

CITY OF GROTON

PROPOSED

BUDGET



FISCAL YEAR 2023-2024

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

**Mayor Keith Hedrick**

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

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

Dear Members of the City Council:

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

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

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

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

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

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

The City continues to be fiscally responsible.

Sincerely,

Keith Hedrick

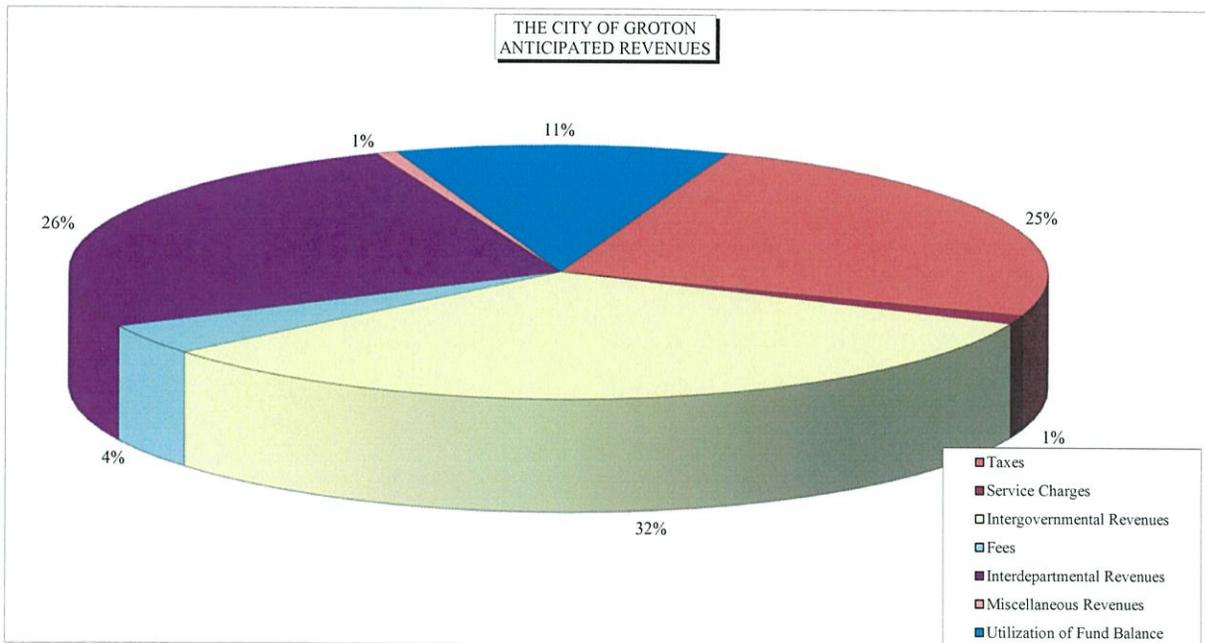
**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2023-2024**

| ACCOUNT NUMBER | TITLE | ACTUAL<br>FYE 6-30-22 | BUDGET<br>FYE 6-30-23 | ESTIMATED<br>FYE 6-30-23 | PROPOSED<br>BUDGET<br>FYE 6-30-24 |
|----------------|-------|-----------------------|-----------------------|--------------------------|-----------------------------------|
|----------------|-------|-----------------------|-----------------------|--------------------------|-----------------------------------|

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

SUMMARY OF ANTICIPATED REVENUES

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



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

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

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

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

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

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

**THE CITY OF GROTON, CT.**

**DESCRIPTIONS OF GENERAL FUND REVENUES**

**FISCAL YEAR 2023-2024**

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

**GENERAL PROPERTY TAXES:**

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

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

**INTERGOVERNMENTAL REVENUES**

**Town of Groton:**

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

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

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

**West Pleasant Valley Fire District:**

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

**THE CITY OF GROTON, CT.**

**DESCRIPTIONS OF GENERAL FUND REVENUES**

**FISCAL YEAR 2023-2024**

**STATE OF CONNECTICUT**

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

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

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

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

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

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

**LICENSES AND FEES**

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

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

Parking Tickets represents revenue received by the City police.

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

**INTERDEPARTMENTAL**

**Electric Department**

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

**Water Department**

Watershed Rent This amount represents rental on reservoir properties.

**Electric, Water and Sewer Departments**

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

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

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

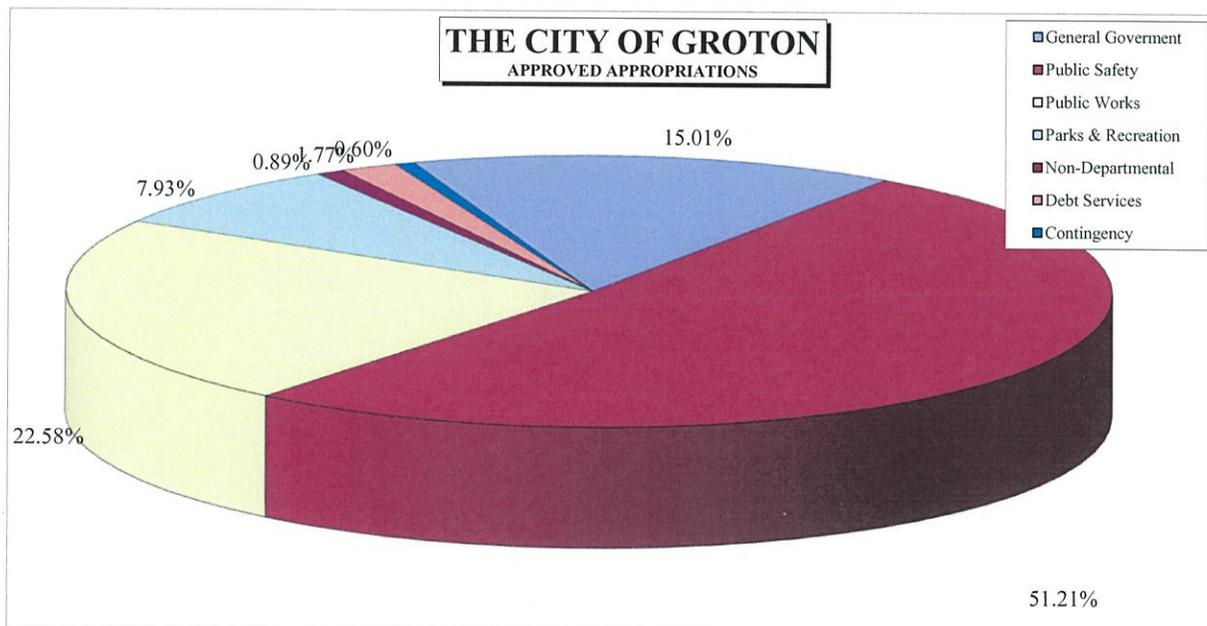
Building Maintenance This amount reflects the portion of the Building Maintenance cost associated to Electric Department operations.

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

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

**SUMMARY OF EXPENDITURES**

|                                | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--------------------------------|--|--------------------------------------|--|----------------------------------|
| General Government:            | \$ 2,261,873                           | \$ 3,199,972                         | \$ 2,526,650                                 | \$ 2,865,079                     |
| Public Safety:                 |  |                                      |  |                                  |
| Police                         | 5,527,183                              | 5,860,222                            | 5,853,057                                    | 6,053,827                        |
| Fire                           | 3,282,090                              | 3,583,775                            | 3,583,775                                    | 3,710,469                        |
| Civil Preparedness             | 7,101                                  | 11,459                               | 11,908                                       | 11,459                           |
| Total Public Safety            | 8,816,374                              | 9,455,456                            | 9,448,740                                    | 9,775,755                        |
| Public Works:                  |  |                                      |  |                                  |
| Highway Maintenance            | 2,861,122                              | 2,847,094                            | 2,833,749                                    | 2,884,196                        |
| Sanitation                     | 1,260,078                              | 1,252,784                            | 1,136,987                                    | 1,221,113                        |
| Public Buildings               | 132,336                                | 199,732                              | 178,053                                      | 205,556                          |
| Pollution Abatement Facilities | -                                      | -                                    | -  | -                                |
| Total Public Works             | 4,253,536                              | 4,299,610                            | 4,148,789                                    | 4,310,865                        |
| Parks & Recreation             | 1,298,386                              | 1,432,321                            | 1,311,279                                    | 1,513,176                        |
| Non-Departmental:              |  |                                      |  |                                  |
| General Insurance              | 85,690                                 | 120,000                              | 105,602                                      | 120,000                          |
| Pay Adjustment                 | -                                      | 25,000                               | 25,000                                       | 50,000                           |
|                                | 85,690                                 | 145,000                              | 130,602                                      | 170,000                          |
| Debt Services:                 |  |                                      |  |                                  |
| Public Improvements            | 355,838                                | 349,275                              | 348,775                                      | 337,825                          |
| Sewer Authority                | -                                      | -                                    | -  | -                                |
| Total Debt Services            | 355,838                                | 349,275                              | 348,775                                      | 337,825                          |
| Contingency                    | 1,000,000                              | 615,000                              | 500,000                                      | 115,000                          |
| Total General Fund Budget      | \$ 18,071,697                          | \$ 19,496,634                        | \$ 18,414,835                                | \$ 19,087,700                    |



## **General Government**

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

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

AREA OF SERVICE: General Government

DEPARTMENT: General Government

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

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

**Cost Center**

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

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

**Cost Centers**

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

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

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

**Cost Centers**

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

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

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

**Cost Centers**

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

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

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

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

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

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

#### **Glossary of Department Specific Terms**

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

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

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

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

| <b>DEPARTMENT: General Government</b>                         |                    | <b>FUNCTION: Legislative Policy</b> |                       |                      |             |
|---|--------------------|-------------------------------------|-----------------------|----------------------|-------------|
|   | Actual<br>FY 21-22 | Approved<br>FY 22-23                | Estimated<br>FY 22-23 | Proposed<br>FY 23-24 | %<br>Change |
| <b>BUDGET</b>   | 598                | 1,000                               | 600                   | 1,000                | 0.00%       |
| <b>HIGHLIGHTS:</b>  |                    |                                     |                       |                      |             |
| <b>PERSONNEL:</b><br>- No personnel charged to this function. |                    |                                     |                       |                      |             |
| <b>CAPITAL:</b><br>- None                                     |                    |                                     |                       |                      |             |

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

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

|  |  |                                      |  |                                  |
|--|--|--------------------------------------|--|----------------------------------|
|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|

**APPROPRIATION**

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

**COST CENTER**

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

**FINANCING PLAN**

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

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

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

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

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

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

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

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

|                      | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|----------------------|--|--------------------------------------|--|----------------------------------|
| <b>APPROPRIATION</b> |  |                                      |  |                                  |
| Operating Expenses   | 14,551                                 | 16,700                               | 15,000                                       | 15,500                           |
| Total                | 14,551                                 | 16,700                               | 15,000                                       | 15,500                           |

|                            |        |        |        |        |
|----------------------------|--------|--------|--------|--------|
| <b>COST CENTER</b>         |        |        |        |        |
| 001 Boards and Commissions | 14,551 | 16,700 | 15,000 | 15,500 |
| 002 Charter Revision       | -      | -      | -      | -      |
| Total                      | 14,551 | 16,700 | 15,000 | 15,500 |

|                       |        |        |        |        |
|-----------------------|--------|--------|--------|--------|
| <b>FINANCING PLAN</b> |        |        |        |        |
| General Fund          | 14,551 | 16,700 | 15,000 | 15,500 |
| Total                 | 14,551 | 16,700 | 15,000 | 15,500 |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

|  | <u>Actual<br/>For Year Ended<br/>FY 6-30-22</u> | <u>Current Year<br/>Budget<br/>FY 6-30-23</u> | <u>Estimated<br/>For Year Ended<br/>June 30, 2023</u> | <u>Proposed<br/>Budget<br/>FY 6-30-24</u> |
|--|---|---|---|---|
|--|---|---|---|---|

**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

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

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

AREA OF SERVICE: General Government

DEPARTMENT: Human Resources

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

**Glossary of Department Specific Terms**

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

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

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

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

**AREA OF SERVICE**

**DEPARTMENT**

**FUNCTION**

**CODE:**

General Government

General  
Government

Human Resources

Actual  
For Year Ended  
FY 6-30-22

Current Year  
Budget  
FY 6-30-23

Estimated  
For Year Ended  
June 30, 2023

Proposed  
Budget  
FY 6-30-24

**APPROPRIATION**

|                    |                |                |                |                |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 330,127        | 333,565        | 332,065        | 347,135        |
| Operating Expenses | 13,013         | 33,475         | 9,909          | 25,550         |
| <b>Total</b>       | <b>343,140</b> | <b>367,040</b> | <b>341,974</b> | <b>372,685</b> |

**COST CENTER**

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

**FINANCING PLAN**

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

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

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

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

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

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

| Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--------------------------------------|--|----------------------------------|
|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

|                           |      |      |      |      |
|---------------------------|------|------|------|------|
| Human Resource Director   | 1.00 | 1.00 | 1.00 | 1.00 |
| HR Generalist             | 2.00 | 2.00 | 2.00 | 2.00 |
| <hr/>                     |      |      |      |      |
| Total Full Time Employees | 3.00 | 3.00 | 3.00 | 3.00 |

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

|   |         |         |         |         |
|---|---------|---------|---------|---------|
| Human Resource Director                       | 113,787 | 108,742 | 108,742 | 112,005 |
| HR Generalist                                 | 114,247 | 116,583 | 116,583 | 122,965 |
| <hr/>   |         |         |         |         |
| Total Full Time Employees<br>Salaries & Wages | 228,034 | 225,325 | 225,325 | 234,970 |

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

AREA OF SERVICE: General Government

DEPARTMENT: Finance

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

**Cost Centers**

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

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

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

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

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

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

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

| <b>DEPARTMENT: Finance</b>                     |                    | <b>FUNCTION: Financial Administration</b> |                       |                      |             |
|--|--------------------|---|-----------------------|----------------------|-------------|
|  | Actual<br>FY 21-22 | Approved<br>FY 22-23                      | Estimated<br>FY 22-23 | Proposed<br>FY 23-24 | %<br>Change |
| <b>BUDGET</b>                                  | 619,283            | 765,334                                   | 679,747               | 781,243              | 2.08%       |
| <b>HIGHLIGHTS:</b>                             |                    |   |                       |                      |             |
| <b>PERSONNEL:</b><br>- No changes in personnel |                    |   |                       |                      |             |
| <b>CAPITAL:</b><br>- No Capital requested      |                    |   |                       |                      |             |

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

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

|                      | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|----------------------|--|--------------------------------------|--|----------------------------------|
| <b>APPROPRIATION</b> |  |                                      |  |                                  |
| Personnel Services   | 542,163                                | 651,714                              | 586,985                                      | 667,623                          |
| Operating Expenses   | 77,120                                 | 113,620                              | 92,762                                       | 113,620                          |
| Total                | 619,283                                | 765,334                              | 679,747                                      | 781,243                          |

|                                      |         |         |         |         |
|--------------------------------------|---------|---------|---------|---------|
| <b>COST CENTER</b>                   |         |         |         |         |
| 001 Leadership                       | 47,479  | 59,896  | 52,115  | 59,896  |
| 002 Account/Treasury Mgt             | 186,829 | 235,690 | 205,070 | 235,690 |
| 003 Payroll/Benefit Admin.           | 31,967  | 40,327  | 35,088  | 40,327  |
| 004 Purchasing                       | 44,827  | 56,550  | 49,203  | 56,550  |
| 005 Risk Management                  | 1,851   | 2,335   | 2,032   | 2,335   |
| 006 General Support                  | 306,330 | 370,536 | 336,239 | 386,445 |
| 007 Reserve for Vehicles & Equipment | -       | -       | -       | -       |
| Total                                | 619,283 | 765,334 | 679,747 | 781,243 |

|                       |         |         |         |         |
|-----------------------|---------|---------|---------|---------|
| <b>FINANCING PLAN</b> |         |         |         |         |
| Interdepartmental     | 364,399 | 382,667 | 382,667 | 390,621 |
| General Fund          | 254,884 | 382,667 | 297,080 | 390,623 |
| Total                 | 619,283 | 765,334 | 679,747 | 781,243 |

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**PERSONNEL SERVICES**

|                                 |                |                |                |                |
|---------------------------------|----------------|----------------|----------------|----------------|
| Full Time Employees             | 351,943        | 437,472        | 372,039        | 443,936        |
| Part Time Employees             | -              | -              | -              | -              |
| Overtime                        | 3,454          | 2,000          | 2,000          | 2,000          |
| Step Increases/Pay Adjustments  | -              | -              | -              | -              |
| Sell Back of Time Off           | -              | 6,000          | 6,000          | 6,000          |
| <b>Benefits:</b>                | -              | -              | -              | -              |
| OPEB                            | 13,100         | 13,100         | 13,100         | 13,100         |
| Medical Insurance               | 110,318        | 120,304        | 120,304        | 126,300        |
| Life Insurance                  | 5,148          | 6,000          | 6,000          | 6,300          |
| Pension                         | 32,000         | 32,960         | 32,960         | 34,608         |
| FICA tax                        | 25,546         | 32,528         | 32,528         | 33,961         |
| Worker's Compensation           | 654            | 1,350          | 2,054          | 1,418          |
| <b>Total Personnel Services</b> | <b>542,163</b> | <b>651,714</b> | <b>586,985</b> | <b>667,623</b> |

**OPERATING EXPENSES**

|                                  |                |                |                |                |
|----------------------------------|----------------|----------------|----------------|----------------|
| Office Supplies/Advertising      | 15,900         | 22,000         | 18,096         | 22,000         |
| Professional Development         | 255            | 5,000          | 2,500          | 5,000          |
| Utilities/Fuel/Safety Incen      | 7,408          | 7,800          | 7,600          | 7,800          |
| Contractual Services             | 52,253         | 77,000         | 63,058         | 77,000         |
| General Insurance                | 1,304          | 1,820          | 1,508          | 1,820          |
| Reserve for Vehicles & Equipment | -              | -              | -              | -              |
| <b>Total Operating Expenses</b>  | <b>77,120</b>  | <b>113,620</b> | <b>92,762</b>  | <b>113,620</b> |
| <b>GRAND TOTALS</b>              | <b>619,283</b> | <b>765,334</b> | <b>679,747</b> | <b>781,243</b> |

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

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

## **Building & Zoning, Planning**

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

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

AREA OF SERVICE: General Government

DEPARTMENT: Building and Zoning

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

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

**Cost Centers**

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

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

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

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

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

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

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

**Cost Centers**

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

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

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

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

**Glossary of Department Specific Terms**

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

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

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

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

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

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**APPROPRIATION**

|                    |         |           |         |         |
|--------------------|---------|-----------|---------|---------|
| Personnel Services | 526,100 | 579,258   | 576,783 | 591,114 |
| Operating Expenses | 39,682  | 554,395   | 55,675  | 63,395  |
| Total              | 565,782 | 1,133,653 | 632,458 | 654,509 |

**COST CENTER**

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

**FINANCING PLAN**

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

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

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

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

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

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

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

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

**AREA OF SERVICE**

**DEPARTMENT**

**FUNCTION**

**CODE:**

Building & Zoning

Boards and  
Commissions

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

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

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

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

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

AREA OF SERVICE: General Government

DEPARTMENT: Planning

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

**Cost Centers**

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

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

**Glossary of Department Specific Terms**

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

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

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

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

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

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

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

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

Planning & Zoning

|                      | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|----------------------|--|--------------------------------------|--|----------------------------------|
| <b>APPROPRIATION</b> |  |                                      |  |                                  |
| Personnel Services   | 136,518                                | 141,413                              | 141,413                                      | 146,590                          |
| Operating Expenses   | 46,309                                 | 85,535                               | 61,608                                       | 156,375                          |
| Total                | 182,827                                | 226,948                              | 203,021                                      | 302,965                          |

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

|                       |         |         |         |         |
|-----------------------|---------|---------|---------|---------|
| <b>FINANCING PLAN</b> |         |         |         |         |
| General Fund          | 182,827 | 226,948 | 203,021 | 302,965 |
| Total                 | 182,827 | 226,948 | 203,021 | 302,965 |

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

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

Planning & Zoning

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

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

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

| Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--------------------------------------|--|----------------------------------|
|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

|                           |   |   |   |   |
|---------------------------|---|---|---|---|
| Planner                   | 1 | 1 | 1 | 1 |
| Total Full Time Employees | 1 | 1 | 1 | 1 |

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

|   |        |        |        |        |
|---|--------|--------|--------|--------|
| Planner                                       | 87,598 | 90,954 | 90,954 | 93,683 |
| Total Full Time Employees<br>Salaries & Wages | 87,598 | 90,954 | 90,954 | 93,683 |

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

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

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

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

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

|   | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|---|--|--------------------------------------|--|----------------------------------|
| <b>APPROPRIATION</b>  |  |                                      |  |                                  |
| Personnel Services  | 100,330                                | 118,206                              | 118,206                                      | 122,486                          |
| Operating Expenses  | 45,592                                 | 56,750                               | 60,040                                       | 74,200                           |
| <b>Total</b>  | <b>145,922</b>                         | <b>174,956</b>                       | <b>178,246</b>                               | <b>196,686</b>                   |
| <b>COST CENTER</b>  |  |                                      |  |                                  |
| 001 Economic Development  | 145,922                                | 174,956                              | 178,246                                      | 196,686                          |
| <b>Total</b>  | <b>145,922</b>                         | <b>174,956</b>                       | <b>178,246</b>                               | <b>196,686</b>                   |
| <b>FINANCING PLAN</b>   |  |                                      |  |                                  |
| Transfer from Community -<br>Development and Beatification Fund | -                                      | -                                    | -  | -                                |
| General Fund  | 145,922                                | 174,956                              | 178,246                                      | 196,686                          |
| <b>Total</b>  | <b>145,922</b>                         | <b>174,956</b>                       | <b>178,246</b>                               | <b>196,686</b>                   |

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

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

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

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

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

|   |        |        |        |        |
|---|--------|--------|--------|--------|
| Economic Development Specialist               | 55,264 | 70,000 | 70,000 | 72,100 |
| Total Full Time Employees<br>Salaries & Wages | 55,264 | 70,000 | 70,000 | 72,100 |

## **Public Safety**

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

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

AREA OF SERVICE: Public Safety

DEPARTMENT: Police

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

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

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

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

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

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

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

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

\*As of 3/31/2023

\*\* 13 weeks of FY23 remaining

City of Groton  
Proposed Budget FY 2023-2024  
Function Highlights

| DEPARTMENT: Police  |                    | FUNCTION: Summary    |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |
|---|--------------------|----------------------|-----------------------|----------------------|-------------|----------|----|--------|-------------------------|--|-------|-------------|--|--------|--|----|---------|
|   | Actual<br>FY 21-22 | Approved<br>FY 22-23 | Estimated<br>FY 22-23 | Proposed<br>FY 23-24 | %<br>Change |          |    |        |                         |  |       |             |  |        |  |    |         |
| <b>BUDGET</b>   | 5,527,183          | 5,860,222            | 5,853,057             | 6,053,827            | 3.30%       |          |    |        |                         |  |       |             |  |        |  |    |         |
| <b>HIGHLIGHTS:</b>  |                    |                      |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |
| <b>PERSONNEL:</b>   |                    |                      |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |
| <div style="margin-left: 40px;">                 Twenty-nine (29) sworn personnel<br/>                 Seven and a half (7.5) civilian personnel<br/>                 Two part-time civilians             </div>  |                    |                      |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |
| <b>CAPITAL:</b>   |                    |                      |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |
| <div style="margin-left: 40px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Vehicles</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">72,500</td> </tr> <tr> <td>Five Bullet proof Vests</td> <td></td> <td style="text-align: right;">5,425</td> </tr> <tr> <td>Radar Signs</td> <td></td> <td style="text-align: right;">25,000</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">102,925</td> </tr> </table> </div> |                    |                      |                       |                      |             | Vehicles | \$ | 72,500 | Five Bullet proof Vests |  | 5,425 | Radar Signs |  | 25,000 |  | \$ | 102,925 |
| Vehicles  | \$                 | 72,500               |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |
| Five Bullet proof Vests   |                    | 5,425                |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |
| Radar Signs   |                    | 25,000               |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |
|   | \$                 | 102,925              |                       |                      |             |          |    |        |                         |  |       |             |  |        |  |    |         |

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**APPROPRIATION**

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

Town of Groton Funding

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

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

**FINANCING PLAN**

**Administration**

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

**Training**

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

**Crime Prevention**

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

**Assembly Safety**

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

**Alcohol Enforcement**

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

**Crime Apprehensions**

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

**Crossing Guards**

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

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

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

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

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

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

| Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--------------------------------------|--|----------------------------------|
|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

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

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

AREA OF SERVICE: Public Safety

DEPARTMENT: Fire

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

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

**Cost Centers**

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

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

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

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

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

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

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

| <b>DEPARTMENT: Fire</b>                                       |                    | <b>FUNCTION: Fire Operations</b> |                       |                      |             |
|---|--------------------|----------------------------------|-----------------------|----------------------|-------------|
|   | Actual<br>FY 21-22 | Approved<br>FY 22-23             | Estimated<br>FY 22-23 | Proposed<br>FY 23-24 | %<br>Change |
| <b>BUDGET</b>   | 3,282,090          | 3,583,775                        | 3,583,775             | 3,710,469            | 3.54%       |
| <b>HIGHLIGHTS:</b>  |                    |                                  |                       |                      |             |
| <b>PERSONNEL:</b>   |                    |                                  |                       |                      |             |
| - No Change   |                    |                                  |                       |                      |             |
| <b>CAPITAL:</b>   |                    |                                  |                       |                      |             |
| Capital - includes \$300,000 for the Vehicle Replacement Fund |                    |                                  |                       |                      |             |

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

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

|                      | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|----------------------|--|--------------------------------------|--|----------------------------------|
| <b>APPROPRIATION</b> |  |                                      |  |                                  |
| Personnel Services   | 2,757,048                              | 2,873,345                            | 2,873,345                                    | 2,990,899                        |
| Operating Expenses   | 525,042                                | 710,430                              | 710,430                                      | 719,570                          |
| Total                | 3,282,090                              | 3,583,775                            | 3,583,775                                    | 3,710,469                        |

|                           |           |           |           |           |
|---------------------------|-----------|-----------|-----------|-----------|
| <b>COST CENTER</b>        |           |           |           |           |
| 001 Leadership            | 216,706   | 222,329   | 222,329   | 230,330   |
| 002 Training              | 4,585     | 8,000     | 8,000     | 16,000    |
| 003 Fire Services         | 2,854,694 | 3,133,246 | 3,133,246 | 3,143,939 |
| 004 Fire Marshall         | 6,105     | 5,200     | 5,200     | 5,200     |
| 005 Vehicles Reserve Fund | 200,000   | 200,000   | 200,000   | 300,000   |
| 006 Program Equipment     | -         | 15,000    | 15,000    | 15,000    |
| Total                     | 3,282,090 | 3,583,775 | 3,583,775 | 3,710,469 |

|                                    |           |           |           |           |
|------------------------------------|-----------|-----------|-----------|-----------|
| <b>FINANCING PLAN</b>              |           |           |           |           |
| West Pleasant Valley Fire District | 383,449   | 400,000   | 428,000   | 425,000   |
| General Fund                       | 2,898,641 | 3,183,775 | 3,155,775 | 3,285,469 |
| Total                              | 3,282,090 | 3,583,775 | 3,583,775 | 3,710,469 |

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

| <u>AREA OF SERVICE</u>         | <u>DEPARTMENT</u>                      | <u>FUNCTION</u>                      | <u>CODE:</u>                                 |                                  |
|--------------------------------|--|--------------------------------------|--|----------------------------------|
| Public Safety                  | Fire                                   | Fire Operations                      | 12200  |                                  |
|                                | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
| <b>PERSONNEL SERVICES</b>      |  |                                      |  |                                  |
| Full Time Employees            | 1,310,601                              | 1,371,321                            | 1,371,321                                    | 1,431,672                        |
| Part Time Employees            | 746                                    | 1,000                                | 1,000  | -                                |
| Overtime                       | 352,929                                | 340,000                              | 340,000                                      | 340,000                          |
| Longevity                      | 3,300                                  | 3,450                                | 3,450  | 3,750                            |
| Step Increases/Pay Adjustments | -                                      | -                                    | -  | -                                |
| Stipends                       | 23,300                                 | 24,800                               | 24,800                                       | 24,800                           |
| Safety Incentive               | 3,209                                  | 4,700                                | 4,700  | 4,200                            |
| Clothing Allowance             | 12,100                                 | 12,900                               | 12,900                                       | 12,900                           |
| Sell Back of Time Off          | 59,657                                 | 61,000                               | 61,000                                       | 68,614                           |
| <b>Benefits:</b>               |  |                                      |  |                                  |
| Medical Insurance              | 526,585                                | 552,683                              | 552,683                                      | 580,320                          |
| Life Insurance                 | 16,820                                 | 13,650                               | 13,650                                       | 14,350                           |
| Pension                        | 270,000                                | 283,500                              | 283,500                                      | 298,000                          |
| Pension - volunteer            | -                                      | 1,100                                | 1,100  | 1,100                            |
| FICA tax                       | 24,644                                 | 28,098                               | 28,098                                       | 29,503                           |
| OPEB                           | 44,540                                 | 44,540                               | 44,540                                       | 44,540                           |
| Volunteer incentive            | -                                      | -                                    | -  | -                                |
| Worker's Compensation          | 108,617                                | 130,603                              | 130,603                                      | 137,150                          |
| Total Personnel Services       | 2,757,048                              | 2,873,345                            | 2,873,345                                    | 2,990,899                        |
| <b>OPERATING EXPENSES</b>      |  |                                      |  |                                  |
| Office Supplies/Advertising    | 8,143                                  | 6,000                                | 6,000  | 6,000                            |
| Professional Development       | 4,585                                  | 8,000                                | 8,000  | 16,000                           |
| Fire Marshall                  | 6,105                                  | 5,200                                | 5,200  | 5,200                            |
| Fire Services                  | 13,318                                 | 24,000                               | 24,000                                       | 24,000                           |
| H and H                        | 4,799                                  | 50,000                               | 50,000                                       | 50,000                           |
| Emergency Medical Service      | 4,773                                  | 8,500                                | 8,500  | 8,500                            |
| Fire Fighter Health & Safety   | 5,927                                  | 7,000                                | 7,000  | 7,000                            |
| Awards & Recognition           | 311                                    | 700                                  | 700  | 700                              |
| General Insurance              | 21,825                                 | 30,030                               | 30,030                                       | 31,170                           |
| Utilities                      | 176,925                                | 180,000                              | 180,000                                      | 180,000                          |
| Equipment Maintenance          | 3,837                                  | 9,000                                | 9,000  | 9,000                            |
| Contractual Services           | 6,190                                  | 110,000                              | 110,000                                      | 10,000                           |
| Facility Material & Supply     | 23,666                                 | 17,000                               | 17,000                                       | 17,000                           |
| Vehicle Operations/Supply      | 44,638                                 | 40,000                               | 40,000                                       | 40,000                           |
| Reserve Fund/Equipment         | 200,000                                | 200,000                              | 200,000                                      | 300,000                          |
| Program Equipment              | -                                      | 15,000                               | 15,000                                       | 15,000                           |
| Total Operating Expenses       | 525,042                                | 710,430                              | 710,430                                      | 719,570                          |
| GRAND TOTALS                   | 3,282,090                              | 3,583,775                            | 3,583,775                                    | 3,710,469                        |

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

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

| Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--------------------------------------|--|----------------------------------|
|--|--------------------------------------|--|----------------------------------|

**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 | 10.00 |
| Firefighter 5th Step      | -     | -     | -     | -     |
| Firefighter 4th Step      | -     | -     | -     | -     |
| Firefighter 3rd step      | 1.00  | -     | -     | 1.00  |
| Firefighter 2nd step      | -     | 1.00  | 1.00  | 1.00  |
| Firefighter 1st step      | -     | 1.00  | 1.00  | -     |
| Total Full Time Employees | 16.00 | 17.00 | 17.00 | 17.00 |

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

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

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

AREA OF SERVICE: Public Safety

DEPARTMENT: Civil Preparedness

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

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

**Cost Center**

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

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

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

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

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

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

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

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

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

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

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

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

|   |   |   |   |   |
|---|---|---|---|---|
| Director                                      | - | - | - | - |
| Total Full Time Employees<br>Salaries & Wages | - | - | - | - |

## **Public Works**

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

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

AREA OF SERVICE: Public Works

DEPARTMENT: Highway

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

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

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

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

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

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

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

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

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

| DEPARTMENT: Highway  |                    | FUNCTION: Summary    |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
|--|--------------------|----------------------|-----------------------|----------------------|-------------|----------|--|-----------------------------|-----------|----------------|--------|--------------------------------------|---------|--------------------------|---------|--|------------|
|  | Actual<br>FY 21-22 | Approved<br>FY 22-23 | Estimated<br>FY 22-23 | Proposed<br>FY 23-24 | %<br>Change |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
| <b>BUDGET</b>  | 2,861,122          | 2,847,094            | 2,833,749             | 2,884,196            | 1.30%       |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
| <p><b>HIGHLIGHTS:</b> Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance, Engineering, Public Buildings and Vehicle Reserve.</p>   |                    |                      |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
| <p><b>PERSONNEL:</b></p> <p style="margin-left: 40px;">No Change</p>   |                    |                      |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
| <p><b>CAPITAL:</b></p> <table style="margin-left: 40px; width: 80%;"> <tr> <td colspan="2">Capital:</td> </tr> <tr> <td>Mason Dump, plow and sander</td> <td style="text-align: right;">\$ 91,465</td> </tr> <tr> <td>Tow Compressor</td> <td style="text-align: right;">30,800</td> </tr> <tr> <td>Paving S. Prospect and Beach Pond Rd</td> <td style="text-align: right;">149,400</td> </tr> <tr> <td>Eastern Point Rd Traffic</td> <td style="text-align: right;">150,000</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$ 421,665</td> </tr> </table> |                    |                      |                       |                      |             | Capital: |  | Mason Dump, plow and sander | \$ 91,465 | Tow Compressor | 30,800 | Paving S. Prospect and Beach Pond Rd | 149,400 | Eastern Point Rd Traffic | 150,000 |  | \$ 421,665 |
| Capital:   |                    |                      |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
| Mason Dump, plow and sander  | \$ 91,465          |                      |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
| Tow Compressor   | 30,800             |                      |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
| Paving S. Prospect and Beach Pond Rd   | 149,400            |                      |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
| Eastern Point Rd Traffic   | 150,000            |                      |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |
|  | \$ 421,665         |                      |                       |                      |             |          |  |                             |           |                |        |                                      |         |                          |         |  |            |

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

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

| Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--------------------------------------|--|----------------------------------|
|--|--------------------------------------|--|----------------------------------|

**APPROPRIATION**

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

**COST CENTER**

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

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**FINANCING PLAN**

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

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

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

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

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

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

**FULL TIME EMPLOYEE ANALYSIS**

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

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

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

**FTE SALARIES & WAGES**

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

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

AREA OF SERVICE: Public Works

DEPARTMENT: Sanitation

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

**Cost Centers**

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

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

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

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

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

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

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

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

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

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

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

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**PERSONNEL SERVICES**

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

**OPERATING EXPENSES**

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

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

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

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

AREA OF SERVICE: Public Works

DEPARTMENT: Public Buildings

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

**Cost Center**

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

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

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

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

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

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

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

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

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

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

|                                    | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|------------------------------------|--|--------------------------------------|--|----------------------------------|
| <b>PERSONNEL SERVICES</b>          |  |                                      |  |                                  |
| Full Time Employees                | 52,956                                 | 52,449                               | 50,874                                       | 54,291                           |
| Part Time Employees                | -                                      | -                                    | -  | -                                |
| <b>Benefits:</b>                   |  |                                      |  |                                  |
| Medical Insurance                  | 17,360                                 | 18,228                               | 18,228                                       | 19,140                           |
| Life Insurance                     | -                                      | -                                    | -  | -                                |
| Pension                            | 5,000                                  | 5,250                                | 5,250  | 5,520                            |
| FICA tax                           | 3,896                                  | 3,900                                | 3,896  | 4,095                            |
| OPEB                               | 1,830                                  | 1,830                                | 1,830  | 1,830                            |
| Workers Compensation               | 11,427                                 | 12,075                               | 12,075                                       | 12,680                           |
| Total Personnel Services           | <u>92,469</u>                          | <u>93,732</u>                        | <u>92,153</u>                                | <u>97,556</u>                    |
| <b>OPERATING EXPENSES</b>          |  |                                      |  |                                  |
| Office Supplies/Advertising        | -                                      | -                                    | -  | -                                |
| Utilities/Fuel                     | 283                                    | 1,000                                | 900  | 3,000                            |
| Contractual Services               | 22,983                                 | 65,000                               | 50,000                                       | 65,000                           |
| Facility Material & Supply         | -                                      | -                                    | -  | -                                |
| General Material & Supply          | 16,601                                 | 40,000                               | 35,000                                       | 40,000                           |
| Capital Reserve                    | -                                      | -                                    | -  | -                                |
| Total Operating Expenses           | <u>39,867</u>                          | <u>106,000</u>                       | <u>85,900</u>                                | <u>108,000</u>                   |
| <b>GRAND TOTALS</b>                | <u><u>132,336</u></u>                  | <u><u>199,732</u></u>                | <u><u>178,053</u></u>                        | <u><u>205,556</u></u>            |
| <b>FULL TIME EMPLOYEE ANALYSIS</b> |  |                                      |  |                                  |
| Public Works Director              | 0.20                                   | 0.20                                 | 0.20   | 0.20                             |
| Laborer                            | 0.25                                   | 0.50                                 | 0.50   | 0.50                             |
| Total Full Time Employees          | <u>0.45</u>                            | <u>0.70</u>                          | <u>0.70</u>                                  | <u>0.70</u>                      |
| <b>FTE SALARIES &amp; WAGES</b>    |  |                                      |  |                                  |
| Public Works Director              | 21,743                                 | 23,224                               | 23,224                                       | 23,921                           |
| Laborer                            | 31,213                                 | 29,225                               | 27,650                                       | 30,370                           |
| Total Full Time Employees          | <u>52,956</u>                          | <u>52,449</u>                        | <u>50,874</u>                                | <u>54,291</u>                    |

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

AREA OF SERVICE: Public Works

DEPARTMENT: Parks and Recreation

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

**Cost Centers**

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

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

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

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

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

### **Cost Centers**

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

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

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

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

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

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

### **Department Specific Glossary**

#### **Recreation**

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

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

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

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

**Maintenance**

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

**Contractual Services:** includes all drug testing, background checks and physicals for seasonal laborers, as well as CDL random testing. The services of Honkers the company used for Goose 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), Lavncare 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 2023-2024**  
**Function Highlights**

| <b>DEPARTMENT: Parks &amp; Recreation</b>   |                    | <b>FUNCTION: Recreation</b> |                       |                      |             |
|---|--------------------|-----------------------------|-----------------------|----------------------|-------------|
|   | Actual<br>FY 21-22 | Approved<br>FY 22-23        | Estimated<br>FY 22-23 | Proposed<br>FY 23-24 | %<br>Change |
| <b>BUDGET</b>   | 381,130            | 528,156                     | 449,705               | 548,349              | 3.82%       |
| <b>HIGHLIGHTS:</b>  |                    |                             |                       |                      |             |
| <p>The Recreation function for 2023-2024 maintains the current level of services. It will allow the department to continue to operate the beach facility at a safe and enjoyable level for all patrons.</p> |                    |                             |                       |                      |             |
| <b>PERSONNEL:</b>   |                    |                             |                       |                      |             |
| <p>- No change.</p>   |                    |                             |                       |                      |             |
| <b>CAPITAL:</b>   |                    |                             |                       |                      |             |
| <p> </p>  |                    |                             |                       |                      |             |

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

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

|                      | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|----------------------|--|--------------------------------------|--|----------------------------------|
| <b>APPROPRIATION</b> |  |                                      |  |                                  |
| Personnel Services   | 288,188                                | 406,231                              | 345,025                                      | 414,299                          |
| Operating Expenses   | 92,942                                 | 121,925                              | 104,680                                      | 134,050                          |
| Total                | 381,130                                | 528,156                              | 449,705                                      | 548,349                          |

|                       |         |         |         |         |
|-----------------------|---------|---------|---------|---------|
| <b>COST CENTER</b>    |         |         |         |         |
| 001 Leadership        | 98,420  | 94,346  | 90,099  | 101,817 |
| 002 Summer Playground | 160,808 | 194,730 | 195,256 | 185,558 |
| 003 Beach Operations  | 86,659  | 157,128 | 100,149 | 176,222 |
| 004 Programs & Events | 35,243  | 81,952  | 64,201  | 84,752  |
| Total                 | 381,130 | 528,156 | 449,705 | 548,349 |

|                       |         |         |         |         |
|-----------------------|---------|---------|---------|---------|
| <b>FINANCING PLAN</b> |         |         |         |         |
| Trip Collections      | 2,600   | 20,000  | 15,000  | 20,000  |
| Beach Receipts        | 137,909 | 120,000 | 117,000 | 135,000 |
| Recreation Receipts   | 77,029  | 62,000  | 58,500  | 62,000  |
| Zbierski House        | 13,690  | 15,000  | 14,930  | 15,000  |
| General Fund          | 149,902 | 311,156 | 244,275 | 316,349 |
| Total                 | 381,130 | 528,156 | 449,705 | 548,349 |

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

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

|                             | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|-----------------------------|--|--------------------------------------|--|----------------------------------|
| <b>PERSONNEL SERVICES</b>   |  |                                      |  |                                  |
| Full Time Employees         | 60,414                                 | 62,049                               | 61,325                                       | 63,940                           |
| Part Time Employees         | 600                                    | 18,720                               | 12,460                                       | 18,720                           |
| OPEB                        | -                                      | -                                    | -  | -                                |
| Seasonal Employees          | 205,907                                | 296,593                              | 246,816                                      | 302,211                          |
| <b>Benefits:</b>            |  |                                      |  |                                  |
| FICA tax                    | 21,267                                 | 28,869                               | 24,424                                       | 29,428                           |
| Total Personnel Services    | 288,188                                | 406,231                              | 345,025                                      | 414,299                          |
| <b>OPERATING EXPENSES</b>   |  |                                      |  |                                  |
| Office Supplies/Advertising | 23,510                                 | 18,100                               | 17,122                                       | 21,400                           |
| Professional Development    | 1,894                                  | 1,500                                | 1,542  | 2,000                            |
| Utilities/Fuel              | -                                      | -                                    | -  | -                                |
| Contractual Services        | 49,865                                 | 81,325                               | 67,898                                       | 89,050                           |
| Facility Material & Supply  | 17,673                                 | 21,000                               | 18,118                                       | 21,600                           |
| Vehicle Operations/Supply   | -                                      | -                                    | -  | -                                |
| Total Operating Expenses    | 92,942                                 | 121,925                              | 104,680                                      | 134,050                          |
| GRAND TOTALS                | 381,130                                | 528,156                              | 449,705                                      | 548,349                          |

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

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

| Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--------------------------------------|--|----------------------------------|
|--|--------------------------------------|--|----------------------------------|

**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                | 36,864               | 38,006               | 37,282               | 39,146               |
| Administrative Assistant                      | <u>23,550</u>        | <u>24,043</u>        | <u>24,043</u>        | <u>24,794</u>        |
| Total Full Time Employees<br>Salaries & Wages | <u><u>60,414</u></u> | <u><u>62,049</u></u> | <u><u>61,325</u></u> | <u><u>63,940</u></u> |

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

| DEPARTMENT: Parks & Recreation                                     |                    | FUNCTION: Maintenance |                       |                      |             |
|--|--------------------|-----------------------|-----------------------|----------------------|-------------|
|  | Actual<br>FY 21-22 | Approved<br>FY 22-23  | Estimated<br>FY 22-23 | Proposed<br>FY 23-24 | %<br>Change |
| <b>BUDGET</b>  | 917,256            | 904,165               | 861,574               | 964,827              | 6.71%       |
| <b>HIGHLIGHTS:</b>   |                    |                       |                       |                      |             |
| The Maintenance function maintains the current level of services.  |                    |                       |                       |                      |             |
| <b>PERSONNEL:</b>  |                    |                       |                       |                      |             |
| - No addition employees  |                    |                       |                       |                      |             |
| <b>CAPITAL:</b>  |                    |                       |                       |                      |             |
| This budget includes a reserve for the following Capital Projects: |                    |                       |                       |                      |             |
| Tree Maintenance   |                    |                       |                       |                      |             |
| \$ 35,000  |                    |                       |                       |                      |             |
| Tennis Court Sidewalk  |                    |                       |                       |                      |             |
| 50,000   |                    |                       |                       |                      |             |
| -  |                    |                       |                       |                      |             |
| <u>\$ 85,000</u>   |                    |                       |                       |                      |             |

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

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

|                      | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|----------------------|--|--------------------------------------|--|----------------------------------|
| <b>APPROPRIATION</b> |  |                                      |  |                                  |
| Personnel Services   | 544,912                                | 596,080                              | 572,973                                      | 613,922                          |
| Operating Expenses   | 372,344                                | 308,085                              | 288,601                                      | 350,905                          |
| Total                | 917,256                                | 904,165                              | 861,574                                      | 964,827                          |

|                                      |         |         |         |         |
|--------------------------------------|---------|---------|---------|---------|
| <b>COST CENTER</b>                   |         |         |         |         |
| 001 Leadership                       | 103,454 | 116,197 | 104,759 | 114,065 |
| 002 Parks & Grounds                  | 245,071 | 233,183 | 234,086 | 251,541 |
| 003 Beach Maintenance                | 102,644 | 97,787  | 98,083  | 103,536 |
| 004 Athletic Fields                  | 61,228  | 65,291  | 62,690  | 66,968  |
| 005 Reserve for Vehicles & Equipment | 115,061 | 64,000  | 63,683  | 85,000  |
| 006 General Support                  | 289,798 | 327,707 | 298,273 | 343,717 |
| Total                                | 917,256 | 904,165 | 861,574 | 964,827 |

|                       |         |         |         |         |
|-----------------------|---------|---------|---------|---------|
| <b>FINANCING PLAN</b> |         |         |         |         |
| Capital Reserve Fund  | -       | -       | -       | -       |
| Parks Receipts        | 9,052   | 13,000  | 14,900  | 13,000  |
| General Fund          | 908,204 | 891,165 | 846,674 | 951,827 |
| Total                 | 917,256 | 904,165 | 861,574 | 964,827 |

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

| <u>AREA OF SERVICE</u>           | <u>DEPARTMENT</u>                      | <u>FUNCTION</u>                      | <u>CODE:</u>                                 |                                  |
|----------------------------------|--|--------------------------------------|--|----------------------------------|
| Community Services               | Parks &<br>Recreation                  | Maintenance                          | 014200                                       |                                  |
|                                  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
| <b>PERSONNEL SERVICES</b>        |  |                                      |  |                                  |
| Full Time Employees              | 298,309                                | 296,253                              | 290,451                                      | 297,491                          |
| Part Time Employees              | 5,746                                  | 19,200                               | 22,238                                       | 21,760                           |
| Overtime                         | 39,326                                 | 46,167                               | 40,321                                       | 50,115                           |
| Longevity                        | 275                                    | 750                                  | 275  | 750                              |
| <b>Benefits:</b>                 |  |                                      |  |                                  |
| Medical Insurance                | 99,507                                 | 104,482                              | 103,843                                      | 109,707                          |
| Group Insurance                  | 4,884                                  | 3,360                                | 3,554  | 3,528                            |
| Pension                          | 32,000                                 | 33,600                               | 33,600                                       | 35,280                           |
| FICA Tax                         | 25,478                                 | 27,308                               | 27,004                                       | 28,063                           |
| OPEB                             | 13,100                                 | 13,100                               | 13,100                                       | 13,100                           |
| Unemploment Compensation         | 141                                    | 6,500                                | 100  | 6,500                            |
| Workers Compensation             | 26,146                                 | 45,360                               | 38,487                                       | 47,628                           |
|                                  | <u>544,912</u>                         | <u>596,080</u>                       | <u>572,973</u>                               | <u>613,922</u>                   |
| Total Personnel Services         |  |                                      |  |                                  |
| <b>OPERATING EXPENSES</b>        |  |                                      |  |                                  |
| Safety Incentive                 | -                                      | -                                    | -  | -                                |
| Office Supplies/Advertising      | -                                      | -                                    | -  | -                                |
| Professional Development         | -                                      | 2,000                                | -  | 2,000                            |
| General Insurance                | 55,243                                 | 62,500                               | 51,279                                       | 65,625                           |
| Utilities/Fuel                   | 34,380                                 | 31,800                               | 27,254                                       | 32,100                           |
| Contractual Services             | 27,911                                 | 32,235                               | 32,940                                       | 43,130                           |
| Facility Material & Supply       | 60,699                                 | 48,950                               | 50,620                                       | 49,850                           |
| Vehicle Operations/Supply        | 24,514                                 | 21,000                               | 19,738                                       | 24,000                           |
| Reserve for Vehicles & Equipment | 115,061                                | 64,000                               | 63,683                                       | 85,000                           |
| Park Improvements                | 24,969                                 | 21,400                               | 20,364                                       | 25,000                           |
| Beach Repairs                    | 29,567                                 | 24,200                               | 22,723                                       | 24,200                           |
|                                  | <u>372,344</u>                         | <u>308,085</u>                       | <u>288,601</u>                               | <u>350,905</u>                   |
| Total Operating Expenses         |  |                                      |  |                                  |
|                                  | <u>917,256</u>                         | <u>904,165</u>                       | <u>861,574</u>                               | <u>964,827</u>                   |
| GRAND TOTALS                     |  |                                      |  |                                  |

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**FULL TIME EMPLOYEE ANALYSIS**

|                                |       |       |       |       |
|--------------------------------|-------|-------|-------|-------|
| Director of Parks & Recreation | 0.60  | 0.60  | 0.60  | 0.60  |
| Administrative Assistant       | 0.60  | 0.60  | 0.60  | 0.60  |
| Maintenance Mechanic           | 0.00  | 0.00  | 0.00  | 0.00  |
| Light Equipment Operators      | 2.00  | 2.00  | 2.00  | 2.00  |
| Laborer                        | 1.00  | 1.00  | 1.00  | 1.00  |
|                                | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Full Time Employees      | 4.20  | 4.20  | 4.20  | 4.20  |

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

|   |         |         |         |         |
|---|---------|---------|---------|---------|
| Director of Parks & Recreation                | 55,351  | 61,674  | 55,921  | 58,719  |
| Administrative Assistant                      | 35,270  | 36,064  | 36,064  | 36,887  |
| Maintenance Mechanic                          | -       | -       | -       | -       |
| Light Equipment Operators                     | 142,173 | 138,170 | 138,139 | 138,170 |
| Laborer                                       | 65,515  | 60,345  | 60,327  | 63,715  |
|   | <hr/>   | <hr/>   | <hr/>   | <hr/>   |
| Total Full Time Employees<br>Salaries & Wages | 298,309 | 296,253 | 290,451 | 297,491 |

## **Non-Departmental**

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

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

| DEPARTMENT: Non-Departmental   |                    | FUNCTION: General Insurance |                       |                      |             |
|--|--------------------|-----------------------------|-----------------------|----------------------|-------------|
|  | Actual<br>FY 21-22 | Approved<br>FY 22-23        | Estimated<br>FY 22-23 | Proposed<br>FY 23-24 | %<br>Change |
| <b>BUDGET</b>  | 85,690             | 120,000                     | 105,602               | 120,000              | 0.00%       |
| <b>HIGHLIGHTS:</b>   |                    |                             |                       |                      |             |
| <b>PERSONNEL:</b><br><div style="margin-left: 40px;">- No personnel charged to this function</div> |                    |                             |                       |                      |             |
| <b>CAPITAL:</b><br><div style="margin-left: 40px;">- No capital charged to this function</div>     |                    |                             |                       |                      |             |

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

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

|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|
|--|--|--------------------------------------|--|----------------------------------|

**APPROPRIATION**

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

**COST CENTER**

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

**FINANCING PLAN**

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

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

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

|  |  |                                      |  |                                  |
|--|--|--------------------------------------|--|----------------------------------|
|  | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
|--|--|--------------------------------------|--|----------------------------------|

**OPERATING EXPENSES**

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

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

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

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

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

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

| <u>AREA OF SERVICE</u>         | <u>DEPARTMENT</u>                      | <u>FUNCTION</u>                      | <u>CODE:</u>                                 |                                  |
|--------------------------------|--|--------------------------------------|--|----------------------------------|
| Non-Departmental               | Non-<br>Departmental                   | Pay Adjustment                       |  |                                  |
|                                | Actual<br>For Year Ended<br>FY 6-30-22 | Current Year<br>Budget<br>FY 6-30-23 | Estimated<br>For Year Ended<br>June 30, 2023 | Proposed<br>Budget<br>FY 6-30-24 |
| <b>PERSONNEL SERVICES</b>      |  |                                      |  |                                  |
| Step Increases/Pay Adjustments | -                                      | 25,000                               | 25,000                                       | 50,000                           |
| Pension Adjustment             | -                                      | -                                    | -  | -                                |
| Medical Fund Adjustment        | -                                      | -                                    | -  | -                                |
| Total Personnel Services       | -                                      | 25,000                               | 25,000                                       | 50,000                           |
| GRAND TOTALS                   | -                                      | 25,000                               | 25,000                                       | 50,000                           |

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

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

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

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

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

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

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

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

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

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

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

**DEBT SERVICE SCHEDULE 2023-2024**

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

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

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

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

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

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

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

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

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

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

| <u>Actual<br/>For Year Ended<br/>FY 6-30-22</u> | <u>Current Year<br/>Budget<br/>FY 6-30-23</u> | <u>Estimated<br/>For Year Ended<br/>June 30, 2023</u> | <u>Proposed<br/>Budget<br/>FY 6-30-24</u> |
|---|---|---|---|
|---|---|---|---|

**OPERATING EXPENSES**

|                               |                         |                       |                       |                       |
|-------------------------------|-------------------------|-----------------------|-----------------------|-----------------------|
| Contingency                   | -                       | 115,000               | -                     | 115,000               |
| Undesignated Capital Projects | <u>1,000,000</u>        | <u>500,000</u>        | <u>500,000</u>        | <u>-</u>              |
| Total Operating Expenses      | <u>1,000,000</u>        | <u>615,000</u>        | <u>500,000</u>        | <u>115,000</u>        |
| GRAND TOTALS                  | <u><u>1,000,000</u></u> | <u><u>615,000</u></u> | <u><u>500,000</u></u> | <u><u>115,000</u></u> |