January 8, 2020

Mr. Michael Maniscalco, Town Manager  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074  

Dear Mr. Maniscalco:

At its Regular Meeting of January 6, 2020, the South Windsor Town Council approved the following Resolution:

WHEREAS, the South Windsor Town Council, in preparation for the upcoming Budget would like to establish a budget Policy Statement; and

WHEREAS, the policy has been reviewed and recommended by a bi-partisan committee and presented to the Town Council; and

WHEREAS, the Budget Policy Statement is referenced to appropriate sections of the Strategic Plan; and

WHEREAS, the Budget Policy Statement has been reviewed and edited a number of times from November 15, 2019, through December 15, 2019; and

WHEREAS, the Budget Policy Statement for the Town of South Windsor will give direction to all Town departments and the Board of Education as they formulate their budgets

(Resolution Continued on Next Page)
NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Budget Policy Statement for the Fiscal Year 2020/2021 Budget, as shown in attached, Exhibit A.

Respectfully submitted,

Deborah W. Reid
Clerk of the Council

Attrnt. (Exhibit A)

cc: Town Departments Heads
    Board of Education
    Dr. Kate Carter, Superintendent of Schools
TOWN OF SOUTH WINDSOR FISCAL YEAR 2020-2021
Town Council Budget Policy Statement

OBJECTIVE:

The objective of this Budget Policy Statement is to provide guidance from the Town Council to the Town Manager and Board of Education during the creation and presentation of the Annual South Windsor Town Budget. Although not specifically named in the Charter, the intent of this Budget Policy Statement is to provide guidance to those who are charged with proposing and presenting the General Government and Education Budget recommendations to the South Windsor Town Council.

GENERAL STATEMENT:

The Town of South Windsor’s annual budget should consider the financial impact on residents.

GUIDELINES: (The budgets must be made public and be presented as early as possible)

• Include taxpayers in the budget process as early as possible utilizing public hearings, Town website, local newspaper notices, Citizens Guide to Budget (website), and Town Council and Board of Education meetings.
• The budgets presented should reflect the guidelines presented here as well as projected available revenue, anticipated State funding, and current economic conditions.
• The Town Manager and the Superintendent will present their respective budgets at a Town Forum.
• The Town Manager’s budget will incorporate the recommendations of the Capital Projects Committee.

2020-2021 BUDGET GOALS: (Not in order of priority)

1. Efforts should be made NOT to use the fund balance to lower the annual mill rate or pay for Town operating expenses (ref. #1 strategic plan).
2. Continue efforts to achieve and an AAA credit rating (ref. #1 strategic plan).
3. Total staffing levels should remain consistent with the previous year (ref. #4 strategic plan).
2020-2021 BUDGET GOALS: (Not in order of priority) (Continued)

4. Support efforts for public health, safety, and welfare for all residents in all age groups (ref. #5 and #6 strategic plan).
5. The Town Council will support the implementation of ongoing infrastructure projects, including the redevelopment of Town-owned facilities (ref. #4 strategic plan).
6. The Town Council will support contractual educational requirements and meet increased enrollment needs (ref. #2 strategic plan).
7. The Town Council will support the Capital Projects Committee’s update of the Town’s long-term Capital Improvement Plan (ref. #1 and #4 strategic plan).
8. Conservatively estimate state revenues to be prepared for shortfalls in state funding (ref. #1 strategic plan).
9. Continue to support investment in new technologies and updates to IT when they result in efficiencies and enhancement of services to the public (not referenced in the Strategic Plan).

The Council for its part will:

1. Continue to support the Town Manager's labor negotiation efforts to realize efficiencies and cost-savings for taxpayers.
2. Seek cost-savings by pursuing regional sharing of services and include Town departments and the Board of Education.
3. Replenishing our tax stabilization fund (1% of economic development tax dollars to the tax stabilization fund) (Consistent with Town Ordinance #222 - Chapter 2, Article 1, Section 2.4).