FY 22/23 Revenue Recap & Budgeting Assumptions

• Grand list increased by 3.72% or $96,046,030, generating approximately $3.5M in new revenue
  ▪ Real estate increased by 1% or $22,114,699
    o Construction on apartments and the McLean expansion
  ▪ Motor vehicle increased by 27.56% or $59,197,221
    o Standard valuation of vehicles increasing state-wide
  ▪ Personal property increased by 11.83% or $16,486,622
    o Significant upgrades done by utility companies
FY 22/23 Revenue Recap & Budgeting Assumptions

• Analysis of certified grand list growth to 20 years
  ▪ 0.79% (median) to 1.00% (average) range of certified grand list growth over the last 20 years, without revaluation years

  ▪ Last three years have been the strongest growth in the last 20 years, without revaluation years (2.66%, 2.93%, 3.72%)

  ▪ Certified grant list only exceeded 2% one other time in the last 20 years, without revaluation, in 2005 (2.45%)
20 Year Change in Grand List

*Black diamond years are revaluation years
FY 22/23 Revenue Recap & Budgeting Assumptions

• Uses a tax collection rate of 98.5%
  ▪ Tax collection revenues remain stable despite the ongoing pandemic

• Local revenues remain strong
  ▪ Conveyance Tax
  ▪ Land Recording Fees
  ▪ Building Permit Fees
FY 22/23 Revenue Recap & Budgeting Assumptions

• The Governor’s proposed budget caps motor vehicle mill rates at 29 mills with the state making a motor vehicle reimbursement contribution to the town in the amount of $2,006,464
  ▪ This results in an estimated net loss of $203,616 to Simsbury

• Utilized Governor’s proposed budget for state revenues
  ▪ ECS revenues will increase by $466,228 to $6,996,426
FY 22/23 General Fund Revenues: $110,370,057

- Property Taxes: $97,809,892 (89%)
- Intergovernmental Revenue: $9,423,542 (9%)
- Local Revenue: $2,698,946 (2%)
- Other: $437,677 (0%)
Town of Simsbury
TOWN CLERK & REGISTRAR OF VOTERS
MARCH 10, 2022
FY 22/23 Proposed Budget – TOWN CLERK

- $250,044 proposed operating budget
  - 2.58% increase, or $6,296
- 3 budgeted FTEs
FY 22/23 Areas of Focus

• Apply for Connecticut State Library Historic Documents Preservation Grant
  ▪ Used for the preservation and conservation of the Town’s permanent records
  ▪ Eligible to apply for a $7,500 grant

• Organize records on existing and newly installed high capacity shelving units in the Town Clerk vault
  ▪ Create record inventory list including record location in vault

• Continue using the State of CT Electronic Death Registry System to register death certificates, issue permits, amend certificates, etc.
FY 22/23 Areas of Focus

- Draft and implement a Training and Procedure Manual for the Town Clerk Department to ensure consistent recording of Land Records and proper issuance of Vital Records

- Continue working with Finance Department and COTT Systems (Land Record vendor) to improve the efficiency of the daily/monthly revenue reporting process
FY 22/23 Budget Highlights

• $3,571 increase in full-time salaries due to anticipated general wage increase and negotiated contractual step increases

• $1,800 increase in computer software due to increased volume of land records in indexing system
FY 22/23 Proposed Budget –
REGISTRAR OF VOTERS

• $157,035 proposed operating budget
  ▪ 47.04% increase, or $50,238

• FY22/23 will include three elections:
  ▪ State and Federal Primaries – August 2022
  ▪ State and Federal Elections – November 2022
  ▪ Budget Referendum – 2023
FY 22/23 Proposed Budget – REGISTRAR OF VOTERS

- Budget includes:
  - Proposed wage increase for registrars, effective 1/1/2023
    - Can only be adjusted at the beginning of a term
  - Increases in part-time account and program supplies due to increased number of elections
  - $7,775 increase to equipment maintenance for additional memory card programming
  - $14,970 increase to copy & printing services for special mailing about relocation of polling location due to Latimer Lane renovation, and anticipated increase in ballots due to number of elections and expected voter turnout
FY 22/23 Proposed Budget – INFORMATION TECHNOLOGY

- $410,103 proposed operating budget
  - $57,009 or 16.15% increase

- 2.0 budgeted FTEs
FY 22/23 Areas of Focus

• Continuation of cybersecurity employee awareness training program

• Enhance security levels and protective measures for intranet and internet connected technologies
  ▪ Conduct daily security audits to identify potential risks and remediation when identified
  ▪ Continue implementation of multi-factor authentication

• Update disaster recovery plan

• Migrate remaining Town departments to cloud-based email service
FY 22/23 Budget Highlights

- $5,575 increase in full-time salaries due to anticipated general wage increase

- $45,434 increase in contractual services
  - $16,700 for intruder detection service
  - $20,500 for email spam filter/archiver
    - Due to BOE migration to Gmail
  - $6,300 for Police hosted email
  - $3,600 for fiber optic support
FY 22/23 CNR Projects

- Staff Computer Replacements - $30,240
  - Replacement of hardware based on a four-year lifecycle

- Microsoft Office 2019 - $17,550
  - Final phase of software upgrade

- Cyber Security Audit - $35,000
  - Review of network activities and access, including internal review of firewall, network electronics, and network entrance and egress
FY22/23 Proposed Service Improvement

- Information Technology Specialist
  - $117,242, includes benefits
  - Position would provide network support and serve as primary help desk response to all work sites
    - IT serves approximately 10 work sites
  - Position would provide support for departmental databases, software systems, network issues, website maintenance, and email support
  - Additional support will allow IT Manager to focus on cyber security and other strategic areas
  - Build resiliency and depth for our critical technology infrastructure
    - 24/7 technology needs
FY22/23 Proposed Service Improvement

- Over the last 3-5 years, changes in technology needs have increased the IT Department’s scope of responsibility. Examples include:
  - Help desk tickets increased 20.3% between 2018 and 2021
  - Cyber security awareness training
  - MS-ISAC services (cyber security)
  - Multi-factor authentication
  - Cloud-based email services
  - MUNIS financial software (on premise support)
FY22/23 Proposed Service Improvement

- Examples (continued):
  - Police body cameras and cruiser cameras
  - Wireless services for Police cruisers
  - Expanded Wi-Fi networks
  - Network storage and back-up
  - Expanded video surveillance
  - Supporting remote access and remote devices
FY22/23 Proposed Service Improvement

• Supplemental Network Engineering Support
  ▪ $5,000
  ▪ Currently, IT contracts out for network engineering support to supplement the Department’s knowledge base
  ▪ Funds would provide for additional on-call support
FY 22/23 Proposed Budget – FINANCIAL SERVICES

• Financial Services: Finance, Tax, Assessment & Board of Finance, total 22/23 proposed budget $1,092,899, 3.07% increase
  ▪ **Finance**: $463,189
    o $4,305 or 0.94% increase
  ▪ **Tax Collection**: $199,497
    o $7,578, 3.95% increase
  ▪ **Assessor**: $381,918
    o $19,405, 5.35% increase
  ▪ **Board of Finance**: $48,295
    o $1,230, 2.61% increase

• 8.83 Budgeted FTEs
  ▪ Finance, 4 FTEs
  ▪ Tax, 1.83 FTEs
  ▪ Assessor, 3 FTEs
FY 22/23 Areas of Focus

• Maintain Aaa bond rating and adequate reserves

• Continue to implement procedures to address the Auditor’s management comments

• Continue to review policies and procedures for quality, effectiveness and efficiency

• Maintain tax collection rate above 99% and continue to decrease the amount of outstanding tax balances due

• Continue to value property fairly and in a timely manner

• Assist contracted vendor with 2022 revaluation
FY 22/23 Budget Highlights

• $2,322 increase in Finance Department computer software account
  ▪ Accounting system software contractual increase

• $1,864 increase in Tax Department contractual services account
  ▪ Quality Data Services cost increase for printing and mailing of the tax bills and notices

• $1,315 increase in Assessor Department computer software account
  ▪ CAMA and eQuality software contractual increases
FY 22/23 Budget Highlights

- $17,117 increase in Assessor Division full-time account
  - $8,770 increase due to general wage and negotiated contractual increases
  - $8,347 increase for additional funding to assist with fieldwork backlog
    - Have not been able to find temporary part-time help in the current year due to labor shortage in specialized field
    - Increased cost for position or contracted services to accommodate market
FY 22/23 CNR Project

• Revaluation for 2022 Grand List
  ▪ Required by statute once every five years
  ▪ Revaluation with inspections for the October 1, 2022 revaluation of all real estate
  ▪ Assumed total appropriation is about $300,000, funded over a five year period
    o FY22/23 appropriation request of $68,600
      ➢ Funds fifth year of five year period
FY 22/23 Proposed Budget – TOWN MANAGER’S OFFICE

- $495,579 proposed operating budget
  - 2.19% increase, or ($10,609)
- 4.0 budgeted FTEs
FY 22/23 Budget Highlights

• $10,061 increase (2.35%) to the full-time account due to salary increases

• $790 increase (10.68%) to the seasonal line item to account for the increase in minimum wage
FY 22/23 Proposed Budget – GENERAL GOVERNMENT

• $122,491 proposed operating budget
  ▪ 8.56% increase or $9,655

• This budget includes:
  ▪ Tuition reimbursement funds for all employees (excluding police officers)
  ▪ Copy/print funds for Town Hall
  ▪ Telephone service funds
  ▪ Organization-wide training and development funds
  ▪ Postage for all departments (excluding special revenue fund and WPCA)
FY 22/23 Budget Highlights

• $8,130 increase in telephone service due to anticipated increase for Frontier service and mobile data services

• $1,525 increase in conferences and education due to increase in coaching and training fees
FY 22/23 Proposed Budget – BOS/COMMUNITY SERVICES

- $131,427 proposed operating budget
  - 0.87% increase, or $1,138

- This budget includes:
  - First Selectperson’s stipend
  - Funding for BOS clerk and other misc. board and committee clerks
  - Legal notices
  - Dues for membership organizations (i.e. CCM, COST, CRCOG)
  - Outside agency grants
FY 22/23 Budget Highlights

- Outside Agency support ($64,757) includes all outside agency grants not budgeted through Community and Social Services or Economic Development
  - Increases for Farmington River Watershed, North Central EMS Council, Greater Hartford Transit District, and Amplify are based on a per capita fee
  - Remaining funds in Public Agency Support reflect FY 21/22 approved requests

- One new request, and requested increases received from Main Street Partnership, SCTV, Chamber of Commerce, and Hartford Interval House
  - Will review during policy discussion in the afternoon
FY 22/23 Proposed Budget – HEALTH

• $183,870 contribution to Farmington Valley Health District reflects a $6,105 or 3.43% increase
  ▪ Increase in the per capita assessment from $7.00 to $7.50
  ▪ Decrease in Simsbury’s population (-879)

• FVHD is currently preparing a list of pandemic recovery needs that may be funded with ARPA dollars
  ▪ Proportional share based on size of each town
  ▪ Similar in nature to the request made during the round of CARES funding
  ▪ Town Manager has recommended to the ARPA work group to maintain a placeholder of $250,000 for FVHD needs
FY 22/23 Areas of Focus

• Update the Personnel Rules and Regulations, which have not been updated since 2009

• Continue to work on long-range capital planning
  ▪ Continue to quantify our baseline and capital needs
  ▪ Incorporate data from the Facilities Master plan into our capital budgeting

• Continue to support the work of the Economic Development Commission
  ▪ Continue business visitations
  ▪ Complete marketing materials refresh
  ▪ Create welcome letter and/or packet for new businesses
FY 22/23 Areas of Focus

• Implement successor collective bargaining agreements for the CSEA union once an arbitration decision is received

• Negotiate successor collective bargaining agreement for the Dispatchers contract, expiring June 30, 2022

• Assist the work of the Finance Sub-Committee as it pertains to ARPA; facilitate the disbursement of funds based on the priorities of BOS

• Continue to work on the Meadowood property barn restoration efforts and agricultural stewardship
FY 22/23 Proposed Budget – INSURANCE (LAP, WC)

- $481,027 proposed operating budget
  - 0.02% increase or $86

- This budget includes:
  - Liability, auto, property (LAP)
  - Workers compensation (WC)
  - Cyber
  - Crime
  - Fiduciary liability
  - Underground storage tank
  - Public Official (Surety) bonds
FY 22/23 Proposed Budget – HEALTH INSURANCE FUND

• Health Insurance Fund is in a much improved and stable position
  ▪ Recommending no budgeted increase

• Health Insurance fund balance is projected to be at 26% of expected claims for FY 22/23
  ▪ The Town does not carry aggregate stop loss
  ▪ Important to maintain a healthy reserve of at least 25% of expected claims to be the “equivalent” of fully insured

• Health insurance claims temporarily decreased due to the pandemic environment
  ▪ Deferral of preventive care and elective procedures
  ▪ Have seen somewhat of a return to normal in utilization
FY 22/23 Proposed Budget – EMPLOYEE BENEFITS

- Budgeted interest rate assumption of 6.5%
  - Existing rate is 6.625%
  - Actuaries and financial advisor recommend 6.5%
  - Utilizing a 6.5% interest rate, actuarial recommended contribution results in an increase of $18,912
  - Applies to pension plans and OPEB Trust
FY 22/23 CNR Project

• Public Safety Radio System Maintenance & Repairs
  - $10,000 (operating transfer)

  • Per the January 2021 MOU, the Town and Fire District will split the mutually agreed upon costs of maintenance, repairs, and inspections of the towers and microwave system, as well as network infrastructure, at 50% each

  • There are two planned expenses for FY 22/23: replacement of the microwave link between the Wintonbury Tower and the Main Fire Station ($20,000); inspection of the Firetown tower ($3,500).
    - The Town's share is anticipated to be $11,750
FY 22/23 Proposed Budget –
PLANNING & COMMUNITY DEVELOPMENT

• Total proposed operating budget $692,349 an increase of $32,442 or 4.92%
  ▪ Planning and Community Development: $385,945
    o 5.06% increase, or $18,582
  ▪ Building: $306,404
    o 4.73% increase, or $13,851

• 7.54 budgeted FTEs
  ▪ Planning, 4.00 FTEs
  ▪ Building, 3.66 FTEs
FY 22/23 Budget Highlights

• $12,665 increase in Planning full-time salaries due to general wage increase and negotiated contractual step increases

• $12,576 increase in Building salaries
  ▪ General wage increase and negotiated contractual step increases
  ▪ Continuation of part-time building inspection services, at 7 hours per week
  ▪ Staffing transition

• $9,275 reallocated from Building to Planning for shared permitting software
FY 22/23 Areas of Focus

• Continue working with the Zoning Commission on a comprehensive rewrite to the Zoning Regulations

• Create a permitting handbook with detailed guidance for residents and developers on the land use process

• FEMA Flood Insurance Rate Maps for the Farmington River Watershed to be updated
  ▪ Distribution of maps expected in 2022
FY 22/23 Areas of Focus

• Engage in plan review, permitting, and inspections for key development projects
  ▪ Commercial Projects
    o Mclean Independent Living Expansion
    o Andy’s Plaza – façade and tenant improvements
    o Curaleaf manufacturing expansion
FY 22/23 Areas of Focus

- Engage in plan review, permitting, and inspections for key development projects
  - **Residential Development**
    - Ridge at Talcott Mountain
    - Highcroft Place
    - Cambridge Crossing
    - Barber Cove (Iron Horse Boulevard)
    - Former Iron Horse Inn
FY 22/23 Proposed Budget – COMMUNITY & SOCIAL SERVICES

- Total proposed operating budget $649,221; an increase of $17,445 or 2.76%
  - Administration/Direct Service: $320,664
    - $12,810 or 4.16% increase
  - Senior Center: $160,687
    - $2,006 or 1.26% increase
  - Senior Transportation: $167,870
    - $2,630 or 1.59% increase

- 6.31 budgeted FTEs
  - Administration/Direct Service, 3.71 FTEs
  - Senior Services, 2.6 FTEs
FY 22/23 Areas of Focus

• Following the increased demand in service related to the pandemic, successfully implement relocation of the Food Pantry to the Shepherd of the Hills Lutheran Church

• Increase the community’s knowledge of our programs and services through community outreach and events

• Increase donations to the department and design and implement an annual appeal

• If approved, we will successfully onboard two new Social Workers, utilizing ARPA Funding

• Successfully implement new programs and services related to the new Social Workers, if approved
FY 22/23 Budget Highlights

• $12,706, or 3.62% increase in full-time salaries due to anticipated general wage increase and negotiated contractual step increases

• $3,600 to support the space leased for the new Food Pantry location
  ▪ Full cost of the lease is reflected in the budget
    o Offsetting trust revenue $3,600

• $2,630 increase in senior/disabled transportation (Dial-A-Ride), or 1.59%
  ▪ Reflects contractual increase
  ▪ Full cost of the Dial-A-Ride service is reflected in budget
    o Offsetting grant revenue $40,720
FY 22/23 Budget Highlights

• $2,100 decrease in Senior Center part-time salaries due to restructuring of lunch program hours
  ▪ Includes wage adjustment due to increase in minimum wage

• Full cost of Tuesday and Wednesday senior lunch program reflected in budget, with offsetting revenue from the Belden Trust
  ▪ Trust revenue recorded in Operating Transfers is $9,360
FY22/23 Proposed Service Improvement

- Youth & Family Social Worker and Community Social Worker
  - Salaries (2 positions) - $223,460, includes benefits
  - Start-up costs - $20,600
  - Supervision costs - $14,208
  - Interim social workers will support pandemic recovery through the mental health and well-being of our residents

- ARPA funds for social workers may be used through December 31, 2026
  - No General Fund/taxpayer impact
  - Evaluate ongoing need thereafter
FY22/23 Proposed Service Improvement

- Juvenile Review Board cases are more egregious; the behaviors involved are more serious and aggressive in nature. Prior to the pandemic, cases primarily involved vaping and none involved aggression or violence.

- Referrals to the Youth Therapy Program have risen; in FY20 we received 7 referrals and in FY21 referrals jumped to 16:
  - Significant increase in the number of elementary school children being referred.
  - In FY21 half of the referrals were under the age of 12, including a 4 year old and a 5 year old.
  - To date in FY22 we have had 7 referrals, of those 4 are under the age of 12.
FY22/23 Proposed Service Improvement

• Prior to the pandemic, we were able to connect our referrals to a provider typically within 5 days

• Over the course of the pandemic, we on-boarded four new local providers. At this time, all of our providers are full minus one
  ▪ Families are waiting significantly longer to find a provider, and have had to seek referrals from their insurance company rather than us
    o The frustration of not being able to find a provider in a timely manner only adds to the difficulty of their situation
FY22/23 Proposed Service Improvement

- School social workers are reporting an increase in anxiety, depression, school avoidance and poor social skills over the course of the pandemic
- Parents are seeking support in regards to increased mental health concerns and challenging behaviors at home
- The community has recognized that there is an increase in adverse behaviors on the playgrounds, and in children lacking structure.
  - Our goal is for the new Social Worker to offer programs and activities to help provide structure when not at school
FY22/23 Proposed Service Improvement

- Youth & Family Social Worker
  - Performs outreach, and programming services to youth and families; provides programs focused on positive youth development, pro-social engagements, community activities, and parenting education opportunities
  - Provides case management services to youth (i.e. JRB clients, YSB participants and their families)
  - Performs traditional Youth Services Bureau activities not currently offered by town
FY22/23 Proposed Service Improvement

• There is a new global trend to add Social Workers to Police Departments, matching clinical Social Workers and their skills with police partners to respond to calls related to mental health and family issues.

• The closure of several state institutions in the 90’s has led to more people with mental health issues lacking services and calls for service when in a crisis; “It’s not reasonable to expect cops to be social workers and the people who direct traffic,” said Dr. Eden Almasude a psychiatrist at Yale New Haven Hospital. “Police involvement in mental health care makes people worse, not better.” – CT Mirror, June 12, 2020

• A very successful co-responder program has been developed in Denver, CO “in which trained clinicians ride along with police officers, to offer varied assistance to distraught persons and keep many of them from being inappropriately corralled into the criminal justice system” – CT Mirror, December 4, 2020
FY22/23 Proposed Service Improvement

- Community Police Social Worker
  - Performs outreach services to residents; youth, families, and adults 64 and under
  - Follows-up to police calls for services related to family violence, substance abuse, mental health crises, medical emergencies, and other matters of well-being
  - Provide additional case management and support to our JRB referrals for both the youth and their family
  - Coordinate trainings for Police Personnel in these areas
FY22/23 Proposed Service Improvement

• Globally there is a shortage of mental health providers; it has been exceedingly difficult to secure a provider for our referrals. While our Department will not be directly providing clinical treatment, we will provide increased case management, skills groups for positive youth development, and parent education opportunities with our new Social Worker.

• What we are facing is a global issue, not just local. Parents are reporting overcrowding in local emergency psychiatric departments, waiting days for assessments and placements, and often discharged without adequate support services.

• The New York Times posted on article on December 15, 2021 entitled “A Mental Health Crisis Among the Young”. “There is a serious mental health crisis for the youth of America, according to Dr. Vivek Murthy, surgeon general of the United States. There is a mountain of evidence supporting this.”

“As schools across the country confront “an array of urgent challenges,” we’re failing to address the most systemic, the most alarming and the most dangerous crisis of all: a youth mental health emergency. The lack of a significant national response is stunning.”