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<thead>
<tr>
<th>Section</th>
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</thead>
<tbody>
<tr>
<td>From the Desk of the Mayor</td>
<td>1</td>
</tr>
<tr>
<td>Organization Chart</td>
<td>2</td>
</tr>
<tr>
<td>Office of the Mayor</td>
<td>3</td>
</tr>
<tr>
<td>City Council</td>
<td>4</td>
</tr>
<tr>
<td>Business Advocacy</td>
<td>5</td>
</tr>
<tr>
<td>Legislative Assistant</td>
<td>6</td>
</tr>
<tr>
<td>Registrar</td>
<td>6</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>7</td>
</tr>
<tr>
<td>Treasurer</td>
<td>8</td>
</tr>
<tr>
<td>Department of Finance</td>
<td>8-11</td>
</tr>
<tr>
<td>Risk Management</td>
<td>12</td>
</tr>
<tr>
<td>Tax Assessor’s Office</td>
<td>13</td>
</tr>
<tr>
<td>Tax Collector</td>
<td>14</td>
</tr>
<tr>
<td>Purchasing Department</td>
<td>15</td>
</tr>
<tr>
<td>Information Technology</td>
<td>16</td>
</tr>
<tr>
<td>Human Resources</td>
<td>17</td>
</tr>
<tr>
<td>Corporation Counsel</td>
<td>18</td>
</tr>
<tr>
<td>Public Works</td>
<td>19</td>
</tr>
<tr>
<td>Public Services</td>
<td>21</td>
</tr>
<tr>
<td>Parks Maintenance Division</td>
<td>22</td>
</tr>
<tr>
<td>Forestry Division</td>
<td>22</td>
</tr>
<tr>
<td>Equipment Maintenance Division</td>
<td>22</td>
</tr>
<tr>
<td>Public Utilities Division</td>
<td>23</td>
</tr>
<tr>
<td>Construction Services</td>
<td>24</td>
</tr>
<tr>
<td>Engineering</td>
<td>25</td>
</tr>
<tr>
<td>Public Buildings</td>
<td>26</td>
</tr>
<tr>
<td>Police Department</td>
<td>27</td>
</tr>
<tr>
<td>Fire Department</td>
<td>28</td>
</tr>
<tr>
<td>Community Risk Reduction</td>
<td>29</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>30</td>
</tr>
<tr>
<td>Planning &amp; Zoning</td>
<td>31</td>
</tr>
<tr>
<td>Building Department</td>
<td>32</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>33</td>
</tr>
<tr>
<td>Danbury Public Library</td>
<td>34</td>
</tr>
<tr>
<td>Department of Permit Coordination</td>
<td>35</td>
</tr>
<tr>
<td>Unified Neighborhood Inspection Team</td>
<td>36</td>
</tr>
<tr>
<td>Elderly Services</td>
<td>37</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>38</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>39</td>
</tr>
<tr>
<td>Airport</td>
<td>40</td>
</tr>
<tr>
<td>Richter Park</td>
<td>41-42</td>
</tr>
<tr>
<td>Tarrywile Park</td>
<td>43</td>
</tr>
<tr>
<td>Danbury Museum &amp; Historical Society/Authority</td>
<td>44</td>
</tr>
<tr>
<td>Boards &amp; Commissions</td>
<td>45-46</td>
</tr>
<tr>
<td>Ordinance</td>
<td>47-48</td>
</tr>
<tr>
<td>Telephone Directory</td>
<td>49</td>
</tr>
</tbody>
</table>
Danbury Friends,

It is my pleasure to present to you the City of Danbury’s 2021 Annual Report.

On December 16th in 2020, I was sworn-in to serve as your Mayor for the remainder of the mayoral term left by our departing Mayor, Mark Boughton. It has been an honor to serve my community in this new capacity, and I am so proud of all the work our staff has continued to do despite the ever-present effects of Covid-19. I have witnessed firsthand how dedicated our city’s employees and leaders are to providing city services to tax payers, while also going above and beyond when asked.

While I am excited to highlight our accomplishments and goals, I first want to acknowledge and thank all essential workers, including all our health, public safety, and public works employees, as well as grocery store workers, trash haulers, wait staff, business owners, and countless other professionals who have stayed strong and dedicated throughout this pandemic. I also want to acknowledge each of you who have lent a helping hand to others when they have needed it most, our kindness to each other is what makes our community so special.

While we have made tremendous progress in the fight against Covid, we are still in the midst of a worldwide pandemic with 201 of our own residents sadly having passed as a result of Covid-19 at the printing of this report. To the families and loved ones of those affected by this pandemic, we grieve with you.

Despite our struggles with the pandemic, Danbury is still seeing an abundance of activity while other cities have struggled. Our city continues to retain and attract millennials and working professionals who are excited to support local businesses, ensuring a strong and vibrant future for our city.

Even with all this progress, Danbury remains one of the safest cities in Connecticut. We continue to see major crime drop down to its lowest levels. Danbury has become the most livable and economically thriving city in Connecticut. Over the last year we have cut the ribbon on hundreds of new business large and small. The Amazon fulfillment center of Exit 8 on I-84 is a major success bringing with it hundreds of new jobs. We have also welcomed multiple new health providers and state of the art facilities, bringing with them the latest in medicine and technology, making us a hub for treatment and innovation.

With all these successes it is inevitable to also see growth in our student population. I have worked diligently with the Superintendent and other education leaders to come up with a long-term plan to keep every student on the path to success. While we have proudly increased funding for education every year over the last two decades, it is important to remember that educational achievements are not just measured by dollars spent, instead we are focused on graduation rates, college and technical school enrollment, and employment statistics which are the true measures of success. That being said, we are also proud of all the infrastructure funding and upgrades we provide our school facilities that are not counted in the city’s education budget. We have proudly provided millions of dollars in support for projects including the new fields at Danbury High School and Broadview, the new Ellsworth Avenue School, and countless other upgrades to other schools.

With growth comes the need to also rethink transportation. The city’s Transit Oriented Development Study released in 2020, focuses on moving the city’s downtown bus hub to the train station in order to ensure that multiple modes of transportation converge at one central location. We are actively involved in a Metro North study that will address a direct Danbury line into Grand Central Station, and we continue to work every season to pave and upgrade roads and drainage on our 248 miles of city streets.

We are proud to be a welcoming community made up of numerous races, cultures, and religions. We are a generous and caring community that steps up when our neighbors are in need, and we loudly boast the title of one of the most diverse cities in the United States. We are committed to welcoming all new residents and visitors as we continue to grow.

The road ahead of us is still uncertain when it comes to Covid-19, however, what I can assure you is that we are fiscally strong as a municipality, we are committed to you and your quality of life, and we will continue to work hard for your safety and wellbeing. It is truly an honor to lead this city, and I know that by working together we will emerge even stronger.

Sincerely,

Joseph M. Cavo
Mayor
CITY OF DANBURY - ORGANIZATION CHART
Our Mission:

The Mayor’s Office services constituents and supports the Mayor’s administrative tasks. The Mayor’s staff services thousands of individuals through phone calls, emails, letters and by way of walk-in visits. The staff oversees a variety of city projects and programs in addition to assisting other departments and organizations with their daily business.

The Chief of Staff to the Mayor is Dean Esposito. Mr. Esposito aides the Mayor with staffing and day-to-day operations. Mr. Esposito coordinates legislative matters scheduled for City Council consideration, serves as an office liaison to several community organizations, is regularly involved in economic development issues and attends events or meetings when the Mayor is unable to attend.

The Public Relations Specialist for the Mayor’s office is Taylor O’Brien. Ms. O’Brien is in charge of media relations and the distribution of citywide news. She communicates on behalf of the Mayor and his office to city departments and to the public through the city’s website, the Mayor’s quarterly newsletters, and the city’s various media platforms. Ms. O’Brien also aides with the communications of various city projects and manages content for the City website.

Marc Dillon serves as the Community Relations/Project Management Associate. Mr. Dillon assists in the work of responding to constituents’ needs and concerns. He also works on major projects as assigned by the Mayor, and serves as a liason for the Mayor’s office for various committees and initiatives.

Elisa Etcheto is the Mayor’s Executive Assistant. Mrs. Etcheto handles scheduling and communications on behalf of the Mayor. She coordinates activities and special events, and she serves as the lead coordinator of The Mayor’s Cup annual golf fundraiser. In addition, she guides several interns from local schools and universities throughout the year with various projects, and gets them acclimated to the office environment and tasks. Mrs. Etcheto also manages the office’s budget and facilitates office functions.

Our Accomplishments:

The recovery from COVID-19 pandemic is underway in Danbury. Mayor Cavo, working with public health and medical professionals, as well as with community leaders has the City on the road to recovery.

A few highlights from the last year...

• Several new and existing businesses in Danbury, including Amazon, Summit Development, Nuvance Health’s new Corporate HQ and Parker Medical’s HQ and medical device and component manufacturing plant. Danbury had over 1,042 new business registrations from January through December 2020.

• Initiatives to improve our transportation infrastructure saw a major increase over the course of the last year. A Transit-Oriented District (TOD) leadership team was assembled to study how to best coordinate the growth of our downtown with public transportation options. The federal government also agreed to take fund a regional feasibility study to look at implementing passenger rail service between Danbury and Grand Central Station in New York City on the MTA Harlem Line. The study is expected to be completed in early 2022. Additionally, the Danbury Transit Focus Initiative was launched to coordinate the improvement of mass transit infrastructure, including Metro North Rail, Housatonic Rail, Housatonic Area Regional Transit busing and the Danbury Municipal Airport.
Our Mission:

The City of Danbury’s legislative branch is known as the City Council. The City Council is responsible for governing the management of the city, which includes regulating the operations of all departments and boards. The City Council has the power to create new ordinances, and change or abolish them, in order to provide for a more efficient, safe and economically sound city.

The council consists of twenty-one members, all are residents of Danbury. There are two elected officials from each ward and seven at large members, all of whom serve a term of two years. The current Danbury City Council consists of 11 Republicans and 10 Democrats.

Our Accomplishments:

Each month the City Council is charged with voting on various agenda items. Council members spend countless volunteer hours reviewing these items to make informed decisions for the citizens, taxpayers, and stakeholders of the City of Danbury.

Throughout the year the Council approves appointments to boards and commissions, and promotions to city departments.
Our Mission:

The Office of Business Advocacy will oversee all economic development efforts throughout the city and will act as a bridge between city government and small to medium sized businesses as well as Danbury’s existing large corporate base.

Department Goals:

The focus of the office will be to retain and increase the number of jobs available in the City, by providing customer service and information services to those who have or are seeking to establish or expand a business in Danbury. The Office continues to deliver services designed to stimulate business and community development including: Workforce Development, Transportation, and Infrastructure Improvements.

Fiscal Year 2020-2021 Accomplishments:

• Worked to secure several new and existing businesses in Danbury, including Amazon, Summit Development, Nuvance Health’s new 220,000 sq/ft Corporate HQ and Parker Medical’s 88,000 sq/ft HQ and medical device and component manufacturing plant. Danbury had over 1,042 new business registrations form January 2020 through Dec 31, 2020.
• Member of the 2023 Plan of Conservation & Development Oversight Committee (POCD)
• Worked in conjunction with Federal, State and local agencies, committees and lenders to assist all Danbury businesses in navigating the difficulties and stresses resulting from the COVID 19 pandemic. The office was responding to requests for assistance 7 days a week throughout 2020 to provide a conduit for businesses and the essential services they desperately needed during this time of crisis.
• Summit Development’s 1.2 million sq/ft Ridge Corporate Campus is rapidly becoming home to some of the world’s top corporate clients. This 100-acre site is expected to have over 90% of its commercial space leased by December 2020. When this entire development is complete, it will provide a new 21st century workplace environment in Danbury and provide thousands of new job opportunities. In addition, this development will provide shopping, entertainment and recreation to hundreds of new onsite and neighboring residences. Finally, the campus will be home to the New Danbury Career Academy. This milestone, first in CT, public middle and high school that will serve over 1,400 Danbury students.
• Continue developing, with our Airport Administrator, a comprehensive business development strategy for Danbury Airport. This plan includes working to maximize business growth currently operating as well as utilize available properties for new business development and expansion.
• Implementing Danbury’s Transit Focus Initiative which goal is to coordinate, expand and improve the entire city’s mass transit infrastructure. This initiative includes Metro North Rail, Housatonic Rail, Housatonic Area Regional Transit bus, multiple long-distance/commuter bus lines, cab/limo, and our Danbury Municipal Airport.
• Initiated and led, in cooperation with other Danbury, Putnam County and Federal partners to champion the need for instituting MTA Harlem Line passenger rail service between Danbury and NYC Grand Central Terminal; receiving a $1,000,000 Federal and regional grant to fund feasibility study for the project. This study is scheduled to be complete February 2022.

Major Objectives 2021-2022:

• Maintain focus on retaining and attracting industry-leading businesses to the City, including companies such as Macerich, Parker Medical, FuelCell Energy, Clancy Relocation and Logistics, Summit Development, LLC, Encompass Health, and Rizzo Corporation.
• Continue work on development of downtown initiatives: Danbury Downtown Core Development, Transit Focus Initiative - which includes development of the Danbury to Grand Central via Southeast, NY station, Danbury Innovation Center, and CityCenter Danbury.
• Putnam County Partnership – Develop and implement strategies with Putnam County to identify regional opportunities to promote the sharing of resources. This includes services and facilities, economic development, recreational amenities, and infrastructure improvements.
• Danbury-Waterbury Corridor – Working with Waterbury officials and our I84 corridor leadership to develop an economic development zone to maximize regional public resources and encourage business and job growth.
• Danbury’s Office of Business Advocacy chosen as member of select Economic Development departments charged in creating a comprehensive Economic Development plan for the State of CT.

Sustainable Danbury:

The Office of Business Advocacy recognizes that with increasing population and economic activity concentrating in cities around the world, and the rapid growth of urban areas, there is a growing need to encourage policies, technologies, and behaviors that promote citywide sustainability and allow for the simultaneous provision of economic growth, environmental protection, and social equity.
**LEGISLATIVE ASSISTANT**

**JEAN A. NATALE**
**LEGISLATIVE ASSISTANT**

3RD FLOOR  
203-797-4514

**About Us:**

The Legislative Assistant works with the Mayor and the City Council to serve the citizens of Danbury. The office is a communication conduit between the public and the Mayor and City Council. The Legislative Assistant serves as the custodian of public records, ordinances, resolutions, City Charter, Minutes of the City Council meetings, and attests and seals official documents.

**Our Mission:**

To serve the citizens and governmental agencies with honesty and integrity while providing accurate and timely information and preserving documents and records.

- The office serves as a document and information resource to the City Council, City Departments, and the citizens of Danbury.
- The Legislative Assistant serves as the custodian of public records, ordinances, resolutions, minutes of the Council meetings.
- The office is responsible for the preparation of all Council agendas, minutes and official notices.
- The Legislative Assistant insures that the decisions of the legislative body are properly recorded by keeping records and maintaining archives for posterity.
- The Legislative Assistant publishes all ordinances and notices as required by law.
- The Legislative Assistant, as custodian of the City seal, attests all resolutions, ordinances, agreements, contracts and other legal documents of the City.
- The Legislative Assistant continues to work with the Mayor and IT Department to stream 'live' video of the monthly Council meetings, Public Hearings, as well as all Ad Hoc meetings of the Council.

**REGISTRARS OF VOTERS**

**JOAN BIELIZNA**
**REGISTRAR (D)**

2ND FLOOR  
203-797-4550

**Mary Ann Doran**
**REGISTRAR (R)**

2ND FLOOR  
203-797-4550

**Monday - Wednesday: 7:30-6:00**  
**Thursday: 7:30-6:30**

**About Us:**

The Registrar of Voters Office is a vital department to the function of the City’s government. This is where residents go to become voters, the most important part of our Democracy.

**Our Mission:**

The mission of the Registrar of Voters Office is to ensure federal, state and local elections are conducted in a non-partisan, timely and responsible manner, with the highest level of professional election standards, accountability, security and integrity, intended to earn and maintain public confidence in the electoral process.

**Our Accomplishments:**

- The Registrar of Voters, as the chief election officials, have a wide variety of responsibilities from preparing and certifying the official voting list, to ensuring we have fair, accurate and efficient elections.
- The Office is governed by Connecticut General Statutes and financially supported by the Municipality.
- The staff attends meetings called by the Secretary of the State to keep current on new and pending legislation as it is proposed and passed.
- The Registrars host meetings with other Election Officials on voting technology. They share and learn from their counterparts about the best practices in the administration of elections.
- In addition to overseeing the elections, primaries and referendums, they maintain the voter registration files, register voters and conduct an annual canvass of voters.
- The Registrars are responsible for making daily changes of voters based on information received from various sources such as DMV.
- They must also remove those convicted of a felony or have moved out of the City.
- The Registrars process all local and statewide petitions.
- The Training of Poll Workers is an important part of making sure that elections are administered effectively. The Registrars train all 350 plus Poll Workers to ensure that they are aware of all the latest laws and that the election is conducted in a fair and bipartisan manner.
- All Danbury Moderators and Assistant Registrars, take a course and State Exam, to be a Certified Moderator.
- The Registrar’s Office secures polling locations, as well as maintaining all voting equipment used for the election.
- Prior to the election the office must prepare an official voter list of active and inactive voters for the seven polling places, arrange for the set up and removal of all voting equipment prior to and immediately after an election, and inspect and pretest all voting machines.
- The Registrars must also work with their respective political parties to organize nominating caucuses.
- They work with various organizations to maintain voter registration at the highest possible level.
- Audits are held, after the Election, at the discretion of the Secretary of the State to help ensure the accuracy of the voting machines.
Our Mission:

The Town Clerk is responsible for the preservation and safekeeping of all official records and documents for the City of Danbury and is the official keeper of the City Seal. The various duties and function of the Office of the Town Clerk are defined by the Connecticut State Statutes and City charter. The Town Clerk who is elected every two years, is considered the government official in charge of all public records, vital statistics, and licensing in addition to playing an important role in the election procedure. As the Registrar of Vital Statistics, the Town Clerk has oversight to all births, marriages and death records which occur and are recorded in the City of Danbury. We are committed to providing a friendly and efficient environment to those we serve.

How Our Department Serves You:

The Town Clerk’s Office serves multiple functions for the City of Danbury and its residents.

LAND RECORDS
- Maintains and provides access to public records as required by state law
- Provides certified copies of public records
- Indexes, records and preserves municipal land records, surveys and maps
- Posts meeting agendas and maintains minutes for local government bodies
- Maintains official records of charters, ordinances, appointments and petitions
- Maintains official copies of town budgets, audits and annual reports
- Files tax liens for Tax Collector, provides property transfer reports to Tax Assessor

VITAL RECORDS
- Registers, amends and maintains original birth, marriage and death records
- Issues certified copies of these vital records
- Provides attested copies to the State and resident towns
- Assists certified genealogists with research

LICENSING & PERMITS ISSUED
- Issues state marriage licenses
- Burial and cremation permits to funeral homes
- Issues dog licenses and hunting and sport fishing licenses
- Issues Vendor permits

RECORDS RECEIVED, FILED AND MAINTAINED IN TOWN CLERK’S OFFICE
- Notary Certificates
- Trade Name Certificates
- Minutes and agendas from Boards, Commissions & Authorities
- Appointments and resignations
- Justice of Peace listing
- Liquor permits
- State Marshal submissions
- Tax Districts
- Union Contracts
- Veteran Discharges

ELECTIONS
- Acts as a filing repository to Secretary of State for municipal campaigns
- Certifies nominating petitions
- Responsible for the printing, proofing, filing, issuance, receipt and reporting of absentee ballots

Our Accomplishments:

The Town Clerk’s office has made significant progress in preserving, maintaining and accessing our most valuable records from both the past and present.

Major accomplishments for Fiscal Year 2020/2021 have included:
- Through the State Library Historic Document Preservation Grant, we secured funding to perform a five-year re-indexing of our Grantor/Grantee land records to serve as a backup should our computers not be functioning.
- Due to being proactive during the COVID restrictions placed upon us by Executive Orders, we were able to continue the essential and critical functions of our office by implementing measures which allowed our clients to access land records electronically, obtain their marriage licenses, and for funeral homes to file their death certificates while our staff worked both in office and remotely.
- With No In-person recordings, we accepted all documents through eRecordings, FedEx, UPS and through a drop box which staff recorded, indexed and scanned as required by state statute.
- A Comprehensive Election Plan was formulated and executed for the November 2020 election as a means of addressing the colossal task of processing absentee ballots and issuance of ballots given by the State to the Town Clerks on short notice. A satellite office was established and temporary assistants hired for processing the 43,000 absentee ballot applications mailed out by the State. This was an incredible undertaking as in 2016 we issued 2063 ballots and in 2020 we issued 12,454 ballots.
Discover Danbury

**Our Mission:**

The Finance Department is responsible for safeguarding the City's assets by accounting for all financial transactions and periodically reporting the financial condition of the City. The Director of Finance strives to maintain affordability for taxpayers without adversely impacting the quality of City services. This is accomplished by employing best practices related to debt, cash, and financial management.

**Sustainable Financial Strategies:**

The Department of Finance recognizes that to move forward we must create our own economic recovery by focusing on efficiency and effectiveness as we "grow smaller" and strive to redefine the way a City government operates in the delivery of services.

---

**TREASURER**

**DANIEL JOWDY**
CITY TREASURER

2ND FLOOR
203-797-4652

**Our Accomplishments:**

Serving his 10th term as the City of Danbury’s Treasurer, Daniel Jowdy works closely with the city’s Finance Department to ensure accurate and efficient distribution of city funds.

---

**DEPARTMENT OF FINANCE**

**DAVID W. ST. HILAIRE**
DIRECTOR OF FINANCE

2ND FLOOR
203-797-4652

**Our Mission:**

The City of Danbury’s Treasurer is elected every two years to this office. The duties of the Treasurer, as defined by the City Charter are: The Treasurer shall have custody of and shall disburse funds of the City and shall deposit the same in such banks or other depositories as the Common Council shall prescribe. No disbursements shall be made from any funds of the City except by checks signed by the Treasurer and each such check shall be based upon a voucher or payroll duly audited and approved by the Director of Finance. Before signing each check the Treasurer shall be satisfied that each such check represents the proper payment of duly authorized obligation of the City.

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**Annual Budget Process:**

---

**Your Tax Dollar at Work:**

- Public Works: 6.6%
- General Government: 4.0%
- Transfers Out: 4.1%
- Culture & Recreation: 1.3%
- Health & Welfare: 0.9%
- Contingency: 0.1%
- All Others: 11.6%

- Debt Service: 15.7%
- Public Safety: 14.7%
- Board of Education: 51.4%
Department of Finance Structure:

**Tax Assessor:**
Assesses the value of each property, real estate and vehicle taxes.

**Manages all financial transactions, regulatory reporting, budgeting, employee & retiree benefits, payroll, pension, Accounts Payable, Accounts Receivable, investment management & capital planning.**

**Tax Collector:**
Collects taxes based on assessed value, and utility fees which provides a major source of funding for City Services.

**Risk Management:**
Administers employee and retiree benefits, workers compensation, and general liability.

**Information Technology:**
Provides continual technical support, outfits City departments network services, hardware and software solutions, and infrastructure for all City departments.

**Purchasing:**
The Purchasing Department procures goods and services for City Departments and agencies.

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**Key City Statistics:**

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<thead>
<tr>
<th>METRIC</th>
<th>FY 2022</th>
<th>BY 2021</th>
<th>% CHANGE</th>
<th>5 YEAR TREND</th>
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<tr>
<td># Full-Time City Employees</td>
<td>556</td>
<td>554</td>
<td>0.36%</td>
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<td>DPS School Enrollment</td>
<td>11,814</td>
<td>11,904</td>
<td>-0.76%</td>
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<tr>
<td>BOE Expense Budget</td>
<td>$137,358,575</td>
<td>$136,108,575</td>
<td>0.92%</td>
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<td>City General Fund Budget</td>
<td>$267,000,000</td>
<td>$262,000,000</td>
<td>1.91%</td>
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<tr>
<td>Property Tax % GF Rev</td>
<td>82.9%</td>
<td>83.2%</td>
<td>-0.36%</td>
<td></td>
</tr>
<tr>
<td>Mill Rate</td>
<td>27.60</td>
<td>27.60</td>
<td>0.00%</td>
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<tr>
<td>Danbury Unemployment Rate</td>
<td>5.1%</td>
<td>8.7%</td>
<td>-41.38%</td>
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**Upholding the City of Danbury’s Top Priorities:**

**Police:**
- Vehicle Replacement Program
- Communication Equipment Replacement Program
- Patrol Critical Incident Response Equipment
- Police Equipment replacement program
- Body Camera Project

**Fire:**
- Fire Tools Replacement Program Allocation
- Apparatus Replacement/FM & Rescue Vehicles
- Self-Contained Breathing Apparatus & related equipment
- Facilities - Improvement & Planning

**EMS:**
- EMS Vehicle Replacement Program

**Upholding the City of Danbury’s Top Priorities:**
- Playscape Replacement in City Parks & Schools
- Citywide road and bridge repairs, intersection improvements
- General City Sidewalk Repair & Replacement
- Paving, Drainage and Road Improvements
- Tree Trimming & Removal in Public Rights of Way
- Downtown Decorative Streetlight Replacement Program

**Sustainable Financial Strategies**

The Department of Finance recognizes that to move forward we must create our own economic recovery by focusing on efficiency and effectiveness as we “grow smaller” and strive to redefine the way a City government operates in the delivery of services.

**Department of Finance Interdependency Flow:**

- Procures good & services using an encumbrance process (ensures budgetary funds are available) for City Departments and agencies. Requires approval from Finance.

- Determines the City's Taxable Grand List
  - Tax Collector applies mill rate adopted by the City Council to Taxable Grand List and bills/collects taxes.

- Ensures hardware, software, networking & communications are functioning effectively for City offices and Public Safety and for Danbury citizens.

- Promoting the safety and health and well-being of current and former City employees.
  - Responsible for minimizing the cost exposure associated with operating a City Government.
# Department of Finance Highlights:

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Key Department Objectives</th>
<th>Key Performance Statistics</th>
<th>FY 2021/22 Total Expense Budget</th>
<th># FTEs</th>
</tr>
</thead>
</table>
| **Department of Finance** | Ensures the City meets its budgetary and operational goals and objectives in the most cost-efficient and effective manner. | # Items Processed:  
- Payroll Checks: 18,560  
- Pension Checks: 10,836  
- Invoices: 13,000  
- Vendor Checks: 6,500 | $1,161,442 | 10.5 |
| **Tax Assessor** | Accurately assess all properties in Danbury and generate the Grand List, which includes real estate, business, personal property, and registered motor vehicles. | # Property Inspections: 600  
Additional Assessment Revenue: $15,000,000  
# Properties Assessed: 27,900  
Total Personal Property Assessment: $575,000,000 | $560,000 | 7.0 |
| **Risk Management** | Protect the City’s assets by promoting the safety and health of employees, minimizing damage and injury claims, promoting public safety, and effectively administering affordable employee benefits. | Risk Management Activity:  
Total # Insured: 905  
# Worker’s Compensation filed: 230  
General Liability Claims: 110 | $47,887,665 | 2.5 |
| **Tax Collector** | Apply CT General Statutes & City Ordinances for the collect taxes and utility bill payments. | # Property Tax Bills Issued: 103,000  
# Utility Bills Issued: 48,000  
# Motor Vehicles Supplemental Bills Issued: 15,000 | $650,000 | 9.0 |
| **Purchasing Department** | Procures goods and services required by City departments and agencies in the most cost-effective and efficient manner, while ensuring compliance with the rules and regulations set forth by the City Code of Ordinances. | # Purchase Orders Issued: 4,000  
Value of Orders: $70M  
# Sealed Bids: 35 | $293,000 | 4.0 |
| **Information Technology** | IT is responsible for the management, design, operation and programming of all Information Technology Systems. Provides an uninterrupted flow of data internally and externally to the organization through planning, design, support, programming of technology used by City offices. | Total # Help Desk Calls: 2,800 (all support levels)  
# Devices & Servers Managed: 1,180  
# Workstations Managed: 900 | $1,692,000 | 1.0 |
Risk Management is a division within the City’s Department of Finance. Our mission is to minimize financial exposure and protect financial positions by insuring assets, as well as identifying, prioritizing and managing the City’s portfolio of business risks. Additionally, Risk Management promotes employee and public safety to minimize damage and injury claims, and efficiently administer affordable employee benefits.

**Our Mission:**

**R**isk Management has worked with a new provider for Retiree Health Insurance to increase Medicare D reimbursements by approximately $100,000. Administered medical coverage for over 900 active and retired employees.

<table>
<thead>
<tr>
<th>COMPREHENSIVE INSURANCE COVERAGE</th>
<th>INSURANCE CONTRACTS</th>
<th>CLAIMS PROCESSING</th>
<th>ENSURING PUBLIC SAFETY TO RISK</th>
<th>MINIMIZE EXPOSURE TO RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administer and provide affordable comprehensive insurance coverage for claims associated with liability, workers’ compensation, health, life, dental, and disability.</td>
<td>Coordinate Requests for Proposals for insurance programs and bring recommendations to Insurance Review Board for approval and implementation.</td>
<td>Administer claims for liability, workers’ compensation, health, life, dental and disability insurance.</td>
<td>Minimize claims and ensure public safety by regularly conducting safety committee meetings, training sessions, and inspections.</td>
<td>Assess, develop and monitor risk management plans to prevent events or situations that may cause potential losses or liability with the goal of minimizing exposure to risk for the City.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE RISK MANAGEMENT ACCOMPLISHMENTS AS OF: FY 2020/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RETIREE HEALTH INSURANCE &amp; EMPLOYEE MEDICAL COVERAGE</strong></td>
</tr>
<tr>
<td>Risk Management has worked with a new provider for Retiree Health Insurance to increase Medicare D reimbursements by approximately $100,000. Administered medical coverage for over 900 active and retired employees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>COVID-19 Awareness Training</strong></th>
<th><strong>Programs Help Minimize Injury Claims</strong></th>
<th><strong>Conduct Safety Committee Meetings</strong></th>
<th><strong>Risk Management Promotes Safety and Benefit Programs for City Employees</strong></th>
<th><strong>Administer Workers’ Compensation Claims</strong></th>
<th><strong>Administer Employee Benefits</strong></th>
<th><strong>Coordinate Safety Training Sessions</strong></th>
<th><strong># General Liability Claims Filed: 116</strong></th>
<th><strong># Workers’ Comp Claims Filed: 175</strong></th>
<th><strong># Retired Employees Insured: 505</strong></th>
<th><strong># Active Employees Insured: 385</strong></th>
</tr>
</thead>
</table>

**Risk Management Overview:**

**Risk Management Activity:**
Our Mission:

The mission of the Tax Assessor’s office, a division of the Department of Finance, is to administer the City’s property assessment program in a manner that assures public confidence in our accuracy, productivity and fairness. The Assessor’s Office is committed to fair and equitable valuations of real estate, motor vehicle and personal property in Danbury to provide excellent customer service for property owners and the public.

Connect with us online for additional resources and answers to common questions: https://www.assessor.danbury-ct.gov/. If you receive a letter from TaxServ, you must call TaxServ to discuss your account and arrange payment: (866) 497-2427 or visit https://www.taxserv.com/

Department Responsibilities & Accomplishments

### TAX ASSESSOR CORE RESPONSIBILITIES

<table>
<thead>
<tr>
<th>GRAND LIST</th>
<th>REVALUATIONS</th>
<th>GENERATE AWARENESS &amp; EDUCATION</th>
<th>SUPPORT FOR PROFESSIONALS</th>
<th>COVID-19 RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Grand List is the total assessed value of real estate, personal property and motor vehicles within City boundaries.</td>
<td>CT State Statutes mandate a revaluation every 5 years. The most recent revaluation was on October 1, 2017 and the next will be October 1, 2022.</td>
<td>The public is made aware of exemptions and/or benefits they may be entitled to as well as assistance with understanding property assessment.</td>
<td>Appraisers, surveyors or title searchers may obtain information from our office, including map numbers and deed numbers for assessments to conduct business. Our office also extends house calls for those unable to visit City Hall.</td>
<td>The Tax Assessor’s office ensures information on the website is available, current and accurate. Visit us: <a href="https://www.assessor.danbury-ct.gov/for">https://www.assessor.danbury-ct.gov/for</a> government/department/tax assessor.</td>
</tr>
</tbody>
</table>

### TAX ASSESSOR ACCOMPLISHMENTS AS OF: FY 2020/2021

<table>
<thead>
<tr>
<th>GRAND LIST</th>
<th>TAX APPEALS</th>
<th>COMMERCIAL TAX APPEALS</th>
<th>STAFFING</th>
<th>COVID-19 RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The new Field Inspector completed 120 new properties field adding value to the Grand List. The Bureau of Assessments successfully resolved 22 commercial tax appeals to the October 1, 2017 revaluation with minimal reduction to the Grand List; 8 tax appeals remain unresolved.</td>
<td>The Bureau of Assessment Appeals reviewed 44 assessment appeals which included real estate, motor vehicles and personal property.</td>
<td>The Bureau of Assessment Appeals successfully resolved 22 commercial tax appeals to the October 1, 2017 revaluation with minimal reduction to the Grand List; 8 tax appeals remain unresolved.</td>
<td>The Tax Assessor’s office has been staffed with new certified Assessor, Field Inspector and a Clerk. These key changes will help streamline the functions of the Department and increase efficiency.</td>
<td>In response to COVID-19, the Tax Assessor’s Office has implemented the following measures to ensure taxpayer safety and business continuity; 1) Worked remotely at the height of the pandemic and has since returned on-site full-time and effective March 15th, the office opened to the public. 2) Plastic shields have been set up to ensure public safety; 3) Additional web resources were implemented to provide answers to common questions.</td>
</tr>
</tbody>
</table>

The Grand List Overview:

The Tax Assessor’s Office shall accurately assess every property (exempt and non-exempt) located in the City of Danbury and compile these assessments into a “Grand List” which includes real estate, business personal property and registered motor vehicles. The Assessor’s objectives include assisting taxpayers in understanding the assessment on their properties, guiding seniors, veterans and the public through the exemptions/benefits, which may be available to them. Furthermore, the Tax Assessor’s Office shall assist professionals such as appraisers, surveyors and title searchers obtain information such as map numbers, deed numbers and current assessments to conduct their businesses.

- The October 1, 2020 Net Taxable Grand List has grown by approximately 82.9 million (1.1%).
- As property values increase/decrease at different rates, they take on varying shares of the tax burden.
- Such growth has varied between the asset classes leading to a proportionate shift from Residential and Commercial Real Estate to Personal Property and Motor Vehicle as illustrated in the table above.
- The City of Danbury will be starting the 2022 Revaluation in August. Data Mailers will be sent to all property owners in the Fall of 2022. Using Data Mailers will reduce the number of interior inspections that will have to be performed thus reducing the cost of the Revaluation.
- The Tax Assessor’s Office will be posting frequent updates to our website to taxpayers informed during the Revaluation process. If at any time a taxpayer has questions please feel free to reach out to the Assessor’s Office.

The October 1, 2020 Net Taxable Grand List has grown by approximately 82.9 million (1.1%). As property values increase/decrease at different rates, they take on varying shares of the tax burden. Such growth has varied between the asset classes leading to a proportionate shift from Residential and Commercial Real Estate to Personal Property and Motor Vehicle as illustrated in the table above. The City of Danbury will be starting the 2022 Revaluation in August. Data Mailers will be sent to all property owners in the Fall of 2022. Using Data Mailers will reduce the number of interior inspections that will have to be performed thus reducing the cost of the Revaluation. The Tax Assessor’s Office will be posting frequent updates to our website to taxpayers informed during the Revaluation process. If at any time a taxpayer has questions please feel free to reach out to the Assessor’s Office.
TAX COLLECTOR

SCOTT M. FERGUSON
TAX COLLECTOR, CCMC

2ND FLOOR
203-797-4541

Our Mission:

The mission of the Tax Collector, a division of the Department of Finance, is to process and collect property taxes, water/sewer usage and assessment bills fairly and equally. This is accomplished by applying Connecticut General Statutes and City of Danbury Ordinances to ensure compliance with tax collections.

Connect with us online for additional resources and answers to common questions: https://www.taxcollector.danbury-ct.gov. If you receive a letter from TaxServ, you must call TaxServ to discuss your account and arrange payment: (866) 497-2427 or visit https://www.taxserv.com/.

Department Responsibilities & Accomplishments

<table>
<thead>
<tr>
<th>TAX COLLECTOR CORE RESPONSIBILITIES</th>
<th>TAXPAYER GUIDANCE &amp; CUSTOMER SERVICE</th>
<th>TAX BILL PAYMENT</th>
<th>SUSTAINABLE ENHANCEMENTS</th>
<th>FISCAL STABILITY &amp; STRENGTH</th>
<th>GOVERNING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Tax Collector’s office is to provide guidance and assist taxpayers with their payments and general questions. Additional services and research may be provided to address taxpayers' needs.</td>
<td>Accurately and efficiently process Public Utility (Water &amp; Sewer), Motor Vehicle and Property tax bills for Danbury taxpayers</td>
<td>The Tax Collector office continues to implement new software and system enhancements that provide flexibility to our customers and greater efficiency for our daily activities.</td>
<td>All efforts are made to maintain a high collection rate so our city may remain fiscally strong and provide its citizens with the services they require.</td>
<td>Our office is governed by the State of Connecticut General Statutes and the City of Danbury Ordinances. These statutes and ordinances impose duties and powers to mail taxpayers bills in accordance with provisions in Section 12-130 and 12-131 of the General Statutes, as amended.</td>
<td></td>
</tr>
</tbody>
</table>

TAX COLLECTOR’S ACCOMPLISHMENTS AS OF: FY 2020/2021

<table>
<thead>
<tr>
<th>COLLECTION RATE</th>
<th>TAX DEFERRAL PROGRAM</th>
<th>SOFTWARE &amp; SYSTEM ENHANCEMENTS</th>
<th>DELINQUENT MOTOR VEHICLE TAXES</th>
<th>COVID-19 RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Tax Collector’s office achieved a 98.1% tax collection rate for the fiscal year that included collections during the COVID-19 pandemic.</td>
<td>A tax deferral program was implemented at two separate times during the fiscal year. These were a result of Executive Orders 7R and 9R issued by Governor Lamont. A process was implemented that allowed taxpayers to apply for the deferral and to track this within our software systems.</td>
<td>The Tax Collector’s Office continues to implement new software and system enhancements that provide flexibility to our customers and greater efficiency for our daily activities. This also added new features that provide quicker data access and reporting capabilities.</td>
<td>The City of Danbury uses TaxServ Capital Services to collect delinquent motor vehicle taxes. Through coordinated efforts with the Tax Collector’s Office, these collections increased during the fiscal year, helping produce additional tax revenue. Additionally, through a unified effort with the City’s contracted collection agency, we saw a significant increase in the collection of delinquent motor vehicle taxes. Due to the COVID-19 pandemic, City Hall was closed to the public and staffing was staggered to ensure safety. As a result, our office needed to set up remote operations that allowed for continued taxpayer assistance, contactless payments, timely tax payment processing, full interaction with other departments, including seamless reporting of financial data. Additionally, an enhanced website was launched for customers to perform common Tax Collector actions in lieu of visiting City Hall. The staff continues to work remotely and on-site. As of March 2021, the City has re-opened its doors to the public and without needing an appointment.</td>
<td></td>
</tr>
</tbody>
</table>

Tax Collection Rate History:

Performance Measurement History:

<table>
<thead>
<tr>
<th>Performance Measurements:</th>
<th>FY 15-16</th>
<th>FY 16-17</th>
<th>FY 17-18</th>
<th>FY 18-19</th>
<th>FY 19-20</th>
<th>FY 20-21, Projected Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget - Collections %</td>
<td>100.0%</td>
<td>99.9%</td>
<td>99.3%</td>
<td>99.9%</td>
<td>99.9%</td>
<td>100.0% (97.0%)</td>
</tr>
<tr>
<td>Property Tax/Budget</td>
<td>98.4%</td>
<td>98.3%</td>
<td>98.8%</td>
<td>98.9%</td>
<td>99.2%</td>
<td>100.0% (97.0%)</td>
</tr>
<tr>
<td>Original Levy Collection %</td>
<td>98.5%</td>
<td>98.6%</td>
<td>98.9%</td>
<td>98.9%</td>
<td>99.1%</td>
<td>100.0% (97.0%)</td>
</tr>
<tr>
<td>Original Levy</td>
<td>$195,007,848</td>
<td>$200,212,664</td>
<td>$204,923,671</td>
<td>$211,550,505</td>
<td>$215,427,688</td>
<td>$216,388,026 (97.0%)</td>
</tr>
<tr>
<td>Property Tax/Bill Issued</td>
<td>98.5%</td>
<td>98.9%</td>
<td>98.8%</td>
<td>98.9%</td>
<td>99.1%</td>
<td>100.0% (97.0%)</td>
</tr>
<tr>
<td>Public Utility Bills Issued: Water &amp; Sewer</td>
<td>98.9%</td>
<td>98.9%</td>
<td>98.9%</td>
<td>98.9%</td>
<td>99.1%</td>
<td>100.0% (97.0%)</td>
</tr>
<tr>
<td>Motor Vehicle Supplemental Bills</td>
<td>98.8%</td>
<td>98.9%</td>
<td>98.9%</td>
<td>98.9%</td>
<td>99.1%</td>
<td>100.0% (97.0%)</td>
</tr>
</tbody>
</table>

* Collection % for FY 20-21 is not known until the grand list 2019 collection period ends in 6/30/2021. FY 20-21 figures are projected as the grand list 2020 is not billed until 7/1/2021.
The Purchasing Department’s mission is to procure the goods and services required by City departments and agencies in the most cost-effective and efficient manner, consistent with the rules and regulations set forth by the City Code of Ordinances.

**Overview Purchase Order Process:**
- Dept Head submits Purchase Requisition
- Purchasing Agent reviews procurement process for Code Compliance
- Upon completion, Purchasing Agent converts the Requisition into a Purchase Order (P.O.)
- Cost-Effective Goods and Services are procured for all City Departments
- Purchasing Agent distributes the P.O. to affected parties

**Purchasing Department Structure:**
- Conduct Online Auctions of City Surplus
- Uphold Compliance with City Ordinances
- Issue & Administer Purchase Orders and Sealed Bids
- Maintain City Fixed Assets Inventory
- Streamline Purchasing Business Processes
- Procure Cost-Effective Goods and Services for All City Departments

**Our Mission:**

In response to the COVID-19 pandemic, Purchasing has achieved rapid acquisition of the following (completed in full compliance with City Code requirements):
- 60 laptop computers and 40 cell phones in support of the work-at-home initiative
- 21 iPads for City Council to support Zoom meetings
- Materials for creation of mobile hospital and makeshift morgue (Public Works)
- Personal Protective Equipment (PPE) for Health & Public Safety
- Food & shelter for the homeless population (Health & Human Services Dept.)
- Digital content offerings and items related to creation of curbside pick-up program for Public Library

**Purchasing Department Core Responsibilities**

<table>
<thead>
<tr>
<th>Maintain Compliance</th>
<th>Fixed Assets</th>
<th>Procurement Regulations &amp; Guidelines</th>
<th>Purchase Orders &amp; Sealed Bids</th>
<th>Streamline Purchasing Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Purchasing Department works within the framework established by the City’s Code of Ordinances, while striving to obtain the best value for each tax dollar spent.</td>
<td>Maintain the fixed asset inventory of all City-owned vehicles, buildings, land, equipment and infrastructure consistent with an established dollar threshold.</td>
<td>Purchases shall be made under such rules and regulations as may be established by the City Council and shall be subject to such bidding procedures as established by ordinance.</td>
<td>Manage and administer the Purchase Order and Sealed Bid processes for City Departments and Vendors.</td>
<td>Continue evaluating software systems in an effort to further streamline the purchasing workflow process.</td>
</tr>
</tbody>
</table>

**Purchasing Department’s Accomplishments as of: FY 2020/2021**

**ERP Purchasing Module**
- The Purchasing Department participated in the new ERP, “MUNS,” and the development of the Purchasing Module in preparation of the new system upgrade.
- We collaborated with vendors to extend a number of the existing annual agreements at a zero percent (0%) increase in support of the Mayor’s budget initiative during the COVID-19 health pandemic.
- The new streamlined procedure was developed to conduct the sealed bid process virtually during the COVID-19 health pandemic.
- The new procedure is simplified and minimizes extra steps, which increases the overall efficiency of sealed bid process for the City.

**Annual Agreement Extensions**
- A new streamlined procedure was developed to conduct the sealed bid process virtually during the COVID-19 health pandemic.
- The new procedure is simplified and minimizes extra steps, which increases the overall efficiency of sealed bid process for the City.

**New Streamline Process**
- The Purchasing Department maintained the City’s supply chain during the COVID-19 health pandemic.
- Particularly, the flow of supplies such as Personal Protective Equipment (PPE), Hand Sanitizer and cleaning solution for first responders and City employees were managed and fulfilled.

**COVID-19 Response**
- In response to the COVID-19 pandemic, Purchasing has achieved rapid acquisition of the following (completed in full compliance with City Code requirements):
  - 60 laptop computers and 40 cell phones in support of the work-at-home initiative
  - 21 iPads for City Council to support Zoom meetings
  - Materials for creation of mobile hospital and makeshift morgue (Public Works)
  - Personal Protective Equipment (PPE) for Health & Public Safety
  - Food & shelter for the homeless population (Health & Human Services Dept.)
  - Digital content offerings and items related to creation of curbside pick-up program for Public Library

**Purchasing Order and Bid Activities:**

**Purchase Order Activity:**
- Issued 36 sealed bids
- Issued 3,971 purchase orders
- Nearly $90 million in purchase orders and contracts

The department works hard, within the framework established by the City’s Code of Ordinances, to obtain the best value for each tax dollar spent.
INFORMATION TECHNOLOGY

FRANK L. GENTILE
MANAGER

DATA CENTER OFFICES
203-797-4561

Our Mission:

Information Technology, a division of the Department of Finance, is committed to providing Technology Support and Advisory Services to all departments of municipal government, is achieved by incorporating the newest technologies and best practices to improve government efficiency while assuring that our data systems remain secure.

<table>
<thead>
<tr>
<th>INFORMATION TECHNOLOGY CORE RESPONSIBILITIES</th>
<th>STATE-OF-THE-ART TECHNOLOGY</th>
<th>BEST PRACTICES</th>
<th>HARDWARE &amp; SOFTWARE SOLUTIONS</th>
<th>PUBLIC SAFETY SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANNING, DESIGNING, PROGRAMMING &amp; SUPPORT</td>
<td>Computer server delivering applications across a secured network, connecting all the City’s buildings via fiber optics, routers, switches, and security devices that keep everyone connected.</td>
<td>Administrator &quot;Best Practices&quot; and operating standards on City technology systems.</td>
<td>Acquires all hardware and software used by City offices and personnel. Implements software &amp; infrastructure solutions utilized throughout all City departments.</td>
<td>Supports Public Safety technical equipment including fire apparatus, ambulances, and police vehicles utilizing secured and specialized Mobile Data Terminal networks.</td>
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<td>------------------------------------------</td>
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CORE INFORMATION TECHNOLOGY ACCOMPLISHMENTS AS OF: FY 2020/2021

<table>
<thead>
<tr>
<th>TECH SUPPORT REQUESTS &amp; HELP DESK INQUIRIES</th>
<th>INFRASTRUCTURE UPGRADE</th>
<th>INFORMATION SECURITY</th>
<th>NETWORK IMPROVEMENTS</th>
<th>COVID-19 RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.T. has provided Levels I-III support services for over 350,000 calls.</td>
<td>The Data Center Enterprise UPS was successfully refurbished and upgraded to provide double the emergency battery power to the City’s Data Center IT Infrastructure (3 hour 22 minutes).</td>
<td>We migrated the City’s legacy AS400/iSeries Server to a Secure Cloud to provide better Legacy application access and Disaster Recovery capabilities.</td>
<td>Over 100 laptops with secure &quot;remote work from home&quot; setups were deployed to city staff during the COVID-19 crisis. This effort helped enable continuation of City operations during social distancing work procedures. Older computer technology has been replaced. New computers (~75 centrally-managed computers), New network switch infrastructure for the 2nd floor in City Hall.</td>
<td>To increase the City technical capability to work remotely, over 30 cell phones and 25 laptops were deployed to City staff and Commissioners. Additionally, 12 city offices lines were forwarded to City cell phones for business continuity.</td>
</tr>
<tr>
<td>Level I - Level II:</td>
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<tr>
<td>Level II:</td>
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<tr>
<td>Level III:</td>
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</table>

State of the Art Technological Capabilities:

A “state of the art” computer server backbone is used to deliver software applications across a secured network, connecting all the City’s buildings. This consists of fiber strung between five separate areas. The City’s network is supported by a second tier of communication resources such as: cable modems, and hardware VPN security devices which link smaller offices into the City’s communication backbone.

IT is responsible for the “Best of Breed” software solutions and infrastructure, which is consistently utilized throughout all City departments.

Examples include: the Computer Assisted Dispatch (CAD), considered the central nervous system of the City’s emergency response system; and the ERP software (New World Systems) providing the secured network for all the City’s financial systems.

Additional Accomplishments:

- Remote Work Security Enhancements: As part of the COVID-19 response IT has increased the security level of remote work connections and satellite office connections through the use of 2-factor authentication software and hardware VPN devices. Remote connections and email require a 2-factor authentication.
- Continued COVID-19 Response: IT continues to support a fleet of iPads and Laptops and keeps them updated with security patches so that they can safely be used in the event remote work is required of staff.
- KRONOS Timekeeping Software: IT has integrated a new state of the art KRONOS Timekeeping System hosted in the secure KRONOS cloud data center. This system provides additional automation for timekeeping approvals, PTO management, and seamless disaster recovery.
- Emergency Operation Center: IT is the process of assisting with the design and implementation of a complete upgrade of the EOC located in the city hall basement. The new facility will have state of the art display screens, video teleconferencing system, satellite phone, and enhanced internet connectivity.
- Work Order System: A new secure cloud hosted Work Order and Asset Management system was integrated for the Public Buildings division. This system uses iPads and has improved work flow automation and reporting functionality.
- Permit Center System: The new OpenGov Viewpoint Permits System integrated in 2019 has been a tremendous success. This system has automated the Permits Request experience for constituents and helped to keep the Permits process functional during the COVID-19 response.
Our Mission:

The Human Resources Department is a proactive strategic business partner committed to providing quality service in all Human Resource operations with integrity, responsiveness, and sensitivity to all 600+ employees of the City of Danbury. In keeping in line with the City’s mission and visions, the Department facilitates and manages change and the pursuit of excellence in all employee-oriented programs, while influencing positive management-workforce relationships. The Human Resources Department establishes, administers, and effectively communicates sound policies, rules and practices that treat employees with dignity and equality while maintaining organizational compliance with employment and labor laws, City directives, and labor agreements. The Department is also responsible for the negotiations and administration of all collective bargaining agreements.

Human Resources is responsible for promoting and recruiting the most qualified people while recognizing and encouraging the value of diversity in the workplace. The Department successfully enforces the principles of the Civil Service System. Human Resources and Civil Service are committed to and responsible for maintaining and upholding a fair and equitable testing process that is based solely on merit. Through our collective knowledge and experience, we strive for efficiency and consistency in the application of Civil Service Commission rules and policies.

The Department has maintained its commitment to acting equitably and consistently in our pursuit of uncompromising quality services and support. This includes supporting Leadership and employees while seizing opportunities to employ methods that enhance service, communication and productivity while reducing spending and controlling cost. Additionally, the Department continues to serve as a source of information and expertise in all areas of Human Resource Management in order to maintain effective, supportive and legal working environments throughout the City.

Our Accomplishments:

This fiscal year continues to be like no other given the current COVID-19 Pandemic Crisis. The Human Resources Department’s role within these unprecedented times has been critical in the City’s efforts to ensure the health and safety of all its employees. Information regarding the pandemic consistently changes. The Department remains up to date as the situation develops and responds immediately and accordingly. Therefore, the accomplishments of the Department as it relates to the COVID-19 pandemic include the following:

- Navigated the quarantine of all non-essential employees, providing communications, the development of policies, and coordinating return to work procedures.
- Worked collaboratively with unions, Department Heads, the Health Department and employees providing guidance and employee relations assistance as it relates to COVID-19, quarantines, re-entry scheduling and day to day issues.
- Maintained consistent messaging and communications between all Department Heads and employees.
- Researched, developed and coordinated the return to work plan for non-essential employees.
- Provided extensive coordination with providers, employees, Department Heads and unions in order to implement a symptom tracking program as well as COVID testing and vaccines.

Despite the COVID-19 crisis, the Human Resources Department developed new strategies and methods in order to maintain our day to day operations and provide all of our essential services without interruption.

In addition to recruiting, testing and hiring for approximately 35 positions, Civil Service went above and beyond all expectations by simultaneously administering Public Safety promotional exams. Rigorous Promotional exams were administered for: Fire Lieutenant; Fire Captain; Deputy Fire Chief; Assistant Fire Chief; Police Sergeant, Police Detective, Police Lieutenant, and Police Captain. Additionally, a Fire Chief was hired through an extensive search and testing process. All such exams resulted in the promotion of exceptional and well qualified officers.

Employee and Labor relations were maintained successfully. Multiple sensitive and complex employment matters were actively managed through to completion. Confidential and sensitive investigations were conducted and completed and employee issues were mediated with successful outcomes.

Major Objectives 2021-2022:

For the next fiscal year, Human Resources will continue to:

- Monitor and respond to the needs of the organization as it relates to the COVID-19 pandemic.
- Negotiate fair and equitable contracts with each Bargaining Unit whose current contracts are expired.
- Implement programs and services designed to support the employees of the City of Danbury and attract new employees who share the same values and work ethics.
- Evaluate and revise all HR initiatives as necessary to meet the mission and core values of the City.
- Ensure a valued work force in a safe and discrimination free environment by maintaining compliance with employment laws and bargaining unit contracts.
- Develop and update City-wide policies and procedures.
- Implement mandatory training for all supervisors, managers and directors to cover topics such as effective supervision and leadership skills, communication, etc.
- Continue to automate Human Resources functions.
Our Mission:

The Office of the Corporation Counsel manages the entire remarkably broad and complex legal function of the Government of the City of Danbury. The office, comprised of seasoned attorneys highly skilled in municipal law and a variety of other legal disciplines, advises the Mayor, City Council, and all city departments, agencies and boards of their legal rights and responsibilities. There are many occasions when the office also assists visitors or constituents who, without knowledge or experience with the system of local government, arrive at our door seeking help with a problem with a home, road, business or other similar matter that involves city input.

Our Accomplishments:

In general, the Office of the Corporation Counsel begins its work when it receives requests for legal opinions from its City clients, or is apprised of actual or potential legal issues by them. This is followed by a comprehensive review of the law, consultation with affected parties, and, finally, issuance of recommendations or opinions regarding the issue at hand.

The Office is presently engaged in a number of State directed projects and initiatives that involve major construction, environmental reinforcement and compliance, claims and suits associated therewith, which require substantial time, recourses and efforts.

Our story for 2021 and anticipated for beyond 2021 includes, of course, the COVID saga and weather events, as witnessed by Mayoral City Declarations alerting residents to precautions, requirements and initiatives to protect the public health, safety and welfare. In the course of our duties as legal counsel to the Mayor and City officials and others, we prepared and advised on the various issuances, including the review of CT Governor Lamont’s own State-wide issuances, setting forth important measures that affect this municipality and others across Connecticut.

Local declarations affect all aspects of City life, including land use, health measures, labor issues, finance items, construction work, public safety and all other public services. Our client base is large and multi-faceted. These issuances affect people in the community, and we are mindful of the need to balance community protections and the freedoms our laws provide for. Therefore, we need to be nimble, using both our inside legal team and important and critical outside counsel from the local area and Hartford and other regional counsel services to review the steps and processes adopted.

In the future, we would like to expand our in-house team and facilities in order to fully reach proper levels of legal service to a fast growing, and changing City. One thing we’ve recognized over the years, is that legal advice is not “off the shelf”, takes a proper amount of time to develop and more time to implement through established process. This is an important fact to remember.

Our most successful stories often derive from the ability of the Office to assist our clients in working collaboratively with businesses. These include and involve instances where businesses seeking to relocate or expand in our City seek information and assistance with incentives, State authorized tax or remedial assistance and other programs so that they may better incorporate themselves into our business and community life and financial strength. The City departments work with such firms and individuals to develop ways in which to maximize their legal and practical entitlements to reach a thriving and successful business platform.

We look forward to continuing to approach legal issues and concerns with an eye to not only resolving such issues, but also to improving and supporting the betterment of our entire City and all our residents. To do so, we will continue to advise our clients regarding efforts to protect natural resources, while protecting property rights, and safeguarding public safety while balancing municipal rights and the public interest.
Our Mission:

Danbury’s Public Works Department is proud to serve many of the most important city functions that have a direct impact on the welfare and quality of life of its residents. Staffed with trained professionals and dedicated employees, the Department is comprised of five Divisions: Engineering, Public Buildings, Public Utilities, Construction Services and Public Services (Parks Maintenance, Highway, Forestry and Vehicle Maintenance). Under the leadership of the Director/City Engineer, these Divisions tirelessly provide and maintain the core services that help keep our city running smoothly day in and day out. Transportation systems, clean water, sewage treatment, utilities, public spaces, emergency response operations and essential infrastructure are among the many contributions Public Works makes for the health and safety of our community. During this extremely challenging year for our community dealing with the COVID-19 pandemic, our Public Works team continued to tirelessly provide essential services to our residents along with front line assistance to the city’s efforts keeping our residents healthy and safe. Public Works reported to work every day as an essential department and was called on multiple times to help erect temporary structures along with all of the support facilities and utilities required.

The team continues to be one of the most diversified Public Works Departments in the State of Connecticut with an essential work force of over 160 employees. Under the Director, Division Superintendents are accountable for the performance of their departments along with effective, efficient spending of our taxpayers’ money. The Director instills respect, integrity and responsiveness to the work culture. These traits represent Public Works’ highest priorities to Danbury’s vibrant populace. The Director is a hands-on leader, keeping his team on course and motivated in addition to holding high responsibilities and complex support for the Mayor’s objectives.

The Director actively serves on many influential boards. He is ESF-3 Chair for Region 5’s Division of Emergency Management and Homeland Security, the State Panel for Construction Projects, School Buildings Projects Advisory Council, Evaluation Committee for the Southeast Danbury Rail Study, 2020 Task Force, Association of Housatonic Valley Public Works Professionals and the Western Council of Governments, to name a few. Last year the Director implemented the Wastewater to Biodiesel Student Program at UCONN as part of the major WPCP upgrade. His personal goal is to have his department provide a legacy of long-term, sustainable enhancements for the community, to continue reactive and preventive maintenance and to help Danbury achieve more than is conceivable.

In FY 2019/2020, the Department again operated under tight budget constraints. Funds allocated to perform all their annual programs, maintain all public buildings and schools, maintain all parks, greenways, beaches, playgrounds, school grounds, right of way grass islands, maintain all roads and bridges, decorative lights downtown, maintain the multi-million dollar fleet of vehicles and heavy equipment was only 4.1% of the total allocated city budget. The Department pays for all of the fuel other departments use, electric bills for the entire city’s street lights, maintenance and repairs for the large fleet of police vehicles and all utilities for our public buildings, exclusive of the schools.

The Public Works Department has the very important responsibility of managing a $13.5 million Operating Budget, in addition to a $10.3 million Water Fund and a $14.3 million Sewer Fund.

In addition, the Public Works Department has to manage this year’s Capital Project allocation of $80.3 million, as well as managing the existing Capital Project Program balances.

Working with tight funding was again a challenge in 2020/2021. The Department’s goal remains for a concentrated effort to continue high quality standards and perform more work with less funding and personnel. The Director continues to be hopeful for recognition of the extreme need and benefit for larger Public Works funding in the future for the greater good, growth and well-being of the community. Until then, dedication to Danbury keeps Public Works delivering the same quality of services as previous low funded years. The Department will continue to be creative and resourceful looking for cost effective ways to perform cyclic tasks and keeping priorities for sustainability, urban ecology and the best quality of life for Danbury’s citizens at the forefront.

Our Accomplishments:

With operational support from the Mayor’s office and other city departments, all Divisions of Public Works had major accomplishments in fiscal year 2020/2021. The following is a summary of some of our accomplishments:

- Completed the design and received State approval for the Ellsworth Avenue School Addition. Construction will begin in summer, 2021.
- The bond has been approved and schematic design started for the Danbury Career Center.
- Road and right of way improvements on Grand Street.
- Completion of the Ellen Levy Animal Control Facility.
- New Tertiary Treatment Facility for improved phosphorus removal has commenced.
- Construction of a new Fats, Oils & Grease (FOG) Receiving and REA Biodiesel Facility has begun.
- National Arbor Day Foundation designated Danbury Tree City for the 31th year.
- Reclaimed, milled and paved 10.17 miles of city roads.
- Turf Field Replacements at Kaplanis, Perry and Danbury High School Fields.
- Danbury Fire Boat Dock has been permitted and completed.
- Design completed for the Basketball Court at Rogers Park.

Please read the Public Works Department’s individual Division Reports and if you have any questions or ideas, you are welcome to call the office.
The Public Services Department provides a majority of the services, related to roads, sidewalks, parks, playgrounds and many other recreational facilities. This is accomplished through the administration and management of four Divisions of the Public Works Department, i.e.; Highway Division, Parks Maintenance Division, Forestry Division, and Equipment Maintenance Division.

The Public Services Superintendent, Timothy P. Nolan, has a team of five experienced supervisors: General Foreman Thomas Janesky, Foreman Jose Sousa, Foreman Pasquale Archiere and Foreman Nelson Lopes. Additionally the administration is staffed with a Tree Warden, and a Lead Park Maintainer.

During this very difficult pandemic year, Danbury Public Services remained at work as essential employees. We continued to provide the services described herein as well as worked with the State and Local Emergency Managers to provide temporary facilities, testing locations, and vaccination sites.

The 2020/2021 winter ice and snow season saw the Public Services Division continue to use salt only during storms. Our team worked to perfect the salt only use through professional awareness and equipment calibration and in depth analysis of generated data. As a result we continue to refine our ice and snow fighting to provide the most effective and efficient procedures.

In addition to our many service programs and while working together with other city Departments, Public Services focuses our attention on the detail of preparing our city for various public events throughout the year, such as parades, graduations, memorial services, ceremonies, races, seasonal lighting, and other special events.

The Public Services Department administers and employs a highly qualified and diverse professional work force that works together to maintain the highest level of public safety. In 2020 we utilized Public Works professional development organizations such as The University of Connecticut Technology Transfer Center to have our employees trained in safety and updated on the latest Public Works methods and technologies. Our focus and commitment is to provide safe roads and recreation to the public at large so that the City of Danbury can continue to be safe and proper.

Highway Division

The Highway Division staffs a team of 39 labor positions. These professionals provide services to the city as Secretary/Dispatcher, Equipment Operators, Drivers and Laborer/Masons. The Highway Division is responsible for public safety in the form of the repair and maintenance of city roads, sidewalks, curbs, bridges, storm drains and waterways.

At the Highway Division public safety is job one. We actively maintain the public right of way by administering and scheduling programs such as road maintenance repair and replacement, storm drain maintenance repair and replacement, road sweeping, sight line mowing, street sign installation, debris pick up and litter clean up.

Our Road Improvement and Maintenance Program included the reclaiming, milling and paving of over 10 miles of city roads in 2020. Maintenance continued in the spring as we employed the “Pot Hole Killer” mobile batch asphalt plant to fill pot holes throughout the city. Road Maintenance also included crack sealing, where crumb rubber hot asphalt emulsion is applied to existing cracked road surface to prevent water penetration and early road failure.

The Highway Division prepares for the winter, during the fall. Thirty eight (38) plow routes are reviewed and updated. Salt truck applications are calibrated. Our Highway staff responded to 15 winter storms during the 2020/2021 ice and snow season. The storms brought more than 53 inches of snow, sleet and freezing rain, which required 6,840 tons of salt to make the roads safe. At Highway, we keep safe over 240 miles of road, as well as public buildings and school parking lots.

On August 4th of 2020, Danbury was struck by Tropical Storm Isaías. The storms heavy wind and rain downed trees and power lines. Mayor Boughton and Governor Lamont issued Emergency Declarations. The Public Services Department worked around the clock with the Danbury Emergency Operations Manager and Eversource to identify broken poles and clean up tree damage to expedite and minimize power outages.

Working with the City Traffic Authority, the Highway Division Street sign crew installed regulatory, warning and directional signs, recreational and cultural signs, emergency management, construction and detour signs.

The Highway Division also provides city residents with annual service programs. In the spring and again in the fall we service the city with the bi-annual Leaf Pick Up Program. For 30 days each spring and fall, city residents can set bagged leaves at their curb side and the Highway Division will take it away to be used as compost. Properly bundled twigs are removed in the same manner during the same program schedule.

Other programs include garbage removal from fixed city-owned receptacles, recycling drop off at our Mobile Recycling Truck five days per week, Road Millings for sale, as well as sponsoring and supporting Household Hazardous Waste Days.

Our Accomplishments:

- Reclaimed, milled and paved 10.17 miles of city roads.
- Completed improvements to The Westerners Baseball Field.
- Eliminated 4 known icing areas.
- Replaced or repaired 267 storm basins, including 4363 linear feet of drainage pipe.
- Swept over 240 miles of city streets.
- Fought 15 ice and snow storms that brought 53.9 inches of snow.
- Tropical Storm Isaías clean up.
- Paved City Hall Parking lot.
- Annual curbside Leaf and Twig Pick Up Program.
- Recyclable drop off 5 days per week.
- Annual Hazardous Waste Drop off Day.
- Daily public area garbage pick up.
Parks Maintenance Division

The Parks Maintenance Division is supervised by Foreman Nelson Lopes, a Lead Park Maintainer, and includes 16 full time and 4 seasonal employees.

Parks Maintenance is responsible for the care of all city playgrounds, parks and recreation fields, public buildings and school grounds. Overall there are more than 400 acres of lawn to mow, trim, and fertilize, 3 spray parks, 4 artificial turf sports fields, 8 multi-use grass sports fields, 9 softball fields and 16 baseball fields to line paint and groom weekly. There are also over 140 garbage cans on city property to empty on a weekly schedule.

During winter storms, Parks Maintenance removes ice and snow from downtown sidewalks, crosswalks, and the train station. Together with Public Buildings we remove ice and snow from lots and sidewalks at public schools and city-owned buildings.

Our Accomplishments:

• During 15 winter storms, cleared ice and snow from downtown Danbury, public schools, and public buildings.
• Prepared and maintained over 400 acres of City athletic fields, Parks, Public Buildings, Schools, medians and cemeteries.
• Prepared and maintained 23 city street planters, 6 island dividers, the rose arbor, Main Street flowers, historical cemeteries, as well as replacing 80 US flags annually.
• Field Improvement at the Westerners Baseball Field.
• Beaver Street Park upgrade and improvements.
• Hatters Field Improvements.
• Repaired the Town Park Docks.
• Provide mulch and maintenance to all city Playgrounds.
• Install and grade new sand for the beach at Candlewood Town Park.
• Cleared trees and overgrowth vegetation at parks and schools.
• Brush clearing and leaf pick up at schools and public fence lines.

Forestry Division

The Forestry Division is comprised of a four-man team, including a Lead Tree Operator who is also the City Tree Warden, a Tree Worker-Climber, and two Tree Worker-Bucket Operators.

Forestry is responsible for the care and maintenance of the city’s tree canopy and shrubs, from sapling to acres of mature growth. Trees and shrubs are pruned or removed to provide a safe environment for the public as well as maintaining healthy plant life. Forestry is responsible for the trees and shrubs at playgrounds, public schools, public buildings and all of the city rights of way.

During winter storms, the Forestry Division removes ice and snow from downtown sidewalks, crosswalks, and the train station. Together with Parks Maintenance and Public Buildings, Forestry removes ice and snow from parking lots and sidewalks at public schools and city-owned buildings.

Our Accomplishments:

• Danbury has been designated "Tree City" for the 31th year in a row, by the National Arbor Day Foundation.
• During 15 winter storms, Forestry cleared ice and snow from downtown Danbury, public schools, and public buildings.
• Worked with and managed tree subcontractor to clear trees from city rights of way.
• On call 24 hours a day, 7 days a week.
• Maintain the flags at 17 pole locations across the city.
• Removed 538 dead trees and pruned 298 trees in city rights of ways.
• Worked with The Danbury Garden Club and independently to plant 7 new trees throughout the city.
• Prepared city streets, tree and vegetation overgrowth prior to paving operations.

Equipment Maintenance Division

The Equipment Maintenance Division is staffed by a 5 man team, including four Journeymen Mechanics and a Parts Attendant. Collectively they are responsible for the repair and service of a large municipal fleet of trucks, heavy construction equipment, road sweepers, mowers, road grading and paving equipment, garbage trucks, tree bucket trucks, grapple trucks, catch basin vacuum trucks and all four wheel drive city department vehicles.

The highly skilled staff keeps the diverse fleet of trucks and equipment, safely on the road so that the expected city services can be provided. This is accomplished by the administration and management of spare parts, bulk fluid storage and recycling, tire replacement, major system repair and replacement, electrical and computer system diagnostics and repair, as well as managing a litany of vehicle and equipment manufacturers representatives, subcontractors and vendors.

The equipment Maintenance Division manages and maintains the Fuel Storage and Dispensing Station at the Newtown Road Public Works Campus. This station, along with the New Street Station, provides fuel to the entire city fleet.

Our Accomplishments:

• Serviced and Maintained entire fleet of trucks and equipment.
• Directly responsible for the seasonal changeover of multi-use truck and equipment requirements.
• Staffed and ready through all of the 15 winter ice and snow storms, Equipment Maintenance kept all of the snow fighting trucks and equipment on the road.
• Annual preparation of street sweeping equipment.
• Monitors and manages fuel storage levels.
• Contributes technical and practical knowledge to the Truck and Equipment Purchase Committee.
Our Mission:

The Public Utilities Division is responsible for operating and maintaining the City of Danbury’s Water and Sanitary Sewer Divisions, water utility infrastructure, sanitary sewer infrastructure, which includes several large water supply dams, closed landfill, landfill gas collection system, and administering programs for recycling and disposal of solid waste. The Public Utilities Division is also responsible for maintaining the majority of the city’s fleet of vehicles, and the entire fleet of Police Department patrol vehicles.

The Public Utilities Division oversees the contract operation of the city’s Water Pollution Control Plant in accordance with the Wastewater Treatment Facility Service Agreement between the City of Danbury and Veolia Water North America. The Public Utilities Division also oversees the contract operation of a public yard waste management-processing center, located on Plumtrees Road, in accordance with the Agreement between the City of Danbury and Total Landscaping and Tree Service.

Public Utilities staffing presently consists of 41 positions, including the Superintendent. Division staffing consists of administrative and customer service personnel, water and sewer utility maintenance and construction personnel, water treatment personnel, water quality and technical services personnel, and vehicle and equipment maintenance personnel.

Our Accomplishments:

Public Utilities is driven to achieve core missions within the Water Division, Sewer Division and Recycling & Solid Waste Division.

The Danbury Water Division (DWD) continues to focus on the core mission “To provide our customers with adequate quantities of high quality water that meets or exceeds the standards established for the protection of Public Health, as well as provide sufficient fire flow for the protection of public and private property.”

Water Division Accomplishments:

• The DWD presently produces about 6.5 million gallons of water per day through daily management of a water supply system that consists of 8 reservoirs, 1 well site, 2 water treatment plants, 14 pump stations, 9 storage tanks, 200 miles of water pipe and 2,100 fire hydrants. Our water’s quality is continually verified through 24 hour monitoring by water plant operators and through daily testing. About 27,000 water tests are performed annually to monitor water quality. Approximately 11,000 water service line meters are in place and are used to bill customers for water use. The current population of customers served by the DWD is approximately 65,000 people.

• Annual inspection and routine maintenance of our 8 water supply dams continue to ensure that they remain in good condition. We actively work with the City Fire Department to ensure fire hydrants are annually tested and repaired and replaced as needed. Ongoing system improvements include piping and valve upgrades and the installation of a new emergency generator at the West Lake Water Treatment Plant (WTP), mixer control upgrades at the Margerie WTP and completion of water main upgrades on Acre Drive and Mirjio Road.

The Sewer Division has a mission “To provide the City of Danbury and the neighboring Region with sound disposal and treatment methods for wastewater and septic system wastes to ensure the protection of human health and the preservation of the environment.”

Sewer Division Accomplishments:

• Our capacity, management, operation, and maintenance (CMOM) program continues to be optimized to reduce the occurrence of sanitary sewer overflow (SSO) events. The implementation of our Fats, Oils, and Grease (FOG) prevention program through site inspections, FOG compliance education of all food preparation establishments and enforcement of the FOG Ordinance is helping reduce SSO events from occurring in our sewer collection system.

• The successful operation of our WPCP’s interim nitrogen removal facility by Veolia Water not only resulted in a net savings of $643,000 vs. the cost of purchasing nitrogen credits the system not been operating, but also resulted in the City being paid $37,718 by CT DEEP due to the WPCP removing more nitrogen then was required in the General Permit for Nitrogen Dischargers. The use of reclaimed methanol, when available, continues to help reduce the chemical cost of operating this system. We continue to make improvements to the existing nitrogen removal system to further reduce overall nitrogen removal and to the existing phosphorus removal system to ensure compliance with the current NPDES permit for seasonal phosphorus removal limits of 0.6 mg/l.

• Ongoing WPCP Upgrades include construction of a new Tertiary Treatment Facility for improved phosphorus removal, Stormwater System Improvements, construction of a new Headworks Screening and Grit Removal Facility, construction of a new Fats, Oils & Grease (FOG) Receiving and REA Biodiesel Facility and Miscellaneous Plant Upgrades. Upgrades are required to meet stringent long term nutrient (nitrogen and phosphorus) removal discharge permit requirements and are required to replace existing aging systems and equipment.

Lastly, the Recycling and Solid Waste Division has a mission, “To administer programs, which provide Danbury residents with environmentally sound methods for management of solid waste”. The Public Utilities Division oversees the operation of the yard waste management program as well as coordinates Regional Household Hazardous Waste Collection events in our City. The City’s Electronic (E) Waste Recycling Program was implemented in 2011 and allows resident drop-off of E-Waste at the Oak Ridge Waste & Recycling Facility site at 307 White Street.

The Public Utilities Division continues to operate the Landfill Gas Collection and Treatment Facility in compliance with the Department of Environmental Protection permits and regulatory standards. The Danbury Landfill is a Resource Conservation and Recovery Act (RCRA) land disposal site and has been closed since 1997. The closed landfill is operated under a CT DEEP Stewardship Permit which consolidates all closure requirements of the landfill under a single permit, and defines end points for the continued long term operation of this closed disposal site.
CONSTRUCTION SERVICES

THOMAS H. HUGHES III
SUPERINTENDENT

203-797-4605

Our Mission:

The Construction Services Division has filled a niche in the organization for the general contracting of projects from $10,000 to $2,000,000, which are performed in-house. They implement a variety of city projects with teamwork from various Public Works Divisions, utilizing its equipment to accomplish tasks in the most efficient and cost effective manner possible. They use their low bid, on-call contractors to perform projects or a combination of city crews and on-call contractors. The Construction Services Division works on a variety of projects including road rehabilitation, bridge construction, building renovations, drainage and construction management of large city projects.

Our Accomplishments:

Construction Services Division’s responsibilities include administrating, managing and inspecting multiple programs including building construction, bridge restoration and repair, facilities repair, infrastructure repair, replacement and/or restoration and providing vital services to the public at large. We work closely with the Engineering Division in the development and execution of many different projects daily.

- The Ellen Levy Animal Control Facility has been successfully completed.
- Construction Services, working with the City Engineer and City Planning Department, has developed plans, specifications and bid documents for Phase I of the Downtown Danbury T.O.D. Streetscape Renaissance Project. The construction was administered and managed by this Division on schedule and within budget. We are continuing to assist with the development and final plans of the Phase II Main Street portion of this project.
- Balmforth Avenue Sidewalk & Intersection of Balmforth and Osborne Traffic Improvements: Construction Services, working with the City Engineer and Engineering Department, developed the plans and bid documents for this CDBG-funded project, which has been administrated and managed by Construction Services.
- Construction Services is working with the Engineering Division, City Engineer and Architect in design meetings for the Elsworth Avenue School Addition. Construction Services is administrating and managing this project.

The Construction Services Division facilitates and manages all of the city rights of way work including maintenance, upgrade and expansion of Eversource Energy public utilities of underground gas and electrical services. Extensive work performed in the city rights of way and across city streets by the utility companies requires specialized inspection. Constant oversight dialog with all contractors is required to protect the municipality’s infrastructure. This work is performed in-house by staff personnel in coordination with the public utility and permitted contractors.

In the future, the Division looks forward to being a successful part of the Director’s continuing initiative of performing more in-house work and to further the development of our ability to complete in-house management of infrastructure and Capital Improvement Projects. In-house management of projects translates into the savings of tax dollars. Construction Services looks forward to the continued growth of this Division and is proud to serve as part of the Public Works Department.
Our Mission:

The Engineering Division of the Public Works Department prides itself on being versatile and resourceful with respect to all engineering related projects for the city. On a daily basis, this Division’s staff is responsible for tasks ranging from technical review of proposed land development projects, management of the city’s Roadway Infrastructure System to work on bridges, dams, roadways, storm drainage, sanitary sewer mains, water mains, traffic signals, sidewalks and management of school expansions and renovations projects.

The Engineering Division consists of six highly qualified Professional Engineers, two licensed surveyors, one Traffic Engineer, two traffic technicians, a CAD draftsman and administrative staff. All take great satisfaction in the design and administration of worthwhile, solidly engineered, safe, and budget-conscious designs for construction, renovations and improvements related to city projects.

Engineering’s mission is to ensure the high accuracy and efficiency of all work that affects the city and the public and to see that proposed engineering projects are designed and inspected based on sound engineering standards and guidelines to prevent a negative impact on properties and the general public. Our staff works closely with consultants, contractors, architects, engineers, and developers to secure project approvals in the shortest possible period of time. We also provide regular technical reports and reviews to the City Council.

Our Accomplishments:

• The Division’s expertise and high standards to require accurate and complete design plans and bidding documents ensure that additional charges or overruns during construction are eliminated or minimized.
• This year, the Engineering Division approved 212 sanitary sewer and water connection permits.
• Daily reviews of site plans, special exception/subdivision applications, design and subsequent construction of sanitary sewers, water mains, subdivision roads and storm drains proposed by developers were conducted.
• We continue to be in compliance with State DEEP regulations for the mandatory General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4).
• We are currently working on design improvements of the White Street Corridor between Eighth Avenue and Meadow Street which is part of a 2.65 million dollar State funded grant for the Local Transportation Capital Improvement Project (LOTCIP). Collaborating with the Western Connecticut Council of Governments and the Town of New Fairfield, we are conducting studies for improvements of the Padenaram Road Corridor.
• The Engineering Division reviewed and oversaw several gas main projects, proposed by Eversource Gas, to ensure the projects minimized impacts to the city’s existing underground utilities, to city Streets and to traffic.
• The City Engineering Division worked with the Board of Education and 2020 Committee to secure a grant commitment from the Office of School Construction Grants and Review for the Ellsworth Avenue Annex Project. Construction documents were developed, bid, and awarded.
• J.A. Rosa Construction, LLC started construction on the project in June, 2021.
• The Danbury Career Academy Project is underway, as special legislation was passed by the State of Connecticut to allow: a condominium purchase of a commercial building for use as a school, an increase in reimbursement rate to 80% project costs, and a Design-Build project delivery method. The Board of Education has prepared and approved Education Specifications for the unique academic programming, and the project funding was approved with the passing of a $39,999,999 bond. The Engineering Department has worked with the Career Academy Steering Committee, legal counsel, Finance Department, Planning and Zoning, Board of Education, and school administration to facilitate the development of this unique project. The city has awarded Architectural Bridging Document services to Friar Architecture, Inc. and continues to work with legal counsel to facilitate the proposed condominium purchase.
• The City Engineering Department continues to work with Putnam County, Metro-North Railroad, Housatonic Railroad, NY DOT, and CT DOT for the federally funded feasibility/planning study of restoration of rail service between Danbury and Southeast, NY.

Our expert survey crew continually works on easements, verification of rights of way, street tree locations, monitoring reservoir levels, preparing CAD surveys for in-house design of city projects, and updates maps of the entire city storm drainage systems using GPS equipment.

Traffic Engineering operations are conducted by a team of three staff members, an on-call vendor who is responsible for installation of pavement markings and an electrical vendor who is responsible for major traffic signal work and breakdowns after work hours.

The team oversees operation and maintenance of transportation assets worth over thirty-six million dollars which includes eighty (80) traffic signals, forty (40) Fire and Emergency response devices, sixteen (16) traffic surveillance cameras, twelve (12) flashing beacons for safe walk-to-school, six (6) low bridge/height clearance signals, ten (10) rectangular rapid flashing back devices, six (6) at-grade railroad crossings, fifteen (15) speed humps, fifty (50) miles of fiber optic communication networks (for traffic and municipal services) and a five (5) mile radio band system. They also oversee the installation and maintenance of pavement markings along all local roads, municipal buildings, school parking lots, Danbury Parking Authority lots and the Danbury Train Station. Forty-five (45) traffic signals owned and maintained by the State of Connecticut are also monitored by this division.

Traffic Engineering works on a variety of transportation projects ranging from preliminary engineering studies, engineering design, grant applications to construction of traffic signals and roadways. Some work is exclusively conducted and other is done in collaboration with other agencies such as the Western Connecticut Council of Governments, Metro-North, Housatonic Railroad and the State of Connecticut Department of Transportation. Reconstruction of the Newtown Road Corridor, design of the South Street Corridor, design of the Clapboard Ridge Road Corridor as well as a study on improvements of I-84 Expressway are some of the collaborative work we are involved in with the State.

Traffic has prepared several grant applications for transportation improvements and provides professional advisory services to the Legal Traffic Authority and Planning and Zoning Department along with other departments and agencies, relative to transportation matters, relative to the preservation of the welfare and safety of the public. They are greatly committed to a continuous evaluation program on traffic operations for optimization purposes as well as proactive maintenance of devices to cut down failure frequencies and extend their life. A friendly customer service atmosphere is maintained with the public in handling their concerns and taking appropriate actions promptly.
Our Mission:

The Public Buildings Division of the Public Works Department is responsible for the "maintenance, construction and repair of municipal buildings." This encompasses over 80 active buildings and properties along with their mechanical systems and equipment. The Public Buildings Division strives to provide a safe and comfortable environment for the operation of effective government, education, public safety and enjoyment. Our goal is to provide emergency and routine facilities services in a timely and effective manner.

This Division serves all public buildings, which include City Hall, Police Headquarters, Fire Stations, Public Schools, Public Library, Elmwood Hall, Veterans Hall, Old Jail, Old Library, Head Start Building, the Public Works Complex, and the Public Parks buildings. We also provide assistance and support to the other divisions within the Public Works Department, as needed.

Staffing for this Division includes a Superintendent, a Secretary-Bookkeeper, a Foreman, 7 state licensed trades personnel (2 electricians, 3 HVAC technician, and 2 plumbers) and 2 home improvement contractors (2 general maintenance mechanics) with 2 staff vacancies at the moment. Our small, efficient, and highly skilled staff provides 24/7 maintenance, repair and emergency facility service to all municipal departments and educators housed in our city buildings and Schools.

Our Accomplishments:

This fiscal year, the Public Building Division received 1754 new requests for maintenance/emergency service, which is in addition to our school snow removal, in-house projects and planned preventative maintenance work. We also completed 1383 requests for service. The Division attempts to perform as much maintenance and repair work as possible in-house with its own skilled staff. Additional assistance for major repairs and special tasks that cannot be handled by divisional staff is provided through contractual arrangement with local professional contractors.

Our staff also performs and manages minor alteration projects that save the City of Danbury a considerable amount of money. Examples of more recent projects, which vary in size and scope, are:

- Roof replacement at Danbury Library.
- Replaced Honeywell EBI systems at Great Plain and Pembroke Schools with new Niagara BMS systems.
- Rebuild of DHS boiler refractory chambers, replacement of the C-wing heat exchanger and C-wing heat loop repairs with glycol addition.

As the Division is responsible for facilities services, it strives to achieve energy efficient buildings. There are several energy conservation projects planned for 2021 including looking into solar arrays and converting regular exterior and interior lighting to LED. These projects will save both maintenance time on lamp replacement as well as operational energy. They will take place at the city public buildings, parks and street lighting. The Public Buildings Division operates and maintains several building operation and energy management systems for the City buildings and public schools.

There are several planned projects that will be managed by Public Buildings in 2021- some of which were held up due to the COVID-19 pandemic which include:

- Replacement of the additional roof at City Hall.
- Solar Project for schools and city buildings.
- RTU replacements at DHS.
- Elevator upgrades at DHS, BMS and other school locations.
- UST replacements at BMS, RPMS and King Street campuses.
- Water tank replacements at Broadview Middle School and Pembroke School.
- Various office/room upgrades at City Hall.

City department heads and authorized school personnel have the ability to electronically send and track work requests to our maintenance management server and schedule their work. This system has increased divisional responsiveness, accountability and productivity.
Our Mission:

The mission of the Danbury Police Department is to provide an environment that is free from the fear of crime, where people can enjoy a high quality of life, and the entire Danbury community can prosper. Danbury Police Headquarters is located at 375 Main Street in the city’s downtown. The Chief serves as the head of the agency with one Deputy Chief serving as second in command. The department has four main divisions. Three Captains head the Patrol, Investigations, and Professional Standards Divisions, respectively while a civilian manager heads the Administrative Services Division. The department’s authorized strength of 154 sworn officers is supplemented by civilian personnel assigned to various divisions. A private company operates the communications center, front window reception, and 311 information line at police headquarters.

Fiscal Year 2020-2021 Accomplishments:

- Purchased and implemented new body and in-car camera systems for greater transparency
- Promoted two Lieutenants to the rank of Captain for the first time in nearly 20 years. Also promoted two Sergeants to the rank of Lieutenant.
- Hired 10 new officers to fill vacancies
- Partnered with several community agencies to continue community outreach in a virtual format and to assist residents during the ongoing pandemic
- Raised over $5,000 to support the Circle of Care’s ‘No Shave November” program. The proceeds are used to assist families of children with cancer
- Maintained Tier III Accreditation from the State’s Police Officer Standards and Training Council, the highest level of state accreditation
- Conducted several more highly successful distracted driving and seat belt enforcement campaigns utilizing state and federal grants.
- Held our second “Family Night” in a virtual format, focusing on financial health as part of our ongoing officer wellness initiatives

Objectives for Fiscal Year 2021-2022:

- Continue to implement provisions of the Police Accountability Bill. This year’s focus will be on the mental health assessments for sworn personnel and training on the new use of force standards
- Continue working with Human Resources to fill vacancies through both certified and entry-level hiring processes
- Evaluate overall department staffing, both sworn and civilian
- Launch new community outreach initiatives
- Continue with our officer health and wellness initiatives

For 2020 Danbury Police Officers responded to over 46,000 calls for service, approximately 5,000 fewer calls than in 2019. This is largely attributed to the Covid-19 pandemic. Our numbers also show that the city had another decline in the overall crime rate when compared to 2019.

Unfortunately, the pandemic caused us to cancel many in-person outreach initiatives such as our popular Citizens Police Academy and what would have been our 3rd annual “Party on the Patio” at police headquarters, a partnership with the numerous city agencies, the Board of Education, and several community-based organizations.

As we continue to navigate through this pandemic, once again we extend our thanks to our residents, community organizations and businesses for their patience, generous donations and other gestures of support during these very challenging times.
**Our Mission:**

The primary mission of the Danbury Fire Department is to protect the life, property, and environment of all citizens in the most efficient and safe manner possible. The department’s goal is to reduce the incident of fire and accident through education, building inspections, and emergency response.

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**Our Accomplishments:**

- Remodeled former 911 dispatch center at Headquarters into multi-purpose room.
- Renovated HQ boiler room for storage use.
- Completed radio infrastructure installations in the Dispatch facility on Main Street, FCI, Spruce Mountain, and Abbey Woods.

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**Our Objectives:**

- Add public safety response boat and dock at Candlewood Lake.
- Construct apparatus storage facility project adjacent to Station #26.
- Continue radio infrastructure upgrades.
- Convert storage area at Station #23 to gym/exercise space.
Our Mission:

The mission of the Danbury Fire Marshal’s Office is to safeguard the people, property and environment of the City of Danbury from the threat of fire, explosion, hazardous conditions and non-compliant construction. This mission is accomplished through a comprehensive, multi-phased fire prevention strategy which includes: public education, code compliance, inspections, plan review, and investigation of all fire and explosions within the City of Danbury.

The Office of the Fire Marshal is composed of state certified Deputy Fire Marshals and the Fire Marshal. The Fire Marshal’s Division maintains its authority through City of Danbury Ordinance, as well as Chapter 541 of the Connecticut State Statutes. Team members hold professional partnerships with Connecticut State Fire Marshal and many other local, state and national agencies. These agencies include but are not but limited to; U.S Fire Administration, National Fire Protection Association DEEP, UNIT, Building, Health and Human Services, Board of Education and Permit Center.

The highest priority mission area of FEMA’s National Preparedness Goal is Prevention. The Fire Marshal’s Office achieves this mission in several ways. The cornerstone to this mission is public education. Public education efforts are achieved through presentations and training to civic, religious, corporate, community, and school organizations. The suspension of these activities due to the pandemic prompted the development of a computer/web based fire safety program for school age children. Safety education for all was accomplished through social and multimedia outlets.

Other aspects of prevention are realized through the permit/plan review process and fire safety inspections. This is accomplished through the complete and accurate application of the Connecticut State Fire Safety and Prevention Codes. These codes apply to all new and existing occupancies. The Fire Marshal’s Office is responsible for the mandated inspections of all occupancy types, as defined by the CT State Fire Code. The statutory defined inspection schedule ensures that the required level of life safety is maintained for all properties, occupants, owners and visitors. Additional permitting responsibilities include hazardous material storage/reporting; commercial blasting; carnival/fairs; tents; open burning; and the sale or display of fireworks.

Per CT State Statute 29-311(a), the Fire Marshal’s Division is legally required to investigate all incident of fire and explosion within the City of Danbury, administering any necessary legal action. Utilizing the National Fire Incident Reporting system, and partnering with State of CT, U.S Fire Administration, and National Fire Protection Association, incident data is collected and analyzed to determine the trends, threats, and emergency needs of the community.

Team members maintain active membership to the International Association of Arson Investigators, Fairfield County Fire Marshal’s Association and Connecticut Fire Marshal’s Association. All members are required to meet Connecticut State mandated training and education obligations through approved classes, seminars and self-study programs.

Our Accomplishments:

The Fire Marshal’s Office was not immune to the effects of COVID-19. The number of inspections during the pandemic was greatly impacted, especially those in residential occupancies. During that time, the Fire Marshal’s Office made great effort to ensure all state licensing needs were met. Staff assisted in various aspects of the Governors Orders assisting internal and external agencies/customers regarding topics such as outdoor dining, occupancy calculations, and educational facility concerns, to name a few. In response to the pandemic, members broadened their scope of duties; sourcing PPE and vendors, performing data entry for incident tracking, and report submission for cost reimbursement application. Also during this time members completed the immense task of scanning and digitally archiving property record files. Plan review continues to be an important aspect in meeting the life safety goals of the community. For the period the Fire Marshal’s Office received, reviewed and completed more than 270 permit applications. All submittals were thoroughly reviewed ensuring that all required standards and compliance to CT Fire Safety and Prevention codes were met.

Moving Forward:

The team members of the Fire Marshal’s Office will utilize all available means to increase productivity and best meet state mandated requirements and life safety goals. We will accomplish this through the further enhancement of our knowledge, skills, and abilities. We will defend tirelessly our unwavering commitment to life safety, treat all persons with respect, and continue to deliver the highest quality of customer service.
Our Mission:

The Department of Emergency Management is continually building preparedness capabilities to deal with emergency situations. We work with other municipal agencies that include the police department, fire department and other authorities to carry out emergency response plans.
Our Mission:

The mission of the Department of Planning and Zoning is to protect and improve Danbury’s neighborhoods, business centers, community resources and our natural environment while planning for sustainable development that will enhance the quality of life for all our residents. To that end, the Department has been instrumental in the preparation of plans, projects and land use regulations for the City. City-wide plans have included the Plan of Conservation & Development, Transportation Plan, the Parks & Recreation Plan, and the Downtown Danbury Transit-Oriented Development Study. Major projects have included downtown redevelopment, various streetscape improvements, the creation of the Ives Trail concept, restoration of Elmwood Park, and construction of the 9/11 Memorial, rehabilitation planning of the historic Octagon House, Heritage Plaza at City Hall, and Memorial Park.

Professional and clerical staff provides support services to the Planning and Zoning Commissions and the Redevelopment Agency, while clerical support is provided to the Environmental Impact Commission and the Zoning Board of Appeals.

A primary task of the Department is the enactment and enforcement of zoning and subdivision regulations designed to ensure that proposed developments are constructed in accordance with the Plan of Conservation and Development. The Department reviews site plans and assists the Planning Commission in the review of special exception and subdivision applications. The Department advises the Zoning Commission on all proposals for zoning amendments and the rezoning of land. Our Department also assists with referrals from City Council for requests for extensions of sewer and water service, dedication of roads, and offers to buy, sell or lease City land.

The Department prepares the annual Capital Improvement Program to schedule major capital expenditures over time, reviews all applications under the Deferral of Assessment Increases program, and updates and corrects street addresses in the City.

The Planning Director serves as Executive Director of the Danbury Redevelopment Agency. Departmental responsibilities for downtown redevelopment have included the recruitment of new businesses, the coordination of streetscape improvements, construction of the Patriot Garage, creation of the Danbury Green, design of Palace Walk, preparation of the downtown revitalization plan, Downtown Danbury: Issues & Recommendations, and preparation of the Downtown Danbury TOD Study.

The Planning Director advises the Main Street Partnership and also serves as a member of the Office of Project Excellence Steering Committee, Danbury Housing Partnership, and as an ex-officio member of the CityCenter Danbury Board of Directors.

Our Accomplishments:

- Continued implementation of recommendations of the Downtown Danbury Transit-Oriented Development (“TOD”) Study.
- Oversaw completion of plans and specifications for Phase 1 of the Downtown Danbury Streetscape Renaissance Project. After a successful bidding process, construction is underway on Phase 1 around the Danbury Green.
- Initiated the process of preparation of the 2023 Plan of Conservation and Development Update by hiring a consultant and spearheading the project Oversight Committee.
- Initiated preparation of the statutorily required Affordable Housing Plan.
- Released the Request for Proposals for disposition of City-owned property in downtown.
- Continued administration of Web-based land use meetings during the COVID-19 pandemic to ensure review and approval processes continued for the City’s four land use commissions/boards.
- In conjunction with other City departments, approved City additional downtown facade grants for improvement to downtown properties.
- Continued review and preparation of amendments to the City’s Zoning Regulations and other land use regulations to address changing conditions which threaten the City with undesirable development that may intrude upon residential neighborhoods, harm the environment, or create unacceptable traffic congestion.
- Continued automation process for capital planning process.
- Continued processing of land use applications.

Major Objectives 2021-2022

- Complete the process of amending the Plan of Conservation and Development as statutorily required.
- Complete Phase II design plans and specifications for the Downtown Danbury Streetscape Renaissance project in conjunction with the Department of Public Works.
- Amend Zoning Regulations to comply with new legislation affecting zoning and land use.
- Amend Zoning Regulations to incentivize development downtown pursuant to the recommendations of the Downtown Danbury Transit-Oriented Development Study.
- Continue planning and design for a walled garden at the historic Hearthstone Castle in Tarrywile Park subsequent to debris removal.
- Continue providing recommendations to land use commissions on regulatory changes to improve customer service, create opportunities for balanced growth, and protect sensitive resources.
BUILDING DEPARTMENT

DAVID NEWLAND
BUILDING OFFICIAL
1ST FLOOR
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Our Mission:
The Building Department is a key contributor in planning the future of the City of Danbury. We are committed to managing all new construction, addition, and renovation projects from the planning stage through completion. We are pleased to work with the residents of Danbury and developers to enhance the quality of life, and support the growth and vitality of our City.

Department Goals:
Our goal is to assist applicants with the permit process and provide thorough, consistent and efficient administration of the Connecticut State Building Code. These codes apply to all construction, alteration, repair, equipment installation, demolition and use and occupancy in Danbury. We are committed to preserving the public’s health, welfare, and safety as it relates to the construction and occupancy of buildings.

Fiscal Year 2020-2021 Accomplishments:
Commercial and residential construction has remained strong in Danbury.

- Our Building Officials have completed over 6000 commercial and residential inspections this past year, providing guidance when necessary and making sure that all projects are completed within code guidelines.
- The west side of Danbury continues to grow with residential projects completed by Toll Brothers at Rivington and The Reserve. Large renovation projects at Danbury Hospital, the Danbury Fair Mall, and the completion of Keystone Place at Wooster Heights were closely monitored by our Building Officials.
- The online permit portal has given Building Officials the ability to review permit applications and plans online. The ability to communicate with homeowners and contractors through the portal has improved the application process, allowing for better communication and a better response time.
- With a very busy real estate market in Danbury, our office has researched and fulfilled over 1800 requests for information. These requests include information related to open and closed permits, inspection records, building plans, outstanding code violations, and Certificates of Occupancy and Acceptance.

Major Objectives 2021-2022:
- We anticipate construction in Danbury to remain vibrant and steady. Current projects include Caraluzzi’s Market on Mill Plain Rd, 150 residential apartment units at the old News Times location on Main Street, Collins Aerospace at Wooster Heights, the Matrix project on the west side, the Ellsworth School addition, and the Career Academy at The Summit.
- We will continue to work with property owners to resolve open permits often lacking inspections. This process ensures substantial compliance with the Connecticut State Building Code as well as closure for the property in question.
- On call 24/7, we will continue to assist the Police, Fire Department, and other City Agencies with emergency services as needed. These calls can be for fires, car strikes on a building, water problems in structures, or electrical issues in a building.
- We will continue to work closely with the Office of Neighborhood Assistance (the UNIT) to provide the building related expertise needed to aid in preserving the quality of Danbury’s neighborhoods.
- We will continue to work on methods to maintain and organize the many permits, drawings, and records on file in the Building Department. We are in the process of uploading historical records to an online system, making it easier to research and retrieve information. With thousands of records dating back to 1965, this is an ongoing process.
- We will strive to provide a high quality of customer service in a timely and professional manner, and to continue to find ways to improve our department to better serve the City of Danbury.
Our Mission:

The department’s mission is to offer a variety of recreational programs to advance social equity and access to meet the needs of as many City of Danbury residents as possible from the young to seniors and those with disabilities. Develop scheduling that will maintain maximum facility utilization and to monitor all park assets. We want to facilitate physical activities and healthy lifestyles, create positive youth and family development and safeguard park visitors and recreational participants. We will continue to develop outreach efforts with a focus on our diverse population to attain more integration of our youth in public and private recreation programs.

Our Goals:

The Danbury Recreation Department’s goals are to offer extensive recreational programming opportunities for residents young and the young at heart. Opportunities include participating in recreational activities or enjoying our leisure facilities. Our objectives to achieve this includes: employing park maintainers to work diligently every day to ensure every facility is manicured and has been carefully prepared to ensure optimum use of that playing surface, whether it is for a game or practice session. Additionally, we continue to invest our resources in rebuilding infield surfaces and making improvements with drainage at many of our facilities.

Our Accomplishments:

• Opened a second Dog Park, located on Peck Rd. off of Route 37. The park has two fenced in areas, one for small and one for large dogs where they can run and play off leash. Danbury now has two parks where pets are allowed to run off leash and a great opportunity for both residents and their dogs to socialize.
• Rebuilt Rogers Park Baseball Stadium updated entire infield and installed new outfield drainage system.
• Rogers Park Lighting System on Softball Fields 3 & 4: Replaced underground wiring, conduits, connections along with new poles and LED lighting.
• Implementation of a new online software system which will allow for residents to register for Recreation Department summer programs, point of sale purchases at Candlewood Town Park, Hatters Park Banquet Hall and Pavilion reservations and for Community Garden plots.
• Rogers Park and Danbury High School Tennis Courts have been totally reconstructed using a state of the art process known as post tension concrete. This method will ensure longevity of the playing sure, free of cracks and imperfections for years to come.
• Reconfigured Candlewood Town Park front entrance with new structure and gate.

We invite your input and opinions.

Objectives:

• Install a severe weather warning system in our parks. The system will give advance warning to coaches and participants of impending bad weather.
• Build Outdoor Basketball Court. We have identified a spot in Rogers Park and will begin construction soon.
• Purchase a new dock for boat ramp at Candlewood Town Park. Make necessary changes to monitor and control usage of the area.
• Continue to maintain participation in all programs and to provide training for our summer employees.

Community Awareness:

The Department of Recreation will continue to promote awareness of all services available through the use of the City of Danbury web site, Danbury-ct.gov, discoverdanbury.live, Danbury Board of Education through the distribution of flyers, social media and any other forms of media available to improve communications.

Follow us on Facebook, Danbury’s Recreation Department
Email: n.kaplanis@danbury-ct.gov
Our Mission:

As an essential city asset, the Danbury Library is committed to being:

• A welcoming destination
• Responsive to the varied needs of our city’s diverse community
• A source of inspiration through words and ideas

Located in the heart of downtown Danbury, the Danbury Library is an integral community asset available to all residents. Within and outside of the library’s walls, the Danbury Library is committed to providing learning opportunities, entertainment, and enrichment for our community.

In recent months, the library adapted quickly to the building closing for safety. All programs were reimagined for a virtual medium, staff created original content for social media, several hundred library cards were processed remotely, the summer learning challenge was fully revised, resources were curated to help support distance learning for students, and curbside pickup for library materials was made possible. During the closure, staff were readily available to answer questions, assist with research, and connect new users to digital resources like ebooks, audiobooks, and streaming videos.

Recent Accomplishments:

• Expanded library service hours based on community feedback during our focus groups for the library’s five-year plan.
• Created a library app that allows patrons to place holds, search the catalog, download digital content, and check-in for curbside pickup through their mobile device.
• The library had a 291% increase in database usage, a 45% increase in Overdrive usage, and a 32% increase in other downloadable services.
• Installed two new study pods based on the overwhelmingly positive feedback that our first study pod received.
• Awarded grants from the American Library Association to support programs in language services and history.
• Created 137 educator cards for Danbury teachers, allowing them to take advantage of all library offerings. Developed a customized newsletter specifically for educators to keep them up to date about library events and services.
• Enhanced digital collections of ebooks, audiobooks, and streaming videos and welcomed 1,423 new users to digital services.
• Moved all programming into a virtual environment after the building closed, including the Summer Reading Program.
• Partnered with local and national organizations to provide virtual programming through social media platforms.
• Created permanent curbside pickup spaces in our parking lot that allows patrons to remain in their vehicle while staff bring requested items to them.
• Implemented online payment options for fines and mobile printing.
• Developed a process for computer appointments and “on-the-go” printing.
• Added all new shelving to the junior floor with improved visibility and designs for space.
• Established a magazine wall to improve browsing and discovery.
• Introduced a new service called CloudLibrary for reading magazines digitally.
• Reconfigured public service spaces to allow staff and patrons to interact safely.
• Collaborated with the Alternative Center for Excellence to provide visiting classes with research materials and tailored librarian support needed to complete assignments.
• Hosted a “Great Stories Club Series on Truth, Racial Healing, & Transformation” with funding awarded through an ALA grant to engage teens in discussion about race, equity, identity, history, institutional change, and social justice.
• Instated a new protocol for library card sign up to allow patrons to start using library services instantly.

Future Goals:

• Complete renovation for the junior floor and establish a sensory space.
• Implement a new tower gardening program for children.
• Obtain an Amazon hub locker for secure pickup of Amazon packages.
• Create a cultural cookbook to celebrate the diversity of Danbury.
• Reconfigure cafe space
• Update LTC Lab
• Establish a summer camp program with existing city services
Our Mission:

The Department of Permit Coordination is responsible for overseeing the necessary actions needed by all municipal departments to properly address permit applications submitted by the public. The Department also monitors permitting activities and coordinates enforcement activities of these various departments, which include Building, Zoning, Engineering, Fire Marshal, Health and Public Utilities. This process ensures that all departments work in collaboration with each other, as well as with land use boards and commissions. All permit applications and enforcement activities are handled fairly and efficiently, while balancing the needs of developers and the general public.

Staffed by a Director/ZEO and Customer Service Representatives, the Department has the authority to prioritize as well as establish timetables and deadlines for review and subsequent action on permit applications by the municipal departments.

What is the Permit Center about?:

The City of Danbury’s Permit Center successfully launched its latest Permitting Software resulting in the permit process essentially going paperless. The city has secured a partnership with OpenGov to not only continue with our time proven process, but also enable internet applications, permits, payments and inspection scheduling. Since that time, applications have been submitted, paid and issued from the comfort of your home. For the public’s convenience, the Permit Center has combined different permits onto a project type so that all required plans can be submitted with that one application.

The Customer Service staff is readily available to assist via OpenGov, email, phone or in person at City Hall. Visitors to the Permit Center can explain their project and our staff will provide guidance for which electronic application is required for submission. The permit center will in turn disseminate the documents, approve application and certify as complete for departmental review. The applicant can monitor the progress of applications, communicate with the reviewer and be notified of activity on their project via the email portal. Our customer service staff will be available to assist with any requests for more information so that permits can continue to be routed in a timely fashion. Upon final approval, applicants will pay, bond and receive the necessary permits in OpenGov. All inspections required for your project will be reviewed and scheduled by the Permit Center. One centralized inspection number ensures a smooth closeout of a project and avoids redundant or skipped inspections. When all permits are closed, the center will complete the process by having the Zoning Officer and Building Official issue certificates.

The Permit Centers goal is to remove the stress and intimidation sometimes experienced as an applicant plans a project. Visiting with the permit center is not a guaranteed “yes”, but applicants will leave with the satisfaction of knowing that they are important to us and we do care. From small residential projects, to multi-million-dollar commercial jobs, the Permit Center provides individual attention to homeowners and contractors alike from submittal to completion.

Our Successes:

Danbury is currently enjoying a healthy mix of commercial and residential projects throughout the city. An unprecedented surge in downtown development is a perfect example of a development hotspot. New projects are currently under way and others are making their way through commissions leading to new growth. Projects such as BRT’s 149- unit mixed-use development, as well as three Main Street corridors mixed use developments will add an additional 600 units to this thriving downtown. Navigating the approval process can be complicated, but the Permit Center will continue to partner with our residents and approved developers to assure smooth operations and our future economic success.

Other towns and cities have visited our Permit Center with the intent of modeling their permitting system after the City of Danbury’s. This high standard we have set for other cities to follow is due to the efforts of all permitting Departments and their commitment to better serve the city. We are fortunate to have such a competent group in the Permit Center including the Inspectors, Officers and Marshals serving the city. They have all made a tremendous impact on service and overall City Operations.

Department Statistics for Fiscal year 2020-2021

- Issued over 5,739 permits.
- Processed over $3,400,000 in fees.
- Scheduled over 6,000 inspections.
- Issued over 577 Certificates of Compliance
- Issued over 235 Certificates of Occupancy
- Issued over 1344 Certificates of Approval.
- Received and released over $600,000 in bonds.
Our Accomplishments:

- For the fiscal year 2020-2021, the UNIT responded to nearly 1,000 quality of life issues.
- Approximately 37% of UNIT activity was a result of proactive enforcement referred to as ACTION (Active Commitment Toward Improving Our Neighborhoods). Instead of waiting for a resident complaint or overlooking an issue in a neighborhood, our department addresses it quickly before it may become a greater concern.
- Over 275 properties containing garbage and debris were cleaned up due to UNIT intervention. These issues create an eyesore in our community that can decrease the value of the properties.
- Nearly 130 Blight Orders and Violation Notices were issued to property owners to address and correct blighted conditions. These orders carry a $100/day penalty if the items are not corrected within a 30 day period. Although the goal is compliance over issuing fines, liens will be placed on egregious non-compliant blight issues.
- Nearly 100 properties were inspected due to concerns of illegal apartments or unsafe living conditions, as well as unpermitted construction. All concerns/complaints are inspected to ensure the safety of our residents. Our department coordinates with the Zoning, Building, Health and Fire Marshal departments to ensure safety and code compliance.
- Our department creatively coordinates clean-up projects around town by arranging volunteers and individuals in need of community service by assigning them cleanup/improvement tasks throughout the city. Litter pickup, graffiti removal and larger scale area cleanups are a few of the many accomplishments achieved by these work crews.
- With a continued presence downtown, our department has been able to better encompass the community and provide more intimate coverage for the downtown neighborhood.

Future Objectives:

- Increase the enforcement of the Neighborhood Preservation Act within the city, as it seems that following the pandemic there has been a rise in activities causing an interference with the reasonable enjoyment in one’s neighborhood.
- Expand routine department coverage during nights and weekends to monitor quality of life concerns.
- Evaluate current codes and propose new enforcement measures to meet the evolving needs of the Danbury community.

The UNIT’s most notable accomplishments are measured everyday as our department strives to preserve and maintain the quality of life in Danbury. Each resolved issue equals a small, individual success resulting in the overall positive appearance of Danbury’s neighborhoods. We pride ourselves on our quick responses, professional service and appropriate follow up to the concerns of the residents of Danbury.
ELDERLY SERVICES

SUSAN M. TOMANIO, MSW, LCSW
DIRECTOR

ELMWOOD HALL
10 ELMWOOD PLACE
MONDAY – FRIDAY: 8:30 – 4:30
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WWW.DANBURYSENIORS.ORG

Our Mission:
The Department of Elderly Services seeks to increase the quality of life of Danbury area citizens who are age 60 or older by developing many comprehensive programs and providing resource and referral services specifically designed to enrich the general well-being of Danbury's more mature population. Programs include the Municipal Agency’s Office for the Elderly, the Elmwood Hall Senior Center, the Van Transportation Program, the Rent Rebate Program, the Senior Nutrition Congregate Meal Program, and various Intergenerational Programs. Communication regarding these programs is enhanced through our website www.danburyseniors.org — the official website for Danbury seniors.

The website, www.danburyseniors.org, provides information and links to services and resources for seniors, their families and the greater community. It also provides information on events at the Elmwood Hall Senior Center and in the greater community, news stories, and a photo gallery. One can stay up-to-date on news items by subscribing to e-news, as well as email any staff member to get questions answered and have resources provided. The Municipal Agency’s office provides information and referral, assisting older citizens with up-to-date information on Medicare, Medicaid, Elder Law, Tax Credits, Senior Housing, Elder Abuse, Home Care, and a host of other important issues affecting older citizens. The Elmwood Hall Senior Center provides a variety of programs in the areas of health and wellness, benefits and support, education, leisure time activities, fun and celebrations, and volunteer opportunities. The majority of these programs are done in partnership with other community providers and sponsors. Elmwood Hall is the gateway to information as well as the “place to gather” for many seniors. A newsletter titled “The Elmwood E-news” is a bi-monthly publication that keeps all members up to date on what’s going on. The Van Transportation Program provides rides to and from Elmwood Hall for activities and special outings in the community. The Rent Rebate Program, a State of Connecticut Program of the Office of Policy and Management, administered through this department, provides a one-time yearly rebate on rental payments for those who qualify. The Senior Nutrition Congregate Meal Program is provided in partnership with the Western CT Area Agency on Aging, serves a nutritionally balanced, hot meal in a social setting.

A “Friends of Danbury Seniors” group, “The Prime Timers, Inc.”, is a 501C3 not-for-profit whose sole mission is to support the programs of the department and the Elmwood Hall Senior Center. Donations are accepted at any time.

Our Accomplishments:
Our accomplishments for 2021 focused on continuing the programs the Department of Elderly Services redesigned to safely meet the needs of Danbury Seniors during the COVID19 pandemic. As we moved through the year, the focus changed to a gradual, safe reopening of in-person programing. Our reopening began on May 19, 2021.

Congregate Meal Site turned into Meal Delivery and Grab and Go. In partnership with CW Resources, our congregate meal provider for our on-site senior lunch program, we have converted this program into a Meals on Wheels delivery program. In December, State of CT COVID19 funds for senior meals were depleted. Through the support of three non-profits, The New American Dream Foundation, and The Prime Timers, Inc., Friends of Danbury Seniors, The United Way of Western CT, and The Amber Room Colonade, we were able to secure funds to provide two meals to these same seniors until April of 2021. In May of 2021, the State of CT funding resumed. Four meals per week are provided via Grab and Go.

Resource and Referral Over the Phone and In Person.

We continue to connect seniors to resources in the community. Many referrals are for seniors who are food insecure, but we are also assisting with referrals and guidance for SNAP benefits, homecare, housing, tax assistance, elder abuse, home repair, elder law, transportation, unemployment, and medical equipment. In May of 2021, this program became available by appointment in person again.

CHOICES Over the Phone. (Connecticut’s program for Health insurance assistance, Outreach, Information and referral, Counseling, Eligibility Screening, i.e. Medicare A, B, D, Advantage, Medigap, Medicare Savings) Up until May, we continued to assist seniors with CHOICES and benefit and support services over the phone. After May, we were again able to offer in person appointments for this important information.

Delivery of Personal Care Items. A private citizen donated personal care items such as deodorant, soap, body lotion, shampoo, toothpaste, etc. These items were delivered to Danbury seniors who were in our meal delivery program.

Rent Rebate Over the Phone. The Rent Rebate program for 2019 concluded on October 1, 2020. Since outreach to senior and disabled housing buildings was not permitted, all communication and application submission for this program took place over the phone, through email, text, and Facetime. The program for 2020 began with the same process, adding in person appointments after May of 2020.

“Sunshine Smile” Social Wellness Call Program. In an effort to mitigate social isolation, this program, once called Friendly Visitor Over the Phone, has continued to grow during the isolation of COVID19. As well as helping to alleviate social isolation, this program acts as a liaison for connecting seniors to services they might need in the future.

On Demand Virtual Activities / Zoom Classes / In Person Classes. We offered virtual on-demand activities, especially in the area of wellness classes. They include Line Dancing, Strength Training, Gentle Flow Yoga, Zumba Gold, Timeless Trivia, Chair Yoga, and Dance Yoga. Then Zoom activities followed, including Trivia, Movie Club, Scavenger Hunt, Coloring Circle, Strength Training, Chair Yoga, Line Dancing, Multimedia Art Instruction, and a St. Patrick’s Day Party. The Senior Center also participated in “It’s a Wonderful Life” A Virtual Gathering for Connecticut Senior Centers. This was a statewide virtual event. Danbury Senior Center participated along with seventy other senior centers. It was provided by CT Healthy Living Collective, Connecticut Community Care, CT Association of Senior Center Personnel with support from AARP CT. Treat bags were distributed Grab and Go or delivered by Elmwood Hall - Danbury Senior staff that included holiday treats and a National Council on Aging “Aging Mastery” Starter Kit. Many of the Zoom activities returned to in person beginning in May 2020.

Connections with Friends and Family through Technology - “Stay Connected” Program. Elmwood Hall - Danbury Senior Center partnered with the State of CT Western CT Area Agency on Aging (WCAA) to assist qualified seniors to obtain no cost technology, such as smart phones or tablets in an effort to help seniors get connected to friends and family. Qualified seniors are matched with a “device” to help them to see family and friends via FaceTime, Zoom, Google Meet, etc. This program was supported by the CARES Act.

One-on-One Tech Support Over the Phone. Elmwood Hall - Danbury Senior Center and the Danbury Library have redesigned our One-on-One Tech Support program so now seniors can receive the tech support they need to understand how to better communicate with friends and family over the phone.

CT Department of Agriculture Farmers’ Market Voucher Program. A partnership with the State of CT Department of Agriculture, Farmers’ Market Vouchers were provided for Danbury seniors by in person appointments.

Eat Smart Live Strong Nutrition Program / Farm on the Move. A funding increase has allowed us to double the amount of Farmers’ Market Boxes or Farmers’ Market Coins. Nutrition education continues on-line in partnership with UCONN Department of Agriculture SNAP Nutrition Education. Fresh vegetables were provided in the form of two choices: 1) “Two Grab and Go Farmers’ Market Boxes” per month, picked up at the Senior Center for those who did not feel safe shopping at the Farmers’ Market (or delivered for those who lack transportation) or 2) “Farmers’ Market Coins” given out directly at the Farmer’s Markets to seniors so they can shop on their own. Both are valued at $20. This program is a delivered in partnership with CityCenter Danbury, the Danbury Farmers’ Market, UCONN Department of Agriculture, the Peter and Carmen Lucia Buck Foundation, the Savings Bank of Danbury, and the United Way of Western CT.

Grab and Go and / or Delivery Events. Grab and Go / Delivery events replaced many of the social events held at the Senior Center. They were held outside in the front of the Senior Center. November: Halloween Treat Bag, December: Holiday Woolen Heart Craft, You’ve Been Elfed Treat Bag, It’s a Wonderful Life Treat Bag and Statewide Virtual Holiday program, February: Valentine’s Breakfast, Zentangle Crafting at Home, Watercoloring Painting at Home, March: St. Patrick’s Day Treat Bag, May: Self Care / Social Isolation Treat Bag (funded with CARES grant), June: Unilever Everyday Household Items, 10 lbs. Box (provided by Unilever through The New American Dream Foundation, Rethink Your Drink Nutrition / Hydration Bag and Zoom program.

Scaling Up Operations. COVID19 is a fluid and ever changing situation. Wearing masks and social distancing remain. We will continue to scale up operations as appropriate. We will continue to work with the State of Connecticut Department of Aging and Disability Services, the State of CT Department of Public Health, the CT Association of Senior Center Personnel, as well as our City of Danbury Mayor’s Office, and Department of Health and Human Services to remain open in a way that prioritizes the safety of Danbury’s older adults.
The Danbury Department of Health and Human Services is committed to providing a healthy environment for our community. We serve to address public health concerns with model health programs, housing & social services advocacy, and other services in a cost-effective and comprehensive manner. The department works daily to protect and improve the public’s health in innumerable ways, ranging from the expected restaurant inspections to the tracking of communicable diseases. The primary function of our department is to serve as a catalyst to stimulate action from within the community to effectively and appropriately address public health concerns that may jeopardize our community’s health and limit our potential to address those concerns.

**Our Mission:**

Community Health: The Department of Health and Human Services Community Health Division is responsible for the investigation of infectious diseases within the City of Danbury. We provide a variety of preventive health programs whose goals are to increase a healthy life span for Danbury residents. Our programs include partnerships with public departments and physicians. Over the last year, we have focused on COVID-19 Pandemic response.

- Administered 18,675 COVID-19 vaccines at our Rogers Park Middle School clinic location from December 2020-June 2021.
- Hired 11 part-time community health workers to assist with COVID-19 response, outreach, contact tracing, and vaccine clinic operations. 4 of them achieved a certificate and became a Certified Community Health Worker.
- Hosted 2 mass flu vaccination/COVID-19 testing sites and additional smaller scale flu clinics with other community partners and organizations.
- Administered over 1,300 flu vaccines at various clinic sites.
- Conducted contact tracing for over 12,315 cases and contacts in an effort to mitigate the spread of COVID-19.
- Coordinated community COVID-19 testing with Federally Qualified Health Centers for vulnerable populations.
- Collaborated with local community organizations to provide COVID-19 vaccination services including scheduling, outreach, education-based tabling events, and the establishment of clinics.
- Creation of COVID-19 Public Service Announcements, including radio advertisements on Danbury stations and a commercial.

Public Health Emergency Preparedness: The Department of Health and Human Services Emergency Preparedness Division is continually building preparedness capabilities to deal with emergency situations. We have a well-organized group of staff members and a strong volunteer force that continues to review emergency response plans for the safety of our community. Our team works with other municipal agencies that include the Police Department, Fire Department, and other authorities to carry out response plans in the event of an emergency. The Division serves as an educational resource for personal and community preparedness.

- Vaccinated 22 homebound individuals against COVID-19 in Danbury.
- Facilitated distribution of PPE to small businesses during the COVID-19 pandemic.
- Coordinated Isaias Tropical Storm Response to ensure vulnerable populations had access to safe and clean food, water, and shelter during the extended power outage.

Environmental Health: The City of Danbury’s Environmental Health Division strives to take preventive measures to assure the safety of its residents. Our goal is to prevent illness, disability, injury, and death from interactions between residents and the environment. Our qualified team conducts health inspections, investigates and resolves complaints regarding hazardous conditions, and educates residents to take precautions to ensure a healthy environment. The Department of Health and Human Services is in partnership with state and federal agencies and is responsible for the enforcement of the state public health codes, state statutes and regulations, and local health ordinances.

- Conducted over 600 COVID-19 compliance inspections and responded to 450 COVID-19 related complaints.
- Partnered with various city departments to establish the COVID-19 Health Enforcement Team.
- Hired two part-time public health inspectors.
- Investigated multiple Elevated Blood Lead Level cases in partnership with the State of Connecticut Department of Public Health and identified various ceramic ware pieces as the source of lead poisoning, which lead to an embargo/recall of these products.
- Two full-time Public Health Inspectors received their Phase II subsurface sewage disposal certification.
- Two staff members completed their Lead Risk Assessor and Lead Inspector certification and four received their recertification.

**Grant Awards over $50,000:**

- CT DPH Vaccine Equity Partnership Funding: $946,084.06
- CT Dept. of Public Health Epidemiology and Laboratory Capacity Grant: $510,143
- CT Health Foundation (COVID-19 Response): $125,000
- CT Health Foundation Extension (COVID-19 Response): $100,000
- CT DPH - Local Health Department Reimbursement for COVID-19: $76,058
- CT Department of Housing - Emergency Shelter: $138,264

**Our Accomplishments:**

**Environmental Health:***
- Hired two part-time public health inspectors.
- Investigated multiple Elevated Blood Lead Level cases in partnership with the State of Connecticut Department of Public Health and identified various ceramic ware pieces as the source of lead poisoning, which lead to an embargo/recall of these products.
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- CT Department of Housing - Emergency Shelter: $138,264
Our Mission:

The Director of Veterans Affairs is responsible for the knowledge of federal and state laws, benefits, and rights available to veterans and their dependents. The director interacts with local veterans to determine initial and continuing eligibility for benefits.

Information is then verified and evaluated through the involvement of the Connecticut Veterans Affairs Office and applications are prepared and filed with the appropriate local, state, or federal agencies.

Danbury’s Veterans Affairs Office provides referrals and information and answers inquiries regarding veterans’ benefits, housing monetary support, psychological and medical assistance.

This office is a conduit for veterans to seek assistance with the preparation and filing of appeals of decisions denying benefits.

Our Accomplishments:

This year, the department received over 1,200 contacts via phone or email. The department also completed projects for veterans valued at more than $50,000 through donations and volunteers as well as over $110,000 in aid through the Soldiers, Sailors, and Marines Fund. We also helped facilitate numerous Covid-19 testing sites and vaccine clinics. Although the Covid pandemic has restricted the last year’s in-person meetings and appearances, the office has done all it can to assist our veterans while respecting the Covid-19 precautions.

Thank you for your service veterans!
Danbury Municipal Airport’s mission is to provide a safe, secure, efficient, environmentally sensitive, and economically responsible, General Aviation Airport, while remaining responsive to the community’s needs and requests.

Department Goals:

The goal of the Airport is to continue providing top quality services to the FBO’s and aviation community, while being fiscally and environmentally cognizant of the community at large. To also remain one of the top 5 General Aviation airports in New England, in overall operations.

Our Accomplishments:

- Completing a $180,000 Grant to Study Approach Surfaces to make them even safer
- The continued removal of obstructions (trees) from the runway approaches.
- Secured a non-matching Federal Grant for $68,000.
- Secured a $37,000 Non-Matching CRRSSA Grant from the FAA.
- Secured a $59,000 Non-Matching ARGAP grant from the FAA.
- Broke ground on much needed new Hangar Space.
- Streamlined the Airport’s Minimum Standards and the FBO Operational Permit process.
- Remained as one of the Top 5 Busiest General Aviation Airports in New England.

Major Objectives 2021-2022:

- Complete the Runway Approach / Wind Rose Study.
- Move forward with much needed hangar space improvements and construction.
- Apply for a Federal Grant to rehabilitate AND Design/Build Taxiway Charlie.
- Plan for a future grant to Rehabilitate Runway 17-35.
Our Mission:

The Stanley L. Richter Memorial Park is one of the finest leisure facilities in Connecticut. It forms a unique combination of both arts and recreational activities, attracting nearly 60,000 visitors annually. The championship golf course has been repeatedly recognized as one of America’s finest golf courses and also features tennis courts, hiking trails, a fitness trail, cross country ski trails and sledding along with casual and fine dining. During the summer there are outdoor musicals and, throughout the year, the Richter Association for the Arts conducts shows and exhibits. Richter Park is governed by a nine member volunteer autonomous board which sets policy for management of the entire facility.

Description:

Richter Park’s vision is to provide an outstanding recreational venue with a friendly, courteous and knowledgeable staff for the personal enrichment of both the residents of Danbury and its many out of town visitors.

Richter Park Golf Course encompasses over 180 acres of gentle rolling terrain nestled serenely between West Lake Reservoir and Boggs Pond. The layout is scenic with water coming into play on 14 out of 18 holes. The undulating greens are well guarded by 49 bunkers surrounding the course. There are four sets of tees to choose from that will challenge all golfers regardless of skill, and don’t miss our NEW 20-bay full service driving range as well! This Edward Ryder designed course is well matured and is bordered by large trees that make for a special treat in the fall with all the color in brilliant contrast against the backdrop of the hills.

Richter Park is also known for its prestigious art, music and theater productions which draw visitors from all over the Tri-State area. Since its inception in 1971, the Stanley L. Richter Association for the Arts has hosted some of the most interesting events of the Danbury area cultural scene. They include art shows, classical and popular musical presentations, lectures and ethnic performances. These spring and fall weekend events take place at the Richter House, adjacent to the golf course and are open to the public, admission by free will donation. Each autumn, area artists exhibit their works in Richter’s most prestigious event, the Annual Juried Art Show, to compete for cash prizes. For information about this year’s program of activities, visit www.danbury.org/richter.

Also found at Richter Park is both casual and fine-dining at the acclaimed Café on the Green Restaurant. With an award winning wine cellar of over 100 varieties, this Northern Italian restaurant is the perfect complement to a day of arts and recreation and offers the perfect setting for your special occasion.

Yes, there’s plenty for the kids to do, too! No school? Snow days are very popular at Richter Park with sledding, cross country skiing, ice hockey and skating.

Go for a family hike on one of three trails where you will travel on cleared, unpaved paths to enjoy some of the most spectacular views anywhere in the state. Need a rest when you get to the top? A cleared overlook areas and natural benches made from the recently fallen oak trees provide the perfect spot for a snack before heading back down. Junior golf is always popular at Richter Park with First Tee clinics, summer camps and welcoming junior rates.
**Our Accomplishments:**

Host of the Tri-State area’s only weekend, two-day amateur golf tournament, Richter Park continues to attract skilled golfers from all over. Participants travel from the Carolinas and Texas, Chicago and California to participate in this first-class golf event. And Richter Park is proud to give back to the community. Celebrating its 29th year, the Danbury Amateur and Richter Park has donated over a quarter of a million dollars in support of local Danbury charities.

The golf course continues to be one of the most recognized golf courses in Connecticut. In recent years, Richter Park won the 2015 PGA Walter Lowell Distinguished Public Golf Course Service Award. In 2012, Richter Park earned the ranking of “Top 10 Places to play in New England” by the Boston Globe. Other recent accolades include Most Challenging Golf Course in Connecticut by Connecticut Magazine in 2013, Top 10 Course in Connecticut by Golf Magazine and the #2 Best Public Course in Metropolitan, NY by the Golf Writers Association of America. Richter Park has been voted in the Top 10 as “Must Play” course in New England by the New England Journal of Golf, and the #1 “Favorite Course” in Connecticut. Rated “Top 50 Golf Courses in America and one of the top 5 in the State” in Golf Week magazine, this accolade was preceded by the 2008-2009 “Four Star Golf Course” award by Golf Digest in their Places to Play publication.

FORe, aka Friends of Richter, is a 501(c)(3) whose efforts go towards raising $10 million in private funds in support of the Richter Park Master Plan. Among its many improvements, the plan calls for a complete renovation and update of the Richter House, including a new and improved theater and catering facility, along with improvements to the golf course.
Our Mission:

Tarrywile Park is managed for the City of Danbury by the Tarrywile Park Authority to provide appropriate community activities, passive recreation, environmental education, wildlife management, watershed protection and promote a greater appreciation of natural resources while maintaining a sustained balance of historic preservation.

Office Hours:
Monday – Friday: 8:00am to 4:30pm

Park Hours:
Daily - Sunrise to Sunset

Department Goals:

Cared for by a staff of five; 2 full time and 4 part time employees. Their responsibilities range from mowing lawns, snow plowing, garden maintenance, booking Mansion events, fundraising, building maintenance, just to name a few duties. The City provides 53.6% of our funding with the Tarrywile Park Authority and staff raising an additional 46.4% through building rentals and fundraising. We will strive to continue to providing the level of service that Park users have come to expect including programs, activities and opportunities for passive recreation, observing wildlife and scenic views.
Our Mission:

The Danbury Museum and Historical Society is YOUR hometown museum. Preserving, protecting, and educating Danbury's friends, neighbors, and visitors about the heritage and history of our community is our main focus! Situated in downtown Danbury, at the southern end of Main Street, the main museum campus is composed of five buildings.

Huntington Hall is a handicap accessible exhibit space, the museum offices, research library, and archives. Huntington Hall is also a place for local groups to hold meetings, and is used by the museum to host a diverse series of lectures and programs that are free and open to the public.

The museum preserves several historic buildings including the John & Mary Rider House (c. 1785), the John Dodd Hat Shop (c. 1790), the Marian Anderson Studio, the King Street Schoolhouse, the Little Red Schoolhouse, and the Charles Ives Birthplace. The collections displayed in these buildings encompass everything from historic Danbury made hats, to colonial kitchen equipment from the 18th century, to the christening costume of Charles Ives, to the gowns worn by Marian Anderson onstage during her career. The archival collection is an amazing example of diverse ephemera tracking the life and lifestyles of Danburians past and present. In addition, historic newspapers, city directories, letters, diaries, and a wide ranging photo collection provide a unique glimpse of our local, regional, and national history.

The museum gardens are open dawn to dusk and encompass both historic medicinal gardens as well as colorful formal space with many areas to sit and enjoy an oasis of nature downtown.

Since 1941 the museum has preserved Danbury’s heritage and historic properties as it continues its mission to increase history based tourism, museum programming, and the expansion of local history curriculum in our public schools. The Danbury Museum is thrilled to provide tours of the historic buildings in its collection, and to safeguard the documents that reflect our city’s history.
Aviation Commission – The Commission works directly with the airport Administrator to facilitate the operation of the Danbury Municipal Airport in accordance with the Federal Aviation Agency and the statutes of the State of Connecticut and the City of Danbury.
Chair: John Ashkar – cent21ash@aol.com
Meeting Date: Occurs on the third Tuesday every month, 7pm City Hall RM 3C

Board of Ethics – The Board of Ethics renders advisory opinions on conflicts of interest for municipal officers and employees including members of the Commissions, Boards or Authorities as to the propriety of their conduct. They also investigate complaints against those same individuals alleging violations of conflict of interest and other violations of Code of Ethics.
Chair: Arthur Mannion
Meeting Date: Occurs on First Monday of December, 7pm City Hall 2B

Board of Assessment Appeals – The Board of Assessment Appeals reviews specific cases in the event of a tax assessment discrepancy. The board meets in March to review Real Estate, Personal Property, and Automobile assessments and in September to review only Automobile assessments.
Meeting Date: visit www.danbury-ct.gov for more information

Building Code Board of Appeals - The Board hears appeals from owners or their authorized agents against a decision rendered by a Building official in the City of Danbury. The Board also hears appeals against the Health and Housing Office in orders of abatement in connection with alleged violations.
Chair: John Schweitzer Jr. - candjare@sbcglobal.net
Meeting Date: visit www.danbury-ct.gov for more information

Civil Service Commission – The Commission ensures current and prospective employees are judged on merit and fitness without regard to personal, political or other factors.
Meeting Date: visit www.danbury-ct.gov for more information

Danbury Housing Partnership – The partnership strives to achieve quality housing for elderly, low income, disabled and work force families of Danbury, Connecticut through housing alternatives and to raise the economic, educational and social levels of the residents of the City of Danbury.
Meeting Date: Occurs on the second Thursday of every other month beginning in January

Fair Rent Commission – The commission’s purpose is to maintain reasonable rental rates and eliminate excessive rental charges on residential property within the City of Danbury. Any tenant living in Danbury is eligible to file a complaint with the Fair Rent Commission. It will investigate and act on complaints, inquiries and other communications regarding alleged excessive rental charges. There are nine Commissioners appointed to this body.
Chair: Susan Mazzucco
Meeting Date: Occurs on the third Thursday every month, 7pm City Hall 2C

Housing Authority – The Housing Authority of the City of Danbury is a quasi-governmental agency which operates units of low income, moderate rental, elderly housing, scattered site public housing and units of single room occupancy.
Executive Director: Jeffrey Reick
Chairman of the Board: Steven Greenberg
Meeting Date: Occurs on third Thursday of each month, location varies

Parking Authority – The authority is responsible for the operation of the Patriot Garage, the Metro North Commuter Lot, and all metered and permit parking in CityCenter Danbury including five surface lots and in excess of 400 street parking meters located primarily on Main, White and West Streets.
Chair: Peter Damia
Meeting Dates: Occurs on fourth Thursday of each month, 8:15am Parking Authority Office

Planning Commission – The Planning Commission reviews applications for subdivisions, site plans and special exceptions.
Chair: Arnold Finaldi, Jr. - afinaldi@rkinsurance.com
Meeting dates: Visit www.danbury-ct.gov for more information

Zoning Board of Appeals – The board hears appeals to vary the Zoning Regulations based on hardships that these Regulations may impose on the citizens of Danbury. They also hear appeals of decisions made by Planners and Zoning Enforcement Officers.
Chair: Herbert Krate
Meeting Dates: Occurs on the second and fourth Thursday every month, 7pm City Hall Council Chambers

Zoning Commission – The commission reviews applications for zone changes, amendments to the zoning regulations and special permits for location approvals for liquor permits or for the storage, sale and repair of construction equipment. They also advise the Zoning Board of Appeals on “use variance”.
Chair: Robert Melillo – rkmelillo@aol.com
Meeting Dates: Occurs on the second and fourth Tuesday every month, 7:30pm City Hall, Council Chambers
Commission on Aging – The commission acts as the official agency of the City of Danbury on aging. The Commission is available to study the needs and to coordinate programs for the aging, particularly in connection with housing, economics, employment, health, recreation and other matters. The Commission works with the Department of Elderly Services and it focuses on making the community more aware of the needs of our elderly population.
Co-Chair: Mary Mazzucco - marmaz@aol.com and John Schroeder – j.schroeder109@hotmail.com
Meeting Dates: Visit www.danbury-ct.gov for more information

Commission on Persons with Disabilities – The commission advises the Mayor and the Common Council of the needs of persons with disabilities within the community with relation to housing, economics, employment, transportation, health, recreation and other matters.
Chair: John Gentile - jmgvr1550@aol.com
Meeting Dates: Second Tuesday of the month, 6:30pm City Hall 1st floor.
(No meetings held in July and August)

Cultural Commission – The commission supports the development of new arts programs, and supports and funds local arts, cultural and ethnic activities. The commission also encourages, promotes and co-sponsors events which benefit and improve the quality of life for Danbury residents.
Chair: Harvey Center – harveycenter@snet.net
Meeting Dates: Occurs on the fourth Monday every month, 7:30pm Danbury Music Centre

Danbury Council of Veterans – The Council is responsible for making arrangements for and conducting all Veterans Memorial ceremonies in Danbury. In addition, the council is also responsible for organizing and carrying out the Memorial Day Parade.
Danbury Council of Veterans:
President: Bill Moser
Secretary/Treasurer – Louise Pinard – lpinard@aol.com
Veterans Of Foreign Wars Post #149 Commander: Paul Schlemmer
American Legion Post #60 Commander: Paul Stanzy
Marine Corps League Hat City Detachment Commandant: William Moser
Marine Corps League Hat City Detachment Sr. Vice Commandant: Jerry Smith
Catholic War Veterans Post #1042 Commander: Richard Raymond
Korean War Veterans Association Commander: Brendan Sniffin
Disabled American Veterans Chapter #25 Commander: Harvey Strode
Meeting dates: Occurs once a month, no meetings in July & August

Candlewood Lake Authority – The Candlewood Lake Authority provides lake, shoreline and watershed management to foster the preservation and enhancement of recreational, economic, scenic, public safety and environmental values of the Lake for the City of Danbury and the towns of Brookfield, New Fairfield, New Milford and Sherman in cooperation with the State of Connecticut and Northeast Utilities. The authority is also responsible for the lake patrol.
Executive Representative: Daniel Rosemark - daniel.rosemark@gmail.com
Meeting Date: Second Wednesday of each month, 7:30pm Brookfield Town Hall RM 133

Conservation Commission
The Conservation Commission’s mission is to assure that Danbury maintains an adequate stock of open space resources for its citizens to have opportunities for passive recreation, outdoor exercise, environmental education, artistic inspiration and spiritual respite.
Chair: Kim Botelho - kim.botelho@gmail.com
Meeting Date: Occurs on the third Monday every month, 7pm City Hall RM 2C

Environmental Impact Commission
The Environmental Impact Commission is charged with protecting and preserving wetlands and watercourses in the City of Danbury from random, unnecessary, undesirable and unregulated uses, disturbance or destruction. The primary purpose of the Commission is to minimize disturbances and maintain and improve water quality.
Chair: Bernard Gallo - bgallo@figueiredorealty.com
Meeting Date: Occurs on the second Wednesday every month, 7pm City Hall Council Chambers

Lake Kenosia Commission
The Lake Kenosia Commission is dedicated to improve the quality of life for Danbury citizens by ensuring the long-term protection of Lake Kenosia as one of the City’s important natural resources through pro-active environmental planning, sound environmental management, and public education.
Chair: Vacant
Meeting Date: Occurs on the fourth Monday of each month, 5:30pm, meeting locations may vary

Parks & Recreation Commission
The Parks and Recreation Commission is responsible for recommending a recreational plan and amendments to the planning commission for adoption, pursuant to the planning commission’s authority.
Chair: Charles Willam
Meeting Date: Visit www.danbury-ct.gov for more information
An Ordinance Making Appropriations For The Fiscal Year Beginning July 1, 2021 And Ending June 30, 2022.

SECTION 1. That the amounts hereinafter set forth aggregating $267,000,000 or so much as may be necessary, are hereby appropriated for the General Fund, from current revenue, for the use of the several departments of the Municipal Government and for the purpose hereinafter mentioned for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

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<td>Fair Rent Comm</td>
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<td>City Council</td>
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<td>Senior Center Bldg</td>
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<td>Old Jail Bldg</td>
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<td>Gen Gov Empl Ben</td>
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<td>HART</td>
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<td>Pub Sfty Empl Ben</td>
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<td>GRAND TOTAL</td>
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</table>
A RESOLUTION LEVYING THE PROPERTY TAX FOR THE FISCAL YEAR

SECTION 2.
That the amount of $3,800,000 is appropriated to the AMBULANCE FUND in the same manner as set forth in Section 1 hereof.

SECTION 3.
That the amount of $320,000 is appropriated to the ANIMAL CONTROL FUND in the same manner as set forth in Section 1 hereof.

SECTION 4.
That the amount of $14,300,000 is appropriated to the SEWER FUND in the same manner as set forth in Section 1 hereof.

SECTION 5.
That the amount of $10,300,000 is appropriated to the WATER FUND in the same manner as set forth in Section 1 hereof.

SECTION 6.
That the amount of $19,251,665 is appropriated to the INTERNAL SERVICE FUND/RISK MANAGEMENT/EMPLOYEE BENEFITS in the same manner as set forth in Section 1 hereof.

SECTION 7.
That the amount of $2,925,000 is appropriated to the INTERNAL SERVICE FUND/WORKERS’ COMPENSATION in the same manner as set forth in Section 1 hereof.

SECTION 8.
That the amount of $25,711,000 is appropriated to the INTERNAL SERVICE FUND/PENSION/OTHER POST EMPLOYMENT BENEFITS in the same manner as set forth in Section 1 hereof.

SECTION 9.
That the amount of $112,222,000 is appropriated to the CAPITAL FUND in the same manner as set forth in Section 1 hereof.

BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

SECTION 1.
The sum of $220,188,423 representing the gross appropriation for the City of Danbury of $267,000,000 for the fiscal year of July 1, 2021 and ending June 30, 2022, minus Indirect Revenue of $40,061,577, minus use of fund reserves of $6,750,000, is hereby levied and assessed on all taxable property in the City of Danbury as set forth on the annual Grand List as of October 1, 2020.

SECTION 2.
Accordingly, the General Fund Tax Rate for the fiscal year beginning July 1, 2021 and ending June 30, 2022 shall be as follows:
TAX RATE: 27.60 MILLS

SECTION 3.
The taxes levied and assessed as hereinafter provided shall be payable in quarterly installments on July 1, 2021, October 1, 2021, January 1, 2022, and April 1, 2022 except for taxes levied and assessed on mobile homes, motor vehicles and where not in excess of One Hundred Dollars ($100.00), which taxes shall be paid on July 1, 2021, in accordance with the General Statutes of the State of Connecticut, unless said dates shall have lapsed before the effective date of this resolution, in which case the Tax Collector shall fix the dates and installments as if said dates had not been fixed herein as provided by law.

SECTION 4.
The Tax Collector shall cause the said taxes above levied and assessed to be inserted on the tax rolls for the fiscal year beginning July 1, 2021 and ending June 30, 2022.
FOR ANY AND ALL INFORMATION CALL CITYLINE 311

CityLine 311 203-744-4311
Airport 203-797-4624
Board Of Education 203-797-4701
Building/Inspections 203-797-4582
Hart Bus Schedules 203-797-4708
Business Advocacy 203-796-1649
City Center 203-792-1711
City Council 203-797-4514
Construction Services 203-796-8069
Danbury High School 203-790-2872
Dog Pound - Police 203-748-6456
Elmwood Hall/Elderly Services 203-797-4686
Emergency Management 203-797-4630
Engineering 203-797-4641
Equipment Maintenance 203-796-1506
Finance 203-797-4652
Fire Department 203-796-1550
Fire Marshal/Community Risk Reduction 203-796-1541
Forestry 203-797-4609
Health & Human Services 203-797-4625
   Health Services 203-797-4569
   Human Services 203-797-4569
Highway 203-797-4605
Homeless Shelter 203-796-1661
Housing Authority 203-744-2500
Human Resources/Civil Service 203-797-4598
Ice Rink 203-730-0241
Information Technology 203-797-4560
Legislative Assistant 203-797-4514
Mayor's Office 203-797-4511
Public Library 203-797-4505
Parking Authority 203-748-6423
Parks Maintenance 203-796-1549
Permit Center 203-796-1653
Planning & Zoning 203-797-4525
Police 203-797-4611
   Tips Line 203-790-8477
Probate Court 203-797-4521
Public Buildings 203-797-4584
Public Utilities 203-797-4637
Public Works 203-797-4537
Purchasing 203-797-4571
Recreation 203-797-4632
Registrar of Voters 203-797-4553
Tarrywile Park & Mansion 203-744-3130
Tax Assessor 203-797-4556
Tax Collector 203-797-4541
Town Clerk 203-797-4531
Treasurer 203-748-6262
Veterans Affairs 203-797-4620
W.I.C. 203-797-4693
War Memorial 203-743-3932
U.N.I.T/Neighborhood Asst. 203-796-8026
Richter Park Golf Course 203-797-2550
Museum & Historical Society 203-743-5200
HRRA 203-775-6256
Mom & Pop Recycle 203-743-0405
Volunteer Center 203-797-1154