

CITY OF GROTON

BUDGET

Approved May 4, 2020



FISCAL YEAR 2020-2021

THE CITY OF GROTON
2020-2021 BUDGET
TABLE OF CONTENTS

Budget Message.....	i
Summary of Anticipated Revenues	1
Revenue Budget.....	2
Appropriations:	
Summary of Expenditures	8
General Government.....	9
Legislative.....	11
Boards and Commission	14
Citizen Participation	17
Administration	20
Health District.....	24
Human Resources	27
Financial Administration	32
Building & Zoning, Planning:	
Building & Zoning.....	37
Building Inspection.....	39
Boards and Commissions	43
Planning and Economic Development.....	46
Planning & Zoning	47
Economic Development.....	51
Public Safety:	
Police	55
Fire.....	61
Civil Preparedness	66

THE CITY OF GROTON
2020-2021 BUDGET
TABLE OF CONTENTS

Public Works:

Highway.....	71
Sanitation.....	76
WPCA.....	81
Building Maintenance.....	86
Parks and Recreation	90
Recreation.....	93
Maintenance.....	97

Non-Departmental:

General Insurance	101
Pay Adjustment.....	104
Debt Service.....	107
Contingency.....	112



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 2020-2021

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 2021 (FY 2021).

I am submitting a budget which includes a decrease of \$1,513,003 in comparison to FY 2020.

The large decrease in the proposed budget is based on the prior year increase in building permit revenues. This budget also includes contractual services for assistance with the additional inspections that may be required. These additional contractual services will be funded thru the use of fund balance based on unexpended contractual services that were budget for in FY 2020.

This budget also follows the FY 2020 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 \$1,850,000. This would leave a healthy reserve of 23.07%, slightly more than FY 2020.

The proposed budget would produce no change in the mill rate, maintaining the mill rate of 4.30.

The City continues to be fiscally responsible.

Sincerely,



Keith Hedrick

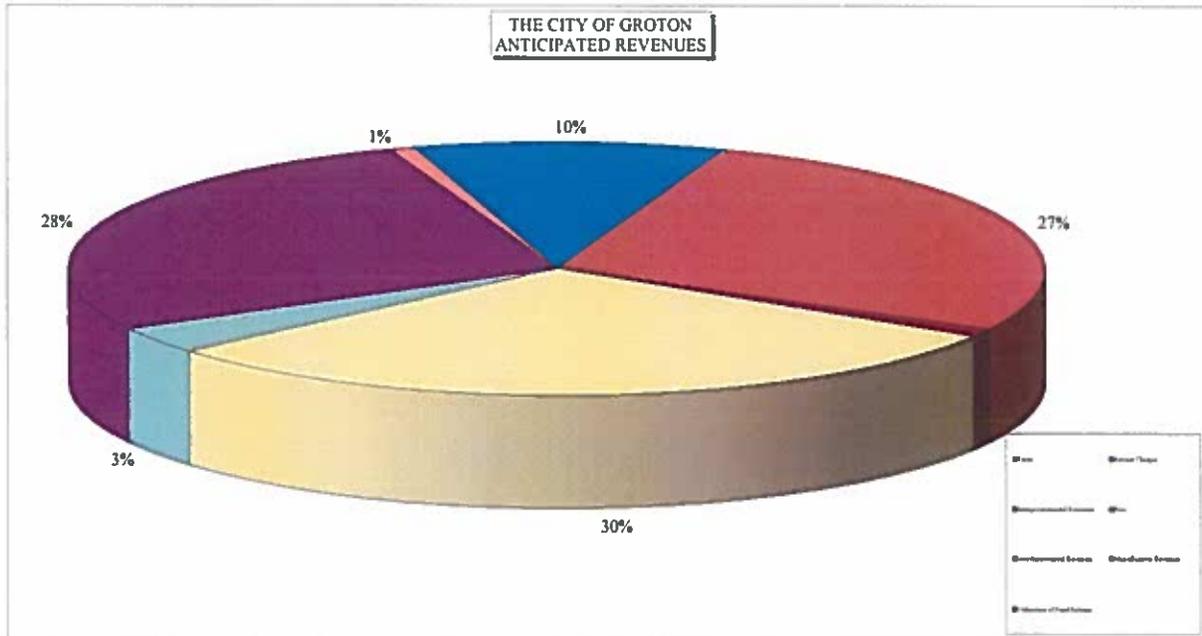
**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2020-2021**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-19	BUDGET FYE 6-30-20	ESTIMATED FYE 6-30-20	PROPOSED BUDGET FYE 6-30-21
----------------	-------	-----------------------	-----------------------	--------------------------	-----------------------------------

**THE CITY OF GROTON
ANTICIPATED REVENUE
FOR FISCAL YEAR 2020-2021**

SUMMARY OF ANTICIPATED REVENUES

	ACTUAL FYE 6-30-19	BUDGET FYE 6-30-20	ESTIMATED FYE 6-30-20	PROPOSED BUDGET FYE 6-30-21
FUND: 100 GENERAL FUND				
Taxes	\$ 5,290,265	\$ 5,001,963	\$ 4,987,763	\$ 4,877,311
Intergovernmental Revenues	4,979,097	5,083,236	5,095,978	5,308,028
Licenses and Permit Fees	644,145	3,302,600	3,318,451	612,600
Interdepartmental Revenues	4,853,944	4,890,150	4,889,682	4,914,007
Miscellaneous Revenues	306,444	139,500	187,573	142,500
Operating Transfer In	15,000	15,000	15,000	15,000
Service Charges	222,837	195,000	190,292	195,000
Total	16,311,732	18,627,449	18,684,739	16,064,446
Utilization of Fund Balance	-	800,000	800,000	1,850,000
Total Anticipated Revenue	\$ 16,311,732	\$ 19,427,449	\$ 19,484,739	\$ 17,914,446



**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2020-2021**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-19	BUDGET FYE 6-30-20	ESTIMATED FYE 6-30-20	PROPOSED BUDGET FYE 6-30-21
FUND: 100 GENERAL FUND					
<u>Property Taxes</u>					
100-9999-110-00-0	Property Taxes - Proposed Levy 4.30 Mills	\$ 5,262,553	\$ 4,970,463	\$ 4,960,463	\$ 4,845,811
100-9999-110-00-0	Property Tax Refund	-	-	-	-
100-9999-120-00-0	Interest on Delinquent Taxes	26,824	30,000	26,600	30,000
100-9999-121-00-0	Recovered Lien Fees	888	1,500	700	1,500
	TOTAL PROPERTY TAXES	5,290,265	5,001,963	4,987,763	4,877,311
<u>Intergovernmental Revenues</u>					
TOWN OF GROTON:					
100-9999-220-01-0	Police Grant	2,443,079	2,564,443	2,564,443	2,581,945
100-9999-220-02-0	Crossing Guards	-	-	-	-
100-9999-220-04-0	Highway Grant	2,050,863	1,999,982	1,999,982	2,189,946
100-9999-220-05-0	Health District	-	-	-	-
100-9999-220-06-0	State Aid Pass Thru	-	-	-	-
100-9999-220-07-0	Town Pilot	37,707	37,707	37,705	37,707
	TOTAL TOWN OF GROTON	4,531,649	4,602,132	4,602,130	4,809,598
WEST PLEASANT VALLEY FIRE DISTRICT:					
100-9999-230-01-0	WPV Fire District	328,958	325,000	350,690	345,000
STATE OF CONNECTICUT:					
100-9999-210-01-0	Boating Safety	-	-	-	-
100-9999-210-02-0	Elderly Property	-	-	-	-
100-9999-210-03-0	Totally Disabled	64	125	110	100
100-9999-210-04-0	Telephone Access Line	9,550	12,848	9,550	10,000
100-9999-210-05-0	Civil Preparedness	37,390	4,600	4,600	4,600
100-9999-210-06-0	Town Aid Road	56,865	113,531	113,277	113,730
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	14,621	25,000	15,621	25,000
	TOTAL STATE OF CONNECTICUT	118,490	156,104	143,158	153,430
TOTAL INTERGOVERNMENTAL REVENUES		\$ 4,979,097	\$ 5,083,236	\$ 5,095,978	\$ 5,308,028

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2020-2021**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-19	BUDGET FYE 6-30-20	ESTIMATED FYE 6-30-20	PROPOSED BUDGET FYE 6-30-21
<u>Licenses and Permit Fees</u>					
100-9999-310-01-0	Building and Zoning Fees	\$ 597,011	\$ 3,275,000	\$ 3,290,592	\$ 575,000
100-9999-321-00-0	Police Fees	7,374	7,600	7,574	7,600
	TOTAL LICENSES AND PERMITS	604,385	3,282,600	3,298,166	582,600
<u>Fees</u>					
100-9999-325-00-0	Parking Tickets	39,760	20,000	20,285	30,000
	TOTAL FEES	39,760	20,000	20,285	30,000
	TOTAL LICENSES, PERMITS AND FEES	644,145	3,302,600	3,318,451	612,600
<u>Interdepartmental Revenues</u>					
ELECTRIC DEPARTMENT:					
100-9999-510-01-0	Return of Investment	4,071,162	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	198,910	214,485	214,485	218,882
100-9999-510-05-0	Human Resources	144,782	151,791	151,791	161,709
	Building Maintenance	28,200	28,200	28,200	28,200
	TOTAL ELECTRIC DEPARTMENT	4,524,083	4,546,645	4,546,645	4,560,960
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	99,455	107,243	107,246	109,441
100-9999-510-05-0	Human Resources	72,391	75,896	75,896	80,855
	Building Maintenance	14,100	14,100	14,100	14,100
	TOTAL WATER DEPARTMENT	236,460	247,753	247,756	254,910
SEWER DEPARTMENT:					
	Rent and Services	13,505	13,505	13,505	13,505
	Finance and Acctg Services	33,152	35,748	35,748	36,480
	Human Resources	24,130	25,299	25,299	26,952
	Building Maintenance	4,700	4,700	4,700	4,700
	TOTAL SEWER DEPARTMENT	75,487	79,252	79,252	81,637
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	17,648	15,500	15,029	15,500
100-9999-531-00-0	Highway Services	266	1,000	1,000	1,000
	TOTAL MISCELLANEOUS REVENUES	17,914	16,500	16,029	16,500
	TOTAL INTERDEPARTMENTAL REVENUES	\$ 4,853,944	\$ 4,890,150	\$ 4,889,682	\$ 4,914,007

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2020-2021**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-19	BUDGET FYE 6-30-20	ESTIMATED FYE 6-30-20	PROPOSED BUDGET FYE 6-30-21
<u>Miscellaneous Revenues</u>					
100-9999-615-00-0	Interest on Investments	\$ 39,084	\$ 10,000	\$ 25,000	\$ 20,000
100-9999-625-02-0	Insurance Claims Recoveries	78,908	30,000	45,346	30,000
100-9999-635-01-0	Rental Income - Auditorium	870	2,000	1,455	2,000
100-9999-635-02-0	Zbierski House	18,892	15,000	16,410	15,000
100-9999-645-01-0	Xerox Copies	1,998	1,000	2,830	1,000
100-9999-645-03-0	Trip Collections	19,633	20,000	19,750	20,000
100-9999-645-04-0	Miscellaneous	112,326	20,000	42,194	20,000
100-9999-645-06-0	Recycling	9,598	1,500	4,256	1,500
100-9999-645-08-0	City Day	1,574	3,000	1,739	3,000
100-9999-645-09-0	Bulky Waste	6,235	10,000	5,703	10,000
100-9999-645-12-0	Gravel Sales	17,326	27,000	22,890	20,000
	TOTAL MISCELLANEOUS REVENUES	306,444	139,500	187,573	142,500
<u>Operating Transfer In</u>					
100-9999-691-00-0	Special Revenue - CD&BF Internal Service Fund	15,000 -	15,000 -	15,000 -	15,000 -
	TOTAL OPERATING TRANSFER IN	15,000	15,000	15,000	15,000
<u>Service Charges</u>					
100-9999-710-00-0	Sewer Use Charge	-	-	-	-
100-9999-720-00-0	Beach Receipts	144,463	120,000	122,194	120,000
100-9999-730-00-0	Recreation Receipts	68,738	62,000	58,724	62,000
100-9999-740-00-0	Parks Receipts	9,636	13,000	9,374	13,000
	TOTAL SERVICES CHARGES	222,837	195,000	190,292	195,000
<u>Utilization of Fund Balance</u>					
100-9999-810-00-0	Utilization of Fund Balance	-	800,000	800,000	1,850,000
	TOTAL ANTICIPATED REVENUE	\$ 16,311,732	\$ 19,427,449	\$ 19,484,739	\$ 17,914,446

THE CITY OF GROTON, CT.
DESCRIPTIONS OF GENERAL FUND REVENUES
FISCAL YEAR 2020-2021

The financing plan for the General Fund for the Fiscal Year 2020-2021 totals \$17,914,446, a decrease of \$1,513,003 over the current revenue budget. This includes decreasing Property Taxes by \$124,652, maintaining the return of investment from the Electric Department and the Utilization of Fund Balance of \$1,850,000. The following are explanations of the Fiscal Year 2020-2021 revenue category.

GENERAL PROPERTY TAXES:

Current Taxes: The current levy for FY 2020-2021 is based on all taxable property in the City as of October 1, 2019 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 2020-2021 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, 2019 Grand List, less legal exemptions and the estimated tax collection rate of 99%. Current taxes are due July 1. The FY 2020-2021 mill rate that was proposed by the Mayor and Council is 4.30 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 any surplus from prior year.

Health District- is the reimbursement by the Town of Groton for the City of Groton share of the District.

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 2020-2021

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 AT & T Company.

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 well funds received for the Pollution Abatement Facility Nitrogen Credits and Pump Out Station

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 2020-2021

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.

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.

Water Department

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

Watershed Rent This amount represents rental on reservoir properties.

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

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

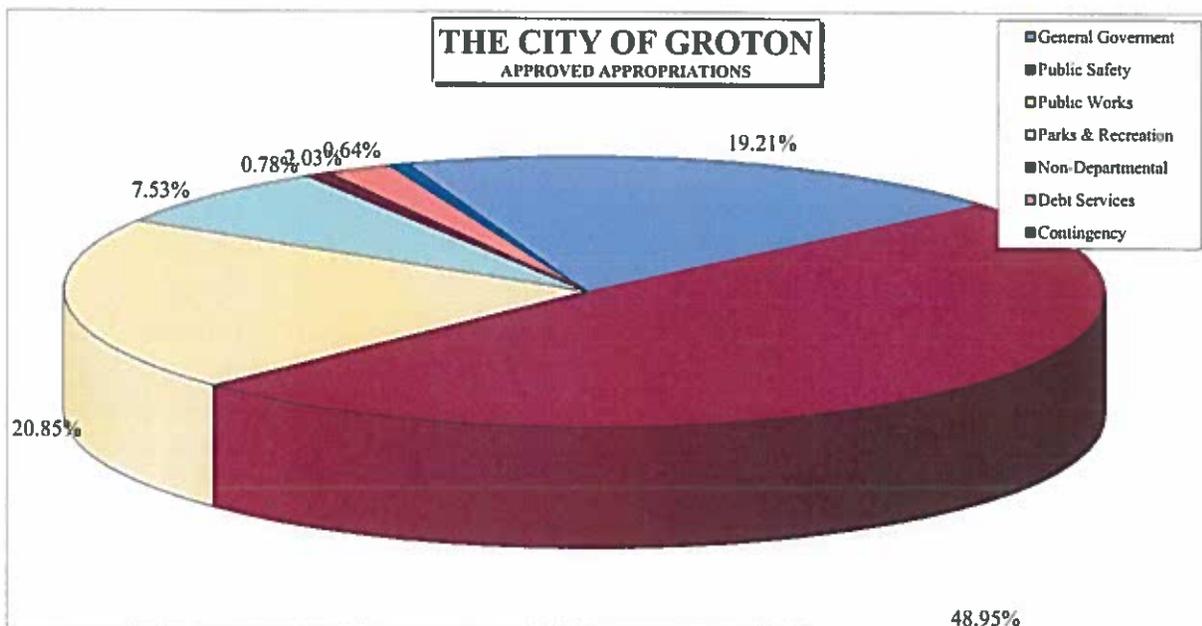
Building Maintenance This amount reflects the portion of the Building Maintenance cost associated to Water Department operations.

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 2020-2021**

SUMMARY OF EXPENDITURES

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
General Government:	\$ 2,056,320	\$ 3,483,381	\$ 2,267,529	\$ 3,440,644
Public Safety:				
Police	4,909,897	5,289,625	5,282,431	5,337,679
Fire	3,017,655	3,214,637	3,091,065	3,420,286
Civil Preparedness	7,460	11,459	10,783	11,459
Total Public Safety	7,935,012	8,515,721	8,384,279	8,769,424
Public Works:				
Highway Maintenance	1,915,400	2,114,513	2,116,430	2,304,676
Sanitation	978,631	1,048,836	1,061,369	1,253,185
Public Buildings	145,112	175,581	155,042	177,634
Pollution Abatement Facilities	-	-	-	-
Total Public Works	3,039,143	3,338,930	3,332,841	3,735,495
Parks & Recreation	1,168,390	1,339,517	1,184,620	1,349,583
Non-Departmental:				
General Insurance	84,357	110,000	104,100	115,000
Pay Adjustment	-	150,000	25,000	25,000
	84,357	260,000	129,100	140,000
Debt Services:				
Public Improvements	383,706	374,900	374,400	364,300
Sewer Authority	-	-	-	-
Total Debt Services	383,706	374,900	374,400	364,300
Contingency	675,000	2,115,000	2,100,000	115,000
Total General Fund Budget	\$ 15,341,928	\$ 19,427,449	\$ 17,772,769	\$ 17,914,446



General Government

- **General Government**
 - Legislative
 - Boards and Commissions
 - Citizens Participation
 - Administration
 - Health District

- **Human Resources**

- **Financial Administration**

THE CITY OF GROTON
BUDGET 2020-2021
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.

Health District, responsible for providing comprehensive public health services to the City of Groton.

Cost Center

001. Health District – Payments to Ledge Light Health District. The budgeted amount is set on a per capita basis. This amount is 100% reimbursed by the Town of Groton.

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 2020-2021
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Legislative Policy			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	225	1,000	149	1,000	0.00%
HIGHLIGHTS:					
PERSONNEL: - No personnel charged to this function.					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Operating Expenses	225	1,000	149	1,000
Total	225	1,000	149	1,000

COST CENTER

001 City Council	225	1,000	149	1,000
Total	225	1,000	149	1,000

FINANCING PLAN

General Fund	225	1,000	149	1,000
Total	225	1,000	149	1,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
OPERATING EXPENSES				
Professional Development	225	1,000	149	1,000
Total Operating Expenses	225	1,000	149	1,000
GRAND TOTALS	225	1,000	149	1,000

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Boards and Commissions			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	15,000	15,500	15,000	15,500	0.00%
HIGHLIGHTS:					
PERSONNEL:					
- No personnel in this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
APPROPRIATION				
Operating Expenses	<u>15,000</u>	<u>15,500</u>	<u>15,000</u>	<u>15,500</u>
Total	<u><u>15,000</u></u>	<u><u>15,500</u></u>	<u><u>15,000</u></u>	<u><u>15,500</u></u>

COST CENTER				
001 Boards and Commissions	<u>15,000</u>	<u>15,500</u>	<u>15,000</u>	<u>15,500</u>
002 Charter Revision	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u><u>15,000</u></u>	<u><u>15,500</u></u>	<u><u>15,000</u></u>	<u><u>15,500</u></u>

FINANCING PLAN				
General Fund	<u>15,000</u>	<u>15,500</u>	<u>15,000</u>	<u>15,500</u>
Total	<u><u>15,000</u></u>	<u><u>15,500</u></u>	<u><u>15,000</u></u>	<u><u>15,500</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
OPERATING EXPENSES				
Office Supplies/Advertising	-	500	-	500
Professional Development	-	-	-	-
Contractual Services	15,000	15,000	15,000	15,000
Total Operating Expenses	15,000	15,500	15,000	15,500
GRAND TOTALS	15,000	15,500	15,000	15,500

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Citizens Participation			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	4,666	5,500	3,835	5,500	0.00%
HIGHLIGHTS:					
PERSONNEL:					
- No personnel in this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Operating Expenses	4,666	5,500	3,835	5,500
Total	4,666	5,500	3,835	5,500

COST CENTER				
001 Groton Day	4,399	5,000	3,835	5,000
002 Beautification/Community Events	267	500	-	500
Total	4,666	5,500	3,835	5,500

FINANCING PLAN				
Groton Day	1,574	3,000	1,739	3,000
General Fund	3,092	2,500	2,096	2,500
Total	4,666	5,500	3,835	5,500

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
OPERATING EXPENSES				
Payments/Contribution	4,666	5,500	3,835	5,500
Total Operating Expenses	4,666	5,500	3,835	5,500
GRAND TOTALS	4,666	5,500	3,835	5,500

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	346,612	356,115	346,850	356,089
Operating Expenses	39,316	59,000	37,001	72,000
Total	385,928	415,115	383,851	428,089

COST CENTER				
001 Leadership	94,686	97,002	94,549	97,003
002 Recording legal documents	147,789	182,691	152,128	177,681
003 Elections	9,508	-	-	13,000
004 General Support	133,945	135,422	137,174	140,405
005 Professional Services	-	-	-	-
006 Reserve for Equipment	-	-	-	-
Total	385,928	415,115	383,851	428,089

FINANCING PLAN				
General Fund	385,928	415,115	383,851	428,089
Total	385,928	415,115	383,851	428,089

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	202,736	208,891	203,760	207,323
Part Time Employees	-	-	-	-
Overtime	2,658	3,500	-	-
Step Increases/Pay Adjustments	-	-	-	-
Benefits:				
Medical Insurance	95,379	94,500	94,500	98,280
Life Insurance	3,062	3,000	3,134	3,300
Pension	15,000	17,362	17,362	18,057
FICA tax	16,027	15,802	15,109	15,861
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	3,890	5,200	5,125	5,408
Total Personnel Services	346,612	356,115	346,850	356,089
OPERATING EXPENSES				
Elections	9,253	-	-	13,000
Office Supplies/Advertising	6,322	9,500	3,652	9,500
Professional Development	2,029	5,000	2,256	5,000
Utilities/Fuel	2,151	2,500	1,509	2,500
Contractual Services	19,561	42,000	29,584	42,000
Reserve Fund/Equipment	-	-	-	-
Program Equipment	-	-	-	-
Total Operating Expenses	39,316	59,000	37,001	72,000
GRAND TOTALS	385,928	415,115	383,851	428,089

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

FULL TIME EMPLOYEE ANALYSIS

Mayor	1.00	1.00	1.00	1.00
City Clerk	0.55	0.55	0.55	0.55
Administrative Clerk	0.45	0.45	0.45	0.45
Administrative Secretary	1.00	1.00	1.00	1.00
Records Clerk	-	-	-	-
Total Full Time Employees	3.00	3.00	3.00	3.00

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Mayor	85,020	85,000	85,000	85,000
City Clerk	31,092	31,634	31,712	32,504
Administrative Clerk	25,439	25,882	25,946	26,595
Administrative Secretary	61,185	66,375	61,102	63,224
Records Clerk	-	-	-	-
Total Full Time Employees Salaries & Wages	202,736	208,891	203,760	207,323

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Health District		FUNCTION: Health Services			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	-	-	-	-	#DIV/0!
HIGHLIGHTS:					
- The Town of Groton will fund directly starting in FY19.					
PERSONNEL:					
- No personnel charged to this function.					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	Health District	Health Service	11600

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Operating Expenses	-	-	-	-
Total	-	-	-	-

COST CENTER

001 Health District	-	-	-	-
Total	-	-	-	-

FINANCING PLAN

Town of Groton	-	-	-	-
Total	-	-	-	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	Health District	Health Service	11600

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

OPERATING EXPENSES

Contractual Services	-	-	-	-
Total Operating Expenses	-	-	-	-
GRAND TOTALS	-	-	-	-

THE CITY OF GROTON
BUDGET 2020-2021
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 2020-2021
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Human Resources			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	287,060	308,518	290,992	328,677	6.53%
HIGHLIGHTS:					
<p>Eighty-two percent of the funding for the HR department is from The Department of Utilities.</p>					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	275,789	286,318	282,963	310,977
Operating Expenses	11,271	22,200	8,029	17,700
Total	<u>287,060</u>	<u>308,518</u>	<u>290,992</u>	<u>328,677</u>

COST CENTER				
001 Human Resources	287,060	308,518	290,992	328,677
Total	<u>287,060</u>	<u>308,518</u>	<u>290,992</u>	<u>328,677</u>

FINANCING PLAN				
Interdepartmental	241,303	252,985	252,985	269,515
General Fund	45,757	55,533	38,007	59,162
Total	<u>287,060</u>	<u>308,518</u>	<u>290,992</u>	<u>328,677</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

General Government

General
Government

Human Resources

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	186,472	191,374	190,153	211,845
Part Time Employees	-	-	-	-
Overtime	-	1,500	-	1,500
Benefits:				
Pension	15,375	17,500	17,500	18,200
FICA tax	13,697	14,640	14,547	16,321
Blue Cross/ CMS	53,974	52,564	52,564	54,700
Group Insurance	659	3,000	2,459	2,651
OPEB	5,240	5,240	5,240	5,240
Worker's Compensation	372	500	500	520
Total Personnel Services	275,789	286,318	282,963	310,977
OPERATING EXPENSES				
Office Supplies/Advertising	490	2,000	577	750
Professional Development	956	2,000	1,711	1,750
Utilities/Fuel	1,061	1,200	1,095	1,200
Contractual Services	8,764	17,000	4,646	14,000
Total Operating Expenses	11,271	22,200	8,029	17,700
GRAND TOTALS	287,060	308,518	290,992	328,677

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
<u>FULL TIME EMPLOYEE ANALYSIS</u>				
Human Resource Director	1.00	1.00	1.00	1.00
HR Generalist	2.00	2.00	2.00	2.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees	3.00	3.00	3.00	3.00

<u>FULL TIME EMPLOYEE SALARIES & WAGES</u>				
Human Resource Director	86,715	90,000	88,670	103,000
HR Generalist	99,757	101,374	101,483	108,845
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees Salaries & Wages	186,472	191,374	190,153	211,845

THE CITY OF GROTON
BUDGET 2020-2021
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 2020-2021
Function Highlights**

DEPARTMENT: Finance		FUNCTION: Financial Administration			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	639,841	714,946	694,992	729,606	2.05%
HIGHLIGHTS:					
PERSONNEL: - No changes in personnel					
CAPITAL: - No Capital requested					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	568,062	605,896	590,549	607,986
Operating Expenses	71,779	109,050	104,443	121,620
Total	639,841	714,946	694,992	729,606

COST CENTER				
001 Leadership	52,527	59,896	57,054	59,896
002 Account/Treasury Mgt	206,693	235,690	224,508	235,690
003 Payroll/Benefit Admin.	35,365	40,327	38,414	40,327
004 Purchasing	49,593	56,550	53,867	56,550
005 Risk Management	2,048	2,335	2,224	2,335
006 General Support	293,615	320,148	318,925	334,808
007 Reserve for Vehicles & Equipment	-	-	-	-
Total	639,841	714,946	694,992	729,606

FINANCING PLAN				
Interdepartmental	331,517	357,473	357,473	364,803
General Fund	308,324	357,473	337,519	364,803
Total	639,841	714,946	694,992	729,606

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	391,024	407,135	398,696	405,806
Part Time Employees	-	-	-	-
Overtime	509	2,000	4,345	2,000
Step Increases/Pay Adjustments	-	-	-	-
Sell Back of Time Off	-	8,000	-	6,000
Benefits:	-	-	-	-
OPEB	13,100	13,100	13,100	13,100
Medical Insurance	102,025	108,000	108,000	112,320
Life Insurance	5,612	5,500	5,658	5,720
Pension	25,750	29,000	29,000	30,160
FICA tax	29,118	31,911	30,500	31,580
Worker's Compensation	924	1,250	1,250	1,300
Total Personnel Services	568,062	605,896	590,549	607,986
OPERATING EXPENSES				
Office Supplies/Advertising	18,308	22,000	20,487	22,000
Professional Development	275	5,000	4,285	5,000
Utilities/Fuel/Safety Incen	314	300	7,674	7,800
Contractual Services	51,627	80,000	70,247	80,000
General Insurance	1,255	1,750	1,750	1,820
Reserve for Vehicles & Equipment	-	-	-	5,000
Total Operating Expenses	71,779	109,050	104,443	121,620
GRAND TOTALS	639,841	714,946	694,992	729,606

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

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	116,948	141,943	146,744	150,455
Administrative Assistant	52,960	51,168	38,403	46,692
Utility Accountant	71,760	71,560	72,350	75,650
Senior Accountant	86,578	86,778	68,844	74,875
Accounting Assistant	62,778	55,686	72,355	58,134
Total Full Time Employees Salaries & Wages	391,024	407,135	398,696	405,806

Building & Zoning, Planning

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

THE CITY OF GROTON
BUDGET 2020-2021
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 2020-2021
Function Highlights**

DEPARTMENT: Building		FUNCTION: Inspection			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	410,728	1,706,888	566,248	1,579,869	-7.44%
HIGHLIGHTS: 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.					
PERSONNEL:					
CAPITAL: Capital - \$5,000 contribution to the vehicle reserve					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	365,494	410,138	490,779	537,929
Operating Expenses	45,234	1,296,750	75,469	1,041,940
Total	<u>410,728</u>	<u>1,706,888</u>	<u>566,248</u>	<u>1,579,869</u>

COST CENTER				
001 Building Inspection	99,115	113,389	192,392	231,427
002 Inquires & Assistance	70,830	76,451	84,013	79,097
003 Zoning	58,320	71,379	65,380	73,121
004 Plan Review	23,245	24,656	24,656	25,364
005 General Support	159,218	1,376,013	183,807	1,165,860
006 Reserve for Vehicles & Equipment	-	45,000	16,000	5,000
Total	<u>410,728</u>	<u>1,706,888</u>	<u>566,248</u>	<u>1,579,869</u>

FINANCING PLAN				
Permits	597,011	3,275,000	3,290,592	575,000
Third Party Reviews	-	-	-	-
Transfer from Community - Development and Beatification Fund	15,000	15,000	15,000	15,000
General Fund	(201,283)	(1,583,112)	(2,739,344)	989,869
Total	<u>410,728</u>	<u>1,706,888</u>	<u>566,248</u>	<u>1,579,869</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
PERSONNEL SERVICES				
Full Time Employees	217,662	221,470	304,351	343,115
Part Time Employees	16,251	40,090	34,050	41,000
Overtime	675	4,000	2,000	4,000
Benefits:				
Medical Insurance	80,750	86,403	86,403	89,860
Life Insurance	3,010	3,000	3,075	3,120
Pension	15,500	17,500	17,500	18,200
FICA tax	16,922	20,315	26,040	20,894
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	6,864	9,500	9,500	9,880
Total Personnel Services	365,494	410,138	490,779	537,929
OPERATING EXPENSES				
Office Supplies/Advertising	5,913	16,000	16,000	16,000
Professional Development	2,199	8,000	8,000	8,000
General Insurance	3,775	4,750	4,750	4,940
Utilities	1,529	5,500	2,500	5,500
Contractual Services	13,094	1,210,000	20,719	995,000
Vehicle Operations/Supply	2,724	7,500	7,500	7,500
Vehicles	-	-	-	-
Reserve for Vehicles & Equipment	16,000	45,000	16,000	5,000
Total Operating Expenses	45,234	1,296,750	75,469	1,041,940
GRAND TOTALS	410,728	1,706,888	566,248	1,579,869

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

FULL TIME EMPLOYEE ANALYSIS

Building Official	1	1	1	1
Building Inspector	1	1	2	2
Secretary	1	1	1	1
Total Full Time Employees	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Building Official	94,615	96,916	96,532	99,489
Building Inspector	68,653	70,093	153,358	186,965
Secretary	50,567	54,461	54,461	56,661
Total Full Time Employees Salaries & Wages	<u>213,835</u>	<u>221,470</u>	<u>304,351</u>	<u>343,115</u>

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Building & Zoning		FUNCTION: Boards and Commissions			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	31,117	50,000	44,500	49,000	-2.00%
HIGHLIGHTS:					
PERSONNEL: - No change					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Building & Zoning

Boards and
Commissions

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Operating Expenses	31,117	50,000	44,500	49,000
Total	<u>31,117</u>	<u>50,000</u>	<u>44,500</u>	<u>49,000</u>
COST CENTER				
001 Historic Review	8,728	9,500	8,500	9,500
002 Zoning Board of Appeals	21,112	26,000	24,500	26,000
003 Harbor Management	-	750	-	750
004 Conservation Commission	1,277	13,750	11,500	12,750
Total	<u>31,117</u>	<u>50,000</u>	<u>44,500</u>	<u>49,000</u>
FINANCING PLAN				
Harbor Management Fees	-	-	-	-
General Fund	31,117	50,000	44,500	49,000
Total	<u>31,117</u>	<u>50,000</u>	<u>44,500</u>	<u>49,000</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
OPERATING EXPENSES				
Office Supplies/Advertising	4,824	10,500	8,000	10,500
Professional Development	2,820	4,500	1,500	4,500
Contractual Services	23,473	35,000	35,000	34,000
Total Operating Expenses	31,117	50,000	44,500	49,000
GRAND TOTALS	31,117	50,000	44,500	49,000

THE CITY OF GROTON
BUDGET 2020-2021
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 substantial 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 2020-2021
Function Highlights**

DEPARTMENT: Planning & Zoning		FUNCTION:			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	174,969	165,865	165,865	184,479	11.22%
HIGHLIGHTS:					
- None					
PERSONNEL:					
- None					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
------------------------	-------------------	-----------------	--------------

Planning & Zoning

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	124,908	128,380	128,380	132,144
Operating Expenses	50,061	37,485	37,485	52,335
Total	174,969	165,865	165,865	184,479

COST CENTER				
001 Planning	136,036	149,815	149,815	163,429
002 Zoning	38,933	16,050	16,050	21,050
Total	174,969	165,865	165,865	184,479

FINANCING PLAN				
General Fund	174,969	165,865	165,865	184,479
Total	174,969	165,865	165,865	184,479

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

AREA OF SERVICE DEPARTMENT FUNCTION CODE:

Planning & Zoning

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
PERSONNEL SERVICES				
Full Time Employees	82,064	84,050	84,050	86,151
Benefits:				
Medical Insurance	24,225	23,380	23,380	24,315
Life Insurance	1,305	1,500	1,500	1,560
Pension	5,250	5,800	5,800	6,032
FICA tax	6,104	6,430	6,430	6,591
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	3,340	4,600	4,600	4,875
Total Personnel Services	<u>124,908</u>	<u>128,380</u>	<u>128,380</u>	<u>132,144</u>
OPERATING EXPENSES				
Office Supplies/Advertising	11,135	4,800	4,800	5,300
Professional Development	420	1,300	1,300	3,650
Vehicle Operations/Supply	482	1,385	1,385	1,385
Contractual Services	38,024	30,000	30,000	42,000
Total Operating Expenses	<u>50,061</u>	<u>37,485</u>	<u>37,485</u>	<u>52,335</u>
GRAND TOTALS	<u>174,969</u>	<u>165,865</u>	<u>165,865</u>	<u>184,479</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--------------------------------------	--	----------------------------------

FULL TIME EMPLOYEE ANALYSIS

Planner	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Full Time Employees	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Planner	<u>82,064</u>	<u>84,050</u>	<u>84,050</u>	<u>86,151</u>
Total Full Time Employees Salaries & Wages	<u>82,064</u>	<u>84,050</u>	<u>84,050</u>	<u>86,151</u>

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Planning		FUNCTION: Economic Development			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	106,786	100,049	102,097	118,924	18.87%
HIGHLIGHTS:					
<ul style="list-style-type: none"> - This is the second year that the Economic Development budget is included as part of the General Fund, in the past this was funded by a Special Revenue Fund 					
PERSONNEL:					
<ul style="list-style-type: none"> - One Full Time Position is included in this budget 					
CAPITAL:					
<ul style="list-style-type: none"> - None 					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning

Economic Development

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	70,998	86,919	87,033	89,424
Operating Expenses	35,788	13,130	15,064	29,500
Total	106,786	100,049	102,097	118,924
COST CENTER				
001 Economic Development	106,786	100,049	102,097	118,924
Total	106,786	100,049	102,097	118,924
FINANCING PLAN				
Transfer from Community - Development and Beatification Fund	-	-	-	-
General Fund	106,786	100,049	102,097	118,924
Total	106,786	100,049	102,097	118,924

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
------------------------	-------------------	-----------------	--------------

	Planning	Economic Development	
--	----------	----------------------	--

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	38,344	46,000	46,051	47,035
Benefits:				
Medical Insurance	21,850	23,380	23,380	24,315
Life Insurance	-	1,000	1,059	1,040
Pension	5,250	5,800	5,800	6,032
FICA tax	2,934	3,519	3,523	3,598
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	-	4,600	4,600	4,784
Total Personnel Services	70,998	86,919	87,033	89,424
OPERATING EXPENSES				
Office Supplies/Advertising	378	1,230	1,349	16,500
Vehicle Operations/Supplies	1,007	1,500	1,160	2,000
Professional Development	431	500	555	1,500
Materials and Supplies	2,372	2,500	-	2,500
Grant Program	-	5,000	-	5,000
Contractual Services	31,600	2,400	12,000	2,000
Total Operating Expenses	35,788	13,130	15,064	29,500
GRAND TOTALS	106,786	100,049	102,097	118,924

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

FULL TIME EMPLOYEE ANALYSIS

Economic Development Specialist	<u> -</u>	<u> 1</u>	<u> 1</u>	<u> 1</u>
Total Full Time Employees	<u> -</u>	<u> 1</u>	<u> 1</u>	<u> 1</u>

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Economic Development Specialist	<u> 38,344</u>	<u> 46,000</u>	<u> 46,051</u>	<u> 47,035</u>
Total Full Time Employees Salaries & Wages	<u> 38,344</u>	<u> 46,000</u>	<u> 46,051</u>	<u> 47,035</u>

Public Safety

- **Police**
 - Administration
 - Crime Prevention
 - Crime Apprehension

- **Fire**

- **Civil Preparedness**

THE CITY OF GROTON
BUDGET 2020-2021
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 2017	Actual FY 2018	Actual FY 2019	Current FY 2020*	Projected FY20**
CC1- Calls for Service	10,223	10,522	16,039	12,483	16,644
CC2 – Criminal Arrests	495	503	498	286	381
CC3 – Motor Vehicle Accidents	184	189	162	116	155
CC4 – Special Enforcement (DWI)	31	27	40	28	37
CC5 – Medical Responses	809	830	863	584	779
CC6 – Traffic Ticket Summons /Warnings	1,599	1,618	1,237	780	1,040

*As of 3/31/2020

** 12 weeks of FY20 remaining

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Police		FUNCTION: Summary															
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change												
BUDGET	4,909,897	5,289,625	5,282,431	5,337,679	0.91%												
HIGHLIGHTS:																	
PERSONNEL:																	
Twenty-eight (28) sworn personnel Seven and a half (7.5) civilian personnel																	
CAPITAL:																	
<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: 10%; text-align: center;">-</td> <td style="width: 20%;"></td> </tr> <tr> <td>Bullet proof Vests</td> <td></td> <td></td> <td style="text-align: right;">5,425</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">5,425</td> </tr> </table>						Vehicles	\$	-		Bullet proof Vests			5,425				5,425
Vehicles	\$	-															
Bullet proof Vests			5,425														
			5,425														

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Administration (Leadership/Gen Sup)	2,223,955	2,495,485	2,539,744	2,558,381
Training	90,468	74,000	84,629	79,500
Crime Prevention (Patrol)	2,199,315	2,334,540	2,242,080	2,308,410
Assembly Safety	32,983	25,000	32,586	25,000
Alcohol Enforcement	3,987	2,435	2,855	2,435
Outside Charges	-	-	-	-
Crime Apprehensions (Investigations)	359,189	358,165	380,537	363,953
Total	4,909,897	5,289,625	5,282,431	5,337,679

Town of Groton Funding

Administration (Leadership/Gen Sup)	1,082,240	1,178,591	1,178,591	1,208,514
Training	36,000	37,000	37,000	39,750
Crime Prevention (Patrol)	1,138,592	1,157,270	1,157,270	1,139,205
Assembly Safety	10,000	12,500	12,500	12,500
Alcohol Enforcement	304	-	-	-
Crime Invest/Evid (incl. YO)	175,943	179,082	179,082	181,976
Total	2,443,079	2,564,443	2,564,443	2,581,945
Town's share	2,443,079	2,564,443	2,564,443	2,581,945
Crossing guards	-	-	-	-

FINANCING PLAN

Administration				
Town of Groton	1,082,240	1,178,591	1,178,591	1,208,514
General Fund	1,141,715	1,316,894	1,361,153	1,349,867
Training				
Town of Groton	36,000	37,000	37,000	39,750
General Fund	54,468	37,000	47,629	39,750
Crime Prevention				
Town of Groton	1,138,592	1,157,270	1,157,270	1,139,205
Parking Tickets	39,530	20,000	20,285	30,000
Outside Charges	-	-	-	-
DUI Grant	-	-	-	-
General Fund	1,021,193	1,157,270	1,064,525	1,139,205
Assembly Safety				
Town of Groton	10,000	12,500	12,500	12,500
General Fund	22,983	12,500	20,086	12,500
Alcohol Enforcement				
Town of Groton	304	-	-	-
General Fund	507	-	-	-
DUI Grant	3,176	2,435	2,855	2,435
Crime Apprehensions				
Town of Groton	175,943	179,082	179,082	181,976
Statewide Narcotics Task Force (SNTF)	-	-	-	-
General Fund	183,246	179,083	201,455	181,977
Crossing Guards				
Town of Groton	-	-	-	-
Total	4,909,897	5,289,625	5,282,431	5,337,679

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

<u>PERSONNEL SERVICES</u>	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
Full Time Employees	2,458,268	2,575,986	2,506,357	2,633,028
Part Time Employee (STO & Dispatch)	13,694	13,260	13,801	13,523
Part Time Employee (Records Clerk)	18,717	21,643	16,737	19,760
Overtime	136,054	110,500	132,396	110,500
Alcohol Enforcement	3,931	2,400	2,814	2,400
Outside Charges	-			
Shift Overtime Replacement	254,376	265,310	254,143	265,310
Assembly Safety	32,983	25,000	32,586	25,000
Longevity	10,840	16,751	15,769	16,996
MRT/EMT Stipends	16,800	18,200	18,200	18,200
Step Increases/Pay Adjustments	10,210	4,500	12,839	4,500
Sell Back of Time Off	11,546	8,500	12,672	8,500
Benefits:				
Medical Insurance	730,121	755,000	755,000	785,200
Life Insurance	21,164	22,500	22,458	23,400
Pension	470,000	600,150	598,000	610,000
FICA tax	68,732	78,967	83,344	80,648
Worker's Compensation	152,520	170,000	170,000	176,800
Education/Enhancement (College Incentive)	27,137	30,000	27,791	31,000
OPEB	91,700	91,700	91,700	96,940
Unemployment Compensation	1,505	1,333	1,333	1,624
Heart & Hypertension	2,189	10,000	2,262	10,000
Clothing Allowance	24,521	27,000	26,053	27,000
Total Personnel Services	4,557,008	4,848,700	4,796,255	4,960,329
OPERATING EXPENSES				
Office Supplies/Advertising	1,004	800	2,243	800
Professional Development	27,834	21,900	27,149	26,800
Insurance/Risk Management (General Ins.)	64,520	80,000	67,800	83,200
Utilities	13,285	12,500	15,367	12,500
Software Maintenance	29,294	41,425	59,201	42,200
Equipment Maintenance	3,041	5,000	8,026	5,000
Contractual Services	54,730	103,600	90,720	103,600
Facility Material & Supply	1,726	2,600	6,937	2,600
Safety Incentive	5,843	5,500	5,699	5,500
Vehicle Operations/Supply	6,842	1,950	2,433	2,000
Material & Supply	21,508	23,650	31,028	23,650
Occupational Health	-	700	370	700
Reserve Fund/Equipment	-	-	-	-
Vehicle Maintenance Fee	41,625	34,000	62,944	34,000
Vehicle Replacements	47,525	72,500	72,500	-
Vehicle Fuel	34,112	34,800	33,759	34,800
Total Operating Expenses	352,889	440,925	486,176	377,350
GRAND TOTALS	4,909,897	5,289,625	5,282,431	5,337,679

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

FULL TIME EMPLOYEE ANALYSIS

Chief of Police	1	1	1	1
Deputy Chief	1	1	1	1
Police Lieutenants	1	1	1	1
Sergeants	5	5	5	5
Patrol Officer	17	16	16	16
Detective & Youth Officer	4	5	5	5
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	99,936	105,000	103,685	105,000
Deputy Chief	126,792	98,932	108,280	102,000
Police Lieutenants	94,246	95,005	95,400	97,386
Sergeants	390,915	414,667	408,824	425,048
Patrol Officer	1,079,784	1,195,543	1,104,240	1,222,644
Detective & Youth Officer	322,771	322,559	345,350	327,933
Dispatch	191,255	188,843	183,797	193,627
Administrative Assistant	55,181	57,283	56,719	58,427
Records Clerk	46,471	46,654	47,608	48,422
Office & Maintenance Support	50,917	51,500	52,454	52,541
Total Full Time Employees Salaries & Wages	2,458,268	2,575,986	2,506,357	2,633,028

THE CITY OF GROTON
BUDGET 2020-2021
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 2020-2021**

DEPARTMENT: Fire		FUNCTION: Fire Operations			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	3,017,655	3,214,637	3,091,065	3,420,286	6.40%
HIGHLIGHTS:					
PERSONNEL:					
- No Change					
CAPITAL:					
Capital - includes \$150,000 for the Vehicle Replacement Fund					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

APPROPRIATION

Personnel Services	2,609,282	2,655,937	2,622,365	2,743,526
Operating Expenses	408,373	558,700	468,700	676,760
Total	<u>3,017,655</u>	<u>3,214,637</u>	<u>3,091,065</u>	<u>3,420,286</u>

COST CENTER

001 Leadership	201,385	200,790	200,790	209,388
002 Training	2,860	8,000	8,000	8,000
003 Fire Services	2,799,181	2,956,847	2,833,275	3,033,898
004 Fire Marshall	4,229	4,000	4,000	4,000
005 Vehicles Reserve Fund	10,000	30,000	30,000	150,000
006 Program Equipment	-	15,000	15,000	15,000
Total	<u>3,017,655</u>	<u>3,214,637</u>	<u>3,091,065</u>	<u>3,420,286</u>

FINANCING PLAN

West Pleasant Valley Fire District	328,958	325,000	350,690	345,000
General Fund	2,688,697	2,889,637	2,740,375	3,075,286
Total	<u>3,017,655</u>	<u>3,214,637</u>	<u>3,091,065</u>	<u>3,420,286</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	1,235,996	1,253,477	1,219,755	1,306,141
Part Time Employees	5,692	1,000	-	-
Overtime	359,376	340,000	340,000	340,000
Longevity	4,350	3,650	3,200	3,750
Step Increases/Pay Adjustments	-	-	-	-
Stipends	21,050	23,300	23,300	23,300
Safety Incentive	6,341	3,400	3,400	3,400
Clothing Allowance	11,300	11,300	12,900	12,900
Sell Back of Time Off	53,270	57,475	57,475	57,500
Benefits:				
Medical Insurance	452,324	514,000	514,000	533,120
Life Insurance	26,107	12,000	12,000	12,480
Pension	260,000	250,000	250,000	260,000
Pension - volunteer	-	2,000	2,000	1,000
FICA tax	23,716	24,795	24,795	25,795
OPEB	44,540	44,540	44,540	44,540
Volunteer incentive	-	-	-	-
Worker's Compensation	105,220	115,000	115,000	119,600
Total Personnel Services	2,609,282	2,655,937	2,622,365	2,743,526
OPERATING EXPENSES				
Office Supplies/Advertising	3,503	6,000	6,000	6,000
Professional Development	3,160	8,000	8,000	8,000
Fire Marshall	4,229	4,000	4,000	4,000
Fire Services	14,025	24,000	24,000	24,000
H and H	50,534	75,000	75,000	75,000
Emergency Medical Service	3,805	8,500	8,500	8,500
Fire Fighter Health & Safety	9,941	7,000	7,000	7,000
Awards & Recognition	600	700	700	700
General Insurance	21,067	26,500	26,500	27,560
Utilities	173,905	173,000	173,000	180,000
Equipment Maintenance	1,841	9,000	9,000	9,000
Contractual Services	13,839	120,000	10,000	110,000
Facility Material & Supply	63,703	17,000	17,000	17,000
Vehicle Operations/Supply	34,221	35,000	55,000	35,000
Reserve Fund/Equipment	10,000	30,000	30,000	150,000
Program Equipment	-	15,000	15,000	15,000
Total Operating Expenses	408,373	558,700	468,700	676,760
GRAND TOTALS	3,017,655	3,214,637	3,091,065	3,420,286

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
---	---	---	---

FULL TIME EMPLOYEE ANALYSIS

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	9.00	9.00	10.00
Firefighter 5th Step	1.00	1.00	1.00	-
Firefighter 4th Step	1.00	-	-	-
Firefighter 3rd step	-	-	-	-
Firefighter 2nd step	-	-	-	1.00
Firefighter 1st step	-	2.00	2.00	1.00
Total Full Time Employees	17.00	17.00	17.00	17.00

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief	100,367	104,597	104,597	106,941
Deputy Chief	93,126	88,158	88,158	94,300
Captain	242,125	240,822	240,822	251,745
Firefighter	679,871	653,096	653,096	747,710
Firefighter 5th Step	61,723	69,899	69,899	-
Firefighter 4th Step	58,784	-	-	-
Firefighter 3rd step	-	-	-	-
Firefighter 2nd step	-	-	-	54,944
Firefighter 1st step	-	96,905	63,183	50,501
Total Full Time Employees Salaries & Wages	1,235,996	1,253,477	1,219,755	1,306,141

THE CITY OF GROTON
BUDGET 2020-2021
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 2020-2021
Function Highlights**

DEPARTMENT: Civil Preparedness		FUNCTION:			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	7,460	11,459	10,783	11,459	0.00%
HIGHLIGHTS:					
PERSONNEL: - No change in personnel					
CAPITAL: -None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	6,085	6,459	6,087	6,459
Operating Expenses	1,375	5,000	4,696	5,000
Total	7,460	11,459	10,783	11,459

COST CENTER				
001 Civil Preparedness	7,460	11,459	10,783	11,459
Total	7,460	11,459	10,783	11,459

FINANCING PLAN				
General Fund	7,460	11,459	10,783	11,459
Total	7,460	11,459	10,783	11,459

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	-	-	-	-
Part Time Employees	6,000	6,000	6,000	6,000
Benefits:				
FICA tax	85	459	87	459
Worker's Compensation	-	-	-	-
Unemployment Compensation	-	-	-	-
Total Personnel Services	6,085	6,459	6,087	6,459

OPERATING EXPENSES				
Office Supplies/Advertising	-	500	351	500
Professional Development	-	200	100	200
Utilities/Fuel	1,375	1,500	1,375	1,500
Equipment Maintenance	-	300	250	300
Miscellaneous/Awards/Events	-	2,500	2,620	2,500
Total Operating Expenses	1,375	5,000	4,696	5,000
GRAND TOTALS	7,460	11,459	10,783	11,459

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

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**

- **WPCA**

- **Public Buildings**

- **Parks and Recreation**
 - Recreation
 - Maintenance

THE CITY OF GROTON
BUDGET 2020-2021
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 2020-2021
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Summary			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	1,915,400	2,114,513	2,116,430	2,304,676	8.99%
<p>HIGHLIGHTS: Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance, Engineering, Public Buildings and Vehicle Reserve.</p>					
<p>PERSONNEL: No Change</p>					
<p>CAPITAL:</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Personnel Services	1,410,377	1,615,338	1,602,510	1,659,251
Operating Expenses	505,023	499,175	513,920	645,425
Total	1,915,400	2,114,513	2,116,430	2,304,676

COST CENTER

ADMINISTRATION	812,748	844,907	846,539	871,575
FLEET MAINTENANCE	161,464	175,591	171,295	178,013
ROADS & STREETS	598,708	704,665	691,354	735,975
SNOW / ICE CONTROL	90,456	115,361	115,361	115,361
ENGINEERING	30,424	84,029	85,553	94,342
PUBLIC BUILDINGS	51,600	64,960	81,328	65,410
VEHICLES	170,000	125,000	125,000	244,000
PAVING	-	-	-	-
Total	1,915,400	2,114,513	2,116,430	2,304,676

FINANCING PLAN

Outside Charges	266	1,000	1,000	1,000
State Town Aid Road	113,730	113,531	113,531	113,730
Town of Groton	2,050,863	1,999,982	1,999,982	2,189,946
Subtotal	2,164,859	2,114,513	2,114,513	2,304,676
TOTAL	2,164,859	2,114,513	2,114,513	2,304,676

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	757,553	880,050	871,506	901,000
Overtime	42,769	66,134	63,452	67,150
Longevity	1,775	2,800	2,875	2,800
Allowances	14,400	11,800	13,500	11,800
FICA tax	59,294	73,954	71,083	75,601
Seasonal Laborers	-	-	-	-
Medical Insurance	339,913	360,000	360,000	374,400
Pension	67,300	75,000	75,000	76,000
OPEB	34,400	34,400	34,400	34,400
Life Insurance	6,149	6,200	6,597	6,900
Unemployment Compensation	-	-	-	-
Worker's Compensation	86,824	105,000	104,097	109,200
Total Personnel Services	1,410,377	1,615,338	1,602,510	1,659,251
OPERATING EXPENSES				
Office Supplies/Advertising	-	750	808	750
Professional Development	2,260	1,700	4,585	1,700
Utility/Fuel/Mileage	23,571	26,440	24,749	26,440
Payments Contribution	-	1,000	1,000	1,000
Repairs & Maintenance Facilities	18,492	16,940	36,146	21,690
Software Maintenance Fees	9,466	6,200	7,160	7,500
Occupational Health	13,359	11,865	11,929	11,865
Profess/Technical Services	33,035	43,700	39,966	54,700
General Material & Supply	100,357	132,580	124,891	140,180
Vehicle Operations/Supply	23,138	24,000	23,462	24,000
Vehicle Fuel	48,859	42,500	46,709	42,500
Computer Equipment	2,542	1,500	2,515	1,500
General Insurance	59,944	65,000	65,000	67,600
Vehicle / Reserve	170,000	125,000	125,000	-
Capital - Paving	-	-	-	244,000
Total Operating Expenses	505,023	499,175	513,920	645,425
GRAND TOTALS	1,915,400	2,114,513	2,116,430	2,304,676

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21

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	0.00	0.00	0.00
Heavy Equipment Operator	1.88	1.88	1.88	1.88
Maintenance Mechanic	2.80	2.80	2.80	2.80
Light Equipment Operator	1.68	1.68	1.68	1.68
Laborer	2.74	2.74	2.74	2.74
Engineer	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 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21

FTE SALARIES & WAGES

Public Works Director	62,085	62,100	63,327	63,492
Highway Supervisor	63,838	64,950	63,838	66,382
Office Support	36,589	37,250	36,589	38,057
Garage Mechanic	64,005	65,300	64,005	66,885
Master Maintenance Mechanic	-	-	-	-
Heavy Equipment Operator	115,469	129,550	125,230	132,736
Maintenance Mechanic	162,200	184,900	184,687	189,420
Light Equipment Operator	98,260	108,100	108,620	110,708
Laborer	139,904	159,900	157,210	163,770
Engineer	15,203	68,000	68,000	69,550
Total Full Time Employees	757,553	880,050	871,506	901,000

THE CITY OF GROTON
BUDGET 2020-2021
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 2020-2021
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Sanitation			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	978,631	1,048,836	1,061,369	1,253,185	19.48%

HIGHLIGHTS:

PERSONNEL:

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	723,512	740,836	749,545	763,185
Operating Expenses	255,119	308,000	311,824	490,000
Total	978,631	1,048,836	1,061,369	1,253,185

COST CENTER				
001 Supervision	37,245	41,445	39,336	41,984
002 Municipal Solid Waste	449,954	422,858	425,396	460,330
003 Recycling	179,759	204,898	216,340	258,657
004 General Support	311,673	329,635	330,297	342,214
005 Bulky Waste	-	-	-	-
006 Reserve for Vehicles & Equipment	-	50,000	50,000	150,000
Total	978,631	1,048,836	1,061,369	1,253,185

FINANCING PLAN				
Capital Reserve	-	-	-	-
Recycling	9,598	1,500	4,256	1,500
Bulky Waste	6,235	10,000	5,703	10,000
General Fund	962,798	1,037,336	1,051,410	1,241,685
Total	978,631	1,048,836	1,061,369	1,253,185

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--------------------------------------	--	----------------------------------

PERSONNEL SERVICES

Full Time Employees	393,720	359,600	402,611	368,325
Overtime	360	1,600	135	2,600
Part Time Employees	8,129	38,880	9,154	38,880
Longevity	2,625	2,100	2,175	2,200
Benefits:				
Medical Insurance	168,765	181,000	181,000	188,240
Life Insurance	3,419	3,500	3,420	3,640
Pension	26,500	30,000	30,000	31,200
FICA tax	28,728	30,606	27,500	31,350
OPEB	13,550	13,550	13,550	13,550
Worker's Compensation	77,716	80,000	80,000	83,200
Total Personnel Services	723,512	740,836	749,545	763,185

OPERATING EXPENSES

Office Supplies/Advertising	-	-	-	-
Equipment Maintenance	-	-	-	-
General Insurance	-	-	-	-
Contractual Services	2,790	6,000	3,492	6,000
Tipping Fees(incl bulky waste)	189,170	208,000	216,604	275,000
General Material & Supply	20,380	-	-	-
Vehicle Operations/Supply	22,317	20,000	19,824	23,000
Diesel Fuel	20,462	24,000	21,904	36,000
Vehicles	-	50,000	50,000	150,000
Total Operating Expenses	255,119	308,000	311,824	490,000
GRAND TOTALS	978,631	1,048,836	1,061,369	1,253,185

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
---	---	---	---

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	2.30	2.50	2.50	2.50
Laborers	2.25	2.50	2.50	2.50
Heavy Equipment Operators	0.33	0.33	0.33	0.33
Maintenance Mechanic	0.00	0.00	0.00	0.00
Garage Mechanic	0.06	0.06	0.06	0.06
Office Support	0.33	0.33	0.33	0.33
Total Full Time Employees	5.67	6.12	6.12	6.12

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Public Works Director	19,502	22,020	21,067	22,270
Highway Supervisory	15,163	16,480	15,531	16,730
Light Equipment Operators	169,820	147,434	178,087	151,192
Laborers	155,295	129,097	141,337	132,324
Heavy Equipment Operators	12,199	22,012	23,642	22,491
Maintenance Mechanic	-	-	-	-
Garage Mechanic	4,134	4,457	4,408	4,568
Office Support	17,607	18,100	18,539	18,750
Total Full Time Employees Salaries & Wages	393,720	359,600	402,611	368,325

THE CITY OF GROTON
BUDGET 2020-2021
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: WPCA

WPCA, responsible for operating the Pollution Abatement Facility (PAF) for primary & secondary treatment and the nine (9) pumping stations in the collection system. PAF staff is responsible for regulatory compliance of treatment and effluent discharge. PAF employees maintain and repair all equipment on a routine and emergency basis. Staff at PAF also responds to any citizen concerns, collect samples to evaluate process and process control, environmental impact, stormwater discharges, and effluent discharges. Staff in the Water Division operate and maintain the > twenty (20) miles of the sewer collection system. Staff in the Water Division also provides administrative oversight of the entire operation and Project Management services.

Cost Centers

001. Operations - Personnel and perational costs associated with planning, organizing and directing the operations of the Pollution Abatement Facility (PAF) including treatment of domestic waste under the mandates of the DEEP NDES permit, operation and maintenance pump stations, emergency response and repair of all equipment, and mandatory testing of effluent discharge.

002. Reserve Fund/ Equipment Vehicles - Funding for future purchases through a Capital Reserve Account or Capital Transfer Account. The City continues to allocate funds to this account. Projects and vehicle replacements are taken from this fund.

003. Capital Addition – Funding for capital additions.

**Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: WPCA		FUNCTION: Operation			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	-	-	-	-	#DIV/0!
HIGHLIGHTS: The Water Pollution Control Authority (WPCA) has been moved from the General Fund into its own Enterprise Fund and is no longer funded by taxes.					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	WPCA	Operation	013300

<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
---	---	---	---

APPROPRIATION

Personnel Services	-	-	-	-
Operating Expenses	-	-	-	-
Total	-	-	-	-

COST CENTER

001 Operations	-	-	-	-
002 Reserve Fund/Equipment & Vehicles	-	-	-	-
003 Capital Addition	-	-	-	-
Total	-	-	-	-

FINANCING PLAN

Sewer use charge	-	-	-	-
State reimbursement	-	-	-	-
General Fund	-	-	-	-
Total	-	-	-	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	WPCA	Operation	013300

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	-	-	-	-
Overtime	-	-	-	-
Part-Time Employees	-	-	-	-
Benefits:				
Medical Insurance	-	-	-	-
Life Insurance	-	-	-	-
Pension	-	-	-	-
FICA tax	-	-	-	-
OPEB	-	-	-	-
Worker's Compensation	-	-	-	-
Clothing Allowance	-	-	-	-
	-	-	-	-
Total Personnel Services	-	-	-	-
OPERATING EXPENSES				
Office Supplies/Advertising	-	-	-	-
Professional Development	-	-	-	-
General Insurance	-	-	-	-
Utilities/Fuel	-	-	-	-
Equipment Maintenance	-	-	-	-
Contractual Services	-	-	-	-
Sludge Removal	-	-	-	-
Facility Material & Supply	-	-	-	-
Vehicle Operations/Supply	-	-	-	-
General Material & Supply	-	-	-	-
Reserve Fund/Vehicles & Equipment	-	-	-	-
Payment for 9S	-	-	-	-
	-	-	-	-
Total Operating Expenses	-	-	-	-
GRAND TOTALS	-	-	-	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	WPCA	Operation	013300

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

FULL TIME EMPLOYEE ANALYSIS

Chief Operator	-	-	-	-
Chemist	-	-	-	-
Operators	-	-	-	-
Total Full Time Employees	-	-	-	-

FULL TIME EMPLOYEE SALARIES & WAGES

Chief Operator	-	-	-	-
Chemist	-	-	-	-
Operators	-	-	-	-
Total Full Time Employees Salaries & Wages	-	-	-	-

THE CITY OF GROTON
BUDGET 2020-2021
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 2020-2021
Function Highlights**

DEPARTMENT: Building Maintenance		FUNCTION: Public Building			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	145,112	175,581	155,042	177,634	1.17%
HIGHLIGHTS:					
Included in this function is the cost for maintenance supplies, personal costs and contractual services necessary for cleaning and maintaining City owned properties.					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	51,163	69,581	61,581	71,634
Operating Expenses	93,949	106,000	93,461	106,000
Total	<u>145,112</u>	<u>175,581</u>	<u>155,042</u>	<u>177,634</u>

COST CENTER				
001 Building Maintenance	145,112	175,581	155,042	177,634
Total	<u>145,112</u>	<u>175,581</u>	<u>155,042</u>	<u>177,634</u>

FINANCING PLAN				
Interdepartmental	47,000	47,000	47,000	47,000
General Fund	98,112	128,581	108,042	130,634
Total	<u>145,112</u>	<u>175,581</u>	<u>155,042</u>	<u>177,634</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	21,051	34,000	26,000	34,750
Part Time Employees	-	-	-	-
Benefits:				
Medical Insurance	15,000	16,050	16,050	16,692
Life Insurance	-	-	-	-
Pension	3,500	4,100	4,100	4,264
FICA tax	1,610	2,601	2,601	2,658
OPEB	1,830	1,830	1,830	1,830
Workers Compensation	8,172	11,000	11,000	11,440
Total Personnel Services	51,163	69,581	61,581	71,634
OPERATING EXPENSES				
Office Supplies/Advertising	138	-	-	-
Utilities/Fuel	212	1,000	638	1,000
Contractual Services	67,291	65,000	58,379	65,000
Facility Material & Supply	13,865	-	-	-
General Material & Supply	12,443	40,000	34,444	40,000
Capital Reserve	-	-	-	-
Total Operating Expenses	93,949	106,000	93,461	106,000
GRAND TOTALS	145,112	175,581	155,042	177,634
FULL TIME EMPLOYEE ANALYSIS				
Public Works Director	0.20	0.20	0.20	0.20
Laborer	0.50	0.25	0.25	0.25
Total Full Time Employees	0.70	0.45	0.45	0.45
FTE SALARIES & WAGES				
Public Works Director	19,290	20,696	19,772	21,213
Laborer	1,761	13,304	6,228	13,537
Total Full Time Employees	21,051	34,000	26,000	34,750

THE CITY OF GROTON
BUDGET 2020-2021
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 P trol 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), Lavmcare 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 RoofRepairs, 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 lawncare) 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 regarding, 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 2020-2021
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Recreation			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	454,821	445,245	437,340	472,104	6.03%
HIGHLIGHTS:					
<p style="margin-left: 40px;">The Recreation function for 2020-2021 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>					
PERSONNEL:					
<p style="margin-left: 40px;">- No change.</p>					
CAPITAL:					
Empty space for capital highlights					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
APPROPRIATION				
Personnel Services	330,329	331,230	333,633	359,889
Operating Expenses	124,492	114,015	103,707	112,215
Total	<u>454,821</u>	<u>445,245</u>	<u>437,340</u>	<u>472,104</u>

COST CENTER				
001 Leadership	91,475	83,625	85,028	85,181
002 Summer Playground	182,476	168,627	171,544	188,067
003 Beach Operations	122,046	135,793	130,143	141,556
004 Programs & Events	58,824	57,200	50,625	57,300
Total	<u>454,821</u>	<u>445,245</u>	<u>437,340</u>	<u>472,104</u>

FINANCING PLAN				
Trip Collections	19,633	20,000	19,750	20,000
Beach Receipts	144,463	120,000	122,194	120,000
Recreation Receipts	68,738	62,000	58,724	62,000
Zbierski House	18,892	15,000	16,410	15,000
General Fund	203,095	228,245	220,262	255,104
Total	<u>454,821</u>	<u>445,245</u>	<u>437,340</u>	<u>472,104</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	56,683	54,412	54,916	55,858
Part Time Employees	-	-	-	-
OPEB	-	-	-	-
Seasonal Employees	250,491	253,279	255,087	278,456
Benefits:				
FICA tax	23,155	23,539	23,630	25,575
Total Personnel Services	330,329	331,230	333,633	359,889
OPERATING EXPENSES				
Office Supplies/Advertising	19,709	15,600	17,087	15,600
Professional Development	1,559	1,500	678	1,500
Utilities/Fuel	-	-	-	-
Contractual Services	81,170	77,115	67,253	75,215
Facility Material & Supply	22,054	19,800	18,689	19,900
Vehicle Operations/Supply	-	-	-	-
Total Operating Expenses	124,492	114,015	103,707	112,215
GRAND TOTALS	454,821	445,245	437,340	472,104

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

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	36,020	32,630	33,134	33,532
Administrative Assistant	20,663	21,782	21,782	22,326
Total Full Time Employees Salaries & Wages	56,683	54,412	54,916	55,858

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Maintenance			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	713,569	894,272	747,280	877,479	-1.88%

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:

Eastern Point Beach Playground Surface	\$	35,000
Park House Garage Electricity		12,000
Washington Park Scoreboards		15,000
Washington Park Ballfield #3 Fencing		18,000
Vehicle Reserve		10,000
	<u>\$</u>	<u>90,000</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Personnel Services	514,820	538,357	522,551	562,164
Operating Expenses	198,749	355,915	224,729	315,315
Total	<u>713,569</u>	<u>894,272</u>	<u>747,280</u>	<u>877,479</u>

COST CENTER				
001 Leadership	100,111	98,247	100,641	100,862
002 Parks & Grounds	198,119	213,273	206,976	218,795
003 Beach Maintenance	86,556	94,395	100,799	98,738
004 Athletic Fields	55,022	61,348	59,168	64,423
005 Reserve for Vehicles & Equipment	-	132,800	-	90,000
006 General Support	273,761	294,209	279,696	304,661
Total	<u>713,569</u>	<u>894,272</u>	<u>747,280</u>	<u>877,479</u>

FINANCING PLAN				
Capital Reserve Fund	-	-	-	-
Parks Receipts	9,636	13,000	9,374	13,000
General Fund	703,933	881,272	737,906	864,479
Total	<u>713,569</u>	<u>894,272</u>	<u>747,280</u>	<u>877,479</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
PERSONNEL SERVICES				
Full Time Employees	252,929	260,333	264,615	272,985
Part Time Employees	27,449	26,880	25,265	26,880
Overtime	30,750	41,549	30,673	45,007
Longevity	750	750	750	750
Benefits:				
Medical Insurance	85,500	92,000	92,000	95,680
Group Insurance	2,764	3,000	2,905	3,120
Pension	25,750	29,000	29,000	30,160
FICA Tax	22,646	25,245	24,243	26,382
OPEB	13,100	13,100	13,100	13,100
Unemploment Compensation	16,994	6,500	-	6,500
Workers Compensation	36,188	40,000	40,000	41,600
	514,820	538,357	522,551	562,164
Total Personnel Services				
OPERATING EXPENSES				
Safety Incentive	-		-	
Office Supplies/Advertising	-		-	
Professional Development	-	2,000	2,053	2,000
General Insurance	47,063	55,000	54,620	57,200
Utilities/Fuel	28,863	31,300	28,758	31,300
Contractual Services	28,088	29,715	25,991	29,715
Facility Material & Supply	36,267	40,800	40,387	40,800
Vehicle Operations/Supply	18,219	21,000	18,316	21,000
Reserve for Vehicles & Equipment	-	132,800	-	90,000
Park Improvements	14,532	19,100	18,303	19,100
Beach Repairs	25,717	24,200	36,301	24,200
	198,749	355,915	224,729	315,315
Total Operating Expenses				
	713,569	894,272	747,280	877,479
GRAND TOTALS				

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

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	1.00	1.00	1.00	1.00
Light Equipment Operators	1.00	1.00	1.00	1.00
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	51,125	48,945	51,242	50,298
Administrative Assistant	33,898	32,673	33,319	33,489
Maintenance Mechanic	65,208	66,831	64,170	68,495
Light Equipment Operators	59,465	62,733	61,371	64,293
Laborer	43,233	49,151	54,513	56,410
Total Full Time Employees Salaries & Wages	252,929	260,333	264,615	272,985

Non-Departmental

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

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: General Insurance			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	84,357	110,000	104,100	115,000	4.55%
HIGHLIGHTS:					
PERSONNEL: - No personnel charged to this function					
CAPITAL: - No capital charged to this function					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Operating Expenses	84,357	110,000	104,100	115,000
Total	84,357	110,000	104,100	115,000

COST CENTER				
002 General Liability	26,176	34,133	32,302	35,685
004 MV Lia & Phy Damage	51,323	66,924	63,334	69,966
008 Misc Coverage	6,858	8,943	8,464	9,349
Total	84,357	110,000	104,100	115,000

FINANCING PLAN				
General Fund	84,357	110,000	104,100	115,000
Total	84,357	110,000	104,100	115,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
---	---	---	---

OPERATING EXPENSES

General Insurance	84,357	110,000	104,100	115,000
Total Operating Expenses	84,357	110,000	104,100	115,000
GRAND TOTALS	84,357	110,000	104,100	115,000

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Pay Adjustment			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	-	150,000	25,000	25,000	-83.33%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Personnel Services	-	150,000	25,000	25,000
Total	-	150,000	25,000	25,000

COST CENTER

001 City Pay Adjustment	-	150,000	25,000	25,000
Total	-	150,000	25,000	25,000

FINANCING PLAN

General Fund	-	150,000	25,000	25,000
Total	-	150,000	25,000	25,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

PERSONNEL SERVICES

Step Increases/Pay Adjustments	-	150,000	25,000	25,000
Pension Adjustment	-	-	-	-
Medical Fund Adjustment	-	-	-	-
Total Personnel Services	-	150,000	25,000	25,000
GRAND TOTALS	-	150,000	25,000	25,000

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Sewer Authority			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	-	-	-	-	#DIV/0!
HIGHLIGHTS:					
<p>The Water Pollution Control Authority (WPCA) has been moved from the General Fund into its own Enterprise Fund and is no longer funded by taxes.</p>					
PERSONNEL:					
<p>- No personnel charged to this function</p>					
CAPITAL:					
<p>- No capital charged to this function</p>					

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Public Improvement			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	383,706	374,900	374,400	364,300	-2.83%

HIGHLIGHTS:

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.

PERSONNEL:

- No personnel charged to this function

CAPITAL:

- No capital charged to this function

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

<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 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
OPERATING EXPENSES				
Contractual Services	-	500	-	500
Temporary Borrowing	-	-	-	-
Debt Service	383,706	374,400	374,400	363,800
Total Operating Expenses	383,706	374,900	374,400	364,300
GRAND TOTALS	383,706	374,900	374,400	364,300

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
APPROPRIATION				
Operating Expenses	<u>383,706</u>	<u>374,900</u>	<u>374,400</u>	<u>364,300</u>
Total	<u><u>383,706</u></u>	<u><u>374,900</u></u>	<u><u>374,400</u></u>	<u><u>364,300</u></u>

COST CENTER				
001 Gen'l Gov't Debt Service Principal	265,000	265,000	265,000	265,000
002 Gen'l Gov't Debt Service Interest	118,706	109,400	109,400	98,800
003 Sewer Debt Service Principal	-	-	-	-
004 Sewer Debt Service Interest	-	-	-	-
005 Gen'l Gov't Consulting Service	-	500	-	500
006 Gen'l Gov't Temporary Borrowing	-	-	-	-
Total	<u><u>383,706</u></u>	<u><u>374,900</u></u>	<u><u>374,400</u></u>	<u><u>364,300</u></u>

FINANCING PLAN				
General Fund	<u>383,706</u>	<u>374,900</u>	<u>374,400</u>	<u>364,300</u>
Total	<u><u>383,706</u></u>	<u><u>374,900</u></u>	<u><u>374,400</u></u>	<u><u>364,300</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

DEBT SERVICE SCHEDULE 2020-2021

	<u>Date of Issue</u>	<u>Maturity</u>	<u>Amount Authorized</u>	<u>Balance June 30, 2020</u>	<u>Payment due during Fiscal Year</u>		<u>Payments 2020-2021</u>
					Principal	Interest	
Public Improvements:							
	4/15/2013	4/15/2033	3,115,000	2,200,000	150,000	79,250	229,250
	10/8/2009	10/1/2024	1,725,000	575,000	115,000	19,550	134,550
Total Public Improvements			<u>4,840,000</u>	<u>2,775,000</u>	<u>265,000</u>	<u>98,800</u>	<u>363,800</u>

**City of Groton
Proposed Budget FY 2020-2021
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Contingency			
	Actual FY 18-19	Approved FY 19-20	Estimated FY 19-20	Proposed FY 20-21	% Change
BUDGET	675,000	2,115,000	2,100,000	115,000	-94.56%
<p>HIGHLIGHTS:</p> <ul style="list-style-type: none"> - This represents the amount of funds set aside for unforeseen expenses, that may occur within the fiscal year. 					
<p>PERSONNEL:</p> <ul style="list-style-type: none"> - No personnel charged to this function 					
<p>CAPITAL:</p> <ul style="list-style-type: none"> - Includes an amount set aside for undesignated capital projects 					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	Actual For Year Ended FY 6-30-19	Current Year Budget FY 6-30-20	Estimated For Year Ended June 30, 2020	Proposed Budget FY 6-30-21
APPROPRIATION				
Operating Expenses	675,000	2,115,000	2,100,000	115,000
Total	675,000	2,115,000	2,100,000	115,000

COST CENTER				
001 General Contingency	675,000	2,115,000	2,100,000	115,000
Total	675,000	2,115,000	2,100,000	115,000

FINANCING PLAN				
General Fund	675,000	2,115,000	2,100,000	115,000
Total	675,000	2,115,000	2,100,000	115,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

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

	<u>Actual For Year Ended FY 6-30-19</u>	<u>Current Year Budget FY 6-30-20</u>	<u>Estimated For Year Ended June 30, 2020</u>	<u>Proposed Budget FY 6-30-21</u>
--	---	---	---	---

OPERATING EXPENSES

Contingency	-	115,000	100,000	115,000
Undesignated Capital Projects	<u>675,000</u>	<u>2,000,000</u>	<u>2,000,000</u>	<u>-</u>
Total Operating Expenses	<u>675,000</u>	<u>2,115,000</u>	<u>2,100,000</u>	<u>115,000</u>
GRAND TOTALS	<u><u>675,000</u></u>	<u><u>2,115,000</u></u>	<u><u>2,100,000</u></u>	<u><u>115,000</u></u>