

# CITY OF GROTON

## BUDGET

Approved June 5, 2023



FISCAL YEAR 2023-2024

***THE CITY OF GROTON***  
***2023-2024 BUDGET***  
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***THE CITY OF GROTON***  
***2023-2024 BUDGET***  
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# THE CITY OF GROTON

**Mayor Keith Hedrick**

295 Meridian Street, Groton, CT 06340  
(860) 446-4103 (860) 445-4058 FAX

## MAYOR'S BUDGET MESSAGE FISCAL YEAR 2023-2024

Dear Members of the City Council:

As required by Article VI, Section 2 (a) of the Charter, I submit to you the proposed budget for Fiscal Year 2024 (FY 2024).

I am submitting a budget which includes a decrease of \$408,934 in comparison to FY 2023.

The proposed budget is a continuation of services budget that takes into account changes in the economic climate.

This budget also follows the FY 2023 budget with funding for capital projects and continues efforts to reserve funds for future purchases of vehicles.

The use of the undesignated fund balance will be \$2,100,000. This would leave a healthy reserve of 24.46%, slightly less than FY 2023.

The proposed budget would produce no change to the current mill rate of 3.67. The mill rate will be reviewed once we receive the 2022 Grand List after the Board of Assessment Appeals' actions.

The City continues to be fiscally responsible.

Sincerely,

Keith Hedrick

**THE CITY OF GROTON  
BUDGET 2023-2024  
CITY COUNCIL AMENDMENTS**

**RESOLUTION THAT THE MAYOR AND COUNCIL APPROVE THE CITY OF GROTON BUDGET FOR THE FISCAL YEAR 2023-2024 PURSUANT TO THE CITY OF GROTON CHARTER, ARTICLE VI, SECTION 2(C)**

**WHEREAS**, pursuant to the City of Groton Charter, Article VI, Section 2(c) “the Council shall approve the budget”..”if no budget is approved by the Council, the Mayor’s original proposed budget shall be submitted to the electors and qualified citizens of the City for their approval...”;

**WHEREAS**, the City Council approved the FY 2023-2024 budget with the following amendments:

- Decrease Finance Department account by \$5,000
- Increase Fire Department account by \$1,000
- Increase Parks and Recreation account by \$4,000

**THEREFORE, BE IT RESOLVED** that the Mayor and Council approve the City of Groton Budget for the Fiscal Year 2023-2024 pursuant to the City of Groton Charter, Article VI, Section 2(c).

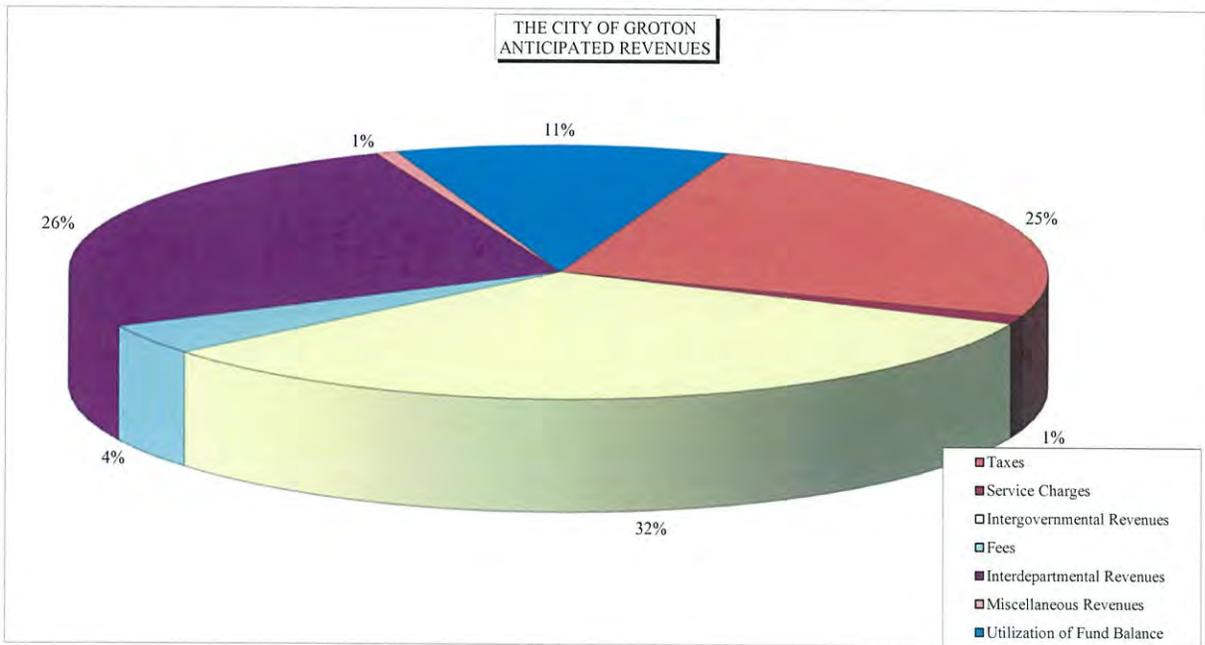
**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-22	BUDGET FYE 6-30-23	ESTIMATED FYE 6-30-23	PROPOSED BUDGET FYE 6-30-24
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**THE CITY OF GROTON  
ANTICIPATED REVENUE  
FOR FISCAL YEAR 2023-2024**

**SUMMARY OF ANTICIPATED REVENUES**

	ACTUAL FYE 6-30-22	BUDGET FYE 6-30-23	ESTIMATED FYE 6-30-23	PROPOSED BUDGET FYE 6-30-24
<b>FUND: 100 GENERAL FUND</b>				
Taxes	\$ 5,060,654	\$ 4,890,237	\$ 5,028,800	\$ 4,724,833
Intergovernmental Revenues	6,181,030	6,159,069	6,262,703	6,183,456
Licenses and Permit Fees	1,597,517	626,500	681,919	731,500
Interdepartmental Revenues	4,979,679	4,963,328	5,004,828	4,990,411
Miscellaneous Revenues	87,148	147,500	136,890	132,500
Operating Transfer In	15,000	15,000	15,000	15,000
Service Charges	223,990	195,000	190,400	210,000
<b>Total</b>	<b>18,145,018</b>	<b>16,996,634</b>	<b>17,320,540</b>	<b>16,987,700</b>
Utilization of Fund Balance	-	2,500,000	-	2,100,000
<b>Total Anticipated Revenue</b>	<b>\$ 18,145,018</b>	<b>\$ 19,496,634</b>	<b>\$ 17,320,540</b>	<b>\$ 19,087,700</b>



**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-22	BUDGET FYE 6-30-23	ESTIMATED FYE 6-30-23	PROPOSED BUDGET FYE 6-30-24
<b>FUND: 100 GENERAL FUND</b>					
<b><u>Property Taxes</u></b>					
100-9999-110-00-0	Property Taxes - Proposed Levy 3.67 Mills	\$ 5,038,770	\$ 4,858,737	\$ 5,000,000	\$ 4,863,333
100-9999-110-00-0	Property Tax Refund	-	-	-	(170,000)
100-9999-120-00-0	Interest on Delinquent Taxes	21,212	30,000	28,000	30,000
100-9999-121-00-0	Recovered Lien Fees	672	1,500	800	1,500
	TOTAL PROPERTY TAXES	<u>5,060,654</u>	<u>4,890,237</u>	<u>5,028,800</u>	<u>4,724,833</u>
<b><u>Intergovernmental Revenues</u></b>					
<b>TOWN OF GROTON:</b>					
100-9999-220-01-0	Police Grant	2,688,256	2,845,568	2,845,568	2,845,568
100-9999-220-02-0	Crossing Guards	-	-	-	-
100-9999-220-04-0	Highway Grant	2,859,107	2,733,481	2,733,481	2,733,481
100-9999-220-05-0	Health District	-	-	-	-
100-9999-220-06-0	State Aid Pass Thru	-	-	-	-
100-9999-220-07-0	Town Pilot	37,705	37,707	37,705	37,707
	TOTAL TOWN OF GROTON	<u>5,585,068</u>	<u>5,616,756</u>	<u>5,616,754</u>	<u>5,616,756</u>
<b>WEST PLEASANT VALLEY FIRE DISTRICT:</b>					
100-9999-230-01-0	WPV Fire District	383,449	400,000	428,000	425,000
<b>STATE OF CONNECTICUT:</b>					
100-9999-210-01-0	Boating Safety	-	-	-	-
100-9999-210-02-0	Elderly Property	-	-	-	-
100-9999-210-03-0	Totally Disabled	122	100	134	100
100-9999-210-04-0	Telephone Access Line	6,295	10,000	7,188	10,000
100-9999-210-05-0	Civil Preparedness	-	4,600	4,600	4,600
100-9999-210-06-0	Town Aid Road	111,979	112,613	111,979	112,000
100-9999-210-07-0	Municipal Grants & Aid	-	-	-	-
100-9999-210-08-0	Enterprise Zone	-	-	-	-
	State Pilot	-	-	-	-
100-9999-210-15-0	State Grant Miscellaneous	94,117	15,000	94,048	15,000
	TOTAL STATE OF CONNECTICUT	<u>212,513</u>	<u>142,313</u>	<u>217,949</u>	<u>141,700</u>
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>		<u>\$ 6,181,030</u>	<u>\$ 6,159,069</u>	<u>\$ 6,262,703</u>	<u>\$ 6,183,456</u>

**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-22	BUDGET FYE 6-30-23	ESTIMATED FYE 6-30-23	PROPOSED BUDGET FYE 6-30-24
<b><u>Licenses and Permit Fees</u></b>					
100-9999-310-01-0	Building and Zoning Fees	\$ 1,560,607	\$ 600,000	\$ 650,000	\$ 700,000
100-9999-321-00-0	Police Fees	9,759	6,500	6,919	6,500
	TOTAL LICENSES AND PERMITS	<u>1,570,366</u>	<u>606,500</u>	<u>656,919</u>	<u>706,500</u>
<b><u>Fees</u></b>					
100-9999-325-00-0	Parking Tickets	27,151	20,000	25,000	25,000
	TOTAL FEES	<u>27,151</u>	<u>20,000</u>	<u>25,000</u>	<u>25,000</u>
	TOTAL LICENSES, PERMITS AND FEES	<u>1,597,517</u>	<u>626,500</u>	<u>681,919</u>	<u>731,500</u>
<b><u>Interdepartmental Revenues</u></b>					
ELECTRIC DEPARTMENT:					
100-9999-510-01-0	Return of Investment	4,071,140	4,071,140	4,071,140	4,071,140
100-9999-510-02-0	Rent and Services	81,029	81,029	81,029	81,029
100-9999-510-03-0	Finance and Acctg Services	223,297	229,600	229,600	234,373
100-9999-510-05-0	Human Resources	176,719	180,584	180,584	183,361
	Building Maintenance	28,200	28,200	28,200	28,200
	TOTAL ELECTRIC DEPARTMENT	<u>4,580,385</u>	<u>4,590,553</u>	<u>4,590,553</u>	<u>4,598,103</u>
WATER DEPARTMENT:					
100-9999-520-01-0	Rent and Services	40,514	40,514	40,514	40,514
100-9999-520-02-0	Watershed Rent	10,000	10,000	10,000	10,000
100-9999-520-03-0	Finance and Acctg Services	111,649	114,800	114,800	117,186
100-9999-510-05-0	Human Resources	88,359	90,292	90,292	91,681
	Building Maintenance	14,100	14,100	14,100	14,100
	TOTAL WATER DEPARTMENT	<u>264,622</u>	<u>269,706</u>	<u>269,706</u>	<u>273,481</u>
SEWER DEPARTMENT:					
	Rent and Services	13,505	13,505	13,505	13,505
	Finance and Acctg Services	29,453	38,267	38,267	39,062
	Human Resources	37,216	30,097	30,097	30,560
	Building Maintenance	4,700	4,700	4,700	4,700
	TOTAL SEWER DEPARTMENT	<u>84,874</u>	<u>86,569</u>	<u>86,569</u>	<u>87,827</u>
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	48,759	15,500	57,000	30,000
100-9999-531-00-0	Highway Services	1,039	1,000	1,000	1,000
	TOTAL MISCELLANEOUS REVENUES	<u>49,798</u>	<u>16,500</u>	<u>58,000</u>	<u>31,000</u>
	TOTAL INTERDEPARTMENTAL REVENUES	<u>\$ 4,979,679</u>	<u>\$ 4,963,328</u>	<u>\$ 5,004,828</u>	<u>\$ 4,990,411</u>

**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-22	BUDGET FYE 6-30-23	ESTIMATED FYE 6-30-23	PROPOSED BUDGET FYE 6-30-24
<b><u>Miscellaneous Revenues</u></b>					
100-9999-615-00-0	Interest on Investments	\$ 4,736	\$ 20,000	\$ 6,500	\$ 10,000
100-9999-625-02-0	Insurance Claims Recoveries	32,383	30,000	43,000	30,000
100-9999-635-01-0	Rental Income - Auditorium	-	2,000	500	2,000
100-9999-635-02-0	Zbierski House	13,690	15,000	14,930	15,000
100-9999-645-01-0	Xerox Copies	1,656	1,000	1,000	1,000
100-9999-645-03-0	Trip Collections	2,600	20,000	15,000	20,000
100-9999-645-04-0	Miscellaneous	20,572	25,000	17,924	20,000
100-9999-645-06-0	Recycling	6,091	6,500	14,710	6,500
100-9999-645-08-0	City Day	-	3,000	2,331	3,000
100-9999-645-09-0	Bulky Waste	5,420	5,000	5,095	5,000
100-9999-645-12-0	Gravel Sales	-	20,000	15,900	20,000
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<u>87,148</u>	<u>147,500</u>	<u>136,890</u>	<u>132,500</u>
<b><u>Operating Transfer In</u></b>					
100-9999-691-00-0	Special Revenue - CD&BF Interal Service Fund	15,000	15,000	15,000	15,000
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>TOTAL OPERATING TRANSFER IN</b>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b><u>Service Charges</u></b>					
100-9999-720-00-0	Beach Receipts	137,909	120,000	117,000	135,000
100-9999-730-00-0	Recreation Receipts	77,029	62,000	58,500	62,000
100-9999-740-00-0	Parks Receipts	9,052	13,000	14,900	13,000
	<b>TOTAL SERVICES CHARGES</b>	<u>223,990</u>	<u>195,000</u>	<u>190,400</u>	<u>210,000</u>
<b><u>Utilization of Fund Balance</u></b>					
100-9999-810-00-0	Utilization of Fund Balance	-	2,500,000	-	2,100,000
		<u>-</u>	<u>2,500,000</u>	<u>-</u>	<u>2,100,000</u>
	<b>TOTAL ANTICIPATED REVENUE</b>	<u>\$ 18,145,018</u>	<u>\$ 19,496,634</u>	<u>\$ 17,320,540</u>	<u>\$ 19,087,700</u>

**THE CITY OF GROTON, CT.**

**DESCRIPTIONS OF GENERAL FUND REVENUES**

**FISCAL YEAR 2023-2024**

The financing plan for the General Fund for the Fiscal Year 2023-2024 totals \$19,087,700, a decrease of \$408,934 over the current revenue budget. This includes increasing Property Taxes by \$4,596, maintaining the return of investment from the Electric Department and the Utilization of Fund Balance of \$2,100,000. The following are explanations of the Fiscal Year 2023-2024 revenue category.

**GENERAL PROPERTY TAXES:**

Current Taxes: The current levy for FY 2023-2024 is based on all taxable property in the City as of October 1, 2022 and includes adjustments made by the Board of Tax Review. The total of all values compiled is the Grand List. The amount to be raised by taxes is calculated by taking the proposed budget appropriations for FY 2023-2024 less estimated receipts from non-tax sources. The mill rate (one mill equivalent to one dollar of tax for every one thousand dollars of assessed value) is then calculated by using the October 1, 2022 Grand List, less legal exemptions and the estimated tax collection rate of 99%. Current taxes are due July 1. The FY 2023-2024 mill rate that was proposed by the Mayor and Council is 3.67 mills which is no change from the prior year.

Interest & Lien Fees: An interest rate of 1.5% per month is applied on delinquent taxes as well as a \$24.00 lien fee on any property that has a lien placed on it.

**INTERGOVERNMENTAL REVENUES**

**Town of Groton:**

Police Grant- Reflects contribution to the City based on 50 per cent of the total police appropriation less the cost for the City of Groton Chief of Police, outside work and parking ticket receipts.

Highway Grant- Represents one hundred per cent reimbursement from the Town on the total appropriation of operating the Highway Department less outside work and grants received.

Town Pilot Grant- Represents Town payment in lieu of tax program to compensate fire districts for protecting land and buildings owned by the Town in individual districts.

**West Pleasant Valley Fire District:**

West Pleasant Valley Fire District- The City of Groton provides fire protection to WPV Fire District. This amount represents their share of the cost based on assessed value of properties in the District

**THE CITY OF GROTON, CT.**  
**DESCRIPTIONS OF GENERAL FUND REVENUES**  
**FISCAL YEAR 2023-2024**

**STATE OF CONNECTICUT**

Elderly Property and Totally Disabled Exemption- Represents the reimbursement amount paid by the State on exempt property based on the current mill rate. In addition Totally Disabled is reimbursed based on the current mill rate.

Telecommunications Personal Property Tax- Reflects the amount of personal property tax liability for the telecommunication companies.

Civil Preparedness- Represents funds received from the State of Connecticut to enhance municipal readiness in responding to emergencies.

Town Aid Road- Reflects amounts received from the State for various purposes, including the construction and maintenance of public highways, roads and bridges.

Enterprise Zone- Represents the reimbursement amount that the State provides due to the City's participation in the Connecticut Enterprise Zone program as a defense dependent community. The Program is a State/local partnership that targets firms that move to or expand in the designated zone.

State Grant Miscellaneous - Represents funds received "in lieu of real estate taxes" from the State as other State grants not budgeted for elsewhere.

**LICENSES AND FEES**

Building and Zoning Fees- The City currently charges for building permit a minimum of \$30.26 for the first \$1,000; \$15.26 for each additional \$1,000. The City also charges for various other permits a fee ranging from \$50.00 to \$325.00.

Police Fees consist of rooming housing, gaming; vendors and various other permits.

Parking Tickets represents revenue received by the City police.

**THE CITY OF GROTON, CT.**  
**DESCRIPTIONS OF GENERAL FUND REVENUES**  
**FISCAL YEAR 2023-2024**

**INTERDEPARTMENTAL**

**Electric Department**

Return of Investment The Department shall not budget payments to the City that are greater than eighty five percent (85%) of prior year's audited earnings of the Division. The payment to the City will in no case be less than ninety percent (90%) or more than one hundred fifteen percent (115%) of the previous year's payment.

**Water Department**

Watershed Rent This amount represents rental on reservoir properties.

**Electric, Water and Sewer Departments**

Rent and Service This amount represent the Department's share of the Municipal Building area.

Finance and Accounting Service This amount reflects the portion of the Finance Department cost associated to Electric Department operations.

Human Resources This amount reflects the portion of the Human Resource Department cost associated to Electric Department operations.

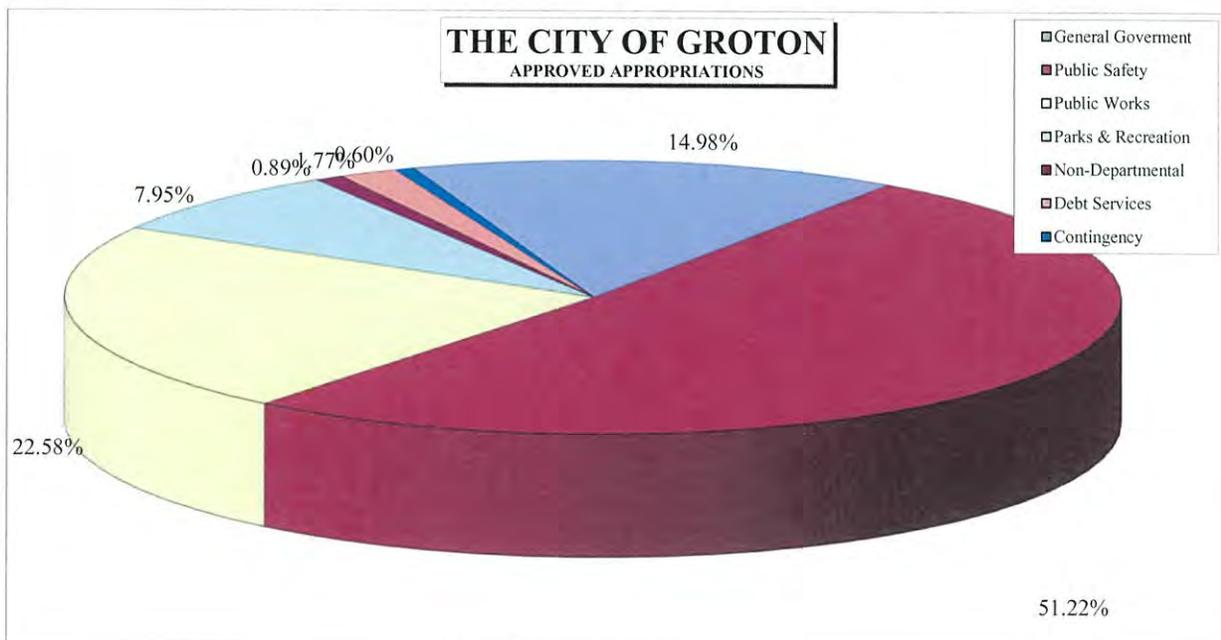
Building Maintenance This amount reflects the portion of the Building Maintenance cost associated to Electric Department operations.

**Miscellaneous Revenues** This amount represents charges by the Police and Highway Departments for work performed.

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

**SUMMARY OF EXPENDITURES**

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
General Government:	\$ 2,261,873	\$ 3,199,972	\$ 2,526,650	\$ 2,860,079
Public Safety:				
Police	5,527,183	5,860,222	5,853,057	6,053,827
Fire	3,282,090	3,583,775	3,583,775	3,711,469
Civil Preparedness	7,101	11,459	11,908	11,459
Total Public Safety	<u>8,816,374</u>	<u>9,455,456</u>	<u>9,448,740</u>	<u>9,776,755</u>
Public Works:				
Highway Maintenance	2,861,122	2,847,094	2,833,749	2,884,196
Sanitation	1,260,078	1,252,784	1,136,987	1,221,113
Public Buildings	132,336	199,732	178,053	205,556
Total Public Works	<u>4,253,536</u>	<u>4,299,610</u>	<u>4,148,789</u>	<u>4,310,865</u>
Parks & Recreation	<u>1,298,386</u>	<u>1,432,321</u>	<u>1,311,279</u>	<u>1,517,176</u>
Non-Departmental:				
General Insurance	85,690	120,000	105,602	120,000
Pay Adjustment	-	25,000	25,000	50,000
	<u>85,690</u>	<u>145,000</u>	<u>130,602</u>	<u>170,000</u>
Debt Services:				
Public Improvements	355,838	349,275	348,775	337,825
Sewer Authority	-	-	-	-
Total Debt Services	<u>355,838</u>	<u>349,275</u>	<u>348,775</u>	<u>337,825</u>
Contingency	<u>1,000,000</u>	<u>615,000</u>	<u>500,000</u>	<u>115,000</u>
Total General Fund Budget	<u>\$ 18,071,697</u>	<u>\$ 19,496,634</u>	<u>\$ 18,414,835</u>	<u>\$ 19,087,700</u>



## **General Government**

- **General Government**
  - Legislative
  - Boards and Commissions
  - Citizens Participation
  - Administration
- **Human Resources**
- **Financial Administration**

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: General Government

DEPARTMENT: General Government

The General Government Department is responsible for management and oversight of governance, policy, and day to day operations of the City. This department supports the citizen participation in our government whether in the form of the City Council, certain boards and commissions, community events or governmental record keeping. It consists of four functions and their related cost centers.

**Legislative Policy**, responsible for making and setting policy for the governing of the City.

**Cost Center**

**001. City Council** – Costs associated with support of the City Council including 24 City Council meetings, 12 Committee of the Whole meetings, 12 subcommittee meetings and special meetings as called. Professional Development costs allow for attendance at conferences and civic meetings.

**Boards and Commissions**, responsible for supporting boards and commissions associated with the running of the City. This includes the Retirement Board, Council subcommittees and, when appropriate, Charter Revision.

**Cost Centers**

**001. Boards and Commissions** – Costs associated with support of boards and commissions including office supplies, professional development, and legal and actuarial services.

**002. Charter Revision** – Costs associated with Charter Revision including office supplies, advertising, and legal services.

**Citizen Participation**, responsible for supporting Groton Day and other community wide events.

**Cost Centers**

**001. Groton Day** – Costs associated with supporting Groton Day, which is an annual event.

**002. Beautification/Community Events** – Costs associated with providing other community events and beautification projects.

**Administration**, responsible for providing record keeping and administrative services for the City. Meetings and agendas of the Mayor and Council meetings, City Boards, Commissions and Committees are done through this department, along with elections and other administrative matters.

**Cost Centers**

**001. Leadership** – Costs associated with the Office of the Mayor including those for planning, organizing, and directing the operation of the City, long range strategic planning, and representation of the City on local and regional committees, such as Council of Governments, Military Affairs Committee, etc.

**002. Recording Legal Documents** – Costs associated with administrative support as well as the City Clerk's office. This includes legal advice for the Office of the Mayor, recording city documents and publication of minutes and other City publications.

**003. Elections** – Costs associated with conducting elections and referendums as necessary and the issuance and control of absentee ballots.

**004. General Support** – Costs associated with general support of administration including benefits for personnel, awards and recognitions to individuals or organizations that have provided services or support to the City or community.

**005. Professional Services** – Costs associated with acquiring legal and technical expertise for the City.

**006. Capital Reserve Contribution** – Contribution to the capital reserve to fund capital improvement projects which are of benefit to the general government.

#### Glossary of Department Specific Terms

**Contractual Services** – Funds paid to outside vendors, consultants, or attorneys who provide support or advice to the governance and administration of the City. This includes legal services, record management services, printing services, and incentive awards for departmental employees.

**Office Supplies/Advertising** – In addition to general desk supplies, this includes funds for office equipment maintenance and advertising required by Connecticut General Statute or City of Groton Charter to support governmental policy-making.

**Professional Development** – Training and conference fees, travel to conferences and training, membership in professional, regional or governmental organizations.

**City of Groton**  
**Proposed Budget FY 2023-2024**  
**Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Legislative Policy</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	598	1,000	600	1,000	0.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> <div style="margin-left: 40px;">- No personnel charged to this function.</div>					
<b>CAPITAL:</b> <div style="margin-left: 40px;">- None</div>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Legislative Policy	11000

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**APPROPRIATION**

Operating Expenses	598	1,000	600	1,000
Total	<u>598</u>	<u>1,000</u>	<u>600</u>	<u>1,000</u>

**COST CENTER**

001 City Council	598	1,000	600	1,000
Total	<u>598</u>	<u>1,000</u>	<u>600</u>	<u>1,000</u>

**FINANCING PLAN**

General Fund	598	1,000	600	1,000
Total	<u>598</u>	<u>1,000</u>	<u>600</u>	<u>1,000</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Legislative Policy	11000

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>OPERATING EXPENSES</b>				
Professional Development	598	1,000	600	1,000
Total Operating Expenses	598	1,000	600	1,000
GRAND TOTALS	598	1,000	600	1,000

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Boards and Commissions</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	14,551	16,700	15,000	15,500	-7.19%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
- No personnel in this function					
<b>CAPITAL:</b>					
- None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Boards and Commissions	11900

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**APPROPRIATION**

Operating Expenses	14,551	16,700	15,000	15,500
Total	14,551	16,700	15,000	15,500

**COST CENTER**

001 Boards and Commissions	14,551	16,700	15,000	15,500
002 Charter Revision	-	-	-	-
Total	14,551	16,700	15,000	15,500

**FINANCING PLAN**

General Fund	14,551	16,700	15,000	15,500
Total	14,551	16,700	15,000	15,500

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Boards and Commissions	11900

	<u>Actual For Year Ended FY 6-30-22</u>	<u>Current Year Budget FY 6-30-23</u>	<u>Estimated For Year Ended June 30, 2023</u>	<u>Proposed Budget FY 6-30-24</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	-	500	-	500
Professional Development	-	-	-	-
Contractual Services	<u>14,551</u>	<u>16,200</u>	<u>15,000</u>	<u>15,000</u>
Total Operating Expenses	<u>14,551</u>	<u>16,700</u>	<u>15,000</u>	<u>15,500</u>
GRAND TOTALS	<u><u>14,551</u></u>	<u><u>16,700</u></u>	<u><u>15,000</u></u>	<u><u>15,500</u></u>

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Citizens Participation</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	6,635	7,000	6,613	8,500	21.43%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
- No personnel in this function					
<b>CAPITAL:</b>					
- None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Citizens Participation	11900

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Operating Expenses	6,635	7,000	6,613	8,500
Total	6,635	7,000	6,613	8,500

<b>COST CENTER</b>				
001 Groton Day	6,482	5,000	6,463	6,500
002 Beautification/Community Events	153	2,000	150	2,000
Total	6,635	7,000	6,613	8,500

<b>FINANCING PLAN</b>				
Groton Day	-	3,000	2,331	3,000
General Fund	6,635	4,000	4,282	5,500
Total	6,635	7,000	6,613	8,500

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Citizens Participation	11900

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>OPERATING EXPENSES</b>				
Payments/Contribution	6,635	7,000	6,613	8,500
Total Operating Expenses	6,635	7,000	6,613	8,500
GRAND TOTALS	6,635	7,000	6,613	8,500

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Administration</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	381,121	460,341	440,266	489,191	6.27%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Administration	11000

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	348,242	375,841	379,620	397,391
Operating Expenses	32,879	84,500	60,646	91,800
<b>Total</b>	<b>381,121</b>	<b>460,341</b>	<b>440,266</b>	<b>489,191</b>

<b>COST CENTER</b>				
001 Leadership	98,546	97,003	99,143	107,328
002 Recording legal documents	138,975	191,868	189,553	205,263
003 Elections	-	15,000	-	13,000
004 General Support	143,600	156,470	151,570	163,600
005 Professional Services	-	-	-	-
006 Reserve for Equipment	-	-	-	-
<b>Total</b>	<b>381,121</b>	<b>460,341</b>	<b>440,266</b>	<b>489,191</b>

<b>FINANCING PLAN</b>				
General Fund	381,121	460,341	440,266	489,191
<b>Total</b>	<b>381,121</b>	<b>460,341</b>	<b>440,266</b>	<b>489,191</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Administration	11000

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	197,285	214,928	218,428	228,826
Part Time Employees	-	-	-	-
Overtime	-	-	-	-
Step Increases/Pay Adjustments	-	-	-	-
<b>Benefits:</b>				
Medical Insurance	100,213	107,310	107,310	112,675
Life Insurance	3,057	3,400	3,400	3,570
Pension	19,000	20,000	20,000	21,000
FICA tax	14,875	16,443	16,722	17,265
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	5,952	5,900	5,900	6,195
Total Personnel Services	348,242	375,841	379,620	397,391
<b>OPERATING EXPENSES</b>				
Elections	-	15,000	-	13,000
Office Supplies/Advertising	5,850	9,500	8,500	9,500
Professional Development	1,447	5,000	611	4,000
Utilities/Fuel	3,436	3,500	4,435	3,000
Contractual Services	22,146	51,500	47,100	62,300
Reserve Fund/Equipment	-	-	-	-
Program Equipment	-	-	-	-
Total Operating Expenses	32,879	84,500	60,646	91,800
<b>GRAND TOTALS</b>	381,121	460,341	440,266	489,191

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Administration	11000

<u>Actual For Year Ended FY 6-30-22</u>	<u>Current Year Budget FY 6-30-23</u>	<u>Estimated For Year Ended June 30, 2023</u>	<u>Proposed Budget FY 6-30-24</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Mayor	1.00	1.00	1.00	1.00
City Clerk	0.55	0.50	0.50	0.50
Administrative Clerk	0.45	0.50	0.50	0.50
Executive Administrator	1.00	1.00	1.00	1.00
Total Full Time Employees	3.00	3.00	3.00	3.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Mayor	88,073	85,000	88,500	95,000
City Clerk	27,956	30,694	30,694	31,615
Administrative Clerk	27,956	30,694	30,694	31,615
Executive Administrator	53,300	68,540	68,540	70,596
Total Full Time Employees Salaries & Wages	197,285	214,928	218,428	228,826

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: General Government

DEPARTMENT: Human Resources

**Human Resources**, responsible for providing customer service to the employees and the general public. The Human Resources Department develops, coordinates, administers, interprets policies and programs covering employment, labor relations including collective bargaining strategy and negotiations, discipline, employee indoctrination, training, placement and other employee services and human resources activities. The Human Resources Department provides a comprehensive range of strategic human resources advice and service to management and staff, develops and implements diverse human resources strategies, programs and initiatives, oversees and monitors operating policies and procedures in accordance with established Federal and State regulations and City of Groton policies.

**Glossary of Department Specific Terms**

**Contract Services** – Funds for outside vendors, consultants, or legal services which support employment services. These include Employee Assistance Program and Safety Incentives for Departmental employees, labor attorney and training costs for employee issues which are not related to a specific department.

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Human Resources</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	343,140	367,040	341,974	372,685	1.54%
<b>HIGHLIGHTS:</b>					
Eighty-two percent of the funding for the HR department is from The Department of Utilities.					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Human Resources	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	330,127	333,565	332,065	347,135
Operating Expenses	13,013	33,475	9,909	25,550
Total	343,140	367,040	341,974	372,685

<b>COST CENTER</b>				
001 Human Resources	343,140	367,040	341,974	372,685
Total	343,140	367,040	341,974	372,685

<b>FINANCING PLAN</b>				
Interdepartmental	302,294	300,973	300,973	305,602
General Fund	40,846	66,067	41,001	67,083
Total	343,140	367,040	341,974	372,685

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Human Resources	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	228,034	225,325	225,325	234,970
Part Time Employees	-	-	-	-
Overtime	-	1,500	-	1,500
<b>Benefits:</b>				
Pension	20,000	21,000	21,000	21,000
FICA tax	16,553	17,237	17,237	17,975
Blue Cross/ CMS	57,000	59,850	59,850	62,850
Group Insurance	3,038	2,835	2,835	3,000
OPEB	5,240	5,240	5,240	5,240
Worker's Compensation	262	578	578	600
Total Personnel Services	330,127	333,565	332,065	347,135
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	1,960	3,050	649	1,850
Professional Development	1,391	6,125	4,359	6,300
Utilities/Fuel	531	1,000	366	1,200
Contractual Services	9,131	23,300	4,535	16,200
Total Operating Expenses	13,013	33,475	9,909	25,550
GRAND TOTALS	343,140	367,040	341,974	372,685

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	General Government	Human Resources	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b><u>FULL TIME EMPLOYEE ANALYSIS</u></b>				
Human Resource Director	1.00	1.00	1.00	1.00
HR Generalist	2.00	2.00	2.00	2.00
Total Full Time Employees	3.00	3.00	3.00	3.00

<b><u>FULL TIME EMPLOYEE SALARIES &amp; WAGES</u></b>				
Human Resource Director	113,787	108,742	108,742	112,005
HR Generalist	114,247	116,583	116,583	122,965
Total Full Time Employees Salaries & Wages	228,034	225,325	225,325	234,970

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: General Government

DEPARTMENT: Finance

**Finance Department**, responsible for financial administration and control for both the City and Groton Utilities. The department is responsible for payroll, accounting, the treasury, risk management, and purchasing.

**Cost Centers**

**001. Leadership** – Personnel and operational costs related to the administration of the department. This includes the salary of the Finance Director, the preparation of the comprehensive Annual Finance Report, a fully integrated financial management information system, and the development of the City budget.

**002. Accounting and Treasury** – Personnel and operational costs necessary administer the budget, set up and operate a system of accounts and controls with a monthly report and pre-audit of expenditures. This includes cash management for the City and Groton Utilities, bill payment, and the preparation of financial statements.

**003. Payroll and Benefit Administration** – Personnel and operational costs required to handle payroll and benefits for all City and Groton Utilities personnel. This includes processing and administering payroll, retirement and health benefits.

**004. Purchasing** – Personnel and operational costs required to secure goods and services for all departments in the City in accordance with City Charter requirements. This includes obtaining prices for goods through a competitive bidding process and processing purchase requisitions.

**005. Risk Management** – Personnel and operational costs necessary to obtain insurance coverage for the City and handle and process all claims made by or against the City. This includes assessing and limiting liability exposure.

**006. General Support** – Personnel and operational costs for the entire department including benefits, general insurance, Workman’s Compensation, office supplies and advertising, and professional development.

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: Finance</b>		<b>FUNCTION: Financial Administration</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	619,283	765,334	679,747	776,243	1.43%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No changes in personnel					
<b>CAPITAL:</b> - No Capital requested					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Administrative Services	Finance	Financial Administration	11300

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	542,163	651,714	586,985	662,623
Operating Expenses	77,120	113,620	92,762	113,620
Total	619,283	765,334	679,747	776,243

<b>COST CENTER</b>				
001 Leadership	47,785	59,896	52,450	59,896
002 Account/Treasury Mgt	188,032	235,690	206,391	235,690
003 Payroll/Benefit Admin.	32,173	40,327	35,314	40,327
004 Purchasing	45,115	56,550	49,520	56,550
005 Risk Management	1,863	2,335	2,045	2,335
006 General Support	304,315	370,536	334,027	381,445
007 Reserve for Vehicles & Equipment	-	-	-	-
Total	619,283	765,334	679,747	776,243

<b>FINANCING PLAN</b>				
Interdepartmental	364,399	382,667	382,667	388,121
General Fund	254,884	382,667	297,080	388,123
Total	619,283	765,334	679,747	776,243

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Administrative Services	Finance	Financial Administration	11300	
	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	351,943	437,472	372,039	443,936
Part Time Employees	-	-	-	-
Overtime	3,454	2,000	2,000	2,000
Step Increases/Pay Adjustments	-	-	-	-
Sell Back of Time Off	-	6,000	6,000	1,000
<b>Benefits:</b>	-	-	-	-
OPEB	13,100	13,100	13,100	13,100
Medical Insurance	110,318	120,304	120,304	126,300
Life Insurance	5,148	6,000	6,000	6,300
Pension	32,000	32,960	32,960	34,608
FICA tax	25,546	32,528	32,528	33,961
Worker's Compensation	654	1,350	2,054	1,418
Total Personnel Services	542,163	651,714	586,985	662,623
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	15,900	22,000	18,096	22,000
Professional Development	255	5,000	2,500	5,000
Utilities/Fuel/Safety Incen	7,408	7,800	7,600	7,800
Contractual Services	52,253	77,000	63,058	77,000
General Insurance	1,304	1,820	1,508	1,820
Reserve for Vehicles & Equipment	-	-	-	-
Total Operating Expenses	77,120	113,620	92,762	113,620
GRAND TOTALS	619,283	765,334	679,747	776,243

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Administrative Services	Finance	Financial Administration	11300

	<u>Actual For Year Ended FY 6-30-22</u>	<u>Current Year Budget FY 6-30-23</u>	<u>Estimated For Year Ended June 30, 2023</u>	<u>Proposed Budget FY 6-30-24</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Director of Finance	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Utility Accountant	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00	1.00
Total Full Time Employees	5.00	5.00	5.00	5.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director of Finance	160,069	158,840	158,840	163,605
Administrative Assistant	53,696	56,617	56,617	58,316
Utility Accountant	77,885	79,439	79,439	79,439
Senior Accountant	-	78,520	13,087	78,520
Accounting Assistant	60,293	64,056	64,056	64,056
Total Full Time Employees Salaries & Wages	351,943	437,472	372,039	443,936

## **Building & Zoning, Planning**

- **Building & Zoning**
  - Building Inspection
  - Boards and Commissions
- **Planning**
  - Planning & Zoning
  - Economic Development

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: General Government

DEPARTMENT: Building and Zoning

The Building Department is responsible for the enforcement of the State Building Code, the City of Groton Zoning Regulations, the City of Groton Rental Housing Code and all other State and Federal Regulations applicable to buildings located within the City of Groton. This department also provides general support to certain land use commissions.

**Building Inspection**, responsible for enforcing the State of Connecticut Building Codes for all commercial and residential structures. Staff is responsible for inspection of all new buildings under construction and any renovations to existing buildings.

**Cost Centers**

**001. Building Inspection** – Personnel and operational costs associated with the inspection of construction, renovation, and demolition to enforce compliance with all applicable State Codes, National Fire Codes, Code of Federal Regulations, and Life Safety requirements. This center also contains costs, including legal costs, for enforcing the City of Groton Rental Housing Code, relocating tenants when necessary, and coordinating with Ledge Light Health District and Social Services.

**002. Inquiries and Assistance** – Personnel and operational costs associated with assisting homeowners and owners of commercial properties to understand and comply with Building Codes and Zoning Regulations.

**003. Zoning Enforcement** – Personnel and operational costs associated with the review of all building permit applications, Zoning Board of Appeal applications, and zoning complaints to ensure compliance with City of Groton Zoning Regulations, Blight Ordinance and the National Flood Insurance Program.

**004. Plan Review** – Personnel and operational costs associated with the review of all construction drawings, mechanical and electrical equipment, and soil engineer report submitted for permit to ensure compliance with applicable codes and regulations.

**005. General Support** – Costs associated with general support of the Building and Zoning Department including benefits and professional development for all employees, utility costs, and vehicle operations and supply.

**006. Reserve for Vehicle and Equipment** – Funds set aside for the purchase of vehicles.

**Boards and Commissions**, responsible for the certain boards and commissions assigned to the Building Department including Eastern Point Historic District Commission, the Conservation Commission, the Harbor Management Commission, and the Zoning Board of Appeals.

**Cost Centers**

**001. Historic Review** – Operational costs to support the Eastern Point Historic District Commission which was established to review any and all alterations, demolition or construction of buildings within its boundaries.

**002. Zoning Board of Appeals** – Operational and legal costs necessary to support the Board’s authority to enforce compliance of the Zoning regulations of the City of Groton or to allow variances in case of hardship.

**003. Harbor Management Commission** – Operational costs associated with oversight of the development and use of the coastal waters in and around the City of Groton.

**004. Conservation Commission** – Operational and legal costs incurred in support of the Conservation Commission which acts as the Inlands Regulatory Agency for the City of Groton and their authority to monitor activity within the regulated wetland areas in the City of Groton or the wetland buffer zone.

**Glossary of Department Specific Terms**

**Contractual Services** – Funds for outside vendors, consultants or legal services related to the enforcement of Building Codes and Zoning Regulations. These include fees for record management services, payments for attorneys, architects, engineers, the harbor master and wetlands mapping.

**Office Supplies/Advertising** – In addition to general desk supplies, this includes postage fees, code books, forms related to permitting, and copier costs.

**Professional Services** – This includes fees and travel costs to attend training and conferences as well as membership dues for professional organizations.

City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights

DEPARTMENT: Building		FUNCTION: Inspection			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	565,782	1,133,653	632,458	654,509	-42.27%
<p><b>HIGHLIGHTS:</b>     The current year budget includes continuing contractual services for inspections and reviews of a large project that a portion will be funded from the use of surplus fund balance based on prior year permit revenues.</p>					
<p><b>PERSONNEL:</b></p>					
<p><b>CAPITAL:</b></p> <p style="margin-left: 40px;">Capital - \$7,000 contribution to the vehicle reserve</p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Building and Zoning	Building	Inspection	11510

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	526,100	579,258	576,783	591,114
Operating Expenses	39,682	554,395	55,675	63,395
Total	<u>565,782</u>	<u>1,133,653</u>	<u>632,458</u>	<u>654,509</u>

<b>COST CENTER</b>				
001 Building Inspection	220,230	253,667	253,424	256,811
002 Inquires & Assistance	76,250	82,581	78,313	83,310
003 Zoning	68,395	75,938	77,225	76,639
004 Plan Review	26,185	27,012	27,024	27,524
005 General Support	169,722	687,455	189,472	203,225
006 Reserve for Vehicles & Equipment	5,000	7,000	7,000	7,000
Total	<u>565,782</u>	<u>1,133,653</u>	<u>632,458</u>	<u>654,509</u>

<b>FINANCING PLAN</b>				
Permits	1,560,607	600,000	650,000	700,000
Third Party Reviews	-	-	-	-
Transfer from Community - Development and Beatification Fund	15,000	15,000	15,000	15,000
General Fund	(1,009,825)	518,653	(32,542)	(60,491)
Total	<u>565,782</u>	<u>1,133,653</u>	<u>632,458</u>	<u>654,509</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Building and Zoning	Building	Inspection	11510	
	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	337,858	362,246	361,910	367,054
Part Time Employees	26,145	41,930	43,500	41,930
Overtime	-	4,000	-	4,000
<b>Benefits:</b>				
Medical Insurance	93,453	98,000	98,126	103,000
Life Insurance	3,477	3,400	3,351	3,570
Pension	19,000	20,000	20,000	21,000
FICA tax	27,057	31,022	30,576	31,300
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	11,250	10,800	11,460	11,400
Total Personnel Services	526,100	579,258	576,783	591,114
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	11,409	10,500	8,362	10,500
Professional Development	7,149	8,000	5,800	7,000
General Insurance	3,912	5,395	3,913	5,395
Utilities	2,086	4,000	3,100	4,000
Contractual Services	8,187	515,000	25,000	25,000
Vehicle Operations/Supply	1,939	4,500	2,500	4,500
Vehicles	-	-	-	-
Reserve for Vehicles & Equipment	5,000	7,000	7,000	7,000
Total Operating Expenses	39,682	554,395	55,675	63,395
GRAND TOTALS	565,782	1,133,653	632,458	654,509

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Building and Zoning	Building	Inspection	11510

<u>Actual For Year Ended FY 6-30-22</u>	<u>Current Year Budget FY 6-30-23</u>	<u>Estimated For Year Ended June 30, 2023</u>	<u>Proposed Budget FY 6-30-24</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Building Official	2	1	1	1
Building Inspector	1	2	2	2
Secretary	1	1	1	1
Total Full Time Employees	4	4	4	4

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Building Official	179,659	102,397	102,397	105,469
Building Inspector	58,784	199,655	199,319	201,391
Secretary	50,567	60,194	60,194	60,194
Total Full Time Employees Salaries & Wages	289,010	362,246	361,910	367,054

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: Building &amp; Zoning</b>		<b>FUNCTION: Boards and Commissions</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	2,014	47,000	28,725	42,800	-8.94%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No change					
<b>CAPITAL:</b> - None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

**AREA OF SERVICE**

**DEPARTMENT**

**FUNCTION**

**CODE:**

Building & Zoning

Boards and  
Commissions

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Operating Expenses	2,014	47,000	28,725	42,800
Total	<u>2,014</u>	<u>47,000</u>	<u>28,725</u>	<u>42,800</u>
<b>COST CENTER</b>				
001 Historic Review	308	7,500	2,050	5,000
002 Zoning Board of Appeals	-	26,000	20,350	28,300
003 Harbor Management	-	-	-	-
004 Conservation Commission	1,706	13,500	6,325	9,500
Total	<u>2,014</u>	<u>47,000</u>	<u>28,725</u>	<u>42,800</u>
<b>FINANCING PLAN</b>				
General Fund	2,014	47,000	28,725	42,800
Total	<u>2,014</u>	<u>47,000</u>	<u>28,725</u>	<u>42,800</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Building and Zoning	Building & Zoning	Boards and Commissions	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	1,428	10,500	750	7,500
Professional Development	-	4,500	450	2,300
Contractual Services	586	32,000	27,525	33,000
Total Operating Expenses	2,014	47,000	28,725	42,800
GRAND TOTALS	2,014	47,000	28,725	42,800

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: General Government

DEPARTMENT: Planning

**The Planning Department**, responsible for providing the staff and general support to the City of Groton and the Planning and Zoning Commission to allow for responsible, orderly use and development of residential, commercial and industrial land and the conservation of natural resources in the City of Groton in accordance with regulations and state law. Services provided include the review and approvals of a range of land use applications, zoning map and regulation amendments, infrastructure, planning and development projects and grant opportunities.

**Cost Centers**

**001. Planning** - administrative costs associated with departmental personnel, and associated costs necessary to operate the Department and support the work of the Planning and Zoning Commission. Administrative services include costs associated with plan reviews, regulation rewrites, inspections, compliance reviews – state statutes, legal rulings and Commission directives, coordination and record creation and maintenance for all land use applications, as well as special projects, grant writing and administration, technical assistance, legislative research, staff support for long range planning initiatives proposed by outside groups, and all administrative tasks related to the revisions to the Plan of Conservation and Development.

**002. Zoning and Land Development** - the costs, except department personnel, associated with the Planning and Zoning Commission, specifically: preparation; adoption and revisions of the Plan of Conservation and Development; review and recommendations for all municipal infrastructure improvements; the processing of all land use applications; including special outside consultants in areas such as acoustical engineering; all regulation revisions as required by regulation and statute. Costs also include all legal expenses related to land use, map or regulation amendments processing and review, legal interpretations of law related to planning, zoning, environmental and coastal issues under the purview of the Planning and Zoning Commission.

**Glossary of Department Specific Terms**

**Office Supplies/Advertising** - Costs of paper, supplies, repairs for the Highway Plotter, and advertising and postage costs of the Commission in addition to standard office supplies and advertising.

**Professional Development** - Costs of journals, training materials, workshops, conferences, classes that enhance the work of the Planner and the Planning and Zoning Commission.

**Vehicle Operations** - Costs of vehicle rental or fuel reimbursement for use of private vehicles for inspections, or meetings.

**Contractual Services** - Covers legal fees for the Department and Commission, outside consultant services, engineering services, specialty printing, computer program license, document scanning services.

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: Planning &amp; Zoning</b>		<b>FUNCTION:</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	182,827	226,948	203,021	302,965	33.50%
<b>HIGHLIGHTS:</b>					
- None					
<b>PERSONNEL:</b>					
- None					
<b>CAPITAL:</b>					
- None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning & Zoning

Actual  
For Year Ended  
FY 6-30-22

Current Year  
Budget  
FY 6-30-23

Estimated  
For Year Ended  
June 30, 2023

Proposed  
Budget  
FY 6-30-24

**APPROPRIATION**

Personnel Services	136,518	141,413	141,413	146,590
Operating Expenses	46,309	85,535	61,608	156,375
Total	<u>182,827</u>	<u>226,948</u>	<u>203,021</u>	<u>302,965</u>

**COST CENTER**

001 Planning	149,646	200,948	192,721	238,165
002 Zoning	33,181	26,000	10,300	64,800
Total	<u>182,827</u>	<u>226,948</u>	<u>203,021</u>	<u>302,965</u>

**FINANCING PLAN**

General Fund	182,827	226,948	203,021	302,965
Total	<u>182,827</u>	<u>226,948</u>	<u>203,021</u>	<u>302,965</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
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Planning & Zoning

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	87,598	90,954	90,954	93,683
<b>Benefits:</b>				
Medical Insurance	25,288	26,552	26,552	27,900
Life Insurance	1,799	1,655	1,655	1,900
Pension	7,000	7,350	7,350	7,720
FICA tax	6,653	6,958	6,958	7,167
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	5,560	5,324	5,324	5,600
Total Personnel Services	136,518	141,413	141,413	146,590
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	11,697	8,500	4,500	11,800
Professional Development	2,499	5,400	5,450	6,150
Vehicle Operations/Supply	263	1,635	3,158	3,425
Contractual Services	31,850	70,000	48,500	135,000
Total Operating Expenses	46,309	85,535	61,608	156,375
GRAND TOTALS	182,827	226,948	203,021	302,965

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
	Planning & Zoning		

Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**FULL TIME EMPLOYEE ANALYSIS**

Planner	1	1	1	1
Total Full Time Employees	1	1	1	1

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Planner	87,598	90,954	90,954	93,683
Total Full Time Employees Salaries & Wages	87,598	90,954	90,954	93,683

City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights

DEPARTMENT: Planning		FUNCTION: Economic Development			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	145,922	174,956	178,246	196,686	12.42%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> <div style="margin-left: 40px;">- One Full Time Position is included in this budget</div>					
<b>CAPITAL:</b> <div style="margin-left: 40px;">- None</div>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
	Planning	Economic Development	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	100,330	118,206	118,206	122,486
Operating Expenses	45,592	56,750	60,040	74,200
Total	145,922	174,956	178,246	196,686

<b>COST CENTER</b>				
001 Economic Development	145,922	174,956	178,246	196,686
Total	145,922	174,956	178,246	196,686

<b>FINANCING PLAN</b>				
Transfer from Community - Development and Beatification Fund	-	-	-	-
General Fund	145,922	174,956	178,246	196,686
Total	145,922	174,956	178,246	196,686

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
	Planning	Economic Development		
	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	55,264	70,000	70,000	72,100
<b>Benefits:</b>				
Medical Insurance	25,288	26,552	26,552	27,880
Life Insurance	1,050	1,105	1,105	1,160
Pension	7,000	7,350	7,350	7,720
FICA tax	4,133	5,355	5,355	5,516
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	4,975	5,224	5,224	5,490
Total Personnel Services	100,330	118,206	118,206	122,486
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	2,897	2,000	6,300	5,200
Vehicle Operations/Supplies	424	2,000	653	2,000
Professional Development	2,151	2,000	3,824	4,000
Materials and Supplies	6,888	5,000	7,758	7,000
Grant Program	1,000	10,000	10,000	10,000
Contractual Services	32,232	35,750	31,505	46,000
Total Operating Expenses	45,592	56,750	60,040	74,200
<b>GRAND TOTALS</b>	145,922	174,956	178,246	196,686

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
	Planning	Economic Development	

Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**FULL TIME EMPLOYEE ANALYSIS**

Economic Development Specialist	-	1	1	1
Total Full Time Employees	-	1	1	1

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Economic Development Specialist	55,264	70,000	70,000	72,100
Total Full Time Employees Salaries & Wages	55,264	70,000	70,000	72,100

## **Public Safety**

- **Police**
  - Administration
  - Crime Prevention
  - Crime Apprehension
- **Fire**
- **Civil Preparedness**

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE**

AREA OF SERVICE: Public Safety

DEPARTMENT: Police

**Administration.** The operation of the Police Department including the promulgation of department policies; budget development and administration; labor contract administration; bargaining unit relations; training; recruitment and selection; discipline; purchasing; technology; community involvement; and inter and intra-agency relationships. Full time employees for administration include the Police Chief and the Deputy Chief. General support encompasses the Chief's Administrative Secretary, a full-time and part-time Police Records Clerk and a Support Services Specialist. The Support Services Specialist is responsible for building maintenance and facilitating maintenance of all police vehicles and equipment.

**Training.** Overtime costs and fees associated with training mandated for certification as well as training in boating operation and safety, scuba diving, firearms, self-defense, interview techniques, DUI enforcement, crime scene processing and crash investigation.

**Crime Prevention.** Routine patrol including response to calls for service. Patrol officers investigate, resolve issues and make arrests when appropriate. Patrol officers perform selective enforcement patrols for traffic violations and engage in community policing activities. Dispatchers are responsible for receiving all requests for service, whether in-person requests for services at Headquarters or via telephone and dispatching the appropriate officer(s) to calls for service. Dispatchers also interface with the public and are responsible for monitoring prisoners and police building security.

**Assembly Safety.** Overtime salaries and expenses associated with the annual fireworks display, submarine christenings, parades, City Day, Halloween party, holiday party, and other events requiring department participation.

**Alcohol Enforcement.** Personnel and material costs associated with directed patrols for motor vehicle operators driving under the influence of alcohol and/or drugs. These patrols are funded at the rate of 100% by a State Highway Safety Grant.

**Crime Investigation/Evidence.** Detectives respond to serious crimes that require in-depth investigations. The Youth Officer investigates all offenses committed by and against children. The position interfaces with DCF and is a member of the New London Interdisciplinary Task Force dealing with offenses against children. The Youth Officer also provides programs such as D.A.R.E. and safety education for school age children. Officers on administrative assignment may be assigned to work with the Statewide Narcotics Task Force, the Cold Case Squad and the Regional Community Enhancement Task Force.

**Capital.** Funding for capital projects including vehicles, large equipment, and structural repair or work.

	Actual FY 2020	Actual FY 2021	Actual FY 2022	Actual FY 2023*	Projected FY22**
CC1- Calls for Service	18,416	22,274	12,136	8,734	11,645
CC2 – Criminal Arrests	358	388	587	463	617
CC3 – Motor Vehicle Accidents	141	151	162	109	145
CC4 – Special Enforcement (DWI)	31	40	70	61	81
CC5 – Medical Responses	757	925	940	662	883
CC6 – Traffic Ticket Summons /Warnings	1,154	711	1,628	1,591	2,121

\*As of 3/31/2023

\*\* 13 weeks of FY23 remaining

City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights

DEPARTMENT: Police		FUNCTION: Summary															
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change												
<b>BUDGET</b>	5,527,183	5,860,222	5,853,057	6,053,827	3.30%												
<b>HIGHLIGHTS:</b>																	
<b>PERSONNEL:</b>																	
<div style="margin-left: 40px;">                 Twenty-nine (29) sworn personnel                  Seven and a half (7.5) civilian personnel                  Two part-time civilians             </div>																	
<b>CAPITAL:</b>																	
<div style="margin-left: 40px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Vehicles</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 30%; text-align: right;">72,500</td> </tr> <tr> <td>Five Bullet proof Vests</td> <td></td> <td style="text-align: right;">5,425</td> </tr> <tr> <td>Radar Signs</td> <td></td> <td style="text-align: right;">25,000</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>\$</u></td> <td style="text-align: right;"><u>102,925</u></td> </tr> </table> </div>						Vehicles	\$	72,500	Five Bullet proof Vests		5,425	Radar Signs		25,000		<u>\$</u>	<u>102,925</u>
Vehicles	\$	72,500															
Five Bullet proof Vests		5,425															
Radar Signs		25,000															
	<u>\$</u>	<u>102,925</u>															

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Police	Summary	012100

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**APPROPRIATION**

Administration (Leadership/Gen Sup)	2,592,705	2,775,483	2,830,506	2,930,302
Training	87,574	93,000	94,784	93,000
Crime Prevention (Patrol)	2,492,761	2,581,821	2,499,339	2,613,426
Assembly Safety	29,390	27,500	32,366	27,500
Alcohol Enforcement	-	2,435	-	2,435
Crime Apprehensions (Investigations)	324,753	379,983	396,062	387,164
Total	<u>5,527,183</u>	<u>5,860,222</u>	<u>5,853,057</u>	<u>6,053,827</u>

Town of Groton Funding

Administration (Leadership/Gen Sup)	1,234,327	1,314,417	1,314,417	1,387,835
Training	41,250	46,500	46,500	46,500
Crime Prevention (Patrol)	1,212,146	1,280,910	1,280,910	1,294,213
Assembly Safety	13,750	13,750	13,750	13,750
Alcohol Enforcement	-	-	-	-
Crime Invest/Evid (incl. YO)	186,782	189,991	189,991	193,582
Total	<u>2,688,255</u>	<u>2,845,568</u>	<u>2,845,568</u>	<u>2,935,880</u>

Town's share	2,688,255	2,845,568	2,845,568	2,935,880
Crossing guards	-	-	-	-

**FINANCING PLAN**

**Administration**

Town of Groton	1,234,327	1,314,417	1,314,417	1,387,835
General Fund	1,358,378	1,461,066	1,516,089	1,542,467

**Training**

Town of Groton	41,250	46,500	46,500	46,500
General Fund	46,324	46,500	48,284	46,500

**Crime Prevention**

Town of Groton	1,212,146	1,280,910	1,280,910	1,294,213
Parking Tickets	39,530	20,000	21,735	25,000
Outside Charges	-	-	-	-
DUI Grant	-	-	-	-
General Fund	1,241,085	1,280,911	1,196,694	1,294,213

**Assembly Safety**

Town of Groton	13,750	13,750	13,750	13,750
General Fund	15,640	13,750	18,616	13,750

**Alcohol Enforcement**

Town of Groton	-	-	-	-
General Fund	-	-	-	-
DUI Grant	-	2,435	-	2,435

**Crime Apprehensions**

Town of Groton	186,782	189,991	189,991	193,582
Statewide Narcotics Task Force (SNTF)	-	-	-	-
General Fund	137,971	189,992	206,071	193,582

**Crossing Guards**

Town of Groton	-	-	-	-
Total	<u>5,527,183</u>	<u>5,860,222</u>	<u>5,853,057</u>	<u>6,053,827</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Police	Summary	12100

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	2,685,618	2,848,416	2,739,655	2,905,182
Part Time Employee (STO & Dispatch)	15,848	14,558	14,466	15,030
Part Time Employee (Records Clerk)	11,960	21,185	18,207	20,207
Part Time Employee (School Crossing Guard)	1,845	6,788	1,597	6,959
Overtime	118,241	110,500	135,834	110,500
Alcohol Enforcement	-	2,400	-	2,400
Shift Overtime Replacement	289,623	265,810	293,081	265,810
Assembly Safety	29,390	27,500	32,366	27,500
Longevity	17,628	16,108	14,288	15,432
MRT/EMT Stipends	-	18,900	16,800	18,900
Step Increases/Pay Adjustments	6,983	4,500	9,660	4,500
Sell Back of Time Off	1,284	8,500	6,475	8,500
<b>Benefits:</b>				
Medical Insurance	817,055	848,610	853,848	891,041
Life Insurance	24,513	24,000	25,616	25,200
Pension	610,000	720,000	720,000	756,000
FICA tax	73,462	86,444	78,930	89,624
Worker's Compensation	163,597	160,000	167,687	168,000
Education/Enhancement (College Incentive)	32,506	42,500	34,539	42,500
OPEB	102,180	102,180	102,180	107,289
Unemployment Compensation	-	3,248	1,777	3,248
Heart & Hypertension	7,116	10,000	7,295	10,000
Clothing Allowance	22,314	30,550	25,167	30,820
<b>Total Personnel Services</b>	<b>5,031,163</b>	<b>5,372,697</b>	<b>5,299,468</b>	<b>5,524,642</b>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	1,598	800	1,471	800
Professional Development	42,452	29,000	43,820	29,000
Insurance/Risk Management (General Ins.)	106,290	93,200	108,947	97,860
Utilities	13,799	12,500	14,102	12,500
Software Maintenance	60,975	55,000	69,669	55,000
Equipment Maintenance	3,307	5,000	5,753	5,000
Contractual Services	76,300	111,600	85,330	111,600
Facility Material & Supply	9,126	2,600	4,796	2,600
Safety Incentive	6,777	5,775	8,110	5,775
Vehicle Operations/Supply	3,001	3,000	3,002	3,000
Material & Supply	28,557	23,850	29,895	48,850
Occupational Health	26	700	684	700
Reserve Fund/Equipment	-	-	-	-
Vehicle Maintenance Fee	48,137	36,000	50,784	42,000
Vehicle Replacements	63,484	72,500	75,226	72,500
Vehicle Fuel	32,191	36,000	52,000	42,000
<b>Total Operating Expenses</b>	<b>496,020</b>	<b>487,525</b>	<b>553,589</b>	<b>529,185</b>
<b>GRAND TOTALS</b>	<b>5,527,183</b>	<b>5,860,222</b>	<b>5,853,057</b>	<b>6,053,827</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Police	Summary	12100

Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**FULL TIME EMPLOYEE ANALYSIS**

Chief of Police	1	1	1	1
Captain	1	1	1	1
Police Lieutenants	1	1	1	1
Sergeants	5	5	5	5
Patrol Officer	17	17	17	17
Detective & Youth Officer	4	4	4	4
Dispatch	4	4	4	4
Administrative Assistant	1	1	1	1
Records Clerk	1	1	1	1
Custodian	1	1	1	1
Total Full Time Employees	36	36	36	36

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Chief of Police	114,330	109,678	114,149	115,789
Captain	96,402	105,851	100,619	109,286
Police Lieutenants	100,668	102,066	104,618	104,363
Sergeants	438,387	445,477	456,613	455,500
Patrol Officer	1,258,550	1,384,377	1,253,906	1,382,704
Detective & Youth Officer	302,820	344,205	355,948	351,950
Dispatch	209,933	188,760	182,040	207,189
Administrative Assistant	59,522	61,547	62,800	63,565
Records Clerk	50,022	50,981	52,235	57,574
Custodian	54,984	55,474	56,727	57,262
Total Full Time Employees Salaries & Wages	2,685,618	2,848,416	2,739,655	2,905,182

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Safety

DEPARTMENT: Fire

It is our ultimate mission to provide Fire Suppression, Fire/Disaster Prevention, Rescue, Hazardous Materials, Disaster Mitigation and Emergency Medical Services to the Citizens and Guests of the City of Groton, with a combination force committed to taking care of our customers, as well as, our dedicated men and women, in a quality manner and delivered with prudence within the financial parameters provided to us.

The City of Groton Fire Department strives to provide a large number of services in a quality and caring manner. As a result, we offer a wide range of emergency and non-emergency assistance.

**Cost Centers**

**001. Leadership** – Personnel and operational costs required to support leadership of the department. The leadership of the Fire Department consists of the Fire Chief / Fire Marshal and Deputy Chief / Deputy Fire Marshal. They are assisted by three Shift Commanders who contribute at the leadership level and supervise the Department in their absence. The Leadership is responsible for all aspects of the Fire Department including developing goals and objectives and developing the budgets necessary for supporting them and managing personnel through adherence to written policies, procedures, orders and regulations. In addition, fiscal management of the budget and payroll records are maintained.

**002 Training** – Costs which support the professional development of all of our personnel career and volunteer. In addition to developing our personnel’s capabilities, we focus on those issues relative to the OSHA and other safety standards. Due to the large number of services we offer, a large number of hours are devoted to high risk / low frequency incidents and future Officer Development.

**003 Fire Services** – Costs required to support the day to day operations of the Department. It includes all costs for personnel, equipment, equipment testing, building and apparatus maintenance and Heart and Hypertension costs.

**004 Fire Marshal** – Costs required to provide Fire Marshal inspections, Fire Code enforcement, plan reviews, Hazardous Materials Regulations and fire investigations.

**005 Vehicles** – Costs needed to replace vehicles. These funds are set aside for large cost vehicles or used to purchase lower cost vehicles.

**006 Program Equipment** – Costs necessary for the replacement of broken or damaged equipment and new technology.

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<b>DEPARTMENT: Fire</b>		<b>FUNCTION: Fire Operations</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	3,282,090	3,583,775	3,583,775	3,711,469	3.56%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
- No Change					
<b>CAPITAL:</b>					
Capital - includes \$300,000 for the Vehicle Replacement Fund					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Fire	Fire Operations	12200

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	2,757,048	2,873,345	2,873,345	2,990,899
Operating Expenses	525,042	710,430	710,430	720,570
Total	3,282,090	3,583,775	3,583,775	3,711,469

<b>COST CENTER</b>				
001 Leadership	216,706	222,329	222,329	230,330
002 Training	4,585	8,000	8,000	16,000
003 Fire Services	2,854,694	3,133,246	3,133,246	3,143,939
004 Fire Marshall	6,105	5,200	5,200	5,200
005 Vehicles Reserve Fund	200,000	200,000	200,000	300,000
006 Program Equipment	-	15,000	15,000	16,000
Total	3,282,090	3,583,775	3,583,775	3,711,469

<b>FINANCING PLAN</b>				
West Pleasant Valley Fire District	383,449	400,000	428,000	425,000
General Fund	2,898,641	3,183,775	3,155,775	3,286,469
Total	3,282,090	3,583,775	3,583,775	3,711,469

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Fire	Fire Operations	12200

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	1,310,601	1,371,321	1,371,321	1,431,672
Part Time Employees	746	1,000	1,000	-
Overtime	352,929	340,000	340,000	340,000
Longevity	3,300	3,450	3,450	3,750
Step Increases/Pay Adjustments	-	-	-	-
Stipends	23,300	24,800	24,800	24,800
Safety Incentive	3,209	4,700	4,700	4,200
Clothing Allowance	12,100	12,900	12,900	12,900
Sell Back of Time Off	59,657	61,000	61,000	68,614
<b>Benefits:</b>				
Medical Insurance	526,585	552,683	552,683	580,320
Life Insurance	16,820	13,650	13,650	14,350
Pension	270,000	283,500	283,500	298,000
Pension - volunteer	-	1,100	1,100	1,100
FICA tax	24,644	28,098	28,098	29,503
OPEB	44,540	44,540	44,540	44,540
Volunteer incentive	-	-	-	-
Worker's Compensation	108,617	130,603	130,603	137,150
<b>Total Personnel Services</b>	<b>2,757,048</b>	<b>2,873,345</b>	<b>2,873,345</b>	<b>2,990,899</b>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	8,143	6,000	6,000	6,000
Professional Development	4,585	8,000	8,000	16,000
Fire Marshall	6,105	5,200	5,200	5,200
Fire Services	13,318	24,000	24,000	24,000
H and H	4,799	50,000	50,000	50,000
Emergency Medical Service	4,773	8,500	8,500	8,500
Fire Fighter Health & Safety	5,927	7,000	7,000	7,000
Awards & Recognition	311	700	700	700
General Insurance	21,825	30,030	30,030	31,170
Utilities	176,925	180,000	180,000	180,000
Equipment Maintenance	3,837	9,000	9,000	9,000
Contractual Services	6,190	110,000	110,000	10,000
Facility Material & Supply	23,666	17,000	17,000	17,000
Vehicle Operations/Supply	44,638	40,000	40,000	40,000
Reserve Fund/Equipment	200,000	200,000	200,000	300,000
Program Equipment	-	15,000	15,000	16,000
<b>Total Operating Expenses</b>	<b>525,042</b>	<b>710,430</b>	<b>710,430</b>	<b>720,570</b>
<b>GRAND TOTALS</b>	<b>3,282,090</b>	<b>3,583,775</b>	<b>3,583,775</b>	<b>3,711,469</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Fire	Fire Operations	12200

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b><u>FULL TIME EMPLOYEE ANALYSIS</u></b>				
Chief	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Firefighter	10.00	10.00	10.00	10.00
Firefighter 5th Step	-	-	-	-
Firefighter 4th Step	-	-	-	-
Firefighter 3rd step	1.00	-	-	1.00
Firefighter 2nd step	-	1.00	1.00	1.00
Firefighter 1st step	-	1.00	1.00	-
Total Full Time Employees	16.00	17.00	17.00	17.00

<b><u>FULL TIME EMPLOYEE SALARIES &amp; WAGES</u></b>				
Chief	110,914	113,341	113,341	117,496
Deputy Chief	97,734	100,588	100,588	104,276
Captain	244,770	263,070	263,070	268,989
Firefighter	741,614	779,153	779,153	810,550
Firefighter 5th Step	-	-	-	-
Firefighter 4th Step	-	-	-	-
Firefighter 3rd step	62,592	-	-	67,510
Firefighter 2nd step	-	62,240	62,240	62,851
Firefighter 1st step	52,977	52,929	52,929	-
Total Full Time Employees Salaries & Wages	1,310,601	1,371,321	1,371,321	1,431,672

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Safety

DEPARTMENT: Civil Preparedness

The Civil Preparedness Department oversees preparations for the protection of the City in cases of emergency.

**Civil Preparedness** – responsible for training, exercises, and equipment needs related to emergency protection of the City.

**Cost Center**

**001. Civil Preparedness** – Costs associated with emergency protection including the salary of the Emergency Management Director, mandated training exercises, and the purchase and maintenance of equipment in the Emergency Operations Center.

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: Civil Preparedness</b>		<b>FUNCTION:</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	7,101	11,459	11,908	11,459	0.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No change in personnel					
<b>CAPITAL:</b> -None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Civil Preparedness		11800

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	5,967	6,459	6,459	6,459
Operating Expenses	1,134	5,000	5,449	5,000
Total	7,101	11,459	11,908	11,459

<b>COST CENTER</b>				
001 Civil Preparedness	7,101	11,459	11,908	11,459
Total	7,101	11,459	11,908	11,459

<b>FINANCING PLAN</b>				
General Fund	7,101	11,459	11,908	11,459
Total	7,101	11,459	11,908	11,459

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Civil Preparedness		11800

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	-	-	-	-
Part Time Employees	5,884	6,000	6,000	6,000
<b>Benefits:</b>				
FICA tax	83	459	459	459
Worker's Compensation	-	-	-	-
Unemployment Compensation	-	-	-	-
Total Personnel Services	5,967	6,459	6,459	6,459
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	-	500	4,215	500
Professional Development	-	200	-	200
Utilities/Fuel	1,134	1,500	1,234	1,500
Equipment Maintenance	-	300	-	300
Miscellaneous/Awards/Events	-	2,500	-	2,500
Total Operating Expenses	1,134	5,000	5,449	5,000
GRAND TOTALS	7,101	11,459	11,908	11,459

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Safety	Civil Preparedness		11800

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**FULL TIME EMPLOYEE ANALYSIS**

Director	-	-	-	-
Total Full Time Employees	-	-	-	-

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director	-	-	-	-
Total Full Time Employees Salaries & Wages	-	-	-	-

## **Public Works**

- **Highway**
  - Administration
  - Roads and Streets
  - Fleet Maintenance
  - Engineering
  
- **Sanitation**
  
- **Public Buildings**
  
- **Parks and Recreation**
  - Recreation
  - Maintenance

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Works

DEPARTMENT: Highway

The Highway Department is responsible for the planning, surveying, constructing and reconstructing, altering, paving, repairing, maintaining, cleaning, and inspecting of highways, sidewalks and curbs, public and private drains. This department is charged with the preservation, care and removal of trees within highways or public places and with all engineering work except that of the Department of Utilities. The following is a description of each of the cost centers of the Highway Department and their associated cost centers.

**Administration.** This cost center is responsible for supervision as well as administrative and general support for the highway department. Administrative costs include salaries and FICA tax for the highway supervisor, foreman and office support as well as longevity and benefits (medical insurance, life insurance, pension, worker's compensation, OPEB and unemployment compensation) for all personnel assigned to highway. Operational costs include contractual services, liability and auto insurance, office supplies and bidding, awarding and monitoring road projects.

**Fleet Maintenance.** This cost center is responsible for the repair and maintenance of light, medium and heavy duty construction vehicles and equipment used by the Public Works Department.

**Roads and Streets.** This cost center is responsible for maintenance of public roads, sidewalks, and roadsides as well as road resurfacing. This function includes salaries, FICA tax, and overtime, general materials and supplies, professional development and contractual services related to the upkeep and maintenance of public roads.

**Snow/Ice Control.** This cost center includes personnel and material supply costs associated with snow removal including the sanding and plowing streets and sidewalks. This is calculated on a three year average for overtime.

**Engineering.** This cost center is responsible for providing technical and professional services with regards to Civil and Land Surveying. Staff performs research, surveys, calculations, design scenarios, and cost estimates for the City of Groton infrastructure. This function includes internal as well as contractor project inspections; maintenance of all department records and plans and provides technical support to various City Departments and Commissions. This function is responsible for oversight and maintenance of the Roadway management System and the Geographic Information System.

**Highway Buildings.** This cost center is responsible for the maintenance and repair of the Highway Facility. These costs include those associated with upkeep and maintenance of the highway facility including utilities, contractual facility repair, supplies, and occasional personnel costs.

**Vehicles.** Costs associated with the purchase of capital items including vehicles and large equipment.

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Summary															
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change												
<b>BUDGET</b>	2,861,122	2,847,094	2,833,749	2,884,196	1.30%												
<p><b>HIGHLIGHTS:</b> Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance, Engineering, Public Buildings and Vehicle Reserve.</p>																	
<p><b>PERSONNEL:</b></p> <p style="margin-left: 40px;">No Change</p>																	
<p><b>CAPITAL:</b></p> <table style="margin-left: 40px; width: 60%;"> <tr> <td>Capital:</td> <td></td> </tr> <tr> <td>Mason Dump, plow and sander</td> <td style="text-align: right;">\$ 91,465</td> </tr> <tr> <td>Tow Compressor</td> <td style="text-align: right;">30,800</td> </tr> <tr> <td>Paving S. Prospect and Beach Pond Rd</td> <td style="text-align: right;">149,400</td> </tr> <tr> <td>Eastern Point Rd Traffic</td> <td style="text-align: right;">150,000</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$ 421,665</td> </tr> </table>						Capital:		Mason Dump, plow and sander	\$ 91,465	Tow Compressor	30,800	Paving S. Prospect and Beach Pond Rd	149,400	Eastern Point Rd Traffic	150,000		\$ 421,665
Capital:																	
Mason Dump, plow and sander	\$ 91,465																
Tow Compressor	30,800																
Paving S. Prospect and Beach Pond Rd	149,400																
Eastern Point Rd Traffic	150,000																
	\$ 421,665																

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Summary	13100

Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**APPROPRIATION**

Personnel Services	1,552,041	1,783,910	1,760,553	1,835,944
Operating Expenses	1,309,081	1,063,184	1,073,196	1,048,252
Total	2,861,122	2,847,094	2,833,749	2,884,196

**COST CENTER**

ADMINISTRATION	913,340	944,820	932,317	978,624
FLEET MAINTENANCE	135,220	194,316	189,457	199,061
ROADS & STREETS	678,736	896,700	881,235	989,682
SNOW / ICE CONTROL	113,389	109,907	107,907	110,984
ENGINEERING	97,531	107,301	106,748	107,999
PUBLIC BUILDINGS	82,376	68,186	80,321	76,181
PAVING	365,530	375,364	385,264	299,400
VEHICLES	475,000	150,500	150,500	122,265
Total	2,861,122	2,847,094	2,833,749	2,884,196

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**FINANCING PLAN**

Outside Charges	-	1,000	1,000	1,000
State Town Aid Road	111,979	112,613	111,979	112,000
Town of Groton	2,859,107	2,733,481	2,733,481	2,771,196
Subtotal	2,971,086	2,847,094	2,846,460	2,884,196
TOTAL	2,971,086	2,847,094	2,846,460	2,884,196

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Summary	13100

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	787,970	971,450	968,711	995,162
Overtime	64,945	70,500	65,200	70,500
Longevity	2,625	2,800	4,200	4,200
Allowances	19,405	15,100	15,400	15,400
FICA tax	64,019	78,701	71,180	80,725
Medical Insurance	385,549	404,914	405,000	425,160
Pension	76,000	79,800	79,800	83,790
OPEB	34,400	34,400	34,400	34,400
Life Insurance	7,281	7,245	6,900	7,607
Worker's Compensation	109,847	119,000	109,762	119,000
Total Personnel Services	1,552,041	1,783,910	1,760,553	1,835,944
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	-	750	500	500
Professional Development	1,465	6,300	5,050	5,800
Utility/Fuel/Mileage	33,945	29,740	34,590	37,100
Payments Contribution	-	250	200	250
Repairs & Maintenance Facilities	37,694	25,890	29,549	27,700
Software Maintenance Fees	8,254	10,500	10,064	11,000
Occupational Health	18,523	17,190	15,900	17,190
Profess/Technical Services	105,356	123,300	140,067	93,300
General Material & Supply	140,195	175,400	152,500	280,197
Vehicle Operations/Supply	29,952	30,000	29,000	30,000
Vehicle Fuel	24,433	42,500	44,000	45,000
Computer Equipment	6,634	4,500	4,200	4,000
General Insurance	62,100	71,000	71,812	74,550
Capital - Paving	365,530	375,364	385,264	299,400
Vehicle / Reserve	475,000	150,500	150,500	122,265
Total Operating Expenses	1,309,081	1,063,184	1,073,196	1,048,252
GRAND TOTALS	2,861,122	2,847,094	2,833,749	2,884,196

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24

**FULL TIME EMPLOYEE ANALYSIS**

Public Works Director	0.60	0.60	0.60	0.60
Highway Supervisor	0.80	0.80	0.80	0.80
Office Support	0.67	0.67	0.67	0.67
Garage Mechanic	0.94	0.94	0.94	0.94
Master Maintenance Mechanic	0.00	0.98	0.98	0.98
Heavy Equipment Operator	1.88	1.88	1.88	1.88
Maintenance Mechanic	2.80	1.90	1.90	1.90
Light Equipment Operator	1.68	1.60	1.60	1.60
Laborer	2.74	2.74	2.74	2.74
Project Manager	1.00	1.00	1.00	1.00
Total Full Time Employees	13.11	13.11	13.11	13.11

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24

**FTE SALARIES & WAGES**

Public Works Director	68,652	68,428	71,426	71,425
Highway Supervisor	72,186	72,190	72,186	72,186
Office Support	39,272	40,272	41,279	41,278
Garage Mechanic	66,316	76,316	71,433	78,224
Master Maintenance Mechanic	70,071	77,060	76,077	78,986
Heavy Equipment Operator	101,822	139,866	148,864	143,363
Maintenance Mechanic	103,679	139,992	128,365	143,492
Light Equipment Operator	94,642	110,967	124,903	113,742
Laborer	92,549	169,459	155,397	173,685
Project Manager	78,781	76,900	78,781	78,781
Total Full Time Employees	787,970	971,450	968,711	995,162

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Works

DEPARTMENT: Sanitation

The Sanitation Division of the Highway Department is responsible for the collection, transportation or disposal of all MSW and recyclable materials as mandated by the State of Connecticut. The staff is also responsible for responding to citizen requests, questions and concerns.

**Cost Centers**

**001. Leadership** – Supervise the Sanitation Division and its employees. Develop policies, procedures and specifications for the department.

**002. Municipal Solid Waste** – Collect, transport and dispose of all garbage, rubbish and ashes in an environmentally sound manner.

**003. Recycling** – Collect, transport and dispose of all recyclable materials as mandated by the State of Connecticut. Collection of Bulky Waste on Wednesdays.

**004. General Support** – Continue to provide a high level of service to the City’s residents. Effectively and efficiently respond to citizen’s complaints.

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: Highway</b>		<b>FUNCTION: Sanitation</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	1,260,078	1,252,784	1,136,987	1,221,113	-2.53%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
No changes from prior year					
<b>CAPITAL:</b>					
Includes \$50,000 for vehicle replacement					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Sanitation	13120

	<u>Actual For Year Ended FY 6-30-22</u>	<u>Current Year Budget FY 6-30-23</u>	<u>Estimated For Year Ended June 30, 2023</u>	<u>Proposed Budget FY 6-30-24</u>
<b>APPROPRIATION</b>				
Personnel Services	730,498	796,684	749,167	815,013
Operating Expenses	529,580	456,100	387,820	406,100
Total	1,260,078	1,252,784	1,136,987	1,221,113

<b>COST CENTER</b>				
001 Supervision	40,425	44,265	43,809	45,449
002 Municipal Solid Waste	432,268	484,963	413,238	481,291
003 Recycling	218,815	272,555	242,207	277,120
004 General Support	318,570	351,001	337,733	367,253
005 Bulky Waste	-	-	-	-
006 Reserve for Vehicles & Equipment	250,000	100,000	100,000	50,000
Total	1,260,078	1,252,784	1,136,987	1,221,113

<b>FINANCING PLAN</b>				
Recycling	6,091	6,500	14,710	6,500
Bulky Waste	5,240	5,000	5,095	5,000
General Fund	1,248,747	1,241,284	1,117,182	1,209,613
Total	1,260,078	1,252,784	1,136,987	1,221,113

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Sanitation	13120

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**PERSONNEL SERVICES**

Full Time Employees	390,130	392,544	374,273	393,520
Overtime	956	2,650	1,700	2,650
Part Time Employees	13,236	38,400	28,500	38,400
Longevity	1,425	2,500	1,050	2,500
<b>Benefits:</b>				
Medical Insurance	194,170	205,559	199,995	215,836
Life Insurance	3,537	3,975	3,643	4,174
Pension	32,400	34,020	32,400	35,721
FICA tax	29,043	33,486	28,406	35,162
OPEB	13,550	13,550	13,550	13,550
Worker's Compensation	52,051	70,000	65,650	73,500
Total Personnel Services	730,498	796,684	749,167	815,013

**OPERATING EXPENSES**

Office Supplies/Advertising	59	100	200	100
Equipment Maintenance	-	-	-	-
General Insurance	-	-	-	-
Contractual Services	5,420	9,000	4,400	9,000
Tipping Fees(incl bulky waste)	233,402	275,000	228,400	275,000
General Material & Supply	9,975	12,000	11,000	12,000
Vehicle Operations/Supply	10,349	30,000	21,500	30,000
Diesel Fuel	20,375	30,000	22,320	30,000
Vehicles	250,000	100,000	100,000	50,000
Total Operating Expenses	529,580	456,100	387,820	406,100
GRAND TOTALS	1,260,078	1,252,784	1,136,987	1,221,113

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Sanitation	13120

	<u>Actual For Year Ended FY 6-30-22</u>	<u>Current Year Budget FY 6-30-23</u>	<u>Estimated For Year Ended June 30, 2023</u>	<u>Proposed Budget FY 6-30-24</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Public Works Director	0.20	0.20	0.20	0.20
Highway Supervisory	0.20	0.20	0.20	0.20
Light Equipment Operators	2.40	2.40	2.40	2.40
Laborers	2.77	2.77	2.77	2.77
Heavy Equipment Operators	0.13	0.13	0.13	0.13
Maintenance Mechanic	0.10	0.10	0.10	0.10
Garage Mechanic	0.06	0.06	0.06	0.06
Office Support	0.33	0.33	0.33	0.33
Total Full Time Employees	6.19	6.19	6.19	6.19

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Public Works Director	21,431	23,454	23,256	24,040
Highway Supervisory	16,193	17,721	17,578	18,164
Light Equipment Operators	165,625	167,660	159,480	169,594
Laborers	137,235	142,289	138,742	143,836
Heavy Equipment Operators	13,475	10,205	7,524	6,706
Maintenance Mechanic	10,062	6,731	5,209	6,400
Garage Mechanic	6,235	4,649	2,649	4,449
Office Support	19,874	19,835	19,835	20,331
Total Full Time Employees Salaries & Wages	390,130	392,544	374,273	393,520

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Works

DEPARTMENT: Public Buildings

**Public Buildings**, responsible for maintenance and upkeep of public buildings.

**Cost Center**

**001. Building Maintenance** – Costs associated with the mainenance of City buildings including the Municipal Building.

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

DEPARTMENT: Building Maintenance		FUNCTION: Public Building			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	132,336	199,732	178,053	205,556	2.92%
<p><b>HIGHLIGHTS:</b></p> <p style="margin-left: 40px;">Included in this function is the cost for maintenance supplies, personal costs and contractual services necessary for cleaning and maintaining City owned properties.</p>					
<p><b>PERSONNEL:</b></p>					
<p><b>CAPITAL:</b></p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	Building and Maintenance	Public Building	11700

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	92,469	93,732	92,153	97,556
Operating Expenses	39,867	106,000	85,900	108,000
Total	<u>132,336</u>	<u>199,732</u>	<u>178,053</u>	<u>205,556</u>

<b>COST CENTER</b>				
001 Building Maintenance	132,336	199,732	178,053	205,556
Total	<u>132,336</u>	<u>199,732</u>	<u>178,053</u>	<u>205,556</u>

<b>FINANCING PLAN</b>				
Interdepartmental	47,000	47,000	47,000	47,000
General Fund	85,336	152,732	131,053	158,556
Total	<u>132,336</u>	<u>199,732</u>	<u>178,053</u>	<u>205,556</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	Building and Maintenance	Public Building	11700

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	52,956	52,449	50,874	54,291
Part Time Employees	-	-	-	-
<b>Benefits:</b>				
Medical Insurance	17,360	18,228	18,228	19,140
Life Insurance	-	-	-	-
Pension	5,000	5,250	5,250	5,520
FICA tax	3,896	3,900	3,896	4,095
OPEB	1,830	1,830	1,830	1,830
Workers Compensation	11,427	12,075	12,075	12,680
Total Personnel Services	<u>92,469</u>	<u>93,732</u>	<u>92,153</u>	<u>97,556</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	-	-	-	-
Utilities/Fuel	283	1,000	900	3,000
Contractual Services	22,983	65,000	50,000	65,000
Facility Material & Supply	-	-	-	-
General Material & Supply	16,601	40,000	35,000	40,000
Capital Reserve	-	-	-	-
Total Operating Expenses	<u>39,867</u>	<u>106,000</u>	<u>85,900</u>	<u>108,000</u>
<b>GRAND TOTALS</b>	<u><u>132,336</u></u>	<u><u>199,732</u></u>	<u><u>178,053</u></u>	<u><u>205,556</u></u>

**FULL TIME EMPLOYEE ANALYSIS**

Public Works Director	0.20	0.20	0.20	0.20
Laborer	0.25	0.50	0.50	0.50
Total Full Time Employees	<u>0.45</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>

**FTE SALARIES & WAGES**

Public Works Director	21,743	23,224	23,224	23,921
Laborer	31,213	29,225	27,650	30,370
Total Full Time Employees	<u>52,956</u>	<u>52,449</u>	<u>50,874</u>	<u>54,291</u>

**THE CITY OF GROTON**  
**BUDGET 2023-2024**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Works

DEPARTMENT: Parks and Recreation

**Recreation Department**, supports the administration of the whole department, as well as all programs and events that are sponsored by the Department. It supports the operation cost of Eastern Point Beach. The budget is supported by a financing plan which includes income from Beach pass receipts, recreation programs and event receipts.

**Cost Centers**

**001. Leadership**- responsible for the supervision of all administration of all divisions and office support of the Parks and Recreation Department. Includes 40% of the salaries, FICA and OPEB for the Director and Secretary of the Department.

**002. Summer Recreation**- responsible for providing the necessary support staff and supplies to operate a Summer Playground Program at Washington Park and West Side Middle School which provides for a safe and healthy recreational opportunity for the youth of the community ages 4-14. It also provides for the support staff of our Youth Tennis Program that operates for an eight week period during the summer months to encourage youth ages 4-18 the opportunity to partake in an activity that involves physical activity. It enables the Parks and Recreation Department to provide other alternatives for youngsters during the summer months.

**003. Beach Operations**-responsible for providing the necessary support staff and supplies to operate a well supervised and safe environment in an outdoor passive recreational setting that is enjoyed by patrons of all ages. It provides an atmosphere of enjoyment that includes swimming, sunbathing, community networking and evening socialization.

**004. Programs and Events**-responsible for providing quality activities for the City youth, teens and adults of the community, such as soccer, basketball, golf, karate and any other related activities as well as the ability to recognize accomplishments of the youth and teens. It allows the City to provide Special Events to all members of the community including Holiday Events ranging from Halloween, to winter celebrations and an Easter Egg Hunt. It helps support both a seven (7) week concert event in the summer months, a four (4) session winter cabaret series, and a three (3) session summer cabaret series for all members of the community. It enables the department to provide all the necessary supplies and services to make these events successful.

**Maintenance Division**, of the Parks and Recreation Department supports the administration, the manpower and the maintenance needs of all the parks and grounds that are covered by the department which includes the following: Washington Park, Eastern Point Beach, Birch Plain Creek, Costa Property, Groton Estates, Griswold Point, Slocomb Terrance, United States Submarine Memorial, Mayor's Circle (Bridge street), Parklet at Smith and Allen Street, Blueberry Hill Parklet and the Baker's Cove Coastal Access. The budget is supported by a financing plan which includes income from the Zbierski House rentals and pavilion rentals.

### **Cost Centers**

**001. Leadership**-responsible for the administration of the department. Includes 60% of the salaries, FICA and OPEB for the Director and Secretary of the Department. The role of the Director of Parks and Recreation under this function is that of Parks Foreman.

**002. Parks and Grounds**- responsible for the maintenance of over sixty-five (65) acres of land and facilities (Six (6) pavilions, playground equipment and a concession stand), and to keep them at acceptable safety standards. Responsible for the improvement of the grounds and facilities so that members of the community enjoy both active and passive recreational opportunities in a safe environment. It gives the support staff of this division the opportunity to improve standards in tree/shrub care, fertilization, mowing and trimming of all areas. Supports 40% the salaries, overtime, FICA tax and OPEB of the one (1) Maintenance Mechanic, one (1) Light Equipment Operator and one (1) Laborer. Supports the upkeep and improvement of the grounds around the World War II National Submarine Memorial East.

**003. Beach Maintenance**-responsible for providing and maintaining a safe and aesthetically pleasing environment at the waterfront area and park area of Eastern Point Beach Park. It supports the maintenance and operation of the facilities located in this area and provides for the necessary amenities throughout the year. Supports 20% the salaries, overtime and FICA tax of the one (1) Maintenance Mechanic, one (1) Light Equipment Operator and one (1) Laborer.

**004. Athletic Fields**- responsible for providing safe playing surfaces on five ball fields within Washington Park which is a premiere sports facility in Southeastern Connecticut and is maintained and supported to provide a safe environment for all that use the facility. Supports 25% the salaries, overtime, FICA tax and OPEB of the one (1) Maintenance Mechanic, one (1) Light Equipment Operator and one (1) Laborer.

**005. Reserve for Vehicles & Equipment**- this is the cost associated with the purchase of Capital Improvement Projects including vehicles, parks equipment, improvement of existing facilities, buildings and park areas.

**006. General Support**- Administration costs that supports 15% the salaries, FICA tax and OPEB of the two one (1) Maintenance Mechanic, one (1) Light Equipment Operator and one (1) Laborer, longevity, vehicle operations, departmental benefits (medical insurance, life insurance, pension, workers compensation, unemployment compensation), any necessary architect/engineering cost and attorney fees.

### **Department Specific Glossary**

#### **Recreation**

**Office Supplies/Advertising:** includes all office supply needs to department; advertising for special events and beach pass sales; all departmental postage; printing and mailing of the 2 seasonal brochures, support of online registration software and any necessary computer equipment.

**Professional Development:** includes membership dues for National Recreation and Parks Association for Director and membership dues for the Connecticut Recreation and Parks Association for Director and Secretary; membership dues for the Connecticut Parks Association and for the New England Park Association. It also allows for staff to attend training and conferences.

**Contractual Services:** includes all contractual services covered under the Recreation function, including leadership, summer recreation and beach operations. Items covered are phones, copiers, safety incentive program, all seasonal staff drug testing, seasonal background checks, seasonal physicals, summer playground bus transportation, all necessary supplies and personnel to operate youth programs and the summer and winter concert series.

**Facility Materials & Supply:** includes all the supplies for the Summer Playground Program, Youth Tennis Program, all other recreation programs and Beach Operation, from uniforms, arts & craft items, cleaning products, first aid items. It also includes all the necessary supplies and materials needed to hold all the Special Events that the Department offers to the community.

**Maintenance**

**Professional Development:** it covers cost for employees to attend trainings and conferences

**Contractual Services:** includes all drug testing, background checks and physicals for seasonal laborers, as well as CDL random testing. The services of Honkers the company used for Goose Patrol at the Eastern Point Beach, Griswold Point and Washington Park. And all the alarm protection in the city owned buildings operated by the department.

**Utilities/Fuel:** includes all the electric, water, oil, telephone and cable costs associated with the Park House, restroom facilities at Washington Park and all facilities at Eastern Point Beach.

**Facility Material & Supply:** includes all the necessary supplies needed for all ballfields and courts (tennis and basketball), Lawn Care Supplies, Restroom Supplies, Repair Materials, Plumbing Repairs, Electric Supplies, Painting Supplies, Heating Supplies, Playground Repairs, Concession Repairs, Beach Concession Repairs, Safety Equipment, Welding Lease, Medical Supplies, Uniforms, Welding Supplies, Flowers and Plantings, Small Tools, Fire Extinguishers, Glass Repair, Highway Expense, Tree Replacement, Vandalism Repairs, Shelter and Roof Repairs, Equipment Repairs, Miscellaneous Repairs.

**Vehicle Operations/Supply:** includes all necessary expenses associated with gasoline, radios, general maintenance and repairs of three (3) trucks, three (3) mowers, two (2) tractors, one (1) small SUV and one (1) field groomer.

**Reserve for Vehicles & Equipment:** includes items that have been placed in the Capital Improvement Plan for the year.

**Parks Improvement:** includes the necessary materials (woodmatte, stonedust, clay, sod and lawn care) needed to make improvements and beautification to the parks and facilities. This also includes the upkeep and maintenance of the WW II Submarine Memorial.

**Beach (Repair) Maintenance:** includes all the necessary areas that help keep the beach clean and safe. It includes sand cleaning, beach regading, parking lot maintenance, ground maintenance, sidewalk maintenance, seawall maintenance, concession stand equipment, carpet cleaning, exterminator and porta potty rentals.

**City of Groton**  
**Proposed Budget FY 2023-2024**  
**Function Highlights**

<b>DEPARTMENT: Parks &amp; Recreation</b>		<b>FUNCTION: Recreation</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	381,130	528,156	449,705	551,449	4.41%
<p><b>HIGHLIGHTS:</b></p> <p style="margin-left: 40px;">The Recreation function for 2023-2024 maintains the current level of services. It will allow the department to continue to operate the beach facility at a safe and enjoyable level for all patrons.</p>					
<p><b>PERSONNEL:</b></p> <p style="margin-left: 40px;">- No change.</p>					
<p><b>CAPITAL:</b></p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Community Services	Parks & Recreation	Recreation	014100

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	288,188	406,231	345,025	414,899
Operating Expenses	92,942	121,925	104,680	136,550
Total	<u>381,130</u>	<u>528,156</u>	<u>449,705</u>	<u>551,449</u>

<b>COST CENTER</b>				
001 Leadership	98,420	94,346	90,099	102,417
002 Summer Playground	160,808	194,730	195,256	185,558
003 Beach Operations	86,659	157,128	100,149	176,222
004 Programs & Events	35,243	81,952	64,201	87,252
Total	<u>381,130</u>	<u>528,156</u>	<u>449,705</u>	<u>551,449</u>

<b>FINANCING PLAN</b>				
Trip Collections	2,600	20,000	15,000	20,000
Beach Receipts	137,909	120,000	117,000	135,000
Recreation Receipts	77,029	62,000	58,500	62,000
Zbierski House	13,690	15,000	14,930	15,000
General Fund	149,902	311,156	244,275	319,449
Total	<u>381,130</u>	<u>528,156</u>	<u>449,705</u>	<u>551,449</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Community Services	Parks & Recreation	Recreation	014100	
	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	60,414	62,049	61,325	64,540
Part Time Employees	600	18,720	12,460	18,720
OPEB	-	-	-	-
Seasonal Employees	205,907	296,593	246,816	302,211
<b>Benefits:</b>				
FICA tax	21,267	28,869	24,424	29,428
Total Personnel Services	<u>288,188</u>	<u>406,231</u>	<u>345,025</u>	<u>414,899</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	23,510	18,100	17,122	21,400
Professional Development	1,894	1,500	1,542	2,000
Utilities/Fuel	-	-	-	-
Contractual Services	49,865	81,325	67,898	91,550
Facility Material & Supply	17,673	21,000	18,118	21,600
Vehicle Operations/Supply	-	-	-	-
Total Operating Expenses	<u>92,942</u>	<u>121,925</u>	<u>104,680</u>	<u>136,550</u>
GRAND TOTALS	<u><u>381,130</u></u>	<u><u>528,156</u></u>	<u><u>449,705</u></u>	<u><u>551,449</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Community Services	Parks & Recreation	Recreation	014100

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**FULL TIME EMPLOYEE ANALYSIS**

Director of Parks & Recreation	0.40	0.40	0.40	0.40
Administrative Assistant	0.40	0.40	0.40	0.40
Total Full Time Employees	0.80	0.80	0.80	0.80

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director of Parks & Recreation	36,864	38,006	37,282	39,746
Administrative Assistant	23,550	24,043	24,043	24,794
Total Full Time Employees Salaries & Wages	60,414	62,049	61,325	64,540

**City of Groton**  
**Proposed Budget FY 2023-2024**  
**Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Maintenance			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	917,256	904,165	861,574	965,727	6.81%

**HIGHLIGHTS:**

The Maintenance function maintains the current level of services.

**PERSONNEL:**

- No addition employees

**CAPITAL:**

This budget includes a reserve for the following Capital Projects:

Tree Maintenance	\$	35,000
Tennis Court Sidewalk		50,000
		-
	\$	85,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Community Services	Parks & Recreation	Maintenance	014200

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	544,912	596,080	572,973	614,822
Operating Expenses	372,344	308,085	288,601	350,905
Total	917,256	904,165	861,574	965,727

<b>COST CENTER</b>				
001 Leadership	103,454	116,197	104,759	114,965
002 Parks & Grounds	245,071	233,183	234,086	251,541
003 Beach Maintenance	102,644	97,787	98,083	103,536
004 Athletic Fields	61,228	65,291	62,690	66,968
005 Reserve for Vehicles & Equipment	115,061	64,000	63,683	85,000
006 General Support	289,798	327,707	298,273	343,717
Total	917,256	904,165	861,574	965,727

<b>FINANCING PLAN</b>				
Capital Reserve Fund	-	-	-	-
Parks Receipts	9,052	13,000	14,900	13,000
General Fund	908,204	891,165	846,674	952,727
Total	917,256	904,165	861,574	965,727

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Community Services	Parks & Recreation	Maintenance	014200	
	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Full Time Employees	298,309	296,253	290,451	298,391
Part Time Employees	5,746	19,200	22,238	21,760
Overtime	39,326	46,167	40,321	50,115
Longevity	275	750	275	750
<b>Benefits:</b>				
Medical Insurance	99,507	104,482	103,843	109,707
Group Insurance	4,884	3,360	3,554	3,528
Pension	32,000	33,600	33,600	35,280
FICA Tax	25,478	27,308	27,004	28,063
OPEB	13,100	13,100	13,100	13,100
Unemplment Compensation	141	6,500	100	6,500
Workers Compensation	26,146	45,360	38,487	47,628
	<u>544,912</u>	<u>596,080</u>	<u>572,973</u>	<u>614,822</u>
Total Personnel Services				
<b>OPERATING EXPENSES</b>				
Safety Incentive	-		-	
Office Supplies/Advertising	-	-	-	-
Professional Development	-	2,000	-	2,000
General Insurance	55,243	62,500	51,279	65,625
Utilities/Fuel	34,380	31,800	27,254	32,100
Contractual Services	27,911	32,235	32,940	43,130
Facility Material & Supply	60,699	48,950	50,620	49,850
Vehicle Operations/Supply	24,514	21,000	19,738	24,000
Reserve for Vehicles & Equipment	115,061	64,000	63,683	85,000
Park Improvements	24,969	21,400	20,364	25,000
Beach Repairs	29,567	24,200	22,723	24,200
	<u>372,344</u>	<u>308,085</u>	<u>288,601</u>	<u>350,905</u>
Total Operating Expenses				
	<u>917,256</u>	<u>904,165</u>	<u>861,574</u>	<u>965,727</u>
GRAND TOTALS				

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Community Services	Parks & Recreation	Maintenance	014200

	<u>Actual For Year Ended FY 6-30-22</u>	<u>Current Year Budget FY 6-30-23</u>	<u>Estimated For Year Ended June 30, 2023</u>	<u>Proposed Budget FY 6-30-24</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Director of Parks & Recreation	0.60	0.60	0.60	0.60
Administrative Assistant	0.60	0.60	0.60	0.60
Maintenance Mechanic	0.00	0.00	0.00	0.00
Light Equipment Operators	2.00	2.00	2.00	2.00
Laborer	1.00	1.00	1.00	1.00
Total Full Time Employees	4.20	4.20	4.20	4.20

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director of Parks & Recreation	55,351	61,674	55,921	59,619
Administrative Assistant	35,270	36,064	36,064	36,887
Maintenance Mechanic	-	-	-	-
Light Equipment Operators	142,173	138,170	138,139	138,170
Laborer	65,515	60,345	60,327	63,715
Total Full Time Employees Salaries & Wages	298,309	296,253	290,451	298,391

## **Non-Departmental**

- **Non-Departmental**
  - General Insurance
  - Pay Adjustment
  - Debt Service
  - Contingency

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: General Insurance			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	85,690	120,000	105,602	120,000	0.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No personnel charged to this function					
<b>CAPITAL:</b> - No capital charged to this function					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Non-Departmental	Non-Departmental	General Insurance	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**APPROPRIATION**

Operating Expenses	85,690	120,000	105,602	120,000
Total	85,690	120,000	105,602	120,000

**COST CENTER**

002 General Liability	26,590	37,236	32,768	37,236
004 MV Lia & Phy Damage	52,134	73,008	64,248	73,008
008 Misc Coverage	6,966	9,756	8,586	9,756
Total	85,690	120,000	105,602	120,000

**FINANCING PLAN**

General Fund	85,690	120,000	105,602	120,000
Total	85,690	120,000	105,602	120,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Non-Departmental	Non-Departmental	General Insurance	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**OPERATING EXPENSES**

General Insurance	85,690	120,000	105,602	120,000
Total Operating Expenses	85,690	120,000	105,602	120,000
GRAND TOTALS	85,690	120,000	105,602	120,000

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Pay Adjustment			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	-	25,000	25,000	50,000	100.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Non-Departmental	Non- Departmental	Pay Adjustment		
	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Personnel Services	-	25,000	25,000	50,000
Total	-	25,000	25,000	50,000
<b>COST CENTER</b>				
001 City Pay Adjustment	-	25,000	25,000	50,000
Total	-	25,000	25,000	50,000
<b>FINANCING PLAN</b>				
General Fund	-	25,000	25,000	50,000
Total	-	25,000	25,000	50,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Non-Departmental	Non- Departmental	Pay Adjustment	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>PERSONNEL SERVICES</b>				
Step Increases/Pay Adjustments	-	25,000	25,000	50,000
Pension Adjustment	-	-	-	-
Medical Fund Adjustment	-	-	-	-
Total Personnel Services	-	25,000	25,000	50,000
GRAND TOTALS	-	25,000	25,000	50,000

**City of Groton**  
**Proposed Budget FY 2023-2024**  
**Function Highlights**

<b>DEPARTMENT: Debt Service</b>		<b>FUNCTION: Public Improvement</b>			
	Actual FY 21-22	Approved FY 22-23	Estimated FY 22-23	Proposed FY 23-24	% Change
<b>BUDGET</b>	355,838	349,275	348,775	337,825	-3.28%
<b>HIGHLIGHTS:</b>					
This represents the debt payments including interest for long term bonds and payments for bond anticipated notes as well as contractual services for bond and note sale.					
<b>PERSONNEL:</b>					
- No personnel charged to this function					
<b>CAPITAL:</b>					
- No capital charged to this function					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Reserve/Debt Service	General Government	Debt Services	018000

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>OPERATING EXPENSES</b>				
Contractual Services	-	500	-	500
Temporary Borrowing	-	-	-	-
Debt Service	355,838	348,775	348,775	337,325
Total Operating Expenses	355,838	349,275	348,775	337,825
GRAND TOTALS	355,838	349,275	348,775	337,825

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Reserve/Debt Service	General Government	Debt Services	018000

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Operating Expenses	355,838	349,275	348,775	337,825
Total	355,838	349,275	348,775	337,825

<b>COST CENTER</b>				
001 Gen'l Gov't Debt Service Principal	270,000	275,000	275,000	275,000
002 Gen'l Gov't Debt Service Interest	85,838	73,775	73,775	62,325
005 Gen'l Gov't Consulting Service	-	500	-	500
006 Gen'l Gov't Temporary Borrowing	-	-	-	-
Total	355,838	349,275	348,775	337,825

<b>FINANCING PLAN</b>				
General Fund	355,838	349,275	348,775	337,825
Total	355,838	349,275	348,775	337,825

THE CITY OF GROTON  
 PROPOSED ANNUAL BUDGET  
 FOR FISCAL YEAR 2023-2024

DEBT SERVICE SCHEDULE 2023-2024

	<u>Date of Issue</u>	<u>Maturity</u>	<u>Amount Authorized</u>	<u>Balance June 30, 2023</u>	<u>Payment due during Fiscal Year</u>		<u>Payments 2023-2024</u>
					<u>Principal</u>	<u>Interest</u>	
Public Improvements:							
	4/15/2013	4/15/2033	3,115,000	1,915,000	160,000	56,000	216,000
	10/8/2009	10/1/2024	1,725,000	460,000	115,000	6,325	121,325
Total Public Improvements			<u>4,840,000</u>	<u>2,375,000</u>	<u>275,000</u>	<u>62,325</u>	<u>337,325</u>

**City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights**

<b>DEPARTMENT: Non-Departmental</b>		<b>FUNCTION: Contingency</b>			
	<b>Actual FY 21-22</b>	<b>Approved FY 22-23</b>	<b>Estimated FY 22-23</b>	<b>Proposed FY 23-24</b>	<b>% Change</b>
<b>BUDGET</b>	1,000,000	615,000	500,000	115,000	-81.30%
<p><b>HIGHLIGHTS:</b></p> <ul style="list-style-type: none"> <li>- This represents the amount of funds set aside for unforeseen expenses, that may occur within the fiscal year.</li> </ul>					
<p><b>PERSONNEL:</b></p> <ul style="list-style-type: none"> <li>- No personnel charged to this function</li> </ul>					
<p><b>CAPITAL:</b></p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	Non-Departmental	Contingency	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
<b>APPROPRIATION</b>				
Operating Expenses	1,000,000	615,000	500,000	115,000
Total	1,000,000	615,000	500,000	115,000

<b>COST CENTER</b>				
001 General Contingency	1,000,000	615,000	500,000	115,000
Total	1,000,000	615,000	500,000	115,000

<b>FINANCING PLAN</b>				
General Fund	1,000,000	615,000	500,000	115,000
Total	1,000,000	615,000	500,000	115,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2023-2024**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	Non-Departmental	Contingency	

	Actual For Year Ended FY 6-30-22	Current Year Budget FY 6-30-23	Estimated For Year Ended June 30, 2023	Proposed Budget FY 6-30-24
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**OPERATING EXPENSES**

Contingency	-	115,000	-	115,000
Undesignated Capital Projects	1,000,000	500,000	500,000	-
Total Operating Expenses	1,000,000	615,000	500,000	115,000
GRAND TOTALS	1,000,000	615,000	500,000	115,000