

CITY OF GROTON

PROPOSED

BUDGET



FISCAL YEAR 2024-2025

***THE CITY OF GROTON***  
***2024-2025 BUDGET***  
***TABLE OF CONTENTS***

Budget Message.....	i
Summary of Anticipated Revenues .....	1
Revenue Budget.....	2
Appropriations:	
Summary of Expenditures .....	8
General Government.....	9
Legislative.....	11
Boards and Commission .....	14
Citizen Participation .....	17
Administration .....	20
Human Resources .....	24
Financial Administration .....	29
Building & Zoning, Planning:	
Building & Zoning.....	34
Building Inspection.....	36
Boards and Commissions .....	40
Planning and Economic Development.....	43
Planning & Zoning .....	44
Economic Development.....	48
Public Safety:	
Police .....	52
Fire.....	58
Civil Preparedness .....	63

***THE CITY OF GROTON***  
***2024-2025 BUDGET***  
***TABLE OF CONTENTS***

Public Works:

Highway .....68  
Sanitation .....73  
Building Maintenance..... 78  
Parks and Recreation .....82  
    Recreation .....85  
    Maintenance.....89

Non-Departmental:

General Insurance .....93  
Pay Adjustment.....96  
Debt Service.....99  
Contingency .....103



**MAYOR'S BUDGET MESSAGE**  
**FISCAL YEAR 2024-2025**

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 2025 (FY 2025).

I am submitting a budget which includes an increase of \$745,951 in comparison to FY 2024.

The proposed budget is a continuation of services budget that considers changes in the economic climate.

This budget also follows the FY 2024 budget with funding for capital projects and continues efforts to reserve funds for future purchases of vehicles.

The use of the undesignated fund balance will be \$1,900,000. This would leave a healthy reserve of 22.84%, slightly less than FY 2024.

The proposed budget would produce an increase of 0.24 mills to a proposed mill rate of 3.91. The mill rate will be reviewed once we receive the 2023 Grand List after the Board of Assessment Appeals' actions.

The City continues to be fiscally responsible.

Very Respectfully,

A handwritten signature in blue ink, appearing to read 'Keith Hedrick'.

Keith Hedrick  
Mayor, City of Groton

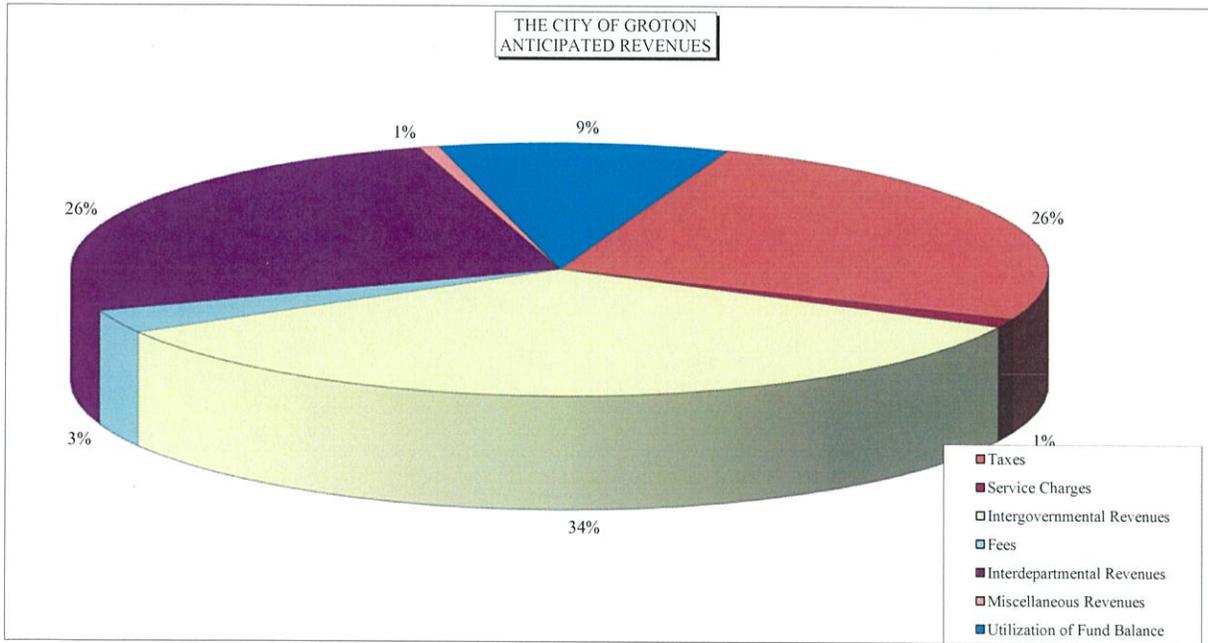
**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2024-2025**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-23	BUDGET FYE 6-30-24	ESTIMATED FYE 6-30-24	PROPOSED BUDGET FYE 6-30-25
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**THE CITY OF GROTON  
ANTICIPATED REVENUE  
FOR FISCAL YEAR 2024-2025**

SUMMARY OF ANTICIPATED REVENUES

	ACTUAL FYE 6-30-23	BUDGET FYE 6-30-24	ESTIMATED FYE 6-30-24	PROPOSED BUDGET FYE 6-30-25
<b>FUND: 100 GENERAL FUND</b>				
Taxes	\$ 4,994,614	\$ 4,724,833	\$ 6,124,500	\$ 5,083,904
Intergovernmental Revenues	6,263,994	6,183,456	6,405,143	6,776,333
Licenses and Permit Fees	618,423	731,500	611,372	581,500
Interdepartmental Revenues	5,000,709	4,990,411	4,973,086	5,125,414
Miscellaneous Revenues	271,544	132,500	125,147	128,500
Operating Transfer In	15,000	15,000	15,000	15,000
Service Charges	304,947	210,000	230,765	223,000
<b>Total</b>	<b>17,469,231</b>	<b>16,987,700</b>	<b>18,485,013</b>	<b>17,933,651</b>
Utilization of Fund Balance	-	2,100,000	-	1,900,000
<b>Total Anticipated Revenue</b>	<b>\$ 17,469,231</b>	<b>\$ 19,087,700</b>	<b>\$ 18,485,013</b>	<b>\$ 19,833,651</b>



**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2024-2025**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-23	BUDGET FYE 6-30-24	ESTIMATED FYE 6-30-24	PROPOSED BUDGET FYE 6-30-25
<b>FUND: 100 GENERAL FUND</b>					
<b><u>Property Taxes</u></b>					
100-9999-110-00-0	Property Taxes - Proposed Levy 3.91 Mills	\$ 4,975,683	\$ 4,863,333	\$ 6,093,000	\$ 5,442,404
100-9999-110-00-0	Property Tax Refund	-	(170,000)	-	(390,000)
100-9999-120-00-0	Interest on Delinquent Taxes	18,403	30,000	30,000	30,000
100-9999-121-00-0	Recovered Lien Fees	528	1,500	1,500	1,500
	TOTAL PROPERTY TAXES	<u>4,994,614</u>	<u>4,724,833</u>	<u>6,124,500</u>	<u>5,083,904</u>
<b><u>Intergovernmental Revenues</u></b>					
<b>TOWN OF GROTON:</b>					
100-9999-220-01-0	Police Grant	2,845,568	2,845,568	2,935,880	3,082,688
100-9999-220-02-0	Crossing Guards	-	-	-	-
100-9999-220-04-0	Highway Grant	2,733,481	2,733,481	2,771,196	2,961,627
100-9999-220-05-0	Health District	-	-	-	-
100-9999-220-06-0	State Aid Pass Thru	-	-	-	-
100-9999-220-07-0	Town Pilot	37,705	37,707	37,707	175,945
	TOTAL TOWN OF GROTON	<u>5,616,754</u>	<u>5,616,756</u>	<u>5,744,783</u>	<u>6,220,260</u>
<b>WEST PLEASANT VALLEY FIRE DISTRICT:</b>					
100-9999-230-01-0	WPV Fire District	427,997	425,000	425,000	410,000
<b>STATE OF CONNECTICUT:</b>					
100-9999-210-01-0	Boating Safety	-	-	-	-
100-9999-210-02-0	Elderly Property	-	-	-	-
100-9999-210-03-0	Totally Disabled	134	100	143	100
100-9999-210-04-0	Telephone Access Line	7,188	10,000	8,248	10,000
100-9999-210-05-0	Civil Preparedness	1,500	4,600	4,250	4,600
100-9999-210-06-0	Town Aid Road	116,373	112,000	116,606	116,373
100-9999-210-07-0	Municipal Grants & Aid	-	-	-	-
100-9999-210-08-0	Enterprise Zone	-	-	-	-
100-9999-210-10-0	State Pilot	-	-	73,151	-
100-9999-210-15-0	State Grant Miscellaneous	94,048	15,000	32,962	15,000
	TOTAL STATE OF CONNECTICUT	<u>219,243</u>	<u>141,700</u>	<u>235,360</u>	<u>146,073</u>
	<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<u>\$ 6,263,994</u>	<u>\$ 6,183,456</u>	<u>\$ 6,405,143</u>	<u>\$ 6,776,333</u>

**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2024-2025**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-23	BUDGET FYE 6-30-24	ESTIMATED FYE 6-30-24	PROPOSED BUDGET FYE 6-30-25
<b><u>Licenses and Permit Fees</u></b>					
100-9999-310-01-0	Building and Zoning Fees	\$ 579,405	\$ 700,000	\$ 577,445	\$ 550,000
100-9999-321-00-0	Police Fees	8,603	6,500	6,722	6,500
	TOTAL LICENSES AND PERMITS	<u>588,008</u>	<u>706,500</u>	<u>584,167</u>	<u>556,500</u>
<b><u>Fees</u></b>					
100-9999-325-00-0	Parking Tickets	30,415	25,000	27,205	25,000
	TOTAL FEES	<u>30,415</u>	<u>25,000</u>	<u>27,205</u>	<u>25,000</u>
	TOTAL LICENSES, PERMITS AND FEES	<u>618,423</u>	<u>731,500</u>	<u>611,372</u>	<u>581,500</u>
<b><u>Interdepartmental Revenues</u></b>					
ELECTRIC DEPARTMENT:					
100-9999-510-01-0	Return of Investment	4,071,140	4,071,140	4,071,140	4,071,140
100-9999-510-02-0	Rent and Services	81,029	81,029	81,029	81,029
100-9999-510-03-0	Finance and Acctg Services	229,600	234,373	234,373	283,059
100-9999-510-06-0	Human Resources	180,584	183,361	183,361	215,676
100-9999-510-07-0	Building Maintenance	28,200	28,200	28,200	28,200
	TOTAL ELECTRIC DEPARTMENT	<u>4,590,553</u>	<u>4,598,103</u>	<u>4,598,103</u>	<u>4,679,104</u>
WATER DEPARTMENT:					
100-9999-520-01-0	Rent and Services	40,514	40,514	40,514	40,514
100-9999-520-02-0	Watershed Rent	10,000	10,000	10,000	10,000
100-9999-520-03-0	Finance and Acctg Services	114,800	117,186	117,186	141,530
100-9999-520-06-0	Human Resources	90,292	91,681	91,681	107,838
100-9999-520-07-0	Building Maintenance	14,100	14,100	14,100	14,100
	TOTAL WATER DEPARTMENT	<u>269,706</u>	<u>273,481</u>	<u>273,481</u>	<u>313,982</u>
SEWER DEPARTMENT:					
100-9999-530-02-0	Rent and Services	13,505	13,505	13,505	13,505
100-9999-530-03-0	Finance and Acctg Services	38,267	39,062	39,062	47,177
100-9999-530-06-0	Human Resources	30,097	30,560	30,560	35,946
100-9999-530-07-0	Building Maintenance	4,700	4,700	4,700	4,700
	TOTAL SEWER DEPARTMENT	<u>86,569</u>	<u>87,827</u>	<u>87,827</u>	<u>101,328</u>
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	53,881	30,000	12,675	30,000
100-9999-531-00-0	Highway Services	-	1,000	1,000	1,000
	TOTAL MISCELLANEOUS REVENUES	<u>53,881</u>	<u>31,000</u>	<u>13,675</u>	<u>31,000</u>
	TOTAL INTERDEPARTMENTAL REVENUES	<u>\$ 5,000,709</u>	<u>\$ 4,990,411</u>	<u>\$ 4,973,086</u>	<u>\$ 5,125,414</u>

**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2024-2025**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-23	BUDGET FYE 6-30-24	ESTIMATED FYE 6-30-24	PROPOSED BUDGET FYE 6-30-25
<b><u>Miscellaneous Revenues</u></b>					
100-9999-615-00-0	Interest on Investments	\$ 82,853	\$ 10,000	\$ 24,832	\$ 25,000
100-9999-625-02-0	Insurance Claims Recoveries	45,776	30,000	23,430	30,000
100-9999-635-01-0	Rental Income - Auditorium	788	2,000	1,525	2,000
100-9999-635-02-0	Zbierski House	23,005	15,000	17,940	16,000
100-9999-645-01-0	Xerox Copies	2,191	1,000	1,915	1,000
100-9999-645-03-0	Trip Collections	15,179	20,000	11,015	-
100-9999-645-04-0	Miscellaneous	79,683	20,000	11,807	20,000
100-9999-645-06-0	Recycling	15,093	6,500	10,691	6,500
100-9999-645-08-0	City Day	2,331	3,000	1,937	3,000
100-9999-645-09-0	Bulky Waste	4,645	5,000	4,205	5,000
100-9999-645-12-0	Gravel Sales	-	20,000	15,850	20,000
	TOTAL MISCELLANEOUS REVENUES	<u>271,544</u>	<u>132,500</u>	<u>125,147</u>	<u>128,500</u>
<b><u>Operating Transfer In</u></b>					
100-9999-691-00-0	Special Revenue - CD&BF Internal Service Fund	15,000 -	15,000 -	15,000 -	15,000 -
	TOTAL OPERATING TRANSFER IN	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b><u>Service Charges</u></b>					
100-9999-720-00-0	Beach Receipts	197,021	135,000	152,384	145,000
100-9999-730-00-0	Recreation Receipts	95,392	62,000	67,640	65,000
100-9999-740-00-0	Parks Receipts	12,534	13,000	10,741	13,000
	TOTAL SERVICES CHARGES	<u>304,947</u>	<u>210,000</u>	<u>230,765</u>	<u>223,000</u>
<b><u>Utilization of Fund Balance</u></b>					
100-9999-810-00-0	Utilization of Fund Balance	-	2,100,000	-	1,900,000
	TOTAL ANTICIPATED REVENUE	<u>\$ 17,469,231</u>	<u>\$ 19,087,700</u>	<u>\$ 18,485,013</u>	<u>\$ 19,833,651</u>

**THE CITY OF GROTON, CT.**

**DESCRIPTIONS OF GENERAL FUND REVENUES**

**FISCAL YEAR 2024-2025**

The financing plan for the General Fund for the Fiscal Year 2024-2025 totals \$19,833,651, an increase of \$745,951 over the current revenue budget. This includes increasing Property Taxes by \$579,071, maintaining the return of investment from the Electric Department and the Utilization of Fund Balance of \$1,900,000. The following are explanations of the Fiscal Year 2024-2025 revenue category.

**GENERAL PROPERTY TAXES:**

Current Taxes: The current levy for FY 2024-2025 is based on all taxable property in the City as of October 1, 2023 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 2024-2025 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, 2023 Grand List, less legal exemptions and the estimated tax collection rate of 99%. Current taxes are due July 1. The FY 2024-2025 mill rate that was proposed by the Mayor and Council is 3.91 mills which is an increase of 0.24 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 grants received.

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

**West Pleasant Valley Fire District:**

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

**THE CITY OF GROTON, CT.**

**DESCRIPTIONS OF GENERAL FUND REVENUES**

**FISCAL YEAR 2024-2025**

**STATE OF CONNECTICUT**

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

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

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

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

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

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

**LICENSES AND FEES**

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

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

Parking Tickets represents revenue received by the City police.

**THE CITY OF GROTON, CT.**  
**DESCRIPTIONS OF GENERAL FUND REVENUES**  
**FISCAL YEAR 2024-2025**

**INTERDEPARTMENTAL**

**Electric Department**

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

**Water Department**

Watershed Rent This amount represents rental on reservoir properties.

**Electric, Water and Sewer Departments**

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

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

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

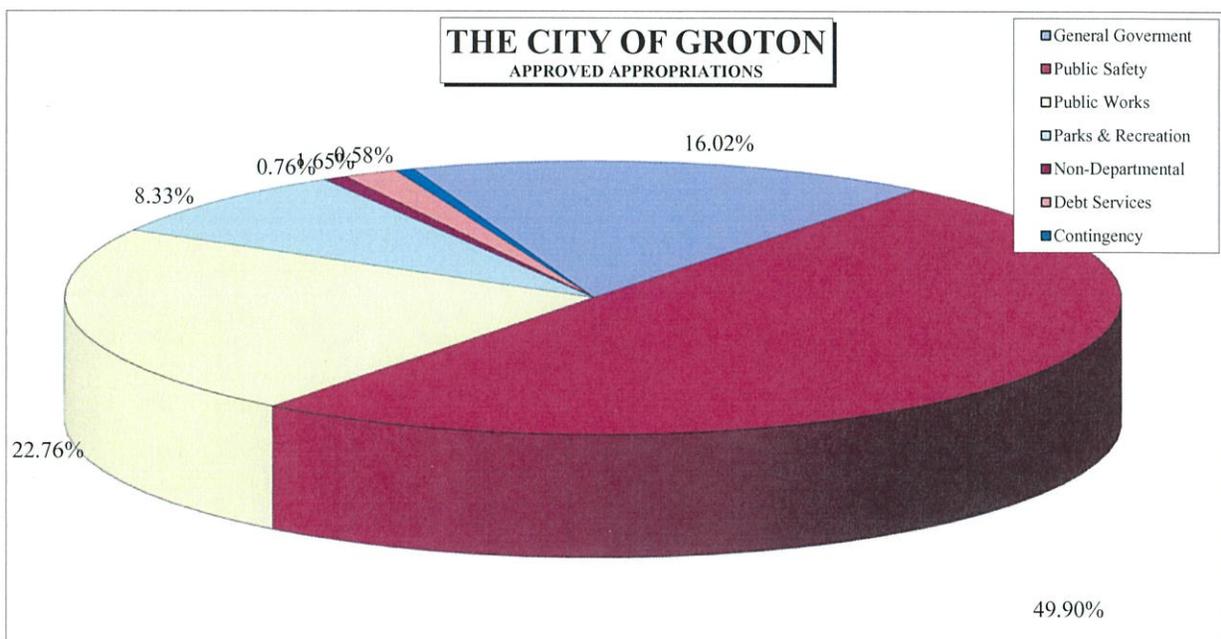
Building Maintenance This amount reflects the portion of the Building Maintenance cost associated to Electric Department operations.

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

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

**SUMMARY OF EXPENDITURES**

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
General Government:	\$ 2,380,787	\$ 2,860,079	\$ 2,523,688	\$ 3,177,534
Public Safety:				
Police	5,857,247	6,053,827	6,077,315	6,376,724
Fire	3,389,011	3,711,469	3,704,419	3,509,200
Civil Preparedness	57,903	11,459	10,834	11,459
Total Public Safety	9,304,161	9,776,755	9,792,568	9,897,383
Public Works:				
Highway Maintenance	2,626,454	2,884,196	2,817,131	3,079,001
Sanitation	1,206,886	1,221,113	1,129,895	1,222,832
Public Buildings	165,660	205,556	183,029	211,630
Total Public Works	3,999,000	4,310,865	4,130,055	4,513,463
Parks & Recreation	1,431,676	1,517,176	1,438,501	1,652,871
Non-Departmental:				
General Insurance	95,602	120,000	105,886	120,000
Pay Adjustment	-	50,000	50,000	30,000
	95,602	170,000	155,886	150,000
Debt Services:				
Public Improvements	348,775	337,825	337,325	327,400
Sewer Authority	-	-	-	-
Total Debt Services	348,775	337,825	337,325	327,400
Contingency	500,000	115,000	115,000	115,000
Total General Fund Budget	\$ 18,060,001	\$ 19,087,700	\$ 18,493,023	\$ 19,833,651



## **General Government**

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

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: General Government

DEPARTMENT: General Government

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

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

**Cost Center**

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

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

**Cost Centers**

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

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

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

**Cost Centers**

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

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

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

**Cost Centers**

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

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

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

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

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

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

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

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

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

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

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Legislative Policy</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	279	1,000	250	1,000	0.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No personnel charged to this function.					
<b>CAPITAL:</b> - None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Operating Expenses	279	1,000	250	1,000
Total	279	1,000	250	1,000

<b>COST CENTER</b>				
001 City Council	279	1,000	250	1,000
Total	279	1,000	250	1,000

<b>FINANCING PLAN</b>				
General Fund	279	1,000	250	1,000
Total	279	1,000	250	1,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>OPERATING EXPENSES</b>				
Professional Development	279	1,000	250	1,000
Total Operating Expenses	279	1,000	250	1,000
GRAND TOTALS	279	1,000	250	1,000

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Boards and Commissions</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	15,000	15,500	15,000	18,500	19.35%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
- No personnel in this function					
<b>CAPITAL:</b>					
- None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Operating Expenses	15,000	15,500	15,000	18,500
Total	15,000	15,500	15,000	18,500

<b>COST CENTER</b>				
001 Boards and Commissions	15,000	15,500	15,000	18,500
002 Charter Revision	-	-	-	-
Total	15,000	15,500	15,000	18,500

<b>FINANCING PLAN</b>				
General Fund	15,000	15,500	15,000	18,500
Total	15,000	15,500	15,000	18,500

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23</u>	<u>Current Year Budget FY 6-30-24</u>	<u>Estimated For Year Ended June 30, 2024</u>	<u>Proposed Budget FY 6-30-25</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	-	500	-	3,500
Professional Development	-	-	-	-
Contractual Services	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total Operating Expenses	<u>15,000</u>	<u>15,500</u>	<u>15,000</u>	<u>18,500</u>
GRAND TOTALS	<u><u>15,000</u></u>	<u><u>15,500</u></u>	<u><u>15,000</u></u>	<u><u>18,500</u></u>

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Citizens Participation</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	7,724	8,500	7,652	8,300	-2.35%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
- No personnel in this function					
<b>CAPITAL:</b>					
- None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Operating Expenses	7,724	8,500	7,652	8,300
Total	7,724	8,500	7,652	8,300

<b>COST CENTER</b>				
001 Groton Day	7,463	6,500	7,402	8,000
002 Beautification/Community Events	261	2,000	250	300
Total	7,724	8,500	7,652	8,300

<b>FINANCING PLAN</b>				
Groton Day	2,331	3,000	1,937	3,000
General Fund	5,393	5,500	5,715	5,300
Total	7,724	8,500	7,652	8,300

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>OPERATING EXPENSES</b>				
Payments/Contribution	7,724	8,500	7,652	8,300
Total Operating Expenses	7,724	8,500	7,652	8,300
GRAND TOTALS	7,724	8,500	7,652	8,300

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Administration</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	433,741	489,191	476,122	483,071	-1.25%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	365,483	397,391	411,325	403,171
Operating Expenses	68,258	91,800	64,797	79,900
<b>Total</b>	<b>433,741</b>	<b>489,191</b>	<b>476,122</b>	<b>483,071</b>

<b>COST CENTER</b>				
001 Leadership	95,471	107,328	108,454	107,168
002 Recording legal documents	189,319	205,263	193,207	204,428
003 Elections	-	13,000	10,161	-
004 General Support	148,951	163,600	164,300	171,475
005 Professional Services	-	-	-	-
006 Reserve for Equipment	-	-	-	-
<b>Total</b>	<b>433,741</b>	<b>489,191</b>	<b>476,122</b>	<b>483,071</b>

<b>FINANCING PLAN</b>				
General Fund	433,741	489,191	476,122	483,071
<b>Total</b>	<b>433,741</b>	<b>489,191</b>	<b>476,122</b>	<b>483,071</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u> General	<u>FUNCTION</u> Administration	<u>CODE:</u> 11000	
General Government	Government	Administration	11000	
	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>PERSONNEL SERVICES</b>				
Full Time Employees	205,547	228,826	242,760	227,307
Part Time Employees	-	-	-	-
Overtime	-	-	-	-
Step Increases/Pay Adjustments	-	-	-	-
<b>Benefits:</b>				
Medical Insurance	107,310	112,675	112,675	112,675
Life Insurance	3,077	3,570	3,570	4,500
Pension	20,000	21,000	21,000	26,950
FICA tax	15,385	17,265	17,265	17,389
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	6,304	6,195	6,195	6,490
Total Personnel Services	<u>365,483</u>	<u>397,391</u>	<u>411,325</u>	<u>403,171</u>
<b>OPERATING EXPENSES</b>				
Elections	-	13,000	10,161	-
Office Supplies/Advertising	6,963	9,500	11,650	10,000
Professional Development	611	4,000	2,955	3,900
Utilities/Fuel	4,540	3,000	2,580	3,000
Contractual Services	56,144	62,300	37,451	63,000
Reserve Fund/Equipment	-	-	-	-
Program Equipment	-	-	-	-
Total Operating Expenses	<u>68,258</u>	<u>91,800</u>	<u>64,797</u>	<u>79,900</u>
GRAND TOTALS	<u><u>433,741</u></u>	<u><u>489,191</u></u>	<u><u>476,122</u></u>	<u><u>483,071</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Mayor	86,644	95,000	95,000	95,000
City Clerk	28,089	31,615	31,615	31,615
Administrative Clerk	28,089	31,615	31,615	32,563
Executive Administrator	62,725	70,596	84,530	68,129
Total Full Time Employees Salaries & Wages	205,547	228,826	242,760	227,307

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**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 2024-2025  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Human Resources</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	351,183	372,685	368,097	438,365	17.62%
<b>HIGHLIGHTS:</b>					
Eighty-two percent of the funding for the HR department is from The Department of Utilities.					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	337,715	347,135	354,253	381,845
Operating Expenses	13,468	25,550	13,844	56,520
Total	351,183	372,685	368,097	438,365

<b>COST CENTER</b>				
001 Human Resources	351,183	372,685	368,097	438,365
Total	351,183	372,685	368,097	438,365

<b>FINANCING PLAN</b>				
Interdepartmental	300,973	305,602	305,602	359,460
General Fund	50,210	67,083	62,495	78,905
Total	351,183	372,685	368,097	438,365

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>PERSONNEL SERVICES</b>				
Full Time Employees	230,820	234,970	241,650	262,908
Part Time Employees	-	-	-	-
Overtime	-	1,500	1,500	1,500
<b>Benefits:</b>				
Pension	21,000	21,000	21,000	25,635
FICA tax	16,924	17,975	18,413	20,112
Blue Cross/ CMS	59,850	62,850	62,850	62,850
Group Insurance	2,932	3,000	3,000	3,000
OPEB	5,240	5,240	5,240	5,240
Worker's Compensation	949	600	600	600
Total Personnel Services	337,715	347,135	354,253	381,845
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	1,151	1,850	2,961	1,900
Professional Development	4,799	6,300	2,872	3,920
Utilities/Fuel	481	1,200	420	1,200
Contractual Services	7,037	16,200	7,591	49,500
Total Operating Expenses	13,468	25,550	13,844	56,520
GRAND TOTALS	351,183	372,685	368,097	438,365

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b><u>FULL TIME EMPLOYEE ANALYSIS</u></b>				
Human Resource Director	1.00	1.00	1.00	1.00
HR Generalist	2.00	2.00	2.00	2.00
Total Full Time Employees	3.00	3.00	3.00	3.00

<b><u>FULL TIME EMPLOYEE SALARIES &amp; WAGES</u></b>				
Human Resource Director	108,743	112,005	112,005	123,205
HR Generalist	122,077	122,965	129,645	139,703
Total Full Time Employees Salaries & Wages	230,820	234,970	241,650	262,908

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**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 2024-2025  
Function Highlights**

DEPARTMENT: Finance		FUNCTION: Financial Administration			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	611,360	776,243	709,428	943,530	21.55%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - The senior accountant/purchasing agent position was split into 2 positions.					
<b>CAPITAL:</b> - No Capital requested					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	561,542	662,623	616,080	835,580
Operating Expenses	49,818	113,620	93,348	107,950
Total	611,360	776,243	709,428	943,530

<b>COST CENTER</b>				
001 Leadership	38,810	59,896	45,035	59,896
002 Account/Treasury Mgt	152,715	235,690	177,212	235,690
003 Payroll/Benefit Admin.	26,130	40,327	30,321	40,327
004 Purchasing	36,642	56,550	42,519	56,550
005 Risk Management	1,513	2,335	1,756	2,335
006 General Support	355,550	381,445	412,585	548,732
007 Reserve for Vehicles & Equipment	-	-	-	-
Total	611,360	776,243	709,428	943,530

<b>FINANCING PLAN</b>				
Interdepartmental	382,667	388,122	388,122	471,765
General Fund	228,693	388,122	321,306	471,765
Total	611,360	776,243	709,428	943,530

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**PERSONNEL SERVICES**

Full Time Employees	360,952	443,936	403,236	571,440
Part Time Employees	-	-	-	-
Overtime	-	2,000	1,000	2,000
Step Increases/Pay Adjustments	-	-	-	-
Sell Back of Time Off	-	1,000	-	1,000
<b>Benefits:</b>	-	-	-	-
OPEB	13,100	13,100	13,100	15,720
Medical Insurance	120,304	126,300	126,300	146,300
Life Insurance	4,772	6,300	5,700	7,500
Pension	32,960	34,608	34,608	46,000
FICA tax	27,400	33,961	30,924	43,870
Worker's Compensation	2,054	1,418	1,212	1,750
Total Personnel Services	561,542	662,623	616,080	835,580

**OPERATING EXPENSES**

Office Supplies/Advertising	13,548	22,000	17,131	22,000
Professional Development	255	5,000	2,500	5,000
Utilities/Fuel/Safety Incen	5,950	7,800	963	2,000
Contractual Services	28,557	77,000	70,810	77,000
General Insurance	1,508	1,820	1,944	1,950
Reserve for Vehicles & Equipment	-	-	-	-
Total Operating Expenses	49,818	113,620	93,348	107,950
GRAND TOTALS	611,360	776,243	709,428	943,530

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

Director of Finance	1.00	1.00	1.00	1.00
Finance 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
Purchasing Agent				1.00
Payroll Accountant	1.00	1.00	1.00	1.00
Total Full Time Employees	5.00	5.00	5.00	6.00

**FULL TIME EMPLOYEE SALARIES & WAGES**

Director of Finance	160,840	163,605	163,605	168,500
Finance Assistant	56,617	58,316	68,958	71,090
Utility Accountant	79,439	79,439	89,763	92,540
Senior Accountant	-	78,520	-	81,310
Purchasing Agent	-	-	6,521	81,310
Payroll Accountant	64,056	64,056	74,389	76,690
Total Full Time Employees Salaries & Wages	360,952	443,936	403,236	571,440

## **Building & Zoning, Planning**

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

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**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 2024-2025  
Function Highlights**

<b>DEPARTMENT: Building</b>		<b>FUNCTION: Inspection</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	590,982	654,509	530,609	637,589	-2.59%
<b>HIGHLIGHTS:</b> This budget is designed as a continuation budget prior to the large building projects that took place throughout the City over the past few years.					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>  Capital - \$7,000 contribution to the vehicle reserve					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	542,145	591,114	495,633	575,194
Operating Expenses	48,837	63,395	34,976	62,395
Total	590,982	654,509	530,609	637,589

<b>COST CENTER</b>				
001 Building Inspection	250,082	256,811	197,598	192,979
002 Inquires & Assistance	72,413	83,310	67,985	102,209
003 Zoning	61,305	76,639	62,900	86,638
004 Plan Review	18,947	27,524	21,859	39,588
005 General Support	181,235	203,225	170,267	209,175
006 Reserve for Vehicles & Equipment	7,000	7,000	10,000	7,000
Total	590,982	654,509	530,609	637,589

<b>FINANCING PLAN</b>				
Permits	579,405	700,000	577,445	550,000
Third Party Reviews	-	-	-	-
Transfer from Community - Development and Beatification Fund	15,000	15,000	15,000	15,000
General Fund	(3,423)	(60,491)	(61,836)	72,589
Total	590,982	654,509	530,609	637,589

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23</u>	<u>Current Year Budget FY 6-30-24</u>	<u>Estimated For Year Ended June 30, 2024</u>	<u>Proposed Budget FY 6-30-25</u>
<b>PERSONNEL SERVICES</b>				
Full Time Employees	326,018	367,054	299,264	345,719
Part Time Employees	48,594	41,930	27,730	41,930
Overtime	-	4,000	-	4,000
<b>Benefits:</b>				
Medical Insurance	98,000	103,000	103,000	103,000
Life Insurance	2,984	3,570	1,971	3,570
Pension	20,000	21,000	21,000	27,950
FICA tax	28,135	31,300	23,348	29,765
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	10,554	11,400	11,460	11,400
Total Personnel Services	542,145	591,114	495,633	575,194
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	10,983	10,500	5,000	10,000
Professional Development	4,805	7,000	2,500	6,500
General Insurance	4,524	5,395	4,376	5,395
Utilities	3,070	4,000	3,100	4,000
Contractual Services	13,100	25,000	7,500	25,000
Vehicle Operations/Supply	5,355	4,500	2,500	4,500
Vehicles	-	-	-	-
Reserve for Vehicles & Equipment	7,000	7,000	10,000	7,000
Total Operating Expenses	48,837	63,395	34,976	62,395
GRAND TOTALS	590,982	654,509	530,609	637,589

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

Building Official	2	1	1	1
Building Inspector	1	2	2	1
Secretary	1	1	1	1
Total Full Time Employees	4	4	4	3

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Building Official	179,640	105,469	70,415	133,900
Building Inspector	60,194	201,391	168,655	139,192
Secretary	50,567	60,194	60,194	72,627
Total Full Time Employees Salaries & Wages	290,401	367,054	299,264	345,719

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: Building &amp; Zoning</b>		<b>FUNCTION: Boards and Commissions</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	13,215	42,800	16,050	42,000	-1.87%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No change					
<b>CAPITAL:</b> - None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Operating Expenses	13,215	42,800	16,050	42,000
Total	13,215	42,800	16,050	42,000

<b>COST CENTER</b>				
001 Historic Review	432	5,000	2,550	5,000
002 Zoning Board of Appeals	10,777	28,300	8,200	28,500
003 Harbor Management	-	-	-	-
004 Conservation Commission	2,006	9,500	5,300	8,500
Total	13,215	42,800	16,050	42,000

<b>FINANCING PLAN</b>				
General Fund	13,215	42,800	16,050	42,000
Total	13,215	42,800	16,050	42,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	1,133	7,500	3,650	7,500
Professional Development	45	2,300	1,400	2,500
Contractual Services	12,037	33,000	11,000	32,000
Total Operating Expenses	13,215	42,800	16,050	42,000
GRAND TOTALS	13,215	42,800	16,050	42,000

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: General Government

DEPARTMENT: Planning

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

**Cost Centers**

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

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

**Glossary of Department Specific Terms**

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

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

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

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

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: Planning &amp; Zoning</b>		<b>FUNCTION:</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	198,626	302,965	204,230	390,263	28.81%
<b>HIGHLIGHTS:</b>					
- None					
<b>PERSONNEL:</b>					
- None					
<b>CAPITAL:</b>					
- None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	143,524	146,590	146,590	162,838
Operating Expenses	55,102	156,375	57,640	227,425
Total	<u>198,626</u>	<u>302,965</u>	<u>204,230</u>	<u>390,263</u>

<b>COST CENTER</b>				
001 Planning	182,265	238,165	181,730	299,263
002 Zoning	16,361	64,800	22,500	91,000
Total	<u>198,626</u>	<u>302,965</u>	<u>204,230</u>	<u>390,263</u>

<b>FINANCING PLAN</b>				
General Fund	198,626	302,965	204,230	390,263
Total	<u>198,626</u>	<u>302,965</u>	<u>204,230</u>	<u>390,263</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>PERSONNEL SERVICES</b>				
Full Time Employees	92,922	93,683	93,683	102,868
Part-time Employees	-	-	-	4,200
<b>Benefits:</b>				
Medical Insurance	26,552	27,900	27,900	27,900
Life Insurance	1,995	1,900	1,900	2,200
Pension	7,350	7,720	7,720	9,300
FICA tax	7,169	7,167	7,167	7,870
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	4,916	5,600	5,600	5,880
Total Personnel Services	143,524	146,590	146,590	162,838
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	7,593	11,800	11,000	9,000
Professional Development	3,978	6,150	6,000	8,000
Utilities/Fuel	400	3,425	750	3,425
Vehicle Operations/Supply	1,734	-	-	2,000
Contractual Services	41,397	135,000	39,890	205,000
Total Operating Expenses	55,102	156,375	57,640	227,425
<b>GRAND TOTALS</b>	198,626	302,965	204,230	390,263

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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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	92,922	93,683	93,683	102,868
Total Full Time Employees Salaries & Wages	92,922	93,683	93,683	102,868

**City of Groton**  
**Proposed Budget FY 2024-2025**  
**Function Highlights**

<b>DEPARTMENT: Planning</b>		<b>FUNCTION: Economic Development</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	158,677	196,686	196,250	215,080	9.35%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> <ul style="list-style-type: none"> <li>- One Full Time Position is included in this budget</li> </ul>					
<b>CAPITAL:</b> <ul style="list-style-type: none"> <li>- None</li> </ul>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	117,420	122,486	122,486	128,360
Operating Expenses	41,257	74,200	73,764	86,720
Total	158,677	196,686	196,250	215,080

<b>COST CENTER</b>				
001 Economic Development	158,677	196,686	196,250	214,916
Total	158,677	196,686	196,250	214,916

<b>FINANCING PLAN</b>				
Transfer from Community - Development and Beatification Fund	-	-	-	-
General Fund	158,677	196,686	196,250	214,916
Total	158,677	196,686	196,250	214,916

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>PERSONNEL SERVICES</b>				
Full Time Employees	69,780	72,100	72,100	75,700
<b>Benefits:</b>				
Medical Insurance	26,552	27,880	27,880	27,880
Life Insurance	1,105	1,160	1,160	1,500
Pension	7,445	7,720	7,720	9,300
FICA tax	5,002	5,516	5,516	5,680
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	4,916	5,490	5,490	5,680
Total Personnel Services	117,420	122,486	122,486	128,360
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	3,068	5,200	12,911	11,320
Vehicle Operations/Supplies	452	2,000	528	4,000
Professional Development	3,593	4,000	3,537	5,400
Materials and Supplies	11,487	7,000	25,438	8,500
Grant Program	5,000	10,000	10,000	10,000
Contractual Services	17,657	46,000	21,350	47,500
Total Operating Expenses	41,257	74,200	73,764	86,720
GRAND TOTALS	158,677	196,686	196,250	215,080

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Economic Development Specialist	69,780	72,100	72,100	75,700
Total Full Time Employees Salaries & Wages	69,780	72,100	72,100	75,700

## **Public Safety**

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

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**BUDGET NARRATIVE**

AREA OF SERVICE: Public Safety

DEPARTMENT: Police

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

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

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

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

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

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

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

	Actual FY 2021	Actual FY 2022	Actual FY 2023	Actual FY 2024*	Projected FY24**
CC1- Calls for Service	22,274	12,136	11,133	9,494	12,659
CC2 – Criminal Arrests	388	587	575	212	283
CC3 – Motor Vehicle Accidents	151	162	200	124	165
CC4 – Special Enforcement (DWI)	40	70	73	54	72
CC5 – Medical Responses	925	940	863	598	797
CC6 – Traffic Ticket Summons /Warnings	711	1,628	2,080	1,395	1,860

\*As of 3/31/2024

\*\* 13 weeks of FY24 remaining



**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**APPROPRIATION**

Administration (Leadership/Gen Sup)	2,805,603	2,930,302	2,983,939	3,040,024
Training	91,532	93,000	100,630	192,660
Crime Prevention (Patrol)	2,538,303	2,613,426	2,582,393	2,718,058
Assembly Safety	34,759	27,500	30,725	30,175
Alcohol Enforcement	-	2,435	-	-
Crime Apprehensions (Investigations)	387,050	387,164	379,628	395,807
Total	<u>5,857,247</u>	<u>6,053,827</u>	<u>6,077,315</u>	<u>6,376,724</u>

Town of Groton Funding

Administration (Leadership/Gen Sup)	1,314,417	1,387,835	1,387,835	1,426,838
Training	46,500	46,500	46,500	96,330
Crime Prevention (Patrol)	1,280,910	1,294,213	1,294,213	1,346,529
Assembly Safety	13,750	13,750	13,750	15,088
Alcohol Enforcement	-	-	-	-
Crime Invest/Evid (incl. YO)	189,991	193,582	193,582	197,903
Total	<u>2,845,568</u>	<u>2,935,880</u>	<u>2,935,880</u>	<u>3,082,688</u>

Town's share	2,845,568	2,935,880	2,935,880	3,082,688
Crossing guards	-	-	-	-

**FINANCING PLAN**

**Administration**

Town of Groton	1,314,417	1,387,835	1,387,835	1,426,838
General Fund	1,491,186	1,542,467	1,596,104	1,613,186

**Training**

Town of Groton	46,500	46,500	46,500	96,330
General Fund	45,032	46,500	54,130	96,330

**Crime Prevention**

Town of Groton	1,280,910	1,294,213	1,294,213	1,346,529
Parking Tickets	39,530	20,000	21,735	25,000
Outside Charges	-	-	-	-
DUI Grant	-	-	-	-
General Fund	1,217,863	1,299,213	1,266,445	1,346,529

**Assembly Safety**

Town of Groton	13,750	13,750	13,750	15,088
General Fund	21,009	13,750	16,975	15,087

**Alcohol Enforcement**

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

**Crime Apprehensions**

Town of Groton	189,991	193,582	193,582	197,903
Statewide Narcotics Task Force (SNTF)	-	-	-	-
General Fund	197,059	193,582	186,046	197,904

**Crossing Guards**

Town of Groton	-	-	-	-
Total	<u>5,857,247</u>	<u>6,053,827</u>	<u>6,077,315</u>	<u>6,376,724</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

<u>PERSONNEL SERVICES</u>	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
Full Time Employees	2,696,665	2,905,182	2,821,880	2,985,518
Part Time Employee (STO & Dispatch)	18,562	15,030	16,796	15,518
Part Time Employee (Records Clerk)	10,184	20,207	19,976	20,353
Part Time Employee (School Crossing Guard)	-	6,959	-	-
Overtime	163,326	110,500	147,321	204,020
Alcohol Enforcement	-	2,400	-	-
Outside Charges	-	-	-	-
Shift Overtime Replacement	300,461	265,810	283,136	265,810
Assembly Safety	34,759	27,500	30,725	30,175
Longevity	22,746	15,432	19,089	16,751
MRT/EMT Stipends	32,900	18,900	18,900	18,900
Step Increases/Pay Adjustments	6,895	4,500	3,780	4,500
Sell Back of Time Off	578	8,500	5,522	8,500
<b>Benefits:</b>				
Medical Insurance	848,610	891,041	891,041	918,808
Life Insurance	21,989	25,200	26,754	26,460
Pension	720,000	756,000	756,000	680,000
FICA tax	76,889	89,624	94,486	94,611
Worker's Compensation	169,816	168,000	173,284	176,400
Education/Enhancement (College Incentive)	33,682	42,500	30,143	42,500
OPEB	102,180	107,289	110,289	94,320
Unemployment Compensation	1,395	3,248	1,510	1,624
Heart & Hypertension	9,261	10,000	9,630	10,000
Clothing Allowance	40,535	30,820	36,467	35,602
Total Personnel Services	5,311,433	5,524,642	5,496,729	5,650,370
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	742	800	831	1,300
Professional Development	37,531	29,000	37,352	49,100
Insurance/Risk Management (General Ins.)	125,043	97,860	121,530	130,000
Utilities	14,784	12,500	14,855	13,500
Software Maintenance	62,685	55,000	58,734	81,779
Equipment Maintenance	3,365	5,000	4,182	5,000
Contractual Services	68,630	111,600	89,003	119,100
Facility Material & Supply	3,058	2,600	3,708	4,900
Safety Incentive	4,122	5,775	4,297	5,775
Vehicle Operations/Supply	4,986	3,000	3,993	25,600
Material & Supply	29,745	48,850	65,591	49,800
Occupational Health	160	700	301	500
Reserve Fund/Equipment	-	-	-	-
Vehicle Maintenance Fee	60,324	42,000	53,639	45,000
Vehicle Replacements	72,500	72,500	72,500	150,000
Vehicle Fuel	58,139	42,000	50,070	45,000
Total Operating Expenses	545,814	529,185	580,586	726,354
<b>GRAND TOTALS</b>	5,857,247	6,053,827	6,077,315	6,376,724

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Chief of Police	113,929	115,789	118,915	120,510
Captain	109,205	109,286	118,198	113,119
Police Lieutenants	100,341	104,363	104,363	106,711
Sergeants	426,818	455,500	455,500	465,749
Patrol Officer	1,256,453	1,382,704	1,303,226	1,413,814
Detective & Youth Officer	361,438	351,950	356,669	362,469
Dispatch	163,632	207,189	185,411	218,525
Administrative Assistant	60,378	63,565	63,997	65,770
Records Clerk	50,041	57,574	56,939	59,280
Custodian	54,430	57,262	58,662	59,571
Total Full Time Employees Salaries & Wages	2,696,665	2,905,182	2,821,880	2,985,518

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**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 2024-2025**

<b>DEPARTMENT: Fire</b>		<b>FUNCTION: Fire Operations</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	3,389,011	3,711,469	3,704,419	3,509,200	-5.45%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
- No Change					
<b>CAPITAL:</b>					
Capital - includes \$100,000 for the Vehicle Replacement Fund					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	2,822,545	2,990,899	2,979,049	2,969,000
Operating Expenses	566,466	720,570	725,370	540,200
Total	3,389,011	3,711,469	3,704,419	3,509,200

<b>COST CENTER</b>				
001 Leadership	224,233	230,330	230,330	246,905
002 Training	11,539	16,000	13,000	13,000
003 Fire Services	2,929,217	3,143,939	3,138,089	3,126,295
004 Fire Marshall	6,842	5,200	7,000	7,000
005 Vehicles Reserve Fund	200,000	300,000	300,000	100,000
006 Program Equipment	17,180	16,000	16,000	16,000
Total	3,389,011	3,711,469	3,704,419	3,509,200

<b>FINANCING PLAN</b>				
West Pleasant Valley Fire District	427,997	425,000	425,000	410,000
General Fund	2,961,014	3,286,469	3,279,419	3,099,200
Total	3,389,011	3,711,469	3,704,419	3,509,200

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>PERSONNEL SERVICES</b>				
Full Time Employees	1,385,420	1,431,672	1,401,772	1,447,803
Part Time Employees	-	-	-	-
Overtime	287,473	340,000	360,000	350,000
Longevity	3,450	3,750	3,300	3,400
Step Increases/Pay Adjustments	-	-	-	-
Stipends	23,300	24,800	23,300	23,300
Safety Incentive	3,811	4,200	4,200	4,200
Clothing Allowance	12,900	12,900	12,900	12,900
Sell Back of Time Off	64,499	68,614	68,614	68,650
<b>Benefits:</b>				
Medical Insurance	552,683	580,320	580,320	580,320
Life Insurance	11,750	14,350	14,350	16,220
Pension	283,500	298,000	298,000	239,500
Pension - volunteer	1,319	1,100	1,100	1,100
FICA tax	24,949	29,503	29,503	31,067
OPEB	44,540	44,540	44,540	44,540
Volunteer incentive	-	-	-	-
Worker's Compensation	122,951	137,150	137,150	146,000
<b>Total Personnel Services</b>	<b>2,822,545</b>	<b>2,990,899</b>	<b>2,979,049</b>	<b>2,969,000</b>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	6,445	6,000	6,000	6,000
Professional Development	12,299	16,000	13,000	13,000
Fire Marshall	6,842	5,200	7,000	7,000
Fire Services	16,197	24,000	24,000	24,000
H and H	6,729	50,000	50,000	50,000
Emergency Medical Service	5,263	8,500	8,500	8,500
Fire Fighter Health & Safety	7,094	7,000	7,000	7,000
Awards & Recognition	816	700	700	700
General Insurance	25,238	31,170	31,170	32,000
Utilities	168,065	180,000	180,000	180,000
Equipment Maintenance	2,745	9,000	5,000	5,000
Contractual Services	1,264	10,000	10,000	20,000
Facility Material & Supply	19,439	17,000	17,000	21,000
Vehicle Operations/Supply	70,850	40,000	50,000	50,000
Reserve Fund/Equipment	200,000	300,000	300,000	100,000
Program Equipment	17,180	16,000	16,000	16,000
<b>Total Operating Expenses</b>	<b>566,466</b>	<b>720,570</b>	<b>725,370</b>	<b>540,200</b>
<b>GRAND TOTALS</b>	<b>3,389,011</b>	<b>3,711,469</b>	<b>3,704,419</b>	<b>3,509,200</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

Chief	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Firefighter	10.00	10.00	10.00	9.00
Firefighter 5th Step	-	-	-	1.00
Firefighter 4th Step	-	-	-	-
Firefighter 3rd step	-	1.00	1.00	-
Firefighter 2nd step	1.00	1.00	1.00	-
Firefighter 1st step	-	-	-	2.00
Total Full Time Employees	16.00	17.00	17.00	17.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Chief	114,471	117,496	117,496	126,143
Deputy Chief	101,591	104,276	104,276	111,950
Captain	265,790	268,989	268,989	275,043
Firefighter	787,209	810,550	788,534	745,904
Firefighter 5th Step	-	-	-	78,089
Firefighter 4th Step	-	-	-	-
Firefighter 3rd step	-	67,510	68,358	-
Firefighter 2nd step	62,883	62,851	-	-
Firefighter 1st step	53,476	-	54,119	110,674
Total Full Time Employees Salaries & Wages	1,385,420	1,431,672	1,401,772	1,447,803

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**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 2024-2025  
Function Highlights**

<b>DEPARTMENT: Civil Preparedness</b>		<b>FUNCTION:</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	57,903	11,459	10,834	11,459	0.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No change in personnel					
<b>CAPITAL:</b> -None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	6,100	6,459	6,459	6,459
Operating Expenses	51,803	5,000	4,375	5,000
Total	57,903	11,459	10,834	11,459

<b>COST CENTER</b>				
001 Civil Preparedness	57,903	11,459	10,834	11,459
Total	57,903	11,459	10,834	11,459

<b>FINANCING PLAN</b>				
General Fund	57,903	11,459	10,834	11,459
Total	57,903	11,459	10,834	11,459

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>PERSONNEL SERVICES</b>				
Full Time Employees	-	-	-	-
Part Time Employees	6,015	6,000	6,000	6,000
<b>Benefits:</b>				
FICA tax	85	459	459	459
Worker's Compensation	-	-	-	-
Unemployment Compensation	-	-	-	-
Total Personnel Services	6,100	6,459	6,459	6,459

<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	50,704	500	452	500
Professional Development	-	200	195	200
Utilities/Fuel	1,099	1,500	1,246	1,500
Equipment Maintenance	-	300	257	300
Miscellaneous/Awards/Events	-	2,500	2,225	2,500
Total Operating Expenses	51,803	5,000	4,375	5,000
GRAND TOTALS	57,903	11,459	10,834	11,459

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

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

## **Public Works**

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

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**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 2024-2025**  
**Function Highlights**

DEPARTMENT: Highway		FUNCTION: Summary															
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change												
<b>BUDGET</b>	2,626,454	2,884,196	2,817,131	3,079,001	6.75%												
<p><b>HIGHLIGHTS:</b> Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance, Engineering, Public Buildings and Vehicle Reserve.</p>																	
<p><b>PERSONNEL:</b></p> <p style="margin-left: 40px;">No Change</p>																	
<p><b>CAPITAL:</b></p> <table style="margin-left: 40px; width: 80%;"> <tr> <td colspan="2">Capital:</td> </tr> <tr> <td>Pickup Truck with Utility Body</td> <td style="text-align: right;">\$ 87,922</td> </tr> <tr> <td>Paving Ramsdall St., Cottage St. and Park Ave</td> <td style="text-align: right;">270,675</td> </tr> <tr> <td>Pine Island Culvert</td> <td style="text-align: right;">250,000</td> </tr> <tr> <td>Shore Avenue Storm Water Study</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$ 658,597</td> </tr> </table>						Capital:		Pickup Truck with Utility Body	\$ 87,922	Paving Ramsdall St., Cottage St. and Park Ave	270,675	Pine Island Culvert	250,000	Shore Avenue Storm Water Study	50,000		\$ 658,597
Capital:																	
Pickup Truck with Utility Body	\$ 87,922																
Paving Ramsdall St., Cottage St. and Park Ave	270,675																
Pine Island Culvert	250,000																
Shore Avenue Storm Water Study	50,000																
	\$ 658,597																

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	1,543,467	1,835,944	1,791,063	1,901,486
Operating Expenses	1,082,987	1,048,252	1,026,068	1,177,515
Total	<u>2,626,454</u>	<u>2,884,196</u>	<u>2,817,131</u>	<u>3,079,001</u>

<b>COST CENTER</b>				
ADMINISTRATION	942,450	978,624	956,126	1,028,548
FLEET MAINTENANCE	204,215	199,061	193,907	206,375
ROADS & STREETS	719,871	989,682	958,914	892,257
SNOW / ICE CONTROL	65,793	110,984	105,400	97,691
ENGINEERING	107,512	107,999	102,398	109,543
PUBLIC BUILDINGS	60,749	76,181	78,721	85,990
PAVING	375,364	299,400	299,400	570,675
VEHICLES	150,500	122,265	122,265	87,922
Total	<u>2,626,454</u>	<u>2,884,196</u>	<u>2,817,131</u>	<u>3,079,001</u>

<b>FINANCING PLAN</b>				
Outside Charges	-	1,000	1,000	1,000
State Town Aid Road	111,979	112,000	112,000	116,373
Town of Groton	2,859,107	2,771,196	2,771,196	2,961,628
Subtotal	<u>2,971,086</u>	<u>2,884,196</u>	<u>2,884,196</u>	<u>3,079,001</u>
TOTAL	<u>2,971,086</u>	<u>2,884,196</u>	<u>2,884,196</u>	<u>3,079,001</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>PERSONNEL SERVICES</b>				
Full Time Employees	795,182	995,162	985,711	1,043,287
Overtime	30,595	70,500	60,650	54,152
Longevity	2,900	4,200	4,200	4,200
Allowances	18,424	15,400	14,550	15,400
FICA tax	60,377	80,725	70,173	82,712
Medical Insurance	404,914	425,160	415,632	425,160
Pension	79,800	83,790	83,000	119,188
OPEB	34,400	34,400	34,400	34,400
Life Insurance	7,113	7,607	6,900	7,987
Worker's Compensation	109,762	119,000	115,847	115,000
Total Personnel Services	1,543,467	1,835,944	1,791,063	1,901,486
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	-	500	500	500
Professional Development	972	5,800	4,380	4,800
Utility/Fuel/Mileage	33,759	37,100	35,940	37,100
Payments Contribution	-	250	250	250
Repairs & Maintenance Facilities	32,551	27,700	25,049	27,700
Software Maintenance Fees	16,399	11,000	10,064	11,000
Occupational Health	13,869	17,190	15,700	17,190
Profess/Technical Services	152,882	93,300	212,120	72,200
General Material & Supply	120,912	280,197	150,300	184,900
Vehicle Operations/Supply	73,239	30,000	28,000	30,000
Vehicle Fuel	38,740	45,000	47,600	49,750
Computer Equipment	1,987	4,000	2,500	5,250
General Insurance	71,813	74,550	72,000	78,278
Capital - Paving	150,500	299,400	122,265	87,922
Vehicle / Reserve	375,364	122,265	299,400	570,675
Total Operating Expenses	1,082,987	1,048,252	1,026,068	1,177,515
GRAND TOTALS	2,626,454	2,884,196	2,817,131	3,079,001

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

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

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FTE SALARIES & WAGES**

Public Works Director	69,684	71,425	71,426	73,569
Highway Supervisor	70,425	72,186	72,186	74,351
Office Support	40,272	41,278	41,278	48,970
Garage Mechanic	72,009	78,224	76,456	82,281
Master Maintenance Mechanic	69,648	78,986	76,201	86,627
Heavy Equipment Operator	102,943	143,363	142,789	144,466
Maintenance Mechanic	104,834	143,492	162,874	184,958
Light Equipment Operator	95,578	113,742	144,994	154,464
Laborer	91,664	173,685	120,657	112,457
Project Manager	78,125	78,781	76,850	81,144
Total Full Time Employees	795,182	995,162	985,711	1,043,287

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**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 2024-2025  
Function Highlights**

<b>DEPARTMENT: Highway</b>		<b>FUNCTION: Sanitation</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	1,206,886	1,221,113	1,129,895	1,222,832	0.14%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
No changes from prior year					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	835,098	815,013	777,697	859,632
Operating Expenses	371,788	406,100	352,198	363,200
Total	1,206,886	1,221,113	1,129,895	1,222,832

<b>COST CENTER</b>				
001 Supervision	54,666	45,449	43,809	47,262
002 Municipal Solid Waste	483,070	481,291	435,621	501,814
003 Recycling	231,158	277,120	252,974	286,170
004 General Support	337,992	367,253	347,491	387,586
005 Bulky Waste	-	-	-	-
006 Reserve for Vehicles & Equipment	100,000	50,000	50,000	-
Total	1,206,886	1,221,113	1,129,895	1,222,832

<b>FINANCING PLAN</b>				
Recycling	15,093	6,500	10,691	6,500
Bulky Waste	4,645	5,000	4,205	5,000
General Fund	1,187,148	1,209,613	1,114,999	1,211,332
Total	1,206,886	1,221,113	1,129,895	1,222,832

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**PERSONNEL SERVICES**

Full Time Employees	481,796	393,520	392,273	419,919
Overtime	434	2,650	1,700	2,650
Part Time Employees	3,955	38,400	29,500	38,400
Longevity	1,200	2,500	1,050	2,500
<b>Benefits:</b>				
Medical Insurance	205,559	215,836	211,725	215,836
Life Insurance	3,737	4,174	3,849	5,179
Pension	34,020	35,721	35,721	47,503
FICA tax	33,625	35,162	28,246	36,920
OPEB	13,550	13,550	13,550	13,550
Worker's Compensation	57,222	73,500	60,083	77,175
Total Personnel Services	835,098	815,013	777,697	859,632

**OPERATING EXPENSES**

Office Supplies/Advertising	100	100	200	200
Equipment Maintenance	-	-	-	-
General Insurance	-	-	-	-
Contractual Services	2,876	9,000	7,650	9,000
Tipping Fees(incl bulky waste)	217,640	275,000	228,400	275,000
General Material & Supply	11,454	12,000	11,453	12,000
Vehicle Operations/Supply	9,649	30,000	21,500	30,000
Diesel Fuel	30,069	30,000	32,995	37,000
Vehicles	100,000	50,000	50,000	-
Total Operating Expenses	371,788	406,100	352,198	363,200
GRAND TOTALS	1,206,886	1,221,113	1,129,895	1,222,832

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Public Works Director	31,244	24,040	23,706	24,761
Highway Supervisory	19,605	18,164	17,128	19,094
Light Equipment Operators	204,213	169,594	169,687	179,968
Laborers	173,251	143,836	143,903	152,616
Heavy Equipment Operators	15,322	6,706	6,882	7,396
Maintenance Mechanic	10,106	6,400	6,567	7,058
Garage Mechanic	6,980	4,449	4,565	4,906
Office Support	21,075	20,331	19,835	24,120
Total Full Time Employees Salaries & Wages	481,796	393,520	392,273	419,919

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Works

DEPARTMENT: Public Buildings

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

**Cost Center**

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

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: Building Maintenance</b>		<b>FUNCTION: Public Building</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	165,660	205,556	183,029	211,630	2.95%
<b>HIGHLIGHTS:</b>					
Included in this function is the cost for maintenance supplies, personal costs and contractual services necessary for cleaning and maintaining City owned properties.					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	77,715	97,556	95,229	103,630
Operating Expenses	87,945	108,000	87,800	108,000
Total	<u>165,660</u>	<u>205,556</u>	<u>183,029</u>	<u>211,630</u>

<b>COST CENTER</b>				
001 Building Maintenance	165,660	205,556	183,029	211,630
Total	<u>165,660</u>	<u>205,556</u>	<u>183,029</u>	<u>211,630</u>

<b>FINANCING PLAN</b>				
Interdepartmental	47,000	47,000	47,000	47,000
General Fund	118,660	158,556	136,029	164,630
Total	<u>165,660</u>	<u>205,556</u>	<u>183,029</u>	<u>211,630</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>			<u>CODE:</u>
General Government	Building and Maintenance	Public Building			11700
	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25	
<b>PERSONNEL SERVICES</b>					
Full Time Employees	38,055	54,291	52,874	58,569	
Part Time Employees	-	-	-	-	
<b>Benefits:</b>					
Medical Insurance	18,228	19,140	18,880	19,140	
Life Insurance	-	-	-	-	
Pension	5,250	5,520	5,150	6,477	
FICA tax	2,716	4,095	3,995	4,300	
OPEB	1,830	1,830	1,830	1,830	
Workers Compensation	11,636	12,680	12,500	13,314	
Total Personnel Services	<u>77,715</u>	<u>97,556</u>	<u>95,229</u>	<u>103,630</u>	
<b>OPERATING EXPENSES</b>					
Office Supplies/Advertising	-	-	-	-	
Utilities/Fuel	2,982	3,000	2,800	3,000	
Contractual Services	54,795	65,000	50,000	65,000	
Facility Material & Supply	-	-	-	-	
General Material & Supply	30,168	40,000	35,000	40,000	
Capital Reserve	-	-	-	-	
Total Operating Expenses	<u>87,945</u>	<u>108,000</u>	<u>87,800</u>	<u>108,000</u>	
GRAND TOTALS	<u><u>165,660</u></u>	<u><u>205,556</u></u>	<u><u>183,029</u></u>	<u><u>211,630</u></u>	
<b>FULL TIME EMPLOYEE ANALYSIS</b>					
Public Works Director	0.20	0.20	0.20	0.20	
Laborer	0.25	0.50	0.50	0.50	
Total Full Time Employees	<u>0.45</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	
<b>FTE SALARIES &amp; WAGES</b>					
Public Works Director	23,320	23,921	23,921	24,639	
Laborer	14,735	30,370	28,953	33,930	
Total Full Time Employees	<u>38,055</u>	<u>54,291</u>	<u>52,874</u>	<u>58,569</u>	

**THE CITY OF GROTON**  
**BUDGET 2024-2025**  
**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 Thames River Magnet 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 three (3) session winter cabaret series, and a three (3) session summer cabaret series for all members of the community. It also covers the operation of the Farmers Market. It enables the department to provide all the necessary supplies and services to make these events successful.

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

**Cost Centers**

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

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

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

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

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

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

### Department Specific Glossary

#### Recreation

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

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

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

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

**Maintenance**

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

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

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

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

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

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

**Parks Improvement:** includes the necessary materials (wood mulch, stone dust, 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 raking, 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 2024-2025**  
**Function Highlights**

<b>DEPARTMENT: Parks &amp; Recreation</b>		<b>FUNCTION: Recreation</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	463,783	551,449	491,096	571,408	3.62%
<b>HIGHLIGHTS:</b>					
<p>The Recreation function for 2024-2025 maintains the current level of services. It will allow the department to continue to operate the beach facility at a safe and enjoyable level for all patrons.</p>					
<b>PERSONNEL:</b>					
<p>- No change.</p>					
<b>CAPITAL:</b>					
<p> </p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	346,759	414,899	353,713	446,423
Operating Expenses	117,024	136,550	137,383	124,985
Total	463,783	551,449	491,096	571,408

<b>COST CENTER</b>				
001 Leadership	102,884	102,417	97,985	135,165
002 Summer Playground	177,736	185,558	170,786	200,925
003 Beach Operations	114,517	176,222	134,358	165,006
004 Programs & Events	68,646	87,252	87,967	70,312
Total	463,783	551,449	491,096	571,408

<b>FINANCING PLAN</b>				
Trip Collections	15,179	20,000	11,015	-
Beach Receipts	197,021	135,000	152,384	145,000
Recreation Receipts	95,392	62,000	67,640	65,000
Zbierski House	23,005	15,000	17,940	16,000
General Fund	133,186	319,449	242,117	345,408
Total	463,783	551,449	491,096	571,408

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25	
<b>PERSONNEL SERVICES</b>					
Full Time Employees	63,263	64,540	62,773	70,783	
Part Time Employees	12,120	18,720	17,594	39,312	
OPEB	-	-	-	-	
Seasonal Employees	246,769	302,211	248,792	304,604	
<b>Benefits:</b>					
FICA tax	24,607	29,428	24,554	31,724	
Total Personnel Services	346,759	414,899	353,713	446,423	
<b>OPERATING EXPENSES</b>					
Office Supplies/Advertising	24,379	21,400	19,942	24,900	
Professional Development	2,102	2,000	1,085	2,000	
Utilities/Fuel	-	-	-	-	
Contractual Services	73,121	91,550	95,681	75,135	
Facility Material & Supply	17,422	21,600	20,675	22,950	
Vehicle Operations/Supply	-	-	-	-	
Total Operating Expenses	117,024	136,550	137,383	124,985	
GRAND TOTALS	463,783	551,449	491,096	571,408	

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director of Parks & Recreation	38,817	39,746	38,896	41,732
Administrative Assistant	24,446	24,794	23,877	29,051
Total Full Time Employees Salaries & Wages	63,263	64,540	62,773	70,783

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Maintenance															
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change												
<b>BUDGET</b>	967,893	965,727	947,405	1,081,463	11.98%												
<p><b>HIGHLIGHTS:</b></p> <p style="margin-left: 40px;">The Maintenance function maintains the current level of services.</p>																	
<p><b>PERSONNEL:</b></p> <p style="margin-left: 40px;">- No addition employees</p>																	
<p><b>CAPITAL:</b></p> <p style="margin-left: 40px;">This budget includes a reserve for the following Capital Projects:</p> <table style="margin-left: 80px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Truck F-550</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">70,000</td> </tr> <tr> <td>Trator Replacement - 1 year</td> <td></td> <td style="text-align: right;">45,000</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td></td> <td style="text-align: right;"><u>\$</u></td> <td style="text-align: right;"><u>115,000</u></td> </tr> </table>						Truck F-550	\$	70,000	Trator Replacement - 1 year		45,000			-		<u>\$</u>	<u>115,000</u>
Truck F-550	\$	70,000															
Trator Replacement - 1 year		45,000															
		-															
	<u>\$</u>	<u>115,000</u>															

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Personnel Services	568,711	614,822	588,422	675,018
Operating Expenses	399,182	350,905	358,983	406,445
Total	<u>967,893</u>	<u>965,727</u>	<u>947,405</u>	<u>1,081,463</u>

<b>COST CENTER</b>				
001 Leadership	107,988	114,965	113,407	122,500
002 Parks & Grounds	284,326	251,541	240,965	285,029
003 Beach Maintenance	112,702	103,536	103,549	118,858
004 Athletic Fields	65,520	66,968	63,944	75,996
005 Reserve for Vehicles & Equipment	96,891	85,000	85,000	115,000
006 General Support	300,466	343,717	340,540	364,080
Total	<u>967,893</u>	<u>965,727</u>	<u>947,405</u>	<u>1,081,463</u>

<b>FINANCING PLAN</b>				
Capital Reserve Fund	-	-	-	-
Parks Receipts	12,534	13,000	10,741	13,000
General Fund	955,359	952,727	936,664	1,068,463
Total	<u>967,893</u>	<u>965,727</u>	<u>947,405</u>	<u>1,081,463</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**PERSONNEL SERVICES**

Full Time Employees	292,717	298,391	298,684	336,058
Part Time Employees	24,867	21,760	6,446	24,320
Overtime	42,634	50,115	54,393	52,589
Longevity	275	750	625	1,000
<b>Benefits:</b>				
Medical Insurance	104,482	109,707	104,483	109,707
Group Insurance	3,475	3,528	3,475	4,142
Pension	33,600	35,280	33,600	46,000
FICA Tax	27,333	28,063	25,988	31,592
OPEB	13,100	13,100	13,100	13,100
Unemploment Compensation	-	6,500	-	6,500
Workers Compensation	26,228	47,628	47,628	50,010
	568,711	614,822	588,422	675,018
Total Personnel Services				

**OPERATING EXPENSES**

Safety Incentive	-	-	-	-
Office Supplies/Advertising	-	-	-	-
Professional Development	-	2,000	-	2,000
General Insurance	46,433	65,625	65,625	65,000
Utilities/Fuel	39,767	32,100	31,565	41,600
Contractual Services	35,744	43,130	40,297	47,685
Facility Material & Supply	77,220	49,850	50,644	53,525
Vehicle Operations/Supply	37,131	24,000	35,353	26,500
Reserve for Vehicles & Equipment	96,891	85,000	85,000	115,000
Park Improvements	39,370	25,000	24,109	28,435
Beach Repairs	26,626	24,200	26,390	26,700
	399,182	350,905	358,983	406,445
Total Operating Expenses				
	967,893	965,727	947,405	1,081,463
GRAND TOTALS				

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	<u>Actual For Year Ended FY 6-30-23</u>	<u>Current Year Budget FY 6-30-24</u>	<u>Estimated For Year Ended June 30, 2024</u>	<u>Proposed Budget FY 6-30-25</u>
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director of Parks & Recreation	58,598	59,619	59,869	62,598
Administrative Assistant	36,294	36,887	37,226	43,577
Maintenance Mechanic	-	-	-	-
Light Equipment Operators	138,087	138,170	138,101	156,916
Laborer	59,738	63,715	63,488	72,967
Total Full Time Employees Salaries & Wages	292,717	298,391	298,684	336,058

## **Non-Departmental**

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

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: Non-Departmental</b>		<b>FUNCTION: General Insurance</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	95,602	120,000	105,886	120,000	0.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No personnel charged to this function					
<b>CAPITAL:</b> - No capital charged to this function					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**APPROPRIATION**

Operating Expenses	95,602	120,000	105,886	120,000
Total	95,602	120,000	105,886	120,000

**COST CENTER**

002 General Liability	29,665	37,236	32,856	37,236
004 MV Lia & Phy Damage	58,164	73,008	64,421	73,008
008 Misc Coverage	7,773	9,756	8,609	9,756
Total	95,602	120,000	105,886	120,000

**FINANCING PLAN**

General Fund	95,602	120,000	105,886	120,000
Total	95,602	120,000	105,886	120,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**OPERATING EXPENSES**

General Insurance	95,602	120,000	105,886	120,000
Total Operating Expenses	95,602	120,000	105,886	120,000
GRAND TOTALS	95,602	120,000	105,886	120,000

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: Non-Departmental</b>		<b>FUNCTION: Pay Adjustment</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	-	50,000	50,000	30,000	-40.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**APPROPRIATION**

Personnel Services	-	50,000	50,000	30,000
Total	-	50,000	50,000	30,000

**COST CENTER**

001 City Pay Adjustment	-	50,000	50,000	30,000
Total	-	50,000	50,000	30,000

**FINANCING PLAN**

General Fund	-	50,000	50,000	30,000
Total	-	50,000	50,000	30,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>PERSONNEL SERVICES</b>				
Step Increases/Pay Adjustments	-	50,000	50,000	30,000
Pension Adjustment	-	-	-	-
Medical Fund Adjustment	-	-	-	-
Total Personnel Services	-	50,000	50,000	30,000
GRAND TOTALS	-	50,000	50,000	30,000

**City of Groton**  
**Proposed Budget FY 2024-2025**  
**Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Public Improvement			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	348,775	337,825	337,325	327,400	-3.09%
<b>HIGHLIGHTS:</b>					
This represents the debt payments including interest for long term bonds and payments for bond anticipated notes as well as contractual services for bond and note sale.					
<b>PERSONNEL:</b>					
- No personnel charged to this function					
<b>CAPITAL:</b>					
- No capital charged to this function					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	<u>Actual For Year Ended FY 6-30-23</u>	<u>Current Year Budget FY 6-30-24</u>	<u>Estimated For Year Ended June 30, 2024</u>	<u>Proposed Budget FY 6-30-25</u>
<b>OPERATING EXPENSES</b>				
Contractual Services	-	500	-	500
Temporary Borrowing	-	-	-	-
Debt Service	348,775	337,325	337,325	326,900
Total Operating Expenses	348,775	337,825	337,325	327,400
GRAND TOTALS	348,775	337,825	337,325	327,400

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

<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 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Operating Expenses	348,775	337,825	337,325	327,400
Total	348,775	337,825	337,325	327,400

<b>COST CENTER</b>				
001 Gen'l Gov't Debt Service Principal	275,000	275,000	275,000	275,000
002 Gen'l Gov't Debt Service Interest	73,775	62,325	62,325	51,900
005 Gen'l Gov't Consulting Service	-	500	-	500
006 Gen'l Gov't Temporary Borrowing	-	-	-	-
Total	348,775	337,825	337,325	327,400

<b>FINANCING PLAN</b>				
General Fund	348,775	337,825	337,325	327,400
Total	348,775	337,825	337,325	327,400

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

**DEBT SERVICE SCHEDULE 2024-2025**

	<u>Date of</u>		<u>Amount</u>	<u>Balance</u>	<u>Payment due during Fiscal Year</u>		<u>Payments</u>
	<u>Issue</u>		<u>Maturity</u>	<u>Authorized</u>	<u>June 30, 2024</u>	<u>Principal</u>	<u>Interest</u>
Public Improvements:							
	4/15/2013	4/15/2033	3,115,000	1,440,000	160,000	49,600	209,600
	10/8/2009	10/1/2024	<u>1,725,000</u>	<u>115,000</u>	<u>115,000</u>	<u>2,300</u>	<u>117,300</u>
Total Public Improvements			<u>4,840,000</u>	<u>1,555,000</u>	<u>275,000</u>	<u>51,900</u>	<u>326,900</u>

**City of Groton  
Proposed Budget FY 2024-2025  
Function Highlights**

<b>DEPARTMENT: Non-Departmental</b>		<b>FUNCTION: Contingency</b>			
	Actual FY 22-23	Approved FY 23-24	Estimated FY 23-24	Proposed FY 24-25	% Change
<b>BUDGET</b>	500,000	115,000	115,000	115,000	0.00%
<p><b>HIGHLIGHTS:</b></p> <ul style="list-style-type: none"> <li>- This represents the amount of funds set aside for unforeseen expenses, that may occur within the fiscal year.</li> </ul>					
<p><b>PERSONNEL:</b></p> <ul style="list-style-type: none"> <li>- No personnel charged to this function</li> </ul>					
<p><b>CAPITAL:</b></p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
<b>APPROPRIATION</b>				
Operating Expenses	500,000	115,000	115,000	115,000
Total	500,000	115,000	115,000	115,000
<b>COST CENTER</b>				
001 General Contingency	500,000	115,000	115,000	115,000
Total	500,000	115,000	115,000	115,000
<b>FINANCING PLAN</b>				
General Fund	500,000	115,000	115,000	115,000
Total	500,000	115,000	115,000	115,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2024-2025**

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

	Actual For Year Ended FY 6-30-23	Current Year Budget FY 6-30-24	Estimated For Year Ended June 30, 2024	Proposed Budget FY 6-30-25
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**OPERATING EXPENSES**

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