

CITY OF GROTON

BUDGET

Approved June 3, 2019



FISCAL YEAR 2019-2020

THE CITY OF GROTON
2019-2020 BUDGET
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THE CITY OF GROTON
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THE CITY OF GROTON

Mayor Keith Hedrick

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

MAYOR'S BUDGET MESSAGE FISCAL YEAR 2019-2020

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 2020 (FY 2020).

I am submitting a budget which includes an increase of \$3,427,344 in comparison to FY 2019.

The large increase in the proposed budget is based on the anticipation of an increase in building permit revenues. This will also result in increases to contractual services budgets for assistance with the additional inspections that would be required. However, knowing that these revenues are not guaranteed, the budget was designed so that certain expenditures could be frozen with no affect to the taxpayers.

This budget also follows the FY19 budget with funding for capital projects. Contingency contains \$2,000,000 for undesignated capital projects. This will allow us to prioritize items from the CIP that have been held off over the past several years. You'll also find in this budget continued efforts to reserve funds for future purchases of vehicles.

The use of the undesignated fund balance will be \$800,000. This would leave a healthy reserve of 22.15%, slightly less than FY 2019.

The proposed budget would produce a decrease of .28 mills, resulting in a mill rate of 4.30. For taxpayers, this would mean a tax decrease of \$28.00 per \$100,000 of assessed property value.

The City continues to be fiscally responsible.

Sincerely,

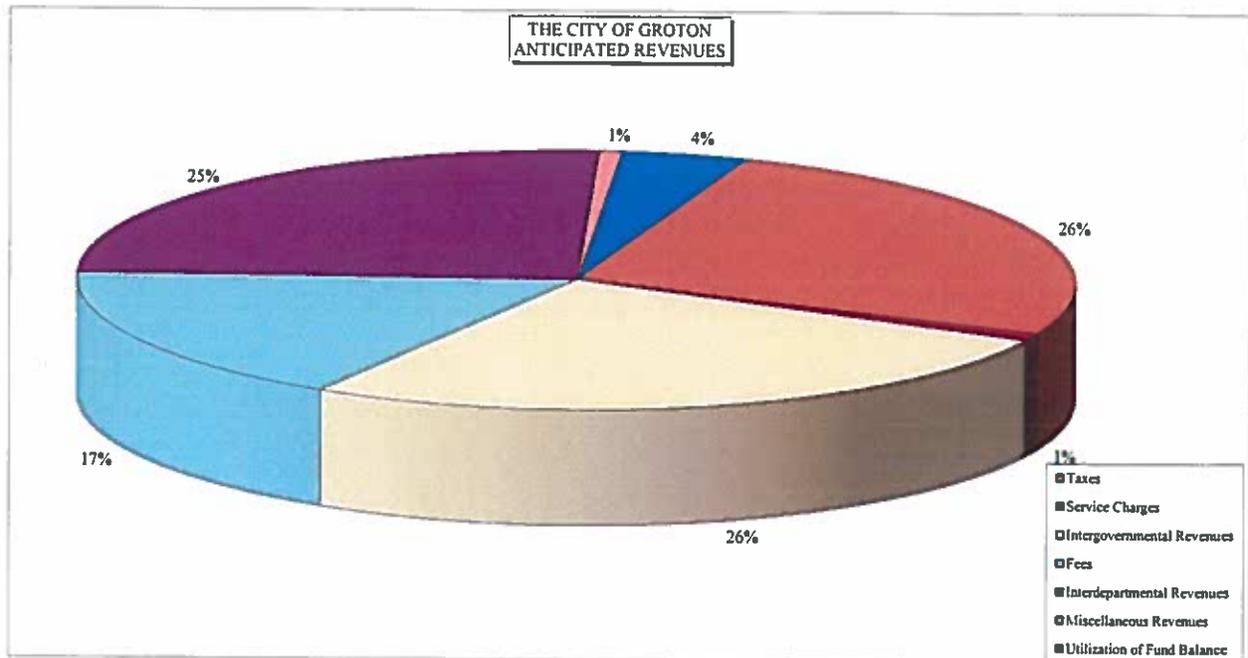
Keith Hedrick

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2019-2020**

**THE CITY OF GROTON
ANTICIPATED REVENUE
FOR FISCAL YEAR 2019-2020**

SUMMARY OF ANTICIPATED REVENUES

	ACTUAL FYE 6-30-18	BUDGET FYE 6-30-19	ESTIMATED FYE 6-30-19	PROPOSED BUDGET FYE 6-30-20
FUND: 100 GENERAL FUND				
Taxes	\$ 6,228,104	\$ 5,141,295	\$ 5,131,274	\$ 5,001,963
Intergovernmental Revenues	5,467,414	4,959,202	5,045,376	5,083,236
Licenses and Permit Fees	337,534	302,600	803,675	3,302,600
Interdepartmental Revenues	4,794,543	4,852,508	4,858,057	4,890,150
Miscellaneous Revenues	380,796	134,500	211,460	139,500
Operating Transfer In	15,000	15,000	15,000	15,000
Service Charges	236,954	195,000	192,459	195,000
Total	17,460,345	15,600,105	16,257,301	18,627,449
Utilization of Fund Balance	-	400,000	-	800,000
Total Anticipated Revenue	\$ 17,460,345	\$ 16,000,105	\$ 16,257,301	\$ 19,427,449



**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2019-2020**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-18	BUDGET FYE 6-30-19	ESTIMATED FYE 6-30-19	PROPOSED BUDGET FYE 6-30-20
FUND: 100 GENERAL FUND					
<u>Property Taxes</u>					
100-9999-110-00-0	Property Taxes - Proposed Levy 4.30 Mills	\$ 6,197,212	\$ 5,339,795	\$ 5,340,000	\$ 4,970,463
100-9999-110-00-0	Property Tax Refund	-	(230,000)	(230,000)	-
100-9999-120-00-0	Interest on Delinquent Taxes	30,148	30,000	20,592	30,000
100-9999-121-00-0	Recovered Lien Fees	744	1,500	682	1,500
	TOTAL PROPERTY TAXES	6,228,104	5,141,295	5,131,274	5,001,963
<u>Intergovernmental Revenues</u>					
TOWN OF GROTON:					
100-9999-220-01-0	Police Grant	2,243,802	2,443,079	2,443,079	2,564,443
100-9999-220-02-0	Crossing Guards	-	-	-	-
100-9999-220-04-0	Highway Grant	2,559,896	2,050,863	2,050,863	1,999,982
100-9999-220-05-0	Health District	68,069	-	-	-
100-9999-220-06-0	State Aid Pass Thru	-	-	-	-
100-9999-220-07-0	Town Pilot	37,705	37,707	37,705	37,707
	TOTAL TOWN OF GROTON	4,909,472	4,531,649	4,531,647	4,602,132
WEST PLEASANT VALLEY FIRE DISTRICT:					
100-9999-230-01-0	WPV Fire District	365,697	325,000	328,958	325,000
STATE OF CONNECTICUT:					
100-9999-210-01-0	Boating Safety	-	-	-	-
100-9999-210-02-0	Elderly Property	-	3,214	-	-
100-9999-210-03-0	Totally Disabled	137	125	137	125
100-9999-210-04-0	Telephone Access Line	10,726	12,848	11,318	12,848
100-9999-210-05-0	Civil Preparedness	27,059	4,600	37,390	4,600
100-9999-210-06-0	Town Aid Road	113,277	56,766	113,277	113,531
100-9999-210-07-0	Municipal Grants & Aid	-	-	-	-
100-9999-210-08-0	Enterprise Zone	-	-	-	-
	State Pilot	15,170	-	-	-
100-9999-210-15-0	State Grant Miscellaneous	25,876	25,000	22,649	25,000
	TOTAL STATE OF CONNECTICUT	192,245	102,553	184,771	156,104
TOTAL INTERGOVERNMENTAL REVENUES		\$ 5,467,414	\$ 4,959,202	\$ 5,045,376	\$ 5,083,236

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2019-2020**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-18	BUDGET FYE 6-30-19	ESTIMATED FYE 6-30-19	PROPOSED BUDGET FYE 6-30-20
<u>Licenses and Permit Fees</u>					
100-9999-310-01-0	Building and Zoning Fees	\$ 286,874	\$ 275,000	\$ 755,356	\$ 3,275,000
100-9999-321-00-0	Police Fees	7,200	7,600	7,869	7,600
	TOTAL LICENSES AND PERMITS	<u>294,074</u>	<u>282,600</u>	<u>763,225</u>	<u>3,282,600</u>
<u>Fees</u>					
100-9999-325-00-0	Parking Tickets	43,460	20,000	40,450	20,000
	TOTAL FEES	<u>43,460</u>	<u>20,000</u>	<u>40,450</u>	<u>20,000</u>
	TOTAL LICENSES, PERMITS AND FEES	<u>337,534</u>	<u>302,600</u>	<u>803,675</u>	<u>3,302,600</u>
<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	111,495	81,029	81,029	81,029
100-9999-510-03-0	Finance and Acctg Services	207,646	198,910	198,910	214,485
100-9999-510-05-0	Human Resources	115,617	144,782	144,782	151,791
	Building Maintenance	30,550	28,200	28,200	28,200
	TOTAL ELECTRIC DEPARTMENT	<u>4,536,470</u>	<u>4,524,061</u>	<u>4,524,061</u>	<u>4,546,645</u>
WATER DEPARTMENT:					
100-9999-520-01-0	Rent and Services	21,593	40,514	40,514	40,514
100-9999-520-02-0	Watershed Rent	10,000	10,000	10,000	10,000
100-9999-520-03-0	Finance and Acctg Services	111,809	99,455	99,455	107,243
100-9999-510-05-0	Human Resources	62,255	72,391	72,391	75,896
	Building Maintenance	16,450	14,100	14,100	14,100
	TOTAL WATER DEPARTMENT	<u>222,107</u>	<u>236,460</u>	<u>236,460</u>	<u>247,753</u>
SEWER DEPARTMENT:					
	Rent and Services	-	13,505	13,505	13,505
	Finance and Acctg Services	-	33,152	33,152	35,748
	Human Resources	-	24,130	24,130	25,299
	Building Maintenance	-	4,700	4,700	4,700
	TOTAL SEWER DEPARTMENT	<u>-</u>	<u>75,487</u>	<u>75,487</u>	<u>79,252</u>
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	35,452	15,500	21,049	15,500
100-9999-531-00-0	Highway Services	514	1,000	1,000	1,000
	TOTAL MISCELLANEOUS REVENUES	<u>35,966</u>	<u>16,500</u>	<u>22,049</u>	<u>16,500</u>
TOTAL INTERDEPARTMENTAL REVENUES		<u>\$ 4,794,543</u>	<u>\$ 4,852,508</u>	<u>\$ 4,858,057</u>	<u>\$ 4,890,150</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2019-2020**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-18	BUDGET FYE 6-30-19	ESTIMATED FYE 6-30-19	PROPOSED BUDGET FYE 6-30-20
<u>Miscellaneous Revenues</u>					
100-9999-615-00-0	Interest on Investments	\$ 18,723	\$ 5,000	\$ 7,500	\$ 10,000
100-9999-625-02-0	Insurance Claims Recoveries	169,278	30,000	52,466	30,000
100-9999-635-01-0	Rental Income - Auditorium	2,000	2,000	1,540	2,000
100-9999-635-02-0	Zbierski House	19,722	15,000	16,424	15,000
100-9999-645-01-0	Xerox Copies	1,954	1,000	2,051	1,000
100-9999-645-03-0	Trip Collections	19,727	20,000	15,371	20,000
100-9999-645-04-0	Miscellaneous	95,052	20,000	82,029	20,000
100-9999-645-06-0	Recycling	8,492	1,500	2,848	1,500
100-9999-645-08-0	City Day	1,690	3,000	1,574	3,000
100-9999-645-09-0	Bulky Waste	5,246	10,000	3,520	10,000
100-9999-645-12-0	Gravel Sales	38,912	27,000	26,137	27,000
	TOTAL MISCELLANEOUS REVENUES	<u>380,796</u>	<u>134,500</u>	<u>211,460</u>	<u>139,500</u>
<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	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<u>Service Charges</u>					
100-9999-710-00-0	Sewer Use Charge	42,328	-	-	-
100-9999-720-00-0	Beach Receipts	131,670	120,000	128,065	120,000
100-9999-730-00-0	Recreation Receipts	52,499	62,000	53,556	62,000
100-9999-740-00-0	Parks Receipts	10,457	13,000	10,838	13,000
	TOTAL SERVICES CHARGES	<u>236,954</u>	<u>195,000</u>	<u>192,459</u>	<u>195,000</u>
<u>Utilization of Fund Balance</u>					
100-9999-810-00-0	Utilization of Fund Balance	-	400,000	-	800,000
	TOTAL ANTICIPATED REVENUE	<u>\$ 17,460,345</u>	<u>\$ 16,000,105</u>	<u>\$ 16,257,301</u>	<u>\$ 19,427,449</u>

THE CITY OF GROTON, CT.
DESCRIPTIONS OF GENERAL FUND REVENUES
FISCAL YEAR 2019-2020

The financing plan for the General Fund for the Fiscal Year 2019-2020 totals \$19,427,449, an increase of \$3,427,344 over the current revenue budget. This includes decreasing Property Taxes by \$369,332, maintaining the return of investment from the Electric Department and the Utilization of Fund Balance of \$800,000. The following are explanations of the Fiscal Year 2019-2020 revenue category.

GENERAL PROPERTY TAXES:

Current Taxes: The current levy for FY 2019-2020 is based on all taxable property in the City as of October 1, 2018 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 2019-2020 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, 2018 Grand List, less legal exemptions and the estimated tax collection rate of 99%. Current taxes are due July 1. The FY 2019-2020 mill rate that was proposed by the Mayor and Council is 4.30 mills which is a decrease of 0.28 mills 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 2019-2020

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 2019-2020

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.

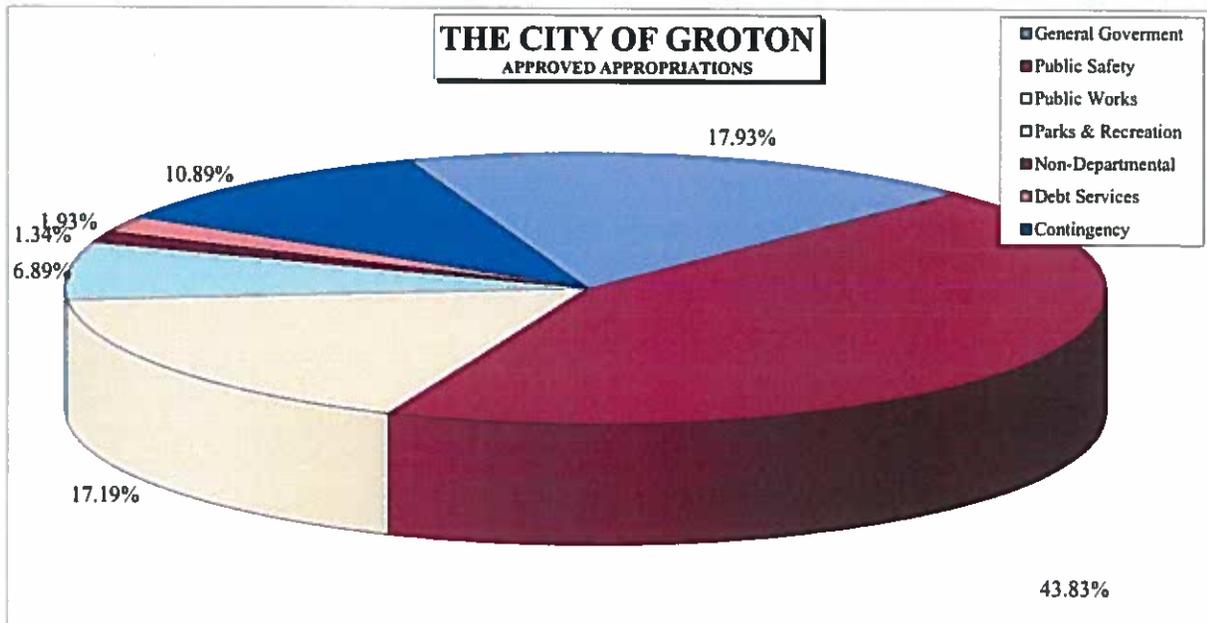
Building Maintenance This amount reflects the portion of the Building Maintenance cost associated to Water Department operations.

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 2019-2020**

SUMMARY OF EXPENDITURES

	<u>Actual For Year Ended FY 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
General Government:	\$ 1,822,197	\$ 2,118,465	\$ 2,066,243	\$ 3,483,381
Public Safety:				
Police	4,842,373	5,044,138	4,965,083	5,289,625
Fire	2,892,665	3,066,277	3,047,106	3,214,637
Civil Preparedness	38,532	11,459	10,995	11,459
Total Public Safety	<u>7,773,570</u>	<u>8,121,874</u>	<u>8,023,184</u>	<u>8,515,721</u>
Public Works:				
Highway Maintenance	1,894,804	2,108,911	2,007,030	2,114,513
Sanitation	1,016,280	981,980	979,151	1,048,836
Public Buildings	185,381	180,207	137,903	175,581
Pollution Abatement Facilities	1,723,701	-	-	-
Total Public Works	<u>4,820,166</u>	<u>3,271,098</u>	<u>3,124,084</u>	<u>3,338,930</u>
Parks & Recreation	<u>1,104,387</u>	<u>1,204,462</u>	<u>1,139,409</u>	<u>1,339,517</u>
Non-Departmental:				
General Insurance	86,644	90,000	84,245	110,000
Pay Adjustment	-	20,000	20,000	150,000
	<u>86,644</u>	<u>110,000</u>	<u>104,245</u>	<u>260,000</u>
Debt Services:				
Public Improvements	580,747	384,206	383,706	374,900
Sewer Authority	39,075	-	-	-
Total Debt Services	<u>619,822</u>	<u>384,206</u>	<u>383,706</u>	<u>374,900</u>
Contingency	<u>224,356</u>	<u>790,000</u>	<u>775,000</u>	<u>2,115,000</u>
Total General Fund Budget	<u>\$ 16,451,142</u>	<u>\$ 16,000,105</u>	<u>\$ 15,615,871</u>	<u>\$ 19,427,449</u>



General Government

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

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Legislative Policy			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	130	225	220	1,000	344.44%
HIGHLIGHTS:					
PERSONNEL: - No personnel charged to this function.					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Operating Expenses	130	225	220	1,000
Total	130	225	220	1,000

COST CENTER				
001 City Council	130	225	220	1,000
Total	130	225	220	1,000

FINANCING PLAN				
General Fund	130	225	220	1,000
Total	130	225	220	1,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
OPERATING EXPENSES				
Professional Development	130	225	220	1,000
Total Operating Expenses	130	225	220	1,000
GRAND TOTALS	130	225	220	1,000

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Boards and Commissions			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	17,567	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 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Operating Expenses	17,567	15,500	15,000	15,500
Total	17,567	15,500	15,000	15,500

COST CENTER				
001 Boards and Commissions	17,567	15,500	15,000	15,500
002 Charter Revision	-	-	-	-
Total	17,567	15,500	15,000	15,500

FINANCING PLAN				
General Fund	17,567	15,500	15,000	15,500
Total	17,567	15,500	15,000	15,500

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
OPERATING EXPENSES				
Office Supplies/Advertising	-	500	-	500
Professional Development	-	-	-	-
Contractual Services	<u>17,567</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total Operating Expenses	<u>17,567</u>	<u>15,500</u>	<u>15,000</u>	<u>15,500</u>
GRAND TOTALS	<u><u>17,567</u></u>	<u><u>15,500</u></u>	<u><u>15,000</u></u>	<u><u>15,500</u></u>

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Citizens Participation			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	4,281	5,500	3,836	5,500	0.00%
HIGHLIGHTS:					
PERSONNEL:					
- No personnel in this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Operating Expenses	4,281	5,500	3,836	5,500
Total	4,281	5,500	3,836	5,500

COST CENTER				
001 Groton Day	4,281	5,000	3,754	5,000
002 Beautification/Community Events	-	500	82	500
Total	4,281	5,500	3,836	5,500

FINANCING PLAN				
Groton Day	1,690	3,000	1,574	3,000
General Fund	2,591	2,500	2,262	2,500
Total	4,281	5,500	3,836	5,500

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	<u>Actual For Year Ended FY 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
OPERATING EXPENSES				
Payments/Contribution	4,281	5,500	3,836	5,500
Total Operating Expenses	4,281	5,500	3,836	5,500
GRAND TOTALS	4,281	5,500	3,836	5,500

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	335,450	346,474	350,006	356,115
Operating Expenses	47,003	70,000	42,490	59,000
Total	382,453	416,474	392,496	415,115

COST CENTER				
001 Leadership	94,214	97,002	94,205	97,002
002 Recording legal documents	169,368	181,262	149,040	182,691
003 Elections	-	13,000	13,000	-
004 General Support	118,871	125,210	136,251	135,422
005 Professional Services	-	-	-	-
006 Reserve for Equipment	-	-	-	-
Total	382,453	416,474	392,496	415,115

FINANCING PLAN				
General Fund	382,453	416,474	392,496	415,115
Total	382,453	416,474	392,496	415,115

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
PERSONNEL SERVICES				
Full Time Employees	206,331	206,462	204,560	208,891
Part Time Employees	-	-	-	-
Overtime	2,313	3,500	2,324	3,500
Step Increases/Pay Adjustments	-	2,500	-	-
Benefits:				
Medical Insurance	83,523	88,250	97,581	94,500
Life Insurance	2,709	2,100	2,933	3,000
Pension	14,500	15,000	15,000	17,362
FICA tax	15,170	15,802	15,371	15,802
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	3,044	5,000	4,377	5,200
Total Personnel Services	335,450	346,474	350,006	356,115
OPERATING EXPENSES				
Elections	-	13,000	13,000	-
Office Supplies/Advertising	6,717	9,500	5,234	9,500
Professional Development	2,051	4,000	3,500	5,000
Utilities/Fuel	1,828	2,000	1,970	2,500
Contractual Services	36,407	41,500	18,786	42,000
Reserve Fund/Equipment	-	-	-	-
Program Equipment	-	-	-	-
Total Operating Expenses	47,003	70,000	42,490	59,000
GRAND TOTALS	382,453	416,474	392,496	415,115

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

<u>Actual For Year Ended FY 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
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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	84,883	85,000	85,000	85,000
City Clerk	30,408	31,016	31,014	31,634
Administrative Clerk	24,879	25,376	25,375	25,882
Administrative Secretary	66,161	65,070	63,171	66,375
Records Clerk	-	-	-	-
Total Full Time Employees Salaries & Wages	206,331	206,462	204,560	208,891

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Health District		FUNCTION: Health Services			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	68,069	-	-	-	#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 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Operating Expenses	68,069	-	-	-
Total	68,069	-	-	-

COST CENTER				
001 Health District	68,069	-	-	-
Total	68,069	-	-	-

FINANCING PLAN				
Town of Groton	68,069	-	-	-
Total	68,069	-	-	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
OPERATING EXPENSES				
Contractual Services	68,069	-	-	-
Total Operating Expenses	68,069	-	-	-
GRAND TOTALS	68,069	-	-	-

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Human Resources			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	214,710	294,272	284,208	308,518	4.84%
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 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	201,918	273,472	272,981	286,318
Operating Expenses	12,792	20,800	11,227	22,200
Total	214,710	294,272	284,208	308,518

COST CENTER				
001 Human Resources	214,710	294,272	284,208	308,518
Total	214,710	294,272	284,208	308,518

FINANCING PLAN				
Interdepartmental	177,872	241,303	241,303	252,985
General Fund	36,838	52,969	42,905	55,533
Total	214,710	294,272	284,208	308,518

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
PERSONNEL SERVICES				
Full Time Employees	133,371	187,197	189,338	191,374
Part Time Employees	11,874	-	-	-
Overtime	77	1,500	-	1,500
Benefits:				
Pension	9,660	15,375	15,375	17,500
FICA tax	10,102	14,435	13,303	14,640
Blue Cross/ CMS	31,158	49,125	49,125	52,564
Group Insurance	-	100	100	3,000
OPEB	5,240	5,240	5,240	5,240
Worker's Compensation	436	500	500	500
Total Personnel Services	201,918	273,472	272,981	286,318
OPERATING EXPENSES				
Office Supplies/Advertising	841	600	290	2,000
Professional Development	708	2,000	1,472	2,000
Utilities/Fuel	1,165	1,200	1,095	1,200
Contractual Services	10,078	17,000	8,370	17,000
Total Operating Expenses	12,792	20,800	11,227	22,200
GRAND TOTALS	214,710	294,272	284,208	308,518

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
FULL TIME EMPLOYEE ANALYSIS				
Human Resource Director	1.00	1.00	1.00	1.00
HR Generalist	1.00	2.00	2.00	2.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees	2.00	3.00	3.00	3.00

FULL TIME EMPLOYEE SALARIES & WAGES				
Human Resource Director	79,707	86,710	86,715	90,000
HR Generalist	53,664	100,487	102,623	101,374
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees Salaries & Wages	133,371	187,197	189,338	191,374

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: Finance		FUNCTION: Financial Administration			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	599,608	663,033	649,813	714,946	7.83%
HIGHLIGHTS:					
PERSONNEL: - No changes in personnel					
CAPITAL: - No Capital requested					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	532,482	567,983	558,454	605,896
Operating Expenses	<u>67,126</u>	<u>95,050</u>	<u>91,359</u>	<u>109,050</u>
Total	<u><u>599,608</u></u>	<u><u>663,033</u></u>	<u><u>649,813</u></u>	<u><u>714,946</u></u>

COST CENTER				
001 Leadership	50,233	49,131	54,439	59,896
002 Account/Treasury Mgt	197,668	219,542	214,218	235,690
003 Payroll/Benefit Admin.	33,821	40,327	36,653	40,327
004 Purchasing	47,427	56,550	51,398	56,550
005 Risk Management	1,958	2,335	2,122	2,335
006 General Support	268,501	295,148	290,983	320,148
007 Reserve for Vehicles & Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u><u>599,608</u></u>	<u><u>663,033</u></u>	<u><u>649,813</u></u>	<u><u>714,946</u></u>

FINANCING PLAN				
Interdepartmental	319,455	331,517	331,517	357,473
General Fund	<u>280,153</u>	<u>331,516</u>	<u>318,296</u>	<u>357,473</u>
Total	<u><u>599,608</u></u>	<u><u>663,033</u></u>	<u><u>649,813</u></u>	<u><u>714,946</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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PERSONNEL SERVICES

Full Time Employees	365,842	382,135	382,135	407,135
Part Time Employees	-	-	-	-
Overtime	690	2,000	990	2,000
Step Increases/Pay Adjustments	-	-	-	-
Sell Back of Time Off	-	8,000	-	8,000
Benefits:	-	-	-	-
OPEB	13,100	13,100	13,100	13,100
Medical Insurance	97,456	100,750	100,750	108,000
Life Insurance	5,436	5,000	5,407	5,500
Pension	24,200	25,750	25,750	29,000
FICA tax	24,669	29,998	29,233	31,911
Worker's Compensation	1,089	1,250	1,089	1,250
Total Personnel Services	532,482	567,983	558,454	605,896

OPERATING EXPENSES

Office Supplies/Advertising	15,336	19,000	20,464	22,000
Professional Development	370	4,000	3,170	5,000
Utilities/Fuel/Safety Incen	704	300	204	300
Contractual Services	49,452	70,000	66,256	80,000
General Insurance	1,264	1,750	1,265	1,750
Reserve for Vehicles & Equipment	-	-	-	-
Total Operating Expenses	67,126	95,050	91,359	109,050
GRAND TOTALS	599,608	663,033	649,813	714,946

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Finance	114,672	116,943	116,943	141,943
Administrative Assistant	48,322	51,168	51,168	51,168
Utility Accountant	70,134	71,560	71,560	71,560
Senior Accountant	79,913	86,778	86,778	86,778
Accounting Assistant	52,801	55,686	55,686	55,686
Total Full Time Employees Salaries & Wages	365,842	382,135	382,135	407,135

Building & Zoning, Planning

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

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: Building		FUNCTION: Inspection			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	384,567	442,417	433,370	1,706,888	285.81%

HIGHLIGHTS: The current year budget includes an increase in contractual services anticipating a large increase in inspections. This amount is offset by the anticipated increase in building permit revenues.

PERSONNEL:

CAPITAL:

Capital - \$45,000 contribution to the vehicle reserve for Building Official and Assistant Building Official Vehicles.

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	351,140	389,167	382,620	410,138
Operating Expenses	33,427	53,250	50,750	1,296,750
Total	<u>384,567</u>	<u>442,417</u>	<u>433,370</u>	<u>1,706,888</u>

COST CENTER				
001 Building Inspection	96,821	105,994	99,718	113,389
002 Inquires & Assistance	68,781	73,960	74,132	76,451
003 Zoning	56,018	69,980	69,647	71,379
004 Plan Review	22,787	24,173	24,063	24,656
005 General Support	140,160	152,310	149,810	1,376,013
006 Reserve for Vehicles & Equipment	-	16,000	16,000	45,000
Total	<u>384,567</u>	<u>442,417</u>	<u>433,370</u>	<u>1,706,888</u>

FINANCING PLAN				
Permits	286,874	275,000	755,356	3,275,000
Third Party Reviews	-	-	-	-
Transfer from Community - Development and Beatification Fund	15,000	15,000	15,000	15,000
General Fund	82,693	152,417	(336,986)	(1,583,112)
Total	<u>384,567</u>	<u>442,417</u>	<u>433,370</u>	<u>1,706,888</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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PERSONNEL SERVICES

Full Time Employees	213,118	217,128	217,124	221,470
Part Time Employees	15,266	34,500	29,500	40,090
Overtime	96	3,000	2,500	4,000
Benefits:				
Medical Insurance	76,674	80,750	80,750	86,403
Life Insurance	2,703	2,200	2,200	3,000
Pension	14,500	15,500	15,500	17,500
FICA tax	15,927	19,479	18,436	20,315
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	4,996	8,750	8,750	9,500
Total Personnel Services	351,140	389,167	382,620	410,138

OPERATING EXPENSES

Office Supplies/Advertising	5,894	8,500	7,500	16,000
Professional Development	3,641	5,000	4,500	8,000
General Insurance	3,803	4,750	4,750	4,750
Utilities	1,573	3,500	3,500	5,500
Contractual Services	6,813	10,000	10,000	1,210,000
Vehicle Operations/Supply Vehicles	3,703	5,500	4,500	7,500
Reserve for Vehicles & Equipment	8,000	16,000	16,000	45,000
Total Operating Expenses	33,427	53,250	50,750	1,296,750
GRAND TOTALS	384,567	442,417	433,370	1,706,888

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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FULL TIME EMPLOYEE ANALYSIS

Building Official	1	1	1	1
Building Inspector	1	1	1	1
Secretary	1	1	1	1
Total Full Time Employees	3	3	3	3

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Building Official	91,239	94,182	94,178	96,916
Building Inspector	68,485	68,485	68,485	70,093
Secretary	50,567	54,461	54,461	54,461
Total Full Time Employees Salaries & Wages	210,291	217,128	217,124	221,470

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Building & Zoning		FUNCTION: Boards and Commissions			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	7,999	26,000	33,250	50,000	92.31%
HIGHLIGHTS:					
PERSONNEL: - No change					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Operating Expenses	7,999	26,000	33,250	50,000
Total	7,999	26,000	33,250	50,000

COST CENTER				
001 Historic Review	1,242	4,000	3,000	9,500
002 Zoning Board of Appeals	3,513	16,500	22,000	26,000
003 Harbor Management	-	750	-	750
004 Conservation Commission	3,244	4,750	8,250	13,750
Total	7,999	26,000	33,250	50,000

FINANCING PLAN				
Harbor Management Fees	-	-	-	-
General Fund	7,999	26,000	33,250	50,000
Total	7,999	26,000	33,250	50,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
OPERATING EXPENSES				
Office Supplies/Advertising	5,523	8,500	8,000	10,500
Professional Development	225	2,500	1,750	4,500
Contractual Services	2,251	15,000	23,500	35,000
Total Operating Expenses	7,999	26,000	33,250	50,000
GRAND TOTALS	7,999	26,000	33,250	50,000

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: Planning & Zoning		FUNCTION:			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	142,813	159,044	166,574	165,865	4.29%
HIGHLIGHTS:					
- None					
PERSONNEL:					
- None					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning & Zoning

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	127,532	133,444	124,024	128,380
Operating Expenses	15,281	25,600	42,550	37,485
Total	142,813	159,044	166,574	165,865

COST CENTER				
001 Planning	131,004	142,994	138,574	149,815
002 Zoning	11,809	16,050	28,000	16,050
Total	142,813	159,044	166,574	165,865

FINANCING PLAN				
General Fund	142,813	159,044	166,574	165,865
Total	142,813	159,044	166,574	165,865

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
PERSONNEL SERVICES				
Full Time Employees	89,918	91,420	82,000	84,050
Benefits:				
Medical Insurance	20,772	21,850	21,850	23,380
Life Insurance	1,135	1,060	1,060	1,500
Pension	4,221	5,250	5,250	5,800
FICA tax	6,478	6,994	6,994	6,430
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	2,388	4,250	4,250	4,600
Total Personnel Services	127,532	133,444	124,024	128,380
OPERATING EXPENSES				
Office Supplies/Advertising	3,125	4,800	4,000	4,800
Professional Development	1,133	500	250	1,300
Vehicle Operations/Supply	115	300	300	1,385
Contractual Services	10,908	20,000	38,000	30,000
Total Operating Expenses	15,281	25,600	42,550	37,485
GRAND TOTALS	142,813	159,044	166,574	165,865

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Planner	89,918	91,420	82,000	84,050
Total Full Time Employees Salaries & Wages	89,918	91,420	82,000	84,050

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Planning		FUNCTION: Economic Development			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	-	96,000	87,476	100,049	4.22%
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 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	-	85,000	79,326	86,919
Operating Expenses	-	11,000	8,150	13,130
Total	-	96,000	87,476	100,049

COST CENTER				
001 Economic Development	-	96,000	87,476	100,049
Total	-	96,000	87,476	100,049

FINANCING PLAN				
Transfer from Community - Development and Beatification Fund	-	-	-	-
General Fund	-	96,000	87,476	100,049
Total	-	96,000	87,476	100,049

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	<u>Actual For Year Ended FY 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
PERSONNEL SERVICES				
Full Time Employees	-	46,425	41,149	46,000
Benefits:				
Medical Insurance	-	21,850	21,850	23,380
Life Insurance	-	1,060	1,059	1,000
Pension	-	5,250	5,250	5,800
FICA tax	-	3,545	3,148	3,519
OPEB	-	2,620	2,620	2,620
Worker's Compensation	-	4,250	4,250	4,600
Total Personnel Services	-	85,000	79,326	86,919
OPERATING EXPENSES				
Office Supplies/Advertising	-	600	372	1,230
Vehicle Operations/Supplies	-	-	500	1,500
Professional Development	-	500	378	500
Materials and Supplies	-	2,500	2,500	2,500
Grant Program	-	5,000	2,000	5,000
Contractual Services	-	2,400	2,400	2,400
Total Operating Expenses	-	11,000	8,150	13,130
GRAND TOTALS	-	96,000	87,476	100,049

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Economic Development Specialist	-	46,425	41,149	46,000
Total Full Time Employees Salaries & Wages	-	46,425	41,149	46,000

Public Safety

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

THE CITY OF GROTON
BUDGET 2019-2020
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 2016	Actual FY 2017	Actual FY 2018	Current FY 2019*	Projected FY19**
CC1- Calls for Service	14,555	10,223	10,522	10,826	14,435
CC2 – Criminal Arrests	552	495	503	391	521
CC3 – Motor Vehicle Accidents	178	184	189	125	167
CC4 – Special Enforcement (DWI)	36	31	27	27	36
CC5 – Medical Responses	858	809	830	657	876
CC6 – Traffic Ticket Summons /Warnings	1,606	1,599	1,618	1,445	1,927

*As of 3/29/2019

** 13 weeks of FY19 remaining

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Police		FUNCTION: Summary															
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change												
BUDGET	4,842,373	5,044,138	4,965,083	5,289,625	4.87%												
HIGHLIGHTS:																	
PERSONNEL:																	
Twenty-eight (28) sworn personnel (one unbudgeted patrol officer position) 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: 30%; text-align: right;">72,500</td> </tr> <tr> <td>Bullet proof Vests</td> <td></td> <td style="text-align: right;">6,000</td> </tr> <tr> <td>Gemalto Cogent Livescan</td> <td></td> <td style="text-align: right;">20,287</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>\$</u></td> <td style="text-align: right;"><u>98,787</u></td> </tr> </table>						Vehicles	\$	72,500	Bullet proof Vests		6,000	Gemalto Cogent Livescan		20,287		<u>\$</u>	<u>98,787</u>
Vehicles	\$	72,500															
Bullet proof Vests		6,000															
Gemalto Cogent Livescan		20,287															
	<u>\$</u>	<u>98,787</u>															

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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APPROPRIATION

Administration (Leadership/Gen Sup)	2,121,497	2,300,633	2,330,553	2,495,485
Training	80,831	72,000	76,033	74,000
Crime Prevention (Patrol)	2,153,113	2,297,183	2,165,658	2,334,540
Assembly Safety	24,930	20,000	28,038	25,000
Alcohol Enforcement	2,013	2,435	2,127	2,435
Outside Charges	-	-	-	-
Crime Apprehensions (Investigations)	459,989	351,887	362,674	358,165
Total	4,842,373	5,044,138	4,965,083	5,289,625

Town of Groton Funding

Administration (Leadership/Gen Sup)	944,568	1,082,240	1,082,240	1,178,591
Training	35,250	36,000	36,000	37,000
Crime Prevention (Patrol)	1,085,913	1,138,592	1,138,592	1,157,270
Assembly Safety	5,000	10,000	10,000	12,500
Alcohol Enforcement	304	304	304	-
Crime Invest/Evid (incl. YO)	172,767	175,943	175,943	179,082
Total	2,243,802	2,443,079	2,443,079	2,564,443

Town's share	2,243,802	2,443,079	2,443,079	2,564,443
Crossing guards	-	-	-	-

FINANCING PLAN

Administration

Town of Groton	944,568	1,082,240	1,082,240	1,178,591
General Fund	1,176,929	1,218,393	1,248,313	1,316,894

Training

Town of Groton	35,250	36,000	36,000	37,000
General Fund	45,581	36,000	40,033	37,000

Crime Prevention

Town of Groton	1,085,913	1,138,592	1,138,592	1,157,270
Parking Tickets	13,335	20,000	20,285	20,000
Outside Charges	-	-	-	-
DUI Grant	-	-	-	-
General Fund	1,053,865	1,138,591	1,006,781	1,157,270

Assembly Safety

Town of Groton	5,000	10,000	10,000	12,500
General Fund	19,930	10,000	18,038	12,500

Alcohol Enforcement

Town of Groton	304	304	304	-
General Fund	507	304	507	-
DUI Grant	1,202	1,827	1,316	2,435

Crime Apprehensions

Town of Groton	172,767	175,943	175,943	179,082
Statewide Narcotics Task Force (SNTF)	-	-	-	-
General Fund	287,222	175,944	186,731	179,083

Crossing Guards

Town of Groton	-	-	-	-
Total	4,842,373	5,044,138	4,965,083	5,289,625

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
Full Time Employees	2,434,483	2,529,351	2,398,777	2,575,986
Part Time Employee (STO & Dispatch)	13,207	12,300	12,589	13,260
Part Time Employee (Records Clerk)	18,150	20,800	20,800	21,643
Overtime	131,717	110,500	119,878	110,500
Alcohol Enforcement	1,984	2,400	2,097	2,400
Outside Charges	-			
Shift Overtime Replacement	280,528	265,310	255,943	265,310
Assembly Safety	24,930	20,000	28,038	25,000
Longevity	14,475	16,747	14,166	16,751
MRT/EMT Stipends	16,800	18,200	18,200	18,200
Step Increases/Pay Adjustments	12,414	4,500	12,210	4,500
Sell Back of Time Off	5,094	8,500	8,976	8,500
<u>Benefits:</u>				
Medical Insurance	699,235	710,000	710,000	755,000
Life Insurance	20,294	22,000	20,525	22,500
Pension	435,500	470,000	470,000	600,150
FICA tax	75,465	77,973	79,239	78,967
Worker's Compensation	141,400	191,000	191,000	170,000
Education/Enhancement (College Incentive)	31,250	28,500	27,137	30,000
OPEB	91,700	91,700	91,700	91,700
Unemployment Compensation	15,303	1,333	1,333	1,333
Heart & Hypertension	2,975	10,000	4,260	10,000
Clothing Allowance	29,261	27,000	27,459	27,000
Total Personnel Services	4,496,165	4,638,114	4,514,327	4,848,700
<u>OPERATING EXPENSES</u>				
Office Supplies/Advertising	939	800	1,094	800
Professional Development	26,472	20,224	24,108	21,900
Insurance/Risk Management (General Ins.)	65,472	78,000	78,000	80,000
Utilities	14,291	12,500	13,806	12,500
Software Maintenance	27,680	35,200	43,591	41,425
Equipment Maintenance	2,807	5,000	3,047	5,000
Contractual Services	96,802	103,600	109,344	103,600
Facility Material & Supply	2,158	2,600	2,242	2,600
Safety Incentive	6,022	5,500	6,255	5,500
Vehicle Operations/Supply	1,393	1,950	5,783	1,950
Material & Supply	19,618	23,650	27,047	23,650
Occupational Health	256	700	472	700
Reserve Fund/Equipment	-			
Vehicle Maintenance Fee	43,719	34,000	41,862	34,000
Vehicle Replacements	5,785	47,500	47,500	72,500
Vehicle Fuel	32,795	34,800	46,605	34,800
Total Operating Expenses	346,209	406,024	450,756	440,925
GRAND TOTALS	4,842,374	5,044,138	4,965,083	5,289,625

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
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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	15	15	15
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	35	35	35

FULL TIME EMPLOYEE SALARIES & WAGES

Chief of Police	87,437	105,000	101,204	105,000
Deputy Chief	98,788	98,932	97,746	98,932
Police Lieutenants	91,987	93,142	93,412	95,005
Sergeants	386,397	406,535	406,535	414,667
Patrol Officer	1,011,238	1,172,539	1,036,907	1,195,543
Detective & Youth Officer	424,405	316,285	324,524	322,559
Dispatch	185,840	186,056	186,281	188,843
Administrative Assistant	52,149	54,745	55,181	57,283
Records Clerk	45,639	45,635	46,070	46,654
Office & Maintenance Support	50,603	50,482	50,917	51,500
Total Full Time Employees Salaries & Wages	2,434,483	2,529,351	2,398,777	2,575,986

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020**

DEPARTMENT: Fire		FUNCTION: Fire Operations			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	2,892,665	3,066,277	3,047,106	3,214,637	4.84%
HIGHLIGHTS:					
PERSONNEL:					
- No Change					
CAPITAL:					
Capital - includes \$30,000 for the Vehicle Replacement Fund					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	2,508,923	2,654,641	2,620,570	2,655,937
Operating Expenses	383,742	411,636	426,536	558,700
Total	2,892,665	3,066,277	3,047,106	3,214,637

COST CENTER				
001 Leadership	200,608	198,660	198,660	200,790
002 Training	6,182	8,000	8,000	8,000
003 Fire Services	2,654,544	2,836,217	2,816,646	2,956,847
004 Fire Marshall	3,546	3,400	3,800	4,000
005 Vehicles Reserve Fund	20,000	10,000	10,000	30,000
006 Program Equipment	7,785	10,000	10,000	15,000
Total	2,892,665	3,066,277	3,047,106	3,214,637

FINANCING PLAN				
West Pleasant Valley Fire District	365,697	325,000	328,958	325,000
General Fund	2,526,968	2,741,277	2,718,148	2,889,637
Total	2,892,665	3,066,277	3,047,106	3,214,637

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
PERSONNEL SERVICES				
Full Time Employees	1,260,770	1,278,091	1,218,091	1,253,477
Part Time Employees	2,358	10,000	-	1,000
Overtime	347,115	340,000	360,000	340,000
Longevity	4,050	4,350	3,450	3,650
Step Increases/Pay Adjustments	-	-	-	-
Stipends	24,167	25,400	25,400	23,300
Safety Incentive	3,903	3,063	5,892	3,400
Clothing Allowance	14,865	12,025	12,025	11,300
Sell Back of Time Off	55,219	60,970	60,970	57,475
Benefits:				
Medical Insurance	425,000	446,260	461,260	514,000
Life Insurance	11,461	10,500	10,500	12,000
Pension	170,000	260,000	260,000	250,000
Pension - volunteer	2,497	3,000	2,000	2,000
FICA tax	23,230	24,692	24,692	24,795
OPEB	44,540	44,540	44,540	44,540
Volunteer incentive	-	-	-	-
Worker's Compensation	119,748	131,750	131,750	115,000
Total Personnel Services	2,508,923	2,654,641	2,620,570	2,655,937
OPERATING EXPENSES				
Office Supplies/Advertising	6,074	5,000	5,000	6,000
Professional Development	6,182	8,000	8,000	8,000
Fire Marshall	3,546	3,400	3,800	4,000
Fire Services	12,189	14,600	23,600	24,000
H and H	47,456	75,000	75,000	75,000
Emergency Medical Service	6,934	8,500	8,500	8,500
Fire Fighter Health & Safety	8,128	7,000	10,000	7,000
Awards & Recognition	250	500	600	700
General Insurance	21,212	25,000	22,500	26,500
Utilities	171,113	171,786	171,786	173,000
Equipment Maintenance	9,581	9,000	9,000	9,000
Contractual Services	2,774	20,000	20,000	120,000
Facility Material & Supply	20,479	13,750	13,750	17,000
Vehicle Operations/Supply	40,039	30,100	35,000	35,000
Reserve Fund/Equipment	20,000	10,000	10,000	30,000
Program Equipment	7,785	10,000	10,000	15,000
Total Operating Expenses	383,742	411,636	426,536	558,700
GRAND TOTALS	2,892,665	3,066,277	3,047,106	3,214,637

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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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	10.00	10.00	9.00
Firefighter 5th Step	-	-	-	1.00
Firefighter 4th Step	1.00	1.00	1.00	-
Firefighter 3rd step	1.00	1.00	1.00	-
Firefighter 2nd step	-	-	-	-
Firefighter 1st step	-	-	-	2.00
Total Full Time Employees	17.00	17.00	17.00	17.00

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief	96,595	98,527	98,527	104,597
Deputy Chief	96,147	92,141	92,141	88,158
Captain	237,377	240,084	240,084	240,822
Firefighter	718,956	723,440	663,440	653,096
Firefighter 5th Step	-	-	-	69,899
Firefighter 4th Step	58,784	63,887	63,887	-
Firefighter 3rd step	52,911	60,012	60,012	-
Firefighter 2nd step	-	-	-	-
Firefighter 1st step	-	-	-	96,905
Total Full Time Employees Salaries & Wages	1,260,770	1,278,091	1,218,091	1,253,477

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: Civil Preparedness		FUNCTION:			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	38,532	11,459	10,995	11,459	0.00%
HIGHLIGHTS:					
PERSONNEL: - No change in personnel					
CAPITAL: -None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	5,384	6,459	6,087	6,459
Operating Expenses	33,148	5,000	4,908	5,000
Total	<u>38,532</u>	<u>11,459</u>	<u>10,995</u>	<u>11,459</u>

COST CENTER				
001 Civil Preparedness	38,532	11,459	10,995	11,459
Total	<u>38,532</u>	<u>11,459</u>	<u>10,995</u>	<u>11,459</u>

FINANCING PLAN				
General Fund	38,532	11,459	10,995	11,459
Total	<u>38,532</u>	<u>11,459</u>	<u>10,995</u>	<u>11,459</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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PERSONNEL SERVICES

Full Time Employees	-	-	-	-
Part Time Employees	5,307	6,000	6,000	6,000
Benefits:				
FICA tax	77	459	87	459
Worker's Compensation	-	-	-	-
Unemployment Compensation	-	-	-	-
Total Personnel Services	5,384	6,459	6,087	6,459

OPERATING EXPENSES

Office Supplies/Advertising	-	500	451	500
Professional Development	-	200	150	200
Utilities/Fuel	1,054	1,500	1,382	1,500
Equipment Maintenance	-	300	175	300
Miscellaneous/Awards/Events	32,094	2,500	2,750	2,500
Total Operating Expenses	33,148	5,000	4,908	5,000
GRAND TOTALS	38,532	11,459	10,995	11,459

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

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

Public Works

- **Highway**
 - Administration
 - Roads and Streets
 - Fleet Maintenance
 - Engineering

- **Sanitation**

- **WPCA**

- **Public Buildings**

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

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Summary			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	1,894,804	2,108,911	2,007,030	2,114,513	0.27%

HIGHLIGHTS: Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance, Engineering, Public Buildings and Vehicle Reserve.

PERSONNEL:
No Change

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	1,338,669	1,570,393	1,467,924	1,615,338
Operating Expenses	556,135	538,518	539,106	499,175
Total	1,894,804	2,108,911	2,007,030	2,114,513

COST CENTER				
ADMINISTRATION	765,850	828,946	795,220	844,907
FLEET MAINTENANCE	163,647	173,707	176,267	175,591
ROADS & STREETS	570,455	679,205	652,514	704,665
SNOW / ICE CONTROL	113,277	115,361	117,361	115,361
ENGINEERING	17,809	77,032	37,128	84,029
PUBLIC BUILDINGS	93,038	64,660	58,540	64,960
VEHICLES	170,728	170,000	170,000	125,000
Total	1,894,804	2,108,911	2,007,030	2,114,513

FINANCING PLAN				
Outside Charges	514	1,000	1,000	1,000
State Town Aid Road	115,486	57,049	113,531	113,531
Town of Groton	1,963,250	2,050,862	2,050,862	1,999,982
Subtotal	2,079,250	2,108,911	2,165,393	2,114,513
TOTAL	2,079,250	2,108,911	2,165,393	2,114,513

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
PERSONNEL SERVICES				
Full Time Employees	696,438	858,000	787,508	880,050
Overtime	55,734	66,134	60,268	66,134
Longevity	2,425	2,800	2,775	2,800
Allowances	14,598	11,800	14,700	11,800
FICA tax	54,099	72,290	65,759	73,954
Seasonal Laborers	-	-	-	-
Medical Insurance	327,023	343,169	342,168	360,000
Pension	63,500	67,300	67,300	75,000
OPEB	34,400	34,400	34,400	34,400
Life Insurance	6,120	5,500	6,222	6,200
Unemployment Compensation	-	-	-	-
Worker's Compensation	84,332	109,000	86,824	105,000
Total Personnel Services	1,338,669	1,570,393	1,467,924	1,615,338
OPERATING EXPENSES				
Office Supplies/Advertising	376	750	700	750
Professional Development	240	1,700	990	1,700
Utility/Fuel/Mileage	25,159	26,440	25,797	26,440
Payments Contribution	-	1,000	1,000	1,000
Repairs & Maintenance Facilities	71,684	16,940	17,037	16,940
Software Maintenance Fees	5,298	6,200	5,872	6,200
Occupational Health	10,442	11,865	13,231	11,865
Profess/Technical Services	23,894	43,700	43,241	43,700
General Material & Supply	104,877	118,423	119,417	132,580
Vehicle / Reserve	170,728	170,000	170,000	125,000
Vehicle Operations/Supply	36,316	24,000	31,782	24,000
Vehicle Fuel	45,804	42,500	47,234	42,500
Computer Equipment	665	1,500	1,234	1,500
General Insurance	60,652	73,500	61,571	65,000
Total Operating Expenses	556,135	538,518	539,106	499,175
GRAND TOTALS	1,894,804	2,108,911	2,007,030	2,114,513

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20

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	0.98	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	1.78	1.68	1.68	1.68
Laborer	1.66	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 2019-2020**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20

FTE SALARIES & WAGES

Public Works Director	59,091	61,073	60,860	62,100
Highway Supervisor	61,805	63,838	63,556	64,950
Office Support	35,609	36,589	36,403	37,250
Garage Mechanic	61,485	64,005	64,004	65,300
Master Maintenance Mechanic	47,955	-	-	-
Heavy Equipment Operator	112,689	127,020	127,010	129,550
Maintenance Mechanic	166,320	181,263	182,051	184,900
Light Equipment Operator	82,800	105,940	107,669	108,100
Laborer	68,684	156,772	130,850	159,900
Engineer	-	61,500	15,105	68,000
Total Full Time Employees	696,438	858,000	787,508	880,050

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Sanitation			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	1,016,280	981,980	979,151	1,048,836	6.81%

HIGHLIGHTS:

PERSONNEL:

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	793,294	730,480	703,838	740,836
Operating Expenses	222,986	251,500	275,313	308,000
Total	1,016,280	981,980	979,151	1,048,836

COST CENTER				
001 Supervision	42,015	40,215	38,616	41,445
002 Municipal Solid Waste	471,833	420,863	462,520	422,858
003 Recycling	194,050	190,683	165,429	204,898
004 General Support	308,382	330,219	312,586	329,635
005 Bulky Waste	-	-	-	-
006 Reserve for Vehicles & Equipment	-	-	-	50,000
Total	1,016,280	981,980	979,151	1,048,836

FINANCING PLAN				
Capital Reserve	-	-	-	-
Recycling	8,492	1,500	2,848	1,500
Bulky Waste	5,246	10,000	3,520	10,000
General Fund	1,002,542	970,480	972,783	1,037,336
Total	1,016,280	981,980	979,151	1,048,836

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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PERSONNEL SERVICES

Full Time Employees	467,481	352,239	370,591	359,600
Overtime	1,159	1,600	720	1,600
Part Time Employees	5,338	38,880	15,706	38,880
Longevity	2,263	2,100	2,075	2,100
Benefits:				
Medical Insurance	160,728	168,765	168,765	181,000
Life Insurance	3,042	3,000	3,904	3,500
Pension	25,680	26,500	26,500	30,000
FICA tax	28,961	26,596	24,311	30,606
OPEB	13,550	13,550	13,550	13,550
Worker's Compensation	85,092	97,250	77,716	80,000
Total Personnel Services	793,294	730,480	703,838	740,836

OPERATING EXPENSES

Office Supplies/Advertising	-	-	-	-
Equipment Maintenance	-	-	-	-
General Insurance	-	-	-	-
Contractual Services	2,840	6,000	6,330	6,000
Tipping Fees(incl bulky waste)	185,431	208,000	212,428	208,000
General Material & Supply	350	-	20,380	-
Vehicle Operations/Supply	19,469	13,500	14,872	20,000
Diesel Fuel	14,896	24,000	21,303	24,000
Vehicles	-	-	-	50,000
Total Operating Expenses	222,986	251,500	275,313	308,000
GRAND TOTALS	1,016,280	981,980	979,151	1,048,836

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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FULL TIME EMPLOYEE ANALYSIS

Public Works Director	0.20	0.20	0.20	0.20
Highway Supervisory	0.20	0.20	0.20	0.20
Light Equipment Operators	2.30	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	21,862	21,488	20,707	22,020
Highway Supervisory	17,227	16,012	15,171	16,480
Light Equipment Operators	205,299	144,989	166,074	147,434
Laborers	187,829	126,683	124,014	129,097
Heavy Equipment Operators	14,753	21,002	21,242	22,012
Maintenance Mechanic	-	-	-	-
Garage Mechanic	4,034	4,365	4,280	4,457
Office Support	16,477	17,700	19,103	18,100
Total Full Time Employees Salaries & Wages	467,481	352,239	370,591	359,600

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: WPCA		FUNCTION: Operation			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	1,723,701	-	-	-	#DIV/0!
<p>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.</p>					
<p>PERSONNEL:</p>					
<p>CAPITAL:</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	841,384	-	-	-
Operating Expenses	882,317	-	-	-
Total	1,723,701	-	-	-

COST CENTER				
001 Operations	1,723,701	-	-	-
002 Reserve Fund/Equipment & Vehicles	-	-	-	-
003 Capital Addition	-	-	-	-
Total	1,723,701	-	-	-

FINANCING PLAN				
Sewer use charge	42,328	-	-	-
State reimbursement				
General Fund	1,681,373	-	-	-
Total	1,723,701	-	-	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
PERSONNEL SERVICES				
Full Time Employees	504,200	-	-	-
Overtime	84,270	-	-	-
Part-Time Employees	9,643	-	-	-
Benefits:				
Medical Insurance	150,140	-	-	-
Life Insurance	3,048	-	-	-
Pension	32,000	-	-	-
FICA tax	8,502	-	-	-
OPEB	15,720	-	-	-
Worker's Compensation	28,272	-	-	-
Clothing Allowance	5,589	-	-	-
Total Personnel Services	841,384	-	-	-
OPERATING EXPENSES				
Office Supplies/Advertising	9,905	-	-	-
Professional Development	2,377	-	-	-
General Insurance	17,776	-	-	-
Utilities/Fuel	310,986	-	-	-
Equipment Maintenance	272,230	-	-	-
Contractual Services	108,058	-	-	-
Sludge Removal	103,053	-	-	-
Facility Material & Supply	48,375	-	-	-
Vehicle Operations/Supply	9,557	-	-	-
General Material & Supply	-	-	-	-
Reserve Fund/Vehicles & Equipment	-	-	-	-
Payment for 9S	-	-	-	-
Total Operating Expenses	882,317	-	-	-
GRAND TOTALS	1,723,701	-	-	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
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FULL TIME EMPLOYEE ANALYSIS

Chief Operator	1.00	-	-	-
Chemist	1.00	-	-	-
Operators	4.00	-	-	-
Total Full Time Employees	6.00	-	-	-

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief Operator	98,208	-	-	-
Chemist	92,829	-	-	-
Operators	313,163	-	-	-
Total Full Time Employees Salaries & Wages	504,200	-	-	-

THE CITY OF GROTON
BUDGET 2019-2020
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 2019-2020
Function Highlights**

DEPARTMENT: Building Maintenance		FUNCTION: Public Building			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	185,381	180,207	137,903	175,581	-2.57%
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 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	50,485	87,207	60,774	69,581
Operating Expenses	134,896	93,000	77,129	106,000
Total	185,381	180,207	137,903	175,581

COST CENTER				
001 Building Maintenance	185,381	180,207	137,903	175,581
Total	185,381	180,207	137,903	175,581

FINANCING PLAN				
Interdepartmental	47,000	47,000	47,000	47,000
General Fund	138,381	133,207	90,903	128,581
Total	185,381	180,207	137,903	175,581

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
PERSONNEL SERVICES				
Full Time Employees	20,633	33,300	30,190	34,000
Part Time Employees	-	20,000	-	-
Benefits:				
Medical Insurance	15,000	15,000	15,000	16,050
Life Insurance	-	355	-	-
Pension	3,500	3,500	3,500	4,100
FICA tax	1,578	5,222	2,310	2,601
OPEB	1,830	1,830	1,830	1,830
Workers Compensation	7,944	8,000	7,944	11,000
Total Personnel Services	50,485	87,207	60,774	69,581
OPERATING EXPENSES				
Office Supplies/Advertising	-	-	-	-
Utilities/Fuel	193	5,000	201	1,000
Contractual Services	101,123	50,000	48,304	65,000
Facility Material & Supply	2,371	28,000	9,080	-
General Material & Supply	31,209	10,000	19,544	40,000
Capital Reserve	-	-	-	-
Total Operating Expenses	134,896	93,000	77,129	106,000
GRAND TOTALS	185,381	180,207	137,903	175,581

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	20,633	20,290	20,290	20,696
Laborer	-	13,010	9,900	13,304
Total Full Time Employees	20,633	33,300	30,190	34,000

THE CITY OF GROTON
BUDGET 2019-2020
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), Lawncare 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 2019-2020
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Recreation			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	391,673	448,354	426,410	445,245	-0.69%

HIGHLIGHTS:

The Recreation function for 2019-2020 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.

PERSONNEL:

- No change.

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	289,864	331,744	330,491	331,230
Operating Expenses	101,809	116,610	95,919	114,015
Total	<u>391,673</u>	<u>448,354</u>	<u>426,410</u>	<u>445,245</u>

COST CENTER				
001 Leadership	83,187	83,340	81,288	83,625
002 Summer Playground	139,493	172,860	169,338	168,627
003 Beach Operations	123,165	133,654	128,563	135,793
004 Programs & Events	45,828	58,500	47,221	57,200
Total	<u>391,673</u>	<u>448,354</u>	<u>426,410</u>	<u>445,245</u>

FINANCING PLAN				
Trip Collections	19,727	20,000	15,371	20,000
Beach Receipts	131,670	120,000	128,065	120,000
Recreation Receipts	52,499	62,000	53,556	62,000
Zbierski House	19,722	15,000	16,424	15,000
General Fund	168,055	231,354	212,994	228,245
Total	<u>391,673</u>	<u>448,354</u>	<u>426,410</u>	<u>445,245</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
PERSONNEL SERVICES				
Full Time Employees	51,624	53,776	56,018	54,412
Part Time Employees	-	-	-	-
OPEB	-	-	-	-
Seasonal Employees	217,284	254,230	251,299	253,279
Benefits:				
FICA tax	20,956	23,738	23,174	23,539
Total Personnel Services	289,864	331,744	330,491	331,230
OPERATING EXPENSES				
Office Supplies/Advertising	16,156	16,500	12,584	15,600
Professional Development	3,188	1,500	1,055	1,500
Utilities/Fuel	-	-	-	-
Contractual Services	65,392	77,210	62,029	77,115
Facility Material & Supply	17,073	21,400	20,251	19,800
Vehicle Operations/Supply	-	-	-	-
Total Operating Expenses	101,809	116,610	95,919	114,015
GRAND TOTALS	391,673	448,354	426,410	445,245

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Community Services	Parks & Recreation	Recreation	01-4100

Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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FULL TIME EMPLOYEE ANALYSIS

Director of Parks & Recreation	0.40	0.40	0.40	0.40
Administrative Assistant	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
Total Full Time Employees	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Parks & Recreation	30,907	31,994	33,538	32,630
Administrative Assistant	<u>20,717</u>	<u>21,782</u>	<u>22,480</u>	<u>21,782</u>
Total Full Time Employees Salaries & Wages	<u><u>51,624</u></u>	<u><u>53,776</u></u>	<u><u>56,018</u></u>	<u><u>54,412</u></u>

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Maintenance			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	712,714	756,108	712,999	894,272	18.27%

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 Fence	\$ 15,000
Park House Driveway	20,800
Washington Park Pressboxes	38,000
Washington Park Bleachers	34,000
Washington Park Lights	10,000
Washington Park Pavilion Repairs	15,000
	\$ 132,800

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	506,398	534,813	513,239	538,357
Operating Expenses	206,316	221,295	199,760	355,915
Total	<u>712,714</u>	<u>756,108</u>	<u>712,999</u>	<u>894,272</u>

COST CENTER				
001 Leadership	98,594	96,841	98,056	98,247
002 Parks & Grounds	209,041	216,704	201,004	213,273
003 Beach Maintenance	108,325	88,608	88,548	94,395
004 Athletic Fields	59,103	64,023	59,147	61,348
005 Reserve for Vehicles & Equipment	-	-	-	132,800
006 General Support	237,651	289,932	266,244	294,209
Total	<u>712,714</u>	<u>756,108</u>	<u>712,999</u>	<u>894,272</u>

FINANCING PLAN				
Capital Reserve Fund	-	-	-	-
Parks Receipts	10,457	13,000	10,838	13,000
General Fund	702,257	743,108	702,161	881,272
Total	<u>712,714</u>	<u>756,108</u>	<u>712,999</u>	<u>894,272</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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PERSONNEL SERVICES

Full Time Employees	263,598	264,016	265,316	260,333
Part Time Employees	25,686	26,880	23,133	26,880
Overtime	38,192	38,633	33,233	41,549
Longevity	888	1,225	888	750
Benefits:				
Medical Insurance	81,238	85,500	85,500	92,000
Group Insurance	2,797	2,750	2,603	3,000
Pension	24,200	25,750	25,750	29,000
FICA Tax	23,887	25,209	24,243	25,245
OPEB	13,100	13,100	13,100	13,100
Unemployment Compensation	-	6,500	3,373	6,500
Workers Compensation	32,812	45,250	36,100	40,000
	506,398	534,813	513,239	538,357
Total Personnel Services				

OPERATING EXPENSES

Safety Incentive	-	-	-	-
Office Supplies/Advertising	-	-	-	-
Professional Development	1,168	2,000	-	2,000
General Insurance	45,636	54,250	53,625	55,000
Utilities/Fuel	27,501	31,900	26,269	31,300
Contractual Services	26,332	29,195	24,483	29,715
Facility Material & Supply	39,910	40,800	37,075	40,800
Vehicle Operations/Supply	7,781	21,000	16,117	21,000
Reserve for Vehicles & Equipment	-	-	-	132,800
Park Improvements	19,877	18,300	17,642	19,100
Beach Repairs	38,111	23,850	24,549	24,200
	206,316	221,295	199,760	355,915
Total Operating Expenses				
	712,714	756,108	712,999	894,272
GRAND TOTALS				

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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FULL TIME EMPLOYEE ANALYSIS

Director of Parks & Recreation	0.60	0.60	0.60	0.60
Administrative Assistant	0.60	0.60	0.60	0.60
Maintenance Mechanic	0.00	0.00	0.00	1.00
Light Equipment Operators	2.00	2.00	2.00	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	49,684	47,991	50,860	48,945
Administrative Assistant	33,116	32,673	33,169	32,673
Maintenance Mechanic	-	-	-	66,831
Light Equipment Operators	118,310	125,465	124,774	62,733
Laborer	62,488	57,887	56,513	49,151
Total Full Time Employees Salaries & Wages	263,598	264,016	265,316	260,333

Non-Departmental

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

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: General Insurance			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	86,644	90,000	84,245	110,000	22.22%

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 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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APPROPRIATION

Operating Expenses	86,644	90,000	84,245	110,000
Total	86,644	90,000	84,245	110,000

COST CENTER

002 General Liability	26,886	27,927	26,141	34,133
004 MV Lia & Phy Damage	52,714	54,756	51,255	66,924
008 Misc Coverage	7,044	7,317	6,849	8,943
Total	86,644	90,000	84,245	110,000

FINANCING PLAN

General Fund	86,644	90,000	84,245	110,000
Total	86,644	90,000	84,245	110,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
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OPERATING EXPENSES

General Insurance	86,644	90,000	84,245	110,000
Total Operating Expenses	86,644	90,000	84,245	110,000
GRAND TOTALS	86,644	90,000	84,245	110,000

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Pay Adjustment			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	-	20,000	20,000	150,000	650.00%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u> Non- Departmental	<u>FUNCTION</u> Pay Adjustment	<u>CODE:</u>	
Non-Departmental				
	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Personnel Services	-	20,000	20,000	150,000
Total	-	20,000	20,000	150,000
COST CENTER				
001 City Pay Adjustment	-	20,000	20,000	150,000
Total	-	20,000	20,000	150,000
FINANCING PLAN				
General Fund	-	20,000	20,000	150,000
Total	-	20,000	20,000	150,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
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PERSONNEL SERVICES

Step Increases/Pay Adjustments	-	20,000	20,000	150,000
Pension Adjustment	-	-	-	-
Medical Fund Adjustment	-	-	-	-
Total Personnel Services	-	20,000	20,000	150,000
GRAND TOTALS	-	20,000	20,000	150,000

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Sewer Authority			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	39,075	-	-	-	#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 2019-2020
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Public Improvement			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	580,747	384,206	383,706	374,900	-2.42%

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 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
OPERATING EXPENSES				
Contractual Services	-	500	-	500
Temporary Borrowing	-	-	-	-
Debt Service	619,822	383,706	383,706	374,400
Total Operating Expenses	619,822	384,206	383,706	374,900
GRAND TOTALS	619,822	384,206	383,706	374,900

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Operating Expenses	619,822	384,206	383,706	374,900
Total	619,822	384,206	383,706	374,900

COST CENTER				
001 Gen'l Gov't Debt Service Principal	450,000	265,000	265,000	265,000
002 Gen'l Gov't Debt Service Interest	130,747	118,706	118,706	109,400
003 Sewer Debt Service Principal	25,000	-	-	-
004 Sewer Debt Service Interest	14,075	-	-	-
005 Gen'l Gov't Consulting Service	-	500	-	500
006 Gen'l Gov't Temporary Borrowing	-	-	-	-
Total	619,822	384,206	383,706	374,900

FINANCING PLAN				
General Fund	619,822	384,206	383,706	374,900
Total	619,822	384,206	383,706	374,900

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

DEBT SERVICE SCHEDULE 2018-2019

	<u>Date of Issue</u>	<u>Maturity</u>	<u>Amount Authorized</u>	<u>Balance June 30, 2019</u>	<u>Payment due during Fiscal Year</u>		<u>Payments 2019-2020</u>
					<u>Principal</u>	<u>Interest</u>	
Public Improvements:	4/15/2013	4/15/2033	3,115,000	2,215,000	150,000	85,250	235,250
	10/8/2009	10/1/2024	1,725,000	690,000	115,000	24,150	139,150
Total Public Improvements			<u>4,840,000</u>	<u>2,905,000</u>	<u>265,000</u>	<u>109,400</u>	<u>374,400</u>

**City of Groton
Proposed Budget FY 2019-2020
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Contingency			
	Actual FY 17-18	Approved FY 18-19	Estimated FY 18-19	Proposed FY 19-20	% Change
BUDGET	224,356	790,000	775,000	2,115,000	167.72%

HIGHLIGHTS:

- This represents the amount of funds set aside for unforeseen expenses, that may occur within the fiscal year. The current year includes funds set aside for undesignated capital projects.

PERSONNEL:

- No personnel charged to this function

CAPITAL:

- Includes an amount set aside for undesignated capital projects

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

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

	Actual For Year Ended FY 6-30-18	Current Year Budget FY 6-30-19	Estimated For Year Ended June 30, 2019	Proposed Budget FY 6-30-20
APPROPRIATION				
Operating Expenses	224,356	790,000	775,000	2,115,000
Total	224,356	790,000	775,000	2,115,000
COST CENTER				
001 General Contingency	224,356	790,000	775,000	2,115,000
Total	224,356	790,000	775,000	2,115,000
FINANCING PLAN				
General Fund	224,356	790,000	775,000	2,115,000
Total	224,356	790,000	775,000	2,115,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2019-2020**

<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 6-30-18</u>	<u>Current Year Budget FY 6-30-19</u>	<u>Estimated For Year Ended June 30, 2019</u>	<u>Proposed Budget FY 6-30-20</u>
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OPERATING EXPENSES

Contingency	49,356	115,000	100,000	115,000
Undesignated Capital Projects	175,000	675,000	675,000	2,000,000
Contingency - Police				
Total Operating Expenses	224,356	790,000	775,000	2,115,000
GRAND TOTALS	224,356	790,000	775,000	2,115,000