

Town of West Springfield



Fiscal Year 2024 Proposed Budget

William C. Reichelt
Mayor

TABLE OF CONTENTS

Mayor’s Budget Message	
Budget Recap – All Funds	1
GENERAL FUND BUDGET	2
Budget Recap – General Fund	3
Revenue Estimates	4
FY 2024 General Fund Budget Summary	14
DEPARTMENTAL BUDGETS	
Section 1: General Government	1-1
Mayor	1-3
Human Resource Department	1-6
Information Technology	1-9
Law Department	1-12
Town Clerk and Elections	1-15
Central Maintenance Department	1-18
Town Council	1-22
Section 2: Department of Municipal Finance	2-1
Accounting Division	2-3
Assessing Division	2-6
Collector/Treasurer’s Division	2-9
Section 3: Planning and Development	3-1
Planning Department	3-3
Building Department	3-6
Section 4: Public Safety	4-1
Police Department	4-3
Fire Department	4-7
Section 5: School	5-1
Section 6: Department of Public Works	6-1
Administrative	6-4
Operating Division	6-6
Flood Control Division	6-8
Snow and Ice Division	6-10
Section 7: Health and Welfare	7-1
Health Department	7-3
Veterans’ Services Department	7-6
Council on Aging	7-9
Section 8: Culture and Recreation	8-1
Library Department	8-3
Park and Recreation Department	8-6
Section 9: Municipal Debt	9-1

Section 10: Employee Benefits	10-1
Section 11: Miscellaneous	11-1
Section 12: Non-Recurring Expenditures	12-1
SECTION 13: AMBULANCE ENTERPRISE FUND BUDGET	13-1
Ambulance Enterprise Fund Budget Recap	13-3
Ambulance Enterprise Fund Operating Budget	13-4
SECTION 14: WATER ENTERPRISE FUND BUDGET	14-1
Water Enterprise Fund Budget Recap	14-3
Water Enterprise Fund Operating Budget	14-4
Water Enterprise Fund Debt Service	14-6
SECTION 15: SEWER ENTERPRISE FUND BUDGET	15-1
Sewer Enterprise Fund Budget Recap	15-3
Sewer Enterprise Fund Operating Budget	15-4
Sewer Enterprise Fund Debt Service	15-6
SECTION 16: CABLE TELEVISION PUBLIC ACCESS ENTERPRISE FUND BUDGET	16-1
Cable Television Public Access Enterprise Fund Budget Recap	16-3
Cable Television Public Access Enterprise Fund Operating Budget	16-4
SECTION 17: CAPITAL BUDGET	17-1
Capital Request Summary FY 2024	17-3
FY 2024 Mayor Recommended Capital	17-4
Capital Budget Trend Analysis	17-5
Five Year Plan	17-6
SECTION 18: REVOLVING FUNDS	18-1



Town of West Springfield

William C. Reichelt
Mayor

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1 May 2023

Edward C. Sullivan
Town Council President
Municipal Office Building
26 Central Street, Ste. 16
West Springfield, MA 01089

Re: Fiscal Year 2024 Operating Budget

President Sullivan:

Please find attached the Town's Fiscal Year 2024 (FY24) proposed budget. Our goal in creating this budget, as with all our past budgets, is to provide a quality service at an affordable price. Over the past seven years through the budget process, we have worked to identify areas to cut, while improving efficiency. We have also pursued alternative, innovative sources of new revenue, though not all have been accepted. At this time the proposed budget request includes an increase to taxes amounting to 3.5%.

In creating this budget, I asked all departments to provide me with two scenarios for discussion: level service and level service with contractual salary increases. The third scenario, a 5% cut, while not specifically requested, was discussed during budget meetings. The goal of this endeavor was to determine what is truly required to provide our community with a quality service at an affordable price.

Budget priorities continue to include investment in our schools, infrastructure, and public safety. These three areas are critical to the high quality of life experienced in our community and have suffered the most over the past three years of the pandemic. Additionally, we have made some additional investments in municipal modernization to improve our constituents' ability to access services without necessitating an in person visit.

My FY24 proposed budget is balanced, funding recurring operations through the use of recurring revenue sources. These revenue sources include: taxation, state aid, and local revenues. In an effort to protect the Town in the future, my budget request also includes funding to continue to build our reserves. I have requested an appropriation of \$500,000 to our Stabilization ("Rainy Day") Fund in order to ensure our fund balance is

Edward C. Sullivan

1 May 2023

Page 2

at least 10% of our total operating budget. In addition I have also requested an appropriation of \$250,000 to our OPEB Trust Fund.

In a continued effort to provide quality services, inclusive of adequate funding for the advancement of our schools and for public safety, it was necessary to make gains in efficiency via proper placement of personnel and sharing of resources. I continue to work closely with our department heads that provide creative ideas to enhance operations and better serve the public. Through this cooperative effort, I am able to offer a budget that continues to provide quality services to the residents and businesses of West Springfield at an affordable rate.

I look forward to working closely with the Town Council during the budget process to adopt this fiscally sound budget for the upcoming year that puts forth the best interests of the residents and businesses of the Town of West Springfield.

Please contact me at your convenience with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Reichelt', written in a cursive style.

William C. Reichelt
Mayor

Enclosures

cc: Town Council
Department Heads

**BUDGET RECAP – ALL FUNDS
FISCAL YEAR 2024**

	General Fund- Operations	Stabilization Fund	OPEB Trust Fund	Ambulance Enterprise Fund - Operations	Water Enterprise Fund - Operations	Sewer Enterprise Fund - Operations	Cable Enterprise Fund - Operations	Capital Fund
Revenues/Sources of Funds								
Property Taxes, net	\$70,679,038.00							
State Aid (Cherry Sheet), Net of Assessments	\$40,949,232.00							
Local Revenue	\$7,108,114.00							
MGM Surrounding Community Agreement	\$425,000.00							
Transfer from Enterprise Funds	\$604,727.85							
Transfer from Debt Service Stabilization Fund	\$0.00							
User Fees and Other Enterprise Revenue				\$2,229,208.90	\$5,783,342.66	\$5,871,585.02	\$154,970.56	
Free Cash	\$365,375.00	\$500,000.00	\$250,000.00					\$5,215,000.00
Water Enterprise Available Funds								\$750,000.00
Sewer Enterprise Available Funds								\$2,473,500.00
Cable Enterprise Available Funds							\$125,000.00	
<i>Total Revenue</i>	<i>\$120,131,486.85</i>	<i>\$500,000.00</i>	<i>\$250,000.00</i>	<i>\$2,229,208.90</i>	<i>\$5,783,342.66</i>	<i>\$5,871,585.02</i>	<i>\$279,970.56</i>	<i>\$8,438,500.00</i>
Expenditures/Uses of Funds								
Operating Budget	\$119,760,847.44			\$2,124,399.55	\$5,472,226.85	\$5,692,119.23	\$145,633.66	
Non-Recurring Operating Budget	\$365,375.00						\$125,000.00	
Transfer to Stabilization Fund		\$500,000.00						
Transfer to OBEB Trust Fund			\$250,000.00					
Capital Budget								\$8,438,500.00
Other Local Assessments	\$5,264.41							
Indirect Costs - Transfer to General Fund				\$104,809.35	\$311,115.81	\$179,465.79	\$9,336.90	
<i>Total Uses</i>	<i>\$120,131,486.85</i>	<i>\$500,000.00</i>	<i>\$250,000.00</i>	<i>\$2,229,208.90</i>	<i>\$5,783,342.66</i>	<i>\$5,871,585.02</i>	<i>\$279,970.56</i>	<i>\$8,438,500.00</i>
<i>Balance/Deficit</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>

GENERAL FUND

**BUDGET RECAP – GENERAL FUND
FISCAL YEAR 2024**

	FY 2023 APPROPRIATION	FY 2024 MAYOR'S RECOMMENDATION
Revenues		
<i>Property Taxes to be raised</i>	\$67,519,390.19	\$70,779,038.00
<i>New Growth</i>	\$866,154.00	\$750,000.00
<i>Total Taxes Raised</i>	<u>\$68,385,544.19</u>	<u>\$71,529,038.00</u>
<i>Overlay (Allowance for Abatements and Exemptions)</i>	<u>(\$797,773.65)</u>	<u>(\$850,000.00)</u>
Net Property Taxes	\$67,587,770.54	\$70,679,038.00
State Aid (Cherry Sheet), net	36,223,785.00	40,949,232.00
Local Revenue	6,832,320.84	7,108,114.00
MGM Surrounding Community Agreement	425,000.00	425,000.00
Transfer from Enterprise Funds	571,759.54	604,727.85
Transfer from Debt Service Stabilization Fund	400,000.00	0.00
Free Cash /Other Available Funds	1,159,900.00	365,375.00
 <i>Total Sources</i>	 \$113,200,535.92	 \$120,131,486.85
Expenditures		
Operating Budget	\$112,923,845.00	\$119,760,847.44
Non-Recurring Operating Budget	\$271,555.00	\$365,375.00
Other Local Assessments	5,135.92	5,264.41
 <i>Total Uses</i>	 \$113,200,535.92	 \$120,131,486.85
 <i>Balance/Deficit</i>	 \$0.00	 \$0.00

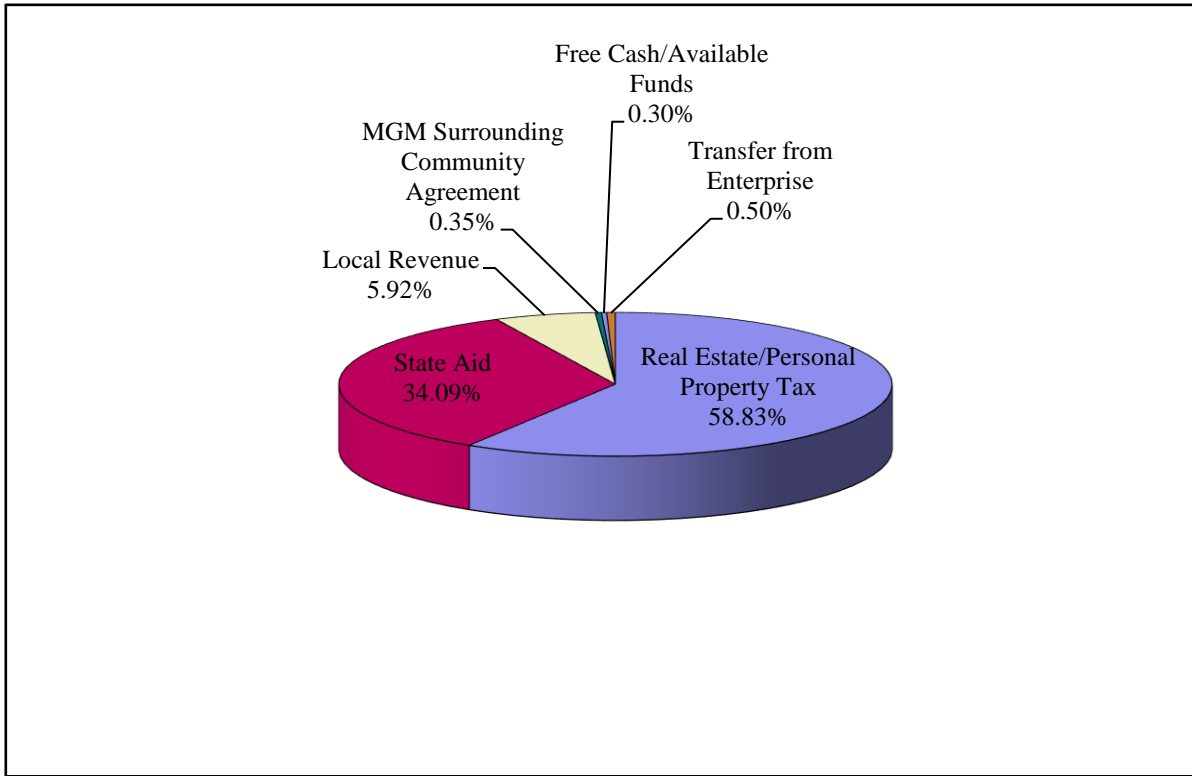
REVENUE ESTIMATES

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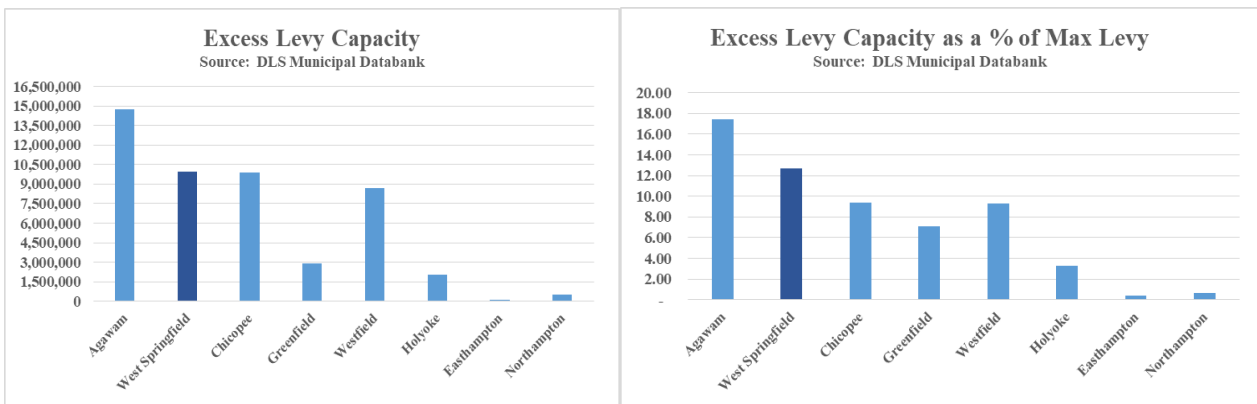
The Town has always benefited from funding the operating budget from several sources. All sources are important; however, because of the diversification of sources and the individual components that drive each source, the Town has protected itself from a dependence on any one particular source. An explanation of the funding sources is provided on the following pages.

FISCAL YEAR 2024 ESTIMATED GENERAL FUND REVENUE

Real Estate/Personal Property Tax	70,679,038.00
State Aid	40,949,232.00
Local Revenue	7,108,114.00
MGM Surrounding Community Agreement	425,000.00
Transfer from Enterprise Funds	604,727.85
Free Cash/Available Funds	365,375.00
Total Estimated Revenue	120,131,486.85



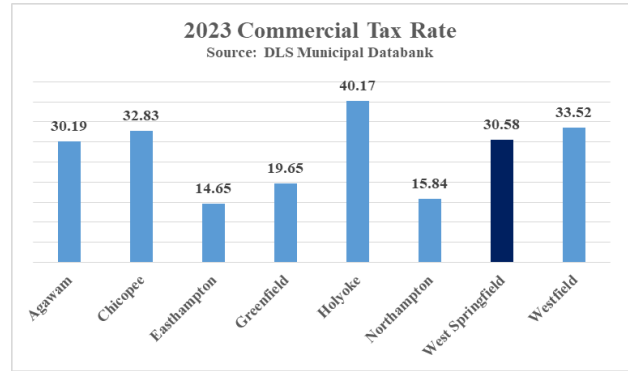
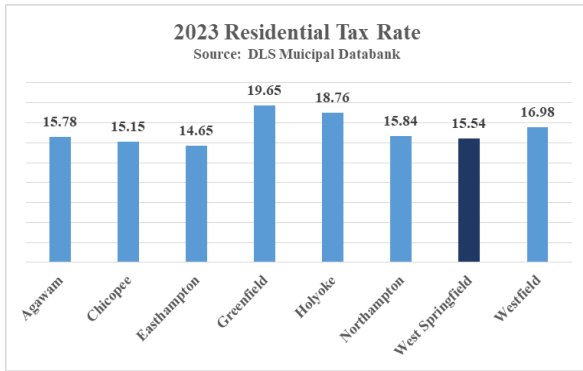
The Town of West Springfield, like most communities, derives over 50% of our revenue from taxes. The Town is able to fund the General Fund Budget through a combination of taxes, local revenue sources and State Aid. The Town has traditionally not taxed up to the full amount allowable under proposition 2 ½, resulting in excess levy (excess levy is the amount of tax that legally could have been taken under proposition 2 ½, but was not). The fiscal year 2024 budget again proposes to tax below the full amount allowable under proposition 2 ½, providing for an estimated excess levy for fiscal year 2024 of approximately \$9,500,000. The following charts examine West Springfield’s excess levy as compared to our surrounding communities for FY 2023:



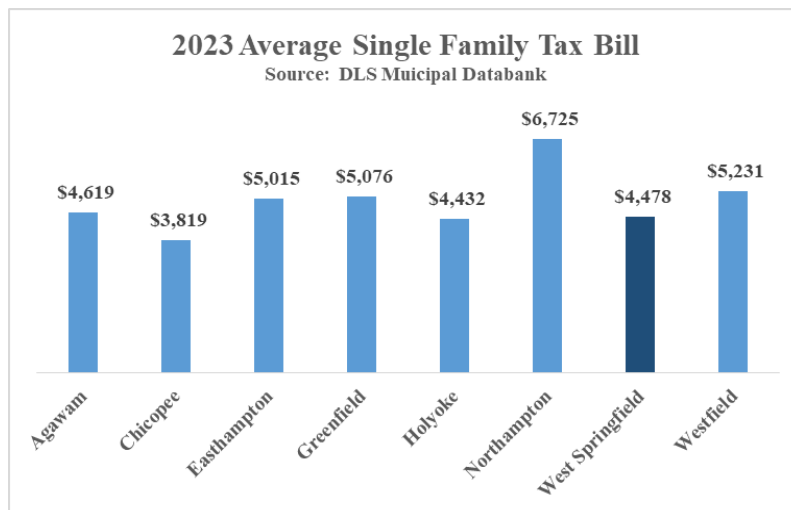
The Fiscal Year 2024 budget process presented many financial challenges. Continued rising costs for supplies and materials, as well as utilities and gasoline/diesel fuel have resulted in additional burden on departmental budgets. Additionally, health insurance costs for employees will rise again in FY 2024. The Mayor worked closely with department heads to analyze current operations and identify budget pressures that required funding to maintain essential services while eliminating programs and costs that do not serve an immediate need. Departments have again been asked to continue to provide the same quality services with less resources. West Springfield enjoyed many years with no tax increases. Particularly, taxes were not proposed to increase for the FY 2021 and FY 2022 budgets in recognition that the COVID-19 Pandemic had resulted in financial hardship for many of our taxpayers and the Mayor proposed maintaining level taxes to allow the community to recover. Budgetary pressures estimated for FY 2024 will however require an estimated increase of 3.5% to the FY 2024 tax revenue to be raised, plus new growth of \$750,000.

West Springfield annually adopts a different tax rate for residential taxpayers and CIP (commercial, industrial and personal property) taxpayers, essentially shifting a portion of the residential tax burden to the CIP properties. The shift factor voted annually may cause the residential and CIP rates to vary at a different percentage than the overall tax levy to be raised.

As we move forward, it is important to provide stability in our property taxation and to remain competitive with surrounding communities in an effort to continue to attract residential and commercial property owners and grow the property values of the Town. To that end, we will continue to seek areas for improvement in how we operate and how we may continue to reduce costs while still providing the services our taxpayers expect and deserve. The following charts examine how West Springfield's tax rates compare with our surrounding communities.



Additionally, comparison of West Springfield's Average Single Family Tax Bill to that of our surrounding communities provides for a benchmark of the cost to the average residential taxpayer in West Springfield versus our peers. The following chart provides a comparison of the FY 2023 Average Residential Tax Bills.



State Aid (Cherry Sheet)

The next largest revenue source continues to come from the State, which is estimated to provide approximately 34% of the Town’s revenue in FY 2024. State Aid is estimated at the level of the House Ways and Means FY 2024 Proposed Budget. The Budget provides for increased aid in both Chapter 70 revenue and Unrestricted General Government Aid for an overall projected increase in net State Aid of 13%. At the present time, there is no clear indication as to what our Town will receive in State Aid when a final State Budget is adopted, however we believe the House Ways and Means Budget provides for a reasonable estimate as to our final State Aid figures for FY 2024. Final Cherry Sheet figures will likely not be available until July of 2023.

State Aid is often referred to as Cherry Sheet Revenue and Assessments as it is named for the cherry-colored paper on which it was originally printed. The Cherry Sheet is the official notification from the Commissioner of Revenue of the upcoming fiscal year's state aid and assessments to cities, towns, and regional school districts.

The State in addition to providing the community with state aid also reserves or takes back part of the aid in the form of an assessment. The assessments cover our share of costs for items such as Retired Teacher’s Health Insurance and other smaller programs administered by the State. The State assessments are deducted from the payments given to us by the State. Additionally, offset items are reserved for certain programs for which the designated department can spend the money without appropriation.

Net State Aid is available to fund the General Fund budget. The chart below shows our estimated State Aid and Assessments for FY 2024:

Cherry Sheet Revenue	
Chapter 70	\$ 40,661,336
Charter Tuition Reimbursement	667,402
School Choice Receiving Tuition (Offset)	115,000
Unrestricted General Government Aid	4,218,111
Veteran’s Benefits	518,095
Exempt: Blind, Veterans and Elderly	138,078
State Owned Land	787
Public Library (Offset)	79,941
Total Revenue	\$ 46,398,750
Cherry Sheet Assessments	
Retired Teachers Health Insurance	\$ 2,265,122
Air Pollution Districts	8,041
RMV Non-renewal surcharge	28,700
P.V.T.A.	585,805
Special Education	726
School Choice Sending Tuition	391,332
Charter School Sending Tuition	1,974,851
Total State Assessments	\$ 5,254,577
Cherry Sheet Offsets	\$ 194,941
Net State Aid	\$ 40,949,232

Local Revenue

Local revenue continues to play a crucial role in the overall operations of the city. Local revenue accounts for approximately 6% of the fiscal year 2024 revenue budget or \$7,108,114. The primary local revenue source for General Fund operations is motor vehicle excise tax which is estimated to be 44% of the local revenue estimate for FY 2024. FY 2024 motor vehicle excise tax revenue is estimated at a modest increase of \$75,000 over the FY 2023 level. This is a result of actual revenue exceeding the estimate for the past several years, while still remaining conservative with our increase due to the current uncertainty of the economy.

Hotel/Motel Tax and Meals Tax represent the next largest revenue sources included in local revenue. We continue to see revenue returning to pre pandemic levels, with FY 2023 revenue trending to exceed our estimates. We have therefore estimated FY 2024 revenue at a modest increase over the FY 2023 level.

FY 2024 local revenue again includes a transfer from the Library Building fundraising account of \$150,000 to be applied to the debt service for the Library Building. The balance available in the fundraising account will provide for approximately \$150,000 per year for the remaining life of the debt.

The Town is scheduled to receive opioid abatement funds recovered from statewide opioid settlements with the funding to be directed towards substance abuse use disorder prevention, harm reduction, treatment and recovery. The estimated revenue to be received is included in the local revenue estimates and corresponding budgeted expenditures are included in the FY 2024 operating budget.

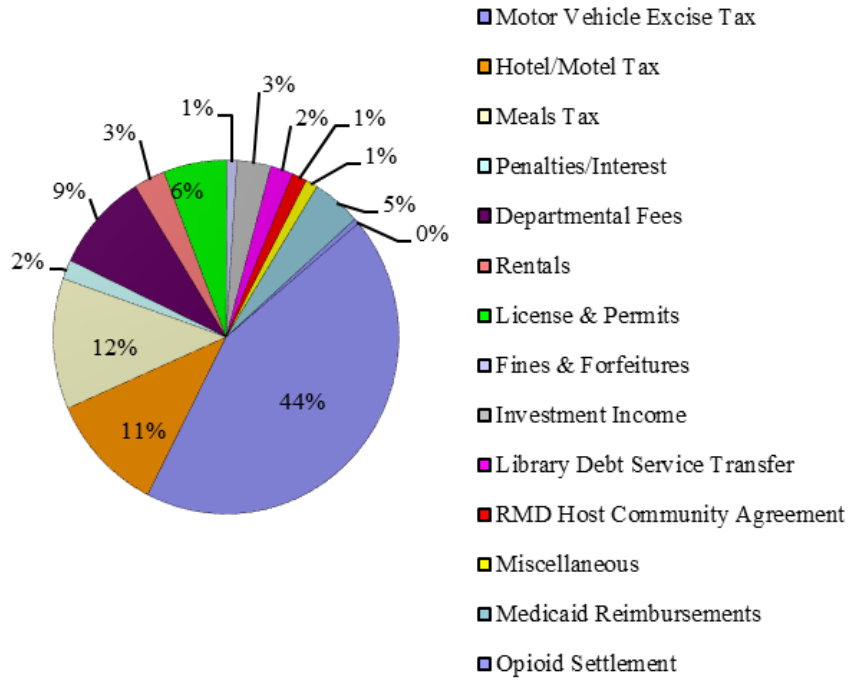
Other fees continue to be reviewed for their appropriateness and possible adjustment. Various permit and departmental fees have been reviewed and adjusted during the past few fiscal years. We will continue to review fees annually and adjust accordingly in order to recover the actual direct costs of the services provided. A combination of fee increases and adjusted estimates to more accurately reflect current revenue trend analysis, provide for increased local revenue estimates over FY 2023.

Local Revenue is estimated as follows for FY 2024:

Motor Vehicle Excise Tax	\$3,100,000.00
Hotel/Motel Tax	775,000.00
Meals Tax	850,000.00
Penalties/Interest	125,000.00
Departmental Fees	645,000.00
Rentals	209,595.00
License & Permits	420,000.00
Fines & Forfeitures	68,000.00
Investment Income	225,000.00
Library Debt Service Transfer	150,000.00
RMD Host Community Agreement	100,000.00
Miscellaneous	80,000.00
Medicaid Reimbursements	325,000.00
Opioid Settlement	35,519.00
Total Estimated Local Revenue	\$7,108,114.00

Local Revenue (Continued)

The following chart illustrates the FY 2024 estimated local revenue sources as a percentage:



Other Available Funds

MGM Surrounding Community Agreement

As required by the Town of West Springfield's Surrounding Community Agreement, West Springfield will receive \$425,000 from the MGM Casino during FY 2024. \$375,000 represents the annual payment due and will provide funding for public safety personnel. \$50,000 is to fund a "look-back study" to assess the impact of the casino to our community.

Transfer from Enterprise Funds

The Transfer from Enterprise Funds represents reimbursement to the General Fund for support services and employee benefits as related to Enterprise Fund Operations (Indirect Costs). The FY 2024 indirect costs to be reimbursed to the General Fund include \$104,809.35 from the Ambulance Enterprise Fund, \$311,115.81 from the Water Enterprise Fund, \$179,465.79 from the Sewer Enterprise Fund and \$9,336.90 from the Cable Enterprise Fund, for a total of \$604,727.85 transfer from Enterprise Funds. The indirect cost calculations for enterprise fund operations are included in the enterprise fund section of the budget book.

Reserves

Credit rating agencies look for healthy reserve balances as an indication of a communities overall fiscal health and ability to honor its debt obligations. In addition, healthy reserves provide a community the financial flexibility to manage extraordinary and unforeseen events. Reserves are comprised of Stabilization Funds and Free Cash.

Stabilization Fund

The FY 2024 budget again does not include the use of General Purpose Stabilization Funds to balance. Additionally, the FY 2024 budget includes an appropriation of \$500,000 to increase the stabilization fund, funded from free cash. It is imperative that we continue to demonstrate our commitment to build this fund balance and to comply with our stated financial policy of maintaining a reserve balance equivalent to 10% of our recurring operating budget. An appropriation of \$500,000 will ensure compliance with our financial policy. Maintaining a healthy stabilization fund balance will ensure the Town has the capacity to weather negative financial pressures in the future, such as natural disasters or diminished revenues.

Other Available Funds (Continued)

Debt Service Stabilization Fund

Several years ago as we created and funded a Debt Service Stabilization Fund in order to supplement future budgets with a transfer from this reserve to smooth the debt service increases that result from new debt issues as we await the maturity of older debt. The FY 2023 budget utilized \$400,000 of Debt Service Stabilization Funds to smooth the debt service costs that resulted from an earlier than planned debt issue in December of 2021 that allowed the town take advantage of unusually low rates in order to save on overall debt service costs in the future. The FY 2024 budget does not request funding from the Debt Service Stabilization Fund, preserving the \$693,000 balance to aid in the smoothing of debt service costs in future years. Additionally, as older debt matures in the future, we will begin to rebuild this reserve to have available funds for future debt issues.

Free Cash

The last piece in the funding for the FY 2024 budget is Free Cash. When referring to other available funds, most often this means “Free Cash”. Free Cash as a general rule should not be used as an operating revenue unless it will continue as operating revenue.

It is imperative that everyone has a clear definition on what Free Cash is. The February 1996 City & Town publication defined free cash. The definition provides a better understanding of the term. Free Cash is a community’s budgetary fund balance that is designated as unrestricted and available for appropriation. A community accumulates Free Cash when actual revenues collected are in excess of budget estimates and when expenditures and encumbrances are less than appropriations, or both.

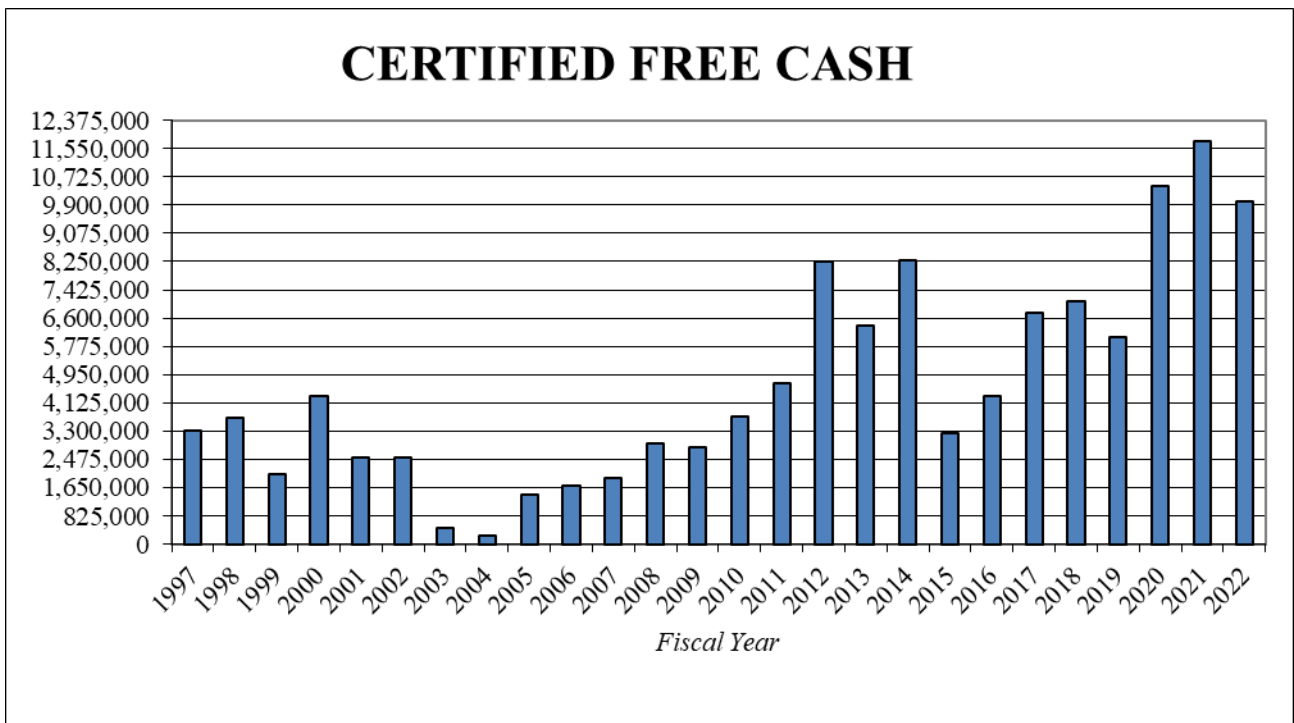
An analysis of Free Cash is performed every year upon the close of the fiscal year end at June 30th, to determine if the revenues were greater or the expenditures were less than expected. The Free Cash analysis is then certified by the Department of Revenue each fall. Further analysis reviews the likelihood of that trend to continue. Budgets are then adjusted accordingly.

Other Available Funds (Continued)

Free Cash (Continued)

The use of Free Cash must therefore be carefully planned, with recognition of the impact to future budgets if these funds are not available.

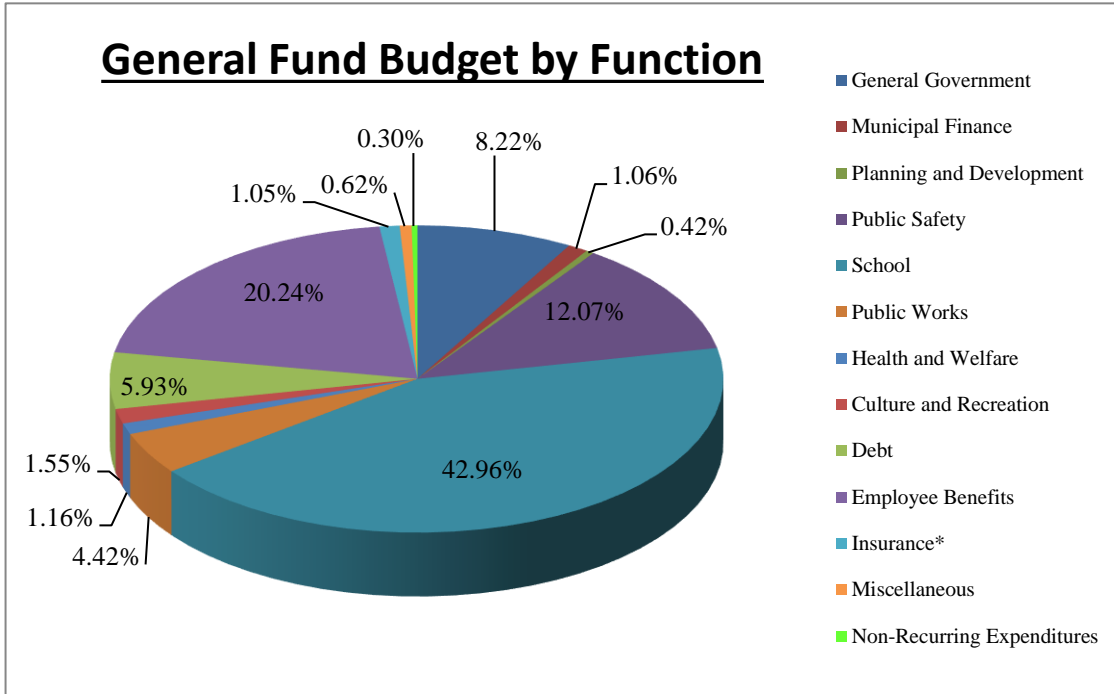
The Mayor is proposing using \$365,375 of Free Cash to fund one time nonrecurring expenditures in the FY 2024 General Fund Budget, as included on page 12-1. Additionally, Free Cash has been proposed to fund the FY 2024 Capital Budget in the amount of \$5,215,000 as well as \$500,000 to be transferred to the Stabilization Fund and \$250,000 to be transferred to the OPEB (Other Post-Employment Benefits) Trust Fund to continue to build those reserve balances. The graph below shows “Free Cash” for the past 26 years. The graph demonstrates the uncertainty and the variance in Free Cash from year to year and thus that Free Cash should not be relied upon to support operations.



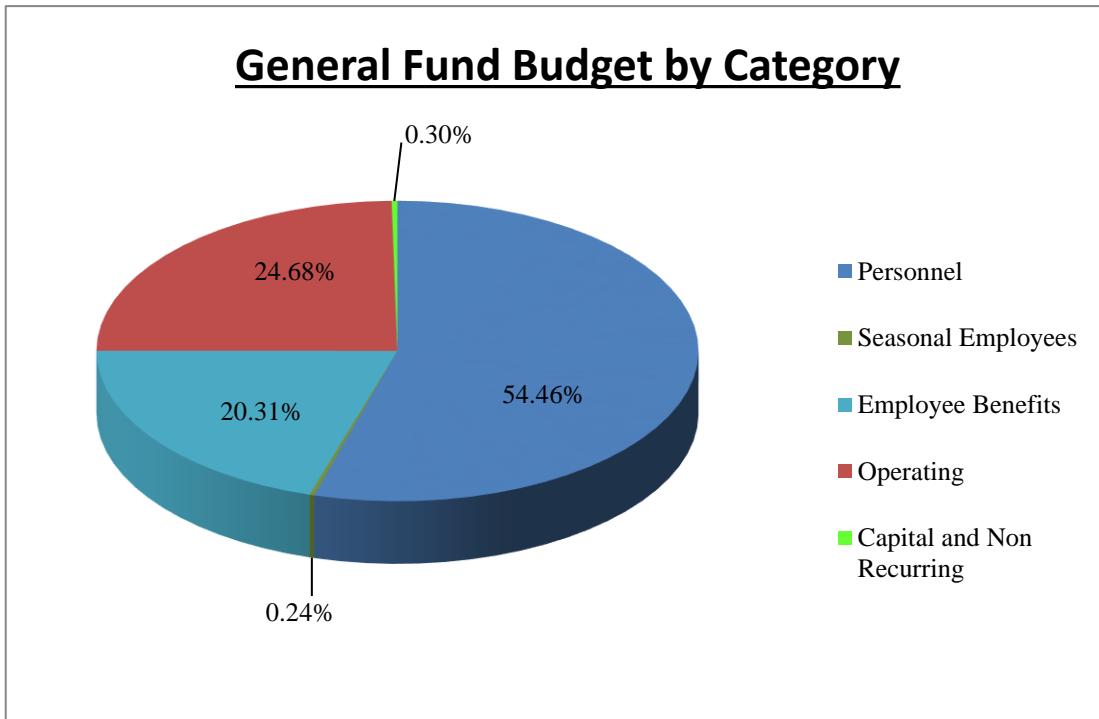
**GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2024**

	2022 EXPENDED	2023 APPROPRIATION	2024 MAYOR'S RECOMMENDATION	2024 APPROP. % CHANGE
GENERAL GOVERNMENT	9,297,678.00	10,216,737.93	11,140,064.00	9.04%
MUNICIPAL FINANCE	1,151,797.73	1,181,845.42	1,276,863.69	8.04%
PLANNING AND DEVELOPMENT	406,148.47	484,135.69	506,339.02	4.59%
PUBLIC SAFETY	13,966,765.81	14,268,128.74	15,130,606.51	6.04%
SCHOOL	46,266,449.00	48,957,193.00	51,602,073.00	5.40%
PUBLIC WORKS	4,692,833.44	5,007,594.67	5,304,408.48	5.93%
HEALTH AND WELFARE	1,099,846.52	1,407,850.30	1,387,707.54	-1.43%
CULTURE AND RECREATION	1,681,804.69	1,791,399.75	1,857,830.30	3.71%
DEBT	5,383,375.09	7,254,983.50	7,123,008.50	-1.82%
EMPLOYEE BENEFITS	19,701,711.79	21,760,938.02	23,685,324.40	8.84%
MISCELLANEOUS	226,250.24	593,037.98	746,622.00	25.90%
TOTAL GENERAL FUND - RECURRING	103,874,660.78	112,923,845.00	119,760,847.44	6.05%
GENERAL FUND - NON RECURRING	495,812.82	271,555.00	365,375.00	34.55%
TOTAL GENERAL FUND	104,370,473.60	113,195,400.00	120,126,222.44	6.12%

GENERAL FUND BUDGET SUMMARY FISCAL YEAR 2024



* Insurance includes Unemployment, Liability and Worker's Comp. Insurance



GENERAL GOVERNMENT

General Government Services account for the management of the administrative operations of the Town of West Springfield.

Departments:

Mayor

Human Resource

Information Technology

Law

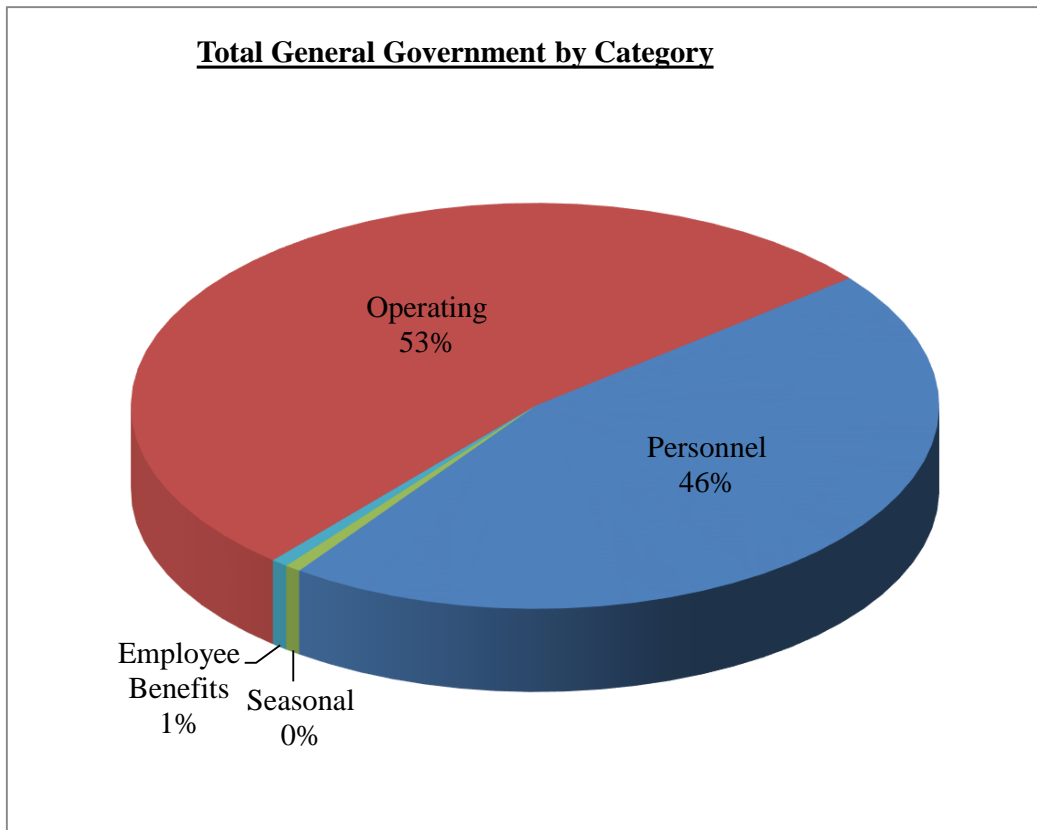
Town Clerk and Elections

Central Maintenance

Town Council

**SUMMARY
GENERAL GOVERNMENT**

<u>DEPARTMENT</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
Mayor	445,296.27	369,315.76	341,664.93	-7.49%
Human Resource	359,567.10	372,378.57	337,759.72	-9.30%
Information Technology	1,718,772.68	2,068,369.85	2,346,214.04	13.43%
Law	1,169,860.02	1,232,882.79	1,510,848.73	22.55%
Town Clerk	279,158.65	321,786.76	329,608.16	2.43%
Central Maintenance	5,147,210.15	5,583,163.37	5,979,011.12	7.09%
Town Council	177,813.13	268,840.83	294,957.30	9.71%
Total General Government	9,297,678.00	10,216,737.93	11,140,064.00	9.04%



Department Responsibilities:

The executive powers of the Town shall be vested solely in the Mayor. The Mayor shall cause the Charter, the laws, the ordinances, and other orders for the government of the Town to be enforced, and shall cause a record of all official acts of the executive branch of the Town to be kept.

The Mayor, as Chief Procurement Officer for the Town is responsible for: purchasing, renting, leasing, or otherwise acquiring all supplies and all services, for all departments and all activities of the town, including preparation and award of all contracts and all phases of contract administration.

The Mayor's office works closely with Department Heads to find efficiencies while maintaining essential services. The Mayor exercises general supervision and direction over all town agencies.

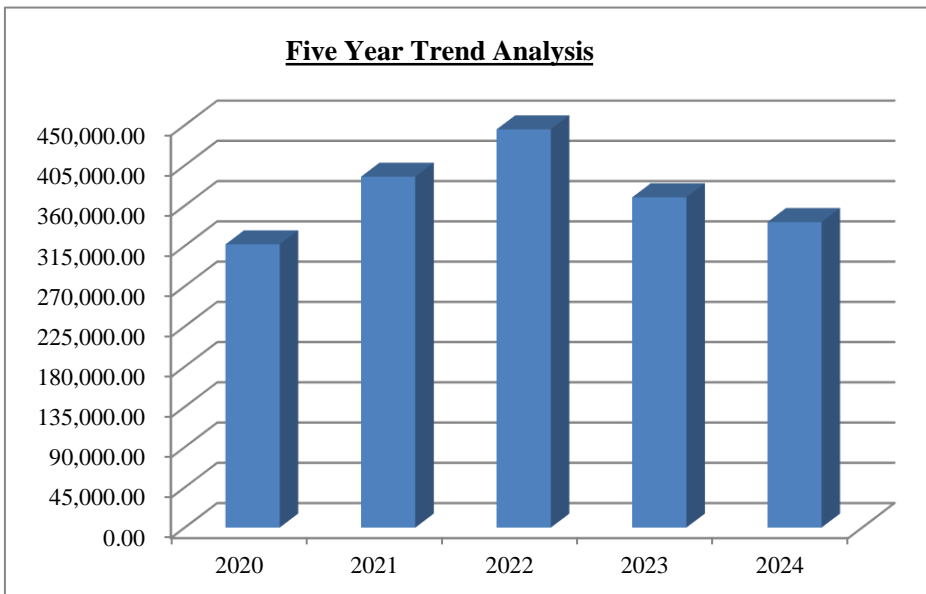
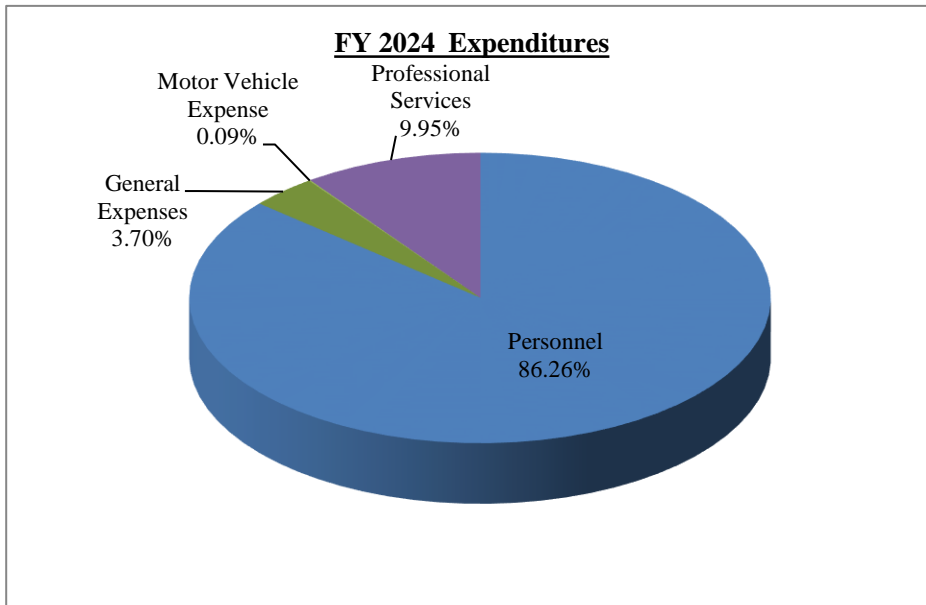
FY 2024 Budget Highlights:

The FY 2024 budget reduces funding for the Special Projects Manager. The position will be eliminated during the fiscal year, upon conclusion of Coburn School Building Project.

<u>Staffing</u>
1 Mayor
1 Chief of Operations
1 Special Projects Manager (funded part year)
1 Executive Assistant to the Mayor

**MAYOR
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	375,382.32	328,491.76	294,714.93	-10.28%
08 General Expenses	25,921.98	12,650.00	12,650.00	0.00%
11 Motor Vehicle Expense	0.00	300.00	300.00	0.00%
13 Professional Services	43,991.97	27,874.00	34,000.00	21.98%
DEPARTMENT TOTALS	445,296.27	369,315.76	341,664.93	-7.49%



**MAYOR
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Mayor	127,499.84	130,000.00	130,000.00	0.00%
Chief of Operations	64,346.29	67,708.60	71,387.07	5.43%
Diversity, Equity and Inclusion Coord.	59,246.98	0.00	0.00	0.00%
Executive Assistant to the Mayor	43,956.99	46,253.40	48,766.77	5.43%
Special Project Manager	80,332.22	84,529.76	44,561.09	-47.28%
Total Personnel Services	375,382.32	328,491.76	294,714.93	-10.28%
08 General Expenses:				
Advertising	1,926.00	500.00	500.00	0.00%
DEI Administrative Exp	7,368.00	0.00	0.00	0.00%
Printing/Forms	538.75	500.00	500.00	0.00%
Office Supplies	1,653.99	2,000.00	2,000.00	0.00%
Car Allowance	0.00	450.00	450.00	0.00%
Conferences	10,206.66	4,500.00	4,500.00	0.00%
Dues and Memberships	4,159.42	4,200.00	4,200.00	0.00%
Meeting Expense	69.16	500.00	500.00	0.00%
Total General Expenses	25,921.98	12,650.00	12,650.00	0.00%
11 Motor Vehicle Expense:				
Motor Vehicle Repair and Maintenance	0.00	300.00	300.00	0.00%
Total Motor Vehicle Expense	0.00	300.00	300.00	0.00%
13 Professional Services:				
Professional Services	43,991.97	27,874.00	34,000.00	21.98%
Total Professional Services	43,991.97	27,874.00	34,000.00	21.98%
TOTAL MAYOR	445,296.27	369,315.76	341,664.93	-7.49%

HUMAN RESOURCES DEPARTMENT

Department Responsibilities:

The Human Resources Department is responsible for developing, establishing and maintaining policies and programs that ensure the successful recruitment, employment and retention of a diverse, well qualified workforce to serve the community of West Springfield.

FY 2024 Budget Highlights:

The FY 2024 budget allows the Human Resource Department to continue to streamline and modernize procedures and process, to maintain compliance with current Federal and State employment laws and to identify and institute human resource best practices.

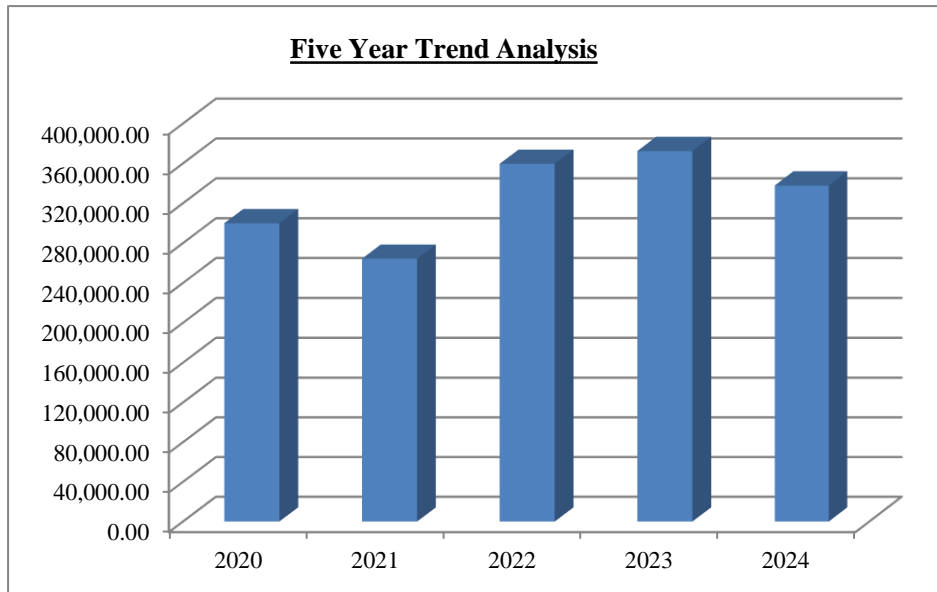
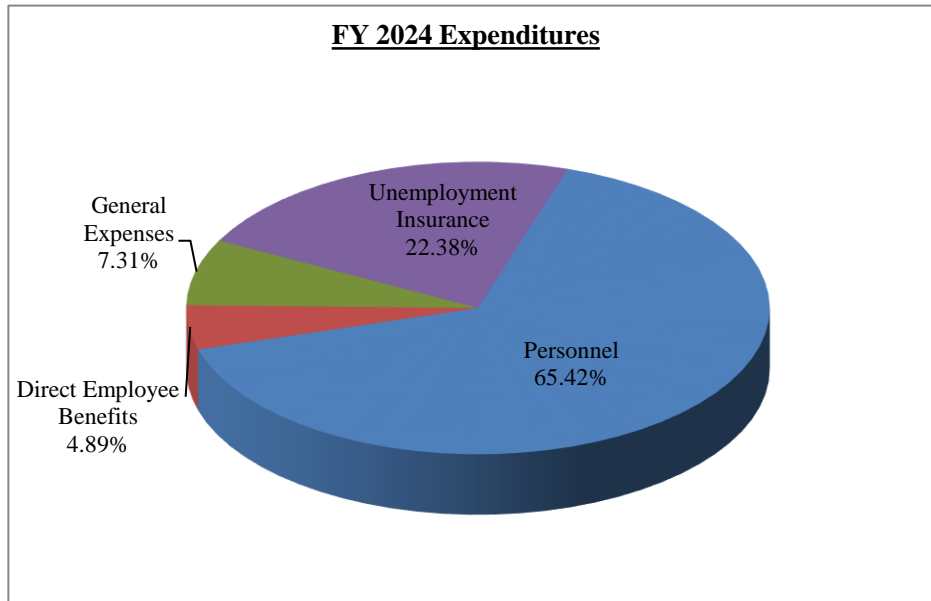
Implementation of a new Human Resource/Payroll System will be complete for the start of the fiscal year, providing modernization as well as efficiencies to the Human Resource functions. The new system will result in workflow changes and therefore the position of Human Resource Generalist/School Liaison has been eliminated as the HR focus for school employees will shift back to the school department.

Professional Services have been increased to provide for Department Head/Manager trainings.

<u>Staffing</u>
1 Human Resource Manager
1 Leave and Benefits Coordinator
1 Administrative Assistant

**HUMAN RESOURCE DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	246,137.44	262,336.00	220,959.72	-15.77%
03 Direct Employee Benefits	15,750.00	10,614.00	16,500.00	55.46%
08 General Expenses	22,079.66	23,828.57	24,700.00	3.66%
37 Unemployment Insurance	75,600.00	75,600.00	75,600.00	0.00%
DEPARTMENT TOTALS	359,567.10	372,378.57	337,759.72	-9.30%



**HUMAN RESOURCE DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Human Resource Manager	92,383.63	97,208.88	102,490.56	5.43%
Leave and Benefits Coordinator	53,260.32	57,144.88	61,435.32	7.51%
Administrative Assistant	0.00	54,898.12	57,033.84	3.89%
Human Resource Generalist	48,478.22	0.00	0.00	0.00%
Human Resource Generalist/School Liaison	52,015.27	53,084.12	0.00	-100.00%
Total Personnel Services	246,137.44	262,336.00	220,959.72	-15.77%
03 Direct Employee Benefits:				
Sick Leave Incentive - Municipal Employees	15,750.00	10,614.00	16,500.00	55.46%
Total Direct Employee Benefits	15,750.00	10,614.00	16,500.00	55.46%
08 General Expenses:				
Professional Services	9,890.00	10,000.00	13,000.00	30.00%
Advertising	727.35	225.00	225.00	0.00%
Printing/Forms	436.99	0.00	0.00	0.00%
Office Supplies	396.32	640.00	500.00	-21.88%
Schooling and Workshops	269.00	550.00	1,000.00	81.82%
Dues and Memberships	7,320.00	7,413.57	7,475.00	0.83%
Pre Employment Testing	3,040.00	5,000.00	2,500.00	-50.00%
Total General Expenses	22,079.66	23,828.57	24,700.00	3.66%
37 Unemployment Insurance:				
Fringe Benefits	75,600.00	75,600.00	75,600.00	0.00%
Total Unemployment Insurance	75,600.00	75,600.00	75,600.00	0.00%
TOTAL HUMAN RESOURCE DEPT	359,567.10	372,378.57	337,759.72	-9.30%

INFORMATION TECHNOLOGY

Department Responsibilities:

The Information Technology Department provides for the maintenance and technical support of all municipal and school technology infrastructure and telecommunication systems. The department is responsible for the security, stability and availability of the Town's information resources.

The Information Technology Department is responsible for:

- 1) Maintaining the Municipal, School and Police Network, Telephone Systems, Wide Area Network and Mobile Computing Infrastructure.
- 2) Assisting all departments with the use of their information systems and software.
- 3) Managing the budget for the purchase of upgrades to hardware and software including the replacement servers and computers.

FY 2024 Budget Highlights:

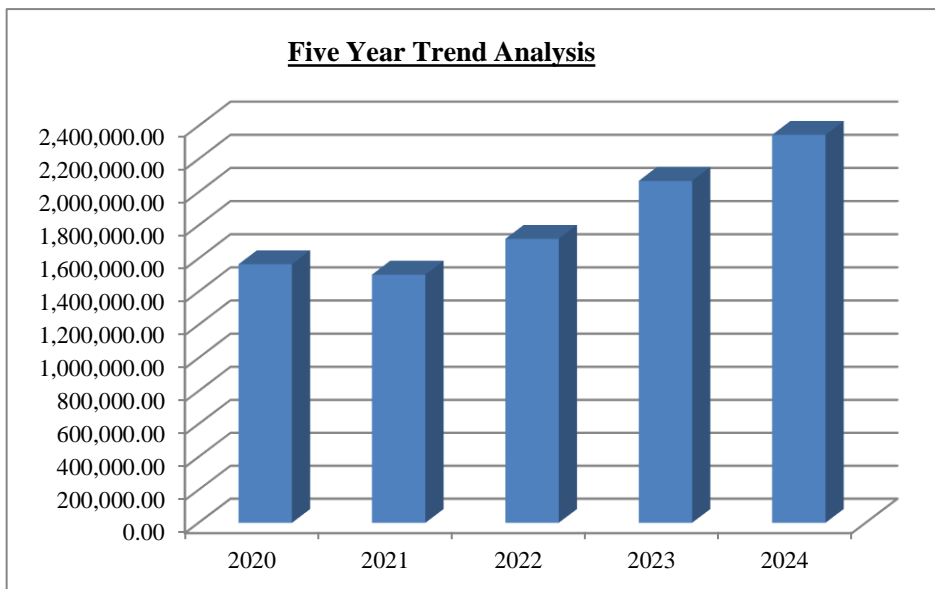
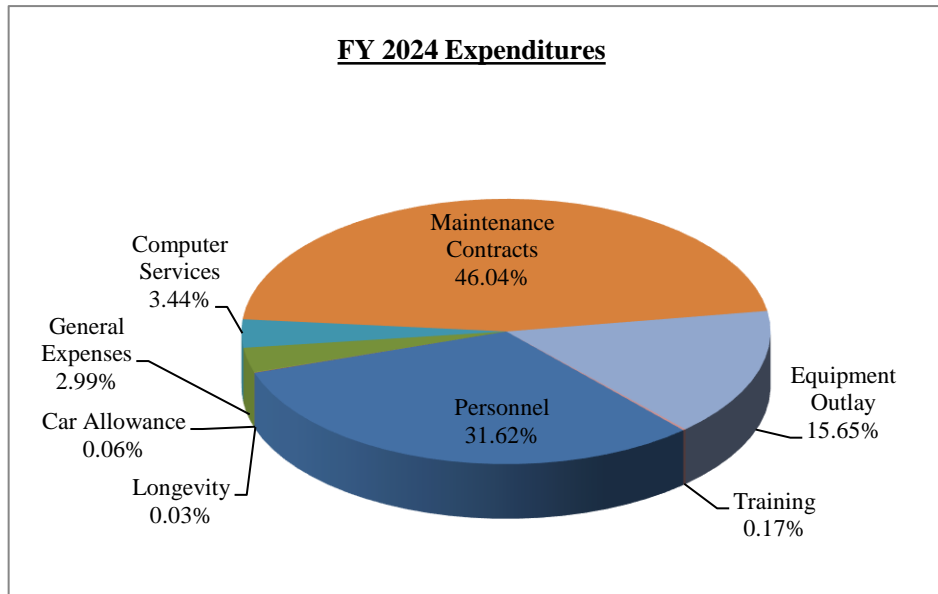
The Information Technology Department will continue working to upgrade and standardize the Town's computer equipment and network systems. The FY 2024 budget continues to fund the department's equipment replacement schedule. Increased annual maintenance costs for computer hardware and software as well as computer services are funded in the FY 2024 budget.

Staffing

- 1 Chief Technology Officer
- 1 Powerschool Data Specialist
- 1 Systems Administrator
- 1 Network Administrator
- 1 Geographic Information Systems / Application Administrator
- 1 Data Analyst
- 1 Data Systems Manager
- 4 Level Two Help Desk Technician (2.67 Information Technology Department, .33 Library Budget and 1 Cable Enterprise Fund)
- 1 Level One Help Desk Technician (Funded via school funds)

**DEPARTMENT OF INFORMATION TECHNOLOGY
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	573,699.49	687,030.34	741,940.43	7.99%
03 Longevity	600.00	600.00	750.00	25.00%
06 Car Allowance	668.29	1,500.00	1,500.00	0.00%
08 General Expenses	78,559.40	66,614.56	70,054.65	5.16%
10 Training	3,152.99	4,000.00	4,000.00	0.00%
16 Computer Services	84,378.32	87,203.31	80,669.32	-7.49%
24 Maintenance Contracts	754,201.99	907,283.64	1,080,149.64	19.05%
60 Equipment Outlay	223,512.20	314,138.00	367,150.00	16.88%
DIVISION TOTALS	1,718,772.68	2,068,369.85	2,346,214.04	13.43%



**DEPARTMENT OF INFORMATION TECHNOLOGY
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Chief Information Officer	100,415.28	105,661.21	111,402.72	5.43%
Powerschool Data Specialist	0.00	66,506.00	83,552.19	25.63%
Systems Administrator	69,261.22	74,141.11	77,620.10	4.69%
GIS Coordinator	69,630.33	74,533.86	78,033.84	4.70%
Network Administrator	75,406.92	81,066.43	84,919.21	4.75%
Data Analyst	60,264.70	59,687.49	62,385.78	4.52%
Data Systems Manager	63,048.25	71,841.39	75,744.81	5.43%
Level 2 Help Desk Technicians	132,571.46	148,592.85	158,281.78	6.52%
Overtime	3,101.33	5,000.00	10,000.00	100.00%
Total Personnel Services	573,699.49	687,030.34	741,940.43	7.99%
03 Longevity:				
Longevity	600.00	600.00	750.00	25.00%
Total Longevity	600.00	600.00	750.00	25.00%
06 Car Allowance:				
Car Allowance	668.29	1,500.00	1,500.00	0.00%
Total Car Allowance	668.29	1,500.00	1,500.00	0.00%
08 General Expenses:				
Equipment Maintenance	34,959.98	17,864.56	20,604.65	15.34%
Computer Software - Municipal	17,373.70	6,000.00	6,000.00	0.00%
Computer Software - Schools	0.00	5,000.00	5,000.00	0.00%
Computer Paper	2,312.46	2,000.00	2,000.00	0.00%
Computer Supplies - Municipal	6,734.26	17,700.00	17,700.00	0.00%
Computer Supplies - Schools	14,043.91	16,000.00	16,000.00	0.00%
Office Supplies	3,135.09	800.00	1,500.00	87.50%
Dues and Membership - Schools	0.00	1,250.00	1,250.00	0.00%
Total General Expenses	78,559.40	66,614.56	70,054.65	5.16%
10 Training:				
Staff Training	3,152.99	4,000.00	4,000.00	0.00%
Total Training	3,152.99	4,000.00	4,000.00	0.00%
16 Computer Services:				
Contract Services - Municipal	36,777.21	42,000.00	36,216.00	-13.77%
Contract Services - Schools	47,601.11	45,203.31	44,453.32	-1.66%
Total Computer Services	84,378.32	87,203.31	80,669.32	-7.49%
24 Maintenance Contracts:				
Computer Hardware - Municipal	33,761.16	41,928.00	39,245.50	-6.40%
Computer Hardware - Schools	49,606.67	53,703.90	73,867.40	37.55%
Computer Software - Municipal	372,438.14	435,773.65	490,787.13	12.62%
Computer Software - Schools	153,892.23	206,404.93	282,459.25	36.85%
Computer Internet Service - Municipal	28,008.23	29,627.16	31,404.00	6.00%
Computer Internet Service - Schools	24,341.60	54,066.00	69,714.00	28.94%
Telephone Switchboard - Municipal	56,324.58	42,660.00	46,872.20	9.87%
Telephone Switchboard - Schools	28,829.38	36,120.00	38,450.16	6.45%
Municipal Notification System	7,000.00	7,000.00	7,350.00	5.00%
Total Maintenance Contracts	754,201.99	907,283.64	1,080,149.64	19.05%
60 Equipment Outlay:				
Computer Equipment - Municipal	37,502.56	46,138.00	60,750.00	31.67%
Computer Equipment - Schools	186,009.64	268,000.00	306,400.00	14.33%
Total Equipment Outlay	223,512.20	314,138.00	367,150.00	16.88%
TOTAL INFORMATION TECHNOLOGY	1,718,772.68	2,068,369.85	2,346,214.04	13.43%

LAW DEPARTMENT

Department Responsibilities:

The Law Department, consisting of the Chief of Staff/General Counsel and the Assistant Town Attorney, acts as the legal advisor for the Mayor, Town Council, School Committee, and all departments, boards and commissions of the Town of West Springfield.

The Law Department is responsible for a wide variety of duties and essentially acts as a full-service law office. The Law Department routinely provides both formal and informal legal opinions in response to requests for advice made by various departments or Town officials. Additionally, the Law Department is responsible for reviewing all contracts and other legal documents to which the Town is a party. The Law Department also handles the prosecution and defense of suits in which the Town is named, in state and federal courts and administrative agencies, other than those covered by the Town's insurance. The Assistant Town Attorney appears at all Town Council meetings to render advice as needed and also attends meetings of the Town's various boards and commissions, as requested. The Law Department assists the Mayor in interpreting and enforcing the Home Rule Charter, the general ordinances and other laws and regulations.

The Law Department is committed to meeting the present and future legal needs of the Town of West Springfield.

FY 2024 Budget Highlights:

Under the direction of the Chief of Staff/General Counsel, the Law Department continues to handle more municipal and school legal matters, resulting in an increased workload. An Assistant Town Attorney was hired during FY 2022, and has provided support to ensure all legal matters are provided adequate attention. The FY 2023 budget eliminated the use of outside Legal/Professional Counsel and all legal work is handled in house.

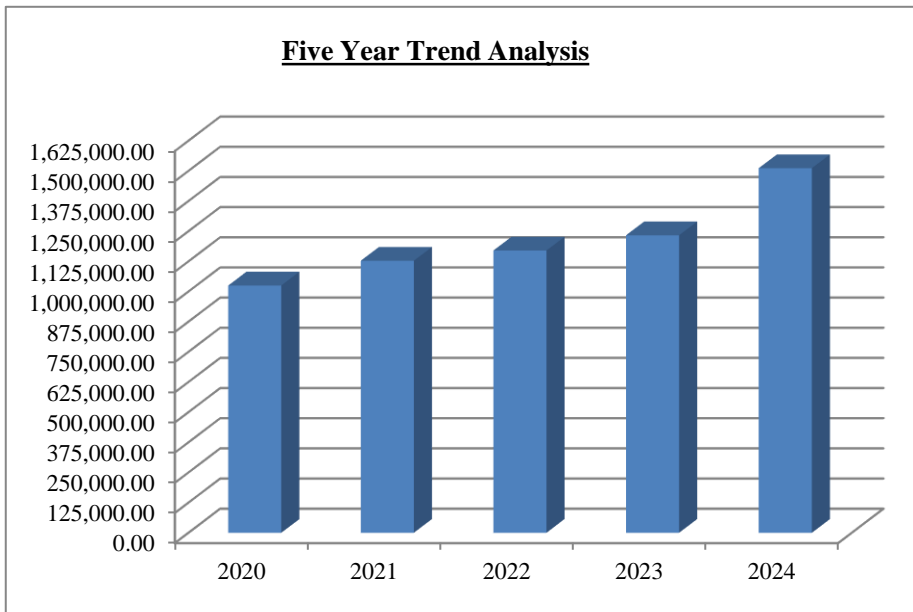
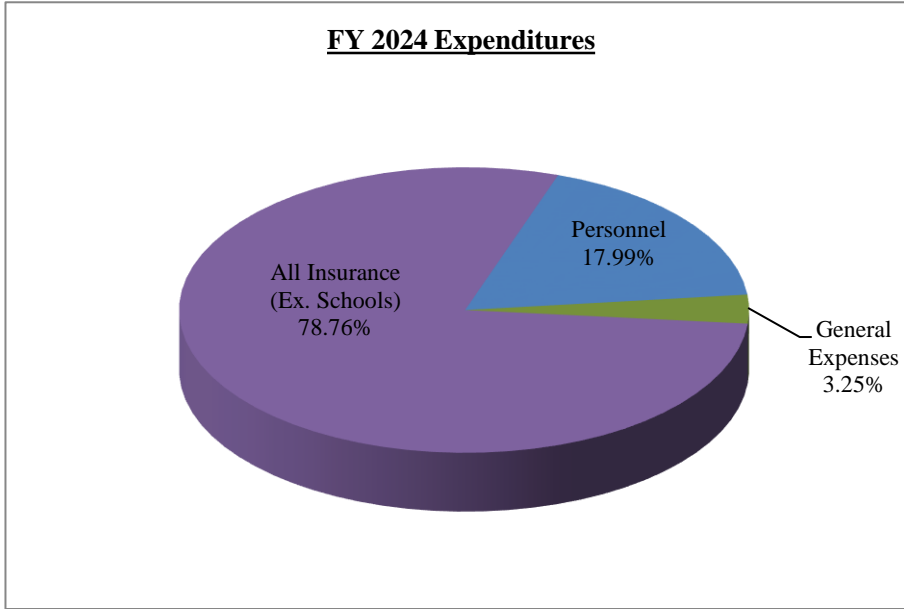
The Law Department oversees compliance with Massachusetts and Federal Procurement laws for Municipal and School Departments. A Procurement Administrator was hired during FY 2023 funded with grant funds. For FY 2024 the Procurement Administrator is funded in the operating budget.

The Town's professional/liability and worker's compensation insurance premiums are estimated to increase in FY 2024 as a result of the addition of the new Coburn School Building and overall rate increases.

<u>Staffing</u>
1 Chief of Staff/General Counsel
1 Assistant Town Attorney

**LAW DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	218,587.16	195,478.79	271,830.62	39.06%
08 General Expenses	16,650.16	23,600.00	49,115.25	108.12%
36 All Insurance (Ex. Schools)	934,622.70	1,013,804.00	1,189,902.86	17.37%
DEPARTMENT TOTALS	1,169,860.02	1,232,882.79	1,510,848.73	22.55%



**LAW DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Chief of Staff/General Counsel	110,456.95	116,231.55	122,747.35	5.61%
Administrative Assistant	43,491.65	0.00	0.00	0.00%
Assistant Town Attorney	64,638.56	79,247.24	83,552.26	5.43%
Procurement Administrator	0.00	0.00	65,531.01	100.00%
Total Personnel Services	218,587.16	195,478.79	271,830.62	39.06%
08 General Expenses:				
Opioid Settlement Expenses	0.00	10,500.00	35,519.00	238.28%
Legal/Professional - Counsel	6,725.00	0.00	0.00	0.00%
Filing/Recording Fees and Costs	6,593.42	4,150.00	4,500.00	8.43%
Office Supplies	220.74	300.00	200.00	-33.33%
Conferences	1,515.00	2,900.00	2,900.00	0.00%
Publications	1,596.00	2,750.00	2,996.25	8.95%
Court Judgments	0.00	3,000.00	3,000.00	0.00%
Total General Expenses	16,650.16	23,600.00	49,115.25	108.12%
36 All Insurance (ex. Schools):				
Insurance Premiums	934,622.70	1,013,804.00	1,189,902.86	17.37%
Total All Insurance	934,622.70	1,013,804.00	1,189,902.86	17.37%
TOTAL LAW DEPARTMENT	1,169,860.02	1,232,882.79	1,510,848.73	22.55%

TOWN CLERK AND ELECTIONS

Department Responsibilities:

The Town Clerk serves as the holder for all official municipal documents as well as the custodian of vital records. The Town Clerk also administers the oath of office to all elected and appointed officials, and serves as the Chief Election Officer. The primary mission of the Town Clerk's Office is to record and maintain accurate records for the Town and provide information to the public and other Town departments as necessary. The Town Clerk's Office also encompasses the Board of Registrars and the License Commission. Between the three divisions the staff issues a wide variety of licenses, permits, copies of records and certificates. The success of the Town Clerk's Office is measured by the quality of information that can be provided to our customers, the efficiency and timeliness at which the information is provided and the high level of customer service achieved by the staff.

FY2024 Budget Highlights:

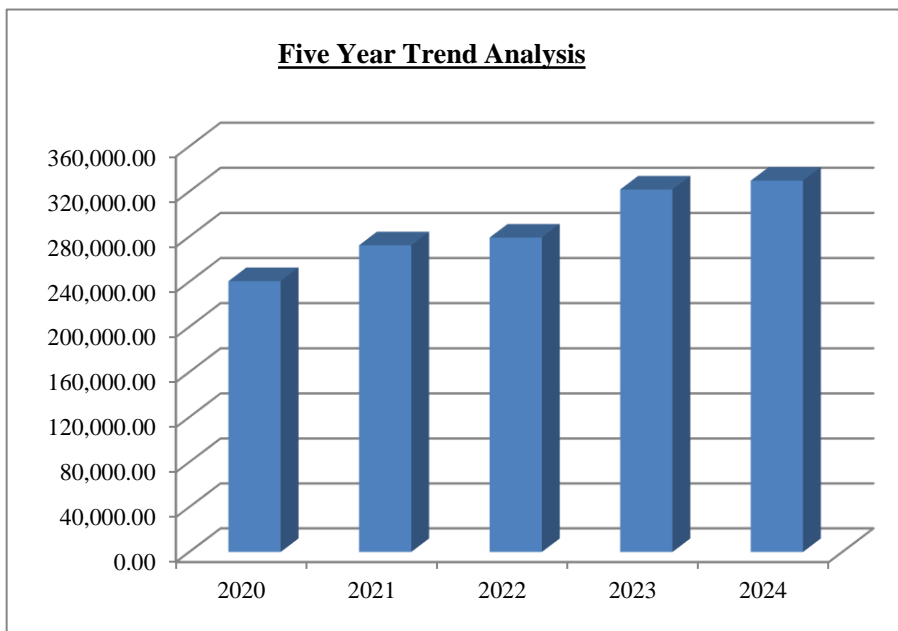
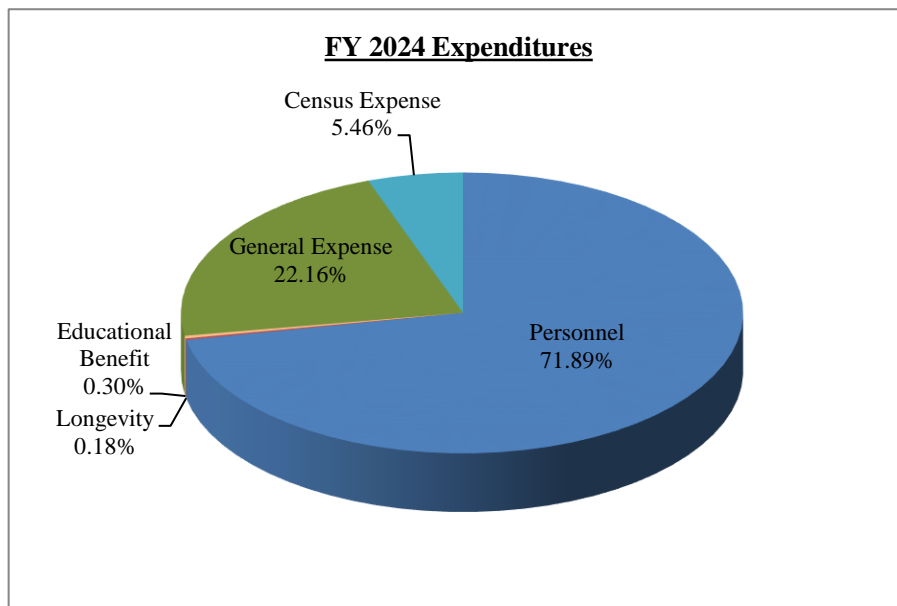
The objective for FY 2024 will be to maintain the high level of service that we strive for. The Town Clerk will continue working on the long term goal of modernization of the operations of the Town Clerk's Office, to maximize the customer service we are able to provide.

The FY 2024 Budget provides funding for the September 2023 Town Preliminary Election and the November 2023 State Election. The costs for early voting requirements as established by the VOTES Act are included in the FY 2024 Budget.

<u>Staffing</u>
1 Town Clerk
1 Clerk to Registrars (Town Clerk)
1 Assistant Town Clerk
1 Office Assistant- Licensing Clerk
1 Office Assistant – Town Clerk and Elections

**TOWN CLERK
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	221,511.26	228,371.76	236,968.16	3.76%
03 Longevity	600.00	600.00	600.00	0.00%
04 Educational Benefit	1,000.00	1,000.00	1,000.00	0.00%
08 General Expense	37,698.29	73,815.00	73,040.00	-1.05%
25 Census Expense	18,349.10	18,000.00	18,000.00	0.00%
DEPARTMENT TOTALS	279,158.65	321,786.76	329,608.16	2.43%



**TOWN CLERK
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Town Clerk	75,868.28	80,263.82	84,073.55	4.75%
Clerk to Registrars	1,800.24	1,800.00	1,800.00	0.00%
Assistant Town Clerk	58,724.63	60,734.43	61,439.07	1.16%
Office Assistant - Licensing Clerk	42,236.56	40,234.54	42,816.59	6.42%
Office Assistant - Elections	42,236.55	44,588.97	46,088.95	3.36%
Secretary to the Board	645.00	750.00	750.00	0.00%
Total Personnel Services	221,511.26	228,371.76	236,968.16	3.76%
03 Longevity:				
Longevity	600.00	600.00	600.00	0.00%
Total Longevity	600.00	600.00	600.00	0.00%
04 Educational Benefits:				
Educational Benefits	1,000.00	1,000.00	1,000.00	0.00%
Total Educational Benefits	1,000.00	1,000.00	1,000.00	0.00%
08 General Expenses:				
Equipment Maintenance	2,200.00	3,000.00	3,000.00	0.00%
Machine Rental	1,621.55	1,750.00	1,750.00	0.00%
Book Binding	1,500.00	800.00	800.00	0.00%
Supplies	1,172.83	2,000.00	2,000.00	0.00%
Printing/Forms	9,963.68	14,600.00	18,850.00	29.11%
Petty Cash	0.00	300.00	300.00	0.00%
Schooling/Workshops	0.00	450.00	450.00	0.00%
Dues and Memberships	260.00	450.00	450.00	0.00%
Subscriptions and Books	25.00	50.00	25.00	-50.00%
Surety Bond	251.00	251.00	251.00	0.00%
Election Officers	13,179.51	31,874.00	31,874.00	0.00%
Preparing Polls	7,524.72	18,290.00	13,290.00	-27.34%
Total General Expenses	37,698.29	73,815.00	73,040.00	-1.05%
25 Census Expense:				
Census Expense	18,349.10	18,000.00	18,000.00	0.00%
Total Census Expense	18,349.10	18,000.00	18,000.00	0.00%
TOTAL TOWN CLERK	279,158.65	321,786.76	329,608.16	2.43%

CENTRAL MAINTENANCE

Department Responsibilities:

The Central Maintenance Department oversees grounds, maintenance, energy costs, heating/cooling systems, plumbing, electrical, security, custodial, and capital and construction projects for all municipal and school buildings and properties. The formation of this department is mandated in the Charter. The Director of Central Maintenance also serves as the Energy Manager for the Town.

FY 2024 Budget Highlights:

The FY 2024 Central Maintenance budget includes projected cost increases for utilities and supplies. Continued funding for routine equipment replacement is included in the operating budget.

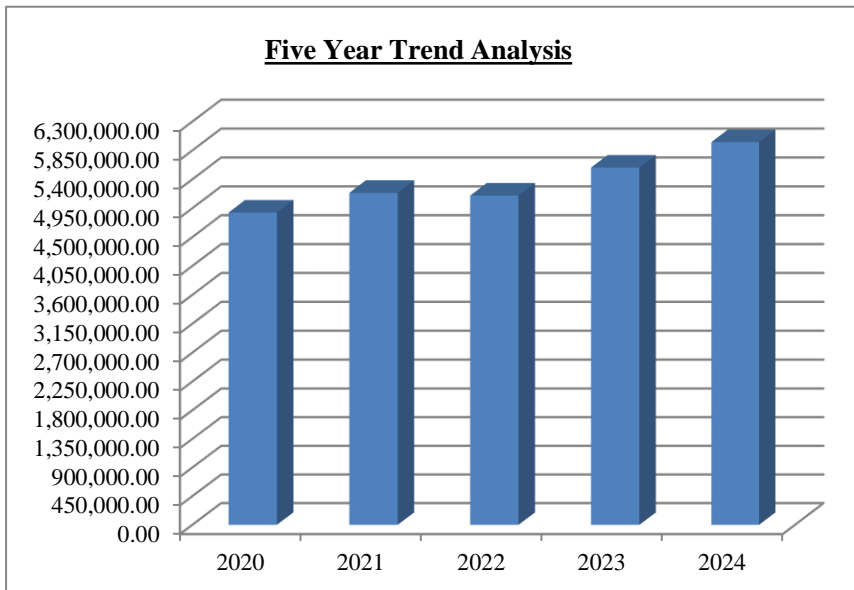
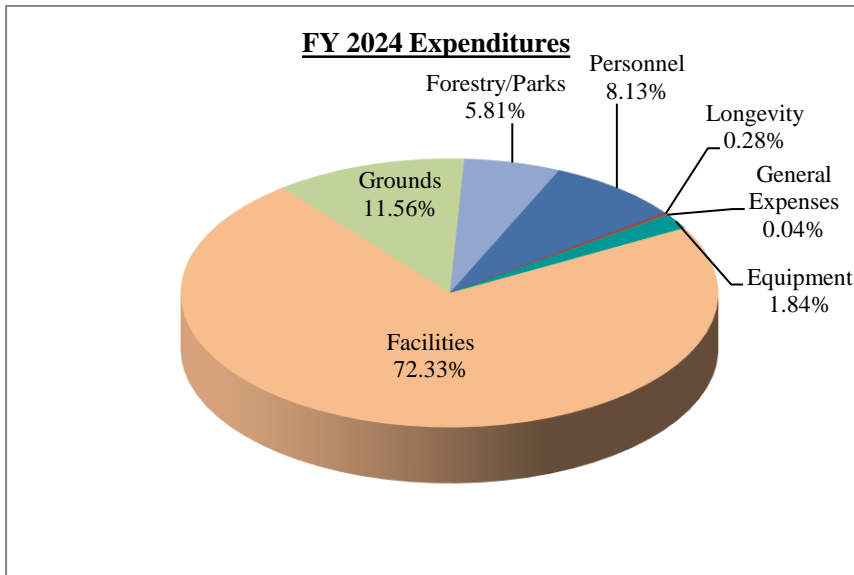
The Forestry Division is also assuming responsibilities for Parks Maintenance, and an additional laborer position has been added to assist with the additional responsibilities.

Staffing

1	Director of Central Maintenance/Energy Manager
1	Administrative Specialist
1	Deputy Director of Buildings
1	Deputy Director of Grounds
1	Natural Resources Planner
1	Tree Warden
4	Trades Personnel
34.5	Custodians (33.5 Central Maintenance Department, 1 Library)
9	Laborers – Grounds
4	Laborers - Forestry
1	Park Ranger (Seasonal)

**CENTRAL MAINTENANCE
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	353,245.17	463,706.57	486,186.92	4.85%
03 Longevity	17,600.00	16,350.00	16,750.00	2.45%
08 General Expenses	1,035.97	1,250.00	2,625.00	110.00%
60 Equipment	0.00	90,700.00	110,000.00	21.28%
70 Facilities	3,813,221.36	4,053,170.42	4,324,824.51	6.70%
71 Grounds	677,859.22	696,687.87	691,459.86	-0.75%
72 Forestry/Parks	284,248.43	261,298.51	347,164.83	32.86%
DEPARTMENT TOTALS	5,147,210.15	5,583,163.37	5,979,011.12	7.09%



**CENTRAL MAINTENANCE
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Central Maintenance Director/Energy Manager	97,843.44	105,666.06	111,402.72	5.43%
Deputy Director of Buildings	77,964.87	82,587.88	86,522.21	4.76%
Deputy Director of Grounds	72,218.21	79,078.79	82,754.52	4.65%
Natural Resources Planner	70,292.83	75,784.78	79,352.02	4.71%
Administrative Specialist	34,925.82	46,399.06	48,173.29	3.82%
Tree Warden	0.00	74,190.00	77,982.16	5.11%
Total Personnel Services	353,245.17	463,706.57	486,186.92	4.85%
03 Longevity:				
Longevity	17,600.00	16,350.00	16,750.00	2.45%
Total Longevity	17,600.00	16,350.00	16,750.00	2.45%
08 General Expenses:				
Office Supplies	396.47	500.00	500.00	0.00%
Car Allowance	45.50	100.00	125.00	25.00%
Dues and Memberships	594.00	650.00	2,000.00	207.69%
Total General Expenses	1,035.97	1,250.00	2,625.00	110.00%
60 Equipment:				
Equipment	0.00	90,700.00	110,000.00	21.28%
Total Equipment	0.00	90,700.00	110,000.00	21.28%
70 Facilities:				
<i>Labor</i>				
Schools	1,295,044.83	1,427,096.04	1,464,330.69	2.61%
Municipal Office Building	85,335.60	76,637.80	77,141.16	0.66%
Senior Center	13,045.20	25,212.60	25,713.72	1.99%
Other Municipal	18,314.19	21,369.56	21,809.16	2.06%
Trades Personnel	262,780.93	267,954.42	278,779.78	4.04%
Seasonal - School Facilities	23,452.25	40,000.00	30,000.00	-25.00%
Overtime - School Facilities	136,471.17	82,000.00	87,000.00	6.10%
Overtime - Municipal Facilities	138.60	7,500.00	7,500.00	0.00%
<i>Heating/Natural Gas</i>				
Schools	311,038.94	320,000.00	350,000.00	9.38%
Public Works	18,387.94	16,500.00	20,000.00	21.21%
Flood Control	7,428.40	12,000.00	9,000.00	-25.00%
Municipal Office Building	33,062.52	41,000.00	41,000.00	0.00%
Senior Center	5,884.54	8,200.00	7,200.00	-12.20%
Fire Stations	17,661.42	20,500.00	20,800.00	1.46%
Recreation Facilities	9,096.27	6,500.00	12,000.00	84.62%
Other Municipal	18,204.45	36,000.00	21,500.00	-40.28%
<i>Utilities/Electric</i>				
Schools	694,006.04	760,000.00	930,000.00	22.37%
Public Works	38,765.40	39,000.00	45,000.00	15.38%
Flood Control	12,912.42	12,000.00	12,000.00	0.00%
Municipal Office Building	85,979.06	92,000.00	107,000.00	16.30%
Senior Center	14,286.69	18,000.00	19,000.00	5.56%
Fire Stations	23,779.77	25,500.00	32,000.00	25.49%
Recreation Facilities	34,525.69	29,000.00	30,000.00	3.45%
Other Municipal	7,167.25	36,000.00	10,000.00	-72.22%

**CENTRAL MAINTENANCE
LINE ITEM DETAIL (CONTINUED)**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
70 Facilities (Continued):				
<i>Supplies</i>				
Schools	213,051.05	220,000.00	227,000.00	3.18%
Municipal Office Building	32,512.22	42,000.00	43,500.00	3.57%
Senior Center	3,450.34	4,500.00	4,000.00	-11.11%
Other Municipal	20,085.98	8,500.00	9,050.00	0.00%
Recreation Facilities	11,554.69	4,200.00	8,500.00	102.38%
<i>Services</i>				
Schools	250,500.15	251,000.00	260,000.00	3.59%
Municipal Office Building	41,506.84	70,000.00	70,000.00	0.00%
Senior Center	5,564.80	8,000.00	7,000.00	-12.50%
Other Municipal	18,617.04	10,000.00	19,000.00	0.00%
Recreation Facilities	16,895.13	15,000.00	18,000.00	20.00%
Total Facilities	3,813,221.36	4,053,170.42	4,324,824.51	6.70%
71 Grounds:				
<i>Labor</i>				
School Grounds	94,765.12	97,936.65	98,875.56	0.96%
Municipal Grounds	379,633.93	381,751.22	381,584.30	-0.04%
Seasonal - School Grounds	40,839.18	13,000.00	11,000.00	-15.38%
Seasonal - Municipal Grounds	19,260.88	32,000.00	30,000.00	-6.25%
Overtime - Municipal Grounds	24,001.94	25,000.00	20,000.00	-20.00%
<i>Supplies</i>				
School Grounds	5,598.98	10,000.00	15,000.00	50.00%
Municipal Grounds	20,015.13	25,000.00	28,000.00	12.00%
Gasoline/Diesel Fuel	34,525.37	45,000.00	45,000.00	0.00%
<i>Services</i>				
School Grounds	6,845.93	13,000.00	16,000.00	23.08%
Municipal Grounds	14,492.86	12,000.00	14,000.00	16.67%
Vehicle and Equipment Repairs/Maint	37,879.90	42,000.00	32,000.00	-23.81%
Total Grounds	677,859.22	696,687.87	691,459.86	-0.75%
72 Forestry/Parks:				
Labor - Forestry/Parks	158,168.60	163,773.51	223,639.83	36.55%
Overtime - Forestry/Parks	0.00	0.00	10,000.00	100.00%
Park Ranger*	17,186.20	21,025.00	21,025.00	0.00%
Tree Planting	6,669.00	18,000.00	18,000.00	0.00%
Supplies	8,081.02	8,500.00	12,000.00	41.18%
Services	94,143.61	50,000.00	52,500.00	5.00%
Vehicle and Equipment Repairs/Maint	0.00	0.00	10,000.00	100.00%
Total Forestry	284,248.43	261,298.51	347,164.83	32.86%
TOTAL CENTRAL MAINTENANCE	5,147,210.15	5,583,163.37	5,979,011.12	7.09%

*Included in Recreation Budget prior to FY 2024. Presented in Central Maintenance for comparison.

TOWN COUNCIL

Description of Services:

The Town Council consists of nine members which exercise the Legislative powers of the town. Five of these members, are known as Councilors-At-Large, and are nominated and elected by and from the voters at large. Four of these members, are known as District Councilors, and are nominated and elected by the voters in each district; one such District Councilor is elected from each of the four districts into which the town is divided.

The Town Council administers two personnel positions, those being the Town Clerk/Clerk of the Council and an Administrative Assistant as regulated by the Home Rule Charter.

The Council salaries are determined by vote of the Town Council as required by the Home Rule Charter.

As mandated by the Home Rule Charter, the responsibility for the fiscal aspects and functions of the Budget Analyst and the Annual Audit are assumed by the Town Council.

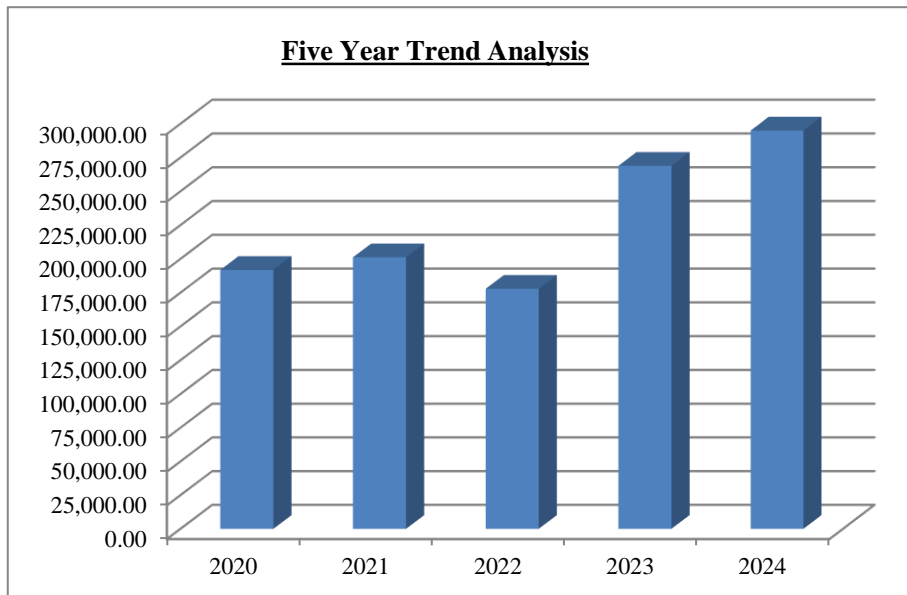
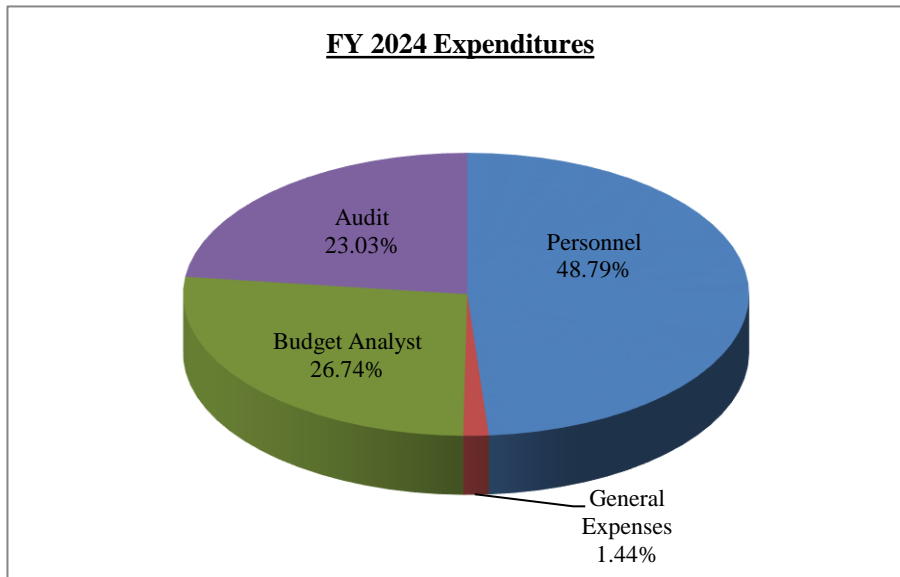
Miscellaneous expenses of this department involve required Advertising of Public Hearings, Office Supplies, forms and the yearly Massachusetts Municipal Annual Meeting and Conference held in January each year in Boston.

The Council consistently attempts to maintain fiscal responsibility for the Town of West Springfield, while performing the duties required by Mass General Laws and the Home Rule Charter.

<u>Staffing</u>	
1	Council President
8	Council members
1	Clerk to the Council
1	Administrative Assistant

**TOWN COUNCIL
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	112,714.84	142,540.83	143,906.30	0.96%
08 General Expenses	8,937.69	4,841.70	4,250.00	-12.22%
17 Budget Analyst	2,113.60	57,474.30	78,880.00	37.24%
18 Audit	54,047.00	63,984.00	67,921.00	6.15%
DEPARTMENT TOTALS	177,813.13	268,840.83	294,957.30	9.71%



**TOWN COUNCIL
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Council President	11,250.00	12,500.00	12,500.00	0.00%
Councilors	71,999.52	80,000.00	80,000.00	0.00%
Clerk to the Council	5,380.65	4,788.00	4,750.00	-0.79%
Administrative Assistant	23,078.85	42,476.83	43,880.30	3.30%
Night Meetings	1,005.82	2,776.00	2,776.00	0.00%
Total Personnel Services	112,714.84	142,540.83	143,906.30	0.96%
08 General Expenses:				
Advertising	2,750.00	3,000.00	3,000.00	0.00%
Printing/Forms	356.05	591.70	0.00	-100.00%
Office Supplies	5,831.64	1,250.00	1,250.00	0.00%
Total General Expenses	8,937.69	4,841.70	4,250.00	-12.22%
17 Budget Analyst:				
Contract Services	2,113.60	57,474.30	78,880.00	37.24%
Total Budget Analyst	2,113.60	57,474.30	78,880.00	37.24%
18 Audit:				
Professional Services	54,047.00	63,984.00	67,921.00	6.15%
Total Audit	54,047.00	63,984.00	67,921.00	6.15%
TOTAL TOWN COUNCIL	177,813.13	268,840.83	294,957.30	9.71%

DEPARTMENT OF MUNICIPAL FINANCE

The Department of Municipal Finance represents the consolidation of the financial operations of the Town of West Springfield under the direction of the Town's Chief Financial Officer. The Department is responsible for the performance of all of the fiscal and financial activities of the Town.

Divisions:

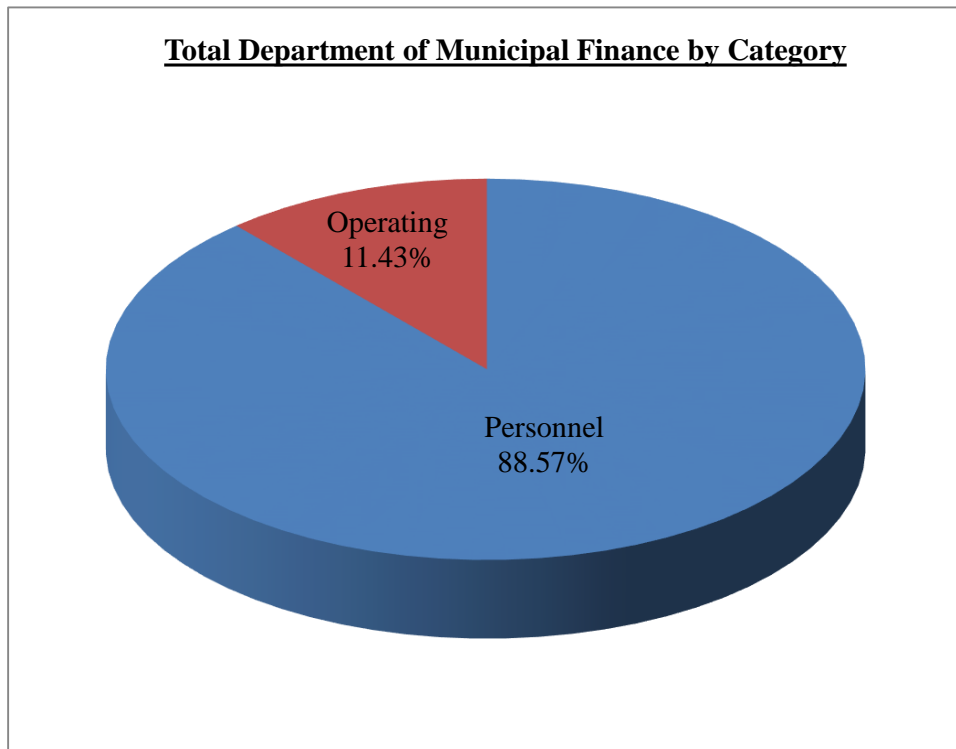
Accounting Division

Assessing Division

Treasurer/Collector Division

**SUMMARY
DEPARTMENT OF MUNICIPAL FINANCE**

<u>DIVISION</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
Accounting	455,873.46	427,569.07	491,991.06	15.07%
Assessing	300,142.44	314,007.51	330,852.23	5.36%
Collector/Treasurer	395,781.83	440,268.84	454,020.40	3.12%
Total Department of Municipal Finance	1,151,797.73	1,181,845.42	1,276,863.69	8.04%



ACCOUNTING DIVISION

Department Responsibilities:

The accounting division is responsible for maintaining the financial records of the Town of West Springfield. The Chief Financial Officer also serves as Town Accountant. The Chief Financial Officer is responsible for the establishment and compliance of the Town's financial policies and adherence to Federal, State and Local financial regulations. Accounting division responsibilities include maintenance of the computerized general ledger for all town funds and departments, including account analysis and monthly reconciliations and reporting as well as working closely with all Town departments to ensure financial responsibility. The accounting division also processes all payroll transactions and invoices for goods and services. The accounting division works closely with the Town's independent auditors for the annual financial and compliance audits. The Chief Financial Officer/Town Accountant provides support service for the Mayor in the preparation of the annual budget and also by state law, serves as an Ex-Officio member of the West Springfield Contributory Retirement Board.

FY 2024 Budget Highlights:

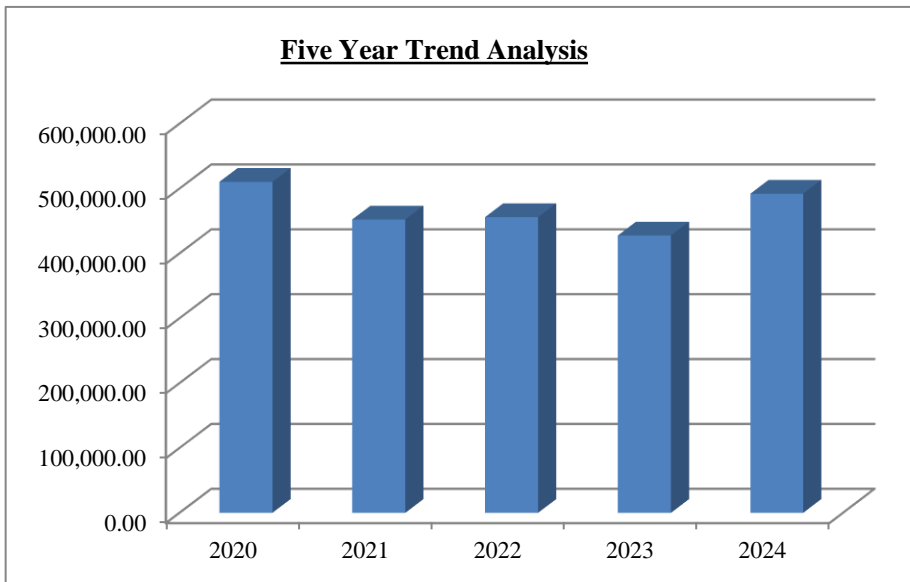
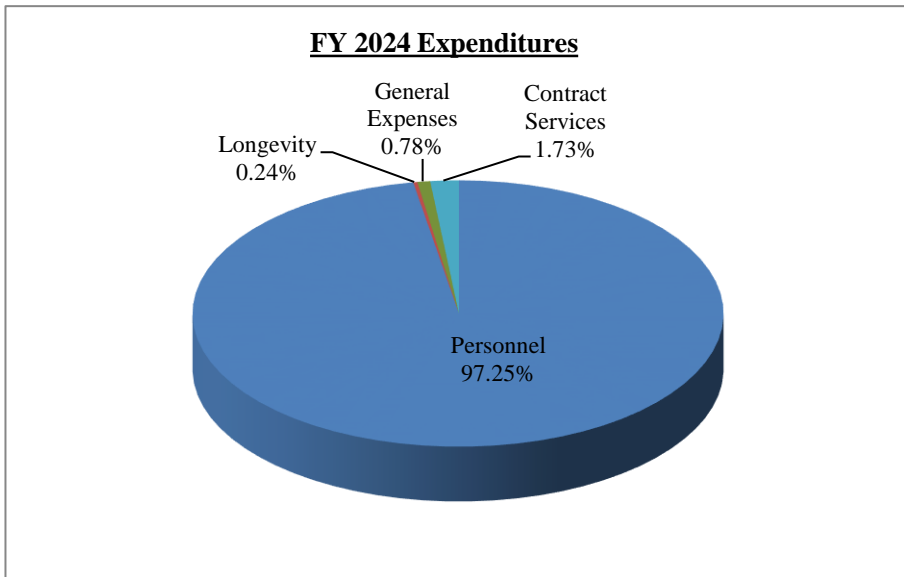
The FY 2024 Accounting Division Budget maintains current services and provides adequate funding for the Chief Financial Officer to maintain required certifications. The contractual services line item includes the cost of the bi-annual OPEB valuation.

The FY 2024 budget includes the position of floating finance clerk. This position is funded through the elimination of vacant positions elsewhere in the operating budget. The floating finance clerk is cross trained to perform clerical duties inclusive of payroll processing, bills payable and other clerical duties necessary for municipal operations. The clerk, under the direction of the Chief Financial Officer, assists all municipal departments for special projects, leave time coverage of staff and additional support for high volume activity periods.

<u>Staffing</u>
1 Chief Financial Officer/Town Accountant
1 Deputy Town Accountant
2 Bookkeeper Assistants
1 Floating Finance Clerk
2 Payroll Specialists

**DEPARTMENT OF MUNICIPAL FINANCE
ACCOUNTING DIVISION
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	450,848.07	416,119.07	478,466.06	14.98%
03 Longevity	1,500.00	1,200.00	1,200.00	0.00%
08 General Expenses	3,525.39	3,750.00	3,825.00	2.00%
15 Contractual Services	0.00	6,500.00	8,500.00	30.77%
DIVISION TOTALS	455,873.46	427,569.07	491,991.06	15.07%



**DEPARTMENT OF MUNICIPAL FINANCE
ACCOUNTING DIVISION
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Chief Financial Officer/Town Accountant	145,602.22	153,209.76	161,534.02	5.43%
Deputy Accountant	90,530.50	74,485.29	77,982.16	4.69%
Bookkeeper Assistant	43,272.54	42,468.60	45,864.23	8.00%
Bookkeeper Assistant	52,607.24	52,641.14	53,183.90	1.03%
Floating Finance Clerk	0.00	0.00	45,864.23	100.00%
Payroll Specialists	118,835.57	93,314.28	94,037.52	0.78%
Total Personnel Services	450,848.07	416,119.07	478,466.06	14.98%
03 Longevity:				
Longevity	1,500.00	1,200.00	1,200.00	0.00%
Total Longevity	1,500.00	1,200.00	1,200.00	0.00%
08 General Expenses:				
Advertising	0.00	100.00	0.00	-100.00%
Printing/Forms	158.57	250.00	250.00	0.00%
Office Supplies	2,347.32	900.00	1,750.00	94.44%
Schooling and Workshops	369.50	2,000.00	1,500.00	-25.00%
Dues and Membership	625.00	475.00	300.00	-36.84%
Subscriptions and Books	25.00	25.00	25.00	0.00%
Total General Expenses	3,525.39	3,750.00	3,825.00	2.00%
20 Contractual Services:				
Contractual Services	0.00	6,500.00	8,500.00	30.77%
Total Contractual Services	0.00	6,500.00	8,500.00	30.77%
TOTAL ACCOUNTING DIVISION	455,873.46	427,569.07	491,991.06	15.07%

ASSESSING DIVISION

Department Responsibilities:

The Assessing Division is responsible for accurately determining the value of all real and personal property located within the Town of West Springfield for the purpose of taxation. Assessors are obliged to assess all property at its full and fair market value as of January 1 of each year. The division is responsible for the administration of all property tax data records and maintains accurate parcel ownership data based upon recorded property transactions at the Registry of Deeds. It also administers the tax billing for the motor vehicle excise and boat excise tax.

Other duties include, but are not limited to, processing applications for tax exemption for disabled American veterans, elderly, blind and widowed tax payers; attending meetings with town's financial team on the town budget and the Assessing Division's budget; review of reports submitted to the Department of Revenue throughout the year; Automobile taxes are abated through the Assessors' Office, maps are maintained by the Assessor of all real estate in the town and owners of property are updated through the Hampden County Registry of Deeds.

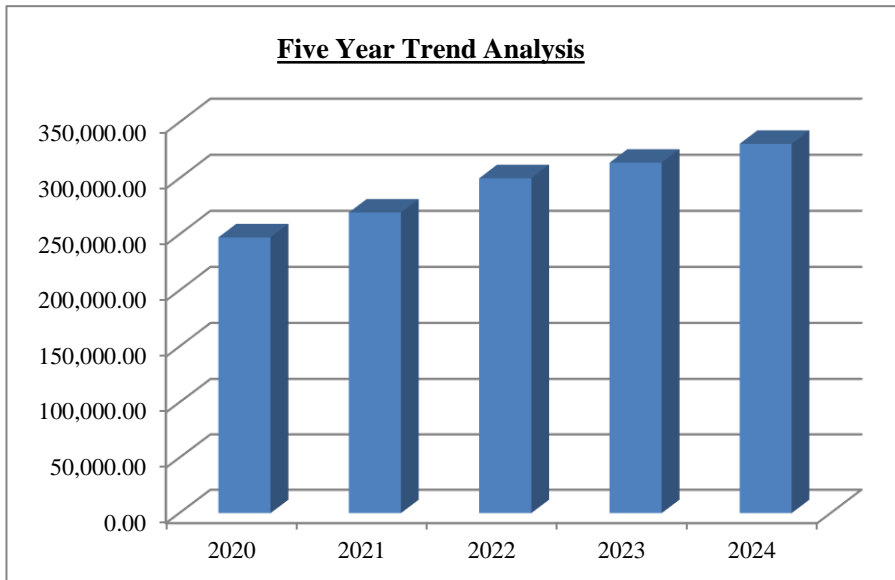
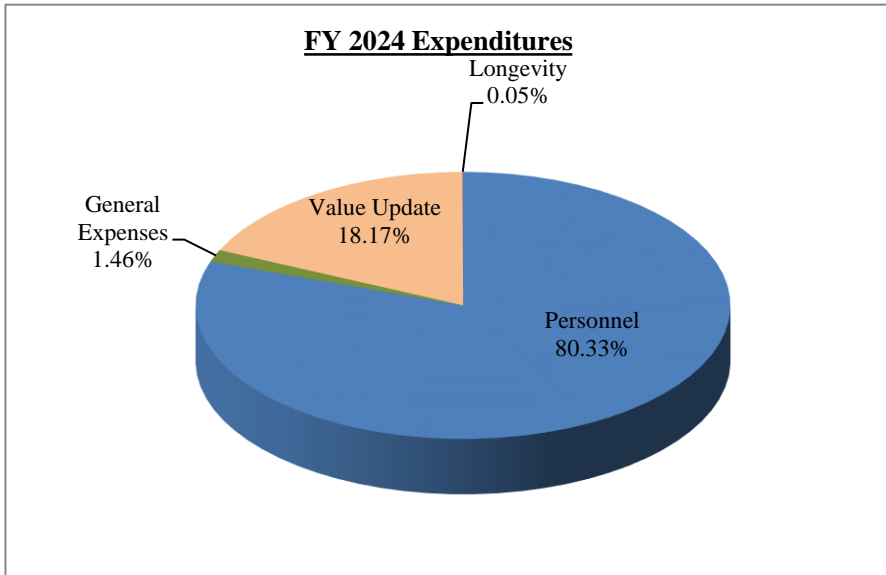
FY 2024 Budget Highlights:

The proposed budget provides funding sufficient to perform interim property valuation services in FY 2024.

<u>Staffing</u>	
1	Principal Assessor/Appraiser
1	Deputy Assessor
1	Field Assessor
1	Assessment Assistant
3	Board Members (Meet Once a Month, or as needed)

**DEPARTMENT OF MUNICIPAL FINANCE
ASSESSING DIVISION
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	244,470.99	257,892.51	265,762.23	3.05%
03 Longevity	150.00	150.00	150.00	0.00%
08 General Expenses	4,094.32	4,840.00	4,840.00	0.00%
21 Value Update	51,427.13	51,125.00	60,100.00	17.56%
DIVISION TOTALS	300,142.44	314,007.51	330,852.23	5.36%



**DEPARTMENT OF MUNICIPAL FINANCE
ASSESSING DIVISION
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Board Members	4,500.00	4,500.00	4,500.00	0.00%
Principal Assessor	84,549.54	91,429.29	95,759.40	4.74%
Deputy Assessor	51,173.83	53,264.51	53,759.14	0.93%
Field Assessor	55,198.59	58,174.80	60,719.30	4.37%
Assessment Assistant	49,049.03	50,523.91	51,024.39	0.99%
Total Personnel Services	244,470.99	257,892.51	265,762.23	3.05%
03 Longevity:				
Longevity	150.00	150.00	150.00	0.00%
Total Longevity	150.00	150.00	150.00	0.00%
08 General Expenses:				
Office Supplies	1,195.82	1,200.00	1,200.00	0.00%
Schooling and Workshops	1,910.00	2,800.00	2,800.00	0.00%
Dues and Membership	702.50	470.00	470.00	0.00%
Subscriptions and Books	286.00	370.00	370.00	0.00%
Total General Expenses	4,094.32	4,840.00	4,840.00	0.00%
21 Value Update:				
Professional and Technical Services	50,000.00	46,025.00	55,000.00	19.50%
Car Allowance	1,145.13	2,300.00	2,300.00	0.00%
Miscellaneous	282.00	2,800.00	2,800.00	0.00%
Total Value Update	51,427.13	51,125.00	60,100.00	17.56%
TOTAL ASSESSING DIVISION	300,142.44	314,007.51	330,852.23	5.36%

COLLECTOR/TREASURER DIVISION

Department Responsibilities:

The mission of the Treasurer-Tax Collector's Office is to perform the duties and responsibilities of each function in accordance with highest standards possible; to offer courteous, responsive and efficient customer service with timely payment processing and collection of taxes and revenues; to invest revenues received by the Town, with the primary objective of preserving the principal and securing maximum rates of return at a minimum risk; to adhere to the provisions established by the Government Code, the Revenue and Taxation Code, State Constitution and Town Ordinances.

All payments for Real Estate, Personal Property, Excise and Water and Sewer bill may be paid online on the Town's Website

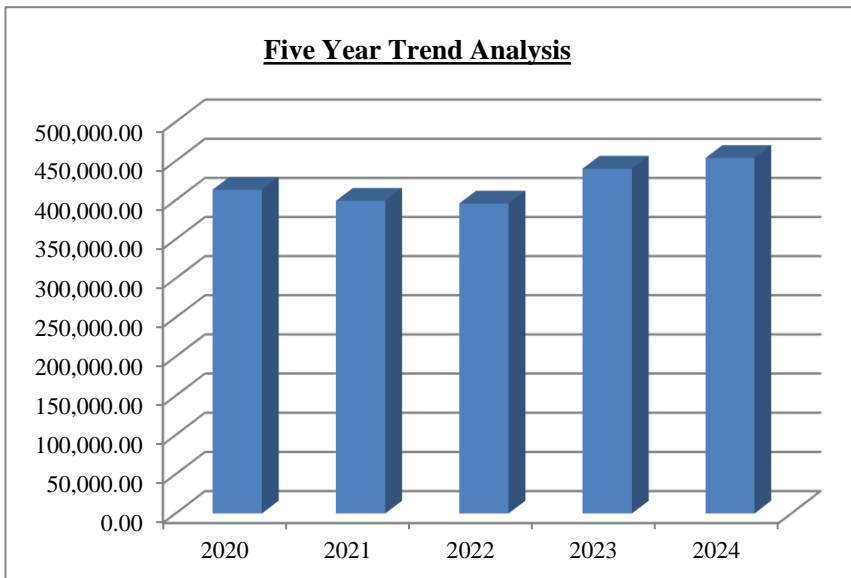
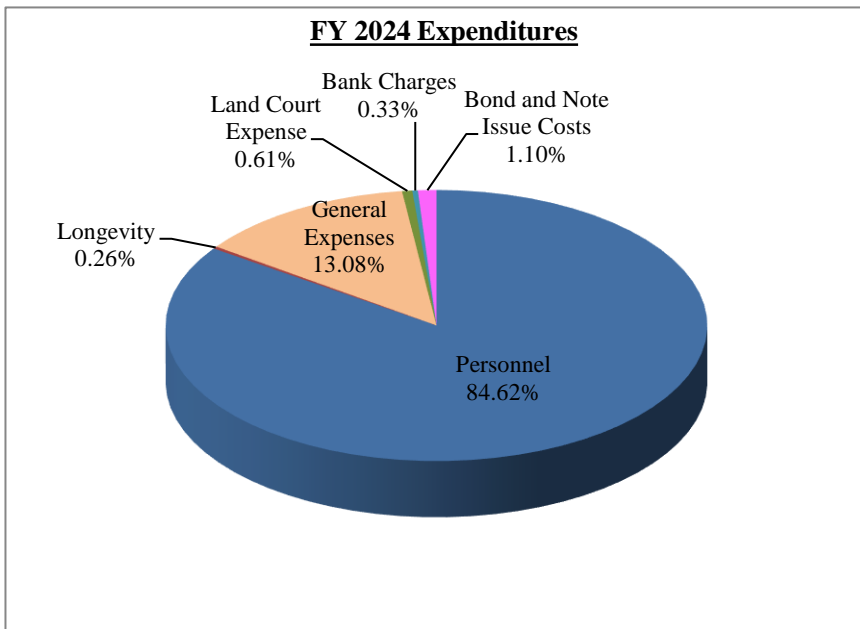
FY 2024 Budget Highlights:

The FY 2024 Collector/Treasurer Division Budget includes funding necessary to maintain current services.

<u>Staffing</u>
1 Collector/Treasurer
1 Deputy Treasurer/Collector
1 Finance Clerk
2 Revenue Processors
1 Payroll Manager

**DEPARTMENT OF MUNICIPAL FINANCE
COLLECTOR/TREASURER DIVISION
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	360,430.68	374,880.84	384,170.40	2.48%
03 Longevity	600.00	900.00	1,200.00	33.33%
08 General Expenses	32,251.15	59,738.00	59,400.00	-0.57%
19 Land Court Expense	2,500.00	2,750.00	2,750.00	0.00%
55 Bank Charges	0.00	1,500.00	1,500.00	0.00%
56 Bond and Note Issue Costs	0.00	500.00	5,000.00	900.00%
DIVISION TOTALS	395,781.83	440,268.84	454,020.40	3.12%



**DEPARTMENT OF MUNICIPAL FINANCE
COLLECTOR/TREASURER DIVISION
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Treasurer	16,607.03	17,829.99	18,792.72	5.40%
Collector	66,428.93	71,818.75	75,171.44	4.67%
Deputy Treasurer/Collector	67,959.70	72,053.70	75,419.06	4.67%
Finance Manager/Payroll	12,511.47	12,879.79	13,273.21	3.05%
Fiscal Revenue Processor	49,042.95	50,523.91	51,024.39	0.99%
Fiscal Revenue Processor	51,118.68	47,866.14	44,753.15	-6.50%
Finance Clerk	46,938.76	48,377.32	48,834.93	0.95%
Payroll Manager	49,823.16	52,831.24	55,701.50	5.43%
Overtime	0.00	700.00	1,200.00	71.43%
Total Personnel Services	360,430.68	374,880.84	384,170.40	2.48%
03 Longevity:				
Longevity	600.00	900.00	1,200.00	33.33%
Total Longevity	600.00	900.00	1,200.00	33.33%
08 General Expenses:				
Purchase Services	0.00	10,238.00	10,000.00	-2.32%
Equipment Maintenance	4,292.20	1,650.00	1,650.00	0.00%
Legal Notices	460.20	1,500.00	1,500.00	0.00%
Tax Title	5,475.00	15,000.00	15,000.00	0.00%
Printing/Forms	16,333.95	25,000.00	25,000.00	0.00%
Office Supplies	3,245.14	3,600.00	3,500.00	-2.78%
Schooling and Workshops	319.66	500.00	500.00	0.00%
Dues and Membership	225.00	250.00	250.00	0.00%
Surety Bonds	1,900.00	2,000.00	2,000.00	0.00%
Total General Expenses	32,251.15	59,738.00	59,400.00	-0.57%
19 Land Court Expense:				
Legal/Professional Services	2,500.00	2,750.00	2,750.00	0.00%
Total Land Court Expense	2,500.00	2,750.00	2,750.00	0.00%
55 Bank Charges:				
Bank Charges	0.00	1,500.00	1,500.00	0.00%
Total Bank Charges	0.00	1,500.00	1,500.00	0.00%
56 Bond and Note Issue Costs:				
Professional and Technical Services	0.00	500.00	5,000.00	900.00%
Total Bond and Note Issue Costs	0.00	500.00	5,000.00	900.00%
TOTAL COLLECTOR/TREASURER DIVISION	395,781.83	440,268.84	454,020.40	3.12%

PLANNING AND DEVELOPMENT

The Planning and Development represents departments responsible for ensuring that growth and development within the City of West Springfield occurs in a manner that protects public health, safety and welfare, preserves the natural environment, and ensures that the quality of life enjoyed by its citizens, businesses and visitors is preserved and enhanced.

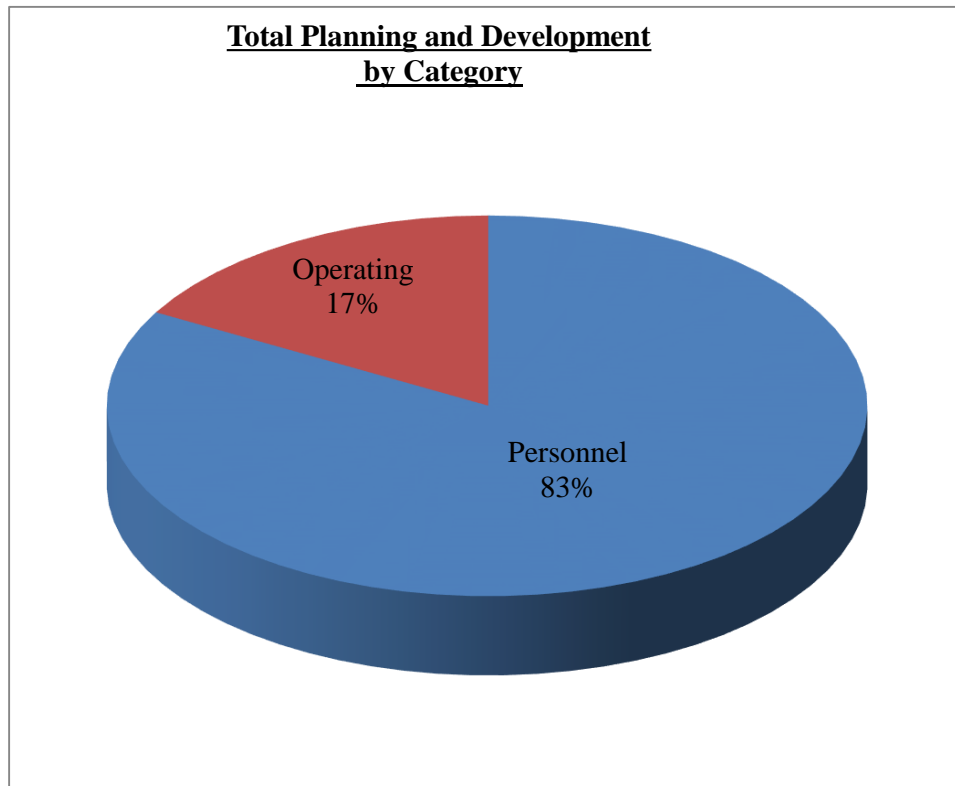
Departments:

Planning Department

Building Department

**SUMMARY
PLANNING AND DEVELOPMENT**

<u>DIVISION</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
Planning Department	138,293.37	158,625.28	167,650.20	5.69%
Building Department	267,855.10	325,510.41	338,688.82	4.05%
Total Planning and Development	406,148.47	484,135.69	506,339.02	4.59%



PLANNING DEPARTMENT

Department Responsibilities:

The responsibility of the Planning Department is to lead in the development of policies and procedures pertaining to all aspects of the residential and commercial development of the community. The Planning Department will administer all policies and procedures fairly, uniformly and in a timely manner.

The Planning Department shall achieve its goals through an improved and streamlined permitting process, broader public outreach and improved coordination of municipal resources. The development review process shall strive to balance the need for sustainable economic development while preserving and enhancing the livability of the community.

FY 2024 Budget Highlights:

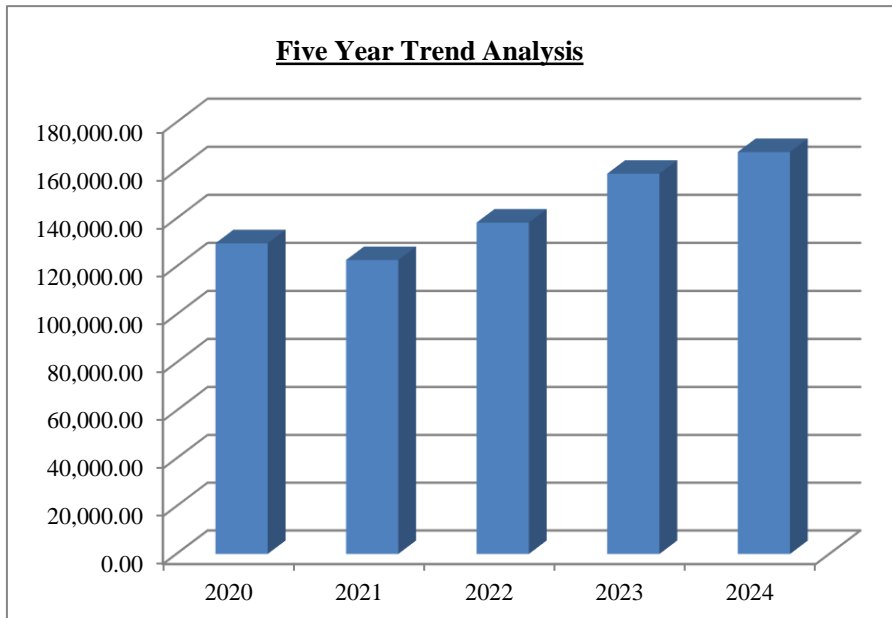
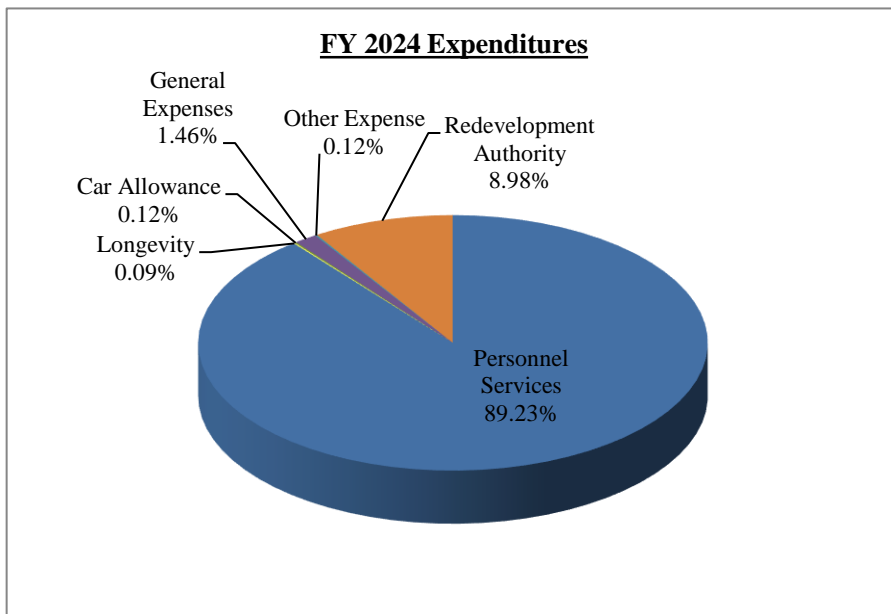
The FY 2024 Planning Department Budget maintains current services.

Subscriptions and books is increased in the FY 2024 budget for the purchase of updated materials.

<u>Staffing</u>	
1	Planning Director
1	Administrative Assistant

**PLANNING DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	136,924.84	144,161.28	149,600.20	3.77%
03 Longevity	150.00	150.00	150.00	0.00%
06 Car Allowance	0.00	200.00	200.00	0.00%
08 General Expenses	1,118.53	2,030.00	2,450.00	20.69%
30 Other Expense	0.00	200.00	200.00	0.00%
87 Redevelopment Authority	100.00	11,884.00	15,050.00	26.64%
DEPARTMENT TOTALS	138,293.37	158,625.28	167,650.20	5.69%



**PLANNING DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Planning Director	81,281.64	85,887.55	90,001.10	4.79%
Administrative Assistant	54,189.87	55,773.73	57,099.10	2.38%
Secretary to the Board	1,453.33	2,500.00	2,500.00	0.00%
Total Personnel Services	136,924.84	144,161.28	149,600.20	3.77%
03 Longevity:				
Longevity	150.00	150.00	150.00	0.00%
Total Longevity	150.00	150.00	150.00	0.00%
06 Car Allowance:				
Car Allowance	0.00	200.00	200.00	0.00%
Total Car Allowance	0.00	200.00	200.00	0.00%
08 General Expenses:				
Printing/Forms	0.00	200.00	200.00	0.00%
Office Supplies	946.53	850.00	850.00	0.00%
Schooling and Workshops	0.00	400.00	400.00	0.00%
Dues and Memberships	147.00	400.00	400.00	0.00%
Subscriptions and Books	25.00	180.00	600.00	233.33%
Total General Expenses	1,118.53	2,030.00	2,450.00	20.69%
30 Other Expense:				
Advertising	0.00	200.00	200.00	0.00%
Total Other Expense	0.00	200.00	200.00	0.00%
87 Redevelopment Authority:				
Professional Services	0.00	5,000.00	5,000.00	0.00%
Contract Services	0.00	1,800.00	1,800.00	0.00%
Supplies	0.00	250.00	250.00	0.00%
Miscellaneous	100.00	4,834.00	8,000.00	65.49%
Total Redevelopment Authority	100.00	11,884.00	15,050.00	26.64%
TOTAL PLANNING DEPARTMENT	138,293.37	158,625.28	167,650.20	5.69%

BUILDING DEPARTMENT

Department Responsibilities:

The Building Department is headed by the Building Commissioner who is appointed by the Mayor and shall perform all of the duties required of the Building Commissioner and Local Inspector under the General Laws and Code of Massachusetts Regulation (780 CMR) pertaining to Buildings and other structures known as the State Building Code, General Ordinances, Zoning Ordinances, Local Executive Orders and Rules and Regulations.

The Building Department is responsible for safeguarding and establishing minimum requirements necessary to protect public health, safety and welfare in the built environment. Model building codes provide rules for energy conservation and for protection from fires, structural collapse and general deterioration. For administration purposes, the fence viewer is considered within the Building Department. Periodic inspections of Places of Assembly are done on a yearly basis in order to ensure that they remain in compliance. The Department also administers the rules and regulations of the Architectural Access Board in order to provide access to public buildings for the physically challenged individuals.

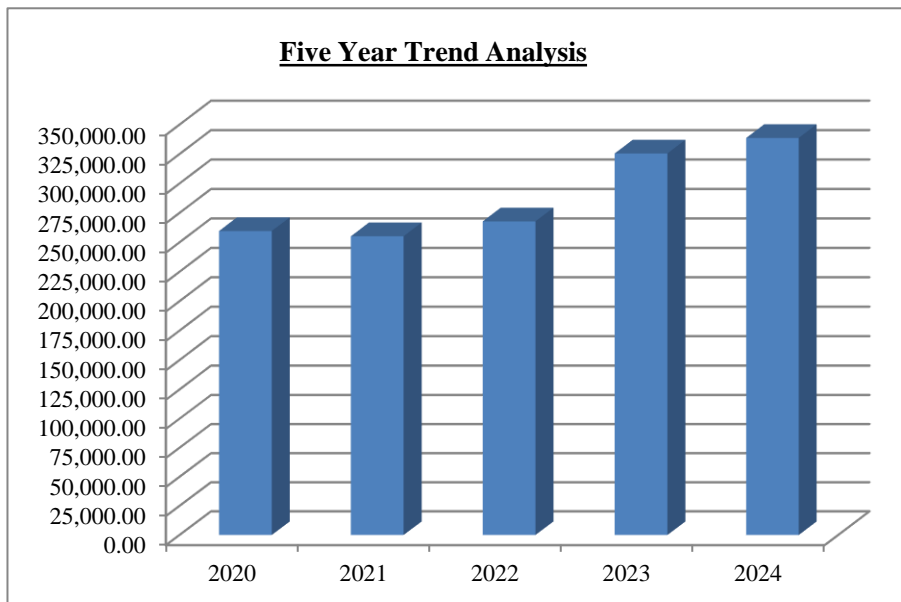
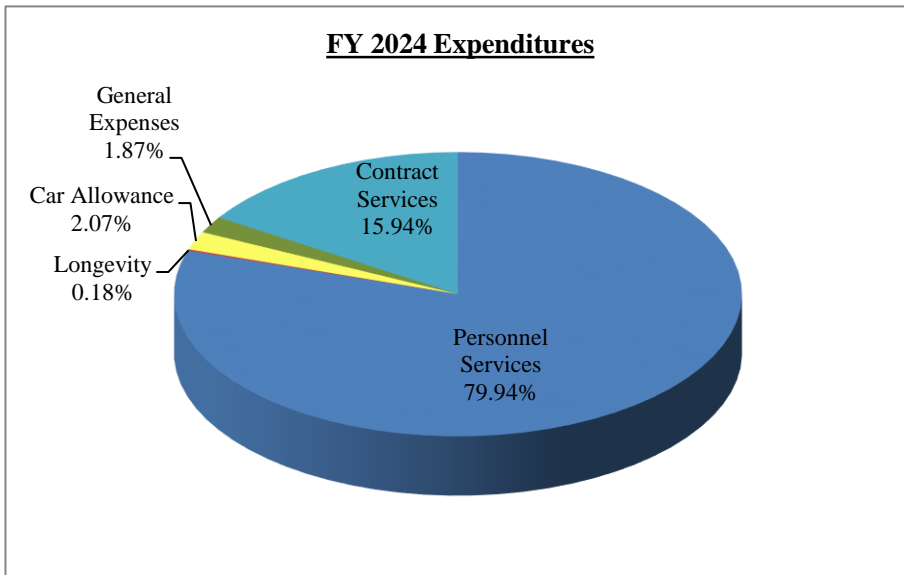
FY 2024 Budget Highlights:

The FY 2024 Building Department Budget maintains current services.

<u>Staffing</u>
1 Building Commissioner
1 Assistant Building Inspector
1 Inspector of Weight and Measure
1 Administrative Secretary

**BUILDING DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	212,192.98	257,560.41	270,738.82	5.12%
03 Longevity	450.00	600.00	600.00	0.00%
06 Car Allowance	3,939.72	7,000.00	7,000.00	0.00%
08 General Expenses	5,877.40	6,350.00	6,350.00	0.00%
20 Contract Services	45,395.00	54,000.00	54,000.00	0.00%
DEPARTMENT TOTALS	267,855.10	325,510.41	338,688.82	4.05%



**BUILDING DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Building Commissioner	81,108.80	83,342.73	90,676.09	8.80%
Inspector of Weight and Measure	171.00	52,000.00	51,035.74	-1.85%
Assistant Building Inspector	69,943.44	71,693.77	78,002.60	8.80%
Code Enforcement Officer	11,926.79	0.00	0.00	0.00%
Administrative Secretary	49,042.95	50,523.91	51,024.39	0.99%
Total Personnel Services	212,192.98	257,560.41	270,738.82	5.12%
03 Longevity:				
Longevity	450.00	600.00	600.00	0.00%
Total Longevity	450.00	600.00	600.00	0.00%
06 Car Allowance:				
Car Allowance	3,939.72	7,000.00	7,000.00	0.00%
Total Car Allowance	3,939.72	7,000.00	7,000.00	0.00%
08 General Expenses				
Office Supplies	2,730.29	3,250.00	3,250.00	0.00%
Schooling and Workshops	1,219.25	2,000.00	2,000.00	0.00%
Dues and Memberships	0.00	400.00	400.00	0.00%
Subscriptions and Books	1,927.86	700.00	700.00	0.00%
Total General Expenses	5,877.40	6,350.00	6,350.00	0.00%
20 Contract Services				
Contract Services	45,395.00	54,000.00	54,000.00	0.00%
Total Contract Services	45,395.00	54,000.00	54,000.00	0.00%
TOTAL BUILDING DEPARTMENT	267,855.10	325,510.41	338,688.82	4.05%

PUBLIC SAFETY

Public Safety Services provide the citizens of the Town of West Springfield with a safe community environment, ensuring twenty-four hour protection of persons and property.

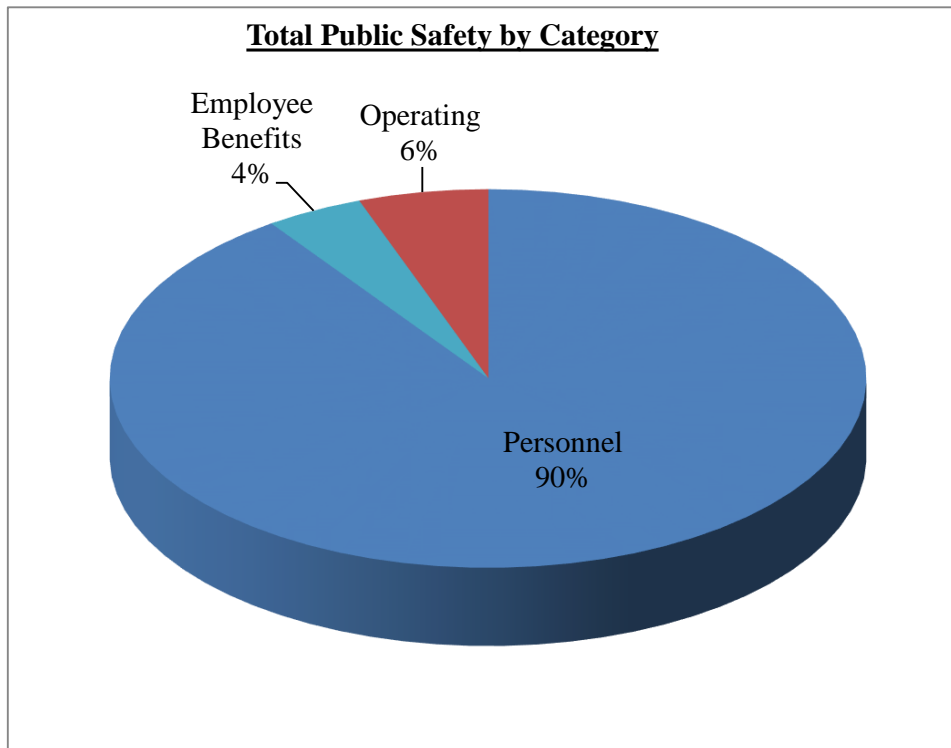
Departments:

Police

Fire

**SUMMARY
PUBLIC SAFETY**

<u>DEPARTMENT</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
Police Department	8,215,440.95	8,543,619.82	9,133,560.99	6.91%
Fire Department	5,751,324.86	5,724,508.92	5,997,045.52	4.76%
Total Public Safety	13,966,765.81	14,268,128.74	15,130,606.51	6.04%



POLICE DEPARTMENT

Department Responsibilities:

The mission of the West Springfield Police Department is to maintain the quality of life we enjoy and to ensure our town is a safe place to live, work and visit.

This will be accomplished through safeguarding individual liberties, building community partnerships, preventing crime and resolving those crimes which do occur. We will constantly strive to meet the highest standard of honesty and integrity. We will achieve professional performance through continual learning, education and commitment to our duties.

We are committed to this mission and conduct our responsibilities toward a goal of excellence and education to the community we serve.

FY 2024 Budget Highlights:

The FY 2024 budget provides increases in operating costs for gasoline as well as annual cruiser replacement. Additionally, increased funding for overtime is provided due to increased time for required training.

The position of Mental Health Co-Response Clinician has been added to the FY 2024 budget to support police services.

The funding for service connected injuries has been eliminated from the Police Department Operating Budget and will be supported via a separate Special Injury Leave Indemnity Fund approved by the Town Council in May of 2022 and funded separately in the Miscellaneous Budget.

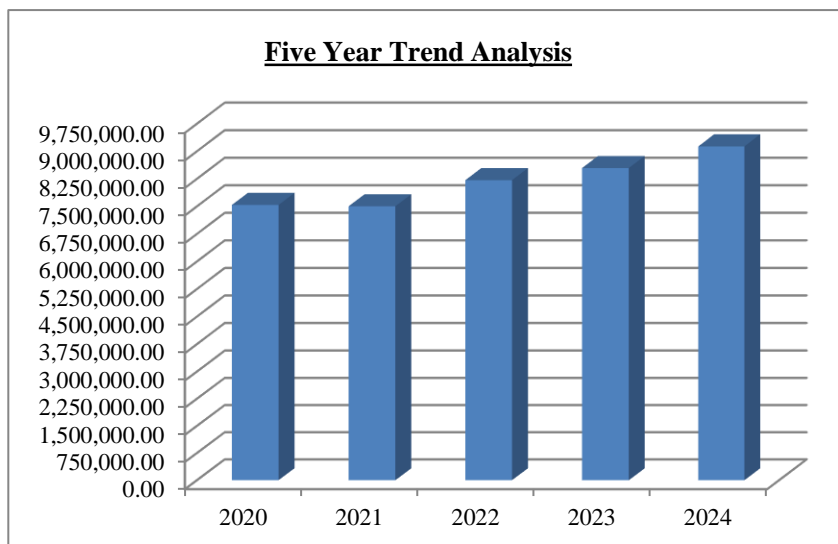
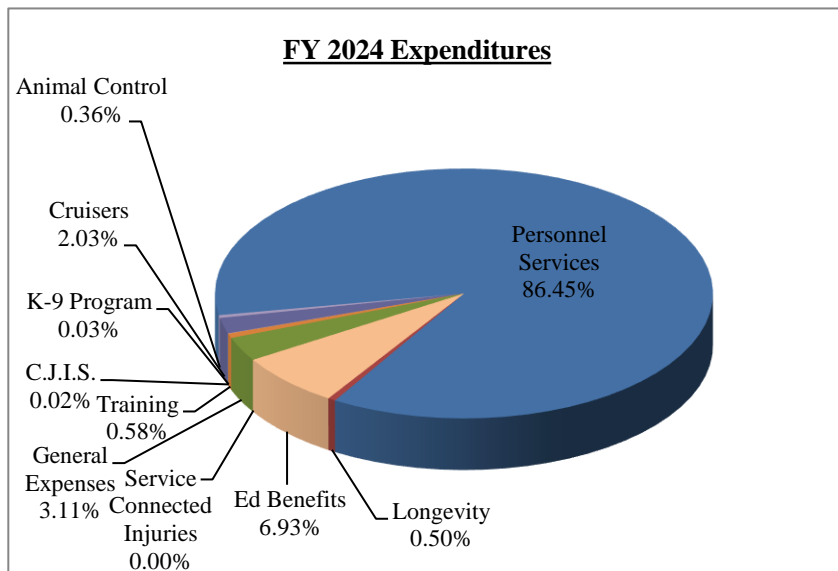
Staffing

- 1 Chief
- 2 Captains
- 4 Lieutenants
- 11 Sergeants
- 68 Police Officers* (5 partially funded outside of General Fund via COP grant)
- 1 Animal Control Officer
- 1 Senior Administrative Secretary
- 1 Firearms/Parking Clerk
- 3 Police Records Assistants/Matrons
- 8 Civilian Dispatchers (2 funded outside of General Fund via grant)
- 1 Mental Health Co-Response Clinician
- 30 Season Police Officers

** Police Officers include school resource officers*

**POLICE DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	7,113,984.92	7,405,120.87	7,895,539.85	6.62%
03 Longevity	50,000.00	51,000.00	45,500.00	-10.78%
04 Educational Benefits	526,708.94	547,583.95	632,923.15	15.58%
07 Service Connected Injuries	52,092.84	34,250.00	0.00	-100.00%
08 General Expenses	251,996.15	266,250.00	284,182.99	6.74%
10 Training/Schools	44,217.07	53,000.00	53,000.00	0.00%
32 C.J.I.S.	70.32	1,765.00	1,765.00	0.00%
34 K-9 Program	2,578.12	2,500.00	2,500.00	0.00%
60 Equipment Outlay (Cruisers)	148,543.10	149,000.00	185,000.00	24.16%
89 Animal Control	25,249.49	33,150.00	33,150.00	0.00%
DEPARTMENT TOTALS	8,215,440.95	8,543,619.82	9,133,560.99	6.91%



**POLICE DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Chief of Police	140,498.37	143,264.43	149,052.31	4.04%
Police Captains	249,500.80	249,151.81	258,035.11	3.57%
Police Lieutenants	463,582.55	448,917.20	451,590.75	0.60%
Police Sergeants	962,615.75	1,001,683.65	1,032,129.98	3.04%
Patrol Officers	3,991,233.01	4,372,908.95	4,695,201.63	7.37%
Animal Control Officer	49,990.38	50,990.13	52,009.80	2.00%
Civilian Dispatchers	203,849.24	306,280.58	316,505.51	3.34%
Records Clerks	150,510.21	155,648.71	161,772.60	3.93%
Firearms Clerk	46,946.65	47,887.70	51,024.39	6.55%
Part time Clerks/Matrons	126.14	1,000.00	1,000.00	0.00%
Special Police	100,123.71	30,000.00	30,000.00	0.00%
Senior Administrative Secretary	53,811.42	54,887.71	55,985.48	2.00%
Overtime - Training	138,281.40	145,000.00	145,000.00	0.00%
Overtime	309,450.84	225,000.00	250,000.00	11.11%
Temporary Duty (Out of Grade)	41,637.30	50,000.00	50,000.00	0.00%
Mental Health Co-Response Clinician	0.00	0.00	73,732.29	100.00%
Sick Leave Incentive	10,250.00	15,000.00	15,000.00	0.00%
Holidays	187,317.05	65,500.00	65,500.00	0.00%
Court Fees	14,260.10	42,000.00	42,000.00	0.00%
Total Personnel Services	7,113,984.92	7,405,120.87	7,895,539.85	6.62%
03 Longevity:				
Longevity	50,000.00	51,000.00	45,500.00	-10.78%
Total Longevity	50,000.00	51,000.00	45,500.00	-10.78%
04 Educational Benefits:				
Educational Benefits	526,708.94	547,583.95	632,923.15	15.58%
Total Educational Benefits	526,708.94	547,583.95	632,923.15	15.58%
07 Service Connected Injuries:				
Service Connected Injuries	52,092.84	30,000.00	0.00	-100.00%
Administrative	0.00	4,250.00	0.00	-100.00%
Total Service Connected Injuries	52,092.84	34,250.00	0.00	-100.00%
08 General Expenses:				
Uniform Allowance	8,859.23	7,250.00	8,000.00	10.34%
Equipment Maintenance	27,948.52	26,750.00	26,750.00	0.00%
Prof/Technical	7,000.00	0.00	0.00	0.00%
Supplies (Fingerprint Lab)	444.50	500.00	500.00	0.00%
Ammunition	28,405.49	28,000.00	29,682.99	6.01%
Printing/Forms	2,554.08	3,000.00	3,000.00	0.00%
Office Supplies	5,973.64	5,000.00	5,000.00	0.00%
Camera Equipment	341.01	2,000.00	2,000.00	0.00%
Lock Up Expense	1,102.86	3,000.00	3,000.00	0.00%
Gasoline/Diesel Fuel	66,478.33	75,000.00	90,000.00	20.00%
Motor Vehicle Repairs and Maintenance	56,023.45	75,000.00	75,000.00	0.00%
Medical Supplies	7,013.10	8,250.00	8,250.00	0.00%
Petty Cash Advance	0.00	100.00	100.00	0.00%
Car Allowance	580.00	1,000.00	1,000.00	0.00%
Dues and Memberships	3,859.00	2,500.00	3,000.00	20.00%
Subscriptions and Books	4,616.36	3,900.00	3,900.00	0.00%
Testing - New Hires	26,192.00	20,000.00	20,000.00	0.00%
Miscellaneous	4,604.58	5,000.00	5,000.00	0.00%
Total General Expenses	251,996.15	266,250.00	284,182.99	6.74%

**POLICE DEPARTMENT
LINE ITEM DETAIL (CONTINUED)**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
10 Training/Schools:				
Training	44,217.07	53,000.00	53,000.00	0.00%
Total Training/Schools	44,217.07	53,000.00	53,000.00	0.00%
32 C.J.I.S.:				
C.J.I.S.	70.32	1,765.00	1,765.00	0.00%
Total C.J.I.S.	70.32	1,765.00	1,765.00	0.00%
34 K-9 Program:				
K-9 Program	2,578.12	2,500.00	2,500.00	0.00%
Total K-9 Program	2,578.12	2,500.00	2,500.00	0.00%
60 Equipment Outlay:				
Cruisers	148,543.10	149,000.00	185,000.00	24.16%
Total Equipment Outlay	148,543.10	149,000.00	185,000.00	24.16%
89 Animal Control:				
Operations	22,391.96	29,900.00	29,900.00	0.00%
Supplies	48.46	750.00	750.00	0.00%
Vehicle Repair and Maintenance	2,809.07	2,500.00	2,500.00	0.00%
Total Animal Control	25,249.49	33,150.00	33,150.00	0.00%
TOTAL POLICE DEPARTMENT	8,215,440.95	8,543,619.82	9,133,560.99	6.91%

FIRE DEPARTMENT

Department Responsibilities:

The West Springfield Fire Department is committed to providing the highest level of emergency public safety services to the residents and those visiting the Town of West Springfield. These services will encompass fire prevention and control, training, and public education. The Department will respond with professionalism and integrity under adverse and difficult circumstances. Our members are committed to efficient, effective, and compassionate response to those within our Town.

Our Department will provide the highest level of medical treatment through our ambulance service. Through progressive training and equipment our members will be prepared to provide advanced medical treatment and intervention to those requiring medical assistance in our community.

Through our constant vigilance, vision, and strong core values, the Fire Department will provide the utmost protection to the lives and property, and enhance the quality of life for the Town of West Springfield.

FY 2024 Budget Highlights:

The FY 2024 budget includes additional funding for overtime costs. Overtime costs have increased in recent years and level funding of this line item has not been adequate. Additionally, the FY 2024 budget provides increases in operating costs for gasoline and supplies.

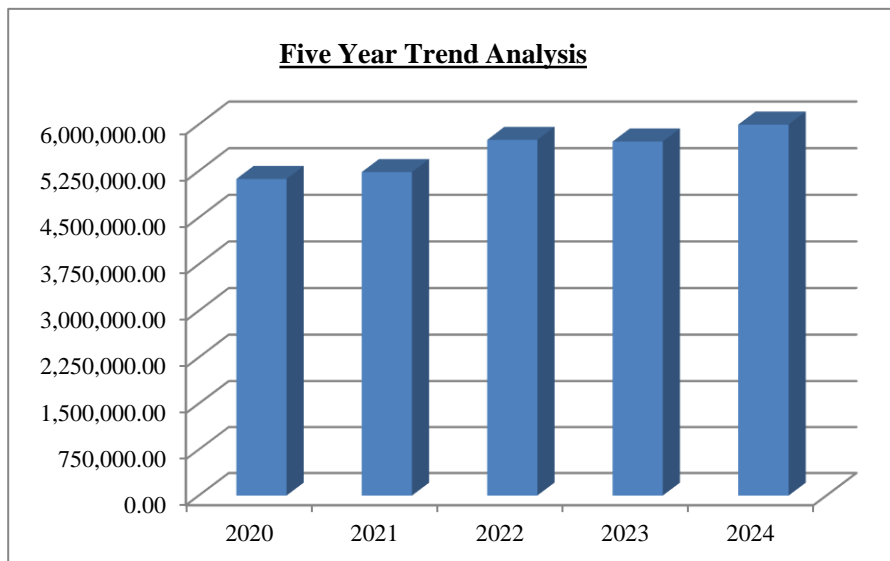
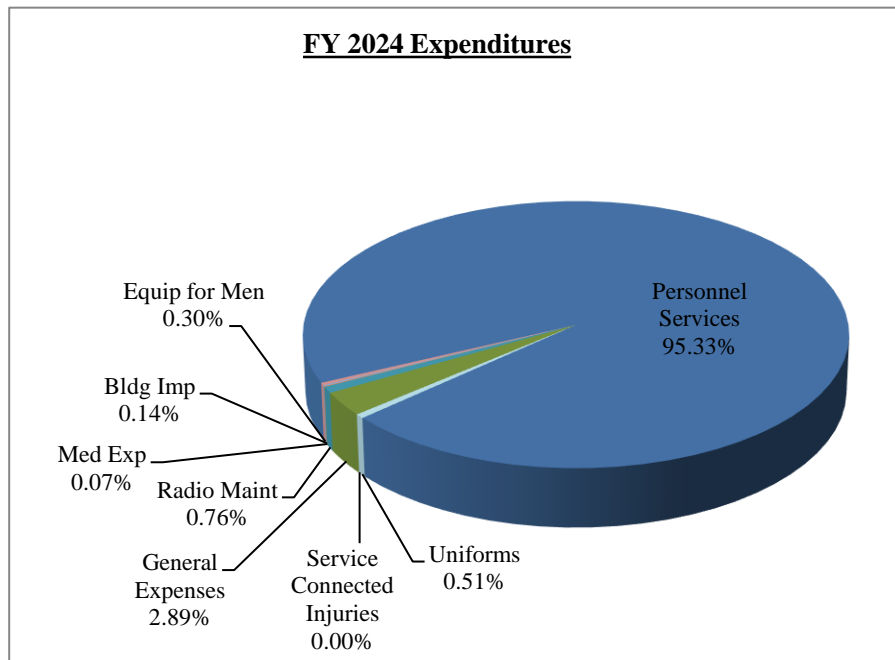
The position of Assistant Fire Chief has been added to the FY 2024 Operating budget. A portion of the salary is paid from the Ambulance Enterprise Fund for duties assigned to oversee Ambulance Operations.

The funding for service connected injuries has been eliminated from the Fire Department Operating Budget and will be supported via a separate Special Injury Leave Indemnity Fund approved by the Town Council in May of 2022 and funded separately in the Miscellaneous Budget.

<u>Staffing</u>	
1	Chief
1	Assistant Fire Chief (partially funded via. Ambulance budget)
1	Emergency Management Director
5	Deputies
12	Lieutenants
1	Alarm Superintendent
1	Safety Training Officer (.5 Funded in Fire Budget -.5 funded in the Ambulance budget)
56	Firefighters (45 funded in Fire budget – 11 funded in the Ambulance budget)
1	Senior Administrative Secretary

**FIRE DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	5,504,655.76	5,457,030.92	5,717,142.52	4.77%
05 Uniforms	25,506.14	25,522.00	30,522.00	19.59%
07 Service Connected Injuries	12,264.85	16,250.00	0.00	-100.00%
08 General Expenses	164,047.40	155,532.00	173,507.00	11.56%
09 Radio Maintenance	19,125.04	43,850.00	45,550.00	3.88%
14 Medical Expense	3,422.00	3,924.00	3,924.00	0.00%
58 Building Improvements	8,374.15	8,430.00	8,430.00	0.00%
59 Equipment for Firefighters	13,929.52	13,970.00	17,970.00	28.63%
DEPARTMENT TOTALS	5,751,324.86	5,724,508.92	5,997,045.52	4.76%



**FIRE DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Fire Chief	187,888.47	156,618.17	156,618.17	0.00%
Assistant Fire Chief	0.00	0.00	123,774.29	100.00%
Director of Emergency Management	9,846.70	10,000.00	10,000.00	0.00%
Deputy Chiefs	577,673.72	575,453.41	592,143.76	2.90%
Lieutenants	1,033,630.64	1,069,364.68	1,098,026.21	2.68%
Supt of Police and Fire Alarm	48,133.03	83,940.79	86,242.86	2.74%
Safety Training Officer	43,327.50	44,188.99	45,063.99	1.98%
Firefighters	2,836,571.39	3,071,233.52	3,135,971.70	2.11%
Senior Administrative Secretary	54,881.78	55,979.41	57,818.87	3.29%
Overtime	584,658.37	200,000.00	220,000.00	10.00%
Temporary Duty (Out of Grade)	22,807.91	54,762.27	56,512.23	3.20%
Sick Leave Incentive	29,850.00	40,000.00	20,000.00	-50.00%
Holidays	75,386.25	95,489.68	114,970.44	20.40%
Total Personnel Services	5,504,655.76	5,457,030.92	5,717,142.52	4.77%
05 Uniforms:				
Uniforms	25,506.14	25,522.00	30,522.00	19.59%
Total Uniforms	25,506.14	25,522.00	30,522.00	19.59%
07 Service Connected Injuries:				
Service Connected Injuries	12,148.31	12,000.00	0.00	-100.00%
Administrative	116.54	4,250.00	0.00	-100.00%
Total Service Connected Injuries	12,264.85	16,250.00	0.00	-100.00%
08 General Expenses:				
Equipment Maintenance	835.96	2,120.00	2,120.00	0.00%
Equipment Repairs	75,642.96	65,000.00	65,000.00	0.00%
Fuel and Generator	8,014.61	6,200.00	6,200.00	0.00%
Office Supplies	1,788.27	1,965.00	2,235.00	13.74%
Maintenance of Grounds	17,397.25	10,750.00	13,425.00	24.88%
Tools and Appliances	9,124.75	9,400.00	10,650.00	13.30%
Tires and Batteries	5,716.69	6,720.00	7,600.00	13.10%
Gasoline/Diesel Fuel	33,453.95	35,500.00	48,000.00	35.21%
Replace Fire Equipment (Hoses)	2,739.81	5,000.00	5,000.00	0.00%
Fire Prevention	250.00	962.00	962.00	0.00%
Police and Fire Alarm	1,290.00	2,800.00	3,200.00	14.29%
Other Training	0.00	3,190.00	3,190.00	0.00%
Schooling and Workshops	200.00	1,150.00	1,150.00	0.00%
Dues and Memberships	2,540.00	3,095.00	3,095.00	0.00%
Subscriptions and Books	1,086.00	1,430.00	1,430.00	0.00%
Miscellaneous	3,967.15	250.00	250.00	0.00%
Total General Expenses	164,047.40	155,532.00	173,507.00	11.56%
09 Radio Maintenance:				
Radio Maintenance	10,595.02	28,000.00	29,700.00	6.07%
Radio Change Overs/Repairs	8,530.02	15,850.00	15,850.00	0.00%
Total Radio Maintenance	19,125.04	43,850.00	45,550.00	3.88%
14 Medical Expense:				
Purchase of Services	3,422.00	3,924.00	3,924.00	0.00%
Total Medical Expense	3,422.00	3,924.00	3,924.00	0.00%
58 Building Improvements:				
Building Improvements	8,374.15	8,430.00	8,430.00	0.00%
Total Building Improvements	8,374.15	8,430.00	8,430.00	0.00%
59 Equipment for Firefighters:				
Equipment for Firefighters	13,929.52	13,970.00	17,970.00	28.63%
Total Equipment for Firefighters	13,929.52	13,970.00	17,970.00	28.63%
TOTAL FIRE DEPARTMENT	5,751,324.86	5,724,508.92	5,997,045.52	4.76%

SCHOOL DEPARTMENT

The School Department budget for the Town of West Springfield accounts for the operation and maintenance of the public school system. The following pages include a summary of the Education Budget. Further detail of programs and spending can be found in a separate budget document prepared by the Department of Education.

SCHOOL DEPARTMENT

Vision:

West Springfield Public Schools meets the needs of all learners and provides them with the resources they need to succeed in school, at home, and in the community. We build strong relationships with students and collaborative partnerships with their caregivers in order to develop the academic and social and emotional potential within every child. Together we prepare students for life in a diverse and ever changing world.

FY 2024 Budget Highlights:

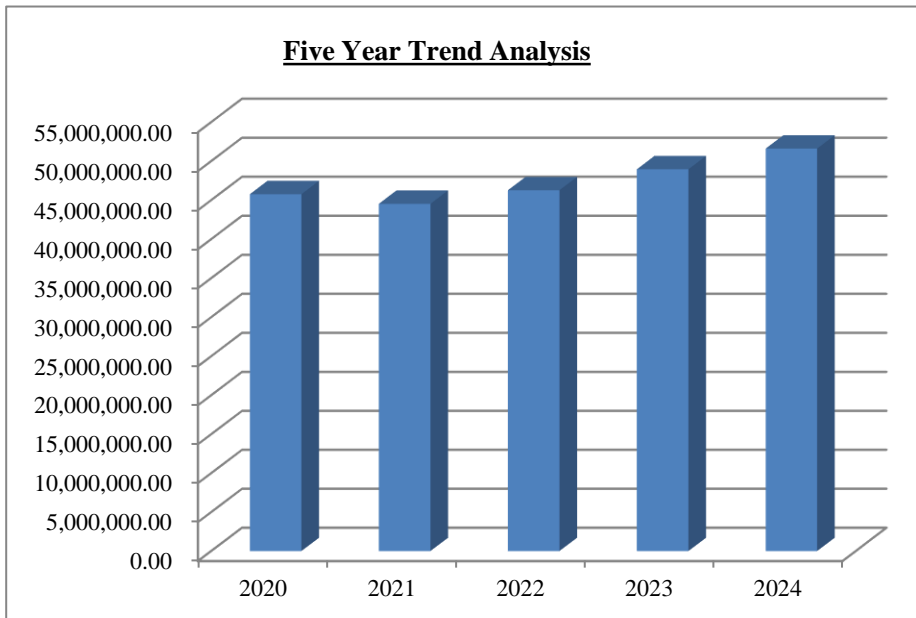
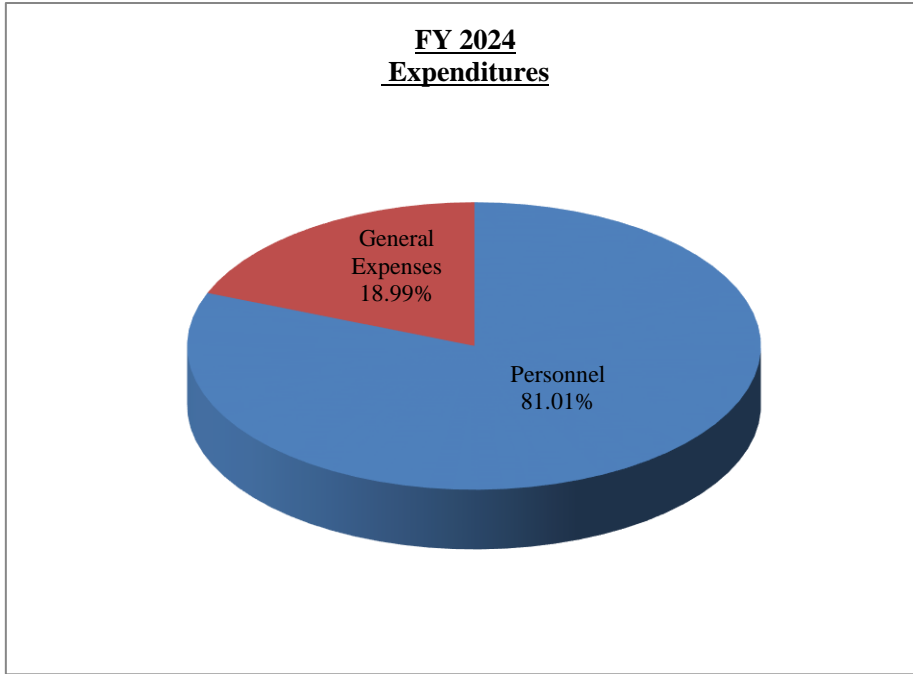
The FY24 budget maintains level services from FY23 with strategic programmatic and instructional additions requested to support enrollment increases in the WSPS High Needs student demographic. In addition to contractual salary and minimum wage increases, the 5.40% increase includes reallocating positions from School Choice and ESSER onto the operating budget. As the State continues to implement the SOA formula (year 3 of 6 in FY24), West Springfield saw a 13.91% (\$4,966,220) increase in Chapter 70 funding for FY24. As the sunset of the ESSER funding approaches in September of 2024, the District determined that reallocating positions previously funded with ESSER onto the operating budget was the most financially responsible action to take in order to prepare for the effect of the termination of American Rescue Act funding.

In addition to the operating budget as presented, the district continues to utilize additional ESSER and federal entitlement funding strategically and operationally to support School Improvement Plans (SIPs), to align various initiatives with the District Improvement Plan (DIP), and to meet the requirements of the Massachusetts Student Opportunity Act (SOA). The proposed FY24 budget focuses specifically on identifying and redressing learning loss in the student cohort designated as High Needs (Economically Disadvantaged, English Language Learners and Students on Individual Education Plans) and on returning all positions formerly placed on ESSER to the General Fund.

Since FY21, the WSPS operating budget has been offset with Elementary and Secondary School Emergency Relief (ESSER) funds. The infusion of this federal funding has provided mitigations to the school district's needs, which stem from the negative and pervasive effect of remote teaching and learning. ESSER funds have also afforded us the opportunity to enhance our instruction, remediate student learning loss, and support academic and social and emotional interventions. In collaboration with the budget subcommittee, costs previously applied to school choice and ESSER were folded into the general fund in order to alleviate the impending "fiscal cliff" and to reallocate those costs to the SOA plan generated in 2021 and funded "fully" in year three of the six year roll out as reflected in Governor Healy's proposed Budget.

**SCHOOL DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	37,478,577.40	39,700,962.00	41,801,278.00	5.29%
08 General Expenses	8,787,871.60	9,256,231.00	9,800,795.00	5.88%
DEPARTMENT TOTALS	46,266,449.00	48,957,193.00	51,602,073.00	5.40%



**SCHOOL DEPARTMENT
BUDGET SUMMARY - BY STATE CODE
FISCAL YEAR 2024 BUDGET**

STATE CODE	FUNCTION CATEGORIES	FY 2023 ORIGINAL BUDGET	FY 2023 ADJUSTED TO DATE	FY 2024 MAYOR'S RECOMMENDATION	FY 2024 PERCENT CHANGE
1110	School Committee	39,959.00	40,138.00	39,959.00	-0.45%
1210	Superintendent's Office	253,023.00	257,714.00	257,541.00	-0.07%
1220	Asst. Superintendent	142,260.00	142,260.00	142,260.00	0.00%
1230	District Wide Administration	148,723.00	157,307.00	169,993.00	8.06%
1410	Business Office	203,310.00	212,614.00	212,614.00	0.00%
1420	Personnel	91,200.00	105,031.00	106,880.00	1.76%
1430	Legal Services	188,000.00	188,000.00	198,000.00	5.32%
1450	District wide Technology	21,500.00	21,500.00	21,250.00	-1.16%
2100	Academic Leadership (Supervisors)	936,910.00	978,292.00	983,883.00	0.57%
2200	School Leadership - Building	2,640,289.00	2,594,210.00	2,719,907.00	4.85%
2300	Teaching	30,379,948.00	30,398,224.00	31,470,753.00	3.53%
2340	Library	302,555.00	319,175.00	319,175.00	0.00%
2350	Curriculum Review / Prof. Dev.	80,425.00	79,925.00	90,325.00	13.01%
2400	Textbook/Inst. Material/Supplies	676,565.00	677,065.00	680,121.00	0.45%
2450	Instructional Computers	182,905.00	183,155.00	175,030.00	-4.44%
2700	Counselors - Guidance/Adjustment	2,547,003.00	2,546,571.00	2,548,737.03	0.09%
2800	Psychological (Sped)	668,871.00	665,019.00	665,019.00	0.00%
3100	Attendance/Student Information	129,622.00	137,454.00	136,128.00	-0.96%
3200	Health	985,982.00	1,011,203.00	1,033,047.00	2.16%
3300	Transportation	3,134,906.00	3,134,906.00	3,271,779.00	4.37%
3400	Cafeteria Noon Supervision	101,400.00	110,565.00	113,400.00	2.56%
3510	Athletics	556,899.00	571,100.00	577,835.00	1.18%
3520	Student Activities	136,739.00	140,646.00	139,971.00	-0.48%
3600	School Security	11,000.00	11,000.00	9,000.00	-18.18%
4130	Utilities	0.00	1,000.00	1,000.00	0.00%
4230	Maintenance-Equipment	83,280.00	83,280.00	82,430.00	-1.02%
4400	Technology Infrastructure, Maint., and Support	300.00	300.00	300.00	0.00%
5150	Employee Separation Costs	110,082.00	101,082.00	87,082.00	-13.85%
5200	Insurance	56,897.00	60,708.00	60,708.00	0.00%
5500	Other (Medicaid Invoicing)	13,961.00	13,961.00	18,389.00	31.72%
5550	School Crossing Guards	120,500.00	120,500.00	122,900.00	1.99%
6200	Community / Adult Education	24,500.00	24,500.00	24,500.00	0.00%
7200	Lease	12,000.00	12,000.00	12,000.00	0.00%
9100	Tuition to Mass. Schools	219,136.00	219,136.00	219,136.00	0.00%
9200	Tuition to Out-of-State Schools	630,000.00	630,000.00	630,000.00	0.00%
9300	Tuition to Non-Public Schools	3,163,195.00	3,163,195.00	3,314,572.00	4.79%
9400	Tuition to Collaboratives	2,236,147.00	2,236,147.00	2,160,703.00	-3.37%
	Previously fund grant position move to the operating budget			939,913.00	100.00%
	Less: Circuit Breaker Tuition Reimbursement	(1,231,690.00)	(1,231,690.00)	(1,494,167.00)	21.31%
	Less: Sped Grant Tuition Revenue	(160,000.00)	(160,000.00)	(160,000.00)	0.00%
	Less: ESSER Offset	(1,000,000.00)	(1,000,000.00)	(500,000.00)	-50.00%
	TOTAL OPERATING BUDGET	48,838,302	48,957,193	51,602,073	5.40%

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is responsible for the care and maintenance of the Town's infrastructure including all water, sewer, and highway projects. The Department also administers solid waste programs as well as assisting other agencies with professional services.

Divisions:

Administrative Division

Operations Division

Flood Control Division

Snow and Ice Division

DEPARTMENT OF PUBLIC WORKS

Department Responsibilities:

Every day in many diverse ways the Department of Public Works touches almost every aspect of life for those living and/or working within the boundaries of the Town of West Springfield and to a lesser extent those residents of the surrounding communities that utilize the roads and recreation areas.

Our mission is to ensure the safety and comfort in public service areas ranging from - maintenance of streets and sidewalks; installation and repair of street signs; water treatment and distribution; sewer pump stations and mains; to - snow removal and sanding.

In addition to the above, DPW is also responsible for the maintenance and repair of all Public Works, Police and Fire vehicles.

Other responsibilities include the collection of recyclables, solid waste, yard waste and large bulk items through sound programs.

We are committed to responsibly allocating the resources we are provided through the budget process to maintain our infrastructure.

FY 2024 Budget Highlights:

The Department of Public Works will continue many projects during Fiscal Year 2024, including our usual Street Maintenance, Complete Streets Projects, and Memorial Avenue Corridor Reconstruction plans.

Increasing costs for trash collection and disposal as well as fuel costs have been provided for in the FY 2024 budget with reductions in other budget areas to the extent possible in order to absorb the impact.

The FY 2024 budget continues to fund two interns to work with our engineering department, to provide valuable resources to assist with the many projects underway.

Staffing

Administrative Division

- 1 Director
- 1 Deputy Director of Operations
- 1 Town Engineer
- 2 Project Managers
- 1 Business Manager
- 1 Administrative Specialist
- 2 Interns (part-time/seasonal)

Operations Division

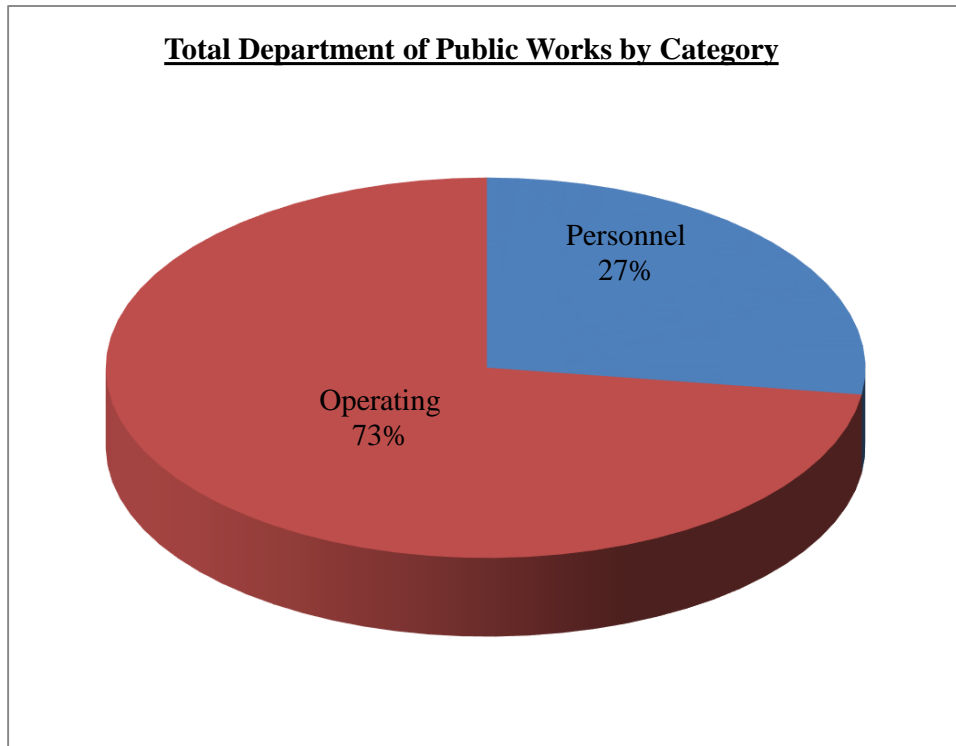
- 11 Laborers

Flood Control Division

- 3 Laborers

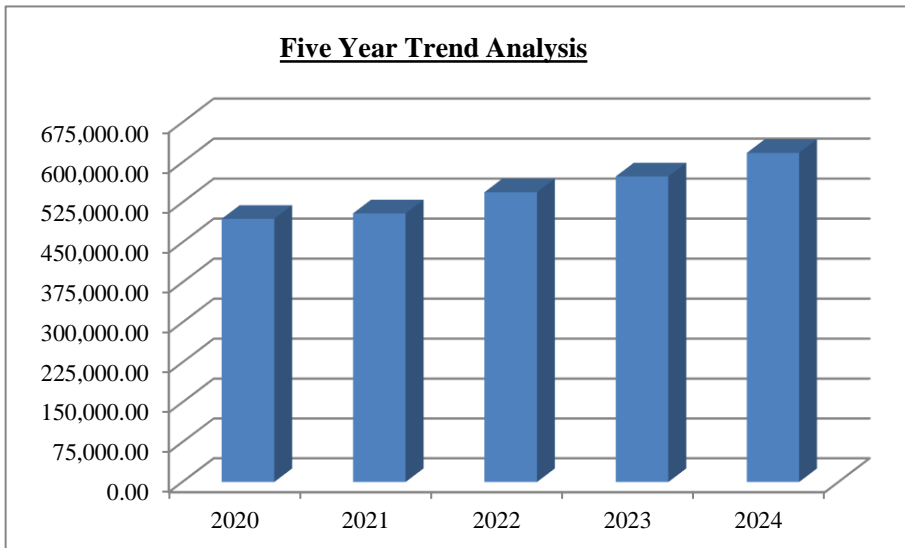
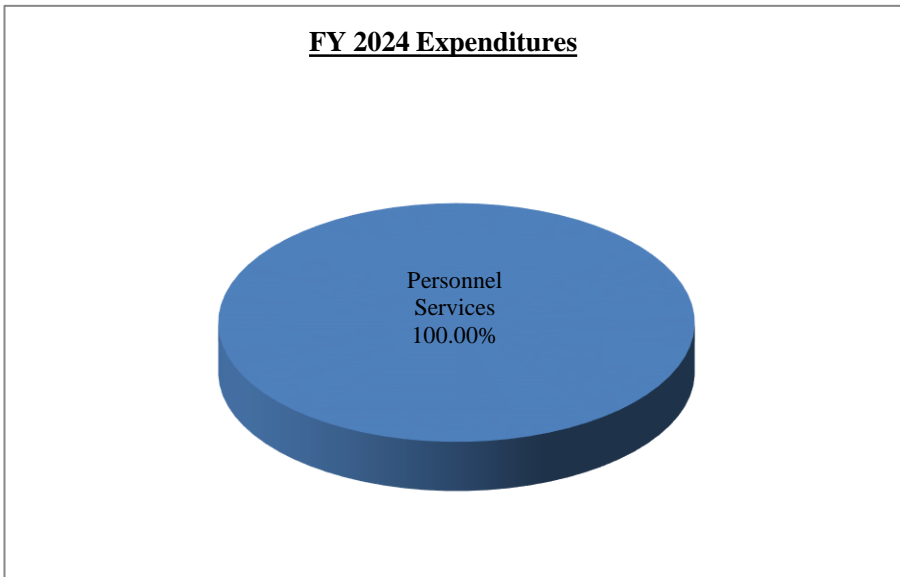
**SUMMARY
DEPARTMENT OF PUBLIC WORKS
FISCAL YEAR 2024 BUDGET**

<u>DIVISION</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
Administrative	544,135.86	573,751.55	617,904.78	7.70%
Operations	2,925,602.99	3,622,015.65	3,875,259.16	6.99%
Flood Control	487,733.09	421,707.47	421,124.54	-0.14%
Snow and Ice	735,361.50	390,120.00	390,120.00	0.00%
Total Department of Public Works	4,692,833.44	5,007,594.67	5,304,408.48	5.93%



**DEPARTMENT OF PUBLIC WORKS
ADMINISTRATIVE DIVISION
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	544,135.86	573,751.55	617,904.78	7.70%
DIVISION TOTALS	544,135.86	573,751.55	617,904.78	7.70%

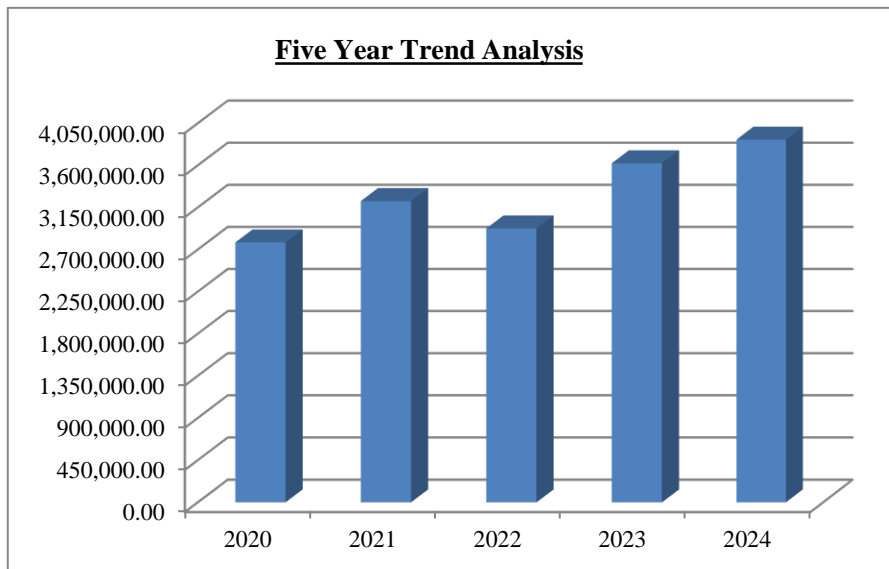
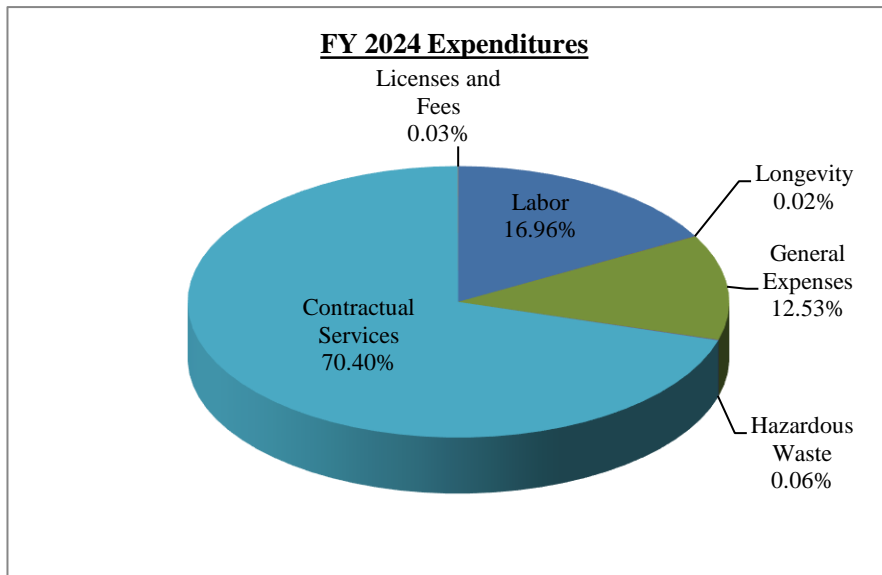


**DEPARTMENT OF PUBLIC WORKS
ADMINISTRATIVE DIVISION
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Director of Public Works	110,620.64	116,400.48	122,724.75	5.43%
Deputy Director of Operations	79,150.58	85,475.94	89,567.48	4.79%
Town Engineer	85,256.46	94,808.94	102,392.21	8.00%
Project Manager	43,190.86	63,242.39	70,183.83	10.98%
Project Manager	66,290.82	66,434.06	70,183.83	5.64%
Business Manager	69,634.71	74,357.91	77,848.41	4.69%
Administrative Specialist	77,419.37	41,976.83	47,004.27	11.98%
Interns	12,102.39	26,855.00	34,000.00	26.61%
Overtime	470.03	4,200.00	4,000.00	-4.76%
Total Personnel Services	544,135.86	573,751.55	617,904.78	7.70%
TOTAL ADMINISTRATIVE DIVISION	544,135.86	573,751.55	617,904.78	7.70%

**DEPARTMENT OF PUBLIC WORKS
OPERATIONS DIVISION
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
02 Labor	622,129.28	654,596.78	657,074.16	0.38%
03 Longevity	450.00	450.00	750.00	66.67%
08 General Expenses	192,102.55	483,301.00	485,700.00	0.50%
13 Hazardous Waste	2,412.20	2,500.00	2,500.00	0.00%
20 Contractual Services	2,108,483.96	2,480,167.87	2,728,235.00	10.00%
48 Licenses and Fees	25.00	1,000.00	1,000.00	0.00%
DIVISION TOTALS	2,925,602.99	3,622,015.65	3,875,259.16	6.99%

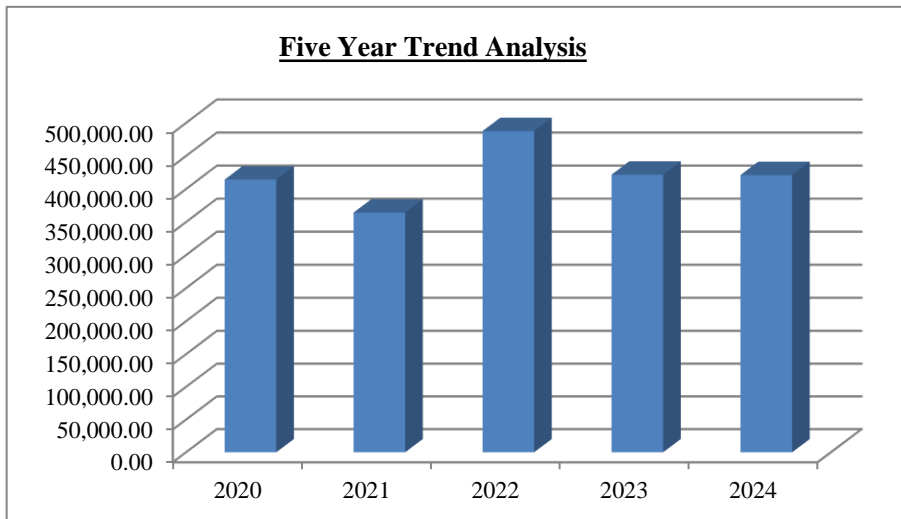
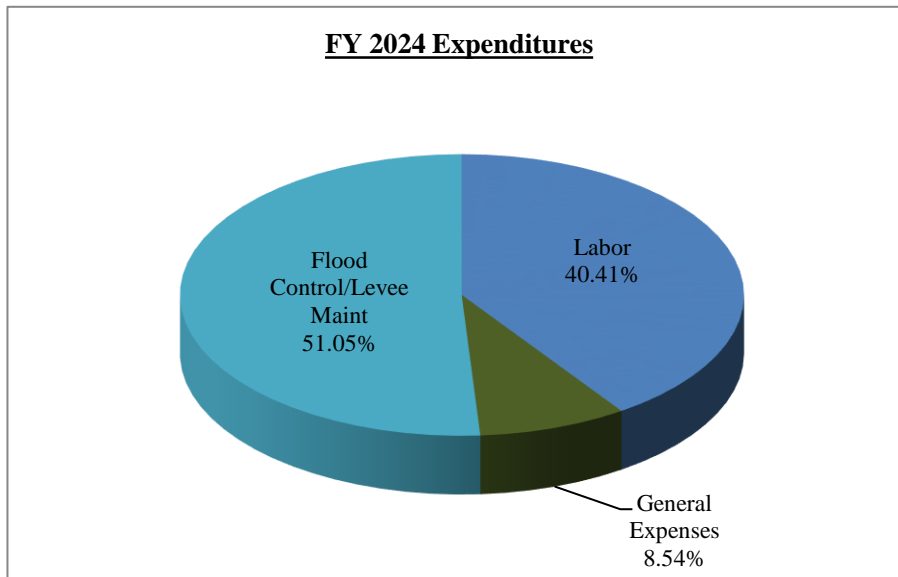


**DEPARTMENT OF PUBLIC WORKS
OPERATIONS DIVISION
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
02 Labor:				
Wages - Operations	579,619.23	591,216.78	608,480.16	2.92%
Overtime	31,208.77	35,700.00	26,414.00	-26.01%
Out of Grade	2,372.77	5,100.00	5,100.00	0.00%
Prep Time	0.00	4,080.00	4,080.00	0.00%
Seasonal	3,544.51	8,500.00	5,000.00	0.00%
Patrolmen	5,384.00	10,000.00	8,000.00	-20.00%
Total Labor	622,129.28	654,596.78	657,074.16	0.38%
03 Longevity:				
Longevity	450.00	450.00	750.00	66.67%
Total Longevity	450.00	450.00	750.00	66.67%
08 General Expenses:				
Uniform Allowance	4,322.18	3,500.00	5,000.00	42.86%
Meals	0.00	600.00	600.00	0.00%
Services	60,934.62	179,101.00	150,000.00	-16.25%
Supplies	126,688.00	300,000.00	330,000.00	10.00%
Travel - In State	157.75	100.00	100.00	0.00%
Total General Expenses	192,102.55	483,301.00	485,700.00	0.50%
13 Hazardous Waste:				
Disposal of Hazardous Waste	2,412.20	2,500.00	2,500.00	0.00%
Total Hazardous Waste	2,412.20	2,500.00	2,500.00	0.00%
20 Contractual Services:				
Trash Collection and Disposal	2,108,483.96	2,416,167.87	2,664,235.00	10.27%
Contractual Services	0.00	64,000.00	64,000.00	0.00%
Total Contractual Services	2,108,483.96	2,480,167.87	2,728,235.00	10.00%
48 Licenses and Fees:				
Licenses and Fees	25.00	1,000.00	1,000.00	0.00%
Total Licenses and Fees	25.00	1,000.00	1,000.00	0.00%
TOTAL OPERATIONS DIVISION	2,925,602.99	3,622,015.65	3,875,259.16	6.99%

**DEPARTMENT OF PUBLIC WORKS
FLOOD CONTROL DIVISION
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
02 Labor	167,118.86	170,757.47	170,174.54	-0.34%
08 General Expenses	28,166.50	35,950.00	35,950.00	0.00%
57 Flood Control/Levee Maintenance	292,447.73	215,000.00	215,000.00	0.00%
DIVISION TOTALS	487,733.09	421,707.47	421,124.54	-0.14%

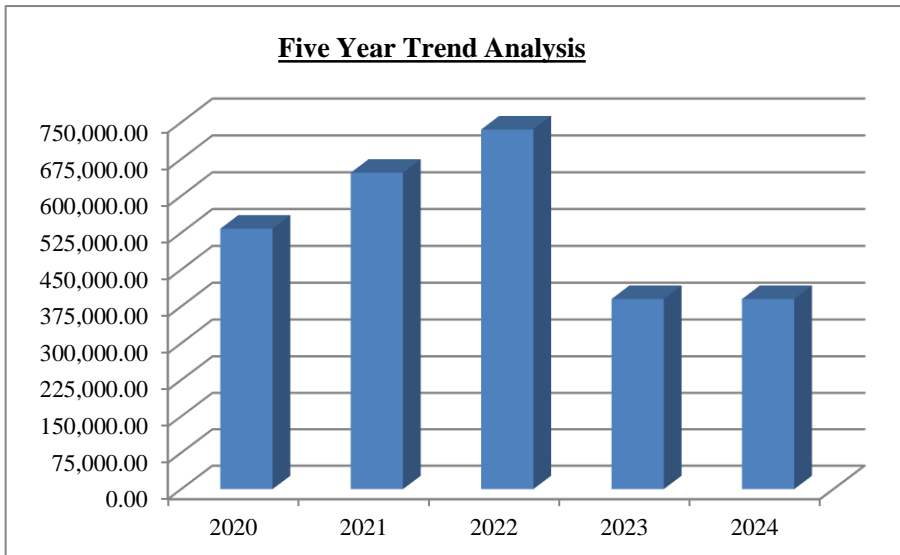
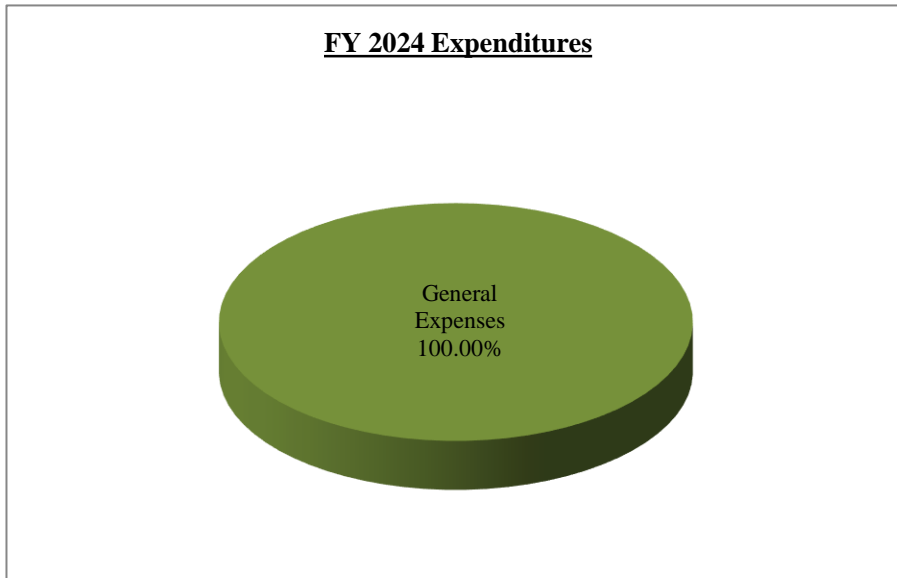


**DEPARTMENT OF PUBLIC WORKS
FLOOD CONTROL DIVISION
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
02 Labor:				
Wages - Flood Control	154,721.76	155,102.47	156,674.54	1.01%
Overtime	12,367.37	14,655.00	12,500.00	-14.70%
Out of Grade	29.73	1,000.00	1,000.00	0.00%
Total Labor	167,118.86	170,757.47	170,174.54	-0.34%
08 General Expenses:				
Services	5,952.60	15,950.00	15,950.00	0.00%
Supplies	22,213.90	20,000.00	20,000.00	0.00%
Total General Expenses	28,166.50	35,950.00	35,950.00	0.00%
57 Flood Control:				
Levee Maintenance	292,447.73	215,000.00	215,000.00	0.00%
Total Flood Control	292,447.73	215,000.00	215,000.00	0.00%
TOTAL FLOOD CONTROL DIVISION	487,733.09	421,707.47	421,124.54	-0.14%

**DEPARTMENT OF PUBLIC WORKS
SNOW AND ICE DIVISION
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
08 General Expenses	735,361.50	390,120.00	390,120.00	0.00%
DIVISION TOTALS	735,361.50	390,120.00	390,120.00	0.00%



**DEPARTMENT OF PUBLIC WORKS
SNOW AND ICE DIVISION
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
08 General Expenses:				
Overtime	46,303.54	100,000.00	100,000.00	0.00%
Meals	6,228.00	5,000.00	5,000.00	0.00%
Services	448.80	2,000.00	2,000.00	0.00%
Contract Services	256,197.25	50,000.00	50,000.00	0.00%
Supplies	423,555.03	233,120.00	233,120.00	0.00%
Total General Expenses	732,732.62	390,120.00	390,120.00	0.00%
TOTAL SNOW AND ICE DIVISION	732,732.62	390,120.00	390,120.00	0.00%

HEALTH AND WELFARE

Health and Welfare programs service the health needs of the Town of West Springfield citizens through design and implementation of health regulations and programs, including programs designed to meet the needs of the Town's elderly citizens and veterans.

Departments:

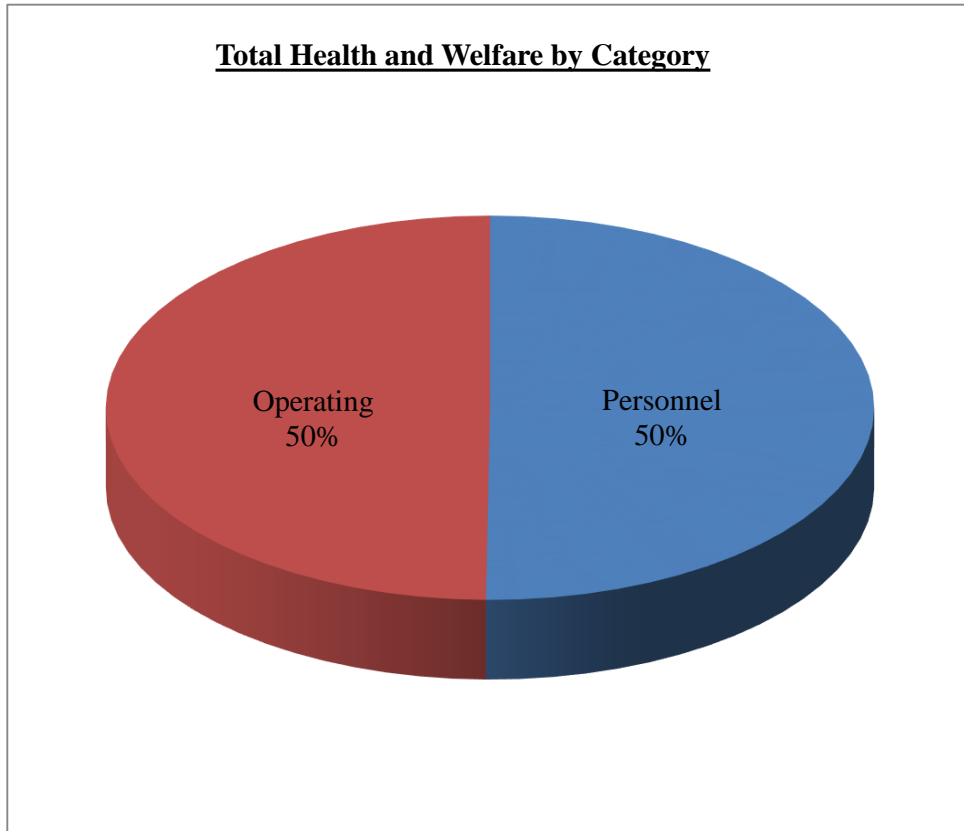
Health Department

Veterans' Services Department

Council on Aging

**SUMMARY
HEALTH AND WELFARE**

<u>DEPARTMENT</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
Health Department	291,948.09	361,422.92	369,443.69	2.22%
Veteran's Services Department	464,247.64	653,008.94	609,090.00	-6.73%
Council on Aging	343,650.79	393,418.44	409,173.85	4.00%
Total Health and Welfare	1,099,846.52	1,407,850.30	1,387,707.54	-1.43%



HEALTH DEPARTMENT

Department Responsibilities:

The Health Department provides programs and services that promote the health and well-being of the public. By statutory mandates, the Health Department is responsible for promoting and protecting the health of the citizens of the West Springfield through the enforcement of federal, state and local health laws and regulations. The Health Department also strives to prevent disease through education, investigation and enforcement activities. Our activities include inspections of food service facilities, swimming facilities, hotels/motels, tanning facilities, tattoo establishments and housing units; investigating reports of nuisances, communicable diseases, and code violations; providing tuberculosis testing, some immunizations, and health education; and, emergency preparedness planning and response.

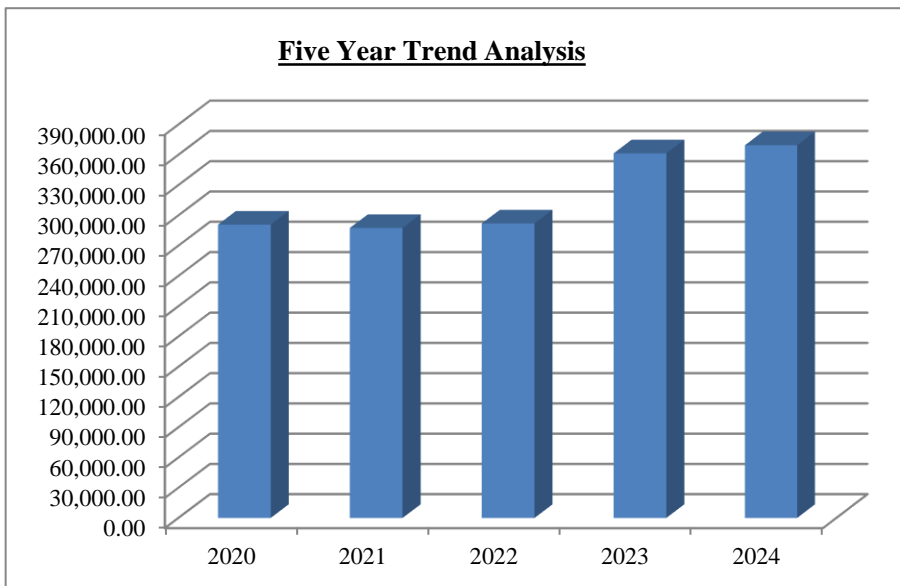
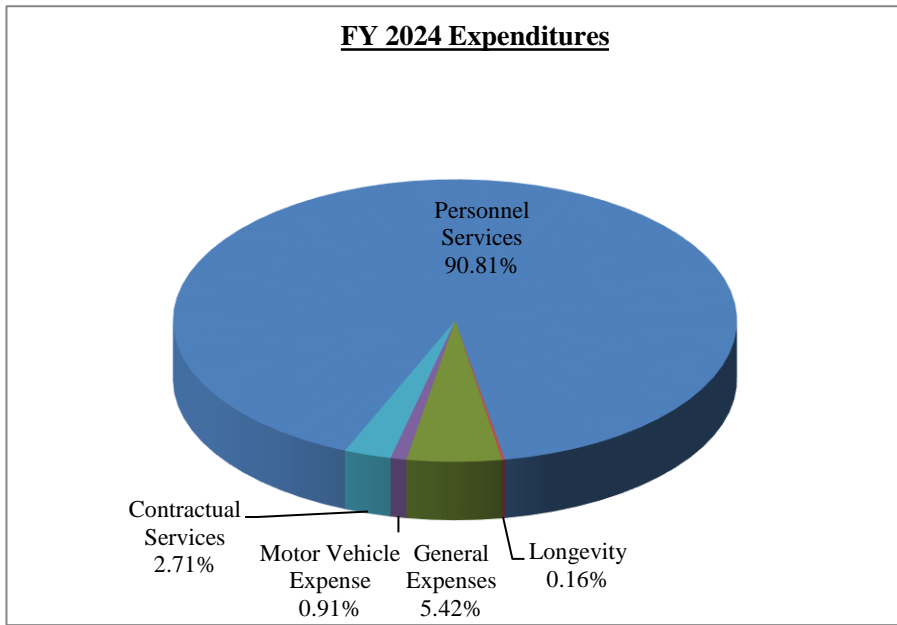
FY 2024 Budget Highlights:

The FY 2023 Health Department Budget maintains the current level of services. Contract services will continue to fund basic mosquito control services through our membership in the Pioneer Valley Mosquito Control District and also limited contractual services for temporary nursing.

<u>Staffing</u>	
1	Director of Public Health
1	Public Health Nurse Administrator
1	Environmental Health Specialist
1	Code Inspector
1	Administrative Secretary
3	Member Board of Health (appointed)

**HEALTH DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	261,952.07	326,912.92	335,473.69	2.62%
03 Longevity	600.00	600.00	600.00	0.00%
08 General Expenses	17,318.13	20,610.00	20,020.00	-2.86%
11 Motor Vehicle Expense	1,955.37	3,300.00	3,350.00	1.52%
20 Contractual Services	10,122.52	10,000.00	10,000.00	0.00%
DEPARTMENT TOTALS	291,948.09	361,422.92	369,443.69	2.22%



**HEALTH DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Health Director	86,672.21	88,840.90	96,659.02	8.80%
Public Health Nurse	72,318.71	73,800.16	71,162.74	-3.57%
Environmental Health Specialist	50,177.76	55,114.84	57,091.86	3.59%
Code Inspector*	0.00	57,813.45	58,459.56	1.12%
Administrative Secretary	52,783.39	50,843.57	51,350.51	1.00%
Overtime	0.00	500.00	750.00	50.00%
Total Personnel Services	261,952.07	326,912.92	335,473.69	2.62%
03 Longevity:				
Longevity	600.00	600.00	600.00	0.00%
Total Longevity	600.00	600.00	600.00	0.00%
08 General Expenses:				
Equipment Maintenance Contract	8,797.50	8,800.00	9,200.00	4.55%
Well Child	696.00	700.00	700.00	0.00%
Rabies Testing	240.81	700.00	700.00	0.00%
Animal Disposal	3,000.00	3,000.00	800.00	-73.33%
Printing Forms	1,676.00	500.00	600.00	20.00%
Office Supplies	481.94	800.00	800.00	0.00%
Medical Supplies/Sharps Disposal	790.18	3,000.00	3,000.00	0.00%
Food Sample	0.00	100.00	100.00	0.00%
Schooling and Workshops	1,460.80	2,800.00	3,800.00	35.71%
Malpractice Insurance	102.00	110.00	120.00	9.09%
Miscellaneous	72.90	100.00	200.00	100.00%
Total General Expenses	17,318.13	20,610.00	20,020.00	-2.86%
11 Motor Vehicle Expense:				
Gasoline/Diesel Fuel	476.37	550.00	750.00	36.36%
Motor Vehicle Repairs and Maint	914.29	750.00	750.00	0.00%
Car Allowance	564.71	2,000.00	1,850.00	-7.50%
Total Motor Vehicle Expense	1,955.37	3,300.00	3,350.00	1.52%
20 Contractual Services:				
Contractual Services	10,122.52	10,000.00	10,000.00	0.00%
Total Contractual Services	10,122.52	10,000.00	10,000.00	0.00%
TOTAL HEALTH DEPARTMENT	291,948.09	361,422.92	369,443.69	2.22%

*Code Inspector transferred from Building Department FY 2023.

VETERAN'S SERVICE DEPARTMENT

Department Responsibilities:

The Department of Veterans' Services is responsible for providing financial, medical and burial assistance to Veterans and spouses and children of Veterans as required by Massachusetts General Laws 115 and CMR 108 Regulations. This assistance includes providing for food, fuel, housing, living expenses, medical, dental, pharmaceutical bills, medical insurance premiums and long term care expenses according to the budgets provided under MGL 115. The department is also responsible for the distribution and maintenance of the St. Thomas Cemetery and town property flags. Most services and costs, as previously described, are reimbursed 75% from the Commonwealth of Massachusetts. The burial assistance and move-in costs are reimbursed at 100%.

The Department of Veterans' Services is responsible for the coordination and execution of the Memorial and Veterans' Day Events, and other Veterans activities and ceremonies. The department is responsible for flagging official town monuments, and providing flags for various municipal departments and buildings. The Veteran's Service Officer (VSO) assists Veterans and their dependents in obtaining all local, state, and federal benefits that they may be entitled to. Additionally, the VSO sits on numerous committees and boards that aim in assisting Veterans in the region and State and is a certified claims officer, ensuring federal claims are completed and submitted on behalf of the Veteran.

FY 2024 Budget Highlights:

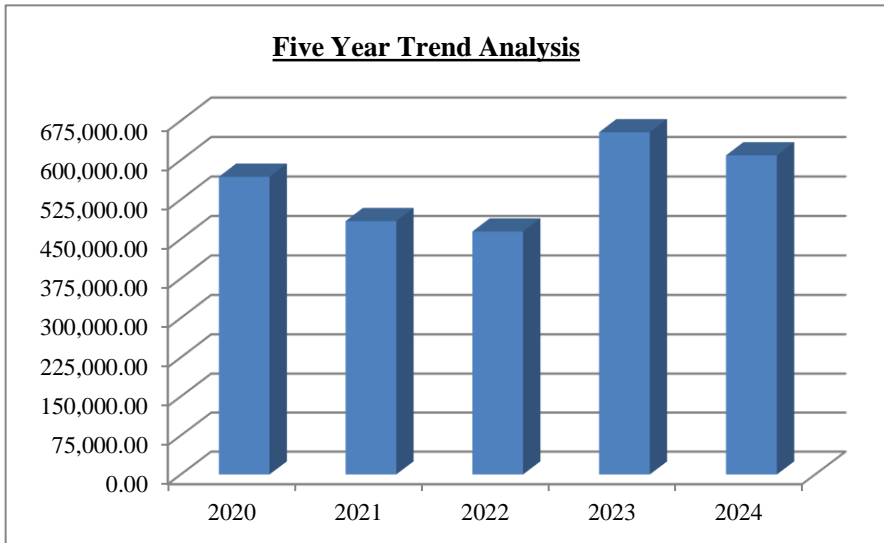
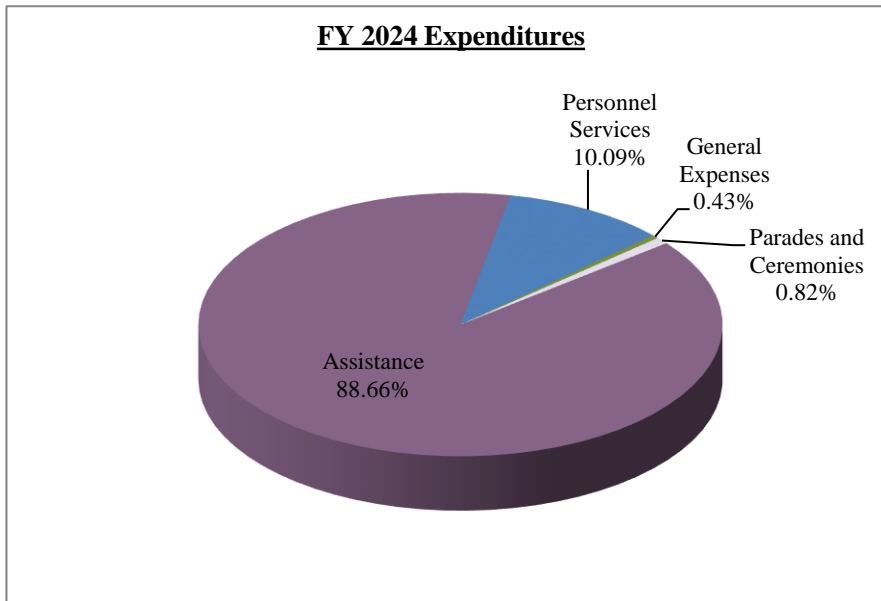
The department's FY 2024 budget provides the necessary funding for the continued provision of services and assistance to our Veterans and their families in a professional and honorable manner. The department's duties will include the successful execution of the town's Veterans ceremonies and parades, sharing of resources and support with non-governmental Veterans organizations, working with other town departments to ensure Veterans are properly represented, ensure unserviceable flags are replaced on town properties, assisting Veterans through the Commonwealth's Chapter 115 Program, and assisting all Veterans to obtain local, state, and federal programs and benefits that may be applicable to their needs.

The FY 2024 budget eliminates the Administrative Assistant, which provided support to the Veteran's Service Officer as well as the Municipal Office Building information booth. Administrative support services for the Veteran's Department will be shared with other municipal departments.

Staffing
1 Veteran Service Officer (VSO)

**VETERAN'S SERVICES DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	56,770.56	105,868.94	61,450.00	-41.96%
08 General Expenses	0.00	2,140.00	2,640.00	23.36%
50 Parades and Ceremonies	4,407.90	5,000.00	5,000.00	0.00%
51 Assistance	403,069.18	540,000.00	540,000.00	0.00%
DEPARTMENT TOTALS	464,247.64	653,008.94	609,090.00	-6.73%



**VETERAN'S SERVICES DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Veteran's Service Officer	56,770.56	61,661.44	61,450.00	-0.34%
Administrative Assistant	0.00	44,207.50	0.00	-100.00%
Total Personnel Services	56,770.56	105,868.94	61,450.00	-41.96%
08 General Expenses				
Office Supplies	0.00	500.00	500.00	0.00%
Schooling and Workshops	0.00	1,000.00	1,500.00	50.00%
Dues and Memberships	0.00	140.00	140.00	0.00%
Subscriptions and Books	0.00	500.00	500.00	0.00%
Total General Expenses	0.00	2,140.00	2,640.00	23.36%
50 Parades and Ceremonies				
Miscellaneous	4,407.90	5,000.00	5,000.00	0.00%
Total Parades and Ceremonies	4,407.90	5,000.00	5,000.00	0.00%
51 Assistance				
Veteran's Benefits - Ordinary	233,514.30	315,000.00	315,000.00	0.00%
Veteran's Benefits - Miscellaneous	169,554.88	225,000.00	225,000.00	0.00%
Total Assistance	403,069.18	540,000.00	540,000.00	0.00%
TOTAL VETERAN'S SERVICES DEPARTMENT	464,247.64	653,008.94	609,090.00	-6.73%

COUNCIL ON AGING

Department Responsibilities:

The West Springfield Council on Aging/Senior Center (the Center) is dedicated to enhancing the quality of life of adults regardless of age, income, race, ethnicity, religion or sexual orientation by offering services and recreational opportunities that strive to enhance and promote each person’s independence and autonomy. The Council on Aging represents the town’s interests in providing services to meet the needs of the older adults in conjunction with the State’s Dept. of Elder Affairs and is responsible for the operation and oversight of the Senior Center. The Town of West Springfield became the 133rd City in the United States to join the World Health Organization and AARP’s Age Friendly Network. This initiative is being coordinated through the Council on Aging to highlight West Springfield as the place where people of all ages and all abilities can successfully live, work and play.

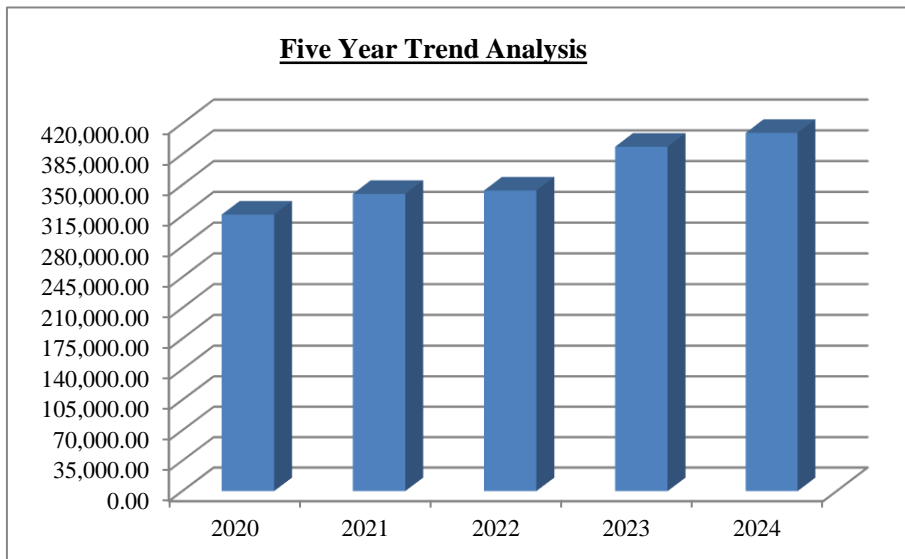
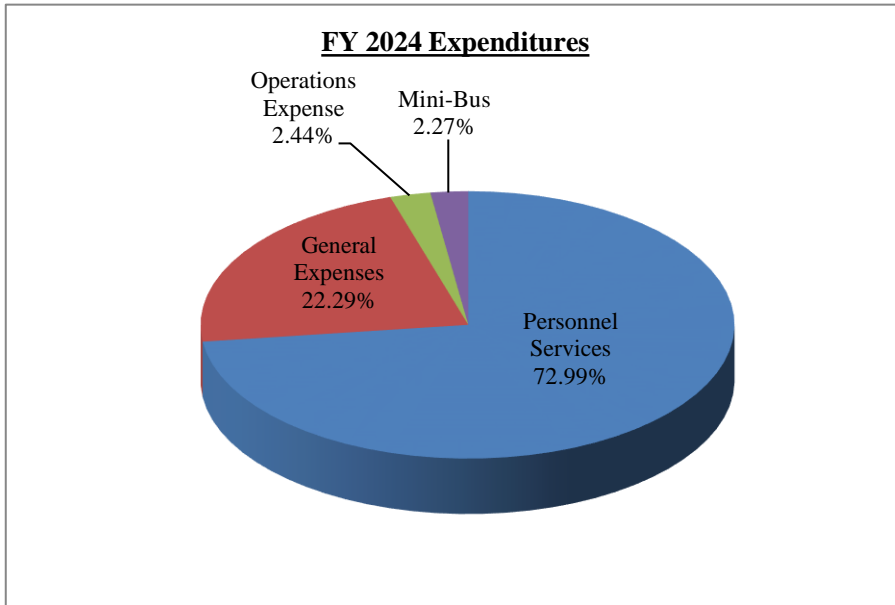
FY 2024 Budget Highlights:

The FY 2024 budget enables the Council on Aging to provide a variety of services, programs, and activities to promote the overall health and wellbeing of older adults. The budget includes an increase for the estimated gasoline costs to support the operation of the Council on Aging Mini Bus.

<u>Staffing</u>	
1 Council on Aging Director	<i>Contractual Grant funded positions</i>
1 Deputy Director	1 Community Outreach Ass’t (part time)
1 Office Assistant	2 Kitchen Assistants (part time)
1 Outreach Specialist	16 Meals on Wheels Drivers (part time)
1 Motor Vehicle Operator	

**COUNCIL ON AGING
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	267,887.91	282,893.44	298,648.85	5.57%
08 General Expenses	61,529.58	91,225.00	91,225.00	0.00%
09 Operations Expense	9,490.56	12,000.00	10,000.00	-16.67%
11 Mini-Bus	4,742.74	7,300.00	9,300.00	27.40%
DEPARTMENT TOTALS	343,650.79	393,418.44	409,173.85	4.00%



**COUNCIL ON AGING
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Council on Aging Director	75,360.88	76,868.76	83,632.55	8.80%
Deputy Director of Council on Aging	51,492.54	56,182.14	61,125.82	8.80%
Office Assistant	43,394.22	46,256.37	46,671.50	0.90%
Overtime	142.86	500.00	500.00	0.00%
Outreach Specialist	57,384.49	60,467.82	62,689.52	3.67%
Motor Vehicle Operator	40,112.92	42,618.35	44,029.46	3.31%
Total Personnel Services	267,887.91	282,893.44	298,648.85	5.57%
08 General Expenses:				
Uniform Allowance	0.00	100.00	100.00	0.00%
Purchase of Services	60,113.41	88,425.00	88,425.00	0.00%
Office Supplies	1,175.24	2,000.00	2,000.00	0.00%
Custodial Supplies	61.04	200.00	200.00	0.00%
Schooling and Workshops	179.89	500.00	500.00	0.00%
Total General Expenses	61,529.58	91,225.00	91,225.00	0.00%
09 Operations Expense:				
Travel	9,490.56	12,000.00	10,000.00	-16.67%
Total Operations Expense	9,490.56	12,000.00	10,000.00	-16.67%
12 Mini-Bus:				
Gasoline/Diesel Fuel	2,359.51	4,500.00	6,500.00	44.44%
Motor Vehicle Repairs and Main	2,383.23	2,800.00	2,800.00	0.00%
Total Mini-Bus	4,742.74	7,300.00	9,300.00	27.40%
TOTAL COUNCIL ON AGING	343,650.79	393,418.44	409,173.85	4.00%

CULTURE AND RECREATION

Culture and Recreation programs are designed to provide cultural, educational and recreational activities, which enhance the quality of life for the citizens of the Town of West Springfield.

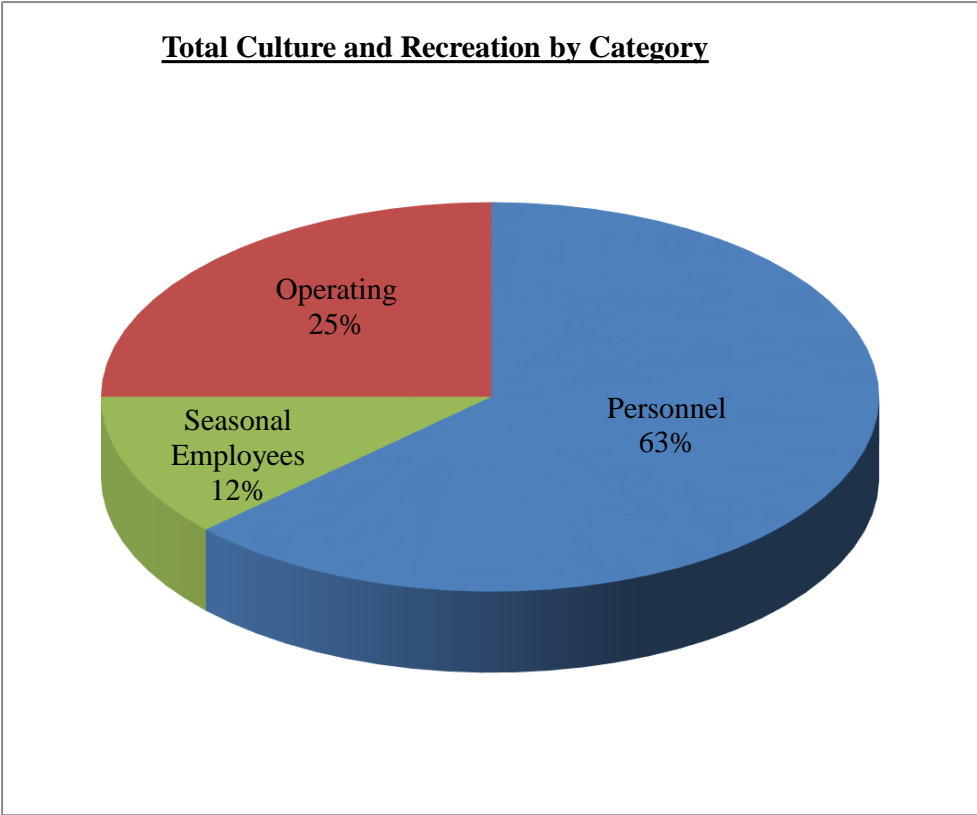
Departments:

Library

Park and Recreation

**SUMMARY
CULTURE AND RECREATION BUDGET**

<u>DEPARTMENT</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
Library	1,131,633.48	1,209,552.54	1,275,144.33	5.42%
Park and Recreation	550,171.21	581,847.21	582,685.97	0.14%
Total Culture and Recreation	1,681,804.69	1,791,399.75	1,857,830.30	3.71%



Department Responsibilities:

The West Springfield Public Library provides materials in a variety of formats and services for persons of all ages, to help community residents obtain information that meets their personal, educational, and professional needs. All library services are vigorously promoted to increase public awareness and thereby increase the quality of life for West Springfield citizens. [Accepted by W.S. Public Library Board of Trustees 9/22/09]

West Springfield Public Library (WSPL) is a vital community based facility and multimedia center staffed with knowledgeable personnel that offers valuable services for residents. It is a destination: an information gateway, public space, tourist attraction, cultural and local history hub, providing 60 hours of operation weekly including evening and weekend hours. The Library provides an up-to-date collection of materials in various formats, cultural and educational programming, Internet access, and Wi-Fi. Patrons can request materials online via the card catalog at any time of the day or night, extending the reach of the Library far beyond our regular hours.

FY 2024 Budget Highlights:

The FY 2024 budget includes funding sufficient to maintain West Springfield’s Municipal Appropriations Requirement (MAR) and West Springfield’s Materials Expenditure Requirement (MER) as determined by the Massachusetts Board of Library Commissioners (MBLC). It is important that the Town continues to meet the funding requirements in order to receive state aid for public libraries.

The position of Cataloger has been reinstated in the FY 2024 Operating Budget. The duties of the Cataloger had been combined with other employee responsibilities in previous budgets. The necessary time and expertise required for the performance of this function lends to the reinstatement of this full time position.

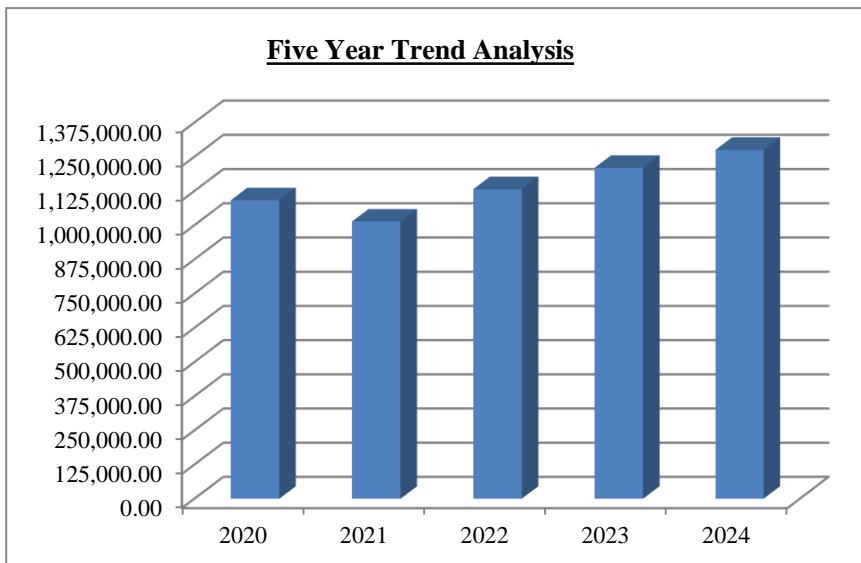
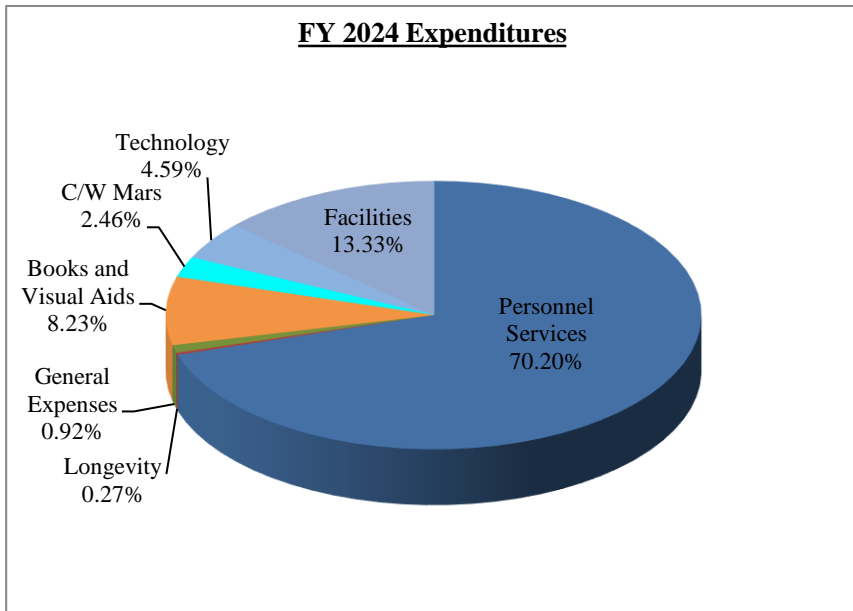
The facilities budget includes anticipated increases in natural gas and electric accounts.

Staffing

1	Library Director	.5	Young Adult Librarian
1	Assistant Library Director	2	Senior Librarian Assistants
1	Cataloger	1	Library Technician
1	Reference Librarian	3.5	Junior Librarian Assistants (varying schedules)
1	Assistant Reference Librarian	3	Library Pages (18 hours, no benefits)
1	Youth Librarian	6	Member Board of Library Trustees
1	Assistant Youth Librarian	1	Custodian
1	Young Adult Librarian/Floater	.33	IT Level 2 Help Desk (.67 funded in Information Technology Department Budget)

**LIBRARY DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	796,773.14	831,821.76	895,161.75	7.61%
03 Longevity	4,086.00	4,650.00	3,411.00	-26.65%
08 General Expenses	11,194.00	11,194.00	11,700.00	4.52%
26 Books and Visual Aids	86,000.00	102,472.15	105,000.00	2.47%
27 C/W Mars	32,679.00	32,025.00	31,385.00	-2.00%
30 Technology	71,025.25	75,131.83	58,559.14	-22.06%
70 Facilities	129,876.09	152,257.80	169,927.44	11.61%
DEPARTMENT TOTALS	1,131,633.48	1,209,552.54	1,275,144.33	5.42%



**LIBRARY DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Library Director	93,372.08	95,708.74	91,129.24	-4.78%
Assistant Library Director	70,925.51	72,878.23	70,000.00	-3.95%
Cataloger	0.00	0.00	61,726.50	100.00%
Reference Librarian	57,933.13	60,529.67	63,259.35	4.51%
Assistant Reference Librarian	57,465.26	58,573.22	61,238.82	4.55%
Youth Librarian	59,855.88	62,028.08	64,829.66	4.52%
Assistant Youth Librarian	45,177.58	53,094.64	55,490.04	4.51%
Young Adult/Float Librarian	49,835.66	53,094.64	55,490.04	4.51%
Bookkeeper/Admin Specialist	42,803.60	47,335.52	46,089.34	-2.63%
Young Adult Librarian	26,352.76	28,133.47	29,394.63	4.48%
Senior Library Tech/Jr. Cataloger	44,337.48	45,206.58	47,249.16	4.52%
Library Technician	40,324.15	41,121.05	42,972.02	4.50%
Library Technician	40,324.15	41,121.05	42,972.02	4.50%
Library Technician	33,584.75	36,370.49	38,002.71	4.49%
Library Technician	40,385.91	41,121.05	38,002.71	-7.58%
Library Technician (PT)	10,885.48	11,656.56	12,160.87	4.33%
Library Pages	39,198.60	41,261.40	43,129.64	4.53%
Shift Differential	5,564.46	6,887.37	7,025.00	2.00%
Staff Coverage (On Call)	38,446.70	35,700.00	25,000.00	-29.97%
Total Personnel Services	796,773.14	831,821.76	895,161.75	7.61%
03 Longevity:				
Longevity	4,086.00	4,650.00	3,411.00	-26.65%
Total Longevity	4,086.00	4,650.00	3,411.00	-26.65%
08 General Expenses:				
Machine Rental	1,361.94	1,194.00	1,300.00	8.88%
Postage/Miscellaneous	1,500.00	1,500.00	1,550.00	3.33%
Library Supplies	5,971.97	6,000.00	4,250.00	-29.17%
Office Supplies	2,360.09	2,500.00	4,600.00	84.00%
Total General Expenses	11,194.00	11,194.00	11,700.00	4.52%
26 Books and Visual Aids:				
Publications	86,000.00	102,472.15	105,000.00	2.47%
Total Books and Visual Aids	86,000.00	102,472.15	105,000.00	2.47%
27 C/W MARS:				
C/W MARS	32,679.00	32,025.00	31,385.00	-2.00%
C/W MARS	32,679.00	32,025.00	31,385.00	-2.00%
69 Technology:				
Help Desk Technician (1/3)	17,667.87	18,020.87	19,607.14	8.80%
Software Maintenance	24,880.09	10,705.00	5,505.00	-48.58%
Equipment Maintenance	14,450.21	23,430.96	17,172.00	-26.71%
Computer Equipment	11,231.08	19,600.00	12,900.00	-34.18%
Internet Management	2,796.00	3,375.00	3,375.00	0.00%
Technology	71,025.25	75,131.83	58,559.14	-22.06%
70 Facilities:				
Custodian	47,976.96	48,232.80	51,427.44	6.62%
Overtime	0.00	1,500.00	1,500.00	0.00%
Natural Gas	9,446.11	12,000.00	18,000.00	50.00%
Electric	57,780.36	69,525.00	78,000.00	12.19%
Maintenance Supplies	6,665.31	7,500.00	7,500.00	0.00%
Maintenance Services	8,007.35	13,500.00	13,500.00	0.00%
Facilities	129,876.09	152,257.80	169,927.44	11.61%
TOTAL LIBRARY	1,131,633.48	1,209,552.54	1,275,144.33	5.42%

PARK AND RECREATION

Department Responsibilities:

It is the responsibility of the West Springfield Park and Recreation Department to provide recreational programs, services, and park and playground facilities which offer opportunities for Town residents to enjoy their leisure time, experience personal growth, and to enhance the quality of their lives. This mission includes the establishment of a non-violence and drug free environment for our volunteer as well as our paid employees in order to maintain a safe and comfortable atmosphere for our program participants. All program participants, who so desire, should be able to participate in activities regardless of socio-economic status or ability level. All participants should have the opportunity to learn fundamentals of the activity, to develop their skills and to participate equally in programs and activities. This philosophy includes the establishment of short and long range goals and objectives for the conduct of recreation, leisure and cultural activities for and on the behalf of the residents of the Town. The Park and Recreation Commission shall assess the status of the fields, play areas, parks and park equipment, facilities and programs, including school field and recreational areas. The Park and Recreation Commissioners shall review all requests for the use of Town property for recreational, cultural and leisure purposes. The Park and Recreation Commissioners and Department create and promote successful programs for our residents which instill pride in our community.

“The Benefits of Park and Recreation are *ENDLESS!*”

FY 2024 Budget Highlights:

The FY 2024 Park and Recreation Department Budget maintains current programming and includes increased costs for fuel and seasonal wages.

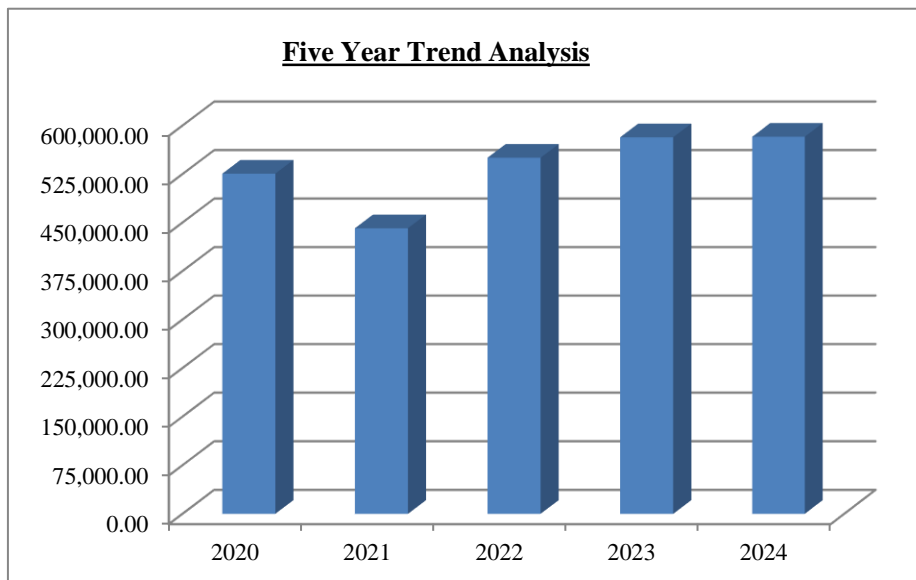
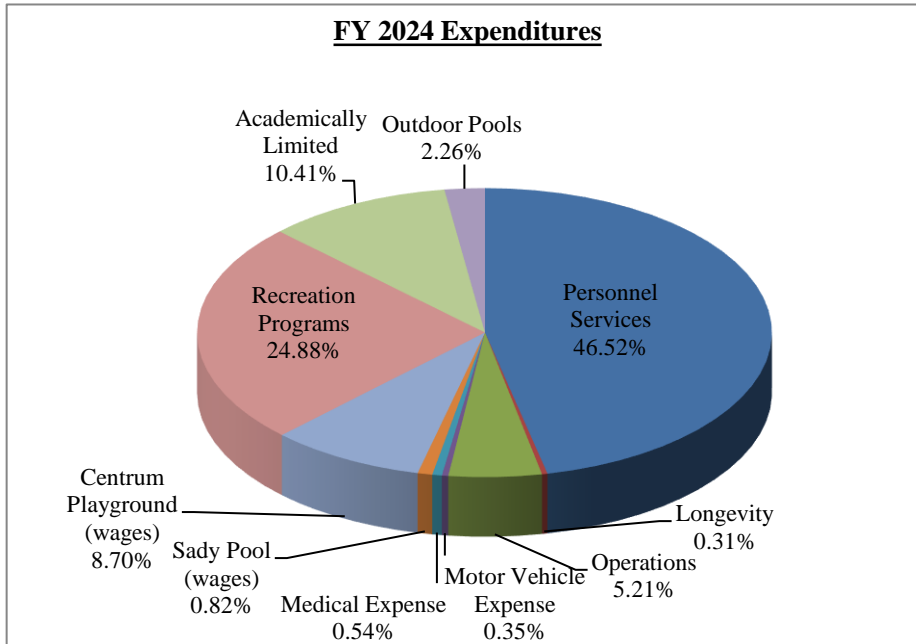
The Park and Recreation budget includes funding for professional services. The funding is to provide for consulting services as needed for surveys and other preliminary work required to leverage grant monies for Park and Recreation projects.

The Park and Recreation Department continues to work closely with the Central Maintenance Department to improve our parks, playgrounds and facilities.

Staffing	
1	Director of Park and Recreation
1	Recreation Supervisor
1	Fiscal Assistant
1	Office Assistant
1	Recreation Coordinator (partially funded via program revenues)
7	Member Board of Park and Recreation Commission

**PARK AND RECREATION DEPARTMENT
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services	265,344.67	276,754.60	271,056.66	-2.06%
03 Longevity	1,800.00	1,800.00	1,800.00	0.00%
09 Operations Expense	23,238.64	29,732.81	30,359.51	2.11%
11 Motor Vehicle Expense	1,150.00	2,053.00	2,053.00	0.00%
14 Medical Expense	3,135.36	3,150.00	3,150.00	0.00%
43 Sady Pool (wages)	4,675.27	4,681.22	4,806.22	2.67%
44 Centrum Playground (wages)	50,706.99	50,713.00	50,713.00	0.00%
45 Recreation Programs	129,144.90	141,175.90	144,960.90	2.68%
46 Academically Limited	59,818.15	60,629.45	60,629.45	0.00%
63 Outdoor Pools	11,157.23	11,157.23	13,157.23	17.93%
DEPARTMENT TOTALS	550,171.21	581,847.21	582,685.97	0.14%



**PARK AND RECREATION DEPARTMENT
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel Services:				
Director of Park and Recreation	83,289.18	86,382.05	89,122.22	3.17%
Office Assistant	43,253.01	45,685.56	42,816.59	-6.28%
Recreation Coordinator	27,920.00	29,464.01	30,278.00	2.76%
Recreation Program Supervisor	63,549.58	65,320.46	56,815.46	-13.02%
Fiscal Assistant	46,333.26	48,902.52	51,024.39	4.34%
Overtime	999.64	1,000.00	1,000.00	0.00%
Total Personnel Services	265,344.67	276,754.60	271,056.66	-2.06%
03 Longevity:				
Longevity	1,800.00	1,800.00	1,800.00	0.00%
Total Longevity	1,800.00	1,800.00	1,800.00	0.00%
09 Operations Expense:				
Professional Services	9,094.39	15,000.00	15,000.00	0.00%
Contract Services	12,900.90	13,373.30	14,000.00	4.69%
Supplies	176.59	211.51	211.51	0.00%
Car Allowance	1,066.76	1,148.00	1,148.00	0.00%
Total Operations Expense	23,238.64	29,732.81	30,359.51	2.11%
11 Motor Vehicle Expense:				
Gasoline and Diesel	783.59	1,453.00	1,453.00	0.00%
MV Repairs and Maintenance	366.41	600.00	600.00	0.00%
Total Motor Vehicle Expense	1,150.00	2,053.00	2,053.00	0.00%
14 Medical Expense:				
Medical Expense	3,135.36	3,150.00	3,150.00	0.00%
Total Medical Expense	3,135.36	3,150.00	3,150.00	0.00%
43 Sady Pool:				
Other Salaries and Wages	4,675.27	4,681.22	4,806.22	2.67%
Total Sady Pool	4,675.27	4,681.22	4,806.22	2.67%
44 Centrum Playground:				
Other Salaries and Wages	50,706.99	50,713.00	50,713.00	0.00%
Total Centrum Playground	50,706.99	50,713.00	50,713.00	0.00%
45 Recreation Programs:				
<i>Recreation Wages</i>				
Indoor Programs	25,624.23	24,846.45	24,846.45	0.00%
Outdoor Programs	12,694.64	12,730.80	12,730.80	0.00%
Recreation Swim	73,048.31	86,427.50	88,212.50	2.07%
<i>Recreation Services</i>				
Indoor Programs	7,271.19	7,101.15	9,101.15	28.16%
Outdoor Programs	3,832.97	3,500.00	3,500.00	0.00%
Cultural Programs	6,673.56	6,570.00	6,570.00	0.00%
Total Recreation Programs	129,144.90	141,175.90	144,960.90	2.68%

**PARK AND RECREATION DEPARTMENT
LINE ITEM DETAIL (CONTINUED)**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
46 Academically Limited Program:				
Special Events	1,174.00	0.00	0.00	0.00%
Transportation	414.84	20,200.00	20,200.00	0.00%
Lunch Program	923.89	0.00	0.00	0.00%
Supplies	4,287.85	0.00	0.00	0.00%
Wages	53,017.57	40,429.45	40,429.45	0.00%
Total Academically Limited Program	59,818.15	60,629.45	60,629.45	0.00%
63 Outdoor Pools:				
Supplies	11,157.23	11,157.23	13,157.23	17.93%
Total Outdoor Pools	11,157.23	11,157.23	13,157.23	17.93%
TOTAL PARK AND RECREATION	550,171.21	581,847.21	582,685.97	0.14%

MUNICIPAL DEBT

All general operating municipal debt of the Town of West Springfield is budgeted in the Municipal Debt Budget. Debt for Water and Sewer projects are budgeted in the enterprise fund budgets.

DEBT SERVICE

Introduction: The Town Treasurer is responsible for maintaining municipal debt. The Treasurer continues to review the capital budgets current and future, interest rates, and market conditions to determine when to issue debt. Frequently multiple bond authorizations are combined and the debt issued at the same time to minimize the costs for bond counsel, printing costs, and other costs related to the issuance of debt. The town has historically had low debt in comparison to its peers. Debt is incurred by borrowing money and paying the debt over a period of time similar to a car loan or mortgage. The town generally issues debt for a shorter period of time than is allowed by law, to minimize the interest payments required. Debt is only allowed for certain items that are defined by the Massachusetts General Laws. The town uses debt as a tool in the budgeting process to fund significant projects, new buildings or significant renovations in order to not deplete our resources in a single year. When borrowing, the useful life or impact on the asset being improved is taken into consideration.

Bond Rating: The Town of West Springfield's most current bond rating is a rating of AA from Standard and Poor's dated November 22, 2021. In providing the AA rating, Standard and Poor's noted good financial management policies and practices, with long-term planning and strong institutional framework and stable budgetary performance with very strong fund balance and liquidity.

FY 2024 Detail: In December of 2021, the town took advantage of low interest rates in the bond market to refinance higher interest debt previously issued in 2011 and 2012, realizing savings over the remaining life of the debt of approximately \$1,175,000. Additionally, to save on issuance costs and also take advantage of the low bond rates, at the same time the Town issued new debt totaling \$28,641,000 (net of premium) for the following authorized projects: Memorial Ave Roadway; Park Ave/Park Street Complete Streets; Street Improvements; Municipal Fiber and Coburn Elementary School. The debt will be repaid over 25 years, ending in fiscal year 2046. In addition to the new debt issued, the town currently has two outstanding debt issues as related to general government services. Debt issued June of 2013 included fiscal year 2012 and fiscal year 2013 authorized projects. This debt will be repaid over twenty years, ending in fiscal year 2033. Finally, debt issued December of 2014 includes the final debt schedule for the new high school as well as the library building project and remaining previously unissued debt for fiscal year 2014 authorized projects. This debt will be repaid over a period of twenty two years, ending in fiscal year 2037.

No new debt is proposed in the FY 2024 budget.

**DEBT SERVICE
FISCAL YEAR 2024 4BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
52 Principal Payments	3,427,700.00	4,768,500.00	4,718,200.00	-1.05%
53 Interest on Long-Term Debt	1,915,786.20	2,436,483.50	2,224,808.50	-8.69%
54 Discount	39,888.89	50,000.00	180,000.00	260.00%
TOTAL DEBT SERVICE	5,383,375.09	7,254,983.50	7,123,008.50	-1.82%

DEBT SERVICE SCHEDULE - GENERAL FUND

Fidelity Capital Markets
Perm. 6/27/2013
Municipal Purpose
\$4,098,000 @ 3.070%
(Gen Govt: \$3,097,000)
20 years, matures 2033
Inside: \$3,097,000
Outside: \$1,001,000

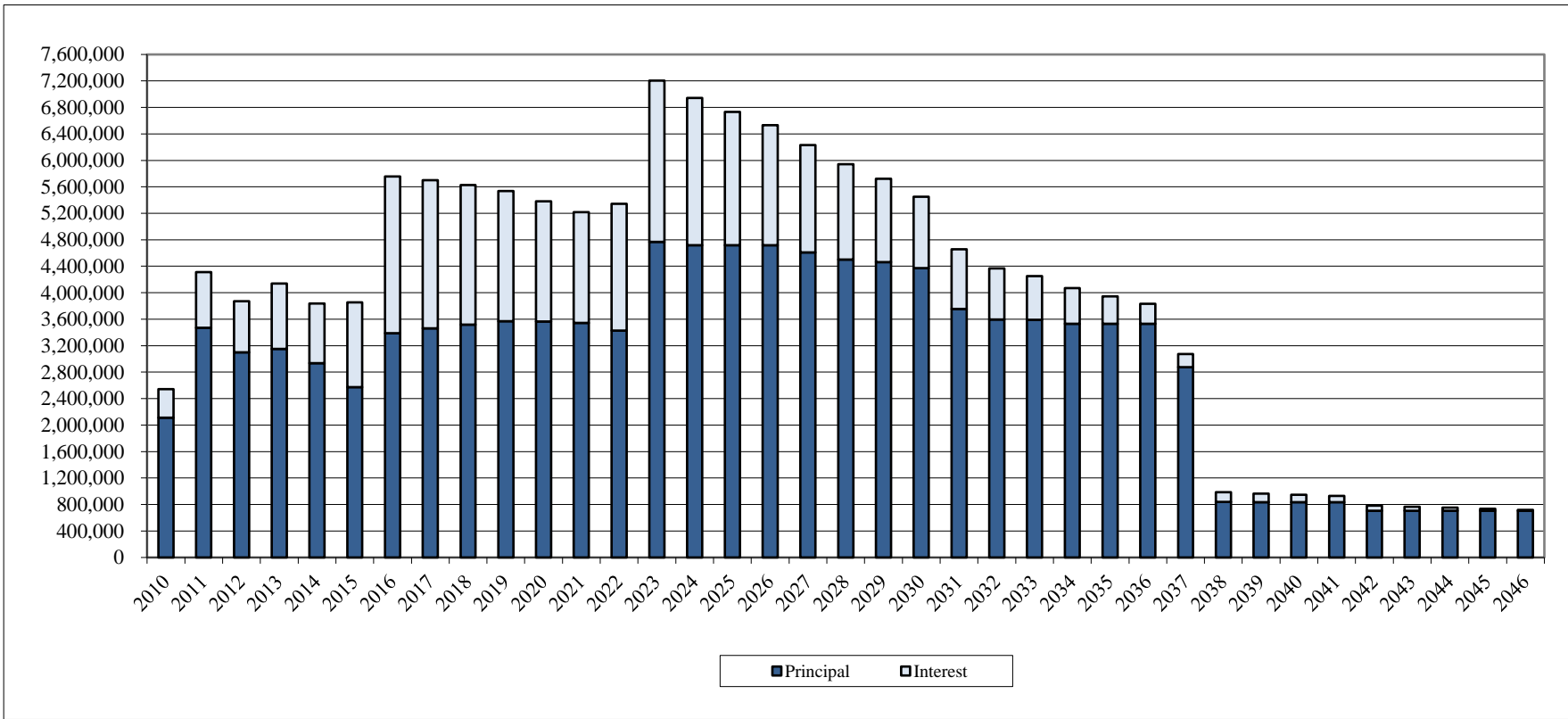
Raymond James & Assoc
Perm. 12/18/2014
Municipal Purpose
\$44,601,000 @ 2.987%
(Gen Govt: \$44,028,000)
22 years, matures 2036
Inside: \$8,736,000
Outside: \$35,865,000

KeyBanc Capital Markets
Perm. 12/21/2021
Municipal Purpose (Includes Refunded Debt)
\$36,965,000 @ 1.667%
(Gen Govt: \$36,545,800)
25 years, matures 2046
Inside: \$19,623,300
Outside: \$17,341,700

Fiscal Year Total

	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
FY 2024	185,000.00	35,531.24	2,135,000.00	950,856.26	2,398,200.00	1,238,421.00	4,718,200.00	2,224,808.50	6,943,008.50
FY 2025	185,000.00	29,981.24	2,135,000.00	865,456.26	2,397,900.00	1,118,511.00	4,717,900.00	2,013,948.50	6,731,848.50
FY 2026	185,000.00	24,431.24	2,130,000.00	790,806.26	2,402,700.00	998,616.00	4,717,700.00	1,813,853.50	6,531,553.50
FY 2027	185,000.00	18,418.74	2,125,000.00	726,981.26	2,297,600.00	878,481.00	4,607,600.00	1,623,881.00	6,231,481.00
FY 2028	80,000.00	12,175.00	2,125,000.00	663,231.26	2,297,500.00	763,601.00	4,502,500.00	1,439,007.26	5,941,507.26
FY 2029	50,000.00	9,375.00	2,125,000.00	599,481.26	2,287,400.00	648,726.00	4,462,400.00	1,257,582.26	5,719,982.26
FY 2030	50,000.00	7,625.00	2,055,000.00	536,781.26	2,267,400.00	534,356.00	4,372,400.00	1,078,762.26	5,451,162.26
FY 2031	50,000.00	5,875.00	2,055,000.00	475,131.26	1,650,900.00	420,986.00	3,755,900.00	901,992.26	4,657,892.26
FY 2032	50,000.00	4,000.00	2,055,000.00	412,196.88	1,490,000.00	354,950.00	3,595,000.00	771,146.88	4,366,146.88
FY 2033	50,000.00	2,000.00	2,050,000.00	348,056.25	1,490,000.00	310,250.00	3,590,000.00	660,306.25	4,250,306.25
FY 2034	0.00	0.00	2,040,000.00	275,225.00	1,490,000.00	265,550.00	3,530,000.00	540,775.00	4,070,775.00
FY 2035	0.00	0.00	2,040,000.00	193,625.00	1,490,000.00	220,850.00	3,530,000.00	414,475.00	3,944,475.00
FY 2036	0.00	0.00	2,040,000.00	112,025.00	1,490,000.00	191,050.00	3,530,000.00	303,075.00	3,833,075.00
FY 2037	0.00	0.00	2,035,000.00	35,612.50	840,000.00	161,250.00	2,875,000.00	196,862.50	3,071,862.50
FY 2038					840,000.00	144,450.00	840,000.00	144,450.00	984,450.00
FY 2039					835,000.00	127,650.00	835,000.00	127,650.00	962,650.00
FY 2040					835,000.00	110,950.00	835,000.00	110,950.00	945,950.00
FY 2041					835,000.00	94,250.00	835,000.00	94,250.00	929,250.00
FY 2042					705,000.00	77,550.00	705,000.00	77,550.00	782,550.00
FY 2043					705,000.00	62,568.76	705,000.00	62,568.76	767,568.76
FY 2044					705,000.00	47,587.50	705,000.00	47,587.50	752,587.50
FY 2045					705,000.00	31,725.00	705,000.00	31,725.00	736,725.00
FY 2046					705,000.00	15,862.50	705,000.00	15,862.50	720,862.50
Total	1,070,000.00	\$ 149,412.46	29,145,000.00	\$ 6,985,465.71	33,159,600.00	\$ 8,818,191.76	\$ 63,374,600.00	\$ 15,953,069.93	\$ 79,327,669.93

DEBT SERVICE CHART - GENERAL FUND



EMPLOYEE BENEFITS

Providing for the benefits of eligible municipal and school employees of the Town of West Springfield.

EMPLOYEE BENEFITS

Contributory Retirement: The Town of West Springfield's pension appropriation is determined by the Retirement System's updated actuarial funding schedule approved by PERAC. An actuarial study is performed at least once every two years in order to maintain a funding schedule that will bring the retirement system to full funding by the year 2034. Our last actuarial valuation was as of January 1, 2022.

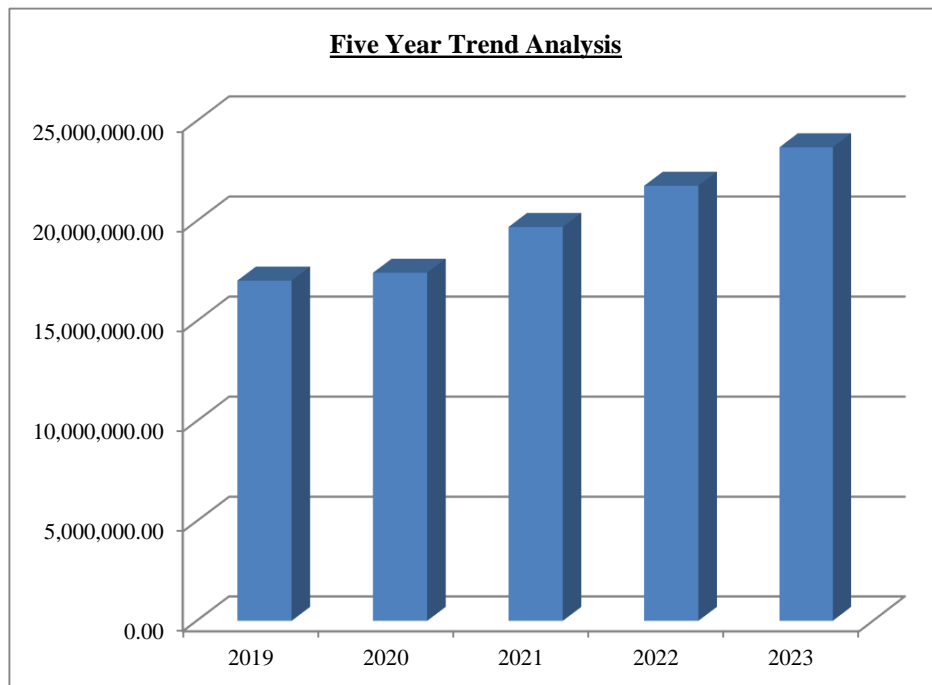
Health Insurance: Health Insurance provides for the Town's share of health insurance for municipal and school employees. The Fiscal Year 2024 costs include a rate increase of 12% based on higher utilization during the current year. The rate increase as well as increased employee participation account for the FY 2024 budget increase.

Employer Share Medicare: The estimated employer's share of Medicare payroll taxes is account for in this line item for all municipal and school employees.

Employee Assistance Program: The cost of the Town sponsored Employee Assistance Program for all municipal and school employees and family members. The program assists employees in resolving work or personal problems.

**SUMMARY
EMPLOYEE BENEFITS**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
Retirement:				
Contributory Retirement	7,717,654.00	8,054,116.00	8,383,877.00	4.09%
Health Insurance	11,015,851.79	12,678,161.02	14,210,495.00	12.09%
Employer Share Medicare	946,793.44	1,006,310.00	1,066,626.00	5.99%
Employee Assistance Program	21,412.56	22,351.00	24,326.40	8.84%
 Total Employee Benefits	 19,701,711.79	 21,760,938.02	 23,685,324.40	 8.84%



MISCELLANEOUS

Miscellaneous line items including various committee costs are included in the Miscellaneous Budget.

MISCELLANEOUS

This miscellaneous budget covers a range of services that may not pertain to a particular department or have traditionally been too small and have been combined into one department for budgetary purposes.

80 Arts Council – The Arts Lottery Council funds a variety of cultural events through grant award received from the state. The proposed budget includes funding for the purpose of completion of grant applications to secure grant funds for an arts center in the community.

81 Capital Program Planning Committee – This line item traditionally covers any printing costs associated with the Capital Program Planning Committee's preparation of their recommendations for consideration.

82 Historical Commission – Incidental costs of the Historical Commission for supplies or obtaining/repairing materials is budgeted in this line item.

83 Historical District Committee – This line item reserves the right to fund for incidental costs for advertising public hearings for the Historical District Committee, if the need arises.

84 Commission on Disabilities – This line item covers costs for the Commission on Disabilities to attend conferences and purchase publications.

86 Public Safety Commission – The commission is responsible for the oversight of the police and fire departments and their coordination with other town departments and agencies. This line item covers the administrative costs of the commission.

88 Town Historian – This item covers incidental expenses the Town Historian may incur.

90 Postage – This line item covers the general postage for most of the town departments.

91 Street Lighting – This covers the lighting costs for the town's streetlights.

92 Budget Reports – This line item covers the as needed printing cost for copies of the Annual Budget. This line item was reduced several years ago, as the budget is now available electronically on the Town's website.

93 Town Reports – This line item covers the costs of the printing of the Annual Town Reports.

94 Town Cemetery lots - This line item covers the annual maintenance costs for lots purchased at Paucatuck Cemetery and the Meeting House Hill Cemetery as well as costs for the Ashleyville Cemetery.

95 Reserve Account – This item funds extraordinary or unforeseen expenditures incurred by departments only if approved by the Town Council. The FY 2024 budget again includes overtime funding that was reduced from Central Maintenance, Public Works, Police and Fire Departments and re-located to the reserve account for transfer during FY 2024 if deemed necessary and approved by the Town Council.

96 Reserve for Wage Negotiation – This line item reserves funds for municipal and school bargaining groups that have not settled contracts and for which a reasonable estimate can be projected. FY 2024 funding includes estimates for one bargaining group for which a contract is currently being negotiated.

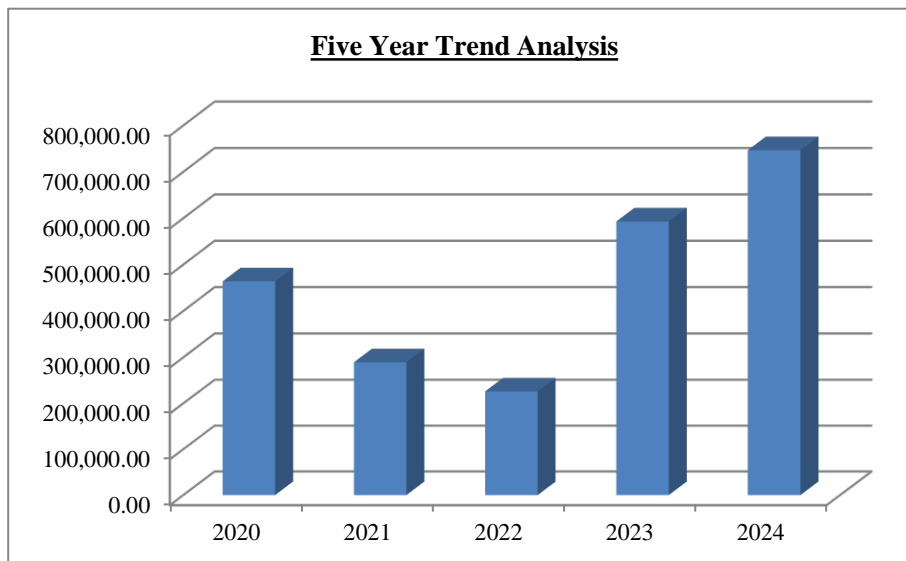
99 Transfer to Special Injury Fund – Funding provided in the line item is for the transfer of funds to the Special Injury Leave Indemnity Fund. Pursuant to M.G.L. Chapter 41, section 111F, fourth paragraph, the Town Council approved the establishment of a special fund for the payment of injury leave compensation or medical bills incurred under M.G.L. Chapter 41, section 111F and section 100. Appropriation was provided for in the Police and Fire Operating Budgets prior to establishing a separate fund.

**MISCELLANEOUS BUDGET
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
80 Arts Council	1,000.00	1,000.00	1,000.00	0.00%
81 Capital Program Committee	0.00	100.00	100.00	0.00%
82 Historical Commission	441.65	750.00	750.00	0.00%
83 Historical District Committee	0.00	1.00	1.00	0.00%
84 Commission on Disabilities	64.56	500.00	500.00	0.00%
86 Public Safety Commission	0.00	250.00	250.00	0.00%
88 Town Historian	0.00	250.00	250.00	0.00%
90 Postage	82,313.07	95,000.00	95,000.00	0.00%
91 Street Lighting	142,430.96	250,000.00	275,000.00	10.00%
92 Budget Reports	0.00	250.00	250.00	0.00%
93 Town Reports	0.00	4,000.00	4,000.00	0.00%
94 Town Cemetery Lots	0.00	1,125.00	1,125.00	0.00%
95 Reserve	0.00	228,500.00	245,000.00	7.22%
96 Reserve for Wage Negotiation	0.00	11,311.98	48,396.00	327.83%
99 Transfer to Special Injury Fund	0.00	0.00	75,000.00	100.00%
TOTAL MISCELLANEOUS	226,250.24	593,037.98	746,622.00	25.90%

Reserve Accounts - Amount Appropriated Before Transfer to Accounts:

95 Reserve	239,000.00	239,000.00	245,000.00	2.51%
96 Reserve for Wage Negotiation	272,400.00	458,660.42	75,000.00	-83.65%



NON-RECURRING EXPENDITURES

Non-recurring expenditures represent one time capital and operating expenditures that do not generally repeat from year to year.

**NON RECURRING EXPENDITURES
FISCAL YEAR 2024 BUDGET**

<u>ACCOUNT #</u>	<u>DEPARTMENT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2022</u>		<u>2023</u>		<u>2024</u>		
			<u>EXPENDED</u>	<u>PURPOSE</u>	<u>APPROPRIATION</u>	<u>PURPOSE</u>	<u>MAYOR PROPOSED</u>	<u>PURPOSE</u>	
0001-137-61-5800-00	Information Technology	Capital Outlay	32,896.70	School Equipment	40,000.00	Cameras - Fire Department	75,000.00	Finance System Upgrade	
0001-137-61-5800-00	Information Technology	Capital Outlay	52,234.86	Municipal Equipment	7,800.00	Library Website	25,250.00	Fire Reporting System	
0001-137-61-5800-00	Information Technology	Capital Outlay	120,000.00	Data Center - High Sch	0.00	N/A	71,530.00	Server Licensing	
0001-195-61-5800-00	Central Maintenance	Capital Outlay	113,042.40	Green House - High Sch	139,155.00	MOB Renovations	20,000.00	Match for Park Grant	
0001-210-61-5800-00	Police	Capital Outlay	0.00	N/A	24,000.00	Motorcycle	0.00	N/A	
0001-210-61-5800-00	Police	Capital Outlay	0.00	N/A	42,000.00	Body Armor	0.00	N/A	
0001-210-61-5800-00	Police	Capital Outlay	18,493.96	Tasers	10,000.00	Tasers	0.00	N/A	
0001-210-61-5800-00	Police	Capital Outlay	12,500.00	Flock Cameras	3,600.00	Flock Cameras	0.00	N/A	
0001-220-61-5800-00	Fire	Capital Outlay	11,017.10	Match for Equipment Grant	5,000.00	Match for Equipment Grant	10,000.00	Grant	
0001-220-61-5800-00	Fire	Capital Outlay	0.00	N/A	0.00	N/A	87,000.00	Radio Box Receiver	
Department of Public Works:									
0001-410-61-5800-00	<i>Operations</i>	Capital Outlay	59,847.80	Two Pick Up Trucks	0.00	N/A	70,000.00	Truck Maintenance	
0001-510-61-5800-00	Health Department	Capital Outlay	0.00	N/A	0.00	N/A	6,595.00	AED Upgrades	
TOTAL NON RECURRING GENERAL FUND EXPENDITURES			495,812.82		271,555.00		365,375.00		

AMBULANCE ENTERPRISE FUND

AMBULANCE ENTERPRISE FUND

Department Responsibilities:

The Fire Department provides Paramedic level emergency medical services to the community operating three ambulance. All members of the Fire Department are AED certified. The ambulance service operates under an enterprise fund, recovering the costs of the service. The billing is done by an ambulance billing service. The department is proactive in its efforts to advance the levels of training for all its members and supplementing this training by hiring paramedics to join the department as new recruits.

FY 2024 Budget Highlights:

We continue to operate three ambulances to better serve the residents of West Springfield. The FY 2024 budget provides the funding necessary for the operation of the three ambulances.

<u>Staffing</u>	
.5	Safety Training Officer (.5 Funded in Fire Budget -.5 funded in the Ambulance budget)
11	Full time equivalents - Firefighters

**AMBULANCE ENTERPRISE FUND
OPERATING BUDGET
FISCAL YEAR 2024 BUDGET RECAP**

REVENUE:

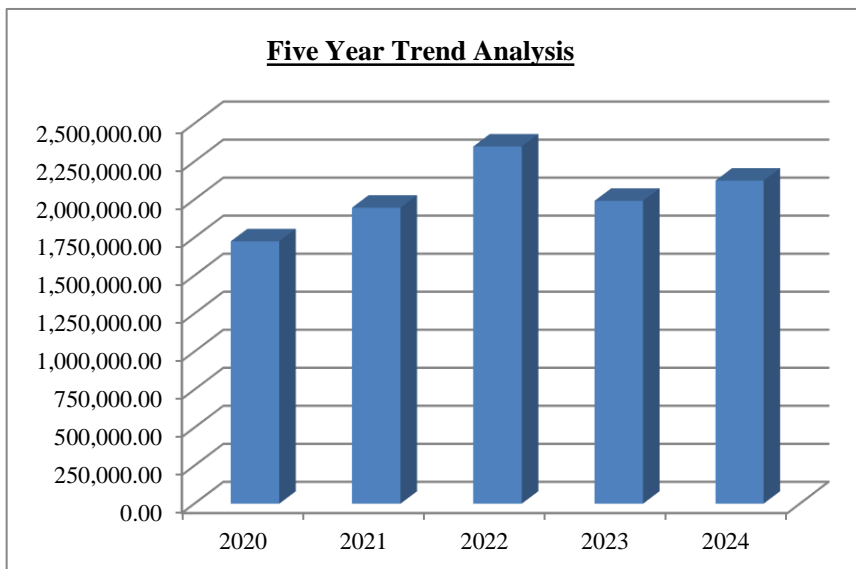
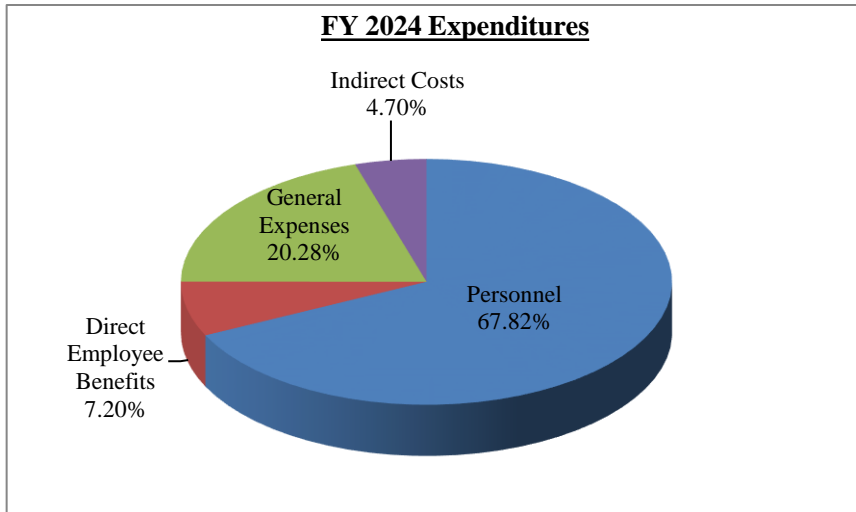
AMBULANCE USER FEES	2,229,208.90
TOTAL REVENUE	2,229,208.90

EXPENSE:

OPERATING BUDGET - RECURRING OPERATIONS	2,124,399.55
INDIRECT COSTS	104,809.35
TOTAL EXPENSES	2,229,208.90

**AMBULANCE ENTERPRISE FUND
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	2022	2023	2024	2024
	<u>EXPENDED</u>	<u>APPROPRIATION</u>	<u>MAYOR'S RECOMMENDATION</u>	<u>APPROP. % CHANGE</u>
01 Personnel	1,530,561.02	1,426,169.05	1,511,869.55	6.01%
03 Direct Employee Benefits	126,702.59	144,696.57	160,530.00	10.94%
08 General Expenses	352,300.87	420,400.00	452,000.00	7.52%
61 Capital Outlay	339,425.69	0.00	0.00	0.00%
AMBULANCE ENTERPRISE TOTAL (DIRECT)	2,348,990.17	1,991,265.62	2,124,399.55	6.69%
Indirect Costs	97,603.18	101,850.79	104,809.35	2.90%
AMBULANCE ENTERPRISE TOTAL	2,446,593.35	2,093,116.41	2,229,208.90	6.50%



**AMBULANCE ENTERPRISE FUND
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022</u> <u>EXPENDED</u>	<u>2023</u> <u>APPROPRIATION</u>	<u>2024</u> <u>MAYOR'S</u> <u>RECOMMENDATION</u>	<u>2024</u> <u>APPROP.</u> <u>% CHANGE</u>
<u>DIRECT COSTS:</u>				
01 Personnel:				
Assistant Fire Chief	0.00	0.00	11,745.00	100.00%
Uniform Branch	714,530.22	759,106.64	789,312.20	3.98%
Safety Training Officer	43,327.50	43,314.05	45,063.99	4.04%
EMT's	513,201.31	518,748.36	560,748.36	8.10%
Overtime	259,501.99	105,000.00	105,000.00	0.00%
Total Personnel	1,530,561.02	1,426,169.05	1,511,869.55	6.01%
03 Direct Employee Benefits:				
Health Insurance	126,702.59	144,696.57	160,530.00	10.94%
Total Direct Employee Benefits	126,702.59	144,696.57	160,530.00	10.94%
08 General Expenses:				
Service Connected Injuries	11,952.41	10,000.00	0.00	-100.00%
Ambulance Expense	183,358.49	187,900.00	200,000.00	6.44%
Ambulance Billing	66,771.88	64,000.00	70,000.00	9.38%
Motor Vehicle Repair and Maint	65,297.68	55,000.00	60,000.00	9.09%
Other Training Expense	23,988.41	28,500.00	47,000.00	64.91%
Miscellaneous	932.00	75,000.00	75,000.00	0.00%
Total General Expenses	352,300.87	420,400.00	452,000.00	7.52%
61 Capital Outlay:				
Capital Outlay	339,425.69	0.00	0.00	0.00%
Total Capital Outlay	339,425.69	0.00	0.00	0.00%
TOTAL AMBULANCE ENTERPRISE FUND (DIRECT CHARGES)	2,348,990.17	1,991,265.62	2,124,399.55	6.69%
<u>INDIRECT COSTS :</u>				
Medicare	22,193.13	20,912.15	21,896.81	4.71%
Pension	68,207.19	73,662.22	75,093.86	1.94%
Accounting Division	5,028.63	4,944.20	5,281.34	6.82%
Payroll	561.01	580.02	620.77	7.03%
Human Resource Department	1,613.22	1,752.20	1,916.57	9.38%
TOTAL INDIRECT COSTS	97,603.18	101,850.79	104,809.35	2.90%
TOTAL AMBULANCE ENTERPRISE	2,446,593.35	2,093,116.41	2,229,208.90	6.50%

WATER ENTERPRISE FUND

WATER ENTERPRISE FUND

Department Responsibilities:

The Enterprise Fund provides water service for the Town of West Springfield and is supported by user fees.

FY 2024 Budget Highlights:

The Water Enterprise Fund will support all operating costs through user fees in FY 2024, inclusive of indirect costs that are reimbursed to the General Fund. A planned rate increase will be effective for all water bills with an **issue** date of 7/1/2023 or later to accommodate funding of continued infrastructure improvements.

The Personnel budget includes 50% of a GIS Coordinator, with the other 50% funded from the Sewer Enterprise Fund. The position is responsible for the infrastructure asset management plan.

FY 2024 Operating Budget includes \$1,000,000 in Capital Outlay to fund various repairs and maintenance to water mains as necessary due to the aging infrastructure.

In addition to the Water Enterprise Operating Budget, the FY 2024 Capital Budget includes \$750,000 funded by Water Enterprise Available Funds, to fund necessary equipment and infrastructure needs as detailed in the Mayor's Recommended FY 2024 Capital Budget submitted to the Town Council on March 31, 2023.

<u>Staffing</u>	
1	Deputy Director of Water
.5	GIS Coordinator
1	Assistant Deputy Director of Water
1	Meter Reader
14	Labor Service

**WATER ENTERPRISE FUND
OPERATING BUDGET
FISCAL YEAR 2024 BUDGET RECAP**

REVENUE:

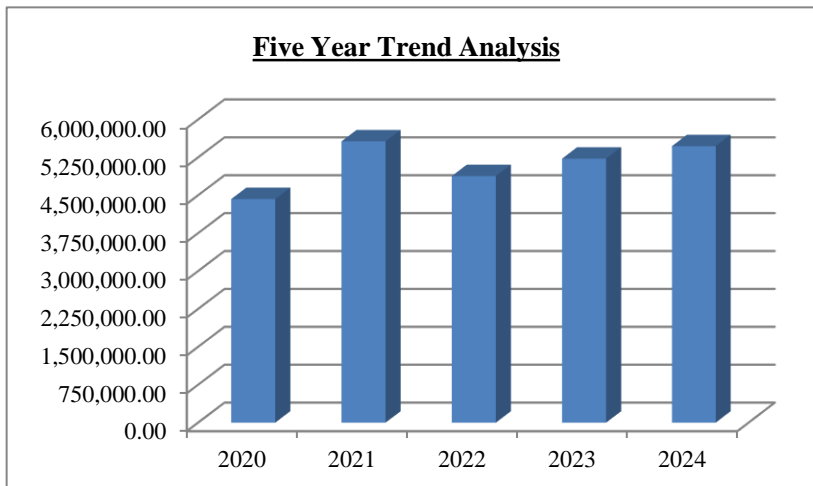
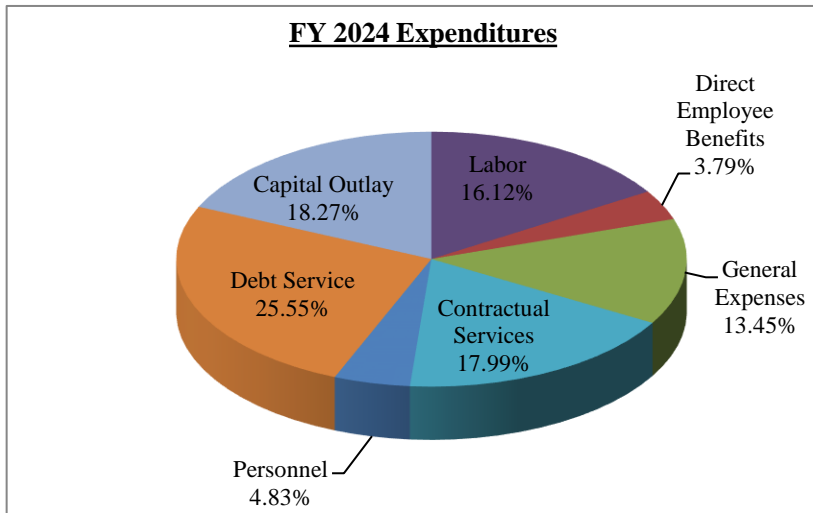
WATER USER FEES	5,458,342.66
MISCELLANEOUS INCOME	325,000.00
TOTAL REVENUE	5,783,342.66

EXPENSE:

OPERATING COSTS	5,472,226.85
INDIRECT COSTS	311,115.81
TOTAL EXPENSES	5,783,342.66

**WATER ENTERPRISE FUND
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	2022	2023	2024	2024
	<u>EXPENDED</u>	<u>APPROPRIATION</u>	<u>MAYOR'S RECOMMENDATION</u>	<u>APPROP. % CHANGE</u>
01 Personnel	202,516.23	249,179.66	264,412.96	6.11%
02 Labor	788,350.18	844,622.67	881,882.88	4.41%
03 Direct Employee Benefits	16,176.78	177,491.95	207,349.00	16.82%
08 General Expenses	764,523.99	738,250.00	736,000.00	-0.30%
20 Contractual Services	1,256,039.84	1,436,712.00	984,194.35	-31.50%
61 Capital Outlay	623,834.70	500,000.00	1,000,000.00	100.00%
65 Debt Service	1,227,929.70	1,278,175.84	1,398,387.66	9.40%
WATER ENTERPRISE TOTAL (DIRECT)	4,879,371.42	5,224,432.12	5,472,226.85	4.74%
Indirect Costs - Budgeted in General Fund	274,015.73	291,001.35	311,115.81	6.91%
WATER ENTERPRISE TOTAL	5,153,387.15	5,515,433.47	5,783,342.66	4.86%



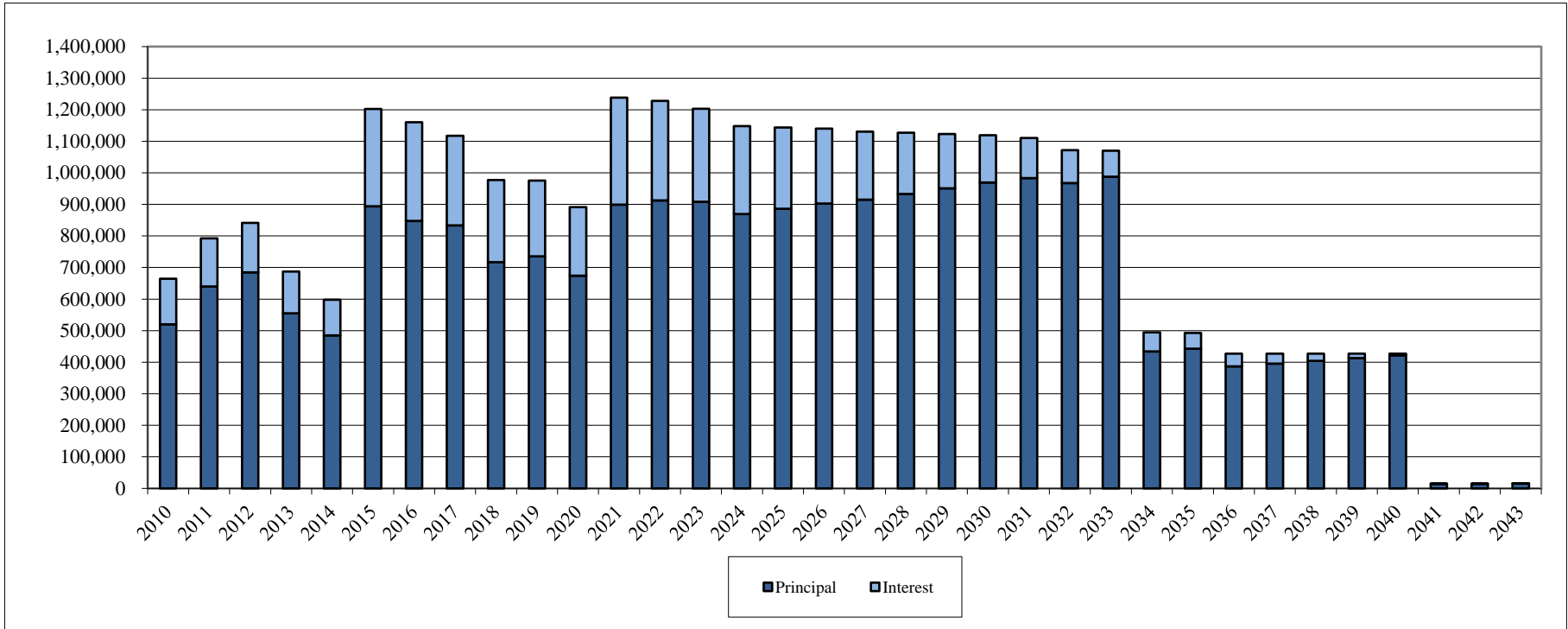
**WATER ENTERPRISE FUND
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
<u>DIRECT COSTS:</u>				
01 Personnel:				
Water Systems Deputy Director	93,061.54	99,477.76	104,292.64	4.84%
GIS Coordinator (.5)	25,600.06	25,726.09	29,553.66	14.88%
Assistant Deputy Director	38,785.62	75,573.10	79,096.16	4.66%
Meter Reader	45,069.01	46,302.71	49,370.50	6.63%
Overtime	0.00	2,100.00	2,100.00	0.00%
Total Personnel	202,516.23	249,179.66	264,412.96	6.11%
02 Labor:				
Wages - Water	715,394.50	763,073.05	797,133.26	4.46%
Overtime	51,693.25	50,000.00	50,000.00	0.00%
Out of Grade	276.97	3,000.00	3,000.00	0.00%
Prep Time	2,654.97	5,249.62	5,249.62	0.00%
On Call	18,330.49	23,300.00	26,500.00	13.73%
Total Labor	788,350.18	844,622.67	881,882.88	4.41%
03 Direct Employee Benefits:				
Longevity	1,800.00	1,950.00	1,950.00	0.00%
Health Insurance	14,376.78	175,541.95	205,399.00	17.01%
Total Direct Employee Benefits	16,176.78	177,491.95	207,349.00	16.82%
08 General Expenses:				
Meals	1,092.00	1,000.00	1,000.00	0.00%
Services	499,112.85	450,000.00	450,000.00	0.00%
Supplies	237,722.29	250,000.00	250,000.00	0.00%
Taxes	26,432.19	26,000.00	26,000.00	0.00%
Travel in state	164.66	8,250.00	5,000.00	-39.39%
License and Fees	2,211.99	0.00	1,000.00	100.00%
Public Relations	0.00	3,000.00	3,000.00	0.00%
Total General Expenses	766,735.98	738,250.00	736,000.00	-0.30%
20 Contractual Services:				
Contractual Services	1,256,039.84	1,436,712.00	984,194.35	-31.50%
Total Contractual Services	1,256,039.84	1,436,712.00	984,194.35	-31.50%
61 Capital Outlay:				
Capital Outlay	623,834.70	500,000.00	1,000,000.00	100.00%
Total Capital Outlay	623,834.70	500,000.00	1,000,000.00	100.00%
65 Debt Service:				
Principal	912,607.00	908,442.00	869,438.14	-4.29%
Interest	315,322.70	294,733.84	278,949.52	-5.36%
Discount	0.00	75,000.00	250,000.00	233.33%
Total Debt Service	1,227,929.70	1,278,175.84	1,398,387.66	9.40%
TOTAL DIRECT COSTS	4,881,583.41	5,224,432.12	5,472,226.85	4.74%
<u>INDIRECT COSTS:</u>				
Medicare	14,367.56	15,860.13	16,621.29	4.80%
Pension	82,611.97	92,353.74	96,841.74	4.86%
Worker's Comp	36,342.04	40,074.75	41,336.28	3.15%
DPW Admin	101,064.10	99,607.44	109,884.28	10.32%
Accounting Division	10,057.25	9,888.40	10,562.68	6.82%
Collections Division	13,181.74	14,170.92	14,359.65	1.33%
Payroll	748.02	902.26	965.65	7.03%
Payroll Specialist	4,456.33	5,871.28	5,877.35	0.10%
Information Technology Division	9,035.77	9,546.78	11,685.56	22.40%
Human Resource Department	2,150.95	2,725.65	2,981.33	9.38%
TOTAL INDIRECT COSTS	274,015.73	291,001.35	311,115.81	6.91%
TOTAL WATER ENTERPRISE	5,155,599.14	5,515,433.47	5,783,342.66	4.86%

DEBT SERVICE SCHEDULE - WATER ENTERPRISE FUND

	Fidelity Capital Markets Perm. 6/27/2013 Municipal Purpose \$4,098,000 @ 3.070% (Water: \$1,001,000) 20 years, matures 2033 Inside: \$3,097,000 Outside: \$1,001,000		MA Water Pollution Abatement Trust Perm. 5/22/2013 Transmission Main \$8,572,386 @ 2.00% (Water: \$8,572,386) 20 years, matures 2033 Inside: \$0 Outside: \$8,572,386		MA Water Pollution Abatement Trust Perm. 1/7/2015 Transmission Main \$566,384 @ 2.00% (Water: \$566,384) 20 years, matures 2034 Inside: \$0 Outside: \$566,384		Raymond James & Assoc Perm. 12/18/2014 Municipal Purpose \$44,601,000 @ 2.987% (Water: \$573,000) 20 years, matures 2034 Inside: \$8,736,000 Outside: \$35,865,000		MA Water Pollution Abatement Trust Perm. 10/24/2019 Water System Improvements \$6,697,067 @ 2.00% (Water: \$6,697,067) 20 years, matures 2039 Inside: \$0 Outside: \$6,697,067		MA Water Pollution Abatement Trust Perm. 12/14/2022 Water System Improvements \$245,835 @ 2.00% (Water: \$245,835) 20 years, matures 2043 Inside: \$0 Outside: \$245,835		KeyBanc Capital Markets Perm. 12/21/2021 Water Refunded \$36,965,000 @ 1.667% (Water: \$341,700) 10 years, matures 2046 Inside: \$19,623,300 Outside: \$17,341,700		Fiscal Year Total		
	Principal	Interest	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest	Principal	Interest	Total
FY 2024	50,000.00	15,568.76	429,940.00	102,022.00	27,211.00	7,923.44	30,000.00	11,475.00	288,943.14	123,020.73	9,944.00	5,740.59	33,400.00	13,199.00	869,438.14	278,949.52	1,148,387.66
FY 2025	50,000.00	14,068.76	439,284.00	92,778.28	27,802.00	7,338.40	30,000.00	10,275.00	295,222.52	116,740.96	10,160.00	5,071.66	33,600.00	11,529.00	886,068.52	257,802.06	1,143,870.58
FY 2026	50,000.00	12,568.76	448,831.00	83,333.68	28,406.00	6,740.66	30,000.00	9,225.00	301,638.83	110,324.70	10,381.00	4,853.22	33,800.00	9,849.00	903,056.83	236,895.02	1,139,951.85
FY 2027	45,000.00	10,943.76	458,586.00	73,683.82	29,024.00	6,129.93	30,000.00	8,325.00	308,195.09	103,768.99	10,607.00	4,630.03	33,900.00	8,159.00	915,312.09	215,640.53	1,130,952.62
FY 2028	45,000.00	9,425.00	468,553.00	63,824.22	29,655.00	5,505.91	30,000.00	7,425.00	314,893.29	97,070.79	10,837.00	4,401.97	34,000.00	6,464.00	932,938.29	194,116.89	1,127,055.18
FY 2029	45,000.00	7,850.00	478,736.00	53,750.32	30,299.00	4,868.33	30,000.00	6,525.00	321,736.43	90,227.01	11,073.00	4,168.98	34,000.00	4,764.00	950,844.43	172,153.64	1,122,998.07
FY 2030	45,000.00	6,275.00	489,141.00	43,457.50	30,958.00	4,216.90	30,000.00	5,625.00	328,729.50	83,234.50	11,314.00	3,930.91	34,000.00	3,064.00	969,142.50	149,803.81	1,118,946.31
FY 2031	40,000.00	4,700.00	499,772.00	32,940.96	31,630.00	3,551.31	30,000.00	4,725.00	335,873.51	76,090.02	11,560.00	3,687.66	34,100.00	1,364.00	982,935.51	127,058.95	1,109,994.46
FY 2032	40,000.00	3,200.00	510,634.00	22,195.86	32,318.00	2,871.26	30,000.00	3,806.25	343,173.46	68,790.27	11,811.00	3,439.12			967,936.46	104,302.76	1,072,239.22
FY 2033	40,000.00	1,600.00	521,732.00	11,217.24	33,020.00	2,176.42	30,000.00	2,868.75	350,632.34	61,331.86	12,067.00	3,185.18			987,451.34	82,379.45	1,069,830.79
FY 2034					33,738.00	1,466.49	30,000.00	1,800.00	358,252.15	53,711.35	12,330.00	2,925.74			434,320.15	59,903.58	494,223.73
FY 2035					34,471.00	741.13	30,000.00	600.00	366,038.90	45,925.22	12,598.00	2,660.65			443,107.90	49,927.00	493,034.90
FY 2036									373,993.57	37,969.87	12,871.00	2,389.79			386,864.57	40,359.66	427,224.23
FY 2037									382,122.17	29,841.62	13,151.00	2,113.06			395,273.17	31,954.68	427,227.85
FY 2038									390,426.70	21,536.72	13,437.00	1,830.32			403,863.70	23,367.04	427,230.74
FY 2039									398,912.15	13,051.34	13,729.00	1,541.42			412,641.15	14,592.76	427,233.91
FY 2040									407,582.52	4,381.52	14,027.00	1,246.25			421,609.52	5,627.77	427,237.29
FY 2041											14,332.00	944.67			14,332.00	944.67	15,276.67
FY 2042											14,644.00	636.53			14,644.00	636.53	15,280.53
FY 2043											14,962.00	321.68			14,962.00	321.68	15,283.68
Total	\$ 450,000.00	\$ 86,200.04	\$ 4,745,209.00	\$ 579,203.88	\$ 368,532.00	\$ 53,530.18	\$ 360,000.00	\$ 72,675.00	\$ 5,866,366.27	\$ 1,137,017.47	\$ 245,835.00	\$ 59,719.43	\$ 270,800.00	\$ 58,392.00	\$ 12,306,742.27	\$ 2,046,738.00	\$ 14,353,480.27

Debt Service Schedule - Water Enterprise Fund



SEWER ENTERPRISE FUND

SEWER ENTERPRISE FUND

Department Responsibilities:

The Enterprise Fund provides sewer service for the Town of West Springfield and is supported by user fees.

FY 2024 Budget Highlights:

The Sewer Enterprise Fund will support all operating costs through user fees in FY 2024, inclusive of indirect costs that are reimbursed to the General Fund.

The Personnel budget includes 50% of a GIS Coordinator, with the other 50% funded from the Water Enterprise Fund. The position is responsible for the infrastructure asset management plan.

FY 2024 operations include increases for sewage treatment, natural gas, electric and gasoline/diesel costs.

FY 2024 Capital Outlay in the amount \$500,000 will fund routine infrastructure repairs and maintenance, including cleaning and inspection systems pipes.

In addition to the Sewer Enterprise Operating Budget, the FY 2024 Capital Budget includes \$2,473,500 funded by Sewer Enterprise Available Funds, to fund necessary equipment and infrastructure needs as detailed in the Mayor’s Recommended FY 2024 Capital Budget submitted to the Town Council on March 31, 2023.

<u>Staffing</u>	
.5	GIS Coordinator
1	Project Manager
7	Labor Service

**SEWER ENTERPRISE FUND
OPERATING BUDGET
FISCAL YEAR 2024 BUDGET RECAP**

REVENUE:

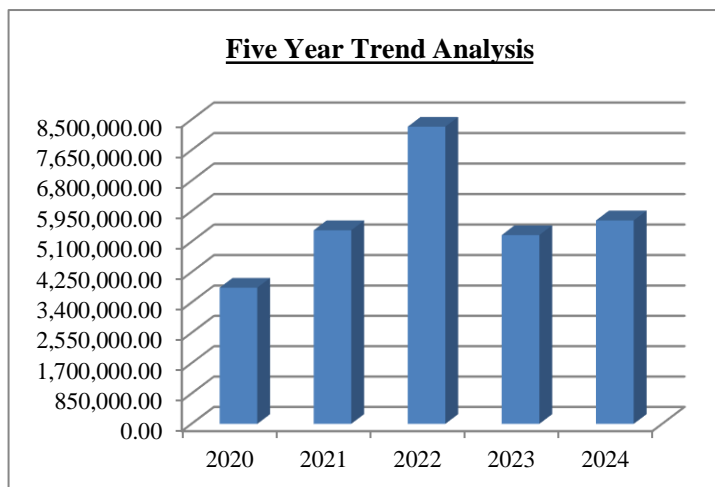
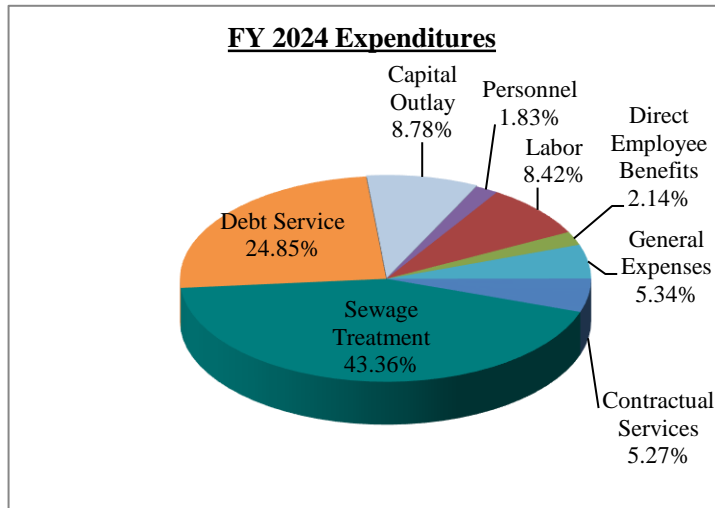
SEWER USER FEES	5,856,585.02
MISCELLANEOUS INCOME	15,000.00
TOTAL REVENUE	5,871,585.02

EXPENSE:

OPERATING BUDGET - RECURRING OPERATIONS	5,692,119.23
INDIRECT COSTS	179,465.79
TOTAL EXPENSES	5,871,585.02

**SEWER ENTERPRISE FUND
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
01 Personnel	72,579.78	97,090.61	104,065.50	7.18%
02 Labor	457,918.15	461,036.68	479,473.19	4.00%
03 Direct Employee Benefits	91,578.00	108,791.70	121,847.00	12.00%
08 General Expenses	299,079.38	269,000.00	304,170.00	13.07%
20 Contractual Services	90,719.87	336,500.00	300,000.00	-10.85%
49 Sewage Treatment	2,365,637.00	2,278,384.00	2,467,856.00	8.32%
61 Capital Outlay	4,267,892.23	500,000.00	500,000.00	0.00%
65 Debt Service	656,765.24	1,231,832.14	1,414,707.54	14.85%
SEWER ENTERPRISE TOTAL (DIRECT)	8,302,169.65	5,282,635.13	5,692,119.23	7.75%
Indirect Costs - Budgeted in General Fund	161,700.56	168,295.22	179,465.79	6.64%
SEWER ENTERPRISE TOTAL	8,463,870.21	5,450,930.35	5,871,585.02	7.72%



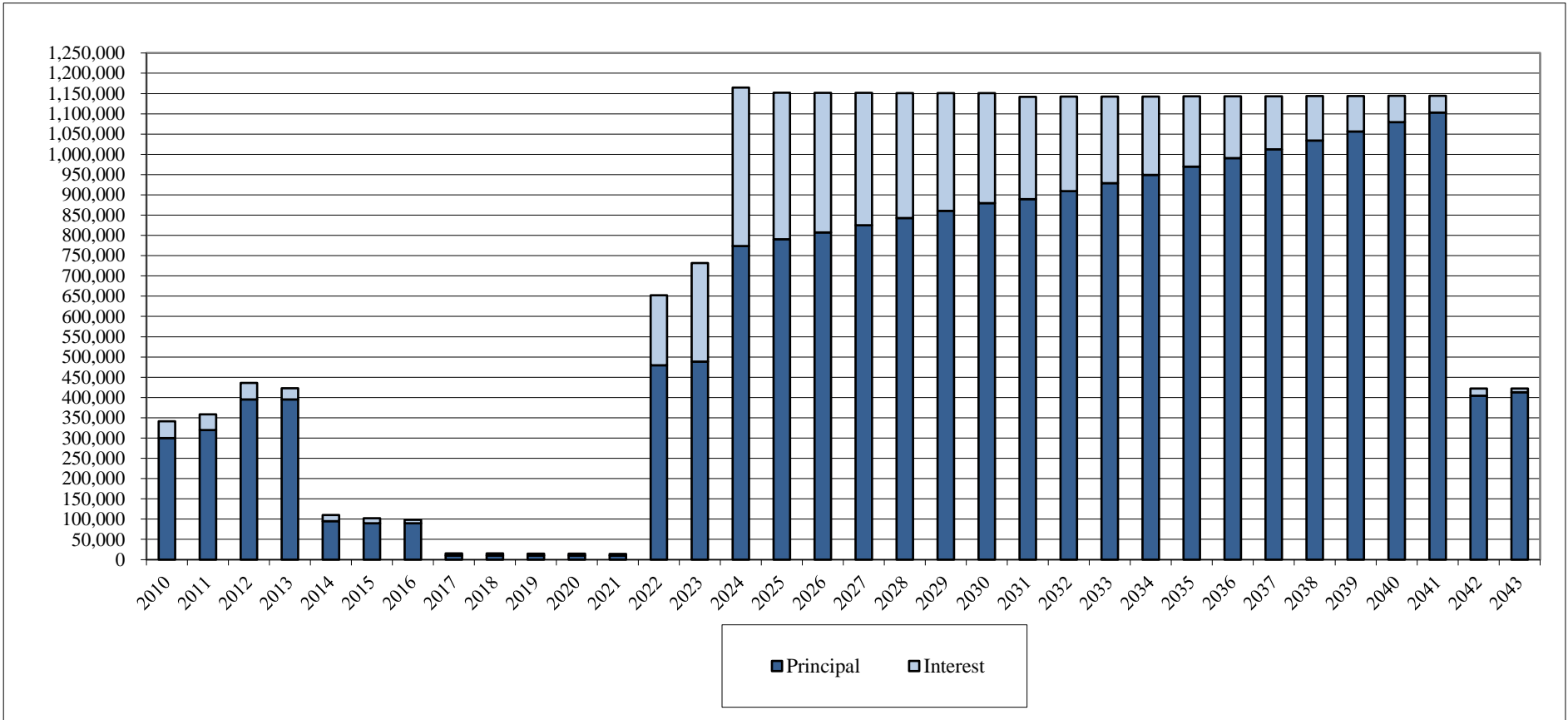
**SEWER ENTERPRISE FUND
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	2022	2023	2024	2024
	<u>EXPENDED</u>	<u>APPROPRIATION</u>	<u>MAYOR'S RECOMMENDATION</u>	<u>APPROP. % CHANGE</u>
<u>DIRECT COSTS:</u>				
01 Personnel:				
GIS Coordinator (.5)	25,600.06	26,240.61	29,553.66	12.63%
Project Manager	46,133.50	68,750.00	72,411.84	5.33%
Overtime	846.22	2,100.00	2,100.00	0.00%
Total Personnel	72,579.78	97,090.61	104,065.50	7.18%
02 Labor:				
Wages - Sewer	365,775.82	366,799.13	378,867.39	3.29%
Overtime	59,848.50	59,287.55	60,827.80	2.60%
Out of Grade	2,161.47	1,100.00	1,000.00	-9.09%
Prep Time	2,574.88	2,600.00	2,600.00	0.00%
Stand By	27,557.48	31,250.00	36,178.00	15.77%
Total Labor	457,918.15	461,036.68	479,473.19	4.00%
03 Direct Employee Benefits:				
Health Insurance	91,578.00	108,791.70	121,847.00	12.00%
Total Direct Employee Benefits	91,578.00	108,791.70	121,847.00	12.00%
08 General Expenses:				
Uniform Allowance	3,891.10	4,000.00	4,200.00	5.00%
Services	218,679.65	180,000.00	214,970.00	19.43%
Supplies	76,508.63	85,000.00	85,000.00	0.00%
Total General Expenses	299,079.38	269,000.00	304,170.00	13.07%
20 Contractual Services:				
Contractual Services	90,719.87	336,500.00	300,000.00	-10.85%
Total Contractual Services	90,719.87	336,500.00	300,000.00	-10.85%
49 Sewage Treatment:				
Sewage Treatment Costs	2,365,637.00	2,278,384.00	2,467,856.00	8.32%
Total Sewage Treatment	2,365,637.00	2,278,384.00	2,467,856.00	8.32%
61 Capital Outlay:				
Capital Outlay	4,267,892.23	500,000.00	500,000.00	0.00%
Total Capital Outlay	4,267,892.23	500,000.00	500,000.00	0.00%
65 Debt Service:				
Principal	479,574.00	488,691.00	773,769.00	58.34%
Interest	172,691.24	243,141.14	390,938.54	60.79%
Discount	4,500.00	500,000.00	250,000.00	-50.00%
Total Debt Service	656,765.24	1,231,832.14	1,414,707.54	14.85%
TOTAL DIRECT COSTS	8,302,169.65	5,282,635.13	5,692,119.23	7.75%
<u>INDIRECT COSTS:</u>				
Medicare	7,692.22	8,042.10	8,461.31	5.21%
Pension	39,375.84	42,897.58	44,766.54	4.36%
Worker's Comp	22,225.48	24,213.30	25,268.23	4.36%
DPW Admin	58,855.93	59,764.46	65,930.56	10.32%
Accounting Division	11,733.46	11,536.47	12,323.13	6.82%
Collections Division	13,181.74	14,170.92	14,359.65	1.33%
Payroll	685.68	451.13	482.82	7.02%
Payroll Specialist	3,769.76	3,522.77	3,526.41	0.10%
Information Technology Division	2,208.74	2,333.66	2,856.47	22.40%
Human Resource Department	1,971.71	1,362.83	1,490.67	9.38%
TOTAL INDIRECT COSTS	161,700.56	168,295.22	179,465.79	6.64%
TOTAL SEWER ENTERPRISE	8,463,870.21	5,450,930.35	5,871,585.02	7.72%

DEBT SERVICE SCHEDULE - SEWER ENTERPRISE FUND

	MA Clean Water Trust Perm. 5/11/2021 Sewer Improvements \$10,645,852 @ 2.00% (Sewer \$10,645,852) 20 years, matures 2041 Inside: \$0 Outside: \$10,645,852		MA Clean Water Trust Perm. 5/11/2021 Sewer Improvements \$974,973 @ 2.00% (Sewer \$974,973) 20 years, matures 2041 Inside: \$0 Outside: \$974,973		KeyBanc Capital Markets Perm. 12/21/2021 Sewer Debt Refunded \$36,965,000 @ 1.667% (Sewer: \$77,500) 9 years, matures 2030 Inside: \$19,623,300 Outside: \$17,341,700		MA Clean Water Trust Perm. 12/14/2022 Sewer Improvements \$5,821,644 @ 2.00% (Sewer \$5,821,644) 20 years, matures 2043 Inside: \$0 Outside: \$5,821,644		MA Clean Water Trust Perm. 12/14/2022 Sewer Improvements \$967,830 @ 2.00% (Sewer \$967,830) 20 years, matures 2043 Inside: \$0 Outside: \$967,830		Fiscal Year Total		
	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest & Fees	Principal	Interest	Total
FY 2024	449,557.00	210,167.28	41,171.00	19,247.62	8,400.00	2,980.00	235,491.00	135,943.47	39,150.00	22,600.17	773,769.00	390,938.54	1,164,707.54
FY 2025	459,328.00	200,501.80	42,066.00	18,362.44	8,500.00	2,560.00	240,609.00	120,102.29	40,001.00	19,966.62	790,504.00	361,493.15	1,151,997.15
FY 2026	469,311.00	190,626.24	42,981.00	17,458.02	8,500.00	2,135.00	245,839.00	114,929.20	40,870.00	19,106.60	807,501.00	344,255.06	1,151,756.06
FY 2027	479,511.00	180,536.06	43,915.00	16,533.94	8,500.00	1,710.00	251,182.00	109,643.66	41,758.00	18,227.89	824,866.00	326,651.55	1,151,517.55
FY 2028	489,932.00	170,226.58	44,869.00	15,589.76	8,500.00	1,285.00	256,641.00	104,243.24	42,666.00	17,330.10	842,608.00	308,674.68	1,151,282.68
FY 2029	500,580.00	159,693.04	45,844.00	14,625.08	8,600.00	860.00	262,219.00	98,725.46	43,593.00	16,412.78	860,836.00	290,316.36	1,151,152.36
FY 2030	511,460.00	148,930.56	46,841.00	13,639.42	8,600.00	430.00	267,918.00	93,087.75	44,540.00	15,475.53	879,359.00	271,563.26	1,150,922.26
FY 2031	522,575.00	137,934.18	47,859.00	12,632.34			273,740.00	87,327.52	45,508.00	14,517.92	889,682.00	252,411.96	1,142,093.96
FY 2032	533,933.00	126,698.82	48,899.00	11,603.38			279,690.00	81,442.11	46,497.00	13,539.50	909,019.00	233,283.81	1,142,302.81
FY 2033	545,537.00	115,219.26	49,962.00	10,552.04			285,768.00	75,428.77	47,508.00	12,539.81	928,775.00	213,739.88	1,142,514.88
FY 2034	557,394.00	103,490.20	51,047.00	9,477.86			291,979.00	69,284.76	48,541.00	11,518.39	948,961.00	193,771.21	1,142,732.21
FY 2035	569,508.00	91,506.24	52,157.00	8,380.36			298,325.00	63,007.21	49,596.00	10,474.76	969,586.00	173,368.57	1,142,954.57
FY 2036	581,885.00	79,261.82	53,290.00	7,258.98			304,809.00	56,593.22	50,673.00	9,408.44	990,657.00	152,522.46	1,143,179.46
FY 2037	594,532.00	66,751.28	54,449.00	6,113.24			311,433.00	50,039.83	51,775.00	8,318.97	1,012,189.00	131,223.32	1,143,412.32
FY 2038	607,453.00	53,968.84	55,632.00	4,942.60			318,202.00	43,344.02	52,900.00	7,205.81	1,034,187.00	109,461.27	1,143,648.27
FY 2039	620,655.00	40,908.60	56,841.00	3,746.50			325,118.00	36,502.68	54,050.00	6,068.46	1,056,664.00	87,226.24	1,143,890.24
FY 2040	634,144.00	27,564.52	58,076.00	2,524.42			332,183.00	29,512.64	55,224.00	4,906.39	1,079,627.00	64,507.97	1,144,134.97
FY 2041	647,927.00	13,930.44	59,339.00	1,275.78			339,403.00	22,370.71	56,425.00	3,719.07	1,103,094.00	41,296.00	1,144,390.00
FY 2042							346,779.00	15,073.54	57,651.00	2,505.93	404,430.00	17,579.47	422,009.47
FY 2043							354,316.00	7,617.79	58,904.00	1,266.44	413,220.00	8,884.23	422,104.23
Total	\$ 9,775,222.00	\$ 2,117,915.76	\$ 895,238.00	\$ 193,963.78	\$ 59,600.00	\$ 11,960.00	\$ 5,821,644.00	\$ 1,414,219.87	\$ 967,830.00	\$ 235,109.58	\$ 17,519,534.00	\$ 3,973,168.99	21,492,702.99

Debt Service Schedule - Sewer Enterprise Fund



CABLE TELEVISION PUBLIC ACCESS ENTERPRISE FUND

CABLE TELEVISION PUBLIC ACCESS ENTERPRISE FUND

Department Responsibilities:

The Cable Television Public Access Enterprise Fund was established by vote of the City Council in August of 2015, as per Chapter 352 of the Acts of 2014 which provides for the creation of a separate special fund for Cable PEG (Public, Educational and Governmental) Access. The Enterprise fund is self-supporting, with cable franchise fees supporting operations. Operating costs include the costs necessary for the operation of the municipal cable studio located in the Municipal Office Building and the operation of the High School Innovation Studio.

FY 2024 Budget Highlights:

Cable Franchise Fees will support both the direct and indirect costs.

The FY 2024 Budget continues funding for the outsourced position of production coordinator.

Non-recurring capital expenditures are funded by Cable Enterprise Available Funds. Capital Expenditures will fund FY 2024 equipment needs.

<u>Staffing</u>
.1 Administrative/Clerical Support
1 Help Desk Technician

**CABLE TELEVISION PUBLIC ACCESS ENTERPRISE FUND
OPERATING BUDGET
FISCAL YEAR 2024 BUDGET RECAP**

REVENUE:

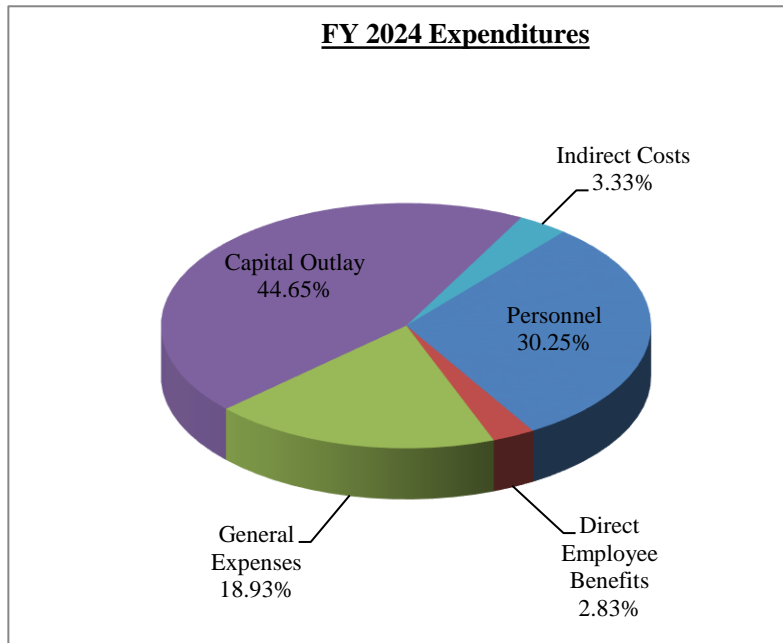
CABLE FRANCHISE FEES	154,970.56
AVAILABLE FUNDS - CABLE ENTERPRISE	125,000.00
TOTAL REVENUE	279,970.56

EXPENSE:

OPERATING BUDGET - RECURRING OPERATIONS	145,633.66
NON-RECURRING CAPITAL OUTLAY: EQUIPMENT	125,000.00
INDIRECT COSTS	9,336.90
TOTAL EXPENSES	279,970.56

**CABLE TELEVISION PUBLIC ACCESS ENTERPRISE FUND
FISCAL YEAR 2024 BUDGET
SUMMARY**

<u>EXPENDITURE CATEGORY</u>	2022	2023	2024	2024
	<u>EXPENDED</u>	<u>APPROPRIATION</u>	<u>MAYOR'S RECOMMENDATION</u>	<u>APPROP. % CHANGE</u>
01 Personnel	95,744.76	78,463.69	84,704.66	7.95%
03 Direct Employee Benefits	12,094.43	6,954.27	7,929.00	14.02%
08 General Expenses	20,943.45	53,000.00	53,000.00	0.00%
61 Capital Outlay	160,006.92	125,000.00	125,000.00	0.00%
CABLE ACCESS ENTERPRISE TOTAL (DIRECT)	288,789.56	263,417.96	270,633.66	2.74%
Indirect Costs	12,366.69	10,612.18	9,336.90	-12.02%
CABLE ACCESS ENTERPRISE TOTAL	301,156.25	274,030.14	279,970.56	2.17%



**CABLE TELEVISION ACCESS ENTERPRISE FUND
LINE ITEM DETAIL**

<u>EXPENDITURE CATEGORY</u>	<u>2022 EXPENDED</u>	<u>2023 APPROPRIATION</u>	<u>2024 MAYOR'S RECOMMENDATION</u>	<u>2024 APPROP. % CHANGE</u>
<u>DIRECT COSTS:</u>				
01 Personnel:				
Director	29,107.51	0.00	0.00	0.00%
Administrative/Clerical Support	7,936.83	8,093.09	8,805.28	8.80%
Production Coordinator	8,820.90	20,000.00	20,000.00	0.00%
Help Desk Technician	49,879.52	50,370.60	55,899.38	10.98%
Total Personnel	95,744.76	78,463.69	84,704.66	7.95%
03 Direct Employee Benefits:				
Longevity	0.00	0.00	150.00	100.00%
Health Insurance	12,094.43	6,954.27	7,779.00	11.86%
Total Direct Employee Benefits	12,094.43	6,954.27	7,929.00	14.02%
08 General Expenses:				
Services	17,448.27	50,000.00	50,000.00	0.00%
Equipment Repairs	0.00	1,500.00	1,500.00	0.00%
Supplies	3,495.18	1,500.00	1,500.00	0.00%
Total General Expenses	20,943.45	53,000.00	53,000.00	0.00%
61 Capital Outlay:				
Capital Outlay	160,006.92	125,000.00	125,000.00	0.00%
Total Capital Outlay	160,006.92	125,000.00	125,000.00	0.00%
TOTAL CABLE ENTERPRISE FUND (DIRECT CHARGES)	288,789.56	263,417.96	270,633.66	2.74%
<u>INDIRECT COSTS :</u>				
Medicare	1,388.30	1,135.46	938.22	-17.37%
Pension	8,617.03	7,047.69	5,823.42	-17.37%
Worker's Comp	162.77	133.12	110.00	-17.37%
Accounting Division	1,676.21	1,648.07	1,760.45	6.82%
Payroll	74.27	161.12	172.44	7.03%
Human Resource Department	448.11	486.72	532.37	9.38%
TOTAL INDIRECT COSTS	12,366.69	10,612.18	9,336.90	-12.02%
TOTAL OPERATING BUDGET	301,156.25	274,030.14	279,970.56	2.17%

CAPITAL BUDGET

The Capital Budget includes a summary of the Fiscal Year 2024 Mayor's Recommended Capital Budget, originally submitted to the Town Council on March 31, 2023.

CAPITAL BUDGET

The Capital Budget provides detailed information concerning recommended capital requests for the upcoming fiscal year. The Town's capital needs on an annual basis include capital equipment primarily for the public safety and public works departments and capital repairs to existing buildings, roadways and sidewalks.

The following information provides the list of capital proposed to be funded for fiscal year 2024. The detailed capital budget was submitted to the Town Council on March 31, 2024.

The five year capital plan, as included, is currently under review, and is subject to change.

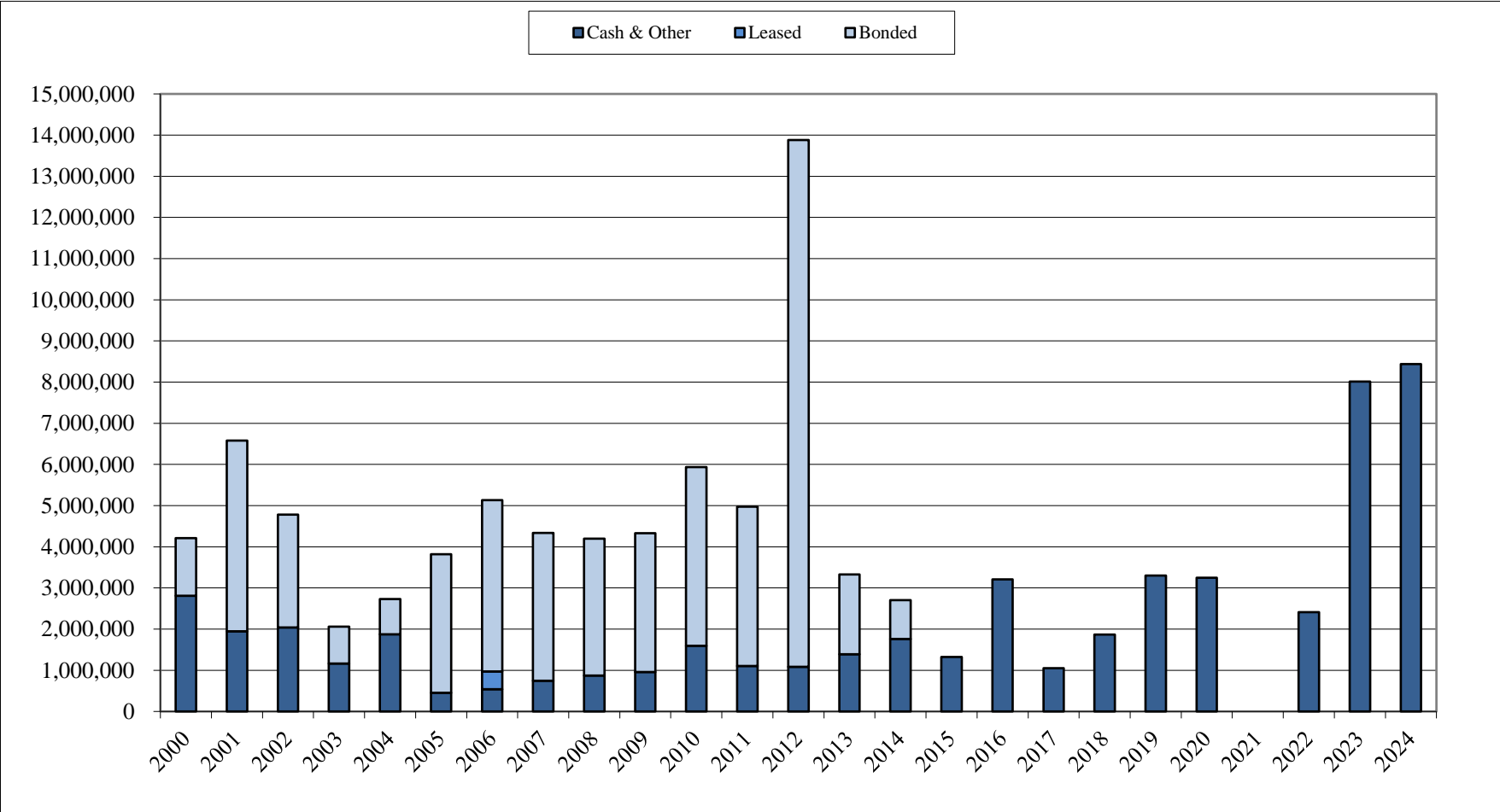
**CAPITAL REQUEST SUMMARY
FISCAL YEAR 2024**

	General Operations	Water Enterprise	Sewer Enterprise	Total
<i>Sources:</i>				
Free Cash/Available Funds	5,215,000.00	750,000.00	2,473,500.00	8,438,500.00
<i>Total Sources</i>	<i>5,215,000.00</i>	<i>750,000.00</i>	<i>2,473,500.00</i>	<i>8,438,500.00</i>
<i>Capital Outlay (Uses)</i>	<i>5,215,000.00</i>	<i>750,000.00</i>	<i>2,473,500.00</i>	<i>8,438,500.00</i>

CAPITAL PROJECTS FISCAL YEAR 2024

<u>Department</u> <u>Name</u>	<u>Project Name:</u>	<u>Mayor</u> <u>Recommended</u>	<u>Council</u> <u>Approved</u>	<u>Expensed</u> <u>Operations</u>	<u>Expensed</u> <u>Enterprise</u>	<u>Funding Source</u>
Central Maintenance	Main Street Substation Roof Repair	\$90,000.00		\$90,000.00		Free Cash
Central Maintenance	Town Hall Roof Replacement	\$1,300,000.00		\$1,300,000.00		Free Cash
DPW/Operations	Street Maintenance	\$1,000,000.00		\$1,000,000.00		Free Cash
DPW/Operations	Sidewalk Maintenance	\$500,000.00		\$500,000.00		Free Cash
DPW/Operations	Vietnam Veterans Bridge	\$200,000.00		\$200,000.00		Free Cash
DPW/Operations	Truck Replacement (with Plows & Sanders)	\$550,000.00		\$550,000.00		Free Cash
DPW/Operations	New DPW Yard - Design Documents	\$1,500,000.00		\$1,500,000.00		Free Cash
DPW/Operations	Pick Up Truck	\$75,000.00		\$75,000.00		Free Cash
DPW/Sewer	New DPW Yard - Design Documents	\$750,000.00			\$750,000.00	Avail. Funds - Sewer
DPW/Sewer	Sanitary Sewer Main Cleaning & Inspection	\$690,000.00			\$690,000.00	Avail. Funds - Sewer
DPW/Sewer	Low Pressure Force Main for Queen Avenue	\$500,000.00			\$500,000.00	Avail. Funds - Sewer
DPW/Sewer	Heavy Duty Right of Way Utility Vehicle with Trailer	\$33,500.00			\$33,500.00	Avail. Funds - Sewer
DPW/Sewer	Various Sewer Main Repairs and Replacements	\$500,000.00			\$500,000.00	Avail. Funds - Sewer
DPW/Water	New DPW Yard - Design Documents	\$750,000.00			\$750,000.00	Avail. Funds - Water
Total		\$8,438,500.00	\$0.00	\$5,215,000.00	\$3,223,500.00	

ANNUAL REQUESTED CAPITAL BUDGETS - TREND ANALYSIS



Five Year Capital Budget

	2025	2026	2027	2028	2029
Information Technology					
Lidar Sensor for Drone	\$40,000	\$0	\$0	\$0	\$0
Elementary School Hardware Replacement	\$250,000	\$0	\$0	\$0	\$0
Total	\$290,000	\$0	\$0	\$0	\$0
Fire					
Fire Engine	\$0	\$0	\$875,000	\$0	\$0
Radio Box Receiver	\$87,000	\$0	\$0	\$0	\$0
Total	\$87,000	\$0	\$875,000	\$0	\$0
Police					
Police Station Design & Bid Documents	\$3,000,000	\$0	\$0	\$0	\$0
Police Station Construction	\$0	\$0	\$39,964,838	\$0	\$0
Body Cameras	\$3,000,000	\$0	\$0	\$0	\$0
911 Recorder	\$100,000	\$0	\$0	\$0	\$0
Total	\$6,100,000	\$0	\$39,964,838	\$0	\$0
Schools					
Athletic Bus	\$80,000	\$0	\$0	\$0	\$0
Memorial School Expansion (Construction)	\$10,000,000	\$0	\$0	\$0	\$0
Tatham School Expansion (Design & Bid Documents)	\$0	\$1,000,000	\$0	\$0	\$0
Tatham School Expansion (Construction)	\$0	\$0	\$0	\$0	\$10,000,000
Fausey School Expansion (Design & Bid Documents)	\$1,000,000	\$0	\$0	\$0	\$0
Fausey School Expansion (Construction)	\$0	\$0	\$10,000,000	\$0	\$0
Total	\$11,080,000	\$1,000,000	\$10,000,000	\$0	\$10,000,000
Central Maintenance - School Facilities					
Fausey Roof Replacement	\$2,500,000	\$0	\$0	\$0	\$0
Memorial School Roof Replacement	\$0	\$1,500,000	\$0	\$0	\$0
John Ashely Roof Replacement	\$0	\$0	\$0	\$0	\$1,000,000
Masonry Repairs - John Ashley	\$0	\$0	\$250,000	\$0	\$0
Middle School Chiller System	\$1,000,000	\$0	\$0	\$0	\$0
Middle School Oil Tank Removal	\$150,000	\$0	\$0	\$0	\$0
Total	\$3,650,000	\$1,500,000	\$250,000	\$0	\$1,000,000
Central Maintenance - Town Facilities					
Masonry Repairs - Church	\$0	\$250,000	\$0	\$0	\$0
Town Hall HVAC Upgrade	\$0	\$0	0	\$1,200,000	\$0
Total	\$0	\$250,000	\$0	\$1,200,000	\$0
Central Maintenance - Forestry/Grounds/Parks					
Central Park Athletic Fields	\$6,000,000	\$0	\$0	\$0	\$0
Bucket Truck Replacement (Forestry)	\$250,000	\$0	\$0	\$0	\$0
Wing Mower	\$150,000	\$0	\$0	\$0	\$0
Total	\$6,400,000	\$0	\$0	\$0	\$0
DPW - Operations					
Street Maintenance	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Sidewalk Maintenance	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Riverwalk Phase 2	\$1,500,000	\$0	\$0	\$0	\$0
Fausey & Middle School Traffic Reconstruction	\$1,500,000	\$0	\$0	\$0	\$0
Elm Street Reconstruction	\$184,000	\$0	\$0	\$0	\$0
New DPW Yard (Construction)	\$0	\$30,000,000	\$0	\$0	\$0
Vietnam Veterans Bridge	\$300,000	\$0	\$0	\$0	\$0
Truck Replacement	\$375,000	\$75,000	\$360,000	\$0	\$0
Dewey at Amostown Rd - Intersection Construction	\$1,000,000	\$0	\$0	\$0	\$0
Dewey St at Rogers Ave/Bearhole - Intersection Construction	\$1,000,000	\$0	\$0	\$0	\$0
Union Street Drainage Improvements	\$400,000	\$0	\$0	\$0	\$0
Total	\$8,259,000	\$32,075,000	\$2,360,000	\$2,000,000	\$2,000,000

Five Year Capital Budget

	2025	2026	2027	2028	2029
DPW - Storm Water					
MS4 Permit Action Items	\$250,000	\$250,000	\$250,000	\$250,000	\$0
Flood Station Upgrades (Phase 2)	\$500,000	\$3,000,000	\$3,000,000	\$3,000,000	\$2,000,000
Encroachment Removals	\$150,000	\$0	\$0	\$0	\$0
Route 5 Northbound Flood Wall Repairs	\$500,000	\$0	\$0	\$0	\$0
Culvert Replacement	\$3,100,000	\$2,000,000	\$1,500,000	\$3,000,000	\$1,500,000
Street Sweeper Replacement	\$280,775	\$0	\$0	\$0	\$0
Roadside Flail & Boom Mower	\$0	\$300,000	\$0	\$0	\$0
Trailer	\$20,000	\$0	\$0	\$0	\$0
VacJet Truck	\$0	\$0	\$475,000	\$0	\$0
Total	\$4,800,775	\$5,550,000	\$5,225,000	\$6,250,000	\$3,500,000
Health Department					
Vehicle Replacement	\$0	\$0	\$56,000	\$0	\$0
Total	\$0	\$0	\$56,000	\$0	\$0
Total Operating	\$40,666,775	\$40,375,000	\$58,730,838	\$9,450,000	\$16,500,000
Ambulance Enterprise Fund					
Ambulance Replacement	\$0	\$385,000	\$0	\$0	\$0
Total Ambulance Enterprise Fund	\$0	\$385,000	\$0	\$0	\$0
Water Enterprise Fund					
Truck Replacement	\$180,000	\$0	\$150,000	\$240,000	\$0
Memorial Avenue Water Main Replacement	\$3,200,000	\$0	\$0	\$0	\$0
Hydro Excavator Truck	\$450,000	\$0	\$0	\$0	\$0
Rogers Avenue Tank Bypass	\$300,000	\$0	\$0	\$0	\$0
Wionna Water Main Loop to Westwood	\$0	\$0	\$0	\$150,000	\$0
Riverdale Area Water Main Improvements	\$9,669,000	\$0	\$0	\$0	\$0
Hydrant Improvement Program	\$225,000	\$300,000	\$300,000	\$475,000	\$475,000
Orange Street Main Replacement	\$162,000	\$0	\$0	\$0	\$0
Ridgeview Water Main Replacement	\$700,000	\$0	\$0	\$0	\$0
Pierce, Craig, Bradford, Morgan Water Main Replacemer	\$2,500,000	\$0	\$0	\$0	\$0
Water Main Replacement (Hillcrest)	\$0	\$0	\$1,500,000	\$0	\$0
Water Main Replacement (Lantern Lane)	\$0	\$0	\$425,000	\$0	\$0
Water Main Replacement (Labelle Street)	\$1,000,000	\$0	\$0	\$0	\$0
Water Main Replacement (Webster Avenue)	\$0	\$0	\$155,000	\$0	\$0
Water Main Replacement (Amostown Road)	\$0	\$0	\$0	\$550,000	\$0
Various Loop Projects (Water Quality)	\$0	\$0	\$0	\$4,000,000	\$0
Water Main Replacement (West School Street & Willard	\$300,000	\$0	\$0	\$0	\$0
SCADA Construction (shared with Waste Water)	\$400,000	\$0	\$0	\$0	\$0
Pressure Regulating Valve Improvement	\$2,113,000	\$0	\$0	\$0	\$0
New Garage at Treatment Plant	\$1,000,000	\$0	\$0	\$0	\$0
Riverdale Street Water Main (Elm St to East Elm St)	\$0	\$0	\$0	\$7,920,000	\$0
Meter Reading Software Upgrade	\$228,863	\$49,081	\$49,081	\$0	\$0
Pressure Increase: Old Orchard/Overlook/Highland/Prospect	\$0	\$520,000	\$0	\$0	\$0
Energy Conservation at Water Treatment Facility	\$0	\$8,500,000	\$0	\$0	\$0
Total Water Enterprise Fund	\$22,427,863	\$9,369,081	\$2,579,081	\$13,335,000	\$475,000

Five Year Capital Budget

	2025	2026	2027	2028	2029
Sewer Enterprise Fund					
Truck Replacement	\$0	\$75,000	\$75,000	\$0	\$0
Phase 2 Inflow & Infiltration Repairs	\$1,000,000	\$0	\$0	\$0	\$0
Sanitary Sewer Main Cleaning & Inspection	\$0	\$690,000	\$690,000	\$690,000	\$690,000
Sewer Main Repair & Replacement	\$1,000,000	\$1,500,000	\$200,000	\$2,500,000	\$0
Right of Way Clearing & Maintenance	\$0	\$200,000	\$200,000	\$200,000	\$0
CSX Sewer Main Repairs (Dix Street to Baldwin)	\$500,000	\$0	\$0	\$0	\$0
SCADA Construction (Shared with Drinking Water)	\$400,000	\$0	\$0	\$0	\$0
Sewer Main Improvements (Chilson to Sibley)	\$500,000	\$0	\$0	\$0	\$0
Sewer Main Inspection	\$325,000	\$0	\$0	\$325,000	\$0
Infiltration Removal Design & Construction	\$1,000,000	\$0	\$0	\$0	\$0
Vactor Truck Replacement	\$0	\$0	\$750,000	\$0	\$0
Total Sewer Enterprise Fund	\$4,725,000	\$2,465,000	\$1,915,000	\$3,715,000	\$690,000

REVOLVING FUNDS

The following page contains the listing of revolving funds established by city ordinance for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53 E ½. The annual spending limit must be approved each fiscal year.

Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	FY 2024 Spending Limit
Library	Library Director	\$10,000
Council on Aging Activity Fund	Council on Aging Director	\$15,000
Town Council	Town Council President	\$15,000
DPW Pavement Restoration	Department of Public Works Director	\$100,000
Health Department Medical Goods & Services	Health Department Director	\$20,000
Health Department Tobacco/ Nicotine Delivery Devices	Health Department Director	\$20,000
Police Public Travel and Recreation Patrol Fund	Chief of Police	\$100,000
Bear Hole	Conservation Agent	\$50,000

Bold = Increased Spending Limit FY 2024