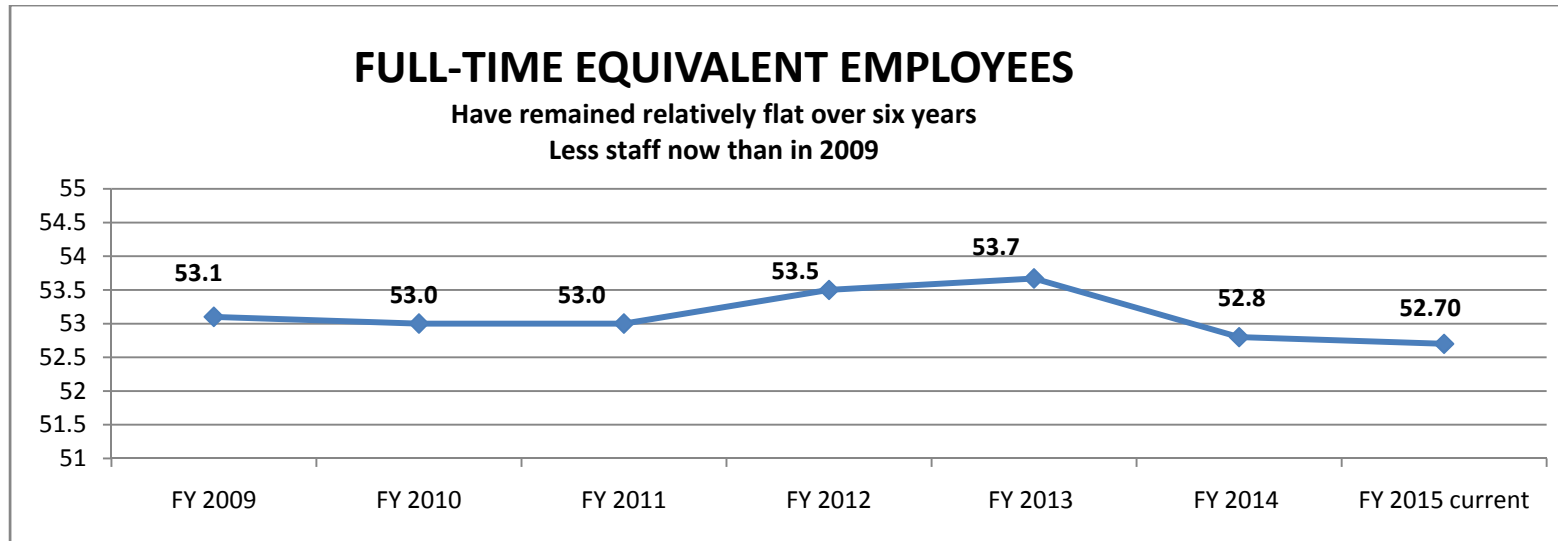


## Metrics

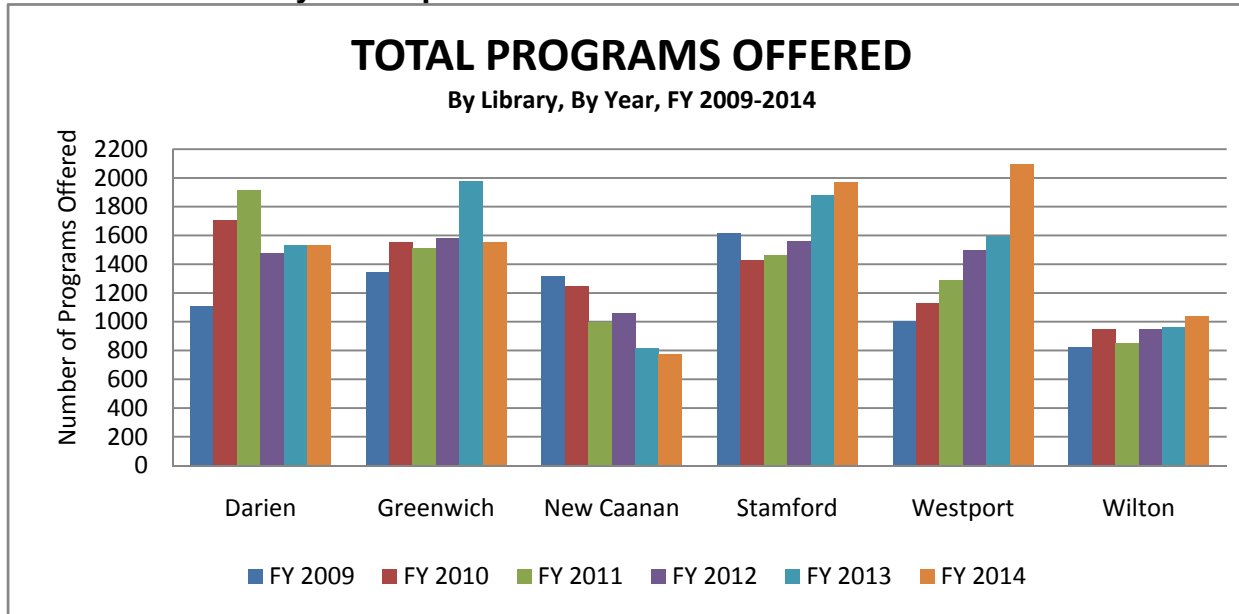
Over the past four years the Westport Library's operating expenditures have increased slower than those of all the comparable peer libraries in our region.



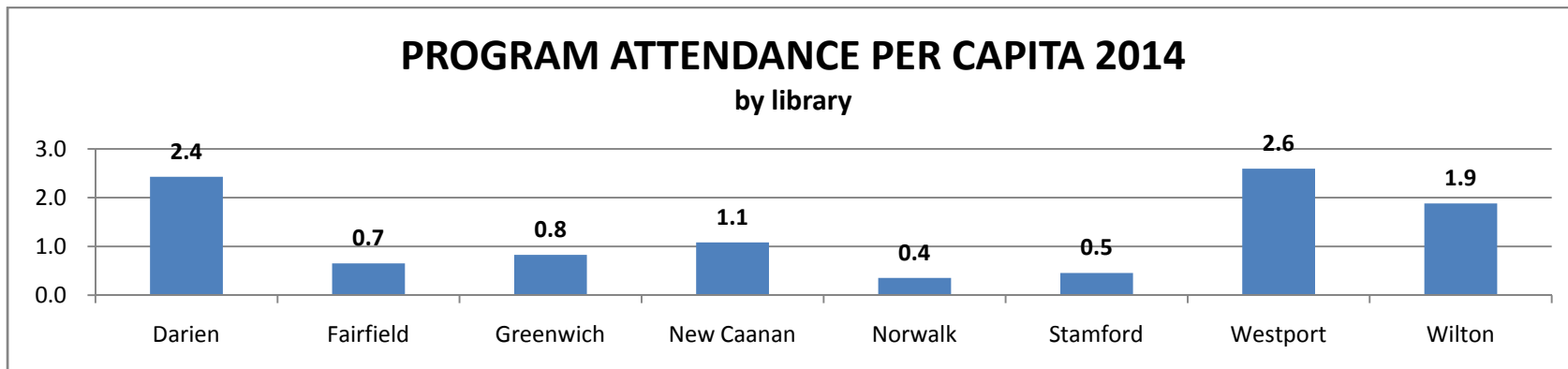
The size of the Library's workforce, in terms of full-time equivalents (FTE's), has remained essentially unchanged over the past five years. Staffing was reduced in each of the past two years.



Total library programs offered, at 2093, were up 31% and are much higher than those offered by our peer libraries. Attendance at Library programs totaled 70,876, up 19%. In addition, The Westport Library had a higher per capita attendance than any of our peer libraries in Connecticut.

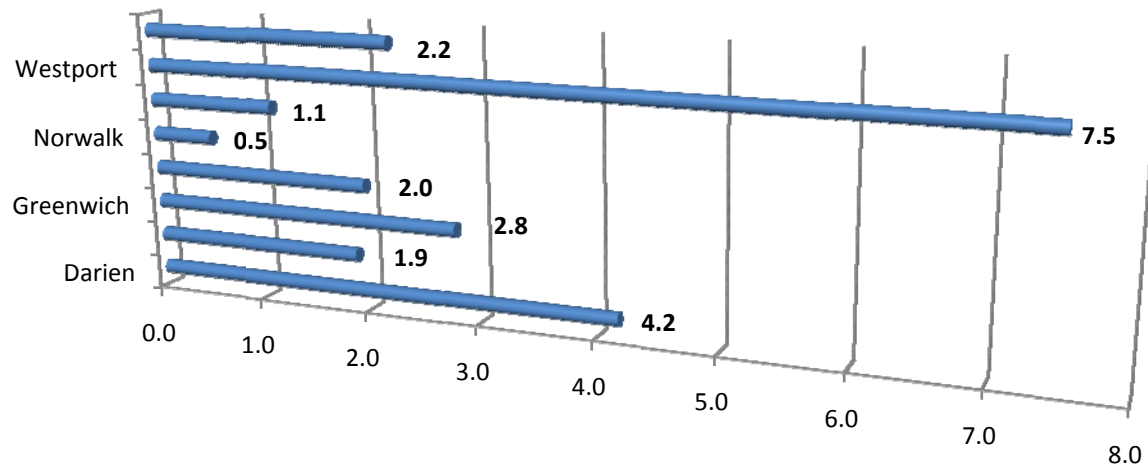


Because the cost for most of our programs comes from fundraising and donations, and not tax dollars, this is a great benefit to the community, both economically and culturally.



## REFERENCE QUESTIONS PER CAPITA

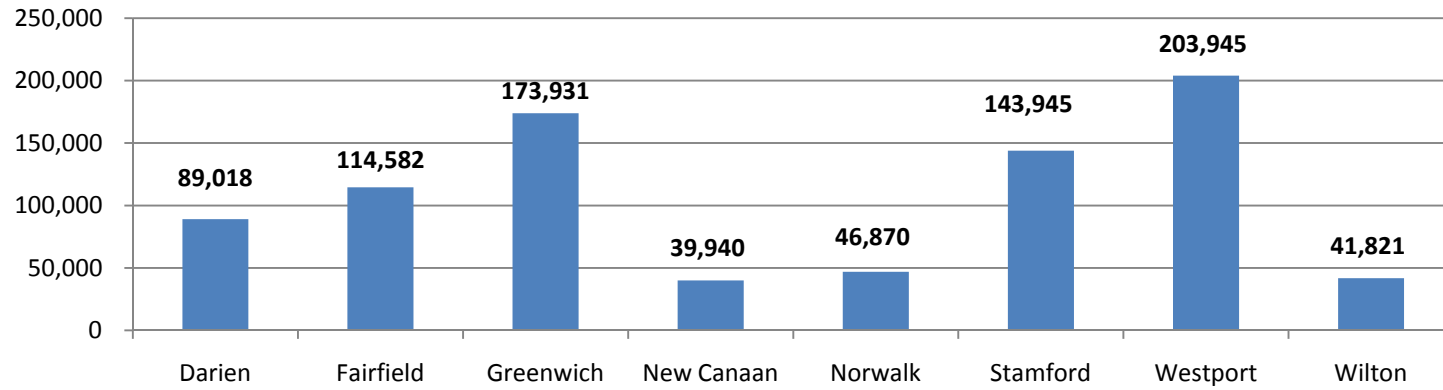
FY 2014



**The reference staff responded to 203,945 questions**, more than any of our peer libraries in Connecticut. Patrons for the Library generate nearly 80% more questions per capita than for our peer libraries. In addition, we find that the type of questions being asked by our patrons require more time and research effort on the part of staff.

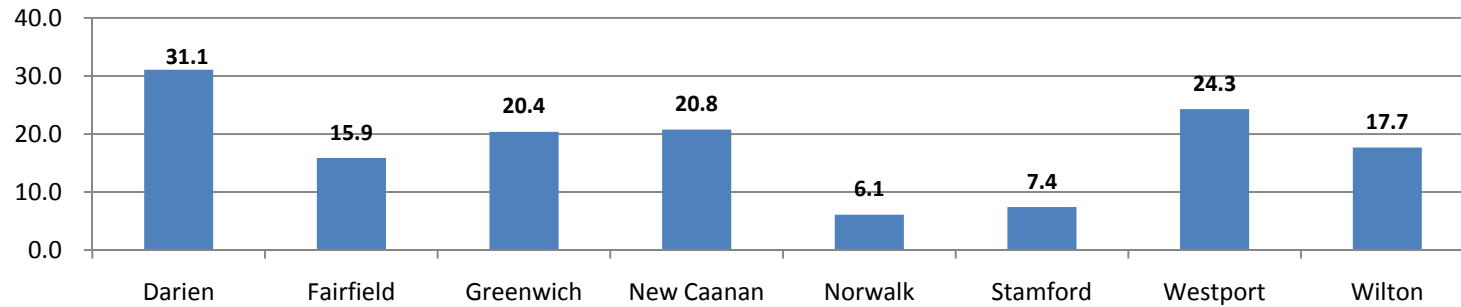
## FY 2014 REFERENCE TRANSACTIONS

by library

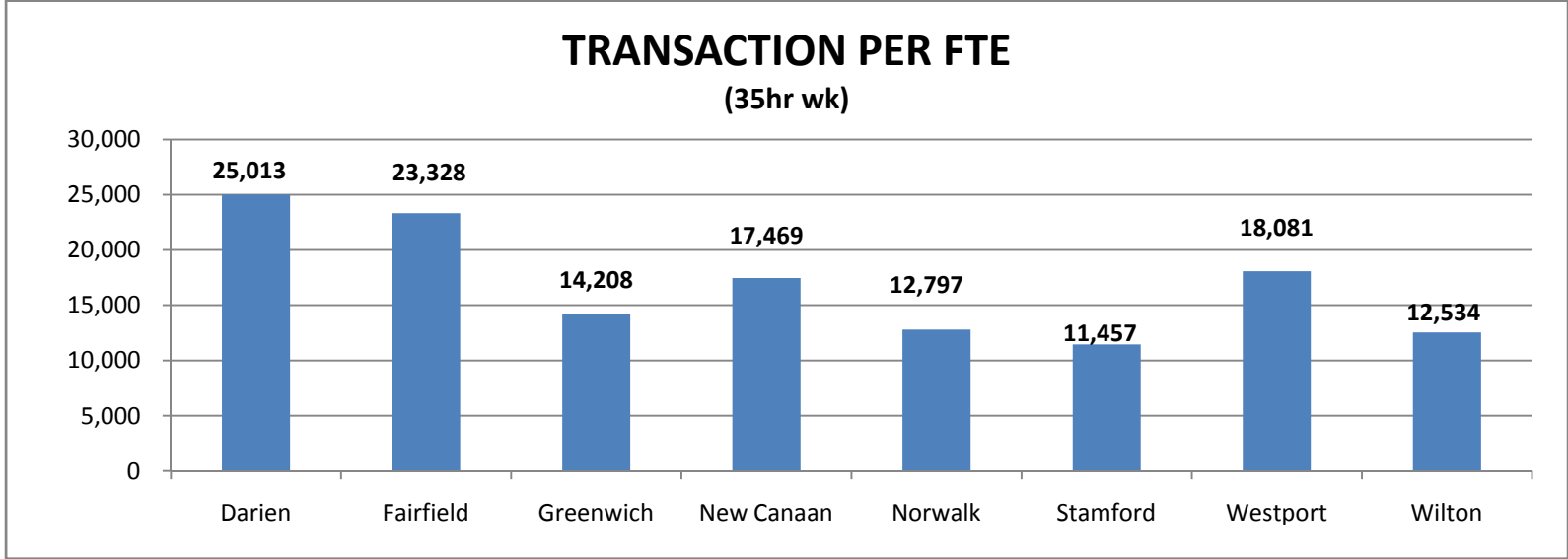


## CIRCULATION PER CAPITA

FY 2014



The Westport Library also compares favorably to its peer libraries in Fairfield County when comparing transactions per full-time equivalent (FTE) employees. This productivity is more impressive when considering the number and wide range of programs offered.

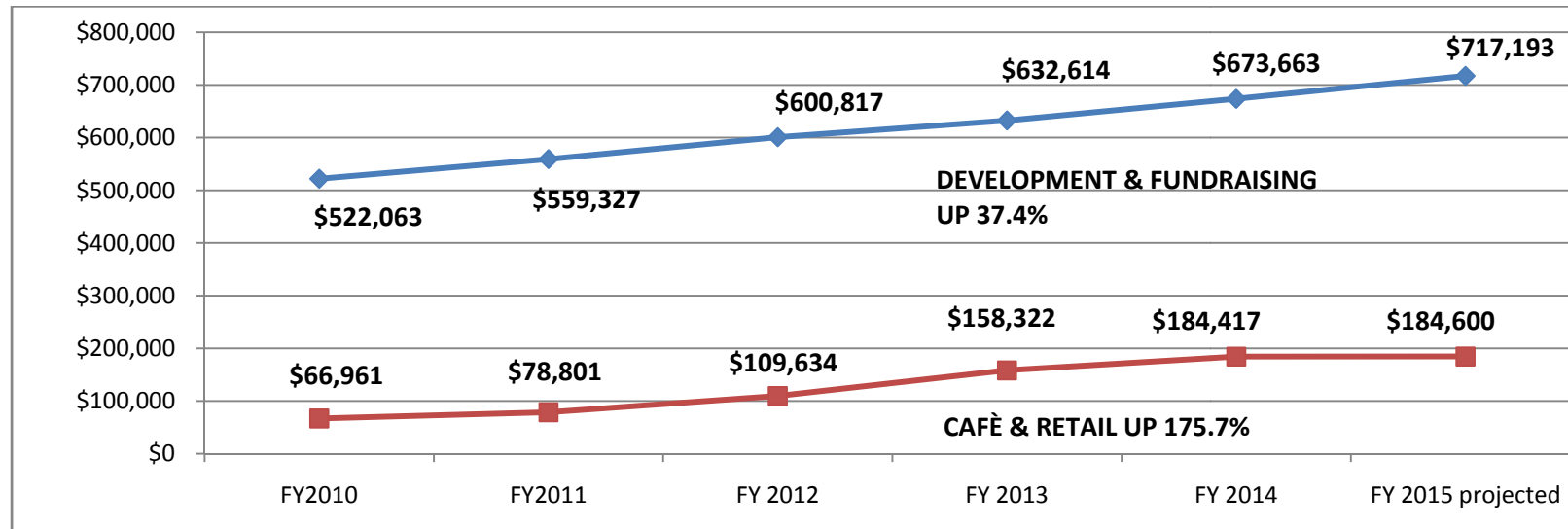


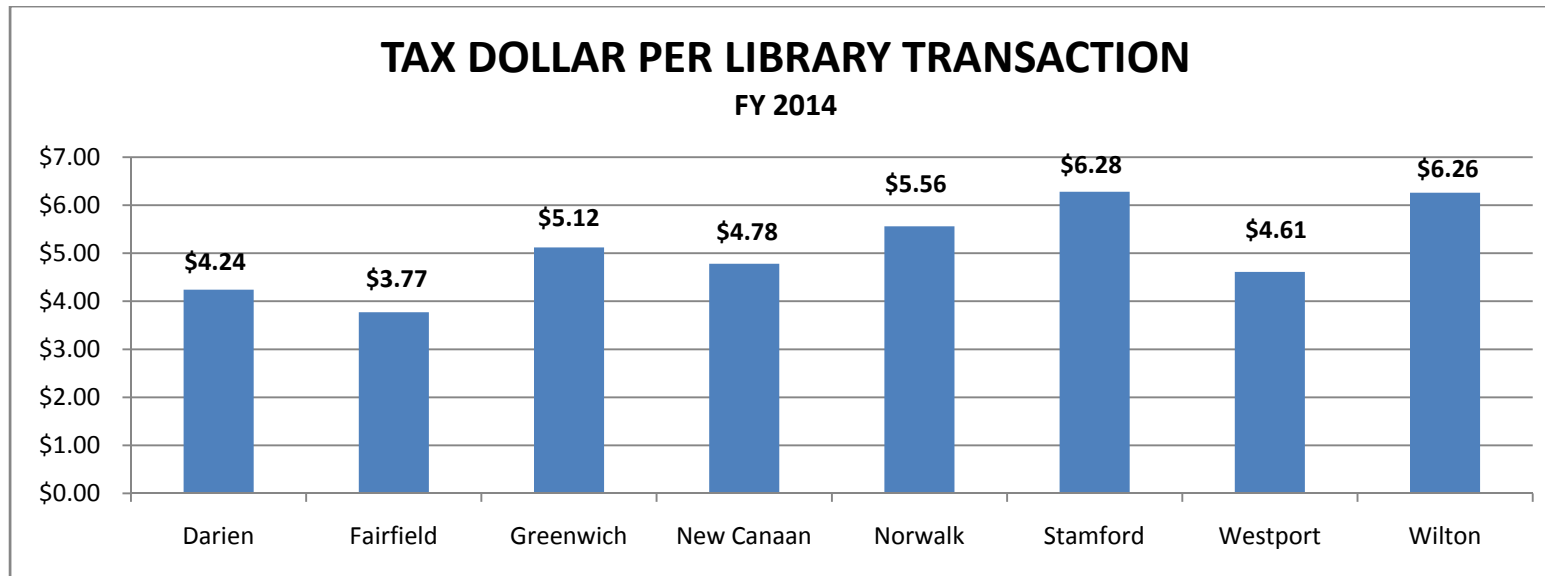
**In large measure, the Library achieved its goals by greatly increasing the revenues we receive from sources other than the Town's annual appropriation.** Between FY 2010 and FY 2015, the Town's funding of the Library increased by an annual average of 2.27%.

However, over the same period of time the Library's revenue from fundraising and development increased by an average annual 6.6% and revenue from café and retail sales increased 22.5% annually on average over the same period. State funding and miscellaneous revenue has decreased over the past four years. Most of the growth in non-Town revenues has come from the Library's fundraising efforts.

During an extended period of financial pressure, the Library has made a significant effort to maintain and increase the services it provides to the Westport community without substantially increasing its requirements for municipal funding.

### LIBRARY RAISED REVENUES FY 2010 - FY 2016 PROJECTED





When considering the most common and consistent measures for library use – circulation, reference questions, and program attendance – as a consolidated statistic, **the tax dollar per transaction in Westport for FY 2014 was \$4.61. That’s the third lowest among our peer libraries, whose cost per transaction ranges from \$3.77 to \$6.28.** This is one indicator that the Westport Library provides a great value to the community despite operating in an inefficient building with outdated systems. In recent years, the Darien and Fairfield libraries have both renovated their facilities, which allow for better use of space and staff time.

## CONCLUSION

The Library's goal is to continue to maintain a public library of which the people of Westport can be proud and which can sustain heavy usage. This objective requires us to provide patrons with the opportunity to learn and to communicate with each other, using 21st century techniques and facilities. It also requires that we maintain this 48,000 square foot, aging facility, for at least another year, in a way that provides the public the safety and security it has come to expect.

In order to do so and to pursue our long term strategic objectives, **we are submitting a conservative, forward-looking budget that results in a request for a 2.42% increase in funding from the Town, while the Library actively pursues longer term entrepreneurial opportunities, improves customer services and looks for ways to do more with less.**



**Community Organizations using the Library:**

When the Town provides support for the Library, it is also providing support for community based organizations in the broadest sense. Over the past few years we have received many requests for the use of our meeting rooms from community based organizations. Below is a partial listing of some of the community based organizations that have used one of the Library's meeting rooms over the past year. This represents significant support for the community at no additional cost to the Town, maximizing the use of Town funds.

A Better Chance	AARP of Fairfield County	Amer. Assoc. of Individual Investors	Amnesty International	Art Smart
Assets Investment	Best Buddies	Bradley Commons Property Group	Chamber of Commerce	Children's Picture Group Writers
CLASP Homes	CT Modern Quilt Guild	Cottages and Gardens	Democratic Town Committee	Downtown Merchants Assoc.
Editorial Freelance Assn.	Estate Planning Council	Fairfield County Retired Teachers	Fairfield County Social Workers	Family Court Reform Coalition
Hadassah Book Group	Homes With Hope	IBD Group	Israelis in CT	League of Women Voters
Marion Road Association	Nat'l Charity League	New Yorker Talkers	Oakview Homeowners Assoc.	Parkinson's Support Group for Fairfield County
Phoebe's Friends	Playhouse Condo's meeting	PTA Council	PTA Cultural Arts	Republican Town Committee
Russian Book Club	Saugatuck Senior Coop	Simones Book Group	SMART Kids	Spanish Conversation Club
Staples HS Government class meeting	Strathmore Lane Condo Association	Susan Fund	The Crohn's & Colitis Foundation	The CT Chronic Illness Support Group
The Downtown Steering Committee	The Westport Soccer Association	Top Notch Ski Club	Westport Community Gardens	Westport Schools-LMS's and Technology Teachers
Westport Schools Permanent Art Collection	Westport Women's 9 hole Golf Group	The Whitney Glen Property Group	Wrecker Robotic Club Parents	Y's Men
Y's Women	Y's Women Book Club 1	Y's Women Book Club	Y's Women Film	

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(60) PaymentsToAgency/	4,323,703.96	4,448,497.00	4,448,497.00	4,556,340.00	4,556,340.00	0.00	2.4%
<b>TOTAL (750) Library Board</b>	<b>4,323,703.96</b>	<b>4,448,497.00</b>	<b>4,448,497.00</b>	<b>4,556,340.00</b>	<b>4,556,340.00</b>	<b>0.00</b>	<b>2.4%</b>

		2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
		ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(09) Pensions		139,673.00	139,673.00	139,673.00	146,658.00	146,658.00	0.00	5.0%
<b>TOTAL</b>	<b>(751) Library Pension</b>	<b>139,673.00</b>	<b>139,673.00</b>	<b>139,673.00</b>	<b>146,658.00</b>	<b>146,658.00</b>	<b>0.00</b>	<b>5.0%</b>

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## DEPARTMENT: PARKS AND RECREATION

### **Department Services Overview:**

The Westport Parks and Recreation Department supports over 300+ acres of parks and open spaces, including 3 public beaches, a championship public golf course, 2 marinas (supporting 593 boats in water and 307 in dry stall), 4 tennis facilities (23 courts), a swimming pool complex, 34 athletic fields and over 100 youth recreational programs. There are 18 regular (15 full time, 3 nine month) and 450+ seasonal employees.

The department is organized by division with Administration that provides supervision and support for Maintenance (Maintenance and Development, Parks Maintenance, Athletic Field Maintenance), Operations (Guest Services, Boating, Tennis, Skating, Beach and Pool) Golf and Recreation Programs (Programs, Memorial Day).

Parks and Recreation anticipates generating over \$4.8 million in annual revenue. (See Revenue Summary)

### **FY 2014 Major Accomplishments:**

- Successful transition of Longshore Golf Course maintenance to contract services.
- Completed construction of the new Levitt Pavilion for the Performing Arts.
- Completion of Ned Dimes Marina Shore Stabilization Project
- Initiation for Master Site Plan for Compo Beach (ongoing)

### **FY 2015 Service Level Goals:**

- Implement Master Plan for Compo Beach to improve pedestrian safety and circulation and to improve vehicle movement at facility entrance.
- Improve service delivery in Parks and Athletic Field Maintenance while evaluating opportunities for use of contract services
- Initiation of Longshore Club Park Master Plan
- Initiate dredging of the navigation channel into Ned Dimes Marina at Compo
- Renovation of Longshore swimming pools

### **Performance Measures:**

- Operating Expenses of \$4.97m
- Department Revenue of \$4.84m

### **5 yr Goals:**

- Update Longshore Master Plan to determine proper location of facilities, best lease of Inn at Longshore, and potentially Waterside Terrace property
- Evaluate the integration of contract services as a vehicle for service delivery to reduce long term obligations to the tax payer.
- Interconnected parks, facilities and significant town resources through the creation of pedestrian greenways (aka "emerald necklace").
- Boating, riverfront parks and extensive river pathways fully connecting the town to the Saugatuck River.

**Revenue Summary:** Growth in revenue from Parks and Recreation Services has stabilized in the past year. Golf revenues have rebounded with improved course conditions. A modest fee increase in parking emblems and hand passes has been implemented for the 2015 season. An increase in non resident season parking passes and an increase in the cap on passes sold has been implemented and will be evaluation based on the 2015 results. Revenues from recreation program fees continue to be strong and increase with enrollment

### **Budget Notes:**

**DEPARTMENT: PARKS AND RECREATION**  
**Budget Division: Administration**

**Administration:** Administration is responsible for personnel management of 18 full time and 450 seasonal employees, the supervision and management of all Parks and Recreation divisions, customer service including issuance of handpass sales, parking emblems and program registration; revenue collection and management of all parks and rec programs and facilities: application software support of the Active System which is used for all program and membership registrations, application software support of the golf reservation and cash management systems, management and content update of the Parks and Recreation website. In addition, the Administration provides support for the Parks and Recreation Commission, Golf Advisory Committee, and Boating Advisory Committee, Sherwood Mill Pond Preserve Committee, Wakeman Town Farm Committee and support for the various non-profit organizations that utilize our facilities for charity events and service projects.

**Description of Accounts:**

Salaries	Full-time Employee Salaries
EH and OT	Seasonal Extra Help and Full Time Overtime – Seasonal office staff and Full time OT related to secretarial support for Parks and Recreation Commission meetings.
Fees and Services	Professional Fees and Outside Contract Services – lease cost of copier, support and training related to the Active System
Telephone	Telephone and cable service to all locations and employee cell phone expenses
Advertising	Advertising for public meeting notices and help wanted ads
Printing	Contract printing of passes, internal printing costs, maintenance copiers and printers
Supplies	General office supplies for all divisions
Postage	Cost of postage
Education and Exp	Reimbursement of employee expenses and attendance at professional conferences
Transportation	Mileage Reimbursement

**Detail Operating Capital Requests:**

\$10,000 – Replace 2 card printers used to produce passes. Upgrade additional hardware as recommended by the IT Department.

**Budget Notes:**

- 4 Supervisory Employees salary adjustment not included.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	448,625.63	418,722.00	432,609.00	432,171.00	432,171.00	0.00	-0.1%
(03) EH & OT	17,623.04	32,073.00	32,073.00	32,719.00	32,719.00	0.00	2.0%
(15) Trans. Allowance	3,552.00	3,600.00	3,600.00	3,600.00	3,600.00	0.00	0.0%
(18) Fees & Services	2,863.14	4,000.00	4,000.00	4,000.00	4,000.00	0.00	0.0%
(25) Telephone	24,543.48	27,000.00	27,000.00	27,000.00	27,000.00	0.00	0.0%
(33) Advert & Print	7,899.05	7,250.00	7,250.00	8,250.00	8,250.00	0.00	13.8%
(34) Postage	3,919.24	4,500.00	4,500.00	4,500.00	4,500.00	0.00	0.0%
(41) Supplies	8,955.10	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.0%
(59) Education & Exp.	1,335.91	3,000.00	3,000.00	4,500.00	4,500.00	0.00	50.0%
(CF) Computers	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.0%
<b>TOTAL (810) P&amp;R Administration</b>	<b>519,316.59</b>	<b>510,145.00</b>	<b>524,032.00</b>	<b>536,740.00</b>	<b>536,740.00</b>	<b>0.00</b>	<b>2.4%</b>

**810 - P&R ADMINISTRATION BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Director	n/a			120,642	120,642	120,642
1.00	Operations Supervisor	n/a			79,710	79,710	79,710
1.00	Administrative Manager	n/a			75,421	75,421	75,421
1.00	Customer Service Manager	n/a			58,131	58,131	58,131
1.00	Administrative Assistant II	V-7			59,431	58,265	59,431
1.00	Clerical Assistant	III-2			38,836	36,261	38,836
6.00	<b>TOTAL SALARIES:</b>					428,430	432,171

**EXTRA HELP & OVERTIME**

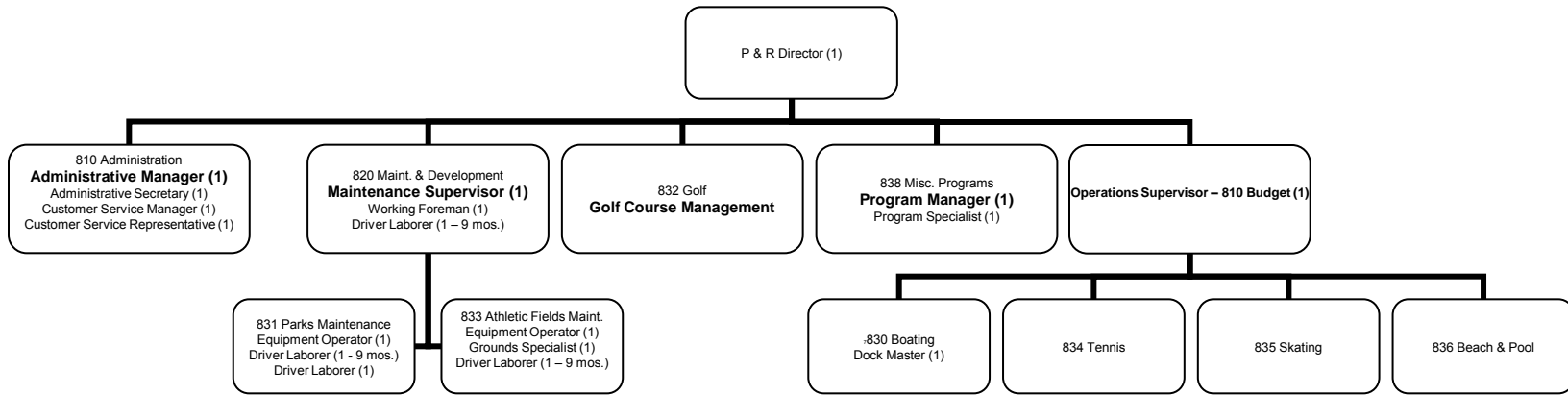
<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
	Clerical Extra Help	n/a	\$15.75	788	12,411	12,073	12,411
	Account Clerk	n/a	\$19.00	988	18,772	18,772	18,772
	Full-time OT	n/a			1,536	1,228	1,536
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					32,073	32,719

**810 - ADMINISTRATION**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Machine - Service fees for office equipment Online Enrollment - Software support and training
<i>Advertising &amp; Printing</i>	Advertising for seasonal help and Public Notices
<i>Supplies</i>	General Office Supplies
<i>Education &amp; Expense</i>	Reimbursements, education, attendance at professional conferences



810-842 – PARKS AND RECREATION  
 2015/2016 Organization Chart  
 2014/15: 18 Full Time / 2015/16: 18 Full Time



**DEPARTMENT: PARKS AND RECREATION**

**Budget Division: Guest Services**

**Guest Services:** The Guest Services department is staffed by part-time, seasonal employees under the direction of the Operations Supervisor. Guest Services provides parking and traffic control for all Parks and Recreation facilities, including Compo and Burying Hill Beach, Longshore Club Park, and Old Mill/Compo Cove. Guest Services provides access control, trash and litter collection, regulation enforcement and management of dry stall boat areas. In addition, guest services provides marina security, and support and staffing for the variety of non profit events that use Parks and Recreation facilities.

**Description of Accounts:**

Other Materials/Supplies      Operating supplies including Traffic Control Devices, Radio Maintenance, Identifying and regulatory signs

**Detail Operating Capital Requests:**

None –

**Budget Notes:**

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(03) EH & OT	196,578.41	209,046.00	209,046.00	208,146.00	208,146.00	0.00	-0.4%
(14) Uniform Allowance	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.0%
(49) Other Material/Su	10,285.99	12,135.00	12,135.00	13,105.00	13,105.00	0.00	8.0%
(CU) Equipment-P&R	29,995.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL (812) Guest Services</b>	<b>239,359.40</b>	<b>223,681.00</b>	<b>223,681.00</b>	<b>223,751.00</b>	<b>223,751.00</b>	<b>0.00</b>	<b>0.0%</b>

**812 - GUEST SERVICES BUDGET 2015-2016**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2014-15 Salaries	2015-16 Salary Totals
0.00	Facilities Manager	n/a				0	0
0.00	<b>TOTAL SALARIES:</b>					0	0

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 EH&OT Rate	2014-15 EH&OT	2015-16 EH&OT Totals
	Supervision		\$17.00	900	15,300	16,200	15,300
	<u>Beaches</u>						
	Supervisors	n/a	\$11-\$17	3,164	40,635	40,635	40,635
	Attendants	n/a	\$9.25-11.50	6,055	58,797	58,797	58,797
	<u>Marinas</u>						
	Supervisors	n/a	\$13.00	4,004	52,052	52,052	52,052
	<u>Longshore</u>						
	Supervisors	n/a	\$10.00	240	2,400	2,400	2,400
	Attendants	n/a	\$9.00	1,586	14,274	14,274	14,274
	Special Events	n/a	\$14.00	700	9,800	9,800	9,800
	Clean-Up Crews	n/a	\$12.25	2,764	33,859	33,859	33,859
	Longevity	n/a	\$0.50	19,197	9,599	9,599	9,599
	Attrition	n/a			(28,569)	(28,569)	(28,569)
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					209,047	208,147

**812 – GUEST SERVICES**

<u>Account</u>	<u>Description</u>
<i>Other Materials/Supplies</i>	Operating supplies including Traffic Control Devices, Radio Maintenance, Identifying and regulatory signs

**DEPARTMENT: PARKS AND RECREATION**  
**Budget Division: Maintenance and Development**

**Maintenance and Development:** The Parks and Recreation Department maintains a fleet of 10 trucks and various tractor/loaders, mowers and small engine machines for the maintenance of all Town of Westport properties including town buildings, beaches, school athletic fields and Longshore. Gas and oil to operate this equipment as well as all metered water in these facilities for drinking, irrigation and pool operations are included. Uniforms provided are covered by contractual agreement. Rental equipment for specialty uses and dues and education for departmental managers and staff. Paper goods and cleaning supplies for custodial service.

There are 4 full time salaries in this division. 2 seasonal employees are utilized to cover the evening and weekend custodial shift from Memorial Day to Labor Day.

**Description of Accounts:**

Fees & Services	Professional Fees and Outside Contract Services
Equipment Maint/Operation	Vehicle and Equipment Repairs, Fuel and Lubricants
Water	Water for all Parks and Recreation properties
Other Material/Supplies	Operating Supplies
Education & Expense	Professional Dues, attendance at professional conferences

**Detail Operating Capital Requests:**

\$45,000 Install guardrail at Longshore exit road.

**Budget Notes:**

- 1 Supervisory employee and 2 Union employee salary adjustments not included.
- Fees and services- increase contracted service to allow flexibility in service delivery.

**Note: Maintenance and Development, Parks Maintenance and Athletic Field Maintenance function as a single division and share resources to meet departmental priorities.**

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	263,548.61	202,767.00	205,007.00	208,889.00	208,889.00	0.00	1.9%
(03) EH & OT	34,902.79	38,600.00	38,600.00	38,600.00	38,600.00	0.00	0.0%
(14) Uniform Allowance	5,185.03	6,400.00	6,400.00	6,000.00	6,000.00	0.00	-6.3%
(18) Fees & Services	23,540.70	35,000.00	35,000.00	65,000.00	65,000.00	0.00	85.7%
(26) Equip Maint/Oper	96,170.51	70,500.00	70,500.00	76,500.00	76,500.00	0.00	8.5%
(31) Rental Equip.	1,270.90	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
(48) Water	120,051.63	140,000.00	140,000.00	133,000.00	133,000.00	0.00	-5.0%
(49) Other Material/Su	11,904.23	12,500.00	12,500.00	12,500.00	12,500.00	0.00	0.0%
(59) Education & Exp.	259.99	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.0%
(CU) Equipment-P&R	5,912.90	35,000.00	35,000.00	45,000.00	45,000.00	0.00	28.6%
<b>TOTAL (820) Maintenance &amp; Developme</b>	<b>562,747.29</b>	<b>544,767.00</b>	<b>547,007.00</b>	<b>589,489.00</b>	<b>589,489.00</b>	<b>0.00</b>	<b>7.8%</b>

**820 - P&R MAINTENANCE & DEVELOPMENT BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>FTE %</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Maintenance Supervisor	n/a			91,583	91,583	91,583
1.00	Working Foreman	B-VII			71,705	71,705	71,705
1.00	Driver Laborer (9 months)	B-II-7	.75		60,801	45,601	45,601
3.00	<b>TOTAL SALARIES:</b>					208,889	208,889

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
	Weekend & Holiday Trash Collection	n/a	\$50.00	772	38,600	38,600	38,600
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					38,600	38,600

**820 – MAINTENANCE & DEVELOPMENT**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Professional Fees and Outside Contract Services
<i>Equipment Maint/Operation</i>	Vehicle and Equipment Repairs, Fuel and Lubricants
<i>Water</i>	Water for all Parks and Recreation Properties
<i>Other Material/Supplies</i>	Operating Supplies
<i>Education &amp; Expense</i>	Education reimbursements, attendance at professional conferences

**DEPARTMENT: PARKS AND RECREATION**  
**Budget Division: Boating**

**Boating:** The Boating division is responsible for the management of 593 In-Water and 300 Dry-stall Boats in 2 Marinas, the Ned Dimes Marina adjacent to Compo Beach and the E.R. Strait Marina located in Longshore Club Park.

The marinas offer in-water slips as well as dry stalls for trailered boats, dinghies, hobie cats, sunfish, kayaks, and windsurfers, restroom facilities, boat launch ramp and parking available. The period of berthing is from April 1 to Nov. 30 with no services during April and Nov.

Marinas support boats from 12 – 40 ft. Boat slip rental vary in price by size of boat from \$400 to \$2,450. The fees for slips are set by the Parks and Recreation Commission.

Each marina has dock attendants that assist boaters with docking and sell gas ice and oil. Marina provides water and limited electricity. The dock attendants also maintain the docks, piers, slips and gangways. They provide maintenance and supervision of the boat launching facilities at each marina.

The marinas are overseen by a Dockmaster who supervises staff, assists with boating assignments, supervises the mooring service contractor, assists marine police in boating or water related emergencies, and provides storm related preparation and response. The Dockmaster is responsible for general repairs and maintenance issues that arise.

All litter collection and landscape maintenance in the marina area is provided by marina staff.

**Description of Accounts:**

Items For Resale      Gas, Ice, Oil and dock guards for resale to boaters

**Detail Capital Operating Requests:**

\$36,000 Replace Power Centers at Compo

\$29,500 Replace workboat and trailer

\$10,000 Install 10 Jetski ramps as recommended by the Boating Advisory Committee to generate revenue of \$4,250 annually.

**Budget Notes:**

- Facility maintenance increase reflects rising cost for maintenance of facility now 15 years old.
- Resale figure reflects gross cost of gasoline purchased for resale. Corresponding gross revenues from sales can be found in the Boating revenue section.
- 1 Union employee salary adjustments not included



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	65,396.00	67,031.00	67,031.00	67,031.00	67,031.00	0.00	0.0%
(03) EH & OT	55,086.16	58,931.00	59,231.00	58,931.00	58,931.00	0.00	-0.5%
(14) Uniform Allowance	1,324.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	0.0%
(30) Facility Maint.	27,683.05	28,565.00	28,565.00	34,565.00	34,565.00	0.00	21.0%
(54) Items for Resale	210,639.65	200,000.00	200,000.00	200,000.00	200,000.00	0.00	0.0%
(CC) Facility Improvem	11,707.01	4,500.00	4,500.00	0.00	0.00	0.00	-100.0%
(CU) Equipment-P&R	740.00	0.00	0.00	80,500.00	80,500.00	0.00	0.0%
<b>TOTAL (830) Boating</b>	<b>372,575.87</b>	<b>360,527.00</b>	<b>360,827.00</b>	<b>442,527.00</b>	<b>442,527.00</b>	<b>0.00</b>	<b>22.6%</b>

**830 - P&R BOATING BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
1.00	Dockmaster	B-IV-7			67,031	67,031	67,031
1.00	<b>TOTAL SALARIES:</b>					67,031	67,031

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>	
	Senior Attendants	\$11.00	2,772	30,492	30,492	30,492	
	Attendants	\$9.50	2,889	27,446	27,446	27,446	
	Overtime			5,500	5,500	5,500	
	Longevity	\$0.50	5,661	2,831	2,831	2,831	
	Attrition			(7,337)	(7,337)	(7,337)	
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					58,932	58,931

**830 – BOATING**

<u>Account</u>	<u>Description</u>
<i>Items For Resale</i>	Gas, Ice, Oil and dock guards for resale
<i>P&amp;R Equipment</i>	Capital – see attached documents

**DEPARTMENT: PARKS AND RECREATION**  
**Budget Division: Parks Maintenance**

**Parks Maintenance:** There are over 200+ acres of parks in Westport that are maintained by the Parks Maintenance division. The division provides grounds maintenance, tree and shrub maintenance, ornamental tree planning and maintenance, maintenance and replacement of parks fixtures i.e. grills, signage, etc, for all parks. And, in the case of Barons South, coordinates all contract services for maintenance.

The Parks Maintenance division also collects all municipal trash and recycling including at the public beaches, recreation buildings, downtown Westport, Saugatuck and Greens Farms Metro North stations, all parks, athletic fields, and the Levitt Pavilion.

Additionally, the Parks Maintenance provides custodial service for the Compo bathhouses and Compo Marinas, Burying Hill Beach and Longshore Club Park which includes the golf course, the Golf Halfway House, the golf maintenance facility, the administration office, the pavilion, the pool and the marina.

- There are 3 full time employees, and 4 seasonal part time employees in Parks Maintenance.
- The custodial service encompasses the regular cleaning of 103 fixtures which include 49 toilets, 37 sinks, 17 urinals and 12 showers.
- Parks Maintenance includes town building grounds and 30 park properties.
- One seasonal gardener maintains all foundation planting around town buildings as well as multiple gardens at Veterans Green, Longshore and Compo Beach.

**Description of Accounts:**

Fees & Services	Professional Fees and Outside Contract Services Baron's South Property Maintenance by Contractor
Facility Maintenance	Contract Tree Maintenance (includes Golf Course)
Maintenance Supplies	Operating supplies
Payments to Agencies/Org	Reimbursement for maintenance of cemeteries provided by others

**Detail Capital Operating Requests:**

NONE

**Budget Notes:**

- Increase in contract services for park improvements
- Increase tree maintenance and tree replacement accounts to meet priorities of the Parks and Recreation Commission
- 3 Union employee salary adjustments not included

**Note: Maintenance and Development, Parks Maintenance and Athletic Field Maintenance function as a single division and share resources to meet Departmental priorities.**

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	106,770.50	155,041.00	155,041.00	170,241.00	170,241.00	0.00	9.8%
(03) EH & OT	98,718.08	94,000.00	94,700.00	94,000.00	94,000.00	0.00	-0.7%
(18) Fees & Services	76,285.32	88,000.00	88,000.00	94,000.00	94,000.00	0.00	6.8%
(30) Facility Maint.	38,258.49	55,000.00	55,000.00	65,000.00	65,000.00	0.00	18.2%
(42) Maint. Supplies	28,445.74	32,000.00	32,000.00	35,000.00	35,000.00	0.00	9.4%
(60) PaymentsToAgency/	7,000.00	8,500.00	8,500.00	8,500.00	8,500.00	0.00	0.0%
(CC) Facility Improvem	0.00	15,000.00	15,000.00	0.00	0.00	0.00	-100.0%
(CU) Equipment-P&R	26,995.60	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL (831) Parks Maintenance</b>	<b>382,473.73</b>	<b>447,541.00</b>	<b>448,241.00</b>	<b>466,741.00</b>	<b>466,741.00</b>	<b>0.00</b>	<b>4.1%</b>

**831 - P&R PARKS MAINTENANCE BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>FTE %</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>	
1.00	Equipment Operator	B-III-7			63,839	63,839	63,839	
1.00	Driver Laborer	B-II-7			60,801	60,801	60,801	
1.00	Driver Laborer (9 months)	B-II-7	.75		60,801	45,601	45,601	
3.00	<b>TOTAL SALARIES:</b>						170,241	170,241

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>	
	Seasonal Help	\$15.00	5,200	78,000	7,800	78,000	
	Custodial	\$50.00	80	4,000	4,000	4,000	
	Beach Clean	\$50.00	40	2,000	2,000	2,000	
	Special Events	\$50.00	200	10,000	10,000	10,000	
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					23,800	94,000

**831 – PARKS MAINTENANCE**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Professional Fees and Outside Contract Services Baron's South Property Maintenance – Contract Services
<i>Facility Maintenance</i>	Contract Tree Maintenance
<i>Maintenance Supplies</i>	Operating supplies
<i>Payments to Agencies/Org</i>	Reimbursement for maintenance of cemeteries provided by others
<i>Vehicles</i>	Capital – Vehicle replacement – See attached

**DEPARTMENT: PARKS AND RECREATION**  
**Budget Division: Golf**

**Golf:** Maintenance and Operation of 18-hole Longshore Club Park Golf Course. Valley Crest Golf Course Maintenance manages the maintenance of the 190 acre golf course under a contract reflecting significant savings to the Town in the area of employee benefits.

John Cooper, PGA Professional at Longshore since 1990 is contracted to provide all aspects of course management supervision including tee time management, collection of fees, operation of range, pro shop and rental of golf cars. All employees and expenses related to these services are the responsibility of the professional except for first tee services provided in budget lines 513807 (seasonal first tee staff), 569000 (first tee operating materials) and 531052 (Fees and services – automated tee time management system). Mr. Cooper’s contract results in a net payment to the Town of Westport reflected in revenues under Golf Concessions.

Following two seasons of poor course conditions and a resultant drop in rounds played, 2014 season play increased significantly. The current estimate for 2015 is 33,500 rounds of golf. The Golf Advisory Committee continues an ongoing review of policies in an attempt increase market share while maintaining priority access for Westport residents.

**Description of Accounts:**

Salaries	No salaried employees as a result of contract
EH and OT	No Seasonal employees and full time weekend overtime as a result of contract
First Tee	Seasonal employees related to customer service
Fees & Services	Contract services including VCGCM, pump service, portable toilet service.
Fees & Services Prof	Fees related to automated tee reservation and point of sale software.
Equipment Maint/Oper	Equipment maintenance and repairs over the contract threshold
Maintenance Supplies	Irrigation repairs over the contract threshold, improvements not covered by contract.
Other Material/Supplies	First Tee Supplies, scorecards, etc.

**Detail Capital Operating Requests:**

\$75,000 Capital improvements and Equipment replacement to be determined in conjunction with contractor and Golf Advisory Committee.

**Budget Notes:**

Related expenses including water and tree maintenance included in other budgets.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	195,559.90	0.00	0.00	0.00	0.00	0.00	0.0%
(03) EH & OT	180,225.31	45,000.00	45,123.00	45,000.00	45,000.00	0.00	-0.3%
(14) Uniform Allowance	1,722.46	500.00	500.00	500.00	500.00	0.00	0.0%
(18) Fees & Services	368,858.62	732,695.00	732,695.00	743,361.00	743,361.00	0.00	1.5%
(26) Equip Maint/Oper	17,802.51	15,000.00	15,000.00	7,500.00	7,500.00	0.00	-50.0%
(42) Maint. Supplies	114,584.48	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.0%
(49) Other Material/Su	4,679.55	4,300.00	4,300.00	4,500.00	4,500.00	0.00	4.7%
(59) Education & Exp.	577.44	0.00	0.00	0.00	0.00	0.00	0.0%
(CC) Facility Improvem	3,000.00	75,000.00	75,000.00	75,000.00	75,000.00	0.00	0.0%
(CU) Equipment-P&R	23,850.15	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL (832) Golf</b>	<b>910,860.42</b>	<b>882,495.00</b>	<b>882,618.00</b>	<b>885,861.00</b>	<b>885,861.00</b>	<b>0.00</b>	<b>0.4%</b>

832 - P&R GOLF BUDGET 2015-2016

EXTRA HELP & OVERTIME

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 EH&OT Rate	2014-15 EH&OT	2015-16 EH&OT Totals
	Starters and Rangers		\$12.00	3,750	45,000	45,000	45,000
TOTAL EXTRA HELP & OVERTIME:						45,000	45,000

832 – GOLF

Account

*Fees & Services*

*Equipment Maint/Oper*

*Maintenance Supplies*

*Other Material/Supplies*

*P&R Equipment*

Description

Professional Fees and Outside Contract Services

Vehicle and Equipment Repairs

Operating supplies, seed, fertilizer, pesticides, course supplies

First Tee Supplies

Capital – Equipment replacement – See attached



**DEPARTMENT: PARKS AND RECREATION**  
**Budget Division: Athletic Field Maintenance**

**Athletic Field Maintenance:** The Parks and Recreation Department maintains a full inventory of athletic fields to support the community's athletic program. Four artificial turf fields and 30 grass fields play host to thousands of youth and adult practices and contests each season.

Under policy of the Parks and Recreation Commission, town fields are open for play from April 1 through Dec 1 (weather permitting). All fields are subject to closure due to inclement weather. When not reserved for organized activities fields are available to residents.

The athletic field maintenance includes turf maintenance, preparation of the fields for games, and maintenance of irrigation systems, backstops fencing, bleachers and field equipment, trash collection and management of portable toilet facilities.

This division encompasses 3 full time employees and 3-5 seasonal employees. Grooming and lining of 15 baseball/softball infields takes place on a daily basis from April thru October. Weekly markings on 19 athletic fields for Soccer, Lacrosse, Rugby, Field Hockey, Track and Field and Football March thru Dec.1. Field preparation includes all school fields and includes special services required to serve the 10 varsity sports from Staples High School that utilize athletic fields. Note: Loeffler Field at Staples High School is routinely recognized as the finest natural grass field in the FCIAC.

In addition to the fields maintained by the town, Westport Little League provides maintenance for 7 Little League fields at Coleytown Elementary School and Town Farms.

**Description of Accounts:**

Fees & Services	Professional Fees and Outside Contract Services
Maintenance Supplies	Operating supplies – Soil Seed fertilizer, clay, paint etc.

**Detail Capital Operating Requests:**

\$20,000	Wakeman Field E renovation .
\$6,000	Bleacher replacement

**Budget Notes:**

- Professional evaluation of turf and soil on grass athletic fields to be expanded
- 3 Union employee salary adjustments not included

**Note: Maintenance and Development, Parks Maintenance and Athletic Field Maintenance function as a single division and share resources to meet Departmental priorities.**

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	174,250.77	188,479.00	188,479.00	173,279.00	173,279.00	0.00	-8.1%
(03) EH & OT	62,414.08	64,500.00	64,500.00	64,500.00	64,500.00	0.00	0.0%
(18) Fees & Services	14,279.67	20,000.00	20,000.00	25,000.00	25,000.00	0.00	25.0%
(42) Maint. Supplies	39,289.48	45,000.00	45,000.00	45,000.00	45,000.00	0.00	0.0%
(CX) Systems/Projects	0.00	16,000.00	16,000.00	26,000.00	26,000.00	0.00	62.5%
<b>TOTAL (833) Athletic Fields</b>	<b>290,234.00</b>	<b>333,979.00</b>	<b>333,979.00</b>	<b>333,779.00</b>	<b>333,779.00</b>	<b>0.00</b>	<b>-0.1%</b>

**833 - P&R ATHLETIC FIELDS MAINTENANCE BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>FTE %</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>	
1.00	Equipment Operator	B-III-7			63,839	63,839	63,839	
1.00	Grounds Specialist	B-III-7			63,839	63,839	63,839	
1.00	Driver Laborer (9 months)	B-II-7	.75		60,801	45,601	45,601	
3.00	<b>TOTAL SALARIES:</b>						173,279	173,279

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>	
	Full-time Overtime	\$50.00	380	19,000	19,000	19,000	
	Seasonal	\$13.00	3,500	45,500	45,500	45,500	
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>					64,500	64,500

**833 – ATHLETIC FIELDS MAINTENANCE**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Professional Fees and Outside Contract Services
<i>Maintenance Supplies</i>	Operating supplies – Soil Seed fertilizer, clay, paint etc.

**DEPARTMENT: PARKS AND RECREATION**  
**Budget Division: Tennis**

**Tennis:** Longshore Club Park hosts nine Har-Tru tennis courts with lights for evening play. Court reservations are available and fees apply. Additionally, 14 all-weather courts are available for open play and tennis instruction at Doubleday behind Saugatuck Elementary School, Staples High School and Town Farms.

The attendants at Longshore courts provide reservation services, court scheduling and collection of fees. In addition, the staff provides daily maintenance of the har-tru courts.

**Description of Accounts:**

Facility Maintenance	Annual contract resurfacing of courts
Maintenance Supplies	Operating materials and court supplies

**Detail Capital Operating Requests:**

\$15,000 – Crack repair for 4 tennis courts at Town Farms.

**Budget Notes:**

- Operating increase based on required fence repair at Town Farms and Longshore.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(03) EH & OT	40,011.93	37,946.00	37,946.00	37,829.00	37,829.00	0.00	-0.3%
(30) Facility Maint.	22,165.00	31,750.00	31,750.00	26,850.00	26,850.00	0.00	-15.4%
(42) Maint. Supplies	9,639.35	10,300.00	10,300.00	13,300.00	13,300.00	0.00	29.1%
(CC) Facility Improvem	0.00	0.00	0.00	15,000.00	15,000.00	0.00	0.0%
(CU) Equipment-P&R	9,000.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL (834) Tennis</b>	<b>80,816.28</b>	<b>79,996.00</b>	<b>79,996.00</b>	<b>92,979.00</b>	<b>92,979.00</b>	<b>0.00</b>	<b>16.2%</b>

834 - P&R TENNIS BUDGET 2015-2016

EXTRA HELP & OVERTIME

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2014-15 Salaries	2015-16 Salary Totals
	Supervisor		\$22.50	1,147	25,808	25,808	25,808
	Attendants		\$9.75	1,698	16,556	16,673	16,557
	Longevity		\$0.50	2,830	1,415	1,415	1,415
	Attrition					(5,950)	(5,950)
TOTAL EXTRA HELP & OVERTIME:						37,946	37,829

834 – TENNIS

<u>Account</u>	<u>Description</u>
<i>Facility Maintenance</i>	Annual contract resurfacing of courts
<i>Maintenance Supplies</i>	Operating materials and court supplies

**DEPARTMENT: PARKS AND RECREATION**  
**Budget Division: Skate Park**

**Skating:** The Compo Beach In-Line / Skateboard Skate Park and Roller Hockey Center is an area developed to provide a safe and enjoyable area for skaters of all ages. As an alternative to street skating, this skating facility offers rails, ramps, and two half pipes for enthusiastic skaters as well as a blacktop area for those looking to skate safely, play hockey, or begin to learn the sport. The area is completely supervised and maintained and offers different programs throughout the season, and is open from April to October.

The staff provides supervision of Compo Skate Park, maintenance of the skate park equipment.

**Description of Accounts:**

Facility Maintenance            Maintenance materials and supplies

**Detail Capital Operating Requests:**

None

**Budget Notes:**

Eliminate Director Position from the EH&OT budget line. Supervision of Skate Park staff transferred to the Guest Services beach supervisor.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(03) EH & OT	20,477.72	25,982.00	25,982.00	16,800.00	16,800.00	0.00	-35.3%
(14) Uniform Allowance	108.00	500.00	500.00	500.00	500.00	0.00	0.0%
(30) Facility Maint.	5,977.76	6,000.00	6,000.00	8,000.00	8,000.00	0.00	33.3%
<b>TOTAL (835) Skating</b>	<b>26,563.48</b>	<b>32,482.00</b>	<b>32,482.00</b>	<b>25,300.00</b>	<b>25,300.00</b>	<b>0.00</b>	<b>-22.1%</b>



**835 - P&R SKATING BUDGET 2015-2016**

**SALARIES**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 Salary Rate</b>	<b>2014-15 Salaries</b>	<b>2015-16 Salary Totals</b>
	Supervisor				0	11,883	0
	Attendants		\$10.00	707	7,070	6,790	7,070
	Skate Camp			560	11,060	8,950	11,060
	Longevity		\$0.50	1,267	634	929	634
	Attrition					(2,570)	(1,964)
<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>						<b>25,982</b>	<b>16,800</b>

**835 – SKATING**

<u>Account</u>	<u>Description</u>
<i>Facility Maintenance</i>	Maintenance materials and supplies

**DEPARTMENT: PARKS AND RECREATION**

**Budget Division: Beach and Pool**

**Beach and Pool:** This budget provides lifeguard services for Compo Beach, Burying Hill Beach and Longshore Pool and for the Community Swim Program at Staples High School. Additionally, it provides for the maintenance of the Longshore pool facilities and the annual regrading of Compo Beach, Burying Hill Beach and Old Mill Beach.

Beach lifeguard services are provided from Memorial Day to Labor Day, 10 a.m. to 6 p.m. (except as posted).

The Longshore Pool complex offers handicap accessible locker rooms with showers, family bathrooms, and a full service concession stand with outdoor seating and picnic tables. The Longshore Pool complex consists of two swimming pools and a wading pool. Pool hours vary with mid summer hours for lifeguard staff from 8 am to 8 pm. The staff is also responsible for seasonal opening and closing of the pools, daily maintenance of the pools and pool access administration.

In addition, the staff provides First Aid for guests, litter patrol, maintenance of radio communication with guest services and the marina police.

All staff certified in Life Saving, CPR and First Aid. In-Service training is provided by senior staff on an ongoing basis throughout the season.

**Description of Accounts:**

Contract Services	Annual Beach Regrading
Employee Medical	Required Hepatitis Vaccinations and Blood Borne Pathogens Education
Facility Maintenance	Contract services to open and close pool
Maintenance Supplies	Operating Supplies and Pool Chemical Supplies

**Detail Capital Operating Requests:**

\$1,800	Replacement of AED
\$1,500	Replacement of a rescue board
\$1,275	Replacement of pool deck lighting

**Budget Notes:**

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(03) EH & OT	188,436.81	195,337.00	195,337.00	198,439.00	198,439.00	0.00	1.6%
(14) Uniform Allowance	3,372.20	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
(19) Contract Services	25,921.00	24,087.00	24,087.00	25,050.00	25,050.00	0.00	4.0%
(20) Employee Medical	776.26	1,750.00	1,750.00	1,750.00	1,750.00	0.00	0.0%
(30) Facility Maint.	12,399.38	12,000.00	12,000.00	15,000.00	15,000.00	0.00	25.0%
(42) Maint. Supplies	13,484.69	18,000.00	18,000.00	19,000.00	19,000.00	0.00	5.6%
(CU) Equipment-P&R	6,200.00	4,500.00	4,500.00	4,575.00	4,575.00	0.00	1.7%
<b>TOTAL (836) Beach &amp; Pool</b>	<b>250,590.34</b>	<b>260,674.00</b>	<b>260,674.00</b>	<b>268,814.00</b>	<b>268,814.00</b>	<b>0.00</b>	<b>3.1%</b>

**836 - P&R BEACH & POOL BUDGET 2015-2016**

**EXTRA HELP & OVERTIME**

<b>qty</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Hourly Rate</b>	<b>No. of Hours</b>	<b>2015-16 EH&amp;OT Rate</b>	<b>2014-15 EH&amp;OT</b>	<b>2015-16 EH&amp;OT Totals</b>
	Pool Gate		\$9.75	1,078	10,511	10,511	10,511
	Burying Hill Guards		\$11.00	1,470	16,170	16,170	16,170
	Waterfront Director		\$22.00	680	14,960	14,620	14,960
	Asst Waterfront Director		\$18.00	640	11,520	11,200	11,520
	Beach Captains		\$12.00	1,470	17,640	14,400	17,640
	Beach Lifeguards		\$10.50	5,880	61,740	58,800	61,740
	Pool Director		\$23.00	666	15,318	14,985	15,318
	Asst Pool Director		\$15.00	600	9,000	17,550	9,000
	Pool Captains		\$11.00	896	9,856	4,928	9,856
	Pool Guards		\$10.00	3,724	37,240	37,240	37,240
	Staples Pool Supervisor		\$20.00	406	8,120	8,120	8,120
	Staples Pool guards		\$11.00	406	4,466	4,466	4,466
	Longevity		\$0.50	17,916	8,958	8,884	8,958
	Attrition					(26,537)	(27,060)
<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>						<b>195,337</b>	<b>198,439</b>

**836 – BEACH AND POOL**

<u>Account</u>	<u>Description</u>
<i>Contract Services</i>	Annual Beach Regrading
<i>Employee Medical</i>	Required Hepatitis vaccinations
<i>Facility Maintenance</i>	Contract services to open and close pool
<i>Maintenance Supplies</i>	Operating Supplies and Pool Chemical Supplies
<i>P&amp;R Equipment</i>	Capital – see attached

## **DEPARTMENT: PARKS AND RECREATION**

### **Budget Division: Recreation Programs**

**Recreation Programs:** The program division plans, develops, and promotes year round recreational programs for all ages of residents in the Westport community. There are 2 full time employees and over 200 seasonal staff supporting the programs. With 61 different program offerings, and over 400 program sessions we anticipate over 10,000 program registrations. Program revenues are projected at \$1,053,261. The staff works closely with the Human Services Department in providing over \$37,000 in program financial aid to over 250 Westport residents in need.

The department administers and manages the town's youth basketball program serving over 1,600 participants and 200 volunteer coaches. Additionally the program manager functions as the youth sports administrator for community youth sports providers for 11 sports offered in the Westport community through 5 different providers, including coordination of use public facility use and educational training for more that 1,000 volunteer coaches serving some 6,000 participants annually.

The department provides and administers after school programming and vacation camps for the K-8 population and summer sports camps through use of contract vendors. The department also coordinates, administers and/or assists in many community activities such as the Memorial Day Parade and Halloween Parade.

### **Detail Capital Operating Requests:**

None

### **Budget Notes:**

1 Supervisory Employee, 1 Non-Union non supervisory employee. 2014-15 salary adjustments not included.

Significant increase in demand for Recing Crew (middle school summer camp program) resulting in increased cost to be offset by increased program registration revenues.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	125,147.50	121,703.00	124,832.00	128,548.00	128,548.00	0.00	3.0%
(03) EH & OT	688,169.43	738,339.00	738,339.00	768,030.00	768,030.00	0.00	4.0%
(14) Uniform Allowance	4,421.00	4,422.00	4,422.00	4,482.00	4,482.00	0.00	1.4%
(18) Fees & Services	30,041.59	37,090.00	37,090.00	48,438.00	48,438.00	0.00	30.6%
(41) Supplies	136,901.52	141,955.00	141,955.00	142,986.00	142,986.00	0.00	0.7%
<b>TOTAL (838) Miscellaneous Programs</b>	<b>984,681.04</b>	<b>1,043,509.00</b>	<b>1,046,638.00</b>	<b>1,092,484.00</b>	<b>1,092,484.00</b>	<b>0.00</b>	<b>4.4%</b>

838 - P&R MISCELLANEOUS PROGRAMS BUDGET 2015-2016

SALARIES

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16 Salary Rate	2014-15 Salaries	2015-16 Salary Totals
1.00	Program Manager	n/a			76,812	76,812	76,812
1.00	Program Specialist	n/a			51,736	51,736	51,736
2.00	TOTAL SALARIES:					128,548	128,548

838 - MISCELLANEOUS PROGRAMS

Recreation Program Details

PROGRAM	PARTICIPANTS	EH &		F & S	SUPPLIES	UNIFORMS	TOTAL		Program Surplus/(Subsidy)
		OT					EXPENSE	REVENUE	
Adult Programs	320	2,835	0	0	150	2,985	3,500	515	
Age Group Track	550	4,050	0	900	146	5,096	4,650	-446	
Camp Compo	825	115,933	4,200	23,465	1,110	144,708	116,200	-28,508	
Golf	164	0	7,648	650	100	8,398	13,728	5,330	
Halloween	0	0	350	350	0	700	0	-700	
Ice Skating	303	30,000	0	30,536	300	60,836	53,425	-7,411	
Karate	112	0	12,240	0	0	12,240	15,600	3,360	
Levitt Pavilion	0	0	20,000	0	0	20,000	0	-20,000	
Program Development	82	4,600	0	500	48	5,148	8,840	3,692	
RECing Crew	1205	120,120	4,000	52,665	840	177,625	192,900	15,275	
Road Runners	1411	8,668	0	585	120	9,373	15,410	6,037	
Special Needs	24	12,440	0	200	0	12,640	2,940	-9,700	
Sports Camps	728	92,966	0	200	0	93,166	188,750	95,584	
Supervision		22,500	0	0	72	22,572	24,597	2,025	
Swim Instruction	877	28,490	0	1,350	720	30,560	42,110	11,550	
Tennis Instruction	2056	132,936	0	6,210	300	139,446	146,935	7,489	
Tot'n Play	283	53,332	0	0	0	53,332	66,665	13,333	
Youth Basketball	1675	157,160	0	25,375	576	183,111	194,775	11,664	
<b>SUBTOTALS</b>	<b>10,615</b>	<b>786,030</b>	<b>48,438</b>	<b>142,986</b>	<b>4,482</b>	<b>981,936</b>	<b>1,091,025</b>	<b>109,089</b>	
Attrition		18,000				18,000			
Scholarships							37,764		
<b>TOTALS</b>	<b>10,615</b>	<b>768,030</b>	<b>48,438</b>	<b>142,986</b>	<b>4,482</b>	<b>963,936</b>	<b>1,053,261</b>	<b>89,325</b>	

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(63) Program Expenses	8,805.00	9,000.00	9,000.00	9,000.00	9,000.00	0.00	0.0%
<b>TOTAL (840) Memorial &amp; Veteran Days</b>	<b>8,805.00</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>0.0%</b>



	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(09) Pensions	9,343,703.05	9,178,257.00	9,178,257.00	9,120,000.00	9,120,000.00	0.00	-0.6%
(18) Fees & Services	325,267.48	400,000.00	400,000.00	425,000.00	425,000.00	0.00	6.3%
(63) Program Expenses	11,536.36	16,775.00	16,775.00	11,540.00	11,540.00	0.00	-31.2%
(68) OPEB	6,640,700.00	6,079,862.00	6,079,862.00	6,455,000.00	6,455,000.00	0.00	6.2%
<b>TOTAL</b>	<b>16,321,206.89</b>	<b>15,674,894.00</b>	<b>15,674,894.00</b>	<b>16,011,540.00</b>	<b>16,011,540.00</b>	<b>0.00</b>	<b>2.1%</b>
		<b>(901) Pensions</b>					

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(07) Group Insur-MED	7,701,133.00	6,891,420.00	6,891,420.00	6,891,420.00	6,891,420.00	0.00	0.0%
(08) Group Insur-LIFE	37,396.94	50,000.00	50,000.00	58,000.00	58,000.00	0.00	16.0%
(11) EmpAss'tProgram	880.00	6,500.00	6,500.00	6,500.00	6,500.00	0.00	0.0%
(12) Workers Comp.	1,214,519.00	1,300,000.00	1,300,995.00	1,365,000.00	1,365,000.00	0.00	4.9%
(13) H & H Reserve	279,289.00	280,000.00	280,000.00	300,000.00	300,000.00	0.00	7.1%
(36) Ins-Bldg & Liab	408,458.35	450,000.00	450,000.00	470,000.00	470,000.00	0.00	4.4%
(37) Ins-Auto & Liab	106,764.44	109,750.00	109,750.00	115,000.00	115,000.00	0.00	4.8%
(38) PubOfficialsLiab	78,750.00	78,750.00	78,750.00	75,000.00	75,000.00	0.00	-4.8%
(39) Surety Bonds	2,878.20	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
<b>TOTAL</b>	<b>9,830,068.93</b>	<b>9,171,420.00</b>	<b>9,172,415.00</b>	<b>9,285,920.00</b>	<b>9,285,920.00</b>	<b>0.00</b>	<b>1.2%</b>

(902) Insurance

**Town of Westport  
2015 Projection**

Fiscal Year	2012	2013	2014	2014	2015
	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Updated Lockton Projection *</i>	<i>Projected *</i>
<b><u>Paid Claims</u></b>					
Medical	\$5,693,809	\$5,470,947	\$6,424,545	\$6,060,627	\$6,286,602
Rx	1,596,585	1,820,196	1,650,101	1,945,485	2,018,024
Dental	<u>315,960</u>	<u>322,439</u>	<u>326,355</u>	<u>331,817</u>	<u>353,127</u>
	\$7,606,354	\$7,613,582	\$8,401,001	\$8,337,929	\$8,657,753
<b>Change from 2014 Projected</b>				-0.8%	3.1%
<b><u>Enrollment</u></b>					
Medical	449	454	455	303	303
Dental	484	487	488	487	487
<b><u>Plan Expenses</u></b>					
Medical/Rx Admin Fees	\$76,025	\$79,214	\$79,388	\$94,633	\$91,531
Network Access Fee	240,410	248,724	248,703	251,488	264,715
Dental Admin Fees	32,176	33,369	33,438	33,369	34,363
Stop-Loss Premiums	340,144	431,046	514,059	509,033	557,378
PCORI Fee				2,154	2,196
ACA Reinsurance Fee			<u>55,656</u>	<u>57,083</u>	<u>37,498</u>
	\$688,755	\$792,353	\$931,244	\$947,761	\$987,681
<b>Town HSA Contribution</b>			\$468,000	\$286,000	\$369,000
<b>Total Self-funded Health Plan Cost</b>	\$8,295,109	\$8,405,935	\$9,800,245	\$9,571,689	\$10,014,434
<b>Change from 2014 Projected</b>				-2.3%	2.2%
<b>Oxford &amp; Anthem Insured Premiums</b>			<u>\$587,616</u>	<u>\$578,116</u>	<u>\$612,803</u>
<b>Total Health Plan Expenditures</b>			\$10,387,861	\$10,149,805	\$10,627,237
<b>Less</b>					
Migration from Maxor to HDHP			(\$400,000)	Incl in Claims	Incl in Claims
Rx Rebates			(\$108,000)	(\$108,000)	(\$108,000)
RDS Medicare Part D Rebate			(\$65,000)	(\$65,000)	(\$65,000)
Consulting fees, PBIrx Mgmt fees, audit			\$83,000	\$83,000	\$109,000
<b>Expected Health Plan Expenditures</b>			\$9,897,861	\$10,059,805	\$10,563,237
					6.7%
<b><u>Income</u></b>					
Employee Contributions			(\$440,000)	(\$440,000)	(\$777,960)
Retiree Contributions			(962,436)	(\$962,436)	(\$1,050,000)
Library Reimbursement			(365,000)	(\$365,000)	(\$339,700)
Sewer Contribution			(275,000)	(\$275,000)	(\$219,651)
RR Parking			<u>(214,000)</u>	<u>(\$214,000)</u>	<u>(\$191,500)</u>
<b>Total Income</b>			(\$2,256,436)	(\$2,256,436)	(\$2,578,811)
<b>Net Insurance Cost</b>			<b>\$7,641,425</b>	<b>\$7,803,369</b>	<b>\$7,984,426</b>
<b>Change from Prior Year</b>				2.1%	4.5%
Draw on Fund Balance			\$750,005.04	\$911,949.42	\$1,093,006.01
Net General Fund Expenditure			\$6,891,420.00	\$6,891,420.00	\$6,891,420.00
Fund Balance			\$3,226,536.96	\$3,064,592.58	\$1,971,586.57

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(05) Social Security	1,071,560.94	1,078,100.00	1,100,878.00	1,120,000.00	1,120,000.00	0.00	1.7%
<b>TOTAL</b>	<b>1,071,560.94</b>	<b>1,078,100.00</b>	<b>1,100,878.00</b>	<b>1,120,000.00</b>	<b>1,120,000.00</b>	<b>0.00</b>	<b>1.7%</b>

(903) Social Security

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(06) Unemp. Comp.	117,872.27	90,000.00	90,000.00	110,000.00	110,000.00	0.00	22.2%
<b>TOTAL</b>	<b>117,872.27</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>110,000.00</b>	<b>110,000.00</b>	<b>0.00</b>	<b>22.2%</b>
(905) Unemployment Compensation							

**Town of Westport  
Budget Request  
2015/2016**



**Earthplace**

*The Nature Discovery and  
Environmental Learning Center*

**10 Woodside Lane  
Westport, CT 06880  
203-557-4400  
[www.earthplace.org](http://www.earthplace.org)**

January 15, 2015

To: Hon. Jim Marpe, First Selectman, Town of Westport  
Gary G. Conrad, Finance Director, Town of Westport

We are very appreciative of the support Earthplace has received from the town through the years reflecting a public-private partnership that benefits and strengthens our entire community. For the 2016 fiscal year **we are requesting \$95,000** which represents **no increase** from the last two years.

### **Executive Summary**

Earthplace continues to make progress in many important ways. Last year, our financial performance exceeded our projections on the back of stronger programming, higher attendance and increased donations. We also added significant early childhood program capacity for families with working parents and new after school nature programs for school age children. This year we are on track for a 20% growth in revenues and near breakeven operating results. Our budget for the 2016 fiscal year builds on those trends aided by growth in fee-for-service revenues from our Harbor Watch program.

Earthplace completed a strategic plan in July, 2014 and we have begun implementing a road map for the future. Integral to our success will be finding ways to enhance visitor experience through nature discovery, and provide environmental learning opportunities for all age groups in our community.

**Harbor Watch:** Thanks to a public /private partnership that generated over \$100,000 in 2014, we will be able to dramatically increase our Harbor Watch lab capacity for water quality testing and greater opportunities for learning. This will allow us to expand our scientific coverage by adding nitrate testing and other variables required by new state permits. This new capability will greatly enhance our service value to Westport and neighboring towns and further our mission to improve the water quality of Long Island Sound. Harbor Watch will continue to monitor Westport waterways in 2016 (see attached report).

**Experiential Education:** The newly organized All Day Childcare and After-School Enrichment Programs, inaugurated at the request of many community members, has become an essential part of our early childhood education offering. Our curriculum has a unique, nature centered focus and registration for our K-5 program has grown exponentially year-over-year. The challenge continues to be transportation from the schools which added \$18,000 of unbudgeted expenses to our operating results this year.

**Nature Discovery:** A key issue for 2016 will be expanding scheduled nature programming to attract more visitors and revenue. The results from our extremely successful 2014 Fall Festival are very instructive: greatly enhanced attractions, paid attendance, and record crowds. Paid program attendance for elementary and middle school age youth is increasing, and hundreds of volunteers helped create an inviting new picnic area and venue for future events. We completed the restoration of our woodland pond, are finalizing plans for an observation deck and anticipate enhanced pond study programs.

**Environmental Learning:** An important component of our strategic plan was to change our organizational description to “The Nature Discovery and Environmental Learning Center.” A natural fit for our new identity is the Harbor Watch program which generates a rich trove of public data on our shared watershed. New to Earthplace last year was our adult oriented Environmental Learning Series, evening programs featuring moderated films, lectures and debates. The six programs last year attracted capacity crowds (120) on three separate occasions while covering topics from trash, hydraulic fracking, and nitrate loading in our Saugatuck River estuary. All of the programs were co-sponsored and organized with the Westport Green Task Force. We expect to continue and expand this initiative in 2015-16.

**Sustainability:** A few years ago Earthplace began an energy savings initiative by installing solar panels and improving our “envelope” with the replacement of roofing, windows and doors, all paid for out of our savings. This past year we have been working with environmental engineers to further reduce our energy use through better HVAC controls, new lighting fixtures and an expansion of our solar array, all financed by an energy loan called C-PACE. While it has been a slower process than expected, we anticipate these actions will lower our power usage by 95,000 kWh per year or a further 68%. Even if we don’t realize net savings on our energy bill and loan, we expect to enjoy many years of expense reductions related to oil consumption, HVAC maintenance and light bulb replacement. We believe that sustainable energy initiatives are an important component of our mission to promote environmental education and action, and will continue to search for better results.

## Financial Overview

### Fiscal year 2014 Results:

- 86% of Earthplace revenue went to program delivery—a four percent improvement over 2013.
- 72% of our revenues were renewable including 62% earned income.
- Audit adjustment: Earthplace changed auditors in FY 2014, a year following a change in accounting methods from a modified cash basis to an accrual basis. During the 2014 audit it was discovered that an accrual for paid time off earned by employees from January – June but not taken was not included in the prior audit. This resulted in an adjusted entry of \$24,266 as salary expense on the Revenue & Expense statement and payroll accrual on the Balance Sheet. Had this entry been included in the FY 2013 audit, this type of entry would not have impacted FY 2014 beyond a small carryover adjustment.



### **Fiscal Year 2015 Projections:**

- We anticipate our operating revenues to increase to \$2.1 million in 2015
- We are currently projecting an operating deficit of \$13,423 vs. a budgeted surplus of \$11,131 There are two primary drivers for this projected budget shortfall:
  - We anticipate Harbor Watch government grant revenue to be under budget by over \$100,000 in the 2<sup>nd</sup> half due to delayed RFP's and changes in grant scope.
  - Unbudgeted transportation and maintenance costs will contribute to an expected expense overage of \$36,000 vs budget.
- The good news for 2015 are revenue gains in other areas including contributions, fundraisers, fee for service, and tuition. Notable so far:
  - Revenues from our Fall Fundraiser and Family Fest were ahead of plan by over \$30,000. We doubled our investment in the Festival and attracted over 1,500 people to the two events. (The previous attendance record was 600 attendees early last year); plus, we charged an entry fee which more than paid for the investment in attractions.
  - Attendance in the new All day Nursery School and After School Enrichment programs was much higher than anticipated generating higher earned income and many satisfied working parents.
  - Individual contributions are running ahead of plan and year-over-year.
- Two capital projects will be completed this fiscal year, both supported by town appropriations.
  - The Woodland pond has been restored and is awaiting a new education platform planned for later this Spring. Private funds totaling \$14,800 were raised at our Fall event to ensure completion.
  - Plans for the Harbor Watch lab move are being finalized and a late Spring move is still on schedule. This \$100,000 project is supported by a split of town and private funding.

### **2016 Fiscal Year Budget:**

- We are very grateful for the support we received last year from the Selectman's office, Board of Finance and RTM. As we went through the approval process we heard many words of encouragement including ways to increase our program revenues. As mentioned above, we have begun charging small entry fees at our public events and also increased our room and outdoor space rental charges. We are encouraged by the results so far and will continue to see added revenues in 2016.
- While our federal grant revenues took a hit in 2015, we are growing our private foundation relationships and revenues. Foremost among them is a new three year engagement with Social Venture Partners of CT in support of our Harbor Watch program. We share their belief that a fee-for-service business model backed by private funding will lead to a stronger, more self-sufficient social enterprise.
- Our revenue plan calls for solidifying our growth in educational programs, increasing Nature Discovery program revenue, and focusing on fee-for-service revenues for Harbor Watch. We anticipate our grant dollars will continue to shift from public to private foundation sources.
- On the expense side, we expect modest cost increases with exception of transportation and marketing which will grow at higher rates.
- Maintaining the \$95,000 municipal budget support from Westport is a crucial component of our financial health. Earthplace has received one budget increase since 2007 (two years ago), and as a percentage of operating revenue, we are at an eight year low.

In the accompanying pages you will read a more detailed background of program results from 2015. As we continue to transform the organization, our Board and staff are guided by and committed to a new strategic plan and shared vision for Earthplace.

Included with this appropriation request are:

- A statistical review of our community engagement
- A graph of our social media and web outreach
- Harbor Watch activity and summary report
- Statement of revenues and expenses for the first six months of FY 2015 and projected year end
- Budget projection for FY 2016 and beyond
- Current Balance Sheet
- Organization chart

I look forward to answering any questions you may have, and thank you in advance for your careful consideration.

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "Tony McDowell".

Tony McDowell

Executive Director

Earthplace, the Nature Discovery Center

## **Community Engagement**

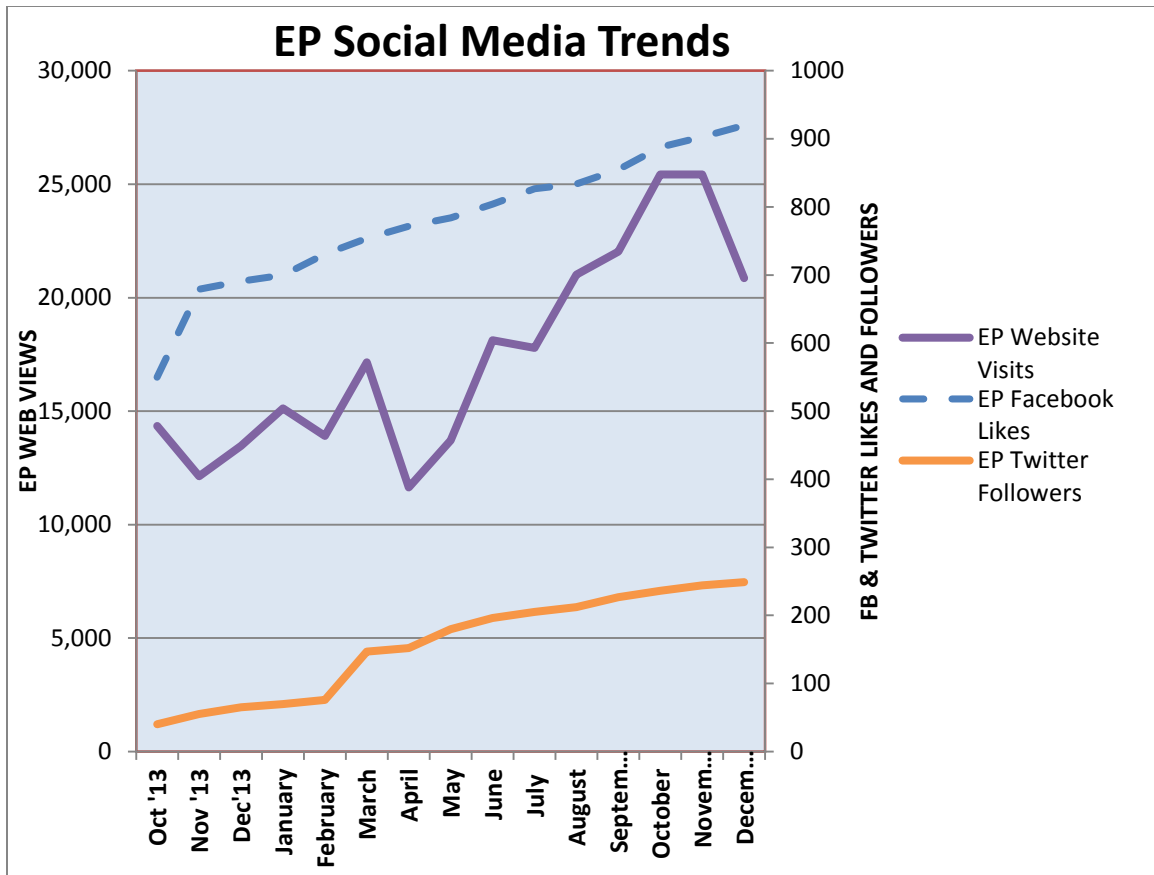
In 2014, Earthplace improved in nearly every measurement of community engagement. We saw a dramatic increase in total volunteer hours, a huge increase in public event attendance, and growth in paid programs to name a few. We also started collecting data on all program activities which will translate into better, more targeted program delivery this year. A few highlights:

### **Earthplace by the Numbers (fiscal year 2014):**

- After School Enrichment Program (K-5) average children per day: 3
- Total program events: 495
- Total Family day attendees: 1,700
- Total program participants: 10,827
- Volunteers who committed to more than one day of service: 130
- Animal Hall volunteers hours: 1,200+
- High School interns: 15
- Collaborative events with other non-profits: 15
- Member visits: 4,651
- School group visits: 18
- School children visits: 2,227

### **Earthplace by the Numbers (Last Six Months):**

- After School Enrichment Program (K-5) average children per day: 21
- Fall Festival attendees: 1500+ (first “paid” family day event)
- Story Time attendees (with live animals): 774, double last year
- Visitors for indoor animal feeding: 768, double last year
- Outdoor bird of prey feeding attendees: 386
- Nature educational birthday parties: 20



**Harbor Watch Program Report:**

The Town of Westport Conservation Department has helped support numerous water quality monitoring efforts within Westport from 2008-2014, including the following:

Saugatuck Harbor  
Saugatuck River Watershed  
Aspetuck River Watershed  
Sherwood Mill Pond Watershed  
Popular Plains Brook-a tributary of the Saugatuck River  
Indian River Watershed  
Dead Man's Brook  
Sasco Brook Watershed

Harbor Watch is an active participant of the Sasco Brook Pollution Abatement Committee (SBPAC), which meets at Earthplace and is chaired by Alicia Mozian, Director of the Westport Conservation Department.

Field measurements on dissolved oxygen (DO), conductivity (or salinity), water and air temperatures are taken at all sampling sites, and a grab water sample is collected for the analysis of indicator bacteria (fecal coliform and *Escherichia coli*). Nutrient testing is conducted periodically on the listed waterways, when problems arise and when appropriate funding is available to cover the added expense.

**Present Conditions in the Saugatuck Estuary:**

Due to point and non-point source pollution, our local estuaries exhibit stress and biological decline. HW survey data on juvenile benthic (bottom-dwelling) fish populations in the Norwalk Harbor has shown an alarming decline and in some cases disappearance of many species since the early 1990's. Although the Saugatuck Harbor is not as industrialized as the Norwalk Harbor, fisheries data surveys collected in the Saugatuck show a similar decline in numbers and species diversity. The prevailing warming climate trends may be one of the causes, but other factors include: the overuse and misuse of chemical pesticides; shoreline development in critical habitats; nutrient pollution arising from land runoff; increasing inputs of medical and pharmaceutical products entering the waterways; and biotic factors such as an over-abundance of predatory fish.

**Present Conditions of Rivers and Streams:**

Land development especially in the riparian areas of rivers and streams has a major effect on the water quality of nearby waterways. It is well established that the increase in impervious surfaces (*i.e.* paved roads, parking lots, roofs) produces a corresponding increase in precipitation runoff. Increased runoff transports pollutants off impervious surfaces into storm drains and the receiving waterways. Water quality conditions in local Westport waterways with respect to indicator bacteria levels can range widely and depends heavily on several factors: the amount of impervious surfaces; faulty or failing septic systems near waterways; and the removal or decrease of streamside riparian buffers. Nutrient pollution can also arise from the overuse of fertilizer applications, especially in sensitive areas.

In 2015-16, Harbor Watch will be in a position to better conduct testing for Nitrogen and Phosphorous forms. State and federal agencies have indicated that gathering data on phosphorous levels (the limiting nutrient in freshwater systems) will be an important part of water quality assessment in the near future. Dissolved oxygen (DO) and conductivity levels in Westport freshwater waterways are in a stable condition and meet the CT DEEP minimum criteria.

Earthplace, The Nature Discovery Center  
Statement of Revenue & Expenses  
Actual FY06/13 & 06/14; Budget, Actual, & Estimated FYE06/15

	ACTUAL FYE 06/13	ACTUAL FYE 06/14	BUDGET FYE 06/15	ACTUAL 07/01- 12/31/14	Estimated FYE 06/15
<b>REVENUE</b>					
Contributions	349,022	314,839	377,900	250,241	393,400
Grants	98,989	94,700	163,800	53,563	275,470
Museum Admission	7,515	13,806	15,000	8,583	16,000
Membership Dues	48,880	50,430	50,000	24,051	51,000
Nursery School Tuition	629,777	614,673	780,259	377,325	853,000
Summer Camp Tuition	191,848	328,631	323,900	214,306	275,000
Programs	36,228	44,508	45,500	18,580	40,000
Fee for Service	34,911	116,382	226,436	17,750	35,113
Fundraisers	128,780	74,049	93,800	62,956	123,706
Other Operating Revenue	10,242	3,975	2,000	1,262	2,000
Rental Income	13,456	47,417	47,200	23,518	47,200
Income from Investments	4,204	5,351	21,750	9,832	21,750
In-Kind Contributions	41,438	35,585	0	27,425	27,425
<b>TOTAL REVENUE</b>	<b>1,595,290</b>	<b>1,744,346</b>	<b>2,147,545</b>	<b>1,089,392</b>	<b>2,161,064</b>
<b>EXPENSES</b>					
Retail Sales	5,565	-	0	0	0
Payroll	871,762	1,120,534	1,408,808	670,734	1,416,000
Worker's Compensation	11,323	19,670	30,361	7,927	19,000
Payroll Taxes	63,288	82,030	102,356	48,335	102,800
Unemployment	26,024	15,467	20,000	-196	8,000
Employee Benefits	47,313	59,842	88,130	36,506	90,000
Background Checks	1,451	816	1,100	892	1,100
Volunteer & Related Program	1,236	1,021	1,000	523	1,000
Development & Marketing	89,957	69,964	77,755	54,821	86,800
Fundraising	9,723	17,643	40,000	8,833	30,000
Professional Fees	27,332	12,602	20,600	28,265	36,900
Administration	182,330	102,157	71,050	47,108	77,220
Dues, Licenses, Permits	44,284	42,686	39,900	21,647	41,000
Transportation & Meetings	4,066	4,057	4,290	2,067	4,290
Insurance	18,119	26,383	31,819	25,003	51,150
Occupancy	40,636	33,285	36,145	19,386	35,470
Repairs & Maintenance	116,397	107,042	97,700	53,431	105,357
Other	59,645	27,229	50,700	26,021	50,900
	22,193	17,593	14,700	9,917	17,500
<b>TOTAL EXPENSES</b>	<b>1,642,644</b>	<b>1,760,021</b>	<b>2,136,414</b>	<b>1,061,220</b>	<b>2,174,487</b>
<b>NET OPERATING REVENUE / (EXPENSE) BEFORE DEPRECIATION &amp; ACCTG METHOD ADJ</b>	<b>(47,354)</b>	<b>(15,675)</b>	<b>11,131</b>	<b>28,172</b>	<b>(13,423)</b>
Audit Adjustment - Cash to Accrual basis from prior FY		24,266			
<b>NET REVENUE/(EXPENSE) BEFORE DEPRECIATION</b>		<b>(39,941)</b>			

Earthplace, The Nature Discovery Center  
 Statement of Revenue & Expenses  
 Budgets FYE 06/16, 06/17, 06/18, 06/19, & 06/20

	BUDGET FYE 06/16	BUDGET FYE 06/17	BUDGET FYE 06/18	BUDGET FYE 06/19	BUDGET FYE 06/20
<b>REVENUE</b>					
Contributions	403,250	427,445	453,092	480,277	509,094
Grants	275,000	283,250	291,748	300,500	309,515
Museum Admission	17,000	17,340	17,687	18,041	18,401
Membership Dues	52,000	52,520	53,045	53,576	54,111
Nursery School Tuition	900,000	918,000	936,360	955,087	974,189
Summer Camp Tuition	290,000	304,500	319,725	335,711	352,497
Programs	45,000	49,500	54,450	59,895	65,885
Fee for Service	85,000	135,000	185,000	235,000	285,000
Fundraisers	130,000	136,500	143,325	150,491	158,016
Other Operating Revenue	3,000	4,000	5,000	6,000	7,000
Rental Income	48,500	49,470	50,459	51,469	52,498
Income from Investments	20,000	20,600	21,218	21,855	22,510
In-Kind Contributions	10,000	10,000	10,000	10,000	10,000
<b>TOTAL REVENUE</b>	<b>2,278,750</b>	<b>2,408,125</b>	<b>2,541,109</b>	<b>2,677,901</b>	<b>2,818,716</b>
<b>EXPENSES</b>					
Retail Sales	0	0	0	0	0
Payroll	1,460,000	1,543,000	1,630,150	1,721,658	1,817,740
Worker's Compensation	21,000	21,630	22,279	22,947	23,636
Payroll Taxes	109,500	115,725	122,261	129,124	136,331
Unemployment	15,000	20,059	21,192	22,382	23,631
Employee Benefits	100,000	102,500	105,000	107,500	110,000
Background Checks	1,100	1,100	1,100	1,100	1,100
Volunteer & Related Program	1,000	1,000	1,000	1,000	1,000
Development & Marketing	75,000	77,250	79,568	81,955	84,413
Fundraising	45,000	55,000	65,000	75,000	85,000
Professional Fees	35,000	36,750	38,588	40,517	42,543
Administration	70,000	72,100	74,263	76,491	78,786
Dues, Licenses, Permits	41,000	42,230	43,497	44,802	46,146
Transportation & Meetings	4,300	4,386	4,474	4,563	4,654
Insurance	52,000	53,560	55,167	56,822	58,526
Occupancy	36,000	37,080	38,192	39,338	40,518
Repairs & Maintenance	106,000	109,180	112,455	115,829	119,304
Other	50,000	51,500	53,045	54,636	56,275
<b>TOTAL EXPENSES</b>	<b>2,240,400</b>	<b>2,363,105</b>	<b>2,486,857</b>	<b>2,615,879</b>	<b>2,750,425</b>
<b>NET OPERATING REVENUE / (EXPENSE) BEFORE DEPRECIATION</b>	<b>38,350</b>	<b>45,020</b>	<b>54,252</b>	<b>62,022</b>	<b>68,291</b>

**Earthplace, The Nature Discovery Center**  
**Balance Sheet**  
**As of December 31, 2014**

	<b>As of December 31, 2014</b>
<b>ASSETS</b>	
<u><b>Current Assets</b></u>	
Total Current Assets	\$ 1,012,246
<u><b>Fixed Assets (net of Depreciation)</b></u>	
Total Fixed Assets	\$ 2,327,997
<u><b>Other Assets</b></u>	
Museum Collections	<u>\$ 103,390</u>
<b>TOTAL ASSETS</b>	<b><u><u>\$ 3,443,633</u></u></b>
<b>LIABILITIES</b>	
<u><b>Current Liabilities</b></u>	
Total Current Liabilities	<u>\$ 392,162</u>
<b>TOTAL LIABILITIES</b>	<b>\$ 392,162</b>
<b>NET ASSETS</b>	
<u><b>Unrestricted Net Assets</b></u>	
Total Unrestricted Net Assets	\$ 2,849,823
<u><b>Temporarily Restricted Net Assets</b></u>	
Total Temp. Restricted Net Assets	\$ 137,929
<u><b>Permanently Restricted Net Assets</b></u>	
Total Perm. Restricted Net Assets	<u>\$ 63,719</u>
<b>TOTAL NET ASSETS</b>	<b>\$ 3,051,471</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u><u>\$ 3,443,633</u></u></b>

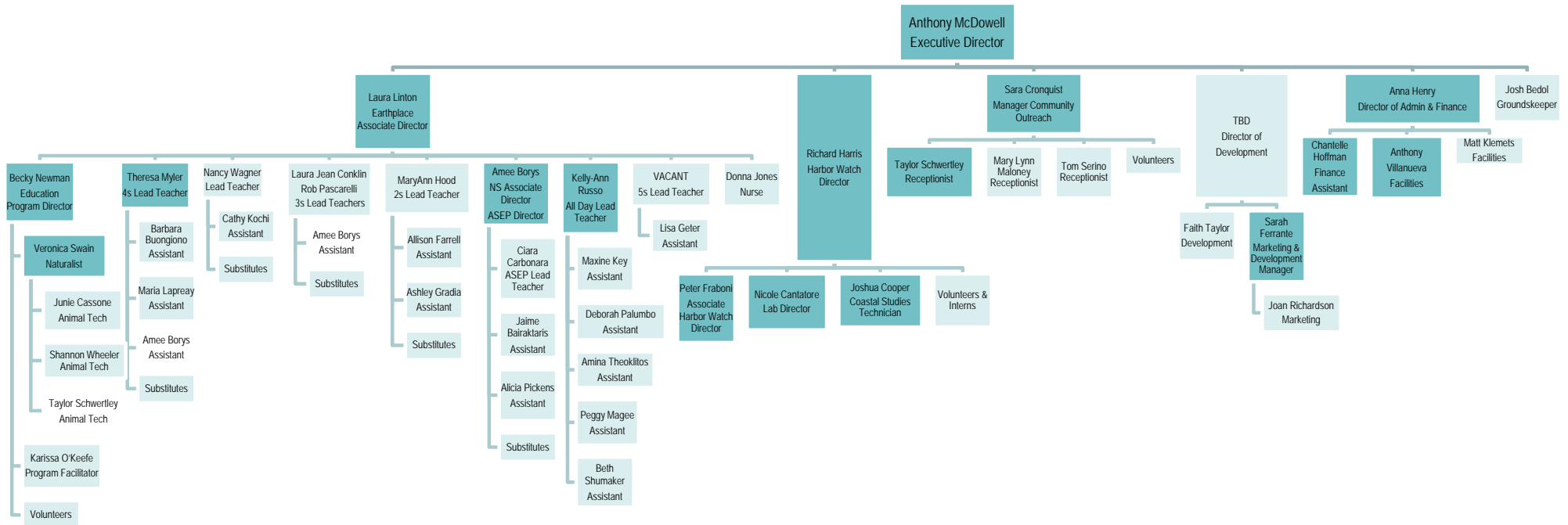




# Earthplace, The Nature Discovery Center

## Organizational Chart

12/31/14



17 Full Time Employees      29 Part Time Employees & 5 NS Subs

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(18) Fees & Services	17,709.00	18,000.00	18,000.00	18,180.00	18,180.00	0.00	1.0%
(32) Rental Property	7,500.00	7,500.00	7,500.00	7,575.00	7,575.00	0.00	1.0%
(33) Advert & Print	1,400.01	3,000.00	3,000.00	3,030.00	3,030.00	0.00	1.0%
(55) Licenses & Fees	450.00	300.00	300.00	303.00	303.00	0.00	1.0%
(60) PaymentsToAgency/	22,894.73	50,300.00	50,300.00	50,803.00	50,803.00	0.00	1.0%
(63) Program Expenses	140,066.96	10,930.00	10,930.00	11,090.00	11,090.00	0.00	1.5%
(64) Miscell. Expenses	12,073.45	15,000.00	15,000.00	15,150.00	15,150.00	0.00	1.0%
<b>TOTAL</b>	<b>202,094.15</b>	<b>105,030.00</b>	<b>105,030.00</b>	<b>106,131.00</b>	<b>106,131.00</b>	<b>0.00</b>	<b>1.0%</b>
		<b>(911) Miscellaneous</b>					

(04) Adjustment-SAL  
**TOTAL**

**(917) Reserve: Salary**

2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
<u>ACTUAL</u>	<u>ORIG BUD</u>	<u>REVISED BUD</u>	<u>DEPT RQST</u>	<u>SEL RQST</u>	<u>BOF PROP</u>	
0.00	125,000.00	0.00	129,000.00	129,000.00	0.00	0.0%
<b>0.00</b>	<b>125,000.00</b>	<b>0.00</b>	<b>129,000.00</b>	<b>129,000.00</b>	<b>0.00</b>	<b>0.0%</b>

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(16) Awards	6,105.00	7,600.00	7,600.00	7,600.00	7,600.00	0.00	0.0%
<b>TOTAL</b>	<b>6,105.00</b>	<b>7,600.00</b>	<b>7,600.00</b>	<b>7,600.00</b>	<b>7,600.00</b>	<b>0.00</b>	<b>0.0%</b>
(921) Employee Product							

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(02) Vacation Pay	0.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
<b>TOTAL</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.0%</b>

(925) Accrued Vacation

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(67) Transfer2Other Fu	383,136.00	383,136.00	383,136.00	383,136.00	383,136.00	0.00	0.0%
<b>TOTAL</b>	<b>383,136.00</b>	<b>383,136.00</b>	<b>383,136.00</b>	<b>383,136.00</b>	<b>383,136.00</b>	<b>0.00</b>	<b>0.0%</b>
(941) Transfer to Sewer							

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(67) Transfer2Other Fu	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	0.00	0.0%
<b>TOTAL</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>0.0%</b>
(942) Transfer to Other							

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	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(57) Interest	776,203.00	647,018.00	647,018.00	570,875.00	570,875.00	0.00	-11.8%
<b>TOTAL</b>	<b>776,203.00</b>	<b>647,018.00</b>	<b>647,018.00</b>	<b>570,875.00</b>	<b>570,875.00</b>	<b>0.00</b>	<b>-11.8%</b>
(951) Interest on Bond							

951 - INTEREST ON BONDS (GEN. FUND) BUDGET 2015-2016

<b>Bonds</b>	<b>2014-15 Interest</b>	<b>2015-16 Interest</b>
Interest on Outstanding Long Term Debt Obligations	647,018	570,875
<b>TOTAL OPERATING EXPENSES</b>	<b>647,018</b>	<b>570,875</b>

(58) Fiscal Charges  
**TOTAL**

**(952) Bond Anticipation**

2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
<u>ACTUAL</u>	<u>ORIG BUD</u>	<u>REVISED BUD</u>	<u>DEPT RQST</u>	<u>SEL RQST</u>	<u>BOF PROP</u>	
84,000.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>84,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(56) Principal	1,869,337.00	1,991,754.00	1,991,754.00	2,190,300.00	2,190,300.00	0.00	10.0%
<b>TOTAL</b>	<b>1,869,337.00</b>	<b>1,991,754.00</b>	<b>1,991,754.00</b>	<b>2,190,300.00</b>	<b>2,190,300.00</b>	<b>0.00</b>	<b>10.0%</b>
(953) Bond Principal Payments							

953 - BOND PRINCIPAL PAYMENTS (GEN. FUND) BUDGET 2015-2016

<b>Bonds</b>	<b>2014-15 Principal</b>	<b>2015-16 Principal</b>
Principal Payments Due on Outstanding		
Long Term Debt Obligations	1,991,754	2,190,300
<b>TOTAL OPERATING EXPENSES</b>	<b>1,991,754</b>	<b>2,190,300</b>

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**DEPARTMENT: POLICE DEPARTMENT**  
**Budget Division: Railroad Parking (219)**

**Division Overview:**

Under a lease agreement with Connecticut DOT, the Railroad Parking division is funded through user fees – specifically daily parking fees, annual parking permits and rental revenue. This division manages rail station operations at Greens Farms and Saugatuck– facilities, parking lots, and ticketing, and rail parking permits. There are 2 F/T employees - a clerk and a custodian. The remaining staff work is done by existing police department employees. Those salary allocations are reimbursed back to the Police budget as salary line offsets. In addition, Town Hall staff work allocations are made from this budget.

Most maintenance work is outsourced to outside contractors – CT DOT continues to push maintenance formerly done by them to the RR Parking Division. The ticketing system and permit issuance programs are outsourced to Complus Data Innovations, which has pushed the majority of ticket payments and permit renewals online. By the start of FY 15/16 the division expects the waitlist to be online as well. Although new and renewed permits are handled by mail from Complus, there are still many customers who prefer to receive theirs in person. The division is currently working with DPW for a cost estimate and work plan to reconstruct Saugatuck Lot #1 to correct structural deficiencies, improve drainage, and improve traffic patterns in the lot (with the potential for more spaces). Solar panels at Saugatuck Eastbound station have been producing excess energy with returns to town and lowering electric costs to division.

**Description of Accounts:**

- |                            |   |
|----------------------------|---|
| • Salaries                 | Employee salaries   |
| • EH & OT                  | OT costs for weekend custodial work (in lieu of hiring a second custodian)                                  |
| • RR Administration        | Salary allocations for various police and town hall employees doing RRP staff work                          |
| • RR Security              | Security coverage 365 days/year from 3PM to 2AM (replaces 3 F/T officers with benefits)                     |
| • RR Traffic Control       | Commuter traffic control – minus one post covered by officers working security                              |
| • Contracted Fees/Services | Includes fees to Complus, offset by revenue. Will be renegotiating fee percentage based on increased volume |
| • Facility Maintenance     | Landscape costs, parking lot cleanups, general repairs  |
| • Insurance costs          | For F/T personnel   |
| • Utilities                | Water, heat, electricity for parking lot lighting   |
| • Program Expenses         | Snow removal from lots and platforms  |

**Detail Operating Capital Requests:**

- Facility improvement funds to rebuild sidewalk on New Creek Road to comply with ADA standards, replace existing lighting with energy efficient and long lasting LED fixtures where not already completed

**Budget Notes:**

- Reimbursement to police budget adjusted to better reflect allocated workload
- Complus fees increase when revenue increases – however, new lower fees in new contract have kept those cases lower
- Full year with new tenants at both stations should be reflected in revenue

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	CHANGE
<b>Railroad Parking Fund</b>							
(01) Salaries	125,487.57	132,947.00	134,948.00	140,628.00	140,628.00	0	4.20%
(03) EH & OT	665,740.88	641,469.00	641,469.00	616,486.00	616,486.00	0	-3.90%
(05) Social Security	8,891.42	21,135.00	21,135.00	22,000.00	22,000.00	0	4.10%
(14) Uniform Allowance	467.66	650.00	650.00	650.00	650.00	0	0.00%
(18) Fees & Services	142,357.34	138,000.00	138,000.00	138,000.00	138,000.00	0	0.00%
(25) Telephone	2,925.78	9,000.00	9,000.00	9,000.00	9,000.00	0	0.00%
(29) Veh. Oper.	14,680.96	15,000.00	15,000.00	10,000.00	10,000.00	0	-33.30%
(30) Facility Maint.	52,944.98	55,000.00	55,000.00	55,000.00	55,000.00	0	0.00%
(34) Postage	5,000.00	5,000.00	5,000.00	3,000.00	3,000.00	0	-40.00%
(35) Insurance	412,760.00	412,760.00	412,760.00	412,760.00	412,760.00	0	0.00%
(41) Supplies	9,862.74	10,000.00	10,000.00	10,000.00	10,000.00	0	0.00%
(45) Heating Fuel	3,773.71	5,000.00	5,000.00	3,000.00	3,000.00	0	-40.00%
(46) Electricity	64,646.13	76,000.00	76,000.00	76,000.00	76,000.00	0	0.00%
(48) Water	5,988.39	14,000.00	14,000.00	10,000.00	10,000.00	0	-28.60%
(63) Program Expenses	191,747.50	125,000.00	125,000.00	125,000.00	125,000.00	0	0.00%
(64) Miscell. Expenses	100,349.32	120,450.00	120,450.00	120,450.00	120,450.00	0	0.00%
(CC) Facility Improvem	50,000.00	94,000.00	94,000.00	50,000.00	50,000.00	0	-46.80%
(CE) Vehicles	35,000.00	35,000.00	35,000.00	0.00	0.00	0	-100.00%
(CF) Computers	0.00	4,500.00	4,500.00	0.00	0.00	0	-100.00%
<b>TOTAL Railroad Parking Fund</b>	<b>1,892,624.38</b>	<b>1,914,911.00</b>	<b>1,916,912.00</b>	<b>1,801,974.00</b>	<b>1,801,974.00</b>	<b>0</b>	<b>-6.00%</b>



**219 - RAILROAD PARKING BUDGET 2015-16**

**SALARIES**

qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
					Salary Rate	Salaries	Salary Totals
1.00	Service Assistant I	IV-7			54,274	53,210	54,274
1.00	Custodian	I-7			57,906	56,494	57,906
	Traffic Agent		\$14.00	2,032	28,448	28,448	28,448
2.00	<b>TOTAL SALARIES:</b>					138,152	140,628

**EXTRA HELP & OVERTIME**

qty	Position	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
				EH&OT Rate	EH&OT	EH&OT Totals
	Custodian Extra Help - Weekends	\$41.76	416	17,372	17,372	17,372
	Vacation Replacement - 15 days	\$14.00	120	1,680	2,400	1,680
	Admin: Officer Pocius (100% of \$88969)			88,969	86,888	88,969
	Admin: Officer Parisi (20% of 94744)			18,949	26,766	18,949
	Admin: D/C Koskinas (70% of 145,700)			101,990	98,138	101,990
	Admin: Clerk s. Cruz (25% of 49556)			12,389	27,955	12,389
	Admin: Clerk Figueroa (50% of 54,274)			27,137	25,510	27,137
	Admin: Accts Payable (General Accounting Dept. 151)			30,000	30,000	30,000
	Admin: Capt. Arciola (20% of 132,204)			0	26,440	0
	<u>Evening Security</u>					
	Patrol Officer - 3PM-2AM		4,015	270,000	260,000	270,000
	<u>Commuter Traffic Control:</u>					
	Patrol Officer (1 AM post, 1 PM posts)		1,143	48,000	40,000	48,000
	<b>TOTAL EXTRA HELP &amp; OVERTIME:</b>				641,469	616,486

**219 - RAILROAD PARKING**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	fees to Complus for collection and software (\$137,000)
<i>Program Expense</i>	Storm Expense (\$125,000)
<i>Miscellaneous Expenses</i>	Town Hall administration , Transit Subsidy and Sales Tax (\$3,000), Refuse Collection (\$25,000)
<i>Capital Expense</i>	LED Lighting Upgrades at tunnel/ADA-compliant sidewalk at GFRR (\$50,000)

Railroad Parking Fund  
Police Department

**TOWN OF WESTPORT 2015-2016 BUDGET**

219 - RAILROAD PARKING

**Schedule of Revenues (BUDGET BASIS)**

Description	Explanation	Actual 2013/14	Projected 2014/15	Estimated 2015/16
Miscellaneous	Annual Parking Permits	1,463,510	1,250,000	1,250,000
Miscellaneous	Daily Parking Fees	597,890	617,911	504,974
Miscellaneous	Rents, etc.	64,394	45,000	45,000
Miscellaneous	Interest and Reimbursement	580	2,000	2,000
<b>TOTAL REVENUES</b>		<b>2,126,374</b>	<b>1,914,911</b>	<b>1,801,974</b>

**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: WPCF TREATMENT**

**Division Overview:** *The WPCF (Water Pollution Control Facility) Treatment Division provides for the maintenance and operation of the 3.4 Million gallon per day plant located at 8 Elaine Road. This facility receives all the effluent from the 18 pump stations located throughout the town and is responsible for treatment of such effluent consistent with state and federal permits prior to discharge to the Saugatuck River. The WPCF Treatment Division includes a staff of four reporting to the Treatment Plant Superintendent. Funding for this division is from the Sewer Fund.*

**Description of Accounts:**

<i>Salaries</i>	<i>Employee salaries includes the five individuals directly responsible for the operation of the plant and an allocation for staff time from the Tax Collectors Office</i>
<i>EH &amp; OT</i>	<i>Overtime is necessary to address regular scheduled work on weekends and holidays as well as emergency maintenance issues such as equipment malfunction</i>
<i>Uniform Allowance</i>	<i>Replacement work and safety clothes as per contract</i>
<i>Fees &amp; Services</i>	<i>Disposal of thickened sludge, permit fees and routine testing</i>
<i>Telephone</i>	<i>Annual fees</i>
<i>Veh Maint/Oper</i>	<i>Fuel costs and maintenance for the operation of the two vehicles routinely operated by plant staff</i>
<i>Facility Maint.</i>	<i>Maintenance costs for the routine repairs or replacement of pumps, motors, switches, etc at the plant</i>
<i>Rental Equip</i>	<i>Funds available for the rental of specialized equipment not owned by the Town of Westport</i>
<i>Oper. Supplies</i>	<i>Purchase of supplies used in the treatment of the effluent such as polymers, cleaning agents, lubricants, UV bulbs.</i>
<i>Heating Fuel</i>	<i>Heating oil used to heat the treatment facilities</i>
<i>Electricity</i>	<i>Electricity used on site</i>
<i>Water</i>	<i>Water used on site</i>
<i>Education &amp; Exp</i>	<i>Funds for training modules as required for maintenance of state licenses</i>

**Detail Operating Capital Requests:**

<i>Replace bio filter media</i>	<i>\$26,000</i>
<i>Replacement UV Lamps</i>	<i>\$10,000</i>

**Budget Notes:**

*The proposed budget for the WPCF Treatment Division shows a 1.2% decrease which is primarily related to a decrease in capital expenditure and a favorable sludge disposal contract.*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	PCT CHANGE
(01) Salaries	487,091.94	486,352.00	488,842.00	498,283.00	498,283.00	0.00	1.90%
(03) EH & OT	36,133.73	32,500.00	32,500.00	33,475.00	33,475.00	0.00	3.00%
(14) Uniform Allowance	3,021.36	3,200.00	3,200.00	3,200.00	3,200.00	0.00	0.00%
(18) Fees & Services	256,591.36	260,000.00	260,000.00	220,000.00	220,000.00	0.00	-15.40%
(25) Telephone	3,433.02	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00%
(27) Veh. Maint/Oper	11,762.22	10,700.00	10,700.00	10,000.00	10,000.00	0.00	-6.50%
(30) Facility Maint.	37,412.31	52,000.00	52,000.00	52,000.00	52,000.00	0.00	0.00%
(31) Rental Equip.	268.76	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00%
(43) Oper. Supplies	38,167.09	46,000.00	46,000.00	46,000.00	46,000.00	0.00	0.00%
(45) Heating Fuel	50,987.07	48,000.00	48,000.00	57,000.00	57,000.00	0.00	18.80%
(46) Electricity	249,930.86	255,000.00	255,000.00	265,000.00	265,000.00	0.00	3.90%
(48) Water	4,312.29	7,000.00	7,000.00	7,000.00	7,000.00	0.00	0.00%
(59) Education & Exp.	2,667.20	6,000.00	6,000.00	6,000.00	6,000.00	0.00	0.00%
(CT) Equipment-Sewer	19,160.92	40,000.00	40,000.00	36,000.00	36,000.00	0.00	-10.00%
<b>TOTAL (330) Sewage Treatment</b>	<b>1,200,940.13</b>	<b>1,252,752.00</b>	<b>1,255,242.00</b>	<b>1,239,958.00</b>	<b>1,239,958.00</b>	<b>0.00</b>	<b>-1.20%</b>

**330 - SEWAGE TREATMENT BUDGET 2015-2016**

**SALARIES**

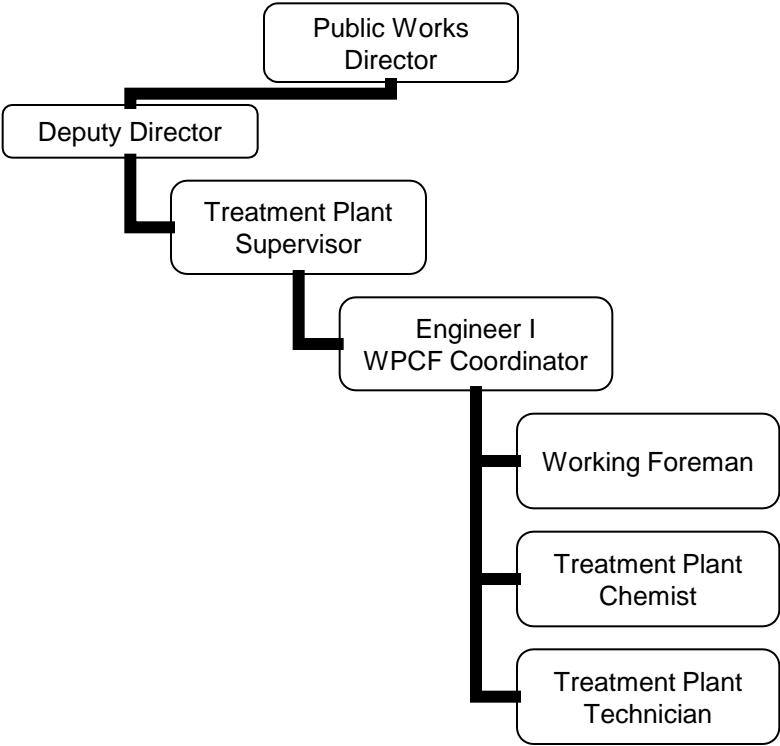
qty	Position	Grade & Step	Hourly Rate	No. of Hours	2015-16	2014-15	2015-16
					Salary Rate	Salaries	Salary Totals
1.00	Treatment Plant Supervisor	B-0-1			101,806	101,806	101,806
1.00	Engineer I	IX-7			85,442	83,767	85,442
1.00	Working Foreman	B-VI			67,939	67,939	67,939
1.00	Treatment Plant Chemist	B-IV-7			63,046	63,046	63,046
1.00	Treatment Plant Operator	B-III-7			60,050	60,050	60,050
	Sewer Billing and Collection - Tax Collector					65,000	65,000
	Sewer Accounting and Financial Reporting					55,000	55,000
5.00	<b>TOTAL SALARIES:</b>					496,608	498,283

**330 - SEWAGE TREATMENT**

<u>Account</u>	<u>Description</u>
<i>Fees &amp; Services</i>	Disposal of thickened sludge, Permit Fees, Routine Testing (\$220,000)
<i>Operating Supplies</i>	Chemicals and Lubricants (\$46,000)
<i>Capital Equipment</i>	Replace Biofilter Media - \$26,000
	Replace Ultra Violet Lamps - <u>\$10,000</u>
	Total = \$36,000

15-Jan-15

330 – SEWAGE TREATMENT  
2015/2016 Organization Chart  
2014/15: 5 Full Time / 2015/16: 5 Full Time



**DEPARTMENT: PUBLIC WORKS**  
**Budget Division: WPCF COLLECTION**

**Division Overview:** *The WPCF Collection Division is responsible for the operation and maintenance of 18 sanitary sewage pump stations, 95 miles of gravity sewer lines and 16 miles of pressure sewer. This Division has a staff of three operators who report to the WPCF Superintendent funded within the WPCF Plant Division. Support to this division is provided by the WPCF Division, as well as any of the other Public Works Divisions.*

**Description of Accounts:**

<i>Salaries</i>	<i>Employees salaries for the three operators assigned to this division</i>
<i>EH &amp; OT</i>	<i>Overtime is necessary to address emergency maintenance issues such as equipment malfunction or severe weather events.</i>
<i>Uniform Allowance</i>	<i>Replacement work and safety clothes as per contract</i>
<i>Contract Services</i>	<i>Specialized work efforts typically outside of the scope of in-house labor; such as TV inspection of sewer lines, complex electrical repairs at pump stations, cleaning of wet wells, smoke testing for leaks, etc</i>
<i>Veh. Maint/Oper</i>	<i>Fuel and maintenance for three vehicles assigned to this division</i>
<i>Facility Maint</i>	<i>Parts and labor to maintain 18 pump stations</i>
<i>Oper. Supplies</i>	<i>Primarily chemicals for odor control or lubricants for pumps and motors</i>
<i>Heating Fuel</i>	<i>Fuel oil or propane for the heating of 18 pump stations</i>
<i>Electricity</i>	<i>Electrical use at the 18 pump stations</i>
<i>Water</i>	<i>Water used at the 18 pump stations</i>

**Detail Operating Capital Requests:**

<i>Replace/upgrade Station #5 CSI Control Panel</i>	<i>\$25,000</i>
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**Budget Notes:**

*The WPCF Collection Division budget reflects an 0.7% increase due to a slight increase in electrical use.*

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	PCT CHANGE
(01) Salaries	169,506.00	171,973.00	171,973.00	174,565.00	174,565.00	0.00	1.50%
(03) EH & OT	29,992.65	31,500.00	31,500.00	32,445.00	32,445.00	0.00	3.00%
(14) Uniform Allowance	1,840.90	2,250.00	2,250.00	2,250.00	2,250.00	0.00	0.00%
(19) Contract Services	16,429.15	25,000.00	25,000.00	25,000.00	25,000.00	0.00	0.00%
(27) Veh. Maint/Oper	3,514.17	9,600.00	9,600.00	7,500.00	7,500.00	0.00	-21.90%
(30) Facility Maint.	57,426.51	65,000.00	65,000.00	65,000.00	65,000.00	0.00	0.00%
(43) Oper. Supplies	25,360.54	32,000.00	32,000.00	32,000.00	32,000.00	0.00	0.00%
(45) Heating Fuel	4,487.88	4,500.00	4,500.00	4,500.00	4,500.00	0.00	0.00%
(46) Electricity	129,411.86	135,000.00	135,000.00	142,000.00	142,000.00	0.00	5.20%
(48) Water	967.23	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00%
(CT) Equipment-Sewer	29,894.00	30,000.00	30,000.00	25,000.00	25,000.00	0.00	-16.70%
<b>TOTAL (331) Sewage Collection</b>	<b>468,830.89</b>	<b>507,823.00</b>	<b>507,823.00</b>	<b>511,260.00</b>	<b>511,260.00</b>	<b>0.00</b>	<b>0.70%</b>



**331 - SEWAGE COLLECTION BUDGET 2015-2016**

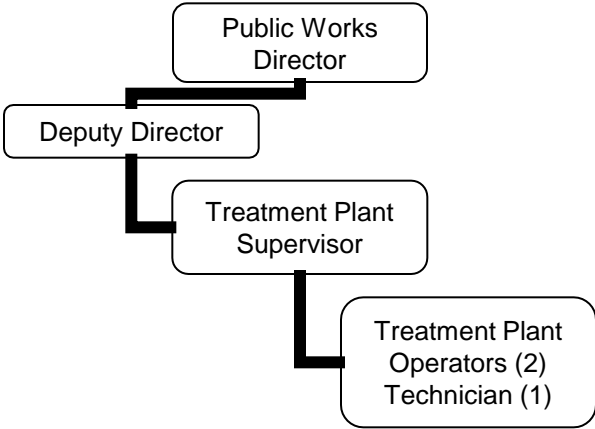
**SALARIES**

<u>qty</u>	<u>Position</u>	<u>Grade &amp; Step</u>	<u>Hourly Rate</u>	<u>No. of Hours</u>	<u>2015-16 Salary Rate</u>	<u>2014-15 Salaries</u>	<u>2015-16 Salary Totals</u>
2.00	Treatment Plant Operator	B-III-7			60,050	120,100	120,100
1.00	Treatment Plant Operator	B-II-5			54,465	51,873	54,465
3.00	<b>TOTAL SALARIES:</b>					171,973	174,565

**331 - SEWAGE COLLECTION**

<u>Account</u>	<u>Description</u>
<i>Contract Services</i>	Generator service, Alarms, Specialized services (TVing, etc), High pressure Cleaning, Truck mounted vacuum service (\$25,000)
<i>Facility Maintenance</i>	Maintenance of 18 pumping stations and sewer lines (\$65,000)
<i>Operating Supplies</i>	Odor Control chemicals, lubricants (\$32,000)
<i>Capital Equipment</i>	Upgrade Station #5 to CSI control panel - \$25,000

331 – SEWER COLLECTION  
2015/2016 Organization Chart  
2014/15: 3 Full Time / 2015/16: 3 Full Time



		2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
		ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(09) Pensions		111,320.00	111,320.00	111,320.00	116,886.00	116,886.00	0.00	5.0%
<b>TOTAL</b>	<b>(901) Pensions</b>	<b>111,320.00</b>	<b>111,320.00</b>	<b>111,320.00</b>	<b>116,886.00</b>	<b>116,886.00</b>	<b>0.00</b>	<b>5.0%</b>

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE		
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP			
(07) Group Insur-MED	255,853.92	257,000.00	257,000.00	269,850.00	269,850.00	0.00	5.0%		
(08) Group Insur-LIFE	1,500.00	1,500.00	1,500.00	1,575.00	1,575.00	0.00	5.0%		
(12) Workers Comp.	45,360.00	48,535.00	48,535.00	50,962.00	50,962.00	0.00	5.0%		
(36) Ins-Bldg & Liab	82,000.00	82,000.00	82,000.00	86,100.00	86,100.00	0.00	5.0%		
<b>TOTAL</b>		<b>(902) Insurance</b>	<b>384,713.92</b>	<b>389,035.00</b>	<b>389,035.00</b>	<b>408,487.00</b>	<b>408,487.00</b>	<b>0.00</b>	<b>5.0%</b>

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	PCT CHANGE
(57) Interest	702,606.00	633,913.00	633,913.00	586,570.00	586,570.00	0.00	-7.50%
<b>TOTAL (951) Interest on Bond</b>	<b>702,606.00</b>	<b>633,913.00</b>	<b>633,913.00</b>	<b>586,570.00</b>	<b>586,570.00</b>	<b>0.00</b>	<b>-7.50%</b>

951 - INTEREST ON BONDS (SEWER FUND) BUDGET 2015-2016

<b>Bonds Issued</b>	<b>2014-15 Interest</b>	<b>2015-16 Interest</b>
Long Term Debt Service Payment on Outstanding Debt Issues	633,913	586,570
<b>TOTAL OPERATING EXPENSES</b>	<b>633,913</b>	<b>586,570</b>

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	PCT CHANGE
(56) Principal	1,866,272.00	1,833,522.00	1,833,522.00	1,876,159.00	1,876,159.00	0.00	2.30%
<b>TOTAL (953) Bond Principal Payments</b>	<b>1,866,272.00</b>	<b>1,833,522.00</b>	<b>1,833,522.00</b>	<b>1,876,159.00</b>	<b>1,876,159.00</b>	<b>0.00</b>	<b>2.30%</b>

953 - BOND PRINCIPAL PAYMENTS (SEWER FUND) BUDGET 2015-2016

<b>Bonds</b>	<b>2014-15 Principal</b>	<b>2015-16 Principal</b>
Long Term Debt Service Principal Payments Due on Outstanding Issues	1,833,522	1,876,159
<b>TOTAL OPERATING EXPENSES</b>	<b>1,833,522</b>	<b>1,876,159</b>



## **DEPARTMENT: Wakeman Town Farm Special Revenue Fund**

**Department Services Overview:** The mission of the Wakeman Town Farm is to serve the community as an educational demonstration center for sustainable living. The farm will provide citizens with a place to experience hands-on homesteading practices, encompassing time-honored and cutting-edge methods, such as composting, succession gardening, solar and wind-power technologies. A wide array of education programs in agriculture, land stewardship and animal husbandry will serve to inspire the community to unite for the mutual benefit of a healthy environment and sustainable future.

The Special Revenue Fund will be a self-sustaining enterprise based on revenues, educational programming and contributions from the community.

### **FY 2014 -2015 Major Accomplishments:**

- Hosted town-wide events such as Earth Day, Family Fun Day, Chicken Coop Tour, and a Tree Lighting Celebration. All major events are designed to be affordable, reaching out to all segments of the community's population.
- Continued to work cooperatively with local businesses, such as Gilbertie's Nursery, Westport Farmers' Market, Sport Hill Farm, Stone Gardens Farm, Hatch and Bailey, etc. in an effort to honor our mission as well as support the local economy.
- Offered educational programs that reach a diverse audience, through gardening and homesteading workshops, after school and summer camp programs,, high school and college internships, and various school and organization field trips.
- Offered an organized Community Supported Agriculture program for the town to support local farmers and provide citizens with an opportunity to purchase fresh produce in a convenient, central location.
- Organized fundraisers, such as the Grassroots Harvest Dinner, in order to raise the necessary funds to make improvements to the grounds, programming efforts, and staff needs.
- Accomplished two specific goals of adding a greenhouse, enhancing our small livestock herd with ducks and two friendly alpacas and installing an irrigation system for the gardens. We also expect to have a new structure for our goats, sheep and alpacas installed in the next month.
- Worked with Earthplace on a number of events and are in discussions about joint programs.

### **FY 2015-2016 Service Level Goals:**

- Continue with the educational and summer camp programs that were implemented last year and focus on maximizing attendance for current programs.
- Continue developing and expanding farm programs to accommodate school field trips and organizational groups such as scouts.
- Explore expanding the adult programs with more experts like the cheese maker from our October cheese making workshop, which was very well attended.

### **Performance Measures:**

- Operating Revenues of \$118,100
- Operating Expenses of \$91,100
- Net Operating Income of \$27,000
- Projected Capital Expenditures \$24,500
- Estimated Reserves available at June 30<sup>th</sup> 2016 would be approximately \$99,528s

### **5 yr Goals:**

- Expand our programming through offering year-round events and workshops in an indoor facility that would serve as an all-season classroom and an events venue. Our program and offerings are popular, but our lack of an indoor facility and a decent infrastructure has impeded our ability to host indoor programs and classes and we are actively working to upgrade our facilities in order to grow our offerings
- Enhance the farm's programs by developing "themed" gardens that showcase the diversity of garden opportunities that the community can replicate in their own backyards.
- Continue to work with area hospitals, the Gillespie Center, Project Return and students in underprivileged areas to reach special populations through providing scholarships to attend our programs.

### **Revenue Summary:**

Over the last three years of operation we have consistently ended the year better than budget. Our programming revenues which are our bread and butter have continued to increase over the past three years however due to our space constraints we are limited in our ability to add new programs and workshops in spite of increasing demand. Additionally, this year between school trips as well as Brownie and Boy Scout Group visits we had over 800 students visit the farm. They all loved the farm but feedback indicates that we need ADA compliant bathrooms to satisfy their needs.

While our programming revenues essentially cover our operating expenses Our special events continue to increase in popularity and attendance and these fund our numerous improvements such as a state of the art greenhouse and irrigation system, a new home for our growing herd of friendly goats, sheep and Alpacas and numerous other enhancements to the property. This year our Grassroots Harvest Fest, which is our primary fundraiser, was a rousing success in spite of torrential rain (luckily we had reconfigured our tent size to accommodate chefs, seating and roaming room for cocktails, appetizers and dancing). In spite of this additional cost we netted over \$28,000, Our July Family Fun Day also contributed over \$4,000 and increased awareness with new families to the community discovering the farm. Harvest Fest and Family Fun Day are designed to generate revenue many of the other events and programs we host such as our Winter Barn Dance (held at Weston Grange as we do not have adequate indoor space), Greenday, a Chili Cook-off, a Sukkot and a Christmas tree sale and tree lighting are organized simply as community building or educational events and are not designed to generate monies for the farm. Over 200 people attended our February Barn Dance at the Weston Grange and over 350 families and children attended Family Fun Day. From information gathered at the gate we estimate that (because of an eblast sent out by Parks and Rec) approximately 60% of the attendees were summer families who live in the city or new families to the community over the past two years.

### **Budget Notes:**

Net Operating Income is conservatively expected to be \$27,000. However we have \$25,500 earmarked for capital improvements including An expanded chicken coop for our growing flock, enhancements to our children's playground, repair of the stonewall and a solar array to be placed on our new goat shed which should be installed by early Spring. This will maintain our expected cumulative surplus, which would be approximately \$87,728 plus an additional \$7,150 of donations that are held by Friends of Parks & Recreation (reflecting donations that required a 501C3) for a total surplus of \$94,878.

	2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
	ACTUAL	ORIG BUD	REVISED BUD	DEPT RQST	SEL RQST	BOF PROP	
(01) Salaries	12,210.00	11,907.00	11,907.00	12,576.00	12,576.00	0.00	5.60%
(03) EH & OT	11,579.00	16,735.00	16,735.00	23,671.00	23,671.00	0.00	41.40%
(05) Social Security	1,798.84	2,415.00	2,415.00	1,853.00	1,853.00	0.00	-23.30%
(18) Fees & Services	22,610.42	19,570.00	19,570.00	22,000.00	22,000.00	0.00	12.40%
(30) Facility Maint.	9,794.57	6,000.00	6,000.00	14,500.00	14,500.00	0.00	141.70%
(44) Utilities	4,042.77	2,625.00	2,625.00	4,500.00	4,500.00	0.00	71.40%
(46) Electricity	2,998.56	3,150.00	3,150.00	3,500.00	3,500.00	0.00	11.10%
(48) Water	253.72	1,050.00	1,050.00	2,500.00	2,500.00	0.00	138.10%
(63) Program Expenses	5,052.40	5,285.00	5,285.00	6,000.00	6,000.00	0.00	13.50%
(CB) Building Renovation	21,244.42	34,000.00	34,000.00	24,500.00	24,500.00	0.00	-27.90%
<b>TOTAL</b>	<b>91,584.70</b>	<b>102,737.00</b>	<b>102,737.00</b>	<b>115,600.00</b>	<b>115,600.00</b>	<b>0.00</b>	<b>12.50%</b>

**(215) Wakeman Farm Fund**

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(60) PaymentsToAgency/  
**TOTAL**

**(915) Transportation S**

2014	2015	2015	2016	2016	2016	SEL PREL VS. REV BUDGET PCT CHANGE
<b>ACTUAL</b>	<b>ORIG BUD</b>	<b>REVISED BUD</b>	<b>DEPT RQST</b>	<b>SEL RQST</b>	<b>BOF PROP</b>	
276,595.00	284,120.00	284,120.00	304,120.00	304,120.00	0.00	7.0%
<b>276,595.00</b>	<b>284,120.00</b>	<b>284,120.00</b>	<b>304,120.00</b>	<b>304,120.00</b>	<b>0.00</b>	<b>7.0%</b>