



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola – Town Manager

February 25, 2019

Members of the Board of Selectmen
Simsbury Town Hall
933 Hopmeadow Street
Simsbury, CT 06070

Re: FY 19/20 Manager's Proposed Operating and Capital Budgets

Dear Board of Selectmen Members:

Attached please find the Manager's proposed operating and capital budgets for the Town of Simsbury, for FY 19/20. When developing the budgets I had the following objectives in mind:

- Maintain current services and programs
- Advance Board of Selectmen initiatives and priorities in areas such as economic development, financial management, infrastructure, and recreation
- Maintain and invest in existing assets and infrastructure with a focus on cash-to-capital for ongoing and routine capital needs. Develop a 6-year plan for smaller value capital needs
- Improve revenue projections and accounting of revenues
- Strengthen our long-term financial stability by maintaining or increasing Fund Balance, maintaining our commitment to funding OPEB and pension liabilities, and increasing our Health Insurance Fund reserve
- Change coding on some line items to increase transparency and consistency in reporting methods in areas such as: Parks and Recreation Fund consolidation; dispatch budgeted separately; showing the full cost of shared services with the Board of Education, our Dial-A-Ride Program, and our support to the Housing Authority

The proposed operating and capital budgets including debt service, Town and Board of Education as presented, are \$100,624,792, an increase of \$4,106,423 or 4.25%. Debt service is the most significant increase to the budget, an increase of \$859,472 or 21.16%. Based on revenue projections, a mill rate of 37.57 mills (excluding Fire District) would be needed to fund the proposed budgets. This reflects a mill rate increase of 1.15 mills (from 36.42 mills), or a tax increase of 3.1%, or \$246 for the year, for a median valued single family home. The projected Fund Balance contribution of \$844,000 would bring Fund Balance at FY 19/20 year-end to 15%. The Fund Balance calculation is based on the difference between the budgeted tax collection rate of 98.5% and the anticipated tax collection rate of 99.5%.

The grand list has grown by 0.85% or \$20,562,945 in value. Real estate increased by 0.82% or \$17,757,368, primarily from apartment construction. 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. Since the mill rate cap remains at 45

Telephone (860) 658-3230
Facsimile (860) 658-9467

townmanager@simsbury-ct.gov
www.simsbury-ct.gov

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mills for motor vehicles, for budgeting purposes the assumption was used that motor vehicles will have the same mill rate as real estate and personal property for FY 19/20.

We have utilized the Governor's proposed budget for estimating state revenues. Under the Governor's proposed budget our ECS revenue increases from \$6,039,516 to \$6,126,115, or by \$86,599 or 1.4%. The Governor has resurrected the concept that municipalities should contribute to the Teachers Retirement System. Under his proposed budget Simsbury's contribution to the Teachers Retirement System would be \$304,466. Based on our overall anticipated state revenue, this contribution has a net impact of a loss of \$244,401 in state revenue, or a decrease of -3.6%. I have a number of concerns with this proposal and will monitor the issue closely. Should this proposal be implemented some of my concerns include: challenges with collective bargaining and interest arbitration and their impact on determining salaries; municipalities lack of governance or ability to negotiate the pension benefits granted to our teachers; and the burden of shifting this cost to the property tax. Local governments in Connecticut are heavily reliant on the property tax and municipalities lack the statutory authority to diversify our revenue base in a meaningful way.

The proposed operating budget is a \$694,640 (3.40%) increase to Town Government and does not include any service improvements as a result. A \$139,398 decrease would be needed to Town Government to reach the 2.72% expenditure increase guidance from the Board of Finance. Policy guidance from the Board of Selectmen would be needed to achieve the 2.72% guidance as decreases to the municipal budget would likely result in service reductions and/or or a deviation from existing financial policies and practices (i.e. fund balance, funding of liabilities).

Some key expenditure budget drivers to the municipal budget are: anticipated general wage increases - \$235,687; step increases for police officers - \$126,490; staff coverage for an anticipated medical leave in dispatch - \$20,000; MS4 stormwater requirements which is an unfunded state mandate - \$27,000; and an increase in our Health District assessment - \$16,721.

During budget development we uncovered a number of items that have been underbudgeted. To adequately reflect the cost of these items, expenditures will increase as follows: Social Security and Medicare taxes - \$105,969; Liability and Workers Compensation Insurance - \$17,744; Police overtime - \$25,000¹; and health insurance (Town) - \$330,737.

Other than debt service, the health insurance increase is the most significant expenditure driver in this budget. There are a number of factors contributing to this including: "premiums" have been set too low; despite very positive stop loss claims experience, we have seen increasing stop loss premiums, with this year reflecting a 15% increase; and our Health Insurance Fund reserve is not funded at recommended levels. Since we are self-insured, best practice is that our Health Insurance Fund reserve be funded at levels of 12 to 24 weeks of expected claims. The current amount of our Health Insurance Fund reserve is \$2,179,710 or 8.5 weeks of expected claims. The target reserve is a minimum of \$3.6M of expected claims. This health insurance increase will not bring our Health Insurance Fund reserve to recommended levels, but it is projected to assist in slowly closing the gap between actual and recommended reserve levels. Moving forward I plan to market our stop loss insurance and seek health insurance plan design changes regarding prescriptions through the collective bargaining process. Following a RFQ process, in fall of 2018 we selected a new employee benefits consultant. We have been diligently working with our new consultants to more accurately budget both health insurance "premiums" and reserve needs.

During budget development we also uncovered a number of items in which the true cost and associated revenues with providing certain services were not reflected in our budget. This budget now reflects the full

¹ This is the first year of a three year plan to gradually increase the overtime account to an amount that more accurately reflects the cost of police overtime.

cost of providing these services and also shows the corresponding revenues we receive to fund the service. One of these areas is shared services with the Board of Education: IT services - \$226,463, an “increase” of \$113,231; school resource officers - \$181,800, an “increase” of \$90,900; grounds maintenance (schools) - \$125,341, an “increase” of \$125,341; and engineering services - \$202,188, an “increase” of \$20,000. Other services include our Dial-A-Ride program - \$166,150, an “increase” of \$42,529; the Housing Authority - \$11,500², an “increase” of \$11,500; and our VNA Contribution - \$42,150, an “increase” of \$6,505. At first glance, incorporating these expenditures into the budget makes the Town operating budget appear to have an overall increase of 2% associated with these services. However, we have budgeted offsetting revenues so incorporating these expenditures has no net impact to budget. I believe that including these expenditures and offsetting revenues increases transparency in our budgeting.

Board of Selectmen priorities helped frame budget development, particularly economic development, financial management, recreation and infrastructure. Economic Development funds are included to maintain contributions to Simsbury Main Street Partnership and the Simsbury Chamber of Commerce, the Business Resource Librarian, and CNR funds are included for wayfinding signage for downtown. In regards to financial management the capital budget includes funding for a comprehensive financial management software system, a joint initiative with the Board of Education. Recreation and infrastructure priorities are further discussed below.

The Parks and Recreation Fund³ budget reflects a new approach, a consolidated department budget within the special revenue fund with the intent to improve transparency and budgetary monitoring/tracking; in other words, the Parks Division budget and other General Fund administrative expenditures have been moved to the special revenue fund, along with a corresponding operating budget revenue transfer. The Parks and Recreation Fund has finished in a deficit position 6 out of 8 years since cost shifts were implemented in 2011. A number of community use expenses are being paid for by program fees: staff and administrative costs - \$263,183; and building and facilities maintenance costs - \$86,588. The Fund will need the following to remain in a positive situation: increased General Fund contribution; or a reduction in services and staffing; or both. This topic will be flagged for policy discussion by the Board during upcoming budget deliberations.

The capital and capital nonrecurring (CNR) budgets focus on maintaining our existing assets and infrastructure as opposed to expansion of that infrastructure. Nearly all proposed items fund replacement items such as equipment or vehicles for the fleet, repairs to existing facilities, and repairs and maintenance of our greenways, sidewalks and roads. Since all proposed capital items are on-going or routine in nature, the proposed funding source is cash as opposed to bonds. Our cash for capital and CNR contributions in aggregate remain level funded for FY 19/20. It is the second consecutive year in which bond funds aren't being used to fund Town capital projects. Pursuant to our new capital budgeting policy, the capital budget includes a \$180,000 operating budget transfer from the Highway budget for paving and the CNR budget includes a \$180,000 operating budget transfer from the Highway budget for a replacement Public Works truck. The CNR Fund utilizes the \$416,250 5-year payback method (General Fund cash) and includes \$270,090 in cash for capital from the General Fund.

We implemented two new components to our capital and CNR budgeting process. We are now budgeting for our smaller value capital needs (less than \$250,000) in the CNR fund over a 6 year period. We are now also demonstrating all sources of capital and CNR revenue, including grant revenues, and are budgeting for all projects funded with these additional revenue sources.

² This does not include services we provide to the Housing Authority at no or a subsidized cost such as parking lot snow removal and IT services.

³ Have renamed the Simsbury Farms Special Revenue Fund to more accurately reflect the departmental revenues and expenditures in this Fund.

I am concerned about our existing capital budgeting model, in which we project capital and debt service expenditures not to exceed 6.7-7% of budget. There are some challenges with the existing capital and debt service budgeting model that we have identified. First, the model does not include smaller value capital needs and many routine (baseline) capital needs. Second, including cash for capital and debt service in combination in the model has “starved” cash for capital in out years. As little-to-no cash for capital is available, we will begin to frequently bond for smaller value and routine capital needs that should not be bonded for. This creates a cycle of bonding for all capital needs and not being able to pay for baseline capital needs in cash, creating more expense to the Town in the long run. Third, the Town has been bonding for cash flow, as opposed to when the bonded project expenses have been approved for bonding. This impacts the projections because we need more funds allocated for debt service than what was previously appearing in the model. This is a suggested future area of focus.

During the Board’s budget deliberations I have some suggested areas of further discussion. They are:

- 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 expenditures

Additionally, I have some suggested future areas of focus. They are as follows:

- Continue to monitor state budget/intergovernmental revenue and teachers retirement system assessment
- Focus on cash-to-capital for ongoing and routine capital needs
- Complete analysis regarding Parks and Recreation Special Revenue Fund
- Complete marketing of stop loss insurance
- Seek health insurance plan design changes regarding prescriptions through collective bargaining process
- Continue making improvements to budget document to reflect GFOA recommended best practices

In summary, this budget funds current services and programs, invests in existing infrastructure and assets utilizing cash-for-capital, accounts for items previously underbudgeted, advances Board of Selectmen initiatives such as economic development and financial management, and addresses the impact of the Governor’s budget proposal.

I want to thank Director of Finance Amy Meriwether and Deputy Town Manager Melissa Appleby for their outstanding and dedicated work in assisting with budget development.

Respectfully Submitted,



Maria E. Capriola, M.P.A.
Town Manager

FY 2019/2020 TOWN MANAGER RECOMMENDED REVENUE BUDGET SUMMARY

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
GENERAL GOVERNMENT	325,462	185,808	262,339	266,839	286,155	23,816	9.08%
TOTAL ADMINISTRATION	325,462	185,808	262,339	266,839	286,155	23,816	9.08%
LAND USE COMMISSIONS	24,225	14,728	30,000	30,000	30,000	-	0.00%
TOTAL BOARDS & COMMISSIONS	24,225	14,728	30,000	30,000	30,000	-	-
TOWN CLERK	634,360	287,438	598,700	592,125	592,125	(6,575)	-1.10%
TOTAL TOWN CLERK	634,360	287,438	598,700	592,125	592,125	(6,575)	-1.10%
FINANCE DEPARTMENT	741,943	463,759	394,065	555,936	473,631	79,566	20.19%
TAX DEPARTMENT	87,613,361	57,065,380	87,800,198	87,794,568	91,879,947	4,079,749	4.65%
ASSESSOR'S OFFICE	7,171	6,498	7,200	6,967	7,000	(200)	-2.78%
TOTAL FINANCE	88,362,475	57,535,637	88,201,463	88,357,471	92,360,578	4,159,115	4.72%
INFORMATION TECHNOLOGY	-	-	-	-	153,067	153,067	0.00%
TOTAL INFORMATION TECHNOLOGY	-	-	-	-	153,067	153,067	0.00%
BUILDING DEPARTMENT	1,187,315	370,563	798,000	770,000	651,000	(147,000)	-18.42%
TOTAL BUILDING DEPARTMENT	1,187,315	370,563	798,000	770,000	651,000	(147,000)	-18.42%
POLICE DEPARTMENT	62,506	7,259	63,563	54,513	177,863	114,300	179.82%
ANIMAL CONTROL	760	255	500	500	500	-	0.00%
TOTAL POLICE	63,266	7,514	64,063	55,013	178,363	114,300	178.42%
ENGINEERING DEPARTMENT	375	193	350	96	20,050	19,700	5628.57%
TOTAL ENGINEERING	375	193	350	96	20,050	19,700	5628.57%

FY 2019/2020 TOWN MANAGER RECOMMENDED REVENUE BUDGET SUMMARY

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
ENO MEMORIAL HALL	11,535	5,050	2,500	5,050	15,000	12,500	500.00%
HIGHWAY - FACILITIES & PROGRAMS	4,425	3,013	-	3,013	5,000	5,000	0.00%
TRANSFER STATION	67,512	370	-	2,000	2,000	2,000	0.00%
TOTAL PUBLIC WORKS	83,472	8,433	2,500	10,063	22,000	19,500	780.00%
SENIOR TRANSPORTATION	4,740	1,668	6,000	6,680	40,050	34,050	567.50%
TOTAL SOCIAL SERVICES	4,740	1,668	6,000	6,680	40,050	34,050	567.50%
PARKS & REC - COMMUNITY GARDENS	2,675	-	2,500	2,500	2,500	-	0.00%
PARKS & REC - MEMORIAL POOL	1,560	1,295	1,500	1,500	1,500	-	0.00%
TOTAL PARKS & RECREATION	4,235	1,295	4,000	4,000	4,000	-	0.00%
LIBRARY - ADMINISTRATION	44,234	15,964	49,000	32,320	26,940	(22,060)	-45.02%
TOTAL LIBRARY	44,234	15,964	49,000	32,320	26,940	(22,060)	-45.02%
EDUCATION	5,487,035	1,565,933	5,501,954	6,099,623	6,225,964	724,010	13.16%
TOTAL EDUCATION	5,487,035	1,565,933	5,501,954	6,099,623	6,225,964	724,010	13.16%
GENERAL LIABILITY & INSURANCE	57,190	42,123	-	42,123	27,500	27,500	0.00%
TOTAL GENERAL LIABILITY & INSURANCE	57,190	42,123	-	42,123	27,500	27,500	0.00%
OPERATING TRANSFERS	-	-	1,000,000	-	7,000	(993,000)	-99.30%
TOTAL OPERATING TRANSFERS	-	-	1,000,000	-	7,000	(993,000)	-99.30%
TOTAL TOWN BUDGET	96,278,384	60,037,295	96,518,369	96,266,353	100,624,792	4,106,423	4.25%

FY 2019/2020 TOWN MANAGER RECOMMENDED EXPENDITURE BUDGET SUMMARY

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
TOWN MANAGER'S OFFICE	484,440	233,283	456,825	440,604	467,648	10,823	2.37%
GENERAL GOVERNMENT	76,668	39,759	98,889	97,039	97,166	(1,723)	-1.74%
BOS - COMMUNITY SERVICES	63,681	83,872	108,872	104,372	119,068	10,196	9.37%
LEGAL SERVICES	229,611	66,656	151,000	151,000	151,000	-	0.00%
HEALTH	130,262	67,120	134,239	134,239	150,960	16,721	12.46%
TOTAL ADMINISTRATION	984,661	490,690	949,825	927,254	985,842	36,017	3.79%
ECONOMIC DEVELOPMENT	45,379	45,000	46,000	45,000	45,150	(850)	-1.85%
TOURISM	-	-	645	-	500	(145)	-22.48%
LAND USE COMMISSIONS	12,527	4,599	22,100	22,100	23,500	1,400	6.33%
HISTORIC DISTRICT COMMISSION	578	61	1,400	700	-	(1,400)	-100.00%
PUBLIC BUILDING COMMISSION	1,377	765	1,225	1,500	1,625	400	32.65%
BEAUTIFICATION	3,406	1,935	4,620	4,620	4,800	180	3.90%
TOTAL BOARDS & COMMISSIONS	63,266	52,360	75,990	73,920	75,575	(415)	(1)
ELECTION ADMINISTRATION	95,595	72,687	120,572	114,319	125,521	4,949	4.10%
TOTAL REGISTRARS	95,595	72,687	120,572	114,319	125,521	4,949	4.10%
TOWN CLERK	215,659	104,515	226,809	225,201	232,295	5,486	2.42%
TOTAL TOWN CLERK	215,659	104,515	226,809	225,201	232,295	5,486	2.42%
REGIONAL PROBATE COURT	4,380	-	5,426	9,588	9,501	4,075	75.10%
TOTAL PROBATE COURT	4,380	-	5,426	9,588	9,501	4,075	75.10%
FINANCE DEPARTMENT	364,447	155,539	322,007	306,768	332,351	10,344	3.21%
TAX DEPARTMENT	176,728	92,356	168,126	174,865	179,310	11,184	6.65%
ASSESSOR'S OFFICE	240,310	126,547	252,546	252,546	278,886	26,340	10.43%
BOARD OF FINANCE	42,786	35,715	44,600	50,095	45,700	1,100	2.47%
TOTAL FINANCE	824,271	410,157	787,279	784,274	836,247	48,968	6.22%
INFORMATION TECHNOLOGY	178,839	80,778	204,413	198,500	330,380	125,967	61.62%
TOTAL INFORMATION TECHNOLOGY	178,839	80,778	204,413	198,500	330,380	125,967	61.62%

FY 2019/2020 TOWN MANAGER RECOMMENDED EXPENDITURE BUDGET SUMMARY

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
COMMUNITY DEVELOPMENT	181,240	92,026	188,539	188,339	-	(188,539)	-100.00%
PLANNING DEPARTMENT	166,668	56,648	173,430	173,930	374,593	201,163	115.99%
TOTAL PLANNING & DEVELOPMENT	347,908	148,674	361,969	362,269	374,593	12,624	3.49%
BUILDING DEPARTMENT	199,209	134,120	291,911	291,911	278,894	(13,017)	-4.46%
TOTAL BUILDING DEPARTMENT	199,209	134,120	291,911	291,911	278,894	(13,017)	-4.46%
POLICE DEPARTMENT	4,586,167	2,279,323	4,784,371	4,771,131	4,432,586	(351,785)	-7.35%
DISPATCH	-	-	-	-	556,770	556,770	0.00%
ANIMAL CONTROL	66,496	34,588	70,581	69,950	71,176	595	0.84%
EMERGENCY MANAGEMENT	6,558	4,853	6,685	6,685	6,685	-	0.00%
TOTAL POLICE	4,659,221	2,318,764	4,861,637	4,847,766	5,067,216	205,579	4.23%
ENGINEERING DEPARTMENT	279,889	128,834	265,288	265,204	291,227	25,939	9.78%
TOTAL ENGINEERING	279,889	128,834	265,288	265,204	291,227	25,939	9.78%
PUBLIC WORKS ADMINISTRATION	260,395	118,807	270,179	253,382	277,074	6,895	2.55%
BUILDINGS & MAINTENANCE ADMIN	463,066	225,529	479,657	483,332	496,035	16,378	3.41%
TOWN OFFICES	151,377	33,176	145,890	141,246	150,855	4,965	3.40%
ENO MEMORIAL HALL	63,698	19,093	71,975	70,953	76,675	4,700	6.53%
MISCELLANEOUS BUILDINGS	27,116	7,790	32,272	27,800	30,863	(1,409)	-4.37%
HIGHWAY - LABOR & EQUIPMENT	1,723,518	958,356	1,976,256	1,920,671	1,792,687	(183,569)	-9.29%
HIGHWAY - FACILITIES & PROGRAMS	837,399	423,750	993,970	929,580	854,140	(139,830)	-14.07%
TRANSFER STATION	35,586	57,578	71,500	73,883	69,000	(2,500)	-3.50%
TOTAL PUBLIC WORKS	3,562,155	1,844,078	4,041,699	3,900,847	3,747,328	(294,371)	-7.28%
ELDERLY SERVICES OUTREACH	24,187	11,677	24,408	24,408	-	(24,408)	-100.00%
SENIOR CENTER	144,879	71,281	152,720	152,720	153,567	847	0.55%
SENIOR TRANSPORTATION	123,532	42,128	123,621	123,621	166,150	42,529	34.40%
SOCIAL SERVICES ADMINISTRATION	205,786	102,285	258,572	258,572	297,749	39,177	15.15%
TOTAL SOCIAL SERVICES	498,384	227,372	559,321	559,321	617,466	58,145	10.40%

FY 2019/2020 TOWN MANAGER RECOMMENDED EXPENDITURE BUDGET SUMMARY

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
PARKS & REC - ADMINISTRATION	58,043	24,336	49,522	49,869	-	(49,522)	-100.00%
PARKS & REC - MAINTENANCE	670,474	307,707	674,541	692,827	-	(674,541)	-100.00%
PARKS & REC - MEMORIAL FIELD	23,231	8,207	26,951	28,780	-	(26,951)	-100.00%
PARKS & REC - MEMORIAL POOL	53,506	38,619	53,408	55,846	-	(53,408)	-100.00%
TOTAL PARKS & RECREATION	805,253	378,869	804,422	827,322	-	(804,422)	-100.00%
LIBRARY - ADULT & YOUNG ADULT	532,218	280,531	535,331	535,540	530,074	(5,257)	-0.98%
LIBRARY - BUILDINGS & GROUNDS	127,359	41,644	131,639	126,170	131,350	(289)	-0.22%
LIBRARY - CHILDREN'S SERVICES	303,508	160,116	339,632	333,350	342,826	3,194	0.94%
LIBRARY - ADMINISTRATION	563,741	312,353	599,134	598,370	606,707	7,573	1.26%
TOTAL LIBRARY	1,526,827	794,644	1,605,736	1,593,430	1,610,957	5,221	0.33%
EMPLOYEE BENEFITS	4,588,509	3,126,451	4,781,745	4,801,164	4,969,307	187,562	3.92%
TOTAL EMPLOYEE BENEFITS	4,588,509	3,126,451	4,781,745	4,801,164	4,969,307	187,562	3.92%
GENERAL LIABILITY & INSURANCE	513,081	368,247	485,715	490,134	463,733	(21,982)	-4.53%
TOTAL GENERAL LIABILITY & INSURANCE	513,081	368,247	485,715	490,134	463,733	(21,982)	-4.53%
OPERATING TRANSFERS	725,337	1,501,300	590,970	1,501,300	2,306,205	1,715,235	290.24%
TOTAL OPERATING TRANSFERS	725,337	1,501,300	590,970	1,501,300	2,306,205	1,715,235	290.24%
DEBT SERVICE	4,880,219	1,956,013	4,063,100	4,063,100	5,227,284	1,164,184	28.65%
TOTAL DEBT SERVICE	4,880,219	1,956,013	4,063,100	4,063,100	5,227,284	1,164,184	28.65%
CASH FOR CAPITAL	497,835	1,741,500	1,741,500	1,741,500	1,651,410	(90,090)	-5.17%
TOTAL CASH FOR CAPITAL	497,835	1,741,500	1,741,500	1,741,500	1,651,410	(90,090)	-5.17%
TOTAL TOWN BUDGET	25,450,499	15,880,052	26,825,327	27,578,324	29,200,983	2,375,656	8.86%

TOWN MANAGER'S OFFICE

The Town Manager is appointed by the Board of Selectmen to serve as the chief executive officer of the Town. She is responsible for the oversight of all Town departments, implementing all policies and initiatives of the Board, and all resolutions and ordinances adopted by the Town. The Town Manager serves as the Personnel Director, and is responsible for the administration of the human resources program including labor relations. The Town Manager is also responsible for preparing and submitting an annual Town budget to the Board of Selectmen. The Office supports the Town's economic development activities and oversees the Town's risk management function. In addition, the department leads the Town's contract negotiations with its six unions.

FY 18/19 ACCOMPLISHMENTS

- Successfully recruited and on-boarded a new Director of Planning and Community Development, Finance Director and Culture, Parks and Recreation Director.
- Worked with the Board of Selectmen and staff to finalize the water shortage ordinance.
- Worked with the Board of Selectmen to create the Economic Development Commission (EDC) ordinance and policy resolution; coordinated and assisted with the creation of the new EDC.
- Coordinated and worked with the Board of Selectmen work group for reviewing the appointment process for unaffiliated voters.
- Implemented a tax sale policy and professional travel policy; updated the Eno Hall facility use guidelines and purchasing policy.
- Completed settlement negotiations with Deepwater Wind.
- Conducted Freedom of Information Act training for staff and members of boards and commissions.
- Conducted the organization's first annual leadership retreat for department directors and mid-level supervisors.
- Implemented Flexible Spending Account plans for our workforce.

FY 19/20 TRENDS & KEY ISSUES

Economic development has been identified as a top priority for the Board of Selectmen. The new economic development commission began meeting in November 2018, and the Town Manager's Office will continue to be focused on coordinating and supporting the work of this group. The Town Manager's Office, in conjunction with the Finance Department, will also be focused on financial management, particularly improvements to processes, accountability, and reporting, which is another high priority area for the Board of Selectmen.

With five of the Town's six collective bargaining agreements expiring on June 30, 2018, staff will be working to negotiate successor agreements for FY20.

FY 19/20 GOALS & OBJECTIVES

Goal: Invest in modern financial management systems to improve processes, accountability, and reporting.

Objective:

- Work with the Finance Department to implement an electronic payroll and human resources information system.

Goal: Advance the Board of Selectmen's goal to preserve open space and develop assets that highlight community character.

Objectives:

- Complete the open space master plan and begin implementation.
- Develop open space acquisition criteria and guidelines.

Goal: Analyze the key financial issues related to the Simsbury Farms Special Revenue Fund and make recommendations for addressing those issues.

Objective:

- Implement recommendations from the Revenue Fund analysis to identify measures to improve the financial sustainability of the Fund.

Goal: Advance the Board of Selectmen's priorities in the area of economic development.

Objectives:

- Coordinate and support the work of the new economic development commission
- Continue to conduct visitations and outreach with the business community

Town Manager's Office Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Employee Benefits & Human Resources Coordinator	1.00	1.00	1.00
Executive Assistant to the Town Manager	1.00	1.00	0.00
Management Specialist	0.00	0.00	1.00
Total	4.00	4.00	4.00

FY 2019/2020 TOWN MANAGER, GENERAL GOVERNMENT AND LEGAL EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>TOWN MANAGER'S OFFICE</u>							
FULL-TIME	414,756	196,916	403,725	379,977	411,878	8,153	2.02%
AUTO ALLOWANCE	2,100	1,750	4,200	4,200	4,200	-	0.00%
PART-TIME	4,482	251	-	251	-	-	0.00%
SEASONAL	3,323	3,619	7,000	15,193	7,250	250	3.57%
BOND INSURANCE	198	473	-	473	-	-	0.00%
CONTRACTUAL SERVICES	41,031	20,295	20,295	20,295	16,250	(4,045)	-19.93%
ADVERTISING	8,067	1,821	5,000	3,500	5,000	-	0.00%
SPECIAL ACTIVITIES	345	755	3,000	3,000	3,000	-	0.00%
POSTAGE	371	-	-	-	-	-	0.00%
OFFICE SUPPLIES	4,312	614	5,000	4,500	4,750	(250)	-5.00%
CONFERENCES & EDUCATION	-	3,824	5,700	5,700	6,060	360	6.32%
DUES & SUBSCRIPTIONS	5,455	2,690	2,405	3,015	3,030	625	25.99%
TRAVEL	-	275	500	500	500	-	0.00%
COMPUTER SOFTWARE	-	-	-	-	5,730	5,730	0.00%
Subtotal	484,440	233,283	456,825	440,604	467,648	10,823	2.37%
<u>GENERAL GOVERNMENT</u>							
EDUCATION REIMBURSEMENT	4,164	-	4,400	6,141	6,000	1,600	36.36%
CONTRACTUAL SERVICES	-	-	-	-	1,666	1,666	0.00%
CONSULTANT	6,639	-	-	-	-	-	0.00%
DWW EXPENSES	6,782	-	-	-	-	-	0.00%
COPY & PRINTING SERVICES	4,854	4,834	17,000	15,000	15,000	(2,000)	-11.76%
EQUIPMENT MAINTENANCE	8,322	531	-	531	-	-	0.00%
TELEPHONE SERVICE	43,306	20,338	45,000	45,000	45,000	-	0.00%
CONFERENCES & EDUCATION	1,806	5,367	5,000	5,367	7,500	2,500	50.00%
POSTAGE	-	8,689	27,489	25,000	22,000	(5,489)	-19.97%
TRAVEL	795	-	-	-	-	-	0.00%
Subtotal	76,668	39,759	98,889	97,039	97,166	(1,723)	-1.74%

FY 2019/2020 TOWN MANAGER, GENERAL GOVERNMENT AND LEGAL EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>LEGAL SERVICES</u>							
LEGAL FEES	160,749	57,475	111,000	111,000	111,000	-	0.00%
DWW EXPENSES	41,889	-	-	-	-	-	0.00%
LABOR RELATIONS	26,973	9,181	40,000	40,000	40,000	-	0.00%
Subtotal	229,611	66,656	151,000	151,000	151,000	-	0.00%

FY 2019/2020 GENERAL GOVERNMENT REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>GENERAL GOVERNMENT</u>							
PEQUOT CASINO REVENUE	28,478	-	-	-	-	-	0.00%
WESTMINISTER SCHOOL	120,000	122,000	120,000	122,000	120,000	-	0.00%
SPAC RENTAL FEES	2,500	2,500	-	2,500	2,500	2,500	0.00%
SALE OF PROPERTY	28,500	-	-	-	-	-	0.00%
STATE OWNED PROPERTY (PILOT)	2,339	35,655	2,339	2,339	35,655	33,316	0.00%
TELEPHONE ACCESS GRANT	44,656	-	55,000	55,000	43,000	(12,000)	0.00%
WORLD SKATE	80,000	26,000	80,000	80,000	80,000	-	0.00%
MISCELLANEOUS	18,989	(347)	5,000	5,000	5,000	-	0.00%
Subtotal	325,462	185,808	262,339	266,839	286,155	23,816	9.08%

FY 2019/2020 BOS - COMMUNITY SERVICES AND HEALTH EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>BOS - COMMUNITY SERVICES</u>							
SPECIAL ACTIVITIES	6,600	706	10,000	10,000	9,500	(500)	-5.00%
PART-TIME	-	1,194	7,000	5,000	5,000	(2,000)	-28.57%
FIRST SELECTPERSON STIPEND	5,833	5,000	10,000	10,000	10,000	-	0.00%
ADVERTISING	-	-	4,000	1,500	4,000	-	0.00%
DUES & SUBSCRIPTIONS	-	36,512	37,412	37,412	38,120	708	1.89%
PUBLIC AGENCY SUPPORT	51,248	40,460	40,460	40,460	52,448	11,988	29.63%
Subtotal	63,681	83,872	108,872	104,372	119,068	10,196	9.37%
<u>HEALTH</u>							
CONTRACTUAL SERVICES	130,262	67,120	134,239	134,239	150,960	16,721	12.46%
Subtotal	130,262	67,120	134,239	134,239	150,960	16,721	12.46%

OUTSIDE AGENCY REQUESTS

Agency	Department	FY19 Budget	FY20 Request	Change
Main Street Partnership	Economic Development	\$45,000	\$50,000	\$5,000
Farmington River Watershed Association	BOS - Community Services	\$4,851	\$4,851	\$0
SCTV	BOS - Community Services	\$5,000	\$10,000	\$5,000
North Central EMS Council	BOS - Community Services	\$21,847	\$22,335	\$488
Chamber of Commerce	BOS - Community Services	\$5,000	\$10,000	\$5,000
Greater Hartford Transit District	BOS - Community Services	\$3,762	\$3,762	\$0
350th Committee	BOS - Community Services	\$0	\$35,000	\$35,000
Hartford Interval House	Social Services	\$500	\$1,000	\$500
Farmington Valley VNA	Social Services (GF and Southwell & Darling Funds)	\$40,000	\$40,000	\$0
No. Central Regional Mental Health Board	Social Services	\$1,645	\$1,645	\$0
McLean Meals on Wheels	Social Services (Southwell & Darling Funds)	\$3,000	\$5,000	\$2,000
TOTAL		\$130,605	\$183,593	\$52,988

January 23, 2019

Maria Capriola, Town Manager
933 Hopmeadow Street
Simsbury, CT 06070



RE: Funding for 2019-2020 Fiscal Year

Maria,

The Simsbury Main Street Partnership, Inc. (SMSP) is requesting funds in the amount of \$50,000 for the fiscal year 2019-2020. This is the level we were funded at in 2016-2017 and subsequent years. This request is for economic development services that includes grant writing, business advocacy and outreach, marketing and public relations, as well as special events for the Town.

SMSP has engaged in an active partnership with the Town of Simsbury since 1996. Some significant achievements were:

- ◆ Working closely with the Town Manager's office on her economic development agenda, which included tours, business visitations, and ribbon cuttings. We then worked closely with Town Staff to address issues and concerns, especially the Planning Department.
- ◆ Co-sponsoring of the 2nd Annual Simsbury Mini Maker Faire with the Simsbury Public Library; the 10th Annual Taste in Simsbury Presented by Simsbury Bank; the executive committee of the 350th Anniversary Celebration; and Simsbury Celebrate s 2018.
- ◆ Business ambassador for Simsbury businesses. We actively work with the various departments to expedite business issues – this can be signage, change of use, or other issues that arise. Recent examples include working with Bosco's Garden Center on their four-season greenhouse, and working with Ana's Kitchen Café on their transition taking over the business that included signage, approval for hood system and grill, and special exception for liquor sales.
- ◆ Serving as staff for the newly formed Economic Development Commission and sitting in on every interview and work group meeting leading up to the commission appointments

SMSP is also requesting a total of \$17,793 to refresh our brand for Simsbury, Connecticut. This was approved by the Board of Selectmen in May of 2015 (at that time, the amount was \$15,493). The money was not properly allocated during the transition of Town Planner and was lost. As with the previous contract, while SMSP will continue to own the brand, it will give the Town full use of the brand and all materials. Please see attached documents for more details.

SMSP looks forward to another successful year of public/private partnership with the Town of Simsbury. Thank you for your continued support.

Best,

Sarah Nielsen,
Executive Director, SMSP

cc: Eric Wellman, First Selectman and Melissa Appleby, Deputy Town Manager

**Revise Simsbury Brand**

01/16/2019

Simsbury Main Street Partnership Inc. (SMSP) developed a new brand and tagline for the Town of Simsbury in 2007. This was done through a combination of federal, state and local grants that were matched with private dollars.

As part of a nationwide search, SMSP hired Dornenburg Group LLC (now Dornenburg Kallenbach Advertising or DKA) to create the brand. DKA was careful to solicit input from many of the town's stakeholders.

It is now time to update the town brand to reflect changes over the last twelve years. Deliverables would include:

- revised tagline to compliment new economic development efforts
- revised folder, brochures (schools, history, business, arts and outdoor life) including new maps and copy points – supervision of all printing and production included
- new brand standards, design and color palette.

Estimated costs**Printing*****1,500 pocket folders, 100# Gloss cover***

4/4 full bleed, with two standard 4" pockets \$2,228

1,500 map slim jims on 100# gloss text

4/4 full bleed

Flat size 11.25" x 18", finished size 3.75" x 9"

(folds in half, then tri-fold) \$1,267

1,500 of two three panel slim jims 100# gloss text

4/4 full bleed

Flat size 11.25" x 9", finished 3.75" x 9" \$1,998

Printing total \$5,493

Design Services

Stakeholder meetings

Preparation, meeting time, follow up \$1,800

Update brand and brand guide \$5,000

Copywriting, layout and print supervision \$4,000

Meetings and project management \$1,500

Design total \$12,300

Project total \$17,793



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2019-20 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2019 - June 30, 2020. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 18, 2019*.

☐ New Application Request ☒ Renewal Application Request

Agency: Farmington River Watershed Association

Address: 749 Hopmeadow Street

Prepared by: Aimee Petras Title: Education & Outreach Coordinator

e-mail: apetras@frwa.org Telephone # (860) 658-4442

Amount Requested from the Town of Simsbury for FY 2019-2020: \$4,851

Specify how the monies requested will be expended:
Please see our annual request letter for specifics.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

No additional monies being requested. Our funding request is also calculated on our annual request letter.

Total Annual Agency Budget: Approximately \$350,000

Income Source	Amount
Donor Contributions	\$122,439
Foundation Grants	\$73,245
Memberships & Dues	\$52,011
Fee For Service	\$43,866
Endowment Transfers	\$55,019

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
15 Towns	\$25,481	24,270

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).
Please see our annual funding request letter.

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	n/a		
# of Simsbury Clients or Residents Served	n/a		
Total # of Simsbury Contacts	n/a		
Average Time spent per Client or Resident	n/a		
Cost per Client/ Unit of Service	n/a		

Are any of these services funded through client fees, donations, other agency contracts
(DSS, DCF, DMHAS), grant funds or private insurance? ☒ Yes ☐ No

If so, what is the justification for requesting Town funds?

FRWA receives funding from many donors in the Farmington Valley to support our programs.

Our Town Dues program has 15 Farmington Watershed Towns that contribute annually to our
organization for a variety of services that we provide the towns.

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

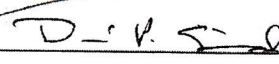
1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

Required Signatures:

Board Chair: 

Date: 1-15-19

Acting

Executive Director: 

Date: 1-15-19

Submit to: Thomas Fitzgerald
Town of Simsbury
Town Manager's Office Graduate Intern
933 Hopmeadow Street
Simsbury, CT 06070
OR TMIntern@Simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2019-20 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2019 - June 30, 2020. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 18, 2019*.

☐ New Application Request ☒ Renewal Application Request

Agency: Simsbury Community Television, Inc.

Address: 754 Hopmeadow Street, Simsbury CT (lower level)

Prepared by: Karen Handville Title: Station Manager

e-mail: SIMTV@yahoo.com Telephone # 860-658-1720

Amount Requested from the Town of Simsbury for FY 2019-2020: \$ \$10,000

Specify how the monies requested will be expended:

The funds provided by the Town of Simsbury will be used for infrastructure, equipment and staff to provide
Public, Educational and Governmental channels to the residents of Simsbury; including production facilities, field cameras, editing and
remote production in the Town Hall and library. SCTV will use the funds for online video accsss and video
archives.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

The funds requested are an increase from the Town's contribution of \$5,000 in fiscal year 2018-2019.
The increase requested is based on a loss of revenue to SCTV based on a decrease in cable subscribers on which
SCTV's funding comes from. A potential FCC ruling this year could eliminate all funding to SCTV going
forward. SCTV needs to find alternative funding to maintain operations.
Total Annual Agency Budget: _____

Income Source	Amount
Comcast Cable Subscribers	\$55,600
Frontier Cable Subscribers	\$8,000
Fundraising	\$15,852

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Board of Education	\$5,000	\$5,000

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

SCTV provides cable access programming and on-line web programming of Town and Board of Education public meetings, including Board of Selectmen, Board of Finance, Board of Education, and Planning and Zoning. Additional coverage includes a variety of meetings including Open Space, Conservation Commission, budget workshops, high school sports, and other important public information sessions. SCTV relies on volunteers to tape the meetings and provides SCTV production equipment. SCTV maintains a production studio at Eno Memorial Hall in space that is provided by the Town. SCTV also offers equipment and production assistance at no cost to Simsbury residents to use for non-commercial programming on the public channel. SCTV also provides free training. SCTV provides a full schedule of programming on three channels.

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH “SERVICE TYPE” THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	25,000	25,000	25,000
# of Simsbury Clients or Residents Served	25,000	25,000	25,000
Total # of Simsbury Contacts	N/A	N/A	N/A
Average Time spent per Client or Resident	N/A	N/A	N/A
Cost per Client/ Unit of Service	N/A	N/A	N/A

Are any of these services funded through client fees, donations, other agency contracts

(DSS, DCF, DMHAS), grant funds or private insurance? ☒ Yes ☐ No

If so, what is the justification for requesting Town funds?

The majority of SCTV's funds come from cable subscribers with support from the Town and Board of Education in Simsbury. SCTV is experiencing an increasing reduction in funds from the decline in subscription funds as a result of customers cancelling cable contracts. While SCTV pursues grant funds, those funds are unpredictable and cannot be used for operations. State funds under the CT PEGPETIA fund have also been discontinued because of the state financial crisis. SCTV is concerned that without alternative sources of funding,

SCTV received a \$3,000 grant this year from the Ensign Bickford Foundation which will be used to produce a program on the Town's 350th anniversary. SCTV is concerned about the ability to continue broadcasting public meetings and events without finding alternative funding.
Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

Required Signatures:

Board Chair: _____

Date: _____

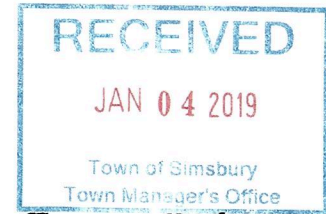
Executive Director:  _____

Date: 1/18/19

Submit to: Thomas Fitzgerald
Town of Simsbury
Town Manager's Office Graduate Intern
933 Hopmeadow Street
Simsbury, CT 06070
OR TMIntern@Simsbury-ct.gov



North Central Connecticut Emergency Medical Services Council, Inc.



January 4, 2019

Maria Capriola
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070

Dear Ms. Capriola:

Reference: CMED Fair Share Assessment

As you prepare your budget, we inform you that your Town Fair Share CMED Assessment for the Fiscal Year 2019-2020 is **\$22,335.03**. The assessment is used for operating expenses. It is based on a per capita rate of **89.512 cents** for your Town with a population of **24,952**. ***We request that your community pay this Town Fair Share Assessment amount.***

The contract and invoice will be mailed to you in June 2019.

The population figures are taken from the Connecticut Department of Public Health Population Estimates as of July 1, 2017. We enclose the CMED Operations Budget for Fiscal Year 2019-2020 and North Central Connecticut EMS Council's 2018 Audited Financial Statements for your review.

In addition to the Town Fair Share Assessment, North Central receives a State of Connecticut subsidy of thirty cents per capita for each community that acknowledges North Central CMED as its service provider. This subsidy has remained the same since the inception of the CT 9-1-1 surcharge on each telephone bill. Together, your Town Fair Share Assessment and the State subsidy complete the total budget requirements.

As a regional asset, we continually seek opportunities to support interoperable communications initiatives that ultimately benefit 851,126 residents in the Capital Region. North Central CMED coordinates Emergency Medical Services when a mass casualty incident or a major disaster occurs.

Continued

Mass gatherings, such as concerts, athletic events, local fairs, etc., can also involve North Central CMED for planning and coordination of EMS services. An outline of our organization's role and responsibilities is enclosed.

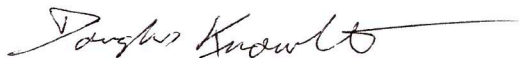
North Central CMED is the activation point for the Connecticut Long Term Care Mutual Aid Plan (LTCMAP). Many communities in the Capital Region have nursing homes and/or assisted living facilities. CT LTCMAP establishes a course of action and agreed commitment among participating hospitals, nursing homes and assisted living residences to assist each other when disaster strikes. CT LTCMAP, Active Shooter, and Hospital Emergency Preparedness Response Plans are exercised throughout the year.

Thank you for your community's continuing participation in the Coordinated Medical Emergency Directions (CMED), Communications System. During a 9-1-1 medical emergency each certified or licensed EMS Provider is in contact with North Central CMED. The communications system facilitates coordination between ambulances in 28 municipalities and 8 hospitals while the patient is en-route. Our fiscal year ended June 30, 2018, recording 144,152 EMS calls for service.

Please consider appointing a representative to attend the CMED Communications Committee meetings if your community does not already have one. The Committee meets every other month at the administrative office at Oak Hill, 120 Holcomb Street, Hartford.

If you need additional information, please contact Betty R. Morris, Executive Director, at 860-769-6055. Thank you for your attention to this matter.

Sincerely,



Douglas Knowlton

Chairman, NCCEMSC Communications Committee

Enclosures

cc: Letter Only

Amy N. Meriweather, Director of Finance/Treasurer

Karin L. Stewart, Representative, Communications Committee

Nicholas Boulter, Chief of Police



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2019-20 AGENCY GRANT APPLICATION Application for Funding Requests

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☒ New Application Request ☐ Renewal Application Request

Agency: Simsbury Chamber of Commerce
Address: P.O. Box 224 / 749 Hopmeadow St.
Prepared by: Lisa Gray Title: Executive Director
e-mail: info@simsburycoc.org Telephone # 860-651-7307

Amount Requested from the Town of Simsbury for FY 2019-2020: \$10,000

Specify how the monies requested will be expended:

To operate the Town's Visitors Center

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

Current funding of \$5,000 does not cover current expenses of housing and staffing the Visitors Center, and, in 2019, the SCOC desires to relocate its office and the Visitors Center to a more visible and convenient location which will increase expenses.

Total Annual Agency Budget: \$165,220

Income Source	Amount
<u>Ques</u>	<u>72,500</u>
<u>membership services</u>	<u>38,000</u>
<u>Events</u>	<u>54,720</u>

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
<i>N/A</i>		

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The money is to support the Town of Simsbury Visitors Center where residents & visitors contact for information about the Town of Simsbury

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	<i>100</i>	<i>200</i>	<i>300</i>
# of Simsbury Clients or Residents Served	<i>60</i>	<i>120</i>	<i>180</i>
Total # of Simsbury Contacts	<i>60</i>	<i>120</i>	<i>180</i>
Average Time spent per Client or Resident	<i>10 min.</i>	<i>10 min.</i>	<i>10 min.</i>
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☒ No

If so, what is the justification for requesting Town funds?

Tax status: Agency is ☐ a non-profit 501(c)(3) ☒ a non-profit 501(c)(6)
☐ other _____

Other Required documentation that must be attached:

- ✓1. List of Board of Directors
2. Most recent annual report *we do not have an Annual Report*
3. Most recent financial audit *we are not required to have a Financial Audit*
- ✓4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

Required Signatures:

Board Chair: _____

Date: 1/10/19

Executive Director: Lisa Dray

Date: 1/10/19

Submit to: Thomas Fitzgerald
Town of Simsbury
Town Manager's Office Graduate Intern
933 Hopmeadow Street
Simsbury, CT 06070

----- **OR** TMIntern@Simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2019-20 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2019 - June 30, 2020. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 18, 2019*.

☐ New Application Request

☒ Renewal Application Request



Greater
Hartford
Transit District



Vicki L. Shotland
Executive Director

One Union Place • Hartford, CT 06103
(860) 247-5329 Ext. 3002 • Fax (860) 549-3879
www.hartfordtransit.org • Email: vshotland@ghdtd.org

Phone # _____

Amount Requested from the Town of Simsbury for FY 2019-2020: \$ 3762.00
(MEMBER TOWN CONTRIBUTION)

Specify how the monies requested will be expended:

TO OFFSET SPECIFIC OPERATING COSTS ASSOCIATED WITH
PROGRAMS AND SERVICES PROVIDED BY THE
TRANSIT DISTRICT

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

NO INCREASE FROM FY '18

Total Annual Agency Budget: \$30,939,000

Income Source	Amount
FEDERAL GRANTS & STATE FUNDED LOCAL MATCH	\$29,259,000
RENTALS / PARKING FEES / MISC AMENITIES	1,500,000
Genl Fund Contribution / Interest / Etc.	120,000
	\$30,939,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
<p>There are currently sixteen member towns: Bloomfield, East Hartford, East Windsor, Enfield, Farmington, Granby, Hartford, Manchester, Newington, Rocky Hill, Simsbury, South Windsor, Vernon, West Hartford, Wethersfield and Windsor. Each member town appoints one to four directors according to population, who collectively form the Board of Directors, which is the policy making body of the District.</p>		
TOTALS FY18	\$89,226	\$68,815

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The GHTD is a quasi-municipal corporation operating under the authority of Chapter 103a of the Connecticut General Statutes. There are currently sixteen member towns represented by appointees who collectively form the Board of Directors. GHTD has broad powers to acquire, operate, finance, plan, develop, maintain and otherwise provide all forms of land transportation and related services including the development or renewal of transportation centers and parking facilities. The agency serves as a conduit for federal and state funding of transit related capital projects, provides ADA Paratransit Service, and owns Hartford Union Station and the ADA Paratransit Operations and Maintenance Facility, located at 148 Roberts Street in East Hartford, Connecticut.

Target Population (please check categories):

☐ Children (0-12) ☐ Single Adult (18 – 60)
☐ Youth (12-18) ☐ Seniors (60+)
☐ Families (2+ per household) ☒ Disabled (any age)

(SPECIFIC TO THE ADA PARATRANSIT PROGRAM)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

(N/A)

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served			
# of Simsbury Clients or Residents Served			
Total # of Simsbury Contacts			
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service			

This agency is extremely proud of the services that we provide to our member towns and to the Greater Hartford region as a whole such as; ADA Paratransit services, operation and/or continuing control of key transit infrastructure projects; grant recipient for bus stops and bus shelter programs through transit enhancement funding; ability to receive and assist member towns with grant funding through the Federal Transit Administration (FTA), sub-recipient of grant funding and associated project manager for city and town intermodal site projects, administration of statewide Drug and Alcohol Testing Consortium ensuring safety of the traveling public and administration of the statewide insurance consortium.

Are any of these services funded through client fees, donations, other agency contracts

(DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☒ No

If so, what is the justification for requesting Town funds?

N/A

Tax status: Agency is ☐ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☒ other Quasi Public Gov't Agency

Other Required documentation that must be attached:

- ✓ 1. List of Board of Directors
- ✓ 2. Most recent annual report
- ✓ 3. Most recent financial audit (PLEASE SEE LINK ON WEBSITE: hartfordtransition.org/com_annualfinancialreport.html)
- ✓ 4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**

N/A 5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

Required Signatures:

* Cannot GET SIGNATURES UNTIL AFTER DUE DATE (Will forward WHEN RECD)
* Board Chair: *Steph. Fitzgerald* Date: 1-24-2019
Executive Director: *Paul J. Kottman* Date: 1-16-19

Submit to: Thomas Fitzgerald
Town of Simsbury
Town Manager's Office Graduate Intern
933 Hopmeadow Street
Simsbury, CT 06070
OR TMIntern@Simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2019-20 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2019 - June 30, 2020. Completed applications with all supporting documentation must be received by the Town Manager's Office by **January 18, 2019**.

☐ New Application Request ☒ Renewal Application Request

Agency: Hartford Interval House

Address: P.O. Box 340207, Hartford, CT. 06134

Prepared by: Mary Jane Foster Title: President / CEO

e-mail: mj.foster@intervalhousect.org Telephone # 860-838-8450

Amount Requested from the Town of Simsbury for FY 2019-2020: \$ 1000.00

Specify how the monies requested will be expended:

To provide Domestic Violence Counseling, safety planning, Court Advocacy, Safe House shelter and support groups to Simsbury residents who are victims of Domestic Violence.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

In addition to an increase in the number of Simsbury residents who contacted Interval House, there was an increase in services provided and we project that will continue.

Total Annual Agency Budget: 1,938,559

Income Source	Amount
United Way	131,000
Fund Raising	378,500
Foundations	252,000
Town	22,000
CCADV	574,375
Dept. of Social Service	390,682
Other Govt grants	123,989
Other	66,005

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Please see Attached		

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Interval House provides Emergency shelter, 24/7 hotline, Domestic Violence Counseling, Criminal and Civil Court Advocacy, Support groups, Children's Programs, and Community Education. All services are Confidential and Free. We work with all victims of domestic violence regardless of Age, Gender, Race, Religion or Income.

Target Population (please check categories):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Children (0-12) | <input checked="" type="checkbox"/> Single Adult (18 – 60) |
| <input checked="" type="checkbox"/> Youth (12-18) | <input checked="" type="checkbox"/> Seniors (60+) |
| <input checked="" type="checkbox"/> Families (2+ per household) | <input checked="" type="checkbox"/> Disabled (any age) |

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Counseling Support	17-18	18-19	19 Year 20
Total # of Clients Served	4363	4450	4450
# of Simsbury Clients or Residents Served	20	25	25
Total # of Simsbury Contacts	36	45	45
Average Time spent per Client or Resident	30 mins	30 mins	30 mins
Cost per Client/ Unit of Service	14.00	23.00	23.00

SEERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Advocacy	17-18	18-19	19-20
Total # of Clients Served	4,363	4,450	4,450
# of Simsbury Clients or Residents served	20	25	25
Total # of Simsbury Contacts	18	25	25
Average Time spent per Client or Resident	30 min	30 min	30 min
Cost per Client/Unit of Service	\$ 28.00	\$ 40.00	\$ 40.00

SEERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Safety Planning	17-18	18-19	19-20
Total # of Clients Served	4,363	4,450	4,450
# of Simsbury Clients or Residents served	20	25	25
Total # of Simsbury Contacts	45	50	50
Average Time spent per Client or Resident	30 min	30 min	30 min
Cost per Client/Unit of Service	\$ 12.00	\$ 20.00	\$ 20.00

SEERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Information & Referrals	17-18	18-19	19-20
Total # of Clients Served	4,363	4,450	4,450
# of Simsbury Clients or Residents served	20	25	25
Total # of Simsbury Contacts	24	30	30
Average Time spent per Client or Resident	30 min	30 min	30 min
Cost per Client/Unit of Service	\$ 21.00	\$ 34.00	\$ 34.00

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☒ Yes ☐ No

If so, what is the justification for requesting Town funds?

Although Internal House reserves Government funding, grant and Corporate funding as well as funding from individuals, the funding from the towns we serve help fill the gap between income and expenses. Only 10.6% of income is spent on administrative costs.

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)
☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

Required Signatures:

Board Chair: 

Date: 1/17/12

Executive Director: 

Date: 1/17/12

Submit to: Thomas Fitzgerald
Town of Simsbury
Town Manager's Office Graduate Intern
933 Hopmeadow Street
Simsbury, CT 06070
OR TMIntern@Simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2019-20 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2019 - June 30, 2020. Completed applications with all supporting documentation must be received by the Town Manager's Office by **January 18, 2019**.

☐ New Application Request ☒ Renewal Application Request

Agency: Farmington Valley VNA, Inc.

Address: 8 Old Mill Lane, Simsbury CT 06070

Prepared by: Nancy A. Scheetz Title: Executive Director

e-mail: nscheetz@farmingtonvalleyvna.org Telephone #: 860 651-3539

Amount Requested from the Town of Simsbury for FY 2019-2020: \$ 40,000.

Specify how the monies requested will be expended:

Level funding.

Current Public Health Nursing Program entails
Approximately 150 hours set aside for Blood Pressure and Glucose
Screening. Also allots for multiple Town/ Public Flu-vaccination
Clinics averaging over 400 patients annually. Enhanced NSQ programming
privately setup with the Senior/Low Income Housing @ Owen Murphy - Virginia Connolly.
(If the amount being requested represents an increase from current FY funding, list justification for the additional monies: -No Increase)
The funds also support Executive Director's time to serve
on the Public Safety Committee, Community for Care, and our
entire clinical staff often are available for Education Series
CPR Training and Certification for Town Employees along with AED training.
The funds also allow for No Cost Medical Care - Health Supervision Program
Total Annual Agency Budget: helping prevent exacerbation of illness.

3,000,000.

Income Source	Amount
Patient Revenue Sources: Medicare/Medicaid, Ins.	2,536,580
Town Allocations + others	527,105
Fundraising / Endowment, Trust Income, Bequests	167,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Farmington	44,555	44,555
Aron	39,000	39,000
Canton	17,264	17,264
Hartland	10,025	10,025
Burlington	2,500	2,500
Granby	36,600	36,000

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The Farmington Valley VNA Inc. is a licensed Home Health and Hospice agency providing skilled healthcare to residents in our service area needing home care. With public funding we provide a myriad of health and wellness programs to aide people living with chronic illness - as well as to promote and support prevention. Health Supervision is a vital - one of a kind program that sets a safety net for residents - often needing clinical care but having no funding source.

Target Population (please check categories):

We can serve these age groups - But rarely there is need.

- ☐ Children (0-12) ☒ Single Adult (18 - 60)
☐ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	6950	7000	7100
# of Simsbury Clients or Residents Served			
Total # of Simsbury Contacts	1890	1900	1925
Average Time spent per Client or Resident	Range of minutes 15 min → 60 → 120 - depending on service		
Cost per Client/ Unit of Service	Community Care 89 \$/hr. total cost Home/Hospice 180/hr -		

Anticipated with minimal growth

No fee changes in last year

None anticipated in 2019, 2020

Are any of these services funded through client fees, donations, other agency contracts
(DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☒ No

If so, what is the justification for requesting Town funds?

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)
☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

Required Signatures:

Board Chair: Dorothy Hammett

Date: 1-9-19

Executive Director: Kunya Schutz

Date: 1-9-201

Submit to: Thomas Fitzgerald
Town of Simsbury
Town Manager's Office Graduate Intern
933 Hopmeadow Street
Simsbury, CT 06070
OR TMIntern@Simsbury-ct.gov

**Town of Simsbury
FY 2018-19 Agency Grant Application**

APPLICATION FOR FUNDING

The Town of Simsbury has developed a standard application for completion by non-profit, social service agencies requesting funds from the Town. This application is for funding for fiscal year period July 1, 2019 - June 30, 2020. Completed applications with all supporting documentation must be received by the Department of Community and Social Services by **January 18, 2019**.

☐ New Application ☒ **Renewal**

Amount Received in FY 2018-19 \$1645

Agency: North Central Regional Mental Health Board, Inc.

Address: 151 New Park Avenue #14A, Hartford CT 06106

Prepared by: Marcia DuFore Title: Executive Director

e-mail: mdufore@ncrmhb.org Telephone # 860-667-6388

\$1645 Amount Requested from the Town of Simsbury

Specify how the monies requested will be expended:

NCRMHB was created by State Statute to ensure that people in every town receive quality mental health services provided by the State. We formally evaluate state funded behavioral health services available to Simsbury residents, identify and promote development of needed services, and advise the Department of Mental Health and addiction Services (DMHAS) about how well state funded services are caring for people in our towns, what other services are most critically needed at this time, and what service changes or reallocations are recommended.

Effective March 2018, NCRMHB provides technical assistance and support to Local Prevention Councils (including administration of DMHAS funded grants) for capacity building and community planning efforts. This work was previously carried out by CASAC. It has now been incorporated into the work of the merging organization.

NCRMHB manages initiatives to increase awareness of available resources and services including gambling awareness, suicide prevention, NARCAN training and distribution, youth leadership. Many of these initiatives are being accomplished through the expanded scope of our newly merging organization and have not been funded by the town of Simsbury.

Conduct a FY19 Regional Needs Assessment as requested by DMHAS and produce a Regional Priority Report that identifies the region's funding priorities for substance abuse, mental health and problem gambling based on identified needs and gaps. Information will be collected from local, regional, and statewide data sources, community behavioral health providers, local referral organizations, persons in recovery, and family members. NCRMHB will conduct focus groups and interviews to gather feedback about community needs and recommended actions. Results will be communicated in a report to DMHAS officials, combined with other regional reports and used to set regional and state priorities.

Conduct evaluation of Region IV Supported Housing programs for individuals with addiction and/or co-occurring mental health issues.

Stimulate the development of new and needed services in the State of CT. Through lobbying and developing partnerships with DMHAS, NCRMHB continues to foster program developments for age-appropriate mental health and transition services, which help youth and young adults complete their education, gain employment, live independently, and obtain the necessary skills to lead a competent life in the community. Other areas of development include: 1) offering of forums and dialogues with the faith community and general public to promote health equity and address issues of health disparity; 2) expansion of programs and community partnerships that promote employment opportunities for individuals with behavioral health challenges, 3) specialized and integrated care for older adults who whose mental health challenges are further exasperated by co-morbid medical conditions, 4) outreach, information and resources, and advocacy for individuals with disabilities, senior citizens and veterans about disability transit options available to them, 5) outreach, information and resources, and advocacy for the general public about the Opioid epidemic and strategies for prevention and access to treatment and recovery supports, 6) development of partnerships for transforming and expanding CT's behavioral health crisis response system.

Provide information about mental health and addiction issues and initiatives to members to the provider community and members of the general public. NCRMHB will provide and/or facilitate access to information and resources through weekly communications, training programs such as QPR, Mental Health First Aid, and public forums to engage and inform constituents and the public about ways to promote health and wellness in their communities.

Monitor DMHAS response to local issues: We meet monthly with the Commissioner of DMHAS to relate local concerns emanating from our CAC discussions, evaluations, and special projects. We invite town officials to contact us when problems, issues, or questions arise.

If the amount being requested represents an increase from current FY funding, list justification for additional monies:

Total Annual Agency Budget: \$893463

The total operating budget for FY 2019/20 is \$550,256 (\$515,256 from DMHAS operating grant and \$35,000 from town funding. Town funding accounts for 6% of our operating budget for FY 2019/20. Inclusion of grants and other funding

budgeted for specific projects in FY 2019/20 brings the total budget to \$893,463. Such grants do not fund the basic operations required to fulfill our state obligations outlined in our statutes, however we anticipate that the work funded by these targeted funds, such as Mobility Management through Connecticut Department of Transportation, Office of the Healthcare Strategy and the City of Hartford Ryan White Planning Council will be of additional benefit to Simsbury citizens.

Income Source	Amount
DMHAS (Operating Budget (included grants to municipalities for coordination of Local Prevention Councils and prevention activities to address the Opioid epidemic)	\$515,256
Grants and Other Funds for Specific Projects	\$331,043
Other (fundraising and charitable giving)	\$12,164
Municipal Contributions	\$35,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Manchester	4076	4076
Hartford	9000	9000
West Hartford	4428	4428
Bristol	4235	4235
Southington	3014	3014
Others (32)	23159	23159

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

NCRMHB provides needs assessment, services and program advisory services, and development assistance for mental health and addiction programs and services offered in Region IV communities (including Simsbury). The Capitol Region Mental Health Center (CRMHC) is responsible for the provision and oversight of services in the Catchment Area that includes Simsbury. NCRMHB meets regularly with Catchment Area members to involve them in needs assessment, monitoring, and feedback to CRMHC, the CT Department of Mental Health and Addiction Services (DMHAS), and other state officials and legislators.

Starting in March 2018, NCRMHB became responsible for coordinating and supporting the work of Region IV Local Prevention Councils (LPC) to provide funding and technical assistance for substance abuse, problem gambling and mental health promotion activities.

Program recipients are individuals with mental health or addiction concerns, their family members and other citizens who are concerned about mental health and addiction

issues. Social Services, Behavioral Health and other non-profit agencies who partner with NCRMHB also benefit from our work.

Target Population (please check categories):

☒ Children (0-12) (as of March 2018) ☒ Single Adult (18 – 60)
☒ Youth (12-18) (as of March 2018) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH “SERVICE TYPE” THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	31093 (Region IV DMHAS clients)	Not yet available	~ 5% growth 32,650
# of Simsbury Clients	218 (DMHAS Clients)	Not yet available	~ 5% growth 229
Total # of Simsbury Contacts	Not tracked	Not tracked	Not tracked
Average Time spent per Client	Not tracked	Not tracked	Not tracked
Cost per Client/ Unit of Service	.07 per 2010 census	.07 per 2010 census	.07 per 2010 census

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☒ Yes ☐ No


If so, what is the justification for requesting Town funds? _____
DMHAS funding does not cover all of our costs. Our statutory mandate requires that we seek and supplement DMHAS funding from local sources for the needs assessment, services and program monitoring, and advisory functions that support their residents.


Tax status: Agency is ☒ a non-profit 501c3 ☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Agency Mission Statement
5. Current organizational Budget Summary identifying revenues, highlighting all municipal funding.
6. Copy of the IRS 501(c)(3) ruling letter

Required Signatures:

Board Chair:  _____ Date: 1/2/19


Executive Director: _____ Date: 1/2/19

Submit to: Thomas Fitzgerald
Town of Simsbury
Town Manager's Office Graduate Intern
933 Hopmeadow Street
Simsbury, CT 06070

OR TMIntern@Simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2019-20 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2019 - June 30, 2020. Completed applications with all supporting documentation must be received by the Town Manager's Office by **January 18, 2019**.

☐ New Application Request ☒ Renewal Application Request

Agency: McLean for McLean Meals on Wheels Program

Address: 75 Great Pond Road

Prepared by: Victoria Dirienzo Title: Director of Development

e-mail: vickie.dirienzo@mcleancare.org Telephone # 860 658-3702

Amount Requested from the Town of Simsbury for FY 2019-2020: \$ 5,000

Specify how the monies requested will be expended:

No one is ever denied service because of an inability to pay, however, the cost per delivery has been at \$9.50 per person per day for more than 8 years. The actual cost for the delivery per person is over \$20.00 per day. Your grant would be expended in covering the cost of providing this service to Simsbury residents.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

Since 1991 through 2013 the town of Simsbury donated between \$4,000 and \$6,000 per year for the Meals on Wheels program in Simsbury. Since 2014 the annual donation has been \$3,000, however, the use of the program has continued to increase with last year being the highest usage of the program ever.

Total Annual Agency Budget: For the Meals on Wheels Program: \$371,356

Income Source	Amount
Grants from organizations in last fiscal year	\$2,650
Payments from individuals receiving meals	\$68,528
Reimbursement from CCCi	\$72,411
McLean contribution to make up the difference	

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Granby	\$6,000	\$6,000
Avon	did not ask for specific amt	\$500
Simsbury	\$5,000	\$3,000
Canton	did not ask for specific amt	\$3,500
East Granby	did not ask for specific amt	\$1,200

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The Meals on Wheels program serves anyone who is unable to shop and prepare meals for themselves, who has no one to assist them, who is disabled or recovering from surgery.

Each delivery includes a hot meal and a cold meal. They are delivered between 10:30 am and 12:30pm each day.

This year the youngest recipient was 51 years old and the oldest 104. Most are between 85 and 94. The meal delivery is also a chance to say hello to the resident and it may be their only contact of the day. A more complete description of the program is attached to this request.

(Attachments 6+7)

Target Population (please check categories):

☐ Children (0-12) ☐ Single Adult (18 – 60)
☐ Youth (12-18) ☒ Seniors (60+)
☐ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	152	138	145
# of Simsbury Clients or Residents Served	57	58	58
Total # of Simsbury Contacts	7,722	6,843	7,300
Average Time spent per Client or Resident	n/a	n/a	n/a
Cost per Client/ Unit of Service	\$21	\$23	\$22

Are any of these services funded through client fees, donations, other agency contracts
(DSS, DCF, DMHAS), grant funds or private insurance? ☒ Yes ☐ No

If so, what is the justification for requesting Town funds?

None of the grants or payments pay the full price for the preparation and delivery of two meals
daily. The cost to McLean is \$213,567 assuming all of the towns give the same amount as
last year.

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)
☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

Required Signatures:

Board Chair: ^{Sec.} Lisa Clark

Date: 1/15/19

Executive Director: [Signature]

Date: 1/11/19

Submit to: Thomas Fitzgerald
Town of Simsbury
Town Manager's Office Graduate Intern
933 Hopmeadow Street
Simsbury, CT 06070
OR TMIntern@Simsbury-ct.gov

FY 2019/2020 BOARDS AND COMMISSIONS EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>ECONOMIC DEVELOPMENT COMM</u>							
PART-TIME	379	-	1,000	-	-	(1,000)	-100.00%
PUBLIC AGENCY SUPPORT	45,000	45,000	45,000	45,000	45,000	-	0.00%
DUES & SUBSCRIPTIONS	-	-	-	-	150	150	0.00%
Subtotal	45,379	45,000	46,000	45,000	45,150	(850)	-1.85%
<u>TOURISM</u>							
ADVERTISING	-	-	500	-	-	(500)	-100.00%
OFFICE SUPPLIES	-	-	145	-	500	355	244.83%
Subtotal	-	-	645	-	500	(145)	-22.48%
<u>LAND USE COMMISSIONS</u>							
PART-TIME	2,930	1,475	9,500	9,500	10,200	700	7.37%
CONTRACTUAL SERVICES	500	-	-	-	-	-	0.00%
ADVERTISING	5,810	2,809	8,500	8,500	8,700	200	2.35%
COPY & PRINTING SERVICES	875	164	1,500	1,500	1,500	-	0.00%
POSTAGE	1,141	-	-	-	-	-	0.00%
OFFICE SUPPLIES	626	86	600	600	1,100	500	83.33%
CONFERENCES & EDUCATION	-	-	-	-	2,000	2,000	0.00%
DUES & SUBSCRIPTIONS	645	65	2,000	2,000	-	(2,000)	-100.00%
Subtotal	12,527	4,599	22,100	22,100	23,500	1,400	6.33%
<u>HISTORIC DISTRICT COMMISSION</u>							
PART-TIME	578	61	700	700	-	(700)	-100.00%
ADVERTISING	-	-	200	-	-	(200)	-100.00%
OFFICE SUPPLIES	-	-	500	-	-	(500)	-100.00%
Subtotal	578	61	1,400	700	-	(1,400)	-100.00%

FY 2019/2020 BOARDS AND COMMISSIONS EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>PUBLIC BUILDING COMMISSION</u>							
PART-TIME	1,369	765	1,200	1,500	1,600	400	33.33%
OFFICE SUPPLIES	8	-	25	-	25	-	0.00%
Subtotal	1,377	765	1,225	1,500	1,625	400	32.65%
<u>BEAUTIFICATION</u>							
POSTAGE	309	-	-	-	-	-	0.00%
AGRICULTURAL SUPPLIES	2,699	1,770	4,000	4,000	4,050	50	1.25%
FACILITIES MAINTENANCE	81	20	120	120	300	180	150.00%
WATER CHARGES	316	145	500	500	450	(50)	-10.00%
Subtotal	3,406	1,935	4,620	4,620	4,800	180	3.90%

REGISTRAR OF VOTERS

The operations of the office of the Registrars of Voters are governed by the Secretary of the State's office and state statutes. The Registrars of Voters are jointly responsible for the administration of state election laws.

The Department directs all local, state and federal elections and primaries and the Town's budget referendum. The Department hires and trains poll staff, conducts equipment testing and operation, counts absentee votes, reports election results and provides records retention. Registrars supervise voter registration, maintain the list of qualified electors and conduct the annual canvass of registered voters.

FY 18/19 ACCOMPLISHMENTS

- At the fiscal year's mid-point, the registrars have enrolled more than 1,200 new voters.
- Both Registrars completed the University of Connecticut Information Technology Institute certification training.
- Administered high-volume absentee balloting complicated by state-level delays while still completing post-election reporting ahead of deadline.

FY 19/20 TRENDS & KEY ISSUES

The state and national political climate have increased voter participation beyond predicted numbers. Increased enrollment, largely due to new apartment occupants, coupled with a high participation rate, is stretching resources.

FY 19/20 will include Simsbury's municipal election and budget referendum, and a Democratic Presidential Preference Primary. Budgeting should also take into consideration the possibility of a Republican Presidential Preference Primary.

The construction of an expansive assisted living facility adds to our state-mandated assisted balloting requirements.

Current poll worker staffing levels are inadequate to manage the volume of electors participating in elections. More than 18,000 voters are being accommodated at four polling locations.

FY 19/20 GOALS & OBJECTIVES

Goal: Accommodate the growing number of voters casting ballots in Simsbury.

Objective:

- Develop a plan to adequately staff polling places while staying within budget guidelines.

FY 2019/2020 ELECTION ADMINISTRATION EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>ELECTION ADMINISTRATION</u>							
PART-TIME	21,836	28,583	35,400	34,883	36,614	1,214	3.43%
REGISTRARS	52,511	25,139	52,540	52,540	55,167	2,627	5.00%
UNEMPLOYMENT COMPENSATION	-	-	200	-	-	(200)	-100.00%
ADVERTISING	578	570	500	770	-	(500)	-100.00%
COPY & PRINTING SERVICES	5,538	8,456	9,355	9,157	12,405	3,050	32.60%
POSTAGE	1,747	-	-	-	-	-	0.00%
OFFICE SUPPLIES	457	1,169	1,250	1,250	1,600	350	28.00%
PROGRAM SUPPLIES	1,355	1,732	2,540	2,232	2,580	40	1.57%
EQUIPMENT MAINTENANCE	9,302	6,802	16,905	12,377	15,375	(1,530)	-9.05%
CONFERENCES & EDUCATION	2,046	60	1,410	760	1,400	(10)	-0.71%
TRAVEL	94	101	342	200	250	(92)	-26.90%
DUES & SUBSCRIPTIONS	130	75	130	150	130	-	0.00%
Subtotal	95,595	72,687	120,572	114,319	125,521	4,949	4.10%

TOWN CLERK'S OFFICE

It is the mission of the Town Clerk's Office to serve as the liaison between the local government and the residents and patrons of Simsbury, making sure that information is easily accessible and reliably provided, all while delivering the highest quality of customer service.

The Town Clerk's Office receives and maintains extensive records concerning real estate transactions; births, deaths, and marriages; elections, primaries and referenda; meeting minutes for Town boards and commissions; military discharges; hunting and fishing sport licenses; dog licenses; liquor licenses; notaries public; justices of the peace; trade name certificates; and other historical documents that date back to the seventeenth century. State statutes, the Town Charter and local ordinances govern the implementation of duties for this office.

FY 18/19 ACCOMPLISHMENTS

- Applied for and received \$6,500 from the Connecticut State Library as part of the Historic Documents Preservation Program. These funds were utilized to add a storage unit in the Town Clerk's vault that will also serve as public work space. Non Vital-Records (records other than births/deaths/marriages) that were housed in the Vital Records storage room have been moved to this unit. The Vital Records storage room now has the space to house our ever-growing, permanent vital records in an organized and efficient manner.
- Established and began implementing a Records Management Program in order to more effectively and efficiently keep control of our records throughout their life cycle.
- Completed first, full fiscal year accepting land records electronically for recording, about 215 electronic documents were recorded by December 31, 2018.

FY 19/20 TRENDS & KEY ISSUES

In 2014, the Town Clerk's Office issued 756 Absentee Ballots for the State Election. In 2018, the number issued jumped to 1,231, which is a 62.83% increase. In FY 19/20, the Town Clerk's Office will be issuing Absentee Ballots for a Municipal Election in November and possibly two Presidential Primaries in April. There is a strong possibility that this increase in Absentee Voters will continue to appear for future Elections/Primaries. Therefore, it will be necessary for additional hours to be worked during Election seasons to keep up with the volume and to not fall too far behind with our regular daily duties. More and more residents are becoming aware of Absentee Balloting, which could explain the increased numbers.

May 2018 was the first full month that the Town Clerk's Office had the capability of accepting land records electronically. That month, we recorded 4 documents. At the end of November 2018, we are at about 40 documents per month. This number will continue to increase with time, as more and more companies request a customer ID to record electronically with our office. Fewer documents will need to be manually scanned and mailed back to the sender. Therefore, the Town Clerk's Office will be saving resources.

FY 19/20 GOALS & OBJECTIVES

Goal: Apply for the annual Connecticut State Library Historic Documents Preservation Grant to be used for the preservation and conservation of the Town Clerk's permanent records.

Objective:

- Make a list of projects needing to be completed; determine which is most time sensitive in order to use the grant money most effectively and efficiently.

Goal: Begin accepting credit/debit card payments.

Objectives:

- Contract with a debit/credit card processing vendor.
- Set up “Point of Sale” equipment on our computers in order to accept credit/debit cards at the service counter.
- Work with vendor to set up online payment capabilities on the Town Clerk’s webpage.

Goal: Begin accepting deeds/conveyance taxes electronically.

Objectives:

- Work with our land record software vendor to enable the acceptance of deeds/conveyance taxes electronically.
- Create an online account with the Connecticut Department of Revenue Services in order to verify that State conveyances have been paid/proper forms have been filed before recording a deed.

Goal: Replace flooring in vault.

Objective:

- Have carpet removed and replaced with tile that meets the “Standard for Fire-Resistive Vaults and Safes”.

Town Clerk's Office Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Town Clerk	1.00	1.00	1.00
Assistant Town Clerk	2.00	2.00	2.00
Total	3.00	3.00	3.00

FY 2019/2020 TOWN CLERK EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>TOWN CLERK</u>							
FULL-TIME	189,514	93,738	194,712	194,712	196,470	1,758	0.90%
PART-TIME	107	-	-	-	-	-	0.00%
OVERTIME	23	162	500	500	900	400	80.00%
CONTRACTUAL SERVICES	17,950	6,176	17,165	16,500	5,975	(11,190)	-65.19%
ADVERTISING	32	-	160	160	160	-	0.00%
COPY & PRINTING SERVICES	1,052	332	2,800	2,300	2,800	-	0.00%
BANK FEES	-	128	118	130	140	22	18.64%
POSTAGE	2,045	-	-	-	-	-	0.00%
OFFICE SUPPLIES	4,028	3,408	5,599	5,599	5,860	261	4.66%
EQUIPMENT MAINTENANCE	308	-	100	-	-	(100)	-100.00%
CONFERENCES & EDUCATION	355	570	2,025	2,025	3,125	1,100	54.32%
TRAVEL	-	-	355	-	355	-	0.00%
DUES & SUBSCRIPTIONS	245	-	3,275	3,275	3,490	215	6.56%
COMPUTER SOFTWARE	-	-	-	-	13,020	13,020	0.00%
Subtotal	215,659	104,515	226,809	225,201	232,295	5,486	2.42%

FY 2019/2020 TOWN CLERK REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>TOWN CLERK</u>							
LICENSES - SPORT	142	34	200	125	125	(75)	-37.50%
DOG LICENSES	15,436	3,595	13,000	13,000	13,000	-	0.00%
STATE & FEDERAL GRANTS	4,000	-	-	6,500	6,500	6,500	0.00%
CONVEYANCE TAX RECEIPTS	445,166	196,992	400,000	400,000	400,000	-	0.00%
RECORDING FEES	109,553	54,038	120,000	110,000	110,000	(10,000)	-8.33%
FARMLAND PRESERV FEES	2,598	1,312	5,500	2,500	2,500	(3,000)	-54.55%
TOWN CLERK MISC	57,365	31,447	60,000	59,960	-	(60,000)	-100.00%
VITAL RECORD COPY FEES	-	-	-	-	29,500	29,500	0.00%
MARRIAGE LICENSE FEES	-	-	-	-	4,500	4,500	0.00%
TRADE NAME FILING FEE	-	-	-	-	600	600	0.00%
VENDOR PERMIT FEES	-	-	-	-	600	600	0.00%
NOTARY FILING FEES	-	-	-	-	600	600	0.00%
NOTARY CERTIFICATION FEES	-	-	-	-	10	10	0.00%
MAP/LAND RECORD COPY FEES	-	-	-	-	20,000	20,000	0.00%
LIQUOR PERMIT FILING FEES	-	-	-	-	750	750	0.00%
CREMATION/BURIAL PERMIT FEES	-	-	-	-	600	600	0.00%
ASSESSOR AIRPLANE REG FEES	-	-	-	-	1,700	1,700	0.00%
ASSESSORY COPY FEES	-	-	-	-	700	700	0.00%
MISC COPY FEES	-	-	-	-	400	400	0.00%
INSUFFICIENT FUND FEES	100	20	-	40	40	40	0.00%
Subtotal	634,360	287,438	598,700	592,125	592,125	(6,575)	-1.10%

FY 2019/2020 REGIONAL PROBATE COURT EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>REGIONAL PROBATE COURT</u>							
PUBLIC AGENCY SUPPORT	4,380	-	5,426	9,588	9,501	4,075	75.10%
Subtotal	4,380	-	5,426	9,588	9,501	4,075	75.10%

FINANCE

The Finance Department consists of three divisions: Financial Management, Assessment and Tax Collection. Financial Management services include: accounting and bookkeeping, payroll, accounts payable, accounts receivable, treasury management, financial reporting, budget preparation and monitoring, debt management, capital improvement project administration and reporting and grant monitoring.

The Assessor's Office administers the Town's property tax program in accordance with the Connecticut General Statutes. It is responsible to discover, list and value taxable property, including real estate, personal property and motor vehicles. Other responsibilities include maintaining a list of tax-exempt property, administering property tax exemptions, maintaining tax relief programs and providing support services to the Board of Assessment Appeals.

Tax Collection is responsible for the administration of billing and collecting taxes, sewer assessments, sewer use charges, and special assessments.

FY 18/19 ACCOMPLISHMENTS

- Increased the fund balance by \$2.1M by the end of fiscal year 2017/2018 bringing the Town to a 16.52% fund balance reserve.
- Completed the annual financial audit for fiscal year 2017/18 with an unmodified opinion from the audit firm Blum, Shapiro & Co., the highest opinion possible.
- Prepared the fiscal year 2017/18 Comprehensive Annual Financial Report in accordance with the Government Finance Officers Association (GFOA) certificate program.
- Implemented a purchase order system for procurement and trained employees on how to utilize the current accounting system.
- Issued a Request for Qualifications for audit services and granted the award to Blum, Shapiro & Co.
- Updated and implemented a purchasing policy, capital asset policy, and capital non-recurring policy.
- Established the use of Amazon Business as well as purchasing cards as additional forms of procurement.
- Completed the 2017 motor vehicle supplemental list for December billing.
- Completed the annual personal property field survey and 2018 personal property declarations.
- Began creation of the 2018 real estate grand list for timely completion.
- Maintained tax collection rate in excess of 99% while providing pleasant and efficient service to taxpayers.

FY 19/20 TRENDS & KEY ISSUES

The Finance Department will be focused on reviewing its current financial management systems, policies and procedures for quality, effectiveness and efficiency. These items are a priority for the Board of Selectmen as well as the Board of Finance.

New construction, mainly apartment buildings, continues to add to both the grand list and the population. With this, comes the increased use of staff resources to process assessments, tax billing, collection and returned mail.

FY 19/20 GOALS & OBJECTIVES

Goal: Invest in modern financial management systems to improve processes, accountability, and reporting.

Objectives:

- Implement an electronic payroll system.
- Replace current accounting system software with new accounting system that provides better customer support and utilization.
- Implement capital asset software for capital management and tracking in accordance with auditor recommendation.

Goal: Engage in policy and procedure review

Objective:

- Update all financial related policies to be in line with Board of Selectmen and Board of Finance goals and current practice.

Goal: Provide responsible financial management and accurate financial reporting.

Objectives:

- Maintain an unmodified opinion on the annual audit through accurate and timely financial transaction reporting.
- Prepare a Comprehensive Annual Financial Report and apply for the Government Finance Officers Association Certificate for Excellence in Financial Reporting.
- Assist all departments with budget preparation and responsible estimates.
- Apply for the Government Finance Officers Association Distinguished Budget Presentation Award.

Goal: Maintain accurate grand list data and continue data collection for the 2018 grand list. Continue to process and submit reports on all mandated state tax relief programs.

Objectives:

- Conduct field inspections and review building department records in preparation for the October 1, 2019 grand list for new construction, additions, remodels, garages, etc.
- Maintain assessment data that is available through the Town's website, including information found on the Assessor's property record cards.
- Complete the 2019 grand list by January 31, 2020.

Goal: Decrease the amount of outstanding tax balances due to the Town that have accumulated over the past several years.

Objective:

- Host the Town's first comprehensive tax sale in Spring 2019.

Finance Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Accounting:			
Finance Director/Treasurer	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Finance Specialist	1.00	1.00	1.00
Revenue:			
Tax Collector	1.00	1.00	1.00
Tax Clerk	0.83	0.83	0.83
Assessment:			
Assessor	1.00	1.00	1.00
Assistant Assessor	1.00	1.00	1.00
Assessor's Aide	1.00	1.00	1.00
Total	7.83	7.83	7.83

FY 2019/2020 FINANCE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>FINANCE DEPARTMENT</u>							
FULL-TIME	301,920	122,811	288,907	271,161	304,822	15,915	5.51%
PART-TIME	27,338	15,496	-	15,496	-	-	0.00%
OVERTIME	159	711	500	800	1,000	500	100.00%
SEASONAL	-	-	2,000	-	-	(2,000)	-100.00%
BOND INSURANCE	-	381	-	381	-	-	0.00%
CONTRACTUAL SERVICES	26,965	13,290	23,000	13,290	-	(23,000)	-100.00%
ADVERTISING	-	-	400	-	-	(400)	-100.00%
COPY & PRINTING SERVICES	42	-	1,000	-	-	(1,000)	-100.00%
BANK FEES	339	489	500	550	550	50	10.00%
POSTAGE	2,687	-	-	-	-	-	0.00%
OFFICE SUPPLIES	3,706	1,996	3,500	4,000	4,000	500	14.29%
CONFERENCES & EDUCATION	130	75	1,000	75	2,600	1,600	160.00%
DUES & SUBSCRIPTIONS	1,161	290	1,200	1,015	1,440	240	20.00%
COMPUTER SOFTWARE	-	-	-	-	17,939	17,939	0.00%
Subtotal	364,447	155,539	322,007	306,768	332,351	10,344	3.21%
<u>BOARD OF FINANCE</u>							
PART-TIME	1,286	465	2,000	1,345	2,000	-	0.00%
CONTRACTUAL SERVICES	37,600	35,000	38,000	38,100	38,850	850	2.24%
ADVERTISING	3,274	-	1,000	3,500	3,500	2,500	250.00%
COPY & PRINTING SERVICES	473	250	3,500	7,000	900	(2,600)	-74.29%
POSTAGE	-	-	-	-	-	-	0.00%
OFFICE SUPPLIES	153	-	100	150	200	100	100.00%
DUES & SUBSCRIPTIONS	-	-	-	-	250	250	0.00%
Subtotal	42,786	35,715	44,600	50,095	45,700	1,100	2.47%

FY 2019/2020 FINANCE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>TAX DEPARTMENT</u>							
FULL-TIME	94,021	45,993	95,666	95,666	95,666	-	0.00%
PART-TIME	33,708	18,472	32,800	37,850	37,850	5,050	15.40%
OVERTIME	8	55	-	55	-	-	0.00%
SEASONAL	3,425	4,594	3,000	4,594	4,410	1,410	47.00%
BOND INSURANCE	196	401	200	401	-	(200)	-100.00%
CONTRACTUAL SERVICES	33,653	18,180	27,400	27,400	22,665	(4,735)	-17.28%
ADVERTISING	689	-	460	459	709	249	54.13%
COPY & PRINTING SERVICES	499	-	500	500	750	250	50.00%
BANK FEES	5,193	3,871	5,000	5,300	5,500	500	10.00%
POSTAGE	3,036	-	-	-	-	-	0.00%
OFFICE SUPPLIES	487	338	750	750	1,200	450	60.00%
TECHNICAL & PROGRAM SUPPLIES	753	230	650	630	-	(650)	-100.00%
CONFERENCES & EDUCATION	897	222	1,500	1,025	1,625	125	8.33%
DUES & SUBSCRIPTIONS	165	-	200	235	835	635	317.50%
COMPUTER SOFTWARE	-	-	-	-	8,100	8,100	0.00%
Subtotal	176,728	92,356	168,126	174,865	179,310	11,184	6.65%
<u>ASSESSOR'S OFFICE</u>							
FULL-TIME	200,334	105,675	222,935	223,301	222,637	(298)	-0.13%
PART-TIME	4,520	135	714	680	726	12	1.68%
OVERTIME	13	39	-	40	-	-	0.00%
SEASONAL	5,321	-	-	-	-	-	0.00%
CONTRACTUAL SERVICES	24,997	18,950	23,390	23,390	24,420	1,030	4.40%
ADVERTISING	24	26	35	26	30	(5)	-14.29%
COPYING & PRINTING	-	-	-	-	2,950	2,950	0.00%
POSTAGE	1,347	-	-	-	-	-	0.00%

FY 2019/2020 FINANCE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
OFFICE SUPPLIES	461	358	1,200	922	1,080	(120)	-10.00%
EQUIPMENT MAINTENANCE	-	-	375	297	375	-	0.00%
CONFERENCES & EDUCATION	2,366	655	2,200	2,590	3,045	845	38.41%
TRAVEL	166	115	642	400	490	(152)	-23.68%
DUES & SUBSCRIPTIONS	760	595	1,055	900	1,735	680	64.45%
COMPUTER SOFTWARE	-	-	-	-	21,398	21,398	0.00%
Subtotal	240,310	126,547	252,546	252,546	278,886	26,340	10.43%

FY 2019/2020 FINANCE DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>FINANCE DEPARTMENT</u>							
STATE & FEDERAL GRANTS	279,746	-	77,648	77,648	77,648	-	0.00%
HOUSING AUTH PILOT	23,555	25,871	24,000	25,871	25,000	1,000	4.17%
FIRE DISTRICT	6,500	-	6,500	6,500	6,500	-	0.00%
INTEREST ON INVESTMENTS	406,015	310,392	175,000	310,000	250,000	75,000	42.86%
CHANGE IN MARKET VALUE	(8,160)	(4,231)	-	5,000	-	-	0.00%
UNREALIZED GAIN	(74,702)	20,811	-	20,000	-	-	0.00%
SEWER USE FUND	108,989	110,917	110,917	110,917	114,483	3,566	3.22%
Subtotal	741,943	463,759	394,065	555,936	473,631	79,566	20.19%
<u>TAX DEPARTMENT</u>							
TAXES - PRIOR YR COLLECTION	564,059	356,263	401,547	400,000	400,000	(1,547)	-0.39%
TAXES - PRIOR YR REFUNDS	(84,746)	(4,183)	-	(4,183)	-	-	0.00%
TAXES - CURRENT YR COLLECTION	86,747,432	56,546,902	87,148,651	87,148,651	91,229,847	4,081,196	4.68%
INTEREST & LIENS	386,356	166,298	250,000	250,000	250,000	-	0.00%
INSUFFICIENT FUND FEES	260	100	-	100	100	100	0.00%
Subtotal	87,613,361	57,065,380	87,800,198	87,794,568	91,879,947	4,079,749	4.65%
<u>ASSESSOR'S OFFICE</u>							
DISABLED	1,386	1,411	1,400	1,880	1,900	500	35.71%
VETERANS EXEMPTION	5,785	5,087	5,800	5,087	5,100	(700)	-12.07%
Subtotal	7,171	6,498	7,200	6,967	7,000	(200)	-2.78%

INFORMATION TECHNOLOGY

The Information Technology Department has two full-time employees that oversee the daily technology operations of municipal offices, including the offices of the Simsbury Police Department, Simsbury Public Library, Board of Education Central Office, Regional Probate Office and Water Treatment Facilities. In addition, to daily operations the department continues to research and implement technologies that provide cost and administrative efficiencies. The department's staff is committed to providing a superior level of customer service and technical support to maximize technologies adopted by supervised departments. The Department participates in monthly meetings with Simsbury's Technology Task Force and IT Steering Committee on technology activities, issues and recommendations.

FY 18/19 ACCOMPLISHMENTS

- Successfully implemented Cyber security awareness program for Town-wide personnel that consisted of online training modules, educational publications and phishing campaigns.
- Constructed software migration to a new virtual environment platform that provides ease of use and supported services on one screen pane for administrative and managerial utilization.
- Installed Next Generation firewall appliances in two municipal facilities providing increased manageability and implementation of security features and protection levels.
- Deployed laptops for Leadership Team personnel for remote access capabilities within a secured environment utilizing both software and hardware.
- Installed Wi-Fi and mobile devices for vehicle diagnostics and troubleshooting at Public Works garage and roadside.
- Migrated on premise VoIP application to Cloud-based application at Simsbury Public Library.
- Assisted the Simsbury Housing Authority with computer and network technology upgrades.
- Responded to 1,465 service requests from municipal and educational departments with an average completion time of 24 hours or less.

FY 19/20 TRENDS & KEY ISSUES

The IT department will continue to conduct security audits reviews and enhancements of Town technologies. These audits and enhancements allow employees to continue to perform the day to day operations that are increasingly reliant on technology in today's world while also allowing the department to be able to plan for disaster recovery. By continuing the fiber optic build-out and other information transport technologies to the town facilities that don't have them yet we will continue to allow satellite facilities away from the Town Hall to have quick communications and access to shared documents. Cyber security remains a top focus of the department and IT staff will continue to emphasis this with the employee Cyber Security Awareness Program. Finally, the department staff will research the migration of current hyper-convergent equipment.

FY 19/20 GOALS & OBJECTIVES

Goal: Enhance security levels and protection measures for intranet and internet connected technologies.

Objectives:

- Work with all departments to understand internal and external technology needs and implement appropriate security hardware and/or services.
- Continue security audits by MS-ISAC to identify potential risks and remediation when identified.

Goal: Fiber optic build-out to remaining satellite locations providing centralized services.

Objective:

- Work with consultants, vendors and engineering department to support fiber optic deployment.

Goal: Migration of Hybrid telephone application for town offices that include enhanced features including voice mail, conference bridging, and other call handling services.

Objective:

- Work with new telephone vendors and town personnel to implement application and services with minimal downtime.

Goal: Implementation of Office 365 Host Exchange services for municipal offices.

Objectives:

- Develop a cloud-based email environment that will support municipal offices.
- Partner with vendor that will provide project implementation and training of IT staff for project completion within a phased-in approach.

Goal: Re-engineering of business continuity plan and disaster recovery planning.

Objectives:

- Review current plans and documentation with department personnel on best practices and recovery expectations.
- Identify potential risks and remediation when identified.

Information Technology Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Data Processing Manager	1.00	1.00	1.00
Information Technology Analyst	1.00	1.00	1.00
Total	2.00	2.00	2.00

FY 2019/2020 INFORMATION TECHNOLOGY EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>INFORMATION TECHNOLOGY</u>							
FULL-TIME	111,261	55,049	113,232	113,232	226,463	113,231	100.00%
OVERTIME	363	-	-	-	-	-	0.00%
CONTRACTUAL SERVICES	47,170	19,522	69,361	60,498	71,140	1,779	2.56%
POSTAGE	25	-	50	-	-	(50)	-100.00%
OFFICE SUPPLIES	174	137	200	200	-	(200)	-100.00%
TECHNICAL & PROGRAM SUPPLIES	1,993	2,425	3,000	3,000	3,000	-	0.00%
CONFERENCES & EDUCATION	739	199	2,000	2,000	2,000	-	0.00%
MILEAGE	-	-	-	-	700	700	0.00%
DUES & SUBSCRIPTIONS	958	257	1,570	1,570	870	(700)	-44.59%
TECHNICAL & PROGRAM EQUIPMENT	16,157	3,190	15,000	18,000	16,500	1,500	10.00%
COMPUTER SOFTWARE	-	-	-	-	9,707	9,707	0.00%
Subtotal	178,839	80,778	204,413	198,500	330,380	125,967	61.62%

FY 2019/2020 INFORMATION TECHNOLOGY REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>INFORMATION TECHNOLOGY</u>							
CHARGES FOR SERVICES - BOE	-	-	-	-	153,067	153,067	0.00%
Subtotal	-	-	-	-	153,067	153,067	0.00%

PLANNING AND COMMUNITY DEVELOPMENT

The Planning and Community Development Department plays a key role in coordinating and administering the responsibilities of the Town's development and land use planning. This multifaceted task includes the establishment and regulatory implementation of local land use goals and objectives. The Department places high importance on meeting with prospective applicants and landowners to assist with navigating through the land use process.

The Planning Department is responsible for providing staff support for the various land use commissions, such as the Zoning Commission, Planning Commission, Conservation Commission, Zoning Board of Appeals, Design Review Board and the Historic District Commission. The Planning Department is also responsible for implementing the standards of the National Flood Insurance Program, the Connecticut Aquifer Protection Program, and the Inland Wetland/Watercourse Act.

The Building Division administers the Connecticut Building Code which is comprised of a number of model codes including the electric, fire safety, mechanical, plumbing, energy and existing building codes, as well as a number of reference standards including those for accessibility. This is enforced through plan reviews, thousands of site inspections, responding to inquiries, providing information and, when needed, issuing orders to obtain compliance with all of the code requirements. The Department supports the Fire Marshal in responding to fires, is the liaison with public utilities for service approvals and connections, and has the authority to condemn a building or structure due to life-safety concerns.

FY 18/19 ACCOMPLISHMENTS

- Successfully recruited and on-boarded a new Assistant Town Planner, Deputy Building Official, Land Use Clerk, and Code Compliance Officer (anticipated).
- Accepted, processed, tracked and filed 2,033 applications for permits valued at \$71,584,777.
- Performed 2,131 inspections.
- Worked with the Zoning Commission in updating various sections of the Zoning Regulations.
- Assisted the Town Manager's Office in Economic Development initiatives such as updating the Business Development Incentive Policy.
- Worked with various Land Use Commissions in implementing some of the goals and objectives outlined in the 2017 Plan of Conservation and Development.
- Worked with Simsbury Main Street Partnership and the Town Manager's Office to conduct business visitations.
- Updated and streamlined the public gathering application and process.

FY 19/20 TRENDS & KEY ISSUES

One of the Town Manager's priorities is for superior customer service to be provided to our residents and patrons. The Planning Department's primary functions are regulatory in nature and can oftentimes be perceived as unfriendly or cumbersome, resulting in a decreased customer service experience. Staff has been coordinating with the Town Manager's Office to create an open, friendly process for land use applications. This will include an update to the land use process handbook that is customer-oriented and easy-to-understand. Staff has been working on outreach to businesses and property owners to assist in application submittals and requirements. Pre-application meetings are being encouraged with all applicants, including businesses and homeowners, to ensure

understanding of the process and timeframes associated with application submittals. New business and sign application packages are being worked on with Simsbury Main Street Partnership.

Another key issue the Planning Department will be working on involves FEMA's update to the Flood Insurance Study of the Farmington River Basin, which will result in the Flood Insurance Rate Maps being updated. These changes will affect residents' classification for flood insurance determinations. Communication with residents and commissions regarding this project will be essential for the department to ensure proper understanding of how the changes will affect property owners and to ensure that information is available as soon as it is provided by FEMA.

Simsbury and the Farmington Valley have continued to be a very busy place. There are several projects proposed for the upcoming year (i.e. Henry James addition, Simsbury Library renovations, Westminster renovations, etc.) with several that are permitted and currently under construction (i.e., St. Mary's addition, Ridge at Talcott Mountain, Highcroft Place, Cambridge Court, etc.). Compared to historical time periods that were considered boom years, this year's total construction value of \$71.5 million is the 2nd highest since 2000. The 2,033 issued permits is an increase from 1,872 in 2016-17 and is the 3rd highest since 2001. In addition, Simsbury continued to participate in a mutual aid agreement for staffing with Granby, East Granby, Suffield, Canton and Hartland.

FY 19/20 GOALS & OBJECTIVES

Goal: To complete the comprehensive update of the Zoning Regulations

Objective:

- Continue working with the Zoning Commission on a comprehensive rewrite of the Zoning Regulations.

Goal: Update permitting software

Objectives:

- Work with vendors to identify new building permit software for the tracking of permits and inspections. High importance is set upon a system similar to the current permitting software which offers online permit applications to homeowners and contractors.
- A module including the zoning permitting functions is highly desirable in order to streamline the administrative approval process and for tracking purposes.

Goal: Update the development guide in a user friendly format with detailed guidance for residents and developers on the land use process.

Objective:

- Work with the Town Manager's Office, Simsbury Main Street Partnership, Chamber of Commerce and other key stakeholders in developing a comprehensive guidance document.

Goal: Advance the Plan of Conservation and Development's priorities to promote economic development.

Objectives:

- Examine land use processes and land use regulations which pose obstacles or hinder economic development.

- Investigate the current zoning map and identify areas where zone changes would be appropriate to encourage business expansion and growth.
- Identify areas of the Town that need infrastructure updates, such as sewer and fiber optic internet services that are required by business.

Planning and Development Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Planning			
Director of Planning and Community Development	1.00	1.00	1.00
Assistant Town Planner	1.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00
Land Use Specialist	1.00	1.00	1.00
Building			
Land Use Clerk	0.54	0.54	0.54
Building Official	1.00	1.00	1.00
Deputy Building Official	1.00	1.00	1.00
Building Department Specialist	1.00	1.00	1.00
Total	7.54	7.54	7.54

FY 2019/2020 PLANNING AND COMMUNITY DEVELOPMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>COMMUNITY DEVELOPMENT</u>							
FULL-TIME	175,040	90,160	176,414	176,414	-	(176,414)	-100.00%
SEASONAL	-	-	-	-	-	-	0.00%
CONTRACTUAL SERVICES	2,000	1,400	2,500	2,500	-	(2,500)	-100.00%
ADVERTISING	-	-	800	800	-	(800)	-100.00%
COPY & PRINTING SERVICES	302	80	500	500	-	(500)	-100.00%
POSTAGE	-	-	200	-	-	(200)	-100.00%
OFFICE SUPPLIES	365	226	275	275	-	(275)	-100.00%
TECHNICAL & PROGRAM SUPPLIES	-	-	350	350	-	(350)	-100.00%
CONFERENCES & EDUCATION	2,588	-	5,250	5,250	-	(5,250)	-100.00%
DUES & SUBSCRIPTIONS	945	160	2,250	2,250	-	(2,250)	-100.00%
Subtotal	181,240	92,026	188,539	188,339	-	(188,539)	-100.00%
<u>PLANNING DEPARTMENT</u>							
FULL-TIME	162,786	55,819	165,780	165,780	342,018	176,238	106.31%
PART-TIME	-	-	-	-	15,000	15,000	0.00%
CONTRACTUAL SERVICES	1,500	-	2,500	2,500	-	(2,500)	-100.00%
ADVERTISING	-	-	-	-	800	800	0.00%
COPY & PRINTING SERVICES	-	-	450	450	950	500	111.11%
POSTAGE	1	-	-	-	-	-	0.00%
CONFERENCES & EDUCATION	600	80	2,000	2,000	7,250	5,250	262.50%
OFFICE SUPPLIES	812	139	1,200	1,200	1,475	275	22.92%
TECH & PROGRAM SUPPLIES	-	-	-	-	350	350	0.00%
VEHICLE MAINTENANCE	-	-	-	500	500	500	0.00%
GASOLINE	97	-	500	500	500	-	0.00%
DUES & SUBSCRIPTIONS	872	610	1,000	1,000	5,750	4,750	475.00%
Subtotal	166,668	56,648	173,430	173,930	374,593	201,163	115.99%

FY 2019/2020 PLANNING AND COMMUNITY DEVELOPMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>BUILDING DEPARTMENT</u>							
FULL-TIME	165,492	116,484	242,451	242,451	245,434	2,983	1.23%
PART-TIME	17,629	5,964	30,000	30,000	15,000	(15,000)	-50.00%
OVERTIME	22	-	-	-	-	-	0.00%
CONTRACTUAL SERVICES	8,899	9,228	10,000	10,000	-	(10,000)	-100.00%
ADVERTISING	205	38	200	200	200	-	0.00%
COPY & PRINTING SERVICES	80	-	300	300	300	-	0.00%
BANK FEES	364	238	360	360	360	-	0.00%
POSTAGE	646	-	-	-	-	-	0.00%
OFFICE SUPPLIES	2,165	119	1,500	1,500	1,500	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	-	-	100	100	100	-	0.00%
VEHICLE MAINTENANCE	179	134	500	500	500	-	0.00%
GASOLINE	1,246	638	1,500	1,500	1,500	-	0.00%
CONFERENCES & EDUCATION	2,019	965	4,000	4,000	3,000	(1,000)	-25.00%
DUES & SUBSCRIPTIONS	263	313	1,000	1,000	1,000	-	0.00%
COMPUTER SOFTWARE	-	-	-	-	10,000	10,000	0.00%
Subtotal	199,209	134,120	291,911	291,911	278,894	(13,017)	-4.46%

FY 2019/2020 LAND USE COMMISSION REVENUE BUDGET

Historical Data					Town Manager Recommended		
FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate		FY 20 Recommend	FY 20 Change from FY19	% Change
LAND USE COMMISSION							
LAND USE COMMISSION	24,225	14,728	30,000	30,000	30,000	-	0.00%
Subtotal	24,225	14,728	30,000	30,000	30,000	-	0.00%

FY 2019/2020 BUILDING DEPARTMENT REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>BUILDING DEPARTMENT</u>							
BUILDING DEPT FEES	1,170,732	359,178	750,000	750,000	600,000	(150,000)	-20.00%
BUILDING DEPT SERVICES - GOVERNMENTAL	16,583	11,385	48,000	20,000	51,000	3,000	6.25%
Subtotal	1,187,315	370,563	798,000	770,000	651,000	(147,000)	-18.42%

POLICE

The Police Department is a national and state accredited agency empowered by the Town Charter and state statutes to preserve the public peace, prevent crime, apprehend criminals, regulate traffic, protect the rights of person and property and enforce the laws of the state and the ordinance of the Town. The Department operates under a community policing and victim oriented philosophy, delivering a full range of services to include enforcement, investigation, dispatch, medical services, education, prevention and problem-solving and animal control services.

FY 18/19 ACCOMPLISHMENTS

- Upgraded and added to the Department's active threat/life-saving equipment (rifles with suppressors and ballistic helmets and automated external defibrillators in each cruiser).
- Staffing changes included 3 promotions to sergeant, 1 promotion to lieutenant, 1 lateral assignment to detective sergeant, 1 lateral assignment to detective and 2 new hires.
- Conducted a variety of community policing events and initiatives such as the Junior Police Academy, Special Olympics, Medication Drop Box, Cadet Program, etc..
- Maintained national accreditation through CALEA and State of CT.
- Maintained/enhanced school safety initiatives such as 2 school resource officers, participation in mass casualty/active aggressor training at high school and began the Every School, Every Day initiative.
- Trained officers as instructors in self-defense and conducted self-defense training (RAD) for women.
- Homicide Investigation was closed by arrest.
- Grants were used for purchasing ballistic helmets (\$6,000), new/replacement ballistic vests (\$3,237.50), Narcan (opioid overdose reversal drug) and distracted driving events.

FY 19/20 TRENDS & KEY ISSUES

Staffing levels have been a challenge for some years. Retirements/departures, lack of qualified applicants and non-work related injuries have been the three major barriers for maintaining adequate staffing levels. Consistent vacancies have prevented the Department from filling much needed investigative positions (detectives) and traffic enforcement, as well as the ability to efficiently adjust to public safety needs (lengthy investigations, habitual natural occurrences such as heavy winds and snow storms and crime trends/patterns such as thefts from vehicles).

The recent, current and projected growth and development of the community (population, homes, residential communities and commercial buildings) has impacted and will continue to impact the Department's ability to provide services at a deserved level. The range and magnitude of services, investigations and administrative requirements continues to expand due to changing/pending laws and regulations (marijuana), community needs, epidemics (opioid) and internal obligations.

FY 19/20 GOALS & OBJECTIVES

GOAL: Continue to provide enhanced community policing efforts to combat crime and the fear of crime and build trust and legitimacy.

Objectives:

- Seek additional Town interdepartmental efforts for a more coordinated response to community needs.
- Participate in more community groups for assessment, feedback and partnership opportunities.
- Continue to provide or enhance communication to the public through technology.

GOAL: Establish staffing levels and a command structure to support the growing needs of the community.

Objectives:

- Obtain a level and quality of command staff personnel to ensure supervisory and managerial needs.
- Develop strategies to recruit new employees and to prepare employees for growth and future vacancies.

GOAL: Provide technology improvements to support public safety, investigations and effective management.

Objectives:

- Continue to assess the needs, selection and implementation of a new radio system for public safety.
- Equip officers with supportive technology such as body cameras and replace aging technology (e.g. in-car cameras).
- Provide the hardware and software needs to accurately perform real-time crimes analysis and performance measurement.

Police Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Uniformed			
Chief	1.00	1.00	1.00
Captain	1.00	1.00	0.00
Lieutenant	1.00	1.00	2.00
Sergeant	9.00	9.00	9.00
Patrol 1st Class	14.00	18.00	17.00
Patrol Officer	12.00	8.00	9.00
Animal Control Officer	1.00	1.00	1.00
Civilian			
Dispatcher	7.00	7.00	7.00
Records Supervisor	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00
Police Clerk	0.50	0.50	0.50
Administrative Assistant II	1.00	1.00	1.00
Crossing Guard	2.86	2.86	2.86
Total	52.36	52.36	52.36

FY 2019/2020 POLICE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>POLICE DEPARTMENT</u>							
FULL-TIME	3,829,896	1,884,215	3,972,227	3,932,227	3,625,574	(346,653)	-8.73%
PART-TIME	21,244	10,619	22,028	22,028	22,347	319	1.45%
OVERTIME	202,706	113,732	175,000	236,000	200,000	25,000	14.29%
OVERTIME TRAINING	27,794	13,608	35,107	35,107	38,000	2,893	8.24%
SEASONAL	52,642	19,773	53,525	53,000	53,525	-	0.00%
HOLIDAY PAY	151,449	72,277	196,753	166,753	193,000	(3,753)	-1.91%
LONGEVITY	4,075	2,675	4,075	4,075	2,100	(1,975)	-48.47%
COLLECTIVE BARGAINING	62,520	-	7,400	7,400	-	(7,400)	-100.00%
UNIFORM ALLOWANCE	-	43,055	44,370	43,055	45,020	650	1.46%
CONTRACTUAL SERVICES	36,025	26,621	33,970	33,970	61,640	27,670	81.45%
EDUCATION REIMBURSEMENT	-	-	8,000	5,600	11,700	3,700	46.25%
ADVERTISING	45	-	900	900	-	(900)	-100.00%
INVESTIGATIONS	2,207	395	3,750	3,750	2,360	(1,390)	-37.07%
COPY & PRINTING SERVICES	1,000	52	1,000	1,000	1,000	-	0.00%
POSTAGE	1,061	-	-	-	-	-	0.00%
EQUIPMENT RENTALS	3,443	3,192	3,500	3,500	-	(3,500)	-100.00%
OFFICE SUPPLIES	4,999	1,572	5,000	5,000	5,000	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	10,319	9,400	24,000	24,000	26,375	2,375	9.90%
MEDICAL SUPPLIES	5,292	3,458	6,300	6,300	6,170	(130)	-2.06%
CHEMICAL & LAB SUPPLIES	517	-	1,081	1,081	260	(821)	-75.95%
CLOTHES & SAFETY SUPPLIES	6,628	2,802	12,740	12,740	9,985	(2,755)	-21.62%
EQUIPMENT MAINTENANCE	42,829	17,736	50,630	50,630	11,390	(39,240)	-77.50%
VEHICLE MAINTENANCE	7,013	9,701	15,400	15,400	19,370	3,970	25.78%
GASOLINE	59,605	35,995	71,000	71,000	57,860	(13,140)	-18.51%
TELEPHONE SERVICE	8,287	3,080	9,060	9,060	9,000	(60)	-0.66%
PUBLIC AGENCY SUPPORT	20,952	-	-	-	-	-	0.00%

FY 2019/2020 POLICE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
CONFERENCES & EDUCATION	21,329	4,085	25,265	25,265	24,200	(1,065)	-4.22%
DUES & SUBSCRIPTIONS	2,290	1,280	2,290	2,290	3,760	1,470	64.19%
COMPUTER SOFTWARE	-	-	-	-	2,950	2,950	0.00%
Subtotal	4,586,167	2,279,323	4,784,371	4,771,131	4,432,586	(351,785)	-7.35%
<u>DISPATCH</u>							
FULL-TIME	-	-	-	-	485,810	485,810	0.00%
OVERTIME	-	-	-	-	44,000	44,000	0.00%
OVERTIME TRAINING	-	-	-	-	2,000	2,000	0.00%
HOLIDAY PAY	-	-	-	-	11,190	11,190	0.00%
LONGEVITY	-	-	-	-	575	575	0.00%
EDUCATION REIMBURSEMENT	-	-	-	-	-	-	0.00%
CONTRACTUAL SERVICES	-	-	-	-	810	810	0.00%
ADVERTISING	-	-	-	-	900	900	0.00%
TECHNICAL & PROGRAM SUPPLIES	-	-	-	-	340	340	0.00%
CLOTHES & SAFETY SUPPLIES	-	-	-	-	1,325	1,325	0.00%
EQUIPMENT MAINTENANCE	-	-	-	-	6,700	6,700	0.00%
CONFERENCES & EDUCATION	-	-	-	-	3,120	3,120	0.00%
Subtotal	-	-	-	-	556,770	556,770	0.00%
<u>ANIMAL CONTROL</u>							
FULL-TIME	58,021	28,876	60,750	60,750	61,416	666	1.10%
OVERTIME	125	-	1,231	600	1,160	(71)	-5.77%
ADVERTISING	73	-	200	200	200	-	0.00%
COPY & PRINTING SERVICES	413	-	400	400	500	100	25.00%
POSTAGE	735	-	-	-	-	-	0.00%
OFFICE SUPPLIES	-	-	50	50	50	-	0.00%

FY 2019/2020 POLICE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
TECHNICAL & PROGRAM SUPPLIES	758	371	400	400	700	300	75.00%
PARTS SUPPLIES	451	-	600	600	600	-	0.00%
CLOTHES & SAFETY SUPPLIES	402	-	300	300	400	100	33.33%
FEES PAID TO STATE	5,441	5,266	6,500	6,500	6,000	(500)	-7.69%
CONFERENCES & EDUCATION	75	75	100	100	100	-	0.00%
DUES & SUBSCRIPTIONS	-	-	50	50	50	-	0.00%
Subtotal	66,496	34,588	70,581	69,950	71,176	595	0.84%
<u>EMERGENCY MANAGEMENT</u>							
TECH & PROGRAM SUPPLIES	6,558	4,853	6,685	6,685	6,685	-	0.00%
Subtotal	6,558	4,853	6,685	6,685	6,685	-	0.00%

FY 2019/2020 POLICE DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>POLICE DEPARTMENT</u>							
POLICE PERMIT	6,715	3,180	8,000	6,450	6,000	(2,000)	-25.00%
EMERGENCY REPORTING SYSTEM	37,318	-	36,563	36,563	36,563	-	0.00%
CHARGES FOR SERVICES - BOE	-	-	-	-	123,800	123,800	0.00%
COURT FINES	-	-	1,000	-	-	(1,000)	-100.00%
POLICE TRAFFIC TICKETS	4,036	1,779	4,000	3,000	3,000	(1,000)	-25.00%
POLICE FALSE ALARM FEES	6,295	1,760	10,000	6,500	6,500	(3,500)	-35.00%
MISCELLANEOUS	8,142	540	4,000	2,000	2,000	(2,000)	-50.00%
Subtotal	62,506	7,259	63,563	54,513	177,863	114,300	179.82%
<u>ANIMAL CONTROL</u>							
ANIMAL CONTROL FINES	760	255	500	500	500	-	0.00%
Subtotal	760	255	500	500	500	-	0.00%

ENGINEERING

The Town Engineer provides professional planning and engineering services related to various town-owned infrastructure including roadways, bridges, dams, buildings and recreational facilities. The goal of the Engineering Department is to effectively sustain and improve the current quality of life for Simsbury residents and businesses and provide infrastructure solutions to support future economic growth.

The Town Engineer is responsible for managing professional consultants and general contractors in the execution of infrastructure improvement projects. The Town Engineer is also responsible for reviewing development plans and utility improvement projects for consistency with town standards and regulations or with impacts to the public right of way. The Town Engineer is also responsible for administration and management of the Engineering Department staff and also serves as the staff liaison to the Public Building Committee in the execution of projects assigned to that committee.

FY 18/19 ACCOMPLISHMENTS

- Initiated the design phase for the 0.84 mile Bloomfield to Tariffville Multi-Use Trail Connector Project in collaboration with the Town of Bloomfield.
- Initiated the design and permitting phase for the development of a multi-use trail from the Farmington Valley Greenway to Curtiss & Pattison Parks.
- Worked closely with key departments and the Town Manager's Office in responding to the Town's legal appeal to the Deepwater Wind petition to construct a solar generating facility.
- Continued the development of a program for addressing deficiencies of Town owned dams and bridges to extend their useful life, improve safety, and for compliance with current design criteria. Completed a structural inspection and load rating study for the Old Drake Hill Road (Flower) Bridge.
- Initiated RFP development and consultant selection for the Town Facilities Master Plan project.
- Completed the design phase and initiated the construction phase for the Simsbury Public Library Lower Level Improvements project working with the Library Building Committee.
- Completed Eno Memorial Hall Renovations project.
- Obtained a grant in the amount of \$364,000 through the Federal Bridge Preservation Program to fund the rehabilitation of the following Town owned bridges: Barndoor Hills Road over Bissell Brook and Firetown Road Bridge over Bissell Brook.

FY 19/20 TRENDS & KEY ISSUES

The department will continue to execute the successful completion of currently funded capital projects while providing support to development activities currently in the development pipeline. These tasks provide a significant challenge with limited staffing in the department. Changing priorities will require the department to constantly reevaluate our assigned tasks due to uncertainty in anticipating the timing of land use applications.

FY 19/20 GOALS & OBJECTIVES

Goal: Identify baseline requirements for maintaining Town owned buildings and miscellaneous structures in good condition and identify funding requirements to maintain their serviceability.

Objective:

- Complete the Facilities Master Plan study to identify building infrastructure needs for consideration as part of the FY20/21 budget process.

Goal: Advance currently funded infrastructure projects.

Objectives:

- Complete 1 Old Bridge Road passive park improvements.
- Complete the Riverside Road / Drake Hill Road Bridge project.
- Complete the Bloomfield to Tariffville Multi-Use Trail Connector Project.
- Complete design and construction of Lighting Improvements at Simsbury Farms Recreational Complex.
- Complete the design and permitting for the Multi-Use Trail from the Farmington Valley Greenway to Curtiss & Pattison Parks.

Goal: Leverage local funding to leverage possible grant opportunities.

Objectives:

- Seek grant opportunities for bridge rehabilitation projects.
- Seek grant opportunities for future multi-use trail segments.
- Seek infrastructure grants opportunities in support of economic development priorities.

Engineering Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Town Engineer	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Administrative Secretary II	0.86	0.86	0.86
Total	2.86	2.86	2.86

FY 2019/2020 ENGINEERING DEPARTMENT EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>ENGINEERING DEPARTMENT</u>							
FULL-TIME	196,186	96,244	177,630	177,630	202,188	24,558	13.83%
PART-TIME	58,653	22,943	47,158	47,720	47,720	562	1.19%
CONSULTANT	19,246	6,000	31,500	31,500	31,500	-	0.00%
ADVERTISING	-	-	500	500	500	-	0.00%
COPY & PRINTING SERVICES	-	-	100	100	100	-	0.00%
POSTAGE	146	-	-	-	-	-	0.00%
OFFICE SUPPLIES	300	25	400	400	400	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	976	174	1,000	1,000	1,000	-	0.00%
PARTS SUPPLIES	213	-	200	200	200	-	0.00%
EQUIPMENT MAINTENANCE	77	1,254	1,200	1,254	1,350	150	12.50%
VEHICLE MAINTENANCE	61	294	300	300	500	200	66.67%
GASOLINE	229	278	600	600	609	9	1.50%
CONFERENCES & EDUCATION	609	358	1,500	1,500	2,750	1,250	83.33%
DUES & SUBSCRIPTIONS	1,888	865	2,000	1,300	1,210	(790)	-39.50%
COMPUTER SOFTWARE	1,306	400	1,200	1,200	1,200	-	0.00%
Subtotal	279,889	128,834	265,288	265,204	291,227	25,939	9.78%

FY 2019/2020 ENGINEERING DEPARTMENT REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>ENGINEERING DEPARTMENT</u>							
ENGINEERING DEPT FEES	375	193	350	96	50	(300)	-85.71%
CHARGES FOR SERVICES - BOE	-	-	-	-	20,000	20,000	0.00%
Subtotal	375	193	350	96	20,050	19,700	5628.57%

PUBLIC WORKS

The Public Works Department is responsible for effectively managing and maintaining the Town's infrastructure and assets, including: roads; public buildings; fleet; water pollution control; and transfer station in a cost effective manner to benefit the safety and comfort of residents and employees.

Public Works Administration is responsible for the oversight of the other divisions in an efficient and coordinated manner. Work includes preparation and administration of grant applications, preparing bids and requests for proposals, procurement for utilities including electricity, natural gas, fuel oil, gasoline and diesel fuels. The department works closely with the Clean Energy Task Force and Recycling Committee to pursue various green initiatives for the Town.

The Highway Division maintains 165 miles of Town roads. This maintenance work includes paving, storm drainage work, curbing, maintenance of nearly 4,000 catch basins, road-side mowing, traffic signs, pavement markings, guide-rail maintenance and snow plowing. This division is also responsible for tree work along Town roadways in accordance with state law; there are two certified tree wardens on staff.

The Building Maintenance Division is responsible for the internal and external maintenance and safety of Town Hall, Eno Memorial Hall, the Library, six low income residential rental properties, a commuter bus shelter and the Old Tariffville Cemetery.

Public Works contracts for the operation of the bulky waste and recycling facility and management of the closed landfill located at 66 Wolcott Road. Under the Landfill Division, the department tests and monitors groundwater and stormwater in accordance with various state regulations including MS4. As part of this work, the department facilitates the regional collection of household hazardous waste through three regional collections.

FY 18/19 ACCOMPLISHMENTS

- Installed a 110 kWh solar array on the Public Works campus that will provide first year savings of \$11,000.
- Coordinated and held three regional household hazardous waste collections serving nearly 2,000 cars, 725 of which are Simsbury residents.
- Completed the Town's first Pedestrian and Bicycle Master Plan.
- Paved over 12 miles and crack sealed over 16 miles of town roads.
- Received a \$9,500 Bright Ideas Grant that is being used to better monitor the Town's energy use in our buildings. We believe this monitoring will result in future savings.
- Worked on the implementation of the Water Shortage Ordinance, MS4 Stormwater Ordinance, Eno Hall Facility Use Policy, Purchasing Policy and a WPCA Flow Allocation Policy.
- Completed a study of Town Hall space needs to inform a capital project to renovate this facility.
- Worked with the Pedestrian Bicycle Advisory Committee on submitting the Bicycle Friendly Community application; the Town was awarded a silver designation by the League of American Bicyclists.
- Removed 25% of the ash trees in the Town right-of-way that have been infested and killed due to the emerald ash borer.

- Completed over 500 service requests from residents.

FY 19/20 TRENDS & KEY ISSUES

MS4 implementation continues as a mandate from the CT DEEP, and requires all communities to develop new methods for cleaning, maintaining and testing facilities that impact stormwater quality.

The Department is continuing to work on capital improvements to the facility at 66 Town Forest Road; renovations to the Public Works offices are anticipated to be completed during the upcoming year. These improvements will result in a more efficient work space and create a more professional environment for both employees and the public.

The Highway Division will continue to remove the dying ash trees as a result of the infestation of the emerald ash borer.

FY 19/20 GOALS & OBJECTIVES

Goal: Complete the renovation work at the Public Works campus to provide a modern and professional facility for our staff and residents.

Objective:

- Work with the Town Manager and Board of Selectmen to supplement the appropriation for this work to adequately cover the additional costs for the necessary work.

Goal: Successfully manage the infestation of the emerald ash borer impacting our community.

Objectives:

- Safely remove the dead and dying trees alongside Town roadways.
- Provide effective communication to residents on the need for these tree removals.

Public Works Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Administration			
Director of Public Works	1.00	1.00	1.00
Admin Secretary II	1.00	1.00	1.00
Project Administrator	1.00	1.00	1.00
Highway			
Highway Superintendent	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00	1.00	1.00
Highway Sr. Crew Leader	1.00	1.00	1.00
Highway Crew Leader	2.00	2.00	2.00
Heavy Equipment Operator	5.00	5.00	5.00
Truck Driver	8.00	8.00	8.00
Mechanic Driver	1.00	1.00	1.00
Senior Mechanic	1.00	1.00	1.00
Facilities			
Facilities Supervisor	1.00	1.00	1.00
Sr. Building Maintainer	1.00	1.00	1.00
Building Custodian II	3.35	3.35	3.35
Maintenance Custodian	2.00	2.00	2.00
WPCA			
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Engineering Associate	1.00	1.00	1.00
Plant Mechanic	2.00	2.00	2.00
Plant Operator II	2.00	2.00	2.00
Plant Operator III	1.00	1.00	1.00
WPC Process Control Operator	1.00	1.00	1.00
Admin Secretary II	1.00	1.00	1.00
Total	40.35	40.35	40.35

FY 2019/2020 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>PUBLIC WORKS ADMINISTRATION</u>							
FULL-TIME	247,450	103,232	252,094	230,280	257,209	5,115	2.03%
PART-TIME	-	4,292	-	4,292	-	-	0.00%
OVERTIME	627	-	1,200	600	1,000	(200)	-16.67%
CONSULTANT	1,125	1,900	3,500	3,500	-	(3,500)	-100.00%
CONTRACTUAL SERVICES	4,123	3,300	4,700	4,700	9,400	4,700	100.00%
ADVERTISING	64	-	900	1,000	900	-	0.00%
POSTAGE	303	-	-	-	-	-	0.00%
OFFICE SUPPLIES	1,073	1,038	1,000	1,500	1,300	300	30.00%
TECHNICAL & PROGRAM SUPPLIES	1,575	1,708	1,200	2,000	1,600	400	33.33%
CONFERENCES & EDUCATION	2,460	1,926	4,020	4,020	4,020	-	0.00%
DUES & SUBSCRIPTIONS	1,594	1,410	1,565	1,490	1,645	80	5.11%
Subtotal	260,395	118,807	270,179	253,382	277,074	6,895	2.55%
<u>BUILDINGS & MAINTENANCE ADMIN</u>							
FULL-TIME	409,214	203,167	424,583	427,817	440,470	15,887	3.74%
PART-TIME	12,731	5,301	12,965	11,665	12,971	6	0.05%
OVERTIME	23,935	8,421	16,367	22,000	19,000	2,633	16.09%
SEASONAL	-	162	5,252	2,200	4,444	(808)	-15.38%
LAUNDRY SERVICE	4,247	2,631	4,250	4,250	4,250	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	888	110	2,250	2,250	2,250	-	0.00%
BUILDING SUPPLIES	36	598	500	750	500	-	0.00%
VEHICLE MAINTENANCE	4,297	1,151	5,000	4,000	5,000	-	0.00%
GASOLINE	7,413	3,989	8,040	8,000	6,700	(1,340)	-16.67%
CONFERENCES & EDUCATION	305	-	450	400	450	-	0.00%
Subtotal	463,066	225,529	479,657	483,332	496,035	16,378	3.41%
<u>TOWN OFFICES</u>							
CUSTODIAL SERVICES	2,000	-	-	-	-	-	0.00%
BUILDING SUPPLIES	9,102	2,426	6,350	7,000	8,100	1,750	27.56%

FY 2019/2020 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 19				FY 20 Recommend	FY 20 Change from FY19	% Change
	FY 18 Actual	6 Mos. Actual	FY 19 Budget	FY 19 Estimated			
CLEANING SUPPLIES	5,204	929	5,330	5,000	5,530	200	3.75%
EQUIPMENT MAINTENANCE	20,190	4,640	16,750	16,750	18,000	1,250	7.46%
FACILITIES MAINTENANCE	7,353	4,392	5,700	6,000	10,350	4,650	81.58%
WATER CHARGES	2,901	658	3,500	3,500	3,000	(500)	-14.29%
SEWER USE FEES	1,201	1,546	1,300	1,546	1,300	-	0.00%
NATURAL GAS/PROPANE	15,625	1,192	17,000	17,500	20,250	3,250	19.12%
ELECTRIC	83,002	17,393	79,560	75,050	74,725	(4,835)	-6.08%
DIESEL FUEL	-	-	500	350	550	50	10.00%
BUILDING IMPROVEMENTS	4,200	-	9,350	8,000	8,500	(850)	-9.09%
TECHNICAL & PROGRAM EQUIPMENT	598	-	550	550	550	-	0.00%
Subtotal	151,377	33,176	145,890	141,246	150,855	4,965	3.40%
<u>ENO MEMORIAL HALL</u>							
BUILDING SUPPLIES	4,758	2,134	2,900	4,758	4,500	1,600	55.17%
CLEANING SUPPLIES	3,159	1,331	2,400	3,200	3,500	1,100	45.83%
EQUIPMENT MAINTENANCE	12,134	3,528	19,100	16,000	16,500	(2,600)	-13.61%
FACILITIES MAINTENANCE	4,005	5,779	2,500	4,000	4,500	2,000	80.00%
WATER CHARGES	2,132	436	2,000	2,000	2,000	-	0.00%
SEWER USE FEES	642	494	675	495	675	-	0.00%
NATURAL GAS/PROPANE	16,270	867	18,000	17,000	18,000	-	0.00%
ELECTRIC	20,598	4,524	23,400	22,500	22,500	(900)	-3.85%
BUILDING IMPROVEMENTS	-	-	1,000	1,000	4,500	3,500	350.00%
Subtotal	63,698	19,093	71,975	70,953	76,675	4,700	6.53%
<u>MISCELLANEOUS BUILDINGS</u>							
BUILDING SUPPLIES	773	429	900	900	900	-	0.00%
EQUIPMENT MAINTENANCE	517	552	2,200	1,800	2,200	-	0.00%
FACILITIES MAINTENANCE	12,768	3,300	13,700	11,000	12,200	(1,500)	-10.95%
WATER CHARGES	1,193	242	3,000	1,800	3,000	-	0.00%
ELECTRIC	10,124	3,266	10,000	10,000	10,000	-	0.00%

FY 2019/2020 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
HEATING OIL	1,742	-	2,472	2,300	2,563	91	3.68%
Subtotal	27,116	7,790	32,272	27,800	30,863	(1,409)	-4.37%
<u>HIGHWAY - LABOR & EQUIPMENT</u>							
FULL-TIME	1,290,248	633,549	1,332,787	1,320,976	1,338,456	5,669	0.43%
OVERTIME	144,995	27,517	146,500	125,000	149,760	3,260	2.23%
SEASONAL	15,150	7,323	21,008	18,000	21,008	-	0.00%
EQUIPMENT RENTALS	525	300	1,500	1,500	1,500	-	0.00%
LAUNDRY SERVICE	8,760	3,677	8,200	8,200	8,200	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	7,409	1,548	7,800	7,500	7,800	-	0.00%
PARTS SUPPLIES	117,416	57,732	125,000	120,000	120,000	(5,000)	-4.00%
CLOTHES & SAFETY SUPPLIES	11,755	6,475	12,500	12,500	12,500	-	0.00%
OIL & LUBRICANTS	8,750	1,748	8,750	8,570	8,750	-	0.00%
EQUIPMENT MAINTENANCE	12,041	9,967	14,000	13,000	14,000	-	0.00%
VEHICLE MAINTENANCE	13,940	449	14,300	14,000	14,300	-	0.00%
NATURAL GAS/PROPANE	4,773	893	5,000	5,000	5,000	-	0.00%
GASOLINE	24,405	10,814	28,800	25,000	24,360	(4,440)	-15.42%
DIESEL FUEL	59,947	12,747	58,686	50,000	55,628	(3,058)	-5.21%
CONFERENCES & EDUCATION	2,412	162	4,550	4,550	4,550	-	0.00%
DUES & SUBSCRIPTIONS	75	1,630	1,875	1,875	1,875	-	0.00%
TRUCKS	918	181,827	185,000	185,000	5,000	(180,000)	-97.30%
Subtotal	1,723,518	958,356	1,976,256	1,920,671	1,792,687	(183,569)	-9.29%
<u>HIGHWAY - FACILITIES & PROGRAMS</u>							
CONTRACTUAL SERVICES	85,444	23,851	73,500	73,500	100,500	27,000	36.73%
TREE SERVICE	55,000	29,250	55,000	55,000	55,000	-	0.00%
OFFICE SUPPLIES	-	-	-	-	1,200	1,200	0.00%
BUILDING SUPPLIES	3,926	281	4,400	4,400	2,000	(2,400)	-54.55%
CLEANING SUPPLIES	1,084	389	1,500	1,500	1,500	-	0.00%
AGRICULTURAL SUPPLIES	3,039	901	3,200	3,200	3,200	-	0.00%

FY 2019/2020 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 19				FY 20 Recommend	FY 20 Change from FY19	% Change
	FY 18 Actual	6 Mos. Actual	FY 19 Budget	FY 19 Estimated			
TRAFFIC CONTROL SUPPLIES	18,795	2,761	19,000	19,000	19,000	-	0.00%
ROAD & DRAINAGE SUPPLIES	345,002	75,948	355,690	300,000	355,690	-	0.00%
PARTS SUPPLIES	5,450	783	4,000	4,200	4,800	800	20.00%
MISCELLANEOUS SUPPLIES	3,079	331	2,500	2,500	2,850	350	14.00%
EQUIPMENT MAINTENANCE	4,486	585	5,400	5,000	5,400	-	0.00%
FACILITIES MAINTENANCE	28,590	3,342	11,500	12,000	14,500	3,000	26.09%
WATER CHARGES	7,120	2,125	8,500	8,500	8,500	-	0.00%
NATURAL GAS/PROPANE	15,867	1,146	22,000	17,000	17,000	(5,000)	-22.73%
ELECTRIC	23,975	5,096	18,500	14,500	17,000	(1,500)	-8.11%
STREET LIGHTS	25,167	1,691	25,480	25,480	41,000	15,520	60.91%
DUES & SUBSCRIPTIONS	-	-	-	-	1,200	1,200	0.00%
BUILDING IMPROVEMENTS	7,698	5,975	14,800	14,800	14,800	-	0.00%
ROADS & DRAINAGE	62,712	27,856	66,500	66,500	66,500	-	0.00%
SIDEWALKS	2,500	-	2,500	2,500	2,500	-	0.00%
ROAD IMPROVEMENTS	138,466	241,438	300,000	300,000	120,000	(180,000)	-60.00%
Subtotal	837,399	423,750	993,970	929,580	854,140	(139,830)	-14.07%
<u>TRANSFER STATION</u>							
PART-TIME	2,906	-	-	-	-	-	0.00%
CONTRACTUAL SERVICES	28,326	54,735	57,000	55,000	59,000	2,000	3.51%
FACILITIES MAINTENANCE	2,260	2,842	12,000	17,000	7,500	(4,500)	-37.50%
PUBLIC AGENCY SUPPORT	2,094	-	2,500	1,883	2,500	-	0.00%
Subtotal	35,586	57,578	71,500	73,883	69,000	(2,500)	-3.50%

FY 2019/2020 PUBLIC WORKS DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>ENO MEMORIAL HALL</u>							
ENO MEMORIAL HALL RENT	11,310	5,050	2,500	5,050	15,000	12,500	500.00%
MISCELLANEOUS	225	-	-	-	-	-	0.00%
Subtotal	11,535	5,050	2,500	5,050	15,000	12,500	500.00%
<u>HIGHWAY PROGRAMS & FACILITY</u>							
MISCELLANEOUS	4,425	3,013	-	3,013	2,500	2,500	0.00%
SPECIAL ACTIVITIES	-	-	-	-	2,500	2,500	0.00%
Subtotal	4,425	3,013	-	3,013	5,000	5,000	0.00%
<u>TRANSFER STATION</u>							
RESIDENTIAL RECYCLING RE	67,512	370	-	2,000	2,000	2,000	0.00%
Subtotal	67,512	370	-	2,000	2,000	2,000	0.00%

COMMUNITY AND SOCIAL SERVICES

The Community and Social Services Department is comprised of Social Services, Senior Center, and Dial-A-Ride. The mission of the Community and Social Services Department is to assist residents with their social, emotional and financial needs while welcoming the commonalities and diversities of all who walk through our doors. The Department provides a vast array of services to meet identified needs. Our services help residents achieve self-sufficiency, maintain economic well-being and adjust to difficult circumstances and events in their lives. Like Simsbury itself, our services have grown and changed over the years. Today, our major program areas include services to individuals, families, youth, seniors and persons with disabilities.

Each year, the Community and Social Services Department provides service to Simsbury individuals and families through programs which include, but are not limited to: Financial Assistance; Medical Assistance; Food Programs; Holiday Programs; Eviction Assistance; Energy Assistance; Renters' Rebate Program; Information, referrals and notary services. In addition, we offer many services to our seniors and persons with disabilities through the Senior Center, Senior Outreach Program, and the Dial-A-Ride Program.

FY 18/19 ACCOMPLISHMENTS

- Successfully recruited and on-boarded a new Community Social Worker.
- Worked collaboratively with the Engineering department to ensure successful renovations to Eno Memorial Hall.
- Partnered with Simsbury Police, Board of Education, Simsbury Public Library, Community for Care, and the Farmington Valley Health District to support programming on topics related to safety, drug and alcohol abuse prevention, family relations, LGBTQ, health and wellness programming, and mental health concerns.
- Served as an intake site for the Connecticut Energy Assistance Program and facilitated \$135,030 in federal heating assistance in the 2017 heating season. Provided Emergency Energy Assistance with donated dollars in the amount of \$14,197.
- Served as an intake site for the Connecticut Renters' Rebate program helping 138 people apply for and receive a total of \$66,825 in benefits.
- Provided 2,425 Dial-A-Ride passengers a total of 2,318 trips and traveled 14,795 miles. In addition, we provided transportation for 139 out of town medical trips and 20 Senior Center trips.
- Collaborated with the other departments and commissions to offer programs such as: the first Multigenerational Wellness Fair and the first annual Sensory Friendly Santa event.
- Expanded our Senior Center lunch program to include a weekly café style lunch on Tuesdays, now offering lunch twice per week.
- Professional Development for the department included the Director beginning to earn her LCSW, the Senior Center Coordinator completing the ServSafe Food Protection Managers Course, and our Coordinator of Elderly Outreach Services becoming a certified CHOICES counselor.

FY 19/20 TRENDS & KEY ISSUES

Although the economy continues to slowly improve, Simsbury residents continue to struggle with a variety of needs, many of which are related to meeting their basic needs. We have seen an increase in households who are experiencing food insecurity and we work with them to ensure that they have all of the resources possible. Individuals and families continue to struggle with the financial

obligations related to housing and are frequently accessing assistance to pay for rent and energy sources. Staff works hard to provide information on all available resources and referrals are made to appropriate agencies. We also work to ensure that all donated dollars are spent responsibly.

The use of Electronic Nicotine Devices by our youth continues to be on the rise. Our Juvenile Review Board has heard an increase in cases where youth have been in possession of and in use of these devices while in school. The Youth Service Bureau continues to work with Simsbury Public Schools and the Simsbury Public Library to deliver messages of positive youth development. Programming is funded by our department to address a variety of concerns related to nicotine, alcohol and drug use and prevention, and overall health and wellness both physical and mental.

The population of those individuals aged 55 and older continues to grow, highlighting our Senior Center as an important place in our community. We continue to focus on programs that meet the needs of our seniors. The staff of the Senior Center work very closely with the staff of Social Services to ensure that the needs of our most vulnerable seniors are met.

FY 19/20 GOALS & OBJECTIVES

Goal: To develop and implement an improved data collection system to better track statistical data for both client information and program information.

Objectives:

- Identify what client demographics are most useful to track.
- Identify what programmatic data are most useful to track.

Goal: To implement a software system for maintaining client data and information.

Objectives:

- Work with the Information Technology Department to research and determine what is the best product for our use.
- Work with staff to successfully implement new the software system.

Goal: Increase donations to the department.

Objectives:

- Work with staff to determine the best possible method to increase donations.
- Investigate the possibility of having a “Friends of Social Services.”

Social Services Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Director of Social Services	1.00	1.00	1.00
Human Services Aide	1.00	1.00	1.00
Senior Center Coordinator	1.00	1.00	1.00
Senior Center Assistant	1.00	1.00	1.00
Coordinator of Elderly Outreach Services	0.71	0.71	0.71
Community Social Worker	0.00	1.00	1.00
Total	4.71	5.71	5.71

FY 2019/2020 COMMUNITY AND SOCIAL SERVICES EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>SOCIAL SERVICES - ADMINISTRATION</u>							
FULL-TIME	158,719	78,424	204,052	204,052	210,869	6,817	3.34%
PART-TIME	978	-	-	-	24,750	24,750	0.00%
OVERTIME	-	51	-	-	-	-	0.00%
CONTRACTUAL SERVICES	301	2,893	800	800	1,760	960	120.00%
COPY & PRINTING SERVICES	356	-	500	500	500	-	0.00%
POSTAGE	809	-	-	-	-	-	0.00%
YOUTH SERVICES	-	2,363	8,000	8,000	8,000	-	0.00%
OFFICE SUPPLIES	706	965	800	800	1,250	450	56.25%
TECHNICAL & PROGRAM SUPPLIES	897	78	100	100	250	150	150.00%
PUBLIC AGENCY SUPPORT	40,735	12,710	35,645	35,645	42,150	6,505	18.25%
CONFERENCES & EDUCATION	1,736	4,299	7,825	7,825	6,750	(1,075)	-13.74%
DUES & SUBSCRIPTIONS	550	503	850	850	1,470	620	72.94%
Subtotal	205,786	102,285	258,572	258,572	297,749	39,177	15.15%
<u>ELDERLY SERVICES OUTREACH</u>							
PART-TIME	24,118	11,677	24,258	24,258	-	(24,258)	-100.00%
TECH & PROGRAM SUPPLIES	69	-	150	150	-	(150)	-100.00%
Subtotal	24,187	11,677	24,408	24,408	-	(24,408)	-100.00%
<u>SENIOR CENTER</u>							
FULL-TIME	117,744	57,912	120,800	120,800	121,637	837	0.69%
PART-TIME	911	511	8,100	8,100	8,100	-	0.00%
CONTRACTUAL SERVICES	17,678	10,870	17,680	17,680	17,680	-	0.00%
COPY & PRINTING SERVICES	1,000	349	1,000	1,000	1,000	-	0.00%
POSTAGE	3,033	-	-	-	-	-	0.00%
EQUIPMENT RENTALS	576	-	585	585	590	5	0.85%
OFFICE SUPPLIES	746	537	600	600	600	-	0.00%

FY 2019/2020 COMMUNITY AND SOCIAL SERVICES EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
TECHNICAL & PROGRAM SUPPLIES	1,573	759	2,330	2,330	2,330	-	0.00%
EQUIPMENT MAINTENANCE	1,618	343	1,625	1,625	1,630	5	0.31%
Subtotal	144,879	71,281	152,720	152,720	153,567	847	0.55%
<u>SENIOR TRANSPORTATION</u>							
CONTRACTUAL SERVICES	123,532	42,128	123,621	123,621	166,150	42,529	34.40%
Subtotal	123,532	42,128	123,621	123,621	166,150	42,529	34.40%

FY 2019/2020 SENIOR TRANSPORTATION REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>SENIOR TRANSPORTATION</u>							
ELD/HANDICAPPED TRANSPORT	4,740	1,668	6,000	6,680	6,000	-	0.00%
CT DOT TRANSPORTATION GRANT	-	-	-	-	34,050	34,050	0.00%
Subtotal	4,740	1,668	6,000	6,680	40,050	34,050	567.50%

SIMSBURY PUBLIC LIBRARY

The Simsbury Public Library educates and enriches the community by providing free and equal access to information, resources and experiences. It is the community's multigenerational gathering place and destination for early literacy, technology access, hands-on learning and volunteer opportunities.

As a community partner, the Library coordinates programming and services with other Town Departments, including the Senior Center, Parks & Recreation and Public Works, as well as Simsbury Public Schools, local groups, organizations, other libraries and businesses. The award-winning Business Resource Center supports local job seekers, entrepreneurs and the Town's economic development initiatives. The Library's Innovators' Workshop Makerspace provides emerging technologies, a collaborative workspace and opportunities for entrepreneurs and curious learners. Teens can find areas for quiet study, but also a safe space in which to socialize and gain vital leadership and 21st century workforce skills.

Over the next five years, guided by its new strategic plan, the Library will work to create cultural and intergenerational awareness; provide a comfortable, safe place for patrons to visit both physical and virtual; provide opportunities for lifelong learning; promote community resources and services; assist in building successful enterprises, both commercial and nonprofit; and support the informational needs of informed citizens of the local, national and world communities.

FY 18/19 ACCOMPLISHMENTS

- Received the CT Library Association annual award for Outstanding Library Service.
- Planned for the renovation of the Library's lower level to include a new program space which will be partially funded with a CT State Library Construction grant. Construction began December 2018 with anticipated completion May 2019.
- Successfully piloted summer weeklong STEM camps for elementary school aged children to reinforce learning those skills while school is not in session.
- Implemented VOIP phone system as a long-term cost savings measure.
- Supported an increase in use of Innovators' Workshop by 66%.
- Successfully integrated the Borrowing & Technical Services departments and recruited and on-boarded a new Head of Borrowing & Technical Services.

FY 19/20 TRENDS & KEY ISSUES

The Library's Strategic Plan developed through community focus groups identified diversity and providing a comfortable, safe place for residents to visit and gather as high priorities. The Library serves as both a formal and informal community gathering space with over 370,000 visitors in FY 18. In order to continue to meet this need in the now ten year old renovated building, the Library will be undertaking an interior maintenance project and reorganizing spaces to facilitate gathering and increase access to resources. The Library will be focused on providing diverse user-focused programs and services for all ages through a variety of means, in-house and virtually, 24/7, using both the Library staff and community volunteers.

Simsbury will provide leadership for libraries across Connecticut as the Library Director serves a one year term as CT Library Association President.

FY 19/20 GOALS & OBJECTIVES

Goal: Maintain the Library facility as a safe, comfortable community gathering place.

Objectives:

- Complete interior maintenance and reorganization project, ie: painting, flooring and reorganization of both the Adult and Children's areas to support the Library as a gathering space and increase access to collections.
- Seek grant funding to support the reorganization project.
- Collaborate with Public Works to improve safety.

Goal: Invest in the development of Library staff as they are the Library's most valuable asset.

Objectives:

- Cross-train Library staff to increase flexibility and ensure the ability to meet service needs.
- If funding allows, increase hours for the Administrative Secretary position to adequately support Library processes and workflow.
- Develop a formal orientation process to be used in on-boarding Library staff.

Goal: 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 wider audiences.

Objectives:

- Business Resource Center takes an active role in supporting the newly formed Economic Development Commission.
- Work with the Bike/Ped Committee to develop a Book Bike outreach program.

Library Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Administrative			
Library Director	1.00	1.00	1.00
Library Technician	1.00	1.00	1.00
Library Technical Asst	1.00	1.00	1.00
Circulation Asst	2.00	2.00	2.00
Administrative Secretary I - PT	0.70	0.70	0.70
Head of Borrowing	1.00	1.00	1.00
Library Page - PT	1.30	1.30	1.30
Circulation Asst - PT	3.30	3.30	3.30
Adult Services			
Head of Adult Services	1.00	1.00	1.00
Adult Services Librarian	2.50	2.50	2.50
Bus Resource Coordinator	1.00	1.00	1.00
Teen Services Librarian	0.50	0.50	0.50
Adult Services Librarian - PT	0.80	0.80	0.80
Children's Services			
Head of Children Services	1.00	1.00	1.00
Children's Librarian	1.00	1.00	1.00
Library Services Assistant	1.00	1.00	1.00
Library Services Assistant - PT	1.00	1.00	1.00
Circulation Asst - PT	1.00	1.00	1.00
Library Page - PT	0.80	0.80	0.80
Children's Reference Librarian - PT	0.20	0.20	0.20
Total	23.10	23.10	23.10

FY 2019/2020 LIBRARY EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>LIBRARY ADMINISTRATION</u>							
FULL-TIME	331,559	178,060	371,414	371,420	375,258	3,844	1.04%
PART-TIME	122,264	51,126	114,008	114,010	115,440	1,432	1.26%
OVERTIME	646	-	-	-	-	-	0.00%
CONTRACTUAL SERVICES	61,332	61,676	65,452	65,180	68,470	3,018	4.61%
COPY & PRINTING SERVICES	1,883	194	2,500	2,000	2,500	-	0.00%
BANK FEES	320	276	500	500	500	-	0.00%
POSTAGE	181	-	-	-	-	-	0.00%
OFFICE SUPPLIES	2,600	1,840	3,500	3,500	3,350	(150)	-4.29%
TECHNICAL & PROGRAM SUPPLIES	7,934	4,540	8,200	10,000	9,709	1,509	18.40%
INNOVATOR'S WORKSHp SUP	-	-	1,800	-	-	(1,800)	-100.00%
EQUIPMENT MAINTENANCE	26,050	9,755	23,800	23,800	20,280	(3,520)	-14.79%
CONFERENCES & EDUCATION	8,113	3,926	7,000	7,000	7,000	-	0.00%
DUES & SUBSCRIPTIONS	860	960	960	960	1,200	240	25.00%
COMPUTER SOFTWARE	-	-	-	-	3,000	3,000	0.00%
Subtotal	563,741	312,353	599,134	598,370	606,707	7,573	1.26%
<u>LIBRARY - ADULT & YOUNG ADULT</u>							
FULL-TIME	337,065	173,023	353,033	353,040	347,774	(5,259)	-1.49%
PART-TIME	63,691	23,802	43,118	43,120	43,120	2	0.00%
OVERTIME	67	136	-	200	-	-	0.00%
CONTRACTUAL SERVICES	4,460	5,165	10,480	10,480	10,480	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	2,970	957	3,000	3,000	3,000	-	0.00%
REFERENCE MATERIALS	123,966	5,357	-	-	-	-	0.00%
REFERENCE MATERIALS - ADULT	-	26,072	49,260	49,260	49,260	-	0.00%
REFERENCE MATERIALS - BORROWING	-	29,458	50,940	50,940	50,940	-	0.00%
REFERENCE MATERIALS - BRC	-	13,638	16,500	16,500	16,500	-	0.00%
REFERENCE MATERIALS - TEEN	-	2,923	9,000	9,000	9,000	-	0.00%
Subtotal	532,218	280,531	535,331	535,540	530,074	(5,257)	-0.98%

FY 2019/2020 LIBRARY EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>LIBRARY - CHILDREN SERVICES</u>							
FULL-TIME	155,963	88,731	184,731	184,740	187,976	3,245	1.76%
PART-TIME	102,222	47,717	112,301	106,010	112,250	(51)	-0.05%
OVERTIME	141	-	-	-	-	-	0.00%
CONTRACTUAL SERVICES	1,953	1,725	2,000	2,000	2,000	-	0.00%
COPY & PRINTING SERVICES	106	-	100	100	100	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	940	1,641	2,000	2,000	2,000	-	0.00%
REFERENCE MATERIALS	42,183	20,302	38,500	38,500	38,500	-	0.00%
Subtotal	303,508	160,116	339,632	333,350	342,826	3,194	0.94%
<u>LIBRARY - BUILDINGS & GROUNDS</u>							
CUSTODIAL SERVICES	-	-	2,100	2,100	2,100	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	234	121	300	440	300	-	0.00%
BUILDING SUPPLIES	6,933	2,402	6,000	6,000	6,000	-	0.00%
CLEANING SUPPLIES	1,802	53	2,500	2,000	2,000	(500)	-20.00%
EQUIPMENT MAINTENANCE	14,852	2,914	17,500	17,500	17,500	-	0.00%
FACILITIES MAINTENANCE	2,148	1,239	3,000	3,000	3,000	-	0.00%
WATER CHARGES	2,500	1,197	3,366	3,560	3,560	194	5.76%
SEWER USE FEES	1,035	1,237	1,339	1,240	1,340	1	0.07%
NATURAL GAS/PROPANE	21,327	3,683	27,201	22,000	28,040	839	3.08%
ELECTRIC	74,127	27,585	65,983	65,900	65,080	(903)	-1.37%
REFUSE DISPOSAL	2,401	1,213	2,350	2,430	2,430	80	3.40%
Subtotal	127,359	41,644	131,639	126,170	131,350	(289)	-0.22%

FY 2019/2020 LIBRARY REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>LIBRARY</u>							
LIBRARY ROOM RENTALS	2,350	1,150	3,000	2,100	2,800	(200)	-6.67%
LIBRARY FEES/COPY	39,803	12,893	44,000	27,070	19,490	(24,510)	-55.70%
LIBRARY LOST BOOKS	2,037	1,881	2,000	3,100	2,500	500	25.00%
MISCELLANEOUS	45	40	-	50	50	50	0.00%
PASSPORT REVENUE	-	-	-	-	2,100	2,100	0.00%
Subtotal	44,234	15,964	49,000	32,320	26,940	(22,060)	-45.02%

FY 2019/2020 EMPLOYEE BENEFITS EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>EMPLOYEE BENEFITS</u>							
MAJOR MEDICAL INSURANCE	2,382,756	1,343,184	2,556,652	2,556,652	2,775,553	218,901	8.56%
LIFE INSURANCE	37,438	22,604	39,920	37,438	33,760	(6,160)	-15.43%
DISABILITY INSURANCE	32,759	19,183	32,892	32,759	31,141	(1,751)	-5.32%
SOCIAL SECURITY/FICA	785,754	378,608	780,000	760,000	829,007	49,007	6.28%
POLICE PENSIONS	583,558	586,956	586,956	586,956	578,000	(8,956)	-1.53%
TOWN PENSIONS	702,385	725,325	725,325	725,325	619,848	(105,477)	-14.54%
DEFINED CONTRIBUTION	57,936	39,323	55,000	80,000	84,799	29,799	54.18%
UNEMPLOYMENT COMPENSATION	5,924	11,268	5,000	15,000	10,000	5,000	100.00%
CONSULTANT	-	-	-	7,034	7,200	7,200	0.00%
Subtotal	4,588,509	3,126,451	4,781,745	4,801,164	4,969,307	187,562	3.92%

FY 2019/2020 GENERAL LIABILITY INSURANCE EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>GENERAL LIABILITY & INSURANCE</u>							
WORKER'S COMPENSATION	252,000	178,110	222,818	218,100	218,100	(4,718)	-2.12%
LIABILITY, AUTO & PROPERTY	230,232	161,778	217,889	235,633	235,633	17,744	8.14%
FLEET INSURANCE	26,560	26,403	30,079	26,401	-	(30,079)	-100.00%
BOILER INSURANCE	(991)	(1,018)	4,929	-	-	(4,929)	-100.00%
INSURANCE DEDUCTIBLE	5,280	2,975	10,000	10,000	10,000	-	0.00%
Subtotal	513,081	368,247	485,715	490,134	463,733	(21,982)	-4.53%

FY 2019/2020 GENERAL LIABILITY AND INSURANCE REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>GENERAL LIABILITY & INSURANCE</u>							
INSURANCE REFUNDS	57,190	42,123	-	42,123	27,500	27,500	0.00%
Subtotal	57,190	42,123	-	42,123	27,500	27,500	0.00%

FY 2019/2020 OPERATING TRANSFERS AND CASH FOR CAPITAL EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>OPERATING TRANSFERS</u>							
CONTINGENCY RESERVE	-	-	89,670	-	235,687	146,017	162.84%
HEALTH INSURANCE FUND	-	1,000,000	-	1,000,000	-	-	0.00%
CNR-2014	83,250	-	-	-	-	-	0.00%
CNR-2015	83,250	83,250	83,250	83,250	-	(83,250)	-100.00%
CNR-2016	83,250	83,250	83,250	83,250	83,250	-	0.00%
CNR-2017	68,300	68,300	68,300	68,300	68,300	-	0.00%
CNR-2018	108,250	83,250	83,250	83,250	83,250	-	0.00%
CNR-2019	-	83,250	83,250	83,250	83,250	-	0.00%
CNR-2020	-	-	-	-	533,340	533,340	0.00%
SIMSBURY FARMS CONTRIBUTION	299,037	100,000	100,000	100,000	1,219,128	1,119,128	1119.13%
Subtotal	725,337	1,501,300	590,970	1,501,300	2,306,205	1,715,235	290.24%
<u>CASH FOR CAPITAL</u>							
CASH TO CAPITAL	497,835	1,741,500	1,741,500	1,741,500	1,651,410	(90,090)	-5.17%
Subtotal	497,835	1,741,500	1,741,500	1,741,500	1,651,410	(90,090)	-5.17%

FY 2019/2020 OPERATING TRANSFERS REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>OPERATING TRANSFERS</u>							
BELDEN TRUST	-	-	-	-	7,000	7,000	0.00%
DESIGNATED FUND BALANCE	-	-	1,000,000	-	-	(1,000,000)	-100.00%
Subtotal	-	-	1,000,000	-	7,000	(993,000)	-99.30%

FY 2019/2020 DEBT SERVICE EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>DEBT SERVICE</u>							
PRINCIPAL - TOWN	1,832,921	1,272,046	2,607,126	2,607,126	3,113,451	506,325	19.42%
PRINCIPAL - SCHOOLS	2,292,079	322,954	757,874	757,874	1,012,908	255,034	33.65%
INTEREST - TOWN	534,078	272,883	543,952	543,952	599,738	55,786	10.26%
INTEREST - SCHOOLS	221,141	88,129	154,148	154,148	196,721	42,573	27.62%
TEACHERS PENSION CONTRIBUTION	-	-	-	-	304,466	304,466	0.00%
Subtotal	4,880,219	1,956,013	4,063,100	4,063,100	5,227,284	1,164,184	28.65%

WATER POLLUTION CONTROL

Simsbury Water Pollution Control (SWPC) is a customer funded utility owned and operated by the Town of Simsbury. The Simsbury treatment plant also receives wastewater flows from the towns of Avon and Granby. SWPC is responsible for the operation and maintenance of over 80 miles of collection system, five pumping stations and the treatment facility. The department is staffed by a superintendent, an assistant superintendent, four operators, two maintainers, one truck driver, an engineering inspector and an administrative secretary. During the summer, seasonal staff members are used primarily for easement maintenance.

The Water Pollution Control Authority (WPCA) is a body of seven members that oversees the department. They are appointed by the Board of Selectmen and are responsible for establishing, reviewing and enforcing the policies, procedures and fees in connection with the operation and maintenance of Simsbury's sanitary sewer system and wastewater treatment facility.

FY 18/19 ACCOMPLISHMENTS

- Submitted NPDES permit for renewal to CT DEEP.
- Conducted an energy audit of interior lighting at the Water Pollution Control Facility.
- Replaced SCADA (Supervisory Control And Data Acquisition) equipment at the Wolcott Pump Station.
- Upgraded SCADA and controls of the Hayes Road Pump Station.
- Completed sanitary sewer extensions for #560-573B Hopmeadow Street; #318-331 Bushy Hill Road; and #5-9 Phelps Lane.
- Created a Flow Allocation Study Subcommittee and wrote a draft Flow Allocation Policy that is currently under review.
- Received sewer acceptance for Stratton Forest Homeowner's Association.
- Reviewed a request for a possible sanitary sewer extension on Winterset Lane.

FY 19/20 TRENDS & KEY ISSUES

Large scale developments within the Town create more customers for the SWPC. The WPCA will continue to analyze these developments during the initial stages to ensure that collection system and plant capacity is maintained to provide the best service to the users of the system.

FY 19/20 GOALS & OBJECTIVES

Goal: Establish and implement a sewer rehabilitation plan for the sanitary collection system in the Tariffville section of town. This area is the oldest part of the sanitary system.

Objectives:

- To be completed by outside contractors and will be a multi-year project.
- WPC staff will create the bid documents and perform inspections during the project.

Goal: Create a video library of the Simsbury sanitary sewer collection system.

Objective:

- This will be completed by 2 members of the WPC staff utilizing the WPC owned video inspection equipment and will be a multi-year project.

Water Pollution Control Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Engineering Associate	1.00	1.00	1.00
Plant Mechanic	2.00	2.00	2.00
Plant Operator II	2.00	2.00	2.00
Plant Operator III	1.00	1.00	1.00
WPC Process Control Operator	1.00	1.00	1.00
Admin Secretary II	1.00	1.00	1.00
Total	10.00	10.00	10.00

Town of Simsbury
Water Pollution Control Budget
Statement of Revenues, Expenditures and Changes in Fund Balance

	2018	2019	2019	2020
	Actual	Adopted	Estimated	Recommended
Revenues				
WPCA Operating				
Interest on Investments	\$ 2,581	\$ 7,997	\$ 8,000	\$ 7,997
Interest & Liends	27,803	27,000	25,000	25,000
Miscellaneous Grant	12,441	10,037	10,037	10,000
CWF Loan Payment - Avon	293,528	293,528	293,528	293,528
CWF Loan Payment - Granby	116,399	116,399	116,399	116,399
WPCA Fees	580,208	364,763	364,763	479,623
Assessments	3,049,278	3,030,869	3,030,869	3,049,278
Sale of Property	120	5,794	-	-
Insufficient Fund Fees	1,585	-	-	-
Total WPCA Operating	<u>4,083,943</u>	<u>3,856,387</u>	<u>3,848,596</u>	<u>3,981,825</u>
Intergovernmental				
Transfer In - Capital Project Funds	192,008	-	-	-
Total Intergovernmental	<u>192,008</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>4,275,951</u>	<u>3,856,387</u>	<u>3,848,596</u>	<u>3,981,825</u>
Expenditures				
WPCA Operating				
Payroll	794,912	865,344	769,582	894,568
Benefits	381,300	401,290	380,855	433,735
Contractual Services	103,485	113,401	99,638	113,776
Insurance	20,834	21,876	21,876	24,063
Purchased Services	2,200	3,550	2,550	3,550
Office Supplies	2,292	3,700	2,774	3,700
Building Supplies	1,423	4,550	1,740	4,550
Program Supplies	112,644	124,040	119,959	124,040
Equipment Maintenance	24,578	30,240	28,340	30,240
Facilities Maintenance	14,968	17,400	17,000	17,400
Utilities	445,517	506,683	461,298	512,770
Public Agency Support	108,989	110,917	110,917	114,483
Conferences, Dues & Travel	3,504	6,065	2,589	7,065
Sewer Extensions	21,048	32,000	28,000	32,000
Equipment	127,105	88,200	86,000	88,200
Total WPCA Operating	<u>2,164,799</u>	<u>2,329,256</u>	<u>2,133,118</u>	<u>2,404,140</u>
Intergovernmental				
Transfer Out - Capital Project Funds	470,000	430,000	430,000	350,000
Total Intergovernmental	<u>470,000</u>	<u>430,000</u>	<u>430,000</u>	<u>350,000</u>
Debt Service				
Clean Water Loan - Principal	1,040,376	960,452	960,452	960,452
Clean Water Loan - Interest	224,831	304,755	304,755	304,755
Total Debt Service	<u>1,265,207</u>	<u>1,265,207</u>	<u>1,265,207</u>	<u>1,265,207</u>
Total Expenditures	<u>3,900,006</u>	<u>4,024,463</u>	<u>3,828,325</u>	<u>4,019,347</u>
Net Change in Fund Balance	375,945	(168,076)	20,271	(37,522)
Fund Balance - 7/1	<u>4,562,243</u>	<u>4,938,188</u>	<u>4,938,188</u>	<u>4,958,459</u>
Fund Balance - 6/30	<u>\$ 4,938,188</u>	<u>\$ 4,770,112</u>	<u>\$ 4,958,459</u>	<u>\$ 4,920,937</u>

FY 2019/2020 WPCA EXPENDITURE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>WPCA ADMINISTRATION</u>							
FULL-TIME	743,747	352,792	788,950	705,582	816,305	27,355	3.47%
OVERTIME	51,165	25,293	54,924	53,000	56,793	1,869	3.40%
SEASONAL	-	-	21,470	11,000	21,470	-	0.00%
MAJOR MEDICAL INSURANCE	188,723	88,024	200,491	195,000	220,540	20,049	10.00%
LIFE INSURANCE	3,644	2,098	4,202	4,196	4,622	420	10.00%
DISABILITY INSURANCE	2,612	1,503	3,813	3,006	4,194	381	9.99%
SOCIAL SECURITY/FICA	60,916	28,997	66,199	48,674	68,434	2,235	3.38%
TOWN PENSIONS	103,923	107,317	103,923	107,317	111,017	7,094	6.83%
WORKER'S COMPENSATION	21,483	22,662	22,662	22,662	24,928	2,266	10.00%
CONSULTANT	47,820	662	48,000	42,000	48,000	-	0.00%
CONTRACTUAL SERVICES	55,666	28,819	65,401	57,638	65,776	375	0.57%
COMPREHENSIVE PROP & CASUALTY	17,343	18,210	18,210	18,210	20,031	1,821	10.00%
FLEET INSURANCE	2,950	3,098	3,098	3,098	3,408	310	10.01%
BOILER INSURANCE	541	568	568	568	624	56	9.86%
ADVERTISING	1,028	137	1,300	1,100	1,300	-	0.00%
COPY & PRINTING SERVICES	423	499	750	650	750	-	0.00%
POSTAGE	1,329	395	2,200	1,500	2,200	-	0.00%
EQUIPMENT RENTALS	749	350	1,500	800	1,500	-	0.00%
OFFICE SUPPLIES	963	638	1,500	1,274	1,500	-	0.00%
TECH & PROGRAM SUPPLIES	-	774	2,000	1,548	2,000	-	0.00%
BUILDING SUPPLIES	85	-	2,000	-	2,000	-	0.00%
CLEANING SUPPLIES	1,214	331	2,300	1,500	2,300	-	0.00%
AGRICULTURAL SUPPLIES	125	149	250	240	250	-	0.00%
ROAD & DRAINAGE SUPPLIES	3,169	-	11,000	9,800	11,000	-	0.00%
CHEMICAL & LAB SUPPLIES	47,241	8,571	48,075	48,000	48,075	-	0.00%
PARTS SUPPLIES	52,490	34,129	52,000	51,500	52,000	-	0.00%
CLOTHES & SAFETY SUPPLIES	7,627	3,305	8,165	6,611	8,165	-	0.00%
OIL & LUBRICANTS	2,117	149	2,800	2,500	2,800	-	0.00%

FY 2019/2020 WPCA EXPENDITURE BUDGET

EQUIPMENT MAINTENANCE	17,266	9,338	22,740	22,000	22,740	-	0.00%
VEHICLE MAINTENANCE	7,312	2,559	7,500	6,340	7,500	-	0.00%
FACILITIES MAINTENANCE	14,968	4,535	17,400	17,000	17,400	-	0.00%
WATER CHARGES	6,825	1,936	6,398	6,900	7,970	1,572	24.57%
NATURAL GAS/PROPANE	28,340	9,615	31,850	30,500	32,150	300	0.94%
ELECTRIC	263,296	130,299	288,845	260,598	290,489	1,644	0.57%
GASOLINE	10,837	5,818	14,250	13,500	17,121	2,871	20.15%
TELEPHONE SERVICE	3,438	1,528	5,140	4,800	4,840	(300)	-5.84%
REFUSE DISPOSAL	132,780	50,120	160,200	145,000	160,200	-	0.00%
PUBLIC AGENCY SUPPORT	108,989	110,917	110,917	110,917	114,483	3,566	3.22%
CONFERENCES & EDUCATION	2,589	441	3,565	882	4,565	1,000	28.05%
TRAVEL	398	104	1,000	207	1,000	-	0.00%
DUES & SUBSCRIPTIONS	517	345	1,500	1,500	1,500	-	0.00%
SEWER EXTENSIONS	21,048	4,989	32,000	28,000	32,000	-	0.00%
TECHNICAL & PROGRAM EQUIPMENT	349	-	1,200	1,000	1,200	-	0.00%
MACHINERY	126,756	9,201	87,000	85,000	87,000	-	0.00%
Subtotal	2,164,799	1,071,215	2,329,256	2,133,118	2,404,140	74,884	3.21%
<u>OPERATING TRANSFERS</u>							
CAPITAL PROJECTS	470,000	430,000	430,000	430,000	350,000	(80,000)	-18.60%
Subtotal	470,000	430,000	430,000	430,000	350,000	(80,000)	-18.60%
<u>DEBT SERVICE</u>							
CLEAN WATER - PRINCIPAL	1,040,376	528,036	960,452	960,452	960,452	-	0.00%
CLEAN WATER - INTEREST	224,831	104,567	304,755	304,755	304,755	-	0.00%
Subtotal	1,265,207	632,604	1,265,207	1,265,207	1,265,207	-	0.00%
TOTAL WPCA EXPENDITURE:	3,900,006	2,133,819	4,024,463	3,828,325	4,019,347	(5,116)	-0.13%

FY 2019/2020 WPCA REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
WPCA							
INTEREST ON INVESTMENTS	2,581	6,249	7,997	8,000	7,997	-	0.00%
INTEREST & LIENS	27,803	15,738	27,000	25,000	25,000	(2,000)	-7.41%
MISCELLANEOUS GRANT	12,441	10,037	10,037	10,037	10,000	(37)	-0.37%
CWF LOAN PAYMENT - AVON	293,528	146,764	293,528	293,528	293,528	-	0.00%
CWF LOAN PAYMENT - GRANBY	116,399	58,200	116,399	116,399	116,399	-	0.00%
WPCA FEES	580,208	301,061	364,763	364,763	479,623	114,860	31.49%
ASSESSMENTS	3,049,278	2,485,718	3,030,869	3,030,869	3,049,278	18,409	0.61%
SALE OF PROPERTY	120	-	5,794	-	-	(5,794)	-100.00%
INSUFFICIENT FUND FEES	1,585	20	-	-	-	-	0.00%
CAPITAL PROJECT FUNDS	192,008	-	-	-	-	-	0.00%
TOTAL WPCA REVENUE	4,275,951	3,023,786	3,856,387	3,848,596	3,981,825	125,438	3.25%

Town of Simsbury
Residential Property Special Revenue Fund
Statement of Revenues, Expenditures and Changes in Fund Balance

	2018	2019	2019	2020
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Recommended</u>
Revenues				
Rents	\$ 73,298	\$ 36,423	\$ 71,820	\$ 64,638
Total Revenues	<u>73,298</u>	<u>36,423</u>	<u>71,820</u>	<u>64,638</u>
Expenditures				
Operating Expenditures				
Contractual Services	8,250	13,000	13,000	15,450
Building Supplies	-	500	500	500
Equipment Maintenance	8,025	650	650	1,250
Facilities Maintenance	2,646	8,300	8,300	5,500
Water Charges	1,221	1,250	1,250	1,350
Sewer Use Fees	1,179	2,200	2,200	1,300
Electric	-	500	500	1,000
Building Improvements	-	1,500	2,950	2,500
Total Operating Expenditures	<u>21,320</u>	<u>27,900</u>	<u>29,350</u>	<u>28,850</u>
Debt Service				
Housing Loan - Principal	7,931	8,031	8,031	8,111
Housing Loan - Interest	596	492	492	411
Total Debt Service	<u>8,527</u>	<u>8,523</u>	<u>8,523</u>	<u>8,522</u>
Total Expenditures	<u>29,847</u>	<u>36,423</u>	<u>37,873</u>	<u>37,372</u>
Net Change in Fund Balance	43,451	-	33,947	27,266
Fund Balance - 7/1	<u>259,872</u>	<u>303,322</u>	<u>303,322</u>	<u>337,269</u>
Fund Balance - 6/30	<u>\$ 303,322</u>	<u>\$ 303,322</u>	<u>\$ 337,269</u>	<u>\$ 364,535</u>

CULTURE, PARKS AND RECREATION

The Culture, Parks and Recreation Department seeks to provide quality recreation and leisure opportunities which contribute to the well-being, needs and interests of the community. The programs and services provided by the department contribute to Simsbury's outstanding quality of life enjoyed by residents and are essential to the town's health, welfare and economic vitality.

The department is responsible for the maintenance of all parks, athletic fields, school fields, the mowing of many trails and the Simsbury Farms Recreation Complex and Golf Course. The Culture, Parks and Recreation department also assists with many community events and develops programming to meet the needs of residents of all ages. The department also coordinates with local sports associations on scheduling of field use.

FY 18/19 ACCOMPLISHMENTS

- Developed and implemented training and procedures for aquatic staff to ensure the proper operation of the new filtration and chlorine systems at Simsbury Farms
- Initiated and completed schedule updates with major user groups at Simsbury Farms Pool and Ice Rink to maximize usage and increase revenue.
- Completed construction on the renovation of the Simsbury Farms pools and mechanicals. Coordinated repair work and upgrades to Memorial Park Wading Pool.
- Coordinated construction on a cost saving natural gas line at Simsbury Farms Complex.
- Facilitated preparatory work at Curtiss Park so that the Simsbury Soccer Club could host Spring and Fall Youth State Soccer Championships in Simsbury. These events brought thousands of families to Simsbury.
- Successfully completed Hole #5 green renovation on the golf course.
- Conducted a Golf Course Irrigation System study to evaluate current efficiency and identify a system replacement timeline.
- Initiated the planning process for a new Parks and Open Space Master Plan.

FY 19/20 TRENDS & KEY ISSUES

The overall fiscal health of the Simsbury Farms Revenue Fund has been identified as an area of focus. Staff is working to find new ways to cost effectively market department programs and services in an evolving market place. The Culture, Parks, and Recreation Department will be evaluating new marketing strategies using social media platforms and available local media outlets in order to gain visibility and recognition of our offered programs and initiatives. Effectively rolling out a new point of sale system to improve the overall customer experience and a new "one rate" fee schedule will be areas of priority for the Golf Course. The golf course staff continues to upgrade its drainage systems in an effort to allow the course to open for play after major rain events in a more timely fashion. The Department will continue to seek additional Parks Division staffing to meet not only current levels of service but the growing demand for enhanced trail and field maintenance. The new Simsbury Celebrates volunteer committee began work in July 2018, and Recreation Department staff will continue assisting and supporting the work of this group. Simsbury's 350th anniversary will be celebrated in 2020 and department staff is excited to support the work of the volunteer steering committee wherever possible.

FY 19/20 GOALS & OBJECTIVES

Goal: Increase visibility of the Departments services and programs via creative and cost effective marketing.

Objectives:

- Work with and learn from the successes of other local agencies.
- Increase efforts between C, P, & R department divisions to cross market programs and services.
- Work with current website developer to streamline online program listings and offer more filters for improved online registration customer experience.

Goal: Advance the Board of Selectmen's goal to preserve open space and develop assets that highlight community character.

Objectives:

- Ensure successful completion of the open space master plan and begin implementation.
- Work with Open Space Committee and Town Manager's Office to develop open space acquisition criteria and guidelines.

Goal: Analyze the key financial issues related to the Simsbury Farms Special Revenue Fund and make recommendations for addressing those issues.

- Work with the Town Manager's Office and Finance Department to identify measures to improve the financial sustainability of the Fund.
- Increase programming options and develop partnerships with local agencies.
- Enhance marketing of facility rental options to increase revenues.
- Increase golf revenue opportunities through creative marketing and partnerships.

Goal: Increase participation in department programs and events.

- Initiate a new swim marketing campaign "Everyone in the Pool" to increase swim lesson participation and enhance community water safety awareness.
- Develop new program initiatives including a variety of unique special events to broaden the customer base and enhance department's image in the community.
- Utilize full capabilities of new golf course Point Of Sale system to enhance online bookings and communication with golfing public.

Culture, Parks and Recreation Staffing	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Admin & Recreation			
Director of Culture, Parks and Rec	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00
Admin Secretary I	1.00	1.00	1.00
Parks			
Parks Superintendent	1.00	1.00	1.00
Parks Foreman	1.00	1.00	1.00
Parks Crew Leader			1.00
Mechanic - Parks	1.00	1.00	1.00
Parks Maintainer I	1.00	1.00	1.00
Parks Maintainer II	5.00	5.00	4.00
Golf			
Golf Course Superintendent	1.00	1.00	1.00
Assistant Golf Course Superintendent	1.00	1.00	1.00
Golf Maintainer - PT	1.00	1.00	1.00
Mechanic - Golf	1.00	1.00	1.00
Golf Maintainers - PT (5@ 800 hrs)	2.00	2.00	2.00
Total	19.00	19.00	19.00

Town of Simsbury
Simsbury Parks & Recreation Budget
Statement of Revenues, Expenditures and Changes in Fund Balance

	2018	2019	2019	2020
	Actual	Adopted	Estimated	Recommended
Revenues				
Recreation Programs				
Special Programs	\$ 287,719	\$ 284,200	\$ 314,560	\$ 331,675
Sponsorships/Advertising	1,146	4,500	-	-
Day Camps	147,894	140,000	137,947	148,000
Charges for Services	-	-	-	192,350
Total Recreation Programs	<u>436,759</u>	<u>428,700</u>	<u>452,507</u>	<u>672,025</u>
Simsbury Farms Complex				
Skating	192,891	218,000	196,000	202,466
Simsbury Farms Pools	176,769	189,400	180,000	183,000
Concessions	20,863	29,900	22,500	23,500
Court Rental	22,177	24,000	19,500	23,000
Apple Barn Rental	5,936	3,500	2,500	4,000
Miscellaneous	10,697	-	40	1,000
Total Simsbury Farms Complex	<u>429,332</u>	<u>464,800</u>	<u>420,540</u>	<u>436,966</u>
Golf Course				
Golf Course Fees	795,908	920,000	760,000	890,587
Golf Surcharge	-	42,000	32,000	46,104
Restaurant Rent	30,136	26,500	26,500	26,500
Total Golf Course	<u>826,044</u>	<u>988,500</u>	<u>818,500</u>	<u>963,191</u>
Intergovernmental				
Transfer In - General Fund	299,037	100,000	100,000	1,219,128
Total Intergovernmental	<u>299,037</u>	<u>100,000</u>	<u>100,000</u>	<u>1,219,128</u>
Total Revenues	<u>1,991,172</u>	<u>1,982,000</u>	<u>1,791,547</u>	<u>3,291,310</u>
Expenditures				
Recreation Administration	-	-	-	93,287
Parks & Recreation - Maintenance	-	-	-	1,076,352
Memorial Field	-	-	-	28,982
Memorial Pool	-	-	-	57,699
Golf Course	876,509	901,398	880,186	946,418
Simsbury Farms Complex	464,535	479,736	502,341	497,191
Special Programs	413,805	388,078	422,409	438,144
Simsbury Farms Administration	235,177	212,771	210,794	233,006
Total Expenditures	<u>1,990,026</u>	<u>1,981,983</u>	<u>2,015,730</u>	<u>3,371,079</u>
Net Change in Fund Balance	1,146	17	(224,183)	(79,769)
Fund Balance - 7/1	<u>30,679</u>	<u>31,825</u>	<u>31,825</u>	<u>(192,358)</u>
Fund Balance - 6/30	\$ <u>31,825</u>	\$ <u>31,842</u>	\$ <u>(192,358)</u>	\$ <u>(272,127)</u>

FY 2019/2020 PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>RECREATION - ADMINISTRATION</u>							
FULL-TIME	54,676	23,101	47,382	47,382	50,577	3,195	6.74%
MAJOR MEDICAL INSURANCE	-	-	-	-	8,965	8,965	0.00%
LIFE INSURANCE	-	-	-	-	450	450	0.00%
DISABILITY INSURANCE	-	-	-	-	128	128	0.00%
SOCIAL SECURITY/FICA	-	-	-	-	3,838	3,838	0.00%
TOWN PENSIONS	-	-	-	-	7,950	7,950	0.00%
CONTINGENCY	-	-	-	-	18,534	18,534	0.00%
ADVERTISING	282	-	440	440	440	-	0.00%
COPY & PRINTING SERVICES	250	-	250	250	620	370	148.00%
POSTAGE	600	-	-	-	-	-	0.00%
OFFICE SUPPLIES	532	807	450	807	650	200	44.44%
EQUIPMENT MAINTENANCE	653	169	300	475	620	320	106.67%
DUES & SUBSCRIPTIONS	1,049	260	700	515	515	(185)	-26.43%
Subtotal	58,043	24,336	49,522	49,869	93,287	43,765	88.38%
<u>PARKS & OPEN SPACE - MAINTENANCE</u>							
FULL-TIME	483,023	238,759	492,761	492,761	622,049	129,288	26.24%
OVERTIME	22,942	7,630	19,179	25,000	25,000	5,821	30.35%
SEASONAL	15,937	11,744	24,250	24,240	24,240	(10)	-0.04%
MAJOR MEDICAL INSURANCE	-	-	-	-	102,871	102,871	0.00%
LIFE INSURANCE	-	-	-	-	5,692	5,692	0.00%
DISABILITY INSURANCE	-	-	-	-	1,617	1,617	0.00%
SOCIAL SECURITY/FICA	-	-	-	-	50,265	50,265	0.00%
TOWN PENSIONS	-	-	-	-	100,772	100,772	0.00%
EQUIPMENT RENTALS	6,723	2,408	5,565	7,000	6,600	1,035	18.60%
LAUNDRY SERVICE	2,113	2,238	2,200	2,400	2,200	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	530	62	260	400	500	240	92.31%
BUILDING SUPPLIES	3,899	1,010	4,800	5,000	4,800	-	0.00%

FY 2019/2020 PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
CLEANING SUPPLIES	1,412	650	2,100	2,200	2,100	-	0.00%
AGRICULTURAL SUPPLIES	8,261	2,320	6,900	7,500	8,000	1,100	15.94%
ROAD & DRAINAGE SUPPLIES	4,814	369	3,600	3,600	4,160	560	15.56%
PARTS SUPPLIES	17,256	2,784	13,600	16,000	14,000	400	2.94%
CLOTHES & SAFETY SUPPLIES	1,437	2,091	2,900	2,900	2,900	-	0.00%
OIL & LUBRICANTS	540	-	1,100	1,200	1,100	-	0.00%
EQUIPMENT MAINTENANCE	5,494	1,975	7,000	7,000	7,000	-	0.00%
VEHICLE MAINTENANCE	2,272	1,952	2,500	2,800	2,500	-	0.00%
FACILITIES MAINTENANCE	31,388	12,341	34,000	34,000	34,825	825	2.43%
WATER CHARGES	24,331	8,225	12,000	16,000	14,000	2,000	16.67%
NATURAL GAS/PROPANE	2,020	798	2,800	2,800	2,800	-	0.00%
ELECTRIC	14,266	4,290	13,000	16,000	13,000	-	0.00%
GASOLINE	16,654	4,827	18,285	18,285	13,601	(4,684)	-25.62%
DIESEL FUEL	5,160	1,234	5,441	5,441	9,460	4,019	73.87%
DUES & SUBSCRIPTIONS	-	-	300	300	300	-	0.00%
Subtotal	670,474	307,707	674,541	692,827	1,076,352	401,811	59.57%
<u>PARKS & OPEN SPACE - MEMORIAL FIELD</u>							
SEASONAL	10,277	3,779	8,080	8,080	8,080	-	0.00%
SOCIAL SECURITY/FICA	-	-	-	-	618	618	0.00%
BUILDING SUPPLIES	623	248	800	1,000	1,000	200	25.00%
AGRICULTURAL SUPPLIES	3,165	2,822	5,100	5,100	5,100	-	0.00%
PARTS SUPPLIES	4,381	1,057	3,300	4,000	3,800	500	15.15%
EQUIPMENT MAINTENANCE	2,427	-	2,400	2,700	2,800	400	16.67%
VEHICLE MAINTENANCE	478	-	200	600	500	300	150.00%
WATER CHARGES	671	-	5,800	5,800	5,800	-	0.00%
GASOLINE	630	300	661	800	660	(1)	-0.15%
DIESEL FUEL	580	-	610	700	624	14	2.30%
Subtotal	23,231	8,207	26,951	28,780	28,982	2,031	7.54%

FY 2019/2020 PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>PARKS & OPEN SPACE - MEMORIAL POOL</u>							
OVERTIME	419	528	-	528	600	600	0.00%
SEASONAL	28,051	19,443	28,692	28,692	28,692	-	0.00%
SOCIAL SECURITY/FICA	-	-	-	-	2,241	2,241	0.00%
OFFICE SUPPLIES	-	-	-	-	500	500	0.00%
TECHNICAL & PROGRAM SUPPLIES	-	-	-	-	500	500	0.00%
BUILDING SUPPLIES	1,699	373	2,000	2,000	2,000	-	0.00%
CLEANING SUPPLIES	906	585	600	800	600	-	0.00%
MEDICAL SUPPLIES	-	-	-	-	300	300	0.00%
CHEMICAL & LAB SUPPLIES	3,658	2,972	2,940	3,500	2,940	-	0.00%
PARTS SUPPLIES	179	300	1,500	1,500	1,500	-	0.00%
EQUIPMENT MAINTENANCE	1,350	928	2,500	2,500	2,500	-	0.00%
WATER CHARGES	8,523	7,669	7,500	8,500	7,500	-	0.00%
SEWER USE FEES	3,426	3,425	3,426	3,426	3,426	-	0.00%
ELECTRIC	2,061	1,009	1,850	2,000	2,000	150	8.11%
REFUSE DISPOSAL	3,234	1,388	2,400	2,400	2,400	-	0.00%
Subtotal	53,506	38,619	53,408	55,846	57,699	4,291	8.03%
<u>SPECIAL PROGRAMS</u>							
FULL-TIME	73,912	36,181	74,096	74,096	76,927	2,831	3.82%
OVERTIME	631	1,762	500	1,900	1,500	1,000	200.00%
SEASONAL	68,923	53,558	74,311	74,311	74,800	489	0.66%
MAJOR MEDICAL INSURANCE	15,635	13,049	8,303	25,540	27,944	19,641	236.55%
LIFE INSURANCE	348	216	295	372	372	77	26.10%
DISABILITY INSURANCE	230	156	215	268	268	53	24.65%
SOCIAL SECURITY/FICA	11,078	7,000	10,760	10,760	11,471	711	6.60%
TOWN PENSIONS	10,895	11,251	11,805	11,251	11,805	-	0.00%
CONTRACTUAL SERVICES	195,783	132,162	168,882	185,000	192,258	23,376	13.84%
ADVERTISING	608	-	400	400	400	-	0.00%
SPECIAL ACTIVITIES	10,618	1,425	9,238	9,238	10,580	1,342	14.53%

FY 2019/2020 PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
COPY & PRINTING SERVICES	1,999	188	2,200	2,200	2,500	300	13.64%
BANK FEES	11,449	5,301	11,500	11,500	11,500	-	0.00%
EQUIPMENT RENTALS	5,890	4,845	9,895	9,895	9,895	-	0.00%
TECH & PROGRAM SUPPLIES	5,259	2,132	5,153	5,153	5,150	(3)	-0.06%
MEDICAL SUPPLIES	512	-	525	525	625	100	19.05%
CONFERENCES & EDUCATION	35	-	-	-	150	150	0.00%
Subtotal	413,805	269,227	388,078	422,409	438,144	50,066	12.90%
<u>SIMSBURY FARMS ADMINISTRATION</u>							
SPLIT TIME	127,437	53,902	111,175	110,000	118,014	6,839	6.15%
MAJOR MEDICAL INSURANCE	35,709	14,471	27,000	26,322	28,210	1,210	4.48%
LIFE INSURANCE	101	68	650	1,045	1,050	400	61.54%
DISABILITY INSURANCE	258	185	290	290	298	8	2.59%
SOCIAL SECURITY/FICA	9,748	4,175	8,808	8,808	8,955	147	1.67%
TOWN PENSIONS	17,950	18,536	19,449	18,536	18,550	(899)	-4.62%
CONTINGENCY	-	-	-	-	10,586	10,586	0.00%
WORKER'S COMPENSATION	14,626	13,895	13,895	13,895	12,680	(1,215)	-8.74%
COMPREHENSIVE PROP & CASUALTY INSURANCE	16,366	16,366	16,366	16,366	15,875	(491)	-3.00%
FLEET INSURANCE	2,725	2,725	2,725	2,725	2,725	-	0.00%
BOILER INSURANCE	450	450	450	450	450	-	0.00%
POSTAGE	-	-	200	200	200	-	0.00%
OFFICE SUPPLIES	363	322	250	322	250	-	0.00%
EQUIPMENT MAINTENANCE	179	977	700	977	4,000	3,300	471.43%
NATURAL GAS/PROPANE	4,441	1,182	5,338	5,383	5,338	-	0.00%
ELECTRIC	2,430	712	2,825	2,825	2,900	75	2.65%
CONFERENCES & EDUCATION	2,391	495	2,400	2,400	2,925	525	21.88%
DUES & SUBSCRIPTIONS	-	-	250	250	-	(250)	-100.00%
Subtotal	235,176	128,461	212,771	210,794	233,006	20,235	9.51%

FY 2019/2020 PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
<u>SIMSBURY FARMS COMPLEX</u>							
FULL TIME	77,279	37,803	79,619	79,619	78,631	(988)	-1.24%
PART TIME	764	435	-	600	1,500	1,500	0.00%
OVERTIME	1,518	3,394	1,000	3,700	1,000	-	0.00%
SEASONAL	133,062	100,081	153,911	153,911	153,911	-	0.00%
MAJOR MEDICAL INSURANCE	24,439	13,181	21,758	26,400	28,735	6,977	32.07%
LIFE INSURANCE	380	227	350	389	389	39	11.14%
DISABILITY INSURANCE	274	163	255	288	288	33	12.94%
SOCIAL SECURITY/FICA	16,265	10,841	13,945	13,945	17,763	3,818	27.38%
TOWN PENSIONS	10,895	11,251	11,805	11,251	11,805	-	0.00%
CONTRACTUAL SERVICES	20,582	12,706	22,300	23,500	10,628	(11,672)	-52.34%
COPY & PRINTING SERVICES	78	-	-	-	400	400	0.00%
EQUIPMENT RENTALS	2,921	-	3,000	3,000	3,100	100	3.33%
OFFICE SUPPLIES	1,537	101	1,000	1,000	1,550	550	55.00%
TECH & PROGRAM SUPPLIES	3,405	1,357	5,400	5,400	19,000	13,600	251.85%
BUILDING SUPPLIES	4,813	1,665	7,200	7,200	7,200	-	0.00%
CLEANING SUPPLIES	2,699	1,956	2,600	3,500	3,600	1,000	38.46%
AGRICULTURE SUPPLIES	280	338	400	400	1,000	600	150.00%
TRAFFIC CONTROL SUPPLIES	-	150	150	150	650	500	333.33%
MEDICAL SUPPLIES	539	86	400	400	550	150	37.50%
CHEMICAL & LAB SUPPLIES	8,086	11,403	9,274	11,000	11,000	1,726	18.61%
PARTS SUPPLIES	9,510	6,028	5,500	10,000	9,000	3,500	63.64%
CLOTHES & SAFETY SUPPLIES	1,298	273	1,800	1,800	1,800	-	0.00%
OIL & LUBRICANTS	-	-	-	500	600	600	0.00%
EQUIPMENT MAINTENANCE	11,853	5,954	10,250	12,000	11,000	750	7.32%
VEHICLE MAINTENANCE	298	108	800	800	2,000	1,200	150.00%
FACILITIES MAINTENANCE	8,583	6,913	8,200	11,000	9,500	1,300	15.85%
WATER CHARGES	5,896	2,708	3,800	6,000	5,800	2,000	52.63%
NATURAL GAS/PROPANE	22,771	9,468	19,091	20,000	14,000	(5,091)	-26.67%
ELECTRIC	86,101	23,518	84,000	84,000	80,000	(4,000)	-4.76%

FY 2019/2020 PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
GASOLINE	2,000	1,000	4,838	4,838	4,000	(838)	-17.32%
TELEPHONE SERVICE	3,421	1,711	4,300	3,450	3,600	(700)	-16.28%
REFUSE DISPOSAL	1,906	1,181	1,800	2,300	2,200	400	22.22%
DUES & SUBSCRIPTIONS	1,083	-	990	-	990	-	0.00%
Subtotal	464,535	266,000	479,736	502,341	497,191	17,455	3.64%
<u>GOLF COURSE</u>							
FULL TIME	289,363	141,782	292,425	292,425	294,906	2,481	0.85%
PART TIME	74,987	45,057	75,420	75,420	76,256	836	1.11%
OVERTIME	12,666	8,573	13,330	13,330	13,637	307	2.30%
SEASONAL	31,437	18,986	28,291	28,281	31,782	3,491	12.34%
MAJOR MEDICAL INSURANCE	74,260	37,972	72,797	74,683	82,303	9,506	13.06%
LIFE INSURANCE	2,390	1,423	2,180	2,443	2,443	263	12.06%
DISABILITY INSURANCE	1,611	943	1,450	1,618	1,618	168	11.59%
SOCIAL SECURITY/FICA	31,190	16,401	26,680	26,680	31,143	4,463	16.73%
TOWN PENSIONS	39,385	40,671	42,674	40,671	42,674	-	0.00%
UNEMPLOYMENT COMPENSATION	13,628	-	-	13,000	13,000	13,000	0.00%
CONTRACTUAL SERVICES	39,086	25,358	37,505	37,505	43,745	6,240	16.64%
ADVERTISING	1,344	-	2,800	900	2,800	-	0.00%
BANK FEES	15,317	9,441	16,000	16,000	16,000	-	0.00%
EQUIPMENT RENTALS	62,316	41,411	60,000	62,500	59,150	(850)	-1.42%
LAUNDRY SERVICE	420	325	850	800	850	-	0.00%
TECH & PROGRAM SUPPLIES	15,909	6,009	15,350	15,350	16,520	1,170	7.62%
BUILDING SUPPLIES	3,991	117	2,850	2,850	4,000	1,150	40.35%
CLEANING SUPPLIES	1,369	550	1,600	1,500	1,625	25	1.56%
AGRICULTURAL SUPPLIES	60,356	16,552	61,750	61,750	64,250	2,500	4.05%
ROAD & DRAINAGE SUPPLIES	11,025	7,921	9,875	11,500	5,000	(4,875)	-49.37%
PARTS SUPPLIES	18,308	3,688	18,200	18,200	18,850	650	3.57%
CLOTHES & SAFETY SUPPLIES	980	508	1,050	1,050	1,400	350	33.33%
OIL & LUBRICANTS	1,510	938	1,600	1,750	2,425	825	51.56%

FY 2019/2020 PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimated	FY 20 Recommend	FY 20 Change from FY19	% Change
EQUIPMENT MAINTENANCE	5,187	2,365	4,800	6,500	5,585	785	16.35%
VEHICLE MAINTENANCE	340	1,370	1,600	1,600	4,050	2,450	153.13%
FACILITIES MAINTENANCE	6,703	7,223	6,200	5,800	5,300	(900)	-14.52%
WATER CHARGES	3,623	2,725	3,200	3,800	2,000	(1,200)	-37.50%
NATURAL GAS/PROPANE	11,788	5,476	11,639	11,500	9,000	(2,639)	-22.67%
ELECTRIC	27,104	11,438	23,502	22,500	24,100	598	2.54%
HEATING OIL	2,475	-	1,900	900	2,775	875	46.05%
GASOLINE	13,081	15,445	18,230	18,230	18,611	381	2.09%
REFUSE DISPOSAL	1,761	1,247	1,800	1,800	1,900	100	5.56%
CONFERENCES & EDUCATION	-	-	-	-	3,250	3,250	0.00%
DUES & SUBSCRIPTIONS	1,600	605	1,850	1,850	1,470	(380)	-20.54%
MACHINERY & EQUIPMENT	-	-	42,000	5,500	42,000	-	0.00%
Subtotal	876,509	472,520	901,398	880,186	946,418	45,020	4.99%
TOTAL PARKS & RECREATION EXPENDITURES	2,795,279	1,515,076	2,786,405	2,843,052	3,371,079	584,674	20.98%

FY 2019/2020 PARKS AND RECREATION REVENUE BUDGETS

	Historical Data				Town Manager Recommended		
	FY 18 Actual	FY 19 6 Mos. Actual	FY 19 Budget	FY 19 Estimate	FY 20 Recommend	FY 20 Change from FY19	% Change
RECREATION							
COMMUNITY GARDENS	2,675	-	2,500	2,675	2,675	175	7.00%
SPACT RENTAL FEES	2,500	2,500	-	2,500	2,500	2,500	0.00%
MEMORIAL POOL & FIELDS	1,560	1,050	1,500	1,500	1,500	-	0.00%
Subtotal	6,735	3,550	4,000	6,675	6,675	2,675	66.88%
SIMSBURY FARMS							
DAY CAMPS	147,894	9,487	140,000	137,947	148,000	8,000	5.71%
SPECIAL PROGRAMS - RECREATION	287,719	109,546	284,200	307,885	325,000	40,800	14.36%
SPONSORSHIP/ADVERTISING	-	-	4,500	-	-	(4,500)	-100.00%
SIMSBURY FARMS POOLS	176,769	46,543	189,400	180,000	183,000	(6,400)	-3.38%
SKATING	192,891	77,712	218,000	196,000	202,466	(15,534)	-7.13%
CONCESSIONS	20,863	14,965	29,900	22,500	23,500	(6,400)	-21.40%
COURT RENTAL	22,177	20,555	24,000	19,500	23,000	(1,000)	-4.17%
APPLE BARN RENT	5,936	1,642	3,500	2,500	4,000	500	14.29%
SALE OF PROPERTY	7,606	-	-	-	1,000	1,000	0.00%
INSUFFICIENT FUND FEES	-	20	-	40	-	-	0.00%
RESTAURANT RENT	26,500	-	26,500	26,500	26,500	-	0.00%
GOLF COURSE FEES	795,908	342,705	920,000	760,000	890,587	(29,413)	-3.20%
GOLF SURCHARGE	-	15,091	42,000	32,000	46,104	4,104	9.77%
MISCELLANEOUS	7,873	3,000	-	-	-	-	0.00%
CHARGES FOR SERVICES - BOE	-	-	-	-	192,350	192,350	0.00%
GENERAL FUND	299,037	100,000	100,000	100,000	1,219,128	1,119,128	1119.13%
Subtotal	1,991,172	741,267	1,982,000	1,784,872	3,284,635	1,302,635	65.72%
TOTAL PARKS & REC REVENUE	1,997,907	744,817	1,986,000	1,791,547	3,291,310	1,305,310	65.73%

Town of Simsbury
Six Year Capital Non-Recurring (CNR) Plan
Fiscal Year 2019/20 - Fiscal Year 2024/25

			Future Projects				
	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
GENERAL GOVERNMENT							
Compensation and Classification Study	GF		40,000				
Network Storage & Virtual Environment	GF		180,000				
Telephone System	GF	40,000					
2022 Revaluation	GF	60,000	60,000	60,000	60,000		
Fraud Risk Assessment	GF		50,000				
Deepwater Wind Expenses	GF	15,000					
Building Department Permit Software Upgrade			38,000				
Total General Government		115,000	368,000	60,000	60,000	-	-
LIBRARY							
Automated Book Handler Replacement	GF	73,640					
Total Library		73,640	-	-	-	-	-
POLICE							
Police Cruisers (3)	GF	130,000	130,000	130,000	130,000	130,000	130,000
Patrol Supervisor Cruisers	PDF		110,000				
Body Worn Cameras and Car Cameras	GF		94,112	60,372	60,372	60,372	60,372
Interview Room Audio/Video Recording System	PDF	35,610					40,000
Radio System Feasibility Study - Phase II	GF	35,000					
Security Camera Upgrades	PDF	15,910					
Mobile Data Terminals	PDF		55,000				
Active Threat Vests	PDF				25,000		
Total Police		216,520	389,112	190,372	215,372	190,372	230,372
PUBLIC WORKS/ENGINEERING							
Iron Horse Landscaping	GF		150,000				
Wayfinding Signage for Town Center	GF	15,000					
Various Drainage Improvements	GF		125,000		125,000		150,000
Ash Borer Tree Mitigation	GF	36,500	36,500	36,500			
Townwide Mapping Update	GF		150,000				

	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
Bicycle/Pedestrian Improvements	GF		17,000				
Municipal Site and Safety Improvements	GF		200,000				
Eno Parking Lot Improvements	GF		215,000				
Eno Office and Senior Center Modifications	GF			140,000			
Painting and Repairs to Eno Clock Tower	T	21,000	21,000				
Metacom Drive Rock Stabilization	GF		15,000				
Utility Van	GF		46,000				
Ford Escape (Facilities)	GF		35,000				
Public Works Truck Replacement	GF	180,000	180,000	180,000	180,000	180,000	180,000
Pickup Truck Replacement (Highway)	TAR	35,000					42,000
One-Ton Pickup Truck (Highway Superintendent)	GF			50,000			
One-Ton Dump Truck (Crew Leader)	GF			55,000			
Pickup Truck Replacement (Facilities)	GF		35,000	40,000			
Front End Loader	TAR	195,000					
Infrared Asphalt Trailer	TAR	37,000					
Crane Lift for Highway Garage	TAR		38,000		185,000		
Salt Brine System	TAR	140,000					
Plow Blades	TAR	28,000		28,000		28,000	
1 Ton Roller	TAR		18,000				
Roadside Mower	TAR		112,000				
11' Snow Plow	TAR		20,000		20,000		20,000
Asphalt Paving Box	TAR		42,000				
Portable Truck Lift	TAR		55,000				
Highway Wood Chipper	TAR			108,000			
Milling Machine for Skid Steer	TAR			36,000			
Box Van for Signs and Barricades	TAR			55,000			
18" Chipper	TAR			85,000			
GVW Plow Truck Restoration	TAR			35,000			
Bobcat Excavator	TAR				100,000		
Roadside Tractor	TAR				120,000		
Bobcat Bandit Chipper	TAR					55,000	
Bobcat Track Skid Loader	TAR						120,000
Medium Duty Trailer	TAR						29,000
Total Facilities		687,500	1,510,500	848,500	730,000	263,000	541,000

	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
WATER POLLUTION CONTROL							
Sanitary Sewer Lining	SUF	100,000	-	-	-	-	-
Total Water Pollution Control		100,000	-	-	-	-	-

CULTURE, PARKS & RECREATION

Pickup Truck Replacement	GF	40,000	42,000				45,000
Plow and Sander Replacement	GF	15,000					
Simsbury Farms Playscape Replacement	GF			100,000	100,000		
Ice Rink Condenser Unit	GF	109,200					
Clubhouse Repair Work	GF		20,000				
Paddle Courts Resurfacing and Painting	GF	12,000					
Simsbury Farms Security Fencing	GF	30,000					
Simsbury Farms Pool Waterslide	GF		20,000				
Clubhouse Cedar Siding Staining	GF		35,000				
Ice Rink Roof Underside Painting	GF	50,000					
Mower Replacement	GF		12,000				
Cart Path Base Prep Plan	GF		35,000	20,000	20,000		
Cart Path Paving	GF		57,000	57,000	57,000		
Irrigation Replacement - Various Fields & Parks	GF		95,000			150,000	80,000
Various Playscapes	GF	25,000	25,000	25,000	25,000	25,000	25,000
Parks Rotary Mower Replacement	GF		86,000				
Simsbury Meadows Fencing Replacement	GF		40,000				
Simsbury Meadows - Band Shell Painting/Staining	GF		30,000				
Parks & Golf Maintenance Garage Ventilation System	GF		7,500				
Ice Rink Mechanicals Controls Upgrade	GF		60,000				
Dog Park Mitigation Project	GF		25,000				
Ice Rink Chiller Replacement	GF			120,000			
Weatogue Softball Field Backstop Replacement	GF			10,000			
Simsbury Meadows Electrical Repairs & Upgrades	GF			10,000			
Parks Grounds Utility Vehicle Replacement	GF			25,000			
Equipment Trailer Replacement	GF			7,500			
Rotary Mower Simsbury Farms Rotary Mower	GF			86,000			
Simsbury Farms Main Building Painting /Staining	GF			35,000			
Simsbury Farms Wading Pool Fountain	GF			14,000			
Golf Tee Leveling	GF				20,000	20,000	
Hole 16 Green Drainage Installation	GF				20,000		

	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
Golf Course Dump Truck Replacement	GF				40,000		
Utility Vehicle - Memorial Park	GF				25,000		
Upgrade Simsbury Farms Ice Rink PA System/Video Display	GF				6,000		
Simsbury Meadows Irrigation System Replacement	GF				60,000		
Club House Roof Shingles Replacement	GF				60,000		
Utility Vehicle - Simsbury Farms	GF				25,000		
Simsbury Farms Pools Wood Sundeck Replacement	GF				50,000		
Golf Course Hole 16 Internal Drainage System Installation	GF				20,000		
Simsbury Farms Generator	GF					75,000	
Irrigation System Replacemetnt at Curtiss Park	GF					150,000	
Dump Truck Replacement	GF					42,000	
Ice Rink Edger	GF					10,000	
John Deer Backhoe Replacement	GF					90,000	
Tariffville Softball Field Backstop Replacement	GF					15,000	
Sycamore Tree Park Fencing	GF						12,000
Tariffville Tennis Courts Replacement/Renovation	GF						150,000
Memorial Park Athletic Field Mower	GF						40,000
Kubota Tractor Replacement	GF						75,000
Total Culture, Parks & Recreation		281,200	589,500	509,500	528,000	577,000	427,000

TOTAL CNR	\$	<u>1,473,860</u>	<u>2,857,112</u>	<u>1,608,372</u>	<u>1,533,372</u>	<u>1,030,372</u>	<u>1,198,372</u>
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FUNDING:

General Fund (GF)		866,340	2,386,112	1,261,372	1,083,372	947,372	947,372
Capital Reserve Fund (CRF)		-	-	-	-	-	-
Federal or State Grants (G)		-	-	-	-	-	-
Local Capital Improvement Program Grant (LOCIP)		-	-	-	-	-	-
Town Aid Road Fund (TAR)		435,000	285,000	347,000	425,000	83,000	211,000
Sewer Use Fund (SUF)		100,000	-	-	-	-	-
Police Private Duty Fund (PDF)		51,520	165,000	-	25,000	-	40,000
Eno Trust (T)		21,000	21,000	-		-	-
TOTAL FUNDING	\$	<u>1,473,860</u>	<u>2,857,112</u>	<u>\$ 1,608,372</u>	<u>1,533,372</u>	<u>\$ 1,030,372</u>	<u>1,198,372</u>



CAPITAL PROJECTS SUMMARY

2019-2023

INTRODUCTION

Since its completion in 2005, the Simsbury Meadows Performing Arts Center bandshell has afforded patrons and community members the opportunity to enjoy a wide variety of enriching programming. However, the incredible potential to move beyond its current status as a music entertainment venue has yet to be realized. With nearby downtown amenities, the family favorite Rotary Park playground, and an idyllic setting for both performers and patrons, the complex at 22 Iron Horse Boulevard has the makings to become a popular “destination” for residents of the Farmington Valley, State of CT and beyond, further driving tourism and economic development within the Town of Simsbury.

With that great potential in mind, the staff and Board of Directors of Simsbury Performing Arts Center, Inc., led by Chairman Robert Hensley and Executive Director Missy DiNunno, have begun work on a strategic plan which includes identification of capital improvement projects intended to have significant short-term impact over a period of 1 – 3 years, further setting the stage for completion of larger scale long-term initiatives over a period of 3 – 5 years. Short-term projects will focus primarily on addressing the unfinished aesthetic appearance that currently plagues the venue; a challenge that the organization began to address in 2018 with the building of a Ticket Depot to permanently replace a temporary and unsightly box office trailer, as well as the replacement of non-code compliant venue signage at the main entrance. Long-term projects will focus on much needed facility enhancements that serve to further promote community safety initiatives as well as overall community engagement.

A summary of proposed projects has been included below. Simsbury Performing Arts Center, Inc., on behalf of the Simsbury Meadows Performing Arts Center, looks forward to working in collaboration with the Town of Simsbury as well as local businesses, organizations, and community members as we strive to execute our organization’s strategic plan.

SHORT TERM PROJECT SUMMARY

2019

1. Barn storage addition

- a. Estimated cost: \$6,500
- b. Summary: A lean-to type structure with pier posts constructed off the east side of the pre-existing barn to provide storage and protection from weather elements for valuable property including 1300 chairs and event equipment. Soft goods will be installed to provide coverage from roof to ground along the perimeter of the structure.
- c. Impact: The east side location will allow for equipment and the overall structure to be hidden from public view, ultimately creating a less cluttered appearance during the active summer season. Chairs and equipment will be spared the annual wear and tear of the outdoor elements therefore extending life expectancy of equipment and deferring replacement costs.

2. Bandshell restroom upgrade for year-round use

- a. Estimated cost: \$1,500 for in room upgrade + additional cost to preserve dog park winterization needs
- b. Summary: Update plumbing and electrical to withstand seasonal elements. Plumbing would need to be shifted from its current position to inside the room. Electrical upgrades along with heat source would need to be added to allow for temperature control. Further investigation would be required to assess the need to winterize dog park water source which is currently shared with the bandshell.
- c. Impact: Provides much needed on-site restroom and hand washing facilities for SMPAC employees and meeting guests.

3. Cash management system

- a. Estimated cost: \$4,000 (\$1,000 per terminal)
- b. Summary: Purchase and install a user-friendly cash management system designed to facilitate high volume transaction processing with particular attention to credit and debit card sales.
- c. Impact: Improves overall volunteer sales associate experience by providing user friendly tools to facilitate sales. Improves patron experience through reduction of wait time and lines. Increase in sales transaction volume associated with upgrade will enhance bottom-line general operating revenue stream, therefore allowing for re-direction of funding solicitation toward larger scale capital projects.

2019/2020 (pending identification of significant funding source)

4. Permanent sound towers

- a. Estimated cost: TBD
- b. Summary: Install permanent sound tower structures to replace annual equipment rental and labor costs associated with installation and removal.
- c. Impact: SMPAC spends nearly \$20,000 annually for sound tower rental, installation and removal, therefore construction of permanent units would allow for significant annual cost savings.

2020/2021

*****For consideration to be funded in part with financial assistance from the Town of Simsbury.***

5. Geoblock paving

- a. Estimated cost: \$8,000
- b. Summary: The main south west gate with curb cut and access to the field is currently a high traffic area that takes a beating with each event. The Geoblock Porous Pavement System provides pedestrian and vehicular load support over grass areas while protecting grass from the effects of traffic.
- c. Impact: Installation of this system would allow for functionality of that space and aesthetic appearance to be maintained while reducing costs associated with labor, equipment and supplies required to repair the space following each usage.

6. Field electrics upgrade

- a. Estimated cost: \$25,000 +
- b. Summary: Install permanent conduit and electrical feeds to power requirements associated with standard concert operations and vending.
- c. Impact: Significantly reduces labor and equipment fees incurred for Show Lighting to run 100's of feet of cable from the band shell out to the field to provide power. Would also allow for SMPAC to provide rental clients with (regulated) access to power without having to contract an electrics vendor.

7. Fencing and gates (access control) upgrade w/ possible privacy fencing component

- d. Estimated cost: TBD
- e. Summary: Replace 5 wooden gate structures with permanent user friendly, functional equipment. Further assess event access control requirements to identify and install seasonal perimeter fencing to compliment gates. Also assess temporary privacy fencing options to prevent non-ticketholder viewing.
- f. Impact: Overall public safety improved with a more permanent and reliable access control system. Replacement of temporary green soft good fencing and gates consisting of PVC pipe and wood will allow for a more professional, polished appearance. Identification and temporary installation of privacy component would address promoter concerns regarding non-ticket holders viewing the concert from outside the venue perimeter.

LONG TERM PROJECT SUMMARY

2021 – 2023

1. Phase II bandshell addition

- a. Estimated cost: TBD
- b. Summary: Complete previously proposed Phase II building addition off the south side of the bandshell to include dressing/classroom space, and limited public restrooms for day to day use.
- c. Impact: Addition would provide community with much needed (and highly requested) public restroom facilities for their use while enjoying Rotary Park Playground and the Iron Horse path. Dressing / classroom space would also be available for community use in the off-season. In season, performers and production personnel would benefit from the additional amenities and SMPAC would realize nearly \$10,000 in annual savings on rental of temporary trailer units.

2. Permanent parking lot surface upgrade to include traffic striping

- a. Estimated cost: TBD
- b. Summary: Re-grade and install permanent surface along with traffic striping.
- c. Impact: Improves overall safety through clear identification of traffic patterns. Improves accessibility for patrons using mobility devices or impaired balance. Eliminates annual expenses to re-grade the lot along with labor and equipment expenses associated with parking space marking and striping for each event.

3. Splash Pad

- a. Estimated cost: \$400,000
- b. Summary: Install a splash pad as an extension to Rotary Park.
- c. Impact: A splash pad would further enhance one of Simsbury's most popular playground destinations by providing a safe, ecological way for children and their families to enjoy boundless water play.

Town of Simsbury
Six Year Capital Improvement Program
Fiscal Year 2019/20 - Fiscal Year 2024/25

			Future Projects				
	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
GENERAL GOVERNMENT							
Radio System Upgrade/Replacement	B		2,500,000				
Senior/Community Center	B						8,800,000
Document Management/ Scanning Services	GF						340,000
Accounting System	GF	350,000					
Transfer to Capital Reserve	GF	50,000					
Total General Government		400,000	2,500,000	-	-	-	9,140,000
CULTURE, PARKS & RECREATION							
Greenway Improvements	GF	164,910	300,000	300,000	300,000	300,000	300,000
Golf Course Irrigation System Replacement	B			1,800,000			
Multi-Use Connections/Trails Development	B		600,000				
Total Culture, Parks & Recreation		164,910	900,000	2,100,000	300,000	300,000	300,000
FACILITIES MANAGEMENT							
Highway Pavement Management	TAR/GF/LOCIP	1,185,000	1,185,000	1,185,000	1,210,000	1,210,000	1,210,000
Highway Sweeper	TAR					280,000	
Public Works Facility Paving & Storm Drainage	GF		330,000				
Dam Evaluation & Repairs	B				3,150,000		
Sidewalk Reconstruction	GF	300,000	300,000	300,000	300,000	300,000	300,000
Townwide Bridge/Culvert Inventory & Evaluation	GF		200,000				
Townwide Drainage Master Plan Update	GF			300,000			
Bridge Improvements	B			950,000			
Eno Entrance Improvements	GF		340,000				
Town Facilities Master Plan Implementation	B			500,000		500,000	
Town Hall Renovations	B					3,100,000	
Flower Bridge Repairs	B					750,000	
Total Facilities Management		1,485,000	2,355,000	3,235,000	4,660,000	6,140,000	1,510,000

	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
WATER POLLUTION CONTROL							
Replace Plant Programmable Logic Controllers	SUF	250,000					
Total Water Pollution Control		250,000	-	-	-	-	-
BOARD OF EDUCATION							
District Network Infrastructure	GF		400,000		400,000		
Underground Tank Replacement @ TV and SHS	B	325,000					
District Security Improvements	B	750,000		250,000			
SHS Stadium Facility Renovations Phase I	B		980,000				
SHS Stadium Facility Renovations Phase II	GF				400,000		
SHS Stadium Bleachers and Press Box Replacement	B		725,000				
SHS Visitor's Bleachers Replacement	GF					225,000	
SHS Turf Field #2 Construction	B		1,550,000				
SHS Partial Roof Replacement	B/G	2,600,000					
District Climate Control Phase III							
Latimer Lane Renovation	B/G			6,800,000			
HJMS Tennis Court Replacement	GF		500,000				
Total Board of Education		3,675,000	4,155,000	7,050,000	800,000	225,000	-
TOTAL CAPITAL PROJECTS	\$	5,974,910	9,910,000	12,385,000	5,760,000	6,665,000	10,950,000

Note: bold text indicates new projects for FY20

FUNDING:

Bonds (B)		2,895,000	7,205,000	8,641,720	4,025,000	5,225,000	9,675,000
General Fund (GF)		1,651,410	2,550,000	1,330,000	1,580,000	1,005,000	1,120,000
Federal or State Grants (G)		780,000	-	2,258,280	-	-	-
Local Capital Improvement Program Grant (LOCIP)		155,000	155,000	155,000	155,000	155,000	155,000
Town Aid Road Fund (TAR)		243,500	-	-	-	280,000	-
Sewer Use Fund (SUF)		250,000	-	-	-	-	-
TOTAL FUNDING	\$	5,974,910	9,910,000	12,385,000	5,760,000	6,665,000	10,950,000

**Town of Simsbury
Levy Calculation Worksheet
FY2019/20**

	FY2018/19 Budget	FY2019/20 Projected	Change	Percent Change
Town Operating Budget	\$ 20,519,427	\$ 20,016,084	\$ (503,343)	-2.45%
School Operating Budget	69,693,042	71,423,809	1,730,767	2.48%
Debt Service	4,063,100	5,227,284	1,164,184	28.65%
Capital and Operating Transfers	2,242,800	3,957,615	1,714,815	76.46%
Gross Expenditures	<u>96,518,369</u>	<u>100,624,792</u>	<u>4,106,423</u>	<u>4.25%</u>
Anticipated Revenue	8,968,171	9,394,945	426,774	4.76%
Appropriation of Fund Balance	-	-	-	#DIV/0!
Total Revenue and Approp of Fund Balance	<u>8,968,171</u>	<u>9,394,945</u>	<u>426,774</u>	<u>4.76%</u>
Net Expenditures	<u>\$ 87,550,198</u>	<u>\$ 91,229,847</u>	<u>\$ 3,679,649</u>	<u>4.20%</u>

Mill Rate Calculation

Property Taxes				
Prior Year Tax Collections	401,547	401,547		
Town Tax Relief Programs	(300,000)	(282,000)		
Supplemental Auto/New Construction	863,274	921,698		
Property Taxes	79,920,950	83,209,035		
Car Taxes	<u>6,664,427</u>	<u>6,979,567</u>		
Total Property Taxes	87,550,198	91,229,847		
Net Grand List (non-vehicle)	2,227,893,352	2,248,485,000		
Tax Collection Rate	98.50%	98.50%		
Mill Rate	36.42	37.57	1.15	3.16%

Town of Simsbury
Current Year Budget Presentation Made Comparative to Prior Year Presentation

	<u>FY19</u>	<u>FY20</u>	<u>Variance</u>	
	20,429,757	20,016,084	(413,673)	-2.02%
Recreation - Administration		93,287		
Parks & Open Space - Maintenance		1,076,352		
Parks & Open Space - Memorial Field		28,982		
Parks & Open Space - Memorial Pool		57,699		
P&R Maintainers Paid by BOE		(137,192)		
Additional Social Services Exp for Transportation Grant Revenue		(34,050)		
Additional Social Services Coming from Trust for VNA Support		(7,000)		
Paving moved to Capital		180,000		
Truck moved to CNR		180,000		
BOE Portion of Engineering Salary		(20,000)		
Housing Authority Sewer Expense		(11,500)		
50% IT Salaries and Benefits Paid by BOE		(153,067)		
50% Officer Salaries and Benefits Paid by BOE		(123,800)		
Assessor Service Improvement that will generate revenue		(21,398)		
	<u>20,429,757</u>	<u>21,124,397</u>	694,640	3.40%

***In the current year, Parks and Rec activity was moved out of the General Fund into the Simsbury Farms Fund
Some revenues were previously posted net of expenditures. These were moved to revenue accounts

POSITION TABLES

Department	FY 17/18 Actual FTE	FY 18/19 Budgeted FTE	FY 19/20 Proposed FTE
Town Manager's Office	4.00	4.00	4.00
Finance			
Administration	3.00	3.00	3.00
Revenue	1.83	1.83	1.83
Assessor	3.00	3.00	3.00
Town Clerk	3.00	3.00	3.00
Planning & Community Development			
Planning	4.00	4.00	4.00
Building	3.54	3.54	3.54
Information Technology	2.00	2.00	2.00
Engineering	2.86	2.86	2.86
Library			
Administration	11.30	11.30	11.30
Adult Services	5.80	5.80	5.80
Children's Services	6.00	6.00	6.00
Public Works			
Administration	3.00	3.00	3.00
Highway	20.00	20.00	20.00
Facilities	7.35	7.35	7.35
WPCA	10.00	10.00	10.00
Police			
Uniformed	39.00	39.00	39.00
Civilian	13.36	13.36	13.36
Social Services	4.71	5.71	5.71
Culture, Parks & Recreation			
Administration	3.00	4.00	4.00
Parks	9.00	9.00	9.00
Golf Course	6.00	6.00	6.00
TOTAL	166.75	167.75	167.75

2018-2019 BOARD OF SELECTMEN GOALS - ADOPTED 11/26/18

Topic Area	Goals	Prioritization	Short-Term or Long-Term	Strategic or Administrative
Financial Management	● Invest in modern financial management systems to improve processes, accountability, and reporting	High	Short-Term	Administrative
Financial Management	● Improve transparency in financial reporting; implement regular reporting from Director of Finance	Medium	Short-Term	Administrative
Financial Management	● Increase coordination with BOE - explore areas for further collaboration, possible shared services	Medium	Long-Term	Strategic
Infrastructure	● Invest in north end (i.e. Wagner parcel)	Medium	Long-Term	Strategic
Financial Management	● Evaluate tax rate, overall spending	Medium	Short-Term	Strategic
Financial Management	● Capital projects management - improve tracking and monitoring; discuss role of Public Building Committee and Town Manager	Medium	Short-Term	Administrative
Financial Management	● Establish performance measurements, benchmarking metrics to assist with long range planning	Medium	Long-Term	Administrative
Maintaining Quality of Life/Community Character	● Explore opportunities for people on fixed incomes to stay in town; focus on "age friendly" community	Medium	Long-Term	Strategic
Maintaining Quality of Life/Community Character	● Maintain balance between development and rural community character, sense of place	Medium	Long-Term	Strategic
Maintaining Quality of Life/Community Character	● Preservation of open space, development of assets that highlight community character (e.g. tobacco barns, covered bridges, etc.)	Medium	Long-Term	Strategic
Infrastructure	● Identify a solution for the Curtiss Park - Tariffville bike path connector	Medium	Short-Term	Strategic
Infrastructure	● Improve cell service coverage on Route 10; explore potential locations for new towers	Medium	Short-Term	Strategic
Transportation	● Volunteer driver program for seniors, disabled residents	Medium	Long-Term	Administrative
Financial Management	● Communicate Town Manager's role in processes and relationship with boards and commissions	Low	Short-Term	Strategic
Recreation	● Expand aquatics resources - splash pad, fountain, large wading pool, pool access for adults	Low	Long-Term	Administrative
Recreation	● Conduct analysis of special revenue fund	Low	Short-Term	Administrative
Infrastructure	● Explore potential for co-working space, incubator space	Low	Long-Term	Strategic
Infrastructure	● Invest in utilities, underground infrastructure	Low	Long-Term	Strategic
Financial Management	● Increase transparency of anticipated use of grant funding and adequately budget local matches	Low	Short-Term	Administrative
Maintaining Quality of Life/Community Character	● Identify role for fostering culture, supporting cultural events	Low	Long-Term	Strategic
Recreation	● Explore possibility for disc golf course	Low	Long-Term	Administrative
Recreation	● Expand athletics field resources (coordinate with BOE); multi-use fields	Low	Long-Term	Administrative
Infrastructure	● Address traffic flow on Route 10/Weatogue	Low	Long-Term	Administrative
Transportation	● Increased bus service; explore opportunities for fixed route service	Low	Long-Term	Administrative
Maintaining Quality of Life/Community Character	● Facilitate and support work of non-profits and community groups	Not Ranked	Long-Term	Strategic
Infrastructure	● Pursue streetscape funding for north end	Not Ranked	Long-Term	Administrative

