



# Town of Simsbury

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BUDGET WORKSHOP

MARCH 2, 2019

# FY 19/20 Revenue Recap & Budgeting Assumptions

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- Grand list increased by 0.85% or \$20,562,945
  - Real estate increased by 0.82% or \$17,757,368
  - Motor vehicle increased by 0.3% or \$574,633
  - Personal property increased by 2.52% or \$2,230,944
  - These numbers are based on the most recent information available but are subject to change based upon the outcome of assessment appeals

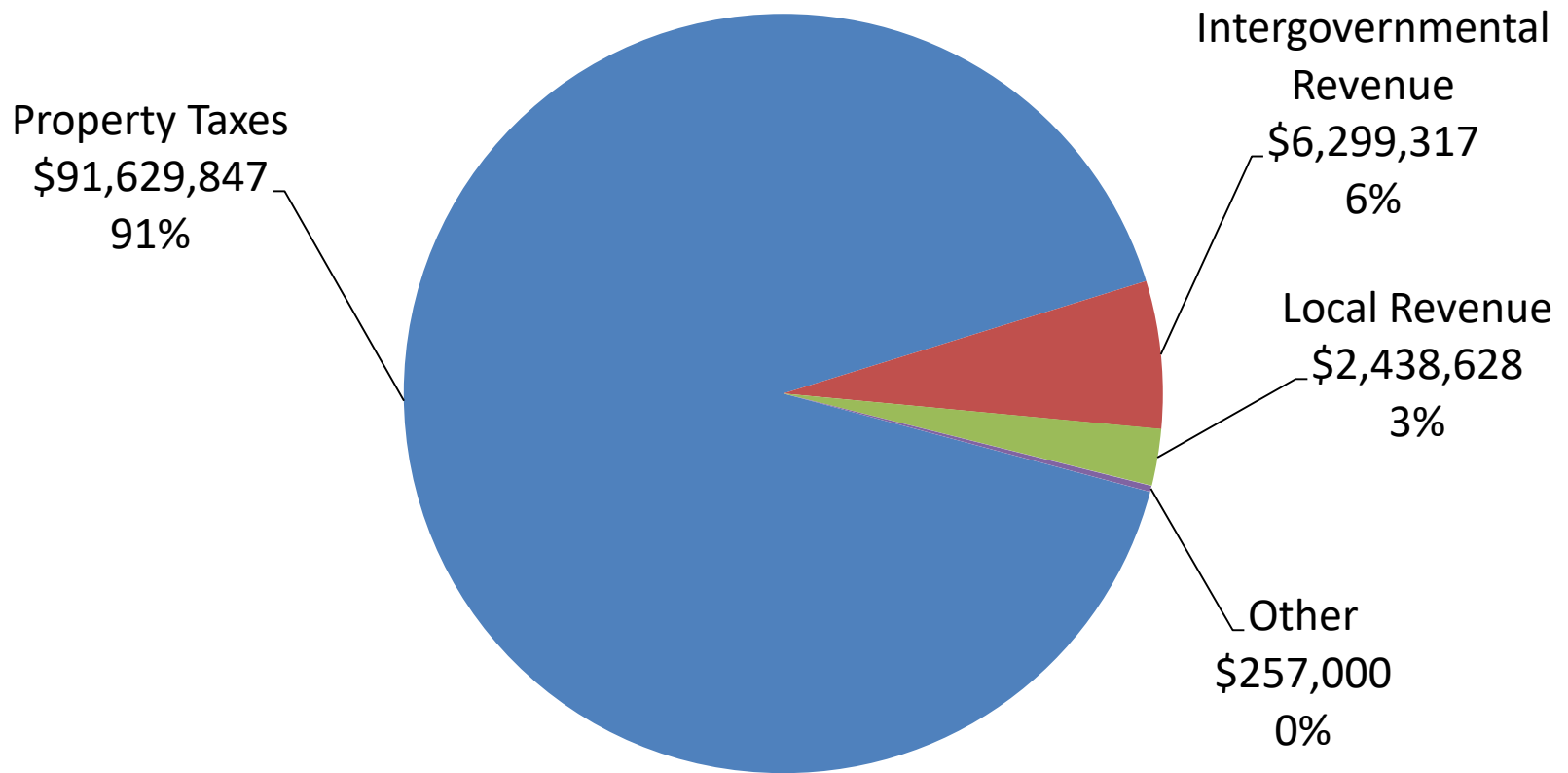
# FY 19/20 Revenue Recap & Budgeting Assumptions

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- The state cap of 45 mills on the motor vehicle tax remains
  - Assumption was used for budgeting purposes that motor vehicles will have the same mill rate as real estate and personal property for FY 19/20
- Utilized Governor's proposed budget
  - Most state revenues remain flat or decrease slightly except for ECS
  - ECS increases from \$6,039,516 to \$6,126,115, or by \$86,599, 1.4%
  - Incorporated teachers retirement system assessment proposal
- Budgeted a tax collection rate of 98.5%

# FY 19/20 General Fund Revenues: \$100,624,792

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# Town of Simsbury

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TOWN CLERK

MARCH 2, 2019

# FY 19/20 Proposed Budget – TOWN CLERK

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- \$232,295 proposed operating budget
  - 2.4% increase, or \$5,486
- 3 budgeted FTEs
- Services and Programs
  - Receives and maintains extensive records concerning
    - Real estate transactions
    - Births, deaths, and marriages
    - Burial/cremation permits
    - Elections, primaries and referenda
    - Meeting minutes for Town boards and commissions
    - Military discharges
    - Trade name certificates
    - Liquor licenses

# FY 19/20 Proposed Budget – TOWN CLERK

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- Services and Programs Continued
  - Receives and maintains extensive records concerning
    - Notaries public and justices of the peace
    - Other historical documents that date back to the seventeenth century
  - Issues licenses
    - Marriage licenses
    - Hunting and fishing sport licenses
    - Dog licenses
  - Assists with appointment process to Town Boards, Committees, and Commissions

# FY 19/20 Areas of Focus

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- 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 for FY 19/20, an increase from \$6,500 FY 18/19 (FY 17/18 \$4,000)
- Begin accepting credit cards for point of sale transactions and online payments
- Begin accepting deeds and conveyance taxes electronically in addition to other electronic recordings already being accepted
- Implement records management program for Town Clerk's records



# FY 19/20 Budget Highlights

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- \$1,758 increase in full-time salaries due to negotiated contractual step increase
- \$400 increase in overtime due to increased volume of absentee ballot applications
- \$1,100 increase in conferences & education for additional professional development
- Coding change: \$13, 020 moved from contractual services to computer software for land record software

# FY 19/20 Trends & Challenges

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- Land record vendor has updated their search technology and adjusted their subscription fees to access/print land records online
  - Fees have increased: With this increase, Town Clerk will receive \$1.25 per copy printed from home/office (currently \$1.00)
  - Go live date is 3/7/19: FY 19/20 will be the first full fiscal year collecting this new fee
  - This will result in about \$200 additional revenue a month (\$2,400/year) if the same rate of online printing of land records continues
    - Title searchers, attorneys, etc. may choose to now come in person to make copies if they feel the fees are too high to subscribe and print from home/office. This could result in more foot traffic in the Town Clerk's Office

# FY 19/20 Trends & Challenges

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- Increased number of absentee voters
  - 2014 State Election: Issued 756 absentee ballots
  - 2018 State Election: Issued 1,231
  - Reflects a 63% increase
- Town Clerk's Office is responsible for processing absentee ballots
  - Office needs to be prepared to process the large increase in absentee ballots
    - Additional hours on Friday afternoons during election season(s) to catch up on other non-election related items

# FY 19/20 Proposed Budget – REGISTRAR OF VOTERS

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- \$125,421 proposed operating budget
  - 4.1% increase, or \$4,949
- Budget includes salary adjustment for registrars , deputies, and certain poll workers
- FY 19/20 will include three elections, with the potential for a fourth
  - Municipal election
  - Budget referendum
  - Democratic presidential preference primary
  - Possibly a Republican presidential preference primary

# FY 19/20 Proposed Budget – REGISTRAR OF VOTERS

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- Copy/print services increased by \$3,050 or 32.6%
  - Increased number of ballots needed to accommodate overall number of budget referendum and elections
  - Plan to conduct a canvas to purge the voter rolls of people no longer living in town



# Town of Simsbury

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INFORMATION TECHNOLOGY

MARCH 2, 2019

# FY 19/20 Proposed Budget – INFORMATION TECHNOLOGY

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- \$330,380 proposed operating budget
  - 61.6 % increase, or \$125,967
- 2.0 budgeted FTEs
- Services and Programs
  - Oversee daily technology operations of Town Hall, Police, BOE central office, Probate, Library, Eno, Public Works and WPCA
  - Support on-premise and cloud-based operations
  - Collaborate with departments on new technologies
  - Website services and content management/development
  - 92% completion of support requests within 24 hours for over 1,400 devices

# FY 19/20 Areas of Focus

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- Continue cybersecurity employee awareness training program
- Enhance security levels and protect measures for intranet and internet connected technologies
  - Continue security audits to identify potential risks and remediation when identified
- Continue fiber optic build-out to remaining satellite locations
- Implement Office 365 host exchange email services for municipal offices
- Update disaster recovery plan



# FY 19/20 Budget Highlights

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- Full-time salary line now reflects true cost of positions with offsetting revenue from Board of Education budgeted
  - No net impact
  - \$113,231 expenditure increase to reflect cost of shared services with offsetting \$113,231 revenue from the BOE
- 2.6 % increase in contractual services, driven primarily by migration to cloud-based email exchange and cybersecurity training
- \$9,707 reallocated from contractual services to computer software

# FY 19/20 Trends & Challenges

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- State of Connecticut SIM Portal – data-sharing initiatives for Law Enforcement – CJIS/CISS (further development)
- Continue security assessments and implement appropriate protection measures
- Adapt to expanding mobile fleet and provide for mobile data management
- Plan for future changes in network storage and disaster recovery solutions as current platform reaches end of useful life
- Plan for move toward virtualization for all work stations

# FY 19/20 CNR Project

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- Telephone System
  - \$40,000
  - Current phone system for Town Hall, Eno, Public Works and WPCA has reached end-of-life
  - Funding will provide for installation and programming of replacement system



# Town of Simsbury

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FINANCIAL SERVICES

MARCH 2, 2019

# FY 19/20 Proposed Budget – FINANCIAL SERVICES

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- Financial Services: Finance, Tax, Assessment & BOF
  - Total 19/20 Proposed Budget \$836,247, 6.2% increase
    - Finance, \$332,351, 3.2% increase
    - Tax Collection, \$179,310, 6.7% increase
    - Assessor, \$278,886, 10.4% increase
    - Board of Finance, \$45,700, 2.5% increase
- 7.83 Budgeted FTEs
- Services and Programs
  - General Financial Administration – Treasury, Payroll, A/P, Investments, Trust Management, Procurement, Accounting
  - Tax Assessment & Collection

# FY 19/20 Areas of Focus

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- Maintain Aaa bond rating and adequate reserves
- Invest in a modern financial management system
- 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

# FY 19/20 Budget Highlights

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- \$24,420 increase in Assessor's budget for a Personal Property Audit
  - Audit is expected to generate \$21,698 in additional revenue
  - Last Personal Property Audit conducted 10 years ago
- \$ 15,915 increase in Finance Department full-time salary account
  - Reflects Finance Director salary

# FY 19/20 Budget Highlights

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- Tax Department budget increases
  - Part-time employee line item was underbudgeted
    - \$5,050 increase in part-time account to reflect actual anticipated spend
  - Seasonal employee line item was underbudgeted
    - \$1,410 increase in seasonal account to reflect actual anticipated spend



# FY 19/20 Trends & Challenges

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- Monitoring State's fiscal challenges and impact to the Town
- Staffing Challenges
  - Need additional staffing to support the following functions:
    - Capital asset management
    - Grants management
    - Purchase order monitoring
    - Recording of pension activity
    - Debt service best practices
    - Capital project monitoring
    - Gift card monitoring
    - Budgeting assistance
    - Better internal control management
    - Succession planning

# FY 19/20 CNR Project

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- Revaluation for 2022 Grand List
  - Revaluation with inspections for the October 1, 2022 revaluation of all real estate. Contract should be awarded by July 2021, with work to begin on or around September 1, 2021
  - Assumed total appropriation is about \$300,000, to be funded over a five year period
    - FY18/19 appropriation approved at \$61,500
    - FY19/20 requesting additional appropriation of \$60,000
    - Expected to request two additional appropriations of \$60,000 in FY20/21, FY21/22, FY 22/23

# FY 19/20 Capital Project

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- Financial Management Software
  - Joint initiative with the Board of Education
  - Expected to provide the following:
    - Budgeting software
    - Capital asset management software
    - Positive pay implementation
    - Billing system
    - Upgrade in payroll and human resources processes
    - Upgrade in reporting capabilities
    - Software company dedicated to new initiatives



# Town of Simsbury

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TOWN MANAGER'S OFFICE, GENERAL GOVERNMENT,  
BOARD OF SELECTMEN-COMMUNITY SERVICES

MARCH 2, 2019

# FY 19/20 Proposed Budget – TOWN MANAGER'S OFFICE

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- \$467,648 proposed operating budget
  - 2.4% increase, or \$10,823
- 4.0 budgeted FTEs
- Services and Programs
  - Implementation of policies and initiatives
  - Administration of the human resources program, including labor relations
  - Risk management, including workers compensation and general liability
  - Budget development
  - Economic development support

# FY 19/20 Proposed Budget – GENERAL GOVERNMENT

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- \$97,166 FY 19/20 proposed operating budget
  - 1.7% decrease, or -\$1,723
- 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 funds)

# FY 19/20 Proposed Budget – BOS-COMMUNITY SERVICES

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- \$119,068 FY 19/20 proposed operating budget
  - 9.4% increase, or \$10,196
- This budget includes the First Selectperson's stipend, funding for commission clerks, funding for legal notices, and dues for membership organizations
- Public Agency support (\$52,448) includes all public agency grants not budgeted through Community and Social Services
  - Town Manager's proposed budget level-funds agencies supported in FY 18/19

# FY 19/20 Proposed Budget – HEALTH

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- \$150,960 contribution to Farmington Valley Health District reflects a \$16,721 or 12.5% increase
  - Increase in the per capita assessment from \$5.50 to \$6.05
  - Increase in Simsbury's population
- Budget provides funding to meet objectives laid out in 5-year strategic plan
  - Improve/expand community health efforts
  - Pursue national accreditation
  - Align services to meet the 10 statutorily required mandates for local health departments
- FVHD projects additional increases in each year of the plan
  - Per capita amount of \$6.05 is below the current average assessment charged by health districts in FY 18/19, which is \$8.36



# FY 19/20 Areas of Focus

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- Negotiate successor collective bargaining agreements with the Dispatchers union, the three CSEA unions, and the AFSCME Parks/Public Works union
- Continue to coordinate and support the work of the newly established Economic Development Commission
- Continue to conduct visitations and outreach with the business community
- Work with the Finance Department to implement a comprehensive financial management system, including an electronic payroll and human resources system

# FY 19/20 Areas of Focus

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- Complete the Parks and Open Space Master Plan and begin implementation
- Develop and refine open space acquisition criteria and land management guidelines
- Complete analysis of the key financial issues related to the Simsbury Farms special revenue fund. Implement endorsed recommendations for addressing those issues
- Continue to respond to the Deepwater Wind solar project development

# FY 19/20 Budget Highlights

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- Moved \$5,730 from Contractual Services to Computer Software for our position recruitment software – Town Manager's Office budget
- \$2,500 increase for organization-wide leadership training and professional development – General Government budget
- \$11,988 increase (29.6%) in Public Agency Support – BOS/Community Services budget
  - Primarily due to new method of accounting for Housing Authority sewer use payments
  - Reflects offsetting revenue from Housing Authority
  - No net impact

# FY 19/20 Trends & Challenges

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- Implementation of contract changes following the settlement of successor collective bargaining agreements with IBPO, CSEA, Dispatchers and AFSCME
- The Town Manager's Office, in conjunction with the Finance Department, will have a focus on financial management, particularly improvements to processes, accountability and monitoring, and reporting
- Continue to monitor state policy and budgetary impacts on Simsbury

# FY 19/20 CNR projects

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- Deepwater Wind – potential legal and consulting fees
  - \$15,000
  - Potential expenses related to Deepwater Wind's plan review and inspections related to the solar project



# Town of Simsbury

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PLANNING AND COMMUNITY DEVELOPMENT

MARCH 02, 2019

# FY 19/20 Proposed Budget – PLANNING & COMMUNITY DEVELOPMENT

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- Total proposed operating budget \$653,487, a decrease of -\$393 or -0.06%
  - Planning and Community Development, \$374,593, 3.5% increase
  - Building, \$278,894, -4.5% decrease
- 7.54 budgeted FTEs

# FY 19/20 Proposed Budget – PLANNING & COMMUNITY DEVELOPMENT

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- Services and Programs

## PLANNING AND LAND USE

- Functions as the Planning, Community Development and Code Enforcement (Land Use) Agency for the Town
- Commissions Supported by Department:
  - Planning Commission
  - Zoning Commission
  - Design Review Board
  - Conservation/Wetlands Commission
  - Zoning Board of Appeals
  - Historic District Commission
  - Open Space Committee
  - Economic Development



# FY 19/20 Proposed Budget – PLANNING & COMMUNITY DEVELOPMENT

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- Services and Programs

## BUILDING

- Functions as the enforcement authority for:
  - State Building Code
  - Town's underground tank regulations
- Addresses public safety issues related to buildings and structures

# FY 19/20 Areas of Focus

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- Continue working with the Zoning Commission on a comprehensive rewrite to the Zoning Regulations
- Update the development guide to provide a user-friendly format with detailed guidance for residents and developers on the land use process
- Advance the POCD's economic development priorities, including a review of land use processes and regulations that pose obstacles or hinder economic development, and identification of areas where zone changes would be appropriate to encourage business expansion and growth.
- Explore options for new building permit software for the tracking of permits and inspections

# FY 19/20 Budget Highlights

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- Planning and Community Development budgets have been combined
- \$2,983 increase in full-time salaries due to negotiated contractual step increases in Building
- Part-time account in Building is now split 50/50 with Planning and Community Development; position supports entire department

# FY 19/20 Trends & Challenges

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- Create an open, user-friendly process for land use applications
  - Develop a land use process handbook that is customer-oriented and easy-to-understand.
- FEMA Flood Insurance Rate Maps for the Farmington River Watershed are scheduled for a re-study
  - The Planning Department will serve as the point of contact for the Town of Simsbury during the re-study process

# FY 19/20 Trends & Challenges

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- Engage in plan review, permitting, and inspections for key development projects
  - Public Projects
    - Henry James addition
    - Simsbury Library renovations
    - Westminster renovations
    - St. Mary's addition
  - Commercial Projects
    - DWW – 25 megawatt solar facility
    - Curaleaf – relocation and expansion at 34 Hopmeadow Street (former CL&P facility)

# FY 19/20 Trends & Challenges

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- Engage in plan review, permitting, and inspections for key development projects
  - Residential Development
    - Ridge at Talcott Mountain: 282 residential units, 110 bed assisted living facility, and 11,000 square ft of commercial space
    - Highcroft Place: 272 residential units; 224 apartments constructed; 48 town house units (starting construction in spring 2019)
    - Cambridge Crossing: 79 single family homes (6 under construction)
  - Potential Development
    - Possible development of rezoned property off Route 44 along Canton town line
    - Possible development of Big Y parcel



# Town of Simsbury

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COMMUNITY AND SOCIAL SERVICES

MARCH 2, 2019

# FY 19/20 Proposed Budget – COMMUNITY & SOCIAL SERVICES

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- Total proposed operating budget \$617,466, an increase of \$58,145 or 10.4%
  - Administration, \$297,749, 5.2% increase
  - Senior Center, \$153,567, 0.55% increase
  - Senior Transportation, \$166,150, 34.4% increase
- 5.71 budgeted FTEs
- Services and Programs
  - Youth Services
    - Juvenile Review Board
    - Youth Service Bureau
    - Family therapy program
    - Positive youth development programs



# FY 19/20 Proposed Budget – COMMUNITY & SOCIAL SERVICES

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- Services and Programs Continued
  - Senior Services
    - Programs, including intergenerational programming
    - Congregate meals
    - Multiple wellness and exercise programs
    - Education, music, socialization
    - Transportation (Dial-A-Ride)
    - Municipal Agent for the Elderly (*by statute*)

# FY 19/20 Proposed Budget – Community and Social Services

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- Services and Programs Continued
  - Social Services (direct services)
    - Energy assistance
    - Renters' rebate
    - Emergency financial assistance
    - Supplemental food programs
    - Back to school program
    - Holiday programs
    - Outreach social work & case management
    - Information and referrals
    - Notary services
    - Evictions & relocations (*by statute*)
    - Fair Housing Officer (*by statute*)
    - Veterans Affairs Officer (*by statute*)

# FY 19/20 Areas of Focus

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- Successful completion of requirements for ASWB/LCSW by Director
- Expand existing programs and services in relation to new Community Social Worker position
  - Implement new services focusing on those most at risk
- Complete Dial-A-Ride RFQ process; select vendor
- Collaborate and partner with multiple entities to address key community issues such as mental health and addiction & substance use

# FY 19/20 Budget Highlights

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- Social Services Administration increased by \$39,177, or 15.2%
  - Elderly Outreach Worker moved into part-time account
    - Moved to consolidate direct service staff into one budget
  - \$6,817 increase in full-time salaries due to negotiated contractual salary increases
  - \$6,505 increase in public agency support for the VNA
    - Now reflecting full contribution to VNA with offsetting revenue from the Belden combined trust
    - No net impact

# FY 19/20 Budget Highlights

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- \$42,529 increase in senior transportation (Dial-A-Ride) increased by \$42,529, or 34.0%
  - The expense for Dial-A-Ride services was previously shown net of grant revenue
  - Now reflecting full cost of the Dial-A-Ride service with offsetting grant revenue
  - No net impact

# FY 19/20 Trends & Challenges

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- Continuing to meet the needs of our clients as demands for services increase and resources decrease
- Minimizing disruptions and providing continuity of services during future proposed construction at Eno Memorial Hall
- Maintaining Dial-A-Ride services while potentially changing service providers and minimizing disruptions to clients
- Continuing to collaborate with other Town departments, Board of Education, community organizations and local resources to provide high quality, diverse programs and services



# Town of Simsbury

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SIMSBURY PUBLIC LIBRARY

MARCH 2, 2019

# FY 19/20 Proposed Budget – SIMSBURY PUBLIC LIBRARY

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- Total proposed operating budget \$1,610,957, increase of \$5,221 or 0.33 %
  - Administration, \$606, 707, 1.26% increase
  - Adult Services, \$530,074, 0.98% decrease
  - Children's Services, \$342,826, 0.94% increase
  - Buildings & Grounds, \$131,350, 0.22% decrease
  
- 23.1 budgeted FTEs
  - Administration, 11.3 FTEs
  - Adult Services, 5.8 FTEs
  - Children's Services, 6 FTEs



# FY 19/20 Proposed Budget – SIMSBURY PUBLIC LIBRARY

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- Services and Programs
  - Educates and enriches the Simsbury community by providing free and equal access to information, resources and experiences
  - Serves as the community's multigenerational gathering place and destination for early literacy, technology access, hands-on learning and volunteer opportunities

# FY 19/20 Proposed Budget – Simsbury Public Library

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- Services and Programs
  - Serves as a community partner, coordinating programming and services with other Town Departments including Social Services, Parks and Recreation and Public Works, as well as Simsbury Public Schools, local businesses, organizations and area libraries
  - Actively supports economic development through the Business Resource Center's services, programs and resources

# FY 19/20 Proposed Budget – SIMSBURY PUBLIC LIBRARY

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- Services and Programs
  - Provides equipment, collaborative workspace and learning opportunities for curious learners, job seekers and entrepreneurs through the Innovators' Workshop Makerspace
  - Provides a safe place for teens to engage in quiet study, socialization and opportunities to gain vital leadership and 21<sup>st</sup> century workforce skills
  - Recipient of the CT Library Association Excellence in Library Service Award

# FY 19/20 Areas of Focus

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- Maintain the Library facility as a safe, comfortable community gathering place, both physically and virtually
  - Complete interior maintenance and reorganization of both the Children's and Adult areas to support the Library as a gathering space and increase access to collections
  - Collaborate with Public Works and Simsbury PD on maintenance and safety issues
  - Become a certified Passport Acceptance Agency to offer convenient service to the community and a means of generating income
  - Expand the use of technology to offer additional virtual services and programs

# FY 19/20 Areas of Focus

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- Invest in the development of Library staff, as they are the Library's most valuable asset
  - Cross-train staff to increase flexibility and ensure the ability to meet service needs
  - Develop a formal orientation process to be used in on-boarding new staff
  - Develop a staff intranet as a means of sharing consistent information and to provide easy access to policies, documentation and best practices
  - Continue to provide monthly peer-driven customer service learning opportunities at staff meetings

# FY 19/20 Areas of Focus

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- Increase collaboration with Town departments and boards, community groups and local businesses as a means of leveraging resources, providing diverse programs and services and reaching a wider audience
  - Deploy the Business Resource Center in active support of the newly formed Economic Development Commission and overall Town economic development
  - Work with Simsbury Free Bike and the Farmington Valley Trails Council on a Book Bike outreach program
  - Investigate new community partners for the intergenerational Summer Reading Program
  - Collaborate with Parks & Recreation on the installation of a Story Walk

# FY 19/20 Areas of Focus

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- Provide leadership for libraries nationally and throughout CT
  - Library Director will serve a one year term as President of the CT Library Association
  - Two staff will serve as CT Library Association Annual Conference Co-chairs
  - Staff member serves as CT Library Association Region 2 Representative
  - Staff member serves on the Nutmeg Committee for Children's Literature
  - Staff member serves as Chair of the American Library Association Early Childhood Programs and Services Committee

# FY 19/20 Budget Highlights

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- \$7,089 increase in staff salaries due to negotiated contractual step increases
- \$5,259 savings in full-time salaries through attrition
- \$3,018 increase in contractual services costs



# FY 19/20 Trends & Challenges

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- Continue to strive to provide user-focused services through a variety of means and in various locations, in-house, around-the-clock virtually and throughout the community using the talents and skills of both Library staff and community volunteers
- Circulation of materials and community engagement at public service desks and beyond continue to be core Library functions
- Continually evaluate programming, materials and services to provide the most relevant offerings in the most cost effective manner possible

# FY 19/20 Trends & Challenges

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- In order to meet the ever growing demand on the use of the Library's program and meeting spaces, administration and staff are working to explore more flexible use of existing Library areas
- Keeping up with the administrative demands of Town and Library processes and workflow with limited resources
- Continue to monitor state funding for libraries as elimination of BorrowIT reimbursement funds from the State budget would result in a direct loss of approximately \$19,000 to Simsbury Public Library annually

# FY 19/20 Trends & Challenges

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- In 2016 the CT State Library restructured DeliverIT, its statewide library delivery service, decreasing the level of service it provided many libraries. DeliverIT supports resource sharing and the leveraging of library material collections throughout the State.
  - As a larger, high volume circulating library, Simsbury has seen a negative impact on the level of service we can provide our users
  - Library Connection, the consortium of which Simsbury is a member, has instituted a supplemental delivery service in order to meet the volume demands not accommodated by the State's DeliverIT program and continues to explore cost effective solutions to the delivery issue

# FY 19/20 CNR projects

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- Automated Book Handler Replacement
  - \$73,640
  - Request includes replacement of the Library's Automated Book Handler with a comparable model and modifications to the building in order to accommodate the size of the new equipment. The current Book Handler has processed well over 1 million items and has been in operation for 10 years, 3 years past average life expectancy.

# FY 19/20 CNR Projects

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# Town of Simsbury

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ENGINEERING DEPARTMENT

MARCH 2, 2019

# FY 19/20 Proposed Budget – ENGINEERING DEPARTMENT

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- \$291,227 proposed operating budget
  - 9.8% increase, or \$25,939
- 2.85 budgeted FTEs
- Services and Programs
  - Capital project planning, development, management and support
  - Technical support to other departments and Board of Education
  - Reviews of proposed development / utility projects
  - GIS services support and management
  - Infrastructure grants management

# FY 19/20 Areas of Focus

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- Project management for capital projects (28 active projects; \$10.4 million) and related professional consulting services
- One Old Bridge Road Park
- Tariffville – Bloomfield Multi–Use Trail project
- Multi–Use Trail (Route 10) to Curtiss /Pattison Parks
- Town Facilities Master Plan
- Drake Hill Road Bridge / Riverside Road improvements
- Firetown Road Bridge over Bissell Brook rehabilitation
- Barndoor Hills Road Bridge over Bissell Brook rehabilitation
- Continued technical support for MS4 stormwater management



# FY 19/20 Budget Highlights

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- Full-time salary line now reflects true cost of Project Engineer position with offsetting revenue from Board of Education budgeted
  - No net impact
  - \$20,000 expenditure increase to reflect cost of shared services with offsetting \$20,000 revenue from the BOE
- No other significant changes

# FY 19/20 Trends & Challenges

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- Support and review of critical projects
  - Tobacco Valley Solar (Deep Water Wind)
  - The Ridge at Talcott Mountain
  - Cambridge Crossing
  - Wagner parcel
  - Highcroft Townhomes
  - Land use regulations update
  - FEMA Risk Map restudy
- Maintain planned schedules for funded capital projects
- Pursue grant opportunities to leverage town funds

# FY 19/20 Capital Projects

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- Capital projects currently lacking sufficient funding
  - 1 Old Bridge Road Park - \$150,000
    - Plan to address with current year unanticipated revenue and a small balance from the acquisition appropriation
    - Seeking FEMA grant funds for demo - \$200,000
  - Town Hall parking lot safety improvements and Tariffville to downtown bike path connector, which are reflected in out years of CIP



# Town of Simsbury

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DEPARTMENT OF PUBLIC WORKS

MARCH 2, 2019

# FY 19/20 Proposed Budget – PUBLIC WORKS

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## **GENERAL FUND:**

- Total proposed operating budget \$3,747,329, \$294,371 or 7.3% decrease
  - Administration, \$277,074, 2.6% increase
  - Facilities, \$754,428, 3.4% increase
  - Highway, \$2,646,827, 10.9% decrease\*
  - Transfer Station, \$69,000, 3.5% decrease
- 30.35 budgeted FTEs
  - Administration, 3 FTEs
  - Highway, 20 FTEs
  - Facilities, 7.35 FTEs

\*Due to operating transfers to other funds

# FY 19/20 Proposed Budget – PUBLIC WORKS

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## **WATER POLLUTION CONTROL:**

- WPCA is a utility operated by the Town, all expenses are supported by user fees
- WPCA is operated by 10 FTEs

	Total	Simsbury's Portion
Operating Budget	\$ 2,404,140	\$ 1,998,233
Capital Projects	\$ 350,000	\$ 243,080
Debt Service	<u>\$ 1,265,207</u>	<u>\$ 855,280</u>
Total:	\$ 4,019,347	\$ 3,096,593

# FY 19/20 Proposed Budget – PUBLIC WORKS

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- Services and Programs
  - Administration
    - Customer service, bids, grants, procurement, projects
    - Street lights, gas/diesel, solar and green initiatives
  - Facilities
    - Maintenance of Town Hall, Library, Eno and more
    - Room set-ups, events, alarm systems, elevators, etc.
  - Highway
    - 165 miles of Town roadways - plowing, paving, guardrails, culverts, catch basins, trees, vehicle maintenance, signs, leaf collection, stormwater management
    - Compliance with state mandates – stormwater/MS4

# FY 19/20 Proposed Budget – PUBLIC WORKS

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- Services and Programs – Continued:
  - Transfer Station
    - Daily operation contracted through Paine's Inc.
    - Household hazardous waste collections
  - WPCA
    - Operation and maintenance of 3.8 MGD facility, 5 pump stations and 85 miles of sanitary sewers
    - Protect the environment and the Farmington River
    - Plant is supported by Avon and Granby



# FY 19/20 Areas of Focus

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- Implementation of new sidewalk rehabilitation program
- Compliance with new MS4 stormwater requirements
- Development of a public facing work order system
- Manage capital projects – DPW facility expansion, Library parking lot
- Tree removal associated with Emerald Ash Borer
- Continue our Pavement Management work

# FY 19/20 Budget Highlights

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- \$28,302 increase in labor and overtime costs due to projected salary increases
- \$4,700 increase in Eno Memorial Hall budget due to needed building improvements such as electrical work and painting. Prior year was reduced in anticipation of closure associated with renovations.

# FY 19/20 Budget Highlights

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- \$180,000 “decrease” in Highway
  - Operating budget transfer from Highway to CNR Fund
  - No net impact
  - Replacement of large truck
- \$180,000 “decrease” in Highway
  - Operating budget transfer from Highway to Capital Fund
  - No net impact
  - Paving

# FY 19/20 Budget Highlights

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- Utility Savings
  - Electricity, -\$7,235 decrease, or -2%
  - Natural Gas/Heating Oil, -\$4,900 decrease, or -12%
  - Gasoline/Diesel, \$8,790 decrease, or -10%
- WPCA
  - User fees continue to be below industry standards within the region
  - Annual fee for residential home is \$352
  - Businesses are charged based on water usage

# FY 19/20 Trends & Challenges

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- Capacity of existing custodial department
  - Increased activity at Eno, including a new weekly meal service, larger food donations, and weekend activities
  - Library programs continue to grow, additional program space coming on line
- New unfunded state mandates, including MS4 and MSW/Recycling
- Administrative time to properly manage resident requests and to oversee and manage our projects and programs

# FY 19/20 CNR Projects

- Wayfinding Signage for Town Center \$15,000  
Install wayfinding signage in the most visited areas of Town Center to inform residents and visitors of key locations for parking and shopping. The wayfinding signage is intended to improve the walkability and feel of our downtown.
- Painting of Eno Clock Tower \$21,000  
The decorative wood elements and trim work on the clock tower at Eno are deteriorating due to exposure to the environment. Work includes patching, repairing and replacing trim work and repainting of the structure. 2 year plan to fund the project.





# FY 19/20 CNR Projects

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- Emerald Ash Borer Management
  - \$36,500
  - Over an additional three year period, remove over 300 trees that have been infected with the Emerald Ash Borer
- Highway Plow Truck
  - \$180,000
  - Replacement of dump truck/plow
  - Required to maintain our fleet of 14 large front line snow fighting trucks



# FY 19/20 CNR Projects

## Town Aid Road Funding

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- Infrared asphalt trailer \$37,000
  - Front end loader \$195,000
  - Pick up truck replacement \$35,000
  - Plow blades \$28,000
  - Salt Brine System \$140,000
- 
- Town Aid Road funding is a state (intergovernmental) revenue
    - Continue to monitor state budget and any potential impact to this revenue source
    - Other identified planned uses in out-years of the CNR Fund



# FY 18/19 Capital Projects

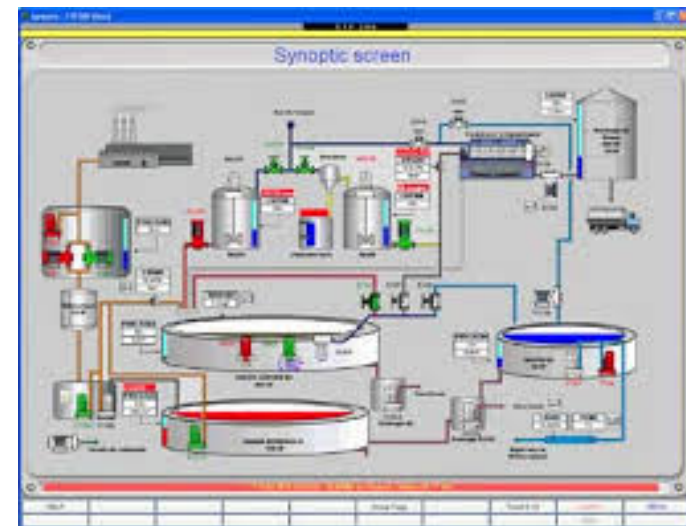
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- Highway Pavement Management
  - \$1,185,000
    - \$786,500 (General Fund/Cash)
    - \$243,500 (TAR)
    - \$155,000 (LOCIP)
  - A program to maintain the Town's 165 miles of public roads
- Sidewalk Resurfacing & Reconstruction
  - \$300,000
  - 14 mile network of sidewalks owned by the Town



# FY 19/20 WPCA Capital Projects

- Tariffville Sewer Rehabilitation - WPCA
  - \$100,000 in CNR
  - Trenchless repair through lining and inserts in the sewer system in Tariffville
- Supervisory Control and Data Acquisition (SCADA)- WPCA
  - \$250,000 in CIP
  - Replacement of Programmable Logic Controllers (PLC'S). These PLC's control and monitor the functions of all plant and pump station processes and equipment





# Town of Simsbury

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POLICE DEPARTMENT

MARCH 2, 2019

# FY 19/20 Proposed Budget – POLICE DEPARTMENT

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- Total proposed operating budget \$ 5,067,216, increase of \$205,579 or 4.3%
  - Police, \$4,432,586, 7.5% decrease
  - Dispatch, \$556,770 (new)
  - Animal Control, \$71,176, 0.8% increase
  - Emergency Management, \$6,685, 0.0% increase
  
- 52.36 budgeted FTEs
  - Police, 41.5 FTEs (sworn officers and civilians)
  - Dispatch, 7 FTEs
  - Animal Control, 1 FTE
  - Crossing Guards, 2.86 FTEs

# FY 19/20 Proposed Budget – POLICE DEPARTMENT

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- Services and Programs
  - Police
    - Detect, deter and investigate criminal activity
    - Emergencies (e.g. medicals and accidents)
    - Roadway safety
    - Education (e.g. SROs, Cadets and Social Media)
    - Quality of life
  - Dispatch
    - E911 PSAP
    - Routine calls
    - Document police activity
    - Coordinate resources (Town, regional, state, federal, and private)

# FY 19/20 Proposed Budget – POLICE DEPARTMENT

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- Services and Programs (continued)
  - Animal Control
    - Domestic and non-domesticated animals
    - Education (public presentations)
    - Public Health (rabies vaccinations and license compliance)
  - Emergency Management
    - Everbridge emergency notification system

# FY 19/20 Areas of Focus

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- Professional development throughout the Department
- Enhanced supervision through organizational unity, accountability and opportunity
- Maintain services, equipment and resources

# FY 19/20 Budget Highlights

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- To increase transparency, Dispatch has been separated from Police
  - Police operating budget has “decreased” as a result
  - New Dispatch program budget of \$556,770 has been created
- \$126,490 increase in full-time salaries due to negotiated contractual step increases for police officers
- Full-time salary line now reflects true cost of school resource officers with offsetting revenue from Board of Education budgeted
  - No net impact
  - \$90,900 expenditure increase to reflect cost of shared services with offsetting \$90,900 revenue from the BOE



# FY 19/20 Budget Highlights

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- Overtime
  - Police -\$25,000 increase
  - Dispatch - \$20,000 increase due to anticipated medical leave

# FY 19/20 Trends & Challenges

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- Actual and Projected Growth
  - Impact on patrol, investigations and traffic
- Criminal Activity
  - Motor vehicle thefts
  - Fraud and computer crime
- Roadway Safety
  - Motor vehicle, bicycle and pedestrian

# FY 19/20 Trends & Challenges

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- Overtime
  - History
  - Staff meetings and Lieutenants duty
- Staffing Levels
  - Vacancies and recruitment
  - Officers per capita – Deputy Chief of Police

# FY 19/20 CNR Projects

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- Police Vehicle Replacement (3)
  - \$130,000
  - Purchase and outfit 3 replacement cruisers
- Radio System Feasibility Study – Phase 2
  - \$35,000
  - Consulting services for the design, request for proposals and procurement of a new radio system

# FY 19/20 CNR Projects

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- Interview Rooms Audio/Video Recording System
  - \$35,610 (Private Duty Fund)
  - Replace current state mandated system
- Security Camera Upgrades
  - \$15,910 (Private Duty Fund)
  - Replacement and upgrade of security cameras and server that are end-of-life
    - Includes all exterior cameras at Town Hall



# Town of Simsbury

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CULTURE, PARKS AND RECREATION

MARCH 2, 2019

# FY 19/20 Proposed Budget – CULTURE, PARKS AND RECREATION

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- Total proposed operating budget \$3,371,079
  - Reflects a consolidated departmental budget
    - Parks Administration, \$93,287
    - Parks Division, \$1,076,352
    - Memorial Field, \$28,982
    - Memorial Pool, \$57,699
    - Golf Course, \$946,418
    - Simsbury Farms Complex, \$497,191
    - Special Programs, \$438,144
    - Culture, Parks & Recreation Departmental Administration, \$233,006

# FY 19/20 Proposed Budget – CULTURE, PARKS AND RECREATION

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- 19 budgeted FTEs
  - Administration, 2 FTEs
  - Recreation, 2 FTEs
  - Parks, 9 FTEs
  - Golf Course, 6 FTEs
  
- Services and Programs
  - Maintain 535 acres of parks and over 2,500 acres of open space including the Farmington Valley Greenway
  - Operate, maintain and program for the 235-acre Simsbury Farms Recreation Complex
  - Provide programs and services for all ages and abilities



# FY 19/20 Areas of Focus

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- Increase participation and awareness of Department programs and events
- Complete Parks and Open Space Master Plan process and deliver report to Board of Selectmen
- Utilize new point of sale and member management software at golf course to maximize golf course revenue
- Complete analysis of the key financial issues related to the Simsbury Farms Revenue Fund, make recommendations and implement strategies to make the fund sustainable

# FY 19/20 Budget Highlights

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- Budget reflects a consolidated department budget within the Special Revenue Fund
  - Expenditures of \$1,256,320 were moved from the General Fund into the Special Revenue Fund with a corresponding revenue transfer into the Special Revenue Fund of \$1,219,128 from the General Fund
  - Parks & Recreation Special Revenue Fund is projecting a loss of \$79,769
    - Golf Course projected surplus of \$16,773
    - Parks & Recreation programs projected loss of \$96,541 due in part to community use expenditures currently subsidized via program revenues
  - Overall Parks & Recreation budget increase is 5.2%

# FY 19/20 Budget Highlights

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- CNR funding to address major facility needs for the ice rink and park/open space maintenance
- Proposed budget maintains current level of services with recognition of the structural deficiencies in the Special Revenue Fund
- Total net per capita spending for Parks and Recreation services remains the lowest of all comparable Greater Hartford municipalities

# FY 19/20 Trends & Challenges

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- Parks Maintenance staff will continue to try and meet not only current service level expectations but growing demand for higher level of service to trails and maintenance of new parks. Current staffing levels make these efforts extremely difficult
- Support the efforts of the new Simsbury Celebrates Committee, Simsbury 350<sup>th</sup> Committee and other local groups with their volunteer efforts toward making Simsbury a vibrant community
- Effectively implement golf course point of sale system and one rate fee structure
- Continue to evaluate and utilize new marketing methods for the purpose of gaining visibility and recognition of C,P & R programs and initiatives

# FY 19/20 CNR projects

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- Simsbury Farms Ice Rink Evaporator Condenser Replacement
  - \$109,200
  - Original unit installed in 1999. In 2016, as part of rink mechanicals engineering study, consultant recommended replacement of this unit
  - Fall 2016, unit broke down and \$16,954 in repairs were made to the unit to keep it going for a few more years
  - Life expectancy of typical evaporator condenser is 15 years

# Simsbury Farms Rink Condenser

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# FY 19/20 CNR projects

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- Simsbury Farms Ice Rink Ceiling Painting and Repairs
  - \$50,000
  - Ice rink roof support structure is stained and rusting, Insulation is in need of repair due to wildlife
  - The neglect of this work has left the interior of the rink extremely unsightly and does not conform to the high standards we set for community buildings

# Simsbury Farms Rink Ceiling 1999

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# Simsbury Farms Rink Ceiling 2019

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# FY 19/20 CNR projects

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- Simsbury Farms Pool Security Fencing Replacement
  - \$30,000
  - Current Fencing is original (1976). Farmington Valley Health District and CIRMA have both recommended replacement as current fencing does not meet current standards for safety or security



# FY 19/20 CNR projects

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- Parks Maintenance Truck Replacement
  - \$40,000
  - Replacement of a 2004 Ford F-250 pickup truck with 190,083 miles. Truck is used for snow plowing, equipment fueling, and by mechanic for equipment repairs
- Plow and Sander Replacement
  - \$15,000
  - Replace worn plow
  - Addition of sander allows Parks Department to more efficiently maintain recreation parking areas and Housing Authority properties

# FY 19/20 CNR projects

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- Simsbury Farms Paddle Tennis Court Resurfacing and Repairs
  - \$12,000
  - Paddle Tennis Courts were last resurfaced over 10 years ago. Maintenance standard for this work is every 3-4 years. Continued wear on the playing surface without this work will leave the courts unsafe and unplayable
  - Additional repairs to screens and fencing are necessary
- Playground Improvements
  - \$25,000
  - Replace broken and outdated equipment at Memorial Park
  - Multi-year plan to save money to gradually replace our smaller scale playscapes

# FY 19/20 Capital Projects

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- Greenway Improvements
  - \$164,910
  - Improvements to the existing greenway system including resurfacing, fence replacement, signage, pavement markings and related work
    - Work is necessary since many segments are at or past the 20 year life span
    - Work would be done in conjunction with the Pedestrian/Bike Master Plan

# FY 19/20 Capital Fund

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## FY 19/20 Capital Budget Revenues: \$5,974,910<sup>1</sup>

Bonds	\$2,895,000	48.4%
General Fund (Cash)	\$1,651,410	27.6%
Federal or State Grants	\$780,000	13.1%
Sewer Use Fund	\$250,000	4.2%
Town Aid Road (TAR)	\$243,500	4.1%
LOCIP	\$155,000	2.6%
<b>TOTAL</b>	<b>\$5,974,910</b>	<b>100%</b>

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<sup>1</sup>Includes education projects

# FY 19/20 Capital Fund

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## **FY 19/20 Capital Budget Expenditures: \$5,974,910<sup>1</sup>**

Education	\$3,675,000	61.5%
Public Works	\$1,485,000	24.9%
General Government	\$400,000	6.7%
Sewer (WPCA)	\$250,000	4.2%
Culture, Parks and Recreation	\$164,910	2.7%
<b>TOTAL</b>	<b>\$5,974,910<sup>1</sup></b>	<b>100%</b>

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<sup>1</sup>Includes education projects

# FY19/20 Capital Fund

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- Cash for capital and CNR contribution remains level funded for 19/20
  - Does not utilize bonding for Town capital projects, which are routine in nature
  - 2<sup>nd</sup> consecutive year bond funds aren't used for Town capital projects
  - Includes \$180,000 operating budget transfer from Highway budget for Public Works paving (General Fund cash)
    - Pursuant to new capital budgeting policy



# FY 19/20 CNR Fund

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## **FY 19/20 CNR Budget Revenues: \$1,473,860<sup>1</sup>**

General Fund (Cash)	\$866,340	58.8%
Town Aid Road (TAR)	\$435,000	29.5%
Sewer Use Fund	\$100,000	6.8%
Private Duty Fund	\$51,520	3.5%
Eno Trust	\$21,000	1.4%
<b>TOTAL</b>	<b>\$1,473,860</b>	<b>100%</b>

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<sup>1</sup>Does not include education projects

# FY 19/20 CNR Fund

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## **FY 19/20 CNR Fund Budget Expenditures: \$1,473,860<sup>1</sup>**

Public Works	\$687,500	46.6%
Culture, Parks and Recreation	\$281,200	19.1%
Police	\$216,520	14.7%
General Government	\$115,000	7.8%
Sewer (WPCA)	\$100,000	6.8%
Library	\$73,640	5.0%
<b>TOTAL</b>	<b>\$1,473,860<sup>1</sup></b>	<b>100%</b>

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<sup>1</sup>Does not include education projects

# FY 19/20 CNR Fund

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- Utilizes \$416,250 5-year payback method (General Fund cash)
- Includes \$270,090 cash for capital from the General Fund
- Includes \$180,000 operating budget transfer from Highway budget for Public Works truck (General Fund cash)
  - Pursuant to new capital budgeting policy
- Cash for capital and CNR contribution remains level funded for 19/20
- Developed a six-year plan for the CNR Fund

# Capital & Debt Service Model

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- Debt service is the most significant budget driver, an increase of \$859,718 or 22%
- Current Model Challenges
  - Without available cash, the Town will have to exclusively rely on bonding for the majority of capital projects
  - Eventually the 6.7% target line for debt will need to be increased or necessary projects get moved out to future years
  - Takes more time to pay off debt than to incur it

# Capital & Debt Service Model

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- Current Model Challenges Cont.
  - We currently bond for cash flow as opposed to projects
    - The year of the debt impact is not consistent with the approved budget plan
    - Determining cash needs is inconsistent in Modeling Scenarios
  - Capital Planning Model – Current Proposed Capital Plan
    - Options
      - Increase Debt Target to 8%
      - Only approved absolutely needed projects to accommodate the 6.7% debt guideline

# Discussion

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- Board of Finance 2.72% expenditure increase guidance
  - \$139,398 decrease would be needed to Town Government
  - Policy guidance from the Board of Selectmen would be needed to achieve Board of Finance guidance

# Discussion Items

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- Outside agency funding requests
- Service improvements
- Increased General Fund contribution to Parks and Recreation Special Revenue Fund for community-use expenditures
- Health Insurance Fund reserve
- Pension and OPEB Trust interest rate assumptions
- Possible use of all or a portion of planned Fund Balance contribution to fund some combination of above
- Other topics

# OUTSIDE AGENCY FUNDING REQUESTS

Community and Social Services:	FY19 Budget	FY20 Request	Request Increase
VNA	\$40,000	\$40,000	\$0
No. Central Mental Health Board	\$1,645	\$1,645	\$0
McLean Meals on Wheels	\$3,000	\$5,000	\$2,000
Hartford Interval House	\$500	\$1,000	\$500
<i>Subtotal</i>	<i>\$45,145</i>	<i>\$47,645</i>	<i>\$2,500</i>
BOS/Community Services:			
No. Central EMS Council	\$21,847	\$22,335	\$488
SCTV	\$5,000	\$10,000	\$5,000
Farmington River Watershed	\$4,851	\$4,851	\$0
Greater Hartford Transit District	\$3,762	\$3,762	\$0
Chamber of Commerce	\$5,000	\$10,000	\$5,000
350th Committee	\$0	\$35,000	\$35,000
<i>Subtotal</i>	<i>\$40,460</i>	<i>\$97,448</i>	<i>\$56,988</i>
Economic Development:			
Main Street Partnership	\$45,000	\$50,000	\$5,000

- **Recommended outside agency grant increases, if any?**



# Service Improvement Priorities

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- Accountant position
  - Shared with Board of Education
  - $\$107,485/2 = \$53,742.50$ , inclusive of benefits
- Deputy Police Chief position
  - \$137,475, inclusive of benefits
- Increase hours for Library Administrative Assistant
  - Reinstate 4 hours, from 25 hrs/wk to 29 hrs/wk
  - \$5,650
- Dog Park maintenance and supplies
  - \$2,000
- Economic development branding and marketing materials update
  - \$18,000
- **Recommended service improvements, if any?**

# Parks & Recreation General Fund Contribution

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- The Fund has finished in a deficit position 6 out of 8 years since cost shifts were implemented in 2011
  - Projected to finish in a deficit position FY 18/19 and FY 19/20, or 8 out of 10 years since cost shifts were implemented
- Community use expenses are being paid for by program fees
  - Staff and administrative costs - \$263,183
  - Building and facilities maintenance - \$86,588
- Fund will need the following to remain in a positive situation:
  - Increased General Fund contribution; or
  - Reduction in services and staffing; or
  - Both
- **Recommendation, if any, on increased General Fund contribution amount**

# Health Insurance Fund/Reserve

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- Premiums set too low
- 15% increase in Stop Loss premium
- Health Insurance Fund reserve is not at recommended levels
  - Recommended levels of 12 to 24 weeks of expected claims
  - Current amount is \$2,179,710 or 8.5 weeks of expected claims
  - Target reserve is a minimum of \$3.6M of expected claims

# Health Insurance Fund/Reserve

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- Health Insurance fund has been operating at a deficit since at least FY13/14
- The premium increases over the years have not been enough to accommodate the increases in claims
- Seven (7) year analysis
  - Recommendation, if any, on gradual implementation of increases to health insurance premiums/rates
  - Recommendation, if any, on use of year end excess revenues to be transferred to Health Insurance Fund
  - Recommendation, if any, on use of Fund Balance to be transferred to Health Insurance Fund

# Pension & OPEB Interest Rate Assumptions

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- Assumption Scenarios
- **Recommendation, if any, on gradual implementation schedule to reduce the interest rate assumptions**
  - Pension
  - OPEB
  - Both

# Budgeted v. Anticipated Tax Collection Rate

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- Budgeted tax collection rate of 98.5% and anticipated tax collection rate of 99.5%
  - Results in a projected Fund Balance contribution of \$844,000
- Projected Fund Balance
  - 19/20 year-end to be 15%
  - 18/19 year-end to be 14.65% (\$811,000 contribution)
- **Recommendation, if any, on tax collection rate**
- **Recommendation, if any, on Fund Balance levels**
- **Recommendation, if any, on amount of \$844,000 in revenue to be used for an expense other than a Fund Balance contribution**

# Discussion

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- Other Discussion
- Flagged Items
- Next Steps/Wrap-Up