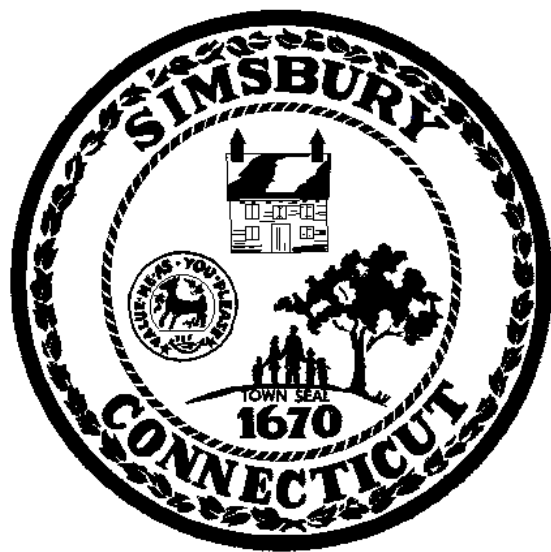


Board of Selectmen

Approved Budget

FY 2020-2021



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Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola – Town Manager

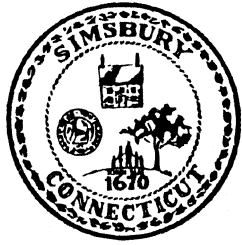
MEMORANDUM

To: Board of Finance
From: Maria E. Capriola, Town Manager
Cc: Board of Selectmen
Date: March 17, 2020
Subject: FY 20/21 Board of Selectmen Budget

On Wednesday, March 11, 2020 the Board of Selectmen adopted the FY 20/21 operating budget, special revenue funds, and capital improvement plan. Rather than updating the Manager's proposed budget message, below please find a summary of the changes made by the Board of Selectmen to the Manager's proposed budget:

Increase for Town Clerk credit card reader and ACH fees	\$860
Increase for the contribution to Interval House	\$2,000
Increase for the contribution to the Chamber of Commerce	\$2,500
Increase for the contribution to SCTV	\$5,000
Increase for the contribution to the Farmington River Watershed Association	\$397
Increase for the contribution to Main Street Partnership	\$5,000
Increase in Pension contribution to account for new mortality table and reducing the interest rate assumption from 6.75% to 6.625%	\$356,146
Increase for Assessor inspection services	\$25,000
Increase for Parks Facility Maintenance Technician position	\$96,232
Increase for upgrading a Sergeant to a Lieutenant	\$4,260
Increase for Deputy Chief position	\$183,872
Increase for Library materials	\$20,000
Decrease in contribution to Parks and Recreation Fund	(\$20,000)

The total recommended Board of Selectmen operating budget for the Town is \$23,705,961, a 6.69% increase. First Selectman Eric Wellman, Deputy First Selectman Sean Askham and I will present the Board of Selectmen's recommended budget at your March 17th Board of Finance meeting. Additionally, our Finance Director, Deputy Town Manager, and several other department heads will be present on March 17th in the event that you have questions for staff.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

February 24, 2020

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

Re: FY 20/21 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 20/21. 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, professional development, parks and recreation, and infrastructure
- Maintain and invest in existing assets and infrastructure with a focus on cash-to-capital for ongoing and routine capital needs. Build upon our recently introduced 6-year plan for smaller value capital needs
- Strengthen our long-term financial stability by maintaining or increasing Fund Balance, maintaining our commitment to funding OPEB and pension liabilities, and maintaining our Health Insurance Fund reserve at our above twelve weeks of expected claims

The proposed operating and capital budgets including debt service, Town and Board of Education as presented, are \$103,755,658, an increase of \$2,420,826 or 2.39%. Debt service is the most significant increase to the town budget for the second consecutive year, an increase of \$548,647 or 11.14%. Based on revenue projections, a mill rate of 37.33 mills (excluding Fire District) would be needed to fund the proposed budgets. This reflects a mill rate increase of 0.01 mills (from 37.32 mills), or a tax increase of 0.03%, or \$3 for the year, for a median valued single family home.

The grand list has grown by 2.66% or \$64,982,848 in value. Real estate increased by 1.46% or \$31,609,308, primarily from apartment construction and the new assisted living facility. Motor vehicle increased by 3.83% or \$7,387,018. Personal property increased by 29.40% or \$25,986,522, largely due to approximately 85% of the Tobacco Valley Solar project being complete as of October 1, 2019. 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 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 20/21.

We have utilized the Governor's proposed budget for estimating state revenues. Under the Governor's proposed budget our ECS revenue increases from \$6,126,115 to \$6,317,010, or by \$190,895 or 3.12%. In

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

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8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

FY 19/20, the Governor proposed having municipalities contribute to the Teachers Retirement System. The Town budgeted for the anticipated contribution, but it never came to fruition. This year the Governor did not propose to have municipalities contribute to the Teachers Retirement System. Therefore a budgeted contribution for the Teachers Retirement System is not needed, resulting in a \$304,466 decrease to the operating budget (debt).

The proposed operating budget is a \$789,382 (3.55%) increase to Town Government and does not include any service improvements as a result. There are a number of service improvement considerations that I have prioritized for your review during budget development should the Board have a desire to enhance services. They are as follows:

- Contracted inspection services for assessment
- Parks maintenance technician
- Reorganization of administrative staff in the police department, which includes one net new position (Deputy Chief)
- Increased funding for library materials for adult, teen and business services

If all of the above service improvements were funded, a mill rate of 37.45 mills (excluding Fire District) would be needed to fund the proposed budgets. This reflects a mill rate increase of 0.13 mills (from 37.32 mills), or a tax increase of 0.36 %, or \$29 for the year for a median valued single family home. This would be an increase of 0.12 mills from the Manager's proposed budget, or an additional increase of \$26 (from \$3) for the year for a median valued single family home.

The Board of Finance guidance presented during the Tri-Board meeting was a budget increase not to exceed 2.5% and a mill rate impact not to exceed 2%. The projected decrease in the mill rate is within Board of Finance guidance however, the budget increase exceeds their guidance by 1.05%¹. In order to achieve the Board of Finance guidance regarding the budget increase, the budget would need to be reduced by \$235,000.

Besides debt service, some key expenditure budget drivers to the municipal budget are: pension/OPEB increase - \$355,934; anticipated general wage increases - \$169,000; step increases for staff - \$78,844; impact of the minimum wage increase for staff - \$44,000; tree maintenance in our open space parcels - \$30,000; increase to Police overtime - \$25,000; an increase in our Health District assessment - \$ 11,404; telephone service contract and copier replacements - \$11,000; and water and sewer charges for parks and recreation facilities - \$ 10,000.

After a challenging year in FY 19/20 that required the town to reset health insurance "premiums" at an appropriate level to cover expected claims and to rebuild the internal service fund balance, our Health Insurance Fund is now in a stable position. The Health Insurance Fund reserve is projected to be at \$3,501,948, or 24% of expected claims in FY 20/21.

Board of Selectmen priorities helped frame budget development, particularly economic development, professional development, recreation, and infrastructure. Economic Development funds are included to maintain contributions to Simsbury Main Street Partnership, the Simsbury Chamber of Commerce, and the Business Resource Librarian. In regards to professional development the budget includes funding for continuing education for maintenance of certifications, professional development and the annual leadership

¹ Board of Finance requests that the operating budgets be presented in the same manner as the prior year. Prior year budget presentations have included the operating transfers as part of the operating budget. Utilizing this methodology the Town's operating budget is an increase of \$189,611 or 0.79%. Operating transfers can fluctuate from year to year and include items that relate to both the Town and Board of Education, therefore, management is presenting the true operating budget increase of 3.55%.

retreat for mid and upper level managers, training dollars for larger “group” work and individualized training, tuition reimbursement for staff, and reallocation of funds to create an executive coaching opportunity for an upper or mid-level manager.

Parks and Recreation continues to be a priority, and the parks and open space master plan is nearing completion. Suggested areas of focus for the operating budget include open space, trails and parks maintenance and management of invasive species. This budget includes a \$30,000 increase to the tree maintenance budget for Parks. Currently, the budget for tree work on our open space parcels and trails is only \$10,000 compared to approximately \$55,000 for our roadways. The \$30,000 increase to the tree maintenance budget will help us to keep pace with urgent tree work and provide us with the ability to respond to calls for service we are currently receiving. This budget also includes a modest \$20,000 increase to the General Fund contribution to the Parks and Recreation Special Revenue Fund. This will further build up the town’s contribution to cover community use and facilities expenditures currently being subsidized by our recreation program participant fees.

During the 2000’s, the Parks Division lost three staff positions which were never re-authorized. During that same time period, the town acquired a significant amount of open space and continued to expand its trail network, adding to the portfolio of land and trails that the Parks Division is responsible for maintaining. The study has identified a need to add 2-3 parks staff members to adequately maintain our parks, facilities, open space, and trails. Management concurs with this recommendation and would suggest that gradually over time we re-build our parks staffing to ensure that our existing infrastructure is properly maintained.

The parks and open space master plan has also identified a number of capital needs such as: playground replacements; renovations to Memorial Pool and the skate park; improved parking at numerous parks; park enhancements such as restrooms, lighting, fountains, shade structures, and seating; drainage and irrigation improvements at our athletic fields; and new amenities such as a splash pad. Much of our parks infrastructure is aging. The CNR plan focuses on a number of smaller dollar value parks improvements to our existing infrastructure. Examples include replacement of ice rink mechanicals/controls, playground replacements, replacement of rotted park entrance signs, and replacement fencing. The CNR plan also proposes a study to evaluate options for parking improvements at Simsbury Meadows and Curtiss Parks.

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 most proposed capital items are on-going or routine in nature, the proposed funding source is cash as opposed to bonds². The CNR Fund utilizes the \$416,250 5-year payback method (General Fund cash) and includes \$354,450 in cash for capital from the General Fund. The capital fund proposes transferring \$724,450 from the General Fund reserve to fund ongoing capital projects in cash. As shared during the current year, bond rating agencies do not want to see transfers out of the General Fund for operating expenses or for “mill rate relief” to offset operating expenditures. However, transfers to capital, health insurance reserve, or for other purposes are more favorably looked upon than transfers for operating expenditures. Based on projections, with the transfer to capital and the anticipated contribution to fund balance, at fiscal year-end 20/21 fund balance would remain at about 16%, more than the staff recommended 15.5%. 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%.

I continue to remain concerned about our existing capital budgeting model, in which we project (cash for) 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

² Proposed bonding for the public safety radio system, potential open space acquisition, and part of paving

smaller value capital needs and many routine (baseline) capital needs. We continue to complete studies to better understand and quantify our baseline capital needs. For the second consecutive year we have developed a full six-year plan for the CNR Fund and our smaller value 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 may develop a need to 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. For this reason, and for emergency infrastructure needs, I continue to recommend building our capital reserve with funds from capital project close-outs and year-end savings when available.

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

- Outside agency funding requests
- Service improvements
- Pension and OPEB Trust interest rate assumptions, new mortality tables, and the amortization period
- Possible use of Fund Balance to fund ongoing and routine capital needs in cash

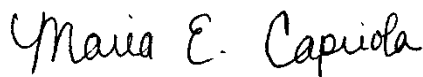
Additionally, I have some suggested future areas of focus related to budget. They are as follows:

- Continue to monitor state budget/intergovernmental revenue
- Focus on cash-to-capital for ongoing and routine capital needs. Complete a town-wide facilities master plan
- Complete work of Parks and Recreation Special Revenue Fund work group
- Complete analyses of LAP insurance and pension contributions for funds outside of the General Fund
- Evaluate the feasibility of implementing Engineering permit fees, with revenues funding contracted inspection services of utility work impacting our infrastructure

In summary, this budget funds current services and programs, invests in existing infrastructure and assets utilizing cash-for-capital for routine and ongoing needs, and advances Board of Selectmen initiatives such as economic development, professional development, and parks and recreation.

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 2020/2021 TOWN MANAGER PROPOSED REVENUE BUDGET SUMMARY

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
GENERAL GOVERNMENT	274,852	184,158	286,155	281,155	281,155	(5,000)	-1.75%
TOTAL ADMINISTRATION	274,852	184,158	286,155	281,155	281,155	(5,000)	-1.75%
LAND USE COMMISSIONS	28,407	8,378	30,000	25,000	25,000	(5,000)	-16.67%
BEAUTIFICATION	-	100	-	-	-	-	#DIV/0!
TOTAL BOARDS & COMMISSIONS	28,407	8,478	30,000	25,000	25,000	(5,000)	-16.67%
TOWN CLERK	551,206	401,769	592,125	688,770	588,669	(3,456)	-0.58%
TOTAL TOWN CLERK	551,206	401,769	592,125	688,770	588,669	(3,456)	-0.58%
FINANCE DEPARTMENT	2,317,805	554,220	623,631	1,845,572	623,631	-	0.00%
TAX DEPARTMENT	907,639	312,616	651,647	530,000	530,000	(121,647)	-18.67%
ASSESSOR'S OFFICE	6,498	-	7,000	5,736	5,800	(1,200)	-17.14%
TOTAL FINANCE	3,231,942	866,836	1,282,278	2,381,308	1,159,431	(122,847)	-9.58%
INFORMATION TECHNOLOGY	-	61,879	170,262	170,262	168,983	(1,279)	-0.75%
TOTAL INFORMATION TECHNOLOGY	-	61,879	170,262	170,262	168,983	(1,279)	-0.75%
BUILDING DEPARTMENT	1,261,063	294,717	651,000	651,000	504,000	(147,000)	-22.58%
TOTAL BUILDING DEPARTMENT	1,261,063	294,717	651,000	651,000	504,000	(147,000)	-22.58%
POLICE DEPARTMENT	78,255	57,503	177,863	178,163	194,564	16,701	9.39%
ANIMAL CONTROL	375	260	500	500	500	-	0.00%
TOTAL POLICE	78,630	57,763	178,363	178,663	195,064	16,701	9.36%
ENGINEERING DEPARTMENT	328	146	20,050	20,050	20,050	-	0.00%
TOTAL ENGINEERING	328	146	20,050	20,050	20,050	-	0.00%
ENO MEMORIAL HALL	15,750	3,800	15,000	7,500	7,000	(8,000)	-53.33%
HIGHWAY - FACILITIES & PROGRAMS	4,263	-	5,000	2,000	2,000	(3,000)	-60.00%

FY 2020/2021 TOWN MANAGER PROPOSED REVENUE BUDGET SUMMARY

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
TRANSFER STATION	370	520	2,000	1,200	1,200	(800)	-40.00%
TOTAL PUBLIC WORKS	20,383	4,320	22,000	10,700	10,200	(11,800)	-53.64%
SENIOR TRANSPORTATION	6,672	16	40,050	40,050	40,720	670	1.67%
TOTAL SOCIAL SERVICES	6,672	16	40,050	40,050	40,720	670	1.67%
PARKS & REC - COMMUNITY GARDENS	2,425	-	2,675	2,500	2,500	(175)	-6.54%
PARKS & REC - MEMORIAL POOL	2,120	80,762	215,456	214,869	227,899	12,443	5.78%
TOTAL PARKS & RECREATION	4,545	80,762	218,131	217,369	230,399	12,268	5.62%
LIBRARY - ADMINISTRATION	31,748	8,965	26,940	16,650	16,740	(10,200)	-37.86%
TOTAL LIBRARY	31,748	8,965	26,940	16,650	16,740	(10,200)	-37.86%
EDUCATION	6,287,873	1,576,383	6,225,964	6,236,148	6,426,589	200,625	3.22%
TOTAL EDUCATION	6,287,873	1,576,383	6,225,964	6,236,148	6,426,589	200,625	3.22%
GENERAL LIABILITY & INSURANCE	51,646	59,423	27,500	59,423	27,500	-	0.00%
TOTAL GENERAL LIABILITY & INSURANCE	51,646	59,423	27,500	59,423	27,500	-	0.00%
OPERATING TRANSFERS	321,358	-	857,000	7,000	319,268	(537,732)	-62.75%
TOTAL OPERATING TRANSFERS	321,358	-	857,000	7,000	319,268	(537,732)	-62.75%
TOTAL TOWN BUDGET	12,150,653	3,605,615	10,627,818	10,983,548	10,013,768	(614,050)	-5.78%

FY 2020/2021 BOARD OF SELECTMEN PROPOSED EXPENDITURE BUDGET SUMMARY

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20				FY21			FY21		
	FY19 Actual	6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	Change from FY20	% Change	FY21 Requested	Change from FY20	% Change
TOWN MANAGER'S OFFICE	451,414	240,808	467,648	466,397	486,444	18,796	4.02%	486,444	18,796	4.02%
GENERAL GOVERNMENT	87,020	42,286	97,166	100,257	109,236	12,070	12.42%	109,236	12,070	12.42%
BOS - COMMUNITY SERVICES	104,351	80,802	119,068	117,193	119,355	287	0.24%	129,252	10,184	8.55%
LEGAL SERVICES	150,411	114,812	151,000	211,000	151,000	-	0.00%	151,000	-	0.00%
HEALTH	134,239	75,480	150,960	150,960	162,364	11,404	7.55%	162,364	11,404	7.55%
TOTAL ADMINISTRATION	927,435	554,188	985,842	1,045,807	1,028,399	42,557	4.32%	1,038,296	52,454	5.32%
ECONOMIC DEVELOPMENT	45,000	45,000	45,150	45,150	45,650	500	1.11%	50,650	5,500	12.18%
TOURISM	-	30	500	100	500	-	0.00%	500	-	0.00%
LAND USE COMMISSIONS	15,693	4,520	23,500	14,900	20,200	(3,300)	-14.04%	20,200	(3,300)	-14.04%
HISTORIC DISTRICT COMMISSION	331	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
PUBLIC BUILDING COMMISSION	1,206	1,041	1,625	1,625	1,625	-	0.00%	1,625	-	0.00%
BEAUTIFICATION	5,345	1,186	4,800	4,800	4,800	-	0.00%	4,800	-	0.00%
TOTAL BOARDS & COMMISSIONS	67,575	51,776	75,575	66,575	72,775	(2,800)	-3.70%	77,775	2,200	2.91%
ELECTION ADMINISTRATION	111,523	55,161	125,521	120,786	132,100	6,579	5.24%	132,100	6,579	5.24%
TOTAL REGISTRARS	111,523	55,161	125,521	120,786	132,100	6,579	5.24%	132,100	6,579	5.24%
TOWN CLERK	221,618	104,460	232,295	232,295	239,323	7,028	3.03%	240,183	7,888	3.40%
TOTAL TOWN CLERK	221,618	104,460	232,295	232,295	239,323	7,028	3.03%	240,183	7,888	3.40%
REGIONAL PROBATE COURT	5,426	-	9,501	9,501	9,502	1	0.01%	9,502	1	0.01%
TOTAL PROBATE COURT	5,426	-	9,501	9,501	9,502	1	0.01%	9,502	1	0.01%
FINANCE DEPARTMENT	315,322	163,516	369,851	370,001	416,887	47,036	12.72%	416,887	47,036	12.72%
TAX DEPARTMENT	178,068	91,702	179,310	178,537	186,927	7,617	4.25%	186,927	7,617	4.25%
ASSESSOR'S OFFICE	252,487	115,253	278,886	263,278	273,020	(5,866)	-2.10%	298,020	19,134	6.86%
BOARD OF FINANCE	43,240	35,940	45,700	44,550	45,835	135	0.30%	45,835	135	0.30%
TOTAL FINANCE	789,117	406,411	873,747	856,366	922,669	48,922	5.60%	947,669	73,922	8.46%
INFORMATION TECHNOLOGY	201,628	123,039	330,380	334,030	343,282	12,902	3.91%	343,282	12,902	3.91%
TOTAL INFORMATION TECHNOLOGY	201,628	123,039	330,380	334,030	343,282	12,902	3.91%	343,282	12,902	3.91%
PLANNING DEPARTMENT	306,964	134,689	374,593	281,555	371,788	(2,805)	-0.75%	371,788	(2,805)	-0.75%
TOTAL PLANNING & DEVELOPMENT	306,964	134,689	374,593	281,555	371,788	(2,805)	-0.75%	371,788	(2,805)	-0.75%
BUILDING DEPARTMENT	277,356	133,519	278,894	278,794	287,666	8,772	3.15%	287,666	8,772	3.15%
TOTAL BUILDING DEPARTMENT	277,356	133,519	278,894	278,794	287,666	8,772	3.15%	287,666	8,772	3.15%

FY 2020/2021 BOARD OF SELECTMEN PROPOSED EXPENDITURE BUDGET SUMMARY

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20				FY21			FY21		
	FY19 Actual	6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	Change from FY20	% Change	FY21 Requested	Change from FY20	% Change
POLICE DEPARTMENT	4,735,716	2,352,966	4,640,132	4,651,132	4,791,293	151,161	3.26%	4,923,163	283,031	6.10%
DISPATCH	-	260,124	556,770	550,580	560,427	3,657	0.66%	560,427	3,657	0.66%
ANIMAL CONTROL	67,608	34,713	71,176	71,176	75,376	4,200	5.90%	75,376	4,200	5.90%
EMERGENCY MANAGEMENT	4,853	-	6,685	6,685	6,685	-	0.00%	6,685	-	0.00%
TOTAL POLICE	4,808,177	2,647,803	5,274,763	5,279,573	5,433,781	159,018	3.01%	5,565,651	290,888	5.51%
ENGINEERING DEPARTMENT	246,119	95,184	283,274	257,152	286,290	3,016	1.06%	286,290	3,016	1.06%
TOTAL ENGINEERING	246,119	95,184	283,274	257,152	286,290	3,016	1.06%	286,290	3,016	1.06%
PUBLIC WORKS ADMINISTRATION	246,529	129,212	277,074	277,517	290,377	13,303	4.80%	290,377	13,303	4.80%
BUILDINGS & MAINTENANCE ADMIN	470,924	223,023	496,035	464,271	504,088	8,053	1.62%	504,088	8,053	1.62%
TOWN OFFICES	147,271	46,540	150,855	150,875	149,408	(1,447)	-0.96%	149,408	(1,447)	-0.96%
ENO MEMORIAL HALL	77,022	23,575	76,675	77,175	78,975	2,300	3.00%	78,975	2,300	3.00%
MISCELLANEOUS BUILDINGS	20,253	6,797	30,863	30,800	28,990	(1,873)	-6.07%	28,990	(1,873)	-6.07%
HIGHWAY - LABOR & EQUIPMENT	1,951,203	993,379	1,972,687	1,971,756	1,998,690	26,003	1.32%	1,998,690	26,003	1.32%
HIGHWAY - FACILITIES & PROGRAMS	734,762	441,064	1,034,140	1,036,250	1,056,490	22,350	2.16%	1,056,490	22,350	2.16%
TRANSFER STATION	86,635	4,103	69,000	68,750	69,000	-	0.00%	69,000	-	0.00%
TOTAL PUBLIC WORKS	3,734,598	1,867,693	4,107,329	4,077,394	4,176,018	68,689	1.67%	4,176,018	68,689	1.67%
ELDERLY SERVICES OUTREACH	24,418	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
SENIOR CENTER	149,659	72,926	153,567	161,867	150,927	(2,640)	-1.72%	150,927	(2,640)	-1.72%
SENIOR TRANSPORTATION	126,613	53,109	166,150	166,150	162,670	(3,480)	-2.09%	162,670	(3,480)	-2.09%
SOCIAL SERVICES ADMINISTRATION	248,895	116,366	297,749	287,929	299,232	1,483	0.50%	299,232	1,483	0.50%
TOTAL SOCIAL SERVICES	549,586	242,402	617,466	615,946	612,829	(4,637)	-0.75%	612,829	(4,637)	-0.75%
PARKS & REC - ADMINISTRATION	50,356	24,948	53,422	55,177	55,010	1,588	2.97%	55,010	1,588	2.97%
PARKS & REC - MAINTENANCE	658,480	371,093	815,135	815,309	853,962	38,827	4.76%	909,231	94,096	11.54%
PARKS & REC - MEMORIAL FIELD	19,008	7,857	28,364	28,584	33,900	5,536	19.52%	33,900	5,536	19.52%
PARKS & REC - MEMORIAL POOL	53,846	46,252	55,458	62,535	66,934	11,476	20.69%	66,934	11,476	20.69%
TOTAL PARKS & RECREATION	781,690	450,150	952,379	961,605	1,009,806	57,427	6.03%	1,065,075	112,696	11.83%
LIBRARY - ADULT & YOUNG ADULT	514,113	233,806	530,074	505,570	540,368	10,294	1.94%	560,368	30,294	5.71%
LIBRARY - BUILDINGS & GROUNDS	144,356	62,704	131,350	140,434	144,460	13,110	9.98%	144,460	13,110	9.98%
LIBRARY - CHILDREN'S SERVICES	331,550	161,155	342,826	342,826	354,666	11,840	3.45%	354,666	11,840	3.45%
LIBRARY - ADMINISTRATION	601,904	299,661	611,805	591,766	631,138	19,333	3.16%	631,138	19,333	3.16%
TOTAL LIBRARY	1,591,923	757,325	1,616,055	1,580,596	1,670,631	54,576	3.38%	1,690,631	74,576	4.61%
EMPLOYEE BENEFITS	4,914,411	3,364,148	5,616,733	5,393,414	5,950,409	333,676	5.94%	6,395,299	778,566	13.86%
TOTAL EMPLOYEE BENEFITS	4,914,411	3,364,148	5,616,733	5,393,414	5,950,409	333,676	5.94%	6,395,299	778,566	13.86%

FY 2020/2021 BOARD OF SELECTMEN PROPOSED EXPENDITURE BUDGET SUMMARY

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
GENERAL LIABILITY & INSURANCE	498,119	402,394	464,726	464,726	461,638	(3,088)	-0.66%	465,908	1,182	0.25%
TOTAL GENERAL LIABILITY & INSURANCE	498,119	402,394	464,726	464,726	461,638	(3,088)	-0.66%	465,908	1,182	0.25%
OPERATING TRANSFERS	2,417,968	1,556,390	1,751,065	1,751,065	1,150,844	(600,221)	-34.28%	1,135,054	(616,011)	-35.18%
TOTAL OPERATING TRANSFERS	2,417,968	1,556,390	1,751,065	1,751,065	1,150,844	(600,221)	-34.28%	1,135,054	(616,011)	-35.18%
DEBT SERVICE	4,063,100	1,703,100	5,227,284	4,922,818	5,471,465	244,181	4.67%	5,471,465	244,181	4.67%
TOTAL DEBT SERVICE	4,063,100	1,703,100	5,227,284	4,922,818	5,471,465	244,181	4.67%	5,471,465	244,181	4.67%
CASH FOR CAPITAL	3,152,133	710,000	710,000	710,000	1,080,000	370,000	52.11%	1,080,000	370,000	52.11%
TOTAL CASH FOR CAPITAL	3,152,133	710,000	710,000	710,000	1,080,000	370,000	52.11%	1,080,000	370,000	52.11%
TOTAL TOWN BUDGET	29,666,464	15,359,831	29,907,422	29,239,998	30,711,214	803,792	2.69%	31,392,480	1,485,058	4.97%

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 19/20 ACCOMPLISHMENTS

- Renegotiated and executed an amended lease with Gifts of Love.
- Renegotiated and executed a successor operations agreement with the Simsbury Meadows Performing Arts Center Inc.
- Completed the parks and open space master plan.
- Worked with the Department of Public Works and Culture, Parks and Recreation to design and install a permanent rainbow Pride Walk on the multi-use path outside of the Performing Arts Center.
- Implemented a Posting Policy for Town Hall and Eno Memorial Hall and a new Anti-Harassment Policy; worked with the Director of Community and Social Services to update the Youth Services Bureau Advisory Board procedures; worked with the Director of Finance to update the Defined Benefit Pension Plans Investment Policy.
- Negotiated successor collective bargaining agreements for IBPO pension agreement (police), our three CSEA unions (administrative and professional staff), AFSCME (parks and public works), and Dispatchers.
- Coordinated and supported the Board of Selectmen work groups on prohibiting the intentional feeding of wildlife, short-term rentals, and the Town's debt policy, and tax abatement ordinance for volunteer firefighters and ambulance personnel.
- Analyzed the key financial issues related to the Simsbury Farms Special Revenue Fund and made recommendations to the Boards of Selectmen and Finance for addressing those issues.
- Facilitated the development of the Economic Development Commission (EDC) Work Plan.
- Supported work of the EDC in the areas of business outreach and policy development.

FY 20/21 TRENDS & KEY ISSUES

Economic development continues to be a top priority for the Board of Selectmen. The Town Manager's Office, along with the Director of Planning and Community Development and members of the Economic Development Commission, will continue business roundtable events and will focus on annual business visitations with large employers and taxpayers. The EDC and staff are also currently working on revisions to the Business Incentive Policy and our marketing materials.

The Town Manager's Office will continue to work with the Finance Department to improve our financial management practices, including the implementation of a new financial management and human resources software system, electronic timekeeping and leave accruals, and updates to our budget documents to reflect GFOA recommended best practices.

FY 20/21 GOALS & OBJECTIVES

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

Objectives:

- Continue to conduct visitations and outreach with the business community.
- Complete research on business incentives; make recommendations for updates to the Business Incentive Policy.
- Complete marketing materials refresh for tourism, real estate, and business recruitment purposes.
- Develop a plan for co-working space.

Goal: Evaluate opportunities for sharing resources with the Board of Education.

Objective:

- Recruit and onboard new shared Accountant position; explore other areas for shared financial management.
- Receive recommendations from the Technology Task Force regarding shared IT services; strategize for potential implementation.

Goal: Continue to refine and develop our budgeting process for capital and CNR.

Objectives:

- Implement the findings of the Parks and Open Space Master Plan.
- Complete the Town Facilities Master Plan and incorporate findings into FY21/22 capital budget.

Town Manager's Office Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 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	0.00	0.00
Management Specialist	0.00	1.00	1.00
Total	4.00	4.00	4.00

FY 2020/2021 TOWN MANAGER, GENERAL GOVERNMENT AND LEGAL EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>TOWN MANAGER'S OFFICE</u>							
FULL-TIME	394,775	197,981	411,878	411,878	418,738	6,860	1.67%
AUTO ALLOWANCE	3,850	2,100	4,200	4,200	4,200	-	0.00%
PART-TIME	251	-	-	-	9,700	9,700	#DIV/0!
SEASONAL	13,301	3,976	7,250	7,250	7,400	150	2.07%
CONTRACTUAL SERVICES	20,295	16,250	16,250	16,250	16,500	250	1.54%
ADVERTISING	8,156	3,735	5,000	6,000	7,500	2,500	50.00%
SPECIAL ACTIVITIES	1,626	1,880	3,000	3,000	3,500	500	16.67%
OFFICE SUPPLIES	1,148	801	4,750	2,500	3,000	(1,750)	-36.84%
CONFERENCES & EDUCATION	4,578	5,451	6,060	6,060	6,098	38	0.63%
TRAVEL	548	201	500	500	500	-	0.00%
DUES & SUBSCRIPTIONS	2,887	2,702	3,030	3,030	3,208	178	5.87%
COMPUTER SOFTWARE	-	5,729	5,730	5,729	6,100	370	6.46%
Subtotal	451,414	240,808	467,648	466,397	486,444	18,796	4.02%
<u>GENERAL GOVERNMENT</u>							
EDUCATION REIMBURSEMENT	5,414	3,734	6,000	6,000	6,000	-	0.00%
CONTRACTUAL SERVICES	-	1,299	1,666	1,666	2,036	370	22.21%
COPY & PRINTING SERVICES	10,319	4,295	15,000	15,000	12,000	(3,000)	-20.00%
POSTAGE	20,310	6,937	22,000	21,000	22,000	-	0.00%
EQUIPMENT MAINTENANCE	531	-	-	-	-	-	#DIV/0!
TELEPHONE SERVICE	45,079	20,271	45,000	49,591	55,500	10,500	23.33%
CONFERENCES & EDUCATION	5,367	5,750	7,500	7,000	11,700	4,200	56.00%
Subtotal	87,020	42,286	97,166	100,257	109,236	12,070	12.42%
<u>LEGAL SERVICES</u>							
LEGAL FEES	115,736	49,860	111,000	111,000	111,000	-	0.00%
LABOR RELATIONS	34,675	64,952	40,000	100,000	40,000	-	0.00%
Subtotal	150,411	114,812	151,000	211,000	151,000	-	0.00%

Increase relates to 10% contractual increase for services and \$5,000 for anticipated service calls on new phone system
 Reallocated \$3,000 from other department accts to increase this line item for executive coaching

FY 2020/2021 GENERAL GOVERNMENT REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
GENERAL GOVERNMENT							
STATE OWNED PROPERTY (PILOT)	35,655	35,655	35,655	35,655	35,655	-	0.00%
TELEPHONE ACCESS GRANT	43,544	-	43,000	43,000	43,000	-	0.00%
WESTMINISTER SCHOOL	122,000	120,000	120,000	120,000	120,000	-	0.00%
WORLD SKATE	80,000	26,000	80,000	80,000	80,000	-	0.00%
SPAC RENTAL FEES	2,500	2,500	2,500	2,500	2,500	-	0.00%
MISCELLANEOUS	(8,847)	3	5,000	-	-	(5,000)	-100.00%
Subtotal	274,852	184,158	286,155	281,155	281,155	(5,000)	-1.75%

FY 2020/2021 BOS - COMMUNITY SERVICES AND HEALTH EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>BOS - COMMUNITY SERVICES</u>										
PART-TIME	3,441	1,212	5,000	3,700	5,000	-	0.00%	5,000	-	0.00%
FIRST SELECTPERSON STIPEND	10,000	5,000	10,000	10,000	10,000	-	0.00%	10,000	-	0.00%
ADVERTISING	2,762	-	4,000	3,500	3,500	(500)	-12.50%	3,500	(500)	-12.50%
SPECIAL ACTIVITIES	5,996	184	9,500	9,500	9,500	-	0.00%	9,500	-	0.00%
COPY & PRINTING	-	-	-	-	250	250	#DIV/0!	250	250	#DIV/0!
PUBLIC AGENCY SUPPORT	44,815	37,186	52,448	52,448	52,448	-	0.00%	62,345	9,897	18.87%
DUES & SUBSCRIPTIONS	37,337	37,220	38,120	38,045	38,657	537	1.41%	38,657	537	1.41%
Subtotal	104,351	80,802	119,068	117,193	119,355	287	0.24%	129,252	10,184	8.55%
<u>HEALTH</u>										
CONTRACTUAL SERVICES	134,239	75,480	150,960	150,960	162,364	11,404	7.55%	162,364	11,404	7.55%
Subtotal	134,239	75,480	150,960	150,960	162,364	11,404	7.55%	162,364	11,404	7.55%

OUTSIDE AGENCY REQUESTS

Agency	Department	FY20 Budget	FY21 Request	FY21 Request - FY20 Budget
Main Street Partnership	Economic Development	\$ 45,000	\$ 50,000	\$ 5,000
Farmington River Watershed Association	BOS - Community Services	\$ 4,851	\$ 5,248	\$ 397
SCTV	BOS - Community Services	\$ 5,000	\$ 10,000	\$ 5,000
North Central EMS Council	BOS - Community Services	\$ 22,335	\$ 22,359	\$ 24
Chamber of Commerce	BOS - Community Services	\$ 5,000	\$ 9,000	\$ 4,000
Greater Hartford Transit District	BOS - Community Services	\$ 3,762	\$ 3,762	\$ -
Hartford Interval House	Social Services	\$ 500	\$ 1,500	\$ 1,000
Farmington Valley VNA	Social Services (GF and Southwell & Darling Funds)	\$ 40,000	\$ 40,000	\$ -
No. Central Regional Mental Health Board (Amplify)	Social Services	\$ 1,650	\$ 1,650	\$ -
McLean Meals on Wheels	Social Services (Southwell & Darling Funds)	\$ 5,000	\$ 5,000	\$ -
TOTAL		\$133,098	\$148,519	\$15,421



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2020-21 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, 2020 - June 30, 2021. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 17, 2020*.

☐ 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 2020-2021:
\$ 5,248

Specify how the monies requested will be expended:

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:

Our funding request is calculated on our annual request letter. There is a modest increase from last year based upon town population and a small increase in our per capita rate.

Total Annual Agency Budget:

Approximately \$350,000

Income Source	Amount
Donor Contributions	122,439
Foundation Grants	73,245
Memberships and Dues	52,071
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	\$24,044	\$23,781

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 letter

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
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 throughout the Farmington Valley to support our programs. Our Town Dues program has 15 towns within the Farmington Valley that contribute annually to our organization for a variety of services that we provide to each town.

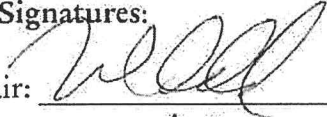
Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)
☐ other _____

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

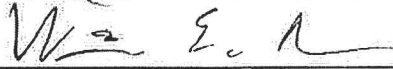
Required Signatures:

Board Chair:



Date: 1/10/20

Executive Director:



Date: 1/10/20

Submit to: Thomas Fitzgerald
Town of Simsbury
Management Specialist
933 Hopmeadow Street
Simsbury, CT 06070
OR tfitzgerald@simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2020-21 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, 2020 - June 30, 2021. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 17, 2020*.

☐ New Application Request ☒ Renewal Application Request

Agency: Simsbury Community Television, Inc.

Address: 754 Hopmeadow Street, Simsbury CT 06070

Prepared by: Karen Handville Title: Station Manager

e-mail: karen@simsburytv.org Telephone # 860 658-1720

Amount Requested from the Town of Simsbury for FY 2020-2021:
\$ 10,000.00

Specify how the monies requested will be expended:

To support SCTV operations for the recording, broadcasting, live streaming and archiving for on-demand viewing

of Board of Selectmen, Board of Finance, Planning Commission and Zoning Commission meetings, Budget Workshops
and other public hearings for the Government channel. Board of Education meetings and school sports on the
Educational channel. And community productions of events, guest speakers and interviews for the Public channel.

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

By law, SCTV base funding is based on the number of cable subscribers in Simsbury. This number is diminishing as people cut cable for streaming
services, which provides no income for SCTV; the subscriber rate is set by the State of CT. PEGPETIA grant money for capitol investment has not
been available. Over the last few years, SCTV has increased the number of regularly recorded municipal meetings from two to
five and made production equipment improvements with no additional funding. Approx 87 meetings were recorded in 2019.

Total Annual Agency Budget:

102,385.00

Income Source	Amount
Comcast	55,600
Frontier	6,500
fundraising	14,000

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

Town	Funding Requested	Funding Received
N/A		

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

SCTV is Simsbury's own television station with Public, Educational and Governmental channels available on Comcast and Frontier.

A full schedule of programs airs each month. The program schedule can be found on our website simsburytv.org.

SCTV maintains a four camera production studio and a green-screen studio in Eno Hall. A three camera production set in both the Main Meeting room and Board of Education room in town hall. A two camera production set in the Friends Program room and the new Tariffville room in the Public Library. SCTV maintains three 'take-out' cameras and audio equipment for remote productions.

Free training is provided to Simsbury residents who want to learn how to produce non commercial programming for airing. Non profits benefit from airing programming.

SCTV also airs information about upcoming events on our community calendar that airs on the channel in between programs and our website.

Target Population (please check categories):

- | | |
|---|--|
| <input type="checkbox"/> Children (0-12) | <input checked="" type="checkbox"/> Single Adult (18 - 60) |
| <input 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
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	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?

SCTV specifically serves the residents of Simsbury and supports the town of Simsbury by recording broadcasting, archiving, etc. many town meetings for the public good. It is common practice for town government to support Community Television in their communities.

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: May St

Date: 1/17/20

Executive Director: Karen Hanchilli

Date: 1/14/20

Submit to: Thomas Fitzgerald
Town of Simsbury
Management Specialist
933 Hopmeadow Street
Simsbury, CT 06070
OR tfitzgerald@simsbury-ct.gov



North Central Connecticut Emergency Medical Services Council, Inc.

January 3, 2020

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 would like to inform you that your Town Fair Share CMED Assessment for the Fiscal Year 2020-2021 is **\$22,359.20**. The assessment is used for CMED operating expenses. It is based on a per capita rate of **89.512 cents** for your Town with a population of **24,979**. ***We request that your community pay this Town Fair Share Assessment amount.***

The contract and invoice will be mailed to you in June 2020.

The population figures are taken from the Connecticut Department of Public Health Population Estimates as of July 1, 2018. We enclose the CMED Operations Budget for Fiscal Year 2020-2021 and North Central Connecticut EMS Council's 2019 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 848,501 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, 2019, recording 143,518 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,



Charles I. Motes, Jr., M.S., M.P.H.

Interim Chairman, NCCEMSC Communications Committee

Enclosures

cc: Letter Only

Amy N. Meriwether, Director of Finance/Treasurer

Karin L. Stewart, Representative, Communications Committee

Nicholas Boulter, Chief of Police

NORTH CENTRAL CONNECTICUT EMERGENCY MEDICAL SERVICES COUNCIL, INC.
COORDINATED MEDICAL EMERGENCY DIRECTION (CMED)
BUDGET FOR JULY 1, 2020-2021 (3 pages)

RECOMMENDED BY THE COMMUNICATIONS COMMITTEE – December 19, 2019
 APPROVED BY THE EXECUTIVE COMMITTEE – December 10, 2019
 FOR APPROVAL BY THE BOARD OF DIRECTORS – January 28, 2020

Budget Summary

Line Item	19/20 Budget	20/21 Budget	Increase Over Budget
SALARIES	711,341.88	722,903.67	2.00%
BENEFITS & TAXES	235,669.35	237,002.02	.56%
RENT	26,280.38	26,280.38	0.00%
COMMUNICATIONS	34,030.00	21,416.00	-37.07%
INDIRECT EXPENSES	11,294.15	16,424.03	45.42%
DIRECT EXPENSES	201,290.30	196,020.86	-2.70%
CMED PROJECTS			
TOTAL BUDGET	1,219,906.06	1,220,046.80	0.01%

NOTES:

1. Population Base is		848,501	
2. Estimated Interest Income =		\$3,000.00	
3. State of Connecticut CMED Subsidy @ 30 cents per capita =		\$254,550.30	
4. EMD User Service Fee =		\$142,986.45	
5. Capital Reserve Funds =		\$60,000.00	
6. FY 2019-2020 CMED Budget request to cities and towns =		\$761,859.32	
7. FY 2020-2021 CMED Budget request to cities and towns =		\$759,510.22	-2,349.10
8. FY 2019-2020 CMED Budget per capita rate =	89.512	cents per capita	
9. FY 2020-2021 CMED Budget per capita rate =	89.512	cents per capita	No increase
NOTE: -0.31% Population Change from 2019-2020			

Budget Summary Narrative

- **Salaries:** Executive Director, Assistant Operations Manager, Part-Time Administrative Assistant, Part-Time HR Technician, Three (2) Full-Time Shift Supervisors; One (1) Weekend Supervisor; One (1) Full-Time Lead Telecommunicators, Three (3) Full-Time Telecommunicators; as well as Part-Time Supervisors and Telecommunicators for the 24/7 Communications Center
- **Benefits and Taxes:** Healthcare, Vacation, Sick Leave; Worker's Compensation, Payroll taxes
- **Rent:** CMED Operations, Equipment, and Administrative Office
- **Communications:** Telephone Radio Circuits, Telephone and Internet Service
- **Indirect Expenses:** Annual Audit/Accounting Service, Bookkeeping Services
- **Direct Expenses:** Supplies, Postage, Equipment Service Agreements, Liability Insurance, Depreciation/Capital Reserve, Reimbursement rate for work related mileage is \$.485 per mile.

Salaries

Line Item	19/20 Budget	20/21 Budget	Increase Over 19/20 Budget
Executive Director	87,760.12	89,515.32	2.00%
Assistant Operations Mgr	55,272.21	56,377.66	2.00%
Shift Supervisors	226,309.52	230,835.71	2.00%
Telecommunicators	280,173.87	285,777.35	2.00%
Secretary	35,523.81	36,234.28	2.00%
HR Technician	3,862.80	3,940.05	2.00%
Training & Q/A Officer	15,415.00	15,723.30	0.00%
Overtime/Training	7,024.55	4,500.00	0.00%
TOTAL	711,341.88	722,903.67	

Benefits

Line Item	19/20 Budget	20/21 Budget	Increase Over 19/20 Budget
Benefits & Taxes	235,669.35	237,002.02	0.56%
TOTAL	235,669.35	237,002.02	0.56%

Rent

Line Item	19/20 Budget	20/21 Budget	Increase Over 19/20 Budget
Oak Hill School - CMED	26,280.38	26,280.38	0.00%
TOTAL	26,280.38	26,280.38	0.00%

Communications

Line Item	19/20 Budget	20/21 Budget	Increase Over 19/20 Budget
Telephone /Radio Lines	31,558.00	16,236.00	-48.55%
Cell Phones	2,472.00	2,748.00	-11.17%
TOTAL	34,030.00	21,416.00	-37.07%

Indirect Expenses

Line Item	19/20 Budget	20/21 Budget	Increase Over 19/20 Budget
Audit	6,494.15	6,624.03	-2.00%
Accounting Services	4,800.00	4,800.00	0.00%
Administrative Support	0.00	0.00	0.00%
Legal Services	0.00	5,000.00	new
TOTAL	11,294.15	16,424.03	

Direct Expenses

Line Item	19/20 Budget	20/21 Budget	Increase Over 19/20 Budget
Travel	5,200.00	5,700.00	
Education/Training	5,000.00	5,500.00	
Duplicating	520.20	520.00	
Postage	780.30	780.00	
Supplies/Equipment	3,017.16	3,017.16	
Equipment Maintenance	121,404.94	115,405.00	-5.00%
Insurance	15,097.03	15,097.03	
Payroll Processing	7,829.45	7,829.45	
Miscellaneous Reserve	3,160.40	3,160.40	
Depreciation / Capital Reserve	39,280.82	34,780.82	-11.00%
EMD CAD Software	0.00	4,231.00	
Recruitment	0.00	0.00	
TOTAL	201,290.30	196,020.86	-2.62%

Depreciation / Capital Reserve includes the following capital expense items:

CMED Projects

Line Item	19/20 Budget	20/21 Budget	
Computer Hardware	3,500.00	3,500.00	\$14,520 (5 year lease for CAD computers)
Replace Telephone System			
Unexpected Equip & Repair	4,473.92	4,473.92	
AVTEC 4 Position Console	72,000.00	72,000.00	\$360,000 (5 year lease for Radio Consoles)
TOTAL	79,973.92	79,973.92	



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2020-21 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, 2020 - June 30, 2021. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 17, 2020*.

☐ New Application Request ☒ Renewal Application Request

Agency: Simsbury Chamber of Commerce

Address: P. O. Box 224/720 Hopmeadow St., Simsbury

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 2020-2021:
\$ 9,000

Specify how the monies requested will be expended:

The money will be used to reprint two Simsbury brochures and to operate the Town of Simsbury Visitors Center. This is essential given the anticipated visitor participation in 350th celebration events.

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

In 2019, the Simsbury Chamber of Commerce committed to a more centrally-located and accessible headquarters for its operations and those of the Town of Simsbury Visitors Center, which resulted in higher overhead costs. The current funding of \$5,000 does not cover the current expenses of housing and staffing the Town of Simsbury Visitors Center in its new, more convenient and highly-visible location, and does not allow for any excess monies to cover marketing costs such as the reprinting of brochures.

Total Annual Agency Budget:
\$149,000

Income Source	Amount
Dues	72,500
Membership Services	45,000
Events	31,500

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

Town	Funding Requested	Funding Received
None		

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

We are a civic organization whose purpose is to promote the local community and its businesses. The funding requested will be used to support the Town of Simsbury Visitors Center ,which residents and visitors contact for information about the Town of Simsbury. In 2020, the Visitors Center will be enhanced with additional collateral from throughout the region.

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
Total # of Clients Served	150	200	250
# of Simsbury Clients or Residents Served	75	100	125
Total # of Simsbury Contacts	75	100	125
Average Time spent per Client or Resident	10 min.	10 min.	10 min.
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
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: Gerry Toner Date: 1/13/2020

Executive Director: Lisa Gray Date: 1/13/2020

Submit to: Thomas Fitzgerald
Town of Simsbury
Management Specialist
933 Hopmeadow Street
Simsbury, CT 06070
OR tfitzgerald@simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2020-21 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, 2020 - June 30, 2021. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 17, 2020*.

☐ New Application Request ☒ Renewal Application Request

Agency: Greater Hartford Transit District

Address: One Union Place, Hartford, CT 06103

Prepared by: Vicki L. Shotland Title: Executive Director

e-mail: vshotland@ghtd.org Telephone # 860.380.3010

Amount Requested from the Town of Simsbury for FY 2020-2021:
\$ \$3762.00

Specify how the monies requested will be expended:

To offset specific operating costs associated with programs and services provided by the District.

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

This is the same amount requested as last fiscal year (no increase.)

Total Annual Agency Budget:

FY'20 budget= \$26.6 ml

Income Source	Amount
ADA Fares	126,475
Federal Grants	3,327,000
State Grants (programs run by the District ADA Paratransit, D & A Consortium, Ins. Consortium)	23,072,000
Local Match	40,360
Total Revenues	26,565,835

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

Town	Funding Requested	Funding Received
There are (16) member Towns including Simsbury.	\$89,226	\$87,226
Bloomfield, E. Hlfd., E. Windsor, Enfield, Farmington,		
Granby, Hlfd., Manchester, Newington, Rocky Hill,		
S. Windsor, Vernon, W. Hlfd., Weathersfield, Windsor		

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

The District is a quasi-municipal corporation operating under the authority of Chapter 103a of the CT General Statutes. There are currently sixteen member towns represented by appointees who collectively from the Board of Directors. The District 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 & Maintenance Facility in East Hartford, CT.

Target Population (please check categories):

- | | |
|--|---|
| <input type="checkbox"/> Children (0-12) | <input type="checkbox"/> Single Adult (18 - 60) |
| <input type="checkbox"/> Youth (12-18) | <input type="checkbox"/> Seniors (60+) |
| <input type="checkbox"/> Families (2+ per household) | <input checked="" type="checkbox"/> Disabled (any age) - SPECIFIC TO THE ADA PARATRANSIT SERVICE. |

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	N/A	N/A
# of Simsbury Clients or Residents Served	N/A	N/A	N/A
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?

N/A

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

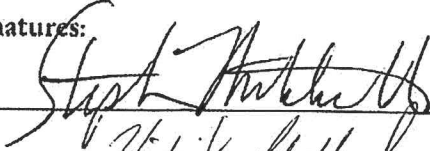
☒ other Quasi Public Governmental Agency

Other Required documentation that must be attached:

1. List of Board of Directors - see attached
2. Most recent annual report - CAFR TO BE FOUND @ hartfordtransit.org
3. Most recent financial audit - see WEBSITE -> annualfinancialreport.html
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.** - SEE REVISED 2020 BUDGET APPROVED BY THE BOARD IN DECEMBER.
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter - N/A

Required Signatures:

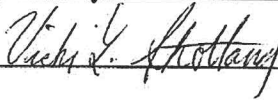
Board Chair:



Date:

January 9, 2020

Executive Director:



Date:

1-9-2020

Submit to:

Thomas Fitzgerald
Town of Simsbury
Management Specialist
933 Hopmeadow Street
Simsbury, CT 06070
OR tfitzgerald@simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2020-21 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, 2020 - June 30, 2021. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 17, 2020*.

☐ New Application Request ☒ Renewal Application Request

Agency: Hartford Interval House, Inc.

Address: PO 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 2020-2021:
\$ 1,500.00

Specify how the monies requested will be expended:

Funds will be used to provide life-saving services to victims of domestic violence who
reside in the Town of Simsbury, including 24-hour hotline support, counseling and
safety planning, emergency shelter, court advocacy, and support groups.

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

Every year, Interval House ensures that help is only a phone call away for residents of
Simsbury. In Fiscal Year 18-19, we served 20 people in your town; since 2015 we have
helped 88 of your residents, spending anywhere from one to two hours with each resident,
each time we meet with them. Other towns with similar caseloads to Simsbury support
Interval House with roughly \$100 per client, or at a cost of \$18-20 per client/unit of
service (see table on page 3). Therefore, in order to meet the current cost of providing
services to the residents of Simsbury, we ask that the Town consider an increase in
support of our agency to \$1,500.

Total Annual Agency Budget: \$2,403,108

Income Source	Amount
Government Grants (Federal & State)	\$1,389,604
Town Funding	\$103,200
Corporate & Foundation Grants	\$355,201
Fundraising	\$430,103
United Way	\$125,000

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

Town	Funding Requested	Funding Received
Town of Avon	\$2,500	\$2,500
Town of Canton	\$1,000	\$1,000
Town of Ellington	\$2,500	\$2,500
Town of Glastonbury	\$5,000	\$5,000
Town of South Windsor	\$3,000	\$3,000
Town of Vernon	\$2,500	\$2,500
Town of West Hartford	\$3,000	\$3,000
Town of Windsor	\$2,000	\$2,200
Town of East Hartford	\$10,000	\$18,032
Town of Manchester	\$62,500	\$62,500
City of Hartford	\$9,600	\$9,694

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

Founded in 1977, Interval House is committed to preventing and breaking the cycle of domestic abuse. Through our 24-hour hotline, emergency safe house, safety planning and counseling, and advocacy in the civil and criminal court systems, we work tirelessly to ensure our clients have the assistance they need to establish independence from abusers and live safer lives. Our compassionate services are completely confidential and free, and are offered to victims of abuse regardless of age, gender, race, religion, or income.

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 <i>Domestic Violence Services</i>	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	4,472	5,000	5,500
# of Simsbury Clients or Residents Served	20	24	30
Total # of Simsbury Contacts	88	80	100
Average Time spent per Client or Resident	126.5 minutes	51.8 minutes	60 minutes
Cost per Client/ Unit of Service	\$5.68*	\$6.25*	\$5.00*

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 Interval House receives government funding and has a robust grants and fundraising program, assistance from towns provides necessary "gap" coverage between income and the expense of serving town residents. Interval House provides a vital service for Simsbury residents for a fraction of what it would cost the town to independently offer. Interval House devotes a mere 14% of its budget to 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

**These costs are based on Simsbury's current support of \$500 per year; towns with similar caseloads --like Ellington--are funding units of service at a cost of \$18-20. Based on this rate and the caseload in Simsbury, total annual support would fall between \$1,500 and \$2,000.*

Required Signatures:

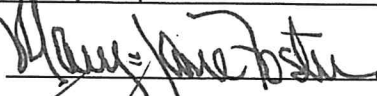
Board Chair:



Date:

1/8/20

Executive Director:



Date:

1/8/20

Submit to:

Thomas Fitzgerald
Town of Simsbury
Management Specialist
933 Hopmeadow Street
Simsbury, CT 06070
OR tfitzgerald@simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2020-21 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, 2020 - June 30, 2021. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 17, 2020*.

☐ New Application Request ☒ Renewal Application Request

Agency: Farmington Valley VNA Inc.

Address: 8 Old Mill Lane

Prepared by: Nancy Scheetz Title: E.D.

e-mail: nscheetz@farmingtonvalleyvna.org

Telephone # _____

*Completed Proposal
prior to receipt of
Newly dated Material
No content change*

Amount Requested from the Town of Simsbury for FY 2020-2021:

\$ 40,000 - Level Funding

Specify how the monies requested will be expended:

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

Ø

*so am submitting
Grant Appl. complete*

*Did discuss w/ M.
Capriola*

*N. Scheetz
12-23-21*



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2020-21 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, 2020- June 30, 2021. Completed applications with all supporting documentation must be received by the Town Manager's Office by January 2020, 17th due date

☐ New Application Request ☒ Renewal Application Request

Agency: VNA Valley Care, Inc. dba Farmington Valley VNA, Inc.

Address: 8 Old Mill Lane, Simsbury CT 06070

Prepared by: Nancy Scheetz Title: Executive Director

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

Amount Requested from the Town of Simsbury for FY 20-21: \$ 46,000.00 Level-funding

Specify how the monies requested will be expended:

Money is utilized to support and provide public health direct nursing care via: Blood Pressure + Blood Glucose Monitoring Clinics, Flu Vaccination Clinics, health and wellness presentations and seminars. It also allows for free nursing services for at-risk population through Health Supervision Program.

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

Ø increase
Level Funding requested.

Total Annual Agency Budget: 3,160,000

Income Source	Amount
Patient Revenue (Third Party Payers)	2,536,580
Town Allocations, Grants, Board of Ed.	527,105
Fundraising, Endowment/Trust Income, Bequest	167,000

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

Town	Funding Requested	Funding Received
Farmington	44,555	44,555
Avon	39,000	39,000
Canton	19,264	17,264
Hartland	10,025	10,025
Burlington	2,500	2,500
Granby	36,000	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 is a licensed and certified Home Health and Hospice Agency. We administer health care to the Post-Acute care patient, restoring health and the highest level of functioning possible. Our mission is to enhance and enable access to quality care - meeting the needs of those in our communities served. We strive to be inclusive as partners with all town and ancillary services, and we are on stand-by to support all in the event of a mass Emergency or Disaster.

Target Population (please check categories):

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

*
Not typically
who is
referred to us

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 Total Client Visits / Home Health	7223	7100	7500
# of Simsbury Clients or Residents Served Home Health + Hospice	2067		
Total # of Simsbury Contacts Community Prog.	2082		
Average Time spent per Client or Resident	15 min → BP 30 min. BP + BS. 1 hour Home Health	- to remain as stated.	
Cost per Client/ Unit of Service	Community 65\$ hour Public Rates 140/hour	No change in Fees > 10 years.	

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: _____

Date: 12-23-2019

Executive Director: _____

Date: 12-19-2019

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 17, 2020**.

☐ New Application ☒ **X** Renewal

Agency: Amplify, Inc.

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

Prepared by: Marcia DuFore Title: Executive Director

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

\$1645 Amount Requested from the Town of Simsbury

Specify how the monies requested will be expended:

Amplify is one of five regional behavioral health action organizations charged by the state of Connecticut to study local needs, evaluate state funded behavioral health programs, and inform and influence the services to be provided by the Department of Mental Health and Addiction Services (DMHAS). Amplify works with over 100 volunteer members of local Catchment Area and Prevention Councils representing every town in the 37-town region including Simsbury. Council members gather information directly from people living with behavioral health challenges, family members, and towns about local needs and effectiveness of services and prevention initiative initiatives. They are your town's quality assurance unit for state funded behavioral health services.

Effective July 1, 2019, Amplify has completed a merger of the North Central Regional Mental Health Board (NCRMHB) and East of the River Action for Substance Abuse Elimination, Inc (ERASE). Our expanded scope of services includes community education and prevention activities that address mental health and addiction concerns for individuals across the lifespan (including children). We work closely with Local Prevention Councils and offer integrated mental health and addiction development, service assessment, and advisory services for the 37 towns and cities in Connecticut's North Central Region including Simsbury.

The work of Amplify has a direct impact on DMHAS services for Simsbury residents. In FY 2020/21, as Connecticut continues to struggle with fiscal challenges, Amplify's work, especially in its expanded role, is vital for articulating the needs of our region and supporting local initiatives where limited state funding should be directed.

Update the FY 20 Regional Needs Assessment as requested by DMHAS and produce a Regional Priority Report that further explores 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. Amplify 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 training with Local Prevention and Catchment Area Council members using a Strategic Prevention Framework to **explore issues and strategies for addressing increase in anxiety among youth.**

Stimulate the development of new and needed services in the State of CT. Through lobbying and developing partnerships with DMHAS, Amplify 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 affordable housing and 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. Amplify 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: \$1050944

The total operating budget for FY 2019/20 is \$566,367 (\$516,867 from DMHAS operating grant and \$49,500 from town funding. Town funding accounts for 9% 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 \$1,050,944. 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)	\$516,867
Grants and Other Funds for Specific Projects	\$471,055
Other (fundraising and charitable giving)	\$10,000
Municipal Contributions	\$49,500

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 (33)	23159	31187

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

Amplify 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. Amplify 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):

<input checked="" type="checkbox"/> Children (0-12) (as of March 2018)	<input checked="" type="checkbox"/> Single Adult (18 – 60)
<input checked="" type="checkbox"/> Youth (12-18) (as of March 2018)	<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
Total # of Clients Served	35,029 (Region IV DMHAS clients)	Not yet available	~ 5% growth 36780
# of Simsbury Clients	226 (DMHAS Clients)	Not yet available	~ 5% growth 240
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. Current organizational Budget Summary identifying revenues, highlighting all municipal funding.
5. Copy of the IRS 501(c)(3) ruling letter

Required Signatures:

Board Chair: 
12/31/19

Date:

Executive Director: 
12/31/19

Date:

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

OR Tfitzgerald@sinmsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2020-21 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, 2020 - June 30, 2021. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 17, 2020*.

☐ New Application Request ☒ Renewal Application Request

Agency: McLean Meals on Wheels

Address: 75 Great Pond Road

Prepared by: Victoria Dirienzo, CFRE Title: Director of Development

e-mail: vickie.dirienzo@mcleancare.org Telephone # 8606583702

Amount Requested from the Town of Simsbury for FY 2020-2021:
\$ 5,000.00

Specify how the monies requested will be expended:

The money in this grant will go toward the covering some of the cost of the meals provided by McLean to Simsbury residents.

No one has ever been denied service because of inability to pay. The cost of the two meals, delivery, preparation and packaging is \$23.00

The most any client is asked to pay is \$9.95 (increased from \$9.50 on 2/1/20). However most meals are provided at a reduced rate.

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

\$5,000 is the same amount received last year. However, the difference between the cost of meals for Simsbury residents and revenue received from the residents plus the Town of Simsbury grant still leaves a balance of \$88,905 that McLean must absorb for just this fiscal year.

The use of the program by the residents of Simsbury is more than double any other town served. Simsbury 6,856 deliveries, Avon 1,131, Granby 1,846, East Granby 2,282 and Canton 3,138.

Total Annual Agency Budget:
For Meals on Wheels program: \$350,819

Income Source	Amount
Payments from individuals	79,390.50
Contributions from Towns (see below for breakout)	12,600
Reimbursement from CCCi	59,834.85
Grants from Community Organizations	2,550

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 amount	0
Simsbury	\$5,000	\$5,000
Canton	\$3,500	in process
East Granby	did not ask for specific amount	\$1,600

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

For more than 40 years McLean has provided this service to those who are unable to shop and prepare meals for themselves. No one is ever denied service because of an inability to pay. Most are elderly but the handicapped also receive meals. Each delivery consists of a hot and a cold meal with drinks and dessert and fruit. The meals are made fresh each day in the McLean Village kitchen. Meals are delivered between 10:30 am and 12:30 pm weekdays. Arrangements are made by McLean to provide emergency meals to the clients for use on snow days and when power outages occur. The meals are prepared and customized for health restrictions and personal preference. A more complete description of the program is attached to this form (Attachment 6)

Target Population (please check categories):

- | | |
|--|--|
| <input type="checkbox"/> Children (0-12) | <input type="checkbox"/> Single Adult (18 - 60) |
| <input type="checkbox"/> Youth (12-18) | <input checked="" type="checkbox"/> Seniors (60+) |
| <input 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
Total # of Clients Served	138	122	130
# of Simsbury Clients or Residents Served	58	53	55
Total # of Simsbury Contacts	6,843	6,856	6,850
Average Time spent per Client or Resident	n/a	n/a	n/a
Cost per Client/ Unit of Service	\$23	\$23	\$23

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 amount received from CCCi is \$8.85 per meal delivery only for qualified individuals still not close to the actual cost.

For Simsbury 2,519 of the 6,856 meal deliveries were to CCCi clients. Please see attachment 7 for a list of meal deliveries by town and by payment source. Demographics are also included on that spreadsheet.

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:

Secretary
Board Chair: Lisa Cla

Date: 1/3/20

Executive Director: _____

Date: 1/2/20

Submit to: Thomas Fitzgerald
Town of Simsbury
Management Specialist
933 Hopmeadow Street
Simsbury, CT 06070
OR tfitzgerald@simsbury-ct.gov

FY 2020/2021 BOARDS AND COMMISSIONS EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>ECONOMIC DEVELOPMENT COMM</u>										
PUBLIC AGENCY SUPPORT	45,000	45,000	45,000	45,000	45,000	-	0.00%	50,000	5,000	11.11%
SPECIAL ACTIVITIES	-	-	-	-	500	500	#DIV/0!	500	500	#DIV/0!
CONFERENCES & EDUCATION	-	-	150	150	150	-	0.00%	150	-	0.00%
Subtotal	45,000	45,000	45,150	45,150	45,650	500	1.11%	50,650	5,500	12.18%
<u>TOURISM</u>										
OFFICE SUPPLIES	-	30	500	100	500	-	0.00%	500	-	0.00%
Subtotal	-	30	500	100	500	-	0.00%	500	-	0.00%
<u>LAND USE COMMISSIONS</u>										
PART-TIME	4,309	2,448	10,200	7,000	10,200	-	0.00%	10,200	-	0.00%
ADVERTISING	7,720	1,967	8,700	5,000	6,000	(2,700)	-31.03%	6,000	(2,700)	-31.03%
COPY & PRINTING SERVICES	164	-	1,500	800	1,000	(500)	-33.33%	1,000	(500)	-33.33%
OFFICE SUPPLIES	2,774	30	1,100	1,100	1,000	(100)	-9.09%	1,000	(100)	-9.09%
CONFERENCES & EDUCATION	-	75	2,000	1,000	2,000	-	0.00%	2,000	-	0.00%
DUES & SUBSCRIPTIONS	725	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	15,693	4,520	23,500	14,900	20,200	(3,300)	-14.04%	20,200	(3,300)	-14.04%
<u>HISTORIC DISTRICT COMMISSION</u>										
PART-TIME	331	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal	331	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
<u>PUBLIC BUILDING COMMISSION</u>										
PART-TIME	1,206	1,041	1,600	1,600	1,600	-	0.00%	1,600	-	0.00%
OFFICE SUPPLIES	-	-	25	25	25	-	0.00%	25	-	0.00%
Subtotal	1,206	1,041	1,625	1,625	1,625	-	0.00%	1,625	-	0.00%
<u>BEAUTIFICATION</u>										
POSTAGE	20	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
AGRICULTURAL SUPPLIES	4,970	990	4,050	4,050	4,050	-	0.00%	4,050	-	0.00%
FACILITIES MAINTENANCE	-	56	300	300	300	-	0.00%	300	-	0.00%
WATER CHARGES	355	140	450	450	450	-	0.00%	450	-	0.00%
Subtotal	5,345	1,186	4,800	4,800	4,800	-	0.00%	4,800	-	0.00%

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 19/20 ACCOMPLISHMENTS

- At the fiscal year's mid-point, the registrars have enrolled more than 650 new voters.
- Transitioned office staff with unscheduled resignation of previous Republican Registrar.
- New Registrar Susan Salina has begun the University of Connecticut Registrar Certification program.
- Tested new traffic pattern at Latimer Lane School to accommodate growing number of voters at that polling location.

FY 20/21 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 20/21 will include an August Republican Congressional Primary, the 2020 Presidential Election, and the 2021 Budget Referendum.

Residents have begun enrolling at Anthology, which is likely to add 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 currently being accommodated at four polling locations. We project that enrollment will reach 19,500 by November 2020.

In 2017, more than 1,500 voters were redistricted in in order to alleviate crowding at Latimer Lane School. Our current enrollment at Latimer has already risen nearly to pre-redistricting numbers:

Comparison: December 2017 - December 2019	
HJMS: +63	Tootin: +46
Latimer: +406	Tariffville: +48

FY 20/21 GOALS & OBJECTIVES

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

Objective:

- Implement expanded staffing plan to accommodate voters without adding additional polling locations.

FY 2020/2021 ELECTION ADMINISTRATION EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed			
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	
<u>ELECTION ADMINISTRATION</u>								
PART-TIME	33,406	16,102	36,614	34,464	35,064	(1,550)	-4.23%	
REGISTRARS	52,367	26,400	55,167	55,167	55,808	641	1.16%	Increase anticipates a proposed 1/1/21 2.35% wage
ADVERTISING	570	282	-	600	600	600	#DIV/0!	increase
COPY & PRINTING SERVICES	9,612	3,722	12,405	10,000	12,580	175	1.41%	
OFFICE SUPPLIES	1,013	882	1,600	1,200	2,400	800	50.00%	
PROGRAM SUPPLIES	2,007	817	2,580	2,200	3,683	1,103	42.75%	Increase to provide modest lunch to poll workers
EQUIPMENT MAINTENANCE	12,091	6,322	15,375	15,375	19,425	4,050	26.34%	Increase relates to the need to increase number of memory cards in polling machines to be programmed due to larger volume of absentee ballots (Presidential Election)
CONFERENCES & EDUCATION	280	345	1,400	1,400	2,000	600	42.86%	Increase relates to new Registrar certification required by statute
TRAVEL	101	150	250	250	400	150	60.00%	
DUES & SUBSCRIPTIONS	75	140	130	130	140	10	7.69%	
Subtotal	111,523	55,161	125,521	120,786	132,100	6,579	5.24%	

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 19/20 ACCOMPLISHMENTS

- Applied for and received \$7,500 from the Connecticut State Library as part of the Historic Documents Preservation Program. These funds were utilized to complete a back-filing project of the Town of Simsbury's Electronic Land Record Index. Cott Systems scanned pages from our hard copy land record books and attached the images to our electronic index, making for a complete index with images dated back to July 1st, 1976.
- Began accepting credit/debit card payments.
- Began accepting deeds/conveyance taxes electronically.
- Installed new lighting above storage/workstation in vault, new flooring and new high density shelving units.

FY 20/21 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 20/21, the Town Clerk's Office will be issuing Absentee Ballots for a possible Primary in August and a Presidential Election in November. There is a strong possibility that the increase in Absentee Voters that appeared in 2018 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.

FY 20/21 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: For the Town Clerk's staff to become proficient with using the State of CT Electronic Death Registry System to register death certificates, issue permits, amend certificates, etc.

Objective:

- Attend training sessions offered by the State of CT.

Goal: To organize records on the existing and newly installed high capacity shelving units in the Town Clerk vault in the most practical, efficient manner; create record inventory list including record location in vault.

Objectives:

- Work with staff to determine best location for records.
- Label units.
- Create inventory spreadsheet.

Goal: Review office procedures to determine if there are any areas that could benefit from some altering to improve efficiency.

Objective:

- Have staff list procedures they feel could use some improving.
- Brainstorm with staff to come up with ideas.
- Check with other Towns to compare procedures.
- Implement new procedures and then review.

Goal: Inspect permanent record books in vault to determine if any need preservation work completed.

Objective:

- Review one group at a time; land record, vitals, town records, etc.
- Prioritize the list based on condition of books/urgency.
- Have professional preservation companies review books; issue quotes.
- Implement new procedures and then review.

Town Clerk's Office Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 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 2020/2021 TOWN CLERK EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>TOWN CLERK</u>										
FULL-TIME	194,859	94,104	196,470	196,470	202,893	6,423	3.27%	202,893	6,423	3.27%
OVERTIME	399	61	900	900	900	-	0.00%	900	-	0.00%
CONTRACTUAL SERVICES	14,427	-	5,975	5,975	6,095	120	2.01%	6,095	120	2.01%
ADVERTISING	34	34	160	160	160	-	0.00%	160	-	0.00%
COPY & PRINTING SERVICES	1,247	730	2,800	2,800	2,800	-	0.00%	2,800	-	0.00%
BANK FEES	128	-	140	140	140	-	0.00%	1,000	860	614.29%
OFFICE SUPPLIES	5,547	1,904	5,860	5,860	6,230	370	6.31%	6,230	370	6.31%
CONFERENCES & EDUCATION	1,839	372	3,125	3,125	3,220	95	3.04%	3,220	95	3.04%
TRAVEL	-	-	355	355	355	-	0.00%	355	-	0.00%
DUES & SUBSCRIPTIONS	3,139	-	3,490	3,490	3,510	20	0.57%	3,510	20	0.57%
COMPUTER SOFTWARE	-	7,256	13,020	13,020	13,020	-	0.00%	13,020	-	0.00%
Subtotal	221,618	104,460	232,295	232,295	239,323	7,028	3.03%	240,183	7,888	3.40%

FY 2020/2021 TOWN CLERK REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>TOWN CLERK</u>							
LICENSES - SPORT	153	29	125	125	125	-	0.00%
DOG LICENSES	14,990	3,581	13,000	13,000	13,000	-	0.00%
STATE & FEDERAL GRANTS	-	-	6,500	-	-	(6,500)	-100.00%
CONVEYANCE TAX RECEIPTS	367,304	306,899	400,000	500,000	400,000	-	0.00%
RECORDING FEES	103,317	57,290	110,000	110,000	110,000	-	0.00%
FARMLAND PRESERV FEES	2,425	1,148	2,500	2,500	2,500	-	0.00%
TOWN CLERK MISC	63,008	-	-	-	-	-	#DIV/0!
VITAL RECORD COPY FEES	-	14,035	29,500	29,500	29,500	-	0.00%
MARRIAGE LICENSE FEES	-	2,097	4,500	4,500	4,500	-	0.00%
TRADE NAME FILING FEE	-	350	600	600	600	-	0.00%
VENDOR PERMIT FEES	-	640	600	640	600	-	0.00%
NOTARY FILING FEES	-	580	610	1,004	1,004	394	64.59%
MAP/LAND RECORD COPY FEES	-	9,808	20,000	20,000	20,000	-	0.00%
LIQUOR PERMIT FILING FEES	-	380	750	750	800	50	6.67%
CREMATION/BURIAL PERMIT FEES	-	365	600	800	800	200	33.33%
ASSESSOR AIRPLANE REG FEES	-	3,611	1,700	3,611	3,500	1,800	105.88%
ASSESSORY COPY FEES	-	183	700	700	700	-	0.00%
MISC COPY FEES	-	472	400	400	400	-	0.00%
FORECLOSURE FILING FEE	-	300	-	600	600	600	#DIV/0!
INSUFFICIENT FUND FEES	10	-	40	40	40	-	0.00%
Subtotal	551,206	401,769	592,125	688,770	588,669	(3,456)	-0.58%

FY 2020/2021 REGIONAL PROBATE COURT EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>REGIONAL PROBATE COURT</u>							
PUBLIC AGENCY SUPPORT	5,426	-	9,501	9,501	9,502	1	0.01%
Subtotal	5,426	-	9,501	9,501	9,502	1	0.01%

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 19/20 ACCOMPLISHMENTS

- Increased fund balance by \$576,354 by fiscal year-end 2018/2019, bringing the Town to a 16.83% fund balance reserve.
- Completed the annual financial audit for fiscal year 2018/19 with an unmodified opinion from the audit firm Blum, Shapiro & Co., the highest opinion possible.
- Prepared the fiscal year 2018/19 Comprehensive Annual Financial Report in accordance with the Government Finance Officers Association (GFOA) certificate program.
- Received the Government Finance Officers Associate certificate for excellence in financial reporting for the fiscal year 2017/18 Comprehensive Annual Financial Report.
- Issued a Request for Proposal for financial consulting services and granted the award to Phoenix Advisors.
- Updated the Defined Benefit Plan Investment and Debt Management policies.
- Issued a Request for Qualifications for recordkeeping services for the defined contribution and deferred compensation pension plans.
- Completed fiscal year 2019/20 debt issuance in January 2020 in accordance with the approved capital plan.
- Selected a new financial management software system for implementation during fiscal years 2019/20 and 2020/21.
- Provided interim financial management services to the Board of Education.
- Completed the 2018 motor vehicle supplemental list for December billing.
- Completed the annual personal property field survey and 2019 personal property declarations.
- Completed the 2019 real estate grand list on time; new growth is 2.6%.
- Maintained tax collection rate in excess of 99% while providing pleasant and efficient service to taxpayers.

FY 20/21 TRENDS & KEY ISSUES

The Finance Department will continue to focus 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. Implementation of the new financial management software system will remain a priority for staff.

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 20/21 GOALS & OBJECTIVES

Goal: Implement 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: Continue to 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 2019 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, 2020 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 2020 grand list by January 31, 2021.
- Conduct additional personal property audits.

Finance Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 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
Accountant	-	0.50	1.00
<i>Subtotal</i>	<i>3.00</i>	<i>3.50</i>	<i>4.00</i>
Revenue:			
Tax Collector	1.00	1.00	1.00
Tax Clerk	0.83	0.83	0.83
<i>Subtotal</i>	<i>1.83</i>	<i>1.83</i>	<i>1.83</i>
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
<i>Subtotal</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
Total	7.83	8.33	8.83

FY 2020/2021 FINANCE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>FINANCE DEPARTMENT</u>										
FULL-TIME	279,044	146,949	342,322	343,572	391,104	48,782	14.25%	391,104	48,782	14.25%
PART-TIME	15,496	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
OVERTIME	760	85	1,000	500	1,000	-	0.00%	1,000	-	0.00%
CONTRACTUAL SERVICES	13,290	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
COPY & PRINTING SERVICES	653	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
BANK FEES	559	38	550	550	550	-	0.00%	550	-	0.00%
OFFICE SUPPLIES	4,366	839	4,000	4,000	4,000	-	0.00%	4,000	-	0.00%
CONFERENCES & EDUCATION	139	1,486	2,600	2,000	2,600	-	0.00%	2,600	-	0.00%
DUES & SUBSCRIPTIONS	1,015	290	1,440	1,440	1,170	(270)	-18.75%	1,170	(270)	-18.75%
COMPUTER SOFTWARE	-	13,830	17,939	17,939	16,463	(1,476)	-8.23%	16,463	(1,476)	-8.23%
Subtotal	315,322	163,516	369,851	370,001	416,887	47,036	12.72%	416,887	47,036	12.72%
<u>BOARD OF FINANCE</u>										
PART-TIME	1,512	680	2,000	1,600	2,000	-	0.00%	2,000	-	0.00%
CONTRACTUAL SERVICES	38,100	35,000	38,850	38,850	39,060	210	0.54%	39,060	210	0.54%
ADVERTISING	3,050	-	3,500	3,500	3,500	-	0.00%	3,500	-	0.00%
COPY & PRINTING SERVICES	328	250	900	150	725	(175)	-19.44%	725	(175)	-19.44%
OFFICE SUPPLIES	-	10	200	200	300	100	50.00%	300	100	50.00%
DUES & SUBSCRIPTIONS	250	-	250	250	250	-	0.00%	250	-	0.00%
Subtotal	43,240	35,940	45,700	44,550	45,835	135	0.30%	45,835	135	0.30%
<u>TAX DEPARTMENT</u>										
FULL-TIME	95,666	45,642	95,666	95,666	97,914	2,248	2.35%	97,914	2,248	2.35%
PART-TIME	37,059	18,030	37,850	37,850	39,467	1,617	4.27%	39,467	1,617	4.27%
OVERTIME	55	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
SEASONAL	4,856	3,717	4,410	3,717	5,385	975	22.11%	5,385	975	22.11%
CONTRACTUAL SERVICES	29,759	10,387	22,665	22,600	24,212	1,547	6.83%	24,212	1,547	6.83%
ADVERTISING	1,514	-	709	709	709	-	0.00%	709	-	0.00%
COPY & PRINTING SERVICES	-	832	750	750	750	-	0.00%	750	-	0.00%
BANK FEES	5,644	3,902	5,500	5,600	6,000	500	9.09%	6,000	500	9.09%
OFFICE SUPPLIES	1,625	307	1,200	1,200	1,155	(45)	-3.75%	1,155	(45)	-3.75%
TECHNICAL & PROGRAM SUPPLIES	596	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!

FY 2020/2021 FINANCE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
CONFERENCES & EDUCATION	1,059	134	1,625	945	1,600	(25)	-1.54%	1,600	(25)	-1.54%
DUES & SUBSCRIPTIONS	235	650	835	1,400	1,385	550	65.87%	1,385	550	65.87%
COMPUTER SOFTWARE	-	8,100	8,100	8,100	8,350	250	3.09%	8,350	250	3.09%
Subtotal	178,068	91,702	179,310	178,537	186,927	7,617	4.25%	186,927	7,617	4.25%
<u>ASSESSOR'S OFFICE</u>										
FULL-TIME	220,356	84,223	222,637	184,410	214,942	(7,695)	-3.46%	214,942	(7,695)	-3.46%
PART-TIME	520	1,797	726	8,500	800	74	10.19%	800	74	10.19%
OVERTIME	88	2,255	-	2,255	-	-	#DIV/0!	-	-	#DIV/0!
CONTRACTUAL SERVICES	26,808	10,882	24,420	34,212	25,000	580	2.38%	50,000	25,580	104.75%
ADVERTISING	26	26	30	26	30	-	0.00%	30	-	0.00%
COPYING & PRINTING	-	3,939	2,950	3,939	2,950	-	0.00%	2,950	-	0.00%
OFFICE SUPPLIES	394	205	1,080	500	1,080	-	0.00%	1,080	-	0.00%
EQUIPMENT MAINTENANCE	-	-	375	-	375	-	0.00%	375	-	0.00%
CONFERENCES & EDUCATION	2,549	875	3,045	3,045	4,045	1,000	32.84%	4,045	1,000	32.84%
TRAVEL	323	-	490	490	650	160	32.65%	650	160	32.65%
DUES & SUBSCRIPTIONS	1,423	670	1,735	1,735	1,750	15	0.86%	1,750	15	0.86%
FURNITURE	-	2,768	-	2,768	-	-	#DIV/0!	-	-	#DIV/0!
COMPUTER SOFTWARE	-	7,612	21,398	21,398	21,398	-	0.00%	21,398	-	0.00%
Subtotal	252,487	115,253	278,886	263,278	273,020	(5,866)	-2.10%	298,020	19,134	6.86%

FY 2020/2021 FINANCE DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>FINANCE DEPARTMENT</u>							
STATE & FEDERAL GRANTS	197,581	-	77,648	77,648	77,648	-	0.00%
HOUSING AUTH PILOT	25,871	25,138	25,000	25,000	25,000	-	0.00%
FIRE DISTRICT	6,500	-	6,500	6,500	6,500	-	0.00%
INTEREST ON INVESTMENTS	619,316	414,391	400,000	600,000	400,000	-	0.00%
CHANGE IN MARKET VALUE	44,301	(12,273)	-	-	-	-	#DIV/0!
UNREALIZED GAIN	63,541	12,261	-	-	-	-	#DIV/0!
MISCELLANEOUS	-	220	-	-	-	-	#DIV/0!
SEWER USE FUND	110,917	114,483	114,483	114,483	114,483	-	0.00%
BOND PREMIUMS	1,249,778	-	-	1,021,941	-	-	#DIV/0!
Subtotal	2,317,805	554,220	623,631	1,845,572	623,631	-	0.00%
<u>TAX DEPARTMENT</u>							
TAXES - PRIOR YR COLLECTION	628,360	169,476	401,547	300,000	300,000	(101,547)	-25.29%
TAXES - PRIOR YR REFUNDS	(27,602)	(14,038)	-	(20,000)	(20,000)	(20,000)	#DIV/0!
INTEREST & LIENS	306,740	156,998	250,000	250,000	250,000	-	0.00%
INSUFFICIENT FUND FEES	141	180	100	-	-	(100)	-100.00%
Subtotal	907,639	312,616	651,647	530,000	530,000	(121,647)	-18.67%
<u>ASSESSOR'S OFFICE</u>							
DISABLED	1,411	-	1,900	1,295	1,300	(600)	-31.58%
VETERANS EXEMPTION	5,087	-	5,100	4,441	4,500	(600)	-11.76%
Subtotal	6,498	-	7,000	5,736	5,800	(1,200)	-17.14%

INFORMATION TECHNOLOGY

The Information Technology Department oversees 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 19/20 ACCOMPLISHMENTS

- Continued success with Cyber security awareness program for Town-wide personnel that consisted of online training modules, educational publications and phishing campaigns. Current exposure is below the industry average of 10%.
- Implemented enhanced virtual software platform that is cost effective and adaptive to future expansions. Deployed server and network infrastructure to sponsor upcoming financial application and other server improvements, i.e. law enforcement, finance, Town Clerk, Tax and Assessment.
- Assisted with coordination and design of technology based equipment including, network and audio/visual equipment for Tariffville Program room at Simsbury Public Library.
- Successfully migrated to a new telephone application for town offices that include enhanced features including voice mail, conference bridging, and other call handling services.
- Commenced of Windows 10 desktop migration throughout supervised departments.
- Completed Phase One of fiber optic build out to Simsbury Farms complex.
- Successfully deployed new wifi environment at Senior Center and Library.
- Rebuilt IT cable plant for remodeled Building, Planning and Engineering departments.
- Designed and installed network infrastructure and equipment in support of Solar Panel Project at Simsbury Farms.
- In partnership with Simsbury Public Library and Simsbury School District, completed shared services initiative of State sponsored Internet services.
- Responded to 1,701 service requests from municipal and educational departments with an average completion time of 24 hours or less.

FY 20/21 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. Cyber security remains a top focus of the department and IT staff will continue to emphasis this with the employee Cyber Security Awareness Program. Evaluate current wifi environments that are deployed town-wide to identifying network enhancements and access within a secure network. Department will research migration options of new hyper-convergent equipment for network storage.

FY 20/21 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: Implement 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: Review and update 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.

Goal: Migrate to new hyper converged equipment and network environment.

Objectives:

- Review possible vendors and environmental features to compliment IT staff in providing data usage, backup and recovery expectations.
- Identify risks and remediation when identified.

Goal: Provide technology solutions and support with upcoming department projects.

Objectives:

- Review selected vendors for permitting software project and provide input on technology solutions that compliment business needs.
- Assist in the deployment and continuing support for video/audio surveillance equipment.
- Migrate Tax and Assessment application onto new network platform.

Information Technology Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 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 2020/2021 INFORMATION TECHNOLOGY EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed			
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	
<u>INFORMATION TECHNOLOGY</u>								
FULL-TIME	113,211	109,317	226,463	226,463	231,785	5,322	2.35%	
OVERTIME	-	-	-	1,200	1,200	1,200	#DIV/0!	After hour response calls for hourly staff
CONTRACTUAL SERVICES	69,832	8,639	71,140	73,105	71,519	379	0.53%	
OFFICE SUPPLIES	169	-	-	-	-	-	#DIV/0!	
TECHNICAL & PROGRAM SUPPLIES	3,076	630	3,000	3,000	3,000	-	0.00%	
CONFERENCES & EDUCATION	199	-	2,000	2,000	2,000	-	0.00%	
TRAVEL	-	-	700	700	700	-	0.00%	
DUES & SUBSCRIPTIONS	635	193	870	870	870	-	0.00%	
TECHNICAL & PROGRAM EQUIPMENT	14,506	4,259	16,500	16,500	22,500	6,000	36.36%	Increase relates to copier replacements previously unbudgeted
COMPUTER SOFTWARE	-	-	9,707	10,192	9,707	-	0.00%	
Subtotal	201,628	123,039	330,380	334,030	343,282	12,902	3.91%	

FY 2020/2021 INFORMATION TECHNOLOGY REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>INFORMATION TECHNOLOGY</u>							
CHARGES FOR SERVICES - BOE	-	61,879	170,262	170,262	168,983	(1,279)	-0.75%
Subtotal	-	61,879	170,262	170,262	168,983	(1,279)	-0.75%

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 19/20 ACCOMPLISHMENTS

- Accepted, processed, tracked and filed 2,087 applications for permits valued at \$103,412,000.
- Performed 2,799 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.
- Worked with Planning Commission in updating various sections of the Subdivision Regulations.
- Assisted with staffing the work group reviewing a potential ordinance regulating short-term rentals.

FY 20/21 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. Staff anticipates that draft maps will be provided by FEMA sometime in FY 20/21.

Simsbury and the Farmington Valley have continued to be a very busy place. There are several projects proposed for the upcoming year (i.e. McLean's Independent Living Expansion, and etc.) with several that are permitted and currently under construction (i.e. Curaleaf renovations at 34 Hopmeadow Street, Ridge at Talcott Mountain, Highcroft Place, Cambridge Court, Big Y, etc.). Compared to historical time periods that were considered boom years, this year's total construction value of \$103 million is the highest since 2000. The 2,087 issued permits is an increase from 2,033 in 18/19.

In addition, Simsbury continued to participate in a mutual aid agreement for building official staffing with Granby, East Granby, Suffield, Canton and Hartland.

FY 20/21 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 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 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
<i>Subtotal</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>
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
<i>Subtotal</i>	<i>3.54</i>	<i>3.54</i>	<i>3.54</i>
Total	7.54	7.54	7.54

FY 2020/2021 PLANNING AND BUILDING EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>PLANNING DEPARTMENT</u>							
FULL-TIME	296,760	125,432	342,018	250,000	339,544	(2,474)	-0.72%
PART-TIME	-	5,474	15,000	15,000	15,394	394	2.63%
OVERTIME	120	-	-	-	-	-	#DIV/0!
CONTRACTUAL SERVICES	1,400	-	-	-	-	-	#DIV/0!
ADVERTISING	-	-	800	800	500	(300)	-37.50%
COPY & PRINTING SERVICES	406	162	950	950	900	(50)	-5.26%
OFFICE SUPPLIES	4,397	352	1,475	1,455	1,400	(75)	-5.08%
TECH & PROGRAM SUPPLIES	943	-	350	350	300	(50)	-14.29%
VEHICLE MAINTENANCE	-	144	500	500	500	-	0.00%
GASOLINE	-	67	500	500	500	-	0.00%
CONFERENCES & EDUCATION	802	1,403	7,250	7,000	7,000	(250)	-3.45%
DUES & SUBSCRIPTIONS	2,137	1,655	5,750	5,000	5,750	-	0.00%
Subtotal	306,964	134,689	374,593	281,555	371,788	(2,805)	-0.75%
<u>BUILDING DEPARTMENT</u>							
FULL-TIME	242,835	116,584	245,434	245,434	254,112	8,678	3.54%
PART-TIME	17,667	5,474	15,000	15,000	15,394	394	2.63%
OVERTIME	-	-	-	-	-	-	#DIV/0!
CONTRACTUAL SERVICES	9,228	-	-	-	-	-	#DIV/0!
ADVERTISING	80	38	200	100	200	-	0.00%
COPY & PRINTING SERVICES	-	154	300	300	300	-	0.00%
BANK FEES	389	167	360	360	360	-	0.00%
POSTAGE	-	-	-	-	-	-	#DIV/0!
OFFICE SUPPLIES	873	264	1,500	1,500	1,200	(300)	-20.00%
TECHNICAL & PROGRAM SUPPLIES	-	-	100	100	100	-	0.00%
VEHICLE MAINTENANCE	574	594	500	500	500	-	0.00%

FY 2020/2021 PLANNING AND BUILDING EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
GASOLINE	1,248	407	1,500	1,500	1,500	-	0.00%
CONFERENCES & EDUCATION	3,750	-	3,000	3,000	3,000	-	0.00%
DUES & SUBSCRIPTIONS	713	335	1,000	1,000	1,000	-	0.00%
COMPUTER SOFTWARE	-	9,502	10,000	10,000	10,000	-	0.00%
Subtotal	277,356	133,519	278,894	278,794	287,666	8,772	3.15%

FY 2020/2021 BUILDING DEPARTMENT REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>BUILDING DEPARTMENT</u>							
BUILDING DEPT FEES	1,218,463	284,747	600,000	600,000	450,000	(150,000)	-25.00%
BUILDING DEPT SERVICES - GOVERNMENTAL	42,561	9,930	51,000	51,000	54,000	3,000	5.88%
INSUFFICIENT FUND FEES	40	40	-	-	-	-	#DIV/0!
Subtotal	1,261,063	294,717	651,000	651,000	504,000	(147,000)	-22.58%

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 ordinances 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 19/20 ACCOMPLISHMENTS

- Provided and trained for life-saving actions through medical application and crisis response.
- Opportunities for advanced leadership and professional training for supervisors/instructors.
- Advanced and specialized investigative training (i.e. accident reconstruction and narcotics).
- Maintained national accreditation through CALEA and State of CT.
- Provided community based initiatives such as the Junior Police Academy, Citizens Police Academy and Cadet Program and Self-Defense classes for women.
- Collaborated with other Town departments to provide programs such as the Senior Picnic and Skate and Share.
- Continued traffic safety efforts through enforcement, education and planning.
- Maintained/enhanced school safety initiatives, visibility in public buildings and provided crisis training to the public and private sector.

FY 20/21 TRENDS & KEY ISSUES

Staffing levels are consistently a challenge. Although we have been authorized for 38 sworn members and 7 dispatchers, we have continually experienced significant police officer shortages over the last 3 years due to retirements, long-term medical leaves (both non-work and work related) and other leave (sick and vacation). These consistent absences/vacancies have created shift shortages, less than desirable staffing of the detective division and an inability to staff a dedicated traffic enforcement officer (since 2017).

Thefts from vehicles has always been a concern in our community, but within the last few years, the number of motor vehicle thefts has increased drastically. There were a total of 6 vehicle thefts in the calendar year 2015 and at least 19 in calendar year 2019, over 200% increase.

The growth and development of the community (population, homes, residential communities and commercial buildings) will continue to impact the Department's ability to provide services (prevention, detection and apprehension through the patrol function, emergency response, education, etc.).

FY 20/21 GOALS & OBJECTIVES

Goal: Provide more options and strategies for officer wellness, career opportunities and involvement with the community.

Objectives:

- Participate in a formal officer wellness program.
- Create a police chaplain program as a resource for Department members and to help members carry out certain police services within the community.

Goal: Provide for consistent and appropriate staffing levels that allows for exceptional supervision, standards and services.

Objectives:

- Assign oversight of Department professional standards (policy and procedures, internal affairs, accreditation) to a single command staff level supervisor, instead of an ancillary responsibility.
- Maintain adequate staffing levels that will support the return of a full time traffic enforcement officer assignment.
- Return the detective staff level to three to lessen the case load, increase service, allow for other opportunities (education, meetings, etc.).

Goal: Improve public safety, investigations and effective management through technology.

Objectives:

- Implement a new radio system for public safety.
- Begin preparing for the future implementation of body worn cameras for sworn personnel.
- Provide the hardware, software and training needs to accurately perform real-time crimes analysis and performance measurement.

Police Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 Proposed FTE
Uniformed/Sworn			
Chief	1.00	1.00	1.00
Deputy Chief	0.00	0.00	1.00*
Captain	1.00	0.00	0.00
Lieutenant	1.00	2.00	3.00*
Sergeant	9.00	9.00	8.00*
Patrol 1st Class	14.00	18.00	16.00
Patrol Officer	12.00	8.00	10.00
Animal Control Officer	1.00	1.00	1.00
<i>Subtotal</i>	<i>39.00</i>	<i>39.00</i>	<i>40.00</i>
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
<i>Subtotal</i>	<i>13.36</i>	<i>13.36</i>	<i>13.36</i>
Total	52.36	52.36	53.36

**If reorganization is approved by Board of Selectmen; not included in budgeted salaries.*

FY 2020/2021 POLICE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>POLICE DEPARTMENT</u>										
FULL-TIME	3,881,872	1,797,257	3,703,120	3,703,120	3,793,946	90,826	2.45%	3,925,816	222,696	6.01%
PART-TIME	22,131	10,655	22,347	22,347	23,330	983	4.40%	23,330	983	4.40%
OVERTIME	219,902	147,557	200,000	250,000	225,000	25,000	12.50%	225,000	25,000	12.50%
OVERTIME TRAINING	25,148	36,726	38,000	38,000	43,000	5,000	13.16%	43,000	5,000	13.16%
SEASONAL	47,912	19,895	53,525	53,525	53,525	-	0.00%	53,525	-	0.00%
HOLIDAY PAY	154,143	68,543	193,000	150,000	188,000	(5,000)	-2.59%	188,000	(5,000)	-2.59%
LONGEVITY	3,375	1,400	2,100	2,100	1,400	(700)	-33.33%	1,400	(700)	-33.33%
COLLECTIVE BARGAINING	3,700	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
UNIFORM ALLOWANCE	43,055	38,551	45,020	45,020	45,020	-	0.00%	45,020	-	0.00%
EDUCATION REIMBURSEMENT	7,138	-	11,700	11,700	10,800	(900)	-7.69%	10,800	(900)	-7.69%
CONTRACTUAL SERVICES	60,962	32,672	61,640	61,640	68,834	7,194	11.67%	68,834	7,194	11.67%
INVESTIGATIONS	4,965	345	2,360	2,360	3,918	1,558	66.02%	3,918	1,558	66.02%
COPY & PRINTING SERVICES	1,109	71	1,000	1,000	1,000	-	0.00%	1,000	-	0.00%
EQUIPMENT RENTALS	3,565	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
OFFICE SUPPLIES	4,872	803	5,000	5,000	5,000	-	0.00%	5,000	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	26,494	7,862	26,375	26,375	29,751	3,376	12.80%	29,751	3,376	12.80%
MEDICAL SUPPLIES	6,264	1,129	6,170	6,170	6,170	-	0.00%	6,170	-	0.00%
CHEMICAL & LAB SUPPLIES	1,404	-	260	260	80	(180)	-69.23%	80	(180)	-69.23%
CLOTHES & SAFETY SUPPLIES	53,377	872	9,985	9,985	10,978	993	9.94%	10,978	993	9.94%
EQUIPMENT MAINTENANCE	39,331	2,628	11,390	11,390	11,390	-	0.00%	11,390	-	0.00%
VEHICLE MAINTENANCE	17,735	8,497	19,370	19,370	20,000	630	3.25%	20,000	630	3.25%
GASOLINE	73,422	30,708	57,860	57,860	61,790	3,930	6.79%	61,790	3,930	6.79%
TELEPHONE SERVICE	6,981	5,851	9,000	9,000	9,000	-	0.00%	9,000	-	0.00%
CONFERENCES & EDUCATION	24,544	5,123	24,200	24,200	28,450	4,250	17.56%	28,450	4,250	17.56%
DUES & SUBSCRIPTIONS	1,725	2,895	3,760	3,760	4,345	585	15.56%	4,345	585	15.56%
COMPUTER SOFTWARE	-	2,927	2,950	2,950	5,566	2,616	88.68%	5,566	2,616	88.68%
MACHINERY & EQUIPMENT	590	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
CNR - POLICE VEHICLES	-	130,000	130,000	134,000	141,000	11,000	8.46%	141,000	11,000	8.46%
Subtotal	4,735,716	2,352,966	4,640,132	4,651,132	4,791,293	151,161	3.26%	4,923,163	283,031	6.10%
<u>DISPATCH</u>										
FULL-TIME	-	221,347	485,810	485,810	502,147	16,337	3.36%	502,147	16,337	3.36%
OVERTIME	-	36,375	44,000	49,000	34,000	(10,000)	-22.73%	34,000	(10,000)	-22.73%
OVERTIME TRAINING	-	-	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%

FY 2020/2021 POLICE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
HOLIDAY PAY	-	-	11,190	-	11,500	310	2.77%	11,500	310	2.77%
LONGEVITY	-	575	575	575	575	-	0.00%	575	-	0.00%
CONTRACTUAL SERVICES	-	1,507	810	810	2,940	2,130	262.96%	2,940	2,130	262.96%
ADVERTISING	-	-	900	900	-	(900)	-100.00%	-	(900)	-100.00%
OFFICE SUPPLIES	-	-	-	-	340	340	#DIV/0!	340	340	#DIV/0!
TECHNICAL & PROGRAM SUPPLIES	-	-	340	340	425	85	25.00%	425	85	25.00%
CLOTHES & SAFETY SUPPLIES	-	-	1,325	1,325	1,600	275	20.75%	1,600	275	20.75%
EQUIPMENT MAINTENANCE	-	90	6,700	6,700	1,780	(4,920)	-73.43%	1,780	(4,920)	-73.43%
CONFERENCES & EDUCATION	-	229	3,120	3,120	3,120	-	0.00%	3,120	-	0.00%
Subtotal	-	260,124	556,770	550,580	560,427	3,657	0.66%	560,427	3,657	0.66%
<u>ANIMAL CONTROL</u>										
FULL-TIME	60,210	29,230	61,416	61,416	64,091	2,675	4.36%	64,091	2,675	4.36%
OVERTIME	135	242	1,160	1,160	1,160	-	0.00%	1,160	-	0.00%
ADVERTISING	50	20	200	200	200	-	0.00%	200	-	0.00%
COPY & PRINTING SERVICES	442	-	500	500	500	-	0.00%	500	-	0.00%
OFFICE SUPPLIES	5	-	50	50	50	-	0.00%	50	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	694	15	700	700	725	25	3.57%	725	25	3.57%
PARTS SUPPLIES	570	-	600	600	600	-	0.00%	600	-	0.00%
CLOTHES & SAFETY SUPPLIES	162	-	400	400	400	-	0.00%	400	-	0.00%
VEHICLE MAINTENANCE	-	-	-	-	1,500	1,500	#DIV/0!	1,500	1,500	#DIV/0!
FEES PAID TO STATE	5,266	5,131	6,000	6,000	6,000	-	0.00%	6,000	-	0.00%
CONFERENCES & EDUCATION	75	75	100	100	100	-	0.00%	100	-	0.00%
DUES & SUBSCRIPTIONS	-	-	50	50	50	-	0.00%	50	-	0.00%
Subtotal	67,608	34,713	71,176	71,176	75,376	4,200	5.90%	75,376	4,200	5.90%
<u>EMERGENCY MANAGEMENT</u>										
TECH & PROGRAM SUPPLIES	4,853	-	6,685	6,685	6,685	-	0.00%	6,685	-	0.00%
Subtotal	4,853	-	6,685	6,685	6,685	-	0.00%	6,685	-	0.00%

FY 2020/2021 POLICE DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>POLICE DEPARTMENT</u>							
POLICE PERMIT	5,580	2,640	6,000	6,000	6,000	-	0.00%
CHARGES FOR SERVICES - BOE	-	49,798	123,800	123,800	140,251	16,451	13.29%
STATE & FEDERAL GRANTS	6,000	-	-	-	-	-	#DIV/0!
EMERGENCY REPORTING SYSTEM	38,924	-	36,563	36,563	36,563	-	0.00%
POLICE TRAFFIC TICKETS	4,536	1,869	3,000	3,000	3,000	-	0.00%
POLICE FALSE ALARM FEES	5,130	765	6,500	5,500	6,000	(500)	-7.69%
MISCELLANEOUS	5,297	2,432	2,000	3,300	2,750	750	37.50%
NARCOTICS TASK FORCE	12,788	-	-	-	-	-	#DIV/0!
Subtotal	78,255	57,503	177,863	178,163	194,564	16,701	9.39%
<u>ANIMAL CONTROL</u>							
ANIMAL CONTROL FINES	375	260	500	500	500	-	0.00%
Subtotal	375	260	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 providing 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 and any 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 19/20 ACCOMPLISHMENTS

- Completed the demolition of the existing residential structure and the construction of a new park along the Farmington River called Hop Brook Landing at the Flower Bridge.
- Completed the construction of the Simsbury Public Library Lower Level Improvements project working with the Library Building Committee.
- Continued design development for the 0.84 mile Bloomfield to Tariffville Multi-Use Trail Connector Project in collaboration with the Town of Bloomfield. Construction of the project will be initiated in FY 20/21.
- Continued design development and permitting for the development of a multi-use trail segment from the Farmington Canal Heritage Trail to Curtiss & Pattison Parks.
- Continued design development for the rehabilitation of the following town owned bridges: Barndoor Hills Road over Bissell Brook and Firetown Road Bridge over Bissell Brook.
- Worked closely with Planning Department and the Town Manager's Office in monitoring construction of the Deepwater Wind solar generating facility.
- Worked with Board of Education staff and the Public Building Committee in the construction of Henry James Memorial School Phase 3 Renovations.
- Completed a rehabilitation study report and cost estimate for the rehabilitation of the Old Drake Hill Road (Flower) Bridge.
- Completed the design and bidding for the Riverside Road/Drake Hill Road Bridge Rehabilitation project and initiated construction.
- Initiated study of rehabilitation alternatives and short-term maintenance requirements for town-owned dams.
- Initiated the replacement of the Eno Memorial Hall Auditorium Audio System Replacement Project.
- Initiated design for Lighting/Fiber Network Improvements at Simsbury Farms Recreational Complex.
- Initiated design for the Town Hall Site Improvements project.
- Complete bid preparation and replacement of the Simsbury Farms Rink Evaporative Condenser Unit.

FY 20/21 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 the current staffing vacancy in the department; CT towns are experiencing a shortage of civil engineers and recruiting for the vacancy has been a challenge.

FY 20/21 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:

- Work closely with the Department of Public Works in completing the Facilities Master Plan study. This study will identify building infrastructure, energy efficiency improvements and space needs for consideration for future capital planning.

Goal: Advance currently funded infrastructure projects.

Objectives:

- Complete the construction of the Riverside Road / Drake Hill Road Bridge Rehabilitation project.
- Complete the design and initiate construction for the Bloomfield to Tariffville Multi-Use Trail Connector Project.
- Complete the design and permitting for the Multi-Use Trail from the Farmington Canal Heritage Trail to Curtiss & Pattison Parks.
- Complete design and permitting and initiate construction for the Town Hall Site Improvements project.
- Complete construction of Lighting /Fiber Network Improvements at Simsbury Farms Recreational Complex.
- Complete replacement of the Simsbury Farms Ice Rink Evaporative Condenser Unit.
- Complete maintenance and repairs to Lake Basile and Orkil (Simsbury) Farms Dams with funds currently available.

Goal: Leverage local funding to leverage possible grant opportunities.

Objectives:

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

Engineering Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 Proposed FTE
Town Engineer	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Administrative Secretary II	0.86	0.71	0.71
Total	2.86	2.71	2.71

FY 2020/2021 ENGINEERING EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>ENGINEERING DEPARTMENT</u>							
FULL-TIME	167,850	56,764	202,188	146,435	204,893	2,705	1.34%
PART-TIME	46,782	19,272	39,767	44,767	40,702	935	2.35%
CONSULTANT	24,289	17,569	31,500	56,500	31,500	-	0.00%
ADVERTISING	-	-	500	500	500	-	0.00%
COPY & PRINTING SERVICES	-	-	100	100	100	-	0.00%
OFFICE SUPPLIES	279	157	400	400	400	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	1,101	-	1,000	1,000	1,000	-	0.00%
PARTS SUPPLIES	-	-	200	200	200	-	0.00%
EQUIPMENT MAINTENANCE	1,471	165	1,350	1,000	1,000	(350)	-25.93%
VEHICLE MAINTENANCE	294	110	500	500	500	-	0.00%
GASOLINE	686	254	609	600	620	11	1.81%
CONFERENCES & EDUCATION	1,296	128	2,750	2,750	2,750	-	0.00%
DUES & SUBSCRIPTIONS	1,418	365	1,210	1,200	925	(285)	-23.55%
COMPUTER SOFTWARE	654	400	1,200	1,200	1,200	-	0.00%
Subtotal	246,119	95,184	283,274	257,152	286,290	3,016	1.06%

FY 2020/2021 ENGINEERING REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>ENGINEERING DEPARTMENT</u>							
ENGINEERING DEPT FEES	231	146	50	50	50	-	0.00%
MISCELLANEOUS	97	-	-	-	-	-	#DIV/0!
CHARGES FOR SERVICES - BOE	-	-	20,000	20,000	20,000	-	0.00%
Subtotal	328	146	20,050	20,050	20,050	-	0.00%

PUBLIC WORKS

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

Public Works Administration is responsible for the oversight of the other divisions in an efficient and coordinated manner. Work includes special projects 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, Sustainability Team, 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 owned by the town, 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 Transfer Station Division, the department tests and monitors groundwater and storm water 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 19/20 ACCOMPLISHMENTS

- Coordinated three regional household hazardous waste collections. The two Simsbury events served nearly 1,400 cars, 640 of which were Simsbury residents.
- Paved over 10 miles and crack sealed over 9 miles of town roads.
- Coordinated and executed the renovation of the Planning, Building, and Engineering Departments' office space in Town Hall, improving utilization of the existing space, ADA accessibility, and enabling staff to enhance customer service provided.
- Managed the procurement and construction of the Town's second solar array through a Power Purchase Agreement (PPA). The 223 kWDC roof-mounted solar array system on the Simsbury Farms ice rink that will generate 86% of the annual electric load at the ice rink, with anticipated savings of \$184,000 to \$394,000 over the 20-year solar power purchase agreement. This PPA was implemented with no cost to the town.
- Received a distinguished service award from CASHO (Connecticut Association of Highway Officials) for our dedication to providing high quality service to the residents of Simsbury.
- Worked with the Sustainability Committee to submit the Sustainable CT Certification application. The Town achieved Silver certification—the highest level of attainment—as a result of Simsbury's demonstrated and significant achievements in sustainable impact areas,

such as: inclusive community building, thriving local economies, vibrant and creative culture, renewable energy, clean transportation and well-stewarded land and natural resources.

- Completed nearly 400 service requests from residents, such as the inspection of hazardous trees, drainage complaints, sign repairs/replacement, pot holes, and more.
- Provided snow removal for 32 winter events with a combined 51.5” inches of snow fall.
- Removed 280 of our 401 diseased ash trees from our roadsides throughout town.

FY 20/21 TRENDS & KEY ISSUES

Changes in Municipal Solid Waste and the recapitalization of MIRA’s trash to energy plant will have significant impacts on the cost of trash disposal and recycling rates. Public Works has been active in monitoring the proposed changes to this facility and the potential impact on Simsbury and our residents. This, combined with the changes in the State’s Comprehensive Materials Management Strategy (CMMS) designed to improve the States recycling rates, is putting pressure on municipalities to implement the new programs and reporting requirements. As part of these initiatives, the Town is required to investigate a number of new waste and recycling programs.

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

FY 20/21 GOALS & OBJECTIVES

Goal: Develop a long range capital improvement plan for all Town buildings that will provide effective, clean and accessible facilities for our residents.

Objectives:

- Complete the Town Wide Facilities Master Planning Study.
- Present the plan at public meetings to gain support and consensus on the suggested program and implementation schedule.
- Utilize the plan for capital budgeting purposes.

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 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 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
<i>Subtotal</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
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
<i>Subtotal</i>	<i>20.00</i>	<i>20.00</i>	<i>20.00</i>
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
<i>Subtotal</i>	<i>7.35</i>	<i>7.35</i>	<i>7.35</i>
WPCA			
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Engineering Inspector	1.00	1.00	1.00
Plant Mechanic	1.00	0.00	0.00
Plant Operator I	1.00	1.00	1.00
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
Plant Mechanic/Equipment Operator	1.00	1.00	1.00
Admin Secretary II	1.00	1.00	1.00
Mechanic Foreman	0.00	1.00	1.00
<i>Subtotal</i>	<i>11.00</i>	<i>11.00</i>	<i>11.00</i>
Total	41.35	41.35	41.35

FY 2020/2021 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>PUBLIC WORKS ADMINISTRATION</u>							
FULL-TIME	226,155	124,927	257,209	257,267	270,512	13,303	5.17%
PART-TIME	4,853	-	-	-	-	-	#DIV/0!
OVERTIME	-	100	1,000	800	1,000	-	0.00%
SEASONAL	-	-	-	-	-	-	#DIV/0!
CONSULTANT	3,388	-	-	-	-	-	#DIV/0!
CONTRACTUAL SERVICES	3,245	233	9,400	11,500	9,400	-	0.00%
ADVERTISING	-	-	900	400	400	(500)	-55.56%
OFFICE SUPPLIES	1,664	898	1,300	1,450	1,800	500	38.46%
TECHNICAL & PROGRAM SUPPLIES	2,036	154	1,600	1,600	1,600	-	0.00%
CONFERENCES & EDUCATION	2,952	1,941	4,020	3,300	4,020	-	0.00%
DUES & SUBSCRIPTIONS	2,235	959	1,645	1,200	1,645	-	0.00%
Subtotal	246,529	129,212	277,074	277,517	290,377	13,303	4.80%
<u>BUILDINGS & MAINTENANCE ADMIN</u>							
FULL-TIME	416,839	199,846	440,470	410,000	446,298	5,828	1.32%
PART-TIME	12,452	5,292	12,971	12,971	12,971	(0)	0.00%
OVERTIME	20,793	10,873	19,000	19,000	19,475	475	2.50%
SEASONAL	1,293	-	4,444	2,500	5,280	836	18.81%
LAUNDRY SERVICE	4,062	2,618	4,250	4,500	4,250	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	1,008	-	2,250	2,500	2,250	-	0.00%
BUILDING SUPPLIES	939	345	500	800	700	200	40.00%
VEHICLE MAINTENANCE	4,092	1,778	5,000	5,000	5,000	-	0.00%
GASOLINE	9,005	2,272	6,700	6,700	7,414	714	10.66%
CONFERENCES & EDUCATION	440	-	450	300	450	-	0.00%
Subtotal	470,924	223,023	496,035	464,271	504,088	8,053	1.62%

FY 2020/2021 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>TOWN OFFICES</u>							
CONTRACTUAL SERVICES	(500)	-	-	-	4,150	4,150	#DIV/0!
BUILDING SUPPLIES	6,611	2,854	8,100	8,200	5,948	(2,152)	-26.57%
CLEANING SUPPLIES	4,688	1,209	5,530	5,550	5,530	-	0.00%
EQUIPMENT MAINTENANCE	15,046	1,820	18,000	18,000	17,150	(850)	-4.72%
FACILITIES MAINTENANCE	5,977	1,951	10,350	10,350	5,050	(5,300)	-51.21%
WATER CHARGES	2,871	1,308	3,000	3,000	3,000	-	0.00%
SEWER USE FEES	1,546	1,477	1,300	1,300	1,550	250	19.23%
NATURAL GAS/PROPANE	21,471	4,861	20,250	20,250	19,500	(750)	-3.70%
							Increased use of air conditioning due to extended warm
ELECTRIC	84,696	31,059	74,725	74,725	82,065	7,340	9.82% season
DIESEL FUEL	-	-	550	500	415	(135)	-24.55%
BUILDING IMPROVEMENTS	4,864	-	8,500	8,500	4,500	(4,000)	-47.06%
TECHNICAL & PROGRAM EQUIPMENT	-	-	550	500	550	-	0.00%
Subtotal	147,271	46,540	150,855	150,875	149,408	(1,447)	-0.96%
<u>ENO MEMORIAL HALL</u>							
CONTRACTUAL SERVICES	-	-	-	-	1,500	1,500	#DIV/0!
BUILDING SUPPLIES	4,054	758	4,500	4,500	4,500	-	0.00%
CLEANING SUPPLIES	2,171	646	3,500	3,500	3,000	(500)	-14.29%
EQUIPMENT MAINTENANCE	20,279	5,783	16,500	16,500	16,500	-	0.00%
FACILITIES MAINTENANCE	5,779	1,883	4,500	4,500	4,700	200	4.44%
WATER CHARGES	2,211	843	2,000	2,000	2,000	-	0.00%
SEWER USE FEES	494	553	675	675	675	-	0.00%
NATURAL GAS/PROPANE	18,716	3,940	18,000	18,500	18,600	600	3.33%
ELECTRIC	22,281	9,168	22,500	22,500	23,000	500	2.22%
BUILDING IMPROVEMENTS	1,037	-	4,500	4,500	4,500	-	0.00%
Subtotal	77,022	23,575	76,675	77,175	78,975	2,300	3.00%

FY 2020/2021 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>MISCELLANEOUS BUILDINGS</u>							
BUILDING SUPPLIES	726	1,845	900	900	900	-	0.00%
EQUIPMENT MAINTENANCE	1,197	525	2,200	2,200	2,200	-	0.00%
FACILITIES MAINTENANCE	6,075	2,174	12,200	12,200	12,200	-	0.00%
WATER CHARGES	916	369	3,000	3,000	2,200	(800)	-26.67%
ELECTRIC	8,401	1,432	10,000	10,000	8,500	(1,500)	-15.00%
HEATING OIL	2,938	452	2,563	2,500	2,990	427	16.66%
Subtotal	20,253	6,797	30,863	30,800	28,990	(1,873)	-6.07%
<u>HIGHWAY - LABOR & EQUIPMENT</u>							
FULL-TIME	1,322,490	633,384	1,338,456	1,338,456	1,362,695	24,239	1.81%
OVERTIME	146,536	56,630	149,760	150,000	151,500	1,740	1.16%
SEASONAL	16,280	12,096	21,008	21,000	24,960	3,952	18.81%
EQUIPMENT RENTALS	300	300	1,500	1,500	1,500	-	0.00%
LAUNDRY SERVICE	8,848	4,212	8,200	8,500	8,500	300	3.66%
TECHNICAL & PROGRAM SUPPLIES	8,607	1,489	7,800	7,500	5,000	(2,800)	-35.90%
PARTS SUPPLIES	131,139	55,700	120,000	120,000	120,000	-	0.00%
CLOTHES & SAFETY SUPPLIES	12,726	4,413	12,500	12,500	12,750	250	2.00%
OIL & LUBRICANTS	6,912	1,042	8,750	8,750	8,750	-	0.00%
EQUIPMENT MAINTENANCE	12,770	4,913	14,000	14,000	14,000	-	0.00%
VEHICLE MAINTENANCE	9,785	1,607	14,300	14,300	14,300	-	0.00%
NATURAL GAS/PROPANE	4,093	263	5,000	5,000	5,000	-	0.00%
GASOLINE	27,595	6,829	24,360	24,000	24,714	354	1.45%
DIESEL FUEL	58,877	27,037	55,628	55,500	53,596	(2,032)	-3.65%
CONFERENCES & EDUCATION	3,449	600	4,550	4,000	4,550	-	0.00%
DUES & SUBSCRIPTIONS	539	1,295	1,875	1,750	1,875	-	0.00%
TRUCKS	180,255	1,569	5,000	5,000	5,000	-	0.00%

FY 2020/2021 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
CNR - PLOW TRUCK	-	180,000	180,000	180,000	180,000	-	0.00%
Subtotal	1,951,203	993,379	1,972,687	1,971,756	1,998,690	26,003	1.32%
HIGHWAY - FACILITIES & PROGRAMS							
CONTRACTUAL SERVICES	63,923	11,830	100,500	100,500	104,500	4,000	3.98%
TREE SERVICE	62,068	19,605	55,000	55,000	55,000	-	0.00%
OFFICE SUPPLIES	-	-	1,200	1,200	-	(1,200)	-100.00%
BUILDING SUPPLIES	4,194	1,178	2,000	2,000	4,200	2,200	110.00%
CLEANING SUPPLIES	1,476	351	1,500	1,500	1,500	-	0.00%
AGRICULTURAL SUPPLIES	3,177	1,346	3,200	3,200	4,000	800	25.00%
TRAFFIC CONTROL SUPPLIES	19,551	4,345	19,000	19,000	19,000	-	0.00%
ROAD & DRAINAGE SUPPLIES	352,836	63,558	355,690	355,690	352,440	(3,250)	-0.91%
PARTS SUPPLIES	3,739	1,111	4,800	4,800	4,800	-	0.00%
MISCELLANEOUS SUPPLIES	1,174	131	2,850	2,850	2,850	-	0.00%
EQUIPMENT MAINTENANCE	5,331	3,844	5,400	5,400	5,400	-	0.00%
FACILITIES MAINTENANCE	12,057	12,477	14,500	14,500	10,500	(4,000)	-27.59%
WATER CHARGES	7,283	1,944	8,500	8,500	8,500	-	0.00%
SEWER USE FEES	481	1,860	-	1,860	1,800	1,800	#DIV/0!
NATURAL GAS/PROPANE	16,437	3,852	17,000	17,000	17,000	-	0.00%
ELECTRIC	21,726	9,551	17,000	17,000	19,500	2,500	14.71%
STREET LIGHTS	27,868	7,821	41,000	36,000	40,500	(500)	-1.22%
DUES & SUBSCRIPTIONS	-	-	1,200	1,250	1,200	-	0.00%
BUILDING IMPROVEMENTS	14,745	3,898	14,800	20,000	14,800	-	0.00%
ROADS & DRAINAGE	70,643	46,838	66,500	66,500	66,500	-	0.00%
SIDEWALKS	1,900	-	2,500	2,500	2,500	-	0.00%
ROAD IMPROVEMENTS	44,151	65,523	120,000	120,000	120,000	-	0.00%
CNR - ROAD IMPROVEMENTS	-	180,000	180,000	180,000	200,000	20,000	11.11%
Subtotal	734,762	441,064	1,034,140	1,036,250	1,056,490	22,350	2.16%

FY 2020/2021 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>TRANSFER STATION</u>							
CONTRACTUAL SERVICES	71,999	642	59,000	59,000	59,000	-	0.00%
TECH & PROGRAM SUPPLIES	-	72	-	-	-	-	#DIV/0!
FACILITIES MAINTENANCE	14,636	1,855	7,500	7,500	7,500	-	0.00%
PUBLIC AGENCY SUPPORT	-	1,535	2,500	2,250	2,500	-	0.00%
Subtotal	86,635	4,103	69,000	68,750	69,000	-	0.00%

FY 2020/2021 PUBLIC WORKS DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>ENO MEMORIAL HALL</u>							
ENO MEMORIAL HALL RENT	15,750	3,800	15,000	7,500	7,000	(8,000)	-53.33%
Subtotal	15,750	3,800	15,000	7,500	7,000	(8,000)	-53.33%
<u>HIGHWAY PROGRAMS & FACILITY</u>							
MISCELLANEOUS	4,263	-	2,500	1,500	1,500	(1,000)	-40.00%
SPECIAL ACTIVITIES	-	-	2,500	500	500	(2,000)	-80.00%
Subtotal	4,263	-	5,000	2,000	2,000	(3,000)	-60.00%
<u>TRANSFER STATION</u>							
RESIDENTIAL RECYCLING	370	520	2,000	1,200	1,200	(800)	-40.00%
Subtotal	370	520	2,000	1,200	1,200	(800)	-40.00%

COMMUNITY AND SOCIAL SERVICES

The Community and Social Services Department is comprised of Social Services, the 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 services to Simsbury individuals and families through programs which include, but are not limited to: Financial Assistance; Medical Assistance; Food Programs; Holiday Programs; Back to School; 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 19/20 ACCOMPLISHMENTS

- Director has successfully completed all requirements and passed the Advanced Social Work Boards to earn her LCSW (Licensed Clinical Social Worker).
- Worked collaboratively with multiple town entities to coordinate a community forum with the Department of Justice to examine concerns regarding diversity and inclusivity within our community and to identify areas that need to be addressed.
- Worked collaboratively with multiple town entities to create the Simsbury SPIRIT Council which will work to create solutions to the areas of concern identified at the community forum with the DOJ.
- Partnered with Simsbury Police, Board of Education, Simsbury Public Library, Community for Care, A Promise to Jordan, and the Farmington Valley Health District to support programming on topics related to safety, drug and alcohol abuse prevention, the vaping epidemic, family relations, LGBTQ, health and wellness programming, and mental health concerns.
- Served as an intake site for the Connecticut Energy Assistance Program and facilitated \$143,020 in federal heating assistance in the 2018 heating season for 225 households. This is an increase of \$7,990 and 18 more households from 2017. Provided Emergency Energy Assistance with donated dollars in the amount of \$10,901.
- Served as an intake site for the Connecticut Renters' Rebate program helping 155 people apply for and receive a total of \$79,653 in benefits. This is an increase of \$12,828 and 17 more individuals than 2018.
- Provided 7,060 Dial-A-Ride passengers a total 6,741 trips and traveled 41,727 miles. In addition, we provided transportation for 317 out of town medical trips and 44 Senior Center trips.
- Secured donations to fill holiday wish lists for 103 children from 42 families.
- Acted as the local Salvation Army and provided intake and assistance to 23 clients in \$5,963 of support for rent, electricity, and our Cheese Day program.
- Expanded our Sensory Friendly series to include Spring Fling, Halloween, and Santa as annual events.

- Supported our Family Therapy Program where youth are assisted in accessing therapy. Provided 9 referrals and utilized \$4,200 in grant funding to support this program.
- Collaborated with the Alzheimer Association to offer three programs for caregivers and professionals to discuss helpful strategies to provide safe, effective, and comfortable care.
- Partnered with Resilience Grows Here to develop and implement a monthly Veteran's Coffee Hour. The program offers an opportunity to connect with other Veterans who share similar military experiences, learn about resources and talk about issues that concern Veteran's and their families.
- Through our work with the Farmington Valley VNA, we have added the service of free blood pressure and blood sugar checks during Cheese Day for those clients

FY 20/21 TRENDS & KEY ISSUES

Although the economy continues to slowly stabilize, Simsbury residents continue to struggle with a variety of needs, many of which are related to meeting their basic needs. We continue to see an increase in households who are experiencing food insecurity and we work with them to ensure that they have access to all possible resources. Individuals and families continue to struggle with the financial obligations related to housing and are frequently accessing assistance to pay for rent and energy. Our staff works hard to provide information on all available resources and referrals are made to appropriate outside agencies. We are very fortunate to have generous donors support our work and, in turn, we work to ensure that all donated dollars are spent responsibly.

The use of Electronic Nicotine Devices by our youth continues to be a concern. 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, the Simsbury Public Library, and Community for Care 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. We do have part-time employees of the Senior Center whose wages will be impacted by the increase in minimum wage. For that reason, we will be slightly over budget at the close of FY20, and there is a larger increase to our budget for FY21.

The Senior Center provides opportunities for older adults to connect with vital community resources that maintain and enhance their quality of life. The wide variety of programs and services include meal and nutrition programs, information and assistance, health, fitness, and wellness programs, volunteer opportunities, social and recreational activities, educational opportunities and intergenerational programs.

FY 20/21 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.
- Provide reliable statistical data supporting the work that we do.

Goal: Increase the community's knowledge of our programs and services.

Objectives:

- Develop a plan for community outreach.
- Schedule informational sessions in various areas of town to be inclusive of all our community members.

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."
- Investigate the possibility of having an Annual Appeal.

Social Services Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 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	1.00	1.00	1.00
Total	5.71	5.71	5.71

FY 2020/2021 SOCIAL SERVICES DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>SOCIAL SERVICES - ADMINISTRATION</u>							
FULL-TIME	187,052	89,837	210,869	194,872	217,396	6,527	3.10%
PART-TIME	-	13,674	24,750	28,547	25,796	1,046	4.23%
OVERTIME	51	-	-	-	-	-	#DIV/0!
CONTRACTUAL SERVICES	3,893	382	1,760	1,760	1,990	230	13.07%
COPY & PRINTING SERVICES	76	38	500	300	500	-	0.00%
YOUTH SERVICES	2,406	-	8,000	8,000	-	(8,000)	-100.00%
OFFICE SUPPLIES	4,512	382	1,250	1,250	1,890	640	51.20%
TECHNICAL & PROGRAM SUPPLIES	932	42	250	250	250	-	0.00%
PUBLIC AGENCY SUPPORT	39,964	7,131	42,150	42,150	42,150	-	0.00%
CONFERENCES & EDUCATION	9,087	3,838	6,750	9,700	7,750	1,000	14.81%
DUES & SUBSCRIPTIONS	923	1,044	1,470	1,100	1,510	40	2.72%
Subtotal	248,895	116,366	297,749	287,929	299,232	1,483	0.50%
<u>ELDERLY SERVICES OUTREACH</u>							
PART-TIME	24,365	-	-	-	-	-	#DIV/0!
TECH & PROGRAM SUPPLIES	53	-	-	-	-	-	#DIV/0!
Subtotal	24,418	-	-	-	-	-	#DIV/0!
<u>SENIOR CENTER</u>							
FULL-TIME	120,777	57,920	121,637	121,637	125,377	3,740	3.07%
PART-TIME	5,260	2,211	8,100	16,400	17,400	9,300	114.81%
CONTRACTUAL SERVICES	18,357	9,888	17,680	17,680	2,590	(15,090)	-85.35%
COPY & PRINTING SERVICES	349	115	1,000	1,000	1,000	-	0.00%
EQUIPMENT RENTALS	291	105	590	590	-	(590)	-100.00%
OFFICE SUPPLIES	588	206	600	600	600	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	3,634	2,258	2,330	2,330	2,330	-	0.00%
EQUIPMENT MAINTENANCE	403	224	1,630	1,630	1,630	-	0.00%
Subtotal	149,659	72,926	153,567	161,867	150,927	(2,640)	-1.72%

Youth Service Bureau grant match moved to "Operating Transfers"

Reflects full cost of Wednesday lunch program. Offsetting revenue from the Belden Trust is recorded in "Operating Transfers In"

Decrease relates to the following: \$10,480 moved to senior center special revenue fund and \$5,000 reallocated to Parks & Recreation for programming activities

FY 2020/2021 SOCIAL SERVICES DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>SENIOR TRANSPORTATION</u>							
CONTRACTUAL SERVICES	126,613	53,109	166,150	166,150	162,670	(3,480)	-2.09%
Subtotal	126,613	53,109	166,150	166,150	162,670	(3,480)	-2.09%

FY 2020/2021 SOCIAL SERVICES REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>SENIOR TRANSPORTATION</u>							
ELD/HANDICAPPED TRANSPORT	6,672	-	6,000	6,000	6,670	670	11.17%
CT DOT TRANSPORTATION GRANT	-	-	34,050	34,050	34,050	-	0.00%
MISCELLANEOUS	-	16	-	-	-	-	#DIV/0!
Subtotal	6,672	16	40,050	40,050	40,720	670	1.67%

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 two years, guided by its 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 19/20 ACCOMPLISHMENTS

- Received the CT Library Association annual award for Outstanding Library Service in recognition of the Teen Job Center program.
- Completed the renovation of the Library's lower level to include a new program space which was partially funded with a CT State Library Construction grant. Construction began December 2018 and was completed July 2019.
- Expanded summer weeklong STEM camps for elementary school aged children to accommodate a greater number of participants. These camps reinforce learning those skills while school is not in session.
- Piloted STEM Camp for Tweens and Teens.
- Developed and implemented a Simsbury-based intergenerational Summer Reading Program which saw an increase in participation of 76%.
- Recruited and on-boarded a Business Resource Center Coordinator to support local business and economic development, as well as entrepreneurs and job seekers.
- Implemented a pilot Fine Free initiative, to promote greater equity and access to library services.

FY 20/21 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 19. The Library will be focused on offering a robust, well-rounded collection of material, both print and digital, to meet the needs of the community and 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. The Library will also work to support the local economy and its development through the Business Resource Center.

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

FY 20/21 GOALS & OBJECTIVES

Goal: Increase community Library engagement within the facility.

Objectives:

- Increase Library card holders by 2%.
- Increase program attendance by 2%.
- Increase material circulation by 1.5%.

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

Objectives:

- Continue to cross-train Library staff to increase flexibility, improve efficiency and workflow, and ensure the ability to meet service needs.
- Offer at least one staff development program.
- Continue to develop the staff intranet to improve ease of access to workflows and critical information.

Goal: Support the local economy and its development through Library programs, materials and services, especially those provided by the Business Resource Center.

Objectives:

- Increase the equipment and offerings of Innovators' Workshop to support entrepreneurs and increase Innovators' Workshop use by 2%.
- Support of the Economic Development Work Plan by investigating the conversion of Business Resource Center area for use as a co-working space.
- Business Resource Center Coordinator will work closely with the Economic Development Commission to support their mission and goals.

Library Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 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	0.83	0.83
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
<i>Subtotal</i>	<i>11.30</i>	<i>11.43</i>	<i>11.43</i>
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
<i>Subtotal</i>	<i>5.80</i>	<i>5.80</i>	<i>5.80</i>
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
<i>Subtotal</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>
Total	23.10	23.23	23.23

FY 2020/2021 LIBRARY DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>LIBRARY ADMINISTRATION</u>										
FULL-TIME	374,133	156,481	375,258	355,260	386,763	11,505	3.07%	386,763	11,505	3.07%
PART-TIME	111,158	60,159	120,538	120,538	131,040	10,502	8.71%	131,040	10,502	8.71%
CONTRACTUAL SERVICES	69,850	59,190	68,470	68,470	65,570	(2,900)	-4.24%	65,570	(2,900)	-4.24%
COPY & PRINTING SERVICES	2,882	-	2,500	2,500	2,900	400	16.00%	2,900	400	16.00%
BANK FEES	442	138	500	300	500	-	0.00%	500	-	0.00%
OFFICE SUPPLIES	3,476	1,982	3,350	3,350	3,350	-	0.00%	3,350	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	8,533	4,378	9,709	7,469	6,575	(3,134)	-32.28%	6,575	(3,134)	-32.28%
INNOVATOR'S WORKSHp SUP	1,485	1,305	-	2,240	2,240	2,240	#DIV/0!	2,240	2,240	#DIV/0!
EQUIPMENT MAINTENANCE	22,531	11,646	20,280	20,280	21,000	720	3.55%	21,000	720	3.55%
CONFERENCES & EDUCATION	6,352	3,023	7,000	7,000	7,000	-	0.00%	7,000	-	0.00%
DUES & SUBSCRIPTIONS	1,060	1,359	1,200	1,359	1,200	-	0.00%	1,200	-	0.00%
COMPUTER SOFTWARE	-	-	3,000	3,000	3,000	-	0.00%	3,000	-	0.00%
Subtotal	601,904	299,661	611,805	591,766	631,138	19,333	3.16%	631,138	19,333	3.16%
<u>LIBRARY - ADULT & YOUNG ADULT</u>										
FULL-TIME	325,244	141,369	347,774	325,675	358,068	10,294	2.96%	358,068	10,294	2.96%
PART-TIME	50,385	24,804	43,120	43,120	43,120	-	0.00%	43,120	-	0.00%
OVERTIME	619	75	-	75	-	-	#DIV/0!	-	-	#DIV/0!
CONTRACTUAL SERVICES	7,305	590	10,480	8,000	10,480	-	0.00%	10,480	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	2,653	158	3,000	3,000	3,000	-	0.00%	3,000	-	0.00%
REFERENCE MATERIALS	5,357	-	-	-	-	-	#DIV/0!	20,000	20,000	#DIV/0!
REFERENCE MATERIALS - ADULT	48,669	20,647	49,260	49,260	49,260	-	0.00%	49,260	-	0.00%
REFERENCE MATERIALS - BORROWING	51,286	27,173	50,940	50,940	50,940	-	0.00%	50,940	-	0.00%
REFERENCE MATERIALS - BRC	14,842	14,923	16,500	16,500	16,500	-	0.00%	16,500	-	0.00%
REFERENCE MATERIALS - TEEN	7,752	4,067	9,000	9,000	9,000	-	0.00%	9,000	-	0.00%
Subtotal	514,113	233,806	530,074	505,570	540,368	10,294	1.94%	560,368	30,294	5.71%
<u>LIBRARY - CHILDREN SERVICES</u>										
FULL-TIME	184,332	89,439	187,976	187,976	195,696	7,720	4.11%	195,696	7,720	4.11%
PART-TIME	102,419	50,460	112,250	112,250	116,370	4,120	3.67%	116,370	4,120	3.67%
CONTRACTUAL SERVICES	1,975	1,215	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%
COPY & PRINTING SERVICES	250	-	100	100	100	-	0.00%	100	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	2,422	721	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%
REFERENCE MATERIALS	40,152	19,319	38,500	38,500	38,500	-	0.00%	38,500	-	0.00%

FY 2020/2021 LIBRARY DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
Subtotal	331,550	161,155	342,826	342,826	354,666	11,840	3.45%	354,666	11,840	3.45%
<u>LIBRARY - BUILDINGS & GROUNDS</u>										
CUSTODIAL SERVICES	1,500	-	2,100	2,100	2,100	-	0.00%	2,100	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	581	73	300	300	300	-	0.00%	300	-	0.00%
BUILDING SUPPLIES	7,127	2,267	6,000	6,000	6,000	-	0.00%	6,000	-	0.00%
CLEANING SUPPLIES	2,649	1,080	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%
EQUIPMENT MAINTENANCE	21,470	9,755	17,500	17,500	17,500	-	0.00%	17,500	-	0.00%
FACILITIES MAINTENANCE	2,542	3,231	3,000	5,000	4,200	1,200	40.00%	4,200	1,200	40.00%
WATER CHARGES	3,104	1,391	3,560	3,560	3,560	-	0.00%	3,560	-	0.00%
SEWER USE FEES	1,237	1,344	1,340	1,344	1,350	10	0.75%	1,350	10	0.75%
NATURAL GAS/PROPANE	26,844	6,340	28,040	28,040	28,470	430	1.53%	28,470	430	1.53%
ELECTRIC	75,103	36,198	65,080	72,390	76,050	10,970	16.86%	76,050	10,970	16.86%
HEATING OIL	-	-	-	-	500	500	#DIV/0!	500	500	#DIV/0!
REFUSE DISPOSAL	2,198	1,026	2,430	2,200	2,430	-	0.00%	2,430	-	0.00%
Subtotal	144,356	62,704	131,350	140,434	144,460	13,110	9.98%	144,460	13,110	9.98%

FY 2020/2021 LIBRARY REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>LIBRARY</u>							
LIBRARY ROOM RENTALS	2,200	1,587	2,800	2,450	2,450	(350)	-12.50%
LIBRARY FEES/COPY	26,609	6,269	19,490	6,500	6,500	(12,990)	-66.65%
PASSPORT REVENUE	-	105	2,100	210	300	(1,800)	-85.71%
LIBRARY LOST BOOKS	2,899	1,004	2,500	7,490	7,490	4,990	199.60%
MISCELLANEOUS	40	-	50	-	-	(50)	-100.00%
Subtotal	31,748	8,965	26,940	16,650	16,740	(10,200)	-37.86%

FY 2020/2021 EMPLOYEE BENEFITS EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>EMPLOYEE BENEFITS</u>										
MAJOR MEDICAL INSURANCE	2,617,529	1,417,943	3,039,948	2,852,694	2,957,823	(82,125)	-2.70%	3,017,823	(22,125)	-0.73%
LIFE INSURANCE	39,032	20,239	39,928	39,928	39,197	(731)	-1.83%	40,473	545	1.37%
DISABILITY INSURANCE	33,563	19,735	32,904	32,904	37,827	4,923	14.96%	37,827	4,923	14.96%
SOCIAL SECURITY/FICA	792,948	409,323	889,225	850,000	922,115	32,890	3.70%	936,754	47,529	5.34%
POLICE PENSIONS	569,685	651,976	659,763	651,976	809,664	149,901	22.72%	926,293	266,530	40.40%
TOWN PENSIONS	725,325	786,730	834,965	825,912	1,018,998	184,033	22.04%	1,233,514	398,549	47.73%
OPEB	-	-	18,000	18,000	40,000	22,000	122.22%	65,000	47,000	261.11%
DEFINED CONTRIBUTION	84,081	41,909	84,800	84,800	105,285	20,485	24.16%	118,114	33,314	39.29%
UNEMPLOYMENT COMPENSATION	45,002	14,427	10,000	30,000	10,000	-	0.00%	10,000	-	0.00%
CONSULTANT	7,246	1,866	7,200	7,200	9,500	2,300	31.94%	9,500	2,300	31.94%
Subtotal	4,914,411	3,364,148	5,616,733	5,393,414	5,950,409	333,676	5.94%	6,395,299	778,566	13.86%

FY 2020/2021 EMPLOYEE BENEFITS REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>EMPLOYEE BENEFITS</u>							
INSURANCE REFUNDS	4,862	3,618	-	3,618	-	-	#DIV/0!
Subtotal	4,862	3,618	-	3,618	-	-	#DIV/0!

FY 2020/2021 GENERAL LIABILITY INSURANCE EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>GENERAL LIABILITY & INSURANCE</u>							
WORKER'S COMPENSATION	241,510	192,630	219,093	219,093	231,159	12,066	5.51%
LIABILITY, AUTO & PROPERTY	229,245	209,763	235,633	235,633	220,479	(15,154)	-6.43%
FLEET INSURANCE	26,401	-	-	-	-	-	#DIV/0!
BOILER INSURANCE	(2,036)	-	-	-	-	-	#DIV/0!
INSURANCE DEDUCTIBLE	3,000	-	10,000	10,000	10,000	-	0.00%
Subtotal	498,119	402,394	464,726	464,726	461,638	(3,088)	-0.66%

Based on a recent analysis of charges to the WPCA Fund a greater portion of the premium has been allocated to the special revenue fund

FY 2020/2021 GENERAL LIABILITY REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>GENERAL LIABILITY & INSURANCE</u>							
INSURANCE REFUNDS	46,784	55,805	27,500	55,805	27,500	-	0.00%
Subtotal	46,784	55,805	27,500	55,805	27,500	-	0.00%

FY 2020/2021 OPERATING TRANSFERS AND CASH FOR CAPITAL EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY19	FY20	FY20	FY20	FY21	FY21 Change		
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY20	% Change	
<u>OPERATING TRANSFERS</u>								
CONTINGENCY RESERVE	-	-	194,675	194,675	169,364	(25,311)	-13.00%	
HEALTH INSURANCE FUND	1,400,000	850,000	850,000	850,000	-	(850,000)	-100.00%	
MSP SENIOR CENTER FUND	-	-	-	-	10,480	10,480	#DIV/0!	Expense previously recorded in Senior Center Department Budget
YOUTH SERVICE BUREAU FUND	-	-	-	-	8,000	8,000	#DIV/0!	Expense previously recorded in Social Services Department Budget
ATHLETICS FIELDS FUND	-	-	-	-	2,250	2,250	#DIV/0!	Lining of parking lot for PAC events
CNR-2015	83,250	-	-	-	-	-	#DIV/0!	
CNR-2016	83,250	83,250	83,250	83,250	-	(83,250)	-100.00%	
CNR-2017	68,300	68,300	68,300	68,300	68,300	-	0.00%	
CNR-2018	83,250	83,250	83,250	83,250	83,250	-	0.00%	
CNR-2019	83,250	83,250	83,250	83,250	83,250	-	0.00%	
CNR-2020	-	208,340	208,340	208,340	83,250	(125,090)	-60.04%	
CNR-2021	-	-	-	-	437,700	437,700	#DIV/0!	
SIMSBURY FARMS CONTRIBUTION	616,668	180,000	180,000	180,000	205,000	25,000	13.89%	\$5,000 was reallocated for programming money from community services
Subtotal	2,417,968	1,556,390	1,751,065	1,751,065	1,150,844	(600,221)	-34.28%	
<u>CASH FOR CAPITAL</u>								
CASH TO CAPITAL	3,152,133	710,000	710,000	710,000	1,080,000	370,000	52.11%	
Subtotal	3,152,133	710,000	710,000	710,000	1,080,000	370,000	52.11%	

FY 2020/2021 OPERATING TRANSFERS REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>OPERATING TRANSFERS</u>							
BELDEN AND SOUTHWELL TRUST	-	-	7,000	7,000	16,100	9,100	130.00%
DESIGNATED FUND BALANCE	-	-	850,000	-	-	(850,000)	-100.00%
CAPITAL PROJECT FUNDS	321,358	-	-	-	303,168	303,168	#DIV/0!
Subtotal	321,358	-	857,000	7,000	319,268	(537,732)	-62.75%

FY 2020/2021 DEBT SERVICE EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>DEBT SERVICE</u>							
PRINCIPAL - TOWN	2,607,126	1,272,046	3,113,451	3,113,451	2,826,592	(286,859)	-9.21%
PRINCIPAL - SCHOOLS	757,874	322,954	1,012,908	1,012,908	1,488,408	475,500	46.94%
INTEREST - TOWN	543,953	87,136	599,738	599,738	632,743	33,005	5.50%
INTEREST - SCHOOLS	154,147	20,964	196,721	196,721	523,722	327,001	166.23%
TEACHERS PENSION CONTRIBUTION	-	-	304,466	-	-	(304,466)	-100.00%
Subtotal	4,063,100	1,703,100	5,227,284	4,922,818	5,471,465	244,181	4.67%

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 19/20 ACCOMPLISHMENTS

- Replaced three pumps at the Wolcott Pump Station to eliminate clogging due to wipes and rags.
- Upgraded pump controls and wiring at the Tunxis Pump Station.
- Completed sanitary sewer replacement on Maple Court and Old Mill Lane and at 17 Firetown Road.
- Created and approved a Flow Allocation Policy to assist developers during site planning.
- Reviewed a request for a possible sanitary sewer replacement for Woodland Street area.

FY 20/21 TRENDS & KEY ISSUES

Large scale developments within the Town continue to 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 20/21 GOALS & OBJECTIVES

Goal: Update the Simsbury Water Pollution Control Facilities Plan.

Objective:

- To provide a long term outlook of the facility and provide recommendations for potential upgrades and equipment replacement to assist in capital planning.

Goal: Continue with the creation of 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 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 Proposed FTE
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Engineering Inspector	1.00	1.00	1.00
Plant Mechanic	1.00	0.00	0.00
Plant Operator I	1.00	1.00	1.00
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
Plant Mechanic/Equipment Operator	1.00	1.00	1.00
Admin Secretary II	1.00	1.00	1.00
Mechanic Foreman	0.00	1.00	1.00
Total	11.00	11.00	11.00

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

	2019	2020	2020	2021
	Actual	Adopted	Estimated	WPCA Comm
Revenues				Approved
WPCA Operating				
Interest on Investments	\$ 15,545	\$ 7,997	\$ 7,997	\$ 7,997
Interest & Liends	20,478	25,000	20,148	22,212
Miscellaneous Grant	10,037	10,000	50,000	22,000
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	1,021,666	479,623	479,623	505,903
Assessments	2,600,259	3,049,278	2,447,832	2,645,997
Insufficient Fund Fees	442	-	-	-
Total WPCA Operating	<u>4,078,354</u>	<u>3,981,825</u>	<u>3,415,527</u>	<u>3,614,036</u>
Intergovernmental				
Transfer In - Assessment Fund	521,337	-	-	-
Transfer In - Capital Project Funds	691,760	-	-	-
Total Intergovernmental	<u>1,213,097</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>5,291,451</u>	<u>3,981,825</u>	<u>3,415,527</u>	<u>3,614,036</u>
Expenditures				
WPCA Operating				
Payroll	769,133	894,568	832,729	916,949
Benefits	380,709	433,735	404,551	506,046
Contractual Services	55,259	113,776	107,500	115,772
Insurance	21,876	24,063	24,063	37,170
Purchased Services	2,005	3,550	2,820	3,550
Office Supplies	2,280	3,700	2,625	3,700
Building Supplies	756	4,550	1,441	4,550
Program Supplies	104,167	124,040	110,930	124,040
Equipment Maintenance	22,913	30,240	18,422	30,240
Facilities Maintenance	17,413	17,400	17,400	17,400
Utilities	513,978	512,770	511,352	580,412
Public Agency Support	110,917	114,483	114,483	115,000
Conferences, Dues & Travel	4,650	7,065	4,400	8,185
Sewer Extensions	10,752	32,000	19,000	32,000
Equipment	66,935	88,200	69,200	88,200
Total WPCA Operating	<u>2,083,743</u>	<u>2,404,140</u>	<u>2,240,916</u>	<u>2,583,214</u>
Intergovernmental				
Transfer Out - Capital Project Funds	474,187	450,000	350,000	375,000
Total Intergovernmental	<u>474,187</u>	<u>450,000</u>	<u>350,000</u>	<u>375,000</u>
Debt Service				
Clean Water Loan - Principal	1,061,375	960,452	960,542	1,104,654
Clean Water Loan - Interest	203,832	304,755	304,755	160,553
Total Debt Service	<u>1,265,207</u>	<u>1,265,207</u>	<u>1,265,297</u>	<u>1,265,207</u>
Total Expenditures	<u>3,823,137</u>	<u>4,119,347</u>	<u>3,856,213</u>	<u>4,223,421</u>
Net Change in Fund Balance	1,468,314	(137,522)	(440,686)	(609,385)
Fund Balance - 7/1	<u>6,406,424</u>	<u>7,874,738</u>	<u>7,874,738</u>	<u>7,434,052</u>
Fund Balance - 6/30	<u>\$ 7,874,738</u>	<u>\$ 7,737,216</u>	<u>\$ 7,434,052</u>	<u>\$ 6,824,667</u>

FY 2020/2021 WPCA EXPENDITURE BUDGET

	Historical Data				WPCA Commission Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimate	FY 21 Requested	FY 21 Change from FY20	% Change
<u>WPCA ADMINISTRATION</u>							
FULL-TIME	713,563	332,917	816,305	765,000	841,345	25,040	3.07%
PART TIME	49	-	-	-			
OVERTIME	53,898	26,377	56,793	52,729	58,804	2,011	3.54%
SEASONAL	1,623	4,185	21,470	15,000	16,800	(4,670)	-21.75%
MAJOR MEDICAL INSURANCE	185,650	97,549	220,540	192,583	231,321	10,781	4.89%
LIFE INSURANCE	3,549	1,976	4,622	3,934	4,291	(331)	-7.16%
DISABILITY INSURANCE	2,541	1,403	4,194	3,900	3,029	(1,165)	-27.78%
SOCIAL SECURITY/FICA	58,990	22,980	68,434	68,000	70,147	1,713	2.50%
TOWN PENSIONS	107,317	116,514	111,017	116,514	180,534	69,517	62.62%
WORKER'S COMPENSATION	22,662	-	24,928	19,620	16,724	(8,204)	-32.91%
CONSULTANT	1,887	14,335	48,000	45,000	48,000	-	0.00%
CONTRACTUAL SERVICES	53,372	23,866	65,776	62,500	67,772	1,996	3.03%
COMPREHENSIVE PROP & CASUALTY	18,210	-	20,031	20,031	37,170	17,139	85.56%
FLEET INSURANCE	3,098	-	3,408	3,408	-	(3,408)	-100.00%
BOILER INSURANCE	568	-	624	624	-	(624)	-100.00%
ADVERTISING	305	37	1,300	750	1,300	-	0.00%
COPY & PRINTING SERVICES	868	649	750	620	750	-	0.00%
POSTAGE	1,119	419	2,200	1,350	2,200	-	0.00%
EQUIPMENT RENTALS	832	247	1,500	1,450	1,500	-	0.00%
OFFICE SUPPLIES	1,161	1,268	1,500	1,275	1,500	-	0.00%
TECH & PROGRAM SUPPLIES	774	1,526	2,000	1,300	2,000	-	0.00%
BUILDING SUPPLIES	-	-	2,000	289	2,000	-	0.00%
CLEANING SUPPLIES	756	261	2,300	1,002	2,300	-	0.00%
AGRICULTURAL SUPPLIES	-	-	250	150	250	-	0.00%
ROAD & DRAINAGE SUPPLIES	795	1,315	11,000	9,500	11,000	-	0.00%
CHEMICAL & LAB SUPPLIES	44,429	11,390	48,075	45,115	48,075	-	0.00%
PARTS SUPPLIES	48,913	12,846	52,000	45,757	52,000	-	0.00%
CLOTHES & SAFETY SUPPLIES	7,788	2,825	8,165	7,790	8,165	-	0.00%

FY 2020/2021 WPCA EXPENDITURE BUDGET

	Historical Data				WPCA Commission Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimate	FY 21 Requested	FY 21 Change from FY20	% Change
OIL & LUBRICANTS	1,468	-	2,800	1,468	2,800	-	0.00%
EQUIPMENT MAINTENANCE	16,683	2,293	22,740	11,976	22,740	-	0.00%
VEHICLE MAINTENANCE	6,230	1,714	7,500	6,446	7,500	-	0.00%
FACILITIES MAINTENANCE	17,413	12,242	17,400	17,400	17,400	-	0.00%
WATER CHARGES	7,911	1,854	7,970	7,911	8,230	260	3.26%
NATURAL GAS/PROPANE	34,924	8,044	32,150	32,150	32,150	-	0.00%
ELECTRIC	311,023	80,369	290,489	274,087	297,602	7,113	2.45%
GASOLINE	8,760	8,216	17,121	14,763	14,690	(2,431)	-14.20%
TELEPHONE SERVICE	3,139	1,536	4,840	3,441	5,040	200	4.13%
REFUSE DISPOSAL	148,221	57,468	160,200	179,000	222,700	62,500	39.01%
PUBLIC AGENCY SUPPORT	110,917	114,483	114,483	114,483	115,000	517	0.45%
CONFERENCES & EDUCATION	2,441	455	4,565	2,500	5,565	1,000	21.91%
TRAVEL	419	81	1,000	450	1,000	-	0.00%
DUES & SUBSCRIPTIONS	1,790	185	1,500	1,450	1,620	120	8.00%
SEWER EXTENSIONS	10,752	-	32,000	19,000	32,000	-	0.00%
TECHNICAL & PROGRAM EQUIPMENT	-	-	1,200	1,200	1,200	-	0.00%
MACHINERY	66,935	4,260	87,000	68,000	87,000	-	0.00%
Subtotal	2,083,743	968,087	2,404,140	2,240,916	2,583,214	179,074	7.45%
<u>OPERATING TRANSFERS</u>							
CAPITAL PROJECTS	474,187	350,000	450,000	350,000	375,000	(75,000)	-16.67%
Subtotal	474,187	350,000	450,000	350,000	375,000	(75,000)	-16.67%
<u>DEBT SERVICE</u>							
CLEAN WATER - PRINCIPAL	1,061,375	448,538	960,452	960,542	1,104,654	144,202	15.01%
CLEAN WATER - INTEREST	203,832	78,632	304,755	304,755	160,553	(144,202)	-47.32%
Subtotal	1,265,207	527,170	1,265,207	1,265,297	1,265,207	-	0.00%
TOTAL WPCA EXPENDITURES	3,823,137	1,845,257	4,119,347	3,856,213	4,223,421	104,074	2.53%

FY 2020/2021 WPCA REVENUE BUDGET

	Historical Data				WPCA Commission Approved		
	FY 19 Actual	FY 20 6 Mos. Actual	FY 20 Budget	FY 20 Estimate	FY 21 Requested	FY 21 Change from FY20	% Change
WPCA							
INTEREST ON INVESTMENTS	15,545	33,564	7,997	7,997	7,997	-	0.00%
INTEREST & LIENS	20,478	13,748	25,000	20,148	22,212	(2,788)	-11.15%
MISCELLANEOUS GRANT	10,037	50,325	10,000	50,000	22,000	12,000	120.00%
CWF LOAN PAYMENT - AVON	293,528	146,764	293,528	293,528	293,528	-	0.00%
CWF LOAN PAYMENT - GRANBY	116,399	48,500	116,399	116,399	116,399	-	0.00%
WPCA FEES	1,021,666	341,960	479,623	479,623	505,903	26,280	5.48%
ASSESSMENTS	2,600,259	2,687,391	3,049,278	2,447,832	2,645,997	(403,281)	-13.23%
INSUFFICIENT FUND FEES/MISC	442	294	-	-	-	-	0.00%
FCC TRANSFERS	521,337	-	-	-	-	-	100.00%
CAPITAL PROJECT FUNDS	691,760	-	-	-	-	-	0.00%
TOTAL WPCA REVENUE	5,291,451	3,322,546	3,981,825	3,415,527	3,614,036	(367,789)	-9.24%

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

	2019	2020	2020	2021
	Actual	Adopted	Estimated	Projected
Revenues				
Rents	\$ 78,531	\$ 64,638	\$ 67,720	\$ 67,940
Total Revenues	78,531	64,638	67,720	67,940
Expenditures				
Operating Expenditures				
Contractual Services	10,250	15,450	10,000	15,450
Building Supplies	-	500	500	500
Equipment Maintenance	210	1,250	1,375	1,250
Facilities Maintenance	16,262	5,500	5,000	1,800
Water Charges	1,415	1,350	1,350	1,250
Sewer Use Fees	1,143	1,300	968	1,100
Electric	-	1,000	500	1,000
Building Improvements	2,950	2,500	17,000	15,000
Total Operating Expenditures	32,230	28,850	36,693	37,350
Debt Service				
Housing Loan - Principal	8,010	8,111	8,111	8,192
Housing Loan - Interest	618	411	411	330
Total Debt Service	8,629	8,522	8,522	8,522
Total Expenditures	40,859	37,372	45,215	45,872
Net Change in Fund Balance	37,672	27,266	22,505	22,068
Fund Balance - 7/1	303,322	340,995	340,995	363,500
Fund Balance - 6/30	\$ 340,995	\$ 368,261	\$ 363,500	\$ 385,568

CULTURE, PARKS AND RECREATION

The Culture, Parks and Recreation Department seeks to create outstanding recreational, natural, and cultural experiences to enrich and enhance our community for this and future generations. 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 19/20 ACCOMPLISHMENTS

- Staff worked with volunteers to facilitate design and opening of Hop Brook Landing at the Flower Bridge.
- Golf staff completed construction on a new forward tee on hole #5 and continued drainage improvements on holes #1, #5, and #10.
- Completed renovation of Simsbury Farms Paddle Tennis Courts.
- Staff worked with Simsbury 350th Committee to assist with anniversary preparations.
- Assisted with construction of Simsbury Farms Ice Rink Solar Array.
- Initiated replacement of large sections of bike trail fencing.
- In conjunction with consulting firm, held focus group and public information sessions for Parks and Open Space Master Plan. The Master Plan is anticipated for completion in Spring 2020.
- Began assisting local groups, such as the Tariffville Village Association with social media support for their cultural events.

FY 20/21 TRENDS & KEY ISSUES

FY 20/21 will be another challenging year for our staff and facilities. Our large seasonal staff of lifeguards, camp counselors and summer maintenance personnel will be affected by the state's minimum wage increase, significantly increasing in the next few years. This is estimated to add over \$200,000 in costs to the Department at the end of implementation. 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. We will be taking on additional maintenance of the Hop Brook Landing Park and trying to keep up with the growing need for tree removal and pruning in our parks and open space. Our Golf staff will be working hard to continue attracting new golfers to the course and addressing the need to refurbish tees and construct new forward tees where possible. Administrative staff will be continuing to support the efforts of the Simsbury Celebrates Committee and the Town's 350th Anniversary Committee. The Culture, Parks and Recreation Department staff will also be assisting the Tariffville Village Association and the Simsbury Tourism Commission to bring awareness to events in town.

Goal: Begin implementing recommendations and concepts from the Parks and Open Space Master Plan.

Objectives:

- Set up plan for improving parks and open space signage.
- Work with Scouts and volunteer groups to improve trail wayfaring signage.

Goal: Increase diversity of program offerings.

Objectives:

- Using data from Parks and Open Space master Plan Survey begin implementing additional programming options for all ages.
- Staff will attend more public events to gain visibility for programs and solicit input on programming and facilities.

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

Objectives:

- 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 use and awareness of town parks, trails and open space.

Objectives:

- Initiate social media campaign to highlight beauty and various amenities of our parks and open spaces.
- Develop a digital park and trail mapping system that can be accessed from a mobile device.
- Produce parks and recreation facilities informational piece suitable for printed distribution.

Culture, Parks and Recreation Staffing	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 Proposed FTE
Admin & Recreation			
Director of Culture, Parks and Rec	1.00	1.00	1.00
Recreation Supervisor	2.00	1.00	1.00
Admin Secretary I	1.00	1.00	1.00
<i>Subtotal</i>	<i>4.00</i>	<i>3.00</i>	<i>3.00</i>
Parks			
Parks Superintendent	1.00	1.00	1.00
Parks Foreman	1.00	1.00	1.00
Facility Maintenance Technician	0.00	0.00	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	5.00
<i>Subtotal</i>	<i>9.00</i>	<i>9.00</i>	<i>10.00</i>
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
<i>Subtotal</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>
Total	19.00	18.00	19.00

**If position is reauthorized by Board of Selectmen; not included in budgeted salaries.*

FY 2020/2021 CULTURE, PARKS AND RECREATION DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>PARKS & REC - ADMINISTRATION</u>										
SPLIT TIME	48,240	23,543	50,577	52,085	52,085	1,508	2.98%	52,085	1,508	2.98%
ADVERTISING	75	6	440	440	440	-	0.00%	440	-	0.00%
COPY & PRINTING SERVICES	-	-	620	620	620	-	0.00%	620	-	0.00%
OFFICE SUPPLIES	1,105	425	650	650	650	-	0.00%	650	-	0.00%
EQUIPMENT MAINTENANCE	383	700	620	867	700	80	12.90%	700	80	12.90%
DUES & SUBSCRIPTIONS	553	275	515	515	515	-	0.00%	515	-	0.00%
Subtotal	50,356	24,948	53,422	55,177	55,010	1,588	2.97%	55,010	1,588	2.97%
<u>PARKS & REC - MAINTENANCE</u>										
FULL-TIME	489,985	292,767	622,049	622,049	621,907	(142)	-0.02%	677,176	55,127	8.86%
OVERTIME	25,158	9,136	25,000	19,500	25,000	-	0.00%	25,000	-	0.00%
SEASONAL	18,817	9,452	24,240	24,240	27,391	3,151	13.00%	27,391	3,151	13.00%
EQUIPMENT RENTALS	4,798	2,819	6,600	6,600	6,947	347	5.26%	6,947	347	5.26%
LAUNDRY SERVICE	2,238	935	2,200	2,200	2,200	-	0.00%	2,200	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	600	108	500	500	1,000	500	100.00%	1,000	500	100.00%
BUILDING SUPPLIES	3,963	1,356	4,800	4,800	5,800	1,000	20.83%	5,800	1,000	20.83%
CLEANING SUPPLIES	1,000	109	2,100	2,100	2,205	105	5.00%	2,205	105	5.00%
AGRICULTURAL SUPPLIES	5,827	3,900	8,000	8,000	8,400	400	5.00%	8,400	400	5.00%
ROAD & DRAINAGE SUPPLIES	3,692	-	4,160	4,160	4,160	-	0.00%	4,160	-	0.00%
PARTS SUPPLIES	13,164	4,148	14,000	14,000	14,400	400	2.86%	14,400	400	2.86%
CLOTHES & SAFETY SUPPLIES	2,123	196	2,900	2,900	2,900	-	0.00%	2,900	-	0.00%
OIL & LUBRICANTS	524	-	1,100	1,100	1,100	-	0.00%	1,100	-	0.00%
EQUIPMENT MAINTENANCE	4,441	2,384	7,000	7,000	8,000	1,000	14.29%	8,000	1,000	14.29%
VEHICLE MAINTENANCE	2,628	1,000	2,500	2,500	2,500	-	0.00%	2,500	-	0.00%
FACILITIES MAINTENANCE	34,207	16,008	34,825	34,500	64,825	30,000	86.15%	64,825	30,000	86.15%
WATER CHARGES	9,953	16,486	14,000	20,000	16,000	2,000	14.29%	16,000	2,000	14.29%
NATURAL GAS/PROPANE	2,206	362	2,800	2,800	2,842	42	1.50%	2,842	42	1.50%
ELECTRIC	14,218	3,440	13,000	13,000	13,163	163	1.25%	13,163	163	1.25%
GASOLINE	16,640	4,675	13,601	13,600	13,800	199	1.46%	13,800	199	1.46%
DIESEL FUEL	2,299	1,579	9,460	9,460	9,122	(338)	-3.57%	9,122	(338)	-3.57%
DUES & SUBSCRIPTIONS	-	234	300	300	300	-	0.00%	300	-	0.00%
Subtotal	658,480	371,093	815,135	815,309	853,962	38,827	4.76%	909,231	94,096	11.54%

FY 2020/2021 CULTURE, PARKS AND RECREATION DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change	FY21 Requested	FY21 Change from FY20	% Change
<u>PARKS & REC - MEMORIAL FIELD</u>										
SEASONAL	9,551	3,596	8,080	8,300	9,130	1,050	13.00%	9,130	1,050	13.00%
BUILDING SUPPLIES	453	286	1,000	1,000	1,500	500	50.00%	1,500	500	50.00%
AGRICULTURAL SUPPLIES	5,171	1,065	5,100	5,100	6,100	1,000	19.61%	6,100	1,000	19.61%
PARTS SUPPLIES	2,367	1,309	3,800	3,800	4,300	500	13.16%	4,300	500	13.16%
EQUIPMENT MAINTENANCE	400	400	2,800	2,800	2,800	-	0.00%	2,800	-	0.00%
VEHICLE MAINTENANCE	200	-	500	500	1,000	500	100.00%	1,000	500	100.00%
WATER CHARGES	220	-	5,800	5,800	7,800	2,000	34.48%	7,800	2,000	34.48%
GASOLINE	646	600	660	660	670	10	1.52%	670	10	1.52%
DIESEL FUEL	-	600	624	624	600	(24)	-3.85%	600	(24)	-3.85%
Subtotal	19,008	7,857	28,364	28,584	33,900	5,536	19.52%	33,900	5,536	19.52%
<u>PARKS & REC - MEMORIAL POOL</u>										
OVERTIME	686	248	600	400	600	-	0.00%	600	-	0.00%
SEASONAL	28,440	24,569	28,692	29,500	32,422	3,730	13.00%	32,422	3,730	13.00%
OFFICE SUPPLIES	-	-	500	500	500	-	0.00%	500	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	-	-	500	500	500	-	0.00%	500	-	0.00%
BUILDING SUPPLIES	1,731	242	2,000	2,000	2,500	500	25.00%	2,500	500	25.00%
CLEANING SUPPLIES	926	450	600	900	1,000	400	66.67%	1,000	400	66.67%
MEDICAL SUPPLIES	-	-	300	300	300	-	0.00%	300	-	0.00%
CHEMICAL & LAB SUPPLIES	4,064	1,423	2,940	2,940	3,087	147	5.00%	3,087	147	5.00%
PARTS SUPPLIES	-	697	1,500	1,500	1,500	-	0.00%	1,500	-	0.00%
EQUIPMENT MAINTENANCE	1,228	-	2,500	2,500	2,500	-	0.00%	2,500	-	0.00%
WATER CHARGES	9,258	8,104	7,500	9,500	9,000	1,500	20.00%	9,000	1,500	20.00%
SEWER USE FEES	3,425	7,095	3,426	7,095	8,000	4,574	133.51%	8,000	4,574	133.51%
ELECTRIC	1,846	1,310	2,000	2,000	2,025	25	1.25%	2,025	25	1.25%
REFUSE DISPOSAL	2,243	2,114	2,400	2,900	3,000	600	25.00%	3,000	600	25.00%
Subtotal	53,846	46,252	55,458	62,535	66,934	11,476	20.69%	66,934	11,476	20.69%

FY 2020/2021 CULTURE, PARKS AND RECREATION REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY19 Actual	FY20 6 Mos. Actual	FY20 Budget	FY20 Estimated	FY21 Requested	FY21 Change from FY20	% Change
<u>PARKS & REC - COMMUNITY GARDENS</u>							
COMMUNITY GARDENS	2,425	-	2,675	2,500	2,500	(175)	-6.54%
Subtotal	2,425	-	2,675	2,500	2,500	(175)	-6.54%
<u>PARKS & REC - MEMORIAL POOL & FIELDS</u>							
MEMORIAL POOL & FIELDS	1,875	2,291	1,500	3,100	3,400	1,900	126.67%
MISCELLANEOUS	245	313	2,500	313	-	(2,500)	-100.00%
CHARGES FOR SERVICES - BOE	-	78,158	211,456	211,456	224,499	13,043	6.17%
Subtotal	2,120	80,762	215,456	214,869	227,899	12,443	5.78%

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

	2019 Actual	2020 Adopted	2020 Estimated	2021 Selectmen Approved
Revenues				
Simsbury Farms Complex				
Day Camps	51,072	148,000	166,000	183,620
Special Programs	188,494	325,000	270,000	320,961
Skating	226,831	202,466	216,000	220,000
Simsbury Farms Pools	160,311	183,000	210,000	226,979
Concessions	21,380	23,500	23,500	24,500
Court Rental	25,262	23,000	22,000	22,500
Apple Barn Rental	2,588	4,000	3,500	4,500
Miscellaneous	(511)	1,000	-	5,000
Total Simsbury Farms Complex	<u>675,428</u>	<u>909,966</u>	<u>911,000</u>	<u>1,008,060</u>
Golf Course				
Golf Course Fees	745,144	890,587	887,000	914,500
Golf Surcharge	45,984	46,104	53,000	59,000
Restaurant Rent	26,500	26,500	26,500	26,500
Donations	-	-	8,460	-
Total Golf Course	<u>817,628</u>	<u>963,191</u>	<u>974,960</u>	<u>1,000,000</u>
Intergovernmental				
Transfer In - General Fund	616,668	180,000	180,000	185,000
Total Intergovernmental	<u>616,668</u>	<u>180,000</u>	<u>180,000</u>	<u>185,000</u>
Total Revenues	<u>2,109,723</u>	<u>2,053,157</u>	<u>2,065,960</u>	<u>2,193,060</u>
Expenditures				
Golf Course	873,349	946,365	950,447	1,015,669
Simsbury Farms Complex	518,735	498,634	506,931	522,439
Special Programs	458,847	373,201	352,903	367,816
Simsbury Farms Administration	217,416	234,081	235,070	254,889
Total Expenditures	<u>2,068,348</u>	<u>2,052,281</u>	<u>2,045,351</u>	<u>2,160,813</u>
Net Change in Fund Balance	41,376	876	20,609	32,247
Fund Balance - 7/1	<u>11,825</u>	<u>53,201</u>	<u>53,201</u>	<u>73,810</u>
Fund Balance - 6/30	\$ <u>53,201</u>	\$ <u>54,077</u>	\$ <u>73,810</u>	\$ <u>106,057</u>

FY 2020/2021 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS

	Historical Data					Department Requested			Town Manager Recommended			Board of Selectmen Approved			
	FY 20		6	FY 20	FY 20	FY 21 Requested	FY 21 Change from FY20	% Change	FY 21 Requested	FY 21 Change from FY20	% Change	FY 21 Requested	FY 21 Change from FY20	% Change	
	FY 19	Actual	Mos.	Actual	Budget										Estimated
SPECIAL PROGRAMS															
FULL-TIME		75,423		-	-	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!	
PART TIME		-		16,898	39,927	39,927	39,927	-	0.00%	39,927	-	0.00%	39,927	-	0.00%
OVERTIME		2,295		1,338	1,500	1,600	1,500	-	0.00%	1,500	-	0.00%	1,500	-	0.00%
SEASONAL		72,019		52,273	74,800	76,000	80,795	5,995	8.01%	80,795	5,995	8.01%	80,795	5,995	8.01%
MAJOR MEDICAL INSURANCE		25,867		-	-	-	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
LIFE INSURANCE		372		-	372	372	-	(372)	-100.00%	-	(372)	-100.00%	-	(372)	-100.00%
DISABILITY INSURANCE		268		-	268	268	-	(268)	-100.00%	-	(268)	-100.00%	-	(268)	-100.00%
SOCIAL SECURITY/FICA		11,455		4,336	11,471	11,471	9,350	(2,121)	-18.49%	9,350	(2,121)	-18.49%	9,350	(2,121)	-18.49%
TOWN PENSIONS		11,251		12,415	11,805	12,415	-	(11,805)	-100.00%	-	(11,805)	-100.00%	-	(11,805)	-100.00%
CONTRACTUAL SERVICES		228,599		113,757	192,258	170,000	192,259	1	0.00%	192,259	1	0.00%	192,259	1	0.00%
ADVERTISING		-		-	400	500	1,560	1,160	290.00%	1,560	1,160	290.00%	1,560	1,160	290.00%
SPECIAL ACTIVITIES		1,575		715	10,580	10,580	10,580	-	0.00%	10,580	-	0.00%	10,580	-	0.00%
COPY & PRINTING SERVICES		188		-	2,500	2,500	2,500	-	0.00%	2,500	-	0.00%	2,500	-	0.00%
BANK FEES		12,787		4,216	11,500	11,000	11,500	-	0.00%	11,500	-	0.00%	11,500	-	0.00%
EQUIPMENT RENTALS		9,125		4,141	9,895	9,895	10,645	750	7.58%	10,645	750	7.58%	10,645	750	7.58%
TECH & PROGRAM SUPPLIES		7,324		5,168	5,150	5,700	6,400	1,250	24.27%	6,400	1,250	24.27%	6,400	1,250	24.27%
MEDICAL SUPPLIES		299		-	625	550	550	(75)	-12.00%	550	(75)	-12.00%	550	(75)	-12.00%
CONFERENCES & EDUCATION		-		-	150	125	250	100	66.67%	250	100	66.67%	250	100	66.67%
Subtotal		458,847		215,256	373,201	352,903	367,816	(5,385)	-1.44%	367,816	(5,385)	-1.44%	367,816	(5,385)	-1.44%
SIMSBURY FARMS ADMINISTRATION															
SPLIT TIME		112,559		54,932	118,014	118,014	122,931	4,917	4.17%	122,931	4,917	4.17%	122,931	4,917	4.17%
MAJOR MEDICAL INSURANCE		28,996		14,373	29,285	29,285	29,872	587	2.00%	29,872	587	2.00%	29,872	587	2.00%
LIFE INSURANCE		125		82	1,050	1,050	145	(905)	-86.22%	145	(905)	-86.22%	145	(905)	-86.22%
DISABILITY INSURANCE		331		203	298	203	393	95	31.78%	393	95	31.78%	393	95	31.78%
SOCIAL SECURITY/FICA		8,718		3,573	8,955	8,955	9,168	213	2.38%	9,168	213	2.38%	9,168	213	2.38%
TOWN PENSIONS		18,536		19,509	18,550	19,509	26,389	7,839	42.26%	26,389	7,839	42.26%	31,945	13,395	72.21%
CONTINGENCY		-		-	10,586	10,586	13,093	2,507	23.68%	13,093	2,507	23.68%	13,093	2,507	23.68%
WORKER'S COMPENSATION		13,895		-	12,680	12,680	12,680	-	0.00%	12,680	-	0.00%	12,680	-	0.00%
COMPREHENSIVE PROP & CASUALTY		16,366		-	15,875	15,875	19,050	3,175	20.00%	19,050	3,175	20.00%	19,050	3,175	20.00%
FLEET INSURANCE		2,725		-	2,725	2,725	-	(2,725)	-100.00%	-	(2,725)	-100.00%	-	(2,725)	-100.00%
BOILER INSURANCE		450		-	450	450	-	(450)	-100.00%	-	(450)	-100.00%	-	(450)	-100.00%
POSTAGE		-		-	200	200	200	-	0.00%	200	-	0.00%	200	-	0.00%
OFFICE SUPPLIES		346		249	250	400	250	-	0.00%	250	-	0.00%	250	-	0.00%
EQUIPMENT MAINTENANCE		1,017		350	4,000	4,000	4,000	-	0.00%	4,000	-	0.00%	4,000	-	0.00%
NATURAL GAS/PROPANE		8,509		970	5,338	5,338	5,338	-	0.00%	5,338	-	0.00%	5,338	-	0.00%
ELECTRIC		2,377		798	2,900	2,900	2,900	-	0.00%	2,900	-	0.00%	2,900	-	0.00%
CONFERENCES & EDUCATION		2,396		1,699	2,925	2,900	2,925	-	0.00%	2,925	-	0.00%	2,925	-	0.00%
DUES & SUBSCRIPTIONS		70		-	-	-	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Subtotal		217,416		96,738	234,081	235,070	249,334	15,253	6.52%	249,334	15,253	6.52%	254,889	20,808	8.89%
SIMSBURY FARMS COMPLEX															
FULL TIME		78,631		37,515	78,631	78,631	80,479	1,848	2.35%	80,479	1,848	2.35%	80,479	1,848	2.35%
PART TIME		765		294	1,500	1,500	1,500	-	0.00%	1,500	-	0.00%	1,500	-	0.00%
OVERTIME		3,515		2,049	1,000	3,000	1,000	-	0.00%	1,000	-	0.00%	1,000	-	0.00%
SEASONAL		147,816		103,555	153,911	150,000	175,369	21,458	13.94%	175,369	21,458	13.94%	175,369	21,458	13.94%
MAJOR MEDICAL INSURANCE		26,363		14,660	30,179	30,179	30,442	263	0.87%	30,442	263	0.87%	30,442	263	0.87%
LIFE INSURANCE		389		227	389	389	407	18	4.73%	407	18	4.73%	407	18	4.73%
DISABILITY INSURANCE		280		164	288	288	294	6	2.01%	294	6	2.01%	294	6	2.01%
SOCIAL SECURITY/FICA		17,651		10,387	17,763	17,763	19,502	1,739	9.79%	19,502	1,739	9.79%	19,502	1,739	9.79%
TOWN PENSIONS		11,251		12,415	11,805	12,415	17,475	5,670	48.03%	17,475	5,670	48.03%	21,154	9,349	79.20%
CONTRACTUAL SERVICES		20,551		14,475	10,628	16,000	10,928	300	2.82%	10,928	300	2.82%	10,928	300	2.82%

FY 2020/2021 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS

	Historical Data					Department Requested			Town Manager Recommended			Board of Selectmen Approved		
	FY 20		FY 20	FY 20		FY 21	FY 21 Change		FY 21	FY 21 Change		FY 21	FY 21 Change	
	FY 19	Actual	Mos. Actual	Budget	Estimated	Requested	from FY20	% Change	Requested	from FY20	% Change	Requested	from FY20	% Change
COPY & PRINTING SERVICES	105		125	400	400	400	-	0.00%	400	-	0.00%	400	-	0.00%
EQUIPMENT RENTALS	10,161		-	3,100	3,100	3,100	-	0.00%	3,100	-	0.00%	3,100	-	0.00%
OFFICE SUPPLIES	977		321	1,550	1,550	1,550	-	0.00%	1,550	-	0.00%	1,550	-	0.00%
TECH & PROGRAM SUPPLIES	1,516		7,038	19,000	19,500	20,122	1,122	5.91%	20,122	1,122	5.91%	20,122	1,122	5.91%
BUILDING SUPPLIES	6,763		1,255	7,200	7,200	7,560	360	5.00%	7,560	360	5.00%	7,560	360	5.00%
CLEANING SUPPLIES	2,791		686	3,600	3,600	3,780	180	5.00%	3,780	180	5.00%	3,780	180	5.00%
AGRICULTURE SUPPLIES	388		100	1,000	1,000	1,000	-	0.00%	1,000	-	0.00%	1,000	-	0.00%
TRAFFIC CONTROL SUPPLIES	150		-	650	650	650	-	0.00%	650	-	0.00%	650	-	0.00%
MEDICAL SUPPLIES	386		-	550	550	550	-	0.00%	550	-	0.00%	550	-	0.00%
CHEMICAL & LAB SUPPLIES	15,681		10,538	11,000	11,100	11,440	440	4.00%	11,440	440	4.00%	11,440	440	4.00%
PARTS SUPPLIES	8,462		6,390	9,000	9,000	9,450	450	5.00%	9,450	450	5.00%	9,450	450	5.00%
CLOTHES & SAFETY SUPPLIES	2,493		-	1,800	1,900	2,500	700	38.89%	2,500	700	38.89%	2,500	700	38.89%
OIL & LUBRICANTS	-		-	600	550	600	-	0.00%	600	-	0.00%	600	-	0.00%
EQUIPMENT MAINTENANCE	14,148		3,408	11,000	11,000	11,500	500	4.55%	11,500	500	4.55%	11,500	500	4.55%
VEHICLE MAINTENANCE	775		468	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%	2,000	-	0.00%
FACILITIES MAINTENANCE	8,063		11,377	9,500	11,376	11,500	2,000	21.05%	11,500	2,000	21.05%	11,500	2,000	21.05%
WATER CHARGES	6,346		4,378	5,800	7,500	7,800	2,000	34.48%	7,800	2,000	34.48%	7,800	2,000	34.48%
NATURAL GAS/PROPANE	24,670		5,310	14,000	14,000	14,210	210	1.50%	14,210	210	1.50%	14,210	210	1.50%
ELECTRIC	97,182		25,702	80,000	80,000	80,000	-	0.00%	80,000	-	0.00%	60,000	(20,000)	-25.00%
GASOLINE	3,248		800	4,000	4,000	4,060	60	1.50%	4,119	119	2.98%	4,119	119	2.98%
TELEPHONE SERVICE	3,421		1,426	3,600	3,600	3,600	-	0.00%	3,600	-	0.00%	3,600	-	0.00%
REFUSE DISPOSAL	2,095		646	2,200	2,200	2,200	-	0.00%	2,200	-	0.00%	2,200	-	0.00%
DUES & SUBSCRIPTIONS	1,702		646	990	990	1,732	742	74.95%	1,732	742	74.95%	1,732	742	74.95%
Subtotal	518,735		276,352	498,634	506,931	538,701	40,067	8.04%	538,760	40,126	8.05%	522,439	23,805	4.77%
<u>GOLF COURSE</u>														
FULL TIME	294,907		141,411	294,906	294,906	301,837	6,931	2.35%	301,837	6,931	2.35%	301,837	6,931	2.35%
PART TIME	71,080		44,407	76,256	76,256	78,048	1,792	2.35%	78,048	1,792	2.35%	78,048	1,792	2.35%
OVERTIME	12,739		5,460	13,637	13,000	13,637	-	0.00%	13,637	-	0.00%	13,637	-	0.00%
SEASONAL	31,067		17,873	31,782	31,782	35,456	3,674	11.56%	35,456	3,674	11.56%	35,456	3,674	11.56%
MAJOR MEDICAL INSURANCE	73,442		41,419	82,250	82,250	85,876	3,626	4.41%	85,876	3,626	4.41%	85,876	3,626	4.41%
LIFE INSURANCE	1,529		871	2,443	2,443	1,564	(879)	-35.99%	1,564	(879)	-35.99%	1,564	(879)	-35.99%
DISABILITY INSURANCE	1,066		612	1,618	1,618	1,081	(537)	-33.21%	1,081	(537)	-33.21%	1,081	(537)	-33.21%
SOCIAL SECURITY/FICA	31,349		14,261	31,143	31,143	32,103	960	3.08%	32,103	960	3.08%	32,103	960	3.08%
TOWN PENSIONS	40,671		44,338	42,674	44,338	65,541	22,867	53.59%	65,541	22,867	53.59%	79,338	36,664	85.92%
UNEMPLOYMENT COMPENSATION	-		-	13,000	13,000	13,000	-	0.00%	13,000	-	0.00%	13,000	-	0.00%
CONTRACTUAL SERVICES	39,451		22,812	43,745	45,000	46,973	3,228	7.38%	46,973	3,228	7.38%	46,973	3,228	7.38%
ADVERTISING	973		-	2,800	2,800	2,800	-	0.00%	2,800	-	0.00%	2,800	-	0.00%
BANK FEES	15,318		12,183	16,000	16,800	16,000	-	0.00%	16,000	-	0.00%	16,000	-	0.00%
EQUIPMENT RENTALS	62,479		44,870	59,150	59,150	59,150	-	0.00%	59,150	-	0.00%	59,150	-	0.00%
LAUNDRY SERVICE	325		-	850	850	850	-	0.00%	850	-	0.00%	850	-	0.00%
TECH & PROGRAM SUPPLIES	12,871		8,783	16,520	16,520	16,520	-	0.00%	16,520	-	0.00%	16,520	-	0.00%
BUILDING SUPPLIES	3,291		968	4,000	4,000	4,000	-	0.00%	4,000	-	0.00%	4,000	-	0.00%
CLEANING SUPPLIES	1,041		100	1,625	1,625	1,625	-	0.00%	1,625	-	0.00%	1,625	-	0.00%
AGRICULTURAL SUPPLIES	64,651		40,277	64,250	64,250	66,820	2,570	4.00%	66,820	2,570	4.00%	66,820	2,570	4.00%
ROAD & DRAINAGE SUPPLIES	9,133		1,589	5,000	6,000	10,000	5,000	100.00%	10,000	5,000	100.00%	10,000	5,000	100.00%
PARTS SUPPLIES	15,944		6,451	18,850	18,850	18,850	-	0.00%	18,850	-	0.00%	18,850	-	0.00%
CLOTHES & SAFETY SUPPLIES	1,025		641	1,400	1,400	1,400	-	0.00%	1,400	-	0.00%	1,400	-	0.00%
OIL & LUBRICANTS	1,585		68	2,425	2,425	2,425	-	0.00%	2,425	-	0.00%	2,425	-	0.00%
EQUIPMENT MAINTENANCE	6,555		2,184	5,585	5,585	8,085	2,500	44.76%	8,085	2,500	44.76%	8,085	2,500	44.76%
VEHICLE MAINTENANCE	1,370		1,271	4,050	4,050	4,050	-	0.00%	4,050	-	0.00%	4,050	-	0.00%
FACILITIES MAINTENANCE	10,570		3,850	5,300	5,300	5,300	-	0.00%	5,300	-	0.00%	5,300	-	0.00%
WATER CHARGES	3,995		647	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%	2,000	-	0.00%
NATURAL GAS/PROPANE	17,282		2,633	9,000	9,000	9,000	-	0.00%	9,000	-	0.00%	9,000	-	0.00%
ELECTRIC	23,652		15,234	24,100	24,100	24,100	-	0.00%	24,100	-	0.00%	24,100	-	0.00%
HEATING OIL	-		-	2,775	2,775	2,775	-	0.00%	3,083	308	11.10%	3,083	308	11.10%

FY 2020/2021 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS

	Historical Data					Department Requested			Town Manager Recommended			Board of Selectmen Approved		
	FY 20		6	FY 20	FY 20	FY 21 Requested	FY 21 Change		FY 21 Requested	FY 21 Change		FY 21 Requested	FY 21 Change	
	FY 19	Actual	Mos.	Actual	Budget		from FY20	% Change		from FY20	% Change		from FY20	% Change
GASOLINE		17,259		10,665	18,611	18,611	-	0.00%	18,578	(33)	-0.18%	18,578	(33)	-0.18%
REFUSE DISPOSAL		1,327		531	1,900	1,900	-	0.00%	1,900	-	0.00%	1,900	-	0.00%
CONFERENCES & EDUCATION		-		-	3,250	3,750	500	15.38%	3,750	500	15.38%	3,750	500	15.38%
DUES & SUBSCRIPTIONS		830		925	1,470	1,470	-	0.00%	1,470	-	0.00%	1,470	-	0.00%
MACHINERY & EQUIPMENT		4,571		-	42,000	45,000	3,000	7.14%	45,000	3,000	7.14%	45,000	3,000	7.14%
Subtotal		873,349		487,332	946,365	1,001,597	55,232	5.84%	1,001,872	55,507	5.87%	1,015,669	69,304	7.32%
TOTAL SIMSBURY FARMS		2,068,348		1,075,678	2,052,281	2,157,447	105,166	5.12%	2,157,781	105,500	5.14%	2,160,813	108,532	5.29%

FY 2020/2021 PARKS AND RECREATION SPECIAL REVENUE FUND REVENUE BUDGET

	Historical Data				Town Manager Recommended			Board of Selectmen Approved		
	FY 19	FY 20	FY 20	FY 20	FY 21	FY 21 Change		FY 21	FY 21 Change	
	Actual	6 Mos. Actual	Budget	Estimate	Recommend	from FY20	% Change	Recommend	from FY20	% Change
<u>SIMSBURY FARMS</u>										
DAY CAMPS	51,072	118,394	148,000	166,000	183,620	35,620	24.07%	183,620	35,620	24.07%
SPECIAL PROGRAMS - RECREATIC	188,494	200,947	325,000	270,000	320,961	(4,039)	-1.24%	320,961	(4,039)	-1.24%
SPONSORSHIP/ADVERTISING	-	-	-	-	5,000	5,000	#DIV/0!	5,000	5,000	#DIV/0!
SIMSBURY FARMS POOLS	160,311	85,172	183,000	210,000	226,979	43,979	24.03%	226,979	43,979	24.03%
SKATING	226,831	39,271	202,466	216,000	220,000	17,534	8.66%	220,000	17,534	8.66%
CONCESSIONS	21,380	13,055	23,500	23,500	24,500	1,000	4.26%	24,500	1,000	4.26%
COURT RENTAL	25,262	17,489	23,000	22,000	22,500	(500)	-2.17%	22,500	(500)	-2.17%
APPLE BARN RENT	2,588	2,414	4,000	3,500	4,500	500	12.50%	4,500	500	12.50%
SALE OF PROPERTY	-	-	1,000	-	-	(1,000)	-100.00%	-	(1,000)	-100.00%
INSUFFICIENT FUND FEES	20	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
MISCELLANEOUS	(531)	288	-	-	-	-	#DIV/0!	-	-	#DIV/0!
RESTAURANT RENT	26,500	18,550	26,500	26,500	26,500	-	0.00%	26,500	-	0.00%
GOLF COURSE FEES	745,144	478,272	890,587	887,000	914,500	23,913	2.69%	914,500	23,913	2.69%
GOLF SURCHARGE	45,984	31,339	46,104	53,000	59,000	12,896	27.97%	59,000	12,896	27.97%
GOLF DONATIONS	-	8,460	-	8,460	-	-	#DIV/0!	-	-	#DIV/0!
GENERAL FUND	616,668	180,000	180,000	180,000	205,000	25,000	13.89%	185,000	5,000	2.78%
TOTAL SIMSBURY FARMS	2,109,723	1,193,648	2,053,157	2,065,960	2,213,060	159,903	7.79%	2,193,060	139,903	6.81%

Town of Simsbury
Health Insurance Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Fund Projections

	2019		2020		2020		2021
	Actual		Adopted		Estimated		Projected
Revenues							
Premiums	\$ 12,953,866	\$	15,332,739	\$	14,793,192	\$	15,337,596
H.S.A Funding	544,666		569,000		604,000		604,000
Rx Reimbursement	438,630		484,243		484,243		484,243
Insurance Refunds	44,656		-		10,522		-
Total Revenues	13,981,818		16,385,982		15,891,958		16,425,839
Expenditures							
Claims	12,241,061		14,822,691		13,903,564		14,768,298
H.S.A Funding	557,067		569,000		604,000		604,000
ASO Fees/Admin Fees	438,306		454,316		443,156		451,969
Stop Loss Insurance	540,283		539,975		481,380		601,200
Total Expenditures	13,776,716		16,385,982		15,432,100		16,425,467
Operating Transfers							
Transfer In	1,400,000		850,000		850,000		-
Total Operating Transfers	1,400,000		850,000		850,000		-
Net Change in Fund Balance	1,605,102		850,000		1,309,858		372
Fund Balance - 7/1	(132,901)		1,472,201		1,472,201		2,782,059
Fund Balance - 6/30	\$ 1,472,201	\$	2,322,201	\$	2,782,059	\$	2,782,431
 IBNR Liability Balance	 719,517.00		 719,517.00		 719,517.00		 719,517.00
Fund Balance	1,472,201.09		2,322,201.09		2,782,058.59		2,782,430.92
Total Reserve	2,191,718.09		3,041,718.09		3,501,575.59		3,501,947.92
 Percent of Expected Claims	 18%		 21%		 25%		 24%

Town of Simsbury
Six Year Capital Non-Recurring (CNR) Plan
Fiscal Year 2020/21 - Fiscal Year 2025/26

			Future Projects				
	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
GENERAL GOVERNMENT							
Compensation and Classification Study	GF	40,000					
Network Storage & Virtual Environment	GF	130,000					
2022 Revaluation	GF	60,000	60,000	60,000			
Fraud Risk Assessment or IDS	GF		50,000				
Building Department Permit Software Upgrade	GF	27,700					
Cyber Security Audit	GF			35,000			
Microsoft Office Upgrade	GF		18,200				
Email Spam Filter & Archiving	GF		12,000				
Dial-A-Ride Van	G/DAR	63,000	64,000				65,000
Total General Government		320,700	204,200	95,000	-	-	65,000
LIBRARY							
Co-Working Space - Design Phase	GF		35,000				
Computer Replacements	GF		35,100			18,500	
Total Library		-	70,100	-	-	18,500	-
POLICE							
Police Cruisers (3)	GF	141,000	141,000	141,000	141,000	141,000	141,000
Patrol Supervisor Cruisers (2)	PDF	110,000					
Body Worn Cameras and Car Cameras	GF		94,112	60,372	60,372	60,372	60,372
Mobile Data Terminals	PDF	55,000					
Active Threat Vests	PDF			25,000			
Soft Body Armor	GF/G	21,000					21,000
Replacement of Digital Fingerprint System	GF	19,000					
Utility Terrain Vehicle	GF					32,000	
Variable Message Sign	GF		12,000				12,000
Total Police		346,000	247,112	226,372	201,372	233,372	234,372
PUBLIC WORKS/ENGINEERING							
Intersection Safety Improvement Study	GF		100,000		100,000		100,000
Public Works Staffing Study	GF					62,000	
Iron Horse Landscaping	GF		75,000	75,000			
Wayfinding Signage for Town Center	GF		15,000				
Various Drainage Improvements	GF	125,000		125,000		150,000	
Townwide Drainage Master Plan Update	GF				200,000		

	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
Townwide Bridge/Culvert Inventory & Evaluation	GF			200,000			
Ash Borer Tree Mitigation	GF	36,500	36,500				
Townwide Mapping Update	GF		150,000				
Bicycle/Pedestrian Improvements	GF		18,000				
Eno Parking Lot Improvements	GF		221,000				
Eno Office and Senior Center Modifications	GF			140,000			
Painting and Repairs to Eno Clock Tower	ET	21,000					
Utility Van	GF	46,000					
Ford Escape (Facilities)	GF		35,000				
Public Works Truck Replacement	GF	180,000	180,000	185,000	185,000	185,000	190,000
Fleet Maintenance Software	GF			23,000			
Pickup F-150 4x4	GF		35,000				
Highway One-Ton Dump Truck	GF						60,000
One-Ton Pickup Truck (Highway Superintendent)	GF		48,000				
One-Ton Dump Truck (Crew Leader)	TAR	51,000		60,000	60,000		
Pickup Truck Replacement (Facilities)	GF		48,000				
Front End Loader	GF			200,000			
Crane Lift for Highway Garage	GF			185,000			
Salt Brine System	GF					140,000	
Plow Blades	GF		28,000		28,000		32,000
2 Ton Roller	GF		18,000				
Roadside Mower	GF					130,000	
11' Snow Plow	TAR	20,000		20,000		22,000	
Asphalt Paving Box	GF				42,000		
Fork Lift for Garage	GF						42,000
Portable Truck Lift	TAR		55,000		55,000		
Highway Wood Chipper	GF		108,000				
Milling Machine for Skid Steer	GF		36,000				
Box Van for Signs and Barricades	GF		55,000				
18" Chipper	GF		85,000				
GVW Plow Truck Do-All	GF			35,000			
Bobcat Excavator	GF				100,000		
Roadside Tractor	GF			120,000			
John Deere Tractor 3320	GF					46,000	
2008 Ford Pick-Up (Facilities)	GF			35,000			
2015 Ford Pick-Up (Facilities)	GF						42,000
Scagg Zero Turn Mower	GF				16,000		
Bobcat Bandit Chipper	GF				55,000		
Bobcat Track Skid Loader	GF					120,000	
Equipment Material Handling Arm	GF						17,000
26 Ton Heavy Duty Trailer	GF						42,000
Medium Duty Trailer	GF					29,000	
Total Public Works/Engineering		479,500	1,346,500	1,403,000	841,000	884,000	525,000

	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
WATER POLLUTION CONTROL							
Sewer Improvements - Lining/Root Control	SUF	100,000	100,000	100,000	100,000	100,000	100,000
Woodland Street/Hopmeadow Street Sewer Upgrade	SAF	50,000					
WPCF Building Roof Replacements	SUF				100,000	100,000	100,000
WPCF Pavement Overlay	SUF				75,000	75,000	75,000
Flow and Load Review	SUF				100,000		
Total Water Pollution Control		150,000	100,000	100,000	375,000	275,000	275,000
CULTURE, PARKS & RECREATION							
Pickup Truck/Plow Replacement	GF	42,000				45,000	
Simsbury Farms Playscape Replacement	GF		100,000	100,000			
Clubhouse Repair Work	GF		60,000				
Simsbury Farms Pool Waterslide	GF				20,000		
Clubhouse Cedar Siding Staining	GF	30,000					35,000
Simsbury Meadows - Band Shell Staining	GF	20,000					25,000
Simsbury Farms Recreation Building Siding Staining	GF	35,000					40,000
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		40,000		60,000	150,000	80,000
Various Playscapes/Playground Refurbishments	GF	25,000	25,000	25,000	25,000	25,000	25,000
Parks Rotary Mower Replacement	GF		86,000				
Parks & Golf Maintenance Garage Ventilation System	GF	10,000					
Ice Rink Mechanicals Control Panel	GF	60,000					
Equipment Trailer Replacement	GF		8,000				
Feasibility Study - Parking Areas at PAC and Curtiss Park	GF	30,000					
Tariffville Park Pickleball Renovation	GF/D		50,000				
Park Entrance Signs Replacement	GF	16,000	16,000	16,000	16,000	16,000	
Simsbury Farms Rink Fencing	GF	8,000					
Shultz Park Gazebo Roof Replacement	GF		8,000				
Greens Mower Replacement	E	45,000					
Bunker Rake for Golf Course	E		30,000				
Ice Rink Chiller Replacement	GF			120,000			
Weatogue Softball Field Backstop Replacement	GF		12,000				
Simsbury Meadows Electrical Repairs & Upgrades	GF		10,000				
Parks Grounds Utility Vehicle Replacement	GF		25,000				
Simsbury Farms Rotary Mower	GF			86,000			
Simsbury Farms Wading Pool Fountain	GF					14,000	
Performing Arts Center Restrooms	GF		250,000				
Memorial Park Playscape Replacement	GF			50,000			
Golf Tee Leveling	GF				20,000		
Hole 16 Green Drainage Installation	GF			35,000			

	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
Hole 10 Green Drainage System Installation	GF			35,000			
Golf Course Dump Truck Replacement	GF			40,000			
Memorial Pool Building Repairs	GF			50,000			
Utility Vehicle - Memorial Park	GF						25,000
Upgrade Simsbury Farms Ice Rink PA System/Video Display	GF				6,000		
Small Mower Replacement	GF				12,000		
Club House Roof Shingles Replacement	GF				60,000		
Utility Vehicle - Golf Course	E			20,000			
Utility Vehicle - Simsbury Farms	GF				25,000		
Simsbury Farms Pools Wood Sundeck Replacement	GF				50,000		
Pavilion at Golf Course	GF				70,000		
Golf Course Master Plan Study	GF				50,000		
Simsbury Farms Generator	GF					75,000	
Dump Truck Replacement	GF					42,000	
Ice Rink Edger	GF				10,000		
Rebuild Tee #13	GF					20,000	
Pickup Truck Replacement (replace 2014)	GF					45,000	
Turf Sprayer	E					90,000	
Pickup Truck Replacement (replace 2015)	GF						45,000
Pickup Truck Replacement (replace 2012)	GF						45,000
Tariffville Softball Field Backstop Replacement	GF				15,000		
Sycamore Tree Park Fencing	GF						12,000
Memorial Park Athletic Field Mower	GF						40,000
Total Culture, Parks & Recreation		321,000	755,000	654,000	516,000	579,000	372,000

TOTAL CNR	\$	1,617,200	2,722,912	2,478,372	1,933,372	1,989,872	1,471,372
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FUNDING:

General Fund (GF)	1,091,700	2,458,912	2,313,372	1,503,372	1,602,872	1,120,872
Capital Reserve Fund (CRF)	-	-	-	-	-	-
Federal or State Grants (G)	60,900	51,200	-	-	-	62,500
Donation (D)		15,000				
Local Capital Improvement Program Grant (LOCIP)	-	-	-	-	-	-
Town Aid Road Fund (TAR)	71,000	55,000	20,000	55,000	22,000	-
Sewer Use Fund (SUF)	100,000	100,000	100,000	375,000	275,000	275,000
Sewer Assessment Fund (SAF)	50,000					
Police Private Duty Fund (PDF)	165,000	-	25,000	-	-	-
Eno Trust (ET)	21,000	-	-	-	-	-
Dial-A-Ride Fund (DAR)	12,600	12,800	-	-	-	13,000
Golf Equipment Fund (E)	45,000	30,000	20,000	-	90,000	-
TOTAL FUNDING	\$ 1,617,200	2,722,912	\$ 2,478,372	1,933,372	\$ 1,989,872	1,471,372

CAPITAL REQUEST FORM

Department: Town Manager's Office	Project Title: Compensation and Classification Study	Expected Life: 10 years
Description of Project: Funds will provide for consulting services to conduct a comprehensive, Town-wide assessment of current job classifications and analysis of existing pay grades (excluding uniformed public safety personnel).		
Project Justification: Periodic review of the Town's compensation and classification system is necessary in order to ensure that our existing pay grades remain reflective of existing market conditions, as well as to ensure parity among internal classifications. This study will provide for an in depth review of the Town's current classification and compensation levels, and a recommendation for any adjustments.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs	\$40,000						
TOTAL PROJECT COSTS	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$40,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$40,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total						
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Information Technology	Project Title: Network Storage & Virtual Environment	Expected Life: 5 -7 years
Description of Project: Migration of current Network Storage and Virtual Environment		
Project Justification: Network Storage solution is end of life; support and hardware inventory are becoming limited. End of life/support date is September 30, 2021.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment		\$130,000					
F. Other Costs							
TOTAL PROJECT COSTS	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$130,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$130,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

CAPITAL REQUEST FORM

Department: Finance	Project Title: 2022 Revaluation	Expected Life: 5 years
Description of Project: Revaluation of all real estate as of October 1, 2022 with full data collection satisfying the 10 year inspection cycle required by law. Approximately 95% of funding must be in place before contract award - the remainder should cover later costs, mainly value defense. The median bid for the 2012 project was \$333,000. The FY19 budget included \$61,500 for revaluation, and the FY20 budget included \$60,000. For FY21-23, an additional \$60,000 will be set aside.		
Project Justification: Required by law, and useful in improving assessment equity in relation the then current market value.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs		\$60,000	\$60,000	\$60,000			
TOTAL PROJECT COSTS	\$60,000	\$60,000	\$60,000	\$60,000	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$60,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$60,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total						
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Planning and Community Development	Project Title: Building Department Permit Software Upgrade	Expected Life: 10 years
Description of Project: Online permitting software for use by the public and department staff.		
Project Justification: The current permit software contract is set to expire. Funding will allow us to contract with a new vendor that provides services through CRCOG. This software will improve service levels for the processing of building permits.		

PROJECTED CAPITAL COSTS

	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs	\$27,700	\$27,700					
TOTAL PROJECT COSTS	\$27,700	\$27,700	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES

Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$27,700					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$27,700	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS

	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
C. Commodities						
TOTAL OPERATING COSTS	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

CAPITAL REQUEST FORM

Department: Community and Social Services	Project Title: DAR Bus Replacement	Expected Life: 5 years
Description of Project: Replacement of DAR vehicle		
Project Justification: Our DAR vehicles are aging and it is recommended that buses be replaced at 5 years or 100,000 miles. It is ideal that we get on a routine schedule for fleet replacement. We have two buses and the oldest is a 2014 with 115,979 miles. This request is to replace this vehicle.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs		\$63,000	\$64,000				\$65,000
TOTAL PROJECT COSTS	\$0	\$63,000	\$64,000	\$0	\$0	\$0	\$65,000

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants	\$50,400	\$51,200				\$52,000
C. Other - DAR Fund	\$12,600	\$12,800				\$13,000
TOTAL REVENUE	\$63,000	\$64,000	\$0	\$0	\$0	\$65,000

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police	Project Title: Patrol Cruisers	Expected Life: 3 years
Description of Project: This request is for three (3) outfitted police utility cruisers to replace three older cruisers that are currently in service. This includes the vehicle purchase, outfitting and setup for patrol use.		
Project Justification: Patrolling and responding to calls for service is a critical function of the police department. The replacements will save money on repair costs and reduce the amount of time vehicles will be out of service.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs		\$141,000					
TOTAL PROJECT COSTS		\$141,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$141,000					
B. Grants						
C. Other						
TOTAL REVENUE	\$141,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police	Project Title: Patrol Supervisor Vehicles	Expected Life: 5 years
Description of Project: This request is for two (2) outfitted Chevrolet Tahoe PPV cruisers to replace the two supervisor vehicles currently in service. This includes the vehicle purchase, outfitting and setup for patrol use.		
Project Justification: The supervisor vehicles are equipped with more equipment which is needed on a daily basis. The larger vehicle would allow for this equipment to be available without responding to the police department to collect.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs		\$110,000					
TOTAL PROJECT COSTS		\$110,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Police Private Duty Fund	\$100,000					
TOTAL REVENUE	\$100,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police	Project Title: MDT Computers	Expected Life: 7-8 years
Description of Project: Replace the existing Mobile Data Terminal (MDT) Computers and mounts which were purchased in 2012/2013 and are at their end of life. The MDT's have begun to break down and the agency has had to replace screens and keyboards at a cost as the warranties have ended. The purchase includes new MDT's, the necessary accessories and new computer mounts for each police cruiser.		
Project Justification: These computers are a vital police tool to officers. The MDT's allow officers to run criminal checks, connect to department computer system and exchange sensitive and confidential information (between police cruisers or police cruiser and the communication center). The presence of a computer in the police cruiser also allows the officer to stay in the field while on patrol and write reports.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment		\$55,000					
F. Other Costs							
TOTAL PROJECT COSTS		\$55,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Police Private Duty Fund	\$55,000					
TOTAL REVENUE	\$55,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police	Project Title: Soft Body Armor	Expected Life: 5 years
<p>Description of Project: Replacement of 21 bulletproof vests (soft body armor) for vests that will be out of warranty and compliance with National Institute of Justice standards (5 year life). The cost for the equipment is estimated to be \$21,000.00 (\$1,000 for each bullet proof vest).</p>		
<p>Project Justification: Soft body armor deteriorates much faster than hard armor and is particularly vulnerable to heat and wetness. Expired soft body armor may not provide adequate protection.</p>		

PROJECTED CAPITAL COSTS

	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$21,000	\$21,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES

Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$10,500					
B. Grants	\$10,500					
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$21,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS

	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police	Project Title: AFIS Machine	Expected Life: 8-10 years
Description of Project: Replacement of the digital fingerprint system (AFIS machine) used for all non-criminal digital fingerprints because it has reached its life expectancy.		
Project Justification: This AFIS machine is used for almost 700 non-criminal fingerprints each year (e.g. adoption, BOE, etc.). It is a more efficient and clean means to fingerprint. This machine is no longer supported and has been discontinued. We are unable to warranty it. The cost for the equipment is estimated to be \$19,000.00.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$19,000	\$19,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$19,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$19,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Highway	Project Title: Various Drainage Projects	Expected Life: 40 years
Description of Project: Install new and replace/repair existing drainage.		
Project Justification: There are several roadways that require site specific drainage improvements and cross culverts to improve drainage and the safety of the roadway network.		

PROJECTED CAPITAL COSTS

	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering	\$10,000	\$10,000					
B. Architects							
C. Land Acquisition							
D. Construction	\$80,000	\$80,000					
E. Equipment	\$25,000	\$25,000					
F. Other Costs	\$10,000	\$10,000					
TOTAL PROJECT COSTS	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES

Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$125,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$125,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS

	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: PW - Highway	Project Title: Ash Tree Removal	Expected Life: N/A
Description of Project: Funding to manage the devastation to Ash trees caused by the Emerald Ash Borer		
Project Justification: The State of Connecticut has been infested with the Emerald Ash Borer. This invasive insect is devastating our Ash tree population. This will be the third/final phase of the removal.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction	\$68,000	\$34,000	\$34,000				
E. Equipment	\$5,000	\$2,500	\$2,500				
F. Other Costs							
TOTAL PROJECT COSTS	\$73,000	\$36,500	\$36,500	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$36,500	\$36,500				
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$36,500	\$36,500	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: PW - Buildings & Grounds	Title: Eno Clock Tower Repairs	Expected Life: 15 years
Description of Project: Painting and repairing the exposed wood portions of the clock tower at Eno.		
Project Justification: The decorative wood elements and trim work on the clock tower at Eno are Deteriorating due to exposure to the elements. Work includes patching, repairing and replacing trim work and stripping and repainting of the structure.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction	\$21,000	\$21,000					
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$21,000	\$21,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Eno Trust	\$21,000					
TOTAL REVENUE	\$21,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: PW - Buildings & Grounds	Project Title: Utility Van	Expected Life: 10 years
Description of Project: T-250 Transit Van		
Project Justification: This van will replace a 2007 Ford Econoline van with 72,160 miles. Its primary use will be housing the tools and materials used in the maintenance of the Town-maintained buildings. It will be complete with shelving, ladder racks and 2-way radio. State contract will be used.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment	\$46,000	\$46,000					
F. Other Costs							
TOTAL PROJECT COSTS	\$46,000	\$46,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$46,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$46,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: PW - Highway	Project Title: Highway Plow Truck	Expected Life: 12 years
Description of Project: Highway Plow Truck -All Season Body		
Project Justification: This 47,000 dump truck/plow truck will be equipped with a plow, sander/salter with computer controls and emergency radio. This will be a Frontline emergency/plow truck replacing a 2008 Frontline truck (Truck-12)		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000
F. Other Costs							
TOTAL PROJECT COSTS	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: PW - Highway	Project Title: 11' Snow Plows	Expected Life: 10 years
Description of Project: Replacement of the large snow plows for two of our plow trucks. This is part of an annual replacement.		
Project Justification: Simsbury's snow removal is highly respected within the industry and the region. Our plows need to be replaced after 10 years as the hydraulic systems become unreliable and the steel fatigue leads to cracking and constant maintenance issues.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment	\$20,000	\$20,000		\$20,000		\$22,000	
F. Other Costs							
TOTAL PROJECT COSTS	\$20,000	\$20,000	\$0	\$20,000	\$0	\$22,000	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Town Aid Road	\$20,000		\$20,000		\$20,000	
TOTAL REVENUE	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: PW - DPW	Title: Portable Truck Lifts	Expected Life: 15 years
Description of Project: Portable truck lift system, used by our mechanics to lift our heavy equipment for service.		
Project Justification: The existing heavy lift bay in the DPW facility is at the end of its usefull life. We have made repairs to the hydraulics to keep this system in service. A portable lift system will be cheaper than replacing the current lift system and offer more flexibility.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment	\$55,000	\$55,000					
F. Other Costs							
TOTAL PROJECT COSTS	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Town Aid Road	\$55,000					
TOTAL REVENUE	\$55,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Water Pollution Control	Project Title: Sewer Lining	Expected Life: 50 years
Description of Project: Lining of sanitary sewers withing the Town collection system.		
Project Justification: Lining the existing clay pipes within the collection system eliminates ground water infiltraion and root intrusion into the system reducing operating and maintainance costs. The lining will also increase the life of the pipe an additional 50 years.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
B. Architects							
C. Land Acquisition							
D. Construction	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Sewer Use Fund	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
TOTAL REVENUE	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Water Pollution Control	Project Title: Woodland/Hopmeadow Street Sewer Upgrade	Expected Life: 50 years
Description of Project: Design and install sanitary sewers to upgrade the current system to town standards.		
Project Justification: Dyno Nobel currently owns and maintains the sanitary sewer in the Woodland St / Hopmeadow Street area. The system is currently undersized and in poor condition. This project will be funded from the sewer assessment fund, and reimbursed by Dyno Nobel over a ten year period. After construction, the Town of Simsbury will own and maintain the system.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering	\$50,000	\$50,000					
B. Architects							
C. Land Acquisition							
D. Construction	\$1,200,000		\$1,200,000				
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$1,250,000	\$50,000	\$1,200,000	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Sewer Assessment Fund	\$50,000	\$1,200,000				
TOTAL REVENUE	\$50,000	\$1,200,000	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Parks Truck and Plow	Expected Life: 10 years
Description of Project: Purchase of F350 Parks Maintenance Pickup Truck and Plow		
Project Justification: This truck is used for plowing, equipment hauling and other parks maintenance activities. This purchase replaces a 2004 F250 pickup with over 100,000 miles on it.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment	\$42,000	\$42,000					
F. Other Costs							
TOTAL PROJECT COSTS	\$42,000	\$42,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$42,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$42,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Simsbury Farms Golf Club House Exterior Siding Staining	Expected Life: 5 years
Description of Project: Staining of the exterior cedar shingles of the Simsbury Farms Golf Club House		
Project Justification: Routine maintenance of staining the cedar shingles to prevent weather damage to the shingles and to maintain the appearance of the building. This work has been completed every 6-7 years and we are at the end of that time line.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction	\$30,000	\$30,000					
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$30,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$30,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Exterior Staining of Simsbury Meadows Bandshell	Expected Life: 5 years
Description of Project: Exterior staining of the cedar shingles at the Simsbury Meadows Performing Arts Center Bandshell.		
Project Justification: Routine maintenance of exterior staining the cedar shingles to prevent weather damage to the shingles and to maintain the appearance of the facility. This work was last completed in 2014 and should be completed every 5-6 years.		

PROJECTED CAPITAL COSTS

	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction	\$20,000	\$20,000					
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES

Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$20,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$20,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS

	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Simsbury Farms Recreation Building Exterior Siding Staining	Expected Life: 5 years
Description of Project: Staining of the exterior cedar shingles at the Simsbury Farms Main Building		
Project Justification: Routine maintenance of staining the exterior cedar shingles to prevent weather damage to the shingles. This work should be done every 5 years to prevent damage to the exterior of the building. We are now at 8 years since building was last stained.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction	\$35,000	\$35,000					
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$35,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$35,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Playground Equipment Refurbishing	Expected Life: 20 years
Description of Project: Replacement of equipment at West Mountain Park		
Project Justification: This request is for repair and replacement of the 25 year old playground equipment at West Mt Park. The current equipment is worn and due to age some parts are not available for replacement.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
E. Equipment		\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
F. Other Costs							
TOTAL PROJECT COSTS	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Parks/Golf Maintenance Garage Ventilation System	Expected Life: 30 years
Description of Project: Install ventilation system in the Parks/Golf Maintenance Workspace/Garage		
Project Justification: A garage ventilation system is needed to remove gases caused by vehicles, equipment and welding. Our current ventilating system involves the garage overhead doors being opened to exhaust the gases from the garage. This results in a loss of heating energy in cold weather months.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction		\$3,000					
E. Equipment		\$7,000					
F. Other Costs							
TOTAL PROJECT COSTS	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$10,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$10,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Sims. Farms Ice Rink Control Panel	Expected Life: 20 years
Description of Project: Replacement of existing rink refrigeration system control panel. The control panel controls the operation of the pumps, chiller, compressors and condenser.		
Project Justification: The new control panel would allow us to remotely access the panel so that the system can be monitored and adjusted during off hours. It would also alert us of any troubles with the system. Rink failure during off hours can have a major impact on the rink operation. The upgraded panel will provide better equipment control which in turn will lower electrical cost.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering		\$5,000					
B. Architects							
C. Land Acquisition							
D. Construction		\$25,000					
E. Equipment		\$30,000					
F. Other Costs							
TOTAL PROJECT COSTS	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$60,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$60,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Preliminary Feasibility Study of Proposed Parking Areas at Simsbury Meadows and Curtiss Park	Expected Life: 20 years
Description of Project: A consulting engineer will be hired to prepare a preliminary design and cost estimate for improving or expanding existing parking facilities at Simsbury Meadows and Curtiss Park in consideration of regulatory requirements.		
Project Justification: The existing parking areas at Simsbury Meadows are functionally deficient. They are costly to maintain, do not meet accessibility standards and are at times hazardous for pedestrians and vehicles. This project is needed to identify opportunities to expand or improve parking at these sites, identify regulatory constraints and/or requirements and also determine estimate project costs for various alternatives. The Town's forthcoming Parks and Open Space Master Plan will note that improved parking in these areas is something our residents highly desire.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering		\$30,000					
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$30,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$30,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Park Entrance Signs Replacement	Expected Life: 25 years
Description of Project: Replace 40 year old parks entrance signs at Simsbury Farms and Memorial Park		
Project Justification: The current signs are made out of wood and due to age they are rotted and need replacement. We currently have a 5 year plan in place to replace all of the parks signs with durable long lasting materials. This is an improvement noted in the Town's forthcoming Parks and Open Space Master Plan.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction		\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$0	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Simsbury Farms Rink Fencing	Expected Life: 20 years
Description of Project: Replace existing split rail fencing.		
Project Justification: The current split rail fencing is rotted and is in need of replacement. The fence serves as a safety barrier to keep facility users from accessing the pond.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction		\$8,000					
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$8,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$8,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Greens Mower Replacement	Expected Life: 10 years
Description of Project: Replace existing unit with newer model greensmower		
Project Justification: Simsbury Farms Golf Course greens are mowed at .135 of an inch or below which require units that meet very close tolerances. Over time it becomes impossible to maintain the equipment within these tolerances so newer equipment must be purchased.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment	\$45,000	\$45,000					
F. Other Costs							
TOTAL PROJECT COSTS	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Golf Equipment Fund	\$45,000					
TOTAL REVENUE	\$45,000	\$0	\$0	\$0	\$0	\$0

Golf equipment fund

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

Town of Simsbury
Six Year Capital Improvement Program
Fiscal Year 2020/21 - Fiscal Year 2025/26

			Future Projects				
	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
GENERAL GOVERNMENT							
Radio System Upgrade/Replacement	B	1,202,000					
Senior/Community Center	B						8,800,000
Document Management/ Scanning Services	GF				340,000		
Open Space Acquisition	B	2,200,000					
Transfer to Capital Reserve	GF	50,000					
Total General Government		3,452,000	-	-	340,000	-	8,800,000
LIBRARY							
Co-Working Space	G			373,000			
Total Library		-	-	373,000	-	-	-
CULTURE, PARKS & RECREATION							
Greenway Improvements	CF	135,000	200,000	200,000	200,000	200,000	200,000
Golf Course Irrigation System Replacement	B		1,800,000				
Multi-Use Connections/Trails Development	B		600,000				
Splash Pad	B/D				750,000		
Performing Arts Center Parking - Paving/Drainage/Accessible Path	B			500,000			
Total Culture, Parks & Recreation		135,000	2,600,000	700,000	950,000	200,000	200,000
FACILITIES MANAGEMENT							
Highway Pavement Management	TAR/LOCIP/B/GF	1,205,000	1,205,000	1,205,000	1,205,000	1,205,000	1,205,000
Highway Sweeper	TAR				280,000		
Plow Truck	TAR	258,000					
Public Works Facility Paving & Storm Drainage	GF	330,000					
Dam Evaluation & Repairs	B				3,365,000		
Sidewalk Reconstruction	GF	200,000	200,000	200,000	200,000	200,000	200,000
Municipal Site and Safety Improvements	GF		250,000			200,000	
Bridge Improvements	GF/G		600,000				
Eno Entrance Improvements	ET			360,000			
Town Facilities Master Plan Implementation	B		500,000		500,000		
Town Hall Renovations	B					3,100,000	
Refurbish Elevators	GF		340,000				
Flower Bridge Repairs	B			1,835,000			
Total Facilities Management		1,993,000	3,095,000	3,600,000	5,550,000	4,705,000	1,405,000

	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
WATER POLLUTION CONTROL							
Secondary Clarifier Weir Covers	SUF	275,000					
Tunxis Pump Station Forcemain Replacement	SUF		275,000				
Septage Receiving Station	SUF			311,000			
Grit System Upgrade	SUF				300,000		
Woodland Street/Hopmeadow Street Sewer Upgrade	SAF		1,200,000				
Total Water Pollution Control		275,000	1,475,000	311,000	300,000	-	-
BOARD OF EDUCATION							
District Network Infrastructure	GF	500,000		400,000		400,000	
District Security Improvements	GF		250,000		250,000		
SHS Stadium Facility Renovations Phase I	B		980,000				
SHS Stadium Facility Renovations Phase II	GF			400,000			
SHS Visitor's Bleachers Replacement	GF				225,000		
SHS Grass Field Reconfiguration/Irrigation	B		750,000				
SHS Turf Field #2 Construction (no lighting)	B			1,650,000			
District Climate Control Phase III							
Latimer Lane Renovation	B/G						
HJMS Tennis Court Replacement	GF		525,000				
Total Board of Education		500,000	2,505,000	2,450,000	475,000	400,000	-
TOTAL CAPITAL PROJECTS	\$	6,355,000	9,675,000	7,434,000	7,615,000	5,305,000	10,405,000

Note: bold text indicates new projects for FY21

FUNDING:							
Bonds (B)		4,007,000	5,235,000	4,590,000	5,220,000	3,705,000	9,405,000
General Fund (GF) - Cash		555,550	2,265,000	1,400,000	1,415,000	1,200,000	600,000
General Fund (GF) - Reserves		724,450					
Capital Fund (CF)		135,000					
Donations (D)							
Federal or State Grants (G)			300,000	373,000			
Local Capital Improvement Program Grant (LOCIP)		156,500	156,500	156,500	156,500	156,500	156,500
Town Aid Road Fund (TAR)		501,500	243,500	243,500	523,500	243,500	243,500
Eno Trust (ET)				360,000			
Sewer Use Fund (SUF)		275,000	275,000	311,000	300,000		
Sewer Assessment Fund (SAF)			1,200,000				
TOTAL FUNDING	\$	6,355,000	9,675,000	7,434,000	7,615,000	5,305,000	10,405,000

CAPITAL REQUEST FORM

Department: Police	Project Title: Radio System Upgrade/Replacement	Expected Life: 15 years
Description of Project: This project is to replace the Town's existing radio system and join the Fire District's existing system. This would allow the Town to use its currently licensed UHF frequencies, tapping into the Fire District's four-site system. The system would integrate all public safety agencies, the Department of Public Works, and the Board of Education. Estimated costs include equipment for the Simsbury Volunteer Ambulance Association in the amount of \$92,530.		
Project Justification: Current infrastructure and equipment has been discontinued and is no longer supported by the manufacturers. The existing system no longer meets the needs of the users, is becoming difficult or impossible to maintain, and must be replaced to provide mission-critical communications services.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction		\$521,258					
E. Equipment		\$680,480					
F. Other Costs							
TOTAL PROJECT COSTS	\$1,201,738	\$1,201,738	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$1,201,738					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$1,201,738	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual	\$0	\$17,281	\$34,561	\$35,598	\$36,666	\$37,766
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$17,281	\$34,561	\$35,598	\$36,666	\$37,766

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Greenway Improvements	Expected Life: 20 years
Description of Project: Work includes resurfacing, fence replacement, pavement markings and related work.		
Project Justification: Improvements to the Greenway are designed to enhance user safety and protect the infrastructure investment in the trail system.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction	\$135,000	\$135,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$135,000	\$135,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
B. Grants						
C. Other - Capital Fund	\$135,000					
TOTAL REVENUE	\$135,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total						
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Highway Pavement Management	Expected Life: 15 years
Description of Project: The Pavement Management Program is based on a systemic evaluation of roads with an applied plan to maintain paved surfaces in the most timely and cost-effective manner. In FY 2021, the program includes pavement resurfacing, as well as other pavement management operations. This is a proactive program to keep the good roads in good condition. All pavement users will be served by this project, estimated at 41,000 trips/day.		
Project Justification: These investments in our paved surfaces will improve the quality and safety of travel for residents and, through long-term pavement maintenance, user costs will decrease.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction		\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$0	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$805,000	\$805,000	\$805,000	\$805,000	\$805,000	\$805,000
B. Grants						
C. Other -Town Aid Road	\$243,500	\$243,500	\$243,500	\$243,500	\$243,500	\$243,500
LOCIP	\$156,500	\$156,500	\$156,500	\$156,500	\$156,500	\$156,500
TOTAL REVENUE	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Highway	Project Title: Wing Plow Truck	Expected Life: 12 years
Description of Project: Highway Wing Plow Truck-All Season Body		
Project Justification: This 66,000 GVW dump/plow truck will be equipped with a plow, wing sander/salter with computer controls and emergency radio-this will be a Frontline plow truck used to replace a 2001 plow/wing truck, which has frame, body and structural issues.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering	\$258,000	\$258,000					
B. Architects							
C. Land Acquisition							
D. Construction							
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS	\$258,000	\$258,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Town Aid Road	\$258,000					
TOTAL REVENUE	\$258,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: PW - Highway/BOE	Project Title: Public Works Facility Paving & Drainage Improvements	Expected Life: 18 years
Description of Project: Install storm drainage and re-surface parking lot at the Public Works facility, which is shared with the Board of Education.		
Project Justification: Over the years, the footprint of the Public Works Facility has increased with patchwork paving and drainage. In order to meet MS-4 and DEEP requirements, storm drainage and grading are required. MS-4 is just part of the reason for the need for this work. For example, the new administrative addition has changed the contours and elevations, requiring additional drainage and paving.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering	\$8,000	\$8,000					
B. Architects							
C. Land Acquisition							
D. Construction	\$315,000	\$315,000					
E. Equipment							
F. Other Costs	\$5,000	\$5,000					
TOTAL PROJECT COSTS	\$328,000	\$328,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$328,000					
B. Grants						
C. Other - <i>please specify here</i>						
TOTAL REVENUE	\$328,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Sidewalk Reconstruction	Expected Life: 20 years
Description of Project: The Town recently completed a sidewalk inventory and analysis. We have identified a number of sidewalks that need to be reconstructed, have missing sections of walk, or are in need of replacement due to non-compliant ADA ramps.		
Project Justification: Under our new Town Sidewalk Ordinance, when a walk way is in need of reconstruction the responsibility falls on the Town. Following our sidewalk study, we have identified walks in need of replacement as well as curb ramps that do not meet the ADA requirements of accessibility.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering							
B. Architects							
C. Land Acquisition							
D. Construction		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
E. Equipment							
F. Other Costs							
TOTAL PROJECT COSTS		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
B. Grants						
C. Other - Capital Fund						
TOTAL REVENUE	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total						
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Water Pollution Control	Project Title: Clarifier Weir Covers	Expected Life: 20 years
Description of Project: To eliminate the algae growth in the secondary clarifiers, install weir covers to eliminate the “light” which propagates the growth of the algae.		
Project Justification: Bryozoan Growth Issue- A “Food Pyramid Problem” is causing a very dense UV Chamber attached growth issue, a UV Tube Fouling and an impaired Final Effluent Fecal Coliform disinfection with NPDES Permit are concerns. Bryozoa (also known as moss animals), are a member of aquatic invertebrate animals. Typically about 0.5 millimeters (0.020 in) long, they are filter feeders that sieve food particles out of the water using a retractable Lophophore, a "crown" of tentacles lined with cilia. The currently used weir brushes are “knocking down” the big growth BUT the residual Epilithic (grows on the concrete walls/weir) Dark Green Algal growth is "Seeding" the UV chamber which is the perfect "Green House" environment (UV light) to proliferate more growth and the "Food Pyramid" dilemma.		

PROJECTED CAPITAL COSTS							
	Estimated Costs	Estimated Expenditures by Fiscal Year					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Planning & Engineering	\$50,000	\$50,000					
B. Architects							
C. Land Acquisition							
D. Construction	\$125,000	\$125,000					
E. Equipment	\$100,000	\$100,000					
F. Other Costs							
TOTAL PROJECT COSTS	\$275,000	\$275,000	\$0	\$0	\$0	\$0	\$0

PROJECTED REVENUES						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Capital/CNR						
B. Grants						
C. Other - Sewer Use Fund	\$275,000					
TOTAL REVENUE	\$275,000	\$0	\$0	\$0	\$0	\$0

PROJECTED OPERATING COSTS						
	Estimated Operating Costs by Fiscal Year					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0



Nov 20, 2019

Maria Capriola, Town Manager
Simsbury Town Hall
933 Hopmeadow St.
Simsbury CT, 06070

Dear Maria,

The Simsbury Performing Arts Center is respectfully submitting this request for town funding of two capital projects at the SMPAC and two maintenance requests.

The first capital request is to surface the parking lot that is now dirt. As we have discussed for some years, this lot is especially inaccessible and unsafe for general public use, and most particularly for members of the disability community who must cross it to access the accessible entrance to the field. In addition, because it is dirt, it requires frequent attention from your parks staff to grade it and stripe it. I have spoken to the chairmen of both the Disability Commission and the Culture, Parks, and Recreation Commission and both have expressed support for this project. They will be sending in letters to that effect.

The second capital request is to work with SMPAC to construct what we all call Phase II, which includes public restrooms, a proper office for our staff, and dressing rooms for performers. We recognize that this is a larger project that will require both the town and the SMPAC to contribute funding and participate in the design. We expect it will take some years for SMPAC to raise the funds and an equal timeframe for the project to work its way through the town's CIP plan. My very rough-guesstimate for the project is a total of \$500,000 to \$1,000,000, with half of the amount coming from the town. We are hoping at this point just to be put on the CIP in an out-year, as a placeholder.

Our first grounds maintenance request is for the stone dust path outside the rock wall to be repaired, and for it to be extended to span from the west entry gate closest to the circle garden to the accessible entrance on the east side of the field.. It has never been maintained and over the years has grown in with grass. This again makes for an inaccessible path of travel for our visitors with disabilities. Repair of this path would not only avert potential falls and challenges for folks with limited mobility and those using walkers, wheelchairs, and other mobility devices, but would also reduce the likelihood of damage to other grassy parts of the field by offering a solid area for vehicles to drive upon.

We also are requesting maintenance of the C & D parking lots. The tree branches need to be cut back because they are encroaching on the parking spaces. This diminishes available parking and



Simsbury Meadows

Performing Arts Center

therefore diminishes our revenue potential. Again, this is not so much of a capital request as a grounds maintenance request.

I know your Parks and Rec staff has already been notified of the need to repair the water damage on the band shell ceiling. Due to the porous surface of the roof frontage, rain makes its way into the ceiling and follows the path of least resistance through all of the lighting fixtures causing visible damage to the ceiling structure on the far left and right sides. In the interest of not letting things fall off the radar, I thought I should put this on the list as well.

Thank you for your consideration and for your support of the SMPAC!

Sincerely,

Linda Schofield Missy DiNunno

Linda Schofield, Board Chair, and Missy DiNunno, Executive Director

Town of Simsbury
Levy Calculation Worksheet
Town Manager's Budget As Presented
FY2020/21

	FY2019/20 Budget	FY2020/21 Projected	Change	Percent Change
Town Operating Budget	\$ 22,219,073	\$ 23,705,961	\$ 1,486,888	6.69%
Operating Transfers	1,751,065	1,135,054	(616,011)	-35.18%
Total Town Budget	23,970,138	24,841,015	870,877	3.63%
School Operating Budget	70,880,978	72,892,389	2,011,411	2.84%
Non-Public School Budget	546,432	551,383	4,951	0.91%
Debt Service & Capital	5,937,284	6,551,465	614,181	10.34%
Gross Expenditures	101,334,832	104,836,252	3,501,420	3.46%
Anticipated Revenue	9,376,271	10,024,450	648,179	6.91%
Use of Fund Balance (Transfers)	850,000	724,450	(125,550)	-14.77%
Use of Fund Balance (Mill Rate Relief)	-	-	-	#DIV/0!
Total Revenue and Approp of Fund Balance	10,226,271	10,748,900	522,629	5.11%
Net Expenditures	\$ 91,108,561	\$ 94,087,352	\$ 2,978,791	3.27%

Mill Rate Calculation

Property Taxes				
Town Tax Relief Programs	(282,000)	(392,500)		
Supplemental Auto	1,323,245	1,000,000		
Property Taxes	83,113,179	85,918,119		
Car Taxes	6,954,137	7,561,734		
Total Property Taxes	91,108,561	94,087,352		
Net Grand List (non-vehicle)	2,249,592,709	2,309,777,494		
Tax Collection Rate	99.00%	98.50%		
Mill Rate	37.32	37.76	0.44	1.19%
Fire	1.2	1.2	-	0.00%
Total Mill Rate	38.52	38.96	0.44	1.15%
Median Home Impact	7,986	8,082	95	

POSITION TABLES

Department	FY 18/19 Actual FTE	FY 19/20 Budgeted FTE	FY 20/21 Proposed FTE
Town Manager's Office	4.00	4.00	4.00
Finance			
Administration	3.00	3.50	4.00
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	2.71	2.71
Library			
Administration	11.30	11.43	11.43
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	11.00	11.00	11.00
Police			
Uniformed	39.00	39.00	40.00*
Civilian	13.36	13.36	13.36
Social Services	5.71	5.71	5.71
Culture, Parks & Recreation			
Administration	4.00	3.00	3.00
Parks	9.00	9.00	10.00**
Golf Course	6.00	6.00	6.00
TOTAL	168.75	168.23	170.73

*If reorganization is approved by Board of Selectmen; not included in budgeted salaries.

**If position is reauthorized by Board of Selectmen; not included in budgeted salaries.

SERVICE IMPROVEMENT REQUESTS

Department	Description	Cost	Estimated Revenue	Total Cost
Culture, Parks & Rec	Iron Horse Dog Park	\$ 2,000	\$ -	\$ 2,000
Culture, Parks & Rec	Full-time Facility Maintenance Technician	\$ 95,459		\$ 95,459
Culture, Parks & Rec	Full-time Parks Maintainer	\$ 90,040		\$ 90,040
Culture, Parks & Rec	Parks staff traing/professional development	\$ 3,000	\$ -	\$ 3,000
Culture, Parks & Rec	Parks maintenance software program	\$ 5,000	\$ -	\$ 5,000
Culture, Parks & Rec	Community special events	\$ 11,000	\$ 7,000	\$ 4,000
Library	Materials - adult, teen, business	\$ 20,000	\$ -	\$ 20,000
Engineering	Paid intern/temp position	\$ 4,289	\$ -	\$ 4,289
Public Works	Paid intern/temp position	\$ 1,920	\$ -	\$ 1,920
Public Works/Engineering	Construction Inspector	\$ 75,000	\$ -	\$ 75,000
Police Admin Reorganization	Deputy Chief of Police	\$ 183,872	\$ -	\$ 183,872
	Professional Standards Lieutenant	\$ 5,000	\$ -	\$ 5,000
	<i>Sub-total</i>	\$ 188,872	\$ -	\$ 188,872
Police	Patrol Officer	\$ 121,512		\$ 121,512
Police	Patrol Officer	\$ 121,512	\$ -	\$ 121,512
Police	CALEA Specialist	\$ 106,323		\$ 106,323
Town Clerk/TMO	FOI software	\$ 8,012	\$ -	\$ 8,012
IT	Technical Support Personnel	\$ 96,504		\$ 96,504
TMO	HR Senior Certified Professional Certification	\$ 1,370	\$ -	\$ 1,370
Assessor	Inspection services	\$ 25,000	\$ 64,377	\$ (39,377)
Assessor	Tablets	\$ 5,000	\$ -	\$ 5,000
Assessor	Summer intern	\$ 4,620	\$ -	\$ 4,620
Assessor	Pool car	\$ 20,000	\$ -	\$ 20,000
Assessor	Shared position with Tax Collector's Office	\$ 77,928	\$ -	\$ 77,928
TOTAL		\$ 1,084,361	\$ 71,377	\$ 1,012,984

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



Town of Simsbury

Town Manager Goals, July 1, 2019 – June 30, 2020

Adopted June 26, 2019 by Board of Selectmen

Human Resources/Labor Relations

<i>Priority</i>	<i>Goal</i>
High	Complete negotiations for successor collective bargaining agreements with: IBPO pension agreement (police); AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA. Implement wage, benefits, and other ratified changes.
High	Issue a RFQ for defined contribution and deferred compensation administrative services. If a new vendor is selected, proceed with implementation.
Medium	Conduct second annual leadership retreat. Research and conduct other professional development opportunities for small group/departmental work (funds permitting). Identify customer service training for staff.
Medium	Review and revise personnel and administrative policies. Finalize FOIA policy for the town, FOIA form, and centralized process for handling requests..
Medium	Issue a RFQ for pension counsel.
Low	Issue a RFQ for pension and OPEB actuarial services.

Economic Development

<i>Priority</i>	<i>Goal</i>
High	Support the work of the Economic Development Commission.
High	Conduct visitations and outreach with the business community. Continue quarterly business roundtable events. Implement annual business visitations with large employers and taxpayers.
Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.
Medium	Research tax increment financing (TIF) districts. Present findings to Economic Development Commission. Pending feasibility of a TIF(s) for Simsbury, proceed to make recommendations to the Board of Selectmen.
Medium	Research business incentives, policies, and programs. Present findings to Economic Development Commission. Provide recommendations for updates to our existing Business Development Incentive Policy and process.
Low	Conduct planning studies of downtown properties identified by the Charrette as underutilized (funds permitting).



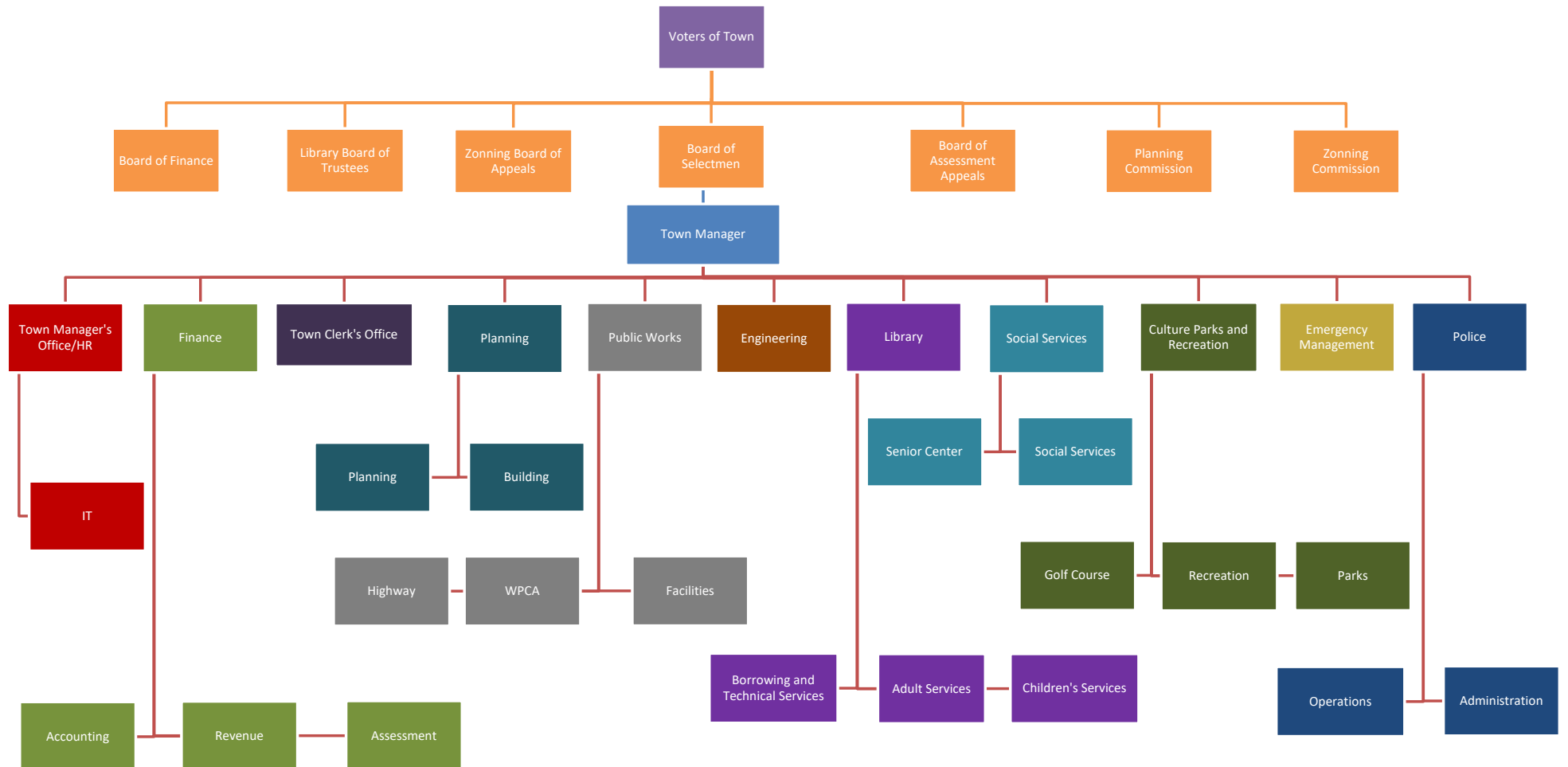
Town of Simsbury

Financial Management

<i>Priority</i>	<i>Goal</i>
High	Prepare and submit FY 20/21 operating and capital budgets in accordance with Charter timeline requirements. Continue to refine and develop our budgeting process for the CNR Fund (capital projects under \$250,000).
High	Implement a new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.
Medium	Assist in revising our Debt Management Policy.
Medium	Complete a cost recovery and community use analysis of the Parks and Recreation Department. Support work group to review recommendations from the analysis. Implement recommendations as feasible.
Low	Continue to update the budget document to reflect GFOA recommended best practices for budget document presentation.

Special Projects

<i>Priority</i>	<i>Goal</i>
High	Conduct Phase II for the public safety radio system feasibility study. Begin preparing the project for referendum.
High	Evaluate opportunities for sharing resources with the Board of Education, starting with Information Technology. Formally document existing shared service arrangements with the BOE.
Medium	Negotiate and update the operations agreement between the Town of Simsbury and the Simsbury Meadows Performing Arts Center, Inc.
Medium	Complete the parks and open space master plan.
Medium	Complete the new Park at 1 Old Bridge Road in a manner that is both financially responsible and consistent with the approved concept plans.
Medium	Issue a RFQ for the Town Facilities Master Plan. Begin study.
Medium	Submit a proposal to the Board of Selectmen to create a senior services volunteer driving program to expand resources for our senior transportation network.
Low	Update our open space stewardship and acquisition policies. Begin to develop open space land management policies and updates to our agricultural leases.
Low	Establish a capital project for a potential splash pad project. Support and coordinate fundraising and planning efforts.

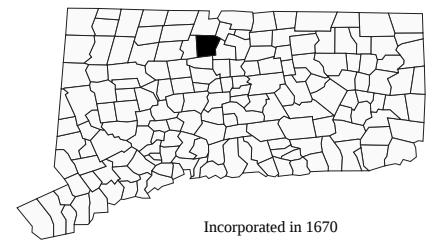


Simsbury, Connecticut

CERC Town Profile 2019 *Produced by Connecticut Data Collaborative*

Town Hall
P.O. Box 495
Simsbury, CT 06070
(860) 658-3230

Belongs To
Hartford County
LMA Hartford
Capitol Region Planning Area



Incorporated in 1670

Demographics

Population

	Town	County	State
2000	23,234	857,183	3,405,565
2010	23,511	894,014	3,574,097
2013-2017	24,307	897,417	3,594,478
2020	22,364	925,492	3,604,591
'17 - '20 Growth / Yr	-2.9%	1.0%	0.1%

	Town	County	State
Land Area (sq. miles)	34	735	4,842
Pop./Sq. Mile (2013-2017)	717	1,221	742
Median Age (2013-2017)	45	40	41
Households (2013-2017)	9,056	348,871	1,361,755
Med. HH Inc. (2013-2017)	\$116,444	\$69,936	\$73,781

	Town	State
Veterans (2013-2017)	1,362	180,111

Age Distribution (2013-2017)

	0-4	5-14	15-24	25-44	45-64	65+	Total
Town	1,046 4%	3,597 15%	2,733 11%	4,863 20%	8,056 33%	4,012 17%	24,307 100%
County	47,813 5%	108,578 12%	118,163 13%	226,627 25%	251,235 28%	145,001 16%	897,417 100%
State	186,188 5%	432,367 12%	495,626 14%	872,640 24%	1,031,900 29%	575,757 16%	3,594,478 100%

Race/Ethnicity (2013-2017)

	Town	County	State
White Non-Hisp	21,243	560,997	2,446,049
Black Non-Hisp	487	114,711	350,820
Asian Non-Hisp	921	45,178	154,910
Native American Non-Hisp	214	1,338	5,201
Other/Multi-Race Non-Hisp	264	20,039	84,935
Hispanic or Latino	1,178	154,977	551,916

	Town	County	State
Poverty Rate (2013-2017)	3.5%	11.2%	10.1%

Educational Attainment (2013-2017)

	<i>Town</i>		<i>State</i>	
High School Graduate	1,784	11%	673,582	27%
Associates Degree	1,099	6%	188,481	8%
Bachelors or Higher	11,328	67%	953,199	38%

Economics

Business Profile (2018)

Sector	Units	Employment
Total - All Industries	799	8,351
23 - Construction	47	245
31-33 - Manufacturing	14	593
44-45 - Retail Trade	60	1,113
52 - Finance and Insurance	64	985
72 - Accommodation and Food Services	54	952
Total Government	22	1,146

Top Five Grand List (2018)

	Amount
CONNECTICUT LIGHT AND POWER CO	\$34,653,950
E&A/I&G SIMSBURY COMMONS LP	\$25,952,630
SIMSBURY DEVELOPERS LLC	\$21,774,600
DORSET CROSSING APARTMENTS LLC	\$19,533,560
EXECUTIVE RISK INDEMNITY INC	\$16,473,460
Net Grand List (SFY 2016-2017)	\$2,292,414,936

Major Employers (2017)

Hartford Life Insurance Co	Hartford Investment Fnc'l Svc
McLean	Ensign-Bickford Industries Inc
Chubb Insurance	

Education

2018-2019 School Year

	Grades	Enrollment
Simsbury School District	PK-12	4080

Smarter Balanced Test Percent Above Goal (2017-2018)

	Grade 3		Grade 4		Grade 8	
	Town	State	Town	State	Town	State
Math	66.8%	53.8%	64.5%	51.3%	66.8%	43.0%
ELA	72.9%	53.1%	81.9%	54.9%	83.9%	56.1%

Pre-K Enrollment (PSIS)

	2018-2019
Simsbury School District	43

4-Year Cohort Graduation Rate (2017-2018)

	All	Female	Male
Connecticut	88.3%	91.8%	85.1%
Simsbury School District	94.2%	94.8%	93.6%

Rate of Chronic Absenteeism (2017-2018)

	All
Connecticut	10.7%
Simsbury School District	5.1%

Public vs Private Enrollment (2013-2017)

	Town	County	State
Public	85.9%	89.4%	86.8%
Private	14.1%	10.6%	13.2%

Simsbury, Connecticut

CERC Town Profile 2019



Connecticut
Economic
Resource Center

Government

Government Form: Selectman - Town Meeting

Total Revenue (2017)	\$107,236,920	Total Expenditures (2017)	\$104,964,845	Annual Debt Service (2017)	\$7,043,286
Tax Revenue	\$85,638,921	Education	\$80,381,153	As % of Expenditures	6.7%
Non-tax Revenue	\$21,597,999	Other	\$24,583,692	Eq. Net Grand List (2017)	\$3,600,147,476
Intergovernmental	\$20,134,283	Total Indebtedness (2017)	\$36,451,809	Per Capita	\$144,283
Per Capita Tax (2017)	\$3,426	As % of Expenditures	34.7%	As % of State Average	95.6%
As % of State Average	116.9%	Per Capita	\$1,461	Moody's Bond Rating (2017)	Aaa
		As % of State Average	58.1%	Actual Mill Rate (2017)	37.12
				Equalized Mill Rate (2017)	23.74
				% of Net Grand List Com/Ind (2017)	11.1%

Housing/Real Estate

Housing Stock (2013-2017)

	Town	County	State
Total Units	9,490	377,840	1,507,711
% Single Unit (2013-2017)	79.0%	55.6%	59.2%
New Permits Auth (2017)	64	957	4,547
As % Existing Units	0.7%	0.3%	0.3%
Demolitions (2017)	1	509	1,403
Home Sales	NA	4,581	21,880
Median Price	\$327,800	\$235,300	\$270,100
Built Pre-1950 share	13.0%	27.8%	29.3%
Owner Occupied Dwellings	7,510	225,378	906,798
As % Total Dwellings	82.9%	64.6%	66.6%
Subsidized Housing (2018)	427	52,368	167,879

Distribution of House Sales

	Town	County	State
Less than \$100,000	NA	59	536
\$100,000-\$199,999	NA	1,524	5,237
\$200,000-\$299,999	NA	1,642	6,681
\$300,000-\$399,999	NA	721	3,863
\$400,000 or More	NA	635	5,563

Rental (2013-2017)

	Town	County	State
Median Rent	\$1,241	\$1,044	\$1,123
Cost-burdened Renters	44.7%	50.1%	52.3%

Labor Force

	Town	County	State
Residents Employed	13,356	459,939	1,827,070
Residents Unemployed	389	20,380	78,242
Unemployment Rate	2.8%	4.2%	4.1%
Self-Employed Rate	12.1%	7.7%	10.0%
Total Employers	799	28,871	122,067
Total Employed	8,351	510,814	1,673,867

Connecticut Commuters (2015)

Commuters Into Town From:		Town Residents Commuting To:	
Simsbury, CT	1,802	Hartford, CT	2,017
West Hartford, CT	402	Simsbury, CT	1,802
Granby, CT	377	Farmington, CT	693
Avon, CT	290	Windsor, CT	646
Hartford, CT	287	Bloomfield, CT	604
Canton, CT	276	West Hartford, CT	542
Farmington, CT	244	Avon, CT	484

Quality of Life

Crime Rates (per 100,000 residents) (2017)

	Town	State
Property	675	1,777
Violent	16	228

Distance to Major Cities

	Miles
Hartford	10
Providence	73
Boston	98
New York City	102
Montreal	257

Disengaged Youth (2013-2017)

	Town	State
Female	0.0%	4.2%
Male	0.0%	5.6%

	Town
Library circulation per capita	15.56

Residential Utilities

Electric Provider

Eversource Energy
(800) 286-2000

Gas Provider

CNG Corp
(860) 727-3000

Water Provider

Aquarion Water Company
(800) 732-9678

Cable Provider

Comcast Hartford
(800) 266-2278