

CITY OF GROTON
MAYOR AND
COUNCIL
ADOPTED
BUDGET



FISCAL YEAR 2018-2019

THE CITY OF GROTON
2018-2019 BUDGET
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2018-2019 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 2018-2019

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 2019 (FY 2019).

I am submitting a budget which includes a decrease of \$898,552 in comparison to FY 2018. The proposed budget would produce a decrease of .72 mill resulting in a mill rate of 4.5. For taxpayers, this would mean a tax decrease of \$72.00 per \$100,000 of assessed property value.

This budget removes the Water Pollution Control Authority (WPCA) from the General Fund into its own Enterprise Fund which will no longer be funded by taxes.

This budget also follows the FY18 budget with funding for capital projects. Contingency contains \$675,000 for undesignated capital projects. This will allow us to prioritize items from the CIP that have been held off over the past several years. You'll also find in this budget continued efforts to reserve funds for future purchases of vehicles.

The use of the undesignated fund balance will be \$400,000. This would leave a healthy reserve of 22.5%, slightly higher than FY 2018.

The City continues to be fiscally responsible.

Sincerely,

Keith Hedrick

**CITY OF GROTON
PROPOSED BUDGETS
FISCAL YEAR JULY 1, 2018 – JUNE 30, 2019**

GENERAL FUND ANTICIPATED REVENUES

Property taxes (at 4.5 mills), Interest and Lien Fees	\$5,141,295
Intergovernmental Revenues	4,959,202
Licenses and Permits	302,600
Interdepartmental Revenues	4,852,508
Miscellaneous Revenues	134,500
Operating Transfers In	15,000
Service Charge	195,000
Utilization of Fund Balance	<u>400,000</u>
Total General Fund Anticipated Revenues	\$16,000,105

GENERAL FUND PROPOSED APPROPRIATIONS

General Government	\$2,118,465
Police Department	5,044,138
Fire Department	3,066,277
Civil Preparedness	11,459
Public Works Department	3,090,891
Public Buildings	180,207
Pollution Abatement	
Parks and Recreation Department	1,204,462
Non-Departmental	110,000
Debt Service	384,206
Contingency	<u>790,000</u>
Total General Fund Appropriations	\$16,000,105

Dated at Groton, Connecticut this 11th day of April, 2018.

Keith Hedrick
Mayor

**THE CITY OF GROTON
BUDGET 2018-2019**

Mayor and Council Proposed Budget

**R-18-5-62 RESOLUTION THAT THE MAYOR AND COUNCIL APPROVE THE
CITY OF GROTON BUDGET FOR THE FISCAL YEAR 2018-2019
PURSUANT TO THE CITY OF GROTON CHARTER, ARTICLE VI,
SECTION 2(C)
(APPROVED MAY 21, 2018)**

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

THEREFORE, BE IT RESOLVED that the Mayor and Council approve the City of Groton Budget for the Fiscal Year 2018-2019 pursuant to the City of Groton Charter, Article VI, Section 2(c).

**CITY OF GROTON
PROPOSED BUDGETS
FISCAL YEAR JULY 1, 2018 – JUNE 30, 2019**

GENERAL FUND ANTICIPATED REVENUES

Property taxes (at 4.58 mills), Interest and Lien Fees	\$5,141,295
Intergovernmental Revenues	4,959,202
Licenses and Permits	302,600
Interdepartmental Revenues	4,852,508
Miscellaneous Revenues	134,500
Operating Transfers In	15,000
Service Charge	195,000
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Total General Fund Anticipated Revenues	\$16,000,105

GENERAL FUND PROPOSED APPROPRIATIONS

General Government	\$2,118,465
Police Department	5,044,138
Fire Department	3,066,277
Civil Preparedness	11,459
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Pollution Abatement	
Parks and Recreation Department	1,204,462
Non-Departmental	110,000
Debt Service	384,206
Contingency	<u>790,000</u>
Total General Fund Appropriations	\$16,000,105

Dated at Groton, Connecticut this 22nd day of May, 2018.

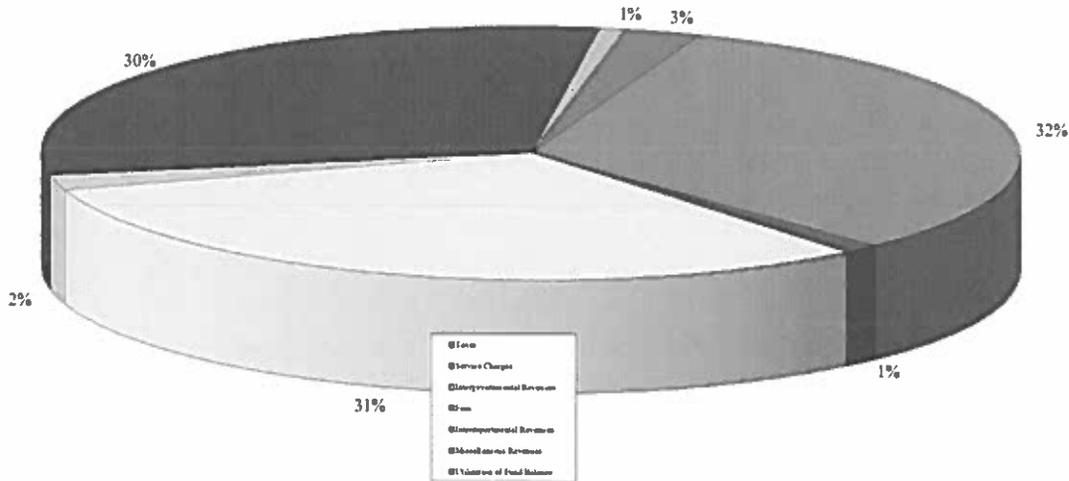
Keith Hedrick
Mayor

**THE CITY OF GROTON
ANTICIPATED REVENUE
FOR FISCAL YEAR 2018-2019**

SUMMARY OF ANTICIPATED REVENUES

	ACTUAL FYE 6-30-17	BUDGET FYE 6-30-18	ESTIMATED FYE 6-30-18	PROPOSED BUDGET FYE 6-30-19
FUND: 100 GENERAL FUND				
Taxes	\$ 6,457,027	\$ 6,118,960	\$ 6,146,620	\$ 5,141,295
Intergovernmental Revenues	4,898,583	4,884,080	4,798,695	4,959,202
Licenses and Permit Fees	455,271	294,600	295,927	302,600
Interdepartmental Revenues	4,237,446	4,777,017	4,780,085	4,852,508
Miscellaneous Revenues	363,861	133,000	209,856	134,500
Operating Transfer In	115,000	15,000	15,000	15,000
Service Charges	<u>230,968</u>	<u>225,000</u>	<u>225,060</u>	<u>195,000</u>
Total	16,758,156	16,447,657	16,471,243	15,600,105
Utilization of Fund Balance	<u>-</u>	<u>451,000</u>	<u>-</u>	<u>400,000</u>
Total Anticipated Revenue	<u>\$ 16,758,156</u>	<u>\$ 16,898,657</u>	<u>\$ 16,471,243</u>	<u>\$ 16,000,105</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES**



**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2018-2019**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-17	BUDGET FYE 6-30-18	ESTIMATED FYE 6-30-18	PROPOSED BUDGET FYE 6-30-19
FUND: 100 GENERAL FUND					
<u>Property Taxes</u>					
100-9999-110-00-0	Property Taxes - Proposed Levy 4.58 Mills	\$ 6,424,119	\$ 6,087,460	\$ 6,120,000	\$ 5,339,795
100-9999-110-00-0	Property Tax Refund	-	-	-	(230,000)
100-9999-120-00-0	Interest on Delinquent Taxes	32,092	30,000	25,373	30,000
100-9999-121-00-0	Recovered Lien Fees	816	1,500	1,247	1,500
	TOTAL PROPERTY TAXES	<u>6,457,027</u>	<u>6,118,960</u>	<u>6,146,620</u>	<u>5,141,295</u>
<u>Intergovernmental Revenues</u>					
TOWN OF GROTON:					
100-9999-220-01-0	Police Grant	2,303,893	2,243,802	2,243,802	2,443,079
100-9999-220-02-0	Crossing Guards	-	-	-	-
100-9999-220-04-0	Highway Grant	1,823,252	1,963,250	1,963,250	2,050,863
100-9999-220-05-0	Health District	68,147	68,069	68,069	-
100-9999-220-06-0	State Aid Pass Thru	-	-	-	-
100-9999-220-07-0	Town Pilot	37,705	37,707	37,705	37,707
	TOTAL TOWN OF GROTON	<u>4,232,997</u>	<u>4,312,828</u>	<u>4,312,826</u>	<u>4,531,649</u>
WEST PLEASANT VALLEY FIRE DISTRICT:					
100-9999-230-01-0	WPV Fire District	358,878	350,000	365,697	325,000
STATE OF CONNECTICUT:					
100-9999-210-01-0	Boating Safety	-	-	-	-
100-9999-210-02-0	Elderly Property	2,245	3,214	3,214	3,214
100-9999-210-03-0	Totally Disabled	-	125	137	125
100-9999-210-04-0	Telephone Access Line	15,435	12,848	10,347	12,848
100-9999-210-05-0	Civil Preparedness	39,960	4,600	27,059	4,600
100-9999-210-06-0	Town Aid Road	114,327	113,531	56,766	56,766
100-9999-210-07-0	Municipal Grants & Aid	-	-	-	-
100-9999-210-08-0	Enterprise Zone	-	-	-	-
	State Pilot	56,213	61,934	-	-
100-9999-210-15-0	State Grant Miscellaneous	78,528	25,000	22,649	25,000
	TOTAL STATE OF CONNECTICUT	<u>306,708</u>	<u>221,252</u>	<u>120,172</u>	<u>102,553</u>
TOTAL INTERGOVERNMENTAL REVENUES		<u>\$ 4,898,583</u>	<u>\$ 4,884,080</u>	<u>\$ 4,798,695</u>	<u>\$ 4,959,202</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2018-2019**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-17	BUDGET FYE 6-30-18	ESTIMATED FYE 6-30-18	PROPOSED BUDGET FYE 6-30-19
<u>Licenses and Permit Fees</u>					
100-9999-310-01-0	Building and Zoning Fees	\$ 401,854	\$ 275,000	\$ 252,307	\$ 275,000
100-9999-321-00-0	Police Fees	14,202	7,600	5,715	7,600
	TOTAL LICENSES AND PERMITS	<u>416,056</u>	<u>282,600</u>	<u>258,022</u>	<u>282,600</u>
<u>Fees</u>					
100-9999-325-00-0	Parking Tickets	39,215	12,000	37,905	20,000
	TOTAL FEES	<u>39,215</u>	<u>12,000</u>	<u>37,905</u>	<u>20,000</u>
	TOTAL LICENSES, PERMITS AND FEES	<u>455,271</u>	<u>294,600</u>	<u>295,927</u>	<u>302,600</u>
<u>Interdepartmental Revenues</u>					
ELECTRIC DEPARTMENT:					
100-9999-510-01-0	Return of Investment	3,540,141	4,071,140	4,071,140	4,071,140
100-9999-510-02-0	Rent and Services	111,495	111,495	111,495	81,029
100-9999-510-03-0	Finance and Acctg Services	199,835	207,646	207,646	198,910
100-9999-510-05-0	Human Resources	113,284	115,617	115,617	144,782
	Building Maintenance	30,550	30,550	30,550	28,200
	TOTAL ELECTRIC DEPARTMENT	<u>3,995,305</u>	<u>4,536,448</u>	<u>4,536,448</u>	<u>4,524,061</u>
WATER DEPARTMENT:					
100-9999-520-01-0	Rent and Services	23,556	23,555	23,555	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	107,603	111,809	111,809	99,455
100-9999-510-05-0	Human Resources	61,000	62,255	62,255	72,391
	Building Maintenance	16,450	16,450	16,450	14,100
	TOTAL WATER DEPARTMENT	<u>218,609</u>	<u>224,069</u>	<u>224,069</u>	<u>236,460</u>
SEWER DEPARTMENT:					
	Rent and Services	-	-	-	13,505
	Finance and Acctg Services	-	-	-	33,152
	Human Resources	-	-	-	24,130
	Building Maintenance	-	-	-	4,700
	TOTAL SEWER DEPARTMENT	<u>-</u>	<u>-</u>	<u>-</u>	<u>75,487</u>
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	21,865	15,500	17,768	15,500
100-9999-531-00-0	Highway Services	1,667	1,000	1,800	1,000
	TOTAL MISCELLANEOUS REVENUES	<u>23,532</u>	<u>16,500</u>	<u>19,568</u>	<u>16,500</u>
	TOTAL INTERDEPARTMENTAL REVENUES	<u>\$ 4,237,446</u>	<u>\$ 4,777,017</u>	<u>\$ 4,780,085</u>	<u>\$ 4,852,508</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2018-2019**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-17	BUDGET FYE 6-30-18	ESTIMATED FYE 6-30-18	PROPOSED BUDGET FYE 6-30-19
<u>Miscellaneous Revenues</u>					
100-9999-615-00-0	Interest on Investments	\$ 14,083	\$ 5,000	\$ 5,545	\$ 5,000
100-9999-625-02-0	Insurance Claims Recoveries	142,237	30,000	41,466	30,000
100-9999-635-01-0	Rental Income - Auditorium	1,845	2,000	1,815	2,000
100-9999-635-02-0	Zbierski House	16,019	15,000	14,852	15,000
100-9999-645-01-0	Xerox Copies	2,067	1,000	2,383	1,000
100-9999-645-03-0	Trip Collections	24,913	18,500	13,028	20,000
100-9999-645-04-0	Miscellaneous	123,458	20,000	91,043	20,000
100-9999-645-06-0	Recycling	5,064	1,500	2,997	1,500
100-9999-645-08-0	City Day	1,865	3,000	1,690	3,000
100-9999-645-09-0	Bulky Waste	7,780	10,000	7,900	10,000
100-9999-645-12-0	Gravel Sales	24,530	27,000	27,137	27,000
	TOTAL MISCELLANEOUS REVENUES	<u>363,861</u>	<u>133,000</u>	<u>209,856</u>	<u>134,500</u>
<u>Operating Transfer In</u>					
100-9999-691-00-0	Special Revenue - CD&BF Internal Service Fund	15,000 <u>100,000</u>	15,000 <u>-</u>	15,000 <u>-</u>	15,000 <u>-</u>
	TOTAL OPERATING TRANSFER IN	<u>115,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<u>Service Charges</u>					
100-9999-710-00-0	Sewer Use Charge	30,731	30,000	30,856	-
100-9999-720-00-0	Beach Receipts	127,592	120,000	123,892	120,000
100-9999-730-00-0	Recreation Receipts	60,721	62,000	58,000	62,000
100-9999-740-00-0	Parks Receipts	11,924	13,000	12,312	13,000
	TOTAL SERVICES CHARGES	<u>230,968</u>	<u>225,000</u>	<u>225,060</u>	<u>195,000</u>
<u>Utilization of Fund Balance</u>					
100-9999-810-00-0	Utilization of Fund Balance	<u>-</u>	<u>451,000</u>	<u>-</u>	<u>400,000</u>
	TOTAL ANTICIPATED REVENUE	<u>\$ 16,758,156</u>	<u>\$ 16,898,657</u>	<u>\$ 16,471,243</u>	<u>\$ 16,000,105</u>

THE CITY OF GROTON, CT.
DESCRIPTIONS OF GENERAL FUND REVENUES
FISCAL YEAR 2018-2019

The financing plan for the General Fund for the Fiscal Year 2018-2019 totals \$16,000,105 a decrease of \$898,552 over the current revenue budget. This includes decreasing Property Taxes by \$747,665, maintaining the return of investment from the Electric Department and the Utilization of Fund Balance of \$400,000. The following are explanations of the Fiscal Year 2018-2019 revenue category.

GENERAL PROPERTY TAXES:

Current Taxes: The current levy for FY 2018-2019 is based on all taxable property in the City as of October 1, 2017 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 2018-2019 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, 2017 Grand List, less legal exemptions and the estimated tax collection rate of 99%. Current taxes are due July 1. The FY 2018-2019 mill rate that was proposed by the Mayor and Council is 4.58 mills which is a decrease of 0.64 mills from the prior year.

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

INTERGOVERNMENTAL REVENUES

Town of Groton:

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

Highway Grant- Represents one hundred per cent reimbursement from the Town on the total appropriation of operating the Highway Department less outside work and any surplus from prior year.

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

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

West Pleasant Valley Fire District:

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

THE CITY OF GROTON, CT.
DESCRIPTIONS OF GENERAL FUND REVENUES
FISCAL YEAR 2018-2019

STATE OF CONNECTICUT

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

Telecommunications Personal Property Tax- Reflects the amount of personal property tax liability for the AT & T Company.

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

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

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

State Grant Miscellaneous - Represents funds received "in lieu of real estate taxes" from the State as well funds received for the Pollution Abatement Facility Nitrogen Credits and Pump Out Station

LICENSES AND FEES

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

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

Parking Tickets represents revenue received by the City police.

THE CITY OF GROTON, CT.
DESCRIPTIONS OF GENERAL FUND REVENUES
FISCAL YEAR 2018-2019

INTERDEPARTMENTAL

Electric Department

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

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

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

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

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

Water Department

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

Watershed Rent This amount represents rental on reservoir properties.

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

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

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

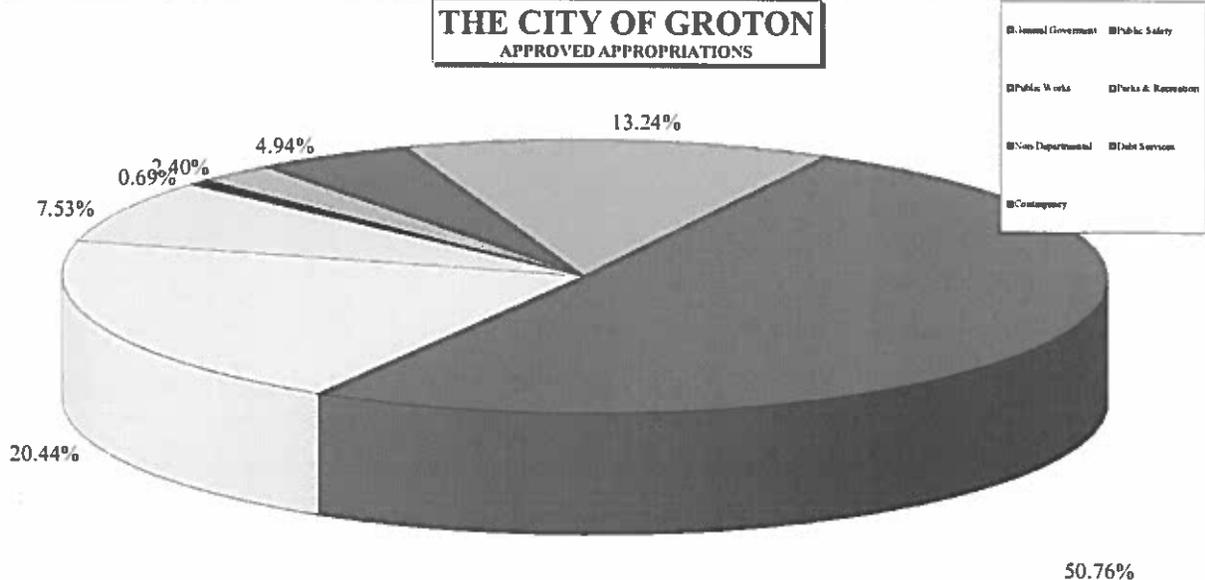
Miscellaneous Revenues This amount represents charges by the Police and Highway Departments for work performed.

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

SUMMARY OF EXPENDITURES

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
General Government:	\$ 1,824,977	\$ 1,958,796	\$ 1,866,802	\$ 2,118,465
Public Safety:				
Police	4,790,442	4,788,266	4,817,086	5,044,138
Fire	2,945,617	2,895,484	2,885,745	3,066,277
Civil Preparedness	41,237	11,459	10,700	11,459
Total Public Safety	<u>7,777,296</u>	<u>7,695,209</u>	<u>7,713,531</u>	<u>8,121,874</u>
Public Works:				
Highway Maintenance	1,882,933	2,077,781	1,988,502	2,108,911
Sanitation	918,298	915,911	952,726	981,980
Public Buildings	113,281	195,170	154,775	180,207
Pollution Abatement Facilities	1,678,879	1,702,474	1,702,474	-
Total Public Works	<u>4,593,391</u>	<u>4,891,336</u>	<u>4,798,477</u>	<u>3,271,098</u>
Parks & Recreation	<u>1,166,764</u>	<u>1,159,519</u>	<u>1,127,405</u>	<u>1,204,462</u>
Non-Departmental:				
General Insurance	76,874	90,000	81,874	90,000
Pay Adjustment	-	20,000	20,000	20,000
	<u>76,874</u>	<u>110,000</u>	<u>101,874</u>	<u>110,000</u>
Debt Services:				
Public Improvements	595,325	581,247	581,247	384,206
Sewer Authority	40,075	39,075	39,075	-
Total Debt Services	<u>635,400</u>	<u>620,322</u>	<u>620,322</u>	<u>384,206</u>
Contingency	<u>81,840</u>	<u>463,475</u>	<u>100,000</u>	<u>790,000</u>
Total General Fund Budget	<u>\$ 16,156,542</u>	<u>\$ 16,898,657</u>	<u>\$ 16,328,411</u>	<u>\$ 16,000,105</u>

**THE CITY OF GROTON
APPROVED APPROPRIATIONS**



General Government

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

THE CITY OF GROTON
BUDGET 2018-2019
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: General Government

DEPARTMENT: General Government

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

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

Cost Center

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

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

Cost Centers

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

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

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

Cost Centers

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

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

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

Cost Centers

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

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

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

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

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

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

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

Cost Center

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

Glossary of Department Specific Terms

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

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

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

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Legislative Policy			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	99	225	90	225	0.00%
HIGHLIGHTS:					
PERSONNEL: - No personnel charged to this function.					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Operating Expenses	99	225	90	225
Total	99	225	90	225

COST CENTER				
001 City Council	99	225	90	225
Total	99	225	90	225

FINANCING PLAN				
General Fund	99	225	90	225
Total	99	225	90	225

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
OPERATING EXPENSES				
Professional Development	99	225	90	225
Total Operating Expenses	99	225	90	225
GRAND TOTALS	99	225	90	225

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Boards and Commissions			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	15,054	20,500	15,000	15,500	-24.39%
HIGHLIGHTS:					
PERSONNEL:					
- No personnel in this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
APPROPRIATION				
Operating Expenses	<u>15,054</u>	<u>20,500</u>	<u>15,000</u>	<u>15,500</u>
Total	<u><u>15,054</u></u>	<u><u>20,500</u></u>	<u><u>15,000</u></u>	<u><u>15,500</u></u>

COST CENTER				
001 Boards and Commissions	<u>15,054</u>	<u>20,500</u>	<u>15,000</u>	<u>15,500</u>
002 Charter Revision	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u><u>15,054</u></u>	<u><u>20,500</u></u>	<u><u>15,000</u></u>	<u><u>15,500</u></u>

FINANCING PLAN				
General Fund	<u>15,054</u>	<u>20,500</u>	<u>15,000</u>	<u>15,500</u>
Total	<u><u>15,054</u></u>	<u><u>20,500</u></u>	<u><u>15,000</u></u>	<u><u>15,500</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
OPERATING EXPENSES				
Office Supplies/Advertising	259	500	-	500
Professional Development	2,138	-	-	-
Contractual Services	12,657	20,000	15,000	15,000
Total Operating Expenses	15,054	20,500	15,000	15,500
GRAND TOTALS	15,054	20,500	15,000	15,500

City of Groton
Proposed Budget FY 2018-2019
Function Highlights

DEPARTMENT: General Government		FUNCTION: Citizens Participation			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	5,610	5,500	4,281	5,500	0.00%
HIGHLIGHTS:					
PERSONNEL:					
- No personnel in this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Operating Expenses	5,610	5,500	4,281	5,500
Total	5,610	5,500	4,281	5,500

COST CENTER				
001 Groton Day	5,372	5,000	4,100	5,000
002 Beautification/Community Events	238	500	181	500
Total	5,610	5,500	4,281	5,500

FINANCING PLAN				
Groton Day	1,865	3,000	1,690	3,000
General Fund	3,745	2,500	2,591	2,500
Total	5,610	5,500	4,281	5,500

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
OPERATING EXPENSES				
Payments/Contribution	5,610	5,500	4,281	5,500
Total Operating Expenses	5,610	5,500	4,281	5,500
GRAND TOTALS	5,610	5,500	4,281	5,500

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Administration			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	415,315	410,602	369,307	416,474	1.43%

HIGHLIGHTS:

PERSONNEL:

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
APPROPRIATION				
Personnel Services	322,622	340,602	338,543	346,474
Operating Expenses	92,693	70,000	30,764	70,000
Total	415,315	410,602	369,307	416,474

COST CENTER				
001 Leadership	86,668	98,002	96,894	97,002
002 Recording legal documents	196,109	194,590	153,942	181,262
003 Elections	15,929	-	-	13,000
004 General Support	116,609	118,010	118,471	125,210
005 Professional Services	-	-	-	-
006 Reserve for Equipment	-	-	-	-
Total	415,315	410,602	369,307	416,474

FINANCING PLAN				
General Fund	415,315	410,602	369,307	416,474
Total	415,315	410,602	369,307	416,474

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	194,590	209,790	208,491	206,462
Part Time Employees	-	-	-	-
Overtime	2,603	3,500	3,000	3,500
Step Increases/Pay Adjustments	-	-	-	2,500
Benefits:				
Medical Insurance	84,269	84,000	84,000	88,250
Life Insurance	2,187	2,100	2,100	2,100
Pension	12,500	14,500	14,500	15,000
FICA tax	14,946	15,802	15,542	15,802
OPEB	9,170	7,860	7,860	7,860
Worker's Compensation	2,357	3,050	3,050	5,000
Total Personnel Services	322,622	340,602	338,543	346,474
OPERATING EXPENSES				
Elections	15,929	-	-	13,000
Office Supplies/Advertising	9,180	10,500	7,500	9,500
Professional Development	1,252	4,500	2,564	4,000
Utilities/Fuel	1,834	2,000	1,600	2,000
Contractual Services	64,498	53,000	19,100	41,500
Reserve Fund/Equipment	-	-	-	-
Program Equipment	-	-	-	-
Total Operating Expenses	92,693	70,000	30,764	70,000
GRAND TOTALS	415,315	410,602	369,307	416,474

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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FULL TIME EMPLOYEE ANALYSIS

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

FULL TIME EMPLOYEE SALARIES & WAGES

Mayor	76,157	85,000	86,661	85,000
City Clerk	29,664	31,865	30,408	31,016
Administrative Clerk	24,270	26,072	24,879	25,376
Administrative Secretary	64,499	66,853	66,543	65,070
Records Clerk	-	-	-	-
Total Full Time Employees Salaries & Wages	194,590	209,790	208,491	206,462

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Health District		FUNCTION: Health Services			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	68,147	68,069	68,069	-	-100.00%

HIGHLIGHTS:

- The Town of Groton will fund directly starting in FY19.

PERSONNEL:

- No personnel charged to this function.

CAPITAL:

- None

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Operating Expenses	68,147	68,069	68,069	-
Total	68,147	68,069	68,069	-

COST CENTER				
001 Health District	68,147	68,069	68,069	-
Total	68,147	68,069	68,069	-

FINANCING PLAN				
Town of Groton	68,147	68,069	68,069	-
Total	68,147	68,069	68,069	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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OPERATING EXPENSES

Contractual Services	68,147	68,069	68,069	-
Total Operating Expenses	68,147	68,069	68,069	-
GRAND TOTALS	68,147	68,069	68,069	-

THE CITY OF GROTON
BUDGET 2018-2019
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 2018-2019
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Human Resources			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	211,359	216,918	216,856	294,272	35.66%
HIGHLIGHTS:					
Eighty-two percent of the funding for the HR department is from The Department of Utilities.					
PERSONNEL:					
- FY 19 budget includes an additional HR Specialist position					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Personnel Services	203,964	196,118	200,356	273,472
Operating Expenses	7,395	20,800	16,500	20,800
Total	211,359	216,918	216,856	294,272

COST CENTER				
001 Human Resources	211,359	216,918	216,856	294,272
Total	211,359	216,918	216,856	294,272

FINANCING PLAN				
Interdepartmental	174,284	177,872	177,872	241,303
General Fund	37,075	39,046	38,984	52,969
Total	211,359	216,918	216,856	294,272

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	147,856	137,493	130,600	187,197
Part Time Employees	-	-	12,000	-
Overtime	85	1,500	100	1,500
Benefits:				
Pension	8,249	9,660	9,660	15,375
FICA tax	11,074	10,517	10,917	14,435
Blue Cross/ CMS	31,158	31,158	31,158	49,125
Group Insurance	-	100	100	100
OPEB	5,240	5,240	5,240	5,240
Worker's Compensation	302	450	581	500
Total Personnel Services	203,964	196,118	200,356	273,472
OPERATING EXPENSES				
Office Supplies/Advertising	533	600	800	600
Professional Development	1,009	2,000	500	2,000
Utilities/Fuel	1,084	1,200	1,200	1,200
Contractual Services	4,769	17,000	14,000	17,000
Total Operating Expenses	7,395	20,800	16,500	20,800
GRAND TOTALS	211,359	216,918	216,856	294,272

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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FULL TIME EMPLOYEE ANALYSIS

Human Resource Director	1.00	1.00	1.00	1.00
HR Generalist	1.00	1.00	1.00	2.00
Total Full Time Employees	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Human Resource Director	92,986	87,834	76,936	86,710
HR Generalist	<u>54,870</u>	<u>49,659</u>	<u>53,664</u>	<u>100,487</u>
Total Full Time Employees Salaries & Wages	<u>147,856</u>	<u>137,493</u>	<u>130,600</u>	<u>187,197</u>

THE CITY OF GROTON
BUDGET 2018-2019
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 2018-2019
Function Highlights**

DEPARTMENT: Finance		FUNCTION: Financial Administration			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	581,585	638,911	614,531	663,033	3.78%
HIGHLIGHTS:					
PERSONNEL: - No changes in personnel					
CAPITAL: - No Capital requested					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
APPROPRIATION				
Personnel Services	508,545	544,411	529,827	567,983
Operating Expenses	73,040	94,500	84,704	95,050
Total	<u>581,585</u>	<u>638,911</u>	<u>614,531</u>	<u>663,033</u>

COST CENTER				
001 Leadership	45,537	47,934	45,537	49,131
002 Account/Treasury Mgt	203,482	208,039	203,482	219,542
003 Payroll/Benefit Admin.	37,377	39,791	37,377	40,327
004 Purchasing	52,413	52,905	52,413	56,550
005 Risk Management	2,164	2,191	2,164	2,335
006 General Support	240,103	288,051	273,558	295,148
007 Reserve for Vehicles & Equipment	509	-	-	-
Total	<u>581,585</u>	<u>638,911</u>	<u>614,531</u>	<u>663,033</u>

FINANCING PLAN				
Interdepartmental	307,438	319,455	319,455	331,516
General Fund	274,147	319,456	295,076	331,517
Total	<u>581,585</u>	<u>638,911</u>	<u>614,531</u>	<u>663,033</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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PERSONNEL SERVICES

Full Time Employees	345,003	372,135	365,270	382,135
Part Time Employees	-	-	-	-
Overtime	651	2,000	1,034	2,000
Step Increases/Pay Adjustments	-	-	-	-
Sell Back of Time Off	-	2,000	-	8,000
Benefits:				
OPEB	13,100	13,100	13,100	13,100
Medical Insurance	99,978	95,882	96,669	100,750
Life Insurance	5,348	5,000	5,407	5,000
Pension	20,620	24,200	24,200	25,750
FICA tax	23,089	29,004	23,058	29,998
Worker's Compensation	756	1,090	1,089	1,250
Total Personnel Services	508,545	544,411	529,827	567,983

OPERATING EXPENSES

Office Supplies/Advertising	15,112	19,000	15,167	19,000
Professional Development	240	4,000	3,085	4,000
Utilities/Fuel/Safety Incen	851	300	1,099	300
Contractual Services	55,809	70,000	64,088	70,000
General Insurance	1,028	1,200	1,265	1,750
Reserve for Vehicles & Equipment	-	-	-	-
Total Operating Expenses	73,040	94,500	84,704	95,050
GRAND TOTALS	581,585	638,911	614,531	663,033

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Finance	110,406	114,100	114,100	116,943
Administrative Assistant	45,240	48,322	48,322	51,168
Utility Accountant	68,474	70,134	70,134	71,560
Senior Accountant	68,904	86,778	79,913	86,778
Accounting Assistant	51,979	52,801	52,801	55,686
Total Full Time Employees Salaries & Wages	345,003	372,135	365,270	382,135

Building & Zoning, Planning

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

THE CITY OF GROTON
BUDGET 2018-2019
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 2018-2019
Function Highlights**

DEPARTMENT: Building		FUNCTION: Inspection			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	368,782	416,262	398,362	442,417	6.28%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					
<p>Capital - \$16,000 contribution to the vehicle reserve for Building Official and Assistant Building Official Vehicles.</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
APPROPRIATION				
Personnel Services	342,657	374,262	360,862	389,167
Operating Expenses	26,125	42,000	37,500	53,250
Total	368,782	416,262	398,362	442,417

COST CENTER				
001 Building Inspection	107,258	103,298	101,628	105,994
002 Inquires & Assistance	68,563	72,234	71,572	73,960
003 Zoning	40,799	68,905	57,730	69,980
004 Plan Review	22,576	23,591	23,698	24,173
005 General Support	129,586	140,234	135,734	152,310
006 Reserve for Vehicles & Equipment	-	8,000	8,000	16,000
Total	368,782	416,262	398,362	442,417

FINANCING PLAN				
Permits	401,854	275,000	252,307	275,000
Third Party Reviews	-	-	-	-
Transfer from Community - Development and Beatification Fund	15,000	15,000	15,000	15,000
General Fund	(48,072)	126,262	131,055	152,417
Total	368,782	416,262	398,362	442,417

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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PERSONNEL SERVICES

Full Time Employees	208,212	212,868	212,868	217,128
Part Time Employees	14,360	33,900	20,500	34,500
Overtime	132	2,000	2,000	3,000
Benefits:				
Medical Insurance	76,674	76,674	76,674	80,750
Life Insurance	2,595	2,200	2,200	2,200
Pension	12,373	14,500	14,500	15,500
FICA tax	16,492	19,260	19,260	19,479
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	3,959	5,000	5,000	8,750
Total Personnel Services	342,657	374,262	360,862	389,167

OPERATING EXPENSES

Office Supplies/Advertising	5,699	8,500	8,000	8,500
Professional Development	2,177	5,000	4,000	5,000
General Insurance	3,086	4,000	4,000	4,750
Utilities	1,527	3,000	2,500	3,500
Contractual Services	11,147	8,000	6,500	10,000
Vehicle Operations/Supply	2,489	5,500	4,500	5,500
Vehicles	-	-	-	-
Reserve for Vehicles & Equipment	-	8,000	8,000	16,000
Total Operating Expenses	26,125	42,000	37,500	53,250
GRAND TOTALS	368,782	416,262	398,362	442,417

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Building Official	90,235	92,337	92,332	94,182
Building Inspector	65,623	67,137	67,142	68,485
Secretary	50,567	53,394	53,394	54,461
Total Full Time Employees Salaries & Wages	<u>206,425</u>	<u>212,868</u>	<u>212,868</u>	<u>217,128</u>

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Building & Zoning		FUNCTION: Boards and Commissions			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	17,298	27,000	25,600	26,000	-3.70%
HIGHLIGHTS:					
PERSONNEL: - No change					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Operating Expenses	17,298	27,000	25,600	26,000
Total	17,298	27,000	25,600	26,000

COST CENTER				
001 Historic Review	339	4,500	4,500	4,000
002 Zoning Board of Appeals	12,667	16,500	15,600	16,500
003 Harbor Management	-	1,250	1,250	750
004 Conservation Commission	4,292	4,750	4,250	4,750
Total	17,298	27,000	25,600	26,000

FINANCING PLAN				
Harbor Management Fees	-	-	-	-
General Fund	17,298	27,000	25,600	26,000
Total	17,298	27,000	25,600	26,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
OPERATING EXPENSES				
Office Supplies/Advertising	4,346	9,000	8,500	8,500
Professional Development	872	2,500	1,600	2,500
Contractual Services	12,080	15,500	15,500	15,000
Total Operating Expenses	17,298	27,000	25,600	26,000
GRAND TOTALS	17,298	27,000	25,600	26,000

THE CITY OF GROTON
BUDGET 2018-2019
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: General Government

DEPARTMENT: Planning

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

Cost Centers

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

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

Glossary of Department Specific Terms

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

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

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

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

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Planning & Zoning		FUNCTION:			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	135,922	154,809	154,706	159,044	2.74%
HIGHLIGHTS:					
- None					
PERSONNEL:					
- None					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning & Zoning

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Personnel Services	124,801	125,409	125,906	133,444
Operating Expenses	11,121	29,400	28,800	25,600
Total	<u>135,922</u>	<u>154,809</u>	<u>154,706</u>	<u>159,044</u>

COST CENTER				
001 Planning	132,412	135,809	135,956	142,994
002 Zoning	3,510	19,000	18,750	16,050
Total	<u>135,922</u>	<u>154,809</u>	<u>154,706</u>	<u>159,044</u>

FINANCING PLAN				
General Fund	135,922	154,809	154,706	159,044
Total	<u>135,922</u>	<u>154,809</u>	<u>154,706</u>	<u>159,044</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	87,692	88,770	89,267	91,420
Benefits:				
Medical Insurance	20,772	20,772	20,772	21,850
Life Insurance	1,061	660	660	1,060
Pension	4,125	4,221	4,221	5,250
FICA tax	6,627	6,791	6,791	6,994
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	1,904	1,575	1,575	4,250
Total Personnel Services	124,801	125,409	125,906	133,444
OPERATING EXPENSES				
Office Supplies/Advertising	3,025	5,000	5,000	4,800
Professional Development	586	1,000	500	500
Utilities	205	400	300	300
Vehicle Operations/Supply	-	-	-	-
Contractual Services	7,305	23,000	23,000	20,000
Total Operating Expenses	11,121	29,400	28,800	25,600
GRAND TOTALS	135,922	154,809	154,706	159,044

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Planner	87,692	88,770	89,267	91,420
Total Full Time Employees Salaries & Wages	87,692	88,770	89,267	91,420

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Planning		FUNCTION: Economic Development			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	-	-	-	96,000	100.00%
HIGHLIGHTS:					
<ul style="list-style-type: none"> - This is the first year that the Economic Development budget is included as part of the General Fund, in the past this was funded by a Special Revenue Fund 					
PERSONNEL:					
<ul style="list-style-type: none"> - One Full Time Position is included in this budget 					
CAPITAL:					
<ul style="list-style-type: none"> - None 					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning

Economic Development

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Personnel Services	-	-	-	85,000
Operating Expenses	-	-	-	11,000
Total	-	-	-	96,000

COST CENTER				
001 Economic Development	-	-	-	96,000
Total	-	-	-	96,000

FINANCING PLAN				
Transfer from Community - Development and Beatification Fund	-	-	-	-
General Fund	-	-	-	96,000
Total	-	-	-	96,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
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Planning	Economic Development
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	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	-	-	-	46,425
Benefits:				
Medical Insurance	-	-	-	21,850
Life Insurance	-	-	-	1,060
Pension	-	-	-	5,250
FICA tax	-	-	-	3,545
OPEB	-	-	-	2,620
Worker's Compensation	-	-	-	4,250
Total Personnel Services	-	-	-	85,000
OPERATING EXPENSES				
Office Supplies/Advertising	-	-	-	600
Professional Development	-	-	-	500
Materials and Supplies	-	-	-	2,500
Grant Program	-	-	-	5,000
Contractual Services	-	-	-	2,400
Total Operating Expenses	-	-	-	11,000
GRAND TOTALS	-	-	-	96,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning

Economic Development

Actual
For Year Ended
FY 6-30-17

Current Year
Budget
FY 6-30-18

Estimated
For Year Ended
June 30, 2018

Proposed
Budget
FY 6-30-19

FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

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

Public Safety

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

THE CITY OF GROTON
BUDGET 2018-2019
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 75% by a State Highway Safety Grant and 25% by the City of Groton.

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 2015	Actual FY 2016	Actual FY 2017	Current FY 2018*	Projected FY18**
CC1- Calls for Service	17,132	14,555	10,223	7,418	9,891
CC2 – Criminal Arrests	621	552	495	330	440
CC3 – Motor Vehicle Accidents	207	178	184	137	183
CC4 – Special Enforcement (DWI)	56	36	31	18	24
CC5 – Medical Responses	784	858	809	608	811
CC6 – Traffic Ticket Summons /Warnings	2,626	1,606	1,599	1,045	1,393

*As of 3/27/2018

** 14 weeks of FY18 remaining

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Police		FUNCTION: Summary												
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change									
BUDGET	4,790,442	4,788,266	4,817,086	5,044,138	5.34%									
HIGHLIGHTS:														
PERSONNEL:														
Twenty-nine (28) sworn personnel Seven and a half (7.5) civilian personnel														
CAPITAL:														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Vehicles</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 30%; text-align: right;">47,500</td> </tr> <tr> <td>Bullet proof Vests</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">5,000</td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right; border-top: 3px double black; border-bottom: 3px double black;">52,500</td> </tr> </table>						Vehicles	\$	47,500	Bullet proof Vests		5,000		\$	52,500
Vehicles	\$	47,500												
Bullet proof Vests		5,000												
	\$	52,500												

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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APPROPRIATION

Administration (Leadership/Gen Sup)	2,139,680	2,094,116	2,149,479	2,300,633
Training	70,614	72,000	61,485	72,000
Crime Prevention (Patrol)	2,113,932	2,254,181	2,066,362	2,297,183
Assembly Safety	28,932	20,000	20,872	20,000
Alcohol Enforcement	2,820	2,435	3,206	2,435
Outside Charges	-	-	-	-
Crime Apprehensions (Investigations)	434,464	345,534	515,682	351,887
Total	4,790,442	4,788,266	4,817,086	5,044,138

Town of Groton Funding

Administration (Leadership/Gen Sup)	1,007,307	944,568	944,568	1,082,240
Training	40,500	35,250	35,250	36,000
Crime Prevention (Patrol)	1,055,662	1,085,913	1,085,913	1,138,592
Assembly Safety	20,000	5,000	5,000	10,000
Alcohol Enforcement	507	304	304	304
Crime Invest/Evid (incl. YO)	193,161	172,767	172,767	175,943
Total	2,317,137	2,243,802	2,243,802	2,443,079

Town's share	2,317,137	2,243,802	2,243,802	2,443,079
Crossing guards	-	-	-	-

FINANCING PLAN

Administration

Town of Groton	1,007,307	944,568	944,568	1,082,240
General Fund	1,132,373	1,149,548	1,204,911	1,218,393

Training

Town of Groton	40,500	35,250	35,250	36,000
General Fund	30,114	36,750	26,235	36,000

Crime Prevention

Town of Groton	1,055,662	1,085,913	1,085,913	1,138,592
Parking Tickets	13,335	9,123	20,285	20,000
Outside Charges	-	-	-	-
DUI Grant	-	-	-	-
General Fund	1,044,935	1,159,145	960,164	1,138,591

Assembly Safety

Town of Groton	20,000	5,000	5,000	10,000
General Fund	8,932	15,000	15,872	10,000

Alcohol Enforcement

Town of Groton	507	304	304	304
General Fund	507	304	1,075	304
DUI Grant	1,617	1,827	1,827	1,827

Crime Apprehensions

Town of Groton	193,161	172,767	172,767	175,943
Statewide Narcotics Task Force (SNTF)	-	-	-	-
General Fund	241,303	172,767	342,915	175,944

Crossing Guards

Town of Groton	-	-	-	-
Total	4,790,253	4,788,266	4,817,086	5,044,138

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Safety	Police	Summary	12100	
	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	2,415,920	2,475,195	2,418,464	2,529,351
Part Time Employee (STO & Dispatch)	12,217	12,300	10,634	12,300
Part Time Employee (Records Clerk)	18,034	20,800	18,580	20,800
Overtime	130,337	111,000	116,651	110,500
Alcohol Enforcement	2,781	2,400	3,161	2,400
Outside Charges	-			
Shift Overtime Replacement	239,702	265,310	289,712	265,310
Assembly Safety	28,932	20,000	20,873	20,000
Longevity	13,809	15,261	14,166	16,747
MRT/EMT Stipends	16,800	18,200	18,200	18,200
Step Increases/Pay Adjustments	7,290	4,500	5,636	4,500
Sell Back of Time Off	7,867	8,500	8,435	8,500
Benefits:				
Medical Insurance	727,285	674,740	674,740	710,000
Life Insurance	18,822	21,000	20,026	22,000
Pension	366,500	435,500	435,500	470,000
FICA tax	81,502	81,836	78,942	77,973
Worker's Compensation	114,290	134,000	141,400	191,000
Education/Enhancement (College Incentive)	24,390	28,500	24,262	28,500
OPEB	94,320	91,700	91,700	91,700
Unemployment Compensation	-	-	21,340	1,333
Heart & Hypertension	2,261	10,000	6,380	10,000
Clothing Allowance	17,415	27,000	21,070	27,000
Total Personnel Services	4,340,474	4,457,742	4,439,872	4,638,114
OPERATING EXPENSES				
Office Supplies/Advertising	540	800	1,194	800
Professional Development	22,420	20,224	21,698	20,224
Insurance/Risk Management (General Ins.)	57,721	60,500	64,966	78,000
Utilities	11,982	15,000	11,670	12,500
Software Maintenance	25,884	35,200	43,591	35,200
Equipment Maintenance	2,679	6,000	2,508	5,000
Contractual Services	89,122	88,600	127,379	103,600
Facility Material & Supply	1,956	2,600	1,805	2,600
Safety Incentive	8,991	5,500	6,030	5,500
Vehicle Operations/Supply	3,049	1,950	554	1,950
Material & Supply	33,464	24,650	17,960	23,650
Occupational Health	553	700	259	700
Reserve Fund/Equipment	-	-	-	-
Vehicle Maintenance Fee	42,462	34,000	40,703	34,000
Vehicle Replacements	106,966	-	-	47,500
Vehicle Fuel	42,179	34,800	36,897	34,800
Total Operating Expenses	449,968	330,524	377,214	406,024
GRAND TOTALS	4,790,442	4,788,266	4,817,086	5,044,138

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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FULL TIME EMPLOYEE ANALYSIS

Chief of Police	1	1	1	1
Deputy Chief	1	1	1	1
Police Lieutenants	2	2	1	1
Sergeants	4	4	5	5
Patrol Officer	17	16	15	15
Detective & Youth Officer	4	5	5	5
Dispatch	4	4	4	4
Administrative Assistant	1	1	1	1
Records Clerk	1	1	1	1
Custodian	1	1	1	1
Total Full Time Employees	36	36	35	35

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief of Police	95,123	104,970	95,049	105,000
Deputy Chief	99,091	98,932	97,746	98,932
Police Lieutenants	89,134	91,312	91,312	93,142
Sergeants	389,768	398,580	390,729	406,535
Patrol Officer	1,016,104	1,127,426	936,360	1,172,539
Detective & Youth Officer	397,830	310,128	474,477	316,285
Dispatch	187,429	195,951	184,387	186,056
Administrative Assistant	49,307	53,662	51,036	54,745
Records Clerk	43,694	44,750	46,317	45,635
Office & Maintenance Support	48,440	49,484	51,051	50,482
Total Full Time Employees Salaries & Wages	2,415,920	2,475,195	2,418,464	2,529,351

THE CITY OF GROTON
BUDGET 2018-2019
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 2018-2019**

DEPARTMENT: Fire		FUNCTION: Fire Operations			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	2,945,617	2,895,484	2,885,745	3,066,277	5.90%

HIGHLIGHTS:

PERSONNEL:

- No Change

CAPITAL:

Capital - includes \$10,000 for the Vehicle Replacement Fund

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Personnel Services	2,433,911	2,494,198	2,488,383	2,654,641
Operating Expenses	511,706	401,286	397,362	411,636
Total	2,945,617	2,895,484	2,885,745	3,066,277

COST CENTER				
001 Leadership	140,789	194,665	194,665	198,660
002 Training	5,769	6,000	5,970	8,000
003 Fire Services	2,791,772	2,666,819	2,656,635	2,836,217
004 Fire Marshall	2,287	3,000	3,475	3,400
005 Vehicles Reserve Fund	-	20,000	20,000	10,000
006 Program Equipment	5,000	5,000	5,000	10,000
Total	2,945,617	2,895,484	2,885,745	3,066,277

FINANCING PLAN				
West Pleasant Valley Fire District	358,878	350,000	365,697	325,000
General Fund	2,586,739	2,545,484	2,520,048	2,741,277
Total	2,945,617	2,895,484	2,885,745	3,066,277

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	1,229,129	1,243,408	1,243,408	1,278,091
Part Time Employees	9,097	12,300	10,300	10,000
Overtime	315,598	340,000	340,000	340,000
Longevity	4,050	4,050	4,050	4,350
Step Increases/Pay Adjustments	-	-	-	-
Stipends	23,600	25,400	25,400	25,400
Safety Incentive	-	2,920	2,920	3,063
Clothing Allowance	12,025	12,025	12,040	12,025
Sell Back of Time Off	43,893	55,213	55,213	60,970
Benefits:				
Medical Insurance	444,108	425,000	425,000	446,260
Life Insurance	10,767	10,500	10,500	10,500
Pension	167,563	170,000	170,000	260,000
Pension - volunteer	3,507	4,625	2,497	3,000
FICA tax	23,050	24,217	22,515	24,692
OPEB	44,540	44,540	44,540	44,540
Volunteer incentive	-	-	-	-
Worker's Compensation	102,984	120,000	120,000	131,750
Total Personnel Services	2,433,911	2,494,198	2,488,383	2,654,641
OPERATING EXPENSES				
Office Supplies/Advertising	3,942	6,450	5,850	5,000
Professional Development	5,769	6,000	5,970	8,000
Fire Marshall	2,287	3,000	3,475	3,400
Fire Services	11,377	13,700	12,850	14,600
H and H	192,771	75,000	75,000	75,000
Emergency Medical Service	8,624	8,500	8,416	8,500
Fire Fighter Health & Safety	6,455	7,000	6,850	7,000
Awards & Recognition	268	500	250	500
General Insurance	17,874	22,500	22,500	25,000
Utilities	173,480	171,786	171,086	171,786
Equipment Maintenance	9,329	8,000	9,100	9,000
Contractual Services	12,822	10,000	9,815	20,000
Facility Material & Supply	20,332	13,750	13,600	13,750
Vehicle Operations/Supply	41,376	30,100	27,600	30,100
Reserve Fund/Equipment	-	20,000	20,000	10,000
Program Equipment	5,000	5,000	5,000	10,000
Total Operating Expenses	511,706	401,286	397,362	411,636
GRAND TOTALS	2,945,617	2,895,484	2,885,745	3,066,277

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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FULL TIME EMPLOYEE ANALYSIS

Chief	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Firefighter	12.00	10.00	10.00	10.00
Firefighter 5th Step	-	-	-	-
Firefighter 4th Step	-	-	-	1.00
Firefighter 3rd step	-	1.00	-	1.00
Firefighter 2nd step	-	1.00	1.00	-
Firefighter 1st step	-	-	1.00	-
Total Full Time Employees	17.00	17.00	17.00	17.00

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief	94,450	96,490	96,595	98,527
Deputy Chief	39,257	90,228	90,123	92,141
Captain	230,762	235,377	235,377	240,084
Firefighter	864,660	709,618	709,618	723,440
Firefighter 5th Step	-	-	-	-
Firefighter 4th Step	-	-	-	63,887
Firefighter 3rd step	-	58,784	58,784	60,012
Firefighter 2nd step	-	52,911	52,911	-
Firefighter 1st step	-	-	-	-
Total Full Time Employees Salaries & Wages	1,229,129	1,243,408	1,243,408	1,278,091

THE CITY OF GROTON
BUDGET 2018-2019
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 2018-2019
Function Highlights**

DEPARTMENT: Civil Preparedness		FUNCTION:			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	41,237	11,459	10,700	11,459	0.00%
HIGHLIGHTS:					
PERSONNEL: - No change in personnel					
CAPITAL: -None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Personnel Services	6,014	6,459	6,459	6,459
Operating Expenses	35,223	5,000	4,241	5,000
Total	<u>41,237</u>	<u>11,459</u>	<u>10,700</u>	<u>11,459</u>

COST CENTER				
001 Civil Preparedness	41,237	11,459	10,700	11,459
Total	<u>41,237</u>	<u>11,459</u>	<u>10,700</u>	<u>11,459</u>

FINANCING PLAN				
General Fund	41,237	11,459	10,700	11,459
Total	<u>41,237</u>	<u>11,459</u>	<u>10,700</u>	<u>11,459</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	-	-	-	-
Part Time Employees	5,569	6,000	6,000	6,000
Benefits:				
FICA tax	445	459	459	459
Worker's Compensation	-	-	-	-
Unemployment Compensation	-	-	-	-
Total Personnel Services	6,014	6,459	6,459	6,459
OPERATING EXPENSES				
Office Supplies/Advertising	-	500	491	500
Professional Development	-	200	150	200
Utilities/Fuel	1,319	1,500	1,250	1,500
Equipment Maintenance	-	300	150	300
Miscellaneous/Awards/Events	33,904	2,500	2,200	2,500
Total Operating Expenses	35,223	5,000	4,241	5,000
GRAND TOTALS	41,237	11,459	10,700	11,459

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

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

Public Works

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

- **Sanitation**

- **WPCA**

- **Public Buildings**

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

THE CITY OF GROTON
BUDGET 2018-2019
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 2018-2019
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Summary			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	1,882,933	2,077,781	1,988,502	2,108,911	1.50%
<p>HIGHLIGHTS: Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance, Engineering, Public Buildings and Vehicle Reserve.</p>					
<p>PERSONNEL: No Change</p>					
<p>CAPITAL:</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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APPROPRIATION

Personnel Services	1,324,310	1,528,519	1,444,628	1,570,393
Operating Expenses	<u>558,623</u>	<u>549,262</u>	<u>543,874</u>	<u>538,518</u>
Total	<u><u>1,882,933</u></u>	<u><u>2,077,781</u></u>	<u><u>1,988,502</u></u>	<u><u>2,108,911</u></u>

COST CENTER

ADMINISTRATION	768,327	761,059	773,921	828,946
FLEET MAINTENANCE	131,622	172,092	163,915	173,707
ROADS & STREETS	589,405	685,126	658,615	679,205
SNOW / ICE CONTROL	98,469	119,561	114,869	115,361
ENGINEERING	3,875	75,869	23,897	77,032
PUBLIC BUILDINGS	45,232	64,830	55,157	64,660
VEHICLES	<u>246,003</u>	<u>199,244</u>	<u>198,128</u>	<u>170,000</u>
Total	<u><u>1,882,933</u></u>	<u><u>2,077,781</u></u>	<u><u>1,988,502</u></u>	<u><u>2,108,911</u></u>

FINANCING PLAN

Outside Charges	1,000	1,000	1,000	1,000
State Town Aid Road	115,486	113,531	113,531	57,049
Town of Groton	<u>1,766,447</u>	<u>1,963,250</u>	<u>1,873,971</u>	<u>2,050,862</u>
Subtotal	<u><u>1,882,933</u></u>	<u><u>2,077,781</u></u>	<u><u>1,988,502</u></u>	<u><u>2,108,911</u></u>
TOTAL	<u><u>1,882,933</u></u>	<u><u>2,077,781</u></u>	<u><u>1,988,502</u></u>	<u><u>2,108,911</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	704,032	857,450	782,756	858,000
Overtime	46,162	66,134	66,920	66,134
Longevity	2,600	2,800	2,800	2,800
Allowances	15,130	16,000	12,160	11,800
FICA tax	56,280	72,235	65,215	72,290
Seasonal Laborers	-	-	-	-
Medical Insurance	326,769	326,500	326,500	343,169
Pension	56,000	63,500	63,500	67,300
OPEB	36,000	34,400	34,400	34,400
Life Insurance	5,591	5,500	6,045	5,500
Unemployment Compensation	1,022	-	-	-
Worker's Compensation	74,724	84,000	84,332	109,000
Total Personnel Services	1,324,310	1,528,519	1,444,628	1,570,393
OPERATING EXPENSES				
Office Supplies/Advertising	8	750	500	750
Professional Development	165	1,700	2,065	1,700
Utility/Fuel/Mileage	25,122	26,440	19,961	26,440
Payments Contribution	750	1,000	1,000	1,000
Repairs & Maintenance Facilities	9,125	16,940	17,542	16,940
Software Maintenance Fees	4,821	6,200	6,031	6,200
Occupational Health	12,399	11,865	10,448	11,865
Profess/Technical Services	61,883	43,700	41,632	43,700
General Material & Supply	89,634	118,423	119,427	118,423
Vehicle / Reserve	246,003	199,244	198,128	170,000
Vehicle Operations/Supply	32,238	24,000	29,072	24,000
Vehicle Fuel	26,645	42,500	36,444	42,500
Computer Equipment	849	1,500	1,266	1,500
General Insurance	48,981	55,000	60,358	73,500
Total Operating Expenses	558,623	549,262	543,874	538,518
GRAND TOTALS	1,882,933	2,077,781	1,988,502	2,108,911

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	15100	
	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19

FULL TIME EMPLOYEE ANALYSIS

Public Works Director	0.60	0.60	0.60	0.60
Highway Supervisor	0.80	0.80	0.80	0.80
Office Support	0.67	0.67	0.67	0.67
Garage Mechanic	0.94	0.94	0.94	0.94
Master Maintenance Mechanic	0.98	0.98	0.98	0.00
Heavy Equipment Operator	1.88	1.88	1.88	1.88
Maintenance Mechanic	2.80	2.80	2.80	2.80
Light Equipment Operator	1.78	0.70	0.78	1.68
Laborer	1.66	2.74	2.66	2.74
Engineer	1.00	1.00	1.00	1.00
Total Full Time Employees	13.11	13.11	13.11	13.11

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	15100	
	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19

FTE SALARIES & WAGES

Public Works Director	57,932	59,675	59,675	61,073
Highway Supervisor	60,593	62,408	62,408	63,838
Office Support	34,911	35,778	35,778	36,589
Garage Mechanic	60,279	62,759	62,759	64,005
Master Maintenance Mechanic	66,946	68,626	48,626	-
Heavy Equipment Operator	110,479	124,520	124,520	127,020
Maintenance Mechanic	163,059	183,384	183,384	181,263
Light Equipment Operator	81,176	43,670	54,291	105,940
Laborer	67,337	156,210	136,210	156,772
Engineer	1,320	60,420	15,105	61,500
Total Full Time Employees	704,032	857,450	782,756	858,000

THE CITY OF GROTON
BUDGET 2018-2019
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 2018-2019
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Sanitation			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	918,298	915,911	952,726	981,980	7.21%

HIGHLIGHTS:

PERSONNEL:

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Personnel Services	708,781	664,411	739,613	730,480
Operating Expenses	209,517	251,500	213,113	251,500
Total	918,298	915,911	952,726	981,980

COST CENTER				
001 Supervision	41,110	38,209	42,283	40,215
002 Municipal Solid Waste	401,107	405,806	411,006	420,863
003 Recycling	184,275	162,693	192,031	190,683
004 General Support	291,806	309,203	307,406	330,219
005 Bulky Waste	-	-	-	-
006 Reserve for Vehicles & Equipment	-	-	-	-
Total	918,298	915,911	952,726	981,980

FINANCING PLAN				
Capital Reserve	-	-	-	-
Recycling	5,064	1,500	2,997	1,500
Bulky Waste	7,780	10,000	7,900	10,000
General Fund	905,454	904,411	941,829	970,480
Total	918,298	915,911	952,726	981,980

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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PERSONNEL SERVICES

Full Time Employees	400,931	320,186	412,229	352,239
Overtime	399	600	1,444	1,600
Part Time Employees	3,949	26,880	4,293	38,880
Longevity	2,250	2,100	1,713	2,100
Benefits:				
Medical Insurance	161,390	160,728	160,728	168,765
Life Insurance	2,990	3,000	2,910	3,000
Pension	25,679	25,680	25,679	26,500
FICA tax	30,742	26,596	31,975	26,596
OPEB	13,100	13,550	13,550	13,550
Worker's Compensation	67,351	85,091	85,092	97,250
Total Personnel Services	708,781	664,411	739,613	730,480

OPERATING EXPENSES

Office Supplies/Advertising	-	-	-	-
Equipment Maintenance	-	-	-	-
General Insurance	-	-	-	-
Contractual Services	856	6,000	3,000	6,000
Tipping Fees(incl bulky waste)	179,267	208,000	180,859	208,000
General Material & Supply	5,735	-	-	-
Vehicle Operations/Supply	7,056	13,500	12,085	13,500
Diesel Fuel	16,603	24,000	17,169	24,000
Vehicles	-	-	-	-
Total Operating Expenses	209,517	251,500	213,113	251,500
GRAND TOTALS	918,298	915,911	952,726	981,980

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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FULL TIME EMPLOYEE ANALYSIS

Public Works Director	0.20	0.20	0.20	0.20
Highway Supervisory	0.20	0.20	0.20	0.20
Light Equipment Operators	3.22	2.30	2.30	2.30
Laborers	2.34	2.25	2.25	2.25
Heavy Equipment Operators	0.13	0.13	0.13	0.13
Maintenance Mechanic	0.00	0.20	0.20	0.20
Garage Mechanic	0.06	0.06	0.06	0.06
Office Support	0.33	0.33	0.33	0.33
Total Full Time Employees	6.48	5.67	5.67	5.67

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Public Works Director	21,407	19,892	22,407	21,488
Highway Supervisory	16,827	15,602	16,871	16,012
Light Equipment Operators	196,893	140,847	176,274	144,989
Laborers	132,528	99,130	158,937	126,683
Heavy Equipment Operators	12,000	9,550	5,230	8,222
Maintenance Mechanic	-	13,185	11,756	12,780
Garage Mechanic	3,879	4,280	4,280	4,365
Office Support	17,397	17,700	16,474	17,700
Total Full Time Employees Salaries & Wages	400,931	320,186	412,229	352,239

THE CITY OF GROTON
BUDGET 2018-2019
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: WPCA

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

Cost Centers

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

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

003. Capital Addition – Funding for capital additions.

**Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: WPCA		FUNCTION: Operation			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	1,678,879	1,702,474	1,702,474	-	-100.00%

HIGHLIGHTS: The Water Pollution Control Authority (WPCA) has been moved from the General Fund into its own Enterprise Fund which will no longer be funded by taxes.

PERSONNEL: Wastewater Treatment Plant Staff:

Certification Required:	Chief Plant Operator Leader Operator Laboratory Technician (2) Senior Operators Junior Operator Seasonal Marine Pump Out Station Operator Intern
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CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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APPROPRIATION

Personnel Services	838,659	869,530	869,530	-
Operating Expenses	840,220	832,944	832,944	-
Total	1,678,879	1,702,474	1,702,474	-

COST CENTER

001 Operations	1,653,879	1,667,474	1,667,474	-
002 Reserve Fund/Equipment & Vehicles	-	35,000	35,000	-
003 Capital Addition	25,000	-	-	-
Total	1,678,879	1,702,474	1,702,474	-

FINANCING PLAN

Sewer use charge	30,731	30,000	30,856	-
State reimbursement				-
General Fund	1,648,148	1,672,474	1,671,618	-
Total	1,678,879	1,702,474	1,702,474	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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PERSONNEL SERVICES

Full Time Employees	489,903	494,622	494,622	-
Overtime	80,147	79,942	79,942	-
Part-Time Employees	6,912	12,960	12,960	-
Benefits:				
Medical Insurance	150,140	150,140	150,140	-
Life Insurance	2,725	3,000	3,000	-
Pension	32,065	32,000	32,000	-
FICA tax	29,220	44,946	44,946	-
OPEB	15,720	15,720	15,720	-
Worker's Compensation	25,253	29,000	29,000	-
Clothing Allowance	6,574	7,200	7,200	-
Total Personnel Services	838,659	869,530	869,530	-

OPERATING EXPENSES

Office Supplies/Advertising	1,621	2,000	2,000	-
Professional Development	1,851	10,720	10,720	-
General Insurance	14,147	45,000	45,000	-
Utilities/Fuel	283,034	282,075	282,075	-
Equipment Maintenance	177,429	194,038	194,038	-
Contractual Services	76,421	100,498	100,498	-
Sludge Removal	147,250	101,435	101,435	-
Facility Material & Supply	110,769	58,178	58,178	-
Vehicle Operations/Supply	2,698	4,000	4,000	-
General Material & Supply	-	-	-	-
Reserve Fund/Vehicles & Equipment	25,000	35,000	35,000	-
Payment for 9S	-	-	-	-
Total Operating Expenses	840,220	832,944	832,944	-
GRAND TOTALS	1,678,879	1,702,474	1,702,474	-

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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FULL TIME EMPLOYEE ANALYSIS

Chief Operator	1.00	1.00	1.00	-
Chemist	1.00	1.00	1.00	-
Operators	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>-</u>
Total Full Time Employees	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>-</u>

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief Operator	95,423	96,342	96,342	-
Chemist	90,197	91,065	91,065	-
Operators	<u>304,283</u>	<u>307,215</u>	<u>307,215</u>	<u>-</u>
Total Full Time Employees Salaries & Wages	<u>489,903</u>	<u>494,622</u>	<u>494,622</u>	<u>-</u>

THE CITY OF GROTON
BUDGET 2018-2019
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, the Mother Bailey House and the Colonel Ledyard School.

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Building Maintenance		FUNCTION: Public Building			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	113,281	195,170	154,775	180,207	-7.67%
HIGHLIGHTS:					
Included in this function is the cost for maintenance supplies, personal costs and contractual services necessary for cleaning and maintaining City owned properties.					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
APPROPRIATION				
Personnel Services	55,344	102,170	78,870	87,207
Operating Expenses	<u>57,937</u>	<u>93,000</u>	<u>75,905</u>	<u>93,000</u>
Total	<u>113,281</u>	<u>195,170</u>	<u>154,775</u>	<u>180,207</u>

COST CENTER				
001 Building Maintenance	113,281	195,170	154,775	180,207
Total	<u>113,281</u>	<u>195,170</u>	<u>154,775</u>	<u>180,207</u>

FINANCING PLAN				
Interdepartmental	47,000	47,000	47,000	47,000
General Fund	<u>66,281</u>	<u>148,170</u>	<u>107,775</u>	<u>133,207</u>
Total	<u>113,281</u>	<u>195,170</u>	<u>154,775</u>	<u>180,207</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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PERSONNEL SERVICES

Full Time Employees	19,731	48,263	47,000	33,300
Part Time Employees	90	20,000	-	20,000
Benefits:				
Medical Insurance	20,772	15,000	15,000	15,000
Life Insurance		355	-	355
Pension	4,124	3,500	3,500	3,500
FICA tax	1,509	5,222	3,596	5,222
OPEB	2,620	1,830	1,830	1,830
Workers Compensation	6,498	8,000	7,944	8,000
Total Personnel Services	55,344	102,170	78,870	87,207

OPERATING EXPENSES

Office Supplies/Advertising	-	-	-	-
Utilities/Fuel	204	5,000	171	5,000
Contractual Services	41,798	50,000	45,933	50,000
Facility Material & Supply	2,619	28,000	23,569	28,000
General Material & Supply	13,316	10,000	6,232	10,000
Capital Reserve	-	-	-	-
Total Operating Expenses	57,937	93,000	75,905	93,000
GRAND TOTALS	113,281	195,170	154,775	180,207

FULL TIME EMPLOYEE ANALYSIS

Public Works Director	0.20	0.20	0.20	0.20
Laborer	0.50	0.50	0.50	0.25
Total Full Time Employees	0.70	0.70	0.70	0.45

FTE SALARIES & WAGES

Public Works Director	19,731	19,892	19,892	20,290
Laborer	-	28,371	27,108	13,010
Total Full Time Employees	19,731	48,263	47,000	33,300

THE CITY OF GROTON
BUDGET 2018-2019
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 two (2) Light Equipment Operators 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 two (2) Light Equipment Operators 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 two (2) Light Equipment Operators 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 (2) Light Equipment Operators and one (1) Laborer, longevity, vehicle operations, departmental benefits (medical insurance, life insurance, pension, workers compensation, unemployment compensation), any necessary architect/engineering cost and attorney fees.

Department Specific Glossary

Recreation

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

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

Contractual Services: includes all contractual services covered under the Recreation function, including leadership, summer recreation and beach operations. Items covered are phones, copiers, safety incentive

program, all seasonal staff drug testing, seasonal background checks, seasonal physicals, summer playground bus transportation, all necessary supplies and personnel to operate youth programs and the summer and winter concert series.

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

Maintenance

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

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

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

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

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

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

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

Beach (Repair) Maintenance: includes all the necessary areas that help keep the beach clean and safe. It includes sand cleaning, beach 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 2018-2019
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Recreation			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	447,423	436,199	430,352	448,354	2.79%

HIGHLIGHTS:

The Recreation function for 2018-2019 maintains the current level of services. It will allow the department to continue to operate the beach facility at a safe and enjoyable level for all patrons.

PERSONNEL:

- No change.

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Personnel Services	319,371	329,539	332,588	331,744
Operating Expenses	128,052	106,660	97,764	116,610
Total	447,423	436,199	430,352	448,354

COST CENTER				
001 Leadership	83,892	81,069	83,134	83,340
002 Summer Playground	172,134	174,761	165,244	172,860
003 Beach Operations	128,248	129,769	125,522	133,654
004 Programs & Events	63,149	50,600	56,452	58,500
Total	447,423	436,199	430,352	448,354

FINANCING PLAN				
Trip Collections	24,913	18,500	13,028	20,000
Beach Receipts	127,592	120,000	123,892	120,000
Recreation Receipts	60,721	62,000	58,000	62,000
Zbierski House	16,019	15,000	14,852	15,000
General Fund	218,178	220,699	220,580	231,354
Total	447,423	436,199	430,352	448,354

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	53,858	51,624	56,018	53,776
Part Time Employees	-	-	-	-
OPEB	-	2,096	2,096	-
Seasonal Employees	241,344	252,550	251,300	254,230
Benefits:				
FICA tax	24,169	23,269	23,174	23,738
Total Personnel Services	319,371	329,539	332,588	331,744
OPERATING EXPENSES				
Office Supplies/Advertising	15,873	16,500	12,584	16,500
Professional Development	1,443	1,500	2,900	1,500
Utilities/Fuel	1,151	-	-	-
Contractual Services	87,188	67,260	62,029	77,210
Facility Material & Supply	22,397	21,400	20,251	21,400
Vehicle Operations/Supply	-	-	-	-
Total Operating Expenses	128,052	106,660	97,764	116,610
GRAND TOTALS	447,423	436,199	430,352	448,354

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Parks & Recreation	32,601	30,907	33,538	31,994
Administrative Assistant	<u>21,257</u>	<u>20,717</u>	<u>22,480</u>	<u>21,782</u>
Total Full Time Employees Salaries & Wages	<u>53,858</u>	<u>51,624</u>	<u>56,018</u>	<u>53,776</u>

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Maintenance			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	719,341	723,320	697,053	756,108	4.53%

HIGHLIGHTS:

The Maintenance function maintains the current level of services.

PERSONNEL:

- No addition employees

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Community Services	Parks & Recreation	Maintenance	01-4200

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Personnel Services	512,302	506,775	499,513	534,813
Operating Expenses	207,039	216,545	197,540	221,295
Total	719,341	723,320	697,053	756,108

COST CENTER				
001 Leadership	89,900	91,926	99,174	96,841
002 Parks & Grounds	216,687	217,744	201,033	216,704
003 Beach Maintenance	99,597	86,954	88,548	88,608
004 Athletic Fields	62,204	62,939	61,847	64,023
005 Reserve for Vehicles & Equipment	-	-	-	-
006 General Support	250,953	263,757	246,451	289,932
Total	719,341	723,320	697,053	756,108

FINANCING PLAN				
Capital Reserve Fund	-	-	-	-
Parks Receipts	11,924	13,000	12,312	13,000
General Fund	707,417	710,320	684,741	743,108
Total	719,341	723,320	697,053	756,108

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Community Services	Parks & Recreation	Maintenance	014200	
	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
PERSONNEL SERVICES				
Full Time Employees	250,137	257,188	258,952	264,016
Part Time Employees	37,111	26,880	23,133	26,880
Overtime	37,053	38,312	33,233	38,633
Longevity	1,263	1,225	1,025	1,225
Benefits:				
Medical Insurance	86,607	81,238	81,238	85,500
Group Insurance	2,571	2,750	2,750	2,750
Pension	20,621	24,200	24,200	25,750
FICA Tax	24,767	24,664	24,664	25,209
OPEB	16,244	11,004	11,004	13,100
Unemployment Compensation	4,537	6,500	6,500	6,500
Workers Compensation	31,391	32,814	32,814	45,250
	<u>512,302</u>	<u>506,775</u>	<u>499,513</u>	<u>534,813</u>
Total Personnel Services				
OPERATING EXPENSES				
Safety Incentive	-		-	
Office Supplies/Advertising	-	-	-	-
Professional Development	1,070	2,000	2,000	2,000
General Insurance	41,365	49,000	49,404	54,250
Utilities/Fuel	24,604	31,900	26,270	31,900
Contractual Services	24,947	29,195	24,483	29,195
Facility Material & Supply	50,815	46,300	37,075	40,800
Vehicle Operations/Supply	16,879	21,000	16,117	21,000
Reserve for Vehicles & Equipment	-	-	-	-
Park Improvements	16,451	13,800	17,642	18,300
Beach Repairs	30,908	23,350	24,549	23,850
	<u>207,039</u>	<u>216,545</u>	<u>197,540</u>	<u>221,295</u>
Total Operating Expenses				
	<u>719,341</u>	<u>723,320</u>	<u>697,053</u>	<u>756,108</u>
GRAND TOTALS				

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Parks & Recreation	44,901	46,360	46,360	47,991
Administrative Assistant	30,516	31,075	31,075	32,673
Maintenance Mechanic	-	-	-	-
Light Equipment Operators	116,310	123,010	124,774	125,465
Laborer	58,410	56,743	56,743	57,887
	250,137	257,188	258,952	264,016
Total Full Time Employees Salaries & Wages	250,137	257,188	258,952	264,016

Non-Departmental

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

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: General Insurance			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	76,874	90,000	81,874	90,000	0.00%

HIGHLIGHTS:

PERSONNEL:

- No personnel charged to this function

CAPITAL:

- No capital charged to this function

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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APPROPRIATION

Operating Expenses	76,874	90,000	81,874	90,000
Total	76,874	90,000	81,874	90,000

COST CENTER

002 General Liability	23,854	27,927	25,406	27,927
004 MV Lia & Phy Damage	46,770	54,756	49,812	54,756
008 Misc Coverage	6,250	7,317	6,656	7,317
Total	76,874	90,000	81,874	90,000

FINANCING PLAN

General Fund	76,874	90,000	81,874	90,000
Total	76,874	90,000	81,874	90,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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OPERATING EXPENSES

General Insurance	76,874	90,000	81,874	90,000
Total Operating Expenses	76,874	90,000	81,874	90,000
GRAND TOTALS	76,874	90,000	81,874	90,000

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Pay Adjustment			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	-	20,000	20,000	20,000	0.00%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
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APPROPRIATION

Personnel Services	-	20,000	20,000	20,000
Total	-	20,000	20,000	20,000

COST CENTER

001 City Pay Adjustment	-	20,000	20,000	20,000
Total	-	20,000	20,000	20,000

FINANCING PLAN

General Fund	-	20,000	20,000	20,000
Total	-	20,000	20,000	20,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	<u>Actual For Year Ended FY 6-30-17</u>	<u>Current Year Budget FY 6-30-18</u>	<u>Estimated For Year Ended June 30, 2018</u>	<u>Proposed Budget FY 6-30-19</u>
PERSONNEL SERVICES				
Step Increases/Pay Adjustments	-	20,000	20,000	20,000
Pension Adjustment	-	-	-	-
Medical Fund Adjustment	-	-	-	-
Total Personnel Services	-	20,000	20,000	20,000
GRAND TOTALS	-	20,000	20,000	20,000

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Sewer Authority			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	40,075	39,075	39,075	-	-100.00%
HIGHLIGHTS:					
The Water Pollution Control Authority (WPCA) has been moved from the General Fund into its own Enterprise Fund which will no longer be funded by taxes.					
PERSONNEL:					
- No personnel charged to this function					
CAPITAL:					
- No capital charged to this function					

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Public Improvement			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	595,325	581,247	581,247	384,206	-33.90%
HIGHLIGHTS:					
This represents the debt payments including interest for long term bonds and payments for bond anticipated notes as well as contractual services for bond and note sale.					
PERSONNEL:					
- No personnel charged to this function					
CAPITAL:					
- No capital charged to this function					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
OPERATING EXPENSES				
Contractual Services	-	500	500	500
Temporary Borrowing	-	-	-	-
Debt Service	<u>635,400</u>	<u>619,822</u>	<u>619,822</u>	<u>383,706</u>
Total Operating Expenses	<u>635,400</u>	<u>620,322</u>	<u>620,322</u>	<u>384,206</u>
GRAND TOTALS	<u><u>635,400</u></u>	<u><u>620,322</u></u>	<u><u>620,322</u></u>	<u><u>384,206</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Operating Expenses	635,400	620,322	620,322	384,206
Total	635,400	620,322	620,322	384,206

COST CENTER				
001 Gen'l Gov't Debt Service Principal	450,000	450,000	450,000	265,000
002 Gen'l Gov't Debt Service Interest	145,325	130,747	130,747	118,706
003 Sewer Debt Service Principal	25,000	25,000	25,000	-
004 Sewer Debt Service Interest	15,075	14,075	14,075	-
005 Gen'l Gov't Consulting Service	-	500	500	500
006 Gen'l Gov't Temporary Borrowing	-	-	-	-
Total	635,400	620,322	620,322	384,206

FINANCING PLAN				
General Fund	635,400	620,322	620,322	384,206
Total	635,400	620,322	620,322	384,206

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

DEBT SERVICE SCHEDULE 2018-2019

	<u>Date of Issue</u>	<u>Maturity</u>	<u>Amount Authorized</u>	<u>Balance June 30, 2018</u>	<u>Payment due during Fiscal Year</u>		<u>Payments 2018-2019</u>
					<u>Principal</u>	<u>Interest</u>	
Public Improvements:							
	4/15/2013	4/15/2033	3,115,000	2,365,000	150,000	91,250	241,250
	10/8/2009	10/1/2024	<u>1,725,000</u>	<u>805,000</u>	<u>115,000</u>	<u>27,456</u>	<u>142,456</u>
Total Public Improvements			<u>4,840,000</u>	<u>3,170,000</u>	<u>265,000</u>	<u>118,706</u>	<u>383,706</u>

**City of Groton
Proposed Budget FY 2018-2019
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Contingency			
	Actual FY 16-17	Approved FY 17-18	Estimated FY 17-18	Proposed FY 18-19	% Change
BUDGET	81,840	463,475	100,000	790,000	70.45%

HIGHLIGHTS:

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

PERSONNEL:

- No personnel charged to this function

CAPITAL:

- None

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

DEPARTMENT: Non-Departmental

FUNCTION: Contingency

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

General Government

Non-Departmental

Contingency

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
APPROPRIATION				
Operating Expenses	81,840	463,475	100,000	790,000
Total	<u>81,840</u>	<u>463,475</u>	<u>100,000</u>	<u>790,000</u>
COST CENTER				
001 General Contingency	81,840	463,475	100,000	790,000
Total	<u>81,840</u>	<u>463,475</u>	<u>100,000</u>	<u>790,000</u>
FINANCING PLAN				
General Fund	81,840	463,475	100,000	790,000
Total	<u>81,840</u>	<u>463,475</u>	<u>100,000</u>	<u>790,000</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2018-2019**

DEPARTMENT: Non-Departmental

FUNCTION: Contingency

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

	Actual For Year Ended FY 6-30-17	Current Year Budget FY 6-30-18	Estimated For Year Ended June 30, 2018	Proposed Budget FY 6-30-19
OPERATING EXPENSES				
Contingency	81,840	115,000	100,000	115,000
Undesignated Capital Projects		175,000		675,000
Contingency - Police		173,475		
	81,840	463,475	100,000	790,000
Total Operating Expenses	81,840	463,475	100,000	790,000
GRAND TOTALS	81,840	463,475	100,000	790,000